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

CONFIRMED

CITY OF BUSSELTON

MINUTES OF THE COUNCIL MEETING HELD ON 8 DECEMBER 2021

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MINUTES

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 8 DECEMBER 2021 AT 5.30PM.

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

The Presiding Member opened the meeting at 5.30pm.

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

2. ATTENDANCE

Presiding Member:		Members:	
Cr Grant Henley	Mayor	Cr Paul Carter	Deputy Mayor
		Cr Sue Riccelli	
		Cr Ross Paine	
		Cr Kate Cox	
		Cr Anne Ryan	
		Cr Phill Cronin	
		Cr Jodie Richards	
		Cr Mikayla Love	

Officers:

Mr Mike Archer, Chief Executive Officer
Mr Oliver Darby, Director, Engineering and Works Services
Mrs Tanya Gillett, Acting Director, Planning and Development Services
Mrs Naomi Searle, Director, Community and Commercial Services
Ms Sarah Pierson, Acting Director, Finance and Corporate Services
Mrs Emma Heys, Governance Coordinator
Ms Melissa Egan, Governance Officer

Apologies:

Nil

Approved Leave of Absence:

Nil

Media:

“Busselton-Dunsborough Times”

Public:

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3. PRAYER

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

4. APPLICATION FOR LEAVE OF ABSENCE

Nil

5. DISCLOSURE OF INTERESTS

Nil

6. ANNOUNCEMENTS WITHOUT DISCUSSION

Announcements by the Presiding Member

The Mayor noted with concern that Busselton's neighbours in the Shire of Augusta Margaret River are under threat from a serious bush fire in the Boranup Forest and twelve City of Busselton volunteer Bush Fire Brigades are responding to that incident. The Mayor noted those in the community who continue to provide emergency services, and offered the City's thoughts and prayers to them over the holiday season.

7. QUESTION TIME FOR PUBLIC

Response to Previous Questions Taken on Notice

The following questions were taken on notice by the Council at the 24 November 2021 Ordinary Council meeting:

7.1 Mr Gordon Bleechmore

Question
How many limestone extraction licences are issued in the City of Busselton?

Response
(response provided by Mr Oliver Darby, Director Engineering and Works Services)
There is one limestone extraction licence that is current in the City of Busselton, that being to Beachborough Pty Ltd.

7.2 Mr Gordon Bleechmore

Question
Has the final amount of Blu Tack been removed from the walls of the Community Resource Centre?

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

As per Mr Nottle's previous advice, Blu Tack is sometimes used where there are no alternate options or where alternative methods have been tried and determined not to be preferred. Therefore, there may be Blue Tack in use from time to time. As previously communicated, we have not noticed any obvious damage caused by its use, where it is used.

7.3 Mr Gordon Bleechmore

Question
About 12 months ago, there was plastic placed around the peppermint trees behind the Weld Theatre – what was that for?

Response
(response provided by Mr Oliver Darby, Director Engineering and Works Services)

This practice is known as a possum band, used to restrict possum activity to early new growth on trees suffering from salt / wind damage. Once sufficient growth has returned, the possum band will then be removed.

7.4 Mr Gordon Bleechmore

Question
Mr Forrest, who has a limestone extraction licence at Ludlow, applied to have a caveat on his property lifted to allow a change of financial institutions. It was later discovered that the lawyers acting for the City of Busselton were instructed to go slow. Who from the City would have given that instruction?

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

No such instruction was given by City officers to the lawyers acting for the City of Busselton.

Question Time for Public

7.5 Ms Michelle Shackleton

Question
Mr Terry Ealing and other residents have made numerous calls to the Mayor, Cr Carter, planning officers and Mr Archer about an extractive licence in Abba River, that they claim is being conducted contrary to the conditions of the development application. Will Council represent these ratepayers?

Response
(Mrs Tanya Gillett, Acting Director, Planning and Development Services)
The Compliance department has had regular dealings with Mr Ealing over the years and there is a current investigation underway. There is also an Ombudsman investigation that is ongoing.

Question
In relation to the bridge on Yallingup Beach Road, when are works expected to be completed?

Response
(Mr Oliver Darby, Director, Engineering and Works Services)
It is a Main Roads project. We have been keeping the Yallingup Residents Association updated on the progress of that project. There have been some minor delays but it is due for completion very soon.

Following the meeting, further information was provided by Mr Darby by email: Main Roads Western Australia have indicated that the bridge is on schedule for completion on 11 December 2021. Please note that the works commenced on 7 September 2021.

Question
At the time of the two fires that were deliberately lit this time last year, a resident left her property early and got caught up in a traffic jam at the intersection of Caves Road and Yallingup Beach Road. What can be done to get traffic management into the area as soon as possible during a similar emergency?

Response
(Mayor)
I attended a briefing in Yallingup following the incident. The issue of traffic management and other more suitable access points was raised, and it is the responsibility of Police in those situations to direct traffic.

Question
At the last Community Access Session, Cr Paine had a telephone raised and pointed at me. I would like to know if he was making a video or audio recording of me.

Response
(Cr Ross Paine)
That did not happen.

7.6 Mr Don Evill

Question
During the meeting on 24 November 2021, Cr Carter spoke on the motion about the Busselton Performing Arts and Convention Centre project that "this facility is a significant component to our offering of the Events Capital of WA and will complement our airport, our foreshore, our Australian Underwater Discovery Centre, our hotel investments, that will contribute to all of these things". What did Cr Carter mean by "our" hotel investments?

Response
(Cr Paul Carter)
I was not referring to the City of Busselton's investment in a hotel. I was referring to the fact we have those particular assets within the City of Busselton. I am referring to the City of Busselton as a collective place of living and participating.

Question
So there is no financial, preferential or inducement given to the current hotel development by the Hilton?

Response
(Mayor)
The development on the foreshore is part of the foreshore master planning and the development of the foreshore incorporated funding from a State, Federal and local level to deliver infrastructure and services to facilitate development, including hotels, the Shelter development, development on the Jetty and future hotel sites.

Question
Is the City of Busselton providing car parking which will be put aside for the use of the Hilton Hotel?

Response
(Mayor)
Some of the bays will be for the benefit of the hotel development and some will be publicly accessible.

Question
Is the Hilton leasing the car bays or have they been given the car bays?

Response
(Mr Mike Archer, Chief Executive Officer)
They have a licence agreement under which they are leasing the car bays from the City for a period of 60 years.

Question
Are we able to see what the leasing figures are [for the car park]?

Response
(Mayor)
We will take that on notice and provide you the information as long as it is not commercial in confidence. The Hilton Hotel will pay a lease to the benefit of predominately the Jetty Maintenance Reserve and they will also pay a considerable amount in City of Busselton rates.

7.6 Mr Keith Sims

Question
To come under the tender amount of $38 million [for the Busselton Performing Arts and Convention Centre (BPACC)], you removed the ground kitchen to save almost $477,000. If you decide to reinstate the kitchen, where would the money be obtained to complete it?

Response
(Mayor)
It would be a future decision of Council to apply for grant funding or find other funding, if it was proved to be necessary in the future.

Question
The resolution to proceed with the BPACC stated the cost is not to exceed $38 million and was achieved by removing approximately $4 million from the tender, including removal of the kitchen. How can you retrofit the kitchen without passing a new resolution?

Response
(Mr Archer)
We are not intending to put it back at this point in time.

Response
(Mayor)
The resolution is to enter into a construction contract for the building for no more than $38 million. There will be other costs in the future, for example consumables and replacement of carpet, which may push its whole of life costs over $38 million.

Question
The Holiday Home Regulatory Review Framework report will be provided to Council in early 2022. One of the recommendations is for the manager to live no more than 30 minutes away from the accommodation and respond within 12 hours to community complaints. Can you explain the reasoning for the 12 hour timeframe?

Response
(Mayor)
It was not a recommendation of officers, but one of many options that were presented to the community during the consultation period of the review of the Holiday Homes Regulatory Framework. When we implemented our local law in 2012, it was required to go through the Joint Standing Committee of Parliament. We initially had a shorter response time included, but the Joint Standing Committee said that it was unreasonable and 24 hours was a reasonable time for a manager to respond to a complaint. We successfully argued for 12 hours, but it was determined by the Joint Standing Committee that it was unreasonable to respond in any quicker time than that.

Question
The State Government has just released their rules for holiday homes for public comment. Why isn't the City waiting for the State Government regulations to be framed prior to changing its local law?

Response
(Mayor)
We proceeded with the review of the local law because we could not wait any longer. We were required to review a local law after eight years. We also looked at the planning scheme and local planning policies and how they can be better used to address these issues. We could not wait for the State to put out its legislation, which could still be twelve months to two years away.

Question
Where have the recordings of the last Community Access Sessions been stored?

Response
(Ms Sarah Pierson, Acting Director, Finance and Corporate Services)
The audio recording of the Community Access Session is under the Council section of the website. The City is currently considering its position on whether to continue to record Community Access Sessions.

7.7 Mrs Jill Walsh

Question
In relation to the holiday accommodation, is the City in a position to give feedback to the State Government from a local government perspective?

Response
(Mayor)
I am sure the Council will be making a submission on that. It is very important to the community.

7.8 Mr Gordon Bleechmore

Question
At the last meeting, I asked who from the City gave instructions to go slow with Mr John Forrest's application for the removal of a caveat on his property title. Why did this operation take two weeks longer than normal and settlement only occurred an hour before a critical deadline?

Response
(Mayor)
I am unaware of any reason for the delay in the process or what the usual length of process is, only that no instruction was given to the lawyers to hold up the process.

Question
Can you investigate and provide an answer at a later date?

Response
Your question has been responded to.

Question
How many extraction licences issued by the City of Busselton have a caveat placed on the property owner's title?

Response
(Mayor)
We will take that on notice.

Question
Who with an extraction licence issued by the City of Busselton has a caveat placed on their property title?

Response
(Mayor)
We will take that on notice.

Question
In most extraction licences, a pit survey must be conducted within a certain date after the licence has been issued. Do all current extraction licences in the City of Busselton meet this condition?

Response
(Mayor)
We will take that on notice.

Question
Why did the City not accept the pit survey conducted by John Forrest and request that the City of Busselton provide their own survey?

Response
(Mr Archer)
We are unable to respond to that question as the matter is under investigation and, as such, details remain confidential.

Question
How much did it cost the City to conduct a second survey?

Response
(Mayor)
We are unable to respond to that question as the matter is under investigation and, as such, details remain confidential.

Question
Who decided that the survey conducted by Mr Forrest was not good enough?

Response
(Mayor)
We are unable to respond to that question as the matter is under investigation and, as such, details remain confidential.

Question
Does the City intend to suspend or cancel the licence of Mr Forrest if it is found to be in breach?

Response
(Mayor)
I do not want to presuppose an outcome of an investigation currently underway and, as such, we are unable to respond to that question and the details remain confidential.

Question
Has the City of Busselton considered, if it cancels Mr Forrest's licence, that it loses control of the conditions under the licence?

Response
(Mayor)
If we were to cancel the licence, which is a planning approval, there would still be a requirement to perform rehabilitation etc.

Question
What happens if the State invoked an order to source materials from a pit with a suspended or cancelled licence?

Response
(Mayor)
We will take that on notice.

Question
When will the plastic be removed from the peppermint trees behind the Weld Theatre?

Response
We will take that on notice.

8. CONFIRMATION AND RECEIPT OF MINUTES

Previous Council Meetings

8.1 Minutes of the Council Meeting held 24 November 2021

COUNCIL DECISION
C2112/105 Moved Councillor P Carter, seconded Councillor R Paine

That the Minutes of the Council Meeting held 24 November 2021 be confirmed as a true and correct record.

CARRIED 9/0

Committee Meetings

8.2 Minutes of the Audit and Risk Committee Meeting held 18 November 2021

COUNCIL DECISION
C2112/106 Moved Councillor P Cronin, seconded Councillor P Carter

That the Minutes of the Audit and Risk Committee Meeting held 18 November 2021 be noted.

CARRIED 9/0

8.3 Minutes of the Finance Committee Meeting held 24 November 2021

COUNCIL DECISION
C2112/107 Moved Councillor P Carter, seconded Councillor A Ryan

That the Minutes of the Finance Committee Meeting held 24 November 2021 be noted.

CARRIED 9/0

8.4 Minutes of the Airport Advisory Committee Meeting held 1 December 2021

COUNCIL DECISION
C2112/108 Moved Councillor A Ryan, seconded Councillor J Richards

That the Minutes of the Airport Advisory Committee Meeting held 1 December 2021 be noted.

CARRIED 9/0

9. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

Petitions

Nil

Presentations

Nil

Deputations

Nil

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

Nil

11. ITEMS BROUGHT FORWARD

ADOPTION BY EXCEPTION RESOLUTION

At this juncture, the Mayor advised the meeting that the following items would be adopted en bloc, i.e. all together:

COUNCIL DECISION

C2112/109 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Committee Recommendations for items 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7 and 12.8 and the Officer Recommendations for items 14.1, 15.1 and 17.1 be carried en bloc:

12.1 Audit and Risk Committee - 18/11/2021 - CITY OF BUSSELTON 2020/2021 ANNUAL FINANCIAL REPORT, AUDITORS' REPORT AND MANAGEMENT LETTER

12.2 Audit and Risk Committee - 18/11/2021 - 2021 OFFICE OF AUDITOR GENERAL CYBER SECURITY AND GENERAL COMPUTER CONTROLS AUDIT

12.3 Finance Committee - 24/11/2021 - LIST OF PAYMENTS MADE - OCTOBER 2021

12.4 Finance Committee - 24/11/2021 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 OCTOBER 2021

12.5 Finance Committee - 24/11/2021 - SELF SUPPORTING LOAN APPLICATION - GEOGRAPHE BAY YACHT CLUB INC.

12.6 Finance Committee - 24/11/2021 - SELF SUPPORTING LOAN APPLICATION - MARGARET RIVER BUSSELTON TOURISM ASSOCIATION

12.7 Airport Advisory Committee - 1/12/2021 - BUSSELTON MARGARET RIVER AIRPORT - NOISE MANAGEMENT PLAN REVIEW

12.8 Airport Advisory Committee - 1/12/2021 - BUSSELTON MARGARET RIVER AIRPORT - AIRPORT UPDATE

14.1 RFT 19/21 DNSL SPORTS PRECINCT CARPARK & COURTS

15.1 EXPRESSION OF INTEREST - RESERVE 46187 LOT 448 MARINE TERRACE; OLD TENNIS CLUB BUILDING

17.1 COUNCILLORS' INFORMATION BULLETIN

CARRIED 9/0

EN BLOC

12.1 Audit and Risk Committee - 18/11/2021 - CITY OF BUSSELTON 2020/2021 ANNUAL FINANCIAL REPORT, AUDITORS' REPORT AND MANAGEMENT LETTER

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Financial Operations
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Acting Director Finance and Corporate Services - Sarah Pierson
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Audit Opinion Attachment B Financial Statements for the Year Ending 30 June 2021 Attachment C Management Letter Year Ending 30 June 2021

This item was considered by the Audit and Risk Committee at its meeting on 18/11/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2112/110 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council:

1. **Accepts the 2020/21 Annual Financial Report including Auditors Report and Audit Management Report as per the attached documentation;**

2. **Notes that it has met the requirements of section 7.12A(2) of the *Local Government Act 1995* with the Audit Committee, on behalf of Council, having met with a representative of the Office of the Auditor General on the 18th November 2021; and**

3. **Acknowledges the significant improvements of the City's Financial Health Indicators score and acknowledges the role of staff in responding to the Council concerns about previous Financial Health Indicators performance.**

CARRIED 9/0

EN BLOC

Reasons: To acknowledge the recent improvements of the City's Financial Health Indicators score and the role of staff in achieving these improvements.

OFFICER RECOMMENDATION

That the Council:

1. **Accepts the 2020/21 Annual Financial Report including Auditors Report and Audit Management Report as per the attached documentation; and**

2. **Notes that it has met the requirements of section 7.12A(2) of the *Local Government Act 1995* with the Audit Committee, on behalf of Council, having met with a representative of the Office of the Auditor General on the 18th November 2021.**

EXECUTIVE SUMMARY

The signed Independent Auditors Report and Management Letter, in relation to the 2020/21 Annual Financial Statements, were received from the Office of the Auditor General on 15 November 2021, and are provided to Committee Members as attachments to this report, along with the final draft of the 2020/21 Annual Financial Statements.

Pursuant to its Instrument of Appointment, it is relevant that the Audit and Risk Committee considers the 2020/21 Annual Financial Statements, Auditors Report and Management Letter and, where appropriate, makes recommendation/s in respect of these reports.

In addition, the local government is required to meet with its auditor at least once every year in accordance with section 7.12A(2) of the *Local Government Act 1995* (the Act).

BACKGROUND

Pursuant to Section 7.9 of the Act, an Auditor is required to examine the accounts and annual financial report submitted by a local government for audit. The Auditor is also required, by 31 December following the financial year to which the accounts and report relate, to prepare a report thereon and forward a copy of that report to:

(a) The Mayor or President
(b) The Chief Executive Officer; and
(c) The Minister

Furthermore, in accordance with Regulation 10 (4) of the *Local Government (Audit) Regulations 1996*, (the Regulations) where it is considered appropriate to do so, the Auditor may prepare a Management Letter to accompany the Independent Auditor's Report, which is also to be forwarded to the persons specified in Section 7.9 of the Act.

The Management Letter provides an overview of the audit process and outcomes, and also identifies any matters that, while generally not material in relation to the overall audit of the financial report, are nonetheless considered relevant to the day to day operations of the City.

Representatives of the Audit and Risk Committee and City officers met with the OAG at an entrance meeting held on the 22 April 2021. At this meeting, the OAG outlined the process for the annual audit (including interim and final).

The final audit took place from the 4 to 15 October 2021. An exit meeting was held with the Mayor and Deputy Mayor, CEO and relevant officers on the 10 October 2021. The OAG has since provided their signed audit report, including the opinion and management letter, attached to this report.

OFFICER COMMENT

The OAG have confirmed that once again the City has been provided with an unqualified audit opinion (clear audit).

As part of the 2020/21 Financial Audit, the Auditor made one finding, deemed as moderate.

> ***"1. Recording of Inventory Stocktake***
>
> ***Finding***
>
> *When performing our testing over inventory, we noted that the stocktake quantity is not recorded in the stock count sheet by its physical count but in invoiced order batch. For example, there was physically 14 light poles but was recorded on the stock sheet as 1 due to all 14 being on the same invoice batch."*

Full details and City of Busselton Management comments can be seen in the 2020-21 Management Letter attachment.

The Audit and Risk Committee Terms of Reference determines that the Audit and Risk Committee is responsible and has the duty to formally meet with the auditor in accordance with the Act on behalf of the local government. Ms. Carly Meagher, Director Financial Audit, from the OAG, representing the Auditor General is attending the Audit and Risk Committee meeting. Ms. Meagher will present the audit report and respond to any queries arising.

The presence of Ms. Meagher meets the requirements of 7.12A (2) of the Act.

Statutory Environment

Matters pertaining to the financial audit of a local government authority are detailed within:

- *Local Government Act 1995* - Section 7.9 and Section 7.12A.
- *Local Government (Financial Management) Regulations 1996.*
- *Local Government (Audit) Regulations 1996* – Regulation 16.

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

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

There is a requirement to include the audited financial statements within the City of Busselton Annual Report, which will be advertised to the public following its consideration by Council.

Risk Assessment

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

Options

The Audit and Risk Committee may determine to make specific recommendations in relation to the audit findings and the actions identified by management in addressing these. Given the operational nature of the one issue that arose and that this is planned to be addressed, officers do not think specific resolutions are necessary.

CONCLUSION

The City achieved a clear audit for the financial year ending 30 June 2021 with only one moderate finding reported in the Management Letter.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

Auditor General

INDEPENDENT AUDITOR'S REPORT
2021
City of Busselton

To the Councillors of the City of Busselton

Report on the audit of the annual financial report

Opinion

I have audited the financial report of the City of Busselton (City) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the City of Busselton:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities section below. I am independent of the City in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Restatement of comparative balances

I draw attention to Note 33 to the financial statements which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. My opinion is not modified in respect of this matter.

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the City is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the City.

The Council is responsible for overseeing the City's financial reporting process.

Auditor's responsibility for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

Report on other legal and regulatory requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

(i) In my opinion, the following material matter(s) indicate a significant adverse trend in the financial position of the City:

   a) The Current Ratio as reported in Note 34 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI's) standard of 1.0 for the last three financial years.

(ii) All required information and explanations were obtained by me.

(iii) All audit procedures were satisfactorily completed.

(iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

Other matters

The financial ratios for 2019 in Note 34 of the financial report were audited by another auditor when performing their audit of the City for the year ending 30 June 2019. The auditor expressed an unmodified opinion on the financial report for that year.

Other information

The other information is the information in the entity's annual report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the City of Busselton for the year ended 30 June 2021 included on the City's website. The City's management is responsible for the integrity of the City's website. This audit does not provide assurance on the integrity of the City's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

Sandra Labuschagne
Deputy Auditor General
Delegate of the Auditor General for Western Australia
Perth, Western Australia
15 November 2021

City of Busselton
Geographe Bay

Financial Report

For the year ended

30 June 2021

City of Busselton

Financial Report

For the Year Ended 30 June 2021

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Community Vision
Where environment, lifestyle and opportunity meet.

Principal place of business:
2 Southern Drive
Busselton WA 6280

City of Busselton

Financial Report

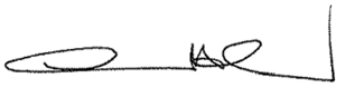
For the Year Ended 30 June 2021

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the City of Busselton for the financial year ended 30 June 2021 is based on proper accounts and records to present fairly the financial position of the City of Busselton at 30 June 2021 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 11 day of November 2021



Mike Archer
Chief Executive Officer

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Statement of Comprehensive Income by Nature or Type

	Note	2021 Actual $	2021 Budget $	2020 Restated $
Revenue				
Rates	25	52,646,781	52,759,360	51,997,844
Operating Grants, Subsidies and Contributions	2(a)	6,986,817	4,454,801	5,664,503
Fees and Charges	2(a)	17,412,051	16,398,638	14,934,971
Interest Earnings	2(a)	1,120,191	1,046,684	1,749,695
Other Revenue		551,451	424,730	549,366
Gain on Finance Sublease		2,786,007	0	3,902,773
		81,503,298	75,084,213	78,799,152
Expenses				
Employee Costs		(32,762,836)	(33,604,206)	(32,543,216)
Materials and Contracts		(16,560,581)	(18,710,746)	(16,856,209)
Utility Charges		(2,651,097)	(2,770,956)	(2,633,428)
Depreciation on Non-Current Assets	11(b)	(24,607,001)	(24,050,074)	(22,857,747)
Interest Expenses	2(b)	(1,192,417)	(1,301,926)	(1,330,823)
Insurance Expenses		(748,751)	(770,664)	(730,852)
Other Expenditure		(832,615)	(2,811,079)	(1,029,390)
		(79,355,298)	(84,019,651)	(77,981,665)
		2,148,000	**(8,935,438)**	**817,487**
Non-Operating Grants, Subsidies and Contributions	2(a)	20,309,932	29,090,854	18,529,803
Profit on Asset Disposals		148,677	19,193	74,304
Loss on Asset Disposals		(521,958)	(90,673)	(537,558)
		19,936,651	29,019,374	18,066,549
Net result for the period		**22,084,651**	**20,083,936**	**18,884,036**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Impairment Loss on non-current assets	13	0	0	(1,478,109)
Total other comprehensive income		0	0	(1,478,109)
Total comprehensive income for the period		**22,084,651**	**20,083,936**	**17,405,927**

This statement is to be read in conjunction with the accompanying notes.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Statement of Comprehensive Income by Program

	Note	2021 Actual	2021 Budget	2020 Restated
Revenue		$	$	$
General Purpose Funding		56,081,108	55,331,966	55,972,253
Governance		234,836	219,800	507,202
Law, Order & Public Safety		1,434,145	1,429,850	968,661
Health		791,676	623,950	656,781
Education and Welfare		8,628	6,700	8,867
Housing		527,173	488,300	502,130
Community Amenities		9,409,919	8,819,000	8,655,411
Recreation and Culture		4,017,798	3,947,757	3,927,871
Transport		2,923,350	1,830,250	1,362,737
Economic Services		2,335,110	1,873,392	1,809,922
Other Property and Services		3,739,555	513,248	4,427,317
		81,503,298	75,084,213	78,799,152
Expenses				
General Purpose Funding		(1,182,829)	(1,236,570)	(1,085,183)
Governance		(6,365,440)	(7,470,632)	(6,792,460)
Law, Order & Public Safety		(3,567,234)	(3,738,812)	(3,403,391)
Health		(1,513,600)	(1,514,624)	(1,443,764)
Education and Welfare		(186,001)	(157,617)	(169,093)
Housing		(640,562)	(1,296,665)	(693,717)
Community Amenities		(13,789,842)	(14,466,327)	(13,964,955)
Recreation and Culture		(23,485,692)	(24,398,481)	(23,239,799)
Transport		(23,186,955)	(24,105,554)	(21,822,344)
Economic Services		(3,130,652)	(3,646,575)	(3,287,879)
Other Property and Services		(1,114,074)	(685,868)	(748,257)
		(78,162,881)	(82,717,725)	(76,650,842)
Finance Costs				
Governance		(660,038)	(679,196)	(711,602)
Recreation and Culture		(460,979)	(551,404)	(537,257)
Transport		(37,797)	(40,133)	(48,639)
Economic Services		(507)	(508)	(1,063)
Other Property and Services		(33,096)	(30,685)	(32,262)
	2(b)	(1,192,417)	(1,301,926)	(1,330,823)
Non-Operating Grants, Subsidies & Contributions	2(a)	20,309,932	29,090,854	18,529,803
Profit on Disposal of Assets		148,677	19,193	74,304
Loss on Disposal of Assets		(521,958)	(90,673)	(537,558)
		19,936,651	29,019,374	18,066,549
Net result for the period		**22,084,651**	**20,083,936**	**18,884,036**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Impairment Loss on non-current assets	13	0	0	(1,478,109)
Total other comprehensive income		**0**	**0**	**(1,478,109)**
Total comprehensive income for the period		**22,084,651**	**20,083,936**	**17,405,927**

This statement is to be read in conjunction with the accompanying notes.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Statement of Financial Position

	Note	2021 Actual $	2020 Restated $	1 July 2019 Restated $
Current Assets				
Cash and Cash Equivalents	3	17,108,235	20,001,304	21,772,318
Trade and Other Receivables	6	3,793,737	4,371,031	3,916,159
Other Financial Assets	5(a)	62,059,374	50,566,867	48,569,803
Inventories	7	936,902	25,802	24,981
Finance Lease Receivables	38	217,910	177,085	0
Other Assets	8(a)	197,380	212,924	266,918
Non-Current Assets Held for Sale	8(b)	2,035,508	0	0
Total Current Assets		86,349,046	75,355,013	74,550,179
Non-current Assets				
Trade and Other Receivables	6	393,784	412,055	397,461
Other Financial Assets	5(b)	481,283	430,658	283,072
Property, Plant and Equipment	9	135,213,353	137,416,270	135,148,518
Infrastructure	10	580,752,889	568,408,571	564,715,992
Finance Lease Receivables	38	7,698,983	4,858,268	0
Right of Use Assets	12(a)	811,327	1,308,114	0
Total Non-current Assets		725,351,619	712,833,936	700,545,043
Total Assets		**811,700,665**	**788,188,949**	**775,095,222**
Current Liabilities				
Trade and Other Payables	14	11,121,259	7,983,635	8,136,038
Contract Liabilities	15.1	2,521,219	2,611,824	0
Grant Liabilities	15.2	988,563	2,298,073	0
Lease Liabilities	16	492,042	500,767	0
Borrowings	17(d)	3,020,442	3,043,263	3,291,161
Employee Related Provisions	18(a)	5,502,681	5,237,538	4,614,181
Other Provisions	18(b)	430,000	0	0
Total Current Liabilities		24,076,206	21,675,100	16,041,380
Non-current Liabilities				
Contract Liabilities	15.1	7,888,354	7,566,720	0
Grant Liabilities	15.2	4,276,558	2,250,217	0
Lease Liabilities	16	439,461	900,849	0
Borrowings	17(d)	25,247,254	28,157,696	31,111,143
Employee Related Provisions	18(a)	715,485	665,671	627,843
Total Non-current Liabilities		38,567,112	39,541,153	31,738,986
Total Liabilities		**62,643,318**	**61,216,253**	**47,780,366**
Net Assets		**749,057,347**	**726,972,696**	**727,314,856**
Equity				
Retained Surplus		461,812,090	442,749,115	445,920,833
Reserves – Cash/ financial asset Backed	4	62,919,560	59,897,884	55,590,217
Revaluation Surplus	13	224,325,697	224,325,697	225,803,806
Total Equity		**749,057,347**	**726,972,696**	**727,314,856**

This statement is to be read in conjunction with the accompanying notes.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Statement of Changes in Equity

	Note	Retained Surplus $	Reserves Cash Backed $	Revaluation Surplus $	Total Equity $
Balance as at 1 July 2019		444,713,504	55,590,217	236,196,300	736,500,021
Correction of prior period errors	33	1,207,329	0	(10,392,494)	(9,185,165)
Restated Balance		445,920,833	55,590,217	225,803,806	727,314,856
Initial application of AASB 16, AASB 15/1058		(17,748,087)	0	0	(17,748,087)
Restated Balance at 1 July 2019		428,172,746	55,590,217	225,803,806	709,566,769
Comprehensive Income					
Net Result for the period		18,884,036	0	0	18,884,036
Other Comprehensive Income		0	0	(1,478,109)	(1,478,109)
Total Comprehensive Income		18,884,036	0	(1,478,109)	17,405,927
Transfer from / (to) Reserves		(4,307,667)	4,307,667	0	0
Balance as at 30 June 2020		**442,749,115**	**59,897,884**	**224,325,697**	**726,972,696**
Comprehensive Income					
Net Result for the period		22,084,651	0	0	22,084,651
Other Comprehensive Income		0	0	0	0
Total Comprehensive Income		22,084,651	0	0	22,084,651
Transfer from / (to) Reserves		(3,021,676)	3,021,676	0	0
Balance as at 30 June 2021		**461,812,090**	**62,919,560**	**224,325,697**	**749,057,347**

This statement is to be read in conjunction with the accompanying notes.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Statement of Cash Flows

	Note	2021 Actual $	2021 Budget $	2020 Actual $
Cash Flows from Operating Activities				
Receipts				
Rates		53,316,359	52,546,446	51,938,974
Operating Grants, Subsidies and Contributions		7,331,156	4,625,990	5,373,699
Fees & Charges		17,676,719	16,590,723	14,745,813
Interest Earnings		1,120,191	1,046,688	1,749,695
Goods and Services Tax		5,926,791	4,000,000	6,531,093
Other Revenue		921,849	403,715	1,379,052
		86,293,065	79,213,562	81,718,326
Payments				
Employee Costs		(32,427,199)	(33,607,510)	(31,886,965)
Materials and Contracts		(16,008,700)	(18,804,904)	(16,157,105)
Utility Charges		(2,651,097)	(2,770,956)	(2,633,428)
Interest Expenses		(1,192,417)	(1,301,926)	(730,852)
Insurance Expenses		(748,751)	(770,664)	(1,330,823)
Goods and Services Tax		(5,986,151)	(4,000,000)	(6,657,604)
Other Expenditure		(377,712)	(2,822,360)	(2,559,347)
		(59,392,027)	(64,078,320)	(61,956,124)
Net Cash Provided by / (used in) Operating Activities	19	26,901,038	15,135,242	19,762,202
Cash Flows from Investing Activities				
Payment for Purchase of Property, Plant & Equipment		(5,294,071)	(20,446,089)	(10,974,259)
Payment for Construction of Infrastructure		(22,056,714)	(33,943,507)	(18,968,702)
Non-Operating Grants, Subsidies and Contributions		11,951,206	17,583,753	10,958,748
Proceeds from Sale of Property, Plant and Equipment		647,517	581,500	3,221,003
Proceeds from Financial Assets at Amortised Costs – Term Deposits		(11,500,000)	0	(2,000,000)
Proceeds from Self Supporting Loans		66,867	76,082	74,987
Net Cash Provided by / (used In) Investing Activities		(26,185,195)	(36,148,261)	(17,688,223)
Cash Flows from Financing Activities				
Repayment of Borrowings		(3,043,263)	(3,202,662)	(3,296,345)
Payments of Principal Portion of Lease Liabilities		(565,649)	(521,900)	(548,648)
Advances to Community Groups		(110,000)	(200,000)	(95,000)
Proceeds from New Borrowings		110,000	7,700,000	95,000
Net Cash Provided By / (used In) Financing Activities		(3,608,912)	3,775,438	(3,844,993)
Net Increase / (Decrease) in Cash Held		(2,893,069)	(17,237,581)	(1,771,014)
Cash at Beginning of Year		20,001,304	70,501,304	21,772,318
Cash and Cash Equivalents at the End of the Year	19	**17,108,235**	**53,263,723**	**20,001,304**

This statement is to be read in conjunction with the accompanying notes.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Rate Setting Statement

	Note	2021 Actual $	2021 Budget $	2020 Actual $
Operating Activities				
Net current assets at start of financial year – surplus / (deficit)	26(b)	473,794	473,794	1,751,076
		473,794	473,794	1,751,076
Revenue from operating activities (excluding rates)				
General Purpose Funding		4,021,872	3,156,218	4,553,867
Governance		269,480	219,800	511,439
Law, Order & Public Safety		1,439,099	1,429,850	968,661
Health		793,346	624,950	656,781
Education and Welfare		8,628	6,700	8,867
Housing		527,173	488,300	502,130
Community Amenities		9,464,261	8,819,442	8,659,799
Recreation and Culture		4,043,620	3,949,398	3,963,230
Transport		2,932,002	1,830,360	1,392,924
Economic Services		2,338,364	1,873,392	1,809,922
Other Property and Services		3,754,894	529,248	4,427,449
		29,592,739	22,927,658	27,455,069
Expenditure from operating activities				
General Purpose Funding		(1,182,829)	(1,236,570)	(1,085,183)
Governance		(7,059,030)	(8,149,828)	(7,506,165)
Law, Order & Public Safety		(3,633,234)	(3,744,812)	(3,421,391)
Health		(1,513,600)	(1,514,624)	(1,443,764)
Education and Welfare		(186,001)	(157,617)	(169,093)
Housing		(640,562)	(1,296,665)	(693,717)
Community Amenities		(13,789,842)	(14,519,662)	(13,965,411)
Recreation and Culture		(23,948,123)	(24,951,085)	(24,087,504)
Transport		(23,643,814)	(24,175,825)	(22,068,848)
Economic Services		(3,131,157)	(3,647,083)	(3,291,617)
Other Property and Services		(1,149,064)	(716,553)	(786,530)
		(79,877,256)	(84,110,324)	(78,519,223)
Non-cash amounts excluded from operating activities	26(a)	15,007,990	12,614,457	12,016,160
Amount Attributable to Operating Activities		**(34,802,733)**	**(48,094,415)**	**(37,296,918)**
Investing activities				
Non-operating grants, subsidies and contributions	2(a)	20,309,932	29,090,854	18,529,803
Proceeds from disposal of assets	11(a)	647,517	581,500	3,221,003
Purchase of property, plant and equipment	9(a)	(5,396,873)	(20,425,487)	(11,050,190)
Purchase and construction of infrastructure	10(a)	(22,056,717)	(33,943,507)	(18,968,702)
Amount attributable to investing activities		**(6,496,141)**	**(24,696,640)**	**(8,268,086)**
Financing activities				
Advances to community groups	17(a)	(110,000)	(200,000)	(95,000)
Repayment of advances to community groups	17(a)	66,867	76,082	74,987
Repayment of borrowings	17(a)	(3,043,263)	(3,202,662)	(3,296,345)
Repayment of lease liabilities		(498,833)	(521,900)	(521,900)
Proceeds from new borrowings	17(a)	110,000	7,700,000	95,000
Transfers to reserves (restricted assets)		(32,870,825)	(20,088,584)	(25,639,394)
Transfers from reserves (restricted assets)		28,034,072	36,852,371	24,003,063
Amount attributable to financing activities		**(8,311,982)**	**20,615,307**	**(5,379,589)**
Surplus/ (deficiency) before imposition of general rates		(49,610,856)	(52,175,748)	(50,944,593)
Total amount raised from general rates	25(a)	52,059,236	52,175,748	51,418,387
Surplus / (deficit) after imposition of general rates	26(b)	**2,448,380**	**0**	**473,794**

This statement is to be read in conjunction with the accompanying notes.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

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City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the Local Government Act 1995 and accompanying regulations.

The Local Government Act 1995 and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The Local Government (Financial Management) Regulations 1996 specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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.

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.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 30 to these financial statements.

INITIAL APPLICATION OF ACCOUNTING STANDARDS

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.
These were:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Materiality

The adoption of these standards had no material impact on the financial report.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

The following new accounting standards will have application to local government in future years:
- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates

It is not expected these standards will have an impact on the financial report.

CRITICAL ACCOUNTING 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 that are 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.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

2. Revenue and Expenses

Revenue Recognition Policy

Recognition of revenue is dependent on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	Timing of revenue recognition
Rates	• General rates & rates charged for specific defined purposes.	When rates notice is issued.
Operating Grants, Subsidies and Contributions	• Community events, minor facilities, research, design, planning evaluation and services. • General appropriations and contributions with no reciprocal commitment.	Income from grants that are enforceable and with sufficiently specific performance obligations is recognised as the City satisfies its obligations in the grant agreements. Income from grants without any sufficiently specific performance obligations, or that are not enforceable, is recognised when the City has an unconditional right to receive cash which usually coincides with receipt of cash.
Non-Operating Grants, Subsidies and Contributions	• Construction or acquisition of recognisable non-financial assets to be controlled by the local government.	Capital grants are recognised as income as the City satisfies its obligations in the grant agreements.
Fees and Charges	• Building, planning, development and animal management, having the same nature as a licence regardless of naming. • Compliance safety check. • Regulatory food, health and safety. • Kerbside collection service. • Waste treatment, recycling and disposal service at disposal sites. • Permission to use facilities and runway. • Gym and pool membership. • Cemetery services, library fees, reinstatements and private works. • Aviation fuel, kiosk and visitor centre stock. • Fines issued for breaches of local laws.	At a point in time (or over a relatively short period of time) when the services have been provided and payments are received.
Other Revenue	• Sale of scrap materials. • Insurance claims. • Commissions on licencing and ticket sales.	At a point in time when the goods have been transferred and payments are received, or upon receipt of funds.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

2. Revenue and Expenses (Continued)

(a) Revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2021 Actual $	2021 Budget $	2020 Actual $
Operating Grants, Subsidies and Contributions			
General Purpose Funding	2,434,314	1,469,422	2,317,918
Governance	188,139	166,100	329,600
Law, Order & Public Safety	1,180,178	1,192,150	758,303
Health	66,583	77,170	74,216
Education and Welfare	8,419	6,450	8,532
Housing	6,709	4,450	4,108
Community Amenities	206,651	119,800	108,818
Recreation and Culture	1,315,113	1,118,617	1,581,741
Transport	1,000,061	60,700	155,941
Economic Services	14,857	12,292	14,830
Other Property and Services	565,793	227,650	310,496
	6,986,817	**4,454,801**	**5,664,503**
Non-operating Grants, Subsidies and Contributions			
Governance	399,250	5,591,620	2,069,619
Law, Order & Public Safety	18,823	97,200	501,344
Community Amenities	674,494	960,218	381,935
Recreation and Culture	3,679,742	6,640,136	4,053,351
Transport	15,537,623	15,801,680	11,523,554
	20,309,932	**29,090,854**	**18,529,803**
Total grants, subsidies and contributions	**27,296,749**	**33,545,655**	**24,194,306**

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

2. Revenue and Expenses (Continued)	2021 Actual $	2021 Budget $	2020 Actual $
(a) Revenue (Continued)			
Fees & Charges			
General Purpose Funding	121,516	48,450	61,373
Governance	22,033	44,250	28,117
Law, Order & Public Safety	184,818	169,700	154,569
Health	639,280	542,700	581,220
Education and Welfare	209	250	334
Housing	520,464	483,850	498,023
Community Amenities	8,967,193	8,482,000	8,304,768
Recreation and Culture	2,679,865	2,807,590	2,340,335
Transport	1,880,541	1,706,550	1,167,252
Economic Services	2,276,559	1,827,700	1,753,516
Other Property and Services	119,573	285,598	45,464
	17,412,051	**16,398,638**	**14,934,971**

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

SIGNIFICANT ACCOUNTING POLICIES

Grants, Subsidies and Other Contributions

Operating grants, subsidies and other contributions are grants, subsidies and contributions that are non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

		2021 Actual $	2021 Budget $	2020 Actual $
2.	**Revenue and Expenses (Continued)**			
(a)	**Revenue (Continued)**			
	Revenue from Statutory Requirements Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:			
	General rates	52,059,236	52,175,748	51,418,387
	Specified area rates	587,545	583,612	579,458
	Statutory permits and licences	1,315,816	961,500	928,337
	Fines	84,317	106,950	74,204
	Developer contributions	958,602	617,300	678,492
	Public open space contributions	745,999	0	0
		55,751,515	**54,445,110**	**53,678,878**
	Assets and services acquired below fair value			
	Contributed assets	9,424,331	6,597,200	4,482,078
		9,424,331	**6,597,200**	**4,482,078**
	Interest Earnings			
	- Reserve Funds	337,120	562,684	769,664
	- Restricted Funds	0	0	38,545
	- Other Funds	312,408	90,250	323,611
	- Other Interest Revenue	470,663	393,750	617,875
		1,120,191	**1,046,684**	**1,749,695**

SIGNIFICANT ACCOUNTING POLICIES

Interest Earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest Earnings (continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

		2021 Actual $	2021 Budget $	2020 Actual $
2.	**Revenue and Expenses (Continued)**			
(b)	**Expenses**			
	Auditors Remuneration			
	- Audit of Financial Report	41,000	41,000	41,000
	- Other Services	3,835	4,000	4,114
		44,835	**45,000**	**45,114**
	Interest Expenses (Finance Costs)			
	Long Term Borrowings (refer Note 17(a))	1,140,572	1,229,911	1,257,232
	Lease Interest	51,845	72,015	73,591
		1,192,417	**1,301,926**	**1,330,823**

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

	Note	2021 Actual $	2020 Actual $
3. Cash and Cash Equivalents			
Unrestricted		5,414,518	1,595,119
Restricted		11,693,717	18,406,185
		17,108,235	20,001,304
Restrictions			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents - restricted		11,693,717	18,406,185
- Financial Assets at amortised cost	5	62,000,000	50,500,000
		73,693,717	68,906,185
Reserves – cash/financial asset backed	4	62,919,560	59,897,885
Cash set aside in Lieu of Parking		275,602	275,602
Cash set aside in Lieu of Public Open Space		381,410	0
Cash set aside for Roadwork within specific areas, being funds given as a condition of subdivision/development		1,122,046	1,367,862
Cash set aside, being unspent specific purpose Government Grants		5,265,121	4,548,290
Cash set aside, being Unspent Loan Funds		49,341	92,612
Cash set aside for Sundry Restricted		256,155	258,459
Cash set aside for Deposits & Bonds		3,424,482	2,465,475
		73,693,717	68,906,185

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted Assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Airport Infrastructure Renewal Reserve	1,712,273	11,771	(252,277)	1,471,767	1,712,273	20,237	(288,364)	1,444,146	1,821,554	28,582	(137,863)	1,712,273
Airport Marketing and Incentive Reserve	4,073,791	1,213,617	0	5,287,408	4,073,791	372,872	(1,180,572)	3,266,091	3,396,151	677,640	0	4,073,791
Airport Noise Mitigation Reserve	904,897	5,554	(114,303)	796,148	904,897	9,864	(866,500)	48,261	890,710	14,187	0	904,897
Airport Development Reserve	1,577	(199)	(1,378)	0	1,577	0	(1,577)	0	0	167,459	(165,882)	1,577
Airport Existing Terminal Building Reserve	122,795	83,455	0	206,250	122,795	83,622	0	206,417	39,882	82,913	0	122,795
Building Asset Renewal Reserve	1,483,242	1,046,717	(436,626)	2,093,333	1,483,242	1,053,312	(1,071,026)	1,465,528	1,725,056	759,850	(1,001,664)	1,483,242
Barnard Park Sports Pavilion Building Reserve	41,352	30,598	0	71,950	41,352	30,682	0	72,034	10,666	30,686	0	41,352
Railway House Building Reserve	36,854	19,938	0	56,792	36,854	20,031	0	56,885	16,761	20,093	0	36,854
Youth and Community Activities Building Reserve	80,355	43,488	0	123,843	80,355	43,716	0	124,071	45,712	43,988	(9,345)	80,355
Busselton Library Building Reserve	111,022	46,043	(100,000)	57,065	111,022	46,908	(105,000)	52,930	85,071	47,413	(21,462)	111,022
Busselton Community Resource Centre Reserve	272,694	88,405	(36,100)	324,999	272,694	89,370	(50,000)	312,064	190,876	85,545	(3,727)	272,694
Busselton Jetty Tourist Park Reserve	222,753	585,076	(171,021)	636,808	222,753	255,257	(243,600)	234,410	159,726	172,363	(109,336)	222,753
Geographe Leisure Centre Building Reserve	615,084	265,124	(761,175)	119,033	615,084	267,229	(819,657)	62,656	381,186	578,141	(344,243)	615,084

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Joint Venture Aged Housing Reserve	1,237,307	199,324	(73,325)	1,363,306	1,237,307	145,294	(152,250)	1,230,351	1,085,871	203,199	(51,763)	1,237,307
Winderlup Aged Housing Resident Funded Reserve	212,935	79,782	0	292,717	212,935	50,866	(52,000)	211,801	212,501	5,504	(5,070)	212,935
Naturaliste Community Centre Building Reserve	125,077	60,710	(56,195)	129,592	125,077	61,076	(142,000)	44,153	63,746	61,331	0	125,077
Civic and Administration Building Reserve	429,689	285,733	(45,063)	670,359	429,689	286,680	(48,983)	667,386	187,928	287,513	(45,752)	429,689
Vasse Sports Pavilion Building Reserve	541	541	0	1,082	541	536	0	1,077	0	541	0	541
Jetty Maintenance Reserve	5,239,343	1,359,365	(916,344)	5,682,364	5,239,343	1,382,219	(1,255,708)	5,365,854	4,806,278	1,369,197	(936,132)	5,239,343
Jetty Self Insurance Reserve	432,198	62,888	0	495,086	432,198	64,716	0	496,914	365,698	66,500	0	432,198
Road Assets Renewal Reserve	1,597,129	3,514,710	(3,794,629)	1,317,210	1,597,129	3,519,202	(3,995,499)	1,120,832	1,119,116	3,497,937	(3,019,924)	1,597,129
Footpath/ Cycle Ways Reserve	408,438	1,222,406	(792,009)	838,835	408,438	1,220,490	(1,382,583)	246,345	3,671	1,193,389	(788,622)	408,438
Other Infrastructure Reserves	264,389	359,835	(85,377)	538,847	264,389	359,880	(297,041)	327,228	0	350,298	(85,909)	264,389
Parks, Gardens and Reserves Reserve	833,946	1,293,941	(1,378,230)	749,657	833,946	1,294,262	(1,983,645)	144,563	0	1,224,827	(390,881)	833,946
Furniture and Equipment Reserve	257,784	437,305	(362,606)	332,483	257,784	436,808	(434,000)	260,592	0	364,900	(107,116)	257,784
Plant Replacement Reserve	1,098,442	1,224,484	(208,737)	2,114,189	1,098,442	1,039,638	(492,240)	1,645,840	1,205,527	924,458	(1,031,543)	1,098,442

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Major Traffic Improvements Reserve	638,846	1,090,195	(1,491,831)	237,210	638,846	1,095,948	(1,641,750)	93,044	1,495,578	1,154,129	(2,010,861)	638,846
CBD Enhancement Reserve	613,762	778,598	(122,393)	1,269,967	613,762	547,111	(590,000)	570,873	171,317	532,251	(89,806)	613,762
New Infrastructure Development Reserve	1,506,176	201,423	(822,631)	884,968	1,506,176	202,647	(1,400,645)	308,178	1,803,172	227,652	(524,648)	1,506,176
Commonage Precinct Infrastructure Road Reserve	234,907	1,442	0	236,349	234,907	2,556	(235,000)	2,463	231,224	3,683	0	234,907
City Car Parking and Access Reserve	1,555,123	60,006	(822,397)	792,732	1,555,123	69,421	(1,375,579)	248,965	1,281,337	529,986	(256,200)	1,555,123
Debt Default Reserve	0	501,841	0	501,841	0	500,000	0	500,000	0	0	0	0
Corporate IT Systems Reserve	226,750	101,972	0	328,722	226,750	102,472	(207,900)	121,322	80,398	146,352	0	226,750
Election, Valuation and Other Corporate Expenses Reserve	560,995	154,032	0	715,027	560,995	156,120	(140,900)	576,215	499,906	158,665	(97,576)	560,995
Legal Expenses Reserves	636,940	114,689	(80,000)	671,629	636,940	6,948	0	643,888	577,256	59,684	0	636,940
Marketing and Area Promotion Reserve	166,392	1,302,316	(946,442)	522,266	166,392	1,293,439	(1,347,817)	112,014	0	166,392	0	166,392
Performing Arts and Convention Centre Reserve	2,625,599	66,130	(1,359,460)	1,332,269	2,625,599	78,620	(1,446,200)	1,258,019	0	2,625,599	0	2,625,599
Long Service Leave Reserve	3,482,110	572,652	(401,268)	3,653,494	3,482,110	287,956	(438,250)	3,331,816	3,096,583	738,504	(352,977)	3,482,110
Professional Development Reserve	145,029	92,370	(51,468)	185,931	145,029	95,084	(88,500)	151,613	122,772	72,418	(50,161)	145,029

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Sick Pay Incentive Reserve	144,632	(6,375)	(32,016)	106,241	144,632	1,572	(73,550)	72,654	150,403	2,702	(8,473)	144,632
Workers Compensation & Extended Sick Leave Contingency Reserve	309,750	1,901	(93,169)	218,482	309,750	3,372	(147,607)	165,515	305,100	4,650	0	309,750
Community Facilities - City District	1,120,869	596,851	(422,655)	1,295,065	1,120,869	399,266	(1,031,448)	488,687	2,552,707	255,371	(1,687,209)	1,120,869
Community Facilities - Broadwater	166,414	18,633	0	185,047	166,414	11,812	0	178,226	158,524	7,890	0	166,414
Community Facilities - Busselton	9,177	30,611	0	39,788	9,177	22,596	0	31,773	44,012	9,165	(44,000)	9,177
Community Facilities – Dunsborough	255,153	79,129	0	334,282	255,153	30,284	0	285,437	188,063	67,090	0	255,153
Community Facilities - Dunsborough Lakes Estate	937,469	5,754	0	943,223	937,469	10,224	(938,000)	9,693	922,773	14,696	0	937,469
Community Facilities - Geographe	101,979	12,028	0	114,007	101,979	8,616	0	110,595	99,176	2,803	0	101,979
Community Facilities - Port Geographe	348,981	2,142	0	351,123	348,981	3,804	0	352,785	343,510	5,471	0	348,981
Community Facilities - Vasse	489,904	2,895	(318,045)	174,754	489,904	5,340	(284,270)	210,974	615,586	9,470	(135,152)	489,904
Community Facilities - Airport North	3,017,488	147,465	0	3,164,953	3,017,488	132,892	(150,000)	3,000,380	2,970,179	47,309	0	3,017,488
Locke Estate Reserve	6,269	60,189	(60,000)	6,458	6,269	60,072	0	66,341	1,013	60,420	(55,164)	6,269
Port Geographe Development Reserve	224,953	53,311	(160,428)	117,836	224,953	54,423	(219,167)	60,209	682,471	60,815	(518,333)	224,953

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Port Geographe Waterways Management Reserve	3,275,192	243,331	(350,226)	3,168,297	3,275,192	255,910	(375,000)	3,156,102	3,349,717	272,758	(347,283)	3,275,192
Provence Landscape Maintenance Reserve	1,308,477	191,215	(245,329)	1,254,363	1,308,477	196,087	(252,948)	1,251,616	1,194,759	199,871	(86,153)	1,308,477
Vasse Newtown Landscape Maintenance Reserve	636,364	186,598	(155,591)	667,371	636,364	188,519	(190,539)	634,344	575,151	191,135	(129,922)	636,364
Commonage Precinct Bushfire Facilities Reserve	58,173	357	0	58,530	58,173	636	0	58,809	57,261	912	0	58,173
Commonage Community Facilities Dunsborough Lakes South Reserve	73,779	453	0	74,232	73,779	804	0	74,583	72,622	1,157	0	73,779
Commonage Community Facilities South Biddle Precinct Reserve	899,694	5,522	0	905,216	899,694	9,804	0	909,498	886,172	13,522	0	899,694
Busselton Area Drainage and Waterways Improvement Reserve	475,582	2,854	(29,591)	448,845	475,582	5,184	(188,000)	292,766	546,471	8,451	(79,340)	475,582
Coastal and Climate Adaptation Reserve	2,157,593	586,316	(1,240,367)	1,503,542	2,157,593	497,564	(2,130,000)	525,157	2,845,579	575,589	(1,263,575)	2,157,593
Emergency Disaster Recovery Reserve	94,137	20,656	0	114,793	94,137	21,032	0	115,169	72,782	21,355	0	94,137
Energy Sustainability Reserve	137,955	104,042	(17,727)	224,270	137,955	104,250	(103,000)	139,205	181,853	132,799	(176,697)	137,955
Cemetery Reserve	35,871	108,206	(44,530)	99,547	35,871	146,346	(120,000)	62,217	157,626	107,045	(228,800)	35,871
Public Art Reserve	87,052	534	(41,060)	46,526	87,052	948	(49,060)	38,940	86,198	854	0	87,052
Waste Management Facility and Plant Reserve	7,629,359	1,378,245	(520,667)	8,486,937	7,629,359	1,139,292	(2,540,500)	6,228,151	7,867,210	1,005,697	(1,243,548)	7,629,359

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Strategic Projects Reserve	295,560	55,346	0	350,906	295,560	72,086	(96,000)	271,646	257,163	52,194	(13,797)	295,560
Prepaid Grants and Deferred Works & Services Reserve	1,391,422	1,286,742	(1,316,998)	1,361,166	1,391,422	0	(1,391,422)	0	1,232,906	1,391,422	(1,232,906)	1,391,422
Busselton Foreshore Reserve	100	11	0	111	100	10	0	110	0	100	0	100
LED Street Lighting Replacement Program Reserve	0	50,121	(50,000)	121	0	50,000	(50,000)	0	0	0	0	0
	59,897,884	**23,803,360**	**(20,781,684)**	**62,919,560**	**59,897,884**	**20,025,834**	**(34,105,297)**	**45,818,421**	**55,590,217**	**23,196,482**	**(18,888,815)**	**59,897,885**

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserves – cash/ financial assets backed.

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Airport Infrastructure Renewal Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and installation of Airport Infrastructure, Plant, Furniture and Equipment.

Airport Marketing and Incentive Reserve
The purpose of promoting and providing incentives for the Busselton Margaret River Airport.

Airport Noise Mitigation Reserve
To be utilised for the purpose of noise mitigation related activities surrounding the Airport precinct.

Airport Development Reserve
To provide funds for new capital works and infrastructure projects that contribute to expanding the operations and capacity of the airport including potential revenue generating opportunities (to be closed in 20/21 and added to Airport Infrastructure Renewal and Replacement Reserve).

Airport Existing Terminal Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Building Asset Renewal Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building requirements for SLH2 to SLH6 assets that do not have their own reserve account and for other major building assets where insufficient funds are held for those assets.

Barnard Park Sports Pavilion Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Railway House Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Youth and Community Activities Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Busselton Library Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Busselton Community Resource Centre Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

City of Busselton

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Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

Busselton Jetty Tourist Park Reserve
To provide funding for capital, maintenance and promotional/ marketing requirements.

Geographe Leisure Centre Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Joint Venture Aged Housing Reserve
To hold funds to meet future expenses, including capital, maintenance, operational and administrative costs associated with the provision of community aged housing at Winderlup Villas and Harris Road pursuant to the relevant joint venture agreements with the Department of Housing.

Winderlup Aged Housing Resident Funded Reserve
To hold funds to meet future expenses, including capital, maintenance, operational and administrative costs associated with the provision of council owned community aged housing.

Naturaliste Community Centre Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Civic and Administration Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Vasse Sports Pavilion Building Reserve
To provide funding for the construction, major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Jetty Maintenance Reserve
To provide funding for the maintenance, renewal, replacement, upgrading and future Capital works requirements for the asset.

Jetty Self Insurance Reserve
As a contingency fund to rectify damage caused by the demise of the Busselton jetty or part of the jetty or for large unbudgeted extraordinary jetty repairs.

Road Asset Renewal Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future requirements with respect to Road Infrastructure assets within the District.

Footpath/ Cycle Ways Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future requirements with respect to Footpath and Cycleway assets within the District.

Other Infrastructure Reserve
To provide funding for the major maintenance and renewal of other infrastructure not specifically provided for in other reserves.

City of Busselton

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For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

Parks, Gardens and Reserves Reserve
To provide funding for the major maintenance and renewal of Parks, Gardens and Reserves within the District.

Furniture and Equipment Reserve
To provide funds for the major maintenance, renewal, replacement, upgrading and future requirements with respect to furniture and equipment assets within the District.

Plant Replacement Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future requirements with respect to Plant and Equipment assets excluding those in independent commercial operations.

Major Traffic Improvements Reserve
To be utilised for the provision of enabling major capital works programs to be funded for the upgrade of the local road network to reduce congestion, increase traffic flow and ease of access within the District.

CBD Enhancement Reserve
To provide funds for Capital and maintenance works and improvements within the Busselton and Dunsborough Central Business Districts.

New Infrastructure Development Reserve
For the purpose of setting aside funds to facilitate the identification, design and development/construction of new infrastructure and other capital projects as identified in the City's LTFP.

Commonage Precinct Infrastructure Road Reserve
To be utilised for the purpose of road infrastructure and road safety upgrades within the Commonage Contribution Area in accordance with the Commonage Contributions Area policy provisions.

City Car Parking and Access Reserve
To provide funding for development of public car parking, the development of infrastructure to provide for the management of public car parking and improving public transport to and within the City or for end of trip facilities. To provide funding for the purchase of land identified as of strategic importance for future parking requirements.

Debt Default Reserve
To provide for potential default on debts owing to the City, particularly in relation negative economic circumstances caused by a declared state of emergency (such as COVID-19).

Corporate IT Systems Reserve
To provide funding in relation to the ongoing development, enhancement and/ or replacement of the City's corporate systems. To be utilised for the renewal and replacement or introduction of new IT platforms/ hardware for the City.

Election, Valuation and Other Corporate Expenses Reserve
To provide funding for Council elections, rating valuations, fair value valuations and other legislative and corporate governance requirements.

Legal Expenses Reserve
Funding for any legal expenses or contingency involving the City of Busselton.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

Marketing and Area Promotion Reserve
To fund the City's contributions and expenditure on tourism, marketing, area promotion and events activities as a result of MERG funding allocations.

Performing Arts and Convention Centre Reserve
To provide funds for the planning and construction, and holding of grants or other funds for a future Performing Arts and Convention Centre for the District.

Long Service Leave Reserve
To provide funding to meet the City's future long service leave obligations of employees.

Professional Development Reserve
To provide funding to meet the City's ongoing contractual professional development obligations of employees.

Sick Pay Incentive Reserve
To provide funding to meet the City's obligations under a former sick leave incentive scheme pertaining to staff employed pre 2003.

Workers Compensation and Extended Sick Leave Contingency Reserve
A contingency fund to assist the City in meeting its Workers Compensation Contribution obligations when claim costs exceed the "Deposit" amount allocated to claims, to fund any shortfall with respect to insurance premiums in any one year, negotiated settlements of outstanding claims, and to enable periods of extended Sick Leave to be funded with a replacement officer.

Community Facilities - City District
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the District.

Community Facilities – Broadwater
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities – Busselton
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities – Dunsborough
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities - Dunsborough Lakes Estate
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities – Geographe
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

Community Facilities - Port Geographe
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities – Vasse
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities - Airport North
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Locke Estate Reserve
To provide funding for the protection of the Locke Estate (Reserve 22674) coastline.

Port Geographe Development Reserve
To provide funds for capital and maintenance costs for development works associated within the Port Geographe contribution area.

Port Geographe Waterways Management Reserve
To provide funds for the City to fulfil its obligations under a Waterways Management Deed with the State Government for the future maintenance of waterways and associated facilities within the Port Geographe contributions area.

Provence Landscape Maintenance Reserve
For the purpose of holding funds for the maintenance of the approved higher standard of landscaping with the contributions area including future Capital replacement of landscaping structures as may be required.

Vasse Newtown Landscape Maintenance Reserve
For the purpose of holding funds for the maintenance of the approved higher standard of landscaping with the contributions area including future Capital replacement of landscaping structures as may be required.

Commonage Precinct Bushfire Facilities Reserve
For the purpose of the provision of fire protection facilities in accordance with the Commonage Contributions Area policy provisions.

Commonage Community Facilities Dunsborough Lakes South Reserve
For the purpose of the provision of future recreational facilities at Dunsborough Lakes South in accordance with the Dunsborough Lakes Developer Contributions Plan.

Commonage Community Facilities South Biddle Precinct Reserve
To be utilised for the provision of community facilities within the South Biddle Precinct in accordance with the Commonage Area Implementation Policy provisions.

Busselton Area Drainage and Waterways Improvement Reserve
To hold development contributions for the provision of drainage works and the management and improvement of waterways and adjacent reserves within Busselton including the lower Vasse River.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

4. Reserves – Cash/ Financial Asset Backed (Continued)

Coastal and Climate Adaptation Reserve
The purpose of the reserve is to provide funds for coastal protection of assets and to fund initiatives to address the impacts of climate change including water supply sustainability and improvements/ upgrades of infrastructure susceptible to climate change.

Emergency Disaster Recovery Reserve
To provide funding for Disaster Recovery activities including natural and man-made events.

Energy Sustainability Reserve
To provide funding for the investigation, implementation and optimisation of Energy Sustainability initiatives within the District.

Cemetery Reserve
To provide funding for the renewal, expansion and establishment of Cemeteries within the district.

Public Art Reserve
To hold development contributions received by the City for the commissioning, purchase and enhancement of public art works within the District.

Waste Management Facility and Plant Reserve
To provide funding for development and rehabilitation of waste disposal sites both within the district and regionally. Acquisition of waste plant and equipment and any other waste management activities that may include contaminated sites within the District.

Strategic Projects Reserve
To provide funds for projects which may create a future revenue stream for the City and reduce reliance on rate revenue.

Prepaid Grants and Deferred Works and Services Reserve
To hold Government and third party grants monies received in advance as well as deferred municipal funded works and services as at the end of financial year.

Busselton Foreshore Reserve
To provide funds for on-going asset maintenance and any future capital works.

LED Street Lighting Replacement Program Reserve
To provide funds for the on-going replacement of street lighting throughout the district with LED capacity.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

		Note	2021 Actual $	2020 Actual $
5.	**Other Financial Assets**			
(a)	**Current Assets**			
	Financial assets at amortised cost		62,059,374	50,566,867
			62,059,374	50,566,867
	Other Financial Assets at Amortised Costs			
	Self-supporting loans		59,374	66,867
	Term Deposit	3	62,000,000	50,500,000
			62,059,374	50,566,867
(b)	**Non-Current Assets**			
	Financial assets at amortised cost		356,646	306,021
	Financial assets at fair value through profit and loss		124,637	124,637
			481,283	430,658
	Financial assets at amortised cost			
	Self-supporting loans		356,646	306,021
			356,646	306,021
	Financial assets at fair value through profit and loss			
	Units in Local Government House Trust		124,637	124,637
			124,637	124,637

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 17(a) as self-supporting loans.

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The City classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cash flows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The City classifies the following financial assets at fair value through profit and loss:

- Debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- Equity investments which the City has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 27.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

		2021 Actual $	2020 Actual $
6.	**Trade and Other Receivables**		
	Current		
	Rates Outstanding	1,458,200	2,225,277
	Rates Outstanding – Pensioners	22,432	23,341
	Sundry Debtors	1,612,352	1,481,021
	GST Receivable	700,753	641,392
		3,793,737	4,371,031
	Non-Current		
	Rates Outstanding – Pensioners	327,669	339,168
	Sundry Debtors	66,115	72,887
		393,784	412,055

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure
Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 27.

Classification and subsequent measurement
Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cash flows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

		2021 Actual $	2020 Actual $
7.	**Inventories**		
	Current		
	Materials	936,902	25,802
		936,902	25,802
	The following movements in inventories occurred during the year:		
	Balance at beginning of year	25,802	24,981
	Adjustment to inventory (a)	643,164	0
	Inventories expensed during the year	(195,566)	(8,438)
	Additions to inventory	463,502	9,259
	Balance at end of year	936,902	25,802

(a) Adjustment of $643,164 was processed during the year to recognise additional inventory as identified by management during the year.

SIGNIFICANT ACCOUNTING POLICIES
General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

8. Other Assets and Non-Current Assets Held for Sale

		2021 Actual $	2020 Actual $
(a)	**Other Assets**		
	Prepayments	197,380	212,924
(b)	**Non-Current Assets Held for Sale**		
	Land (a)	2,035,508	0

(a) During the year, the City sought an expression of interest for the disposal of Lots 58 and 59 Chapman Hill Road and Lot 60 Queen Elizabeth Avenue, Ambergate. A buyer had shown interest in the properties and a local public notice of the proposed sale of lands has been advertised in accordance with section 3.58(3) of the Local Government Act.

SIGNIFICANT ACCOUNTING POLICIES

Other current assets
Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Non-Current Assets Held for Sale
Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

City of Busselton

Financial Report

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Notes to and Forming Part of the Financial Report

9. Property, Plant and Equipment

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings - non-specialised	Buildings - specialised	Furniture and equipment	Plant and equipment	Total
Balance at 1 July 2019	52,992,291	45,344,303	27,487,322	3,084,411	15,425,356	144,333,683
Correction of prior period error (Note 33)	(582,480)	(8,602,685)	0	0	0	(9,185,165)
Restated balance at 1 July 2019	52,409,811	36,741,618	27,487,322	3,084,411	15,425,356	135,148,518
Derecognition of asset due to finance lease	0	(1,057,875)	0	0	0	(1,057,875)
Additions	75,917	2,869,109	3,321,453	751,476	4,032,235	11,050,190
(Disposals)	(2,519,000)	(287,313)	(221,290)	0	(596,598)	(3,624,201)
Depreciation (expense)	0	(1,335,040)	(1,211,292)	(322,080)	(2,326,311)	(5,194,723)
Donated Assets	0	0	162,909	456,798	474,654	1,094,361
Balance at 30 June 2020	49,966,728	36,930,499	29,539,102	3,970,605	17,009,336	137,416,270
Comprises:						
Gross balance amount at 30 June 2020	49,966,728	42,074,394	33,051,303	4,292,685	19,228,115	148,613,225
Accumulated depreciation at 30 June 2020	0	(5,143,895)	(3,512,201)	(322,080)	(2,218,779)	(11,196,955)
Balance at 30 June 2020	49,966,728	36,930,499	29,539,102	3,970,605	17,009,336	137,416,270
Additions	4,028	1,497,651	2,063,050	568,322	1,263,821	5,396,872
Transfers to held for sale	(2,035,508)	0	0	0	0	(2,035,508)
(Disposals)	0	0	(1,452)	(33,550)	(566,734)	(601,736)
Depreciation (expense)	0	(1,420,854)	(1,358,740)	(521,978)	(2,270,796)	(5,572,368)
Donated Assets	0	0	110,000	59,231	10,592	179,823
Other Adjustments (a)	0	430,000	0	0	0	430,000
Balance at 30 June 2021	47,935,248	37,437,296	30,351,960	4,042,630	15,446,219	135,213,353
Comprises:						
Gross balance amount at 30 June 2021	47,935,248	44,613,399	35,222,753	4,877,748	19,731,257	152,380,405
Accumulated depreciation at 30 June 2021	0	(7,176,103)	(4,870,793)	(835,118)	(4,285,038)	(17,167,052)
Balance at 30 June 2021	47,935,248	37,437,296	30,351,960	4,042,630	15,446,219	135,213,353

(a) Relates to the provision for building claddings

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

9. **Property, Plant and Equipment (Continued)**

(b) Carrying Value Measurements

	Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of last Valuation	Inputs Used
(i)	Fair Value					
	Land & Buildings					
	Freehold land	2	Market approach using recent observable market data for similar properties.	Independent Registered Valuer.	June 2017	Price per hectare / market borrowing rate.
	Non-Specialised Buildings	3	Cost approach using depreciated replacement cost.	Independent Registered Valuer.	June 2017	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessment's (level 3) inputs.
	Specialised Buildings	2	Market approach using recent observable market data for similar properties.	Independent Registered Valuer.	June 2017	Price per square meter / market borrowing rate

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

(ii)	Furniture and Equipment	Cost	Cost	Purchase cost
	Plant & Equipment	Cost	Cost	Purchase cost

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

10. Infrastructure

(a) Movements in Balances

Movement in the balances of each class of Infrastructure between the beginning and the end of the current financial year.

	Roads	Bridges	Car Parks	Drainage	Other Infrastructure	Total
Balance at 1 July 2019	293,692,672	37,091,387	8,985,990	57,274,874	167,671,069	564,715,992
Additions	10,750,367	300,000	883,218	150,535	6,884,582	18,968,702
(Disposals)	0	0	(60,056)	0	0	(60,056)
Impairment (losses)	0	(1,478,109)	0	0	0	(1,478,109)
Depreciation (expense)	(5,968,409)	(733,154)	(385,972)	(829,168)	(9,208,962)	(17,125,665)
Donated Assets	835,898	0	0	273,084	2,278,725	3,387,707
Balance at 30 June 2020	299,310,528	35,180,124	9,423,180	56,869,325	167,625,414	568,408,571
Comprises:						
Gross balance amount at 30 June 2020	311,077,826	36,646,432	10,123,811	58,491,337	185,434,345	601,773,751
Accumulated depreciation at 30 June 2020	(11,767,298)	(1,466,308)	(700,631)	(1,622,012)	(17,808,931)	(33,365,180)
Balance at 30 June 2020	299,310,528	35,180,124	9,423,180	56,869,325	167,625,414	568,408,571
Additions	13,326,324	4,871	621,792	55,293	8,048,436	22,056,716
Transfers	(3,472,083)	3,472,083	0	0	0	0
(Disposals)	0	0	0	0	(419,061)	(419,061)
Depreciation (expense)	(6,128,488)	(794,778)	(364,942)	(835,271)	(10,414,366)	(18,537,845)
Donated Assets	3,666,283	0	816,606	2,804,822	1,956,797	9,244,508
Balance at 30 June 2021	306,702,564	37,862,300	10,496,636	58,894,169	166,797,220	580,752,889
Comprises:						
Gross balance amount at 30 June 2021	324,598,350	40,688,674	11,562,208	61,351,453	195,015,955	633,216,640
Accumulated depreciation at 30 June 2021	(17,895,786)	(2,826,374)	(1,065,572)	(2,457,284)	(28,218,735)	(52,463,751)
Balance at 30 June 2021	306,702,564	37,862,300	10,496,636	58,894,169	166,797,220	580,752,889

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

10. **Infrastructure (Continued)**

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of last Valuation	Inputs Used
Roads	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.
Bridges	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.
Car Parks	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.
Drainage	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.
Other Infrastructure	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

City of Busselton

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Notes to and Forming Part of the Financial Report

11. Fixed Assets

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets
Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition and measurement
Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings and infrastructure acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation
The fair value of land, buildings and infrastructure is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the City. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires land, buildings, and infrastructure, and vested improvements to be shown at fair value.

Revaluation (Continued)
Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads from 1 July 2019
As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

Australian Accounting Standards – Inconsistency
Vested improvements from 1 July 2019
The measurement of vested improvements at fair value in accordance with Local Government (Financial Management) Regulation 17A(2)(iv) is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 12 that details the significant accounting policies applying to leases (including ROU assets).

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

11. Fixed Assets (Continued)

(a) Disposals of Assets – 2020/21 Financial Year

The following assets were disposed of during the year:

By Function/Activity:-

	Net Book Value		Sale Price		Net Profit / (Loss)	
	Actual	Budget	Actual	Budget	Actual	Budget
	$	$	$	$	$	$
General Purpose Funding	0	0	0	0	0	0
Governance	118,051	107,000	119,144	107,000	1,093	0
Law, Order, Public Safety	89,000	46,000	27,954	40,000	(61,046)	(6,000)
Health	16,000	16,000	17,670	17,000	1,670	1,000
Education and Welfare	0	0	0	0	0	0
Housing	0	0	0	0	0	0
Community Amenities	259,500	316,893	313,842	264,000	54,342	(52,893)
Recreation and Culture	67,786	66,059	92,155	66,500	24,369	441
Transport	433,761	85,028	23,352	55,000	(410,409)	(30,028)
Economic Services	1,000	0	4,254	0	3,254	0
Other Property & Services	35,700	16,000	49,146	32,000	13,446	16,000
	1,020,798	652,980	647,517	581,500	(373,281)	(71,480)

By Asset Class:-

	Net Book Value		Sale Price		Net Profit / (Loss)	
	Actual	Budget	Actual	Budget	Actual	Budget
	$	$	$	$	$	$
Land and Buildings	1,452	0	0	0	(1,452)	0
Plant and Equipment	566,734	652,980	647,517	581,500	80,783	(71,480)
Furniture and Fittings	33,551	0	0	0	(33,551)	0
Infrastructure	419,061	0	0	0	(419,061)	0
	1,020,798	652,980	647,517	581,500	(373,281)	(71,480)

	2021 Actual $	2021 Budget $	2020 Actual $
(b) Depreciation			
Buildings	2,779,595	3,047,490	2,546,332
Furniture and Fittings	521,978	816,350	322,089
Plant and Equipment	2,270,796	2,216,020	2,326,311
Infrastructure - Roads	6,128,488	6,411,723	5,968,409
Infrastructure - Bridges	794,778	736,280	733,154
Infrastructure - Car Parks	364,942	357,947	385,972
Infrastructure - Stormwater Drainage	835,271	857,464	829,168
Infrastructure - Other	10,414,366	9,069,450	9,208,962
Right of Use Assets – Furniture and Equipment	496,787	537,350	537,350
	24,607,001	24,050,074	22,857,747

City of Busselton

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For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

11. Fixed Assets (Continued)

(b) Depreciation (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Buildings	10 - 40	Years
Furniture and Equipment	5 - 10	Years
Plant and Equipment	3 – 25	Years
Infrastructure:		
Roads	Up to 60	Years
Bridges	40 - 60	Years
Car Parks	20 - 40	Years
Footpaths & Cycle ways	20 - 45	Years
Parks, Gardens & Reserves & Community Facilities	5 - 50	Years
Drainage	80	Years
Regional Airport & Industrial Park	10 - 40	Years

Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation
All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

12. Leases

(a) Right of use assets

Movement in the balance of each class of right-of-use asset between the beginning and end of the current financial year.

	Right of use assets – Furniture and Equipment	Right of use assets - Total
	$	$
Balance at 1 July 2019	1,845,464	1,845,464
Additions	0	0
Depreciation (expense)	(537,350)	(537,350)
Balance at 30 June 2020	1,308,114	1,308,114
Additions	0	0
Depreciation (expense)	(496,787)	(496,787)
Balance at 30 June 2021	811,327	811,327

(b) The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

	2021 Actual	2020 Actual
	$	$
Depreciation expense on right of use assets	(496,787)	(537,350)
Interest expense on lease liabilities	(49,434)	(72,014)
Total amount recognised in the statement of comprehensive income	(546,221)	(609,364)

(c) Total cash outflow from leases (548,268) (593,911)

SIGNIFICANT ACCOUNTING POLICIES

Leases

At inception of a contract, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate. Refer to Note 16 for lease liabilities

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

Right-of-use assets – valuation

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 11 for details on the significant accounting policies applying to vested improvements.

Right-of-use assets – depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

12. Leases (Continued)

(d) Property subject to lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

	2021 Actual $	2020 Actual $
Less than 1 year	1,224,369	1,244,227
1 to 2 years	1,161,326	1,224,369
2 to 3 years	1,103,638	1,161,326
3 to 4 years	1,057,043	1,103,638
4 to 5 years	1,032,275	1,057,043
> 5 years	28,555,245	29,599,116
	34,133,896	**35,389,719**

The City leases properties to external parties with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets.

SIGNIFICANT ACCOUNTING POLICIES

The City as Lessor

Upon entering into each contract as a lessor, the City assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (e.g. legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the City applies AASB 15 to allocate the consideration under the contract to each component.

City of Busselton

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Notes to and Forming Part of the Financial Report

13. Revaluation Surplus	2021 Actual $	2020 Actual $
Land and Buildings		
Opening Balance	46,409,353	56,801,847
Revaluation Increment	0	0
Revaluation Decrement	0	0
Revaluation Adjustment (Note 33)	0	(10,392,494)
	46,409,353	46,409,353
Furniture & Fittings		
Opening Balance	797,333	797,333
Revaluation Increment	0	0
Revaluation Decrement	0	0
	797,333	797,333
Plant and Equipment		
Opening Balance	840,738	840,738
Revaluation Increment	0	0
Revaluation Decrement	0	0
	840,738	840,738
Roads		
Opening Balance	122,047,036	122,047,036
Revaluation Increment	0	0
Revaluation Decrement	0	0
	122,047,036	122,047,036
Bridges		
Opening Balance	23,461,409	24,939,518
Revaluation Increment	0	0
Revaluation Decrement	0	0
Impairment loss (Note 33)	0	(1,478,109)
	23,461,409	23,461,409
Car Parks		
Opening Balance	5,314,676	5,314,676
Revaluation Increment	0	0
Revaluation Decrement	0	0
	5,314,676	5,314,676
Drainage		
Opening Balance	14,102,455	14,102,455
Revaluation Increment	0	0
Revaluation Decrement	0	0
	14,102,455	14,102,455
Other Infrastructure		
Opening Balance	11,352,697	11,352,697
Revaluation Increment	0	0
Revaluation Decrement	0	0
	11,352,697	11,352,697
All Asset Classes		
Opening Balance	224,325,697	236,196,300
Revaluation Increment	0	0
Revaluation Decrement	0	0
Revaluation Adjustment	0	(10,392,494)
Impairment loss	0	(1,478,109)
Total Assets Revaluation Surplus	224,325,697	224,325,697

City of Busselton

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Notes to and Forming Part of the Financial Report

		2021 Actual $	2020 Actual $
14.	**Trade and Other Payables**		
	Current		
	Sundry Creditors	5,871,565	4,603,098
	Prepaid Rates	894,244	741,686
	Deposits and Bonds	3,424,482	2,465,476
	Accrued Expenses	930,968	173,375
		11,121,259	7,983,635

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables
Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

Prepaid rates
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

		2021 Actual $	2020 Actual $
15.	**Contracts/ Grant Liabilities**		
15.1	**Contract Liabilities**		
	Current	2,521,219	2,611,824
	Non-current	7,888,354	7,566,720
		10,409,573	**10,178,544**
15.1.1	**Movement in contract liabilities**		
	Reconciliation of changes in contract liabilities		
	Opening balance	10,178,544	12,018,386
	Additions	1,704,601	678,490
	Revenue recognised in the reporting period	(1,473,572)	(2,518,332)
	Balance at end of period	**10,409,573**	**10,178,544**
15.1.2	**Expected satisfaction of contract liabilities**		
	Income recognition		
	1 year	2,521,219	2,611,824
	1 to 5 years	2,890,444	1,855,063
	Over 5 years	4,997,910	5,711,657
		10,409,573	**10,178,544**

City of Busselton

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For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

15 Contracts/ Grant Liabilities (Continued)

		2021 Actual $	2020 Actual $
15.2	**Grant Liabilities**		
	Current	988,563	2,298,073
	Non-current	4,276,558	2,250,217
		5,265,121	**4,548,290**
15.2.1	**Movement in grant liabilities**		
	Reconciliation of changes in contract liabilities		
	Opening balance	4,548,290	5,699,606
	Additions	5,171,084	1,726,819
	Revenue recognised in the reporting period	(4,454,253)	(2,878,135)
	Balance at end of period	**5,265,121**	**4,548,290**
15.2.2	**Expected satisfaction of grant liabilities**		
	Income recognition		
	1 year	988,563	2,298,073
	1 to 5 years	4,276,558	2,250,217
	Over 5 years	0	0
		5,265,121	**4,548,290**

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Grant Liabilities

Grant liabilities represent the City's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

16. Lease Liabilities

	2021 Actual $	2020 Actual $
Lease Liabilities		
Current	492,042	500,767
Non-current	439,461	900,849
	931,503	**1,401,617**

City of Busselton

Financial Report

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Notes to and Forming Part of the Financial Report

17. Information on Borrowings

(a) Borrowings

	Particulars	Borrowing Institution	Int. %	Maturity Date	Principal 1 July 2020	New Loans 2020/21 Budget	New Loans 2020/21 Actual	Principal Repayment 2020/21 Budget	Principal Repayment 2020/21 Actual	Principal 2020/21 Budget	Principal 2020/21 Actual	Interest Repayment 2020/21 Budget	Interest Repayment 2020/21 Actual
	Administration												
C	Loan #207 Civic and Administration Centre	WATC	4.51	06/34	14,110,787	0	0	740,881	740,881	13,369,906	13,369,906	623,983	623,893
	Recreation & Culture												
S	Loan #199 Busselton Bowling Club	WATC	5.98	12/20	10,108	0	0	10,108	10,108	0	0	227	226
C	Loan #202 Geothermal Heating GLC	WATC	3.98	06/23	182,970	0	0	58,591	58,591	124,379	124,379	6,415	6,409
C	Loan #204 Busselton Foreshore	WATC	4.36	06/29	746,297	0	0	69,282	69,282	677,015	677,015	31,416	31,408
C	Loan #205 GLC Extensions	WATC	3.92	06/24	538,676	0	0	126,894	126,894	411,782	411,782	19,266	19,252
S	Loan #208 Busselton Football & Sportsman's Club	WATC	2.93	04/25	15,718	0	0	2,963	2,963	12,755	12,755	428	428
C	Loan #209 Busselton Foreshore	WATC	3.56	06/27	4,141,640	0	0	530,648	530,648	3,610,992	3,610,992	140,411	140,359
C	Loan #211 Busselton Foreshore	WATC	2.55	10/24	1,762,184	0	0	374,365	374,365	1,387,819	1,387,819	41,375	39,766
S	Loan #212 Dunsborough and Districts Country	WATC	3.04	05/27	83,333	0	0	10,855	10,855	72,478	72,478	2,451	2,398
S	Loan #213 Geographe Bay Yacht Club	WATC	3.04	05/27	73,099	0	0	9,522	9,522	63,577	63,577	2,150	2,103
S	Loan #214 Dunsborough & Districts Country Club	WATC	3.19	09/27	85,674	0	0	10,283	10,283	75,391	75,391	2,652	2,567
C	Loan #215 Busselton Foreshore Jetty Precinct	WATC	3.25	04/28	2,062,315	0	0	229,656	229,656	1,832,659	1,832,659	65,174	63,849
C	Loan #216 Tennis Club Facilities	WATC	3.25	04/28	2,268,547	0	0	252,621	252,621	2,015,926	2,015,926	71,692	70,234
C	Loan #217 Lot 10 Commonage Road	WATC	3.25	04/28	1,319,882	0	0	146,980	146,980	1,172,902	1,172,902	41,712	40,863
C	Loan #218 Busselton Tennis Club	WATC	2.21	06/29	1,140,599	0	0	115,851	115,851	1,024,748	1,024,748	24,252	24,245
S	Loan #220 Busselton Tennis Club	WATC	1.37	09/26	44,816	0	0	6,916	6,916	37,900	37,900	579	578
S	Loan #221 Busselton Hockey Club Stadium	WATC	1.31	06/30	45,000	0	0	4,181	4,181	40,819	40,819	634	570
C	Loan #NEW Performing Arts/Convention Centre	Unknown	2.20	06/41	0	7,500,000	0	150,184	0	7,349,816	0	82,088	0
S	Loan #222 Busselton Golf Club	WATC	1.45	06/31	0	200,000	110,000	9,215	0	190,785	110,000	1,680	130
	Transport												
C	Loan #203 Land Acquisition for Parking	WATC	4.19	09/21	196,591	0	0	156,449	156,449	40,142	40,142	5,800	5,782
C	Loan #206 Airport Jet A1 Installation	WATC	3.92	06/24	157,114	0	0	37,011	37,011	120,103	120,103	5,619	5,615
C	Loan #219 Air Freight Hub Stage 1	WATC	2.21	06/29	1,350,469	0	0	137,168	137,168	1,213,301	1,213,301	28,714	28,706
	Economic Services												
S	Loan #201 Geographe Bay Tourism Association	WATC	4.76	09/21	15,140	0	0	12,039	12,038	3,101	3,102	508	506
	Other Property and Services												
C	Loan #210 Lot 40 Vasse Highway	WATC	3.61	12/25	850,000	0	0	0	0	850,000	850,000	30,685	30,685
	Total - Council and Self-supporting Loans				**31,200,959**	**7,700,000**	**110,000**	**3,202,663**	**3,043,263**	**35,698,296**	**28,267,696**	**1,229,911**	**1,140,572**

C	Council Loans are financed by general purpose revenue.	30,828,071	7,500,000	0	3,126,581	2,976,396	35,201,490	27,851,675	1,218,602	1,131,066
S	Self-Supporting Loans are financed by payments from third parties.	372,888	200,000	110,000	76,082	66,867	496,806	416,021	11,309	9,506
		31,200,959	**7,700,000**	**110,000**	**3,202,663**	**3,043,263**	**35,698,296**	**28,267,696**	**1,229,911**	**1,140,572**

City of Busselton

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Notes to and Forming Part of the Financial Report

17. Information on Borrowings (continued)

(b) New Borrowings – 2020/21

Particulars / Purpose	Amount Borrowed Actual $	Amount Borrowed Budget $	Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used Actual $	Amount Used Budget $	Balance Unspent
Loan #NEW Performing Arts/Convention Centre	0	7,500,000	Unknown	Debenture	20	0	2.20%	0	7,500,000	0
Loan #222 Busselton Golf Club	110,000	200,000	WATC	Debenture	10	8,501	1.45%	110,000	200,000	0
	110,000	**7,700,000**				**8,501**		**110,000**	**7,700,000**	**0**

(c) Unspent Borrowings

Particulars / Purpose	Date Borrowed	Balance 01 July 2020 $	Borrowed During Year $	Expended During Year $	Balance 30 June 2021 $
Loan #206 Airport Jet A1 Installation	27th May 2014	4,008	0	4,008	0
Loan #216 Tennis Club Facilities	27th April 2018	88,604	0	39,263	49,341
		92,612	**0**	**43,271**	**49,341**

City of Busselton

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Notes to and Forming Part of the Financial Report

		2021 Actual $	2020 Actual $
17.	**Information on Borrowings (continued)**		
(d)	**Undrawn Borrowing Facilities Credit Standby Arrangements**		
	Electronic Payaway Facility	850,000	850,000
	Electronic Payaway Facility at Balance Date	0	0
	Credit card limit	50,000	50,000
	Credit card balance at balance date	(22,384)	0
	Total amount of credit unused	877,616	900,000
	Loan facilities		
	Loan facilities - current	3,020,442	3,043,263
	Loan facilities - non-current	25,247,254	28,157,696
	Total facilities in use at balance date	28,267,696	31,200,959

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are recognised at fair value when the City becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs
Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk
Information regarding exposure to risk can be found at Note 27.

City of Busselton

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Notes to and Forming Part of the Financial Report

18(a) Employee Related Provisions

	Provision for Annual Leave	Provision for Long Service Leave	Provision for Sick Leave	Total
	$	$	$	$
Opening balance at 1 July 2020				
Current	2,276,467	2,816,438	144,632	5,237,538
Non-Current	0	665,671	0	665,671
	2,276,467	3,482,109	144,632	5,903,208
Additional Provisions	1,948,381	825,334	1,602	2,775,317
Amounts Used	(1,980,086)	(440,280)	(39,993)	(2,460,359)
Balance 30 June 2021	2,244,762	3,867,163	106,241	6,218,166
Comprises				
Current Provisions	2,244,762	3,151,678	106,241	5,502,681
Non-current Provisions	0	715,485	0	715,485
	2,244,762	3,867,163	106,241	6,218,166

18(b) Other Provisions

	2021 Actual	2020 Actual
	$	$
Other Provisions (a)	430,000	0

(a) Relates to the provision for building claddings.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits
The City's obligations for employees annual leave and long service leave entitlements are recognised as provisions in the statement of financial position

Short-term employee benefits
Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled. The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits
Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference

Other long-term employee benefits (Continued)
to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions
Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

19. Notes to the Statement of Cash Flows

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2021 Actual $	2021 Budget $	2020 Actual $
Cash and Cash Equivalents	17,108,235	53,263,723	20,001,304
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net Result	22,084,651	20,083,936	18,884,036
Non-cash flows in Net result:			
Depreciation	24,607,001	24,050,074	22,857,747
(Profit) / Loss on Sale of Asset	373,281	71,480	463,254
Gain on Finance Sublease	(2,786,007)	0	(3,902,773)
Non-Cash Contributions	(9,424,331)	(6,597,200)	(4,482,078)
Changes in assets and Liabilities:			
(Increase) / Decrease in Receivables	1,563,660	129,349	(941,682)
(Increase) / Decrease in Inventories	(911,100)	0	(821)
Increase / (Decrease) in Payables	2,082,272	(108,743)	297,876
Increase / (Decrease) in Employee Provisions	314,956	0	661,185
Non-operating Grants and Contributions for the Development of Assets	(11,003,346)	(22,493,654)	(14,074,542)
Net Cash from Operating Activities	26,901,038	15,135,242	19,762,202

20. Total Assets Classified by Function and Activity

	2021 Actual $	2020 Actual $
General Purpose Funding	2,866,923	4,732,364
Governance	26,855,109	25,607,346
Law, Order & Public Safety	5,620,228	5,769,117
Health	234,958	226,974
Education and Welfare	518,309	566,225
Housing	7,183,897	7,322,343
Community Amenities	44,927,595	40,631,869
Recreation and Culture	145,470,624	142,870,854
Transport	532,491,054	521,549,729
Economic Services	3,559,268	3,107,934
Other Property and Services	12,287,684	9,534,800
Unallocated	29,685,016	26,269,393
	811,700,665	788,188,949

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21. Contingent Liabilities

21.1 Busselton Waste Transfer Station - Contamination Investigation

The City of Busselton operates the Rendezvous Road Waste Transfer Station from lots 500 and 27 Rendezvous Road, Vasse (Busselton Waste Transfer Site). The quality of groundwater at and in an area to the north of the Busselton Waste Transfer Site has reduced as a result of legacy issues from the use of this site as a former landfill facility, and also potentially from other historical uses in the area. Groundwater in the area has shown levels of hydrocarbons, metals, nutrients and PFAS above background levels.

The City is required to undertake investigations in respect to these legacy issues in accordance with the statutory framework under the Contaminated Sites Act 2003 (WA). The City's investigations have been ongoing for a number of years and are conducted by qualified consultants, reviewed by an independent accredited Contaminated Sites Auditor and advised to DWER. DWER has, pursuant to the Contaminated Sites Act, the power to classify a site if, based on relevant guidelines, currently accepted industrial standards or any other information, there are reasonable grounds to do so. During this period a number of sites within the investigation area have been classified by DWER.

The nature and extent of these legacy groundwater issues have been determined with a reasonable level of certainty, and relevant information has been provided to the Contaminated Sites Auditor and DWER. DWER indicated that they are in process of assessing this information and reviewing current property classifications, noting the change in risk profile with the availability of scheme water at affected properties. DWER further indicated that, as part of this review, existing restrictions on use of groundwater could be removed or revised. DWER's final decision in relation to restrictions on use of groundwater in this area (and subsequent classification or re-classification of affected properties), could impact on the value of affected properties (DWER Final Decision). These impacts can only be assessed and, if applicable, quantified, once the DWER Final Decision has been made. It is expected that the DWER Final Decision will be made in the third quarter of 2021. By that stage the City should, depending on the issue of liability, be in a position to consider options for long term remediation and/or mitigation solutions.

Depending on the outcome of the DWER Final Decision the City may incur a certain level of liability in respect of remedial action and/or claims for compensation. Due to complex scientific, operational and legal issues impacting on this matter, it is not reasonably possible to determine at this stage the City's potential liability (if any). Therefore:

- It is not practicable to make at this stage an estimate of the financial effect of or determine the amount or timing of any outflow associated with the contamination issues associated with the Busselton Waste Transfer Site; and
- Disclosure of further information in relation to the potential financial effect of these contamination issues could prejudice the City's position in any resulting dispute with affected landowners.

21.2 Claim for Damages by Unsuccessful Tenderer pursuant to RFT11/19

An unsuccessful tenderer (Plaintiff) instituted legal action against the City of Busselton, claiming $1.2 million damages based on breach of "process contract" resulting from RFT11/19. The City is of view that it has a strong case and is therefore defending the matter. Depending on the outcome of the legal proceedings the City may incur a certain level of liability in respect of damages and/or legal costs.

Indications are that the City's insurance policy may respond to any adverse finding/order against the City. The litigation is ongoing.

City of Busselton

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21. Contingent Liabilities (Continued)

21.3 Contaminated Sites

Under the Contaminated Sites Act 2003, the City is required to report known and suspected contaminated sites to the Department of Water and Environmental Regulation (DWER). In accordance with the Act, DWER classifies these sites on the basis of the risk to human health, the environment and environmental values. Where sites are classified as 'contaminated – remediation required' or 'possibly contaminated – investigation required', the City may have a liability in respect of investigation or remediation expenses.

In 2019-20, DWER had classified three sites as 'contaminated – remediation required'. In April 2021, DWER reclassified those three sites to 'Remediated for restricted use', and approved an Ongoing Site Management Plan (OSMP).

DWER has classified eleven sites as 'possibly contaminated – investigation required'. Until the City conducts an investigation, it is not possible to estimate the potential financial effect or to identify the uncertainties relating to the amount or timing of any outflows.

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Notes to and Forming Part of the Financial Report

22. Capital Commitments

Capital Expenditure Commitments	**2021 Actual $**	**2020 Actual $**
Contracted for:		
Capital projects		
- Busselton Tennis Club Building	0	30,499
- Lou Weston Oval Courts and Pavilion	0	316,858
- King Street Works	26,016	157,665
- Old Butter Factory	0	200,892
- Busselton Performing Arts and Convention Centre	864,844	1,989,183
- Busselton Senior Citizens Building	113,316	552,744
- Hotel Site 1 Carpark and Landscaping Works	0	1,046,116
- Barnard East Foreshore Works	0	61,398
- Eastern Link Road Works Upgrade	0	3,637,684
- Mitchell Park	570,824	0
- Dunsborough Lakes Sports Precinct	996,852	0
- Administration Building Car Park	32,928	0
- Busselton Foreshore (East)	141,698	0
- Buayanyup Drain Path	347,107	0
- Energy Efficiency Building Upgrade	74,400	0
	3,167,985	7,993,039
Payable:		
- not later than one year	3,167,985	7,993,039
- later than one year but not later than five years	0	0

The capital expenditure projects outstanding at the end of the current reporting period represent construction works associated with the above stated projects.

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Notes to and Forming Part of the Financial Report

23. Related Party Transactions

	2021 Actual $	2021 Budget $	2020 Actual $
Elected Members Remuneration			
The following fees, expenses and allowances were paid to council members and the mayor.			
Mayor Grant Henley			
Allowance	80,129	80,124	80,129
Sitting Fees	41,788	41,788	41,788
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	226	500	177
	125,643	125,912	125,594
Deputy Mayor Kelly Hick			
Allowance	20,032	20,026	13,847
Sitting Fees	29,910	29,908	29,910
Travelling Allowance – Councillors Meetings	2,739	1,500	3,244
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	0	500	67
	56,181	55,434	50,568
Former Deputy Mayor John McCallum			
Allowance	0	0	6,076
Sitting Fees	0	0	9,071
Travelling Allowance – Councillors Meetings	0	0	566
Communication Allowance	0	0	1,061
Other Allowances/ Reimbursements	0	0	0
	0	0	16,774
Former Councillor Coralie Tarbotton			
Sitting Fees	0	0	9,071
Travelling Allowance – Councillors Meetings	0	0	0
Communication Allowance	0	0	1,061
Other Allowances/ Reimbursements	0	0	0
	0	0	10,132
Former Councillor Robert Reekie			
Sitting Fees	0	0	9,071
Travelling Allowance – Councillors Meetings	0	0	136
Communication Allowance	0	0	1,061
Other Allowances/ Reimbursements	0	0	0
	0	0	10,268
Councillor Paul Carter			
Sitting Fees	29,910	29,908	29,910
Travelling Allowance – Councillors Meetings	0	1,500	0
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	0	500	0
	33,410	35,408	33,410

City of Busselton

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For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

23. Related Party Transactions (Continued)

Elected Members Remuneration	2021 Actual $	2021 Budget $	2020 Actual $
Councillor Kate Cox			
Sitting Fees	29,910	29,908	20,675
Travelling Allowance – Councillors Meetings	1,787	1,500	1,238
Communication Allowance	3,500	3,500	2,419
Other Allowances/ Reimbursements	168	500	0
	35,365	35,408	24,332
Councillor Phill Cronin			
Sitting Fees	29,910	29,908	20,675
Travelling Allowance – Councillors Meetings	3,969	1,500	2,737
Communication Allowance	3,500	3,500	2,419
Other Allowances/ Reimbursements	217	500	675
	37,596	35,408	26,506
Councillor Ross Paine			
Sitting Fees	29,910	29,908	29,910
Travelling Allowance – Councillors Meetings	0	1,500	0
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	236	500	208
	33,646	35,408	33,618
Councillor Jo Barrett-Lennard			
Sitting Fees	29,910	29,908	20,512
Travelling Allowance – Councillors Meetings	756	1,500	1,042
Communication Allowance	3,500	3,500	2,400
Other Allowances/ Reimbursements	227	500	526
	34,393	35,408	24,480
Councillor Lyndon Miles			
Sitting Fees	29,910	29,907	29,910
Travelling Allowance – Councillors Meetings	970	1,500	115
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	382	500	0
	34,762	35,407	33,525
Councillor Sue Riccelli			
Sitting Fees	29,910	29,907	20,677
Travelling Allowance – Councillors Meetings	0	1,500	0
Communication Allowance	3,500	3,500	2,422
Other Allowances/ Reimbursements	213	500	0
	33,623	35,407	23,099
	424,619	429,200	412,306
TOTAL ELECTED MEMBERS REMUNERATION			
Allowance	100,161	100,150	100,052
Sitting Fees	281,068	281,050	271,180
Travelling Allowance – Councillors Meetings	10,221	12,000	9,078
Communication Allowance	31,500	31,500	30,343
Other Allowances/ Reimbursements	1,669	4,500	1,653
	424,619	429,200	412,306

City of Busselton

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For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

23. Related Party Transactions (Continued)

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the City during the year are as follows:

	2021 Actual $	2020 Actual $
Short-term employee benefits	1,105,301	1,030,761
Post-employment benefits	142,726	128,434
Other long-term benefits	105,783	105,787
	1,353,810	1,264,982

Short-term employee benefits
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to elected members.

Post-employment benefits
These amounts are the current-year's estimated cost of providing for the City's superannuation contributions made during the year.

Other long-term benefits
These amounts represent annual leave and long service benefits accruing during the year.

Related Parties

i *Key management personnel*
Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii Other *Related* Parties
An associate person of KMP was employed by the City under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the City.

iii *Entities subject to significant influence by the City*
An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

City of Busselton

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Notes to and Forming Part of the Financial Report

23. Related Party Transactions (Continued)

The Council has assessed the materiality of disclosure of transactions with related parties on the following criteria:

1) The potential effect of the relationship on the financial statements;

2) Whether the transaction occurred as:

   a. Part of a public service provider relationship on terms no different to that of a transaction with the general public; or

   b. Part of an ordinary operational transaction within a normal supplier or client/recipient relationship on terms and conditions no more or less favourable than those that are reasonable to expect the Council would have adopted with the party at arm's length in the same circumstances.

The Council has determined that no material transactions with related parties have occurred during the financial year ended 30 June 2021.

24. Major Land Transactions

The City entered into a major land transaction by way of a sublease during the year. The City leased Lot 600, Foreshore Parade, Busselton from the State, and subleased to Pacifica Ausglobal Busselton Pty Ltd. A public notice was issued in November 2019 of the City's intent to enter into this major land transaction by way of a sublease. The financial impact of the head lease with the State has been included as part of Note 16 Lease Liabilities, and the financial impact of the sublease has been included in Note 38 Finance Lease Receivables.

City of Busselton

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Notes to and Forming Part of the Financial Report

25. Rating Information – 2020/21 Financial Year

(a) Rates

Rate Type	Rate in $	Number of Properties #	Rateable Value $	Rate Revenue $	Interim Rates $	Total Revenue $	Budget Rate Revenue $	Budget Interim Rate $	Budget Total Revenue $
Differential General Rate									
GRV–Residential	9.8489	14,093	259,870,424	25,594,568	333,873	25,928,441	25,594,568	0	25,594,568
GRV–Residential Holiday Homes	10.8339	680	13,421,200	1,454,036	(7,299)	1,446,737	1,454,036	0	1,454,036
GRV–Industrial	11.3732	446	21,880,356	2,488,494	47,829	2,536,323	2,488,494	0	2,488,494
GRV–Commercial	11.3732	1,366	70,667,953	8,037,200	6,157	8,043,357	8,037,200	0	8,037,200
GRV–Residential Vacant Land	9.8489	256	7,405,040	729,321	35,854	765,175	729,321	0	729,321
GRV–Industrial Vacant Land	11.3732	56	1,232,300	140,152	(12,937)	127,215	140,152	0	140,152
GRV–Commercial Vacant Land	11.3732	47	2,163,850	246,099	17,247	263,346	246,099	0	246,099
UV-Primary Production	0.4404	797	609,608,000	2,684,711	(53,414)	2,631,297	2,684,711	0	2,684,711
UV-Rural	0.4455	1,520	740,675,000	3,299,703	94,191	3,393,894	3,299,703	0	3,299,703
UV-Commercial	0.8037	154	91,897,000	738,576	18,075	756,651	738,576	0	738,576
Interim Rates		0	0	0	0	0	0	600,000	600,000
Sub-Totals		19,415	1,818,821,123	45,412,860	479,576	45,892,436	45,412,860	600,000	46,012,860
	Minimum $								
Minimum Differential General Rate									
GRV–Residential	1,375	1,262	16,266,776	1,735,250	0	1,735,250	1,735,250	0	1,735,250
GRV–Residential Holiday Homes	1,430	28	349,700	40,040	0	40,040	40,040	0	40,040
GRV–Industrial	1,375	21	208,031	28,875	0	28,875	28,875	0	28,875
GRV–Commercial	1,375	631	4,705,844	867,625	0	867,625	867,625	0	867,625
GRV–Residential Vacant Land	1,375	925	6,471,244	1,271,875	0	1,271,875	1,271,875	0	1,271,875
GRV–Industrial Vacant Land	1,375	0	0	0	0	0	0	0	0
GRV–Commercial Vacant Land	1,375	63	393,190	86,625	0	86,625	86,625	0	86,625
UV-Primary Production	1,375	221	51,185,500	303,875	0	303,875	303,875	0	303,875
UV-Rural	1,500	1,087	251,454,500	1,630,500	0	1,630,500	1,630,500	0	1,630,500
UV-Commercial	1,375	81	3,654,034	111,375	0	111,375	111,375	0	111,375
Sub-Totals		4,319	334,688,819	6,076,040	0	6,076,040	6,076,040	0	6,076,040
Other Adjustments *(refer note 25(d))*						90,760			86,848
Total Amount Raised from General Rates						**52,059,236**			**52,175,748**
Specified Area Rate *(refer note 25(b))*						587,545			583,612
Totals						**52,646,781**			**52,759,360**

City of Busselton

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25(b) Specified Area Rate - 2020/21 Financial Year

	Rate in $	Basis of Rate	Rateable Value $	Rate Revenue $	Budget Rate Revenue $	Applied to Costs $	Budget Applied to Costs $
Port Geographe							
• Rate	1.5719	GRV	14,009,386	220,210	220,210	220,210	220,210
• Interim Rate				2,658	0	0	0
• Back Rate				0	0	0	0
				222,868	220,210	220,210	220,210

	Rate in $	Basis of Rate	Rateable Value $	Rate Revenue $	Budget Rate Revenue $	Applied to Costs $	Budget Applied to Costs $
Provence							
• Rate	1.4462	GRV	12,519,660	181,061	181,061	181,061	181.061
• Rate	0.0143	UV	5,300,000	758	758	758	758
• Interim Rate				794	0	0	0
• Back Rate				0	0	0	0
				182,613	181,819	181,819	181,819

	Rate in $	Basis of Rate	Rateable Value $	Rate Revenue $	Budget Rate Revenue $	Applied to Costs $	Budget Applied to Costs $
Vasse							
• Rate	1.8385	GRV	9,876,590	181,583	181,583	181,583	181,583
• Interim Rate				482	0	0	0
• Back Rate				0	0	0	0
				182,065	181,583	181,583	181,583

The purpose of the Specified Area Rates is disclosed in note 4 "Purpose of Reserves".

25(c) Service Charges – 2020/21 Financial Year

	Amount of Charge $	Revenue Raised $	Budget Revenue $	Applied to Service Costs $	Budget Applied to Costs $
Nil	0	0	0	0	0
		0	0	0	0

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25(d) Discounts, Incentives, Concessions & Write-offs – 2020/21 Financial Year

	Type	Discount %	Total Cost / Value $	Budget Cost / Value $
Other	Adjustment	0	90,760	86,848
Write-offs	Write-off	0	0	0
		0	90,760	86,848

25(e). Interest Charges and Instalments – 2020/21 Financial Year

Instalment options	Date due	Instalment plan admin charge $	Instalment plan interest rates %	Unpaid rates interest rates %
OPTION ONE				
Single full payment	04/09/2020	0	0.0%	8.0%
OPTION TWO				
(Four equal or near equal bi-monthly instalments)				
First instalment	04/09/2020	0	0.0%	8.0%
Second instalment	04/11/2020	6	5.5%	8.0%
Third instalment	04/01/2021	6	5.5%	8.0%
Fourth instalment	04/03/2021	6	5.5%	8.0%
OPTION THREE				
40 equal or near equal weekly instalments	04/09/2020	30	5.5%	8.0%
OPTION FOUR				
20 equal or near equal fortnightly instalments	04/09/2020	25	5.5%	8.0%
OPTION FIVE				
10 equal or near equal monthly instalments	04/09/2020	20	5.5%	8.0%

	Actual Revenue 2021 $	Budgeted Revenue 2021 $
Interest on Unpaid Rates	217,126	140,000
Interest on Instalments Plan	253,537	253,750
Charges on Instalment Plan	122,007	116,950
	592,670	510,700

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Notes to and Forming Part of the Financial Report

25(e) Interest Charges and Instalments – 2020/21 Financial Year (Continued)

Five separate payment option plans will be made available to all ratepayers for the payment of their rates.

OPTION 1 (Full Payment)

Full amount of rates and charges including arrears to be paid on or before 4th September 2020 or 35 days after the date of service appearing on the rate notice whichever is the later.

OPTION 2 (4 Instalments)

First instalment to be received on or before 4th September 2020 or 35 days after the date of service appearing on the rate notice whichever is the later and including all arrears and service charges and one quarter of the current rates. The second, third and fourth instalments of the current rates are to be made on or before dates shown below:

- 1st Instalment 4th September 2020
- 2nd Instalment 4th November 2020
- 3rd Instalment 4th January 2021
- 4th Instalment 4th March 2021

OPTION THREE
40 equal or near equal weekly instalments

OPTION FOUR
20 equal or near equal fortnightly instalments

OPTION FIVE
10 equal or near equal monthly instalments

SIGNIFICANT ACCOUNTING POLICIES
Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer.

Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

City of Busselton

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Notes to and Forming Part of the Financial Report

26 Rate Setting Statement Information

	Note	2020/21 Actual (30 June 21 Carried Forward) $	2020/21 Budget (30 June 21 Carried Forward) $	2020/21 Actual (1 July 20 Brought Forward) $	2019/20 Actual (30 June 20 Carried Forward) $
(a) **Non-cash amounts excluded from operating activities**					
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with Financial Management Regulation 32.					
Adjustments to operating activities					
Less: Profit on asset disposals	11(a)	(148,677)	(19,193)	(74,304)	(74,304)
Less: Non-cash grants and contributions for assets	2	(9,424,331)	(6,597,200)	(4,482,078)	(4,482,078)
Less: Movement in liabilities associated with restricted cash		1,978,405	(4,909,897)	(3,408,085)	(3,408,085)
Less: Movement in finance leases		(2,852,822)	-	(3,929,520)	(3,929,520)
Less: Fair value adjustments to financial assets at fair value through profit and loss	5(b)	-	-	(124,637)	(124,637)
Less: Movement in pensioner deferred rates (non-current)		11,499	-	(21,707)	(21,707)
Less: Movement in employee benefit provisions (non-current)	18(a)	314,957	-	661,186	661,186
Add: Loss on disposal of assets	11(a)	521,958	90,673	537,558	537,558
Add: Depreciation on non-current assets	11(b)	24,607,001	24,050,074	22,857,747	22,857,747
Non cash amounts excluded from operating activities		15,007,990	12,614,457	12,016,160	12,016,160
(b) **Surplus/(deficit) after imposition of general rates**					
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.					
Adjustments to net current assets					
Less: Reserves/ Restricted - cash backed	3	(73,693,717)	(52,142,398)	(68,906,185)	(68,906,185)
Less: Financial assets at amortised cost - self-supporting loans	5(a)	(59,374)	(65,000)	(66,867)	(66,867)
Less: Other Adjustments	8	(197,380)	(212,924)	(212,922)	(212,922)
- Current portion of lease receivables	38	(217,910)		(177,085)	(177,085)
Less : Assets held for sale	8	(2,035,508)	0	0	0
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	17(d)	3,020,442	3,000,000	3,043,263	3,043,263
- Current portion of contract liability held in reserve/ restricted cash	15.1	2,521,219	-	2,611,824	2,611,824
- Current portion of grant liability held in reserve/ restricted cash	15.2	988,563	-	2,298,073	2,298,073
- Current portion of deposits and bonds held in restricted cash	14	3,424,482	2,465,476	2,465,476	2,465,476
- Current portion of lease liabilities	16	492,042	-	500,767	500,767
- Current portion of employee benefit provisions	18(a)	5,502,681	5,237,537	5,237,537	5,237,537
- Current portion of other provisions	18(b)	430,000	-	-	-
Total adjustments to net current assets		(59,824,460)	(41,717,309)	(53,206,119)	(53,206,119)
Net current assets used in the Rate Setting Statement					
Total current assets		86,349,046	57,067,449	75,355,013	75,355,013
Less: Total current liabilities		(24,076,206)	(15,350,140)	(21,675,100)	(21,675,100)
Less: Total adjustments to net current assets		(59,824,460)	(41,717,309)	(53,206,119)	(53,206,119)
Net current assets used in the Rate Setting Statement		2,448,380	0	473,794	473,794

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

27. Financial Risk Management

This note explains the City's exposure to financial risks and how these risks could affect the City's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The City does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. The Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest Rate Risk

Cash and Cash Equivalents

The City's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the City to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the City to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amount	Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing
	%	$	$	$	$
2021					
Cash and Cash Equivalents	0.07%	17,108,235	3,276,102	13,810,228	21,845
Financial Assets at Amortised Cost – Term Deposits	0.32%	62,000,000	62,000,000	0	0
2020					
Cash and Cash Equivalents	0.46%	20,001,304	4,783,359	15,195,875	22,070
Financial Assets at Amortised Cost – Term Deposits	1.00%	50,500,000	50,500,000	0	0

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

27. Financial Risk Management (Continued)

(a) Interest Rate Risk (Continued)

Cash and Cash Equivalents (Continued)

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2021	2020
	$	$
Impact of a 1% movement in interest rates on profit and loss and equity*	138,103	151,959

** Holding all other variables constant*

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The City manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The City does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 17.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

27. Financial Risk Management (Continued)

(b) Credit Risk

Trade and Other Receivables

The City's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The City manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the City to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Whilst the City was historically able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment.

The level of outstanding receivables is reported to the Council monthly and benchmarks are set and monitored for acceptable collection performance.

The City applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable. At the end of the reporting period, the City assessed that no loss allowance is required to be provided.

The profile of the City's credit risk at balance date was:

	30 June 2021	30 June 2020
	$	$
Percentage of Rates and Annual Charges		
• Current	22.13%	20.93%
• Overdue	77.87%	79.07%
Percentage of Other Receivables		
• Current	93.82%	95.68%
• Overdue	6.18%	4.32%

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

27. Financial Risk Management (Continued)

(c) Liquidity Risk

Payables and Borrowings

Payables and borrowings are both subject to liquidity risk – that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The City manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and as disclosed in Note 17.

The contractual undiscounted cash flows of the City's Payables are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year $	Due between 1 & 5 years $	Due after 5 years $	Total contractual cash flows $	Carrying Values $
2021					
Payables	7,696,777	0	0	7,696,777	7,696,777
Borrowings	4,059,936	15,699,497	14,550,390	34,309,823	28,267,696
Lease Liability	517,659	378,921	0	896,580	931,503
Contract Liabilities	2,521,219	2,890,444	4,997,910	10,409,573	10,409,573
Grant Liabilities	988,563	4,276,558	0	5,265,121	5,265,121
	15,784,154	23,245,420	19,548,300	58,577,874	52,570,670
2020					
Payables	5,518,158	0	0	5,518,158	5,518,158
Borrowings	4,189,405	15,534,117	18,657,206	38,380,728	31,200,958
Lease Liabilities	548,263	896,580	0	1,444,843	1,401,617
Contract Liabilities	2,611,824	1,855,063	5,711,657	10,178,544	10,178,544
Grant Liabilities	2,298,073	2,250,217	0	4,548,290	4,548,290
	15,165,723	20,535,977	24,368,863	60,070,563	52,847,567

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

28. Events occurring after the end of the Reporting Period

There were no events subsequent to the reporting date that materially impact on this financial report.

29. Initial Application of Australian Accounting Standards

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

(a) AASB 1059: Service Concession Arrangements: Grantors

Service concessions assets are those assets where a third party operator constructs assets for the City, upgrades existing assets of the City or uses existing assets of the City to operate and maintain the assets to provide a public service, for a specified period of time.

The City has considered the requirements of AASB 1059 - Service Concession Arrangements, and confirms that the City has no existing arrangements that fall within the scope of this standard.

30. **Trust Funds**

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	Balance 1 July 2020 $	Amounts Received $	Amounts Paid $	Balance 30 June 2021 $
Builders Registration Board Levies	12,669	487,867	(467,915)	32,621
Building Training Levy	3,444	47,428	(46,908)	3,964
Cash in Lieu of Public Open Space	1,973,394	11,476	(1,065,050)	919,820
Contiguous Local Authorities Group (CLAG) Funding	86,561	24,136	(89,474)	21,223
	2,076,068	570,907	(1,669,347)	977,628

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

31. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

City of Busselton

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For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

31. OTHER SIGNIFICANT ACCOUNTING POLICIES (cont.)
h) Fair value hierarchy (continued)
Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability. The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are

Valuation techniques (continued)
considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets
In accordance with Australian Accounting Standards the City's non-financial assets, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

As the City is a not-for-profit entity, the recoverable amount of regularly revalued specialist assets is anticipated to be materially the same as fair value.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

32. Activities/ Programs

City operations as disclosed in these financial statements encompass the following service orientated activities/ Programs

Program and Objectives	Activities
General Purpose Funding To collect revenue to allow for the provision of services.	Rates, interest revenue and other general purpose Government grants together with any expenses incurred in realising these incomes.
Governance To provide decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administrative support available to the Council for the provision of governance to the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.
Law, Order and Public Safety To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various by-laws, fire prevention, animal control and emergency services. Council also provides assistance to surf lifesaving efforts.
Health To provide an operational framework for environmental and community health.	Inspections of food outlets and their control, noise control, waste disposal compliance, mosquitoes and stingers control.
Education and Welfare To provide services for the elderly, children and youth.	Annual donation relative to the operation of a Senior Citizen's Centre.
Housing To provide and maintain elderly residents housing.	The operation of three sets of aged persons homes.
Community Amenities To provide services required by the community.	Includes rubbish collection and disposal services, recycling initiatives, septic tank inspection services, urban stormwater drainage networks, environmental protection initiatives, operation of three cemeteries, town scaping facilities, as well as the administration of Council's Town Planning Scheme and associated policies and obligations.
Recreation and Culture To establish and effectively manage infrastructure and resources which will help the social well-being of the community.	Maintenance of halls, swimming areas and beaches, various reserves, recreation programs, the Busselton Jetty, the operation of the two Libraries, the maintenance and operation of the two Leisure Centres, and the employment of a Cultural Development Officer.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

32. Activities/ Programs (Continued)

Program and Objectives (Continued)	Activities (Continued)
Transport To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, bridges, drainage, footpaths, cycle ways, parking facilities, traffic signs and depot. Also includes cleaning of streets, maintenance of street trees, street lighting etc. Control and maintenance of a regional airport.
Economic Services To help promote the City and its economic wellbeing.	The regulation and provision of tourism initiatives, the maintenance and operation of a Caravan park and the implementation of building controls. Provision of rural services including weed control, vermin control and standpipes.
Other Property and Services To monitor and control Council's overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

33. Prior Period Corrections

1. The City does not hold full ownership of the aged homes (both land and buildings) as per the signed agreements with Homeswest (i.e. City's share: Winderlup Villas 26.11%, Harris Road Units 27.19% and land 27.19%). Corrections have been made to the affected financial statement line items as at 1 July 2019 to exclude Homeswest's share of the assets. Adjustment were also made in 2019-20 to reflect only the City's share of depreciation expense in the financial statements.
2. The adjustment relates to the impairment of the bridge - Tuart Drive over Abba River which was burnt down in March 2020. As the bridge is a revalued asset, the impairment loss is recognised as at 30 June 2020 against revaluation surplus.
3. Term deposits with original maturities of three months or more have been reclassified from Cash and Cash Equivalents to Other Financial Assets.
4. Adjustments relate to the classification of subleases with the Goose, Equinox and Geographe Bay Brewing Co. as finance leases on initial application of AASB 16 Leases. Corrections have been made to the affected financial statement line items.

	Ref	As reported previously	Adjustment	Restated
		$	$	$
Statement by Comprehensive Income				
As at 30 June 2020				
-by Nature or Type				
Revenue:				
Fees and Charges	4	15,074,219	(139,248)	14,934,971
Interest Earnings	4	1,584,122	165,572	1,749,694
Gain on Finance Sublease	4	0	3,902,773	3,902,773
Expenses:				
Depreciation on Non-Current Assets	1,4	(23,496,226)	638,479	(22,857,747)
Materials and Contracts	4	(16,858,209)	2,000	(16,856,209)
Interest Expenses	4	(1,329,246)	(1,577)	(1,330,823)
Other comprehensive income:				
Impairment loss on Non-Current Assets	2	0	(1,478,109)	(1,478,109)
-by Program				
Revenue:				
Other Property & Services	4	498,219	3,929,096	4,427,317
Expenses:				
Housing	1	(1,305,071)	611,354	(693,717)
Other Property & Services	4	(777,381)	29,125	(748,257)
Finance Costs:				
Other Property & Services	4	(30,685)	(1,577)	(32,262)
Other comprehensive income:				
Impairment loss on Non-Current Assets	2	0	(1,478,109)	(1,478,109)

City of Busselton

Financial Report

For the Year Ended 30 June 2021

Notes to and Forming Part of the Financial Report

33. Prior Period Corrections (Continued)

	Ref	As reported previously $	Adjustment $	Restated $
Statement of Financial Position				
As at 1 July 2019				
Current Assets				
Cash and Cash Equivalents	3	59,772,318	(38,000,000)	21,772,318
Other Financial Assets	3	10,569,803	38,000,000	48,569,803
Non-current Assets				
Property, Plant and Equipment	1	144,333,683	(9,185,165)	135,148,518
Equity				
Retained Surplus	1	444,713,504	1,207,329	445,920,833
Revaluation Surplus	1	236,196,300	(10,392,494)	225,803,806
As at 30 June 2020				
Current Assets				
Cash and Cash Equivalents	3	60,501,304	(40,500,000)	20,001,304
Other Financial Assets	3	10,066,867	40,500,000	50,566,867
Finance Lease Receivables	4	0	177,085	177,085
Non-current Assets				
Property, Plant and Equipment	1	147,020,831	(9,604,561)	137,416,270
Infrastructure	1	569,886,680	(1,478,109)	568,408,571
Current Liabilities				
Lease Liabilities	4	498,834	1,934	500,767
Non-current Liabilities				
Lease Liabilities	4	854,825	46,024	900,849
Equity				
Retained Surplus	1,4	436,973,786	5,775,328	442,749,115
Revaluation Surplus	1,2	236,196,300	(11,870,603)	224,325,697

City of Busselton

Financial Report

For the Year Ended 30 June 2021

34. Financial Ratios

	2021 Actual	2020 Actual	2019 Actual
Current Ratio	0.946	0.569	0.714
Asset Sustainability Ratio	1.022	0.959	0.801
Debt Service Cover Ratio	5.824	4.766	4.715
Operating Surplus Ratio	0.030	0.012	(0.021)
Own Source Revenue Coverage Ratio	0.965	0.953	0.927
Asset Consumption Ratio	0.637	0.689	0.683
Asset Renewal Funding Ratio	1.000	0.994	0.520

The above ratios are calculated as follows:

Current Ratio *(ratio required to meet standard > or = to 1)*	Current assets minus restricted assets Current liabilities minus liabilities associated with restricted assets
Asset Sustainability Ratio *(ratio required to achieve basic standard > 0.9)*	Capital renewal and replacement expenditure Depreciation expense
Debt Service Cover Ratio *(ratio required to achieve basic standard > or = to 2, and advanced standard > 5)*	Annual operating surplus before interest and depreciation Principal and interest
Operating Surplus Ratio *(ratio required to achieve basic standard is between 0.01 & 0.15, advanced standard > 0.15)*	Operating revenue minus operating expense Own source operating revenue
Own Source Revenue Coverage Ratio *(ratio required to achieve basic standard is between 0.4 & 0.6, Intermediate standard between 0.6 & 0.9, and advanced standard > 0.9)*	Own source operating revenue Operating expense
Asset Consumption Ratio *(ratio required to meet basic standard > 0.5)*	Depreciated replacement cost of depreciable assets Current replacement cost of depreciable assets
Asset Renewal Funding Ratio *(ratio required to achieve basic standard is between 0.75 & 0.95)*	NPV of planned capital renewal over 10 years NPV of required capital expenditure over 10 years

City of Busselton

Financial Report

For the Year Ended 30 June 2021

35. Trading Undertakings and Major Trading Undertakings

Council did not participate in any trading undertakings or major trading undertakings during the 2020/21 financial year.

36. Joint Arrangements

The City of Busselton has not been involved in any joint arrangements during the reporting period.

37. Employee Numbers

	2021	2020
The number of full-time equivalent employees at balance date	321	318

38. Finance Lease Receivables

	2021 Actual $	2020 Actual $
Current	217,910	177,085
Non-current	7,698,983	4,858,268
	7,916,893	5,035,353

SIGNIFICANT ACCOUNTING POLICIES

Finance lease receivables

The City is an intermediate lessor and the finance lease receivables relate to properties that the City has subleased to third parties. The City has classified these subleases as finance lease as the subleases are for the whole of the remaining term of the head leases.

Amounts due from the finance leases are recorded as receivables. Finance lease receivables are initially recorded at amounts equal to the present value of the minimum lease payments receivable plus the present value of any unguaranteed residual value expected to accrue at the end of the lease term. Finance lease receipts are apportioned between periodic interest revenue and reduction of the lease receivable over the term of the lease in order to reflect a constant periodic rate of return on the net investment outstanding in the leases.

ATTACHMENT A

CITY OF BUSSELTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Recording of Inventory Stocktake		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT A

CITY OF BUSSELTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Recording of Inventory Stocktake

Finding
When performing our testing over inventory, we noted that the stocktake quantity is not recorded in the stock count sheet by its physical count but in invoiced order batch.

For example, there was physically 14 light poles but was recorded on the stock sheet as 1 due to all 14 being on the same invoice batch.

Rating: Moderate
Implication
By not correctly recording the actual physical number of inventories noted during the stocktake, there is an increased risk of discrepancies between the stocktake and accounting records. There is also an increased risk of stock being misappropriated or incorrectly counted.

Recommendation
We recommend that the City ensures that stocktake controls are appropriately implemented to ensure that the physical number of stock counted is noted on the count sheets and signed off by two authorised officers to ensure that inventory is appropriately accounted for in the financial statements.

Management Comment
The above recommendation will be implemented.

Responsible Person: Matthew Twyman, Manager Operations Services
Completion Date: 30 June 2022

12.2 Audit and Risk Committee - 18/11/2021 - 2021 OFFICE OF AUDITOR GENERAL CYBER SECURITY AND GENERAL COMPUTER CONTROLS AUDIT

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Audit Reporting
BUSINESS UNIT	Information Services
REPORTING OFFICER	Manager Information Services - Kris Davis
AUTHORISING OFFICER	Acting Director Finance and Corporate Services - Sarah Pierson
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Office of Auditor General - Information Services Audit Findings and Response

This item was considered by the Audit and Risk Committee at its meeting on 18/11/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2112/111 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council:

1. **Notes the 2021 Office of Auditor General Information System Audit findings for the Information Systems and Cyber Security audits as per the attached documentation; and**

2. **Receives an update report on the implementation of Office of Auditor General recommendations as part of the 2022 interim audit report.**

CARRIED 9/0

EN BLOC

Reasons: To ensure oversight of the implementation of the recommendations.

OFFICER RECOMMENDATION

That the Council notes the 2021 Office of Auditor General Information System Audit findings for the Information Systems and Cyber Security audits as per the attached documentation.

EXECUTIVE SUMMARY

The draft audit findings were received from the Office of the Auditor General (OAG) on 27 October 2021, and are provided to the Audit and Risk Committee as attachments to this report. Pursuant to its Instrument of Appointment, it is relevant that the Audit and Risk Committee considers the findings and associated responses and, where appropriate, makes recommendation/s in respect of these reports.

BACKGROUND

The City of Busselton were selected to be involved in the Cyber Security audit by the OAG as part of the larger 'State of cyber security in Local Government (LG) entities (Local)' audit to be tabled in the fourth quarter of 2021. This audit took place on premise in June 2021.

The City of Busselton were additionally selected to be involved in the General Computer Controls audit by the OAG as part of the 'Local Government General Computer Controls' report for 2021. This audit took place on premise in July 2021.

The audits are designed to identify areas for improvement when assessed against the OAG benchmarks set for Information Systems within local government.

OFFICER COMMENT

The majority of findings presented by the OAG are accepted by management with the audits helping to identify gaps in its security systems and processes. When reviewing the findings and responses it's worth noting that many of the processes are already in place but not documented, hence a recommendation for the item exists even though we are actively carrying out the task.

These audits, whilst resource intensive, are an excellent way of ensuring we are continually improving in our Cyber and Information security controls. In saying that, some of the recommendations require significant resources to implement them and / or are not considered suitable to our environment when balanced against the costs in terms of staff efficiency and increased budget requirements. It should be noted that larger councils still do not adhere to the benchmarks set out by the OAG, of the 11 councils audited in 2020 none met the benchmarks in all areas.

The specific actions resulting from the audits are outlined in the attachment.

Statutory Environment

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

Relevant Plans and Policies

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

Financial Implications

There are no immediate financial implications associated with the officer recommendation but it should be noted that increased ICT costs will be introduced in future years as the need to address Cyber and Information Security grows according to the increasing risk.

Stakeholder Consultation

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

Risk Assessment

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

Options

The Audit and Risk Committee may determine to make specific recommendations in relation to the audit findings and the actions identified by management in addressing these. Given the nature of the findings and the fact that this will need to be managed operationally by the City's Information Services team, with actions already proposed or underway, officers do not think specific resolutions are necessary.

CONCLUSION

The City has agreed with the majority of recommendations provided by the OAG and those not considered currently acceptable will be reassessed in future years. The City is continually evolving to protect the information and service its ICT infrastructure providers, Cyber related threat within our modern computing world is increasing every day and we must remain focused to ensure we do not become a victim.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

A timeline of each recommendation is provided within the attachment.

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Findings identified in the current audit			
1. Information Governance Committee		✓	
2. HR Security		✓	
3. Network Account Management		✓	
4. Remote Access		✓	
5. Application Management		✓	
6. Database Security		✓	
7. Payment File Security		✓	
8. Data Loss Prevention		✓	
9. Segregation in Networks		✓	
10. Incident Management		✓	
11. Information Classification			✓
Findings identified in the cyber security audit			
12. Cyber Security Policy		✓	
13. Cyber Security Incident Detection and Response		✓	
14. Vulnerability Management		✓	
15. Risk Management		✓	
16. Disaster Recovery Plan		✓	
17. Cyber Security Awareness Training			✓

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

1. Information Governance Committee

Finding
We found that currently there is no active committee responsible for overseeing ICT governance or ICT security at the City.

Rating: Moderate
Implication
Without an active governance committee there is an increased risk that ICT is not aligned and appropriately resourced to meet the City's needs. As a result, the City may fail to achieve its business objectives.

Recommendation
The City should re-establish its ICT governance committee or assign the responsibilities to another group to oversee and direct ICT and security requirements. The committee should consist of senior business and ICT management and convene regularly.

Management Comment
Establishment of an ICT committee has been discussed but not yet resolved. The City will consider this as part of ongoing review and improvement of its governance systems. Until such time as the matter is resolved we will raise a risk to acknowledge the finding.

Responsible Person: Tony Nottle, Director Corporate Services
Completion Date: N/A

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

2. HR Security

Finding
We evaluated the onboarding and offboarding processes at the City and found the following issues:

- From a sample of 4 new staff, no background screening evidence could be provided.
- From a sample of 5 terminated staff, only one has completed *"Employee Clearance Form"*, which ensures City assets such as ICT equipment and credit cards are returned.

In addition, we found that contractors and casual employees are not included in the screening process.

We acknowledge that the requirement to obtain security clearance for all staff has only recently been established.

Rating: Moderate
Implication
Without appropriate background checks, there is an increased risk of system access being provided to individuals that may not be suitable for the role.

In addition, the City may incur a financial loss if relevant assets are not appropriately returned by staff leaving the organisation.

Recommendation
The city should enhance its on-boarding and off-boarding process to ensure that new starters are security cleared, and terminated staff sign a form confirming return of assets.

Management Comment:
The City has recently adopted an Operating Practice "Employee Screening" that states all part- and full-time employees are required to obtain police clearances through the recruitment process, as well as other relevant background checks. In addition, all high-risk employees are required to renew their clearance every 3 years.
**
We accept the finding regarding the off-boarding process and will create an Operating Procedure to address the recommendation. Any forms relating to the returning of assets will be captured as evidence of the process occurring.

Responsible Person: Karen Box, Human Resources Coordinator
Completion Date: Q3 2022

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

3. Network Account Management

Finding
We evaluated the network account management process at the City and found:

- There is no process in place to regularly review active network accounts and ensure they are still relevant.
- 5 out of 6 newly created generic accounts were not given an appropriate description, and 4 were not requested or approved.
- 94 generic and service accounts did not have descriptions.
- The highly privileged default administrator account has not had its name or password changed since deployment in 2005.
- One admin account does not have a standard user account for day-to-day operations.
- A number of accounts are active within the system, however, are not current employees.
- 10 non admin accounts have been granted local admin rights.

Rating: Moderate
Implication
Without appropriately managing network accounts, there are increased risks to the confidentiality, integrity and availability of the City's information.

Recommendation
The City should:

- develop a process to regularly review active network accounts
- ensure all generic accounts have appropriate descriptions
- secure the default administrator account by either disabling the account or renaming the account and changing the accounts password.

Management Comment:
We accept the finding and agree with the recommendation. An item will be added to the existing IT Activities register outlining the periodical review of active network accounts and capturing the evidence of the review being completed.

Existing generic accounts will be updated to include a description and a Workplace Guideline will be created to ensure that all new requests for generic accounts will be captured and descriptions provided on creation.

Default administrator accounts will be reviewed to see which can be disabled, renamed or have the password changed.

Responsible Person: Andrew Pearce, Network and Systems Administrator
Completion Date: Q2 2022

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

4. Remote Access

Finding
We evaluated the process around remote access at the City and found:

- Multifactor authentication (MFA) was not enabled for remote desktop users.
- Any personal devices can connect to the system remotely without enforcing baseline security requirements (e.g. patching, anti-malware, supported operating system).
- Copying is enabled and data can be remotely transferred to personal devices.
- There is no formal process to manage remote access users.
- Generic accounts have remote access to the City's network.
- An unsecured default administrator account has remote access to the City's network.

Rating: Moderate
Implication
Without adequate controls around users remotely accessing the City's systems, there are increased risks to the confidentiality, integrity and availability of the City's information.

Recommendation
The City should:

- Enable MFA for all users accessing the system via RDP and VPN.
- Based on assessment of risk, limit remote access to approved devices. Additionally, prevent users from copying data to their personal devices and monitoring controls to detect such instances.
- Disable remote access for the default administrator account or monitor activity of this account.

Management Comment:
The City is currently testing MFA for external connections and this will be enabled by the end of the calendar year.

Limiting remote access to approved devices will both increase the workload of ICT staff and reduce the flexibility and adaptability of staff needing to work from outside the office. For RDP connections we believe the risk of unapproved access is quite low and will continue to allow this type of connection. VPN connections do carry a higher risk and currently the City only allows City managed devices to access the network via VPN. We therefore do not believe further controls are necessary.

Disabling the copying of data through RDP connections has been discussed but at this stage a decision to do this has not been made. There are many methods from which data can be downloaded through RDP that will not be prevented through the disabling of the functionality. The preference for staff to copy down documents and work locally is considered important. In addition the introduction of Microsoft Teams, SharePoint and Onedrive makes the prohibiting of external downloads even more difficult and potentially expensive to the City. We will continue to review the recommendation in light of efficient and effective work processes and risk levels but do not at this stage accept the recommendation.

We accept the recommendation regarding remote access for default administrator accounts and will address accordingly.

Responsible Person: Andrew Pearce, Network and Systems Administrator
Completion Date: Q1 2022

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

5. Application Management

Finding
We evaluated the HR and Financial application management processes and found that no user profile reviews are being performed. User profile reviews ensure that all current users are required, and their levels of access are appropriate.

An evaluation of HR and Financial application users found 22 active accounts that are not listed as current employees.

In addition, while auditing is enabled, event logs are not being regularly reviewed.

Rating: Moderate
Implication
Without adequate access management process that ensures all current profiles are required and appropriately configured, there is an increased risk of unauthorised access.

In addition, if event logs are not regularly reviewed, it will be difficult to detect or mitigate any potential unauthorised or malicious access.

Recommendation
The City should establish a process to regularly review user profiles and ensure they are both required and appropriately configured.

In addition, event logs should be regularly reviewed for malicious or unauthorised activity.

Management Comment:
The City agrees with the recommendation and is part way through implementing a Work Process for completing the ERP user reviews. An item has been added to the IT Activities register 'Review user profiles accounts and permissions' to capture evidence of completed reviews.

Event log reviews are currently being tested through a SIEM, though it is yet to be decided if it will remain. Financial implications must be considered and therefore this aspect of the recommendation will be considered for a future financial year.

Responsible Person: Kris Davis, Manager Information Services
Completion Date: Q1 2022

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

6. Database Security

Finding
We evaluated the database security for the financial system and found:

- There is no process in place for the management of database accounts.
- No review of database users has occurred.
- The database server is accessible via any workstation and there is no internal segregation.
- Database logs not regularly reviewed for suspicious activity.

Rating: Moderate
Implication
Without appropriate database security in place, there are increased risks to the confidentiality, integrity and availability of the City's information.

Recommendation
The City should:

- Establish a process to ensure database accounts are appropriately managed
- Based on an assessment of risk, ensure that the financial database server is segregated from the rest of the network
- Regularly review database logs for suspicious activity.

Management Comment:
As per the ERP user reviews a work process will be created and action will be added to the IT Activities register for the reviewing of database accounts. We accept this recommendation.

The City is currently in the process of migrating our financial application to a SaaS model provided by the product vendors. This will result in the database not being accessible to City officers therefore reducing the risk and negating the recommendation.

Event log reviews are currently being tested through a SIEM though it is yet to be decided if it will remain. Financial implications must be considered and therefore this aspect of the recommendation will be considered for a future financial year.

Responsible Person: Tim Allingham
Completion Date: Q2 2022

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

7. Payment File Security

Finding
We found that 7 staff not in payroll have access to the payment file.

Rating: Moderate
Implication
Without adequate controls on payment files, there is an increased risk that unauthorised or fraudulent activities may occur. This could result in payments issued inappropriately and can cause reputational damage.

Recommendation
The City should review the access to the payment file location and ensure that only appropriate users have access to this location.

Management Comment:
The City accepts has already actioned the permission changes.

Responsible Person: Kris Davis, Manager Information Services
Completion Date: Completed

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

8. Dataloss Prevention

Finding
We found that the City does not have appropriate controls to manage the use of removable media devices (e.g. USB's). For example, unauthorised removable media devices can be used, and the information copied to or from these devices is not actively monitored.

Rating: Moderate
Implication
Without appropriate controls to monitor and log the use of removable media devices there are increased risks to the City's information and IT systems. Files copied from removable media devices may contain malicious software which could impact the City's IT systems and information.

In addition, information copied to removable media devices may result in it being lost, stolen or inappropriately disclosed.

Recommendation
The City should assess the risks associated with the use of removable media devices. Consideration should be given to the following controls:

- Preventing the use of any unauthorised removable media devices.
- Only using USB devices that incorporate encryption to help protect the information.
- Maintaining a register of all authorised and in use removable media devices.
- Monitoring information copied to or from removable media devices.
- Detecting and preventing any potentially malicious files being copied to or from removable media devices.

Management Comment:
The City has considered the risks associated with allowing USB functionality within the network and at this point in time we consider the risk to be acceptable when considering the benefits. The City has an air-gapped PC available so that USB devices can be scanned prior to being used. End point security is on all City devices which reduces the risk of any malicious activity. Therefore, we do not accept the recommendation in relation to the use of USB's.

The City will further risk assess the potential for information loss as per the recommendation. The City has reviewed solutions that identify data transfer from within the City network, and whilst effective, the costs were considered too high at the time. The City will however continue to review this as part of future budgets.

Responsible Person: Kris Davis, Manager Information Services
Completion Date: N/A

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

9. Segregation in Networks

Finding
We found that there is insufficient physical or logical separation of key business systems and supporting infrastructure within the network. This results in all critical systems residing on the same network as all other network users and computers.

This allows any user on the network to directly access systems such as Technology One Financials. The underlying infrastructure supporting these systems, and the network, is also 'visible' to all users.

Rating: Moderate
Implication
By not limiting the communication between critical systems, end users and different business units, the City increases the risks to the confidentiality, availability and integrity of sensitive data. The current network design would allow a potential attacker or malicious software application (i.e. Malware) full access to the City's network once the perimeter is breached.

Recommendation
The City should implement segregation between critical systems and different end user groups based off the output of the risk assessment.

Management Comment:
A project is currently in progress to migrate our core ERP software to a SaaS model partly to reduce the associated risk around confidentiality, availability and integrity of data. Considering this is the primary critical system of the City this migration will substantially address the recommendation.

Responsible Person: Kris Davis, Manager Information Services
Completion Date: Q4 2022

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

10. Incident Management

Finding
We found that the City does not have a formally approved incident management process, or a cyber security incident response plan that provides details on how to manage cyber security incidents.

We acknowledge that incident response plans are being drafted.

Rating: Moderate
Implication
Without effective controls to identify, investigate and document incidents there is an increased risk that the City may not respond in an effective and timely manner. This may impact IT systems and services and affect the City's business operations.

Recommendation
The City should develop a formal incident management process, as well as review, update and endorse a cyber security incident response plan to ensure the effective management, response, and reporting of all cyber security related incidents.

The City should consider the involvement of key cyber security agencies within their cyber security incident detection and response plan. It should also develop appropriate guidelines for the preservation of evidence.

Management Comment:
The City is currently drafting Operational Process documents to address incident response to ICT related events within the City. We note the recommendation to involve Cyber Security agencies within our incident detection and response plan and are open to aligning with other councils to achieve this outcome and to obtain better value for money. This will be further investigated.

Responsible Person: Kris Davis, Manager Information Services
Completion Date: Q4 2021

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

11. Information Classification

Finding
We found that there is no process to classify City's information in terms of legal requirements, value, criticality and sensitivity. Classifying information helps ensure that it receives an appropriate level of protection at all times.

In addition, without the implementation of an effective information classification system, other strategic and information security objectives may be difficult to achieve.

Rating: Minor
Implication
Without having an appropriate information classification policy in place, there is an increased risk that information will not be appropriately secured and handled. This may result in the unauthorised access or disclosure of confidential information. Additionally, there is a risk that excessive levels of security will be applied to protect information to which it is not required. This may result in the misallocation of resources.

Recommendation
Management should ensure an updated information classification policy, which accurately defines information classification guidelines, is established and enforced.

Management Comment
The City is currently reviewing its Information Management Governance as part of the project to release Office 365, this document addresses some of the recommendation above but does not include existing data repositories. Whilst the City accepts that Information Classification is important, we are bound by the available resources and opt to focus on the Record Keeping Plan and ensuring data is backed up and stored appropriately.

Given resourcing capacities the City cannot accept the recommendation at this point in time but will consider it as part of the ICT Strategic Plan.

Responsible Person: Kris Davis, Manager Information Services
Completion Date: N/A

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

FINDINGS IDENTIFIED DURING THE CYBER SECURITY AUDIT

12. Cyber Security Policy

Finding
We found that the City does not have an adequate policy to manage cyber security. The current *Corporate Data Management and Security* operational practice and procedure has not been reviewed since 2013. In addition, the City has not clearly defined cyber security responsibilities. We acknowledge that the City has also recognised this as an area of improvement as part of their October 2019 memo.

The following key areas of cyber security were not sufficiently covered in existing policies:

- Remote Access
- User password requirements
- Malware/Antivirus
- Logging and Monitoring
- Restriction of personal use of work email
- Asset management and disposal.

In addition, there is no process to identify if the City's email addresses have been included in data breaches through third party services. We identified 25 City email addresses in known data breaches (e.g. LinkedIn, Canva, MyFitnessPal, Zynga, Disqus, Covve).

Rating: Moderate
Implication
Without adequate policies there is an increased risk that the City's requirements and objectives for cyber security will not be achieved. This could affect the City's IT systems and the confidentiality, integrity and availability of their information.

Recommendation
The City should review, update, and endorse policies to cover cyber security controls and responsibilities to ensure that ICT securely meets business objectives. The City should utilise an internal security awareness program to communicate updates to policy and ensure individuals are aware of their personal responsibility for cyber security.

Management Comment:
The City accepts the finding and is in the process of reviewing the Cyber Security Policy (Information Security) and related Operational Procedures (OP). The Cyber Security Draft references the following OP's:

- *Information Security – Information and Communications Technology Acceptable Use*
- *Information Security – Incident Response (OP)*
- *Information Security – Monitoring (OP)*
- *Information Security – Patch Management (OP)*
- *Information Security – Protection from Malicious Code (OP)*
- *Information Security – Software Asset Management (OP)*
- *Information Security – User Identity Management and Authorisation (OP)*
- *Information Security – Vulnerability Analysis (OP)*
- *Information Security – Wireless Access (OP)*

Cyber Security Responsibilities have been discussed and will be included in the Information Security OP.

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

All updated/new policies and procedures are shared with all staff, this is an existing process. OP's requiring sign off are included in the onboarding checklist which each new starter must sign off on within the first 3 months of employment.

Responsible Person: Kris Davis, Manager Information Services
Completion Date: Q4 2021

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

13. Cyber Security Incident Detection and Response

Finding
We found that the City does not have a cyber security incident response plan that provides details on how to manage cyber security incidents.

We performed vulnerability scans of the City's publicly accessible ICT infrastructure. As a result of these scans, we identified that:

- personnel were not alerted to scans performed on City infrastructure
- attempts to identify vulnerabilities within City infrastructure were not blocked.

Rating: Moderate
Implication
Without effective controls to identify, investigate and document cyber security incidents there is an increased risk that the City may not respond in an effective and timely manner. This may impact IT systems and services and affect the City's business operations.

Recommendation
The City should review, update, and endorse a cyber security incident response plan to ensure the effective management, response, and reporting of all cyber security related incidents.

The City should consider the involvement of key cyber security agencies within their cyber security incident detection and response plan. It should also develop appropriate guidelines for the preservation of evidence.

The City should review firewall and IDS/IPS rules to ensure that controls mitigate the risk of repeated, unauthorised connection attempts.

Management Comment:
As mentioned above, the City has drafted an Information Security – Incident Response (OP) which will address the procedure related to incidents within the City.

We note the recommendation to involve Cyber Security agencies within our incident detection and response plan and we are open to aligning with other councils to achieve this outcome and to obtain better value for money.

A solution for logging, monitoring and reviewing unauthorised connection attempts has since been implemented. This solution will help with identifying the required changes to the City Firewall.

Responsible Person: Tim Allingham, ICT Coordinator
Completion Date: \ Q1 2022

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

14. Vulnerability Management

Finding
We found that the City does not have an effective vulnerability management process. We performed vulnerability scans of the City's publicly accessible ICT infrastructure and found a number of high severity and medium severity vulnerabilities. Identified vulnerabilities include out of date software, insecure configuration of software, information disclosure, and the use of flawed and outdated encryption.

In addition, there is no regular process to test (penetration testing) the City's network to ensure that attacks can be detected and prevented.

Rating: Moderate
Implication
Without having an effective process for identifying, assessing and addressing relevant 'known' vulnerabilities within a timely manner, there is an increased risk that IT systems are not adequately protected against potential threats. These vulnerabilities could be exploited, which may result in unauthorised access to IT systems and information.

Recommendation
The City should establish an effective vulnerability management process. This process should ensure all relevant 'known' software and security vulnerabilities (operating system and application) are identified. These vulnerabilities, along with the actions and updates (e.g. patches) required to address them, should be appropriately assessed and tested. Following successful testing, the relevant actions and updates should then be applied to the IT systems within a timely manner.

The City should also regularly perform penetration tests to assess the security of the City's cyber security controls.

Management Comment:
The City has processes in place for patching software, servers and ICT infrastructure. Some applications and hardware have known vulnerabilities but cannot be addressed due to unsupported software still being required for operational purposes. These items are planned for replacement where possible, but this risk should be noted in the risk register.

We agree that regular penetration testing should become part of our Cyber Security Program and this will be added to the 22/23 budget.

Responsible Person: Tim Allingham, ICT Coordinator
Completion Date: 22/23 Financial Year

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

15. Risk Management

Finding
We found that the City's risk management process does not adequately identify and manage cyber security risks. Key cyber security risks relevant to the city have not been identified, assessed, and recorded in the risk register. These include:

- External hack
- Malware/Virus
- Inappropriate/misuse of systems
- Device theft or loss
- Cloud Systems.

In addition, the *Risk Management Framework* has not been reviewed since December 2017

Rating: Moderate
Implication
Without the application of an effective risk management process for cyber security, business plans and objectives may fail if cyber security risks are not appropriately identified, assessed, and treated.

Recommendation
The City should review and update its *Risk Management Framework* to ensure cyber security risks relevant to the City are identified, assessed, and treated. Risks within the register should be pro-actively reviewed, monitored, and managed.

Management Comment:
Since the audit a risk has been identified, assessed, and added to the register around External Hack, Malware/Virus and Inappropriate/misuse of systems risks. Risks of Device Theft or Loss and Risks associated with use of Cloud Systems have also been identified and are in the process of being assessed so they can be added to the register.

The Risk Management Framework has been reviewed and recently readopted. The Risk Management Framework itself does not ensure the identification of risks and instead sets out the City's approach to risk management. The current (and reviewed) framework requires identification, assessment and review of risks, dependant on their risk level. This review of risks occurs and is tracked through risk reporting to the Risk Management Committee and the City's Senior Management Group. The identification of risks is done through business planning and assessment of strategic risk factors associated with the City's strategic goals. It is through these processes that the above noted cyber risks have now been identified.

Responsible Person: Kris Davis, Manager Information Services
Completion Date: Q1 2022

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

16. Disaster Recovery Plan

Finding
We found that the City's Disaster Recovery Plan (DRP) does not adequately address cyber security requirements. The DRP was last reviewed in 2014. It contains out of date information and is overdue for review.

We also found that there is no scheduled testing of their DRP, it is done on ad-hoc basis only.

Rating: Moderate
Implication
Without an effective DRP, there is an increased risk that the City will not be able to restore key systems following a major cyber security incident. This may impact business operations and the delivery of key services.

Recommendation
The City should review, update and endorse a DRP and undertake appropriate tests to verify its effectiveness. These tests should also verify that key staff are familiar with the plan and their specific roles and responsibilities in a disaster situation. The results of these tests should be recorded, and relevant actions taken to improve the plan where necessary.

Management Comment:
The City accepts this recommendation and is in the process of updating the Disaster Recovery Plan. The plan will include a testing schedule and identify key stakeholders. All testing results will be recorded in the CORDIAL register.

Responsible Person: Andrew Pearce, Network and Systems Administrator
Completion Date: Q2 2022

ATTACHMENT B

CITY OF BUSSELTON

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

17. Cyber Security Awareness Training

Finding
We performed tests to assess the effectiveness of the security awareness training and found that 2 users clicked the email link to open the site, but they did not submit any credentials. We acknowledge that the City has a cyber security awareness training program.

Rating: Minor
Implication
Without an effective and ongoing cyber security awareness program, there is an increased risk that individuals will not understand the risks to the City and their personal responsibilities. This may result in inappropriate actions which affect the confidentiality, integrity, and availability of the City's information.

Recommendation
The City should review their current cyber security awareness program and ensure that individuals are aware of their personal responsibilities for cyber security.

The awareness program should be updated regularly so it stays in line with City's policies and procedures and any new or emerging threats. It should also incorporate any lessons learned from cyber security incidents along with relevant details from cyber security standards and good practices.

Management Comment:
The City has an existing Cyber Security Awareness training program and uses the KnowB4 platform to provide training and perform testing. This program is considered successful as the click through rates on email campaigns are reducing, when a staff member does fail a test, they are assigned a training module relevant to the test that must be completed.

We note the recommendation to review the program in line with Lessons Learned as a result of incidents and updated policies.

Responsible Person: Kris Davis, Manager Information Services
Completion Date: Q1 2022

12.3 Finance Committee - 24/11/2021 - LIST OF PAYMENTS MADE - OCTOBER 2021

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

This item was considered by the Finance Committee at its meeting on 24/11/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2112/112 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council notes payment of voucher numbers M118971 – M119007, EF082495 – EF083069, T7575 – T7577, DD004629 – DD004657, as well as payroll payments, together totalling $7,738,730.42.

CARRIED 9/0

EN BLOC

OFFICER RECOMMENDATION

That the Council notes payment of voucher numbers M118971 – M119007, EF082495 – EF083069, T7575 – T7577, DD004629 – DD004657, as well as payroll payments, together totalling $7,738,730.42

EXECUTIVE SUMMARY

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

BACKGROUND

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

OFFICER COMMENT

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

Statutory Environment

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

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

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

Risk Assessment

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

Options

Not applicable.

CONCLUSION

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

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

City of Busselton
Geographe Bay

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

CHEQUE PAYMENTS	CHEQUE # 118904 - 119007	35,624.84
ELECTRONIC TRANSFER PAYMENTS	EFT82495 - EFT83069	1,731,186.42
TRUST ACCOUNT	TRUST ACCOUNT # 7575- 7577	30,060.37
PAYROLL PAYMENTS	01.10.21 - 31.10.21	1,673,372.50
INTERNAL PAYMENT VOUCHERS	DD004629 - DD004657	135,302.45
		7,738,730.42

CHEQUE PAYMENTS OCTOBER 2021

DATE	REF #	NAME	DESCRIPTION	AMOUNT $
14/10/2021	*118904*	*AMY MOLLOY*	*CANCELLED CHQ*	*(236.00)*
13/10/2021	118991	ANNE MARIE & STEPHEN JOHN MAGILL	REFUND OF RATE OVERPAYMENT	802.88
13/10/2021	118972	ANNE MCCORMACK	REFUND OF ANIMAL TRAP BOND	102.00
20/10/2021	119001	AREF GULZARI	REFUND OF FACILITY HIRE BOND	360.00
13/10/2021	118978	BARRY JAMES UREN	REFUND OF RATE OVERPAYMENT	810.64
13/10/2021	118994	BERYL ANNE & JOHN KENNETH RILEY	REFUND OF RATE OVERPAYMENT	750.00
26/10/2021	119004	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	226.65
26/10/2021	119002	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	605.20
13/10/2021	118974	COMMISSIONER OF STATE REVENUE	REFUND OF RATE OVERPAYMENT	22.00
13/10/2021	118984	DAVID ARTHUR DAVIES	REFUND OF RATE OVERPAYMENT	123.98
13/10/2021	118971	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	981.00
26/10/2021	119003	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	327.00
13/10/2021	118996	DERIENNE LEE GULANS,	REFUND OF RATE OVERPAYMENT	800.06
13/10/2021	118985	DIANA EVELYN HEMSLEY	REFUND OF RATE OVERPAYMENT	765.54
13/10/2021	118982	ELAINE HOGAN	REFUND OF RATE OVERPAYMENT	798.66
22/10/2021	119000	FRED ROSE EXCAVATOR HIRE	EXCAVATOR TO DISMANTLE MATTRESSES	10,769.00
26/10/2021	119006	HENDRICK & LORRAINE FAY DE BOER	REFUND OF RATE OVERPAYMENT	802.18
13/10/2021	118988	JILL ANNETTE FULLER	REFUND OF RATE OVERPAYMENT	750.00
13/10/2021	118977	JOHN GERALD SMYTHE	REFUND OF RATE OVERPAYMENT	806.41
13/10/2021	118980	JULIE MAY & JOHN HARDING CARY	REFUND OF RATE OVERPAYMENT	134.55
22/10/2021	118998	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	181.30
13/10/2021	118993	LEE HAYDEN HARDMAN	REFUND OF RATE OVERPAYMENT	799.36
13/10/2021	118989	LESLIE EDWARD SINDEN	REFUND OF RATE OVERPAYMENT	750.00
26/10/2021	119007	LEVETTE LEAVER	REFUND OF RATE OVERPAYMENT	1,266.04
13/10/2021	118986	LORNA DULCIE & EUGENE ROBERT JOHN MICKLE	REFUND OF RATE OVERPAYMENT	797.24
26/10/2021	119005	MARGARET F HANNAY	REFUND OF RATE OVERPAYMENT	535.58
13/10/2021	118983	MARLENE GAY MCGREGOR	REFUND OF RATE OVERPAYMENT	750.00
13/10/2021	118987	MAUREEN ELIZABETH JEAN NEILL	REFUND OF RATE OVERPAYMENT	805.70
13/10/2021	118979	MAUREEN PATRICIA UPTON	REFUND OF RATE OVERPAYMENT	814.17
13/10/2021	118981	MICHELLE LYNN GREEN	REFUND OF RATE OVERPAYMENT	802.18
13/10/2021	118995	PAMELA REMA & DAVID ROBERT RICHARDS	REFUND OF RATE OVERPAYMENT	794.00
13/10/2021	118992	RAYMOND ARTHUR COSTELLO	REFUND OF RATE OVERPAYMENT	799.36
13/10/2021	118976	RAYMOND JOHN & DAPHNE VERONICA PURDY	REFUND OF RATE OVERPAYMENT	750.00
13/10/2021	118990	URSULA & WERNER FAHRER	REFUND OF RATE OVERPAYMENT	796.54
12/10/2021	118997	VERONICA ANDERSON	REFUND JETTY TOURIST PARK BOND	60.00
13/10/2021	118973	WA FOUNDATION FOR DEAF CHILDREN	REFUND OF HALL & KEY DEPOSITS	200.00
22/10/2021	118999	WATER CORPORATION	WATER SERVICES	3,416.62
13/10/2021	118975	WILLIAM DESMOND HARE	REFUND OF RATE OVERPAYMENT	805.00
				35,624.84

EFT PAYMENTS OCTOBER 2021

DATE	REF #	NAME	DESCRIPTION	AMOUNT $
22/10/2021	82903	360 ENVIRONMENTAL	ENVIRONMENTAL CONSULTING	9,383.00
22/10/2021	82753	A & ZJ HAMMARSTROM	ART SALES	14.00
22/10/2021	82793	A M TAYLOR	ART SALES	8.40
8/10/2021	82540	A1 BOBCATS BUSSELTON	EARTHWORK SERVICES	3,150.00
22/10/2021	82805	A1 BOBCATS BUSSELTON	EARTHWORK SERVICES	880.00
22/10/2021	82809	ABEC ENVIRONMENTAL CONSULTING PTY LTD	ENVIRONMENTAL CONSULTING	7,700.00
8/10/2021	82544	ABEC ENVIRONMENTAL CONSULTING PTY LTD	ENVIRONMENTAL CONSULTING	2,227.50
22/10/2021	82966	AC FORSTER & SON	PLUMBING SERVICES	701.00
22/10/2021	82993	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	52,089.73
8/10/2021	82622	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	280.00
8/10/2021	82513	ACURIX NETWORKS	INTERNET WIFI ACCESS	3,689.13
13/10/2021	82683	ACURIX NETWORKS	INTERNET WIFI ACCESS	3,688.30
22/10/2021	82826	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	4,972.40
8/10/2021	82549	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	1,034.00
22/10/2021	82867	AJ & B DOBBE	SURVEYING SERVICES	2,475.00
22/10/2021	82803	ALINTA SALES PTY LTD	ELECTRICITY	45.45
22/10/2021	83025	ALISON BROWN	ART SALES	33.60
22/10/2021	82882	ALISON BURTON	ART SALES	356.30
22/10/2021	82917	ALLYCE WRIGHT	REFUND OF BJTP FEE	60.00
8/10/2021	82556	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	770.20
22/10/2021	82834	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	495.40
22/10/2021	82980	AMD CHARTERED ACCOUNTANTS	ACCOUNTANCY SERVICES	0.00
22/10/2021	82908	ANDREW MULDER	REFUND OF BJTP FEES	112.00
22/10/2021	82779	AP & SL HINDS	SMALL PLANT HIRE	220.00
8/10/2021	82506	ARBOR GUY	TREE MAINTENANCE SERVICES	36,925.90
22/10/2021	82742	ARBOR GUY	TREE MAINTENANCE SERVICES	23,283.67
28/10/2021	83054	ARBOR GUY	TREE MAINTENANCE SERVICES - BIDDLE RD AND GLEN EAGLES DR	5,836.05
8/10/2021	82537	ART INSTALL	ART TRANSPORT AND INSTALLATION	1,320.00
8/10/2021	82515	ARTISAN GROUP	PAVING SERVICES - STAGE 1E BUSSELTON CBD	37,551.80
8/10/2021	82568	ARTSHUB AUSTRALIA PTY LTD	MEMBERSHIP	385.00
22/10/2021	82959	ASHLEIGH HODGES	STAFF REIMBURSEMENT	59.25
7/10/2021	82662	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	242,652.00
21/10/2021	82722	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	238,919.00
8/10/2021	82595	AUSCRETE	CONCRETE PUMPING SERVICES	3,756.50
22/10/2021	82953	AUSCRETE	CONCRETE PUMPING SERVICES	3,415.50
13/10/2021	82684	AUSQ TRAINING	TRAINING SERVICES - O STAPLES	556.00
22/10/2021	82984	AUSTRALIA POST	POSTAL SERVICE	3,778.67
13/10/2021	82700	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	2,373.04
7/10/2021	82663	AUSTRALIAN SERVICES UNION	UNION FEES	25.90
21/10/2021	82723	AUSTRALIAN SERVICES UNION	UNION FEES	25.90
22/10/2021	82950	AUTO ONE TRADING PTY LTD	VEHICLE PARTS & MAINTENANCE	6,778.39
22/10/2021	82871	AV TRUCK SERVICES PTY LTD	VEHICLE PARTS & MAINTENANCE	472.05
13/10/2021	82687	AZILITY	IT SOFTWARE	4,246.00
6/10/2021	82669	B & J STOLP	STAFF REIMBURSEMENT	301.46
8/10/2021	82626	B&B STREET SWEEPING	STREET SWEEPING SERVICE - BUSSELTON CBD & DUNSBOROUGH LIA	18,499.30
22/10/2021	82998	B&B STREET SWEEPING	STREET SWEEPING SERVICE	2,361.24
22/10/2021	82791	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	2,805.99
22/10/2021	82798	BATTERY WORLD BUNBURY	BATTERIES	1,034.00

City of Busselton
Geographe Bay

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		7,738,730.42

22/10/2021	82992	BAY SIGNS	SIGNAGE SERVICES	5,073.00
22/10/2021	82781	BCP CONTRACTORS PTY LTD	EARTHWORKS - FORESHORE EAST REDEVELOPMENT AND MITCHELL PARK	489,718.64
13/10/2021	82690	BCP CONTRACTORS PTY LTD	EARTHWORKS - KALOORUP ROAD	114,568.17
8/10/2021	82535	BCP CONTRACTORS PTY LTD	EARTHWORKS - ADMIN BUILDING CARPARK	30,221.40
22/10/2021	82771	BCP LIQUID WASTE	LIQUID WASTE SERVICES	13,120.21
22/10/2021	82872	BE INGRAM	CARPENTRY SERVICES	1,750.00
13/10/2021	82701	BE INGRAM	CARPENTRY SERVICES	750.00
22/10/2021	83052	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	300.00
13/10/2021	82696	BELLROCK CLEANING SERVICES PTY LTD	CLEANING SERVICES	31,297.15
22/10/2021	82909	BEN CRANSTON	REFUND OF BJTP FEES	188.00
22/10/2021	83010	BENARA NURSERIES	NURSERY SUPPLIES	23,801.86
8/10/2021	82632	BENARA NURSERIES	NURSERY SUPPLIES	3,067.90
22/10/2021	82932	BILL MITCHELL	REFUND OF TIP FEES	8.00
8/10/2021	82534	BINDI NUTRITION PTY LTD	ENERGY AND NUTRITION PRODUCTS	374.44
22/10/2021	82789	BLUESTEEL ENTERPRISES PTY LTD	EMERGENCY RESPONSE EQUIPMENT	1,618.90
28/10/2021	83059	BLUESTEEL ENTERPRISES PTY LTD	EMERGENCY RESPONSE EQUIPMENT	330.00
22/10/2021	82964	BOC LIMITED	GAS SERVICES	1,022.10
8/10/2021	82601	BOC LIMITED	GAS SERVICES	598.18
13/10/2021	82705	BOC LIMITED	GAS SERVICES	25.09
28/10/2021	83055	BR & ND GLOVER	TILING SERVICES	5,274.50
8/10/2021	82580	BRETT TITTERTON ELECTRICAL AND AIR CONDI	ELECTRICAL SERVICES	181.50
22/10/2021	82885	BRIGHT COMMUNICATIONS	PR AND COMMUNICATIONS SERVICES	165.00
22/10/2021	82911	BRITTANY WAKEFIELD	REFUND OF BJTP FEE	46.00
22/10/2021	83043	BROADWATER BRICK PAVING	PAVING SERVICES	1,860.00
22/10/2021	83029	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	6,568.86
8/10/2021	82641	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	4,401.66
8/10/2021	82629	BSEWA	ELECTRICAL SERVICES - LIGHTING DUNSBOROUGH FORESHORE	15,581.38
22/10/2021	83001	BSEWA	ELECTRICAL SERVICES	3,186.02
22/10/2021	83005	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	2,127.90
8/10/2021	82630	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	1,604.05
8/10/2021	82563	BUSSELTON ADVANCED DRIVER TRAINING	DRIVER TRAINING	1,100.00
8/10/2021	82543	BUSSELTON AGRICULTURAL SERVICES (WA) PTY	RURAL SUPPLIES	450.00
22/10/2021	82808	BUSSELTON AGRICULTURAL SERVICES (WA) PTY	RURAL SUPPLIES	24.80
22/10/2021	82792	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	973.20
8/10/2021	82514	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	3,846.04
8/10/2021	82631	BUSSELTON BITUMEN SERVICE	EARTHMOVING SERVICES - BUAYANYUP DRAIN SHARED PATH	154,950.30
22/10/2021	83009	BUSSELTON BITUMEN SERVICE	EARTHMOVING SERVICES - BUAYANYUP DRAIN SHARED PATH	101,965.06
8/10/2021	82592	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	1,214.55
22/10/2021	82945	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	768.50
22/10/2021	82923	BUSSELTON CITY FOOTBALL CLUB INC	REFUND OF BOND	200.00
22/10/2021	82927	BUSSELTON DIRT KART CLUB	DONATION	400.00
22/10/2021	82997	BUSSELTON FLORIST	FLOWERS AND GIFTS	185.00
8/10/2021	82584	BUSSELTON FURNITURE PTY LTD	FURNITURE	290.00
22/10/2021	82748	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	825.00
22/10/2021	82925	BUSSELTON MAGPIES NETBALL CLUB	REFUND OF BOND	100.00
8/10/2021	82614	BUSSELTON MOTORS	VEHICLE PURCHASES / SERVICES / PARTS	1,152.40
22/10/2021	82982	BUSSELTON MOTORS	VEHICLE PURCHASES / SERVICES / PARTS	1,074.11
22/10/2021	82994	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	1,364.00
8/10/2021	82623	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	748.00
22/10/2021	82930	BUSSELTON PRIMARY SCHOOL	DONATION	100.00
22/10/2021	83011	BUSSELTON REFRIGERATION & AIRCON	REFRIGERATION/AIR CONDITIONING SERVICES	1,298.00
22/10/2021	82962	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	48.29
22/10/2021	82989	BUSSELTON UPHOLSTERERS	UPHOLSTERY SERVICES	380.60
8/10/2021	82615	BUSSELTON VETERINARY HOSPITAL	VETERINARY SERVICES	95.05
22/10/2021	82963	BUSSELTON WATER	WATER SERVICES	14,767.05
8/10/2021	82600	BUSSELTON WATER	WATER SERVICES	534.86
22/10/2021	82898	CA BLEECHMORE	ART SALES	31.50
22/10/2021	82848	CAMPBELLS	GLC KIOSK PURCHASES	233.01
22/10/2021	83047	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	48.20
8/10/2021	82597	CAPE NATURALISTE COLLEGE	REFUND - THEY PAID IN ERROR	44.00
22/10/2021	82811	CAPE SHADES PTY LTD	SHADE SAILS	3,850.00
22/10/2021	83044	CAPEL TRANSPORT	COURIER SERVICES	699.60
13/10/2021	82710	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES	18,209.41
22/10/2021	82931	CARLYN DYSON	REFUND OF STERILISATION FEE	100.00
22/10/2021	82857	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	35,425.98
8/10/2021	82565	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES - KALOORUP RD, EASTERN LINK, ACTON PARK	17,191.15
22/10/2021	82773	CHAMBER OF ARTS AND CULTURE WA	MEMBERSHIP	385.00
28/10/2021	83063	CHARLENE GODER	REFUND OF GLC MEMBERSHIP	168.00
22/10/2021	82905	CHARLENE GODER	REFUND OF GLC MEMBERSHIP	0.00
22/10/2021	82896	CHEKRITE ASIA PACIFIC PTY LTD	SOFTWARE SYSTEM AND PROFESSIONAL SERVICS	548.90
22/10/2021	82863	CHLOE ABLA STUDIOS	ART SALES	15.40
22/10/2021	82855	CHOICECHEM	BITUMEN REMOVER	5,610.00
13/10/2021	82686	CHRIS SHEEDY PANEL & PAINT	PANEL REPAIRS & REPLACEMENT	1,000.00
8/10/2021	82520	CHRIS SHEEDY PANEL & PAINT	PANEL REPAIRS & REPLACEMENT	500.00
22/10/2021	82865	CHRISEA DESIGNS	ART SALES	332.50
22/10/2021	82890	CHRISTINE CRESSWELL	ART SALES	8.40
22/10/2021	82815	CHRISTINE SEATORY	ART SALES	539.00
8/10/2021	82635	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	8,919.91
22/10/2021	83014	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	5,669.13
22/10/2021	83035	CITY AND REGIONAL FUELS	FUEL SERVICES	2,264.41
21/10/2021	82725	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	8,013.84
7/10/2021	82665	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	5,268.29
7/10/2021	82660	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,924.18
21/10/2021	82720	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,874.18
7/10/2021	82661	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	198.00
21/10/2021	82721	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	186.00
7/10/2021	82667	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	240.00
21/10/2021	82727	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	228.00
22/10/2021	82759	CIVIL/STRUCTURAL CONSULTING PTY LTD	STRUCTURAL INSPECTIONS	569.25
22/10/2021	82965	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	196.96
22/10/2021	82940	CLAIRE KASTELAN	ART SALES	3.15
22/10/2021	83024	CLEANAWAY	WASTE MANAGEMENT SERVICES	25,928.09
8/10/2021	82638	CLEANAWAY	WASTE MANAGEMENT SERVICES	1,407.12

City of Busselton
Geographe Bay

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22/10/2021	82810	CLEANAWAY CO PTY LTD	CHEMICAL DISPOSAL SERVICES	6,621.79
22/10/2021	82979	CLEANAWAY OPERATIONS PTY LTD	MAINTENANCE PARTS WASHER	807.71
22/10/2021	82814	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	37,429.82
22/10/2021	82862	CLINTON LONG PROJECT MANAGEMENT PTY LTD	HERITAGE RESTORATION SPECIALIST - REPLACE OLD FIRE STATION DOORS	27,936.78
22/10/2021	82776	CLOUTZ EVENT HIRE	ENTERTAINMENT - MITCHELL PARK REOPENING	756.00
8/10/2021	82642	COCA-COLA AMATIL	GLC KIOSK PURCHASES	770.77
22/10/2021	83030	COCA-COLA AMATIL	GLC KIOSK PURCHASES	617.60
22/10/2021	82778	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	740.42
8/10/2021	82533	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	330.52
28/10/2021	83057	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	232.15
22/10/2021	82737	COMBINED TEAM SERVICES	TRAINING SERVICES	995.00
22/10/2021	82897	COME. GRAZE. SOUTHWEST	CATERING FOOD SERVICES	477.00
22/10/2021	82832	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	2,345.30
8/10/2021	82550	CONGDON GROUP	MARKETING	1,560.24
22/10/2021	82853	CONNECTIVA PTY LTD	INFORMATION TECHNOLOGY	3,315.95
22/10/2021	82891	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	3,907.10
8/10/2021	82581	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	2,874.62
22/10/2021	82928	CORNERSTONE CHRISTIAN COLLEGE	DONATION	400.00
22/10/2021	82812	CORSIGN WA PTY LTD	SINGAGE AND TRAFFIC ACCESSORIES	374.00
7/10/2021	82676	CR. J BARRETT-LENNARD	COUNCILLOR PAYMENT	2,891.34
7/10/2021	82672	CR. P CARTER	COUNCILLOR PAYMENT	2,891.34
7/10/2021	82675	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	2,891.34
22/10/2021	82758	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	12,484.71
8/10/2021	82519	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	4,087.48
8/10/2021	82640	CROSS SECURITY SERVICES	SECURITY SERVICES	5,720.99
22/10/2021	82859	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	4,458.91
7/10/2021	82666	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	746.51
21/10/2021	82726	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	746.51
22/10/2021	82772	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	9,317.00
8/10/2021	82530	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	5,772.25
22/10/2021	82731	DAMARA WA PTY LTD	ENGINEERING SERVICES	2,178.00
13/10/2021	82703	DANIEL FRITCHLEY	DRAFTING SERVICES	3,696.00
22/10/2021	82902	DANIEL FRITCHLEY	DRAFTING SERVICES	3,696.00
22/10/2021	82732	DANIELL & MARTHA ABRAHAMSE	STAFF REIMBURSEMENT	500.00
22/10/2021	82729	DATA 3 LIMITED	COMPUTER SOFTWARE SUPPLIER	20,724.51
8/10/2021	82496	DATA 3 LIMITED	COMPUTER SOFTWARE SUPPLIER	2,248.07
8/10/2021	82552	DATACOM SYSTEMS (AU) PTY LTD	COMPUTER EQUIPMENT AND SERVICES	3,870.57
22/10/2021	83013	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	6,004.92
8/10/2021	82634	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	539.00
8/10/2021	82654	DELL AUSTRALIA PTY LIMITED	COMPUTER EQUIPMENT SUPPLIER	5,324.00
22/10/2021	82746	DENISE SANBROOK	ART SALES	12.60
13/10/2021	82680	DEPARTMENT OF PLANNING, LANDS AND HERITA	DEVELOPMENT ASSESSMENT PANEL PAYMENT - 6 CYRILLEAN WAY, DUNSBOROUGH	34,196.00
8/10/2021	82499	DEPARTMENT OF PREMIER & CABINET	LEGAL PUBLICATIONS	93.60
22/10/2021	82745	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	167.90
22/10/2021	82801	DEPT OF AGRICULTURE, WATER AND THE ENVIR	ENVIRONMENTAL REFERRAL	6,577.00
22/10/2021	82884	DEVLYN CONSTRUCTIONS PTY LTD	CONSTRUCTION SERVICES - BUSSELTON SENIOR CITIZENS	43,094.83
13/10/2021	82708	DIAL BEFORE YOU DIG	CABLE LOCATION SERVICE	1,801.14
22/10/2021	83016	DIAL BEFORE YOU DIG	CABLE LOCATION SERVICE	1,237.59
22/10/2021	82901	DOOR HARDWARE SOLUTIONS	HARDWARE SUPPLIES	330.00
22/10/2021	82829	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	1,928.53
8/10/2021	82577	DOWN SOUTH SCAFFOLDING PTY LTD	SCAFFOLDING SUPPLY & INSTALLATION SERVICE	2,970.00
22/10/2021	82752	DS SADDLETON	ART SALES	32.90
13/10/2021	82688	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	124.15
8/10/2021	82527	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	96.00
22/10/2021	82807	DUTCH IMPORTS PTY LTD	CATERING	600.00
8/10/2021	82529	DYMOCKS BUSSELTON	LIBRARY RESOURCES	1,106.79
7/10/2021	82678	E & P CRONIN	COUNCILLOR PAYMENTS	2,891.34
22/10/2021	82875	E & P CRONIN	COUNCILLOR PAYMENTS	1,253.48
8/10/2021	82594	EASY LIVING SERVICES PTY LTD	LIFT MAINTANANCE	770.00
13/10/2021	82693	ECHO FIELD PTY LTD	BUSH FIRE INSPECTION WORKS/WEED CONTROL	12,365.06
22/10/2021	82794	ECHO FIELD PTY LTD	BUSH FIRE INSPECTION WORKS/WEED CONTROL	1,675.30
8/10/2021	82538	ECHO FIELD PTY LTD	BUSH FIRE INSPECTION WORKS/WEED CONTROL	1,016.40
22/10/2021	82842	EIS CONTROL PTYLTD	ELECTRICAL SERVICES	627.99
7/10/2021	82677	EJ & KM COX	COUNCILLOR PAYMENTS	2,891.34
22/10/2021	82817	ELAMOORE NATURAL SOAPS & COSMETICS PTY L	ART SALES	95.55
8/10/2021	82608	ELECTRICITY NETWORKS CORPORATION	ELECTRICAL SERVICES	30,572.35
22/10/2021	82977	ELECTRICITY NETWORKS CORPORATION	ELECTRICAL SERVICES	0.00
22/10/2021	82847	ELIZABETH BINT	ART SALES	203.00
22/10/2021	82744	ELIZABETH ROYCE	ART SALES	39.20
22/10/2021	82907	ELLE HARBISON	REFUND OF DOG REGISTRATION	20.00
8/10/2021	82497	ELLIOTTS IRRIGATION PTY LTD	IRRIGATION SERVICES	313.50
22/10/2021	82938	ELZA FOUCHE ARTIST	ART SALES	42.00
8/10/2021	82516	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	281.60
22/10/2021	82910	F & B MITCHELL	REFUND OF BJTP FEES	60.00
22/10/2021	82888	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	158.99
22/10/2021	82846	FASSOM PTY LTD	STATIONERY AND OFFICE SUPPLIES	335.90
22/10/2021	82835	FAT DUCK CYCLES & ESPRESSO BAR	CYCLING ACCESSORIES	200.00
22/10/2021	82879	FAT RED BIRD DESIGNS	GRAPHIC DESIGN	530.00
8/10/2021	82574	FAT RED BIRD DESIGNS	GRAPHIC DESIGN	210.00
8/10/2021	82576	FOODLOSOPHY	DONATION AND COUNCIL LUNCH	1,708.00
22/10/2021	82880	FOODLOSOPHY	COUNCIL DINNER	450.00
13/10/2021	82702	FREO STONE	PAVING SUPPLIES - MITCHELL PARK	17,424.00
22/10/2021	82825	FRESH AS	REFRESHMENTS	191.40
8/10/2021	82548	FRESH AS	REFRESHMENTS	78.90
22/10/2021	82819	FYFE PTY LTD	CONTAMINATED LAND AUDITOR SERVICES	2,189.00
22/10/2021	82914	G & S COETZEE	REFUND OF BJTP FEES	60.00
8/10/2021	82613	GALVINS PLUMBING PLUS	PLUMBING SUPPLIES	11.01
22/10/2021	82941	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE -VACATION CARE	1,840.00
13/10/2021	82704	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE -VACATION CARE	600.60
22/10/2021	82915	GARETH O'BRIEN	REFUND OF BJTP FEES	100.00
22/10/2021	82967	GEMI PTY LTD	MAINTENANCE SERVICES	3,014.00
22/10/2021	82821	GEOBOX PTY LTD	VEHICLE CAMERAS	1,669.80
8/10/2021	82545	GEOGRAPHE COMMUNITY LANDCARE NURSERY	NURSERY SUPPLIES - EASTERN LINK	11,728.00

City of Busselton
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LISTING OF PAYMENTS MADE
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CHEQUE PAYMENTS	CHEQUE # 118904 - 119007	35,624.84
ELECTRONIC TRANSFER PAYMENTS	EFT82495 - EFT83069	1,731,186.42
TRUST ACCOUNT	TRUST ACCOUNT # 7575- 7577	30,060.37
PAYROLL PAYMENTS	01.10.21 - 31.10.21	1,673,372.50
INTERNAL PAYMENT VOUCHERS	DD004629 - DD004657	135,302.45
		7,738,730.42

22/10/2021	82813	GEOGRAPHE COMMUNITY LANDCARE NURSERY	NURSERY SUPPLIES	405.00
22/10/2021	82934	GEOGRAPHE MARINE RESEARCH LTD	DONATION	500.00
22/10/2021	83034	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	1,895.75
8/10/2021	82644	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	1,158.20
22/10/2021	82969	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	1,989.05
8/10/2021	82541	GEOGRAPHE UNDERGROUND SERVICES	UNDERGROUND SERVICES	726.00
22/10/2021	82926	GILLIAN REDFERN	REFUND OF STERILISATION FEE	150.00
22/10/2021	82906	GLENN COUSSENS	REFUND OF GLC MEMBERSHIP	238.00
8/10/2021	82582	GLOBAL AIRSPACE SOLUTIONS PTY LTD	MAINTENANCE - INSTRUMENT FLIGHT PROCEDUR	7,700.00
22/10/2021	83019	GLOBE AUSTRALIA PTY LTD	MOSQUITO CONTROL	32,076.00
22/10/2021	82763	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY	STORAGE SERVICES	191.13
8/10/2021	82596	GRAHAM MUSSELL CONSULTING	AGRICULTURAL CONSULTING	3,300.00
7/10/2021	82670	GRANT HENLEY	COUNCILLOR PAYMENT	11,570.05
13/10/2021	82714	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	3,900.00
22/10/2021	83033	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	1,950.00
13/10/2021	82717	GRIFFIN VALUATION ADVISORY	PROPERTY ASSET VALUATIONS	8,492.00
8/10/2021	82586	GT BRAKE & CLUTCH REPAIRS	VEHICLE SERVICES / PARTS	14.08
8/10/2021	82606	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	4,935.37
22/10/2021	82976	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	3,894.00
22/10/2021	82889	HAPPS POTTERY	ART SALES	71.40
22/10/2021	82858	HIFX LIMITED CLIENT SECURITY TRUST ACC	ELECTRONIC VISITOR MANAGEMENT SYSTEM	70.00
8/10/2021	82567	HILLZEEZ DOWN SOUTH SURF SHOP	GIFTS - YOUTH PRIZES	291.66
22/10/2021	83048	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	639.08
8/10/2021	82656	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	410.66
8/10/2021	82607	HOLCIM	CONCRETE SERVICES	2,030.93
22/10/2021	82900	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	2,299.00
8/10/2021	82585	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	1,985.50
22/10/2021	82852	ILLION AUSTRALIA PTY LTD	TENDER ADVERTISING AND MANAGEMENT	114.76
22/10/2021	82800	IMAGE ON LINE	MARKETING	261.25
22/10/2021	82881	INSTANT PRODUCTS HIRE	PUBLIC ABULTIONS HIRE AND SALES	5,285.86
22/10/2021	82836	INTERFIRE AGENCIES PTY LTD	FIRE, SAFETY, EMERGENCY EQUIPMENT	1,477.08
22/10/2021	82957	IPEC PTY LTD	COURIER SERVICES	763.34
28/10/2021	83067	IPEC PTY LTD	COURIER SERVICES	137.46
22/10/2021	82920	IREAN MAY GODFREY	REFUND OF RATE OVERPAYMENT	547.07
22/10/2021	82755	IRONMAN AUSTRALIA	EVENT SERVICES	5,500.00
22/10/2021	82868	IW PROJECTS PTY LTD	WASTE MANAGEMENT CONSULTANTS	5,945.50
8/10/2021	82588	J & G GORDON-KIRBY	REFUND OF RATE OVERPAYMENT	614.41
22/10/2021	82952	JANE DARCY	ART SALES	96.00
8/10/2021	82652	JANINE SHERIDAN	STAFF REIMBURSEMENT	96.45
13/10/2021	82707	JARDINE LLOYD THOMPSON PTY LTD	INSURANCE SERVICES	2,136.77
22/10/2021	82831	JDM EARTHWORKS	STONEWORK SERVICES	7,246.25
22/10/2021	82816	JENNIFER BROWN	ART SALES	57.60
13/10/2021	82699	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	1,049.00
8/10/2021	82569	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	274.00
13/10/2021	82681	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	274.00
13/10/2021	82689	JIMS FIRST	HARDWARE SUPPLIES	353.90
7/10/2021	82679	JODY DIXON	REFUND OF GLC MEMBERSHIP	42.75
8/10/2021	82590	JOSH AND ANNA FOLEY	CARPENTRY AND BUILDING MAINTENANCE	2,204.06
22/10/2021	82942	JOSH AND ANNA FOLEY	CARPENTRY AND BUILDING MAINTENANCE	1,579.05
8/10/2021	82589	JOSHUA FAIRBROTHER	REFUND OF STERILISATION FEE	150.00
22/10/2021	82823	JSF BRUSHES	INDUSTRIAL BRUSHES	2,475.00
22/10/2021	83004	JTAGZ PTY LTD	ANIMAL WRAPSTRAP SUPPLIER	1,628.00
22/10/2021	83041	JUICE PRINT	PRINTING SERVICES	1,095.10
22/10/2021	82864	JULIE GUTHRIDGE	ART SALES	29.05
22/10/2021	82912	K & F CARLISLE	REFUND OF BJTP FEES	60.00
22/10/2021	82918	K & R ZABAZNOW	REFUND OF RATE OVERPAYMENT	398.62
22/10/2021	82916	KAREN WYATT	REFUND OF BJTP FEES	60.00
22/10/2021	82883	KARL D CLIVELY	IRRIGATION AND PROJECT MANAGEMENT	2,064.70
22/10/2021	82954	KATHRINE JANE STONE	ART SALES	180.00
22/10/2021	82971	KD POWER	MAINTENANCE SERVICES	75.00
7/10/2021	82674	KELLY LINDA HICK	COUNCILLOR PAYMENT	4,735.56
22/10/2021	82828	KELLY LINDA HICK	COUNCILLOR PAYMENT	277.05
22/10/2021	82824	KITCHEN TAKEOVERS	CATERING	1,138.50
8/10/2021	82559	KMART BUSSELTON	RETAIL HOME WARES	589.00
22/10/2021	82844	KMART BUSSELTON	RETAIL HOME WARES	184.00
8/10/2021	82554	KOMPAN PLAYSCAPE	PLAYGROUND EQUIPMENT SUPPLY	198.00
13/10/2021	82694	KRISTOPHER N DAVIS	STAFF REIMBURSEMENT	95.00
22/10/2021	82958	KWIK UNDERGROUND SERVICES OTY LTD	CONSTRUCTION SERVICES	2,222.00
22/10/2021	82947	L FROST-BARNES	ART SALES	200.00
13/10/2021	82706	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	1,205.00
8/10/2021	82605	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	486.60
22/10/2021	82975	LANDGATE CUSTOMER ACCOUNT	CANCELLED CHQ	0.00
8/10/2021	82508	LANDSAVE ORGANICS	LANDSCAPING SERVICE	8,266.50
22/10/2021	82747	LANDSAVE ORGANICS	LANDSCAPING SERVICE	2,475.00
8/10/2021	82591	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	495.00
22/10/2021	82944	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	405.82
22/10/2021	83040	LE & OG ISBEL	ART SALES	216.80
22/10/2021	82736	LEEUWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES - DUNSBOROUGH SPORTS PRECINCT	90,183.16
22/10/2021	83032	LEEUWIN TRANSPORT	COURIER SERVICES	1,254.43
22/10/2021	82770	LG CONNECT PTY LTD	TECHNICAL CONSULTING	6,775.32
22/10/2021	82946	LIAM JACKSON	EQUIPMENT HIRE	3,610.00
28/10/2021	83066	LIAM JACKSON	EQUIPMENT HIRE	3,182.50
8/10/2021	82579	LIGHTING OPTIONS AUSTRALIAN PTY LTD	LIGHTING SERVICES - ART GEO COMPLEX	12,586.58
22/10/2021	83023	LINCOLN HIGGINS	WELDING SERVICES	2,057.00
22/10/2021	83051	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	1,530.00
22/10/2021	82968	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	SUBSCRIPTION	0.00
8/10/2021	82573	LOCK AROUND THE CLOCK	SECURITY SERVICES	1,691.20
7/10/2021	82673	LYNDON MILES	COUNCILLOR PAYMENT	2,891.34
22/10/2021	82913	M & M MCFARLANE	REFUND OF BJTP FEES	60.00
22/10/2021	82973	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	2,440.82
8/10/2021	82618	MAJOR MOTORS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	243.71
22/10/2021	82988	MAJOR MOTORS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	218.80
8/10/2021	82602	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES	3,546.40

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CHEQUE PAYMENTS	CHEQUE # 118904 - 119007	35,624.84
ELECTRONIC TRANSFER PAYMENTS	EFT82495 - EFT83069	1,731,186.42
TRUST ACCOUNT	TRUST ACCOUNT # 7575- 7577	30,060.37
PAYROLL PAYMENTS	01.10.21 - 31.10.21	1,673,372.50
INTERNAL PAYMENT VOUCHERS	DD004629 - DD004657	135,302.45
		7,738,730.42

22/10/2021	82972	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES	1,991.00
22/10/2021	82878	MALCOLM ROBERTS	ART SALES	84.00
22/10/2021	82757	MARGARET PARKE	ART SALES	35.20
22/10/2021	82780	MARGARET RIVER BUSSELTON TOURISM ASSOCIA	ADVERTISING	2,407.60
22/10/2021	82762	MARGARET RIVER FENCING	MAINTENANCE SERVICES	4,290.00
22/10/2021	82784	MARKETFORCE PTY LTD	ADVERTISING SERVICES	2,951.92
28/10/2021	83065	MAYDAY SERVICES	EQUIPMENT HIRE	5,566.00
22/10/2021	82943	MAYDAY SERVICES	EQUIPMENT HIRE	5,313.00
8/10/2021	82651	MCGREGOR WJ & J	MANAGEMENT BUSSELTON JETTY TOURIST PARK	44,333.55
22/10/2021	82961	ME RAINEY T/AS PK COURIERS	COURIER SERVICES	482.90
22/10/2021	82866	MECHANICAL PROJECT SERVICES	AIRCONDITIONING & REFRIGERATION SERVICES	3,294.38
22/10/2021	82924	MESSY MAT PERTH	BOND REFUND	200.00
22/10/2021	83018	METRO COUNT	BATTERY SUPPLIER	363.00
8/10/2021	82504	MICHELLE SHERWOOD	STAFF REIMBURSEMENT	161.50
22/10/2021	83015	MINTER ELLISON	LEGAL SERVICES	1,365.76
22/10/2021	82768	MOSQUITO CONTROL ASSOCIATION OF AUST INC	MEMBERSHIP	50.00
8/10/2021	82518	MP & M EVERUSS	STAFF REIMBURSEMENT	80.00
22/10/2021	82840	MR STEPHEN J HERON	AUTHORS VISIT	650.00
22/10/2021	82887	MUIRS	VEHICLE MAINTENANCE	1,934.94
8/10/2021	82578	MUIRS	VEHICLE MAINTENANCE	275.00
22/10/2021	82766	NALDA HOSKINS DESIGN	ART SALES	474.40
22/10/2021	82839	NATIONAL ASSOCIATION FOR THE VISUAL ARTS	MEMBERSHIP	345.00
22/10/2021	82876	NATURAL EDGE FRAMING & PHOTOGRAPHY	ART SALES	171.15
22/10/2021	82775	NATURALISTE GLASS BUSINESS TRANS ACC	GLASS REPAIRS AND MANUFACTURE	232.80
13/10/2021	82692	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	9,713.07
13/10/2021	82713	NESUTO MOUNTS BAY PERTH APARTMENT HOTEL	ACCOMMODATION	850.00
22/10/2021	82974	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	5,164.39
8/10/2021	82603	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	464.01
22/10/2021	82743	NL & KE SEARLE	STAFF REIMBURSEMENT	90.00
8/10/2021	82637	NUMERO PTY LTS	VEHICLE RENTAL SERVICES	1,998.07
28/10/2021	83064	NYSSA SILVER-MORRIS	REFUND OF GLC MEMBERSHIP	85.55
28/10/2021	83058	OCEAN AIR CARPET CARE	CLEANING SERVICES	45,425.05
22/10/2021	82788	OCEAN AIR CARPET CARE	CLEANING SERVICES	715.00
22/10/2021	82873	OCR HOLDINGS PTY LTD	LIQUID WASTE REMOVAL	5,252.94
8/10/2021	82572	OCR HOLDINGS PTY LTD	LIQUID WASTE REMOVAL	1,357.40
22/10/2021	82939	ODILE M M BELL	ART SALES	40.60
22/10/2021	82837	OEM GROUP PTY LTD	HIGH PRESSURE CLEANER	4,425.74
8/10/2021	82551	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	521.89
8/10/2021	82536	OLDSWEEN FAMILY TRUST	CATERING	2,689.00
22/10/2021	82783	OLDSWEEN FAMILY TRUST	CATERING	884.70
8/10/2021	82558	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DRY HIRE	4,718.49
8/10/2021	82526	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	2,500.00
28/10/2021	83056	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	567.20
8/10/2021	82509	ORANA CINEMAS BUSSELTON	ADVERTISING SERVICES	1,290.00
22/10/2021	82956	OVERDRIVE INC	CANCELLED CHQ	0.00
8/10/2021	82557	OZLED AUST PTY LTD	EMERGENCY WARNING PRODUCTS	1,866.96
8/10/2021	82646	PACIFIC BIOLOGICS WAREHOUSE	CHEMICAL SERVICES	47,210.70
22/10/2021	82849	PAJEZ ART & DESIGN	ART SALES	5.20
22/10/2021	82765	PANCAKE DESIGNS RESIN	ART SALES	238.00
8/10/2021	82647	PARKS AND LEISURE AUST (NATIONAL)	PLAYGROUND EQUIPMENT SERVICES	297.00
8/10/2021	82495	PAUL COLLINS	STAFF REIMBURSEMENT	247.50
8/10/2021	82575	PCI ELECTRICAL SERVICES PTY LTD	ELECTRICAL INSTALLATION AMD MAINTENANCE	2,170.51
22/10/2021	82919	PE & PM FINUCANE	REFUND OF RATE OVERPAYMENT	379.97
8/10/2021	82611	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	1,437.32
22/10/2021	83002	PENFOLDS TRANSPORT PTY LTD	CARTAGE SERVICES	616.00
8/10/2021	82507	PENNY CROWLEY	STAFF REIMBURSEMENT	159.86
8/10/2021	82505	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	48,900.21
28/10/2021	83053	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	41,972.23
22/10/2021	82894	PETER EVANS	ART SALES	307.30
13/10/2021	82691	PETER KIELY	STAFF REIMBURSEMENT	51.00
22/10/2021	83049	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	361.85
22/10/2021	82735	PHIL HOLLETT PHOTOGRAPHY	ART SALES	27.30
22/10/2021	82886	PHIMEDIA PTY LTD	3D SCANNING	880.00
22/10/2021	82741	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	614.90
22/10/2021	82949	PINDAN OCEAN PTY LTD	FRUIT AND VEGETABLE SUPPLIER	287.00
22/10/2021	82937	PJ DOHNT & SR TROY	ART SALES	4.90
22/10/2021	82843	PLE COMPUTERS	IT GOODS	634.08
8/10/2021	82562	POLYFUSE PTY LTD	HDPE SUPPLY AND INSTALLATION - DUNSBOROUGH NONPOTABLE WATER	227,349.49
22/10/2021	82854	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	159.50
22/10/2021	82845	PRACSYS	COMMERCIAL ASSESSMENT	20,636.00
22/10/2021	82987	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	12,533.03
8/10/2021	82617	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	982.07
22/10/2021	82750	PRIME INDUSTRIAL PRODUCTS PTY LTD	SAFETY EQUIPMENT	995.74
22/10/2021	82827	PRIME MEDIA GROUP	ADVERTISING SERVICES	2,951.30
22/10/2021	82782	PRIME URBAN WA PTY LTD	REFUND OF RATE OVERPAYMENT	20,011.00
22/10/2021	82983	PRO-LINE KERBING	KERBING SERVICES	953.70
22/10/2021	82740	PUBLIC LIBRARIES WESTERN AUSTRALIA	LIBRARY RESOURCES	250.00
22/10/2021	82796	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	3,327.01
8/10/2021	82561	QCLICK & KANGA HOSTING AUSTRALIA	WEBSITE HOSTING SERVICES	1,650.00
13/10/2021	82697	QCLICK & KANGA HOSTING AUSTRALIA	WEBSITE HOSTING SERVICES	528.00
13/10/2021	82716	QK TECHNOLOGIES PTY LTD	MEMBERSHIP	818.40
22/10/2021	82951	QUBE BUSSELTON DEVELOPMENT PTY LTD	RETURN OF BOND	12,904.00
22/10/2021	82933	RADIANCE NETWORK SOUTH WEST	RETURN OF BOND	500.00
8/10/2021	82542	REDFISH TECHNOLOGIES PTY LTD	AUDIO VIDEO CONSULTING	15,991.16
8/10/2021	82620	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	524.39
22/10/2021	82991	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	236.62
22/10/2021	83045	REPEAT PLASTICS (WA)	PLASTIC PRODUCT SUPPLIER	19,678.03
22/10/2021	82767	RESOURCE FURNITURE	LIBRARY RESOURCES	4,515.35
8/10/2021	82655	REWARD SUPPLY CO PTY LTD	RANGER EQUIPMENT	635.19
22/10/2021	83026	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	193.16
22/10/2021	82802	RIDER LEVETT BUCKNALL WA PTY LTD	QUANTITY SURVEY SERVICES	660.00
22/10/2021	82851	RMC RAIL SERVICES PTY LTD	JETTY RAILWAY LINE INSPECTION	3,230.26
22/10/2021	83039	RMS (AUST)P/L	SOFTWARE SERVICES	232.10

City of Busselton
Geographe Bay

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

CHEQUE PAYMENTS	CHEQUE # 118904 - 119007	35,624.84
ELECTRONIC TRANSFER PAYMENTS	EFT82495 - EFT83069	1,731,186.42
TRUST ACCOUNT	TRUST ACCOUNT # 7575- 7577	30,060.37
PAYROLL PAYMENTS	01.10.21 - 31.10.21	1,673,372.50
INTERNAL PAYMENT VOUCHERS	DD004629 - DD004657	135,302.45
		7,738,730.42

22/10/2021	82806	ROBERT'S TILT TRAY & HIAB SERVICE	FREIGHT	1,100.00
22/10/2021	82985	RODS AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,327.73
7/10/2021	82671	ROSS PAINE	COUNCILLOR PAYMENT	2,891.34
22/10/2021	83006	ROTARY CLUB OF BUSSELTON	SPONSORSHIP / ADVERTISING	7.00
8/10/2021	82604	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	TRAINING SERVICES	2,613.00
22/10/2021	83007	RUBEK AUTOMATIC DOORS	AUTOMATIC DOOR SERVICES	7,064.20
22/10/2021	82893	S & S WALKER	ART SALES	23.60
8/10/2021	82645	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCE	1,716.00
22/10/2021	82955	SALENTO CATERING	CATERING SERVICES	852.50
8/10/2021	82649	SANPOINT PTY LTD	LANDSCAPING SERVICES	16,586.40
22/10/2021	83037	SANPOINT PTY LTD	LANDSCAPING SERVICES	9,704.99
22/10/2021	82850	SARA URBAN	FACE PAINTING	600.00
8/10/2021	82555	SCANIA AUSTRALIA PTY LTD	NEW VEHICLES, PARTS AND LABOUR	146.62
13/10/2021	82685	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	1,118.29
8/10/2021	82517	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	110.00
22/10/2021	82870	SE & SJ REYNOLDS	CANCELLED CHQ	0.00
22/10/2021	82820	SECURUS	SECURITY SYSTEMS SUPPLY AND MONITERING	325.00
13/10/2021	82715	SHARON WILLIAMS	ART SALES	386.00
22/10/2021	83046	SHORE COASTAL	COASTAL CONSULTANCY SERVICES	12,936.00
22/10/2021	82869	SIESTA TIME WA PTY LTD TRADING AS CAPE C	REFRESHMENTS	1,100.29
8/10/2021	82570	SIESTA TIME WA PTY LTD TRADING AS CAPE C	REFRESHMENTS	197.96
28/10/2021	83060	SIMONE NEWMAN	WATER CHARGES REIMBURSEMENT	35.75
7/10/2021	82659	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	17,134.04
21/10/2021	82719	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	16,659.04
22/10/2021	83022	SOILS AINT SOILS	NURSERY SUPPLIES	285.00
22/10/2021	82922	SOLOMON KUSANGAYA	REFUND OF BOND	200.00
8/10/2021	82521	SONIC HEALTH PLUS PTY LTD	OCCUPATIONAL HEALTH SERVICES	148.50
22/10/2021	83042	SOUTH WEST COUNSELLING	COUNSELLING SERVICES	1,550.00
8/10/2021	82653	SOUTH WEST COUNSELLING	COUNSELLING SERVICES	1,085.00
22/10/2021	82978	SOUTH WEST MACHINING CENTRE	PLANT MAINTENANCE SERVICES	610.50
8/10/2021	82564	SOUTH WEST OFFICE NATIONAL	STATIONERY	979.74
22/10/2021	82856	SOUTH WEST OFFICE NATIONAL	STATIONERY	615.27
8/10/2021	82524	SOUTH WEST WINDSCREENS & TINT	WINDSCREENS & TINTING	590.00
8/10/2021	82560	SOUTHERN HABITAT NURSERY	NURSERY SUPPLIES	198.00
22/10/2021	82970	SOUTHERN LOCK AND SECURITY	SECURITY SERVICES	2,341.40
22/10/2021	83021	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	298.94
22/10/2021	82935	SOUTHWEST INDONESIAN COMMUNITY INC	CONTRIBUTION TO STAGE HIRE FOR SW CULTURAL DAY	500.00
22/10/2021	83012	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	4,387.70
8/10/2021	82633	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	3,165.50
8/10/2021	82511	SPECIALITY TIMBER FLOORING WA	TIMBER FLOORING SERVICES	5,445.00
22/10/2021	82785	SPORTFIRST BUSSELTON	SPORTING PRODUCTS	1,892.55
22/10/2021	83028	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	2,524.50
8/10/2021	82599	SPOTLIGHT PTY LTD	VACATION CARE SUPPLIES	80.00
22/10/2021	82774	SPYKER TECHNOLOGIES PTY LTD	CCTV PRODUCTS AND SERVICES	12,175.45
8/10/2021	82531	SPYKER TECHNOLOGIES PTY LTD	CCTV PRODUCTS AND SERVICES	797.50
8/10/2021	82510	ST JOHN AMBULANCE	TRAINING SERVICES	178.13
22/10/2021	82751	ST JOHN AMBULANCE	TRAINING SERVICES	160.00
8/10/2021	82610	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY RESOURCES	2,024.00
8/10/2021	82593	STATEWIDE DOORS	MAINTENANCE SERVICES	880.00
22/10/2021	82921	STEVEN VIGORS	BOND REFUND	200.00
22/10/2021	82960	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	2,645.68
8/10/2021	82598	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	794.16
21/10/2021	82718	STOCKER PRESTON RESIDENTIAL	8256 -RENT - A NOTTLE	8,400.00
7/10/2021	82658	STOCKER PRESTON RESIDENTIAL	8256 -RENT - A NOTTLE	1,050.00
22/10/2021	83036	STRATAGREEN	NURSERY SUPPLIES	4,262.58
8/10/2021	82648	STRATAGREEN	NURSERY SUPPLIES	2,147.90
8/10/2021	82501	SUBSURFACE WATER MANAGEMENT	SUBSURFACE WATER MANAGEMENT	4,400.00
8/10/2021	82532	SUBWAY DUNSBOROUGH	CATERING	0.00
13/10/2021	82712	SUEZ ENVIRONMENTAL	WASTE MANAGEMENT SERVICES	576.99
22/10/2021	82764	SUMMERS CONSULTING	MOSQUITO BREEDING MONITORING	1,285.90
8/10/2021	82522	SUMMERS CONSULTING	MOSQUITO BREEDING MONITORING	562.76
21/10/2021	82728	SUPERCHOICE	SUPERANNUATION	186,390.00
7/10/2021	82668	SUPERCHOICE	SUPERANNUATION	177,656.96
22/10/2021	83031	SURVCON P/L	SURVEY SERVICES	2,090.00
8/10/2021	82643	SURVCON P/L	SURVEY SERVICES	660.00
22/10/2021	82929	SW ABORIGINAL LAND & SEA COUNCIL	REFUND OF BOND	235.00
22/10/2021	82986	SW PRECISION PRINT	PRINTING SERVICES	5,215.50
8/10/2021	82616	SW PRECISION PRINT	PRINTING SERVICES	994.00
22/10/2021	82841	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A L	CONFECTIONERY	354.75
22/10/2021	82895	SWITCHED ONTO SAFETY	CHEMICAL MANAGEMENT SYSTEM	4,880.70
13/10/2021	82698	SYNERGY	ELECTRICITY SUPPLIES	91,192.75
22/10/2021	82860	SYNERGY	ELECTRICITY SUPPLIES	18,070.57
28/10/2021	83061	SYNERGY	ELECTRICITY SUPPLIES	7,168.58
22/10/2021	82760	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT	CONCEPTUAL DESIGNS	2,079.00
13/10/2021	82711	TANGENT NOMINEES	AIRPORT NOISE AMELIORATION	74,756.00
28/10/2021	83069	TANGENT NOMINEES	AIRPORT NOISE AMELIORATION	2,061.00
22/10/2021	82899	TANYA K PASSMORE	ART SALES	245.00
22/10/2021	83020	TECHNOLOGY ONE	SOFTWARE SERVICES	34,417.31
8/10/2021	82587	TECHVISION AUSTRALLIA PTY LTD	INFORMATION AND COMMUNICATION TECHNOLOGY	9,328.00
22/10/2021	82904	TECHVISION AUSTRALLIA PTY LTD	INFORMATION AND COMMUNICATION TECHNOLOGY	8,096.00
22/10/2021	82749	TELSTRA (NETWORK INTEGRITY)	MAJOR PROJECT WORKS	18,064.22
13/10/2021	82682	TELSTRA (NETWORK INTEGRITY)	MAJOR PROJECT WORKS	8,314.80
8/10/2021	82609	TELSTRA CORPORATION	COMMUNICATION SERVICES	9,010.10
22/10/2021	82822	TENDERLINK.COM	TENDER ADVERTISING	531.30
8/10/2021	82547	TENDERLINK.COM	TENDER ADVERTISING	177.10
22/10/2021	82738	THAT GUY'S RECYCLING PTY LTD T/A ;;TOTAL	RECYCLING E-WASTE SERVICES	1,608.24
22/10/2021	82838	THE GOOD EGG CAFE	CATERING	231.00
22/10/2021	82733	THE GOOD GUYS BUSSELTON	ELECTRICAL SUPPLIES	486.55
8/10/2021	82500	THE GOOD GUYS BUSSELTON	ELECTRICAL SUPPLIES	150.00
22/10/2021	82797	THE PLANT SUPPLY CO	NURSERY SERVICES	814.00
8/10/2021	82539	THE PLANT SUPPLY CO	NURSERY SERVICES	429.00
8/10/2021	82583	THERESA BATES	EDUCATIONAL TALKS	150.00
8/10/2021	82571	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	5.31

City of Busselton
Geographe Bay

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

CHEQUE PAYMENTS	CHEQUE # 118904 - 119007	35,624.84
ELECTRONIC TRANSFER PAYMENTS	EFT82495 - EFT83069	1,731,186.42
TRUST ACCOUNT	TRUST ACCOUNT # 7575- 7577	30,060.37
PAYROLL PAYMENTS	01.10.21 - 31.10.21	1,673,372.50
INTERNAL PAYMENT VOUCHERS	DD004629 - DD004657	135,302.45
		7,738,730.42

28/10/2021	83062	TOLL TRANSPORT PTY LTD	COURIER SERVICES	459.48
8/10/2021	82628	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	9,187.04
22/10/2021	83000	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	5,325.89
8/10/2021	82650	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	7,964.26
22/10/2021	83038	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	1,202.30
8/10/2021	82657	T-QUIP	MOWER PARTS & SERVICE	809.05
22/10/2021	83050	T-QUIP	MOWER PARTS & SERVICE	664.25
22/10/2021	82739	TRACIE ANDERSON	ART SALES	238.00
22/10/2021	82786	TROPHIES ON TIME	NAME BADGE SUPPLIER	120.00
8/10/2021	82546	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE - 1HKR794 2019 VOLVO FE8 WITH LOADING COMPACTOR	440,600.96
22/10/2021	82818	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	3,587.54
22/10/2021	82877	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	406.83
22/10/2021	82804	TRUE TRACK TRUCK ALIGNING	WHEEL ALIGNMENT SERVICES	220.00
8/10/2021	82639	TYREPOWER BUSSELTON	PLANT TYRE SUPPLIER / REPAIRER	130.00
22/10/2021	82787	UNDERCOVERSW	LASER TAG	500.00
22/10/2021	82874	URBIS PTY LTD	PROPERTY ECONOMIC & RESEARCH CONSULTING	9,900.00
22/10/2021	82756	URSULA FAHRER	ART SALES	64.00
22/10/2021	82754	VORGEE PTY LTD	GYM GOODS	973.50
22/10/2021	82936	VT THOMAS & NC OFFLER	REFUND OF BOND	500.10
8/10/2021	82625	W.A. HINO SALES & SERVICE	PLANT PURCHASES / SERVICES / PARTS	551.51
22/10/2021	82996	W.A. HINO SALES & SERVICE	PLANT PURCHASES / SERVICES / PARTS	56.58
8/10/2021	82523	WA COUNTRY HEALTH SERVICE	LG GRANT	323.00
22/10/2021	82761	WA NEWSPAPERS LIMITED	ADVERTISING SERVICES	4,300.55
7/10/2021	82664	WA SHIRE COUNCILS	UNION FEES	297.26
21/10/2021	82724	WA SHIRE COUNCILS	UNION FEES	297.26
22/10/2021	82833	WA STRATA MANAGEMENT	STRATA LEVY FEES & WATER CONSUMPTION	386.00
22/10/2021	83008	WA TREASURY CORPORATION	LOAN REPAYMENTS	520,340.95
8/10/2021	82498	WALGA	YEARLY MEMBERSHIP 21/22	39,304.08
22/10/2021	82730	WALGA	WALGA TRAINING SERVICES	23,209.18
13/10/2021	82695	WALGA ATF LGISWA	WORKER COMPENSATION SERVICES	566,420.85
8/10/2021	82528	WAVES ENVIRONMENTAL PTY LTD	BUSSELTON GROUNDWATER INVESTIGATION	5,917.10
22/10/2021	82830	WE MCGILL	ART SALES	24.00
22/10/2021	82734	WEATHERSAFE WA	CANVAS SERVICES	3,586.00
8/10/2021	82502	WEATHERSAFE WA	CANVAS SERVICES	2,750.00
8/10/2021	82566	WENDY CLUTTERBUCK	STAFF REIMBURSEMENT	128.80
8/10/2021	82619	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	2,402.97
22/10/2021	82990	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	330.64
22/10/2021	83003	WESFARMERS KHG	GAS SERVICES	1,493.49
22/10/2021	82948	WEST COAST WASTE	SKIP BIN HIRE	7,150.00
22/10/2021	82861	WESTBOOKS	LIBRARY RESOURCES	1,032.72
8/10/2021	82553	WESTERN AUSTRALIAN REGIONAL CAPITALS ALL	ANNUAL MEMBERSHIP	152.00
22/10/2021	82892	WESTERN GROWERS FRESH	CATERING	545.00
22/10/2021	82790	WESTERN IRRIGATION PTY LTD	BORE AND IRRIGATION SERVICES	1,485.00
22/10/2021	82995	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	9,409.99
8/10/2021	82624	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	5,871.16
8/10/2021	82525	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	165.00
22/10/2021	82769	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	165.00
22/10/2021	82981	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	254.27
8/10/2021	82612	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	95.66
8/10/2021	82512	WIZID PTY LTD	POOL ENTRY WRISTBANDS	561.10
8/10/2021	82627	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	1,502.00
22/10/2021	82999	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	1,118.00
22/10/2021	82777	WORK METRICS	HEALTH AND SAFETY SOFTWARE	110.00
22/10/2021	83027	WREN OIL	WASTE OIL SERVICES	16.50
13/10/2021	82709	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	1,039.83
8/10/2021	82636	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	492.61
22/10/2021	83017	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	296.75
28/10/2021	83068	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	267.90
8/10/2021	82503	XPANSE PTY LTD	COMPUTER SOFTWARE SUPPLIER - YEARLY SUBSCRIPTION	36,830.20
22/10/2021	82795	YAHAVA KOFFEE WORKS WHOLESALE	CATERING	680.00
22/10/2021	82799	YALLINGUP MAZE	YOUTH ACTIVITIES	624.00
8/10/2021	82621	ZEMLA PTY LTD	ENGINEERING SERVICES	4,950.00
				1,731,186.42

TRUST PAYMENTS OCTOBER 2021

DATE	REF #	NAME	DESCRIPTION	AMOUNT $
8/10/2021	7576	CITY OF BUSSELTON	REIMBURSEMENTS - BSL LEVIES AND CTF COMMISSION	497.50
8/10/2021	7577	CONSTRUCTION TRAINING FUND	BCITF LEVY	4,146.84
8/10/2021	7575	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	25,416.03
				30,060.37

DIRECT DEBIT PAYMENTS OCTOBER 2021

DATE	REF #	NAME	DESCRIPTION	AMOUNT $
13/10/2021	4648	A MALAHCUZ	REFUND OF RATE OVERPAYMENT	1,835.71
7/10/2021	4636	A TARBOTTON	REFUND OF ANIMAL TRAP BOND	102.00
14/10/2021	4643	AIRPORT PARKING CARD REFUNDS	AIRPORT PARKING CARD REFUND	40.00
8/10/2021	4629	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	71,187.00
5/10/2021	4641	ANZ BANK	BANK FEES	519.27
1/10/2021	4642	ANZ BANK	BANK FEES	15.25
1/10/2021	4645	ANZ BANK	BANK FEES	35,708.94
5/10/2021	4651	ANZ BANK	BPAY FEES	366.54
5/10/2021	4652	ANZ BANK	BPAY FEES	9,372.88
5/10/2021	4653	ANZ BANK	BANK FEES	790.87
29/10/2021	4655	ANZ BANK	STOP CHEQUE FEE	15.00
7/10/2021	4657	ANZ BANK VISA	VISA CARD PAYMENT	15,348.99
		THAI LEMONGRASS	COUNCIL DINNER	400.00
		AUSTRALIAN INSTITUTE COMPANY DIRECTORS	COURSE - M ARCHER	60.00
		MANTRA ON PERTH	ACCOMMODATION AND FOOD - CR PAINE WHILST ATTENDING 2021 LOCAL GOVT CONVENTION AND AGM	581.00
		SHIRE OF DARDANUP	CONTRIBUTION TOWARDS ALLAN CLAYDON RETIREMENT GIFT	25.00
		DOT POLICE INFRINGEMENT	SPEEDING FINE FOR P&G TRUCK - NO DRIVER IDENTIFIED	224.80
		APPLE ICLOUD	ICLOUD STORAGE - O DARBY	4.49
		DOMINOS	YOUTH 26/08/2021	102.95
		BUSSELTON JETTY TOURIST PARK	LEADERSHIP CAMP ACCOMMODATION FEES - 50% DEPOSIT	612.00

City of Busselton
Geographe Bay

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

CHEQUE PAYMENTS	CHEQUE # 118904 - 119007	35,624.84
ELECTRONIC TRANSFER PAYMENTS	EFT82495 - EFT83069	1,731,186.42
TRUST ACCOUNT	TRUST ACCOUNT # 7575- 7577	30,060.37
PAYROLL PAYMENTS	01.10.21 - 31.10.21	1,673,372.50
INTERNAL PAYMENT VOUCHERS	DD004629 - DD004657	135,302.45
		7,738,730.42

		FACEBOOK	BOOST POSTS	315.85
		DOMINOS	YOUTH 3/09/2021	100.90
		HUMANTIX LIMITED	STATE BUDGET LUNCH TICKETS - N SEARLE	46.63
		SENDGRID	EMAIL CAPABILITY FOR PHOENIX	20.89
		DOMINOS	YOUTH 10/09/2021	77.95
		FILEX CONVENTION	COURSE - TEAM LEADER & FITNESS @ GLC	259.00
		HYPERLUXE	GIFT VOUCHER - D KIRKWOOD RESIGNATION GIFT	200.00
		AUSTRALIAN INSTITUTE COMPANY DIRECTORS	DIRECTOR MEMBERSHIP	605.00
		HUMANTIX LIMITED	WOMEN IN BUSINESS TICKETS - M PALMER	92.75
		EVENT BRITE	BUSSELTON JETTY AGM TICKETS - J FARRIER	20.98
		ONE RUSTIC BLOOM	FLOWERS - S MARANICH	100.00
		DOMINOS	YOUTH 16/09/2021	82.95
		SPOTIFY	MONTHLY SUBSCRIPTION -YOUTH	18.99
		MESSAGE MEDIA	MONTHLY SUBSCRIPTION - SMS SERVICE	36.34
		MAILCHIMP	MONTHLY SUBSCRIPTION - LIBRARY	82.35
		CANVA	REFUND	(163.41)
		MWAVE AUSTRALIA	WIRELESS ROUTER	496.52
		APPLE ICLOUD	STORAGE - M ARCHER	4.49
		CRAZY DOMAIN	DOMAIN RENEWAL	41.18
		ZOOM	PRO ZOOM LICENCES	475.70
		TELSTRA	INTERNET - M ARCHER	90.00
		HARVEY NORMAN	KEYBOARD & MOUSE	78.00
		DOME	TRAINING CATERING	92.95
		WALGA	LG PLANNING SHOWCASE - J DORNAN, D CASEY, M YOUNG	195.00
		SAGE HOTEL	ACCOMMODATION AND FOOD - D GOODWIN TO ATTEND PLAWA DECONSTRUCTED CONFERENCE	287.85
		EDITH COWEN UNIVERSITY	TUITION FEES - T NOTTLE	3,966.95
		MAILCHIMP	BAY TO BAY NEWSLETTER MAILOUT	398.98
		WEST AUSTRALIAN NEWSPAPER	ONLINE SUBSCRIPTION	28.00
		SHELTER BREWING	CATERING - LG PRO MENTORING PROGRAM	56.00
		HUMANTIX LIMITED	STATE BUDGET LUNCH TICKETS - T NOTTLE	46.63
		TRYBOOKING	LGSI WORKCARE FORUM - J SHERIDAN	230.50
		WALGA	ABORIGINAL ENGAGEMENT AND RECONCILIATION FORUM - N SHAW	140.00
		QEST SCARBOROUGH	ACCOMMODATION AND FOOD - N BRIGHTMAN	182.11
		EVENT AND CONFERENCE CO PTY	REGISTRATION WASTE AND RECYCLING EXPO - H BULLIMORE	747.04
		SONIC HEALTH	PRE EMPLOYEMENT MEDICAL - B POPE	281.60
		CROWN PROMENADE	ACCOMMODATION AND FOOD - A GRIFFITHS	240.00
		ST JOHN AMBULANCE	1ST AID KIT PERSONAL MONITORING	149.92
		EVENTBRITE	WA EVENTS MOVING FORWARD - K NOLAN	57.96
		TRYBOOKING	AUST WALKING AND CYCLING CONFERENCE - C RYDER	50.50
		TRYBOOKING	MENTAL HEALTH 1ST AID - P MARSHALL, E FERRIS, A SMITH, N BRIGHTMAN	1,102.00
		CROWN PROMENADE	FOOD - A GRIFFITHS	17.20
		PLANNING INSTITUTE OF AUSTRALIA	PIA STATE CONFERENCE - L REDDELL	605.00
		QEST JOONDALUP	ACCOMMODATION AND FOOD - D BOARDMAN & C MARINICH	887.04
		PROJECT MANAGEMENT INSTITUTE	CERTIFICATION RENEWAL - K BOWSER	232.46
		WALGA	LOCAL GOVT PLANNING SHOWCASE - J WILSON	65.00
		WALGA	LOCAL GOVT PLANNING SHOWCASE - A WATTS	65.00
		WALGA	LOCAL GOVT PLANNING SHOWCASE - H FOULDS	65.00
		WALGA	LOCAL GOVT PLANNING SHOWCASE - J WILKINSON	65.00
4/10/2021	4644	COMMONWEALTH BANK	BANK FEES	7,268.67
15/10/2021	4654	COMMONWEALTH BANK	MERCHANT FEES SEPTEMBER	440.33
7/10/2021	4631	D GODDING	REFUND OF LEVY OVERPAYMENT	800.00
7/10/2021	4631	D NGO	REFUND OF LEVY OVERPAYMENT	421.50
7/10/2021	4631	DIOGENES PROPERTY	REFUND OF RATE OVERPAYMENT	47.37
7/10/2021	4631	DIOGENES PROPERTY	REFUND OF RATE OVERPAYMENT	48.62
7/10/2021	4631	DIOGENES PROPERTY	REFUND OF RATE OVERPAYMENT	90.15
5/10/2021	4635	F ERRIDGE	REFUND OF ANIMAL TRAP BOND	102.00
1/10/2021	4633	G BRYANT	REFUND OF APPLICATION OVERPAYMENT	1,764.26
22/10/2021	4649	J JACKSON	REFUND OF ANIMAL TRAP BOND	102.00
7/10/2021	4631	J RUSSO	REFUND OF LEVY OVERPAYMENT	130.00
7/10/2021	4631	K DWYER	REFUND OF RATE OVERPAYMENT	2,472.07
20/10/2021	4647	K HIERN	REFUND OF RATE OVERPAYMENT	84.00
20/10/2021	4646	KD POWER PASTORAL	REFUND OF RATE OVERPAYMENT	4,727.02
1/10/2021	4637	LES MILLS ASIA PACIFIC	CONTRACT FEES	582.89
1/10/2021	4638	LES MILLS ASIA PACIFIC	CONTRACT FEES	485.74
13/10/2021	4648	M FENTON	REFUND OF RATE OVERPAYMENT	233.30
20/10/2021	4647	M FROST	REFUND OF RATE OVERPAYMENT	537.02
1/10/2021	4630	MRBTA	REFUND OF RATE OVERPAYMENT	1,282.00
8/10/2021	4632	N COMMONS	REFUND OF EVENTS BOOKING	84.00
8/10/2021	4634	PERRON DEVELOPMENTS PTY LTD	REFUND OF APPLICATION OVERPAYMENT	1.00
20/10/2021	4646	RP WILHELM	REFUND OF RATE OVERPAYMENT	1,028.93
25/10/2021	4650	S CONLEY	REFUND OF ANIMAL TRAP BOND	102.00
13/10/2021	4656	S ROPER	REFUND OF INFRINGEMENT OVERPAYMENT	120.00
8/10/2021	4640	TOBY'S INLET ESTATE PTY LTD	REFUND OF APPLICATION	7,518.41
11/10/2021	4639	WILKINS	REFUND OF ANIMAL TRAP BOND	102.00
				135,302.45

DIRECT DEBIT PAYMENTS OCTOBER 2021

DATE	REF #	NAME	DESCRIPTION	AMOUNT $
5/10/2021	5/10/2021	CITY OF BUSSELTON	PAYROLL & SALARIES	839,680.71
19/10/2021	19/10/2021	CITY OF BUSSELTON	PAYROLL & SALARIES	833,691.79
				1,673,372.50

12.4 Finance Committee - 24/11/2021 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 OCTOBER 2021

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Financial Services
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Acting Director, Finance and Corporate Services – Sarah Pierson
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Loan Schedule - October 2021 Attachment B Financial Activity Statement - October 2021 Attachment C Investment Report - October 2021

This item was considered by the Finance Committee at its meeting on 24/11/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2112/113 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council receives the statutory financial activity statement reports for the period ending 31 October 2021, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*.

CARRIED 9/0

EN BLOC

OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 October 2021, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*.

EXECUTIVE SUMMARY

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis, for the period ending 31 October 2021.

BACKGROUND

The Regulations detail the form and manner in which financial activity statements are to be presented to the Council on a monthly basis, and are to include the following:

- Annual budget estimates
- Budget estimates to the end of the month in which the statement relates
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates
- Material variances between budget estimates and actual revenue/expenditure (including an explanation of any material variances)
- The net current assets at the end of the month to which the statement relates (including an explanation of the composition of the net current position)

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting on 26 July 2021, the Council adopted (C2107/140) the following material variance reporting threshold for the 2021/22 financial year:

> *That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2020/21 financial year as follows:*
>
> - *Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and*
> - *Reporting of variances only applies for amounts greater than $25,000.*

OFFICER COMMENT

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

Statement of Financial Activity

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

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

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

Comments on Financial Activity to 31 October 2021

The Statement of Financial Activity (FAS) for the year to date (YTD) shows an overall Net Current Position of $41.2M as opposed to the budget of $29.4M. This represents a positive variance of $11.7M YTD.

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

Description	2021/22 Actual YTD $	2021/22 Amended Budget YTD $	2021/22 Amended Budget $	2021/22 YTD Bud Variance %	2021/22 YTD Bud Variance $	Change in Variance Current Month $
Revenue from Ordinary Activities				***1.06%***	***706,459***	***178,339***
1. Other Revenue	295,153	60,366	414,950	388.94%	234,787	112,547
2. Interest Earnings	368,214	293,317	609,250	25.53%	74,897	(88,651)
Expenses from Ordinary Activities				***10.09%***	***2,873,121***	***210,300***
3. Materials & Contracts	(4,521,911)	(5,731,355)	(20,245,296)	21.10%	1,209,444	(34,673)
4. Other Expenditure	(917,720)	(1,932,260)	(9,685,100)	52.51%	1,014,540	99,384
5. Non-Operating Grants, Subsidies and Contributions	733,230	6,145,480	34,850,687	(88.07%)	(5,412,250)	(10,000)
Capital Revenue & (Expenditure)				***43.57%***	***11,127,439***	***1,339,261***
6. Land & Buildings	(239,630)	(7,157,974)	(22,802,632)	96.65%	6,918,344	1,467,984
Plant & Equipment	(452,278)	(298,000)	(2,890,000)	(51.77%)	(154,278)	160,000
Furniture & Equipment	(84,172)	(295,950)	(828,800)	71.56%	211,778	(1,395)
Infrastructure	(4,059,704)	(11,161,530)	(38,537,750)	63.63%	7,101,826	991,282
7. Proceeds from Sale of Assets	0	146,450	776,071	(100.00%)	(146,450)	(74,950)
8. Transfer to Restricted Assets	(4,692,012)	0	(21,740)	(100.00%)	(4,692,012)	(2,022,226)
9. Transfer from Restricted Assets	1,673,460	0	1,735,682	100.00%	1,673,460	778,988

Revenue from Ordinary Activities

In total, revenue from Ordinary Activities is very close to budget at only 1.06% ahead YTD. There are however some material variance items, that contribute to this.

1. Other Revenue

Ahead of YTD budget by $235K, or 388.9%, mainly due to the items listed in the table below:

Revenue Code	Revenue Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Finance & Corporate Services		***36,787***	***10,770***	***26,017***	***241.57%***	***21,173***
10100	Long Service Leave Re-imbursements from other LG's	25,999	-	25,999	(100.00%)	25,999
The reimbursement came in a lot earlier than was originally predicted in the budget. This will rectify by year end.						
Planning & Development Services		***30,263***	***44,064***	***(13,801)***	***(31.32%)***	***(11,875)***
10940	ESL Commission	-	11,825	(11,825)	(100.00%)	(11,825)
The commissions from DFES for the administration of the Emergency Services Levy have not yet been received.						
Engineering and Works Services		***218,530***	***4,162***	***214,368***	***5150.60%***	***105,402***
G0030 & G0031	Busselton & Dunsborough Transfer Station – Sale of Scrap Materials	215,728	3,734	211,994	5677.41%	105,868
The budget for the receipt of income relating to the sale of scrap materials (metal in particular) has not been aligned effectively with actual receipts. This should rectify somewhat as the year progresses. It should also be noted that the prices received for scrap metal have been extremely favourable – up to $220/tonne received in July and $255/tonne received in October for major collections in both months, compared to $110-$140/tonne during 2020. When prices are this good, a lot more material is moved to take advantage (causing budget timing variances). When they are lower, materials are stockpiled and only moved when space is required (which gives rise to the historic trend of the budget timing).						

2. Interest Earnings

Interest earnings are $75K ahead of budget due to the total annual budget being allocated based on the monthly 4-year trend. The actual levying of annual rates, and when all interest is charged in advance for 21/22, does not match this trend, therefore the City will see a timing difference to budget for the first and second quarters of the 21/22 financial year. This will decrease as the year progresses.

Expenses from Ordinary Activities

Expenditure from ordinary activities is $2.9M, or 10.1%, less than expected when compared to the budget YTD as at October. 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.

3. Materials & Contracts

Less than YTD budget by $1.2M. The main contributors to this variance are listed in the table below:

Cost Code	Cost Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Finance and Corporate Services		***451,477***	***807,158***	***355,681***	***44.1%***	***75,512***
10000	Members of Council	12,899	64,028	51,129	79.9%	13,473
Timing variance with payment of WALGA subscriptions delayed. These variances will persist even when this is paid, as the actual cost will spread and be allocated evenly over the term of the subscription, whereas the budget was set on a historical cash-outlay basis.						
10105	Business Systems Improvement Team	-	10,584	10,584	100.0%	2,646
It is expected that the budget allocation of $31,750 will remain unused until the end of December when there will be expenditure of about $18K on consultants to support the change of the chart of accounts. The remaining $13,750 budget allocation will not expected to be used until March 2022.						
10151	Rates Administration	93,861	108,321	14,460	13.3%	15,480
Variation between YTD actual and budget is mainly because of the following reasons: • Postage $10.8K under budget due to 2nd instalment notice postage invoice having not been processed plus cost savings by using a new printing service for final and reminder notices • Printing $4.4K over budget due to bushfire flyer printing costs incorrectly charged to rates and a redesign of the 2021/22 annual rate notice layout was necessary to improve EasyRates information and apply a QR code. • Bank charges $18.4K under budget as the charges have come a lot less than expected. • Legal expenses $16.4K over budget due to a substantial increase in debt recovery proceedings. This expenditure is fully recovered from the property owner/s. • Consultancy $5K under budget due to the rating review project that this budget is for only just now commencing.					
10200	Financial Services	14,304	38,194	23,891	62.6%	13,438
Savings to budget are as a result of bank charges not coming in at the level expected, and some budgeted subscriptions either being cancelled or allocated to more appropriate areas.						
10250	Information & Communication Technology Services	246,122	353,033	106,911	30.3%	7,193
Most of this budget relates to software licence renewals and subscriptions paid in advance. The monthly allocation of the annual budget was set based on an historical 4 year monthly cash payment trend. This will not necessarily align with the new prepaid expenses allocation process that has been adopted to more accurately reflect proper accrual accounting practices.						
10500	Legal and Compliance Services	511	41,048	40,537	98.8%	9,110
The variance YTD relates predominantly to the unspent budgeted amount for external legal services. It is not possible to predict when or to what extent legal services will be required at the time of setting the budget, therefore the annual allocation is spread evenly over the year.						

10510	Governance Support Services	7,989	39,019	31,030	79.5%	6,290
The underspend is due to a number of software licenses for programs used in the Governance area not as yet being renewed. When paid, the cost for these will be spread over the term of the license, so timing differences to the budget (set based on historical cash trend) will persist.						
10616, 10617, & 10618	Aged Housing	12,790	55,954	43,164	77.1%	12,152
We can never say with certainty when this budget will be drawn on, even in comparison to prior year trends, as works are carried out throughout the year and generally need to coincide with vacancies. It is likely refurbishment works will be carried out on at least one unit in the next 4-6 weeks.						
Community and Commercial Services		***424,047***	***871,639***	***447,592***	***51.4%***	***40,236***
10380 & 10381	Busselton & Dunsborough Libraries	32,212	81,037	48,825	60.2%	28,434
The variances YTD mainly arise in relation to the cost of Computer Software Licences used at the libraries being spread over the period they relate to, rather than when the cash is outlaid, which is how the budget was allocated.						
10540	Recreation Administration	(2,729)	25,681	28,410	110.6%	(5,993)
The credit relates to year end accrual reversals for which invoices are still yet to be received.						
10543	Community Development	36	60,000	59,964	99.9%	5,000
This relates to the Strengthening Communities program funded by Lotterywest. The program is still in development and procurement has not yet taken place. It is anticipated that this program will be launched during November/December with bulk of expenditure now expected from Jan 2022. Timing of disbursement may need to be amended a mid-year budget review.						
10591	Geographe Leisure Centre	112,859	100,518	(12,341)	(12.3%)	342
The overspend YTD is due to increased expenditure in cleaning consumables/maintenance, earlier than forecast procurement of non-capital furniture and office equipment, and increased expenses for café consumables, which is offset by additional income.						
10600	Busselton Jetty Tourist Park	130,466	188,912	58,446	30.9%	2,497
The YTD variance is mainly due to the monthly payment of the Park Management Contract being one month in arrears. By end of financial year this expenditure catches up, as June will be accrued, however the budget timing does not reflect this.						
10625	Art Geo Administration	25,004	37,527	12,523	33.4%	2,921
The underspend at ArtGeo is offset in wages i.e. where staff have the skills to deliver the service we use them and not contractors as it achieves better outcomes.						
10630	Economic and Business Development Administration	16,044	28,980	12,936	44.6%	3,450
The majority of this spend is allocated in Consultancy and with ED team not resourced at this time, consultancy tasks have been deferred to 2022.						
11151	Airport Operations	60,404	254,280	193,876	76.2%	18,364
YTD variances are mainly due to: • Airport screening services – allocated monthly amounts have been delayed until flights start. • Planned consultancy tasks not started. • A number of contractor invoices having not been received. • Underspends in Contract building cleaning costs & fire safety materials.						

B1361	YCAB (Youth Precinct Foreshore)	11,542	35,903	24,362	67.9%	968
The variance is due to: • Crime prevention grant for a series of workshops delivered to schools. Workshops were due to commence in August but the dates were changed to September and have not yet been invoiced. • Delay in processing grant tax invoices for COVID-19 Youth recovery grants for the leadership camp. The camp was held over the weekend of 20 August 2021. Accommodation payment on the corporate credit card has not yet been processed as yet. • August and September purchases on credit card have not been processed. • Mental Health Week event budget was not utilised as paired with Raising the Vibe concert. • Crime prevention grant cost for August/ Sept/ October/ November will now be delivered in Jan 2022.						
Planning and Development Services		***272,218***	***193,628***	***(78,590)***	***(40.6%)***	***(48,470)***
10805	Planning Administration	3,828	13,912	10,084	72.5%	2,538
Computer software license renewals have not as yet been received so not allocations for these costs have occurred yet.						
10820	Strategic Planning	15,883	52,368	36,485	69.7%	2,226
The variance YTD is essentially due to holistic Consultancy budget being allocated across the 12-month period. Strategic Planning is subject to competing demands and project prioritisation (also timing delays etc. due to consultancy periods, peak authority feedback or processes and lack of availability on occasion of specialised consultant assistance). Appointment of consultants or other anticipated strategic expenditures are always difficult to predict on that basis.						
10922	Preventative Services – Mosquitoes	29,131	7,787	(21,344)	(274.1%)	(23,443)
The City's contribution to the CLAG chemical and communications budget has been transferred after receiving the Department of Health grant for mosquito control.						
10925	Preventative Services - CLAG	73,038	29,000	(44,038)	(151.9%)	(18,046)
The CLAG budget is fully reconciled with the Shire of Capel after the mosquito season each year. This will occur circa February and all changes made accordingly by the EOFY each year.						
10931	Protective Burning & Firebreaks-Reserves	87,738	7,182	(80,556)	(1121.6%)	(10,110)
The YTD variance is as a result of an invoice for works completed late in the 20/21 financial year that was not accrued. Funding from DFES was received in last financial year for these works, so this contributed to part of the end of year budget surplus, but will therefore effectively reduce any 21/22 financial year surplus.						

10950	Animal Control	9,842	22,517	12,675	56.3%	1,670
The YTD underspend variance relates to the following: • Loose Tools Purchase - $1.2K for the Spectur Annual Charges • Purchase of Materials: ○ $4.5K due to only 1 pallet of dog bags being purchased as a result of reduced usage over winter period. Another pallet will be purchased November (forecast 1 pallet per quarter) ○ $1.5K due to purchase of cat cages delayed (ACF modification) • Computer Software Licenses & Cloud Services - $750 due to timing delay in prepaid cost allocation • Fines Enforcement Costs - $1.3K underspend. Fines enforcement referrals are processed on an ad-hoc basis, and dependent on non-payment of fines.						
Various	Bushfire Brigades	21,030	11,406	(9,624)	(84.4%)	615
Bush Fire Brigades are currently preparing for the upcoming fire season. A large amount of PPE has been purchased in readiness for dispersal to BFB as required.						
Engineering and Works Services		***3,258,839***	***3,856,955***	***598,116***	***15.5%***	***12,853***
10830	Environmental Management Administration	95,917	120,611	24,694	20.5%	(21,144)
Annual budgets for consultancy, contractors and purchase of materials were allocated at the end of each quarter. Historic expenditure is weighted in a large proportion during the second half of the year and so a review of budget timing will be undertaken. Approximately $30K of invoices for street tree planting, revegetation and weed control were approved in October. Spring weed control is currently underway.						
11170	Meelup Regional Park	10,636	85,330	74,694	87.5%	22,306
The recreation reserve maintenance budget was spread evenly across the year and thus does not reflect seasonally impacted expenditure patterns. To this end, planning is underway for the noxious weed control program and works associated with the Healthy Countries Plan. $95K in works have been committed representing works that are now underway or will commence shortly.						
12600	Street & Drain Cleaning	87,823	137,057	49,234	35.9%	26,180
The budget was entered based on historical expenditure patterns averaged over the previous three financial years. All of $465K annual budget has already been committed based on a scheduled maintenance plan, so the YTD variance is timing only.						
12620 & 12621	Rural & Urban Tree Pruning	144,238	368,981	224,743	60.9%	50,602
This year's rural tree pruning budget of $352K included $153K carried over from the prior year. Works are ordinarily planned to be done by the end of November 2021 however priority has been given to storm damage clean-up activities meaning some of these works will now occur later the financial year. The rural road verges to be pruned are prioritised based on the time since last pruned, inspections, volume and types of traffic and numerous other considerations. This is a timing variance only.						
Various	Bridge Maintenance	26,689	124,623	97,934	78.6%	7,782
Bridge Maintenance works are largely scheduled to occur post-Christmas and in the later part of the financial year when water flows are at their lowest; planning of these works are well underway. Bridge maintenance works scheduled in 2020/21 were postponed due to May 2020 storm costs incurred, with $208,000 of the 2021 budget subsequently carried over into the first quarter of this the new financial year. This variance will moderate as this level with the remaining budget realigned to later in the year commensurate with when works are planned to commence.						

Various	Building Maintenance	435,085	372,442	(62,643)	(16.8%)	(4,815)
The budget was entered based on historical expenditure patterns averaged over the previous three financial years. Traditionally the region is impacted by seasonality, but this year has seen unprecedented volumes of tourists through all months of the year, leading to higher usage levels and maintenance at this point in the year when compared to historical financial data. This variance is considered a timing variance only at this point, and adjustments to budgets in accordance with building maintenance timing will be made should the trend for higher usage through off-peak times continue.						
Various	Waste Services	581,420	804,098	222,678	27.7%	(43,596)
$135K of the variance is associated with concrete crushing and a further $73K is associated with green waste processing, both that are planned for later in the financial year. $87K is attributable to External Restoration Works associated with the Rendezvous contaminated sites matter while another $38K of the variance is associated with postponement of the FOGO trial, where no costs are being incurred.						
Various	Roads Maintenance	427,971	267,896	(160,075)	(59.8%)	(78,549)
Road Maintenance activities are generally greater in the first five months of the year as the City's maintenance and construction crews focus on maintenance grading, road shoulders maintenance, road surface repair, drainage maintenance, fixing pot holes etc. There has been an overspend to budget mostly attributable to greater than anticipated works in relation to storm damage clean-up activities contributing to the year to date variance.						

4. Other Expenditure

$1M, or 52.5%, under the budget YTD. The main contributing items are listed below:

Cost Code	Cost Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Community and Commercial Services		***442,970***	***1,476,263***	***1,033,293***	***70.0%***	***69,046***
10532	BPACC Operations	(350)	12,500	12,850	102.8%	-
BPACC operational activity will not commence until such time as the Tender for construction has been awarded and timeframes for delivery of the project are known.						
10543	Community Development	145	63,367	63,222	99.8%	-
This relates to the first two rounds of Community Assistance Program. Round 1 and 2 approvals were combined due to Council elections. Expected a similar trend in October, with approx. $50,853 by end of November. Timing is largely dependent on CAP Applications received from community groups.						
10558	Events	233,322	355,608	122,286	34.4%	314
There have been 3 funded events (Pedal Prix WA, SW Mudfest, Cape Naturaliste Pro) cancel for a total of $38k. We are also waiting on a number of events to invoice us for event sponsorships. Also, as the timing of Events budget expenditure is estimated prior to the actual allocation of sponsorship, it is impossible to know exactly when the expenditure will occur. With the allocation of the remaining events sponsorship budget due to go to Council in December, we will have a clearer picture of how the budget will be expended.						
10634	Business Support Program	-	23,850	23,850	100.0%	-
Final acquittals of the support program yet to be received. This budget was carried over from the 20/21 financial year, funded from the MERG Reserve, however it has now been ascertained that only approximately $10,000 will be required. This will more than likely be the positive variance by the end of the year, offset by a lower transfer from the reserve.						

11151	Airport Operations	-	767,204	767,204	100.0%	191,676
Marketing activities continue to be delayed due to the postponement of Jetstar RPT services as a result of COVID restrictions/lockdowns etc. in the Eastern States.						
11156	Airport Development Operations	115,139	148,550	33,411	22.5%	(115,139)
At the time of setting the budget the timing for the final carried over payments related to a noise mitigation project were not known. $148K is estimated to be remaining in total, split over three payments in September, November and January. As such, there will be budget timing variances until these payments are completed.						
Planning and Development Services		***60,535***	***45,786***	***(14,749)***	***(32.2%)***	***10,874***
10925	Preventative Services – CLAG	24,930	9,980	(14,950)	(149.8%)	(18,317)
The CLAG budget is reconciled with the Shire of Capel on an annual basis, approximately in April, meaning there will always be an overspend shown until this time.						

5. Non-Operating Grants, Subsidies & Contributions

The negative variance of $5.4M is mainly due to the items in the table below. It should be noted that any negative variance in this area will approximately correlate to an offsetting positive underspend variance in a capital project tied to these funding sources. This can be seen in the section below that outlines the capital expenditure variances. Where this is not the case, the reconciliation of the projects and the required funding to be recognised in revenue is not competed until closer to year end.

Revenue Code	Revenue Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Community and Commercial Services		***-***	***66,401***	***(66,401)***	***(100.0%)***	***-***
10540	Recreation Administration	-	25,625	(25,625)	(100.0%)	-
10590	Naturaliste Community Centre	-	23,350	(23,350)	(100.0%)	-
C6010	Airport Fencing Works	-	17,426	(17,426)	(100.0%)	-
Engineering and Works Services		***728,230***	***6,074,079***	***(5,345,849)***	***(88.0%)***	***(10,000)***
A0014	Bussell Highway Bridge – 0241 – Federal Capital Grant	-	744,000	(744,000)	(100.0%)	-
A0022	Yallingup Beach Road Bridge - 3347 – Federal Capital Grant	-	700,000	(700,000)	(100.0%)	-
A0200	Donated Bridges	698,230	-	698,230	100.0%	-
B9407	Busselton Senior Citizens – Developer Cont. Utilised	-	111,750	(111,750)	(100.0%)	-
B9591	Performing Arts Convention Centre – Federal Capital Grant	-	2,277,000	(2,277,000)	(100.0%)	-
B9999	Donated Buildings	30,000	-	30,000	100.0%	30,000
F0112	Causeway Road Shared Path – State Capital Grant	-	80,000	(80,000)	(100.0%)	(40,000)
S0048	Bussell Highway – Developer Cont. Utilised	-	200,000	(200,000)	(100.0%)	-

S0076	Kaloorup Road (Stage 1) – Main Roads Direct Grant	-	224,400	(224,400)	(100.0%)	-
S0077	Ludlow-Hithergreen Stage 2 Reconstruct & Widen – MR Capital Grant	-	96,000	(96,000)	(100.0%)	-
S0078	Sugarloaf Road – State Capital Grant	-	321,599	(321,599)	(100.0%)	-
S0321	Yoongarillup Road - Second Coat Seal – MR Capital Grant	-	100,000	(100,000)	(100.0%)	-
S0331	Barracks Drive Spray Seal – MR Capital Grant	-	130,980	(130,980)	(100.0%)	-
S0332	Inlet Drive Spray Seal – MR Capital Grant	-	47,000	(47,000)	(100.0%)	-
S0333	Chapman Crescent Spray Seal – MR Capital Grant	-	78,000	(78,000)	(100.0%)	-
S0334	Chapman Hill Road – MR Capital Grant	-	374,000	(374,000)	(100.0%)	-
S0335	Kaloorup Road – MR Capital Grant	-	120,475	(120,475)	(100.0%)	-
S0336	Wildwood Road – MR Capital Grant	-	468,875	(468,875)	(100.0%)	-

6. Capital Expenditure

As at 31 October 2021, there is an underspend variance of 74.43%, or $14M, in total capital expenditure, with YTD actual at $4.8M against the YTD budget of $18.9M. A large portion of this positive underspend variance is offset by the negative variance in Non-Operating Grants, Contributions & Subsidies discussed above, with the remainder offset by the negative variances in Transfers From Reserves and Restricted Assets related to funds held aside for these projects. The attachments to this report include detailed listings of all capital expenditure (project) items, however the main areas of YTD variance are summarised as follows:

Cost Code	Cost Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Land		***2,599***	***16,668***	***14,069***	***84.4%***	***4,167***
10610	Property Services Administration	2,599	16,668	14,069	84.4%	4,167
This is a contingency fund for costs associated with land acquisition or disposal under the LTFP, such as advertising costs in relation to the proposed disposition of freehold land holdings at Ambergate.						
Buildings		***237,031***	***7,141,306***	***6,904,275***	***96.7%***	***1,463,817***
B9614	Dunsborough Lakes Sporting Precinct-Pavilion /Changeroom Facilities	-	75,000	75,000	100.0%	-
There has been nil expenditure to date as the works have not yet commenced. The contract for Pavilion / Changeroom design was to be awarded in September 2021, with construction estimated to commence in April 2022.						

B9300/1/2	Aged Housing Capital Improvements	9,721	105,150	95,430	90.8%	5,150
Budgeted works were proposed to separate the power and drainage that service Winderlup Court and Winderlup Villas. Whilst the power requirements are not triggered until the new conditional land title lots are created, the intention was to progress with this anyway. A purchase order has been raised for the preparation of an application to Western Power for an alternative power separation proposal and the contractor will report back once Western Power have responded. The decision on which option to pursue cannot be made until this is received.						
B9407	Busselton Senior Citizens	40,815	111,750	70,935	63.5%	(40,815)
Roofing upgrade works were planned to be completed July 2021, but were postponed due to unsuitable weather. Works have now commenced but the discovery of asbestos material will cause further delays to the works programme. Completion date estimated November 2021.						
B9591	Performing Arts Convention Centre	10,861	6,139,510	6,128,649	99.8%	1,534,712
The project has been re-tendered with tenders closing 6 October 2021.						
B9596	GLC Building Improvements	35,969	71,284	35,315	49.5%	(3,756)
Proposed project for stadium ventilation has been put on hold, pending a review of capital projects.						
B9605	Energy Efficiency Initiatives (Various Buildings)	86,013	111,580	25,567	22.9%	(7,851)
Works planned for commencement have encountered delays pending Western Power applications and approvals.						
B9611	Smiths Beach New Public Toilet	-	250,000	250,000	100.0%	-
Project commencement was delayed due to changes to the project scope as a result of potential changes to size of the toilet facilities and investigations into the capacity of the existing septic system/upgrade to an ATU system to accommodate these changes. Project planning is now underway, with preliminary design work completed. Septic system design work is also underway. Notification has been received by the entity that currently supplies the water that they are no longer able to supply water for City toilets. As such an MOU is being reviewed by the property team to establish viability of infrastructure works and costs for water supply. A clearing permit application is also underway, however all other activity on the project has been put on hold until these issues are resolved.						
B9612	Churchill Park Renew Sports Lights	7,160	212,850	205,690	96.6%	-
Works were planned to take place in July 2021, however due to a budget increase of $73K from CSRFF grant funding, the project was re-scoped. RFQ's have gone out, with design works expected to commence in November. Actual works will not commence until after trotting season, sometime in February or March 2022.						
B9615	Buildings Asset Management Plan High Use Allocation	33,922	-	(33,922)	(100.0%)	(26,947)
21/22 expenditure budgeted to occur December – April, however urgent unplanned works have incurred expenditure earlier in the Financial Year. Majority of the cost is attributed to the replacement of the Old Fire Station doors, which were planned to commence January 2022 but brought forward to a change in contractor availability. Variance due to timing of works.						
B9711	Busselton Airport – Building	-	12,200	12,200	100.0%	-
Small capital works projects that were planned to be completed prior to Jetstar flights commencing. These have been delayed due to the continuing deferment of the commencement of RPT flights.						

B9717	Airport Construction - Existing Terminal Upgrade	-	39,650	39,650	100.0%	-
Invoicing in relation to the retention monies owing to Pindan for works completed has not yet been received.						
Plant & Equipment		***452,278***	***298,000***	***(154,278)***	***(51.8%)***	***160,000***
10372	Dunsborough Cemetery	-	20,000	20,000	100.0%	-
The budget is for maintenance trailers for the cemetery, both for grave shoring equipment and watering equipment, as well as fencing and turf upgrades. The delay in procurement of these items is due to current workloads of relevant staff and other projects taking a higher priority to date. Suitable specifications have now been developed and quotes are being sought.						
10540	Recreation Administration	-	40,000	40,000	100.0%	-
The budget relates to a vehicle for the recently created Manager position. Vehicle has been ordered, delivery due in February.						
10610	Property Services Administration	-	35,000	35,000	100.0%	35,000
Vehicle has been ordered, delivery due in February.						
10630	Property and Business Development	-	40,000	40,000	100.0%	40,000
The budget relates to the replacement vehicle for the Manager Economic and Business Development. Not yet ordered.						
10810	Statutory Planning	-	35,000	35,000	100.0%	35,000
Vehicle has been ordered, delivery due in February.						
11107	Engineering Services Design	-	70,000	70,000	100.0%	-
Limited informal quotations were received for new survey equipment, which has delayed commencement of the procurement process. Formal RFQ documentation will be prepared in October, with procurement planned for November.						
11401	Transport – Workshop	-	10,000	10,000	100.0%	10,000
The budget is for a replacement hydraulic press. Specification requirements are being reviewed in light of supply chain issues.						
11402	Plant Purchases (P10)	420,639	8,000	(412,639)	(5158.0%)	-
This is a carryover from 2020/21 FY of the second generator for the DWF and a new rubbish truck. The budget timing for this was later in the year. The $8K budget item relates to a trailer, specification has been developed, to be ordered in December and delivery expected in March.						
11403	Plant Purchases (P11)	31,639	-	(31,639)	(100.0%)	-
This is a carryover from 2020/21 FY – the Turf Maintenance rough cut ute. The budget for this was included with the current year purchases, timed for later in the financial year.						
Furniture & Office Equipment		***84,172***	***295,950***	***211,778***	***71.6%***	***(1,395)***
10250	Information & Communication Technology Services	58,185	-	(58,185)	(100.0%)	(1,395)
Costs were incurred for new Attain software (for Governance), and the Council Chambers A/V upgrade, which were not budgeted for. The new Promapp software (for business process mapping for the whole organisation) was also purchased earlier than expected.						

10558	Events	-	200,000	200,000	100.0%	-
The budget October YTD represents the carry-over from the 20/21 year for the electronic billboard. The tender has closed with three responses, all of which have come in over the forecast budget. Options on how to proceed are currently being investigated and will be discussed with MERG at the November meeting.						
10590	Naturaliste Community Centre	-	34,950	34,950	100.0%	-
Budget is for fencing to accommodate vacation care program and purchase of replacement fitness equipment. A purchase order will be raised in October for fencing works and an equipment purchase order will be finalised in November.						
10900	Cultural Planning	-	13,400	13,400	100.0%	-
The virtual reality component of the Ballaarat Engine 150th display has been delayed waiting for an expected grant opportunity to help subsidise the project.						
B1350	Churchill Park- Other Buildings	-	26,450	26,450	100.0%	-
The budget relates to the storage facility project. Discussions are still progressing with the stakeholders, delaying construction until a later date.						
Infrastructure		***4,059,704***	***11,161,530***	***7,101,826***	***63.6%***	***991,282***
Various	Roads	823,181	2,889,375	2,066,194	71.5%	(194,808)
The majority of road construction happens during the months October to April. 84% of the YTD variance representing $1.733M is associated with the four projects being Wildwood Road (now underway) and Chapman Hill Road safety shoulder widening projects, the State blackspot project for the Sugarloaf Road upgrade and renewal that is unlikely to be completed this financial year and $599K variance associated with the major Peel / Queen street roundabout renewal works that were carried over from last financial year scheduled now to commence after Christmas. All these project had their budget spread evenly across the year as works had not yet been scheduled. These projects are valued at $5.188M collectively and represent 41% of Road capital works for the year. Budgeted cash flows are not reflective of scheduled works which is resulting in this significant YTD variances.						
Various	Bridges	698,230	1,444,000	745,770	51.6%	-
Major bridge works are completed by Main Roads and are primarily scheduled to take place between the months of October to May when creek and river flows are at their lowest levels. Financial recognition of works often does not occur until late in the financial year. To date, Main Roads has completed works on the Bussell Highway bridge with works currently underway on the Yallingup Beach Road bridge #3347 and the Tuart Drive Bridge #0238, both of which are scheduled for completion in early 2022. Other major bridge works are currently out for tender by Main Roads with works anticipated to take place between January to May 2022. The City has limited control over Main Roads scheduling and it is often the case that some Bridge projects are rescheduled into the following year based on capacity. This variance is anticipated to continue to increase until invoices for works are provided by Main Roads.						
Various	Car Parks	208,168	983,486	775,318	78.8%	84,331
86% of the YTD variance is attributable to the following projects: • Dunsborough Lakes Sporting Precinct (Stage 1) – Car parking under spent to YTD budget by $533K; stage 2 works are not scheduled to commence until the new calendar year thus the budget timing is not reflective of when works will be undertaken. • Barnard Park East Foreshore Car Parking $134K; Tender has been awarded with works now underway. • Dunsborough Chieftain Crescent Carpark Extension $240K budget - contract awarded with anticipated expenditure of approx. $120K - placed on hold due to ongoing consultation.						

Various	Footpaths & Cycleways	405,229	662,450	257,221	38.8%	13,718
57% of the YTD variance valued at $146K is associated with the Buayanup Drain Shared path project that has now been completed. Not all the budget will be expended as the value of the project was reduced towards the end of last financial year, however the amount carried over was not adjusted based on the reduced estimate. This variance will remain unless the budget is reduced formally via a budget amendment. 46% of the YTD variance valued at $118K is associated with path works at the Barnard East Development that is now underway and works at the Busselton Foreshore. This variance decreased from the prior period. The majority of other footpath and cycleway projects are scheduled for construction between the months of November to March.						
Parks, Gardens & Reserves		**1,976,642**	**5,052,168**	**3,075,526**	**60.9%**	**928,817**
Various	Busselton Jetty - Capital Expenditure	20,126	272,524	252,398	92.6%	130,106
Major Maintenance works are scheduled to take place on the Jetty between late October through to March, when sea conditions are most conducive. The timing of major works on the Jetty can be quite variable based on the nature of tasks planned to be undertaken, the weather and working around the peak tourist seasons.						
Various	Coastal & Boating	43,557	455,000	411,443	90.4%	415,000
Planning and procurement for coastal related works continue to progress. The majority of works will commence in the new calendar year.						
Various	Waste Services	52,722	540,000	487,278	90.2%	45,481
The majority of this variance is associated with budgets that were carried over from the previous year. 51% of the variance representing $250K is associated with Stage 1 Busselton Landfill Post-closure Capping, Rehab & Remediation works that are not as yet planned to go ahead this financial year. $82K of the YTD variance is with respect to works on a Depot Washdown Facility Upgrade that remains in the planning phase.						
Various	Townscape & Vasse River	8,690	36,223	27,533	76.0%	(2,605)
No works of any significance associated with projects within this category have yet to commence. The YTD variance is considered minor in comparison to the $1.779M on works that are on budget.						
Various	Other P&G Infrastructure	1,851,546	3,748,421	1,896,874	50.6%	340,836
68% of this significant YTD variance to budget valued at a combined $1.288M is associated with the carried over Barnard Park East Foreshore Development and the Dunsborough Lakes Sporting Precinct project including the Non-Potable Water Network.						
Various	Regional Airport & Industrial Park Infrastructure	**(52,967)**	**130,051**	**183,018**	**140.7%**	**159,844**
This line is in credit doe to an incorrect cost re-allocation amendment that was processed twice in the amount of $115K (will be corrected in November) – YTD actual should in fact be $63K, which is made up of four separate account strings all part of the Airport development project. Some are completed (underspent) and others may not be spent until the end of the FY depending on timing of the works.						

7. Proceeds From Sale of Assets

YTD there have been no proceeds from sale of assets recorded against the YTD budget of $146K. This is due to the continuing delays in delivery of acquisitions, and the associated transfer to auction of the vehicles being replaced.

8. Transfer to Restricted Assets

There is a YTD variance in transfers to Restricted Assets of $4.7M as there is no budget for this item.

At the time of budgeting it is not possible to predict what grants will be received in what timeframe, nor when they will be spent and hence potentially transferred to Restricted Assets (or unspent portions thereof). The following grants, totaling $3.6M, have been received and transferred to Restricted Assets for which there was no budgeted transfer:

- $44K for the Causeway Road Shared Path Project from the Department of Transport;
- $2.25M for various roads projects from Main Roads, State Blackspot Fund, the Regional Roads Program and the Road Safety Innovation Fund;
- $80K for the Dunsborough youth space project from the Department of Primary Industries and Regional Development;
- $54K from Lotterywest for the Strengthening & Adapting Organisations program;
- $526K from DFES for the Mitigation Activity Fund and shared costs of the Emergency Services Manager;
- $30K from the Federal Government Community Grants Hub for Community Child Care Sustainability programs;
- $11K from the South West Catchment Council - National Landcare Program for the planting of 4,000 seedlings;
- $20K from Australia's South West to fund an aviation research report for the Recovery for Regional Tourism Project Control Group;
- $100K from the Department of Primary Industries & Regional Development for the expansion of the CCTV network;
- $20K from Rio Tinto for Youth Development Services;
- $4.9K from the Busselton Senior Citizens to go towards the expansion project;
- $137K from the Department of Industry, Science, Energy and Resources for improvements to safety and accessibility at the airport; and
- $100K from the Southwest Development Corporation do develop a training and marketing campaign to build a pool of skilled hospitality workers in the region.

Developer contributions, deposits and bonds are inherently hard to predict and budget for. An annual amount of $22K was budgeted for later in the year, however $1.1M has been received YTD, with $260K for road works bonds and $409K for caravan park deposits.

9. Transfer from Restricted Assets

YTD there has been $1.7M transferred from Restricted Assets into the Municipal Account. This was mainly attributable to $500K of Bushfire Mitigation Activity funds that did not need to be restricted, and $565K of various roadworks grant & bond funding that has been utilised.

Investment Report

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

As at 31 October 2021, the value of the City's invested funds remained at $94.4M, unchanged from $94.4M as at 30 September 2021

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) remains at $6.5M.

During the month of October two term deposits totalling the amount of $4.5M matured. These were renewed for a further 197 days at 0.23% on average.

The official cash rate remains steady for the month of October at 0.10%. This will continue to have an impact on the City's interest earnings for the foreseeable future.

Borrowings Update

During the month there were no new loans entered into or drawn down. The attached Loan Schedule outlines the status of all existing loans as at October YTD.

Chief Executive Officer – Corporate Credit Card

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

Date	Payee	Description	$ Amount
29/10/21	BUSINESS EXCELLENCE AWARDS 2021	1 TICKET – G. HENLEY	$187.00
		TOTAL	**$187.00**

Donations & Contributions Received

During October, a mobile site office valued at $30,000 was donated to the City from the developers of the new Origin Markets, upon completion of said development. This is to be used as part of the construction of the upgraded Dunsborough Youth Services space next to the Naturaliste Community Centre in Dunsborough.

Statutory Environment

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

Relevant Plans and Policies

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

Financial Implications

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

Stakeholder Consultation

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

Risk Assessment

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

Options

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

CONCLUSION

As at 31 October 2021, the City's net current position stands at $41.2M. The City's financial performance is considered satisfactory, and cash reserves remain strong.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

City of Busselton
Loan Schedule - as at 31 October 2021

Purpose	Loan Number	Institut-ion	Budgeted Interest Rate	Expiry	Actual Interest Rate	2021/22 Actual New Loans	2021/22 Actual Principal Repayments	2021/22 Balance of Principal Owing	2021/22 Actual Interest Repayments	Budget Principal 1 July 2021	2021/22 Budget New Loans	2021/22 Budget Principal Repayments	Budget Principal outstanding 30 June 2022	2021/22 Budget Interest Repayments
			%		%	$	$	$	$	$	$	$	$	$
Council Loans														
Administration														
Civic and Administration Centre	207	WATC	4.51	Jun-34	4.51		190,470	13,179,436	150,746	13,369,907	-	(774,864)	12,595,043	(590,000)
Other Property and Services														
Lot 40 Vasse Highway	210	WATC	3.61	Dec-25	3.61		-	850,000	7,671	850,000	-	-	850,000	(30,685)
Recreation and Culture														
Geothermal Heating GLC	202	WATC	3.98	Jun-23	3.98		15,014	109,365	1,238	124,379	-	(60,958)	63,421	(4,048)
Busselton Foreshore	204	WATC	4.36	Jun-29	4.36		17,795	659,220	7,379	677,015	-	(72,352)	604,663	(28,346)
GLC Extensions	205	WATC	3.92	Jun-24	3.92		32,505	379,277	4,035	411,782	-	(131,942)	279,840	(14,218)
Busselton Foreshore	209	WATC	3.45	Jun-27	3.45		135,627	3,475,366	32,138	3,610,993	-	(549,793)	3,061,200	(121,266)
Busselton Foreshore	211	WATC	2.55	Oct-24	2.55		190,781	1,197,039	17,089	1,387,820	-	(384,003)	1,003,817	(31,737)
Busselton Foreshore Jetty Precinct	215	WATC	3.25	Apr-28	3.25		117,634	1,715,025	29,781	1,832,659	-	(237,180)	1,595,480	(57,650)
Tennis Club Facility	216	WATC	3.25	Apr-28	3.25		129,398	1,886,528	32,759	2,015,925	-	(260,898)	1,755,027	(63,415)
Lot 10 Commonage Road	217	WATC	3.25	Apr-28	3.25		75,286	1,097,616	19,060	1,172,902	-	(151,795)	1,021,107	(36,896)
Busselton Tennis Club	218	WATC	2.21	Jun-29	2.21		29,364	995,383	5,662	1,024,747	-	(118,433)	906,314	(21,670)
Performing Arts / Convention Centre	New	WATC	2.02							-	5,000,000	(143,468)	4,856,532	(50,139)
Performing Arts / Convention Centre	New	WATC	1.46							-	5,000,000	(467,852)	4,532,148	(70,446)
Transport														
Land Acquisition for Parking	203	WATC	4.19	Sep-21	4.19		40,142	-	420	40,142	-	(40,142)	-	(420)
Airport Jet A1 Installation	206	WATC	3.92	Jun-24	3.92		9,481	110,623	1,177	120,103	-	(38,483)	81,620	(4,147)
Airport Freight Hub Stage 1	219	WATC	2.21	Jun-29	2.21		34,767	1,178,534	6,703	1,213,301	-	(140,225)	1,073,076	(25,657)
						-	**1,018,263**	**26,833,412**	**315,858**	**27,851,675**	**10,000,000**	**(3,572,388)**	**34,279,287**	**(1,150,740)**
Self-Supporting Loans														
Recreation and Culture														
Busselton Football and Sportsman's Club	208	WATC	2.93	Apr-25	2.93		754	12,001	93	12,756	-	(3,051)	9,705	(340)
Dunsborough and Districts Country Club	212	WATC	3.04	May-27	3.04		5,551	66,927	1,102	72,479	-	(11,187)	61,291	(2,119)
Geographe Bay Yacht Club	213	WATC	3.04	May-27	3.04		4,870	58,708	966	63,578	-	(9,813)	53,764	(1,859)
Dunsborough and Districts Country Club	214	WATC	3.19	Sep-27	3.19		5,265	70,125	1,202	75,390	-	(10,613)	64,777	(2,321)
Busselton Tennis Club	220	WATC	1.37	Sep-26	1.37		1,744	36,156	130	37,900	-	(7,011)	30,889	(483)
Busselton Hockey Club Stadium	221	WATC	1.31	Jun-30	1.31		1,070	39,749	134	40,819	-	(4,302)	36,517	(514)
Busselton Golf Club	222	WATC	1.45	Jun-31	1.45		2,560	107,440	525	110,000	-	(10,297)	99,703	(1,666)
Community Groups 21/22 $200K	New	WATC	2.77							-	200,000	(9,215)	190,785	(1,680)
Economic Services														
Geographe Bay Tourism Association	201	WATC	4.76	Sep-21	4.76		3,100	-	37	3,100	-	(3,100)	-	(37)
MRBTA - Ancient Lands Discovery Park	New	WATC	2.77							-	1,250,000	(23,576)	1,226,424	(17,231)
Jetty AUDC	New	WATC	2.77							-	4,000,000	(174,868)	3,825,132	(54,797)
						-	**24,914**	**391,106**	**4,189**	**416,021**	**5,450,000**	**(267,033)**	**5,598,988**	**(83,048)**
Total - Council and Self-supporting Loans						-	**1,043,178**	**27,224,518**	**320,047**	**28,267,696**	**15,450,000**	**(3,839,421)**	**39,878,275**	**(1,233,787)**

City of Busselton

Statement of Financial Activity

Year to Date As At 31 October 2021

	2021/2022 Actual YTD	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2021/22 YTD Bud (A) Variance
	$	$	$	$	$	%
Revenue from Ordinary Activities						
Rates	54,561,436	54,492,060	54,492,060	54,933,780	54,933,780	0.13%
Operating Grants, Subsidies and Contributions	1,246,343	1,173,945	1,173,945	4,730,088	4,730,088	6.17%
Fees & Charges	10,756,881	10,501,880	10,439,307	18,102,218	18,102,218	2.43%
Other Revenue	295,153	60,366	60,366	414,950	414,950	388.94%
Interest Earnings	368,214	293,317	293,317	609,250	609,250	25.53%
	67,228,027	**66,521,568**	**66,458,995**	**78,790,286**	**78,790,286**	**1.06%**
Expenses from Ordinary Activities						
Employee Costs	(10,572,388)	(11,170,337)	(11,157,013)	(34,562,209)	(34,562,209)	5.35%
Materials & Contracts	(4,521,911)	(5,731,355)	(5,922,083)	(20,245,296)	(20,245,296)	21.10%
Utilities (Gas, Electricity, Water etc)	(785,295)	(822,709)	(822,709)	(2,774,773)	(2,774,773)	4.55%
Depreciation on non current assets	(8,305,176)	(8,452,532)	(8,452,532)	(24,957,238)	(24,957,238)	1.74%
Insurance Expenses	(735,755)	(777,588)	(777,588)	(777,707)	(777,707)	5.38%
Other Expenditure	(917,720)	(1,932,260)	(1,948,926)	(9,685,100)	(9,685,100)	52.51%
Allocations	160,465	403,214	403,214	2,167,220	2,167,220	60.20%
	(25,677,780)	**(28,483,567)**	**(28,677,637)**	**(90,835,103)**	**(90,835,103)**	**9.85%**
Borrowings Cost Expense						
Interest Expenses	(335,437)	(353,075)	(353,075)	(1,262,247)	(1,262,247)	5.00%
	(335,437)	**(353,075)**	**(353,075)**	**(1,262,247)**	**(1,262,247)**	**5.00%**
Non-Operating Grants, Subsidies and Contributions	733,230	6,145,480	6,145,480	34,850,687	34,846,780	-88.07%
Profit on Asset Disposals	0	11,411	11,411	46,714	46,714	-100.00%
Loss on Asset Disposals	0	(26,980)	(26,980)	(65,149)	(65,149)	100.00%
	733,230	**6,129,911**	**6,129,911**	**34,832,252**	**34,828,345**	**-88.04%**
Net Result	**41,948,040**	**43,814,837**	**43,558,194**	**21,525,188**	**21,521,281**	**-4.26%**
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	8,305,176	8,452,532	8,452,532	24,957,238	24,957,238	
Donated Assets	(30,000)	0	0	(5,600,000)	(5,600,000)	
(Profit)/Loss on Sale of Assets	0	15,569	15,569	18,435	18,435	
Allocations & Other Adjustments	(290,665)	0	0	0	0	
Deferred Pensioner Movements (Non-current)	12,888	0	0	0	0	
Recording of Employee Benefit Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	284,217	0	0	0	0	
Future Obligations Net Movements (NC)	2,896,560	242,576	242,576	(3,055,520)	(3,008,812)	
Capital Revenue & (Expenditure)						
Land & Buildings	(239,630)	(7,157,974)	(7,157,974)	(22,802,632)	(22,838,597)	96.65%
Plant & Equipment	(452,278)	(298,000)	(298,000)	(2,890,000)	(2,870,000)	-51.77%
Furniture & Equipment	(84,172)	(295,950)	(295,950)	(828,800)	(828,800)	71.56%
Infrastructure	(4,059,704)	(11,161,530)	(11,256,314)	(38,537,750)	(38,334,501)	63.63%
Right of Use Assets						
Proceeds from Sale of Assets	0	146,450	146,450	776,071	776,071	-100.00%
Proceeds from New Loans	0	0	0	15,450,000	15,450,000	0.00%
Self Supporting Loans - Repayment of Principal	24,914	14,492	14,492	267,033	267,033	71.92%
Total Loan Repayments - Principal	(1,043,178)	(1,149,081)	(1,149,081)	(3,839,418)	(3,839,418)	9.22%
Repayment Capital Lease	(219,662)	(242,217)	(242,217)	(489,199)	(489,199)	9.31%
Advances to Community Groups	0	0	0	(5,450,000)	(5,450,000)	0.00%
Transfer to Restricted Assets	(4,692,012)	0	0	(21,740)	(21,740)	-100.00%
Transfer from Restricted Assets	1,673,460	0	0	1,735,682	1,688,974	100.00%
Transfer to Reserves	(7,044,036)	(7,119,925)	(7,119,925)	(22,109,232)	(22,109,232)	1.07%
Transfer from Reserves	1,727,318	1,727,318	1,727,318	39,544,446	39,381,069	0.00%
Opening Funds Surplus/ (Deficit)	2,448,380	2,448,380	2,448,380	2,448,380	2,448,380	
Net Current Position - Surplus / (Deficit)	**41,165,618**	**29,437,477**	**29,086,051**	**1,098,182**	**1,118,182**	

City of Busselton

Net Current Position

Year to Date As At 31 October 2021

	2021/22 Actual	2021/22 Amended Budget	2021/22 Original Budget	2020/21 Actual
	$	$	$	$
NET CURRENT ASSETS				
CURRENT ASSETS				
Cash - Unrestricted	18,620,626	4,147,819	4,167,819	5,498,018
Cash - Restricted	81,994,413	54,510,283	54,720,367	73,659,438
Sundry Debtors	1,907,283	2,263,362	2,263,362	2,229,605
Rates Outstanding - General	22,882,005	586,388	586,388	586,388
Stock on Hand	930,531	900,000	900,000	936,902
	126,334,856	**62,407,852**	**62,637,936**	**82,910,351**
LESS: CURRENT LIABILITIES				
Bank Overdraft	0	0	0	0
Sundry Creditors	3,174,825	6,799,387	6,799,387	6,802,533
Obligations Liability (C)	0	4,000,000	4,000,000	3,736,544
Performance Bonds	3,708,699	3,424,482	3,424,482	3,424,482
	6,883,524	**14,223,869**	**14,223,869**	**13,963,559**
Current Position (inclusive of Restricted Funds)	119,451,332	48,183,983	48,414,067	68,946,792
Add: Cash Backed Obligations Liability (C)	0	4,000,000	4,000,000	3,736,544
Add: Cash Backed Liabilities (Deposits & Bonds)	3,708,699	3,424,482	3,424,482	3,424,482
Less: Cash - Restricted Funds	(81,994,413)	(54,510,283)	(54,720,367)	(73,659,438)
NET CURRENT ASSET POSITION	**41,165,618**	**1,098,182**	**1,118,182**	**2,448,380**

City of Busselton
Capital Construction & Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to date as at 31 October 2021

	Description	2020/ 21 Actual	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
		$	$	$	$	$	%
>> Property, Plant & Equipment							
	Land						
10610	Property Services Administration	2,599	16,668	16,668	50,000	50,000	-84.41%
		2,599	16,668	16,668	50,000	50,000	-84.41%
	Buildings						
	Major Projects						
	Major Project - Dunsborough Foreshore						
B9614	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom Fac.	0	75,000	75,000	1,300,000	1,300,000	-100.00%
		0	75,000	75,000	1,300,000	1,300,000	-100.00%
	Major Project - Administration Building						
B9012	Civic and Administration Building Replacement of Cladding	479	0	0	500,000	500,000	0.00%
		479	0	0	500,000	500,000	0.00%
	Buildings (Other)						
B9200	Mosquito Control Storage Shed	1,210	0	0	95,000	95,000	0.00%
B9300	Aged Housing Capital Improvements - Winderlup	9,721	20,300	20,300	81,200	81,200	-52.12%
B9301	Aged Housing Capital Improvements - Harris Road	0	18,250	18,250	73,000	73,000	-100.00%
B9302	Aged Housing Capital Improvements - Winderlup Court (City)	0	66,600	66,600	81,600	81,600	-100.00%
B9407	Busselton Senior Citizens	40,815	111,750	111,750	111,750	111,750	-63.48%
B9538	Weld Theatre	0	0	0	130,000	130,000	0.00%
B9556	NCC Upgrade	(495)	0	0	0	0	0.00%
B9591	Performing Arts Convention Centre	10,861	6,139,510	6,139,510	18,420,297	18,420,297	-99.82%
B9596	GLC Building Improvements	35,969	71,284	71,284	285,150	285,150	-49.54%
B9605	Energy Efficiency Initiatives (Various Buildings	86,013	111,580	111,580	187,100	187,100	-22.91%
B9608	Demolition Allocation (Various Buildings)	0	0	0	25,000	25,000	0.00%
B9610	Old Butter Factory	0	0	0	6,000	6,000	0.00%
B9611	Smiths Beach New Public Toilet	0	250,000	250,000	250,000	250,000	-100.00%
B9612	Churchill Park Renew Sports Lights	7,160	212,850	212,850	212,850	212,850	-96.64%
B9613	GLC CCTV Installation	0	0	0	50,000	50,000	0.00%
B9615	Naturaliste Community Centre AMP	0	0	0	72,000	72,000	0.00%
B9616	Buildings Asset Management Plan High Use Allocation	33,922	0	0	150,000	150,000	0.00%
B9617	Buildings AMP Renewal Allocation - Meelup Ablution	1,088	0	0	200,000	200,000	0.00%
B9619	Railway House Public Ablution Improvements	273	9,332	9,332	14,000	14,000	-97.08%
B9620	YCAB/ SLSC Improvements	5,098	3,000	3,000	19,000	19,000	69.95%
B9621	Bovell Construction of Changerooms	0	0	0	90,000	90,000	0.00%
B9622	Dunsborough Youth Centre Building Construction	604	0	0	80,000	80,000	0.00%
B9711	Busselton Airport - Building	0	12,200	12,200	12,200	12,200	-100.00%
B9717	Airport Construction, Existing Terminal Upgrade	0	39,650	39,650	46,485	82,450	-100.00%
B9720	BMRA Hangars	0	0	0	210,000	210,000	0.00%
B9808	Busselton Jetty Tourist Park Upgrade	4,314	0	0	50,000	50,000	0.00%
		236,552	7,066,306	7,066,306	20,952,632	20,988,597	-96.65%
	Total Buildings	**237,031**	**7,141,306**	**7,141,306**	**22,752,632**	**22,788,597**	**-96.68%**
	Plant & Equipment						
10250	Information & Communication Technology Services	0	0	0	40,000	40,000	0.00%
10372	Dunsborough Cemetery	0	20,000	20,000	20,000	20,000	-100.00%
10380	Busselton Library	0	0	0	40,000	40,000	0.00%
10540	Recreation Administration	0	40,000	40,000	40,000	40,000	-100.00%
10610	Property Services Administration	0	35,000	35,000	35,000	35,000	-100.00%
10630	Economic and Business Development Administration	0	40,000	40,000	75,000	75,000	-100.00%
10810	Statutory Planning	0	35,000	35,000	35,000	35,000	-100.00%
10830	Environmental Management Administration	0	0	0	35,000	35,000	0.00%
10920	Environmental Health Services Administration	0	40,000	40,000	40,000	40,000	-100.00%
10950	Animal Control	0	0	0	50,000	50,000	0.00%
11000	Engineering & Works Services Support	0	0	0	50,000	50,000	0.00%
11101	Engineering Services Administration	0	0	0	35,000	35,000	0.00%
11107	Engineering Services Design	0	70,000	70,000	185,000	185,000	-100.00%
11151	Airport Operations	0	0	0	15,000	15,000	0.00%
11202	Building Facilities - Weather Station Installations	0	0	0	20,000	0	0.00%
11401	Transport - Workshop	0	10,000	10,000	10,000	10,000	-100.00%
11402	Plant Purchases (P10)	420,639	8,000	8,000	896,000	896,000	5157.99%
11403	Plant Purchases (P11)	31,639	0	0	579,000	579,000	0.00%
11404	Plant Purchases (P12)	0	0	0	515,000	515,000	0.00%
11407	P&E - P&G Smart Technologies	0	0	0	100,000	100,000	0.00%
11500	Operations Services Administration	0	0	0	75,000	75,000	0.00%
		452,278	298,000	298,000	2,890,000	2,870,000	51.77%
	Furniture & Office Equipment						
10250	Information & Communication Technology Services	58,185	0	0	441,800	441,800	0.00%
10380	Busselton Library	25,987	21,150	21,150	21,150	21,150	22.87%

City of Busselton
Capital Construction & Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to date as at 31 October 2021

	Description	2020/ 21 Actual	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
10558	Events	0	200,000	200,000	200,000	200,000	-100.00%
10590	Naturaliste Community Centre	0	34,950	34,950	60,000	60,000	-100.00%
10591	Geographe Leisure Centre	0	0	0	30,000	30,000	0.00%
10625	Art Geo Administration	0	0	0	10,000	10,000	0.00%
10900	Cultural Planning	0	13,400	13,400	25,400	25,400	-100.00%
B1000	Administration Building- 2-16 Southern Drive	0	0	0	14,000	14,000	0.00%
B1350	Churchill Park- Other Buildings	0	26,450	26,450	26,450	26,450	-100.00%
		84,172	295,950	295,950	828,800	828,800	-71.56%
	Sub-Total Property, Plant & Equipment	**776,080**	**7,751,924**	**7,751,924**	**26,521,432**	**26,537,397**	**-89.99%**
>> Infrastructure							
	Roads						
S0026	Payne Road	2,250	10,000	10,000	30,000	30,000	-77.50%
S0048	Bussell Highway	350,237	447,100	447,100	1,197,100	1,197,100	-21.66%
S0070	Peel & Queen Street Roundabout Service Relocation	10,983	610,500	610,500	610,500	610,500	-98.20%
S0072	Kaloorup Road - Reconstruct and Seal Shoulders	104,153	130,300	130,300	130,300	130,300	-20.07%
S0075	Local Road and Community Infrastructure Program	8,079	0	0	0	0	0.00%
S0076	Kaloorup Road (Stage 1)	93,981	138,050	138,050	979,550	979,550	-31.92%
S0077	Ludlow-Hithergreen Stage 2 Reconstruct & Widen	0	0	0	360,000	360,000	0.00%
S0078	Sugarloaf Road	9,080	301,500	402,000	1,206,000	1,206,000	-96.99%
S0321	Yoongarillup Road - Second Coat Seal	0	0	0	100,000	100,000	0.00%
S0329	Georgette Street Reconstruction	(3,658)	0	0	0	0	0.00%
S0330	Hakea Way Asphalt Overlay	(3,088)	0	0	0	0	0.00%
S0331	Barracks Drive Spray Seal	0	0	0	130,980	130,980	0.00%
S0332	Inlet Drive Spray Seal	0	0	0	47,000	47,000	0.00%
S0333	Chapman Crescent Spray Seal	0	0	0	78,000	78,000	0.00%
S0334	Chapman Hill Road	145	374,000	374,000	1,496,000	1,496,000	-99.96%
S0335	Kaloorup Road	0	120,475	120,475	481,900	481,900	-100.00%
S0336	Wildwood Road	814	468,875	468,875	1,875,500	1,875,500	-99.83%
T0020	Capel Tutunup Road	16,205	0	0	0	0	0.00%
V0007	Causeway Road - Molloy Street Intersection	2,400	0	0	375,000	375,000	0.00%
W0029	Payne Road - Upgrade	1,063	0	0	0	0	0.00%
W0067	Ford Road Reconstruct and Asphalt Overlay	40,169	0	0	0	0	0.00%
W0075	Ludlow Hithergreen Road	1,902	0	0	57,000	57,000	0.00%
W0114	Wonnerup South Road	0	0	0	70,000	70,000	0.00%
W0121	Geographe Bay Road Quindalup	(10,161)	0	0	0	0	0.00%
W0246	Barnard Park East Foreshore Stage 2 Capital Works	41,021	200,000	200,000	403,000	403,000	-79.49%
W0254	Bird Crescent Asphalt Overlay	(9,402)	0	0	0	0	0.00%
W0258	Jingarie Place Reconstruction	(23,495)	0	0	0	0	0.00%
W0264	Caves Road - Median Crossing	900	20,350	20,350	20,350	20,350	-95.58%
W0265	Seascape Rise - Road Safety Upgrade	0	37,975	37,975	236,000	236,000	-100.00%
W0266	Layman Road Pull Over Bay	(6,318)	0	0	0	0	0.00%
W0267	Road Safety Signage Infrastructure	0	30,250	30,250	30,250	30,250	-100.00%
W0268	Boallia Road Reconstruct and Widen	5,692	0	0	804,000	804,000	0.00%
W0269	Dunsborough Lakes Drive Asphalt Overlay	1,097	0	0	130,000	130,000	0.00%
W0270	Geographe Bay Road (Mann Street End) Asphalt Overlay	67,916	0	0	259,000	259,000	0.00%
W0271	Gifford Road Reconstruction	6,098	0	0	334,000	334,000	0.00%
W0273	Monaghans Way Asphalt Overlay	949	0	0	124,500	124,500	0.00%
W0274	Rendezvous Road Spray Seals	8,606	0	0	565,000	565,000	0.00%
W0275	Sayers Street Asphalt Overlay	8,679	0	0	43,500	43,500	0.00%
W0276	Cape Naturaliste Road - School Warden Crossing Upgrade	25,705	0	0	60,000	60,000	0.00%
W0277	Commonage & Hayes Road intersection Safety works	0	0	0	41,000	41,000	0.00%
W0278	Florence Road Resheet	959	0	0	10,000	10,000	0.00%
W0279	Hanaby Road Resheet	16,632	0	0	26,200	26,200	0.00%
W0280	Jacka Road Resheet	18,044	0	0	20,000	20,000	0.00%
W0281	Williamson Road Resheet	29,317	0	0	33,000	33,000	0.00%
W0282	Wilyabrup Road Resheet	3,787	0	0	79,000	79,000	0.00%
W0284	Haag Road Resheet	1,946	0	0	79,800	79,800	0.00%
W0285	Peel Terrace Butter Factory Pedestrian Refuge Construction	495	0	0	0	0	0.00%
		823,181	2,889,375	2,989,875	12,523,430	12,523,430	-71.51%
	Bridges						
A0006	Roy Road - Bridge Construction - Bridge 3373A	0	0	0	87,000	87,000	0.00%
A0008	Layman Road Bridge - 3438	0	0	0	234,000	234,000	0.00%
A0014	Bussell Highway - 0241	0	744,000	744,000	744,000	744,000	-100.00%
A0022	Yallingup Beach Road Bridge - 3347	0	700,000	700,000	700,000	700,000	-100.00%
A0023	Kaloorup Road Bridge - 3381	0	0	0	975,000	975,000	0.00%
A0024	Boallia Road Bridge - 4854	0	0	0	1,009,000	1,009,000	0.00%
A0025	Tuart Drive Bridge 0238	0	0	0	3,010,989	3,010,989	0.00%
A0026	Gale Road Bridge 3408A	0	0	0	90,000	90,000	0.00%
A0200	Donated Bridges	698,230	0	0	0	0	0.00%
		698,230	1,444,000	1,444,000	6,849,989	6,849,989	-51.65%
	Car Parks						

City of Busselton
Capital Construction & Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to date as at 31 October 2021

	Description	2020/ 21 Actual	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
C0043	Administration Building Carpark	50,737	33,000	33,000	33,000	33,000	53.75%
C0044	Meelup Coastal Nodes - Carpark upgrade	(2,752)	0	0	0	0	0.00%
C0047	Dunsborough Town Centre Carparking	0	0	0	240,000	240,000	0.00%
C0050	Forth Street Groyne Carpark - Formalise and Seal	7,518	53,450	53,450	53,450	53,450	-85.93%
C0053	Car Parking - Rear of Hotel Site 1	19,913	33,850	33,850	33,850	33,850	-41.17%
C0054	Barnard East Car Parking	70,616	104,950	104,950	104,950	104,950	-32.71%
C0055	Barnard Park East Foreshore Car Parking	60,918	194,900	194,900	292,350	292,350	-68.74%
C0056	Hotel Site 2 Carpark	720	0	0	230,000	230,000	0.00%
C0064	Dunsborough Lakes Sporting Precinct (Stage 1) - Carparking,	0	533,336	533,336	800,000	800,000	-100.00%
C0065	Meelup Coastal Parking & Landscaping	498	0	0	173,000	173,000	0.00%
C0311	Stinger Control	0	30,000	30,000	45,000	45,000	-100.00%
		208,168	983,486	983,486	2,005,600	2,005,600	-78.83%
	Footpath and Cycleways						
F0067	Beach Road Dunsborough Footpath	9,041	0	0	0	0	0.00%
F0089	Barnard East Footpaths	0	89,050	89,050	89,050	89,050	-100.00%
F0090	DAIP - Disability Access	0	0	0	17,000	17,000	0.00%
F0094	Georgette Street	(8,782)	12,950	12,950	12,950	12,950	-167.81%
F0096	Stanley Place	(23,238)	0	0	0	0	0.00%
F0098	Dunsborough Centennial Park Project	0	0	0	100,000	100,000	0.00%
F0100	Busselton Foreshore Improvements	10,038	39,650	39,650	39,650	39,650	-74.68%
F0102	Busselton CBD Footpath Renewal	41,314	0	0	500,000	500,000	0.00%
F0103	Carey Street Footpath Construction	0	0	0	220,000	220,000	0.00%
F0105	End of Trip Footpath Construction	0	0	0	10,000	10,000	0.00%
F0106	Wayfinding Signage - Footpath & Cycleways	0	0	0	12,000	12,000	0.00%
F0107	Arnup Drive Footpath Construction	0	0	0	70,000	70,000	0.00%
F0108	Backhouse / Falkingham Footpath Construction	0	0	0	8,000	8,000	0.00%
F0109	Joseph Drive Footpath Construction	0	0	0	20,000	20,000	0.00%
F0110	Sloan Drive Footpath	0	0	0	94,500	94,500	0.00%
F0111	Cook Street Footpath	0	0	0	33,250	33,250	0.00%
F0112	Causeway Road Shared Path	2,545	0	0	197,000	197,000	0.00%
F1022	Buayanyup Drain Shared Path	374,310	520,800	520,800	520,800	520,800	-28.13%
		405,229	662,450	662,450	1,944,200	1,944,200	-38.83%
	Parks, Gardens and Reserves						
	Bussleton Jetty						
C3497	Busselton Jetty - Capital Expenditure	20,126	272,524	272,524	817,550	817,550	-92.61%
		20,126	272,524	272,524	817,550	817,550	-92.61%
	Coastal & Boating						
C2512	Sand Re-Nourishment	34,096	40,000	40,000	100,000	100,000	-14.76%
C1511	RBFS Various Grant Applications	0	0	0	31,800	31,800	0.00%
C2530	Coastal Structures (West Busselton Seawall - Stage 2)	2,700	100,000	100,000	410,000	410,000	-97.30%
C2532	Coastal Adaptation: Mitigation of Coastal Flooding (Drain M)	0	100,000	100,000	200,000	200,000	-100.00%
C2533	Coastal Adaptation: Forth St (Stage 2)	6,761	215,000	215,000	430,000	430,000	-96.86%
		43,557	455,000	455,000	1,171,800	1,171,800	-90.43%
	Waste Services						
C2006	Depot Washdown Facility Upgrades	0	82,500	82,500	82,500	82,500	-100.00%
C3474	Regional Waste Hub Development	0	25,000	25,000	50,000	50,000	-100.00%
C3479	Vidler Road Waste Site Capital Improvements	0	15,000	15,000	50,000	50,000	-100.00%
C3481	Transfer Station Development	12,467	37,500	37,500	200,000	200,000	-66.76%
C3489	Liquid Waste Pond Renewal Works	39,725	130,000	130,000	410,000	410,000	-69.44%
C3491	Busselton Landfill Post-closure Capping, Rehab & Remediation	531	250,000	250,000	1,000,000	1,000,000	-99.79%
C3492	City Lined Landfill Stage 2 - Preliminary Works	0	0	0	500,000	500,000	0.00%
		52,722	540,000	540,000	2,292,500	2,292,500	-90.24%
	Townscape & Vasse River						
C1006	Townscape Street Furniture Replacement - Dunsborough	0	0	0	15,000	15,000	0.00%
C1012	Townscape Street Furniture Replacement - Busselton	0	0	0	10,000	10,000	0.00%
C1026	Townscape Works Dunsborough	6,250	29,100	29,100	1,057,567	1,057,567	-78.52%
C3166	Vasse River Foreshore - Bridge to Bridge	2,440	0	0	28,000	28,000	0.00%
C3238	Vasse River - General Upgrade	0	7,123	7,123	28,500	28,500	-100.00%
C3243	Vasse River - Ongoing Restoration of River Habitat	0	0	0	640,000	640,000	0.00%
		8,690	36,223	36,223	1,779,067	1,779,067	-76.01%
	Other P&G Infrastructure						
C1605	Busselton Cemetery Infrastructure Upgrades	1,840	0	0	40,000	40,000	0.00%
C1609	Pioneer Cemetery - Implement Conservation Plan	2,953	5,581	5,581	20,000	20,000	-47.09%
C1610	Dunsborough Cemetery	0	0	0	20,300	20,300	0.00%
C1752	Beach Access Improvements	0	20,000	20,000	40,000	40,000	-100.00%
C1753	Eagle Bay Viewing Platform	0	95,450	95,450	95,450	95,450	-100.00%
C3006	Playgrounds General - Replacement of playground equipment	0	0	0	25,000	25,000	0.00%
C3007	Park Furniture Replacement - Replace aged & unsafe Equip	353	6,250	6,250	25,000	25,000	-94.36%
C3046	Dunsborough - BMX / Skatebowl	0	0	0	10,000	10,000	0.00%
C3048	BBQ Placement and Replacement	9,585	2,500	2,500	10,000	10,000	283.38%
C3116	Dawson Park (Mcintyre St Pos)	0	45,550	45,550	182,200	182,200	-100.00%
C3122	Rails to Trails - Continuation of Implementation Plan	96	25,000	25,000	100,000	100,000	-99.62%
C3177	Shade Sail Program	0	0	0	100,000	100,000	0.00%
C3189	Barnard East Conservation Area	503	10,000	10,000	30,000	30,000	-94.97%

City of Busselton
Capital Construction & Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to date as at 31 October 2021

	Description	2020/ 21 Actual	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
C3193	Cricket Wicket Renewal	0	5,000	5,000	15,000	15,000	-100.00%
C3198	Vasse SAR Area General Improvements to the Area	(1,545)	26,020	26,020	65,000	65,000	-105.94%
C3200	Provence SAR Area General Improvements to the Area	13,544	0	0	80,000	80,000	0.00%
C3202	Port Geographe Street Light Replacement	13,680	21,550	21,550	21,550	21,550	-36.52%
C3203	Port Geographe General Improvements/ Foreshore	1,272	12,719	12,719	50,875	50,875	-90.00%
C3207	Barnard East Underground Power	54,288	158,300	158,300	158,300	158,300	-65.71%
C3208	Barnard East Landscaping	173	150	150	150	150	15.59%
C3210	McBride Park - POS Upgrade	0	463	463	1,850	1,850	-100.00%
C3211	Tulloh St (Geographe Bay Road) - POS Upgrade	0	22,063	22,063	88,250	88,250	-100.00%
C3213	Cabarita Road - POS Upgrade	0	7,035	7,035	28,150	28,150	-100.00%
C3214	Kingsford Road - POS Upgrade	0	45,352	45,352	181,450	181,450	-100.00%
C3215	Monash Way - POS Upgrade	0	40,413	40,413	161,850	161,850	-100.00%
C3216	Wagon Road - POS Upgrade	0	40,413	40,413	161,650	161,650	-100.00%
C3217	Limestone Quarry - POS Upgrade	0	40,413	40,413	161,650	161,650	-100.00%
C3218	Dolphin Road - POS Upgrade	217	21,525	21,525	86,100	86,100	-98.99%
C3219	Kingfish/ Costello - POS Upgrade	0	21,575	21,575	86,300	86,300	-100.00%
C3220	Quindalup Old Tennis Courts Site - POS Upgrade	0	12,175	12,175	48,700	48,700	-100.00%
C3223	Dunsborough Non-Potable Water Network	209,444	495,634	495,634	1,486,900	1,486,900	-57.74%
C3224	Dunsborough Nature Based Playground	0	13,333	13,333	40,000	40,000	-100.00%
C3225	Dunsborough Lakes Sporting Precinct (Stage 1)	528,548	704,924	704,924	2,117,950	2,117,950	-25.02%
C3226	Mitchell Park Upgrade	733,984	732,200	732,200	836,300	836,300	0.24%
C3227	Barnard Park East Foreshore Landscaping	62,289	351,100	351,100	351,100	351,100	-82.26%
C3229	Hotel Site 2 Landscaping	0	0	0	150,000	150,000	0.00%
C3232	Irrigation Renewal	8,211	5,000	5,000	20,000	20,000	64.23%
C3233	Allan Street Cycleway Lighting	0	5,000	5,000	10,000	10,000	-100.00%
C3235	Eastern Link Landscaping	187,817	224,750	224,750	224,750	224,750	-16.43%
C3236	Dunsborough Foreshore Lighting	14,562	20,750	20,750	20,750	20,750	-29.82%
C3237	King Street Landscaping Stage 2	6,900	6,900	6,900	6,900	6,900	0.00%
C3239	Foreshore Busselton - High Street to Carey Street	0	5,000	5,000	20,000	20,000	-100.00%
C3240	Foreshore Yallingup Capital	0	0	0	10,000	10,000	0.00%
C3241	Outdoor Spaces (Gen cap alloc for courts, flood lights etc.)	0	50,000	50,000	200,000	200,000	-100.00%
C3244	Dunsborough Lakes Sporting Precinct - Outdoor Courts	161	433,334	433,334	650,000	650,000	-99.96%
C3246	Bovell - Connection of Services	0	0	0	210,000	210,000	0.00%
C3247	King Street POS Shower (inc Dog Shower)	0	0	0	5,000	5,000	0.00%
C3248	Beach Shower Morgan Street, Geographe	0	0	0	7,500	7,500	0.00%
C3451	Aged Housing Infrastructure (Upgrade)	2,672	15,000	15,000	15,000	15,000	-82.19%
		1,851,546	3,748,421	3,748,421	8,476,925	8,476,925	-50.60%
		1,976,642	5,052,168	5,052,168	14,537,842	14,537,842	-60.88%
	Drainage						
D0009	Busselton LIA - Geocatch Drain Partnership WSUD Improvements	0	0	0	30,000	30,000	0.00%
D0025	Carey Street Drainage Upgrade	1,220	0	0	281,605	281,605	0.00%
		1,220	0	0	311,605	311,605	0.00%
	Airport Industrial Parks						
C6010	Airport Fencing Works	26,115	23,235	23,235	23,235	23,235	12.40%
C6087	Airport Construction Stage 2, Landside Civils & Services Inf	26,857	27,372	88,600	27,372	88,600	-1.88%
C6091	Airport Construction Stage 2, Noise Management Plan	(115,139)	53,344	12,500	213,377	50,000	-315.84%
C6099	Airport Development - Project Expenses	9,200	26,100	0	101,100	0	-64.75%
		(52,967)	130,051	124,335	365,084	161,835	-140.73%
	Sub-Total Infrastructure	**4,059,704**	**11,161,530**	**11,256,314**	**38,537,750**	**38,334,501**	**-63.63%**
	Grand Total - Capital Acquisitions	**4,835,783**	**18,913,454**	**19,008,238**	**65,059,182**	**64,871,898**	**-74.43%**

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

		2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
		$	$	$	$	$	$
100	**Airport Infrastructure Renewal and Replacement Reserve**						
	Accumulated Reserves at Start of Year	1,471,766.45	1,471,766.45	1,471,766.45	1,471,766.45	1,471,766.45	1,712,272.40
	Interest transfer to Reserves	1,175.86	889.00	889.00	2,928.00	2,928.00	10,393.54
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,377.68
	Transfer to Muni	0.00	0.00	0.00	(435,150.00)	(435,150.00)	(252,277.17)
		1,472,942.31	1,472,655.45	1,472,655.45	1,039,544.45	1,039,544.45	1,471,766.45
136	**Airport Marketing and Incentive Reserve**						
	Accumulated Reserves at Start of Year	5,287,407.24	5,287,407.24	5,287,407.24	5,287,407.24	5,287,407.24	4,073,790.64
	Interest transfer to Reserves	5,854.56	3,193.00	3,193.00	10,519.00	10,519.00	26,202.80
	Transfer from Muni	320,216.00	320,216.00	320,216.00	960,649.00	960,649.00	1,187,413.80
	Transfer to Muni	0.00	0.00	0.00	(2,350,000.00)	(2,350,000.00)	0.00
		5,613,477.80	5,610,816.24	5,610,816.24	3,908,575.24	3,908,575.24	5,287,407.24
143	**Airport Noise Mitigation Reserve**						
	Accumulated Reserves at Start of Year	796,147.75	796,147.75	796,147.75	796,147.75	796,147.75	904,896.43
	Interest transfer to Reserves	653.29	481.00	481.00	1,585.00	1,585.00	5,553.88
	Transfer to Muni	0.00	0.00	0.00	(361,927.00)	(198,550.00)	(114,302.56)
		796,801.04	796,628.75	796,628.75	435,805.75	599,182.75	796,147.75
147	**Airport Development Reserve**						
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	1,576.71
	Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	(199.03)
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(1,377.68)
		0.00	0.00	0.00	0.00	0.00	0.00
148	**Airport Existing Terminal Building Reserve**						
	Accumulated Reserves at Start of Year	206,250.11	206,250.11	206,250.11	206,250.11	206,250.11	122,795.41
	Interest transfer to Reserves	216.74	125.00	125.00	411.00	411.00	1,176.70
	Transfer from Muni	40,484.00	40,484.00	40,484.00	121,456.00	121,456.00	82,278.00
	Transfer to Muni	0.00	0.00	0.00	(12,200.00)	(12,200.00)	0.00
		246,950.85	246,859.11	246,859.11	315,917.11	315,917.11	206,250.11
106	**Building Asset Renewal Reserve - General Buildings**						
	Accumulated Reserves at Start of Year	2,093,333.64	2,093,333.64	2,093,333.64	2,093,333.64	2,093,333.64	1,483,242.45
	Interest transfer to Reserves	2,312.52	1,263.00	1,263.00	4,163.00	4,163.00	9,568.91
	Transfer from Muni	267,660.00	267,660.00	267,660.00	802,982.00	802,982.00	1,037,148.00
	Transfer to Muni	0.00	0.00	0.00	(871,000.00)	(871,000.00)	(436,625.72)
		2,363,306.16	2,362,256.64	2,362,256.64	2,029,478.64	2,029,478.64	2,093,333.64
404	**Barnard Park Sports Pavilion Building Reserve**						
	Accumulated Reserves at Start of Year	71,950.91	71,950.91	71,950.91	71,950.91	71,950.91	41,352.43
	Interest transfer to Reserves	74.34	43.00	43.00	142.00	142.00	372.48
	Transfer from Muni	11,232.00	11,232.00	11,232.00	33,693.00	33,693.00	30,226.00
	Transfer to Muni	0.00	0.00	0.00	(12,500.00)	(12,500.00)	0.00
		83,257.25	83,225.91	83,225.91	93,285.91	93,285.91	71,950.91
405	**Railway House Building Reserve**						
	Accumulated Reserves at Start of Year	56,792.82	56,792.82	56,792.82	56,792.82	56,792.82	36,854.54
	Interest transfer to Reserves	57.67	35.00	35.00	114.00	114.00	303.28
	Transfer from Muni	7,296.00	7,296.00	7,296.00	21,887.00	21,887.00	19,635.00
	Transfer to Muni	0.00	0.00	0.00	(18,600.00)	(18,600.00)	0.00
		64,146.49	64,123.82	64,123.82	60,193.82	60,193.82	56,792.82
406	**Youth and Community Activities Building Reserve**						
	Accumulated Reserves at Start of Year	123,843.84	123,843.84	123,843.84	123,843.84	123,843.84	80,356.10
	Interest transfer to Reserves	125.76	75.00	75.00	247.00	247.00	647.74
	Transfer from Muni	15,920.00	15,920.00	15,920.00	47,754.00	47,754.00	42,840.00
	Transfer to Muni	0.00	0.00	0.00	(30,000.00)	(30,000.00)	0.00
		139,889.60	139,838.84	139,838.84	141,844.84	141,844.84	123,843.84
407	**Busselton Library Building Reserve**						
	Accumulated Reserves at Start of Year	57,065.29	57,065.29	57,065.29	57,065.29	57,065.29	111,021.85
	Interest transfer to Reserves	65.15	35.00	35.00	114.00	114.00	347.44
	Transfer from Muni	19,020.00	19,020.00	19,020.00	57,063.00	57,063.00	45,696.00
	Transfer to Muni	0.00	0.00	0.00	(33,900.00)	(33,900.00)	(100,000.00)
		76,150.44	76,120.29	76,120.29	80,342.29	80,342.29	57,065.29
131	**Busselton Community Resource Centre Reserve**						
	Accumulated Reserves at Start of Year	324,998.61	324,998.61	324,998.61	324,998.61	324,998.61	272,693.17
	Interest transfer to Reserves	295.69	196.00	196.00	646.00	646.00	2,011.12
	Transfer from Muni	32,100.00	32,100.00	32,100.00	96,305.00	96,305.00	86,394.00
	Transfer to Muni	0.00	0.00	0.00	(37,550.00)	(37,550.00)	(36,099.68)
		357,394.30	357,294.61	357,294.61	384,399.61	384,399.61	324,998.61
408	**Busselton Jetty Tourist Park Reserve**						
	Accumulated Reserves at Start of Year	636,808.00	636,808.00	636,808.00	636,808.00	636,808.00	222,752.80
	Interest transfer to Reserves	859.64	385.00	385.00	1,268.00	1,268.00	1,737.99
	Transfer from Muni	119,436.00	119,436.00	119,436.00	358,311.00	358,311.00	583,338.21
	Transfer to Muni	(41,513.50)	(41,514.00)	(41,514.00)	(216,050.00)	(216,050.00)	(171,021.00)
		715,590.14	715,115.00	715,115.00	780,337.00	780,337.00	636,808.00
409	**Geographe Leisure Centre Building (GLC) Reserve**						
	Accumulated Reserves at Start of Year	119,033.99	119,033.99	119,033.99	119,033.99	119,033.99	615,084.29
	Interest transfer to Reserves	(249.34)	71.00	71.00	236.00	236.00	4,603.24
	Transfer from Muni	96,804.00	96,804.00	96,804.00	290,406.00	290,406.00	260,521.00
	Transfer to Muni	0.00	0.00	0.00	(285,150.00)	(285,150.00)	(761,174.54)
		215,588.65	215,908.99	215,908.99	124,525.99	124,525.99	119,033.99
331	**Joint Venture Aged Housing Reserve (Harris/ Winderlup)**						
	Accumulated Reserves at Start of Year	1,363,306.16	1,363,306.16	1,363,306.16	1,363,306.16	1,363,306.16	1,237,306.78
	Interest transfer to Reserves	1,326.43	824.00	824.00	2,713.00	2,713.00	8,097.32
	Transfer from Muni	40,188.00	40,188.00	40,188.00	120,560.00	120,560.00	191,227.10
	Transfer to Muni	0.00	0.00	0.00	(169,200.00)	(169,200.00)	(73,325.04)
		1,404,820.59	1,404,318.16	1,404,318.16	1,317,379.16	1,317,379.16	1,363,306.16
403	**Winderlup Aged Housing Reserve (City Controlled)**						
	Accumulated Reserves at Start of Year	292,717.53	292,717.53	292,717.53	292,717.53	292,717.53	212,935.38
	Interest transfer to Reserves	307.27	176.00	176.00	581.00	581.00	1,481.30
	Transfer from Muni	17,216.00	17,216.00	17,216.00	51,650.00	51,650.00	78,300.85
	Transfer to Muni	0.00	0.00	0.00	(81,600.00)	(81,600.00)	0.00
		310,240.80	310,109.53	310,109.53	263,348.53	263,348.53	292,717.53
410	**Naturaliste Community Centre Building (NCC) Reserve**						
	Accumulated Reserves at Start of Year	129,592.17	129,592.17	129,592.17	129,592.17	129,592.17	125,076.60
	Interest transfer to Reserves	91.49	78.00	78.00	258.00	258.00	1,002.08
	Transfer from Muni	22,188.00	22,188.00	22,188.00	66,558.00	66,558.00	59,708.00
	Transfer to Muni	0.00	0.00	0.00	(98,600.00)	(98,600.00)	(56,194.51)
		151,871.66	151,858.17	151,858.17	97,808.17	97,808.17	129,592.17

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

		2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
		$	$	$	$	$	$
411	**Civic and Administration Building Reserve**						
	Accumulated Reserves at Start of Year	670,358.97	670,358.97	670,358.97	670,358.97	670,358.97	429,689.17
	Interest transfer to Reserves	661.83	405.00	405.00	1,333.00	1,333.00	3,732.82
	Transfer from Muni	113,460.00	113,460.00	113,460.00	340,379.00	340,379.00	282,000.00
	Transfer to Muni	0.00	0.00	0.00	(615,000.00)	(615,000.00)	(45,063.02)
		784,480.80	784,223.97	784,223.97	397,070.97	397,070.97	670,358.97
412	**Vasse Sports Pavilion Building Reserve**						
	Accumulated Reserves at Start of Year	1,082.56	1,082.56	1,082.56	1,082.56	1,082.56	541.14
	Interest transfer to Reserves	1.14	0.00	0.00	0.00	0.00	5.42
	Transfer from Muni	200.00	200.00	200.00	597.00	597.00	536.00
		1,283.70	1,282.56	1,282.56	1,679.56	1,679.56	1,082.56
110	**Jetty Maintenance Reserve**						
	Accumulated Reserves at Start of Year	5,682,363.59	5,682,363.59	5,682,363.59	5,682,363.59	5,682,363.59	5,239,342.58
	Interest transfer to Reserves	5,565.41	3,431.00	3,431.00	11,305.00	11,305.00	34,254.04
	Transfer from Muni	70,576.00	70,576.00	70,576.00	1,348,301.00	1,348,301.00	1,325,111.00
	Transfer to Muni	0.00	0.00	0.00	(4,221,890.00)	(4,221,890.00)	(916,344.03)
		5,758,505.00	5,756,370.59	5,756,370.59	2,820,079.59	2,820,079.59	5,682,363.59
150	**Jetty Self Insurance Reserve**						
	Accumulated Reserves at Start of Year	495,086.35	495,086.35	495,086.35	495,086.35	495,086.35	432,198.16
	Interest transfer to Reserves	477.43	299.00	299.00	983.00	983.00	2,888.19
	Transfer from Muni	25,436.00	25,436.00	25,436.00	76,313.00	76,313.00	60,000.00
		520,999.78	520,821.35	520,821.35	572,382.35	572,382.35	495,086.35
223	**Road Asset Renewal Reserve**						
	Accumulated Reserves at Start of Year	1,317,210.02	1,317,210.02	1,317,210.02	1,317,210.02	1,317,210.02	1,597,128.65
	Interest transfer to Reserves	939.55	795.00	795.00	2,620.00	2,620.00	12,920.05
	Transfer from Muni	1,217,688.00	1,217,688.00	1,217,688.00	3,653,058.00	3,653,058.00	3,501,790.00
	Transfer to Muni	0.00	0.00	0.00	(4,553,734.00)	(4,553,734.00)	(3,794,628.68)
		2,535,837.57	2,535,693.02	2,535,693.02	419,154.02	419,154.02	1,317,210.02
224	**Footpath/ Cycle Ways Reserve**						
	Accumulated Reserves at Start of Year	838,834.13	838,834.13	838,834.13	838,834.13	838,834.13	408,437.28
	Interest transfer to Reserves	412.77	506.00	506.00	1,668.00	1,668.00	6,367.67
	Transfer from Muni	413,572.00	413,572.00	413,572.00	1,240,717.00	1,240,717.00	1,216,038.00
	Transfer to Muni	0.00	0.00	0.00	(1,849,206.00)	(1,849,206.00)	(792,008.82)
		1,252,818.90	1,252,912.13	1,252,912.13	232,013.13	232,013.13	838,834.13
226	**Other Infrastructure Reserve**						
	Accumulated Reserves at Start of Year	538,846.85	538,846.85	538,846.85	538,846.85	538,846.85	264,388.99
	Interest transfer to Reserves	551.33	325.00	325.00	1,072.00	1,072.00	2,835.34
	Transfer from Muni	120,784.00	120,784.00	120,784.00	362,355.00	362,355.00	357,000.00
	Transfer to Muni	0.00	0.00	0.00	(501,705.00)	(501,705.00)	(85,377.48)
		660,182.18	659,955.85	659,955.85	400,568.85	400,568.85	538,846.85
225	**Parks, Gardens and Reserves Reserve**						
	Accumulated Reserves at Start of Year	749,657.07	749,657.07	749,657.07	749,657.07	749,657.07	833,946.23
	Interest transfer to Reserves	413.83	452.00	452.00	1,492.00	1,492.00	8,775.04
	Transfer from Muni	490,884.00	490,884.00	490,884.00	1,472,656.00	1,472,656.00	1,285,166.00
	Transfer to Muni	0.00	0.00	0.00	(1,956,750.00)	(1,956,750.00)	(1,378,230.20)
		1,240,954.90	1,240,993.07	1,240,993.07	267,055.07	267,055.07	749,657.07
151	**Furniture and Equipment Reserve**						
	Accumulated Reserves at Start of Year	332,482.96	332,482.96	332,482.96	332,482.96	332,482.96	257,784.19
	Interest transfer to Reserves	250.27	201.00	201.00	663.00	663.00	3,305.12
	Transfer from Muni	147,200.00	147,200.00	147,200.00	441,595.00	441,595.00	434,000.00
	Transfer to Muni	0.00	0.00	0.00	(485,800.00)	(485,800.00)	(362,606.35)
		479,933.23	479,883.96	479,883.96	288,940.96	288,940.96	332,482.96
115	**Plant Replacement Reserve**						
	Accumulated Reserves at Start of Year	2,114,189.13	2,114,189.13	2,114,189.13	2,114,189.13	2,114,189.13	1,098,441.92
	Interest transfer to Reserves	2,202.08	1,276.00	1,276.00	4,207.00	4,207.00	9,266.71
	Transfer from Muni	339,168.00	339,168.00	339,168.00	1,076,500.00	1,076,500.00	1,215,217.44
	Transfer to Muni	0.00	0.00	0.00	(1,287,969.00)	(1,287,969.00)	(208,736.94)
		2,455,559.21	2,454,633.13	2,454,633.13	1,906,927.13	1,906,927.13	2,114,189.13
137	**Major Traffic Improvements Reserve**						
	Accumulated Reserves at Start of Year	237,210.32	237,210.32	237,210.32	237,210.32	237,210.32	638,845.53
	Interest transfer to Reserves	360.44	144.00	144.00	472.00	472.00	1,207.39
	Transfer from Muni	378,264.00	378,264.00	378,264.00	1,134,788.25	1,134,788.25	1,088,988.00
	Transfer to Muni	0.00	0.00	0.00	(375,000.00)	(375,000.00)	(1,491,830.60)
		615,834.76	615,618.32	615,618.32	997,470.57	997,470.57	237,210.32
132	**CBD Enhancement Reserve**						
	Accumulated Reserves at Start of Year	1,269,967.02	1,269,967.02	1,269,967.02	1,269,967.02	1,269,967.02	613,762.47
	Interest transfer to Reserves	1,412.34	767.00	767.00	2,527.00	2,527.00	5,813.79
	Transfer from Muni	187,192.00	187,192.00	187,192.00	561,568.00	561,568.00	772,783.80
	Transfer to Muni	0.00	0.00	0.00	(1,516,517.00)	(1,516,517.00)	(122,393.04)
		1,458,571.36	1,457,926.02	1,457,926.02	317,545.02	317,545.02	1,269,967.02
127	**New Infrastructure Development Reserve**						
	Accumulated Reserves at Start of Year	884,967.24	884,967.24	884,967.24	884,967.24	884,967.24	1,506,175.05
	Interest transfer to Reserves	527.63	533.00	533.00	1,760.00	1,760.00	6,661.97
	Transfer from Muni	2,132.60	2,132.00	2,132.00	8,530.00	8,530.00	194,761.40
	Transfer to Muni	0.00	0.00	0.00	(637,350.00)	(637,350.00)	(822,631.18)
		887,627.47	887,632.24	887,632.24	257,907.24	257,907.24	884,967.24
141	**Commonage Precinct Infrastructure Road Reserve**						
	Accumulated Reserves at Start of Year	236,348.40	236,348.40	236,348.40	236,348.40	236,348.40	234,906.64
	Interest transfer to Reserves	0.00	144.00	144.00	471.00	471.00	(340.58)
	Transfer from Muni	220.31	0.00	0.00	0.00	0.00	1,782.34
	Transfer to Muni	0.00	0.00	0.00	(236,000.00)	(236,000.00)	0.00
		236,568.71	236,492.40	236,492.40	819.40	819.40	236,348.40
114	**City Car Parking and Access Reserve**						
	Accumulated Reserves at Start of Year	792,733.25	792,733.25	792,733.25	792,733.25	792,733.25	1,555,124.38
	Interest transfer to Reserves	899.66	479.00	479.00	1,577.00	1,577.00	7,540.95
	Transfer from Muni	578,008.00	578,008.00	578,008.00	934,018.00	934,018.00	52,465.00
	Transfer to Muni	0.00	0.00	0.00	(1,016,812.00)	(1,016,812.00)	(822,397.08)
		1,371,640.91	1,371,220.25	1,371,220.25	711,516.25	711,516.25	792,733.25
154	**Debt Default Reserve**						
	Accumulated Reserves at Start of Year	501,841.13	501,841.13	501,841.13	501,841.13	501,841.13	0.00
	Interest transfer to Reserves	247.78	303.00	303.00	997.00	997.00	1,841.13
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	500,000.00
	Transfer to Muni	(400,000.00)	(400,000.00)	(400,000.00)	(400,000.00)	(400,000.00)	0.00
		102,088.91	102,144.13	102,144.13	102,838.13	102,838.13	501,841.13

City of Busselton
Reserves Movement Report
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		2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
		$	$	$	$	$	$
107	**Corporate IT Systems Reserve**						
	Accumulated Reserves at Start of Year	328,721.63	328,721.63	328,721.63	328,721.63	328,721.63	226,750.02
	Interest transfer to Reserves	354.40	199.00	199.00	655.00	655.00	1,971.61
	Transfer from Muni	87,668.00	87,668.00	87,668.00	263,000.00	263,000.00	100,000.00
	Transfer to Muni	0.00	0.00	0.00	(250,050.00)	(250,050.00)	0.00
		416,744.03	416,588.63	416,588.63	342,326.63	342,326.63	328,721.63
133	**Election, Valuation and Other Corporate Expenses Reserve**						
	Accumulated Reserves at Start of Year	715,026.19	715,026.19	715,026.19	715,026.19	715,026.19	560,994.18
	Interest transfer to Reserves	698.32	432.00	432.00	1,423.00	1,423.00	4,032.01
	Transfer from Muni	46,668.00	46,668.00	46,668.00	140,000.00	140,000.00	150,000.00
	Transfer to Muni	0.00	0.00	0.00	(638,000.00)	(638,000.00)	0.00
		762,392.51	762,126.19	762,126.19	218,449.19	218,449.19	715,026.19
111	**Legal Expenses Reserve**						
	Accumulated Reserves at Start of Year	588,129.28	588,129.28	588,129.28	588,129.28	588,129.28	636,940.12
	Interest transfer to Reserves	507.21	355.00	355.00	1,170.00	1,170.00	3,983.24
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	27,205.92
	Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	(80,000.00)
		588,636.49	588,484.28	588,484.28	539,299.28	539,299.28	588,129.28
152	**Marketing & Area Promotion Reserve**						
	Accumulated Reserves at Start of Year	522,265.79	522,265.79	522,265.79	522,265.79	522,265.79	166,392.00
	Interest transfer to Reserves	58.60	315.00	315.00	1,040.00	1,040.00	6,020.14
	Transfer from Muni	464,740.00	464,740.00	464,740.00	1,394,224.00	1,394,224.00	1,296,295.65
	Transfer to Muni	0.00	0.00	0.00	(1,697,678.00)	(1,697,678.00)	(946,442.00)
		987,064.39	987,320.79	987,320.79	219,851.79	219,851.79	522,265.79
135	**Performing Arts and Convention Centre Reserve**						
	Accumulated Reserves at Start of Year	1,332,268.44	1,332,268.44	1,332,268.44	1,332,268.44	1,332,268.44	2,625,599.20
	Interest transfer to Reserves	232.11	804.00	804.00	2,652.00	2,652.00	16,129.55
	Transfer from Muni	16,668.00	16,668.00	16,668.00	319,149.00	319,149.00	50,000.00
	Transfer to Muni	0.00	0.00	0.00	(1,188,446.00)	(1,188,446.00)	(1,359,460.31)
		1,349,168.55	1,349,740.44	1,349,740.44	465,623.44	465,623.44	1,332,268.44
202	**Long Service Leave Reserve**						
	Accumulated Reserves at Start of Year	3,653,494.00	3,653,494.00	3,653,494.00	3,653,494.00	3,653,494.00	3,482,110.00
	Interest transfer to Reserves	3,441.52	2,206.00	2,206.00	7,267.00	7,267.00	22,298.88
	Transfer from Muni	150,000.00	150,000.00	150,000.00	450,000.00	450,000.00	550,353.57
	Transfer to Muni	0.00	0.00	0.00	(544,808.00)	(544,808.00)	(401,268.45)
		3,806,935.52	3,805,700.00	3,805,700.00	3,565,953.00	3,565,953.00	3,653,494.00
203	**Professional Development Reserve**						
	Accumulated Reserves at Start of Year	185,931.13	185,931.13	185,931.13	185,931.13	185,931.13	145,028.93
	Interest transfer to Reserves	154.40	113.00	113.00	370.00	370.00	1,091.73
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	91,278.18
	Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	(51,467.71)
		186,085.53	186,044.13	186,044.13	136,301.13	136,301.13	185,931.13
204	**Sick Pay Incentive Reserve**						
	Accumulated Reserves at Start of Year	106,241.30	106,241.30	106,241.30	106,241.30	106,241.30	144,632.39
	Interest transfer to Reserves	68.52	63.00	63.00	210.00	210.00	867.30
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	(7,242.10)
	Transfer to Muni	0.00	0.00	0.00	(74,850.00)	(74,850.00)	(32,016.29)
		106,309.82	106,304.30	106,304.30	31,601.30	31,601.30	106,241.30
124	**Workers Compensation, Extended SL & AL Contingency Reserve**						
	Accumulated Reserves at Start of Year	218,483.49	218,483.49	218,483.49	218,483.49	218,483.49	309,751.42
	Interest transfer to Reserves	131.26	132.00	132.00	435.00	435.00	1,901.13
	Transfer to Muni	0.00	0.00	0.00	(25,000.00)	(25,000.00)	(93,169.06)
		218,614.75	218,615.49	218,615.49	193,918.49	193,918.49	218,483.49
302	**Community Facilities - City District**						
	Accumulated Reserves at Start of Year	1,295,065.82	1,295,065.82	1,295,065.82	1,295,065.82	1,295,065.82	1,120,869.85
	Interest transfer to Reserves	0.00	781.00	781.00	2,575.00	2,575.00	(3,294.20)
	Transfer from Muni	92,266.78	113,932.00	113,932.00	341,796.00	341,796.00	600,145.17
	Transfer to Muni	0.00	0.00	0.00	(960,650.00)	(960,650.00)	(422,655.00)
		1,387,332.60	1,409,778.82	1,409,778.82	678,786.82	678,786.82	1,295,065.82
304	**Community Facilities - Broadwater**						
	Accumulated Reserves at Start of Year	185,046.25	185,046.25	185,046.25	185,046.25	185,046.25	166,413.55
	Interest transfer to Reserves	0.00	113.00	113.00	370.00	370.00	(240.76)
	Transfer from Muni	3,037.32	5,184.00	5,184.00	15,555.00	15,555.00	18,873.46
		188,083.57	190,343.25	190,343.25	200,971.25	200,971.25	185,046.25
303	**Community Facilities - Busselton**						
	Accumulated Reserves at Start of Year	39,788.52	39,788.52	39,788.52	39,788.52	39,788.52	9,177.47
	Interest transfer to Reserves	0.00	23.00	23.00	78.00	78.00	(11.03)
	Transfer from Muni	11,386.93	7,044.00	7,044.00	21,135.00	21,135.00	30,622.08
		51,175.45	46,855.52	46,855.52	61,001.52	61,001.52	39,788.52
305	**Community Facilities - Dunsborough**						
	Accumulated Reserves at Start of Year	334,281.16	334,281.16	334,281.16	334,281.16	334,281.16	255,152.46
	Interest transfer to Reserves	0.00	202.00	202.00	666.00	666.00	(311.90)
	Transfer from Muni	43,675.89	11,160.00	11,160.00	33,485.00	33,485.00	79,440.60
	Transfer to Muni	0.00	0.00	0.00	(110,000.00)	(110,000.00)	0.00
		377,957.05	345,643.16	345,643.16	258,432.16	258,432.16	334,281.16
311	**Community Facilities - Dunsborough Lakes Estate**						
	Accumulated Reserves at Start of Year	943,223.84	943,223.84	943,223.84	943,223.84	943,223.84	937,470.05
	Interest transfer to Reserves	0.00	569.00	569.00	1,876.00	1,876.00	(1,359.20)
	Transfer from Muni	879.22	0.00	0.00	0.00	0.00	7,112.99
	Transfer to Muni	0.00	0.00	0.00	(938,000.00)	(938,000.00)	0.00
		944,103.06	943,792.84	943,792.84	7,099.84	7,099.84	943,223.84
306	**Community Facilities - Geographe**						
	Accumulated Reserves at Start of Year	114,006.34	114,006.34	114,006.34	114,006.34	114,006.34	101,978.74
	Interest transfer to Reserves	0.00	69.00	69.00	227.00	227.00	(147.60)
	Transfer from Muni	1,334.19	3,476.00	3,476.00	10,428.00	10,428.00	12,175.20
		115,340.53	117,551.34	117,551.34	124,661.34	124,661.34	114,006.34
310	**Community Facilities - Port Geographe**						
	Accumulated Reserves at Start of Year	351,122.31	351,122.31	351,122.31	351,122.31	351,122.31	348,980.41
	Interest transfer to Reserves	0.00	212.00	212.00	698.00	698.00	(505.97)
	Transfer from Muni	327.30	0.00	0.00	0.00	0.00	2,647.87
		351,449.61	351,334.31	351,334.31	351,820.31	351,820.31	351,122.31

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

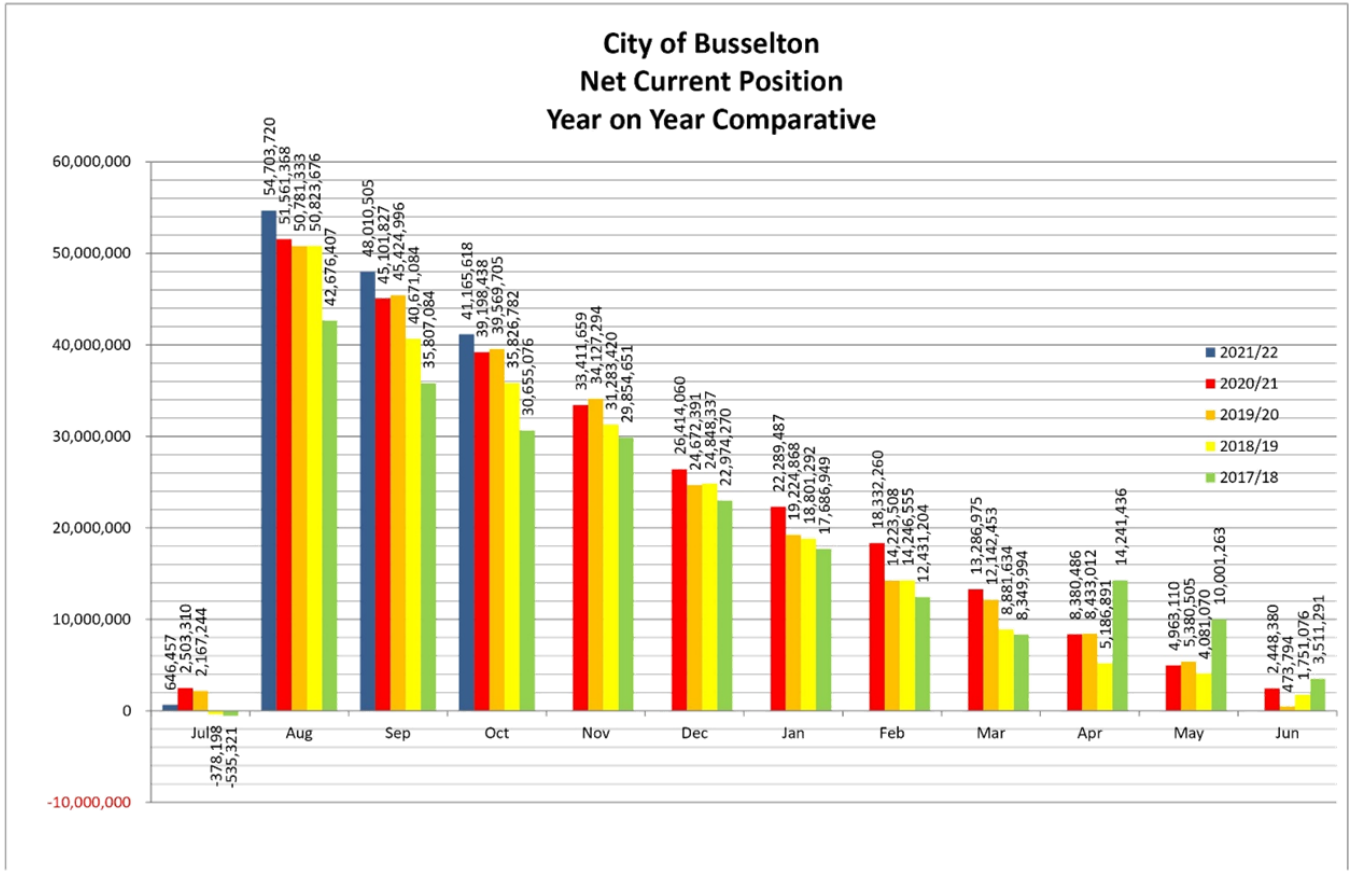
		2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
		$	$	$	$	$	$
309	**Community Facilities - Vasse**						
	Accumulated Reserves at Start of Year	174,754.97	174,754.97	174,754.97	174,754.97	174,754.97	489,904.76
	Interest transfer to Reserves	0.00	105.00	105.00	348.00	348.00	(821.04)
	Transfer from Muni	(84.29)	63,932.00	63,932.00	191,794.00	191,794.00	3,716.40
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(318,045.15)
		174,670.68	238,791.97	238,791.97	366,896.97	366,896.97	174,754.97
308	**Community Facilities - Airport North**						
	Accumulated Reserves at Start of Year	3,164,951.91	3,164,951.91	3,164,951.91	3,164,951.91	3,164,951.91	3,017,487.28
	Interest transfer to Reserves	0.00	1,911.00	1,911.00	6,296.00	6,296.00	(4,374.94)
	Transfer from Muni	2,950.23	37,848.00	37,848.00	113,538.00	113,538.00	151,839.57
		3,167,902.14	3,204,710.91	3,204,710.91	3,284,785.91	3,284,785.91	3,164,951.91
130	**Locke Estate Reserve**						
	Accumulated Reserves at Start of Year	6,458.30	6,458.30	6,458.30	6,458.30	6,458.30	6,269.61
	Interest transfer to Reserves	(26.46)	4.00	4.00	12.00	12.00	188.69
	Transfer from Muni	21,668.00	21,668.00	21,668.00	65,000.00	65,000.00	60,000.00
	Transfer to Muni	0.00	0.00	0.00	(65,000.00)	(65,000.00)	(60,000.00)
		28,099.84	28,130.30	28,130.30	6,470.30	6,470.30	6,458.30
122	**Port Geographe Development Reserve (Council)**						
	Accumulated Reserves at Start of Year	117,834.82	117,834.82	117,834.82	117,834.82	117,834.82	224,952.38
	Interest transfer to Reserves	11.94	71.00	71.00	235.00	235.00	1,335.60
	Transfer from Muni	18,556.00	18,556.00	18,556.00	55,672.00	55,672.00	51,975.00
	Transfer to Muni	0.00	0.00	0.00	(147,175.00)	(147,175.00)	(160,428.16)
		136,402.76	136,461.82	136,461.82	26,566.82	26,566.82	117,834.82
123	**Port Geographe Waterways Managment (SAR) Reserve**						
	Accumulated Reserves at Start of Year	3,168,295.89	3,168,295.89	3,168,295.89	3,168,295.89	3,168,295.89	3,275,191.63
	Interest transfer to Reserves	2,733.64	1,913.00	1,913.00	6,304.00	6,304.00	20,463.13
	Transfer from Muni	76,340.00	76,340.00	76,340.00	229,019.00	229,019.00	222,867.58
	Transfer to Muni	0.00	0.00	0.00	(380,650.00)	(380,650.00)	(350,226.45)
		3,247,369.53	3,246,548.89	3,246,548.89	3,022,968.89	3,022,968.89	3,168,295.89
126	**Provence Landscape Maintenance (SAR) Reserve**						
	Accumulated Reserves at Start of Year	1,254,361.98	1,254,361.98	1,254,361.98	1,254,361.98	1,254,361.98	1,308,476.49
	Interest transfer to Reserves	1,094.62	757.00	757.00	2,495.00	2,495.00	8,602.03
	Transfer from Muni	63,084.00	63,084.00	63,084.00	189,252.00	189,252.00	182,612.58
	Transfer to Muni	0.00	0.00	0.00	(208,900.00)	(208,900.00)	(245,329.12)
		1,318,540.60	1,318,202.98	1,318,202.98	1,237,208.98	1,237,208.98	1,254,361.98
128	**Vasse Newtown Landscape Maintenance (SAR) Reserve**						
	Accumulated Reserves at Start of Year	667,371.46	667,371.46	667,371.46	667,371.46	667,371.46	636,364.43
	Interest transfer to Reserves	571.11	403.00	403.00	1,329.00	1,329.00	4,533.05
	Transfer from Muni	62,040.00	62,040.00	62,040.00	186,122.00	186,122.00	182,064.96
	Transfer to Muni	0.00	0.00	0.00	(206,975.00)	(206,975.00)	(155,590.98)
		729,982.57	729,814.46	729,814.46	647,847.46	647,847.46	667,371.46
138	**Commonage Precinct Bushfire Facilities Reserve**						
	Accumulated Reserves at Start of Year	58,529.58	58,529.58	58,529.58	58,529.58	58,529.58	58,172.53
	Interest transfer to Reserves	0.00	35.00	35.00	116.00	116.00	(84.34)
	Transfer from Muni	54.56	0.00	0.00	0.00	0.00	441.39
		58,584.14	58,564.58	58,564.58	58,645.58	58,645.58	58,529.58
139	**Commonage Community Facilities Dunsborough Lakes South Res**						
	Accumulated Reserves at Start of Year	74,231.91	74,231.91	74,231.91	74,231.91	74,231.91	73,779.08
	Interest transfer to Reserves	0.00	45.00	45.00	147.00	147.00	(106.97)
	Transfer from Muni	69.20	0.00	0.00	0.00	0.00	559.80
		74,301.11	74,276.91	74,276.91	74,378.91	74,378.91	74,231.91
140	**Commonage Community Facilities South Biddle Precinct Reserve**						
	Accumulated Reserves at Start of Year	905,216.73	905,216.73	905,216.73	905,216.73	905,216.73	899,694.77
	Interest transfer to Reserves	0.00	547.00	547.00	1,799.00	1,799.00	(1,304.43)
	Transfer from Muni	843.81	0.00	0.00	0.00	0.00	6,826.39
		906,060.54	905,763.73	905,763.73	907,015.73	907,015.73	905,216.73
321	**Busselton Area Drainage and Waterways Improvement Reserve**						
	Accumulated Reserves at Start of Year	448,845.20	448,845.20	448,845.20	448,845.20	448,845.20	475,582.52
	Interest transfer to Reserves	0.00	271.00	271.00	893.00	893.00	(754.01)
	Transfer from Muni	395.39	0.00	0.00	0.00	0.00	3,608.04
	Transfer to Muni	0.00	0.00	0.00	(391,500.00)	(391,500.00)	(29,591.35)
		449,240.59	449,116.20	449,116.20	58,238.20	58,238.20	448,845.20
102	**Coastal and Climate Adaptation Reserve**						
	Accumulated Reserves at Start of Year	1,503,540.38	1,503,540.38	1,503,540.38	1,503,540.38	1,503,540.38	2,157,591.81
	Interest transfer to Reserves	842.85	907.00	907.00	2,990.00	2,990.00	13,850.94
	Transfer from Muni	264,236.00	264,236.00	264,236.00	857,701.00	857,701.00	572,465.00
	Transfer to Muni	0.00	0.00	0.00	(2,240,900.00)	(2,240,900.00)	(1,240,367.37)
		1,768,619.23	1,768,683.38	1,768,683.38	123,331.38	123,331.38	1,503,540.38
144	**Emergency Disaster Recovery Reserve**						
	Accumulated Reserves at Start of Year	114,793.40	114,793.40	114,793.40	114,793.40	114,793.40	94,137.10
	Interest transfer to Reserves	111.51	69.00	69.00	227.00	227.00	656.30
	Transfer from Muni	6,784.00	6,784.00	6,784.00	20,350.00	20,350.00	20,000.00
		121,688.91	121,646.40	121,646.40	135,370.40	135,370.40	114,793.40
145	**Energy Sustainability Reserve**						
	Accumulated Reserves at Start of Year	224,270.68	224,270.68	224,270.68	224,270.68	224,270.68	137,955.03
	Interest transfer to Reserves	218.50	136.00	136.00	448.00	448.00	1,292.25
	Transfer from Muni	35,020.00	35,020.00	35,020.00	105,062.00	105,062.00	102,750.00
	Transfer to Muni	0.00	0.00	0.00	(187,100.00)	(187,100.00)	(17,726.60)
		259,509.18	259,426.68	259,426.68	142,680.68	142,680.68	224,270.68
146	**Cemetery Reserve**						
	Accumulated Reserves at Start of Year	99,547.84	99,547.84	99,547.84	99,547.84	99,547.84	35,871.90
	Interest transfer to Reserves	50.08	59.00	59.00	197.00	197.00	675.67
	Transfer from Muni	23,856.00	23,856.00	23,856.00	78,000.00	78,000.00	107,530.07
	Transfer to Muni	0.00	0.00	0.00	(100,300.00)	(100,300.00)	(44,529.80)
		123,453.92	123,462.84	123,462.84	77,444.84	77,444.84	99,547.84
341	**Public Art Reserve**						
	Accumulated Reserves at Start of Year	46,525.68	46,525.68	46,525.68	46,525.68	46,525.68	87,051.39
	Interest transfer to Reserves	0.00	27.00	27.00	90.00	90.00	(126.21)
	Transfer from Muni	11.45	0.00	0.00	0.00	0.00	660.50
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(41,060.00)
		46,537.13	46,552.68	46,552.68	46,615.68	46,615.68	46,525.68

City of Busselton

Reserves Movement Report

For The Period Ending 31 October 2021

	2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
	$	$	$	$	$	$
Waste Management Facility and Plant Reserve						
Accumulated Reserves at Start of Year	8,486,936.30	8,486,936.30	8,486,936.30	8,486,936.30	8,486,936.30	7,629,358.39
Interest transfer to Reserves	6,898.90	5,124.00	5,124.00	16,873.00	16,873.00	43,419.70
Transfer from Muni	368,996.00	368,996.00	368,996.00	1,106,990.00	1,106,990.00	1,334,825.13
Transfer to Muni	0.00	0.00	0.00	(3,085,500.00)	(3,085,500.00)	(520,666.92)
	8,862,831.20	8,861,056.30	8,861,056.30	6,525,299.30	6,525,299.30	8,486,936.30
Strategic Projects Reserve						
Accumulated Reserves at Start of Year	350,906.60	350,906.60	350,906.60	350,906.60	350,906.60	295,560.51
Interest transfer to Reserves	338.75	211.00	211.00	697.00	697.00	2,031.09
Transfer from Muni	17,916.00	17,916.00	17,916.00	53,751.00	53,751.00	53,315.00
	369,161.35	369,033.60	369,033.60	405,354.60	405,354.60	350,906.60
Prepaid Grants and Deferred Works & Services Reserve						
Accumulated Reserves at Start of Year	1,361,165.55	1,361,165.55	1,361,165.55	1,361,165.55	1,361,165.55	1,391,422.00
Interest transfer to Reserves	366.31	821.00	821.00	2,708.00	2,708.00	937.64
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,285,804.00
Transfer to Muni	(1,285,804.00)	(1,285,804.00)	(1,285,804.00)	(1,285,804.00)	(1,285,804.00)	(1,316,998.09)
	75,727.86	76,182.55	76,182.55	78,069.55	78,069.55	1,361,165.55
Busselton Foreshore Reserve						
Accumulated Reserves at Start of Year	110.76	110.76	110.76	110.76	110.76	100.00
Interest transfer to Reserves	2.10	0.00	0.00	0.00	0.00	0.76
Transfer from Muni	4,184.00	4,184.00	4,184.00	12,550.00	12,550.00	10.00
	4,296.86	4,294.76	4,294.76	12,660.76	12,660.76	110.76
LED Street Light Replacement Program Reserve						
Accumulated Reserves at Start of Year	121.22	121.22	121.22	121.22	121.22	0.00
Interest transfer to Reserves	3.48	0.00	0.00	0.00	0.00	121.22
Transfer from Muni	16,668.00	16,668.00	16,668.00	50,000.00	50,000.00	50,000.00
Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	(50,000.00)
	16,792.70	16,789.22	16,789.22	121.22	121.22	121.22
Waterways Restoration Reserve						
Interest transfer to Reserves	0.00	1.00	1.00	12.00	12.00	0.00
Transfer from Muni	0.00	(1.00)	(1.00)	10.00	10.00	0.00
	0.00	0.00	0.00	22.00	22.00	0.00
Total Cash Back Reserves	**68,152,481.77**	**68,228,667.15**	**68,228,667.15**	**45,400,846.40**	**45,564,223.40**	**62,836,060.15**
Summary Reserves						
Accumulated Reserves at Start of Year	62,836,060.15	62,836,060.15	62,836,060.15	62,836,060.15	62,836,060.15	59,897,884.76
Interest transfer to Reserves	46,954.23	37,934.00	37,934.00	125,000.00	125,000.00	323,336.90
Transfer from Muni	6,996,784.89	7,081,991.00	7,081,991.00	21,984,232.25	21,984,232.25	23,396,522.62
Transfer to Muni	(1,727,317.50)	(1,727,318.00)	(1,727,318.00)	(39,544,446.00)	(39,381,069.00)	(20,781,684.13)
Closing Balance	**68,152,481.77**	**68,228,667.15**	**68,228,667.15**	**45,400,846.40**	**45,564,223.40**	**62,836,060.15**


City of Busselton
Net Current Position
Year on Year Comparative
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
0
-10,000,000
2021/22
2020/21
2019/20
2018/19
2017/18
646,457
2,503,310
2,167,244
-378,198
-535,321
54,703,720
51,561,368
50,781,333
50,823,676
42,676,407
48,010,505
45,101,827
45,424,996
40,671,084
35,807,084
41,165,618
39,198,438
39,569,705
35,826,782
30,655,076
33,411,659
34,127,294
31,283,420
29,854,651
26,414,060
24,672,391
24,848,337
22,974,270
22,289,487
19,224,868
18,801,292
17,686,949
18,332,260
14,223,508
14,246,555
12,431,204
13,286,975
12,142,453
8,881,634
8,349,994
8,380,486
8,433,012
5,186,891
14,241,436
4,963,110
5,380,505
4,081,070
10,001,263
2,448,380
473,794
1,751,076
3,511,291
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun

CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT
For the month of October 2021

11am Bank Account			As at 31 October 2021
INSTITUTION		**RATE**	**AMOUNT**
ANZ 11am At Call Deposit		0.00%	$ 6,500,000

Term Deposits - Miscellaneous Funds					As at 31 October 2021
INSTITUTION	**RATING**	**DAYS**	**MATURITY**	**RATE**	**AMOUNT**
ANZ	AA	304	14-May-22	0.40%	$ 3,500,000
Westpac	AA	243	22-Jun-22	0.20%	$ 1,501,572
Westpac	AA	184	17-Feb-22	0.20%	$ 1,500,000
Bendigo	BBB	181	23-Mar-22	0.25%	$ 3,000,000
Westpac	AA	153	06-Dec-21	0.23%	$ 5,000,000
NAB	AA	210	22-Feb-22	0.30%	$ 4,000,000
NAB	AA	180	02-Mar-22	0.25%	$ 2,000,000
Westpac	AA	183	24-Dec-21	0.23%	$ 3,000,000
Westpac	AA	215	24-Feb-22	0.24%	$ 2,000,000
Westpac	AA	153	29-Jan-22	0.20%	$ 4,000,000
NAB	AA	150	19-Nov-21	0.29%	$ 4,000,000
ANZ	AA	183	24-Dec-21	0.35%	$ 3,000,000
ANZ	AA	184	25-Nov-21	0.36%	$ 2,000,000
ANZ	AA	153	26-Jan-22	0.32%	$ 4,000,000
WBC	AA	181	10-Mar-22	0.22%	$ 4,000,000
NAB	AA	181	06-Dec-21	0.29%	$ 3,000,000
NAB	AA	210	02-Jun-22	0.36%	$ 3,000,000
NAB	AA	180	02-Feb-22	0.26%	$ 4,000,000
ANZ	AA	184	10-Feb-22	0.34%	$ 2,000,000
ANZ	AA	122	10-Jan-22	0.31%	$ 2,000,000
ANZ	AA	151	10-Mar-22	0.25%	$ 3,000,000
CBA	AA	365	29-Sep-22	0.41%	$ 5,000,000
MeBank	BBB	181	28-Mar-22	0.40%	$ 2,000,000
MeBank	BBB	212	27-Apr-22	0.40%	$ 2,000,000
BoQ	BBB	212	29-Apr-22	0.40%	$ 2,000,000
BoQ	BBB	242	30-May-22	0.40%	$ 2,000,000
ANZ	AA	273	29-Jun-22	0.39%	$ 4,000,000
ANZ	AA	242	29-May-22	0.37%	$ 2,000,000
CBA	AA	153	28-Feb-22	0.33%	$ 3,000,000
			Total of Term Deposits		**$ 85,501,572**
			Weighted Average Annual Rate of Return		**0.31%**

Airport Redevelopment Funds					As at 31 October 2021
WA Treasury Corp. - Overnight Cash Deposit Facility				0.05%	$ 1,639,256
			Total of Airport Redevelopment Funds - WATC		$ 1,639,256
			Total of Airport Redevelopment Funds - Bank Term Deposits		Nil $0
ANZ Cash Account	AA	NA	NA	0.00%	$ 784,422
			Total of Airport Redevelopment Funds - Other		$ 784,422
			Total of Airport Redevelopment Funds		**$ 2,423,678**
			Interest Received 2015/16		$ 609,666
			Interest Received 2016/17		$ 1,158,623
			Interest Received 2017/18		$ 631,835
			Interest Received 2018/19		$ 121,836
			Interest Received 2019/20		$ 43,093
			Interest Received 2020/21		$ 2,267
			Interest Received 2021/22		$ 137
			Interest Accrued but not yet Received		$ 139
			Total Interest Airport Funds (Non-Reserve) at month's end		**$ 2,567,596**
			Interest Transferred out and held in City Reserve Account 136		$ 1,085,630
			Interest Transferred out to Municipal Funds		$ 24,235
			Interest Earnt (incl. Accrued) on Funds Held in City Reserve A/c 136		$ 79,836

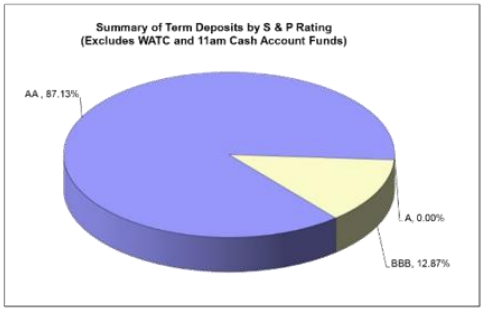
(Note: Funds held with the WATC are in accordance with the Airport Redevelopment Funding Contract and the Foreshore Development Contract and are not held within the requirements of the City's Investment Policy 218)

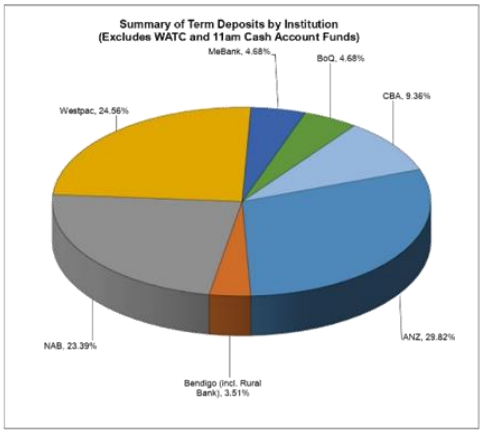
SUMMARY OF ALL INVESTMENTS HELD	As at 1 year ago	As at 30 June 2021	As at 31 October 2021
11am Bank Account	$ 6,000,000	$ 9,500,000	$ 6,500,000
Term Deposits - Misc. Funds	$ 80,500,000	$ 65,500,000	$ 85,501,572
Foreshore Development Funds - WATC	$ -	$ -	$ -
Airport Redevelopment - WATC Deposits	$ 1,638,207	$ 1,639,048	$ 1,639,256
Airport Redevelopment - Bank Term Deposit	$ -	$ -	$ -
Airport Redevelopment - ANZ Cash A/c	$ 1,158,221	$ 784,422	$ 784,422
Total of all Investments Held	$ 89,296,428	$ 77,423,471	$ 94,425,250
TOTAL INTEREST RECEIVED AND ACCRUED	**$ 164,189**	**$ 400,095**	**$ 65,759**
INTEREST BUDGET	**$ 176,928**	**$ 652,934**	**$ 73,301**

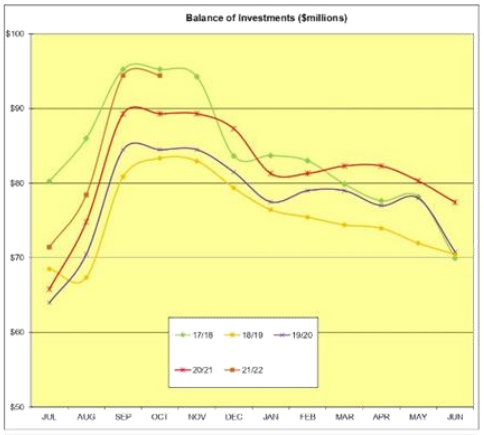
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)

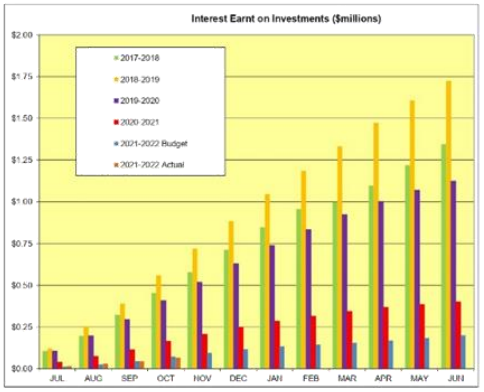
Statement of Compliance with Council's Investment Policy 218	
1. All funds are to be invested within legislative limits.	**Fully Compliant**
2. All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value.	**Fully Compliant**
3. The amount invested based upon the Fund's Rating is not to exceed the set percentages of the total portfolio.	**Fully Compliant**
4. The amount invested based upon the Investment Horizon is not to exceed the set percentages of the total portfolio.	**Fully Compliant**

Investment Graphs









12.5 Finance Committee - 24/11/2021 - SELF SUPPORTING LOAN APPLICATION - GEOGRAPHE BAY YACHT CLUB INC.

STRATEGIC THEME	LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing.
STRATEGIC PRIORITY	2.3 Provide well planned sport and recreation facilities to support healthy and active lifestyles.
SUBJECT INDEX	Self Supporting Loans
BUSINESS UNIT	Recreation and Community Development
REPORTING OFFICER	Senior Sport and Recreation Project Officer - Brendan McNally
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Geographe Bay Yacht Club Strategic Plan 2022-26

This item was considered by the Finance Committee at its meeting on 24/11/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2112/114 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council:

1. **Approve a self-supporting loan to the Geographe Bay Yacht Club Inc., for the purposes of purchasing a new fleet of Pacer sail training dinghies to complement the Discover Sailing program, through the Western Australian Treasury Corporation for the amount of $50,000 for a term of up to ten (10) years; and**

2. **Authorises the CEO to enter into a loan repayment agreement with the Geographe Bay Yacht Club Inc. where:**

   (a) **The Geographe Bay Yacht Club Inc. acknowledges it is responsible for reimbursement to the City of Busselton of full costs associated with the loan; and**

   (b) **The loan repayment calculations are on the basis of the prevailing Western Australian Treasury Corporation lending rate including Government Guarantee Fee at the time of actual funding of the loan.**

CARRIED 9/0

EN BLOC

OFFICER RECOMMENDATION

That the Council:

1. **Approve a self-supporting loan to the Geographe Bay Yacht Club Inc., for the purposes of purchasing a new fleet of Pacer sail training dinghies to complement the Discover Sailing program, through the Western Australian Treasury Corporation for the amount of $50,000 for a term of up to ten (10) years; and**

2. **Authorises the CEO to enter into a loan repayment agreement with the Geographe Bay Yacht Club Inc. where:**

   (a) The Geographe Bay Yacht Club Inc. acknowledges it is responsible for reimbursement to the City of Busselton of full costs associated with the loan; and

   (b) The loan repayment calculations are on the basis of the prevailing Western Australian Treasury Corporation lending rate including Government Guarantee Fee at the time of actual funding of the loan.

EXECUTIVE SUMMARY

The Geographe Bay Yacht Club Inc. (the Club) has applied to the City of Busselton for a self-supporting loan of $50,000 for a term of 10 years, to purchase a fleet of Pacer sail training dinghies to add to the Club's Discover Sailing program. The Discover Sailing program is the core national participation program that provides opportunities for people of all backgrounds, ages and abilities to start and continue sailing by developing skills, experience and confidence. Officers have been working closely with the Club, including through the development of a Strategic Plan, and can confirm that this is one of the Club's key actions under the 'Our Club Facilities' key priority area.

BACKGROUND

In 2021, through the City's club development program, the Club was engaged to work with the City to undertake a comprehensive strategic planning process. This was funded through a grant from the Department of Local Government, Sport and Cultural Industries' Every Club Funding program.

As an outcome, the Geographe Bay Yacht Club Inc. Strategic Plan was developed (Attachment A) which identified five (5) key priority areas. In the priority area of 'Our Club Facilities' and 'Support Sailing Pathways', an action was to upgrade the existing facilities:

Outcome:	Maximise the use of the boating and recreation facilities; and Maintain a suite of sailing training programs
Strategy:	Purchase new training boats to ensure ongoing quality training is provided to the community
Who:	GBYC Committee
When:	2021
Priority:	Very High

The Club has been using a fleet of six (6) 420 class dinghies, which are all over 30 years old and are too heavy and technical for participants who are learning to sail. These dinghies now require significant time and finances to keep them maintained, safe and sailable. This is severely limiting the sailing participation pathway once sailors graduate from the entry level "tackers" sailing yachts.

The Club's preferred replacement is the Pacer training dinghy. The Pacer is a sturdy, low maintenance dinghy that is light enough for two people to lift, they are ideal for beginners and are suitable for all ages. Many clubs and sailing schools throughout Australia use Pacers as their training yachts. The addition of this fleet assists the Club in achieving one of its Strategic Plan outcomes of establishing a South West Sailing Centre of Excellence at the Club by 2025/26.

The Club currently has an active membership of 400 including 90 junior members and plays host to regattas and State level competitions throughout the sailing season.

OFFICER COMMENT

The City has assisted the Club in developing a Strategic Plan which attempts to clearly articulate strategies to grow the sport and forms part of the Club's regular management committee meetings.

The Club has advised officers that its Strategic Plan has been endorsed by the committee and will soon be advertised to members. This is an important piece of the strategic planning cycle so members can understand the direction and key focus areas of the club.

The purchase of this fleet is considered to be of a high priority given it aligns with Sailing Australia's participation pathway and ensuring there are less barriers to participate in sailing.

The project cost breakdown is:

Self-Supporting Loan:	$50,000 (over 10 years)
Applicant cash:	$20,000
Total project:	$70,000

As part of the self-supporting loan application, the Club has provided a range of supporting documentation including:

- Audited financial statements for the financial years ended 30 April 2020 and 30 April 2019.
- Profit and Loss Report for the financial year ended 30 April 2021.
- Cash Flow Forecast for 1 May 2021 to 30 April 2022.
- Sail Training 'Discover Sailing' Business Case.
- Geographe Bay Yacht Club Strategic Plan 2022-26.

City officers are also working with the Club in current remediation works to the boat ramp and to establish a future annual fund contribution from the club for ongoing maintenance.

Statutory Environment

The City's adopted 2020/21 budget has been compiled in accordance with section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*.

Relevant Plans and Policies

The officer recommendation aligns to Council Policy 'Loan Facilities'. This Policy is applicable in offering the Club a self-supporting loan.

Financial Implications

The City's 2021/2022 adopted budget includes a provision of $200,000 for the funding of self-supporting loans to the community.

The loan would be granted on the basis of the prevailing Western Australian Treasury Corporation (WATC) lending rate including Government Guarantee Fee at the time of actual funding of the loan and subject to WATC approval. The WATC have advised that, as at 2 November 2021, the current borrowing rate for 10 years is 2.1274%. The Government Guarantee Fee is 0.7%.

All interest and principal repayments would be formally agreed to prior to release of any funding. The repayments of a $50,000 loan over 10 years would be approximately $5,563 per annum plus the Government Guarantee fee of 0.7% on outstanding principal each year.

The Club has another self-supporting loan with the City, with a balance of $63,578 owing at 30/6/21, which is currently budgeted to have P&I repayments of $11,672 made in 21/22. Review of the financial information provided by the club identifies some recent decline in finances. The financial documentation supplied did not contain any future budget or cashflow forecast outlining how this would be addressed, noting however that the Club has recently developed its strategic plan and priorities. When balanced against the non-financial benefits to the community of the proposal, and its capacity to grow the membership base (as proposed in the Club's strategic plan), the club is deemed to pose a low risk of not be capable of meeting the additional repayment amount of $5,563 per annum ($463 per month).

Stakeholder Consultation

City officers have been consulting with the Club and the WATC throughout this process.

Risk Assessment

The supporting documents have been reviewed by Community and Recreation and Services Officers and in accordance with the City's Risk Management Framework the proposal by the Club is considered to be **low risk.** Based on the information provided the Club should be able to meet the repayment obligations provided the Club maintains its current financial position.

Options

As an alternative to the proposed recommendation, the Council could chose to not approve the request from the Club or consider the following options:

1. Agree to a different loan amount.
2. Set different terms of the loan.

CONCLUSION

It is recommended that Council support the Club's request for a self-supporting loan in order to further its strategic priorities as identified in its Strategic Plan.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Action will be taken immediately to implement the recommendations of the Council.

Geographe Bay Yacht Club

STRATEGIC DIRECTIONS (2022 -2026)

VISION

Creating amazing sailing experiences, every time for every sailor, on one of the best bays in WA

PURPOSE

Our Club will:

- Passionately promote and encourage sailing as an active, healthy sport and great recreational past-time;
- Focus on being family friendly and providing a welcoming and social environment;
- Introduce newcomers to the fun of sailing;
- Expand and develop everyone's skills; and
- Provide a safe environment on and off the water.

VALUES

- Inclusive and Accessible
- Value Volunteering
- Respect and Team Focused
- Encourage Skills and Improvement
- Safety First

SUCCESS

Success for our Club will be determined by:

- our increased membership base of regular competitive and social sailors,
- the continued and expanded use of our community facilities,
- a healthy base of volunteers supporting our activities,
- increased youth volunteering and gaining confidence and skills, and
- a healthy bank balance.

FIVE PRIORITY AREAS

OUR CLUB FACILITIES

- Maximise the use of the boating and recreation facilities
- Master Plan for facility upgrades and improvements
- Maintenance Plans in place
- Advocate for improved infrastructure

OUR SUSTAINABLE CLUB

- Contemporary Management Committee
- Sound Financial Management
- Compliance with all legislation
- Strategic Directions Plan
- Diversify and increase revenue streams

PROMOTE SAILING

- Consistent Marketing
- Central media collation
- Expand platforms and methods of communication

GROW SAILING PARTICIPATION

- Attract new members
- Variety of Memberships
- Social sailing expanded
- Target specific groups and ages
- Competent and skilled junior sailors

SUPPORT SAILING PATHWAYS

- Maintain Australian Discover Sailing Centre Accreditation
- Suite of sailing training programs
- Sailing pathways clearly promoted
- Supported trainers, officials and volunteers

OCTOBER 2021

Geographe Bay Yacht Club Busselton W.A.

City of Busselton Geographe Bay

Department of Local Government, Sport and Cultural industries

12.6 Finance Committee - 24/11/2021 - SELF SUPPORTING LOAN APPLICATION - MARGARET RIVER BUSSELTON TOURISM ASSOCIATION

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy.
STRATEGIC PRIORITY	3.1 Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice.
SUBJECT INDEX	Margaret River Busselton Tourism Association
BUSINESS UNIT	Community and Commercial Services
REPORTING OFFICER	Director, Community and Commercial Services - Naomi Searle
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Ancient Lands - Site Plan Attachment B Ancient Lands - Journey and Lookout Attachment C Ancient Lands - Pre Cave Experiences Attachment D Ancient Lands - Post Cave Experiences

This item was considered by the Finance Committee at its meeting on 24/11/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2112/115 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council:

1. **Approve a self-supporting loan to the Margaret River Busselton Tourism Association (MRBTA) for the Ancient Lands Discovery Park project at Ngilgi Cave, through the Western Australian Treasury Corporation for the amount of $1,250,000 for a term of up to ten years; and**

2. **Authorises the CEO to enter into a Loan Repayment Agreement with MRBTA where:**

   (a) **MRBTA acknowledges it is responsible for reimbursement to the City of Busselton of full costs associated with the loan; and**

   (b) **The loan repayment calculations are on the basis of the prevailing Western Australian Treasury Corporation lending rate including Government Guarantee Fee at the time of actual funding of the loan.**

CARRIED 9/0

EN BLOC

OFFICER RECOMMENDATION

That the Council:

1. **Approve a self-supporting loan to the Margaret River Busselton Tourism Association (MRBTA) for the Ancient Lands Discovery Park project at Ngilgi Cave, through the Western Australian Treasury Corporation for the amount of $1,250,000 for a term of up to ten years; and**

2. **Authorises the CEO to enter into a Loan Repayment Agreement with MRBTA where:**

   (a) MRBTA acknowledges it is responsible for reimbursement to the City of Busselton of full costs associated with the loan; and

   (b) The loan repayment calculations are on the basis of the prevailing Western Australian Treasury Corporation lending rate including Government Guarantee Fee at the time of actual funding of the loan.

EXECUTIVE SUMMARY

Margaret River Busselton Tourism Association (MRBTA) has applied to the City of Busselton for a self-supporting loan of $1,250,000, for a term of ten years, for the Ancient Lands Discovery Park project at Ngilgi Cave (the Project). Officers have been working with the Association, through the provision of support letters to seek external funding, and recommend that Council approve the provision a self-supporting loan to MRBTA.

BACKGROUND

In late 2020, MRBTA approached the Council with a proposal to develop the facilities at Ngilgi Cave, to create a more authentic and modern cultural tourism experience (see attached concept plans). MRBTA advised that both Commonwealth and State Government funds would be sought for the Project, however they would need to fund the balance of the budget. At the time, Councillors, through a briefing session informally indicated its in-principle support for the Project.

The overarching purpose of the Project is to provide a unique natural and cultural experience through the development of above ground visitor facilities, interpretive signage and pathways to mirror and complement the below ground experience at Ngilgi Cave. The Project will provide an authentic and expanded visitor experience, increase site and regional viability through increased marketing opportunities, visitor and community satisfaction, and result in increased visitation, spend, length of stay and employment in the region. The Project also aims to value-add to the cultural experiences offered in the region through the creation of a unique Aboriginal tourism experience through a new meeting area for Aboriginal tours and products.

The primary capital works associated with the Project include:

- Renovation and extension of existing visitor centre facility.
- Removal of ageing and/or hazardous out-buildings.
- Development of large roofed cultural meeting space.
- Development of well-defined pathways between the visitor centre, carpark, above ground experiences and cave entrance.
- Installation of interpretive signage and experiences within the facility and along pathways.
- Development of ancillary infrastructure including seating, carparks, playground and fencing.

The Project is being developed in partnership with Koomal Dreaming (local Aboriginal tour operator) and the Undalup Association (Traditional Owners), as well as various other government and community stakeholders.

OFFICER COMMENT

This Project is considered strategic in nature as it builds on the more limited cultural tourism experiences the region has to offer. Located at the top end of the Busselton Margaret River region, Ngilgi Cave is a very popular tourist destination. The above ground infrastructure at Ngilgi Cave has been built in an ad-hoc fashion, with buildings constructed, added to, and usage changing as demand and visitation grew from the 1970s to the 1990s.

The current infrastructure is now inadequate to service consumer demand or meet modern visitor expectations. This is evidenced by the current trend of a 7.3% average annual decline in visitation between 2018 and 2021 and consistent poor online reviews for the above ground experience.

MRBTA operates a number of tourist attractions and understand the importance of offering quality tourism products. The key drivers for this Project are broadly summarised as the following:

- Declining visitor numbers based on degraded visitor experience.
- Limited capacity for peak periods and special interest groups.
- A disconnect between the above ground and below ground visitor experience.
- No or very limited above ground interpretation.
- No universal access at the site.
- Limited activity of tourists that do not wish to engage with a below ground experience.
- Existing pathways are difficult to navigate, lacking interest and not well defined.
- Underdeveloped carpark and pathways, presenting tripping and slipping hazards.
- Ageing and unattractive visitor interface facility and infrastructure.
- Ablutions and other buildings are located directly above the cave and are ageing and present serious hazards.
- Gap in quality cultural tourism experience offerings.

The project cost breakdown is proposed as:

Self-Supporting Loan:	$1,250,000 (over 10 years)
Commonwealth Government funding:	$1,350,000
State Government funding:	$ 70,000
Applicant cash:	$ 80,000
Applicant In-kind:	$ 90,000
Total project:	$2,840,000

As part of the self-supporting loan application, MRBTA has provided a range of supporting documentation including:

- Audited financial statements for the financial years ended 30 June 2020 and 2021.
- Ancient Lands Discovery Park at Ngilgi Business Case dated February 2021.
- Letters of support.

These supporting documents have been reviewed by City officers and the proposal is overall considered to be sound.

Statutory Environment

The City's 2020/21 adopted budget has been compiled in accordance with section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*.

Relevant Plans and Policies

The officer recommendation aligns to Council Policy 'Loan Facilities'. This Policy is applicable in offering the MRBTA a self-supporting loan.

Financial Implications

MRBTA has been successful in securing $1,420,000 towards the Project; $1,350,000 through the Commonwealth Government's Building Better Regions Fund (round 5) and $70,000 through the State Government's Regional Economic Development Grant. MRBTA is contributing $80,000 in cash and $90,000 in in-kind support towards the Project, and are seeking a self-supporting loan of $1,250,000 through the City to enable the project to proceed.

The City's 2021/2022 adopted budget includes provision for this self-supporting loan of $1,250,000, to be expended subject to Council's consideration and approval of this application.

The loan would be granted on the basis of the prevailing Western Australian Treasury Corporation (WATC) lending rate (including Government Guarantee Fee) at the time of actual funding of the loan and subject to WATC approval. The WATC have advised that as at 10 November 2021 the current borrowing rate for 10 years is 1.9872% plus an annual Government Guarantee Fee of 0.7%.

All interest and principal repayments would be formally agreed to prior to release of any funding. The repayments of a $1,250,000 loan over 10 years would be approximately $139,065 per annum plus the Government Guarantee fee of 0.7% on outstanding principal each year. Based on the information provided MRBTA should be able to meet the repayment obligations.

Stakeholder Consultation

City officers have been consulting with the MRBTA and the WATC throughout this process.

Risk Assessment

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

Options

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

1. Choose to not approve the request from MRBTA.
2. Agree to a different loan amount.
3. Set different terms of the loan.

CONCLUSION

Through the assessment of documents provided during the application process, officers are of the opinion that MRBTA is financially sound, has limited debt levels and sufficient income streams to ensure the repayment schedule is met. Further, the business case projects additional revenue as a result of this Project, further adding to the Association's net positive financial position.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Action will be taken immediately to implement the recommendations of the Council.


GibsonGroup
Creative Experiences for Screens and Spaces
ANCIENT LANDS
DISCOVERY PARK
AT NGILGI

OVERVIEW

As it stands, Ngilgi Cave is a much-loved experience that leaves local and international visitors highly satisfied. This proposal details a supporting precinct around the cave that primes visitors to get even more value out of their encounter and also invites deeper appreciation of the natural world around the cave.

Our proposal keeps and extends the existing ticketing building by 60m2, as a more cost-effective measure than building a new structure at similar scale. This extension enables us to bring the bathrooms inside, allows for office space, and creates room for an indoor exhibit and some retail. An added deck provides a launching-off point for the journey to the caves.

Our assessment is that the material presented in the cave itself (graphic panels, touch objects) itself is well selected and links effectively to the cave experience. This content can be rebranded rather than redeveloped.

We know from visitor feedback that human interaction is the biggest highlight for visitors after the caves themselves, so we propose maintaining a version of the current system of briefing and pulsing people through the cave. Numbers of pulses could change depending on how busy the attraction is, with timed entry in place on some days but not others.

The above-ground experience stands alone – visitors can choose to purchase an above-ground only ticket.

We have also included a playground near the office, with a prehistoric kangaroo fossil dig, as a connection to the Dorothy Williams story featured in the cave.

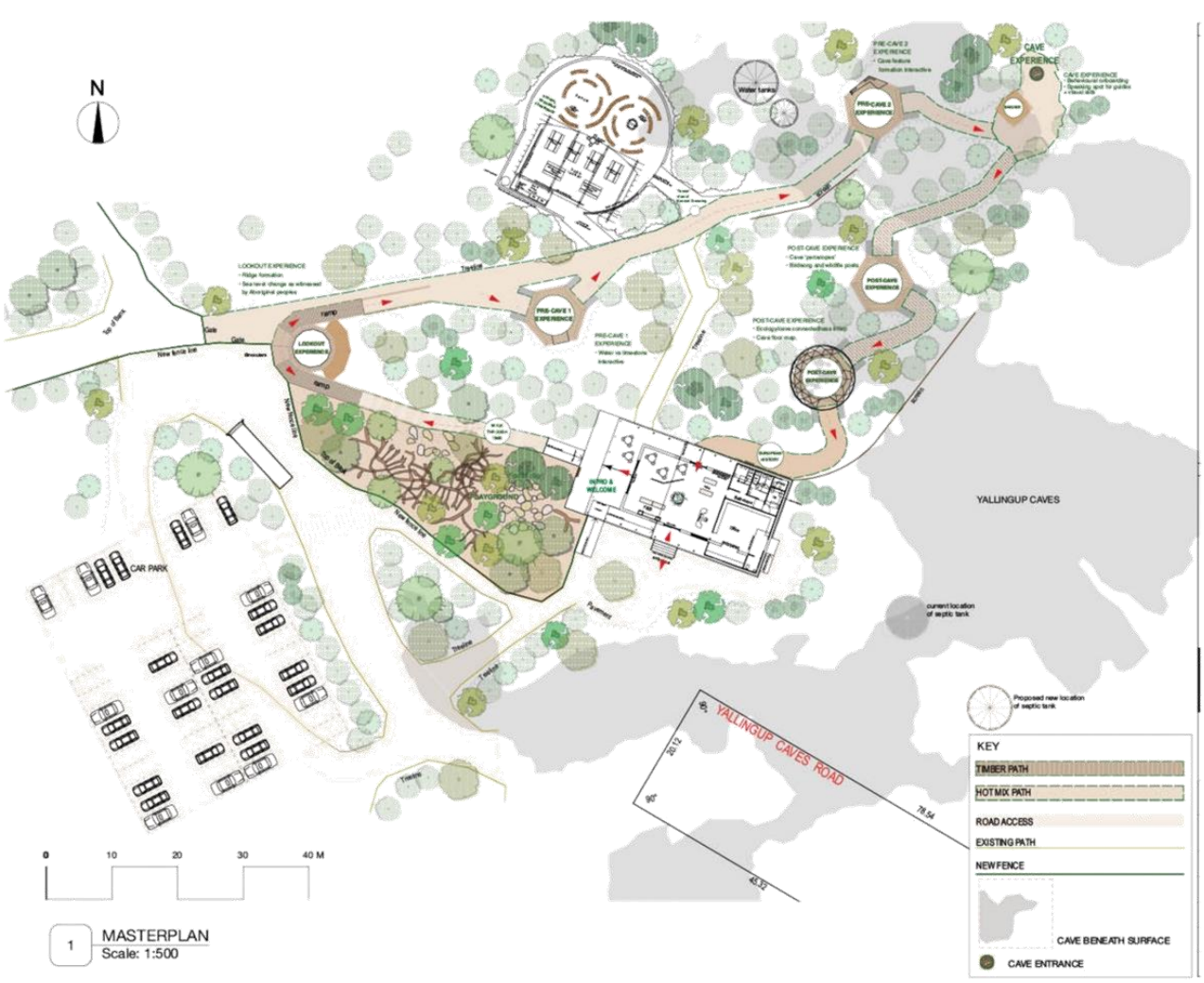
BROAD INTERPRETATION PRINCIPLES APPLIES TO THE ABOVE-GROUND JOURNEY

- **Presenting sensory, physical experiences:** Whether it's the sound of birds, the feeling of running water, or the rough texture shape of a sculpture, we know that knowledge is best absorbed when form matches content.
- **Grounding storytelling in place**. What stories can only be told right here? We're presenting content that deepens and enriches people's engagement and appreciation of the caves and with the national park.
- **Taking it one idea at a time:** In an outdoor environment, exposed to the elements, we want to make content as digestible as possible. Our approach is to 'tag' one or two big ideas to each module, and have people leave that area with the feeling that they 'get it'. Repeating physical forms and content help people navigate each new area.
- **Making the most of open space**: We've created room for families, tours, and education groups to talk, play, sit, and contemplate – especially after emerging from the narrow walkways of the cave, where space is in short supply.
- **Complementing cave content**: We'll prime people to understand what they're seeing in the caves, while making sure that much of what they see on the graphic panels underground is new information.
- **Supporting staff**: Create large-scale objects and graphics that aid storytelling and reiterate crucial safety and conservation information.
- **Championing indigenous knowledge and connection to land:** Without detracting from what is presented by Koomal Dreaming, we present aboriginal knowledge under three main headings:
    - memories of sea level change as part of the world longest-living culture,
    - 'taster' examples of use of particular species from the forest for food or medicine,
    - understanding of nature as an interconnected system of which human beings are part.

This content is subject to further consultation.

- **Physical accessibility**: The journey stands on its own and is inviting to those who are not able to journey through the caves, such as elderly people or wheelchair uses.

GibsonGroup



Site Plans

Visitor Journey Two
Scale @ A3

The proposed above-ground journey is full of varied, discoverable moments that lift concepts out of the flat textbook and into the physical world.

Before entering the cave:

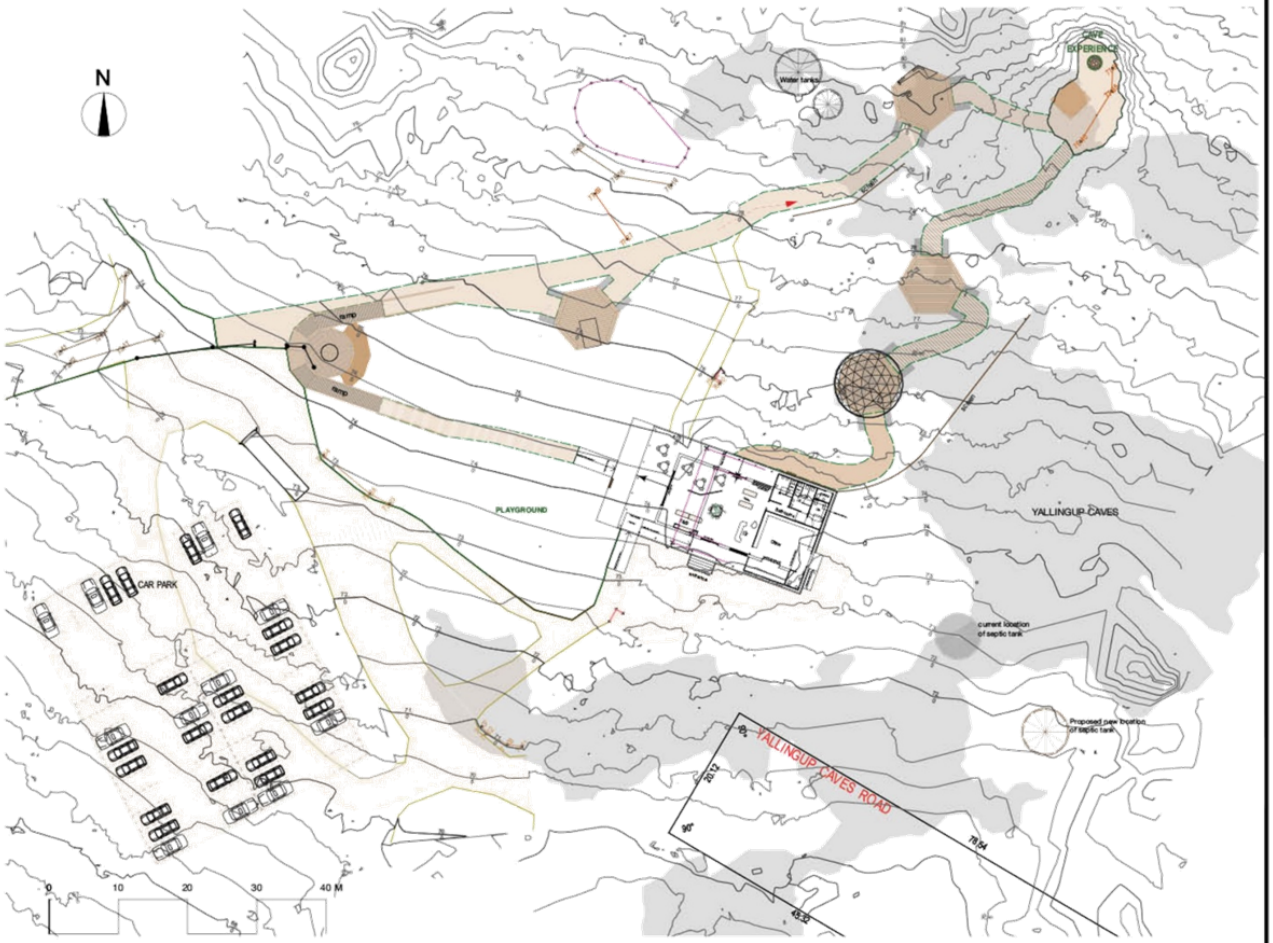
- Building anticipation, scaffolding the story: Discover the limestone ridge, the deep time Gondwana story, and how caves and features are formed. Learn the history of changing sea levels as witnessed by indigenous Australians.

After leaving the cave:

- Nature and connectedness: Pay attention to the national park, learn about special species, and consider how the cave and other parts of nature are affected by our actions above ground.
- Trace the development of the cave as Western Australia's first tourist attraction.

GibsonGroup

File: Ngilgi Caves-210205.vwx
Drawing no: GG-NC-1.1010
Date by: BB 02.05.2021



1 TOPOGRAPHIC OVERLAY
Scale: 1:500

Site Plans

Visitor Journey Two
Scale @ A3

GibsonGroup

File: Ngilgi Caves-210203.vwx
Drawing no: GG-NC-1.1020
Date by: BB 02.05.2021



Site Plans

Visitor Journey Two
Scale @ A3

Photographic overlay of existing structures and landscape features.

GibsonGroup

File: Ngilgi Caves-210203.vwx
Drawing no: GG-NC-1.1021
Date by: BB 02.05.2021



EXISTING BUILDING



PROPOSED EXTENSION.

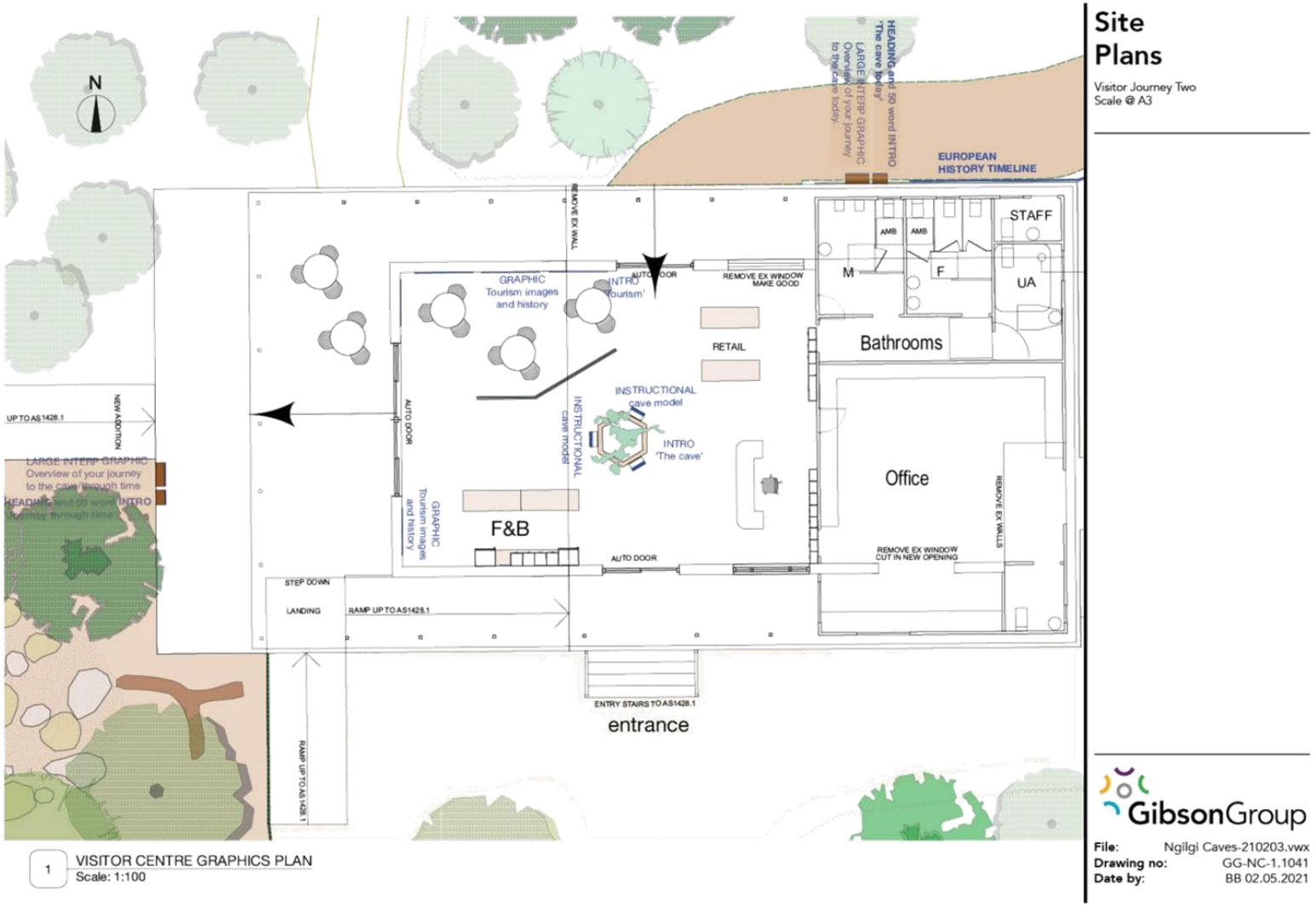
Site Plans

Visitor Journey Two
Scale @ A3

GibsonGroup

File: Ngilgi_ticketoffice_210127.vwx
Drawing no: GG-NC-4.0022
Date by: BB 02.05.2021


N
CAVE EXPERIENCE
YALLINGUP CAVES
CAR PARK
current location of septic tank
Proposed new location of septic tank
YALLINGUP CAVES ROAD
95
26.12
95
78.54
45.32
KEY
TIMBER PATH
HOT MIX PATH
ROAD ACCESS
EXISTING PATH
NEW FENCE
CAVE BENEATH SURFACE
CAVE ENTRANCE
0 10 20 30 40 M
1 GRAPHICS MASTER PLAN
Scale: 1:500
Site Plans
Visitor Journey Two
Scale @ A3
GibsonGroup
File: Ngilgi Caves-210203.vwx
Drawing no: GG-NC-1.1040
Date by: BB 02.05.2021



1 VISITOR CENTRE GRAPHICS PLAN
Scale: 1:100

Site Plans

Visitor Journey Two
Scale @ A3

GibsonGroup

File: Ngilgi Caves-210203.vwx
Drawing no: GG-NC-1.1041
Date by: BB 02.05.2021

JOURNEY

INTRO AND WELCOME

You purchase your ticket and are immediately drawn to an intricate 3D model of the cave system created using LiDAR scans.

Peering into it, you see how big the cave is and how far underground it goes. It's exciting and also reassuring to know where you're going, what it will be like, and how deep underground the cave reaches.

There is also a display of large scale images of early tourism (you might look at these more closely on your way out, after reading more about this in the cave).On the deck, there are large introductory panels. They prime you for the journey you're about to take:

- Walk through time and discover the story of the land
- Immerse yourself in the wonder of the cave.
- Explore the natural world and discover a story of interconnectedness

First stop, the lookout - visible as you step onto the deck.

WALK THROUGH TIME

BIG IDEA

This land is old, the limestone and caves are new by comparison

At the very start of the path, there's an indicator: 'Every step you take = 10 million years' (assuming steps of about 50-60cm).

A series of 4-6 embedded markers along the ground path take you on a journey through time. Gondwana continent 'snapshots' and fossil casts are embedded in the path – kids crouch down and touch them.

- 600 million years ago: The rocks beneath our feet are formed as part of the supercontinent of Gondwana
- 230: The first dinosaurs emerge
- 180: Break-up of Gondwana begins
- 64 million years ago (perhaps 3 metres from the end of the path): Extinction of the dinosaurs

One last graphic panel notes when the limestone around the caves was formed (3 million years ago, just a few centimetres from the end of the path). And human settlement is too small to notice ...

GibsonGroup



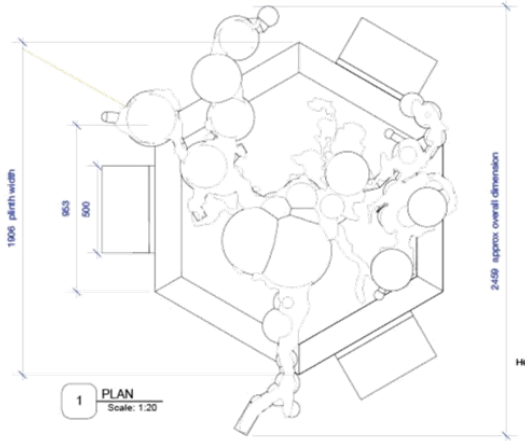
Visitor Centre

Visitor Journey Two
Scale @ A3

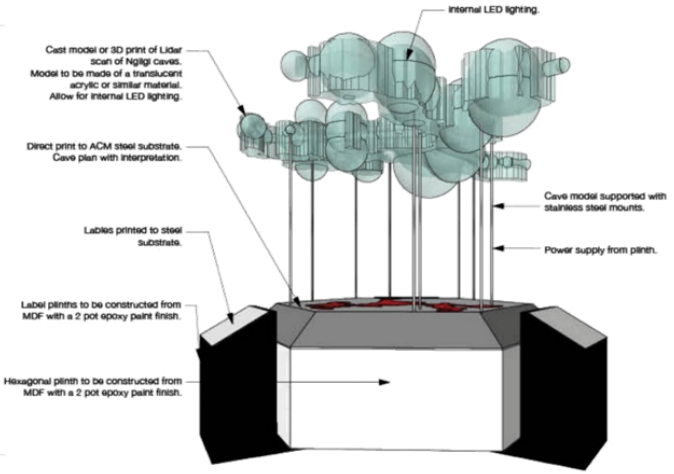
GibsonGroup

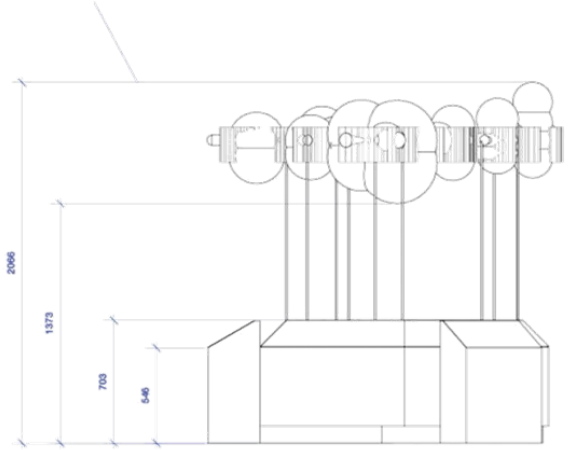
File: ngilgicaves_interiormodel.vwx
Drawing no: GG-NC-3.060
Date by: BB 28.01.2021

NOTE: CAVE MODEL IS INDICATIVE ONLY.



1 PLAN
Scale: 1:20





3 ELEVATION
Scale: 1:20

https://blog.csiro.au/kids-raid-caves-in-virtual-classroom/





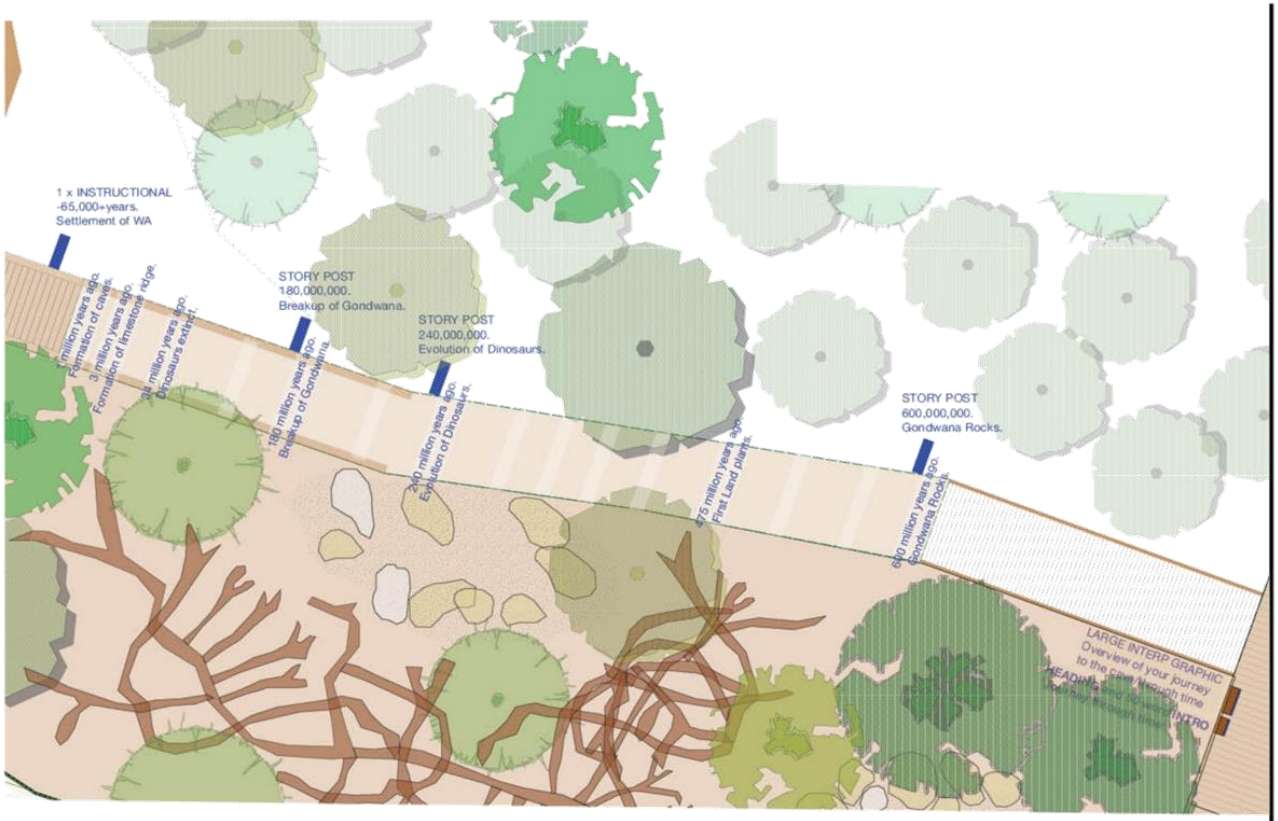
CAVE PLAN

Cave Model Plinth

Visitor Journey Two
Scale @ A3

GibsonGroup

File: ngilgicaves_interiormodel.vwx
Drawing no: GG-NC-3.061
Date by: BB 28.01.2021



1 JOURNEY THROUGH TIME GRAPHICS PLAN
Scale: 1:100

Journey through time

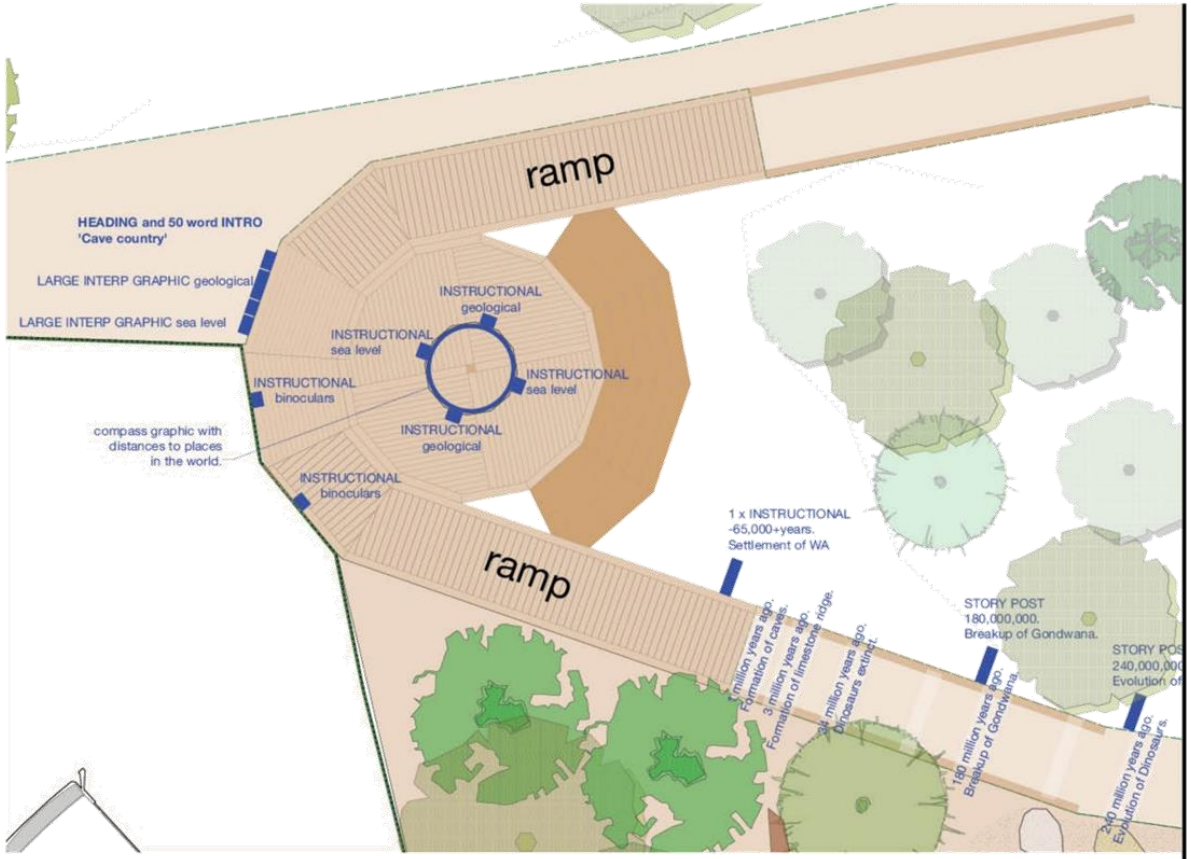
Visitor Journey Two
Scale @ A3

Embedded markers and story posts lead you through deep time history before the caves were formed.

- Timescale shown is indicative only

GibsonGroup

File: Ngilgi Caves-210203.vwx
Drawing no: GG-NC-1.1042
Date by: BB 02.05.2021



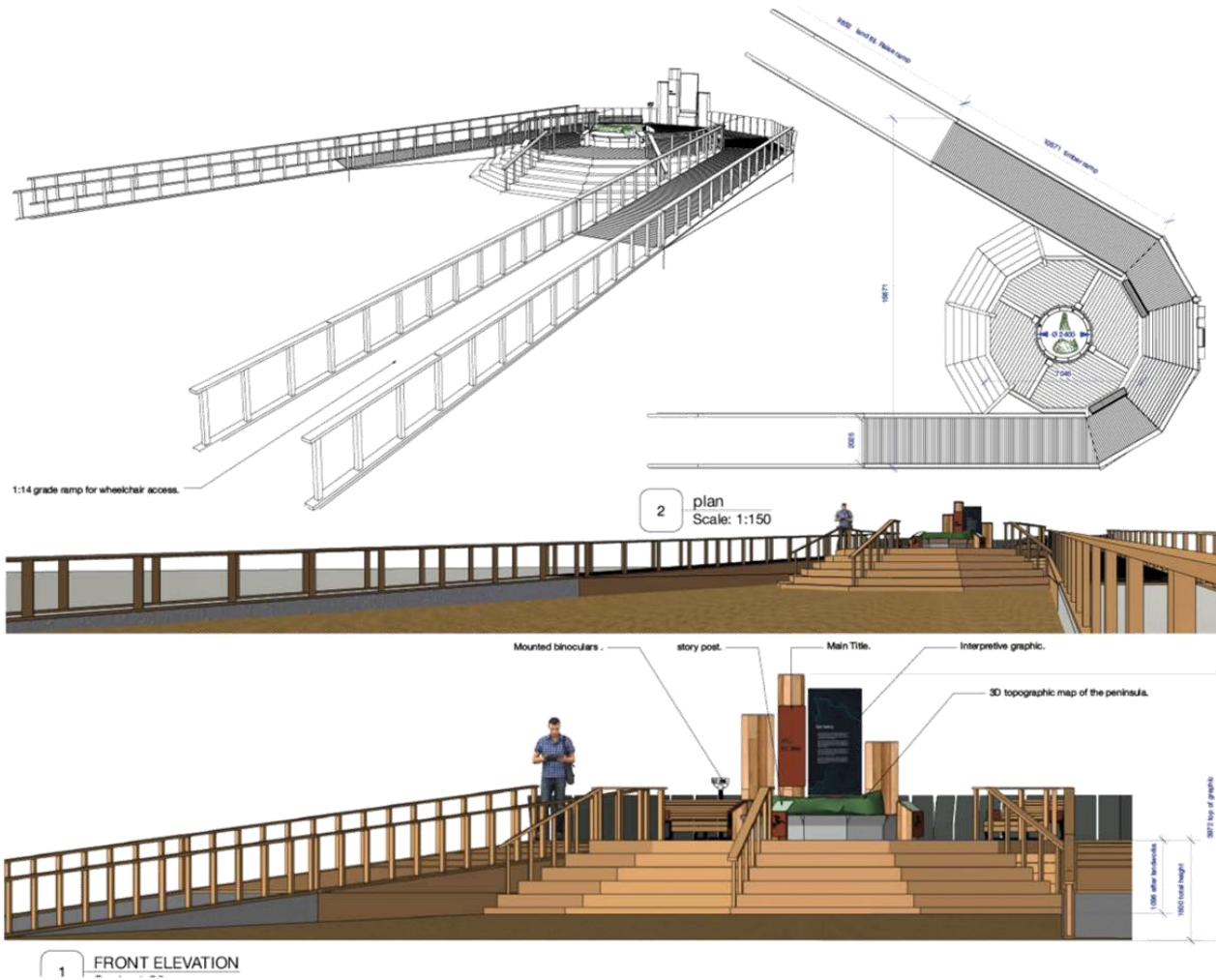
1 JOURNEY THROUGH TIME GRAPHICS PLAN
Scale: 1:100

Lookout Plinth

Visitor Journey Two
Scale @ A3

GibsonGroup

File: Ngilgi Caves-210203.vwx
Drawing no: GG-NC-1.1043
Date by: BB 02.05.2021



Lookout Plinth

Lookout Plinth
Scale @ A3

Lookout: Land, ocean, limestone

BIG IDEA
The limestone ridge you're standing on, and why it's here

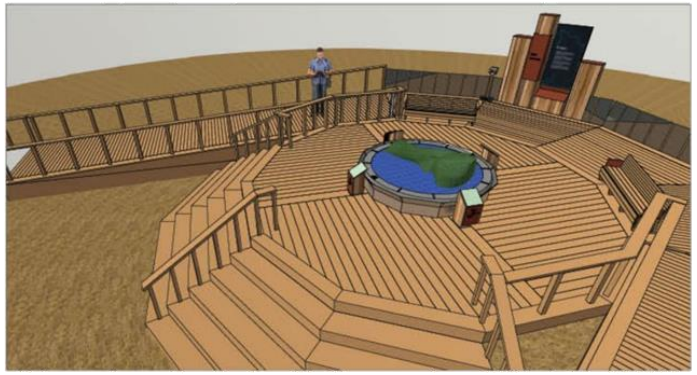
You climb a shallow ramp and reveal a spectacular view out to the ocean.

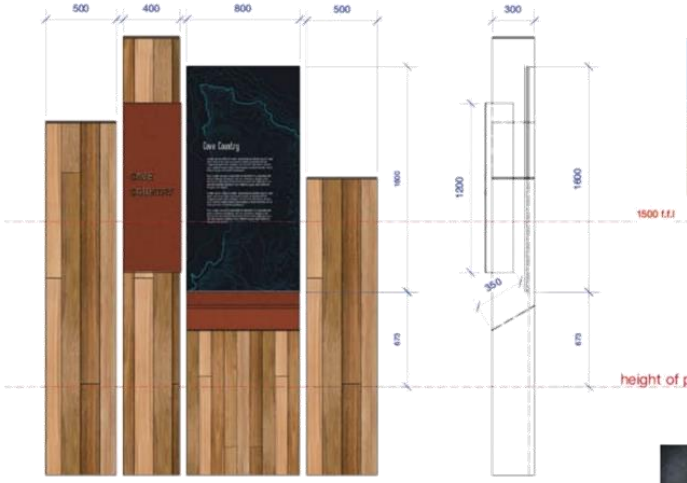
A large landscape sculpture element, oriented to align with the terrain, shows the Cape with its limestone ridge brightly illustrated, along with the location of the caves. Graphics explain how the ridge was formed – wind blowing material into dunes up where you stand.

GibsonGroup

File: ngilgicaves lookout_201203.vwx
Drawing no: GG-NC-3.000
Date by: BB 02.05.2021







1 LARGE INTERP GRAPHIC
Scale: 1:25

2 SIDE ELEVATION
Scale: 1:25





Lookout Plinth

Lookout Plinth
Scale @ A3

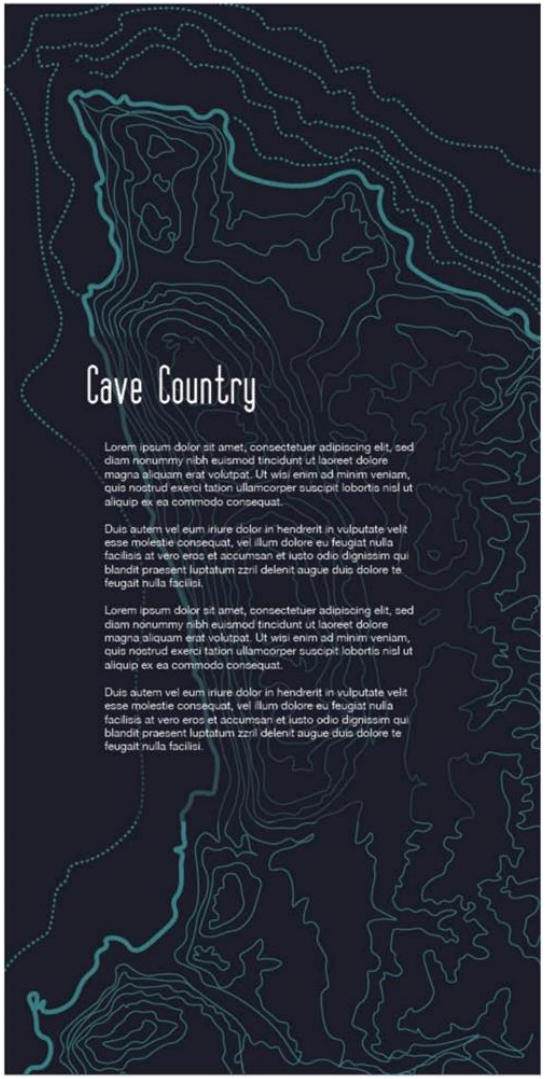
Ancient sea levels are also depicted on the sculpture and surrounding architecture – far off the present-day coast. Graphics discuss how indigenous Australiana witnessed changing sea levels during their 60,000 year habitation of this area – and how those stories have been passed down ever since.

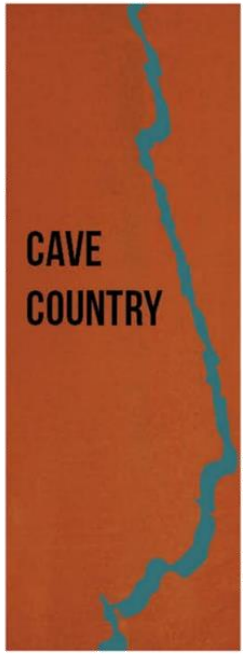
In-depth graphics tell the geological story in more detail, and a stone sculptural element illustrates the relationship between limestone and sea creatures.

Arrow markers highlight the isolation of the cape, and binoculars encourage you to enjoy the view.

GibsonGroup

File: ngilgicaves lookout_201203.vwx
Drawing no: GG-NC-3.001
Date by:x BB 02.05.2021





Fonts

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240pt

Story Heading
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200pt

Body
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48pt

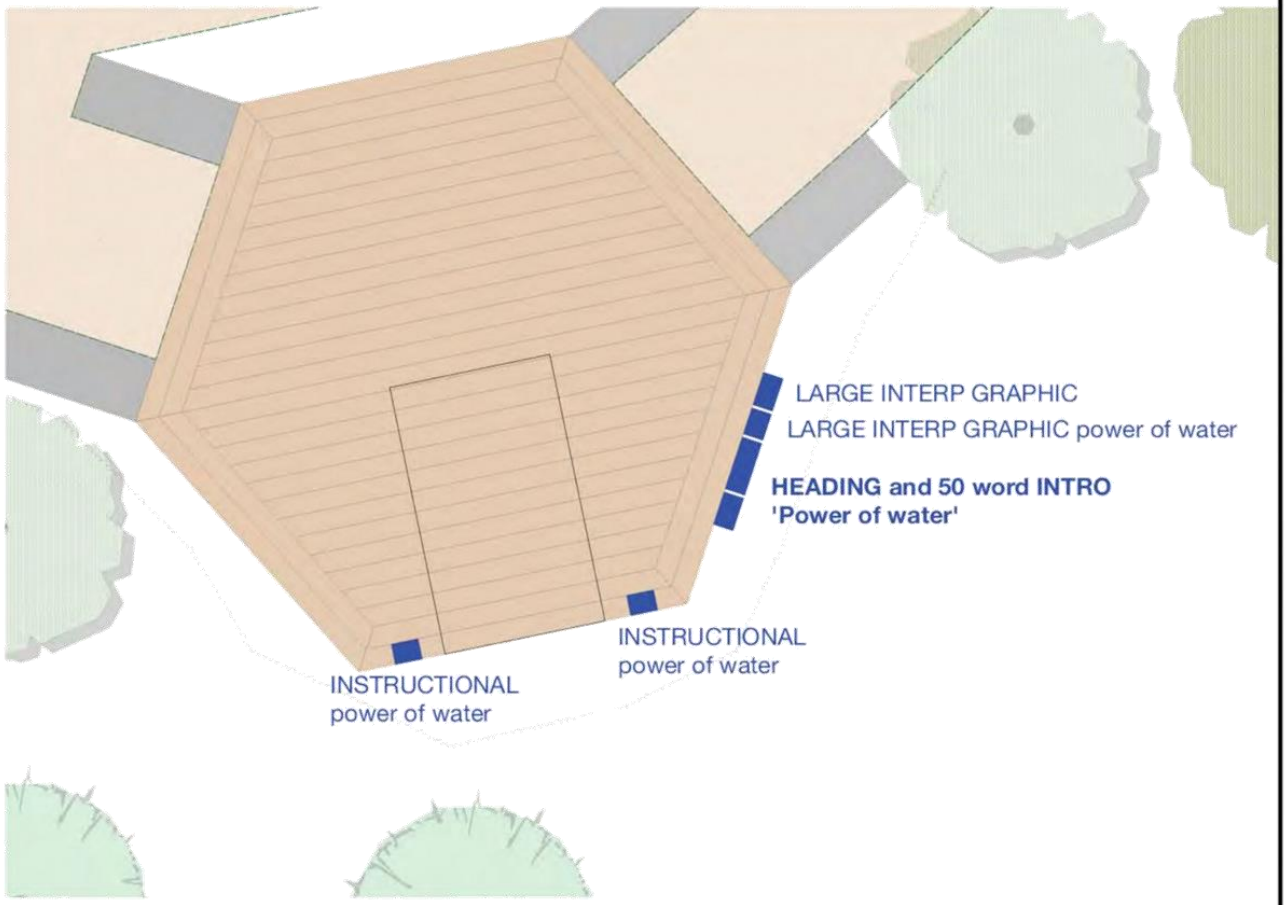
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PANTONE	532C	cool grey 1C	11-0602 TPX
HEX	1D1F2A	D9D8D6	F0F0EC

RGB	121, 134, 60	169, 67, 30	200, 130, 66	51, 113, 121
CMYK	58, 13, 92, 21	0, 79, 100, 26	4, 46, 75, 13	77, 26, 33, 27
PANTONE	7491C	1675C	722C	2213C
HEX	33/1/9	A9431E	C88242	33/1/9

Lookout Graphics

Lookout Plinth

GibsonGroup



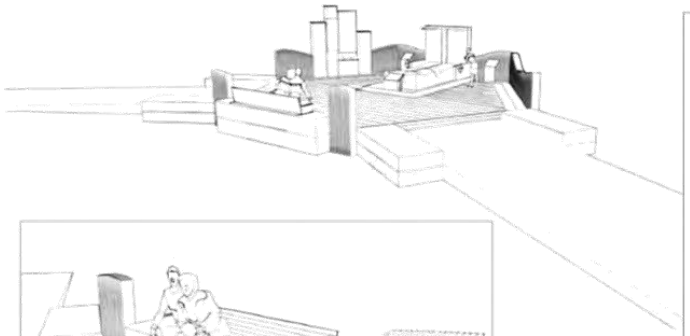
1 POWER OF WATER - GRAPHICS PLAN
Scale: 1:50

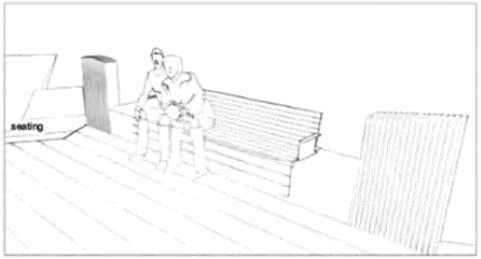
Pre Caves 1 Experience

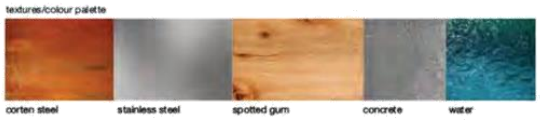
Power of Water Interactive
Scale @A3

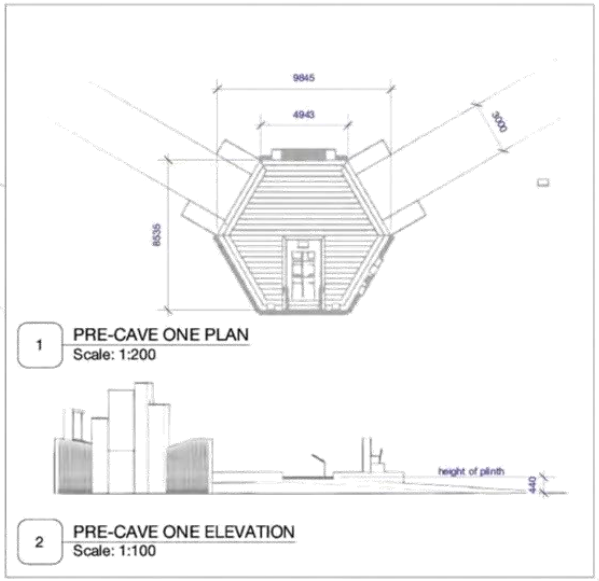
GibsonGroup

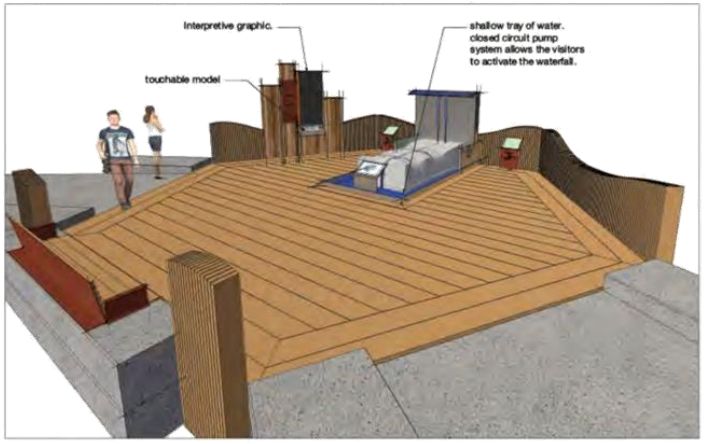
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Date by: BB 02.05.2021

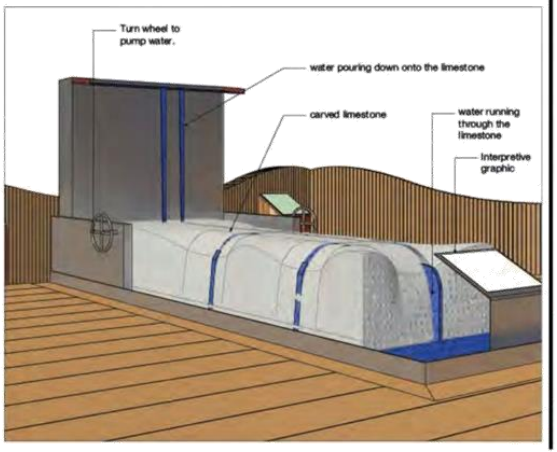












Pre Cave 1 Experience

Power of Water Interactive
Scale @ A3

Power of water

BIG IDEA
Moving water creates caves systems

How does a limestone ridge become a cave system?

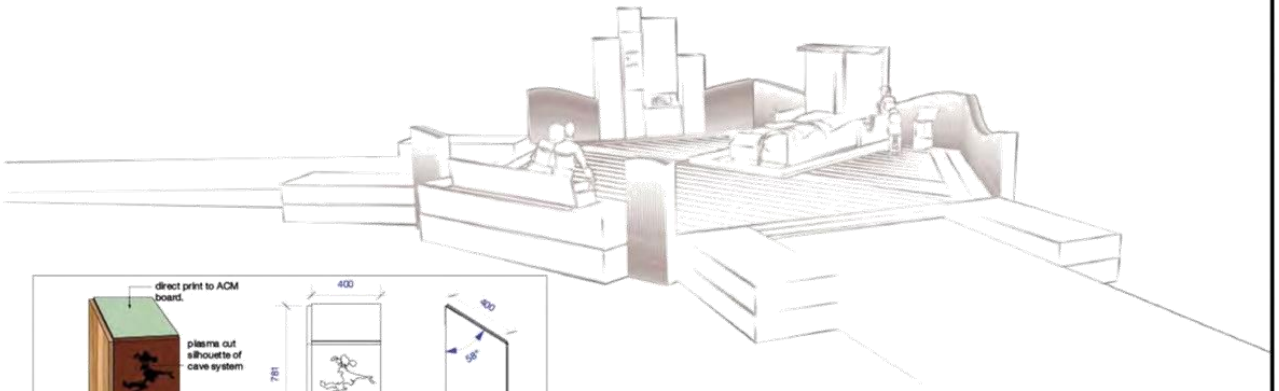
You discover a platform along the path, with signage and physical interactives. You're eager to get to the cave but this looks intriguing, and there's not too text much to read.

You use a physical pump to cycle water over a large abstract limestone landscape, and see how it wears away ravines and caves. This touchable centrepiece is supported by cross-section graphics showing how caves are formed, and also a map showing the location of all the caves in the Leeuwin-Naturaliste ridge.

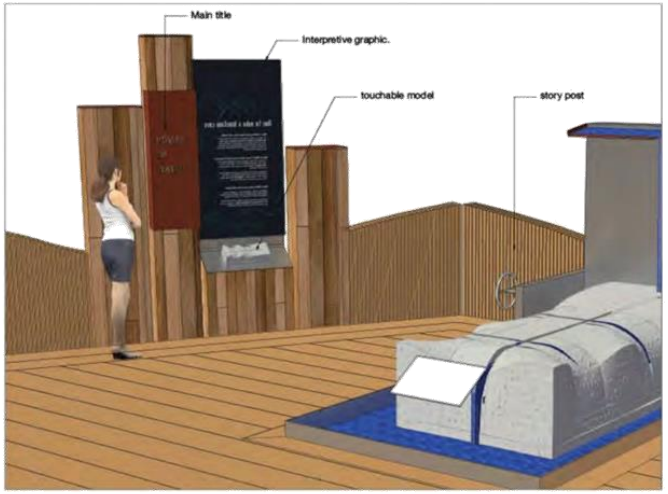
You touch examples of real limestone that have been worn down by water, and appreciate how slow this process is.

GibsonGroup

File: ngilgicaves interactives_210227.vwx
Drawing no: GG-NC-3.020
Date by: BB 02.02.2021







textures/colour palette



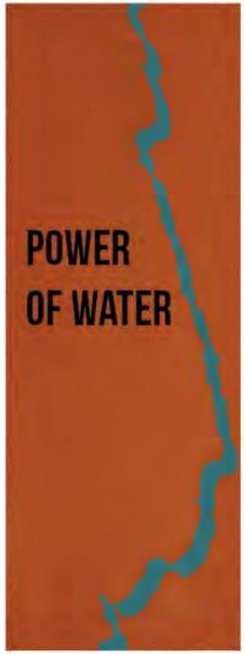
Pre Caves 1 Experience

Power of Water Interactive
Scale @ A3

GibsonGroup

File: ngilgicaves interactives_210227.vwx
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Date by: BB 02.02.2021





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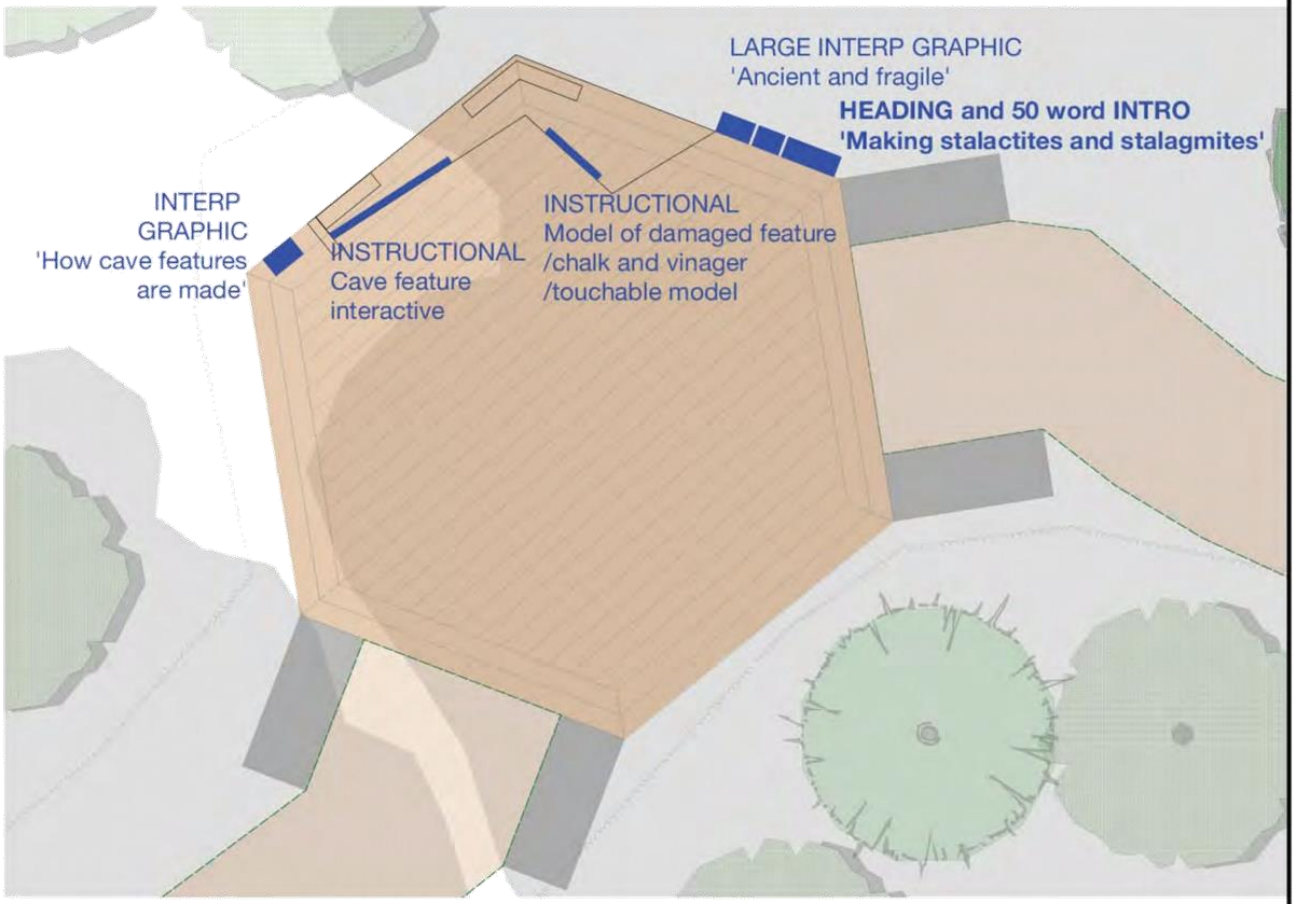
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RGB	121, 134, 60	169, 67, 30	200, 130, 66	51, 113, 121
CMYK	58, 13, 92, 21	C, 79, 100, 26	4, 46, 75, 3	77, 26, 33, 27
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HEX	33/1/9	A9431E	C88242	33/1/9

Pre Caves 1 Graphics

Power of Water Interactive

GibsonGroup

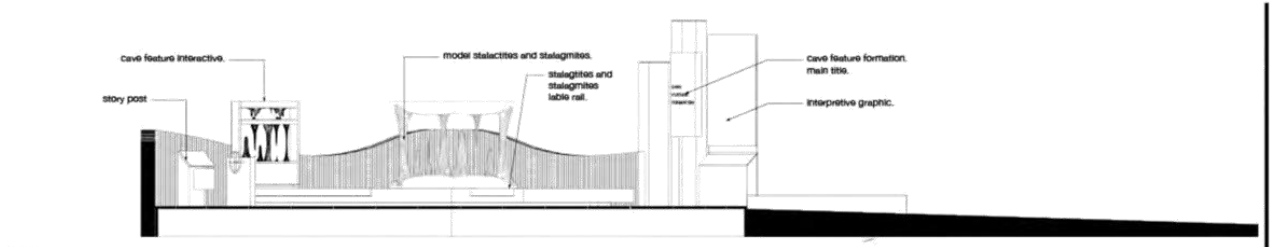


1 STALACTITES AND STALACMITES - GRAPHICS PLAN
Scale: 1:50

Pre Cave 2 Experience
Cave Feature Formation Interactive
Scale @ A3

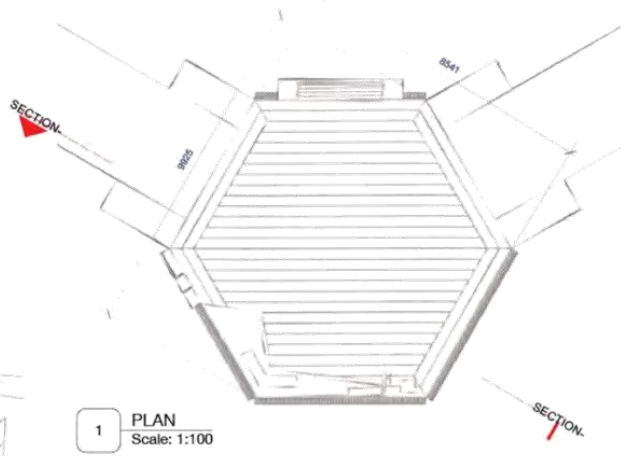
GibsonGroup

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Date by: BB 02.05.2021

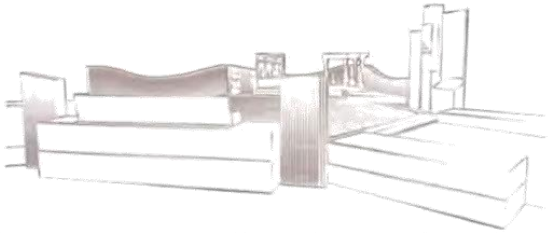


2 SECTION
Scale: 1:50

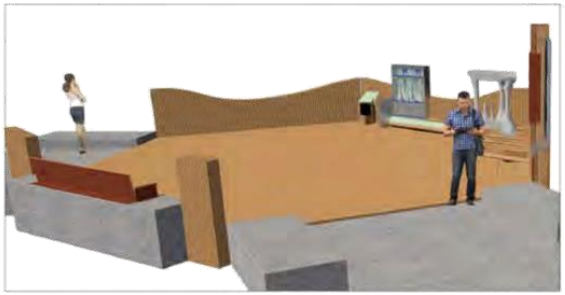




1 PLAN
Scale: 1:100







Pre Cave 2 Experience

Cave Feauture Formation Interactive
Scale @ A3

Making – and looking after– cave features

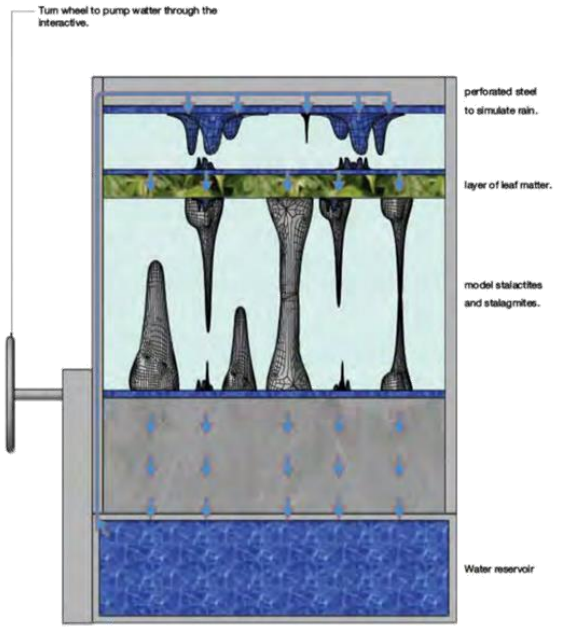
BIG IDEA
Plant material makes water acidic, accelerating erosion of limestone and leading to impressive cave features.

A series of large, touchable moulds and sculptures exemplify the different speleothems you'll see in the cave. A model of a discoloured, broken stalagmite shows us why we need to keep our hands off the features in the cave itself. This is just a taste - there's more detailed information in the cave itself about each feature.

A dripping water interactive shows you how water trickles through organic matter, through the ground, and down off the cave ceiling, depositing calcites and creating columns, stalactites and more.

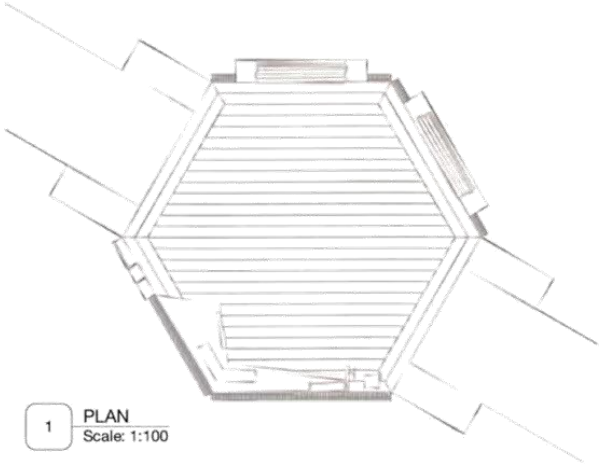
GibsonGroup

File: ngilgicaves interactives_210201.vwx
Drawing no: GG-NC 3.031
Date by: BB 04.02.2021



2 CAVE FEATURE INTERACTIVE
Scale: 1:10





1 PLAN
Scale: 1:100

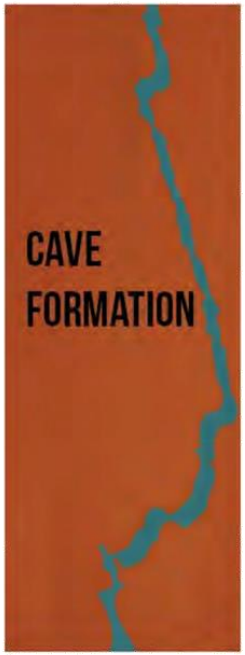
Pre Cave 2 Experience

Cave Feature Formation Interactive
Scale @ A3

GibsonGroup

File:ngilgicaves interactives_210201.vwx
Drawing no: GG-NC-3.032
Date by: BB 04.02.2021





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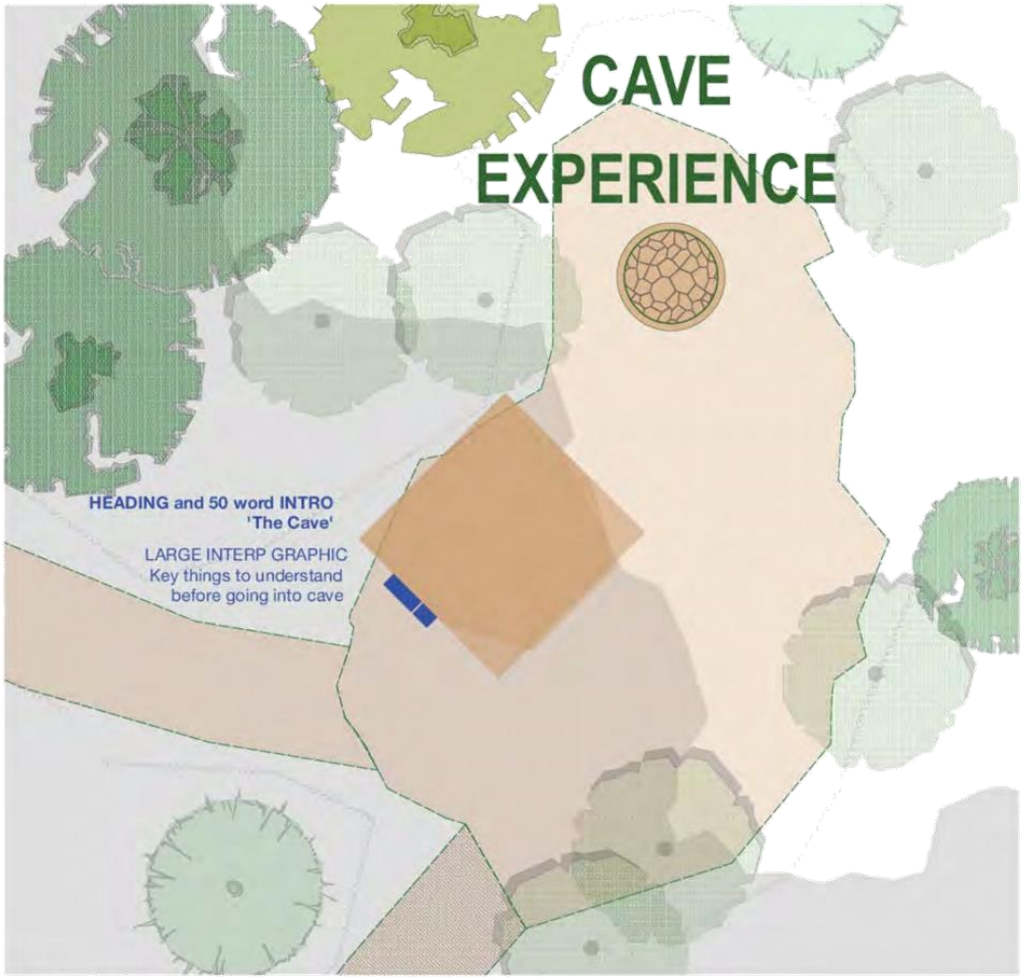
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CMYK	38, 13, 82, 21	0, 79, 100, 26	4, 46, 75, 13	77, 26, 33, 27
PANTONE	7491C	1675C	722C	2213C
HEX	33/1/9	A9431E	C88242	33/1/9

Pre Cave 2 Graphics

Cave Feature Formation Interactive

GibsonGroup



1 CAVE ENTRANCE - GRAPHICS PLAN
Scale: 1:75

Cave Experience
Cave
Scale @ A3

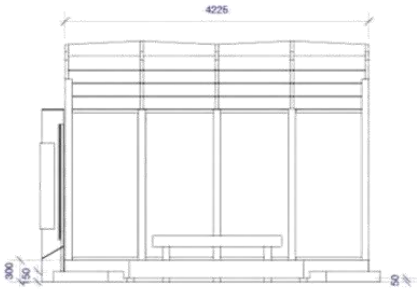
GibsonGroup

File: Ngilgi caves_210203.vwx
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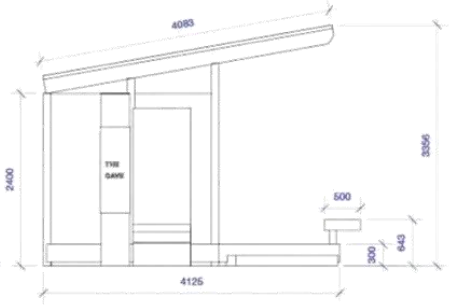




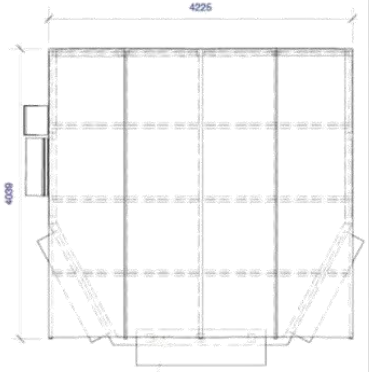




1 FRONT ELEVATION
Scale: 1:50



5 SIDE ELEVATION
Scale: 1:50



3 PLAN
Scale: 1:50

Cave Experience

Cave Entrance
Scale @ A3

GibsonGroup

File: ngilgicaves interactives_210201.vwx
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Date by: BB 05.02.2021

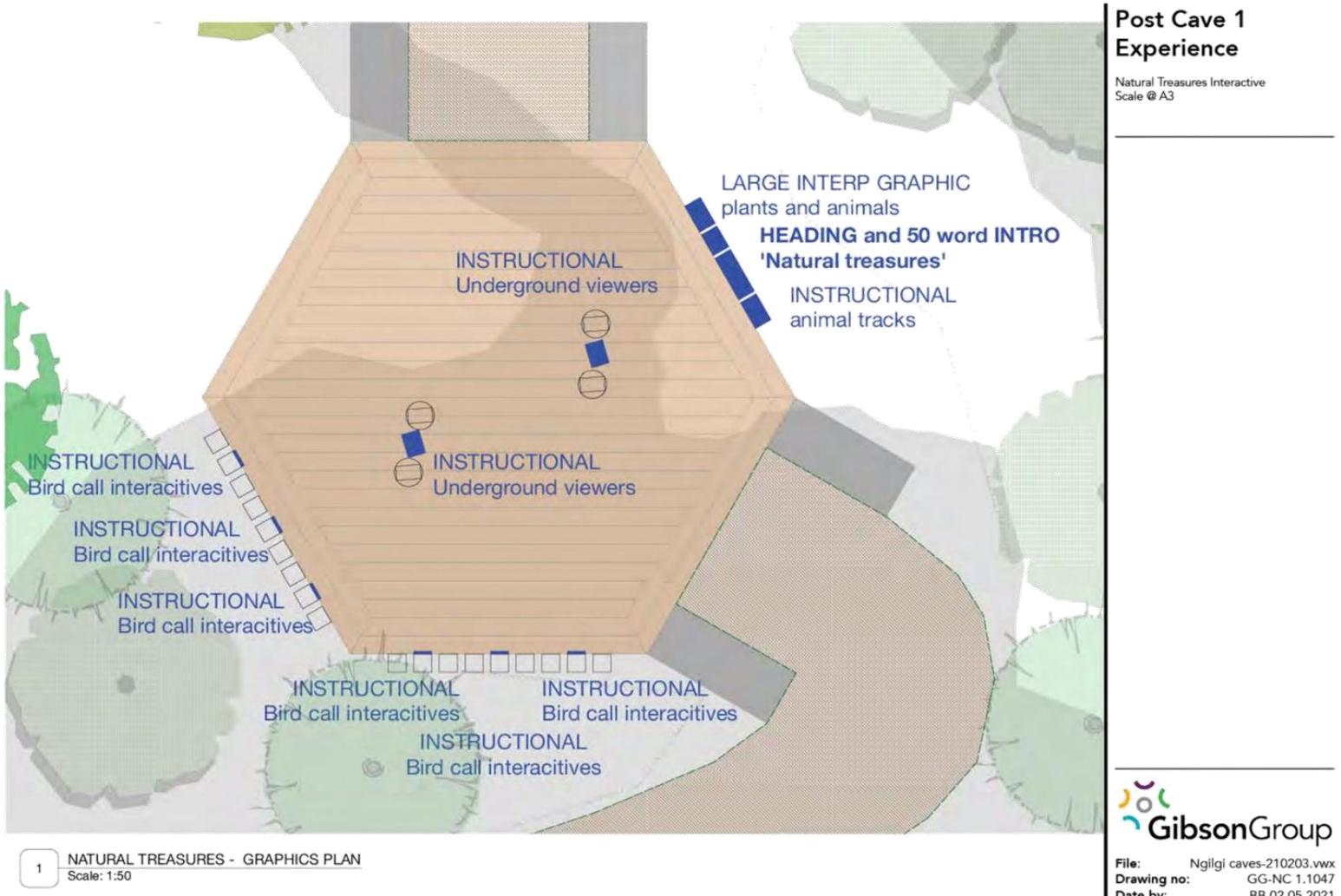
CAVE ENTRANCE

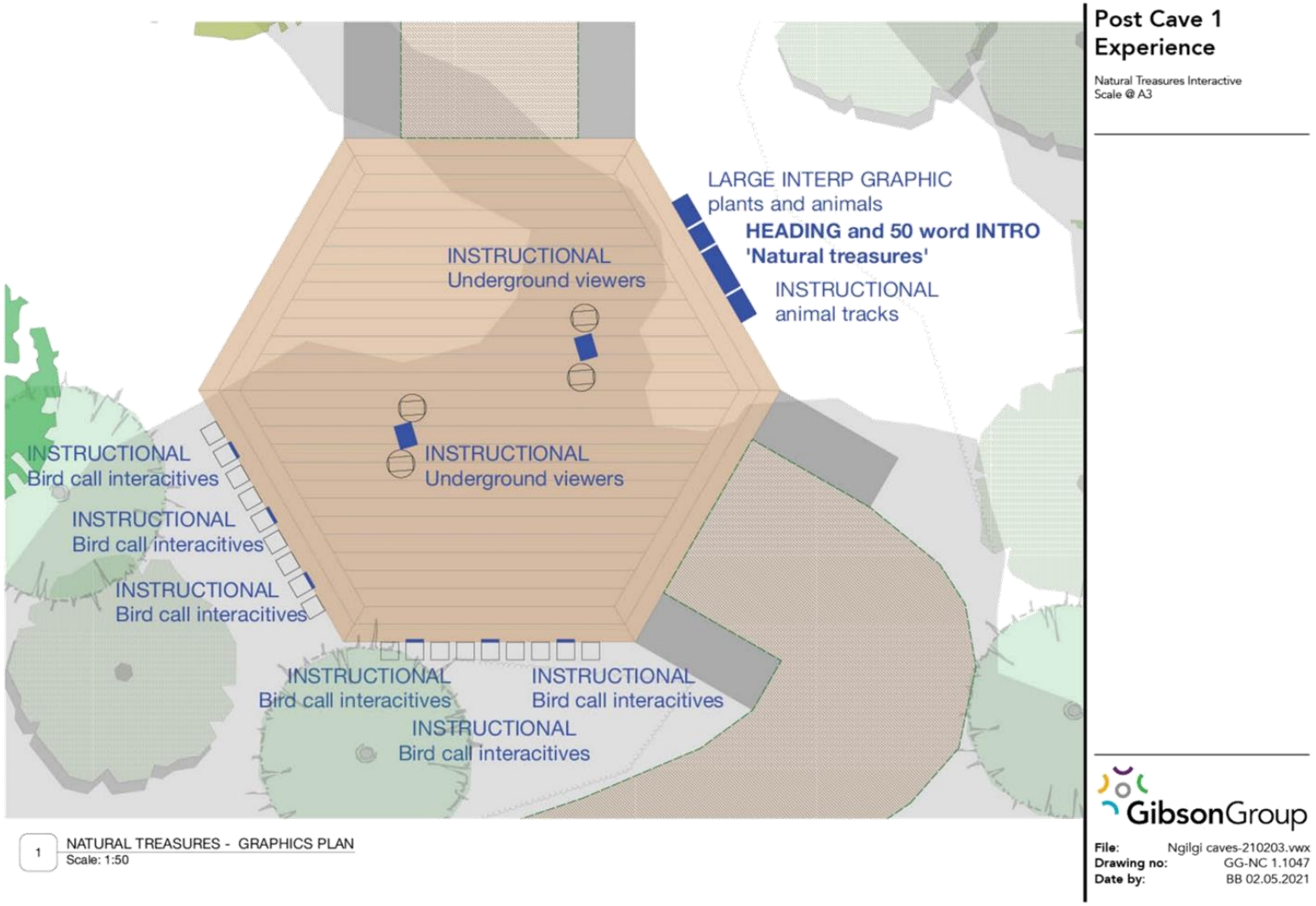
A small speaking platform with simple, emblematic graphics help guides communicate their key messages: Stay on walkways, don't touch cave features, no food or drink, take photos but no selfie sticks or tripods.

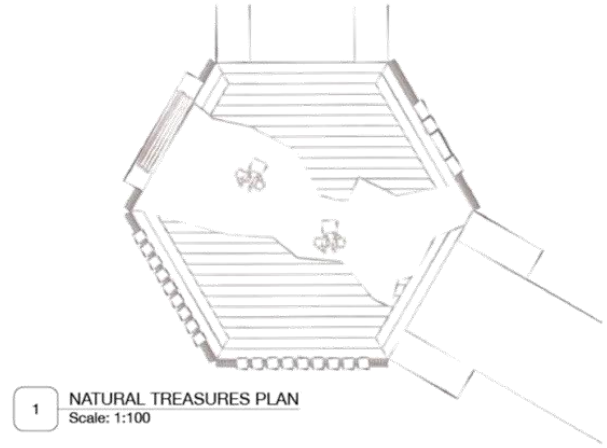




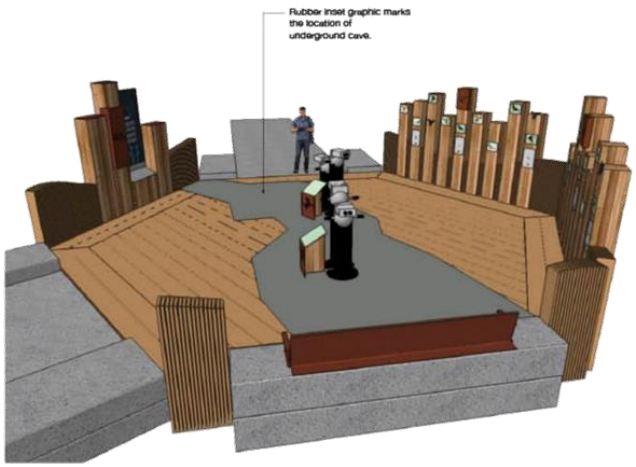
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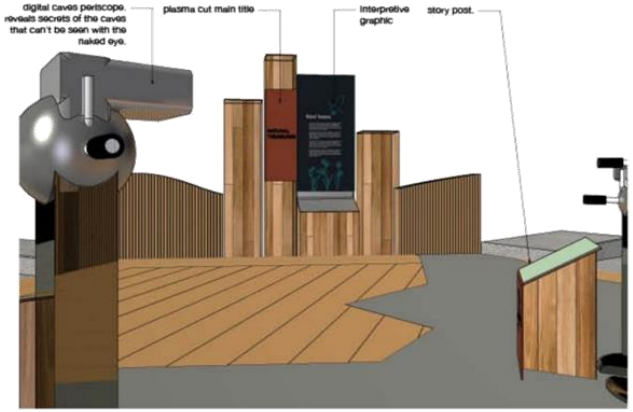

LARGE INTERP GRAPHIC
plants and animals
HEADING and 50 word INTRO
'Natural treasures'
INSTRUCTIONAL
animal tracks
INSTRUCTIONAL
Underground viewers
INSTRUCTIONAL
Underground viewers
INSTRUCTIONAL
Bird call interacitives
INSTRUCTIONAL
Bird call interacitives
INSTRUCTIONAL
Bird call interacitives
INSTRUCTIONAL
Bird call interacitives
INSTRUCTIONAL
Bird call interacitives
INSTRUCTIONAL
Bird call interacitives
1
NATURAL TREASURES - GRAPHICS PLAN
Scale: 1:50
Post Cave 1
Experience
Natural Treasures Interactive
Scale @ A3
GibsonGroup
File: Ngilgi caves-210203.vwx
Drawing no: GG-NC 1.1047
Date by: BB 02.05.2021


LARGE INTERP GRAPHIC
plants and animals
HEADING and 50 word INTRO
'Natural treasures'
INSTRUCTIONAL
animal tracks
INSTRUCTIONAL
Underground viewers
INSTRUCTIONAL
Underground viewers
INSTRUCTIONAL
Bird call interacitives
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Bird call interacitives
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Bird call interacitives
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Bird call interacitives
INSTRUCTIONAL
Bird call interacitives
1
NATURAL TREASURES - GRAPHICS PLAN
Scale: 1:50
Post Cave 1
Experience
Natural Treasures Interactive
Scale @ A3
GibsonGroup
File: Ngilgi caves-210203.vwx
Drawing no: GG-NC 1.1047
Date by: BB 02.05.2021

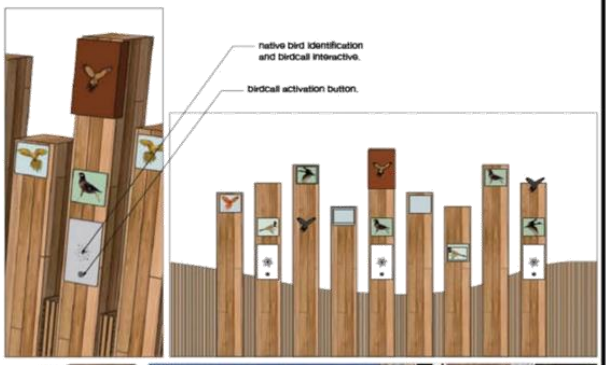


1 NATURAL TREASURES PLAN
Scale: 1:100











Post Cave 1 Experience

Natural Treasures Interactive
Scale @ A3

National park, national treasures

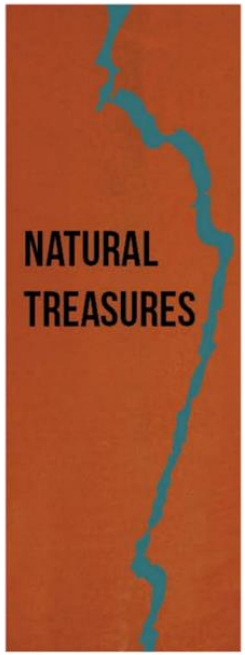
BIG IDEA
This national park is home to special species of birds, plants and animals

You emerge from the cave, happy to be above-ground and in the sunlight again! You take a seat amongst the trees – perhaps grabbing a snack from your bag. You're aware of the sounds of the forest and trees.

GibsonGroup

File:ngilgicaves interactives_210201.vwx
Drawing no: GG-NC 3.040
Date by: BB 04.02.2021





Fonts

Introduction Heading
Bebas Neue
Regular
240pt

Story Heading
VertigoFLF
Bold
200pt

Body
Helvetica Neue
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48pt

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CMYK	92, 73, 29, 89	14, 11, 12, 0	
PANTONE	532C		11-0602 TPX
HEX	1D1F2A	D9D8D6	F0F0EC

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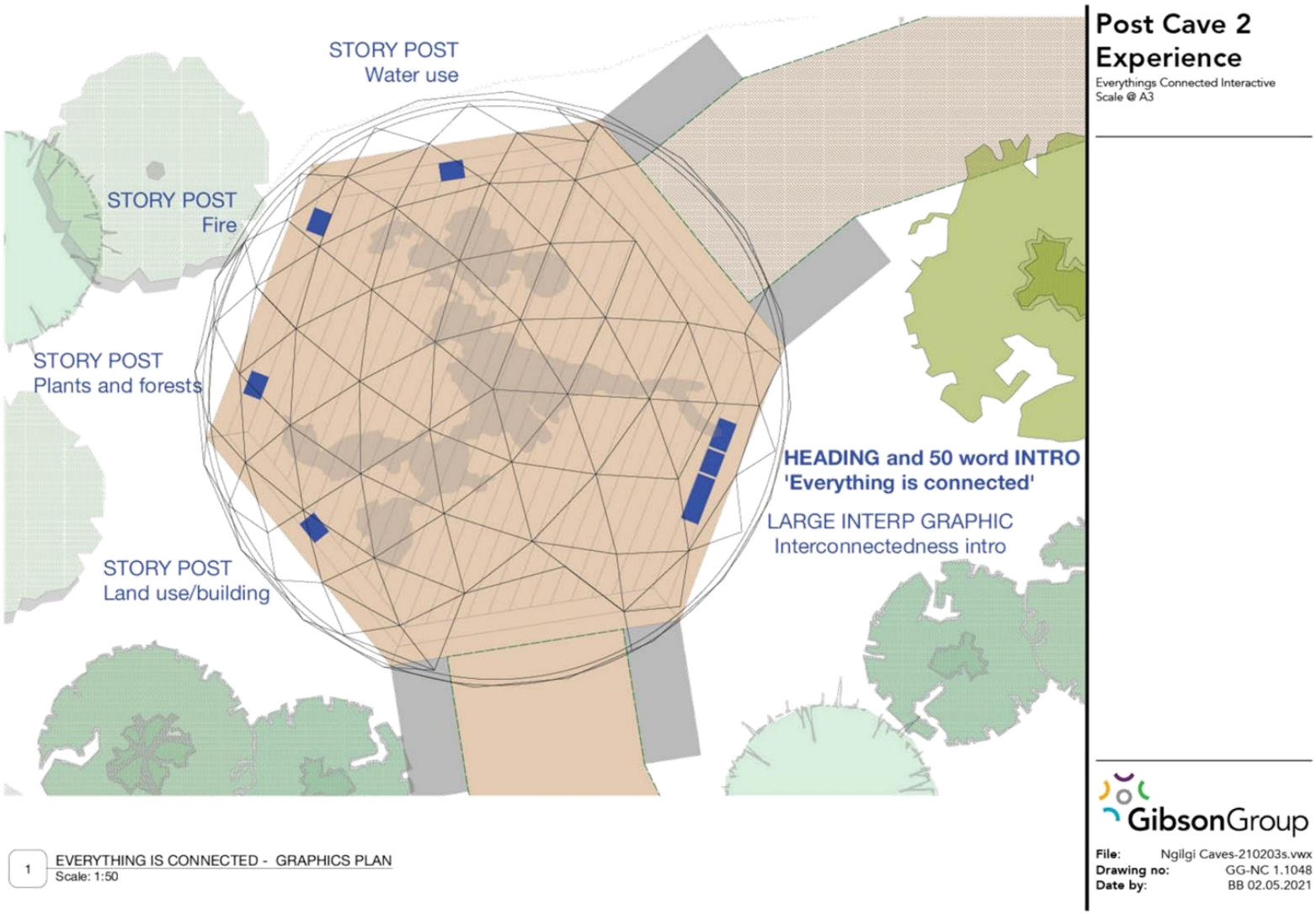
Post Cave 1 Graphics

Natural Treasures Interactive

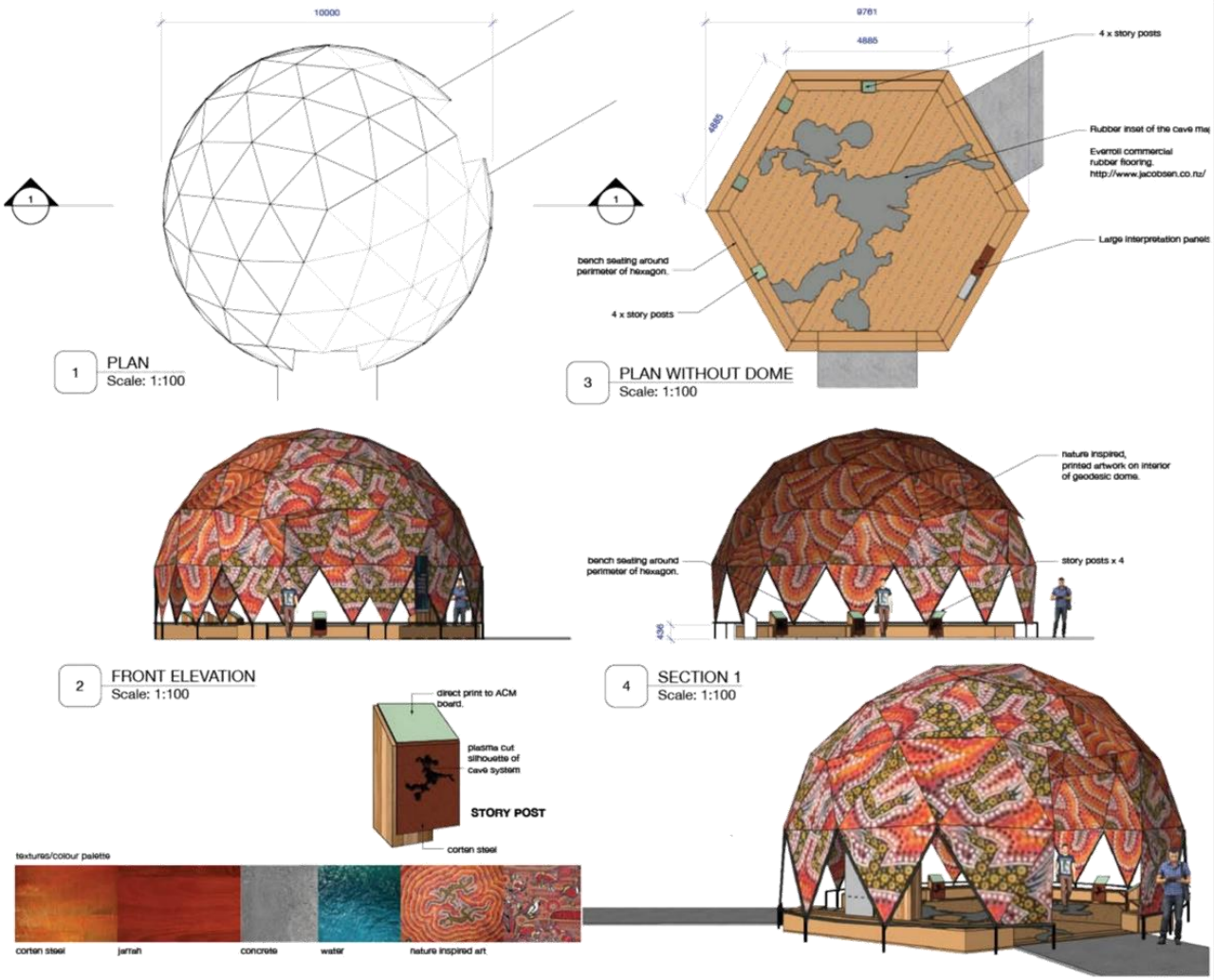
You activate bird call sounds in a series of posts. Some you recognise from your walk so far, others you'll keep an ear out for. You run your fingers over casts of tracks made by different wild animals. You read a few short sentences about forest foods that make you interested in visiting the Koomal dreaming experience. You also see some special species of orchids and other flowers.

Markings on the platform and the surrounding paths show you that you are standing on top of the cave, and mock periscopes provide a view to discover close-up images of cave-dwelling species.

GibsonGroup



1 EVERYTHING IS CONNECTED - GRAPHICS PLAN
Scale: 1:50



Post Cave 2 Experience

Everythings Connected Interactive
Scale @ A3

Everything is connected

BIG IDEA
We are all part of an interdependent system: what we do on the surface affects the health of the caves.

Walk beneath an interconnected framework symbolising the relationship between plants and animals both above and below ground. See representation of people in this network, inspired by indigenous understandings of stewardship and sustainability.

Under your feet, there's a large-scale map of the cave system to walk on and retrace your journey – a reminder that the world above and below ground is connected.

Graphic stations explore how our actions on the surface affect the caves – from water use, to forest management and erosion, to fire management – and how we can all be inspired to be observers of nature and custodians of land.

GibsonGroup

File:everythingisconnected_210205.vwx
Drawing no: GG-NC 3.052
Date by: BB 02.04.2021





Fonts

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Story Heading
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Bold
200pt

Body
Helvetica Neue
Regular
48pt

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CMYK	92, 73, 29, 89	14, 11, 12, 0	
PANTONE	532C	[illegible]	11-0602 TPX
HEX	1D1F2A	D9D8D6	F0F0EC

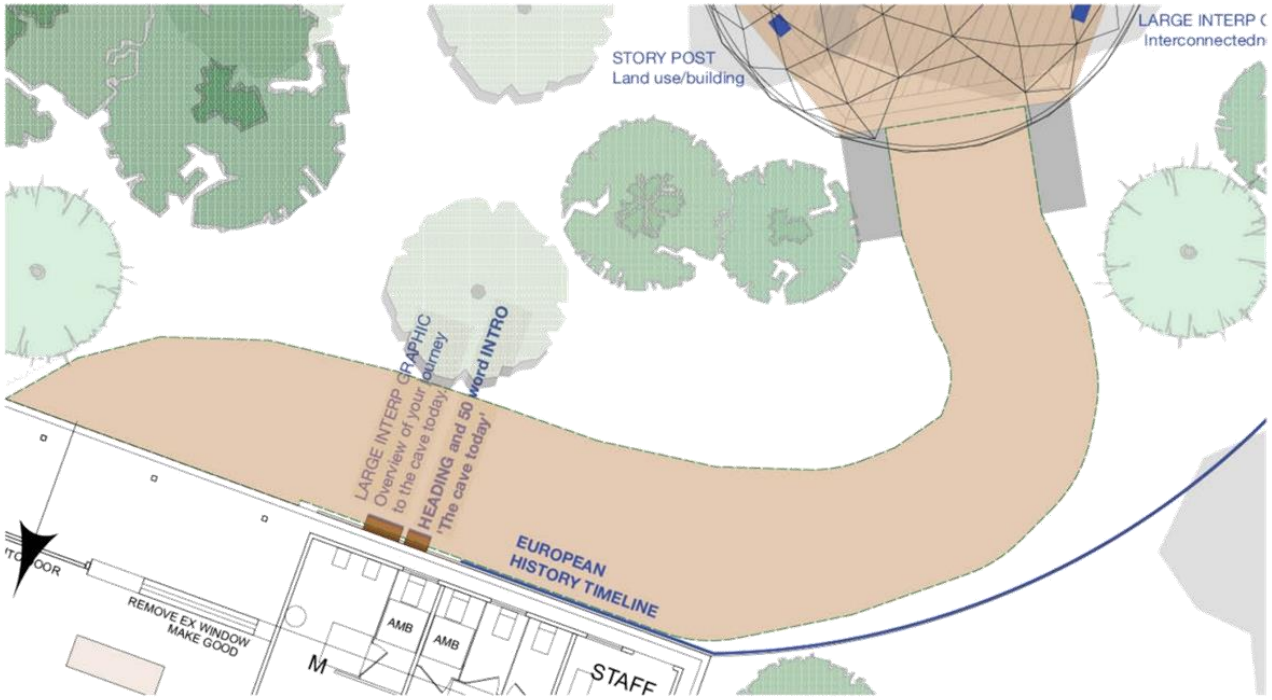
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PANTONE	749C	1675C	722C	2213C
HEX	33/1/9	A9431E	C88242	33/1/9

Post Cave 2 Experience

Everythings Connected Interactive

Graphic stations explore how our actions on the surface affect the caves – from water use, to forest management and erosion, to fire management –and how we can all be inspired by an indigenous worldviews to be observers of nature and custodians of land.

GibsonGroup



1 EVERYTHING IS CONNECTED - GRAPHICS PLAN
Scale: 1:75

Post Cave 3 Experience

European History
Scale @ A3

Cave visual history

As you approach the end of your journey, you encounter a large-scale photographic timeline of the cave, from the first European entry in 1899 to the present day. Large archive images are front and centre, along with quotes from historic newspapers and primary accounts.

Follow the development of Western Australia's first and most formative tourist attraction, including examples of how the technology used in the caves – from kerosene lights to LEDs – has changed over time. Read some short accounts of what it was like to visit the caves in the early days, camping in the bush or staying at Caves House Hotel.

Finally, read about the renaming of the caves in 2000 and how the caves are managed today for maximum enjoyment and least environmental impact.

GibsonGroup

File: Ngilgi Caves-210203.vwx
Drawing no: GG-NC 1.1049
Date by: BB 02.05.2021



RETURN ENTRANCE.



EUROPEAN HISTORY.

Post Cave 3 Experience

European History
Scale @ A3

GibsonGroup

File: Ngilgi Caves-210203s.vwx
Drawing no: GG-NC 1.1048
Date by: BB 02.05.2021

12.7 Airport Advisory Committee - 1/12/2021 - BUSSELTON MARGARET RIVER AIRPORT - NOISE MANAGEMENT PLAN REVIEW

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy.
STRATEGIC PRIORITY	3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
SUBJECT INDEX	Busselton Margaret River Airport
BUSINESS UNIT	Commercial Services
REPORTING OFFICER	Manager Economic and Business Development Services - Jennifer May
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A BMRA Noise Management Plan January 2019 Track Changes⇩ Attachment B Draft BMRA Noise Management Plan January 2022⇩

This item was considered by the Airport Advisory Committee at its meeting on 1/12/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2112/116 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council:

1. Notes the process undertaken to date to review the Busselton Margaret River Airport Noise Management Plan (NMP) as required by Ministerial Statement 1088 including:

(a) Noise monitoring results;

(b) Noise amelioration assessments and/or implementation;

(c) Number of complaints received and actions taken to resolve complaints;

(d) Published flight paths to minimize impacts; and

(e) The findings of the review to determine the effectiveness of the Busselton Margaret River Airport Noise Management Plan, and whether amendments to the Plan are required.

2. Notes the draft NMP (January 2022) and endorses it to be advertised for public comment as outlined in this report, with the following amendments recommended by the Committee:

a) On page 43 (first paragraph), the addition of the words "City of Busselton" added before the word "website";

b) On page 43, the first sentence of the second paragraph be amended to read "The ANECs and N70 contours will be used by the City's Strategic Planning department in future land use planning and town planning scheme amendments to protect both the community and future amenity for noise sensitive land users."

c) On page 53 (bullet-points 3 and 4), the addition of the words "City of Busselton" before the word "website";

d) On page 57 (fifth bullet-point), the words "Prosecuting serial non-compliant aircraft operators" be changed to "infringe in accordance with City of Busselton local laws serial non-compliant aircraft operators"; and

e) The addition of a reference to the Airport's special control zone to note that "the City has and will apply Airport notifications on the land titles".

3. Notes that where further amendments to the draft NMP (January 2022) are required as a result of public comment, the draft NMP (January 2022) will be brought back to Council prior to submitting a report to the CEO of the Office of the Environmental Protection Authority.

CARRIED 9/0

EN BLOC

Reasons: The Committee sought some administrative changes to the Noise Management Plan for clarity and the addition of a reference to the Airport notifications that the City holds and will apply to land titles.

OFFICER RECOMMENDATION

That the Council:

1. Notes the process undertaken to date to review the Busselton Margaret River Airport Noise Management Plan (NMP) as required by Ministerial Statement 1088 including:

(a) Noise monitoring results;

(b) Noise amelioration assessments and/or implementation;

(c) Number of complaints received and actions taken to resolve complaints;

(d) Published flight paths to minimize impacts; and

(e) The findings of the review to determine the effectiveness of the Busselton Margaret River Airport Noise Management Plan, and whether amendments to the Plan are required.

2. Notes the draft NMP (January 2022) and endorses it to be advertised for public comment as outlined in this report.

3. Notes that where further amendments to the draft NMP (January 2022) are required as a result of public comment, the draft NMP (January 2022) will be brought back to Council prior to submitting a report to the CEO of the Office of the Environmental Protection Authority.

EXECUTIVE SUMMARY

This report provides the recommendations resulting from the review of the Busselton Margaret River Airport Noise Management Plan version 2 (January 2019) and a draft Noise Management Plan (January 2022) to be advertised for public comment and stakeholder consultation prior to a report being submitted to the CEO of the Office for the Environmental Protection Authority by 7 April 2022.

BACKGROUND

The concept of a Noise Management Plan (NMP) for the Busselton Margaret River Airport (BMRA) was first initiated in 2009 when environmental consulting firm Strategen was engaged to prepare a draft NMP. This was in response to the first fly in-fly out (FIFO) services commencing at the then Busselton Regional Airport and the need to address the restrictive hours of operations and conditions specified in Ministerial Statement 399, approved by the Minister for the Environment (October 1995).

The key elements of Statement 399 that the then Shire of Busselton was looking to revise and seek approval from the Office of the Environmental Protection Authority (OEPA) and Minister for the Environment were:

4.1 The proponent shall ensure that noise emissions from the aerodrome, including emissions from aircraft using the aerodrome, are effectively managed.

4.2 To achieve the objectives of condition 4.1, at all times during the operation of the aerodrome, the proponent shall ensure that noise emissions from the aerodrome activities, including emissions from aircraft using the aerodrome, do not cause noise levels at any residential premises in occupation to exceed an average of 55 dB(A)Ldn or a maximum of 65 dB LA slow, unless a specific variation to the maximum noise level is agreed to by the Minister for the Environment on advice of the Department of Environment and Conservation and following consultation with relevant agencies.

4.3 Where a variation has been granted by the Minister for the Environment, as referred to in condition 4.2, the variation may only apply for operation between 0700 hours and 2200 hours, and the proponent shall ensure that the maximum noise level does not exceed 80 dB La slow and that the number of flights is limited.

A variation, described in condition 4.3, had been granted by the Minister for the Environment to allow two (2) flights per day between the hours of 0700 and 2200 with aircraft noise to be limited to 80 dB(A) to enable the first Skywest Airlines Fokker100 fly-in-fly-out (FIFO) operations to commence.

The draft NMP was further developed by the Airport Advisory Group (AAG) and in July 2010 was presented to the Council for consideration. Furthermore, at this time the AAG was transitioned to an official committee of the Council, the Airport Advisory Committee (AAC), with four nominated Councillors. In October 2010, the newly formed AAC requested City staff to review and update the draft NMP (developed by the AAG) and present a final draft to the Council for endorsement prior to being submitted to the OEPA for consideration. A final draft version of the NMP was presented to the Council for endorsement on 15 December 2010, followed by submission to the OEPA on 1 February 2011.

A lengthy consultation period occurred with the OEPA, including a public consultation period, prior to a final NMP being submitted to the OEPA Board for consideration and referral to the Minister of the Environment; Water for approval. The City of Busselton's Noise Management Plan (June 2012) was approved as part of Ministerial Statement 901 on 22 June 2012.

In accordance with Condition 4 of Statement 901, the City of Busselton had the opportunity to review and submit proposed amendments or updates to the NMP. Following Council endorsement at its meeting on 28 August 2013, City officers submitted a proposed amended NMP to the OEPA for assessment in September 2013. The OEPA assessment resulted in the proposed amendments being resubmitted by the City of Busselton in March 2014 and following further discussions with the OEPA, the City of Busselton submitted a final revised version of the NMP in December 2014, which came into effect in July 2015.

In June 2015, the State Government committed to funding the upgrade of the BRA which required environmental approvals from the Minister of the Environment; Heritage. The environmental approvals required the City to undertake a full review of the NMP (2015) resulting in in the draft NMP (2016) that was then advertised for public comment in March 2016. Following Council consideration of the public submissions received and endorsement of the draft NMP (2016), the City applied to OEPA to amend the proposal description as described in Ministerial Statement 901 and submit the revised draft NMP (2016) that would allow for proposed interstate and international jet air services resulting from the State Government funded Airport Development Project.

Following extensive consultation with the OEPA, the City was notified in November 2016 that the level of environmental assessment for the BMRA Development Project (the Airport Expansion Proposal) was to be a Public Environmental Review (PER).

The determination for a PER referral process for the operational components of the Development Project provided a further opportunity for the City to review the draft NMP (2016) and incorporate comments and feedback received from the community and airport stakeholders resulting in the draft NMP (2017). The 2017 version included changes to the Standard Hours of Operations, Flight Training Guidelines and Noise Amelioration Criteria which was then advertised for public comment, in addition to extensive noise modelling, flight path analysis and community consultation. Following Council endorsement of the draft NMP (2017) the City submitted a draft Environmental Review Document (ERD) including the draft NMP (2017) and public submissions to the OEPA for review and comment as part of the PER process. Following considerable engagement with the OEPA, the amended NMP was approved on 27 December 2018 (version 1 May 2018) in accordance with Ministerial Statement 1088 by the Minister for Environment; Disability Services. Subsequent to this a number of minor, non-material amendments were made to the NMP in early 2019, resulting in the current version of the NMP (version 2 January 2019).

The current version of the NMP has been in place for just under three years and has enabled the City to manage the BMRA operations effectively. In accordance with Statement 1088, the Airport team are required to monitor and report to the OEPA any operational non-compliances, which may include aircraft movements outside of the approved operating hours, any unauthorised flight training, and aircraft noise breaches. As part of this process, the City is required to submit annual compliance reports outlining the effectiveness of the NMP to the OEPA.

Statement 1088 not only includes the conditions for managing noise emissions from the BMRA but also the requirements for the review of the NMP. Condition 6 Review of NMP, included in Statement 1088 outlines the following:

6-1 Within three months of each three year period, from the date of issue of this Statement, the proponent shall submit a report to the CEO which reviews the effectiveness of the Busselton Margaret River Airport Noise Management Plan 2018 (version 1, May 2018) or any subsequent approved versions, in achieving the objective of condition 5-1.

6-2 The report required by condition 6-1 shall include, but not be limited to:

1) Noise monitoring results;

2) Noise amelioration assessments and/or implementation;

3) Number of complaints received and actions taken to resolve complaints;

4) Published flight paths to minimize impacts; and

5) The findings of the review to determine the effectiveness of the Busselton Margaret River Airport Noise Management Plan 2018 (version1, May 2018) or any subsequent approved revisions, and whether amendments to the Plan are required.

Further, 'Chapter 9.2 Review Process' of the NMP details the process which is to be undertaken every three years in conjunction with the AAC (or its equivalent replacement at any future time). The NMP states that the review will be undertaken in consultation with key stakeholders, including the community, industry, government agencies, and airport users.

The results of the review and any proposed changes to the NMP are then be advertised for public comment in the local newspapers following Council's consideration of the recommended changes. It is noted that proposed amendments to the NMP may require approval under the *Environmental Protection Act 1986* or other relevant Acts depending on the extent of the proposed changes.

This report outlines the review process completed to date, further actions still to be completed and a revised, draft NMP to be advertised for public comment and distributed to BMRA stakeholders for comment.

OFFICER COMMENT

A report presented to the AAC in October 2021 outlined the following to be considered in the review process:

1. *How the development opportunities for the airport have been pursued;*
2. *Whether the flight paths and noise abatement zones need updating;*
3. *Whether the standard hours of operation need to be adjusted;*
4. *How well noise emissions associated with the airport have been managed, which will include consideration of noise monitoring data, complaints statistics and compliance information; and*
5. *The review will also include a review of the Fly Neighbourly Agreement and the Flight Training Guidelines.*

A review has now been completed and this report provides an update on the officers' findings and recommendations.

<u>BMRA Development Opportunities</u>

Over the last three years, the City has achieved significant development milestones relating to the BMRA. The BMRA Development Project commenced in 2016 and comprised two main phases - the airside development works and landside works. Both phases have been completed with the exception of the new terminal building.

The airside works, completed in 2018, comprised the following:

- Runway: extended from 1800m to 2460m; widened from 30m to 45m and strengthened from PCN 20 to 58;
- Central apron: expanded from 3 x Code 3C to 4 x Code 4C apron bays;
- Southern Apron: newly constructed 3 x Code 4C bays and 1x Code 4E bay;
- Taxiways: newly constructed Code 4E strength Alpha and Bravo; Charlie upgraded to Code 4C;
- General Aviation precinct: newly constructed taxiway Delta Code B; 2 x aprons and 34 hangar lots ready for hanger construction and lease;
- Newly constructed RESAs and runway strip upgraded;
- Newly installed AGL and double sided PAPIs and Central/Southern Apron lighting;
- Relocated and upgraded AWIS;
- Drainage and dam enlarged; and
- Airside Security fencing ad gates in place.

The landside works completed in March 2019 included:

- Existing terminal expansion;
- Newly constructed arrivals hall;
- New 422 bay public car park and car parking system;
- Upgraded transport operators car park;
- Internal road networks and entry statement; and
- Water, power, and communications services extended/ installed to the BMRA site.

Operational developments achieved by the City also included the implementation of Tier 2 classified security screening, new flight paths, and new Wildlife Hazard Management Plan and procedures.

In addition to the airside and landside works, the City has developed seven serviced lots available for aviation and/or commercial businesses, four with direct airside access in the BMRA Industrial and Commercial Precinct which are now being advertised through a request for proposal process.

The City also secured direct Jetstar domestic RPT services to Melbourne in 2019 which were due to commence in March 2020 however have been delayed as a result of the COVID-19 pandemic and border restrictions that have been in place. Jetstar services are expected to commence in February 2022.

Closed charter services supporting mining resources operations in the North West have increased significantly from 12 services per week in 2019 to currently 20 FIFO services a week, with the 2020/2021 financial year recording a high of 40,000 passengers passing through the BMRA.

The BMRA has also been designated as the Department of Fire, Emergency Services (DFES) firefighting base for both the Helitac (helicopter) and Large Air Tanker (LAT) aircraft to respond to fire and emergency incidents during the WA bushfire season. The City has leased and licenced DFES to setup fire retardant equipment and base aircraft at the BMRA to ensure a rapid response for Perth and the South West region.

The 2021/2022 financial year will see further development with the first three general aviation hangars to be constructed in the General Aviation Precinct, with the expectation that additional hangar construction will follow. The City is also undertaking two capital works projects with extending the central apron to allow for drive in drive out operations on bay 11 and relocating the Royal Flying Doctor Service patient transfer station to the Emergency Precinct.

Over the past three years, the City has pursued and delivered significant infrastructure and business development upgrades at the BMRA with positive outcomes to date, and more still to be realised in 2022 onwards.

Flight Paths and Noise Abatement Zones

New flight paths were designed and implemented for the commencement of RPT services and use by the larger A320 aircraft. The use of the new flight paths are not mandatory for non-RPT aircraft and hence there is no flight data available at this time to assess how effective the new flight paths have been. The commencement of RPT flights will provide flight and noise data such that the flight paths can be assessed. A review of the BMRA noise contours should also be undertaken once this flight path and noise data is available.

A desktop review of the noise abatement zones has been undertaken and officers are proposing not to amend the noise abatement zones at this time as the existing zones include recent urban development areas such as Provence and Via Vasse. However, if the public consultation highlights any new areas not included then this can be reassessed prior to reporting to the OEPA.

It is therefore proposed they are reviewed within 12 months from commencement of the RPT services due to start in February 2022.

Standard Hours of Operation

The standard hours of operations are considered to be appropriate for the current charter schedules and at this time the proposed RPT flight schedules to commence in 2022. The only potential change that could be considered is to extend the operating hours for Open, Closed Charters, RPT / Commercial Operators from 0600-0000 hours to 0500-0000 hours to provide additional flexibility for the FIFO closed charters. This could be considered a substantial, material change by the OEPA and require updated noise contour and assessment reporting to be provided. While officers believe there is benefit in obtaining the additional flexibility it may be more advantageous to wait until the RPT services have commenced and new N-contour and noise assessment reports are prepared at this time.

As such, officers propose no amendments are made to the standard hours of operations at this time and that they are reviewed within 12 months from commencement of the RPT services due to start in February 2022.

Noise Monitoring and Emissions

The City's Environmental Health department recently completed noise monitoring in August-September 2021 at two locations in the vicinity of the BMRA; one directly to the north and one south of the runway. The noise loggers were positioned to capture aircraft arrivals and departures for both Fokker100 (F100) and A320 aircraft. At the time of the monitoring there were 16 scheduled closed charter flights per week using jet aircraft, of which only two flights per week were using A320 aircraft. The noise monitoring performed in August/September only captured one A320 flight (with a reading of 69.1 LASmax arriving from the south) and hence a representative sample of data is not available for the A320 aircraft.

The data collected, did however provide results for the F100 aircraft which indicated that the highest decibel reading was 79.2 LASmax for a F100 aircraft arriving at 0650 hours from the north of the airport. The average decibel reading for arrivals and departures (including from both the north and the south) in the morning was 70 dB and the average for the afternoon and evening was 72 dB. Based on the noise data collected to date, there have been no exceedances of the maximum decibel level of 85dB as defined in the NMP.

An external consultant has been engaged to assist with further noise monitoring which will commence from the beginning of December for four weeks and capture recordings for the A320 and F100 aircraft. Further noise monitoring will be performed once the RPT services commence in February 2022.

Reviewing the number of non-compliances with the standard hours of operation and also the total number of complaints received over the past three years (table below), officers are of the opinion that noise is being effectively managed through the current NMP and conditions. With respect to the number of noise complaints recorded for 2020/2021, seven of the nine complaints were from one resident and the remaining two complaints from two separate individuals (one relating to a military aircraft and the other to a DFES large air tanker involved in the Perth firefighting operations in 2021, both aircraft operations are exempt under the NMP).

Year	# Non-compliances reported	Summary resulting actions	OEPA further action	# noise complaints / year
17/18	4	All operators contacted and informed of non-compliance	No	8
18/19	3	All operators contacted and informed of non-compliance	No	8
19/20	2	All operators contacted and informed of non-compliance	No	3
20/21	4	All operators contacted and informed of non-compliance	No	9

Based on the above information, officers are of the opinion that aircraft noise is being effectively managed at the BMRA through the existing NMP guidelines. Further noise monitoring is required to be able to make an assessment of the overall noise footprint of the BMRA and comparison against the noise contours and modelling that has previously been completed. This assessment can be completed within 12 months from commencement of the RPT services due to start in February 2022 once additional noise monitoring has been conducted.

Fly Neighbourly Agreement and Flight Training Guidelines

The existing Fly Neighbourly Agreement (FNA) has been in place for the last three years and all operators using the BMRA on a regular basis are requested to sign the FNA. To date no complaints have been received nor have any concerns or issues with operators with not adhering to the FNA been raised. As such, officers propose no change to the FNA.

Officers have consulted with the Busselton Aero Club on the Flight Training Guidelines, who are the only flight training operator permitted to operate at the BMRA, and based on their feedback are proposing two amendments to the flight training guidelines.

1. The first proposed change is to amend the aircraft type permitted for flight training from ‘single engine aircraft under 1500kgs MTOW only’ to ‘single engine, non-turbine aircraft only’. The justification is that weight is not necessarily the best metric to use with the noise difference between a 1500kg aircraft and a 2000kg aircraft often being marginal with the main differences in noise resulting from factors such as make and model, engine size, airframe design and modifications.

2. The second proposed change is to increase the number of flight training hours for each instructor per week from 25 to 35 hours per week. The Busselton Aero Cub have requested this change to allow for efficiency in relation to longer lessons such as navigation training.

Officers have no objections to the requested changes. The flight training performed by the Busselton Aero Club does not generate any complaints or concerns from the community and is an important part of their activities that they offer to the community and allows the Club to generate revenue in order to be sustainable into the future.

Noise Management Plan (NMP)

The current NMP document is a lengthy and wordy document that was prepared at a time when history and context for the plan was necessary. The NMP has now been in place since 2012 and feedback received from operators is that the document is 'long' and 'difficult' to find the relevant information for their operations. Hence officers are of the view that a condensed version, incorporating the key criteria for managing noise emissions at the BMRA should be implemented. As such, officers have completed a review and propose the key sections relating to understanding noise, airport operational activities, noise complaints, assessment and monitoring, noise amelioration, communication and consultation, and implementation and review are generally unchanged. However it is proposed that other sections that relate to the development objectives of the NMP, principles and statement of intent are removed as these may be better placed in an airport master plan or more strategic document. The NMP should be succinct document that allows airport users and the community to access the relevant operational and noise information easily. The following table highlights were chapters have been removed or amended:

NMP January 2019		**NMP Proposed Draft**		
Chapter heading	***Section heading***	***Chapter heading***	***Section heading***	***Comment***
1. Introduction and Background		Introduction		Included objectives
	Noise Context		Understanding Noise	Changed from "Description of noise and perceived nuisance" to "Definition of sound and noise"
	Structure of Document			Removed - Not needed
	Background			Removed to appendix – historical background to BRA and development project
2. Principles and Statement of Intent	Objectives for BRA development			Removed to appendix – historical background to development project
	A Balanced Approach		Who is responsible for noise?	Removed to appendix – replaced with Context to ICAO and organisations responsible for noise management
	Limitations			Removed – included in other sections throughout the document
	Statement of Intent			Removed - BMRA Strategic objectives and more aligned with Master Plan than NMP

3. Management of operational Activities		Airport Operational Activities		
Flight Training Guidelines	Aircraft Operations Classifications	Flight Training Guidelines	Aircraft Type	Amended from Single engine aircraft under 1500kgs MTOW only to Single engine non-turbine aircraft only
	Frequency & Type of Use	Flight Training		Instructor cumulative hours changed from 25hrs/week/instructor to 35hrs/week/instructor Added MS criteria for overflying wetlands
	Flying heights for Training operations			Removed CASA guidelines on height restrictions over rural and urban areas - set by CASA
	Aircraft Noise management			Removed – included in Who is responsible for Noise?
	Activities requiring City approval			Removed – duplication with Standard hours of operation
	Approval for Charter and RPT Operations			Removed – duplication of Standard Hours or Operation
	Approval for Flight Training or Licence Renewal Training			Removed – duplication of Standard Hours or Operations & Flight Training Guidelines
4. Noise Complaints		Noise Complaints		Updated to reflect roles and responsibilities for aircraft noise complaints
5. Noise Assessment & Monitoring		Noise Assessment & Monitoring		
	Noise Monitoring		Noise Monitoring	Amended to remove duplication of text and table.
	Noise modelling		Noise Measurement	Updated to reflect better/current wording

6. Noise Amelioration				
	Noise Context			Removed – covered in other chapters
	Noise reduction and Amelioration measures		Noise reduction and Amelioration measures	Updated to reflect better/current wording
7. Land Use Planning				Chapter removed as this should be covered in the Airport master Plan and Strategic documents
8. Communication & Consultation		Communication & Consultation		Updated were relevant
9. Implementation & Review		Implementation & Review		Updated were relevant
	Compliance Framework		Compliance Framework	Updated to remove Land based activities and Activates in Airspace which are covered in other chapters

A tracked changes version of the current BMRA NMP version 2 – January 2019 can be viewed in Attachment A. A clean version of the draft NMP January 2022 can be viewed in Attachment B.

Statutory Environment

The BMRA Noise Management Plan (version 2 January 2019) was approved by the then Minister for the Environment; Disability Services after review and consideration by the Environmental Protection Authority. Compliance reporting and review of the NMP is defined under Ministerial Statement 1088.

Relevant Plans and Policies

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

- Ministerial Statement 1088
- Busselton Margaret River Airport Noise Management Plan (version2 January 2019)
- Busselton Margaret River Airport Compliance Assessment Plan (Version 2) (CAP) (23 September 2019)

Financial Implications

The financial implications associated with the officer recommendation are staff time, advertising in the local media and preparation of materials and printing for public consultation, all of which can be funded from the Airport Operations budget.

Stakeholder Consultation

The following public consultation activities are proposed as part of the NMP review process:

Who	Forum	Description
BMRA airline users	Individual meetings	• Discuss use of flight paths • Hours of operations • Flight training • Noise abatement zones • Fly neighbourly agreement • Draft revised NMP
BMRA general aviation users	Individual meetings	• Hours of operations • Flight training • Noise abatement zones • Fly neighbourly agreement • Draft revised NMP
Community comment – Draft revised NMP	Local Media; YourSay; City and BMRA website	• Results of review • Draft revised NMP • Flight paths • Noise contours
Residents in vicinity of the Airport and/or near flight paths including: • Reinscourt • Yalyalup • Kalgup • Yoogarillup	By invitations for community access meeting	• Results from review • Draft revised NMP • Flight paths • Noise contours
Community information sessions (All information sessions open to all community members)	Community information session	• Results from review • Draft revised NMP • Flight paths • Noise contours • Information on how to comment/make a submission
Community (Circulation approx. 14,000 residents)	Bay to Bay newsletter	• General Information • Link to website/ Your Say

Risk Assessment

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

Options

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

1. Choose not to support the proposed amendments and draft NMP January 2022 for public consultation.

2. Choose to support specific proposed amendments and a revised draft NMP is advertised for public consultation.

CONCLUSION

The current version of the NMP has been in place for just under three years and has enabled the City to manage the BMRA operations effectively. In accordance with Statement 1088, the City is required to monitor and report to the OEPA any operational non-compliances which may include aircraft movements outside of the approved operating hours, any unauthorised flight training and aircraft noise breaches, and submit annual compliance reports outlining the effectiveness of the NMP. The City has completed its mandatory compliance reporting over the past three years and in accordance with Statement 1088 is required to undertake a full review of the NMP and report its effectiveness to the CEO of the OEPA. Both Statement 1088 and NMP outline the criteria for consideration in completing this review. This report outlines the criteria for consideration and process undertaken to date and proposes a revised, draft NMP be advertised for public consultation.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Officers will commence consultation with airlines, aviation users of the BMRA and advertise the draft NMP (January 2022) for public comment following Council endorsement. If further amendments are proposed to the draft NMP, a report will be presented to the AAC in February 2022 outlining the additional amendments consideration. The City is required to report to the CEO of OEPA on the findings of the review of the NMP by 7 April 2022.

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BUSSELTON-MARGARET RIVER AIRPORT

NOISE MANAGEMENT PLAN

Draft~~Version 2~~ – January 2022~~2019~~

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Definitions

Accredited Environmental Noise Personnel - a person authorised in accordance with Sections 87 and 88 of the *Environmental Protection Act 1986.*

AGL (Above Ground Level) - a height reference to distance above ground level.

ANEC- These are scenario contours and are used to produce 'what if' contours, for example, in the process of examining flight path options around an airport.

ANEF - These are the official forecasts of future noise exposure patterns around an airport and they constitute the contours on which land use planning authorities base their controls.

Australian Noise Exposure Forecast (ANEF) - a prediction of the cumulative exposure to aircraft noise which communities near an airport are likely to experience in a specified future time (usually 10 – 20 years) and over a specified duration (usually one year). The results are depicted in the form of contours linking areas that have the same noise exposure.

Charter (Closed) - Operation, with fixed schedule to and from fixed terminals, in which the purchase of tickets is not available to any member of the public but specifically to an individual or organisation.

Charter (Open) - Operation, with fixed schedule to and from fixed terminals, in which the purchase of tickets is available to any member of the public through either a agent or directly on-line.

dB $L_{A\ SLOW}$ - the A-weighting filter covers the full audio range - 20 Hz to 20 kHz and the shape is similar to the response of the human ear at the lower levels, SLOW refers to the time weighting applied.

Flight Training – instruction received from a flight training school or qualified flight training instructor in an aircraft or flight simulator. Training only applies to student pilots or unqualified pilots. Flight training definition does not include recurrent training or licence renewal training, ground training or a demonstration flight.

Fly Neighbourly Agreement (FNA) - a voluntary code of practice included in the Noise Management Plan to be actively promoted and facilitated by the City

Licence Renewal Training - training performed by a qualified pilot, whereby specific operations are required to be completed to maintain pilot licence as current (example; Take off/Landings, VFR operations) as defined under CAR 1988 Volume 2 – Part 5, Division 8.

MTOW – Maximum Take Off Weight

Noise Abatement Zones - areas of land with proximity to the airport with existing or planned noise sensitive land uses over which aircraft activity is to be minimised.

Noise Contours (N-Contour or Nxx) - the noise contours on a map indicate the number of aircraft noise events louder than the specified dB(A) level which would occur on the average day during the period covered (example - an N65 contour map would depict the number of events that would exceed 65dB(A) on the average day).

Noise Sensitive Location - a land-use with an identified sensitivity to noise eg: residence, hospital.

Regular – occurring at uniform (even / constant) intervals

Regular Passenger Transport (RPT) – commercial airline services operating to a regular schedule, to and from fixed terminals, where the purchase of tickets is available to any member of the public.

Special Control Areas - areas of land with proximity to the airport where noise sensitive land uses can be restricted.

Table 1 – Document Management Information

Action	***Date***	***Organisation***
NMP revision – Version 2	January 2019	City of Busselton
NMP revision – Version 1	May 2018	City of Busselton
NMP revision	March 2017	City of Busselton
NMP revision	18 February 2016	City of Busselton
NMP (January 2015) Ministerial Approval	7 July 2015	Minister for Environment; Heritage
NMP Final revision	22 December 2014	City of Busselton
NMP resubmission	10 March 2014	City of Busselton
NMP revision (First review period)	7 November 2013	City of Busselton
Final Ministerial Approval	22 June 2012	Minister for the Environment
Final proponent revision	3 February 2012	City of Busselton
EPA Board consideration	19 January 2012	EPA Board
Public Consultation	4 weeks advertising	Shire of Busselton
Submission to EPA	1 February 2011	Environmental Protection Authority
Council review and adoption	15 December 2010	Council
Busselton Airport Advisory Committee recommendations	7 December 2010	Airport Advisory Committee
Shire of Busselton review and recommendations	October-December 2010	CEO – Mike Archer
Busselton Airport Advisory Committee revisions and updates	August/September 2010	Airport Advisory Committee (previously Advisory Group)

Busselton Airport Advisory Group development of draft plan The draft Noise Management Plan was developed by the Airport Advisory Group, consisting of: Cr Tom Tuffin – Shire of Busselton Cr Jackie Emery – Shire of Busselton Cr David Binks – Shire of Busselton Mr Ray McMillan – Busselton Chamber of Commerce Ms Natalie Venosi – Geographe Bay Tourism Association Mr Andrew Svalbe – Community representative Mr Peter Stark – Community Representative Mr Ross Beatty / Mr Geoff McGlasson – Busselton Aero Club Mr John McCallum / Mr Brian Rulyancich – Dunsborough-Yallingup Chamber of Commerce Two representatives (with one deputy) of the Airport Residents' Group	August 2009 to July 2010	Airport Advisory Group (later Advisory Committee)
Draft Noise Management Report developed by Strategen	April 2009	Strategen Consultants

1. INTRODUCTION ~~AND BACKGROUND~~

~~Introduction~~

~~The Busselton-Margaret River Airport is a developing airport for the South West region of WA with the further potential to deliver social and economic benefits for both the City of Busselton and the region as a whole.~~

The City of Busselton, as the owner and operator of the Busselton-Margaret River Airport, seeks to operate the airport~~utilise it~~ to its full potential~~capacity~~ for the benefit of tourism, export producers and freight, aviation business and economic development of the South West region. In doing so, the City recognises, ~~while recognising~~ that noise can and does affect members of its community and hence this noise management plan outlines the strategies and measures to minimise noise impacts for the community.

The main objectives of the Noise Management Plan are to;

- ~~The purpose of the Busselton-Margaret River Airport Noise Management Plan (NMP) is to provide a comprehensive plan for the effective management of noise generated by aircraft using the airport in order to protect the amenity of community members potentially affected by aircraft and airport noise. The main objectives of the NMP are to~~ identify and implement controls and procedures for the effective management of aircraft noise and the reduction of aircraft noise impacts;
- ~~, to~~ provide clear and specific guidelines for airport users as to their responsibilities and obligations with regard to noise management;
- procedures for monitoring and ongoing review of the plan;
- outline noise assessment and mitigation procedures; and

~~, and to~~ provide the general community with clear and transparent information and guidelines as to the noise management controls and procedures to be employed in respect of aircraft noise in the vicinity of the Busselton-Margaret River Airport.

Understanding Noise ~~Context~~

Sounds are vibrations through the air or other mediums that are received and 'heard' by a person or animal. Whereas 'noise' can be simply defined as unwanted or unpleasant sound.

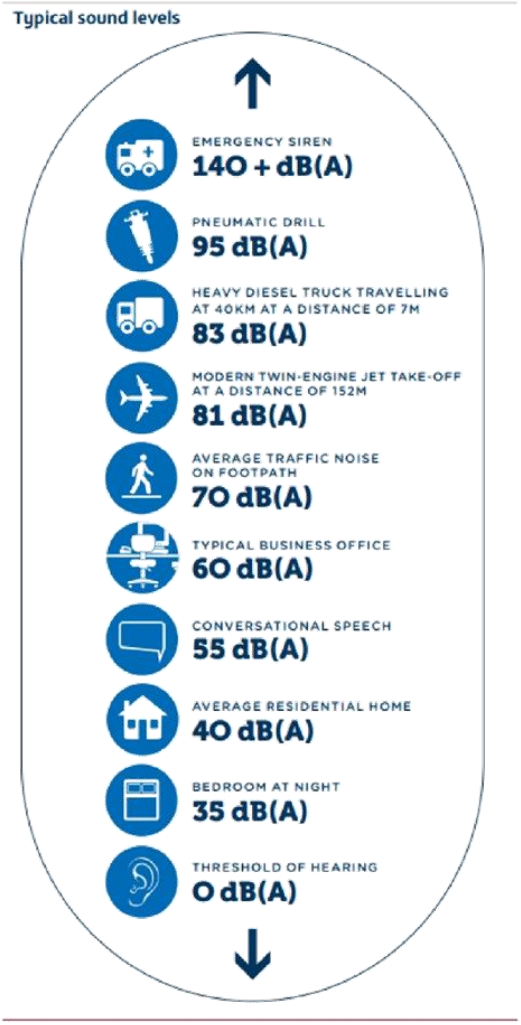
Sound is measured in decibels (dB) and is represented on a non-linear (logarithmic) scale. This means that a person is unlikely to notice a change in 1 or 2 dB while a 10 dB change in noise levels reflects a doubling or halving of loudness.

The human ear is less sensitive to low audio frequencies so instrument measured sound levels are typically 'A-weighted' to mimic the response of the human ear to sound. This is indicated by adding (A) to the dB unit and expressed as dB(A).

The majority of aircraft noise is generated by the engines and depends on a range of factors including:

- aircraft size and weight,
- number and type of engines,
- atmospheric conditions;
- thrust setting,
- speed, and
- altitude and distance.

Some examples of typical sound levels are listed below:



Who is responsible for aircraft noise management?

The City of Busselton, through the NMP, recognises~~Noise is generally considered to be sound that has become annoying, unpleasant or unwanted. The overall level of sound is expressed in decibels as a dB(A) value. Industry research in regard to what creates aircraft noise annoyance has been significant, including how to effectively measure, monitor, manage and reduce aircraft noise impact. Annoyance experienced with regard to any noise can vary greatly from individual to individual and~~

also according to the prevailing conditions such as the time of day or night, other background noise, interruption caused by the noise, or its tone, frequency and repetition.

On this basis, methods employed in this NMP to reduce noise annoyance to residents in noise sensitive premises address these factors by restricting evening flight activity, restricting flight training activity as it has a tendency to be repetitious, setting a maximum noise generation capacity for aircraft as it applies to any residence, and developing a "noise-tolerant" society in these noise sensitive areas by the use of land use planning initiatives.

It is outside of the scope of the NMP to identify changes to flight paths and general airborne operations as these are controlled by Airservices Australia and the Civil Aviation Safety Authority. The City will however continue to work with Airservices Australia to monitor and review flight paths to facilitate Fly Neighbourly principles as key strategies to improve amenity outcomes.

Structure

The NMP is structured as follows:

- **Chapter 1** provides an introduction to the purpose and objectives of the NMP, information on the Busselton-Margaret River Airport's history and the conditions imposed by the Minister for the Environment.
- **Chapter 2** explains the principles on which the NMP is founded and the City of Busselton's intent with regards to the Busselton-Margaret River Airport.
- **Chapter 3** describes the initiatives to be employed under the NMP to manage and reduce potential aircraft noise impacts at and in the vicinity of the Busselton-Margaret River Airport.
- **Chapter 4** explains how land-use planning and management measures will be implemented to minimise the impact of aircraft noise on the community.
- **Chapter 5** describes initiatives to be employed to monitor and assess aircraft noise at and in the vicinity of the Busselton-Margaret River Airport.
- **Chapter 6** provides for noise reduction measures that can be implemented to protect the amenity of noise sensitive residences.
- **Chapter 7** provides for communication and community consultation initiatives.
- **Chapter 8** explains strategies and available measures to achieve compliance with the requirements and objectives of this NMP and provides information on complaints procedures.

- **Chapter 9** provides for the implementation and review of the NMP.

~~Background~~

~~The Busselton-Margaret River Airport opened in 1997 with the primary objectives of improving tourism, business and medical access to the selected regions and to this end it supports the entire Capes region. The Busselton-Margaret River Airport is regarded as the most strategically located of all the regional airports in the South West region of Western Australia.~~

~~Prior to the construction of the Busselton-Margaret River Airport, the Busselton area was being serviced by a privately owned Authorised Landing Area with an 1100m North/South gravel runway. The potential to upgrade the privately owned site was severely limited by adjacent residential developments, close proximity to the Busselton town and surrounding infrastructure like major roads, power lines and a diversion drain.~~

~~Hence, it was determined that a new site that would cater for a 'regional airport' to support the existing Royal Flying Doctor Service, light aviation and charter flights as well as for future requirements was needed. As part of the process for selecting a new site, the then Shire of Busselton was required to perform both public and environmental consultation.~~

~~In accordance with the Environmental Protection Authority (EPA) requirements this involved the preparation of a Consultative Environmental Review (CER) for the proposed development of a regional aerodrome for Busselton and surrounds at Four Mile Hill, which is Busselton-Margaret River Airport's existing location. The proposal involved the EPA assessment of the proposed site and likely impacts from the aerodrome, and also submissions from the public, stakeholders and interested parties.~~

~~The CER performed by the EPA determined that the *"proposed Four Mile Hill site was considered satisfactory for the development of the Busselton Regional Aerodrome"* subject to a number of Management commitments for the Physical and Biological Environment (Proposed Busselton Regional Aerodrome Consultative Environmental Review; April 1995). The Management commitments established were detailed in Bulletin 785, Statement 399 under the Environmental Protection Act. At the time the proposal prepared and considered by the EPA and included in Bulletin 785 stated: *"The proposal by the Shire of Busselton does not include pilot training programs"*.~~

~~The Busselton-Margaret River Airport is located approximately 6.5 km from the town centre of Busselton. The airport has a single sealed 1800m long runway (No. 03/21) which is capable of handling a wide range of aircraft up to and including medium sized jet passenger aircraft and currently supports aviation services for airline operators, the private commercial sector, the Busselton Aero Club and private individuals.~~

When the Busselton-Margaret River Airport commenced operations in 1997, Environmental Conditions outlined in Ministerial Statement 399 were in force. These conditions required the then Shire to ensure that noise emissions did not cause levels at any residential premises in occupation to exceed an average of 55L_{dn} or a maximum of 65dB $L_{A\ SLOW;}$ with the exception of two flights per day that were able to go up to 80dB $L_{A\ SLOW}$. While the conditions were put in place to protect the amenity of adjacent residential properties, they also limited the number of aircraft movements and types of aircraft able to utilise the airport.

Since the implementation of Ministerial Statement (MS) 399, there have been subsequent statements, notably MS901 which introduced the NMP (2012) and conditions 3 (Compliance Reporting), 4 (Noise Management Plan) and 5 (Non-conforming activities). MS 1009 further defined conditions 4 and 5.

However, the future potential uses of the airport continued to be limited by these conditions, particularly to meet the region's future demand for interstate and international air services. The City of Busselton, as owner and operator of the Busselton-Margaret River Airport, seeks to utilise the airport on a commercially viable basis for the benefit of the whole region, while also providing amenity protection for those community members affected by noise. This NMP therefore provides the parameters within which opportunities for development of the airport and its uses can be expanded while providing appropriate protection for residents affected by its operations.

In June 2015, the State Government committed to delivering a domestic airport to service the South West region. After reviewing a rigorous Business Case submitted by the South West Development Commission in 2013, and considering the views of the Steering Committee appointed by the then Minister for Transport to oversee the development of the Business Case, the Government publically committed to allocating funding for the redevelopment of the Busselton Regional Airport (BRA).The funding will allow for the upgrade of the BMRA to a minimum Code 4C classification (A320 and B737 aircraft) that is compliant with Civil Aviation Safety Authority (CASA) and airline standards to enable domestic air services to operate to/from the airport.

The Development Project includes:

- lengthening, widening and strengthening of the runway to 2,520m x 45m to facilitate code 4C and code 4E jet aircraft operations;
- construction of four new apron parking bays to facilitate 3 x code 4C and 1x code 4E jet aircraft operations and two connecting taxi-ways;
- upgrade of the existing taxiway and apron to accommodate an additional two Code 4C aircraft;

- construction of a General Aviation Precinct comprising of:
  - two new aprons with parking for Code B aircraft;
  - a new Code B stub taxiway and Code B parallel taxiway connecting to the upgraded Code 4C apron;
  - expansion of the existing apron to accommodate Code B firefighting aircraft;
- construction of a new terminal building to facilitate a minimum of 350 domestic and international passengers concurrently;
- a new car park to accommodate an additional 400 parking bays;
- connection to essential services;
- development and implementation of a successful airline engagement and freight strategy; and
- Development and implementation of a successful Busselton Margaret River Regional Airport (BMRA) business development strategy.

The City of Busselton however, is mindful that this development must be undertaken in recognition of potential amenity impacts.

2. Principles and Statement of Intent

Objectives for Development

The South West Region, and in particular the City of Busselton, is one of the fastest growing regions in Western Australia. Major infrastructure development is necessary to serve the region and to ensure that future growth is sustainable. The Busselton-Margaret River Airport is a valuable community asset with the potential, when developed responsibly, to benefit the whole region. It is the intention of the City to, amongst other things, further develop the Fly-in Fly-out (FIFO) potential for transporting workers to and from the region for work opportunities and to be able to attract and retain Regular Passenger Transport (RPT) services for domestic, interstate and international flights for the area into the future. The City is committed to do so in accordance with the parameters set out in the NMP, in consultation with affected landowners and residents.

The City seeks to implement a facilitative approach to aircraft utilising the airport for passenger, business (import and export), tourism and recreational related uses, and hence an acceptance of controlled noise associated with those uses due to the broader local and regional community benefit. However, a series of stringent controls on the use of the airport for flight training purposes, and hence reducing the noise impact associated with these uses, is established such that approval can only be provided for instructors based at the Busselton-Margaret River Airport and utilising light aircraft.

The City of Busselton's main objectives with the development of the Busselton-Margaret River Airport are:

- To provide the South West region of Western Australia with a safe, easily accessible and well managed airport for the social and economic benefit of the region;
- To deliver more domestic and international tourists to the region to bolster the tourism industry, including occupancy increases, event attendance and incentive to invest in further development of major tourism infrastructure;
- To allow for the expansion of fly-in fly-out capacity to mine sites in the East Pilbara to assist in underpinning the State's iron ore production industry with the use of larger aircraft. With expanded infrastructure at the BRA, the opportunity to base FIFO aircraft and crews at the airport is a future possibility; and
- To enable direct aviation access providing the stimulus for increased new visitation into the region and possible domestic and international freight opportunities resulting in economic and social growth and in turn long term regional sustainability.

- ~~To operate and manage the airport on a commercially sound basis to ensure that it remains economically viable; and~~
- ~~To protect the amenity of community members potentially affected by the impacts of aircraft noise and activities at the airport.~~

~~A Balanced Approach~~

~~The City of Busselton is committed to ensuring that the community's valuable asset that is the Busselton-Margaret River Airport is developed to its potential for the social, economic and tourism benefit of the region. This development must however recognise the potential amenity and therefore lifestyle impacts that the operations at the airport will have on certain residences within its vicinity. This NMP has been developed and will be implemented in recognition of the City of Busselton's responsibility to manage noise impacts on members of the community at and in the vicinity of the airport.~~

~~The NMP provides the basis for recognising~~ the International Civil Aviation Organisation's (ICAO) internationally accepted and employed principle of a balanced approach to aircraft management. This consists of identifying the noise impacts~~problems~~ at an airport and then analysing the various measures available to reduce noise and noise impacts through four principal elements, being:

- Reduction of noise source~~ – aircraft built today are required to meet certain noise certification standards implemented by the Council of ICAO~~;
- ~~Operating restrictions at airports – such as restricting operating hours, restricting/regulating certain activities like flight training and banning the operation of certain noisy aircraft;~~
- Land use planning and management~~ – as an effective tool to ensure that activities nearby airports are compatible with aviation~~;
- Noise abatement operational procedures; and ~~– there are several methods, including preferential runways and flight paths, and noise abatement procedures for take-off, approach and landing.~~

~~The City of Busselton confirms its commitment to a balanced approach with regards to aircraft noise management at the Busselton-Margaret River Airport. The principles on which the NMP are based that are considered to be consistent with these principal elements include:~~

- ~~Effective management of aircraft noise through a cooperative approach by the City of Busselton, AirServices Australia and aircraft operators;~~
- ~~Land use planning compatibility with community concerns and Government policy about aircraft noise, but also allowing for optimal long-term development of the airport;~~
- ~~High level of transparency including consulting with and informing the community members in the vicinity of the airport on an ongoing basis;~~
- ~~Investigation and analysis of aircraft noise complaints in such a way so that trends, patterns and issues of concern can be identified at an early stage; and~~

- Identification of practical and cost effective noise management initiatives within the NMP that recognise that the Busselton-Margaret River Airport is an integral part of the built and economic environment of the South West region.

The NMP provides for the implementation of a range of strategies for managing noise generated by users of the airport, with the main objective to provide a balance of airport development and amenity protection for potentially affected residents. These strategies include operational hours restrictions, regulatory measures for flight training, assessment for potential improvement of flight paths, identification of noise abatement zones, the preparation of Fly Neighbourly agreements, noise assessment and monitoring, land use planning and noise reduction techniques.

The NMP establishes a process by which the usage of the airport can be expanded to meet the needs of the community, and provides a process by which noise impacts that unreasonably exceed established standards can be mitigated. In addition, prospective land uses for and development of any land identified to be in areas sensitive to airport noise will be undertaken in a manner that recognises the location of and development needs for the airport, to minimise the future potential for mitigation action to be required.

In this regard ANEC contours and N65 and N75 contours will be further considered for land use planning purposes and the development of an Airport Buffer Zone and Special Control Areas via a Town Planning Scheme Amendment process. Noise modelling has been undertaken by the City of Busselton in 2010 and recently in December 2015 and will be updated as required as airport activity increases. The Noise Management Plan establishes noise criteria to enable fair, objective and transparent assessment of noise impacts and certainty for the parties involved.

Limitations

The City of Busselton, as an accountable and responsible owner and operator of the Busselton-Margaret River Airport, is committed to implement, apply and enforce, within its powers, all required strategies and available measures to achieve the requirements and objectives of this NMP.

For purposes of transparency it is however necessary to clarify and understand certain limitations with regards to the City of Busselton's regulatory powers in respect of aircraft noise. The Civil Aviation Safety Authority (CASA) and AirServices Australia (ASA) considers the powers to regulate and administer Australian airspace under the Airspace Act and Regulations to be exclusive to CASA. Therefore, the City of Busselton as owner and operator of the Busselton-Margaret River Airport has no power or authority to regulate activities happening in airspace.

~~This, however, does not prevent the City from actively facilitating compliance by aircraft operators with measures aimed at managing and reducing the impacts of activities in airspace, including aircraft noise which may have an impact on community members. There are a suite of Commonwealth and State regulatory measures regulating activities in airspace around Australian airports, including the Busselton-Margaret River Airport. The City will, where it is determined that a matter of non-compliance is not within the jurisdiction of the City to take enforcement action, report such activity to the relevant authority and take ongoing follow up action with that authority, while also recognising and supporting complainants to utilise these complaints processes directly with the relevant agencies like CASA, AirServices Australia, the Environmental Protection Authority or Department of Transport.~~

~~The Fly Neighbourly Agreement within this plan will be actively promoted with any users of the airspace over the district of the City of Busselton to ensure the impact of these activities is minimised. Where an operator also utilises the land-based facilities at the airport, the City has a range of mechanisms available to it to implement operational parameters to ensure that the activities are undertaken in a manner that recognises residential amenity concerns.~~

~~*Statement of Intent*~~

Vision for the Facility

The Council of the City of Busselton holds a vision for the Busselton-Margaret River Airport as the South West Regional Airport to deliver quality air transport outcomes for the benefit of the residents of the City of Busselton and the South West region.

A Balanced Approach

The airport will be developed in a manner that respects residential amenity, recognising community impacts associated with its operations, particularly noise, while providing economic, social and tourism benefits to the City and the South West. Over time, the airport will become a hub for passenger, business, tourism and recreational uses that deliver benefit to the broader community.

Protecting Your Environment

As with any airport facility, there will be residents affected by its operations either by proximity to the facility or flight paths associated with it. To minimise that impact as far as possible, the City of Busselton makes the following commitments:

- We will manage noise by proactively implementing the Noise Management Plan
- We will proactively promote Fly Neighbourly practices
- We will consider the amenity implications when proposing any expansion of airport facilities and airport operations
- We will update and review noise modelling data as required and respond appropriately to changes in impact revealed
- We will respond to and investigate noise complaints
- We will consider potential noise amelioration as part of development proposals

Viability for the Community

The City of Busselton is committed to turning the Busselton-Margaret River Airport into a commercially viable community facility for the benefit of ratepayers. It is a particular vision to reverse the trend of operating deficits associated with the facility and to seek to turn that into operating profit.

- We will proactively seek Government funding for the facility
- We will seek to develop airport uses delivering income streams through landing fees, head taxes, licensing fees and other charges
- We will invest in infrastructure upgrades following favourable cost/benefit analysis

Economic Benefits

The City of Busselton recognises the significant economic opportunities associated with having an airport located in the District.

- We will promote Busselton as a destination as serviced by the Busselton-Margaret River Airport for visitors, nationally and internationally
- We will investigate and pursue business (import and export) opportunities

Social Benefits

The City of Busselton seeks to deliver an accessible air transport service for the benefit of its residents and those of the broader South West.

- We will seek to facilitate the provision of efficient and accessible passenger services such as interstate and international services
- We will seek to facilitate the provision of fly-in fly-out services to provide additional employment opportunities for local community members

Governance

The Busselton-Margaret River Airport will be managed by the City of Busselton in a manner that gives the highest regard to relevant regulations and safety, is responsible and progressive.

- We will have the highest regard for CASA and Air Services safety regulations and standards
- We will report any matter not in the jurisdiction of the City to the relevant authority
- We will be a responsible and accountable airport operator on behalf of the community
- We will continuously improve and review where necessary management principles and practices

Community Involvement

The City of Busselton recognises it is managing the Busselton-Margaret River Airport on behalf of its community and will therefore involve the community in decision-making.

- We will be consultative, informative and responsive
- We will regularly report on airport activities supporting the highest levels of transparency and visibility
- We will support a committee to provide advice on relevant airport matters

- Operating restrictions at airports.

To achieve a balanced approach, a range of organisations have roles and responsibilities in managing aircraft noise as listed below:

The City liaises with CASA and Airservices to effectively manage aircraft noise impacts associated with the BMRA. This includes the design and publication of flight paths, Master Planning and preparation of ANEF/N-contours, handling of noise complaints and implementation of this NMP. However, it is important to note that the City only has control in the management of ground based aircraft noise, with the CASA and Airservices responsible for the administration and regulation of Australian airspace.

1. AIRPORT OPERATIONAL ACTIVITIES

The BMRA has developed mechanisms for managing aircraft noise including but not limited to:

- Noise Abatement Procedures
- Flight Paths
- Standard Hours of Operation
- Flight Training Guidelines
- Fly Neighbourly Agreement

1.1. Noise Abatement Procedures

Noise Abatement Zones identify areas that include existing and future planned residential development in close proximity to the airport. These are shown in figure 1.

As far as practicable, in accordance with air safety standards, operators shall:

- minimise the over flight at less than 1500 feet (AGL) of areas identified as noise abatement zones.

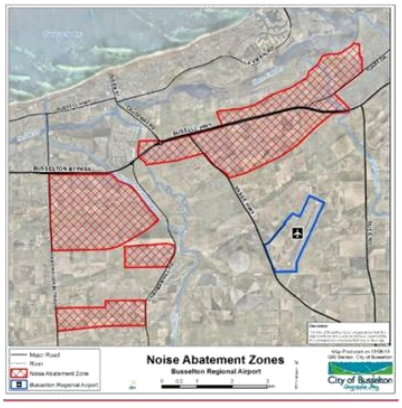


Figure 1 – Existing and Planned residential development with proximity to the Busselton-Margaret River Airport

~~3. MANAGEMENT OF OPERATIONAL ACTIVITIES~~

~~The management of potential impacts arising from the operations of the Busselton-Margaret River Airport requires the implementation of a range of initiatives to protect the amenity of affected residents by ensuring that noise levels meet statutory requirements and acceptable standards.~~

~~The management plan addresses the key elements of:~~

- ~~Airport operational activities~~

  ~~*Operations at the airport will be controlled such that activities are undertaken in a manner that the noise impact is minimised by the use of flight paths, noise abatement zones, prescribed hours of operation, a fly neighbourly agreement and flight training restrictions.*~~

- ~~Aircraft noise management~~

  ~~*Aircraft utilising the airport will be required to meet the specifications set out in the NMP such that the noise generated does not exceed the statutory requirements and acceptable standards.*~~

~~3.1. Airport Operational Activities~~

~~As an overarching principle for use of the Busselton-Margaret River Airport, operators will utilise the ERSA (En-route Supplement Australia) and AIP (Aeronautical Information Package) generally, and as they apply specifically to the Busselton-Margaret River Airport.~~

~~Operators are to observe the following specific requirements:~~

~~3.1.1.~~1.1.1. Flight Paths

As far as practicable, in accordance with applicable regulatory requirements, guidance, procedures and limitations, operators shall:

1. maximise the use of flight paths over coastal waters and non-residential areas, rural land and State forest;
2. minimise the over flight of residential areas, including rural residences and other noise-sensitive premises, particularly at less than 1500 feet (AGL);
3. utilise descent profiles with low-power and low-noise operations.

Any future development of alternative flight paths for the Busselton-Margaret River Airport will recognise these three key components.

3.1.2. Noise Abatement Zones

Noise Abatement Zones identify areas that include existing and future planned residential development in close proximity to the airport. These are shown in figure 1.

As far as practicable, in accordance with air safety standards, operators shall:

- minimise the over flight at less than 1500 feet (AGL) of areas identified as noise abatement zones.

Noise abatement zones will be recognised in any future development of flight paths.

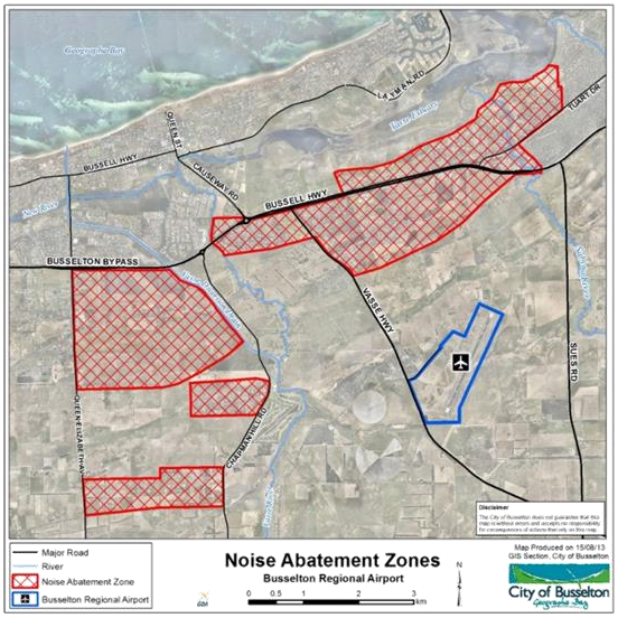


Figure 1 – Existing and Planned residential development with proximity to the Busselton-Margaret River Airport

~~3.1.3.~~1.1.2. Standard Hours of Operation

The following table has been established to advise airport users of those operations that need City approval and to specify overall limits on operations to limit impacts for the community.

Table 2 – Operational Limitations and Approved Parameters

Operator / Aircraft Type	Standard Hours of Operation	Conditions
Emergency Services	**UNRESTRICTED**	Emergency situations and normal flight patterns • training flights require approval under the Flight Training Guidelines
Light Aviation/ General Aviation	**RESTRICTED** **0600hrs – 2200hrs**	Maximum noise level of 85dB (A)* Flight Training approval required (only available for aircraft below 1500kg MTOW and flight training conditions apply) Aircraft above 5,700kgs MTOW – City approval required
Open, Closed Charters, RPT/Commercial Operators	**RESTRICTED**** **0600hrs – 0000 hrs** ****Five flights per week approved between 0000 - 0600hrs.**	Maximum noise level of 85dB (A)* City approval required
* The Aircraft Noise levels identified in this table are maximum noise levels recorded at any residential or other noise-sensitive location when determined as an LA Slow value at any point within 15m of the identified building. Noise levels regularly exceeding this may initiate noise mitigation procedures (Chapter 6.2.3)		
Any application that does not conform to the standard hours of operation or conditions set out in this table is considered a Special Event. Assessment of Special Events will be undertaken using the procedures defined in Section 3.2.4		

- Emergency Services include:

- **Emergency Services** will have unrestricted use of the airport for emergency situations and normal flight patterns, but will require approval for flight training activities. Emergency Services are:
    - Royal Flying Doctor Service;
    - Sea Search and Rescue / AeroRescue;
    - Department of Fire and Emergency Services (DFES) and Department of Biodiversity, Conservation and Attractions (DBCA) aircraft (Firefighting/rescue fixed wing & rotary);
    - Police Airwing;
    - W.A Surf Life Saving (Westpac rescue Helicopter)
    - Military aircraft (no flight training approval required).

- **Light Aviation / General Aviation** – will have restricted use of the airport. Light and General aviation aircraft above 5,700kgs MTOW require prior City approval to operate. Flight training requires specific approval and no approval for flight training activities can be granted to aircraft above 1500kgs MTOW.

- **Open, Closed Charters and RPT Services** – All open, closed charters and RPT services can operate between 0600-0000hrs unrestricted, subject to maximum noise of 85 dB(A)* and aircraft over 5,700kgs MTOW require City approval.

* The Aircraft Noise levels identified are maximum noise levels recorded at any residential or other noise-sensitive location when determined as an LA Slow value at any point within 15m of the identified building. Noise levels exceeding this may initiate noise mitigation procedures (Chapter 6.2.3).

3.1.4. Fly Neighbourly Agreement

This Fly Neighbourly Agreement (FNA) is a code of practice to be observed by users of the Busselton-Margaret River Airport to assist with the minimisation of noise nuisance experienced by the Airport's neighbours. Pilots utilising the airport are alerted that there are noise management considerations associated with the airport and these should be taken into consideration during their operations.

Operators are to endeavour to adopt the best practicable noise mitigation solutions in the environs of the airport, generally considered to be within the 10 nautical mile radius of the aerodrome reference point including the circuit area and recognised training area, to reduce the impact of their operations.

In utilising the Busselton-Margaret River Airport, pilots are to observe the following requirements:

- Observe the flight path principles in 3.1.1 of this NMP;
- Observe residential noise abatement zones as identified at 3.1.2 of this NMP;
- Pilots should endeavour to maximise flight paths over coastal water, forest and highways while avoiding residential areas and rural homes wherever possible;
- Avoid flying below 1000 feet AGL within in the circuit area, and avoid flying below 1500 feet AGL over built up areas;
- Observe the Operational Limitations and Approved Parameters as depicted at 3.1.3 of this NMP;
- Observe the noise generation specifications as depicted at 3.2 of this NMP;
- During take-off:
  - utilise the full length of the runway where possible;
  - aircraft to climb out at best rate of climb (Vy) or for Jet aircraft to conduct jet noise abatement climb procedures;
  - consider neighbours when selecting power and propeller pitch control settings by reducing power as soon as possible after take-off.
- When flying in the circuit:
  - light and rotary wing aircraft should not fly below 1000 feet (AGL);
  - jet and turbo prop aircraft should not fly below 1500 feet (AGL);
  - rotary wing aircraft should avoid 'rotor slap' conditions in the circuit area;
  - avoid using individual houses as circuit reference points.

- When landing:
  - Do not increase propeller to full RPM until power has been reduced to final approach power.



Figure 2 – 5nm and 10nm boundaries

~~3.1.5.~~1.1.3. Flight Training Guidelines

These Guidelines are intended to provide consistency ~~and conformity~~ in considering applications for ~~the establishment of~~ aircraft pilot training for **flight training operators based** at the Busselton-Margaret River Airport. ~~The Guidelines have been developed to ensure maximum Airport usage in a manner that does not unduly impact upon the amenity of the residents of the City of Busselton.~~ The intent of the Guidelines are~~is~~ to provide guidance in relation to pilot training and pilot training schools based at the Busselton-Margaret River Airport. The specific aims of the Guidelines are as follows:

- To minimise impacts on City of Busselton residents from flight training operations based at the Busselton-Margaret River Airport;
- ~~To recognise the need for the City of Busselton to optimise airport operations;~~
- To establish guidelines for flight training which relate to ~~safety,~~ types of aircraft, frequency of flights, ~~flying heights, training areas, flight paths,~~ hours/days of operation; and ~~provision of facilities which are in accordance with the Civil Aviation Safety Authority;~~
- To establish a standardised procedure for assessment and approval of flight training proposals~~;~~
- ~~To develop consultative mechanisms with the community~~.

The City of Busselton will use these guidelines in relation to proposals to establish pilot training and pilot training schools based at the Busselton-Margaret River Airport.

Application for a Permit

The City of Busselton requires~~will require~~ an application for a permit to be lodged ~~in order~~ for proposals for~~associated with~~ pilot training and pilot training schools at the Busselton-Margaret River Airport to be considered.

Applications for a permit will only be considered ~~by the City of Busselton~~ for flight training from Instructors based/operating from the location of the Busselton-Margaret River Airport. The Proponent will need to include information in relation to the following:

- Name of individual flying instructor/ Flight Training School;
- Number, type (model/description) and weights of aircraft to be used for flight training;
- Noise characteristics of aircraft to be used for flight training;
- Provide a Flight Training Plan outlining their training programs including ~~description and~~ maps of flight training areas/flight paths and circuits; ~~(including nominated emergency landing training areas);~~

- ~~Number and frequency of flights within the Permit Provisions outlined below;~~
- Estimated number of trainee pilots;
- ~~Offices/headquarters/hangar base – other land based facilities;~~
- Airfield emergency response plan;
- ~~Details of any discussions with Department of Water and Environmental Regulation, DBCA, Department of Transport, CASA and residents;~~
- Professional/commercial background of operator;
- ~~Details on scope of training.~~

A permit to conduct Flight Training at the Busselton-Margaret River Airport may be issued for a period of 12 months and at the finalisation of this period a further permit may be granted at the discretion of the City.

In addition, the City of Busselton ~~as landowner~~ will require the proponent to sign up~~provide in writing with the application, a commitment to observe the requirements of the Flight Training Guidelines and other aspects of~~ the NMP, including the Fly Neighbourly Agreement.

Permit Provisions

The Guidelines will apply to the following aircraft classifications, frequency, times and type of use;

~~**1. AIRCRAFT OPERATIONS CLASSIFICATIONS**~~

~~**i.** **Aircraft Type**~~

~~A.~~ Single engine, non-turbine aircraft only under 1500kgs MTOW only

~~B. Aircraft as per Part A to be approved by the City based on published noise emissions (manufacturers or recognised regulatory body, ie CASA, ASA) to be less than 85 db(A)~~

~~**ii. Frequency and Type of Use (for each licensed instructor)**~~

~~A. A cumulative total of less than 25 flying hours per week of student / instructor flying training (inclusive of circuit training, navigational instrument training (NDB))~~

~~B. Circuit Training and/or "touch and go"~~

- ~~No more than 6 'continuous' circuits in any one flight training session~~

2. FLYING HEIGHTS FOR TRAINING OPERATIONS

- Civil Aviation Regulations flying heights to be observed as an absolute minimum at all times (500 feet (AGL) over rural and 1000 feet (AGL) over urban areas)
- All aircraft fly a minimum of 640 ft (AGL) over wetlands and estuaries of the Vasse and Wonnerup areas to avoid bird strike and disturbance of waterbird habitat.

3. TIMES OF OPERATION

The hours of operation for flight training will be as follows:

- 8am to last light on Monday – Friday;
- 9am to 5pm on Saturdays, Sundays and public holidays.
- There is to be no Flight Training on Christmas Day, Boxing Day or Good Friday.

1. Flight Training

- A cumulative total of 35 hours per week per instructor (inclusive of circuit training and NDB training)
- No more than 6 'continuous' circuits in any one flight training session

All aircraft fly4. FLIGHT TRAINING MOVEMENTS

If a minimum of 640 feet (AGL) over wetlands and estuaries of permit is issued by the Vasse and Wonnerup areasCity, conditions will be imposed to require the operator/pilots to use their best endeavours to undertake the following movements unless unsafe to do so:

- Take offs should avoid wetlands in order to minimise impact on waterbirds and the incidence of bird strike (refer Appendix A). Accordingly, take offs should be on runway 21 (Southward) whenever possible.

  *"**protected wetland**" means a conservation category wetland recorded in Table C of the Register or a wetland coloured green on Department of Land Administration Plan Miscellaneous Plan 1815;*

  *"**wetland**" means land in the permit area that is subject to permanent or seasonal inundation or waterlogging, whether by water that is fresh, brackish or saline, or flowing or static, but does not include estuaries, rivers or their tributaries.*

- Follow the Airport circuit with the departure and arrival procedures as published from time to time in the En-Route Supplement of Australia (ERSA).

- ~~Operators to comply with Rules of the Air (CARS) and standard circuit approach~~ and disturbance of waterbird habitat. ~~departure procedures published in AIP~~

2. Emergency response

~~5. EMERGENCY RESPONSE~~

Applicants proposing to operate pilot training at Busselton-Margaret River Airport shall be aware of the Airport Emergency Plan at the airport. Applicants are to provide their Emergency Response Plan.

~~6.~~ **NOISE**

Flight training aircraft are subject to the same ~~requirements as other aircraft under the City of Busselton commitment to~~ noise levels detailed in Chapter XXX. ~~the Noise Management Plan for the Busselton-Margaret River Airport.~~

Conditions of approval will reflect consideration of the estimated noise and frequency of flight.

7. FLY NEIGHBOURLY AGREEMENT

All applicants ~~for a flight training licence~~ will be requiredrequested to abide by the FNA.

Revocation of Approval ~~8. REVOCATION OF APPROVAL~~

Any permit issued by the City of Busselton will contain provisions enabling the City to revoke that approval in the event of non-compliance with any of the conditions contained therein.

~~9.~~ **EXEMPTIONS FOR FLIGHT TRAINING**

Flight training exemptions will be provided for the Emergency Services however an approval is still required to be applied for. The exemption will apply to the following Emergency Services;

- Royal Flying Doctor Service
- Sea Search and Rescue ~~/ AeroRescue~~
- DFES ~~FESA~~/ DBCA
- Police Airwing
- Other Emergency Services providers as required from time to time.

RAAF and Military Services are exempt from applying for flight training permits however are required to provide prior notice to the City of Busselton.

~~3.1.6.~~1.1.4. Licence Renewal Training

Licence renewal training requires written permission, approved by the CEO of the City of Busselton and will only be issued to airline operators that utilise the Busselton-Margaret River Airport on a frequent basis for either FIFO operations or RPT services. A permit will only be issued once a FNA has been agreed to between the potential operator and the City of Busselton.

1.2. Fly Neighbourly Agreement

This Fly Neighbourly Agreement (~~**Guidelines**~~

~~License Renewal Training~~ FNA) ~~- A FNA will be agreed between the operator and the City and will include;~~

- ~~Days per month where license renewal training~~ is a code~~permitted;~~
- ~~Hours~~ of practice~~operation;~~
- ~~Minimum approach~~ to be observed by users of~~operations (i.e no circuit training, however circuits where landings are required or NDB approaches);~~
- ~~Residential consultation to occur.~~

3.2. Aircraft Noise Management

Where aircraft utilising the Busselton-Margaret River Airport to assist with the minimisation of (that is they are based at the Airport or regular users of the airport such as RPT, FIFO charter operators or Commercial Operators) generate noise nuisancelevels experienced at any residential or other noise-sensitive location when determined as an $L_{A\ Slow}$ value at any point within 15m of the identified building that exceed 85dB(A), noise amelioration processes may apply. A residence may be exempt from this requirement by negotiation (such as where noise amelioration has occurred).

Any aircraft assessed by the Airport's neighbours. See Appendix CCity to generate noise or potentially generate noise at any non-exempt residential location above that threshold may have restrictions imposed regarding utilisation of the Busselton-Margaret River Airport. Notwithstanding this requirement, the noise level and restrictions shall not apply for the BMRA Fly Neighbourly Agreement.emergency and military aircraft required to utilise the airport. Where aircraft are over-flying the City of Busselton in un-controlled airspace and do not utilise the Busselton-Margaret River Airport, the City has no jurisdiction over the pilot or owner of the aircraft and hence not subject to this NMP. Aircraft activities in un-controlled airspace are solely the responsibility of Airservices Australia (ASA) and the Civil Aviation Safety authority (CASA). ASA works to minimise the effects of aircraft noise on communities through operating the national aircraft noise and flight path monitoring system and managing all aircraft noise complaints through the Noise Complaints and Information Service (NCIS). Information on aircraft noise and making a complaint to the NCIS can be found on the ASA website; http://www.airservicesaustralia.com/aircraftnoise

3.2.1. Activities Requiring City Approval

To ensure activity at the Busselton-Margaret River Airport complies with the requirements set out in the NMP and therefore community expectations with regard to noise impacts, airport users are to comply with the relevant sections of the plan. Some airport activities require approval, while others can be undertaken without specific approval, subject to compliance with the operational hours, noise generation limitation and other aspects of the NMP.

Any activity identified as requiring City approval in Section 3.1.3 of the NMP, any request for exemption from one or more requirements of the NMP, and any flight training activity will require specific approval of the City of Busselton. Operators must comply with the approval, including any conditions thereto. An approval can be issued for a single event, such as for a special one off exceedance of the noise generation limitation, or for a particular time period allowing the activity to occur on an ongoing basis.

~~In considering any application, the CEO or the Council as the case may be, shall have due regard to the cumulative impact of other approved applications and hence recognise potential amenity impacts, the requirements of the Noise Management Plan that relate to noise amelioration procedures and regarding the potential need to update the N65 and/or N75 Noise Modelling.~~

~~3.2.2. Approval for Charter and RPT Operations~~

~~Any operator seeking to conduct Charter or RPT services utilising the Busselton-Margaret River Airport shall apply to the City of Busselton. Ongoing Charter and RPT activity may be undertaken during the specified hours and utilising aircraft that meet the specifications for noise generation as provided for in this NMP. The City Chief Executive Officer is authorised and empowered to determine applications in accordance with this criteria.~~

~~3.2.3. Approval for Flight Training or Licence Renewal Training~~

~~Any operator seeking to utilise the Busselton-Margaret River Airport for the purposes of training shall apply to the City of Busselton. Applications will be assessed in accordance with the relevant guidelines and a permit may be issued in accordance with the Busselton-Margaret River Airport Local Law. A new application for a permit shall be referred to the Council for determination after its consideration and comment by the Airport Advisory Committee (or its equivalent replacement at any future time) and public consultation. The CEO is authorised to renew permits, subject to a review of the operator's compliance with the existing permit conditions.~~

~~3.2.4.~~1.2.1. Approval for Special Events

Any operator seeking to utilise the BMRA for an event or operation that does not comply with the specifications in section 3.1.3 can~~shall~~ apply to the City of Busselton setting out the details of the proposal. The City Chief Executive Officer (or approved delegate) is authorised ~~and empowered~~ to determine applications for up to and including twelve (12) Special Events that are approved for a single event or circumstance, where the operation is due to the following circumstances;

- Inclement weather
- Unserviceable aircraft
- One-off events

Assessment of other applications

An application for an Othera Special Event that is not a single event or circumstance is to be assessed under a broader Consultation Process outlined in Table 3.

Table 3 – Consultation Process for Special Events

Receipt of application for Special Events that is not a single event or circumstance that does not comply with the Standards Established in 3.1.3;
Referral to the Airport Advisory Committee for recommendation to Council; - refusal to proceed; - alternative proposal; or - approval to proceed.
Consideration by Council for approval to progress with the application - refusal to proceed; or - approval to proceed.
Release for public consultation period
Council consideration of consultation outcomes, resulting in: - refusal; or - approval, subject to conditions as required; or - approval for a trial period
If approval is sought for extension to the application: • Evaluation of the trial period, including: - public feedback; - Airport Advisory Committee consideration
Council consideration after evaluation of trial, resulting in: - refusal; or - approval, subject to conditions as required
CONDITIONS: In limited circumstances an ongoing Special Event may be approved, subject to a comprehensive assessment of the potential amenity impact of the proposal, in accordance with the noise amelioration requirements of this plan. Any approval provided shall include: • Noise generation limitation; • Hours within which the operations cannot occur; • Noise reduction requirements; • Any other conditions appropriate to the specific application.

4.2. NOISE COMPLAINTS

Airservices Australia manages enquiries and complaints regardingis a federally owned organisation that works with partners in the aviation industry to minimise the impacts of aircraft noise throughout Australia through the Noise Complaints and Information Service (NCIS).

Airserviceson communities around airports. Its role involves:

- ensuring that flight departures and arrivals are designed to minimise noise impacts
- providing information about aircraft noise
- monitoring aircraft noise around major airports
- providing a national Noise Complaints and Information Service.
- All aircraft noise complaints should be lodged with Airservices Australia

Whilst the City will manage the Busselton-Margaret River Airport through implementing the Noise Management Plan and promoting Fly Neighbourly practices, the City recommends in the first instance that all noise complaints are lodged with Airservices Australia. If you would like to make a complaint, you should contact Airservices by:

- completing the online form available at: airservicesaustralia.com (aircraft noise/making a complaint),
- contacting the Airservices NCIS hotline on 1800 802 584, 9am – 5pm EST,
- emailing ncis@airservicesaustralia.com, or
- writing tothe ASA Noise Complaints and Information Service GPO Box 367, Canberra ACT 2601.

For more information visit: airservicesaustralia.com

If you feel your issue has not been effectively addressed, or you believe you have not been provided with adequate information, you(NCIS). Residents may also lodge a complaint withdirect their noise complaints to the Aircraft Noise Ombudsman (ANO). The ANO's website is www.ano.gov.au) by: In addition, noise complaints will be responded to, investigated and treated with priority in accordance with the below procedure.

- emailing ano@ano.gov.au,
- completing the online form available at ano.gov.au (making a complaint/online complaint form),
- contacting the ANO on 1800 266 040, or
- writing to the ANO GPO Box 1985, Canberra ACT 2601.

For more information visit: ano.gov.au

4.1. If you wish to make a Noise Complaints Procedure

Any complaint regarding noise complaint to the City of Busseltonimpact associated with the Busselton-Margaret River Airport, it should be submitted to the Chief Executive Officer (or CEO's nominated complaints officer) of the City. Complaints can be lodged verbally, via email or in writing and will needa contact telephone number, email address and postal address for complaints relating to include:airport noise impacts will be published and made available via a range of mediums outlined in Section 8.

TheIn order for a complaint to be properly investigated, complainants should be aware that they will need to endeavour to provide:

- Their name;
- The location at which the noise nuisance occurred;
- The date(s) and or dates on which the noise nuisance occurred;
- The time(s) on or times at which the noise nuisance occurred;
- Any details of the aircraft that may have been observed;
- Any other information that will enable the complaint to be properly investigated.

Complaints will be acknowledged in writing and complainants will receive a response once the complaint has been investigated.

The City will maintain records of complaints regarding aircraft noise impact and utilise this information in the ongoing review and implementation of the NMP.

A preliminary response to the complainant, identifying in the least the length of time that will be required to formally respond to the complaint, is to be provided in accordance with the City's Customer Service Charter requirements. If possible, the preliminary response should also include advice as to whether it is believed to be a matter within the City's enforcement provisions to control or not.

~~4.2. Noise Complaint Investigation~~

~~Where the City receives a noise complaint, the details provided by the complainant can be used by the City to investigate the complaint. The City will seek to determine whether the noise nuisance has been caused by an approved operator or an operator that may have utilised the airport in a manner that does not comply with the requirements of the NMP.~~

~~The City's focus in relation to operators utilising the Busselton-Margaret River Airport is:~~

- ~~to ensure that they are aware of the requirements of the NMP;~~
- ~~to ensure that they are complying with the requirements of the NMP;~~
- ~~to ensure that operators are acting within the conditions of any approval they have received; and~~
- ~~to ensure that any operation requiring approval that does not have the necessary approval is ceased.~~

~~Where a noise complaint has been investigated, the City will utilise this approach to ensure ongoing compliance with the requirements of the NMP. In addition, the City will report and follow up on any matter of complaint deemed not to be in the jurisdiction of the City.~~

~~The City of Busselton will:~~

- ~~Do what is appropriate with a view to resolving complaints in a cooperative, efficient, timely and fair manner;~~
- ~~Regularly monitor and report to complainants on the progress and outcome of complaints that have been lodged;~~
- ~~Maintain records of complaints regarding aircraft noise impact and utilise this information in the ongoing review and implementation of the NMP;~~
- ~~Provide advice to the community on issues to note when making noise complaints; and~~
- ~~Be as transparent as possible, whilst also acting in accordance with its confidentiality and privacy obligations.~~

~~Where a noise complaint is determined outside of the City of Busselton's jurisdiction, the complainant will be advised to make a formal complaint to ASA Noise Complaints and Information Service (NCIS). Residents may also direct their noise complaints to the Aircraft Noise Ombudsman (ANO). The ANO's website is~~ www.ano.gov.au

~~5.~~3. NOISE ASSESSMENT AND MONITORING

~~The City of Busselton undertakes to implement the NMP and ensure ongoing compliance with its requirements to deliver a viable airport operation on behalf of the community and to provide protection from undue noise impact for affected residents. This will involve noise monitoring and noise modelling for the purposes of providing for the amenity of existing and future residents in noise sensitive areas. The City of Busselton will also utilise various mechanisms to ensure community awareness of airport operations and noise impacts.~~

~~5.1.~~3.1. Noise Monitoring

Noise monitoring will be used~~utilised~~ to assess compliance with the noise standards established in the NMP. Noise monitoring may be carried out both on Busselton-Margaret River Airport land and the surrounding areas. Where a representative sample of data has been collected noise monitoring results will be used for:

- ~~determining whether a property is significantly affected by Busselton-Margaret River Airport noise emissions and therefore, requires consideration for noise amelioration strategies;~~
- ~~future land use planning purposes;~~
- ~~assessing compliance with approval conditions for operations at the Busselton-Margaret River Airport;~~
- ~~one-off assessments for special events.~~

Table 4 – Noise Monitoring Schedule

Purpose	When	Where
Noise monitoring	Response to requests or complaints or significant change in operations	At affected noise-sensitive premises (outdoors and / or indoors)
Land use planning	Assessment of proposal	Relevant subject site
Events or one-off occurrences	During the event or at specified time intervals.	Referenced locations (eg runway ends) or at residential properties.

All noise monitoring and assessment

~~The surrounding areas and identified noise sensitive premises~~ will be performed~~monitored~~ by accredited Environmental noise personnel and will involve collecting samples~~a sample~~ of representative data. The results of the~~this offsite~~ noise monitoring will also be used to verify compliance with the NMP and ~~the FNA, and~~ considered when reviewing the NMP.

3.2. Noise Measurement

For land use planning around airports, Australia has adopted the Australian Noise Exposure Forecast (ANEF) system, which describes cumulative aircraft noise for an 'average annual day'. The ANEF system was developed on the basis of social survey data which aimed to correlate aircraft noise exposure with community reaction in residential areas. The ANEF system is useful for controlling new noise sensitive developments near airports. An Australian Noise Exposure Concept (ANEC) is a noise chart produced for a hypothetical future airport usage pattern. ANEC noise exposure contours are calculated using the same methods as the ANEF; however, they use indicative data on aircraft types, aircraft operations and flight paths. Australian Standard 2021:2015 contains advice on the acceptability of building sites based on ANEF zones. The acceptability criteria vary depending on the type of land use. An aircraft noise exposure level of less than 20 ANEF is considered acceptable for the building of new residential dwellings.

Building type	Forecast noise exposure level (ANEF)		
	Acceptable	Conditionally acceptable	Unacceptable
House, home, unit, flat, caravan park	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Hotel, motel, hostel	Less than 25 ANEF	25 to 30 ANEF	Greater than 30 ANEF
School, university	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Hospital, nursing home	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Public building	Less than 20 ANEF	20 to 25 ANEF	Greater than 30 ANEF
Commercial building	Less than 25 ANEF	25 to 30 ANEF	Greater than 35 ANEF
Light industrial	Less than 30 ANEF	30 to 40 ANEF	Greater than 40 ANEF
Other industrial	Acceptable in all ANEF zones		

Building site acceptability table based on ANEF zones (AS2021)

3.3. What are 'Number Above' noise contours?

Noise measures based on the intensity and frequency of individual aircraft noise events is an effective way of conveying information about aircraft noise impacts. These measures are often more easily interpreted compared to the ANEC/ANEF. While 'Number Above' data show the number of events that are predicted to exceed a certain noise level at a given location, they do not show the intensity of noise to be experienced at that location. 'Number Above' (NXX) measures indicate the average number of aircraft overflights per day exceeding a specified noise level (XX dBA). For example at the 5 event contour on the N70 map there would

be expected to be on average 5 events per day that exceed 70 decibels. The ANEC and N65 and N75 contours are accessible on the website.

The ANECs and N70 contours will be used by the City's Strategic Planning Department in future land use planning and town planning scheme amendments to protect both the community and future

~~Aircraft noise levels can be greatly affected by prevailing weather conditions occurring at the time of noise emission. It is equally important to monitor weather conditions as well as noise levels as the two are closely related to the perceived level of noise at any given location. The Busselton-Margaret River Airport currently has an automatic weather station on site which provides data on air temperature, relative humidity, wind direction and strength. For noise amelioration purposes, data can be correlated with noise monitoring information to determine worst case conditions for the noise environment.~~

~~5.2.~~ Noise Modelling

~~Noise Modelling~~ based on ANEF, ~~ANEC/ANEI and~~ N65, N70 and N75 contours has been undertaken by the City of Busselton and will continue to be utilised to provide direction for future land use planning considerations as the Busselton-Margaret River Airport develops. ~~In addition, the ANEC and N65 and N75 contours can provide information to be considered when determining whether a property may be significantly affected by noise emissions with the changing environment at the airport.~~

Noise modelling (~~ANECs or~~ ANEFs and/or ANECs and N-contours) will be reviewed every five years or upon the following trigger points (which will be reviewed on an annual basis~~)~~:

- change in aircraft models used for RPT and freight operations from those assumed in the aircraft modelling (B737 and A320);
- increase of more than 20% from the aviation movement forecasts used in the current noise modelling at the time; or
- re-design of flight paths and DAPs.

~~Where any significant proposal is to be considered which may result in a significant increase in traffic or a change in the types of aircraft utilising the airport, N65 and N75 contours will be updated to reflect this changing environment.~~

6.4. NOISE AMELIORATION

~~The community must be provided with a mechanism by which it can be assured that any complaint relating to the noise impact associated with the Busselton-Margaret River Airport will be appropriately dealt with in a timely manner. The Noise Complaints Procedure will enable the City of Busselton to respond effectively to community members impacted by aircraft noise, but the following section provides the parameters within which airport impacts at noise sensitive premises can be addressed.~~

~~6.1. Noise Context~~

~~Noise from aircraft taking off and landing at the Busselton-Margaret River Airport can potentially affect the amenity of a number of residents living in the vicinity of the airport. Although it is not possible to completely stop aircraft noise emanating from the airport, there are standard aircraft operating procedures that form part of the NMP that can be implemented to reduce the effect on residents living near airports. These operating procedures have been encapsulated in the Fly Neighbourly Agreement that forms part of this NMP.~~

~~The City has undertaken noise monitoring in a number of areas under aircraft flight paths and considers that standard operating procedures need to be better managed to reduce noise levels. The NMP outlines the strategies employed to reduce the level of noise emanating from the airport. Therefore, to assist residents who have aircraft noise complaints, the City of Busselton will measure the actual noise levels being experienced at the airport on a regular basis in accordance with Clause 5.1.~~

~~Should the airport conditions change by any method, i.e. additional flights, changes in flight departures and arrival times, unscheduled flights, flight paths, aircraft size or type or any other airport related conditions, then these changes would be communicated to the residents and stakeholders by various methods (see Section 8).~~

~~6.2.~~4.1. Noise Reduction and Amelioration Measures

The ongoing implementation and enforcement of the NMP ~~and proper investigation of noise complaints~~ is intended to result in an airport operation that does not significantly impact on the amenity and lifestyle of residents in the vicinity of the Busselton-Margaret River Airport.

Based on~~The City does, however, acknowledge that it is necessary to provide a mechanism by which actual noise impact can be assessed for a specific location where it is considered that the aircraft noise impact is excessive.~~

~~Following research of the literature published by~~ the Australian Department of Infrastructure and Regional Development (including National Airports Safeguarding Framework Principles and Guidelines) and AirServices Australia information, the City of Busselton utilises~~has decided to utilise~~ the Australian Standard AS2021;2015 for the basis of its noise assessment and amelioration process. This ~~decision~~ is ~~partly~~ based on one of the objectives of the Standard being to provide guidance to local governments, and communities concerned with planning and building development on the siting and construction of new buildings against aircraft noise intrusion and on the acoustical acceptability of existing buildings located in the vicinity or near aerodromes. ~~Additionally, the Standard provides guidance on determining building siting acceptability for aerodromes with (i) ANEF charts and (ii) for light general aviation aerodromes without ANEF charts.~~

~~To facilitate the City in identifying areas or residential properties that may be impacted by aircraft noise in the future, the City has prepared both ANECs and N-contours based on the extended runway infrastructure that will be delivered as part of the Airport Development Project. The ANECs and N70 contours will be used by the City's Strategic Planning Department in future land use planning and town planning scheme amendments to protect both the community and future Airport development and growth.~~

Further, in adopting the Australian Standard AS2021;2015 the City will apply the definitions of 'determination of Building site acceptability' of "Acceptable", "Conditionally Acceptable" and "Unacceptable". Using the Standard, the ANEF, N-Contours and noise monitoring techniques, in certain circumstances where the level of impact may be proven to be excessive, the residence can be considered for noise amelioration.

~~6.2.1.~~4.1.1. Noise Reduction Parameters

As a general guide, the following noise levels have been broadly established as:

- Acceptable - whereby under normal circumstances no noise reduction measures will be necessary;
- Conditionally Acceptable - whereby negotiations may be necessary in an attempt to reduce the number of events and the noise impact;
- Unacceptable - whereby consideration will be given as to how the noise impact may be reduced.

Table 5 – Guide to Noise Level Acceptability

Acceptable	Conditionally Acceptable	Unacceptable
<75dB(A)	75-85dB(A)	>85dB(A)

These criteria relate to ~~all~~ noise sensitive receivers~~,~~ including residences, and do not relate to commercial and industrial receivers. Where a noise sensitive receiver is experiencing regular noise levels as set out in the Noise Amelioration Assessment table actions may~~can~~ be taken by the City of Busselton to implement further controls on any activity consistently generating this level of noise. Where a residence experiences noise levels that regularly exceed 85dB(A) the City of Busselton may~~can~~ restrict the ongoing use of any aircraft that generates such noise. Should operational noise reduction measures not prove successful, noise amelioration will be utilised.

~~6.2.2.~~4.1.2. Noise Amelioration as a Noise Reduction Technique

One strategy that the Council will utilise in reducing the noise impact will be noise amelioration measures for specific residences at which such noise levels have been experienced. In assessing any residence as to whether it qualifies for noise amelioration, the City will follow the process below as defined in AS2021; 2015;

Table 6 – Noise Criterion for Amelioration

Outdoor Noise Criterion
Noise Amelioration action is required where L_{Amax} regularly exceeds[2] – (1) 85dB(A); or (2) 80dB(A) for > 6 events[1] per day; or (3) 75dB(A) for > 12 events[1] per day. Notes: (1) Each aircraft noise event occurring between 7pm and 7am is to be counted as 4 events. (2) Regularly exceeds refers to events occurring at uniform (even / constant) intervals. Noise generated by Emergency Services Aircraft operating in emergency situations are not to be taken to count towards the monitored noise events for amelioration purposes. AND / OR Table 2.1 Building Site Acceptability based on ANEF Zones in AS2021:2015; where a house, home, unit, flat, caravan park falls in the 20-25 ANEF zone

~~For the option of Acoustic Insulation to be considered a relevant response to the need for Noise Amelioration, the *Australian Standard (AS2021-2015) for Indoor Design Sound Levels for Determination of Aircraft Noise Reduction as it relates to residences is the target to ensure the adequate design of the Noise Attenuation Package.~~

Table 7 – Target Levels for the Design of an Acoustic Insulation Package

Building type and activity	Indoor design sound level dB(A)
Houses, home units, flats, caravan parks	
Sleeping areas, dedicated lounges	50
Other habitable spaces	55
Bathrooms, toilets, laundries	60

~~Table 8 – Noise Exceedance Response~~

Consideration Initiated as a Result of Flight Training Activity
In addition to the parameters that address the louder noise events, it is also necessary to include consideration of the repetitive noise events, which are those caused by flight training and, given the restriction on the aircraft to be used for flight training, will not cause the noise levels identified above. High levels of repetitive noise caused by flight training may also qualify a resident for Noise Amelioration Assessment, with the primary noise amelioration action to be operational controls / permit reviews before the consideration of the other noise amelioration measures identified. Ultimately, the determination of these levels will necessarily be discretionary for the Council and will primarily be dealt with by the determination of whether to issue a permit or not.

~~6.2.3.~~4.1.3. Process for Amelioration Assessment

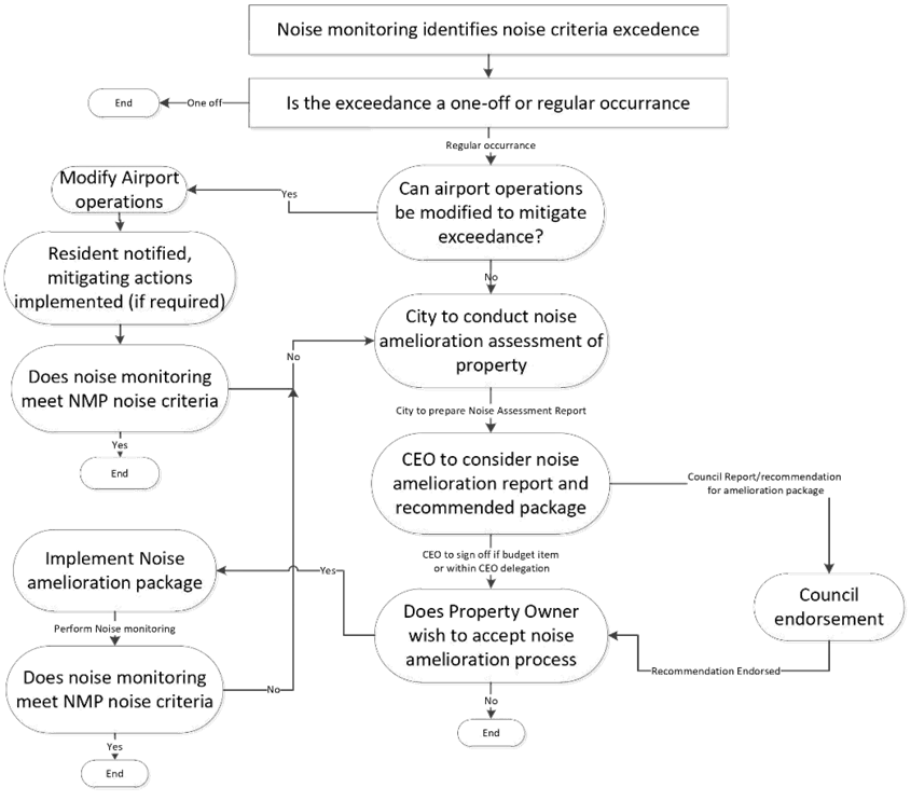
A key management action for the implementation of the NMP is to identify residences requiring noise amelioration assessment. This assessment will be undertaken in accordance with the process identified in Table 8 and process flow detailed in Table 9.

Table 9 – Amelioration Assessment Process

Action	Input / Output	Parties Involved
Identify Residential Property for assessment	1. Request or complaint from property owner; or 2. Noise Monitoring data identify noise level 'breach'	Property owner City of Busselton
Desktop analysis of noise monitoring	1. Determine if noise monitoring data exists or is required 2. Conduct noise monitoring (if required) 3. Compare noise monitoring to noise level criteria	City of Busselton Property owner
Liaison with Property owner	Initial discussions with property owner regarding amelioration packages provided for in the NMP	City of Busselton Property owner
Acoustic assessment for amelioration design	Assessment of property for amelioration design packages in accordance with Australian Standard Indoor Design Sound Levels*	Acoustic Engineers Acoustic insulation specialists City of Busselton Property owner
Liaison with Property owner	Further discussion with property owner to confirm options on amelioration packages	City of Busselton Property owner
Report to CEO	Report on details of amelioration and officer recommendation including if Council consideration is required.	City of Busselton
Report to Council (if required)	Report to contain - results of noise monitoring - Cost of possible amelioration packages - Results of consultation with private property owner - AAC and City Officers' Recommendation	City of Busselton

Follow-up acoustic assessment	Noise monitoring to assess effectiveness of amelioration implementation	Accredited Noise Monitoring

Figure 3: Noise amelioration process flow.



~~7. Land Use Planning~~

~~Several planning documents are in place for land use relating to areas in close proximity to the Busselton-Margaret River Airport. The plans have been developed in recognition of the airport's location and potential impacts, leading to specific planning controls.~~

~~The City has commenced the process of developing a broad land-use strategy and a Town Planning Scheme amendment in order to provide protection to the airport as a continuing acceptable use of the land in its current location and to protect future amenity for noise sensitive land-uses.~~

~~For future development purposes ANEF contours provide information as to the likely cumulative exposure to aircraft noise that communities near an airport are likely to experience in a specified future time and over a specified duration. This then enables potential land uses to be established based on the noise exposure contour within which an area is located. It is noted that ANEF contours have inherent limitations for the purposes of regional airports, and while an indicator with some application, should not be relied upon as the only appropriate land use indicator.~~

~~There are a number of existing planning documents that are relevant to the land that may be considered to be "airport noise sensitive". In addition to this, the ANEF, N70 contours will be utilised for land use planning purposes. As part of a town planning scheme amendment process, the noise modelling information will guide the identification of frame areas for notification, insulation and restricted use areas.~~

~~The planning process will therefore result in Special Control Areas whereby the considerations for those areas is clearly identified as to where noise sensitive uses are not permitted, where noise insulation and title notifications are a specific development requirement and where title notifications are otherwise required. In addition to this, prospective owners of properties identified in airport noise sensitive areas shall be informed of the issues associated with airport noise and the parameters established in the NMP. Where appropriate, title notifications will be utilised to ensure this level of awareness and ultimately acceptance of the airport noise impact associated with the land.~~

~~Areas covered by the following planning documents will be further considered in this scheme amendment process.~~

~~7.1. Busselton Airport Development Guide Plan~~

~~The Busselton Airport DGP outlines the planning within the City of Busselton owned and managed Busselton-Margaret River Airport land. The plan describes the development that is permissible on the land, known as an "Airport Business Park". This plan will cater for the expansion of aircraft hangars, on-ground passenger and engineering support infrastructure for the airport.~~

~~7.2. Busselton Airport Structure Plan~~

~~The Busselton Airport Structure Plan deals with all of the privately owned land to the northwest of the Busselton-Margaret River Airport precinct. It outlines guidance policy statements that relate to environmental issues including noise. With specific reference to noise, the structure plan provides that:~~

- ~~appropriate investigations shall be undertaken to ensure that the potential for future noise impacts from the airport operations are taken into account in the development of the land;~~
- ~~any required noise attenuation associated with potential noise impacts determined from investigations are adequately planned for.~~

~~Noise monitoring information gathered in accordance with this NMP will be used to ensure the planning policy requirements are adhered to.~~

~~7.3. Urban Growth Strategy~~

~~The Urban Growth Strategy outlines the preferred areas of urban growth to the south of the existing town site and the focus of this strategy is to locate any further development further to the west of the Busselton-Margaret River Airport. A key component of this strategy is the Ambergate North District Structure Plan. The area covered in the plan will cater for an additional 12,000+ people over the next 15-30 years. This area of land is located within 6km to the west of the airport and is included in noise abatement zones depicted at 3.1.2. In addition the use of regular noise monitoring and noise modelling information will assist City decisions relating to building approval and change of land use applications, both within the airport development precinct, and in the adjoining town site and rural land.~~

~~8.~~5. COMMUNICATION AND CONSULTATION

~~Community access to information and involvement in high impact decisions is a key component of the management of noise impact associated with the Busselton-Margaret River Airport. The City of Busselton will therefore utilise a range of mechanisms to ensure that the community is informed and involved.~~

~~In this regard,~~ the City may utilise at various times any or all of the following communication and consultation initiatives:

- An advisory committee or similar established body to provide specific input to various proposals and to assist with stakeholder communication and consultation;
- Regularly update the City of Busselton's Busselton-Margaret River Airport website with airport operations information;
- Ensure that airport noise complaints procedures are advertised and available on the website;
- Place all Council endorsed, related noise exposure contour maps on the website and make available to the public by various other means (i.e. ANEF, ANEI, N-contours);
- Provide land use planning information in various formats along with the noise contour information;
- Utilise newspaper releases, radio updates, forums, community meetings and advisory committee meetings;
- ~~Ensure that all members of the community have an opportunity to have input at the formative stage of any change to operations, policy or procedure;~~
- Direct communication with interested members of the public (eg those living near the airport) with information pertaining to Airport operations.~~containing any imminent happenings~~
- Noise amelioration Information Package.

~~The NMP is established to provide community protection from the impacts of noise associated with the operation of the airport. In establishing the parameters within which the airport can operate and therefore the operations that will be deemed acceptable, there is of course acknowledgement that some operations and noise impacts are unacceptable. The Noise Complaints section provides the framework by which the community can raise concerns regarding the noise impact of the operations~~

~~at the airport and the City of Busselton can assess complaints and the actual noise impact of the airport's operations.~~

~~9.~~6. IMPLEMENTATION AND REVIEW

The Busselton-Margaret River Airport is ~~owned and managed by the City of Busselton, which is~~ required to implement this Noise Management Plan to ensure all operators utilising the airport are doing so in an approved manner~~, either by utilising the airport in the manner specified in the NMP or by seeking a specific approval or permit as required~~.

Table 10 - The Management Structure consists of:

Council	Sets high level direction for Airport development and management Approves land use planning parameters, including scheme amendments Approves changes to Noise Management Plan Considers initial applications for Flight Training Considers applications for ongoing special event or special circumstance exemptions
Airport Advisory Committee	Provides input to: • high level direction for Airport development and management • changes to Noise Management Plan • initial applications for Flight Training • applications for ongoing special event or special circumstance exemptions

The Chief Executive Officer	Informs and makes recommendations to the Council and/or Airport Advisory Committee Manages the day to day operations of the Busselton-Margaret River Airport Ensures compliance with the NMP and Flight Training Permits Considers applications for Charter and RPT services in accordance with the NMP Considers one-off special event or special circumstances exemptions Considers requests for flight training permit renewal Considers Noise amelioration assessments and implementation packages

~~9.1.~~6.1. Compliance Framework

Operators are required to comply with the parameters outlined in this Noise Management Plan and in accordance with any approval granted by the City for operations at the Busselton-Margaret River Airport.

~~The City of Busselton, as an accountable and responsible owner and operator of the Busselton-Margaret River Airport, is committed and able to implement, apply and enforce, within its powers and available resources, all required strategies and available measures to achieve the requirements and objectives of this NMP.~~

~~For purposes of developing and implementing such strategies and/or enforcing compliance with these measures, it is necessary to distinguish between land based activities and activities taking place in airspace.~~

~~**Land based activities**~~

~~The City of Busselton, as owner of the land where the Busselton-Margaret River Airport is located and also as operator of the airport, has the power to regulate, subject to certain limitations (like safety~~

~~requirements and/or emergency measures), land based activities at BMRA. These powers include (but are not limited to) determining:~~

- ~~Operating hours;~~
- ~~Types of aircraft which may use the aerodrome for landing or taking off;~~
- ~~Which aircraft operators may use the facilities at the airport (including who may use the aerodrome for landing or taking off);~~
- ~~Whether flight training operators may use the aerodrome for landing and taking off and under what conditions.~~

In order to seek/enforce compliance by aircraft operators with the requirements and objectives of this NMP, the City of Busselton shall implement/employ the following measures with regards to land based activities at BMRA:

- City of Busselton Airport Local Law;
- ~~City of Busselton Airport Local Law which, among other things, regulates the activities of flight training operators. Under this process a proponent will be required to apply for a flight training permit and only operators holding valid permits will be allowed to use the facilities at BMRA for flight training. Further detail about this process is set out under Paragraph 3.1.5 of the NMP;~~
- ~~Entering into~~ Fly Neighbourly Agreements with aircraft operators ~~– see paragraph 3.1.4 of the NMP~~;
- Consultation with aircraft operators using the BMRA;
- ~~Consultation with aircraft operators using the facilities at the airport. This is a two tiered process, firstly ensuring that approved aircraft operators are aware of the regulatory measures which apply to the airport and also of the requirements of the NMP, and secondly consulting with non-compliant aircraft operators in an attempt to resolve any issues and prevent re-occurrence of unapproved/non-compliant activities;~~
- Reporting non-compliance to relevant government agencies (like CASA, AirServices Australia and OEPA);~~DWER) and seeking support from these agencies to prevent re-occurrence of such activities;~~
- Prosecuting serial non-compliant aircraft operators;
- Ban serial non-compliant aircraft operators from using the facilities at the airport (banning certain non-compliant activities at the airport or prohibiting such operators from landing and taking off from the aerodrome).

~~Activities in Airspace~~

~~Since the powers to regulate Australian administered airspace are considered to be exclusive to CASA and AirServices Australia, the City of Busselton has no power or authority to regulate activities in airspace. The City, for instance, does not have the power to regulate matters like height restrictions and flight paths through a local law. That does however not prevent the City from seeking and enforcing compliance by aircraft operators with existing measures regulating activities in airspace.~~

~~9.2.~~6.2. Review Process

The review of the Noise Management Plan will be undertaken every three years in conjunction with the Airport Advisory Committee (or its equivalent replacement at any future time). The review will be undertaken in consultation with key stakeholders, including the community, Industry, government agencies and airport users. The results of the review and any proposed changes to the NMP will be advertised for comment in the local newspapers following Council's consideration of the recommended changes. It is noted that proposed amendments to the NMP may require approval under the Environmental Protection Act 1986 or other relevant Acts.

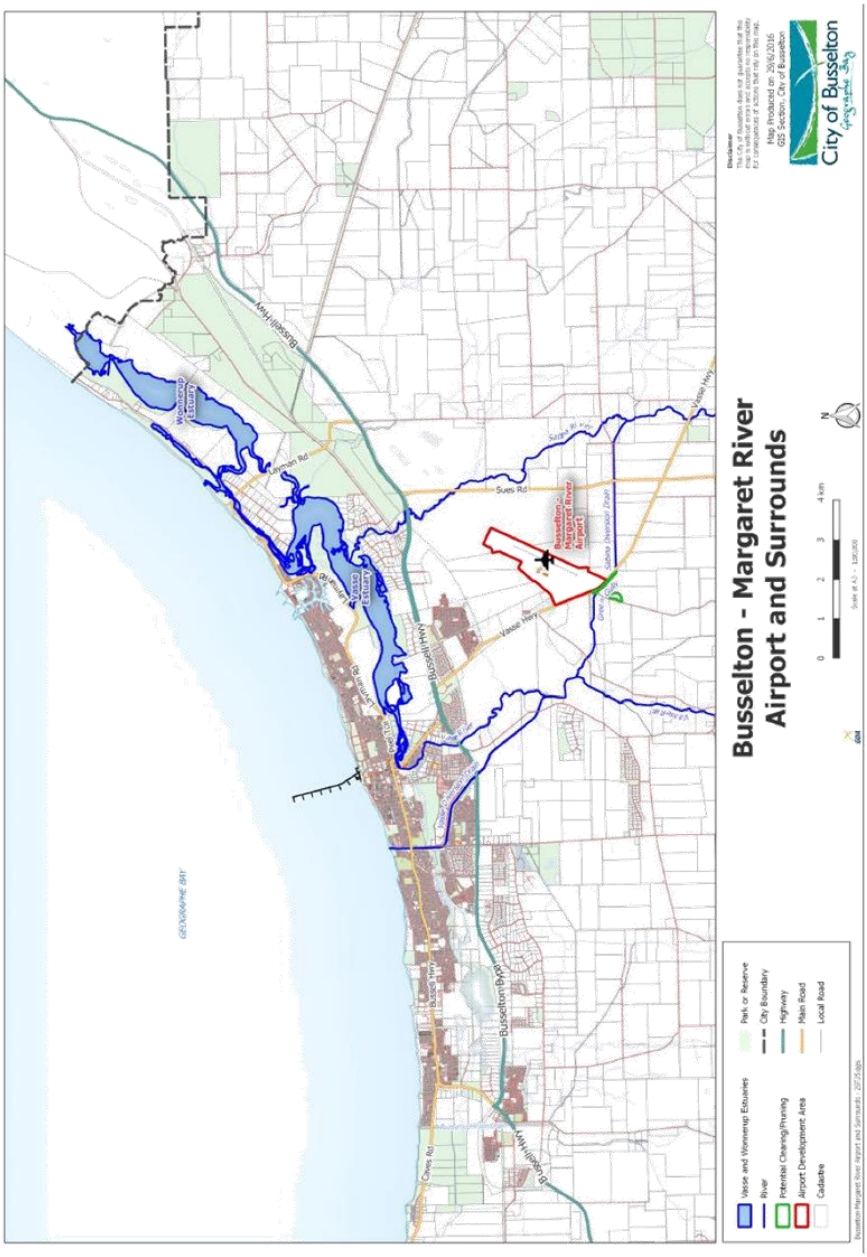
~~Following the review of the NMP, if adopted by the Council and sanctioned, where necessary, by the relevant statutory bodies, the revised NMP will take effect for the airport operations for the forthcoming twelve month period or until a further review is held.~~

Any review of the NMP will take into consideration:

- How the development opportunities for the airport have been pursued;
- Whether the flight paths and noise abatement zones need updating;
- Whether the hours of operation need to be adjusted;
- How well noise emissions associated with the airport have been managed, which will include consideration of noise monitoring data, complaints statistics and compliance information.

The review will also include a review of the Fly Neighbourly Agreement and the Flight Training Guidelines.

Appendix A – Busselton-Margaret River Airport Surrounds



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City of Busselton
Geographe Bay

BUSSELTON-MARGARET RIVER AIRPORT

NOISE MANAGEMENT PLAN

Draft – January 2022

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Definitions

Accredited Environmental Noise Personnel - a person authorised in accordance with Sections 87 and 88 of the *Environmental Protection Act 1986.*

AGL (Above Ground Level) - a height reference to distance above ground level.

ANEC- These are scenario contours and are used to produce 'what if' contours, for example, in the process of examining flight path options around an airport.

ANEF - These are the official forecasts of future noise exposure patterns around an airport and they constitute the contours on which land use planning authorities base their controls.

Australian Noise Exposure Forecast (ANEF) - a prediction of the cumulative exposure to aircraft noise which communities near an airport are likely to experience in a specified future time (usually 10 – 20 years) and over a specified duration (usually one year). The results are depicted in the form of contours linking areas that have the same noise exposure.

Charter (Closed) - Operation, with fixed schedule to and from fixed terminals, in which the purchase of tickets is not available to any member of the public but specifically to an individual or organisation.

Charter (Open) - Operation, with fixed schedule to and from fixed terminals, in which the purchase of tickets is available to any member of the public through either a agent or directly on-line.

dB $L_{A\ SLOW}$ - the A-weighting filter covers the full audio range - 20 Hz to 20 kHz and the shape is similar to the response of the human ear at the lower levels, SLOW refers to the time weighting applied.

Flight Training – instruction received from a flight training school or qualified flight training instructor in an aircraft or flight simulator. Training only applies to student pilots or unqualified pilots. Flight training definition does not include recurrent training or licence renewal training, ground training or a demonstration flight.

Fly Neighbourly Agreement (FNA) - a voluntary code of practice included in the Noise Management Plan to be actively promoted and facilitated by the City

Licence Renewal Training - training performed by a qualified pilot, whereby specific operations are required to be completed to maintain pilot licence as current (example; Take off/Landings, VFR operations) as defined under CAR 1988 Volume 2 – Part 5, Division 8.

MTOW – Maximum Take Off Weight

Noise Abatement Zones - areas of land with proximity to the airport with existing or planned noise sensitive land uses over which aircraft activity is to be minimised.

Noise Contours (N-Contour or Nxx) - the noise contours on a map indicate the number of aircraft noise events louder than the specified dB(A) level which would occur on the average day during the period covered (example - an N65 contour map would depict the number of events that would exceed 65dB(A) on the average day).

Noise Sensitive Location - a land-use with an identified sensitivity to noise eg: residence, hospital.

Regular – occurring at uniform (even / constant) intervals

Regular Passenger Transport (RPT) – commercial airline services operating to a regular schedule, to and from fixed terminals, where the purchase of tickets is available to any member of the public.

Special Control Areas - areas of land with proximity to the airport where noise sensitive land uses can be restricted.

Table 1 – Document Management Information

Action	***Date***	***Organisation***
NMP revision - Draft	January 2022	City of Busselton
NMP revision – Version 2	January 2019	City of Busselton
NMP revision – Version 1	May 2018	City of Busselton
NMP revision	March 2017	City of Busselton
NMP revision	18 February 2016	City of Busselton
NMP (January 2015) Ministerial Approval	7 July 2015	Minister for Environment; Heritage
NMP Final revision	22 December 2014	City of Busselton
NMP resubmission	10 March 2014	City of Busselton
NMP revision (First review period)	7 November 2013	City of Busselton
Final Ministerial Approval	22 June 2012	Minister for the Environment
Final proponent revision	3 February 2012	City of Busselton
EPA Board consideration	19 January 2012	EPA Board
Public Consultation	4 weeks advertising	Shire of Busselton
Submission to EPA	1 February 2011	Environmental Protection Authority
Council review and adoption	15 December 2010	Council
Busselton Airport Advisory Committee recommendations	7 December 2010	Airport Advisory Committee
Shire of Busselton review and recommendations	October-December 2010	CEO – Mike Archer
Busselton Airport Advisory Committee revisions and updates	August/September 2010	Airport Advisory Committee (previously Advisory Group)

Busselton Airport Advisory Group development of draft plan The draft Noise Management Plan was developed by the Airport Advisory Group, consisting of: Cr Tom Tuffin – Shire of Busselton Cr Jackie Emery – Shire of Busselton Cr David Binks – Shire of Busselton Mr Ray McMillan – Busselton Chamber of Commerce Ms Natalie Venosi – Geographe Bay Tourism Association Mr Andrew Svalbe – Community representative Mr Peter Stark – Community Representative Mr Ross Beatty / Mr Geoff McGlasson – Busselton Aero Club Mr John McCallum / Mr Brian Rulyancich – Dunsborough-Yallingup Chamber of Commerce Two representatives (with one deputy) of the Airport Residents' Group	August 2009 to July 2010	Airport Advisory Group (later Advisory Committee)
Draft Noise Management Report developed by Strategen	April 2009	Strategen Consultants

INTRODUCTION

The City of Busselton, as the owner and operator of the Busselton-Margaret River Airport, seeks to operate the airport to its full potential for the benefit of tourism, export producers and freight, aviation business and economic development of the South West region. In doing so, the City recognises that noise can and does affect members of its community and hence this noise management plan outlines the strategies and measures to minimise noise impacts for the community.

The main objectives of the Noise Management Plan are to;

- identify and implement controls and procedures for the effective management of aircraft noise and the reduction of aircraft noise impacts;
- provide clear and specific guidelines for airport users as to their responsibilities and obligations with regard to noise management;
- procedures for monitoring and ongoing review of the plan;
- outline noise assessment and mitigation procedures; and
- provide the general community with clear and transparent information and guidelines as to the noise management controls and procedures to be employed in respect of aircraft noise in the vicinity of the Busselton-Margaret River Airport.

Understanding Noise

Sounds are vibrations through the air or other mediums that are received and 'heard' by a person or animal. Whereas 'noise' can be simply defined as unwanted or unpleasant sound.

Sound is measured in decibels (dB) and is represented on a non-linear (logarithmic) scale. This means that a person is unlikely to notice a change in 1 or 2 dB while a 10 dB change in noise levels reflects a doubling or halving of loudness.

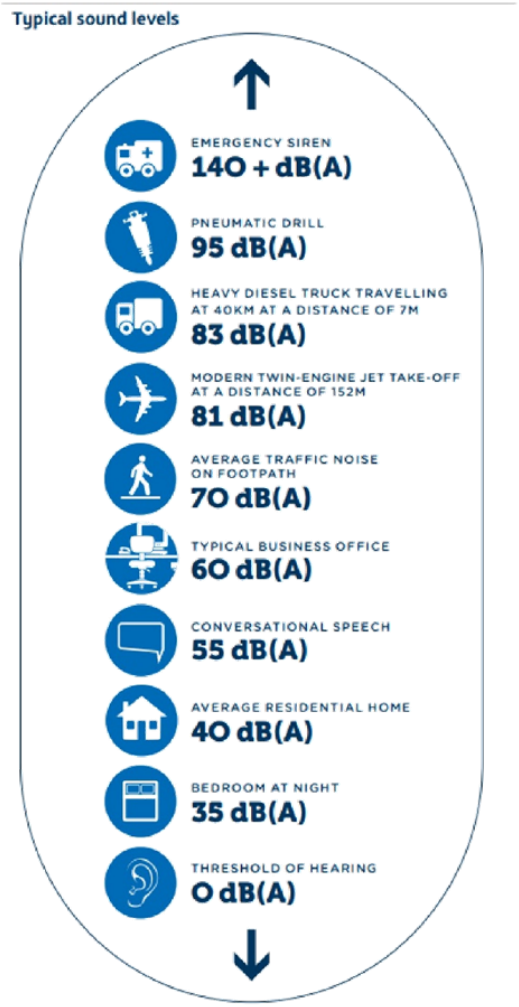
The human ear is less sensitive to low audio frequencies so instrument measured sound levels are typically 'A-weighted' to mimic the response of the human ear to sound. This is indicated by adding (A) to the dB unit and expressed as dB(A).

The majority of aircraft noise is generated by the engines and depends on a range of factors including:

- aircraft size and weight,
- number and type of engines,
- atmospheric conditions;

- thrust setting,
- speed, and
- altitude and distance.

Some examples of typical sound levels are listed below:



Who is responsible for aircraft noise management?

The City of Busselton, through the NMP, recognises the International Civil Aviation Organisation's (ICAO) internationally accepted and employed principle of a balanced approach to aircraft management. This consists of identifying the noise impacts at an airport and then analysing the various measures available to reduce noise and noise impacts through four principal elements, being:

- Reduction of noise source;
- Land use planning and management;
- Noise abatement operational procedures; and
- Operating restrictions at airports.

To achieve a balanced approach, a range of organisations have roles and responsibilities in managing aircraft noise as listed below:

Organisation	Roles and Responsibilities
International Civil Aviation Organisation (ICAO)	• Establishes noise certification standards for new aircraft • Provides guidance on noise management strategy
Civil Aviation Safety Authority (CASA)	• Independent statutory authority with responsibility for regulation of civil aviation operations in Australia • Provides overriding consideration to air safety • Responsible for airspace regulation through the Office of Airspace Regulation
Department of Infrastructure, Transport, Regional Development and Communications	• Advises the Federal Government on the policy and regulatory framework for Australian airports and the aviation industry • Provides policy advice to the Minister on the management of aircraft noise • Provides regulatory oversight of the *Air Navigation (Aircraft Noise) Regulations 1984* as they apply to aircraft which do not meet Australian aircraft noise standards
Airservices Australia	• Provides Air Traffic Control (ATC) services • Manages and maintains aircraft navigation, surveillance, and noise monitoring infrastructure • Establishes flight paths at Australian Major City Airports • Manages noise complaints and enquiries through the Noise Complaints and Information Service • Provides information on aircraft movements, runway and flight path usage and noise impacts using a range of noise descriptors

	• Reviews and endorses Major City Airport ANEF charts for technical accuracy
Airlines and aircraft operators	• Operate and maintain aircraft that meet the ICAO noise certification requirements • Implement noise abatement procedures principles for flight operations
Aircraft Noise Ombudsman (ANO)	• Oversees the handling of aircraft noise enquiries and complaints by Airservices • Conducts independent reviews of noise complaint handling • Makes recommendations for improvements and changes where necessary and feasible
State and Local Government	• State Government develop land use planning frameworks to prevent developments that are inappropriate having regard to aircraft noise • Local Governments implement State Government land use planning frameworks • Local Governments own & operate regional airports
City of Busselton	• Manages operations at the airport • Develops and maintains infrastructure to support aircraft operations • Publishes a Master Plan with associated ANEF • Manages aircraft noise associated with the BMRA through BMRA Noise Management Plan in accordance with MS 1088 • Manages commercial opportunities, including air services, general aviation, retail, commercial and industrial at the BMRA

The City liaises with CASA and Airservices to effectively manage aircraft noise impacts associated with the BMRA. This includes the design and publication of flight paths, Master Planning and preparation of ANEF/N-contours, handling of noise complaints and implementation of this NMP. However, it is important to note that the City only has control in the management of ground based aircraft noise, with the CASA and Airservices responsible for the administration and regulation of Australian airspace.

AIRPORT OPERATIONAL ACTIVITIES

The BMRA has developed mechanisms for managing aircraft noise including but not limited to:

- Noise Abatement Procedures
- Flight Paths
- Standard Hours of Operation
- Flight Training Guidelines
- Fly Neighbourly Agreement

1.1. Noise Abatement Procedures

Noise Abatement Zones identify areas that include existing and future planned residential development in close proximity to the airport. These are shown in figure 1.

As far as practicable, in accordance with air safety standards, operators shall:

- minimise the over flight at less than 1500 feet (AGL) of areas identified as noise abatement zones.



Figure 1 – Existing and Planned residential development with proximity to the Busselton-Margaret River Airport

1.2. Flight Paths

As far as practicable, in accordance with applicable regulatory requirements, guidance, procedures and limitations, operators shall:

1. maximise the use of flight paths over coastal waters and non-residential areas, rural land and State forest;
2. minimise the over flight of residential areas, including rural residences and other noise-sensitive premises, particularly at less than 1500 feet (AGL);
3. utilise descent profiles with low-power and low-noise operations.

1.3. Standard Hours of Operation

The following table has been established to advise airport users of those operations that need City approval and to specify overall limits on operations to limit impacts for the community.

Table 2 – Operational Limitations and Approved Parameters

Operator / Aircraft Type	Standard Hours of Operation	Conditions
Emergency Services	**UNRESTRICTED**	Emergency situations and normal flight patterns • training flights require approval under the Flight Training Guidelines
Light Aviation/ General Aviation	**RESTRICTED** **0600hrs – 2200hrs**	Maximum noise level of 85dB (A)* Flight Training approval required (only available for aircraft below 1500kg MTOW and flight training conditions apply) Aircraft above 5,700kgs MTOW – City approval required
Open, Closed Charters, RPT/Commercial Operators	**RESTRICTED**** **0600hrs – 0000 hrs** ****Five flights per week approved between 0000 - 0600hrs.**	Maximum noise level of 85dB (A)* City approval required
* The Aircraft Noise levels identified in this table are maximum noise levels recorded at any residential or other noise-sensitive location when determined as an LA Slow value at any point within 15m of the identified building. Noise levels regularly exceeding this may initiate noise mitigation procedures (Chapter 6.2.3)		

Any application that does not conform to the standard hours of operation or conditions set out in this table is considered a Special Event. Assessment of Special Events will be undertaken using the procedures defined in Section 3.2.4

- Emergency Services include:
  - Royal Flying Doctor Service;
  - Sea Search and Rescue;
  - Department of Fire and Emergency Services (DFES) and Department of Biodiversity, Conservation and Attractions (DBCA) aircraft (Firefighting/rescue fixed wing & rotary);
  - Police Airwing;
  - W.A Surf Life Saving (Westpac rescue Helicopter)
  - Military aircraft (no flight training approval required).

1.4. Flight Training Guidelines

These Guidelines are intended to provide consistency in considering applications for aircraft pilot training for **flight training operators based** at the Busselton-Margaret River Airport. The intent of the Guidelines are to provide guidance in relation to pilot training and pilot training schools based at the Busselton-Margaret River Airport. The specific aims of the Guidelines are as follows:

- To minimise impacts on City of Busselton residents from flight training operations based at the Busselton-Margaret River Airport;
- To establish guidelines for flight training which relate to types of aircraft, frequency of flights, hours/days of operation; and
- To establish a standardised procedure for assessment and approval of flight training proposals.

The City of Busselton will use these guidelines in relation to proposals to establish pilot training and pilot training schools based at the Busselton-Margaret River Airport.

Application for a Permit

The City of Busselton requires an application for a permit to be lodged for proposals for pilot training and pilot training schools at the Busselton-Margaret River Airport to be considered.

Applications for a permit will only be considered for flight training from Instructors based/operating from the location of the Busselton-Margaret River Airport. The Proponent will need to include information in relation to the following:

- Name of individual flying instructor/ Flight Training School;

- Number, type (model/description) and weights of aircraft to be used for flight training;
- Noise characteristics of aircraft to be used for flight training;
- Provide a Flight Training Plan outlining their training programs including maps of flight training areas/flight paths and circuits;
- Estimated number of trainee pilots;
- Airfield emergency response plan;
- Professional/commercial background of operator;

A permit to conduct Flight Training at the Busselton-Margaret River Airport may be issued for a period of 12 months and at the finalisation of this period a further permit may be granted at the discretion of the City.

In addition, the City of Busselton will require the proponent to sign up the NMP, including the Fly Neighbourly Agreement.

Permit Provisions

The Guidelines will apply to the following aircraft classifications, frequency, times and type of use;

1. **Aircraft Type**
   - Single engine, non-turbine aircraft only ~~under 1500kgs MTOW only.~~
2. **Times of Operation**

The hours of operation for flight training will be as follows:

- 8am to last light on Monday – Friday;
- 9am to 5pm on Saturdays, Sundays and public holidays.
- There is to be no Flight Training on Christmas Day, Boxing Day or Good Friday.

3. **Flight Training**
   - A cumulative total of 35 hours per week per instructor (inclusive of circuit training and NDB training)
   - No more than 6 'continuous' circuits in any one flight training session
   - All aircraft fly a minimum of 640 feet (AGL) over wetlands and estuaries of the Vasse and Wonnerup areas to avoid bird strike and disturbance of waterbird habitat.
4. **Emergency response**

Applicants proposing to operate pilot training at Busselton-Margaret River Airport shall be aware of the Airport Emergency Plan at the airport. Applicants are to provide their Emergency Response Plan.

5. **Noise**

Flight training aircraft are subject to the same noise levels detailed in Chapter XXX. Conditions of approval will reflect consideration of the estimated noise and frequency of flight.

6. **Fly Neighbourly Agreement**

All applicants will be required to abide by the FNA.

7. **Revocation of Approval**

Any permit issued by the City of Busselton will contain provisions enabling the City to revoke that approval in the event of non-compliance with any of the conditions contained therein.

8. **Exemptions for Flight Training**

Flight training exemptions will be provided for the Emergency Services however an approval is still required to be applied for. The exemption will apply to the following Emergency Services;

- Royal Flying Doctor Service
- Sea Search and Rescue
- DFES / DBCA
- Police Airwing
- Other Emergency Services providers as required from time to time.

RAAF and Military Services are exempt from applying for flight training permits however are required to provide prior notice to the City of Busselton.

9. **Licence Renewal Training**

Licence renewal training requires written permission, approved by the CEO of the City of Busselton and will only be issued to airline operators that utilise the Busselton-Margaret River Airport on a frequent basis for either FIFO operations or RPT services. A permit will only be issued once a FNA has been agreed to between the potential operator and the City of Busselton.

1.5. Fly Neighbourly Agreement

This Fly Neighbourly Agreement (FNA) is a code of practice to be observed by users of the Busselton-Margaret River Airport to assist with the minimisation of noise nuisance experienced by the Airport's neighbours. See Appendix C for the BMRA Fly Neighbourly Agreement.

APPROVAL FOR SPECIAL EVENTS

Any operator seeking to utilise the BMRA for an event or operation that does not comply with the specifications in section 3.1.3 can apply to the City of Busselton setting out the details of the proposal. The City Chief Executive Officer (or approved delegate) is authorised to determine applications for up to and including twelve (12) Special Events that are approved for a single event or circumstance, where the operation is due to the following circumstances;

- Inclement weather
- Unserviceable aircraft
- One-off events

Assessment of other applications

An application for an Other Special Event that is not a single event or circumstance is to be assessed under a broader Consultation Process outlined in Table 3.

Table 3 – Consultation Process for Special Events

Receipt of application for Other Special Events that is not a single event or circumstance that does not comply with the Standards Established in 3.1.3;
Referral to the Airport Advisory Committee for recommendation to Council; - refusal to proceed; - alternative proposal; or - approval to proceed.
Consideration by Council for approval to progress with the application - refusal to proceed; or - approval to proceed.
If an approval is sought for extension to the application: • Evaluation of the initial period, including: - public feedback; - Airport Advisory Committee consideration
Council consideration after evaluation of initial period, resulting in: - refusal; or - approval, subject to conditions as required

CONDITIONS: In limited circumstances an ongoing Special Event may be approved, subject to a comprehensive assessment of the potential amenity impact of the proposal, in accordance with the noise amelioration requirements of this plan.

Any approval provided shall include:

- Noise generation limitation;
- Hours within which the operations cannot occur;
- Noise reduction requirements;
- Any other conditions appropriate to the specific application.

NOISE COMPLAINTS

Airservices Australia manages enquiries and complaints regarding aircraft noise throughout Australia through the Noise Complaints and Information Service (NCIS).

Airservices role involves:

- ensuring that flight departures and arrivals are designed to minimise noise impacts
- providing information about aircraft noise
- monitoring aircraft noise around major airports
- providing a national Noise Complaints and Information Service.
- All aircraft noise complaints should be lodged with Airservices Australia

The City recommends that all noise complaints are lodged with Airservices Australia. If you would like to make a complaint, you should contact Airservices by:

- completing the online form available at: airservicesaustralia.com (aircraft noise/making a complaint),
- contacting the Airservices NCIS hotline on 1800 802 584, 9am – 5pm EST,
- emailing ncis@airservicesaustralia.com, or
- writing to Noise Complaints and Information Service GPO Box 367, Canberra ACT 2601.

For more information visit: airservicesaustralia.com

If you feel your issue has not been effectively addressed, or you believe you have not been provided with adequate information, you may also lodge a complaint with the Aircraft Noise Ombudsman (ANO) by:

- emailing ano@ano.gov.au,
- completing the online form available at ano.gov.au (making a complaint/online complaint form),
- contacting the ANO on 1800 266 040, or
- writing to the ANO GPO Box 1985, Canberra ACT 2601.

For more information visit: ano.gov.au

If you wish to make a noise complaint to the City of Busselton associated with the Busselton-Margaret River Airport, it should be submitted to the Chief Executive Officer (or CEO's nominated complaints officer) of the City. Complaints can be lodged verbally, via email or in writing and will need to include:

- The complainants name;
- The location at which the noise nuisance occurred;
- The date(s) and time(s) on which the noise nuisance occurred;
- Any details of the aircraft that may have been observed;
- Any other information that will enable the complaint to be properly investigated.

Complaints will be acknowledged in writing and complainants will receive a response once the complaint has been investigated.

The City will maintain records of complaints regarding aircraft noise impact and utilise this information in the ongoing review and implementation of the NMP.

NOISE ASSESSMENT AND MONITORING

Noise Monitoring

Noise monitoring will be used to assess compliance with the noise standards established in the NMP. Noise monitoring may be carried out both on Busselton-Margaret River Airport land and the surrounding areas. Where a representative sample of data has been collected noise monitoring results will be used for:

Table 4 – Noise Monitoring Schedule

Purpose	When	Where
Noise monitoring	Response to requests or complaints or significant change in operations	At affected noise-sensitive premises (outdoors and / or indoors)
Land use planning	Assessment of proposal	Relevant subject site
Events or one-off occurrences	During the event or at specified time intervals.	Referenced locations (eg runway ends) or at residential properties.

All noise monitoring and assessment will be performed by accredited Environmental noise personnel and will involve collecting samples of representative data. The results of the noise monitoring will also be used to verify compliance with the NMP and considered when reviewing the NMP.

Noise Measurement

For land use planning around airports, Australia has adopted the Australian Noise Exposure Forecast (ANEF) system, which describes cumulative aircraft noise for an 'average annual day'. The ANEF system was developed on the basis of social survey data which aimed to correlate aircraft noise exposure with community reaction in residential areas. The ANEF system is useful for controlling new noise sensitive developments near airports. An Australian Noise Exposure Concept (ANEC) is a noise chart produced for a hypothetical future airport usage pattern. ANEC noise exposure contours are calculated using the same methods as the ANEF; however, they use indicative data on aircraft types, aircraft operations and flight paths. Australian Standard 2021:2015 contains advice on the acceptability of building sites based on ANEF zones. The acceptability criteria vary depending on the type of land use. An aircraft noise exposure level of less than 20 ANEF is considered acceptable for the building of new residential dwellings.

Building type	Forecast noise exposure level (ANEF)		
	Acceptable	Conditionally acceptable	Unacceptable
House, home, unit, flat, caravan park	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Hotel, motel, hostel	Less than 25 ANEF	25 to 30 ANEF	Greater than 30 ANEF
School, university	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Hospital, nursing home	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Public building	Less than 20 ANEF	20 to 25 ANEF	Greater than 30 ANEF
Commercial building	Less than 25 ANEF	25 to 30 ANEF	Greater than 35 ANEF
Light industrial	Less than 30 ANEF	30 to 40 ANEF	Greater than 40 ANEF
Other industrial	Acceptable in all ANEF zones		

Building site acceptability table based on ANEF zones (AS2021)

What are 'Number Above' noise contours?

Noise measures based on the intensity and frequency of individual aircraft noise events is an effective way of conveying information about aircraft noise impacts. These measures are often more easily interpreted compared to the ANEC/ANEF. While 'Number Above' data show the number of events that are predicted to exceed a certain noise level at a given location, they do not show the intensity of noise to be experienced at that location. 'Number Above' (NXX) measures indicate the average number of aircraft overflights per day exceeding a specified noise level (XX dBA). For example at the 5 event contour on the N70 map there would be expected to be on average 5 events per day that exceed 70 decibels. The ANEC and N65 and N75 contours are accessible on the Community & Environment - Busselton Margaret River Airport website.

The ANECs and N70 contours will be used by the City's Strategic Planning Department in future land use planning and town planning scheme amendments to protect both the community and future

Noise Modelling based on ANEF, N65, N70 and N75 contours has been undertaken by the City of Busselton and will continue to be utilised to provide direction for future land use planning considerations as the Busselton-Margaret River Airport develops.

Noise modelling (ANEFs and/or ANECs and N-contours) will be reviewed every five years or upon the following trigger points (which will be reviewed on an annual basis)

- Change in aircraft models used for RPT and freight operations from those assumed in the aircraft Modelling (B737 and A320);
- Increase of more than 20% from the aviation movement forecasts used in the current noise modelling at the time; or
- re-design of flight paths and DAPs.

NOISE AMELIORATION

Noise Reduction and Amelioration Measures

The ongoing implementation and enforcement of the NMP is intended to result in an airport operation that does not significantly impact on the amenity and lifestyle of residents in the vicinity of the Busselton-Margaret River Airport.

Based on the Australian Department of Infrastructure and Regional Development (including National Airports Safeguarding Framework Principles and Guidelines) and AirServices Australia information, the City of Busselton utilises the Australian Standard AS2021;2015 for the basis of its noise assessment and amelioration process. This is based on one of the objectives of the Standard being to provide guidance to local governments, and communities concerned with planning and building development on the siting and construction of new buildings against aircraft noise intrusion and on the acoustical acceptability of existing buildings located in the vicinity or near aerodromes.

Further, in adopting the Australian Standard AS2021;2015 the City will apply the definitions of 'determination of Building site acceptability' of "Acceptable", "Conditionally Acceptable" and "Unacceptable". Using the Standard, the ANEF, N-Contours and noise monitoring techniques, in certain circumstances where the level of impact may be proven to be excessive, the residence can be considered for noise amelioration.

Noise Reduction Parameters

As a general guide, the following noise levels have been broadly established as:

- Acceptable - whereby under normal circumstances no noise reduction measures will be necessary;
- Conditionally Acceptable - whereby negotiations may be necessary in an attempt to reduce the number of events and the noise impact;
- Unacceptable - whereby consideration will be given as to how the noise impact may be reduced.

Table 5 – Guide to Noise Level Acceptability

Acceptable	Conditionally Acceptable	Unacceptable
<75dB(A)	75-85dB(A)	>85dB(A)

These criteria relate to noise sensitive receivers including residences, and do not relate to commercial and industrial receivers. Where a noise sensitive receiver is experiencing regular noise levels as set out in the Noise Amelioration Assessment table actions may be taken by the City of Busselton to implement further controls on any activity consistently generating this level of noise. Where a residence experiences noise levels that regularly exceed 85dB(A) the City of Busselton may restrict the ongoing use of any aircraft that generates such noise. Should operational noise reduction measures not prove successful, noise amelioration will be utilised.

Noise Amelioration as a Noise Reduction Technique

One strategy that the Council will utilise in reducing the noise impact will be noise amelioration measures for specific residences at which such noise levels have been experienced. In assessing any residence as to whether it qualifies for noise amelioration, the City will follow the process below as defined in AS2021; 2015;

Table 6 – Noise Criterion for Amelioration

Outdoor Noise Criterion
Noise Amelioration action is required where L_{Amax} regularly exceeds[2] – (1) 85dB(A); or (2) 80dB(A) for > 6 events[1] per day; or (3) 75dB(A) for > 12 events[1] per day. Notes: (1) Each aircraft noise event occurring between 7pm and 7am is to be counted as 4 events. (2) Regularly exceeds refers to events occurring at uniform (even / constant) intervals. Noise generated by Emergency Services Aircraft operating in emergency situations are not to be taken to count towards the monitored noise events for amelioration purposes. AND / OR Table 2.1 Building Site Acceptability based on ANEF Zones in AS2021:2015; where a house, home, unit, flat, caravan park falls in the 20-25 ANEF zone

Table 7 – Target Levels for the Design of an Acoustic Insulation Package

Building type and activity	Indoor design sound level dB(A)
Houses, home units, flats, caravan parks	
Sleeping areas, dedicated lounges	50
Other habitable spaces	55
Bathrooms, toilets, laundries	60

Process for Amelioration Assessment

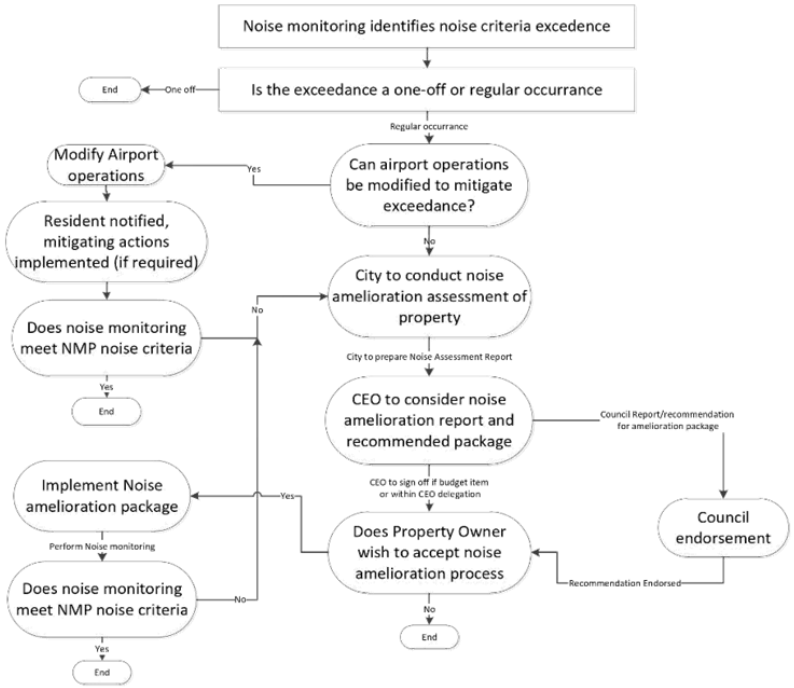
A key management action for the implementation of the NMP is to identify residences requiring noise amelioration assessment. This assessment will be undertaken in accordance with the process identified in Table 8 and process flow detailed in Table 9.

Table 9 – Amelioration Assessment Process

Action	Input / Output	Parties Involved
Identify Residential Property for assessment	1. Request or complaint from property owner; or 2. Noise Monitoring data identify noise level 'breach'	Property owner City of Busselton
Desktop analysis of noise monitoring	1. Determine if noise monitoring data exists or is required 2. Conduct noise monitoring (if required) 3. Compare noise monitoring to noise level criteria	City of Busselton Property owner
Liaison with Property owner	Initial discussions with property owner regarding amelioration packages provided for in the NMP	City of Busselton Property owner
Acoustic assessment for amelioration design	Assessment of property for amelioration design packages in accordance with Australian Standard Indoor Design Sound Levels*	Acoustic Engineers Acoustic insulation specialists City of Busselton Property owner
Liaison with Property owner	Further discussion with property owner to confirm options on amelioration packages	City of Busselton Property owner
Report to CEO	Report on details of amelioration and officer recommendation including if Council consideration is required.	City of Busselton
Report to Council (if required)	Report to contain - results of noise monitoring - Cost of possible amelioration packages - Results of consultation with private property owner - AAC and City Officers' Recommendation	City of Busselton

Follow-up acoustic assessment	Noise monitoring to assess effectiveness of amelioration implementation	Accredited Noise Monitoring

Figure 3: Noise amelioration process flow.



COMMUNICATION AND CONSULTATION

The City may utilise at various times any or all of the following communication and consultation initiatives:

- An advisory committee or similar established body to provide specific input to various proposals and to assist with stakeholder communication and consultation;
- Regularly update the City of Busselton's Busselton-Margaret River Airport website with airport operations information;
- Ensure that airport noise complaints procedures are advertised and available on the website;
- Place all Council endorsed, related noise exposure contour maps on the website and make available to the public by various other means (i.e. ANEF, ANEI, N-contours);
- Provide land use planning information in various formats along with the noise contour information;
- Utilise newspaper releases, radio updates, forums, community meetings and advisory committee meetings;
- Direct communication with interested members of the public (eg those living near the airport) with information pertaining to Airport operations.
- Noise amelioration Information Package.

IMPLEMENTATION AND REVIEW

The Busselton-Margaret River Airport is required to implement this Noise Management Plan to ensure all operators utilising the airport are doing so in an approved manner.

Table 10 - The Management Structure consists of:

Council	Sets high level direction for Airport development and management Approves land use planning parameters, including scheme amendments Approves changes to Noise Management Plan
Airport Advisory Committee	Provides input to: • high level direction for Airport development and management • changes to Noise Management Plan • applications for ongoing special event or special circumstance exemptions

The Chief Executive Officer	Informs and makes recommendations to the Council and/or Airport Advisory Committee Manages the day to day operations of the Busselton-Margaret River Airport Ensures compliance with the NMP and Flight Training Permits Considers applications for Charter and RPT services in accordance with the NMP Considers one-off special event or special circumstances exemptions Considers requests for flight training permit renewal Considers Noise amelioration assessments and implementation packages

Compliance Framework

Operators are required to comply with the parameters outlined in this Noise Management Plan and in accordance with any approval granted by the City for operations at the Busselton-Margaret River Airport.

In order to seek/enforce compliance by aircraft operators with the requirements and objectives of this NMP, the City of Busselton shall implement/employ the following measures with regards to land based activities at BMRA:

- City of Busselton Airport Local Law;
- Fly Neighbourly Agreements with aircraft operators;
- Consultation with aircraft operators using the BMRA;
- Reporting non-compliance to relevant government agencies (like CASA, AirServices Australia and OEPA);
- Prosecuting serial non-compliant aircraft operators;
- Ban serial non-compliant aircraft operators from using the facilities at the airport (banning certain non-compliant activities at the airport or prohibiting such operators from landing and taking off from the aerodrome).

Review Process

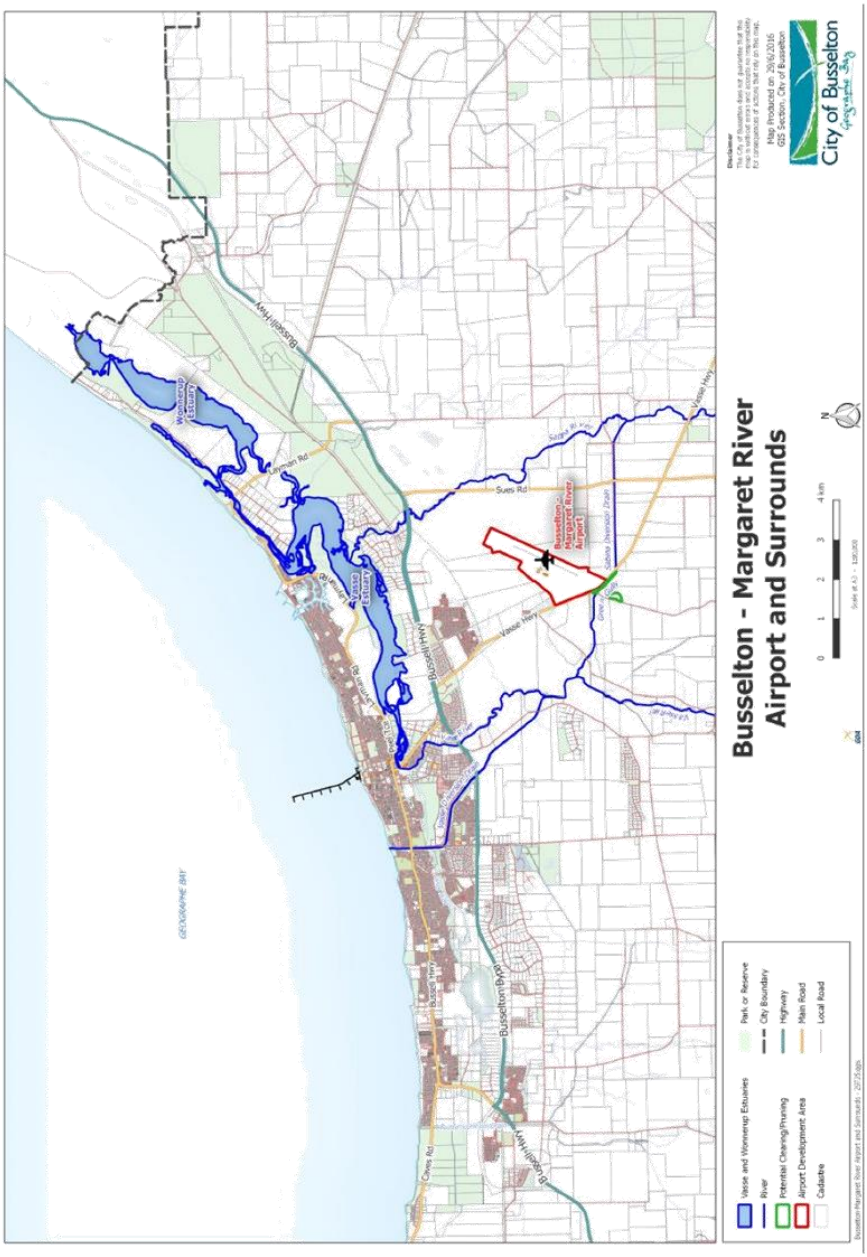
The review of the Noise Management Plan will be undertaken every three years in conjunction with the Airport Advisory Committee (or its equivalent replacement at any future time). The review will be undertaken in consultation with key stakeholders, including the community, Industry, government agencies and airport users. The results of the review and any proposed changes to the NMP will be advertised for comment in the local newspapers following Council's consideration of the recommended changes. It is noted that proposed amendments to the NMP may require approval under the Environmental Protection Act 1986 or other relevant Acts.

Any review of the NMP will take into consideration:

- How the development opportunities for the airport have been pursued;
- Whether the flight paths and noise abatement zones need updating;
- Whether the hours of operation need to be adjusted;
- How well noise emissions associated with the airport have been managed, which will include consideration of noise monitoring data, complaints statistics and compliance information.

The review will also include a review of the Fly Neighbourly Agreement and the Flight Training Guidelines.

Appendix A – Busselton-Margaret River Airport Surrounds



12.8 Airport Advisory Committee - 1/12/2021 - BUSSELTON MARGARET RIVER AIRPORT - AIRPORT UPDATE

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy.
STRATEGIC PRIORITY	3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
SUBJECT INDEX	Airport Operations
BUSINESS UNIT	Commercial Services
REPORTING OFFICER	Airport Operations Coordinator - David Russell
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

This item was considered by the Airport Advisory Committee at its meeting on 1/12/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2112/117 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council receives and notes the Airport Operations Report.

CARRIED 9/0

EN BLOC

OFFICER RECOMMENDATION

That the Council receives and notes the Airport Operations Report.

EXECUTIVE SUMMARY

This report provides an overview of the operations and activities of the Busselton Margaret River Airport (BMRA) for the reporting period 1 October 2021 – 30 November 2021. This includes an update on passenger numbers, aircraft landings, and actions relating to COVID-19 and general airport operations.

BACKGROUND

Focus in the October - November period centred on the bi-annual emergency exercise held on the 16 October, the RAAF / BMRA open day held on 7 November and Request for Quotations (RFQs) for the central apron extension and Royal Flying Doctor Service (RFDS) patient transfer station, together with ongoing business development regarding commercial and leasing opportunities.

Aircraft Movements

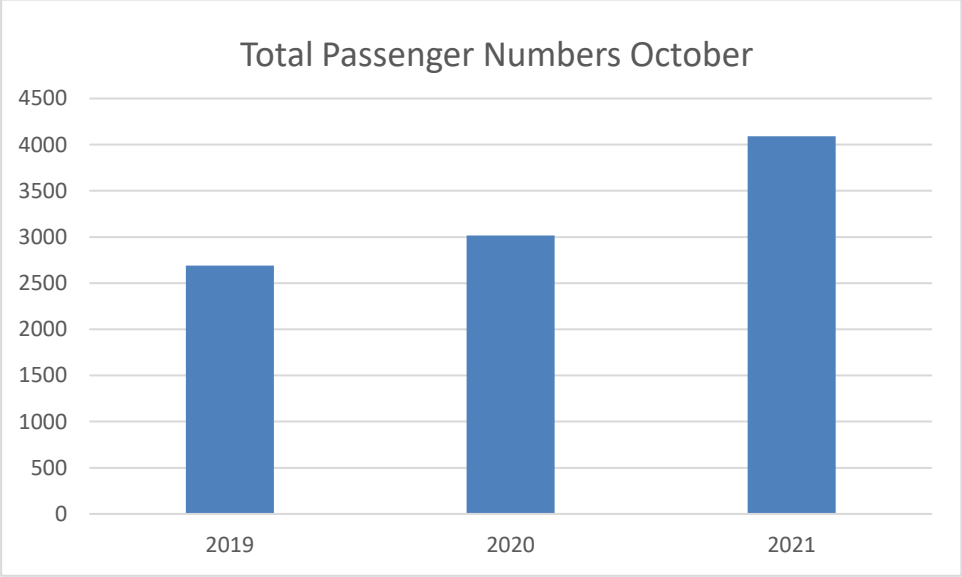
The total number of fly-in-fly-out (FIFO) services using BMRA is currently 20 flights (40 movements) per week. Currently there are four airlines operating from the BMRA utilising the F70, F100, A320 and Dash 8 aircraft.

The total number of aircraft landings declined in October (309) compared to 2020 (342) and increased from 2019 (248).) Landings for compared to November 2020 landings (207) (November landing figures are due from Avdata Pty Ltd on 21 December 2021).



Passenger Numbers

October passenger numbers has seen an increase (4,090) compared to October 2020 (3019). This can be attributed to the commencement of services by Alliance Airlines and Network Aviation for FIFO passengers employed by BHP and FMG.



Carpark

There are currently 1,128 car park patrons using the FIFO swipe card system, an increase of 103 since October 2021.

Car parking statistical figures are not available for this report as SKIDATA technicians are investigating a failure in report generation regarding average car park numbers and maximum patronage.

Operations

The focus for the reporting period has focused on:

- Bi-annual emergency field exercise that was held on 16 October 2021
- RAAF/BMRA open day held on 7 November 2021
- Noise Management Plan review
- Preparation of capital works for the central apron expansion and relocation of the RFDS/St John patient transfer station
- Business development activities

BMRA Open Day / RAAF Centenary

The City of Busselton partnered with the RAAF to host the BMRA Open Day and RAAF Centenary to showcase the airport's upgraded facilities and give residents and visitors the opportunity to get up close with the Air Force Hawk 127 Lead-In-Fighter Jets, Pilatus PC-21 and a range of other private, commercial and emergency services aircraft. The Open Day was held on Sunday November 7 and was an all-day event with gates opening at 9am and closing at 3.30pm.

The Open Day featured two aerial displays with RAAF PC-21 aircraft and static ground displays of Air Force PC-21 and Hawk 127 Lead-In-Fighter aircraft from RAAF Base Pearce. In addition, there was aircraft displays including Cobham Aviation ASMA Search and Rescue Challenger 604, Surf Lifesaving Western Australia rescue/ shark spotting helicopter, Scenic Helicopters joy flights, Virgin Australia (A320) and Alliance Airlines (F100), and an eclectic display of aircraft organised by Busselton Aero Club. The RAAF provided an excellent display in the arrivals terminal with memorabilia, giveaways, flight simulation stands and recruitment sessions. There was an array of food vans, a bouncy castle for the kids and entertainment for the public to enjoy, DFES fire truck and Australian Army vehicle displays and a free bus service to shuttle people from Bovell oval.

It was estimated that 5,500 people attended the event over the day with 35 aircraft also flying in over the weekend with no reported incidents or major complaints, and only positive comments via social media.

An event this size is not without considerable organisation, and with the added complexity of COVID-19 and social distancing, face mask wearing exemptions were issued and restrictions on some aircraft operations for the event were applied.

On the evening of Saturday 6 November, Busselton Aero Club hosted an informal BBQ for the aviation community where RAAF 79 Hawk Squadron and two FTS where presented with honorary membership of the Busselton Aero Club and in return were presented with a RAAF 100 year commemorative coin.

The City was also presented with a RAAF 100 year commemorative coin highlighting the history Busselton has had with the RAAF over this 100 years.

BMRA Emergency Exercise

On the 16 October 2021 BMRA conducted a bi-annual emergency field exercise to practice and review all or part of the Airport Emergency Plan as required under the Civil Aviation Safety Regulations.

Exercise ABORT TAKEOFF was a field exercise involving all emergency services agencies nominated in the Aerodrome Emergency Plan (DFES, St John, WA Police, and Department of Communities) regarding an aviation emergency incident at the BMRA.

The scenario involved an RPT aircraft with 156 passengers and crew which developed a wheel/undercarriage fire after an aborted take-off. A number of passengers were injured while disembarking down the emergency slides.

These emergency exercises are a good opportunity for emergency services to familiarise themselves with the airport facilities and the environment, and practice/develop their emergency response to an incident at the airport.

Request to investigate Jetty Helicopter Operations

At the 24 October 2021 Airport Advisory Committee (AAC) meeting, a request was made for officers to investigate the feasibility of conducting helicopter operations on the Busselton Jetty and subsequently endorsed by Council (AIR2110/066).

Officers have liaised with the Major Projects team to determine that the Jetty is 11m wide and the structure may be able to structurally support helicopter operations. However, under CASA CAAP 92-4(0) Guidelines for the development and operation of off-shore helicopter landing sites, the minimum perimeter of a designated helideck for a Robinson R44 and AS350 Squirrel helicopters (commonly used in local tourism) or equivalent is 12m and therefore the Jetty as it stands would not meet the minimum required criteria for use as a helideck.

Further to the width requirements for a helideck, further details containing rotational forces, dynamic load due to impact landing, wind loading, punching shear, obstacle protected surfaces, non-slip surfaces/friction testing, fire-fighting requirements and environmental impact would also require investigation. There is also the question of restrictions of public access to the end of the Jetty during opening hours and the conflicts and operating safeguards that might need to be in place to protect the public. A floating pontoon may be an alternative.

KAS helicopter permit

As reported at the October 2021 AAC meeting, Ballina Corporation P/L trading as KAS helicopters approached the City In September with a proposal to operate helicopter scenic flights from the BMRA.

Acknowledging the previous AAC resolution, a permit has now been approved by the CEO including the following conditions:

- Flight operations permitted Monday – Friday 8.00am to 5.00pm and Saturday - Sunday 9.00am to 5.00pm
- Minimum flight duration 20 minutes
- No flights allowed on Good Friday, Christmas day and Anzac day
- Monthly reports to be provided to the City of Busselton on all flights (times and duration)
- Flight operations in accordance with the BMRA Noise Management

- Signed Fly Neighbourly Agreement
- Signed BMRA Conditions of Use
- No flight training without training permit
- Alternate departure direction where possible (wind dependent)
- Provide an emergency response plan and insurance
- Use of the grass helicopter parking area located in front of the central hangar

KAS helicopters have agreed to these conditions and are expected to commence operations on 1 December 2021.

OFFICER COMMENT

FIFO passenger numbers through the BMRA have continued to increase from the previous year, and officers expect passenger numbers to continue on this trajectory as FIFO employment recruiting from the South West continues. The 40 aircraft movements (20 flights) per week equate to 28 movements for RioTinto (Virgin Australia), four for FMG (Qantas Group), four for BHP (Alliance Airlines) and four for Northern Star Resources (Maroomba Airlines).

Officers continue to liaise regularly with Jetstar executives and operations teams for the commencement of the Busselton - Melbourne flights now expected to commence in February 2022. BMRA is operationally ready to commence RPT services with the exception of the security screening contractor's team who need to be redeployed and complete final training.

The summer maintenance programs have commenced now the ground water table has subsided including mowing and spray programs, and apron/ runway line marking maintenance will be a focus over the summer period.

Statutory Environment

The BMRA operates in accordance with the following:

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

Relevant Plans and Policies

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

- Busselton Margaret River Airport Noise Management Plan 2019.

Financial Implications

Airport revenue up to the end of October 2021 is $636,546 compared to the amended year to date budget of $727,498. The reason for revenue being less than expected is due to outstanding Virgin Australia Regional Airline's (VARA) passenger fees estimated at $45,000 for September, and no airport screening fees due to the delay to RPT operations. Landing fees and car park revenue are higher than expected due to additional FIFO flights commencing this financial year.

Expenses (excluding screening services, depreciation and airline attraction) to the end of October 2021 are $184,334 compared to the amended October 2021 expense budget of $256,812. Lower expenses are attributed to delays in consultancy expenses.

Stakeholder Consultation

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

Risk Assessment

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

Options

The Council may choose not to receive and note the Airport Operations Report.

CONCLUSION

The airport summer grounds work maintenance is well under way including mowing and line marking programs. RFQs for the central apron expansion and RFDS Patient transfer station relocation have been drafted and are due to be advertised in the last week of November. Officers will continue to provide a high level of customer service ensuring the airport is compliant, safe and security is maintained throughout.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

14.1 RFT 19/21 DNSL SPORTS PRECINCT CARPARK & COURTS

STRATEGIC THEME	LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing.
STRATEGIC PRIORITY	2.3 Provide well planned sport and recreation facilities to support healthy and active lifestyles.
SUBJECT INDEX	Tenders
BUSINESS UNIT	Major Projects and Facilities
REPORTING OFFICER	Major Projects - Contract Admin & Tech Officer - Natalie Walker
AUTHORISING OFFICER	Director, Engineering and Works Services - Oliver Darby
NATURE OF DECISION	Contractual: To enter into a contract e.g. a lease or the award of a tender etc.
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Confidential RFT 19/21 Tender Evaluation Report - DNSL Sports Precinct Carpark and Courts Attachment B Dunsborough Lakes Sports Precinct Layout Plan

The officer recommendation was moved and carried.

COUNCIL DECISION

C2112/118 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council:

1. **Endorses the outcome of the evaluation panel's assessment of RFT 19/21 DNSL Sports Precinct Carpark & Courts, that the tender from PJ & NA Strahan Pty Ltd as trustee for the PJ & NA Strahan Family Trust trading as Busselton Bitumen Services and Civil (tendered price $1,263,317.58 exclusive of GST) be determined the most advantageous tender and the tender submitted by BCP Contractors Pty Ltd the second most advantageous tender.**

2. **Delegate power and authority to the Chief Executive Officer to negotiate and final terms and conditions including variations in accordance with Regulation 20 of the *Local Government (Functions and General) Regulations 1996*.**

3. **If, in the discretion of the CEO, agreement with PJ & NA Strahan Pty Ltd as trustee for the PJ & NA Strahan Family Trust trading as Busselton Bitumen Services and Civil cannot be reached pursuant to recommendation 2 above, then delegates power and authority to the CEO to negotiate and agree final terms and conditions including variations in accordance with Regulation 20 of the *Local Government (Functions and General) Regulations 1996* with BCP Contractors Pty Ltd.**

CARRIED 9/0

EN BLOC

OFFICER RECOMMENDATION

That the Council:

1. **Endorses the outcome of the evaluation panel's assessment of RFT 19/21 DNSL Sports Precinct Carpark & Courts, that the tender from PJ & NA Strahan Pty Ltd as trustee for the PJ & NA Strahan Family Trust trading as Busselton Bitumen Services and Civil (tendered price $1,263,317.58 exclusive of GST) be determined the most advantageous tender and the tender submitted by BCP Contractors Pty Ltd the second most advantageous tender.**

2. **Delegate power and authority to the Chief Executive Officer to negotiate and final terms and conditions including variations in accordance with Regulation 20 of the *Local Government (Functions and General) Regulations 1996*.**

3. **If, in the discretion of the CEO, agreement with PJ & NA Strahan Pty Ltd as trustee for the PJ & NA Strahan Family Trust trading as Busselton Bitumen Services and Civil cannot be reached pursuant to recommendation 2 above, then delegates power and authority to the CEO to negotiate and agree final terms and conditions including variations in accordance with Regulation 20 of the *Local Government (Functions and General) Regulations 1996* with BCP Contractors Pty Ltd.**

EXECUTIVE SUMMARY

The City of Busselton invited tenders under Request for Tender RFT 19/21 DNSL Sports Precinct Carpark & Courts (RFT 19/21) for a suitably experienced and qualified contractor to construct a carpark and multi-use courts for the Dunsborough Lakes Sports Precinct.

This report summarises the submissions received, and recommends that Council endorse the outcome of the evaluation panel's assessment and accept the tender from Busselton Bitumen Services and Civil.

BACKGROUND

Lot 40 Dunsborough Lakes Drive (formerly Lot 10 Commonage Road) is City-owned land purchased from the Water Corporation; zoned as special use and identified as open space for sport and recreation purposes within the Dunsborough sub-district.

The Dunsborough Lakes Sports Precinct (the Precinct) is jointly funded by the City, the State Government's Community Sporting and Recreational Facilities Fund and the Commonwealth Government's Community Infrastructure.

The Precinct will be accessible from the future school, located on the corner of Dunsborough Lakes Drive and Diamante Boulevard. The overall design allows for potential future expansion of the Precinct.

Construction of the sports fields is currently underway and is anticipated to be completed by March 2022. The pavilion design is also currently in progress, with construction of the pavilion to commence in mid-2022.

A brief scope of works for RFT 19/21 DNSL Sports Precinct Carpark and Courts is outlined as follows:

1) Carpark / Access
    a) Demolition of existing kerb for carpark access
    b) Construction of drainage
    c) Construction of access and carpark, including asphalt surfacing, line marking and signage
    d) Installation of electrical services and carpark lighting
    e) Hard landscaping, including concrete footpaths and bollards
    f) Soft landscaping, including rain garden and garden beds

2) Courts
    a) Construction of drainage
    b) Construction of 4 x multi-use courts, including acrylic surfacing and line marking
    c) Installation of electrical services and court lighting Undertake the required testing as per the Netball Australia National Facilities Policy – March 2016
    d) Supply and installation of netball / basketball posts

OFFICER COMMENT

RFT 19/21 was issued as a public tender on Friday 1 October 2021 and closed at 2pm on Tuesday 9 November 2021. The invitation to tender was advertised in 'The West Australian', the 'Busselton Dunsborough Times' and the City's Public Notice Boards.

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

- BCP Contractors Pty Ltd
- Carbone Bros Pty Ltd
- Industrial Roadpavers (WA) Pty Ltd; and
- PJ & NA Strahan Pty Ltd T/A Busselton Bitumen Services and Civil.

Assessment Process

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

The tender assessment process included:

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

Criteria	Weighting
• Price	50%
• Relevant Experience	25%
• Demonstrated Understanding	20%
• Local Content	5%

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

Summary of Assessment

The evaluation panel's assessed Busselton Bitumen Services and Civil as the highest ranked tenderer.

Busselton Bitumen Services and Civil offered a competitive price and displayed appropriate previous experience in constructing multiple sports courts and civil projects of similar scope. Furthermore they demonstrated a comprehensive understanding of the project requirements. Busselton Bitumen Services and Civil demonstrated local community support, identifying work placements for the Busselton ACTIV Foundation and providing financial contributions to local sporting groups.

Evaluation Panel Recommendation

Based on the evaluation panel's assessment and overall ranking of the tenders, it is recommended as most advantageous to the City to accept the tender from Busselton Bitumen Services and Civil.

Busselton Bitumen Services and Civil demonstrated they have:

- a good range of relevant experience and ability to deliver the scope of works;
- a comprehensive understanding of the project requirements and ability to complete the works within the desired timeframe;
- demonstrated support local charities and sporting groups; and
- in this instance, also provided the lowest tender price.

Statutory Environment

In accordance with section 3.57 of the *Local Government Act 1995*, a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.

Part 4 of the *Local Government (Functions and General) Regulations 1996:*

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

The contract value is greater than $500,000. In accordance with section 5.43(b) of the *Local Government Act 1995* (the Act), read with Delegation 3J, the tender is therefore required to go before the Council.

Relevant Plans and Policies

The Dunsborough Lakes Sports Precinct is identified in the City of Busselton Sports Facilities Analysis and Future Requirements (KA3 Action Plan Priority 1) and the Long Term Financial Plan 2021 - 2031.

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

Financial Implications

The estimated total value of the requirements for RFT 19/21 over the full contract term is $1,263,317.58 excluding GST.

RFT 19/21 forms part of the 2021/22 Dunsborough Lakes Sports Precinct Budget, and will be funded from the carpark and courts allocation of $1,450,000 excluding GST.

Potential savings from this project may need to be reallocated to the pavilion as preliminary cost estimates of the concept design exceed budget expectations, due to the current market conditions.

Stakeholder Consultation

The City has been consulting with the respective sporting groups to develop the design of the Precinct. The sporting groups consulted include:

- Dunsborough Cricket Club
- Dunsborough Towners Football Club (Senior Soccer)
- Dunsborough Junior Soccer Club
- Dunsborough Coasters Netball
- Dunsborough Basketball Club
- Dunsborough Football Club

Risk Assessment

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

Options

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

1. Award the tender to an alternative tenderer. In the view of the officers, this could result in the tender being awarded to a tenderer that is not most advantageous to the City.

2. Not award the tender. This would mean re-advertising the tender, resulting in significant delays and impacting on the timing of the other sports precinct components. This may have a reputational risk if the sports fields are not ready for the 2023 sporting season.

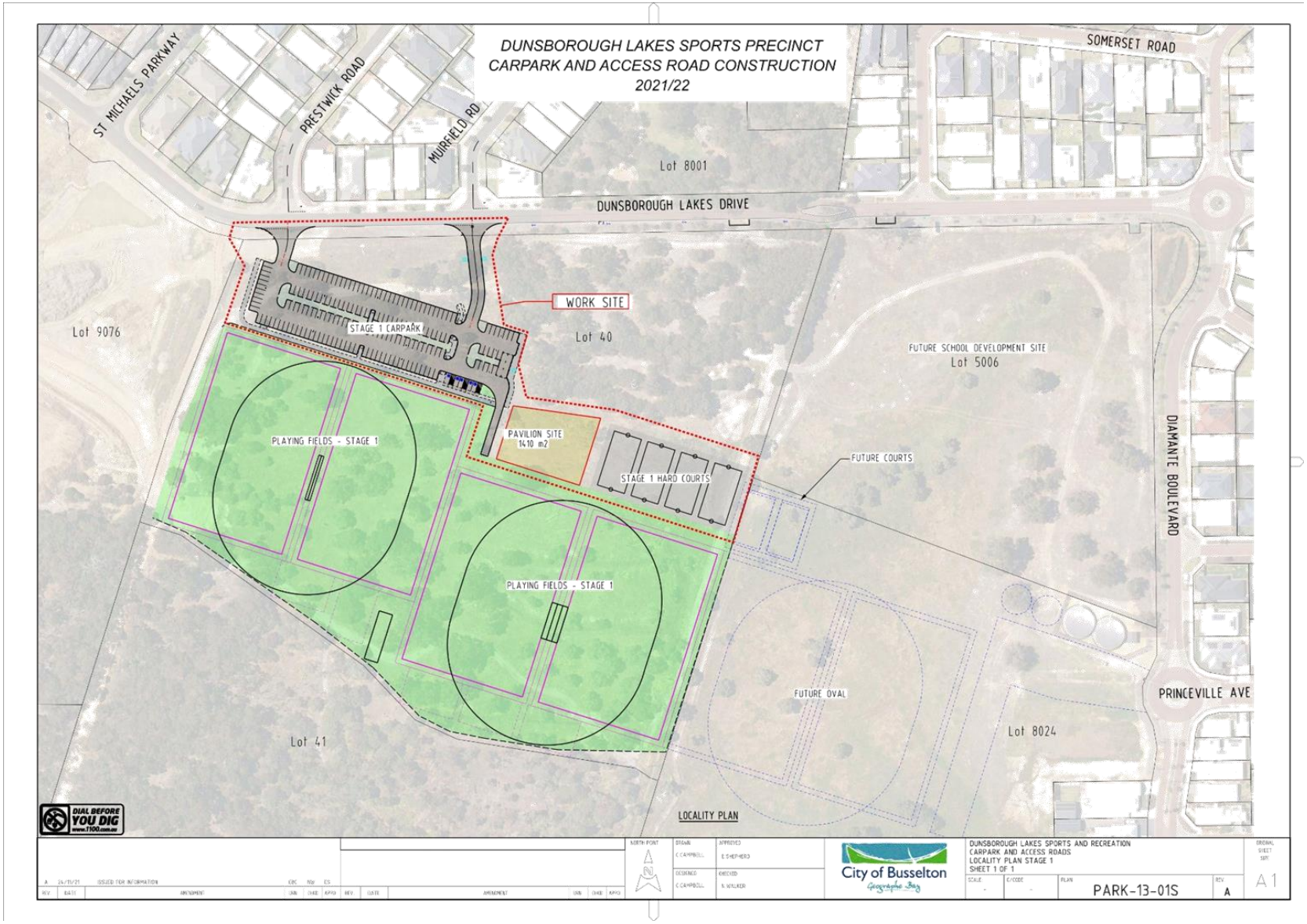
The abovementioned options are not recommended.

CONCLUSION

It is recommended that Council accept the from Busselton Bitumen Services and Civil as the most advantageous to the City, subject to minor variations to be negotiated by the CEO, not exceeding the overall project budget.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The selection of the Successful Tenderer can be made immediately after the Council has endorsed the office recommendation, subject to successful negotiation in accordance with the officer recommendation. Should Council adopt the officer recommendation, it is anticipated that the contract for construction will commence in January 2022.


DUNSBOROUGH LAKES SPORTS PRECINCT
CARPARK AND ACCESS ROAD CONSTRUCTION
2021/22
ST MICHAELS PARKWAY
PRESTWICK ROAD
MUIRFIELD RD
SOMERSET ROAD
Lot 8001
DUNSBOROUGH LAKES DRIVE
WORK SITE
STAGE 1 CARPARK
Lot 9076
Lot 40
FUTURE SCHOOL DEVELOPMENT SITE
Lot 5006
PAVILION SITE
1410 m2
PLAYING FIELDS - STAGE 1
STAGE 1 HARD COURTS
FUTURE COURTS
DIAMANTE BOULEVARD
PLAYING FIELDS - STAGE 1
FUTURE OVAL
PRINCEVILLE AVE
Lot 8024
Lot 41
DIAL BEFORE YOU DIG
LOCALITY PLAN
City of Busselton
DUNSBOROUGH LAKES SPORTS AND RECREATION
CARPARK AND ACCESS ROADS
LOCALITY PLAN STAGE 1
SHEET 1 OF 1
PARK-13-01S
A
A1

15.1 EXPRESSION OF INTEREST - RESERVE 46187 LOT 448 MARINE TERRACE: OLD TENNIS CLUB BUILDING

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy.
STRATEGIC PRIORITY	3.2 Facilitate an innovative and diversified economy that supports local enterprise, business, investment and employment growth.
SUBJECT INDEX	Economic and Business Development
BUSINESS UNIT	Commercial Services
REPORTING OFFICER	Manager Economic and Business Development Services - Jennifer May
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Reserve 46187 Lot 488 Marine Terrace - Old Tennis Club Location Attachment B Published Under Separate Cover Confidential Geographe Bay Brewing Co EOI Submission - Part 1 Attachment C Published Under Separate Cover Confidential Geographe Bay Brewing Co EOI Submission - Part 2 Attachment D Published Under Separate Cover Confidential Kent Street Bakery EOI Submission

The officer recommendation was moved and carried.

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, Busselton.**

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 sublease with Geographe Bay Brewing Co, including ground rent, lease term, asset management, potential landscaping proposals and any legal considerations to operate a commercial venture and return to Council with recommendations in relation to the heads of terms.**

CARRIED 9/0

EN BLOC

OFFICER RECOMMENDATION

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, Busselton.**

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 sublease with Geographe Bay Brewing Co, including ground rent, lease term, asset management, potential landscaping proposals and any legal considerations to operate a commercial venture and return to Council with recommendations in relation to the heads of terms.**

EXECUTIVE SUMMARY

This report provides an update on the expression of interest process to attract a commercial operator for Reserve 46187, Lot 448 Marine Terrace, Busselton (Old Busselton Tennis Club building), to operate a restaurant/café, reception centre, shop, tavern, small bar, exhibition centre, amusement parlour or cinema /theatre subject to approval of the Department of Planning, Lands and Heritage (DPLH).

This report recommends:

- that Council acknowledge receipt of two EOI submissions and nominates Geographe Bay Brewing Co. as the preferred proponent; and
- that the CEO is given authority to continue to negotiate Reserve purpose changes and the grant of a head lease and sublease with DPLH.

BACKGROUND

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

The land on which the Tennis Club building is located is Crown land Reserve 46187 - Lot 488 Marine Terrace as shown on Attachment A (Premises). Up until recently, the Reserve purpose was "Tennis Club". The Premises are in an ideal location between the Busselton Foreshore and the CBD and is also the closest building situated to the Cultural Precinct at the northern end of Queen Street. The Premises are currently the subject of a licence granted by the City to the Bunbury Regional College (BRC) for educational purposes which expires on 31 December 2021.

Whilst the use of the Premises by the BRC has been a worthwhile and beneficial use, there is potential to attract a commercial operator to activate the Marine Terrace Precinct and offer a new and exciting business offering to complement the tourism and businesses on the Busselton Foreshore.

To facilitate this, Council adopted (C2011/144) a revised Busselton Foreshore Structure Plan in 2020 that proposed a new 'Marine Terrace Precinct' focused on the former Busselton Tennis Club building and allowing for the following uses in addition to the current educational use:

- Restaurant/Café;
- Shop;
- Tavern;
- Small Bar;
- Exhibition Centre;
- Amusement Parlour; and
- Cinema/Theatre.

The proposed land uses would facilitate future pedestrian connectivity between attractions elsewhere within the Foreshore Precinct as well as those in the Cultural Precinct and the Busselton CBD. The revised Busselton Foreshore Structure Plan was approved by the Western Australian Planning Commission (WAPC) in July 2021 to include the above uses. It is also anticipated that the rent received through the Premises will be directed to the Busselton Jetty Maintenance Reserve to assist in funding the asset maintenance and replacement requirements.

As the licence granted to BRCC expires on 31 December 2021, officers advertised an expression of interest (EOI) for business owners to establish and operate a commercial offering within the Premises. The EOI called for proposals consistent with the permissible building uses subject to agreeing a change of Reserve purpose with the DPLH.

The EOI called for proposals that would achieve the following City objectives:

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

Two EOI submissions were received by the closing date from Geographe Bay Brewing Co. and Kent Street Bakery.

OFFICER COMMENT

A City evaluation panel, including officers from Economic and Business Development and Property and Leasing areas, reviewed both submissions on the basis of the below criteria:

City Objective	Assessment Criteria	Weighting
Provide a diverse, attractive range of community and commercial offerings for residents and tourists to the City of Busselton	- Is the business offering new and/or unique to the Busselton Foreshore - Does the business offering directly compete with other business offerings in the Busselton town centre - Does the business offering enhance the Busselton CBD and Foreshore experience for residents and visitors	25%
Attract a suitably qualified tenant that can show previous relevant experience	- Business model is financially viable - Proponent can show access to capital if required for any building improvements - Direct business experience in owning / managing similar business ventures - Access / ability to adequately staff the business offering - Ability/experience to market and attract customers	25%
Activate the Busselton Foreshore and town centre through a range of trading hours	- Offers trading seven days a week with an extensive range of daily trading hours relevant to the business offering - Any seasonal influences on trading hours - Timelines for business operations commencing	20%
Achieve community valued outcomes for use of City of Busselton owned and/or managed assets	- Attracts residents and visitors to the Busselton foreshore - Creative / innovative use of the building area - Business brand / building presentation and fit out aligns with Busselton Foreshore development guidelines - Proposal is compliant with City of Busselton Town Planning Scheme	15%
Facilitate an innovative and diversified economy that supports local enterprise, business investment and employment growth	- Does the proposal create new or increase existing employment opportunities - Will the business offering attract visitors to Busselton - Does the business offering utilise or support other local businesses / industries within the City of Busselton	15%
Total		100%

The consensus of the evaluation panel was that the EOI received from Geographe Bay Brewing Co. (GBB) was the preferred submission, with their proposal reactivating the Premises with a premium, unique chocolate production and retail offering. Their proposal is to provide “an immersive chocolate experience for guests, showcasing the production process, offering tastings, classes, workshops and events”. The proposal incorporates a refurbishment of the building and includes a café offering locally sourced ice cream and house made café products. GBB’s submission was very comprehensive and detailed, addressing all the EOI criteria (Confidential Attachments B and C).

The Kent Street Bakery submission was brief and proposed that the Premises be utilised for their existing business located in the town centre. While the Kent Street Bakery submission acknowledged that additional information could be prepared and submitted, it was considered by the panel that their proposal did not meet all of the EOI criteria, in particular the first objective to provide a new and/or unique business offering to the Busselton foreshore that would not compete with other business offerings in the Busselton town centre and enhance the Busselton CBD and foreshore experience for residents and visitors (Confidential Attachment D).

Statutory Environment

Land Administration Act 1997 ("LAA")

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

Following the departure of the Tennis Club Association from the Premises in 2019, officers have been in discussion with the DPLH concerning its future purpose. It was always anticipated that this building would be commercially developed to enhance the vibrancy of the Foreshore while generating additional revenue to fund the Busselton Jetty maintenance and replacement requirements. The City have for some time lobbied State Government for a change to the Reserve purpose that would facilitate greater activation of the area, and increase connectivity between the CBD and the Busselton Foreshore.

When approaching the DPLH for approval under section 18 of the LAA for consent to enter into the Licence with BRC, officers were informed that this would only be granted on condition that the City embark on the process of a change to the Structure Plan to accommodate wider (commercial) use.

Officers were of the understanding that once the Structure Plan change had been implemented, DPLH would give consideration to a change to the Reserve purpose that would allow commercial use. Following the advertising and public consultation required in connection with the Structure Plan change, officers notified DPLH of the successful implementation of the change and the nature of the permitted use of the new Tennis Club Precinct.

DPLH responded by changing the Reserve purpose to "Community and Recreation" with power to lease for up to 21 years subject to approval of the Minister for Lands.

Preliminary discussions with DPLH have indicated that if the City wish to enter into a commercial arrangement at the Premises, this must be on the basis of a head lease between the State and the City with power to sublease to a commercial operator. The head lease would require the City to pay between 20%-50% of the market rent for the Premises on a commercial footing and to pay the revenue generated from any sublease into the Busselton Jetty Maintenance Reserve.

The percentage of market rent payable under the head lease will be determined by the community benefit of the proposed future use by a commercial operator. DPLH requested that the City submit a business case for their determination. In summary, the business case proposes payment of a nominal rent to the State under the head lease (whilst the State have indicated that a commercial use would attract a higher rent, officers have nevertheless requested that the proposal be considered on the same basis as the other commercial offerings on the Busselton Foreshore):

- Sublease rental income to be paid into the Busselton Jetty Maintenance Reserve;
- A rent free period is allowed while the building undergoes any refurbishment; rent is payable on commencement of opening; and
- Lease term is 20 years plus 10 years.

Local Government Act 1995 ("LGA")

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

Relevant Plans and Policies

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

- Busselton Foreshore Master Plan and Structure Pan

Busselton Foreshore Master Plan

The Busselton Foreshore Master Plan outlines the vision, objectives and design principles for the Busselton Foreshore. The Master Plan identifies development sites for land uses that are focused on community and civic use, hospitality, recreation and tourism. Detailed design considerations are also incorporated in the Master Plan that relate to building character and form, setbacks, orientation and frontages, ancillary development, landscaping and pedestrian links.

The proposed lease and repurposing of the Premises aligns with the recent change to the Structure Plan endorsed by Council and the WAPC earlier this year.

Financial Implications

There are no direct financial implications associated with the officer recommendation at this time. However, should approvals be granted from DPLH for the City to enter into a head lease with the State Government and sublease with the proponent, there will be future financial implications. The head lease will incur a rental payment to the State and all sublease revenue from the proponent is to be transferred into the Busselton Jetty Maintenance Reserve. Officers will seek up to date rental market valuations for the Premises prior to finalising any head lease/sublease terms and conditions.

Stakeholder Consultation

Officers consulted with the existing lessee, Bunbury Regional College in regards to the advertising of the EOI and site inspections.

Consultation with the DPLH in relation to the change of Reserve purpose and the grant of a head lease and sublease are ongoing as outlined in this report.

The EOI was advertised from 22 September 2021 to 22 October 2021, with two site inspections available on 29 September and 7 October. The EOI was advertised in the 'Busselton Dunsborough Times' on 1 October and 8 October 2021, City of Busselton social media posts 23 September, 25 September and 19 October and published on the City of Busselton's Public Notices webpage from the 21 September through to 22 October 2021.

Risk Assessment

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

Options

As an alternative to the proposed recommendation the Council could:

1. Not select Geographe Bay Brewing Co. as the preferred proponent and select Kent Street Bakery as the preferred proponent.

2. Not select either Geographe Bay Brewing Co. or Kent Street Bakery and propose officers re-advertise the EOI for commercial and/or community use.

3. Propose an alternative use for the Old Tennis Club Building.

CONCLUSION

The repurposing of the Premises presents a unique opportunity for commercial and community operators to activate and complement the existing businesses on the Busselton Foreshore. An EOI was advertised locally for four weeks seeking proposals from commercial, business operators to lease the Premises subject to support from the DPLH to change the Reserve purpose and enter into a head lease with the City. Two EOI proposals were received, with City officers recommending that Geographe Bay Brewing Co be nominated the preferred proponent having submitted a detailed and comprehensive proposal to operate a multifaceted business offering centred on premium chocolate production and retail. Officers will continue to work with the DPLH to secure the necessary change to the Reserve purpose and the terms and conditions of the proposed tenure.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Following Council's endorsement of the officer recommendation, officers will confirm in writing Geographe Bay Brewing Co's preferred proponent status and progress sublease negotiations. Officers have already approached DPLH and will continue to finalise approvals and head lease terms and conditions and submit a business case if required. It is hoped that head lease and sublease negotiations could be finalised in early 2022 subject to progression of negotiations with DPLH.


Old Tennis Club Location
Map Produced on 3/9/2021
GIS Section, City of Busselton
City of Busselton
0 50 100 m
Busselton Jetty
Busselton Foreshore
Equinox Cafe
Shelter Brewing Co
Tourist Info
Foreshore Pde
Jetty Way
Geographe Bay Rd
Signal Park
Queen St
Old Tennis Club
Marine Tce
Artgeo Cultural Complex
Esplanade Hotel
Weld Theatre
Old Court House
Myles St
Adelaide St
Stanley St
Courthouse
West St
Ruby Lane
Opal Lane
Police Station
Cammilleri St
Duchess St
Woolworths
The Vasse Tavern
Westpac
Kent St
Busselton Boulevard
BUSSELTON
ANZ
The Firestation
Commonwealth Bank
Busselton Central Shopping Centre
Nab
Prince St
Library
Post Office
Mitchell Park

17.1 COUNCILLORS' INFORMATION BULLETIN

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Councillors' Information Bulletin
BUSINESS UNIT	Executive Services
REPORTING OFFICER	Reporting Officers - Various
AUTHORISING OFFICER	Chief Executive Officer - Mike Archer
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Current SAT Reviews Attachment B Notes of Meeting of Lower Vasse Management Advisory Group 2 November 2021 Attachment C Communique from Lower Vasse River Management Advisory Group 2 November 2021 Attachment D Notes of Meeting of Busselton Jetty Reference Group 23 July 2021 Attachment E Notes of Meeting of Busselton Jetty Reference Group 10 September 2021 Attachment F Minutes of Meeting of South West Zone of WALGA 19 November 2021 Attachment G LEEUWIN NAT City of Busselton Letter Attachment H Abbey Planning Investigation Area Aerial Attachment I Vasse North Planning Investigation Area Attachment J Dunsborough Planning Investigation Area Attachment K Vasse South Planning Investigation Area

The officer recommendation was moved and carried.

COUNCIL DECISION

C2112/120 Moved Councillor A Ryan, seconded Councillor P Cronin

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

17.1.1 State Administrative Tribunal Reviews

17.1.2 Notes of Meeting of Lower Vasse River Management Advisory Group Meeting 2 November 2021

17.1.3 Notes of Meeting of Busselton Jetty Reference Group 23 July 2021 and 10 September 2021

17.1.4 Minutes of Meeting of South West Country Zone of WALGA held on 19 November 2021

17.1.5 Leeuwin-Naturaliste Planning Investigation Areas

CARRIED 9/0

EN BLOC

OFFICER RECOMMENDATION

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

17.1.1 State Administrative Tribunal Reviews

17.1.2 Notes of Meeting of Lower Vasse River Management Advisory Group Meeting 2 November 2021

17.1.3 Notes of Meetings of Busselton Jetty Reference Group 23 July 2021 and 10 September 2021

17.1.4 Minutes of Meeting of South West Country Zone of WALGA held on 19 November 2021

17.1.5 Leeuwin-Naturaliste Planning Investigation Areas

EXECUTIVE SUMMARY

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

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

INFORMATION BULLETIN

17.1.1 State Administrative Tribunal Reviews

The current State Administrative Tribunal Reviews is at Attachment A.

17.1.2 Notes of Meeting of Lower Vasse River Management Advisory Group Meeting 2 November 2021

The notes and communique of the meeting of the Lower Vasse River Management Advisory Group are at Attachment B and Attachment C.

17.1.3 Notes of Meetings of Busselton Jetty Reference Group 23 July 2021 and 10 September 2021

The notes of the meetings of the Busselton Jetty Reference Group held on 23 July 2021 and 10 September 2021 are at Attachment D and Attachment E respectively.

17.1.4 Minutes of Meeting of South West Country Zone of WALGA held on 19 November 2021

The minutes of the meeting of the South West Country Zone of WALGA held on 19 November 2021 are at Attachment F.

17.1.5 Leeuwin-Naturaliste Planning Investigation Areas

The City has recently received correspondence from the Western Australian Planning Commission (WAPC) regarding the above. A copy of that correspondence is attached.

In summary, the WAPC has asked the Department of Planning, Lands & Heritage (DPLH) to prepare a report for the WAPC's consideration, and which sets out the following potential changes to the Leeuwin-Naturaliste Sub-regional Planning Strategy (LNSPS):

1. Delete the Abbey Planning Investigation Area and instead identify particular lots in that area as either 'Urban' or 'Open Space Investigation';
2. Delete the Vasse North Planning Investigation Area and instead identify particular lots in that area as either 'Urban' or 'Open Space Investigation';
3. Delete the Dunsborough Planning Investigation Area and instead identify particular lots in that area as 'Urban'; and
4. Delete the Vasse South Planning Investigation Area.

Plans are also attached (attachments G to K) identifying the areas described above (note these are plans prepared by the City, on the basis of written descriptions in the WAPC correspondence or, in the case of Vasse South, earlier planning processes).

The WAPC decision is essentially consistent with Council resolutions in relation to development of the LNSPS and the City's Local Planning Strategy (LPS) with respect to Abbey and Dunsborough (both of which Council has consistently supported throughout the processes to develop those documents). The decision is, however, inconsistent with Council resolutions with respect to Vasse North and Vasse South (the Council has not been supportive of the identification of Vasse North as a future urban growth area, and has instead been supportive of the identification of Vasse South as a future urban growth area).

City officers will provide the Council with further information regarding these matters when that information becomes available.

As at 19 November 2021

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
CITY OF BUSSELTON							
Lindberg v City of Busselton	4822 Bussell Highway, Busselton	October 2019	Review of a decision to give a direction under s.214.	Ben Whitehill / Lee Reddell	• Directions hearing on the 8 November 2019 against the decision of the City to give a direction under s.214. • The matter was adjourned to a further directions hearing on 29 November 2019 in order to determine whether the application is misconceived or lacking in substance pursuant to s.47 of the *State Administrative Tribunal Act 2004* • Directions hearing on the 29 November 2019 where it was resolved: - The application is amended by substituting Mr Doug Hugh Lindberg as applicant in place of Mr Johnson. - The matter is listed for an on-site mediation on 6 January 2020. - Mr Michael Johnson is invited to attend and participate in the mediation. • Mediation on 6 January 2020 where it was resolved that : - the applicant is to provide additional information to the respondent by 3 February 2020; - The matter is listed for mediation on 13 February 2020. • Mediation on 13 February where, following further discussion with the landowners and Mr Johnson, it was resolved to adjourn the proceeding back to a further directions hearing on 17 April 2020. • Directions hearing on 17 April was vacated and listed for a directions hearing on 5 June 2020. • Directions hearing on 5 June was vacated and listed for a directions hearing on 7 August 2020. • Directions hearing on 7 August 2020 was vacated and listed for a directions hearing on 6 November 2020. • Directions hearing on 6 November 2020 was vacated and listed for a directions hearing on 5 February 2021. • Directions hearing on 5 February 2021 was vacated and listed for a directions hearing on 7 May 2021. • Directions hearing on 7 May 2021 was vacated and listed for a directions hearing on 2 July 2021. • Directions hearing on 2 July 2021 was vacated and listed for a directions hearing on 5 November 2021 whilst proceedings relating to the eviction of the tenant from the land continue in the Magistrates Court. • Directions hearing on 5 November 2021 was vacated and listed for a directions hearing on 3 December 2021. The City has agreed to withdraw the notice as the tenant has now vacated the land and the landowner is restoring the land.	Directions Hearing 3 December 2021 - this will conclude the proceedings.	

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
Amber Cloud Pty Ltd v City of Busselton	Lot 101 Wilyabrup Road, Wilyabrup	November 2021	Review of a decision to refuse an application under a planning scheme.	Briony McGinty / Joanna Wilson	• Directions hearing on the 12 November 2021 against the decision of the City to refuse a development application for the relocation of a building envelope in the conservation zone, primarily due to the visual impact. The matter is listed for Mediation on 7 February 2022.	Mediation on 7 February 2022	
JOINT DEVELOPMENT ASSESSMENT PANEL							
NIL							
WESTERN AUSTRALIAN PLANNING COMMISSION							
NIL							

MEETING NOTES

NOTES OF THE MEETING OF THE LOWER VASSE RIVER MANAGEMENT ADVISORY GROUP HELD IN THE KALOORUP ROOM, CITY OF BUSSELTON ADMINISTRATION BUILDING 2 NOVEMBER 2021 – MEETING COMMENCED AT 1:05pm

Attendances:

Members:	
Cr Sue Riccelli	City of Busselton
Cr Anne Ryan	City of Busselton
Paul Needham	City of Busselton
Joel Hall (proxy)	Department of Water and Environmental Regulation
Richard Theobald	Department of Health (via Zoom)
Tracy Sonneman (proxy)	Department of Biodiversity, Conservation and Attractions
Liz Embry	South West Boojarah Working Party
Keith Sims	Community member
Vern Bussell	Community member
Adriaan Hendrik Van der Wiele	Community member
Dr Andrew Dickie	Community member
Officers and Guests:	
Mathilde Breton	City of Busselton
Angeline Dewson	City of Busselton
Adam Maskew	Department of Water and Environmental Regulation
Apologies:	
Suzanne Brown	Water Corporation (via Zoom)
Wayne Elliott	Department of Biodiversity, Conservation and Attractions
Cr Jodie Richards	City of Busselton Councillor
Cr Kate Cox (deputy)	City of Busselton Councillor
Oliver Darby	Director Engineering and Works, City of Busselton
Absent:	
Shannon Clohessy	Undalup Association Inc. (via Zoom)
Rachelle Cousins	Undalup Association Inc.

1. Welcome and Acknowledgement of Country – Cr Sue Riccelli, Chair

   The meeting opened at 1:10pm.

2. Group Photo – several photos taken of the group.

3. Check in on meeting notes and further information

   a. Meeting notes confirmed.

   b. Update on sediment removal project and grant application for dredging

   Mathilde Breton gave an update on the sediment removal project advising that the tender had closed and the responses were currently being reviewed. She also advised that the second grant application to the State NRM Office's Community Stewardship Program was not successful.

   Mathilde explained the reasons why it was not possible to dredge the entire Lower Vasse River this summer, which included a lack of sufficient funding, contractors' availability and when the work could be done, the scale of logistics required, mitigating potential environmental impacts and the need for a pilot project from which learnings could be applied to future stages.

   Work to obtain environmental and heritage approvals for sediment removal, for the section of the River between the Butter factory and the Busselton Outer Bypass has also been progressed, and it is envisaged that approvals will be granted by December. Vern Bussell put forward a motion that the

LVRMAG recommends that the Council make every possible endeavour to dredge the entire Lower Vasse River this summer.

The group acknowledged that while the entire river may not be dredged this summer, further stages of sediment removal should occur as soon as possible, for the entire length of the River, from the Butter Factory to the Bypass.

4. Correspondence –
   a. Jill Walsh via Cr Riccelli re: article relating to cyanobacteria – covered later in agenda
   b. Response from Department of Health re: article relating to cyanobacteria - covered later in agenda
   c. Stuart Anderson re: consider use of fountain circulation to stop algae development

      Joel Hall responded to this correspondence explaining that there was a lot of literature available on the use of fountains or aeration to stop algae development by breaking up stratification of the water. He explained that the LVR was not stratified, it was the level of nutrients within the water body that causes the algal blooms.

      Action: Joel to send out literature regarding the use of fountains or aeration to stop algae development, and report on use of sonic treatment to control blue-green algae in lakes.

   d. Keith Sims re: communications protocols - covered later in agenda

5. Phoslock Update Presentation by Joel Hall

   Joel Hall gave a presentation on how Phoslock works by removing phosphorous out of the water column and binding it to the river bed. Through the State's Healthy Estuaries Initiative funding programme, DWER has been able to allocate funds to undertake a large-scale Phoslock trial in the River. The trial will not be undertaken this coming summer, however, and DWER will consult further with the Group and other stakeholders before making firm decisions about when, where and how to undertake the trial.

6. Management of the Vasse Surge Barrier and potential impacts on the Lower Vasse River Presentation by Joel Hall

   Joel Hall gave a presentation on the management of the Vasse Surge Barrier and potential impacts on the Lower Vasse River.

7. Human health impacts Richard Theobald

   Richard Theobald responded to the following two questions -

   a. Is Motor Neurone Disease (MND) was a notifiable disease?

   Richard advised that he was not able to give a conclusive "yes" or "no" response to this question as he was still waiting on response from the Epidemiology Branch at DOH. He would be able to give a more definitive answer once he received this advice.

   b. Is there a link between motor neurone disease and blue-green algae? NSW experts call for closer look"

   Richard advised he could not confirm the veracity of this statement as he has not reviewed all of the scientific evidence associated with this issue. He advised that residents drank the water and recreated around Lake Wyangan. . However, the problem is not the same with the LVR as Busselton residents don't drink water from the river, recreate in it or spray it around.

   Action – Cr Ryan to get in contact with Professor Guillemin to ask him to contact the Chair or Paul Needham to arrange Zoom meeting.
   Action – Richard Theobald to provide information on types of diseases recorded

8. Communication update Paul Needham

   Paul Needham acknowledged and thanked Keith Sims for his correspondence regarding suggested communication from the group to the public. Paul advised that there was already a fair amount of information available to the public via the City's and Revitalising Geographe Waterways websites.

   The Group also discussed future communication and consultation with the community about the matters discussed by the Group, and matters related to the River more broadly. The City will continue to include summaries of the issues discussed at Group meetings in the monthly 'Bay-to-Bay' electronic newsletter, as well as posting key information to Facebook. The City will also look to provide brief summaries of matters discussed by the Group in the 'City Connect' pages published in local newspapers. Subject to further discussion with the Group, a public forum on the River is expected to be organised in early 2022 (most likely February or March). Community groups have offered to distribute this communique as well.

   Action – Finalise communique and send to members for comment before publication. All members to distribute communique to networks as required.
   Action – Include link to FAQs in the meeting notes.

   Lower Vasse River - RGW (dwer.wa.gov.au)

   FAQs - Lower Vasses River - RGW (dwer.wa.gov.au)

   Lower Vasse River Management - Improving Water Quality » City of Busselton

9. Wrap up – The Chair thanked the group for their attendance.

10. Next meeting

    6 December 2021 10:00am

11. Close of meeting

    Meeting closed at 3:05pm

City of Busselton
Geographe Bay

LOWER VASSE RIVER MANAGEMENT ADVISORY GROUP
2020/21 ACTION SHEET
02-November-2021

No.	Date	Action	Responsibility	Status Update
3	24/06/2020	Supply a break-down of the $6.4 million funding allocation to the group when available.	Paul Needham	waiting on information
19	22/02/2021	An induction pack for new members to be put together, and a "buddy" nominated.	Mathilde Breton	Induction pack - completed
24	22/02/2021	Environmental Approvals for sediment removal from Butter Factory to Bypass - progress environmental approvals.	Mathilde Breton	In progress
35	19/04/2021	Continue with the spraying of Mexican waterlily to control further spread and maintain open water habitat, while preventing an increase of algal blooms in these areas.	Mathilde	in progress
37	19/04/2021	Discuss obtaining of funding from private businesses at a subsequent meeting.		not started
40	17/05/2021	Draft community statement for health issues.	Richard	In progress
42	17/05/2021	Provide communication advising that Water Corporation is responsible for the Vasse Diversion Drain, and on culvert management.	Jason	in progress
44	21/06/2021	Group rules to be finalised at next meeting.	Paul	completed
46	21/06/2021	Department of Health information sheet to be finalised and distributed to the group for review.	Richard	refer item 52
47	16/08/2021	Present the Living Stream Advanced Concept Design and supporting Technical report at LVRMAG September meeting.	Mathilde	completed
48	16/08/2021	Members to provide feedback on how to further engage with the community on the project.	Members	in progress
49	16/08/2021	Create a working draft of the ground rules for discussion at next meeting.	Paul	completed
50	16/08/2021	Provide regular community updates on what activities/projects the LVRMAG are covering and presentations. (communique) (c/over 18/05/2021 Draft updated communique for the previous meeting, providing more detail on costs and scope associated with some actions. Also add information about sediment disposal briefing provided at this meeting.)	Paul	in progress
51	16/08/2021	Provide direction on where to find information/publications already published on City's and other agencies' websites.	Mathilde	in progress
52	16/08/2021	Hold over DOH information sheet until after the 20 September 2021 LVRMAG meeting.	Richard	in progress
53	20/09/2021	Provide sampling results from 4 existing bores to the group.	Mathilde	completed
54	2/11/2021	Send out literature regarding the use of fountains or aeration to stop algae development, and report on use of sonic treatment to control blue-green algae in lakes.	Joel	
55	2/11/2021	Contact with Professor Guillemin to ask him to contact the Chair or Paul Needham to arrange Zoom meeting	Anne	completed
56	2/11/2021	Provide information on types of diseases recorded	Richard	
57	2/11/2021	Finalise communique and send to members for comment before publication. All members to distribute communique to networks as required	Paul	completed
58	3/11/2021	Include link to FAQs in the meeting notes	Mathilde	completed

LOWER VASSE RIVER MANAGEMENT ADVISORY GROUP COMMUNIQUE

(POST MEETINGS OF 2 AND 16 NOVEMBER 2021)

1.0 Introduction

The City's Lower Vasse River Management Advisory Group (LVRMAG) met again on Tuesday, 2 November 2021 and Tuesday, 16 November 2021. A range of matters of interest to the community were addressed at the meeting, including:

- updates on the planned commencement of sediment removal works this coming summer/autumn;
- information on a potential Phoslock trial in the Lower Vasse River in a future summer by the Department of Water & Environmental Regulation (DWER);
- information about the planned management of the Vasse Estuary Storm Surge Barrier this summer, and how that may affect the Lower Vasse River;
- further discussion of potential human health impacts associated with blue green algal blooms in the River; and
- future communication and consultation by the City and the Group, about the Lower Vasse River.

Brief summaries of key points related to each of these matters are provided below.

Following the recent Council elections, the Group has also welcomed two new members, in Cr Anne Ryan and Cr Jodie Richards. Along with Cr Sue Riccelli, Crs Ryan and Richards are now the Councillor representatives on the Group, with Cr Kate Cox and Cr Mikayla Love available to act as deputies when required.

2.0 Sediment removal

Members were advised that tenders to undertake stage 1 of the sediment removal works have now closed, and tender submissions are currently being assessed. A preferred tenderer has now been identified and it is envisaged that the tender will be awarded by early December. To coincide with when the preferred tenderer is available to undertake the works, it is expected that works will commence in March or April 2022.

The area identified for stage 1 is the area between the Butter Factory and Causeway Road Bridge, and immediately upstream of the bridge. The decision to prioritise that area was made by the City earlier in the year, having sought and considered feedback from the Group. The Group had identified sediment removal as its highest priority action, to be implemented in the whole length of the River between the Butter Factory and the Busselton Bypass.

Some members would have preferred that sediment removal occur in the entire length of the River from the Butter Factory to the Busselton Bypass in a single stage this summer/autumn, but for a range of reasons that has not been possible. Members are, however, keen to ensure that further stages occur as soon as possible, for the entire length of the River from the Butter Factory to the Busselton Bypass.

There are various important reasons for the area between the Butter Factory and Causeway Road Bridge being chosen for stage 1. This area is highly visible and there is a relatively high level of activity in the vicinity. Also, whilst there are variations from year to year, algal blooms tend to start the earliest

and become most concentrated in this area. At the time funding applications needed to be lodged, the City also did not have sufficient background information to cost or seek environmental approvals for sediment removal in other sections of the River.

Additionally, due to the volume of sediment that needs to be removed, a large area is required to accommodate the geo-textile bags that are likely to be required for the removed sediment, and they need to remain in place for several months before the sediment can be transported. The only suitable location for placement of the bags to dredge the lower section is Rotary Park, which may be revamped in the future, making the space unavailable.

Unfortunately, members were also advised that the second grant funding application that had been submitted for sediment removal, with the State Natural Resource Management Programme, had not been successful. As the first grant application, through the State's Healthy Estuaries Initiative funding programme was successful ($350,000), and the Council has also agreed to allocate additional funds ($260,000), it should still be possible to make a substantial start on the sediment removal work this summer.

Work to obtain environmental and heritage approvals for sediment removal, for the section of the River between the Butter factory and the Busselton Outer Bypass has also been progressed, and it is envisaged that approvals will be granted by December. Subject to approvals being granted, additional funding being secured, and an assessment of any learnings from stage 1, it is envisaged that further stages of sediment removal will occur in future years, possibly as early as next summer.

Whilst it is considered that sediment removal will be necessary to address water quality problems in much of the River, due to the complexity of the issues, sediment removal on its own will not be sufficient to the problems. Other strategies will also be needed to achieve significant improvements in summertime water quality in the River.

3.0 Phoslock trial

Phoslock is a phosphorus-binding manufactured clay product that has been shown to significantly improve water quality in waterways like the Lower Vasse River, including through small-scale trials in the River itself in the past. Use of Phoslock could be an important strategy to complement other water quality improvement strategies, including sediment removal. Through the State's Healthy Estuaries Initiative funding programme, DWER has been able to allocate funds to undertake a large-scale Phoslock trial in the River. The trial will not be undertaken this coming summer, however, and DWER will consult further with the Group and other stakeholders before making firm decisions about when, where and how to undertake the trial.

4.0 Management of the Vasse Estuary Storm Surge Barrier

Management of the Vasse Estuary Storm Surge Barrier is coordinated through the Vasse-Wonnerup Wetlands Partnership (Partnership), which is led by DWER, but also includes: the City of Busselton; Water Corporation; Department of Biodiversity, Conservation & Attractions (DBCA); and Department of Primary Industries & Regional Development (DPIRD). Management of water flows through the Barrier can have significant implications for a number of very important matters, including: waterbird habitat and numbers; flooding risk for the Busselton townsite; the risk of fish kills occurring in the Vasse Estuary Channel; and the amenity of residents living in the Estuary View Drive area in Wonnerup.

Over the last few years, a number of different approaches to managing the Barrier have been trialled and assessed. Last summer, the Barrier was managed so that water levels were slightly higher than in most previous years. That reduced the risk of fish kills in the Inlet Channel, and resulted in better amenity for residents living in the Estuary View Drive area. It also, unfortunately, contributed to the

ingress of salt water into the Lower Vasse River in Autumn, which resulted in the deaths of Carters Freshwater Mussels. In addition, it is thought to have contributed to reduced waterbird numbers in the Vasse Estuary –noting that the Estuary is a major component of the Ramsar-listed Vasse-Wonnerup Wetlands System, which is internationally recognised habitat for migratory waterbirds, protected by Federal environmental legislation.

Over the coming summer, the Partnership has agreed to an approach that would see slightly lower levels in general, significantly reducing the risk of salt water ingress into the Lower Vasse River, and improved conditions for waterbirds in the Vasse Estuary. The Vasse-Wonnerup Wetlands, however, are a complex system, highly sensitive to small changes in weather and tidal conditions, and management of water levels and other factors can be very challenging at times.

In the summer of 2021/22, the Partnership has proposed to allow salt water inflow only when there are signs of poor water quality in the Vasse Estuary Channel. Seawater inflow will only occur until the water in the Vasse channel is brackish, and will cease when water levels reach 0.1m AHD. This will allow for water levels to remain lower for a longer period. The proposal is subject to approval by DBCA.

5.0 Potential human health impacts associated with blue green algal blooms in the River

Following up on earlier discussions on the topic, the Department of Health (DoH) provided responses to questions that had been asked by members. DoH provide advice to the City about potential human health impacts, and how those impacts may be appropriately managed, and the City acts on the DoH advice. Principally, that involves the placement of signage around the River, warning against contact with the River during the summer, when blue green algal blooms are often present. It also involves advising against the running of fountains or anything else that may create the risk of blue green algae being spread through the air.

Group members have expressed concerns that some potential human health risks are not fully understood, and require further consideration. As a result, the Group is looking to receive a briefing from an independent expert in the field at a future meeting.

6.0 Future communication and consultation

The Group also discussed future communication and consultation with the community about the matters discussed by the Group, and matters related to the River more broadly. The City will continue to include summaries of the issues discussed at Group meetings in the monthly 'Bay-to-Bay' electronic newsletter, as well as posting key information to Facebook. The City will also look to provide brief summaries of matters discussed by the Group in the 'City Connect' pages published in local newspapers. Subject to further discussion with the Group, a public forum on the River is expected to be organised in early 2022 (most likely February or March). Community groups have offered to distribute this communique as well.

Group members and members of the public can also find information relating to the River and its management on the City and Revitalising Geographe Waterways websites, via the following links –

- Wetlands and Waterways » City of Busselton
- Lower Vasse River - RGW (dwer.wa.gov.au)

These links may also be useful -

- Sediment removal FAQs available at lower-vasse-river-sediment-removal-faqs (busselton.wa.gov.au)

- Living Streams FAQs FAQs | Waterway Management | Your Say Busselton
- LVR FAQs available at FAQs - Lower Vasses River - RGW (dwer.wa.gov.au)

Members of the community can also contact the City if they have questions about the management of the River.

MINUTES

BUSSELTON JETTY REFERENCE GROUP (BJRG)

WONNERUP ROOM, CITY OF BUSSELTON, ADMINISTRATION BUILDING

FRIDAY 23RD JULY 2021, 9:00AM

ATTENDANCE

Present	Apology	Present	From
Members			
✓		Cr Grant Henley- *Chair*	Mayor, City of Busselton
✓		Cr Phill Cronin	Councillor, City of Busselton – Via Zoom
✓		Mike Archer	CEO, City of Busselton
✓		Lisa Shreeve	CEO, Busselton Jetty Inc.
✓		Barry House	Chair, Busselton Jetty Inc.
✓		Ken Preston	Busselton Jetty Inc.
Visitors			
✓		Naomi Searle	Director Community & Commercial Services, City of Busselton
✓		Wendy Clutterbuck – *Minute Taker*	Executive Support Officer, City of Busselton
✓		John Farrier	Facilities Maintenance Coordinator
✓		Steve Disley	Project Manager AUDC, Busselton Jetty Inc.

MINUTES

Item	Discussion	Action
1. Declaration of Opening	• Meeting opened at 9:10am	
2. Attendance	• Attendance noted	
3. Confirmation of Minutes	• Minutes from meeting 8th June were confirmed. Accepted: PC, Second: KP	
4. Declarations of Interest	• None	
5. Business arising from previous minutes	**5.1 See item 6.3**	
6. Financial Management	**6.1 BJI Financial Report** Tabled. **6.2 BJI Monthly Visitation Report** Tabled. **6.3 CoB Maintenance Report** Tabled	
7. Project Updates	**7.1 Undersea Sculptures Licence Agreement** NS advised the City is waiting for the specific locations of the sculptures from BJI to include in the Agreement, once received the Agreement will be finalised with this inclusion and forwarded to DPLH for final approval. **7.2 AUDC D & C** SD advised BJI are at 60% design and are working towards a fixed term price. Anticipating final design and costings in September.	

8. Discussion Topics	**8.1 50-year Maintenance Plan Review** JF presented the PowerPoint presentation attached. **Discussion Points and Outcomes:** The below outcomes were endorsed unanimously by Members: ➢ *Assume 50% external funding of spikes will be secured?* Yes, continue to leave at 50% but with the intention to remove over time. Retain until the next review. ➢ *Inflation & Interest Rates?* 3%/3% until next review. Align with the AUDC plan which SD is producing. ➢ *Treatment of non-structural items.* Agreed to refer to the City's requirements as maintenance items contained within the 50-year Asset Management Plan rather than non-structural. SD to review the Plan with JF and include the outstanding items that as per the presentation. Minimum licence fee to increase as per the annual annuity for these items. ➢ *Insurances/contingency* Paid from Reserve ➢ *Reserve Contributions* Recognising the role the Busselton Foreshore plays in attracting visitors to the Jetty, An aspirational goal for the City of Busselton is to not contribute municipal funds towards the Reserve and if there is a surplus resulting from BJI's annual licence fee payment and Foreshore lease payments (Goose, Equinox and Microbrewery), that the surplus funds are directed to the Foreshore Maintenance Reserve. ➢ *Minimum Licence Fee* In review as per the Licence Agreement. Minimum payment to include the AUDC asset management annual annuity and insurance, and annual annuity of identified non-structural items incorporated into the 50-year asset management plan ➢ *UWO Replacement* This is a decision for a future Council, to remain in the 50-year Asset Management Plan ➢ *Licence agreement review* To align with the City's 5-yearly structural reviews. Next review scheduled for 2024.	
9. General Business	BH advised the BJI Board discussed and agreed to the City's request to include a City representative on the Board. GH advised that it was not necessary for the representative to be a voting member	BH to take the advice back to the BJI Board

Meeting closed: 10:55am
Next meeting: Friday 3rd September, 9am in the Wonnerup Room, City Administration Offices

MINUTES

BUSSELTON JETTY REFERENCE GROUP (BJRG)

WONNERUP ROOM, CITY OF BUSSELTON, ADMINISTRATION BUILDING
FRIDAY 10TH SEPTEMBER 2021, 9:00AM

ATTENDANCE

Present	Apology	Present	From
Members			
✓		Cr Grant Henley- *Chair*	Mayor, City of Busselton
	✓	Cr Phill Cronin	Councillor, City of Busselton
	✓	Mike Archer	CEO, City of Busselton
✓		Lisa Shreeve	CEO, Busselton Jetty Inc.
✓		Barry House	Chair, Busselton Jetty Inc.
	✓	Ken Preston	Busselton Jetty Inc.
Visitors			
✓		Naomi Searle	Director Community & Commercial Services, City of Busselton
✓		Wendy Clutterbuck – *Minute Taker*	Executive Support Officer, City of Busselton
✓		John Farrier	Facilities Maintenance Coordinator, City of Busselton
	✓	Steve Disley	Project Manager AUDC, Busselton Jetty Inc.

MINUTES

Item	Discussion	Action
1. Declaration of Opening	• Meeting opened at 9:12am	
2. Attendance	• Attendance and apologies noted as above	
3. Confirmation of Minutes	• Minutes from meeting 23rd July were confirmed. Accepted: NS, Second: GH	
4. Declarations of Interest	• None	
5. Business arising from previous minutes	**5.1 City representation on BJI Board** Council representation on committees, working groups and reference groups was adopted at Council 8/9/2021. The BJI Board position is Ex officio so ratification to the BJI Constitution is not needed. The member will need to be a member of this reference group. BH: October 28th is the BJI AGM and will be taken to the meeting.	
6. Financial Management	**6.1 BJI Financial Report** Tabled & accepted. Weather has impacted income. AGM October 28th at the Shelter **6.2 BJI Monthly Visitation Report** Tabled. **6.3 CoB Maintenance Report** Tabled. **6.4 CoB Maintenance Reserve as at 30th June 2021** Tabled.	All reports attached City to provide clarification on the movements in the reports.
7. Project Updates	**7.1 Undersea Sculptures Licence Agreement** NS advised the agreement is now with DPLH for approval. LS Advised specific locations of the sculptures are in progress. **7.2 AUDC D & C** LS advised BJI have meet with Subcon on pricing. Continuing to work towards a fixed price. Anticipating final design and costings at the October AGM. LS asked would the group have concerns if there was a possibility for a management contract/EOI for the Jetty Village restaurant. GH noted the City hasn't considered this option but could through the licence agreement negotiations	

	BH asked if the Council report regarding the loan would be considered in September. NS confirmed that the report was pending final detailed design, asset management plan and updated business case. **7.3 Licence Agreement** Draft completed and issued to BJI for comment.	
8. Discussion Topics	**8.1 Opening Launch of AUDC NYE 2022** BJI having discussions on this event which will possibly include fireworks. This event could potentially become an ongoing NYE event for Busselton. **8.2 Blue Tree Project** Blue Tree Project have enquired about the possibility of painting a jetty pole blue. Some discussion on the complexity of this and the potential issues that may arise. Further discussions will be needed	

Meeting closed: 10:11am
Next meeting: Friday 1st October, 9am in the Wonnerup Room, City Administration Offices

South West Country Zone

Minutes

19 November 2021

Shire of Dardanup
Council Chambers
1 Council Drive
Eaton

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South West Country Zone

Meeting to be held at

Shire of Dardanup, Council Chambers, 1 Council Drive, Eaton

Commenced at 9.00am, Friday 19 November 2021

Minutes

1. OPENING AND WELCOME

The Chair, President Cr Tony Dean, opened the meeting at 9:05am.

1.1 Acknowledgement of Country

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

2. ATTENDANCE AND APOLOGIES

Attendance

Shire of Augusta Margaret River	President Cr Paula Cristoffanini Ms Stephanie Addison-Brown, Chief Executive Officer non-voting delegate
Shire of Boyup Brook	President Cr Richard Walker *from 9:49am* Mr Dale Putland, Chief Executive Officer non-voting delegate *from 9:49am*
Shire of Bridgetown-Greenbushes	President Cr John Bookless Mr Tim Clynch, Chief Executive Officer non-voting delegate
City of Bunbury	Mayor Jaysen de San Miguel Mr Mal Osborne, Chief Executive Officer non-voting delegate
City of Busselton	Mayor Grant Henley Mr Mike Archer, Chief Executive Officer non-voting delegate
Shire of Capel	President Cr Doug Kitchen Mr Gordon MacMile, Chief Executive Officer non-voting delegate
Shire of Collie	President Cr Sarah Stanley Mr Stuart Devenish, Chief Executive Officer non-voting delegate

Shire of Dardanup	President Cr Michael Bennett Mr Andre Schonfeldt, Chief Executive Officer non-voting delegate
Shire of Donnybrook-Balingup	President Cr Leanne Wringe Mr Ben Rose, Chief Executive Officer non-voting delegate
Shire of Harvey	President Cr Paul Gillett Ms Annie Riordan, Chief Executive Officer non-voting delegate
Shire of Manjimup	Hon President Cr Paul Omodei Mr Andrew Campbell, Chief Executive Officer non-voting delegate
Shire of Nannup	President Cr Tony Dean Mr David Taylor, Chief Executive Officer non-voting delegate
WA Local Government Association Secretariat	Mr Tim Lane, Manager, Strategy and Association Governance (executive officer) Mr Daniel Thompson, Economist
South West Development Commission	Ms Mellisa Teede, Chief Executive Officer
RDA South West	Mr Charles Jenkinson, Director Regional Development
Guests	Dr Chris Berry, Roads Consultant, Local Government Grants Commission
	Ms Maryanne Baker, Employment Facilitator, Local Jobs Program

Apologies

3. ELECTIONS

3.1 Elections of Chair and Deputy Chair of the South West Country Zone

Pursuant to the WALGA Constitution, the Secretariat shall assume the Chair for conducting the election of office bearers.

Guidelines for elections were distributed to Member Councils via email dated 12 October 2021.

The election for the Chairperson and Deputy Chairperson shall be conducted and the term set at two years expiring in November 2023, in line with the terms of State Council representatives and in sync with Local Government Elections.

Zone Chair

Written nominations were received for the position of Chairperson as follows:

- President Cr Tony Dean
- Hon President Cr Paul Omodei

The executive officer conducted an election for the position on the basis of first past the post.

If two or more candidates receive the same number of votes the executive officer is to draw lots to determine which candidate is elected.

DECLARATION

That President Cr Tony Dean, be elected as Chairperson of the South West Country Zone for the term of 2 years, November 2021 to November 2023.

Deputy Zone Chair

A written nomination has been received for the position of Deputy Chairperson as follows:

- Cr Michael Bennett Shire of Dardanup

DECLARATION

That President Cr Michael Bennett, be elected as Deputy Chairperson of the South West Country Zone for the term of 2 year, November 2021 to November 2023.

3.2 Elections of State Council Representatives and Deputy State Council Representatives to the South West Country Zone

Pursuant to the WALGA Constitution, the Secretariat shall assume the Chair for conducting the election of representatives and deputy representatives to the State Council.

Guidelines for elections were distributed to Member Councils via email dated 12 October 2021.

WALGA incorporates a 24 members State Council with its members derived from Metropolitan and Country Zones. The State Council is chaired by the Association President.

In accordance with sub-clause 9(3) of the WALGA Constitution representatives and deputy representatives to the State Council shall be elected by Zones of the Metropolitan and Country constituencies for two (2) year terms, commencing from the Ordinary Meeting of State Council in December 2021 and concluding at the Ordinary Meeting of State Council two years later.

For the South West Country Zone, there is one representative position on State Council and one deputy representative position. The term is from the Ordinary Meeting of State Council in December 2021 and concluding at the Ordinary Meeting of State Council in December 2023.

State Councillor

The following written nomination has been received for the position of State Council Representative:

- President Cr Tony Dean Shire of Nannup

DECLARATION

That President Cr Tony Dean be elected as State Council Representative of the South West Country Zone to the State Council for the term of 2 years, December 2021 to December 2023.

Deputy State Councillor

The following written nomination was received for the position of Deputy State Council Representative.

- Cr Michael Bennett Shire of Dardanup

DECLARATION

That President Cr Michael Bennett be elected as Deputy State Council Representative of the South West Country Zone to the State Council for the term of 2 years, December 2021 to December 2023.

4. DECLARATIONS OF INTEREST

Nil.

5. ANNOUNCEMENTS

5.1 Attachments

The following were provided as attachments to the agenda:

1. South West Country Zone Minutes 20 August 2021
2. Letter to ABS
3. Federal Election Priorities Brochure
4. Legislative Council regions map
5. WALGA President's Report
6. State Council Agenda – via link only: State Council Agenda 1 December 2021

6. GUEST SPEAKERS / DEPUTATIONS

6.1 Shire of Dardanup

President Cr Michael Bennett and Mr Andre Schonfeldt

President Cr Michael Bennett and Chief Executive Officer Andre Schonfeldt provided an update to the meeting on priorities and key projects.

NOTED

6.2 Asset Preservation Model

Dr Chris Berry, Roads Consultant, Local Government Grants Commission, DLGSC

Dr Berry provided an overview of the Asset Preservation Model.

In addition, Dr Chris Berry is the author of the book on the history of Local Government in Western Australia 'To Dwell in Unity' which was launched at the recent Local Government convention. Copies of the book will be available for purchase and signing.

President Cr Richard Walker, and Mr Dale Putland arrived at 9:50am.

NOTED

6.3 Local Jobs Program – 11:30am

Maryanne Baker, Employment Facilitator

Maryanne Baker, Employment Facilitator for the South West Region will present to the Zone in relation to the Australian Government's Local Jobs Program.

The Local Jobs Program brings together expertise, resources and access to funding at the local level to support job seekers and their communities in each region. The program has a particular focus on reskilling, upskilling and employment pathways and is part of supporting Australia's economic recovery from the COVID-19 pandemic.

Employment Facilitators are in each region to work with stakeholders on Local Jobs Programs and assist with labour market information which will be presented at the meeting.

NOTED

7. MINUTES

7.1 Confirmation of Minutes from the South West Country Zone meeting held Friday 20 August 2021 (Attachment 1)

The Minutes of the South West Country Zone meeting held on Friday 20 August 2021 were previously circulated to Member Councils and are provided as an attachment to this agenda.

RESOLUTION

Moved: **Mayor Grant Henley**
Seconded: **President Cr Michael Bennett**

That the minutes of the South West Country Zone meeting held Friday 20 August 2021 are confirmed as a true and accurate record of the proceedings.

7.1.1 Business Arising

7.1.1.1 – Correspondence

Letter sent to the Australian Bureau of Statistics attached.

Noted

8. ZONE BUSINESS

8.1 Federal Election Priorities

At the August 2021 Zone meeting, the Zone endorsed the formation of a working group to finalise the Federal Election Priorities brochure, as follows:

That the South West Country Zone of WALGA:

1. *Approve spending up to $2,500 on design and printing of the Election Priorities brochure, and*
2. *Form a working group of the following representatives to guide the Federal Election campaign project on behalf of the Zone:*
   - *President Cr Tony Dean, Shire of Nannup*
   - *President Cr Brian Piesse, Shire of Donnybrook-Balingup*
   - *Mr Mal Osborne, City of Bunbury*

The brochure has been finalised. However, it has been pointed out that the figure in the original document required for the Busselton-Margaret River Airport of $15m is incorrect. Due to cost escalations stemming from the COVID-19 pandemic, the required funding is now $25m.

A web version of the document incorporating the updated $25m figure will be distributed.

Hard copies of the document with the incorrect figure have been printed, however it is recommended that the document be re-printed at a cost of approximately $515 for 500 copies (40 per Local Government).

As Brian Piesse is no longer an Elected Member, it is recommended that an additional Zone delegate be appointed to the working group. The principal task of the working group will be to identify and write to candidates and other stakeholders in the lead-up to the election.

RESOLUTION

Moved: **President Cr Omodei**
Seconded: **President Cr Bennett**

That the South West Country Zone of WALGA:

1. **authorise the Executive Officer to order 500 printed copies of the brochure at a cost of approximately $515,**

2. **appoint Mayor Jaysen de Miguel, President Cr Paula Cristoffanini to the working group along with ongoing members President Cr Tony Dean and Mr Mal Osborne, and**

3. **authorise the working group to correspond and meet with candidates and stakeholders on the Zone's behalf.**

CARRIED

8.2 South West Future Jobs and Skills Expo

The South West Future Jobs and Skills Expo was held on 28 September 2021 at the Bunbury Regional Entertainment Centre.

The Zone, as a sponsor, had a stall as part of the Expo. Tim Lane and Toby Costanzo from WALGA represented the Zone on the stall and displayed 'slow TV' drone and still footage from the region and had discussions with jobseekers and attendees.

Discussions and questions were generally about job and career opportunities in Local Government, and about a range of other Local Government related matters including elections.

RESOLUTION

Moved: **President Cr Sarah Stanley**
Seconded: **President Cr Michael Bennett**

That the South West Country Zone of WALGA note the update in relation to the Zone's sponsorship of the South West Future Jobs and Skills Expo.

8.3 2022 Queens Birthday Public Holiday

Queen's Birthday Public Holiday 2022 alternative dates

The information below was circulated by the DLGSC on 25 October 2021. Discussion is sought as to whether any Local Governments in the South West would be seeking to apply for an alternative date.

The Governor has declared that the Celebration Day for the Anniversary of the Birthday of the Reigning Sovereign (Queen's Birthday public holiday) will be observed in 2022 on Monday 26 September.

Local governments may request that the public holiday be celebrated on an alternative day of significance within their districts, instead of the date proclaimed as the public holiday for the rest of the State.

Local governments interested in having an alternative date declared for the Queen's Birthday public holiday in 2022 should provide a written request which contains:

- *the boundaries of the area that will be affected by the change (if it is other than the local government's boundaries);*
- *the reason/s for the alternative date; and*
- *the consultation process undertaken to arrive at the alternative date.*

Written requests should be submitted no later than Friday 24 December 2021 to:

Ms Christina Eftos
Private Sector Labour Relations Division
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892
Email: christina.eftos@dmirs.wa.gov.au

NOTED

8.4 Legislative Council Reform

Legislation has been introduced to Parliament to give effect to reforms of the Legislative Council. The Bill and Explanatory Memoranda are available here.

The reforms will put into place a whole-state-electorate to elect 37 members of the Council to replace the current six-region system electing six members per region.

The following are the number of eligible electors in each of the six Legislative Council regions, as at the 2021 State Election:

Non-metropolitan regions	Number of electors	Percentage of Total	Metropolitan regions	Number of electors	Percentage of Total
Agricultural	103,378	6.0%	East metro	423,759	24.7%
Mining and Pastoral	69,651	4.1%	North metro	427,779	24.9%
South West	242,983	14.2%	South metro	449,182	26.2%
Total non-metro	**416,012**	**24.2%**	**Total metro**	**1,300,720**	**75.8%**

Under the current system, half (18 members) of the Legislative Council are elected from non-metropolitan regions, which make up just under 25 percent of electors. Maps of the current Legislative Council Region are included as an attachment to the agenda.

The reforms follow considerations by a Ministerial Expert Committee, whose final report is available here. The Government's media release in response to the publication of the final report and outlining their proposed reforms is available here.

WALGA put forward a submission to the Ministerial Expert Committee opposing a state-wide electorate and arguing for a commitment to regional and rural representation. WALGA's submission is available here.

The reforms will not be given effect until the next State Election, to be held in March 2025. It will be following the 2025 election when the outcomes of the reforms can be analysed. While the current Legislative Council is elected on a regional basis, it is anticipated that a state-wide electorate will enhance the role of political parties in the electoral process. This is due to the lower quotas required to win seats in a 37-member electorate. For instance, a party receiving around 40 percent of the vote would expect to win close to 40 percent of the seats, being approximately 15 seats, of the 37-member chamber.

There is nothing that can be done from an advocacy perspective to alter the course of the reforms.

From a practical perspective, ensuring or encouraging a regional presence of Members of the Legislative Council is something that will gain further attention in the lead-up to the 2025 election.

The Ministerial Expert Committee addressed this point on page 42 of their final report:

> ***4.3 Facilitating a regional presence of MLCs***
>
> *Several of the submissions raised concerns about how accessible MLCs would be to electors living in non-metropolitan regions, should the current regional vote-weighting be abolished and replaced with a Whole of State electorate. This is a significant concern, given that the distance between major*

regional centres is considerable. While emerging technology can assist in this respect, there is nevertheless value in encouraging MLCs to situate their offices in locations where there is currently no other upper or lower house member of parliament. Even under the current system, where half the MLCs are elected from outside the Perth metropolitan area, there are very few MLCs who are based a considerable distance away from other members of parliament.

There are two potential solutions to this challenge, should a Whole of State electorate be established. The first is to offer additional resources to those MLCs who base themselves a minimum distance from the centre of Perth. For instance, an MLC may be eligible to apply for additional staffing and travel allowances. This may be more effective than the current system of MP allowances, under which there are a number of such allowances available for MLCs who are elected from regional areas, even if they are based in West Perth.

A second solution may be to offer similar resources to MLCs who base themselves a minimum distance from the office location of MLAs. This would ensure that the offices of MLCs complement MLAs rather than duplicate their location.

It is suggested that advocacy could be undertaken with Government, and with the Salaries and Allowances Tribunal, in relation to facilitation of a regional presences of MLCs.

RESOLUTION

Moved: **President Cr Paul Gillet**
Seconded: **President Cr Leanne Wringe**

That the South West Country Zone request WALGA to advocate to the Minister for Electoral Affairs and the Salaries and Allowances Tribunal to provide additional allowances to Members of the Legislative Council (MLC), on the proviso they have an office in country areas, to facilitate a regional presence of MLCs.

CARRIED

8.5 Local Government Legislative Reform

Background

The Minister for Local Government, the Hon John Carey, MLA announced Local Government legislative reform initiatives on Wednesday 10 November 2021.

The reform proposals are based on the following six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

The reform proposals are based on consultation undertaken over the last five years, and have been developed considering:

- The Local Government Review Panel Final Report (mid 2020)
- The City of Perth Inquiry Report (mid 2020)
- Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)

- The Victorian Local Government Act 2020 and other State Acts
- The Parliament's Select Committee Report into Local Government (late 2020)
- Western Australian Local Government Association (WALGA) Submissions
- Direct engagement with local governments
- Correspondence and complaints
- Miscellaneous past reports.

The information on the reform initiatives can be found here.

The State Government have advised of a 3 month consultation period ending on 4 February 2022.

Comment

Many of the initiatives outlined as a part of this package have been informed by engagement between our Members and the Minister for Local Government. The Local Government sector will welcome the tiered approach to many requirements according to the differing size and scale of Local Governments.

The Local Government sector has been advocating for the following reform initiatives including:

- introduction of a contemporary intervention framework
- greater clarity of roles and responsibilities of Elected Members and Chief Executive Officers
- tiered compliance approach to financial reporting requirements according to size and scale of Local Governments
- model financial statements and fit for purpose financial ratios
- improved processes relating to regional subsidiaries to facilitate collaborative service delivery
- reducing unnecessary red-tape and a more flexible approach to enable resource sharing
- retention of current election cycle for Elected Members, and
- simplification of strategic planning processes and community engagement models.

WALGA will prepare information to the sector analysing the proposals against current sector positions and recommending positions on proposals that currently do not have a formal position. Sector feedback will be requested with a view to providing a sector response to all of the proposals.

RESOLUTION

Moved: President Cr Richard Walker
Seconded: President Cr Michael Bennett

That the South West Country Zone of WALGA note the update in relation to Local Government Legislative Reform.

CARRIED

Meeting adjourned at 10:32am, and resumed at 11:02am.

9. WALGA BUSINESS

9.1 WALGA Status Report

By Tim Lane, Zone Executive Officer

BACKGROUND

Status Report for November 2021 which contains WALGA's responses to the resolutions of previous Zone Meetings.

Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
2021 19 February Zone Agenda Item 7.3 Asset Preservation Model	That the South West Country Zone of WALGA: 1. Supports option one of the options presented 2. Requests that discussion on this issue be referred to Regional Road Groups 3. Request Chris Berry, or an appropriate officer from the WA Local Government Grants Commission, to present to the Zone on the Asset Preservation Model methodology	The WA Local Government Grants Commission has updated the Asset Preservation Model explanatory document, which is now available on the DLGSC website. (https://www.dlgsc.wa.gov.au/docs/default-source/local-government/financial-assistance-grants/walggc---asset-preservation-model---september-2021.pdf?sfvrsn=4fae061c_3) Dr Chris Berry has and continues to provide presentations to Regional Road Groups and Zones on invitation.	**November 2021**	**Ian Duncan Executive Manager Infrastructure** iduncan@walga.asn.au **9213 2031**
2019 March 22 Zone Agenda Item 7.7 Funding Commitment Towards Strategic Transport Network Infrastructure In South West Western Australia	1. That the South West Zone of WALGA adopts an advocacy position of seeking a commitment to funding from: a. Western Australian State Government; and/or b. Australian Federal Government; and/or c. Private industry to better manage the ever increasing numbers of heavy vehicle haulage and light vehicle users within the south-west (particularly including South Western Highway), including the possibility of re-instating and re-opening the disused South West Railway, as well as the future expansion and improvements of our road networks for the south-west region as part of the investment of our future infrastructure and road networks. 2. That the South West Zone of WALGA requests the WALGA State Council to consider adopting the advocacy position outlined in Recommendation 1, above.	The Infrastructure Policy Team requested that the Association investigate the need for and feasibility of developing a road project advocacy tool to support Local Governments and Zones in their advocacy for specific road developments given the large number of potential projects across the State.	**Ongoing**	**Ian Duncan Executive Manager Infrastructure** iduncan@walga.asn.au **9213 2031**
2021 20 August Zone Agenda Item 7.4 Regional Telecommunications	That the South West Country Zone: 1. Notes the Regional Telecommunication Review 2021; and 2. Encourages individual Local Governments to provide input to the WALGA submission.	The WALGA submission to the Regional Telecommunications Review 2021 included input from a broad range of Local Governments and was provided to the Review Committee on 30 September 2021.	**November 2021**	**Ian Duncan Executive Manager Infrastructure** iduncan@walga.asn.au **9213 2031**

2021 23 April Zone Agenda Item 7.1 Weather Station Upgrade Request	That the South West Country Zone of WALGA: 1. Notes the concerns of the Shire of Augusta Margaret River's Bush Fire Advisory Committee in relation the need for accurate weather forecasting. 2. Requests that WALGA write to the Bureau of Meteorology requesting upgrades to the weather stations in the South West Corner to include a weather radar to improve weather forecasting in the Lower South West region.	WALGA wrote to BOM requesting upgrades to the weather stations in the South West Corner to include a weather radar to improve weather forecasting in the Lower South West region 0n 2 June 2021 (2/06/21). WALGA wrote to BOM seeking an update on 26 July 2021. BOM provided the following advice: The Bureau of Meteorology manages a large asset base of observational equipment around the country, and values feedback from the community on how it can be improved or optimised. The far South West corner of WA is noted by the Bureau as being of high community importance, along with a few other key locations across Australia. Currently, the Bureau doesn't have Departmental Capital Budget to install new radars, however the QLD and NSW Governments are funding new radar installations in their respective states, which will come online in the coming years. In addition to radars, Automatic Weather Stations (AWS) are also important components to our observing network, and our focus for improvement is on a national upgrade to the AWS network, including the South West of WA. Starting in early 2022, this national AWS upgrade project will improve the resilience, security and reliability of the AWS network, as well as enable more effective and efficient ongoing management and maintenance. Some recent improvements to our observation network in South West WA include: - Installation of new radars at Albany and Esperance. - Installation of new Automatic Meteorological Balloon Launching Systems at Albany and Esperance, which improve the level of data that feeds into our computer models, forecasts and warnings. Noting your specific interest in a radar for the far South West, I wanted to provide some broad guidelines for your consideration: - Funding for the installation of a new radar, and the ongoing maintenance over a 15-year lifecycle, is in the order of $16M over 15 years. - The Bureau operates under a rolling 3-year asset replacement program (reviewed quarterly), and so the typical turn-around from securing funding through to a radar becoming operational is of the order of 2 – 3 years (noting that this factors in supply from manufacturer). I hope this helps paint a picture of what our plans and priorities are for observations in South West WA, as well as further options for you to pursue should you desire. Todd Smith, Hazard Preparedness and Response manager, North and West, BOM COMPLETE	**November 2021**	**Nicole Matthews A/Executive Manager, Strategy, Policy and Planning** nmatthews@walga.asn.au **9213 2039**
2020 25 June Zone Agenda Item 7.1 Regulation of Park Homes / Manufactured Homes / Lifestyle Villages	That the South West Zone seek WALGA's support to request that the State Government urgently amend the Caravan Parks Legislation to allow the continued lawful placement of new manufactured homes on caravan park sites, until approximately 2030, providing regulatory certainty in the	State Council Resolution at the September meeting. That WALGA urgently requests the State Government to undertake a full review of the Caravan Parks and Camping Grounds Act 1995 and associated legislation and regulations, to address manufactured homes on caravan park sites.	**Ongoing**	**Nicole Matthews A/Executive Manager, Strategy, Policy and Planning**

	short term to the industry, its customers and local governments, and providing time in which more comprehensive regulatory reform can be undertaken.	RESOLUTION 116.4/2020 Correspondence and the background information has been sent to the Minister for Local Government for consideration of an urgent review of the *Caravan Parks and Camping Grounds Act 1995.* A letter has been received from the Minister, stating that *"Government is considering a broader review of the regulatory system regarding lifestyle villages; however, its legislative priority will not be considered until after the 2021 election."* WALGA met with the Minister for Planning's office in April 2021 and raised this as an ongoing issue for the sector. WALGA has subsequently been informed that further amendments to the Camping and Caravan Act and Regulations to address the issue of manufactured park homes remains on the State Governments legislative agenda for this term. (26/05/2021)		nmatthews@walga.asn.au **9213 2039**

RESOLUTION

Moved: **President Cr Mick Bennett**
Seconded: **Mayor Grant Henley**

That:

1. **The South West Country Zone WALGA November 2021 Status Report be noted, and**
2. **The item from February 2019 relating to the Asset Preservation Model to be deleted.**

CARRIED

9.2 Review of WALGA State Council Agenda

BACKGROUND

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: **State Council Agenda 1 December 2021**

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

5.1 Paid Family and Domestic Violence Leave Entitlements

That WALGA:

Endorse the submission to the Fair Work Commission (FWC) regarding paid family and domestic violence leave (FDVL) which:
1. highlights that FDVL for employees is an important issue for the sector;
2. supports the introduction of a new entitlement in modern awards for employees to receive five days' paid FDVL per year;

3. advocates for employees to be able to access their paid personal/carer's leave in circumstances of family and domestic violence; and
4. opposes the introduction of a new entitlement in modern awards for employees to receive 10 days' paid FDVL per year as sought by the Australian Council of Trade Unions (ACTU).

5.2 Payment to Independent Committee Members

That WALGA request the Minister for Local Government to amend the *Local Government Act 1995* to allow the payment of meeting attendance fees to, and/or defined reimbursements for time committed by, 'other persons' appointed as Committee members under s.5.8 of the *Local Government Act 1995*.

5.3 2021 Annual General Meeting

That:
1. The following resolutions from the 2021 WALGA Annual General Meeting be endorsed for action:

   Cost of Regional Development
   That WALGA makes urgent representation to the State Government to address the high cost of development in regional areas for both residential and industrial land, including the prohibitive cost of utilities headworks, which has led to market failure in many regional towns.

   CSRFF Funding Pool and Contribution Ratios
   That WALGA lobby the State Government to:
   1. *Increase the CSRFF funding pool to $25 million per annum and revert the contribution ratio to 50% split to enable more community programs and infrastructure to be delivered.*
   2. *Increase the $1 million per annum quarantined for female representation to $2 million per annum.*

   Regional Telecommunications Project
   That WALGA strongly advocates to the State Government to increase funding for the Regional Telecommunications Project to leverage the Federal Mobile Black Spot Program and provide adequate mobile phone coverage to regional areas that currently have limited or no access to the service.

2. The following resolution passed at the 2021 WALGA Annual General Meeting be referred to the Mining Communities Policy Forum and the People and Place Policy Team for advocacy work to be undertaken:

   Review of the Environmental Regulations for Mining
   Regarding a review of the Mining Act 1978*:*
   1. *To call on Minister Bill Johnston, Minister for Mines and Petroleum; Energy; Corrective Services to instigate a review of the 43-year-old* Mining Act *to require mining companies to abide by environmental regulations, and to support research and development into sustainable mining practices that would allow mining without detriment to diversification and community sustainability through other industries and development.*

That abandoned mines in regional Western Australia receive a priority action plan with programmes developed to work with rural and remote communities to assist in the rehabilitation of these mines as a job creation programme, with funding allocated for diversification projects for support beyond mine life across Western Australia.

5.4 Review of advocacy positions relating to the Building Act 2011 and Building Regulations 2012

That State Council endorses the replacement of Section 6.7: Building Act and Fees of WALGA's advocacy positions document relating to the *Building Act 2011* and Building Regulations 2012 with the following:
1. Support the retention of Local Government as the primary permit authority in Western Australia for decisions made under the *Building Act 2011*.
2. Supports mandatory inspections for all classes of buildings, however, Local Government should not be solely responsible for all mandatory inspections.

3. Advocate for the State Government to urgently prioritise legislative reform that addresses systemic failures in the current building control model and to provide clarification on the role of Local Government in building control to ensure building legislation supports the following objectives:
   a. Quality buildings that are cost efficient.
   b. Functional, safe and environmentally friendly buildings.
   c. Good decision making in all aspects of building.
   d. Efficiency and effectiveness in building management, administration and regulation.
   e. Openness and accountability with respect to all building matters.
   f. Recognition of the rights and responsibilities of all parties in building matters in an equitable manner.
4. Existing and proposed building control related fees and charges to be cost recovery for Local Government.
5. WALGA will work with members, state agencies and industry groups to develop training opportunities and to promote the Local Government building surveying profession to ensure sustainability of Local Government building control services.

WALGA supports the Australian Building Codes Boards Trajectory for Low Energy Buildings by supporting Local Governments to meet community strategic objectives of a net zero carbon future by 2050 through work with members, state agencies and industry groups.

5.5 Draft WA Building Surveyors Code of Conduct

That WALGA:

1. Recommend to the Department of Mines, Industry Regulation and Safety (DMIRS) that the Draft WA Building Surveyors Code of Conduct be reviewed to ensure it addresses the following matters:
   a) The impact of the obligations recommended in the draft Code be considered in relation to the current Western Australian building control model to ensure Local Government are able to maintain their statutory functions in line with community expectations.
   b) That other building reform that will greatly impact the role of Local Government in the current Western Australian building control model, such as mandatory inspections and minimum documentation, be formalised prior to the Code of Conduct being introduced to ensure Local Government in Western Australia are able to maintain their statutory functions in line with community expectations.
   c) Ensure that communities in remote and regional areas are considered when developing policy to restrict building surveyors being involved in design consultation work.

Endorse the attached consultation response summary on the draft Code.

RESOLUTION

Moved: President Cr Paul Gillet
Seconded: President Cr Sarah Stanley

That State Council items 5.2 to 5.5 inclusive be supported.

CARRIED

State Council Item 5.1 – Family and Domestic Violence Leave Entitlements

RESOLUTION

Moved: President Cr Sarah Stanley
Seconded: President Cr John Bookless

That in point 4, the word "oppose" be deleted and replaced with the words "does not support".

CARRIED

Matters for Noting

6.1 Local Government Support for Single Use Plastic Bans

6.2 Report Municipal Waste Advisory Council (MWAC)

6.3 WALGA submission on the National Climate Resilience and Adaptation Strategy

6.4 Closing the Gap Update

6.5 Submission to the Senate Inquiry into Provision of General Practitioner and related primary health services to outer metropolitan, rural, and regional Australians

6.6 Wooroloo Independent Review Letter of Support

6.7 State Budget Outcomes

6.8 Foundations for a Stronger Tomorrow – Submission to the Draft State Infrastructure Strategy

6.9 Regional Telecommunications Review 2021

6.10 WALGA submission on Guideline: Native Vegetation Referral, Part V Environmental Protection Act 1986

6.11 WALGA submission on Draft Native Vegetation Policy for Western Australia

6.12 Submission on Cost Recovery Part IV of the Environmental Protection Act 1986 – assessments by the Environmental Protection Authority

6.13 Student Transport Assistance Policy Framework Inquiry – WALGA Submission

Key Activity Reports

7.1.1 Report on Key Activities, Commercial and Communications Unit

7.1.2 Report on Key Activities, Governance and Organisational Services

7.1.3 Report on Key Activities, Infrastructure

7.1.4 Report on Key Activities, Strategy, Policy and Planning

7.2 Policy Forum Report

RESOLUTION

Moved: **Mayor Grant Henley**
Seconded: **President Cr Sarah Stanley**

That the South West Country Zone notes the matters for noting and key activity reports contained in the 1 December 2021 State Council Agenda.

CARRIED

9.3 Item for Noting – Work Health and Safety (WHS) Legislation Update

By Susie Moir, Policy Manager, Resilient Communities

Executive Summary

1. The *Work Health and Safety Act 2020* (WHS legislation) was passed by the West Australian Parliament in November 2020, and is expected to come into effect in January 2022 with the Regulations and transition period still to be finalised.
2. The new WHS legislation introduces a number of new legal terms and concepts, including the term Person Conducting a Business or Undertaking (PBCU). Further, volunteers are now included in the definition of Workers.
3. The Local Government sector has expressed concern with the new WHS legislation, particularly around the implications for the management of volunteer bushfire brigades (BFBs).
4. A Duty of Care may be shared with others, and if more than one person has a duty in relation to the same matter, they must consult, cooperate and coordinate their activities, which adds additional complexity in the case of BFBs.
5. WALGA and LGIS are working to provide support and resources to the sector to assist with the transition to the new WHS legislation.

Background

The *Work Health and Safety Act 2020* was passed by the West Australian Parliament in November 2020, and is expected to come into effect in January 2022 with the Regulations and transition period still to be finalised.

The main changes in the new legislation are:

- The primary duty holder is the 'person conducting a business or undertaking' (PCBU) which is intended to capture a broader range of contemporary workplace relationships;
- A broader definition of 'worker' which specifically includes volunteers, including BFB volunteers;
- Broader and overlapping duties of care attach to those who have the capacity to exercise influence and control over health and safety matters and a duty to consult with other duty holders;
- A positive duty of due diligence for officers of a PCBU; and
- Increased penalties for offences under the WHS legislation and the introduction of industrial manslaughter provisions;

On 31 August WALGA and LGIS delivered a webinar on the new WHS legislation which was attended by more than 140 people from 80 Local Governments. A panel of presenters from LGIS, Department of Fire and Emergency Services (DFES), McLeods Barristers and Solicitors, and the City of Mandurah shared their knowledge and experience in relation to the new legislation, WHS obligations, and BFB volunteer training and management. The webinar is available on the WALGA website and a FAQ document is being developed jointly by LGIS and DFES. LGIS has also prepared a Volunteer Handbook and CEO Briefing Note on the WHS legislation available on their website.

Comment

WALGA and LGIS are continuing to liaise with DFES and DMIRS on these issues, recognising the need for further information and clarification regarding the implications and requirements of the WHS legislation for the sector's management of bushfire brigade volunteers. Other activities that WALGA is undertaking include:

- Meetings with the Workplace Commissioner Darren Kavanagh and other groups responsible for Volunteer organisations and DFES to discuss the concerns being raised by volunteers and relevant organisations.
    - This was a positive meeting with all wanting to put in place reasonable and practical measures to assist Local Governments and Volunteers. The Workplace Commissioners' department

DMIRS has released a Guide to Work health and safety for volunteer organisations which WALGA provided feedback on.

- On 12 November DMIRS delivered a webinar for volunteers and volunteer organisations;

- LGIS is obtaining legal advice about which Local Government officers are considered 'officers' for the purposes of the WHS legislation which will be provided to the sector;
- WALGA is developing a scope of works for a WHS consultant to develop additional tools and resources to support the sector; and
- WALGA will advocate to the Minister for the commencement of the WHS legislation for Local Governments to be delayed until June 2022 to allow additional time to ensure that safe work practices are implemented for volunteers.

To inform its advocacy on this and sector emergency management issues more generally, WALGA is also undertaking an Emergency Management Survey of Local Governments to ascertain the sentiment of the sector to their emergency management obligations, and to understand how they are undertaking their management of BFBs. The survey includes questions about the types of additional support that Local Governments require in order to comply with the WHS legislation. Preliminary survey feedback indicates:

- Local Governments need more information on Work Health and Safety and Guidelines and templates to support compliance with the legislation;
- Further work is needed to ensure that Local Governments are well prepared to meet WHS requirements in relation to:
  - Providing up to date Standard Operating Procedures and directives for incident response;
  - Training for use of vehicles and equipment use;
  - Ensuring Bush Fire brigade stations do not present a risk to health and safety; and
  - Providing for volunteer fatigue management and access to welfare services; and
- Local Governments generally feel well prepared in relation to WHS regarding provision of personal protective equipment for volunteers.

RESOLUTION

Moved: **President Cr Gillet**
Seconded: **Paula**

That the update on the Work Health and Safety (WHS) legislation be noted.

9.4 WALGA President's Report

The WALGA President's Report was attached to the agenda.

Noted

10. AGENCY REPORTS / PRESENTATIONS

10.1 South West Development Commission

Chief Executive Officer, Mellisa Teede, provided an update to the Zone.

NOTED

10.2 Regional Development Australia – South West

Director of Regional Development, Charles Jenkinson, provided an update to the Zone.

NOTED

10.3 Department of Local Government, Sport and Cultural Industries

Apologies from the DLGSC

11. FINANCIAL REPORT

As at 31 October 2021	Budget	Actual	Comments
	FY	YTD	
	$	$	
Opening Cash Balance	9,071	9,071	
Income			
Subscription Income	7,200	7,200	12 @ $600 each
Total Income	**7,200**	**7,200**	
Expenses			
Bank Charges	72	20	12 months @ $6
Jobs Forum	350	92	Stall equipment hire
Fed Election Brochure	2,500		Invoice of $2,473.20 received for payment
Total Expenses	**2,922**	**112**	
Closing Cash Balance	**13,349**	**16,158**	

RESOLUTION

Moved: **President Cr Richard Walker**
Seconded: **President Cr Leanne Wringe**

That the Financial Report be received.

CARRIED

12. EMERGING ISSUES

12.1 Designated Area Migration Agreement

Mr Andre Schonfeldt updated the Zone on progress with the Designated Area Migration Agreement.

Noted

12.2 Busselton Margaret River Airport

Mr Mike Archer updated the Zone on the Busselton Margaret River Airport.

Noted

12.3 Softwood Industry Expansion

President Cr Richard Walker updated the Zone on the Shire of Boyup Brook's proposal for small lot forestry to be integrated into current farming operations.

Noted

12.4 Invitations to Future Meetings

NBN have been requested to present at the February 2022 Zone meeting.

Noted

13. DATE, TIME AND PLACE OF NEXT MEETINGS

13.1 2022 Meeting Dates

Meeting dates for 2022 are listed below as endorsed at the August 2021 Zone meeting.

MEETING DATE	HOST LOCAL GOVERNMENT
Friday **18 February** 2022	Donnybrook-Balingup
Friday **22 April** 2022	Harvey
Friday **24 June** 2022	Manjimup
Friday **26 August** 2022	Nannup
Friday **25 November** 2022	Augusta Margaret River

13.2 Next Meetings

Local Government Reform Special Meeting

A videoconference meeting will be convened in late January to provide input into the State Council Local Government Legislative Reform Submission.

Next Ordinary Meeting

MEETING DATE	HOST LOCAL GOVERNMENT
Friday 18 February **2022**	**Donnybrook-Balingup**

14. CLOSURE

There being no further business the Chair declared the meeting closed at 12:19pm.

GOVERNMENT OF WESTERN AUSTRALIA

Western Australian Planning Commission

Our ref: PLH2021P0120/1
Enquiries: Ashley Randell (0401 660 399)

Mr Mike Archer
Chief Executive Officer
City of Busselton

Transmitted via email to: city@busselton.wa.gov.au

Dear Mr Archer,

LEEUWIN-NATURALISTE PLANNING INVESTIGATION AREAS

As you are aware, the Western Australian Planning Commission (WAPC) has been coordinating activities to implement the *Leeuwin-Naturaliste Sub-regional Strategy*.

As outlined in my previous letter to the City dated 7 May 2021, the WAPC requested the Department of Planning, Lands and Heritage to undertake detailed investigations of the Planning Investigation Areas (PIAs) identified in the Strategy, in the form of PIA Reports.

At its meeting on 27 October 2021, the WAPC considered a series of preliminary PIA Reports. The outcomes of the WAPC's decision are attached.

In accordance with the WAPC's resolution, an amendment to the *Leeuwin-Naturaliste Sub-regional Strategy* will be prepared for the consideration of the WAPC. Representatives from the Department will contact the City to discuss the connection with the City's local planning framework.

If you wish to discuss this further, please contact Ashley Randell, Planning Director, Department of Planning, Lands and Heritage.

Yours sincerely

David Caddy
Chairman
Western Australian Planning Commission

3 November 2021

Enclosed. Leeuwin-Naturaliste PIA – Outcomes (Dunsborough, Abbey, Vasse North & Vasse South)

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 6551 8002 info@dplh.wa.gov.au www.dplh.wa.gov.au
ABN 35 482 341 493
wa.gov.au

Western Australian Planning Commission

Abbey Planning Investigation Area – Outcomes October 2021

The Western Australian Planning Commission (WAPC) published the Leeuwin-Naturaliste Sub-regional Strategy in May 2019. The Strategy identifies the Abbey Planning Investigation Area as the following landholdings:

- Lot 12 on Diagram 43998
- Lot 4 on Diagram 46285
- Lot 402 on Plan 252489
- Lot 14 on Diagram 96590
- Lot 15 on Diagram 96590

At its meeting of 27 October 2021, the WAPC considered the Abbey Planning Investigation Area. In summary, the WAPC resolved that an amendment to the Strategy is to be prepared for its consideration, and is to include the following:

1. Delete the Abbey Planning Investigation Area.

2. Designate the following lots as 'Urban':
   - Lot 12 on Diagram 43998
   - Lot 14 on Diagram 96590
   - Lot 15 on Diagram 96590
   - Lot 402 on Plan 252489
   - Portion of Lot 4 on Diagram 46285 zoned 'Rural' in the City of Busselton Local Planning Scheme LPS No. 21.

   Note; implementation will require consideration to expand the definition of the 'Urban' land use designation to include land that has been investigated and identified as being suitable for urban in the future.

3. Designate the portion of Lot 4 on Diagram 46285 zoned 'Conservation' in the City of Busselton Local Planning Scheme No.21 as 'Open Space Investigation'.

   Note; implementation will require consideration to insert a definition for the 'Open Space Investigation' land use designation, possibly as follows:

   Land that may be suitable for open space (nature/passive recreation) purposes but requires further investigation to determine its suitability and/or refine its area.

   Note; DPLH to consult with the Department of Water and Environmental Regulation (DWER) and Department of Biodiversity, Conservation and Attractions (DBCA).

Western Australian Planning Commission

Vasse North Planning Investigation Area – Outcomes October 2021

The Western Australian Planning Commission (WAPC) published the Leeuwin-Naturaliste Sub-regional Strategy in May 2019. The Strategy identifies the Vasse North Planning Investigation Area as the following landholdings:

- Lot 9001 on Deposited Plan 69783
- Lot 9010 on Deposited Plan 409834
- Lot S19 on Deposited Plan 230941
- Lot S20 on Deposited Plan 230941

At its meeting of 27 October 2021, the WAPC considered the Vasse North Planning Investigation Area. In summary, the WAPC resolved that an amendment to the Strategy is to be prepared for its consideration, and is to include the following:

1. Delete the Vasse North Planning Investigation Area.

2. Designate the following lots as 'Urban':
   - Lot 9001 on Deposited Plan 69783
   - Lot 9010 on Deposited Plan 409834

   Note; implementation will require consideration to expand the definition of the 'Urban' land use designation to include land that has been investigated and identified as being suitable for urban in the future.

3. Designate the following lots as 'Open Space Investigation':
   - Lot S19 on Deposited Plan 230941
   - Lot S20 on Deposited Plan 230941

   Note; implementation will require consideration to insert a definition for the 'Open Space Investigation' land use designation, possibly as follows:

   Land that may be suitable for open space (nature/passive recreation) purposes but requires further investigation to determine its suitability and/or refine its area.

   Note; DPLH to consult with the Department of Water and Environmental Regulation (DWER) and Department of Biodiversity, Conservation and Attractions (DBCA).

Western Australian Planning Commission

Dunsborough Planning Investigation Area – Outcomes October 2021

The Western Australian Planning Commission (WAPC) published the Leeuwin-Naturaliste Sub-regional Strategy in May 2019. The Strategy identifies the Dunsborough Planning Investigation Area (PIA) as land to the southeast of Dunsborough, without further spatial definition.

At its meeting of 27 October 2021, the WAPC considered the Dunsborough PIA. In summary, the WAPC found that land southeast of Dunsborough was generally suitable for urban purposes, and that forecast demand for urban land to 2039 (the Strategy horizon) indicates that additional urban land is required to be identified in that location.

In summary, the WAPC resolved that an amendment to the Strategy is to be prepared for its consideration, and is to include the following:

1. Delete the Dunsborough PIA.

2. Designate the following lots as 'Urban':
   - Lot 726 on Deposited Plan 251194
   - Lot 3 on Diagram 53663
   - Lot 2 on Diagram 53663
   - Lot 11 on Diagram 90086
   - Lot 12 on Diagram 90086
   - Lot 22 on Deposited Plan 51474

   Note: implementation will require consideration to expand the definition of the 'Urban' land use designation to include land that has been investigated and identified as being suitable for urban in the future.

Western Australian Planning Commission

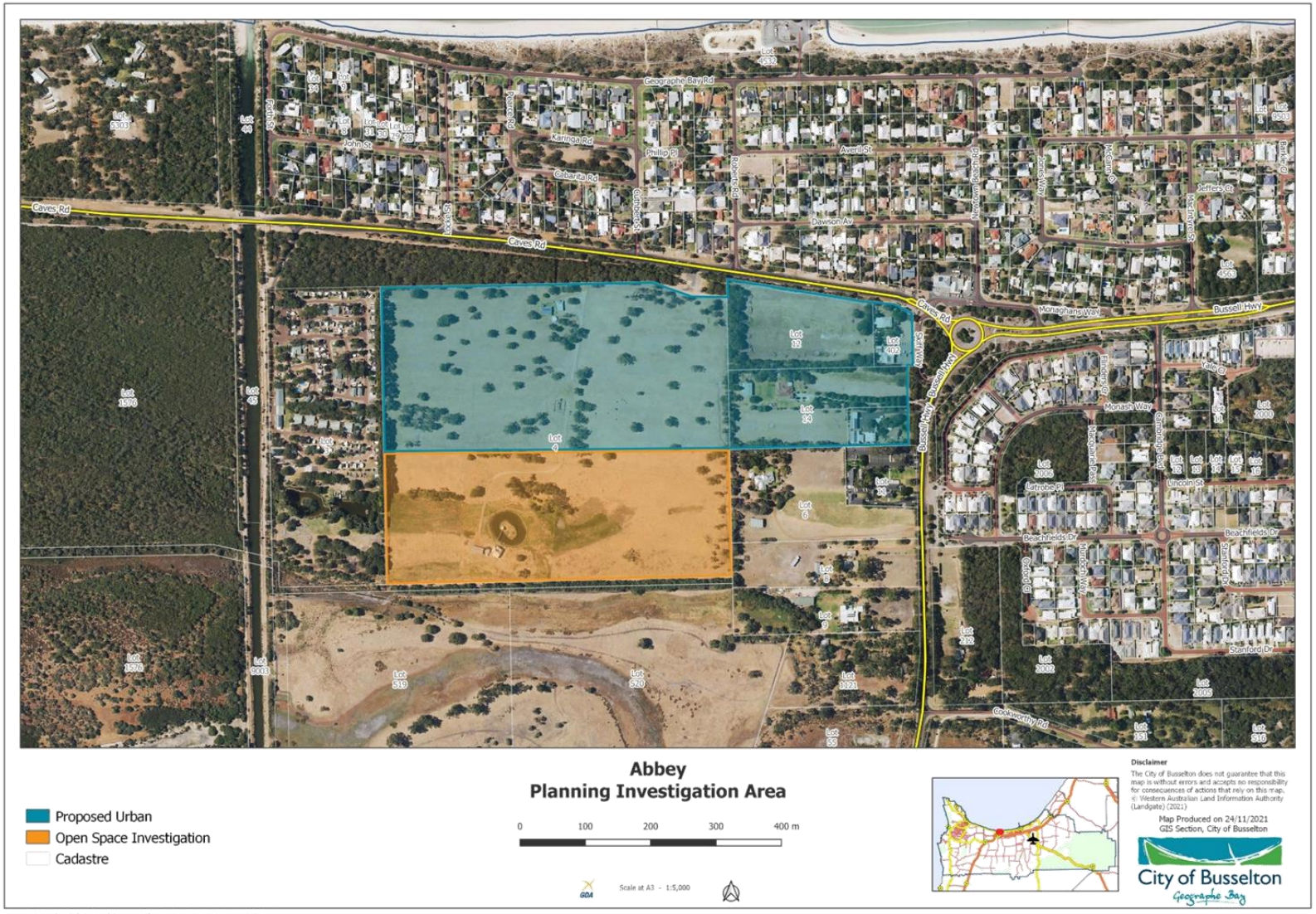
Vasse South Planning Investigation Area – Outcomes October 2021

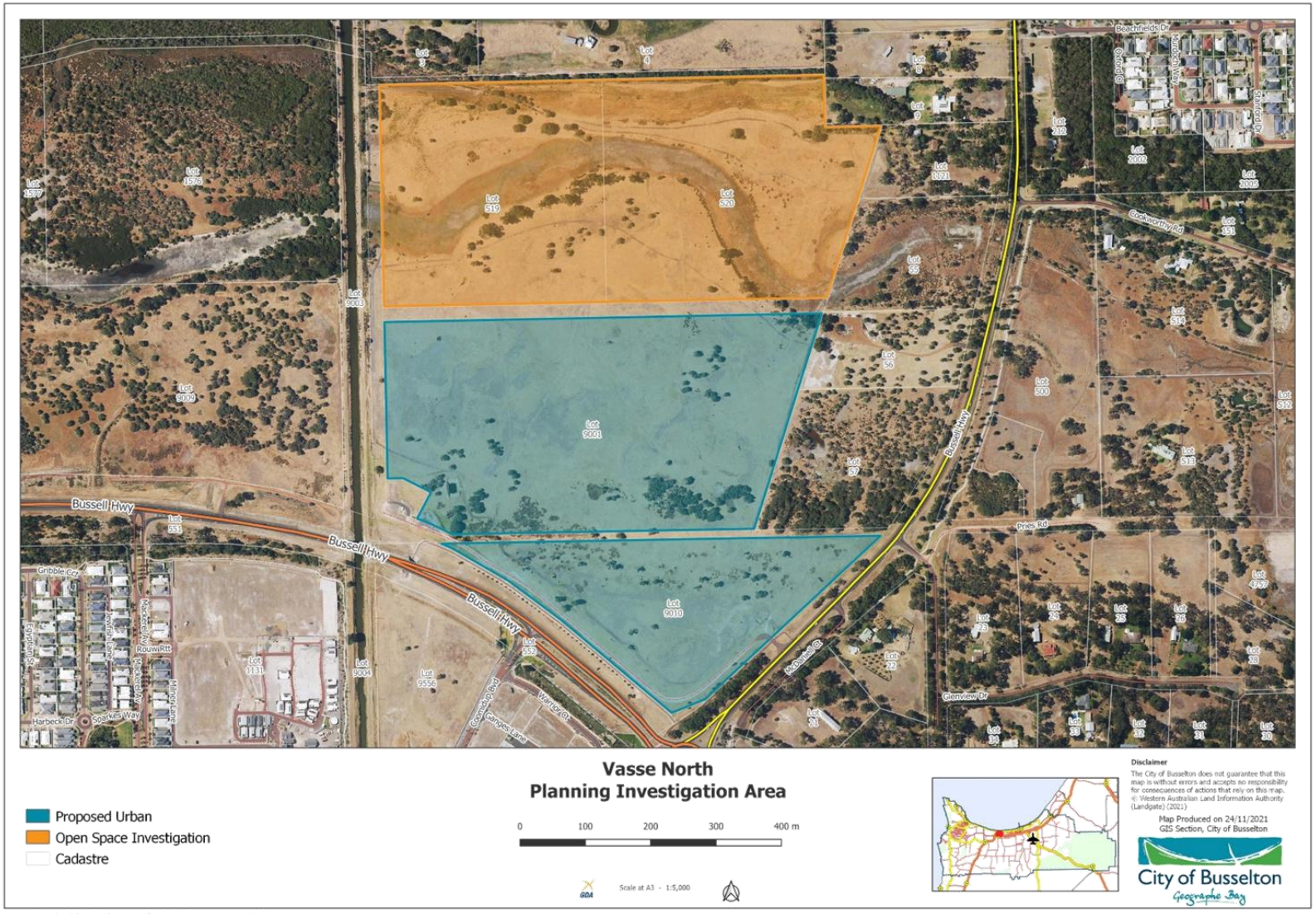
The Western Australian Planning Commission (WAPC) published the Leeuwin-Naturaliste Sub-regional Strategy in May 2019. The Strategy identifies the Vasse South Planning Investigation Area (PIA) as land to the south of Vasse, without further spatial definition.

At its meeting of 27 October 2021, the WAPC considered the Vasse South Planning Investigation Area. In summary, the WAPC found that the land south of Vasse was generally suitable for urban purposes, but that the forecast demand for urban land to 2039 (the Strategy horizon) indicates that additional urban land is not required to be identified in that location.

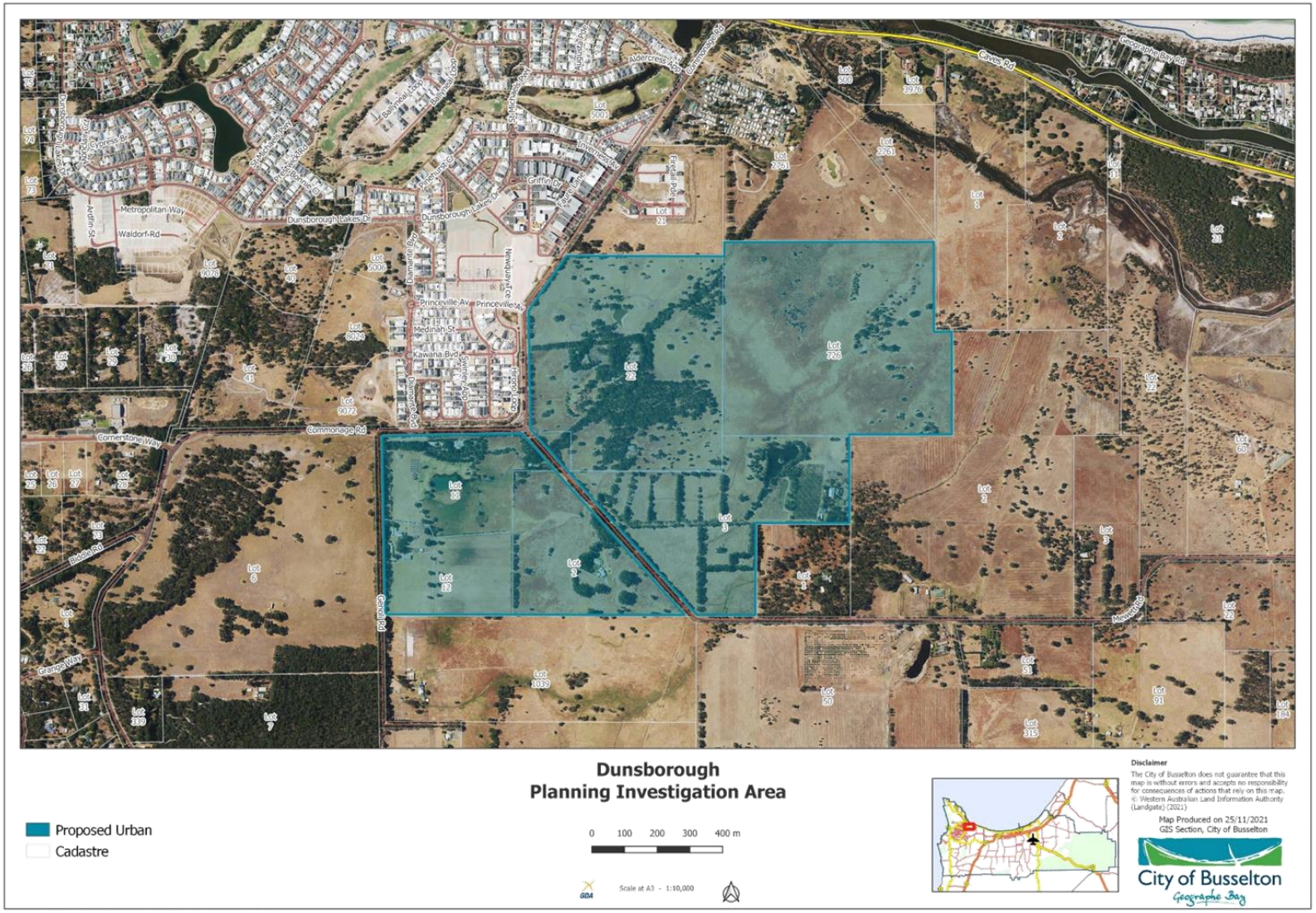
In summary, the WAPC resolved that an amendment to the Strategy is to be prepared for its consideration, and is to include the following:

1. Delete the Vasse South PIA.

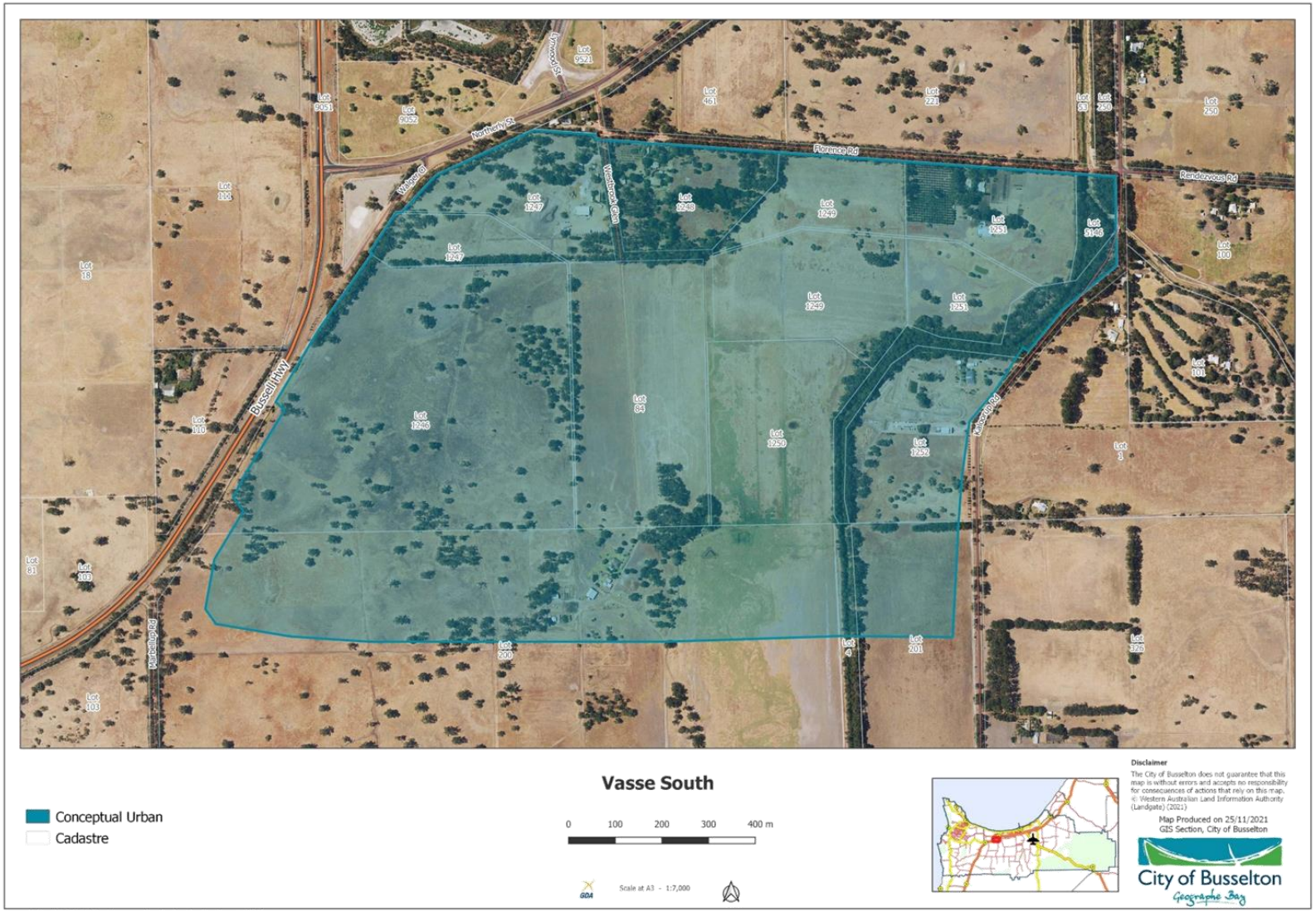

Abbey
Planning Investigation Area
Proposed Urban
Open Space Investigation
Cadastre
0 100 200 300 400 m
Scale at A3 - 1:5,000
Disclaimer
The City of Busselton does not guarantee that this map is without errors and accepts no responsibility for consequences of actions that rely on this map.
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Map Produced on 24/11/2021
GIS Section, City of Busselton
City of Busselton
Caves Rd
Geographe Bay Rd
Bussell Hwy
Monaghans Way
Dawson Av
Averill St
Kalinga Rd
Cabarita Rd
Phillip Pl
John St
Monash Way
Beachfields Dr
Lincoln St
Stanford Dr
Cookworthy Rd
Lot 4
Lot 12
Lot 14
Lot 102
Lot 519
Lot 520
Lot 1570
Lot 9003
Lot 1021
Lot 2002
Lot 2003
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Leeuwin Naturaliste Sub Regional Strategy - Planning Investigation Areas - 112159.qgz



Leeuwin Naturaliste Sub Regional Strategy - Planning Investigation Areas - 112159.qgz



Leeuwin Naturaliste Sub Regional Strategy - Planning Investigation Areas - 112159.qgz

ITEMS TO BE DEALT WITH BY SEPARATE RESOLUTION (WITHOUT DEBATE)

14.2 MEELUP REGIONAL PARK COMMITTEE - APPOINTMENT OF COMMUNITY MEMBERS

STRATEGIC THEME	ENVIRONMENT - An environment that is valued, conserved and able to be enjoyed by current and future generations.
STRATEGIC PRIORITY	1.2 Work with the community to manage and enhance natural areas and reserves and their biodiversity.
SUBJECT INDEX	Council and Committee Appointment
BUSINESS UNIT	Environmental Services
REPORTING OFFICER	Meelup / Environmental Management Officer - Kay Lehman
AUTHORISING OFFICER	Director, Engineering and Works Services - Oliver Darby
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Proposed Amended Terms of Reference - Meelup Regional Park Committee

The officer recommendation was moved and carried.

COUNCIL DECISION

C2112/121 Moved Councillor M Love, seconded Councillor R Paine

That the Council:

1. **Appoints the following persons as community members of the Meelup Regional Park Committee:**
   - **Dr. Bob Jarvis**
   - **Mrs Shirley Fisher**
   - **Mr Albert Haak**
   - **Mr Tony Smurthwaite**
   - **Mrs Kerry Grist**
   - **Mr Lyndon Miles**
   - **Ms Kelly Lamp**
   - **Ms Danae Plowman**
   - **Ms Kerry Stewart**

2. **Endorse the amended terms of reference (Attachment A) for the Meelup Regional Park Committee to change the maximum number of community members from eight to nine members, noting the quality of applicants for community membership and the benefits of having a diverse range of skills and experience.**

CARRIED 9/0

BY ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That the Council:

1. **Appoints the following persons as community members of the Meelup Regional Park Committee:**

    - **Dr. Bob Jarvis**
    - **Mrs Shirley Fisher**
    - **Mr Albert Haak**
    - **Mr Tony Smurthwaite**
    - **Mrs Kerry Grist**
    - **Mr Lyndon Miles**
    - **Ms Kelly Lamp**
    - **Ms Danae Plowman**
    - **Ms Kerry Stewart**

2. **Endorse the amended terms of reference (Attachment A) for the Meelup Regional Park Committee to change the maximum number of community members from eight to nine members, noting the quality of applicants for community membership and the benefits of having a diverse range of skills and experience.**

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement of the appointment of the community members to the Meelup Regional Park Committee (the Committee).

BACKGROUND

On 27 August 2019, Council adopted revised governance arrangements for the City's management of Meelup Regional Park, including revised terms of reference for the Committee and the appointment process for community members.

Membership of the Committee is comprised of three Councillors (including one deputy member) and between six and eight community members, with up to three of these members to be representatives of the Friends of Meelup Regional Park Incorporated Association.

In accordance with the Committee's terms of reference, membership of the Committee shall, unless determined otherwise, cease on the day of each ordinary Council election. The membership of the committee therefore ceased at the last Council election day, 16 October 2021.

At the Special Council Meeting on 18 October 2021, the following Councillors were appointed to the Committee:

- Councillor Sue Riccelli
- Councillor Kate Cox
- Councillor Mikayla Love (deputy member)

Council is now required to appoint the community members to the Committee.

OFFICER COMMENT

Clause 3.3 of the Committee's terms of reference states that "Council shall appoint between six and eight community members, with up to three of these members to be representatives of the Friends of Meelup Park Incorporated Association.

An expression of interest (EOI) for new member positions on the Committee was advertised in the 'Busselton Dunsborough Times' newspaper on 5 November and 12 November 2021 and on the City's Facebook site. Expressions of interest for continuing involvement and reappointment to the Committee as a member were sought and received from five incumbent members, with two of the previous members deciding not to nominate.

The following previous members of the Committee, including one member of the Friends of Meelup Park, expressed an interest in continuing their involvement on the Committee:

- Dr. Bob Jarvis
- Mrs Shirley Fisher
- Mr Albert Haak
- Mr Tony Smurthwaite
- Ms Kerry Grist (Chair, Friends of Meelup Inc.)

These five previous Committee members will ensure continuity of the current work and projects that are being undertaken within Meelup National Park, and officers recommend their reappointment. Additionally, the following four nominees responded to the EOI to apply for community membership of the Committee:

- Mr Lyndon Miles
- Ms Kelly Lamp
- Ms Danae Plowman
- Ms Kerry Stewart

The applicants from the EOI were interviewed by the Mayor, the City's Meelup Environment Officer and Dr Bob Jarvis. All of the applicants were deemed to be suitable for membership of the Committee. Consequently, there were more nominees than member positions available for the Committee under the terms of reference.

Given the suitability of the applicants, and the benefits from having diverse and suitably experienced members, it is proposed that the Council endorses the appointment of all nine applicants for community membership. It is proposed that, if Council is supportive of this, the terms of reference be amended to increase the maximum number of community members to nine (see Attachment A).

Statutory Environment

The Meelup Regional Park Committee is created pursuant to the *Local Government Act 1995* (the Act), specifically via a resolution of the Council pursuant to sections 5.8, 5.9(2) (c) and 5.17(1) (c) of the Act.

Sections 5.9(2)(c) and 5.9(2)(d) of the Act set out that, *inter alia*, a committee may comprise "council members (i.e. Councillors), employees and other persons; or Council members and other persons".

Relevant Plans and Policies

Meelup Regional Park is Reserve 21629, and is Crown Land over which the City has a management order. There is a formal management plan for the Park, which has been adopted by both the Council and the Minister for Lands, pursuant to section 49 of the *Land Administration Act 1997*. Where a management plan has been adopted pursuant to section 49, the management body is required to manage the land in accordance with the plan.

On 27 August 2019, Council adopted Council Policy 'Governance of Meelup Regional Park' to outline the governance arrangements for Meelup Regional Park, ensuring that the Park is managed in an effective and inclusive manner consistent with the Meelup Regional Park Management Plan.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

No external stakeholder consultation, outside of the EOI process, was required or undertaken in relation to this matter.

Risk Assessment

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

Options

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

1. Review the nominations and appointments to the Committee.
2. Appoint only eight members to the Committee in accordance with the current terms of reference and not endorse the updated terms of reference.

CONCLUSION

In order to continue the valuable contribution to the City made by the Meelup Regional Park Committee, it is considered that community members with an interest in a continuing involvement plus the additional four nominees be appointed to allow the work of the Committee to continue. It is also recommended that the terms of reference be amended to increase community membership to nine members.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Any decision of the Council in relation to this matter would be effective immediately.

Terms of Reference

Committee: **Meelup Regional Park**
Responsible Directorate: **Planning and Development Services** **Version:** **Proposed**

1. INTRODUCTION

1.1. The Council of the City of Busselton has established the Meelup Regional Park Committee (Committee) pursuant to sections 5.8 and 5.9(2)(d) of the Local Government Act 1995.

1.2. The Committee shall act for and on behalf of Council in accordance with the provisions of the Local Government Act 1995, local laws and policies of the City of Busselton and this document.

2. OBJECTIVE

2.1. Pursuant to section 39 of the Act the functions of the Committee are:
a. to assist the Council in managing and promoting the Park; and
b. to ensure that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations.

3. MEMBERSHIP

3.1. Council shall appoint two elected members to the Committee.

3.2. Council shall appoint one elected member as a deputy member of the Committee.

3.3. Council shall appoint between six and ~~eight~~ nine community members, with up to three of these members to be representatives of the Friends of Meelup Regional Park Incorporated Association

3.4. Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.

3.5. Council shall appoint new members to the Committee, in accordance with paragraphs 3.1 and 3.2, at the next ordinary Council meeting following the Council election.

3.6. If any member is absent from the Committee for three consecutive meetings without approved leave of absence from the Committee, the Chief Executive Officer shall present a report to the Council so that the Council may determine whether to continue that person's membership of the Committee.

4. PRESIDING MEMBER

4.1. The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

5.1. The Committee shall meet at least two times a year.

5.2. The Committee shall report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.

5.3. Notice of meetings shall be given to members at least seven days prior to each meeting.

5.4. Where a Committee member wishes the Committee to consider an alternative to the officer recommendation in relation to any particular item, they should, as far as practicable, indicate in writing (preferably email) to the Chief Executive Officer or Chief Executive Officer's nominee their intention to do so, setting out their proposed alternative and the reasons for that alternative, by 3pm on the day before the scheduled commencement of the meeting. The Chief Executive Officer or Chief Executive Officer's nominee will then provide officer comment on the proposed alternative in writing to Committee members prior to the scheduled commencement of the meeting.

5.5. Matters that would require a formal decision of the Committee are:

a. any matters that require a formal resolution of the Council (such as any change to the membership or terms of reference of the Committee, or any matter that requires, from a legal/statutory perspective, a formal decision of the Council), other than the adoption or amendment of the Council Budget, as it relates to Meelup Regional Park (the Park);

b. matters on which a decision is required and which are considered to be of high strategic importance and/or broad public interest (such as proposals for significant infrastructure or significant changes to the management of the Park, but not usually individual works projects or events, or the noting of plans, studies or similar, which are primarily or wholly being presented to the Committee for information purposes);

c. matters that require a formal decision of the Council because consensus has not been achieved through discussions with the Meelup Regional Park Working Group; and

d. any other matter that the Presiding Member of the Committee, having received and considered the advice of City officers, considers requires formal consideration by the Council.

5.6. The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the Part 14 of the *City of Busselton Standing Orders Local Law 2018*.

5.7. All members of the Committee shall have one vote. If the vote of the members present is equally divided, the Presiding Member shall cast a second vote.

5.8. Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

6. QUORUM

6.1. The quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

7. DELEGATED POWERS

7.1. Pursuant to section 5.17 of the Act, the Committee is delegated the powers to:

a. schedule and endorse the dates, times and locations of the meetings held by the Committee; and

b. note an item that does not require a recommendation to Council or further action of Council.

7.2. Committee recommendations, other than those made in accordance with the delegated powers in paragraph 7.1, are not binding on Council and must be endorsed by Council to take effect.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

8.1. At the meeting of the Committee prior to the ordinary Council elections, the Committee shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:

a. are the Committee's purpose and objectives being met?
b. should the purpose and objectives be amended?
c. is the Committee functioning effectively and as per the requirements of the Act?
d. are the Committee members regularly attending meetings?
e. review the Terms of Reference, including membership.

9. TERMINATION OF COMMITTEE

9.1. Termination of the Committee shall be by an absolute majority decision of Council.

10. APPROVAL

Council Adoption	**DATE**	8 September 2021	**Resolution #**	C2109/201
Previous Adoption	**DATE**	27 August 2019	**Resolution #**	C1908/172

15.2 MARKETING AND EVENTS REFERENCE GROUP OUTCOMES

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy.
STRATEGIC PRIORITY	3.3 Continue to promote the District as the destination of choice for events and unique tourism experiences.
SUBJECT INDEX	MERG Outcomes
BUSINESS UNIT	Commercial Services
REPORTING OFFICER	Events Coordinator - Peta Tuck
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Nil

The officer recommendation was moved and carried.

COUNCIL DECISION

C2112/122 Moved Councillor J Richards, seconded Councillor S Riccelli

That the Council:

1. **Endorses funding allocations towards the following events, to be funded from the 2021/22 – 2023/24 Events Budgets:**

Event	Funding Allocation
Yalambi Spring Jumping Classic	**2021/22 $3,000** **2022/23 $3,000** **2023/24 $3,000**
DDPA Community Civic Events	**2021/22 $5,000** **2022/23 $5,000** **2023/24 $5,000** **(+ up to $2,000 in kind per year)**
Trans Cape SwimRun	**2021/22 $3,500** **2022/23 $3,500** **2023/24 $3,500**
Margaret River Readers & Writers Festival	**2021/22 $7,500**
Busselton Tennis Club – March Open Tournament	**2021/22 $3,500** **2022/23 $3,500** **2023/24 $3,500**
Busselton Tennis Club – Junior Open Tournament	**2021/22 $2,000** **2022/23 $2,000** **2023/24 $2,000**
Yallingup Shred Fest	**2021/22 $7,000**
Busselton Mardi Gras Fair Day	**2021/22 $5,000** **2022/23 $5,000** **2023/24 $5,000** **(+ up to $2,500 in kind per year)**
Busselton Hockey Association – Pride Cup	**2021/22 $2,000**
TOTALS	**2021/22 $38,500** **2022/23 $22,000**

	2023/24 $22,000 (+ up to $4,500 in kind per year)

2. Endorses funding allocations towards the following events, to be funded from the 2022/23 – 2024/25 Events Budgets:

Event	Funding Allocation
CinefestOZ	**2022/23 $120,000 2023/24 $120,000 2024/25 $120,000**
Cabin Fever Festival	**2022/23 $40,000 2023/24 $40,000 2024/25 $40,000**
TOTALS	**2022/23 $160,000 2023/24 $160,000 2024/25 $160,000**

CARRIED 9/0

BY ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That the Council:

1. Endorses funding allocations towards the following events, to be funded from the 2021/22 – 2023/24 Events Budgets:

Event	Funding Allocation
Yalambi Spring Jumping Classic	**2021/22 $3,000 2022/23 $3,000 2023/24 $3,000**
DDPA Community Civic Events	**2021/22 $5,000 2022/23 $5,000 2023/24 $5,000 (+ up to $2,000 in kind per year)**
Trans Cape SwimRun	**2021/22 $3,500 2022/23 $3,500 2023/24 $3,500**
Margaret River Readers & Writers Festival	**2021/22 $7,500**
Busselton Tennis Club – March Open Tournament	**2021/22 $3,500 2022/23 $3,500 2023/24 $3,500**
Busselton Tennis Club – Junior Open Tournament	**2021/22 $2,000 2022/23 $2,000 2023/24 $2,000**
Yallingup Shred Fest	**2021/22 $7,000**
Busselton Mardi Gras Fair Day	**2021/22 $5,000 2022/23 $5,000 2023/24 $5,000 (+ up to $2,500 in kind per year)**
Busselton Hockey Association – Pride Cup	**2021/22 $2,000**

TOTALS	**2021/22 $38,500** **2022/23 $22,000** **2023/24 $22,000** **(+ up to $4,500 in kind per year)**

2. Endorses funding allocations towards the following events, to be funded from the 2022/23 – 2024/25 Events Budgets:

Event	Funding Allocation
CinefestOZ	**2022/23 $120,000** **2023/24 $120,000** **2024/25 $120,000**
Cabin Fever Festival	**2022/23 $40,000** **2023/24 $40,000** **2024/25 $40,000**
TOTALS	**2022/23 $160,000** **2023/24 $160,000** **2024/25 $160,000**

EXECUTIVE SUMMARY

A meeting of the Marketing and Events Reference Group (MERG) was held on Wednesday 24 November 2021. This report presents the recommendations from this meeting.

BACKGROUND

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

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

The 2021/22 budget for marketing and events totals $1,196,700. The proposed breakdown of this budget is as follows:

- $924,900 – Events
- $231,800 – Marketing and economic development initiatives
- $40,000 – City led events

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

A MERG meeting was held on Wednesday 24 November 2021, with the following key matters presented:

- Update on events held since the last meeting on 01 September 2021 and upcoming major events.
- Consideration of funding applications for the 2021/22 – 2024/25 events and marketing budgets.

OFFICER COMMENT

Supporting the development and attraction of new events throughout the year, the City's Events Sponsorship Programme promotes the City of Busselton as an attractive event tourism destination. At the MERG meeting held on 24 November 2021, a range of requests for events funding were considered as outlined below:

Requests for Funding – 2021/22 Events Budget

Nine (9) applications were received requesting funding, totalling $49,320.

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

Yalambi Spring Jumping Classic

Yalambi Farm hosts two premier show jumping events per year, in April and November. These events attract competitors from around the state and interstate (when borders are open), with up to 1,000 competitors and spectators attending each event. Most competitors tend to stay on site, with a designated camping area to facilitate this. Due to this reason, it is not recommended to award the full requested funding amount. The proposed use of funding is for live streaming of the event, and prize money. MERG recommendation is to offer a 3 year multi-year agreement for $3,000 per year.

Dunsborough & Districts Progress Association (DDPA) civic events

DDPA plan and implement three community 'civic' events each year – Australia Day, ANZAC Day and Christmas Carols. Their proposed use of funding is for hire of equipment, advertising, banners and entertainment. They also are requesting the City provide in-kind support for traffic management of the ANZAC Day march.

The requested amount is $5,000 plus up to $2,000 in-kind support. MERG recommendation is to offer DDPA a 3 year agreement, consisting of $5,000 cash plus up to $2,000 in-kind per year under a multi-year agreement.

Trans Cape SwimRun

Trans Cape SwimRun is a team endurance race consisting of approximately 68km of running (mix of off-road, trail and road) and 10km of bay swimming, from Cape Naturaliste to Dunsborough. It has been run successfully in 2020 and 2021 with fields of 148 and 200 respectively, and due to demand have increased registrations to 260 for 12 March 2022. They have been previously sponsored for $3k, and are seeking a small increase in 2021/22. The proposed use of funding is for further development and promotion of the event.

MERG recommendation is to offer a 3 year agreement, consisting of $3.5k cash per year under a multi-year agreement.

Margaret River Readers & Writers Festival

Margaret River Readers & Writers Festival (MRRWF) has been operating successfully in Margaret River since 2009. They have had limited involvement within the City, over the past few years introducing programs with the schools and more recently libraries. They are applying for funding to bring more high profile public events into Busselton and Dunsborough, namely a series of free and low cost events including author talks, writers workshops, storytelling sessions and panel sessions, to be held at various venues over the weekend of 13-15 May 2022. The proposed use of funding is for event production and author fees. Due to this being a first time event, it is not recommended to award the full requested amount, further funding can be assessed on the results of this first year.

The requested amount is $10,000 and the MERG recommendation is a single year funding of $7,500.

Busselton Tennis Club – Junior & March Open events

The Junior and March Open tennis events have both been held in Busselton for more than 60 years. The Junior event attracts more than 200 players plus their families over the Australia Day weekend, while the March Open has more than 350 players plus spectators over the March long weekend. Each event has previously been sponsored for an amount of $2,000 per year, however the Tennis Club are seeking an increase to the level of funding for the March Open event. The proposed use of funding is for prizes and promotion.

MERG recommendation is to offer a 3 year agreement to each event, consisting of $3,500 cash per year for the March Open even, and $2,000 per year to the Junior Tournament under multi-year agreements.

Yallingup Shred Fest

The inaugural Yallingup Shred Fest was held in April 2021, running as a lead in event to the Margaret River Pro. It is an elite level Junior Surfing event, primarily attracting 12-18 year old surfers from around the State and Interstate (travel restrictions permitting). The proposed use of requested funding is judges fees, water safety jet skis and drone, marketing and promotion, Welcome to Country, speaker hire, insurance and prizes. As this event is still developing, it is not recommended to award the full requested funding amount.

The requested amount is $10,320 and MERG recommendation is a single year agreement for the amount of $7,000.

Busselton Mardi Gras Fair Day

The Busselton Mardi Gras Parade and Fair Day has been held annually since March 2018, providing a safe space event for at-risk youth, adult and family members of LGBTIQ+ and local community, providing information and education for local community on LGBTIQ+ presence and issues, and creating a culturally unique tourism event. In 2021, the parade component was not held due to COVID restrictions. The parade will be reinstated as of the 26 March 2022 event, along with the entertainment and stalls. The proposed use of requested funding is for marketing, infrastructure and entertainment. The requested funding is a combination of cash contribution as well as in-kind support towards traffic management, venue hire and billboard hire.

The requested funding amount is $6,500 cash plus up to $2,500 in kind support. MERG recommendation is to offer a 3 year agreement, consisting of $5,000 cash plus up to $2,500 in kind support per year under a multi-year agreement.

Busselton Hockey Association – Pride Cup

Run in conjunction with Busselton Mardi Gras weekend, the Busselton Pride Cup is a multi-sport competition for LGBTIQ+ athletes. Requested funding will be utilised for the opening ceremony for all sports to be held on Friday 25 March 2022, as well as hosting the Pride Cup hockey game. The proposed use of funding is for marketing of the event as well as entertainment.

The requested funding amount is $2,000 and MERG recommend funding under a single year agreement for the requested amount.

In summary, MERG recommends the following, to be funded from the 2021/22 – 2023/24 Events Budgets:

Event Name	**Requested**	**MERG Recommendation**
Yalambi Spring Jumping Classic	$5,000	2021/22 $3,000 2022/23 $3,000 2023/24 $3,000
DDPA Community Civic Events	$5000 cash (+ up to $2K in kind)	2021/22 $5000 2022/23 $5,000 2023/24 $5,000 (+ up to $2K in kind per year)
Trans Cape SwimRun	$3,500	2021/22 $3,500 2022/23 $3,500 2023/24 $3,500
Margaret River Readers & Writers Festival	$10,000	2021/22 $7,500
Busselton Tennis Club – March Open Tournament	$5,000	2021/22 $3,500 2022/23 $3,500 2023/24 $3,500
Busselton Tennis Club – Junior Open Tournament	$2,000	2021/22 $2,000 2022/23 $2,000 2023/24 $2,000
Yallingup Shred Fest	$10,320	2021/22 $7,000
Busselton Mardi Gras Fair Day	$6,500 cash (+ up to $2.5K in kind)	2021/22 $5,000 2022/23 $5,000 2023/24 $5,000 (+ up to $2.5K in kind per year)
Busselton Hockey Association – Pride Cup	$2,000	2021/22 $2,000
TOTALS	**$49,320** **(+ up to $4.5k in kind)**	**2021/22 $38,500** **2022/23 $22,000** **2023/24 $22,000** **(+ up to $4.5K in kind per year)**

Requests for Funding – 2022/23 – 2024/25 Events Budgets

Two (2) applications for funding from the 2022/23 – 2024/25 Events Budgets have been received from CinefestOZ and Cabin Fever Festival:

CinefestOZ

Since its inception in 2008, CinefestOZ has become of the City's hallmark events, attracting visitation in the winter months and growing in stature as one of Australia's premier film festivals. CinefestOZ has reached the end of the previous sponsorship agreement, which was for an amount of $120k in 2019/20, 2020/21 and 2021/22 respectively. CinefestOZ have applied for a multi-year agreement from 2022/23 – 2024/25 for an amount of $160k per year. They have cited the reasons for the increase in additional funding as follows:

- Industry program (providing opportunities to leverage the City of Busselton's Film Friendly destination status).
- Extending the free Community Day incorporating IndigifestOZ beyond a pilot and into a regular feature of the event.
- Expanding national marketing and publicity campaigns and leveraging the direct flights to Busselton Margaret River Airport.

MERG members felt that a substantial increase required further information and as such feel that at this stage, recommendation should be made to fund CinefestOZ for the current amount of $120,000 per year from the 2022/23, 2023/24 and 2024/25 Events Budgets. The decision to award any funding increase will be deferred until the next meeting, when more information can be obtained.

Cabin Fever Festival

Cabin Fever is a 10-day destination winter festival, held each July throughout the Margaret River region. 2022 will see the festival continue for its sixth year. Cabin Fever has previously been sponsored under a multi-year agreement in 2019/20, 2020/21 and 2021/22 for $15,000, $14,000 and $13,000 respectively. They are seeking a substantial increase in their funding, the purpose of which is for infrastructure to create a festival hub at the Busselton foreshore, which will become a focal point for the festival and allow multiple larger capacity events to be held in the space. This will allow the festival to grow further and attract additional tourism through the quietest winter period.

MERG recommends an allocation of $40,000 per year to be funded from the 2022/23, 2023/24 and 2024/25 Events Budgets.

In summary, MERG recommends the following, to be funded from the 2022/23 – 2024/25 Events Budgets:

Event Name	**Requested**	**MERG Recommendation**
CinefestOZ	2022/23 $160,000 2023/24 $160,000 2024/25 $160,000	*2022/23 $120,000 *2023/24 $120,000 *2024/25 $120,000
Cabin Fever Festival	2022/23 $40,000 2023/24 $40,000 2024/25 $40,000	2022/23 $40,000 2023/24 $40,000 2024/25 $40,000
TOTALS	**2022/23 $200,000** **2023/24 $200,000** **2024/25 $200,000**	**2022/23 $160,000** **2023/24 $160,000** **2024/25 $160,000**

* Further funding to be determined at next meeting.

Statutory Environment

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

Relevant Plans and Policies

The officer recommendation aligns with the City's Events Policy which provides event organisers with information on the event application and approval process and event sponsorship guidelines.

Financial Implications

At the Council meeting of 26 July 2021 Council resolved (C2107/138) to include an allocation of $1,196,700 in the 2021/22 Marketing and Events Budget, which contains the following allocations:

- $924,900 towards event sponsorships;
- $231,800 towards Marketing and Economic Development initiatives; and
- $40,000 towards City run events.

In addition to the above allocation for event sponsorships, an amount of $55,500 was carried over from the 2020/21 Events Budget due to the approved carry-over of $38,000 from the CinefestOZ 2020 event and the rescheduling of two (2) events into the 2021/22 financial year (Raising the Vibe concert $5,000, Margaret River Region Open Studios $12,500). Therefore the overall 2021/22 Events Budget is $980,400.

Funds currently committed from the 2021/22 Events Budget through multi-year agreements and Round 1 of the Event Sponsorship Program totals $761,000. In addition, $110,000 is allocated towards the development of the 2022 Winter Wonderland event. This leaves a balance of $109,400 in the 2021/22 Events Budget for Round 2 of the Event Sponsorship Program and any further event attraction or initiatives. This balance includes funds from cancelled events.

In addition to the $231,800 allocated towards Marketing and Economic Development initiatives , an amount of $45,000 was carried over from the 2020/21 Marketing Budget due to two (2) funded projects not having been completed (Tourism Information Bay Signage $5,000, Event Strategy review $40,000). Therefore the overall 2021/22 Marketing Budget is $276,800.

Funds currently committed from the 2021/22 Marketing Budget total $158,625 (Airport Marketing Reserve $50,000; Busselton Performing Arts and Convention Centre (BPACC) $50,000; update of the City's Events Strategy $40,000), update of tourism signage ($5k) and allocations through Round 1 ($13,625), leaving a balance of $118,175 remaining for any further initiatives.

There is also a balance of $219,852 remaining in the Marketing and Area Promotions Reserve, as well as $200,000 carried over for the development of the electronic billboard.

Stakeholder Consultation

Consultation has been undertaken with MERG whose members are comprised of the Busselton and Dunsborough Yallingup Chambers of Commerce and Industry, MRBTA, Busselton Jetty Inc. and the City of Busselton.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. The officer recommendation does not introduce any risks identified as being of a high or medium level. No risks of a medium or greater level have been identified.

Options

As an alternative to the recommendation, Council may choose not to support the recommendations made by MERG and resolve not to endorse part or all of the recommendations.

CONCLUSION

The MERG has been established by Council to make recommendations on the way in which funds raised through the industrial and commercial differential rate for the purposes of events and marketing are allocated. This report contains the recommendations made at the 24 November 2021 MERG meeting, which if endorsed by Council, will result in the continuation of high quality events being held within the region, supported by successful marketing promotions. All recommendations support Council's vision of being recognised as the 'Events Capital WA.'

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Following Council's decision, the outcomes will be communicated to MERG members and relevant event/marketing bodies for their information and implemented where required.

16.1 ADOPTION OF 2020-2021 ANNUAL REPORT

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Annual Report
BUSINESS UNIT	Corporate Services
REPORTING OFFICER	Corporate Planning Officer - Cathy Burton
AUTHORISING OFFICER	Acting Director, Finance and Corporate Services - Sarah Pierson
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Annual Report 2020-2021

The officer recommendation was moved and carried.

COUNCIL DECISION

C2112/123 Moved Councillor K Cox, seconded Councillor A Ryan

That the Council accepts the 2020-2021 Annual Report as per Attachment A.

CARRIED 9/0

BY ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That the Council accepts the 2020-2021 Annual Report as per Attachment A.

EXECUTIVE SUMMARY

This report presents the City of Busselton 2020-2021 Annual Report (Annual Report) for Council's acceptance in accordance with the *Local Government Act 1995* (the Act) and seeks Council's endorsement of a date for convening the Annual General Meeting of Electors.

BACKGROUND

The City produces an annual report of activities at the conclusion of each financial year, in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996.*

An annual report sets out information about the City's progress and achievements in respect of its strategic priorities, and the actions and projects outlined in the Corporate Business Plan.

OFFICER COMMENT

The Annual Report 2020-2021 documents the City's achievements during the 2020-2021 financial year. Aligned to Key Goal Areas of the City's Strategic Community Plan 2017 (Review 2019), being the plan that was current at the beginning of the 2020-2021 year, the report provides a snapshot of achievements across key actions, projects and core service delivery. It also outlines prescribed statutory information and includes the full suite of the City's audited financial statements along with the independent auditor's report.

As required, the Annual Report also outlines changes to the City's strategic community plan following a major review of the plan during the year, with the City adopting its Strategic Community Plan 2021 – 2031. The forward planning priorities align to the 4 Key Themes of this new strategic community plan.

The statutory information included in this year's Annual Report has been expanded in response to amendments to regulation 19B of *Local Government (Administration) Regulations 1996* in November 2020. The requirements of this regulation is set out in the Statutory Environment section of this report.

The Annual Report records Council membership as current for the 2020-2021 financial year. Council membership following the local government elections held on 16 October 2021 will be recorded in the 2021-2022 Annual Report.

Adoption of the Annual Report requires an absolute majority decision of Council. Upon adoption, hard copies will be produced for public distribution and a digital version posted to the City's website. The content of the adopted Annual Report will be open for discussion at the Annual General Meeting of Electors, which is proposed within the required 56 days after Council adoption.

Statutory Environment

Sections 5.53, 5.54, 5.55, and 5.55A of the *Local Government Act 1995* describe the required content of a local government's annual report and how to prepare, accept, give notice of and publish the report.

In accordance with Section 5.53 the annual report is to contain:

- A report from the mayor or president; and
- A report from the CEO; and
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
- The financial report for the financial year; and
- Such information as may be prescribed in relation to the payments made to employees; and
- The auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and
- A matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
- Details of entries made under section 5.121 during the financial year in the register of complaints, including:
    - the number of complaints recorded in the register of complaints; and
    - how the recorded complaints were dealt with; and
    - any other details that the regulations may require; and
    - such other information as may be prescribed.

Section 19B(2) of the *Local Government Administration (Regulations) 1996* requires the annual report to include:

- The number of employees entitled to an annual salary of $130,000 or more;
- The number of employees entitled to an annual salary that falls within each band of $10,000 over $130,000;
- Any remuneration and allowances paid by the local government under Schedule 5.1 clause 9 during the financial year;
- Any amount ordered under section 5.1 19(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the local government during the financial year;
- The remuneration paid or provided to the CEO during the financial year;
- The number of Council and committee meetings attended by each council member;
- If available, the gender, linguistic background and country of birth of council members;
- If available, the number of council members who are aged:
  - (i) between 18 and 24 years; and
  - (ii) between 25 and 34 years; and
  - (iii) between 35 and 44 years; and
  - (iv) between 45 and 54 years; and
  - (v) between 55 and 64 years; and
  - (vi) over the age of 64 years;
- If available, the number of Council members who identify as Aboriginal or Torres Strait Islander;
- Details of any modification made to a local government's strategic community plan during the financial year;
- Details of any significant modification made to local government's corporate business plan during the financial year.

Section 5.54 of the Act requires the Annual Report to be accepted by an absolute majority of Council before 31 December each year and published on the City's website within 14 days of acceptance.

Section 5.27 of the Act requires an annual general electors meeting be held within 56 days of acceptance of the annual report, upon the provision of 14 days' notice.

Relevant Plans and Policies

The Annual Report provides a report of progress against the City's Corporate Business Plan for the 2020-2021 year and the City's Strategic Community Plan.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

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

Risk Assessment

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

Options

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

1. Not accept the Annual Report 2020-2021 noting that Council are required to accept this report no later than 31 December 2021.
2. Request changes to the Annual Report 2020-2021.

CONCLUSION

The City of Busselton Annual Report 2020–2021 must be accepted by an absolute majority of Council before being publicly released.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Once adopted, the Annual Report 2020-2021 will be posted to the City's website. Availability of the adopted report will also be promoted via the City's Facebook and Instagram accounts, and in the City's 'Council Connect' section of the 'Busselton-Dunsborough Times' newspaper.

The Annual General Meeting of Electors will be held within the required 56 days. A two-week statutory advertising period of the Annual General Meeting of Electors is required.



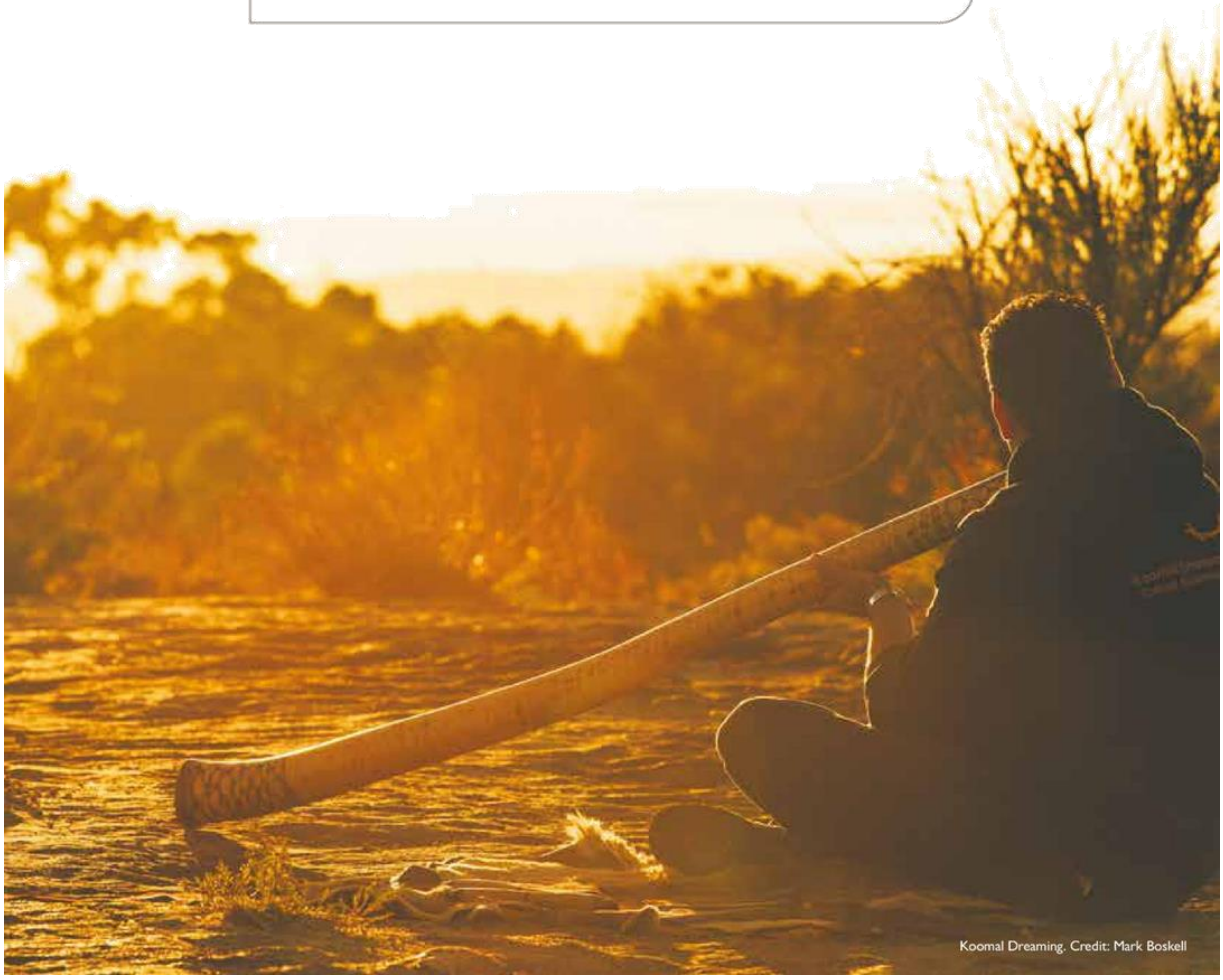
2020-2021

Annual Report

Where environment, lifestyle and opportunity meet!

City of Busselton
Geographe Bay

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



Koomal Dreaming. Credit: Mark Boskell

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Grevillia. Credit: Graham Hay

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Part B

Financial Report

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Front Cover Image:
Whale Watching at Meelup. Credit: Ana Marsic

Message from the Mayor

It is my pleasure to present the 2020-2021 Annual Report.

Throughout the year, Councillors and City of Busselton staff maintained their focus on delivering high quality services and achieving the best outcomes for the future of our growing community. The City continues to be rated highly as a great place to live, as reflected in the results of our most recent Community Satisfaction Survey.

In February of this year, the City celebrated 150 years as a local government. We have changed much as a community over these years and have progressed to become one of the most desirable places to live and to visit. We are now a community of more than 40,000 people, with a diversity of interests, needs and views. Recognising this, the Council this year adopted its first Community Engagement Framework. Setting out the City's broad approach to community and stakeholder engagement, the Framework seeks to encourage the different views in our community to facilitate quality and meaningful engagement.

As part of being a diverse and inclusive community, we have continued important work in relation to reconciliation, holding a number of events aimed at working more collaboratively with the Traditional Custodians of this land.

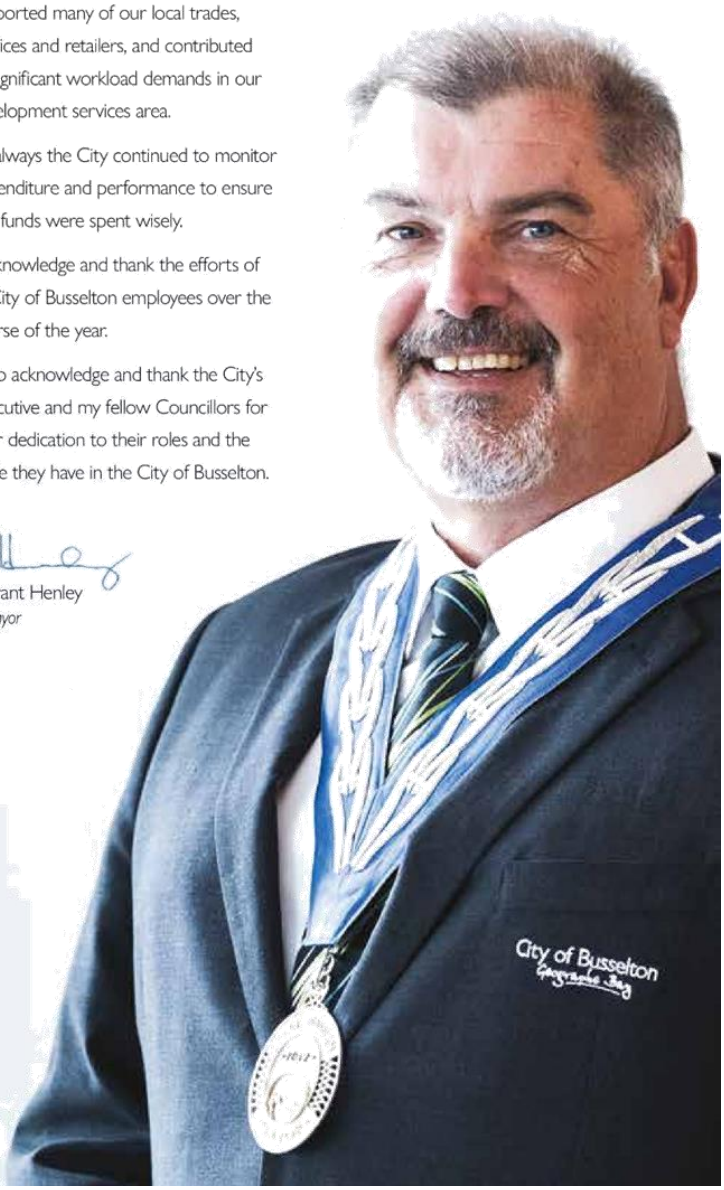
Restrictions on international and interstate travel due to the COVID-19 pandemic continued through the year, and the much anticipated launch of Jetstar flights between the Busselton Margaret River Airport and Melbourne was unfortunately postponed. By contrast, the housing stimulus packages offered by the State and Federal government prompted a high level of building and construction activity in the district, which in turn supported many of our local trades, services and retailers, and contributed to significant workload demands in our development services area.

As always the City continued to monitor expenditure and performance to ensure our funds were spent wisely.

I acknowledge and thank the efforts of all City of Busselton employees over the course of the year.

I also acknowledge and thank the City's Executive and my fellow Councillors for their dedication to their roles and the pride they have in the City of Busselton.

Grant Henley
Mayor



Message from the Chief Executive Officer

Major capital works undertaken by the City provided important public infrastructure and amenities during the financial year.

The duplication of Causeway Road between Rosemary Drive and Molloy Street was completed in December to improve traffic flow in and out of the Busselton city centre. The City also continued to progress its program of upgrading and widening narrow rural roads. $13M was spent on road construction, upgrades and maintenance.

Work began on developing a new sporting precinct for the Dunsborough community, offering multi-use playing fields for a wide range of sports, and courts that will cater for netball and basketball. Smart technologies were also installed in the City's parks and gardens to reduce water and power consumption.

Work began on the upgrade of Mitchell Park, which will contribute to revitalising the Busselton City centre. The seawall in West Busselton was upgraded to bolster coastal protection infrastructure, and meetings with key stakeholders were instrumental in developing plans to improve the health of the Lower Vasse River.

In early 2021, the Busselton Margaret River Airport played a strategic role in responding to fires in the Perth hills area and other fire emergencies in the South West by supporting the Bell214 Helitacs, C130 Large Air Tanker (LAT) aircraft and the B737 LAT which arrived from NSW. The support that the City was able to provide to the State's bushfire emergency effort would not have been possible without the international standard facilities available at our airport and the skill and professionalism of City staff.

I am proud of what we achieved over the course of 2020-2021 and thank Councillors and staff for their commitment and dedication to the City of Busselton.

Mike Archer
Chief Executive Officer



Our Vision

Where environment, lifestyle and opportunity meet!

Strategic Community Plan 2021-2031

On 9 June 2021, Council endorsed its Strategic Community Plan 2021-2031 following the major review of the City's Strategic Community Plan 2017 (Review 2019).

Prior to adopting the new plan community engagement specialists Catalyse Pty Ltd were commissioned to conduct the City's biennial MARKYT community scorecard survey and assess the level of community satisfaction with City services and facilities.

Between October and early November 2020 the City also sought broader stakeholder input, encouraging feedback from the community about their vision and aspirations for the future of the City. After assessing the feedback obtained across these two stages, the draft SCP was advertised for public consultation between 16 April and 7 May 2021. The review led to a refocus on priorities and a new strategic plan based on four key themes.

Environment
An environment that is valued, conserved and enjoyed by current and future generations.

Lifestyle
A place that is relaxed, safe, and friendly with services and facilities that support positive lifestyles and wellbeing.

Opportunity
A vibrant City with diverse opportunities and a prosperous economy.

Leadership
A Council that connects with the community and is accountable in its decision making.

Strategic Community Plan Review Community Engagement



Community workshops and events



Councillor/resident appointments



Community events and questionnaires

YOUR SAY BUSSELTON

Surveys

MARKYT

Community satisfaction scorecard

Our community snapshot

Our City is made up of many parts. Within the City's 1,454km2 area is a diversity of people, environment, heritage and opportunities; attributes that continue to attract residents, visitors and investors to the region.

Total estimated population

51.8% Female

40,333[1]

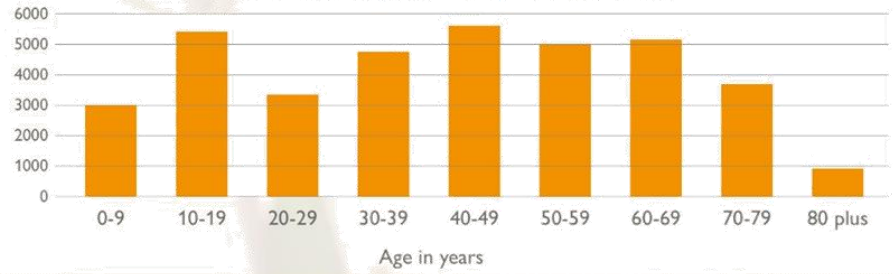
48.2% Male

Population growth
Estimated 2019-2020
1.8%[1]

Rates notices
Issued 2020-2021
24,052

Electors
Total number
29,341[2]

Estimated Population Age Distribution [1]



Total businesses
4,029

Top 3 businesses
CONSTRUCTION 953
AGRICULTURE, FORESTRY & FISHING 442
RETAIL, HIRE & REAL ESTATE 425

Languages other than English spoken at home
German, Italian, Afrikaans, French, Mandarin, Dutch, Indonesian, Hazaraghi, Tagalog.

1 Estimated regional population 2019-2020 financial year https://abs.gov.au/statistics/people/population/regional sourced 2 September 2021
2 Local Government Date Summary Report. Western Australian Electoral Commission sourced 1 September 2021
3 ABS Census 2016 Language spoken at home by sex (LGA) https://stat.data.abs.gov.au/Index.aspx?DataSetCode=ABS_ERP_COMP_LGA2019 2 September 2021

Council



City Administration Building Causeway Road

Council governance

The City of Busselton has nine Councillors. The Mayor and Deputy Mayor are elected by the Council following each ordinary Local Government election. Councillors are elected for a term of four years, with half of the terms expiring every two years.

Council 2020 - 2021



MAYOR
Grant Henley
Term expiry October 2021



DEPUTY MAYOR
Kelly Hick
Term expiry October 2021



COUNCILLOR
Jo Barrett-Lennard
Term expiry October 2021



COUNCILLOR
Lyndon Miles
Term expiry October 2021



COUNCILLOR
Kate Cox
Term expiry October 2023



COUNCILLOR
Phill Cronin
Term expiry October 2023



COUNCILLOR
Paul Carter
Term expiry October 2023

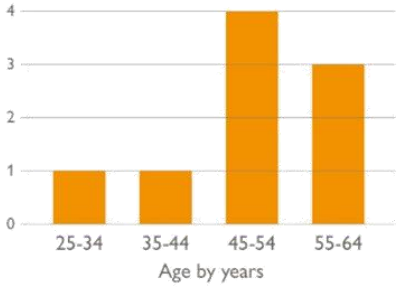


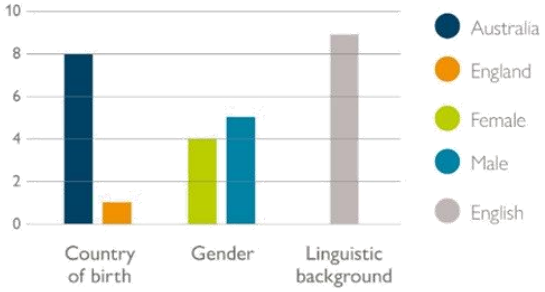
COUNCILLOR
Ross Paine
Term expiry October 2023



COUNCILLOR
Sue Riccelli
Term expiry October 2023

Council diversity





Council and Committee meeting attendance

Council Meetings

Councillor Attendance July 2020 – June 2021

Council meetings held **23**

* Special Council meetings during the year included:
- Adoption of the Annual Budget 2020-2021 held on 27 July 2020, and
- The Annual General Meeting of Electors held on 8 February 2021.

	Ordinary Council	Special Council*
Cr Grant Henley	21	2
Cr Jo Barret Lennard	20	2
Cr Kate Cox	21	2
Cr Lyndon Miles	21	2
Cr Paul Carter	20	2
Cr Phill Cronin	19	2
Cr Ross Paine	21	2
Cr Sue Riccelli	20	2

Committee Meetings

Councillor Attendance July 2020 – June 2021

Committee	No of meetings held	Cr Henley	Cr Hick	Cr Carter	Cr Paine	Cr Miles	Cr Barrett-Lennard	Cr Riccelli	Cr Cronin	Cr Cox
Finance Committee	12	11	1(D)	10	8(D)		11	7	11	
Policy and Legislation Committee	9	8	8		9	8			1(D)	9
Airport Advisory Committee	6		6	6				6	6	
Audit Committee	3	3		3			3		1	
Bush Fire Advisory Committee	3	3			4					
Local Emergency Management Committee	3	3	3							
Meelup Regional Park Committee	1					1	1			
CapeROC	3	2	3							3
TOTAL	40	30	21	19	21	9	15	13	19	12

(D) Deputy Committee Member

Councillor Remuneration

In accordance with the *Local Government Act 1995* Mayor Grant Henley received a Mayoral allowance of $80,129, a Mayoral sitting fee of $41,788 and a communications and IT allowance of $3,500.

Each Councillor received a Councillor sitting fee of $29,910 and a communications and IT allowance of $3,500. Deputy Mayor Kelly Hick received an additional $20,032 Deputy Mayoral allowance.

Organisation



Bushfire preparedness property inspection

ORGANISATION

Executive team

The Executive team oversees the organisation's Directorates.

Each team member is responsible for providing leadership, managing the operations of their specific Directorate and ensuring that the City's operations are ethical and accountable.



CHIEF EXECUTIVE OFFICE

Mike Archer

CHIEF EXECUTIVE OFFICER

Directorate Mission: To provide leadership to the organisation and implement the strategic direction of Council.



PLANNING AND DEVELOPMENT SERVICES

Paul Needham

DIRECTOR

Directorate Mission: Work together to make our place even better: safe, healthy, green, fair, inviting and thriving.



ENGINEERING AND WORKS SERVICES

Oliver Darby

DIRECTOR

Directorate Mission: Take the community vision from idea to reality through the efficient delivery of services.



FINANCE AND CORPORATE SERVICES

Tony Nottle

DIRECTOR

Directorate Mission: Support the provision of City services and informed decision making through the delivery of professional and responsive advice, services and information.



COMMUNITY AND COMMERCIAL SERVICES

Naomi Searle

DIRECTOR

Directorate Mission: To inspire a community and support an economy where opportunities thrive.

Our service structure

DIRECTORATE	BUSINESS UNIT	ACTIVITY UNIT				
Chief Executive Officer	Executive Services	Executive Support				
Community and Commercial Services	Commercial Services	Busselton Margaret River Airport	Busselton Jetty Tourist Park	Economic & Business Development	Busselton Jetty	
	Community Development & Recreational Services	Community Development	Leisure Centres	Venue Support	Youth Development	
	Events and Cultural Services	Art Geo Cultural Complex	Cultural Development	Events	Library Services	
Engineering and Works Services	Engineering & Technical Services	Asset Management	Design & Survey	Coastal Management	Development Control	Landscape Architecture
	Major Projects & Facility Services	Facilities	Major Projects			
	Operations Services	Construction & Maintenance	Parks & Gardens	Environmental Services		
	Waste & Fleet Services	Fleet Management	Waste Management			
Finance and Corporate Services	Governance & Corporate Services	Governance	Human Resources & Risk	Public Relations & Community Engagement	Strategic Projects	
	Legal & Property Services	Land & Property Leasing	Legal Services			
	Finance Services	Finance	Rates			
	Information Services	Customer Services	Information Technology	Records	Venue Support Services	
Planning and Development Services	Development Services	Building Services	Statutory Planning	Strategic Planning		
	Regulatory Services	Compliance Services	Environmental Health	Ranger & Emergency Services		

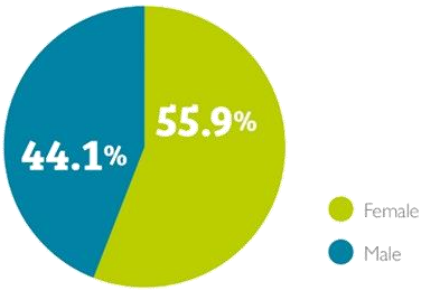
ORGANISATION

Our workforce

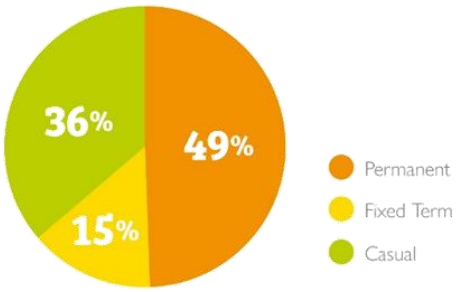
Workplace Diversity



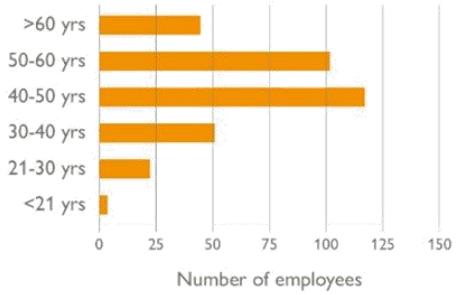
Workforce Gender



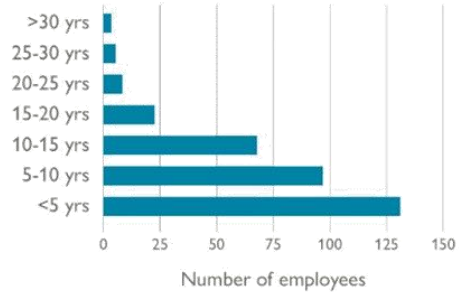
Employment Type



Employee Age Profile



Employee Length of Service



Achievements



How to read this report

This annual report documents the progress and achievements of projects and actions programmed for 2020-2021. Each project and action report for the 2020-2021 year aligns with the Strategic Community Plan 2017 (Review 2019) which was current when the City's 2020-2021 priority actions were determined.

Key Goal Area 1
Community
Welcoming, friendly, healthy

1.1 A friendly and safe community with a strong community spirit.
1.2 A community with access to life-long health and education opportunities.
1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.
1.4 Work with key partners to provide a range of community services and programs that support people of all ages and backgrounds.

Key Goal Area 2
Places and Spaces
Vibrant, attractive, affordable

2.1 Planning strategies that foster the development of neighbourhoods that meet our needs as we grow.
2.2 Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities.
2.3 Creative urban design that produces vibrant, mixed-use town centres and public spaces.

Key Goal Area 3
Environment
Valued, conserved, enjoyed

3.1 Development is managed sustainably and our environment valued.
3.2 Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.
3.3 The health and attractiveness of our waterways and wetlands is improved to enhance community amenity.
3.4 Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education.

Key Goal Area 4
Economy
Diverse, resilient, prosperous

4.1 An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.
4.2 A community where local business is supported.
4.3 Events and unique tourism experiences that aid in attracting visitors and investment.

Key Goal Area 5
Transport
Smart, connective, accessible

5.1 Public transport services that meet the needs of the community.
5.2 Road networks that provide for a growing population and the safe movement of all users through the District.
5.3 Pathways and cycleways that connect our communities and provide alternative transport choices.

Key Goal Area 6
Leadership
Visionary, collaborative, accountable

6.1 Governance systems, process and practices are responsible, ethical and transparent.
6.2 Council engages broadly and proactively with the community.
6.3 Accountable leadership that is supported by a skilled and professional workforce.
6.4 Assets are well maintained and responsibly managed.

Progress is identified as either


Completed


On track


Experiencing delays

Progress is aligned to a particular key goal area and community objective of the City's Strategic Community Plan and to the service area primarily responsible for ensuring the action is delivered.

Highlights: Awards

Parks and Leisure WA Awards

Strategic Planning

The City was awarded the WA 2021 Parks and Leisure Award for its Sports and Recreational Facilities Strategy which guides the planning and prioritisation of community sport and recreational facilities across the City through comprehensive engagement with the community. The City was also a finalist in the National Parks and Leisure Strategic Planning Awards. These awards recognise and showcase the excellent work, initiatives and innovative efforts of parks and leisure professionals who deliver enormous benefit to the community.

Best Regional/Rural Industry Contribution

In October 2020 the City of Busselton received a national award for its innovative events strategy. The award is open to regional and rural towns and cities that demonstrate a significant contribution to the parks and leisure industry. The City's nomination focused on its successful Events Capital WA strategy, highlighting the broad social and economic benefits it brings to our region.

Top Tourism Town

Busselton claimed the gold medal in the 2021 GWN7 Top Tourism Town Award category at the Perth Airport WA Regional Tourism Conference. Busselton as a destination was recognised as a restful and easily accessible escape from urban life.

Boosting Productivity Through Infrastructure

The Busselton Margaret River Airport Redevelopment Project won the WA 2020 Boosting Productivity Through Infrastructure Award and was runner up in the overall national awards. The awards celebrate the best of Local Government achievements. This award category shines a light on infrastructure which boosts productivity, strengthens and diversifies the economic base, supports population growth and connects cities and regions.

WA Bicycle Network Award: Regional Bike Network

The completed Cloisters Shared Path received a Highly Commended award for path activation. The award recognises local governments who have delivered outstanding bike infrastructure projects, have engaged the community and encourage them to ride more. Completion of the Cloisters Shared Path was celebrated by a school event held with 70 students and circulating a map of the path route to families. The path experience will be enhanced with landscaping in partnership with the Water Corporation.



Highlights: Progress of priorities

Sport and Recreational Facilities Strategy Implementation

Extensive community engagement was undertaken to assist with the development of master plan for a future sports talent hub at Sir Stewart Bovell Sports Park. The City also partnered with the Busselton Squash Club and Busselton Golf Club to complete a masterplan and prepare for the upgrade and extension to the existing squash courts. A partnering agreement with the Dunsborough and Districts Country Club (DDCC) has contributed to the development of a masterplan for the site DDCC site.





Non potable water supply Dunsborough

Access to ground water from the Sue Coal Measures Aquifer and a $1M funding injection from the Federal Government enabled progress toward a new non-potable water network being advanced to provide water to the Dunsborough Lakes playing fields. Bores at Mewett Road were completed in late January 2021.



Busselton Traffic Improvements

The new City Centre Eastern Link bridge over the Lower Vasse River was officially opened on 3 July 2020 improving traffic efficiency and reducing congestion to the town centre. Additional works extending the duplication of Causeway Road between Rosemary Drive and Molloy Street and the installation of a roundabout at the intersection of Causeway Road and Strelly Street were completed in December 2020.



Busselton Performing Arts and Convention Centre

Tenders were called for an indoor performance and convention venue capable of hosting large events. Tender estimations for construction costs exceeded the available budget prompting a review of the centre's design and further community consultation.



Busselton Foreshore, Credit: Stephen Norman

Busselton Foreshore

The old Busselton tennis courts on the corner of Queen Street and Marine Terrace have been converted into public open space, complete with open parkland, public walkways landscaping and street furniture. An additional 176 car parking bays have been established and additional exercise equipment installed. In November, the SHELTER microbrewery and family restaurant was officially opened.



BMRA/ Credit In Sight Photography

Busselton Margaret River Airport

Charter flights grew throughout the year with the airport servicing 15 return services per week and 40,469 passenger movements.


Fringe Festival, Credit: Wendy Mewitt

Adoption of Community Engagement Framework

In June 2021 Council adopted the City's first community engagement framework. Designed to guide the planning and implementation of engagement initiatives around City projects, strategies and decision making, the framework was developed with community input, through independently facilitated community engagement sessions.



Lower Vasse River

The City progressed plans to commence the removal of sediment from the Lower Vasse River and improve water quality by reducing nutrient rich sediments that contribute to the cycle of summertime algal blooms.

Funding was sought with the aim of stage one works commencing in January 2022. The City, through the Lower Vasse River Management Advisory Group continues to work with key stakeholders and the community to develop and implement strategies to improve water quality and ecological health of the Lower Vasse River.

Highlights: Community Engagement

The City's Your Say site enables the community to contribute views and ideas about various projects, documents and proposals being considered by the City. During the year, community feedback was invited on a range of matters. Outside of advertised development applications, some of the key consultation projects included -

Bushfire Notice Survey
Potential changes to the Bushfire Notice. As a result of the consultation, any change was deferred.

Busselton Performing Arts and Convention Centre (BPACC)
Naming choices for the BPACC.

Coastal Parkland, Foreshores and Reserves Usage
Community survey to inform how the community uses coastal parklands, foreshores and reserves, how they are valued to inform the review of existing coastal reserve management plans and guide the future management of these areas.

Community Engagement Framework
Community input sought to guide the development of a community engagement framework.

Draft Coastal Hazard Risk Management and Adaptation Plan
Identifying areas and assets that could be potentially impacted by coastal erosion and inundation hazards over the next 100 years, and draft recommendations about how to respond to those challenges.

Draft Leeuwin Naturaliste Regional Trails Strategy
The draft strategy to guide future strategic investment in trails recreation, tourism and event development across the Leeuwin Naturaliste Region.

Dunsborough Town Centre Upgrade – Naturaliste Terrace
Six concept designs for upgrading Naturaliste Terrace between the roundabout on Dunn Bay Road/ Naturaliste Terrace and Cyrillean Way, including the installation of compliant accessible parking bays and a pedestrian road refuge.



Vasse River Pathway. Credit: In Sight Photography


Hannay Lane. Credit: Sara Storm

Hannay Lane Revitalisation - Dunsborough

Testing innovative ways to use Hannay Lane as a shared public space.

Library Collections Survey

Assessment of the use and demand for the range of resources available at the Busselton and Dunsborough libraries, including favourite genres, formats and services.

Living Stream Project for the Lower Vasse River

Project objectives and potential works to create conditions that are less favourable to blue-green algal blooms in the Lower Vasse River.

Local Law Reviews

Review of the Local Government Property Local Law 2010 (as amended), Airport Local Law 2012 (as amended) Holiday Homes Local Law 2012 (as amended) and Cat Local Law 2014.

Mitchell Park Revitalisation

Concept plans for revamping Mitchell Park into an enjoyable and vital public space in the heart of the Busselton CBD.

Mosquito Awareness

Assessment of public awareness strategies to protect against mosquito bites.

Cultural Interpretation Framework

Seeking feedback on what the City's cultural precinct means to the community and how a performing arts and convention centre can integrate with other elements of the precinct.

Motorist and Cyclist Survey – Sharing Rural Roads

Increasing motorist and cyclist's awareness of each other and practice mutual respect when sharing the road.

Proposed Local Planning Scheme 21 Amendments 40, 48 and 50

- Amendment 40: Review of land use that may be permitted within the Scheme to reflect the direction of the Local Planning Strategy.
- Amendment 48: Rezoning a portion of Lot 1 Causeway Road Busselton.
- Amendment 50: Proposals to modify residential density coding from R80 to R60 over Lot 81 and Lots 115 to 127 Geographe Bay Road, Dunsborough.

Speed Limit Review

Investigating reduced speed limits between Bussell Highway and Southern Drive, Rosemary Drive roundabout to Rotary Park and the entire length of Strelly Street.

Vasse Community Wayfinding Signage

Evaluating the effectiveness of a pilot program of signage types showing distances to historical sites, playgrounds, shopping centres etc. in the Vasse community.

Your City in 2035 - Strategic Community Plan Review

Review of the Strategic Community Plan 2017 (Review 2019) including the community's vision for the City and what the community believes is important when planning for the future.

ACHIEVEMENTS



Naturaliste Community Centre. Credit: In Sight Photography

Key Goal Area 1

Community

Welcoming, friendly, healthy

The City continues to work with community groups and government agencies to develop and deliver programs, services and infrastructure reflective of the community needs. The City's grants program funded programs, services and activities to assist residents, with a focus on aged, youth, disadvantaged, volunteers, sport, recreation and environment. Commitment to the delivery of the City's Reconciliation Action Plan (RAP) continued with the unveiling of an Aboriginal sculpture at Yallingup, and planning was undertaken for the development of Barnard Park East in a partnership project with the Undalup Association and Busselton Dunsborough Environment Centre.

$285,294
Community grants and donations

156,497
Library visits

1,035
Water quality inspections (beach, swimming pools and drinking water)

2,931
Firebreak inspections

$64,128
Aged housing improvements

The City's Sport and Recreation Facilities Strategy (SRFS) adopted last year has proven successful with the City securing funding to develop the Dunsborough Lakes playing fields and improve floodlighting to Churchill Park. To help guide future planning and infrastructure delivery, the City worked with various sporting groups to commence the planning process for future projects, and capacity building continued with a number of individual sport and recreation groups. The SRFS was recognised by Parks and Leisure Australia WA, progressing through as a finalist for the 2021 National Awards of Excellence Strategic Planning Award.

Planning for the Busselton Performing Arts and Convention Centre (BPACC) continued through extensive stakeholder engagement and community consultation. The development of the BPACC is seen as an investment in the arts and cultural sector that has traditionally experienced limited funding.

Primary Service Area	Primary Objective Link	Project / Action	Status	Achievements
Cultural Services	1.1	Reconciliation Action Plan (RAP) Implement the City's REFLECT RAP in partnership with the District's local Aboriginal community.	▶	*In response to the South West Native Title Settlement, suitable unallocated crown land has been identified to enable Noongar people to practice customary activities. A partnership is progressing with the Undalup Association and Busselton Dunsborough Environment Centre to rename Barnard Park East and investigations are underway for an Acknowledgement of Country to be included on plaques on public facilities. A bronze Aboriginal sculpture Korrianne Gnwirru was unveiled at Yallingup.*
	1.2	Busselton Library Upgrade Upgrade the children's section and back of house facilities at the Busselton Library.	✓	*Building renovations were completed and furniture for the new children's area installed.*
	1.3	Busselton Performing Arts and Convention Centre (BPACC)– Operational Planning Develop a comprehensive operation plan for the management of the BPACC.	▶	*The draft Business Operations Plan and financial forecasts were revised to support State funding applications. A Building Better Regions Funding Application was submitted in March 2021 and draft fees benchmarked and reviewed. The plan will be reviewed again once the outcomes of a community survey are known and a direction endorsed by Council.*
	1.3	Naturaliste Community Centre (NCC) Further develop the master plan to detail opportunities at the Dunsborough playing fields and NCC.	▶	*Plans for the Dunsborough library, playground and youth precinct, together with a possible community resource and administration centre, will be included in a masterplan for the NCC and adjacent playing fields.*
	1.3	New Squash Court Facility Partner with the Busselton Squash Club and Busselton Golf Club (BGC) to investigate the opportunity for rebuilding the squash courts at the BGC.	▶	*The BGC committee endorsed the decision to lead a masterplan of the golf club site, with a view to upgrading and extending the existing squash court facilities.*
	1.3	Sir Stewart Bovell Sport Park Complete a masterplan to detail the opportunities to develop a future sports talent hub.	▶	*A grant application to the Community Sport and Recreation Facilities Fund for master planning was successful. The grant agreement has been signed and stakeholder engagement with various local sporting clubs is underway.*
	1.4	Dunsborough and Districts Country Club (DDCC) Expansion Partner with the DDCC to maximise the opportunities at the site	▶	*A partnering agreement between the City and the DDCC enabled the City to assist with implementing the DDCC's new five year Strategic Plan. Work also commenced with the club's six sporting disciplines to finalise their sport specific strategic plans.*
Environmental Health	1.2	Public Health Plan Prepare a Public Health Plan that meets the requirements of the Public Health Act 2016 and guides the City's overall planning for public health delivery.	⏸	*A draft strategy for the community and stakeholders was prepared. Community consultation is expected to commence in the second half of 2021.*
	1.2	Mosquito Control Review the City's Mosquito Management Program 2004.	✓	*The Mosquito Management Plan was finalised.*

✓ Completed ▶ On track ⏸ Experiencing delays

ACHIEVEMENTS

Primary Service Area	Primary Objective Link	Project / Action	Status	Achievements
Information Services	1.1	CCTV Precinct Extension – Safer Cities Continue to extend CCTV facilities as part of the Safer Cities program.	On track	*Additional projects were identified and approved for the 2021-2022 financial year. CCTV was installed at the Geographe Leisure Centre and the Busselton Library. Both connect to the City's centralised system for City facilities.*
Major Projects	1.3	Busselton Performing Arts and Convention Centre (BPACC) – Construction Construct a performing arts and convention space in the Busselton Cultural Precinct.	Experiencing delays	*Tenders received for constructing the centre exceeded the City's available budget and a review of the design was undertaken. Public consultation planned for July-August 2021 will help to inform Council's decision about the project's future.*
	1.3	Dunsborough Lakes Sporting Precinct – Playing Fields Construct playing fields at the Dunsborough Lakes development.	On track	*Construction is well underway. Turf installation is scheduled for the third quarter of 2021.*
	1.4	Busselton Senior Citizens Centre (BSCC) Expansion Lead a project to expand and complete the BSCC.	Completed	*The expansion project was completed on time and on budget.*
Operations Services	1.3	Churchill Park Upgrades Progressively upgrade the ovals and facilities at Churchill Park as per the master plan.	On track	*Upgrades to the secondary oval at Churchill Park are complete. Works include turf renovation, fencing upgrades, electrical upgrades, revegetation, seating, carpark resurfacing and the control of vehicular access to approved events. Smart metering is currently being implemented. Construction of a temporary sealed carpark was completed early in 2021.*
	1.3	Vasse Sporting Precinct – Car park Formalise the car park at the Vasse Sporting Precinct.	Completed	*Construction of a temporary sealed carpark was completed in early 2021.*
Ranger and Emergency Services	1.1	Bushfire Risk Management Plan (BRMP) Complete Part 2 of the BRMP.	On track	*Bushfire risk mitigation activity funding of $500,000 was received from Department of Fire and Emergency Services (DFES) to treat high and extreme risks identified in the BRMP. The development of a three year treatment schedule under Part 2 of the plan is progressing.*
	1.1	Fire and Community Facilities Building Construct a new fire shed and community facility on City Reserve Lot 401 Balmoral Drive, Quindalup.	On track	*Consultation with DFES progressed regarding a co-located facility for DFES and the City of Busselton bush fire brigade. A funding request to the Local Government Grants Scheme to assist with master planning for the site was unsuccessful. Options to begin a master plan, including access to reserve funds allocated to the project are being explored.*

Completed · On track · Experiencing delays



Key Goal Area 2

Places and Spaces

Vibrant, attractive, affordable

1,283
Development applications received

7,310
Capital project plantings

93
Playgrounds

$187,701
Revitalisation grants

1,739
Building approvals

With the final adoption of the City's Local Planning Strategy having occurred in March 2020, work on implementing the strategy was a focus of the 2020-2021 financial year. That includes background work to support development of 'Precinct Structure Plans' for both the Busselton City Centre and Dunsborough Town Centre. Given the development pressures being experienced in Dunsborough, the project has been prioritised. The City has also been liaising with the Western Australian Planning Commission regarding their work on the assessment of 'Planning Investigation Areas' at Dunsborough, Abbey and Vasse, which may lead to future urban growth urban areas in the decades to come. Development activity in the second half of the year was significant, with an approximate 30% increase in the number of development applications processed compared to the previous financial year.

With a focus on improving local amenities and public open spaces, the City successfully agreed with the Western Australian Planning Commission to plan for the use of funds obtained through development contributions to improve 12 public open spaces around the district. This will provide for the upgrade of public open spaces and playgrounds and contribute to our goal of well managed and attractive places and spaces.

ACHIEVEMENTS

Primary Service Area	Primary Objective Link	Project / Action	Status	Achievements
Community Development	2.2	Dunsborough Playground In consultation with the community, design an interactive adventure based playground in Dunsborough.	▶	*Consultation for the location of the playground commenced and will be further developed through a master plan of the Naturaliste Community Centre and adjacent playing fields and foreshore areas.*
Engineering Services	2.3	Busselton War Memorial Relocation Relocate the Busselton War Memorial to the Rotary Park precinct.	▶	*The memorial concept design was approved in principal by Council and the Returned and Services League. Design development is continuing.*
Information Services	2.1	Busselton Cemetery Expansion Continue to progress expansion of the cemetery by completing all necessary statutory processes involved to acquire and use part lot 9009 Neville Hyder Drive, Yalyalup.	⏸	*A request was sent to the Minister for Local Government, Sport and Cultural Industries in March 2020 to declare by order use of the land as a cemetery. A management order has not yet been received.*
Major Projects	2.2	Busselton Foreshore Redevelopment Complete improvements to parking, lighting and landscaping at Barnard Park East and commercial sites.	⏸	*A request for tender for Barnard East landscaping and carpark works was released to market, however prices received were in excess of the City's budget. Works were revised and reissued for tender in June 2021 with the tender scheduled to close on 6 July 2021.*
	2.2	Mitchell Park Upgrade Redevelop Mitchell Park to improve the public amenity of the park and enhance the social vibrancy of the Busselton Town Centre.	▶	*The original contractor appointed for this work went into liquidation. A new contractor was appointed and works progressed without undue delay.*
Strategic Planning	2.3	Busselton Activity Centre Plan Complete an Activity Centre Plan for the Busselton City Centre.	⏸	*Renamed the Busselton Precinct Structure Plan, this project will recommence once the Dunsborough Precinct Structure Plan project has reached the point where a draft plan is released for consultation.*
	2.3	Dunsborough Activity Centre Plan Complete and Activity Centre Plan for the Dunsborough town centre.	⏸	*Renamed the Dunsborough Precinct Structure Plan, a draft plan is expected to be prepared early in the new calendar year with significant development workloads having delayed progress during 2020-2021.*
	2.1	Developer Contributions Plan (DCP) Review Review the DCP 2008 and replace with a Developer Contributions Framework	▶	*The tasks required as a prerequisite to the review are well underway.*
	2.1	Local Planning Scheme (LPS) Review Complete the LPS 21 review and prepare a new and replacement scheme.	⏸	*The Scheme review (new and replacement LPS 22) is continuing although slightly delayed due to other work demands.*
	2.1	Dunsborough Non Potable Water Network (DNPWN) Establish production bores with capacity to deliver water to Dunsborough Lakes ovals and recreation spaces.	▶	*Following Federal government approval, Stage 1 of the project was extended to 31 March 2022 due predominantly to COVID-19 related delays.*

✓ Completed ▶ On track ⏸ Experiencing delays



Southern Right whales Geographe Bay. Credit: Francis Andrijich

Key Goal Area 3

Environment

Valued, conserved, enjoyed

Some major milestones were reached during the year. A significant milestone was the adoption by the Council of a draft Coastal Adaptation Strategy, with consultation on the draft commencing in May 2021. The strategy aims to set out the long term (100 year) direction for management of the City's coast. Another major milestone was the securing of funding during the year to commence stage 1 of sediment removal in the Lower Vasse River. Work on this project is expected to occur during the 2021-2022 summer period.

22,216 t
Commercial and demolition waste recycled

455
Mature verge trees planted

75.9 t
e-waste diverted from landfill

29,017
Seedlings and tube stock planted

365,000 kWh
City generated renewable energy

The City continues to explore innovative approaches to manage environmental impacts including ways to improve waste management and recycling. A Waste Plan for the next five years has been developed and endorsed by Council and the State's Department of Water and Environmental Regulation. A key recommendation of the plan is to determine the viability of introducing a third bin to divert organics from landfill. Other more community focused initiatives include an e-waste collection day, educational visits to schools, and community workshops regarding reusable nappies.

Fire and environmental management plans have been prepared in consultation with community stakeholders for Meelup Regional Park, Ambergate Reserve and Barnard Park East. A Weed Strategy has also been prepared in consultation with community stakeholders and is now being implemented.

ACHIEVEMENTS

Primary Service Area	Primary Objective Link	Project / Action	Status	Achievements
Design and Survey	3.3	Vasse River Beautification – Bridge to Bridge Progressively enhance the natural amenity and public enjoyment of the Lower Vasse River foreshore reserve between Peel Terrace and Strelly Street.	▶	*A report on the impact of the project on Aboriginal heritage sites was prepared and an application to disturb a heritage site submitted to the Department of Planning Land and Heritage (DPLH). The Undalup Association is preparing a quote to undertake renewal and refurbishment works at the Walijin Gardens.*
Development Services	3.1	Municipal Heritage Inventory Review Undertaken the five yearly Heritage List/ Municipal Heritage Inventory Review.	⏸	*The project did not start due to workloads generated by development and subdivision applications taking priority.*
Engineering and Technical Services	3.4	Coastal Protection Progressively implement coastal protection as outlined in the Coastal Protection Management Plan.	▶	*The West Busselton seawall was extended from Craig Street to Seagrott Road and two geosynthetic sand container groynes constructed just east of the Forth Street carpark. Beach surveys involving photo monitoring and oblique aerial surveys were completed.*
Environmental Services	3.2	Meelup Regional Park Management Plan Complete the review of the Meelup Regional Park Management Plan following consultation with the community.	▶	*The Undalup Association has been engaged to prepare a Cultural/Healthy Country Plan for the park to include in the draft management plan, prior to public consultation.*
	3.2	Meelup Former Waste Site Achieve reclassification of the former waste site at Meelup to enable public use by mountain bikers.	▶	*The Department of Water and Environmental Regulation (DWER) Contaminated Site Regulation Branch reclassified the site to "Remediated for Restricted Use".*
	3.3	Lower Vasse River Management Advisory Group (LVRMAG) Work with the LVRMAG to refine and implement actions to significantly improve the amenity of the Lower Vasse River.	▶	*The LVRMAG agreed to prioritise sediment removal, and plans are progressing to implement this action. The LVRMAG also agreed to broaden the Living Stream design project to treat the Lower Vasse River, extending from the Busselton Bypass to the Butter Factory Museum.*
Major Projects	3.4	Improving sustainability and energy management Develop a policy and guideline document outlining matters to be considered when procuring, constructing and operating all new City assets to ensure that improved energy management is achieved	▶	*An operational practice for energy management of City facilities was endorsed by Council. Drafting of the guidelines has commenced.*
	3.4	LED Lighting Upgrades Progressively upgrade street lighting to LED to improve the energy efficiency of City owned lighting infrastructure.	▶	*Lighting upgrades were installed at the Busselton library and NCC. $20k was also spent on minor upgrades and replacements in City buildings.*
Operations Services	3.4	Parks and Gardens Technology Improvements Implement smart technologies in City parks, gardens and reserves to reduce water and power use.	▶	*An irrigation audit was completed and soil moisture sensors and weather stations installed in Busselton and Vasse to optimise turf maintenance and water efficiency. Small battery powered plant with solar capability was also purchased. The new plant will be charged by newly acquired vehicle mounted solar charging stations.*

✓ Completed ▶ On track ⏸ Experiencing delays

Primary Service Area	Primary Objective Link	Project / Action	Status	Achievements
Strategic Planning	3.4	Coastal Adaptation Strategy Complete the preparation of the Coastal Adaptation Strategy.	On track	*A draft strategy was adopted. A series of public information sessions was launched at shopping centres to explain the draft strategy and invite public submissions. Information was also provided at public meetings held in Dunsborough and Busselton.*
	3.2	Western Ringtail Possum (WRP) Habitat Protection Undertake public consultation on the WRP Directions Paper with the objective of protecting the WRP and enhancing WRP habitat.	Experiencing delays	*Progress of this action is subject to the passage of LPS Amendment 49 and the outcomes of the Bushfire Notice Review (conducted in April and May 2021), which highlighted clear misalignments between bushfire safety and habitat protection and revegetation.*
Waste Management	3.1	Future Regional Waste Facility In conjunction with the South West Regional Waste Group of councils continue to investigate the viability of implementing a regional waste management system for the group.	On track	*The group delivered a Regional Options Paper and Strategic Recommendations, which include high level economic analysis of waste options. The work of this group is progressing.*

Completed On track Experiencing delays



Busselton Waste Transfer Station



Queen Street. Credit: In Sight Photography

Key Goal Area 4

Economy

Diverse, resilient, prosperous

$380,562
Event sponsorship

57.66%
(up 7%)
Busselton Jetty Tourist Park occupancy

28
New events

$187,701
Business revitalisation grants

9
Commercial hire permits issued

The City continues to play a pivotal role in facilitating economic growth by partnering with government, industry, business and community groups in the delivery of its Economic Development Strategy. Significant focus over the past few years has centred on the planning and delivery of key strategic infrastructure projects such as the Busselton and Dunsborough foreshores, Busselton Margaret River Airport, and centre business district enhancements. The past 12 months has seen investment outcomes resulting from these projects including the opening of the Shelter Microbrewery and construction of the Hilton Garden Inn commence on the Busselton foreshore, and an increase in passenger throughput and Fly-in-Fly-out charter flights at the airport.

As a precursor to the Economic Development Strategy review, the City commissioned an industry sector analysis identifying existing and emerging opportunities that the region can capitalise on to facilitate industry development and diversification, and attract private investment. Focus has also centred on the activation of the City's town centres through various Town Team projects including a number of urban art works, the planning and consultation for the Mitchell Park upgrade, delivery of the Hannay Lane upgrade, buy-local campaigns and school holiday and Christmas programs.

Primary Service Area	Primary Objective Link	Project / Action	Status	Achievements
Airport Services	4.1	Busselton Margaret River General Aviation (GA) Precinct Promote and secure leasing opportunities for general aviation.	Experiencing delays	*Despite some interest in hangar lot leases in the new GA precinct, no leasing agreements have yet been entered into with interested parties indicating that capital funding for hangar construction was difficult to secure and the 21 year lease was a concern. The lease arrangements are being reviewed in readiness for advertising a new expression of interest.*
	4.1	Busselton Margaret River Airport Light Industrial and Commercial Areas Continue to investigate and secure air freight and other enterprise opportunities.	On track	*A request for consultants to assist with preparing an expression of interest to attract either developers or potential businesses to lease lots in the industrial and commercial precinct is being prepared for advertising early in the 2021-2022 financial year.*
Busselton Jetty	4.3	Australian Underwater Discovery Centre (AUDC) Facilitate in partnership with the Busselton Jetty Inc. (BJI) progression of the AUDC.	On track	*Drafting of a variation to the licence agreement with BJI is underway to enable to the construction and operation of the AUDC and village.*
Busselton Jetty Tourist Park	4.3	Busselton Jetty Tourist Park (BJTP) Implement the BJTP master plan to guide the management, maintenance and continual upgrade of the Park.	On track	*Electrical upgrades and compliance works were undertaken across all three parks.*
Economic and Business Development	4.2	Place Project Through the Place Project, implement a series of initiatives to activate the City centres.	On track	*Initiatives undertaken include place making workshops and master classes, formation of the Building Busselton Town Team, buy local advertising campaigns and school holiday and Christmas activation programs. The project to activate Hannay Lane in Dunsborough was completed.*
	4.1	Dunsborough Foreshore Café Facilitate commercial investment in a café and kiosk development at the Dunsborough foreshore.	Experiencing delays	*Community feedback from meetings held in September 2020 about the café proposal was provided to Department of Planning, Land and Heritage, together with a request to progress the excising of 831sqm for the purposes of recreation and public facilities and a café/ kiosk. The Minister for Lands approved the request and the matter has been tabled in Parliament.*
	4.1	Busselton Foreshore Microbrewery Facilitate completion of the microbrewery at the Busselton foreshore.	Completed	*The microbrewery and family restaurant was officially opened on 11 November 2020.*
	4.1	Busselton Foreshore Hotel Site Facilitate the development of hotel site 2 at the Busselton foreshore.	On track	*An internal project team met regularly to assist with the contractual obligations. Sublease of the site commenced on 1 January 2021.*
	4.2	Smart City of Busselton Implement the Smart City Strategy 2020-2024 by adopting an implementation plan focusing on initiatives that improve the City's digital economy.	Completed	*The Smart City Strategy was completed and noted by Council as a guide for future planning. The document will be a primary resource for future funding programs.*
	4.2	Industry Sector Analysis Work with stakeholders to identify industry development and growth opportunities and to establish a value proposition for investment.	On track	*An industry sector analysis report and associated action plan was prepared. The investment opportunity publication will play a key role in attracting potential investors to the City. The opportunities and action plan will assist with the development of a new Economic Development Strategy.*
Events Services	4.3	Events Strategy Review the Events Strategy post COVID-19 to ensure it continues to deliver positive returns to the City's community and economy.	On track	*A consultant has been appointed to assist with updating the strategy.*

Completed On track Experiencing delays


Dunn Bay Road, Dunsborough

Key Goal Area 5

Transport

Smart, connective, accessible

The City continued its activities aimed at providing and maintaining infrastructure to enable functional, safe and sustainable transport solutions. This comprises of but is not limited to the ongoing maintenance of surfaced and gravel roads and 276km of footpaths and cycleways. The maintenance of this important infrastructure is achieved through comprehensive asset management and planned maintenance works programs, delivered in accordance with State legislation and industry standards to ensure the safety of all road and footpath users. The City also continued to complete its key road network project, identified as an outcome of the Busselton Traffic Study. The staged roll out of the Busselton Traffic Study is progressing through a review of the study outcomes, with specific reference to the Bussell Highway, West/Albert Street, West/Prince Street and Albert/Queen Street intersections to identify the next key network upgrade.

The operational readiness of the Busselton Margaret River Airport (BMRA) was maintained in anticipation of Regular Passenger Transport (RPT) services to Melbourne commencing, with delays continuing as a result of the COVID-19 pandemic.

40,469
(up 51%)
BMRA passenger numbers

963km
Sealed roads

3
Bike lockers

276km
Pathways

Primary Service Area	Primary Objective Link	Project / Action	Status	Achievements
Design and Survey	5.1	Public Transport Continue to work with key stakeholders towards improving public transport services and connections across the District.	On track	*Results of the City's 2020 biennial community consultation on public transport availability were shared with Curtin University researchers in March 2021. The results will help to determine usage patterns and gaps within the public transport network, and assist the University's Integrated Electro Mobility Study.*
	5.3	Cycleway and Shared Path Networks Improvements Progressively implement the City of Busselton Cycling and Shared Path Network Strategy 2019-2023.	On track	*The College Avenue Shared Path was completed. The project received the 2020 WA Bicycle Network Highly Commended Award. Work on the Buanyanup Drain Shared Path project began.*
	5.3	Safe Active Street Study Conduct a feasibility study to determine whether a connective cycling boulevard catering for people of all ages can be implemented in the Busselton town centre.	Experiencing delays	*Due to COVID-19 and subsequent limitations on community engagement and other restrictions, critical community consultation could not proceed. This situation resulted in access to State Government funding for the project expiring and the study not going ahead.*
	5.3	Wadandi Track Continue to progressively develop and enhance the Wadandi Track.	On track	*A review of potential risks to the northern section of the project highlighted concerns about the dangers of crossing Bussell Highway (Vasse Bypass) and using the first section of Vasse Yallingup Siding Road due to vehicle speeds and cycle interaction. Sealing the Wadandi Track from Bussell Highway to Cockerill Place addressed these concerns.*
Engineering and Technical Services	5.1	Busselton Traffic Improvements Duplicate Causeway Road from Rosemary Drive west to Molloy Street, upgrade the Peel Terrace/Causeway Road roundabout and install a roundabout at Albert Street/Queen Street.	On track	*The duplication of Causeway Road from Rosemary Drive to Molloy Street including a new roundabout at the intersection of Causeway Road and Strelly Street was completed. Major utilities were identified and relocated to make way for the next stage involving the duplication of the north bound lane from the Vasse River Bridge through the roundabout at Peel Terrace and Queen Street.*
Operations Services	5.2	Road Maintenance Upgrades Implement the roads maintenance program, focusing on narrow country road upgrades.	On track	*All scheduled capital upgrade projects were completed with the exception of work at Seascape Rise, which has been carried over into the 2021-2022 capital budget.*
Strategic Planning	5.2	Transport Links to Regional Centres Continue to advocate for improved domestic, commercial and charter airline services and road infrastructure links to Western Australia's regional Centre, including a dual carriageway between Busselton and Capel and the Vasse-Dunsborough Link.	On track	*Together with Tourism WA, the City worked on a business case for commercial flights to Sydney and Brisbane, in addition to continuing to explore potential international links to south east Asia. The City also liaised with Main Roads WA around alignment definition for the future Vasse -Dunsborough link and a project looking at potential development of 'trackless tram' routes linking Bunbury and Busselton. The State Government began works to duplicate the Bussell Hwy between Capel and Busselton.*

Completed On track Experiencing delays

ACHIEVEMENTS



Key Goal Area 6

Leadership

Visionary, collaborative, accountable

During 2020-2021 the City adopted its first Community Engagement Framework developed with the help of the community. The framework establishes principles for engaging with the community and stakeholders, and supports a robust, transparent and meaningful approach to engagement.

The City reviewed its Long Term Financial Plan 2021 – 2031 maintaining a strong focus on its financial sustainability. We also commenced a review of processes and procedures to aid in the provision of quality services.

The City once again received an unqualified audit and maintained robust governance procedures. Changes to Council governance resulting from amendments to the *Local Government Act 1995*, saw the City adopt new CEO standards and a new code of conduct for Councillors, committee members and employees. The code outlines the conduct and behavioural requirements for all Council Members, Committee Members and Candidates. A separate code of conduct for employees underpinned by the City's values of Listening, Considered Decision Making, Appreciation, Respect and Team Work, was also endorsed by the CEO.

$62.836M
Total cash backed reserves

$22,133
Donations to community events

15,314
e-newsletter subscriptions

19
Your Say engagements

Primary Service Area	Primary Objective Link	Project / Action	Status	Achievements
Asset Management	6.4	Overall Asset Management Plan Review and update the overall Asset Management Plan with the aim of allocating enough funding to sustainably manage the City's assets.	On track	*The review was completed. Recommendations adopted relate to ongoing capital renewal funding for certain assets.*
Finance Services	6.1	Fair Value Realign the fair value assessment of the City's assets from a staggered three year cycle to an aligned five year cycle as provided for in the *Local Government (Financial Management) Regulations 1996.*	On track	*The review of the asset categories was completed. The next review for Lands, Building and Infrastructure will be held in 2021-2022 and reoccur every five years.*
	6.1	Financial Health Indicators (FHIs) Continue to lobby for changes to the FHIs to ensure they consider cash reserves and adequately reflect a local government's financial standing.	On track	*The City was involved in the Western Australian Local Government Association (WALGA) review of the financial ratios and is currently working as part of the WALGA FHI Working Group. The Minister for Local Government acknowledged that the current ratios are not fit for purpose and work is progressing on change.*
	6.3	Long Term Financial Plan (LTFP) Review the City's LTFP in light of the reviewed Strategic Community Plan.	Completed	*Council endorsed the LTFP 2021-2021 to 2030-2031 as a guiding document on 24 March 2021.*
	6.1	Rating Review Strategy Draft a rating review plan that includes strategies to move the City toward a more fair and equitable rating burden and achieves long term financial plan targets.	Experiencing delays	*Progress of this action was delayed but will gain momentum following the August 2021 rates collection period.*
Governance Services	6.2	Strategic Community Plan (SCP) Review Undertake the four year major review of the Strategic Community Plan.	Completed	*The SCP 2021-2031 was adopted by Council on 9 June 2021 following an extensive review of the 2017 SCP between June 2020 and April 2021.*
Human Resources and Risk	6.3	Enterprise Agreement Renegotiate the City's Enterprise Agreement.	Experiencing delays	*Negotiations commenced. While an agreement was not in place prior to the end of the financial year, discussions are progressing.*
Information Services	6.1	Assets Information Technology (IT) Business Software Introduce a new system to track the progress of assets management.	Completed	*All IT assets were added to a new central assets register which is now regularly updated.*
Legal and Property Services	6.4	Winderlup Court Improvements Undertake works to refurbish and improve facilities at the Winderlup Court complex.	Experiencing delays	*The potential to redevelop the units became effectively dormant due to complexities with a lands process to create two distinct lots with different forms of tenure and separation of services. A recommended strategy is to make an application to Western Power in the first instance regarding an alternative method for providing a power supply to the units.*
Public Relations and Community Engagement	6.2	Community Engagement Policy Review the City's Community Engagement Policy as the first step to building a community engagement framework.	Completed	*The City's Community Engagement Policy was reviewed and adopted by Council on 9 September 2020. A Community Engagement Framework aligned to the principles of the policy has been developed.*
	6.2	Community Survey Conduct a biennial survey to assess the level of community satisfaction with City services and facilities and help plan for the future.	Completed	*A report on the Community Satisfaction Survey outcomes was received on 24 July 2020. Results were considered in conjunction with the review of the City's Strategic Community Plan 2017 (Review 2019) and helped to inform the content of the City's Strategic Community Plan 2021-2031. The results also informed various corporate and operational plans.*
	6.2	Website Improvements Refresh the City's websites to improve communication with the community.	On track	*The new website for the GLC and NCC was launched on 27 July 2020 and the City's new public website launched on 16 February 2021. A sitemap and design for the City's intranet is complete. Work commenced on the City's new Airport website.*

Completed On track Experiencing delays

Performance indicator results

Performance indicators are adopted each year as part of the City's rolling four year Corporate Business Plan (CBP). The performance indicators are monitored regularly to ensure plans, strategies and services are effectively managed and delivered. The information below provides a snapshot of performance indicator results for 2020-2021.

	Measure	Target/Trend	Result	Notes
Corporate Business Plan progress	*Percent of action achieving milestones or targets.*	> 90%	76.1%	*Progress of some actions continued to be impacted by the effects and constraints of the ongoing COVID-19 pandemic, both within the organisation (e.g. high workloads arising from Government stimulus measures) and external to the organisation. In some instances progress of the action halted or slowed, meaning that schedules needed to be reviewed and targets revised to accommodate these roll on effects. Most actions affected are now on track within the revised schedules.*
Financial Ratios	*Standard Benchmark achieved as required by the Integrated Planning and Reporting Advisory Standard.*	100% of ratios achieved	75%	
			Operating Surplus Ratio 0.03	*The target ratio is 0% > and <15%.*
			Current Ratio 0.946	*The ratio target is ≥ 1. Cash reserves are not included in current ratio calculations. If included the City would have achieved five times the Standard.*
			Debt Service Coverage Ratio 5.82	*The advanced standard for debt service is >5. The ratio result of 5.82 means the City exceeded the Advanced Standard.*
			Own Source Revenue Ratio	*The City achieved the target ratio of 0.9.*
Asset Ratios	*Standard Benchmark achieved as required by the Integrated Planning and Reporting Advisory Standard.*	100%	100%	*The City achieved a ratio of 99.7% which is within the target ratio of 90-100%.*
Airport Services	*(i) Net position compared to budget.*	Budget achieved	*Net position better than budget*	*The 2020-2021 actual operating expenses of $1,583,734 (including depreciation) are lower than budgeted operating expenses of $3,302,571.*
	(ii) Charter and Regular Passenger Transport (RPT) numbers.	Increasing	Increasing	*Charter passenger numbers increased from 26,861 to 40,469.* *Commencement of Jetstar RPT services between Busselton and Melbourne were suspended due to COVID-19 restrictions.*
Geographe Leisure Centre	*(i) Net cost compared to budget.*	Budget achieved	*Net cost more than budget*	*Budget was affected by the unexpected introduction of a long service leave provision for casual staff.*
	(ii) Member numbers	Stable	Decreased	*2,116 members. Membership numbers exhibited a gradual upward trend following a decline in the previous year due to closure of the centre due to COVID-19 restrictions.*
	(iii) Member retention – average number of members renewing membership within 12 months of expiry date.	55%	72%	*Membership promotions in October and March produced solid membership sales.*
Busselton Jetty Tourist Park	*Net cost compared to budget.*	Budget achieved	*Net position better than budget*	*Income $275,621 above budget.* *Overall occupancy rate 57.66%.*

	Measure	Target/Trend	Result	Notes
Complaints	(i) Number of complaints received per head of population.	Decreasing	Increase	36 complaints.
	(ii) Average time taken to resolve complaints recorded.	Decreasing	Increase	Average response time 24.5 days.
Waste	Percent of solid waste diverted from landfill.	25%	25.4%	Annual result of 25.4% is typical of a residential two bin system.
Development Assessment	(i) 21 calendar days to complete simple development applications.	90%	12.8%	The COVID-19 recovery workload associated with State and Federal housing stimulus packages and related subdivisions had a significant impost on the ability to achieve targets, with an approximate 30% increase in the number of development applications being processed in 2020-2021 compared to the previous financial year. A total of 1,283 development applications were received in 2020-2021 compared to 912 in 2019-2020.
	(ii) 42 calendar days to complete standard development applications.	80%	59.1%	
	(iii) 70 calendar days to complete complex development applications.	70%	27.6%	
Energy Use	Energy plan targets determined by end of 2019-2020	By 2030, the City's corporate carbon emissions per capita are 50% less than 2017-2018 emission levels	On track	The Energy Strategy endorsed by Council in December 2019 outlines energy targets and strategies for the City. The reduction of 4.3% achieved during the year is less than 2018-2019 levels, indicating that the City is on track to target.
Safety	(i) Lost time injuries (LTIs)	< 10	9 LTIs	The majority of the injuries suffered were related to body stressing and strains.
	(ii) Lost time injury frequency rate (LTIFR)	< 17	15.6	The LTIFR determines the number of lost-time injuries within a given period, relative to the total number of hours worked.



Cape Naturaliste. Credit: Frances Andrijicj

Forward planning

In March 2021 the annual review of CBP 2020-2024 was undertaken.

Following the review, the format of the CBP was amended to align with the SCP 2031 and its four key themes, Environment, Lifestyle, Opportunity and Leadership, with actions assigned to one of the strategic priorities listed in each key theme. The strategic priorities and City services of each key theme were assigned on a best fit basis.

The CBP integrates all relevant information contained in the LTFP 2021-2031, which was endorsed by Council on 24 March 2021 as a guiding document. In total, the CBP lists 71 priority actions including the 12 priority projects shown below.

Priorities for 2021-2022 are:

Environment

Lower Vasse River
Implement actions to significantly improve the health of the Lower Vasse River.

Coastal Adaptation
Complete a Coastal Adaptation Strategy to address issues relating to coastal erosion.

Western Ringtail Possum
Progress Scheme Amendment 49 which proposes a new special control area to help protect Western Ringtail Possum habitat.

Lifestyle

Busselton Performing Arts and Convention Centre
Progress the construction of a performing arts and convention centre capable of hosting a range of events.

Complete the Local Planning Scheme (LPS) Review
Complete the review of the City' LPS and prepare a new and replacement scheme to support planning policies.

Sport and Recreation Facilities Strategy (SRFS)
Implement the SRFS to guide the provision of indoor and outdoor community sport and recreation facilities.

Opportunity

Holiday Homes Review
Review the City's holiday homes regulatory framework in consultation with the community.

Dunsborough Town Centre
Complete a plan to guide the overall development and enhancement of the Dunsborough Town Centre.

Economic Development Strategy
Review and implement the strategy aimed to capitalise on infrastructure and investment, and support business development.

Leadership

Community Engagement
Embed the City's Community Engagement Framework.

Strategic Performance Measures
Develop and implement key indicators to assist with measuring the performance and success of the City's Strategic Community Plan.

Rating Strategy
Complete a draft rating strategy that delivers a fair and equitable rating burden and achieves long term financial plan targets.

Additional Statutory Information



Disability Action and Inclusion Plan (DAIP)

The City continued to provide important services to aid access and inclusion.

The City's DAIP reference group assessed and provided advice on a number of projects during the year, including plans for the King Street Coastal Nodes Project, the upgrade to Mitchell Park, the extension to the Busselton Library, Dunsborough Townscape Upgrades and the Busselton Performing Arts and Convention Centre.

The City also continued its trainee position specifically designed to give those with a disability an opportunity for employment and to develop workplace skills. The 12 month traineeship position this year was located at the Geographe Leisure Centre. Other services included -

- Wheelchair basketball games for local youth held in October and April.
- Streamlining the hiring process and reviewing the location of the City's two beach wheelchairs.
- Improving accessibility at the Busselton Senior Citizens Centre, the Lou Weston facility, parking and pathways at Kaloorup Oval Vasse and King Street parkland and facilities.
- Landscaping around the Dunsborough Telstra site.
- Installing new ACROD bays at Meelup /Eagle Bay and Vasse.
- Installing a universal access hoist at the Geographe Leisure Centre, allowing people with restricted movement to more easily access the swimming pool.
- Designing the City's new website to conform to web content accessibility guidelines.
- Personalising tutoring sessions at the Busselton Library to help those who experience difficulty navigating online services.
- Continuing to train new employees on the delivery of customer service to people with a disability.
- Promoting the City's Customer Request Management system as a means for people with a disability to provide feedback to the City.



State Records Act compliance

Evaluation of Recordkeeping Plan and systems

The City's recordkeeping system is continuously reviewed and developed to improve efficiency for the capture, retrieval, storage and retention of corporate records. The number of records registered during the 2020-2021 financial year increased 24.64% compared to the previous year.

The five yearly review of the City's Recordkeeping Plan is scheduled for review in August 2021. Outcomes of the review will be submitted to the State Records Commission for approval in November 2021. The review will include an evaluation of relevant policies and procedures.

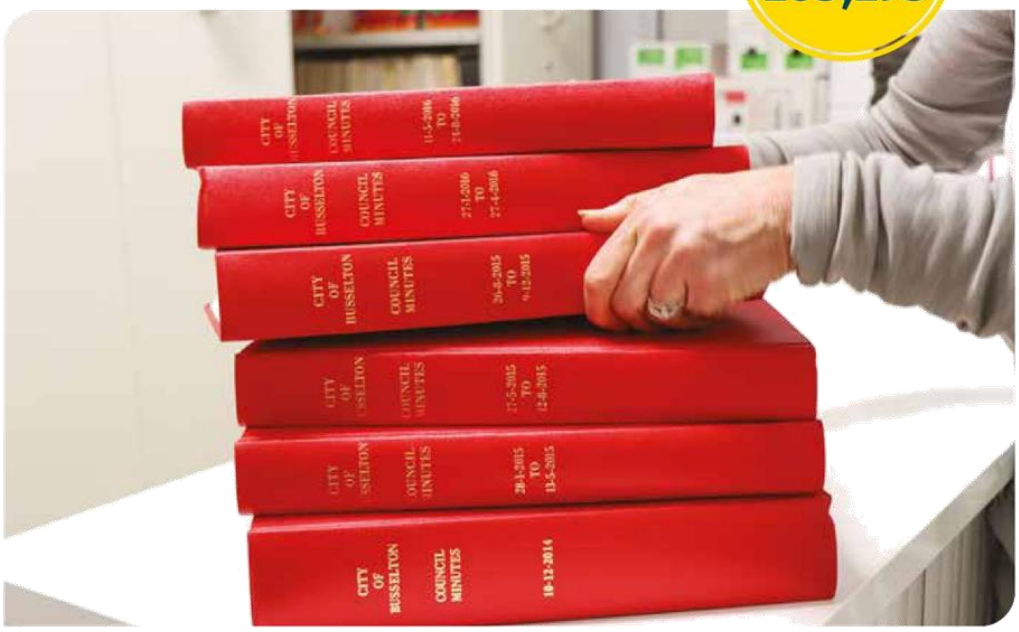
Evaluation of the record keeping training program

Reviews of the training program are periodically conducted and adjusted to incorporate any changes resulting from system enhancements. Training is also customised to suit roles. Online training feedback forms will be developed to further assess the program and incorporate any changes required to the delivery of training. Continuous support to staff is provided by way of either one to one or group training. Internal reference guides and newsletters are all accessible via the Intranet and updates are sent via email. Requests for assistance with recordkeeping and systems are tracked through a service desk program.

Recordkeeping induction and training program

New employees are informed of their recordkeeping responsibilities as part of the City's online induction program. A total of 57 inductions were completed during 2020-2021. One to one records induction and electronic content management (ECM) training are provided to relevant staff within the first two weeks of commencing their employment. Plans are in place to develop more training regarding the functionality of the records system to further assist staff.

Records registered
163,195



Other statutory information


Credit: In Sight Photography

Freedom of Information

The City received 13 new freedom of information (FOI) applications during the 2020-2021 financial year. 12 applications were finalised, including one that was carried forward from the previous year. Of the 13 new applications received two were withdrawn. These statistics relate to valid applications only and do not include FOI enquiries that were either resolved outside the FOI process or did not eventuate in a valid application being received.

Complaints

A register of complaints records all complaints of minor breaches by Council members in relation to an alleged contravention of a rule of conduct or the contravention of a local government's local law.

The City received one complaint within the period under review. As at 30 June 2021, a determination had not been reached by the Local Government Standards Panel.

Employee Remuneration

The Chief Executive Officer's remuneration package totalled $347,296.

Employees entitled to an annual salary of $130,000 or more are detailed by number below.

130,000 - 139,999	4 employees
140,000 - 149,999	0 employees
150,000 - 159,999	1 employees
160,000 - 169,999	0 employees
170,000 - 179,999	0 employees
180,000 - 189,999	4 employees

Financial Report

For the year ended 30 June 2021



FINANCIAL REPORT
for the year ended 30 June 2021

Financial Performance

The City of Busselton has continued to improve on its financial performance over the year under review.

While the Financial Health Indicator (FHI) score utilised by the State Government's MyCouncil website is not considered a fit for purpose measure, the City of Busselton has actively sought ways to improve its financial ratios, without compromising the strategic use of cash reserves.

In addition, Council resolved to prepare a Financial Sustainability Plan (FSP) in 2020-2021 to achieve agreed measures and targets. These targets will assist Council when making decisions regarding future long term financial plans.

The industry is expecting changes surrounding the financial ratios for local government after numerous comments provided by the Office of the Auditor General, the WALGA, Local Government Professionals WA and a large number of local governments outlining the inadequacies of the current FHI calculation methods were submitted to the Department of Local Government, Sport and Communities.

Last year's annual report outlined three key measures the City would undertake to address financial performance and reporting. These were -

1. Lobby and advocate for a more appropriate fit for purpose set of financial ratios that includes discretionary reserves and grant funding.
2. Review the rates of depreciation to ensure the Operating Surplus Ratio is more accurate and reflective of actual operations.
3. Further consider Council's previous practice of transferring surplus funds to reserve.

As a result, the City has -

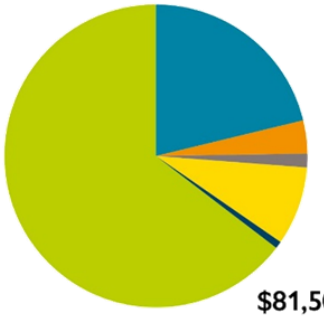
- Actively supported WALGA and its Financial Ratios Working Group and provided input to the working group.
- Reviewed areas of depreciation.
- Prepared a draft FSP with key actions and recommendations.

Despite the concern around the FHI not being fit for purpose for local government, the City improved its FHI trend, with a FHI score of 80.

The City continues to maintain a healthy balance in cash backed reserves with $62.9M as at 30 June 2021. The Annual Financial Report can be found in Part B of this document.



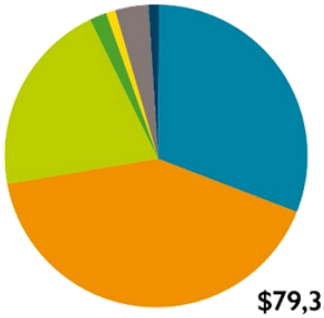
Revenue From Ordinary Activities



$81,503,298

21.3%	Fees and charges	17,412,051
3.42%	Gain on finance sublease	2,786,007
1.4%	Interest earnings	1,120,191
8.5%	Operating grants, subsidies and contributions	6,986,817
0.7%	Other revenue	551,451
64.5%	Rates	52,646,781

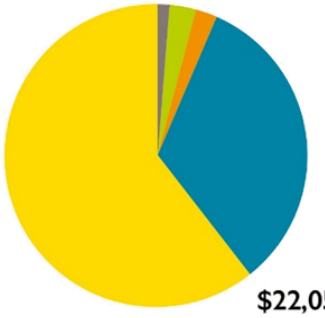
Expenses From Ordinary Activities



$79,355,298

31%	Depreciation on non-current assets	24,607,001
41.2%	Employee costs	32,762,836
20.9%	Materials and contracts	16,560,581
1.5%	Interest expenses	1,192,417
0.9%	Insurance expenses	748,751
3.3%	Utility charges	2,651,097
1.5%	Other expenditure	832,615

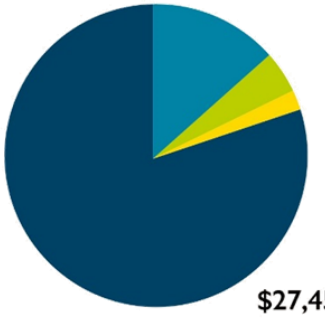
Total Capital Expenditure by Infrastructure Class



$22,056,716

1.5%	Airport industrial parks	232,458
0.02%	Bridges	4,871
2.8%	Carparks	621,792
0.25%	Drainage	55,293
2.3%	Footpaths and cycleways	508,872
33.1%	Parks, gardens and reserves	7,307,106
60.4%	Roads	13,326,324

Capital Expenditure by Class



$27,453,588

13.5%	Land and buildings	3,564,729
5.0%	Plant and equipment	1,263,821
1.9%	Furniture and Equipment	568,322
83.4%	Infrastructure	22,056,716

FINANCIAL REPORT
for the year ended 30 June 2021



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Auditor General

INDEPENDENT AUDITOR'S REPORT
2021
City of Busselton

To the Councillors of the City of Busselton

Report on the audit of the annual financial report

Opinion

I have audited the financial report of the City of Busselton (City) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the City of Busselton:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities section below. I am independent of the City in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Restatement of comparative balances

I draw attention to Note 33 to the financial statements which states that the amounts reported in the previously issued 30 June 2020 financial report have been restated and disclosed as comparatives in this financial report. My opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the City is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the City.

The Council is responsible for overseeing the City's financial reporting process.

Auditor's responsibility for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

Report on other legal and regulatory requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

(i) In my opinion, the following material matter(s) indicate a significant adverse trend in the financial position of the City:

   a) The Current Ratio as reported in Note 34 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI's) standard of 1.0 for the last three financial years.

(ii) All required information and explanations were obtained by me.

(iii) All audit procedures were satisfactorily completed.

(iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

Other matters

The financial ratios for 2019 in Note 34 of the financial report were audited by another auditor when performing their audit of the City for the year ending 30 June 2019. The auditor expressed an unmodified opinion on the financial report for that year.

Other information

The other information is the information in the entity's annual report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the City of Busselton for the year ended 30 June 2021 included on the City's website. The City's management is responsible for the integrity of the City's website. This audit does not provide assurance on the integrity of the City's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.



Sandra Labuschagne
Deputy Auditor General
Delegate of the Auditor General for Western Australia
Perth, Western Australia
15 November 2021

FINANCIAL REPORT
for the year ended 30 June 2021

City of Busselton

Financial Report

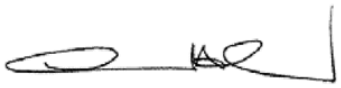
For the Year Ended 30 June 2021

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the City of Busselton for the financial year ended 30 June 2021 is based on proper accounts and records to present fairly the financial position of the City of Busselton at 30 June 2021 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 11 day of November 2021



Mike Archer
Chief Executive Officer

Statement of Comprehensive Income by Nature or Type

	Note	2021 Actual $	2021 Budget $	2020 Restated $
Revenue				
Rates	25	52,646,781	52,759,360	51,997,844
Operating Grants, Subsidies and Contributions	2(a)	6,986,817	4,454,801	5,664,503
Fees and Charges	2(a)	17,412,051	16,398,638	14,934,971
Interest Earnings	2(a)	1,120,191	1,046,684	1,749,695
Other Revenue		551,451	424,730	549,366
Gain on Finance Sublease		2,786,007	0	3,902,773
		81,503,298	75,084,213	78,799,152
Expenses				
Employee Costs		(32,762,836)	(33,604,206)	(32,543,216)
Materials and Contracts		(16,560,581)	(18,710,746)	(16,856,209)
Utility Charges		(2,651,097)	(2,770,956)	(2,633,428)
Depreciation on Non-Current Assets	11(b)	(24,607,001)	(24,050,074)	(22,857,747)
Interest Expenses	2(b)	(1,192,417)	(1,301,926)	(1,330,823)
Insurance Expenses		(748,751)	(770,664)	(730,852)
Other Expenditure		(832,615)	(2,811,079)	(1,029,390)
		(79,355,298)	(84,019,651)	(77,981,665)
		2,148,000	**(8,935,438)**	**817,487**
Non-Operating Grants, Subsidies and Contributions	2(a)	20,309,932	29,090,854	18,529,803
Profit on Asset Disposals		148,677	19,193	74,304
Loss on Asset Disposals		(521,958)	(90,673)	(537,558)
		19,936,651	29,019,374	18,066,549
Net result for the period		**22,084,651**	**20,083,936**	**18,884,036**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Impairment Loss on non-current assets	13	0	0	(1,478,109)
Total other comprehensive income		0	0	(1,478,109)
Total comprehensive income for the period		**22,084,651**	**20,083,936**	**17,405,927**

This statement is to be read in conjunction with the accompanying notes.

Statement of Comprehensive Income by Program

	Note	2021 Actual	2021 Budget	2020 Restated
Revenue		$	$	$
General Purpose Funding		56,081,108	55,331,966	55,972,253
Governance		234,836	219,800	507,202
Law, Order & Public Safety		1,434,145	1,429,850	968,661
Health		791,676	623,950	656,781
Education and Welfare		8,628	6,700	8,867
Housing		527,173	488,300	502,130
Community Amenities		9,409,919	8,819,000	8,655,411
Recreation and Culture		4,017,798	3,947,757	3,927,871
Transport		2,923,350	1,830,250	1,362,737
Economic Services		2,335,110	1,873,392	1,809,922
Other Property and Services		3,739,555	513,248	4,427,317
		81,503,298	75,084,213	78,799,152
Expenses				
General Purpose Funding		(1,182,829)	(1,236,570)	(1,085,183)
Governance		(6,365,440)	(7,470,632)	(6,792,460)
Law, Order & Public Safety		(3,567,234)	(3,738,812)	(3,403,391)
Health		(1,513,600)	(1,514,624)	(1,443,764)
Education and Welfare		(186,001)	(157,617)	(169,093)
Housing		(640,562)	(1,296,665)	(693,717)
Community Amenities		(13,789,842)	(14,466,327)	(13,964,955)
Recreation and Culture		(23,485,692)	(24,398,481)	(23,239,799)
Transport		(23,186,955)	(24,105,554)	(21,822,344)
Economic Services		(3,130,652)	(3,646,575)	(3,287,879)
Other Property and Services		(1,114,074)	(685,868)	(748,257)
		(78,162,881)	(82,717,725)	(76,650,842)
Finance Costs				
Governance		(660,038)	(679,196)	(711,602)
Recreation and Culture		(460,979)	(551,404)	(537,257)
Transport		(37,797)	(40,133)	(48,639)
Economic Services		(507)	(508)	(1,063)
Other Property and Services		(33,096)	(30,685)	(32,262)
	2(b)	(1,192,417)	(1,301,926)	(1,330,823)
Non-Operating Grants, Subsidies & Contributions	2(a)	20,309,932	29,090,854	18,529,803
Profit on Disposal of Assets		148,677	19,193	74,304
Loss on Disposal of Assets		(521,958)	(90,673)	(537,558)
		19,936,651	29,019,374	18,066,549
Net result for the period		**22,084,651**	**20,083,936**	**18,884,036**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Impairment Loss on non-current assets	13	0	0	(1,478,109)
Total other comprehensive income		**0**	**0**	**(1,478,109)**
Total comprehensive income for the period		**22,084,651**	**20,083,936**	**17,405,927**

This statement is to be read in conjunction with the accompanying notes.

Statement of Financial Position

	Note	2021 Actual $	2020 Restated $	1 July 2019 Restated $
Current Assets				
Cash and Cash Equivalents	3	17,108,235	20,001,304	21,772,318
Trade and Other Receivables	6	3,793,737	4,371,031	3,916,159
Other Financial Assets	5(a)	62,059,374	50,566,867	48,569,803
Inventories	7	936,902	25,802	24,981
Finance Lease Receivables	38	217,910	177,085	0
Other Assets	8(a)	197,380	212,924	266,918
Non-Current Assets Held for Sale	8(b)	2,035,508	0	0
Total Current Assets		86,349,046	75,355,013	74,550,179
Non-current Assets				
Trade and Other Receivables	6	393,784	412,055	397,461
Other Financial Assets	5(b)	481,283	430,658	283,072
Property, Plant and Equipment	9	135,213,353	137,416,270	135,148,518
Infrastructure	10	580,752,889	568,408,571	564,715,992
Finance Lease Receivables	38	7,698,983	4,858,268	0
Right of Use Assets	12(a)	811,327	1,308,114	0
Total Non-current Assets		725,351,619	712,833,936	700,545,043
Total Assets		**811,700,665**	**788,188,949**	**775,095,222**
Current Liabilities				
Trade and Other Payables	14	11,121,259	7,983,635	8,136,038
Contract Liabilities	15.1	2,521,219	2,611,824	0
Grant Liabilities	15.2	988,563	2,298,073	0
Lease Liabilities	16	492,042	500,767	0
Borrowings	17(d)	3,020,442	3,043,263	3,291,161
Employee Related Provisions	18(a)	5,502,681	5,237,538	4,614,181
Other Provisions	18(b)	430,000	0	0
Total Current Liabilities		24,076,206	21,675,100	16,041,380
Non-current Liabilities				
Contract Liabilities	15.1	7,888,354	7,566,720	0
Grant Liabilities	15.2	4,276,558	2,250,217	0
Lease Liabilities	16	439,461	900,849	0
Borrowings	17(d)	25,247,254	28,157,696	31,111,143
Employee Related Provisions	18(a)	715,485	665,671	627,843
Total Non-current Liabilities		38,567,112	39,541,153	31,738,986
Total Liabilities		**62,643,318**	**61,216,253**	**47,780,366**
Net Assets		**749,057,347**	**726,972,696**	**727,314,856**
Equity				
Retained Surplus		461,812,090	442,749,115	445,920,833
Reserves – Cash/ financial asset Backed	4	62,919,560	59,897,884	55,590,217
Revaluation Surplus	13	224,325,697	224,325,697	225,803,806
Total Equity		**749,057,347**	**726,972,696**	**727,314,856**

This statement is to be read in conjunction with the accompanying notes.

Statement of Changes in Equity

	Note	Retained Surplus $	Reserves Cash Backed $	Revaluation Surplus $	Total Equity $
Balance as at 1 July 2019		444,713,504	55,590,217	236,196,300	736,500,021
Correction of prior period errors	33	1,207,329	0	(10,392,494)	(9,185,165)
Restated Balance		445,920,833	55,590,217	225,803,806	727,314,856
Initial application of AASB 16, AASB 15/1058		(17,748,087)	0	0	(17,748,087)
Restated Balance at 1 July 2019		428,172,746	55,590,217	225,803,806	709,566,769
Comprehensive Income					
Net Result for the period		18,884,036	0	0	18,884,036
Other Comprehensive Income		0	0	(1,478,109)	(1,478,109)
Total Comprehensive Income		18,884,036	0	(1,478,109)	17,405,927
Transfer from / (to) Reserves		(4,307,667)	4,307,667	0	0
Balance as at 30 June 2020		**442,749,115**	**59,897,884**	**224,325,697**	**726,972,696**
Comprehensive Income					
Net Result for the period		22,084,651	0	0	22,084,651
Other Comprehensive Income		0	0	0	0
Total Comprehensive Income		22,084,651	0	0	22,084,651
Transfer from / (to) Reserves		(3,021,676)	3,021,676	0	0
Balance as at 30 June 2021		**461,812,090**	**62,919,560**	**224,325,697**	**749,057,347**

This statement is to be read in conjunction with the accompanying notes.

Statement of Cash Flows

	Note	2021 Actual $	2021 Budget $	2020 Actual $
Cash Flows from Operating Activities				
Receipts				
Rates		53,316,359	52,546,446	51,938,974
Operating Grants, Subsidies and Contributions		7,331,156	4,625,990	5,373,699
Fees & Charges		17,676,719	16,590,723	14,745,813
Interest Earnings		1,120,191	1,046,688	1,749,695
Goods and Services Tax		5,926,791	4,000,000	6,531,093
Other Revenue		921,849	403,715	1,379,052
		86,293,065	79,213,562	81,718,326
Payments				
Employee Costs		(32,427,199)	(33,607,510)	(31,886,965)
Materials and Contracts		(16,008,700)	(18,804,904)	(16,157,105)
Utility Charges		(2,651,097)	(2,770,956)	(2,633,428)
Interest Expenses		(1,192,417)	(1,301,926)	(730,852)
Insurance Expenses		(748,751)	(770,664)	(1,330,823)
Goods and Services Tax		(5,986,151)	(4,000,000)	(6,657,604)
Other Expenditure		(377,712)	(2,822,360)	(2,559,347)
		(59,392,027)	(64,078,320)	(61,956,124)
Net Cash Provided by / (used in) Operating Activities	19	26,901,038	15,135,242	19,762,202
Cash Flows from Investing Activities				
Payment for Purchase of Property, Plant & Equipment		(5,294,071)	(20,446,089)	(10,974,259)
Payment for Construction of Infrastructure		(22,056,714)	(33,943,507)	(18,968,702)
Non-Operating Grants, Subsidies and Contributions		11,951,206	17,583,753	10,958,748
Proceeds from Sale of Property, Plant and Equipment		647,517	581,500	3,221,003
Proceeds from Financial Assets at Amortised Costs – Term Deposits		(11,500,000)	0	(2,000,000)
Proceeds from Self Supporting Loans		66,867	76,082	74,987
Net Cash Provided by / (used In) Investing Activities		(26,185,195)	(36,148,261)	(17,688,223)
Cash Flows from Financing Activities				
Repayment of Borrowings		(3,043,263)	(3,202,662)	(3,296,345)
Payments of Principal Portion of Lease Liabilities		(565,649)	(521,900)	(548,648)
Advances to Community Groups		(110,000)	(200,000)	(95,000)
Proceeds from New Borrowings		110,000	7,700,000	95,000
Net Cash Provided By / (used In) Financing Activities		(3,608,912)	3,775,438	(3,844,993)
Net Increase / (Decrease) in Cash Held		(2,893,069)	(17,237,581)	(1,771,014)
Cash at Beginning of Year		20,001,304	70,501,304	21,772,318
Cash and Cash Equivalents at the End of the Year	19	**17,108,235**	**53,263,723**	**20,001,304**

This statement is to be read in conjunction with the accompanying notes.

Rate Setting Statement

	Note	2021 Actual $	2021 Budget $	2020 Actual $
Operating Activities				
Net current assets at start of financial year – surplus / (deficit)	26(b)	473,794	473,794	1,751,076
		473,794	473,794	1,751,076
Revenue from operating activities (excluding rates)				
General Purpose Funding		4,021,872	3,156,218	4,553,867
Governance		269,480	219,800	511,439
Law, Order & Public Safety		1,439,099	1,429,850	968,661
Health		793,346	624,950	656,781
Education and Welfare		8,628	6,700	8,867
Housing		527,173	488,300	502,130
Community Amenities		9,464,261	8,819,442	8,659,799
Recreation and Culture		4,043,620	3,949,398	3,963,230
Transport		2,932,002	1,830,360	1,392,924
Economic Services		2,338,364	1,873,392	1,809,922
Other Property and Services		3,754,894	529,248	4,427,449
		29,592,739	22,927,658	27,455,069
Expenditure from operating activities				
General Purpose Funding		(1,182,829)	(1,236,570)	(1,085,183)
Governance		(7,059,030)	(8,149,828)	(7,506,165)
Law, Order & Public Safety		(3,633,234)	(3,744,812)	(3,421,391)
Health		(1,513,600)	(1,514,624)	(1,443,764)
Education and Welfare		(186,001)	(157,617)	(169,093)
Housing		(640,562)	(1,296,665)	(693,717)
Community Amenities		(13,789,842)	(14,519,662)	(13,965,411)
Recreation and Culture		(23,948,123)	(24,951,085)	(24,087,504)
Transport		(23,643,814)	(24,175,825)	(22,068,848)
Economic Services		(3,131,157)	(3,647,083)	(3,291,617)
Other Property and Services		(1,149,064)	(716,553)	(786,530)
		(79,877,256)	(84,110,324)	(78,519,223)
Non-cash amounts excluded from operating activities	26(a)	15,007,990	12,614,457	12,016,160
Amount Attributable to Operating Activities		**(34,802,733)**	**(48,094,415)**	**(37,296,918)**
Investing activities				
Non-operating grants, subsidies and contributions	2(a)	20,309,932	29,090,854	18,529,803
Proceeds from disposal of assets	11(a)	647,517	581,500	3,221,003
Purchase of property, plant and equipment	9(a)	(5,396,873)	(20,425,487)	(11,050,190)
Purchase and construction of infrastructure	10(a)	(22,056,717)	(33,943,507)	(18,968,702)
Amount attributable to investing activities		**(6,496,141)**	**(24,696,640)**	**(8,268,086)**
Financing activities				
Advances to community groups	17(a)	(110,000)	(200,000)	(95,000)
Repayment of advances to community groups	17(a)	66,867	76,082	74,987
Repayment of borrowings	17(a)	(3,043,263)	(3,202,662)	(3,296,345)
Repayment of lease liabilities		(498,833)	(521,900)	(521,900)
Proceeds from new borrowings	17(a)	110,000	7,700,000	95,000
Transfers to reserves (restricted assets)		(32,870,825)	(20,088,584)	(25,639,394)
Transfers from reserves (restricted assets)		28,034,072	36,852,371	24,003,063
Amount attributable to financing activities		**(8,311,982)**	**20,615,307**	**(5,379,589)**
Surplus/ (deficiency) before imposition of general rates		(49,610,856)	(52,175,748)	(50,944,593)
Total amount raised from general rates	25(a)	52,059,236	52,175,748	51,418,387
Surplus / (deficit) after imposition of general rates	26(b)	**2,448,380**	**0**	**473,794**

This statement is to be read in conjunction with the accompanying notes.

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1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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.

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.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 30 to these financial statements.

INITIAL APPLICATION OF ACCOUNTING STANDARDS
During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.
These were:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Materiality

The adoption of these standards had no material impact on the financial report.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS
The following new accounting standards will have application to local government in future years:
- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates

It is not expected these standards will have an impact on the financial report.

CRITICAL ACCOUNTING 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 that are 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.

2. Revenue and Expenses

Revenue Recognition Policy

Recognition of revenue is dependent on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	Timing of revenue recognition
Rates	• General rates & rates charged for specific defined purposes.	When rates notice is issued.
Operating Grants, Subsidies and Contributions	• Community events, minor facilities, research, design, planning evaluation and services. • General appropriations and contributions with no reciprocal commitment.	Income from grants that are enforceable and with sufficiently specific performance obligations is recognised as the City satisfies its obligations in the grant agreements. Income from grants without any sufficiently specific performance obligations, or that are not enforceable, is recognised when the City has an unconditional right to receive cash which usually coincides with receipt of cash.
Non-Operating Grants, Subsidies and Contributions	• Construction or acquisition of recognisable non-financial assets to be controlled by the local government.	Capital grants are recognised as income as the City satisfies its obligations in the grant agreements.
Fees and Charges	• Building, planning, development and animal management, having the same nature as a licence regardless of naming. • Compliance safety check. • Regulatory food, health and safety. • Kerbside collection service. • Waste treatment, recycling and disposal service at disposal sites. • Permission to use facilities and runway. • Gym and pool membership. • Cemetery services, library fees, reinstatements and private works. • Aviation fuel, kiosk and visitor centre stock. • Fines issued for breaches of local laws.	At a point in time (or over a relatively short period of time) when the services have been provided and payments are received.
Other Revenue	• Sale of scrap materials. • Insurance claims. • Commissions on licencing and ticket sales.	At a point in time when the goods have been transferred and payments are received, or upon receipt of funds.

2. Revenue and Expenses (Continued)

(a) Revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2021 Actual $	2021 Budget $	2020 Actual $
Operating Grants, Subsidies and Contributions			
General Purpose Funding	2,434,314	1,469,422	2,317,918
Governance	188,139	166,100	329,600
Law, Order & Public Safety	1,180,178	1,192,150	758,303
Health	66,583	77,170	74,216
Education and Welfare	8,419	6,450	8,532
Housing	6,709	4,450	4,108
Community Amenities	206,651	119,800	108,818
Recreation and Culture	1,315,113	1,118,617	1,581,741
Transport	1,000,061	60,700	155,941
Economic Services	14,857	12,292	14,830
Other Property and Services	565,793	227,650	310,496
	6,986,817	**4,454,801**	**5,664,503**
Non-operating Grants, Subsidies and Contributions			
Governance	399,250	5,591,620	2,069,619
Law, Order & Public Safety	18,823	97,200	501,344
Community Amenities	674,494	960,218	381,935
Recreation and Culture	3,679,742	6,640,136	4,053,351
Transport	15,537,623	15,801,680	11,523,554
	20,309,932	**29,090,854**	**18,529,803**
Total grants, subsidies and contributions	**27,296,749**	**33,545,655**	**24,194,306**

2.	Revenue and Expenses (Continued)	2021 Actual $	2021 Budget $	2020 Actual $
(a)	**Revenue (Continued)**			
	Fees & Charges			
	General Purpose Funding	121,516	48,450	61,373
	Governance	22,033	44,250	28,117
	Law, Order & Public Safety	184,818	169,700	154,569
	Health	639,280	542,700	581,220
	Education and Welfare	209	250	334
	Housing	520,464	483,850	498,023
	Community Amenities	8,967,193	8,482,000	8,304,768
	Recreation and Culture	2,679,865	2,807,590	2,340,335
	Transport	1,880,541	1,706,550	1,167,252
	Economic Services	2,276,559	1,827,700	1,753,516
	Other Property and Services	119,573	285,598	45,464
		17,412,051	**16,398,638**	**14,934,971**

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

SIGNIFICANT ACCOUNTING POLICIES

Grants, Subsidies and Other Contributions

Operating grants, subsidies and other contributions are grants, subsidies and contributions that are non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

		2021 Actual $	2021 Budget $	2020 Actual $
2.	**Revenue and Expenses (Continued)**			
(a)	**Revenue (Continued)**			
	Revenue from Statutory Requirements			
	Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:			
	General rates	52,059,236	52,175,748	51,418,387
	Specified area rates	587,545	583,612	579,458
	Statutory permits and licences	1,315,816	961,500	928,337
	Fines	84,317	106,950	74,204
	Developer contributions	958,602	617,300	678,492
	Public open space contributions	745,999	0	0
		55,751,515	**54,445,110**	**53,678,878**
	Assets and services acquired below fair value			
	Contributed assets	9,424,331	6,597,200	4,482,078
		9,424,331	**6,597,200**	**4,482,078**
	Interest Earnings			
	- Reserve Funds	337,120	562,684	769,664
	- Restricted Funds	0	0	38,545
	- Other Funds	312,408	90,250	323,611
	- Other Interest Revenue	470,663	393,750	617,875
		1,120,191	**1,046,684**	**1,749,695**

SIGNIFICANT ACCOUNTING POLICIES

Interest Earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest Earnings (continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

		2021 Actual $	2021 Budget $	2020 Actual $
2.	**Revenue and Expenses (Continued)**			
(b)	**Expenses**			
	Auditors Remuneration			
	- Audit of Financial Report	41,000	41,000	41,000
	- Other Services	3,835	4,000	4,114
		44,835	**45,000**	**45,114**
	Interest Expenses (Finance Costs)			
	Long Term Borrowings (refer Note 17(a))	1,140,572	1,229,911	1,257,232
	Lease Interest	51,845	72,015	73,591
		1,192,417	**1,301,926**	**1,330,823**

		Note	2021 Actual $	2020 Actual $
3.	**Cash and Cash Equivalents**			
	Unrestricted		5,414,518	1,595,119
	Restricted		11,693,717	18,406,185
			17,108,235	20,001,304
	Restrictions			
	The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
	- Cash and cash equivalents - restricted		11,693,717	18,406,185
	- Financial Assets at amortised cost	5	62,000,000	50,500,000
			73,693,717	68,906,185
	Reserves – cash/financial asset backed	4	62,919,560	59,897,885
	Cash set aside in Lieu of Parking		275,602	275,602
	Cash set aside in Lieu of Public Open Space		381,410	0
	Cash set aside for Roadwork within specific areas, being funds given as a condition of subdivision/development		1,122,046	1,367,862
	Cash set aside, being unspent specific purpose Government Grants		5,265,121	4,548,290
	Cash set aside, being Unspent Loan Funds		49,341	92,612
	Cash set aside for Sundry Restricted		256,155	258,459
	Cash set aside for Deposits & Bonds		3,424,482	2,465,475
			73,693,717	68,906,185

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted Assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

4. Reserves – Cash/ Financial Asset Backed

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Airport Infrastructure Renewal Reserve	1,712,273	11,771	(252,277)	1,471,767	1,712,273	20,237	(288,364)	1,444,146	1,821,554	28,582	(137,863)	1,712,273
Airport Marketing and Incentive Reserve	4,073,791	1,213,617	0	5,287,408	4,073,791	372,872	(1,180,572)	3,266,091	3,396,151	677,640	0	4,073,791
Airport Noise Mitigation Reserve	904,897	5,554	(114,303)	796,148	904,897	9,864	(866,500)	48,261	890,710	14,187	0	904,897
Airport Development Reserve	1,577	(199)	(1,378)	0	1,577	0	(1,577)	0	0	167,459	(165,882)	1,577
Airport Existing Terminal Building Reserve	122,795	83,455	0	206,250	122,795	83,622	0	206,417	39,882	82,913	0	122,795
Building Asset Renewal Reserve	1,483,242	1,046,717	(436,626)	2,093,333	1,483,242	1,053,312	(1,071,026)	1,465,528	1,725,056	759,850	(1,001,664)	1,483,242
Barnard Park Sports Pavilion Building Reserve	41,352	30,598	0	71,950	41,352	30,682	0	72,034	10,666	30,686	0	41,352
Railway House Building Reserve	36,854	19,938	0	56,792	36,854	20,031	0	56,885	16,761	20,093	0	36,854
Youth and Community Activities Building Reserve	80,355	43,488	0	123,843	80,355	43,716	0	124,071	45,712	43,988	(9,345)	80,355
Busselton Library Building Reserve	111,022	46,043	(100,000)	57,065	111,022	46,908	(105,000)	52,930	85,071	47,413	(21,462)	111,022
Busselton Community Resource Centre Reserve	272,694	88,405	(36,100)	324,999	272,694	89,370	(50,000)	312,064	190,876	85,545	(3,727)	272,694
Busselton Jetty Tourist Park Reserve	222,753	585,076	(171,021)	636,808	222,753	255,257	(243,600)	234,410	159,726	172,363	(109,336)	222,753
Geographe Leisure Centre Building Reserve	615,084	265,124	(761,175)	119,033	615,084	267,229	(819,657)	62,656	381,186	578,141	(344,243)	615,084

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Joint Venture Aged Housing Reserve	1,237,307	199,324	(73,325)	1,363,306	1,237,307	145,294	(152,250)	1,230,351	1,085,871	203,199	(51,763)	1,237,307
Winderlup Aged Housing Resident Funded Reserve	212,935	79,782	0	292,717	212,935	50,866	(52,000)	211,801	212,501	5,504	(5,070)	212,935
Naturaliste Community Centre Building Reserve	125,077	60,710	(56,195)	129,592	125,077	61,076	(142,000)	44,153	63,746	61,331	0	125,077
Civic and Administration Building Reserve	429,689	285,733	(45,063)	670,359	429,689	286,680	(48,983)	667,386	187,928	287,513	(45,752)	429,689
Vasse Sports Pavilion Building Reserve	541	541	0	1,082	541	536	0	1,077	0	541	0	541
Jetty Maintenance Reserve	5,239,343	1,359,365	(916,344)	5,682,364	5,239,343	1,382,219	(1,255,708)	5,365,854	4,806,278	1,369,197	(936,132)	5,239,343
Jetty Self Insurance Reserve	432,198	62,888	0	495,086	432,198	64,716	0	496,914	365,698	66,500	0	432,198
Road Assets Renewal Reserve	1,597,129	3,514,710	(3,794,629)	1,317,210	1,597,129	3,519,202	(3,995,499)	1,120,832	1,119,116	3,497,937	(3,019,924)	1,597,129
Footpath/ Cycle Ways Reserve	408,438	1,222,406	(792,009)	838,835	408,438	1,220,490	(1,382,583)	246,345	3,671	1,193,389	(788,622)	408,438
Other Infrastructure Reserves	264,389	359,835	(85,377)	538,847	264,389	359,880	(297,041)	327,228	0	350,298	(85,909)	264,389
Parks, Gardens and Reserves Reserve	833,946	1,293,941	(1,378,230)	749,657	833,946	1,294,262	(1,983,645)	144,563	0	1,224,827	(390,881)	833,946
Furniture and Equipment Reserve	257,784	437,305	(362,606)	332,483	257,784	436,808	(434,000)	260,592	0	364,900	(107,116)	257,784
Plant Replacement Reserve	1,098,442	1,224,484	(208,737)	2,114,189	1,098,442	1,039,638	(492,240)	1,645,840	1,205,527	924,458	(1,031,543)	1,098,442

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Major Traffic Improvements Reserve	638,846	1,090,195	(1,491,831)	237,210	638,846	1,095,948	(1,641,750)	93,044	1,495,578	1,154,129	(2,010,861)	638,846
CBD Enhancement Reserve	613,762	778,598	(122,393)	1,269,967	613,762	547,111	(590,000)	570,873	171,317	532,251	(89,806)	613,762
New Infrastructure Development Reserve	1,506,176	201,423	(822,631)	884,968	1,506,176	202,647	(1,400,645)	308,178	1,803,172	227,652	(524,648)	1,506,176
Commonage Precinct Infrastructure Road Reserve	234,907	1,442	0	236,349	234,907	2,556	(235,000)	2,463	231,224	3,683	0	234,907
City Car Parking and Access Reserve	1,555,123	60,006	(822,397)	792,732	1,555,123	69,421	(1,375,579)	248,965	1,281,337	529,986	(256,200)	1,555,123
Debt Default Reserve	0	501,841	0	501,841	0	500,000	0	500,000	0	0	0	0
Corporate IT Systems Reserve	226,750	101,972	0	328,722	226,750	102,472	(207,900)	121,322	80,398	146,352	0	226,750
Election, Valuation and Other Corporate Expenses Reserve	560,995	154,032	0	715,027	560,995	156,120	(140,900)	576,215	499,906	158,665	(97,576)	560,995
Legal Expenses Reserves	636,940	114,689	(80,000)	671,629	636,940	6,948	0	643,888	577,256	59,684	0	636,940
Marketing and Area Promotion Reserve	166,392	1,302,316	(946,442)	522,266	166,392	1,293,439	(1,347,817)	112,014	0	166,392	0	166,392
Performing Arts and Convention Centre Reserve	2,625,599	66,130	(1,359,460)	1,332,269	2,625,599	78,620	(1,446,200)	1,258,019	0	2,625,599	0	2,625,599
Long Service Leave Reserve	3,482,110	572,652	(401,268)	3,653,494	3,482,110	287,956	(438,250)	3,331,816	3,096,583	738,504	(352,977)	3,482,110
Professional Development Reserve	145,029	92,370	(51,468)	185,931	145,029	95,084	(88,500)	151,613	122,772	72,418	(50,161)	145,029

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Sick Pay Incentive Reserve	144,632	(6,375)	(32,016)	106,241	144,632	1,572	(73,550)	72,654	150,403	2,702	(8,473)	144,632
Workers Compensation & Extended Sick Leave Contingency Reserve	309,750	1,901	(93,169)	218,482	309,750	3,372	(147,607)	165,515	305,100	4,650	0	309,750
Community Facilities - City District	1,120,869	596,851	(422,655)	1,295,065	1,120,869	399,266	(1,031,448)	488,687	2,552,707	255,371	(1,687,209)	1,120,869
Community Facilities - Broadwater	166,414	18,633	0	185,047	166,414	11,812	0	178,226	158,524	7,890	0	166,414
Community Facilities - Busselton	9,177	30,611	0	39,788	9,177	22,596	0	31,773	44,012	9,165	(44,000)	9,177
Community Facilities – Dunsborough	255,153	79,129	0	334,282	255,153	30,284	0	285,437	188,063	67,090	0	255,153
Community Facilities - Dunsborough Lakes Estate	937,469	5,754	0	943,223	937,469	10,224	(938,000)	9,693	922,773	14,696	0	937,469
Community Facilities - Geographe	101,979	12,028	0	114,007	101,979	8,616	0	110,595	99,176	2,803	0	101,979
Community Facilities - Port Geographe	348,981	2,142	0	351,123	348,981	3,804	0	352,785	343,510	5,471	0	348,981
Community Facilities - Vasse	489,904	2,895	(318,045)	174,754	489,904	5,340	(284,270)	210,974	615,586	9,470	(135,152)	489,904
Community Facilities - Airport North	3,017,488	147,465	0	3,164,953	3,017,488	132,892	(150,000)	3,000,380	2,970,179	47,309	0	3,017,488
Locke Estate Reserve	6,269	60,189	(60,000)	6,458	6,269	60,072	0	66,341	1,013	60,420	(55,164)	6,269
Port Geographe Development Reserve	224,953	53,311	(160,428)	117,836	224,953	54,423	(219,167)	60,209	682,471	60,815	(518,333)	224,953

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Port Geographe Waterways Management Reserve	3,275,192	243,331	(350,226)	3,168,297	3,275,192	255,910	(375,000)	3,156,102	3,349,717	272,758	(347,283)	3,275,192
Provence Landscape Maintenance Reserve	1,308,477	191,215	(245,329)	1,254,363	1,308,477	196,087	(252,948)	1,251,616	1,194,759	199,871	(86,153)	1,308,477
Vasse Newtown Landscape Maintenance Reserve	636,364	186,598	(155,591)	667,371	636,364	188,519	(190,539)	634,344	575,151	191,135	(129,922)	636,364
Commonage Precinct Bushfire Facilities Reserve	58,173	357	0	58,530	58,173	636	0	58,809	57,261	912	0	58,173
Commonage Community Facilities Dunsborough Lakes South Reserve	73,779	453	0	74,232	73,779	804	0	74,583	72,622	1,157	0	73,779
Commonage Community Facilities South Biddle Precinct Reserve	899,694	5,522	0	905,216	899,694	9,804	0	909,498	886,172	13,522	0	899,694
Busselton Area Drainage and Waterways Improvement Reserve	475,582	2,854	(29,591)	448,845	475,582	5,184	(188,000)	292,766	546,471	8,451	(79,340)	475,582
Coastal and Climate Adaptation Reserve	2,157,593	586,316	(1,240,367)	1,503,542	2,157,593	497,564	(2,130,000)	525,157	2,845,579	575,589	(1,263,575)	2,157,593
Emergency Disaster Recovery Reserve	94,137	20,656	0	114,793	94,137	21,032	0	115,169	72,782	21,355	0	94,137
Energy Sustainability Reserve	137,955	104,042	(17,727)	224,270	137,955	104,250	(103,000)	139,205	181,853	132,799	(176,697)	137,955
Cemetery Reserve	35,871	108,206	(44,530)	99,547	35,871	146,346	(120,000)	62,217	157,626	107,045	(228,800)	35,871
Public Art Reserve	87,052	534	(41,060)	46,526	87,052	948	(49,060)	38,940	86,198	854	0	87,052
Waste Management Facility and Plant Reserve	7,629,359	1,378,245	(520,667)	8,486,937	7,629,359	1,139,292	(2,540,500)	6,228,151	7,867,210	1,005,697	(1,243,548)	7,629,359

4. Reserves – Cash/ Financial Asset Backed (Continued)

	2020/21 Actual				2020/21 Budget				2019/20 Actual			
	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $	Opening Balance $	Transfers To $	Transfers From $	Closing Balance $
Strategic Projects Reserve	295,560	55,346	0	350,906	295,560	72,086	(96,000)	271,646	257,163	52,194	(13,797)	295,560
Prepaid Grants and Deferred Works & Services Reserve	1,391,422	1,286,742	(1,316,998)	1,361,166	1,391,422	0	(1,391,422)	0	1,232,906	1,391,422	(1,232,906)	1,391,422
Busselton Foreshore Reserve	100	11	0	111	100	10	0	110	0	100	0	100
LED Street Lighting Replacement Program Reserve	0	50,121	(50,000)	121	0	50,000	(50,000)	0	0	0	0	0
	59,897,884	**23,803,360**	**(20,781,684)**	**62,919,560**	**59,897,884**	**20,025,834**	**(34,105,297)**	**45,818,421**	**55,590,217**	**23,196,482**	**(18,888,815)**	**59,897,885**

4. Reserves – Cash/ Financial Asset Backed (Continued)

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserves – cash/ financial assets backed.

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Airport Infrastructure Renewal Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and installation of Airport Infrastructure, Plant, Furniture and Equipment.

Airport Marketing and Incentive Reserve
The purpose of promoting and providing incentives for the Busselton Margaret River Airport.

Airport Noise Mitigation Reserve
To be utilised for the purpose of noise mitigation related activities surrounding the Airport precinct.

Airport Development Reserve
To provide funds for new capital works and infrastructure projects that contribute to expanding the operations and capacity of the airport including potential revenue generating opportunities (to be closed in 20/21 and added to Airport Infrastructure Renewal and Replacement Reserve).

Airport Existing Terminal Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Building Asset Renewal Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building requirements for SLH2 to SLH6 assets that do not have their own reserve account and for other major building assets where insufficient funds are held for those assets.

Barnard Park Sports Pavilion Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Railway House Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Youth and Community Activities Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Busselton Library Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Busselton Community Resource Centre Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

4. Reserves – Cash/ Financial Asset Backed (Continued)

Busselton Jetty Tourist Park Reserve
To provide funding for capital, maintenance and promotional/ marketing requirements.

Geographe Leisure Centre Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Joint Venture Aged Housing Reserve
To hold funds to meet future expenses, including capital, maintenance, operational and administrative costs associated with the provision of community aged housing at Winderlup Villas and Harris Road pursuant to the relevant joint venture agreements with the Department of Housing.

Winderlup Aged Housing Resident Funded Reserve
To hold funds to meet future expenses, including capital, maintenance, operational and administrative costs associated with the provision of council owned community aged housing.

Naturaliste Community Centre Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Civic and Administration Building Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Vasse Sports Pavilion Building Reserve
To provide funding for the construction, major maintenance, renewal, replacement, upgrading and future building and fit out requirements for the asset.

Jetty Maintenance Reserve
To provide funding for the maintenance, renewal, replacement, upgrading and future Capital works requirements for the asset.

Jetty Self Insurance Reserve
As a contingency fund to rectify damage caused by the demise of the Busselton jetty or part of the jetty or for large unbudgeted extraordinary jetty repairs.

Road Asset Renewal Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future requirements with respect to Road Infrastructure assets within the District.

Footpath/ Cycle Ways Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future requirements with respect to Footpath and Cycleway assets within the District.

Other Infrastructure Reserve
To provide funding for the major maintenance and renewal of other infrastructure not specifically provided for in other reserves.

4. Reserves – Cash/ Financial Asset Backed (Continued)

Parks, Gardens and Reserves Reserve
To provide funding for the major maintenance and renewal of Parks, Gardens and Reserves within the District.

Furniture and Equipment Reserve
To provide funds for the major maintenance, renewal, replacement, upgrading and future requirements with respect to furniture and equipment assets within the District.

Plant Replacement Reserve
To provide funding for the major maintenance, renewal, replacement, upgrading and future requirements with respect to Plant and Equipment assets excluding those in independent commercial operations.

Major Traffic Improvements Reserve
To be utilised for the provision of enabling major capital works programs to be funded for the upgrade of the local road network to reduce congestion, increase traffic flow and ease of access within the District.

CBD Enhancement Reserve
To provide funds for Capital and maintenance works and improvements within the Busselton and Dunsborough Central Business Districts.

New Infrastructure Development Reserve
For the purpose of setting aside funds to facilitate the identification, design and development/construction of new infrastructure and other capital projects as identified in the City's LTFP.

Commonage Precinct Infrastructure Road Reserve
To be utilised for the purpose of road infrastructure and road safety upgrades within the Commonage Contribution Area in accordance with the Commonage Contributions Area policy provisions.

City Car Parking and Access Reserve
To provide funding for development of public car parking, the development of infrastructure to provide for the management of public car parking and improving public transport to and within the City or for end of trip facilities. To provide funding for the purchase of land identified as of strategic importance for future parking requirements.

Debt Default Reserve
To provide for potential default on debts owing to the City, particularly in relation negative economic circumstances caused by a declared state of emergency (such as COVID-19).

Corporate IT Systems Reserve
To provide funding in relation to the ongoing development, enhancement and/ or replacement of the City's corporate systems. To be utilised for the renewal and replacement or introduction of new IT platforms/ hardware for the City.

Election, Valuation and Other Corporate Expenses Reserve
To provide funding for Council elections, rating valuations, fair value valuations and other legislative and corporate governance requirements.

Legal Expenses Reserve
Funding for any legal expenses or contingency involving the City of Busselton.

4. Reserves – Cash/ Financial Asset Backed (Continued)

Marketing and Area Promotion Reserve
To fund the City's contributions and expenditure on tourism, marketing, area promotion and events activities as a result of MERG funding allocations.

Performing Arts and Convention Centre Reserve
To provide funds for the planning and construction, and holding of grants or other funds for a future Performing Arts and Convention Centre for the District.

Long Service Leave Reserve
To provide funding to meet the City's future long service leave obligations of employees.

Professional Development Reserve
To provide funding to meet the City's ongoing contractual professional development obligations of employees.

Sick Pay Incentive Reserve
To provide funding to meet the City's obligations under a former sick leave incentive scheme pertaining to staff employed pre 2003.

Workers Compensation and Extended Sick Leave Contingency Reserve
A contingency fund to assist the City in meeting its Workers Compensation Contribution obligations when claim costs exceed the "Deposit" amount allocated to claims, to fund any shortfall with respect to insurance premiums in any one year, negotiated settlements of outstanding claims, and to enable periods of extended Sick Leave to be funded with a replacement officer.

Community Facilities - City District
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the District.

Community Facilities – Broadwater
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities – Busselton
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities – Dunsborough
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities - Dunsborough Lakes Estate
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities – Geographe
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

4. Reserves – Cash/ Financial Asset Backed (Continued)

Community Facilities - Port Geographe
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities – Vasse
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Community Facilities - Airport North
To hold development contributions received by the City for the provision of new or upgraded community infrastructure within the Precinct as per the adopted contributions plan.

Locke Estate Reserve
To provide funding for the protection of the Locke Estate (Reserve 22674) coastline.

Port Geographe Development Reserve
To provide funds for capital and maintenance costs for development works associated within the Port Geographe contribution area.

Port Geographe Waterways Management Reserve
To provide funds for the City to fulfil its obligations under a Waterways Management Deed with the State Government for the future maintenance of waterways and associated facilities within the Port Geographe contributions area.

Provence Landscape Maintenance Reserve
For the purpose of holding funds for the maintenance of the approved higher standard of landscaping with the contributions area including future Capital replacement of landscaping structures as may be required.

Vasse Newtown Landscape Maintenance Reserve
For the purpose of holding funds for the maintenance of the approved higher standard of landscaping with the contributions area including future Capital replacement of landscaping structures as may be required.

Commonage Precinct Bushfire Facilities Reserve
For the purpose of the provision of fire protection facilities in accordance with the Commonage Contributions Area policy provisions.

Commonage Community Facilities Dunsborough Lakes South Reserve
For the purpose of the provision of future recreational facilities at Dunsborough Lakes South in accordance with the Dunsborough Lakes Developer Contributions Plan.

Commonage Community Facilities South Biddle Precinct Reserve
To be utilised for the provision of community facilities within the South Biddle Precinct in accordance with the Commonage Area Implementation Policy provisions.

Busselton Area Drainage and Waterways Improvement Reserve
To hold development contributions for the provision of drainage works and the management and improvement of waterways and adjacent reserves within Busselton including the lower Vasse River.

4. Reserves – Cash/ Financial Asset Backed (Continued)

Coastal and Climate Adaptation Reserve
The purpose of the reserve is to provide funds for coastal protection of assets and to fund initiatives to address the impacts of climate change including water supply sustainability and improvements/ upgrades of infrastructure susceptible to climate change.

Emergency Disaster Recovery Reserve
To provide funding for Disaster Recovery activities including natural and man-made events.

Energy Sustainability Reserve
To provide funding for the investigation, implementation and optimisation of Energy Sustainability initiatives within the District.

Cemetery Reserve
To provide funding for the renewal, expansion and establishment of Cemeteries within the district.

Public Art Reserve
To hold development contributions received by the City for the commissioning, purchase and enhancement of public art works within the District.

Waste Management Facility and Plant Reserve
To provide funding for development and rehabilitation of waste disposal sites both within the district and regionally. Acquisition of waste plant and equipment and any other waste management activities that may include contaminated sites within the District.

Strategic Projects Reserve
To provide funds for projects which may create a future revenue stream for the City and reduce reliance on rate revenue.

Prepaid Grants and Deferred Works and Services Reserve
To hold Government and third party grants monies received in advance as well as deferred municipal funded works and services as at the end of financial year.

Busselton Foreshore Reserve
To provide funds for on-going asset maintenance and any future capital works.

LED Street Lighting Replacement Program Reserve
To provide funds for the on-going replacement of street lighting throughout the district with LED capacity.

		Note	2021 Actual $	2020 Actual $
5.	**Other Financial Assets**			
(a)	**Current Assets**			
	Financial assets at amortised cost		62,059,374	50,566,867
			62,059,374	50,566,867
	Other Financial Assets at Amortised Costs			
	Self-supporting loans		59,374	66,867
	Term Deposit	3	62,000,000	50,500,000
			62,059,374	50,566,867
(b)	**Non-Current Assets**			
	Financial assets at amortised cost		356,646	306,021
	Financial assets at fair value through profit and loss		124,637	124,637
			481,283	430,658
	Financial assets at amortised cost			
	Self-supporting loans		356,646	306,021
			356,646	306,021
	Financial assets at fair value through profit and loss			
	Units in Local Government House Trust		124,637	124,637
			124,637	124,637

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 17(a) as self-supporting loans.

SIGNIFICANT ACCOUNTING POLICIES
Other financial assets at amortised cost
The City classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cash flows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss
The City classifies the following financial assets at fair value through profit and loss:
- Debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- Equity investments which the City has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk
Information regarding impairment and exposure to risk can be found at Note 27.

		2021 Actual $	2020 Actual $
6.	**Trade and Other Receivables**		
	Current		
	Rates Outstanding	1,458,200	2,225,277
	Rates Outstanding – Pensioners	22,432	23,341
	Sundry Debtors	1,612,352	1,481,021
	GST Receivable	700,753	641,392
		3,793,737	4,371,031
	Non-Current		
	Rates Outstanding – Pensioners	327,669	339,168
	Sundry Debtors	66,115	72,887
		393,784	412,055

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure
Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 27.

Classification and subsequent measurement
Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cash flows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

		2021 Actual $	2020 Actual $
7.	**Inventories**		
	Current		
	Materials	936,902	25,802
		936,902	25,802
	The following movements in inventories occurred during the year:		
	Balance at beginning of year	25,802	24,981
	Adjustment to inventory (a)	643,164	0
	Inventories expensed during the year	(195,566)	(8,438)
	Additions to inventory	463,502	9,259
	Balance at end of year	936,902	25,802

(a) Adjustment of $643,164 was processed during the year to recognise additional inventory as identified by management during the year.

SIGNIFICANT ACCOUNTING POLICIES
General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

8. Other Assets and Non-Current Assets Held for Sale

		2021 Actual $	2020 Actual $
(a)	**Other Assets**		
	Prepayments	197,380	212,924
(b)	**Non-Current Assets Held for Sale**		
	Land (a)	2,035,508	0

(a) During the year, the City sought an expression of interest for the disposal of Lots 58 and 59 Chapman Hill Road and Lot 60 Queen Elizabeth Avenue, Ambergate. A buyer had shown interest in the properties and a local public notice of the proposed sale of lands has been advertised in accordance with section 3.58(3) of the Local Government Act.

SIGNIFICANT ACCOUNTING POLICIES

Other current assets
Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Non-Current Assets Held for Sale
Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

9. Property, Plant and Equipment

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings - non-specialised	Buildings - specialised	Furniture and equipment	Plant and equipment	Total
Balance at 1 July 2019	52,992,291	45,344,303	27,487,322	3,084,411	15,425,356	144,333,683
Correction of prior period error (Note 33)	(582,480)	(8,602,685)	0	0	0	(9,185,165)
Restated balance at 1 July 2019	52,409,811	36,741,618	27,487,322	3,084,411	15,425,356	135,148,518
Derecognition of asset due to finance lease	0	(1,057,875)	0	0	0	(1,057,875)
Additions	75,917	2,869,109	3,321,453	751,476	4,032,235	11,050,190
(Disposals)	(2,519,000)	(287,313)	(221,290)	0	(596,598)	(3,624,201)
Depreciation (expense)	0	(1,335,040)	(1,211,292)	(322,080)	(2,326,311)	(5,194,723)
Donated Assets	0	0	162,909	456,798	474,654	1,094,361
Balance at 30 June 2020	49,966,728	36,930,499	29,539,102	3,970,605	17,009,336	137,416,270
Comprises:						
Gross balance amount at 30 June 2020	49,966,728	42,074,394	33,051,303	4,292,685	19,228,115	148,613,225
Accumulated depreciation at 30 June 2020	0	(5,143,895)	(3,512,201)	(322,080)	(2,218,779)	(11,196,955)
Balance at 30 June 2020	49,966,728	36,930,499	29,539,102	3,970,605	17,009,336	137,416,270
Additions	4,028	1,497,651	2,063,050	568,322	1,263,821	5,396,872
Transfers to held for sale	(2,035,508)	0	0	0	0	(2,035,508)
(Disposals)	0	0	(1,452)	(33,550)	(566,734)	(601,736)
Depreciation (expense)	0	(1,420,854)	(1,358,740)	(521,978)	(2,270,796)	(5,572,368)
Donated Assets	0	0	110,000	59,231	10,592	179,823
Other Adjustments (a)	0	430,000	0	0	0	430,000
Balance at 30 June 2021	47,935,248	37,437,296	30,351,960	4,042,630	15,446,219	135,213,353
Comprises:						
Gross balance amount at 30 June 2021	47,935,248	44,613,399	35,222,753	4,877,748	19,731,257	152,380,405
Accumulated depreciation at 30 June 2021	0	(7,176,103)	(4,870,793)	(835,118)	(4,285,038)	(17,167,052)
Balance at 30 June 2021	47,935,248	37,437,296	30,351,960	4,042,630	15,446,219	135,213,353

(a) Relates to the provision for building claddings

9. Property, Plant and Equipment (Continued)

(b) Carrying Value Measurements

	Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of last Valuation	Inputs Used
(i)	Fair Value					
	Land & Buildings					
	Freehold land	2	Market approach using recent observable market data for similar properties.	Independent Registered Valuer.	June 2017	Price per hectare / market borrowing rate.
	Non-Specialised Buildings	3	Cost approach using depreciated replacement cost.	Independent Registered Valuer.	June 2017	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessment's (level 3) inputs.
	Specialised Buildings	2	Market approach using recent observable market data for similar properties.	Independent Registered Valuer.	June 2017	Price per square meter / market borrowing rate

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

(ii)	Furniture and Equipment	Cost	Cost	Purchase cost	
	Plant & Equipment	Cost	Cost	Purchase cost	

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

10. Infrastructure

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Roads	Bridges	Car Parks	Drainage	Other Infrastructure	Total
Balance at 1 July 2019	293,692,672	37,091,387	8,985,990	57,274,874	167,671,069	564,715,992
Additions	10,750,367	300,000	883,218	150,535	6,884,582	18,968,702
(Disposals)	0	0	(60,056)	0	0	(60,056)
Impairment (losses)	0	(1,478,109)	0	0	0	(1,478,109)
Depreciation (expense)	(5,968,409)	(733,154)	(385,972)	(829,168)	(9,208,962)	(17,125,665)
Donated Assets	835,898	0	0	273,084	2,278,725	3,387,707
Balance at 30 June 2020	299,310,528	35,180,124	9,423,180	56,869,325	167,625,414	568,408,571
Comprises:						
Gross balance amount at 30 June 2020	311,077,826	36,646,432	10,123,811	58,491,337	185,434,345	601,773,751
Accumulated depreciation at 30 June 2020	(11,767,298)	(1,466,308)	(700,631)	(1,622,012)	(17,808,931)	(33,365,180)
Balance at 30 June 2020	299,310,528	35,180,124	9,423,180	56,869,325	167,625,414	568,408,571
Additions	13,326,324	4,871	621,792	55,293	8,048,436	22,056,716
Transfers	(3,472,083)	3,472,083	0	0	0	0
(Disposals)	0	0	0	0	(419,061)	(419,061)
Depreciation (expense)	(6,128,488)	(794,778)	(364,942)	(835,271)	(10,414,366)	(18,537,845)
Donated Assets	3,666,283	0	816,606	2,804,822	1,956,797	9,244,508
Balance at 30 June 2021	306,702,564	37,862,300	10,496,636	58,894,169	166,797,220	580,752,889
Comprises:						
Gross balance amount at 30 June 2021	324,598,350	40,688,674	11,562,208	61,351,453	195,015,955	633,216,640
Accumulated depreciation at 30 June 2021	(17,895,786)	(2,826,374)	(1,065,572)	(2,457,284)	(28,218,735)	(52,463,751)
Balance at 30 June 2021	306,702,564	37,862,300	10,496,636	58,894,169	166,797,220	580,752,889

10. **Infrastructure (Continued)**

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of last Valuation	Inputs Used
Roads	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.
Bridges	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.
Car Parks	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.
Drainage	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.
Other Infrastructure	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2018	Construction costs (level 2) and current condition (level 3), residual values and remaining useful life assessments (level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

11. Fixed Assets

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets
Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition and measurement
Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings and infrastructure acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation
The fair value of land, buildings and infrastructure is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the City. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires land, buildings, and infrastructure, and vested improvements to be shown at fair value.

Revaluation (Continued)
Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads from 1 July 2019
As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

Australian Accounting Standards – Inconsistency
Vested improvements from 1 July 2019
The measurement of vested improvements at fair value in accordance with Local Government (Financial Management) Regulation 17A(2)(iv) is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 12 that details the significant accounting policies applying to leases (including ROU assets).

11. Fixed Assets (Continued)

(a) Disposals of Assets – 2020/21 Financial Year

The following assets were disposed of during the year:

By Function/Activity:-

	Net Book Value		Sale Price		Net Profit / (Loss)	
	Actual $	Budget $	Actual $	Budget $	Actual $	Budget $
General Purpose Funding	0	0	0	0	0	0
Governance	118,051	107,000	119,144	107,000	1,093	0
Law, Order, Public Safety	89,000	46,000	27,954	40,000	(61,046)	(6,000)
Health	16,000	16,000	17,670	17,000	1,670	1,000
Education and Welfare	0	0	0	0	0	0
Housing	0	0	0	0	0	0
Community Amenities	259,500	316,893	313,842	264,000	54,342	(52,893)
Recreation and Culture	67,786	66,059	92,155	66,500	24,369	441
Transport	433,761	85,028	23,352	55,000	(410,409)	(30,028)
Economic Services	1,000	0	4,254	0	3,254	0
Other Property & Services	35,700	16,000	49,146	32,000	13,446	16,000
	1,020,798	652,980	647,517	581,500	(373,281)	(71,480)

By Asset Class:-

	Net Book Value		Sale Price		Net Profit / (Loss)	
	Actual $	Budget $	Actual $	Budget $	Actual $	Budget $
Land and Buildings	1,452	0	0	0	(1,452)	0
Plant and Equipment	566,734	652,980	647,517	581,500	80,783	(71,480)
Furniture and Fittings	33,551	0	0	0	(33,551)	0
Infrastructure	419,061	0	0	0	(419,061)	0
	1,020,798	652,980	647,517	581,500	(373,281)	(71,480)

(b) Depreciation

	2021 Actual $	2021 Budget $	2020 Actual $
Buildings	2,779,595	3,047,490	2,546,332
Furniture and Fittings	521,978	816,350	322,089
Plant and Equipment	2,270,796	2,216,020	2,326,311
Infrastructure - Roads	6,128,488	6,411,723	5,968,409
Infrastructure - Bridges	794,778	736,280	733,154
Infrastructure - Car Parks	364,942	357,947	385,972
Infrastructure - Stormwater Drainage	835,271	857,464	829,168
Infrastructure - Other	10,414,366	9,069,450	9,208,962
Right of Use Assets – Furniture and Equipment	496,787	537,350	537,350
	24,607,001	24,050,074	22,857,747

11. Fixed Assets (Continued)

(b) Depreciation (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Buildings	10 - 40	Years
Furniture and Equipment	5 - 10	Years
Plant and Equipment	3 – 25	Years
Infrastructure:		
Roads	Up to 60	Years
Bridges	40 - 60	Years
Car Parks	20 - 40	Years
Footpaths & Cycle ways	20 - 45	Years
Parks, Gardens & Reserves & Community Facilities	5 - 50	Years
Drainage	80	Years
Regional Airport & Industrial Park	10 - 40	Years

Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation
All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

12. Leases

(a) Right of use assets

Movement in the balance of each class of right-of-use asset between the beginning and end of the current financial year.

	Right of use assets – Furniture and Equipment	Right of use assets - Total
	$	$
Balance at 1 July 2019	1,845,464	1,845,464
Additions	0	0
Depreciation (expense)	(537,350)	(537,350)
Balance at 30 June 2020	1,308,114	1,308,114
Additions	0	0
Depreciation (expense)	(496,787)	(496,787)
Balance at 30 June 2021	811,327	811,327

(b) The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

	2021 Actual	2020 Actual
	$	$
Depreciation expense on right of use assets	(496,787)	(537,350)
Interest expense on lease liabilities	(49,434)	(72,014)
Total amount recognised in the statement of comprehensive income	(546,221)	(609,364)

(c) Total cash outflow from leases (548,268) (593,911)

SIGNIFICANT ACCOUNTING POLICIES

Leases

At inception of a contract, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate. Refer to Note 16 for lease liabilities

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

Right-of-use assets – valuation

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 11 for details on the significant accounting policies applying to vested improvements.

Right-of-use assets – depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

12. Leases (Continued)

(d) Property subject to lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

	2021 Actual $	2020 Actual $
Less than 1 year	1,224,369	1,244,227
1 to 2 years	1,161,326	1,224,369
2 to 3 years	1,103,638	1,161,326
3 to 4 years	1,057,043	1,103,638
4 to 5 years	1,032,275	1,057,043
> 5 years	28,555,245	29,599,116
	34,133,896	**35,389,719**

The City leases properties to external parties with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets.

SIGNIFICANT ACCOUNTING POLICIES

The City as Lessor

Upon entering into each contract as a lessor, the City assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (e.g. legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the City applies AASB 15 to allocate the consideration under the contract to each component.

13. Revaluation Surplus

	2021 Actual $	2020 Actual $
Land and Buildings		
Opening Balance	46,409,353	56,801,847
Revaluation Increment	0	0
Revaluation Decrement	0	0
Revaluation Adjustment (Note 33)	0	(10,392,494)
	46,409,353	46,409,353
Furniture & Fittings		
Opening Balance	797,333	797,333
Revaluation Increment	0	0
Revaluation Decrement	0	0
	797,333	797,333
Plant and Equipment		
Opening Balance	840,738	840,738
Revaluation Increment	0	0
Revaluation Decrement	0	0
	840,738	840,738
Roads		
Opening Balance	122,047,036	122,047,036
Revaluation Increment	0	0
Revaluation Decrement	0	0
	122,047,036	122,047,036
Bridges		
Opening Balance	23,461,409	24,939,518
Revaluation Increment	0	0
Revaluation Decrement	0	0
Impairment loss (Note 33)	0	(1,478,109)
	23,461,409	23,461,409
Car Parks		
Opening Balance	5,314,676	5,314,676
Revaluation Increment	0	0
Revaluation Decrement	0	0
	5,314,676	5,314,676
Drainage		
Opening Balance	14,102,455	14,102,455
Revaluation Increment	0	0
Revaluation Decrement	0	0
	14,102,455	14,102,455
Other Infrastructure		
Opening Balance	11,352,697	11,352,697
Revaluation Increment	0	0
Revaluation Decrement	0	0
	11,352,697	11,352,697
All Asset Classes		
Opening Balance	224,325,697	236,196,300
Revaluation Increment	0	0
Revaluation Decrement	0	0
Revaluation Adjustment	0	(10,392,494)
Impairment loss	0	(1,478,109)
Total Assets Revaluation Surplus	224,325,697	224,325,697

		2021 Actual $	2020 Actual $
14.	**Trade and Other Payables**		
	Current		
	Sundry Creditors	5,871,565	4,603,098
	Prepaid Rates	894,244	741,686
	Deposits and Bonds	3,424,482	2,465,476
	Accrued Expenses	930,968	173,375
		11,121,259	7,983,635

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables
Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

Prepaid rates
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

		2021 Actual $	2020 Actual $
15.	**Contracts/ Grant Liabilities**		
15.1	**Contract Liabilities**		
	Current	2,521,219	2,611,824
	Non-current	7,888,354	7,566,720
		10,409,573	**10,178,544**
15.1.1	**Movement in contract liabilities**		
	Reconciliation of changes in contract liabilities		
	Opening balance	10,178,544	12,018,386
	Additions	1,704,601	678,490
	Revenue recognised in the reporting period	(1,473,572)	(2,518,332)
	Balance at end of period	**10,409,573**	**10,178,544**
15.1.2	**Expected satisfaction of contract liabilities**		
	Income recognition		
	1 year	2,521,219	2,611,824
	1 to 5 years	2,890,444	1,855,063
	Over 5 years	4,997,910	5,711,657
		10,409,573	**10,178,544**

15 Contracts/ Grant Liabilities (Continued)

		2021 Actual $	2020 Actual $
15.2	**Grant Liabilities**		
	Current	988,563	2,298,073
	Non-current	4,276,558	2,250,217
		5,265,121	**4,548,290**
15.2.1	**Movement in grant liabilities**		
	Reconciliation of changes in contract liabilities		
	Opening balance	4,548,290	5,699,606
	Additions	5,171,084	1,726,819
	Revenue recognised in the reporting period	(4,454,253)	(2,878,135)
	Balance at end of period	**5,265,121**	**4,548,290**
15.2.2	**Expected satisfaction of grant liabilities**		
	Income recognition		
	1 year	988,563	2,298,073
	1 to 5 years	4,276,558	2,250,217
	Over 5 years	0	0
		5,265,121	**4,548,290**

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Grant Liabilities

Grant liabilities represent the City's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

16. Lease Liabilities

	2021 Actual $	2020 Actual $
Lease Liabilities		
Current	492,042	500,767
Non-current	439,461	900,849
	931,503	**1,401,617**

17. Information on Borrowings

(a) Borrowings

	Particulars	Borrowing Institution	Int. %	Maturity Date	Principal 1 July 2020	New Loans 2020/21 Budget	New Loans 2020/21 Actual	Principal Repayment 2020/21 Budget	Principal Repayment 2020/21 Actual	Principal 2020/21 Budget	Principal 2020/21 Actual	Interest Repayment 2020/21 Budget	Interest Repayment 2020/21 Actual
C	**Administration**												
C	Loan #207 Civic and Administration Centre	WATC	4.51	06/34	14,110,787	0	0	740,881	740,881	13,369,906	13,369,906	623,983	623,893
	Recreation & Culture												
S	Loan #199 Busselton Bowling Club	WATC	5.98	12/20	10,108	0	0	10,108	10,108	0	0	227	226
C	Loan #202 Geothermal Heating GLC	WATC	3.98	06/23	182,970	0	0	58,591	58,591	124,379	124,379	6,415	6,409
C	Loan #204 Busselton Foreshore	WATC	4.36	06/29	746,297	0	0	69,282	69,282	677,015	677,015	31,416	31,408
C	Loan #205 GLC Extensions	WATC	3.92	06/24	538,676	0	0	126,894	126,894	411,782	411,782	19,266	19,252
S	Loan #208 Busselton Football & Sportsman's Club	WATC	2.93	04/25	15,718	0	0	2,963	2,963	12,755	12,755	428	428
C	Loan #209 Busselton Foreshore	WATC	3.56	06/27	4,141,640	0	0	530,648	530,648	3,610,992	3,610,992	140,411	140,359
C	Loan #211 Busselton Foreshore	WATC	2.55	10/24	1,762,184	0	0	374,365	374,365	1,387,819	1,387,819	41,375	39,766
S	Loan #212 Dunsborough and Districts Country	WATC	3.04	05/27	83,333	0	0	10,855	10,855	72,478	72,478	2,451	2,398
S	Loan #213 Geographe Bay Yacht Club	WATC	3.04	05/27	73,099	0	0	9,522	9,522	63,577	63,577	2,150	2,103
S	Loan #214 Dunsborough & Districts Country Club	WATC	3.19	09/27	85,674	0	0	10,283	10,283	75,391	75,391	2,652	2,567
C	Loan #215 Busselton Foreshore Jetty Precinct	WATC	3.25	04/28	2,062,315	0	0	229,656	229,656	1,832,659	1,832,659	65,174	63,849
C	Loan #216 Tennis Club Facilities	WATC	3.25	04/28	2,268,547	0	0	252,621	252,621	2,015,926	2,015,926	71,692	70,234
C	Loan #217 Lot 10 Commonage Road	WATC	3.25	04/28	1,319,882	0	0	146,980	146,980	1,172,902	1,172,902	41,712	40,863
C	Loan #218 Busselton Tennis Club	WATC	2.21	06/29	1,140,599	0	0	115,851	115,851	1,024,748	1,024,748	24,252	24,245
S	Loan #220 Busselton Tennis Club	WATC	1.37	09/26	44,816	0	0	6,916	6,916	37,900	37,900	579	578
S	Loan #221 Busselton Hockey Club Stadium	WATC	1.31	06/30	45,000	0	0	4,181	4,181	40,819	40,819	634	570
C	Loan #NEW Performing Arts/Convention Centre	Unknown	2.20	06/41	0	7,500,000	0	150,184	0	7,349,816	0	82,088	0
S	Loan #222 Busselton Golf Club	WATC	1.45	06/31	0	200,000	110,000	9,215	0	190,785	110,000	1,680	130
	Transport												
C	Loan #203 Land Acquisition for Parking	WATC	4.19	09/21	196,591	0	0	156,449	156,449	40,142	40,142	5,800	5,782
C	Loan #206 Airport Jet A1 Installation	WATC	3.92	06/24	157,114	0	0	37,011	37,011	120,103	120,103	5,619	5,615
C	Loan #219 Air Freight Hub Stage 1	WATC	2.21	06/29	1,350,469	0	0	137,168	137,168	1,213,301	1,213,301	28,714	28,706
	Economic Services												
S	Loan #201 Geographe Bay Tourism Association	WATC	4.76	09/21	15,140	0	0	12,039	12,038	3,101	3,102	508	506
	Other Property and Services												
C	Loan #210 Lot 40 Vasse Highway	WATC	3.61	12/25	850,000	0	0	0	0	850,000	850,000	30,685	30,685
	Total - Council and Self-supporting Loans				**31,200,959**	**7,700,000**	**110,000**	**3,202,663**	**3,043,263**	**35,698,296**	**28,267,696**	**1,229,911**	**1,140,572**

C	Council Loans are financed by general purpose revenue.	30,828,071	7,500,000	0	3,126,581	2,976,396	35,201,490	27,851,675	1,218,602	1,131,066
S	Self-Supporting Loans are financed by payments from third parties.	372,888	200,000	110,000	76,082	66,867	496,806	416,021	11,309	9,506
		31,200,959	**7,700,000**	**110,000**	**3,202,663**	**3,043,263**	**35,698,296**	**28,267,696**	**1,229,911**	**1,140,572**

17. Information on Borrowings (continued)

(b) New Borrowings – 2020/21

Particulars / Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used		Balance Unspent
	Actual $	Budget $						Actual $	Budget $	
Loan #NEW Performing Arts/Convention Centre	0	7,500,000	Unknown	Debenture	20	0	2.20%	0	7,500,000	0
Loan #222 Busselton Golf Club	110,000	200,000	WATC	Debenture	10	8,501	1.45%	110,000	200,000	0
	110,000	**7,700,000**				**8,501**		**110,000**	**7,700,000**	**0**

(c) Unspent Borrowings

Particulars / Purpose	Date Borrowed	Balance 01 July 2020 $	Borrowed During Year $	Expended During Year $	Balance 30 June 2021 $
Loan #206 Airport Jet A1 Installation	27th May 2014	4,008	0	4,008	0
Loan #216 Tennis Club Facilities	27th April 2018	88,604	0	39,263	49,341
		92,612	**0**	**43,271**	**49,341**

		2021 Actual $	2020 Actual $
17.	**Information on Borrowings (continued)**		
(d)	**Undrawn Borrowing Facilities Credit Standby Arrangements**		
	Electronic Payaway Facility	850,000	850,000
	Electronic Payaway Facility at Balance Date	0	0
	Credit card limit	50,000	50,000
	Credit card balance at balance date	(22,384)	0
	Total amount of credit unused	877,616	900,000
	Loan facilities		
	Loan facilities - current	3,020,442	3,043,263
	Loan facilities - non-current	25,247,254	28,157,696
	Total facilities in use at balance date	28,267,696	31,200,959

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are recognised at fair value when the City becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs
Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk
Information regarding exposure to risk can be found at Note 27.

18(a) Employee Related Provisions

	Provision for Annual Leave	Provision for Long Service Leave	Provision for Sick Leave	Total
	$	$	$	$
Opening balance at 1 July 2020				
Current	2,276,467	2,816,438	144,632	5,237,538
Non-Current	0	665,671	0	665,671
	2,276,467	3,482,109	144,632	5,903,208
Additional Provisions	1,948,381	825,334	1,602	2,775,317
Amounts Used	(1,980,086)	(440,280)	(39,993)	(2,460,359)
Balance 30 June 2021	2,244,762	3,867,163	106,241	6,218,166
Comprises				
Current Provisions	2,244,762	3,151,678	106,241	5,502,681
Non-current Provisions	0	715,485	0	715,485
	2,244,762	3,867,163	106,241	6,218,166

18(b) Other Provisions

	2021 Actual	2020 Actual
	$	$
Other Provisions (a)	430,000	0

(a) Relates to the provision for building claddings.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits
The City's obligations for employees annual leave and long service leave entitlements are recognised as provisions in the statement of financial position

Short-term employee benefits
Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled. The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits
Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference

Other long-term employee benefits (Continued)
to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions
Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

19. Notes to the Statement of Cash Flows

Reconciliation of Cash
For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2021 Actual $	2021 Budget $	2020 Actual $
Cash and Cash Equivalents	17,108,235	53,263,723	20,001,304
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net Result	22,084,651	20,083,936	18,884,036
Non-cash flows in Net result:			
Depreciation	24,607,001	24,050,074	22,857,747
(Profit) / Loss on Sale of Asset	373,281	71,480	463,254
Gain on Finance Sublease	(2,786,007)	0	(3,902,773)
Non-Cash Contributions	(9,424,331)	(6,597,200)	(4,482,078)
Changes in assets and Liabilities:			
(Increase) / Decrease in Receivables	1,563,660	129,349	(941,682)
(Increase) / Decrease in Inventories	(911,100)	0	(821)
Increase / (Decrease) in Payables	2,082,272	(108,743)	297,876
Increase / (Decrease) in Employee Provisions	314,956	0	661,185
Non-operating Grants and Contributions for the Development of Assets	(11,003,346)	(22,493,654)	(14,074,542)
Net Cash from Operating Activities	26,901,038	15,135,242	19,762,202

20. Total Assets Classified by Function and Activity

	2021 Actual $	2020 Actual $
General Purpose Funding	2,866,923	4,732,364
Governance	26,855,109	25,607,346
Law, Order & Public Safety	5,620,228	5,769,117
Health	234,958	226,974
Education and Welfare	518,309	566,225
Housing	7,183,897	7,322,343
Community Amenities	44,927,595	40,631,869
Recreation and Culture	145,470,624	142,870,854
Transport	532,491,054	521,549,729
Economic Services	3,559,268	3,107,934
Other Property and Services	12,287,684	9,534,800
Unallocated	29,685,016	26,269,393
	811,700,665	788,188,949

21. Contingent Liabilities

21.1 Busselton Waste Transfer Station - Contamination Investigation
The City of Busselton operates the Rendezvous Road Waste Transfer Station from lots 500 and 27 Rendezvous Road, Vasse (Busselton Waste Transfer Site). The quality of groundwater at and in an area to the north of the Busselton Waste Transfer Site has reduced as a result of legacy issues from the use of this site as a former landfill facility, and also potentially from other historical uses in the area. Groundwater in the area has shown levels of hydrocarbons, metals, nutrients and PFAS above background levels.

The City is required to undertake investigations in respect to these legacy issues in accordance with the statutory framework under the Contaminated Sites Act 2003 (WA). The City's investigations have been ongoing for a number of years and are conducted by qualified consultants, reviewed by an independent accredited Contaminated Sites Auditor and advised to DWER. DWER has, pursuant to the Contaminated Sites Act, the power to classify a site if, based on relevant guidelines, currently accepted industrial standards or any other information, there are reasonable grounds to do so. During this period a number of sites within the investigation area have been classified by DWER.

The nature and extent of these legacy groundwater issues have been determined with a reasonable level of certainty, and relevant information has been provided to the Contaminated Sites Auditor and DWER. DWER indicated that they are in process of assessing this information and reviewing current property classifications, noting the change in risk profile with the availability of scheme water at affected properties. DWER further indicated that, as part of this review, existing restrictions on use of groundwater could be removed or revised. DWER's final decision in relation to restrictions on use of groundwater in this area (and subsequent classification or re-classification of affected properties), could impact on the value of affected properties (DWER Final Decision). These impacts can only be assessed and, if applicable, quantified, once the DWER Final Decision has been made. It is expected that the DWER Final Decision will be made in the third quarter of 2021. By that stage the City should, depending on the issue of liability, be in a position to consider options for long term remediation and/or mitigation solutions.

Depending on the outcome of the DWER Final Decision the City may incur a certain level of liability in respect of remedial action and/or claims for compensation. Due to complex scientific, operational and legal issues impacting on this matter, it is not reasonably possible to determine at this stage the City's potential liability (if any). Therefore:

- It is not practicable to make at this stage an estimate of the financial effect of or determine the amount or timing of any outflow associated with the contamination issues associated with the Busselton Waste Transfer Site; and
- Disclosure of further information in relation to the potential financial effect of these contamination issues could prejudice the City's position in any resulting dispute with affected landowners.

21.2 Claim for Damages by Unsuccessful Tenderer pursuant to RFT11/19
An unsuccessful tenderer (Plaintiff) instituted legal action against the City of Busselton, claiming $1.2 million damages based on breach of "process contract" resulting from RFT11/19. The City is of view that it has a strong case and is therefore defending the matter. Depending on the outcome of the legal proceedings the City may incur a certain level of liability in respect of damages and/or legal costs.

Indications are that the City's insurance policy may respond to any adverse finding/order against the City. The litigation is ongoing.

21. Contingent Liabilities (Continued)

21.3 Contaminated Sites

Under the Contaminated Sites Act 2003, the City is required to report known and suspected contaminated sites to the Department of Water and Environmental Regulation (DWER). In accordance with the Act, DWER classifies these sites on the basis of the risk to human health, the environment and environmental values. Where sites are classified as 'contaminated – remediation required' or 'possibly contaminated – investigation required', the City may have a liability in respect of investigation or remediation expenses.

In 2019-20, DWER had classified three sites as 'contaminated – remediation required'. In April 2021, DWER reclassified those three sites to 'Remediated for restricted use', and approved an Ongoing Site Management Plan (OSMP).

DWER has classified eleven sites as 'possibly contaminated – investigation required'. Until the City conducts an investigation, it is not possible to estimate the potential financial effect or to identify the uncertainties relating to the amount or timing of any outflows.

22. Capital Commitments

Capital Expenditure Commitments	**2021 Actual $**	**2020 Actual $**
Contracted for:		
Capital projects		
- Busselton Tennis Club Building	0	30,499
- Lou Weston Oval Courts and Pavilion	0	316,858
- King Street Works	26,016	157,665
- Old Butter Factory	0	200,892
- Busselton Performing Arts and Convention Centre	864,844	1,989,183
- Busselton Senior Citizens Building	113,316	552,744
- Hotel Site 1 Carpark and Landscaping Works	0	1,046,116
- Barnard East Foreshore Works	0	61,398
- Eastern Link Road Works Upgrade	0	3,637,684
- Mitchell Park	570,824	0
- Dunsborough Lakes Sports Precinct	996,852	0
- Administration Building Car Park	32,928	0
- Busselton Foreshore (East)	141,698	0
- Buayanyup Drain Path	347,107	0
- Energy Efficiency Building Upgrade	74,400	0
	3,167,985	7,993,039
Payable:		
- not later than one year	3,167,985	7,993,039
- later than one year but not later than five years	0	0

The capital expenditure projects outstanding at the end of the current reporting period represent construction works associated with the above stated projects.

23. Related Party Transactions

	2021 Actual $	2021 Budget $	2020 Actual $
Elected Members Remuneration			
The following fees, expenses and allowances were paid to council members and the mayor.			
Mayor Grant Henley			
Allowance	80,129	80,124	80,129
Sitting Fees	41,788	41,788	41,788
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	226	500	177
	125,643	125,912	125,594
Deputy Mayor Kelly Hick			
Allowance	20,032	20,026	13,847
Sitting Fees	29,910	29,908	29,910
Travelling Allowance – Councillors Meetings	2,739	1,500	3,244
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	0	500	67
	56,181	55,434	50,568
Former Deputy Mayor John McCallum			
Allowance	0	0	6,076
Sitting Fees	0	0	9,071
Travelling Allowance – Councillors Meetings	0	0	566
Communication Allowance	0	0	1,061
Other Allowances/ Reimbursements	0	0	0
	0	0	16,774
Former Councillor Coralie Tarbotton			
Sitting Fees	0	0	9,071
Travelling Allowance – Councillors Meetings	0	0	0
Communication Allowance	0	0	1,061
Other Allowances/ Reimbursements	0	0	0
	0	0	10,132
Former Councillor Robert Reekie			
Sitting Fees	0	0	9,071
Travelling Allowance – Councillors Meetings	0	0	136
Communication Allowance	0	0	1,061
Other Allowances/ Reimbursements	0	0	0
	0	0	10,268
Councillor Paul Carter			
Sitting Fees	29,910	29,908	29,910
Travelling Allowance – Councillors Meetings	0	1,500	0
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	0	500	0
	33,410	35,408	33,410

23. Related Party Transactions (Continued)

Elected Members Remuneration	2021 Actual $	2021 Budget $	2020 Actual $
Councillor Kate Cox			
Sitting Fees	29,910	29,908	20,675
Travelling Allowance – Councillors Meetings	1,787	1,500	1,238
Communication Allowance	3,500	3,500	2,419
Other Allowances/ Reimbursements	168	500	0
	35,365	35,408	24,332
Councillor Phill Cronin			
Sitting Fees	29,910	29,908	20,675
Travelling Allowance – Councillors Meetings	3,969	1,500	2,737
Communication Allowance	3,500	3,500	2,419
Other Allowances/ Reimbursements	217	500	675
	37,596	35,408	26,506
Councillor Ross Paine			
Sitting Fees	29,910	29,908	29,910
Travelling Allowance – Councillors Meetings	0	1,500	0
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	236	500	208
	33,646	35,408	33,618
Councillor Jo Barrett-Lennard			
Sitting Fees	29,910	29,908	20,512
Travelling Allowance – Councillors Meetings	756	1,500	1,042
Communication Allowance	3,500	3,500	2,400
Other Allowances/ Reimbursements	227	500	526
	34,393	35,408	24,480
Councillor Lyndon Miles			
Sitting Fees	29,910	29,907	29,910
Travelling Allowance – Councillors Meetings	970	1,500	115
Communication Allowance	3,500	3,500	3,500
Other Allowances/ Reimbursements	382	500	0
	34,762	35,407	33,525
Councillor Sue Riccelli			
Sitting Fees	29,910	29,907	20,677
Travelling Allowance – Councillors Meetings	0	1,500	0
Communication Allowance	3,500	3,500	2,422
Other Allowances/ Reimbursements	213	500	0
	33,623	35,407	23,099
	424,619	429,200	412,306
TOTAL ELECTED MEMBERS REMUNERATION			
Allowance	100,161	100,150	100,052
Sitting Fees	281,068	281,050	271,180
Travelling Allowance – Councillors Meetings	10,221	12,000	9,078
Communication Allowance	31,500	31,500	30,343
Other Allowances/ Reimbursements	1,669	4,500	1,653
	424,619	429,200	412,306

23. Related Party Transactions (Continued)

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the City during the year are as follows:

	2021 Actual $	2020 Actual $
Short-term employee benefits	1,105,301	1,030,761
Post-employment benefits	142,726	128,434
Other long-term benefits	105,783	105,787
	1,353,810	1,264,982

Short-term employee benefits
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to elected members.

Post-employment benefits
These amounts are the current-year's estimated cost of providing for the City's superannuation contributions made during the year.

Other long-term benefits
These amounts represent annual leave and long service benefits accruing during the year.

Related Parties

i *Key management personnel*
Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii Other *Related* Parties
An associate person of KMP was employed by the City under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the City.

iii *Entities subject to significant influence by the City*
An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

23. Related Party Transactions (Continued)

The Council has assessed the materiality of disclosure of transactions with related parties on the following criteria:

1) The potential effect of the relationship on the financial statements;

2) Whether the transaction occurred as:

   a. Part of a public service provider relationship on terms no different to that of a transaction with the general public; or

   b. Part of an ordinary operational transaction within a normal supplier or client/recipient relationship on terms and conditions no more or less favourable than those that are reasonable to expect the Council would have adopted with the party at arm's length in the same circumstances.

The Council has determined that no material transactions with related parties have occurred during the financial year ended 30 June 2021.

24. Major Land Transactions

The City entered into a major land transaction by way of a sublease during the year. The City leased Lot 600, Foreshore Parade, Busselton from the State, and subleased to Pacifica Ausglobal Busselton Pty Ltd. A public notice was issued in November 2019 of the City's intent to enter into this major land transaction by way of a sublease. The financial impact of the head lease with the State has been included as part of Note 16 Lease Liabilities, and the financial impact of the sublease has been included in Note 38 Finance Lease Receivables.

25. Rating Information – 2020/21 Financial Year
(a) Rates

Rate Type	Rate in $	Number of Properties #	Rateable Value $	Rate Revenue $	Interim Rates $	Total Revenue $	Budget Rate Revenue $	Budget Interim Rate $	Budget Total Revenue $
Differential General Rate									
GRV–Residential	9.8489	14,093	259,870,424	25,594,568	333,873	25,928,441	25,594,568	0	25,594,568
GRV–Residential Holiday Homes	10.8339	680	13,421,200	1,454,036	(7,299)	1,446,737	1,454,036	0	1,454,036
GRV–Industrial	11.3732	446	21,880,356	2,488,494	47,829	2,536,323	2,488,494	0	2,488,494
GRV–Commercial	11.3732	1,366	70,667,953	8,037,200	6,157	8,043,357	8,037,200	0	8,037,200
GRV–Residential Vacant Land	9.8489	256	7,405,040	729,321	35,854	765,175	729,321	0	729,321
GRV–Industrial Vacant Land	11.3732	56	1,232,300	140,152	(12,937)	127,215	140,152	0	140,152
GRV–Commercial Vacant Land	11.3732	47	2,163,850	246,099	17,247	263,346	246,099	0	246,099
UV-Primary Production	0.4404	797	609,608,000	2,684,711	(53,414)	2,631,297	2,684,711	0	2,684,711
UV-Rural	0.4455	1,520	740,675,000	3,299,703	94,191	3,393,894	3,299,703	0	3,299,703
UV-Commercial	0.8037	154	91,897,000	738,576	18,075	756,651	738,576	0	738,576
Interim Rates		0	0	0	0	0	0	600,000	600,000
Sub-Totals		19,415	1,818,821,123	45,412,860	479,576	45,892,436	45,412,860	600,000	46,012,860
	Minimum $								
Minimum Differential General Rate									
GRV–Residential	1,375	1,262	16,266,776	1,735,250	0	1,735,250	1,735,250	0	1,735,250
GRV–Residential Holiday Homes	1,430	28	349,700	40,040	0	40,040	40,040	0	40,040
GRV–Industrial	1,375	21	208,031	28,875	0	28,875	28,875	0	28,875
GRV–Commercial	1,375	631	4,705,844	867,625	0	867,625	867,625	0	867,625
GRV–Residential Vacant Land	1,375	925	6,471,244	1,271,875	0	1,271,875	1,271,875	0	1,271,875
GRV–Industrial Vacant Land	1,375	0	0	0	0	0	0	0	0
GRV–Commercial Vacant Land	1,375	63	393,190	86,625	0	86,625	86,625	0	86,625
UV-Primary Production	1,375	221	51,185,500	303,875	0	303,875	303,875	0	303,875
UV-Rural	1,500	1,087	251,454,500	1,630,500	0	1,630,500	1,630,500	0	1,630,500
UV-Commercial	1,375	81	3,654,034	111,375	0	111,375	111,375	0	111,375
Sub-Totals		4,319	334,688,819	6,076,040	0	6,076,040	6,076,040	0	6,076,040
Other Adjustments *(refer note 25(d))*						90,760			86,848
Total Amount Raised from General Rates						**52,059,236**			**52,175,748**
Specified Area Rate *(refer note 25(b))*						587,545			583,612
Totals						**52,646,781**			**52,759,360**

25(b) Specified Area Rate - 2020/21 Financial Year

	Rate in $	Basis of Rate	Rateable Value $	Rate Revenue $	Budget Rate Revenue $	Applied to Costs $	Budget Applied to Costs $
Port Geographe							
• Rate	1.5719	GRV	14,009,386	220,210	220,210	220,210	220,210
• Interim Rate				2,658	0	0	0
• Back Rate				0	0	0	0
				222,868	220,210	220,210	220,210

	Rate in $	Basis of Rate	Rateable Value $	Rate Revenue $	Budget Rate Revenue $	Applied to Costs $	Budget Applied to Costs $
Provence							
• Rate	1.4462	GRV	12,519,660	181,061	181,061	181,061	181.061
• Rate	0.0143	UV	5,300,000	758	758	758	758
• Interim Rate				794	0	0	0
• Back Rate				0	0	0	0
				182,613	181,819	181,819	181,819

	Rate in $	Basis of Rate	Rateable Value $	Rate Revenue $	Budget Rate Revenue $	Applied to Costs $	Budget Applied to Costs $
Vasse							
• Rate	1.8385	GRV	9,876,590	181,583	181,583	181,583	181,583
• Interim Rate				482	0	0	0
• Back Rate				0	0	0	0
				182,065	181,583	181,583	181,583

The purpose of the Specified Area Rates is disclosed in note 4 "Purpose of Reserves".

25(c) Service Charges – 2020/21 Financial Year

	Amount of Charge $	Revenue Raised $	Budget Revenue $	Applied to Service Costs $	Budget Applied to Costs $
Nil	0	0	0	0	0
		0	0	0	0

25(d) Discounts, Incentives, Concessions & Write-offs – 2020/21 Financial Year

	Type	Discount %	Total Cost / Value $	Budget Cost / Value $
Other	Adjustment	0	90,760	86,848
Write-offs	Write-off	0	0	0
		0	90,760	86,848

25(e). Interest Charges and Instalments – 2020/21 Financial Year

Instalment options	Date due	Instalment plan admin charge $	Instalment plan interest rates %	Unpaid rates interest rates %
OPTION ONE				
Single full payment	04/09/2020	0	0.0%	8.0%
OPTION TWO				
(Four equal or near equal bi-monthly instalments)				
First instalment	04/09/2020	0	0.0%	8.0%
Second instalment	04/11/2020	6	5.5%	8.0%
Third instalment	04/01/2021	6	5.5%	8.0%
Fourth instalment	04/03/2021	6	5.5%	8.0%
OPTION THREE				
40 equal or near equal weekly instalments	04/09/2020	30	5.5%	8.0%
OPTION FOUR				
20 equal or near equal fortnightly instalments	04/09/2020	25	5.5%	8.0%
OPTION FIVE				
10 equal or near equal monthly instalments	04/09/2020	20	5.5%	8.0%

	Actual Revenue 2021 $	Budgeted Revenue 2021 $
Interest on Unpaid Rates	217,126	140,000
Interest on Instalments Plan	253,537	253,750
Charges on Instalment Plan	122,007	116,950
	592,670	510,700

25(e) Interest Charges and Instalments – 2020/21 Financial Year (Continued)

Five separate payment option plans will be made available to all ratepayers for the payment of their rates.

OPTION 1 (Full Payment)

Full amount of rates and charges including arrears to be paid on or before 4th September 2020 or 35 days after the date of service appearing on the rate notice whichever is the later.

OPTION 2 (4 Instalments)

First instalment to be received on or before 4th September 2020 or 35 days after the date of service appearing on the rate notice whichever is the later and including all arrears and service charges and one quarter of the current rates. The second, third and fourth instalments of the current rates are to be made on or before dates shown below:

- 1st Instalment 4th September 2020
- 2nd Instalment 4th November 2020
- 3rd Instalment 4th January 2021
- 4th Instalment 4th March 2021

OPTION THREE
40 equal or near equal weekly instalments

OPTION FOUR
20 equal or near equal fortnightly instalments

OPTION FIVE
10 equal or near equal monthly instalments

SIGNIFICANT ACCOUNTING POLICIES
Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer.

Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

26 Rate Setting Statement Information

	Note	2020/21 Actual (30 June 21 Carried Forward) $	2020/21 Budget (30 June 21 Carried Forward) $	2020/21 Actual (1 July 20 Brought Forward) $	2019/20 Actual (30 June 20 Carried Forward) $
(a) **Non-cash amounts excluded from operating activities**					
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with Financial Management Regulation 32.					
Adjustments to operating activities					
Less: Profit on asset disposals	11(a)	(148,677)	(19,193)	(74,304)	(74,304)
Less: Non-cash grants and contributions for assets	2	(9,424,331)	(6,597,200)	(4,482,078)	(4,482,078)
Less: Movement in liabilities associated with restricted cash		1,978,405	(4,909,897)	(3,408,085)	(3,408,085)
Less: Movement in finance leases		(2,852,822)	-	(3,929,520)	(3,929,520)
Less: Fair value adjustments to financial assets at fair value through profit and loss	5(b)	-	-	(124,637)	(124,637)
Less: Movement in pensioner deferred rates (non-current)		11,499	-	(21,707)	(21,707)
Less: Movement in employee benefit provisions (non-current)	18(a)	314,957	-	661,186	661,186
Add: Loss on disposal of assets	11(a)	521,958	90,673	537,558	537,558
Add: Depreciation on non-current assets	11(b)	24,607,001	24,050,074	22,857,747	22,857,747
Non cash amounts excluded from operating activities		15,007,990	12,614,457	12,016,160	12,016,160
(b) **Surplus/(deficit) after imposition of general rates**					
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.					
Adjustments to net current assets					
Less: Reserves/ Restricted - cash backed	3	(73,693,717)	(52,142,398)	(68,906,185)	(68,906,185)
Less: Financial assets at amortised cost - self-supporting loans	5(a)	(59,374)	(65,000)	(66,867)	(66,867)
Less: Other Adjustments	8	(197,380)	(212,924)	(212,922)	(212,922)
- Current portion of lease receivables	38	(217,910)		(177,085)	(177,085)
Less : Assets held for sale	8	(2,035,508)	0	0	0
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	17(d)	3,020,442	3,000,000	3,043,263	3,043,263
- Current portion of contract liability held in reserve/ restricted cash	15.1	2,521,219	-	2,611,824	2,611,824
- Current portion of grant liability held in reserve/ restricted cash	15.2	988,563	-	2,298,073	2,298,073
- Current portion of deposits and bonds held in restricted cash	14	3,424,482	2,465,476	2,465,476	2,465,476
- Current portion of lease liabilities	16	492,042	-	500,767	500,767
- Current portion of employee benefit provisions	18(a)	5,502,681	5,237,537	5,237,537	5,237,537
- Current portion of other provisions	18(b)	430,000	-	-	-
Total adjustments to net current assets		(59,824,460)	(41,717,309)	(53,206,119)	(53,206,119)
Net current assets used in the Rate Setting Statement					
Total current assets		86,349,046	57,067,449	75,355,013	75,355,013
Less: Total current liabilities		(24,076,206)	(15,350,140)	(21,675,100)	(21,675,100)
Less: Total adjustments to net current assets		(59,824,460)	(41,717,309)	(53,206,119)	(53,206,119)
Net current assets used in the Rate Setting Statement		2,448,380	0	473,794	473,794

27. Financial Risk Management

This note explains the City's exposure to financial risks and how these risks could affect the City's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The City does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. The Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest Rate Risk

Cash and Cash Equivalents

The City's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the City to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the City to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amount	Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing
	%	$	$	$	$
2021					
Cash and Cash Equivalents	0.07%	17,108,235	3,276,102	13,810,228	21,845
Financial Assets at Amortised Cost – Term Deposits	0.32%	62,000,000	62,000,000	0	0
2020					
Cash and Cash Equivalents	0.46%	20,001,304	4,783,359	15,195,875	22,070
Financial Assets at Amortised Cost – Term Deposits	1.00%	50,500,000	50,500,000	0	0

27. Financial Risk Management (Continued)

(a) Interest Rate Risk (Continued)

Cash and Cash Equivalents (Continued)

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2021	2020
	$	$
Impact of a 1% movement in interest rates on profit and loss and equity*	138,103	151,959

** Holding all other variables constant*

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The City manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The City does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 17.

27. Financial Risk Management (Continued)

(b) Credit Risk

Trade and Other Receivables

The City's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The City manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the City to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Whilst the City was historically able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment.

The level of outstanding receivables is reported to the Council monthly and benchmarks are set and monitored for acceptable collection performance.

The City applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable. At the end of the reporting period, the City assessed that no loss allowance is required to be provided.

The profile of the City's credit risk at balance date was:

	30 June 2021	30 June 2020
	$	$
Percentage of Rates and Annual Charges		
• Current	22.13%	20.93%
• Overdue	77.87%	79.07%
Percentage of Other Receivables		
• Current	93.82%	95.68%
• Overdue	6.18%	4.32%

27. Financial Risk Management (Continued)

(c) Liquidity Risk

Payables and Borrowings

Payables and borrowings are both subject to liquidity risk – that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The City manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and as disclosed in Note 17.

The contractual undiscounted cash flows of the City's Payables are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year $	Due between 1 & 5 years $	Due after 5 years $	Total contractual cash flows $	Carrying Values $
2021					
Payables	7,696,777	0	0	7,696,777	7,696,777
Borrowings	4,059,936	15,699,497	14,550,390	34,309,823	28,267,696
Lease Liability	517,659	378,921	0	896,580	931,503
Contract Liabilities	2,521,219	2,890,444	4,997,910	10,409,573	10,409,573
Grant Liabilities	988,563	4,276,558	0	5,265,121	5,265,121
	15,784,154	23,245,420	19,548,300	58,577,874	52,570,670
2020					
Payables	5,518,158	0	0	5,518,158	5,518,158
Borrowings	4,189,405	15,534,117	18,657,206	38,380,728	31,200,958
Lease Liabilities	548,263	896,580	0	1,444,843	1,401,617
Contract Liabilities	2,611,824	1,855,063	5,711,657	10,178,544	10,178,544
Grant Liabilities	2,298,073	2,250,217	0	4,548,290	4,548,290
	15,165,723	20,535,977	24,368,863	60,070,563	52,847,567

28. Events occurring after the end of the Reporting Period

There were no events subsequent to the reporting date that materially impact on this financial report.

29. Initial Application of Australian Accounting Standards

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

(a) AASB 1059: Service Concession Arrangements: Grantors

Service concessions assets are those assets where a third party operator constructs assets for the City, upgrades existing assets of the City or uses existing assets of the City to operate and maintain the assets to provide a public service, for a specified period of time.

The City has considered the requirements of AASB 1059 - Service Concession Arrangements, and confirms that the City has no existing arrangements that fall within the scope of this standard.

30. **Trust Funds**

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	Balance 1 July 2020 $	Amounts Received $	Amounts Paid $	Balance 30 June 2021 $
Builders Registration Board Levies	12,669	487,867	(467,915)	32,621
Building Training Levy	3,444	47,428	(46,908)	3,964
Cash in Lieu of Public Open Space	1,973,394	11,476	(1,065,050)	919,820
Contiguous Local Authorities Group (CLAG) Funding	86,561	24,136	(89,474)	21,223
	2,076,068	570,907	(1,669,347)	977,628

31. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

31. OTHER SIGNIFICANT ACCOUNTING POLICIES (cont.)
h) Fair value hierarchy (continued)
Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability. The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are

Valuation techniques (continued)
considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets
In accordance with Australian Accounting Standards the City's non-financial assets, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

As the City is a not-for-profit entity, the recoverable amount of regularly revalued specialist assets is anticipated to be materially the same as fair value.

32. Activities/ Programs

City operations as disclosed in these financial statements encompass the following service orientated activities/ Programs

Program and Objectives	Activities
General Purpose Funding To collect revenue to allow for the provision of services.	Rates, interest revenue and other general purpose Government grants together with any expenses incurred in realising these incomes.
Governance To provide decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administrative support available to the Council for the provision of governance to the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.
Law, Order and Public Safety To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various by-laws, fire prevention, animal control and emergency services. Council also provides assistance to surf lifesaving efforts.
Health To provide an operational framework for environmental and community health.	Inspections of food outlets and their control, noise control, waste disposal compliance, mosquitoes and stingers control.
Education and Welfare To provide services for the elderly, children and youth.	Annual donation relative to the operation of a Senior Citizen's Centre.
Housing To provide and maintain elderly residents housing.	The operation of three sets of aged persons homes.
Community Amenities To provide services required by the community.	Includes rubbish collection and disposal services, recycling initiatives, septic tank inspection services, urban stormwater drainage networks, environmental protection initiatives, operation of three cemeteries, town scaping facilities, as well as the administration of Council's Town Planning Scheme and associated policies and obligations.
Recreation and Culture To establish and effectively manage infrastructure and resources which will help the social well-being of the community.	Maintenance of halls, swimming areas and beaches, various reserves, recreation programs, the Busselton Jetty, the operation of the two Libraries, the maintenance and operation of the two Leisure Centres, and the employment of a Cultural Development Officer.

32. Activities/ Programs (Continued)

Program and Objectives (Continued)	Activities (Continued)
Transport To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, bridges, drainage, footpaths, cycle ways, parking facilities, traffic signs and depot. Also includes cleaning of streets, maintenance of street trees, street lighting etc. Control and maintenance of a regional airport.
Economic Services To help promote the City and its economic wellbeing.	The regulation and provision of tourism initiatives, the maintenance and operation of a Caravan park and the implementation of building controls. Provision of rural services including weed control, vermin control and standpipes.
Other Property and Services To monitor and control Council's overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

33. Prior Period Corrections

1. The City does not hold full ownership of the aged homes (both land and buildings) as per the signed agreements with Homeswest (i.e. City's share: Winderlup Villas 26.11%, Harris Road Units 27.19% and land 27.19%). Corrections have been made to the affected financial statement line items as at 1 July 2019 to exclude Homeswest's share of the assets. Adjustment were also made in 2019-20 to reflect only the City's share of depreciation expense in the financial statements.
2. The adjustment relates to the impairment of the bridge - Tuart Drive over Abba River which was burnt down in March 2020. As the bridge is a revalued asset, the impairment loss is recognised as at 30 June 2020 against revaluation surplus.
3. Term deposits with original maturities of three months or more have been reclassified from Cash and Cash Equivalents to Other Financial Assets.
4. Adjustments relate to the classification of subleases with the Goose, Equinox and Geographe Bay Brewing Co. as finance leases on initial application of AASB 16 Leases. Corrections have been made to the affected financial statement line items.

	Ref	As reported previously	Adjustment	Restated
		$	$	$
Statement by Comprehensive Income				
As at 30 June 2020				
-by Nature or Type				
Revenue:				
Fees and Charges	4	15,074,219	(139,248)	14,934,971
Interest Earnings	4	1,584,122	165,572	1,749,694
Gain on Finance Sublease	4	0	3,902,773	3,902,773
Expenses:				
Depreciation on Non-Current Assets	1,4	(23,496,226)	638,479	(22,857,747)
Materials and Contracts	4	(16,858,209)	2,000	(16,856,209)
Interest Expenses	4	(1,329,246)	(1,577)	(1,330,823)
Other comprehensive income:				
Impairment loss on Non-Current Assets	2	0	(1,478,109)	(1,478,109)
-by Program				
Revenue:				
Other Property & Services	4	498,219	3,929,096	4,427,317
Expenses:				
Housing	1	(1,305,071)	611,354	(693,717)
Other Property & Services	4	(777,381)	29,125	(748,257)
Finance Costs:				
Other Property & Services	4	(30,685)	(1,577)	(32,262)
Other comprehensive income:				
Impairment loss on Non-Current Assets	2	0	(1,478,109)	(1,478,109)

33. Prior Period Corrections (Continued)

	Ref	As reported previously $	Adjustment $	Restated $
Statement of Financial Position				
As at 1 July 2019				
Current Assets				
Cash and Cash Equivalents	3	59,772,318	(38,000,000)	21,772,318
Other Financial Assets	3	10,569,803	38,000,000	48,569,803
Non-current Assets				
Property, Plant and Equipment	1	144,333,683	(9,185,165)	135,148,518
Equity				
Retained Surplus	1	444,713,504	1,207,329	445,920,833
Revaluation Surplus	1	236,196,300	(10,392,494)	225,803,806
As at 30 June 2020				
Current Assets				
Cash and Cash Equivalents	3	60,501,304	(40,500,000)	20,001,304
Other Financial Assets	3	10,066,867	40,500,000	50,566,867
Finance Lease Receivables	4	0	177,085	177,085
Non-current Assets				
Property, Plant and Equipment	1	147,020,831	(9,604,561)	137,416,270
Infrastructure	1	569,886,680	(1,478,109)	568,408,571
Current Liabilities				
Lease Liabilities	4	498,834	1,934	500,767
Non-current Liabilities				
Lease Liabilities	4	854,825	46,024	900,849
Equity				
Retained Surplus	1,4	436,973,786	5,775,328	442,749,115
Revaluation Surplus	1,2	236,196,300	(11,870,603)	224,325,697

34. Financial Ratios

	2021 Actual	2020 Actual	2019 Actual
Current Ratio	0.946	0.569	0.714
Asset Sustainability Ratio	1.022	0.959	0.801
Debt Service Cover Ratio	5.824	4.766	4.715
Operating Surplus Ratio	0.030	0.012	(0.021)
Own Source Revenue Coverage Ratio	0.965	0.953	0.927
Asset Consumption Ratio	0.637	0.689	0.683
Asset Renewal Funding Ratio	1.000	0.994	0.520

The above ratios are calculated as follows:

Current Ratio *(ratio required to meet standard > or = to 1)*	Current assets minus restricted assets Current liabilities minus liabilities associated with restricted assets
Asset Sustainability Ratio *(ratio required to achieve basic standard > 0.9)*	Capital renewal and replacement expenditure Depreciation expense
Debt Service Cover Ratio *(ratio required to achieve basic standard > or = to 2, and advanced standard > 5)*	Annual operating surplus before interest and depreciation Principal and interest
Operating Surplus Ratio *(ratio required to achieve basic standard is between 0.01 & 0.15, advanced standard > 0.15)*	Operating revenue minus operating expense Own source operating revenue
Own Source Revenue Coverage Ratio *(ratio required to achieve basic standard is between 0.4 & 0.6, Intermediate standard between 0.6 & 0.9, and advanced standard > 0.9)*	Own source operating revenue Operating expense
Asset Consumption Ratio *(ratio required to meet basic standard > 0.5)*	Depreciated replacement cost of depreciable assets Current replacement cost of depreciable assets
Asset Renewal Funding Ratio *(ratio required to achieve basic standard is between 0.75 & 0.95)*	NPV of planned capital renewal over 10 years NPV of required capital expenditure over 10 years

35. Trading Undertakings and Major Trading Undertakings

Council did not participate in any trading undertakings or major trading undertakings during the 2020/21 financial year.

36. Joint Arrangements

The City of Busselton has not been involved in any joint arrangements during the reporting period.

37. Employee Numbers

	2021	2020
The number of full-time equivalent employees at balance date	321	318

38. Finance Lease Receivables

	2021 Actual $	2020 Actual $
Current	217,910	177,085
Non-current	7,698,983	4,858,268
	7,916,893	5,035,353

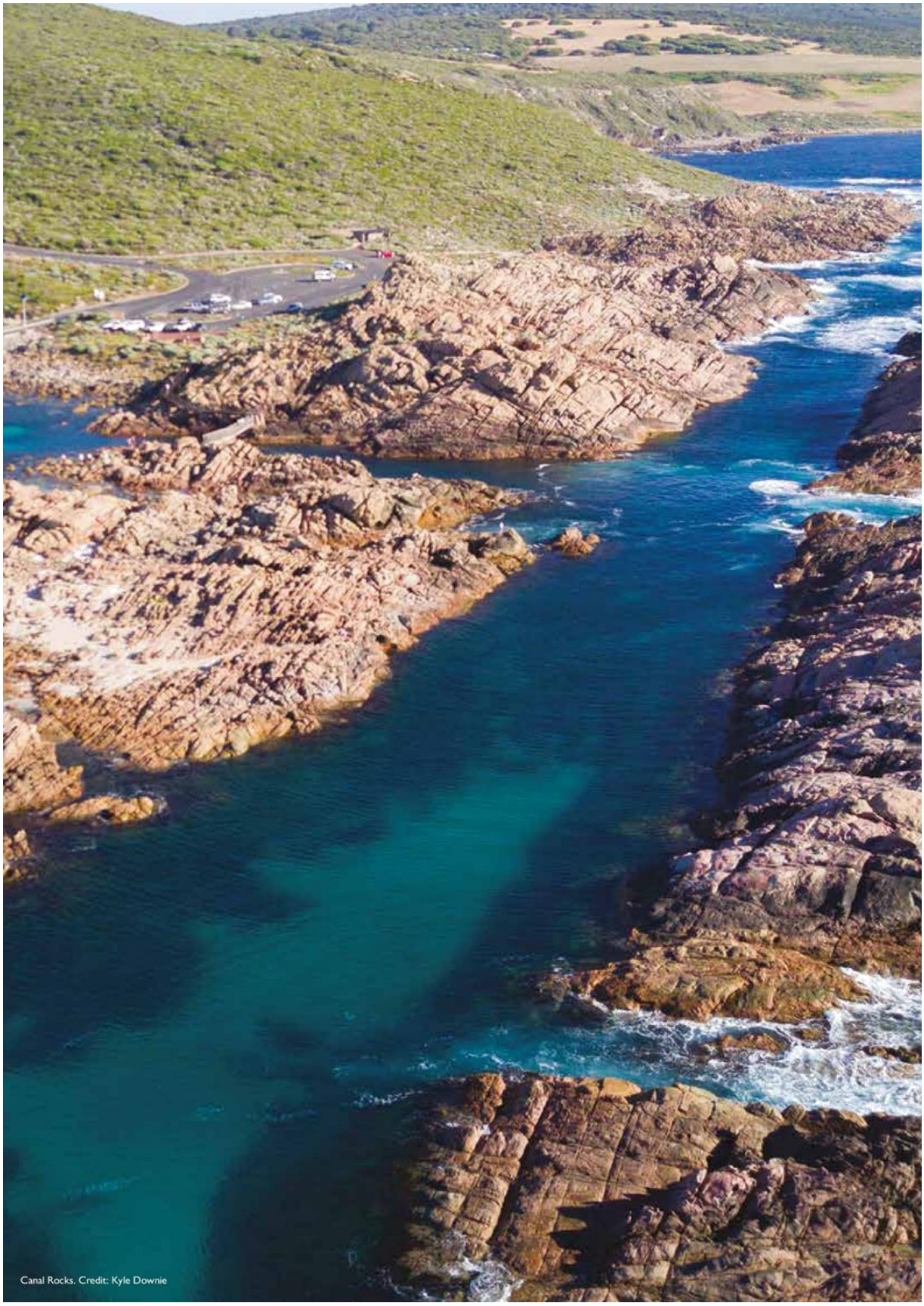
SIGNIFICANT ACCOUNTING POLICIES

Finance lease receivables

The City is an intermediate lessor and the finance lease receivables relate to properties that the City has subleased to third parties. The City has classified these subleases as finance lease as the subleases are for the whole of the remaining term of the head leases.

Amounts due from the finance leases are recorded as receivables. Finance lease receivables are initially recorded at amounts equal to the present value of the minimum lease payments receivable plus the present value of any unguaranteed residual value expected to accrue at the end of the lease term. Finance lease receipts are apportioned between periodic interest revenue and reduction of the lease receivable over the term of the lease in order to reflect a constant periodic rate of return on the net investment outstanding in the leases.





Canal Rocks. Credit: Kyle Downie

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18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

Nil

20. CONFIDENTIAL REPORTS

Nil

21. CLOSURE

The Presiding Member closed the meeting at 6.20pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 526 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON TUESDAY, 25 JANUARY 2022.

DATE: 25.1.2022 PRESIDING MEMBER: _____