



Council Agenda

25 November 2020

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 25 NOVEMBER 2020


TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday, 25 November 2020, commencing at 5.30pm.

Your attendance is respectfully requested.

DISCLAIMER

Statements or decisions made at Council meetings or briefings should not be relied on (or acted upon) by an applicant or any other person or entity until subsequent written notification has been given by or received from the City of Busselton. Without derogating from the generality of the above, approval of planning applications and building permits and acceptance of tenders and quotations will only become effective once written notice to that effect has been given to relevant parties. The City of Busselton expressly disclaims any liability for any loss arising from any person or body relying on any statement or decision made during a Council meeting or briefing.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

13 November 2020

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 25 NOVEMBER 2020

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1. **DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

Nil

3. **PRAYER**

4. **APPLICATION FOR LEAVE OF ABSENCE**

5. **DISCLOSURE OF INTERESTS**

6. **ANNOUNCEMENTS WITHOUT DISCUSSION**

Announcements by the Presiding Member

7. **QUESTION TIME FOR PUBLIC**

Response to Previous Questions Taken on Notice

Public Question Time For Public

8. **CONFIRMATION AND RECEIPT OF MINUTES**

Previous Council Meetings

8.1 **Minutes of the Council Meeting held 11 November 2020**

RECOMMENDATION

That the Minutes of the Council Meeting held 11 November 2020 be confirmed as a true and correct record.

Committee Meetings

- 8.2 Minutes of the Finance Committee Meeting held 11 November 2020

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held 11 November 2020 be noted.

- 8.3 Minutes of the Audit Committee Meeting held 13 November 2020

RECOMMENDATION

That the Minutes of the Audit Committee Meeting held 13 November 2020 be noted.

9. **RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

Petitions

Presentations



Deputations

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

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

12. REPORTS OF COMMITTEE

12.1 Finance Committee - 11/11/2020 - LIST OF PAYMENTS MADE - SEPTEMBER 2020

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Financial Operations
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Noting: the item does not require a decision of Council and is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A List of Payments September 2020  

This item was considered by the Finance Committee at its meeting on 11/11/2020, the recommendations from which have been included in this report.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council notes payment of voucher numbers M118280 – M118334, EF074004 – EF074590, T7528 – T7530, DD004239 – DD004285 together totalling \$32,812,736.17.

EXECUTIVE SUMMARY

This report provides details of payments made from the City's bank accounts for the month of September 2020, 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, that 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 September 2020 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 September 2020 is presented for information.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.



LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY
FOR THE MONTH OF SEPTEMBER 2020

MUNICIPAL ACCOUNT	CHEQUE # 118280 - 118334	\$ 53,902.68
ELECTRONIC TRANSFER PAYMENTS	EF074004 - EF074590	\$ 5,070,991.00
TRUST ACCOUNT	TRUST ACCOUNT # 7528 - 7530	\$ 31,733.94
INTERNAL PAYMENT VOUCHERS	DD4239 - DD4285	\$ 26,139,011.05
PAYROLL PAYMENTS	01.09.2020 - 30.09.2020	\$ 1,517,097.50
		\$ 32,812,736.17

CHEQUE PAYMENTS SEPTEMBER 2020				
DATE	REF #	NAME	DESCRIPTION	AMOUNT
21/09/2020	118305	ANNE & ALAN EMSLIE	REFUND OF RATE OVERPAYMENT	\$ 792.00
10/09/2020	118297	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	TRAINING SERVICES	\$ 600.00
21/09/2020	118316	BA & JK RILEY	REFUND OF RATE OVERPAYMENT	\$ 799.97
21/09/2020	118319	BRIAN CHARLES & SUZANNE HEDLEY APPEYARD	REFUND OF RATE OVERPAYMENT	\$ 792.00
30/09/2020	118334	BUSSELTON CHORAL SOCIETY	DONATION	\$ 311.00
10/09/2020	118292	BUSSELTON HORSE & PONY CLUB INC.	DONATION	\$ 1,000.00
8/09/2020	117913	BUSSELTON PRIMARY SCHOOL	DONATION	-\$ 298.00
21/09/2020	118327	BUSSELTON PRIMARY SCHOOL	DONATION	\$ 100.00
21/09/2020	118328	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	\$ 134.20
21/09/2020	118313	BV & JA PIRIT	REFUND OF RATE OVERPAYMENT	\$ 796.59
10/09/2020	118285	CALLOWES CORNER NEWS	STAFF LOTTERY	\$ 272.00
24/09/2020	118329	CALLOWES CORNER NEWS	NEWSAGENCY / STATIONERY SUPPLIES	\$ 12.00
21/09/2020	118315	CD & RE INGLES	REFUND OF RATE OVERPAYMENT	\$ 799.97
4/09/2020	118281	CITY OF BUSSELTON	GLC FOOD PREMISES SERVICE FEE	\$ 215.00
23/09/2020	118330	CITY OF BUSSELTON	VARIOUS REIMBURSEMENTS	\$ 1,877.64
30/09/2020	118333	CITY OF BUSSELTON	REFUND OF RATE OVERPAYMENT	\$ 100.00
21/09/2020	118303	D & R GEORGE CHESSON	REFUND OF RATE OVERPAYMENT	\$ 122.28
10/09/2020	118290	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	\$ 981.00
30/09/2020	118332	DEPARTMENT OF TRANSPORT	VEHICLE LICENSING	\$ 327.00
11/09/2020	118299	DIABETES WA	REFUND FACILITY HIRE FEE	\$ 33.60
21/09/2020	118311	DIMITRY BLADEN	REFUND OF RATE OVERPAYMENT	\$ 792.00
11/09/2020	118298	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	\$ 90.15
4/09/2020	118280	DUNSBOROUGH VOLUNTEER FIRE & RESCUE	CONTRIBUTION FOR HAZARD REDUCTION	\$ 260.00
21/09/2020	118318	FRANCESCA ELIZABETH FORD	REFUND OF RATE OVERPAYMENT	\$ 397.62
4/09/2020	118284	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY & ROADWORKS	\$ 1,760.00
21/09/2020	118325	FREEMASONS WA	REFUND OF RATE OVERPAYMENT	\$ 333.00
10/09/2020	118296	GEOFFREY YOUNG AND NANCY YOUNG	REFUND OF RATE OVERPAYMENT	\$ 2,025.30
21/09/2020	118309	GK & JE FORMAN	REFUND OF RATE OVERPAYMENT	\$ 127.68
11/09/2020	118300	GROW WA	REFUND OF HALL & KEY DEPOSITS	\$ 300.00
21/09/2020	118307	HELEN EVANS	REFUND OF RATE OVERPAYMENT	\$ 793.89
7/09/2020	118247	J & K BEAL	CROSSOVER SUBSIDY PAYMENT	-\$ 148.10
10/09/2020	118295	J & K BEAL	CROSSOVER SUBSIDY PAYMENT	\$ 148.10
21/09/2020	118306	JAMES PETHER	REFUND OF RATE OVERPAYMENT	\$ 793.89
10/09/2020	118289	JOY LORRAINE COUSINS	VARIOUS REFUND PAYMENTS	\$ 750.00
21/09/2020	118302	JOY WATLING	REFUND OF RATE OVERPAYMENT	\$ 121.00
10/09/2020	118288	JULIAN SUTHERS	REFUND OF ANIMAL TRAP BOND	\$ 100.00
16/09/2020	118301	KATHERINE GUYVER	REFUND OF NCC MEMBERSHIP	\$ 12.00
21/09/2020	118321	MARGARET JOAN & GARRY JOHN ATWELL	REFUND OF RATE OVERPAYMENT	\$ 793.22
21/09/2020	118320	MARGARET JOY O'NEILL	REFUND OF RATE OVERPAYMENT	\$ 792.00
21/09/2020	118304	MARGARET WILSON	REFUND OF RATE OVERPAYMENT	\$ 792.00
21/09/2020	118308	MARJORIE CAMPBELL	REFUND OF RATE OVERPAYMENT	\$ 794.56
10/09/2020	118286	PAYMENT CANCELLED	PAYMENT CANCELLED	\$ -
10/09/2020	118291	PAYMENT CANCELLED	PAYMENT CANCELLED	\$ -
10/09/2020	118291	PAYMENT CANCELLED	PAYMENT CANCELLED	\$ -
21/09/2020	118324	PAYMENT CANCELLED	PAYMENT CANCELLED	\$ -
21/09/2020	118314	PE & MC FLETCHER	REFUND OF RATE OVERPAYMENT	\$ 801.31
21/09/2020	118317	PHILLIP HENRY DALE FLETCHER	REFUND OF RATE OVERPAYMENT	\$ 100.00
21/09/2020	118323	REBECCA JAYNE RODGERS	REFUND OF RATE OVERPAYMENT	\$ 799.97
21/09/2020	118322	SANDRA ELIZABETH JONES	REFUND OF RATE OVERPAYMENT	\$ 808.07
21/09/2020	118326	SL PEARSE	REFUND OF RATE OVERPAYMENT	\$ 768.30
21/09/2020	118310	SW RAMSAY & KA WALLACE	REFUND OF RATE OVERPAYMENT	\$ 398.97
4/09/2020	118282	TELSTRA CORPORATION	COMMUNICATION SERVICES	\$ 9,467.24
10/09/2020	118293	THE PEOPLE PLACE BUSSELTON INC.	DONATION	\$ 500.00
30/09/2020	118331	THE SALVATION ARMY	REFUND PAYMENT INCORRECTLY MADE TO CoB	\$ 12,105.24
21/09/2020	118312	VA & RN RUSHFORTH	REFUND OF RATE OVERPAYMENT	\$ 795.24
4/09/2020	118283	WATER CORPORATION	WATER SERVICES	\$ 5,661.78
10/09/2020	118294	WEST BUSSELTON PRIMARY SCHOOL	DONATION	\$ 100.00
				\$ 53,902.68

EFT PAYMENTS SEPTEMBER 2020				
DATE	REF #	NAME	DESCRIPTION	AMOUNT
29/09/2020	74509	A M TAYLOR	ART SALES	\$ 8.40
11/09/2020	74166	ABEC ENVIRONMENTAL CONSULTING PTY LTD	ENVIRONMENTAL CONSULTING	\$ 14,030.50
4/09/2020	74028	AC FORSTER & SON	PLUMBING SERVICES	\$ 2,698.50
11/09/2020	74237	AC FORSTER & SON	PLUMBING SERVICES	\$ 1,873.50
29/09/2020	74564	AC FORSTER & SON	PLUMBING SERVICES	\$ 356.00
11/09/2020	74256	ACTIV FOUNDATION INC.	MAINTENANCE SERVICES	\$ 21,017.15
18/09/2020	74400	ACTIV FOUNDATION INC.	MAINTENANCE SERVICES	\$ 174.01
11/09/2020	74125	ACURIX NETWORKS	INTERNET WIFI ACCESS	\$ 3,330.80
11/09/2020	74193	ADVAM PTY LTD	AIRPORT CARPARK CREDIT CARD TRANSACTIONS	\$ 320.67
4/09/2020	74016	ADVANCED DRIVEWAY SEALING	MAINTENANCE & CLEANING SERVICES	\$ 803.00
11/09/2020	74175	ADVANCED DRIVEWAY SEALING	MAINTENANCE & CLEANING SERVICES	\$ 2,714.25
29/09/2020	74522	ADVANCED DRIVEWAY SEALING	MAINTENANCE & CLEANING SERVICES	\$ 441.38
11/09/2020	74182	ADVISIAN PTY LTD	ENGINEERING SERVICES	\$ 23,315.60
11/09/2020	74186	AERODROME MANAGEMENT SERVICES	AIR SERVICES	\$ 5,555.00
29/09/2020	74495	ALICE ALDER	ART SALES & WORKSHOPS	\$ 272.00
29/09/2020	74544	ALISON BURTON	ART SALES	\$ 24.50
11/09/2020	74127	ALL WEST BUILDING APPROVALS PTY LTD	BUILDING APPLICATION ASSESSMENTS	\$ 495.00

DATE	REF #	NAME	DESCRIPTION	AMOUNT
11/09/2020	74231	ALLAN SHANNON	BITP REFUND	\$ 118.00
4/09/2020	74069	ALLFLOW INDUSTRIAL	MAINTENANCE SERVICES	\$ 1,528.95
4/09/2020	74007	ALLMARK & ASSOCIATES PTY LTD	PLAQUE REPLACEMENTS FOR BUSSELTON FESTIVAL	\$ 1,149.50
18/09/2020	74414	ALLOY & STAINLESS PRODUCTS	PLANT PURCHASES / SERVICES / PARTS	\$ 562.14
4/09/2020	74019	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	\$ 117.27
11/09/2020	74181	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	\$ 79.16
18/09/2020	74375	ALTUS GROUP CONSULTING PTY LTD	COST MANAGEMENT SERVICES	\$ 6,900.30
11/09/2020	74302	AMAZING CLEAN BLINDS BUSSELTON	CLEANING SERVICES	\$ 198.00
11/09/2020	74191	AMD AUDIT & ASSURANCE PTY LTD	ACCOUNTANCY SERVICES	\$ 1,210.00
29/09/2020	74554	AMGROW AUSTRALIA PTY LTD	NURSERY SERVICES	\$ 4,931.30
16/09/2020	74326	AMITY SIGNS	SIGNAGE SERVICES	\$ 37.40
4/09/2020	74088	AMY SCOTT-YOUNG	BITP REFUND	\$ 62.00
18/09/2020	74361	AQUATIC SERVICES WA PTY LTD	POOL SERVICE AND MAINTENANCE	\$ 643.50
11/09/2020	74115	ARBOR GUY	TREE MAINTENANCE SERVICES	\$ 20,270.27
18/09/2020	74336	ARBOR GUY	TREE MAINTENANCE SERVICES	\$ 9,598.59
25/09/2020	74437	ARBOR GUY	TREE MAINTENANCE SERVICES	\$ 54,255.68
29/09/2020	74486	ARBOR GUY	TREE MAINTENANCE SERVICES	\$ 3,723.19
29/09/2020	74563	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	\$ 727.81
11/09/2020	74208	ARTSHUB AUSTRALIA PTY LTD	MEMBERSHIP	\$ 330.00
11/09/2020	74217	ATLAS LINEN SERVICES	RENTAL LINEN	\$ 183.59
18/09/2020	74374	ATLAS LINEN SERVICES	RENTAL LINEN	\$ 127.27
10/09/2020	74099	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	\$ 231,700.00
24/09/2020	74425	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	\$ 230,754.00
11/09/2020	74129	AUSQ TRAINING	TRAINING SERVICES	\$ 766.00
29/09/2020	74493	AUSQ TRAINING	TRAINING SERVICES	\$ 339.00
4/09/2020	74077	AUSSIE BROADBAND PTY LTD	NBN BROADBAND	\$ 2,345.30
16/09/2020	74325	AUSTRALIA POST	POSTAL SERVICE	\$ 20,238.14
25/09/2020	74450	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	\$ 99.00
10/09/2020	74100	AUSTRALIAN SERVICES UNION	UNION FEES	\$ 25.90
24/09/2020	74426	AUSTRALIAN SERVICES UNION	UNION FEES	\$ 25.90
4/09/2020	74045	AUTO ONE	PLANT PURCHASES / SERVICES / PARTS	\$ 3,249.70
11/09/2020	74282	AUTO ONE	PLANT PURCHASES / SERVICES / PARTS	\$ 1,617.76
11/09/2020	74165	AUTO TOUCH	VEHICLE DETAILING	\$ 250.00
29/09/2020	74534	AXIS CONTRACTING PTY LTD	CONCRETE FOOTPATH AND ASSOCIATED WORKS	\$ 2,530.00
11/09/2020	74141	AZILITY	IT SOFTWARE	\$ 988.90
4/09/2020	74037	B&B STREET SWEEPING	STREET SWEEPING SERVICE	\$ 38,159.67
11/09/2020	74264	B&B STREET SWEEPING	STREET SWEEPING SERVICE	\$ 31,264.80
29/09/2020	74572	B&B STREET SWEEPING	STREET SWEEPING SERVICE	\$ 1,463.63
11/09/2020	74156	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	\$ 3,366.00
16/09/2020	74316	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	\$ 3,414.40
29/09/2020	74508	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	\$ 1,186.35
29/09/2020	74559	BAY TO BAY ACTION GROUP	BOND REFUND	\$ 200.00
18/09/2020	74345	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE - VARIOUS WORKS	\$ 4,000.00
29/09/2020	74500	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE - VARIOUS WORKS	\$ 44,068.76
11/09/2020	74215	BCS AIRPORT SYSTEMS PTY LTD	BAGGAGE HANDLING SYSTEMS	\$ 183,001.93
11/09/2020	74308	BE INGRAM	CARPENTRY SERVICES	\$ 10,675.00
11/09/2020	74307	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	\$ 300.00
14/09/2020	74178	BELLROCK CLEANING SERVICES PTY LTD	CANCELLED PAYMENT	\$ -
16/09/2020	74319	BELLROCK CLEANING SERVICES PTY LTD	CLEANING SERVICES	\$ 33,470.81
25/09/2020	74445	BELLROCK CLEANING SERVICES PTY LTD	CLEANING SERVICES	\$ 831.59
29/09/2020	74529	BENTLEY SYSTEMS PTY LTD	TRAINING SERVICES	\$ 10,680.00
11/09/2020	74116	BLUE TANG (WA) PTY LTD	LANDSCAPE ARCHITECTURAL SERVICES	\$ 2,194.50
11/09/2020	74154	BLUESTEEL ENTERPRISES PTY LTD	PROTECTIVE CLOTHING SUPPLIER	\$ 309.38
29/09/2020	74507	BLUESTEEL ENTERPRISES PTY LTD	EMERGENCY RESPONSE EQUIPMENT	\$ 1,716.74
11/09/2020	74194	BUNGUARD PTY LTD	SHORT-TERM HOLIDAY RENTAL MONITORING	\$ 3,410.00
4/09/2020	74026	BOC LIMITED	GAS SERVICES	\$ 176.00
29/09/2020	74490	BOWMAN & ASSOCIATES PTY LTD	WASTE CONSULTANCY	\$ 407.00
11/09/2020	74225	BRETT TITTERTON ELECTRICAL AND AIR CONDITIONING	ELECTRICAL SERVICES	\$ 1,830.00
4/09/2020	74008	BRIDGESTONE	TYRE SERVICES	\$ 772.64
11/09/2020	74122	BRIDGESTONE	TYRE SERVICES	\$ 396.66
29/09/2020	74585	BROADWATER BRICK PAVING	PAVING SERVICES	\$ 940.00
4/09/2020	74049	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	\$ 5,552.91
11/09/2020	74287	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	\$ 2,155.23
18/09/2020	74408	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	\$ 382.25
29/09/2020	74579	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	\$ 7,025.70
11/09/2020	74270	BULLIVANTS BUNBURY	WORKSHOP EQUIPMENT SUPPLIER	\$ 318.02
29/09/2020	74575	BUNBURY HIAB & TILTRAY	TILT TRAY SERVICES	\$ 863.50
14/09/2020	74266	BUNNINGS BUILDING SUPPLIES	CANCELLED PAYMENT	\$ -
16/09/2020	74327	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	\$ 3,349.53
18/09/2020	74404	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	\$ 2,071.92
29/09/2020	74573	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	\$ 1,269.00
25/09/2020	74455	BURRA NOMINEES PTY LTD	RATE REFUND	\$ 18,000.00
11/09/2020	74164	BUSSELTON AGRICULTURAL SERVICES (WA) PTY	RURAL SUPPLIES	\$ 334.00
11/09/2020	74157	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	\$ 2,325.90
18/09/2020	74351	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	\$ 392.10
11/09/2020	74126	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	\$ 1,034.74
18/09/2020	74340	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	\$ 833.47
29/09/2020	74491	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	\$ 202.84
18/09/2020	74386	BUSSELTON CAFE AND RESTAURANTS PTY LTD	CATERING	\$ 1,030.50
18/09/2020	74333	BUSSELTON CITY F.C. INCORPORATED	KIDSPORT VOUCHERS	\$ 5,660.00
11/09/2020	74263	BUSSELTON FLORIST	FLOWERS AND GIFTS	\$ 100.00
25/09/2020	74473	BUSSELTON FOOTBALL & SPORTSMAN CLUB	ELECTRICITY REIMBURSEMENT	\$ 200.65
18/09/2020	74332	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	\$ 59.49
11/09/2020	74119	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	\$ 372.35
11/09/2020	74248	BUSSELTON MOTORS	VEHICLE PURCHASES / SERVICES / PARTS	\$ 319.84
25/09/2020	74435	BUSSELTON NETBALL ASSOCIATION	KIDSPORT VOUCHERS	\$ 1,500.00
4/09/2020	74034	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	\$ 2,112.00
11/09/2020	74257	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	\$ 10,723.52
18/09/2020	74401	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	\$ 2,683.17
29/09/2020	74570	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	\$ 1,879.81
11/09/2020	74267	BUSSELTON REFRIGERATION & AIRCON	REFRIGERATION/AIR CONDITIONING SERVICES	\$ 1,375.00
11/09/2020	74171	BUSSELTON REWINDS	PLANT PURCHASES/SERVICES / PARTS	\$ 1,544.40
18/09/2020	74357	BUSSELTON REWINDS	PLANT PURCHASES/SERVICES / PARTS	\$ 89.93
29/09/2020	74518	BUSSELTON REWINDS	PLANT PURCHASES/SERVICES / PARTS	\$ 161.70
18/09/2020	74403	BUSSELTON SENIOR HIGH SCHOOL	TREE PLANTING SUPPORT	\$ 200.00
4/09/2020	74075	BUSSELTON SENIOR HIGH SCHOOL P&C	COMMUNITY BIDS	\$ 10,000.00
25/09/2020	74470	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	\$ 831.51
25/09/2020	74456	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	\$ 406.20
11/09/2020	74235	BUSSELTON WATER	WATER SERVICES	\$ 1,291.45
18/09/2020	74387	BUSSELTON WATER	WATER SERVICES	\$ 1,324.26

DATE	REF #	NAME	DESCRIPTION	AMOUNT
4/09/2020	74056	CAM MANAGEMENT SOLUTIONS	INTERPLAN RELATED EXPENSES	\$ 9,375.30
4/09/2020	74021	CAMPBELLS	GLC KIOSK PURCHASES	\$ 1,103.19
11/09/2020	74192	CAMPBELLS	GLC KIOSK PURCHASES	\$ 445.83
29/09/2020	74531	CAMPBELLS	GLC KIOSK PURCHASES	\$ 29.99
11/09/2020	74211	CAPE CELLARS	REFRESHMENTS	\$ 143.88
4/09/2020	74020	CAPE CONTAINERS	STORAGE AND EQUIPMENT HIRE	\$ 4,158.00
11/09/2020	74183	CAPE CONTAINERS	STORAGE AND EQUIPMENT HIRE	\$ 1,589.50
29/09/2020	74527	CAPE CONTAINERS	STORAGE AND EQUIPMENT HIRE	\$ 2,750.00
11/09/2020	74195	CAPECARE	COMMUNITY BID	\$ 2,200.00
29/09/2020	74546	CAROL MULHEARN	ART SALES	\$ 655.90
29/09/2020	74547	CARRAMAR COASTAL NURSERY	NURSERY SUPPLIES	\$ 170.50
29/09/2020	74498	CASTLEVIEW HOLDINGS PTY LTD	ART SALES	\$ 15.40
25/09/2020	74442	CATALYSE PTY LTD	COMMUNITY SURVEY SERVICES	\$ 4,400.00
4/09/2020	74022	CB TRAFFIC SOLUTIONS	TRAFFIC MANAGEMENT SERVICES	\$ 2,955.84
11/09/2020	74201	CB TRAFFIC SOLUTIONS	TRAFFIC MANAGEMENT SERVICES	\$ 5,644.11
18/09/2020	74366	CB TRAFFIC SOLUTIONS	TRAFFIC MANAGEMENT SERVICES	\$ 641.03
29/09/2020	74532	CB TRAFFIC SOLUTIONS	TRAFFIC MANAGEMENT SERVICES	\$ 2,308.68
11/09/2020	74223	CCS GROUP AU PTY LTD	SPECIALISED BUILDING AND CONSTRUCTION	\$ 2,860.00
11/09/2020	74162	CENTRAL REGIONAL TAFE	TRAINING SERVICES	\$ 1,710.60
11/09/2020	74239	CHILDREN'S BOOK COUNCIL OF AUSTRALIA	LIBRARY RESOURCES	\$ 262.50
29/09/2020	74533	CHLOE ABLA STUDIOS	ART SALES	\$ 21.00
11/09/2020	74199	CHOICECHEM	BITUMEN REMOVER	\$ 5,610.00
29/09/2020	74536	CHRISEA DESIGNS	ART SALES	\$ 66.50
4/09/2020	74009	CHRISTINE ANNE GARRATT	STAFF REIMBURSEMENT	\$ 92.01
29/09/2020	74550	CHRISTINE CRESSWELL	ART SALES	\$ 78.40
29/09/2020	74513	CHRISTINE SEATORY	ART SALES	\$ 3.50
4/09/2020	74038	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	\$ 3,329.85
11/09/2020	74271	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	\$ 7,341.23
16/09/2020	74329	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	\$ 2,094.40
29/09/2020	74574	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	\$ 256.19
10/09/2020	74102	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	\$ 5,288.23
24/09/2020	74428	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	\$ 5,288.23
10/09/2020	74098	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	\$ 3,612.18
24/09/2020	74423	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	\$ 3,612.18
24/09/2020	74424	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	\$ 260.00
10/09/2020	74104	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	\$ 218.00
24/09/2020	74430	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	\$ 218.00
29/09/2020	74510	CIVITEST PTY LTD ;SCOTTISH PACIFIC	SOIL COMPACTION TEST	\$ 2,164.18
4/09/2020	74027	CID EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	\$ 26,400.00
11/09/2020	74236	CID EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	\$ 199.03
4/09/2020	74043	CLEANAWAY	WASTE MANAGEMENT SERVICES	\$ 166.10
11/09/2020	74279	CLEANAWAY	WASTE MANAGEMENT SERVICES	\$ 4,935.48
29/09/2020	74576	CLEANAWAY	WASTE MANAGEMENT SERVICES	\$ 166.10
11/09/2020	74246	CLEANAWAY OPERATIONS PTY LTD	MAINTENANCE PARTS WASHER	\$ 968.56
18/09/2020	74394	CLEANAWAY OPERATIONS PTY LTD	MAINTENANCE PARTS WASHER	\$ 968.56
11/09/2020	74168	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	\$ 39.27
16/09/2020	74320	CLOUDPRESS	MANAGED WEBSITE HOSTING	\$ 599.01
11/09/2020	74288	COCA-COLA AMATIL	GLC KIOSK PURCHASES	\$ 573.34
4/09/2020	74011	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	\$ 582.55
11/09/2020	74150	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	\$ 306.04
16/09/2020	74313	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	\$ 210.05
18/09/2020	74349	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	\$ 54.41
29/09/2020	74504	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	\$ 54.94
4/09/2020	74014	COMBINED METAL INDUSTRIES	STEEL PRODUCTS SUPPLIER	\$ 23.14
11/09/2020	74112	COMBINED TEAM SERVICES	TRAINING SERVICES	\$ 220.00
15/09/2020	74226	COMMUNICARE INC	CANCELLED PAYMENT	\$ -
18/09/2020	74380	COMMUNICARE INC	SPONSORSHIP PAYMENT	\$ 5,500.00
11/09/2020	74210	COMMUNITY INFORMATION SUPPORT SERVICES L	COMMUNITY DIRECTORIES	\$ 10,407.32
4/09/2020	74074	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	\$ 385.00
11/09/2020	74179	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	\$ 871.75
11/09/2020	74227	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	\$ 2,300.08
29/09/2020	74551	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	\$ 447.15
18/09/2020	74354	CORSIGN WA PTY LTD	SIGNAGE AND TRAFFIC ACCESSORIES	\$ 253.00
4/09/2020	74061	CR. GRANT HENLEY	COUNCILLOR PAYMENT	\$ 10,651.86
4/09/2020	74080	CR. J. BARRETT-LENNARD	COUNCILLOR PAYMENT	\$ 2,837.56
4/09/2020	74081	CR. K. COX	COUNCILLOR PAYMENTS	\$ 2,837.56
4/09/2020	74073	CR. KELLY LINDA HICK	COUNCILLOR PAYMENT	\$ 4,538.01
4/09/2020	74072	CR. LYNDON MILES	COUNCILLOR PAYMENT	\$ 2,837.56
4/09/2020	74067	CR. P. CARTER	COUNCILLOR PAYMENT	\$ 2,837.56
4/09/2020	74083	CR. P. CRONIN	COUNCILLOR PAYMENTS	\$ 2,837.56
4/09/2020	74066	CR. ROSS PAINE	COUNCILLOR PAYMENT	\$ 2,837.56
4/09/2020	74079	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	\$ 2,837.56
4/09/2020	74010	CRANFORD PLUMBING PTY LTD	PLUMBING SERVICES	\$ 3,097.94
11/09/2020	74134	CRANFORD PLUMBING PTY LTD	PLUMBING SERVICES	\$ 19,519.88
29/09/2020	74496	CRANFORD PLUMBING PTY LTD	PLUMBING SERVICES	\$ 3,958.89
4/09/2020	74048	CROSS SECURITY SERVICES	SECURITY SERVICES	\$ 3,599.02
29/09/2020	74578	CROSS SECURITY SERVICES	SECURITY SERVICES	\$ 1,274.12
29/09/2020	74543	CRYSTAL MCKENNA	BOND REFUND	\$ 100.00
18/09/2020	74368	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	\$ 1,087.90
10/09/2020	74103	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	\$ 585.44
24/09/2020	74429	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	\$ 756.33
18/09/2020	74355	CTI SECURITY SYSTEMS PTY LTD	SECURITY SYSTEMS SUPPLY AND MONITORING	\$ 1,287.00
29/09/2020	74528	CURLY'S REMOVALS	FURNITURE TRANSPORT	\$ 300.00
29/09/2020	74502	CYNTHIA DIX	ART SALES	\$ 115.50
11/09/2020	74149	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	\$ 8,599.25
18/09/2020	74346	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	\$ 710.60
29/09/2020	74501	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	\$ 3,619.00
4/09/2020	74087	DALE MURPHY	BT/P REFUND	\$ 62.00
18/09/2020	74388	DAVID GRAY & CO	GARBAGE BINS & PARTS SUPPLIER	\$ 2,798.40
14/09/2020	74269	DAVID MILDWATERS ELECTRICAL	CANCELLED PAYMENT	\$ -
16/09/2020	74328	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	\$ 2,001.33
11/09/2020	74220	DAVID WILLS AND ASSOCIATES	CONSULTING ENGINEERING	\$ 693.00
18/09/2020	74377	DAVID WILLS AND ASSOCIATES	CONSULTING ENGINEERING	\$ 1,116.50
11/09/2020	74260	DAYMASTER PTY LTD	BUILDING PRODUCT SUPPLIER	\$ 119.64
25/09/2020	74466	DAYMASTER PTY LTD	BUILDING PRODUCT SUPPLIER	\$ 422.90
18/09/2020	74343	DEPARTMENT OF HUMAN SERVICES	CHARGES FOR CENTREPAY FACILITY	\$ 137.61
25/09/2020	74434	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	DEVELOPMENT ASSESSMENT PANEL PAYMENT	\$ 9,411.00
11/09/2020	74108	DEPARTMENT OF PREMIER AND CABINET STATE	LEGAL PUBLICATIONS	\$ 108.15
4/09/2020	74063	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	\$ 129.20
11/09/2020	74117	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	\$ 98.60

DATE	REF #	NAME	DESCRIPTION	AMOUNT
4/09/2020	74070	DEPARTMENT OF WATER AND ENVIRONMENT REGULATIONS	ENVIRONMENTAL SERVICES	\$ 225.00
18/09/2020	74376	DEVLYN CONSTRUCTIONS PTY LTD	CONSTRUCTION SERVICES	\$ 153,386.08
1/10/2020	74590	DEVLYN CONSTRUCTIONS PTY LTD	CONSTRUCTION AND ENGINEERING SERVICES	\$ 393,289.52
25/09/2020	74438	DG & DK HOLDEN	STAFF REIMBURSEMENT	\$ 181.00
11/09/2020	74188	DISCOVER DEADLY	SNAKE SAFETY AWARENESS	\$ 1,210.00
25/09/2020	74447	DISCOVER DEADLY	SNAKE SAFETY AWARENESS	\$ 360.00
11/09/2020	74207	DIVERSECO PTY LTD	EQUIPMENT SUPPLY AND MAINTENANCE	\$ 1,040.60
4/09/2020	74055	DOOR HARDWARE SOLUTIONS	HARDWARE SUPPLIES	\$ 2,198.68
11/09/2020	74297	DOOR HARDWARE SOLUTIONS	HARDWARE SUPPLIES	\$ 1,073.17
14/09/2020	74176	DORSOGNA LIMITED	CANCELLED PAYMENT	\$ -
16/09/2020	74318	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	\$ 760.45
18/09/2020	74360	DORSOGNA LIMITED	GLC CAFÉ SUPPLIES	\$ 1,022.18
25/09/2020	74444	DORSOGNA LIMITED	GLC CAFÉ SUPPLIES	\$ 188.22
11/09/2020	74161	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	\$ 1,883.53
18/09/2020	74341	DOWN SOUTH WINDOW TINT	PLANT WINDSCREEN REPAIRS	\$ 110.00
29/09/2020	74499	DOWN SOUTH WINDOW TINT	PLANT WINDSCREEN REPAIRS	\$ 880.00
29/09/2020	74489	DS SADDLETON	ART SALES	\$ 21.00
4/09/2020	74032	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	CONTRIBUTION FOR HAZARD REDUCTION	\$ 735.00
4/09/2020	74036	DUNSBOROUGH & DISTRICT COUNTRY CLUB	GRANT FUNDING	\$ 11,000.00
11/09/2020	74276	DUNSBOROUGH & DISTRICTS PROGRESS ASSOCIATION	EVENT SPONSORSHIP	\$ 27,500.00
25/09/2020	74477	DUNSBOROUGH BAY YACHT CLUB	REFUND OF LEASE OVERPAYMENT	\$ 205.00
11/09/2020	74250	DUNSBOROUGH BOBCAT SERVICE	EARTHMOVING - BOBCAT HIRE	\$ 2,750.00
25/09/2020	74446	DUNSBOROUGH CONCRETE	CONCRETE SUPPLIES	\$ 53,889.00
29/09/2020	74567	EAGLE BAY BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	\$ 44.50
4/09/2020	74012	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	\$ 4,220.00
25/09/2020	74440	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	\$ 3,796.00
11/09/2020	74185	EIS CONTROL PTY LTD	ELECTRICAL SERVICES	\$ 1,903.00
29/09/2020	74516	ELAMOORE NATURAL SOAPS & COSMETICS PTY L	ART SALES	\$ 68.25
18/09/2020	74390	ELECTRICAL DISTRIBUTORS OF WA PTY LTD	ELECTRICAL SERVICES	\$ 43.68
18/09/2020	74393	ELECTRICITY NETWORKS CORPORATION	ELECTRICAL SERVICES	\$ 4,200.00
29/09/2020	74530	ELIZABETH BINT	ART SALES	\$ 220.50
18/09/2020	74383	ELLEN MORRISSEY	RATE REFUND	\$ 53.95
11/09/2020	74107	ELLIOTS IRRIGATION PTY LTD	IRRIGATION SERVICES	\$ 286.00
29/09/2020	74478	ELLIOTS IRRIGATION PTY LTD	IRRIGATION SERVICES	\$ 858.00
11/09/2020	74135	ERG ELECTRICS PTY LTD	ELECTRICAL COMMUNICATION SERVICES	\$ 5,585.80
11/09/2020	74294	FACTORONE	MAINTENANCE SERVICES	\$ 338.25
4/09/2020	74024	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	\$ 398.32
29/09/2020	74526	FAT DUCK CYCLES & ESPRESSO BAR	CYCLING ACCESSORIES	\$ 150.00
29/09/2020	74542	FAT RED BIRD DESIGNS	GRAPHIC DESIGN	\$ 440.00
11/09/2020	74301	FENCING SOLUTIONS	MAINTENANCE SERVICES	\$ 7,390.00
18/09/2020	74389	FENNESSY'S	VEHICLE PURCHASES / SERVICES / PARTS	\$ 579.05
11/09/2020	74133	FOUR POINTS BY SHERATON	ACCOMMODATION	\$ 424.00
29/09/2020	74555	FRANCIS D SMITH	REPAYMENT OF OVERPAYMENT OF RENT	\$ 1,680.00
11/09/2020	74293	FREEHILLS EFT ACCOUNT	LEGAL SERVICES	\$ 2,402.40
11/09/2020	74174	FRESH AS	DAIRY SUPPLIES TO COB	\$ 93.75
18/09/2020	74359	FRESH AS	DAIRY SUPPLIES TO COB	\$ 64.45
11/09/2020	74114	FULTON HOGAN INDUSTRIES PTY LTD	MAINTENANCE SERVICES	\$ 772.43
18/09/2020	74396	GALVINS PLUMBING PLUS	PLUMBING SUPPLIES	\$ 104.63
11/09/2020	74278	GAS-IT PIPE CONTRACTING	GAS SERVICES	\$ 728.20
11/09/2020	74238	GEMI PTY LTD	MAINTENANCE SERVICES	\$ 5,148.00
15/09/2020	74146	GEO CABINETS	CANCELLED PAYMENT	\$ -
25/09/2020	74451	GEO CABINETS	CARPENTRY SERVICES	\$ 4,602.40
18/09/2020	74358	GEOBOX PTY LTD	VEHICLE CAMERAS	\$ 264.00
29/09/2020	74520	GEOBOX PTY LTD	VEHICLE CAMERAS	\$ 2,336.40
11/09/2020	74167	GEOGRAPHE COMMUNITY LANDCARE NURSERY	NURSERY SUPPLIES	\$ 3,160.00
29/09/2020	74512	GEOGRAPHE COMMUNITY LANDCARE NURSERY	NURSERY SUPPLIES	\$ 40.00
15/09/2020	74169	GEOGRAPHE ELECTRICAL & COMMUNICATIONS GE	CANCELLED PAYMENT	\$ -
18/09/2020	74356	GEOGRAPHE ELECTRICAL & COMMUNICATIONS GE	ELECTRICAL SERVICES	\$ 3,274.00
11/09/2020	74140	GEOGRAPHE INDUSTRIAL SUPPLIES	INDUSTRIAL SUPPLIES	\$ 154.00
16/09/2020	74312	GEOGRAPHE INDUSTRIAL SUPPLIES	INDUSTRIAL SUPPLIES	\$ 154.00
11/09/2020	74245	GEOGRAPHE PETROLEUM	FUEL SERVICES	\$ 14,154.29
4/09/2020	74051	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	\$ 49.40
18/09/2020	74409	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	\$ 70.00
25/09/2020	74475	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	\$ 1,788.70
29/09/2020	74580	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	\$ 207.50
11/09/2020	74240	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	\$ 575.19
4/09/2020	74046	GHD PTY LTD	CONSULTANCY SERVICES	\$ 4,612.96
11/09/2020	74230	GLOBAL AIRSPACE SOLUTIONS PTY LTD	MAINTENANCE - INSTRUMENT FLIGHT PROCEDURE	\$ 7,700.00
18/09/2020	74352	GLOBAL SYNTHETICS PTY LTD	GEOTEXTILES AND GABIONS	\$ 2,202.32
11/09/2020	74138	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY	STORAGE SERVICES	\$ 350.96
11/09/2020	74292	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	\$ 3,900.00
18/09/2020	74412	GUMPTION PTY LTD	ADVERTISING SERVICES	\$ 4,610.00
25/09/2020	74459	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	\$ 13,522.08
11/09/2020	74196	HARBECKS TRANSPORT	SAND AND GRAVEL SUPPLIES	\$ 23,683.76
18/09/2020	74364	HARBECKS TRANSPORT	SAND AND GRAVEL SUPPLIES	\$ 15,376.33
18/09/2020	74418	HART SPORT	SPORT EQUIPMENT SUPPLIER	\$ 244.40
11/09/2020	74148	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	\$ 507.50
18/09/2020	74344	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	\$ 159.50
29/09/2020	74524	HELEN READING	ART SALES	\$ 30.80
11/09/2020	74202	HIFX LIMITED CLIENT SECURITY TRUST ACC	ELECTRONIC VISITOR MANAGEMENT SYSTEM	\$ 70.00
4/09/2020	74059	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	\$ 30.55
11/09/2020	74303	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	\$ 786.27
18/09/2020	74419	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	\$ 233.91
29/09/2020	74587	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	\$ 352.50
11/09/2020	74284	IC DEVELOPMENTS PTY LTD T/AS INNOVEST CO	CONSTRUCTION SERVICES	\$ 1,347.50
4/09/2020	74084	INDUSTRIAL ROADPAVERS (WA) PTY LTD	CIVIL AND LANDSCAPING WORKS	\$ 282,491.52
18/09/2020	74378	INK STRATEGY	CULTURAL INTERPRETATION STRATEGY	\$ 9,603.00
11/09/2020	74218	INSTANT PRODUCTS HIRE	PUBLIC ABLUTIONS HIRE AND SALES	\$ 2,522.80
4/09/2020	74065	IWEIGH SOLUTIONS PTY LTD	WASTE MANAGEMENT SOFTWARE	\$ 1,320.00
4/09/2020	74091	JACK IN THE BOX CORPORATION PTY LTD	MARKETING SERVICES	\$ 2,564.10
29/09/2020	74487	JALINDIA GALLERY & FRAMERS	ART SALES	\$ 10.50
4/09/2020	74018	JASMINE SGROI	STAFF REIMBURSEMENT	\$ 73.00
4/09/2020	74092	JD & JE CORKER	STAFF REIMBURSEMENT	\$ 86.00
16/09/2020	74322	JEMMA MANN	STAFF REIMBURSEMENT	\$ 79.65
4/09/2020	74086	JENNA RANDALL	BJTP REFUND	\$ 127.00
29/09/2020	74515	JENNIFER BROWN	ART SALES	\$ 94.00
11/09/2020	74180	JET ADVENTURES	BOND REFUND	\$ 1,012.00
18/09/2020	74334	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	\$ 55.00
29/09/2020	74482	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	\$ 120.00
29/09/2020	74556	JONATHAN LEACH	RATE REFUND	\$ 698.69

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29/09/2020	74535	JULIE GUTHRIDGE	ART SALES	\$ 63.00
16/09/2020	74311	JUSTIN SMITH	STAFF REIMBURSEMENT	\$ 220.00
11/09/2020	74219	KARL D CLIVELY	IRRIGATION AND PROJECT MANAGEMENT	\$ 2,640.00
29/09/2020	74545	KARL D CLIVELY	IRRIGATION AND PROJECT MANAGEMENT	\$ 631.40
16/09/2020	74317	KATE WESTERN	STAFF REIMBURSEMENT	\$ 6.00
11/09/2020	74309	KATRINE TUROY-SMITH	BOND REFUND	\$ 23,142.00
11/09/2020	74241	KD POWER	MAINTENANCE SERVICES	\$ 55.00
11/09/2020	74113	KEEN BOYS TRANSPORT PTY LTD	MR LICENCE TRAINING	\$ 905.00
18/09/2020	74335	KERRY HILL ARCHITECTS	ARCHITECTURAL SERVICES	\$ 147,288.00
25/09/2020	74436	KERRY HILL ARCHITECTS	ARCHITECTURAL SERVICES	\$ 14,728.80
4/09/2020	74071	KITCHEN TAKEOVERS	CATERING	\$ 850.80
11/09/2020	74173	KITCHEN TAKEOVERS	CATERING	\$ 140.00
29/09/2020	74521	KITCHEN TAKEOVERS	CATERING	\$ 932.00
11/09/2020	74189	KMART BUSSELTON	RETAIL HOME WARES	\$ 87.50
29/09/2020	74517	KMJ FENCING	FENCING SERVICES	\$ 1,210.00
18/09/2020	74367	KOMATSU AUSTRALIA	VEHICLE PURCHASE AND PARTS	\$ 40.67
29/09/2020	74519	KWIK KOFFEE BUSSELTON	CATERING	\$ 79.80
18/09/2020	74384	KYLE & COMPANY	LEGAL SERVICES	\$ 13,310.00
4/09/2020	74089	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	\$ 170.92
25/09/2020	74460	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	\$ 213.65
25/09/2020	74458	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	\$ 315.90
18/09/2020	74337	LANDMARK PRODUCTS LTD	ENVIRONMENTAL SERVICES	\$ 45,749.00
11/09/2020	74118	LANDSAVE ORGANICS	LANDSCAPING SERVICE	\$ 4,565.00
18/09/2020	74338	LANDSAVE ORGANICS	LANDSCAPING SERVICE	\$ 1,100.00
29/09/2020	74488	LANDSAVE ORGANICS	LANDSCAPING SERVICE	\$ 1,006.50
25/09/2020	74439	LARRY PRICE	MECHANICAL SERVICES	\$ 987.25
11/09/2020	74262	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	\$ 3,656.64
4/09/2020	74053	LD TOTAL	LANDSCAPING SERVICES	\$ 33,548.35
18/09/2020	74411	LD TOTAL	LANDSCAPING SERVICES	\$ 1,078.00
29/09/2020	74581	LD TOTAL	LANDSCAPING SERVICES	\$ 63,939.70
29/09/2020	74584	LE & OG ISBEL	ART SALES	\$ 18.40
16/09/2020	74310	LEEUWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES	\$ 6,004.56
25/09/2020	74433	LEEUWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES	\$ 16,234.90
11/09/2020	74290	LEEUWIN TRANSPORT	COURIER SERVICES	\$ 2,290.19
11/09/2020	74258	LEISURE INSTITUTE OF WA AQUATICS INC	TRAINING SERVICES	\$ 132.00
29/09/2020	74561	LESLEY ROBINSON	BOND REFUND	\$ 100.00
11/09/2020	74144	LG CONNECT PTY LTD	TECHNICAL CONSULTING	\$ 2,970.00
11/09/2020	74198	LIFE READY PHYSIO & PILATES BUSSELTON	MUSCULOSKELETAL FUNCTIONAL CAPACITY	\$ 148.50
11/09/2020	74203	LIVING MADLY PTY LTD	BAKERY CATERING	\$ 612.00
11/09/2020	74306	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	\$ 894.95
18/09/2020	74420	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	\$ 531.00
29/09/2020	74588	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	\$ 531.00
25/09/2020	74441	LOTIX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	\$ 139.26
29/09/2020	74553	LUMEN IT PTY LTD	IT SECURITY SYSTEMS	\$ 690.80
11/09/2020	74243	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	\$ 842.62
11/09/2020	74299	MAIA FINANCIAL	LEASING PAYMENTS	\$ 3,135.00
18/09/2020	74417	MAIA FINANCIAL	LEASING PAYMENTS	\$ 136,397.77
11/09/2020	74242	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES	\$ 44,737.78
18/09/2020	74391	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES	\$ 3,879.10
25/09/2020	74457	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES	\$ 27,815.96
29/09/2020	74541	MALCOLM ROBERTS	ART SALES	\$ 136.50
18/09/2020	74415	MARAGLAD HOLDINGS PTY LTD	FIRE CONTROL SERVICES	\$ 550.00
29/09/2020	74560	MARGARET LANGOULANT	RATE REFUND	\$ 570.72
4/09/2020	74064	MARGARET PARKE	ART SALES	\$ 216.00
11/09/2020	74151	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	ADVERTISING	\$ 11,000.00
11/09/2020	74159	MARGARET RIVER ENGINEERING AND SUPPLIES	STEEL FABRICATION	\$ 11,115.50
11/09/2020	74137	MARGARET RIVER FENCING	FENCING & MAINTENANCE SERVICES	\$ 2,557.50
18/09/2020	74382	MARK & MICHELLE GELMI	RATE REFUND	\$ 8,000.00
4/09/2020	74013	MARKETFORCE PTY LTD	ADVERTISING SERVICES	\$ 577.58
18/09/2020	74350	MARKETFORCE PTY LTD	ADVERTISING SERVICES	\$ 187.00
29/09/2020	74497	MATTHEW SHARP & SUSAN SMITH	ART SALES	\$ 35.00
29/09/2020	74538	MATTHEW WHYTE	BOND REFUND	\$ 100.00
18/09/2020	74416	MCGREGOR WJ & J	MANAGEMENT BUSSELTON JETTY TOURIST PARK	\$ 43,908.01
11/09/2020	74213	ME RAINY T IAS PK COURIERS	COURIER SERVICES	\$ 224.40
11/09/2020	74209	MECHANICAL PROJECT SERVICES	AIRCONDITIONING & REFRIGERATION SERVICES	\$ 2,840.20
11/09/2020	74232	MESSAGEMEDIA	BULK BUSINESS SMS	\$ 7,021.08
18/09/2020	74363	MICHAEL SHERRY PAINTING AND DECORATING P	PAINTING SERVICES	\$ 2,585.00
29/09/2020	74479	MR & MRS D HADDON	ART SALES	\$ 31.50
11/09/2020	74222	MUIRS	VEHICLE MAINTENANCE	\$ 175.52
11/09/2020	74147	MULLOWAY STUDIO PTY LTD	INTERPRETATION DESIGN AND CONSULTANCY	\$ 1,273.50
11/09/2020	74229	MULTISPARES LTD	VEHICLE PARTS	\$ 14,740.00
4/09/2020	74017	MURDOCH UNIVERSITY	RESEARCH SERVICES	\$ 10,215.93
25/09/2020	74454	MYELOMA FOUNDATION OF AUSTRALIA INC.	BOND REFUND	\$ 244.00
11/09/2020	74145	NAMES PLUS EMBROIDERY	EMBROIDERY SERVICES	\$ 1,080.00
29/09/2020	74540	NATURAL EDGE FRAMING & PHOTOGRAPHY	ART SALES	\$ 218.75
16/09/2020	74315	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	\$ 1,050.00
29/09/2020	74506	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	\$ 550.00
11/09/2020	74190	NATURALISTE TURF	TURF MAINTENANCE SERVICES	\$ 9,341.29
11/09/2020	74304	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	\$ 242.55
11/09/2020	74197	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	\$ 448.80
25/09/2020	74453	NEWAY TRANSPORT	COURIER SERVICES	\$ 1,406.66
4/09/2020	74030	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	\$ 459.80
11/09/2020	74244	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	\$ 2,899.14
29/09/2020	74566	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	\$ 159.71
16/09/2020	74321	NIGHTLIFE MUSIC PTY LTD	MUSIC AND VIDEO SUBSCRIPTION SERVICES	\$ 413.99
11/09/2020	74143	NSCO CONSULTING	CONSULTANCY AND TRAINING	\$ 1,049.95
11/09/2020	74286	NVMS (NOISE & VIBRATION SYSTEMS) P/L	NOISE LEVEL ANALYSER SUPPLIER	\$ 1,265.00
2/09/2020	74004	OCEAN AIR CARPET CARE	CLEANING SERVICES	\$ 30,457.35
1/10/2020	74589	OCEAN AIR CARPET CARE	CLEANING SERVICES	\$ 29,212.70
29/09/2020	74523	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	\$ 138.84
4/09/2020	74006	OLIVER DARBY	STAFF REIMBURSEMENT	\$ 150.00
4/09/2020	74058	ONEMUSIC AUSTRALIA	MUSIC LICENSES	\$ 5,618.31
4/09/2020	74093	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DRY HIRE	\$ 8,365.94
11/09/2020	74187	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DRY HIRE	\$ 4,509.58
18/09/2020	74362	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DRY HIRE	\$ 843.99
18/09/2020	74339	OPENCITIES PTY LTD	SOFTWARE SERVICES	\$ 8,872.63
11/09/2020	74177	OPRA AUSTRALIA PTY LTD	PSYCHOMETRIC ASSESSMENT SERVICES	\$ 726.00
18/09/2020	74342	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	\$ 547.20
11/09/2020	74120	ORANA CINEMAS BUSSELTON	ADVERTISING SERVICES	\$ 840.00
14/09/2020	74296	PACIFIC BIOLOGICS WAREHOUSE	CANCELLED PAYMENT	\$ -

DATE	REF #	NAME	DESCRIPTION	AMOUNT
16/09/2020	74330	PACIFIC BIOLOGICS WAREHOUSE	CHEMICAL SERVICES	\$ 22,029.70
4/09/2020	74078	PAUL SHERIDAN	STAFF REIMBURSEMENT	\$ 366.93
11/09/2020	74247	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	\$ 4,054.40
18/09/2020	74395	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	\$ 1,270.50
30/09/2020	74582	PENNANT HOUSE	CANCELLED PAYMENT	\$ -
4/09/2020	74054	PENSKE POWER SYSTEMS	PLANT PURCHASES / SERVICES / PARTS	\$ 371.86
4/09/2020	74062	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	\$ 47,216.10
29/09/2020	74562	PETER LASLETT	BOND REFUND	\$ 100.00
29/09/2020	74480	PHIL HOLLETT PHOTOGRAPHY	ART SALES	\$ 68.25
29/09/2020	74485	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	\$ 250.80
4/09/2020	74044	PLANET GRAPHICS	PRINTING SERVICES	\$ 795.00
11/09/2020	74152	POLYLINK	RETICULATION SUPPLIES	\$ 4,017.20
18/09/2020	74365	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	\$ 159.50
4/09/2020	74033	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	\$ 148.50
11/09/2020	74253	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	\$ 1,564.19
25/09/2020	74461	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	\$ 1,628.56
29/09/2020	74569	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	\$ 738.74
18/09/2020	74372	PROFESSIONAL CABLING SERVICES	CABLING SERVICES	\$ 231.00
18/09/2020	74397	PRO-LINE KERBING	KERBING SERVICES	\$ 3,514.50
29/09/2020	74568	PRO-LINE KERBING	KERBING SERVICES	\$ 13,653.20
11/09/2020	74158	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	\$ 3,252.03
4/09/2020	74025	QED ENVIRONMENTAL SERVICES	SURFACE TESTING	\$ 2,750.00
11/09/2020	74228	QED ENVIRONMENTAL SERVICES	SURFACE TESTING	\$ 2,420.00
16/09/2020	74324	R & A TROTT	STAFF REIMBURSEMENT	\$ 102.55
11/09/2020	74255	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	\$ 108.90
25/09/2020	74463	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	\$ 133.10
29/09/2020	74586	REPEAT PLASTICS (WA)	PLASTIC PRODUCT SUPPLIER	\$ 711.07
11/09/2020	74283	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	\$ 44.00
18/09/2020	74385	RJ & LJ BASSETT	RATE REFUND	\$ 3,943.30
4/09/2020	74094	RJ & VJ WILLMOTT	BOND REFUND	\$ 20,000.00
11/09/2020	74298	RMS (AUST)P/L	SOFTWARE SERVICES	\$ 120.45
11/09/2020	74251	RODS AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	\$ 163.61
11/09/2020	74206	ROOF ACCESS WA	ROOF ACCESS PROVIDERS	\$ 4,675.00
4/09/2020	74031	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	TRAINING SERVICES	\$ 39.60
29/09/2020	74511	RUTH BROOKS	ART SALES	\$ 168.00
4/09/2020	74052	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURRENCE	\$ 1,859.00
11/09/2020	74295	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURRENCE	\$ 1,001.00
11/09/2020	74224	SAGE CONSULTING ENGINEERS PTY LTD	ELECTRICAL CONSULTING ENGINEER	\$ 2,860.00
29/09/2020	74549	SAGE CONSULTING ENGINEERS PTY LTD	ELECTRICAL CONSULTING ENGINEER	\$ 2,332.00
11/09/2020	74132	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	\$ 192.50
14/09/2020	74212	SE & SJ REYNOLDS	CANCELLED PAYMENT	\$ -
16/09/2020	74323	SE & SJ REYNOLDS	CATERING	\$ 130.00
11/09/2020	74153	SEASIDE LANDSCAPING CONTRACTORS	LANDSCAPING SERVICES	\$ 2,018.50
25/09/2020	74443	SECURUS	SECURITY SYSTEMS SUPPLY AND MONITORING	\$ 498.50
29/09/2020	74492	SETON AUSTRALIA	SECURITY BARRIERS	\$ 364.10
4/09/2020	74039	SIGMA CHEMICALS	CHEMICAL SUPPLIER	\$ 196.90
11/09/2020	74272	SIGMA CHEMICALS	CHEMICAL SUPPLIER	\$ 85.80
4/09/2020	74068	SIMMO'S ICE CREAMERY	CATERING	\$ 3,300.00
10/09/2020	74097	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	\$ 18,275.46
24/09/2020	74422	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	\$ 18,275.46
4/09/2020	74042	SOILS AINT SOILS	NURSERY SUPPLIES	\$ 370.00
11/09/2020	74275	SOILS AINT SOILS	NURSERY SUPPLIES	\$ 312.84
18/09/2020	74379	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES	\$ 2,827.28
11/09/2020	74110	SOUTH WEST ACADEMY OF SPORT	COMMUNITY BID	\$ 11,000.00
29/09/2020	74557	SOUTH WEST BOATS & BIKES	COMMERCIAL PERMIT REFUND	\$ 365.20
11/09/2020	74300	SOUTH WEST COUNSELLING	RATE REFUND	\$ 1,534.50
11/09/2020	74281	SOUTH WEST CYCLES	CYCLE SUPPLIER AND REPAIRS	\$ 160.00
11/09/2020	74200	SOUTH WEST OFFICE NATIONAL	STATIONERY	\$ 419.40
4/09/2020	74029	SOUTHERN LOCK AND SECURITY	SECURITY SERVICES	\$ 119.50
29/09/2020	74565	SOUTHERN LOCK AND SECURITY	SECURITY SERVICES	\$ 88.00
25/09/2020	74472	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	\$ 110.00
11/09/2020	74268	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	\$ 1,221.90
18/09/2020	74406	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	\$ 8,700.00
4/09/2020	74015	SPICE ODYSSEY	CATERING	\$ 238.00
4/09/2020	74076	SPORTSPOWER	SPORT EQUIPMENT SUPPLIER	\$ 320.00
4/09/2020	74047	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	\$ 1,326.60
29/09/2020	74577	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	\$ 831.60
11/09/2020	74234	SPOTLIGHT PTY LTD	VACATION CARE SUPPLIES	\$ 108.00
11/09/2020	74121	ST JOHN AMBULANCE	TRAINING SERVICES	\$ 480.00
18/09/2020	74392	ST MARY'S COMMUNITY CARE	COMMUNITY SERVICES	\$ 1,250.00
10/09/2020	74096	STOCKER PRESTON RESIDENTIAL	RENT - A NOTTLE	\$ 860.00
24/09/2020	74421	STOCKER PRESTON RESIDENTIAL	RENT - A NOTTLE	\$ 860.00
18/09/2020	74410	STRATAGREEN	NURSERY SUPPLIES	\$ 39.90
29/09/2020	74503	SUE KALAB	ART SALES / WORKSHOP	\$ 56.00
11/09/2020	74139	SUMMERS CONSULTING	MOSQUITO BREEDING MONITORING	\$ 1,154.01
11/09/2020	74106	SUNNY SIGN COMPANY PTY LTD	SIGNAGE SERVICES	\$ 19,676.80
10/09/2020	74105	SUPERCHOICE	SUPERANNUATION	\$ 162,596.87
24/09/2020	74431	SUPERCHOICE	SUPERANNUATION	\$ 166,883.77
11/09/2020	74289	SURVCON P/L	SURVEY SERVICES	\$ 7,091.16
29/09/2020	74548	SUZANNA HAY	ART SALES	\$ 594.00
11/09/2020	74252	SW PRECISION PRINT	PRINTING SERVICES	\$ 297.00
18/09/2020	74398	SW PRECISION PRINT	PRINTING SERVICES	\$ 3,290.00
2/09/2020	74005	SYNERGY	ELECTRICITY SUPPLIES	\$ 13,865.97
11/09/2020	74204	SYNERGY	ELECTRICITY SUPPLIES	\$ 87,067.74
18/09/2020	74369	SYNERGY	ELECTRICITY SUPPLIES	\$ 14,725.81
25/09/2020	74448	SYNERGY	ELECTRICITY SUPPLIES	\$ 8,132.46
11/09/2020	74128	TACTILE INDICATORS PTY LTD	TERRACOTTA PATHFINDERS	\$ 1,792.00
18/09/2020	74347	TAJII HOUSE	WELLNESS PROGRAM	\$ 150.00
11/09/2020	74136	TAMARA DRISCOLL CLEANING MADE EASY	CLEANING SERVICES	\$ 282.00
18/09/2020	74373	TECH WINDOW GAVIN KENNETH BARNES T/AS	IT SUPPORT AND RETAIL SALES	\$ 99.80
4/09/2020	74041	TECHNOLOGY ONE	SOFTWARE SERVICES	\$ 1,089.00
11/09/2020	74274	TECHNOLOGY ONE	SOFTWARE SERVICES	\$ 2,420.00
29/09/2020	74483	THAT GUY'S RECYCLING PTY LTD T/A ::TOTAL	RECYCLING E-WASTE SERVICES	\$ 1,540.77
11/09/2020	74111	THE ASSOCIATION FOR PAYROLL SPECIALISTS	MEMBERSHIP / CONFERENCE	\$ 860.00
11/09/2020	74221	THE FLOWER PLACE BUSSELTON	FLORAL ARRANGEMENTS	\$ 130.00
11/09/2020	74184	THE GOOD EGG CAFE	VENUE HIRE AND CATERING	\$ 617.00
29/09/2020	74552	THE LEMON TREE HOME & GIFT STORE	GIFTS AND HOMEWARES	\$ 150.00
16/09/2020	74314	THE URBAN COFFEE HOUSE	CATERING	\$ 520.00
29/09/2020	74505	THE URBAN COFFEE HOUSE	CATERING	\$ 826.00
29/09/2020	74537	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	\$ 34.84



DATE	REF #	NAME	DESCRIPTION	AMOUNT
4/09/2020	74085	TIACS PTY LTD	WORK WEAR PPE	\$ 236.00
25/09/2020	74452	TIM ALINGHAM	STAFF REIMBURSEMENT	\$ 57.00
11/09/2020	74205	TOLL TRANSPORT PTY LTD	COURIER SERVICES	\$ 343.64
18/09/2020	74370	TOLL TRANSPORT PTY LTD	COURIER SERVICES	\$ 401.18
25/09/2020	74449	TOLL TRANSPORT PTY LTD	COURIER SERVICES	\$ 88.06
11/09/2020	74265	TOTAL EDEN PTY LTD	RETICULATION & SUPPLIES	\$ 5,605.84
4/09/2020	74060	T-QUIP	MOWER PARTS & SERVICE	\$ 1,021.45
11/09/2020	74305	T-QUIP	MOWER PARTS & SERVICE	\$ 2,072.55
29/09/2020	74484	TRACIE ANDERSON	ART SALES	\$ 71.55
18/09/2020	74413	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	\$ 2,521.64
29/09/2020	74583	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	\$ 1,128.30
25/09/2020	74432	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES	\$ 9,875.06
4/09/2020	74057	TRIATHLON WESTERN AUSTRALIA INC	IRONMAN TRIATHLON	\$ 60,500.00
11/09/2020	74291	TRINITY	TRAINING SERVICES	\$ 440.00
11/09/2020	74170	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	\$ 531.54
11/09/2020	74216	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	\$ 141.54
29/09/2020	74558	TRUDI ANESBURY	BOND REFUND	\$ 100.00
11/09/2020	74160	TRUE TRACK TRUCK ALIGNING	WHEEL ALIGNMENT SERVICES	\$ 416.00
18/09/2020	74353	TRUE TRACK TRUCK ALIGNING	WHEEL ALIGNMENT SERVICES	\$ 242.00
11/09/2020	74280	TYREPOWER BUSSETON	PLANT TYRE SUPPLIER / REPAIRER	\$ 756.00
11/09/2020	74130	UAP AUSTRALIA PTY LTD	STREET FURNITURE	\$ 39,413.00
18/09/2020	74381	UNITING OUTREACH PARISH OF BUSSETON	COMMUNITY SERVICES	\$ 1,250.00
4/09/2020	74082	URBIS PTY LTD	PROPERTY ECONOMIC & RESEARCH CONSULTING	\$ 7,930.00
11/09/2020	74131	VORGE PTY LTD	GYM GOODS	\$ 2,145.00
29/09/2020	74494	VORGE PTY LTD	GYM GOODS	\$ 980.10
4/09/2020	74035	W.A. BOILER SPARES AND SERVICE	PLANT PURCHASES / SERVICES / PARTS	\$ 1,034.00
11/09/2020	74261	W.A. HINO SALES & SERVICE	PLANT PURCHASES / SERVICES / PARTS	\$ 992.89
25/09/2020	74467	W.A. HINO SALES & SERVICE	PLANT PURCHASES / SERVICES / PARTS	\$ 29.68
11/09/2020	74123	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE	\$ 1,156.50
25/09/2020	74474	WA RANGERS ASSOCIATION	MEMBERSHIP FEES	\$ 405.00
10/09/2020	74101	WA SHIRE COUNCILS	UNION FEES	\$ 358.76
24/09/2020	74427	WA SHIRE COUNCILS	UNION FEES	\$ 358.76
25/09/2020	74476	WA SKILLS TRAINING	TRAINING SERVICES	\$ 230.00
18/09/2020	74405	WA TREASURY CORPORATION	LOAN REPAYMENTS	\$ 741,030.91
18/09/2020	74331	WALGA	WALGA TRAINING SERVICES	\$ 31,310.00
11/09/2020	74214	WARRINGTONFIRE AUSTRALIA PTY LTD	FIRE TESTING SERVICES	\$ 1,027.13
29/09/2020	74525	WE MCGILL	ART SALES	\$ 12.00
29/09/2020	74514	WELL DONE INTERNATIONAL PTY LTD	AFTERHOURS CALL CENTRE SERVICE	\$ 2,224.97
11/09/2020	74172	WELLGEVITY	PILATES AND BARRE CLASSES	\$ 850.00
11/09/2020	74254	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	\$ 1,168.40
18/09/2020	74399	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	\$ 58.32
25/09/2020	74462	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	\$ 616.10
25/09/2020	74469	WESFARMERS KHG	GAS SERVICES	\$ 1,640.70
25/09/2020	74464	WEST OZ LINEMARKING	LINE MARKING SERVICES	\$ 2,074.60
11/09/2020	74155	WESTERN IRRIGATION PTY LTD	BORE AND IRRIGATION SERVICES	\$ 1,485.00
11/09/2020	74259	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	\$ 1,047.73
18/09/2020	74402	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	\$ 1,712.60
25/09/2020	74465	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	\$ 2,294.49
11/09/2020	74142	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	\$ 165.00
11/09/2020	74163	WHITCOMBE DRAFTING SERVICES	CIVIL DESIGN AND DRAFTING	\$ 4,387.50
11/09/2020	74124	WIZID PTY LTD	POOL ENTRY WRISTBANDS	\$ 113.30
4/09/2020	74050	WML CONSULTANTS PTY LTD	CONSULTANCY SERVICES	\$ 789.25
25/09/2020	74468	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	\$ 72.00
18/09/2020	74348	WORK METRICS	HEALTH AND SAFETY SOFTWARE	\$ 110.00
11/09/2020	74285	WREN OIL	WASTE OIL SERVICES	\$ 181.50
4/09/2020	74040	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	\$ 289.55
4/09/2020	74095	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	\$ 238.12
11/09/2020	74273	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	\$ 432.05
18/09/2020	74407	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	\$ 183.79
25/09/2020	74471	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	\$ 518.77
29/09/2020	74481	XPANSE PTY LTD	COMPUTER SOFTWARE SUPPLIER	\$ 7,603.20
11/09/2020	74109	YALLINGUP LANDSCAPES	LANDSCAPING SERVICES	\$ 352.00
29/09/2020	74571	YALLINGUP RURAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	\$ 366.38
4/09/2020	74023	YELVERTON LIQUID WASTE	LIQUID WASTE REMOVAL	\$ 1,907.40
11/09/2020	74213	YELVERTON LIQUID WASTE	LIQUID WASTE REMOVAL	\$ 1,951.40
18/09/2020	74371	YELVERTON LIQUID WASTE	LIQUID WASTE REMOVAL	\$ 579.70
29/09/2020	74539	YELVERTON LIQUID WASTE	LIQUID WASTE REMOVAL	\$ 788.70
11/09/2020	74277	YOUTH CARE	SCHOOL CHAPLAINCY CONTRIBUTION	\$ 45,540.00
4/09/2020	74090	ZIPFORM PTY LTD	PRINTING SERVICES	\$ 14,986.60
11/09/2020	74249	ZIPFORM PTY LTD	PRINTING SERVICES	\$ 1,419.39
				\$ 5,070,991.00

TRUST PAYMENTS SEPTEMBER 2020				
DATE	REF #	NAME	DESCRIPTION	AMOUNT
10/09/2020	7528	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	\$ 28,809.59
10/09/2020	7529	CITY OF BUSSETON	VARIOUS REIMBURSEMENTS	\$ 787.75
10/09/2020	7530	CONSTRUCTION TRAINING FUND	BCITF LEVY	\$ 2,136.60
				\$ 31,733.94

DIRECT DEBIT PAYMENTS SEPTEMBER 2020				
DATE	REF #	NAME	DESCRIPTION	AMOUNT
14/09/2020	4252	A COHEN	REFUND OF RATE OVERPAYMENT	\$ 2,595.95
16/09/2020	4261	A KOMNINOS	REFUND OF RATE OVERPAYMENT	\$ 2,464.45
7/09/2020	4273	A.N.Z. BANK - VISA CARD	CREDIT CARD PAYMENT	\$ 19,366.40
		THE INSTITUTION OF ENGINEERS	MEMBERSHIP RENEWAL - ENGINEERS AUST.	\$ 451.00
		APPLE.COM/BILL	ICLOUD STORAGE	\$ 4.49
		MAIN ROADS WA HEAVY VEHICLES	PERMIT FOR SPECIAL PURPOSE VEHICLE NEW VOLVO WHEEL LOADER	\$ 50.00
		KINDRED NOMINEES, BOYANUP (BULL & BUSH TAVERN)	SW CEO'S MEETING - LUNCH	\$ 38.00
		BOOKING.COM AUSTRALIA SYDNEY (CROWN PROMENADE)	ACCOM FOR MAYOR TO ATTEND WALGA AGM AND POLITICAL FORUM	\$ 199.00
		OFFICE WORKS ON LINE	ITEMS FOR CITIZENSHIP CEREMONY CATERING	\$ 90.10
		SENTINEL BAR & GRILL	RACWA MEETING PERTH	\$ 54.00
		QT PERTH	RACWA MEETING -ACCOMMODATION	\$ 200.14
		QT PERTH	RACWA MEETING -ACCOMMODATION	\$ 200.14
		QT PERTH	RACWA MEETING PERTH	\$ 63.68
		ONE RUSTIC BLOOM	SYMPATHY FLOWER DELIVERY FOR STAFF	\$ 80.00
		PAYPAL PROCAD PTY LTD 4029357733	MICROSTATION FUNDAMENTALS TRAINING	\$ 1,950.00
		WESTERN AUSTRALIA EAST PERTH	ANNUAL CORPORATE FIREARMS LICENCE	\$ 131.00
		FACEBOOK G6DC4EVV2 FB.ME/ADS	ART GEO FACEBOOK ADVERTISING	\$ 51.47
		SENDGRID \$14.95 USD 0.63 AUD	PROVIDE EMAIL CAPABILITY TO CUSTOMERS	\$ 21.56
		PAYPAL *YOUTH AFFAIR 4029357733	YACWA MEMBERSHIP -REGIONAL	\$ 165.00

DATE	REF #	NAME	DESCRIPTION	AMOUNT
		SPOTIFY P10E845C90 SYDNEY	MUSIC FOR YOUTH EVENTS	\$ 17.99
		WOTIF SYDNEY	ACCOMMODATION	\$ 232.22
		WOTIF SYDNEY	ACCOMMODATION CANCELLATION CREDIT	-\$ 116.11
		WOTIF SYDNEY	ACCOMMODATION CANCELLATION CREDIT	-\$ 116.11
		CANVA* HTTPSCANVA.CO 119.40 USD 5.02 AUD	WEB BASED DESIGN SUBSCRIPTION	\$ 172.32
		COLES EXPRESS 2012 DUNSBOROUGH	FUEL	\$ 90.60
		FACEBK FD2ZPVJFC2 FB.ME/ADS	FACEBOOK ADVERTISING - CRC LEASING	\$ 51.50
		MAILCHIMP *MONTHLY MAILCHIMP.COM	BAY TO BAY NEWSLETTER ELECTRONIC MAIL OUT	\$ 275.56
		SAI GLOBAL LIMITED NSW SYDNEY	AUSTRALIAN STANDARDS	\$ 518.19
		ACCESS CARDIOLOGY PTY NEDLANDS	MEDICAL REPORT FOR EMPLOYEE	\$ 550.00
		MANAGEMENT CONSULTANCY SYDNEY	CERT IV IN LEADERSHIP AND MANAGEMENT	\$ 1,350.00
		MANAGEMENT CONSULTANCY SYDNEY	CERT IV IN LEADERSHIP AND MANAGEMENT	\$ 1,500.00
		PAY ECU EDU AU WEB JOONDALUP	STUDY ASSISTANCE - MBA UNIT 6030	\$ 3,606.20
		ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM PRO LICENCE FOR WFH PREP	\$ 21.62
		PAYPAL *KAIYUANMAOD EB 4029357733	SAMSUNG TABLET ACCESSORIES - VEHICLE TRAYS	\$ 207.92
		PAYPAL *ETRONICSPTY EB 4029357733	SAMSUNG TABLET ACCESSORIES - CAR CHARGERS	\$ 191.12
		AMAZON MKTPLC AU SYDNEY SOUTH	SAMSUNG TABLET ACCESSORIES - ACTIV PRO CASES	\$ 279.69
		PC-EFTPOS PTY LTD SYDNEY	EFTPOS SYSTEM LIBRARY INTEGRATIONS	\$ 55.00
		AUSSIE BROADBAND PTY L MORWELL	MIKE ARCHER -RESIDENTIAL BROADBAND	\$ 65.00
		CANVA PTY LIMITED SYDNEY	CANVA SUBSCRIPTION	\$ 839.40
		APPLE.COM/BILL SYDNEY	MIKE ARCHER ICLOUD	\$ 4.49
		OFWKS ONLINE BENTLEIGH 03	BLU YETI MICROPHONE	\$ 158.00
		ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM PRO LICENCES	\$ 190.25
		KMART 1241 BUSSELTON	HDMI CABLES FOR WFH	\$ 117.00
		ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM PRO LICENCE	\$ 18.41
		ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM PRO LICENCE	\$ 257.77
		ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM PRO LICENCE	\$ 18.42
		ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM PRO LICENCE	\$ 18.42
		ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM PRO LICENCE	\$ 17.64
		ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM PRO LICENCE	\$ 33.75
		ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM PRO LICENCE	\$ 16.88
		AUSTRALIAN INSTITUTE O GLADSTONE PAR	AHHS MEMBERSHIP	\$ 220.00
		AUSTRALIAN INSTITUTE O GLADSTONE PAR	AHHS MEMBERSHIP	\$ 220.00
		ST JOHN AMBULANCE AUST BELMONT	FIRST AID SUPPLIES	\$ 61.70
		PAYPAL *AVIASSIST 4029357733	REMOTE PILOT LICENCE (FULL COURSE) MULTIROTOR 25KG	\$ 2,750.00
		PLURALSIGHT 801-7849007 328.90 USD 13.88 AUD	PLURAL SIGHT MEMBERSHIP	\$ 476.66
		PLURALSIGHT 801-7849007 328.90 USD 13.88 AUD	PLURAL SIGHT MEMBERSHIP	\$ 476.66
		PLURALSIGHT 801-7849007 328.90 USD 13.88 AUD	PLURAL SIGHT MEMBERSHIP	\$ 476.66
		HARVEY NORMAN AV/IT BUSSELTON	CHARGER & CABLES FOR BRIGADE IT EQUIPMENT	\$ 49.00
		HARVEY NORMAN AV/IT BUSSELTON	CHARGER & CABLES FOR BRIGADE IT EQUIPMENT	\$ 243.00
21/09/2020	4258	ABLE PLANNING & PROJECT MANAGEMENT	REFUND OF WITHDRAWN PLANNING APPLICATIONS	\$ 73.00
11/09/2020	4264	AIRPORT PARKING CARD REFUNDS	AIRPORT PARKING CARD REFUND	\$ 20.00
10/09/2020	4243	AMELIA PARK LODGE	REFUND REGISTRATION FEE	\$ 255.00
10/09/2020	4244	ANZ BANK	TERM DEPOSIT	\$ 2,000,000.00
10/09/2020	4245	ANZ BANK	TERM DEPOSIT	\$ 2,000,000.00
10/09/2020	4246	ANZ BANK	TERM DEPOSIT	\$ 2,000,000.00
10/09/2020	4247	ANZ BANK	TERM DEPOSIT	\$ 3,000,000.00
10/09/2020	4248	ANZ BANK	TERM DEPOSIT	\$ 3,000,000.00
16/09/2020	4262	ANZ BANK	BANK FEES	\$ 22,942.62
3/09/2020	4268	ANZ BANK	BANK FEES	\$ 286.42
3/09/2020	4269	ANZ BANK	BANK FEES	\$ 346.87
3/09/2020	4270	ANZ BANK	BANK FEES	\$ 364.19
3/09/2020	4271	ANZ BANK	BANK FEES	\$ 6,652.82
30/09/2020	4280	ANZ BANK	STOP CHEQUE FEE	\$ 15.00
23/09/2020	4277	B MATZNELLER	REFUND OF RATE OVERPAYMENT	\$ 2,456.63
21/09/2020	4274	BGC RESIDENTIAL PTY LTD	REFUND OF WITHDRAWN DA APPLICATION	\$ 746.10
10/09/2020	4249	CALTEX	PAYMENT CANCELLED	\$ -
30/09/2020	4285	CALTEX	FUEL SERVICES	\$ 50,654.09
3/09/2020	4263	COMMONWEALTH BANK	BANK FEES	\$ 12,729.04
15/09/2020	4272	COMMONWEALTH BANK	BANK FEES	\$ 526.34
14/09/2020	4255	DARLING QUALITY BUILDERS	REFUND OF WITHDRAWN DA APPLICATION	\$ 147.00
10/09/2020	4250	DELTEEN PTY LTD	REFUND DEMOLITION APPLICATION FEE	\$ 166.65
21/09/2020	4275	ENT TONDUT	REFUND BUILDING APPLICATION FEE	\$ 166.65
30/09/2020	4278	G MARLIN	REFUND OF RATE OVERPAYMENT	\$ 3,381.19
14/09/2020	4253	G ROGAN	REFUND OF WITHDRAWN DA APPLICATION	\$ 1,957.00
22/09/2020	4265	H DUFF	REFUND OF RATE OVERPAYMENT	\$ 2,456.63
18/09/2020	4259	H GEARY	REFUND OF RATE OVERPAYMENT	\$ 200.00
30/09/2020	4282	IPV NUMBERS 4282 - 4284 CANCELLED	PAYMENT CANCELLED	\$ -
30/09/2020	4283	IPV NUMBERS 4282 - 4284 CANCELLED	PAYMENT CANCELLED	\$ -
30/09/2020	4284	IPV NUMBERS 4282 - 4284 CANCELLED	PAYMENT CANCELLED	\$ -
14/09/2020	4254	J BETTINA & A WOODS	REFUND OF WITHDRAWN DA APPLICATION	\$ 147.00
21/09/2020	4256	JM REES	REFUND OF WITHDRAWN SECTION 40 CERTIFICATE	\$ 154.00
21/09/2020	4257	LANDER LAWYERS	REFUND OF WITHDRAWN PLANNING APPLICATIONS	\$ 73.00
1/09/2020	4266	LES MILLS ASIA PACIFIC	CONTRACT FEES	\$ 582.89
1/09/2020	4267	LES MILLS ASIA PACIFIC	CONTRACT FEES	\$ 412.86
30/09/2020	4279	M E HAYES	REFUND OF RATE OVERPAYMENT	\$ 58.23
10/09/2020	4239	NATIONAL AUSTRALIA BANK	TERM DEPOSIT	\$ 4,000,000.00
10/09/2020	4240	NATIONAL AUSTRALIA BANK	TERM DEPOSIT	\$ 3,000,000.00
10/09/2020	4241	NATIONAL AUSTRALIA BANK	TERM DEPOSIT	\$ 3,000,000.00
23/09/2020	4276	NS HARRIS	REFUND OF RATE OVERPAYMENT	\$ 2,514.03
18/09/2020	4260	R MACPHERSON	REFUND OF RATE OVERPAYMENT	\$ 1,637.48
14/09/2020	4251	RP ALLAM & HD ALLAM	REFUND BUILDING APPLICATION FEE	\$ 166.65
30/09/2020	4281	TAYLOR & SUNDQVIST	REFUND OF RATE OVERPAYMENT	\$ 2,294.87
10/09/2020	4242	WESTPAC BANK	TERM DEPOSIT	\$ 4,000,000.00
				\$ 26,139,011.05
DIRECT DEBIT PAYMENTS SEPTEMBER 2020				
DATE	REF #	NAME	DESCRIPTION	AMOUNT
8/09/2020	PAYROLL	CITY OF BUSSELTON	PAYROLL & SALARIES 8.9.20	\$ 758,327.31
22/09/2020	PAYROLL	CITY OF BUSSELTON	PAYROLL & SALARIES 22.9.20	\$ 758,770.19
				\$ 1,517,097.50

12.2 Finance Committee - 11/11/2020 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 30 SEPTEMBER 2020

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Financial Services
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Investment Report September 2020  Attachment B Financial Activity Statement September 2020 

This item was considered by the Finance Committee at its meeting on 11/11/2020, the recommendations from which have been included in this report.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 30 September 2020, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations*.

EXECUTIVE SUMMARY

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 30 September 2020.

BACKGROUND

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

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting on 27 July 2020, the Council adopted (C2007/071) the following material variance reporting threshold for the 2020/21 financial year:

That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2020/21 financial year as follows:

- *Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and*
- *Reporting of variances only applies for amounts greater than \$25,000.*

OFFICER COMMENT

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

Statement of Financial Activity

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

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

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

Comments on Financial Activity to 30 September 2020

The Statement of Financial Activity (FAS), for the year to date as at 30 September 2020 shows an overall Net Current Position of \$45.1M as opposed to the budget of \$38.4M. This represents a positive variance of \$1.5M 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	2020/21 Actual YTD \$	2020/21 Amended Budget YTD \$	2020/21 Amended Budget \$	2020/21 YTD Bud Variance %	2020/21 YTD Bud Variance \$	Change in Variance Current Month \$
Revenue from Ordinary Activities				(0.48%)	(302,824)	(37,326)
1. Interest Earnings	417,396	341,046	1,046,684	22.39%	76,350	27,048
Expenses from Ordinary Activities				13.80%	2,841,348	963,828
2. Materials & Contracts	(2,849,739)	(4,659,812)	(18,710,746)	38.84%	1,810,073	601,112
3. Utilities	(559,775)	(700,893)	(2,770,956)	20.13%	141,118	52,682
4. Other Expenditure	(531,300)	(1,124,088)	(5,236,779)	52.73%	592,788	316,404
5. Non-Operating Grants, Subsidies and Contributions						
	2,360,476	3,112,030	29,904,462	(24.15%)	(751,554)	(789,716)
Capital Revenue & (Expenditure)				28.61%	3,801,052	509,861
6. Land & Buildings	(1,363,490)	(1,639,997)	(17,454,059)	16.86%	276,507	(52,205)
Plant & Equipment	(205,528)	(384,086)	(2,510,340)	46.49%	178,558	(25,596)
Furniture & Equipment	(101,303)	(70,755)	(461,088)	(43.17%)	(30,548)	(77,703)
Infrastructure	(2,967,147)	(7,620,541)	(35,785,600)	61.06%	4,653,394	1,780,938
7. Proceeds from Sale of Assets	121,925	221,500	581,500	(44.95%)	(99,575)	3,018
8. Repayment of Capital Lease	(236,974)	(130,474)	(521,900)	(81.63%)	(106,500)	(108,123)
9. Transfer to Restricted Assets	(1,062,473)	(13,752)	(62,750)	(7625.95%)	(1,048,721)	(949,889)
10. Transfer from Restricted Assets	45,262	0	2,747,074	100.00%	45,262	24,580
11. Transfer from Reserves	1,421,153	1,621,005	34,768,797	(12.33%)	(199,852)	(1,625)

Revenue from Ordinary Activities

Actual income from ordinary activities for August YTD is **(\$303K), or (0.48%)**, less than YTD budget. Although overall revenue is under YTD budget, the following YTD item is the only item that meets the material variance reporting thresholds, which is positive:

1. **Interest Earnings** YTD of \$417K actual is \$76K better than YTD budget. This represents budget timing issues as there was nothing budgeted in the July month. It is believed that the variance will rectify as the year progresses, with possible further reductions in interest rate returns.

Expenses from Ordinary Activities

Expenditure from ordinary activities is \$948K or 13.7% less than expected when compared to the budget YTD as at September. The following individual expense line items on the face of the financial statement have YTD variances that meet the material reporting thresholds:

2. Materials and Contracts

Better than budget by \$1.8M or 38.8%. The table below lists the main variance items that meet the reporting thresholds:

Cost Code	Cost Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Change in Variance Current Month \$	Comments
<u>Finance and Corporate Services</u>		430,907	571,326	140,419	46,127	
10250	Information & Communication Technology Services	272,038	334,247	62,209	67,373	Largely due to a lower than expected spend on consultants, caused by lingering delays in various projects due to COVID. Also, a planned longer term consulting arrangement with a Tech1 specialist has been facilitated via a fixed term employment contract, rather than via consultancy fees.
10521	Human Resources & Payroll	895	28,339	27,444	3,113	Underspend due to misallocation of WALGA membership invoice, and due to other priorities, Consultants have not been utilised to date this year.

<u>Community and Commercial Services</u>		241,878	585,720	343,842	93,042	
10541	Recreation Planning	-	28,499	28,499	4,167	Timing of expenditure is largely due in Q2 & Q3 due to flora/ fauna assessment scheduling and awaiting the outcomes of external grant applications. Budget timing will be adjusted accordingly.
10591	Geographe Leisure Centre	69,278	97,435	28,157	5,260	The Geographe Leisure Centre was closed due to COVID and upon reopening was subject to phased restrictions which limited the attendance numbers and therefore expenditure associated with our programs and services throughout July and into August and September. To date we are still limited by Phase 4 restrictions and have limited numbers in some activities affecting a slow return to business as usual and therefore planned expenditure. Business is now picking up and we are likely to see increased expenditure over the next few months in line with budget.
10600	Busselton Jetty Tourist Park	86,100	145,254	59,155	7,284	The majority of this variance cost is the monthly management contract fee (\$41,125) for the caravan park which has resulted due to a timing issue with presentation and payment of the invoice. Other expenses falling within Materials & Contracts are related to maintenance which will occur throughout the year.

11151	Airport Operations	37,029	150,078	113,049	15,509	<p>The budget YTD monthly allocation for Airport Ops of \$150k includes the key allocations of:</p> <ul style="list-style-type: none"> • Security screening allocations of \$45k not spent. • Contractors - \$49k for water tank removal & tree clearing not completed/expended. • Smaller variances in other cost codes (3224) not expended.
<u>Planning and Development Services</u>		215,901	537,833	321,932	121,369	
10830	Environmental Management Administration	38,371	150,105	111,734	103,031	Expenditure variance due to the timing of the awarding of Revitalising Geopraphe Waterways and Weed Action Plan contracts.
10925	Preventative Services – CLAG	20,504	45,249	24,745	(5,421)	CLAG mosquito treatments have just commenced for the season and will soon be reflected in the accounts accordingly.
10931	Protective Burning & Firebreaks-Reserves	7,545	135,972	128,427	44,097	Q2 mitigation well underway, with all spring burns now complete. Invoices for works completed are starting to be received as of 26/10/2020.
11170	Meelup Regional Park	11,293	39,078	27,785	3,252	Reserve maintenance work and pest/weed control contracts have now commenced according to budget.

<u>Engineering and Works Services</u>		<i>1,960,013</i>	<i>2,962,718</i>	<i>1,002,705</i>	<i>340,408</i>	
12600	Street & Drain Cleaning	75,291	109,434	34,143	4,493	Expenditure timing - large component of this budget provides for a program of pre-winter drainage maintenance that occurs during summer months.
12620 & 12621	Rural & Urban Tree Pruning	27,796	94,500	66,704	16,280	Expenditure timing and reduced expenditure to potentially offset May 2020 storm damage subject to DRFAWA claims.
Various	Bridges	3,337	45,303	41,966	14,277	Expenditure timing and reduced expenditure to potentially offset May 2020 storm damage subject to DRFAWA claims.
Various	Buildings	244,009	355,269	111,260	1,948	The majority of scheduled maintenance activities to Buildings occur in the second half of the financial year; hence the year to date variance to budget (which is spread evenly).
Various	Other Infrastructure Maintenance	144,486	436,812	292,326	100,313	Expenditure attributable to timing with the budget having been evenly spread across the financial year. Material & Contractor costs associated with these areas will gradually increase as year progresses.

Various	Waste services	263,645	667,052	403,407	158,316	The larger variances are due to delays processing significantly higher volumes of green waste (and therefor pay), due to more people being at home because of COVID impacts, plus two major storm events. There were also delays in receiving invoices from various aspects of the recycling contractor. Additionally, we've got a few outstanding invoices that we haven't paid as we are seeking a discount from the recycling Contractor, Cleanaway. Another contributing factor is that the City suspended the FOGO service due to COVID (i.e. No collection & No Processing costs), for the remainder of the financial year.
Various	Roads Maintenance	577,774	216,702	(361,072)	(41,958)	Costs are largely associated with WANDRRA storm claim from the May 2020 storm events. 3 claims have been submitted to DFES, with 1 further claim required for remaining recovery costs.
Various	Reserve Maintenance	196,839	493,743	296,904	62,384	Costs associated with Public Open Spaces are historically low to the year to date budget in the first few month of any new financial year. These costs will begin to increase as we move towards spring and the busy summer tourism peak period.

5280	Transport - Fleet Management	400,185	535,779	135,594	29,545	The variance in fleet is due to both delays in supplier invoicing and the reduced maintenance activities due to lower winter utilisation. Fuel was underspent by \$79,398 YTD due to delays in receiving invoices, lower fuel cost, lower plant utilisation due to winter and less light fleet use due to working from home. Tyre purchase was underspent by \$14,286 YTD, replacement parts/ tooling/contractor costs were underspent by \$41,844 YTD. Budget is spread evenly across the year, however spending is generally more cyclical in nature and peaks in the busier spring/ summer/ autumn months.
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3. Utilities

Costs are \$141K under budget. At year ended 30 June 2020, the June street lighting account was booked in June, rather than in the following month when received per normal practice. Accruals are not done on a monthly basis, so this has the effect of causing actuals to appear to be on average \$75K behind budget in relation to street lighting (until the following June, when actuals will catch up to budget). Coupled with this there have been delays in receiving the accounts for parks & reserves from Synergy, due to system issues at their end (along with a number of other electricity accounts). With no accruals on a monthly basis, this also causes what appears to be an under spend against the budget. Pending resolution of the system issues at Synergy, this should largely rectify itself in coming months as the billing cycles re-align.

4. Other Expenditure

\$593K under the budget. The main contributing items are listed below:

Cost Code	Cost Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Change in Variance Current Month \$	Comments
<u>Finance and Corporate Services</u>		117,360	186,905	69,545	10,833	
10000	Members of Council	89,110	135,418	46,308	8,307	Councillor fees and allowances are paid one month in arrears, apart from June, where there is effectively a double up to ensure the full year figures are correct per YTD budget. The budget however is allocated to every month, causing a variance in July, which gradually resolves by June.
<u>Community and Commercial Services</u>		352,430	852,521	500,091	320,346	
10530	Community & Commercial Services Administration	218,519	172,019	(46,500)	(9,357)	The CinefestOZ sponsorship amount of \$80k was paid from this account in error and accounts for part of the YTD variance in addition to the annual budget allocation for events and marketing areas being incorrectly allocated over the duration of the year. The budget monthly allocations will be rectified for subsequent months following finalisation of the funding agreements and payment schedules.
10536	School Chaplaincy Programs	41,400	-	(41,400)	(41,400)	Historically Youthcare invoices the City in the 2 nd half of the year, but this year invoiced earlier than budgeted.

10567	CinefestOZ	-	120,000	120,000	-	YTD variance is due to the CinefestOZ sponsorship amount being incorrectly paid out of 10530 (a request will be made to journal funds from 10530 to this account to correct the error). Further, the sponsorship contract was varied due to change in format as a result of COVID (C2009/110) - \$80k paid in 2020/21 with the balance (\$38k) carried over to be paid in addition to 2021/22 MYA.
11151	Airport Operations	-	413,825	413,825	378,553	The budget relates to the Airline Attraction program expenditure for Jetstar RPT flights. This has been COVID affected and subsequent budget timings will be adjusted.

5. Non-Operating Grants, Subsidies & Contributions

The negative variance of \$752K is mainly due to the items in the table below. It should be noted that any variance in this area will approximately correlate to an offsetting variance in a capital project tied to this funding source. This can be seen in the section below that outlines the capital expenditure variances.

Revenue Code	Revenue Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Change in Variance Current Month \$
<u>Planning and Development Services</u>		10,592	(17,223)	27,815	27,815
B1025	Yallingup Coastal Bushfire Brigade – Donated Assets	10,592	-	10,592	10,592
B9109	Hithergreen Building Renovations – State Capital Grant	-	(17,223)	17,223	17,223
<u>Engineering and Works Services</u>		2,349,884	3,125,253	(775,369)	(2,985,253)
B9407	Busselton Senior Citizens – Developer Cont. Utilised	233,458	162,479	70,979	(162,479)
B9591	Performing Arts Convention Centre – Developer Cont. Utilised	-	1,000,000	(1,000,000)	(1,000,000)
C0059	Dunsborough Yacht Club Carpark – Developer Cont.	60,000	-	60,000	-
C3186	Lou Weston Oval Courts - Developer Cont. Utilised	100,000	-	100,000	100,000
F1022	Buayanyup Drain Shared Path – State Capital Grant	-	80,001	(80,001)	(80,001)
S0005	Ludlow Hithergreen Road Second Coat Seal – MR Capital Grant	180,000	112,500	67,500	(112,500)
S0048	Bussell Highway - Developer Cont. Utilised	200,000	125,001	74,999	(125,001)

S0073	Gale Road Rural Reconstruction – Federal Capital Grant	379,616	343,122	36,494	(343,122)
S0075	Local Road and Community Infrastructure Program – Federal Capital Grant	480,935	240,468	240,467	(240,468)
T0020	Capel Tutunup Road – RTR Capital Grant	-	356,682	(356,682)	(356,682)

6. Capital Expenditure

As at 30 September 2020, there is an underspend variance of 52.27% or \$5.1M in total capital expenditure, with YTD actual at \$4.6M against the YTD amended budget of \$9.7M. Almost all of this positive underspend variance is offset by the negative variance in Non-operating Grants, Contributions & Subsidies discussed above, plus negative variances in Transfers From Reserves 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 \$	Change in Variance Current Month \$	Comments
Buildings		1,351,390	1,614,997	263,607	(65,105)	
B9516	Busselton Library Upgrade	249,722	301,000	51,278	11,460	Project was underspent due to mid-June 2020 contract award which occurred later than expected. Works have been completed in October.
B9407	Busselton Senior Citizens	590,823	549,925	(40,898)	(169,858)	Works completed in September 2020, however the budget was spread over a longer period.
B9591	Performing Arts Convention Centre	422,764	495,838	73,075	58,278	Regional Growth Fund milestones are under review pending funding extension confirmation. Design contract program extension pending. Budgeted cash flow is under review on this basis.
B9596	GLC Building Improvements	2,564	122,913	120,349	40,771	Carried over works from the prior year. Works scheduled to be completed in November 2020.
B9606	King Street Toilets	48,382	11,508	(36,874)	(37,187)	Works completed, however budget has been spread over a longer time period.

B9607	General Buildings Asset Renewal Allocation (Various Building)	5,033	37,500	32,467	7,590	Delays in commencement of numerous jobs caused by COVID and inclement weather. Largely on track per budget in the ensuing months.
Plant & Equipment		205,528	384,086	178,558	(25,596)	
10810	Statutory Planning	-	35,000	35,000	-	Vehicle not yet ordered – awaiting confirmation of government pricing. Delays in delivery are due to the high demand currently being experienced by dealers due to the government's stimulus package in concurrence with supply chain restrictions due to COVID.
10920	Environmental Health Services Administration	-	35,000	35,000	35,000	Vehicle ordered, not yet delivered. Reasoning per above.
11156	Airport Development Operations	166,365	70,776	(95,589)	(142,773)	\$38K Vehicle ordered – due to be delivered late October/early November. Costs to transfer siren/lights etc. still to come. Delays due to not being able to discuss changeover issues with the Airport team in order to amend configuration if necessary. The remaining variance relates to baggage handling equipment installation which has not been fully completed due to COVID related travel restrictions.
11402	Plant Purchases (P10)	-	40,000	40,000	-	Generators at DWF pond & cell – not yet replaced. Site and operations under review.
11403	Plant Purchases (P11)	-	77,500	77,500	72,500	One vehicle ordered, not yet delivered – reasoning similar to above. One vehicle not yet ordered.
11500	Operations Services Administration	-	40,000	40,000	-	Vehicle ordered, not yet delivered – reasoning similar to above.

<u>Furniture & Office Equipment</u>		101,303	70,755	(30,548)	(77,703)	
10250	Information & Communication Technology Services	101,303	47,755	(53,548)	(80,703)	There was a mis-posting of consulting fees of \$86K. This has been corrected in October. The variance would have been positive \$32K, for the following reason: Alternative solution found for the Fully Qualified Domain Name project that resulted in a lower spend up front, the capital assigned will now include a migration to Exchange Online which was always an option within the initial project. Expect the costs to be drawn in Q4 2020.
<u>Infrastructure By Class</u>		2,967,147	7,620,541	4,653,394	1,780,938	In the first quarter of the financial year a majority of Projects are in the planning and design phase and as such minimal actual expenditure is recorded against them. Further to this Capital Projects with Civil works are commonly scheduled to be carried out later; in the drier summer construction season. The Capital works budgets have been entered based on an even spread method and approach, not on a scheduled timing of works basis.
	Roads	1,318,999	4,513,255	3,194,256	1,081,040	
	Bridges	34	429,999	429,965	143,333	
	Car Parks	344,556	499,689	155,133	63,697	
	Footpaths & Cycleways	29,470	335,455	305,985	121,124	
	Parks, Gardens & Reserves	1,234,209	1,709,379	475,170	364,207	
	Drainage	-	35,219	35,219	6,725	
	Regional Airport & Industrial Park Infrastructure	39,879	97,545	57,666	812	

7. Proceeds From Sale of Assets

YTD proceeds from sale of assets is \$103K behind budget due to delays in delivery of acquisitions. Also, potential income from sales proceeds have been hampered by the pandemic. Aside from a significantly reduced capital replacement program in both light vehicles and heavy plant items, the existing ones that were due to be replaced have been retained in service to maintain operational requirements.

8. Repayment of Capital Lease

Budget was imported quarterly effective July, October, January & April, but actuals processed so far are in July and September and based on that the final two payments are anticipated in December and March, hence budget variance is a timing difference at this time.

9. Transfer to Restricted Assets

There is a YTD variance in transfers to restricted assets of \$1.048M more than amended budget. Grant funding received from Federal Government for “Drought Communities Program” of \$500k (attributable to CC C3223 Dunsborough Non-Potable Water Network). The funding was received in September whereas budget projected allocation was in June. It was anticipated that the expenditure would be incurred in June, hence the funding timing projections followed.

Developer contributions and bonds are inherently hard to predict and budget for. An annual amount of \$50K spread evenly over 12 months was budgeted, however, over \$557K has been received YTD September the bulk of which are for road works bonds (\$487k). Also contributing to the variance is \$49K in caravan park deposits that is not budgeted for.

10. Transfer from Reserves

There is a YTD variance in Transfers from Reserves of \$200K less than amended budget. The following planned expenditures, funded from reserves, had not yet occurred by the end of September:

- \$41K contribution for the tourist bureau, which has been recouped in October;
- \$15K for the purchase of a Mule for the Busselton Jetty;
- \$20K for purchase of furniture and equipment for the GLC;
- \$76K for purchase of four items of plant and equipment;
- \$11.7K relating to a transfer from the Long Service Leave reserve upon retirement of a long serving employee; and
- \$36K relating to the purchase of generators for waste services.

Once these purchases have been made, a subsequent recoup will be processed.

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 30 September 2020, the value of the City’s invested funds totalled \$89.29M, up from \$74.79M as at 31 August 2020. The increase is due to the receipt of the first instalments of the annual rating period.

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) decreased by \$11.5M with the funds being converted to Term Deposits during September to increase investment return.

The existing 11AM account was closed due a drop in interest rate from 0.2% to 0.05%. A new 11AM account opened with an interest rate of 0.1%.

During the month of September three term deposits totalling the amount of \$12.0M matured. Existing deposits were renewed for a further 140 days at 0.76% on average.

The official cash rate in September remains steady at 0.25%. The cash rate is expected to drop with in the near future. This will have a strong impact on the City's interest earnings for the foreseeable future.

Chief Executive Officer – Corporate Credit Card

Details of transactions made on the Chief Executive Officer's corporate credit card during September 2020 are provided below to ensure there is appropriate oversight and awareness.

Date	\$ Amount	Payee	Description
03/09/2020	127.50	THE GOOD EGG CAFE BUSSELTON	CITY OF PERTH FINDINGS SEMINAR
11/09/2020	230.53	CROWN METROPOL PERTH BURSWOOD	ACCOMMODATION
18/09/2020	24.50	SANCTUARY GOLF RESORT BUNBURY	CEO MEETING - SEND OFF MEAL
	382.53		

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. Council may wish to make additional resolutions as a result of having received these reports.

CONCLUSION

Budget timings remain affected by COVID impacts and are gradually being re-aligned. As at 30 September 2020, the City's net current position stands at \$45.1M. The City's financial performance is considered satisfactory, and cash reserves remain strong.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

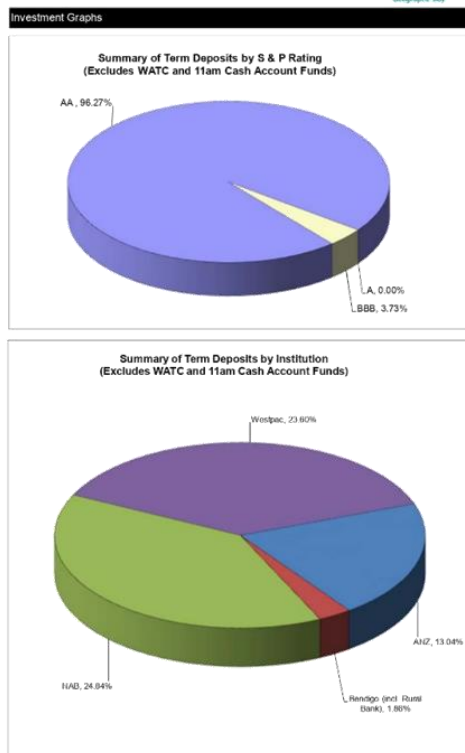
Not applicable.



CITY OF BUSSETON - INVESTMENT PERFORMANCE REPORT For the month of September 2020



11am Bank Account				As at 30 September 2020	
INSTITUTION				RATE	AMOUNT
ANZ 11am At Call Deposit				0.15%	\$ 6,000,000
Term Deposits - Miscellaneous Funds				As at 30 September 2020	
INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
NAB	AA	122	08-Oct-20	0.93%	\$ 2,000,000
Westpac	AA	122	12-Oct-20	0.80%	\$ 2,000,000
ANZ	AA	153	25-Nov-20	0.82%	\$ 2,000,000
NAB	AA	270	21-Mar-21	0.92%	\$ 4,000,000
NAB	AA	271	29-Mar-21	0.90%	\$ 4,000,000
Westpac	AA	92	22-Oct-20	0.70%	\$ 1,500,000
NAB	AA	120	06-Nov-20	0.85%	\$ 2,000,000
Westpac	AA	91	06-Dec-20	0.54%	\$ 5,000,000
NAB	AA	150	19-Dec-20	0.82%	\$ 2,000,000
Bendigo	BBB	119	23-Dec-20	0.60%	\$ 3,000,000
NAB	AA	150	07-Jan-21	0.75%	\$ 3,000,000
Westpac	AA	153	17-Jan-21	0.66%	\$ 1,500,000
ANZ	AA	153	24-Jan-21	0.81%	\$ 3,000,000
NAB	AA	151	08-Feb-21	0.70%	\$ 3,000,000
ANZ	AA	153	10-Feb-21	0.76%	\$ 2,000,000
Westpac	AA	215	24-Feb-21	0.70%	\$ 3,000,000
ANZ	AA	153	24-Feb-21	0.73%	\$ 3,000,000
NAB	AA	180	09-Mar-21	0.70%	\$ 3,000,000
ANZ	AA	181	10-Mar-21	0.80%	\$ 2,000,000
Westpac	AA	212	24-Mar-21	0.70%	\$ 2,000,000
NAB	AA	210	08-Apr-21	0.70%	\$ 4,000,000
ANZ	AA	214	12-Apr-21	0.81%	\$ 2,000,000
ANZ	AA	243	15-Apr-21	0.86%	\$ 3,500,000
ANZ	AA	274	25-Apr-21	0.89%	\$ 4,000,000
Westpac	AA	212	29-Apr-21	0.60%	\$ 4,000,000
ANZ	AA	242	10-May-21	0.82%	\$ 3,000,000
ANZ	AA	273	10-Jun-21	0.82%	\$ 3,000,000
WBC	AA	365	10-Sep-21	0.70%	\$ 4,000,000
Total of Term Deposits					\$ 80,500,000
Weighted Average Annual Rate of Return					0.76%



Airport Redevelopment Funds				As at 30 September 2020		
WA Treasury Corp. - Overnight Cash Deposit Facility		0.20%		\$	1,637,938	
WA Treasury Corp. - State Bonds		02-Sep-19		Matured		
Total of Airport Redevelopment Funds - WATC					\$ 1,637,938	
					Nil	
Total of Airport Redevelopment Funds - Bank Term Deposits					\$0	
ANZ Cash Account		AA	NA	NA	0.15%	\$ 1,158,221
Total of Airport Redevelopment Funds - Other					\$ 1,158,221	
Total of Airport Redevelopment Funds					\$ 2,796,159	
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					\$ 994	
Interest Accrued but not yet Received					\$ 269	
Total Interest Airport Funds (Non-Reserve) at month's end					\$ 2,566,316	
Interest Transferred out and held in City Reserve Account 136					\$ 1,085,630	
Interest Transferred out to Municipal Funds					\$ 24,073	
Interest Earned (incl. Accrued) on Funds Held in City Reserve A/c 136					\$ 74,309	

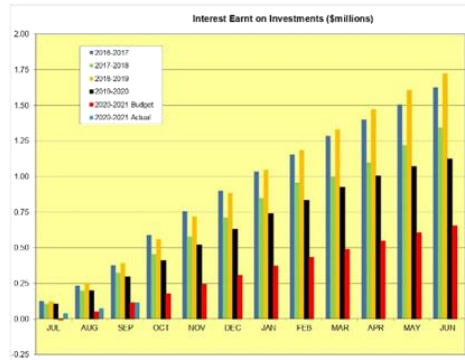
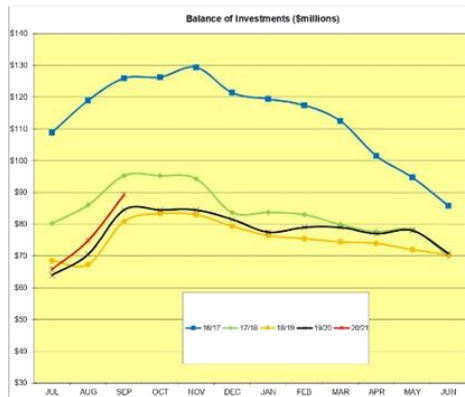
(Note: Funds held with the WATC are in accordance with the Airport Redevelopment Funding Contract and the Foreshore Development Contract and are not held within the requirements of the City's Investment Policy 218)

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

SUMMARY OF ALL INVESTMENTS HELD	As at 1 year ago	As at 30 June 2020	As at 30 September 2020
11am Bank Account	\$ 5,000,000	\$ 13,500,000	\$ 6,000,000
Term Deposits - Misc. Funds	\$ 74,500,000	\$ 54,500,000	\$ 80,500,000
Foreshore Development Funds - WATC	\$ -	\$ -	\$ -
Airport Redevelopment - WATC Deposits	\$ 4,971,972	\$ 1,637,382	\$ 1,637,938
Airport Redevelopment - Bank Term Deposit	\$ -	\$ -	\$ -
Airport Redevelopment - ANZ Cash A/c	\$ 2,785	\$ 1,158,221	\$ 1,158,221
Total of all Investments Held	\$ 84,474,757	\$ 70,795,602	\$ 89,296,159
TOTAL INTEREST RECEIVED AND ACCRUED	\$ 285,232	\$ 1,123,760	\$ 114,298
INTEREST BUDGET	\$ 264,270	\$ 1,480,000	\$ 112,446

(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



City of Busselton

Statement of Financial Activity

Year to Date As At 30 September 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2020/21 YTD Bud (A) Variance %
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Rates	52,142,192	52,217,486	52,217,486	52,759,360	52,759,360	-0.14%
Operating Grants, Subsidies and Contributions	1,268,345	1,174,623	1,018,076	4,819,786	4,454,801	7.98%
Fees & Charges	8,508,456	8,898,862	8,898,862	16,398,638	16,398,638	-4.39%
Other Revenue	91,248	98,443	98,443	424,730	424,730	-7.31%
Interest Earnings	417,396	341,046	341,046	1,046,684	1,046,684	22.39%
	62,427,636	62,730,460	62,573,913	75,449,198	75,084,213	-0.48%
Expenses from Ordinary Activities						
Employee Costs	(7,526,920)	(8,155,958)	(8,155,958)	(33,604,206)	(33,604,206)	7.71%
Materials & Contracts	(2,849,739)	(4,659,812)	(4,667,811)	(18,710,746)	(18,710,746)	38.84%
Utilities (Gas, Electricity, Water etc)	(559,775)	(700,893)	(700,893)	(2,770,956)	(2,770,956)	20.13%
Depreciation on non current assets	(6,009,626)	(6,036,537)	(6,036,537)	(24,050,074)	(24,050,074)	0.45%
Insurance Expenses	(444,867)	(491,208)	(491,208)	(770,664)	(770,664)	9.43%
Other Expenditure	(531,300)	(1,124,088)	(1,124,088)	(5,236,779)	(5,236,779)	52.73%
Allocations	180,361	601,280	601,280	2,425,700	2,425,700	70.00%
	(17,741,866)	(20,567,216)	(20,575,215)	(82,717,725)	(82,717,725)	13.74%
Borrowings Cost Expense						
Interest Expenses	(274,704)	(267,642)	(267,642)	(1,301,926)	(1,301,926)	-2.64%
	(274,704)	(267,642)	(267,642)	(1,301,926)	(1,301,926)	-2.64%
Non-Operating Grants, Subsidies and Contributions	2,360,476	3,112,030	3,112,030	29,904,462	29,090,854	-24.15%
Profit on Asset Disposals	(10,232)	5,193	5,193	19,193	19,193	-297.04%
Loss on Asset Disposals	(1,894)	(37,874)	(37,874)	(90,673)	(90,673)	95.00%
	2,348,350	3,079,349	3,079,349	29,832,982	29,019,374	-23.74%
Net Result	46,759,416	44,974,951	44,810,405	21,262,529	20,083,936	3.97%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	6,009,626	6,036,537	6,036,537	24,050,074	24,050,074	
Donated Assets	0	0	0	(6,597,200)	(6,597,200)	
(Profit)/Loss on Sale of Assets	12,126	32,681	32,681	71,480	71,480	
Allocations & Other Adjustments	204,267	0	0	0	0	
Deferred Pensioner Movements (Non-current)	12,605	0	0	0	0	
Recording of Employee Benefit Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	512,518	0	0	0	0	
Future Obligations Net Movements (NC)	603,723	166,305	166,305	(4,909,897)	(4,909,897)	
Capital Revenue & (Expenditure)						
Land & Buildings	(1,363,490)	(1,639,997)	(4,310,400)	(17,454,059)	(17,454,059)	16.86%
Plant & Equipment	(205,528)	(384,086)	(384,086)	(2,510,340)	(2,510,340)	46.49%
Furniture & Equipment	(101,303)	(70,755)	(136,089)	(461,088)	(461,088)	-43.17%
Infrastructure	(2,967,147)	(7,620,541)	(7,705,542)	(35,785,600)	(33,943,507)	61.06%
Right of Use Assets						
Proceeds from Sale of Assets	121,925	221,500	221,500	581,500	581,500	-44.95%
Proceeds from New Loans	0	0	0	7,700,000	7,700,000	0.00%
Self Supporting Loans - Repayment of Principal	17,251	14,654	14,654	76,082	76,082	17.72%
Total Loan Repayments - Principal	(595,326)	(595,328)	(595,328)	(3,202,662)	(3,202,662)	0.00%
Repayment Capital Lease	(236,974)	(130,474)	(130,474)	(521,900)	(521,900)	-81.63%
Advances to Community Groups	0	0	0	(200,000)	(200,000)	0.00%
Transfer to Restricted Assets	(1,062,473)	(13,752)	(13,752)	(62,750)	(62,750)	-7625.95%
Transfer from Restricted Assets	45,262	0	0	2,747,074	2,747,074	0.00%
Transfer to Reserves	(4,559,599)	(4,689,525)	(4,689,525)	(20,025,834)	(20,025,834)	2.77%
Transfer from Reserves	1,421,153	1,621,005	1,621,005	34,768,797	34,105,297	-12.33%
Opening Funds Surplus/ (Deficit)	473,794	473,793	473,793	473,794	473,794	
Net Current Position - Surplus / (Deficit)	45,101,827	38,396,969	35,411,684	0	0	

City of Busselton

Net Current Position

Year to Date As At 30 September 2020

	2020/21 Actual	2020/21 Amended Budget	2020/21 Original Budget	2019/20 Actual
	\$	\$	\$	\$
<u>NET CURRENT ASSETS</u>				
<u>CURRENT ASSETS</u>				
Cash - Unrestricted	22,045,763	1,121,325	1,121,325	1,595,119
Cash - Restricted	73,061,842	51,418,897	52,142,397	68,906,185
Sundry Debtors	1,390,115	2,000,000	2,000,000	2,122,414
Rates Outstanding - General	24,902,120	1,500,000	1,500,000	1,506,931
Stock on Hand	16,543	25,802	25,802	25,802
	<u>121,416,383</u>	<u>56,066,024</u>	<u>56,789,524</u>	<u>74,156,451</u>
<u>LESS: CURRENT LIABILITIES</u>				
Bank Overdraft	0	0	0	0
Sundry Creditors	3,252,713	4,647,127	4,647,127	4,776,472
Performance Bonds	2,977,993	2,465,476	2,465,476	2,465,476
	<u>6,230,706</u>	<u>7,112,603</u>	<u>7,112,603</u>	<u>7,241,948</u>
Current Position (inclusive of Restricted Funds)	115,185,676	48,953,421	49,676,921	66,914,504
Add: Cash Backed Liabilities (Deposits & Bonds)	2,977,993	2,465,476	2,465,476	2,465,476
Less: Cash - Restricted Funds	(73,061,842)	(51,418,897)	(52,142,397)	(68,906,185)
<u>NET CURRENT ASSET POSITION</u>	<u>45,101,827</u>	<u>(0)</u>	<u>0</u>	<u>473,794</u>

City of BussetonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 September 2020

Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
	\$	\$	\$	\$	\$	%
>> Property, Plant & Equipment						
Land						
10610 Property Services Administration	12,100	25,000	25,000	150,000	150,000	-51.60%
	12,100	25,000	25,000	150,000	150,000	-51.60%
Buildings						
Major Projects						
Major Project - Library Expansion						
B9516 Busseton Library Upgrade	249,722	301,000	150,000	608,000	608,000	-17.04%
	249,722	301,000	150,000	608,000	608,000	-17.04%
Major Project - Administration Building						
B9010 Civic and Administration Centre Minor Upgrades	1,705	1,812	1,812	7,248	7,248	-5.88%
	1,705	1,812	1,812	7,248	7,248	-5.88%
Buildings (Other)						
B9300 Aged Housing Capital Improvements - Winderup	0	19,800	19,800	80,000	80,000	-100.00%
B9301 Aged Housing Capital Improvements - Harris Road	26,082	15,000	15,000	60,000	60,000	73.88%
B9302 Aged Housing Capital Improvements - Winderup Court (City)	0	0	0	52,000	52,000	0.00%
B9407 Busseton Senior Citizens	590,823	549,925	306,392	738,128	738,128	7.44%
B9534 Community Resource Centre	5,750	0	0	50,000	50,000	0.00%
B9556 NCC Upgrade	0	0	0	130,000	130,000	0.00%
B9558 Churchill Park - Change Room Refurbishment	0	21,000	21,000	21,000	21,000	-100.00%
B9591 Performing Arts Convention Centre	422,764	495,838	3,560,774	14,246,200	14,246,200	-14.74%
B9596 GLC Building Improvements	2,564	122,913	122,913	491,657	491,657	-97.91%
B9605 Energy Efficiency Initiatives (Various Buildings)	0	0	0	103,000	103,000	0.00%
B9606 King Street Toilets	48,382	11,508	11,508	46,026	46,026	320.42%
B9607 General Buildings Asset Renewal Allocation (Various Building)	5,033	37,500	37,500	150,000	150,000	-86.58%
B9608 Demolition Allocation (Various Buildings)	2,011	0	0	25,000	25,000	0.00%
B9610 Old Butter Factory	(7,443)	0	0	0	0	0.00%
B9611 Smiths Beach New Public Toilet	398	0	0	200,000	200,000	0.00%
B9612 Churchill Park Renew Sports Lights	0	0	0	140,000	140,000	0.00%
B9613 GLC CCTV Installation	0	18,000	18,000	18,000	18,000	-100.00%
B9711 Busseton Airport - Building	0	10,000	10,000	15,000	15,000	-100.00%
B9717 Airport Construction, Existing Terminal Upgrade	0	10,701	10,701	42,800	42,800	-100.00%
B9809 Busseton Jetty Tourist Park Compliance Works	3,600	0	0	80,000	80,000	0.00%
	1,099,963	1,312,185	4,133,588	16,688,811	16,688,811	-16.17%
Total Buildings	1,351,390	1,614,997	4,285,400	17,304,059	17,304,059	-16.32%
Plant & Equipment						
10100 Finance & Corporate Services Support	0	0	0	50,000	50,000	0.00%
10372 Dunsborough Cemetery	0	0	0	20,000	20,000	0.00%
10810 Statutory Planning	0	35,000	35,000	35,000	35,000	-100.00%
10920 Environmental Health Services Administration	0	35,000	35,000	35,000	35,000	-100.00%
10950 Animal Control	0	0	0	50,000	50,000	0.00%
10980 Other Law, Order & Public Safety	0	0	0	50,000	50,000	0.00%
11151 Airport Operations	0	0	0	40,000	40,000	0.00%
11156 Airport Development Operations	166,365	70,776	70,776	283,100	283,100	135.06%
11160 Busseton Jetty	0	15,000	15,000	15,000	15,000	-100.00%
11401 Transport - Workshop	10,410	30,000	30,000	30,000	30,000	-65.30%
11402 Plant Purchases (P10)	0	40,000	40,000	1,420,000	1,420,000	-100.00%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 September 2020

Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
11403 Plant Purchases (P11)	0	77,500	77,500	205,000	205,000	-100.00%
11404 Plant Purchases (P12)	0	10,000	10,000	114,000	114,000	-100.00%
11406 Plant Purchases (P14)	18,160	5,811	5,811	23,240	23,240	212.51%
11407 P&E - P&G Smart Technologies	0	24,999	24,999	100,000	100,000	-100.00%
11500 Operations Services Administration	0	40,000	40,000	40,000	40,000	-100.00%
B1025 Yallingup Coastal Bushfire Brigade	10,592	0	0	0	0	0.00%
	205,528	384,086	384,086	2,510,340	2,510,340	-46.49%
Furniture & Office Equipment						
10250 Information & Communication Technology Services	101,303	47,755	113,089	407,088	407,088	112.13%
10590 Naturaliste Community Centre	0	3,000	3,000	12,000	12,000	-100.00%
10591 Geographe Leisure Centre	0	20,000	20,000	20,000	20,000	-100.00%
10625 Art Geo Administration	0	0	0	10,000	10,000	0.00%
10900 Cultural Planning	0	0	0	12,000	12,000	0.00%
	101,303	70,755	136,089	461,088	461,088	43.17%
Sub-Total Property, Plant & Equipment	1,670,320	2,094,838	4,830,575	20,425,487	20,425,487	-20.26%
>> Infrastructure						
Roads						
S0005 Ludlow Hithergreen Road - Second Coat Seal	1,546	168,753	168,753	675,000	675,000	-99.08%
S0048 Bussell Highway	0	187,494	187,494	750,000	750,000	-100.00%
S0070 Peel & Queen Street Roundabout Service Relocation	41,400	112,500	112,500	1,200,000	450,000	-63.20%
S0072 Koorup Road - Reconstruct and Seal Shoulders	0	102,501	102,501	410,000	410,000	-100.00%
S0073 Gale Road Rural Reconstruction	4,738	359,250	359,250	1,437,000	1,437,000	-98.68%
S0074 Causeway Road Duplication	228,469	1,196,601	1,196,601	2,286,000	2,286,000	-80.91%
S0075 Local Road and Community Infrastructure Program	28,343	240,468	240,468	961,870	961,870	-88.21%
S0076 Koorup Road (Stage 1)	0	0	0	400,500	0	0.00%
S0321 Yoongarillup Road - Second Coat Seal	0	34,752	34,752	139,000	139,000	-100.00%
S0323 Piggot Road - Second Coat Seal	0	3,249	3,249	13,000	13,000	-100.00%
S0328 Wonnerup South Road Second Coat Seal	0	18,000	18,000	72,000	72,000	-100.00%
S0329 Georgette Street Reconstruction	109	35,007	35,007	140,000	140,000	-99.69%
S0330 Hakea Way Asphalt Overlay	226	21,225	21,225	85,000	85,000	-98.93%
T0019 Wonnerup South Road - Reconstruct and Widening (narrow seal)	72,333	0	0	448,000	0	0.00%
T0020 Capel Tutunup Road	3,668	378,753	378,753	1,515,000	1,515,000	-99.03%
T0086 Yoongarillup Road - Reconstruct & Widen (Western Section)	167,569	106,476	106,476	425,917	425,917	57.38%
V0002 Eastern Link - Busselton Traffic Study	412,622	541,750	541,750	541,750	541,750	-23.84%
V0006 Eastern Link - Causeway Road Service Relocations	148,317	150,000	150,000	200,000	200,000	-1.12%
W0015 Gale Road - Reconstruction (50% Council)	271	7,500	7,500	30,000	30,000	-96.38%
W0032 Chamber Road	0	6,012	6,012	24,000	24,000	-100.00%
W0044 Brash Road Yallingup	0	13,752	13,752	55,000	55,000	-100.00%
W0067 Ford Road Reconstruct and Asphalt Overlay	246	10,000	10,000	75,600	75,600	-97.54%
W0084 Vasse Yallingup Siding Road	595	0	0	0	0	0.00%
W0108 Yelverton Road	143	29,013	29,013	116,000	116,000	-99.51%
W0121 Geographe Bay Road Quindalup	9,233	182,505	182,505	990,000	730,000	-94.94%
W0176 Signage (Alternate CBD Entry)	18,692	8,000	8,000	16,000	16,000	133.65%
W0201 McDonald Rd Gravel Resheet Slk 1.40 - 2.49	0	14,502	14,502	58,000	58,000	-100.00%
W0231 Carey Street - Asphalt Overlay & Kerb	179,043	47,295	47,295	189,179	189,179	278.57%
W0232 Stanley Street - Asphalt Overlay, Kerbing & Parking	0	36,765	36,765	147,000	147,000	-100.00%
W0240 Metricup Yelverton Road - Gravel Resheet	0	12,489	12,489	50,000	50,000	-100.00%
W0243 Alfred Road - Gravel Resheet	0	12,489	12,489	50,000	50,000	-100.00%
W0244 Koorabin Drive - Reconstruction & Intersection	0	36,000	36,000	144,000	144,000	-100.00%
W0246 Barnard Park East Foreshore Stage 2 Capital Works	0	150,000	150,000	203,000	203,000	-100.00%
W0247 Harvest Road Asphalt Overlay Kerb & Footpath	0	80,001	80,001	320,000	320,000	-100.00%
W0248 Boyle Street Asphalt Overlay	0	30,000	30,000	120,000	120,000	-100.00%
W0249 Chloe Court Asphalt Overlay	305	30,000	30,000	120,000	120,000	-98.98%
W0253 Egret Close Asphalt Overlay	0	16,251	16,251	65,000	65,000	-100.00%
W0254 Bird Crescent Asphalt Overlay	98	3,498	3,498	14,000	14,000	-97.20%
W0255 Donnelly Court Reseal	441	7,491	7,491	30,000	30,000	-94.11%
W0258 Jingarie Place Reconstruction	502	17,499	17,499	70,000	70,000	-97.13%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 September 2020

Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
W0259 Clinker Drive Roundabout Reconstruction	90	3,765	3,765	15,000	15,000	-97.60%
W0260 Sanson Road Resheet	0	3,012	3,012	12,000	12,000	-100.00%
W0261 Treemartin Road Resheet	0	7,002	7,002	28,000	28,000	-100.00%
W0262 Yallingup Siding Road Resheet	0	13,248	13,248	53,000	53,000	-100.00%
W0263 Marybrook Road Resheet	0	6,012	6,012	24,000	24,000	-100.00%
W0264 Caves Road - Median Crossing	0	6,126	6,126	24,500	24,500	-100.00%
W0265 Seascapes Rise - Road Safety Upgrade	0	58,749	58,749	235,000	235,000	-100.00%
W0266 Layman Road Pull Over Bay	0	7,500	7,500	30,000	30,000	-100.00%
W0267 Road Safety Signage Infrastructure	0	0	0	117,985	0	0.00%
	1,318,999	4,513,255	4,513,255	15,126,301	13,149,816	-70.77%
Bridges						
A0014 Bussell Highway - 0241	0	186,000	186,000	744,000	744,000	-100.00%
A0022 Yallingup Beach Road Bridge - 3347	0	174,999	174,999	700,000	700,000	-100.00%
A0023 Kaloorup Road Bridge - 3381	0	34,500	34,500	138,000	138,000	-100.00%
A0024 Boallia Road Bridge - 4854	0	34,500	34,500	138,000	138,000	-100.00%
A0025 Tuart Drive Bridge 0238	34	0	0	567,000	567,000	0.00%
	34	429,999	429,999	2,287,000	2,287,000	-99.99%
Car Parks						
C0010 Geographe Bay Road - Milne Street (Parking Upgrade)	1,010	0	0	0	0	0.00%
C0043 Administration Building Carpark	0	25,000	25,000	100,000	100,000	-100.00%
C0044 Meelup Coastal Nodes - Carpark upgrade	21,607	5,148	5,148	20,595	20,595	319.71%
C0050 Forth Street Groyne Carpark - Formalise and Seal	0	13,650	13,650	54,600	54,600	-100.00%
C0051 Vasse Oval Gravel Car Parking - Dawson (Eastern Side)	0	50,001	50,001	200,000	200,000	-100.00%
C0052 Vasse Kaloorup Oval Carpark Development	39,985	13,569	13,569	54,270	54,270	194.68%
C0053 Car Parking - Rear of Hotel Site 1	263,630	130,620	130,620	522,480	522,480	101.83%
C0054 Barnard East Car Parking	0	19,683	19,683	78,730	78,730	-100.00%
C0055 Barnard Park East Foreshore Car Parking	0	60,000	60,000	310,000	310,000	-100.00%
C0057 Baudin Memorial Carpark	0	21,009	21,009	84,000	84,000	-100.00%
C0058 Eagle Bay Carpark	0	21,009	21,009	84,000	84,000	-100.00%
C0059 Dunsborough Yacht Club Carpark	326	0	0	160,000	160,000	0.00%
C0060 King Street Carpark Reconstruction	17,998	140,000	140,000	140,000	140,000	-87.14%
	344,556	499,689	499,689	1,808,675	1,808,675	-31.05%
Footpath and Cycleways						
F0002 Bussell Highway - Novacare link to Broadwater Shops	16,153	0	0	15,000	15,000	0.00%
F0066 Bussell Highway Footpath Sections	0	25,000	25,000	143,000	143,000	-100.00%
F0067 Beach Road Dunsborough Footpath	0	51,501	51,501	206,000	206,000	-100.00%
F0084 Thompson Way - New Path	1,079	1,962	1,962	7,848	7,848	-45.00%
F0089 Barnard East Footpaths	878	22,809	22,809	91,240	91,240	-96.15%
F0090 DAIP - Disability Access	0	6,165	6,165	24,657	24,657	-100.00%
F0092 Acorn Place	0	10,002	10,002	40,000	40,000	-100.00%
F0093 Webb Street	98	11,385	11,385	45,500	45,500	-99.14%
F0094 Georgette Street	0	7,878	7,878	31,500	31,500	-100.00%
F0095 Fern Road	0	11,253	11,253	45,000	45,000	-100.00%
F0096 Stanley Place	218	2,502	2,502	10,000	10,000	-91.29%
F0098 Dunsborough Centennial Park Project	0	24,999	24,999	100,000	100,000	-100.00%
F0100 Micro Brewery - Footpath and Landscaping	10,760	0	0	170,000	170,000	0.00%
F0101 Yalyalup Pump Track & Temporary Toilet	0	0	0	150,000	150,000	0.00%
F1005 End of Trip Facilities for Cyclists	284	0	0	20,000	20,000	0.00%
F1022 Buayanup Drain Shared Path	0	159,999	159,999	640,000	640,000	-100.00%
	29,470	335,455	335,455	1,739,745	1,739,745	-91.22%
Parks, Gardens and Reserves						
C1012 Townscape Street Furniture Replacement - Busselton	0	2,499	2,499	10,000	10,000	-100.00%
C1026 Townscape Works Dunsborough	253	37,500	37,500	150,000	150,000	-99.32%
C1511 RBFS Various Grant Applications	0	12,500	12,500	50,000	50,000	-100.00%
C1604 Pioneer Cemetery Infrastructure Upgrades	0	20,000	20,000	41,125	41,125	-100.00%
C1605 Busselton Cemetery Infrastructure Upgrades	3,274	19,999	19,999	80,000	80,000	-83.63%
C1609 Pioneer Cemetery - Implement Conservation Plan	646	5,001	5,001	20,000	20,000	-87.07%
C1753 Eagle Bay Viewing Platform	0	0	0	95,458	95,458	0.00%
C1760 King Street Reserve - Park Upgrade (Coastal Node)	39,359	11,895	11,895	47,582	47,582	230.89%
C2006 Depot Washdown Facility Upgrades	0	20,625	20,625	82,500	82,500	-100.00%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 September 2020

Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
C2504 Groyne Construction	0	12,876	12,876	51,500	51,500	-100.00%
C2512 Sand Re-Nourishment	17,538	31,125	31,125	124,500	124,500	-43.65%
C2520 Coastal Protection Works	6,060	11,250	11,250	45,000	45,000	-46.13%
C2526 Baudin/ Wonnerup Groynes	0	0	0	25,000	25,000	0.00%
C2527 Storm Damage Renewal of Infrastructure	0	9,273	9,273	37,090	37,090	-100.00%
C2528 Craig Street Groyne and Sea Wall	0	0	0	660,000	660,000	0.00%
C3006 Playgrounds General - Replacement of playground equipment	0	6,249	6,249	25,000	25,000	-100.00%
C3007 Park Furniture Replacement - Replace aged & unsafe Equip	0	6,252	6,252	25,000	25,000	-100.00%
C3048 BBQ Placement and Replacement	0	0	0	15,000	15,000	0.00%
C3094 Busselton Foreshore - Stage 3	0	16,359	16,359	55,436	55,436	-100.00%
C3103 Youth Skate Park	0	3,750	3,750	15,000	15,000	-100.00%
C3112 Busselton Foreshore - Exercise Equipment	0	54,650	54,650	217,650	217,650	-100.00%
C3113 Busselton Tennis Club - Infrastructure	32,063	11,934	11,934	47,739	47,739	168.67%
C3116 Dawson Park (Mcintyre St Pos)	0	55,000	55,000	187,467	110,000	-100.00%
C3122 Rails to Trails - Continuation of Implementation Plan	27,766	24,999	24,999	100,000	100,000	11.07%
C3136 Vasse Oval Kalooup - Grassing of Existing Oval	738	7,500	7,500	30,000	30,000	-90.15%
C3145 Churchill Park	37,874	54,999	54,999	220,000	220,000	-31.14%
C3146 Dunsborough Town Centre/ Foreshore	509	0	0	0	0	0.00%
C3166 Vasse River Foreshore - Bridge to Bridge	0	6,999	6,999	28,000	28,000	-100.00%
C3186 Lou Weston Oval - Courts	481,022	126,912	126,912	507,650	507,650	279.02%
C3187 Port Geographe Reticulation Upgrades	55	0	0	47,297	47,297	0.00%
C3189 Possum Park Barnard East Upgrade	41	0	0	30,000	30,000	0.00%
C3194 Meelup Regional Park - Capital Projects	47,125	21,378	21,378	85,509	85,509	120.44%
C3198 Vasse SAR Area General Improvements to the Area	3,098	12,501	12,501	50,000	50,000	-75.22%
C3200 Provence SAR Area General Improvements to the Area	63,082	31,251	31,251	125,000	125,000	101.86%
C3202 Port Geographe Street Light Replacement	3,920	20,751	20,751	82,994	82,994	-81.11%
C3203 Port Geographe General Improvements/ Foreshore	2,355	8,751	8,751	35,000	35,000	-73.09%
C3206 Landscaping - Old Busselton Tennis Club Site	229,096	92,379	92,379	369,520	369,520	148.00%
C3207 Barnard East Underground Power	0	41,325	41,325	165,297	165,297	-100.00%
C3208 Barnard East Landscaping	7,797	60,000	60,000	240,000	240,000	-87.00%
C3210 McBride Park - POS Upgrade	0	0	0	32,538	32,538	0.00%
C3211 Tulloh St (Geographe Bay Road) - POS Upgrade	0	45,000	45,000	90,332	90,332	-100.00%
C3212 Siesta Park - Beach Access - POS Upgrade	0	0	0	13,379	13,379	0.00%
C3213 Cabarita Road - POS Upgrade	0	0	50,000	28,141	100,000	0.00%
C3214 Kingsford Road - POS Upgrade	0	75,000	75,000	154,375	154,375	-100.00%
C3215 Monash Way - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3216 Wagon Road - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3217 Limestone Quarry - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3218 Dolphin Road - POS Upgrade	0	0	0	91,000	91,000	0.00%
C3219 Kingfish/ Costello - POS Upgrade	0	0	0	91,000	91,000	0.00%
C3220 Quindalup Old Tennis Courts Site - POS Upgrade	0	0	0	53,283	53,283	0.00%
C3222 King St Reserve Park - POS Upgrade	134,783	36,837	36,837	147,348	147,348	265.89%
C3223 Dunsborough Non-Potable Water Network	0	0	0	2,000,000	2,000,000	0.00%
C3224 Dunsborough Nature Based Playground	0	0	0	40,000	40,000	0.00%
C3225 Dunsborough Lakes Sporting Precinct (Stage 1)	1,995	0	0	2,288,000	2,288,000	0.00%
C3226 Mitchell Park Upgrade	994	0	0	820,000	820,000	0.00%
C3227 Barnard Park East Foreshore Landscaping	3,652	90,000	90,000	280,000	280,000	-95.94%
C3228 General Works - Replacement of Capital Items	0	22,500	22,500	30,000	30,000	-100.00%
C3232 Irrigation Renewal	0	9,999	9,999	40,000	40,000	-100.00%
C3235 Eastern Link Landscaping	47,538	50,001	50,001	200,000	200,000	-4.93%
C3236 Dunsborough Foreshore Lighting	586	12,501	12,501	50,000	50,000	-95.31%
C3237 King Street Landscaping Stage 2	20,248	15,999	15,999	64,000	64,000	26.56%
C3238 Vasse River - General Upgrade	0	40,000	40,000	100,000	100,000	-100.00%
C3451 Aged Housing Infrastructure (Upgrade)	3,773	3,060	3,060	12,250	12,250	23.28%
C3479 Vidler Road Waste Site Capital Improvements	410	0	0	50,000	50,000	0.00%
C3481 Transfer Station Development	2,507	37,500	37,500	150,000	150,000	-93.31%
C3485 Site Rehabilitation - Busselton	791	249,999	249,999	1,000,000	1,000,000	-99.68%
C3489 Liquid Waste Pond Renewal Works	0	12,501	12,501	50,000	50,000	-100.00%
C3497 Busselton Jetty - Capital Expenditure	13,258	150,000	150,000	870,000	870,000	-91.16%
	1,234,209	1,709,379	1,759,379	13,471,482	13,465,874	-27.80%
Drainage						
D0009 Busselton LIA - Geocatch Drain Partnership WSUD Improvements	0	7,500	7,500	30,000	30,000	-100.00%
D0020 Glenmeier Ramble Drainage Upgrade	0	12,675	12,675	50,700	50,700	-100.00%

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 30 September 2020

Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
D0021 Chugg Road Drainage Upgrade	0	15,044	15,044	15,044	15,044	-100.00%
	0	35,219	35,219	95,744	95,744	-100.00%
Airport Industrial Parks						
C6025 Installation of Bird Netting	0	19,425	19,425	77,703	77,703	-100.00%
C6026 Airport Car Park Reseal	4,443	19,179	19,179	76,700	76,700	-76.83%
C6087 Airport Construction Stage 2, Landside Civils & Services Inf	0	24,999	24,999	100,000	100,000	-100.00%
C6091 Airport Construction Stage 2, Noise Management Plan	0	0	0	866,500	866,500	0.00%
C6092 Airport Construction Stage 2, Airfield	19,422	4,980	4,980	19,900	19,900	290.00%
C6099 Airport Development - Project Expenses	16,014	28,962	63,963	115,850	255,850	-44.71%
	39,879	97,545	132,546	1,256,653	1,396,653	-59.12%
Sub-Total Infrastructure	2,967,147	7,620,541	7,705,542	35,785,600	33,943,507	-61.06%
Grand Total - Capital Acquisitions	4,637,467	9,715,379	12,536,117	56,211,087	54,368,994	
Infrastructure by class						
Roads	1,318,999	4,513,255	4,513,255	18,126,301	16,149,816	-70.77%
Bridges	34	429,999	429,999	2,287,000	2,287,000	-99.99%
Car Parks	344,556	499,689	499,689	1,808,675	1,808,675	-31.05%
Footpaths & Cycleways	29,470	335,455	335,455	2,239,745	2,239,745	-91.22%
Parks, Gardens & Reserves	1,234,209	1,709,379	1,759,379	14,971,482	14,965,874	-27.80%
Drainage	0	35,219	35,219	1,595,745	1,595,745	-100.00%
Regional Airport & Industrial Park Infrastructure	39,879	97,545	132,546	1,256,653	1,396,653	-59.12%
Less : Donated Assets				0	0	0.00%
Total Infrastructure Actual by class	2,967,147	7,620,541	7,705,542	42,285,601	40,443,508	-61.06%

City of BusseltonReserves Movement ReportFor The Period Ending 31 August 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
100 Airport Infrastructure Renewal and Replacement Reserve						
Accumulated Reserves at Start of Year	1,712,272.40	1,712,272.40	1,712,272.40	1,712,272.40	1,712,272.40	1,821,552.89
Interest transfer to Reserves	2,530.22	3,110.00	3,110.00	18,660.00	18,660.00	28,582.65
Transfer from Muni	0.00	1,576.71	1,576.71	1,576.71	1,576.71	0.00
Transfer to Muni	0.00	0.00	0.00	(288,364.00)	(288,364.00)	(137,863.14)
	<u>1,714,802.62</u>	<u>1,716,959.11</u>	<u>1,716,959.11</u>	<u>1,444,145.11</u>	<u>1,444,145.11</u>	<u>1,712,272.40</u>
136 Airport Marketing and Incentive Reserve						
Accumulated Reserves at Start of Year	4,073,790.64	4,073,790.64	4,073,790.64	4,073,790.64	4,073,790.64	3,396,150.77
Interest transfer to Reserves	6,740.36	7,400.00	7,400.00	44,401.00	44,401.00	58,291.83
Transfer from Muni	34,746.00	34,746.00	34,746.00	328,471.00	328,471.00	619,348.04
Transfer to Muni	0.00	0.00	0.00	(1,180,572.00)	(1,180,572.00)	0.00
	<u>4,115,277.00</u>	<u>4,115,936.64</u>	<u>4,115,936.64</u>	<u>3,266,090.64</u>	<u>3,266,090.64</u>	<u>4,073,790.64</u>
143 Airport Noise Mitigation Reserve						
Accumulated Reserves at Start of Year	904,896.43	904,896.43	904,896.43	904,896.43	904,896.43	890,709.89
Interest transfer to Reserves	1,401.71	1,644.00	1,644.00	9,864.00	9,864.00	14,186.54
Transfer to Muni	0.00	0.00	0.00	(866,500.00)	(866,500.00)	0.00
	<u>906,298.14</u>	<u>906,540.43</u>	<u>906,540.43</u>	<u>48,260.43</u>	<u>48,260.43</u>	<u>904,896.43</u>
147 Airport Development Reserve						
Accumulated Reserves at Start of Year	1,576.71	1,576.71	1,576.71	1,576.71	1,576.71	0.00
Interest transfer to Reserves	(198.30)	0.00	0.00	0.00	0.00	1,576.63
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	165,882.00
Transfer to Muni	0.00	(1,576.71)	(1,576.71)	(1,576.71)	(1,576.71)	(165,881.92)
	<u>1,378.41</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,576.71</u>
148 Airport Existing Terminal Building Reserve						
Accumulated Reserves at Start of Year	122,795.41	122,795.41	122,795.41	122,795.41	122,795.41	39,882.21
Interest transfer to Reserves	309.73	224.00	224.00	1,344.00	1,344.00	635.20
Transfer from Muni	13,714.00	13,714.00	13,714.00	82,278.00	82,278.00	82,278.00
	<u>136,819.14</u>	<u>136,733.41</u>	<u>136,733.41</u>	<u>206,417.41</u>	<u>206,417.41</u>	<u>122,795.41</u>
106 Building Asset Renewal Reserve - General Buildings						
Accumulated Reserves at Start of Year	1,483,242.45	1,483,242.45	1,483,242.45	1,483,242.45	1,483,242.45	1,725,055.66
Interest transfer to Reserves	1,338.11	2,694.00	2,694.00	16,164.00	16,164.00	32,703.18
Transfer from Muni	121,192.00	121,192.00	121,192.00	1,037,148.00	1,037,148.00	727,148.00
Transfer to Muni	0.00	0.00	0.00	(1,071,026.00)	(1,071,026.00)	(1,001,664.39)
	<u>1,605,772.56</u>	<u>1,607,128.45</u>	<u>1,607,128.45</u>	<u>1,465,528.45</u>	<u>1,465,528.45</u>	<u>1,483,242.45</u>
404 Barnard Park Sports Pavilion Building Reserve						
Accumulated Reserves at Start of Year	41,352.43	41,352.43	41,352.43	41,352.43	41,352.43	10,666.20
Interest transfer to Reserves	71.38	76.00	76.00	456.00	456.00	460.23
Transfer from Muni	5,038.00	5,038.00	5,038.00	30,226.00	30,226.00	30,226.00
	<u>46,461.81</u>	<u>46,466.43</u>	<u>46,466.43</u>	<u>72,034.43</u>	<u>72,034.43</u>	<u>41,352.43</u>

City of BusseltonReserves Movement Report

For The Period Ending 31 August 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
405 Railway House Building Reserve						
Accumulated Reserves at Start of Year	36,854.54	36,854.54	36,854.54	36,854.54	36,854.54	16,761.18
Interest transfer to Reserves	61.85	66.00	66.00	396.00	396.00	458.36
Transfer from Muni	3,272.00	3,272.00	3,272.00	19,635.00	19,635.00	19,635.00
	<u>40,188.39</u>	<u>40,192.54</u>	<u>40,192.54</u>	<u>56,885.54</u>	<u>56,885.54</u>	<u>36,854.54</u>
406 Youth and Community Activities Building Reserve						
Accumulated Reserves at Start of Year	80,356.10	80,356.10	80,356.10	80,356.10	80,356.10	45,712.30
Interest transfer to Reserves	121.29	146.00	146.00	876.00	876.00	1,148.35
Transfer from Muni	7,140.00	7,140.00	7,140.00	42,840.00	42,840.00	42,840.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(9,344.55)
	<u>87,617.39</u>	<u>87,642.10</u>	<u>87,642.10</u>	<u>124,072.10</u>	<u>124,072.10</u>	<u>80,356.10</u>
407 Busselton Library Building Reserve						
Accumulated Reserves at Start of Year	111,021.85	111,021.85	111,021.85	111,021.85	111,021.85	85,071.29
Interest transfer to Reserves	180.81	202.00	202.00	1,212.00	1,212.00	1,716.82
Transfer from Muni	7,616.00	7,616.00	7,616.00	45,696.00	45,696.00	45,696.00
Transfer to Muni	0.00	(100,000.00)	(100,000.00)	(105,000.00)	(105,000.00)	(21,462.26)
	<u>118,818.66</u>	<u>18,839.85</u>	<u>18,839.85</u>	<u>52,929.85</u>	<u>52,929.85</u>	<u>111,021.85</u>
131 Busselton Community Resource Centre Reserve						
Accumulated Reserves at Start of Year	272,693.17	272,693.17	272,693.17	272,693.17	272,693.17	190,875.82
Interest transfer to Reserves	441.63	496.00	496.00	2,976.00	2,976.00	3,791.98
Transfer from Muni	14,400.00	14,400.00	14,400.00	86,394.00	86,394.00	81,752.64
Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	(3,727.27)
	<u>287,534.80</u>	<u>287,589.17</u>	<u>287,589.17</u>	<u>312,063.17</u>	<u>312,063.17</u>	<u>272,693.17</u>
408 Busselton Jetty Tourist Park Reserve						
Accumulated Reserves at Start of Year	222,752.80	222,752.80	222,752.80	222,752.80	222,752.80	159,725.80
Interest transfer to Reserves	247.48	404.00	404.00	2,424.00	2,424.00	4,342.04
Transfer from Muni	42,138.00	42,138.00	42,138.00	252,833.00	252,833.00	168,021.20
Transfer to Muni	0.00	0.00	0.00	(243,600.00)	(243,600.00)	(109,336.24)
	<u>265,138.28</u>	<u>265,294.80</u>	<u>265,294.80</u>	<u>234,409.80</u>	<u>234,409.80</u>	<u>222,752.80</u>
409 Geopraphe Leisure Centre Building (GLC) Reserve						
Accumulated Reserves at Start of Year	615,084.29	615,084.29	615,084.29	615,084.29	615,084.29	381,186.42
Interest transfer to Reserves	1,155.08	1,118.00	1,118.00	6,708.00	6,708.00	7,619.95
Transfer from Muni	43,420.00	43,420.00	43,420.00	260,521.00	260,521.00	570,521.00
Transfer to Muni	0.00	0.00	0.00	(819,657.00)	(819,657.00)	(344,243.08)
	<u>659,659.37</u>	<u>659,622.29</u>	<u>659,622.29</u>	<u>62,656.29</u>	<u>62,656.29</u>	<u>615,084.29</u>
331 Joint Venture Aged Housing Reserve (Harris/ Winderlup)						
Accumulated Reserves at Start of Year	1,237,306.78	1,237,306.78	1,237,306.78	1,237,306.78	1,237,306.78	1,085,870.41
Interest transfer to Reserves	2,012.65	2,248.00	2,248.00	13,488.00	13,488.00	17,937.89
Transfer from Muni	21,968.00	21,968.00	21,968.00	131,806.00	131,806.00	185,261.37
Transfer to Muni	0.00	0.00	0.00	(152,250.00)	(152,250.00)	(51,762.89)
	<u>1,261,287.43</u>	<u>1,261,522.78</u>	<u>1,261,522.78</u>	<u>1,230,350.78</u>	<u>1,230,350.78</u>	<u>1,237,306.78</u>

City of BusseltonReserves Movement ReportFor The Period Ending 31 August 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
403 Winderup Aged Housing Reserve (City Controlled)						
Accumulated Reserves at Start of Year	212,935.38	212,935.38	212,935.38	212,935.38	212,935.38	212,501.16
Interest transfer to Reserves	325.45	386.00	386.00	2,316.00	2,316.00	3,457.97
Transfer from Muni	8,092.00	8,092.00	8,092.00	48,550.00	48,550.00	2,046.25
Transfer to Muni	0.00	0.00	0.00	(52,000.00)	(52,000.00)	(5,070.00)
	<u>221,352.83</u>	<u>221,413.38</u>	<u>221,413.38</u>	<u>211,801.38</u>	<u>211,801.38</u>	<u>212,935.38</u>
410 Naturaliste Community Centre Building (NCC) Reserve						
Accumulated Reserves at Start of Year	125,076.60	125,076.60	125,076.60	125,076.60	125,076.60	63,745.73
Interest transfer to Reserves	208.23	228.00	228.00	1,368.00	1,368.00	1,622.87
Transfer from Muni	9,952.00	9,952.00	9,952.00	59,708.00	59,708.00	59,708.00
Transfer to Muni	0.00	0.00	0.00	(142,000.00)	(142,000.00)	0.00
	<u>135,236.83</u>	<u>135,256.60</u>	<u>135,256.60</u>	<u>44,152.60</u>	<u>44,152.60</u>	<u>125,076.60</u>
411 Civic and Administration Building Reserve						
Accumulated Reserves at Start of Year	429,689.17	429,689.17	429,689.17	429,689.17	429,689.17	187,928.40
Interest transfer to Reserves	722.52	780.00	780.00	4,680.00	4,680.00	5,512.65
Transfer from Muni	47,000.00	47,000.00	47,000.00	282,000.00	282,000.00	282,000.00
Transfer to Muni	0.00	0.00	0.00	(48,983.00)	(48,983.00)	(45,751.88)
	<u>477,411.69</u>	<u>477,469.17</u>	<u>477,469.17</u>	<u>667,386.17</u>	<u>667,386.17</u>	<u>429,689.17</u>
412 Vasse Sports Pavilion Building Reserve						
Accumulated Reserves at Start of Year	541.14	541.14	541.14	541.14	541.14	0.00
Interest transfer to Reserves	0.96	0.00	0.00	0.00	0.00	5.14
Transfer from Muni	90.00	90.00	90.00	536.00	536.00	536.00
	<u>632.10</u>	<u>631.14</u>	<u>631.14</u>	<u>1,077.14</u>	<u>1,077.14</u>	<u>541.14</u>
110 Jetty Maintenance Reserve						
Accumulated Reserves at Start of Year	5,239,342.58	5,239,342.58	5,239,342.58	5,239,342.58	5,239,342.58	4,806,278.94
Interest transfer to Reserves	8,292.67	9,518.00	9,518.00	57,108.00	57,108.00	82,679.79
Transfer from Muni	33,520.00	33,520.00	33,520.00	1,325,111.00	1,325,111.00	1,286,516.00
Transfer to Muni	0.00	0.00	0.00	(1,255,708.00)	(1,255,708.00)	(936,132.15)
	<u>5,281,155.25</u>	<u>5,282,380.58</u>	<u>5,282,380.58</u>	<u>5,365,853.58</u>	<u>5,365,853.58</u>	<u>5,239,342.58</u>
150 Jetty Self Insurance Reserve						
Accumulated Reserves at Start of Year	432,198.16	432,198.16	432,198.16	432,198.16	432,198.16	365,698.37
Interest transfer to Reserves	684.04	786.00	786.00	4,716.00	4,716.00	6,499.79
Transfer from Muni	10,000.00	10,000.00	10,000.00	60,000.00	60,000.00	60,000.00
	<u>442,882.20</u>	<u>442,984.16</u>	<u>442,984.16</u>	<u>496,914.16</u>	<u>496,914.16</u>	<u>432,198.16</u>
223 Road Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1,597,128.65	1,597,128.65	1,597,128.65	1,597,128.65	1,597,128.65	1,119,116.75
Interest transfer to Reserves	396.91	2,902.00	2,902.00	17,412.00	17,412.00	39,808.24
Transfer from Muni	583,632.00	583,632.00	583,632.00	3,501,790.00	3,501,790.00	3,458,128.00
Transfer to Muni	0.00	0.00	0.00	(4,638,999.00)	(3,995,499.00)	(3,019,924.34)
	<u>2,181,157.56</u>	<u>2,183,662.65</u>	<u>2,183,662.65</u>	<u>477,331.65</u>	<u>1,120,831.65</u>	<u>1,597,128.65</u>

City of BusseltonReserves Movement ReportFor The Period Ending 31 August 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
224 Footpath/ Cycle Ways Reserve						
Accumulated Reserves at Start of Year	408,437.28	408,437.28	408,437.28	408,437.28	408,437.28	3,670.90
Interest transfer to Reserves	232.99	742.00	742.00	4,452.00	4,452.00	8,786.80
Transfer from Muni	202,674.00	202,674.00	202,674.00	1,216,038.00	1,216,038.00	1,184,602.00
Transfer to Muni	0.00	0.00	0.00	(1,382,583.00)	(1,382,583.00)	(788,622.42)
	<u>611,344.27</u>	<u>611,853.28</u>	<u>611,853.28</u>	<u>246,344.28</u>	<u>246,344.28</u>	<u>408,437.28</u>
226 Other Infrastructure Reserve						
Accumulated Reserves at Start of Year	264,388.99	264,388.99	264,388.99	264,388.99	264,388.99	0.00
Interest transfer to Reserves	368.92	480.00	480.00	2,880.00	2,880.00	3,298.02
Transfer from Muni	59,500.00	59,500.00	59,500.00	357,000.00	357,000.00	347,000.00
Transfer to Muni	0.00	0.00	0.00	(297,041.00)	(297,041.00)	(85,909.03)
	<u>324,257.91</u>	<u>324,368.99</u>	<u>324,368.99</u>	<u>327,227.99</u>	<u>327,227.99</u>	<u>264,388.99</u>
225 Parks, Gardens and Reserves Reserve						
Accumulated Reserves at Start of Year	833,946.23	833,946.23	833,946.23	833,946.23	833,946.23	0.00
Interest transfer to Reserves	1,200.96	1,516.00	1,516.00	9,096.00	9,096.00	10,825.77
Transfer from Muni	214,194.00	214,194.00	214,194.00	1,285,166.00	1,285,166.00	1,214,001.00
Transfer to Muni	0.00	0.00	0.00	(1,983,645.00)	(1,983,645.00)	(390,880.54)
	<u>1,049,341.19</u>	<u>1,049,656.23</u>	<u>1,049,656.23</u>	<u>144,563.23</u>	<u>144,563.23</u>	<u>833,946.23</u>
151 Furniture and Equipment Reserve						
Accumulated Reserves at Start of Year	257,784.19	257,784.19	257,784.19	257,784.19	257,784.19	0.00
Interest transfer to Reserves	773.79	468.00	468.00	2,808.00	2,808.00	0.00
Transfer from Muni	72,334.00	72,334.00	72,334.00	434,000.00	434,000.00	364,900.00
Transfer to Muni	0.00	0.00	0.00	(434,000.00)	(434,000.00)	(107,115.81)
	<u>330,891.98</u>	<u>330,586.19</u>	<u>330,586.19</u>	<u>260,592.19</u>	<u>260,592.19</u>	<u>257,784.19</u>
115 Plant Replacement Reserve						
Accumulated Reserves at Start of Year	1,098,441.92	1,098,441.92	1,098,441.92	1,098,441.92	1,098,441.92	1,205,526.70
Interest transfer to Reserves	421.55	1,996.00	1,996.00	11,976.00	11,976.00	23,720.77
Transfer from Muni	144,278.00	277,278.00	277,278.00	1,027,662.00	1,027,662.00	900,737.00
Transfer to Muni	0.00	0.00	0.00	(492,240.00)	(492,240.00)	(1,031,542.55)
	<u>1,243,141.47</u>	<u>1,377,715.92</u>	<u>1,377,715.92</u>	<u>1,645,839.92</u>	<u>1,645,839.92</u>	<u>1,098,441.92</u>
137 Major Traffic Improvements Reserve						
Accumulated Reserves at Start of Year	638,845.53	638,845.53	638,845.53	638,845.53	638,845.53	1,495,577.97
Interest transfer to Reserves	(36.00)	1,160.00	1,160.00	6,960.00	6,960.00	25,423.53
Transfer from Muni	181,498.00	181,498.00	181,498.00	1,088,988.00	1,088,988.00	1,128,705.00
Transfer to Muni	0.00	0.00	0.00	(1,641,750.00)	(1,641,750.00)	(2,010,860.97)
	<u>820,307.53</u>	<u>821,503.53</u>	<u>821,503.53</u>	<u>93,043.53</u>	<u>93,043.53</u>	<u>638,845.53</u>
132 CBD Enhancement Reserve						
Accumulated Reserves at Start of Year	613,762.47	613,762.47	613,762.47	613,762.47	613,762.47	171,316.34
Interest transfer to Reserves	1,037.15	1,116.00	1,116.00	6,696.00	6,696.00	7,539.43
Transfer from Muni	90,068.00	90,068.00	90,068.00	540,415.00	540,415.00	524,713.00
Transfer to Muni	0.00	0.00	0.00	(590,000.00)	(590,000.00)	(89,806.30)
	<u>704,867.62</u>	<u>704,946.47</u>	<u>704,946.47</u>	<u>570,873.47</u>	<u>570,873.47</u>	<u>613,762.47</u>

City of BusseltonReserves Movement Report

For The Period Ending 31 August 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
127 New Infrastructure Development Reserve						
Accumulated Reserves at Start of Year	1,506,175.05	1,506,175.05	1,506,175.05	1,506,175.05	1,506,175.05	1,803,171.42
Interest transfer to Reserves	414.32	2,736.00	2,736.00	16,416.00	16,416.00	26,494.60
Transfer from Muni	31,038.00	31,038.00	31,038.00	186,231.00	186,231.00	201,157.40
Transfer to Muni	0.00	(50,000.00)	(50,000.00)	(1,420,645.00)	(1,400,645.00)	(524,648.37)
	<u>1,537,627.37</u>	<u>1,489,949.05</u>	<u>1,489,949.05</u>	<u>288,177.05</u>	<u>308,177.05</u>	<u>1,506,175.05</u>
141 Commonage Precinct Infrastructure Road Reserve						
Accumulated Reserves at Start of Year	234,906.64	234,906.64	234,906.64	234,906.64	234,906.64	231,223.87
Interest transfer to Reserves	(340.58)	426.00	426.00	2,556.00	2,556.00	3,682.77
Transfer from Muni	704.45	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(235,000.00)	(235,000.00)	0.00
	<u>235,270.51</u>	<u>235,332.64</u>	<u>235,332.64</u>	<u>2,462.64</u>	<u>2,462.64</u>	<u>234,906.64</u>
114 City Car Parking and Access Reserve						
Accumulated Reserves at Start of Year	1,555,124.38	1,555,124.38	1,555,124.38	1,555,124.38	1,555,124.38	1,281,336.70
Interest transfer to Reserves	2,159.31	2,826.00	2,826.00	16,956.00	16,956.00	24,799.27
Transfer from Muni	2,076.00	2,076.00	2,076.00	52,465.00	52,465.00	505,188.00
Transfer to Muni	0.00	0.00	0.00	(1,375,579.00)	(1,375,579.00)	(256,199.59)
	<u>1,559,359.69</u>	<u>1,560,026.38</u>	<u>1,560,026.38</u>	<u>248,966.38</u>	<u>248,966.38</u>	<u>1,555,124.38</u>
154 Debt Default Reserve						
Transfer from Muni	83,334.00	83,334.00	83,334.00	500,000.00	500,000.00	0.00
	<u>83,334.00</u>	<u>83,334.00</u>	<u>83,334.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
107 Corporate IT Systems Reserve						
Accumulated Reserves at Start of Year	226,750.02	226,750.02	226,750.02	226,750.02	226,750.02	80,398.99
Interest transfer to Reserves	561.98	412.00	412.00	2,472.00	2,472.00	1,280.52
Transfer from Muni	16,666.00	16,666.00	16,666.00	100,000.00	100,000.00	145,070.51
Transfer to Muni	0.00	0.00	0.00	(207,900.00)	(207,900.00)	0.00
	<u>243,978.00</u>	<u>243,828.02</u>	<u>243,828.02</u>	<u>121,322.02</u>	<u>121,322.02</u>	<u>226,750.02</u>
133 Election, Valuation and Other Corporate Expenses Reserve						
Accumulated Reserves at Start of Year	560,994.18	560,994.18	560,994.18	560,994.18	560,994.18	499,905.97
Interest transfer to Reserves	905.38	1,020.00	1,020.00	6,120.00	6,120.00	8,664.58
Transfer from Muni	25,000.00	25,000.00	25,000.00	150,000.00	150,000.00	150,000.00
Transfer to Muni	0.00	0.00	0.00	(140,900.00)	(140,900.00)	(97,576.37)
	<u>586,899.56</u>	<u>587,014.18</u>	<u>587,014.18</u>	<u>576,214.18</u>	<u>576,214.18</u>	<u>560,994.18</u>
111 Legal Expenses Reserve						
Accumulated Reserves at Start of Year	636,940.12	636,940.12	636,940.12	636,940.12	636,940.12	577,255.71
Interest transfer to Reserves	1,060.27	1,158.00	1,158.00	6,948.00	6,948.00	8,995.41
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	50,689.00
	<u>638,000.39</u>	<u>638,098.12</u>	<u>638,098.12</u>	<u>643,888.12</u>	<u>643,888.12</u>	<u>636,940.12</u>
152 Marketing & Area Promotion Reserve						
Accumulated Reserves at Start of Year	166,392.00	166,392.00	166,392.00	166,392.00	166,392.00	0.00
Interest transfer to Reserves	499.45	302.00	302.00	1,812.00	1,812.00	0.00
Transfer from Muni	215,272.00	215,272.00	215,272.00	1,291,627.00	1,291,627.00	166,392.00
Transfer to Muni	0.00	0.00	0.00	(1,347,817.00)	(1,347,817.00)	0.00
	<u>382,163.45</u>	<u>381,966.00</u>	<u>381,966.00</u>	<u>112,014.00</u>	<u>112,014.00</u>	<u>166,392.00</u>

City of BusseltonReserves Movement ReportFor The Period Ending 31 August 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
135 Performing Arts and Convention Centre Reserve						
Accumulated Reserves at Start of Year	2,625,599.20	2,625,599.20	2,625,599.20	2,625,599.20	2,625,599.20	0.00
Interest transfer to Reserves	4,081.77	4,770.00	4,770.00	28,620.00	28,620.00	14,751.12
Transfer from Muni	0.00	0.00	0.00	50,000.00	50,000.00	2,610,848.08
Transfer to Muni	0.00	0.00	0.00	(1,446,200.00)	(1,446,200.00)	0.00
	<u>2,629,680.97</u>	<u>2,630,369.20</u>	<u>2,630,369.20</u>	<u>1,258,019.20</u>	<u>1,258,019.20</u>	<u>2,625,599.20</u>
202 Long Service Leave Reserve						
Accumulated Reserves at Start of Year	3,482,110.00	3,482,110.00	3,482,110.00	3,482,110.00	3,482,110.00	3,096,583.00
Interest transfer to Reserves	5,578.00	6,326.00	6,326.00	37,956.00	37,956.00	50,518.40
Transfer from Muni	41,666.00	41,666.00	41,666.00	250,000.00	250,000.00	687,986.09
Transfer to Muni	0.00	(46,650.00)	(46,650.00)	(438,250.00)	(438,250.00)	(352,977.49)
	<u>3,529,354.00</u>	<u>3,483,452.00</u>	<u>3,483,452.00</u>	<u>3,331,816.00</u>	<u>3,331,816.00</u>	<u>3,482,110.00</u>
203 Professional Development Reserve						
Accumulated Reserves at Start of Year	145,028.93	145,028.93	145,028.93	145,028.93	145,028.93	122,771.88
Interest transfer to Reserves	168.76	264.00	264.00	1,584.00	1,584.00	2,418.13
Transfer from Muni	11,666.00	11,666.00	11,666.00	93,500.00	93,500.00	70,000.00
Transfer to Muni	0.00	0.00	0.00	(88,500.00)	(88,500.00)	(50,161.08)
	<u>156,863.69</u>	<u>156,958.93</u>	<u>156,958.93</u>	<u>151,612.93</u>	<u>151,612.93</u>	<u>145,028.93</u>
204 Sick Pay Incentive Reserve						
Accumulated Reserves at Start of Year	144,632.39	144,632.39	144,632.39	144,632.39	144,632.39	150,403.55
Interest transfer to Reserves	203.73	262.00	262.00	1,572.00	1,572.00	2,374.88
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	327.14
Transfer to Muni	0.00	0.00	0.00	(73,550.00)	(73,550.00)	(8,473.18)
	<u>144,836.12</u>	<u>144,894.39</u>	<u>144,894.39</u>	<u>72,654.39</u>	<u>72,654.39</u>	<u>144,632.39</u>
124 Workers Compensation, Extended SL & AL Contingency Reserve						
Accumulated Reserves at Start of Year	309,751.42	309,751.42	309,751.42	309,751.42	309,751.42	305,100.95
Interest transfer to Reserves	479.82	562.00	562.00	3,372.00	3,372.00	4,650.47
Transfer to Muni	0.00	0.00	0.00	(147,607.00)	(147,607.00)	0.00
	<u>310,231.24</u>	<u>310,313.42</u>	<u>310,313.42</u>	<u>165,516.42</u>	<u>165,516.42</u>	<u>309,751.42</u>
302 Community Facilities - City District						
Accumulated Reserves at Start of Year	1,120,869.85	1,120,869.85	1,120,869.85	1,120,869.85	1,120,869.85	2,552,707.62
Interest transfer to Reserves	(3,294.20)	2,036.00	2,036.00	12,216.00	12,216.00	39,319.39
Transfer from Muni	38,551.25	64,508.00	64,508.00	387,050.00	387,050.00	216,051.38
Transfer to Muni	0.00	0.00	0.00	(1,031,448.00)	(1,031,448.00)	(1,687,208.54)
	<u>1,156,126.90</u>	<u>1,187,413.85</u>	<u>1,187,413.85</u>	<u>488,687.85</u>	<u>488,687.85</u>	<u>1,120,869.85</u>
304 Community Facilities - Broadwater						
Accumulated Reserves at Start of Year	166,413.55	166,413.55	166,413.55	166,413.55	166,413.55	158,523.04
Interest transfer to Reserves	(240.76)	302.00	302.00	1,812.00	1,812.00	2,585.73
Transfer from Muni	857.98	1,666.00	1,666.00	10,000.00	10,000.00	5,304.78
	<u>167,030.77</u>	<u>168,381.55</u>	<u>168,381.55</u>	<u>178,225.55</u>	<u>178,225.55</u>	<u>166,413.55</u>

City of BusseltonReserves Movement Report

For The Period Ending 31 August 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
303 Community Facilities - Busselton						
Accumulated Reserves at Start of Year	9,177.47	9,177.47	9,177.47	9,177.47	9,177.47	44,011.77
Interest transfer to Reserves	(11.03)	16.00	16.00	96.00	96.00	526.95
Transfer from Muni	9,576.22	3,750.00	3,750.00	22,500.00	22,500.00	8,638.75
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(44,000.00)
	<u>18,742.66</u>	<u>12,943.47</u>	<u>12,943.47</u>	<u>31,773.47</u>	<u>31,773.47</u>	<u>9,177.47</u>
305 Community Facilities - Dunsborough						
Accumulated Reserves at Start of Year	255,152.46	255,152.46	255,152.46	255,152.46	255,152.46	188,062.67
Interest transfer to Reserves	(311.90)	464.00	464.00	2,784.00	2,784.00	3,283.35
Transfer from Muni	2,365.88	4,584.00	4,584.00	27,500.00	27,500.00	63,806.44
	<u>257,206.44</u>	<u>260,200.46</u>	<u>260,200.46</u>	<u>285,436.46</u>	<u>285,436.46</u>	<u>255,152.46</u>
311 Community Facilities - Dunsborough Lakes Estate						
Accumulated Reserves at Start of Year	937,470.05	937,470.05	937,470.05	937,470.05	937,470.05	922,772.84
Interest transfer to Reserves	(1,359.20)	1,704.00	1,704.00	10,224.00	10,224.00	14,697.21
Transfer from Muni	2,811.37	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(938,000.00)	(938,000.00)	0.00
	<u>938,922.22</u>	<u>939,174.05</u>	<u>939,174.05</u>	<u>9,694.05</u>	<u>9,694.05</u>	<u>937,470.05</u>
306 Community Facilities - Geographe						
Accumulated Reserves at Start of Year	101,978.74	101,978.74	101,978.74	101,978.74	101,978.74	99,175.93
Interest transfer to Reserves	(147.60)	186.00	186.00	1,116.00	1,116.00	1,594.87
Transfer from Muni	305.82	1,250.00	1,250.00	7,500.00	7,500.00	1,207.94
	<u>102,136.96</u>	<u>103,414.74</u>	<u>103,414.74</u>	<u>110,594.74</u>	<u>110,594.74</u>	<u>101,978.74</u>
310 Community Facilities - Port Geographe						
Accumulated Reserves at Start of Year	348,980.41	348,980.41	348,980.41	348,980.41	348,980.41	343,509.27
Interest transfer to Reserves	(505.97)	634.00	634.00	3,804.00	3,804.00	5,471.14
Transfer from Muni	1,046.56	0.00	0.00	0.00	0.00	0.00
	<u>349,521.00</u>	<u>349,614.41</u>	<u>349,614.41</u>	<u>352,784.41</u>	<u>352,784.41</u>	<u>348,980.41</u>
309 Community Facilities - Vasse						
Accumulated Reserves at Start of Year	489,904.76	489,904.76	489,904.76	489,904.76	489,904.76	615,585.54
Interest transfer to Reserves	(821.04)	890.00	890.00	5,340.00	5,340.00	9,471.24
Transfer from Muni	1,468.95	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(284,270.00)	(284,270.00)	(135,152.02)
	<u>490,552.67</u>	<u>490,794.76</u>	<u>490,794.76</u>	<u>210,974.76</u>	<u>210,974.76</u>	<u>489,904.76</u>
308 Community Facilities - Airport North						
Accumulated Reserves at Start of Year	3,017,487.28	3,017,487.28	3,017,487.28	3,017,487.28	3,017,487.28	2,970,179.38
Interest transfer to Reserves	(4,374.94)	5,482.00	5,482.00	32,892.00	32,892.00	47,307.90
Transfer from Muni	9,049.11	16,666.00	16,666.00	100,000.00	100,000.00	0.00
Transfer to Muni	0.00	0.00	0.00	(150,000.00)	(150,000.00)	0.00
	<u>3,022,161.45</u>	<u>3,039,635.28</u>	<u>3,039,635.28</u>	<u>3,000,379.28</u>	<u>3,000,379.28</u>	<u>3,017,487.28</u>
130 Locke Estate Reserve						
Accumulated Reserves at Start of Year	6,269.61	6,269.61	6,269.61	6,269.61	6,269.61	1,012.99
Interest transfer to Reserves	(60.70)	12.00	12.00	72.00	72.00	420.15
Transfer from Muni	10,000.00	10,000.00	10,000.00	60,000.00	60,000.00	60,000.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(55,163.53)
	<u>16,208.91</u>	<u>16,281.61</u>	<u>16,281.61</u>	<u>66,341.61</u>	<u>66,341.61</u>	<u>6,269.61</u>

City of BusseltonReserves Movement ReportFor The Period Ending 31 August 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
122 Port Geographe Development Reserve (Council)						
Accumulated Reserves at Start of Year	224,952.38	224,952.38	224,952.38	224,952.38	224,952.38	682,470.41
Interest transfer to Reserves	135.56	408.00	408.00	2,448.00	2,448.00	8,839.73
Transfer from Muni	8,662.00	8,662.00	8,662.00	51,975.00	51,975.00	51,975.00
Transfer to Muni	0.00	0.00	0.00	(219,167.00)	(219,167.00)	(518,332.76)
	<u>233,749.94</u>	<u>234,022.38</u>	<u>234,022.38</u>	<u>60,208.38</u>	<u>60,208.38</u>	<u>224,952.38</u>
123 Port Geographe Waterways Management (SAR) Reserve						
Accumulated Reserves at Start of Year	3,275,191.63	3,275,191.63	3,275,191.63	3,275,191.63	3,275,191.63	3,349,716.94
Interest transfer to Reserves	4,625.92	5,950.00	5,950.00	35,700.00	35,700.00	54,429.05
Transfer from Muni	36,702.00	36,702.00	36,702.00	220,210.00	220,210.00	218,328.64
Transfer to Muni	0.00	0.00	0.00	(375,000.00)	(375,000.00)	(347,283.00)
	<u>3,316,519.55</u>	<u>3,317,843.63</u>	<u>3,317,843.63</u>	<u>3,156,101.63</u>	<u>3,156,101.63</u>	<u>3,275,191.63</u>
126 Provenge Landscape Maintenance (SAR) Reserve						
Accumulated Reserves at Start of Year	1,308,476.49	1,308,476.49	1,308,476.49	1,308,476.49	1,308,476.49	1,194,759.54
Interest transfer to Reserves	2,042.16	2,378.00	2,378.00	14,268.00	14,268.00	20,031.01
Transfer from Muni	30,304.00	30,304.00	30,304.00	181,819.00	181,819.00	179,838.99
Transfer to Muni	0.00	0.00	0.00	(252,948.00)	(252,948.00)	(86,153.05)
	<u>1,340,822.65</u>	<u>1,341,158.49</u>	<u>1,341,158.49</u>	<u>1,251,615.49</u>	<u>1,251,615.49</u>	<u>1,308,476.49</u>
128 Vasse Newtown Landscape Maintenance (SAR) Reserve						
Accumulated Reserves at Start of Year	636,364.43	636,364.43	636,364.43	636,364.43	636,364.43	575,151.53
Interest transfer to Reserves	988.25	1,156.00	1,156.00	6,936.00	6,936.00	9,845.01
Transfer from Muni	30,264.00	30,264.00	30,264.00	181,583.00	181,583.00	181,289.97
Transfer to Muni	0.00	0.00	0.00	(190,539.00)	(190,539.00)	(129,922.08)
	<u>667,616.68</u>	<u>667,784.43</u>	<u>667,784.43</u>	<u>634,344.43</u>	<u>634,344.43</u>	<u>636,364.43</u>
138 Commonage Precinct Bushfire Facilities Reserve						
Accumulated Reserves at Start of Year	58,172.53	58,172.53	58,172.53	58,172.53	58,172.53	57,260.53
Interest transfer to Reserves	(84.34)	106.00	106.00	636.00	636.00	912.00
Transfer from Muni	174.46	0.00	0.00	0.00	0.00	0.00
	<u>58,262.65</u>	<u>58,278.53</u>	<u>58,278.53</u>	<u>58,808.53</u>	<u>58,808.53</u>	<u>58,172.53</u>
139 Commonage Community Facilities Dunsborough Lakes South Res						
Accumulated Reserves at Start of Year	73,779.08	73,779.08	73,779.08	73,779.08	73,779.08	72,622.42
Interest transfer to Reserves	(106.97)	134.00	134.00	804.00	804.00	1,156.66
Transfer from Muni	221.26	0.00	0.00	0.00	0.00	0.00
	<u>73,893.37</u>	<u>73,913.08</u>	<u>73,913.08</u>	<u>74,583.08</u>	<u>74,583.08</u>	<u>73,779.08</u>
140 Commonage Community Facilities South Biddle Precinct Reserve						
Accumulated Reserves at Start of Year	899,694.77	899,694.77	899,694.77	899,694.77	899,694.77	886,172.58
Interest transfer to Reserves	(1,304.43)	1,634.00	1,634.00	9,804.00	9,804.00	13,522.19
Transfer from Muni	2,698.08	0.00	0.00	0.00	0.00	0.00
	<u>901,088.42</u>	<u>901,328.77</u>	<u>901,328.77</u>	<u>909,498.77</u>	<u>909,498.77</u>	<u>899,694.77</u>

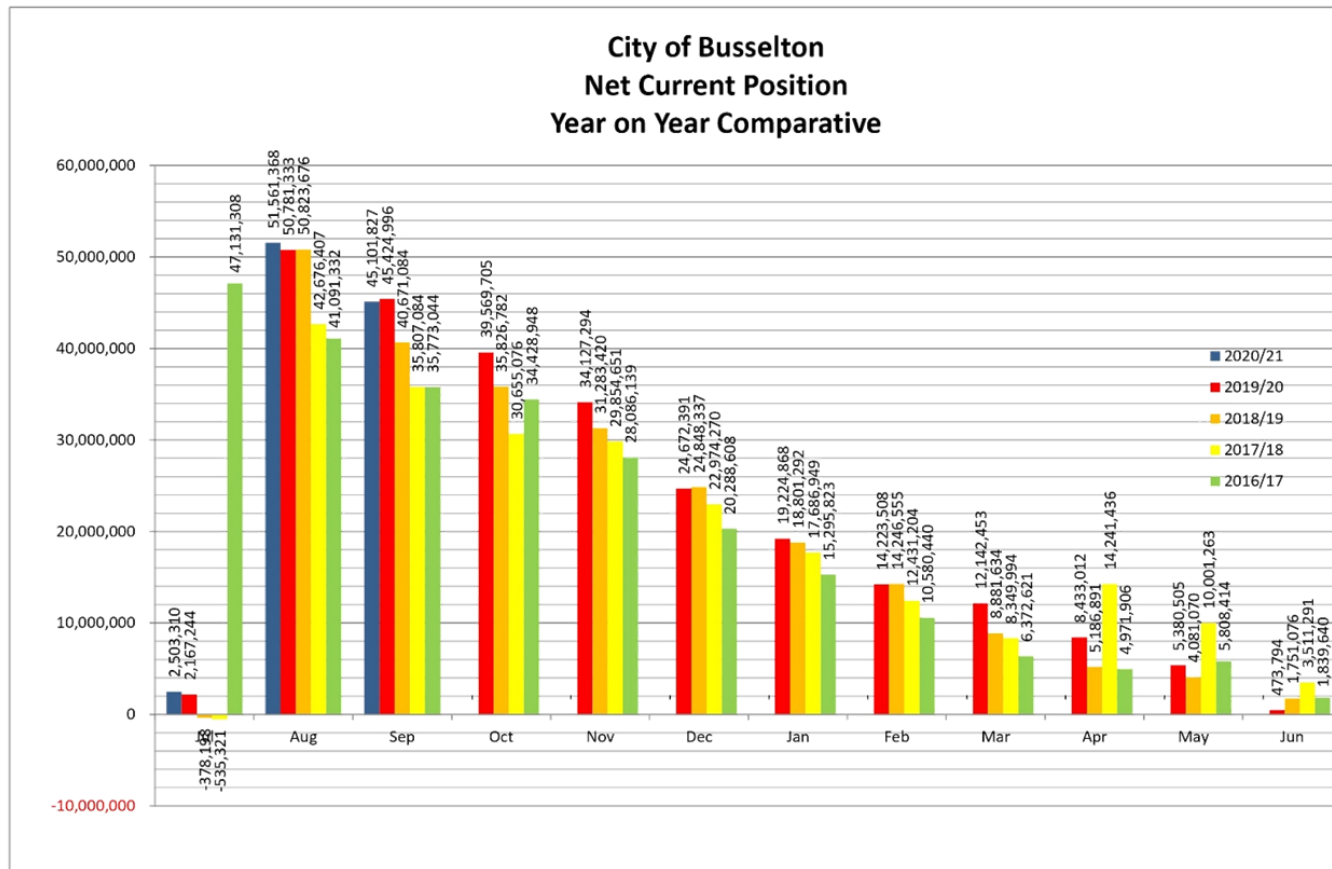
City of BusseltonReserves Movement Report

For The Period Ending 31 August 2020









	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
321 Busselton Area Drainage and Waterways Improvement Reserve						
Accumulated Reserves at Start of Year	475,582.52	475,582.52	475,582.52	475,582.52	475,582.52	546,471.37
Interest transfer to Reserves	(754.01)	864.00	864.00	5,184.00	5,184.00	8,450.99
Transfer from Muni	1,426.09	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(188,000.00)	(188,000.00)	(79,339.84)
	<u>476,254.60</u>	<u>476,446.52</u>	<u>476,446.52</u>	<u>292,766.52</u>	<u>292,766.52</u>	<u>475,582.52</u>
102 Coastal and Climate Adaptation Reserve						
Accumulated Reserves at Start of Year	2,157,591.81	2,157,591.81	2,157,591.81	2,157,591.81	2,157,591.81	2,845,578.60
Interest transfer to Reserves	2,475.93	3,920.00	3,920.00	23,520.00	23,520.00	46,381.06
Transfer from Muni	79,008.00	79,008.00	79,008.00	474,044.00	474,044.00	529,207.53
Transfer to Muni	0.00	0.00	0.00	(2,130,000.00)	(2,130,000.00)	(1,263,575.38)
	<u>2,239,075.74</u>	<u>2,240,519.81</u>	<u>2,240,519.81</u>	<u>525,155.81</u>	<u>525,155.81</u>	<u>2,157,591.81</u>
144 Emergency Disaster Recovery Reserve						
Accumulated Reserves at Start of Year	94,137.10	94,137.10	94,137.10	94,137.10	94,137.10	72,781.94
Interest transfer to Reserves	150.67	172.00	172.00	1,032.00	1,032.00	1,355.16
Transfer from Muni	3,334.00	3,334.00	3,334.00	20,000.00	20,000.00	20,000.00
	<u>97,621.77</u>	<u>97,643.10</u>	<u>97,643.10</u>	<u>115,169.10</u>	<u>115,169.10</u>	<u>94,137.10</u>
145 Energy Sustainability Reserve						
Accumulated Reserves at Start of Year	137,955.03	137,955.03	137,955.03	137,955.03	137,955.03	181,852.87
Interest transfer to Reserves	280.55	250.00	250.00	1,500.00	1,500.00	2,798.84
Transfer from Muni	17,126.00	17,126.00	17,126.00	102,750.00	102,750.00	130,000.00
Transfer to Muni	0.00	0.00	0.00	(103,000.00)	(103,000.00)	(176,696.68)
	<u>155,361.58</u>	<u>155,331.03</u>	<u>155,331.03</u>	<u>139,205.03</u>	<u>139,205.03</u>	<u>137,955.03</u>
146 Cemetery Reserve						
Accumulated Reserves at Start of Year	35,871.90	35,871.90	35,871.90	35,871.90	35,871.90	157,626.57
Interest transfer to Reserves	(26.03)	66.00	66.00	396.00	396.00	2,730.72
Transfer from Muni	24,328.00	24,328.00	24,328.00	145,950.00	145,950.00	104,314.16
Transfer to Muni	0.00	0.00	0.00	(120,000.00)	(120,000.00)	(228,799.55)
	<u>60,173.87</u>	<u>60,265.90</u>	<u>60,265.90</u>	<u>62,217.90</u>	<u>62,217.90</u>	<u>35,871.90</u>
341 Public Art Reserve						
Accumulated Reserves at Start of Year	87,051.39	87,051.39	87,051.39	87,051.39	87,051.39	86,198.07
Interest transfer to Reserves	(126.21)	158.00	158.00	948.00	948.00	853.32
Transfer from Muni	261.05	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(49,060.00)	(49,060.00)	0.00
	<u>87,186.23</u>	<u>87,209.39</u>	<u>87,209.39</u>	<u>38,939.39</u>	<u>38,939.39</u>	<u>87,051.39</u>
121 Waste Management Facility and Plant Reserve						
Accumulated Reserves at Start of Year	7,629,358.39	7,629,358.39	7,629,358.39	7,629,358.39	7,629,358.39	7,867,210.16
Interest transfer to Reserves	5,340.47	13,860.00	13,860.00	83,161.00	83,161.00	124,135.01
Transfer from Muni	170,188.00	170,188.00	170,188.00	1,056,131.00	1,056,131.00	881,561.42
Transfer to Muni	0.00	0.00	0.00	(2,540,500.00)	(2,540,500.00)	(1,243,548.20)
	<u>7,804,886.86</u>	<u>7,813,406.39</u>	<u>7,813,406.39</u>	<u>6,228,150.39</u>	<u>6,228,150.39</u>	<u>7,629,358.39</u>

City of BusseltonReserves Movement ReportFor The Period Ending 31 August 2020

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
120 Strategic Projects Reserve						
Accumulated Reserves at Start of Year	295,560.51	295,560.51	295,560.51	295,560.51	295,560.51	257,162.94
Interest transfer to Reserves	477.05	3,064.00	3,064.00	18,386.00	18,386.00	4,340.77
Transfer from Muni	8,950.00	8,950.00	8,950.00	53,700.00	53,700.00	47,852.48
Transfer to Muni	0.00	0.00	0.00	(96,000.00)	(96,000.00)	(13,795.68)
	<u>304,987.56</u>	<u>307,574.51</u>	<u>307,574.51</u>	<u>271,646.51</u>	<u>271,646.51</u>	<u>295,560.51</u>
129 Prepaid Grants and Deferred Works & Services Reserve						
Accumulated Reserves at Start of Year	1,391,422.00	1,391,422.00	1,391,422.00	1,391,422.00	1,391,422.00	1,232,906.00
Interest transfer to Reserves	299.96	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,391,422.00
Transfer to Muni	(1,234,878.00)	(1,234,878.00)	(1,234,878.00)	(1,391,422.00)	(1,391,422.00)	(1,232,906.00)
	<u>156,843.96</u>	<u>156,544.00</u>	<u>156,544.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,391,422.00</u>
153 Busselton Foreshore Reserve						
Accumulated Reserves at Start of Year	100.00	100.00	100.00	100.00	100.00	0.00
Interest transfer to Reserves	0.30	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	0.00	0.00	0.00	10.00	10.00	100.00
	<u>100.30</u>	<u>100.00</u>	<u>100.00</u>	<u>110.00</u>	<u>110.00</u>	<u>100.00</u>
155 LED Street Light Replacement Program Reserve						
Transfer from Muni	8,332.00	8,332.00	8,332.00	50,000.00	50,000.00	0.00
Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	0.00
	<u>8,332.00</u>	<u>8,332.00</u>	<u>8,332.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Cash Back Reserves	<u>61,610,021.13</u>	<u>61,625,988.76</u>	<u>61,625,988.76</u>	<u>45,154,921.76</u>	<u>45,818,421.76</u>	<u>59,897,884.76</u>
Summary Reserves						
Accumulated Reserves at Start of Year	59,897,884.76	59,897,884.76	59,897,884.76	59,897,884.76	59,897,884.76	55,590,217.66
Interest transfer to Reserves	50,103.84	108,816.00	108,816.00	652,900.00	652,900.00	965,722.02
Transfer from Muni	2,896,910.53	3,052,392.71	3,052,392.71	19,372,933.71	19,372,933.71	22,230,759.20
Transfer to Muni	(1,234,878.00)	(1,433,104.71)	(1,433,104.71)	(34,768,796.71)	(34,105,296.71)	(18,888,814.12)
Closing Balance	<u>61,610,021.13</u>	<u>61,625,988.76</u>	<u>61,625,988.76</u>	<u>45,154,921.76</u>	<u>45,818,421.76</u>	<u>59,897,884.76</u>



12.3 Audit Committee - 13/11/2020 - CITY OF BUSSELTON 2019/2020 ANNUAL FINANCIAL REPORT, AUDITORS' REPORT AND MANAGEMENT LETTER

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Financial Operations
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A OAG Draft Opinion 2019-20   Attachment B 2019-20 Management Letter   Attachment C Annual Financial Statements 2019-20 - Draft   Attachment D OAG Opinion 2019-2020 Adopted by Committee  

This item was considered by the Audit Committee at its meeting on 13/11/2020, the recommendations from which have been included in this report.

OFFICER RECOMMENDATION

That the Council:

1. accepts the 2019/20 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 13th November 2020.

COMMITTEE RECOMMENDATION

That the Council:

1. accepts the 2019/20 Annual Financial Report including Auditors Report as amended and as attached at Attachment D 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 13th November 2020.

Reasons: The Auditors Report accepted by the Committee had been amended pursuant to discussions with, and the consent of, Ms Meagher, the representative of the Office of the Auditor General.

EXECUTIVE SUMMARY

The draft Auditors Report and Management Letter with attachment, in relation to the 2019/20 Annual Financial Statements, were received from the Office of the Auditor General on 9 November 2020, and are provided to Committee Members as attachments to this report, along with the final draft of the 2019/20 Annual Financial Statements.

Pursuant to its Instrument of Appointment, it is relevant that the Audit Committee considers the 2019/20 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 Report to accompany the Auditor's Report, which is also to be forwarded to the persons specified in Section 7.9 of the Act.

The Management Report provides an overview of the audit process and outcomes, whilst also identifying any matters that, whilst 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 Committee and City officers met with the OAG at an entrance meeting held on 28 May 2020. At this meeting, the OAG outlined the process for the annual audit.

The audit took place from 29 September to 9 October 2020. An exit meeting was held with representatives of the Audit Committee and City administration on 9 October 2020. The OAG has since provided their draft audit report, opinion 9 November 2020, which is 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).

The Audit Committee should note the following Auditor's comments:

"Opinion

I have audited the annual financial report of the City of Busselton which comprises the Statement of Financial Position as at 30 June 2020, 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, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

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

- (i) is based on proper accounts and records; and*
- (ii) fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2020 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."*

and

"Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 and 11 to the financial report, which describes the basis for accounting. The financial report has been prepared for the purpose of fulfilling the City's financial reporting responsibilities under the Act. Regulation 17A of the Local Government (Financial Management) Regulations 1996 (Regulations), requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 Leases which would have required the entity to measure the vested improvements also at zero cost. My opinion is not modified in respect of this matter.

I draw attention to Note 1 and 11 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the City's financial reporting responsibilities under the Act. In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), did not allow a local government to recognise some categories of land, including land under roads, as assets in the financial report. My opinion is not modified in respect of this matter.

The Auditor's Management Report provides an overview of the approach undertaken in respect of the annual audit process, and the associated outcomes of the audit."

and

"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 matters indicate significant adverse trends in the financial position of the City:*
 - a. The Current Ratio as reported in Note 33 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; and*
 - b. The Operating Surplus Ratio as reported in Note 33 of the annual financial report is below the DLGSCI's basic standard of 0.01 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 annual financial report were supported by verifiable information and reasonable assumptions."*

The Management Report also identifies any findings that, whilst not material in relation to the overall audit of the financial report, are considered relevant to the day to day operations of the City.

As part of the 2019/20 Financial Audit, the Auditor made one finding, deemed as moderate. Full details and City of Busselton Management comments can be seen in the 2019-20 Management Letter attachment:

“1. Remote Access

Finding

We found that systems can be accessed remotely without the use of a Virtual Private Network (VPN) connection or multi factor authentication.

The system is currently accessed by the majority of staff remotely via Remote Desktop Protocol (RDP), through a Remote Desktop Gateway with an SSL certificate installed.

Whilst this is an acceptable method of accessing the system remotely, it could be further strengthened through the use of multi factor authentication.

In addition, whilst the remote access server records remote logins and unsuccessful login attempts, there is no evidence that these are reviewed.”

Section 2.2(c) of the Audit Committee Terms of Reference determines that the Audit 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, who is representing the Auditor General is attending the Audit Committee meeting. Ms. Meagher will present the audit report and respond to any queries arising from the 2019/20 Audit.

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 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 issue that arose 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 achieved a clear audit for the financial year ending 30 June 2020 with only one (1) finding reported in the Management Report.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the City of Busselton

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the City of Busselton which comprises the Statement of Financial Position as at 30 June 2020, 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, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

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

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2020 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 for the Audit of the Financial Report* section of my report. I am independent of the City in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual 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 – Basis of Accounting

I draw attention to Note 1 and 11 to the financial report, which describes the basis for accounting. The financial report has been prepared for the purpose of fulfilling the City's financial reporting responsibilities under the Act. Regulation 17A of the Local Government (Financial Management) Regulations 1996 (Regulations), requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 *Leases* which would have required the entity to measure the vested improvements also at zero cost. My opinion is not modified in respect of this matter.

I draw attention to Note 1 and 11 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the City's financial reporting responsibilities under the Act. In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), did not allow a local government to recognise some categories of land, including land under roads, as assets in the 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 annual financial report in accordance with the requirements of the Act, the



Auditor General

Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error.

DRAFT

In preparing the annual 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

The objectives of my audit are to obtain reasonable assurance about whether the annual 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 annual financial report.

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

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 matters indicate significant adverse trends in the financial position of the City:
 - a. The Current Ratio as reported in Note 33 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; and
 - b. The Operating Surplus Ratio as reported in Note 33 of the annual financial report is below the DLGSCI's basic standard of 0.01 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 annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The financial ratios for 2018 in Note 33 of the annual financial report were audited by another auditor when performing their audit of the City for the year ending 30 June 2018. The auditor expressed an unmodified opinion on the annual financial report for that year.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the City of Busselton for the year ended 30 June 2020 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 annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual 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 annual financial report to confirm the information contained in this website version of the annual financial report.

SANDRA LABUSCHAGNE
DEPUTY AUDITOR GENERAL
Delegate of the Auditor General for Western Australia
Perth, Western Australia
October 2020

ATTACHMENT

CITY OF BUSSELTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Remote Access		√	

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.
- 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

CITY OF BUSSELTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Remote Access

Finding

We found that systems can be accessed remotely without the use of a Virtual Private Network (VPN) connection or multi factor authentication.

The system is currently accessed by the majority of staff remotely via Remote Desktop Protocol (RDP), through a Remote Desktop Gateway with an SSL certificate installed. Whilst this is an acceptable method of accessing the system remotely, it could be further strengthened through the use of multi factor authentication.

In addition, whilst the remote access server records remote logins and unsuccessful login attempts, there is no evidence that these are reviewed.

**Rating: Moderate
Implication**

The system and data may be exposed to cyber-attacks. This could result in data loss, and compromise of the Local Government's systems and information.

Recommendation

Based on a risk assessment, the Local Government should implement VPN or additional controls, such as multi factor authentication, to improve the security of remote systems.

Management Comment

Where staff are accessing the City network from personal devices we maintain that RDP will continue to be used, as per your recommendation Multi Factor Authentication will be implemented for these connections.

VPN will continue to be used for City managed devices, Multi Factor Authentication will be implemented for these connections.

**Responsible Person: Kristopher Davis
Completion Date: 30/06/2021**



Financial Report
For the year ended
30 June 2020

City of Busselton

Financial Report

For the Year Ended 30 June 2020

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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 2020

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 2020 is based on proper accounts and records to present fairly the financial position of the City of Busselton at 30 June 2020 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 day of 2020

Mike Archer
Chief Executive Officer

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Statement of Comprehensive Income by Nature or Type

	Note	2020 Actual \$	2020 Budget \$	2019 Actual \$
Revenue				
Rates	25	51,997,844	51,617,412	48,723,934
Operating Grants, Subsidies and Contributions	2(a)	5,664,503	4,926,958	6,079,293
Fees and Charges	2(a)	15,074,219	16,292,090	15,793,598
Interest Earnings	2(a)	1,584,122	1,955,000	2,336,296
Other Revenue		549,367	551,510	1,127,337
		<u>74,870,055</u>	<u>75,342,970</u>	<u>74,060,458</u>
Expenses				
Employee Costs		(32,543,216)	(33,303,930)	(30,339,391)
Materials and Contracts		(16,858,209)	(18,226,504)	(17,584,838)
Utility Charges		(2,633,428)	(2,774,257)	(2,607,810)
Depreciation on Non-Current Assets	11(b)	(23,496,226)	(22,870,222)	(22,051,156)
Interest Expenses	2(b)	(1,329,246)	(1,273,688)	(1,333,095)
Insurance Expenses		(730,852)	(733,960)	(713,980)
Other Expenditure		(1,029,390)	(2,759,359)	(998,204)
		<u>(78,620,567)</u>	<u>(81,941,920)</u>	<u>(75,628,474)</u>
		(3,750,512)	(6,598,950)	(1,568,016)
Non-Operating Grants, Subsidies and Contributions	2(a)	18,529,803	32,042,712	14,465,113
Profit on Asset Disposals		74,304	78,050	118,089
Loss on Asset Disposals		(537,558)	(161,135)	(54,624)
		<u>18,066,549</u>	<u>31,959,627</u>	<u>14,528,578</u>
Write Off of Assets Under \$5,000		0	0	(1,185,285)
		<u>0</u>	<u>0</u>	<u>(1,185,285)</u>
NET RESULT		14,316,037	25,360,677	11,775,277
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	0	0	1,055,204
Total Other Comprehensive Income		<u>0</u>	<u>0</u>	<u>1,055,204</u>
TOTAL COMPREHENSIVE INCOME		<u>14,316,037</u>	<u>25,360,677</u>	<u>12,830,481</u>

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

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Statement of Comprehensive Income by Program

	Note	2020 Actual \$	2020 Budget \$	2019 Actual \$
Revenue				
General Purpose Funding		55,972,253	55,427,746	53,475,303
Governance		507,202	369,800	871,681
Law, Order & Public Safety		968,661	860,783	870,264
Health		656,781	619,300	642,383
Education and Welfare		8,867	6,440	8,614
Housing		502,130	478,750	477,766
Community Amenities		8,655,411	9,071,477	8,775,902
Recreation and Culture		3,927,871	4,315,644	4,521,332
Transport		1,362,737	1,606,880	1,954,683
Economic Services		1,809,922	2,042,500	1,891,350
Other Property and Services		498,219	543,650	571,180
		<u>74,870,054</u>	<u>75,342,970</u>	<u>74,060,458</u>
Expenses Excluding Finance Costs				
General Purpose Funding		(1,085,183)	(1,108,720)	(1,004,147)
Governance		(6,792,460)	(6,984,950)	(6,899,000)
Law, Order & Public Safety		(3,403,391)	(3,331,426)	(3,179,072)
Health		(1,443,764)	(1,490,615)	(1,447,639)
Education and Welfare		(169,093)	(153,574)	(166,793)
Housing		(1,305,071)	(1,325,049)	(1,221,031)
Community Amenities		(13,964,955)	(14,284,417)	(12,927,230)
Recreation and Culture		(23,239,799)	(24,716,462)	(22,403,790)
Transport		(21,822,344)	(23,187,872)	(21,882,407)
Economic Services		(3,287,879)	(3,422,827)	(3,338,446)
Other Property and Services		(777,381)	(662,320)	(1,011,109)
		<u>(77,291,320)</u>	<u>(80,668,232)</u>	<u>(75,480,664)</u>
Finance Costs				
Governance		(711,602)	(656,476)	(687,461)
Recreation and Culture		(537,257)	(529,890)	(584,066)
Transport		(48,639)	(55,573)	(29,290)
Economic Services		(1,063)	(1,064)	(1,594)
Other Property and Services		(30,685)	(30,685)	(30,684)
	2(b)	<u>(1,329,246)</u>	<u>(1,273,688)</u>	<u>(1,333,095)</u>
Non-Operating Grants, Subsidies & Contributions	2(a)	18,529,803	32,042,712	14,465,113
Profit on Disposal of Assets		74,304	78,050	118,089
Loss on Disposal of Assets		(537,558)	(161,135)	(54,624)
		<u>18,066,549</u>	<u>31,959,627</u>	<u>14,528,578</u>
NET RESULT		14,316,037	25,360,677	11,775,277
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	0	0	1,055,204
Total Other Comprehensive Income		0	0	1,055,204
TOTAL COMPREHENSIVE INCOME		14,316,037	25,360,677	12,830,481

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

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Statement of Financial Position

	Note	2020 Actual \$	2019 Actual \$
Current Assets			
Cash and Cash Equivalents	3	60,501,304	59,772,318
Trade and Other Receivables	6	4,371,031	3,916,159
Other Financial Assets	5(a)	10,066,867	10,569,803
Inventories	7	25,802	24,981
Other Assets	8	212,924	266,918
Total Current Assets		75,177,928	74,550,179
Non-current Assets			
Other Receivables	6	412,055	397,461
Other Financial Assets	5(b)	430,658	283,072
Property, Plant and Equipment	9	147,020,831	144,333,683
Infrastructure	10	569,886,680	564,715,992
Right of Use Assets	12(a)	1,308,114	0
Total Non-current Assets		719,058,338	709,730,208
Total Assets		794,236,266	784,280,387
Current Liabilities			
Trade and Other Payables	14	7,983,635	8,136,038
Contract Liabilities	15.1	2,611,824	0
Grant Liabilities	15.2	2,298,073	0
Lease Liabilities	16	498,834	0
Current Portion of Long Term Borrowings	17(d)	3,043,263	3,291,161
Provisions	18	5,237,538	4,614,181
Total Current Liabilities		21,673,167	16,041,380
Non-current Liabilities			
Contract Liabilities	15.1	7,566,720	0
Grant Liabilities	15.2	2,250,217	0
Lease Liabilities	16	854,825	0
Long Term Borrowings	17(d)	28,157,696	31,111,143
Provisions	18	665,671	627,843
Total Non-current Liabilities		39,495,129	31,738,986
Total Liabilities		61,168,296	47,780,366
Net Assets		733,067,970	736,500,021
Equity			
Retained Surplus		436,973,786	444,713,504
Reserves – Cash Backed	4	59,897,884	55,590,217
Revaluation Surplus	13	236,196,300	236,196,300
Total Equity		733,067,970	736,500,021

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

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Statement of Changes in Equity

	Note	Retained Surplus \$	Reserves Cash Backed \$	Revaluation Surplus \$	Total Equity \$
Balance as at 1 July 2018		440,549,926	47,978,517	235,141,096	723,669,539
<u>Comprehensive Income</u>					
Net Result		11,775,277	0	0	11,775,277
Other Comprehensive Income	13	0	0	1,055,204	1,055,204
Total Comprehensive Income		11,775,277	0	1,055,204	12,830,481
Transfer from / (to) Reserves		(7,611,700)	7,611,700	0	0
Balance as at 30 June 2019		444,713,503	55,590,217	236,196,300	736,500,020
Balance as at 30 June 2019		444,713,503	55,590,217	236,196,300	736,500,020
Initial application of AASB 16, AASB 15/1058	29(d)	(17,748,087)	0	0	(17,748,087)
Restated balance as at 1 July 2019		426,965,416	55,590,217	236,196,300	718,751,933
<u>Comprehensive Income</u>					
Net Result		14,316,037	0	0	14,316,037
Other Comprehensive Income	13	0	0	0	0
Total Comprehensive Income		14,316,037	0	0	14,316,037
Transfer from / (to) Reserves		(4,307,667)	4,307,667	0	0
Balance as at 30 June 2020		436,973,786	59,897,884	236,196,300	733,067,970

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

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Statement of Cash Flows

	Note	2020 Actual \$	2020 Budget \$	2019 Actual \$
Cash Flows from Operating Activities				
Receipts				
Rates		51,938,974	51,741,639	48,748,066
Operating Grants, Subsidies and Contributions		5,373,699	4,930,617	5,818,152
Fees & Charges		14,885,061	16,294,954	15,592,811
Interest Earnings		1,584,122	1,955,000	2,336,296
Goods and Services Tax		6,531,093	3,000,000	6,399,565
Other Revenue		1,379,052	494,147	3,243,563
		81,692,001	78,416,357	82,138,453
Payments				
Employee Costs		(31,886,965)	(33,310,994)	(30,267,355)
Materials and Contracts		(16,159,105)	(19,049,654)	(17,167,310)
Utility Charges		(2,633,428)	(2,774,257)	(2,607,810)
Insurance Expenses		(730,852)	(733,960)	(713,980)
Interest Expenses		(1,315,166)	(1,273,688)	(1,329,678)
Goods and Services Tax		(6,657,604)	(3,000,000)	(6,146,871)
Other Expenditure		(2,573,426)	(2,746,912)	(4,697,492)
		(61,956,546)	(62,889,465)	(62,930,496)
Net Cash Provided by (used in) Operating Activities	19	19,735,455	15,526,892	19,207,957
Cash Flows from Investing Activities				
Payment for Purchase of Property, Plant & Equipment		(10,974,259)	(23,722,201)	(5,545,263)
Payment for Construction of Infrastructure		(18,968,702)	(36,851,773)	(23,006,581)
Non-Operating Grants, Subsidies and Contributions		10,958,748	23,758,961	6,529,299
Proceeds from Sale of Assets		3,221,003	3,476,580	926,173
Proceeds from Financial Assets at Amortised Costs – Term Deposits		500,000	0	0
Net Cash Provided by (used in) Investing Activities		(15,263,210)	(33,338,433)	(21,096,372)
Cash Flows from Financing Activities				
Repayment of Borrowings		(3,296,345)	(4,056,712)	(3,055,609)
Payments of Principal Portion of Lease Liabilities		(521,901)	0	0
Proceeds from Self Supporting Loans		74,987	76,056	73,003
Advances to Community Groups		(95,000)	(150,000)	0
Proceeds from New Borrowings		95,000	150,000	2,730,000
Net Cash Provided By (used In) Financing Activities		(3,743,259)	(3,980,656)	(252,606)
Net Increase (Decrease) in Cash Held		728,986	(21,792,197)	(2,141,021)
Cash at Beginning of Year		59,772,318	70,272,318	61,913,339
Cash and Cash Equivalents at the End of the Year	19	60,501,304	48,480,121	59,772,318

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

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Rate Setting Statement

	Note	2020 Actual \$	2020 Budget \$	2019 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year – surplus / (deficit)	26(b)	1,751,076	1,751,076	3,511,291
		1,751,076	1,751,076	3,511,291
Revenue from operating activities (excluding rates)				
General Purpose Funding		4,553,867	4,382,440	5,286,500
Governance		511,439	374,470	884,888
Law, Order & Public Safety		968,661	860,783	875,722
Health		656,781	619,300	644,208
Education and Welfare		8,867	6,440	8,614
Housing		502,130	478,750	477,766
Community Amenities		8,659,799	9,073,190	8,788,148
Recreation and Culture		3,963,230	4,360,550	4,526,851
Transport		1,392,924	1,628,986	2,020,285
Economic Services		1,809,922	2,046,191	1,891,956
Other Property and Services		498,352	544,614	584,806
		23,525,972	24,375,714	25,989,744
Expenditure from operating activities				
General Purpose Funding		(1,085,183)	(1,108,720)	(1,004,147)
Governance		(7,506,165)	(7,643,293)	(7,598,777)
Law, Order & Public Safety		(3,421,391)	(3,333,626)	(3,181,299)
Health		(1,443,764)	(1,490,615)	(1,447,639)
Education and Welfare		(169,093)	(153,574)	(166,793)
Housing		(1,305,071)	(1,325,049)	(1,221,087)
Community Amenities		(13,965,411)	(14,421,692)	(12,932,117)
Recreation and Culture		(24,087,504)	(25,252,279)	(23,007,862)
Transport		(22,068,848)	(23,257,311)	(21,915,987)
Economic Services		(3,291,617)	(3,423,891)	(3,340,040)
Other Property and Services		(814,078)	(693,005)	(1,052,636)
		(79,158,125)	(82,103,055)	(76,868,384)
Operating activities excluded				
(Profit) on disposal of assets		(74,304)	(78,050)	(118,089)
Loss on disposal of assets		537,558	161,135	54,624
Movement in deferred pensioner rates		(21,707)	0	(41,946)
Movement in employee benefit provisions		661,186	0	(3,311)
Depreciation and amortisation on assets	11(b)	23,496,226	22,870,222	22,051,156
Asset Adjustments as per Changes to Regulations		0	0	1,185,285
Movement in non-cash contributions	2	(4,482,078)	(8,224,000)	(7,957,839)
Movement Deposits and Bonds/ Other		(3,532,722)	0	(1,216,969)
		16,584,159	14,729,307	13,952,911
Amount Attributable to Operating Activities		(37,296,918)	(41,246,958)	(33,414,438)
Investing activities				
Non-operating grants, subsidies and contributions	2(a)	18,529,803	32,042,712	14,465,113
Proceeds from disposal of assets	11(a)	3,221,003	3,476,580	926,173
Purchase of property, plant and equipment	9(b)	(11,050,190)	(23,719,527)	(8,307,090)
Purchase and construction of infrastructure	10(b)	(18,968,702)	(36,851,773)	(20,290,190)
Amount attributable to investing activities		(8,268,086)	(25,052,008)	(13,205,994)

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

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Rate Setting Statement (Continued)

	Note	2020 Actual \$	2020 Budget \$	2019 Actual \$
Financing activities				
Advances to community groups	17(a)	(95,000)	(150,000)	0
Repayment of advances to community groups	17(a)	74,987	76,055	73,003
Repayment of debentures	17(a)	(3,296,345)	(3,297,412)	(3,055,609)
Repayment of Leases	26(c)	(521,900)	(759,300)	0
Proceeds from new debentures	17(a)	0	0	2,730,000
Proceeds from self-supporting loans	17(a)	95,000	150,000	0
Transfers to reserves (restricted assets)		(25,639,394)	(21,938,142)	(22,472,836)
Transfers from reserves (restricted assets)		24,003,063	41,172,459	22,908,147
Amount attributable to financing activities		(5,379,589)	15,253,660	182,705
Surplus(deficiency) before imposition of general rates				
		(50,944,593)	(51,045,306)	(46,437,727)
Total amount raised from general rates				
	25(a)	51,418,387	51,045,306	48,188,803
Surplus / (deficit) after imposition of general rates				
	26	473,794	0	1,751,076

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

City of Busselton

Financial Report

For the Year Ended 30 June 2020

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City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

1. BASIS OF PREPARATION

THE LOCAL GOVERNMENT REPORTING ENTITY

The financial report comprises of 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 to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations.), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations.

The Local Government (Financial Management) Regulations 1996 take precedence over Australian Accounting Standards. Prior to 1 July 2019, Regulation (Reg) 16 arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the City. This was not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

From 1 July 2019, the City has applied AASB 16 Leases which requires leases to be included by lessees in the balance sheet. Also, the FM regs have been amended to specify that vested land is a right of use (ROU) asset to be measured at cost. All ROU assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet) 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 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 (Continued)

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

On 1 July 2020 the following new accounting standards are to be adopted:

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

AASB 1059 Service Concession Arrangements: Grantors is not expected to impact the financial report.

Specific impacts of AASB 2018-7 Amendments to Australian Accounting Standards - Materiality, have not been identified.

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.

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.

City of Busselton

Financial Report

For the Year Ended 30 June 2020

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 until 30 June 2019	Timing of revenue recognition from 1 July 2019
Rates	<ul style="list-style-type: none"> General rates & rates charged for specific defined purposes. 	When rates notice is issued.	When rates notice is issued.
Operating Grants, Subsidies and Contributions	<ul style="list-style-type: none"> Community events, minor facilities, research, design, planning evaluation and services. General appropriations and contributions with no reciprocal commitment. 	On receipt of funds.	<p>Income from grants that are enforceable and with sufficiently specific performance obligations is recognised as the City satisfies its obligations in the grant agreements.</p> <p>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.</p>
Non-Operating Grants, Subsidies and Contributions	<ul style="list-style-type: none"> Construction or acquisition of recognisable non-financial assets to be controlled by the local government. 	On receipt of funds.	Capital grants are recognised as income as the City satisfies its obligations in the grant agreements.
Fees and Charges	<ul style="list-style-type: none"> 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. 	When fee or charge is raised in relation an event or service occurring, or upon receipt of funds.	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	<ul style="list-style-type: none"> Sale of scrap materials. Insurance claims. Commissions on licencing and ticket sales. 	When the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably, or upon receipt of funds.	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 2020

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:

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Operating Grants, Subsidies and Contributions			
General Purpose Funding	2,317,918	1,799,934	2,328,138
Governance	329,600	288,290	227,906
Law, Order & Public Safety	758,303	624,153	645,887
Health	74,216	108,200	118,646
Education and Welfare	8,532	6,280	8,453
Housing	4,108	4,370	4,024
Community Amenities	108,818	224,420	110,762
Recreation and Culture	1,581,741	1,493,971	1,636,151
Transport	155,941	76,250	644,667
Economic Services	14,830	4,340	25,629
Other Property and Services	310,496	296,750	329,030
	5,664,503	4,926,958	6,079,293
Non-operating Grants, Subsidies and Contributions			
Governance	2,069,619	679,956	140,044
Law, Order & Public Safety	501,344	987,890	814,215
Health	0	6,180	8,487
Community Amenities	381,935	1,032,600	273,000
Recreation and Culture	4,053,351	4,604,139	3,417,379
Transport	11,523,554	24,731,947	9,811,988
	18,529,803	32,042,712	14,465,113
Total grants, subsidies and contributions	24,194,306	36,969,670	20,544,406

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

2. Revenue and Expenses (Continued)	2020 Actual \$	2020 Budget \$	2019 Actual \$
Fees & Charges			
General Purpose Funding	61,373	47,500	80,088
Governance	28,117	43,400	43,208
Law, Order & Public Safety	154,569	166,200	171,419
Health	581,220	507,100	538,978
Education and Welfare	334	160	161
Housing	498,023	474,380	473,742
Community Amenities	8,304,768	8,586,127	8,330,002
Recreation and Culture	2,340,335	2,798,303	2,873,539
Transport	1,167,252	1,426,130	1,218,997
Economic Services	1,753,516	2,004,900	1,821,603
Other Property and Services	184,712	237,890	241,861
	15,074,219	16,292,090	15,793,598

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 charges, licences, sale of goods or information, fines, penalties and administration fees.

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

	2020 Actual \$	2020 Budget \$	2019 Actual \$
2. Revenue and Expenses (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	51,418,387	51,045,306	48,188,803
Specified area rates	579,458	572,106	535,131
Statutory permits and licences	928,337	948,400	956,288
Fines	74,204	141,050	128,132
Developer contributions	678,492	1,237,438	1,369,831
Public open space contributions	0	1,856,428	101,801
	53,678,878	55,800,728	51,279,986
Assets and services acquired below fair value			
Contributed assets	4,482,078	8,224,000	7,957,839
	4,482,078	8,224,000	7,957,839
Interest Earnings			
- Reserve Funds	769,664	1,237,620	1,413,167
- Restricted Funds	38,545	0	101,722
- Other Funds	158,038	242,380	311,247
- Other Interest Revenue	617,875	475,000	510,160
	1,584,122	1,955,000	2,336,296

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

	2020 Actual \$	2020 Budget \$	2019 Actual \$
2. Revenue and Expenses (Continued)			
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 income is presented as finance income where it is earned from financial assets that are held for cash management purposes.			
(b) Expenses			
Auditors Remuneration			
- Audit of Financial Report	41,000	42,000	18,900
- Other Services	4,114	2,000	1,460
	45,114	44,000	20,360
Interest Expenses (Finance Costs)			
Lease Interest	72,014	0	0
Long Term Borrowings (refer Note 17(a))	1,257,232	1,273,688	1,333,095
	1,329,246	1,273,688	1,333,095

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

	Note	2020 Actual \$	2019 Actual \$
3. Cash and Cash Equivalents			
Unrestricted		1,595,119	3,204,485
Restricted		58,906,185	56,567,833
		<u>60,501,304</u>	<u>59,772,318</u>
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		58,906,185	56,567,833
- Financial Assets at amortised cost	5	<u>10,000,000</u>	<u>10,500,000</u>
		<u>68,906,185</u>	<u>67,067,833</u>
Reserves – cash/financial asset backed	4	59,897,885	55,590,217
Accrued Interest (Reserves and Restricted)		0	(202,021)
Cash set aside in Lieu of Parking		275,602	275,602
Cash set aside for Roadwork within specific areas, being funds given as a condition of subdivision/development		1,367,862	1,526,962
Cash set aside, being unspent specific purpose Government Grants		4,548,290	5,699,606
Cash set aside, being Unspent Loan Funds		92,612	792,612
Cash set aside for Sundry Restricted		258,459	441,345
Cash set aside for Deposits & Bonds		<u>2,465,475</u>	<u>2,943,510</u>
		<u>68,906,185</u>	<u>67,067,833</u>

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 maturities of up to 3 months 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 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash Backed

	2019/20 Actual				2019/20 Budget				2018/19 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	1,821,554	28,582	(137,863)	1,712,273	1,821,554	40,547	(156,250)	1,705,851	1,325,502	577,682	(81,630)	1,821,554
Airport Marketing and Incentive Reserve	3,396,151	677,640	0	4,073,791	3,396,151	602,028	(1,360,230)	2,637,949	1,583,014	1,813,137	0	3,396,151
Airport Noise Mitigation Reserve	890,710	14,187	0	904,897	890,710	19,836	(869,550)	40,996	0	890,710	0	890,710
Airport Development Reserve	0	167,459	(165,882)	1,577	0	165,882	(165,882)	0	0	0	0	0
Airport Existing Terminal Building Reserve	39,882	82,913	0	122,795	39,882	888	0	40,770	0	39,882	0	39,882
Building Asset Renewal Reserve	1,725,056	759,850	(1,001,664)	1,483,242	1,725,056	765,547	(751,536)	1,739,067	1,193,934	923,435	(392,313)	1,725,056
Barnard Park Sports Pavilion Building Reserve	10,666	30,686	0	41,352	10,666	30,466	0	41,132	0	10,666	0	10,666
Railway House Building Reserve	16,761	20,093	0	36,854	16,761	20,007	0	36,768	0	16,761	0	16,761
Youth and Community Activities Building Reserve	45,712	43,988	(9,345)	80,355	45,712	43,860	(10,000)	79,572	0	45,712	0	45,712
Busselton Library Building Reserve	85,071	47,413	(21,462)	111,022	85,071	47,592	(111,000)	21,663	0	85,071	0	85,071
Busselton Community Resource Centre Reserve	190,876	85,545	(3,727)	272,694	190,876	90,642	(5,160)	276,358	156,654	34,222	0	190,876
Busselton Jetty Tourist Park Reserve	159,726	172,363	(109,336)	222,753	159,726	262,260	(287,610)	134,376	0	221,727	(62,001)	159,726
Geographe Leisure Centre Building Reserve	381,186	578,141	(344,243)	615,084	381,186	269,005	(555,900)	94,291	0	484,644	(103,458)	381,186

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash Backed (Continued)

	2019/20 Actual				2019/20 Budget				2018/19 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	1,085,871	203,199	(51,763)	1,237,307	1,085,871	152,921	(152,000)	1,086,792	997,855	210,702	(122,686)	1,085,871
Winderup Aged Housing Resident Funded Reserve	212,501	5,504	(5,070)	212,935	212,501	4,728	(126,000)	91,229	186,718	67,806	(42,023)	212,501
Naturaliste Community Centre Building Reserve	63,746	61,331	0	125,077	63,746	61,124	(12,000)	112,870	0	161,226	(97,480)	63,746
Civic and Administration Building Reserve	187,928	287,513	(45,752)	429,689	187,928	286,188	(105,920)	368,196	0	187,928	0	187,928
Vasse Sports Pavilion Building Reserve	0	541	0	541	0	536	0	536	0	0	0	0
Jetty Maintenance Reserve	4,806,278	1,369,197	(936,132)	5,239,343	4,806,278	1,393,521	(2,982,095)	3,217,704	4,193,450	1,357,284	(744,456)	4,806,278
Jetty Self Insurance Reserve	365,698	66,500	0	432,198	365,698	68,136	0	433,834	0	365,698	0	365,698
Asset Depreciation Reserve	0	0	0	0	0	0	0	0	563,412	14,030	(577,442)	0
Road Assets Renewal Reserve	1,119,116	3,497,937	(3,019,924)	1,597,129	1,119,116	3,483,041	(4,161,474)	440,683	1,299,765	2,600,211	(2,780,860)	1,119,116
Footpath/ Cycle Ways Reserve	3,671	1,193,389	(788,622)	408,438	3,671	1,184,686	(1,147,590)	40,767	0	235,577	(231,906)	3,671
Other Infrastructure Reserves	0	350,298	(85,909)	264,389	0	347,000	(316,950)	30,050	0	0	0	0
Parks, Gardens and Reserves Reserve	0	1,224,827	(390,881)	833,946	0	1,214,001	(1,134,000)	80,001	0	0	0	0
Furniture and Equipment Reserve	0	364,900	(107,116)	257,784	0	364,900	(364,900)	0	0	0	0	0

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash Backed (Continued)

	2019/20 Actual				2019/20 Budget				2018/19 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 \$
Plant Replacement Reserve	1,205,527	924,458	(1,031,543)	1,098,442	1,205,527	927,581	(1,418,950)	714,158	2,185,396	1,177,175	(2,157,044)	1,205,527
Major Traffic Improvements Reserve	1,495,578	1,154,129	(2,010,861)	638,846	1,495,578	1,162,005	(2,400,000)	257,583	432,138	1,241,862	(178,422)	1,495,578
CBD Enhancement Reserve	171,317	532,251	(89,806)	613,762	171,317	564,003	(643,000)	92,320	122,491	48,826	0	171,317
New Infrastructure Development Reserve	1,803,172	227,652	(524,648)	1,506,176	1,803,172	232,767	(1,259,942)	775,997	1,834,715	462,042	(493,585)	1,803,172
Commonage Precinct Infrastructure Road Reserve	231,224	3,683	0	234,907	231,224	5,148	0	236,372	225,575	5,649	0	231,224
City Car Parking and Access Reserve	1,281,337	529,986	(256,200)	1,555,123	1,281,337	533,711	(427,549)	1,387,499	875,926	568,274	(162,863)	1,281,337
Corporate IT Systems Reserve	80,398	146,352	0	226,750	80,398	1,789	0	82,187	78,624	1,774	0	80,398
Election, Valuation and Other Corporate Expenses Reserve	499,906	158,665	(97,576)	560,995	499,906	161,124	(150,000)	511,030	149,558	359,348	(9,000)	499,906
Legal Expenses Reserves	577,256	59,684	0	636,940	577,256	12,852	0	590,108	557,904	76,399	(57,047)	577,256
Marketing and Area Promotion Reserve	0	166,392	0	166,392	0	0	0	0	0	0	0	0
Performing Arts and Convention Centre Reserve	0	2,625,599	0	2,625,599	0	2,705,530	0	2,705,530	0	0	0	0
Long Service Leave Reserve	3,096,583	738,504	(352,977)	3,482,110	3,096,583	318,940	(653,950)	2,761,573	3,111,698	478,139	(493,254)	3,096,583
Professional Development Reserve	122,772	72,418	(50,161)	145,029	122,772	72,736	(71,930)	123,578	113,025	73,777	(64,030)	122,772

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash Backed (Continued)

	2019/20 Actual				2019/20 Budget				2018/19 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	150,403	2,702	(8,473)	144,632	150,403	73,348	(71,930)	151,821	175,935	5,088	(30,620)	150,403
Workers Compensation & Extended Sick Leave Contingency Reserve	305,100	4,650	0	309,750	305,100	6,792	(28,460)	283,432	356,227	8,873	(60,000)	305,100
Community Facilities - City District	2,552,707	255,371	(1,687,209)	1,120,869	2,552,707	418,572	(2,203,795)	767,484	2,303,096	366,946	(117,335)	2,552,707
Community Facilities - Broadwater	158,524	7,890	0	166,414	158,524	16,027	0	174,551	138,049	20,475	0	158,524
Community Facilities - Busselton	44,012	9,165	(44,000)	9,177	44,012	20,983	(44,000)	20,995	34,547	9,465	0	44,012
Community Facilities – Dunsborough	188,063	67,090	0	255,153	188,063	29,188	0	217,251	166,327	21,736	0	188,063
Community Facilities - Dunsborough Lakes Estate	922,773	14,696	0	937,469	922,773	298,533	0	1,221,306	525,106	397,667	0	922,773
Community Facilities - Geographe	99,176	2,803	0	101,979	99,176	9,708	0	108,884	95,061	4,115	0	99,176
Community Facilities - Port Geographe	343,510	5,471	0	348,981	343,510	7,644	0	351,154	335,117	8,393	0	343,510
Community Facilities - Vasse	615,586	9,470	(135,152)	489,904	615,586	13,703	(450,000)	179,289	589,761	25,825	0	615,586
Community Facilities - Airport North	2,970,179	47,309	0	3,017,488	2,970,179	321,121	0	3,291,300	2,826,296	143,883	0	2,970,179
Locke Estate Reserve	1,013	60,420	(55,164)	6,269	1,013	64,024	(64,000)	1,037	0	65,013	(64,000)	1,013
Port Geographe Development Reserve	682,471	60,815	(518,333)	224,953	682,471	67,167	(599,307)	150,331	1,455,441	80,841	(853,811)	682,471

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash Backed (Continued)

	2019/20 Actual				2019/20 Budget				2018/19 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	3,349,717	272,758	(347,283)	3,275,192	3,349,717	289,522	(346,800)	3,292,439	3,387,485	281,357	(319,125)	3,349,717
Providence Landscape Maintenance Reserve	1,194,759	199,871	(86,153)	1,308,477	1,194,759	202,968	(203,380)	1,194,347	1,101,707	198,524	(105,472)	1,194,759
Vasse Newtown Landscape Maintenance Reserve	575,151	191,135	(129,922)	636,364	575,151	193,605	(199,220)	569,536	535,722	188,692	(149,263)	575,151
Commonage Precinct Bushfire Facilities Reserve	57,261	912	0	58,173	57,261	1,272	0	58,533	55,862	1,399	0	57,261
Commonage Community Facilities Dunsborough Lakes South Reserve	72,622	1,157	0	73,779	72,622	1,620	0	74,242	70,848	1,774	0	72,622
Commonage Community Facilities South Biddle Precinct Reserve	886,172	13,522	0	899,694	886,172	19,728	0	905,900	1,030,368	25,804	(170,000)	886,172
Busselton Area Drainage and Waterways Improvement Reserve	546,471	8,451	(79,340)	475,582	546,471	12,168	(184,399)	374,240	548,821	13,451	(15,801)	546,471
Coastal and Climate Adaptation Reserve	2,845,579	575,589	(1,263,575)	2,157,593	2,845,579	601,392	(1,259,792)	2,187,179	2,472,424	597,693	(224,538)	2,845,579
Emergency Disaster Recovery Reserve	72,782	21,355	0	94,137	72,782	21,620	0	94,402	50,000	22,782	0	72,782
Energy Sustainability Reserve	181,853	132,799	(176,697)	137,955	181,853	134,044	(177,378)	138,519	100,000	104,475	(22,622)	181,853
Cemetery Reserve	157,626	107,045	(228,800)	35,871	157,626	142,504	(254,000)	46,130	100,000	81,420	(23,794)	157,626
Public Art Reserve	86,198	854	0	87,052	86,198	1,921	(41,060)	47,059	229,685	5,698	(149,185)	86,198
Waste Management Facility and Plant Reserve	7,867,210	1,005,697	(1,243,548)	7,629,359	7,867,210	1,227,147	(5,616,140)	3,478,217	7,881,065	1,513,471	(1,527,326)	7,867,210

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash Backed (Continued)

	2019/20 Actual				2019/20 Budget				2018/19 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	257,163	52,194	(13,797)	295,560	257,163	64,193	(78,925)	242,431	226,213	30,950	0	257,163
Untied Grants Reserve	1,232,906	1,391,422	(1,232,906)	1,391,422	1,232,906	0	(1,232,906)	0	0	1,232,906	0	1,232,906
Busselton Foreshore Reserve	0	100	0	100	0	0	0	0	0	0	0	0
	55,590,217	23,196,482	(18,888,815)	59,897,884	55,590,217	21,878,042	(34,856,860)	42,611,399	47,978,517	20,296,092	(12,684,392)	55,590,217

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash Backed (continued)

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this report.

In accordance with council resolutions 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

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash 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.

Asset Depreciation Reserve

To assist the City in funding capital expenditure on renewal, replacement and improvements of infrastructure assets as determined by Council, and as specifically identified in relevant Asset Management Plans.

(Note: This Reserve is being redistributed to the Building Reserves and therefore was closed as per 2018/19 budget.)

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.

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash Backed (Continued)

Other Infrastructure Reserve

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

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.

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 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash 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 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash 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 2020

Notes to and Forming Part of the Financial Report

4. Reserves – Cash 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.

Untied Grants Reserve

To hold untied Government and third party grants monies received in advance.

Busselton Foreshore Reserve

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

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

	Note	2020 Actual \$	2019 Actual \$
5. Other Financial Assets			
(a) Current Assets			
Financial assets at amortised cost		10,066,867	10,569,803
		<u>10,066,867</u>	<u>10,569,803</u>
Other Financial Assets at Amortised Costs			
Self-supporting loans		66,867	69,803
Term Deposit	3	10,000,000	10,500,000
		<u>10,066,867</u>	<u>10,569,803</u>
(b) Non-Current Assets			
Financial assets at amortised cost		306,021	283,072
Financial assets at fair value through profit and loss		124,637	0
		<u>430,658</u>	<u>283,072</u>
Financial assets at amortised cost			
Self-supporting loans		306,021	283,072
		<u>306,021</u>	<u>283,072</u>
Financial assets at fair value through profit and loss			
Units in Local Government House Trust		124,637	0
		<u>124,637</u>	<u>0</u>

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 2020

Notes to and Forming Part of the Financial Report

	2020 Actual \$	2019 Actual \$
6. Trade and Other Receivables		
Current		
Rates Outstanding	2,225,277	1,902,973
Rates Outstanding – Pensioners	23,341	1,619
Sundry Debtors	1,481,021	1,496,686
GST Receivable	641,392	514,881
	<u>4,371,031</u>	<u>3,916,159</u>
Non-Current		
Rates Outstanding – Pensioners	339,168	317,461
Sundry Debtors	72,887	80,000
	<u>412,055</u>	<u>397,461</u>

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 2020

Notes to and Forming Part of the Financial Report

	2020 Actual \$	2019 Actual \$
7. Inventories		
Current		
Materials	25,802	24,981
	25,802	24,981

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

	2020 Actual \$	2019 Actual \$
Other Assets – Current		
Prepayments	212,924	266,918
	212,924	266,918

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.

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

	2020 Actual \$	2019 Actual \$
9 (a). Property, Plant and Equipment		
<u>Land & Buildings</u>		
Land	50,549,208	52,992,291
	<hr/> 50,549,208	<hr/> 52,992,291
Buildings	84,786,257	79,026,755
Less Accumulated Depreciation	(9,294,575)	(6,195,130)
	<hr/> 75,491,682	<hr/> 72,831,625
Total Land and Buildings	<hr/> 126,040,890	<hr/> 125,823,916
Furniture and Fittings	4,292,684	3,084,411
Less Accumulated Depreciation	(322,079)	0
	<hr/> 3,970,605	<hr/> 3,084,411
Plant and Equipment	19,228,115	15,425,356
Less Accumulated Depreciation	(2,218,779)	0
	<hr/> 17,009,336	<hr/> 15,425,356
Total Property, Plant and Equipment	<hr/> 147,020,831	<hr/> 144,333,683

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

9. Property, Plant and Equipment (Continued)

(b) Movements in Carrying Amounts

The following represents the movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land (Level 2)	Buildings Non- Specialised (Level 2)	Buildings Specialised (Level 3)	Furniture and Fittings (Level 3)	Plant and Equipment (Level 3)	Total
Balance as at 1 July 2019	52,992,291	45,344,303	27,487,322	3,084,411	15,425,356	144,333,683
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)
Revaluation - Increments	0	0	0	0	0	0
- (Decrements)	0	0	0	0	0	0
Impairment - (Losses)	0	0	0	0	0	0
- Reversals	0	0	0	0	0	0
Depreciation - (Expense)	0	(1,973,519)	(1,211,292)	(322,080)	(2,326,311)	(5,833,202)
Donated Assets	0	0	162,909	456,798	474,654	1,094,361
Other Movements	0	0	0	0	0	0
Balance as at 30 June 2020	50,549,208	45,952,580	29,539,102	3,970,605	17,009,336	147,020,831

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

9. Property, Plant and Equipment (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of last Valuation	Inputs Used
<u>Land & Buildings</u>					
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
<u>Furniture & Equipment</u>					
Furniture & Equipment	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2019	Construction cost (level 2) and current condition (level 3), residual values and remaining useful life assessment (level 3) inputs.
<u>Plant & Equipment</u>					
Plant & Equipment	3	Cost approach using depreciated replacement cost.	Management valuation.	June 2019	Purchased cost (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 by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

	2020 Actual \$	2019 Actual \$
10(a) Infrastructure		
Roads	311,077,826	299,491,560
Less Accumulated Depreciation	(11,767,298)	(5,798,888)
	<u>299,310,528</u>	<u>293,692,672</u>
 Bridges	 38,124,541	 37,824,541
Less Accumulated Depreciation	(1,466,308)	(733,154)
	<u>36,658,233</u>	<u>37,091,387</u>
 Car Parks	 10,123,811	 9,304,650
Less Accumulated Depreciation	(700,631)	(318,660)
	<u>9,423,180</u>	<u>8,985,990</u>
 Stormwater Drainage	 58,491,337	 58,067,718
Less Accumulated Depreciation	(1,622,012)	(792,844)
	<u>56,869,325</u>	<u>57,274,874</u>
 Other Infrastructure	 185,434,345	 176,272,067
Less Accumulated Depreciation	(17,808,931)	(8,600,998)
	<u>167,625,414</u>	<u>167,671,069</u>
	<u>569,886,680</u>	<u>564,715,992</u>

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

10. Infrastructure (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year

	Roads \$	Bridges \$	Car Parks \$	Drainage \$	Other \$	Total \$
Balance as 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)
Revaluation – Increments/ Decrements (transferred to Revaluations)	0	0	0	0	0	0
Revaluation – Increments/ Decrements (transferred to Profit or Loss)	0	0	0	0	0	0
Impairment - (Losses)	0	0	0	0	0	0
- Reversals	0	0	0	0	0	0
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
Other Movements	0	0	0	0	0	0
Balance as at 30 June 2020	299,310,528	36,658,233	9,423,180	56,869,325	167,625,414	569,886,680

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

10 Infrastructure (Continued)

(c) 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

Financial Report

For the Year Ended 30 June 2020

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.

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.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control prior to 1 July 2019

In accordance with the then *Local Government (Financial Management) Regulation 16(a)(ii)*, the City was previously required to include as an asset (by 30 June 2013), vested Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under Roads prior to 1 July 2019

In Western Australia, most land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the then Local Government (Financial Management) Regulation 16(a)(i) which arbitrarily prohibited local governments from recognising such land as an asset. This regulation has now been deleted.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, the then Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the City.

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, are treated as ROU

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect on 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 balance sheet.

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 ROU 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 2020

Notes to and Forming Part of the Financial Report

11. Fixed Assets (Continued)

(a) Disposals of Assets – 2019/20 Financial Year

The following assets were disposed of during the year:

By Function/Activity:-

	Net Book Value		Sale Price		Profit / (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
General Purpose Funding	0	0	0	0	0	0
Governance	77,067	159,197	79,201	162,000	2,134	2,803
Law, Order, Public Safety	18,000	26,200	0	24,000	(18,000)	(2,200)
Health	0	0	0	0	0	0
Education and Welfare	0	0	0	0	0	0
Housing	0	0	0	0	0	0
Community Amenities	94,216	2,980,642	98,148	2,845,080	3,932	(135,562)
Recreation and Culture	1,651,861	163,021	1,376,774	202,000	(275,087)	38,979
Transport	1,790,724	181,260	1,623,046	189,500	(167,678)	8,240
Economic Services	34,151	33,309	31,476	37,000	(2,675)	3,691
Other Property & Services	18,238	16,036	12,359	17,000	(5,879)	964
	3,684,257	3,559,665	3,221,004	3,476,580	(463,253)	(83,085)

By Asset Class:-

	Net Book Value		Sale Price		Profit / (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Land and Buildings	3,027,603	2,822,730	2,552,211	2,705,530	(475,392)	(117,200)
Plant and Equipment	596,598	736,935	608,737	771,050	12,139	34,115
Furniture and Fittings	0	0	0	0	0	0
Infrastructure	60,056	0	60,056	0	0	0
	3,684,257	3,559,665	3,221,004	3,476,580	(463,253)	(83,085)

	2020 Actual \$	2020 Budget \$	2019 Actual \$
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(b) Depreciation

Buildings	3,184,811	2,951,238	3,158,215
Furniture and Fittings	322,089	621,127	664,349
Plant and Equipment	2,326,311	2,039,400	1,984,037
Infrastructure - Roads	5,968,409	6,078,710	5,798,888
Infrastructure - Bridges	733,154	736,513	733,154
Infrastructure - Car Parks	385,972	344,147	318,660
Infrastructure - Stormwater Drainage	829,168	842,640	792,844
Infrastructure - Other Infrastructure	9,208,962	9,256,447	8,601,009
Right of Use Assets – Furniture and Equipment	537,350	0	0
	23,496,226	22,870,222	22,051,156

City of Busselton

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For the Year Ended 30 June 2020

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 - General	40	Years
Buildings – Geopraphe Leisure Centre	10 - 20	Years
Furniture and Fittings – Basic Items	10	Years
Furniture and Fittings – EDP Network	3	Years
Heavy Plant and Equipment	3 – 10	Years
Light to Medium Vehicles	3 - 5	Years
Light Mobile Plant	2	Years
Tools	10	Years

Infrastructure:

Roads	15 - 60	Years
Bridges	40 - 60	Years
Car Parks	20 - 40	Years
Footpaths & Cycle ways	20 - 40	Years
Parks, Gardens & Reserves & Community Facilities	5 - 50	Years
Storm water Drainage	25 - 90	Years
Regional Airport & Industrial Park	12 - 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 2020

Notes to and Forming Part of the Financial Report

12. Leases

(a) Right of use assets

	Right of use assets – Furniture and Equipment \$	Right of use assets - Total \$
Carrying amount at 30 June 2019		
Recognised on initial application of AASB 16	1,845,464	1,845,464
Restated opening carrying amount	1,845,464	1,845,464
Additions	0	0
Depreciation (expense)	(537,350)	0
Carrying amount at 30 June 2020	1,308,114	1,308,114

(b) Cash outflow from leases

Interest expense on lease liabilities	72,013	72,013
Lease principal expense	521,898	521,898
Total cash outflow from leases	593,911	593,911

(c) Other expenses and income relating to leases

Short-term lease payments recognised as expense	0	0
Low-value asset lease payments recognised as expense	0	0
Expenses for variable lease payment not recognised as a liability	0	0
	0	0

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.

ROU assets are measured at cost. This means that all ROU assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet). 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 that details the significant accounting policies applying to vested improvements.

Leases (continued)

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.

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.

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Notes to and Forming Part of the Financial Report

13. Revaluation Surplus

Revaluations surpluses have arisen on revaluation of the following class of non-current assets:

	2020 Actual \$	2019 Actual \$
Land and Buildings		
Opening Balance	56,801,847	56,801,847
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>56,801,847</u>	<u>56,801,847</u>
Furniture & Fittings		
Opening Balance	797,333	445,965
Revaluation Increment	0	351,368
Revaluation Decrement	0	0
	<u>797,333</u>	<u>797,333</u>
Plant and Equipment		
Opening Balance	840,738	136,902
Revaluation Increment	0	703,836
Revaluation Decrement	0	0
	<u>840,738</u>	<u>840,738</u>
Roads		
Opening Balance	122,047,036	122,047,036
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>122,047,036</u>	<u>122,047,036</u>
Bridges		
Opening Balance	24,939,518	24,939,518
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>24,939,518</u>	<u>24,939,518</u>
Car Parks		
Opening Balance	5,314,676	5,314,676
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>5,314,676</u>	<u>5,314,676</u>
Drainage		
Opening Balance	14,102,455	14,102,455
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>14,102,455</u>	<u>14,102,455</u>
Other Infrastructure		
Opening Balance	11,352,697	11,352,697
Revaluation Increment	0	0
Revaluation Decrement	0	0
	<u>11,352,697</u>	<u>11,352,697</u>
All Asset Classes		
Opening Balance	236,196,300	235,141,096
Revaluation Increment	0	1,055,204
Revaluation Decrement	0	0
Total Assets Revaluation Surplus	<u>236,196,300</u>	<u>236,196,300</u>

Movements on revaluation of fixed assets are not able to be reliably attributed to programs as the assets were revalued by class as provided for by AASB 116 Aus. 40.1.

City of Busselton

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Notes to and Forming Part of the Financial Report

	2020 Actual \$	2019 Actual \$
14. Trade and Other Payables		
Current		
Sundry Creditors	4,603,098	3,686,450
Prepaid Rates	741,686	620,503
Deposits and Bonds	2,465,476	2,943,510
Accrued Expenses	173,375	885,575
	<u>7,983,635</u>	<u>8,136,038</u>

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.

	2020 Actual \$	2019 Actual \$
15. Contracts/ Grant Liabilities		
15.1 Contract Liabilities		
Current	2,611,824	0
Non-current	7,566,720	0
	<u>10,178,544</u>	<u>0</u>
15.1.1 Movement in contract liabilities		
Reconciliation of changes in contract liabilities		
Opening balance	12,018,386	0
Additions	678,490	0
Revenue recognised in the reporting period	(2,518,332)	0
Balance at end of period	<u>10,178,544</u>	<u>0</u>
15.1.2 Expected satisfaction of contract liabilities		
Income recognition		
1 year	2,611,824	0
1 to 5 years	1,855,063	0
Over 5 years	5,711,657	0
	<u>10,178,544</u>	<u>0</u>

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

15 Contracts/ Grant Liabilities (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Contract Liabilities

Contract liabilities relate to developer contributions received by the City under the contribution scheme.

Contract Liabilities (continued)

Contract liabilities are recognised as revenue as the City satisfies its obligations.

		2020 Actual \$	2019 Actual \$
15.2 Grant Liabilities			
Current		2,298,073	0
Non-current		2,250,217	0
		4,548,290	0
15.2.1 Movement in grant liabilities			
Reconciliation of changes in contract liabilities			
Opening balance		5,699,606	0
Additions		1,726,819	0
Revenue recognised in the reporting period		(2,878,135)	0
Balance at end of period		4,548,290	0
15.2.2 Expected satisfaction of grant liabilities			
Income recognition			
1 year		2,298,073	0
1 to 5 years		2,250,217	0
Over 5 years		0	0
		4,548,290	0

SIGNIFICANT ACCOUNTING POLICIES

Grant Liabilities

The City's grant liabilities relate to capital grants received for various capital projects. Income is recognised as the City satisfies its obligations under the grant agreements.

16. Lease Liabilities

	2020 Actual \$	2019 Actual \$
Lease Liabilities		
Current	498,834	0
Non-current	854,825	0
	1,353,659	0

City of Busselton

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For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

17. Information on Borrowings

(a) Debenture Repayments

Particulars	Borrowing Institution	Int. %	Maturity Date	Principal	New Loans	New Loans	Principal Repayment		Principal		Interest Repayment	
				1 July 2019	2019/20 Budget	2019/20 Actual	2019/20 Budget	2019/20 Actual	2019/20 Budget	2019/20 Actual	2019/20 Budget	2019/20 Actual
Administration												
C Loan #207 Civic and Administration Centre	WATC	4.51	06/34	14,819,175	0	0	708,388	708,388	14,110,787	14,110,787	656,476	656,389
Recreation & Culture												
S Loan #192 Busselton Tennis Club	WATC	5.74	12/19	3,675	0	0	3,675	3,675	0	0	79	79
S Loan #196 Dunsborough Bay Yacht Club	WATC	6.16	12/19	1,642	0	0	1,642	1,642	0	0	38	38
C Loan #197 Dunsborough Oval	WATC	6.05	03/20	154,487	0	0	154,487	154,487	0	0	4,688	4,663
C Loan #198 Jetty Construction	WATC	6.05	03/20	202,765	0	0	202,765	202,765	0	0	6,153	6,120
S Loan #199 Busselton Bowling Club	WATC	5.98	12/20	29,447	0	0	19,339	19,339	10,108	10,108	1,333	1,329
S Loan #200 Dunsborough Bay Yacht Club	WATC	6.00	12/19	1,054	0	0	1,054	1,054	0	0	24	24
C Loan #202 Geothermal Heating GLC	WATC	3.98	06/23	239,286	0	0	56,316	56,316	182,970	182,970	8,690	8,684
C Loan #204 Busselton Foreshore	WATC	4.36	06/29	812,639	0	0	66,342	66,342	746,297	746,297	34,356	34,348
C Loan #205 GLC Extensions	WATC	3.92	06/24	660,716	0	0	122,040	122,040	538,676	538,676	24,121	24,108
S Loan #208 Busselton Football & Sportsman's Club	WATC	2.93	04/25	18,596	0	0	2,878	2,878	15,718	15,718	513	513
C Loan #209 Busselton Foreshore	WATC	3.56	06/27	4,653,810	0	0	512,170	512,170	4,141,640	4,141,640	158,889	158,839
C Loan #211 Busselton Foreshore	WATC	2.55	10/24	2,127,153	0	0	364,969	364,969	1,762,184	1,762,184	50,771	49,203
S Loan #212 Dunsborough and Districts Country	WATC	3.04	05/27	93,865	0	0	10,532	10,532	83,333	83,333	2,774	2,722
S Loan #213 Geographe Bay Yacht Club	WATC	3.04	05/27	82,338	0	0	9,239	9,239	73,099	73,099	2,433	2,388
S Loan #214 Dunsborough & Districts Country Club	WATC	3.19	09/27	95,635	0	0	9,961	9,961	85,674	85,674	2,972	2,890
C Loan #215 Busselton Foreshore Jetty Precinct	WATC	3.25	04/28	2,284,685	0	0	222,370	222,370	2,062,315	2,062,315	72,460	71,177
C Loan #216 Tennis Club Facilities	WATC	3.25	04/28	2,513,153	0	0	244,606	244,606	2,268,547	2,268,547	79,706	78,294
C Loan #217 Lot 10 Commonage Road	WATC	3.25	04/28	1,462,198	0	0	142,316	142,316	1,319,882	1,319,882	46,374	45,553
C Loan #218 Busselton Tennis Club	WATC	2.21	06/29	1,250,000	0	0	109,401	109,401	1,140,599	1,140,599	30,702	26,749
S Loan #220 Busselton Tennis Club	WATC	1.37	09/26	0	150,000	50,000	6,251	5,184	143,749	44,816	2,813	438
S Loan #221 Busselton Hockey Club Stadium	WATC	1.31	07/30	0	0	45,000	0	0	0	45,000	0	66
Transport												
C Loan #203 Land Acquisition for Parking	WATC	4.19	09/21	346,653	0	0	150,062	150,062	196,591	196,591	12,187	12,170
C Loan #206 Airport Jet A1 Installation	WATC	3.92	06/24	192,709	0	0	35,595	35,595	157,114	157,114	7,035	7,031
C Loan #219 Air Freight Hub Stage 1	WATC	2.21	06/29	1,480,000	0	0	129,531	129,531	1,350,469	1,350,469	36,351	31,670
Economic Services												
S Loan #201 Geographe Bay Tourism Association	WATC	4.76	09/21	26,623	0	0	11,483	11,483	15,140	15,140	1,065	1,062
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				34,402,304	150,000	95,000	3,297,412	3,296,345	31,254,892	31,200,959	1,273,688	1,257,232
C Council Loans are financed by general purpose revenue.				34,049,429	0	0	3,221,358	3,221,358	30,828,071	30,828,071	1,259,645	1,245,683
S Self-Supporting Loans are financed by payments from third parties.				352,875	150,000	95,000	76,054	74,987	426,821	372,888	14,043	11,549
				34,402,304	150,000	95,000	3,297,412	3,296,345	31,254,892	31,200,959	1,273,688	1,257,232

City of Busselton

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Notes to and Forming Part of the Financial Report

17. Information on Borrowings (continued)

(b) New Borrowings – 2019/20

Particulars / Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used		Balance Unspent
	Actual \$	Budget \$						Actual \$	Budget \$	
Loan #220 Busselton Tennis Club	50,000	150,000	WATC	Debenture	7	52,459	1.37%	50,000	150,000	0
Loan #221 Busselton Hockey Club Stadium	45,000	0	WATC	Debenture	10	48,154	1.31%	45,000	0	0
	95,000	150,000				100,613		95,000	150,000	0

(c) Unspent Borrowings

Particulars / Purpose	Date Borrowed	Balance 01 July 2019 \$	Borrowed During Year \$	Expended During Year \$	Balance 30 June 2020 \$
Loan #206 Airport Jet A1 Installation	27 th May 2014	4,008	0	0	4,008
Loan #216 Tennis Club Facilities	27 th April 2018	788,604	0	700,000	88,604
		792,612	0	700,000	92,612

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Notes to and Forming Part of the Financial Report

	2020 Actual \$	2019 Actual \$
17. Information on Borrowings (continued)		
(d) Undrawn Borrowing Facilities		
Credit Standby Arrangements		
Electronic Payaway Facility	850,000	650,000
Electronic Payaway Facility at Balance Date	0	0
Credit card limit	50,000	50,000
Credit card balance at balance date	0	0
Total amount of credit unused	900,000	700,000
Loan facilities		
Loan facilities - current	3,043,263	3,291,161
Loan facilities - non-current	28,157,696	31,111,143
Total facilities in use at balance date	31,200,959	34,402,304

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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For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

18. Provisions

	Provision for Annual Leave	Provision for Long Service Leave	Provision for Sick Leave	Total
	\$	\$	\$	\$
Opening balance at 1 July 2019				
Current	1,995,037	2,468,740	150,404	4,614,181
Non-Current	0	627,843	0	627,843
	1,995,037	3,096,583	150,404	5,242,024
 Additional Provisions	2,116,410	738,504	2,702	2,857,616
Amounts Used	(1,834,980)	(352,977)	(8,474)	(2,196,431)
Balance 30 June 2020	2,276,467	3,482,110	144,632	5,903,209
 Comprises				
Current Provisions	2,276,467	2,816,438	144,632	5,237,537
Non-current Provisions	0	665,672	0	665,672
	2,276,467	3,482,110	144,632	5,903,209

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

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

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

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

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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:

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Cash and Cash Equivalents	60,501,304	48,480,121	59,772,318

Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net Result	14,316,037	25,360,677	11,775,277
Non-cash flows in Net result:			
Depreciation	23,496,226	22,870,222	22,051,156
(Profit) / Loss on Sale of Asset	463,254	83,085	(63,465)
Non-Cash Contributions	(4,606,715)	(8,224,000)	(7,957,839)
Changes in assets and Liabilities:			
(Increase) / Decrease in Receivables	(941,682)	13,636	(323,387)
(Increase) / Decrease in Inventories	(821)	0	(1,310)
Increase / (Decrease) in Payables	297,876	(817,767)	260,135
Increase / (Decrease) in Employee Provisions	661,185	0	(3,311)
Non-operating Grants and Contributions for the Development of Assets	(13,949,905)	(23,758,961)	(6,529,299)
Net Cash from Operating Activities	19,735,455	15,526,892	19,207,957

20. Total Assets Classified by Function and Activity

	2020 Actual \$	2019 Actual \$
General Purpose Funding	4,732,364	3,191,853
Governance	25,607,346	24,132,437
Law, Order & Public Safety	5,769,117	4,631,076
Health	226,974	127,113
Education and Welfare	566,225	600,992
Housing	15,896,154	16,677,900
Community Amenities	40,631,869	38,041,354
Recreation and Culture	142,870,854	133,903,902
Transport	523,027,838	508,125,504
Economic Services	3,107,934	2,856,771
Other Property and Services	5,530,198	7,377,583
Unallocated	26,269,393	44,613,902
	794,236,266	784,280,387

City of Busselton

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Notes to and Forming Part of the Financial Report

21. Contingent Liabilities

21.1 Buy Back Conditions contained in City Lease Agreements

On the 14 June 1999 the City entered into a lease agreement with the St John Ambulance Association of WA and this lease agreement expires on 30 June 2020. If a new lease is not entered into the City could be liable for the purchase of the building and improvements at market value (Clause 7). The City is currently negotiating a new lease with St Johns. They remain in occupation on a month by month basis.

21.2 Busselton Waste Transfer 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.

During 2007 the Contaminated Sites Branch of the Department of Environment Regulation (DER) notified the City that Lot 500 had been entered on the Contaminated Sites Register and classified as "Possibly Contaminated-Investigation required". Both Lots 500 and 27 have since been reclassified by the (now) Department of Water and Environment Regulation (DWER) as "Contaminated – Remediation Required".

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. It is estimated that by mid-2021 sufficient information should be available to determine the nature and extent of these legacy groundwater issues with a reasonable level of certainty. 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 investigation 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 Council's potential liability (if any) at this stage.

21.3 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. Due to complex legal issues impacting on this matter, it is not reasonably possible to determine Council's potential liability (if any) at this stage. Indications are that the City's insurance policy may respond to any adverse finding/order against the City. The litigation is ongoing.

21.4 Aluminium Composite Panels

The Department of Mines, Industry Regulation and Safety (DMIRS) have been auditing public sector and local government agencies with buildings vested in their control regarding the risk associated with potentially combustible aluminium composite panels. As part of this investigation, the Department has identified buildings that require remediation to remove the hazard. Work is being undertaken to assess remediation costs, however the cost is not able to be reliably estimated at this point in time.

City of Busselton

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Notes to and Forming Part of the Financial Report

21. Contingent Liabilities (Continued)

21.5 Town Planning Prosecutions

The City is currently involved in two magistrate court prosecutions. In both matters, the City is prosecuting landowners for non-compliance with conditions under development approvals issued by the City, pursuant to the Planning and Development Act 2005 (WA) and the City's Local Planning Scheme No 21. In one matter, the accused has filed a plea of not guilty and the matter is expected to go to trial in the second quarter of 2021. In the other matter, the accused has not yet filed a plea.

If these prosecutions are successful, the fines could range from \$5,000 - \$250,000 per person. If unsuccessful, the City could potentially be ordered to pay the accused's costs, which could range between \$5,000 and \$30,000 per person.

21.6 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.

DWER has classified 3 sites as 'contaminated – remediation required'. The City of Busselton will be providing a revised Site Management Plan to the Department of Health (DoH) prior to 30 June 2021. Until the DoH has considered this plan it is not possible to determine the potential financial effect or to identify the uncertainties relating to the amount or timing of any outflows.

DWER has classified 9 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.

City of Busselton

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For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

22. Capital Commitments

	2020 Actual \$	2019 Actual \$
Capital Expenditure Commitments		
Contracted for:		
<u>Capital projects</u>		
- Busselton Margaret River Regional Airport Landside Infrastructure	0	13,485,000
- Busselton Tennis Club Building	30,499	0
- Lou Weston Oval Courts and Pavilion	316,858	0
- King Street Works	157,665	0
- Old Butter Factory	200,892	0
- Busselton Performing Arts and Convention Centre	1,989,183	0
- Busselton Senior Citizens Building	552,744	0
- Hotel Site 1 Carpark and Landscaping Works	1,046,116	0
- Barnard East Foreshore Works	61,398	0
- Easter Link Road Works Upgrade	3,637,684	0
	<hr/> 7,993,039	<hr/> 13,485,000
 <u>Payable:</u>		
- not later than one year	7,993,039	13,485,000
- 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.

City of Busselton

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For the Year Ended 30 June 2020

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23. Related Party Transactions

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Councillors Remuneration			
The following fees, expenses and allowances were paid to council members and / or the mayor.			
Mayor & Deputy Allowance	100,052	100,160	99,169
Councillors Sitting Fees	271,180	281,060	278,279
Travelling Allowance - Councillors Meetings	9,078	15,000	9,676
Communication Allowance	30,343	32,100	31,500
Other Allowances	1,653	7,100	1,483
	<u>412,306</u>	<u>435,420</u>	<u>420,107</u>

Key Management Personnel (KMP) Compensation Disclosure

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

	2020 Actual \$	2019 Actual \$
Short-term employee benefits	1,030,761	993,263
Post-employment benefits	128,434	122,808
Other long-term benefits	105,787	103,020
	<u>1,264,982</u>	<u>1,219,091</u>

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 which may be found above.

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.

City of Busselton

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23. Related Party Transactions (Continued)

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 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.

iii Joint venture entities accounted for under the equity method

The interest in the joint venture entity (if any) is accounted for in these financial statements using the equity method of accounting.

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 with a taxpayer 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.

Council has determined that no material transactions with related parties have occurred during the financial year ended 30 June 2020.

24. Major Land Transactions

Council did not participate in any major land transactions during the 2019/20 financial year pursuant to Section 3.59 of the Local Government Act and Part 3 of the Local Government (Functions and General) Regulations.

City of Busselton

Financial Report

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Notes to and Forming Part of the Financial Report

25. Rating Information – 2019/20 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	13,858	255,382,956	25,152,598	484,569	25,637,167	25,152,598	0	25,152,598
GRV–Residential Holiday Homes	10.8339	524	10,267,140	1,112,329	0	1,112,329	1,112,329	0	1,112,329
GRV–Industrial	11.3732	433	20,214,914	2,299,080	192,517	2,491,597	2,299,080	0	2,299,080
GRV–Commercial	11.3732	1,373	70,228,993	7,987,276	62,651	8,049,927	7,987,276	0	7,987,276
GRV–Residential Vacant Land	9.8489	254	7,213,420	710,449	651	711,100	710,449	0	710,449
GRV–Industrial Vacant Land	11.3732	63	1,392,550	158,377	(19,679)	138,698	158,377	0	158,377
GRV–Commercial Vacant Land	11.3732	50	2,301,350	261,737	(22,684)	239,053	261,737	0	261,737
UV–Primary Production	0.4404	811	620,126,000	2,731,032	(52,095)	2,678,937	2,731,032	0	2,731,032
UV–Rural	0.4455	1,503	731,467,000	3,258,682	116,591	3,375,273	3,258,682	0	3,258,682
UV–Commercial	0.8037	148	89,879,000	722,357	1,928	724,285	722,357	0	722,357
Interim Rates						0	0	421,183	421,183
Sub-Totals		19,017	1,808,473,323	44,393,917	764,449	45,158,366	44,393,917	421,183	44,815,100
Minimum Differential General Rate									
GRV–Residential	1,375	1,292	16,632,128	1,776,500	0	1,776,500	1,776,500	0	1,776,500
GRV–Residential Holiday Homes	1,430	19	237,380	27,170	0	27,170	27,170	0	27,170
GRV–Industrial	1,375	21	208,031	28,875	0	28,875	28,875	0	28,875
GRV–Commercial	1,375	630	4,705,324	866,250	0	866,250	866,250	0	866,250
GRV–Residential Vacant Land	1,375	975	6,882,890	1,340,625	0	1,340,625	1,340,625	0	1,340,625
GRV–Industrial Vacant Land	1,375	0	0	0	0	0	0	0	0
GRV–Commercial Vacant Land	1,375	69	425,560	94,875	0	94,875	94,875	0	94,875
UV–Primary Production	1,375	229	52,671,500	314,875	0	314,875	314,875	0	314,875
UV–Rural	1,500	1,077	248,710,500	1,615,500	0	1,615,500	1,615,500	0	1,615,500
UV–Commercial	1,375	77	3,272,634	105,876	0	105,876	105,875	0	105,875
Sub-Totals		4,389	333,745,947	6,170,545	0	6,170,546	6,170,545	0	6,170,545
Other Adjustments (refer note 25(d))						89,475			59,661
Total Amount Raised from General Rates						51,418,387			51,045,306
Specified Area Rate (refer note 25(b))						579,457			572,106
Totals						51,997,844			51,617,412

SIGNIFICANT ACCOUNTING POLICIES

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

City of Busselton

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Notes to and Forming Part of the Financial Report

25(b) Specified Area Rate - 2019/20 Financial Year

	Rate in \$	Basis of Rate	Rateable Value \$	Rate Revenue \$	Budget Rate Revenue \$	Applied to Costs \$	Budget Applied to Costs \$
Port Geographe	1.5719	GRV	13,674,270	214,942 3,387	214,942 0	214,942 0	214,942 0
<ul style="list-style-type: none"> • Rate • Interim Rate • Back Rate 				218,329	214,942	214,942	214,942

	Rate in \$	Basis of Rate	Rateable Value \$	Rate Revenue \$	Budget Rate Revenue \$	Applied to Costs \$	Budget Applied to Costs \$
Providence	1.4462	GRV	12,142,530	175,606	175,606	86,153	175,606
<ul style="list-style-type: none"> • Rate • Rate • Interim Rate • Back Rate 	0.0143	UV	5,300,000	757 3,475	757 0	0 0	757 0
				179,838	176,363	86,153	176,363

	Rate in \$	Basis of Rate	Rateable Value \$	Rate Revenue \$	Budget Rate Revenue \$	Applied to Costs \$	Budget Applied to Costs \$
Vasse	1.8385	GRV	9,834,070	180,801 489	180,801 0	129,922 0	180,801 0
<ul style="list-style-type: none"> • Rate • Interim Rate • Back Rate 				181,290	180,801	129,922	180,801

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

25(c) Service Charges – 2019/20 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

City of Busselton

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Notes to and Forming Part of the Financial Report

25(d) Discounts, Incentives, Concessions & Write-offs – 2019/20 Financial Year

	Type	Discount %	Total Cost / Value \$	Budget Cost / Value \$
Other	Adjustment	0	89,475	59,661
Write-offs	Write-off	0	0	0
		0	89,475	59,661

25(e). Interest Charges and Instalments – 2019/20 Financial Year

Instalment Options	Due Date	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
Option 1				
Single Full Payment	11 September 2019	0	0.00%	11.00%
Option 2				
First Instalment	11 September 2019	0	0.00%	11.00%
Second Instalment	11 November 2019	6.00	5.50%	11.00%
Third Instalment	13 January 2020	6.00	5.50%	11.00%
Fourth Instalment	13 March 2020	6.00	5.50%	11.00%

	Actual Revenue 2020 \$	Budgeted Revenue 2020 \$
Interest on Unpaid Rates	319,230	225,000
Interest on Instalments Plan	298,645	250,000
Charges on Instalment Plan	151,281	121,140
	769,156	596,140

Two 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 11th September 2019 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 11th September 2019 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 11th September 2019
- 2nd Instalment 11th November 2019
- 3rd Instalment 13th January 2020
- 4th Instalment 13th March 2020

City of Busselton

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Notes to and Forming Part of the Financial Report

26 Rate Setting Statement Information

	Note	2019/20 (30 June 20 Carried Forward) \$	2019/20 Budget (30 June 20 Carried Forward) \$	2019/20 (1 July 19 Brought Forward) \$	2018/19 (30 June 19 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		(74,304)	(78,050)	(118,089)	(118,089)
Add: Reversal of prior year loss on revaluation of fixed assets		0	0	1,185,285	1,185,285
Less: Non-cash grants and contributions for assets		(4,482,078)	(8,224,000)	(7,957,839)	(7,957,839)
Less: Movement in liabilities associated with restricted cash		(3,408,085)	0	(1,216,969)	(1,216,969)
Less: Fair value adjustments to financial assets at fair value through profit and loss		(124,637)	0	0	0
Less: Movement in pensioner deferred rates (non-current)		(21,707)	0	(41,946)	(41,946)
Less: Movement in employee benefit provisions (non-current)		661,186	0	(3,311)	(3,311)
Add: Loss on disposal of assets		537,558	161,135	54,624	54,624
Add: Depreciation on non-current assets	11(b)	23,496,226	22,870,222	22,051,156	22,051,156
Non cash amounts excluded from operating activities		16,584,159	14,729,307	13,952,911	13,952,911
(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	(68,906,185)	(47,833,516)	(67,067,833)	(67,067,833)
Less: Financial assets at amortised cost - self-supporting loans	5(a)	(66,867)	(69,803)	(69,803)	(69,803)
Less: Other Adjustments		(212,922)	(468,939)	(468,939)	(468,939)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	17(d)	3,043,263	3,392,000	3,291,161	3,291,161
- Current portion of contract liability held in reserve/ restricted cash	15.1	2,611,824	0	2,405,310	0
- Current portion of grant liability held in reserve/ restricted cash	15.2	2,298,073	0	0	0
- Current portion of Deposits and Bonds held in restricted cash	14	2,465,476	2,943,510	2,943,510	2,943,510
- Current portion of lease liabilities	16	498,834	0	521,900	0
- Current portion of employee benefit provisions	18	5,237,537	4,614,181	4,614,181	4,614,181
Total adjustments to net current assets		(53,030,967)	(37,422,567)	(53,830,513)	(56,757,723)
Net current assets used in the Rate Setting Statement					
Total current assets		75,177,928	52,123,843	74,550,179	74,550,179
Less: Total current liabilities		(21,673,167)	(14,701,276)	(18,968,590)	(16,041,380)
Less: Total adjustments to net current assets		(53,030,967)	(37,422,567)	(53,830,513)	(56,757,723)
Net current assets used in the Rate Setting Statement		473,794	0	1,751,076	1,751,076
(c) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards					
Total current assets at 30 June 2019					74,550,179
Total current assets at 1 July 2019					74,550,179
Total current liabilities at 30 June 2019					
- Contract liabilities from contracts with customers					(16,041,380)
- Lease liabilities					(2,405,310)
					(521,900)
Total current liabilities at 1 July 2019					(18,968,590)

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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. 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 disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amount	Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing
	%	\$	\$	\$	\$
2020					
Cash and Cash Equivalents	0.80%	60,501,304	42,545,806	17,933,428	22,070
Financial Assets at Amortised Cost – Term Deposits	0.88%	10,000,000	10,000,000	0	0
2019					
Cash and Cash Equivalents	2.05%	59,772,318	45,781,654	13,968,193	22,470
Financial Assets at Amortised Cost – Term Deposits	2.15%	10,500,000	10,500,000	0	0

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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.

	2020	2019
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	705,013	702,723

** 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 2020

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 and annual charges and user charges and fees. 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.

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. While City is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment, the effect of COVID-19 is also considered.

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

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

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.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

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

	30 June 2020	30 June 2019
	\$	\$
Percentage of Rates and Annual Charges		
• Current	0.86%	4.45%
• Overdue	99.14%	95.55%
Percentage of Other Receivables		
• Current	95.68%	99.69%
• Overdue	4.32%	0.31%

City of Busselton

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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.

The contractual undiscounted cash flows of the City's financial liabilities are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying Values \$
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 Liability	548,263	896,580	0	1,444,843	1,353,659
	10,255,826	16,430,697	18,657,206	45,343,729	38,072,775
2019					
Payables	5,192,528	0	0	5,192,528	5,192,528
Borrowings	4,562,035	16,131,682	22,154,057	42,847,774	37,457,912
Lease Liabilities	0	0	0	0	0
	9,754,563	16,131,682	22,154,057	48,040,302	42,650,440

City of Busselton

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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 15: Revenue from Contracts with Customers

The City adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the City adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary there were no adjustments made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019).

(b) AASB 1058: Income for Not-For-Profit Entities

The City adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the City adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019, changes occurred to the following financial statement line items by application of AASB 1058 as compared to AASB 118: Revenue and AASB 1004: Contributions before the change:

Note	AASB 118 and AASB 1004 carrying amount 30 June 2019	Reclassification	AASB 1058 carrying amount 1 July 2019
	\$	\$	\$
Contract liabilities	0	(12,018,386)	(12,018,386)
Grant liabilities	0	(5,699,606)	(5,699,606)
Adjustment to retained surplus from adoption of AASB 1058	0	(17,717,992)	(17,717,992)

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance gave rise to a financial liability that is within the scope of AASB 9. On 30 June 2019 the prepaid rates were recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the City. When the taxable event occurs, the financial liability was extinguished and the City recognised income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the City to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

City of Busselton

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Notes to and Forming Part of the Financial Report

29. Initial Application of Australian Accounting Standards (Continued)

(b) AASB 1058: Income for Not-For-Profit Entities (continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

		2020 \$	2020 \$	
	Note	As reported under AASB 15 and AASB 1058	Adjustment due to application of AASB 15 and AASB 1058	Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Non-operating grants, subsidies and contributions	2(a)	18,529,803	14,726,834	33,256,637
Net result		14,316,037	14,726,834	29,042,871
Statement of Financial Position				
Contract Liabilities	15.1	10,178,545	(10,178,545)	0
Grant Liabilities	15.2	4,548,290	(4,548,290)	0
Net assets		733,067,970	14,726,834	747,794,804
Statement of Changes in Equity				
Net result		14,316,037	14,726,834	29,042,871
Retained surplus		436,973,786	14,726,834	451,700,620

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.

(c) AASB 16: Leases

The City adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the City has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the City will not restate comparatives for prior reporting periods.

	Note	2020 \$
Operating lease commitments at 30 June 2019 applying AASB 117		1,948,054
Discount applied using incremental borrowing rate		(72,496)
Lease liability recognised as 1 July 2019 using calculated implicit rate		1,875,558
Lease liability - current		521,900
Lease liability - non-current		1,353,659
Adjustment to retained surplus from adoption of AASB 16	29(d)	(30,095)
Right-of-use assets recognised at 1 July 2019		1,845,464

City of Busselton

Financial Report

For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

29. Initial Application of Australian Accounting Standards (Continued)

(c) AASB 16: Leases (Continued)

In applying AASB 16 for the first time, the City will use the following practical expedient permitted by the standard.
- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

(d) Impact of New Accounting Standards on Retained Surplus

The impact on the City's retained surplus due to the adoption of AASB 15, AASB 1058 and AASB 16 as at 1 July 2019 was as follows:

	Note	Adjustments	2019 \$
Retained surplus - 30 June 2019			444,713,503
Adjustment to retained surplus from adoption of AASB 15	29(a)	0	
Adjustment to retained surplus from adoption of AASB 1058	29(b)	(17,717,992)	
Adjustment to retained surplus from adoption of AASB 16	29(c)	(30,095)	(17,748,087)
Retained surplus - 1 July 2019			426,965,416

City of Busselton

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For the Year Ended 30 June 2020

Notes to and Forming Part of the Financial Report

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 2019 \$	Amounts Received \$	Amounts Paid \$	Balance 30 June 2020 \$
Builders Registration Board Levies	31,284	328,409	(347,024)	12,669
Building Training Levy	20,982	34,267	(51,805)	3,444
Cash in Lieu of Public Open Space	1,942,923	30,471	0	1,973,394
Sundry Other Trusts	0	1,120	(1,120)	0
Contiguous Local Authorities Group (CLAG) Funding	86,622	39,024	(39,085)	86,561
	2,081,811	433,291	(439,034)	2,076,068

City of Busselton

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For the Year Ended 30 June 2020

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. Inventories held for trading are classified as current or non-current based on the City's intentions to release for sale.

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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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 cash generating non-specialised assets, other than inventories, 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.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

j) Deposits and bonds

Deposits and bonds received by the City of Busselton, and duly refunded where appropriate are processed via the Municipal fund.

The City's audit committee has considered the requirements of the Accounting Standards and has determined that the concept of control has been met. Council Resolution C1004/115 states that the City continues the accounting treatment for deposits and bonds as part of the Municipal fund. Additionally, the deposits and bonds shall be brought to account as part of the restricted cash in the Municipal fund.

City of Busselton

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For the Year Ended 30 June 2020

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

General Purpose Funding

Objective: To collect revenue to allow for the provision of services.

Activities: Rates, interest revenue and other general purpose Government grants together with any expenses incurred in realising these incomes.

Governance

Objective: To provide decision making process for the efficient allocation of scarce resources.

Activities: 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

Objective: To provide services to help ensure a safer and environmentally conscious community.

Activities: Supervision and enforcement of various by-laws, fire prevention, animal control and emergency services. Council also provides assistance to surf lifesaving efforts.

Health

Objective: To provide an operational framework for environmental and community health.

Activities: Inspections of food outlets and their control, noise control, waste disposal compliance, mosquitoes and stingers control.

Education and Welfare

Objective: To provide services for the elderly, children and youth.

Activities: Annual donation relative to the operation of a Senior Citizen's Centre.

Housing

Objective: To provide and maintain elderly residents housing.

Activities: The operation of three sets of aged persons homes.

Community Amenities

Objective: To provide services required by the community.

Activities: 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

Objective: To establish and effectively manage infrastructure and resources which will help the social well being of the community.

Activities: 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 2020

Notes to and Forming Part of the Financial Report

32. Activities/ Programs (Continued)

Transport

Objective: To provide safe, effective and efficient transport services to the community.

Activities: 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

Objective: To help promote the City and its economic wellbeing.

Activities: 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

Objective: To monitor and control Council's overheads operating accounts.

Activities: Private works operation, plant repair and operation costs and engineering operation costs.

City of Busselton

Financial Report

For the Year Ended 30 June 2020

33. Financial Ratios

	2020 Actual	2019 Actual	2018 Actual
Current Ratio	0.553	0.714	0.882
Asset Sustainability Ratio	0.933	0.801	2.046
Debt Service Coverage Ratio	4.004	4.715	4.798
Operating Surplus Ratio	(0.052)	(0.039)	(0.039)
Own Source Revenue Coverage Ratio	0.896	0.898	0.905
Asset Consumption Ratio	0.701	0.693	0.731
Asset Renewal Funding Ratio	0.994	0.520	0.896

The above ratios are calculated as follows:

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

City of Busselton

Financial Report

For the Year Ended 30 June 2020

34. Trading Undertakings and Major Trading Undertakings

Council did not participate in any trading undertakings or major trading undertakings during the 2019/20 financial year.

35. Joint Ventures

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

36. Employee Numbers

The number of full-time equivalent employees at balance date

2020	2019
318	312



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the City of Busselton

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the City of Busselton which comprises the Statement of Financial Position as at 30 June 2020, 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, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

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

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2020 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 for the Audit of the Financial Report* section of my report. I am independent of the City in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual 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 – Basis of Accounting

I draw attention to Notes 1 and 11 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the City's financial reporting responsibilities under the Act. In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), did not allow a local government to recognise some categories of land, including land under roads, as assets in the 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 annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material

misstatement, whether due to fraud or error. In preparing the annual 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

The objectives of my audit are to obtain reasonable assurance about whether the annual 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 annual financial report.

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This includes the identification and assessment of the risk of material misstatement due to fraud arising from management override of controls. This description forms part of my auditor's report.

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 matters indicate significant adverse trends in the financial position of the City:
 - a. The Current Ratio as reported in Note 33 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; and
 - b. The Operating Surplus Ratio as reported in Note 33 of the annual financial report is below the DLGSCI's basic standard of 0.01 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 annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The financial ratios for 2018 in Note 33 of the annual financial report were audited by another auditor when performing their audit of the City for the year ending 30 June 2018. The auditor expressed an unmodified opinion on the annual financial report for that year.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the City of Busselton for the year ended 30 June 2020 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 annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual 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 annual financial report to confirm the information contained in this website version of the annual financial report.

ALOHA MORRISSEY
ACTING DEPUTY AUDITOR GENERAL
Delegate of the Auditor General for Western Australia
Perth, Western Australia
November 2020

13. PLANNING AND DEVELOPMENT SERVICES REPORT

13.1 PROPOSED MODIFIED BUSSELTON FORESHORE STRUCTURE PLAN - CONSIDERATION FOR ADOPTION FOR ADVERTISING

STRATEGIC GOAL	2. PLACE AND SPACES Vibrant, attractive, affordable
STRATEGIC OBJECTIVE	2.1 Planning strategies that foster the development of healthy neighbourhoods that meet our needs as we grow.
SUBJECT INDEX	Structure Plans
BUSINESS UNIT	Strategic Planning
REPORTING OFFICER	Principal Strategic Planner - Louise Koroveshi
AUTHORISING OFFICER	Director, Planning and Development Services - Paul Needham
NATURE OF DECISION	Legislative: to adopt legislative documents e.g. local laws, local planning schemes, local planning policies
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Endorsed Busselton Foreshore Structure Plan  
	Attachment B Busselton Foreshore Master Plan  
	Attachment C Proposed Busselton Foreshore Structure Plan  
	Attachment D Car Parking Utilisation and Turnover Survey  
	Attachment E Marine Terrace Precinct  

OFFICER RECOMMENDATION

That the Council adopts the proposed Busselton Foreshore Structure Plan depicted at Attachment C for public consultation, pursuant to Part 4 of the Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

EXECUTIVE SUMMARY

The Council is requested to consider adopting for advertising proposed modifications to the endorsed Busselton Foreshore Structure Plan.

The proposed modifications include: presentation of the Structure Plan in a format consistent with the *Planning and Development (Local Planning Schemes) Regulations 2015*; allowing for consideration of additional land uses in some existing precincts; identifying a new 'Marine Terrace Precinct' focused on the former Busselton Tennis Club building; and reviewing car parking requirements.

Officers are recommending that the proposed Busselton Foreshore Structure Plan is adopted for community consultation and referral to government agencies for comment. After consultation the proposal would be brought back for further Council consideration and the making of a recommendation to the Western Australian Planning Commission (WAPC).

BACKGROUND

The proposal comprises modifications to the endorsed Busselton Foreshore Structure Plan (Attachment A). The Structure Plan area is zoned 'Special Use 3 Busselton Foreshore' (SU3) and is within 'Special Provision Area 44', pursuant to *Local Planning Scheme 21* (LPS21). Land uses within SU3 are guided by the Busselton Foreshore Structure Plan and include recreational, community, commercial, retail and entertainment activities, as well as thoroughfares and parking areas.

The Busselton Foreshore Precinct has been extensively redeveloped over the last 10 years including: key infrastructure items (e.g. roads, public car parking and coastal protection structures); community facilities (e.g. Youth and Community Activities Building, Railway House, skate park, playgrounds, sporting fields, tennis club relocation and grassed picnic/BBQ areas); and commercial development (kiosks and microbrewery).

Redevelopment works undertaken to date have reflected the community vision established through the formulation of the Busselton Foreshore Master Plan (Attachment B).

As an important means of implementing the Busselton Foreshore Master Plan, the Busselton Foreshore Development Guide Plan was adopted by the Council (and subsequently by the WA Planning Commission) in 2012. Amendments were subsequently made and the plan adopted as a Structure Plan in 2016, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

The review of the Structure Plan is a response to matters associated with two development applications within the Foreshore Precinct. In March 2020, the City approved the proposed change of use of the former Busselton Tennis Club building from 'Club Premises' to 'Educational Establishment'. The approval reflected existing lease arrangements between the City and the Bunbury Regional College.

In April 2020, the Southern JDAP granted approval to the proposed development of a hotel on Lot 503 Foreshore Parade, Busselton. Of relevance to consideration of proposed modifications to the Structure Plan, the City has determined, in consultation with the hotel proponent, that a dedicated hotel car park comprising 30 parking bays (based on the size of the hotel - 110 rooms) be situated adjacent to an existing, larger public car parking area. A hotel in a regional location does require some dedicated parking for guests, however allowing numerous private car parks for specific development sites within the Foreshore Precinct would not be the best outcome. The City has various potential options in relation to parking should the need arise, including parking management and overflow parking areas. Planning of the Foreshore has generally been undertaken on the basis of an integrated, rather than site-by-site basis, but the Southern JDAP had some difficulty with fully understanding that in the context of the planning framework. Changes are proposed to address that issue, and better support that integrated approach.

It is also a timely opportunity to reformat the Structure Plan in accordance with the Regulations and further refine land use permissibilities and development standards to provide flexibility and opportunities to attract further activity, as well as to consolidate vibrancy and connectivity between attractions within and adjacent to the Foreshore Precinct, especially the Cultural Precinct and the Busselton City Centre.

The Proposal

The proposed modifications to the Busselton Foreshore Structure Plan are described in greater detail below:

1. In relation to the Structure Plan Provisions:
 - a. Amend Provision No.2 by removing the reference to, and definition of, 'Exhibition Centre' as the land use term and definition are set out under Division 2 of 'Schedule 1 – Interpretations' of LPS21.
 - b. Amend Provision No.5 Car Parking Requirements so that it reads as follows: "*Car parking requirements shall be assessed on a case-by-case basis. The City shall manage car parking across the Structure Plan area*".
 - c. Remove Provision No's. 8 and 9 that relate to requirements for an 'Irrigation and Fertiliser Management Plan' and a 'Stormwater and Groundwater Management Plan' as these documents have been prepared and are being implemented as part of ongoing development.
 - d. Remove Provision No.10 as controls relating to liquor licensing can be effectively managed through planning approvals and liquor licensing regulations.

2. In relation to Table 1 – Land Use Permissibility:
 - a. In the Queen Street precinct include ‘Tavern’, ‘Small Bar’ and ‘Reception Centre’.
 - b. In the Busselton Jetty precinct include ‘Small Bar’ and ‘Reception Centre’.
 - c. In the Short Stay Accommodation precinct include ‘Guesthouse’, ‘Small Bar’ and ‘Reception Centre’.
 - d. Include a new ‘Marine Terrace Precinct’ focused on the former Busselton Tennis Club building and allow for consideration of the following uses in addition to the current educational use: ‘Restaurant/Café’, ‘Shop’, ‘Tavern’, ‘Small Bar’, ‘Exhibition Centre’, ‘Amusement Parlour’ and ‘Cinema/Theatre’.
3. In relation to Table 2 – Building Height and Floor Area for Development Locations: include development standards for the proposed Marine Terrace Precinct.

The proposed modified Busselton Foreshore Structure Plan is provided at Attachment C.

Busselton City Centre Parking Utilisation and Turnover Survey

Of relevance to the consideration of proposed changes to the Busselton Foreshore Structure Plan are the findings of the *Car Parking Utilisation and Turnover Survey* (Attachment D) commissioned by the City to support the preparation of an Activity Centre Plan for the Busselton City Centre (the Dunsborough Town Centre was also included in the study but is not discussed in this report).

The purpose of the survey, together with a current and projected future needs analysis of (public and private) car parking, was to assess the performance of the City’s existing car parking management arrangements and also identify specific areas of under and over supply within the Busselton City Centre. The survey area included car parks and parking zones within the Busselton City Centre, as well as those within the Busselton Foreshore Precinct, the Geographe Bay Road car park to the west of the Foreshore Precinct and the Barnard Park carpark on Brown Street.

The survey was undertaken on two separate days between the hours of 6.00am – 10.00pm on:

- Wednesday 4 December 2019 – being a normal ‘non-peak’ day; and
- Tuesday 7 January 2020 – being a seasonal ‘peak’ day.

Licence Plate Recognition technology was used to collect data on the respective survey days, which included average parking turnover (cars/space), average duration of stay (hours/car) and maximum duration of stay (hours/car) to determine overall utilisation. For the main car parking areas within the Busselton Foreshore Structure Plan area, the survey determined the following peak and non-peak utilisation:

- Carpark 1 (Equinox/foreshore) peak 87%, non-peak 80%
- Carpark 2 (Queen Street/Foreshore Parade) peak 81%, non-peak 74%
- Carpark 3 (former tennis club building/Jetty Way west) peak 54%, non-peak 49%
- Carpark 4 (The Goose/Foreshore Parade north & south) peak 77%, non-peak 78%

The survey concluded that the Busselton City Centre and the Busselton Foreshore Precinct do not have a shortage of parking supply. A maximum parking occupancy percentage of 52% (1960 vehicles across 3774 parking supply) was observed during the non-peak survey compared with 56% (2127 vehicles across 3774 parking supply) observed during the peak survey. The highest average amount of time that cars occupied parking bays was less than 1 hour, with the second highest occupancy time being between 1 to 2 hours.

The survey also found that there is sufficient existing parking capacity to accommodate projected demand forecast for the next twenty years which supports assumptions in regard to likely Busselton Performing Arts and Cultural Centre (BPACC) parking demand. Furthermore, this indicates little impetus at this stage to construct car parking on the City's land at Harris Road (i.e. the former 'Donga City' site, originally acquired as a strategic land supply to meet future parking needs).

OFFICER COMMENT

Modifications to the Busselton Foreshore Structure Plan relate to making: format and presentation consistent with the Regulations; review of provisions to remove those that are redundant (as requirements have been completed or are dealt with under separate legislation); additional land uses for some existing precincts; a new 'Marine Terrace Precinct'; and review of current and future car parking requirements.

The first two matters are essentially administrative. The proposed changes in regard to additional land uses, a new 'Marine Terrace Precinct' and ongoing car parking requirements are discussed below under appropriate subheadings.

Land Uses

Additions to land uses currently contemplated by the endorsed Structure Plan for the Queen Street, Busselton Jetty and Short Stay Accommodation precincts essentially reflect existing activities. The Goose and the Equinox restaurants each have a small bar component and there is little doubt that the recently approved Hilton Hotel will also seek to have a licensed premises, especially if it is to operate a restaurant. Restaurants, taverns and hotels can host functions in the same manner as premises defined as 'Reception Centre' under LPS21. The microbrewery is defined as a 'Tavern' and, like hotels and restaurants, is licenced under the Liquor Control Act 1988. Liquor licences for restaurants, taverns and hotels can be restricted under the Act, as can these for a 'Small Bar' (this land use was introduced into LPS21 by Amendment 29 gazetted in June 2019).

The endorsed Structure Plan restricts the location of certain land uses such as Restaurant/Café and Tavern and does not include 'Small Bar', 'Guesthouse' or 'Reception Centre'. From a planning perspective such land uses reflect attractive development that is currently occurring. They also provide for future development flexibility for existing restaurants and other land uses that may be developed (there is an undeveloped restaurant/cafe site in the Queen Street Precinct). 'Guesthouse' provides an additional option in the Short Stay Accommodation precinct.

Land use and liquor licensing definitions under LPS21 and the Liquor Control Act 1988 are closely aligned. From a planning perspective, there is no compelling reason to close off the option for a restaurant to operate as a tavern at some point in the future, the only differences being increased patron capacity (which would be determined through the development application process), and the ability to sell packaged liquor, subject to discretion and lease conditions.

Marine Terrace Precinct

The former Busselton Tennis Club building on Lot 488 Marine Terrace (Attachment E) is the closest building within the Busselton Foreshore Precinct to the Cultural Precinct and occupies a prime location given its proximity to the planned BPACC at the northern end of Queen Street. Lot 488 and the club building are currently leased by the City to the Bunbury Regional College for educational purposes. Whilst this is a worthwhile and beneficial use, there is seen to be merit in the identification of a new precinct focused on the former Busselton Tennis Club building that would allow for consideration of other commercial uses, particularly ones that would provide activation and interest for this part of the Foreshore Precinct that is currently underutilised, and help to better integrate the Foreshore and City Centre over time.

Land uses proposed for consideration within a new Marine Terrace Precinct include café/restaurant, small bar, shop, tavern, exhibition centre, amusement parlour and cinema/theatre. The precinct could facilitate future pedestrian connectivity between attractions elsewhere within the Foreshore Precinct (as well as those in the Cultural Precinct and the Busselton City Centre) given that the proposed land uses would provide for pedestrian focused activity. Development standards proposed for the new precinct would allow reasonable expansion of the building's floor area and perhaps a new building in time (Lot 488 is approximately 700m² in area).

Car Parking

It is proposed to amend the Structure Plan to allow assessment and determination of car parking requirements on a case-by-case basis. This reflects the strategic and holistic approach that the City has formulated and implemented since the adoption of the Busselton Foreshore Master Plan and recognises that the City is best placed to determine such matters as it is the land manager for the Foreshore Precinct.

There are over 1,000 public parking bays across the Busselton Foreshore Precinct in addition to those available in the adjoining Cultural Precinct and the Busselton City Centre. In many ways, these are overlapping areas for the purposes of considering parking supply and demand.

The City has already spent considerable time developing a strategic approach to parking in both the Foreshore, Cultural and City Centre Precincts (including acquisition of land for future parking supply in the City Centre). The City recently commissioned a holistic examination of this through the *Busselton City Centre Parking Utilisation and Turnover Survey*, which included the Busselton Foreshore Precinct within the study area. The survey findings indicate that there is sufficient parking capacity in the Precinct for the foreseeable future and that, overall, there is a significant oversupply of parking in the Busselton City Centre.

At peak times, the survey found that parking supply in the Busselton Foreshore Precinct can be tight, but for the vast majority of the time it is not. It would be difficult and undesirable to provide infrastructure to meet peak demand as that would significantly impact the amenity and activity that makes the area so attractive from an urban/design landscape perspective (e.g. replacement of recreational grassed areas with bitumen car parks). The fundamental principles of the Busselton Foreshore Master Plan support this view, as set out below:

- reduce the visual dominance of car parks;
- limit parking bays in the inner core to enable a greener, more people friendly, environment;
- integration with the Busselton City Centre is an important element of the Foreshore Precinct to encourage people to walk, cycle or skate between the two using pedestrian and cycling pathways; and
- the Busselton Foreshore Precinct is an integrated recreational and commercial area allowing for the management of parking supply and demand on a 'whole of precinct' basis, rather than site-by-site.

During periods of peak demand, overflow parking can also be made available on Signal Park and possibly in future, if the need arises, on parts of Barnard Park and Churchill Park. An additional 176 vehicle public car park has been constructed on the former Busselton Tennis Club grounds. The BPACC planned for the adjoining Cultural Precinct will generate significant parking demand at times, but would generally not overlap with peak times for the Foreshore and City Centre Precincts.

The survey found that most of the parking demand generated in the Foreshore and Busselton City Centre Precincts is during the day. The highest parking occupancy rates on both peak and non-peak days were between 1 – 4 hours and this declined steadily after 2pm. This supports the view in terms of parking demand likely to be generated by attractors such as the BPACC and the new microbrewery. There is likely to be an under-utilisation of available parking in the afternoons and evenings, hence opportunities for separate turnover in shared parking areas.

Statutory Environment

The key components of the statutory environment for the proposal are set out in the City of Busselton Local Planning Scheme No. 21 and the *Planning and Development (Local Planning Schemes) Regulations 2015*. Each is discussed below under appropriate subheadings.

City of Busselton Local Planning Scheme No. 21

The proposal is considered to be generally consistent with LPS21 which sets out the intent for the subject land under Special Provision Area 44 being to facilitate the planned, progressive renewal and revitalisation of the Busselton Foreshore in accordance with a broad community vision.

Planning and Development (Local Planning Schemes) Regulations 2015

The Regulations came into operational effect on 19 October 2015 and introduced deemed provisions for the preparation, advertising and approval of structure plans. The deemed provisions are adopted into LPS21 and define the process for receiving and assessing proposed structure plans and/or modifications to same. Local governments are to have 'due regard' to approved structure plans when making decisions relating to subdivision and development.

Relevant Plans and Policies

The key plans and policies most relevant to the proposal include:

- State Planning Policy 2.6: State Coastal Planning Policy
- Busselton Foreshore Master Plan
- Local Tourism Planning Strategy
- Planning Bulletin 83/2013 – Planning for Tourism

State Planning Policy 2.6 State Coastal Planning Policy

The Busselton Foreshore Structure Plan and the various land tenure amendments required to implement the Structure Plan to date have been considered by the Department of Planning, Lands and Heritage, including in the context of SPP2.6. The section of the City's coast adjacent to the structure plan area is subject to coastal protection and contains very significant assets, including the Busselton Jetty. Additional coastal protection measures have been implemented as part of redevelopment within the Busselton Foreshore Structure Plan area, including a buried seawall to a height of approximately 3.4m with a design life of 40 years. Further consideration of coastal protection will be required by the City during the terms of current and future leases for commercial leasehold sites within the Busselton Foreshore Precinct

The City is currently developing a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for the majority of the City's coast. Whilst a draft CHRMAP has not yet been presented to the Council, it is clear that a 'protection' approach will apply to that part of the coast containing the Busselton Foreshore Precinct, as it is already protected, and contains and/or is on the seaward side of the highest concentration of assets (economic, social and heritage) in the City of Busselton.

Busselton Foreshore Master Plan

The Busselton Foreshore Master Plan (Attachment B) 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 design approach of the Master Plan has been to reduce car parking bays in the core of the Foreshore Precinct to enable a greener and more people friendly environment. The proposal reinforces the concept of having parking on the periphery, as well as improving access and legibility throughout.

Local Tourism Planning Strategy

The Busselton Foreshore Structure Plan area and the Busselton Jetty are identified by the *Local Tourism Planning Strategy* (LTPS) as Strategic Tourism Precinct 2 and is noted as an iconic site of State significance. The modifications proposed for the Busselton Foreshore Structure Plan will not undermine the strategic policy directions for the Busselton Foreshore Precinct which are to: support the development of a resort hotel/landmark building, provide focus for entertainment and recreation; and maintain/improve connectivity and visual linkages to the Busselton City Centre.

Planning Bulletin 83/2013 – Planning for Tourism

Planning Bulletin 83/2013 provides guidance on the determination of the strategic value of sites and precincts for tourism, highlighting the importance of strategic planning for tourism. The policy specifically recognises the Busselton foreshore as a potential tourism precinct due to its proximity to tourist attractions and facilities; existing compatible land uses and infrastructure; existing and potential short stay accommodation opportunities; its character and amenity; visitation statistics to the locality; access including transport opportunities; and capacity to accommodate a mix of uses that complement tourism development.

Short stay accommodation was identified for the Busselton Foreshore in previous planning proposals and strategies including the Local Tourism Planning Strategy and Local Commercial Planning Strategy. This was in recognition of the project area being accessible, unique, having an excellent setting and meeting a perceived need for short stay accommodation close to the Busselton City Centre and beachfront.

Financial Implications

There are no financial implications associated with the Officer Recommendation.

Stakeholder Consultation

Subject to adoption for public consultation, the proposed Structure Plan will be advertised for 28 days in accordance with Part 4 of the Deemed Provisions (Schedule 2) of the Regulations. The proposal will also be referred to relevant State Government agencies for comment.

Risk Assessment

Officers have undertaken an assessment of the potential implications of carrying out the Officer Recommendation using the City's risk assessment framework. The assessment identifies 'downside' risks only, rather than 'upside' risks as well. The implementation of the Officer Recommendation will involve advertising the proposed Structure Plan. In this regard, there are no significant risks identified.

Options

Should the Officer Recommendation not be supported, the following options could be considered:

1. Seek further information on any particular matter before making a decision.
2. Include further land uses (e.g. nightclub) and development standards for the proposed 'Marine Terrace Precinct'.
3. Determine not to adopt the proposed Structure Plan for advertising.

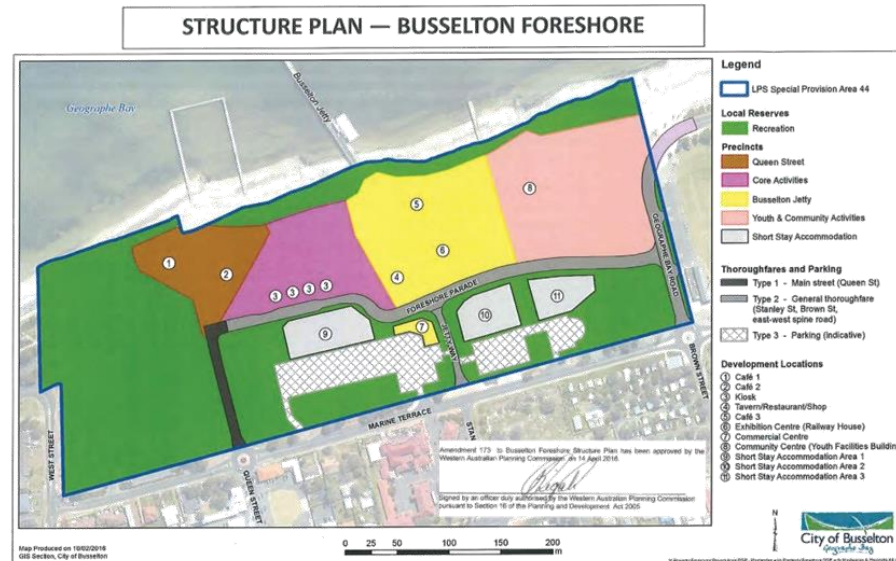
Officer assessment has not revealed any substantive issue or reasonable grounds that would support either of the above options.

CONCLUSION

Officers consider the proposed Busselton Foreshore Structure Plan to be consistent with the relevant planning framework and are recommending that it be adopted for public consultation.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Implementation of the officer Recommendation will involve public advertising of the Structure Plan for a period of 28 days, commencing within one month of the decision of the Council.

**PROVISIONS:**

- This Structure Plan shall be read in conjunction with the City of Busselton Local Planning Scheme 21 (the Scheme“).
- Land use permissibility within the Foreshore Precincts will be in accordance with Table 1.
Where a use that is listed in the Scheme or Table 1 does not appear against a specific precinct in Table 1 then this land use will generally not be permitted within that precinct.
Land uses are defined in accordance with the Scheme except as follows:
‘Exhibition Centre’ means a premises used for the display, or display and sale, of materials of an artistic, cultural or historic nature, and includes a museum or art gallery.
‘Kiosk’ means a small structure of no more than one storey and up to approximately 90m² floor area wherein predominantly food and drinks are offered for sale and consumption.
- Development shall be generally located as indicated on the Structure Plan and to the satisfaction of the Local Government.
- Maximum building heights, maximum storeys and maximum building ground floor areas pertaining to each ‘Development Location’, shall be in accordance with Tables 2 or 3 as applicable.
- Car parking requirements for development within the Short Stay Accommodation Precinct shall be assessed in accordance with the Scheme. On-site car parking is generally not required for development in the other precincts. However, where parking is determined to be required, the amount and location will be to the satisfaction of the Local Government.
- Development design, including all landscaping, servicing, public open space areas, drainage, exterior finish of structures and appearance of the overall developments shall be consistent with the objectives for the relevant Foreshore Precinct as set out in Table 1 and generally in accordance with the guidance provided by the Busselton Foreshore Master Plan.
- All subdivision and development is to be connected to reticulated sewer.
- Preparation of an Irrigation and Fertiliser Management Plan is to be developed and implemented for the DGP area to the satisfaction of the Department of Water.
- Prior to the approval of any subdivision and/or development in the Structure Plan, preparation and endorsement of a Stormwater and Groundwater Management Plan to the satisfaction of the Department of Water.
- At the planning application stage, the City will give detailed consideration to any proposed liquor licensed premises in regard to their design, scale, licensed floor area, hours of operation, management and interface with the public realm to minimise the potential for adverse impacts on the public realm, anti-social behaviour and/or land use conflict. As such, the City will require the proponent to comprehensively address these impacts as part of the planning application.

Table 1: Land Use Permissibility Table

Precinct	Precinct Objective	Use Class	Permissibility
Queen Street	This precinct will reflect a pedestrian friendly space, which provides a point of entry to connect the foreshore with the Busselton City Centre, and points of attraction including the existing Equinox Café and a new Café lease site.	Restaurant	D
		Recreation Area	D
Core Activities	This central activity space connects the Queen Street and Busselton Jetty precincts. It will focus on the provision of high quality amenities including a salt water play park as a focal element and new single storey pavilion style kiosks. This precinct will focus on enhancing views of the foreshore and jetty, improving the pedestrian experience, and development will provide for maximum activation of surrounding spaces.	Kiosk	D
		Recreation Area*	D
Busselton Jetty	This precinct is a key movement corridor to Marine Terrace and an extension of the original railway line along Stanley Street into the town centre. It contains interpretive and restaurant functions including ‘Railway House’, an interpretive centre for the Busselton Jetty, the local historic rail network and the south west timber industry. This precinct will provide a pedestrian focused environment, maximum activation of spaces, and retain views of the foreshore and jetty.	Restaurant	D
		Exhibition Centre	D
		Shop	D
		Tavern	D
		Recreation Area*	D
Youth and Community Activities	This precinct is to provide a pedestrian oriented activity space to cater for events and to complement the family oriented beach and parkland. This precinct will include a new community building that will accommodate the Busselton Surf Life Saving Club and other youth groups, a skate/BMX park, adventure playground and occasional kiosk, while retaining a sense of open space and views of the foreshore and jetty.	Community Centre	D
		Recreation Area*	D
Short Stay Accommodation	This precinct will provide for high quality development sites for tourist accommodation and supporting land uses, aiming to provide active frontage to the east-west spine road, landscaped setting and retain wide view corridors between buildings. The predominant land use in this precinct will be short stay accommodation such as hotels and serviced apartments. Restaurants, shops and bars will be provided at ground level to address surrounding streets and the public realm.*	Hotel	D
		Tourist Accommodation	D
		Shop	D
		Tavern	D

‘D’ means that the use is permitted when the local government has exercised its discretion by granting planning approval.
*Indicates that the use class is permissible throughout the precinct.

Adoption
Adopted by resolution of Council pursuant to
City of Busselton Local Planning Scheme No. 21
On: 3/3/2016
Michael Stephen Lee Archer
Chief Executive Officer

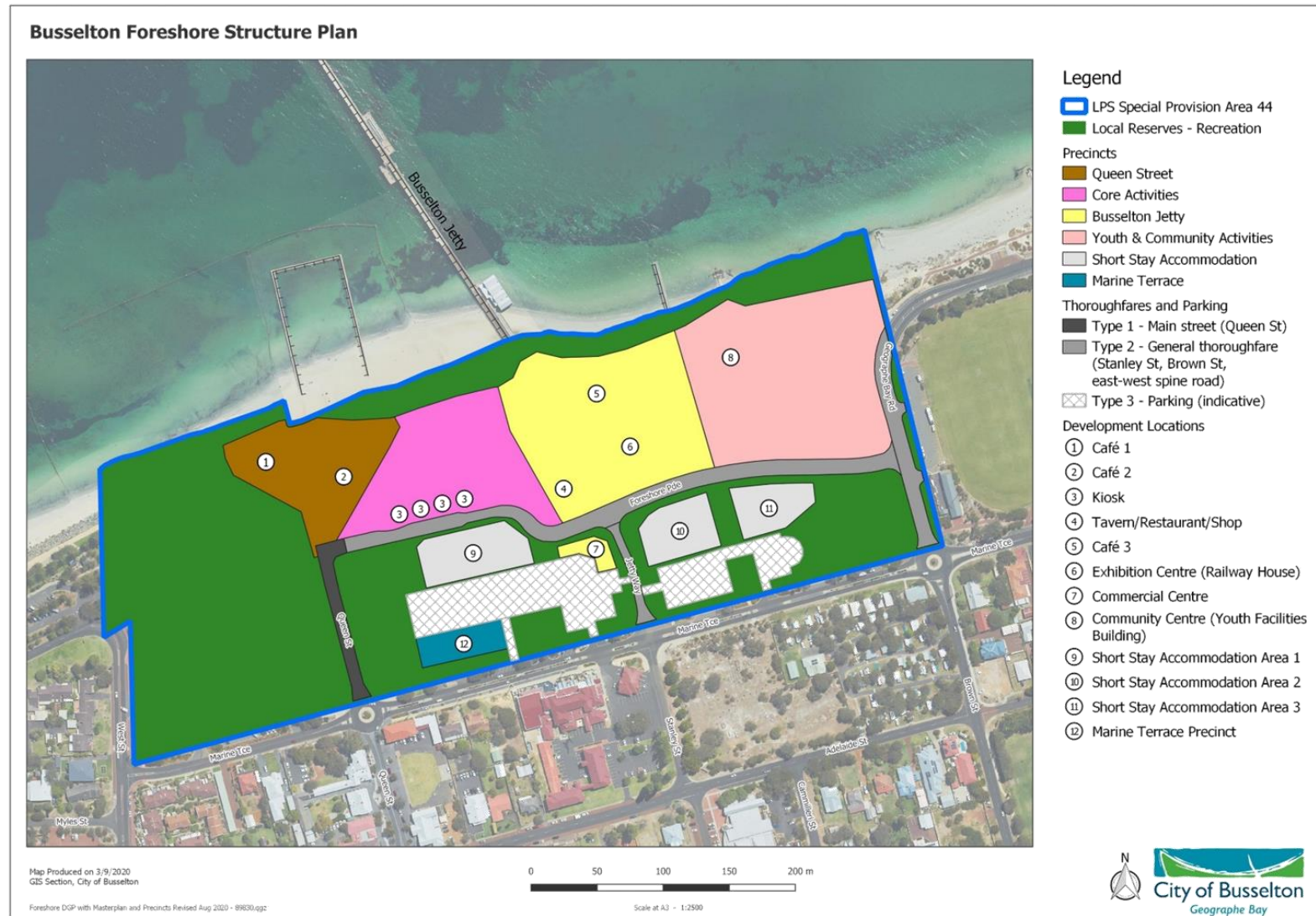
Table 2: Building Height and Floor Area for Development Locations

Notation	Development Location	Storeys	Maximum Building Height from natural (existing) ground level	Maximum Building Ground Floor Area (m ²)
1	Café 1 (opposite Equinox)	1	7.5m	240
2	Café 2 (currently the Equinox Café)	1 plus loft	7.5m	1000
3	Kiosk 1	1	7.5m	90
3	Kiosk 2	1	7.5m	90
3	Kiosk 3	1	7.5m	90
3	Kiosk 4	1	7.5m	90
4	Tavern/Restaurant/Shop	2	10.2m	1700
5	Café 4 (currently The Goose)	1	7.5m	1000
6	Exhibition Centre (Railway House)	2	10.3m	650
7	Commercial Centre	2 plus loft	12m	600
8	Community Centre (Youth Facilities Building)	2	10.2m	900

Table 3: Building Height and Floor Area for Short Stay Accommodation Areas

Notation	Development Location	Storeys	Building Height from Natural Ground Level			Maximum Building Ground Floor Area (m ²)
			Top of external wall	Top of external wall (concealed roof)	Top of pitched roof	
9	Short Stay Accommodation Area 1	4 plus loft	16m	18m	20m	2,920
10	Short Stay Accommodation Area 2	4 plus loft	16m	18m	20m	2,265
11	Short Stay Accommodation Area 3	4 plus loft	16m	18m	20m	2,010





Busselton Foreshore Structure Plan

PART ONE: IMPLEMENTATION

1.0 Structure Plan Area

The Structure Plan area comprises all land shown on the Busselton Foreshore Structure Plan as being within Special Provision Area 44.

2.0 Operation

The Structure Plan comes into effect on the date that it is endorsed by the Western Australian Planning Commission.

3.0 Staging

There are no specific staging requirements.

4.0 Subdivision and Development Requirements

The following provisions apply to the Structure Plan area:

1. Land use permissibility within the Foreshore Precincts shall be in accordance with Table 1. Where a use that is listed in the Scheme or Table 1 does not appear against a specific precinct in Table 1, then this land use shall generally not be permitted within that precinct. Land uses are defined according to the Scheme except as follows:

'Kiosk' means a small structure of no more than one storey and up to approximately 90m² floor area predominantly wherein food and drinks are offered for sale and consumption.
2. Development shall be located as indicated on the structure plan and to the satisfaction of the City of Busselton.
3. Maximum building heights, maximum storeys and maximum building ground floor areas pertaining to each 'development area' shall generally be in accordance with Tables 2 or 3 as applicable.
4. Car parking requirements shall be assessed on a case-by-case basis. The City shall manage car parking across the Structure Plan area.
5. Development design, including all landscaping, servicing, public open space areas, drainage, exterior finish of structures and appearance of the overall developments shall be consistent with the objectives for the relevant Foreshore Precinct as set out in Table 1 and generally in accordance with the guidance provided by the Busselton Foreshore Master Plan.

Busselton Foreshore Structure Plan

Table 1: Land Use Permissibility			
Precinct	Precinct Objectives	Use Class	Permissibility
Queen Street	This precinct provides a pedestrian friendly space which provides a point of entry to connect the foreshore with the Busselton City Centre and points of attraction including the existing Equinox Café and new café lease area.	<ul style="list-style-type: none"> • Restaurant/Café • Tavern • Small Bar • Reception Centre • Activities consistent with a Recreation Reservation under the Scheme 	The uses specified shall be deemed to be a 'D' use for the purposes of the Scheme.
Core Activities	This precinct connects the Queen Street and Busselton Jetty precincts. It will focus on the provision of high quality amenities including a playspace as a focal element, central green space and new single storey pavilion style kiosks. The focus of this precinct is enhancing the views of the foreshore and jetty, improving the pedestrian experience, and development that provides maximum activation of surrounding spaces.	<ul style="list-style-type: none"> • Kiosk • Activities consistent with a Recreation Reservation under the Scheme 	The uses specified shall be deemed to be a 'D' use for the purposes of the Scheme.
Busselton Jetty	This precinct is a key movement corridor to Marine Terrace and an extension of the original railway line along Stanley Street into the City Centre. It contains interpretive functions in 'Railway House', an interpretive centre for the Busselton Jetty, as well as food and beverage related development. This precinct will provide a pedestrian focussed environment, maximum activation of spaces, and retain views of the coast and jetty.	<ul style="list-style-type: none"> • Restaurant/Café • Exhibition Centre • Shop • Office • Tavern • Small Bar • Reception Centre • Activities consistent with a Recreation Reservation under the Scheme 	The uses specified shall be deemed to be a 'D' use for the purposes of the Scheme.
Youth & Community Activities	This precinct provides a pedestrian oriented activity space to cater for events and to complement the family oriented beach and parkland. This precinct includes a new community building that accommodates the Busselton Surf Life Saving Club /Youth and Community Activity Building, a skate/BMX park, adventure playground, while retaining a sense of open space and views of the coast and jetty.	<ul style="list-style-type: none"> • Community Purpose • Activities consistent with a Recreation Reservation under the Scheme 	The uses specified shall be deemed to be a 'D' use for the purposes of the Scheme.
Short Stay Accommodation	This precinct will provide high quality development sites for tourist accommodation and supporting land uses, aiming to provide active frontage to the east-west spine road, an open, landscaped setting, and retaining wide view corridors between buildings. The predominant land use in this precinct will be short stay accommodation such as hotels and serviced apartments. Restaurants, shops and bars will be provided at ground level to address surrounding streets and the public realm.	<ul style="list-style-type: none"> • Hotel • Tourist Accommodation • Guesthouse • Shop • Tavern • Small Bar • Reception Centre • Restaurant/Cafe 	The uses specified shall be deemed to be a 'D' use for the purposes of the Scheme.

Busselton Foreshore Structure Plan

Marine Terrace	This precinct aims to provide for pedestrian focused activity with active frontages to recreation areas and Marine Terrace to encourage pedestrian movement between points of attraction within the Busselton Foreshore Precinct, the Queen Street Cultural Precinct and the Busselton City Centre.	<ul style="list-style-type: none"> • Restaurant/Café • Shop • Tavern • Small Bar • Exhibition Centre • Amusement Parlour • Cinema/Theatre 	The uses specified shall be deemed to be a 'D' use for the purposes of the Scheme.
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Table 2: Building Height and Floor Area for Development Locations

No.	Development Location	Storeys	Maximum building height from natural (existing) ground level	Maximum building ground floor area (m²)
1	Café 1 (opposite Equinox)	1	7.5m	240
2	Café 2 (currently the Equinox Café)	1 plus loft	7.5m	1,000
3	Kiosk 1	1	7.5m	90
3	Kiosk 2	1	7.5m	90
3	Kiosk 3	1	7.5	90
3	Kiosk 4	1	7.5m	90
4	Tavern/Restaurant/Shop	2	10.2m	1,700
5	Café 3 (currently The Goose)	1	7.5m	1,000
6	Exhibition Centre (Railway House)	2	10.3m	650
7	Commercial Centre	2 plus loft	12m	600
8	Youth and Community Activities Building	2	10.2m	900
12	Marine Terrace	2 plus loft	12m	700

Table 3: Building Height and Floor Area for Short Stay Accommodation Areas

No	Development Location	Storeys	Building Height from Natural Ground Level			Maximum Building Ground Floor Area (m²)
			Top of external wall	Top of external wall (concealed)	Top of pitched roof	
9	Short Stay Accommodation Area 1	4 plus loft	16m	18m	20m	2,920
10	Short Stay Accommodation Area 2	4 plus loft	16m	18m	20m	2,265
11	Short Stay Accommodation Area 3	4 plus loft	16m	18m	20m	2,010

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Technical Memo

Technical Memo No	TM0003	Date of Issue	14 September 2020
Subject/Title	Future Parking Demands		
Project Name	Projected Future Car Parking Needs	Project Number	3006375
Discipline	Transport Planning		
Document Number	3006375_TM_0003_Future Parking Demand		
Revision Details	FINAL		
Author	Louise ROUND		
Reviewed by	Kathy Ward		
Approved by	James Parrott		
Prepared for	City of Busselton	Attention to	Louise Koroveshi
Attachments	Dunsborough Town Centre Parking Utilisation and Turnover Survey (July 2019) Dunsborough Town Centre Parking Utilisation and Turnover Survey (Feb 2020) Busselton City Centre Parking Utilisation and Turnover Survey (Mar 2020) Base Parking Demand for Future Years (July 2020) Current Proposed Parking Changes		

1 Purpose

The purpose of this Technical Memo is to provide the City of Busselton (the City) with an estimate of future parking demand in the Dunsborough Town Centre and the Busselton City Centre. The estimates will be used as part of the Activity Centre planning being undertaken by the City.

This is intended as an internal document for the City.

2 Introduction

2.1 Background

Parking surveys for peak and non-peak days have been conducted and base levels of parking demand were agreed with the City at a meeting on 23 July. This Technical Memo should be read in conjunction with the previous Technical Memos prepared by SMEC:

- Dunsborough Town Centre Parking Utilisation and Turnover Survey (July 2019)
- Dunsborough Town Centre Parking Utilisation and Turnover Survey (Feb 2020)
- Busselton City Centre Parking Utilisation and Turnover Survey (Mar 2020)
- Base Parking Demand for Future Years (July 2020)



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The previous Technical Memos are attached in Appendix A to Appendix D.

2.1.1 Dunsborough Town Centre

A base parking demand of 670 spaces has been agreed for Dunsborough Town Centre.

This demand was exceeded for four hours (12:15 to 16:15) in the peak season survey, and not at all in the non-peak survey.

2.1.2 Busselton City Centre

A base parking demand of 1,880 spaces has been agreed for Busselton City Centre.

This demand was exceeded for four hours (10:45 to 14:45) in the peak season survey, and for three hours (11:30 to 14:30) in the non-peak survey.

2.2 Objectives

The objective of this Technical Memo is to present the methodology that SMEC has used to derive the future parking demands and to compare future parking demand with likely future parking supply.

2.3 Scope

The scope of this memo is as follows:

- Model and analyse the projected future car parking needs for a 20-year timeframe, from 2020 to 2040, for the Busselton City Centre and Dunsborough Town Centre based on
 - Predicted commercial/retail floorspace growth and development within the Busselton City Centre and Dunsborough Town Centre
 - Projected population growth
 - Seasonal holiday-maker visitation periods/trends.
- provide recommended improvements and/or changes required in the provision and management of car parking zones/cells for both the short and longer terms

3 Factors Creating Future Parking

3.1 Population Growth

An increase in the resident population will lead to an increase in demand for parking. This is irrespective of the age groups that are increasing. A positive correlation between population and parking demand exists in the absence of any travel behaviour constraints.

3.2 Driver's Licence Holders

The number of people holding a licence and level of car ownership, and hence car parking demand, are linked. Western Australia (WA) has high levels of licencing and car ownership, or access to a vehicle. Analysis of car ownership in 2016 indicates 96.2% of households in the South West Region had access to a motor vehicle.¹

¹ <https://profile.id.com.au/wapl/car-ownership?WebID=740>



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There is an increasing number of driver's licence holders in Australia². Whilst younger drivers are delaying obtaining a licence, the number of people over 60 years old with a driver's licence continues to rise. Looking at the next 20 years, there will continue to be an increase in driving licence holders as nearly everyone in the current age group 40 – 60 years old has a driver's licence.

In addition, the generation 40 – 60 years old has grown up with the car dependency culture. This generation will continue to drive as long as infrastructure, such as parking, is provided. This predict and provide approach gives rise to "the continual expansion of transport infrastructure to meet inferred latent demand"³. Therefore, this approach perpetuates the car dependency culture.

3.3 Tourism

Both Dunsborough and Busselton attract large numbers of tourists, particularly in the school summer holidays. Busselton is located just over 200km or two and a half hours south of Perth, and Dunsborough is a further half hour west. Most of the tourism is domestic and is set to increase in the next 10 years.

As both Dunsborough and Busselton are a relatively easy drive from Perth, the majority of tourists have a car. The attractions are widespread and there is no public transport, further making a private vehicle advantageous. Therefore, an increase in tourists will inevitably result in an increase in parking demand.

3.4 Technology

Much is made of changes in technology that will bring about autonomous vehicles, which have different parking demands. However, given the large number of barriers still to be overcome with the technology it is unlikely to have an impact on parking demand in the next 20 years.

The deployment of technology for car parking management has become common place, both for enforcement and for wayfinding to available spaces.

3.5 Changes to Land Use

For both Dunsborough and Busselton, peak demand is concentrated to a few locations with particular land uses. The Busselton Foreshore Redevelopment is a good example of this, incorporating future hotel developments and commercial venues.

Changes of land use to complementary activities will assist in smoothing out the demand, through reciprocity and increasing demand in the evening.

3.6 Public Transport

The provision of public transport is a key measure for limiting parking demand in areas of intense activity or where land for car parking is constrained. However, it is not expected that activity will increase in the next 20 years to levels that would require a comprehensive public transport system.

3.7 Dominant Factors

The two dominant factors in predicting future demand will be the future population of people with a driver's licence and future tourism.

² <https://chartingtransport.com/2015/03/09/trends-in-drivers-license-ownership-in-australia/>

³ Murray Goulden, Tim Ryley, Robert Dingwall *Beyond 'predict and provide': UK transport, the growth paradigm and climate change* - <https://doi.org/10.1016/j.tranpol.2014.01.006>



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4 Dunsborough Town Centre

4.1 Population

Figures supplied by the City indicate that the resident population of Dunsborough, including the adjoining localities, is estimated to be 9,820 in 2020 and this will increase to 16,390 by 2040. This is a 67% increase.

Taking the base parking demand of 670 spaces and applying a 67% increase, to reflect population growth, gives a parking demand of 1,118 spaces. It is unknown how much of the parking is tourism related, using population gives a slight overestimate of future demand.

4.2 Tourism

Tourism visitor nights in Dunsborough are increasing at a slower rate than population, approximately 49% from 2020 to 2040 (refer to *Dunsborough City Centre Commercial Growth Analysis* Pracsys 2018).

Taking the base parking demand of 670 spaces and applying a 49% increase, to reflect tourism growth, gives a parking demand of 996 spaces. It is unknown how much of the parking is by tourists, using tourism gives a slight underestimate of future demand.

4.3 Land Use

The report *Dunsborough City Centre Commercial Growth Analysis* (Pracsys 2018) indicates an increasing demand for retail/shop, entertainment/recreation/cultural, health/welfare/community services, and office/business. All these land uses will generate demand for private and public parking.

Pracsys 2018 suggests that the growth in demand for the floor spaces noted above increases faster than population increase. However, future demand for other floor space is increasingly likely to be accommodated outside the town centre, examples of such land use are storage/ distribution and utilities / communication, thereby reducing the amount of this floor space in the Town Centre.

Assuming complementary land uses, the increase in floor space will be offset by reciprocity of parking demand and will increase the length of time that people stay in the town centre.

4.4 Future Demand and Supply

A future demand of 1,118 spaces is estimated for the Dunsborough Town Centre. The main increase in demand will come from an increasing population.

For efficient car parking, demand should be 85% of supply. Therefore, 1,316 bays should be provided in the Dunsborough Town Centre by 2040. The existing parking supply across public and private parking is 1,160 formal bays.

It should be noted that public parking in the Dunsborough Town Centre is quite limited, with the private parking in the Dunsborough Centrepoint Shopping Centre being used by 41% of cars parking in the Town Centre.

4.4.1 Proposed Parking Changes

Currently, there are an estimated 160 informal bays in a vacant lot at the corner of Cyrilleway and Dunn Bay Road. It is assumed that these bays will be unavailable in the future.



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Proposed changes to Dunsborough parking are that Naturaliste Terrace (Cyrillean Way to Dunn Bay Road) will have streetscaping, which may reduce parking supply, in conjunction with an increase in supply in the car park off Chieftain Crescent, refer Appendix E.

The City is also looking at the potential for additional parking on the southern side of Caves Road, around the Dunsborough playing fields, which may yield around 60 additional bays. There are ongoing discussions with Main Roads regarding pedestrian movement across Caves Road for access to the Town Centre from the Dunsborough Playing Fields.

The City is in negotiation to acquire an area of land in a vacant block to the north of the Cape Naturaliste Road / Caves Road roundabout for 300 bays of additional parking. Negotiations on this acquisition have stalled so it cannot be assumed that the City will be successful in purchasing this land.

These changes will yield approximately 360 additional bays.

4.4.2 Summary

The current oversupply of parking in the Dunsborough Town Centre may continue into 2040 if the predicted increase in of 360 bays eventuates, refer Table 1.

Table 1 - Dunsborough Town Centre Parking Provision

	2020	Additional Parking Spaces (potential)	Medium Term 2030	Long Term 2040
Demand	670		894	1,118
Required Supply (85% occupancy)	788		1,052	1,316
Supply	1,160	360	1,520	1,520
+Over / -under Supply	+372		+468	+204

4.5 Parking Management

The Dunsborough Town Centre's parking supply is sufficient for the next 20 years, allowing that at peak times the most popular parking areas will be congested and that the Town relies on the continued provision of private parking. To echo the comments in the *Dunsborough City Centre Commercial Growth Analysis*, the location of the parking is just as important as the quantity.

The 2019 parking survey by SMEC showed that the majority of vehicles are parking within the given time parking restrictions. The exceptions, in public parking areas, were the on-street parking in Naturaliste Terrace and Dunsborough Place. Naturaliste Terrace has occupancy greater than 80% in the peak season for most of the day.

The City has noted that Dunsborough has only recently had enforced parking management. However, this was interrupted by the impact of Covid 19, with fewer tourists and more people working from home. Now that intrastate travel is possible there will be a return to enforcement.



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5 Busselton City Centre

5.1 Population

Figures supplied by the City indicate that the resident population of Busselton, including the adjoining localities, is estimated to be 29,460 in 2020 and this will increase to 49,169 by 2040. This is a 67% increase.

Taking the base parking demand of 1,880 spaces and applying a 67% increase gives a parking demand of 3,691 spaces.

5.2 Tourism

The *Busselton City Centre Retail & Commercial Analysis* (Urbis 2020) anticipates a small growth in tourism between 2019 and 2029, and notes that "Busselton City Centre has a significant level of spending generated by tourists."

5.3 Land Use

The Urbis Report 2020 recommends that the retail strategy in the Activity Centre Plan, over the next 15 years, should be focused "on consolidation and enhancement of the mix and overall revitalisation of the precinct, rather than an increase in floorspace." Therefore, it is anticipated that there will not be an increase in demand for parking spaces related to retail but consideration of demand for parking spaces for other land uses is required.

The report further identifies an "undersupply of several non-retail uses in the City Centre, particularly commercial and entertainment/leisure focussed developments." A recommendation of the Urbis Report is to provide more entertainment in and around the City Centre to attract more activity in the evenings and to increase visitors' length of stay, both during the day and into the evening.

5.4 Future Demand and Supply

It is anticipated that from 2020 to 2030 there will be a consolidation of the City Centre in terms of land use, with the provision of complementary land uses. This should see visitors staying longer and higher demand in the evenings, without an increase in the peak demand. This will allow better usage of the existing public car parks.

Existing supply in Busselton is 3,374 formal spaces, which is well in excess of the 2,212 spaces that would cater for the existing demand of 1,880 spaces.

5.4.1 Proposed Parking Changes

At the time of the parking surveys there were an estimated 200 informal spaces in Signal Park and a further estimated 200 informal spaces on vacant land at the south west corner of Brown Street and Harris Road.

Proposed changes to parking in Busselton include the addition of a 600 seat Performing Arts Centre, located at the top end of Queen Street. The Centre will rely on existing public parking as most of the demand for parking will be in the evenings. Similarly, a microbrewery is under construction on the foreshore with an expected opening in spring 2020. The microbrewery has a capacity for 700 patrons and relies on public parking.

There are three hotels proposed for Foreshore Precinct. Other than Site 2 (development of which is imminent), it is not known what car parking supply and demand for those sites will be, but for the purposes of this work, it is reasonable to assume they will require some dedicated car parking (30 bays,



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30 bays and 60 bays) and that will result in the loss of some public parking. The City proposes 176 additional public parking close to the tennis courts at the Foreshore. Over time, this additional parking will compensate for the loss of public parking from the hotel developments. Therefore, there is no net gain of parking bays.

5.4.2 Summary

Assuming a 1% per annum increase in parking demand, there will still be an oversupply of parking spaces, refer Table 2.

Should parking supply be increased in line with population growth there may be an undersupply of parking spaces in the City Centre by 2040, refer Table 2. However, this is unlikely due to the changing nature of the land uses within the City Centre.

Table 2 - Busselton City Centre Parking Provision

	2020	Additional Parking Spaces (potential)	Medium Term 2030 (1.0% growth in demand)	Long Term 2040 (1.0% growth in demand)	Long Term 2040 (In line with population)
Demand	1,880		2,077	2,294	3,138
Required Supply (85% occupancy)	2,212		2,443	2,699	3,691
Supply	3,374	120	3,494	3,494	3,494
+Over / -under Supply	+1,162		+1,051	+795	-197

5.5 Parking Management

There is an oversupply of parking in the Busselton City Centre for both the Medium and Long Term.

There is strong parking management for the Busselton City Centre.

6 Recommendations

6.1 Peak Season Parking

The use of additional parking in the peak season should be continued. This allows the City to limit the oversupply of parking outside the summer months.

6.2 Parking Policy

The City does not have direct control over private parking but can set policies that ensure that there is not an oversupply.

It is inevitable that high private vehicle usage will continue across the City of Busselton, particularly for tourists, and therefore policies around travel demand management and public transport will not be appropriate in the next ten years. These types of policies should be revisited in 2030.



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6.3 Dunsborough Town Centre Parking Supply

6.3.1 Medium Term 2030

A parking supply of 1,052 spaces, across public and major private car parks, is recommended for Dunsborough Town Centre by 2030.

Currently, public parking in the Dunsborough Town Centre is limited and the City should consider increasing the ratio of public to private parking.

6.3.2 Long Term 2040

A parking supply of 1,316 spaces, across public and major private car parks, is recommended for Dunsborough Town Centre by 2040.

6.4 Busselton City Centre Parking Supply

6.4.1 Medium Term 2030

A parking supply of 2,443 spaces across public and major private car parks, is recommended for Busselton City Centre by 2030.

6.4.2 Long Term 2040

A parking supply of 2,699 spaces, across public and major private car parks, is recommended for Busselton City Centre by 2040. This assumes that the land use recommendations of the *Busselton City Centre Retail & Commercial Analysis* (Urbis 2020) are implemented, resulting in visitors staying longer in the City and additional visitors in the evenings.



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Appendix A Dunsborough Town Centre Parking Utilisation and Turnover Survey (July 2019)



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Technical Memo

Technical Memo No	0001	Date of Issue	30 July 2019
Subject/Title	Dunsborough Town Centre Parking Utilisation and Turnover Survey		
Project Name	Technical Memo	Project Number	3006347
Discipline	Transport Planning, Logistics and Analysis		
Document Number	3006347_TM_0001 - Final		
Revision Details	01		
Author	Clara Hechei		
Reviewed by	Louise Round		
Approved by	David Freer		
Prepared for	City of Busselton	Attention	Matthew Riordan

1 Introduction

The City of Busselton (the City) commissioned SMEC Australia Pty Ltd (SMEC) to undertake a Parking and Utilisation study for the Dunsborough Town Centre, Figure 1 shows the extent of parking areas considered in this study.

The scope of the project includes;

- Undertaking a typical day and a holiday season Parking Occupancy and Duration Survey for all parking within the Dunsborough Town Centre to inform the performance of the existing parking management, identify areas of short and over parking supply, and analyse if there is a need for change in the current parking management plan. The Survey will be used as an input to the Activity Centre Plan for Dunsborough.
- Capacity assessment of Cape Naturaliste Rd/ Dunn Bay Rd roundabout and Naturaliste Terrace/ Dunn Bay Rd roundabout to identify the need and time for Clark Street connection to Cape Naturaliste Rd.



Figure 1: Extent of the study area



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1.1 Data Collection

SMEC collected parking survey data from 6:00 am to 10:00 pm and traffic turn counts data from 07:00 am to 07:00 pm on the following days;

- Wednesday the 24 April 2019 (a holiday season), and
- Wednesday 1 May 2019 (a typical day).

Below are the holiday seasons observed during the survey period window;

- Autumn School holidays: 13 April to 28 April
- Easter weekend: 19 April – 22 April
- ANZAC day: 25 April

2 Parking Survey Analysis

The Parking Occupancy and Duration Survey was undertaken between hours of 6:00 am to 10:00 pm using License Plate Recognition (LPR) technology. Appendix A provides Parking zone cells as provided by the City, which represents a total of 1320 parking supply.

2.1 Overall Parking Observation

A total of 3066 individual vehicles were recorded using town centre car parks on a typical day, which is about 11% higher than the traffic observed in the holiday season (2774 cars).

The table below summaries average observed parking data for all town centre parking zones.

Table 1: Observed Data for all parking zones

	Typical Day	Holiday Season	Difference
Parking Turn Over (cars per space)	2.6	2.4	0.2
Average Duration (hrs/car)	2.1	2.0	0.1
Maximum Duration (hrs/car)	2.8	2.5	0.3
Parking Utilization	32%	28%	4%

The survey data has indicated a slight difference in overall parking utilisation and parking turn over per bay during a typical day and the holiday season.

Further analysis of the data has also suggested, there is no significant difference in maximum hourly occupancy rate between a regular day and holiday. A maximum parking occupancy rate of 43% (565 vehicles) was observed during a typical day in contrast to 42% (565 vehicles) on holiday season. A detailed comparison of hourly parking occupancy rate between a typical day and holiday season is provided in section 2.2.

Parking utilisation, total hours occupied, and the maximum duration for parking zone 2 was noted to be substantially higher in all days, in comparison to any other car parks in the town centre. Parking utilisation for this car park was 63% on holiday season and 67% on an average day. Parking zone 2 has no restriction on parking times and was occupied for 10.2 hours during a holiday season and 10.8 hours in a typical day. This finding suggests that the workers in the town centre are likely to be using this parking.



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2.2 Hourly Parking Occupancy Rate

Figure 2 below provides a detailed comparison of hourly parking occupancy rate between a typical day and holiday season.

In summary Figure 2 illustrates;

- The highest parking demands during the holiday season appears earlier than that of a typical day and decline quicker than parking demands for a typical day.
- A regular day has a parking occupancy rate of above 20% between hours of 07:45 am to 07:15 pm and the peak parking occupancy rate of 40% and above occurs between 10:15 am and 02:30 pm.
- During the holiday season, parking occupancy rate above 20% occurs between hours of 08:15 am and 06:30 pm and parking occupancy rate above 40% occurs between hours of 09:00 am and 12:30 pm.

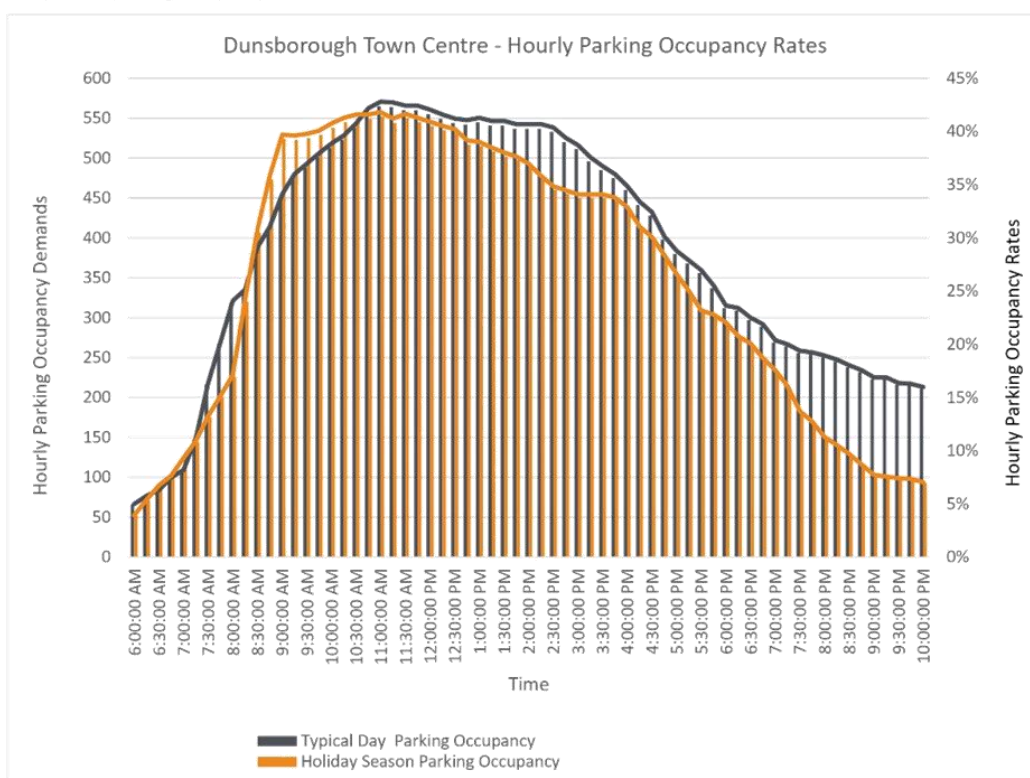


Figure 2: Observed 06:00 am to 10:00 pm hourly parking occupancy rate



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2.3 Parking Zones Utilisation

Figure 3 summarises the total number of vehicles observed accessing the car parks during the survey period and their equivalent percentage to the total surveyed vehicles to that day.

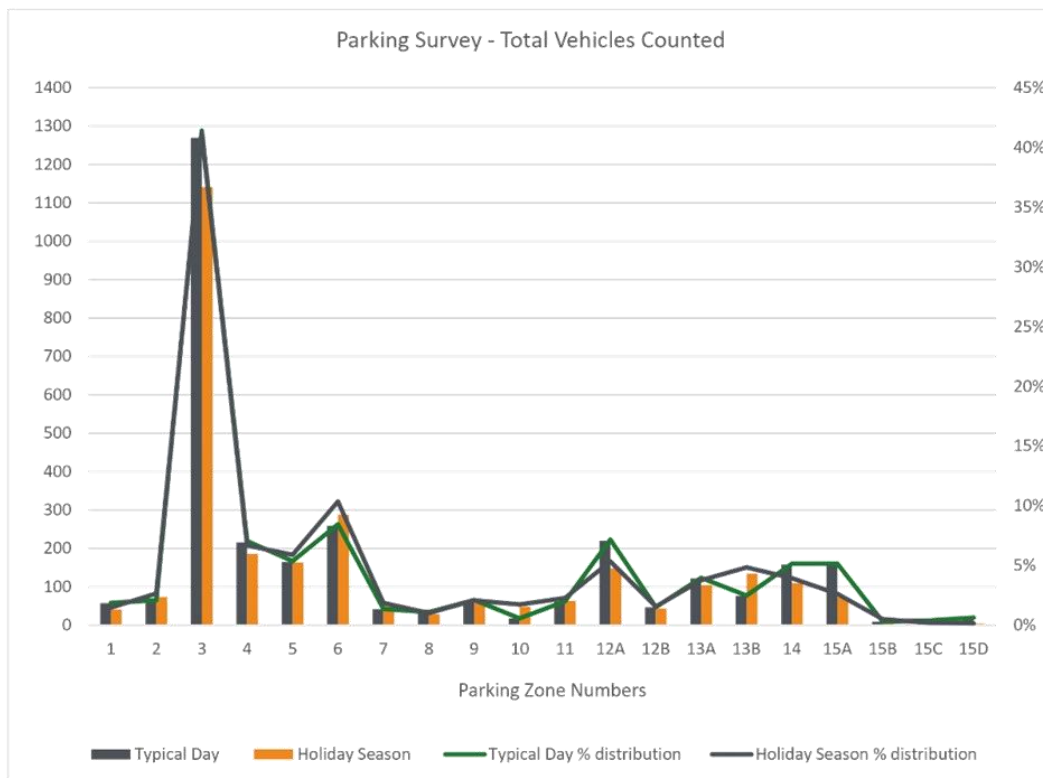


Figure 3: Summary of counted vehicles in each parking zone

Analysis of individual parking zone data indicates;

- 41% of traffic parking in Dunsborough Town Centre are parking in zone 3.
 - 8% and 10% of all observed parking traffic on a typical day and holiday season were parked in zone 6.
 - 7% of all vehicles parking in the town centre are parking in zone 4.
- During holiday seasons, more vehicles were parked in zones 6, 7, 10 and 13B than on a typical day. zone 10 is at walkable distance to Dunsborough Lake Golf Club, Parking zone 7 is the walkable distance to the beach, and 13B is near IGA. Average parking duration of stay for parking zone 7 and 10 are also significantly higher during the holiday season.



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2.4 Vehicles Duration of Stay in Parking Zones

The parking duration of stay analysis has also indicated that parking zones located east of Dunsborough Place, and Naturaliste Terrace are more desirable during the holiday seasons and have higher parking duration during this time.

Figure 4 summaries average parking duration of stay for each parking zone within the study area.

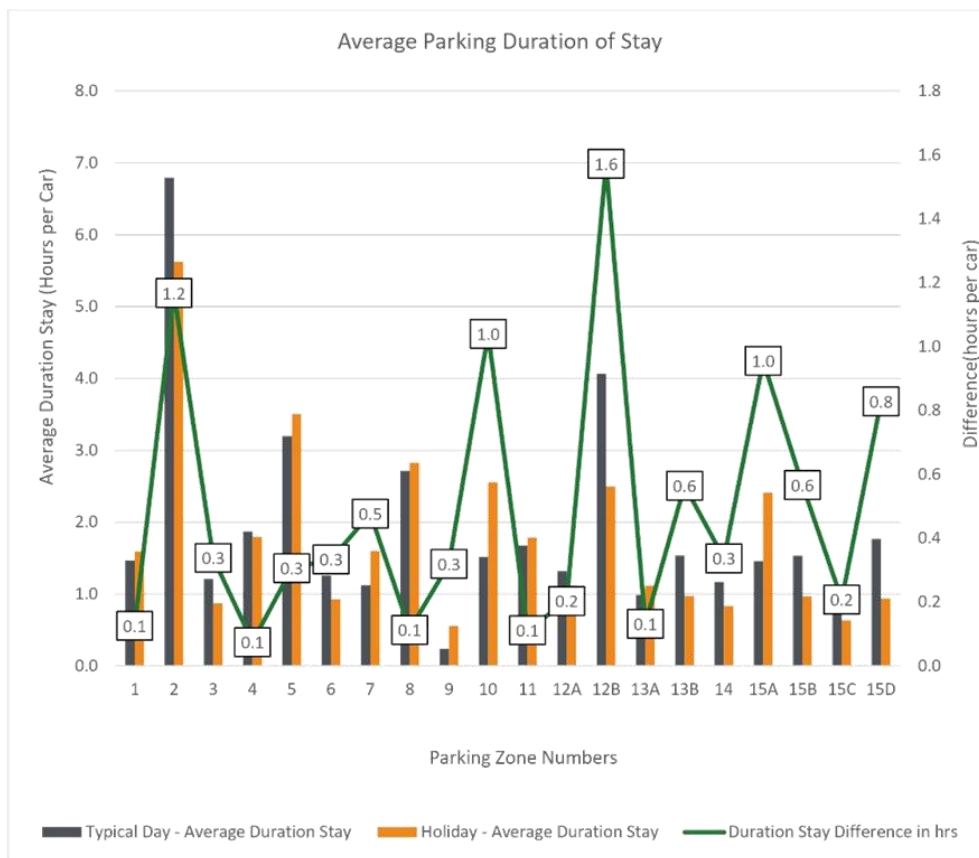


Figure 4: Observed Average Parking Duration of Stays



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2.5 Parking Turn Over

70% of car parking zones within the Town Centre has a parking turnover of above one car per parking bay.

Parking turnover for each parking zone is provided in Figure 5, and the following are the critical observations;

- Parking zone 6 has the highest parking turn over, seven cars per space during a holiday peak and 6.3 cars per parking space during a typical day;
- There is no significant turnover difference between typical day and holiday season for parking zone 3. Parking turn over for a typical day is 5.2 cars per space, and during the holiday is 4.7 vehicles per parking bay.
- A holiday and typical day parking turn over difference of above one were observed in parking zones 15A and 14. This difference is due to the low number of parked vehicles during the holiday seasons, as shown and analysed in Figure 3.

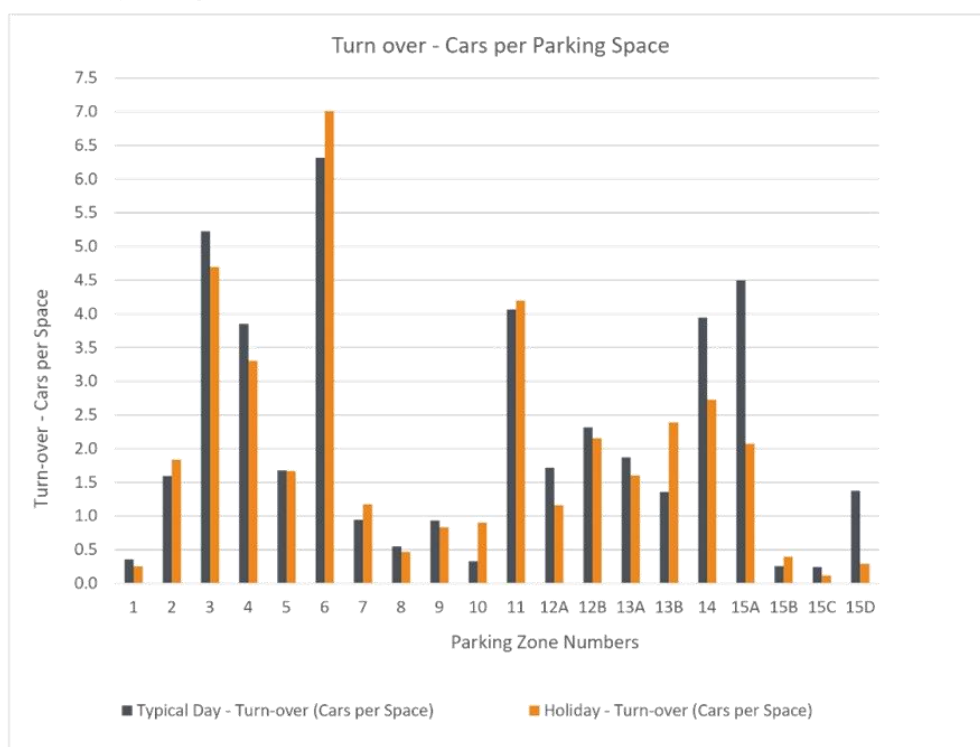


Figure 5: Typical day vs Holiday Season Parking Turn Over Comparison



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3 Intersection Capacity Assessment

On the same days as the parking surveys, SMEC collected vehicle turn counts for the following intersections;

- Cape Naturaliste Rd/ Dunn Bay Rd roundabout and
- Naturaliste Terrace/ Dunn Bay Rd roundabout

The period for the turn counts surveys was 07:00 am to 07:00 pm. Table 2 and Table 3 summarise the observed number of vehicles at the Cape Naturaliste Rd/ Dunn Bay Rd roundabout and Naturaliste Terrace/ Dunn Bay Rd roundabout.

Table 2: Observed Vehicles at Cape Naturaliste Rd/ Dunn Bay Rd roundabout

Approach Name	Typical Day	Holiday Season
North Approach Cape Naturaliste Rd	561	730
East Approach Dunn Bay Rd	992	1054
South Approach Petrol Station	281	351
West Approach Caves Rd	1772	1879
Total	3606	4014

The above data on Table 2 suggests there are about 11% more traffic movements on the Cape Naturaliste Rd/ Dunn Bay Rd roundabout during a holiday season than on a typical day. The increase is due to a significant increase in traffic movements between Caves Rd and Cape Naturaliste Road during the holiday peak.

Table 3: Observed Vehicles at Naturaliste Terrace/ Dunn Bay Rd roundabout

Approach Name	Typical Day	Holiday Season
North Approach Naturaliste Terrace	2497	2338
East Approach Dunn Bay Rd	408	419
South Approach Dunsborough Pl	2223	2299
West Approach Dunn Bay Rd	1078	1096
Total	6206	6152

The observed turn counts data for Naturaliste Terrace/ Dunn Bay Rd roundabout summarised in Table 3 indicates the typical day has high traffic volumes in comparison to the holiday season. The difference in traffic volumes are notable higher (159 vehicles) on north approach, Naturaliste Terrace, this difference in traffic volumes aligns with the parking data observation summarised in Figure 2 and Figure 3.

3.1 Level of Service

Peak hour turn counts for Cape Naturaliste Rd/ Dunn Bay Rd roundabout are attached in Appendix B, and for Cape Naturaliste Rd/ Dunn Bay Rd roundabout in Appendix C.

Level of Services assessment for both intersections has quantified both intersections perform at Level of Services A. This finding suggests; the roundabouts have no geometric constraints to accommodate the current traffic demands. Therefore, any observed or perceived delays on the two roundabouts would likely to be due to drivers behaviour of vehicles reversing in and out of car parks along Dunn Bay Road and Dunsborough Place.



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4 Conclusions

The survey data has indicated that the Dunsborough Town Centre has no shortage of parking supply, and it is likely that the access to town centre car parks is impacted by drivers behaviour of vehicles reversing in and out of car parks along Dunn Bay Road and Dunsborough Place.

The data also suggests that parking demands for the holiday season are lower than that of an average day, and there is no substantial difference in the maximum hourly occupancy rate between a regular day and holiday season. A maximum parking occupancy rate of 43% (565 vehicles) was observed during a typical day in contrast to 42% (565 vehicles) on holiday season.

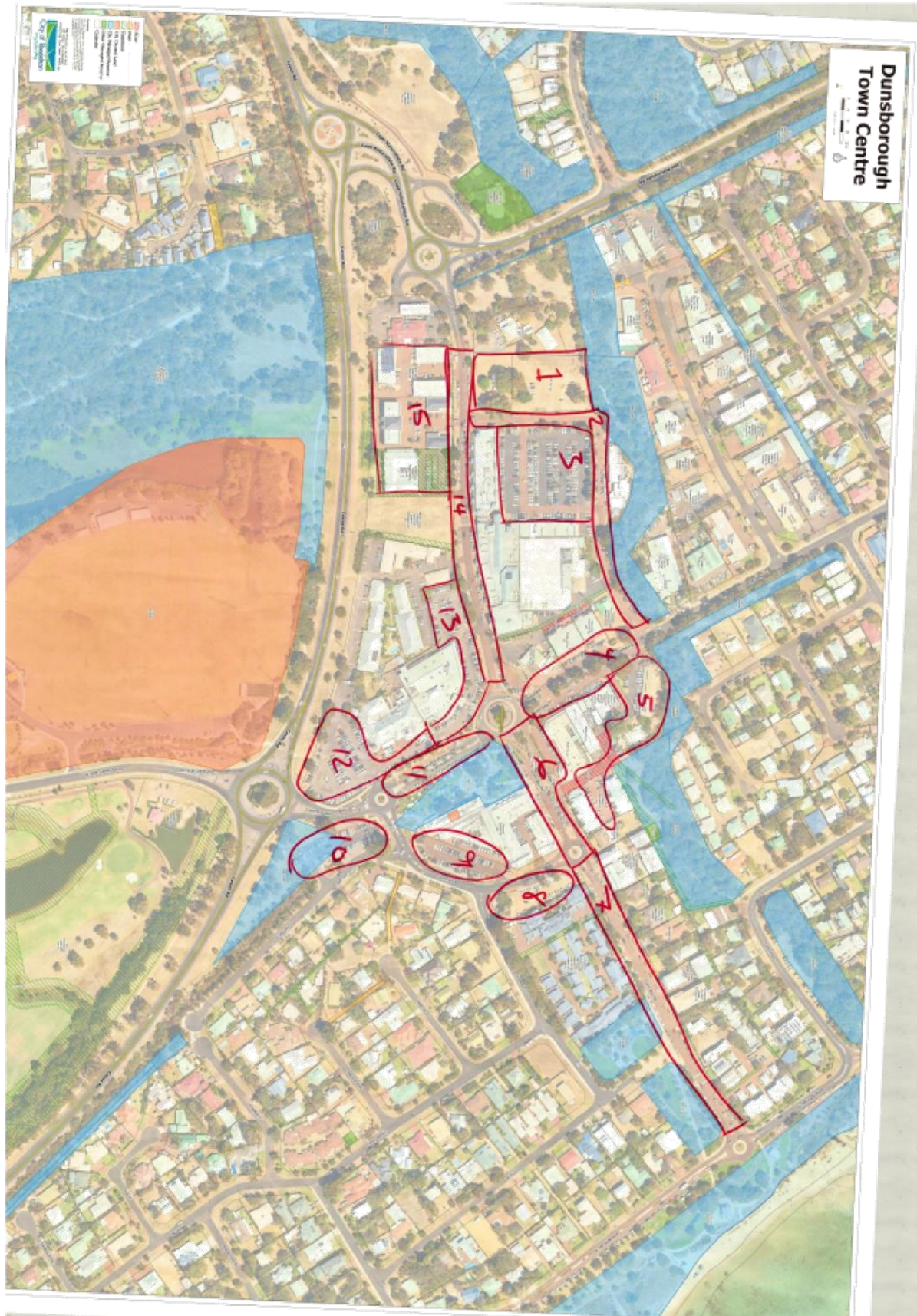
The analysis has also shown that the majority of vehicles are parking within the given time parking restrictions except for parking zone 4, 11 and 15A (Dunsborough Medical Centre).

Parking utilisation, total hours occupied, and the maximum duration for parking zone 2 is substantially higher in all days, in comparison to other car parks in the town centre, which suggests, the workers use this parking. Parking zone 2 has no restriction on parking times and was occupied for 10.2 hours during a holiday season and 10.8 hours in a typical day. Parking utilisation for this car park was 63% on holiday season and 67% on an average day.



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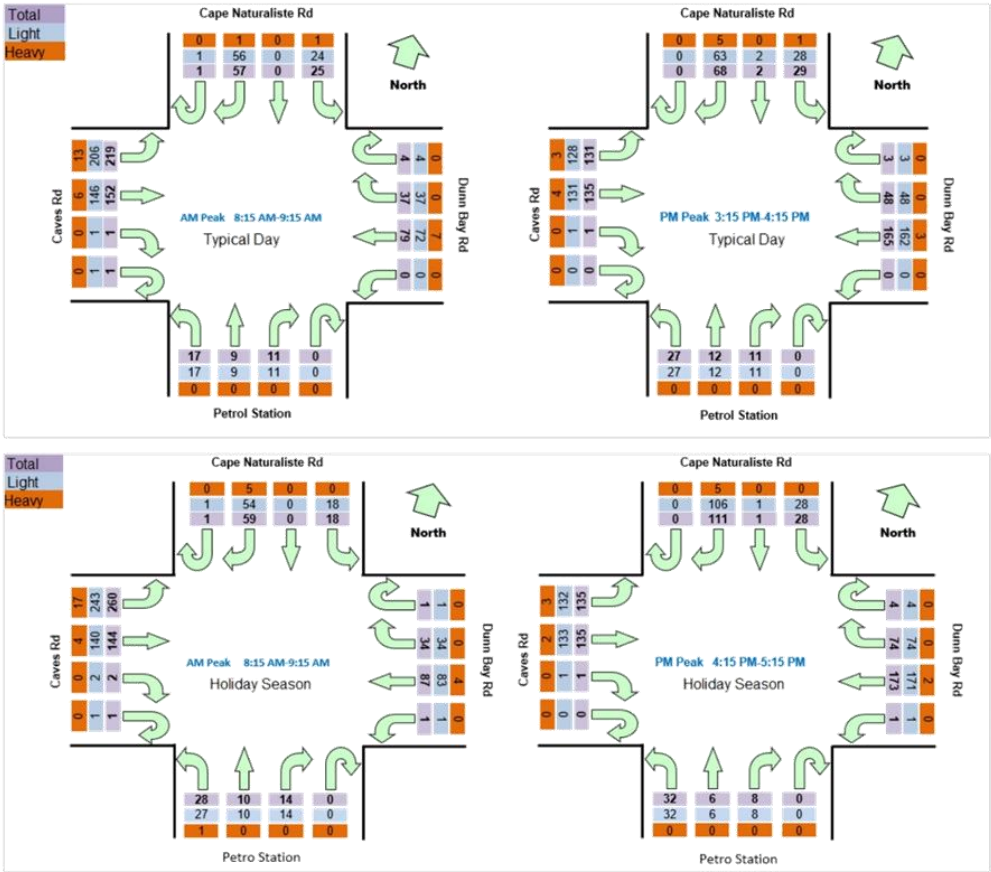
Appendix A: Parking Zone Cells





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Appendix B: Cape Naturaliste Rd/ Dunn Bay Rd -Turn Counts





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Appendix C: Naturaliste Terrace/ Dunn Bay Rd – Turn Counts





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Appendix B Dunsborough Town Centre Parking Utilisation and Turnover Survey (Feb 2020)



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Technical Memo

Technical Memo No	0001	Date of Issue	06 February 2020
Subject/Title	Dunsborough Town Centre Parking Utilisation and Turnover Survey		
Project Name	Technical Memo	Project Number	3006375
Discipline	Transport Planning, Logistics and Analysis		
Document Number	3006375_TM_0001		
Revision Details	02		
Author	Clara Hechei		
Reviewed by	Louise Round		
Approved by	Louise Round		
Prepared for	City of Busselton	Attention	Paul Needham & Louise Koroveshi

1.1 Introduction

The City of Busselton (the City) commissioned SMEC Australia Pty Ltd (SMEC) to undertake a supplementary peak parking demand survey for Dunsborough Town Centre. The new survey data will be used to confirm the accuracy of the observed 2019 Easter holiday peak parking demands and to support the development of Dunsborough Town Centre Activity Centre.

The extent of the study area remains the same as the previous survey, and *Figure 1* shows the study area boundaries.



Figure 1: Extent of the study area



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This Technical Note documents and compares parking surveys data for two peaks days. To provide completeness of the survey results, the Technical Note for the previous survey results comparisons are attached as Appendix B of this document.

1.2 Data Collection

This Technical Note documents and compares parking demands between Easter holiday peak (Peak Day 1) and end of the year peak (Peak Day 2). On both days, the Parking Occupancy and Duration Survey was undertaken between hours of 6:00 am to 10:00 pm using License Plate Recognition (LPR) technology. Appendix A includes parking zones cells as provided by the City.

A summary of peak survey dates and holidays observed within the survey window time are provided in the below table.

Table 1: Peak Survey Dates and Holidays Observed

PEAK DAY 1	PEAK DAY 2
Wednesday 24 April 2019	Tuesday 7 January 2020
Autumn school holidays: 13 April to 28 April	Summer school holidays: 18 December – 31 January
Easter weekend: 19 April – 22 April	New Year's Day: 1 January
ANZAC Day: 25 April	

A total of 1320 parking supply was counted on Peak Day 1, and a total of 1315 parking supply was observed on the Peak Day 1. A close look at the data has indicated the discrepancy in parking supply is coming from

- Parking Zone 3 (Coles car park) – 1 parking space and
- Parking Zone 9, Dunsborough Park Shopping Centre - Adjacent to Seymour Blvd = 4 Motorbike spaces.

The difference in total parking supply is too insignificant to affect the parking area within Dunsborough Town Centre.

1.3 Overall Parking Observation

A total of 2774 individual vehicles were recorded using town centre car parks on Peak Day 1 survey, which is about 370 fewer vehicles than the parking demands which were counted on Peak Day 2. The 370 vehicles equate to 12% difference in parking demands between the two peaks.

The maximum hourly parking demand for the summer holiday season was 786 vehicles in comparison to 552 vehicles in the Easter holiday period. In the summer holiday season, hourly parking demands above 700 vehicles were observed between 1:15 pm to 3:00 pm. In both surveyed days, parking zone 2 had the maximum utilization rate of 63% on Peak Day 1 and 58% on Peak Day 2.

A Peak Day 1 and Peak Day 2 comparison summary of observed data for all parking zones within the study area are provided in Table 2.



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Table 2: Observed Data for all parking zones

	Peak Day 1	Peak Day 2	Difference (Peak Day 2- Peak Day 1)
Parking Turn Over (cars per space)	2.4	2.9	+ 0.5
Average Duration (hrs/car)	2.0	1.7	- 0.3
Maximum Duration (hrs/car)	2.5	2.5	0
Parking Utilization	28%	34%	+ 6%

As shown in Table 2, average parking utilization at the end of the year peak is about 6% higher than that of Easter peak, and parking turn over per bay also increases by 0.5 cars per pay. The parking spaces are occupied longer during the end of the year peak compare to Easter holiday peak.

Hourly occupancy rate comparison between the two surveyed peak days are provided in Figure 2. A maximum parking occupancy rate of 60% (786 vehicles) was observed on Peak Day 2 in comparison to 42% (552 vehicles) on Peak Day 1.

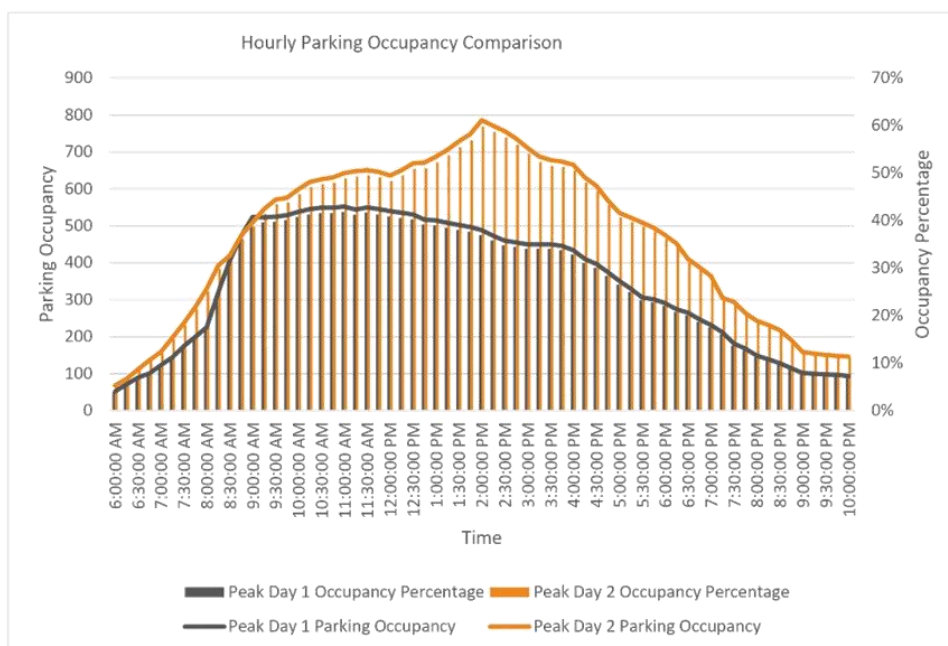


Figure 2: Peak Day 1 vs Peak Day 2 Hourly Parking Occupancy Rates

Analysis of individual zones parking utilization and hours occupied suggests zone 4, 6, 7, 11 and 14 are more utilized and occupied during the end of the year peak in comparison to Easter peak. The absolute parking utilization percentage difference between Peak Day 2 and Peak Day 1 were 18%, 26%, 21%, 26% and 17% for parking zone 4, 6, 7, 11 and 14 respectively.



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1.4 Conclusions

Dunsborough Town Centre additional peak day survey data has shown higher parking demand at the summer holiday season compared to the Easter holiday period. However, the average parking demand is still only 60% of the supply.

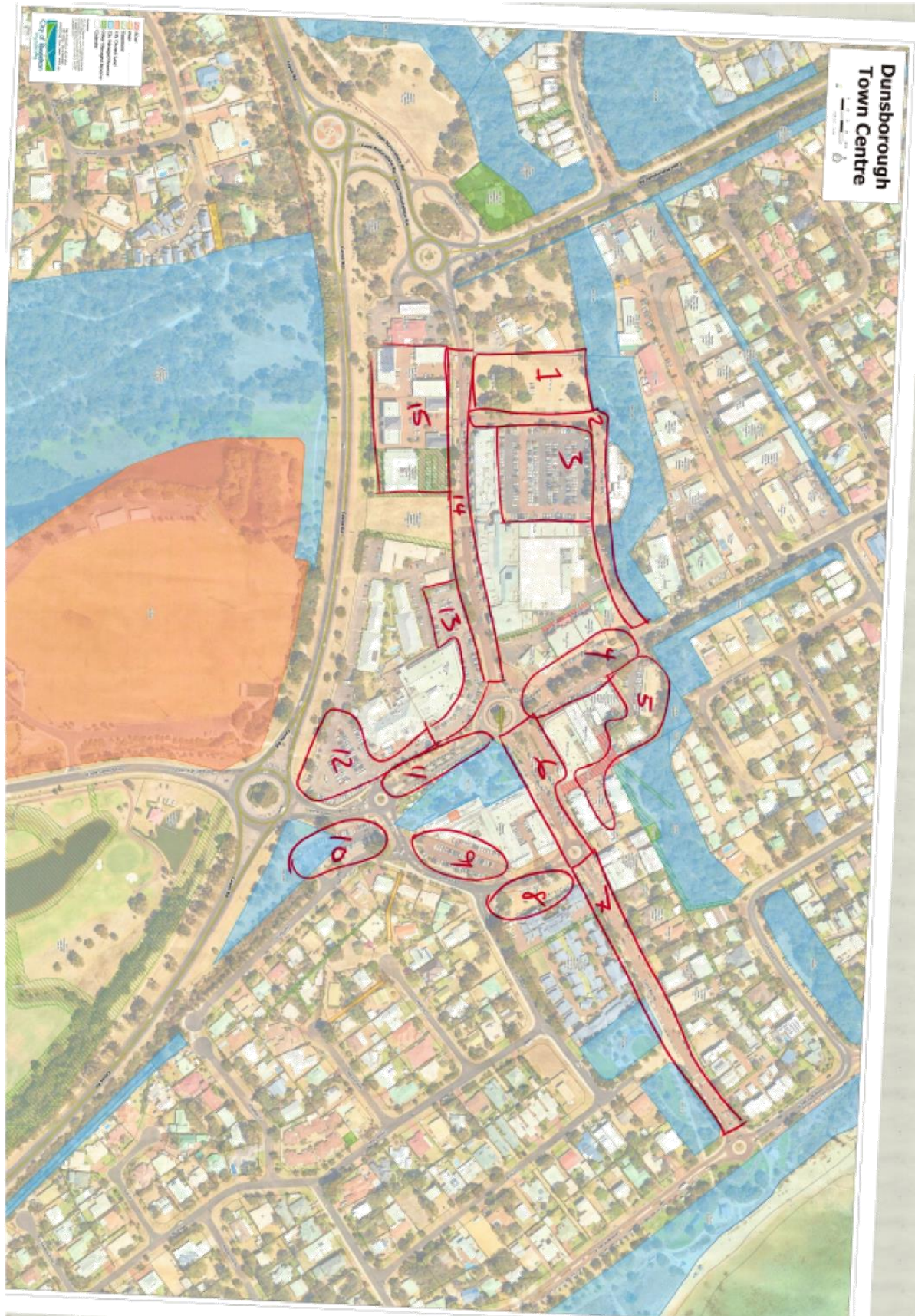
The maximum hourly parking demand for the summer holiday season was 786 vehicles in comparison to 552 vehicles in the Easter holiday period. In the summer holiday season, hourly parking demands above 700 vehicles were observed between 1:15 pm to 3:00 pm.

Assessment of individual parking zone utilisation indicates parking demands for zone 4, 6, 7, 11 and 14 also increase significantly during the end of the year holidays. All these zones are located near the land-use that would likely to attract social and commercial activities during holiday peaks.



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Appendix A : Parking Zone Cells





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Appendix B : Technical Note



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Technical Memo

Technical Memo No	0001	Date of Issue	30 July 2019
Subject/Title	Dunsborough Town Centre Parking Utilisation and Turnover Survey		
Project Name	Technical Memo	Project Number	3006347
Discipline	Transport Planning, Logistics and Analysis		
Document Number	3006347_TM_0001 - Final		
Revision Details	01		
Author	Clara Hechei		
Reviewed by	Louise Round		
Approved by	David Freer		
Prepared for	City of Busselton	Attention	Matthew Riordan

1 Introduction

The City of Busselton (the City) commissioned SMEC Australia Pty Ltd (SMEC) to undertake a Parking and Utilisation study for the Dunsborough Town Centre, Figure 1 shows the extent of parking areas considered in this study.

The scope of the project includes;

- Undertaking a typical day and a holiday season Parking Occupancy and Duration Survey for all parking within the Dunsborough Town Centre to inform the performance of the existing parking management, identify areas of short and over parking supply, and analyse if there is a need for change in the current parking management plan. The Survey will be used as an input to the Activity Centre Plan for Dunsborough.
- Capacity assessment of Cape Naturaliste Rd/ Dunn Bay Rd roundabout and Naturaliste Terrace/ Dunn Bay Rd roundabout to identify the need and time for Clark Street connection to Cape Naturaliste Rd.



Figure 1: Extent of the study area



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1.1 Data Collection

SMEC collected parking survey data from 6:00 am to 10:00 pm and traffic turn counts data from 07:00 am to 07:00 pm on the following days;

- Wednesday the 24 April 2019 (a holiday season), and
- Wednesday 1 May 2019 (a typical day).

Below are the holiday seasons observed during the survey period window;

- Autumn School holidays: 13 April to 28 April
- Easter weekend: 19 April – 22 April
- ANZAC day: 25 April

2 Parking Survey Analysis

The Parking Occupancy and Duration Survey was undertaken between hours of 6:00 am to 10:00 pm using License Plate Recognition (LPR) technology. Appendix A provides Parking zone cells as provided by the City, which represents a total of 1320 parking supply.

2.1 Overall Parking Observation

A total of 3066 individual vehicles were recorded using town centre car parks on a typical day, which is about 11% higher than the traffic observed in the holiday season (2774 cars).

The table below summaries average observed parking data for all town centre parking zones.

Table 1: Observed Data for all parking zones

	Typical Day	Holiday Season	Difference
Parking Turn Over (cars per space)	2.6	2.4	0.2
Average Duration (hrs/car)	2.1	2.0	0.1
Maximum Duration (hrs/car)	2.8	2.5	0.3
Parking Utilization	32%	28%	4%

The survey data has indicated a slight difference in overall parking utilisation and parking turn over per bay during a typical day and the holiday season.

Further analysis of the data has also suggested, there is no significant difference in maximum hourly occupancy rate between a regular day and holiday. A maximum parking occupancy rate of 43% (565 vehicles) was observed during a typical day in contrast to 42% (565 vehicles) on holiday season. A detailed comparison of hourly parking occupancy rate between a typical day and holiday season is provided in section 2.2.

Parking utilisation, total hours occupied, and the maximum duration for parking zone 2 was noted to be substantially higher in all days, in comparison to any other car parks in the town centre. Parking utilisation for this car park was 63% on holiday season and 67% on an average day. Parking zone 2 has no restriction on parking times and was occupied for 10.2 hours during a holiday season and 10.8 hours in a typical day. This finding suggests that the workers in the town centre are likely to be using this parking.



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2.2 Hourly Parking Occupancy Rate

Figure 2 below provides a detailed comparison of hourly parking occupancy rate between a typical day and holiday season.

In summary Figure 2 illustrates;

- The highest parking demands during the holiday season appears earlier than that of a typical day and decline quicker than parking demands for a typical day.
- A regular day has a parking occupancy rate of above 20% between hours of 07:45 am to 07:15 pm and the peak parking occupancy rate of 40% and above occurs between 10:15 am and 02:30 pm.
- During the holiday season, parking occupancy rate above 20% occurs between hours of 08:15 am and 06:30 pm and parking occupancy rate above 40% occurs between hours of 09:00 am and 12:30 pm.

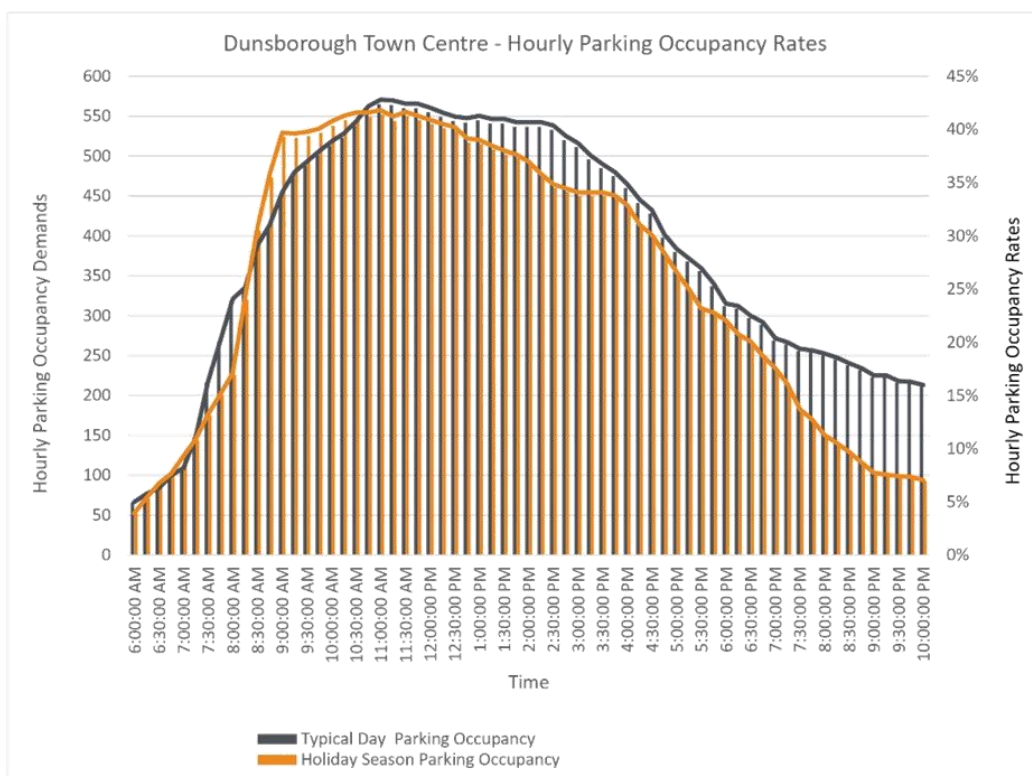


Figure 2: Observed 06:00 am to 10:00 pm hourly parking occupancy rate



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2.3 Parking Zones Utilisation

Figure 3 summarises the total number of vehicles observed accessing the car parks during the survey period and their equivalent percentage to the total surveyed vehicles to that day.

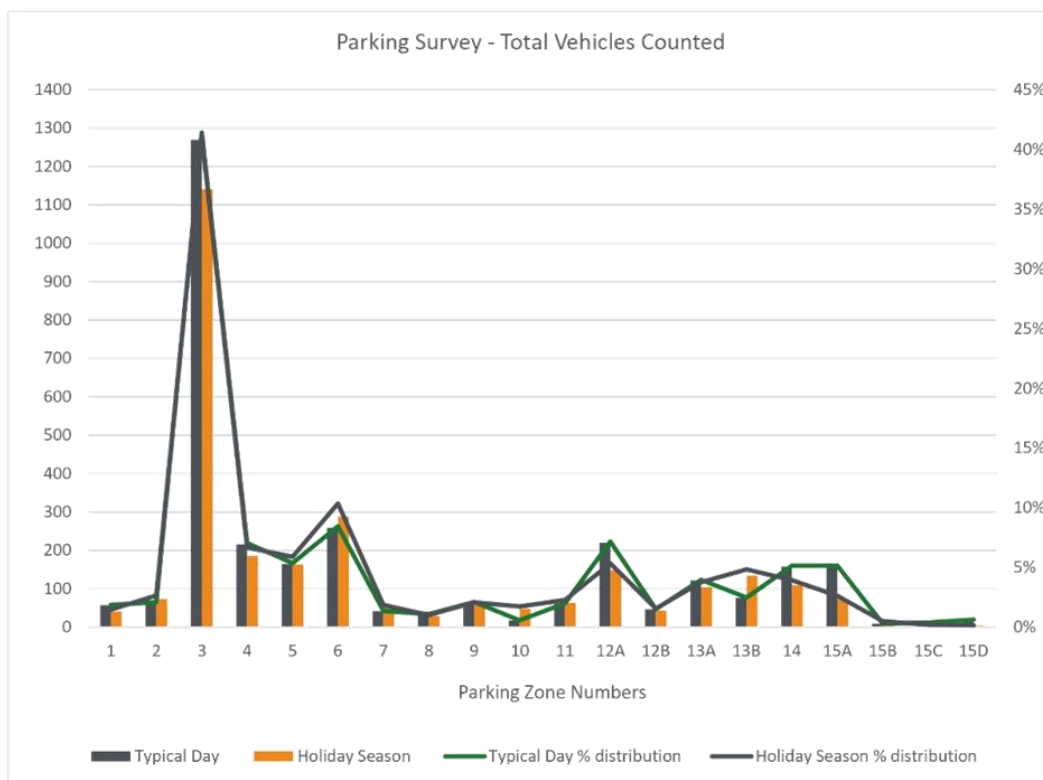


Figure 3: Summary of counted vehicles in each parking zone

Analysis of individual parking zone data indicates;

- 41% of traffic parking in Dunsborough Town Centre are parking in zone 3.
 - 8% and 10% of all observed parking traffic on a typical day and holiday season were parked in zone 6.
 - 7% of all vehicles parking in the town centre are parking in zone 4.
- During holiday seasons, more vehicles were parked in zones 6, 7, 10 and 13B than on a typical day. zone 10 is at walkable distance to Dunsborough Lake Golf Club, Parking zone 7 is the walkable distance to the beach, and 13B is near IGA. Average parking duration of stay for parking zone 7 and 10 are also significantly higher during the holiday season.



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2.4 Vehicles Duration of Stay in Parking Zones

The parking duration of stay analysis has also indicated that parking zones located east of Dunsborough Place, and Naturaliste Terrace are more desirable during the holiday seasons and have higher parking duration during this time.

Figure 4 summaries average parking duration of stay for each parking zone within the study area.

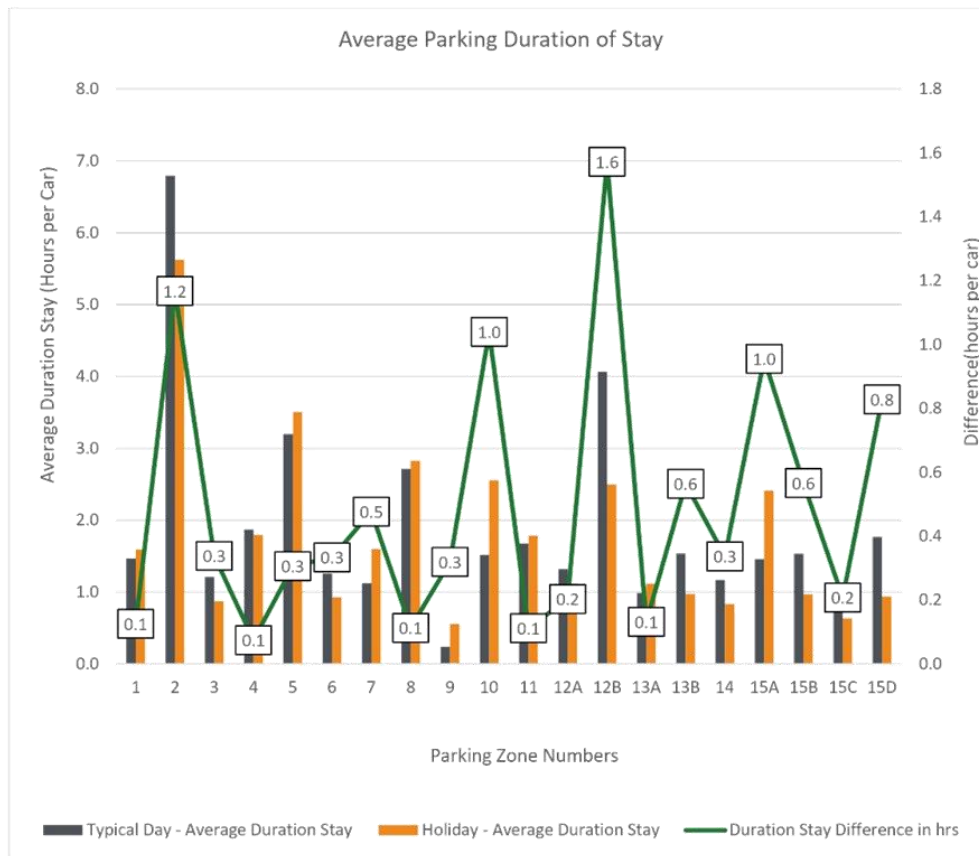


Figure 4: Observed Average Parking Duration of Stays



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2.5 Parking Turn Over

70% of car parking zones within the Town Centre has a parking turnover of above one car per parking bay.

Parking turnover for each parking zone is provided in Figure 5, and the following are the critical observations;

- Parking zone 6 has the highest parking turn over, seven cars per space during a holiday peak and 6.3 cars per parking space during a typical day;
- There is no significant turnover difference between typical day and holiday season for parking zone 3. Parking turn over for a typical day is 5.2 cars per space, and during the holiday is 4.7 vehicles per parking bay.
- A holiday and typical day parking turn over difference of above one were observed in parking zones 15A and 14. This difference is due to the low number of parked vehicles during the holiday seasons, as shown and analysed in Figure 3.

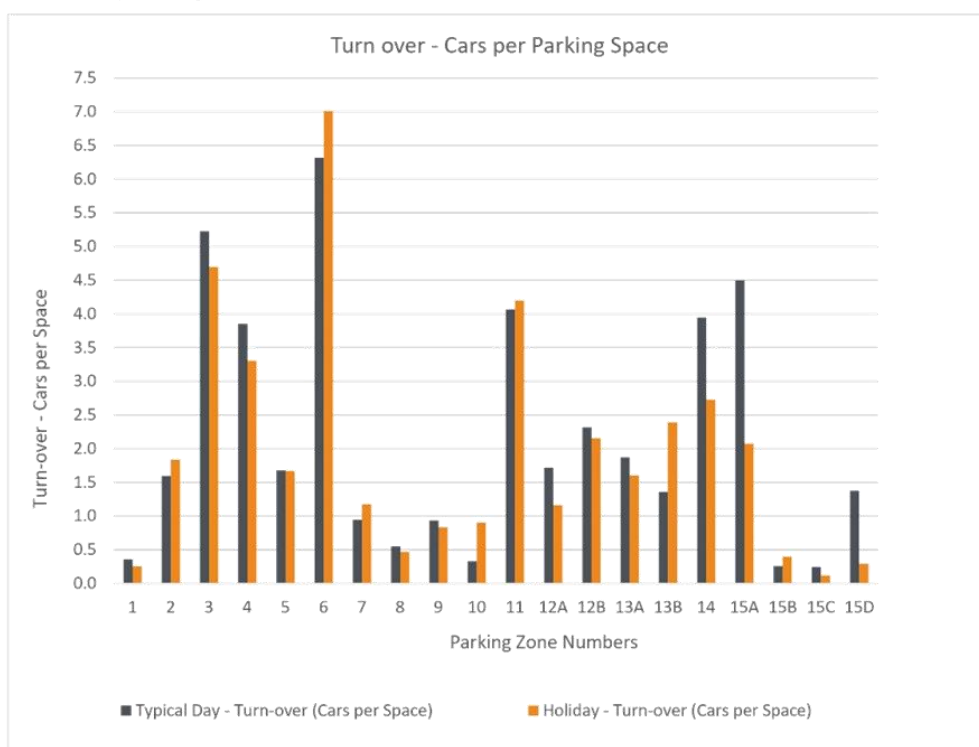


Figure 5: Typical day vs Holiday Season Parking Turn Over Comparison



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3 Intersection Capacity Assessment

On the same days as the parking surveys, SMEC collected vehicle turn counts for the following intersections;

- Cape Naturaliste Rd/ Dunn Bay Rd roundabout and
- Naturaliste Terrace/ Dunn Bay Rd roundabout

The period for the turn counts surveys was 07:00 am to 07:00 pm. Table 2 and Table 3 summarise the observed number of vehicles at the Cape Naturaliste Rd/ Dunn Bay Rd roundabout and Naturaliste Terrace/ Dunn Bay Rd roundabout.

Table 2: Observed Vehicles at Cape Naturaliste Rd/ Dunn Bay Rd roundabout

Approach Name	Typical Day	Holiday Season
North Approach Cape Naturaliste Rd	561	730
East Approach Dunn Bay Rd	992	1054
South Approach Petrol Station	281	351
West Approach Caves Rd	1772	1879
Total	3606	4014

The above data on Table 2 suggests there are about 11% more traffic movements on the Cape Naturaliste Rd/ Dunn Bay Rd roundabout during a holiday season than on a typical day. The increase is due to a significant increase in traffic movements between Caves Rd and Cape Naturaliste Road during the holiday peak.

Table 3: Observed Vehicles at Naturaliste Terrace/ Dunn Bay Rd roundabout

Approach Name	Typical Day	Holiday Season
North Approach Naturaliste Terrace	2497	2338
East Approach Dunn Bay Rd	408	419
South Approach Dunsborough Pl	2223	2299
West Approach Dunn Bay Rd	1078	1096
Total	6206	6152

The observed turn counts data for Naturaliste Terrace/ Dunn Bay Rd roundabout summarised in Table 3 indicates the typical day has high traffic volumes in comparison to the holiday season. The difference in traffic volumes are notable higher (159 vehicles) on north approach, Naturaliste Terrace, this difference in traffic volumes aligns with the parking data observation summarised in Figure 2 and Figure 3.

3.1 Level of Service

Peak hour turn counts for Cape Naturaliste Rd/ Dunn Bay Rd roundabout are attached in Appendix B, and for Cape Naturaliste Rd/ Dunn Bay Rd roundabout in Appendix C.

Level of Services assessment for both intersections has quantified both intersections perform at Level of Services A. This finding suggests; the roundabouts have no geometric constraints to accommodate the current traffic demands. Therefore, any observed or perceived delays on the two roundabouts would likely to be due to drivers behaviour of vehicles reversing in and out of car parks along Dunn Bay Road and Dunsborough Place.



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4 Conclusions

The survey data has indicated that the Dunsborough Town Centre has no shortage of parking supply, and it is likely that the access to town centre car parks is impacted by drivers behaviour of vehicles reversing in and out of car parks along Dunn Bay Road and Dunsborough Place.

The data also suggests that parking demands for the holiday season are lower than that of an average day, and there is no substantial difference in the maximum hourly occupancy rate between a regular day and holiday season. A maximum parking occupancy rate of 43% (565 vehicles) was observed during a typical day in contrast to 42% (565 vehicles) on holiday season.

The analysis has also shown that the majority of vehicles are parking within the given time parking restrictions except for parking zone 4, 11 and 15A (Dunsborough Medical Centre).

Parking utilisation, total hours occupied, and the maximum duration for parking zone 2 is substantially higher in all days, in comparison to other car parks in the town centre, which suggests, the workers use this parking. Parking zone 2 has no restriction on parking times and was occupied for 10.2 hours during a holiday season and 10.8 hours in a typical day. Parking utilisation for this car park was 63% on holiday season and 67% on an average day.



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Appendix A: Parking Zone Cells



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Appendix B: Cape Naturaliste Rd/ Dunn Bay Rd -Turn Counts





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Appendix C: Naturaliste Terrace/ Dunn Bay Rd – Turn Counts





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Appendix C Busselton City Centre Parking Utilisation and Turnover Survey (Mar 2020)

Technical Memo

Technical Memo No	0001	Date of Issue	26 March 2020
Subject/Title	Busselton City Centre Parking Utilisation and Turnover Survey		
Project Name	Technical Memo	Project Number	3006375
Discipline	Transport Planning, Logistics and Analysis		
Document Number	3006375		
Revision Details	04		
Author	Cameron Steel & Clara Hechei		
Reviewed by	Clara Hechei		
Approved by	Louise Round		
Prepared for	City of Busselton	Attention	Paul Needham, Matthew Riordan & Louise Korovesi

1 Introduction

The City of Busselton (the City) commissioned SMEC Australia Pty Ltd (SMEC) to undertake peak and non-peak Parking and Utilisation surveys for the Busselton City Centre. The extent of the surveyed area and individual parking zones surveyed are attached in Appendix A.

SMEC's scope of work consists of the following;

- Conducting a typical day (non-peak) and a holiday season day (peak) Parking Occupancy and Duration Survey for parking within the Busselton City Centre;
- Analysis of the survey results to inform the performance of the existing parking management, identify areas of short and over parking supply; and
- Undertake up to 20 years of parking demands projection for the Busselton City Centre.

1.1 Data Collection

Parking Surveys were conducted on the following days between hours of 6:00 am to 10:00 pm.

- Wednesday, 4 December 2019 (non-peak) and
- Tuesday, 7 January 2020 (peak).

On both days, License Plate Recognition (LPR) technology was used to capture parking data. The peak survey was undertaken during the school summer holidays. Key dates were:

- School summer holidays: 18 December – 31 January,
- Christmas and Boxing days – 25 December – 26 December, and
- New years day: 1 January

During the non-peak survey, a traffic management detour and closure were in place for the western part of parking zone 30 (Kent Street).

2 Parking Survey Analysis

On both survey occasions, a total of 3,774 parking bays were available.

On the non-peak day survey, traffic management detour and closure were in place for the western part of parking zone 30 (Kent Street). The assessment of parking data has assumed that other parking zones were unlikely to have been affected by the closure.

2.1 Overall Parking Observation

On the peak day, 12,092 vehicles were observed using the Busselton City Centre car parks. This equates to 31% more parking demand for the peak day, in comparison to the non-peak day where 8,317 vehicles were counted.

Maximum occupancy percentage for peak day was noted to be 56% across all parking zones (2127 vehicles across 3774 parking supply) in comparison to 52% (1960 vehicles across 3774 parking supply) in a non-peak day. A detailed hourly parking occupancy rates comparison between a typical day and peak day is provided in Section 2.2.

The data has also highlighted; average parking turn over per bay for peak day is higher by 1.7 cars per bay in comparison to non-peak day. Average parking utilisation also goes up by 3% on a peak day. A comprehensive overview of non-peak and peak survey outputs for all parking zones within the study area is provided in Table 1 below.

Table 1: Observed Peak vs Non-Peak Data for all parking zones

	Non-Peak Day	Peak Day	Difference (Peak – Non-Peak)
Average Parking Turn Over (cars/space)	3.8	5.5	1.7
Average Duration of stay (hrs/car)	1.5	1.2	-0.3
Maximum Duration of stay (hrs/car)	2.0	1.8	-0.2
Average Parking Utilisation	29%	32%	3 percentage points

In terms of average parking duration, the survey data suggests on a peak day; vehicles park 18 minutes less than on a non-peak day. Survey data has also pointed out that 93% of all the observed vehicles on the peak day stayed for 4 hours or less in comparison to 88% on the non-peak day. Out of this 46 % stayed for less than 1 hour in the peak compared to 33% on non-peak. The table below details observations of the duration of stay in terms of percentage of counted vehicles.

Table 2: Peak and Non-Peak Comparison of Average Parking Duration Demand

Observed duration of stay	Non-Peak Day		Peak Day	
	Vehicles Counted	Percentage	Vehicles Counted	Percentage
<= 1 hour	2746	33.1%	5624	46.4%
1 hour – 2 hours	3303	39.8%	4205	34.7%
3 hour – 4 hours	1235	14.9%	1497	12.4%
5 hour – 6 hours	622	7.5%	646	5.3%
7 hour – 9 hours	324	3.9%	137	1.1%
> 10 hours	70	0.8%	7	0.1%
TOTAL	8300	100.0%	12116	100.0%

2.2 Hourly Parking Occupancy Rate

Figure 1 provides an overview comparison of the observed hourly occupancy rate between peak and non-peak days. The survey data suggest occupancy rates above 50% occurs for peak day between 10.45 am and 2.30 pm while for non-peak happens between 11.30 am and 2.15 pm. The highest observed occupancy rate for the non-peak day was 52% occurred at 12.15 pm, and the highest occupancy rate for the peak day was 56% occurred at 1.30 pm.

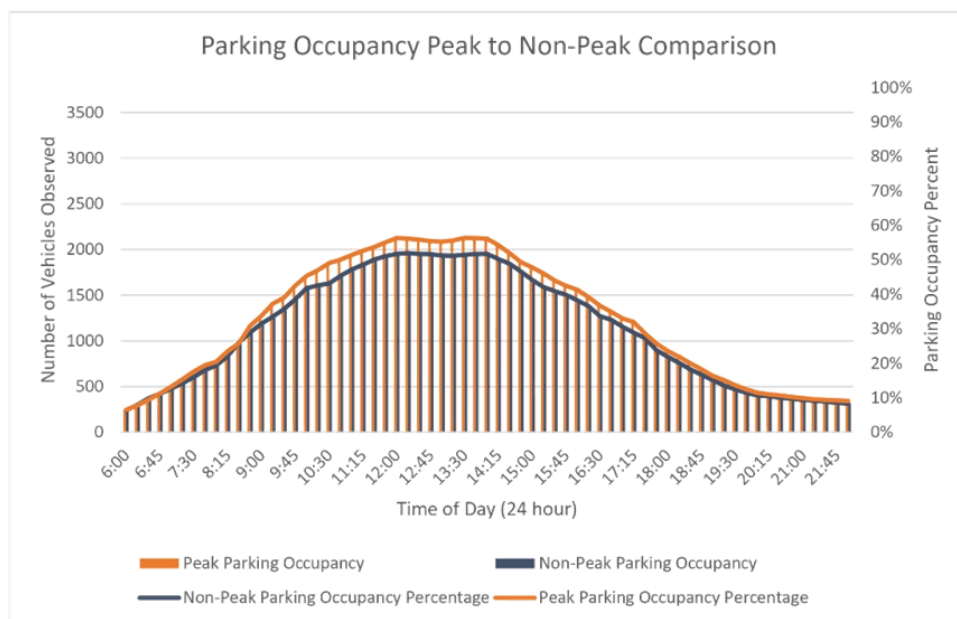


Figure 1: Observed 6 am to 10 pm hourly parking occupancy rate.

2.3 Parking Zones Utilisation

There are four zones with a significant difference in utilisation between non-peak and peak. These Zones are highlighted in the table below.

Table 3: Zones with significant Peak to Non-Peak Parking Utilisation difference

Zone Name	Non-Peak	Peak	Parking Utilisation Percentage Point (pp) Difference (Peak - Non- Peak)	Surrounding Landuse
2	23%	34%	+11pp	Busselton Jetty
4	34%	43%	+10pp	Busselton Jetty
34	30%	40%	+10pp	Busselton Central Shopping Centre
40	36%	52%	+16pp	Busselton Central Shopping Centre

A comparison of parking utilisation variation in individual zones between peak and non-peak period is provided in Figure 3.

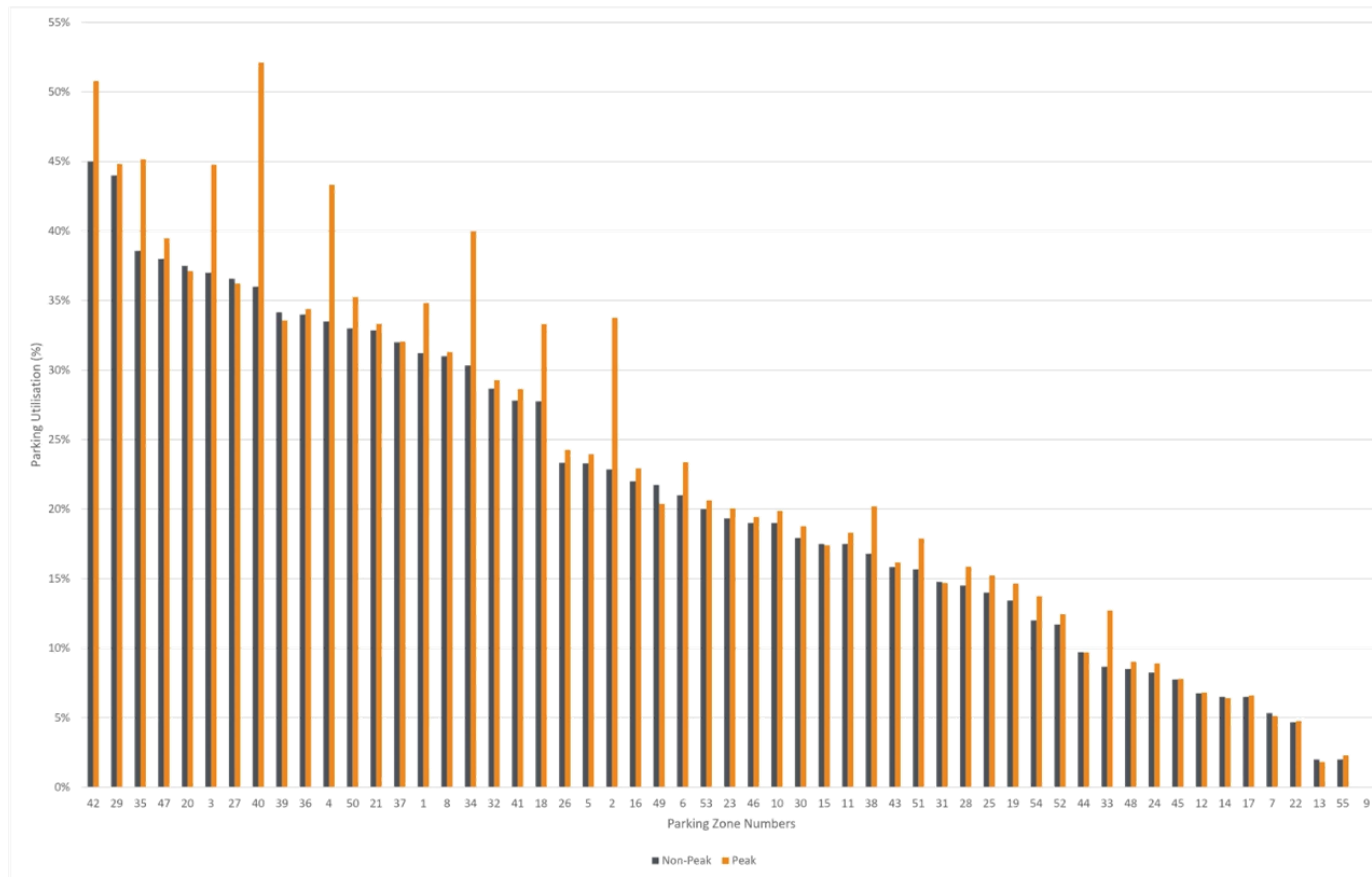


Figure 2: Average Parking Utilisation per Zone for each day.

Each parking zone is further divided into sub-sections. Table 4 reports parking sub-sections with the highest percentage of utilisation.

On both surveyed days, survey data has indicated zone 1 – Busselton Jetty Car Park 1 East had parking utilisation above 80%. Utilisation above or equal to 80% was also observed in various sections of parking zone 2 and 50 on the peak day. A list of zones with utilisation above 70% is provided in Table 4 below.

Table 4: High Utilisation Parking Sections.

Zone	Section	Side	Restriction	Supply	Parking Utilisation		Land-Use
					Peak	Non-Peak	
1	Busselton Jetty Car Park - Car Park 1 East	E	Unrestricted	67	87%	80%	Jetty Parking
	Busselton Jetty Car Park - Car Park 1 East	E	Caravan Parking	7	82%	81%	
2	Queen St - From Foreshore Pde To Marine Terrace	E	Unrestricted	9	80%	74%	Jetty Parking
	Queen St - From Foreshore Pde To Marine Terrace	W	Unrestricted	11	81%	74%	
4	Busselton Jetty Car Park - Car Park 4 North Of Foreshore Pde	N	Unrestricted	72	77%	72%	Jetty Parking
	Car Park 4 Foreshore Pde - From Geographe Bay Rd To Car Park S Access	S	Unrestricted	3	77%	78%	
35	Queen St - From Kent St To Prince St	E	1/2P 9Am-5Pm Mon-Fri, 9Am-12Noon Sat	6	72%	69%	Near Mitchell Park, Fire Station, Food, Banks & both Shopping Centres
41	Prince St - From West St To Queen St	N	1P 9Am-5Pm Mon-Fri, 9Am-12Noon Sat	8	74%	71%	Next to Busselton Central Shopping Centre and Mitchell Park
50	Pries Ave - From Albert St To Peel Terrace	E	Unrestricted	31	80%	73%	In between Bed & Breakfast/Motel and Victoria Square Park

On the peak day survey, usage of marked accessible parking spaces was observed to increase significantly in zones 3, 4, 34, 35 and 40. Figure 5 provides the total parking utilisation percentage for each zone supplying accessible parking for both peak and non-peak days with the difference noted between the two labelled.

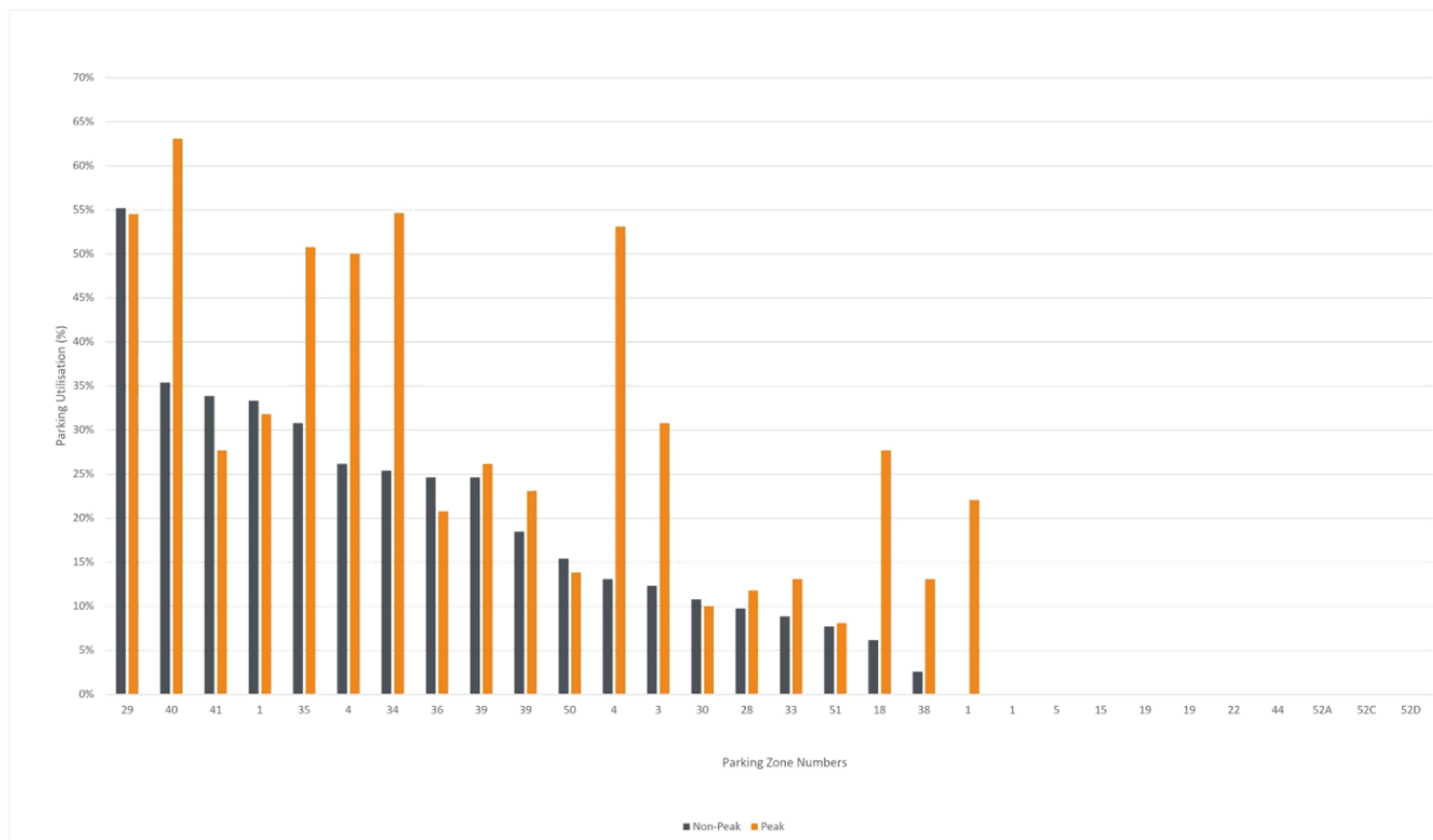


Figure 3: Parking utilisation per accessible zone.

2.4 Vehicles Duration of Stay in Parking Zones

The average duration of stay for individual parking zones for both peak and non-peak days were observed to be under 4 hours.

Parking zone 1, which is located at the Busselton Jetty, has a high average and maximum duration of stay in non-peak day. The maximum duration of stay recorded on the non-peak day was 7.3 hours and 6.1 hours for the peak. This zone is located within 10 minutes of walking distance to Busselton Central Shopping Centre.

Figure 4 provides the average duration of stay for each zone in the peak and non-peak day with the difference between the two.

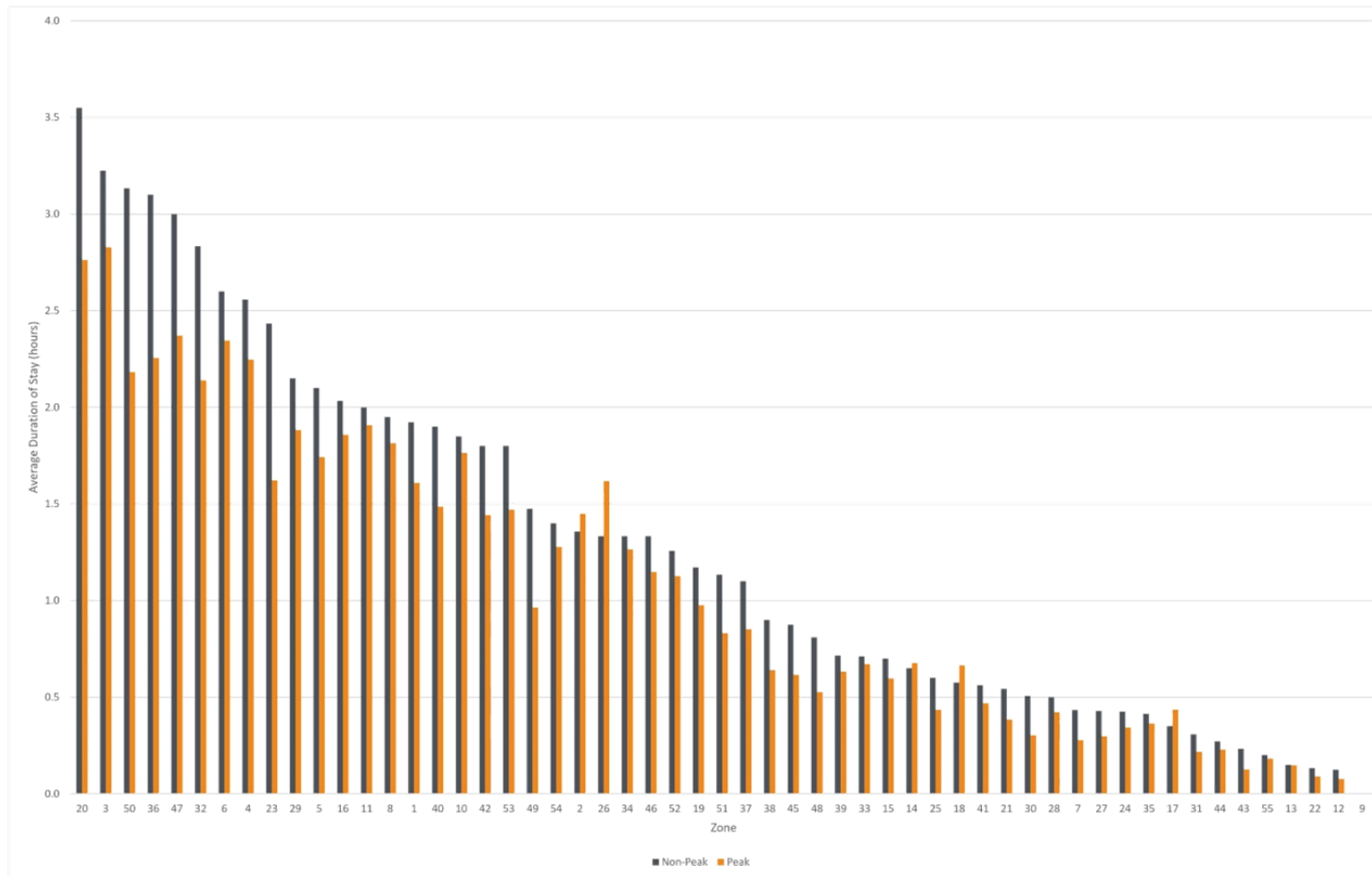


Figure 4: Observed Average Parking Duration of Stays

2.5 Parking Turn Over

On the peak day, three-quarters of parking zones were observed to have a turnover of above 1 car per parking bay. On the non-peak day, less than two-thirds of parking zones had a turnover above 1 car per parking bay.

The average parking turnover for each parking zone is provided in Figure 6. Parking zone 35 has the highest vehicle turn-over on both the peak (18.7 cars per bay) and non-peak day (11.9 cars per bay).

Parking zone 35 is equidistant from the two shopping centres. Zone 35 offers a total of 18, 30-minute parking bays along with one accessible and three taxi parking bays. Therefore, it can be expected to have high demand and justifies the high turn-over recorded.

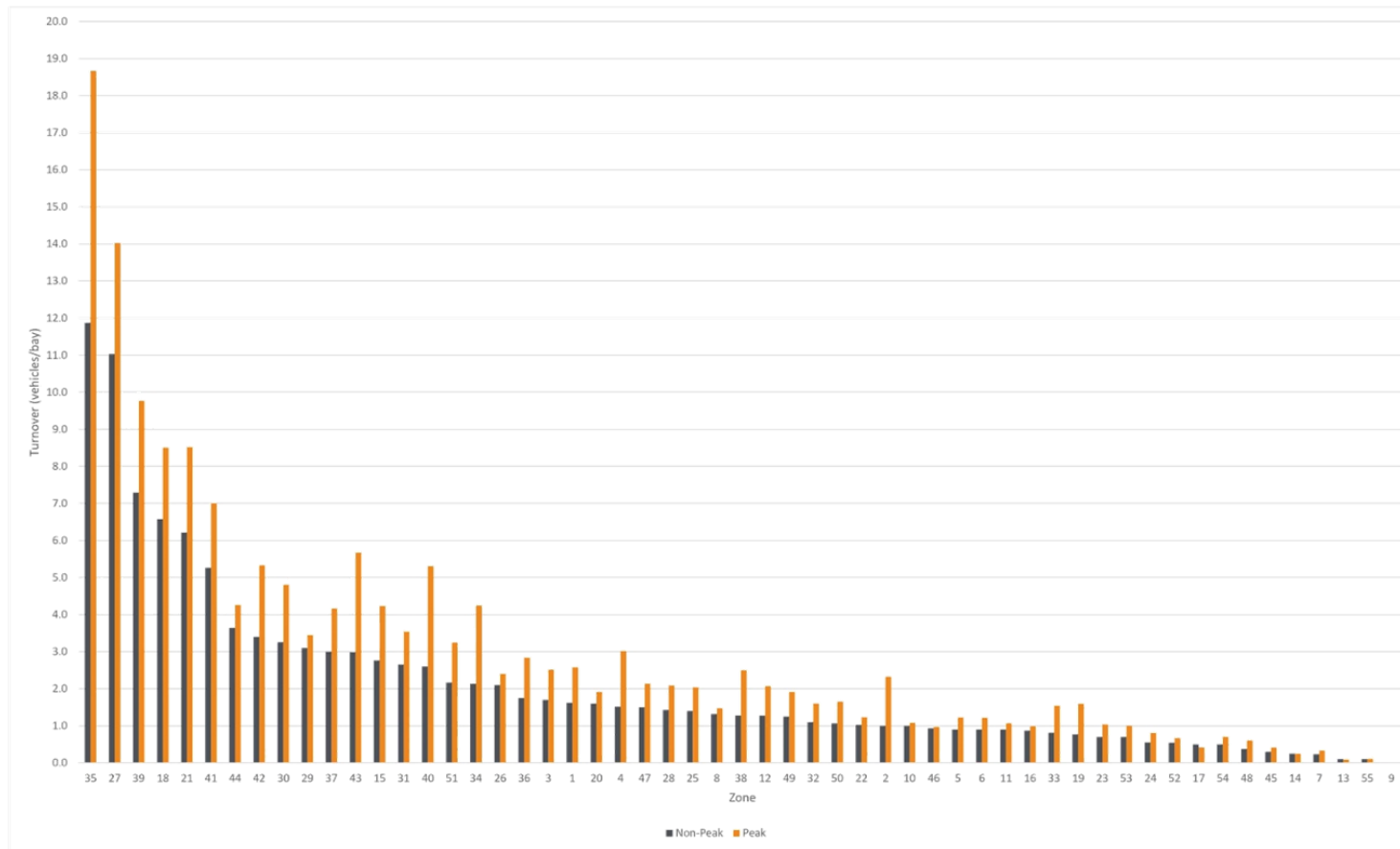


Figure 5: Parking zone turn-over comparison for peak and non-peak days

3 Conclusions

Survey data has indicated the Busselton City Centre has no shortage of parking supply. A maximum parking occupancy percentage of 52% (1960 vehicles across 3774 parking supply) was observed in a non-peak in comparison to 56% (2127 vehicles across 3774 parking supply).

The data also suggests the majority of vehicles in Busselton City Centre park for 4 hours or less. However, major car parking areas of zones 1,2,4, 35,41 and 50 have parking utilisation percentage of above 70%.

On both surveyed days, zone 54 (Signal Park) was observed to be used as an informal parking area. Peak parking demands for zone 54 occurred between hours of 1:15 pm to 4:00 pm. This time period falls within the time when parking zone 1, 2 and 4 have more than 70% occupancy percentage.

SMEC recommends the City to consider parking restriction reviews, monitoring and management program for parking zones with utilisation percentage of above 70%. This will include parking zone 1, 2 and 4 which are located close to Signal Park and have direct access to Marine Terrace corridor. This will safeguard the operation of Marine Terrace as surplus parking demands for zone 1, 2 and 4 are likely to impact the operation of Marine Terrace corridor.

The traffic management detour and closure of the western part of parking zone 30 (Kent Street) did not impact the overall results, due to the availability of alternative parking area within the study area.



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Appendix A: Parking Zone Cells





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Appendix D Base Parking Demand for Future Years (July 2020)

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Technical Memo

Technical Memo No	TM0002	Date of Issue	27 July 2020
Subject/Title	Base Parking Demand for Future Years		
Project Name	Projected Future Car Parking Needs	Project Number	3006375
Discipline	Transport Planning		
Document Number	3006375_TM_0002		
Revision Details	FINAL		
Author	Louise ROUND		
Reviewed by	Clara Hechei		
Approved by	James Parrott		
Prepared for	City of Busselton	Attention to	Louise Koroveshi
Attachments			

1 Purpose

The purpose of this Technical Memo is to work with the City to develop specific base year parking demand conditions for the Busselton City Centre and Dunsborough Town Centre. The base conditions are highly dependent on the variation between the 'peak' and 'non-peak' parking demands, which have been determined by survey data.

2 Introduction

2.1 Background

An important part of parking supply is the difference between the 'peak' and 'non-peak'. Providing for the 'peak' can leave large areas of land unused during the majority of the year. This is balanced by the local businesses' assertion that they lose business in the 'peak' due to a lack of parking. Striking the right balance is a key part of the Activity Centre planning process.

This Technical Memo should be read in conjunction with the previous Technical Memos: *Dunsborough Town Centre Parking Utilisation and Turnover Survey* (Feb 2020) and *Busselton City Centre Parking Utilisation and Turnover Survey* (Mar 2020).

2.2 Objectives

The objective of this Technical Memo is to present the methodology that SMEC has used to derive the base demands and consequently obtain agreement from the City for the proposed demands.



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The base demands are important as they will form a basis for future demands used in other projects encompassing these areas. As such, SMEC has allowed two weeks in the project timeline as hold point to allow the City to review and agree the base demands.

2.3 Scope

The scope of this memo is as follows:

- Summarise existing parking
- Discussion on industry standards for parking capacity
- Proposed Base Demand

3 Dunsborough Existing Parking

Demand and supply for parking in Dunsborough Town Centre is given in Table 1, showing maximum hourly demand. The peak season survey was conducted on 7 January 2020, and the non-peak survey was conducted on 1 May 2019.

Table 1 - Dunsborough Parking Occupancy

	Peak Season	Non-peak Season
Maximum hourly demand	786	565
Supply	1315	1320
Occupancy	60%	43%

During the hour of maximum demand (14:00) in the peak season there is an ample supply of parking.

3.1 High Demand Areas

During the peak season, in Dunsborough there are three parking areas that have a maximum hourly demand in excess of 85% of supply, refer Table 2.

Table 2 - Dunsborough High Demand Areas

Peak Season	Area 3 – Coles Car Park – Adjacent to Cyrillean Way	Area 4 – Naturaliste Terrace - Adjacent to Cyrillean Way	Area 6 – Dunn Bay Road – Dunsborough Place to Seymour Boulevard
Maximum hourly demand (13:30 – 14:30)	206	54	40
Supply	242	56	41
Occupancy	86%	96%	98%



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All these zones are located near the land-use that would likely to attract social and commercial activities during holiday peaks, refer Figure 1. Closer analysis shows that only Area 4 – Naturaliste Terrace and Area 6 – Dunn Bay Road have prolonged demand above 85% occupancy.



Figure 1 - Dunsborough Central Parking Areas

Area 4 has high demand between 09:15 and 14:45. Area 6 has high demand between 12:45 and 15:15.

3.2 Comparison of Peak and Non-peak Demand

In the Dunsborough Town Centre the parking demand is over 500 spaces across the morning and into the afternoon in both the peak and non-peak (09:45 to 15:00). During the peak day, demand is over 600 spaces for most of the working day (10:00 to 16:30). However, demand in the non-peak does not reach 600 spaces, refer Figure 2.



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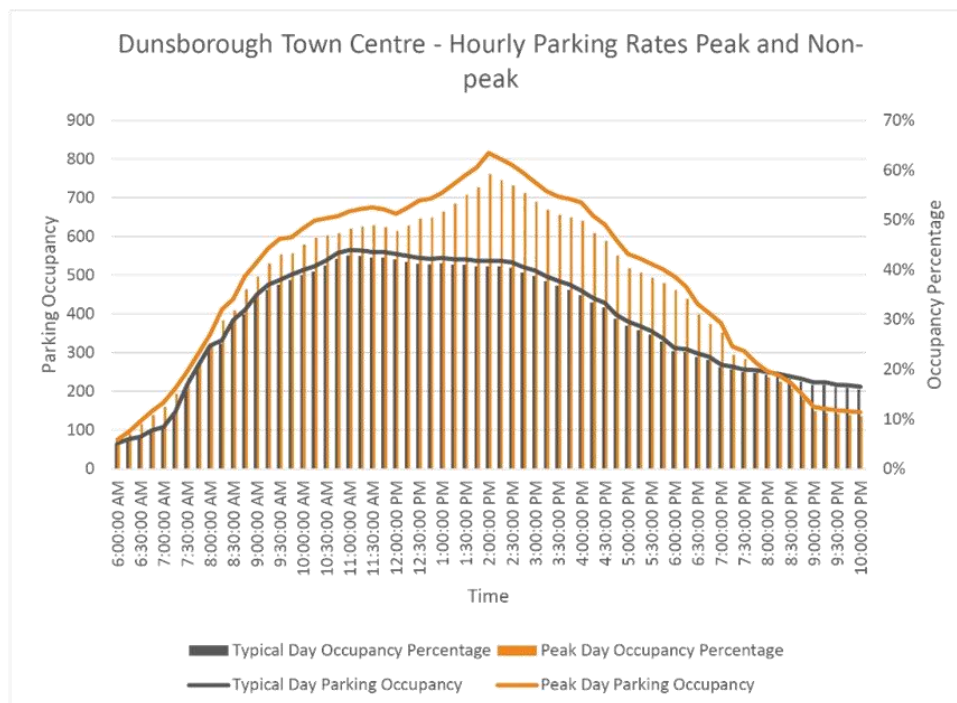


Figure 2 - Dunsborough Comparison of Demands

In the peak, parking demand is over 700 spaces in the early afternoon (13:00 and 15:30). Figure 2 shows this as a clear peak in demand, in comparison to non-peak which has a steady demand.

4 Busselton Existing Parking

Demand and supply for parking in Busselton is given in Table 3, showing maximum hourly demand. The peak season survey was conducted on 7 January 2020, and the non-peak survey was conducted on 4 December 2019.

Table 3 - Busselton Parking Occupancy

	Peak Season	Non-peak Season
Maximum hourly demand	2126	1960
Supply	3774	3774
Occupancy	56%	52%

During the hour of maximum demand (12:00) in the peak season there is ample supply of parking.



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4.1 High Demand Areas – Peak Season

Within Busselton there are several areas that are fully occupied for much of the day in the peak season, refer to Table 4. This high demand is centred on the Busselton Jetty and Queens Street. During the non-peak these areas also have high demand, with many of these areas being over 85% occupied.

Table 4 – Busselton High Demand Areas

Peak Season	Area 1 – Busselton Jetty Car Park	Area 2 – Foreshore Parade (west) and Queens Street (north)	Area 3 – Busselton Tennis Courts	Area 4 – Car Park between Marine Tce – Foreshore Parade	Area 36 – Coles Car Park
Maximum hourly demand (14:00-15:00)	216	24	95	310	112 (12:00-13:00)
Supply	249	24	104	324	117
Occupancy	87%	100%	91%	96%	96%

The high demand is centred around Busselton Jetty, as would be expected in the peak season, refer to Figure 3 for parking locations. Coles car park, in the town centre, is the other high demand area.



Figure 3 - Busselton Jetty High Demand Areas

The only car park that has extended high demand is Area 2. From 10:15 to 18:15 the car park has over 85% occupancy.

4.2 High Demand Areas – Non-peak Season

In Busselton in the Non-peak Season, only the Coles car park reaches over 85% occupancy for more than an hour. This is from 11:30 to 12:45.

4.3 Comparison of Peak and Non-Peak Demand

Parking demand in the Busselton City Centre is reasonably consistent across the working day. There is demand for over 1,900 spaces in the middle of the day in both the peak and non-peak (11:45 to 14:00). During the peak day, demand is over 2,000 spaces during this time for the peak.



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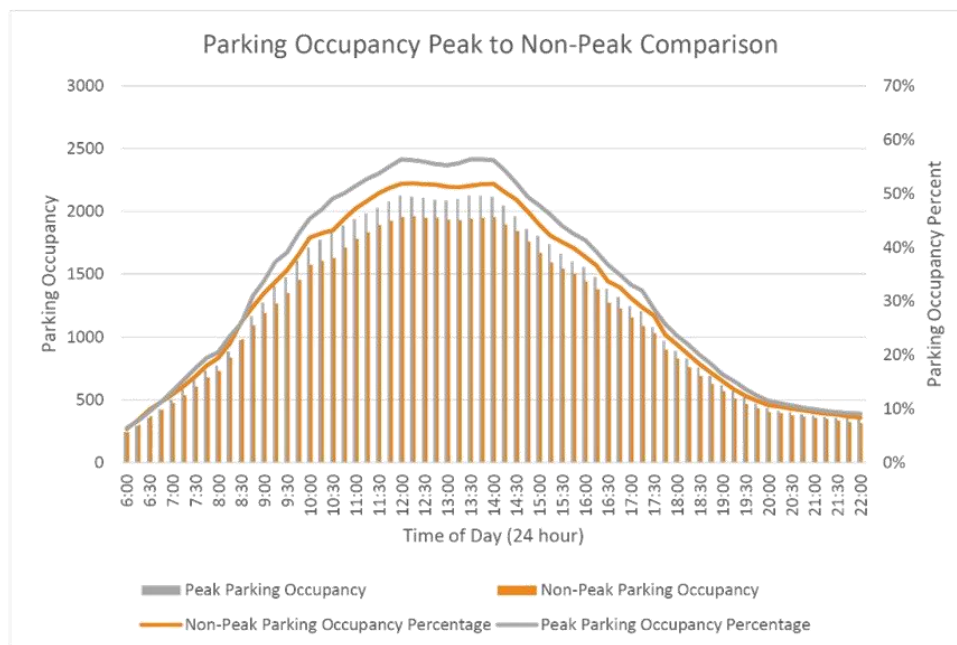


Figure 4 - Busselton Comparison of Demands

5 Industry Standards

An occupancy rate of 85% is taken as the industry standard for an efficient use of a car park. At higher occupancy rates people perceive it as difficult to find a space, leading to frustration. When the occupancy rate is above 85% for an extended period, generally four hours or more, the perception is that there is a lack of parking.

High occupancy rates imply that there is unmet demand and supply should be increased. High occupancy rates also lead to traffic circulating to find a space, which can cause congestion.

5.1 Application of Industry Standards in Dunsborough

Dunsborough has a notable difference in parking demand between Peak Season and Non-peak Season.

As the overall parking demand does not reach over 60% there is no unmet demand.

5.2 Application of Industry Standards in Busselton

Busselton has no notable difference in parking demand between Peak Season and Non-peak Season.



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There is unmet parking demand in the vicinity of Busselton Jetty, however, the informal parking that the City provides in Signal Park provides an adequate overflow.

6 Proposed Base Demand

6.1 Demand Levels

The demand levels set will be scaled into future demand. For this reason, a base demand should be set rather than taking the highest demand. Once the demand has been set and scaled then SMEC will look at recommendations for the future supply.

6.2 Dunsborough Town Centre

A parking demand of 670 spaces is recommended for Dunsborough Town Centre.

This demand is exceeded for four hours (12:15 to 16:15) in the peak season, and not at all in the non-peak.

6.3 Busselton City Centre

A parking demand of 1880 spaces is recommended for Busselton City Centre.

This demand is exceeded for four hours (10:45 to 14:45) in the peak season, and for three hours in the non-peak (11:30 to 14:30).

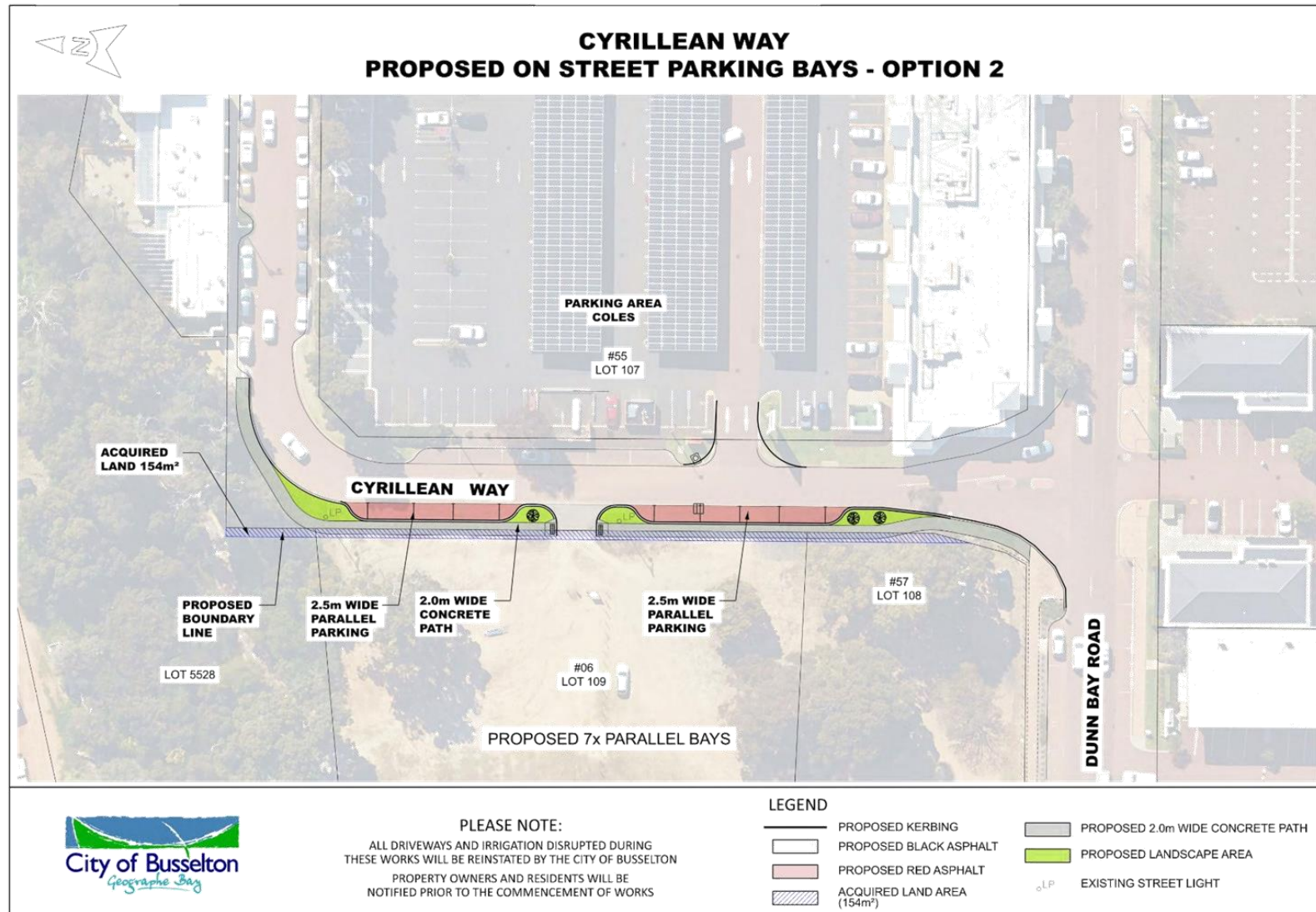


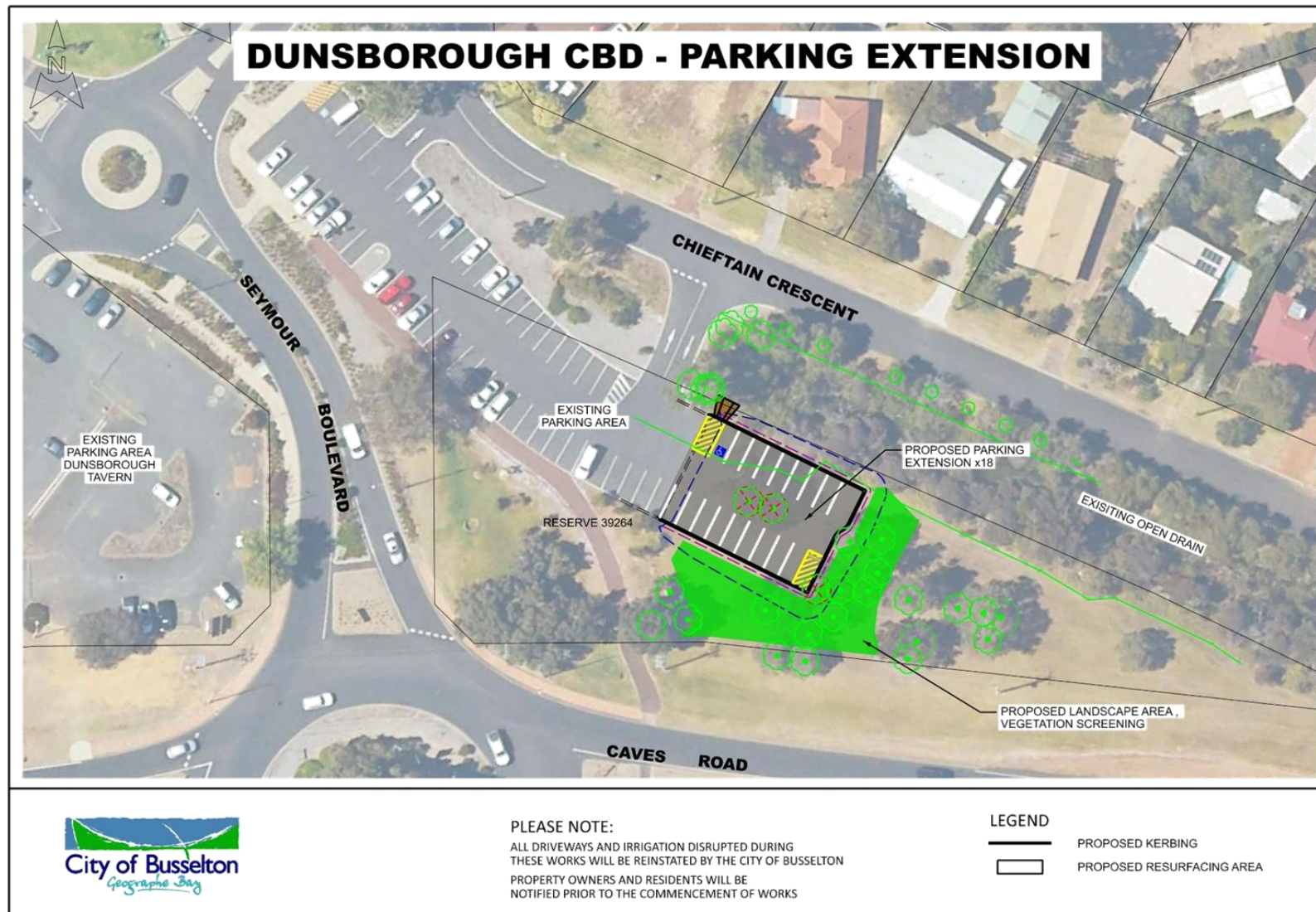
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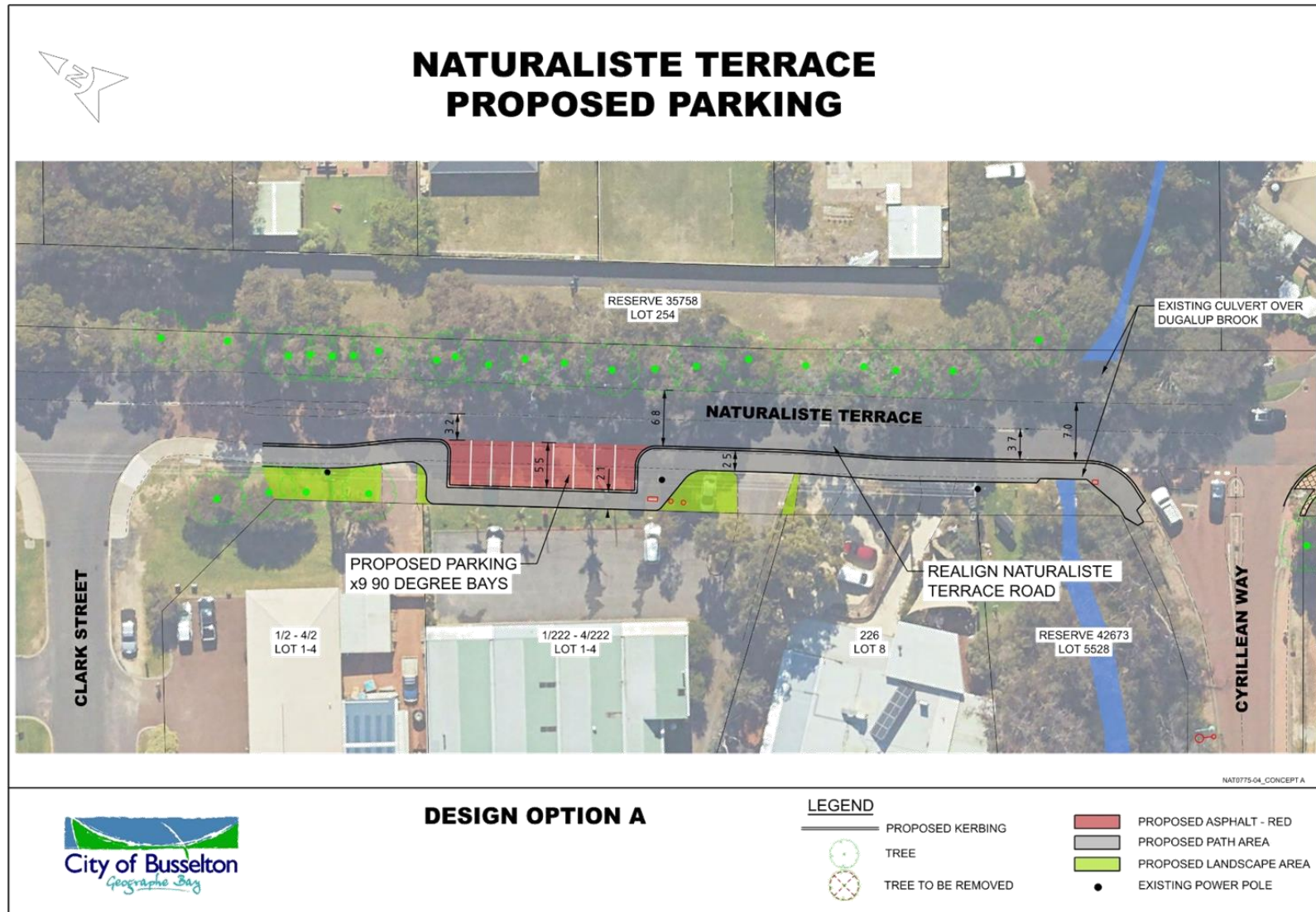
Appendix E Current Proposed Parking Changes

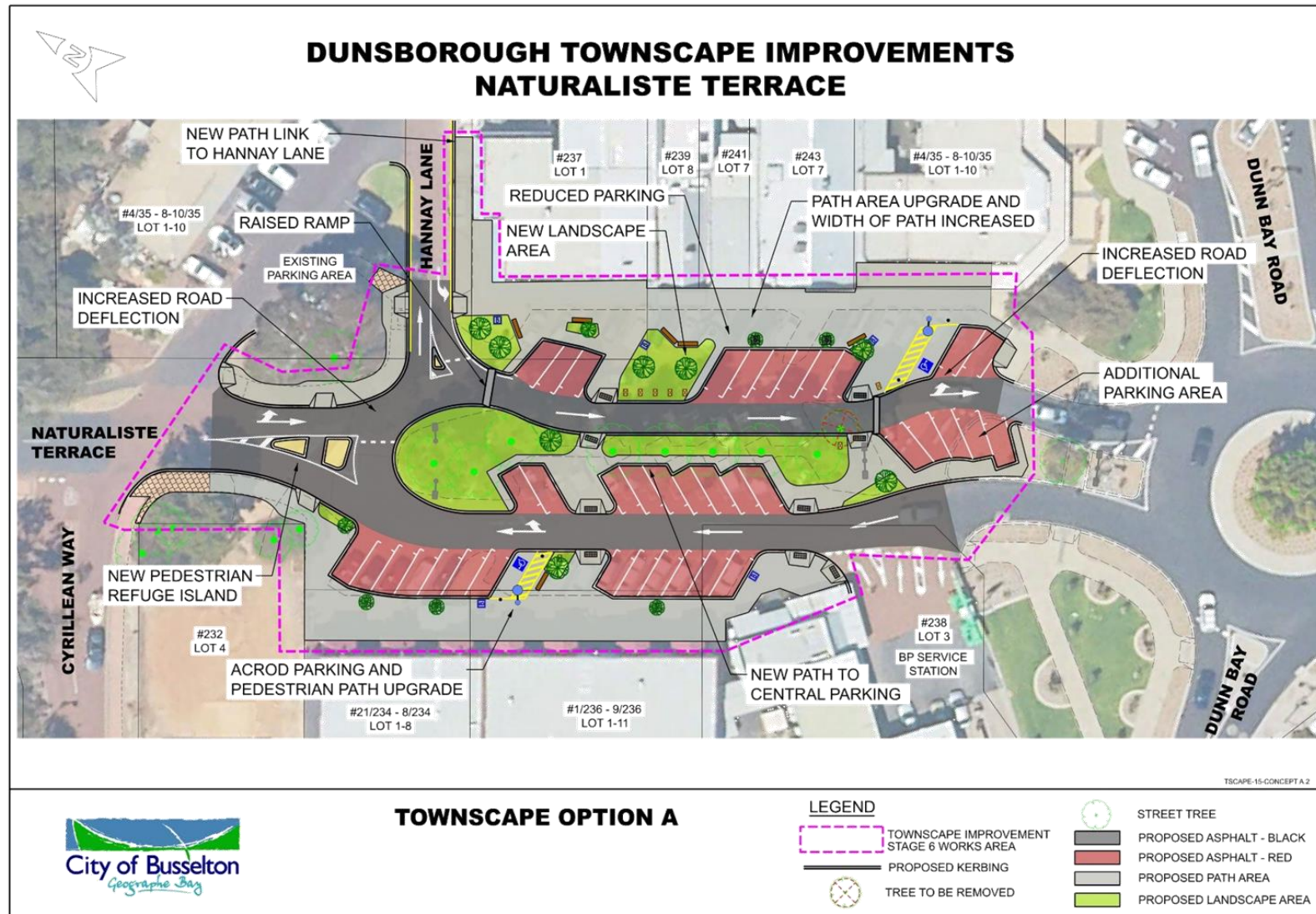
Dunsborough

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local people
global experience



14. ENGINEERING AND WORK SERVICES REPORT



Nil

15. COMMUNITY AND COMMERCIAL SERVICES REPORT

Nil

16. FINANCE AND CORPORATE SERVICES REPORT

16.1 PARKING LOCAL LAW

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Local Laws
BUSINESS UNIT	Corporate Services
REPORTING OFFICER	Legal Officer - Briony McGinty
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Legislative: to adopt legislative documents e.g. local laws, local planning schemes, local planning policies
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Proposed Parking Local Law  

OFFICER RECOMMENDATION

That the Council:

1. Resolves to make the *City of Busselton Parking Local Law 2020* in accordance with section 3.12(4) of the *Local Government Act 1995*.
2. Authorises the Chief Executive Officer to carry out the processes required to make the *City of Busselton Parking Local Law 2020* in accordance with section 3.12(5) and section 3.12(6) of the *Local Government Act 1995*.

EXECUTIVE SUMMARY

The *Local Government Act 1995* (the Act) requires that local laws be reviewed every eight (8) years. The City's *Shire of Busselton Parking Local Law* (Current Local Law) was gazetted in 2011 and is due for review. The City has prepared an updated version which incorporates recent legislative changes impacting on the local law, as well as updating infringement penalties which have not been amended for nearly nine (9) years.

Council previously resolved to authorise the preparation and advertising of the proposed *City of Busselton Parking Local Law 2020* (Proposed Local Law). The purpose of this report is for Council to consider submissions received in relation to the Proposed Local Law and to consider whether to make the Proposed Local Law pursuant to Section 3.12 of the Act.

It is recommended that Council resolve to make the Proposed Local Law.

BACKGROUND

Council resolved at its meeting on 12 August 2020:

That the Council:

- 1) Commences the law-making process for the *City of Busselton Parking Local Law 2020* inclusive of Committee amendments as per Attachment C, the purpose and effect of the local law being as follows:

Purpose: To regulate and control the movement and parking of vehicles throughout the district.

Effect: To provide a well-regulated parking environment for all persons in the district.

- 2) Authorises the CEO to carry out the law-making procedure under section 3.12(3) of the *Local Government Act 1995*, by:

- (a) *Giving Statewide public notice and local public notice of the Parking Local Law inclusive of Committee amendments as per Attachment C; and*
 - (b) *Giving a copy of the Parking Local Law inclusive of Committee amendments as per Attachment C and public notice to the Minister for Local Government.*
- 3) *Directs the CEO, after the close of the public consultation period, to submit a report to the Council on any submissions received on the Parking Local Law to enable the Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4) of the Local Government Act 1995.*

Pursuant to the abovementioned Council resolution, the Proposed Local Law was advertised for public comment and a copy given to the Minister for Local Government. No public submissions have been received. The response from the Department of Local Government, Sport and Cultural Industries (DLG) is discussed under the Officer Comment section of this report.

OFFICER COMMENT

The advice and comments received from the DLG have resulted in changes being made to the original version of the local law which was presented to Council at its 12 August 2020 meeting. The Proposed Local Law (as amended) is now referred back to Council to consider whether or not to make the Proposed Local Law.

The DLG made a number of minor editing suggestions which have been incorporated into the Proposed Local Law and can be seen in the mark-ups.

The DLG also suggested one substantive change which relates to clause 2.1 and the ability to determine parking requirements under delegation. Both the City's Current Local Law and the version of the Proposed Local Law presented to Council on 12 August 2020 were both drafted in such a fashion as to allow the determination of parking requirements by Council, or under delegation. There is currently a delegation in place to the CEO which allows amendments to the Consolidated Parking Scheme to be determined by the CEO, subject to various information and call-in provisions.

The DLG advice is that clause 2.1:

"represents a "determination device" since it allows a mechanism for the City to change how the local law applies to certain streets and areas.

The Joint Standing Committee on Delegated Legislation (JSC) is reluctant to allow the use of determination devices, since they allow the local law to change without using the process in section 3.12 of the Local Government Act 1995.

While the Committee has allowed them in parking local laws, this is subject to the condition that the decision not be delegable. Accordingly, it is suggested that clause 2.1(1) be amended by changing "Council may constitute" to "Council may by resolution constitute". This will make it clear that the decision must be made by a Council resolution and cannot be made via a delegation to City staff."

Previous public reports by the JSC dating back to 2006 have raised this issue. The DLG also advised that the JSC have recently required undertakings from local governments who have attempted to make clause 2.1 delegable. It appears that the clause under which the City has been operating for the past 9 years may have "slipped through" the review mechanism of the JSC at the time of its gazettal, allowing for such decisions to be delegable.

If the ability to make determinations under clause 2.1 is not delegable, City staff will be required to present a report to Council to resolve to amend the Parking Scheme when necessary. Although there will be some increase in administrative burden, this can be accommodated within current processes and resources. City staff already draft memos to the CEO to amend the Parking Scheme and this will now be done in the form of a Council report.

There is the option to not make the change as suggested by the DLG. However, their advice clearly suggests that these types of clause are unacceptable to the JSC. Once gazetted and reviewed by the JSC it is highly likely that the JSC will require the City to undertake not to use the power of delegation until such time as the local law is amended to include the words “by resolution”. This would require an amendment local law. The process for amending a local law is the same as for creating a new local law and is resource intensive. Failure to comply with a request from the JSC will likely result in the local law being disallowed.

For these reasons, it is recommended that the City make the change as suggested by the DLG.

Statutory Environment

Section 3.5 of the Act provides Council with the head of power for making a parking local law.

The procedure for making local laws is set out in section 3.12 of the Act and Regulation 3 of the *Local Government (Functions and General) Regulations 1996*. Under section 3.12(4) of the Act, Council is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from what was originally proposed. A decision to make a local law has to be supported by an absolute majority of Council.

If Council resolves to make the Proposed Local Law then the process required under section 3.12(5) and (6) of the Act needs to be carried out. Section 3.12(5) requires that the local law be published in the *Government Gazette* and a copy be provided to the Minister for Local Government. Section 3.12(6) requires that after the local law has been published in the *Government Gazette*, the City must give local public notice stating the title of the local law, summarising the purpose and effect of the local law and advising that the local law is published on the City’s official website, and that copies of the local law may be inspected at or obtained from the City offices.

In accordance with section 3.14 of the Act the local law will come into operation on the 14th day after publication in the *Government Gazette*.

Parliamentary Scrutiny

Section 42 of the *Interpretation Act 1984* allows the WA State Parliament to disallow a local law, which is a mechanism to guard against the making of subsidiary legislation that is not authorised or contemplated by the empowering enactment, has an adverse effect on existing rights or ousts or modifies the rules of fairness. Parliament has appointed the Joint Standing Committee on Delegated Legislation (JSC) which is a committee of State politicians from both houses of the Western Australian Parliament, to undertake an overseeing role on its behalf, which includes the power to scrutinise and recommend the disallowance of local laws to the Parliament. After gazettal, a copy of the Parking Local Law will be sent to the JSC who will examine the local law and determine whether or not it complies with the abovementioned criteria.

Relevant Plans and Policies

The City of Busselton Consolidated Parking Scheme determines parking stalls, parking stations and parking areas created under the Current Local Law. Where a sign has been erected to give effect to a determination under the Current Local Law, it will be deemed to have been erected by the local government under the Proposed Local Law and will continue to have effect.

Financial Implications

Costs associated with the advertising and gazettal of the Parking Local Law will come from the legal budget. These costs are unlikely to exceed \$2,000.

In terms of the increase in modified penalties, the City is unlikely to see any significant increase in income, given the City's approach to its regulatory functions. Proposed increases are minor and based on a review of the City's existing amounts and a comparison of other southwest local governments.

Making and implementing the Parking Local Law should not have any other financial implications for the City.

Stakeholder Consultation

The Proposed Local Law was advertised publicly for a minimum of six weeks in accordance with the requirements under section 3.12(3)(a) of the Act. No public submissions have been received.

In accordance with section 3.12(3)(b) of the Act, a copy of the Proposed Local Law was forwarded for consideration and comment to the Minister for Local Government. The DLG responded on behalf of its Minister and suggested changes to the Proposed Local Law, discussed under Officer Comment above.

Risk Assessment

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

Options

As an alternative to the proposed recommendation, the Council could choose to vary the provisions of the Proposed Local Law in any number of ways. However, for the reasons outlined in this report, the Proposed Local Law is the form of local law recommended.

If any changes are made which are of a significant nature the Proposed Local Law would need to be re-advertised.

CONCLUSION

The Current Local Law requires review. The Proposed Local Law has been prepared in line with current needs, expectations and operational requirements. It has been advertised publicly in accordance with the Act. Only changes required to make the local law acceptable to the JSC (and some minor edits) have been recommended following advertising. It is recommended that Council resolve to make the Proposed Local Law.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council resolve to make the Proposed Local Law it will need to be gazetted and will come into operation on the 14th day after publication in the government gazette. The timeframe for completion of the gazettal process is approximately thirty days from the date of the Council resolution.

City of Busselton

Style Definition: TOC 2

PARKING LOCAL LAW 2020

Local Government Act 1995

City of Busselton

Parking Local Law 2020

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SCHEDULE 1 - PARKING REGION

SCHEDULE 2 - PRESCRIBED OFFENCES

Local Government Act 1995

City of Busselton

Parking Local Law 2020

Under the powers conferred by the *Local Government Act 1995* and under all powers enabling it, the Council of the City of Busselton resolved on 25 November 2020 to make the following local law.

Deleted: [add date]

Part 1 - Preliminary

1.1 Title

This is the *City of Busselton Parking Local Law 2020*.

Deleted:

1.2 Commencement

This law comes into operation 14 days after it is published in the *Government Gazette*.

1.3 Repeal

The *Shire of Busselton Parking Local Law 2011*, published in the *Government Gazette* on 30 November 2011, is repealed.

1.4 Terms used

In this local law, unless the contrary intention appears -

Act means the *Local Government Act 1995*;

authorised person means a person appointed by the Council or the CEO, under section 9.10 of the Act, to perform any of the functions of an authorised person under this local law;

authorised vehicle means a vehicle authorised by the CEO or an authorised person, or under any written law, to be parked on a thoroughfare or parking facility;

bicycle has the meaning given in the Code;

bicycle path has the meaning given in the Code;

bus has the meaning given in the Code;

bus embayment has the meaning given in the Code;

bus stop has the meaning given in the Code;

bus zone has the meaning given in the Code;

caravan has the meaning given in the *Caravans Parks and Camping Grounds Act 1995*;

carriageway means –

- (a) a portion of thoroughfare that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and
- (b) where a thoroughfare has 2 or more of those portions divided by a median strip, the expression means each of those portions, separately;

centre in relation to a carriageway, means a line or a series of lines, marks or other indications –

- (a) for a 2-way carriageway – placed so as to delineate vehicular traffic travelling in different directions; or
- (b) in the absence of any such lines, marks or other indications – the middle of the main, travelled portion of the carriageway;

children's crossing has the meaning given in the Code;

CEO means the Chief Executive Officer of the local government;

City means the City of Busselton;

Code means the *Road Traffic Code 2000*;

commercial vehicle –

- (a) means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers; and
- (b) includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

Council means the Council of the local government;

disability parking permit has the meaning given in the *Local Government (Parking for People with Disabilities) Regulations 2014*;

district means the district of the local government;

driver means any person driving or in control of a vehicle;

edge line for a carriageway means a line marked along the carriageway at or near the far left or the far right of the carriageway;

emergency vehicle has the meaning given in the Code;

footpath has the meaning given in the Code;

GVM (which stands for 'gross vehicle mass'), in relation to a vehicle, has the meaning given in the *Road Traffic (Vehicles) Act 2012*;

loading zone means a parking stall which is set aside for use by commercial vehicles if there is a sign referable to that stall marked 'loading zone';

local government means the City of Busselton;

mail zone has the meaning given in the Code;

median strip has the meaning given in the Code;

motor cycle has the meaning given in the Code;

motor vehicle means a self-propelled vehicle that is not operated on rails; and the expression includes a trailer, semi-trailer or caravan while attached to a motor vehicle, but does not include a power assisted pedal cycle;

no parking area has the meaning given in the Code;

no parking sign means a sign with –

- (a) the words 'no parking' in red letters on a white background; or
- (b) the letter 'P' within a red annulus and a red diagonal line across it on a white background;

no stopping area has the meaning given in the Code;

no stopping sign means a sign with –

- (a) the words 'no stopping' or 'no standing' in red letters on a white background; or
- (b) the letter 'S' within a red annulus and a red diagonal line across it on a white background;

occupier has the meaning given in the Act;

owner –

- (a) where used in relation to a vehicle licensed under the *Road Traffic (Vehicles) Act 2012*, means the person in whose name the vehicle has been registered under that Act;
- (b) where used in relation to any other vehicle, means the person who owns, or is entitled to possession of, that vehicle; and
- (c) where used in relation to land, has the meaning given to it by the Act;

park has the meaning given in the Code;

parking area has the meaning given in the Code;

parking facilities –

- (a) means land, buildings, shelters, parking stations, parking stalls and other facilities open to the public generally for the parking of vehicles with or without charge; and
- (b) includes signs, notices and facilities used in connection with the parking of vehicles;

parking region means the area described in Schedule 1;

parking stall means a section or part of a thoroughfare or parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked;

parking station means any land or structure provided for the purpose of accommodating vehicles with or without charge;

pedestrian crossing has the meaning given in the Code;

public place means any place to which the public has access whether or not that place is on private property;

reserve means any land -

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within the meaning of section 3.53 of the Act;

Road Traffic Act means the *Road Traffic Act 1974*;

Schedule means a Schedule to this local law;

shared zone has the meaning given in the Code;

sign includes a traffic sign, inscription, road marking, mark, structure or device, on which may be shown words, numbers, expressions or symbols, that is -

- (a) approved by the CEO or an authorised person; and
- (b) placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking and stopping of vehicles;

special purpose vehicle has the meaning given in the Code;

stop, in relation to a vehicle, has the meaning given in the Code;

symbol includes any symbol specified by Australian Standard 1742.11-1999 and any symbol specified from time to time by Standards Australia for use in the regulation of parking and any reference to the wording of any sign in this local law is taken to include a reference to the corresponding symbol;

taxi has the meaning given in the Code;

taxi zone has the meaning given in the Code;

thoroughfare has the meaning given in the Act;

traffic island has the meaning given in the Code;

trailer has the meaning given in the Code;

vehicle has the meaning given in the *Road Traffic (Administration) Act 2008*; and

verge means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line, but does not include a footpath.

1.5 Application of particular terms

- (1) For the purposes of the application of the terms '**no parking area**' and '**parking area**', an arrow inscribed on a traffic sign erected at an angle to the boundary of the carriageway is taken to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.
- (2) Unless the context otherwise requires, where a term is used, but not defined, in this local law, and that term is defined in the Road Traffic Act, the *Road Traffic (Administration) Act 2008*, the *Road Traffic (Vehicles) Act 2012* or in the Code, then the term is to have the meaning given in one of those Acts or the Code.

1.6 Application

- (1) Subject to subclause (2), this local law applies to the parking region.
- (2) This local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.
- (3) The agreement referred to in subclause (2) may be made on such terms and conditions as the parties may agree.

1.7 Pre-existing signs

- (1) A sign that -
 - (a) was erected by the local government or the Commissioner of Main Roads before the commencement of this local law; and
 - (b) relates to the parking of vehicles within the parking region,is taken to have been erected by the local government under this local law.
- (2) An inscription, word, number, expression or symbol on a sign referred to in subclause (1) operates and has effect according to its tenor.

- (3) Where an inscription, word, number, expression or symbol relates to the stopping of vehicles, it is taken to operate and have effect as if it related to the parking of vehicles.
- (4) Parts 2, 3, 4 and 5 of this local law do not apply to a bicycle parked at a bicycle rail or bicycle rack.

1.8 Classes of vehicles

For the purposes of this local law, vehicles are divided into classes as follows -

- (a) buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other vehicles.

1.9 Part of thoroughfare to which sign applies

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign is to be read as applying to that part of the thoroughfare which -

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

1.10 Powers of the Council

The Council may prohibit or regulate, by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region but must do so consistently with this local law.

Part 2 - Parking stalls, parking stations and parking areas

2.1 Determination of parking stalls, parking stations and parking areas

- (1) The Council may by resolution constitute, determine or vary -
 - (a) parking stalls;
 - (b) parking stations;
 - (c) parking areas;
 - (d) no parking areas;
 - (e) no stopping areas;

- (f) permitted time and conditions of parking in parking stalls, parking stations and parking areas which may vary with the locality;
 - (g) permitted classes of vehicles which may park in parking stalls, parking areas and parking stations;
 - (h) permitted classes of persons who may park in specified parking stalls, parking stations and parking areas; and
 - (i) the manner of parking in parking stalls, parking stations and parking areas.
- (2) Where the Council makes a determination under subclause (1), the CEO must give local public notice of, and erect signs to give effect to, the determination.

2.2 Vehicles to be within parking stall

- (1) Subject to subclauses (2), (3) and (4), a person must not park a vehicle in a parking stall otherwise than -
- (a) parallel to and as close to the kerb as is practicable;
 - (b) wholly within the stall; and
 - (c) if in a thoroughfare, headed in the direction of the movement of traffic on the side of the thoroughfare in which the stall is situated.
- (2) Subject to subclause (3), where a parking stall is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.
- (3) If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle must do so within the minimum number of parking stalls needed to park that vehicle.
- (4) A person must not park a vehicle partly within and partly outside a parking area.

2.3 Parking prohibitions and restrictions

- (1) A person must not -
- (a) park a vehicle so as to obstruct an entrance to or an exit from a parking station, or an access way within a parking station;
 - (b) except with the permission of the CEO or an authorised person, park a vehicle on any part of a parking station contrary to a sign referable to that part;
 - (c) permit a vehicle to park on any part of a parking station, if an authorised person directs the driver of such vehicle to move the vehicle; or

- (d) park or attempt to park a vehicle in a parking stall in which another vehicle is parked, but this paragraph does not prevent the parking of a motorcycle and a bicycle together in a stall marked 'M/C', if the bicycle is parked in accordance with subclause (2).
- (2) Despite subclause (1)(b), a driver may park a vehicle in a permissive parking stall or station (except in a parking area for people with disabilities) for twice the length of time allowed, provided that -
 - (a) the driver's vehicle displays a current disability parking permit; and
 - (b) a disabled person to which that disability parking permit relates is either the driver of the vehicle or a passenger in the vehicle.

Part 3 - Parking generally

3.1 Restrictions on parking in particular areas

- (1) Subject to subclause (3), a person must not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station -
 - (a) if by a sign it is set apart for the parking of vehicles of a different class;
 - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
 - (c) during any period when the parking of vehicles is prohibited by a sign.
- (2) Subclause (3) applies to a driver if -
 - (a) the driver's vehicle displays a current disability parking permit; and
 - (b) a person with a disability to which the disability parking permit relates is either the driver of the vehicle or a passenger in the vehicle.
- (3) The driver may park a vehicle in a thoroughfare, part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates, for twice the period indicated on the sign.
- (4) A person must not park a vehicle -
 - (a) in a no parking area;
 - (b) in a parking area, except in accordance with both the signs associated with the parking area and with this local law; or
 - (c) in a stall marked 'M/C' unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.

- (5) A person must not, without the permission of the CEO or an authorised person, park a vehicle in an area designated by a sign stating 'authorised vehicles only'.

3.2 Parking vehicle on a carriageway

- (1) A person parking a vehicle on a carriageway other than in a parking stall must park it -
- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
 - (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
 - (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or any continuous line or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;
 - (d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a bicycle, or a motorcycle without a trailer, parked in accordance with this local law; and
 - (e) so that it does not obstruct any vehicle on the carriageway,
- unless otherwise indicated on a sign or by marks on the carriageway.
- (2) In this clause, 'continuous dividing line' means –
- (a) a single continuous dividing line only;
 - (b) a single continuous dividing line to the left or right of a broken dividing line; or
 - (c) 2 parallel continuous dividing lines.

3.3 When parallel and right-angled parking apply

Where a traffic sign associated with a parking area is not inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is -

- (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area must park it as near as practicable to and parallel with that boundary; and
- (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area must park it at approximately right angles to the centre of the carriageway.

3.4 When angle parking applies

- (1) This clause does not apply to -
 - (a) a passenger vehicle or a commercial vehicle with a mass including any load, of over 3 tonnes; or
 - (b) a person parking either a motor cycle without a trailer, or a bicycle.
- (2) Where a sign associated with a parking area is inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area must park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.

3.5 General prohibitions on parking

- (1) This clause does not apply to a vehicle that is permitted to be parked in a parking stall or to a bicycle in a bicycle rack.
- (2) Subclauses (3)(c), (e) and (g) do not apply to a vehicle that is permitted to be parked in a bus embayment.
- (3) Subject to any law relating to intersections with traffic control signals, a person must not park a vehicle so that any portion of the vehicle is -
 - (a) between any other stationary vehicles and the centre of the carriageway;
 - (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
 - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
 - (f) on any footpath or pedestrian crossing;
 - (g) between the boundaries of a carriageway and any double longitudinal line consisting of 2 continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
 - (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;

- (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
- (j) within 3 metres of a public letter pillar box, unless the vehicle is being used for the purposes of collecting postal articles from the pillar box; or
- (k) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked,

unless a sign or markings on the carriageway indicate otherwise.

- (4) A person must not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of -
 - (a) a sign inscribed with the words 'Bus Stop' or 'Hail Bus Here' (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or
 - (b) a children's crossing or pedestrian crossing.
- (5) A person must not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of -
 - (a) a sign inscribed with the words 'Bus Stop' or 'Hail Bus Here' (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
 - (b) a children's crossing or pedestrian crossing.
- (6) A person must not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

3.6 Authorised person may order vehicle on thoroughfare to be moved

The driver of a vehicle must not park, or continue to park, that vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

3.7 Authorised person may mark tyres

- (1) An authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.
- (2) A person must not remove a mark made by an authorised person so that the purpose of the affixing of the mark is defeated or likely to be defeated.

3.8 No movement of vehicles to avoid time limitation

- (1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person must not move a vehicle within the parking facility so that the

total time of parking exceeds the maximum time allowed for parking in the parking facility.

- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person must not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least 2 hours.

3.9 No parking of vehicles exposed for sale and in other circumstances

A person must not park a vehicle on any portion of a thoroughfare -

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is a motor vehicle which is not licensed under the *Road Traffic (Vehicles) Act 2012*;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

3.10 Parking on private land

- (1) In this clause a reference to 'land' does not include land -
 - (a) which belongs to the local government;
 - (b) of which the local government is the management body under the *Land Administration Act 1997*;
 - (c) which is an 'otherwise unvested facility' within section 3.53 of the Act; or
 - (d) which is the subject of an agreement referred to in clause 1.6(2).
- (2) A person must not park a vehicle on land without the consent of the owner or occupier of the land on which the vehicle is parked.
- (3) Where the owner or occupier of the land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person must not park a vehicle on the land otherwise than in accordance with the consent.

3.11 Parking on reserves

A person, other than an employee of the local government in the course of his or her duties or a person authorised by the local government, must not drive or park a vehicle on or over any portion of a reserve other than on an area specifically set aside for that purpose.

3.12 Suspension of parking limitations for urgent, essential or official duties

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the CEO or an authorised person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time to enable the person to carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1) the CEO or an authorised person may, for the duration of that permission, prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates.

Part 4 - Stopping generally

4.1 No stopping and no parking signs, and yellow edge lines

- (1) In this clause, 'unattended', in relation to a vehicle, means that the driver of the vehicle has left the vehicle and the driver is more than 3 metres from the closest point to the vehicle.
- (2) A driver must not stop on a length of carriageway, or in an area, to which a 'no stopping' sign applies.
- (3) A driver must not stop on a length of carriageway, or in an area, to which a 'no parking' sign applies, unless the driver is-
 - (a) dropping off, or picking up, passengers or goods;
 - (b) does not leave the vehicle unattended; and
 - (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.
- (4) A driver must not stop at the side of a carriageway marked with a continuous yellow edge line.

Part 5 - Stopping in zones for particular vehicles

5.1 Stopping in a loading zone

A person must not stop a vehicle in a loading zone unless it is -

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a motor vehicle taking up or setting down passengers,

but, in any event, must not remain in that loading zone -

- (c) for longer than a time indicated on the 'loading zone' sign; or

- (d) longer than 30 minutes (if no time is indicated on the sign).

5.2 Stopping in a taxi zone or a bus zone

- (1) A driver must not stop in a taxi zone, unless the driver is driving a taxi.
- (2) A driver must not stop in a bus zone unless the driver is driving a public bus, or a bus of a type that is permitted to stop at the bus zone by information on or with the 'bus zone' sign applying to the bus zone.

5.3 Stopping in a mail zone

A person must not stop a vehicle in a mail zone.

5.4 Other limitations in zones

A person must not stop a vehicle in a zone to which a traffic sign applies if stopping the vehicle would be contrary to the sign, including any limitation on the sign in respect of classes of persons or vehicles, or specific activities allowed.

Part 6 - Other places where stopping is restricted

6.1 Stopping in a shared zone

A driver must not stop in a shared zone unless -

- (a) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law;
- (b) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;
- (c) the driver is dropping off, or picking up, passengers or goods; or
- (d) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

6.2 Double parking

- (1) A driver must not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.
- (2) This clause does not apply to -
 - (a) a driver stopped in traffic; or
 - (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

6.3 Stopping near an obstruction

A driver must not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

6.4 Stopping on a bridge or in a tunnel, etc.

- (1) A driver must not stop a vehicle on a bridge, causeway, ramp or similar structure unless -
 - (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
 - (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.
- (2) A driver must not stop a vehicle in a tunnel or underpass unless -
 - (a) the carriageway is at least as wide in the tunnel or underpass as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
 - (b) the driver of a motor vehicle stops at a bus stop, or in a bus zone or parking area marked on the carriageway, for the purpose of setting down or taking up passengers.

6.5 Stopping on crests, curves, etc.

- (1) Subject to subclause (2), a driver must not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.
- (2) A driver may stop on a crest or curve on a carriageway that is not in a built-up area if the driver stops at a place on the carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place under this local law.

6.6 Stopping near a fire hydrant etc

- (1) A driver must not stop a vehicle so that any portion of the vehicle is within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless -
 - (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and does not leave the bus unattended; or
 - (b) the driver is driving a taxi, and the driver stops in a taxi zone and does not leave the taxi unattended.
- (2) In this clause a driver leaves the vehicle 'unattended' if the driver leaves the vehicle so the driver is over 3 metres from the closest point of the vehicle.

6.7 Stopping at or near a bus stop

- (1) A driver must not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10 metres of the departure side of a bus stop, unless -
 - (a) the vehicle is a public bus stopped to take up or set down passengers; or
 - (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.
- (2) In this clause -
 - (a) distances are measured in the direction in which the driver is driving; and
 - (b) a trailer attached to a public bus is taken to be a part of the public bus.

6.8 Stopping on a path, median strip, or traffic island

The driver of a vehicle (other than a bicycle or an animal) must not stop so that any portion of the vehicle is on a path, traffic island or median strip, unless the driver –

- (a) stops in an area to which a sign applies; and
- (b) the driver is permitted to stop at that place under this local law.

6.9 Stopping on verge

- (1) A person must not -
 - (a) stop a vehicle (other than a bicycle);
 - (b) stop a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or
 - (c) stop a vehicle during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,so that any portion of it is on a verge.
- (2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a path.

6.10 Obstructing access to and from a path, driveway, etc.

- (1) A driver must not stop a vehicle so that any portion of the vehicle is in front of a path, in a position that obstructs access by vehicles or pedestrians to or from that path, unless -
 - (a) the driver is dropping off, or picking up, passengers; or
 - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.
- (2) A driver must not stop a vehicle on or across a driveway or other way of access for vehicles travelling to or from adjacent land, unless -
 - (a) the driver is dropping off, or picking up, passengers; or
 - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

6.11 Stopping near a letter box

A driver must not stop a vehicle so that any portion of the vehicle is within 3 metres of a public letter box, unless the driver -

- (a) is dropping off, or picking up, passengers or mail; or
- (b) stops at a place on a length of carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place under this local law.

6.12 Stopping on a carriageway – heavy and long vehicles

- (1) A person must not park a vehicle or any combination of vehicles, that, together with any projection on, or load carried by, the vehicle or combination of vehicles, is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes -
 - (a) on a carriageway in a built-up area, for any period exceeding one hour, unless engaged in the picking up or setting down of goods; or
 - (b) on a carriageway outside a built-up area, except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of goods vehicles.
- (2) Nothing in this clause affects the limitations or condition imposed by any other clause or by any local law or sign relating to the parking or stopping of vehicles.

6.13 Stopping on a carriageway with a bicycle parking sign

The driver of a vehicle (other than a bicycle) must not stop on a length of carriageway to which a 'bicycle parking' sign applies, unless the driver is dropping off, or picking up, passengers.

6.14 Stopping on a carriageway with motor cycle parking sign

The driver of a vehicle must not stop on a length of carriageway, or in an area, to which a 'motor cycle parking' sign applies, or an area marked 'M/C' unless -

- (a) the vehicle is a motor cycle; or
- (b) the driver is dropping off, or picking up, passengers.

Part 7 - MISCELLANEOUS

7.1 Removal of notices on vehicle

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle, must not remove from the vehicle any notice put on the vehicle by an authorised person.

7.2 Unauthorised signs and defacing of signs

A person must not without the authority of the CEO or an authorised person -

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write on any part of a sign set up or exhibited by the local government under this local law.

7.3 Signs must be complied with

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

7.4 General provisions about signs

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary, presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.
- (2) The first 3 letters of any day of the week when used on a sign indicate that day of the week.

7.5 Special purpose and emergency vehicles

Despite anything to the contrary in this local law -

- (a) the driver of a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop or park the vehicle in any place at any time; and
- (b) the driver of an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop or park the vehicle at any place at any time.

7.6 Vehicles not to obstruct a public place

- (1) A person must not leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the CEO or an authorised person, or unless authorised under any written law.
- (2) A person does not contravene subclause (1) if the vehicle is left for a period not exceeding 24 hours.

Part 8 - Enforcement

8.1 Legal proceedings

Evidentiary provisions relating to offences involving vehicles are contained in Division 2 of Part 9 of the Act.

8.2 Offences and penalties

- (1) A person who breaches a provision of this local law commits an offence.
- (2) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (3) A person who commits an offence under this local law is to be liable, on conviction, to a penalty not exceeding \$5,000 and, if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.
- (4) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

SCHEDULE 1 - PARKING REGION

[Clause 1.6]

The parking region is the whole of the district, but excludes the following portions of the district -

1. the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
2. prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and
3. any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government.

SCHEDULE 2 - PRESCRIBED OFFENCES
PARKING LOCAL LAW
[Clause 8.2]

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTIES
1	2.2	Failure to park wholly within parking stall	60
2	2.2(4)	Failure to park wholly within parking area	60
3	2.3(1)(a)	Causing obstruction in parking station	60
4	2.3(1)(b)	Parking contrary to sign in parking station	60
5	2.3(1)(c)	Parking contrary to directions of authorised person	60
6	2.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	60
7	3.1(1)(a)	Parking wrong class of vehicle	60
8	3.1(1)(b)	Parking by persons of a different class	60
9	3.1(1)(c)	Parking during prohibited period	60
10	3.1(4)(a)	Parking in no parking area	60
11	3.1(4)(b)	Parking contrary to signs or limitations	60
12	3.1(4)(c)	Parking vehicle in motor cycle only area	60
13	3.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	60
14	3.2(1)(a)	Failure to park on the left of two-way carriageway	100
15	3.2(1)(b)	Failure to park on boundary of one-way carriageway	60
16	3.2(1)(a) or 3.2(1)(b)	Parking against the flow of traffic	60
17	3.2(1)(c)	Parking when distance from farther boundary less than 3 metres	60
18	3.2(1)(d)	Parking closer than 1 metre from another vehicle	60

Deleted: 6

19	3.2(1)(e)	Causing obstruction	100
20	3.3(b)	Failure to park at approximate right angle	60
21	3.4(2)	Failure to park at an appropriate angle	60
22	3.5(3)(a) and 6.2	Double parking	100
23	3.5(3)(b)	Parking on or adjacent to a median strip	60
24	3.5(3)(c)	Denying access to private drive or right of way	100
25	3.5(3)(d)	Parking beside excavation or obstruction so as to obstruct traffic	100
26	3.5(3)(e)	Parking within 10 metres of traffic island	60
27	3.5(3)(f)	Parking on footpath/pedestrian crossing	100
28	3.5(3)(g)	Parking contrary to continuous line markings	60
29	3.5(3)(h)	Parking on intersection	100
30	3.5(3)(i)	Parking within 1 metre of fire hydrant or fire plug	100
31	3.5(3)(j)	Parking within 3 metres of public letter box	60
32	3.5(3)(k)	Parking within 10 metres of intersection	100
33	3.5(4)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	100
34	3.5(5)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	100
35	3.5(6)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	100
36	3.6	Parking contrary to direction of authorised person	100
37	3.7(2)	Removing mark of authorised person	100
38	3.8	Moving vehicle to avoid time limitation	60
39	3.9(a)	Parking in thoroughfare for purpose of sale	60

40	3.9(b)	Parking unlicensed vehicle in thoroughfare	100
41	3.9(c)	Parking a trailer/caravan on a thoroughfare	60
42	3.9(d)	Parking in thoroughfare for purpose of repairs	100
43	3.10 (2)	Parking on land that is not a parking facility without consent	100
44	3.10(3)	Parking on land not in accordance with consent	100
45	3.11	Driving or parking on reserve	100
46	4.1(2)	Stopping contrary to a 'no stopping' sign	60
47	4.1(3)	Parking contrary to a 'no parking' sign	60
48	4.1(4)	Stopping within continuous yellow lines	60
49	5.1	Stopping unlawfully in a loading zone	100
50	5.2	Stopping unlawfully in a taxi zone or bus zone	100
51	5.3	Stopping unlawfully in a mail zone	60
52	5.4	Stopping in a zone contrary to a sign	60
53	6.1	Stopping in a shared zone	100
54	6.3	Stopping near an obstruction	100
55	6.4	Stopping on a bridge or tunnel	100
56	6.5	Stopping on crests/curves etc	100
57	6.6	Stopping near fire hydrant	100
58	6.7	Stopping near bus stop	100
59	6.8	Stopping on path, median strip or traffic island	100
60	6.9	Stopping on verge	60
61	6.10	Obstructing path, a driveway etc	100
62	6.11	Stopping near letter box	60

63	6.12	Stopping heavy or long vehicles on carriageway	100
64	6.13	Stopping in bicycle parking area	60
65	6.14	Stopping in motorcycle parking area	60
66	7.6	Leaving vehicle so as to obstruct a public place	100
67	8.2(1)	All other offences not specified	60



Dated _____ 2020

The Common Seal of the
City of Busselton was affixed by
authority of a resolution
of the Council in the
presence of -

Chief Executive Officer
Michael Stephen Lee Archer

Mayor
Grant Douglas Henley

16.2 ST JOHN AMBULANCE OF WESTERN AUSTRALIA LIMITED LEASE

STRATEGIC GOAL	1. COMMUNITY: Welcoming, friendly, healthy
STRATEGIC OBJECTIVE	1.4 Community services and programs that support people of all ages and backgrounds.
SUBJECT INDEX	Leases
BUSINESS UNIT	Corporate Services
REPORTING OFFICER	Property Management Officer - Julie Oates Property Management Coordinator - Sharon Woodford-Jones
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Quasi-Judicial: to determine an application/matter that directly affects a person's right and interests e.g. development applications, applications for other permits/licences, leases and other decisions that may be appealable to the State Admin Tribunal.
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Premises Plan  

OFFICER RECOMMENDATION

The Council resolves to enter into a lease, subject to the consent of the Minister for Lands, with St. John Ambulance Western Australia Ltd. for a portion of Lot 502 on Deposited Plan 65896, Volume LR3025, Folio 688, H29 Marri Drive, Dunsborough, as shown hatched on Attachment A on the following terms:

- a) The term of the lease to be 21 years;
- b) The rent to commence at \$230.00 inclusive of GST per annum and increased by \$5.00 on each anniversary but exclusive of outgoings;
- c) The lessee will be fully responsible for the maintenance of the buildings and leased area;
- d) All costs associated with the preparation of the lease are to be met by the lessee;
- e) The lease will contain provisions dealing with the shared access easement between lots 501 and 502; and
- f) Other terms to be consistent with the City's standard community group lease.

EXECUTIVE SUMMARY

St John Ambulance Western Australia Ltd (St Johns) currently occupy a building on Lot 502 Marri Drive, Dunsborough, under the holding over provisions of their recently expired lease. St Johns would like to enter into a new lease of these premises for a period of 21 years. As the provider of an essential service to the district, City officers are supportive of their request. The purpose of this report therefore is to seek Council approval for this lease on the terms and conditions outlined.

BACKGROUND

Reserve 28683 in Dunsborough is bounded by Cape Naturaliste Road, Naturaliste Terrace and Marri Drive, Dunsborough. The reserve is largely undisturbed and is densely vegetated, however there is a small portion of the reserve which is used for community services. The development of the St Johns and Department of Fire and Emergency Services (DFES) stations on a portion of the reserve occurred over 20 years ago. Both stations are located adjacent to each other, separated by a shared access way.

In 1999, Council resolved (C992/0069) to enter into a 21-year lease with St Johns prior to providing building consent for their new building. In 2014, due to some concerns raised by the community with regard to the protection of the remainder of the reserve, Council resolved (C1412/317) to excise the portion of land utilised by both St Johns and DFES from the reserve for the permitted purpose of "Community and Cultural Centre & Recreation". In May 2015, Lots 501 and 502 Marri Drive, Dunsborough, were created and a management order was issued to the City with power to lease for a term no longer than 21 years.

OFFICER COMMENT

St Johns perform critical roles in coordinating emergency services in our community. The centralised location of their premises is valuable when responding to services in the Dunsborough district. Entering into a long term arrangement will secure the provision of this service and facilitate future investment in the amenity.

The plan attached shows the area occupied by St Johns within the reserve. Included on the title to the land is an easement to protect the shared accessway which services both lots. The lease will contain appropriate provisions associated with the easement such as the need to keep the accessway clear and maintained to a reasonable standard.

Some time ago, St Johns changed their name from St John Ambulance Association in Western Australia Inc. to St John Ambulance Western Australia Ltd. Despite the change of name, they remain a registered charity and not-for-profit organisation, providing benevolent services to the community.

The policy of Council in recent years has been to grant leases to not-for-profit entities for a period of no more than 10 years. Leases to State Government agencies or organisations that provide essential services have generally been granted a longer term that is reflective of the nature of the service and facilities that these organisations provide. The Lessee in such circumstances will generally take full responsibility under the lease for the construction and ongoing maintenance of the facility and associated outgoings and other costs. Having constructed their own facility and been in this location for some time, City Officers consider that the purpose and activities of St Johns are within the category of Lessees contemplated by this approach and that a term of 21 years is appropriate long term tenure for the preservation of the service.

City officers are working with DFES in relation to a new lease over the adjoining lot and the means by which shared tenure of the building with the local bush fire brigade can be achieved. Whilst it would have been preferable to enter into a lease simultaneously with DFES, there is no compelling requirement to do so, whereas St Johns are keen to proceed with their renewal before embarking on improvements to the facility. The DFES lease will therefore be the subject of a future report to Council.

Statutory Environment

When disposing of property whether by sale, lease or other means, a local government is bound by the requirements of section 3.58 of the *Local Government Act 1995*. There are exemptions to this process under Regulation 30(2)(b)(i) and (ii) of the *Local Government (Functions & General) Regulations* which states "disposal of land to incorporated bodies with objects of benevolent, cultural, educational or similar nature and the member of which are not enlisted to receive any pecuniary profit from the body's transactions, are exempt from the advertising and tender requirements of section 3.58 of the Local Government Act". The constitution of St. Johns is such that this exemption applies.

Relevant Plans and Policies

- Management Plan for Marri reserve (28683), prepared by Green Iguana (Environmental Consultants) adopted August 2004. The proposed lease does not conflict with the Management Plan.
- The recommendation to enter into a lease with St Johns is consistent with the principles of Council Policy entitled 'Leasing of City Premises', adopted 13 May 2020.

Financial Implications

There are no financial implications associated with entering into a lease with St Johns as the City's standard lease is on a full maintaining and repairing basis which includes the payment of outgoings including services and insurance.

The rent applied to community and sporting groups leasing City owned or managed land is currently \$230.00 per annum increased by \$5.00 on each anniversary (all amounts are inclusive of GST). It is proposed that this annual rent be charged to the St Johns.

Stakeholder Consultation

As St Johns have been operating on this site for a number of years and this recommendation relates to formalisation of their occupation, no wider stakeholder consultation has been considered necessary. St Johns have been provided with a copy of the lease and have confirmed they are in agreement with the provisions of the same.

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 resolve to vary the term of the lease.

CONCLUSION

The presence of St Johns in this locality provides a valuable service to the community. St Johns have been compliant Lessees in relation to their obligations under the existing lease. It is therefore recommended that Council enter into a lease with St Johns on the terms and conditions outlined in this report.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

It is anticipated that signing of the lease agreement would be on or before 26 February 2021.



17. CHIEF EXECUTIVE OFFICERS REPORT

17.1 COUNCILLORS INFORMATION BULLETIN

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Councillors' Information Bulletin
BUSINESS UNIT	Executive Services
REPORTING OFFICER	Reporting Officers - Various
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Noting: the item does not require a decision of Council and is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

OFFICER RECOMMENDATION

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

17.1.1 Current Active Tenders

17.1.2 Donations, Contributions and Subsidies Fund – October 2020

EXECUTIVE SUMMARY

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

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

INFORMATION BULLETIN

17.1.1 Current Active Tenders

Note: Information in *italics* has previously been provided to Council, and is again provided for completeness.

RFT03/20 CONSTRUCTION OF BORE(S) – DUNSBOROUGH NON-POTABLE WATER PROJECT

Requirement – to engage an adequately skilled and experienced Contractor to:

- a) *construct, test and equip exploration, production and/or monitoring bore(s) on Mewitt Road, Quindalup (defined in the Request for Tender as the Bore Site) as part of the City's Dunsborough Non-Potable Water Network Project;*
 - b) *comply with DWER requirements in relation to a Hydrogeological Assessment Report for these bores (as specified in the Drilling Licence); and*
 - c) *if required, provide the City with a report on the beneficial use (availability, volume, quality and sustainability) of groundwater available for extraction from this bore(s).*
- A Request for Tender was advertised on 18 July 2020 with a closing date of 20 August 2020. The closing date was extended to 25 August 2020.

- Two submissions were received and have been evaluated.
- The value of the contract exceeded the CEO's current delegated authority under Delegation DA 1-07.
- A recommendation was made to Council at the 14 October 2020 Council Meeting to:
 - accept the tender from Delmoss Nominees Pty Ltd T/A Welldrill as being the most advantageous tender to the City subject to minor variations to be negotiated in accordance with regulation 20 of the *Local Government (Functions and General) Regulations 1996* (FG Regs); and
 - Delegate power and authority to the CEO to negotiate and agree with the successful tenderer minor variations in accordance with Regulation 20 of the FG Regs, subject to such variations and the final terms not exceeding the overall project budget.
- The City has subsequently entered into a contract with Delmoss Nominees Pty Ltd T/A Welldrill for supply of these goods/services.

EOI02/20 CONSTRUCTION OF BUSSELTON PERFORMING ARTS AND CONVENTION CENTRE

Requirement – the construction of the Busselton Performing Arts and Convention Centre.

- An Expression of Interest was advertised on 11 July 2020 with a closing date of 11 August 2020.
- Seven submissions were received.
- The CEO under delegation has shortlisted all seven respondents as acceptable tenderers.
- The original timeframe for issuing the Request for Tender to the shortlisted tenderers was December 2020, but has since been revised to the first quarter of 2021.

PQS05/20 BUSSELTON CBD PAVING UPGRADE

Requirement – the provision of goods and services relating to the installation of large format paving within the Busselton CBD at various locations, to be completed in stages.

- A Request for Applications to Join a Panel of Pre-Qualified Suppliers was advertised on 26 August 2020 with a closing date of 10 September 2020.
- Two submissions were received.
- In accordance with delegation DA 1-10 the CEO has authority to establish the panel and to accept applications to join the panel.
- The CEO approved a recommendation to establish a panel consisting of two pre-qualified suppliers, namely Paving Solutions (WA) Pty Ltd and Artisan Group (WA) Pty Ltd.
- The City has since entered into the following contracts:
 - Stage 1A Works – Paving Solutions (WA) Pty Ltd
 - Stage 1B Works - Artisan Group (WA) Pty Ltd

17.1.2 Donations, Contributions and Subsidies Fund – October 2020

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

Nine applications were approved in October, totalling \$3,300, as outlined in the table below:

Recipient	Purpose	Amount
Radiance Network South West	Radiance South West are seeking assistance to fund the 4th Radiance Festival and Big Pram Walk being held during Peri Natal and Infant Health Awareness Week on Sunday 15 November at Signal Park with free family entertainment, parent education & more. Donation requested to cover the cost of speakers, PA and mic required for the event.	\$500.00
Busselton Woodturners	Hosting a woodturners workshop for the WA Woodturning Association. The workshop will be open to the community and attract many visitors to Busselton. Funds requested to cover the cost to hire the Churchill Park Hall.	\$600.00
Geographe Primary School	Donation requested as a contribution towards year 6 graduation book awards	\$100.00
Lion's Club of Vasse	Funds requested as a contribution towards sound and lighting expenses associated with organising Carols by Candlelight being held at the Vasse Nature Playground on 19 December.	\$600.00
Vasse PS	Donation requested as a contribution towards year 6 graduation book awards	\$100.00
Busselton Art Society	62nd Art in the Park is being held in Mitchell Park from 22 to 25 January 2021. Funds requested to assist with advertising related expenses.	\$500.00
Otis North	Selected to represent WA & compete in the Australian Online National Junior Championships Oct - Dec 2020. Funds to assist with cost of coaching and videography	\$300.00
Remy North	Selected to represent WA & compete in the Australian Online National Junior Championships Oct - Dec 2020. Funds to assist with cost of coaching and videography	\$300.00
Ashley Spencer	Selected to represent WA & compete in the Australian Online National Junior Championships Oct - Dec 2020. Funds to assist with cost of coaching and videography	\$300.00
	October total	\$3,300.00

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

20. CONFIDENTIAL MATTERS

Nil

21. CLOSURE