



Council Agenda

28 February 2018

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 28 FEBRUARY 2018

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, 28 February 2018, commencing at 5.30pm.

Your attendance is respectfully requested.

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

16 February 2018

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 28 FEBRUARY 2018

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS	4
2.	ATTENDANCE	4
3.	PRAYER	4
4.	PUBLIC QUESTION TIME.....	4
5.	ANNOUNCEMENTS WITHOUT DISCUSSION.....	4
6.	APPLICATION FOR LEAVE OF ABSENCE.....	4
7.	PETITIONS AND PRESENTATIONS	4
8.	DISCLOSURE OF INTERESTS	4
9.	CONFIRMATION AND RECEIPT OF MINUTES	4
	Previous Council Meetings	4
9.1	Minutes of the Council Meeting held 14 February 2018.....	4
	Committee Meetings.....	4
9.2	Minutes of the Finance Committee Meeting held 15 February 2018	4
10.	REPORTS OF COMMITTEE	5
10.1	Finance Committee - 15/02/2018 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 JANUARY 2018	5
10.2	Finance Committee - 15/02/2018 - BUDGET AMENDMENT REQUEST	30
11.	PLANNING AND DEVELOPMENT SERVICES REPORT	36
11.1	THIRD PARTY APPEAL RIGHTS IN PLANNING - WALGA.....	36
11.2	BUSH FIRE ADVISORY COMMITTEE – REVOCATION AND APPOINTMENT OF BUSH FIRE CONTROL OFFICERS – BUSH FIRES ACT 1954.....	64
12.	ENGINEERING AND WORKS SERVICES REPORT.....	67
13.	COMMUNITY AND COMMERCIAL SERVICES REPORT	67
14.	FINANCE AND CORPORATE SERVICES REPORT	67
15.	CHIEF EXECUTIVE OFFICER'S REPORT	68
15.1	COUNCILLORS' INFORMATION BULLETIN	68
16.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	108
17.	CONFIDENTIAL REPORTS	108
18.	QUESTIONS FROM MEMBERS	108
19.	PUBLIC QUESTION TIME.....	108
20.	NEXT MEETING DATE	108
21.	CLOSURE	108

1. **DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS**

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

3. **PRAYER**

4. **PUBLIC QUESTION TIME**

Response to Previous Questions Taken on Notice

Public Question Time

5. **ANNOUNCEMENTS WITHOUT DISCUSSION**

Announcements by the Presiding Member

Announcements by other Members at the invitation of the Presiding Member

6. **APPLICATION FOR LEAVE OF ABSENCE**

7. **PETITIONS AND PRESENTATIONS**

8. **DISCLOSURE OF INTERESTS**

9. **CONFIRMATION AND RECEIPT OF MINUTES**

Previous Council Meetings

9.1 **Minutes of the Council Meeting held 14 February 2018**

RECOMMENDATION

That the Minutes of the Council Meeting held 14 February 2018 be confirmed as a true and correct record.

Committee Meetings

9.2 **Minutes of the Finance Committee Meeting held 15 February 2018**

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held 15 February 2018 be confirmed as a true and correct record.

10. REPORTS OF COMMITTEE**10.1 Finance Committee - 15/02/2018 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 JANUARY 2018**

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A FINANCIAL ACTIVITY STATEMENT PERIOD ENDING 31 JANUARY 2018 ↓
	Attachment B INVESTMENT REPORT PERIOD ENDING 31 JANUARY 2018 ↓

This item was considered by the Finance Committee at its meeting on 15 February 2018, the recommendations from which have been included in this report.

PRÉCIS

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 31 January 2018.

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 of 26 July 2017, the Council adopted (C1707/163) the following material variance reporting threshold for the 2017/18 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 2017/18 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 on a quarterly basis; and*
- *Reporting of variances only applies for amounts greater than \$25,000.”*

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

Not applicable.

FINANCIAL IMPLICATIONS

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

Long-term Financial Plan Implications

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

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.1 - ‘Governance systems, process and practices are responsible, ethical and transparent’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

Risk assessments have been previously completed in relation to a number of ‘higher level’ financial matters, including timely and accurate financial reporting to enable the Council to make fully informed financial decisions. The completion of the monthly Financial Activity Statement report is a control that assists in addressing this risk.

CONSULTATION

Not applicable

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 full year 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 also 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 31 January 2018

The Statement of Financial Activity for the period ending 31 January 2018 shows a better than expected Net Current Position (Surplus) of \$17.695M being \$14.77M more than Year to Date Budget.

The following summarises the major variances in accordance with *Council's adopted material variance reporting threshold* that collectively make up the above difference:

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
	\$	\$	\$	%	\$
Revenue from Ordinary Activities	60,386,753	59,715,406	66,349,855	1.12%	671,347
Expenses from Ordinary Activities	(39,642,926)	(41,631,225)	(68,676,967)	4.78%	1,988,299
					0
					0
Non-Operating Grants, Subsidies and Contributions	6,602,056	15,493,673	43,437,175	-57.39%	(8,891,617)
Loss on Asset Disposals	(491,278)	(5,100)	(6,252)	9532.90%	(486,178)
					0
Capital Revenue & (Expenditure)					0
Land & Buildings	(3,507,061)	(12,080,425)	(16,556,693)	70.97%	8,573,364
Plant & Equipment	(1,095,100)	(2,651,944)	(4,279,400)	58.71%	1,556,844
Furniture & Equipment	(324,225)	(624,370)	(830,212)	48.07%	300,145
Infrastructure	(19,169,463)	(33,716,482)	(60,472,821)	43.15%	14,547,019
Proceeds from Sale of Assets	283,593	337,150	635,150	-15.89%	(53,557)
Proceeds from New Loans	110,000	10,110,000	10,110,000	-98.91%	(10,000,000)
Advances to Community Groups	(110,000)	(260,000)	(260,000)	57.69%	150,000
Transfer to Restricted Assets	(1,820,044)	(360,501)	(625,751)	-404.87%	(1,459,543)
Transfer from Restricted Assets	11,355,871	7,354,556	27,808,739	54.41%	4,001,315
Transfer to Reserves	(8,371,580)	(10,636,909)	(16,285,572)	21.30%	2,265,329
Transfer from Reserves	1,560,543	1,146,659	19,921,964	36.09%	413,884

Operating Revenue:

Revenue from ordinary activities is \$671K more than expected when compared to Year to Date (YTD) Budget with the following items meeting the material variance reporting threshold set by Council for the 2017/2018 Financial Year.

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
	\$	\$	\$	%	\$
Revenue from Ordinary Activities					
Other Revenue	323,514	237,482	416,167	36.23%	86,032
Interest Earnings	1,634,174	1,320,081	2,262,996	23.79%	314,093

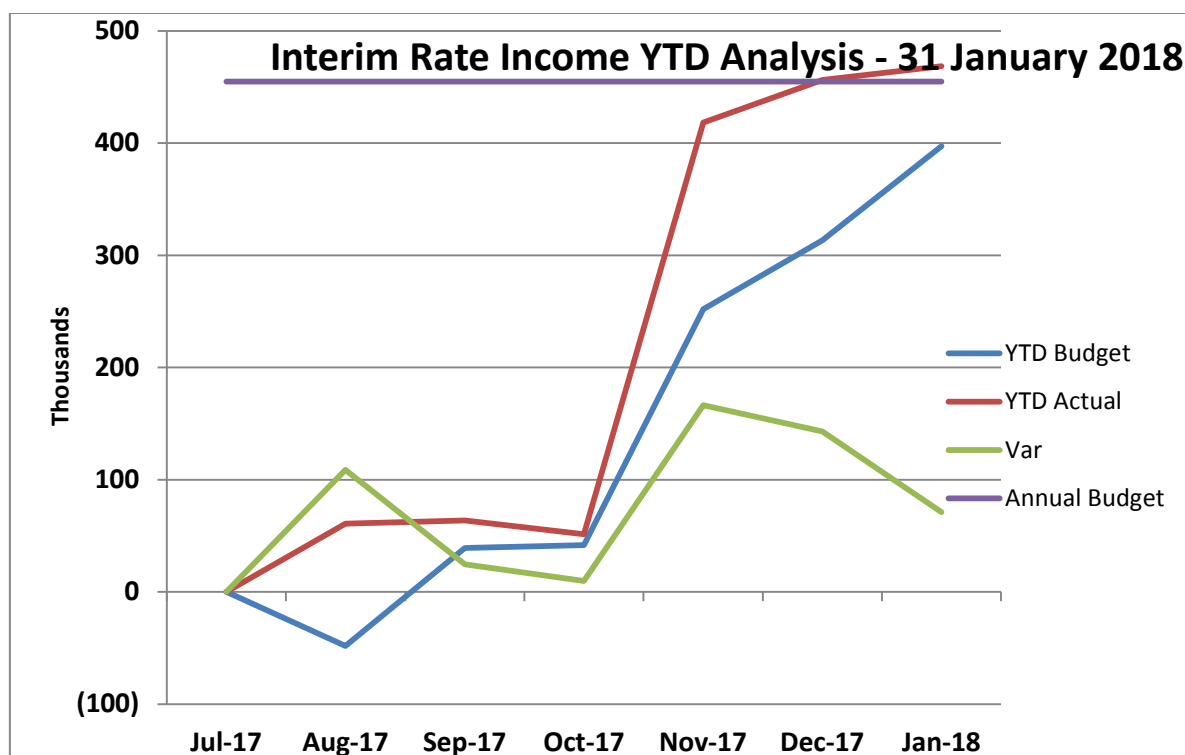
The items predominately impacting the above "Other Revenue" performance is CLAG (Contiguous Local Authority Group) Funding in the amount of \$48K, this item is to be transferred to Trust and Sale of Scrap Materials \$44K.

Interest earnings on Reserves and Restricted funds are currently ahead of YTD Budget in the amount of \$214k with \$103k in Rate Instalment interest currently ahead of YTD Budget, this second item is a timing difference only and it is also expect that Interest earnings on Reserves and Restricted funds will reduce in the coming months as funds are further drawn down to finance Capital projects contained within the City's 2017/2018 Budget.

The Officer notes that the above positive performance of “Other Revenue” and “Interest Earnings” is added to by a positive collective performance of \$271k for Rates, Operating Grants and Subsidies, and Fees and Charges; these items fall below the Material Variance reporting thresholds. The above variations are considered to be that of a timing difference at this stage of the Budget Year with the exception of Rate Revenue which is expected to be a permanent variation. This permanent variation will be the subject to the Mid Term Budget Review which is anticipated to be placed before the Finance Committee and Council in the Month of February/March.

Interim Rates:

Officers continue to monitor Interim Rating Income levels and present the following information noting that the YTD Budget has already been achieved; This permanent variation will be the subject to the Mid Term Budget Review which is anticipated to be placed before the Finance Committee and Council in the Month of February/March:



Operating Expenditure:

Expenditure from ordinary activities is \$1.988M less than expected when compared to Year to Date (YTD) Budget with the following items meeting the material variance reporting threshold set by Council for the 2017/2018 Financial Year.

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
Expenses from Ordinary Activities	\$	\$	\$	%	\$
Materials & Contracts	(8,662,536)	(10,017,884)	(16,832,737)	13.53%	1,355,348
Utilities (Gas, Electricity, Water etc)	(1,287,156)	(1,505,918)	(2,580,822)	14.53%	218,762
Allocations	871,099	993,225	1,996,270	12.30%	(122,126)

Materials and Contracts:

The main items affected are listed below, at this stage these variances are considered to be that of a timing nature:

Cost Code	Cost Code Description / GL Activity	YTD Variance
<u>Finance and Corporate Services</u>		
10251	Business Systems	149,239.84
	Subtotal	149,239.84
<u>Community and Commercial Services</u>		
10530	Community Services Administration	30,568.45
10591	Geographe Leisure Centre	58,201.45
10600	Busselton Jetty Tourist Park	92,530.43
10635	Regional Centres Program	60,000.00
11151	Airport Operations	(45,185.20)
	Subtotal	196,115.13
<u>Planning and Development Services</u>		
10820	Strategic Planning	104,617.38
10830	Environmental Management Administration	86,978.72
10925	Preventative Services - CLAG	63,996.40
11170	Meelup Regional Park	62,840.73
	Subtotal	318,433.23
<u>Engineering and Works Services</u>		
11101	Engineering Services Administration	39,943.69
11106	Street Lighting Installations	82,326.00
11108	Rural Intersection (Lighting) Compliance	26,250.00
11160	Busselton Jetty	327,089.01
12600	Street & Drain Cleaning	29,129.22
A6004	Pedestrian Bridge (Port Geographe)	52,500.00
A9999	Miscellaneous Bridge Maintenance	76,753.17
B1000	Administration Building- 2-16 Southern Drive	(48,760.66)
B1514	Asbestos Removal & Replacement	43,750.00
C8500	Cycleways Maintenance Busselton	(25,924.67)
G0010	Domestic Recycling Collections	119,160.89
G0030	Busselton Transfer Station	42,130.21
G0032	Rubbish Sites Development	54,201.00
G0042	BTS External Restoration Works	131,426.04
M9995	Roller & Grader Hire	(33,211.49)
M9996	Roads Sundry Overhead/Consumables	(94,578.55)
M9998	Street Side Spraying Urban Areas	(27,168.50)
M9999	Road Maintenance Bal Of Budget	194,164.00
R0004	Bsn Foreshore Precinct (not including Skate Park)	(120,606.47)
R0700	Dunsborough Oval and Skate Park	(52,522.23)
R0850	Streetscape Medians & Trees (Kealy)	(42,178.46)
	Subtotal	773,872.20
5280	Transport - Fleet Management Subtotal	112,571.66

Utilities:

With over 364 individual accounts at a better than expected result of \$1.29M, a favourable position of \$218K is considered likely to be a timing difference at this stage of the reporting year with the one exception being the City's Administration Building which is currently tracking \$21k below YTD Budget and is considered to be a permanent variation.

This permanent variation will be the subject to the Mid Term Budget Review which is anticipated to be placed before the Finance Committee and Council in the Month of February/March.

Allocations:

Allocations are running \$122k under YTD Budget; these items are an internal allocation of administrative costs from the Finance and Corporate Services division.

Non-Operating Grants, Subsidies and Contributions:

Non-Operating Grants, Subsidies and Contributions are less than YTD Budget by \$8.89M with the main item impacting on the above result is the timing of the receipt of "Airport Development - Project Grant" with a current negative result of \$9.14M; this is a timing difference in nature only and is offset with the level of current expenditure for this project.

Capital Expenditure

As at 31 January 2018, there is a variance of -50.9% or -\$24.97M in total capital expenditure with YTD Actual at -\$24.09M against a YTD Budget of -\$49.07M; with the table below showing those categories exceeding the 10% material variance threshold. The Airport Development makes up for \$12.85M or 51.3% of the overall variance which also assists in explaining the above current YTD shortfall in Non-Operating Grants.

Description	2017/18 Budget YTD Variance
Land	
Property Services Administration	● (50,000)
Parking Control	● (1,525,000)
Dunsborough - Commonage Road Oval	● (1,600,000)
Major Project - Busselton Foreshore	
Foreshore East-Youth Precinct Community Youth Building/SLSC	● (35,387)
Major Project - Administration Building	
Civic and Administration Centre Construction	● (177,747)
Buildings (Other)	
Ambergate Bushfire Brigade Shed	● (71,932)
GLC - Pool Relining	● (120,559)
GLC - Plant Room	● (60,142)
Performing Arts Convention Centre	● (50,000)
Vasse Community Recreation Precinct	● 33,115
Airport Terminal Stage 2	● (4,800,501)
Bsn Jetty Tourist Park Home	● (110,869)
Plant & Equipment	
Finance & Corporate Services Support	● 49,161
Community & Commercial Services Support	● (50,000)
Property Services Administration	● (35,000)
Statutory Planning	● 30,113
Animal Control	● (60,872)
Transport - Workshop	● (43,278)
Plant Purchases (P10)	● (1,313,344)
Plant Purchases (P11)	● (44,662)
Plant Purchases (P12)	● (90,397)
Furniture & Office Equipment	
Information & Communication Technology Services	● 43,810
Business Systems	● (75,896)
Cultural Planning	● (32,000)
Administration Building- 2-16 Southern Drive	● (91,050)
YCAB (Youth Precinct Foreshore)	● (46,827)
Major Project - Busselton Foreshore	
Busselton Foreshore - Stage 3	● 1,072,585
Busselton Tennis Club - Infrastructure	● (1,494,426)
Busselton Foreshore Stage 3: Toddler's Playground	● (108,755)
Busselton Foreshore Jetty Precinct	● (477,495)
Barnard Park Pavillion Landscaping	● 60,157
Major Project - Administration Building	
Administration Building Carpark	● (100,995)
Footpaths Construction	
Dunsborough Lakes Drive to N.C.C.	● (90,861)
Bussell Highway Footpath Sections	● (227,395)
Milward Street – Ford Road to Cookworthy Street	● (32,694)
Armitage Drive Footpath - Navigation Way to Avocet Boulevard	● (35,870)
Vasse Bypass Road Footpath	● (63,995)
Drainage Construction - Street	
Valley Road Drainage Upgrade	● (152,837)
Vasse Highway Drainage Works	● 30,917
Chain Avenue - Drainage Works	● (31,452)
Bridges Construction	
Queen Street Bridge 0240A	● (168,000)
Cycleways Construction	
Busselton Bypass - Country Road Footpath	● (131,350)
Townscape Construction	
Queen Street Upgrade - Duchess to Kent Street	● (71,647)
Dunsborough Road Access Improvements Stage 1	● (335,354)

Description	2017/18 Budget YTD Variance
Boat Ramps Construction	
Port Geographe Boat Trailer Parking Layout Redevelopment	● (96,561)
Beach Restoration	
Sand Re-Nourishment	● 50,653
Parks, Gardens & Reserves	
Rails to Trails	● (87,936)
Vasse Community & Recreation Precinct - AFL Oval Stage 1	● (25,125)
Dunsborough Town Centre	● (51,745)
Administration Building Landscaping Works	● 239,620
Port Geographe - Burgee Close (Western Side of Bridge)	● (55,250)
Port Geographe - Reticulated POS at Layman Rd R/About	● (146,062)
Port Geographe - Reticulation Upgrade Scheme to Bore Water	● (196,137)
Foreshore - Irrigation Renewal	● (35,364)
Vasse River Foreshore - Bridge to Bridge project Stage 1	● (43,550)
Advanced Bore Monitoring Equipment	● (58,331)
Vasse Newtown - AFL Oval Stage 2	● 91,535
Sanitation Infrastructure	
New Cell Development	● (297,806)
Transfer Station Development	● (45,123)
Site Rehabilitation - Busselton	● (379,244)
Airport Development	
Airport Construction Stage 2, Landside Civils & Services Inf	● (4,329,498)
Airport Construction Stage 2, Noise Management Plan	● (178,728)
Airport Construction Stage 2, Airfield	● (1,532,521)
Airport Construction Stage 2, External Services	● (1,415,784)
Airport Construction Stage 1B, Jet Fuel	● (358,750)
Airport Development - Project Expenses	● (194,095)
Main Roads	
Strelly Street	● (291,772)
Layman Road	● 138,959
Peel Terrace	● (609,119)
Queen Street	● (121,004)
Layman Road - Reconstruction Between 3250 and 6190	● (354,530)
Georgiana Molloy Bus Bay Facilities	● (199,610)
Koorabin Drive - Reseal	● (146,417)
Roads to Recovery	
Chapman Hill Road	● 25,563
Puzey Road	● (87,793)
Patton Terrace - Asphalt Overlay	● (156,699)
Yelverton Road- Rural reconstruction & widening	● (138,053)
Council Roads Initiative	
Marine Terrace	● (289,972)
Yelverton Road	● (437,960)
Edwards Road	● (90,204)
Signage (Alternate CBD Entry)	● (34,805)
Strelly Street	● (34,790)
Valley Road	● (27,321)
Senior Citizens Access Road (Peel Tce)	● 25,332
Costello Road - Asphalt Overlay	● 26,808
Greenfield Road (Loop) - One way layout	● (31,865)

The attachments to this report include detailed listings of the following capital expenditure (project) items, to assist in reviewing specific variances.

The majority of capital expenditure variances are considered to be timing at this time, with no impact expected against the net current position. The Officer further notes that where permanent variances are established these will be the subject to the Mid Term Budget Review which is anticipated to be placed before the Finance Committee and Council in the Month of February/March.

Investment Report

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

As at 31 January 2018, the value of the City's invested funds totalled \$83.69M, remaining steady from \$83.64M as at 31st December.

During the month of January \$12.5M in term deposit funds matured, with \$0.00M relating to the Airport Redevelopment Project and \$12.5M being general City funds.

Of the \$12.5M of general City funds, \$10.5M was rolled for a further 105 days at 2.52% (on average) and a partial deposit totalling \$2.0M was closed for operational reasons.

A deposit held with the WA Treasury Corp. in the amount of \$6.169M for the Airport Development project matured and was rolled for a further 2 months at 1.68%.

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) increased by \$2.0M due to the partial closure of the term deposit. The balance of the Airport Development ANZ cash account remained steady, with expense payments being covered by fresh grant funds.

The RBA left official rates on hold during January and February with projections for Rates to remain steady for some months before beginning to rise possibly at some stage late in 2018.

Chief Executive Officer – Corporate Credit Card

Details of monthly (December - January) transactions made on the Chief Executive Officer's corporate credit card are provided below to ensure there is appropriate oversight and awareness of credit card transactions made.

Date	Amount	Payee	Description
27-Dec-17	\$701.56	Webjet Melbourne	Mayor Flights Aust Coast Conf. Mar '18
30-Dec-17	\$108.96	Cape Cellars	Wine For Captain & Master Astor
03-Jan-18	\$662.73	Snapfish	Canvas Landscape Prints COB
10-Jan-18	\$350.00	Stay Margaret River	Accom: LGCOG
12-Jan-18	\$569.00	Vue Apartment & Day Spa	Accom: Coastal Council Conf Mar 18
12-Jan-18	\$55.30	Trybooking	GST On LGCOG Conference 14-16 Feb
13-Jan-18	\$647.28	The Goose	Sundowner Invited Guests YCAB Opening
16-Jan-18	\$199.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
16-Jan-18	\$194.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
16-Jan-18	\$194.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
16-Jan-18	\$194.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
16-Jan-18	\$194.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
16-Jan-18	\$1,240.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
18-Jan-18	\$271.95	Leederville Cameras	Tripod & Camera Cleaning Kit
19-Jan-18	\$207.00	Vue Apartment & Day Spa	Accom: Extra Night Mar 18

**Funds debited against CEO Annual Professional Development Allowance as per employment Contract Agreement*

+ Allocated against CEO Hospitality Expenses Allowance

CONCLUSION

As at 31 January 2018, the City's financial performance is considered satisfactory.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 January 2018, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

City of Busselton**Statement of Financial Activity****For The Period Ending 31 January 2018**

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2017/18 YTD Bud Variance
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Rates	44,922,428	44,812,965	44,754,455	44,919,351	44,860,841	0.24%
Operating Grants, Subsidies and Contributions	1,885,325	1,902,213	1,774,180	3,576,064	3,454,904	-0.89%
Fees & Charges	11,621,312	11,442,665	11,442,665	15,175,277	15,175,277	1.56%
Other Revenue	323,514	237,482	225,153	416,167	403,838	36.23%
Interest Earnings	1,634,174	1,320,081	1,320,081	2,262,996	2,262,996	23.79%
	60,386,753	59,715,406	59,516,534	66,349,855	66,157,856	1.12%
Expenses from Ordinary Activities						
Employee Costs	(17,287,368)	(18,096,009)	(18,046,627)	(29,314,525)	(29,186,308)	4.47%
Materials & Contracts	(8,662,536)	(10,017,884)	(9,946,373)	(16,832,737)	(16,639,971)	13.53%
Utilities (Gas, Electricity, Water etc)	(1,287,156)	(1,505,918)	(1,505,918)	(2,580,822)	(2,580,822)	14.53%
Depreciation on non current assets	(10,889,711)	(10,652,670)	(10,652,670)	(18,003,380)	(18,003,380)	-2.23%
Insurance Expenses	(651,944)	(654,112)	(654,112)	(655,677)	(655,677)	0.33%
Other Expenditure	(1,735,310)	(1,697,857)	(1,707,697)	(3,286,096)	(3,464,535)	-2.21%
Allocations	871,099	993,225	993,225	1,996,270	1,996,270	12.30%
	(39,642,926)	(41,631,225)	(41,520,172)	(68,676,967)	(68,534,423)	4.78%
Borrowings Cost Expense						
Interest Expenses	(634,398)	(622,399)	(622,399)	(1,410,971)	(1,410,971)	-1.93%
	(634,398)	(622,399)	(622,399)	(1,410,971)	(1,410,971)	-1.93%
Non-Operating Grants, Subsidies and Contributions	6,602,056	15,493,673	15,636,128	43,437,175	42,079,630	-57.39%
Profit on Asset Disposals	48,793	15,250	15,250	22,400	22,400	219.95%
Loss on Asset Disposals	(491,278)	(5,100)	(5,100)	(6,252)	(6,252)	-9532.90%
	6,159,571	15,503,823	15,646,278	43,453,323	42,095,778	-60.27%
Net Result	26,269,000	32,965,605	33,020,241	39,715,240	38,308,240	-20.31%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	10,889,711	10,652,670	10,652,670	18,003,380	18,003,380	
Donated Assets	(777,407)	0	0	(16,000,000)	(16,000,000)	
(Profit)/Loss on Sale of Assets	442,485	(10,150)	(10,150)	(16,148)	(16,148)	
Allocations & Other Adjustments	2,862	0	0	0	0	
Deferred Pensioner Movements	(24,037)	0	0	0	0	
Recording of Employee Entitlements (Provisions)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed)	1,354,085	0	0	0	0	
Capital Revenue & (Expenditure)						
Land & Buildings	(3,507,061)	(12,080,425)	(12,067,925)	(16,556,693)	(16,531,693)	70.97%
Plant & Equipment	(1,095,100)	(2,651,944)	(2,651,944)	(4,279,400)	(4,029,400)	58.71%
Furniture & Equipment	(324,225)	(624,370)	(624,370)	(830,212)	(830,212)	48.07%
Infrastructure	(19,169,463)	(33,716,482)	(33,736,079)	(60,472,821)	(59,905,821)	43.15%
Proceeds from Sale of Assets	283,593	337,150	337,150	635,150	635,150	-15.89%
Proceeds from New Loans	110,000	10,110,000	11,110,000	10,110,000	11,110,000	-98.91%
Self Supporting Loans - Repayment of Principal	29,872	29,113	29,113	73,466	73,466	2.61%
Total Loan Repayments - Principal	(1,251,796)	(1,194,084)	(1,194,084)	(2,780,982)	(2,780,982)	-4.83%
Advances to Community Groups	(110,000)	(260,000)	(260,000)	(260,000)	(260,000)	57.69%
Transfer to Restricted Assets	(1,820,044)	(360,501)	(360,501)	(625,751)	(625,751)	-404.87%
Transfer from Restricted Assets	11,355,871	7,354,556	7,354,556	27,808,739	27,808,739	54.41%
Transfer to Reserves	(8,371,580)	(10,636,909)	(10,636,909)	(16,285,572)	(16,285,572)	21.30%
Transfer from Reserves	1,560,543	1,146,659	1,146,659	19,921,964	19,486,964	36.09%
Opening Funds Surplus/ (Deficit)	1,839,640	1,839,640	1,839,640	1,839,640	1,839,640	
Net Current Position - Surplus / (Deficit)	17,686,949	2,900,528	3,948,067	0.00	0.00	

FINANCIAL ACTIVITY STATEMENT PERIOD ENDING 31 JANUARY
2018

City of Busselton

Net Current Position

For The Period Ending 31 January 2018

	2017/18 Actual	2017/18 Amended Budget	2017/18 Original Budget	2016/17 Actual
	\$	\$	\$	\$
<u>NET CURRENT ASSETS</u>				
<u>CURRENT ASSETS</u>				
Cash - Unrestricted	7,687,356	1,025,543	1,025,543	1,942,078
Cash - Restricted	81,888,393	53,828,018	54,263,018	84,647,398
Sundry Debtors	2,422,586	1,500,000	1,500,000	2,872,111
Rates Outstanding - General	9,532,890	950,000	950,000	950,768
Stock on Hand	16,543	24,457	24,457	24,457
	<u>101,547,768</u>	<u>57,328,018</u>	<u>57,763,018</u>	<u>90,436,812</u>
<u>LESS: CURRENT LIABILITIES</u>				
Bank Overdraft	0	0	0	0
Sundry Creditors	1,972,426	3,500,000	3,500,000	3,949,774
Performance Bonds	3,568,265	2,214,179	2,214,179	2,214,179
	<u>5,540,691</u>	<u>5,714,179</u>	<u>5,714,179</u>	<u>6,163,953</u>
Current Position (inclusive of Restricted Funds)	96,007,077	51,613,839	52,048,839	84,272,859
Add: Cash Backed Liabilities (Deposits & Bonds)	3,568,265	2,214,179	2,214,179	2,214,179
Less: Cash - Restricted Funds	(81,888,393)	(53,828,018)	(54,263,018)	(84,647,398)
<u>NET CURRENT ASSET POSITION</u>	<u>17,686,949</u>	<u>0</u>	<u>0</u>	<u>1,839,640</u>

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 January 2018

Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
	\$	\$	\$	\$	\$	%
>> Property, Plant & Equipment						
Land						
10610 Property Services Administration	0	50,000	50,000	100,000	100,000	-100.00%
10970 Parking Control	0	1,525,000	1,525,000	1,525,000	1,525,000	-100.00%
11156 Airport Development	112,540	100,000	100,000	100,000	100,000	12.54%
R0780 Dunsborough - Commonage Road Oval	0	1,600,000	1,600,000	1,600,000	1,600,000	-100.00%
	112,540	3,275,000	3,275,000	3,325,000	3,325,000	-96.56%
Buildings						
Major Projects						
Major Project - Busselton Foreshore						
B9570 Foreshore East-Youth Precinct Community Youth Building/SLSC	1,315,691	1,351,078	1,351,078	1,351,078	1,351,078	-2.62%
B9583 Railway House	692	11,669	11,669	20,000	20,000	-94.07%
B9593 Barnard Park Pavilion	344,811	350,969	350,969	350,969	350,969	-1.75%
B9600 Old Busselton Lighthouse	0	0	0	80,000	80,000	0.00%
B9603 Community Youth Building (Non-grant Funded)	13,784	0	0	0	0	0.00%
	1,674,978	1,713,716	1,713,716	1,802,047	1,802,047	-2.26%
Major Project - Administration Building						
B9010 Civic and Administration Centre Construction	921,187	1,098,934	1,098,934	1,140,537	1,140,537	-16.17%
	921,187	1,098,934	1,098,934	1,140,537	1,140,537	-16.17%
Buildings (Other)						
B9112 Ambergate Bushfire Brigade Shed	0	71,932	71,932	123,307	123,307	-100.00%
B9300 Aged Housing Capital Improvements - Winderup	0	22,000	22,000	33,000	33,000	-100.00%
B9301 Aged Housing Capital Improvements - Harris Road	43,565	23,500	11,000	47,000	22,000	85.38%
B9302 Aged Housing Capital Improvements - Winderup Court (City)	0	23,331	23,331	40,000	40,000	-100.00%
B9517 GLC - Pool Relining	212,058	332,617	332,617	570,000	570,000	-36.25%
B9528 GLC - Plant Room	15,865	76,007	76,007	130,000	130,000	-79.13%
B9591 Performing Arts Convention Centre	0	50,000	50,000	100,000	100,000	-100.00%
B9594 Vasse Community Recreation Precinct	62,284	29,169	29,169	50,000	50,000	113.53%
B9602 Point Piquet Toilet Block	4,390	0	0	0	0	0.00%
B9716 Airport Terminal Stage 2	449,499	5,250,000	5,250,000	9,000,000	9,000,000	-91.44%
B9804 Bsn Jetty Tourist Park Home	3,350	114,219	114,219	195,802	195,802	-97.07%
B9807 Bsn Jetty Tourist Park Building Air Conditioners	7,345	0	0	0	0	0.00%
	798,356	5,992,775	5,980,275	10,289,109	10,264,109	-86.68%
Total Buildings	3,394,521	8,805,425	8,792,925	13,231,693	13,206,693	-61.45%
Plant & Equipment						
10100 Finance & Corporate Services Support	49,161	0	0	0	0	0.00%
10502 Community & Commercial Services Support	0	50,000	50,000	50,000	50,000	-100.00%
10600 Busselton Jetty Tourist Park	7,300	0	0	0	0	0.00%
10610 Property Services Administration	0	35,000	35,000	35,000	35,000	-100.00%
10630 Property and Business Development	38,724	40,000	40,000	40,000	40,000	-3.19%
10810 Statutory Planning	65,113	35,000	35,000	70,000	70,000	86.04%
10850 Implement Management Plans Other	935	0	0	0	0	0.00%
10920 Environmental Health Services Administration	32,133	35,000	35,000	37,000	37,000	-8.19%
10922 Preventative Services - Mosquitoes	40,188	39,294	39,294	39,500	39,500	2.27%
10950 Animal Control	18,728	79,600	79,600	79,600	79,600	-76.47%
11107 Engineering Services Design	0	0	0	35,000	35,000	0.00%
11170 Meelup Regional Park	1,981	0	0	0	0	0.00%
11401 Transport - Workshop	4,722	48,000	48,000	53,000	53,000	-90.16%
11402 Plant Purchases (P10)	531,956	1,845,300	1,845,300	2,095,300	1,845,300	-71.17%
11403 Plant Purchases (P11)	105,338	150,000	150,000	328,000	328,000	-29.77%
11404 Plant Purchases (P12)	195,603	286,000	286,000	1,402,000	1,402,000	-31.61%
B1023 Vasse Bushfire Brigade	0	0	0	0	0	0.00%
B1029 Busselton Branch SES	0	0	0	0	0	0.00%
G0030 Busselton Transfer Station	0	2,919	2,919	5,000	5,000	-100.00%
G0031 Dunsborough Waste Facility	3,218	5,831	5,831	10,000	10,000	-44.81%
	1,095,100	2,651,944	2,651,944	4,279,400	4,029,400	-58.71%

FINANCIAL ACTIVITY STATEMENT PERIOD ENDING 31 JANUARY
2018

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 January 2018

Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
Furniture & Office Equipment						
10250 Information & Communication Technology Services	104,059	60,249	60,249	103,276	103,276	72.71%
10251 Business Systems	80,666	156,562	156,562	268,400	268,400	-48.48%
10380 Busselton Library	0	0	0	5,000	5,000	0.00%
10381 Dunsborough Library	0	14,077	14,077	24,130	24,130	-100.00%
10530 Community Services Administration	6,276	0	0	0	0	0.00%
10590 Naturaliste Community Centre	0	15,720	15,720	15,720	15,720	-100.00%
10591 Geographe Leisure Centre	2,576	24,815	24,815	42,540	42,540	-89.62%
10616 Winderup Villas Aged Housing	0	3,000	3,000	6,000	6,000	-100.00%
10617 Harris Road Aged Housing	0	1,750	1,750	3,500	3,500	-100.00%
10625 Art Geo Administration	13,676	12,000	12,000	12,000	12,000	13.97%
10900 Cultural Planning	35,000	67,000	67,000	77,030	77,030	-47.76%
10920 Environmental Health Services Administration	0	6,581	6,581	10,000	10,000	-100.00%
10930 Fire Prevention Council	2,332	0	0	0	0	0.00%
11500 Operations Services Administration	3,187	0	0	0	0	0.00%
B1000 Administration Building- 2-16 Southern Drive	19,950	111,000	111,000	111,000	111,000	-82.03%
B1010 Ambergate Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1013 Dunsborough Bushfire Brigade	0	4,833	4,833	4,833	4,833	-100.00%
B1014 Eagle Bay Bushfire Brigade	0	4,833	4,833	4,833	4,833	-100.00%
B1015 Hithergreen District Bushfire Brigade	0	4,833	4,833	4,833	4,833	-100.00%
B1018 Kaloorup Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1019 Metricup Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1022 Sussex Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1023 Vasse Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1024 Wilyabrup Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1025 Yallingup Coastal Bushfire Brigade	0	4,833	4,833	4,833	4,833	-100.00%
B1026 Yallingup Rural Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1028 Yoongarillup Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1029 Busselton Branch SES	0	12,572	12,572	12,572	12,572	-100.00%
B1357 Railway House	3,330	0	0	0	0	0.00%
B1361 YCAB (Youth Precinct Foreshore)	53,173	100,000	100,000	100,000	100,000	-46.83%
	324,225	624,370	624,370	830,212	830,212	-48.07%
Sub-Total Property, Plant & Equipment	4,926,386	15,356,739	15,344,239	21,666,305	21,391,305	-67.92%
>> Infrastructure						
Major Project - Busselton Foreshore						
C0016 Barnard Park Carpark	40,826	40,000	40,000	40,000	40,000	2.07%
C3094 Busselton Foreshore - Stage 3	3,079,471	2,006,886	2,006,886	3,440,383	3,440,383	53.45%
C3113 Busselton Tennis Club - Infrastructure	109,743	1,604,169	1,604,169	2,750,000	2,750,000	-93.16%
C3150 Busselton Foreshore Stage 3: Toddler's Playground	2,664	111,419	111,419	191,000	191,000	-97.61%
C3168 Busselton Foreshore Jetty Precinct	1,855,836	2,333,331	2,333,331	4,500,000	4,000,000	-20.46%
C3173 Barnard Park Pavilion Landscaping	60,157	0	0	0	0	0.00%
	5,148,698	6,095,805	6,095,805	10,921,383	10,421,383	-15.54%
Major Project - Administration Building						
C0043 Administration Building Carpark	149,005	250,000	250,000	250,000	250,000	-40.40%
	149,005	250,000	250,000	250,000	250,000	-40.40%
Footpaths Construction						
F0035 Dunsborough Lakes Drive to N.C.C.	0	90,861	90,861	152,000	152,000	-100.00%
F0063 Yallingup Footpath	0	18,312	18,312	31,395	31,395	-100.00%
F0066 Bussell Highway Footpath Sections	0	227,395	227,395	389,820	389,820	-100.00%
F0073 Bussell H/way Footpath - Opp Corner Store to Warden Crossing	139	14,952	14,952	25,000	25,000	-99.07%
F0074 Milward Street - Ford Road to Cookworthy Street	186	32,880	32,880	55,000	55,000	-99.44%
F0075 Armitage Drive Footpath - Navigation Way to Avocet Boulevard	0	35,870	35,870	60,000	60,000	-100.00%
F0076 Vasse Bypass Road Footpath	1,005	65,000	65,000	65,000	65,000	-98.45%
	1,330	485,270	485,270	778,215	778,215	-99.73%
Drainage Construction - Street						
D0009 Busselton LIA - Geocatch Drain Partnership	1,205	0	0	30,000	30,000	0.00%
D0010 Dunsborough / Busselton Drainage Upgrades	50,031	41,262	41,262	69,000	69,000	21.25%
D0015 Valley Road Drainage Upgrade	1,411	154,248	154,248	258,010	258,010	-99.09%
D0016 Vasse Highway Drainage Works	53,440	22,523	22,523	22,523	22,523	137.27%
D0017 Chain Avenue - Drainage Works	3,548	35,000	35,000	60,000	60,000	-89.86%
Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
	109,634	253,033	253,033	439,533	439,533	-56.67%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 January 2018

Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
Car Parking Construction						
C0044 Meelup Coastal Nodes - Carpark upgrade	130,101	138,698	138,698	237,764	237,764	-6.20%
	130,101	138,698	138,698	237,764	237,764	-6.20%
Bridges Construction						
A0010 Queen Street Bridge 0240A	0	168,000	168,000	288,000	288,000	-100.00%
A0021 Ambergate Bridge - 3393	0	0	0	90,000	90,000	0.00%
A0022 Yallingup Beach Road Bridge - 3347	0	0	0	222,000	222,000	0.00%
	0	168,000	168,000	600,000	600,000	-100.00%
Cycleways Construction						
F1019 Busselton Bypass - Country Road Footpath	402	131,752	131,752	222,000	222,000	-99.70%
	402	131,752	131,752	222,000	222,000	-99.70%
Townscape Construction						
C1001 Queen Street Upgrade - Duchess to Kent Street	684	72,331	72,331	124,000	124,000	-99.05%
C1024 Dunsborough Road Access Improvements Stage 1	9,487	344,841	344,841	591,155	591,155	-97.25%
	10,171	417,172	417,172	715,155	715,155	-97.56%
Boat Ramps Construction						
C1513 Port Geographe Boat Trailer Parking Layout Redevelopment	15,849	112,410	112,410	224,819	224,819	-85.90%
	15,849	112,410	112,410	224,819	224,819	-85.90%
Beach Restoration						
C2504 Groyne Construction	0	20,020	20,020	40,040	40,040	-100.00%
C2512 Sand Re-Nourishment	114,822	64,169	64,169	110,000	110,000	78.94%
C2520 Coastal Protection Works	18,811	26,250	26,250	45,000	45,000	-28.34%
C2524 Wonnerup Coastal Defence (Groyne)	77,380	73,335	73,335	73,335	73,335	5.52%
	211,013	183,774	183,774	268,375	268,375	14.82%
Parks, Gardens & Reserves						
C3006 Playgrounds General - Replacement of playground equipment	6,717	11,888	11,888	20,000	20,000	-43.50%
C3007 Park Furniture Replacement - Replace aged & unsafe Equip	23,382	8,750	8,750	15,000	15,000	167.22%
C3014 Meelup Park - Fire Access Trail	0	11,669	11,669	20,000	20,000	-100.00%
C3122 Rails to Trails	3,057	90,993	90,993	165,310	165,310	-96.64%
C3131 Elijah Circle POS	79	23,405	23,405	40,000	40,000	-99.66%
C3134 Vasse Community & Recreation Precinct - AFL Oval Stage 1	4,044	29,169	29,169	50,000	50,000	-86.14%
C3145 Churchill Park	50,593	30,000	0	150,000	0	68.64%
C3146 Dunsborough Town Centre	1,193	52,938	52,938	90,000	90,000	-97.75%
C3154 Administration Building Landscaping Works	407,007	167,387	167,387	250,000	250,000	143.15%
C3157 Port Geographe - Layman Road Native Tree Planting	0	20,412	20,412	35,000	0	-100.00%
C3158 Port Geographe - Casuarina Replacements on Layman Road	18,900	23,405	23,405	40,000	40,000	-19.25%
C3159 Port Geographe - Burgee Close (Western Side of Bridge)	163	55,412	55,412	95,000	95,000	-99.71%
C3160 Port Geographe - Reticulated POS at Layman Rd R/About	488	146,549	146,549	250,000	250,000	-99.67%
C3161 Port Geographe-Layman Road to Lanyard Boulevard (Planting)	0	11,669	11,669	20,000	20,000	-100.00%
C3163 Port Geographe - Outstanding Minor Repairs	0	17,726	17,726	30,000	30,000	-100.00%
C3164 Port Geographe - Reticulation Upgrade Scheme to Bore Water	0	196,137	196,137	335,000	335,000	-100.00%
C3165 Foreshore - Irrigation Renewal	0	35,364	35,364	60,000	60,000	-100.00%
C3166 Vasse River Foreshore - Bridge to Bridge project Stage 1	200	43,750	43,750	75,000	75,000	-99.54%
C3167 Advanced Bore Monitoring Equipment	0	58,331	58,331	100,000	100,000	-100.00%
C3169 Relocatable Bike Racks	9,926	6,419	6,419	11,000	11,000	54.63%
C3170 Yallingup Beach Showers	27,075	23,331	23,331	40,000	40,000	16.05%
C3171 Dunsborough Foreshore Beach Showers	0	2,919	2,919	5,000	5,000	-100.00%
C3172 Vasse Newtown - AFL Oval Stage 2	285,365	193,830	193,830	332,275	332,275	47.22%
	838,187	1,261,453	1,231,453	2,228,585	2,078,585	-33.55%
Cemetery Capital Works						
C1609 Pioneer Cemetery - Implement Conservation Plan	0	11,736	11,736	20,000	20,000	-100.00%
	0	11,736	11,736	20,000	20,000	-100.00%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 January 2018

Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
Aged Housing - Infrastructure Works						
C3451 Aged Housing Infrastructure (Upgrade)	3,882	0	0	13,000	13,000	0.00%
	3,882	0	0	13,000	13,000	0.00%
Sanitation Infrastructure						
C3479 New Cell Development	212,606	510,412	510,412	875,000	875,000	-58.35%
C3481 Transfer Station Development	17,002	62,125	62,125	106,500	106,500	-72.63%
C3485 Site Rehabilitation - Busselton	247,837	627,081	627,081	1,075,000	1,075,000	-60.48%
	477,446	1,199,618	1,199,618	2,056,500	2,056,500	-60.20%
Airport Development						
C6087 Airport Construction Stage 2, Landside Civils & Services Inf	687,164	5,016,662	0	8,600,000	0	-86.30%
C6090 Parks & Gardens Airport Stage 2	0	0	350,000	0	600,000	0.00%
C6091 Airport Construction Stage 2, Noise Management Plan	112,941	291,669	291,669	500,000	500,000	-61.28%
C6092 Airport Construction Stage 2, Airfield	8,675,810	10,208,331	10,208,331	17,500,000	17,500,000	-15.01%
C6093 Airport Construction Stage 2, Car Park & Access Roads	0	0	3,500,000	0	6,000,000	0.00%
C6095 Airport Construction Stage 2, External Services	100,885	1,516,669	2,683,331	2,600,000	4,600,000	-93.35%
C6097 Airport Construction Stage 1B, Jet Fuel	0	358,750	358,750	615,000	615,000	-100.00%
C6099 Airport Development - Project Expenses	809,486	1,003,581	1,003,581	1,701,890	1,701,890	-19.34%
	10,386,286	18,395,662	18,395,662	31,516,890	31,516,890	-43.54%
Main Roads						
S0035 Strelly Street	33,848	325,620	325,620	549,859	549,859	-89.61%
S0049 Layman Road	531,365	392,406	392,406	672,701	672,701	35.41%
S0051 Causeway Road	67,434	81,102	81,102	139,032	139,032	-16.85%
S0064 Peel Terrace	42,728	651,847	651,847	1,102,549	1,102,549	-93.45%
S0066 Queen Street	27,403	148,407	148,407	254,412	254,412	-81.54%
S0067 Layman Road - Reconstruction Between 3250 and 6190	5,034	359,564	359,564	600,000	600,000	-98.60%
S0068 Georgiana Molloy Bus Bay Facilities	390	200,000	200,000	200,000	200,000	-99.81%
S0314 Koorabin Drive - Reseal	1,403	147,820	147,820	250,000	250,000	-99.05%
S0315 Guerin Street - Asphalt Overlay	52,883	50,926	50,926	85,907	85,907	3.84%
	762,488	2,357,692	2,357,692	3,854,460	3,854,460	-67.66%
Roads to Recovery						
T0004 Chapman Hill Road	80,163	54,600	54,600	92,000	92,000	46.82%
T0016 Puzey Road	2,758	90,551	90,551	155,000	155,000	-96.95%
T0026 Kallorup Road	34,624	25,570	25,570	43,000	43,000	35.41%
T0061 Jindong Treeton Road	397	14,604	14,604	25,000	25,000	-97.28%
T0077 Florence Rd Gravel Resheet Sil 0.30 - 1.00	6,278	20,772	20,772	35,000	35,000	-69.77%
T0078 Taylor Rd Gravel Resheet Sil 0.00 - 1.14	49,733	28,494	28,494	48,000	48,000	74.54%
T0079 Patton Terrace - Asphalt Overlay	2,558	159,257	159,257	269,000	269,000	-98.39%
T0080 Craig Street - Asphalt Overlay	69,360	89,993	89,993	152,000	152,000	-22.93%
T0082 Hakea Way - Asphalt Overlay	0	5	5	0	0	-100.00%
T0083 Pinnock Place- Asphalt Overlay	37,171	23,509	23,509	40,000	40,000	58.12%
T0084 Yelverton Road- Rural reconstruction & widening	205,892	343,945	343,945	589,624	589,624	-40.14%
	488,935	851,300	851,300	1,448,624	1,448,624	-42.57%
Black Spot						
V0002 Busselton/Dunsborough Traffic Implementation Works	0	0	0	2,325,000	2,325,000	0.00%
	0	0	0	2,325,000	2,325,000	0.00%
Council Roads Initiative						
W0019 Marine Terrace	6,032	296,004	296,004	500,000	500,000	-97.96%
W0066 Court Street	14,342	13,125	13,125	22,500	22,500	9.28%
W0108 Yelverton Road	210,404	648,364	648,364	1,080,376	1,080,376	-67.55%
W0136 DAIP Issues District ACROD Bays, ramps, signs etc	9,456	21,462	21,462	36,792	36,792	-55.94%
W0137 Edwards Road	0	90,204	90,204	152,000	152,000	-100.00%
W0150 Roe Terrace Busselton	0	11,669	11,669	20,000	20,000	-100.00%
W0176 Signage (Alternate CBD Entry)	195	35,000	35,000	60,000	60,000	-99.44%
W0177 Strelly Street	210	35,000	35,000	60,000	60,000	-99.40%
W0192 Valley Road	0	27,321	27,321	46,840	46,840	-100.00%
W0198 Senior Citizens Access Road (Peel Tce)	52,457	27,125	27,125	46,500	46,500	93.39%
W0200 Farquhar Rd Gravel Resheet Sil 0.60 - 2.10	12,350	31,460	31,460	53,000	53,000	-60.74%

FINANCIAL ACTIVITY STATEMENT PERIOD ENDING 31 JANUARY
2018

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 January 2018

Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
W0201 McDonald Rd Gravel Resheet Silk 1.40 - 2.49	15,020	29,675	29,675	50,010	50,010	-49.39%
W0202 Costello Road - Asphalt Overlay	68,841	42,033	42,033	71,000	71,000	63.78%
W0203 Coates Street - Asphalt Overlay	45,448	32,564	32,564	55,000	55,000	39.56%
W0204 Greenfield Road (Loop) - One way layout	1,280	33,145	33,145	56,000	56,000	-96.14%
W0205 Churchill Park New Entry Road to Croquet Club	4	0	44,347	0	74,000	0.00%
W0206 Churchill Park Fire Hydrant Relocation	0	0	5,250	0	9,000	0.00%
W0207 Busselton Highway Pavement Deformation	0	10,000	10,000	10,000	10,000	-100.00%
W0208 Plover Court	0	18,956	18,956	32,500	32,500	-100.00%
	436,038	1,403,107	1,452,704	2,352,518	2,435,518	-68.92%
Sub-Total Infrastructure	19,169,463	33,716,482	33,736,079	60,472,821	59,905,821	-43.15%
Grand Total - Capital Acquisitions	24,095,849	49,073,221	49,080,318	82,139,126	81,297,126	-50.90%

City of Busselton

Reserves Movement Report

For The Period Ending 31 January 2018

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
	\$	\$	\$	\$	\$	\$
100 Airport Infrastructure Renewal and Replacement Reserve						
Accumulated Reserves at Start of Year	1,428,767.68	1,428,767.68	1,428,767.68	1,428,767.68	1,428,767.68	940,036.19
Interest transfer to Reserves	23,355.77	19,341.00	19,341.00	33,156.00	33,156.00	33,323.88
Transfer from Muni	231,294.00	231,294.00	231,294.00	396,505.00	396,505.00	498,037.73
Transfer to Muni	0.00	0.00	0.00	(42,630.00)	(42,630.00)	(42,630.12)
	1,683,417.45	1,679,402.68	1,679,402.68	1,815,798.68	1,815,798.68	1,428,767.68
101 Asset Depreciation Reserve						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	2,573,603.88
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(2,573,603.88)
	0.00	0.00	0.00	0.00	0.00	0.00
102 Climate Adaptation Reserve						
Accumulated Reserves at Start of Year	1,900,992.93	1,900,992.93	1,900,992.93	1,900,992.93	1,900,992.93	1,768,390.03
Interest transfer to Reserves	28,172.98	25,732.00	25,732.00	44,112.00	44,112.00	54,921.29
Transfer from Muni	264,670.00	264,670.00	264,670.00	650,703.14	650,703.14	453,720.00
Transfer to Muni	0.00	0.00	0.00	(195,000.00)	(195,000.00)	(376,038.39)
	2,193,835.91	2,191,394.93	2,191,394.93	2,400,808.07	2,400,808.07	1,900,992.93
107 Corporate IT System Programme						
Accumulated Reserves at Start of Year	125,981.19	125,981.19	125,981.19	125,981.19	125,981.19	132,062.14
Interest transfer to Reserves	1,754.32	1,708.00	1,708.00	2,928.00	2,928.00	3,543.05
Transfer to Muni	0.00	0.00	0.00	(53,276.00)	(53,276.00)	(9,624.00)
	127,735.51	127,689.19	127,689.19	75,633.19	75,633.19	125,981.19
110 Jetty Maintenance Reserve						
Accumulated Reserves at Start of Year	3,158,774.78	3,158,774.78	3,158,774.78	3,158,774.78	3,158,774.78	2,306,653.49
Interest transfer to Reserves	47,805.16	42,756.00	42,756.00	73,297.00	73,297.00	66,858.67
Transfer from Muni	377,690.13	372,363.00	372,363.00	1,195,004.00	1,195,004.00	1,177,344.00
Transfer to Muni	0.00	0.00	0.00	(989,438.00)	(989,438.00)	(392,081.38)
	3,584,270.07	3,573,893.78	3,573,893.78	3,437,637.78	3,437,637.78	3,158,774.78
111 Legal Expenses Reserve						
Accumulated Reserves at Start of Year	544,831.88	544,831.88	544,831.88	544,831.88	544,831.88	530,592.71
Interest transfer to Reserves	7,827.82	7,378.00	7,378.00	12,648.00	12,648.00	14,239.17
	552,659.70	552,209.88	552,209.88	557,479.88	557,479.88	544,831.88
112 Long Service Leave Reserve						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	2,604,471.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(2,604,471.00)
	0.00	0.00	0.00	0.00	0.00	0.00
114 City Car Parking and Access Reserve						
Accumulated Reserves at Start of Year	623,501.69	623,501.69	623,501.69	623,501.69	623,501.69	427,856.90
Interest transfer to Reserves	10,117.36	8,442.00	8,442.00	14,472.00	14,472.00	18,342.12
Transfer from Muni	256,697.00	256,697.00	256,697.00	440,050.00	440,050.00	408,020.00
Transfer to Muni	(44,597.00)	0.00	0.00	(887,057.00)	(887,057.00)	(230,717.33)
	845,719.05	888,640.69	888,640.69	190,966.69	190,966.69	623,501.69
115 Plant Replacement Reserve						
Accumulated Reserves at Start of Year	2,325,777.71	2,325,777.71	2,325,777.71	2,325,777.71	2,325,777.71	2,810,578.75
Interest transfer to Reserves	30,282.07	31,479.00	31,479.00	53,965.00	53,965.00	84,998.01
Transfer from Muni	430,080.00	465,080.00	465,080.00	772,280.00	772,280.00	550,000.00
Transfer to Muni	(153,217.17)	0.00	0.00	(1,658,950.00)	(1,658,950.00)	(1,119,799.05)
	2,632,922.61	2,822,336.71	2,822,336.71	1,493,072.71	1,493,072.71	2,325,777.71

FINANCIAL ACTIVITY STATEMENT PERIOD ENDING 31 JANUARY
2018City of BusseltonReserves Movement ReportFor The Period Ending 31 January 2018

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
	\$	\$	\$	\$	\$	\$
116 Professional Development Reserve						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	77,905.02
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(77,905.02)
	0.00	0.00	0.00	0.00	0.00	0.00
117 Road Asset Renewal Reserve						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	328,823.05
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(328,823.05)
	0.00	0.00	0.00	0.00	0.00	0.00
119 Sick Pay Incentive Reserve						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	144,552.59
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(144,552.59)
	0.00	0.00	0.00	0.00	0.00	0.00
120 Strategic Projects Reserve						
Accumulated Reserves at Start of Year	230,336.88	230,336.88	230,336.88	230,336.88	230,336.88	216,612.01
Interest transfer to Reserves	3,375.11	3,115.00	3,115.00	5,340.00	5,340.00	6,271.87
Transfer from Muni	14,581.00	14,581.00	14,581.00	25,000.00	25,000.00	25,000.00
Transfer to Muni	0.00	0.00	0.00	(100,000.00)	(25,000.00)	(17,547.00)
	248,292.99	248,032.88	248,032.88	160,676.88	235,676.88	230,336.88
121 Waste Management Facility and Plant Reserve						
Accumulated Reserves at Start of Year	7,578,591.65	7,578,591.65	7,578,591.65	7,578,591.65	7,578,591.65	7,613,254.10
Interest transfer to Reserves	118,932.33	102,585.00	102,585.00	175,861.00	175,861.00	215,633.80
Transfer from Muni	1,112,076.00	1,112,076.00	1,112,076.00	1,906,419.00	1,906,419.00	2,487,565.49
Transfer to Muni	0.00	0.00	0.00	(4,252,300.00)	(4,002,300.00)	(2,737,861.74)
	8,809,599.98	8,793,252.65	8,793,252.65	5,408,571.65	5,658,571.65	7,578,591.65
122 Port Geographe Development Reserve						
Accumulated Reserves at Start of Year	1,534,670.81	1,534,670.81	1,534,670.81	1,534,670.81	1,534,670.81	1,654,121.43
Interest transfer to Reserves	21,100.93	20,776.00	20,776.00	35,616.00	35,616.00	44,374.96
Transfer to Muni	0.00	0.00	0.00	(989,718.00)	(989,718.00)	(163,825.58)
	1,555,771.74	1,555,446.81	1,555,446.81	580,568.81	580,568.81	1,534,670.81
123 Port Geographe Waterways Management Reserve (SAR)						
Accumulated Reserves at Start of Year	3,422,821.20	3,422,821.20	3,422,821.20	3,422,821.20	3,422,821.20	3,454,443.12
Interest transfer to Reserves	48,651.65	46,333.00	46,333.00	79,428.00	79,428.00	95,828.22
Transfer from Muni	105,070.00	105,070.00	105,070.00	180,120.00	180,120.00	172,549.86
Transfer to Muni	0.00	0.00	0.00	(310,000.00)	(310,000.00)	(300,000.00)
	3,576,542.85	3,574,224.20	3,574,224.20	3,372,369.20	3,372,369.20	3,422,821.20
124 Workers Compensation Contingency Reserve						
Accumulated Reserves at Start of Year	322,008.37	322,008.37	322,008.37	322,008.37	322,008.37	273,142.25
Interest transfer to Reserves	4,961.31	4,361.00	4,361.00	7,476.00	7,476.00	8,066.12
Transfer from Muni	29,603.00	29,603.00	29,603.00	50,750.00	50,750.00	40,800.00
Transfer to Muni	0.00	0.00	0.00	(25,000.00)	(25,000.00)	0.00
	356,572.68	355,972.37	355,972.37	355,234.37	355,234.37	322,008.37
126 Provence Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	1,001,808.42	1,001,808.42	1,001,808.42	1,001,808.42	1,001,808.42	835,855.66
Interest transfer to Reserves	15,407.90	13,559.00	13,559.00	23,244.00	23,244.00	25,127.34
Transfer from Muni	91,070.00	91,070.00	91,070.00	156,115.00	156,115.00	149,378.15
Transfer to Muni	0.00	0.00	0.00	(162,369.00)	(162,369.00)	(8,552.73)
	1,108,286.32	1,106,437.42	1,106,437.42	1,018,798.42	1,018,798.42	1,001,808.42

City of BusseltonReserves Movement ReportFor The Period Ending 31 January 2018

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
	\$	\$	\$	\$	\$	\$
127 New Infrastructure Development Reserve						
Accumulated Reserves at Start of Year	2,033,639.44	2,033,639.44	2,033,639.44	2,033,639.44	2,033,639.44	2,007,644.66
Interest transfer to Reserves	31,372.40	27,531.00	27,531.00	47,196.00	47,196.00	58,245.99
Transfer from Muni	380,975.00	380,975.00	380,975.00	653,105.00	653,105.00	548,628.60
Transfer to Muni	0.00	0.00	0.00	(1,195,674.00)	(1,195,674.00)	(580,879.81)
	2,445,986.84	2,442,145.44	2,442,145.44	1,538,266.44	1,538,266.44	2,033,639.44
128 Vasse Newtown Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	485,466.16	485,466.16	485,466.16	485,466.16	485,466.16	470,759.51
Interest transfer to Reserves	7,161.27	6,573.00	6,573.00	11,268.00	11,268.00	15,192.21
Transfer from Muni	97,734.00	97,734.00	97,734.00	167,547.00	167,547.00	161,862.78
Transfer to Muni	0.00	0.00	0.00	(207,566.00)	(207,566.00)	(162,348.34)
	590,361.43	589,773.16	589,773.16	456,715.16	456,715.16	485,466.16
129 Untied Grants Reserve						
Accumulated Reserves at Start of Year	1,146,659.00	1,146,659.00	1,146,659.00	1,146,659.00	1,146,659.00	0.00
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	1,146,659.00
Transfer from Muni	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	0.00
	0.00	0.00	0.00	0.00	0.00	1,146,659.00
130 Locke Estate Reserve						
Accumulated Reserves at Start of Year	129,971.14	129,971.14	129,971.14	129,971.14	129,971.14	64,000.00
Interest transfer to Reserves	2,237.79	1,757.00	1,757.00	3,012.00	3,012.00	1,971.14
Transfer from Muni	0.00	0.00	0.00	64,000.00	64,000.00	64,000.00
Transfer to Muni	0.00	0.00	0.00	(196,983.14)	(196,983.14)	0.00
	132,208.93	131,728.14	131,728.14	0.00	0.00	129,971.14
131 Busselton Community Resource Centre						
Accumulated Reserves at Start of Year	123,721.93	123,721.93	123,721.93	123,721.93	123,721.93	92,178.36
Interest transfer to Reserves	1,939.91	1,673.00	1,673.00	2,868.00	2,868.00	2,973.75
Transfer from Muni	13,790.00	13,790.00	13,790.00	27,580.00	27,580.00	28,569.82
	139,451.84	139,184.93	139,184.93	154,169.93	154,169.93	123,721.93
132 CBD Enhancement Reserve						
Accumulated Reserves at Start of Year	84,897.67	84,897.67	84,897.67	84,897.67	84,897.67	50,404.28
Interest transfer to Reserves	1,401.33	1,148.00	1,148.00	1,968.00	1,968.00	1,993.39
Transfer from Muni	17,500.00	17,500.00	17,500.00	35,000.00	35,000.00	32,500.00
Transfer to Muni	0.00	0.00	0.00	(120,000.00)	(120,000.00)	0.00
	103,799.00	103,545.67	103,545.67	1,865.67	1,865.67	84,897.67
133 Election, Valuation and Corporate Expenses Reserve						
Accumulated Reserves at Start of Year	331,552.54	331,552.54	331,552.54	331,552.54	331,552.54	174,169.07
Interest transfer to Reserves	5,808.43	4,487.00	4,487.00	7,692.00	7,692.00	7,896.56
Transfer from Muni	103,775.00	103,775.00	103,775.00	177,904.00	177,904.00	174,420.00
Transfer to Muni	0.00	0.00	0.00	(395,300.00)	(395,300.00)	(24,933.09)
	441,135.97	439,814.54	439,814.54	121,848.54	121,848.54	331,552.54
134 Civic and Administration Centre Construction Reserve						
Accumulated Reserves at Start of Year	444,863.46	444,863.46	444,863.46	444,863.46	444,863.46	12,782,915.12
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	161,948.34
Transfer to Muni	0.00	0.00	0.00	(444,863.46)	(444,863.46)	(12,500,000.00)
	444,863.46	444,863.46	444,863.46	0.00	0.00	444,863.46
136 Airport Marketing Reserve						
Accumulated Reserves at Start of Year	912,986.35	912,986.35	912,986.35	912,986.35	912,986.35	196,000.00
Interest transfer to Reserves	22,890.66	12,355.00	12,355.00	21,181.00	21,181.00	6,036.59
Transfer from Muni	502,203.40	175,000.00	175,000.00	300,000.00	300,000.00	710,949.76
	1,438,080.41	1,100,341.35	1,100,341.35	1,234,167.35	1,234,167.35	912,986.35
137 Busselton Traffic Study Implementation Reserve						
Interest transfer to Reserves	3,116.37	15,533.00	15,533.00	26,626.00	26,626.00	0.00
Transfer from Muni	292,803.00	2,792,803.00	2,792,803.00	3,001,952.00	3,001,952.00	0.00
Transfer to Muni	0.00	0.00	0.00	(2,660,917.00)	(2,660,917.00)	0.00

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
	\$	\$	\$	\$	\$	\$
	295,919.37	2,808,336.00	2,808,336.00	367,661.00	367,661.00	0.00

City of BusseltonReserves Movement ReportFor The Period Ending 31 January 2018

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
	\$	\$	\$	\$	\$	\$
138 CPA Bushfire Facilities Reserve						
Interest transfer to Reserves	664.66	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	54,671.80	54,671.80	54,671.80	54,671.80	54,671.80	0.00
	55,336.46	54,671.80	54,671.80	54,671.80	54,671.80	0.00
139 CPA Community Facilities Dunsborough Lakes South Reserve						
Interest transfer to Reserves	842.98	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	69,339.20	69,339.20	69,339.20	69,339.20	69,339.20	0.00
	70,182.18	69,339.20	69,339.20	69,339.20	69,339.20	0.00
140 CPA Community Facilities South Biddle Precinct Reserve						
Interest transfer to Reserves	16,858.83	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	1,003,824.14	1,014,442.29	1,014,442.29	1,020,273.29	1,020,273.29	0.00
Transfer to Muni	0.00	0.00	0.00	(175,000.00)	(175,000.00)	0.00
	1,020,682.97	1,014,442.29	1,014,442.29	845,273.29	845,273.29	0.00
141 CPA Infrastructure Road Upgrades Reserve						
Interest transfer to Reserves	2,684.02	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	220,770.23	220,770.23	220,770.23	220,770.23	220,770.23	0.00
	223,454.25	220,770.23	220,770.23	220,770.23	220,770.23	0.00
Various Building Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1,335,118.59	1,335,118.59	1,335,118.59	1,335,118.59	1,335,118.59	1,493,038.06
Interest transfer to Reserves	19,359.33	18,074.00	18,074.00	30,984.00	30,984.00	37,832.12
Transfer from Muni	25,039.00	25,039.00	25,039.00	42,943.00	42,943.00	172,270.41
Transfer to Muni	0.00	0.00	0.00	(40,000.00)	(40,000.00)	(368,022.00)
	1,379,516.92	1,378,231.59	1,378,231.59	1,369,045.59	1,369,045.59	1,335,118.59
Various Community Development Contribution Reserve						
Accumulated Reserves at Start of Year	6,650,294.50	6,650,294.50	6,650,294.50	6,650,294.50	6,650,294.50	0.00
Interest transfer to Reserves	93,326.11	90,013.00	90,013.00	154,310.00	154,310.00	197,085.92
Transfer from Muni	392,018.91	640,962.00	640,962.00	1,098,790.00	1,098,790.00	8,366,380.90
Transfer to Muni	(81,070.00)	0.00	0.00	(844,145.00)	(844,145.00)	(1,913,172.32)
	7,054,569.52	7,381,269.50	7,381,269.50	7,059,249.50	7,059,249.50	6,650,294.50
Various Busselton Area Drainage and Waterways Improvement Reserve						
Accumulated Reserves at Start of Year	609,789.27	609,789.27	609,789.27	609,789.27	609,789.27	0.00
Interest transfer to Reserves	8,761.09	8,253.00	8,253.00	14,148.00	14,148.00	15,325.22
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	594,564.05
Transfer to Muni	0.00	0.00	0.00	(120,000.00)	(120,000.00)	0.00
	618,550.36	618,042.27	618,042.27	503,937.27	503,937.27	609,789.27
Various Employee Entitlement Reserve						
Accumulated Reserves at Start of Year	3,005,076.86	3,005,076.86	3,005,076.86	3,005,076.86	3,005,076.86	0.00
Interest transfer to Reserves	44,082.43	40,677.00	40,677.00	69,732.00	69,732.00	80,277.69
Transfer from Muni	120,449.00	120,449.00	120,449.00	206,480.00	206,480.00	3,474,974.54
Transfer to Muni	0.00	0.00	0.00	(404,840.00)	(404,840.00)	(550,175.37)
	3,169,608.29	3,166,202.86	3,166,202.86	2,876,448.86	2,876,448.86	3,005,076.86
Various Infrastructure Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1,076,330.48	1,076,330.48	1,076,330.48	1,076,330.48	1,076,330.48	0.00
Interest transfer to Reserves	25,485.57	14,567.00	14,567.00	24,972.00	24,972.00	55,440.66
Transfer from Muni	1,283,492.00	1,283,492.00	1,283,492.00	2,200,270.00	2,200,270.00	4,445,284.93
Transfer to Muni	(135,000.00)	0.00	0.00	(2,142,278.00)	(2,142,278.00)	(3,424,395.11)
	2,250,308.05	2,374,389.48	2,374,389.48	1,159,294.48	1,159,294.48	1,076,330.48
Various Joint Venture Aged Housing Reserve						
Accumulated Reserves at Start of Year	874,987.03	874,987.03	874,987.03	874,987.03	874,987.03	0.00
Interest transfer to Reserves	14,068.34	11,844.00	11,844.00	20,304.00	20,304.00	18,602.71
Transfer from Muni	70,000.00	70,000.00	70,000.00	120,000.00	120,000.00	856,384.32
Transfer to Muni	0.00	0.00	0.00	(25,000.00)	0.00	0.00
	959,055.37	956,831.03	956,831.03	990,291.03	1,015,291.03	874,987.03

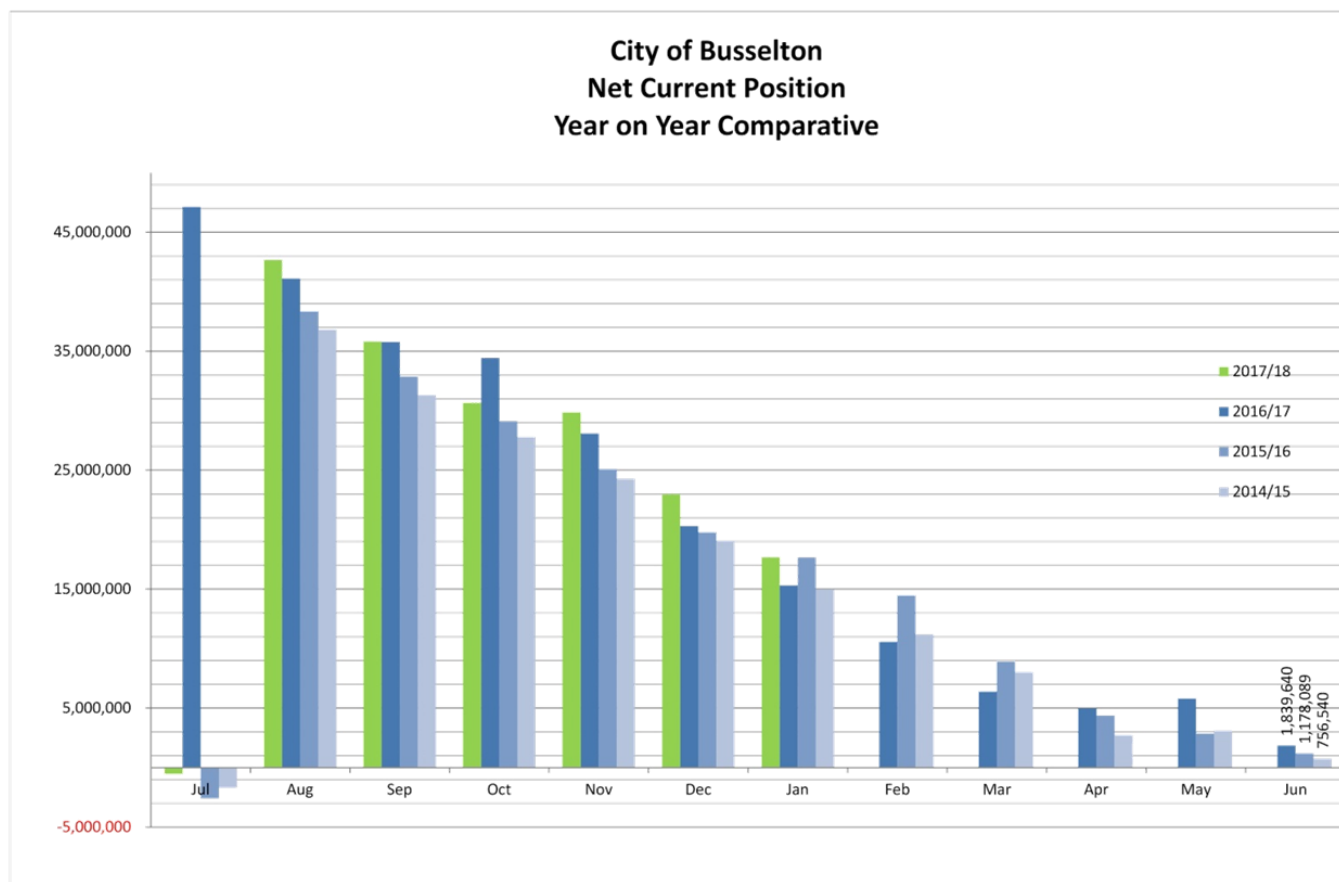
FINANCIAL ACTIVITY STATEMENT PERIOD ENDING 31 JANUARY
2018

City of Busselton

Reserves Movement Report

For The Period Ending 31 January 2018

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
	\$	\$	\$	\$	\$	\$
Various Public Art Reserve						
Accumulated Reserves at Start of Year	94,836.29	94,836.29	94,836.29	94,836.29	94,836.29	0.00
Interest transfer to Reserves	3,076.77	1,281.00	1,281.00	2,196.00	2,196.00	1,776.29
Transfer from Muni	143,481.50	30,331.00	30,331.00	52,000.00	52,000.00	93,060.00
Transfer to Muni	0.00	0.00	0.00	(137,000.00)	(52,000.00)	0.00
	<u>241,394.56</u>	<u>126,448.29</u>	<u>126,448.29</u>	<u>12,032.29</u>	<u>97,032.29</u>	<u>94,836.29</u>
Total Cash Back Reserves	<u>50,350,093.04</u>	<u>53,029,305.42</u>	<u>53,029,305.42</u>	<u>39,902,663.96</u>	<u>40,337,663.96</u>	<u>43,539,055.90</u>
Summary Reserves						
Accumulated Reserves at Start of Year	43,539,055.90	43,539,055.90	43,539,055.90	43,539,055.90	43,539,055.90	46,024,063.38
Interest transfer to Reserves	666,883.00	583,331.00	583,331.00	1,000,000.00	1,000,000.00	1,334,027.08
Transfer from Muni	7,704,697.31	10,053,577.52	10,053,577.52	15,285,571.66	15,285,571.66	26,832,924.34
Transfer to Muni	(1,560,543.17)	(1,146,659.00)	(1,146,659.00)	(19,921,963.60)	(19,486,963.60)	(30,651,958.90)
Closing Balance	<u>50,350,093.04</u>	<u>53,029,305.42</u>	<u>53,029,305.42</u>	<u>39,902,663.96</u>	<u>40,337,663.96</u>	<u>43,539,055.90</u>





CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT
For the month of January 2018

11am Bank Account As at 31 January 2018

INSTITUTION	RATE	AMOUNT
ANZ 11am At Call Deposit	1.45%	\$ 8,000,000

Term Deposits - Miscellaneous Funds As at 31 January 2018

INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
Rural Bank	BBB	181	05-Feb-18	2.50%	\$ 1,500,000
Bankwest	AA	151	12-Feb-18	2.50%	\$ 4,000,000
NAB	AA	153	12-Feb-18	2.54%	\$ 2,000,000
NAB	AA	180	14-Feb-18	2.50%	\$ 3,000,000
ANZ	AA	184	25-Feb-18	2.40%	\$ 3,000,000
Westpac	AA	181	06-Mar-18	2.55%	\$ 5,000,000
Westpac	AA	181	12-Mar-18	2.55%	\$ 4,000,000
NAB	AA	181	12-Mar-18	2.55%	\$ 2,000,000
Westpac	AA	181	22-Mar-18	2.56%	\$ 1,500,000
NAB	AA	148	29-Mar-18	2.47%	\$ 3,000,000
ANZ	AA	182	03-Apr-18	2.40%	\$ 3,000,000
Westpac	AA	90	06-Apr-18	2.55%	\$ 3,000,000
NAB	AA	90	12-Apr-18	2.53%	\$ 4,000,000
ANZ	AA	121	15-Apr-18	2.30%	\$ 3,500,000
NAB	AA	151	23-Apr-18	2.41%	\$ 2,500,000
Westpac	AA	120	17-May-18	2.55%	\$ 1,500,000
NAB	AA	120	17-May-18	2.46%	\$ 2,000,000
Bendigo	BBB	272	05-Jun-18	2.50%	\$ 3,000,000
Bendigo	BBB	271	12-Jun-18	2.50%	\$ 1,000,000

Total of Term Deposits	\$ 52,500,000
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Foreshore Development Funds As at 31 January 2018

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$	37,937
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Please note an additional 662,336.73 is being held within the pool of term deposit funds

Airport Redevelopment Funds As at 31 January 2018

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$	2,503
WA Treasury Corp. - State Bonds 59 Days 29-Mar-18	1.68%	\$	6,224,557

Total of Airport Redevelopment Funds - WATC	\$ 6,227,060
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Westpac	AA	62	05-Feb-18	1.85%	\$	4,000,000
NAB	AA	92	06-Feb-18	2.45%	\$	3,000,000

Total of Airport Redevelopment Funds - Bank Term Deposits	\$ 7,000,000
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ANZ Cash Account	AA	NA	NA	1.50%	\$ 9,928,375
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Total of Airport Redevelopment Funds - Other	\$ 9,928,375
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Total of Airport Redevelopment Funds	\$ 23,155,435
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Interest Received 2015/16	\$	609,666
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Interest Received 2016/17	\$ 1,158,623
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Interest Received 2017/18	\$	407,830
Interest Accrued but not yet Received	\$	41,701

Total Interest Airport Funds (Non-Reserve) at month's end	\$ 2,217,820
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Interest Transferred out and held in City Reserve Account 136	\$	882,153
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Interest Earnt (incl. Accrued) on Funds Held in City Reserve A/c 136	\$	14,981
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(Note: Funds held with the WATC are in accordance with the Airport Redevelopment Funding 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 2017	As at 31 January 2018
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11am Bank Account	\$ 7,500,000	\$ 4,000,000	\$ 8,000,000
Term Deposits - Misc. Funds	\$ 64,000,000	\$ 50,000,000	\$ 52,500,000
Foreshore Development Funds - WATC	\$ 1,417,748	\$ 1,526,935	\$ 37,937
Airport Redevelopment - WATC Deposits	\$ 6,089,359	\$ 6,146,434	\$ 6,227,000
Airport Redevelopment - Bank Term Deposit	\$ 29,000,000	\$ 17,000,000	\$ 7,000,000
Airport Redevelopment - ANZ Cash A/c	\$ 11,289,741	\$ 7,101,339	\$ 9,828,375
Total of all Investments Held	\$ 119,296,848	\$ 85,774,708	\$ 83,693,372

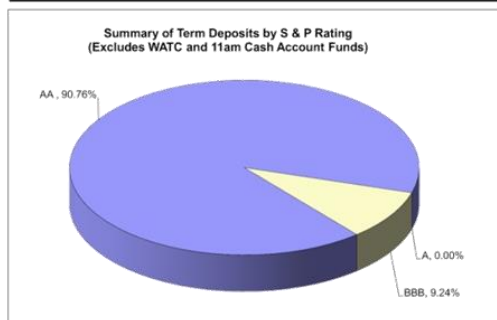
TOTAL INTEREST RECEIVED AND ACCRUED	\$	1,033,753	\$	1,625,936	\$	847,568
INTEREST BUDGET	\$	905,492	\$	1,454,850	\$	798,581

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

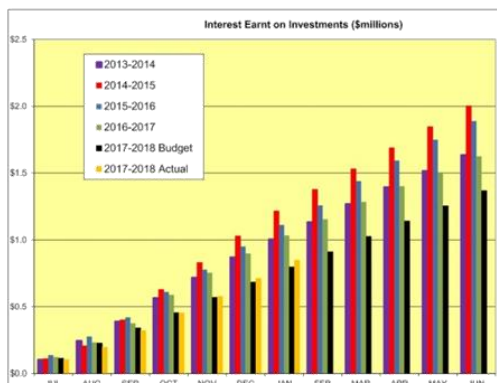
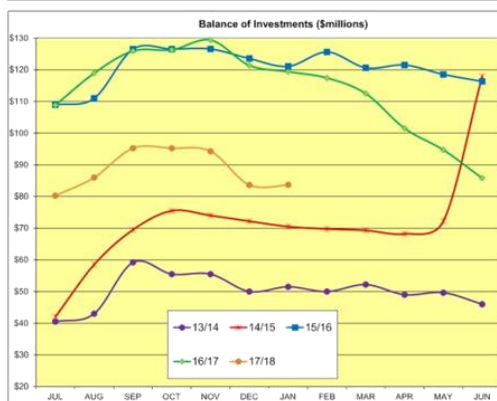
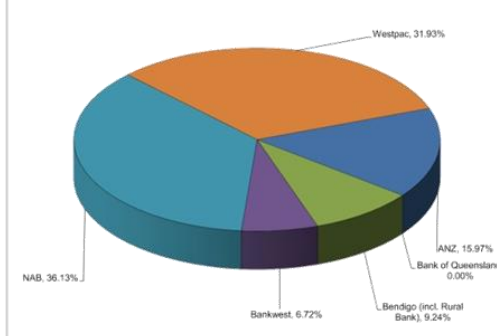
Statement of Compliance with Council's Investment Policy 218

- | | |
|---|-----------------|
| 1. All funds are to be invested within legislative limits. | Fully Compliant |
| 2. All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value. | Fully Compliant |
| 3. The amount invested based upon the Fund's Rating is not to exceed the set percentages of the total portfolio. | Fully Compliant |
| 4. The amount invested based upon the Investment Horizon is not to exceed the set percentages of the total portfolio. | Fully Compliant |

Investment Graphs



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



10.2 Finance Committee - 15/02/2018 - BUDGET AMENDMENT REQUEST

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Finance and Corporate Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

This item was considered by the Finance Committee at its meeting on 15 February 2018, the recommendations from which have been included in this report.

PRÉCIS

This report seeks recommendation of the Finance Committee to Council for the approval of budget amendments as detailed in this report. Adoption of the Officers recommendation will result in no change to the City's current Amended Budgeted Surplus Position of \$0.

It will however result in a reduction to the City's "Budget Surplus Contingency Holding Account" from \$68,209 to \$53,805 (by \$14,404).

BACKGROUND

Council adopted its 2017/2018 Municipal Budget on Wednesday, 26 July 2017 with a balanced Budget position.

Since this time Council has been advised of certain funding changes that have impacted the original Budget and Council is now being asked to consider Budget Amendments for the following Key Areas/Projects:

1. "Water Sensitive Urban Design – Centurion Way Detention Basin to Living Stream Projects"**BACKGROUND**

The City has been successful in securing \$28,164 from the South West Catchment Council (SWCC) for improving the function of a storm water detention basin located near Centurion Way West Busselton.

The Centurion Way detention basin was constructed approximately 30 years ago and during the winter period the basins attenuation function is limited as the basin is readily inundated with little or no treatment of stormwater prior it's to disposal to the conservation category New River wetlands.

PLANNED EXPENDITURE ITEMS

Design and construct a stilling basin for settlement of suspended solids, installation of gross pollution trap, nutrient removal, revegetation and installation of interpretive signage to demonstrate the values of urban wetlands for biodiversity and water quality.

Officers propose that the 2017/2018 Adopted Budget be amended to reflect the following funding changes, shown in Table 1.

Table 1:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Revenue				
421-D0018-1215	SWCC – Centurion stormwater grant	0	(28,164)	(28,164)
Expenditure				
421-D0018-3280	SWCC – Centurion stormwater expenditure	0	21,500	21,500
421-10850-3498	SWCC – Centurion stormwater expenditure	0	6,664	6,664
Net Total		0		0

PROPOSED OUTCOME

Improved function of a storm water detention basin located near Centurion Way West Busselton.

2. “Protection of conservation significant roadside vegetation”**BACKGROUND**

The City has secured \$18,000 from the State NRM community action grant program for the protection of four sections of conservation significant road side vegetation (Edwards Road, Princefield Road, Kolhagen Road and Price Road) which include a State and Commonwealth listed endangered vegetation community, six Commonwealth listed flora and eight recorded State listed priority flora species.

PLANNED EXPENDITURE ITEMS

The key activities include fencing, weed and feral animal control, seed collection of rare flora and revegetation. The State NRM community action grant program requires the involvement of community environmental volunteers as appropriate, to undertake some of the planned activities.

The following amendments shown below in Table 2 are being sought for approval.

Table 2:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Revenue				
421-10850-1239	State NRM roadside vegetation grant	(22,550)	(18,000)	(40,550)
Expenditure				
421-10850-3280	State NRM community action expenditure	93,500	11,600	105,100
421-10850-3498	State NRM community action expenditure	28,770	6,400	35,170
Net Total		99,720	0	99,720

PROPOSED OUTCOME

Protection of four sections of conservation significant road side vegetation (Edwards Road, Princefield Road, Kolhagen Road and Price Road)

3. “Water Management Plan community consultation”

BACKGROUND

The City is currently preparing water management plans for the Lower Vasse River and Toby Inlet as part of a State Government initiative to improve water quality, waterway health and management of Geographe Waterways in the City of Busselton district. The Department of Biodiversity Conservation and Attractions (DBCA) is also concurrently preparing a management plan for the Vasse-Wonnerup wetlands.

Funding for community consultation to assist the preparation of the waterway management plans has been provided to the City under the Vasse Geographe R4R funding program and is identified within Councils 2017/18 Budget.

PLANNED EXPENDITURE ITEMS

Part of the City’s community consultation process is being carried out in partnership with the DBCA which includes a joint Aboriginal heritage cultural values study and ethnographic study for the Lower Vasse River, Toby Inlet and the Vasse-Wonnerup wetlands. The purpose of this proposed budget amendment is to include a 50% contribution from DBCA for this study as revenue and corresponding expenditure in Council’s 2017/18 Budget.

The following amendments shown below in Table 3 are being sought for approval.

Table 3:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Revenue				
421-10830-1239	Environmental Management Administration Operating grants	(58,627)	(6,920)	65,547
Expenditure				
421- 10830-3280	Environmental Management Administration Consultancy	90,890	6,920	97,810
Net Total		32,263	0	32,263

PROPOSED OUTCOME

A joint Aboriginal heritage cultural values study and ethnographic study for the Lower Vasse River, Toby Inlet and the Vasse-Wonnerup wetlands.

4. “Funding Request for the Library Consortia”

BACKGROUND

The City is a member of “The Library Consortia, consisting of 12 members, which has been in place now for over a year.

As a group, the Consortia have made remarkable savings in divesting of in-house library software systems and moving to a cloud-based solution. It is estimated that the City of Busselton saved over \$60k on purchase and implementation of new software, Library Management System (LMS), to replace the former AMLIB solution which was no longer being developed.

The ongoing success of the project has increased the growth of library membership and therefore the workload associated with maintaining the system.

Libraries are becoming increasingly aware of new functionality much of which would have a beneficial service impact on patrons.

The Consortia have advised they need a dedicated resource to not only manage day to day issues but to assist in deploying those new features. The Consortia is requesting a contribution of \$14,404 from the City of Busselton; the full costs, \$61,575, of the proposal is to be share across the 12 members Costs on the basis of population. The resource is likely to be placed at one of the larger two libraries - Bunbury or Busselton.

PLANNED EXPENDITURE ITEMS

The City would make a contribution to the Library Consortia of \$14,404, with the following amendments shown below in Table 4 being sought for approval.

Table 4:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
100-10001-3680	Budget Surplus Contingency Holding Account	68,209	(14,404)	53,805
233- 10380-3295	Library Services - Other Computing Costs	0	14,404	14,404
Net Total		68,209	0	68,209

PROPOSED OUTCOME

Provide financial support to the Library Consortia which in turn will enhance patrons experience, address duplication across the 12 member Local Governments, provide dedicated support to member Local Governments and develop and maintain a website to assist patrons to better use the new LMS.

5. "Recognition of Income"

BACKGROUND

During July 2016 a one in twenty year rain event damaged both Princefield and Coopers Road.

At that time a Claim was made through MRWA for reimbursement of expenditure under the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) program this was however rejected as it was not a declared event, causing somewhat localised damage and not to the value required for it to be declared.

Notwithstanding the above City Officers have pursued a reinstatement reimbursement from Main Roads via an alternative "Supplement Funding" pool based on the following:

"Based on the 72 hour storm duration and rainfall recordings as Vasse Highway CB3 gauge the Annual Recurrent Interval (ARI) of the storm event is greater than a 20 year ARI and thus is considered an abnormal rain event as per the Agreement."

The amount of \$36,274 excluding GST has subsequently been secured.

PLANNED EXPENDITURE ITEMS

As Municipal Road Funds would have been utilised in 2016 it is proposed to return the amount approved to the Road Maintenance Budget, with the following amendments shown below in Table 5 being sought for approval.

Table 5:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
541-M9999-1239	Road Maintenance – Operating Grants	0	(36,274)	(36,274)
541-M9999-3280	Road Maintenance – Contractors	140,000	36,274	176,274
Net Total		140,000	0	140,000

PROPOSED OUTCOME

Recognition of income and return of funds to Road Maintenance.

6. “Youth Community Activities Building (YCAB)”**BACKGROUND**

With the recent opening of the Youth Community Activities Building (YCAB) on the foreshore, it is appropriate to establish its own set of operating budget provisions. At the present time, budget provisions have been created and funded in the general Community Development area.

PLANNED EXPENDITURE ITEMS

This budget adjustment creates specific operating income and expenditure accounts for the YCAB where none previously existed. Budgets have been redirected from the Community Development area, with the following amendments shown below in Table 6 being sought for approval.

Table 6:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
330-B1361-3001	YCAB - Salaries	0	30,000	30,000
330-B1361-3413	YCAB – Youth Services Program	0	13,350	13,350
330-10530-1751	Community Development – Sundry Income	0	(10,000)	(10,000)
330-10530-3001	Community Development – Salaries	313,400	(20,000)	293,400
330-10530-3260	Community Development – Consultancy	23,350	(13,350)	10,000
Net Total		336,750	0	336,750

PROPOSED OUTCOME

Reallocation of Funds to specific YCAB activity.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

RELEVANT PLANS AND POLICIES

There are multiple Plans and Policies that support the proposed Budget Amendments.

FINANCIAL IMPLICATIONS

Budget amendments being sought will result in no change to Council’s Budget Surplus position of \$0.

Long-term Financial Plan Implications

N/A

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.1 - ‘Governance systems, process and practices are responsible, ethical and transparent’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

There is a risk to the City, as there is with all projects undertaken, that the final cost could exceed budget. If this looks to be the case Council will be notified so a suitable offset / project scope back can be identified.

CONSULTATION

Consultation has occurred with the appropriate City of Busselton officers.

OFFICER COMMENT

The Officer commends the requested Budget Amendment to the Finance Committee for consideration and recommendation to Council.

CONCLUSION

Council’s approval is sought to amend the budget as per the details contained in this report. Upon approval the proposed works will be planned, organised and completed.

OPTIONS

The Council could decide not to go ahead with any or all of the proposed budget amendment requests.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, the associated budget amendment will be processed within a month of being approved.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That the Council endorses the Requested Budget Amendments contained within this report, resulting in no change to an Amended Budgeted Surplus Position of \$0; noting that the City’s “Budget Surplus Contingency Holding Account” would reduce from \$68,209 to \$53,805 (by \$14,404).

11. PLANNING AND DEVELOPMENT SERVICES REPORT

11.1 THIRD PARTY APPEAL RIGHTS IN PLANNING - WALGA

SUBJECT INDEX:	Landuse and Planning Controls
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Development Services and Policy
ACTIVITY UNIT:	Development Services and Policy
REPORTING OFFICER:	Manager, Development Services and Policy - Anthony Rowe
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A City of Busselton Submission 3 July 2017 ↓ Attachment B WALGA Invitation for Support ↓

PRÉCIS

In 2017 the Western Australian Local Government Association (WALGA) invited member local governments to provide an indication of support for the introduction of Third Party Appeal Rights in Planning. This was invited in response to its discussion paper investigating and comparing approaches in other state jurisdictions and listing their identified advantages and disadvantages.

Subsequent to those submissions, WALGA is requesting, by resolution, an indication of support for the following proposition/model:

“Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels”

The recommendation of this report is to decline support for the WALGA model because it is contrary to the principle of making an ‘objective’ development assessment, it is based on a monetary threshold and would apply regardless of whether it was supported in the Local Planning Scheme; which is a democratically derived policy.

The recommendation of this report is instead to indicate to WALGA a qualified support for Third Party Appeal Rights in Planning, that it should be available regardless of monetary value in limited circumstances where a development is not consistent with the conveyed expectation of a democratically derived policy; either it is an unforeseen development or it is a significant variation on an expressed standard.

BACKGROUND

WALGA is in the process of reviewing its standing position of “not” supporting the introduction of Third Party Appeal Rights in Planning.

The review commenced in December 2016. It lead to a discussion paper that the City provided comment on in July 2017 (Attachment A).

The Western Australian Planning System, unlike other Australian States, does not provide a **readily accessible** means for a third party to seek judicial review of a planning decision. Only the applicant/owner enjoys the opportunity for judicial review of a planning decision by the State Administrative Tribunal.

As a matter of clarification, a third party can apply to the Supreme Court for judicial review of a planning decision. The jurisdiction of the Supreme Court is expansive but these actions are practically discouraged because the opportunity to appeal is not explicitly identified or known and the potential cost is extremely high (if unsuccessful it can include court costs and the other party's costs including damages). It is also discouraged because of the complexity of the Supreme Court's process.

The motivation to provide for Third Party Appeal Rights in Planning in Western Australia is, therefore, an access to affordable and straightforward processes for judicial review i.e. the SAT.

In December 2016 the WALGA State Council resolved to investigate the advantages of introducing a **merit** based third party appeals rights system in planning (WA). WALGA prepared a discussion paper investigating the approaches used by the other states in Australia and compared the advantages and disadvantages of each.

A 'merit' based appeal is different to a procedural appeal in that it is not factually determined but is an objective judgement, and it is *de Novo* meaning it is not an examination of the planning authority's decision but is a fresh assessment of the merit of a proposal itself, and new evidence can be presented and considered.

The interstate arrangements for third party 'merit' appeals vary greatly. Victoria has the most widely applying access to third party appeals; it is available on all discretionary decisions. Other states have limited access to third party appeals based generally upon the scale, external impacts and also for departures from standard solutions. All jurisdictions have an 'as of right' or 'permitted' category of development where no third party appeal is provided. Some jurisdictions also reverse the appeal right, to remove the applicant's appeal right and only provide it for a third party appeal in certain circumstances.

The WALGA discussion paper identified that whilst there was a wide variation in approach and methods, each state reported they were happy with their unique arrangement. None envied another state.

In response to WALGA's invitation to comment on the discussion paper, thirty eight submissions were received. The submissions were split with 53% in support for some form of third party appeal, 5% requested further investigation and 42% were against the introduction of third party appeals. Most submissions in support of third party appeals expressed a view that there should be limitations on their form and the circumstances in which they should be available.

The feedback received was collated by WALGA and put into 5 options:

1. Support the introduction of third party appeals for decisions made by Development Assessment Panels.
2. Support third party appeals where discretion has been exercised under the R Codes, Local Planning Policy and Local Planning Scheme.
3. Support the introduction of Third Party Appeals Right against development approvals.
4. Support the introduction of Third Party Appeal Rights against development approvals and /or the conditions or absence of conditions of approval.
5. Other.

The above were all conditional to excluding vexatious appeals, limiting the right only to those making submissions, and providing a short period of 14 days to lodge the appeal.

WALGA, further to the receipt of submissions, conducted two workshops in November 2017 to consider the 5 options. There were 40 participants in total at the workshops and they were invited to vote on the 5 options.

Option 5 received the most votes, arguably reflecting there was a lack of satisfaction in either of the other 4 options, but Option 1 received the most votes (nine), followed by Option 2 (six). Consequently, Option 1 is now the preferred model.

As part of furthering its consultation process, and before the WALGA State Council resolves a policy position, WALGA members are now requested (Attachment B) to advise of their support, by resolution by 15 March 2018, on the following (Preferred) model:

“Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels”

STATUTORY ENVIRONMENT

The *Planning and Development Act 2005* establishes the Western Australian Planning system. It also provides for Deemed Provisions, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Schedule 2 imposes provisions into the Local Planning Scheme and, at cl.76, it provides for the *Review of planning decisions*. Presently, this only identifies that an ‘affected person’ (either the applicant or the owner) may apply to the State Administrative Tribunal for a review of the planning decision.

If Third Party Appeal Rights were to be introduced, most likely it would extend the category of the *affected person* and the circumstance that makes them ‘affected’.

It is also a feature of the *Planning and Development Act 2005* that once a planning decision is made it can only be overturned by the SAT or by an Order from SAT providing an opportunity for reconsideration by the planning authority.

Presently the applicant has no opportunity to apply to Council to review a decision to ‘refuse’ an application; that can only be made to the SAT. An applicant can apply to Council to have a condition of approval reviewed by virtue of the applicant’s opportunity to apply to modify a planning approval including any imposed conditions.

RELEVANT PLANS AND POLICIES

Nil

FINANCIAL IMPLICATIONS

Nil

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

Nil

RISK ASSESSMENT

The City is being asked to indicate a position of support that in turn would be the basis of further investigation by WALGA. There are no downside risks consequential to the Council's participation to indicate a preference for a particular model of Third Party Appeal Rights in Planning.

CONSULTATION

No external consultation is required.

OFFICER COMMENT

The reasons for the preferred (WALGA) model, *Third Party Appeal Rights for decisions made by Development Assessment Panels*, were:

1. Local Government could appeal a DAP decision and address community concerns removed from Council as the decision maker. This it argued would restore community confidence;
2. The appeal would make DAP more transparent, including the accountability of the elected members on DAP to their electorate; and
3. It would limit appeals to more complex applications of community interest.

The WALGA model is not supported for the following reasons.

The Western Australia planning system provides for democratic consideration at the making of development control policy. It is established by a hierarchy directed initially by State Planning Strategy, but how that is in turn addressed is through the Local Planning Strategy that is prepared in consultation with the community. It is the Local Planning Strategy stage that welcomes the democratic process at the local level; to determine the form of the City and the expectations of land use. Once consultation is settled the Local Planning Strategy then guides the development controls that are articulated in the Local Planning Scheme and further into Local Planning Policy.

Development assessment itself is not a democratic process but an objective assessment against the democratically derived framework. As such, consultation is to serve the purpose of illuminating planning issues to be considered in the objective assessment, to be satisfied of an accord between the proposal and the development control policy.

This follows the *rule of law*, which is an equity principle that requires equal treatment of all applicants on the same issue (consistency), a fair assessment is an objective one made against the reasonable expectations articulated in the framework. Planning also follows a purposive approach, it is to be practically applied, and it is reflected in the term 'due regard'. A literal meaning can be varied if the purpose is maintained, particularly in there is need to find balance between conflicting issues. As a consequence variations on any particular standard can be expected in the practical pursuit of an outcome as long as the overall purpose remains balanced. It is however, the extent of departure from a standard where care must be taken, so as not to be contrary to the democratically derived expectation.

Planning by its nature is often adversarial, the applicant and a potential third party having different interests. Not everyone will be satisfied by the outcome of the initial democratic Local Planning Strategy process, and this dissatisfaction may carry through to the assessment of a development application. How many opportunities to register dissatisfaction should therefore be provided?

The preferred model (WALGA) is not supported

The preferred model (WALGA) is not supported because a decision by a Development Assessment Panel (DAP) happens only on a basis of the proposals monetary value; an applicant's option from \$2 million-\$10 million and mandatory if over \$10 million. A DAP will also be required to determine applications contemplated in the Scheme, so a monetary trigger alone would not seem a reasonable basis to again pursue a grievance.

The ability of Council to politically side with residents to appeal a DAP decision (one of the reasons in advocating the preferred model (WALGA) is also a confusion of the democratic process and the objective consideration at development assessment. It undermines the fundamental basis for the creations of DAPs: to force good policy creation by councils; to provide certain expectations for applicants and the community; and to focus assessment upon objective comparison against good policy in the planning framework – the rule of law.

Why we need third party appeals in planning?

As comprehensive as the Local Planning Strategy exercise may be, in reality, it is devised at a point in time and land use opportunities can quickly change. The democratic process and the Local Planning Scheme will therefore not resolve all potential opportunities at all times, and the time frame for a Local Scheme Amendment may not be practical.

The ability to address unforeseen development opportunities and to vary standards is therefore a practical approach, however, something not expected nor democratically tested, is arguably worthy of the extra benefit of a third party appeal and should not be dependent upon a monetary trigger alone.

This was the basis for the City's submission (7 July 2017) to WALGA.

The City submission also advocated that the application of third party appeals should be left to each local government to determine.

There are advantages to having third party appeals that may outweigh the fear of delay and additional work/cost for councils (*offsetting efficiencies*). In other jurisdictions it should be noted, the opportunity to appeal is rarely taken in comparison to the volume of applications assessed.

In practice Third Party Appeal Rights in Planning offer the following advantages:

- The opportunity to appeal, for a third party, supports a perception in the community that the planning process is fair, whereas only providing an appeal opportunity to the applicant/owner is seen as unfair;
- Planning considerations are balanced and departures/variations are justified – because either the applicant or the third party may appeal;
- A body of law is established that provides greater certainty in the interpretation of policy (*an offsetting efficiency*);
- The process of review tests the effectiveness of policy, identifying weaknesses that should be tightened (*an offsetting efficiency*);
- There is an outlet for grievance; and
- It is an assurance of planning department competence.

The City, if given the choice, may choose to provide Third Party Appeal Rights in Planning on the following:

- *Use not listed,*
- *Non- conforming use,*
- exceedance of maximum building heights; and
- variations to standards/expectations that would have a significant adverse material impact beyond the site (an objective test for 'significant adverse' can be made for certainty)

This opportunity would only be available for advertised applications and only to those who had made submission during the consultation process.

CONCLUSION

The basis for the preferred model (WALGA) is counterproductive to 'objective' development assessment, the purpose of DAPs. It is recommended the Council not support *for the introduction of Third Party Appeal rights for decisions made by Development Assessment Panels.*

For reason of the advantages identified, it is recommended the City reaffirms its support for WALGA to continue to investigate the introduction of Third Party Appeal Rights in Planning, but for it to apply only in strictly limited circumstances where a development is not consistent with the conveyed expectation of a democratically derived policy.

The basis for the City's submission of 7 July 2017 remains valid and should be reaffirmed.

OPTIONS

1. Decline to support the preferred model - support for the introduction of Third Party Appeal rights for decisions made by Development Assessment Panels.
2. Support the preferred model - support for the introduction of Third Party Appeal rights for decisions made by Development Assessment Panels.
3. Resolve to report no comment on the preferred model.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Advice to be supplied to WALGA by no later than 15 March 2018.

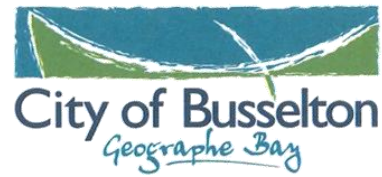
OFFICER RECOMMENDATION

That the Council resolves to indicate to the Western Australian Local Government Association -

1. That it does not support the preferred model - *support for the introduction of Third Party Appeal rights for decisions made by Development Assessment Panels;*
2. That it recommends further investigation into the opportunities for Third Party Appeal Rights in Planning;
3. That it reaffirms the City submission dated 7 July 2017, to support the provision for third party appeals rights in Planning where a development is not consistent with the conveyed expectation of a democratically derived policy; either it is an unforeseen development or it is a significant variation on an expressed standard.

Our ref: 3333085

Enquiries: Anthony Rowe (08) 9781 0473



3 July 2017

Mr Graham Congdon
Western Australia Local Government Association
Po Box 1544,
WEST PERTH WA 6872

Dear Graham

RE: DISCUSSION PAPER - THIRD PARTY APPEAL RIGHTS IN PLANNING

Thank you for the opportunity to respond to the *Third Party Appeal Rights in Planning* discussion paper.

The City of Busselton holds good governance, accountability and community confidence as pre-eminent values of its success.

In preparing this response the City has given consideration to the advantages and disadvantages of third party appeal rights as outlined in the Discussion Paper, and also the context provided by Judge Christine Trenorden, about the role of third party appeals in maintaining community confidence.

Having had regard to the above, the City has paid its attention to the *Issues to Consider* and the *Feedback Sought* in responding to the invitation to answer the following questions.

- **Would you be in favour of the introduction of some form of Third Party Appeal Rights in Western Australia?**

The City supports further investigation into the application of third party appeals for limited situations and for the opportunity for each council to determine when third party appeals should apply. The City does not support providing a broad opportunity for third party appeal to situations where matters are certain and have been settled through a democratic purpose; this would create delays and expense.

The City may support third party appeals to consider unforeseen but generally acceptable proposals that would otherwise be restricted by the current development controls or have a potential for significant impact external to the property boundary.

A generally acceptable proposal is one that on completion, and in taking a precautionary approach, would not be repugnant to the purpose of the land use zone.

A third party appeal opportunity in these instances may provide for a more efficient process enabling a greater flexibility in the consideration of land uses and provide an alternative to the expense and delay associated with a Scheme amendment.

All Communications to:

The Chief Executive Officer
Locked Bag 1
BUSSELTON WA 6280
T: (08) 9781 0444 E: city@busselton.wa.gov.au
www.busselton.wa.gov.au

Events Capital WA

Further to this, the City considers it is essential that Local Government has the ability to nominate certain categories of land use for application of a third party appeal. This should be expressed through the planning Scheme with agreement from the Minister.

The City recognises that it is desirable to have a level of consistency across the Schemes, and the agreement of the Minister would serve a number of purposes. Firstly, to support the opportunity for third party appeals in the WA Planning system; and secondly, to ensure this opportunity can be provided at an appropriate level and with a degree of consistency across councils.

- **Do you feel your City is likely to support some form of Third Party Appeal rights?**

The City is likely to support some form of third party appeal right where it can provide a more efficient process and if it also supports community confidence in City.

The Discussion Paper has invited a response to the *Issues to Consider*. The City's response to each *Issue* is provided below:

- The City's support for a third party appeal is conditional upon an efficient process within SAT. This aspect and the means of excluding vexatious or unreasonable appeals needs to be given emphasis in any further investigation towards the introduction of third party appeals. The SAT should have an initial test to determine whether an appeal has the merit to proceed.
- The City would support restricting the opportunity to appeals to only those who were invited and made a submission. If a consultation is only provided to immediate neighbours then only a neighbour who makes a submission should have the right to appeal.
- The City does not support the need to apply appeals to third parties on certain and consistently applied standards where these standards have been followed in the decision.
- In regard to the question on minor development and in consideration to variations on standards, many members of the public expect a 'literal' interpretation rather than one based in 'purpose'. An opportunity exists to improve community understanding about the correct interpretation of development controls.
- There is also opportunity to improve the guidance for planning authorities, and JDAP, around proportionality and degree of departure from variations to site and development standards that may be acceptable.
- Specific wording at cl 34 in Schedule 1 of the Planning and Development Regulations 2015 (Model Scheme Text to be adopted by all councils) could be applied more broadly, together with an expressed intent of an acceptable variation not being one that undermines the purpose of the zone and an 'adverse impact' having an objective measure against a common expectation. In short, a variation should not jeopardise the attainment of the purpose of the zone or impose a burden upon a neighbour greater than that commonly expected.
- The City would also support that an appeal must be made within 14 days of the notification of the decision. A short time frame is considered reasonable given the ability to appeal is only to be provided to those who made a submission and they would be familiar with the proposal.

- **Any other comments relating to Third Party Appeals?**

Western Australia is the only state that does not have a third party appeal opportunity, and the request for its introduction is of long standing and persistent. It is a response to suspicion and a lack of trust amongst some elements of the community.

Those elements in the community suspicious of local government will not be satisfied by only a limited application of third party appeals.

For this reason the City recommends that any further investigation of third party appeals should include a range of opportunities to improve accountability and confidence in the planning decision making process.

I trust the comments from the City of Busselton will be of assistance to your considerations.

Yours sincerely



Mike Archer
CHIEF EXECUTIVE OFFICER

City of Busselton	Application No	Receipt No	City of Busselton
	CIO ID		
	05 DEC 2017		
	Property ID	Doc ID	
	Retention		



1 December 2017

Our Ref: 06-06-01-0001 GC

Mr Mike Archer
Chief Executive Officer
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

Dear Mr Archer,

CONSULTATION WITH MEMBERS – THIRD PARTY APPEAL RIGHTS IN PLANNING

Please find attached the Western Australian Local Government Association's (WALGA) report on the outcomes of consultation with members on Third Party Appeal Rights in Planning.

In December 2016, WALGA State Council resolved to undertake research on third party appeals around Australia and further consult with members regarding its current policy position. The Association prepared a discussion paper which provided background on the development of WALGA's position and a review of the arguments both for and against third party appeals which was then circulated to the Local Government sector for comment and feedback.

Feedback was presented to State Council at its 8 September 2017 meeting, where it was resolved that (92.9/2017) -

1. State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.
2. WALGA undertakes further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.
3. The findings to be distributed for comment and the Item then be reconsidered by State Council.
4. WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.

The submissions received on the discussion paper were collated into four options which broadly capture the range of responses in support of Third Party Appeals (see accompanying report for the complete list of options). Two workshops were held on 1 November 2017, and a webinar held on 9 November 2017 to review these options with members and determine a preferred model for any proposed rights. The workshops had 40 attendees (35 officers and 5 Elected members), representing 25 local governments. The attached report discusses the outcomes of this consultation process.



The purpose of the consultation was to determine members' preferred model for any proposed appeal rights. Based on the outcomes of the workshops, the Association is requesting that members consider the following as the preferred model for Third Party Appeal Rights in Planning in Western Australia:

Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels

Members are requested to advise their support or otherwise of this model of Third Party Appeal Rights by Council Resolution, to be returned to the Association no later than **15 March 2018**.

Upon receipt of the resolutions, a report will be presented to State Council for further consideration.

Council resolutions can be sent to the Planning and Development Team via email at planning@walga.asn.au or by mail to WALGA directly at PO Box 1544, West Perth WA 6872, Attention Planning and Development Team.

Any questions or comments can be sent to the above email or call on 9213 2000 to discussion with a member of the Team.

Yours sincerely

A handwritten signature in black ink, appearing to read "Ricky Burges".

Ricky Burges
Chief Executive Officer



Outcomes of Consultation

Third Party Appeal Rights in Planning



Contents

1.0 In Brief 3

2.0 Background..... 3

3.0 Consultation 3

 3.1 Voting and Preferred Model 6

4.0 Feedback Sought and Next Steps..... 7

5.0 Attachment 1: Third Party Appeals Workshops and Webinar collected comments 2



1.0 In Brief

At its September 2017 meeting, State Council noted that there is increased support for the introduction of some form of Third Party Appeal Rights in Planning in Western Australia. State Council requested that:

1. Further consultation with members be undertaken on the various concerns and suggestions which were raised in response to WALGA's *Third Party Appeal Rights in Planning Discussion Paper* ([link](#)); and
2. A review of the various forms of third party appeal rights which were proposed by members to develop a preferred model.

Two workshops were held on 1 November 2017, and a webinar held on 9 November 2017. This paper will discuss the outcomes of the consultation.

2.0 Background

In December 2016, WALGA State Council resolved to undertake research on third party appeals around Australia and further consult with members regarding the current policy position. The Association prepared a discussion paper which provided background on the development of WALGA's current policy position and a review of the arguments both for and against third party appeals which was circulated to the Local Government sector for comment and feedback.

The feedback received from members was presented to State Council at its 8 September 2017 meeting, where it was resolved that (92.9/2017) -

1. *State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.*
2. *WALGA undertakes further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.*
3. *The findings to be distributed for comment and the Item then be reconsidered by State Council.*
4. *WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.*

3.0 Consultation

The submissions received on the discussion paper were closely divided between support for some form of Third Party Appeals and opposition to their introduction. Further, amongst the submissions in favour of Third Party Appeals, the level of support varied from limiting its application to specific circumstances, such as DAP decisions, to broad appeal rights similar to the Victorian system. The range of options and ideas presented were incredibly varied, and there was no clear consensus on the form and/or scope any such rights should take.



This feedback was collated into four options which broadly capture the range of responses in support of Third Party Appeals. These four options were then used to guide workshop discussions. The options discussed, from narrowest to most broad, are as follows:

1. **Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels:** Under this system, third party appeals would be broadly similar to the New South Wales system ([link](#)) whereby appeal rights are limited to uses such as major developments where the development is high impact and possibly of state significance. This would include the ability to appeal amendments to an existing approval.
2. **Support the introduction of Third Party Appeal Rights for decisions where discretion has been exercised under the R-Codes, Local Planning Policies and Local Planning Schemes:** Under this system, third party appeals would be broadly similar to the Tasmanian system ([link](#)) whereby third party appeals are limited to development applications where discretion has been exercised. This would include the ability to appeal an amendment to an existing approval.
3. **Support the introduction of Third Party Appeal Right against development approvals:** Including all development application approvals made by Local Governments, JDAPs and the Perth DAP, MRA or WAPC. This would include appeal rights for affected neighbours and community groups for applications and the ability to appeal amendments to an existing approval.
4. **Support the introduction of Third Party Appeal Rights against development approvals and/or the conditions or absence of conditions of an approval:** Under this system, third party appeals would be broadly similar to the Victorian system ([link](#)) whereby the provision of third party appeal rights cover most development applications and the use of, or lack of, any conditions being imposed. This would include the ability to appeal an amendment to an existing approval.
5. **Other** – as a range of options were provided by members, any alternate versions to the above, or combination of the above could be proposed, including maintaining WALGA's current policy position of not supporting Third Party Appeal Rights.

It should be noted that any form of Third Party Appeals which could be introduced into the Western Australian planning system would need to include criteria that:

- Ensures that appeals are only made on valid planning grounds and are not made for commercial or vexatious reasons.
- Limits Third Party Appeals Rights to those parties which previously made a submission on that development application during the advertising period.
- Require a short window in which to appeal (for example 14 days).

The exact details of such criteria would need to be established before any system of Third Party Appeals in Planning is implemented, however the focus of the workshops was to discuss the possible scope and form any such appeal rights should take in order to determine a preferred model.



The workshops followed a 'market place' format, whereby each of the options had its own table and facilitator to guide discussion. Workshop participants circulated between tables so that they could discuss the strengths and weaknesses of each option. There was also an opportunity for participants to provide a 'fifth option' if they had a preferred model which was not captured by the four options provided. Webinar participants were presented and provided an opportunity to discuss each option, and were given the opportunity to present their own preferred models.

During the workshops, there was a general consensus on the benefits that the introduction of Third Party Appeal Rights would provide. These included:

- Greater accountability of decision-makers, including Local Government, Development Assessment Panels and the State;
- Greater transparency in the planning decision-making process;
- Improved consultation by applicants;
- Increased community confidence in the planning system and planning decisions; and
- More equity between applicants and appellants.

There was also general agreement on areas of concern should some form of Third Party Appeals be introduced. These included:

- Increased costs, in terms of both staff resources and financial requirements;
- More time required for a development to receive a planning approval in order to allow for third party appeals;
- Introduction of Third Party Appeal Rights would be counter to current efforts to streamline the planning process;
- Introduction of Third Party Appeal Rights would create uncertainty for the development industry;
- Removal of decision making power from Local Government;
- Raises community expectations which may not be met in practice;
- Creates an adversarial/litigious environment around planning decisions; and
- Introduction of Third Party Appeals does not address most of the underlying concerns regarding the current planning system.

It was also clear from the discussions that any system of Third Party Appeals would need to be carefully constructed and provide clear guidance on several issues, including:

- When and how a third party can lodge an appeal, and the types of appeals that would be supported;
- Ensuring appeals are only lodged for proper planning grounds, and not for vexatious or competitive purposes;
- Whether 'deemed-to-comply' decisions would be appealable; and
- Would third party appellants be provided some form of 'legal aid' to assist in lodging appeals, to keep the process from being cost prohibitive?

A complete list of comments for each option, as well as possible modifications and suggested 'Fifth Options' is included in **Attachment 1**.

After reviewing all of the options and discussing the advantages and disadvantages of each, participants were asked to vote for their preferred model. Voting was via secret ballot for workshop attendees and via confidential messaging for webinar participants. Participants were also asked to indicate whether they were Elected Members or Officers, so that the results could be captured separately.



3.1 Voting and Preferred Model

In total, 30 votes were cast by participants, 27 by officers and three by Elected Members.

A breakdown of the votes are as follows:

- **Option 1** = 9 votes
- **Option 2** = 6 votes
- **Option 3** = 3 votes (includes 2 Elected Member votes)
- **Option 4** = 1 vote (includes 1 Elected Member vote)
- **Option 5** = 11 votes

It must be noted that although Option 5 received the most votes, this option allowed members to provide their own Third Party Appeal Rights model. Subsequently, of the 11 votes for Option 5, six of these votes were in support of no Third Party Appeal Rights of any kind, while the remaining five votes were each for differing versions of Third Party Appeal rights which those participants supported.

As such, the option which received the greatest level of clear support was Option 1 in support of the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels. A summary of the most common remarks, both for and against, is provided below (for a complete list see Attachment 1).

Option 1: Third Party Appeal Rights for decisions made by Development Assessment Panels

For	Against
Local Government would be able to appeal a DAP decision and defend the merits of their policies and enforceability of their conditions.	Will still require increased staff and resources.
Addresses community concerns that decisions are being made 'removed' from the local community, leading to improved community confidence in the system.	Possibility that the minister could remove Elected Members from DAPs if Local Government can appeal anyway. Possible conflict of interest for Elected Member panellists.
More transparent process with more accountable DAP members, in both decision making and condition setting.	Elected Members may be pressured to initiate an appeal, rather than the community initiating an appeal.
Could allow for appeal on conditions that may have been removed from a RAR.	Reduces certainty in the decision making process.
A good first stage approach for the introduction of Third Party Appeal Rights - could be expanded later.	Possibility for more than one person to want to appeal - how to manage multiple appeals/appellants, and determine degree of impact?
Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden system.	Only applies to DAP determinations, does not include applications for \$2-\$10 million that are determined by Council. If applicant does not opt in to DAPs then they avoid Third Party Appeal Rights.



May rarely be used in rural areas, is almost the status quo.	Could undermine the reason for DAPs being set up originally.
Likely that more applications will be decided by Council.	Adds another layer to an already complex system.

As can be seen, Option 1 generated strong arguments both for and against the introduction of Third Party Appeal Rights, even in limited scope.

4.0 Feedback Sought and Next Steps

As noted, the purpose of the consultation was not to develop the full details and criteria by which any system of Third Party Appeal Rights in Planning would operate, but to determine a preferred model for any proposed rights.

As such, the Association is requesting that members consider the following as the preferred model for Third Party Appeal Rights in Planning in Western Australia:

Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels

Members are requested to advise their support or otherwise of this model of Third Party Appeal Rights by Council Resolution, to be returned to the Association no later than **15 March 2018**.

Upon receipt of the resolutions, the outcome will be reported back to State Council.

Council resolutions can be sent to the Planning and Development Team via email at planning@walga.asn.au or by mail to WALGA directly at PO Box 1544, West Perth WA 6872, Attention Planning and Development Team.

Any questions or comments can be sent to the above email or call on 9213 2000 to discussion with a member of the Team.



5.0 Attachment 1: Third Party Appeals Workshops and Webinar collected comments

Workshops attendance: 40 Attendees, 35 Local Government Officers, and 5 Elected Members, from 25 Local Government areas including:

- City of Stirling
- City of Wanneroo
- City of Vincent
- City of Subiaco
- City of Fremantle
- City of Kalamunda
- City of Cockburn
- City of Belmont
- City of Bayswater
- City of South Perth
- City of Rockingham
- City of Mandurah
- City of Joondalup
- Town of Mosman Park
- Town of Cambridge
- Town of East Fremantle
- Town of Cottesloe
- Shire Wyndham East Kimberley
- Shire of Wongan
- Shire of Beverley
- Shire of Toodyay
- Shire of Serpentine Jarrahdale
- Shire of Peppermint Grove
- Shire of Albany
- Shire of Kalgoorlie-Boulder

Option 1 Comments

Pros

- Local Government would be able to appeal a JDAP decision + can defend the merits of their policies created (developed under construction) - and enforceability of the conditions.
- Could address community concerns that decisions are made 'removed' from the local community – more influence in the process.
- Confidence in the decision making process - reinstate community confidence in the decision making process - different at each Local Government depending on the make-up/location.
- More transparent process + more accountable JDAP members, in decision making + condition setting.
- Community members can appeal decisions.
- Form 2's included in the process - ability to appeal the amendment + the conditions setting.
- More applications will come back to council.
- Legal nexus between Local Government /State policies + decision making -> TPAR would give this.
- Spread the costs between the applicants/developers/appellants/third parties.
- Could appeal on conditions that may have been removed from a RAR - (i.e. cash-in-lieu conditions removed from RAR).
- Submissions of more compliant applications /outcomes of better developments -> possible costs and time savings for developers.
- 1st stage approach for TPAR - could be expanded later.
- Community satisfaction that JDAPs' can be appealable - feeling of loss of inclusion in the process.
- Community can appeal to JDAP to enable better transparency of decisions.



- Local Government can appeal a decision (particularly when RAR is overturned + conditions).
- JDAPs - can appeal any decisions that don't align with strategic vision.
- Being limited to those complex applications/complicated issues.
- Justify the argument against the development before an appeal can be lodged - direct impact needs to be shown.
- Direct impact needs to be shown.
- Good balance.
- Appellants would have to pay for their own costs.
- Takes out the decisions that are political.
- Applications could then just go to council in the \$2-\$10 range.
- Would filter out 'smaller' impact applications which could potentially overburden system.
- May be rarely used in rural areas - almost status quo – (is it even worth having?).
- Not supportive of Third Party Appeal Rights - BUT would reluctantly support this option.

Cons

- Only DAPs - not includes \$2-10 for council determinations.
- Political only fix.
- Form 2 process back into Local Government now - so decision could then be appealed? Even if Local Government originally didn't like it. Quantitative measure for whether it is then appealable.
- Resource hungry for all involved - particularly for Local Governments.
- Not all JDAP members would be brought to SAT - only Chair.
- If Local Government supports - but the item is appealed - Local Government would be dragged in.
- Lack of certainty in the decision making process.
- Possibility for more people to be attending an appeal - how to manage? Does it become a numbers game?
- Elected Members may be pressured to put in an appeal rather than the community initiating an Appeal.
- Possibility that the minister could remove Elected Members from JDAP if Local Government can appeal anyway.
- Conflict of interest for Elected Member who sits on the panel if the Local Government appeals it.
- Conditions - in or out?
- More applications will come back to council.
- Odd paradigm to be appeal a decision - Local Government appealing JDAP when they are making a decision on their behalf.
- Could undermine the whole reason for DAPs being set up in the beginning.
- Who would prepare the appeal? Independent? Or Local Government?
- What level of strategic oversight would be included - is it local or regional benefits.
- Multiple appeals? Degrees of appeal issues.
- State or regional policy provisions/what takes precedence?
- Connection to structure planning provisions within the system - 'due regard' less weight.
- Costs unknown.
- Uncertainty for development industry.



- Advertised applications only - would JDAP then have all applications as 'advertised'? Greenfield sites/deemed to comply.
- Resources of JDAP's - who submit the appeal and manages the process?
- Could undermine the purpose of DAPs.
- Could reduce the pool of quality DAP panel members.
- Another layer to add to the system.
- Don't get may DAP applications in smaller areas.
- If applicant does not opt in to DAPs then they avoid Third Party Appeal Rights.

Modifications

- Would have to review the \$ amount? - If they opt in then all should be considered for review.
- Change new Form 2 'amendment of conditions' changes to the Regulations would be needed.
- Clarify that it's back through SAT.
- All JDAP panellists would have to be part of the appeal.
- Removal of compulsory nature of all JDAP's.
- Clarify around 'petitions' versus 'individual' vs 'interest groups'.
- Modification to what JDAP actually looks at -> review of the criteria and \$ levels-> State/regional Significance.
- RAR's to council/RAR's to have a council input.
- RAR's to include departures from policy.
- Review of DAPS/Abolish DAPs.
- Structure planning regulations.
- Clarity around the levels/type of developments.
- Renew of JDAP \$\$ types -> what should be appealable.
- Criteria for the type of appellants & JDAP consideration of whether they can appeal – possible independent panel to review before it goes to an appeal.
- Joining of appeals (relates to above). Does it impact type of applicants?
- Only ones with discretion can be appealed, - this would need to be clarified/clearly defined. Is there a threshold of discretion significance?
- Danger of including optional thresholds would be a disincentive for applicants to go to DAPs.
- Possibly modify triggers for regional areas - either dollar value lowers or have size triggers such as XXX square metres.

Option 2

Pros

- Gives ability to challenge objectivity.
- Maximise compliant applications.
- May encourage early applicant engagement with neighbours.
- Limits number of appeals, compared to other models.
- Gives better understanding within council about their decisions.
- Holds councils accountable for their use of discretion.
- Reasonable balance between applicant cost and community involvement.
- Better discussion between neighbours.
- Improve the quality of decision making – accountability of decision makers.
- One step better than the Victorian system.
- Staged approach – 'dipping toe' in to Third Party Appeals.



- Improved criticisms/content of Policy.
- Provides the community with some assurance.
- If delegation is used less – people present to council – maybe reduce number of appeals.

Cons

- Lack of clarity on what is discretion.
- Does the nature of the planning system, with its broad discretion, make this model redundant?
- Poorly framed model - But could be improved if only utilised against discretion against state & local policy.
- It's undemocratic - lesser rights than an applicant.
- It's not the Victorian model.
- Doesn't foster orderly and proper planning.
- Resource intensive - cost, delays, certainty.
- Lack of clarity around what is a discretion.
- There is a large number of discretionary decisions.
- Resource issue for council/staff resources.
- Lack of clarity around who is an affected party.
- Undermines existing discretionary mechanisms.
- Doesn't allow for appeal against incorrect assessments – would still need to go to Supreme Court.
- Too open for abuse.
- Limit creativity – is deemed provisions always the best outcome?
- Flow-on effect to tighten up discretion, leading to more prescriptive outcomes.
- Not all discretionary decisions are advertised.
- Vexatious.
- Using a planning issue to hide the real reason for appeal – appeal for non-reason.
- Could lead to officers using their delegation less, give the responsibility back to council – 'unstreamlines' Planning/leads to more political bias.
- Doesn't apply to non-LG decision makers.
- Unless the application is advertised prior to the decision being made, it is unlikely that neighbours would even know to appeal.
- Local Governments use a lot of discretion - opens a lot of applications to Third Party Appeals.
- Discretion used to manage areas with difficult landscape (e.g. slope & overlooking) and areas such as beach from development - these are always contentious and TPAR will make them very difficult to deal with.
- Opens 'run of the mill' applications to Third Party Appeals, slows the process up.
- Cost of defending decisions to the Local Government will be large.

Modifications

- A clearer framework on where it applies (advertised, in policy, LDP).
- Excludes ability to appeal on amendment.
- Application of costs - to reduce vexatious appeals.
- Limited to applications that are advertised – appeals then limited to those who were advertised to.
- Appeal limited to people who are directly affected.



- Party lodging the appeal must demonstrate that they are adversely affected – decided by SAT.
- Applicant has to defend the proposal – council can opt out?
- Independent assessment body to determine if an appeal is valid.
- Defining what a significant variation is – this is a whole other topic of discussion.
- Categories? Thresholds?
- Scope needs to be constrained – SAT should only assess the matter of discretion.

Option 3

Pros

- MRA + WAPC inclusion -> (Local Government would have some involvement) in State planning decisions with some access to decision making process.
- Community opportunity to be involved with/on WAPC/State Gov decisions.
- Limits the number of vexatious issues (compared with Option 4).
- Encourage JDAPs to give greater consideration to community value/local planning policies.
- Foster orderly and proper planning.
- Faster compliant applications (reduce time for staff) and costs.
- Local Governments made more accountable.
- MRA + WAPC and JDAP - decision makers more accountable.
- Consistent approach to "accountability". -> Both State and Local.
- Clear to the community as to what can be appealed -> every decision made rather than limited value/size?
- Should improve quality of applications
- Should improve planning processes - consultation etc., - clear strategic direction, - education of community.

Cons

- Broad in scale and range. No understanding of what the impact may be.
- Resourcing the system.
- The inclusion of amendments makes the model more complicated.
- Would require robust assessment process for determining who has Third Party Appeal Rights. Who has rights (directly affected/adjacent to?) to make submission? [formal system to determine who has third party appeal rights]
- Wonder about costs? Could have a profound impact on Local Government -> additional costs on planning + development. All costs -> substantial!
- Overlap with Building Act?
- What is the point of appealing deemed to comply?
- Not Victorian model.
- Not 'equal rights' between applicants and 3rd parties, same access to the system.
- On 'planning grounds'.
- Development uncertainty.
- Everything could go to SAT.
- Costs of going to appeal for third party
- Equity of access.



Modifications

- Deemed to comply out.
- Clear criteria - applicable/clearly understood -> 'grounds and rights'.
- Clearer system for determining appeal rights (right to appeal decisions...).
- SAT -> would need someone to assess 'rights'/leave to appeal, - 3 member panel review?
- What about the costs? Who pays? Should you award cost against? Need to consider nature of Third party appellant.
- Education on what is 'valid planning grounds'.
- Advocacy 'legal aid'.
- Modest fee, 'to be determined'.
- Accessible/understandable/affordable - [shouldn't be free].
- Seek advice 'practitioner' [independent bureau to provide advice to appellant].
- Multiple third parties -> who takes precedence? -> how do you determine priority of appellants?
- Should be some criteria on what 'value' of development could be (rather than everything).

OPTION 4

Pros

- Gives community absolute + complete community engagement.
- *Will/Might' get better outcome if issues surface that weren't previously considered.
- *Will' (above) improve the whole process (more considered) - circumvent approvals that shouldn't be given.
- That may go beyond those who have already made a decision.
- Considers community values & 'buy-in' to ultimate decision.
- Enables community to engage with the planning system at a level they can relate to.
- Makes developer more accountable about what is presented.
- It will hold the decision makers accountable.
- Could address the disillusionment of the community - those that don't feel they have a 'say' - not aware of process until decision has been made.
- Allows community the option to engage where comfortable.
- Assessment process will improve.
- Didactic role with the community - (they) gain understanding of process and are involved.
- Brings the 'local' into the current JDAP system. Makes JDAP accountable to the community.
- Would be positive to have a system that allows appellant to be 'heard'.
- Councillors (EM) would become better informed - be a part of the planning process (proper justification).
- Acknowledge community involvement in planning and policy development.
- Only legal nexus available to the individual (third party).
- Disengaged in the development process.
- Makes the system accountable/transparent.
- Costs = initial spike for 2 years, then it flattens out so only 'early' costs - will get more and consistent compliant DA applications.
- Leave provisions would 'weed' out the vexatious claims. Third Party Appeal Rights allows there to be equally between applicants and appellants.
- Appeal is the tail end of the process - community should be at the start.



- Provides 'balance' as some approvals are made as can't resource going to SAT.
- No confusion about what can be appealed.
- Applicant will pay more attention to application.
- Makes developer more accountable at the start with community.
- Make a decision making body more careful of their process - i.e. not risk their reputation.
- Lawyers/expert witnesses will do well.
- Merit in someone appealing when new information comes forth.
- Benefits to the community - can appeal anything - currently seen as silent.
- Allowing the community to have their say on issues for the greater good even if not overly affected.
- Encourage planners, JDAPs etc., to be more transparent - i.e. an appellant would be more aware of what to appeal.
- Bringing it in as Victorian model gets through the pain of strain - however equitable.
- Should be able to appeal against amendments (e.g. form 2) - minor amendments.

Cons

- Resources required to appeal a decision particularly conditions - would require extra staff/people.
- Has potential to frustrate 'all' development.
- Has potential to delay decisions.
- Adds cost to development.
- Planning system is already guided by community.
- Potentially flawed as only those who have already had an opportunity to contribute can appeal.
- Becomes a neighbourhood dispute or forum for stakeholder to 'vent' and address 'other' issues rather than 'planning'.
- Conditions - becomes very subjective about what is a valid or invalid appeal (justification) e.g. amenity, e.g. not to do with the structure more about the use of the structure.
- So many conditions are 'standard'.
- No option for a 'deemed to comply' examples shouldn't be able to be appealed.
- No certainty for a developer.
- Could allow appellants more 'creative' in their appeals.
- Takes power away from Local Government.
- Decisions that are made in good faith are challenged.
- Could act as a 'policing' option - a pressure to act differently - don't always have the threat of appeal hanging over head.
- Admission that the current system is flawed - more people saying that they are voiceless. Does that mean policies currently developed don't reflect?
- Higher level planning is currently strong and represents communities views - have due regard to Community.
- Application against the DA.
- All decisions would be advertised.
- Why another level of appeal for decisions - timing/costs/etc.?
- Logistics of how community would engage in the DA process.
- Additional costs to SAT as well as LG + community - What are the resources going to be needed?
- Large developers lodging appeals to edge out smaller developers - availability to \$.



- Developers likely to pass on any potential costs to the end user/quality of products/unexpected Consequences.
- Generally goes against the whole streamlining of the planning process.
- Concerns around raising expectations of community that they can change something they can't.
- If you place this much pressure at the end, does it detract from the strategic planning at the start?
- Takes away the applicants rights in some instances.
- Creates a litigious environment.
- Community is represented by council - therefore decisions by councils should not be included.
- What about non-discretionary decisions? Goes against broader strategic aims.
- Considering non-planning issues to satisfy community.
- Implications of costs/efficiencies - massive cost to the system.
- Implications of third parties appealing after the fact who haven't objected already - do they actually have a valid reason for appeal?
- How long is the review period going to be? Longer?
- Loss of certainty for applicants - approval doesn't always mean approval with appeals.
- Inequitable - e.g. affluent areas may have more \$\$ ability to initiate appeals.
- May attract the attention of large community groups. (Community involvement vs. activism).
- Reactive to the 'short term' rather than taking a positive approach early in the strategic process.
- Unrealistically raising community expectations to fully change a decision.
- What about multiple third parties?
- Who is directly affect? Direct impact?
- The case by case nature of 'carte blanche' approach.
- Concern around third parties coming up with conditions - e.g. non-planning basis.
- Contradictory to moves towards streamlining planning processes.
- From nothing to fully appealable is a stretch - massive shift.
- Elongated process currently don't support satisfaction with outcomes, i.e. tokenistic.
- Not a problem with the system, it's the perception of the system.
- Developers 'may' put up 'best of' hoping something will slip through.
- Local Government becoming too conservative.
- End up with a lot of 'deemed to comply' - doesn't always result in good planning outcomes.
- To open to abuse.
- Could stifle innovation in design.
- Creates an atmosphere of distrust in decision makers.
- Puts into question the whole consultation process.

Modifications

- Winding back - e.g. not including conditions in the appealable rights - i.e. standard planning conditions that protect amenity e.g. 'stormwater condition'.
- Require a balance between cost & community's right to appeal - this option goes too far.
- Requires the ability to award cost.
- The paper base (document trail) would remain the key.



- Local Government gets to appeal against WAPC decisions on sub-divisions that affect the locality/finances/budget.
- Any third party appellant may do so in their own right (i.e. without lawyers).
- Perhaps a combination of experts & community/individual.
- More decisions to be published to keep community more informed & transparent.
- Third part appeal parameters as long as better planning outcomes.
- Where there is a decision made? Connect the appellant & applicant with the decision maker stepping back.
- Mediation rather than appeal.
- [Triangle diagram with decision maker/applicant/appellant as points] :-
 - When decision is made in the affirmative, do not defend the decision, the applicant has to defend.
 - If successful costs are borne by the decision maker.
 - Leads to correct decisions being made in the first instance (sound).
- Decision maker needs to be able to set the parameters.
- Should be able to appeal against amendments.
- Creates even greater uncertainty, especially at the strategic level.
- Don't know how people will use TPAR - the cost/time associated are unknown - So fear of unknown and broadening scope increases uncertainty.

OPTION 5

- No Third Party Appeals but improve the existing decision making process. E.g. (below):
 - Compulsory training for decision makers in planning;
 - Better policy basis - should be included;
 - scheme provisions consistency;
 - community education in planning;
 - transport planning at State level to establish planning framework;
 - upfront consultation or draft of scheme + LP Strategies -(scheme as a community document);
 - Scheme amendments - what will it look like - honest representation.
- New Options (below)
 - Option 2 + Conditions + all agencies (decision makers).
 - Option 2 + all other planning decisions including subdivision, rezoning, structure plans, LDPs WITH the following features (below):
 - 21 days to submit to SAT appeal;
 - SAT refers to decision making to applicant, decision maker and consultation agencies;
 - 21 days to respond;
 - appeal on the papers only;
 - total time is set as per original approval;
 - SAT fresh decision.
- Option- for decisions made under delegation by council. - SAT consider reconsider by council. - Also could apply to private certifiers' discussion in the future (not 1-4).
- Option 1 + SAT decisions - Minister (bodies not elevated by community).
- Option 2 - Discretion however third party needs to demonstrate that they directly impacted and how the use of discretion impacted on the appellant.
- Improved consultation will address a lot of community concerns.



- Status Quo OR Option 1 with modified triggers for country areas.
- Would Option 1 really matter for country areas?
- SAT members would require better training on planning matters.

Parked Items

- Give LSP the force and effect of the Scheme in Development zones.
- Planning Ombudsman -> for small scale objections.
- Review of the planning system (independent).
- More education of decision makers on their role in the planning decision making process.
- Define what 'due regard' is.
- Give reasons how an alternative achieves the policy outcomes.
- Link between strategic directions (objectives) and decisions.

11.2 BUSH FIRE ADVISORY COMMITTEE – REVOCATION AND APPOINTMENT OF BUSH FIRE CONTROL OFFICERS – BUSH FIRES ACT 1954

SUBJECT INDEX:	Emergency Management
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Environmental Services
ACTIVITY UNIT:	Ranger and Emergency Services
REPORTING OFFICER:	Community Emergency Services Manager - Blake Moore
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

The purpose of this report is to seek the revocation of all previous appointments of persons as Bush Fire Control Officers, and then subsequently seeks that the persons listed below be appointed to the following designated positions pursuant to Section 38 of the Bush Fires Act 1954.

BACKGROUND

The revocation and appointment of fire control officers listed has been reviewed and revised and are presented for the consideration of the BFAC prior to being adopted by the Council.

STATUTORY ENVIRONMENT

Pursuant to section 38 of the Bush Fires Act 1954 (the Act), a local government may appoint bush fire control officer.

A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A (2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

RELEVANT PLANS AND POLICIE

Council has delegated authority to the Chief Executive Officer in Council resolution C1505/116 to appoint a person to act as a Bush Fire Control Officer pursuant to Section 48 of the Bush Fires Act 1954, subject to the following conditions –

1. The delegation is limited to the appointment of members of volunteer bush fire brigades and City Ranger and Emergency Services staff;
2. In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and
3. The delegation does not extend to the appointment of Chief or Deputy Chief Bush Fire Control Officers.

FINANCIAL IMPLICATIONS

Nil

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

Strategic Plan Key Goal Area 6 – Leadership

Community Objective 6.1: governance systems, processes and practices are responsible, ethical and transparent.

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework.

Risk	Controls	Consequence	Likelihood	Risk Level
Fire Control Officers no longer employed or in the role of Fire control Officer retaining powers of an appointed Fire Control Officer	To revoke and reappoint all Fire Control Officer positions to ensure compliance under the Act.	Minor	Possible	Medium

CONSULTATION

There has been formal consultation with the Chief Bush Fire Control Officer, Allan Guthrie in the development of this report of the revocation and appointment of bush fire control officers, to ensure an accurate list of the required Fire Control Officers and compliance with the Bush Fires Act 1954.

OFFICER COMMENT

The revocation of all previous Fire Control Officers is designed to ensure that all persons that were formerly in a position to act as a Fire Control Officer, no longer have power which has been appointed by Local government. By revoking and only appointing the current Fire Control Officers ensures that, the City of Busselton is meeting the compliance requirements of the Bush Fires Act 1954.

The list of personnel to be appointed as Fire Control Officers is as shown in the Officer Recommendation.

OPTIONS

The BFAC or Council may require changes to be made to the list of Fire Control Officers to be appointed.

12. ENGINEERING AND WORKS SERVICES REPORT

Nil

13. COMMUNITY AND COMMERCIAL SERVICES REPORT

Nil

14. FINANCE AND CORPORATE SERVICES REPORT

Nil

15. CHIEF EXECUTIVE OFFICER'S REPORT

15.1 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX:	Councillors' Information
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Administration Officer - Governance - Katie Dudley
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Planning Applications received by the City between 16 January, 2018 and 31 January, 2018 ↓
	Attachment B Planning Applications determined by the City between 16 January, 2018 and 31 January, 2018 ↓
	Attachment C State Administrative Tribunal (SAT) Appeals ↓
	Attachment D CapeROC Minutes ↓
	Attachment E Meelup Regional Park Management Committee Minutes ↓
	Attachment F Bush Fire Advisory Committee Minutes ↓

PRÉCIS

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

15.1.1 Planning and Development Statistics

Attachment A is a report detailing all Planning Applications received by the City between 16 January, 2018 and 31 January, 2018. A total of 49 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 16 January, 2018 and 31 January, 2018. A total of 19 applications (including subdivision referrals) were determined by the

15.1.2 State Administrative Tribunal (SAT) Appeals

Attachment C is a list showing the current status of State Administrative Tribunal Appeals involving the City of Busselton as at 8 February, 2018.

15.1.3 Scheme Amendments

Scheme Amendment No. 35

The above scheme was published in the Western Australian Government Gazette on 2 February, 2018.

The purpose of this amendment is to amend Schedule 1 – Interpretations

15.1.4 CapeROC

Attachment D shows the minutes of the CapeROC Meeting held on Friday 9 February 2018.

15.1.5 Meelup Regional Park Management Committee

Attachment E shows the informal minutes of the Meelup Regional Park Management Committee held on Monday 29 January 2018.

15.1.6 Bush Fire Advisory Committee

Attachment F shows the minutes of the Bush Fire Advisory Committee held on Tuesday 12 December 2017.

OFFICER RECOMMENDATION

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

- [15.1.1 Planning and Development Statistics](#)
- [15.1.2 State Administrative Tribunal \(SAT\) Appeals](#)
- [15.1.3 Scheme Amendments](#)
- [15.1.4 CapeROC](#)
- [15.1.5 Meelup Regional Park Management Committee](#)
- [15.1.6 Bush Fire Advisory Committee](#)

Applications Received (Deemed Complete) Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications									
BACP18/0001	Unauthorised Building - Unauthorised Use of a Class10 Building - Lot 268 (No 14) Glassby Place WEST BUSSELTON	14 Glassby Place~WEST BUSSELTON WA 6280	Lot 268 PLAN 16249	23/01/2018	23/01/2018	0	Public Trustee		11
DA18/0023	Carport Addition to Existing Single House (Special Control Area- Old Dunsborough)	67 Gifford Road~DUNSBOROUGH WA 6281	Lot 34 PLAN 9656	16/01/2018	16/01/2018	10000	Edward Vernon Dixon & Helena Nada Dixon	Edward Vernon Dixon, Helena Nada Dixon	22
DA18/0024	Change of Use - Holiday Home (Single House) 12 People	6 Earnshaw Road~WEST BUSSELTON WA 6280	Lot 8 DIAGRAM 25027	16/01/2018	30/01/2018	0	Simon John Piavanini & Rochelle Margaret Piavanini	Down South Getaways & Property Management	16
DA18/0025	Single Dwelling (Landscape Value Area)	78 Gribble Circuit~KEALY WA 6280	Lot 1388 PLAN 411918	18/01/2018	18/01/2018	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Perron Developments Pty Ltd, Stawell Pty Ltd	1
DA18/0028	Sea Container (Storage)	18 Charnu Place~QUINDALUP WA 6281	Lot 25 PLAN 41369	19/01/2018	23/01/2018	0	Terrence Desmond Dovey & Nola Ann Dovey	Nola Ann Dovey, Terrence Desmond Dovey	14
DA18/0029	Change of Use - Holiday Home (Grouped Dwelling) 6 People	2/78 Reynolds Street~WEST BUSSELTON WA 6280	Lot 1 SSPLN 54625	16/01/2018	19/01/2018	0	A and R Marchetti Pty Ltd	A and R Marchetti Pty Ltd	17
DA18/0030	Over-height Outbuilding & Detached Games Room	11 Hale Street~WEST BUSSELTON WA 6280	Lot 49 DIAGRAM 46079	19/01/2018	23/01/2018	24000	Sharon Maree Scott	Sharon Maree Scott	14
DA18/0031	Rain Water Tank and Modified Building Envelope (Landscape Value Area)	53 Cornerstone Way~QUEDJINUP WA 6281	Lot 7 PLAN 74289	22/01/2018	24/01/2018	18474	Lee-Anne Sarah Trainer & Mark James Trainer	Mark James Trainer	16
DA18/0032	Bed and Breakfast	8 Whistler Cove~WEST BUSSELTON WA 6280	Lot 90 PLAN 18402	24/01/2018		0	Robert Joseph Evans & Lisa Michelle English	Robert Joseph Evans	0
DA18/0033	Holiday Home (Grouped Dwelling) 6 People	2/23 Patton Terrace~QUINDALUP WA 6281	Lot 1 SSPLN 52042	22/01/2018		0	Shane Thomas White & Leanne Maree White	Shane Thomas White, Tasha Marie White	2

Applications Received (Deemed Complete) Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications									
DA18/0035	Change of Use - Holiday Home (Grouped Dwelling) 6 People	4/2 Lecaille Court~DUNSBOROUGH WA 6281	Lot 4 STPLN 30658	16/01/2018		0	Hurstmead Pastoral Co Pty Ltd	Sarah Myfanwy Rebecca Hume	7
DA18/0036	Guesthouse - Additional Room for Guest Use	7 Brown Street~BUSSELTON WA 6280	Lot 5 DIAGRAM 35031	17/01/2018	23/01/2018	0	GESP Investments Pty Ltd	Emily Jane Bateman, Paul Bateman	20
DA18/0037	Tourist Accommodation (8 x Two Storey Short Stay Units)	31 Chieftain Crescent~DUNSBOROUGH WA 6281	Lot 95 PLAN 14244	17/01/2018	23/01/2018	2000000	Gregory Scott Pires & Kylie Lynn Pires	Gregory Scott Pires	6
DA18/0038	Recreation Establishment (Outbuilding for Busselton Croquet Club)	78 Adelaide Street~BUSSELTON WA 6280	Lot 410 PLAN 216960	17/01/2018	23/01/2018	9000	Busselton Bowling Club	Busselton Sheds Plus	20
DA18/0039	Single House (Boundary Walls)	42 Dorset Street~WEST BUSSELTON WA 6280	Lot 3 DIAGRAM 26517	17/01/2018	23/01/2018	250000	Paul James Criddle & Beryl Kathryn Criddle	Darren Kirkham	16
DA18/0040	Outbuilding (Overheight and Reduced Rear Setback)	84 Switchback Parade~WEST BUSSELTON WA 6280	Lot 843 PLAN 408159	19/01/2018	23/01/2018	18000	Phillip Charles Quartermaine & Jill Lorraine Quartermaine	Busselton Sheds Plus	14
DA18/0041	Two Grouped Dwellings	976 Geographe Bay Road~GEOGRAPHE WA 6280	Lot 100 PLAN 58598	19/01/2018	23/01/2018	650000	Clifford Alan Silke & Julie Anne Silke	Able Planning & Project Management	4
DA18/0042	Grouped Dwelling (Patio Addition)	203A Marine Terrace~GEOGRAPHE WA 6280	Lot 1 STPLN 15941	19/01/2018	23/01/2018	11900	James Leslie McHardy	CPR Outdoor Centre	18
DA18/0043	Irrigation Storage Dam	575 Metricup Road~WILYABRUP WA 6280	Lot 1678 PLAN 201657	19/01/2018	23/01/2018	150000	Alford Bay Pty Ltd	Ianto Ward	11
DA18/0044	Overheight Outbuilding	3 Elmore Road~QUINDALUP WA 6281	Lot 34 DIAGRAM 47792	22/01/2018	23/01/2018	20000	Robert Lloyd Morgan & Dorothy Faye Morgan	Busselton Sheds Plus	11
DA18/0045	Replace Existing Boundary Wall (Special Control Area)	2 Eagle Bay Road~EAGLE BAY WA 6281	Lot 43 DIAGRAM 40953	18/01/2018	23/01/2018	20000	John Michael Phillips & Susan Kathleen Phillips	John Michael Phillips, Susan Kathleen Phillips	14
DA18/0046	Single House (Port Geographe Development Area)	20 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 69 PLAN 59251	22/01/2018	23/01/2018	321857	Michael Lindon Reilly & Michelle Beverly Reilly	Plunkett Homes 1903 Pty Ltd	8

Applications Received (Deemed Complete) Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications									
DA18/0047	Sea Container (Storage)	18 Charnu Place~QUINDALUP WA 6281	Lot 25 PLAN 41369	23/01/2018		0	Terrence Desmond Dovey & Nola Ann Dovey	Nola Ann Dovey, Terrence Desmond Dovey	0
DA18/0048	Recreation Facility (Children's Play Centre)	53 Strelly Street~BUSSELTON WA 6280	Lot 17 PLAN 222224	22/01/2018		25000	J & C King Super Pty Ltd	Penelope Beere	3
DA18/0049	Community Centre (Scout Hall)	King Street~WEST BUSSELTON WA 6280	Lot 540 PLAN 404860	23/01/2018	5/02/2018	180000	Scout Association of Australia WA Branch Vasse District	Busseton Sheds Plus	10
DA18/0050	Modified Building Envelope to Accommodate Additions to a Single House (Landscape Value Area)	51 Gonyulgup Valley Drive~YALLINGUP WA 6282	Lot 102 PLAN 20503	22/01/2018		300000	Superfine Investments Pty Ltd	Quality Builders Pty Ltd	2
DA18/0051	Extension of Alfresco Area	68 Queen Street~BUSSELTON WA 6280	Lot 425 PLAN 135060	23/01/2018	24/01/2018	5000	City of Busseton (Management Order), State of WA, Bute Times! Pty Ltd	Bute Times! Pty Ltd	11
DA18/0052	Single House (Wall on a Boundary)	32 Diamante Boulevard~DUNSBOROUGH WA 6281	Lot 1348 PLAN 62623	18/01/2018	24/01/2018	410479	Lee Gregory York & Tenniel Samara Harman-York	WA Country Builders Pty Ltd - Busseton	16
DA18/0054	Masonry Boundary Wall	57 St Michaels Parkway~DUNSBOROUGH WA 6281	Lot 581 PLAN 43632	24/01/2018	29/01/2018	1500	Louise Janine Francis & Graeme Trevor Francis	Louise Janine Francis, Graeme Trevor Francis	11
DA18/0055	Carport Addition to a Single House (Reduced Setback)	14 Lilly Crescent~WEST BUSSELTON WA 6280	Lot 276 PLAN 16249	24/01/2018	29/01/2018	14000	John Hemsley Overton & Susan Kathleen Armour	Cape Shades	12
DA18/0056	Patio Addition to a Grouped Dwelling	3 Gwendolen Street~BUSSELTON WA 6280	Lot 1 STPLN 7785	24/01/2018	29/01/2018	4200	Terence Vivian Maidment & Daisy Maidment	Cape Shades	12
DA18/0057	Carport (reduced front setback)	9 Edwards Street~BUSSELTON WA 6280	Lot 23 DIAGRAM 51183	24/01/2018	30/01/2018	7100	Elena Victoria Bishop & Peter Douglas Bishop	Cape Shades	13
DA18/0058	Patio (reduced setbacks)	2/13 Bayou Court~GEOGRAPHE WA 6280	Lot 2 STPLN 70778	25/01/2018	30/01/2018	6680	Deborah Anne Mastaglia	CPR Outdoor Centre	12
DA18/0059	Grouped Dwelling	2/8 Peake Street~WEST BUSSELTON WA 6280	Lot 2 SSPLN 73509	30/01/2018	30/01/2018	150000	Kimberly Pty Ltd	Big Ben Builders Pty Ltd	0

Applications Received (Deemed Complete) Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications									
DA18/0060	Grouped Dwelling	3/8 Peake Street~WEST BUSSELTON WA 6280	Lot 3 SSPLN 73509	24/01/2018	30/01/2018	150000	Kimberly Pty Ltd	Big Ben Builders Pty Ltd	7
DA18/0067	Street Wall and Rear Glass Fence (Port Geographe Development Area)	22 Burgee Cove~GEOGRAPHE WA 6280	Lot 7 PLAN 57392	31/01/2018	5/02/2018	20000	Lindy Ellen Ingram	Lindy Ellen Ingram	9
DA18/0068	Patio Addition to Outbuilding (Reduced Setback)	11 Glenleigh Road~WEST BUSSELTON WA 6280	Lot 5 DIAGRAM 39823	23/01/2018	1/02/2018	2000	Naomi Louise Searle & Keith Edward Charles Searle	Naomi Louise Searle, Keith Edward Charles Searle	12
DA18/0069	Holiday Home (Single House) 8 People	10 Geographe Bay Road~DUNSBOROUGH WA 6281	Lot 74 PLAN 7393	30/01/2018	2/02/2018	0	Donna Joy Loxton	Private Properties Services	5
DA18/0070	Holiday Home (Single House) 8 People	39 Chieftain Crescent~DUNSBOROUGH WA 6281	Lot 91 PLAN 14244	31/01/2018	2/02/2018	0	Ramon Vinicio Tanehez & Ana Veronica Tanehez	Ramon Vinicio Tanehez	4
DA18/0071	Patio with Reduced Setback	43 Harbeck Drive~KEALY WA 6280	Lot 1398 PLAN 407112	31/01/2018	2/02/2018	10050	Brodie Paul Hansford	Outdoor World Busselton	5
DA18/0074	Industrial Units (Workshops)	2 Ostler Drive~VASSE WA 6280	Lot 61 PLAN 52479	30/01/2018	5/02/2018	300000	Welshpool Road CT Pty Ltd	Busselton Sheds Plus	7
DA18/0075	Outbuilding (Sports Club Storage)	28 Vasse Highway~BOVELL WA 6280	Lot 20 DIAGRAM 47439	31/01/2018	5/02/2018	48788	City of Busselton	Sheds Down South	5
DA18/0076	Carport and Shed (Reduced Setbacks)	12 Adelaide Street~BUSSELTON WA 6280	Lot 6 DIAGRAM 13949	31/01/2018	5/02/2018	26600	Stephenie Barry	Sheds Down South	5
DA18/0082	Holiday Home (Single House) - 8 People	4 Adelaide Street~BUSSELTON WA 6280	Lot 412 PLAN 300660	31/01/2018	6/02/2018	0	Gregory Richard Turner	Fiona Francine Sibson	9
DA18/0084	Single House (Special Control Area)- Additions and Alterations with Reduced Rear Setback	51 Green Park Road~QUINDALUP WA 6281	Lot 36 PLAN 31447	31/01/2018	6/02/2018	300000	Kevin Marshall Manuel & Elizabeth Anne Gaines	D'Agostino & Luff Architects Pty Ltd	6
WAPC18/0001	5 Lot Survey-Strata (including common property)	51 Bina Place~QUEDJINUP WA 6281	Lot 110 PLAN 22151	18/01/2018	18/01/2018	0	Sara Jane Greay & Timothy James Greay	BSO Development Consultants Pty Ltd	22
WAPC18/0002	2 x Freehold Lots	319 Yelverton North Road~YALLINGUP SIDING WA 6282	Lot 2864 PLAN 203048	24/01/2018	24/01/2018	0	Gary Lloyd Davies & Debby Davies	Western Australian Planning Commission (WAPC)	16

[illegible]

Applications Determined Report										
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications										
DA17/0643	Ancillary Dwelling (reduced setback)	31 Lancaster Drive~WEST BUSSELTON WA 6280	Lot 113 PLAN 22223	16/01/2018	Approved	Approved	73	110000	Gary William Guthridge & Helen Margaret Guthridge	Dale Alcock Homes South West Pty Ltd
DA17/0787	1x Grouped Dwelling (Port Geographe Development Area)	33 Capstan Place~GEOGRAPHE WA 6280	Lot 12 SSPLN 74194	23/01/2018	Approved	Approved	41	150138	Andrew William Bennett & Marnie Skeggs	Tangent Nominees Pty Ltd
DA17/0791	1x Grouped Dwelling (Port Geographe Development Area)	21 Capstan Place~GEOGRAPHE WA 6280	Lot 6 SSPLN 74194	23/01/2018	Approved	Approved	43	157335	Russell Neil Foale	Tangent Nominees Pty Ltd
DA17/0844	Modified Building Envelope (Extensions to an Existing Outbuilding)	250 Brash Road~YALLINGUP WA 6282	Lot 30 PLAN 68867	17/01/2018	Approved	Approved	80	14000	Honor Judith Putland-Saunders	Craig Saunders
DA17/0880	Storeroom Addition to Existing Tourist Accommodation Unit	1/22 Valley Road~YALLINGUP WA 6282	Lot 1 STPLN 11964	17/01/2018	Approved	Approved	55	30000	Stephen Mark Caddy	Charles Grist GN Constructions [WA] PTY LTD
DA17/0897	Gully Wall Dam	Piggott Road~SABINA RIVER WA 6280	Lot 61 PLAN 44298	22/01/2018	Approved	Approved	71	250000	Stuart Allen Smith	Slade Ag Tech (W and J Slade)
DA17/0903	Signage (Reposition Existing Sign Inside Property Boundary)	351 Harmans Mill Road~METRICUP WA 6280	Lot 301 PLAN 40029	18/01/2018	Approved	Approved	57	750	Pepperbush Pty Ltd Atf The Westwater Trust	Pepperbush Pty Ltd Atf The Westwater Trust
DA17/0932	Additions and Alterations to Existing Single House (Landscape Value/Special Control Area)	22 Ella Gladstone Drive~EAGLE BAY WA 6281	Lot 15 DIAGRAM 44695	16/01/2018	Approved	Approved	53	450000	Richard William Leslie Gallagher & Kristen Bree Gallagher	Mark Webster Design
DA17/0951	Outbuilding (Heritage Place)	24 Westbrook Glen~VASSE WA 6280	Lots 106 & 1246 & 84	22/01/2018	Approved	Approved	50	18500	Brian John Feutrill	Busselton Sheds Plus
DA17/0964	Change of Use - Holiday Home (Single House) 8 People	267 Quedjinup Drive~QUEDJINUP WA 6281	Lot 30 PLAN 58391	18/01/2018	Approved	Approved	11	0	Caroline Marissen	Caroline Marissen
DA17/0973	Factory Unit Building	24 Commerce Road~VASSE WA 6280	Lot 12 PLAN 52479	25/01/2018	Approved	Approved	4	500000	Graham Stuart MacGregor	Busselton Sheds Plus

Applications Determined Report										
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications										
DA17/0976	Single House - Additions and Alterations with Reduced Rear Setback	1 Andrews Street~GEOGRAPHE WA 6280	Lot 17 DIAGRAM 27382	16/01/2018	Approved	Approved	33	70000	James Hugh Byrne & Ermelinda Fernanda Lire	James Hugh Byrne, Ermelinda Fernanda Lire
DA17/0977	Telecommunications Infrastructure (Mobile Phone Base Station)	113 Abba Road~YOGANUP WA 6275	Lot 973 PLAN 137482	30/01/2018	Approved	Approved	48	240000	Kim Ashley Mezger	Planning Solutions
DA17/0982	Relocated Building Envelope (Landscape Value Area) Oversized Outbuilding and Rainwater Tank	99 Glover Road~YALLINGUP SIDING WA 6282	Lot 92 PLAN 62385	25/01/2018	Approved	Approved	2	40000	Robert Brian Yorke & Kasey Amanda Nash	Robert Brian Yorke, Kasey Amanda Nash
DA17/0985	Change of Use - Holiday Home (Single House) 10 People	22A Bay View Crescent~DUNSBOROUGH WA 6281	Lot 2 SSPLN 57477	22/01/2018	Approved	Approved	20	0	David Geoffrey Berglund & Lynette Merle Berglund	David Geoffrey Berglund, Lynette Merle Berglund
DA17/0991	Medical Centre (Dental)	2/38 Faure Lane~DUNSBOROUGH WA 6281	Lot 2 STPLN 55462	29/01/2018	Approved	Approved	26	400000	Innovest Construction Pty Ltd	Dental 88 Pty Ltd ATF The LCP Trust
DA17/1001	Signage (Hobsons + Poco)	51 Prince Street~BUSSELTON WA 6280	Lots: 16 & 19 & 20	16/01/2018	Approved	Approved	8	10000	PG Mitchell Superannuation Pty Ltd	Paramount Shopfitters
DA18/0025	Single Dwelling (Landscape Value Area)	78 Gribble Circuit~KEALY WA 6280	Lot 1388 PLAN 411918	18/01/2018	Approved	Approved	1	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Perron Developments Pty Ltd, Stawell Pty Ltd
WAPC17/0030	Two Lot Survey-Strata	13 Freebridge Place~DUNSBOROUGH WA 6281	Lot 3 PLAN 22626	31/01/2018	Approve	Approved	47	0	Michelle Lynn Green	Green Construct Pty Ltd

(Note: All applications (excluding WAPC matters) are managed by the legal services section of Finance and Corporate Services in conjunction with the responsible officer below.)

As at 15 February 2018

APPEAL (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION APPEAL IS AGAINST	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
CITY OF BUSSELTON APPEALS							
Forrest v City of Busselton	Lots 3 and 237 Ludlow Park Road	October, 2017	Appeal against refusal of Development Application for Extractive Industry	Joanna Wilson	<ul style="list-style-type: none"> • Notice of Directions Hearing on 3 November, 2017 against City of Busselton decision to refuse the application, the following orders were made: <ul style="list-style-type: none"> - S.31 Reconsideration of the decision on or before 14 February 2017; - In the event that the parties are unlikely to agree Mediation on 18 December 2017. • Mediation on 18 December 2017, where it was adjourned to a further Directions Hearing on 23 February 2018 in order to await the outcome of the reconsideration. 	Directions Hearing on 23 February, 2018	
Merfield v City of Busselton	Lot 30 No 70 Millbrook Road	1 December 2017	Appeal against deemed refusal (Non-determination of Application)	Joanna Wilson/James Fletcher	<ul style="list-style-type: none"> • Notice of Directions Hearing on 21 December, 2017 against City of Busselton decision to refuse the application, the following orders were made: <ul style="list-style-type: none"> - Applicant is to provide additional information by 31 January 2018; - S.31 Reconsideration of the decision on or before 28 February 2018 • By mutual agreement the Directions Hearing listed for 9 March is vacated. The following orders have been made: <ul style="list-style-type: none"> - Respondent is now invited to reconsider its decision by S.31 Reconsideration by 28 March 2018. 	Directions Hearing on 5 April, 2018.	
Keay & Anor v City of Busselton	Lot 1 No 73 Adelaide Street	11 January 2018	Appeal against refusal of Development Application for a Holiday Home	James Fletcher	<ul style="list-style-type: none"> • Notice of Directions Hearing on 2 February, 2018 against the City of Busselton decision to refuse the application, the following orders were made: <ul style="list-style-type: none"> - Applicant is to provide additional information by 23 February 2018; - S.31 Reconsideration of the decision on or before 16 March 2018 	Directions Hearing on 29 March, 2018	

APPEAL (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION APPEAL IS AGAINST	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
JOINT DEVELOPMENT ASSESSMENT PANEL APPEALS							
DCSC vs Southern JDAP	Lot 108 No 57 Dunn Bay Road, Dunsborough	January, 2016	Appeal against refusal of Development application for Service Station	State Solicitors Office / Anthony Rowe / Paul Needham	<ul style="list-style-type: none"> Initial Determination by SAT– Appeal upheld JDAP subsequently requested a judicial review of the SAT determination by the Supreme Court. A Judgement, to be reserved for determination in due course, was made on 12 February 2018. 	<ul style="list-style-type: none"> Awaiting Supreme Court Determination 	
WESTERN AUSTRALIAN PLANNING COMMISSION APPEALS							
Rapsey v Western Australian Planning Commission	Lot 7 Caves Road, Quedjinup		Appeal against conditions of subdivision	State Solicitors Office / Justin Biggar	<ul style="list-style-type: none"> Notice of Directions Hearing on 31 March, 2017 against conditions of a subdivision. Mediation hearing 20 April 2017. Directions hearing on 2 June 2017 where it was decided to vacate the appeal for 6 months to provide both parties time to carry out investigations. <p>(This is an appeal on a WAPC decision, the City understands the appeal will progress no further but has not received a formal notification from the WAPC)</p>	Direction hearing to be set.	

Capes Region Organisation of Councils (CapeROC) 1

9 February 2018

ALL INFORMATION AVAILABLE IN
VARIOUS FORMATS ON REQUEST
city@busselton.wa.gov.au

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

CITY OF BUSSELTON

**MINUTES FOR THE CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) MEETING HELD ON
9 FEBRUARY 2018**

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	ATTENDANCE AND APOLOGIES	2
2.	CONFIRMATION OF MINUTES	3
2.1	Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 23 November 2017	3
3.	PRESENTATIONS	3
4.	BUSINESS ARISING FROM PREVIOUS MEETINGS	3
5.	REPORTS	4
5.1	CAPEROC REGIONAL TRAILS STRATEGY	4
5.2	CAPEROC BUDGET UPDATE	6
6.	VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS.....	7
6.1	MAJOR PROJECT UPDATES	7
7.	BRAINSTORMING SESSION - SETTING A STRATEGIC AGENDA FOR FUTURE CAPEROC INITIATIVES	8
8.	NEXT MEETING DATE	9
9.	CLOSURE	9

Capes Region Organisation of Councils (CapeROC) 2

9 February 2018

MINUTES

MINUTES OF A MEETING OF THE A MEETING OF THE BUSSELTON CITY CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 9 FEBRUARY 2018 AT 10.05AM.

1. ATTENDANCE AND APOLOGIES

Members:

Cr Grant Henley, Mayor, Busselton
Cr Pam Townshend, Shire President, Augusta Margaret River
Cr Kelly Hick, Busselton
Cr Ross Paine, Busselton
Cr Naomi Godden, Augusta Margaret River
Cr Julia Meldrum, Augusta Margaret River (From 10.20am)
Mr Mike Archer, Chief Executive Officer, Busselton
Mr Gary Evershed, Chief Executive Officer, Busselton (Until 12.35pm)

Officers:

Ms Annie Riordan, Director, Corporate and Community Services, Augusta Margaret River (Until 12.35pm)
Mr David Nicholson, Manager Asset Services, Augusta Margaret River (Until 10.45am)
Mr Daniell Abrahamse, Manager, Engineering and Facilities Services, Busselton (From 10.15am Until 10.45am)
Ms Tracey King, Strategic Projects Officer, Busselton
Mrs Katie Banks, Executive Assistant to Council, Busselton

Observers:

Anne Banks McAllister, Regional Capacity Building Manager, WALGA (Until 12.40pm)

Apologies:

Cr John McCallum, Busselton
Cr Mike Smart, Augusta Margaret River
Tony Brown, Executive Manager Governance & Organisational Services, WALGA

Capes Region Organisation of Councils (CapeROC) 3

9 February 2018

2. CONFIRMATION OF MINUTES

- 2.1 Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 23 November 2017

CAPEROC DECISION

CAP1802/012 Moved Councillor Townshend, seconded Councillor Henley

That the Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 23 November 2017 be confirmed as a true and correct record, subject to the removal of the redundant word 'for' from the second line within the In Brief section of Item 5.1.

CARRIED 6/0

3. PRESENTATIONS

Anne Banks McAllister, Regional Capacity Building Manager, WALGA gave an update on WALGA associated matters.

10.15am At this time the Manager, Engineering and Facilities Services entered the meeting.

10.20am At this time Councillor Julia Meldrum entered the meeting.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil

Capes Region Organisation of Councils (CapeROC) 4

9 February 2018

5. REPORTS

5.1 CAPEROC REGIONAL TRAILS STRATEGY

RESPONSIBLE OFFICER: Manager Asset Services – David Nicholson, Augusta Margaret River
ATTACHMENTS: Attachment A Leeuwin Naturaliste Regional Trails Strategy⇒

IN BRIEF

At its November 2017 meeting, CapeROC resolved: *That CapeROC appoint Augusta Margaret Shire to proceed with RFQ's to prepare a Capes Regional Trails Strategy and report back to CapeROC with results at the next CapeROC meeting.*

BACKGROUND

The need for the strategy was discussed at the February 2017 CapeROC meeting.

COMMENT

Following the November 2017 meeting, officers from the two local governments met to discuss the scope of the project. Officers agreed that for the available budget of \$30,000, the project should be restricted to land-based non-motorised trails - walk, cycle and equestrian. If required, a second and later phase of the project could consider the other types of trails - drive (2WD and 4WD), trail bike, paddle and dive/snorkel.

It was agreed that the project should focus on the following:

- Documenting and mapping of all existing land-based trails
- Identifying the need and justification for additional trails, identified through consultation with stakeholder and user groups
- Identifying the need for and possible location of trail towns, trail centres , trail networks and supporting infrastructure
- Maintenance and governance requirements

A draft consultant's brief was subsequent prepared – refer to attachment.

In order to comply with the AMR Shire's procurement policy, three quotations are required. Officers identified three consultants that have suitable experience and some local knowledge.

RECOMMENDATION

That CapeROC:

1. Endorse the consultant's brief.
2. Authorise the Shire of Augusta Margaret River to prepare a Request for Quotation document and invite quotations from three suitably qualified and experienced consultants.

Note: Members were supportive of the appointment of one Councillor from each Local Government to the project reference group .

Capes Region Organisation of Councils (CapeROC) 5

9 February 2018

CAPEROC DECISION

CAP1802/013 Moved Councillor Paine, seconded Councillor Hick

That CapeROC:

1. Endorse the consultant's brief;
2. Authorise the Shire of Augusta Margaret River to prepare a Request for Quotation document and invite quotations from three suitably qualified and experienced consultants; and
3. Authorise each Local Government invite one Councillor to be a representative of the project reference group.

CARRIED 6/0

10.45am At this time the Manager, Engineering and Facilities Services, Busselton and the Manager, Asset Services, Augusta Margaret River left the meeting and did not return.

Capes Region Organisation of Councils (CapeROC) 6

9 February 2018

5.2 CAPEROC BUDGET UPDATE

RESPONSIBLE OFFICER: Strategic Projects Officer - Tracey King, Busselton
ATTACHMENTS: Nil

IN BRIEF

Each year, the Shire of Augusta Margaret River and the City of Busselton allocate \$50,000 of their respective budgets (\$100,000 in total) towards CapeROC approved regional economic development initiatives. Table1. is provided an overview of the 2017/18 CapeROC budget allocations and expenditure to date:

2017/2018 CapeROC Projects	Approved Allocation \$100,000	Expenditure (AMR) \$50,000	Expenditure (BSN) \$50,000	Total Expenditure \$
Calendar of Events (Spring & Summer 2017)	9,250	4,625.00	4,625.00	9,250
Calendar of Events (Autumn & Winter 2018)	11,650	5,825.00	5,825.00	9,250
Trail Development	30,000	15,000	15,000	
MRBTA Cabin Fever	20,000	10,000	10,000	20,000
Tourism Signage	30,000	15,000	15,000	
Recoup of Art Trail Funds - MR Wine Industry	-27,000	-13,500	-13,500	-27,000
Total Budgeted	73,900.00	50,450.00	50,450.00	40,900
Total Remaining	26,100.00	49,550.00	49,550.00	70,750.00

COMMENT

This report is provided for CapeROC committee information.

CAPEROC DECISION AND OFFICER RECOMMENDATION

CAP1802/014 Moved Councillor Hick, seconded Councillor Meldrum

That CapeROC:

Receives the information provided in the 2017/18 budget update report.

CARRIED 6/0

Capes Region Organisation of Councils (CapeROC) 7

9 February 2018

6. VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS

6.1 MAJOR PROJECT UPDATES

Mike Archer, Chief Executive Officer, Busselton updated members on the progress of the Busselton Margaret River Airport project and the Presiding member provided an update on the Busselton Foreshore project.

Gary Evershed, Chief Executive Officer, Augusta Margaret River updated members on the main street upgrade Youth Precinct projects and the progress of the construction of the Perimeter Road.

Note: Major Policy and Strategy Updates to be provided when necessary as part of the Major Project Updates at future meetings.

Capes Region Organisation of Councils (CapeROC) 8

9 February 2018

7. BRAINSTORMING SESSION - SETTING A STRATEGIC AGENDA FOR FUTURE CAPEROC INITIATIVES

List of Initiatives submitted prior to the meeting:

1. *Waste strategies*
2. *Renewable energy opportunities*
3. *Bushfire mitigation and cross boundary services*
4. *Airport opportunity capitalisation*
5. *Seasonal worker challenges*
6. *Climate change adaptation across all four quadrants of sustainability- economic, environmental, social and cultural*
7. *Coordinated mapping of fire risk areas*
8. *Advocate for greater authority for local councils*
9. *Conservation of native forests*
10. *Environmental restorative works we could undertake together e.g. arum lily control*
11. *Takeaway coffee cup reduction through Responsible Cafes program*
12. *Advocate to the WA Govt for development of more public housing in AMR and Bsn (both communities are drastically under-resourced)*
13. *Advocate to WA Govt for more funding for mental health services*
14. *Extend the train line from Bunbury to Bsn and MR/potentially also Augusta*
15. *Joint research study into the limits of growth - identifying the most sustainable population and tourism numbers for the Cape to Cape region; analysing the environmental, social, cultural and economic impacts of the projected population figures and predicted tourism numbers as outlined in the LNRSRPS; and strategies for how these impacts can be mitigated.*
16. *Capel to Busselton - dual carriage of Hwy*
17. *Holiday homes treatment/approach ?alignment*
18. *Professional Development collaboration - elected members and staff*
19. *Ideas to promote the Airport as domestic flights will be possible in Oct/Nov*
20. *Is our region RV/Caravan friendly - enough overnight stop points etc.*
21. *Provision of coastal amenities , i.e. boat ramps across Capes Region*
22. *Town Planning schemes alignment*
23. *Marketing of airport and tourism generally*
24. *Wadandi Track (Rails to Trails project)*
25. *Signage (Tourism)*
26. *In the future Performing Arts visitations (when we have a theatre)*
27. *Co Sharing of professional staff*
28. *Development of a health plan co jointly with shared resourcing*

12.35pm At this time the Chief Executive Officer, Augusta Margaret River and Director, Corporate and Community Services Augusta Margaret River left the meeting and did not return.

12.40pm At this time the Regional Capacity Building Manager, WALGA left the meeting and did not return.

DISCUSSION OUTCOME

The Committee discussed a range of issues and initiatives as per the above list and reached a general consensus that the three significant areas of commonality between both Local Governments were:

1. Waste management
2. Water consumption / future proofing water reserves
3. Bushfire mitigation / risk management

Members agreed that any other matters can be raised at WALGA South West Zone meetings or by individual Local Governments via the presentation of a report for CapeROC consideration.

Capes Region Organisation of Councils (CapeROC) 9

9 February 2018

8. NEXT MEETING DATE

11 May 2018, City of Busselton Administration

9. CLOSURE

The meeting closed at 12.37pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 9 WERE CONFIRMED AS A TRUE AND CORRECT
RECORD ON .

DATE: _____ PRESIDING MEMBER: _____



Meelup Regional Park Management Committee
CO Locked Bag 1 · Busselton · Western Australia · 6280
Email: kay.lehman@busselton.wa.gov.au
Web: www.meeluppark.com

Informal Meeting- Notes

DATE: Monday 29 January 2018, 10.00 am
VENUE: Dunsborough District Country Club

1. ATTENDANCE AND APOLOGIES

Attendance

Members: Dr Bob Jarvis (Presiding Member), Mr Peter Randerson (Deputy Presiding Member), Mr Tony Smurthwaite, Mrs Shirley Fisher, Councillor John McCallum and Mr Albert Haak.

Officers: Mr Greg Simpson (Environmental Planning Coordinator), Ms Kay Lehman (Meelup Environment Officer- EO)

Apologies: Councillor Kelly Hick, Mr Bob Ginbey, Mr. Damien Jones

2. FINANCIAL SUMMARY - Attachment A

Proposed Direction:

1. The Committee noted the January 2018 Financial Statement (**Attachment A**).
2. Works to be investigated at the Point Piquet carpark include the installation of a new whale viewing platform sign, relocation of exiting interpretive signage and the construction of a stepped pathway access from the carpark to the ocean.

3. MEELUP VOLUNTEER UPDATE

The following Meelup volunteer activities were undertaken from 28 November- 12 December 2017:

- Bird Survey guided by Christine Wilder from the Capes BirdLife Group
- Pyp grass weed fencing and installation of signage at Eagle Bay
- Christmas windup BBQ- Meelup Beach

During 2017, a total number of 557.75 hours (averaging 10.73 hours/week) of volunteer work was undertaken by an average of 9 volunteers per week. A tremendous contribution to the management and maintenance of Meelup Regional Park.

A volunteer activity planning session, coordinated by the EO, was held on 11 January 2018 to schedule volunteer activities for 2018. The first volunteer activity will be training in weed mapping and trail maintenance recording, scheduled for 30 January 2018.

Upcoming events:

- Birdlife Citizen Science Workshop, Monday 12 February 2018 – 9am-12.30, Kaloorup Room, City Administration Building
- Dieback treatment Demonstration-Tuesday 27 February 2018- 9-11am, Windlemere Reserve, Dunsborough. Meet at the Naturaliste Community Centre Carpark

Proposed Direction:

1. Information noted by the Committee.

4. ACTION SUMMARY PROGRESS UPDATE

The action summary is appended as **Attachment B**. The Committee request further information on the progress of the Meelup Regional Park website upgrade and review of the Meelup Regional Park Management Plan.

Proposed Direction:

1. Meelup Regional Park website review update to be provided to the Committee.
2. Meelup Regional Park Management Plan review update to be provided to the Committee.
3. EO to arrange a meeting with Blake Moore (City's Community Emergency Services Manager), Bob Jarvis and Colin Sanderson (Eagle Bay Fire Chief).
4. EO to provide Meelup Regional Park website link to Margaret River/Busselton Tourist Association following the review of the website.

5. REPORTS

5.1 Boxing Day –Report

Management measures implemented in Meelup Regional Park for Boxing Day 2017, included:

- Planning for the event with City staff including Meelup Environment Officer, Rangers and relevant agencies including Department of Transport, Department of Biodiversity Conservation and Attractions and Dunsborough Police.
- Traffic management including road closure points, traffic personnel and use of vehicle message boards.
- Litter management- litter signage, litter bags available to the public and a coordinated clean-up.
- Media releases prior to and post Boxing Day.

Refer to **Attachment C**- Boxing Day Report 2017- Summary from Agencies.

Proposed Direction:

1. Information noted by the Committee.

5.2 Australia Day –Planning

Management measures to be implemented in Meelup Regional Park for Australia Day 2018 include:

- Traffic management and use of Variable Message Boards (VMB).
- Litter management – additional bins onsite at Meelup Beach and Castle Bay, litter signage, litter bags available to the public and a coordinated clean-up. Litter message on the VMB.
- Department of Transport and Parks and Wildlife vessel on the water.
- Media release.

Proposed Direction:

1. Information noted by the Committee.

5.3 X Adventure Event

Planning for the X Adventure Event scheduled for the weekend of 21 and 22 April 2018 is underway. The EO met with a representative from the Dunsborough District Country Club (DDCC) who is assisting Rapid Ascent in coordinating the event. A number of the proposed trails for the event were walked and checked.

The DDCC will be hosting the event which consists of four events over the weekend including:

- Short X- Adventure Race, 10am Saturday;
- Kids X Adventure Race, 2.30pm Saturday;
- Long X-Adventure- 7.30am Sunday
- Aquathon-10am Sunday

Refer to **Attachment D** -Event Management Plan and **Attachment E**- Proposed Mountain Bike Trail Route.

Proposed Direction:

1. Information noted by the Committee.

5.4 Meelup Beach- Terracing Landscape Works

The western slope at Meelup Beach is to be upgraded requiring the preparation of design and construction details. This highly utilised area includes a picnic table setting and seating infrastructure and is currently being degraded through high visitation numbers causing soil erosion of the slope. Stabilising this area through landscaping works including terracing and plantings will enhance this area for community use and protect the mature Peppermint trees in this area.

Proposed Direction:

1. Onsite meeting to be arranged with MRPMC members to discuss the scope of proposed upgrade of the Meelup Beach western embankment

6.0 NEXT MEETING- 26 February 2018, 10.00am, Dunsborough District Country Club.

ATTACHMENT B - ACTION TABLE (Post 29 January 2018 Meeting)

Subject	Action	Date of Committee Decision	Progress	Completed
Meelup Beach-Terracing Landscape Works	Onsite meeting to be arranged with MRPMC members to discuss the scope of proposed upgrade of the Meelup Beach western embankment	29/01/2018	Site visit planned for 13 February 2018.	
Fire Management	EO to arrange a meeting with Blake Moore (City's Community Emergency Services Manager), Bob Jarvis and Colin Sanderson (Eagle Bay Fire Chief)	29/01/2018		
Update of the MRP website	1. Meelup Regional Park website review update to be provided to the Committee. 2. EO to provide Meelup Regional Park website link to Margaret River/Busselton Tourist Association following the review of the website.	29/01/2018		
Point Piquet carpark	Works to be investigated at the Point Piquet carpark include the installation of a new whale viewing platform sign, relocation of exiting interpretive signage and the construction of a stepped pathway access from the carpark to the ocean.	29/01/2018		
MRP Management Plan Review	Meelup Regional Park Management Plan review update to be provided to the Committee.	29/01/2018		
Seafood Safari Business	EO to liaise with relevant City staff on the management and operation of the proposed Seafood Safari.	27/11/2017		Done
Soil Erosion and Track Maintenance Project	Consult with Department of Biodiversity, Conservation and Attractions (DBCA) dieback staff on management options to control the spread of dieback from the gravel pit on the car rally trail.	27/11/2017	Feedback from DBCA discussed at the January 2018 meeting. We will be continuing the erosion works at the Car Rally gravel pit site including brushing, use of coir logs and revegetation works. Committee member Tony Smurthwaite is completing his report on trail maintenance.	Done
Trail Maintenance Schedule	1. Assess the condition and suitability of the Meelup Brook trail as a dual use trail and report back to the Committee. 2. EO to investigate using the Find to Fun App to promote the Park and trails.	27/11/2017	The Meelup Brook trail and Western firebreak trail- will be assessed using the trail Classification Specifications (WA Mountain Bike Management Guidelines (DPW, DSR, West Cycle, Wamba WA). Find the Fun App may be used on the new Meelup website.	
Annual Report	Request the Chief Executive Officer include the Annual Report in the Council Information Bulletin and that copies of the Annual Report be made available to the public at the City customer service points and at the Margaret River Busselton Visitor Centre.	27/11/2017	Done. Committee requested at the 29 January 2018 for the Annual report to be sent to Meelup volunteers for their information.	Done
Volunteer Update	1. EO to coordinate with Committee member Peter Randerson on the tagging of the dieback boundary. 2. EO to check with Richard Clark, locations where Flinders Ranges Wattle has been recorded.	27/11/2017	Done- ordering another 200 tags and checked location of weed	Done
Point Piquet carpark upgrade	1. The City to install pedestrian crossing signage along Meelup Eagle Bay Road. 2. EO to arrange standard trailer markers through the completed carpark with direction and distance information for walkers. 3. Point Piquet carpark design to include appropriate signage: a) To exclude caravans and boat trailer entry to the parking area. b) To identify the alignment of the coastal trail through the carpark. 4. Works to be investigated at the Point Piquet carpark include the installation of a new whale viewing platform sign, relocation of exiting interpretive signage and the construction of a stepped pathway access from the carpark to the ocean.	30/10/2017 Point 4 added 29/1/2018	The alignment of the coastal trail identified through the carpark. Trail markers ordered. Request sent to City staff re installing pedestrian crossing sign and exclusion of caravan and boat trailers.	Done
Carpark Signs	Arrange directional sign for Gannet Rock carpark and other carpark along Eagle Bay to be installed at Meelup Eagle Bay Road.	30/10/2017	Gannet Rock carpark sign ordered. The need for other coastal node carpark to have signs installed was discussed at the 29 January 2018 meeting and agreed.	

Proposed Projects- Castle Rock Improvements	28/11/16-Scope of works to be arranged and contractor to undertake the work. Works to include piping gas under the road, fill in the drain and installation of table setting.	27/09/2016,	Quote for gas works received, possible works mid February 2018.	Done
Training and Events				
Training/Events	Environmental training opportunities, workshop, events. EO to arrange speakers on relevant topics.	22/12/2015	Upcoming Events and Training include: Birdlife Citizen Science Workshop- Monday 12th February, Kaloorup Room City of Busselton Administration Building 9am-12.30pm. Dieback Treatment Demonstration Tuesday 27 February 9-11am, Windlemere Reserve, Dunsborough. RSVP to EO	Ongoing



Bush Fire Advisory Committee Minutes

12 December 2017

City of Busselton, Kaloorup Room, 2 Southern Drive, Busselton on Tuesday 12th December 2017,
commencing at 7.30pm.

CITY OF BUSSELTON

MINUTES - 12 DECEMBER 2017

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	Declaration of Opening	2
2.	Attendance and Apologies	2
3.	Disclosure of Interests	3
4.	Confirmation of Minutes	3
4.1	Confirmation of Minutes From Meeting Held 12 September 2017	3
5.	Presentations	3
5.1	Service Medal Presentation, Yallingup Coastal BFB, presented by Nathan Hall and Allan Guthrie	3
6.	Business Before the Committee	3
6.1	BFAC – Revocation and Appointment of Bush Fire Control Officers, Blake Moore	3-6
6.2	Discussion of funding reduction for fuel cards for BFB Volunteers, David Hunt	7
6.3	Request update on Rural Fire Service Working Group, David Hunt	7
7.	Officer/Delegate Reports	7
7.1	City of Busselton/Department of Fire & Emergency Services, Blake Moore	9-10
7.2	Department of Fire and Emergency Services, Nathan Hall	11-13
7.3	Department of Biodiversity, Conservation and Attractions, Jeremy Friend	14
8.	Matters of Urgency	7
8.1	Blake Moore, returning of brigade PPE clothing	7
8.2	Mark Smith, request for Helitac training for brigades	7
8.3	Bush Fire Advisory Committee email contact	7
8.4	Blake Moore, ABC form requirements	7
8.5	Parks and Wildlife Service, new air operations channel update	7
8.6	Blake Moore, burning on Sundays and Public Holidays review update	7
8.	Occupational Health & Safety (OH&S)	7
9.	Next Meeting	8
10.	Closure	8

BFAC

12 DECEMBER 2017

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 12 DECEMBER 2017

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairperson, Allan Guthrie declared the meeting open at 7.34pm.

2. ATTENDANCE AND APOLOGIES

Present

Allan Guthrie	Chief Bushfire Control Officer
Robert Reekie	Councillor, City of Busselton
Peter Dawson	Fire Control Officer, Vasse BFB
Ian McGregor	Fire Control Officer, South Acton Park BFB
Mark Smith	Fire Control Officer, Sussex BFB
Mark Fisher	Fire Control Officer, Yallingup Rural BFB
Mark Jolliffe	Fire Control Officer, Wilyabrup BFB
David Hunt	Fire Control Officer, Yallingup Rural BFB
Colin Sanderson	Fire Control Officer, Eagle Bay BFB
Chris Ayres	Fire Control Officer, Yallingup Rural BFB
Barton Hatherly	Fire Control Officer, Dunsborough BFB
Neville Haddon	Fire Control Officer, Yoongarillup BFB
Annette Batley	Fire Control Officer, Yoongarillup BFB
Ken Sue	Fire Control Officer, Ambergate BFB
Doug Walters	Fire Control Officer, North Acton Park BFB
Paul Blight	Fire Control Officer, Yallingup Coastal BFB
Andrew Hunt	Fire Control Officer, Dunsborough BFB

In Attendance

Tanya Gillett	Manager- Environmental Services
Blake Moore	Community Emergency Services Manager, DFES/COB
Ian McDowell	Ranger & Emergency Services Coordinator
Phoebe Buntain-Barrie	Administration Officer
Jeremy Friend	Department of Parks and Wildlife
Nathan Hall	Area Officer Leeuwin, DFES

Apologies:

Danny Mosconi	Department of Fire & Emergency Services
Andy Thompson	Department of Fire & Emergency Services
Pete Thomas	Department of Fire & Emergency Services
Oscar Negus	Deputy Chief Bushfire Control Officer, Hithergreen BFB
Peter Stark	Incident Control Vehicle Volunteer
Todd Johnson	Fire Control Officer, Ruabon BFB
Tim O'Neill	Fire Control Officer, Yalyalup BFB

BFAC

12 DECEMBER 2017

3. DISCLOSURE OF INTERESTS

Nil

4. CONFIRMATION OF MINUTES

4.1 CONFIRMATION OF MINUTES FROM MEETING HELD 12 SEPTEMBER 2017

Moved: Robert Reekie
Seconded: Mark Jolliffe

CARRIED

BUSINESS ARISING

5. PRESENTATIONS

5.1 Service Medal Presentation, Yallingup Coastal BFB, presented by Nathan Hall and Allan Guthrie

6. BUSINESS BEFORE THE COMMITTEE

6.1 BUSH FIRE ADVISORY COMMITTEE – REVOCATION AND APPOINTMENT OF BUSH FIRE CONTROL OFFICERS – BUSH FIRES ACT 1954

SUBJECT INDEX:	Emergency Management
STRATEGIC OBJECTIVE:	Governance systems, processes and practices are responsible, ethical and transparent
BUSINESS UNIT:	Planning and Development / Environmental Services
ACTIVITY UNIT:	Ranger and Emergency Services
REPORTING OFFICER:	Community Emergency Services Manager, Blake Moore
AUTHORISING OFFICER:	Director Planning and Development Services, Paul Needham
VOTING REQUIREMENTS:	Absolute Majority
ATTACHMENT(S):	A. List of Fire control officers to be appointed to roles listed

PRÉCIS

The purpose of this report is to seek the revocation of all previous appointments of persons as Bush Fire Control Officers, and then subsequently seeks that the persons listed below be appointed to the following designated positions pursuant to Section 38 of the Bush Fires Act 1954.

BACKGROUND

The revocation and appointment of fire control officers listed has been reviewed and revised and are presented for the consideration of the BFAC prior to being adopted by the Council.

STATUTORY ENVIRONMENT

Pursuant to section 38 of the *Bush Fires Act 1954* (the Act), a local government may appoint bush fire control officer.

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject

BFAC

12 DECEMBER 2017

to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

RELEVANT PLANS AND POLICIES

Council has delegated authority to the Chief Executive Officer in Council resolution C1505/116 to appoint a person to act as a Bush Fire Control Officer pursuant to Section 48 of the Bush Fires Act 1954, subject to the following conditions –

1. The delegation is limited to the appointment of members of volunteer bush fire brigades and City Ranger and Emergency Services staff;
2. In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and
3. The delegation does not extend to the appointment of Chief or Deputy Chief Bush Fire Control Officers.

FINANCIAL IMPLICATIONS

Nil

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

Strategic Plan Key Goal Area 6 – Leadership

Community Objective 6.1: governance systems, processes and practices are responsible, ethical and transparent.

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework.

Risk	Controls	Consequence	Likelihood	Risk Level
Fire Control Officers no longer employed or in the role of Fire control Officer retaining powers of an appointed Fire Control Officer	To revoke and reappoint all Fire Control Officer positions to ensure compliance under the Act.	Minor	Possible	Medium

CONSULTATION

There has been formal consultation with the Chief Bush Fire Control Officer, Allan Guthrie in the development of this report of the revocation and appointment of bush fire control officers, to ensure an accurate list of the required Fire Control Officers and compliance with the Bush Fires Act 1954.

BFAC

12 DECEMBER 2017

OFFICER COMMENT

The revocation of all previous Fire Control Officers is designed to ensure that all persons that were formerly in a position to act as a Fire Control Officer, no longer have power which has been appointed by Local government. By revoking and only appointing the current Fire Control Officers ensures that, the City of Busselton is meeting the compliance requirements of the Bush Fires Act 1954.

The list of personnel to be appointed as Fire Control Officers is as shown in the Officer Recommendation.

OPTIONS

The BFAC or Council may require changes to be made to the list of Fire Control Officers to be appointed.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Once endorsed by the BFAC the revocation and appointment of bush fire control officers will be presented to Council in December 2017 for adoption.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the BFAC endorses:

1. The revocation of all previous Fire Control Officers
2. The appointment of the following Fire Control Officers listed below
3. All appointments are to be issued with a certificate of appoint pursuant to Section 38 (2E) of the Act

Allan Guthrie	Chief Bush Fire Control Officer	Volunteer Bush Fire Brigade
Christopher Payne	Deputy Chief Bush Fire Control Officers	Volunteer Bush Fire Brigade
Oscar Negus		Volunteer Bush Fire Brigade
Blake Moore	Operational Bush Fire Control Officers	Ranger & Emergency Services
Christopher Ayers		Volunteer Bush Fire Brigade
Paul Blight		Volunteer Bush Fire Brigade
Mark Cannon		Volunteer Bush Fire Brigade
Peter Dawson		Volunteer Bush Fire Brigade
Mark Fisher		Volunteer Bush Fire Brigade
Ray Fokkema		Volunteer Bush Fire Brigade
Barton Hatherly		Volunteer Bush Fire Brigade
David Hunt		Volunteer Bush Fire Brigade
Todd Johnson		Volunteer Bush Fire Brigade
Mark Jolliffe		Volunteer Bush Fire Brigade
Wally Lewis		Volunteer Bush Fire Brigade
Neil McDonald		Volunteer Bush Fire Brigade
Ian McGregor		Volunteer Bush Fire Brigade
Colin Sanderson		Volunteer Bush Fire Brigade
Ian Slee		Volunteer Bush Fire Brigade
Mark Smith		Volunteer Bush Fire Brigade
Kenneth Sue		Volunteer Bush Fire Brigade
Douglas Walters		Volunteer Bush Fire Brigade

BFAC

12 DECEMBER 2017

Andrew Hunt Timothy O'Neill Neville Haddon Annette Batley		Volunteer Bush Fire Brigade Volunteer Bush Fire Brigade Volunteer Bush Fire Brigade Volunteer Bush Fire Brigade
Ian McDowell Owen Anderton James Wanless David Boardman Gordon Boettcher Sorcha Gillen Lauren Quigley Theodorus Brugman Christopher Barlow Shayne Lawty	Fire Control Officers for Permit Issuing, Compliance & Enforcement	Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services

Moved: Mark Jolliffe
Seconded: Colin Sanderson

CARRIED

BFAC

12 DECEMBER 2017

6.2 DISCUSSION OF FUNDING REDUCTION FOR FUEL CARDS FOR BFB VOLUNTEERS, DAVID HUNT

6.3 REQUEST UPDATE ON RURAL FIRE SERVICE WORKING GROUP, DAVID HUNT

7. OFFICER/DELEGATE REPORTS

Attachment 7.1 - City of Busselton/ Department of Fire and Emergency Services, Blake Moore

Attachment 7.2 - Department of Fire and Emergency Services, Nathan Hall

Attachment 7.3 – Department of Biodiversity, Conservation and Attractions, Jeremy Friend

Officer Recommendation

1. The committee receives the following reports and notes the comments therein:

- a) City of Busselton/ Department of Fire & Emergency Services
- b) Department of Fire and Emergency Services
- c) Department of Biodiversity, Conservation and Attractions

8. MATTERS OF URGENCY

8.1 Blake Moore advised all personnel that leave the City of Busselton Bush Fire Brigades are to return their all personnel protective equipment to the brigade which is then to be forwarded to the City for destruction or reallocation.

8.2 Mark Smith requested Helitac training for brigades.

8.3 Reminder to all personal that the BFAC email list is **not** to be used for any purpose other than BFAC matters.

8.4 Blake Moore advised a review of the ABC forms is currently being conducted with the view of the new forms being in place for the autumn 2018 burning period. Reminder that Fire appliances are not to be used at a burn unless a ABC form has been completed and approved, or direction for the brigade to use the appliance for a burn has been given by the CESM.

8.5 Parks and Wildlife advised that new air operations channels are being trailed with the view to implemented possibly by February 2018. Until then then current channels apply as per the zone response protocols, CH640 will be for the Northern part of the Cape and 198 for the remainder of the shire.

8.6 Blake Moore advised burning on Sundays and public holidays is currently being reviewed with the Firebreak notice and information will be passed to the BFAC when available.

9. OCCUPATIONAL HEALTH & SAFETY (OH&S)

Nil

BFAC

12 DECEMBER 2017

10. NEXT MEETING

The next meeting will be held on 13 MARCH 2018 at 7:30pm at the City of Busselton, Kaloorup Meeting Room, 2 Southern Drive, Busselton.

11. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 8.55pm.

BFAC

12 DECEMBER 2017

Attachment 7.1 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 December 2017

Agency: City of Busselton/Department of Fire & Emergency Services

Officer Representing: Community Emergency Services Manager, Blake Moore

Matters to be discussed:

Incidents since 01/07/2017 as at 06/12/2017

- 38
- 20 - Bush Fire
- 5 - Vehicle Fire
- 3 - Structure Fire
- 10 - False Call – Good Intent

THANK YOU!

- To all of the Yallingup Rural members that assisted with the Thank a Volunteer happen without a hitch I thank you for all of your efforts and for making it such a good night!

Ambergate Fire Shed Build

- The community consultation is now complete and a report will be going to council in the near future to determine where the station will be located and facilitate the start of construction early in the new year

eAcademy

- The proposal for the Admin team to manually enter the volunteer onto LSW VFF1 pathway once they receive a volunteer ID number has been progressed and now on the Portal 2 Progress to vote on.

Training

- I would just like to thank Kaloorup and Wilyabrup for going out of your way to engage in extra training and will constantly support that going forward.
- There was a quite a number of courses that were cancelled towards the end of this year due to lack of numbers

Security alarms at fire stations

- We now have the funding available for an additional 4 alarms (Dunsborough, Eagle Bay, Hithergreen and Yallingup Coastal) that will be getting installed early in the new year.

Computers and internet for Brigades

- A grant application for 12 Laptops, printers and internet dongles has been approved and I will be working with IT in the new year to purchase these and roll them out to brigades.

Updated brigade records

- Tanya Simpson sent out to all brigades on the 10/10/17 a excel spreadsheet and a pdf to review and submit back. We are still missing quite a number of brigades responses, can you please review these documents and send them back ASAP

Membership Application Forms

- A number of Brigades are using the old style membership applications which do not require an email address or Next of Kin notification. All existing membership registration forms and books are to be discarded and all new applications should be done using the form available from the

BFAC

12 DECEMBER 2017

Volunteer Portal (under the BFB logo > Administration Forms). Any older forms will not be processed.

Operational Circulars

- Operational Circular 102/2017 - T Cards to be Completed - Critical Message T-Cards are to be completed in full for all personnel and equipment when arriving and departing an incident.

Bushfire Risk Planning Coordinator (BRPC)

- The City of Busselton has received funding for a BRPC to create a Bushfire Risk Manage Plan. Andrew Hunt has successfully been appointed to the position. Congratulations Andrew!

BFAC

12 DECEMBER 2017

Attachment 7.2 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 December 2017

Agency: Department of Fire & Emergency Services

Officer Representing: Area Officer Leeuwin, Nathan Hall

Matters to be discussed:

- **Fire Chat**

This bushfire season Fire Chat will be the new 'branding umbrella' for community engagement and communications around bushfire. This will be supported by the Are You Ready Campaign. Fire Chat replaces DFES previous bushfire communications known as Prepare. Act. Survive.

A suite of new bushfire planning and preparation tools have been developed, consisting of 5 minute Fire Chat, and supported by Your Bushfire Preparation Toolkit, which are two simple steps aimed at helping residents to be better prepared for bushfire.

The 5 minute Fire Chat asks people living in a high bushfire risk area to have a fire chat to discuss three key questions with family and friends or to discuss with their neighbours if they live alone:

- When will you know to leave?
- Where will you go?
- Which way will you go?

If this is all people do, they will be more prepared than doing nothing. This approach is easy for all people to achieve. After people have answered the three questions above, they are then asked a disruptive and thought-provoking question:

That's a great first step to protect your family. However have you considered what you would do if you are at work when a fire threatens?

The intent of this question is to drive them to take the next step, which is to seek out their Bushfire Preparation Toolkit. The Toolkit is available in hard copy but can also be downloaded at www.dfes.wa.gov.au/firechat/.

Fact Sheets with further bushfire preparedness information can also be found on the website.

- **State Bushfire Exercise 2017**

The DFES Lower South West region organised and conducted a level 2 bushfire scenario based in Donnybrook on the 17 October. The exercise was coordinated at a state level that saw multi agency IMTs across two regions simultaneously manage large scale bushfires whilst working within the guidelines of Westplan Fire. Very successful exercise with participating personnel able to gain valuable pre-season experience and training.

- **Recent Incidents**

DFES deployed teams recently to Newman and Broome to deal with several large bushfires impacting on local communities.

Locally in the LSW region there have been several cases of private control burns that have escaped containment, fortunately there has been no large scale fires recently.

- **Strike Force Vulcan**

Strike Force Vulcan is a successful WA Police Bushfire Arson Intervention Strategy that will again be active this summer and is expected to come online in December. If any volunteer fire fighters note anything suspicious they can use the online reporting form at <https://extranet.dfes.wa.gov.au/sites/volunteers/members/Pages/ArsonReporting.aspx>

Members of the Shire staff or public can report suspicious behaviour to Crimestoppers on 1800 333 000.

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12 DECEMBER 2017

- **Western Australian Cyclone and Southern Bushfire Season Synopsis**

The Department of Fire and Emergency Services has released the 2017/18 Western Australian Cyclone and Southern Bushfire Season Synopsis which focuses on;

- A ~60% chance of an above average number of tropical cyclones in waters off the northwest coast (average number is five).
- Likelihood of around two coastal cyclone impacts.
- Significant risk of at least one severe tropical cyclone coastal impact during the season
- There is potential for above normal bushfire activity within the southern parts of the Swan Coastal Plain, the Warren region and the majority of the Southern Jarrah Forest.

A copy of the synopsis has been attached to this report.

- **Use of T Cards At Incidents**

An internal audit on IMT Led Resource Planning and Needs Escalation has recently been conducted. This internal audit has found that T-Cards are not being completed in full by all resources arriving and departing an incident. More concerning is the evidence that T-Cards are not being completed at all in some cases.

As a timely reminder as we start the fire season please remind your crews that T-Cards are to be completed in full for all personnel and equipment when arriving and departing an incident, the benefits of this system are;

- Welfare of all personnel i.e. food and water, rest breaks, shift lengths etc.
- Crew changeovers and extra resource requirements
- Ability to contact individual personnel.

Have a safe and happy Christmas holiday period!

Nathan Hall
Area Officer Leeuwin

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12 DECEMBER 2017



OPERATIONAL CIRCULAR 102/2017
File: D03933
DECEMBER 2017
T-CARDS ARE TO BE COMPLETED

An internal audit on IMT Led Resource Planning and Needs Escalation has recently been conducted. This internal audit has found that T-Cards are not being completed in full by all resources arriving and departing an incident. More concerning is the evidence that T-Cards are not being completed at all in some cases.

Critical Message

T-Cards are to be completed in full for all personnel and equipment when arriving and departing an incident.

T-Cards are used to maintain vision of all human and physical resources on the incident ground. This is vital given that the Incident Controller (IC) has ultimate responsibility for everyone and everything at the incident (essentially a workplace) that they are controlling.

Under the ultimate responsibility of the IC, the Divisional and Sector commanders, IMT members and Incident Control Vehicle personnel share the duty of ensuring accurate information is maintained regarding the personnel and equipment in attendance at an incident, at any given time.

The details recorded on T-Cards provide the IMT with the information required to plan for the following:

- Welfare of all personnel i.e. food and water, rest breaks, shift lengths etc.
- Crew changeovers and extra resource requirements
- Ability to contact individual personnel.

After an incident, there may also be a need to contact all personnel involved in an incident, such as notification of a possible contamination or exposure.

It is imperative that T-Cards are completed correctly.

Further information is available in [SOP 3.2.6 – T-Cards and Incident Management Boards](#), which outlines the procedures for the use of T-Cards.

LLOYD BAILEY AFSM
DEPUTY COMMISSIONER OPERATIONS

Full links for staff:

<http://extranet.dfes.wa.gov.au/sites/volunteers/members/SharedRepository/opsresources/Ops%20Resources%20SOPs%20Field%20Guides/SOP%203.2.6%20-%20T%20Cards%20and%20Incident%20Management%20Boards.pdf>

Full links for volunteers and extranet users:

<http://extranet.dfes.wa.gov.au/sites/volunteers/members/SharedRepository/opsresources/Ops%20Resources%20SOPs%20Field%20Guides/SOP%203.2.6%20-%20T%20Cards%20and%20Incident%20Management%20Boards.pdf>

Target Audience: Operational Personnel				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-102-17	Issue Date: Dec 2017	Removal Date: Dec 2018	Contact: Doctrine@dfes.wa.gov.au	Operational Readiness & Standards Capability Command

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12 DECEMBER 2017

Attachment 7.3 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 December 2017

Agency: Department of Biodiversity, Conservation and Attractions

Officer Representing: Jeremy Friend, Fire Operations Officer

Matters to be discussed:

FIRE SEASON 2017/18 (as at 28/11/2017)

- 13 fires attended
- Conservation Employees at full employment for 2017/18 season

PRESCRIBED BURNING (as at 28/11/2017)

Burn ID	Name of Burn	Spring 2017 (Ha)	Previously Treated (Ha)	Total Prescribed (Ha)	Shire/s
BWD_006	BRAMLEY_768	13	25 (Spring 2016)	154	Augusta-Margaret River
BWD_039	NELSON_134	656	98 (Autumn 2017)	2,716	Bridgetown-Greenbushes, Nannup
BWD_050	CAMBRAY BARRABUF	4,374		6,446	Nannup
BWD_062	FOREST GROVE_504	58		3,219	Augusta-Margaret River
BWD_067	BUTLER_127	5,375		5,374	Nannup
BWD_079	UPPER CAPEL	3,328	1130 (Autumn 2017)	6,031	Busselton, Donnybrook-Balingup
BWD_092	RYALL	273		848	Donnybrook-Balingup
BWD_102	McGREGOR MILLBROOK	11,413		17,553	Augusta-Margaret River, Busselton, Nannup
BWD_104	TREETON	78		79	Augusta-Margaret River
BWD_106	ABBA	634		771	Busselton
	Treated Spring 2017	26,248			

ADDITIONAL COMMENTS

- Completed 80km of maintenance slashing along strategic access and firebreak network throughout the LNNP.

16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17. CONFIDENTIAL REPORTS

Nil

18. QUESTIONS FROM MEMBERS

19. PUBLIC QUESTION TIME

20. NEXT MEETING DATE

21. CLOSURE