

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

## CITY OF BUSSELTON

### MINUTES FOR THE COUNCIL MEETING HELD ON 10 JUNE 2020

#### TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING ACKNOWLEDGEMENT OF COUNTRY / ACKNOWLEDGEMENT OF VISITORS / DISCLAIMER / NOTICE OF RECORDING OF PROCEEDINGS.....	3
2.	ATTENDANCE .....	3
3.	PRAYER .....	4
4.	APPLICATION FOR LEAVE OF ABSENCE.....	4
5.	DISCLOSURE OF INTERESTS .....	4
6.	ANNOUNCEMENTS WITHOUT DISCUSSION.....	4
7.	QUESTION TIME FOR PUBLIC.....	4
8.	CONFIRMATION AND RECEIPT OF MINUTES .....	5
	Previous Council Meetings .....	5
8.1	Minutes of the Council Meeting held 27 May 2020.....	5
	Committee Meetings.....	5
8.2	Minutes of the Audit Committee Meeting held 27 May 2020 .....	5
8.3	Minutes of the Policy and Legislation Committee Meeting held 27 May 2020 .....	5
9.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	5
10.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION) .....	5
11.	ITEMS BROUGHT FORWARD .....	6
	ADOPTION BY EXCEPTION RESOLUTION.....	6
12.1	Audit Committee - 27/05/2020 - REGULATION 17 REVIEW .....	7
12.2	Policy and Legislation Committee - 27/05/2020 - RESCISSION OF COUNCIL POLICY 074: MARKETS .....	65
12.3	Policy and Legislation Committee - 27/05/2020 - AMENDMENT TO COUNCIL POLICY: COMPLIANCE .....	74
12.6	Policy and Legislation Committee - 27/05/2020 - RESCISSION OF COUNCIL POLICY: 025 BUILDING CONTROL - STANDARD OF SITE CLASSIFICATION FOR SUBDIVISIONS .....	82
16.1	LONG TERM FINANCIAL PLAN 2020/21 to 2029/30 .....	88
17.1	COUNCILLORS' INFORMATION BULLETIN .....	148
	ITEMS TO BE DEALT WITH BY SEPARATE RESOLUTION (WITHOUT DEBATE) .....	154
12.4	Policy and Legislation Committee - 27/05/2020 - AMENDMENT TO COUNCIL POLICY AND DELEGATION: PURCHASING .....	154
12.5	Policy and Legislation Committee - 27/05/2020 - DELEGATION OF POWER TO DISPOSE OF PROPERTY AND LEASE AND LICENCE PREMISES .....	183
14.1	RFQ 22-20 BUSSELTON LIBRARY UPGRADE .....	193

15.1	APPOINTMENT OF ELECTED MEMBER TO BUSSELTON JETTY REFERENCE GROUP .....	198
<b>ITEMS FOR DEBATE .....</b>		<b>200</b>
16.2	SCHEDULE OF FEES & CHARGES - 2020/21 FINANCIAL YEAR .....	200
<b>13.</b>	<b>PLANNING AND DEVELOPMENT SERVICES REPORT .....</b>	<b>242</b>
<b>18.</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>243</b>
<b>19.</b>	<b>URGENT BUSINESS.....</b>	<b>243</b>
<b>20.</b>	<b>CONFIDENTIAL REPORTS.....</b>	<b>243</b>
<b>21.</b>	<b>CLOSURE .....</b>	<b>243</b>



## MINUTES

**MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN COUNCIL CHAMBERS,  
ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 10 JUNE 2020 AT 5.30PM.**

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

The Presiding Member opened the meeting at 5.32pm.

**2. ATTENDANCE**

Presiding Member:

Cr Grant Henley    Mayor

Members:

Cr Kelly Hick          Deputy Mayor  
Cr Sue Riccelli  
Cr Ross Paine  
Cr Kate Cox  
Cr Paul Carter  
Cr Phill Cronin  
Cr Jo Barrett-Lennard  
Cr Lyndon Miles

Officers:

Mr Mike Archer, Chief Executive Officer  
Mr Oliver Darby, Director, Engineering and Works Services  
Mr Paul Needham, Director, Planning and Development Services  
Mrs Naomi Searle, Director, Community and Commercial Services  
Mr Tony Nottle, Director, Finance and Corporate Services  
Mrs Emma Heys, Governance Coordinator  
Ms Melissa Egan, Governance Officer

Apologies:

Nil

Approved Leave of Absence:

Nil

Media:

“Busselton-Dunsborough Times”

Public:

**3. PRAYER**

The prayer was delivered by Pastor Simon Holmes of the Busselton Baptist Church.

**4. APPLICATION FOR LEAVE OF ABSENCE**

Nil

**5. DISCLOSURE OF INTERESTS**

Nil

**6. ANNOUNCEMENTS WITHOUT DISCUSSION****Announcements by the Presiding Member**

The Mayor noted and provided his congratulations to local recipients of awards in the 2020 Queens's Birthday Honours List. Mrs Kristine Carter received a Medal of the Order of Australia for service to women and the community, and Mr Warren Day, of the Busselton Volunteer Fire and Rescue Service, received an Australian Fire Service Medal for 36 years of service as a firefighter.

**7. QUESTION TIME FOR PUBLIC****Response to Previous Questions Taken on Notice**

Nil

**Question Time for Public**

Nil

**8. CONFIRMATION AND RECEIPT OF MINUTES****Previous Council Meetings****8.1 Minutes of the Council Meeting held 27 May 2020****COUNCIL DECISION****C2006/039**

Moved Councillor P Carter, seconded Councillor P Cronin

**That the Minutes of the Council Meeting held 27 May 2020 be confirmed as a true and correct record.**

**CARRIED 9/0****Committee Meetings****8.2 Minutes of the Audit Committee Meeting held 27 May 2020****COUNCIL DECISION****C2006/040**

Moved Councillor J Barrett-Lennard, seconded Councillor P Carter

**That the Minutes of the Audit Committee Meeting held 27 May 2020 be noted.**

**CARRIED 9/0****8.3 Minutes of the Policy and Legislation Committee Meeting held 27 May 2020****COUNCIL DECISION****C2006/041**

Moved Deputy Mayor K Hick, seconded Councillor K Cox

**That the Minutes of the Policy and Legislation Committee Meeting held 27 May 2020 be noted.**

**CARRIED 9/0****9. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS****Petitions**

Nil

**Presentations**

Nil

**Deputations**

Nil

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

Nil

**11. ITEMS BROUGHT FORWARD****ADOPTION BY EXCEPTION RESOLUTION**

At this juncture the Mayor advised the meeting that, with the exception of the items identified to be withdrawn for discussion, the remaining reports, including the Committee and Officer Recommendations, will be adopted en bloc, i.e. all together.

**COUNCIL DECISION****C2006/042**







Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

**That the Committee and Officer Recommendations in relation to the following agenda items be carried en bloc:**

**12.1 Audit Committee - 27/05/2020 - REGULATION 17 REVIEW****12.2 Policy and Legislation Committee - 27/05/2020 - RESCISSION OF COUNCIL POLICY 074: MARKETS****12.3 Policy and Legislation Committee - 27/05/2020 - AMENDMENT TO COUNCIL POLICY: COMPLIANCE****12.6 Policy and Legislation Committee - 27/05/2020 - RESCISSION OF COUNCIL POLICY: 025 BUILDING CONTROL - STANDARD OF SITE CLASSIFICATION FOR SUBDIVISIONS****16.1 LONG TERM FINANCIAL PLAN 2020/21 to 2029/30****17.1 COUNCILLORS' INFORMATION BULLETIN****CARRIED 9/0****EN BLOC**

## 12. REPORTS OF COMMITTEE

### 12.1 Audit Committee - 27/05/2020 - REGULATION 17 REVIEW

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>SUBJECT INDEX</b>	Risk Management
<b>BUSINESS UNIT</b>	Corporate Services
<b>REPORTING OFFICER</b>	Manager Governance and Corporate Services - Sarah Pierson
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Noting: the item does not require a decision of Council and is simply for information purposes and noting
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Risk Management Framework  
	Attachment B Internal Control Review  
	Attachment C Legislative Compliance LG Act Review  

This item was considered by the Audit Committee at its meeting on 27 May 2020, the recommendations from which have been included in this report.

### COUNCIL DECISION AND COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

**C2006/043**

Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That the Council note the contents of this report and endorse as required by Regulation 17 of the *Local Government (Audit) Regulations 1996* the appropriateness and effectiveness of the City's systems and procedures in relation to:

1. Risk Management
2. Internal Control
3. Legislative Compliance

**CARRIED 9/0**

**EN BLOC**

### **EXECUTIVE SUMMARY**

Regulation 17 of the *Local Government (Audit) Regulations* (the "Audit Regulations") requires the Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance. The results of the review are to be reported to the Audit Committee for review and deliberation, prior to formal presentation to the Council.

### **BACKGROUND**

In February 2013, several amendments to the Audit Regulations were made. At this time, a new Regulation number 17 was effected, requiring the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance; with the results of the review to be reported to the Audit Committee.

In order to be compliant with the new review and reporting requirements, the initial review was presented to the Audit Committee on 11 December 2014 and then to the Council on 28 January 2015; with each aspect the subject of a separate report. In accordance with Regulation 17 requirements (at the time) for systems to be reviewed at least once every two calendar years, a second review was presented to the Audit Committee on 26 October 2016 and then to Council at its ordinary meeting on 9 November 2016.

In June 2018, Regulation 17 was amended with the period of review changed to be at least once every 3 financial years. This report is provided in accordance with that amended requirement and covers all aspects of the review (risk management, internal control and legislative compliance).

### **OFFICER COMMENT**

As per the previous two reviews, this review has been undertaken internally by relevant areas; with overall coordination and oversight by Governance. The Department of Local Government, Sport and Cultural Industries (the DLGSC) Local Government Operational Guideline 9 - 'Audit in Local Government' - has been used as a reference point, with other more specific tools relevant to each aspect utilised for the assessment. The results of formal audits have also been considered, such as the more recent Office of the Auditor General (OAG) focus audit on creditor master files.

Overall, the review concludes that we have appropriate and effective systems and procedures in place to manage risk. This is achieved through our risk management framework and the embedding of risk identification and assessment processes in our planning; through our internal control systems where we have effective decision making processes, appropriate segregation of duties and systems which provide necessary checks and balances; and through the employment of staff who are qualified and skilled in the application of the various pieces of legislation we operate under.

As detailed in all of the guidelines referred to in conducting this review, a local government's systems and procedures will be implemented, monitored and reviewed. It is acknowledged that reviews vary due to the size and nature of individual local governments.

A more detailed synopsis of the review and its findings in relation to each aspect, noting that there can be overlap between all three, is provided under relevant sub-headings below.

### **Risk Management**

The City's formal risk management system is outlined in the City's Risk Management Framework (Attachment A). This framework contains the City's risk reference tables, the City's risk tolerance levels, and the City's risk management processes and procedures. The Risk Management Committee, made up of officers representing each directorate, is responsible for overseeing the implementation of the Risk Management Framework and for championing a risk management culture within the City of Busselton.

Risks are most commonly identified formally at an operational level, either through annual business planning processes or as they arise during the year. Risks may also be identified through organisational processes such as safety inspections or investigations or in the process of planning for significant projects.

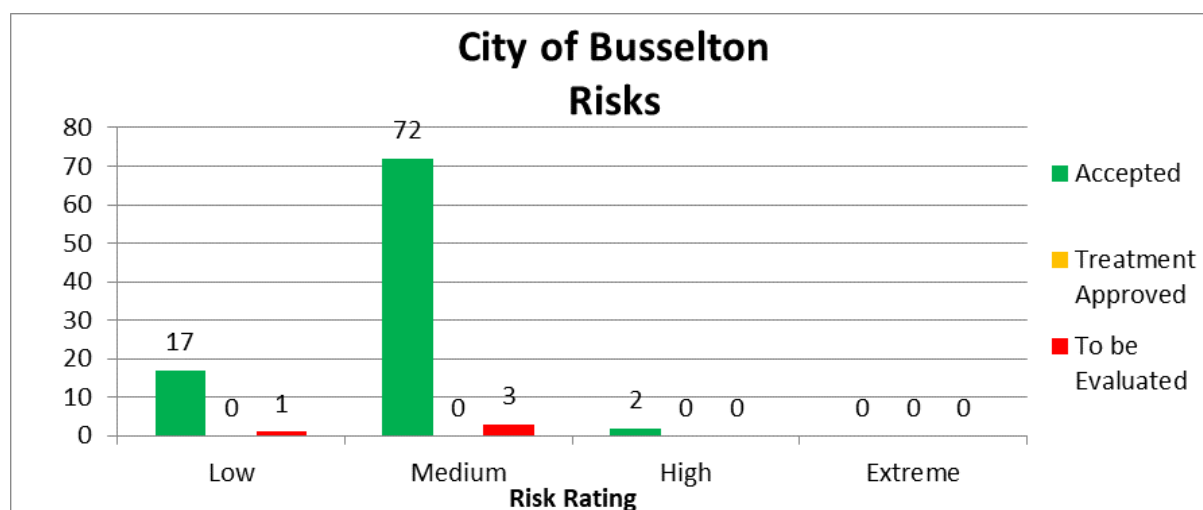
All identified risks are assessed to determine a residual risk rating, that is the risk level taking into account current controls); being either low, medium, high or extreme, dependant on the likelihood of an event occurring resulting in a specific consequence. The consequence of the event is measured in terms of one or more of the following consequence categories:

- Public Health
- Occupational Safety and Health
- Financial
- Operational
- Reputational
- Environmental

Risks are formally 'accepted' by the relevant Manager / Director, as appropriate to the level of risk. By 'accepting' a risk an officer is indicating that the risk is within acceptable tolerance levels once all reasonable and practical treatment options are considered. Where a risk is not considered acceptable a treatment plan is generally approved and adopted to reduce the risk rating to within acceptable tolerance levels over a period of time. Acceptance of the risk will also be dependent on the effectiveness of the controls in place.

A risk with a rating of medium which has adequate controls will usually be accepted, while a risk with a rating of low will usually be accepted, irrespective of the effectiveness of the controls. High rated risks may be accepted by a Director if it has adequate controls. Alternatively a treatment plan may be put in place to reduce the level of risk, although it should be noted that given the City's statutory responsibilities in a number of areas, there is sometimes no choice but to 'accept' high risks and manage them in the best and most practical and reasonable manner. Extreme rated risks could be accepted by the Senior Management Group where they have adequate controls. The City currently has no extreme risks.

As at 18 May 2020, the City has 95 risks formally captured within its risk management system.

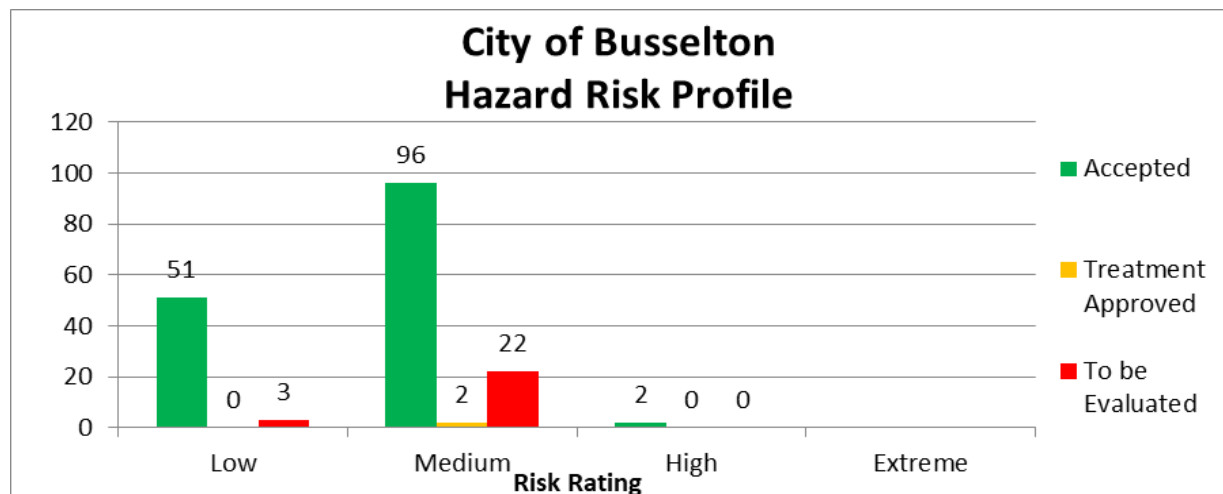


The majority of risks, as shown by the green bars, have been assessed, evaluated and accepted and are now being monitored. Risks are reviewed at least three yearly (timing dependant on risk level), the purpose of the review being to ensure that changing environmental factors have not impacted on the level of risk and that any controls identified continue to be in place and effective.

Risks in the red bars are either previously accepted risks or risks with a treatment plan that are overdue for a formal review; or risks that have been recently identified. The orange bar shows risks with an active treatment plan. The City has currently identified two high level risks:

- Bushfire; and
- Aviation accident.

In addition, the City maintains and reports on a separate hazard profile through its Occupational Safety and Health (OSH) Management System (which is effectively a risk mitigation system). The City's current hazard risk profile is shown below, with two hazards recorded as high level risks - uneven ground and manual handling.



These hazards are rated as high risk as, due to the nature of the works being undertaken by employees, they have a high likelihood of having what is a relatively minor level consequence.

Risk reports are provided to the Senior Management Group and Managers group regularly detailing the City's risk profile, the high level risks, and risks that are overdue for review or have treatment plans in place. Included also are the following targets:

- All extreme and high risks are assessed within 14 days; and
- All medium and low risks are assessed within 30 days.

The targets, reported on by Business Unit, are generally met, noting that we have had instances of medium and low risks not being assessed within 30 days. On these occasions, Managers and Directors responsible for these areas are notified.

The effectiveness of the City's Risk Management systems and processes was assessed using the evaluation sheet attached. The systems and processes were assessed as effective overall, with all system aspects either in place or partially embedded. Areas identified for ongoing focus were:

- Further embedding of formal risk identification and assessment into business processes;
- Increased monitoring of risk controls and escalation of control failures;
- Improved timeliness of risk reviews; and
- Ongoing communication and championing of the Risk Management Framework.



While we continue to encourage and embed use of the City's formal risk management system and framework it is acknowledged that City Officers also identify and treat risks using other, less formalised processes. During business planning for instance, operational risks are identified that have previously, through management practices, had controls put in place to mitigate them, and are managed as core business. Not all of these risks are formally identified and assessed, and are therefore not translated through to the formal risk register. For instance, risks associated with the loss of key personnel and skills. Similarly, project risks are not always formally identified through project planning processes; with this being an area identified for improvement.

### **Summary**

In summary, the City's risk management processes are considered effective and appropriate, taking into account the City's size, complexity, and level of resources, both dedicated to risk management and more generally. There remains scope for the City to further integrate and mature its risk management system. With limited direct risk management resourcing, a growing community, and a busy program in terms of projects and service delivery, it is considered important that actions aimed at further enhancing the City's risk management systems do not result in the system becoming overly complicated or prescriptive.

Recommended improvement actions are as follows:

- Additional and more regular review of strategic risks through the Strategic Community Plan review process;
- Review of the City's risk management software system to determine whether there is a more efficient and effective system;
- Provision of more regular refresher training for staff on the City's risk management framework; and
- Ongoing review of the City's project planning processes with regards to risk management (review of project management processes is currently in progress).

### **Internal Control**

Review of the City's systems and procedures in relation to internal control has been undertaken with reference to the Department's Operational Guideline – Audit in Local Government – and, in more detail, the Local Government Accounting Manual (the Manual); also developed by the Department.

The Local Government Operational Guideline – 'Audit in Local Government' - suggests that aspects of an effective internal control framework will ideally include the following:

- Delegation of authority;
- Documented policies and procedures;
- Trained and qualified employees;
- System controls;
- Effective policy and process review;
- Regular internal audits;
- Documentation of risk identification and assessment; and
- Regular liaison with auditor and legal advisors.

The guideline acknowledges that the extent to which internal controls are implemented, monitored and reviewed will be impacted by, amongst others, the size and nature of individual local governments.

The Local Government Accounting Manual further lists a range of key control and monitoring activities which local governments should be reviewing on an ongoing basis. The Manual, like the guideline, also infers that the achievement of regulatory compliance (further discussed under the Legislative Compliance sub-heading) should be viewed as the fundamental goal of an effective internal control system, with further enhancement being ongoing as part of an overall organisational risk management process.

In the absence of any specific guideline as to how the review of internal control is to be undertaken, a review of the City's performance against each of the listed control and monitoring activities in the Manual has been considered as a reasonable basis for carrying out this review. Attachment B to this report lists each activity, provides a synopsis of the City's current processes and procedures, and highlights further actions required where identified.

Moreover, as evidenced through the Regulation 17 review and this report, the City is able to demonstrate effective systems in relation to all of the listed inclusions; specifically the City:

- has a delegations register, reviewed annually, that provides for a well-balanced and effective approach to decision making;
- has well documented policies and procedures across most areas, and has an active program of review to continually improve this;
- employs qualified and experienced staff and invests in training, with 1.5% of gross salaries and wages allocated to a training and development pool;
- has robust systems and internal system controls;
- has an established risk management framework and processes, as outlined under the Risk Management subheading;
- undertakes regular auditing, with the majority of audits being conducted externally. The City does not currently have internal auditing resources.

Areas identified for particular focus (as against the listed controls and monitoring activities in the Manual) are those below.

<b>3.(i)</b>	<b>Rates/debtors officers are competent for their assigned tasks, adequately trained and supervised.</b>
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Employees responsible for rates and / or sundry debtor activities are experienced and have generally been in their roles for a number of years. In order to ensure appropriate succession planning is in place, planning has commenced to ensure staff are more broadly trained in key rating / debtors functions.

<b>4.(vii)</b>	<b>All receipts, cash and cheques, deposited on a regular and timely basis.</b>
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<b>4. (viii)</b>	<b>Reconciliation of daily deposit total to receivable posting and cash sales is prepared and reviewed.</b>
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Front counter operations, and outstation banking, is completed and banked in a timely manner. Deposits are reconciled, reviewed and signed off by supervisory staff, and banked on a daily basis. Notwithstanding this, current processes and procedures documentation in relation to accounting activities are not centrally held in some instances. It is recommended that all areas dealing with cash and banking formally update associated accounting processes and procedures, and that these documents be authorised by the respective Director, with a copy to be provided to the Finance Department.

<b>5.(i)</b>	<b>Personnel responsible for the purchasing, shipping, receiving and payable functions are competent, adequately trained and supervised.</b>
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Staff responsible for purchasing and accounts payable functions are fully competent, adequately trained and are supervised as required. Separation of duties measures are implemented widely. A new operational practice to identify/ enforce requirements associated with the addition of a new creditor and amendments to an existing creditor is in the process of being finalised.

<b>5. (iv)</b>	<b>The purchasing policy clearly defines who can issue purchase requisitions/orders and to what dollar limit.</b>
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<b>5. (vi)</b>	<b>Spending limits are set by budget or individual levels of authority. These limits are monitored by the system or manually.</b>
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The Council's adopted Purchasing Policy details dollar thresholds for quotation requirements, but does not define individual purchasing limits (as this is not the intent of the policy). Individual purchasing limits are determined by business need, and are approved by each staff member's supervisor. Purchasing limits are only established/ updated in the corporate system upon receipt of a valid authorisation request.

The ability to raise purchase requisitions in the system, and the associated value of the same, is controlled by system parameters. Verification of this authority is undertaken by Finance staff (at multiple levels) prior to the associated payment being processed.

While the current processes are working well, there is currently no overarching control documentation detailing the required processes to be undertaken, including the purchasing authorisation limit approval process. As part of this review, it has been identified that an OP should be established for this purpose. Additionally, the ability to approve one's own requisition in the system requires further review.

<b>5. (xxiii)</b>	<b>The accounting policy for when goods should be capitalised is documented and clearly understood by accounting personnel.</b>
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Accounting personnel dealing with the capitalisation of assets are fully aware of the applicable standards and associated thresholds (as per significant accounting policies). However, there is currently no endorsed control documentation available for the wider organisation, other than that issued as part of the draft budget compilation process. An Asset Capitalisation Operational Practice and Procedure, which clearly sets out the City's capitalisation thresholds and associated requirements, is under development.

<b>8. (i)</b>	<b>Management regularly reviews all grant income and monitors compliance with both the terms of grants and Council's grants policy (including claiming funds on a timely basis).</b>
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The expenditure of funding in line with associated grant conditions, and subsequent grant acquittal, is administered by responsible Business Unit staff and management, with various roles providing a degree of oversight (from a financial and a strategic projects focus). To assist in this oversight functionality a centralised and detailed grants register is being developed.

### **Summary**

In summary the internal control review has identified several instances whereby the formal documentation/ development planning of associated processes and procedures needs to occur. Outside of this finding however the review has verified that the City's internal control systems and processes are sound.

## Legislative Compliance

As per previous years, when reviewing systems and processes around legislative compliance, officers have considered the outcome of the Annual Statutory Compliance Audit Return, conducted in March 2020. This return was presented to Council at its ordinary meeting held on 11 March 2020 and approved. The high level of statutory compliance noted in the Annual Statutory Compliance Audit Return should give the Council confidence in the internal systems and procedures of the City which are aimed to ensure legislative compliance.

In addition, officers have undertaken a broader longer term review of compliance with the *Local Government Act 1995* and associated regulations utilising the format of the older version of the Statutory Compliance Audit Return, which used to include questions in relation to a much larger number of provisions of the *Local Government Act* and regulations.

The results are contained in Attachment C and demonstrate an overall high level of statutory compliance, with only minor issues noted such as the review of two local laws being slightly behind schedule, noting both are currently in the process of being reviewed.

While the City is formed as a statutory body under the *Local Government Act 1995*, there are a broad range of other State and Federal laws that the City carries out statutory processes under or which otherwise impact on the City's operations.

A small snapshot of some of the other Acts that the City implements or adheres to is provided below:

- Bush Fires Act 1954
- Caravan Parks and Camping Grounds Act 1995
- Cat Act 2011
- Cemeteries Act 1986
- Dog Act 1976
- Emergency Management Act 2005
- Environmental Protection Act 1986
- Public Health Act 2016
- Land Administration Act 1997
- Liquor Control Act 1988
- Litter Act 1979
- Local Government (Miscellaneous Provisions) Act 1960
- Occupational Safety and Health Act 1984
- Planning and Development Act 2005
- Public Interest Disclosure Act 2003
- Rail Safety Act 2010
- State Records Act 2000
- Strata Titles Act 1985

There are a variety of processes and procedures that the City has in place in respect of these pieces of legislation and a variety of ways in which the City ensures that it complies with them. For example, many of the City's development consent and scheme amendment processes are carried out in accordance with the *Planning and Development Act 2005* and the City of Busselton Local Planning Scheme No. 21 which is delegated legislation made under that Act. Those statutory processes are reflected in a number of the City's business systems which are automated through the City's information technology systems, including document retention and retrieval process and online applications. Similarly with respect to obligations and responsibilities under the *Occupational Safety and Health Act 1984*, the City has an OSH management system consisting of many practices and procedures outlining ways in which the City will comply with its obligations.

Further, the City relies on employing qualified staff who are trained in and are aware of these statutory requirements and the requirement for this knowledge is reflected in the position descriptions for those staff, as is their authority to act in accordance with these laws. A similar approach is taken in respect of almost all pieces of legislation that the City has to comply with. For instance the City employs qualified Environmental Health Officers to carry out processes under the *Public Health Act 2016* and an OSH and Risk Officer who must be qualified and have sufficient knowledge in respect of the legislative requirements of the *Occupational Safety and Health Act 1984*.

These are examples of some of the ways in which the City ensures compliance with the requirements and processes of the various other pieces of legislation which it is involved in the implementation of or has to comply with.

While not directly linked to legislative compliance, from a broader governance perspective it is worth noting that the City has, since the last Regulation 17 review in 2016, been involved in two independent reviews of its governance systems – one undertaken by Mr John Woodhouse (engaged by the City) and one as part of an Australian Institute of Company Directors review of local government governance. The City's governance systems were considered as sound in both reviews; and the City has, since 2017 been actively implementing recommendations aimed at further improving our governance systems.

### ***Summary***

Ultimately, the City relies on a combination of properly structured and configured IT business systems, documented processes and procedures and appropriately qualified, knowledgeable and authorised staff (whose position descriptions reflect the necessary qualifications and skills for their role) to ensure it complies with the many and varied laws impacting on its operations. While officers are comfortable that legislative compliance is being achieved, this review has highlighted the benefits that a central governance / compliance system could bring, enabling a central repository of information and for governance to more easily track delegation usage, returns, policy expiries and potentially even qualifications of key staff. This is something being explored as an improvement initiative, although would require funding.

### **Statutory Environment**

Regulation 17 of the *Local Government (Audit) Regulations* states:

*“17. CEO to review certain systems and procedures*

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
  - (a) risk management; and*
  - (b) internal control; and*
  - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that review.”*

**Relevant Plans and Policies**

The City of Busselton Risk Management Policy was adopted by Council on 10 May 2006. It was subsequently reviewed and the updates endorsed by Council on 27 July 2011, the 12 August 2015, the 12 October 2016 and the 12 December 2018.

To provide guidance to local governments in the completion of the review requirements, in September 2013, the Department of Local Government and Communities (the Department) released an updated version of Local Government Operational Guideline 9 – ‘Audit in Local Government’. This guideline includes a section specifically relating to the review, and exemplifies the types of activities that could potentially be undertaken as part of the review process.

**Financial Implications**

There are no financial implications associated with the officer recommendation.

**Stakeholder Consultation**

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

**Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City’s risk management framework, with risks assessed taking into account any controls already in place. This review of the City’s systems and procedures in relation to risk management, internal control and legislative compliance found no material risks of a medium or greater level.

**Options**

As an alternative to the proposed recommendation the Council could:

1. request that the CEO provide additional information to demonstrate the appropriateness and effectiveness of the City’s systems in relation to one or more of risk management, internal control or legislative compliance;
2. request the CEO to undertake specific actions in relation to risk management, internal control or legislative compliance.

**CONCLUSION**

Overall, the review undertaken and documented in this report concludes that we have appropriate and effective systems and procedures in place to manage and mitigate risk; through our risk management framework, through our internal control systems, and through the employment of qualified staff and the implementation of robust internal management systems. While we can continue to enhance our systems and processes, the review has not identified any issues of significance, with recommended improvements instead part of ongoing development and maturation of the City’s systems and processes.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Systems and processes in relation to all aspects of risk management – risk, internal control and legislative compliance will be monitored on an ongoing basis and improved as part of general business planning and operations.



## **RISK MANAGEMENT FRAMEWORK**

December 2017

## 1. Introduction

The management of risk is an integral part of good management practice. The Organisation Wide Risk Management Policy was introduced in May 2006 with amendments endorsed by Council Resolution C1107/229 on 27 July 2011. A requirement of this policy is the establishment of the City's Risk Management Framework.

The Risk Management Framework incorporates all aspects of risk management and sets out the broad approach for the ongoing management of risks. The Framework consists of four (4) major components, with various lower level components within each. The four major components are:

- Risk Management Committee
- Risk Reference Tables
- Risk Management Operational Practice and Procedure
- Risk Register

The Risk Management Committee will ensure an effective and efficient risk management system. They will achieve this through raising awareness about managing risks and coordinating relevant training.

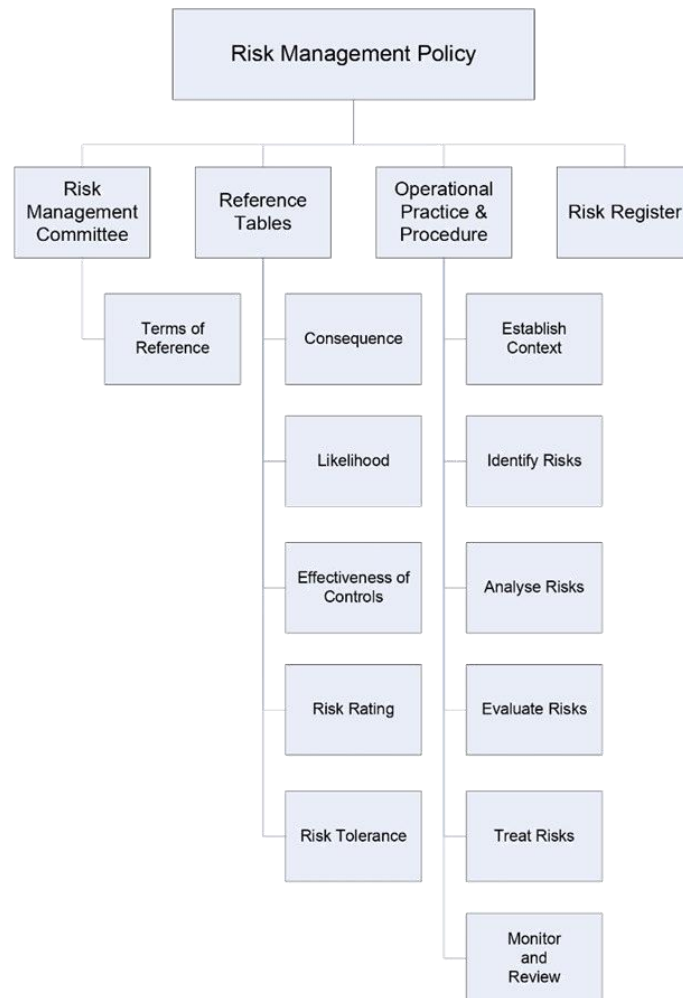
Use of Risk Reference Tables is critical to provide a uniform measuring standard for risk and the means to aggregate and prioritise risks across the City. They also provide guidance on risk acceptance.

The Risk Management Operational Practice and Procedure does not encourage managers to be risk averse. In fact, it is designed to provide managers with a degree of confidence to be able to manage risk to an acceptable level. It defines the steps to be followed to measure the risk rating and determine if the risk should be accepted or treated.

The Risk Register is simply a tool to record all of the City's risks so that they may be managed more effectively. It is used to capture and report on the risk information captured through the process.



The high level view of the Risk Management Framework is as follows:



## 2. Definitions

**Risk** is the effect of uncertainty on objectives ... expressed in terms of a combination of the consequences of an event and the associated likelihood (AS/NZS ISO 31000: 2009).

Alternatively:

- The chance of something happening that will have an impact on the objectives
- The risk of loss resulting from inadequate or failed internal processes, people and systems or from external event. (Basel 2)

**Risk Management** is the coordinated activities to direct and control an organisation with regard to risk (AS/NZS ISO 31000:2009).

The **risk management process** is the systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk (AS/NZS ISO 31000:2009).

**Strategic risks are** risks identified, assessed and managed in association with the achievement of the Council's strategic vision or Objectives.

### 3. Risk Policy

The Risk Management Policy has been endorsed by Council confirming the City's commitment to manage risks in accordance with AS/NZS ISO 31000:2009.

### 4. Risk Management Committee

The Risk Management Committee was established, by the endorsement of the Organisation Wide Risk Management policy, to be the driving force of implementing a risk management culture within the City of Busselton. The Risk Management Committee Terms of Reference details the responsibility of the Committee and its relationships with other committees and groups.

### 5. Risk Reference Tables

The Risk Reference tables have been established for the purpose of providing guidance as to how risks are to be evaluated, assessed and accepted.

#### 5.1. Consequence

A risk that eventuates may impact the City across a number of different categories. When analysing the consequence of a risk event, the risk owner needs to consider the level of impact in relation to one or more of these consequence categories defined in the consequence table below.

Rating	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Public Health</b>	Minor injury or first aid treatment cases	Injury / disease causing medical treatment	Serious injury / disease causing hospitalisation	Death or life threatening injury or multiple serious injuries causing hospitalisation	Multiple deaths or multiple life threatening injuries or severe permanent disabilities
<b>OSH</b>					
<b>Financial</b>	< \$ 50k	\$ 50k to \$250k	\$ 250k to \$ 1m	\$ 1m to \$ 5m	> \$ 5m
<b>Operational</b>	Negligible impact to service delivery	Inconvenient delays with recovery within acceptable timeframe	Significant delays service delivery with unacceptable recovery time or inconvenient delays to major deliverables	Substantial delays to service delivery or Non achievement of major deliverables	Non achievement of key objectives
<b>Reputational</b>	Minor adverse local community comment or complaint	Minor media interest with low news profile, e.g. local paper	Public embarrassment, moderate news profile (including TV)	High news profile, third party action, Local Member inquiry	Widespread national news profile, formal government inquiry
<b>Environmental</b>	Brief pollution but no environmental harm	Minor/ transient environmental harm	Significant environmental harm with mid term recovery	Significant long term environmental harm	Catastrophic, long term environmental harm

## 5.2. Likelihood

The likelihood rating describes how likely it is that a risk will eventuate with the defined consequences. Likelihood can be defined in terms of probability or frequency, depending on the risk being considered.

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

### 5.3. Effectiveness of Controls

Controls are the measures that are currently in place that reduce the likelihood and/or the consequence of the risk. The effectiveness of the controls is an assessment of their adequacy.

Rating	Description
Adequate	Doing what is reasonable under the circumstances, i.e. what other similar organisations are doing.
Weak	Not doing some or all of the things that would be reasonable under the circumstances.

### 5.4. Risk Rating

The level of risk or the risk rating is determined by the consequence and likelihood. That is the risk rating is a function of consequence and likelihood.

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	M11	H16	E20	E23	E25
	Likely	M7	M12	H17	E21	E24
	Possible	L4	M8	M13	H18	E22
	Unlikely	L2	L5	M9	H14	H19
	Rare	L1	L3	M6	M10	H15

Where:

- L = Low Risk
- M = Medium Risk
- H = High Risk
- E = Extreme Risk

### 5.5. Risk Tolerance

Once the Risk Rating has been determined, the risk needs to be evaluated using the organisation's agreed risk tolerance.

Residual Risk Rating	Responsibility for Acceptance with Specific Controls	
	Weak	Adequate
Low	Responsible Officer	Responsible Officer
Medium	Director	Responsible Officer
High	Senior Management Group	Director
Extreme	Unacceptable	Senior Management Group

## 6. Risk Management Operational Practice and Procedure

### 6.1. Three Lines of Defence Model

The City of Busselton has implemented a Three Lines of Defence Model for risk management:

- Level 1: Business Units and Activity Teams have responsibility for managing the risks for their area and any wider ranging risks that are allocated to them.
- Level 2: The Risk Team and the Risk Management Committee assist Business Units and Activity Teams in assessing risks and providing education support which aids in development of a risk management culture. They may also monitor risks to ensure consistency of assessments throughout the City and to ensure controls are effective. The Risk Team may also challenge risk assessments for escalation.
- Level 3: As required by Local Government (Audit) Regulation Clause 17, the Audit Committee will receive reports from the CEO on the appropriateness and effectiveness of this risk management framework. This level audits levels one and two.

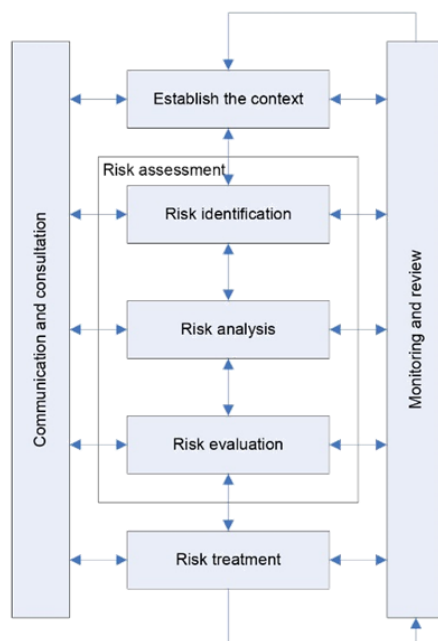


All three levels of the Three Lines of Defence Model need to work to have effective Risk Management.

### 6.2. Introduction

A simple risk management process has been established to encourage staff to make use of risk management as a tool to improve their work performance. Each risk will be allocated a Responsible Officer to ensure it is managed, including implementing mitigating treatment. This is usually the person who is directly responsible for the strategy, activity or function that relates to the risk. The Risk & OSH Officer is available to assist risk owners, wherever possible, in the management of their risks by assisting them in the risk assessment process.

The City of Busselton will adopt the following risk management process, which was developed using the AS/NZS ISO 31000:2009.



Risk Management Process (From AS/NZS ISO 31000:2009)

### 6.3. Establish the Context

Establish the strategic, organisational and risk management context in which the rest of the process will take place. Criteria against which risks will be evaluated are established and the structure of the analysis identified. Examples of contexts include, a business unit or specific project.

### 6.4. Identify the Risk

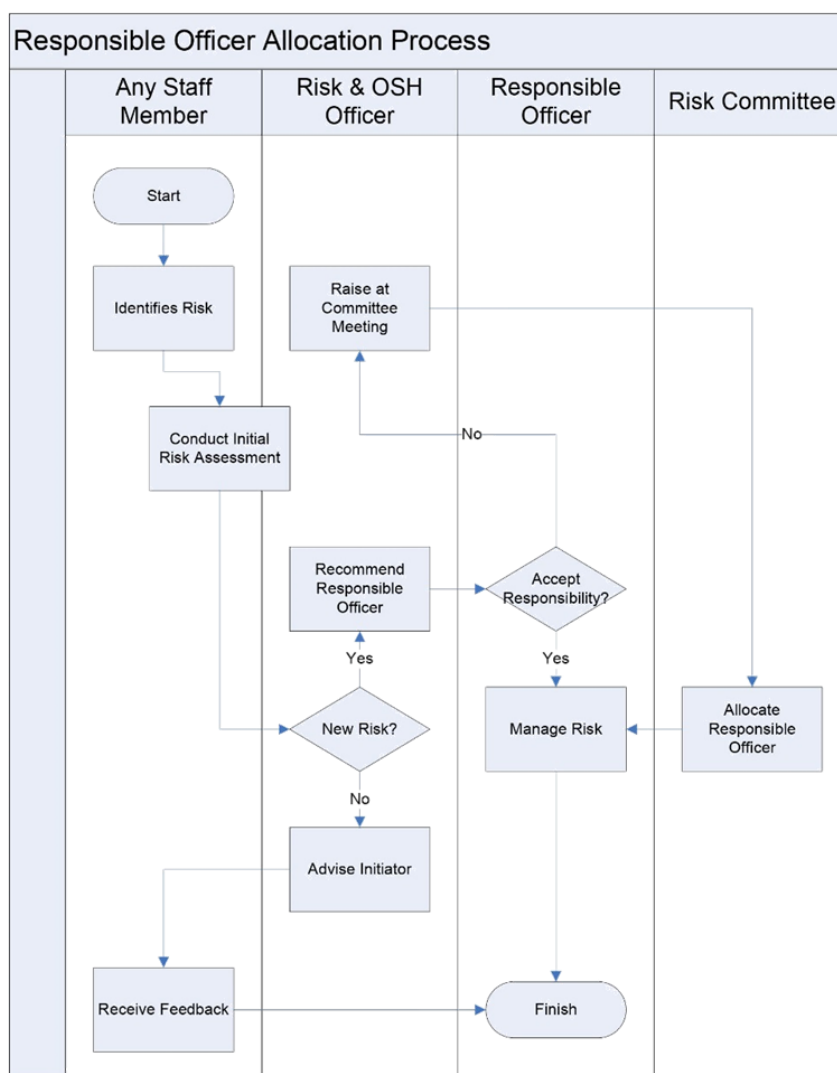
The purpose of risk identification is to identify what situations, events or circumstances might affect the achievement of the objectives of the City of Busselton.

Risks can be identified through various processes, with no single process being preferred for all contexts. Therefore an identification process will be selected depending on the situation. Some of the processes to be used include:

- Development or reviewing of strategic and operational business plans
- Project team risk brainstorming workshops and completion of project planning
- SWOT analysis at business unit meetings

- Safety inspections and incident investigations

Any staff member may identify and initiate the registration of a risk. To assign a Responsible Officer for each risk the following process will be used.



Management for a risk will be assigned to the staff member who is impacted by the risk or who has the greatest impact on the risk. The following will be used as a guide:

Risk Type	Minimum level of Responsibility
Strategic	Director

Risk Type	Minimum level of Responsibility
Operational	Manager
Project	Project/Contract Manager

### 6.5. Analyse the Risk

Risk analysis involves developing an understanding of the risk to provide an input to risk evaluation. Determine the existing controls and analyse risks in terms of consequence and likelihood in the context of those controls. The analysis should consider the range of potential consequences and how likely those consequences are to occur. Consequences and likelihood are combined to establish a risk rating. The risk rating may be determined under various situations, including:

- Initial/Inherent risk – the risk rating before controls are established or should all controls fail
- Revised/Residual/Current risk – the risk rating with all of the existing controls effective
- Future/Predicted risk – the risk rating once all future controls are implemented

### 6.6. Evaluate the Risk

Compare the risk rating against the risk acceptance criteria. This enables risk to be ranked so as to identify management priorities. If the risk rating is low, then the risk may fall into an acceptable category and treatment may not be required.

### 6.7. Treat the Risk

Accept and monitor low priority risks. All risks will be reviewed, however, usually only extreme or high risks will be treated. The treatment process involves identifying treatment options, evaluating options, selecting an option and implementing it. A treatment implementation date is determined to identify when the risk will be reviewed again. If a treatment cannot be implemented within the next six months the risk must be accepted with a notation that it is only being accepted in the short term. Once a treatment option is fully implemented it becomes a control and the risk should be able to be accepted.

When a treatment implementation date is reached a review of the risk assessment is required to determine if the risk is now acceptable. If the risk is still not acceptable the responsibility for the risk is to be escalated to the previous risk manager's supervisor.

### 6.8. Monitor and Review

Monitor and review the performance of the risk and the management of it. Monitoring a risk is an informal ongoing process used to immediately identify any changes. A review is a point in time, formal process that is recommended to be conducted annually. Risks with a high risk rating may be reviewed more frequently and risks with a low risk rating may be reviewed less frequently. The standard review frequencies are:



Risk Rating	Frequency
Extreme	Annual
High	Annual
Medium	2 Yearly
Low	3 Yearly

The Risk Team will also monitor risk assessments and controls to ensure risks are consistently assessed and controls are effective. They may also challenge the assessment of a risk, raising their concerns with the risk's owner. Where an agreement cannot be achieved the risk will be considered at a Risk Management Committee meeting to finalise the assessment.

### 6.9. Communicate and Consult

Communicating and consulting are to occur at each step of the risk management process to ensure all the participants understand, are involved in and contribute to the process. Consultation gives stakeholders the opportunity to influence decisions and ensures that all relevant viewpoints are taken into account in identifying and evaluating risks.

## 7. Risk Register

All significant risks are required to be registered in the City of Busselton risk register.

- Risks to achievement of an activity team's objectives and priorities that can be adequately managed by the team are not required to be added to the City's risk register.
- Risks inherent in the delivery of services and priorities should be registered.
- Risks to the organisation must be registered

Risks may be registered either individually or a single risk may be recorded for a group of like risks. Each risk owner is responsible for ensuring their significant risks are recorded in the risk register. The Integrated Risk Manager (IRM) system will be used for the City's risk register.

Further information on IRM is available in the online help screen or by contacting the Risk & OSH Officer.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
<b>1. Financial Report Preparation</b>	i. Employees responsible for financial report preparation are competent and adequately trained.	Employees with responsibility for financial report preparation are competent and have extensive experience.	Nil
	ii. All journal entries require supporting documentation. Any non-routine entries require documented approval prior to being posted.	Processed journal entries are printed and filed, along with copies of supporting documentation. No staff member may post journals they have created (system generated journals may be posted by staff member running the process). End of month report prepared. Processing of Journals OP in place.	Nil.
	iii. Accounting software used contains application controls that prevent or detect an error from occurring.	Whilst no accounting software is full-proof, the City's finance system includes a range of in-built checks and balances to ensure 'balancing' errors are readily identified. Any postings that contain errors are redirected to suspense accounts for investigation and further action. Any receipts without an associated charge will automatically be redirected to prepayment accounts for further action. In addition all internal processes are developed to prevent fraud by segregating duties and enforcing processes as much as proficiently possible.	Nil.
<b>2. Payroll</b>	i. Payroll staff are competent for their assigned tasks, adequately trained and supervised.	Employees working with Payroll are hired based on their skills and knowledge. Extensive on the job training is also provided. Refresher training is provided on a regular basis to ensure officers are updated on legislation and compliance matters.	Nil.
	ii. Persons processing payroll are independent of other payroll functions,	Team of 3 payroll officers take on differing roles when processing fortnightly pays. Payroll processing is separate to other HR functions	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
	such as hiring/firing of staff, timekeeping and EFT payment.	such as hiring and firing and position management. EFT payments are approved by employees other than Payroll officers. Timekeeping is up to each employee to complete own timesheets with Coordinators/Managers signing off timesheets.	
	iii. Approval in writing is obtained before adding new employees to payroll.	Employee Appointment Form is completed for all new appointments with sign off required by all levels within the hierarchy, including final CEO approval.	Nil.
	iv. Signed and dated approval of each employee's pay rate is documented on employee file.	Employee Appointment Forms are used to provide approval for pay rates and other appointment terms and conditions. Employment Details Amendment Forms are used to approve and action any changes to employee pay rates. Step increases via performance reviews are approved and actioned by a payroll authorisation form attached to performance review paperwork. These are all saved on an employee's file electronically. No changes to pay rates are undertaken without forms or relevant paperwork in place.	Nil.
	v. Timesheets and totals of hours worked are approved before being processed for payment.	All timesheets are checked and signed by authorising supervisor to ensure accuracy and completeness.	Nil.
	vi. Procedures exist to ensure terminated employees are immediately removed from payroll.	Procedures are in place and regularly reviewed.	Nil.
	vii. Payroll register is reconciled to the general ledger and reviewed by a senior officer independent of payroll.	Payroll register is reconciled to the General Ledger by Payroll staff; however the Finance Coordinator balances the payroll suspense	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
		<p>account. Although this is not a full reconciliation between the payroll and the ledgers, it is nonetheless an additional process that does identify "internal" payroll misallocations that need to be corrected within the financial ledgers.</p> <p>At end of year an assessment is made comparing the payroll system (component) reports to the financial ledgers to confirm (within reason) that no major discrepancies are identified. This final reconciliation is then on-forwarded to the City's auditors for verification as part of the final end of year audit.</p>	
	viii. Costs by sub program, are compared to budget.	<p>Managers and Directors receive monthly employee cost reports, overall financial performance reports, and any other reports as requested. They are then responsible for noting and managing any variances.</p> <p>All employees have access to data within the TechOne system for which they are responsible, hence up to date information can be perused at any time.</p> <p>Financial training programs can also be accessed by employees via IT to ensure any training needs are addressed.</p>	Nil.
<b>3. Revenue</b>	i. Rates/debtors officers are competent for their assigned tasks, adequately trained and supervised.	Employees responsible for rates and/or sundry debtor activities are experienced and fully competent, and have generally been	Development planning commenced to train staff in key rating/ debtors functions and encourage/ promote information sharing to



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
		employed in their current roles for a number of years.	ensure continuation of services and succession planning.
	ii. Monthly statements are issued to trade debtors.	In terms of debtor procedures, statements are issued for invoices outstanding more than 30 days.	Nil.
	iii. Rates are raised in line with the approved budgeted rate in the dollar.	The Council's adopted rates in the dollar are validated prior to billing and posting of the associated rates billing journal.	Nil.
	iv. The rate record is updated and reconciled monthly to the Valuer Generals Office (VGO) records.	Valuation reports are reconciled and balanced as and when received from Landgate.	Nil.
	v. Documented procedures are in place to ensure the VGO is informed of any building works approved.	Building applications received by Rates are forwarded to Landgate for valuation purposes. Applications are held in rates until such time as revised valuations are provided by Landgate.	Nil.
	vi. The rates ledger is reconciled to the General Ledger.	This task is undertaken on a daily basis, with any discrepancies investigated and rectified. The Financial Reconciliations OP has been adopted.	Nil.
	vii. The approved schedule of Fees and Charges is used for invoice preparation. Exceptions require documentation and approval.	Invoices are prepared by respective Business Units; cognisant of the Council's currently adopted Schedule of Fees & Charges. The corporate software system is also updated annually to reflect current fees and charges (where system generated).	Nil.
	viii. Automatic or manual checks are performed on serial continuity of invoice documents.	The corporate software system automatically assigns invoice numbers, in a sequential order.	Nil.
	ix. Credit note approvals are independent of accounts receivable.	Any reduction to an original invoice amount (in part or all) must be instigated and approved by the applicable Business Unit. Written	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
		confirmation is also required for audit purposes.	
<b>4. Receivables/ Receipting</b>	i. Staff handling cash receipts and managing receivables are competent for their assigned tasks, adequately trained and supervised.	Employees responsible for cash receipts and managing receivables are fully competent, receive adequate training where required and are supervised based on their knowledge and experience.	Nil.
	ii. Bank reconciliation is prepared monthly (with statements from bank) and management approval documented.	All bank reconciliations (including investments) are reviewed and signed off by management on a monthly basis. The Financial Reconciliations OP has been adopted.	Nil.
	iii. Customers are informed (signs, etc.) that they should obtain receipts.	Receipts are issued as standard practice and as such, there is no requirement to install signage to this effect.	Nil.
	iv. Pre-numbered cash receipts are issued for every cash sale. Serial continuity is reviewed periodically and checked against cash deposits data.	Receipts produced in the corporate software systems are sequential in number. Where manual receipts are produced, these are issued from pre-numbered receipt books.	Nil.
	v. Staff are required to take their leave entitlements annually.	Whilst staff are encouraged to take leave entitlements annually, this is occasionally impacted by business continuity requirements. However, periodic 'outstanding leave' reports are distributed to management to enable the monitoring of staff leave accruals. As required, staff can be directed to take annual leave where accruals become excessive. Having said that however a program has been put in place to reduce staff with excessive leave.	Nil.
	vi. When opening mail, cheques are stamped "for deposit only" with the local	Cheques received by records are date stamped and placed in a plastic container with other	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
	government bank account number. Cheques received are listed, totalled and reviewed before deposit.	remittances and any supporting documentation. A Records Officer delivers the container to a Customer Information Officer for their processing. The Customer Information Officer stamps all cheques 'Not Negotiable – Payee City of Busselton' and then receipts into corporate software in a timely manner.	
	vii. All receipts, cash/cheques, are deposited on a regular and timely basis.	Front counter operations, and outstation banking, is completed and banked in a timely manner. The only instance where front counter retains revenue beyond date of receipt is when additional information is required in order to proceed. All held funds are a) entered into the payment referral register held in ECM, b) scanned to responsible officer outside of the team and c) receipted as soon as practicable following advice.  The register is reviewed daily and updated as soon as advice is received. The register includes dates, completion times, advice received, responsible officer and any other relevant details.	Situations where funds (cash/ cheques) are being held, or only banked periodically, should be included in an accounting procedures manual for the relevant site. Please refer to following item.
	viii. Reconciliation of daily deposit total to receivable posting and cash sales is prepared and reviewed.	Front counter deposits are reconciled, reviewed and signed off by supervisory staff, and banked on a daily basis. Similar processes also occur in relation to outstation deposits, where applicable. In addition, the Customer Service team maintains a variety of procedural documents directing Customer Information Officers in the handling of revenue.	It is recommended that all areas dealing with cash and banking formally update associated accounting processes and procedures, and that these documents be authorised by the respective Director, with a copy to be provided to the Finance Department.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
		Notwithstanding this, current processes and procedures documentation in relation to accounting activities are not centrally held in some instances. It is believed that updated accounting procedures manuals be prepared by each applicable area (as required), and be authorised by the respective Director.	
	ix. A reconciliation of aged receivables to control accounts is prepared monthly and management approval documented.	An Aged Trail Balance for sundry debtors is produced and reconciled to the General Ledger monthly. The reconciliation is reviewed and signed off by management. The Financial Reconciliations OP has been adopted.	Nil.
	x. Procedures exist to ensure receipts are recorded in the correct period.	Receipts are date based in the corporate software system, and as such, are automatically posted in the correct period. In respect of outstations, direct deposits are also journalled in the correct period where practical.  Finance staff as part of the end of month process will ensure where practical that all receipts applicable to a particular period (via the property system) are posted to that period plus accordingly any accruals as deemed appropriate.	Nil.
	xi. Significant overdue customer accounts are investigated by management and actions taken documented.	The 'sundry debtors' and rates Aged Trial Balances are reviewed regularly. Action is taken for the follow-up and collection of outstanding debts in terms of the respective collection timelines. Comprehensive documentation is maintained in relation to actions taken for individual overdue debt	Nil.





**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
		collections. The Sundry Debtors OP has been updated and readopted in 2019.	
<b>5. Purchases, Payables, Payments</b>	i. Personnel responsible for the purchasing, shipping, receiving and payable functions are competent, adequately trained and supervised.	Staff responsible for purchasing and accounts payable functions are fully competent, adequately trained and are supervised as required. Separation of duties measures are implemented widely.	An OP on the setup and alteration of the Creditors Master File is to be finalised and adopted.
	ii. Management reviews outstanding cheques on period-end bank reconciliation.	This process is undertaken on a regular basis. Outstanding cheques are identified, customers contacted and the appropriate action is taken to finalise the transaction.	Nil.
	iii. Pre-numbered cheques are used. EFT's are allocated a sequential number for each creditor payment and details for every number is documented. Spoiled cheques are clearly marked "VOID" and cancelled.	The corporate software system automatically allocates EFT numbers (sequentially). Pre-encoded cheques are also utilised, with cancelled cheques clearly marked as such.	Nil.
	iv. The purchasing policy clearly defines who can issue purchase requisitions/orders and to what dollar limit.	The Council's adopted Purchasing Policy details dollar thresholds for quotation requirements, but does not define individual purchasing limits (as this is not the intent of the policy). Please refer activity 5 vi. for further comment.	The ability to approve one's own requisition in the system is to be reviewed and likely removed.
	v. Access to purchasing, receiving, accounts payable, and inventory records is restricted to authorised personnel.	The corporate software system has inbuilt parameters (authorisation levels) which restrict the ability of staff to view specific data or undertake certain functions. However it is not considered that general purchasing and accounts payable records (at transaction level) should be specifically restricted. Separation of duties measures are implemented widely.	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
	vi. Spending limits are set by budget or individual levels of authority. These limits are monitored by the system or manually.	Individual purchasing limits are determined by business need, and are approved by each staff member's supervisor. Purchasing limits are only established/ updated in the corporate system upon receipt of a valid authorisation request.	Nil.
	vii. A list of preferred suppliers is maintained and used where possible.	<p>The City's Purchasing Policy ensures compliance with relevant legislation and assists with ensuring due diligence and value for money in procurement.</p> <p>Part 9 of the Purchasing Policy provides the framework for the establishment and operation of a Panel of Pre-qualified Suppliers (Panel) in accordance with amendments to the of the Local Government (Functions and General) Regulations 1996 in 2015. A Panel mirrors a 'Preferred Supplier' listing, the purpose being to simplify the process for requests for quotations (for goods and services purchased on an ongoing basis) while maintaining due diligence and value for money.</p> <p>A panel created under previous regulations may continue to operate until they expire.</p> <p>The City's Contract Register is utilised to create and maintain a centralised list of established Panels and individually contracted suppliers.</p>	Nil.
	viii. Controls exist to ensure corporate buying cards/credit cards are only issued to	The City's Operational Practice & Procedure (OPP) (updated 2019) relating to corporate credit cards details the card authorisation	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
	authorised staff and personal purchases are not allowed.	process, whilst also stipulating that personal purchases are prohibited. Credit card transactions are validated against the monthly statement, with all transactions also reported to the Council (for information). The City also utilises several 'store' cards (e.g. Coles store card). FIM105 Operation of Business Customer Account (Store) Cards is in place.	
	ix. Pre-numbered purchase orders and receiving reports are used and exceptions are approved and documented.	The corporate software system automatically allocates purchase order numbers on a sequential basis. There is no capacity for staff to manually allocate purchase order numbers.	Nil.
	x. Period-end procedures exist to detect and account for unprocessed goods/service receipts.	Prior to the end of each financial year, staff are regularly requested to review and finalise outstanding purchase orders. A final list of purchase orders to be carried over to the following financial year is reconciled and validated, with associated expenses accrued where required.	Nil.
	xi. Personnel receiving goods do not perform any accounting functions.	Accounting functions associated with purchasing and subsequent payment are administered by the Finance Department. Whilst this department also receives goods and services throughout the year, this activity is very limited. Furthermore, processing of purchase requisitions and subsequent payment is subject to the same controls and authorisations as the remainder of the organisation (including separation of authorisation/ payment functions).	Nil.
	xii. An aged accounts payable listing is reconciled to general ledger each month	An Aged Trail Balance for accounts payable is produced on a monthly basis, with this	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
	and exceptions investigated by management.	document also incorporating a reconciliation to the General Ledger. Long outstanding creditors are reviewed to ensure action is taken to clear the same. The Financial Reconciliations OP has been adopted.	
	xiii. Aged report of open orders is reviewed each month and old/unusual items are investigated.	This process is undertaken by individual Business Units, as staff are able to review open orders via a simple system enquiry. However, several months in advance of financial year end, staff are regularly requested to review and finalise outstanding purchase orders. Regular communications are also issued detailing the number and value of outstanding orders (to demonstrate progress in this task).	Nil.
	xiv. Unit prices on invoices received are checked against price lists, quotes or approved purchase orders. Invoices are checked for correct calculations, discounts, taxes and freight before payment.	Prior to payment, invoices are required to be reviewed and validated by relevant staff. Only upon signed authorisation that the above actions have occurred (by an officer with an appropriate financial delegation), is an invoice processed by the Finance Department for payment.	Nil.
	xv. System has checks to prevent duplicate payments on same order.	The City's corporate software system does have a duplicate invoice number 'warning', to minimise the duplication of creditor payments being made.	Nil.
	xvi. A list of accounts for payments is prepared in line with the legislation and authorised by council or a person with delegated authority before cheques are signed or EFT is authorised.	The Council has delegated authority (LG6A) to the CEO to make payments on its behalf, pursuant to Regulation 12 of the Local Government (Financial Management) Regulations. In terms of Regulation 13 of the Regulations, a list of payments made is subsequently presented to the Finance Committee and Council for noting.	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
	xvii. Signing officers examine supporting documentation to payments and document approval.	The City has numerous processes relating to the authorisation of payments, including the need for authorising officers (with the necessary financial delegation) to verify that goods/ services have been received and that the invoice amount is correct. Consequently, officers signing release of payments are not required to critically examine supporting documentation, albeit confirmation of the authorising officer's permission to approve an invoice for payment is confirmed.	Nil.
	xviii. All cheques must be made out to authorised vendors and cannot be made out to "cash".	Regulation 11(3)(a) of the Local Government (Financial Management) Regulations prohibits payments being made in cash; excepting those made from petty cash systems. Consequently, only petty cash reimbursement cheques are opened to enable encashment (albeit the cheques are still payable to the City of Busselton).	Nil.
	xix. A reconciliation of the accounts payable sub ledger to the general ledger is prepared monthly and approved by management.	An Aged Trail Balance for accounts payable is produced on a monthly basis, with this document also incorporating a reconciliation to the General Ledger. The reconciliation is reviewed and authorised by management. The Financial Reconciliations OP has been adopted.	Nil.
	xx. Suppliers' statements are reconciled to accounts payable monthly and reviewed by management.	Upon receipt, statements are reviewed and reconciled, and on-forwarded to relevant managers where unpaid invoices have not been authorised and returned to Finance for processing.	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Key Control Activities	Comments	Further Controls Identified
	xxi. Procedures exist to ensure payments are recorded in the correct period.	Payments made are allocated to the period in which they are raised. A review of any exceptions may be undertaken as part of the end of month rollover process, but more particularly as part of financial year end processes.	Nil.
	xxii. Procedures exist to ensure all bank accounts and signatories are authorised by council.	The only new bank accounts that the City opens relate to new term deposit facilities. In terms of delegation 6D, the Council has delegated authority to the CEO to invest surplus funds in accordance with the Council's Investment Policy; which would necessarily include the establishment of new term deposit accounts as funding availability permits. The Council has also delegated authority to the CEO to make payments from the Municipal and Trust funds; via delegation 6A. In carrying out this function, the CEO also determines account signatories.	Nil.
	xxiii. The accounting policy for when goods should be capitalised is documented and clearly understood by accounting personnel.	Accounting staff are fully aware of the City's various capitalisation thresholds and ensure that costs are allocated accordingly. However, as other employees are not fully conversant with this matter, it can be problematic when developing annual budgets (as operating/ capital budgets can be misallocated).	An Asset Capitalisation Operational Practice and Procedure, which clearly sets out the City's capitalisation thresholds and associated requirements, is under development.
	xxiv. Management regularly compares actual purchases (costs and expenses) to budgeted purchases and investigates and documents variances.	Management reports (detailing actual expenditure against year to date budget) are issued to management on a monthly basis for review. Material variances, which cannot be rectified by financial year end, are generally reported to the Council as part of monthly Financial Activity Statement reporting.	Nil.



Attachment A  
**Key Control Activities and Monitoring Activities**  
Per Section 7 of Local Government Accounting Manual

Risk Area	Key Control Activities	Comments	Further Controls Identified
	xxv. Management follows up creditor queries on a timely basis.	Whilst creditor queries are generally directed to Accounts Payable staff in the first instance, where enquiries cannot be resolved at that level, they are escalated to the relevant officer/ manager for review and response.	Nil.
	xxvi. Management addresses the reasons for debit balance creditor accounts on a timely basis.	Should a creditor account have a debit balance (which rarely occurs), the item will appear on the associated trial balance and will be investigated/ rectified.	Nil.





**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Monitoring Activities	Comments	Further Controls Identified
<b>6. Annual Budget</b>	i. Monthly actuals are compared to budget and significant variances fully investigated and explained.	In addition to review as part of the monthly Financial Activity Statement (FAS) reporting, 'actuals to budget' reports (by Directorate) are distributed to Management on a monthly basis for review and comment as required.	Nil.
<b>7. Financial Reporting</b>	i. Through presentation of the Monthly Financial Activity Statement (FAS) to Council, actual results are compared to budget each month; management reviews, investigates and explains significant variances.	Variance reporting is primarily guided by the Council's adopted reporting threshold of +/- 10% and +/- \$25K, albeit noteworthy variances within the threshold will also be reported and commented upon as relevant.	Nil.
<b>8. Grants</b>	i. Management regularly reviews all grant income and monitors compliance with both the terms of grants and Council's grants policy (including claiming funds on a timely basis).	The expenditure of funding in line with associated grant conditions, and subsequent grant acquittal, is administered by responsible Business Unit staff and management. The Council does not have a specific grants policy at this time.	A centralised and detailed grants register is being developed to assist not only with monitoring of grants expenditure and acquittal, but also to assist with compliance with AASB 15 & 1058.
	ii. Through the FAS, grant revenue is compared to budget; management reviews, investigates and explains significant variances.	The Operating, and Non-operating, Grants, Subsidies and Contributions categories form part of monthly FAS reporting, and are reported and commented upon as required.	Nil.
<b>9. Receipting</b>	i. Income is compared to budget regularly in the FAS; management reviews, investigates and explains significant variances.	Both operating and 'capital' revenues form part of the monthly FAS reporting, with variances exceeding the reporting threshold being reported and commented upon as relevant.	Nil.
	ii. Statements of accounts receivable are sent to customers enabling review.	In respect of sundry debtors, statements are issued approximately 30 days after invoice date. The Sundry Debtors OP has been recently reviewed and updated.	Nil.





**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Monitoring Activities	Comments	Further Controls Identified
<b>10. Rates</b>	i. Management reviews rates ageing profile on a monthly basis and investigates any outstanding items.	Rates collection is an ongoing process with staff actively following up overdue amounts.	Nil.
	ii. Actual rate revenue is compared to budget; management reviews, investigates and explains significant variances.	Upon levying, rates revenue is reconciled against the Council's adopted rates model. Subsequent movements in rates revenue is reviewed on a regular basis.	Nil.
	iii. Annual valuation update is balanced prior to the generation of rates; this is reconciled to the rate record and reviewed.	The annual UV and 3 yearly GRV valuation data is always reconciled and balanced prior to the generation of rates. Reconciliations are also undertaken on a monthly basis to capture the changes due to interim valuations.	Nil.
	iv. Interim valuation updates are balanced prior to the generation of the interim rates; this is reconciled to the rate record and reviewed.	Refer activity 10.iii. above.	Nil.
<b>11. Receivables</b>	i. Receivables and revenue are compared to budget monthly; management reviews, investigates and explains significant variances.	In addition to review as part of the monthly Financial Activity Statement (FAS) reporting, 'actuals to budget' reports (by Directorate) are distributed to Management on a monthly basis for review and comment as required.	Nil.
	ii. Management reviews provision for doubtful debts on a regular basis.	The City has not historically raised provisions for doubtful debts. If it is believed that a debt will not be recovered, then it is written off either under delegation or where required, via a formal Council decision.	Nil.
	iii. Management reviews debtors ageing profile on a monthly basis and investigates any outstanding items.	An Aged Trail Balance for sundry debtors is produced on a monthly basis, with this document also incorporating a reconciliation to the General Ledger. Long outstanding debtors are reviewed to determine the status of recovery action taken. The Sundry Debtors	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Monitoring Activities	Comments	Further Controls Identified
		OP has been recently reviewed and updated. The Financial Reconciliations OP has been adopted.	
	iv. Trade receivables age reconciliation to the general ledger is reviewed at least monthly.	This task is undertaken as part of the monthly review of the ageing of sundry debtors. The Sundry Debtors OP has been recently reviewed and updated. The Financial Reconciliations OP has been adopted.	Nil.
<b>12. Bank Accounts and Banking</b>	i. Management reviews journal transactions to the bank account.	For efficiency purposes, numerous internal bank deposits (e.g. outstation banking) are journalled in Finance, rather than being receipted at the front counter. Management does not specifically review the associated journal transactions individually, nor other direct payments made, as this task is undertaken as part of the monthly bank reconciliation review. Journals are reviewed by another staff member prior to posting to the ledgers.	Nil.
	ii. Management reviews bank reconciliations monthly to confirm large outstanding items are adequately explained and subsequently resolved.	Bank reconciliations for the all bank accounts, including Investment Accounts; are completed monthly and reviewed by Management. Processes are also in place to ensure that long outstanding items (e.g. unrepresented cheques) are cleared on a regular basis. The Financial Reconciliations OP has been adopted.	Nil.
<b>13. Investments</b>	i. Review the council investment performance regularly.	Investment performance (including rates of return and performance against budget) is reviewed and reported to the Finance Committee on a monthly basis.	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Monitoring Activities	Comments	Further Controls Identified
	ii. Actual investment income compared to budget on a regular basis; management reviews, investigates and explains significant variances.	Comments on investment interest performance form part of the monthly report to the Finance Committee. Where relevant, performance will also be incorporated as part of the monthly FAS reporting.	Nil.
	iii. Investments register maintained in accordance with regulations and investment policy.	A Register of current Investments is provided to the Finance Committee on a monthly basis (per i. & ii. above) inclusive of a "Statement of Compliance with Council's Investment Policy 218". The City also maintains numerous supporting spreadsheets to further identify investment transactions (e.g. accrued interest calculations etc.).	Nil.
	iv. Reconciliation of investment register to general ledger routinely prepared and reviewed.	A reconciliation of Invested funds to the general ledger is completed and independently reviewed by management on a monthly basis. The Financial Reconciliations OP has been adopted.	Nil.
<b>14. Payroll</b>	i. Management reviews employee costs against budget on a monthly basis and investigates any outstanding items.	Managers receive monthly employee cost reports and overall financial performance reports. They are then responsible for noting and managing any variances. All managers also have access to budget data within the TechOne system.	Nil.
	ii. Each departmental manager performs a regular review of reports detailing all employees listed on payroll master file; all unusual items are investigated.	Stringent approval processes for appointment and management of employee payroll data, all changes made by payroll with established approvals. Payroll check/identify unusual discrepancies during each pay run. Casual employees on payroll file are reviewed every 6 months.	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Monitoring Activities	Comments	Further Controls Identified
	iii. Salary and hourly payroll reports (including compensation and withholding information) are reviewed and approved by management before payments are approved.	Timesheets are signed off by managers and/or supervisors and at this time they identify any variances. Payroll staff also checks/ identify unusual discrepancies during each pay run. Workers compensation payments are paid as per advice from our insurers. Taxation deductions are processed as per employee advice through Withholding Declarations	Nil.
	iv. The payroll deduction table data is periodically reviewed by management for accuracy and ongoing pertinence.	Deductions are generally employee driven with no deductions entered without sign off using official payroll deduction forms. Temporary deductions are saved within the Payroll Bring Up file to ensure they are actioned and ceased within approved timeframes.	Nil.
	v. Management reviews a selection of salary sacrifice calculations for accuracy and compliance with statutory requirements; identified errors are promptly corrected.	External salary sacrifice providers do regular checks to confirm employee details to ensure accuracy and compliance with legislation. Superannuation is checked to ensure compliance with thresholds.	Nil.
	vi. Each pay run is reviewed prior to authorisation for payment for consistency with prior pay runs and for abnormal items such as overtime.	Payroll perform an under and over check each fortnight prior to payroll being processed. HR Coordinator and Manager Corporate Services then double checks under and overs report each fortnight prior to signing off pay processing.	Nil.
<b>15. Purchasing, Procurement and Payments</b>	i. Actual expenditure is compared to budget monthly; management reviews, investigates and explains significant variances.	In addition to review as part of the monthly Financial Activity Statement (FAS) reporting, 'actuals to budget' reports (by Directorate) are distributed to Management on a monthly basis for review and comment as required.	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Monitoring Activities	Comments	Further Controls Identified
	ii. A list of all payments is prepared and presented monthly to the Council; management reviews, investigates and explains any unusual or large payments.	A List of Payments Made is presented to the Council on a monthly basis, via the Finance Committee in the first instance. Whilst explanations for unusual or large payments are not included in the listing provided to the Council, any requests for specific information on payments made is provided to all Councillors for their information.	Nil.
	iii. Management reviews supporting documentation before approving payments.	The City has numerous processes and workflows relating to the authorisation of payments. Invoices must be authorised by a staff member with the necessary financial delegation; prior to an invoice being included in a payment run. Senior Finance staff review the payment prior to its release.	Nil.
<b>16. Trade Payables</b>	i. Management reviews trade payables ageing profile on a monthly basis and investigates any outstanding items.	An Aged Trail Balance for trade creditors is produced on a monthly basis, with this document also incorporating a reconciliation to the General Ledger. Long outstanding creditors are reviewed to ensure action is taken to clear the same.	Nil.
	ii. Trade payables age reconciliation to the general ledger is reviewed at least monthly.	This task is undertaken as part of the monthly review of the ageing of outstanding trade creditors.	Nil.
<b>17. Fixed Assets</b>	i. Management compare actual fixed asset balance to budget; management reviews, investigates and explains significant variances.	In addition to review as part of the monthly Financial Activity Statement (FAS) reporting, 'actuals to budget' reports (by Directorate) are distributed to Management on a monthly basis for review and comment as required.	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Monitoring Activities	Comments	Further Controls Identified
	ii. Activity recorded in fixed asset register is reviewed by management, including comparison to the capital budget.	A comprehensive reconciliation is undertaken on a monthly basis. Whilst incorporated within the overall reconciliation documentation, capital expenditure performance against budget forms part of monthly Directorate and FAS reporting.	Nil.
	iii. Management regularly reviews valuation of fixed assets (i.e. methodology and useful lives of assets) to ensure that assets' valuation is appropriate and in accordance with Australian Accounting Standards.	The reporting of non-current (fixed) assets at fair value has been mandated, with local governments required to value each asset class in accordance with the regulatory framework (i.e. three year cycle).  Individual assets acquired between initial recognition and the next revaluation of the asset class are carried at cost less accumulated depreciation as management believes this approximates fair value. These assets will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.	Nil.
	iv. Management reviews depreciation rates and methodology (at least annually) to ensure that rates and remaining useful lives are reasonable.	This matter is addressed as part of the fair value reporting processes and assets are reassessed annually to ensure that depreciation rates are reasonable and the correct useful lives apply.	Nil.
	v. Fixed asset register to the general ledger reconciliation is prepared and reviewed routinely.	A comprehensive reconciliation is undertaken monthly, which is reviewed and authorised by management.	Nil.
<b>18. Borrowings</b>	i. Borrowings actual and interest charges are compared to budget monthly; management reviews, investigates and explains significant variances.	The annual budget is developed in line with existing loan repayment schedules. However, repayments on new loans are based on interest rate and drawdown timing projections. Consequently, variances should	Nil.



**Attachment A**  
**Key Control Activities and Monitoring Activities**  
**Per Section 7 of Local Government Accounting Manual**

Risk Area	Monitoring Activities	Comments	Further Controls Identified
		only be evident in relation to new loans. Reviews are conducted as part of standard reporting regimes and variances are reported as part of the monthly FAS.	
<b>19. Journals</b>	i. All journals are independently reviewed (including checks to ensure correct account allocation) and contain sufficient support information.	Staff within the Finance Department have varying levels of authority to process journals. All journals are printed and filed, along with relevant documentation supporting the purpose/ reason for the journal. Finance journals are independently reviewed as a stage in the review process. A list of journals is produced and a staff practice has been adopted.	Nil
<b>20. General IT Risks</b>	i. Regular IT audits performed focusing on data accuracy, retention, recovery and security. Results of these IT Audits reviewed by management and action plan promptly implemented.	Regular audits are undertaken in relation to business systems data, backup and recovery operations and IT security principles and systems, by both internal and external resources	Nil



Commerical Enterprises by Local Governments			
s.3.59(2)(a)(b)( c) F&G Reg 7.9	Has the local government prepared a business plan for each major trading undertaking in 2019?	NA	The City of Busselton has not undertaken such activities in 2019
s.3.59(2)(a)(b)( c) F&G Reg 7.10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	YES	A business plan has been prepared for the proposed hotel development on Hotel Site 2, Foreshore Parade at the Busselton Foreshore
s.3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	YES	Statewide and local public notices were published in December 2019 in accordance with Section 3.59(4)
s.3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	NO	The City advertised a major land transaction (sublease of Hotel Site 2, a portion of Lot 503 within Crown Reserve 38558 on the Busselton Foreshore) in December 2019. Submissions closed in January 2020 and it is expected that Council will in June 2020 consider submissions received and resolve whether to proceed. The City was not involved in any other major land transactions or trading undertakings in 2019.
Disposal of Property			
s.3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by section 3.58(5))?	YES	Local public notice was given with the required details in accordance with s.3.58
s.3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	YES	Local public notice was given in accordance with s.3.58
Disclosure of Interest			
s.5.66(b) Local Government Act 1994	Did the person presiding at the meeting, when given a member's written financial interest disclosure by the CEO, bring its contents to the attention of the persons present immediately before any matters to which the disclosure relates were discussed	YES	Members are required to read out at the meeting, their own financial interest disclosures.
s.5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s.5.68)?	YES	
s.5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	YES	
s.5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	YES	
s.5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	YES	No such interest was disclosed
s.5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under s.5.71A(3), was the nature of the interest disclosed when the advice or report was provided?	YES	No such interest was disclosed



s.5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	YES	
s.5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	YES	
s.5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August each year?	YES	
s.5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August each year?	YES	
s.5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/President in the case of the CEO's return) on all occasions, given written acknowledgement of having received the return?	YES	
s.5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interest which contained the returns lodged under section 5.75 and 5.76?	YES	
s.5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interest which contained a record of disclosures made under sections 5.65, 5.70 and 5.71 in the form prescribed in Administration Regulation 28?	YES	
s.5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	YES	
s.5.88(3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	YES	
s.5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	YES	
s.5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having an interest would be adversely affected, was it recorded in the minutes	YES	
s.5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a committee, did that person disclose the nature of that interest when giving the advice or report?	YES	
s.5.70(3)	Where an employee disclosed an interest under s.5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or committee?	YES	
55.71(a) Local Government Act 1995	Did the CEO disclose to the Mayor or the President the nature of the interest as soon as practicable after becoming aware that he or she has an interest in the matter to which the delegated power or duty related	YES	
55.71(b) Local Government Act 1995	Did an employee disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related	YES	
55.71 Local Government Act 1995	On all occasions were delegated powers and duties not exercised by employees that had an interest in the matter to which the delegated power or duty related	YES	

Elections			
S4.17(3) Local Government Act 1995	Was approval sought from the Electoral Commissioner where Council allowed a vacancy to remain unfilled as a result of a Councillor's position becoming vacant under 52.32 and in accordance with S4.17(3)(a) and (b)	YES	Letter sent on the 16 <sup>th</sup> of July to WAEC advising of Cr Bennett's resignation and asking for the position to be advertised and filled at the October 2019 election. Letter confirming the vacancy received from the WAEC on 17 July.
S4.20(2) Local Government Act 1995	Did the local government appoint a person other than the CEO to be the returning officer of the local government for an election or all other elections held while that appointment applied, after having written agreement of the person concerned and the Electoral Commissioner	YES	NA
S4.20(4) Local Government Act 1995	Did the local government declare the Electoral Commissioner to be responsible for the conduct of an election, after having first obtained the written agreement of the Electoral Commissioner	YES	10 April 2019 Council meeting C1904/069
S4.20(5) Local Government Act 1995	Where a declaration had not already been made, was a declaration made under S4.20(4) prior to the 80th day before the election day	NA	
S4.32(4) Local Government Act 1995	Did the CEO, within 14 days after receiving a claim for enrolment, decide whether the claimant was eligible or not eligible under S4.30(1)(a) and (b) and accept or reject the claim accordingly	YES	
S4.32(6) Local Government Act 1995 and Elections Regulation 13	Did the CEO record on all occasions the decision in the owners and occupiers register in accordance with Regulation 13 of the Local Government (Elections) Regulations 1997 and give written notice of the decision to the claimant without delay, for eligibility to enrol	YES	
S4.35(5) Local Government Act 1995	Did the CEO, on receipt of advice of the Electoral Commissioner's decision on an appeal, take any action necessary to give effect to that decision	NA	
S4.35(6) Local Government Act 1995	Did the CEO give written notice on all occasions to the person, where after considering submissions made under subsection 2, the CEO decided that the person was still eligible under S4.30 to be enrolled to vote at elections for the district or ward	NA	
S4.35(7) Local Government Act 1995	Did the CEO, on all occasions, record any decision under subsection (1) or (6) in the register referred to in S4.32(6)	NA	
S4.39(2) Local Government Act 1995	Did the CEO on or after the 70th day, but no later than the 56th day give statewide public notice of the time and date of the close of enrolments	YES	
S4.41(1) Local Government Act 1995	Did the CEO prepare an owners and occupiers role for the election on or before the 36th day before election day	YES	
S4.41(2) Local Government Act 1995	Did the CEO certify that the owners and occupiers roll included the names of all persons who were electors of the district or ward under S4.30 at the close of enrolments	YES	
S4.43(1) Local Government Act 1995	Where the CEO was returning officer (RO) and the rolls were not consolidated, did the RO delete the names of any person from the owners and occupiers roll whose name also appeared on the residents roll on or before the 22nd day before election day	NA	The CEO was not the RO for the 2019 Election

S4.47(1) Local Government Act 1995	Where the CEO was RO, did the RO give statewide public notice calling for nominations of candidates for the election on or after the 56th day before election day but no later than the 45th day before election day	NA	The CEO was not the RO for the 2019 Election
S4.47(2)(a) Local Government Act 1995	Did the notice referred to in S4.47(1) calling for nominations specify the kind of election to be held and the vacancy or vacancies to be filled	NA	Advertising was done by the Electoral Commission and contained all of the information
S4.47(2)(b) Local Government Act 1995	Did the notice referred to in S4.47(1) calling for nominations specify the place where nominations may be delivered or sent	NA	Advertising was done by the Electoral Commission and contained all of the information
S4.47(2)(c) Local Government Act 1995	Did the notice referred to in S4.47(1) calling for nominations specify the period within which nominations had to be delivered or sent	NA	Advertising was done by the Electoral Commission and contained all of the information
S4.47(2)(d) Local Government Act 1995	Did the notice referred to in S4.47(1) calling for nominations specify any other arrangements made for the receipt by the returning officer of nominations	NA	
S4.61(2) Local Government Act 1995	Did the Council of the local government, where it decided to conduct the election as a postal election, make that decision by absolute majority	YES	10 April 2019 Council meeting C1904/069
S4.61(3) Local Government Act 1995	Where a decision was made under S4.61(2) and a relevant declaration had not already been made, was that decision made prior to the 80th day before election day	YES	On the 10 <sup>th</sup> of April 2019
S4.64 Local Government Act 1995	Where the CEO was RO, did the RO give Statewide public notice (election notice) as soon as practicable after preparations for the election, but no later than on the 19th day before election day, in accordance with regulations that included details of how, when and where the election would be conducted and the names of the candidates	NA	The CEO was not the RO for the 2019 Election
Local Government (Elections) Regulation 7	Did a person, before acting as an electoral officer, make the required declaration as stated in election regulation 7	NA	Returning officer was arranged through WAEC
Local Government (Elections) Regulation 8(2)	Where the CEO was RO, did the RO prepare and adopt a Code of Conduct for any Extraordinary Elections	NA	The CEO was not the RO for the 2019 Election
Local Government (Elections) Regulation 8(3)	Where the CEO was RO, did the RO provide each electoral officer a copy or access to a copy of the electoral code of conduct for any Extraordinary Elections	NA	The CEO was not the RO for the 2019 Election
Local Government (Elections) Regulation 13(1)	Has the relevant information as listed in Election Reg 13 been recorded in the owners and occupiers register	YES	

Local Government (Elections) Regulation 13(4)	Did the CEO amend the register from time to time to make sure that the information recorded in it is accurate	YES	As property sold or new enrolments came in
Local Government (Elections) Regulation 17	Did the local government keep an enrolment eligibility claim form, if accepted, a copy of a notice of acceptance for 2 years after the claim and notice expired, and a copy of a notice of rejection for 2 years after the claim was rejected	YES	
Local Government (Elections) Regulation 26(4)	Did the CEO or an employee of the local government appointed as Returning Officer keep the deposit referred to in s4.49(d) separate from other money and credited to a fund of the local government	YES	
Local Government (Elections) Regulation 30G(1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates	YES	1x Disclosure of Gifts form was received by a candidate and included on the electoral gift register
Local Government (Elections) Regulation 30G(3)	Did the CEO remove any "disclosure of gifts" forms completed by unsuccessful candidates from the electoral gift register in accordance with the period under regulation 30C and retain those forms separately for a period of at least 2 years	YES	No disclosure of gifts form was received by an unsuccessful candidate
Local Government (Elections) Regulation 30H	Has the electoral gift register been kept at the appropriate local government offices	YES	The Electoral Gift Register is kept at the City of Busselton Administration & Civic Building
Local Government (Elections) Regulation 40	Has a postal voters register been kept of electors whose applications are under regulation 37(1)(b) and are accepted under regulation 38(1), which contains the enrolment details of each elector included on it and any ward in respect of which the elector is registered	YES	
Local Government (Elections) Regulation 81	Was the report relating to an election under s4.79 provided to the Minister within 14 days after the declaration of the result of the election	NA	The Electoral Commissioner was responsible for the conduct of the election and therefore is required to provide the Minister with this report [s.7.49(4)]
<b>Executive Functions</b>			
S3.18(3)(a) Local Government Act 1995	Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments	YES	
S3.32(1) Local Government Act 1995	Was a notice of intended entry given to the owner or occupier of the land, premises or thing that had been entered	YES	
S3.50 Local Government Act 1995	Did the local government close a thoroughfare wholly or partially for a period not exceeding 4 weeks under the guidelines of 3.50	YES	
S3.18(3)(b) Local Government Act 1995	Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector	YES	
S3.18(3)(c) Local Government Act 1995	Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are managed efficiently and effectively	YES	
S3.40A(1) Local Government Act 1995	Where in the opinion of the local government a vehicle was an abandoned vehicle wreck, was it removed and impounded by an employee authorised (for that purpose) by the local government	YES	
S3.40A(2) Local Government Act 1995	Where the owner of the vehicle was identified within 7 days after its removal under s3.40A(1), did the local government give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice	YES	Within 7 days of the owner being identified
S3.40A(3) Local Government Act 1995	Where notice was given under s3.40A(2) did it include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47	YES	

\$3.51(3) Local Government Act 1995	Did the local government give notice of what is proposed to be done giving details of the proposal and inviting submissions from any person who wishes to make a submission and allow a reasonable time for submissions to be made and consider any submissions made	YES	
\$3.52(4) Local Government Act 1995	Has the local government kept plans for the levels and alignments of public thoroughfares that are under its control or management, and made those plans available for public inspection	YES	
\$3.32(2) Local Government Act 1995	Did the notice of intended entry specify the purpose for which the entry was required	YES	
\$3.32(3) Local Government Act 1995	Was the notice of intended entry given not less than 24 hours before the power of entry was exercised	YES	
<b>Finance</b>			
\$5.53 Local Government Act 1995, Administration Regulation 19B	Has the local government prepared an annual report for the financial year ended 30 June 2019 that contained the prescribed information under the Act and Regulations	YES	
\$5.54(1), (2) Local Government Act 1995	Was the annual report accepted by absolute majority by the local government by 31 December 2019	YES	
\$5.54(1), (2) Local Government Act 1995	Where the Auditor's report was not available in time for acceptance by 31 December 2019, was it accepted no more than two months after the Auditor's report was made available	NA	The Auditors Report was available in time for acceptance by 31 December 2019
\$5.55 Local Government Act 1995	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report	YES	
\$5.56 Local Government Act 1995, Administration Regulation 19C	Has the local government made a Strategic Community Plan for its district in respect of the period specified in the plan (being at least 10 financial years)	YES	
Local Government Administration Regulation 19C	Before a Strategic Community Plan, or modifications to a plan were adopted under regulation 19C, did the local government consult with its electors and ratepayers	YES	
\$5.94, 5.95 Local Government Act 1995	Did the local government allow any person attending the local government during office hours to inspect information, free of charge, listed in s5.94 of the Act and subject to s5.95 whether or not the information was current at the time of inspection	YES	
\$5.96 Local Government Act 1995	Where a person inspected information under Part 5, Division 7 of the Act and requested a copy of that information, did the local government ensure that copies were available at a price that did not exceed the cost of providing those copies	YES	
\$5.98 Local Government Act 1995, Administration Regulation 30	Was the fee made available to elected members for attending meetings within the prescribed range	YES	
\$5.98 Local Government Act 1995, Administration Regulation 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed	YES	Council Policy: Fees, Allowances and Expenses for Elected Members
\$5.98A Local Government Act 1995, Administration Regulation 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority	YES	
\$5.98A Local Government Act 1995, Administration Regulation 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5)	YES	

S5.99 Local Government Act 1995, Administration Regulation 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority	YES	
S5.99 Local Government Act 1995, Administration Regulation 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range	YES	
S5.99A Local Government Act 1995, Administration Regulation 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority	YES	
S5.1000(1) Local Government Act 1995	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member	YES	
S5.100(2) Local Government Act 1995	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range	NA	The Local Government did not reimburse a committee member who was not a council member or employee
S6.8 Local Government Act 1995	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution	YES	On occasions where budget amendments are required, these are taken to Council for endorsement.
S6.8(1)(c) Local Government Act 1995	Did the Mayor or President authorise expenditure from the municipal fund in an emergency. (Please indicate circumstances in the "Comments" column)	NO	
S6.8 Local Government Act 1995	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council	NA	
S6.12, 6.13, 6.16(1), (3) Local Government Act 1995	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority	YES	C1907/130 - 31 July 2019
S6.12, 6.13, 6.16(1), (3) Local Government Act 1995	Did Council determine the setting of an interest rate on money owing to Council by absolute majority	YES	
S6.12, 6.13, 6.16(1), (3) Local Government Act 1995	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges)	YES	
S6.17(3) Local Government Act 1995	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods	YES	
S6.17(3) Local Government Act 1995	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods	YES	
S6.19 Local Government Act 1995	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges	YES	
S6.20(2) Local Government Act 1995, Financial Management Regulation 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year)	YES	
S6.76(6) Local Government Act 1995	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision	YES	
Local Government Financial Management Regulation 5	Has efficient systems and procedures been established by the CEO of a local government as listed in Finance Reg 5	YES	
Local Government Financial Management Regulation 6	Has the local government ensured that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for conducting an internal audit or reviewing the discharge of duties by that employee	YES	

s.7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	YES	
s.7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	YES	
s.7.3(1)	Was a person(s) appointed by the local government under s.7.3(1) to be its auditor, a registered company auditor?	YES	
s.7.3(1), s.7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	YES	
Audit Reg 10	Was the Auditor's report(s) for the financial years ending 30 June, received by the local government within 30 days of completion of the audit?	YES	
s.7.9(1)	Was the Auditor's report for the financial year ended 30 June received by the local government by 31 December?	YES	
s.7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s.7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	YES	
s.7.12A(4)	Where the auditor identified matters as significant in the auditor's report (prepared under s.7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	NA	No such matters were identified
s.7.12A(4)	Within 14 days after the local government gave a report to the Minister under s.7.12A(4) (b), did the CEO publish a copy of the report on the local government's official website?	YES	
Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	YES	
Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	YES	
Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	YES	
Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	YES	
Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	YES	



Local Government Employees			
SS.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered	NA	No such positions were advertised during the period
SS.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted	NA	No such positions were advertised during the period
SS.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications	NA	No such positions were advertised during the period
SS.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract	NA	No such positions were advertised during the period
SS.36(4), 5.37(3) Local Government Act 1995, Administration Regulation 18A(2)	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information	NA	No such positions were advertised during the period
SS.37(2) Local Government Act 1995	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee	NA	No such dismissals occurred
SS.38 Local Government Act 1995	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment	YES	
Local Government Administration Regulation 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12)	YES	
Local Government Administration Regulation 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11)	NA	
SS.39 Local Government Act 1995	During the period covered by this Return, were written contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996	YES	
SS.39 Local Government Act 1995, Administration Regulation 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated	YES	
SS.50(1) Local Government Act 1995	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award	YES	
SS.50(1) Local Government Act 1995	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount	YES	
SS.50(2) Local Government Act 1995	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy	NA	No such payments were made
SS.53(2)(g) Local Government Act 1995, Administration Regulation 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more	YES	



Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	NA	The position of the CEO was not advertised during this period
s.5.36(4) s.5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	NA	No such positions were advertised during the period
Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	NA	The position of the CEO was not advertised during this period
Admin Reg 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	NA	The position of the CEO was not advertised during this period
s.5.53(2)(g) Local Government Act 1995, Administration Regulation 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000	YES	
<b>Integrated Planning and Reporting</b>			
s.5.56 Admin Reg 19DA(6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	YES	The City's CBP for the period 2019/2020 to 2022/2023 was adopted 31 July 2019 - C1907/127
s.5.56 Admin Reg 19DA(4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	YES	The City's CBP Corporate Business Plan for the period 2018/2019 to 2021/2022 was adopted 25 July 2018 - C1807/143. Note this was the annual adoption of the CBP and was not a review of an already adopted plan
s.5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	YES	The City's Strategic Community Plan 2017 was adopted on 12 April 2017 - C1704/076
s.5.56 Admin Reg 19C(4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	YES	The City's Strategic Community Plan 2017 was reviewed (minor review) and amended on 10 April 2019 - C1904/070
s.5.56 Admin Reg 19DA(3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	YES	26 June 2013 There have been asset plans adopted since this date, however these have covered individual asset classes and not all assets together
s.5.56 Admin Reg 19DA(3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	YES	Adopted 28 March 2018 C1803/052. The City is currently finalising a new LTFF.
s.5.56 Admin Reg 19DA(3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	YES	The City's current workforce plan 2019/20 to 2022/23 was endorsed by CEO 20 <sup>th</sup> December 2019

<b>Local Laws</b>			
s3.12(2) Local Government Act 1995, Functions and General Regulation 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3	YES	
s3.12(4) Local Government Act 1995, Functions and General Regulation 3	Have all Council's resolutions to make local laws been by absolute majority	YES	
s3.12(4) Local Government Act 1995, Functions and General Regulation 3	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting	YES	
s3.12(6) Local Government Act 1995	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation	YES	
s3.12(6) Local Government Act 1995	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office	YES	
s3.16(1) Local Government Act 1995	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years	NO	The Property Local Law was due for review in 2019, this process commenced in 2019 and will be completed in 2020. The Parking Local Law was due for review in 2019, this process commenced in 2019 and will be completed in 2020.
s3.16(1), (2) Local Government Act 1995	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law	YES	
s3.16(1), (2) Local Government Act 1995	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice	YES	
s3.16(1), (2) Local Government Act 1995	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law	YES	
s3.16(3) Local Government Act 1995	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council	YES	
s3.16(4) Local Government Act 1995	Was the decision to repeal or amend a local law determined by absolute majority on all occasions	NA	No such decisions were made
<b>Official Conduct</b>			
s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	YES	Director, Finance and Corporate Services is the Designated Complaints Officer
s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	YES	There have been no complaints received in 2019 that have resulted in action under s5.110(6)(b) or (c).
s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	YES	As per above comments.
s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	YES	As per above comments.
s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	YES	As per above comments.
s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	YES	As per above comments.





Meeting Process			
S2.25(1)(3) Local Government Act 1995	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted	YES	
S2.25(3) Local Government Act 1995	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting	NA	Council did not refuse to grant leave
S2.25(2) Local Government Act 1995	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council	YES	Cr Bennett
S5.4 Local Government Act 1995	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting	NA	
S5.5 Local Government Act 1995	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting	NA	
S5.5(1) Local Government Act 1995	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council	YES	
S5.5(2) Local Government Act 1995	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council	YES	
S5.7 Local Government Act 1995	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	NA	Council has not required this approval
S5.7 Local Government Act 1995	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities	NA	Council has not required this approval
S5.8 Local Government Act 1995	Did the local government ensure all Council committees (during the review period) were established by an absolute majority	YES	
S5.10(1)(a) Local Government Act 1995	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b))	YES	
S5.10(2) Local Government Act 1995	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act	YES	
S5.12(1) Local Government Act 1995	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act	YES	
S5.12(2) Local Government Act 1995	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act	YES	
S5.15 Local Government Act 1995	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion	NA	The local government has not reduced the quorum of a committee meeting
S5.21(4) Local Government Act 1995	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes	YES	
S5.22(1) Local Government Act 1995	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings	YES	
S5.22(2), (3) Local Government Act 1995	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation	YES	
S5.22(2), (3) Local Government Act 1995	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed	YES	
S5.23(1) Local Government Act 1995	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act)	YES	

\$5.23(1) Local Government Act 1995	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act)	YES	
\$5.23(2), (3) Local Government Act 1995	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act	YES	
\$5.23(2), (3) Local Government Act 1995	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting	YES	
\$5.24(1) Local Government Act 1995, Administration Regulations 5, 6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council	YES	
\$5.24(1) Local Government Act 1995, Administration Regulations 5, 6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council	YES	
\$5.24(1) Local Government Act 1995, Administration Regulations 5, 6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty	YES	The provision for public question time is provided for at each committee meeting
Local Government Administration Regulation 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum	NA	
Local Government Administration Regulation 9	Was voting at Council or committee meetings conducted so that no vote was secret	YES	
Local Government Administration Regulation 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority	NA	No motions to revoke or change a decision have been made at council or committee meetings
Local Government Administration Regulation 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee	NA	No motions to revoke or change a decision have been made at council or committee meetings
Local Government Administration Regulation 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority	NA	No motions to revoke or change a decision have been made at council or committee meetings
Local Government Administration Regulation 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority	NA	No motions to revoke or change a decision have been made at council or committee meetings
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting	YES	
Local Government Administration Regulation 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given	YES	
Local Government Administration Regulation 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest	YES	

Local Government Administration Regulation 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings	YES	
Local Government Administration Regulation 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public	YES	
Local Government Administration Regulation 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above	YES	
Local Government Administration Regulation 12(3), (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice	YES	
Local Government Administration Regulation 12(3), (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting	YES	
Local Government Administration Regulation 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings	YES	
Local Government Administration Regulation 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings	YES	
Local Government Administration Regulation 14 (1), (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection	YES	
Local Government Administration Regulation 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority	YES	
Local Government Administration Regulation 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	YES	
SS.27(2) Local Government Act 1995	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year	YES	
SS.29 Local Government Act 1995	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting	YES	
SS.32 Local Government Act 1995	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered	YES	
SS.33(1) Local Government Act 1995	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose	YES	
SS.33(2) Local Government Act 1995	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting	YES	
SS.103(3) Local Government Act 1995, Administration Regulation 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees	YES	

Other			
Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5(2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	YES	Endorsed C1611/126 - Next review 2020.
Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	YES	Reg 17 review last completed 9 November 2016 – C1611/125. As per requirement to complete every 3 financial years next review will be complete by 30 June 2020.
Financial Management Reg 5A	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	YES	Electors Meeting was held 2 December 2019
s.6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	YES	The Financial Reports were submitted to the Auditor 27 <sup>th</sup> August 2019
S9.4 Local Government Act 1995	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision	YES	
S9.29(2)(b) Local Government Act 1995	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO	YES	
S9.6(5) Local Government Act 1995	Did the local government ensure that the person who made the objection was given notice in writing of how it has been decided to dispose of the objection and the reasons why	YES	

12.2 Policy and Legislation Committee - 27/05/2020 - RESCISSION OF COUNCIL POLICY 074: MARKETS

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>SUBJECT INDEX</b>	Council Policies
<b>BUSINESS UNIT</b>	Commercial Services
<b>REPORTING OFFICER</b>	Manager, Commercial Services - Jennifer May
<b>AUTHORISING OFFICER</b>	Director, Community and Commercial Services - Naomi Searle
<b>NATURE OF DECISION</b>	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Current Council Policy 074: Markets   Attachment B Council Policy Events  

**This item was considered by the Policy and Legislation Committee at its meeting on 27 May 2020, the recommendations from which have been included in this report.**

OFFICER RECOMMENDATION

That the Council rescinds Council Policy 074: Markets (Attachment A), effective immediately.

COUNCIL DECISION AND COMMITTEE RECOMMENDATION

**C2006/044**

Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

**That this item be deferred to the next Policy and Legislation Committee meeting to allow officers to consider the addition of relevant detail from the Council Policy 074: Markets into the Council Policy Events.**

**CARRIED 9/0**

**EN BLOC**

**Reasons:** The Committee felt it was important that Council retained some strategic direction and oversight in relation to the operation of markets, with the deferral enabling officers to further consider the content of the Markets Policy and the addition of any relevant detail from the Markets Policy into the Events Policy.

**EXECUTIVE SUMMARY**

This report recommends the rescission of Council policy 074: Markets (the Policy) (Attachment A), with the Policy having been reviewed as part of the City's overall review of its Council policies. It is recommended the Policy be rescinded, and its contents and objectives carried over into an Operational Practice. This will allow the City to respond more readily to changes in market locations or respond to any new market requests, particularly as we enter into a COVID-19 recovery phase.

**BACKGROUND**

The objective of the Policy is to ensure that markets held on City owned or managed land (City Land) do not adversely impact on local business and are successful, sustainable and appropriately accessible to the public. The Policy outlines market locations and frequencies and sets out the requirement for markets to be approved under the City's Events Policy and event approval process.

The Policy was reviewed in 2013, in response to an increase in the number of requests to hold new markets in various locations across the district. The Policy was again reviewed in November 2014 with minor amendments made to market locations in the district and to provide for alternative venues for markets in Busselton.

The Council policy 'Events' (Attachment B) was reviewed, amended and endorsed by Council at its meeting on 12 February 2020 (C2002/034). While, as per the Policy, markets have always been processed as an 'event', as part of the review, the definition of "Event" was expanded to expressly include "Markets" in the scope of the policy. Outside of this, however, no specific references / limitations were incorporated into the Events policy.

#### **OFFICER COMMENT**

Markets are well established and function successfully within the City of Busselton. Given that, officers consider that the objectives of the Policy are capable of being managed administratively under the direction of the CEO. The contents of the Policy can be translated to an Operational Practice which can be adjusted as required to meet changing demands and circumstances. This ability to more readily respond is particularly important as we enter a COVID-19 recovery phase, with well managed outdoor markets a possible sustainable alternative to traditional retail.

In the event that Council would prefer to maintain high level strategic guidance in relation to markets, officers would recommend that an additional clause is added to the Events Council policy, outlining maximum market numbers / locations. Officers do not believe a stand-alone Council policy in relation to markets is necessary.

#### **Statutory Environment**

In accordance with section 2.7(2)(b) of the Act, it is the role of the Council to determine the local government's policies. The Council does this on recommendation of a committee it has established in accordance with section 5.8 of the Act.

#### **Relevant Plans and Policies**

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the Governance Services Review carried out in 2017. The framework sets out the intent of Council policies, as opposed to operational documents such as staff management practices and operational practices.

The Council policy 'Events' is relevant as outlined.

#### **Financial Implications**

There are no financial implications associated with the officer recommendation.

#### **Stakeholder Consultation**

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

#### **Risk Assessment**

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



**Options**

As an alternative to the proposed recommendation, the Council could:

1. Choose to rescind the Policy and direct the CEO to incorporate maximum market numbers / locations into the Events Council policy, or
2. Choose to retain the Policy and request it be translated into the new policy framework.

**CONCLUSION**

As the contents and objectives of the Policy are now contained in the recently endorsed Council policy Events and associated Operational Practices, it is recommended the Policy be rescinded.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The Policy will be rescinded and removed from the website within one week of Council's endorsement.

Last updated 12/11/2014

074	Markets	V4 Current
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**1. PREAMBLE / POLICY STATEMENT**

The Policy will be used to guide applicants of the general approval process for all types of markets conducted on public land under the management of the City of Busselton. The City of Busselton will assess applications for the conduct of markets in accordance with legislative requirements under the City's Events Policy.

**2. OBJECTIVE**

The aim of the Policy is to ensure that markets that are held on City owned or managed land, do not adversely impact on local businesses, but are successful, sustainable, and appropriately accessible to the public. The City of Busselton is therefore committed to ensuring that the conduct of markets on such land is managed and controlled to protect and enhance the wellbeing of the community.

**3. POLICY CONTENT**

- (a) All market organisers must be licensed under the Trading in Public Places Local Law.
  - (b) All market organisers must be approved to conduct a market under the City of Busselton's Events Policy.
  - (c) All stall holders wishing to operate at a market must be registered with the market license holders.
  - (d) Council authorises a maximum of:
    - i) one (1) market on each Sunday only in Busselton, to be held at Signal Park, Busselton Foreshore;
    - ii) one (1) market each week only, to be held at the Busselton Cultural Precinct;
    - iii) one (1) market each fortnight on the second and fourth Saturday only of every month, to be held at the Busselton Community Garden, Roe Terrace Busselton, for local produce and artisan goods only, with a maximum of 20 market stalls;
    - iv) one (1) market each fortnight on the first, third and fifth Saturday only of every month in Vasse, to be held at Vasse Hall/Oval;
    - v) one (1) market each fortnight on the second and fourth Saturday of every month only, to be held at Lions Park Dunsborough for local produce and artisan goods only, subject to the development and implementation of a traffic management plan approved by the City of Busselton;
  - (e) Community and charitable organisations will be given preference to conduct markets at the above listed venues. Additional markets and other activities may be permitted with Council approval.
2. Prior to the completion of the Busselton Foreshore 'active core' redevelopment, earmarks the following alternate venues for markets in Busselton;
- a. Churchill Park, subject to scheduled local sporting arrangements; and
  - b. Carpark on the corner of Kent and Cammilleri Streets.

**History**

Council Resolution	Date	Information
C1411/282	12 November, 2014	Version 4
C1306/169	26 June, 2013	Version 3

**COUNCIL POLICY**

  
City of Busselton  
*Geographic Bay*

Council Policy Name: Events

Responsible Directorate: Community and Commercial Services

Version: Current

## 1. PURPOSE

- 1.1. The purpose of this Policy is to articulate the strategic importance of Events to the City of Busselton and to set out a framework for the attraction and promotion of Events. This Policy also sets out the City's position with respect to the attendance of Councillors and the CEO at Events in accordance with Section 5.90A of the Act.

## 2. SCOPE

- 2.1. This Policy is applicable to Events within the City of Busselton District and more broadly to Events across the South West region of WA.

## 3. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1995</i>
District	City of Busselton local government area
Event	<p>An organised occurrence hosted by a person or organisation on public or private land where people assemble at a given time for a given purpose and which generally involves one or more of the following:</p> <ul style="list-style-type: none"><li>• Preparation or sale of food;</li><li>• Sale or consumption of alcohol;</li><li>• Erection of infrastructure and / or signage;</li><li>• Generation of additional noise;</li><li>• Use / installation of electrical equipment;</li><li>• Changes / interruptions to traffic flow;</li><li>• Additional parking requirements;</li><li>• Crowd control measures</li></ul> <p>Includes:</p> <ul style="list-style-type: none"><li>• Concerts and music festivals;</li><li>• Sporting events;</li><li>• Conferences;</li><li>• Exhibitions, expos and fairs;</li><li>• Functions (e.g. community or business events); Markets; and</li><li>• Any other activity in accordance with 5.90A(1)(e)</li></ul>
Partner	Spouse, de-facto or other partner as approved
Policy	This City of Busselton Council policy entitled "Events"

#### 4. STRATEGIC CONTEXT

- 4.1. This policy links to Key Goal Area 4 – Economy and Key Goal Area 6 – Leadership of the City’s Strategic Community Plan 2017 and specifically the following Community Objectives
  - a. 4.3: Events and unique tourism experiences that attract visitors and investment.
  - b. 6.1: Governance systems, processes and practices are responsible, ethical and transparent.

#### 5. POLICY STATEMENT

- 5.1. The City has adopted the brand ‘Events Capital WA’, with the attraction, development and promotion of Events recognised by Council as a key strategic and competitive advantage for the development of a robust and prosperous economy and tourism industry, and an important contributor to the creation of vibrant places and an inclusive community
- 5.2. The City will actively engage with and assist Event organisers to support the development of a diverse year round calendar of Events, across the District.
- 5.3. The attraction, development, and approval of Events will be in accordance with the following objectives:
  - a. generation of direct and indirect economic benefits to the community;
  - b. generation of social benefit, vibrancy, and promotion of cultural diversity and inclusion;
  - c. creation of a calendar of Events which brings visitors to the District year round and provides broad activation across the District; and
  - d. positive promotion of the District and the South West region of WA.
- 5.4. Events are categorised for their strategic importance as follows:
  - a. Hallmark – an international or nationally recognised Event that creates significant economic benefit and typically attracts 5,000 plus participants / visitors;
  - b. Major – an Event which attracts visitors nationally and from outside of the region, showcases regional facilities and attractions, creates economic benefit and typically has between 2,000 and 5,000 participants / visitors;
  - c. Regional – an Event that attracts visitors to the region from within the State and from within the region, helps to build the City’s Events Capital WA brand and has the potential to become a future Major or Hallmark Event;
  - d. Community – an Event which celebrates aspects of community life, has strong social / community benefit; more limited economic benefit, and is generally run by the community.
- 5.5. While Events are considered a positive contributor, the potential for Events to impact adversely on community safety, amenity and the environment is recognised. In order to manage risk, environmental and amenity impacts, Events held within the District must, subject to paragraph 5.6, be approved by the City prior to taking place. The event application process is outlined in the Events Application Operational Practice.
- 5.6. An Event approval is not required at venues which have an appropriate development approval under the City’s town planning scheme and / or an approval in accordance with environmental health legislation.
- 5.7. Event applications will be assessed against the objectives outlined in paragraph 5.3 and the following criteria (or criteria similar):
  - a. the nature, size and suitability of the Event;
  - b. the location of the Event, its suitability and whether it meets the City’s objectives of broad activation;
  - c. the period of time the Event will operate;
  - d. the amenity of the Event and the likely impacts on residents;

- e. any conflicts with other Events or community use at or around the location;
  - f. the relevant experience of the operator and their capacity to manage key risks such as fire safety.
- 5.8. The following specific Event location criteria will also be applied to assist in protection of sensitive areas, and to ensure the equitable use of the location by Event organisers and the general community:
- a. Meelup Regional Park:
    - i. Maximum of four trail based Events per calendar year, that is an Event that involves participants walking, running or cycling on trails or roads within the park; and
    - ii. Maximum of four site based Events per calendar year, that is an Event that involves use of a beach and / or adjacent picnic and car park area; and
    - iii. Maximum of one trail based and one site based Event per month.
  - b. Yallingup and Smith Beach:
    - i. Maximum of one international or national Event per year;
    - ii. Maximum of four other major Events per year, of up to four days each;
    - iii. Maximum of one minor Event per year, of up to four days;
    - iv. Maximum of eight club Events (run by local board riding clubs) per year
- 5.9. Fees upon application are payable as per the City of Busselton's Schedule of Fees and Charges.

#### **Events Sponsorship**

- 5.10. The City has an events sponsorship programme that is funded through a combination of municipal funds and funds derived from the industrial / commercial differential rate. The Marketing and Events Reference Group (MERG) makes recommendations to Council with respect to the allocation of funds towards Events.
- 5.11. Event sponsorship can be provided as cash or in-kind contributions, with sponsorship agreements entered into with Event organisers on either a single or multi-year basis.
- 5.12. Event sponsorship requests will be assessed against the objectives outlined in paragraph 5.3.
- 5.13. Events sponsored by the City will be evaluated to determine future funding levels.

#### **Event Attendance**

- 5.14. Councillor and CEO representation at Events is valued as a means of reinforcing the City's strategic positioning as the 'Events Capital WA', and to ensure Events are properly assessed for their benefit and ongoing relevance.
- 5.15. Invitations / tickets to Events may be provided to the City by Event organisers. Where attendance at these Events is approved in accordance with this Policy, the requirement to disclose a financial interest under the Act will not apply.
- 5.16. An invitation provided or addressed personally to a Councillor or to the CEO (for instance via a personal email account) will not be captured by this Policy, and the requirement to disclose a financial interest where the amount exceeds the amount prescribed under the *Local Government (Administration) Regulation 20A* will apply.
- 5.17. In addition to invitations / tickets provided by Event organisers, the CEO, in consultation with the Mayor, may purchase tickets for the purposes of City representation at an Event. The City will generally only purchase tickets for Hallmark and Major Events where attendance is demonstrated, through reference to the criteria in paragraph 5.18, as being in the City's interest.

- 5.18. In determining approval for attendance at Events under Section 5.90A(2)(c), Council (or the CEO under delegation) will consider criteria such as the following:
- who is providing the ticket to the Event;
  - the location of the Event;
  - whether the Event is sponsored by the City;
  - the relevance of the Event to the City's adopted policy objectives under paragraph 5.3;
  - the role of the Council member or CEO when attending the Event (participant, presenter, observer) and the value of their contribution;
  - the cost to attend the Event and / or the public value of attendance if the ticket is being provided at no cost to the Local Government;
  - the number of invitations / tickets received; and
  - the benefits or importance of Council and / or CEO representation at the event.
- 5.19. A list of established pre-authorised Events and attendees is provided at Attachment A. The attendees are authorised in order of priority, subject to the number of available invitations / tickets. Where there are insufficient invitations / tickets available for all pre-authorised attendees to attend, the CEO (in liaison with the Mayor) will determine final attendance.
- 5.20. It is considered appropriate for a Councillor or CEO's Partner to accompany them to an Event held outside of normal business hours. While the City will not generally pay for such attendance, invitations / tickets received by the City may be provided for this purpose where they are available.
- 5.21. The Mayor can delegate any approved attendance to an Event to the Deputy Mayor or another Council member.
- 5.22. This policy does not apply where a Councillor or the CEO attends an Event at their own cost and in a personal capacity.

## 6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. Events Strategy
- 6.3. Events Application Operational Practice





## 7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	12 February 2020	Resolution #	C2002/034
Previous Adoption	DATE	14/09/2016	Resolution #	C1609/232

**Attachment A – Pre-authorised Events**

<b>Event</b>	<b>Event Organiser OR DATE</b>	<b>Attendee</b>
<b>Hallmark Events</b>		
Ironman WA	Ironman Oceania	Mayor CEO Deputy Mayor All Councillors
Cinefest Oz	Geographe French Australian Festivals Inc.	Mayor CEO Deputy Mayor All Councillors
Busselton Festival of Triathlon (Ironman 70.3)	Triathlon Western Australia	Mayor CEO Deputy Mayor All Councillors
Gourmet Escape	IMG Culinary	Mayor CEO Deputy Mayor All Councillors
Busselton Jetty Swim	Busselton Allsports Inc.	Mayor CEO Deputy Mayor All Councillors
Jazz by the Bay	Jazz by the Bay Association	Mayor CEO Deputy Mayor All Councillors
Forest Rally	West Australian Car Club (Inc)	Mayor CEO Deputy Mayor All Councillors
<b>Major Events</b>		
Cabin Fever	Creative Corner	Mayor CEO Deputy Mayor All Councillors
X-Adventure Dunsborough	Rapid Ascent Pty Ltd	Mayor CEO Deputy Mayor All Councillors

12.3 Policy and Legislation Committee - 27/05/2020 - AMENDMENT TO COUNCIL POLICY: COMPLIANCE

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>SUBJECT INDEX</b>	Council Policies
<b>BUSINESS UNIT</b>	Legal and Property Services
<b>REPORTING OFFICER</b>	Manager Legal and Property Services - Martyn Cavanagh
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Compliance Policy (current) <a href="#"></a>  Attachment B Compliance Policy (proposed) <a href="#"></a> 

**This item was considered by the Policy and Legislation Committee at its meeting on 27 May 2020, the recommendations from which have been included in this report.**

**COUNCIL DECISION AND COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**

**C2006/045**

Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

**That the Council agree to amend the Compliance Policy by adopting the amended Compliance Policy at Attachment B.**

**CARRIED 9/0**

**EN BLOC**

**EXECUTIVE SUMMARY**

Council's Compliance Policy that was adopted in September 2018 (the Policy) refers to Prosecution Guidelines that were made in 2005 and have been replaced with new Prosecution Guidelines. This Report recommends amending the Policy to refer to the current Guidelines.

**BACKGROUND**

In late August 2018, a report to Council (the Report) recommended that Council replace its Enforcement and Prosecutions Policy with a new Compliance Policy. Council adopted the recommendations of the Report, thereby adopting the Policy with effect from 12 September 2018. The Policy makes reference to the Director of Public Prosecutions 'Statement of Prosecution Policy and Guidelines 2005' ("the 2005 Guidelines").

At the time the Report was being prepared for and submitted to Council, the Director of Public Prosecutions was finalising replacement guidelines for the 2005 Guidelines. Those replacement guidelines were made under Section 24(1) of the *Director of Public Prosecutions Act 1991*. The replacement guidelines were published in the Gazette of 31 August 2018 and became operative on 1 September 2018.

**OFFICER COMMENT**

City officers have considered the Statement of Prosecution Policy and Guidelines 2018 ("the 2018 Guidelines"), as they relate to considering the 'prima facie case' and 'public interest' aspects of a prospective prosecution action.



City officers recommend that Council replace, in the Policy, the reference to the 2005 Guidelines with a reference to the 2018 Guidelines.

Underpinning the Policy is recognition of the importance of voluntary compliance by citizens with regulatory laws. City officers can contribute to voluntary compliance by providing information (distinct from 'advice') about the nature of regulatory laws. Regulatory laws set 'minimum' standards of behaviour in a community. Regulatory laws do not confer a positive 'right' to do what is not prohibited.

City officers also recommend minor amendments of form to the Policy, as indicated in the draft amended Compliance Policy (at Attachment B).

### **Statutory Environment**

The enforcement of regulatory prohibitions is a necessary part of providing for 'good government' by maintaining acceptable standards of behaviour in the community.

Council is the governing body of a local government and is responsible under s 2.7 of the *Local Government Act 1995* for the performance of local government functions, including by determining the local government's policies.

### **Relevant Plans and Policies**

Council adopted the Ranger and Emergency Services Approach to Regulatory Functions Policy in 2018. The CEO has made Operational Guidelines that support the City's administration in implementing the Ranger's Policy.

### **Financial Implications**

There are no financial implications associated with the officer recommendation.

### **Stakeholder Consultation**

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

### **Risk Assessment**

No such risks have been identified.

### **Options**

No reasonable alternative to the proposed recommendation has been identified.

## **CONCLUSION**

It is recommended that Council adopt the amended Compliance Policy at Attachment B.

## **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The amended Compliance Policy will be effective as of the making by Council of a resolution to adopt it.



## 1. PURPOSE

- 1.1. The City applies a range of regulatory powers in providing for the good governance of the people in the District of Busselton. This includes enforcing laws that provide for offences.
- 1.2. The City's Compliance Policy is directed at –
  - a. supporting widespread understanding of minimum standards of conduct, and conduct that may render a person liable to prosecution;
  - b. applying legislation in accordance with the principles of timeliness, fairness, consistency and proportionality;
  - c. promoting a high level of voluntary compliance with the requirements of legislation, in particular by property owners;
  - d. supporting the Separation of Powers doctrine, under which the City's role is to take action to enforce laws and the court's role is to determine questions of fact and culpability;
  - e. taking enforcement action against persons who commit offences;
  - f. deterring persons from committing offences and protecting the community; and
  - g. promoting public confidence in the City's administration and exercise of regulatory powers.

## 2. SCOPE

- 2.1. This Policy is applicable to all offence (criminal law) provisions of legislation that the City has jurisdiction to enforce.

## 3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council Policy entitled "Compliance Policy"

## 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 - Leadership of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
  - a. 6.1: Governance systems, process and practices that are responsible, ethical and transparent

## 5. POLICY STATEMENT

- 5.1. The City respects the fundamental value under our legal and political system of the inherent right of each citizen to freedom of action.

- 5.2. The City's role is to provide for good governance. This necessitates establishing and enforcing laws (rules) that necessarily impact on the freedom of the individual, where this is considered to be for the greater good of the community.
- 5.3. The City has the responsibility for taking action to ensure that regulatory (offence) laws are complied with. In carrying out this function, the City expressly acknowledges and respects the presumption of innocence in law, under which all citizens are presumed innocent until proven guilty in a competent court.
- 5.4. Where the City has information that indicates a potential contravention by a person of a regulatory law, the first principles to apply are as follows:
  - a. Information about alleged unlawful behaviour may come to the attention of City officers in a number of ways. In the first instance, City officers are to consider whether the information has sufficient substance to warrant further investigation and consideration and undertake any additional preliminary enquiries as may be considered appropriate;
  - b. Where there is sufficient information to form a preliminary view that a person has engaged in unlawful behaviour, City officers are to consider whether reasonable endeavours to communicate with the person, for the purpose of educating and achieving voluntary compliance, will be sufficient and appropriate to resolve the matter. This may include issuing a statutory notice requiring action to be taken by the person.
- 5.5. Where City officers form the view that education and negotiation to achieve voluntary compliance is not, or is unlikely to be, either sufficient or appropriate to properly resolve the matter, then consideration is to be given to whether to issue a letter of warning, issue an infringement notice, undertake prosecution action or refer the matter to another jurisdiction.
- 5.6. The consideration of the alternative courses of action under sub-clause 5.5 is entirely independent of any action taken to carry out remedial work where a statutory notice has been issued but not complied with, including the recovery by the City of costs of carrying out that work. In each case:
  - a. City officers are to consider the relative merits of the alternative courses of action; and
  - b. City officers are to provide information where reasonably possible to promote the objectives of education and future voluntary compliance.
- 5.7. Where the legislation provides for an offence relating to property, City officers are to ensure that the potential liability of any property owner is given consideration. Property includes land, vehicles and animals. Property owners have a primary and continuing responsibility for ensuring that their property is lawfully held, used and maintained.
- 5.8. The City's compliance actions are to be applied, having regard to the circumstances of each case and the resources available to the City, in accordance with the principles of timeliness, fairness, consistency and proportionality. The City's compliance actions are to be directed at promoting public confidence in the City's administration. Accordingly:
  - a. Prosecution action is not a 'last resort'; and
  - b. Prosecution action is to be undertaken whenever the circumstances warrant that action being taken.

- 5.9. Prior to commencing a prosecution, the City is to determine that the prosecution is in the 'public interest'. This requires the proper consideration of whether there are reasonable prospects of conviction, whether there are any relevant factors that support or do not support the taking of prosecution action, the relative merits of those factors, and not taking into account any irrelevant factors. Regard is to be given to the factors identified in the Director of Public Prosecutions' **'Statement of Prosecution Policy and Guidelines 2005'**.
- 5.10. Given the basis on which a prosecution is to be commenced, once a decision to prosecute has been made and a prosecution action has commenced, the prosecution action should only be discontinued where there is a sound persuasive basis for doing so.
- 5.11. Where the City prosecutes a person and the court convicts that person, the City is to give consideration to whether there is benefit in publishing notice of that conviction. Public notice of a conviction may serve to promote the general deterrent effect of prosecution action. Public notice of a conviction may also maintain community confidence that laws made for regulatory purposes will be actively and effectively applied.
- 5.12. Where the City has determined that it is in the public interest to take prosecution action in any matter, the CEO is to inform the Council of that decision at the next reasonable opportunity. The CEO is also to inform Council upon prosecution action being commenced in court and if, in any case, the prosecution action is withdrawn. Information in respect of prosecution decisions and actions is to be provided to Council on a confidential basis.
- 5.13. The CEO may make appropriate Staff Management Procedures relating to the processes to be followed, types of considerations to be taken into account and standards to be applied in order to deliver outcomes in accordance with the principles in this Policy.

## 6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995
- 6.2. Planning and Development Act 2005
- 6.3. Building Act 2011
- 6.4. Public Health Act 2016
- 6.5. Dog Act 1976 and Cat Act 2011
- 6.6. Bush Fires Act 1954
- 6.7. Criminal Procedure Act 2003
- 6.8. Council Policy 016 – Ranger & Emergency Services Approach to Regulatory Functions
- 6.9. Director Of Public Prosecutions - Statement of Prosecution Policy and Guidelines 2005

## 7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	12September 2018	Resolution #	C1809/182
Previous Adoption	DATE		Resolution #	



## 1. PURPOSE

- 1.1. The City applies a range of regulatory powers in providing for the good governance of the people in the District of Busselton. This includes enforcing laws that provide for offences.
- 1.2. The City's Compliance Policy is directed at –
  - a. supporting widespread understanding of minimum standards of conduct, and conduct that may render a person liable to prosecution;
  - b. applying legislation in accordance with the principles of timeliness, fairness, consistency and proportionality;
  - c. promoting a high level of voluntary compliance with the requirements of legislation, in particular by property owners;
  - d. supporting the Separation of Powers doctrine, under which the City's role is to take action to enforce laws and the court's role is to determine questions of fact and culpability;
  - e. taking enforcement action against persons who commit offences;
  - f. deterring persons from committing offences and protecting the community; and
  - g. promoting public confidence in the City's administration and exercise of regulatory powers.

## 2. SCOPE

- 2.1. This Policy is applicable to all offence (criminal law) provisions of legislation that the City has jurisdiction to enforce.

## 3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council Policy entitled "Compliance Policy"

## 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 - Leadership of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
  - a. 6.1: Governance systems, process and practices that are responsible, ethical and transparent.

## 5. POLICY STATEMENT

- 5.1. The City respects the fundamental value under our legal and political system of the inherent right of each citizen to freedom of action.



- 5.2. The City's role is to provide for good governance. This necessitates establishing and enforcing laws (rules) that necessarily impact on the freedom of the individual, where this is considered to be for the greater good of the community.
- 5.3. The City has the responsibility for taking action to ensure that regulatory (offence) laws are complied with. In carrying out this function, the City expressly acknowledges and respects the presumption of innocence in law, under which all citizens are presumed innocent until proven guilty in a competent court.
- 5.4. Where the City has information that indicates a potential contravention by a person of a regulatory law, the first principles to apply are as follows:
  - a. Information about alleged unlawful behaviour may come to the attention of City officers in a number of ways. In the first instance, City officers are to consider whether the information has sufficient substance to warrant further investigation and consideration and undertake any additional preliminary enquiries as may be considered appropriate;
  - b. Where there is sufficient information to form a preliminary view that a person has engaged in unlawful behaviour, City officers are to consider whether reasonable endeavours to communicate with the person, for the purpose of educating and achieving voluntary compliance, will be sufficient and appropriate to resolve the matter. This may include issuing a statutory notice requiring action to be taken by the person.
- 5.5. Where City officers form the view that education and negotiation to achieve voluntary compliance is not, or is unlikely to be, either sufficient or appropriate to properly resolve the matter, then consideration is to be given to whether to issue a letter of warning, issue an infringement notice, undertake prosecution action or refer the matter to another jurisdiction.
- 5.6. The consideration of the alternative courses of action under sub-clause 5.5 is entirely independent of any action taken to carry out remedial work where a statutory notice has been issued but not complied with, including the recovery by the City of costs of carrying out that work. In each case:
  - a. City officers are to consider the relative merits of the alternative courses of action; and
  - b. City officers are to provide information where reasonably possible to promote the objectives of education and future voluntary compliance.
- 5.7. Where the legislation provides for an offence relating to property, City officers are to ensure that the potential liability of any property owner is given consideration. Property includes land, vehicles and animals. Property owners have a primary and continuing responsibility for ensuring that their property is lawfully held, used and maintained.
- 5.8. The City's compliance actions are to be applied, having regard to the circumstances of each case and the resources available to the City, in accordance with the principles of timeliness, fairness, consistency and proportionality. The City's compliance actions are to be directed at promoting public confidence in the City's administration. Accordingly:
  - a. Prosecution action is not a 'last resort'; and
  - b. Prosecution action is to be undertaken whenever the circumstances warrant that action being taken.

- 5.9. Prior to commencing a prosecution, the City is to determine that the prosecution is in the 'public interest'. This requires the proper consideration of whether there are reasonable prospects of conviction, whether there are any relevant factors that support or do not support the taking of prosecution action, the relative merits of those factors, and not taking into account any irrelevant factors. Regard is to be given to the factors identified in the Director of Public Prosecutions' **'Statement of Prosecution Policy and Guidelines 2005-2018'**.
- 5.10. Given the basis on which a prosecution is to be commenced, once a decision to prosecute has been made and a prosecution action has commenced, the prosecution action should only be discontinued where there is a sound persuasive basis for doing so.
- 5.11. Where the City prosecutes a person and the court convicts that person, the City is to give consideration to whether there is benefit in publishing notice of that conviction. Public notice of a conviction may serve to promote the general deterrent effect of prosecution action. Public notice of a conviction may also maintain community confidence that laws made for regulatory purposes will be actively and effectively applied.
- 5.12. Where the City has determined that it is in the public interest to take prosecution action in any matter, the CEO is to inform the Council of that decision at the next reasonable opportunity. The CEO is also to inform Council upon prosecution action being commenced in court and if, in any case, the prosecution action is withdrawn. Information in respect of prosecution decisions and actions is to be provided to Council on a confidential basis.
- 5.13. The CEO may make appropriate Staff Management Procedures relating to the processes to be followed, types of considerations to be taken into account and standards to be applied in order to deliver outcomes in accordance with the principles in this Policy.


## 6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995  
6.2. Planning and Development Act 2005  
6.3. Building Act 2011  
6.4. Public Health Act 2016  
6.5. Dog Act 1976 and Cat Act 2011  
6.6. Bush Fires Act 1954  
6.7. Criminal Procedure Act 2003  
6.8. ~~Council Policy 016~~ Ranger & Emergency Services Approach to Regulatory Functions, December 2018  
6.9. Director Of Public Prosecutions - Statement of Prosecution Policy and Guidelines ~~2005~~2018

## 7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	12September 2018	Resolution #	C1809/182
Previous Adoption	DATE		Resolution #	

12.6 Policy and Legislation Committee - 27/05/2020 - RESCISSION OF COUNCIL POLICY: 025 BUILDING CONTROL - STANDARD OF SITE CLASSIFICATION FOR SUBDIVISIONS

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>SUBJECT INDEX</b>	Council Policies
<b>BUSINESS UNIT</b>	Development Control
<b>REPORTING OFFICER</b>	Development Control Coordinator - Ronald Wildschut
<b>AUTHORISING OFFICER</b>	Director, Engineering and Works Services - Oliver Darby
<b>NATURE OF DECISION</b>	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Council Policy 025: Building Control Standard Site Classification Subdivision 

**This item was considered by the Policy and Legislation Committee at its meeting on 27 May 2020, the recommendations from which have been included in this report.**

**COUNCIL DECISION AND COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**

**C2006/046** Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

**That the Council rescinds Council policy 'Building Control - Standard of Site Classification for Subdivisions' (Attachment A).**

**CARRIED 9/0**

**EN BLOC**

**EXECUTIVE SUMMARY**

This report recommends the rescission of Council policy 'Building Control – Standard of Site Classification for Subdivisions' (the 'Policy', Attachment A), with the Policy having been reviewed as part of the City's overall review of its Council policies, and the objectives of the Policy having been found to be achieved through alternative means.

**BACKGROUND**

The Policy outlines the parameters for the use of suitable fill-in subdivision development within the City of Busselton district. The Policy outlines the requirements of a site classification of 'A' to enable purchasers of lots within new subdivisions to build using minimum construction standards, without the need for individually engineered slabs and foundations.

The Policy further provides developers with the ability to, where they can demonstrate that achieving a site classification of 'A' is not practicable, seek City approval for a lesser site classification, through submission of certified designs for slabs and footings and the application of a Section 70A notification on the title of the subject lot/s.



**OFFICER COMMENT**

The requirement for lot site classification is addressed through the building licence application process. Further, the Australian Building Code requires “the foundation where the footing is to be located must be classified in accordance with AS 2870-2011 (Residential Slabs and Footings)”. City engineering officers monitor the standard of fill being imported into new subdivisions and review and approve the site classification, through the West Australian Planning Commission (WAPC) subdivision process.

The WAPC have standard conditions for subdivisions, with developers required to submit a pre-works geotechnical report, completed by a professional structural/geotechnical engineer. This report provides advice regarding the in situ ground conditions for the subdivision and recommendations on how to improve the ground conditions to achieve an acceptable site classification. City engineering officers then ensure that these recommendations are applied to the engineering designs submitted for that subdivision. At the completion of all subdivision works, and prior to clearances, a condition requiring the developer to submit a post-works geotechnical report has to be satisfied. This report will provide, among other details, a general site classification for the subdivision as a whole.

In reviewing the Policy, officers consider the objectives of the Policy are currently being met through this WAPC subdivision process and through the City’s building licence application process. As a result, officers recommend that the Policy be rescinded.

**Statutory Environment**

In accordance with section 2.7(2)(b) of the Act, it is the role of the Council to determine the local government’s policies. The Council does this on recommendation of a committee it has established in accordance with section 5.8 of the Act.

The subdivision process set out by the West Australian Planning Commission provides the framework within which the City can monitor and control the standard of controlled fill being imported and approve practicable site classification.

The City is also able to manage the required site classification at the building licence application stage. The Australian Building Code requires, for each individual lot, “the foundation where the footing is to be located must be classified in accordance with AS 2870-2011 (Residential Slabs and Footings)”.

**Relevant Plans and Policies**

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the 2017 Governance Service Review. The framework sets out the intent of Council policies, as opposed to operational documents such as Operational Practices.

**Financial Implications**

There are no financial implications associated with the officer recommendation.

**Stakeholder Consultation**

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

**Risk Assessment**

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

**Options**

As an alternative to the proposed recommendation the Council could:

1. Retain the policy in its current form; or
2. Retain and make amendments to the Policy.

**CONCLUSION**

The Policy has been reviewed and it is recommended that it be rescinded, as general site classification for new subdivisions are addressed through the WAPC subdivision application and clearance process, and site specific classification is addressed at the building licence application stage as a requirement of the Australian Building Code.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The Policy will be removed from the City's website within one week of Council's endorsement of the officer recommendation.

Last updated 13/04/2016

025	Building Control - Standard of Site Classification for Subdivisions	V4 Current
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**1. PURPOSE**

This policy is to ensure that uncontrolled fill is not used in subdivisions and ensures that fill and compaction is adequate. It helps to ensure that potential owners of lots are aware of site conditions.

**2. SCOPE**

This policy applies to new residential subdivisions within the City of Busselton.

**3. POLICY CONTENT**

New residential subdivisions within the City of Busselton are to be prepared and constructed to a standard where each lot within the subdivision reaches a site classification of 'A' (equivalent to a stable construction site) or a site classification as close to 'A' as practicable.

The objective of this policy is to enable purchasers of lots within new subdivisions to build using minimum residential construction standards, without the need for individually engineered footing and slab details. Where a new subdivision has not achieved a class 'A' status for every prospective dwelling site, the policy allows prospective purchasers to be informed of the cost implications and construction requirements for lots within the subdivision before making their decision to purchase.

Site classifications are defined in Australian Standard AS2870.1 - 1988 "Residential Slabs and Footings - Part 1: Construction" and range from 'A' which is stable, through 'S', 'M', 'H', 'E' and 'P', in increasing degree of instability or reactivity. Site classifications are to be certified by a practicing structural engineer in accordance with the provisions of AS2870.1 - 1988.

Conditions of subdivision will be recommended to the Department of Planning for new residential and special rural subdivisions as considered appropriate by the Chief Executive Officer to achieve the objectives of this policy. Conditions may include but are not limited to:

- A requirement to submit a geotechnical report and associated test results to Council with certification of the site classification of the existing un-subdivided property.
- A requirement to provide certification from a practicing structural engineer on completion of the subdivision confirming the site classification that has been achieved for each lot in the subdivision.

Where an applicant is able to demonstrate to the satisfaction of the Chief Executive Officer that achieving a site classification of 'A' is not practicable, then a lesser site classification may be approved.

Where a lesser site classification has been approved, the conditions of subdivision may include but are not limited to:

- A requirement to provide Council with engineer certified footing and slab construction details designed for site classifications that are applicable within the

Last updated 13/04/2016

subdivision. The details are to allow for both single and double-storey construction in a range of materials up to full brick. The details are to be provided on the basis that they will be made available by Council to members of the public as approved details for construction within the subdivision.

- A requirement for the developer to notify prospective purchasers of the site classifications within the subdivision and to provide a copy of engineered footing and slab details that are suitable as a minimum standard for the respective site classifications.

Where a site classification of "A" cannot be achieved, a section 70A notification will need to be placed on titles with the following wording:

Landfill has been placed on the lot, or the lot has been identified as requiring a Geotechnical Report which has been prepared and which provides a general site classification for the subdivision area. The nature of undertaking bulk earthworks and the variability of insitu soil conditions means the general classification cannot be guaranteed of individual lots. Further soil investigations will be required prior to housing design as the site classification may affect the design footings and the issue of a Building License for each individual lot. Determination of lot specific site classification for the purposes of footing and slab design remains the responsibility of the individual lot owner who should be aware that lot site classification may be different to the general site classification by the geotechnical consultant at the time of the subdivisional development.

#### **Policy Background**

Policy Reference No. - 025  
Owner Unit – Engineering and Works Services  
Originator – (Historical)  
Policy approved by – Council  
Date Approved – 13 April, 2016  
Review Frequency – As required  
Related Documents –  
Background/History – Implemented 12 April 1995

#### **History**


<b>Council Resolution</b>	<b>Date</b>	<b>Information</b>
C1604/080	13 April, 2016	Update to City Terminology and inclusion of Section 70A notification requirement. Version 4
C1103/072	9 March, 2011	Reviewed by Council and adopted without content change in accordance with the policy template. Version 3
C0412/435	8 December, 2004	Re-resolved as a continuing policy of the Council - no change
C011/037	24 January, 2001	Minor amendments to policy. Version 2
(P95/0077)	12 April, 1995	Date of implementation.

Last updated 13/04/2016

C95/0148		Version 1
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## 16. FINANCE AND CORPORATE SERVICES REPORT

### 16.1 LONG TERM FINANCIAL PLAN 2020/21 to 2029/30

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.4 Assets are well maintained and responsibly managed.
<b>SUBJECT INDEX</b>	Long Term Financial Plan ("LTFP")
<b>BUSINESS UNIT</b>	Finance and Corporate Services
<b>REPORTING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle Strategic Financial Management Accountant - Ben Robinson
<b>AUTHORISING OFFICER</b>	Chief Executive Officer - Mike Archer
<b>NATURE OF DECISION</b>	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A 2020-2030 Long Term Financial Plan - Version A 

### COUNCIL DECISION AND OFFICER RECOMMENDATION

**C2006/047** Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That the Council:

1. Acknowledges and receives the Draft Long Term Financial Plan 2020/21 to 2029/30 (Version A – Pre COVID-19) as provided in Attachment A as a guiding document for the City of Busselton;
2. Acknowledges that further remodelling of an updated Long Term Financial Plan 2020/21 to 2029/30 will need to occur that takes into consideration the impacts of the COVID-19 pandemic on the City's operations and the 2020/21 Annual Budget; and
3. Acknowledges the recommended projects and priorities listed within the above plans may be subject to change given the uncertainty in relation to future revenue and government funding due to the COVID-19 pandemic.

**CARRIED 9/0**

**EN BLOC**

### **EXECUTIVE SUMMARY**

The draft Long Term Financial Plan ("LTFP") has been rigorously reviewed and analysed over a 12 month period, followed by a series of four Councillor workshops. Following the workshops in February and March 2020, this report now presents the LTFP for formal consideration and endorsement by the Council as a guiding document.

The draft plan was prepared prior to the COVID-19 pandemic and therefore is suggested that Council consider this as a guiding document, while further development of a new LTFP taking into consideration these impacts takes place.

The Draft LTFP was also developed on the basis that it considered the Council's desire and subsequent CEO KPI to identify areas where savings could be made, to place downward pressure on the estimated annual rate increase to ratepayers.

## BACKGROUND

The development of the current draft LTFP began in 2019 following extensive work updating the previous version of the LTFP to include the updated capital programs, methodologies and assumptions. As a result of this process, officers chose to redevelop the LTFP from the existing model to rebuild it from scratch. This model was presented to Council and reflected a LTFP that is balanced and provides a clearer picture of the ensuing 10 years.

Council was presented with the first draft LTFP in the new format at a workshop on 26 February 2020. Along with the draft document, Council were also provided with an overview of the document and a presentation on the key aspects of the LTFP, including a detailed explanation of the proposed capital program.

Council participated in a further three workshops and subsequently officers made amendments to the LTFP based on feedback and advice from Council. A final draft was produced which is attached as Attachment A. This document would be used to develop the 2020/21 draft budget.

On 16 March 2020, both Victoria and Western Australia declared a State of Emergency in relation to the spread of COVID-19 into Australia. This particular issue, and the subsequent measures that have taken place since this announcement, have had an impact on the LTFP's projections and assumptions. In light of this, a second version is now being developed with revised assumptions to give both staff and Council a snapshot of what the impacts the pandemic may have on the City's finances. This version will be a working document and will continue to be refined as more is known about the impacts of COVID-19.

## OFFICER COMMENT

Local governments are required to plan for the future of their districts in accordance with the *Local Government Act 1995*. This is achieved by adhering to the Integrated Planning and Reporting Framework (IPRF) developed by the Department of Local Government, Sport and Cultural Industries (DLGSC) which incorporates the development and adoption of a number of key documents, including a Strategic Community Plan (SCP), a Corporate Business Plan (CBP) and the LTFP.

Whilst a SCP sets out the community's aspirations, visions and objectives over a 10-year period, a more detailed CBP identifies and prioritises the principal strategies and activities required to achieve the higher level SCP outcomes, over a four-year time frame.

The LTFP component is required to demonstrate a local government's financial capacity to resource its identified CBP actions, and also its ability to resource its asset management plan obligations and projected workforce growth requirements, as detailed in the relevant plans. The Financial Plan also identifies major areas of income and expenditure anticipated over the balance of the 10-year time frame.

At the City of Busselton, the LTFP is used as a high-level 'top-down' strategy-setting tool. As it is guided by the SCP, the end result of the LTFP informs the operations of the City. It allows the City to "look over the horizon" when making day-to-day decisions, in order to evaluate lifetime impact and ensures today's decisions are affordable into the future.

### LTFP Development

The LTFP has been developed from the ground up and uses the 2019/20 Annual Budget as the base year. The plan applies a number of assumptions which are used to extrapolate the LTFP out for a 10-year period.

Some of these broad assumptions included for the first three years are:

	2020-21	2021-22	2022-23
Nature or Type	1	2	3
<b>Revenue Drivers</b>			
Rates	2.75%	2.95%	3.50%
Operating grants, subsidies and contributions	2.00%	2.00%	2.00%
Fees and charges	2.00%	2.00%	2.00%
Interest on Investments	1.50%	1.50%	1.50%
Other revenue	2.00%	2.00%	2.00%
<b>Expenditure Drivers</b>			
Consumer Price Index	2.50%	2.50%	2.50%
Employee costs	2.25%	2.50%	2.50%
Materials and contracts	2.50%	2.75%	2.75%
Utility charges (electricity, gas, water etc.)	5.00%	5.00%	5.00%
Insurance expense	3.00%	3.00%	3.00%
Other expenditure	2.50%	2.50%	2.50%

These assumptions were made based on economic forecasts from WALGA and WA Treasury Department.

The LTFP continues to invest funds into the improvement of the City's built assets with an increase in funds applied to specific Reserve Accounts. These sources of funds are then used to increase investment in the City's assets. In addition funds are also allocated to ensure that new assets received from developers and the community are adequately funded and maintained. This is a continuation of the Council's long term strategy for its asset management.

The LTFP operates on a series of conservative assumptions with revenue set to grow modestly, whilst costs are set to grow quite significantly. As the LTFP is subject to a holistic review on an annual basis, assumptions are updated with each revision. Prudent fiscal management would suggest that the LTFP should plan for a scenario with a less than optimistic outcome; in the case that performance exceeds expectations, adjustments can be made at that time, but not before.

Following on from the approach in previous years, the LTFP remains a cornerstone of the decision-making process of the Council. Consequently, it is a 'living document', and is updated on a regular basis. It is constantly stress-tested to ensure financial decisions are made responsibly.

In addition, Council had also set a KPI for the CEO to present options to Council endeavouring to limit rate increases; that identify cost reduction measures including but not limited to savings in operational, capital, asset management and replacement methodologies and expenditures.

The CEO and senior staff embarked on a 12-month process and a series of workshops to discuss these options including the reworking of the capital works program, timing of asset management, keeping employee costs to a minimum and prudent budgeting of projects. As a result, the draft plan had been built on a significantly reduced rates increase throughout the 10-year period when compared with Council's previously adopted LTFP.



The following table indicates the comparison of rating increases from the draft plan to the 2017/18 LTFFP:

Rates Comparison	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28*	2028-29*	2029-30*			
Previously Adopted LTFFP	4.75%	4.75%	4.75%	4.75%	4.75%	4.75%	4.75%	4.75%	4.75%	4.75%			
Draft 2020/21 LTFFP	2.75%	2.95%	3.50%	3.50%	3.50%	3.75%	3.75%	3.75%	3.50%	3.50%			
Difference	-2.00%	-1.80%	-1.25%	-1.25%	-1.25%	-1.00%	-1.00%	-1.00%	-1.25%	-1.25%			
*Previous endorsed plan indicated rate increases until 2026-27. This table indicates the estimated increase expected in years 2027-28 to 2029-30 in comparison with the Draft LTFFP													

This table outlines the effect that the work undertaken in developing the draft LTFFP has had a significant impact on reducing the predicted rate increases into the future, effectively meeting Council's expectations. This has been achieved while still accounting for a healthy capital works program which includes the construction of the Busselton Entertainment Arts and Cultural Hub (BEACH) and the Sporting and Recreation Strategy.

#### Capital Works Program

A key component of the LTFFP is the capital works program. This section outlines individual project proposed to be undertaken over the next 10 years. These are based on the known projects listed in various existing City strategies and plans. This section is split into 7 categories being:

1. Asset Management, Renewal & Minor Upgrades
2. Waste Management
3. New & Continuing Projects – Organisational
4. New Projects - Recreational Strategy
5. Major Projects – Cultural
6. Busselton / Margaret River Airport – Development; and
7. Potential New Projects – Initiatives

In particular, category 4 has included the Sport and Recreation Strategy which was endorsed by Council in May 2020. The LTFFP assumes very little revenue being applied to these projects due to the uncertainty and competitive nature of the Community Sport and Recreation Facility Fund (CSRFF). Category 7 provides a list of projects that may not necessarily be funded, however Council may consider them into the future, lobby government for increased funding or require further consultation with the community.

Overall, the City plans to invest over \$304M in capital projects over the next 10 years. It is even more important that the City continues to embark on a steady capital program particularly in light of the current COVID-19 pandemic as capital works programs are able to stimulate the local economy.

#### Long Term Borrowings

The City's loan borrowings include loans specifically for assets as well as some self-supporting loans for community groups. With existing loan borrowing rates available to the City at approximately 1.8 – 2.5% the LTFFP includes borrowings for major projects such as the BEACH, upgrades to existing and new sporting facilities in accordance with the Sport and Recreation Strategy.

The City's borrowings will peak in year 5 of the LTFFP (\$32.5M). However, the City will finish paying significant loans after year 5 which will see the outstanding loan balance reducing to \$23.4M in year 10 and \$4.9M in year 15.

### City Reserves

The LTFP includes the existing 74 reserve accounts maintained which carry a total amount ranging from \$36.7M in year 1 to \$63M in year 10. A large number of these reserves are established in order to maintain key assets within the City such as the Busselton Jetty, Busselton Airport, Geographe Leisure Centre, City buildings, footpaths and cycle ways and road asset infrastructure. Each reserve is established for a purpose to ensure that no burden is placed on rates increases for unexpected expenditure.

The LTFP shows expenditure from Reserve funds totalling \$198.9M over the life of the plan on City projects and assets.

### Rates growth and projections

The City of Busselton is in a fortunate position where consistent growth is experienced within the annual rates base as the population grows within this popular region of the South West. The LTFP has taken an average rates growth rate of its rate base of 1.5%. This is a rate that is reviewed annually. In addition, rates levels have been set to allow for the City's asset management commitment and requirements. Rates increases range between 2.75% in year 1 to 3.5% in year 10.

### Employee Costs

The City's largest category in its operating expenditure costs are the employee costs. These costs range from 2.25% in year 1 to 3% in year 10. These assumptions were based on WA Treasury forecasts. The City has also committed to additional services predominately around the BEACH, and employee growth is expected to focus on this area of the operating expenses in the first 4 years of the plan.

### Annual Surplus / Deficit Position

The annual surplus and deficit position of the LTFP maintains modest levels with peak deficit of \$603k in year 7 to a peak surplus of \$262k in year 9. As these levels are well outside the 4 year planning cycle for the CBP, these levels are not of any great concern. As the LTFP is also adjusted annually, further changes can be made to rectify the net position at a later stage. At no stage does the surplus or deficit position move above or below 1% of rateable income.

### Development of LTFP Versions A & B

Currently, Australia is grappling with the public health and economic consequences of COVID-19. In terms of the economy, recent optimistic assumptions by KPMG in March 2020 expect that Australia's economic growth will decline by 0.9 per cent in 2020, amounting to a \$17B hit before slowly recovering in 2021. Given that the LTFP was expected to be adopted after the workshops from February through March, the assumptions used to build the LTFP are now outdated.

Due to the slow economic growth experienced in 2019, coupled with high household debt and low wage growth, the LTFP had already seen a number of revisions to previous overly optimistic growth assumptions in revenue, and arguably marginal increases to costs.

In preparation for the inevitable, City staff are also preparing a new version of the LTFP with revised assumptions on the understanding that this will be further developed once the full impact of COVID-19 on the City's operations is known. What is clear is that revenue is likely to be impacted and growth in certain areas of the plan will now be arrested. There will also be requirement for the City to consider assistance packages and expenditure in non-traditional areas to assist the community.

The new version of the LTFP will consider a 0% rate increase for 2020/21, 0% increase in fees and charges and revised assumptions around interest earned off investments and a revision of salaries and wages costs.

Once Council prepares and endorses its budget for 2020/21, this will be used as the new base year for the reworked model of the LTFP where further extrapolation of the assumptions will be undertaken. This is likely to affect the capacity to fund capital works and operations moving forward on the current Version A (Pre COVID-19) Plan.

### **Statutory Environment**

Local government are required as per Section 5.56 of the *Local Government Act 1995* to plan for the future of its district. Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996* provide specific guidance to local governments in relation to planning for the future.

The DLGSC has issued an Integrated Planning and Reporting Framework and Guidelines, and the LTFP is consistent with these requirements.

The IPRF looks to integrate matters relating to resources, including asset management, workforce planning and also long-term financial planning.

### **Relevant Plans and Policies**

The LTFP has been constructed and informed by the City's current SCP, Workforce Plan, 2019/20 Annual Budget and the current CBP.

### **Financial Implications**

The financial implications of the LTFP are detailed within the Plan but endorsing the Plan does not result in approval being given to implement any actions contained within it. Priorities will be included within the City's annual budget which will be considered in July 2020. The LTFP reflects the Council's broad strategic financial direction over the next ten year period, in line with its SCP and CBP.

### **Stakeholder Consultation**

The LTFP reflects the community's aspirations, vision and objectives as included in the SCP 2017 (Review 2019), and is consistent with the principal strategies and activities within the CBP 2019 - 2023. Consequently, no specific (external) consultation has been undertaken in relation to the content of the LTFP, as the projects incorporated will more than likely be the subject of further consultation and review.

Workshops were also held with Councillors and the Senior Management Group on 26 February, 4 March, 10 March and 18 March 2020.

### **Risk Assessment**

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

Risk of Financial Misstatement			
Risk Category	Risk Consequence	Likelihood of Consequence	Risk Level
Financial	Insignificant	Possible	Low

The LTFP is a guiding document only, and as such is designed as a planning tool to aid Council in making decisions regarding the funding and planning of City development. It is also a living document, with a formal adoption each year being just that; a formality, as the LTFP continues to be updated weekly and even daily at times. Business developments occurring from week to week can be tested in the document to determine whether preliminary decisions can be made with agility.

Nevertheless, due to the inherent nature of a financial forecast, the risk that projections may differ in comparison to reality is a real and likely possibility. Assumptions about linear growth, interest rate fluctuations and identified timeframes for capital project completion may not be achieved in reality.

Therefore, the LTFP should be used as a guide only.

### **Options**

As an alternative to the proposed recommendation the Council could:

- Further amend the content of the LTFP as it currently stands.
- Delay a formal adoption of the LTFP in favour of allowing the completion of the 2021 LTFP, which is reliant upon the 2020/21 base budget.

### **CONCLUSION**

The LTFP has been developed over a period of approximately 18 months and as such has been through many iterations. It has been updated to reflect the outcomes of Council workshops. It is however, early days in relation to the known impacts of the COVID-19 crisis and therefore further remodelling of Version B will be carried out upon the adoption of the 2020/21 annual budget.

It is important to effectively “draw a line in the sand” at the point in time where significant work was undertaken to develop the LTFP. This allows Council to set a direction and guidance to staff as the City’s plans and actions are developed in the short to medium term.

It is recommended that the Council acknowledges and receives the LTFP as presented, with an understanding that further remodelling of a new LTFP is underway to address the impact of the COVID-19 pandemic.

### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Subject to endorsement, the LTFP will act as a guiding document in developing the Council’s 2021/22 budget.



21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**

**Contents Page**

For the period 2020 - 2030

*Draft Base Scenario - Version 1*

Page 1	Forecast Rate Setting Statement
Page 3	Percentage Adjustments by Nature and Type
Page 4	Projected Rating Increase Analysis & Asset/Loan Management Planning Statement
Page 5	Forecast Statement of Capital Funding Summary
Page 7	Forecast Statement of Capital Funding by Category & Project
Page 18	Operational Funding Opportunities and Expenditures (Future) Included in LTFP
Page 21	Forecast Statement of Loan Balances and Repayments
Page 24	Forecast Statement of Loan Balances and Repayments - New and Existing Council Loans, per Category
Page 27	Forecast Statement of Capital Funding (New Loan Borrowings)
Page 28	Projected Reserves Schedule (Alphabetical Listing)
Page 30	Projected Reserves Schedule (Categorical Listing)
Page 46	Forecast Statement of Capital Funding (Reserves)
Page 49	Forecast Statement of Capital Funding (Third Party Contributions)
Page 50	Projected Rating Increase Model - Residential, Rural and Industrial
Page 51	Projected Employee Cost Reconciliation

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Forecast Rate Setting Statement  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

	Year 0 2019-20	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
<b>Revenues</b>												
Rates <sup>1</sup>	51,767,412	53,988,879	56,415,275	59,265,659	62,260,054	65,405,745	68,876,334	72,531,084	76,379,762	80,238,844	84,292,909	679,654,545
Operating grants, subsidies and contributions	4,977,647	4,942,271	5,000,946	5,048,705	5,134,450	5,217,991	5,311,804	5,398,456	5,493,928	5,584,253	5,683,475	52,816,279
Profit on asset disposals	70,050	-	-	-	-	-	-	-	-	-	-	-
Non-operating grants, subsidies and contributions	23,804,690	17,745,687	19,331,502	23,907,022	7,943,414	7,900,655	8,479,493	8,393,902	8,441,178	9,163,226	8,929,990	120,236,069
Fees and charges	16,292,090	18,263,298	19,072,305	21,332,106	22,243,363	23,271,165	24,710,743	25,363,356	26,004,434	26,624,957	27,262,460	234,148,187
Interest earnings	1,955,000	1,248,138	1,211,125	1,355,382	1,467,794	1,531,355	1,607,100	1,667,192	1,740,715	1,822,565	1,935,616	15,586,982
Other revenue	551,510	482,810	518,318	524,675	531,447	538,257	545,131	552,370	559,822	567,311	574,847	5,394,988
	99,418,399	96,671,083	101,549,471	111,433,549	99,580,522	103,865,168	109,530,605	113,906,360	118,619,839	124,001,156	128,679,297	1,107,837,050
<b>Expenses</b>												
Employee costs <sup>2</sup>	(33,313,930)	(34,210,021)	(35,286,667)	(37,042,293)	(38,213,282)	(39,997,888)	(41,662,685)	(43,394,542)	(45,231,934)	(47,105,528)	(49,091,976)	(411,236,816)
Materials and contracts	(19,048,249)	(17,373,911)	(18,206,634)	(19,570,961)	(20,381,943)	(21,097,262)	(22,291,191)	(23,150,304)	(23,796,923)	(24,518,273)	(25,176,919)	(215,564,321)
Materials and contracts - Donated Assets	-	(210,000)	(430,500)	(661,894)	(904,588)	(1,159,003)	(1,425,574)	(1,704,749)	(1,996,992)	(2,302,781)	(2,622,612)	(13,418,693)
Utility charges (electricity, gas, water etc.)	(2,774,257)	(2,779,696)	(2,919,182)	(3,065,682)	(3,219,524)	(3,381,095)	(3,550,792)	(3,728,995)	(3,916,163)	(4,112,712)	(4,319,141)	(34,992,982)
Depreciation on non-current assets	(22,870,222)	(23,475,780)	(25,472,390)	(27,114,213)	(28,742,027)	(30,466,496)	(32,292,121)	(34,163,436)	(35,777,786)	(37,383,690)	(39,485,086)	(314,373,025)
Interest expense	(1,273,688)	(1,198,851)	(1,227,493)	(1,243,076)	(1,207,406)	(1,223,168)	(1,227,287)	(1,125,606)	(1,052,182)	(1,059,535)	(1,080,784)	(11,645,388)
Loss on asset disposal	(147,269)	-	-	-	-	-	-	-	-	-	-	-
Insurance expense	(733,960)	(745,983)	(768,363)	(791,419)	(815,166)	(839,619)	(864,804)	(890,746)	(917,471)	(944,990)	(973,341)	(8,551,902)
Other expenditure	(4,995,811)	(6,795,625)	(5,280,966)	(4,726,259)	(4,562,875)	(4,476,657)	(4,921,119)	(5,142,267)	(5,128,966)	(5,089,598)	(5,672,390)	(51,796,722)
Discretionary Operational Funding - Unallocated <sup>3</sup>	-	(258,019)	(269,615)	(283,237)	(297,548)	(312,581)	(329,168)	(346,634)	(365,028)	(383,471)	(402,845)	(3,248,146)
	(85,157,386)	(87,047,886)	(89,861,810)	(94,499,034)	(98,344,359)	(102,953,769)	(108,564,741)	(113,647,279)	(118,183,445)	(122,900,578)	(128,825,094)	(1,064,827,995)
<b>Allocations</b>	2,161,452	2,259,537	2,316,017	2,373,905	2,433,252	2,494,081	2,556,427	2,620,329	2,685,839	2,752,975	2,821,790	25,314,152
<b>Grand Total</b>	16,422,465	11,882,734	14,003,678	19,308,420	3,669,415	3,405,480	3,522,291	2,879,410	3,122,233	3,853,553	2,675,993	68,323,207
<b>Adjustments for Cash Requirements</b>												
Depreciation on Assets	22,870,222	23,475,780	25,472,390	27,114,213	28,742,027	30,466,496	32,292,121	34,163,436	35,777,786	37,383,690	39,485,086	314,373,025
(Profit)/Loss on Sale of Assets	77,219	-	-	-	-	-	-	-	-	-	-	-
Movement in Non-Current Liabilities	-	580,000	582,500	600,500	580,500	630,500	625,000	615,500	623,000	623,000	623,000	6,083,500
<b>Net Income Available for Capital</b>	39,369,906	35,938,514	40,058,568	47,023,133	32,991,942	34,502,476	36,439,412	37,658,346	39,523,019	41,860,243	42,784,079	388,779,732

1. Refer to supporting schedule - Rates Model (page 50).

2. Refer to supporting schedule - Employee Costs Reconciliation (page 51).

3. Discretionary Operational Funding is currently set at 0.50% of rates levied in Years 1 - 10.

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Forecast Rate Setting Statement  
For the period 2020 - 2030  
*Draft Base Scenario - Version 1*

	Year 0 2019-20	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
<b>Capital and Investing Activities</b>												
Purchase - Land	(200,000)	(2,230,000)	(164,000)	(168,100)	(172,303)	(976,610)	(181,025)	(185,551)	(190,190)	(194,944)	(199,818)	(4,662,541)
Purchase - Buildings	(8,275,358)	(11,737,504)	(12,345,909)	(4,541,424)	(5,642,451)	(7,724,626)	(7,218,110)	(4,645,454)	(5,359,486)	(3,786,298)	(3,191,208)	(66,192,470)
Purchase - Plant & Equipment	(4,855,350)	(2,435,000)	(4,240,400)	(2,642,300)	(2,800,300)	(2,397,200)	(2,317,600)	(3,893,300)	(3,408,700)	(2,340,090)	(2,461,143)	(28,936,033)
Purchase - Furniture & Equipment	(1,113,069)	(553,000)	(566,537)	(580,562)	(687,252)	(609,680)	(707,081)	(810,968)	(747,415)	(768,309)	(852,718)	(6,883,522)
Purchase - Roads	(13,169,111)	(10,256,873)	(5,321,174)	(5,946,079)	(6,207,796)	(6,481,904)	(6,781,899)	(7,096,865)	(7,427,577)	(7,759,796)	(8,107,874)	(71,387,836)
Purchase - Bridges	(1,720,000)	(567,000)	(6,600,000)	-	(400,000)	-	-	-	-	-	-	(7,567,000)
Purchase - Car Parks	(1,398,522)	(490,001)	(256,875)	(1,063,939)	(771,197)	(278,655)	(286,318)	(594,192)	(302,282)	(310,595)	(319,137)	(4,673,192)
Purchase - Footpaths & Cycleways	(1,663,855)	(1,732,077)	(1,795,961)	(1,868,387)	(1,944,015)	(2,022,995)	(2,108,657)	(2,371,641)	(2,657,218)	(2,961,970)	(3,291,277)	(22,754,199)
Purchase - Parks, Gardens & Reserves	(16,427,284)	(5,370,169)	(3,706,010)	(4,101,952)	(2,990,665)	(4,226,307)	(5,325,799)	(3,624,607)	(6,496,116)	(9,830,857)	(8,738,390)	(54,410,872)
Purchase - Drainage	(193,251)	(357,000)	(365,925)	(375,073)	(384,450)	(394,061)	(403,913)	(587,328)	(789,389)	(818,441)	(848,689)	(5,324,268)
Purchase - Regional Airport & Industrial Park Infrastructure	(2,241,900)	(1)	-	(16,500,000)	-	-	-	-	-	-	-	(16,500,001)
Purchase - Other Infrastructure	-	(2,820,000)	(3,158,500)	(1,503,063)	(1,897,689)	(691,381)	(163,141)	(165,969)	(796,869)	(171,840)	(4,072,890)	(15,441,342)
Donated Assets	(8,224,000)	(5,814,623)	(5,989,062)	(6,168,735)	(6,353,796)	(6,544,408)	(6,740,742)	(6,942,963)	(7,151,252)	(7,365,789)	(7,586,764)	(66,658,135)
Proceeds From Sale of Assets	3,409,080	553,906	864,007	891,218	885,571	801,304	856,797	1,114,992	937,810	752,441	791,043	8,449,089
Repayment of Loan Principal - Council - Existing Loans	(3,297,412)	(2,976,397)	(2,961,067)	(3,025,693)	(3,068,417)	(2,778,434)	(3,518,519)	(2,768,233)	(2,191,756)	(1,460,454)	(1,109,283)	(25,858,253)
Repayment of Loan Principal - Council - New Loans	-	(203,674)	(639,997)	(1,014,942)	(1,327,972)	(1,733,722)	(2,133,820)	(2,362,674)	(2,604,879)	(2,989,246)	(3,410,648)	(18,421,574)
Repayment of Loan Principal - Self Supporting Loans - Existing	-	(68,628)	(51,104)	(49,584)	(51,224)	(52,908)	(51,220)	(52,916)	(23,036)	(17,304)	(8,896)	(426,820)
Repayment of Loan Principal - Self Supporting Loans - New	-	(9,052)	(208,482)	(413,532)	(441,807)	(472,532)	(503,729)	(538,061)	(575,386)	(613,807)	(653,712)	(4,430,100)
Proceeds from Borrowings	150,000	4,700,000	9,200,000	3,275,000	3,850,000	5,500,000	3,500,000	1,050,000	3,800,000	4,300,000	4,300,000	43,475,000
Advances to Community Groups	(150,000)	(200,000)	(4,200,000)	(200,000)	(250,000)	(250,000)	(250,000)	(300,000)	(300,000)	(300,000)	(300,000)	(6,550,000)
Self-Supporting Loan Principal Income	76,055	77,680	259,586	463,116	493,031	525,440	554,949	590,977	598,422	631,111	662,608	4,856,920
Transfers to Restricted Assets - Contributions	(60,100)	-	-	-	-	-	-	-	-	-	-	-
Transfers from Restricted Assets	6,319,121	-	-	-	-	-	-	-	-	-	-	-
Transfers to Reserves	(21,928,731)	(17,700,592)	(18,383,184)	(19,166,976)	(19,986,287)	(20,915,299)	(22,015,353)	(23,334,885)	(24,718,009)	(25,996,713)	(27,531,676)	(219,748,974)
Transfers from Reserves	33,992,705	25,439,037	22,127,916	18,761,337	18,844,647	19,209,280	20,835,718	21,401,418	22,263,159	22,648,176	26,563,876	218,094,564
Transfers to Building Reserves	-	(1,864,963)	(2,211,694)	(2,397,006)	(2,750,818)	(3,170,464)	(3,472,548)	(3,685,314)	(3,888,419)	(4,082,859)	(4,332,099)	(31,856,184)
Transfers from Building Reserves	-	1,075,875	848,530	1,288,186	1,288,213	1,157,765	1,841,042	1,623,607	2,490,207	2,106,844	2,066,169	15,786,438
Transfers to Busselton Jetty Tourist Park Reserve	-	(546,002)	(552,945)	(560,087)	(562,818)	(564,586)	(566,260)	(566,760)	(566,559)	(566,445)	(567,954)	(5,620,416)
Transfers from Busselton Jetty Tourist Park Reserve	-	243,600	217,690	401,882	441,179	420,583	470,098	484,725	444,468	299,330	469,313	3,892,868
<b>Total Capital Expenditure</b>	<b>(40,970,982)</b>	<b>(35,842,458)</b>	<b>(40,201,097)</b>	<b>(47,206,694)</b>	<b>(32,888,616)</b>	<b>(34,671,401)</b>	<b>(36,687,130)</b>	<b>(38,261,963)</b>	<b>(39,660,472)</b>	<b>(41,597,856)</b>	<b>(42,731,166)</b>	<b>(389,748,853)</b>
<b>Surplus (Deficit) Prior to Application of Surplus C/F</b>	<b>(1,601,076)</b>	<b>96,056</b>	<b>(142,529)</b>	<b>(183,561)</b>	<b>103,326</b>	<b>(168,925)</b>	<b>(247,718)</b>	<b>(603,617)</b>	<b>(137,453)</b>	<b>262,387</b>	<b>52,913</b>	<b>(969,121)</b>
2018/19 Budgeted Surplus Carried Forward	1,601,076											
<b>Surplus (Deficit)</b>	<b>-</b>											

1. Refer to supporting schedule - Rates Model (page 50).
2. Refer to supporting schedule - Employee Costs Reconciliation (page 51).
3. Discretionary Operational Funding is currently set at 0.50% of rates levied in Years 1 - 10.



21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Percentage Adjustments by Nature and Type  
For the period 2020 - 2030  
*Draft Base Scenario - Version 1*

Nature or Type	Description	2020-21 Year 1	2021-22 Year 2	2022-23 Year 3	2023-24 Year 4	2024-25 Year 5	2025-26 Year 6	2026-27 Year 7	2027-28 Year 8	2028-29 Year 9	2029-30 Year 10
<b>Revenue Drivers</b>											
Rates	Proposed rate increases	2.75%	2.95%	3.50%	3.50%	3.50%	3.75%	3.75%	3.75%	3.50%	3.50%
Operating grants, subsidies and contributions	Expected grant percentage increases	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Fees and charges	Maintained at fixed percentage across years	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Interest on investments <sup>1</sup>	Adjusted according to low interest rate environment	1.50%	1.50%	1.50%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Other revenue	Tied to Fees & Charges	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
<b>Expenditure Drivers</b>											
Consumer Price Index	Based on WA Consumer Price Index	2.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Employee costs	Based on National Wage Price Index	2.25%	2.50%	2.75%	2.75%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Materials and contracts	Aligns with Local Government Cost Index	2.25%	2.50%	2.50%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
Utility charges (electricity, gas, water etc.)	Reflects forecast of energy price increases	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Insurance expenses	Subject to claims and unforeseen events	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Interest on borrowings	Pertains to the Performing Arts/Convention Centre loan	2.07%	2.07%	2.07%	2.07%	2.07%	2.07%	2.07%	2.07%	2.07%	2.07%
Interest on borrowings	Pertains to all other loans	2.07%	2.07%	3.00%	3.00%	4.00%	4.00%	4.00%	4.50%	4.50%	4.50%
Other expenditure	Tied to WA CPI Forecasts	2.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

1. Interest rates do not include 0.70% State Government Guarantee Levy. This cost is included within the base of the Municipal Fund as a financing cost. It is calculated on the closing balance of the Council Loans. Page 3 of 51

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Projected Rating Increase Analysis & Asset/Loan Management Planning Statement  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
<b>A. Economic Drivers</b>										
Forecast Treasury Rates to cover WA Consumer Price Index / LGCI / Utilities	2.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Additional Costs for Donated New Assets Annually - New Subdivisions	0.41%	0.41%	0.41%	0.41%	0.41%	0.40%	0.40%	0.40%	0.40%	0.40%
<b>Base Increase</b>	<b>2.66%</b>	<b>2.91%</b>	<b>2.91%</b>	<b>2.91%</b>	<b>2.91%</b>	<b>2.90%</b>	<b>2.90%</b>	<b>2.90%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>B. Asset Management Funding to bring City's Current Allocations to Appropriate Levels as per Asset Management Plan - Transfers to Reserves</b>										
Existing Building Assets from 1.75% to 2.50% of Replacement Value over 6 years by Increment of 0.125% pa	0.31%	0.28%	0.27%	0.27%	0.26%	0.26%	0.07%	0.07%	0.07%	0.07%
New Building Assets as per Capital Works Plan - stepped to 2.50% of Replacement Value	0.00%	0.03%	0.00%	0.30%	0.37%	0.15%	0.20%	0.16%	0.16%	0.21%
Roads (7.00% including Municipal Fund Allocation - now achieved)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Footpaths & Cycleways increasing by 1.00% of rates income over 4 years	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.25%	0.25%	0.25%	0.25%
Parks & Gardens increasing by 1.00% of rates income over 4 years	0.00%	0.25%	0.25%	0.25%	0.25%	0.00%	0.00%	0.00%	0.00%	0.00%
Corporate IT increasing by 0.25% of rates income in Year 1	0.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other Infrastructure / Drainage / Signage / Etc. increasing by 0.50% of rates income over 2 years	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.25%	0.25%	0.00%	0.00%
Climate Adaptation increasing by 1.00% of rates income (currently 0.75% of Rates)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.25%	0.25%	0.25%	0.25%
<b>Additional Cost of New Asset Management Initiatives on Rates</b>	<b>0.56%</b>	<b>0.56%</b>	<b>0.53%</b>	<b>0.82%</b>	<b>0.89%</b>	<b>0.41%</b>	<b>1.02%</b>	<b>0.99%</b>	<b>0.73%</b>	<b>0.77%</b>
<b>C. Allowance for Operational Costs for New Assets as included</b>										
Performing Arts/Convention Centre (BEACH) - Net Operating Costs	0.24%	0.29%	1.10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other New Facilities/Services - Net Operating Costs	0.69%	0.09%	0.00%	0.05%	0.94%	1.06%	0.98%	0.58%	0.72%	0.59%
<b>Additional Cost of Allowance for Operations Costs on Rates</b>	<b>0.93%</b>	<b>0.38%</b>	<b>1.10%</b>	<b>0.05%</b>	<b>0.94%</b>	<b>1.06%</b>	<b>0.98%</b>	<b>0.58%</b>	<b>0.72%</b>	<b>0.59%</b>
<b>D. Increase on Rates as a result of New Loan Borrowings for Capital Works</b>	<b>0.97%</b>	<b>1.03%</b>	<b>0.63%</b>	<b>0.70%</b>	<b>1.03%</b>	<b>0.60%</b>	<b>0.13%</b>	<b>0.60%</b>	<b>0.65%</b>	<b>0.62%</b>
<b>E. Reduction on Rates as a Result of Existing Loans Extinguished (Refer Loan Worksheets)</b>										
Total Existing Loan Repayment Reduction as Percentage of Rates	-0.71%	-0.23%	-0.07%	-0.11%	-0.63%	0.95%	-1.25%	-0.92%	-1.05%	-0.50%
Loan for Lot 40 Vasse Highway Repaid - \$850,000 Balloon Payment	0.00%	0.00%	0.00%	0.00%	0.00%	-1.27%	0.00%	0.00%	0.00%	0.00%
<b>Additional Percentage of Rates Released</b>	<b>-0.71%</b>	<b>-0.23%</b>	<b>-0.07%</b>	<b>-0.11%</b>	<b>-0.63%</b>	<b>-0.32%</b>	<b>-1.25%</b>	<b>-0.92%</b>	<b>-1.05%</b>	<b>-0.50%</b>
<b>Cost of Business/New Initiatives = A+B+C+D-E</b>	<b>4.40%</b>	<b>4.65%</b>	<b>5.10%</b>	<b>4.36%</b>	<b>5.12%</b>	<b>4.66%</b>	<b>3.79%</b>	<b>4.15%</b>	<b>3.54%</b>	<b>3.98%</b>
<b>Rates Growth Factored into LTFP (New Rateable Assessments)</b>	<b>1.54%</b>	<b>1.54%</b>	<b>1.55%</b>	<b>1.55%</b>	<b>1.55%</b>	<b>1.56%</b>	<b>1.56%</b>	<b>1.56%</b>	<b>1.55%</b>	<b>1.55%</b>
<b>Total Proposed Rates Increase</b>	<b>2.75%</b>	<b>2.95%</b>	<b>3.50%</b>	<b>3.50%</b>	<b>3.50%</b>	<b>3.75%</b>	<b>3.75%</b>	<b>3.75%</b>	<b>3.50%</b>	<b>3.50%</b>
	<b>4.29%</b>	<b>4.49%</b>	<b>5.05%</b>	<b>5.05%</b>	<b>5.05%</b>	<b>5.31%</b>	<b>5.31%</b>	<b>5.31%</b>	<b>5.05%</b>	<b>5.05%</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

City of Bussetton														
Forecast Statement of Capital Funding Summary														
For the period 2020 - 2030														
Draft Base Scenario - Version 1														
Strategy	Category	Project	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total	
1	Asset Management, Renewal & Minor Upgrades													
	1.1	Boat Ramps Construction - Capital Works	50,000	51,250	52,531	53,845	55,191	56,570	57,985	59,434	60,920	62,443	560,169	
	1.2	Bridges Construction (As per MRWA)	567,000	6,600,000		400,000							7,567,000	
	1.3	Buildings Capital Works - Asset Management Plan	624,500	808,090	993,408	1,076,675	936,209	1,185,970	673,606	1,242,529	842,904	830,545	9,214,437	
	1.4	Buildings Capital Works - Smiths Beach Toilets	200,000										200,000	
	1.5	Bussetton Jetty Tourist Park - Capital Works	80,000	50,000	230,000	265,000	240,000	285,000	295,000	250,000	100,000	265,000	2,060,000	
	1.6	Car Parking Construction and Renewal - Capital Works	1	206,875	263,939	271,197	278,655	286,318	294,192	302,282	310,595	319,137	2,533,192	
	1.7	CBD Townscape Construction Projects - Capital Works	516,038	539,230	566,475	595,096	625,163	658,336	693,269	730,055	766,941	805,691	6,496,292	
	1.8	Cemeteries - Capital Works	100,000	82,000	84,050	86,151	88,305	90,513	92,775	95,095	97,472	99,909	916,271	
	1.9	Centennial Park Abolitions Replacement	300,000										300,000	
	1.10	Churchill Park Upgrades - Capital Works	162,000	166,050	170,201	74,456	76,318	78,226	80,181	82,186	84,240	86,346	1,060,205	
	1.11	Coastal Protection Capital Works - Asset Management Plan	399,000	408,110	417,430	427,560	437,941	448,580	459,483	470,658	482,110	493,848	4,444,721	
	1.12	Corporate IT System Upgrades	100,000	102,500	105,063	200,000	110,381	113,141	200,000	118,869	121,840	200,000	1,371,794	
	1.13	Drainage, Underground Power and Other Infrastructure - Capital Works	357,000	365,925	375,073	384,450	394,061	403,913	387,328	789,389	818,441	848,689	5,324,268	
	1.14	Footpaths & Cycleways Construction - Capital Works	1,116,038	1,256,730	1,301,913	1,348,919	1,397,832	1,450,322	1,678,371	1,927,163	2,195,029	2,485,596	16,157,903	
	1.15	Furniture, Office Equipment & Technology/Software - Capital Works	443,000	454,037	465,499	477,252	489,299	583,940	600,968	618,547	636,469	642,718	5,411,728	
	1.16	General City Natural Reserves - Capital Works												
	1.17	Meelup Regional Park - Capital Works	168,000	173,047	178,238									
	1.18	Parks and Gardens / Reserves - Capital Works	435,166	902,102	1,633,465	1,830,305	2,043,746	2,112,383	2,183,668	2,257,714	2,332,791	2,410,687	18,142,026	
	1.19	Plant Replacement Program	1,290,000	2,195,400	2,966,300	1,982,600	1,961,700	2,012,400	1,769,500	1,668,700	1,580,090	1,791,143	18,318,033	
	1.20	Port Geographic Development - Capital Works	118,000	51,250	52,531	53,845	55,191	56,570	57,985	59,434	60,920	62,443	628,169	
	1.21	Providence - Asset Management Plan	50,000	50,000	371,000	50,000	262,000	50,000	50,000	548,542	50,000	50,000	1,531,542	
	1.22	Vasse - Asset Management Plan	50,000	50,000	466,000	50,000	84,000	50,000	50,000	20,710	50,000	50,000	920,710	
	1.23	Roads & Streets Renewal District Wide - Asset Management Plan	8,957,291	4,350,310	4,742,320	4,943,218	5,153,433	5,382,935	5,623,669	5,876,209	6,130,046	6,395,781	57,555,212	
	1.24	Miscellaneous Land Purchases	100,000	102,500	105,063	107,689	110,381	113,141	115,969	118,869	121,840	124,886	1,120,338	
1.25	Bussetton Jetty Forecasted Maintenance Capital Works Plan	670,000	758,500	303,063	297,689	491,381	113,141	115,969	29	646,869	121,840	4,022,886		
	Asset Management, Renewal & Minor Upgrades Total		16,853,034	19,723,907	14,943,562	15,159,533	15,479,362	15,724,479	15,877,620	18,085,897	17,172,201	22,260,642	171,280,236	
2	Waste Management													
	2.1	Waste Management - Capital Works	3,405,000	3,405,000	1,736,000	2,477,700	1,345,500	315,000	2,133,800	1,950,000	770,000	680,000	18,218,000	
	2.2	Alternative Waste Disposal Initiatives						1,500,000				2,500,000	1,500,000	5,500,000
	2.3	Provision for Contaminated Site(s)												
	Waste Management Total		3,405,000	3,405,000	1,736,000	2,477,700	1,345,500	1,815,000	2,133,800	1,950,000	3,270,000	2,180,000	23,718,000	
3	New & Continuing Projects - Organisational													
	3.1	Bussetton War Memorial Relocation		500,000										500,000
	3.2	Bussetton/Dunsborough - Major Traffic Improvements	1,096,581	770,864	1,203,758	1,264,578	1,328,471	1,398,963	1,473,196	1,551,367	1,629,750	1,712,093	13,429,621	
	3.4	Dunsborough Library - New						2,000,000					2,000,000	
	3.5	Dunsborough New Nature Based Playground - Capital Works	40,000	900,000									940,000	
	3.6	Dunsborough Non-Potable Water Network		500,000				500,000	1,000,000				2,000,000	
	3.7	Energy Efficiency Initiatives	103,000	105,319	107,952	110,651	113,417	116,252	119,159	122,137	125,191	128,321	1,151,399	
	3.8	Main City Works Depot - Upgrade/Improvements												
	3.9	Mitchell Park Upgrade - Capital Works	490,000	1							3,000,000		3,000,000	
	3.10	New Commonage Fire Shed/Community Facility			750,000								750,000	
	3.11	Parks and Gardens/Reserves - Smart Technologies	100,000	102,500	105,063	107,689	110,381	113,141	115,969	118,869	121,840	124,886	1,120,338	
	3.12	Rails to Trails (Wadandi Track) - Capital Works	100,000	102,500	105,063	107,689	110,381	113,141	115,969	118,869	121,840	124,886	1,120,338	
	3.13	Vasse River Beautification Project (Bridge to Bridge)	28,000	28,700	29,418	30,153	30,907	31,679	32,471	33,283	34,115	34,968	313,695	
	3.14	Bussetton Foreshore Redevelopment (Final Completion)	823,000	450,000									1,273,000	
	3.15	City Solar Farm		1,000,000									1,000,000	
	3.16	Sues Road Land Purchase / Sale of Ambergate Land	50,000										50,000	
	3.18	Old Dunsborough Boat Ramp Precinct - Cafe/Kiosk			250,000								250,000	
	3.19	Barnard Park East Reserve	30,000	30,000	30,000	30,000	30,000						150,000	
	3.20	CCTV Extension Programme/Safer Cities	50,000	50,000	50,000	50,000	50,000	50,000					250,000	
	3.21	LED Streetlighting Replacement Program	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000	
	New & Continuing Projects - Organisational Total		3,460,581	4,089,884	2,681,253	1,750,760	2,323,558	4,823,176	1,906,765	4,994,525	2,082,737	2,175,155	30,288,393	

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Forecast Statement of Capital Funding Summary  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

Strategy	Category	Project	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
4	<b>New Projects - Recreational Strategy</b>												
	4.1	Dunsborough Lakes Sporting Precinct (Stage 1)	2,350,000		2,750,000								5,100,000
	4.2	Dunsborough Country Club Extension		300,000									300,000
	4.3	Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking	180,000		500,000			1,250,000					1,930,000
	4.4	Geographe Leisure Centre - Wet Area Expansion - Capital Works				3,600,000							3,600,000
	4.5	Geographe Leisure Centre Stadium/Dunsborough Lakes Sporting Precinct (DLSP) - 2 or 3 Courts					5,250,000						5,250,000
	4.6	Dunsborough Playing Fields						450,000					450,000
	4.7	Yalyalup Community Oval/Pavilion Development					1,200,000	1,000,000	2,100,000				4,300,000
	4.8	Naturaliste Community Centre (Multi-Purpose Space/Upgrade) - Capital Works							750,000				750,000
	4.9	Increasing Sports Spaces Carrying Capacity - Outdoor Spaces		200,000		210,125		220,763		231,939		243,681	1,106,507
	4.10	Squash Facility District			75,000					200,000			275,000
	4.11	Bovell Park - Major Upgrades / Expansion - Regional Facilities - Capital Works								2,500,000	5,000,000	5,000,000	12,500,000
	4.12	Dunsborough Lakes Sporting Precinct (Stage 2)								1,200,000			1,200,000
	4.13	Planning & Design Studies for Implementation of Recreational Planning Study Outcomes	100,000	102,500	105,063	200,000	205,000	210,125	207,689	212,881	218,203	223,658	1,785,120
<b>New Projects - Recreational Strategy Total</b>			<b>2,630,000</b>	<b>602,500</b>	<b>3,430,063</b>	<b>4,010,125</b>	<b>6,655,000</b>	<b>3,130,888</b>	<b>3,057,689</b>	<b>3,144,820</b>	<b>6,418,203</b>	<b>5,467,339</b>	<b>38,546,626</b>
5	<b>Major Projects - Cultural</b>												
	5.1	Performing Arts/Convention Centre (BEACH) - Stage 1	10,200,000	10,700,000									20,900,000
	5.3	Upgrade Art Geo Complex - Capital Works							1,000,000				1,000,000
<b>Major Projects - Cultural Total</b>			<b>10,200,000</b>	<b>10,700,000</b>					<b>1,000,000</b>				<b>21,900,000</b>
6	<b>Busselton / Margaret River Airport - Development</b>												
	6.1	BMRA Terminal - New			16,500,000								16,500,000
	<b>Busselton / Margaret River Airport - Development Total</b>				<b>16,500,000</b>								<b>16,500,000</b>
7	<b>Projects - Under Consideration</b>												
	7.5	Busselton City Centre Townscape Upgrade	1										1
	7.6	Busselton Non-Potable Water Network	1										1
	7.7	Dunsborough & Busselton Boating Facilities	1										1
	7.8	Ford Road Construction							1				1
	7.9	Lower Vasse River Living Streams	1										1
	7.10	Old Dunsborough Boat Ramp Precinct - Jetty Extension			1								1
	7.11	Development of Former Masonic Lodge Campsite at Locke Estate	1	1									2
	7.12	Dunsborough-Yallingup Bicycle Path							1				1
	7.13	Climate Change Initiatives										1	1
	7.14	Smart/Connected Cities Initiatives										1	1
	7.16	Dark Sky City Initiatives										1	1
	7.18	City/Regional Deals										1	1
	7.21	Dunsborough Aquatic Facility										1	1
	7.22	GLC Aquatic Facility										2	2
	7.23	Establishment of Creative Industries Hub	1										1
	7.24	Airport General Aviation Precinct	1										1
	(blank) ???		3										3
	7.25	Dunsborough Car Parking Land	2,000,000			500,000							2,500,000
<b>Projects - Under Consideration Total</b>			<b>2,000,010</b>	<b>1</b>	<b>1</b>	<b>500,000</b>			<b>2</b>			<b>7</b>	<b>2,500,021</b>
<b>Grand Total</b>			<b>38,548,625</b>	<b>38,521,291</b>	<b>39,290,878</b>	<b>23,898,118</b>	<b>25,803,420</b>	<b>25,493,543</b>	<b>23,975,876</b>	<b>28,175,242</b>	<b>28,943,141</b>	<b>32,083,143</b>	<b>304,733,276</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Forecast Statement of Capital Funding by Category & Project  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

Strategy	Category	Project	Sub Project	Funding Source	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
1	<b>Asset Management, Renewal &amp; Minor Upgrades</b>														
	1.1	Boat Ramps Construction - Capital Works	Annual Allocation	Municipal Funds	50,000	51,250	52,531	53,845	55,191	56,570	57,985	59,434	60,920	62,443	560,169
		<b>Boat Ramps Construction - Capital Works Total</b>			<b>50,000</b>	<b>51,250</b>	<b>52,531</b>	<b>53,845</b>	<b>55,191</b>	<b>56,570</b>	<b>57,985</b>	<b>59,434</b>	<b>60,920</b>	<b>62,443</b>	<b>560,169</b>
	1.2	Bridges Construction (As per MRWA)	Adams Road Bridge 3404A	Main Roads WA Grant		250,000									250,000
			Boallia Road Bridge 4854	Main Roads WA Grant		400,000									400,000
			Forrest Beach Road Bridge 3447A	Main Roads WA Grant		750,000									750,000
			Kaloorup Road Bridge 3381	Main Roads WA Grant		500,000									500,000
			Queen Street Bridge 0240A	Main Roads WA Grant		4,000,000									4,000,000
			Quindalup South Road Bridge 4823	Main Roads WA Grant				400,000							400,000
			Tuart Drive Bridge 0238	Main Roads WA Grant	567,000										567,000
			Wildwood Road Bridge 3346	Main Roads WA Grant		400,000									400,000
			Williamson Road Bridge 3480A	Main Roads WA Grant		300,000									300,000
		<b>Bridges Construction (As per MRWA) Total</b>			<b>567,000</b>	<b>6,600,000</b>		<b>400,000</b>							<b>7,567,000</b>
	1.3	Buildings Capital Works - Asset Management Plan	Aged Housing Capital Improvements - Harris Road	Joint Venture Aged Housing Reserve (Harris/Winderup)	12,000	12,300	12,608	12,923	13,246	13,577	13,916	14,264	14,621	14,986	134,441
			Aged Housing Capital Improvements - Winderup	Joint Venture Aged Housing Reserve (Harris/Winderup)	24,000	24,600	25,215	25,845	26,492	27,154	27,833	28,528	29,242	29,973	268,881
			Airport Terminal Building - Existing	Airport Existing Terminal Building Reserve										35,574	35,574
			Airport Terminal Building - Existing	Airport Infrastructure Renewal Reserve		12,220	9,198	18,922	15,242	38,238		9,198			103,018
			Barnard Park Sports Pavilion	Barnard Park Sports Pavilion Building Reserve		7,748	5,832	11,998	9,665	24,245		5,832		25,495	90,815
			Busseton Library	Busseton Library Building Reserve	5,000	12,254	9,224	18,974	15,285	38,343		9,224		39,168	147,472
			City Administration Building	Civic and Administration Building Reserve		173,880	27,720	96,600	72,240	173,880		212,333		108,984	865,637
			Community Resource Centre (CRC)	Busseton Community Resource Centre Reserve	50,000	32,545	7,089	35,123	18,475	32,545	19,763	85,284			280,824
			General Buildings Asset Renewal Allocation	Building Asset Renewal Reserve Fund - General Buildings Reserve	150,000	212,688	481,301	545,001	303,344	365,649	206,074	405,291	328,000	456,410	3,453,758
			Geographe Leisure Centre (GLC)	Geographe Leisure Centre Building (GLC) Reserve	253,500	285,137	388,706	267,867	396,250	353,308	400,008	407,535	466,041	39,895	3,258,248
			Naturaliste Community Centre (NCC)	Naturaliste Community Centre Building (NCC) Reserve	130,000	15,968	7,336	17,342	22,571	59,361	6,012	45,859	5,000	22,000	331,449
			Railway House	Railway House Building Reserve (50%)		7,590	10,780	8,800	29,480	24,750		10,780		21,340	113,520
			Youth and Community Activities Building (YCAB)	Youth and Community Activities Building Reserve		11,160	8,400	17,280	13,920	34,920		8,400		36,720	130,800
		<b>Buildings Capital Works - Asset Management Plan Total</b>			<b>624,500</b>	<b>808,090</b>	<b>993,408</b>	<b>1,076,675</b>	<b>936,209</b>	<b>1,185,970</b>	<b>673,606</b>	<b>1,242,529</b>	<b>842,904</b>	<b>830,545</b>	<b>9,214,437</b>
	1.4	Buildings Capital Works - Smiths Beach Toilets	Refurbishment/upgrade of old toilet blocks	Building Asset Renewal Reserve Fund - General Buildings Reserve	200,000										200,000
		<b>Buildings Capital Works - Smiths Beach Toilets Total</b>			<b>200,000</b>										<b>200,000</b>
	1.5	Busseton Jetty Tourist Park - Capital Works	Asset Management Spend - Yearly Allocation	Busseton Jetty Tourist Park Reserve	80,000	50,000	230,000	265,000	240,000	285,000	295,000	250,000	100,000	265,000	2,060,000
		<b>Busseton Jetty Tourist Park - Capital Works Total</b>			<b>80,000</b>	<b>50,000</b>	<b>230,000</b>	<b>265,000</b>	<b>240,000</b>	<b>285,000</b>	<b>295,000</b>	<b>250,000</b>	<b>100,000</b>	<b>265,000</b>	<b>2,060,000</b>
	1.6	Car Parking Construction and Renewal - Capital Works	Annual Allocation	City Car Parking and Access Reserve		206,875	263,939	271,197	278,655	286,318	294,192	302,282	310,595	319,137	2,533,191
			Annual Allocation - reduce to nil Year 1 - funds allocated to Busseton Foreshore Redevelopment	City Car Parking and Access Reserve	1										1
		<b>Car Parking Construction and Renewal - Capital Works Total</b>			<b>1</b>	<b>206,875</b>	<b>263,939</b>	<b>271,197</b>	<b>278,655</b>	<b>286,318</b>	<b>294,192</b>	<b>302,282</b>	<b>310,595</b>	<b>319,137</b>	<b>2,533,192</b>



21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Forecast Statement of Capital Funding by Category & Project  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

Strategy	Category	Project	Sub Project	Funding Source	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
	1.7	CBD Townscape Construction Projects - Capital Works	Busseton Improvements	CBD Enhancement Reserve		539,230	566,475	595,096	625,163	658,336	693,269				3,677,567
			Dunsborough Improvements	CBD Enhancement Reserve	516,038										516,038
			Unallocated Improvements	CBD Enhancement Reserve							730,055	766,941	805,691		2,302,687
		<b>CBD Townscape Construction Projects - Capital Works Total</b>			<b>516,038</b>	<b>539,230</b>	<b>566,475</b>	<b>595,096</b>	<b>625,163</b>	<b>658,336</b>	<b>693,269</b>	<b>730,055</b>	<b>766,941</b>	<b>805,691</b>	<b>6,496,292</b>
	1.8	Cemeteries - Capital Works	Dunsborough Cemetery - Annual Allocation	Cemetery Reserve	20,000	20,500	21,013	21,538	22,076	22,628	23,194	23,774	24,368	24,977	224,068
			Pioneer Cemetery - Implement Conservation Plan - Annual Allocation	Cemetery Reserve	20,000	20,500	21,013	21,538	22,076	22,628	23,194	23,774	24,368	24,977	224,068
			Vasse Hwy Busseton - Annual Allocation	Cemetery Reserve	60,000	41,000	42,025	43,076	44,153	45,256	46,388	47,547	48,736	49,955	468,135
		<b>Cemeteries - Capital Works Total</b>			<b>100,000</b>	<b>82,000</b>	<b>84,050</b>	<b>86,151</b>	<b>88,305</b>	<b>90,513</b>	<b>92,775</b>	<b>95,095</b>	<b>97,472</b>	<b>99,909</b>	<b>916,271</b>
	1.9	Centennial Park Ablutions Replacement	City Contribution Towards Café Development - Dunsborough Foreshore	Building Asset Renewal Reserve Fund - General Buildings Reserve	200,000										200,000
			Re-alignment of Footpath and Associated Works	Footpath and Cycleways Reserve	100,000										100,000
		<b>Centennial Park Ablutions Replacement Total</b>			<b>300,000</b>										<b>300,000</b>
	1.10	Churchill Park Upgrades - Capital Works	Churchill Park Upgrade - General Allocation - 3 yrs left of 10 yr Masterplan	Municipal Funds	162,000	166,050	170,201	74,456	76,318	78,226	80,181	82,186	84,240	86,346	1,060,205
		<b>Churchill Park Upgrades - Capital Works Total</b>			<b>162,000</b>	<b>166,050</b>	<b>170,201</b>	<b>74,456</b>	<b>76,318</b>	<b>78,226</b>	<b>80,181</b>	<b>82,186</b>	<b>84,240</b>	<b>86,346</b>	<b>1,060,205</b>
	1.11	Coastal Protection Capital Works - Asset Management Plan	Annual Allocation	Coastal and Climate Adaptation Reserve	226,000	231,650	237,441	243,971	250,680	257,574	264,657	271,935	279,413	287,097	2,550,419
			Annual Allocation	State Government Grant	173,000	176,460	179,989	183,589	187,261	191,006	194,826	198,723	202,697	206,751	1,894,302
		<b>Coastal Protection Capital Works - Asset Management Plan Total</b>			<b>399,000</b>	<b>408,110</b>	<b>417,430</b>	<b>427,560</b>	<b>437,941</b>	<b>448,580</b>	<b>459,483</b>	<b>470,658</b>	<b>482,110</b>	<b>493,848</b>	<b>4,444,721</b>
	1.12	Corporate IT System Upgrades	Equipment Purchase to Replace Existing Leased Equipment/Update Software	Corporate IT Systems Reserve	100,000	102,500	105,063	200,000	110,381	113,141	200,000	118,869	121,840	200,000	1,371,794
		<b>Corporate IT System Upgrades Total</b>			<b>100,000</b>	<b>102,500</b>	<b>105,063</b>	<b>200,000</b>	<b>110,381</b>	<b>113,141</b>	<b>200,000</b>	<b>118,869</b>	<b>121,840</b>	<b>200,000</b>	<b>1,371,794</b>
	1.13	Drainage, Underground Power and Other Infrastructure - Capital Works	Asset Management Spend - Additional Rate Percentage (0.50% - 1.00%)	Other Infrastructure (Drainage, Signage Etc) Reserve	-	-	-	-	-	-	173,317	365,028	383,471	402,845	1,324,661
			Asset Management Spend - Yearly Allocation	Other Infrastructure (Drainage, Signage Etc) Reserve	357,000	365,925	375,073	384,450	394,061	403,913	414,011	424,361	434,970	445,844	3,999,607
		<b>Drainage, Underground Power and Other Infrastructure - Capital Works Total</b>			<b>357,000</b>	<b>365,925</b>	<b>375,073</b>	<b>384,450</b>	<b>394,061</b>	<b>403,913</b>	<b>587,328</b>	<b>789,389</b>	<b>818,441</b>	<b>848,689</b>	<b>5,324,268</b>
	1.14	Footpaths & Cycleways Construction - Capital Works	Asset Management Spend - Additional Rate Percentage (1.00% - 2.00%)	Footpath and Cycleways Reserve		539,230	566,475	595,096	625,163	658,336	866,586	1,095,083	1,342,147	1,611,382	7,899,498
			Asset Management Spend - Additional Rate Percentage (1.00% - 2.00%) (Reduced by Centennial Park Ablutions Replacement)	Footpath and Cycleways Reserve	416,038										416,038
			Asset Management Spend - Yearly Allocation	Footpath and Cycleways Reserve	700,000	717,500	735,438	753,823	772,669	791,986	811,785	832,080	852,882	874,204	7,842,367
		<b>Footpaths &amp; Cycleways Construction - Capital Works Total</b>			<b>1,116,038</b>	<b>1,256,730</b>	<b>1,301,913</b>	<b>1,348,919</b>	<b>1,397,832</b>	<b>1,450,322</b>	<b>1,678,371</b>	<b>1,927,163</b>	<b>2,195,029</b>	<b>2,485,586</b>	<b>16,157,903</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

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	1.15	Furniture, Office Equipment & Technology/Software - Capital Works	Asset Management Spend - Additional Rate Percentage (0.25%)	Furniture and Equipment Reserve	-	-	-	-	-	82,292	86,659	91,257	95,868	100,711	456,787
			Asset Management Spend - Annual Allocation	Furniture and Equipment Reserve	434,000	444,850	455,971	467,371	479,055	491,031	503,307	515,890	528,787	542,007	4,862,268
			Asset Management Spend - Annual Allocation	Sales Proceeds	9,000	9,187	9,528	9,881	10,244	10,617	11,002	11,400	11,814		92,673
		<b>Furniture, Office Equipment &amp; Technology/Software - Capital Works Total</b>			<b>443,000</b>	<b>454,037</b>	<b>465,499</b>	<b>477,252</b>	<b>489,299</b>	<b>583,940</b>	<b>600,968</b>	<b>618,547</b>	<b>636,469</b>	<b>642,718</b>	<b>5,411,728</b>
	1.16	General City Natural Reserves - Capital Works	General City Natural Reserves - General Allocation	Municipal Funds				183,586	188,176	192,880	197,702	202,645	207,711	212,903	1,385,603
		<b>General City Natural Reserves - Capital Works Total</b>						<b>183,586</b>	<b>188,176</b>	<b>192,880</b>	<b>197,702</b>	<b>202,645</b>	<b>207,711</b>	<b>212,903</b>	<b>1,385,603</b>
	1.17	Meelup Regional Park - Capital Works	Meelup IOYFP Endorsed C1201/078 (11/4/12)	Municipal Funds	168,000	173,047	178,238								519,285
		<b>Meelup Regional Park - Capital Works Total</b>			<b>168,000</b>	<b>173,047</b>	<b>178,238</b>								<b>519,285</b>
	1.18	Parks and Gardens / Reserves - Capital Works	Asset Management Spend - Additional Rate Percentage (1.00%)	Parks, Gardens and Reserves Reserve	-	134,807	283,237	446,322	625,163	658,336	693,269	730,055	766,941	805,691	5,143,821
			Asset Management Spend - Yearly Allocation (reduced by Shade Sail Program)	Parks, Gardens and Reserves Reserve			1,242,013	1,272,793	1,304,335	1,336,658	1,369,781	1,403,723	1,438,507	1,474,151	10,841,960
			Asset Management Spend - Yearly Allocation (reduced by Shade Sail Program, Dunsborough Lakes Sporting Precinct, Dunsborough Nature-Based Playground, Mitchell Park Upgrades and Busseton Foreshore Redevelopment Stage 2)	Parks, Gardens and Reserves Reserve	332,166										332,166
			Asset Management Spend - Yearly Allocation (reduced by Shade Sail Program, Dunsborough Nature-Based Playground and Busseton Foreshore Redevelopment Stage 3)	Parks, Gardens and Reserves Reserve		661,720									661,720
			Shade Sail Program	Parks, Gardens and Reserves Reserve	103,000	105,575	108,214	111,190	114,248	117,390	120,618	123,935	127,343	130,845	1,162,359
		<b>Parks and Gardens / Reserves - Capital Works Total</b>			<b>435,166</b>	<b>902,102</b>	<b>1,633,465</b>	<b>1,830,305</b>	<b>2,043,746</b>	<b>2,112,383</b>	<b>2,183,668</b>	<b>2,257,714</b>	<b>2,332,791</b>	<b>2,410,687</b>	<b>18,142,026</b>
	1.19	Plant Replacement Program	Large Plant over \$5,000 - As per plant replacement schedule	Plant Replacement Reserve	895,094	1,385,580	1,295,210	1,263,620	1,228,290	1,261,220	1,085,650	1,040,290	967,463	1,135,900	11,558,317
			Large Plant over \$5,000 - As per plant replacement schedule	Sales Proceeds	394,906	809,820	771,090	718,980	733,410	751,380	683,850	628,410	612,627	655,243	6,759,716
		<b>Plant Replacement Program Total</b>			<b>1,290,000</b>	<b>2,195,400</b>	<b>2,066,300</b>	<b>1,982,600</b>	<b>1,961,700</b>	<b>2,012,600</b>	<b>1,769,500</b>	<b>1,668,700</b>	<b>1,580,090</b>	<b>1,791,143</b>	<b>18,318,033</b>
	1.20	Port Geographe Development - Capital Works	General improvements to the Area	Port Geographe Development Reserve (Council)	50,000	51,250	52,531	53,845	55,191	56,570	57,985	59,434	60,920	62,443	560,169
			Street light replacement	Port Geographe Development Reserve (Council)	68,000										68,000
		<b>Port Geographe Development - Capital Works Total</b>			<b>118,000</b>	<b>51,250</b>	<b>52,531</b>	<b>53,845</b>	<b>55,191</b>	<b>56,570</b>	<b>57,985</b>	<b>59,434</b>	<b>60,920</b>	<b>62,443</b>	<b>628,169</b>
	1.21	Providence - Asset Management Plan	Asset Management Plan Providence (Reserve Funded)	Providence Landscape Maintenance Reserve (SAR)	50,000	50,000	371,000	50,000	262,000	50,000	50,000	548,542	50,000	50,000	1,531,542
		<b>Providence - Asset Management Plan Total</b>			<b>50,000</b>	<b>50,000</b>	<b>371,000</b>	<b>50,000</b>	<b>262,000</b>	<b>50,000</b>	<b>50,000</b>	<b>548,542</b>	<b>50,000</b>	<b>50,000</b>	<b>1,531,542</b>
	1.22	Vasse - Asset Management Plan	Asset Management Plan Vasse Newtown (Reserve Funded)	Vasse Newtown Landscape Maintenance Reserve (SAR)	50,000	50,000	466,000	50,000	84,000	50,000	50,000	20,710	50,000	50,000	920,710
		<b>Vasse - Asset Management Plan Total</b>			<b>50,000</b>	<b>50,000</b>	<b>466,000</b>	<b>50,000</b>	<b>84,000</b>	<b>50,000</b>	<b>50,000</b>	<b>20,710</b>	<b>50,000</b>	<b>50,000</b>	<b>920,710</b>

21/04/2020

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1.23	Roads & Streets Renewal District-Wide - Asset Management Plan	Asset Management Spend - Additional Rate Percentage (1.00%) - Formerly Municipal Contribution	Road Asset Renewal Reserve	448,000	448,950	460,174	471,678	483,470	495,557	507,946	520,644	533,660	547,002	4,917,081		
		Asset Management Spend - Additional Rate Percentage (6.00%)	Road Asset Renewal Reserve			3,398,847	3,570,574	3,750,978	3,950,014	4,159,611	4,380,331	4,601,647	4,834,145	32,646,147		
		Asset Management Spend - Additional Rate Percentage (6.00%) (reduced by Barnard Park East Foreshore - Stage 2 Capital Works)	Road Asset Renewal Reserve	2,893,228											2,893,228	
		Asset Management Spend - Additional Rate Percentage (6.00%) (reduced by Barnard Park East Foreshore - Stage 3 Capital Works)	Road Asset Renewal Reserve		3,035,380										3,035,380	
		Contributions & Grants	Commodity Route Grant Funding	949,000											949,000	
		Contributions & Grants	Contribution to Works	218,063											218,063	
		Contributions & Grants	Federal Grant - Roads to Recovery	1,850,000											1,850,000	
		Contributions & Grants	Main Roads WA Direct Grant - Average Yearly District Allocation	349,000	355,980	363,100	370,362	377,769	385,324	393,031	400,891	408,909	417,087		3,821,453	
		Contributions & Grants	Main Roads WA Grant - Additional RRG Funding	1,750,000											1,750,000	
		Contributions & Grants	Main Roads WA Grant - RRG Annual Allocation	500,000	510,000	520,200	530,604	541,216	552,040	563,081	574,343	585,830	597,546	5,474,860		
		Roads & Streets Renewal District-Wide - Asset Management Plan Total				8,957,291	4,350,310	4,742,320	4,943,218	5,153,433	5,382,935	5,623,669	5,876,209	6,130,046	6,395,781	57,555,212
		1.24	Miscellaneous Land Purchases	Land Purchased for Various Projects	Municipal Funds	100,000	102,500	105,063	107,689	110,381	113,141	115,969	118,869	121,840	124,886	1,120,338
			Miscellaneous Land Purchases Total				100,000	102,500	105,063	107,689	110,381	113,141	115,969	118,869	121,840	124,886
		1.25	Busselton Jetty Forecasted Maintenance Capital Works Plan	Anticipated Works	Jetty Maintenance Reserve	670,000	758,500	303,063	297,689	491,381	113,141	115,969	646,869	121,840	4,022,886	7,541,338
Busselton Jetty Forecasted Maintenance Capital Works Plan Total				670,000	758,500	303,063	297,689	491,381	113,141	115,969	646,869	121,840	4,022,886	7,541,338		
Asset Management, Renewal & Minor Upgrades Total					16,853,034	19,723,907	14,943,562	15,159,533	15,479,362	15,724,479	15,877,620	18,085,897	17,172,201	22,260,642	171,280,236	
2	Waste Management															
2.1	Waste Management - Capital Works	Asset Management Spend - Yearly Allocation	Sales Proceeds	150,000	45,000	110,600	156,710	57,650	94,800	420,140	298,000	128,000	135,800	1,596,700		
		Asset Management Spend - Yearly Allocation	Waste Facilities and Plant Reserve	3,255,000	3,360,000	1,625,400	2,320,990	1,287,850	220,200	1,713,660	1,652,000	642,000	544,200	16,621,300		
Waste Management - Capital Works Total				3,405,000	3,405,000	1,736,000	2,477,700	1,345,500	315,000	2,133,800	1,950,000	770,000	680,000	18,218,000		
2.2	Alternative Waste Disposal Initiatives	FOGO Processing Facility	Waste Facilities and Plant Reserve						1,500,000					1,500,000		
		Waste to Energy Plant	Waste Facilities and Plant Reserve									2,500,000	1,500,000	4,000,000		
Alternative Waste Disposal Initiatives Total									1,500,000			2,500,000	1,500,000	5,500,000		
2.3	Provision for Contaminated Site(s)	Provision for Contaminated Site(s)	Municipal Funds													
		Provision for Contaminated Site(s) Total														
Waste Management Total					3,405,000	3,405,000	1,736,000	2,477,700	1,345,500	1,815,000	2,133,800	1,950,000	3,270,000	2,180,000	23,718,000	



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<b>3</b>	<b>New &amp; Continuing Projects - Organisational</b>														
	<b>3.1</b>	<b>Busseton War Memorial Relocation</b>	Relocation/upgrade of Busseton War Memorial to Rotary Park precinct	Busseton RSL Donation/Contribution		50,000									50,000
			Relocation/upgrade of Busseton War Memorial to Rotary Park precinct	Federal Government Grant		75,000									75,000
			Relocation/upgrade of Busseton War Memorial to Rotary Park precinct	Major Traffic Improvements Reserve		375,000									375,000
			<b>Busseton War Memorial Relocation Total</b>			<b>500,000</b>									<b>500,000</b>
	<b>3.2</b>	<b>Busseton/Dunsborough - Major Traffic Improvements</b>	Major Traffic Improvements	Major Traffic Improvements Reserve	1,096,581		1,203,758	1,264,578	1,328,471	1,398,963	1,473,196	1,551,367	1,629,750	1,712,093	12,658,758
			Major Traffic Improvements (reduced by Busseton War Memorial Relocation)	Major Traffic Improvements Reserve		770,864									770,864
			<b>Busseton/Dunsborough - Major Traffic Improvements Total</b>		<b>1,096,581</b>	<b>770,864</b>	<b>1,203,758</b>	<b>1,264,578</b>	<b>1,328,471</b>	<b>1,398,963</b>	<b>1,473,196</b>	<b>1,551,367</b>	<b>1,629,750</b>	<b>1,712,093</b>	<b>13,429,621</b>
	<b>3.4</b>	<b>Dunsborough Library - New</b>	Construction - New Library to enable space at NCC to be repurposed for Multi-Use/Gym	New Loan Borrowings						2,000,000					2,000,000
			<b>Dunsborough Library - New Total</b>							<b>2,000,000</b>					<b>2,000,000</b>
	<b>3.5</b>	<b>Dunsborough New Nature Based Playground - Capital Works</b>	Nature Based Playground for Dunsborough	Community Facilities - Dunsborough Reserve		250,000									250,000
			Nature Based Playground for Dunsborough	Lotterywest Grant		300,000									300,000
			Nature Based Playground for Dunsborough	Parks, Gardens and Reserves Reserve		350,000									350,000
			Nature Based Playground for Dunsborough (Planning/Design Work)	Parks, Gardens and Reserves Reserve		40,000									40,000
			<b>Dunsborough New Nature Based Playground - Capital Works Total</b>			<b>40,000</b>									<b>940,000</b>
	<b>3.6</b>	<b>Dunsborough Non-Potable Water Network</b>	Provision of Non Potable water supply	Coastal and Climate Adaptation Reserve	500,000				250,000	500,000					1,250,000
			Provision of Non Potable water supply	State Government Grant					250,000	500,000					750,000
			<b>Dunsborough Non-Potable Water Network Total</b>		<b>500,000</b>				<b>500,000</b>	<b>1,000,000</b>					<b>2,000,000</b>
	<b>3.7</b>	<b>Energy Efficiency Initiatives</b>	As per Energy Strategy Plan	Energy Sustainability Reserve	103,000	105,319	107,952	110,651	113,417	116,252	119,159	122,137	125,191	128,321	1,151,399
			<b>Energy Efficiency Initiatives Total</b>		<b>103,000</b>	<b>105,319</b>	<b>107,952</b>	<b>110,651</b>	<b>113,417</b>	<b>116,252</b>	<b>119,159</b>	<b>122,137</b>	<b>125,191</b>	<b>128,321</b>	<b>1,151,399</b>
	<b>3.8</b>	<b>Main City Works Depot - Upgrade/Improvements</b>	Depot - Waste Services	Waste Facilities and Plant Reserve							500,000				500,000
			New Administration/Workshop Facility	New Loan Borrowings							2,000,000				2,000,000
			New Workshop - Plant & Equipment Fitout	Plant Replacement Reserve							500,000				500,000
			<b>Main City Works Depot - Upgrade/Improvements Total</b>								<b>3,000,000</b>				<b>3,000,000</b>
	<b>3.9</b>	<b>Mitchell Park Upgrade - Capital Works</b>	Stage 1 - Park Upgrades	CBD Enhancement Reserve	90,000										90,000
			Stage 1 - Park Upgrades	Developer Contributions - Aust. Unity		150,000									150,000
			Stage 1 - Park Upgrades	Parks, Gardens and Reserves Reserve		250,000									250,000
			Stage 2 - To be determined	Municipal Funds			1								1
			<b>Mitchell Park Upgrade - Capital Works Total</b>		<b>490,000</b>	<b>1</b>									<b>490,001</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Forecast Statement of Capital Funding by Category & Project  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

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	3.10	New Commonage Fire Shed/Community Facility	Construction of new Fire/Community Facility Biddle Road	Commonage Community Facilities South Biddle Precinct Reserve			750,000								750,000
		<b>New Commonage Fire Shed/Community Facility Total</b>					<b>750,000</b>								<b>750,000</b>
	3.11	Parks and Gardens/Reserves - Smart Technologies	Investment in Smart Technologies to address/manage drying climate	Coastal and Climate Adaptation Reserve	100,000	102,500	105,063	107,689	110,381	113,141	115,969	118,869	121,840	124,886	1,120,338
		<b>Parks and Gardens/Reserves - Smart Technologies Total</b>			<b>100,000</b>	<b>102,500</b>	<b>105,063</b>	<b>107,689</b>	<b>110,381</b>	<b>113,141</b>	<b>115,969</b>	<b>118,869</b>	<b>121,840</b>	<b>124,886</b>	<b>1,120,338</b>
	3.12	Rails to Trails (Wadandi Track) - Capital Works	Rails to Trails - Annual Allocation	Municipal Funds	100,000	102,500	105,063	107,689	110,381	113,141	115,969	118,869	121,840	124,886	1,120,338
		<b>Rails to Trails (Wadandi Track) - Capital Works Total</b>			<b>100,000</b>	<b>102,500</b>	<b>105,063</b>	<b>107,689</b>	<b>110,381</b>	<b>113,141</b>	<b>115,969</b>	<b>118,869</b>	<b>121,840</b>	<b>124,886</b>	<b>1,120,338</b>
	3.13	Vase River Beautification Project (Bridge to Bridge)	Staged Upgrade	Busseton Area Drainage and Waterways Improvement Reserve	28,000	28,700	29,418	30,153	30,907	31,679	32,471	33,283	34,115	34,968	313,695
		<b>Vase River Beautification Project (Bridge to Bridge) Total</b>			<b>28,000</b>	<b>28,700</b>	<b>29,418</b>	<b>30,153</b>	<b>30,907</b>	<b>31,679</b>	<b>32,471</b>	<b>33,283</b>	<b>34,115</b>	<b>34,968</b>	<b>313,695</b>
	3.14	Busseton Foreshore Redevelopment (Final Completion)	Barnard Park East Foreshore - Stage 2 Capital Works	Road Asset Renewal Reserve	203,000										203,000
			Barnard Park East Foreshore - Stage 2 Car Parks	City Car Parking and Access Reserve	80,000										80,000
			Barnard Park East Foreshore - Stage 2 Landscaping	Parks, Gardens and Reserves Reserve	130,000										130,000
			Barnard Park East Foreshore - Stage 3 Capital Works	Road Asset Renewal Reserve		200,000									200,000
			Barnard Park East Foreshore - Stage 3 Car Parks	City Car Parking and Access Reserve		50,000									50,000
			Barnard Park East Foreshore - Stage 3 Landscaping	Parks, Gardens and Reserves Reserve		200,000									200,000
			General Works - Replacement of Capital Items	Parks, Gardens and Reserves Reserve		30,000									30,000
			Hotel Site 2 Carpark	City Car Parking and Access Reserve		230,000									230,000
			Hotel Site 2 Landscaping	Parks, Gardens and Reserves Reserve		150,000									150,000
		<b>Busseton Foreshore Redevelopment (Final Completion) Total</b>			<b>823,000</b>	<b>450,000</b>									<b>1,273,000</b>
	3.15	City Solar Farm	Development of or Contribution to City Solar Farm	New Loan Borrowings		1,000,000									1,000,000
		<b>City Solar Farm Total</b>				<b>1,000,000</b>									<b>1,000,000</b>
	3.16	Sues Road Land Purchase / Sale of Ambergate Land	Final Settlement	(blank)											
			Purchase of Land Option	Strategic Projects Reserve	50,000										50,000
		<b>Sues Road Land Purchase / Sale of Ambergate Land Total</b>			<b>50,000</b>										<b>50,000</b>
	3.18	Old Dunsborough Boat Ramp Precinct - Café/Kiosk	Contribution to Public/Private Partnership to upgrade Old Toilet Block to Café/Kiosk (Approx. \$200k)	Building Asset Renewal Reserve Fund - General Buildings Reserve			250,000								250,000
		<b>Old Dunsborough Boat Ramp Precinct - Café/Kiosk Total</b>					<b>250,000</b>								<b>250,000</b>
	3.19	Barnard Park East Reserve	Indigenous Cultural Facilities / Reserve Upgrade (?)	Municipal Funds	30,000	30,000	30,000	30,000	30,000						150,000
		<b>Barnard Park East Reserve Total</b>			<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>						<b>150,000</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Forecast Statement of Capital Funding by Category & Project  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

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	3.20	CCTV Extension Programme/Safer Cities	CCTV Extension Programme/Safer Cities	Municipal Funds	50,000	50,000	50,000	50,000	50,000						250,000
		<b>CCTV Extension Programme/Safer Cities Total</b>			<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>						<b>250,000</b>
	3.21	LED Streetlighting Replacement Program	Annual Allocation	LED Streetlight Replacement Program Reserve	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
		<b>LED Streetlighting Replacement Program Total</b>			<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>500,000</b>
		<b>New &amp; Continuing Projects - Organisational Total</b>			<b>3,460,581</b>	<b>4,089,884</b>	<b>2,681,253</b>	<b>1,750,760</b>	<b>2,323,558</b>	<b>4,823,176</b>	<b>1,906,765</b>	<b>4,994,525</b>	<b>2,082,737</b>	<b>2,175,155</b>	<b>30,288,393</b>
<b>4</b>	<b>New Projects - Recreational Strategy</b>														
	4.1	Dunsborough Lakes Sporting Precinct (Stage 1)													
			Carparking, Access Road & Other	New Loan Borrowings			800,000								800,000
			Courts - Outdoor	New Loan Borrowings			650,000								650,000
			Dunsborough - Pavilion/Changeroom Facilities	New Loan Borrowings			1,300,000								1,300,000
			Dunsborough Lakes New Ovals	Community Facilities - City District Reserve	400,000										400,000
			Dunsborough Lakes New Ovals	Community Facilities - Dunsborough Lakes Reserve	1,000,000										1,000,000
			Dunsborough Lakes New Ovals	New Infrastructure Development Reserve	700,000										700,000
			Dunsborough Lakes New Ovals	Parks, Gardens and Reserves Reserve	250,000										250,000
		<b>Dunsborough Lakes Sporting Precinct (Stage 1) Total</b>			<b>2,350,000</b>		<b>2,750,000</b>								<b>5,100,000</b>
	4.2	Dunsborough Country Club Extension	Contribution - Multi-Purpose Facility/Senior Citizens	Community Facilities - City District Reserve		300,000									300,000
		<b>Dunsborough Country Club Extension Total</b>				<b>300,000</b>									<b>300,000</b>
	4.3	Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking													
			Vasse - Carpark (Eastern Side)	Community Facilities - Vasse Reserve	180,000										180,000
			Vasse - Floodlighting Ovals	CSRF Funding (1/3rd)			175,000								175,000
			Vasse - Floodlighting Ovals	New Loan Borrowings			325,000								325,000
			Vasse - Pavilion/Changeroom Facilities	New Loan Borrowings					1,250,000						1,250,000
		<b>Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking Total</b>			<b>180,000</b>		<b>500,000</b>			<b>1,250,000</b>					<b>1,930,000</b>
	4.4	Geographe Leisure Centre - Wet Area Expansion - Capital Works	Indoor Pool - Reconfiguration	New Loan Borrowings				3,600,000							3,600,000
		<b>Geographe Leisure Centre - Wet Area Expansion - Capital Works Total</b>						<b>3,600,000</b>							<b>3,600,000</b>
	4.5	Geographe Leisure Centre Stadium/Dunsborough Lakes Sporting Precinct (DLSP) - 2 or 3 Courts	Stadium expansion - GLC 2/3 indoor courts, seating & storage OR DLSP 2/3 indoor courts	New Loan Borrowings					5,250,000						5,250,000
		<b>Geographe Leisure Centre Stadium/Dunsborough Lakes Sporting Precinct (DLSP) - 2 or 3 Courts Total</b>							<b>5,250,000</b>						<b>5,250,000</b>
	4.6	Dunsborough Playing Fields	Unisex Changerooms to John Edwards Pavilion	Building Asset Renewal Reserve Fund - General						450,000					450,000
		<b>Dunsborough Playing Fields Total</b>		Buildings Reserve						<b>450,000</b>					<b>450,000</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Forecast Statement of Capital Funding by Category & Project  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

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	4.7	Yalyup Community Oval/Pavilion Development	Abution Facilities	Community Facilities - Airport North Reserve					150,000						150,000
			Building	Community Facilities - Airport North Reserve							1,600,000				1,600,000
			Carparks	Community Facilities - Airport North Reserve							300,000				300,000
			Land Contribution	Community Facilities - Airport North Reserve				800,000							800,000
			Landscaping	Community Facilities - Airport North Reserve							200,000				200,000
			Oval & Surrounds	Community Facilities - Airport North Reserve					1,000,000						1,000,000
			Pump Tracks/Half Court	Community Facilities - Airport North Reserve					250,000						250,000
			<b>Yalyup Community Oval/Pavilion Development Total</b>					<b>1,200,000</b>	<b>1,000,000</b>	<b>2,100,000</b>					<b>4,300,000</b>
	4.8	Naturaliste Community Centre (Multi-Purpose Space/Upgrade) - Capital Works	Construction - Multi-Purpose Space Upgrade/Gym Facility in Old Library Space	New Loan Borrowings							750,000				750,000
			<b>Naturaliste Community Centre (Multi-Purpose Space/Upgrade) - Capital Works Total</b>							<b>750,000</b>					<b>750,000</b>
	4.9	Increasing Sports Spaces Carrying Capacity - Outdoor Spaces	Various Ovals/Facilities - Floodlighting/Courts Expansion	Community Facilities - City District Reserve		100,000		105,063		110,381		115,969		121,840	553,253
			Various Ovals/Facilities - Floodlighting/Courts Expansion	CSRF Funding/Other Funding		100,000		105,063		110,381		115,969		121,840	553,253
			<b>Increasing Sports Spaces Carrying Capacity - Outdoor Spaces Total</b>		<b>200,000</b>		<b>210,125</b>	<b>220,763</b>		<b>231,939</b>		<b>243,681</b>		<b>243,681</b>	<b>1,106,507</b>
	4.10	Squash Facility District	Stage 1 - Contribution	New Infrastructure Development Reserve			75,000								75,000
			Stage 2 - Contribution	Community Facilities - Busseton Reserve								200,000			200,000
			<b>Squash Facility District Total</b>				<b>75,000</b>					<b>200,000</b>			<b>275,000</b>
	4.11	Bovell Park - Major Upgrades / Expansion - Regional Facilities - Capital Works	Upgrade of main facilities / regional stadium / playing fields	Building Asset Renewal Reserve Fund - General Buildings Reserve								1,000,000	1,000,000	1,000,000	3,000,000
			Upgrade of main facilities / regional stadium / playing fields	New Loan Borrowings							1,500,000	4,000,000	4,000,000	4,000,000	9,500,000
			<b>Bovell Park - Major Upgrades / Expansion - Regional Facilities - Capital Works Total</b>								<b>2,500,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>12,500,000</b>
	4.12	Dunsborough Lakes Sporting Precinct (Stage 2)	New School Oval	Community Facilities - City District Reserve									225,000		225,000
			New School Oval	Community Facilities - Dunsborough Lakes Reserve									250,000		250,000
			New School Oval	Community Facilities - Dunsborough Reserve									125,000		125,000
			New School Oval	Department of Education - Contribution									600,000		600,000
			<b>Dunsborough Lakes Sporting Precinct (Stage 2) Total</b>									<b>1,200,000</b>			<b>1,200,000</b>
	4.13	Planning & Design Studies for Implementation of Recreational Planning Study Outcomes	Various Projects	Community Facilities - City District Reserve	100,000	102,500	105,063	100,000	102,500	105,063	107,689	110,381	113,141	115,969	1,062,306
			Various Projects	Municipal Funds				100,000	102,500	105,063	100,000	102,500	105,063	107,689	722,814
			<b>Planning &amp; Design Studies for Implementation of Recreational Planning Study Outcomes Total</b>		<b>100,000</b>	<b>102,500</b>	<b>105,063</b>	<b>200,000</b>	<b>205,000</b>	<b>210,125</b>	<b>207,689</b>	<b>212,881</b>	<b>218,203</b>	<b>223,658</b>	<b>1,785,120</b>
		<b>New Projects - Recreational Strategy Total</b>			<b>2,630,000</b>	<b>602,500</b>	<b>3,430,063</b>	<b>4,010,125</b>	<b>6,655,000</b>	<b>3,130,888</b>	<b>3,057,689</b>	<b>3,144,820</b>	<b>6,418,203</b>	<b>5,467,339</b>	<b>38,546,626</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Forecast Statement of Capital Funding by Category & Project  
For the period 2020 - 2030  
*Draft Base Scenario - Version 1*

Strategy	Category	Project	Sub Project	Funding Source	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total	
5	Major Projects - Cultural															
	5.1	Performing Arts/Convention Centre (BEACH) - Stage 1	Performing Arts/Convention Centre - Construction	Community Facilities - City District Reserve	175,000	175,000										350,000
			Performing Arts/Convention Centre - Construction	Federal Government Grant	5,175,000	5,175,000										10,350,000
			Performing Arts/Convention Centre - Construction	New Loan Borrowings	3,500,000	4,000,000										7,500,000
			Performing Arts/Convention Centre - Construction	Performing Arts and Convention Centre Reserve	600,000	600,000										1,200,000
			Performing Arts/Convention Centre - Design & Professional Fees	Performing Arts and Convention Centre Reserve	750,000	750,000										1,500,000
			Performing Arts/Convention Centre (BEACH) - Stage 1 Total		10,200,000	10,700,000										20,900,000
	5.3	Upgrade Art Geo Complex - Capital Works	Upgrade Building Facilities in Precinct	Building Asset Renewal Reserve Fund - General Buildings Reserve							700,000				700,000	
			Upgrade Building Facilities in Precinct	Lotterywest Grant							300,000				300,000	
			Upgrade Art Geo Complex - Capital Works Total								1,000,000				1,000,000	
	Major Projects - Cultural Total				10,200,000	10,700,000					1,000,000				21,900,000	
	6	Busseton / Margaret River Airport - Development														
6.1		BMRA Terminal - New	Domestic/International Terminal	Federal Government Grant			500,000								500,000	
			Domestic/International Terminal	State Government Grant			16,000,000							16,000,000		
			BMRA Terminal - New Total				16,500,000							16,500,000		
Busseton / Margaret River Airport - Development Total						16,500,000							16,500,000			
7	Projects - Under Consideration															
	7.5	Busseton City Centre Townscape Upgrade	Implement Streetscape/Place Activation Initiatives (Considered in CBD Enhancement Program)	Municipal Funds	1										1	
			Busseton City Centre Townscape Upgrade Total		1									1		
	7.6	Busseton Non-Potable Water Network	Preliminary - Awaiting Water Corp Study Outcomes (Reuse Water Scheme)	Municipal Funds	1									1		
			Busseton Non-Potable Water Network Total		1									1		
	7.7	Dunsborough & Busseton Boating Facilities	New or Expansion of Boating Jetties	Municipal Funds	1									1		
			Dunsborough & Busseton Boating Facilities Total		1									1		
	7.8	Ford Road Construction	Ford Road Construction - Longer Term Project	Municipal Funds							1				1	
			Ford Road Construction Total								1				1	
	7.9	Lower Vasse River Living Streams	Revitalising Geopraphe Waterways (RGW) - Awaiting Taskforce Recommendations	Municipal Funds	1											1
			Lower Vasse River Living Streams Total		1											1

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

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Forecast Statement of Capital Funding by Category & Project  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

Strategy	Category	Project	Sub Project	Funding Source	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
	7.10	Old Dunsborough Boat Ramp Precinct - Jetty Extension	Extension of Jetty - Further Investigation Required	Municipal Funds			1								1
		<b>Old Dunsborough Boat Ramp Precinct - Jetty Extension Total</b>					<b>1</b>								<b>1</b>
	7.11	Development of Former Masonic Lodge Campsite at Locke Estate	Development of Community Public Open Space Foreshore Area - Project subject to Change of Vesting to enable Public Recreational Use	Municipal Funds	1										1
			Construction of Bicycle Path - Project subject to Change of Vesting to enable Public Recreational Use	Municipal Funds		1									1
		<b>Development of Former Masonic Lodge Campsite at Locke Estate Total</b>			<b>1</b>	<b>1</b>									<b>2</b>
	7.12	Dunsborough-Yallingup Bicycle Path	Construction of Bicycle Path - funded from Footpath & Cycleways Program Years 7 - 10	Municipal Funds							1				1
		<b>Dunsborough-Yallingup Bicycle Path Total</b>									<b>1</b>				<b>1</b>
	7.13	Climate Change Initiatives	Climate Change Initiatives - Under Further Investigation	Municipal Funds										1	1
		<b>Climate Change Initiatives Total</b>												<b>1</b>	<b>1</b>
	7.14	Smart/Connected Cities Initiatives	Smart/Connected Cities Initiatives - Under Further Investigation	Municipal Funds										1	1
		<b>Smart/Connected Cities Initiatives Total</b>												<b>1</b>	<b>1</b>
	7.16	Dark Sky City Initiatives	Dark Sky City Initiatives - Under Further Investigation	Municipal Funds										1	1
		<b>Dark Sky City Initiatives Total</b>												<b>1</b>	<b>1</b>
	7.18	City/Regional Deals	City/Regional Deals - Under Further Investigation	Federal Grant										1	1
		<b>City/Regional Deals Total</b>												<b>1</b>	<b>1</b>
	7.21	Dunsborough Aquatic Facility	25m Indoor Heated Pool (\$18-20m 10yrs plus) - Longer Term Project	Municipal Funds										1	1
		<b>Dunsborough Aquatic Facility Total</b>												<b>1</b>	<b>1</b>
	7.22	GLC Aquatic Facility	Provision of Additional Indoor Courts (\$X 10yrs plus)	Municipal Funds										1	1
			50m Outdoor Pool (\$8-10m 10yrs plus) - Longer Term Project	Municipal Funds										1	1
		<b>GLC Aquatic Facility Total</b>												<b>2</b>	<b>2</b>
	7.23	Establishment of Creative Industries Hub	Possible Purchase of DBCA Site/Renovations or BEACH Stage 2 or Old Tennis Club if Commercial Tenancy not available - Under Investigation	State Government Grant	1										1
		<b>Establishment of Creative Industries Hub Total</b>			<b>1</b>										<b>1</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

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Forecast Statement of Capital Funding by Category & Project  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

Strategy	Category	Project	Sub Project	Funding Source	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
	7.24	Airport General Aviation Precinct	Construction of Hangars for Leasing - As opportunities present, potential Grants/Borrowings	Municipal Funds	1										1
		<b>Airport General Aviation Precinct Total</b>			<b>1</b>										<b>1</b>
	???		New Project 1	Municipal Funds	1										1
			New Project 2	Municipal Funds	1										1
			New Project 3	Municipal Funds	1										1
		<b>??? Total</b>			<b>3</b>										<b>3</b>
	7.25	Dunsborough Car Parking Land	Purchase of Land for Car Parking - Project on hold due to Unwillingness of Land owner to Dispose	City Car Parking and Access Reserve	750,000										750,000
			Purchase of Land for Car Parking - Project on hold due to Unwillingness of Land owner to Dispose	New Loan Borrowings	1,000,000										1,000,000
			Purchase of Land for Car Parking - Project on hold due to Unwillingness of Land owner to Dispose	Third Party Developer Contributions (held in R/A)	250,000										250,000
			Construction of Car Park Stage 1 - Project on hold due to Unwillingness of Land owner to Dispose	City Car Parking and Access Reserve				500,000							500,000
		<b>Dunsborough Car Parking Land Total</b>			<b>2,000,000</b>			<b>500,000</b>							<b>2,500,000</b>
		<b>Projects - Under Consideration Total</b>			<b>2,000,010</b>	<b>1</b>	<b>1</b>	<b>500,000</b>			<b>2</b>			<b>7</b>	<b>2,500,021</b>
<b>Grand Total</b>					<b>38,548,625</b>	<b>38,521,291</b>	<b>39,290,878</b>	<b>23,898,118</b>	<b>25,803,420</b>	<b>25,493,543</b>	<b>23,975,876</b>	<b>28,175,242</b>	<b>28,943,141</b>	<b>32,083,143</b>	<b>304,733,276</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

City of Busselton											
Operational Funding Opportunities and Expenditures (Future) Included in LTFP											
For the period 2020 - 2030											
Draft Base Scenario - Version 1											
Description	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
<b>Airport Operations</b>											
Revenue											
Aeronautical Charges - Fees and Charges	1,862,691	1,912,095	2,913,137	3,041,821	3,563,732	4,193,021	4,297,847	4,405,293	4,542,527	4,684,037	35,416,201
Non-Aeronautical Charges - Fees and Charges	688,578	753,567	800,372	969,005	1,026,776	1,094,607	1,175,317	1,203,282	1,230,288	1,257,900	10,199,692
<b>Revenue Total</b>	<b>2,551,269</b>	<b>2,665,662</b>	<b>3,713,509</b>	<b>4,010,826</b>	<b>4,590,508</b>	<b>5,287,628</b>	<b>5,473,164</b>	<b>5,608,575</b>	<b>5,772,815</b>	<b>5,941,937</b>	<b>45,615,894</b>
Expense											
Employee Costs	(310,123)	(319,426)	(407,686)	(419,916)	(492,514)	(445,489)	(458,854)	(472,619)	(486,798)	(501,402)	(4,314,836)
Materials and Contracts	(649,644)	(667,392)	(959,803)	(1,021,550)	(1,209,923)	(1,382,475)	(1,418,815)	(1,456,105)	(1,494,223)	(1,533,338)	(11,793,265)
Other Expenditure	(514,038)	(526,966)	(930,672)	(1,005,657)	(1,260,237)	(1,492,033)	(1,529,423)	(1,567,750)	(1,607,038)	(1,647,311)	(12,081,123)
Utility charges	(50,233)	(53,244)	(56,435)	(59,818)	(63,404)	(67,205)	(71,233)	(75,504)	(80,030)	(84,828)	(661,935)
Insurance expenses	(8,034)	(8,275)	(8,523)	(8,779)	(9,042)	(9,314)	(9,593)	(9,881)	(10,177)	(10,483)	(92,101)
<b>Expense Total</b>	<b>(1,532,071)</b>	<b>(1,575,303)</b>	<b>(2,363,119)</b>	<b>(2,515,720)</b>	<b>(3,035,119)</b>	<b>(3,396,515)</b>	<b>(3,487,918)</b>	<b>(3,581,859)</b>	<b>(3,678,266)</b>	<b>(3,777,361)</b>	<b>(28,943,251)</b>
<b>Airport Operations Total</b>	<b>1,019,198</b>	<b>1,090,360</b>	<b>1,350,390</b>	<b>1,495,106</b>	<b>1,555,389</b>	<b>1,891,113</b>	<b>1,985,246</b>	<b>2,026,716</b>	<b>2,094,549</b>	<b>2,164,576</b>	<b>16,672,643</b>
<b>Performing Arts/Convention Centre - BEACH</b>											
Revenue											
Operating Income Forecasted for BEACH - Fees and Charges/Show Income	-	274,289	1,097,155	1,304,483	1,389,904	1,482,367	1,526,838	1,572,643	1,619,822	1,668,417	11,935,918
Operating Income Forecasted for BEACH - Operating Grants/Subsidies and Contributions	-	11,875	47,500	46,250	48,125	51,563	53,110	54,703	56,344	58,035	427,505
Operating Income Forecasted for BEACH - MERG Reserve Transfer	50,000	100,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,350,000
Operating Income Forecasted for BEACH - Performing Arts/Convention Centre Building Reserve Transfer	-	-	-	175,000	179,813	184,757	189,838	195,059	200,423	205,934	1,330,824
<b>Revenue Total</b>	<b>50,000</b>	<b>386,164</b>	<b>1,294,655</b>	<b>1,675,733</b>	<b>1,767,842</b>	<b>1,868,687</b>	<b>1,919,786</b>	<b>1,972,405</b>	<b>2,026,589</b>	<b>2,082,386</b>	<b>15,044,247</b>
Expense											
Operating Expenditure Forecasted for BEACH - Employment Expenses	(123,500)	(309,690)	(1,238,759)	(1,277,388)	(1,315,622)	(1,354,588)	(1,394,565)	(1,435,741)	(1,478,153)	(1,521,837)	(11,449,843)
Operating Expenditure Forecasted for BEACH - Materials and Contracts	-	(154,839)	(575,249)	(586,211)	(597,388)	(608,735)	(620,305)	(632,102)	(644,131)	(656,397)	(5,075,355)
Operating Expenditure Forecasted for BEACH - Marketing & Promotion (Buying Shows / Conference Sponsorships)	(50,000)	(204,636)	(402,545)	(409,590)	(416,757)	(424,051)	(431,471)	(439,022)	(446,705)	(454,522)	(3,679,299)
Operating Expenditure Forecasted for BEACH - Building/Scheduled Maintenance	-	-	-	(175,000)	(179,813)	(184,757)	(189,838)	(195,059)	(200,423)	(205,934)	(1,330,824)
<b>Expense Total</b>	<b>(173,500)</b>	<b>(669,165)</b>	<b>(2,216,553)</b>	<b>(2,448,189)</b>	<b>(2,509,579)</b>	<b>(2,572,131)</b>	<b>(2,636,179)</b>	<b>(2,701,924)</b>	<b>(2,769,412)</b>	<b>(2,838,690)</b>	<b>(21,535,321)</b>
<b>Performing Arts/Convention Centre - BEACH Total</b>	<b>(123,500)</b>	<b>(283,001)</b>	<b>(921,898)</b>	<b>(772,456)</b>	<b>(741,738)</b>	<b>(703,444)</b>	<b>(716,393)</b>	<b>(729,519)</b>	<b>(742,823)</b>	<b>(756,304)</b>	<b>(6,491,074)</b>
<b>Other Operations</b>											
Revenue											
Buildings - Dunsborough Lakes Pavilion											
Operating Income Forecasted from Court Expansion	-	-	-	15,000	15,300	15,606	15,918	16,236	16,561	16,892	111,514
<b>Buildings - Dunsborough Lakes Pavilion Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>15,300</b>	<b>15,606</b>	<b>15,918</b>	<b>16,236</b>	<b>16,561</b>	<b>16,892</b>	<b>111,514</b>
Buildings - NCC Multi-Purpose Space/Upgrade											
Operating Income Forecasted from Upgrade of Facilities	-	-	-	-	-	-	-	20,000	20,400	20,808	61,208
<b>Buildings - NCC Multi-Purpose Space/Upgrade Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,400</b>	<b>20,808</b>	<b>61,208</b>
Busselton Foreshore - New Rental/Lease Agreements											
Additional Lease Income - Microbrewery	45,000	67,500	90,000	91,800	93,636	95,509	97,419	99,367	101,355	103,382	884,967
Additional Lease Income - Old Tennis Club Building	40,000	40,800	41,616	42,448	43,297	44,163	45,046	45,947	46,866	47,804	437,989
Additional Lease Income - Short stay accommodation site 1	-	52,000	77,500	105,000	107,100	109,242	111,427	113,655	115,928	118,247	910,100
Additional Lease Income - Short stay accommodation site 2	-	-	-	-	-	52,000	77,500	105,000	107,100	109,242	450,842
<b>Busselton Foreshore - New Rental/Lease Agreements Total</b>	<b>85,000</b>	<b>160,300</b>	<b>209,116</b>	<b>239,248</b>	<b>244,033</b>	<b>300,914</b>	<b>331,392</b>	<b>363,970</b>	<b>371,249</b>	<b>378,674</b>	<b>2,683,898</b>
Dunsborough Non-Potable Water Supply											
Reimbursement towards Operating Costs by Third Party	-	-	-	-	-	25,000	25,500	26,010	26,530	27,061	130,101
<b>Dunsborough Non-Potable Water Supply Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>25,500</b>	<b>26,010</b>	<b>26,530</b>	<b>27,061</b>	<b>130,101</b>



21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

City of Busselton											
Operational Funding Opportunities and Expenditures (Future) Included in LTFP											
For the period 2020 - 2030											
Draft Base Scenario - Version 1											
Description	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
<b>GLC Expansion (Additional Operational Requirements from 2025/2026)</b>											
Operating Income Forecasted for Pool & Additional Stadiums	-	-	-	-	-	200,000	204,000	208,080	212,242	216,486	1,040,808
<b>GLC Expansion (Additional Operational Requirements from 2025/2026) Total</b>	-	-	-	-	-	200,000	204,000	208,080	212,242	216,486	1,040,808
<b>New Ovals/Sporting Facilities/Foreshore (Additional Operational Requirements)</b>											
New Floodlight Systems - Club Contribution towards power costs	-	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	146,319
Yalyalup Pavilion Development	-	-	-	12,813	13,069	13,330	13,597	13,869	14,146	14,429	95,252
Vasse Oval Pavilion	-	-	-	-	-	-	10,000	10,200	10,404	10,612	41,216
Dunsborough Lakes Oval Pavilion	-	-	-	-	-	-	15,000	15,300	15,606	15,918	45,906
<b>New Ovals/Sporting Facilities/Foreshore (Additional Operational Requirements) Total</b>	-	15,000	15,300	28,419	28,987	29,567	40,158	55,961	57,080	58,222	328,693
<b>Revenue Total</b>	<b>85,000</b>	<b>175,300</b>	<b>224,416</b>	<b>282,667</b>	<b>288,320</b>	<b>571,087</b>	<b>616,968</b>	<b>690,258</b>	<b>704,063</b>	<b>718,144</b>	<b>4,356,222</b>
<b>Expense</b>											
<b>Buildings - Dunsborough Lakes Pavilion</b>											
Operating Expense Forecasted from NCC Extensions	-	-	-	(75,000)	(77,063)	(79,182)	(81,359)	(83,597)	(85,896)	(88,258)	(570,353)
<b>Buildings - Dunsborough Lakes Pavilion Total</b>	-	-	-	(75,000)	(77,063)	(79,182)	(81,359)	(83,597)	(85,896)	(88,258)	(570,353)
<b>Buildings - NCC Multi-Purpose Space/Upgrade</b>											
Operating Expense Forecasted from Upgrade of Facilities	-	-	-	-	-	-	(25,000)	(25,688)	(26,394)	(27,120)	(77,081)
<b>Buildings - NCC Multi-Purpose Space/Upgrade Total</b>	-	-	-	-	-	-	(25,000)	(25,688)	(26,394)	(27,120)	(77,081)
<b>Buildings - New Dunsborough Library</b>											
Additional Operating Expense Forecasted from Construction of New Larger Library	-	-	-	-	-	-	(100,000)	(102,750)	(105,576)	(108,479)	(416,805)
<b>Buildings - New Dunsborough Library Total</b>	-	-	-	-	-	-	(100,000)	(102,750)	(105,576)	(108,479)	(416,805)
<b>Dunsborough Non-Potable Water Supply</b>											
Pumping Equipment etc.	-	-	-	-	-	(87,418)	(89,822)	(92,292)	(94,830)	(97,438)	(461,801)
<b>Dunsborough Non-Potable Water Supply Total</b>	-	-	-	-	-	(87,418)	(89,822)	(92,292)	(94,830)	(97,438)	(461,801)
<b>GLC Expansion (Additional Operational Requirements from 2025/2026)</b>											
Operating Expense Forecasted for Pool & Additional Stadiums	-	-	-	-	-	(400,000)	(411,000)	(422,303)	(433,916)	(445,849)	(2,113,067)
<b>GLC Expansion (Additional Operational Requirements from 2025/2026) Total</b>	-	-	-	-	-	(400,000)	(411,000)	(422,303)	(433,916)	(445,849)	(2,113,067)
<b>New Ovals/Sporting Facilities/Foreshore (Additional Operational Requirements)</b>											
Lou Weston Oval Courts	(10,275)	(10,532)	(10,795)	(11,092)	(11,397)	(11,710)	(12,033)	(12,363)	(12,703)	(13,053)	(115,954)
Lou Weston Oval Pavilion	(2,500)	(2,563)	(2,627)	(2,699)	(2,773)	(2,849)	(2,928)	(3,008)	(3,091)	(3,176)	(28,213)
Dunsborough Lakes Oval Stage 1	(50,000)	(135,000)	(138,375)	(142,180)	(146,090)	(150,108)	(154,236)	(158,477)	(162,835)	(167,313)	(1,404,615)
Dunsborough - Nature Based Playground	-	(20,000)	(41,000)	(42,128)	(43,286)	(44,476)	(45,699)	(46,956)	(48,248)	(49,574)	(381,367)
New Floodlight Systems - Various Ovals	-	(20,000)	(20,500)	(21,064)	(21,643)	(22,238)	(22,850)	(23,478)	(24,124)	(24,787)	(200,684)
Vasse Oval - Pavilion/Changerooms	-	-	-	-	-	-	(25,625)	(26,390)	(27,165)	(27,950)	(106,806)
Dunsborough Playing Fields (New Changerooms)	-	-	-	-	-	-	(25,000)	(25,888)	(26,794)	(27,720)	(104,201)
Yalyalup Community Pavilion Development	-	-	-	-	-	-	(51,500)	(52,916)	(54,371)	(55,867)	(214,654)
Yalyalup Oval Development	-	-	-	-	-	-	(51,500)	(52,916)	(54,371)	(55,867)	(214,654)
Bovell Park - Additional Operating Expenditure	-	-	-	-	-	-	-	-	(75,000)	(77,063)	(152,063)
<b>New Ovals/Sporting Facilities/Foreshore (Additional Operational Requirements) Total</b>	<b>(62,775)</b>	<b>(188,094)</b>	<b>(213,297)</b>	<b>(219,162)</b>	<b>(225,189)</b>	<b>(231,382)</b>	<b>(391,370)</b>	<b>(402,133)</b>	<b>(488,191)</b>	<b>(501,617)</b>	<b>(2,923,211)</b>
<b>Workforce Planning</b>											
Workforce Planning (excludes BEACH Employee Costs)	(377,454)	(384,390)	(292,211)	(405,643)	(987,536)	(1,500,621)	(2,046,145)	(2,625,513)	(3,240,345)	(3,892,337)	(15,752,195)
<b>Workforce Planning Total</b>	<b>(377,454)</b>	<b>(384,390)</b>	<b>(292,211)</b>	<b>(405,643)</b>	<b>(987,536)</b>	<b>(1,500,621)</b>	<b>(2,046,145)</b>	<b>(2,625,513)</b>	<b>(3,240,345)</b>	<b>(3,892,337)</b>	<b>(15,752,195)</b>
<b>Superannuation Guarantee Contribution</b>											
SGC increase from 9.50 to 12.00% - Impact of change in federal legislation	-	(23,521)	(48,336)	(74,497)	(102,310)	(131,724)	(135,676)	(139,746)	(143,938)	(148,256)	(948,004)
<b>Superannuation Guarantee Contribution Total</b>	-	<b>(23,521)</b>	<b>(48,336)</b>	<b>(74,497)</b>	<b>(102,310)</b>	<b>(131,724)</b>	<b>(135,676)</b>	<b>(139,746)</b>	<b>(143,938)</b>	<b>(148,256)</b>	<b>(948,004)</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

City of Busselton											
Operational Funding Opportunities and Expenditures (Future) Included in LTFP											
For the period 2020 - 2030											
Draft Base Scenario - Version 1											
Description	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
<b>Financial Assistance Grants</b>											
Phasing out of Financial Assistance Grants (Annual Untied Allocation)	(1)										(1)
<b>Financial Assistance Grants Total</b>	(1)										(1)
<b>Funding of Chamber of Commerce</b>											
Funding Mechanism for Chamber of Commerce	(1)										(1)
<b>Funding of Chamber of Commerce Total</b>	(1)										(1)
<b>Expense Total</b>	(440,231)	(596,005)	(553,843)	(774,303)	(1,392,098)	(2,430,327)	(3,255,372)	(3,893,333)	(4,618,379)	(5,308,627)	(23,262,519)
<b>Other Operations Total</b>	(355,231)	(420,705)	(329,427)	(491,636)	(1,103,778)	(1,859,240)	(2,638,404)	(3,203,075)	(3,914,317)	(4,590,483)	(18,906,297)
<b>Busselton Jetty</b>											
<b>Revenue</b>											
Forecasted Reserve Transfer											
Operating Income Forecasted for Jetty - Busselton Jetty Reserve Transfer	376,000	385,400	395,035	405,898	417,061	428,530	440,314	452,423	464,865	477,648	4,243,175
<b>Revenue Total</b>	376,000	385,400	395,035	405,898	417,061	428,530	440,314	452,423	464,865	477,648	4,243,175
<b>Expense</b>											
Forecasted Expenses											
Jetty Operational Costs	(376,000)	(385,400)	(395,035)	(405,898)	(417,061)	(428,530)	(440,314)	(452,423)	(464,865)	(477,648)	(4,243,175)
<b>Expense Total</b>	(376,000)	(385,400)	(395,035)	(405,898)	(417,061)	(428,530)	(440,314)	(452,423)	(464,865)	(477,648)	(4,243,175)
<b>Busselton Jetty Total</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	540,467	386,653	99,065	231,014	(290,126)	(671,571)	(1,369,550)	(1,905,878)	(2,562,590)	(3,182,211)	(8,724,728)

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

## City of Busselton

Forecast Statement of Loan Balances and Repayments

For the period 2020 - 2030

Draft Base Scenario - Version 1

					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	
					2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	
Loan Reference and Purpose	Number	Int Rate	Term	Principal	Total Payments	Total Annual Payments - Council Loans														
Bsn Foreshore	209	3.56%	7	4,141,640	4,697,407	671,058	671,059	671,058	671,059	671,058	671,057	671,058	-	-	-	-	-	-	-	-
Airport Jet Refuelling	206	3.92%	4	157,114	170,520	42,630	42,630	42,630	42,630	-	-	-	-	-	-	-	-	-	-	-
Parking Land Acquisition	203	4.19%	1	196,591	202,812	162,249	162,249	40,562	-	-	-	-	-	-	-	-	-	-	-	-
Let 40 Vase Heating	210	3.61%	6	850,000	1,018,769	30,685	30,685	30,685	30,685	30,685	30,685	30,685	30,685	30,685	30,685	30,685	30,685	30,685	30,685	30,685
GLC Geothermal Heating	202	3.98%	3	182,970	195,019	65,007	65,007	65,006	-	-	-	-	-	-	-	-	-	-	-	-
Bsn Foreshore	215	3.25%	8	2,062,315	2,358,639	294,830	294,830	294,830	294,830	294,830	294,830	294,830	294,830	294,830	294,830	294,830	294,830	294,830	294,830	294,830
Tennis Club	216	3.25%	8	2,268,547	2,594,503	324,313	324,313	324,313	324,313	324,313	324,313	324,313	324,313	324,313	324,313	324,313	324,313	324,313	324,313	324,313
Lot 10 Commonage	217	3.25%	8	1,319,882	1,509,529	188,691	188,691	188,691	188,691	188,691	188,691	188,691	188,691	188,691	188,691	188,691	188,691	188,691	188,691	188,691
Admin / MCB Building	207	4.51%	14	14,110,787	19,108,096	1,364,864	1,364,864	1,364,864	1,364,864	1,364,865	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,863	1,364,863
GLC Extensions	205	3.92%	4	538,676	584,641	146,160	146,160	146,160	146,160	146,161	-	-	-	-	-	-	-	-	-	-
Bsn Foreshore	211	2.55%	5	1,762,184	1,870,828	415,740	415,740	415,740	415,740	207,870	-	-	-	-	-	-	-	-	-	-
Bsn Foreshore Barnard Pk	204	4.36%	9	746,297	906,277	100,698	100,697	100,697	100,697	100,697	100,697	100,697	100,697	100,697	100,698	-	-	-	-	-
Bsn Tennis Club	218	2.21%	9	1,140,599	1,260,926	140,104	140,101	140,103	140,102	140,103	140,103	140,103	140,104	140,104	140,103	-	-	-	-	-
Airport Freight Hub	219	2.21%	9	1,350,469	1,492,937	165,882	165,880	165,882	165,881	165,882	165,883	165,881	165,882	165,884	-	-	-	-	-	-
4.8 - Naturaliste Community Centre (N	TBC	4.00%	10	750,000	917,351	-	-	-	-	-	-	45,868	91,736	91,736	91,735	91,734	91,735	91,734	91,736	91,736
3.4 - Dunsborough Library - New Con	TBC	4.00%	10	2,000,000	2,446,270	-	-	-	-	-	122,313	244,628	244,628	244,628	244,627	244,626	244,627	244,627	244,627	244,628
4.3 - Vase Sporting Facilities - Change	TBC	4.00%	10	1,250,000	1,528,916	-	-	-	-	-	152,892	152,892	152,892	152,892	152,892	152,892	152,892	152,892	152,891	152,891
4.1 - Performing Arts/Convention Cent	TBC	2.07%	10	3,500,000	3,892,755	194,638	389,275	389,276	389,275	389,274	389,276	389,276	389,276	389,276	389,275	389,276	389,275	389,276	389,275	389,275
4.1 - Performing Arts/Convention Cent	TBC	2.07%	10	4,000,000	4,448,864	-	222,443	444,886	444,887	444,886	444,887	444,886	444,887	444,886	444,886	444,886	444,886	444,886	444,886	444,886
4.5 - Geoprae Leisure Centre Stadium	TBC	4.00%	10	5,250,000	6,421,457	-	-	-	-	321,073	642,146	642,146	642,146	642,146	642,146	642,145	642,145	642,145	642,146	321,072
4.4 - Geoprae Leisure Centre - Wet J	TBC	3.00%	10	3,600,000	4,193,693	-	-	-	209,685	419,369	419,370	419,369	419,369	419,368	419,368	419,369	419,370	419,370	209,685	-
3.8 - Main City Works Depot - Upgrade	TBC	4.50%	10	2,000,000	2,505,683	-	-	-	-	-	-	125,284	250,570	250,568	250,568	250,568	250,568	250,568	250,568	250,568
4.11 - Bovell Park - Major Upgrades / E	TBC	4.50%	10	1,500,000	1,879,262	-	-	-	-	-	-	93,963	187,926	187,926	187,926	187,926	187,926	187,926	187,926	187,926
4.11 - Bovell Park - Major Upgrades / E	TBC	4.50%	10	4,000,000	5,011,368	-	-	-	-	-	-	-	250,568	501,136	501,137	501,138	501,136	501,137	501,137	501,137
4.11 - Bovell Park - Major Upgrades / E	TBC	4.50%	10	4,000,000	5,011,368	-	-	-	-	-	-	-	250,568	501,136	501,136	501,137	501,138	501,136	501,137	501,137
4.1 - Dunsborough Lakes Sporting Prec	TBC	3.00%	10	1,300,000	1,514,390	-	75,719	151,440	151,438	151,439	151,440	151,439	151,439	151,439	151,439	151,439	151,439	151,439	75,719	-
4.1 - Dunsborough Lakes Sporting Prec	TBC	3.00%	10	600,000	757,193	-	37,860	75,718	75,720	75,719	75,718	75,718	75,720	75,719	75,720	75,719	75,720	75,720	37,861	-
4.1 - Dunsborough Lakes Sporting Prec	TBC	3.00%	10	800,000	931,932	-	46,597	93,193	93,194	93,192	93,194	93,193	93,193	93,194	93,194	93,193	93,194	93,193	46,595	-
3.15 - City Solar Farm - Development c	TBC	4.50%	10	1,000,000	1,112,222	55,611	111,222	111,222	111,222	111,222	111,222	111,222	111,222	111,222	111,222	111,222	111,222	55,610	-	-
2.25 - Dunsborough Car Parking Land	TBC	2.07%	10	1,000,000	1,112,218	55,611	111,222	111,222	111,222	111,222	111,222	111,222	111,222	111,222	111,222	111,222	111,222	55,610	-	-
4.3 - Vase Sporting Facilities - Change	TBC	3.00%	10	325,000	378,599	-	18,930	37,860	37,860	37,860	37,860	37,860	37,860	37,860	37,859	37,859	37,859	18,931	-	-
Total				67,753,071	82,034,497	4,363,160	4,769,769	5,186,370	5,510,156	5,644,252	6,790,871	6,170,159	5,764,213	5,426,198	5,520,647	5,520,966	4,992,667	4,535,509	4,146,713	2,251,095
Loan Reference and Purpose	Number	Int Rate	Term	Principal	Total Payments	Total Annual Payments - Self Supporting Loans														
Busselton Bowling Club	199	5.98%	1	10,108	10,336	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Busselton Football & Sportsman's Cluk	208	2.93%	5	15,720	16,952	3,392	3,392	3,392	3,392	3,384	-	-	-	-	-	-	-	-	-	-
Dunsborough District Country Club	214	3.23%	8	85,672	97,004	12,936	12,932	12,936	12,936	12,936	12,932	12,932	4,464	-	-	-	-	-	-	-
Busselton Tennis Club	220	3.75%	10	143,748	172,200	18,128	18,128	18,128	18,128	18,128	18,128	18,124	18,124	18,124	9,064	-	-	-	-	-
Geo Bay Yacht Club	213	3.04%	7	73,096	81,704	11,672	11,672	11,672	11,672	11,672	11,672	-	-	-	-	-	-	-	-	-
Geo Bay Tourism Association	201	4.76%	2	15,140	15,684	12,548	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308
Dunsbrough & Districts Country Club	212	3.04%	7	83,336	93,148	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308	13,308
Self-Supporting Loans 2020-21	TBC	2.07%	10	200,000	222,441	11,122	22,245	22,244	22,244	22,244	22,244	22,244	22,244	22,244	22,244	11,122	-	-	-	-
Self-Supporting Loans 2021-22	TBC	2.07%	10	4,000,000	4,671,309	-	233,565	467,132	467,130	467,131	467,131	467,131	467,130	467,131	467,130	467,132	233,565	-	-	-
Self-Supporting Loans 2022-23	TBC	3.00%	10	200,000	232,985	-	-	11,649	23,299	23,298	23,299	23,298	23,298	23,298	23,299	23,299	23,298	11,650	-	-
Self-Supporting Loans 2023-24	TBC	3.00%	10	250,000	291,227	-	-	-	14,561	29,123	29,123	29,123	29,123	29,123	29,122	29,122	29,124	29,122	14,562	-
Self-Supporting Loans 2024-25	TBC	4.00%	10	250,000	305,784	-	-	-	-	15,289	30,578	30,578	30,578	30,578	30,579	30,578	30,578	30,578	15,292	-
Self-Supporting Loans 2025-26	TBC	4.00%	10	250,000	305,784	-	-	-	-	-	15,289	30,578	30,578	30,578	30,578	30,579	30,578	30,578	30,578	30,578
Self-Supporting Loans 2027-28	TBC	4.50%	10	300,000	366,938	-	-	-	-	-	-	18,347	36,694	36,694	36,694	36,694	36,694	36,694	36,694	36,694
Self-Supporting Loans 2027-28	TBC	4.50%	10	300,000	375,852	-	-	-	-	-	-	-	18,793	37,586	37,586	37,586	37,585	37,586	37,585	37,585
Self-Supporting Loans 2028-29	TBC	4.50%	10	300,000	375,852	-	-	-	-	-	-	-	-	18,793	37,586	37,586	37,586	37,585	37,586	37,584
Self-Supporting Loans 2029-30	TBC	4.50%	10	300,000	375,852	-	-	-	-	-	-	-	-	-	18,793	37,586	37,586	37,586	37,585	37,586
Total				6,976,820	8,011,053	93,442	318,374	560,457	586,670	616,513	643,704	677,331	683,026	714,148	742,676	741,284	496,594	251,379	225,167	195,319

Note: Light red highlighted lines denote an existing loan i.e. loans committed to prior to 1 July 2020.

Note: Loans in bold/italics are funded via reserve transfers. Please see pages 30, 38 and 40.

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

## City of Busselton

Forecast Statement of Loan Balances and Repayments

For the period 2020 - 2030

Draft Base Scenario - Version 1

						Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
						2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
Loan Reference and Purpose	Number	Int Rate	Term	Principal	Opening Balance	Remaining Loan Balance - Council Loans														
Bsn Foreshore	209	3.56%	7	4,141,640	4,141,640	3,610,993	3,061,200	2,491,572	1,901,392	1,289,920	656,388	-	-	-	-	-	-	-	-	-
Airport Jet Refuelling	206	3.92%	4	157,114	157,114	120,103	81,620	-	-	-	-	-	-	-	-	-	-	-	-	-
Parking Land Acquisition	203	4.19%	1	196,591	196,591	-	-	40,142	-	-	-	-	-	-	-	-	-	-	-	-
Lot 40 Vase Highway	210	3.61%	6	850,000	850,000	850,000	850,000	850,000	850,000	850,000	-	-	-	-	-	-	-	-	-	-
GLC Geothermal Heating	202	3.98%	3	182,970	182,970	124,378	63,420	-	-	-	-	-	-	-	-	-	-	-	-	-
Bsn Foreshore	215	3.25%	8	2,062,315	2,062,315	1,832,659	1,595,480	1,350,529	1,097,552	836,287	566,462	287,796	-	-	-	-	-	-	-	-
Tennis Club	216	3.25%	8	2,268,547	2,268,547	2,015,925	1,755,027	1,485,581	1,207,307	919,916	623,108	316,576	-	-	-	-	-	-	-	-
Lot 10 Commonage	217	3.25%	8	1,319,882	1,319,882	1,172,902	1,021,107	864,338	702,433	535,224	362,536	184,189	-	-	-	-	-	-	-	-
Admin / MCC Building	207	4.51%	14	14,110,787	14,110,787	13,369,906	12,595,042	11,784,637	10,937,060	10,050,604	9,123,490	8,153,849	7,139,733	6,079,100	4,969,817	3,809,654	2,596,276	1,327,242	-	-
GLC Extensions	205	3.92%	4	538,676	538,676	411,782	279,839	124,648	-	-	-	-	-	-	-	-	-	-	-	-
Bsn Foreshore	211	2.55%	5	1,762,184	1,762,184	1,387,820	1,003,817	609,928	205,899	-	-	-	-	-	-	-	-	-	-	-
Bsn Foreshore Barnard Pk	204	4.26%	9	746,297	746,297	677,015	604,663	529,104	450,196	367,792	281,736	191,866	98,013	-	-	-	-	-	-	-
Bsn Tennis Club	218	2.21%	9	1,140,599	1,140,599	1,024,747	906,315	785,243	661,473	534,945	405,597	273,367	138,190	-	-	-	-	-	-	-
Airport Freight Hub	219	2.21%	9	1,350,469	1,350,469	1,213,301	1,073,077	929,727	783,184	633,375	480,227	323,667	163,618	-	-	-	-	-	-	-
4.8 - Naturaliste Community Centre (N	TBC	4.00%	10	750,000	-	-	-	-	-	-	-	719,132	655,532	589,363	520,521	448,898	374,381	296,853	216,194	132,275
3.4 - Dunsborough Library - New - Con	TBC	4.00%	10	2,000,000	-	-	-	-	-	-	-	1,917,687	1,748,088	1,571,637	1,388,058	1,197,063	998,351	791,612	576,520	352,738
4.3 - Vase Sporting Facilities - Change	TBC	4.00%	10	1,250,000	-	-	-	-	-	-	-	1,198,554	1,092,555	982,737	867,337	748,165	623,970	494,757	360,324	220,461
1.1 - Performing Arts/Convention Cent	TBC	2.07%	10	3,500,000	-	3,341,587	3,019,826	2,691,369	2,356,079	2,013,813	1,664,424	1,307,766	943,687	572,032	192,645	-	-	-	-	-
1.1 - Performing Arts/Convention Cent	TBC	2.07%	10	4,000,000	-	-	3,818,957	3,451,230	3,075,851	2,692,662	2,301,500	1,902,199	1,494,590	1,078,500	653,752	220,166	-	-	-	-
4.5 - Geopraphe Leisure Centre Stad	TBC	4.00%	10	5,250,000	-	-	-	-	-	5,033,927	4,588,731	4,125,549	3,643,654	3,142,290	2,620,671	2,077,979	1,513,363	925,935	314,776	-
4.4 - Geopraphe Leisure Centre - Wet	TBC	3.00%	10	3,600,000	-	-	-	-	3,444,315	3,125,905	2,797,871	2,459,922	2,111,758	1,753,072	1,383,544	1,002,848	610,644	206,586	-	-
3.8 - Main City Works Depot - Upgrade	TBC	4.50%	10	2,000,000	-	-	-	-	-	-	-	1,919,716	1,753,687	1,580,104	1,398,621	1,208,880	1,016,505	803,102	586,261	-
4.11 - Bovell Park - Major Upgrades / E	TBC	4.50%	10	1,500,000	-	-	-	-	-	-	-	-	1,439,787	1,315,266	1,185,078	1,048,966	906,661	757,880	602,328	439,697
4.11 - Bovell Park - Major Upgrades / E	TBC	4.50%	10	4,000,000	-	-	-	-	-	-	-	-	-	3,839,432	3,507,376	3,160,209	2,797,243	2,417,761	2,021,010	1,606,204
4.11 - Bovell Park - Major Upgrades / E	TBC	4.50%	10	4,000,000	-	-	-	-	-	-	-	-	-	3,839,432	3,507,376	3,160,209	2,797,243	2,417,761	2,021,010	1,606,204
4.1 - Dunsborough Lakes Sporting Prec	TBC	3.00%	10	1,300,000	-	-	-	1,243,781	1,128,799	1,010,343	888,306	762,580	633,054	499,613	362,139	220,510	74,600	-	-	-
4.1 - Dunsborough Lakes Sporting Prec	TBC	3.00%	10	650,000	-	-	-	621,890	564,400	505,171	444,153	381,291	316,529	249,808	181,071	110,256	37,301	-	-	-
4.1 - Dunsborough Lakes Sporting Prec	TBC	3.00%	10	800,000	-	-	-	765,403	694,645	621,748	546,649	469,279	389,571	307,454	222,854	135,697	45,906	-	-	-
3.15 - City Solar Farm - Development c	TBC	2.00%	20	2,000,000	-	954,739	862,807	768,962	678,165	575,374	475,548	378,646	269,423	163,436	55,040	-	-	-	-	-
2.25 - Dunsborough Car Parking Land	TBC	2.07%	10	1,000,000	-	954,739	862,807	768,962	678,165	575,374	475,548	378,646	269,423	163,436	55,040	-	-	-	-	-
4.3 - Vase Sporting Facilities - Change	TBC	3.00%	10	325,000	-	-	310,945	282,199	252,585	222,076	190,644	158,263	124,903	90,535	55,128	18,651	-	-	-	-
Total				67,753,071	30,828,071	32,147,999	33,546,936	32,581,300	31,784,911	32,522,756	30,120,417	25,739,509	24,442,874	23,993,174	23,473,243	18,873,669	14,630,484	10,676,849	6,948,370	4,980,309
Loan Reference and Purpose	Number	Int Rate	Term	Principal	Opening Balance	Remaining Loan Balance - Self Supporting Loans														
Busselton Bowling Club	199	5.98%	1	-	10,108	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Busselton Football & Sportsman's Clu	208	2.93%	5	15,720	15,718	12,756	9,705	6,564	3,330	-	-	-	-	-	-	-	-	-	-	-
Dunsborough District Country Club	214	3.23%	8	85,672	85,673	75,390	64,777	53,822	42,515	30,845	18,799	6,366	-	-	-	-	-	-	-	-
Busselton Tennis Club	220	3.75%	10	143,748	143,749	130,894	117,552	103,705	89,334	74,419	58,940	42,875	26,201	8,896	-	-	-	-	-	-
Geo Bay Yacht Club	213	3.04%	7	73,096	73,099	63,578	53,764	43,650	33,227	22,483	11,411	-	-	-	-	-	-	-	-	-
Geo Bay Tourism & Recreation Club	201	4.76%	2	15,140	15,140	3,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dunsborough & Districts Country Club	212	3.04%	7	83,336	83,333	72,479	61,291	49,761	37,878	25,631	13,009	-	-	-	-	-	-	-	-	-
Self-Supporting Loans 2020-21	TBC	2.07%	10	200,000	-	190,948	172,561	153,792	134,633	115,075	95,110	74,729	53,924	32,687	11,008	-	-	-	-	-
Self-Supporting Loans 2021-22	TBC	2.07%	10	4,200,000	-	-	4,009,905	3,623,791	3,229,644	2,827,295	2,416,575	1,997,309	1,569,319	1,132,424	686,438	231,172	-	-	-	-
Self-Supporting Loans 2022-23	TBC	3.00%	10	200,000	-	-	-	191,351	173,661	155,437	136,662	117,320	97,393	78,684	55,714	33,925	11,478	-	-	-
Self-Supporting Loans 2023-24	TBC	3.00%	10	250,000	-	-	-	-	239,189	217,007	194,297	170,828	146,650	121,741	96,080	69,643	42,406	14,347	-	-
Self-Supporting Loans 2024-25	TBC	4.00%	10	250,000	-	-	-	-	-	239,711	218,511	196,455	173,508	149,634	124,795	98,953	72,067	44,094	14,992	-
Self-Supporting Loans 2025-26	TBC	4.00%	10	250,000	-	-	-	-	-	-	239,711	218,511	196,455	173,508	149,634	124,795	98,953	72,067	44,094	14,992
Self-Supporting Loans 2026-27	TBC	4.50%	10	300,000	-	-	-	-	-	-	-	287,653	262,213	235,745	208,208	179,559	149,752	118,741	86,477	52,910
Self-Supporting Loans 2027-28	TBC	4.50%	10	300,000	-	-	-	-	-	-	-	-	287,957	263,052	237,014	209,791	181,330	151,573	120,463	87,937
Self-Supporting Loans 2028-29	TBC	4.50%	10	300,000	-	-	-	-	-	-	-	-	-	287,957	263,052	237,014	209,791	181,330	151,573	120,463
Self-Supporting Loans 2029-30	TBC	4.50%	10	300,000	-	-	-	-	-	-	-	-	-	-	287,957	263,052	237,014	209,791	181,330	151,573
Total				6,966,712	426,820	549,145	4,489,555	4,226,436	3,983,411	3,707,973	3,403,025	3,112,046	2,813,620	2,482,508	2,119,900	1,447,904	1,002,791	791,943	598,299	427,875

Note: Light red highlighted lines denote an existing loan i.e. loans committed to prior to 1 July 2020.

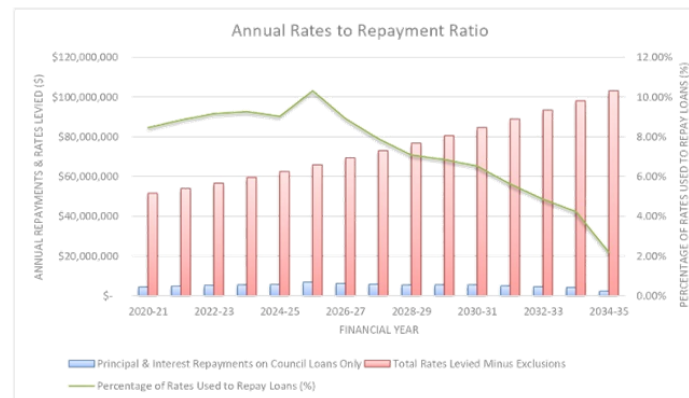
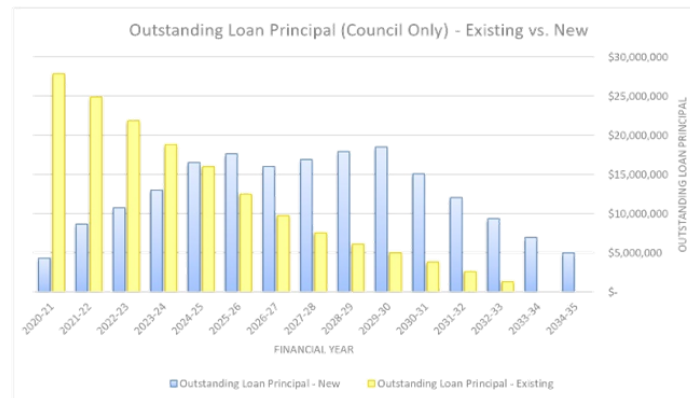
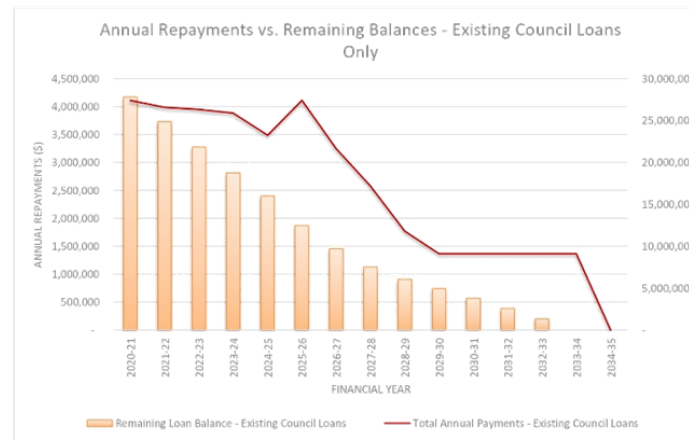
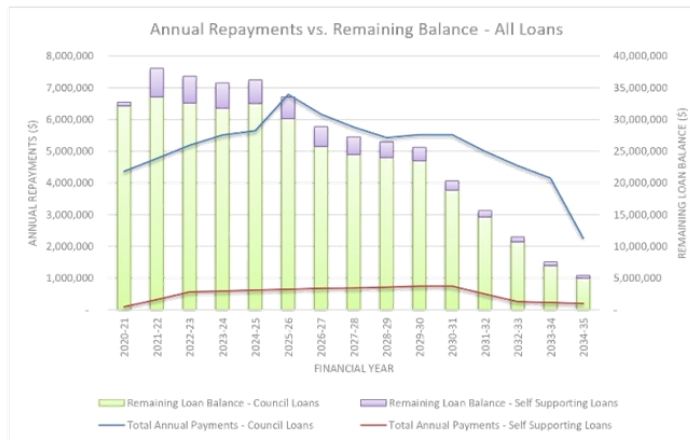
Note: Loans in bold/*italics* are funded via reserve transfers. Please see pages 30, 38 and 40.

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Forecast Statement of Loan Balances and Repayments  
For the period 2020 - 2030  
Draft Base Scenario - Version 1





21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

City of Bussetton																						
Forecast Statement of Loan Balances and Repayments - New and Existing Council Loans, per Category																						
For the period 2020 - 2030																						
Draft Base Scenario - Version 1																						
						Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15		
						2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35		
Loan Reference and Purpose						Annual Loan Repayments																
						Number	Int Rate	Term	Principal	Total Payments												
Infrastructure																						
Parking Land Acquisition						203	4.19%	1	196,591	202,812	162,249	40,562	-	-	-	-	-	-	-	-	-	
Admin / MCC Building						207	4.51%	14	14,110,787	19,108,096	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,864	1,364,863	
1.4 - Dunsborough Library - New - Construction - New library to enable space at NCC to be repurposed for Multi-Use/Gym						TRC	4.00%	10	2,000,000	2,446,770	-	-	-	177,111	244,678	244,678	244,677	244,676	244,677	244,677	244,678	
1.8 - Main City Works Depot - Upgrade/Improvements - New Administration/Workshop Facility						TBC	4.50%	10	2,000,000	2,505,683	-	-	-	-	125,284	250,570	250,568	250,568	250,568	250,568	250,568	
3.15 - City Solar Farm - Development of or Contribution to City Solar Farm						TBC	2.07%	10	1,000,000	1,112,218	-	55,611	111,222	111,222	111,222	111,222	111,221	111,222	111,222	55,610	-	
7.25 - Dunsborough Car Parking Land - Purchase of Land for Car Parking - Project on hold due to Unwillingness of Land owner to Dispose						TBC	2.07%	10	1,000,000	1,112,218	55,611	111,222	111,222	111,222	111,222	111,221	111,222	111,222	111,222	55,610	-	
										1,582,724	1,572,259	1,587,308	1,587,308	1,587,309	1,709,621	1,831,935	1,957,219	2,082,505	2,082,502	2,026,891	1,915,668	
Sporting & Recreation Facilities																						
Lot 40 Vasse Highway						210	3.61%	6	850,000	1,018,768	30,685	30,685	30,685	30,685	865,343	-	-	-	-	-	-	
GLC Geothermal Heating						202	3.98%	3	182,970	190,019	65,007	65,006	65,006	-	-	-	-	-	-	-	-	
Tennis Club						216	3.25%	8	2,268,547	2,594,503	324,313	324,313	324,313	324,313	324,313	324,313	324,313	-	-	-	-	
Lot 10 Commonage						217	3.25%	8	1,319,882	1,509,529	188,691	188,691	188,691	188,691	188,691	188,691	-	-	-	-	-	
GLC Extensions						205	3.92%	4	538,676	584,641	146,160	146,160	146,160	146,161	-	-	-	-	-	-	-	
Bin Tennis Club						218	2.21%	9	1,140,599	1,260,926	140,104	140,101	140,103	140,102	140,103	140,104	140,103	140,103	-	-	-	-
4.8 - Naturalistic Community Centre (Multi Purpose Space)/Upgrade Capital Works - Construction - Multi-Purpose Space Upgrade/Gym Facility in Old Library Space						TBC	4.00%	10	750,000	917,351	-	-	-	-	45,868	91,736	91,736	91,735	91,734	91,735	91,736	
4.9 - Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking - Vasse - Pavilion/Changeroom Facilities						TBC	4.00%	10	1,250,000	1,528,916	-	-	-	-	76,446	152,892	152,892	152,890	152,892	152,892	152,891	
4.5 - Geographic Leisure Centre Stadium/Dunsborough Lakes Sporting Precinct (DLSF) - 2 or 3 Courts - Stadium expansion - G1 C2/3 Indoor courts, seating & storage OR DLSF 2/3 Indoor courts						TBC	4.00%	10	5,250,000	6,421,457	-	-	-	321,073	642,146	642,146	642,146	642,146	642,145	642,145	642,146	
4.4 - Geographic Leisure Centre - Wet Area Expansion - Capital Works - Indoor Pool - Reconfiguration						TBC	3.00%	10	3,600,000	4,193,693	-	-	209,685	419,369	419,370	419,369	419,370	419,368	419,369	419,370	209,685	
4.11 - Borell Park - Major Upgrades / Expansion - Regional Facilities - Capital Works - Upgrade of main facilities / regional stadium / playing fields						TBC	4.50%	10	1,500,000	1,879,262	-	-	-	-	-	93,963	187,926	187,926	187,926	187,926	187,926	
4.11 - Borell Park - Major Upgrades / Expansion - Regional Facilities - Capital Works - Upgrade of main facilities / regional stadium / playing fields						TBC	4.50%	10	4,000,000	5,011,368	-	-	-	-	-	250,568	501,136	501,137	501,138	501,136	501,137	
4.1 - Dunsborough Lakes Sporting Precinct (Stage 1) - Dunsborough - Pavilion/Changeroom Facilities						TBC	3.00%	10	1,300,000	1,514,390	-	-	75,719	151,440	151,438	151,439	151,440	151,439	151,439	151,439	75,719	
4.1 - Dunsborough Lakes Sporting Precinct (Stage 1) - Courts - Outdoor						TBC	3.00%	10	650,000	757,193	-	-	37,860	75,718	75,720	75,719	75,718	75,719	75,720	75,720	37,861	
4.1 - Dunsborough Lakes Sporting Precinct (Stage 1) - Carparking, Access Road & Other						TBC	3.00%	10	800,000	931,932	-	-	46,597	93,193	93,194	93,192	93,194	93,193	93,195	93,194	46,595	
4.3 - Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking - Vasse - Floodlighting Deals						TBC	3.00%	10	925,000	978,599	-	-	18,940	37,880	37,880	37,880	37,880	37,880	37,880	37,880	18,941	
											894,960	894,956	1,074,064	1,397,848	1,782,446	3,014,822	2,271,595	2,411,424	2,242,949	2,603,984	2,854,550	
																	2,854,554	2,854,554	2,875,450	2,286,655		
Bussetton Foreshore																						
Bin Foreshore						209	3.56%	7	4,141,640	4,697,407	671,058	671,059	671,058	671,059	671,058	671,057	671,058	-	-	-	-	
Bin Foreshore						215	3.25%	8	2,062,315	2,358,639	294,830	294,830	294,830	294,830	294,830	294,830	294,830	-	-	-	-	
Bin Foreshore						211	2.55%	5	1,762,184	1,870,828	415,740	415,740	415,740	415,740	415,740	415,740	-	-	-	-	-	
Bin Foreshore Bernard Pt						204	4.36%	9	746,797	906,777	100,698	100,697	100,697	100,699	100,699	100,697	100,697	100,698	-	-	-	-
											1,482,328	1,482,326	1,482,325	1,482,328	1,274,455	1,066,584	1,066,585	395,527	100,698	-	-	
Bussetton-Margaret River Airport																						
Airport Jet Refuelling						206	3.92%	4	157,114	170,520	42,630	42,630	42,630	-	-	-	-	-	-	-	-	
Airport Freight Hub						219	2.21%	9	1,350,469	1,492,937	165,882	165,880	165,882	165,881	165,882	165,881	165,882	165,884	-	-	-	-
											208,512	208,510	208,512	208,511	165,882	165,883	165,881	165,882	165,884	-	-	
BEACH																						
5.1 Performing Arts/Convention Centre (BEACH) - Stage 1 - Performing Arts/Convention Centre - Construction						TBC	2.07%	10	3,500,000	3,892,755	194,638	389,275	389,276	389,275	389,274	389,276	389,276	389,275	389,276	389,275	194,639	-
5.1 Performing Arts/Convention Centre (BEACH) - Stage 1 - Performing Arts/Convention Centre - Construction						TBC	2.07%	10	4,000,000	4,488,864	-	222,445	444,886	444,887	444,886	444,887	444,886	444,886	444,886	444,886	222,445	-
											194,638	611,718	834,162	834,162	834,160	834,162	834,163	834,161	834,162	834,161	639,525	
Grand Total											4,363,160	4,769,769	5,186,371	5,510,157	5,644,252	6,790,872	6,170,159	5,764,213	5,426,198	5,520,647	5,520,866	
																		4,992,467	4,535,509	4,146,713	2,251,095	

Note: Light red highlighted lines denote an existing loan i.e. loans committed to prior to 1 July 2020.

Note: Loans in bold/italics font funded via reserve transfers. Please see pages 30, 38 and 40.

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

City of Bussetton																				
Forecast Statement of Loan Balances and Repayments - New and Existing Council Loans, per Category																				
For the period 2020 - 2030																				
Draft Base Scenario - Version 1																				
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15					
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35					
Loan Reference and Purpose	Number	Int Rate	Term	Principal	Total Payments	Remaining Loan Principal														
Infrastructure																				
3.4 - Dunsborough Library - New - Construction - New Library to enable space at NCC to be repurposed for Multi Use/Gym	203	4.19%	1	196,591	202,812	40,147	-	-	-	-	-	-	-	-	-	-				
3.8 - Main City Works Depot - Upgrade/Improvements - New Administration/Workshop Facility	207	4.51%	14	14,110,787	19,108,096	13,369,906	12,595,042	11,784,637	10,937,060	10,050,604	9,123,490	8,153,849	7,139,733	6,079,100	4,969,817	3,809,654	2,596,276	1,327,242	-	-
3.15 - City Solar Farm - Development of or Contribution to City Solar Farm	TBC	4.00%	10	2,000,000	2,446,770	-	-	-	-	-	1,917,687	1,748,088	1,571,637	1,388,058	1,197,063	998,351	791,612	576,520	352,738	119,915
7.25 - Dunsborough Car Parking Land - Purchase of Land for Car Parking - Project on hold due to Unwillingness of Land owner to Dispose	TBC	4.50%	10	2,000,000	2,505,683	-	-	-	-	-	-	1,919,716	1,753,687	1,580,104	1,398,621	1,208,880	1,013,505	803,102	586,261	-
	TBC	2.07%	10	1,000,000	1,112,218	-	954,739	862,807	768,962	673,165	575,374	475,548	373,646	269,623	163,436	55,040	-	-	-	-
	TBC	7.07%	10	1,000,000	1,112,218	954,739	862,807	768,962	673,165	575,374	475,548	373,646	269,623	163,436	55,040	-	-	-	-	-
						14,364,787	14,412,588	13,416,406	12,379,187	11,299,143	10,092,099	8,751,131	7,274,355	5,653,904	4,065,460	2,621,666	1,327,242	698,910	352,738	119,915
Sporting & Recreation Facilities																				
GLC Geothermal Heating	210	3.61%	6	850,000	1,018,368	850,000	850,000	850,000	850,000	850,000	-	-	-	-	-	-	-	-	-	-
Tennis Club	202	3.98%	3	182,970	195,019	124,378	63,420	-	-	-	-	-	-	-	-	-	-	-	-	-
GLC Extensions	216	3.25%	8	2,264,547	2,594,503	2,015,925	1,755,027	1,485,581	1,207,307	919,916	623,108	316,576	-	-	-	-	-	-	-	-
Bin Tennis Club	217	3.25%	8	1,319,882	1,509,529	1,172,902	1,021,107	864,338	702,433	535,224	362,536	184,189	-	-	-	-	-	-	-	-
4.8 - Naturalists Community Centre (Multi-Purpose Space/Upgrade) Capital Works - Construction - Multi Purpose Space Upgrade/Gym Facility in Old Library Space	205	3.92%	4	538,676	584,641	413,782	279,839	142,648	-	-	-	-	-	-	-	-	-	-	-	-
4.8 - Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking - Vasse - Pavilion/Changeroom Facilities	218	2.71%	9	1,140,599	1,260,926	1,024,747	906,315	785,243	661,473	534,945	405,597	273,367	138,190	-	-	-	-	-	-	-
4.5 - Geographic Leisure Centre Stadium/Dunsborough Lakes Sporting Precinct (DLSP) - 2 or 3 Courts - Stadium expansion - GLC 2/3 indoor courts, seating & storage OR DLSP 2/3 indoor courts	TBC	4.00%	10	750,000	917,351	-	-	-	-	-	-	719,132	655,342	589,363	520,521	448,898	374,381	298,853	216,194	132,225
4.4 - Geographic Leisure Centre - Wet Area Expansion - Capital Works - Indoor Pool - Reconfiguration	TBC	4.00%	10	1,250,000	1,528,916	-	-	-	-	-	1,198,554	1,092,555	982,273	867,537	748,165	623,970	494,757	360,324	220,461	74,947
4.11 - Borell Park - Major Upgrades / Expansion - Regional Facilities - Capital Works - Upgrade of main facilities / regional stadium / playing fields	TBC	3.00%	10	3,600,000	4,193,699	-	-	-	3,444,315	3,125,905	2,797,871	2,459,922	2,111,758	1,753,072	1,383,544	1,002,848	610,644	206,586	-	-
4.11 - Borell Park - Major Upgrades / Expansion - Regional Facilities - Capital Works - Upgrade of main facilities / regional stadium / playing fields	TBC	4.50%	10	1,500,000	1,879,262	-	-	-	-	-	-	-	1,195,787	1,315,266	1,185,078	1,048,966	906,661	757,880	602,328	439,697
4.11 - Borell Park - Major Upgrades / Expansion - Regional Facilities - Capital Works - Upgrade of main facilities / regional stadium / playing fields	TBC	4.50%	10	4,000,000	5,011,368	-	-	-	-	-	-	-	3,419,437	3,507,316	3,160,209	2,797,243	2,417,461	2,021,010	1,606,704	-
4.1 - Dunsborough Lakes Sporting Precinct (Stage 1) - Dunsborough - Pavilion/Changeroom Facilities	TBC	3.00%	10	1,300,000	1,514,390	-	-	1,243,781	1,178,799	1,010,343	868,306	762,380	633,054	499,613	382,139	270,310	14,000	-	-	-
4.1 - Dunsborough Lakes Sporting Precinct (Stage 1) - Courts - Outdoor Access Road & Other	TBC	3.00%	10	650,000	757,193	-	-	621,890	564,400	505,171	444,153	381,291	316,529	249,808	181,071	110,256	37,301	-	-	-
4.3 - Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking - Vasse - Floodlighting Deals	TBC	3.00%	10	800,000	931,932	-	-	765,403	694,645	621,748	546,649	469,279	389,571	307,454	222,854	135,697	45,906	-	-	-
	TBC	3.00%	10	325,000	378,599	-	-	310,945	282,199	252,585	222,076	190,644	158,263	124,903	90,535	55,128	18,651	-	-	-
						5,599,734	4,875,708	7,069,829	9,535,571	13,389,764	12,077,581	10,975,084	10,468,611	12,468,738	14,661,386	12,393,837	10,031,716	7,762,582	5,792,530	4,274,133
Bussetton Foreshore																				
Bin Foreshore	209	3.56%	7	4,141,640	4,697,407	3,610,993	3,061,200	2,491,572	1,901,392	1,289,920	656,388	-	-	-	-	-	-	-	-	-
Bin Foreshore	215	3.25%	8	2,062,315	2,358,639	1,832,659	1,595,480	1,350,529	1,097,552	836,287	568,462	287,796	-	-	-	-	-	-	-	-
Bin Foreshore	211	2.55%	5	1,762,184	1,810,828	1,387,820	1,003,817	609,928	305,899	-	-	-	-	-	-	-	-	-	-	-
Bin Foreshore Bernard Pt	204	4.36%	9	746,297	906,277	677,015	604,663	529,104	450,196	367,792	281,736	191,866	98,013	-	-	-	-	-	-	-
						7,568,487	6,265,160	4,981,133	3,655,039	2,493,999	1,504,586	479,662	98,013	-	-	-	-	-	-	-
Bussetton-Margaret River Airport																				
Airport Jet Refuelling	206	3.92%	4	157,114	170,520	120,103	81,620	41,606	-	-	-	-	-	-	-	-	-	-	-	-
Airport Freight Hub	219	2.21%	9	1,350,469	1,492,937	1,213,301	1,073,077	929,727	783,184	633,375	480,227	323,667	163,618	-	-	-	-	-	-	-
						1,333,404	1,154,697	971,333	783,184	633,375	480,227	323,667	163,618	-	-	-	-	-	-	-
BEACH																				
5.1 - Performing Arts/Convention Centre (BEACH) - Stage 1 - Performing Arts/Convention Centre - Construction	TBC	2.07%	10	3,500,000	3,892,755	3,341,587	3,019,826	2,691,369	2,356,079	2,013,833	1,664,424	1,307,766	943,687	572,032	192,645	-	-	-	-	-
5.1 - Performing Arts/Convention Centre (BEACH) - Stage 1 - Performing Arts/Convention Centre - Construction	TBC	2.07%	10	4,000,000	4,448,864	3,818,957	3,451,230	3,075,851	2,692,662	2,301,500	1,902,199	1,494,590	1,078,500	653,752	220,166	-	-	-	-	-
						3,341,587	6,338,783	6,142,599	5,431,930	4,706,475	3,965,924	3,209,965	2,438,277	1,650,532	846,397	220,166	-	-	-	-
Grand Total																				
						32,147,999	33,546,936	32,581,300	31,784,911	32,522,756	30,120,417	25,739,509	24,442,874	23,993,174	23,473,243	18,873,669	14,630,484	10,676,849	6,948,370	4,980,309

Note: Light red highlighted lines denote an existing loan i.e. loans committed to prior to 1 July 2020.

Note: Loans in bold/italics font funded via reserve transfers. Please see pages 30, 38 and 40.

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Forecast Statement of Loan Balances and Repayments - New and Existing Council Loans, per Category  
For the period 2020 - 2030  
Draft Base Scenario - Version 1





21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Forecast Statement of Capital Funding (New Loan Borrowings)  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

Strategy	Category	Project	Sub-Project	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total	
3	New & Continuing Projects - Organisational														
	3.4	Dunsborough Library - New	Construction - New Library to enable space at NCC to be repurposed for Multi-Use/Gym						2,000,000					2,000,000	
	3.8	Main City Works Depot - Upgrade/Improvements	New Administration/Workshop Facility							2,000,000				2,000,000	
	3.15	City Solar Farm	Development of or Contribution to City Solar Farm		1,000,000									1,000,000	
	New & Continuing Projects - Organisational Total				1,000,000				2,000,000		2,000,000			5,000,000	
4	New Projects - Recreational Strategy														
	4.1	Dunsborough Lakes Sporting Precinct (Stage 1)	Carparking, Access Road & Other			800,000								800,000	
			Courts - Outdoor			650,000								650,000	
			Dunsborough - Pavilion/Changeroom Facilities			1,300,000								1,300,000	
	4.3	Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking	Vasse - Floodlighting Ovals		325,000									325,000	
			Vasse - Pavilion/Changeroom Facilities					1,250,000						1,250,000	
	4.4	Geographe Leisure Centre - Wet Area Expansion - Capital Works	Indoor Pool - Reconfiguration				3,600,000							3,600,000	
	4.5	Geographe Leisure Centre Stadium/Dunsborough Lakes Sporting Precinct (DLSP) - 2 or 3 Courts	Stadium expansion - GLC 2/3 indoor courts, seating & storage OR DLSP 2/3 indoor courts					5,250,000						5,250,000	
	4.8	Naturaliste Community Centre (Multi-Purpose Space/Upgrade) - Capital Works	Construction - Multi-Purpose Space Upgrade/Gym Facility in Old Library Space							750,000				750,000	
	4.11	Bovell Park - Major Upgrades / Expansion - Regional Facilities - Capital Works	Upgrade of main facilities / regional stadium / playing fields									1,500,000	4,000,000	4,000,000	9,500,000
		New Projects - Recreational Strategy Total					3,075,000	3,600,000	5,250,000	1,250,000	750,000	1,500,000	4,000,000	4,000,000	23,425,000
5	Major Projects - Cultural														
	5.1	Performing Arts/Convention Centre (BEACH) - Stage 1	Performing Arts/Convention Centre - Construction	3,500,000	4,000,000									7,500,000	
	Major Projects - Cultural Total			3,500,000	4,000,000									7,500,000	
7	Projects - Under Consideration														
	7.3	Dunsborough Car Parking Land	Purchase of Land for Car Parking - Project on hold due to Unwi	1,000,000										1,000,000	
	Projects - Under Consideration Total			1,000,000										1,000,000	
Grand Total				4,500,000	5,000,000	3,075,000	3,600,000	5,250,000	3,250,000	750,000	3,500,000	4,000,000	4,000,000	36,925,000	

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

<b>City of Busselton</b> Projected Reserves Schedule (Alphabetical Listing) For the period 2020 - 2030 Draft Base Scenario - Version 1											
ID	Reserve Name	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
3	Airport Existing Terminal Building Reserve	137,295	260,819	407,808	553,834	712,489	853,840	1,064,482	1,273,042	1,497,964	1,694,802
5	Airport Infrastructure Renewal Reserve	1,752,754	1,779,045	1,805,731	2,960,581	4,018,907	5,390,719	6,812,203	8,255,067	9,777,002	11,547,065
6	Airport Marketing & Incentive Reserve	792,291	(17,660)	241,679	245,304	248,984	252,719	256,510	260,358	264,263	268,227
7	Airport New Terminal Building Reserve	-	-	-	-	210,000	457,950	745,727	1,075,275	1,416,134	1,768,600
8	Airport Noise Mitigation Reserve	41,611	42,235	42,869	43,512	44,165	44,827	45,499	46,181	46,874	47,577
9	Barnard Park Sports Pavilion Building Reserve	72,215	101,490	136,130	168,239	206,388	233,866	286,974	336,039	392,683	425,714
10	Building Asset Renewal Reserve Fund - General Buildings	1,929,327	2,542,359	2,709,032	3,129,631	3,865,581	4,169,972	4,409,305	4,182,092	4,051,111	3,856,300
11	Busselton Area Drainage and Waterways Improvement Reserve	351,854	328,432	303,941	278,347	251,615	223,710	194,594	164,230	132,578	99,599
12	Busselton Community Resource Centre Reserve	321,145	396,142	506,323	599,029	718,992	836,223	970,774	1,044,658	1,207,826	1,376,392
13	Busselton Jetty Tourist Park Reserve	436,778	772,033	930,238	1,051,877	1,195,880	1,292,042	1,374,077	1,496,168	1,763,283	1,861,924
14	Busselton Library Building Reserve	64,580	113,754	171,814	226,295	290,768	338,827	428,073	511,610	607,351	667,121
15	CBD Enhancement Reserve	21,607	40,191	59,419	79,308	99,875	121,138	143,116	165,826	189,288	213,522
16	Cemetery Reserve	88,603	152,548	218,295	285,877	355,328	426,683	499,977	575,244	652,519	731,840
17	City Car Parking and Access Reserve	646,489	786,757	989,872	717,396	963,443	1,238,690	1,545,126	1,884,854	2,258,251	2,667,457
18	City Works Depot Reserve	-	-	-	-	-	-	-	-	-	52,500
19	Civic and Administration Building Reserve	659,907	921,268	1,368,332	1,790,099	2,280,721	2,716,558	3,344,322	3,780,910	4,448,355	5,029,042
20	Coastal and Climate Adaptation Reserve	1,723,825	1,819,955	1,929,607	2,053,213	1,941,822	1,593,986	1,930,538	2,481,261	3,267,638	4,314,628
21	Commonage Community Facilities Dunsborough Lakes South Reserve	75,356	76,486	77,633	78,797	79,979	81,179	82,397	83,633	84,887	86,160
22	Commonage Community Facilities South Biddle Precinct Reserve	919,490	933,282	197,281	200,240	203,240	206,243	209,247	212,252	215,256	218,262
23	Commonage Precinct Bushfire Facilities Reserve	59,410	60,301	61,206	62,124	63,056	64,002	64,962	65,936	66,925	67,929
24	Commonage Precinct Infrastructure Road Reserve	239,918	243,517	247,170	250,878	254,641	258,461	262,338	266,273	270,267	274,321
25	Community Facilities - Airport North	3,440,668	3,592,278	3,746,162	3,902,354	2,860,889	2,003,802	33,859	134,367	236,383	339,929
26	Community Facilities - Broadwater	187,169	197,477	207,939	218,558	229,336	239,776	248,373	257,099	265,955	274,944
27	Community Facilities - Busselton	43,811	64,468	85,435	106,717	138,318	172,893	207,986	246,106	287,198	330,025
28	Community Facilities - City District	456,497	143,344	415,932	592,608	874,497	197,671	468,447	624,623	671,352	819,113
29	Community Facilities - Dunsborough	248,010	29,230	57,168	85,526	114,309	143,524	173,177	203,275	233,024	262,336
30	Community Facilities - Dunsborough Lakes	239,627	243,221	246,869	250,572	254,331	258,146	262,018	265,948	269,937	273,976
31	Community Facilities - Geographe	118,017	129,787	141,734	153,860	168,668	183,698	198,953	214,437	230,154	246,106
32	Community Facilities - Port Geographe	356,420	361,766	367,192	372,700	378,291	383,965	389,724	395,570	401,504	407,527
33	Community Facilities - Vasse	1,978	2,008	2,038	42,069	120,200	192,003	257,383	328,744	401,175	474,693
34	Corporate IT Systems Reserve	112,429	146,423	185,175	136,726	184,686	238,899	215,799	282,681	356,816	431,591
35	Dunsborough Lakes Community Pavilion Reserve	-	-	-	-	22,750	47,954	75,724	106,176	139,430	175,610
36	Dunsborough Library Building Reserve	-	-	-	-	-	-	-	35,000	73,775	116,498
37	Election, Value and Corporate Expense Reserve	365,500	382,208	519,064	257,445	399,068	414,913	280,871	294,092	450,566	175,357
38	Emergency Disaster Recovery Reserve	115,818	138,055	161,138	185,093	209,946	235,723	262,453	290,164	318,885	348,646
39	Energy Sustainability Reserve	140,347	142,452	144,588	147,026	149,785	152,885	156,345	160,187	164,433	169,106
40	Footpath and Cycleways Reserve	41,378	41,999	42,629	43,268	43,917	44,575	45,243	45,921	46,610	47,309
41	Furniture and Equipment Reserve	-	-	-	-	-	-	-	-	-	-
42	Geographe Leisure Centre Building (GLC) Reserve	111,210	137,507	86,574	182,572	179,424	310,934	503,824	715,221	895,113	1,528,389
43	Jetty Maintenance Reserve	2,877,739	2,529,697	2,641,081	2,767,406	2,709,528	3,036,681	3,373,635	3,192,522	3,541,558	2,670
44	Jetty Self Insurance Reserve	515,342	599,947	687,743	778,826	873,294	971,249	1,072,795	1,178,038	1,287,089	1,400,060
45	Joint Venture Aged Housing Reserve (Harris/Winderlup)	1,197,413	1,308,779	1,420,559	1,532,266	1,643,505	1,754,096	1,863,844	1,972,545	2,079,985	2,185,933
46	Legal Expenses Reserve	650,409	660,165	670,067	680,118	690,320	700,675	711,185	721,853	732,681	743,671
47	Locke Estate Reserve	61,053	121,969	183,799	186,556	189,354	192,194	195,077	198,003	200,973	203,988
48	Long Service Leave Reserve	2,702,997	2,643,542	2,583,195	2,521,943	2,459,772	2,396,669	2,332,619	2,267,608	2,201,622	2,134,646
49	Lou Weston Oval Pavilion Reserve	-	11,375	23,977	37,862	53,088	69,715	87,805	107,422	127,699	148,654
50	Major Traffic Improvements Reserve	261,447	265,369	269,350	273,390	277,491	281,653	285,878	290,166	294,518	298,936
51	Marketing & Area Promotion Reserve	45,687	101,399	172,525	240,867	311,376	382,744	450,003	510,834	628,560	734,309
52	Naturalistic Community Centre Building (NCC) Reserve	87,636	88,951	15,285	15,514	15,747	15,983	16,223	16,466	16,713	16,964
53	New Infrastructure Development Reserve	30,501	30,959	31,423	31,894	32,372	32,858	33,351	33,851	34,358	34,874
54	Other Infrastructure (Drainage, Signage Etc) Reserve	81,201	82,420	83,657	84,912	86,186	87,478	88,790	90,122	91,474	92,846
55	Parks, Gardens and Reserves Reserve	1,396,113	67,055	68,061	69,082	70,118	71,170	72,238	73,322	74,422	75,538
56	Performing Arts and Convention Centre Reserve	-	-	-	-	-	-	-	-	-	-

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Projected Reserves Schedule (Alphabetical Listing)  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

ID	Reserve Name	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
57	Performing Arts/Convention Centre Building Reserve	-	-	-	-	202,688	437,131	704,863	1,007,472	1,364,100	1,760,833
58	Plant Replacement Reserve	1,205,170	1,212,429	1,209,919	1,234,799	1,327,358	1,422,329	1,729,565	1,623,411	2,125,641	2,505,517
59	Port Geographe Development Reserve (Council)	88,899	94,899	101,664	109,243	117,686	127,201	137,856	149,724	162,707	176,870
60	Port Geographe Waterways Management Reserve (SAR) (DoT Requirements)	3,211,389	3,130,333	3,050,809	2,972,280	2,895,107	2,820,371	2,748,575	2,680,262	2,615,213	2,553,965
61	Professional Development Reserve	125,432	127,313	129,223	131,161	133,128	135,125	137,152	139,209	141,297	143,416
62	Providence Landscape Maintenance Reserve (SAR)	1,176,569	1,162,549	832,683	824,170	609,210	609,676	617,284	134,113	149,771	173,708
63	Public Art Reserve	47,764	48,480	49,207	49,945	50,694	51,454	52,226	53,009	53,804	54,611
64	Railway House Building Reserve (50%)	57,327	73,943	89,574	109,444	111,027	119,531	153,545	177,933	214,124	230,189
65	Road Asset Renewal Reserve	389,438	395,279	401,209	407,227	413,335	419,535	425,828	432,215	438,698	445,279
66	Sick Pay Incentive Reserve	139,099	126,185	113,078	99,774	86,271	72,565	66,153	62,145	58,077	53,948
67	Strategic Projects Reserve	239,718	287,968	337,966	389,763	443,410	498,960	556,467	615,986	677,575	741,291
68	Vasse Newtown Landscape Maintenance Reserve (SAR)	559,953	554,782	139,473	139,866	112,600	126,267	147,992	207,729	247,365	296,427
69	Vasse Sports Pavilion Building Reserve	1,080	1,733	2,449	3,231	4,082	5,005	5,959	28,820	54,073	81,827
70	Waste Facilities and Plant Reserve	2,851,225	1,317,304	1,565,012	1,134,871	1,741,406	1,936,467	2,153,671	1,949,503	765,673	676,424
71	Winderup Aged Housing Reserve (City Controlled)	153,044	224,703	306,685	391,469	479,129	569,739	663,377	760,121	860,052	963,253
72	Workers Compensation and Extended Sick Leave Contingency Reserve	287,684	291,999	296,379	300,825	305,337	309,917	314,566	319,284	324,073	328,934
73	Yalyalup Sports Pavilion Building Reserve	-	-	-	-	-	-	-	-	28,000	59,020
74	Youth and Community Activities Building Reserve	124,626	166,273	215,571	261,145	315,333	354,064	429,675	499,426	580,057	626,640
<b>Grand Total</b>		<b>36,879,289</b>	<b>34,832,976</b>	<b>36,505,640</b>	<b>39,231,524</b>	<b>43,094,245</b>	<b>46,001,548</b>	<b>50,078,757</b>	<b>54,053,910</b>	<b>59,645,577</b>	<b>62,977,948</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Projected Reserves Schedule (Categorical Listing)  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

ID	Reserve Name	Type	Strategy	Commentary	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
<b>Busseton-Margaret River Airport Reserves</b>														
5	Airport Infrastructure Renewal Reserve	Opening Balance			1,726,851	1,752,754	1,779,045	1,805,731	2,960,581	4,018,907	5,390,719	6,812,203	8,255,067	9,777,002
		Interest Earned			25,903	26,291	26,686	27,086	44,409	60,284	80,861	102,183	123,826	146,655
		Operating Transfers To (From) Reserves [Not Capital]												
		Net profit/(loss) position of airport operations (net of loan repayments)			-	-	-	1,127,764	1,013,918	1,311,529	1,340,623	1,340,681	1,398,109	1,623,408
		Closing Balance			1,752,754	1,779,045	1,805,731	2,960,581	4,018,907	5,390,719	6,812,203	8,255,067	9,777,002	11,547,065
6	Airport Marketing & Incentive Reserve	Opening Balance			2,637,949	792,291	(17,660)	241,679	245,304	248,984	252,719	256,510	260,358	264,263
		Interest Earned			39,569	11,884	(265)	3,625	3,680	3,735	3,791	3,848	3,905	3,964
		Operating Transfers To (From) Reserves [Not Capital]												
		Airline Incentivisation Contribution			(2,840,000)	(1,670,000)	(730,000)	-	-	-	-	-	-	-
		Transfer from MERG to fund Reserve in Year 1			240,000	100,000	-	-	-	-	-	-	-	-
8	Airport Noise Mitigation Reserve	Net profit/(loss) position of airport operations (net of loan repayments)			714,773	748,165	989,604	-	-	-	-	-	-	-
		Closing Balance			792,291	(17,660)	241,679	245,304	248,984	252,719	256,510	260,358	264,263	268,227
		Opening Balance			40,996	41,611	42,235	42,869	43,512	44,165	44,827	45,499	46,181	46,874
		Interest Earned			615	624	634	643	653	662	672	682	693	703
		Closing Balance			41,611	42,235	42,869	43,512	44,165	44,827	45,499	46,181	46,874	47,577
3	Airport Existing Terminal Building Reserve	Opening Balance			40,770	137,295	260,819	407,808	553,834	712,489	853,840	1,064,482	1,273,042	1,497,964
		Interest Earned			612	2,059	3,912	6,117	8,308	10,687	12,808	15,967	19,096	22,469
		Operating Transfers To (From) Reserves [Not Capital]												
		Asset Management Plan			95,913	133,685	152,274	158,831	165,589	168,901	197,834	201,791	205,827	209,943
		Capital Works Program												
7	Airport New Terminal Building Reserve	1.3 Buildings Capital Works - Asset Management Plan			-	(12,220)	(9,198)	(18,922)	(15,242)	(38,238)	-	(9,198)	-	(35,574)
		Closing Balance			137,295	260,819	407,808	553,834	712,489	853,840	1,064,482	1,273,042	1,497,964	1,694,802
		Opening Balance			-	-	-	-	-	210,000	457,950	745,727	1,075,275	1,416,134
		Interest Earned			-	-	-	-	-	3,150	6,869	11,186	16,129	21,242
		Operating Transfers To (From) Reserves [Not Capital]												
		Asset Management Plan			-	-	-	-	210,000	244,800	280,908	318,362	324,730	331,224
		Closing Balance			-	-	-	-	210,000	457,950	745,727	1,075,275	1,416,134	1,768,600

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Projected Reserves Schedule (Categorical Listing)  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

ID	Reserve Name	Type	Strategy	Commentary	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
<b>City Building Reserves</b>														
10	Building Asset Renewal Reserve Fund - General Buildings	Opening Balance			1,739,068	1,929,327	2,542,359	2,709,032	3,129,631	3,865,581	4,169,972	4,409,305	4,182,092	4,051,111
		Interest Earned			26,086	28,940	38,135	40,635	46,944	57,984	62,550	66,140	62,731	60,767
		Operating Transfers To (From) Reserves [Not Capital]			(51,375)	(52,659)	(53,976)	(55,460)	(56,985)	(58,552)	(60,163)	(61,817)	(63,517)	(65,264)
		Asbestos Management - Tied to opening \$50,000 expenditure, incremented by M&C Asset Management Plan			765,548	849,439	913,815	980,425	1,049,335	1,120,608	1,143,021	1,173,756	1,197,805	1,266,096
		Capital Works Program			(150,000)	(212,688)	(481,301)	(545,001)	(803,344)	(365,649)	(206,074)	(405,291)	(328,000)	(456,410)
		1.3 Buildings Capital Works - Asset Management Plan			(200,000)	-	-	-	-	-	-	-	-	-
		1.4 Buildings Capital Works - Smiths Beach Toilets			(200,000)	-	-	-	-	-	-	-	-	-
		1.9 Centennial Park Ablutions Replacement			-	-	-	-	-	-	-	-	-	-
		4.6 Dunsborough Playing Fields			-	-	-	-	(450,000)	-	-	-	-	-
		5.3 Upgrade Art Geo Complex - Capital Works			-	-	-	-	-	(700,000)	-	-	-	-
9	Barnard Park Sports Pavilion Building Reserve	Closing Balance			1,929,327	2,542,359	2,709,032	3,129,631	3,865,581	4,169,972	4,409,305	4,182,092	4,051,111	3,856,300
		Opening Balance			41,132	72,215	101,490	136,130	168,239	206,388	233,866	286,974	336,039	392,683
		Interest Earned			617	1,083	1,522	2,042	2,524	3,096	3,508	4,305	5,041	5,890
		Operating Transfers To (From) Reserves [Not Capital]			30,466	35,939	38,949	42,065	45,290	48,627	49,600	50,592	51,604	52,636
		Asset Management Plan			-	(7,748)	(5,832)	(11,998)	(9,665)	(24,245)	-	(5,832)	-	(25,495)
		Capital Works Program			-	(7,748)	(5,832)	(11,998)	(9,665)	(24,245)	-	(5,832)	-	(25,495)
		1.3 Buildings Capital Works - Asset Management Plan			-	(7,748)	(5,832)	(11,998)	(9,665)	(24,245)	-	(5,832)	-	(25,495)
		Closing Balance			72,215	101,490	136,130	168,239	206,388	233,866	286,974	336,039	392,683	425,714
64	Railway House Building Reserve (50%)	Opening Balance			36,768	57,327	73,943	89,574	109,444	111,027	119,531	153,545	177,933	214,124
		Interest Earned			552	860	1,109	1,344	1,642	1,665	1,793	2,303	2,669	3,212
		Operating Transfers To (From) Reserves [Not Capital]			20,007	23,347	25,302	27,326	29,421	31,589	32,221	32,865	33,522	34,193
		Asset Management Plan			-	(7,590)	(10,780)	(8,800)	(29,480)	(24,750)	-	(10,780)	-	(21,340)
		Capital Works Program			-	(7,590)	(10,780)	(8,800)	(29,480)	(24,750)	-	(10,780)	-	(21,340)
		1.3 Buildings Capital Works - Asset Management Plan			-	(7,590)	(10,780)	(8,800)	(29,480)	(24,750)	-	(10,780)	-	(21,340)
		Closing Balance			57,327	73,943	89,574	109,444	111,027	119,531	153,545	177,933	214,124	230,189
74	Youth and Community Activities Building Reserve	Opening Balance			79,572	124,626	166,273	215,571	261,145	315,333	354,064	429,675	499,426	580,057
		Interest Earned			1,194	1,869	2,494	3,234	3,917	4,730	5,311	6,445	7,491	8,701
		Operating Transfers To (From) Reserves [Not Capital]			43,860	50,938	55,204	59,620	64,191	68,921	70,300	71,706	73,140	74,602
		Asset Management Plan			-	(11,160)	(8,400)	(17,280)	(13,920)	(34,920)	-	(8,400)	-	(36,720)
		Capital Works Program			-	(11,160)	(8,400)	(17,280)	(13,920)	(34,920)	-	(8,400)	-	(36,720)
		1.3 Buildings Capital Works - Asset Management Plan			-	(11,160)	(8,400)	(17,280)	(13,920)	(34,920)	-	(8,400)	-	(36,720)
		Closing Balance			124,626	166,273	215,571	261,145	315,333	354,064	429,675	499,426	580,057	626,640

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Projected Reserves Schedule (Categorical Listing)  
For the period 2020 - 2030  
*Draft Base Scenario - Version 1*

ID	Reserve Name	Type	Strategy	Commentary	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
14	Busseton Library Building Reserve	Opening Balance			21,663	64,580	113,754	171,814	226,295	290,768	338,827	428,073	511,610	607,351
		Interest Earned			325	969	1,706	2,577	3,394	4,362	5,082	6,421	7,674	9,110
		Operating Transfers To (From) Reserves [Not Capital]												
		Asset Management Plan			47,592	60,459	65,578	70,878	76,363	82,040	84,164	86,340	88,067	89,828
		Capital Works Program												
		1.3 Buildings Capital Works - Asset Management Plan			(5,000)	(12,254)	(9,224)	(18,974)	(15,285)	(38,343)	-	(9,224)	-	(39,168)
		Closing Balance			64,580	113,754	171,814	226,295	290,768	338,827	428,073	511,610	607,351	667,121
36	Dunsborough Library Building Reserve	Opening Balance			-	-	-	-	-	-	-	-	35,000	73,775
		Interest Earned			-	-	-	-	-	-	-	-	525	1,107
		Operating Transfers To (From) Reserves [Not Capital]												
		Asset Management Plan			-	-	-	-	-	-	-	35,000	38,250	41,616
		Closing Balance			-	-	-	-	-	-	-	35,000	73,775	116,498
12	Busseton Community Resource Centre Reserve	Opening Balance			276,358	321,145	396,142	506,323	599,029	718,992	836,223	970,774	1,044,658	1,207,826
		Interest Earned			4,145	4,817	5,942	7,595	8,985	10,785	12,543	14,562	15,670	18,117
		Operating Transfers To (From) Reserves [Not Capital]												
		Asset Management Plan			90,642	102,725	111,328	120,234	129,452	138,991	141,771	144,606	147,498	150,448
		Capital Works Program												
		1.3 Buildings Capital Works - Asset Management Plan			(50,000)	(32,545)	(7,089)	(35,123)	(18,475)	(32,545)	(19,763)	(85,284)	-	-
		Closing Balance			321,145	396,142	506,323	599,029	718,992	836,223	970,774	1,044,658	1,207,826	1,376,392
13	Busseton Jetty Tourist Park Reserve	Opening Balance			134,376	436,778	772,033	930,238	1,051,877	1,195,880	1,292,042	1,374,077	1,496,168	1,763,283
		Interest Earned			2,016	6,552	11,580	13,954	15,778	17,938	19,381	20,611	22,443	26,449
		Operating Transfers To (From) Reserves [Not Capital]												
		Transfer of Busseton Jetty Tourist Park Reserve Funds to Marketing & Area Promotion Reserve - amount tied to Funding for MRBTA (acc number 54653640)			(163,600)	(167,690)	(171,882)	(176,179)	(180,583)	(185,098)	(189,725)	(194,468)	(199,330)	(204,313)
		Transfer of Profit from Busseton Jetty Tourist Park			543,986	546,393	548,507	548,864	548,808	548,322	547,379	545,948	544,002	541,505
		Capital Works Program												
		1.5 Busseton Jetty Tourist Park - Capital Works			(80,000)	(50,000)	(230,000)	(265,000)	(240,000)	(285,000)	(295,000)	(250,000)	(100,000)	(265,000)
		Closing Balance			436,778	772,033	930,238	1,051,877	1,195,880	1,292,042	1,374,077	1,496,168	1,763,283	1,861,924
42	Geopraphe Leisure Centre Building (GLC) Reserve	Opening Balance			94,291	111,210	137,507	86,574	182,572	179,424	310,934	503,824	715,221	895,113
		Interest Earned			1,414	1,668	2,063	1,299	2,739	2,691	4,664	7,557	10,728	13,427
		Operating Transfers To (From) Reserves [Not Capital]												
		Asset Management Plan			269,005	309,767	335,710	362,566	390,363	482,127	588,234	611,374	635,205	659,744
		Capital Works Program												
		1.3 Buildings Capital Works - Asset Management Plan			(253,500)	(285,137)	(388,706)	(267,867)	(396,250)	(353,308)	(400,008)	(407,535)	(466,041)	(39,895)
		Closing Balance			111,210	137,507	86,574	182,572	179,424	310,934	503,824	715,221	895,113	1,528,389

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
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Draft Base Scenario - Version 1

ID	Reserve Name	Type	Strategy	Commentary	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
46	Joint Venture Aged Housing Reserve (Harris/Winderup)	Opening Balance			1,086,791	1,197,413	1,308,779	1,420,559	1,532,266	1,643,505	1,754,096	1,863,844	1,972,545	2,079,985
		Interest Earned			16,302	17,961	19,632	21,308	22,984	24,653	26,311	27,958	29,588	31,200
		Operating Transfers To (From) Reserves [Not Capital]												
				Net Profit on Community Housing (Aged) rental operation transferred to Reserve.	130,321	130,305	129,970	129,166	127,992	126,669	125,186	123,536	121,714	119,707
		Capital Works Program												
			1.3	Buildings Capital Works - Asset Management Plan	(36,000)	(36,900)	(37,823)	(38,768)	(39,737)	(40,731)	(41,749)	(42,793)	(43,863)	(44,959)
		Closing Balance			1,197,413	1,308,779	1,420,559	1,532,266	1,643,505	1,754,096	1,863,844	1,972,545	2,079,985	2,185,933
71	Winderup Aged Housing Reserve (City Controlled)	Opening Balance			91,229	153,044	224,703	306,685	391,469	479,129	569,739	663,377	760,121	860,052
		Interest Earned			1,368	2,296	3,371	4,600	5,872	7,187	8,546	9,951	11,402	12,901
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	60,447	69,363	78,612	80,184	81,788	83,423	85,092	86,794	88,529	90,300
		Closing Balance			153,044	224,703	306,685	391,469	479,129	569,739	663,377	760,121	860,052	963,253
52	Naturaliste Community Centre Building (NCC) Reserve	Opening Balance			112,870	45,687	101,399	172,525	240,867	311,376	352,744	450,003	510,834	628,560
		Interest Earned			1,693	685	1,521	2,588	3,613	4,671	5,291	6,750	7,663	9,428
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	61,124	70,995	76,941	83,096	89,467	96,059	97,980	99,940	115,063	118,321
		Capital Works Program												
			1.3	Buildings Capital Works - Asset Management Plan	(130,000)	(15,968)	(7,336)	(17,342)	(22,571)	(59,361)	(6,012)	(45,859)	(5,000)	(22,000)
		Closing Balance			45,687	101,399	172,525	240,867	311,376	352,744	450,003	510,834	628,560	734,309
19	Civic and Administration Building Reserve	Opening Balance			368,196	659,907	921,268	1,368,332	1,790,099	2,280,721	2,716,558	3,344,322	3,780,910	4,448,355
		Interest Earned			5,523	9,899	13,819	20,525	26,851	34,211	40,748	50,165	56,714	66,725
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	286,188	425,343	460,965	497,842	536,010	575,506	587,016	598,756	610,731	622,946
		Capital Works Program												
			1.3	Buildings Capital Works - Asset Management Plan	-	(173,880)	(27,720)	(96,600)	(72,240)	(173,880)	-	(212,333)	-	(108,984)
		Closing Balance			659,907	921,268	1,368,332	1,790,099	2,280,721	2,716,558	3,344,322	3,780,910	4,448,355	5,029,042
69	Vasse Sports Pavilion Building Reserve	Opening Balance			536	1,080	1,733	2,449	3,231	4,082	5,005	5,959	28,820	54,073
		Interest Earned			8	16	26	37	48	61	75	89	432	811
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	536	637	690	745	802	862	879	22,771	24,820	26,943
		Closing Balance			1,080	1,733	2,449	3,231	4,082	5,005	5,959	28,820	54,073	81,827

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

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57	Performing Arts/Convention Centre Building Reserve	Opening Balance			-	-	-	-	-	202,688	437,131	704,863	1,007,472	1,364,100
		Interest Earned			-	-	-	-	-	3,040	6,557	10,573	15,112	20,462
		Operating Transfers To (From) Reserves [Not Capital]												
				To fund the ongoing Building/Schedule Maintenance Materials and Contracts Expense.	-	-	-	(175,000)	(179,813)	(184,757)	(189,838)	(195,059)	(200,423)	(205,934)
				Asset Management Plan	-	-	-	175,000	382,500	416,160	451,013	487,094	541,938	582,206
		Closing Balance			-	-	-	-	202,688	437,131	704,863	1,007,472	1,364,100	1,760,833
73	Yalyalup Sports Pavilion Building Reserve	Opening Balance			-	-	-	-	-	-	-	-	-	28,000
		Interest Earned			-	-	-	-	-	-	-	-	-	420
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	-	-	-	-	-	-	-	-	28,000	30,600
		Closing Balance			-	-	-	-	-	-	-	-	28,000	59,020
35	Dunsborough Lakes Community Pavilion Reserve	Opening Balance			-	-	-	-	-	22,750	47,954	75,724	106,176	139,430
		Interest Earned			-	-	-	-	-	341	719	1,136	1,593	2,091
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	-	-	-	-	22,750	24,863	27,050	29,316	31,661	34,088
		Closing Balance			-	-	-	-	22,750	47,954	75,724	106,176	139,430	175,610
49	Lou Weston Oval Pavilion Reserve	Opening Balance			-	-	11,375	23,977	37,862	53,088	69,715	87,805	107,422	127,699
		Interest Earned			-	-	171	360	568	796	1,046	1,317	1,611	1,915
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	-	11,375	12,431	13,525	14,658	15,831	17,044	18,300	18,666	19,039
		Closing Balance			-	11,375	23,977	37,862	53,088	69,715	87,805	107,422	127,699	148,654
18	City Works Depot Reserve	Opening Balance			-	-	-	-	-	-	-	-	-	-
		Interest Earned			-	-	-	-	-	-	-	-	-	-
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	-	-	-	-	-	-	-	-	-	52,500
		Closing Balance			-	-	-	-	-	-	-	-	-	52,500



21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

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<b>Busseton Jetty Reserves</b>														
44	Jetty Maintenance Reserve	Opening Balance			3,142,704	2,877,739	2,529,697	2,641,081	2,767,406	2,709,528	3,036,681	3,373,635	3,192,522	3,541,558
		Interest Earned			47,141	43,166	37,945	39,616	41,511	40,643	45,550	50,605	47,888	53,123
		Operating Transfers To (From) Reserves [Not Capital]												
				Busseton Jetty Operating (maintenance) expenses to Jetty Reserve	(591,217)	(605,547)	(620,658)	(636,704)	(653,622)	(671,061)	(689,036)	(707,566)	(726,667)	(746,359)
				Busseton Jetty Maintenance Plan - fund Materials & Contracts	(376,000)	(385,400)	(395,035)	(405,898)	(417,061)	(428,530)	(440,314)	(452,423)	(464,865)	(477,648)
				Per Jetty Reserve Asset Management Plan (indexed to inflation)	1,325,111	1,358,239	1,392,195	1,427,000	1,462,675	1,499,242	1,536,723	1,575,141	1,614,519	1,654,882
		Capital Works Program												
		1.25		Busseton Jetty Forecasted Maintenance Capital Works Plan	(670,000)	(758,500)	(303,063)	(297,689)	(491,381)	(113,141)	(115,969)	(646,869)	(121,840)	(4,022,886)
		Closing Balance			2,877,739	2,529,697	2,641,081	2,767,406	2,709,528	3,036,681	3,373,635	3,192,522	3,541,558	2,670
45	Jetty Self Insurance Reserve	Opening Balance			433,834	515,342	599,947	687,743	778,826	873,294	971,249	1,072,795	1,178,038	1,287,089
		Interest Earned			6,508	7,730	8,999	10,316	11,682	13,099	14,569	16,092	17,671	19,306
		Operating Transfers To (From) Reserves [Not Capital]												
				\$60,000 indexed at CPI per Council decision (Dec 2017)	75,000	76,875	78,797	80,767	82,786	84,856	86,977	89,151	91,380	93,665
		Closing Balance			515,342	599,947	687,743	778,826	873,294	971,249	1,072,795	1,178,038	1,287,089	1,400,060
<b>City Infrastructure Asset Reserves</b>														
65	Road Asset Renewal Reserve	Opening Balance			383,683	389,438	395,279	401,209	407,227	413,335	419,535	425,828	432,215	438,698
		Interest Earned			5,755	5,842	5,929	6,018	6,108	6,200	6,293	6,387	6,483	6,580
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan - 7.00% of rates.	3,096,228	3,235,380	3,398,847	3,570,574	3,750,978	3,950,014	4,159,611	4,380,331	4,601,647	4,834,145
				To be utilised for Annual Municipal Allocation to RRG Projects.	448,000	448,950	460,174	471,678	483,470	495,557	507,946	520,644	533,660	547,002
		Capital Works Program												
		1.23		Roads & Streets Renewal District-Wide - Asset Management Plan	(3,341,228)	(3,484,330)	(3,859,021)	(4,042,252)	(4,234,448)	(4,445,571)	(4,667,557)	(4,900,975)	(5,135,307)	(5,381,147)
		3.14		Busseton Foreshore Redevelopment (Final Completion)	(203,000)	(200,000)	-	-	-	-	-	-	-	-
		Closing Balance			389,438	395,279	401,209	407,227	413,335	419,535	425,828	432,215	438,698	445,279
40	Footpath and Cycleways Reserve	Opening Balance			40,767	41,378	41,999	42,629	43,268	43,917	44,575	45,243	45,921	46,610
		Interest Earned			612	621	630	639	649	659	669	679	689	699
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	1,216,038	1,256,730	1,301,912	1,348,919	1,397,832	1,450,321	1,505,054	1,562,135	1,619,823	1,679,895
				Asset Management Plan - increased by 1.00% over 4 years starting in 2026-27.	-	-	-	-	-	-	173,317	365,028	575,206	805,691
		Capital Works Program												
		1.9		Centennial Park Ablutions Replacement	(100,000)	-	-	-	-	-	-	-	-	-
		1.14		Footpaths & Cycleways Construction - Capital Works	(1,116,038)	(1,256,730)	(1,301,913)	(1,348,919)	(1,397,832)	(1,450,322)	(1,678,371)	(1,927,163)	(2,195,029)	(2,485,586)
		Closing Balance			41,378	41,999	42,629	43,268	43,917	44,575	45,243	45,921	46,610	47,309

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

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54	Other Infrastructure (Drainage, Signage Etc) Reserve	Opening Balance			30,050	30,501	30,959	31,423	31,894	32,372	32,858	33,351	33,851	34,358
		Interest Earned			451	458	464	471	478	486	493	500	508	515
		Operating Transfers To (From) Reserves [Not Capital]												
				Transfer of Annual Municipal Fund Allocation to Reserve	357,000	365,925	375,073	384,450	394,061	403,913	414,011	424,361	434,970	445,844
				Asset Management Plan - increased by 0.50% over 2 years starting in 2026-27.	-	-	-	-	-	-	173,317	365,028	383,471	402,845
		Capital Works Program												
			1.13	Drainage, Underground Power and Other Infrastructure - Capital Works	(357,000)	(365,925)	(375,073)	(384,450)	(394,061)	(403,913)	(587,328)	(789,389)	(818,441)	(848,689)
		Closing Balance			30,501	30,959	31,423	31,894	32,372	32,858	33,351	33,851	34,358	34,874
55	Parks, Gardens and Reserves Reserve	Opening Balance			80,001	81,201	82,420	83,657	84,912	86,186	87,478	88,790	90,122	91,474
		Interest Earned			1,200	1,218	1,236	1,255	1,274	1,293	1,312	1,332	1,352	1,372
		Operating Transfers To (From) Reserves [Not Capital]												
				Transfer of Annual Municipal Fund Allocation to Reserve	1,285,166	1,317,295	1,350,228	1,383,983	1,418,583	1,454,047	1,490,399	1,527,659	1,565,850	1,604,996
				Asset Management Plan - increase by 1.00% over 2 years from 2023-24.	-	134,807	283,237	446,322	625,163	658,336	693,269	730,055	766,941	805,691
		Capital Works Program												
			3.5	Dunsborough New Nature Based Playground - Capital Works	(40,000)	(350,000)	-	-	-	-	-	-	-	-
			3.9	Mitchell Park Upgrade - Capital Works	(250,000)	-	-	-	-	-	-	-	-	-
			4.1	Dunsborough Lakes Sporting Precinct (Stage 1)	(250,000)	-	-	-	-	-	-	-	-	-
			1.18	Parks and Gardens / Reserves - Capital Works	(435,166)	(902,102)	(1,633,465)	(1,830,305)	(2,043,746)	(2,112,383)	(2,183,668)	(2,257,714)	(2,332,791)	(2,410,687)
			3.14	Busseton Foreshore Redevelopment (Final Completion)	(310,000)	(200,000)	-	-	-	-	-	-	-	-
		Closing Balance			81,201	82,420	83,657	84,912	86,186	87,478	88,790	90,122	91,474	92,846
41	Furniture and Equipment Reserve	Opening Balance			-	-	-	-	-	-	-	-	-	-
		Interest Earned			-	-	-	-	-	-	-	-	-	-
		Operating Transfers To (From) Reserves [Not Capital]												
				Transfer of Annual Municipal Fund Allocation to Reserve	434,000	444,850	455,971	467,371	479,055	573,323	589,966	607,147	624,655	642,718
		Capital Works Program												
			1.15	Furniture, Office Equipment & Technology/Software - Capital Works	(434,000)	(444,850)	(455,971)	(467,371)	(479,055)	(573,323)	(589,966)	(607,147)	(624,655)	(642,718)
		Closing Balance			-	-	-	-	-	-	-	-	-	-
58	Plant Replacement Reserve	Opening Balance			945,658	1,205,170	1,212,429	1,209,919	1,234,799	1,327,358	1,422,329	1,729,565	1,623,411	2,125,641
		Interest Earned			14,185	18,078	18,186	18,149	18,522	19,910	21,335	25,943	24,351	31,885
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	129,009	269,615	283,237	297,548	312,581	329,168	346,634	365,028	383,471	402,845
				Plant Depreciation and Plant Requirements	1,011,412	1,105,146	991,276	972,803	989,746	1,007,113	1,024,917	1,043,165	1,061,871	1,081,046
		Capital Works Program												
			3.8	Main City Works Depot - Upgrade/Improvements	-	-	-	-	-	-	-	(500,000)	-	-
			1.19	Plant Replacement Program	(895,094)	(1,385,580)	(1,295,210)	(1,263,620)	(1,228,290)	(1,261,220)	(1,085,650)	(1,040,290)	(967,463)	(1,135,900)
		Closing Balance			1,205,170	1,212,429	1,209,919	1,234,799	1,327,358	1,422,329	1,729,565	1,623,411	2,125,641	2,505,517

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
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For the period 2020 - 2030  
Draft Base Scenario - Version 1

ID	Reserve Name	Type	Strategy	Commentary	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
70	Waste Facilities and Plant Reserve	Opening Balance			4,278,216	2,851,225	1,317,304	1,565,012	1,134,871	1,741,406	1,936,467	2,153,671	1,949,503	765,673
		Interest Earned			64,173	42,768	19,760	23,475	17,023	26,121	29,047	32,305	29,243	11,485
		Operating Transfers To (From) Reserves [Not Capital]												
				Net Position of all Waste GL activity transferred to reserves	254,348	226,148	244,208	203,625	156,199	106,372	54,065	(826)	(58,394)	(118,736)
				WARR Fees	1,509,488	1,557,163	1,609,140	1,663,749	1,721,163	1,782,768	1,847,752	1,916,353	1,987,321	2,062,202
		Capital Works Program												
			2.1	Waste Management - Capital Works	(3,255,000)	(3,360,000)	(1,625,400)	(2,320,990)	(1,287,850)	(220,200)	(1,713,660)	(1,652,000)	(642,000)	(544,200)
			2.2	Alternative Waste Disposal Initiatives	-	-	-	-	-	(1,500,000)	-	-	(2,500,000)	(1,500,000)
			3.8	Main City Works Depot - Upgrade/Improvements	-	-	-	-	-	-	-	(500,000)	-	-
		Closing Balance			2,851,225	1,317,304	1,565,012	1,134,871	1,741,406	1,936,467	2,153,671	1,949,503	765,673	676,424
50	Major Traffic Improvements Reserve	Opening Balance			257,583	261,447	265,369	269,350	273,390	277,491	281,653	285,878	290,166	294,518
		Interest Earned			3,864	3,922	3,981	4,040	4,101	4,162	4,225	4,288	4,352	4,418
		Operating Transfers To (From) Reserves [Not Capital]												
				Tied to 2.125% of rates levied.	1,096,581	1,145,864	1,203,758	1,264,578	1,328,471	1,398,963	1,473,196	1,551,367	1,629,750	1,712,093
		Capital Works Program												
			3.1	Busseton War Memorial Relocation	-	(375,000)	-	-	-	-	-	-	-	-
			3.2	Busseton/Dunsborough - Major Traffic Improvements	(1,096,581)	(770,864)	(1,203,758)	(1,264,578)	(1,328,471)	(1,398,963)	(1,473,196)	(1,551,367)	(1,629,750)	(1,712,093)
		Closing Balance			261,447	265,369	269,350	273,390	277,491	281,653	285,878	290,166	294,518	298,936
15	CBD Enhancement Reserve	Opening Balance			92,320	21,607	40,191	59,419	79,308	99,875	121,138	143,116	165,826	189,288
		Interest Earned			1,385	324	603	891	1,190	1,498	1,817	2,147	2,487	2,839
		Operating Transfers To (From) Reserves [Not Capital]												
				1.00% of Rates transferred to CBD Enhancement Reserve to fund CBD Townscape Construction Projects.	516,038	539,230	566,475	595,096	625,163	658,336	693,269	730,055	766,941	805,691
				50% of Lease income from Fire Station transfers to CBD Enhancement Reserve	17,902	18,260	18,625	18,998	19,378	19,765	20,161	20,564	20,975	21,395
		Capital Works Program												
			1.7	CBD Townscape Construction Projects - Capital Works	(516,038)	(539,230)	(566,475)	(595,096)	(625,163)	(658,336)	(693,269)	(730,055)	(766,941)	(805,691)
			3.9	Mitchell Park Upgrade - Capital Works	(90,000)	-	-	-	-	-	-	-	-	-
		Closing Balance			21,607	40,191	59,419	79,308	99,875	121,138	143,116	165,826	189,288	213,522

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

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Draft Base Scenario - Version 1

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53	New Infrastructure Development Reserve	Opening Balance			775,996	87,636	88,951	15,285	15,514	15,747	15,983	16,223	16,466	16,713
		Interest Earned			11,640	1,315	1,334	229	233	236	240	243	247	251
		Capital Works Program												
		4.1		Dunsborough Lakes Sporting Precinct (Stage 1)	(700,000)	-	-	-	-	-	-	-	-	-
		4.10		Squash facility District	-	-	(75,000)	-	-	-	-	-	-	-
		Closing Balance			87,636	88,951	15,285	15,514	15,747	15,983	16,223	16,466	16,713	16,964
24	Commonage Precinct Infrastructure Road Reserve	Opening Balance			236,372	239,918	243,517	247,170	250,878	254,641	258,461	262,338	266,273	270,267
		Interest Earned			3,546	3,599	3,653	3,708	3,763	3,820	3,877	3,935	3,994	4,054
		Closing Balance			239,918	243,517	247,170	250,878	254,641	258,461	262,338	266,273	270,267	274,321
City Parking Reserves														
17	City Car Parking and Access Reserve	Opening Balance			1,387,500	646,489	786,757	989,872	717,396	963,443	1,238,690	1,545,126	1,884,854	2,258,251
		Interest Earned			20,813	9,697	11,801	14,848	10,761	14,452	18,580	23,177	28,273	33,874
		Operating Transfers To (From) Reserves [Not Capital]												
				Fund the repayment of \$1.25m loan from Year 1 for Dunsborough Car Parking Land.	(55,611)	(111,222)	(111,222)	(111,222)	(111,222)	(111,222)	(111,221)	(111,222)	(111,222)	(111,222)
				Principal and Interest Repayments on Car Park Loan	(162,249)	(40,562)	-	-	-	-	-	-	-	-
				Asset Management Plan - tied to 1.00% of rates levied	516,038	539,230	566,475	595,096	625,163	658,336	693,269	730,055	766,941	805,691
		Capital Works Program												
		1.6		Car Parking Construction and Renewal - Capital Works	(1)	(206,875)	(263,939)	(271,197)	(278,655)	(286,318)	(294,192)	(302,282)	(310,595)	(319,137)
		7.25		Dunsborough Car Parking Land	(750,000)	-	-	(500,000)	-	-	-	-	-	-
		3.14		Busseton Foreshore Redevelopment (Final Completion)	(310,000)	(50,000)	-	-	-	-	-	-	-	-
		Closing Balance			646,489	786,757	989,872	717,396	963,443	1,238,690	1,545,126	1,884,854	2,258,251	2,667,457
City Corporate Reserves														
34	Corporate IT Systems Reserve	Opening Balance			82,187	112,429	146,423	185,175	136,726	184,686	238,899	215,799	282,681	356,816
		Interest Earned			1,233	1,686	2,196	2,778	2,051	2,770	3,583	3,237	4,240	5,352
		Operating Transfers To (From) Reserves [Not Capital]												
				Asset Management Plan	129,009	134,807	141,619	148,774	156,291	164,584	173,317	182,514	191,735	201,423
		Capital Works Program												
		1.12		Corporate IT System Upgrades	(100,000)	(102,500)	(105,063)	(200,000)	(110,381)	(113,141)	(200,000)	(118,869)	(121,840)	(200,000)
		Closing Balance			112,429	146,423	185,175	136,726	184,686	238,899	215,799	282,681	356,816	363,591

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

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37	Election, Value and Corporate Expense Reserve	Opening Balance			511,030	365,500	382,208	519,064	257,445	399,068	414,913	280,871	294,092	450,566
		Interest Earned			7,665	5,483	5,733	7,786	3,862	5,986	6,224	4,213	4,411	6,758
		Operating Transfers To (From) Reserves [Not Capital]												
				Election Expenses - every second year	-	(116,699)	-	(123,806)	-	(131,346)	-	(139,345)	-	(147,831)
				Estimated consultant costs for fair value adjustments	(40,900)	(41,923)	(42,971)	(44,045)	(45,146)	(46,275)	(47,432)	(48,618)	(49,833)	(51,079)
				Estimated rating GRV consultant costs see account 21013658	(278,000)	-	-	(280,000)	-	-	(285,000)	-	-	(290,000)
				2 Year Election Cycle; 3 Year GRV Revaluation Requirements	165,705	169,847	174,094	178,446	182,907	187,480	192,167	196,971	201,895	206,943
		Closing Balance			365,500	382,208	519,064	257,445	399,068	414,913	280,871	294,092	450,566	175,357
47	Legal Expenses Reserve	Opening Balance			640,797	650,409	660,165	670,067	680,118	690,320	700,675	711,185	721,853	732,681
		Interest Earned			9,612	9,756	9,902	10,051	10,202	10,355	10,510	10,668	10,828	10,990
		Closing Balance			650,409	660,165	670,067	680,118	690,320	700,675	711,185	721,853	732,681	743,671
51	Marketing & Area Promotion Reserve	Opening Balance			-	-	-	-	-	-	-	-	-	-
		Interest Earned			-	-	-	-	-	-	-	-	-	-
		Operating Transfers To (From) Reserves [Not Capital]												
				Transfer from Marketing & Area Promotion Reserve for funding of BEACH marketing activities.	(50,000)	(100,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
				Transfer to Marketing & Area Promotion Reserve for funding of BEACH marketing activities.	50,000	100,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
		Closing Balance			-	-	-	-	-	-	-	-	-	-
56	Performing Arts and Convention Centre Reserve	Opening Balance			2,705,530	1,396,113	67,055	68,061	69,082	70,118	71,170	72,238	73,322	74,422
		Interest Earned			40,583	20,942	1,006	1,021	1,036	1,052	1,068	1,084	1,100	1,116
		Capital Works Program												
				5.1 Performing Arts/Convention Centre (BEACH) - Stage 1	(1,350,000)	(1,350,000)	-	-	-	-	-	-	-	-
		Closing Balance			1,396,113	67,055	68,061	69,082	70,118	71,170	72,238	73,322	74,422	75,538
<b>City Employee Entitlements Reserve</b>														
2	Long Service Leave Reserve	Opening Balance			2,761,573	2,702,997	2,643,542	2,583,195	2,521,943	2,459,772	2,396,669	2,332,619	2,267,608	2,201,622
		Interest Earned			41,424	40,545	39,653	38,748	37,829	36,897	35,950	34,989	34,014	33,024
		Operating Transfers To (From) Reserves [Not Capital]												
				To show drawdown of long service leave in reserve which offsets transfer to line item below.	(550,000)	(550,000)	(550,000)	(550,000)	(550,000)	(550,000)	(550,000)	(550,000)	(550,000)	(550,000)
				To show drawdown of long service leave in reserve which offsets transfer from line item above.	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000
		Closing Balance			2,702,997	2,643,542	2,583,195	2,521,943	2,459,772	2,396,669	2,332,619	2,267,608	2,201,622	2,134,646

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

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66	Sick Pay Incentive Reserve	Opening Balance			151,822	139,099	126,185	113,078	99,774	86,271	72,565	66,153	62,145	58,077
		Interest Earned			2,277	2,086	1,893	1,696	1,497	1,294	1,088	992	932	871
		Operating Transfers To (From) Reserves [Not Capital]		Applies to individuals covered under the Sick Leave Scheme. Assumed that one person p.a entitled to scheme leaves the organisation each year and is paid out the amount. Increases in provision per annum are covered by the interest	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(7,500)	(5,000)	(5,000)	(5,000)
		Closing Balance			139,099	126,185	113,078	99,774	86,271	72,565	66,153	62,145	58,077	53,948
61	Professional Development Reserve	Opening Balance			123,578	125,432	127,313	129,223	131,161	133,128	135,125	137,152	139,209	141,297
		Interest Earned			1,854	1,881	1,910	1,938	1,967	1,997	2,027	2,057	2,088	2,119
		Closing Balance			125,432	127,313	129,223	131,161	133,128	135,125	137,152	139,209	141,297	143,416
72	Workers Compensation and Extended Sick Leave Contingency Reserve	Opening Balance			283,433	287,684	291,999	296,379	300,825	305,337	309,917	314,566	319,284	324,073
		Interest Earned			4,251	4,315	4,380	4,446	4,512	4,580	4,649	4,718	4,789	4,861
		Closing Balance			287,684	291,999	296,379	300,825	305,337	309,917	314,566	319,284	324,073	328,934
<b>City Estate &amp; Precinct Reserves</b>														
28	Community Facilities - City District	Opening Balance			767,485	456,497	143,344	415,932	592,608	874,497	197,671	468,447	624,623	671,352
		Interest Earned			11,512	6,847	2,150	6,239	8,889	13,117	2,965	7,027	9,369	10,070
		Operating Transfers To (From) Reserves [Not Capital]		Repayment of Lot 40 Vasse Highway from Reserve - Relates to Sir Stewart Bovell Park	-	-	-	-	-	(850,000)	-	-	-	-
				Subject to advice from Strategic Planning Business unit - based on forecasted developer activity	352,500	357,500	375,500	375,500	375,500	375,500	375,500	375,500	375,500	375,500
		Capital Works Program												
		4.1		Dunsborough Lakes Sporting Precinct (Stage 1)	(400,000)	-	-	-	-	-	-	-	-	-
		4.2		Dunsborough Country Club Extension	-	(300,000)	-	-	-	-	-	-	-	-
		4.9		Increasing Sports Spaces Carrying Capacity - Outdoor Spaces	-	(100,000)	-	(105,063)	-	(110,381)	-	(115,969)	-	(121,840)
		5.1		Performing Arts/Convention Centre (BEACH) - Stage 1	(175,000)	(175,000)	-	-	-	-	-	-	-	-
		4.12		Dunsborough Lakes Sporting Precinct (Stage 2)	-	-	-	-	-	-	-	-	(225,000)	-
		4.13		Planning & Design Studies for Implementation of Recreational Planning Study Outcomes	(100,000)	(102,500)	(105,063)	(100,000)	(102,500)	(105,063)	(107,689)	(110,381)	(113,141)	(115,969)
		Closing Balance			456,497	143,344	415,932	592,608	874,497	197,671	468,447	624,623	671,352	819,113
26	Community Facilities - Broadwater	Opening Balance			174,551	187,169	197,477	207,939	218,558	229,336	239,776	248,373	257,099	265,955
		Interest Earned			2,618	2,808	2,962	3,119	3,278	3,440	3,597	3,726	3,856	3,989
		Operating Transfers To (From) Reserves [Not Capital]												
				Subject to advice from Strategic Planning Business unit - based on forecasted developer activity	10,000	7,500	7,500	7,500	7,500	7,000	5,000	5,000	5,000	5,000
		Closing Balance			187,169	197,477	207,939	218,558	229,336	239,776	248,373	257,099	265,955	274,944

21/04/2020

Version A (Post Workshops/Pre COVID-19)

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27	Community Facilities - Busseton	Opening Balance			20,996	43,811	64,468	85,435	106,717	138,318	172,893	207,986	46,106	81,798
		Interest Earned			315	657	967	1,282	1,601	2,075	2,593	3,120	692	1,227
		Operating Transfers To (From) Reserves [Not Capital]												
				Subject to advice from Strategic Planning Business unit - based on forecasted developer activity	22,500	20,000	20,000	20,000	30,000	32,500	32,500	35,000	35,000	35,000
		Capital Works Program												
		4.10	Squash Facility District		-	-	-	-	-	-	-	(200,000)	-	-
		Closing Balance			43,811	64,468	85,435	106,717	138,318	172,893	207,986	46,106	81,798	118,025
29	Community Facilities - Dunsborough	Opening Balance			217,251	248,010	29,230	57,168	85,526	114,309	143,524	173,177	203,275	108,824
		Interest Earned			3,259	3,720	438	858	1,283	1,715	2,153	2,598	3,049	1,632
		Operating Transfers To (From) Reserves [Not Capital]												
				Subject to advice from Strategic Planning Business unit - based on forecasted developer activity	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500
		Capital Works Program												
		3.5	Dunsborough New Nature Based Playground - Capital Works		-	(250,000)	-	-	-	-	-	-	-	-
		4.12	Dunsborough Lakes Sporting Precinct (Stage 2)		-	-	-	-	-	-	-	-	(125,000)	-
		Closing Balance			248,010	29,230	57,168	85,526	114,309	143,524	173,177	203,275	108,824	137,956
30	Community Facilities - Dunsborough Lakes	Opening Balance			1,221,307	239,627	243,221	246,869	250,572	254,331	258,146	262,018	265,948	19,937
		Interest Earned			18,320	3,594	3,648	3,703	3,759	3,815	3,872	3,930	3,989	299
		Operating Transfers To (From) Reserves [Not Capital]												
				Subject to advice from Strategic Planning Business unit - based on forecasted developer activity										
		Capital Works Program												
		4.1	Dunsborough Lakes Sporting Precinct (Stage 1)		(1,000,000)	-	-	-	-	-	-	-	-	-
		4.12	Dunsborough Lakes Sporting Precinct (Stage 2)		-	-	-	-	-	-	-	-	(250,000)	-
		Closing Balance			239,627	243,221	246,869	250,572	254,331	258,146	262,018	265,948	19,937	20,236
31	Community Facilities - Geographe	Opening Balance			108,884	118,017	129,787	141,734	153,860	168,668	183,698	198,953	214,437	230,154
		Interest Earned			1,633	1,770	1,947	2,126	2,308	2,530	2,755	2,984	3,217	3,452
		Operating Transfers To (From) Reserves [Not Capital]												
				Subject to advice from Strategic Planning Business unit - based on forecasted developer activity	7,500	10,000	10,000	10,000	12,500	12,500	12,500	12,500	12,500	12,500
		Capital Works Program												
					118,017	129,787	141,734	153,860	168,668	183,698	198,953	214,437	230,154	246,106
32	Community Facilities - Port Geographe	Opening Balance			351,153	356,420	361,766	367,192	372,700	378,291	383,965	389,724	395,570	401,504
		Interest Earned			5,267	5,346	5,426	5,508	5,591	5,674	5,759	5,846	5,934	6,023
		Closing Balance			356,420	361,766	367,192	372,700	378,291	383,965	389,724	395,570	401,504	407,527

21/04/2020

Version A (Post Workshops/Pre COVID-19)

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33	Community Facilities - Vasse	Opening Balance			179,289	1,978	2,008	2,038	42,069	120,200	192,003	257,383	328,744	401,175
		Interest Earned			2,689	30	30	31	631	1,803	2,880	3,861	4,931	6,018
		Operating Transfers To (From) Reserves [Not Capital]												
				Subject to advice from Strategic Planning Business unit - based on forecasted developer activity	-	-	-	40,000	77,500	70,000	62,500	67,500	67,500	67,500
		Capital Works Program												
		4.3	Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking		(180,000)	-	-	-	-	-	-	-	-	-
		Closing Balance			1,978	2,008	2,038	42,069	120,200	192,003	257,383	328,744	401,175	474,693
25	Community Facilities - Airport North	Opening Balance			3,291,299	3,440,668	3,592,278	3,746,162	3,902,354	2,860,889	2,003,802	33,859	134,367	236,383
		Interest Earned			49,369	51,610	53,884	56,192	58,535	42,913	30,057	508	2,016	3,546
		Operating Transfers To (From) Reserves [Not Capital]												
				Subject to advice from Strategic Planning Business unit - based on forecasted developer activity	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
		Capital Works Program												
		4.7	Yalyalup Community Oval/Pavilion Development		-	-	-	-	(1,200,000)	(1,000,000)	(2,100,000)	-	-	-
		Closing Balance			3,440,668	3,592,278	3,746,162	3,902,354	2,860,889	2,003,802	33,859	134,367	236,383	339,929
48	Locke Estate Reserve	Opening Balance			1,037	61,053	121,969	183,799	186,556	189,354	192,194	195,077	198,003	200,973
		Interest Earned			16	916	1,830	2,757	2,798	2,840	2,883	2,926	2,970	3,015
		Operating Transfers To (From) Reserves [Not Capital]												
				\$60,000 per annum income to Locke Estate reserve, needs to be added to income, finishes in 2022/23	60,000	60,000	60,000	-	-	-	-	-	-	-
		Closing Balance			61,053	121,969	183,799	186,556	189,354	192,194	195,077	198,003	200,973	203,988
59	Port Geographe Development Reserve (Council)	Opening Balance			150,330	88,899	94,899	101,664	109,243	117,686	127,201	137,856	149,724	162,707
		Interest Earned			2,255	1,333	1,423	1,525	1,639	1,765	1,908	2,068	2,246	2,441
		Operating Transfers To (From) Reserves [Not Capital]												
				\$50k per year indexed - Council Resolution.	54,314	55,916	57,873	59,899	61,995	64,320	66,732	69,234	71,658	74,166
		Capital Works Program												
		1.20	Port Geographe Development - Capital Works		(118,000)	(51,250)	(52,531)	(53,845)	(55,191)	(56,570)	(57,985)	(59,434)	(60,920)	(62,443)
		Closing Balance			88,899	94,899	101,664	109,243	117,686	127,201	137,856	149,724	162,707	176,870
60	Port Geographe Waterways Management Reserve (SAR) (DOT Requirements)	Opening Balance			3,292,439	3,211,389	3,130,333	3,050,809	2,972,280	2,895,107	2,820,371	2,748,575	2,680,262	2,615,213
		Interest Earned			49,387	48,171	46,955	45,762	44,584	43,427	42,306	41,229	40,204	39,228
		Operating Transfers To (From) Reserves [Not Capital]												
				Represents expected maintenance costs for Port Geo waterways	(354,603)	(363,468)	(372,555)	(382,800)	(393,327)	(404,143)	(415,257)	(426,677)	(438,411)	(450,467)
				Represents SAR for Port Geographe area	224,166	234,241	246,076	258,509	271,570	285,980	301,155	317,135	333,158	349,991
		Closing Balance			3,211,389	3,130,333	3,050,809	2,972,280	2,895,107	2,820,371	2,748,575	2,680,262	2,615,213	2,553,965



21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Projected Reserves Schedule (Categorical Listing)  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

ID	Reserve Name	Type	Strategy	Commentary	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
62	Provence Landscape Maintenance Reserve (SAR)	Opening Balance			1,194,347	1,176,569	1,162,549	832,683	824,170	609,210	609,676	617,284	134,113	149,771
		Interest Earned			17,915	17,649	17,438	12,490	12,363	9,138	9,145	9,259	2,012	2,247
		Operating Transfers To (From) Reserves [Not Capital]												
				25% of Total maintenance contractor costs - Provence Represents SAR for Provence	(169,625) 183,931	(173,865) 192,197	(178,212) 201,908	(183,113) 212,109	(188,148) 222,826	(193,322) 234,650	(198,639) 247,101	(204,101) 260,213	(209,714) 273,360	(215,481) 287,172
		Capital Works Program												
			1.21	Provence - Asset Management Plan	(50,000)	(50,000)	(371,000)	(50,000)	(262,000)	(50,000)	(50,000)	(548,542)	(50,000)	(50,000)
		Closing Balance			1,176,569	1,162,549	832,683	824,170	609,210	609,676	617,284	134,113	149,771	173,708
68	Vasse Newtown Landscape Maintenance Reserve (SAR)	Opening Balance			569,537	559,953	554,782	139,473	139,866	112,600	126,267	147,992	207,729	247,365
		Interest Earned			8,543	8,399	8,322	2,092	2,098	1,689	1,894	2,220	3,116	3,710
		Operating Transfers To (From) Reserves [Not Capital]												
				25% of Total maintenance contractor costs - Vasse Represents SAR for Vasse	(156,687) 188,560	(160,604) 197,034	(164,619) 206,989	(169,146) 217,447	(173,798) 228,434	(178,577) 240,555	(183,488) 253,319	(188,534) 266,761	(193,719) 280,239	(199,046) 294,398
		Capital Works Program												
			1.22	Vasse - Asset Management Plan	(50,000)	(50,000)	(466,000)	(50,000)	(84,000)	(50,000)	(50,000)	(20,710)	(50,000)	(50,000)
		Closing Balance			559,953	554,782	139,473	139,866	112,600	126,267	147,992	207,729	247,365	296,427
23	Commonage Precinct Bushfire Facilities Reserve	Opening Balance			58,532	59,410	60,301	61,206	62,124	63,056	64,002	64,962	65,936	66,925
		Interest Earned			878	891	905	918	932	946	960	974	989	1,004
		Closing Balance			59,410	60,301	61,206	62,124	63,056	64,002	64,962	65,936	66,925	67,929
21	Commonage Community Facilities Dunsborough Lakes South Reserve	Opening Balance			74,242	75,356	76,486	77,633	78,797	79,979	81,179	82,397	83,633	84,887
		Interest Earned			1,114	1,130	1,147	1,164	1,182	1,200	1,218	1,236	1,254	1,273
		Closing Balance			75,356	76,486	77,633	78,797	79,979	81,179	82,397	83,633	84,887	86,160
22	Commonage Community Facilities South Biddle Precinct Reserve	Opening Balance			905,901	919,490	933,282	197,281	200,240	203,244	206,293	209,387	212,528	215,716
		Interest Earned			13,589	13,792	13,999	2,959	3,004	3,049	3,094	3,141	3,188	3,236
		Capital Works Program												
			3.10	New Commonage Fire Shed/Community Facility	-	-	(750,000)	-	-	-	-	-	-	-
		Closing Balance			919,490	933,282	197,281	200,240	203,244	206,293	209,387	212,528	215,716	218,952
<b>City General Reserves</b>														
11	Busseton Area Drainage and Waterways Improvement Reserve	Opening Balance			374,240	351,854	328,432	303,941	278,347	251,615	223,710	194,594	164,230	132,578
		Interest Earned			5,614	5,278	4,926	4,559	4,175	3,774	3,356	2,919	2,463	1,989
		Capital Works Program												
			3.13	Vasse River Beautification Project (Bridge to Bridge)	(28,000)	(28,700)	(29,418)	(30,153)	(30,907)	(31,679)	(32,471)	(33,283)	(34,115)	(34,968)
		Closing Balance			351,854	328,432	303,941	278,347	251,615	223,710	194,594	164,230	132,578	99,599

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Projected Reserves Schedule (Categorical Listing)  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

ID	Reserve Name	Type	Strategy	Commentary	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
20	Coastal and Climate Adaptation Reserve	Opening Balance			2,130,834	1,723,825	1,819,955	1,929,607	2,053,213	1,941,822	1,593,986	1,930,538	2,481,261	3,267,638
		Interest Earned			31,963	25,857	27,299	28,944	30,798	29,127	23,910	28,958	37,219	49,015
		Operating Transfers To (From) Reserves [Not Capital]												
				Res 0706/141 (increase by CPI each year) Asset Management Plan - increased by 1.00% over 4 years starting in 2026-27.	387,028	404,422	424,856	446,322	468,872	493,752	519,951	547,541	575,206	604,268
					-	-	-	-	-	-	173,317	365,028	575,206	805,691
		Capital Works Program												
			3.6	Dunsborough Non-Potable Water Network	(500,000)	-	-	-	(250,000)	(500,000)	-	-	-	-
38	Emergency Disaster Recovery Reserve	1.11		Coastal Protection Capital Works - Asset Management Plan	(226,000)	(231,650)	(237,441)	(243,971)	(250,680)	(257,574)	(264,657)	(271,935)	(279,413)	(287,097)
		3.11		Parks and Gardens/Reserves - Smart Technologies	(100,000)	(102,500)	(105,063)	(107,689)	(110,381)	(113,141)	(115,969)	(118,869)	(121,840)	(124,886)
		Closing Balance			1,723,825	1,819,955	1,929,607	2,053,213	1,941,822	1,593,986	1,930,538	2,481,261	3,267,638	4,314,628
		Opening Balance			94,402	115,818	138,055	161,138	185,093	209,946	235,723	262,453	290,164	318,885
		Interest Earned			1,416	1,737	2,071	2,417	2,776	3,149	3,536	3,937	4,352	4,783
		Operating Transfers To (From) Reserves [Not Capital]												
				Annual Allocation	20,000	20,500	21,013	21,538	22,076	22,628	23,194	23,774	24,368	24,977
39	Energy Sustainability Reserve	Closing Balance			115,818	138,055	161,138	185,093	209,946	235,723	262,453	290,164	318,885	348,646
		Opening Balance			138,519	140,347	142,452	144,588	147,026	149,785	152,885	156,345	160,187	164,433
		Interest Earned			2,078	2,105	2,137	2,169	2,205	2,247	2,293	2,345	2,403	2,466
		Operating Transfers To (From) Reserves [Not Capital]												
				Annual Allocation to assist with funding the Energy Strategy	102,750	105,319	107,952	110,920	113,971	117,105	120,325	123,634	127,034	130,528
		Capital Works Program												
			3.7	Energy Efficiency Initiatives	(103,000)	(105,319)	(107,952)	(110,651)	(113,417)	(116,252)	(119,159)	(122,137)	(125,191)	(128,321)
16	Cemetery Reserve	Closing Balance			140,347	142,452	144,588	147,026	149,785	152,885	156,345	160,187	164,433	169,106
		Opening Balance			46,131	88,603	152,548	218,295	285,877	355,328	426,683	499,977	575,244	652,519
		Interest Earned			692	1,329	2,288	3,274	4,288	5,330	6,400	7,500	8,629	9,788
		Operating Transfers To (From) Reserves [Not Capital]												
				100% of Cemetery Burial Fees transferred to Cemeteries Reserve	141,780	144,616	147,509	150,459	153,468	156,538	159,669	162,862	166,119	169,442
		Capital Works Program												
			1.8	Cemeteries - Capital Works	(100,000)	(82,000)	(84,050)	(86,151)	(88,305)	(90,513)	(92,775)	(95,095)	(97,472)	(99,909)
63	Public Art Reserve	Closing Balance			88,603	152,548	218,295	285,877	355,328	426,683	499,977	575,244	652,519	731,840
		Opening Balance			47,058	47,764	48,480	49,207	49,945	50,694	51,454	52,226	53,009	53,804
		Interest Earned			706	716	727	738	749	760	772	783	795	807
		Operating Transfers To (From) Reserves [Not Capital]												
				Developer Contributions	-	-	-	-	-	-	-	-	-	-
		Closing Balance			47,764	48,480	49,207	49,945	50,694	51,454	52,226	53,009	53,804	54,611

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busseton**  
Projected Reserves Schedule (Categorical Listing)  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

ID	Reserve Name	Type	Strategy	Commentary	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
67	Strategic Projects Reserve	Opening Balance			242,430	239,718	287,968	337,966	389,763	443,410	498,960	556,467	615,986	677,575
		Interest Earned			3,636	3,596	4,320	5,069	5,846	6,651	7,484	8,347	9,240	10,164
		Operating Transfers To (From) Reserves [Not Capital]												
				Council Res C1303/074 (27/03/2014) 525k per annum indexed	25,750	26,394	27,054	27,730	28,423	29,134	29,862	30,609	31,374	32,158
				50% of Lease Income from Fire Station transfers to Strategic Projects Reserve	17,902	18,260	18,625	18,998	19,378	19,765	20,161	20,564	20,975	21,395
		Capital Works Program												
		3.16	Sues Road Land Purchase / Sale of Ambergate Land	(50,000)	-	-	-	-	-	-	-	-	-	-
Closing Balance				239,718	287,968	337,966	389,763	443,410	498,960	556,467	615,986	677,575	741,291	
76	LED Streetlight Replacement Program Reserve	Opening Balance			-	-	-	-	-	-	-	-	-	-
		Interest Earned			-	-	-	-	-	-	-	-	-	-
		Operating Transfers To (From) Reserves [Not Capital]												
				Annual Allocation	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Capital Works Program												
		3.21	LED Streetlighting Replacement Program	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	
		Closing Balance			-	-	-	-	-	-	-	-	-	-
GRAND TOTAL					36,879,289	34,832,976	36,505,640	39,231,524	43,094,245	46,001,548	50,078,757	54,053,910	59,645,577	62,977,948

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Forecast Statement of Capital Funding (Reserves)  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

Reserve Name	Strategy	Project	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
Airport Existing Terminal Building Reserve	1.3	Buildings Capital Works - Asset Management Plan		12,220	9,198	18,922	15,242	38,238		9,198		35,574	138,592
<b>Airport Existing Terminal Building Reserve Total</b>				<b>12,220</b>	<b>9,198</b>	<b>18,922</b>	<b>15,242</b>	<b>38,238</b>		<b>9,198</b>		<b>35,574</b>	<b>138,592</b>
Barnard Park Sports Pavilion Building Reserve	1.3	Buildings Capital Works - Asset Management Plan		7,748	5,832	11,998	9,665	24,245		5,832		25,495	90,815
<b>Barnard Park Sports Pavilion Building Reserve Total</b>				<b>7,748</b>	<b>5,832</b>	<b>11,998</b>	<b>9,665</b>	<b>24,245</b>		<b>5,832</b>		<b>25,495</b>	<b>90,815</b>
Building Asset Renewal Reserve Fund - General Buildings	1.3	Buildings Capital Works - Asset Management Plan	150,000	212,688	481,301	545,001	303,344	365,649	206,074	405,291	328,000	456,410	3,453,758
	1.4	Buildings Capital Works - Smiths Beach Toilets	200,000										200,000
	1.9	Centennial Park Ablutions Replacement	200,000										200,000
	4.6	Dunsborough Playing Fields						450,000					450,000
	5.3	Upgrade Art Geo Complex - Capital Works							700,000				700,000
		Bovell Park - Major Upgrades / Expansion - Regional Facilities -											
	4.11	Capital Works								1,000,000	1,000,000	1,000,000	3,000,000
	3.18	Old Dunsborough Boat Ramp Precinct - Café/Kiosk			250,000								250,000
<b>Building Asset Renewal Reserve Fund - General Buildings Total</b>			<b>550,000</b>	<b>212,688</b>	<b>731,301</b>	<b>545,001</b>	<b>303,344</b>	<b>815,649</b>	<b>906,074</b>	<b>1,405,291</b>	<b>1,328,000</b>	<b>1,456,410</b>	<b>8,253,758</b>
Busselton Area Drainage and Waterways Improvement Reserve	3.13	Vasse River Beautification Project (Bridge to Bridge)	28,000	28,700	29,418	30,153	30,907	31,679	32,471	33,283	34,115	34,968	313,695
<b>Busselton Area Drainage and Waterways Improvement Reserve Total</b>			<b>28,000</b>	<b>28,700</b>	<b>29,418</b>	<b>30,153</b>	<b>30,907</b>	<b>31,679</b>	<b>32,471</b>	<b>33,283</b>	<b>34,115</b>	<b>34,968</b>	<b>313,695</b>
Busselton Community Resource Centre Reserve	1.3	Buildings Capital Works - Asset Management Plan	50,000	32,545	7,089	35,123	18,475	32,545	19,763	85,284			280,824
<b>Busselton Community Resource Centre Reserve Total</b>			<b>50,000</b>	<b>32,545</b>	<b>7,089</b>	<b>35,123</b>	<b>18,475</b>	<b>32,545</b>	<b>19,763</b>	<b>85,284</b>			<b>280,824</b>
Busselton Jetty Tourist Park Reserve	1.5	Busselton Jetty Tourist Park - Capital Works	80,000	50,000	230,000	265,000	240,000	285,000	295,000	250,000	100,000	265,000	2,060,000
<b>Busselton Jetty Tourist Park Reserve Total</b>			<b>80,000</b>	<b>50,000</b>	<b>230,000</b>	<b>265,000</b>	<b>240,000</b>	<b>285,000</b>	<b>295,000</b>	<b>250,000</b>	<b>100,000</b>	<b>265,000</b>	<b>2,060,000</b>
Busselton Library Building Reserve	1.3	Buildings Capital Works - Asset Management Plan	5,000	12,254	9,224	18,974	15,285	38,343		9,224		39,168	147,472
<b>Busselton Library Building Reserve Total</b>			<b>5,000</b>	<b>12,254</b>	<b>9,224</b>	<b>18,974</b>	<b>15,285</b>	<b>38,343</b>		<b>9,224</b>		<b>39,168</b>	<b>147,472</b>
CBD Enhancement Reserve	1.7	CBD Townscape Construction Projects - Capital Works	516,038	539,230	566,475	595,096	625,163	658,336	693,269	730,055	766,941	805,691	6,496,292
	3.9	Mitchell Park Upgrade - Capital Works	90,000										90,000
<b>CBD Enhancement Reserve Total</b>			<b>606,038</b>	<b>539,230</b>	<b>566,475</b>	<b>595,096</b>	<b>625,163</b>	<b>658,336</b>	<b>693,269</b>	<b>730,055</b>	<b>766,941</b>	<b>805,691</b>	<b>6,586,292</b>
Cemetery Reserve	1.8	Cemeteries - Capital Works	100,000	82,000	84,050	86,151	88,305	90,513	92,775	95,095	97,472	99,909	916,271
<b>Cemetery Reserve Total</b>			<b>100,000</b>	<b>82,000</b>	<b>84,050</b>	<b>86,151</b>	<b>88,305</b>	<b>90,513</b>	<b>92,775</b>	<b>95,095</b>	<b>97,472</b>	<b>99,909</b>	<b>916,271</b>
City Car Parking and Access Reserve	1.6	Car Parking Construction and Renewal - Capital Works	1	206,875	263,939	271,197	278,655	286,318	294,192	302,282	310,595	319,137	2,533,192
	3.14	Busselton Foreshore Redevelopment (Final Completion)	310,000	50,000									360,000
	7.25	Dunsborough Car Parking Land	750,000										1,250,000
<b>City Car Parking and Access Reserve Total</b>			<b>1,060,001</b>	<b>256,875</b>	<b>263,939</b>	<b>271,197</b>	<b>278,655</b>	<b>286,318</b>	<b>294,192</b>	<b>302,282</b>	<b>310,595</b>	<b>319,137</b>	<b>4,143,192</b>
Civic and Administration Building Reserve	1.3	Buildings Capital Works - Asset Management Plan		173,880	27,720	96,600	72,240	173,880		212,333		108,984	865,637
<b>Civic and Administration Building Reserve Total</b>				<b>173,880</b>	<b>27,720</b>	<b>96,600</b>	<b>72,240</b>	<b>173,880</b>		<b>212,333</b>		<b>108,984</b>	<b>865,637</b>
Coastal and Climate Adaptation Reserve	3.6	Dunsborough Non-Potable Water Network	500,000				250,000	500,000					1,250,000
	1.11	Coastal Protection Capital Works - Asset Management Plan	236,000	231,650	237,441	243,971	250,680	257,574	264,657	271,935	279,413	287,097	2,550,419
	3.11	Parks and Gardens/Reserves - Smart Technologies	100,000	102,500	105,063	107,689	110,381	113,141	115,969	118,869	121,840	124,886	1,120,338
<b>Coastal and Climate Adaptation Reserve Total</b>			<b>826,000</b>	<b>334,150</b>	<b>342,504</b>	<b>351,660</b>	<b>611,061</b>	<b>870,715</b>	<b>380,626</b>	<b>390,804</b>	<b>401,254</b>	<b>411,984</b>	<b>4,920,757</b>
Commonage Community Facilities South Biddle Precinct Reserve	3.10	New Commonage Fire Shed/Community Facility			750,000								750,000
<b>Commonage Community Facilities South Biddle Precinct Reserve Total</b>					<b>750,000</b>								<b>750,000</b>
Community Facilities - Airport North	4.7	Yalyalup Community Oval/Pavilion Development					1,200,000	1,000,000	2,100,000				4,300,000
<b>Community Facilities - Airport North Total</b>							<b>1,200,000</b>	<b>1,000,000</b>	<b>2,100,000</b>				<b>4,300,000</b>
Community Facilities - Busselton	4.10	Squash Facility District								200,000			200,000
<b>Community Facilities - Busselton Total</b>										<b>200,000</b>			<b>200,000</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Forecast Statement of Capital Funding (Reserves)  
For the period 2020 - 2030  
*Draft Base Scenario - Version 1*

Reserve Name	Strategy	Project	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
Community Facilities - City District	4.1	Dunsborough Lakes Sporting Precinct (Stage 1)	400,000										400,000
	4.2	Dunsborough Country Club Extension		300,000									300,000
	4.9	Increasing Sports Spaces Carrying Capacity - Outdoor Spaces		100,000		105,063		110,381		115,969		121,840	553,253
	5.1	Performing Arts/Convention Centre (BEACH) - Stage 1	175,000	175,000									350,000
	4.12	Dunsborough Lakes Sporting Precinct (Stage 2)								225,000			225,000
	4.13	Planning & Design Studies for Implementation of Recreational Planning Study Outcomes	100,000	102,500	105,063	100,000	102,500	105,063	107,689	110,381	113,141	115,969	1,062,306
<b>Community Facilities - City District Total</b>			<b>675,000</b>	<b>677,500</b>	<b>105,063</b>	<b>205,063</b>	<b>102,500</b>	<b>215,444</b>	<b>107,689</b>	<b>226,351</b>	<b>338,141</b>	<b>237,810</b>	<b>2,890,559</b>
Community Facilities - Dunsborough	3.5	Dunsborough New Nature Based Playground - Capital Works		250,000									250,000
	4.12	Dunsborough Lakes Sporting Precinct (Stage 2)								125,000			125,000
<b>Community Facilities - Dunsborough Total</b>				<b>250,000</b>						<b>125,000</b>			<b>375,000</b>
Community Facilities - Dunsborough Lakes	4.1	Dunsborough Lakes Sporting Precinct (Stage 1)	1,000,000										1,000,000
	4.12	Dunsborough Lakes Sporting Precinct (Stage 2)								250,000			250,000
<b>Community Facilities - Dunsborough Lakes Total</b>			<b>1,000,000</b>							<b>250,000</b>			<b>1,250,000</b>
Community Facilities - Vasse	4.3	Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking	180,000										180,000
<b>Community Facilities - Vasse Total</b>			<b>180,000</b>										<b>180,000</b>
Corporate IT Systems Reserve	1.12	Corporate IT System Upgrades	100,000	102,500	105,063	200,000	110,381	113,141	200,000	118,869	121,840	200,000	1,371,794
<b>Corporate IT Systems Reserve Total</b>			<b>100,000</b>	<b>102,500</b>	<b>105,063</b>	<b>200,000</b>	<b>110,381</b>	<b>113,141</b>	<b>200,000</b>	<b>118,869</b>	<b>121,840</b>	<b>200,000</b>	<b>1,371,794</b>
Energy Sustainability Reserve	3.7	Energy Efficiency Initiatives	103,000	105,319	107,952	110,651	113,417	116,252	119,159	122,137	125,191	128,321	1,151,399
<b>Energy Sustainability Reserve Total</b>			<b>103,000</b>	<b>105,319</b>	<b>107,952</b>	<b>110,651</b>	<b>113,417</b>	<b>116,252</b>	<b>119,159</b>	<b>122,137</b>	<b>125,191</b>	<b>128,321</b>	<b>1,151,399</b>
Footpath and Cycleways Reserve	1.9	Centennial Park Ablutions Replacement	100,000										100,000
	1.14	Footpaths & Cycleways Construction - Capital Works	1,116,038	1,256,730	1,301,913	1,348,919	1,397,832	1,450,322	1,678,371	1,927,163	2,195,029	2,485,586	16,157,903
<b>Footpath and Cycleways Reserve Total</b>			<b>1,216,038</b>	<b>1,256,730</b>	<b>1,301,913</b>	<b>1,348,919</b>	<b>1,397,832</b>	<b>1,450,322</b>	<b>1,678,371</b>	<b>1,927,163</b>	<b>2,195,029</b>	<b>2,485,586</b>	<b>16,257,903</b>
Furniture and Equipment Reserve	1.15	Furniture, Office Equipment & Technology/Software - Capital Works	434,000	444,850	455,971	467,371	479,055	573,323	589,966	607,147	624,655	642,718	5,319,055
<b>Furniture and Equipment Reserve Total</b>			<b>434,000</b>	<b>444,850</b>	<b>455,971</b>	<b>467,371</b>	<b>479,055</b>	<b>573,323</b>	<b>589,966</b>	<b>607,147</b>	<b>624,655</b>	<b>642,718</b>	<b>5,319,055</b>
Geopraphe Leisure Centre Building (GLC) Reserve	1.3	Buildings Capital Works - Asset Management Plan	253,500	285,137	388,706	267,867	396,250	353,308	400,008	407,535	466,041	39,895	3,258,248
<b>Geopraphe Leisure Centre Building (GLC) Reserve Total</b>			<b>253,500</b>	<b>285,137</b>	<b>388,706</b>	<b>267,867</b>	<b>396,250</b>	<b>353,308</b>	<b>400,008</b>	<b>407,535</b>	<b>466,041</b>	<b>39,895</b>	<b>3,258,248</b>
Jetty Maintenance Reserve	1.25	Busselton Jetty Forecasted Maintenance Capital Works Plan	670,000	758,500	303,063	297,689	491,381	113,141	115,969	646,869	121,840	4,022,886	7,541,338
<b>Jetty Maintenance Reserve Total</b>			<b>670,000</b>	<b>758,500</b>	<b>303,063</b>	<b>297,689</b>	<b>491,381</b>	<b>113,141</b>	<b>115,969</b>	<b>646,869</b>	<b>121,840</b>	<b>4,022,886</b>	<b>7,541,338</b>
Joint Venture Aged Housing Reserve (Harris/Winderup)	1.3	Buildings Capital Works - Asset Management Plan	36,000	36,900	37,823	38,768	39,737	40,731	41,749	42,793	43,863	44,959	403,322
<b>Joint Venture Aged Housing Reserve (Harris/Winderup) Total</b>			<b>36,000</b>	<b>36,900</b>	<b>37,823</b>	<b>38,768</b>	<b>39,737</b>	<b>40,731</b>	<b>41,749</b>	<b>42,793</b>	<b>43,863</b>	<b>44,959</b>	<b>403,322</b>
LED Streetlight Replacement Program Reserve	3.21	LED Streetlighting Replacement Program	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
<b>LED Streetlight Replacement Program Reserve Total</b>			<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>500,000</b>
Major Traffic Improvements Reserve	3.1	Busselton War Memorial Relocation		375,000									375,000
	3.2	Busselton/Dunsborough - Major Traffic Improvements	1,096,581	770,864	1,203,758	1,264,578	1,328,471	1,398,963	1,473,196	1,551,367	1,629,750	1,712,093	13,429,621
<b>Major Traffic Improvements Reserve Total</b>			<b>1,096,581</b>	<b>1,145,864</b>	<b>1,203,758</b>	<b>1,264,578</b>	<b>1,328,471</b>	<b>1,398,963</b>	<b>1,473,196</b>	<b>1,551,367</b>	<b>1,629,750</b>	<b>1,712,093</b>	<b>13,804,621</b>
Naturaliste Community Centre Building (NCC) Reserve	1.3	Buildings Capital Works - Asset Management Plan	130,000	15,968	7,336	17,342	22,571	59,361	6,012	45,859	5,000	22,000	331,449
<b>Naturaliste Community Centre Building (NCC) Reserve Total</b>			<b>130,000</b>	<b>15,968</b>	<b>7,336</b>	<b>17,342</b>	<b>22,571</b>	<b>59,361</b>	<b>6,012</b>	<b>45,859</b>	<b>5,000</b>	<b>22,000</b>	<b>331,449</b>

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Forecast Statement of Capital Funding (Reserves)  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

Reserve Name	Strategy	Project	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
New Infrastructure Development Reserve	4.1	Dunsborough Lakes Sporting Precinct (Stage 1)	700,000										700,000
	4.10	Squash Facility District			75,000								75,000
<b>New Infrastructure Development Reserve Total</b>			<b>700,000</b>		<b>75,000</b>								<b>775,000</b>
Drainage, Underground Power and Other Infrastructure - Capital													
Other Infrastructure (Drainage, Signage Etc) Reserve	1.13	Works	357,000	365,925	375,073	384,450	394,061	403,913	587,328	789,389	818,441	848,689	5,324,268
<b>Other Infrastructure (Drainage, Signage Etc) Reserve Total</b>			<b>357,000</b>	<b>365,925</b>	<b>375,073</b>	<b>384,450</b>	<b>394,061</b>	<b>403,913</b>	<b>587,328</b>	<b>789,389</b>	<b>818,441</b>	<b>848,689</b>	<b>5,324,268</b>
Parks, Gardens and Reserves Reserve													
	3.5	Dunsborough New Nature Based Playground - Capital Works	40,000	350,000									390,000
	3.9	Mitchell Park Upgrade - Capital Works	250,000										250,000
	4.1	Dunsborough Lakes Sporting Precinct (Stage 1)	250,000										250,000
	1.18	Parks and Gardens / Reserves - Capital Works	435,166	902,102	1,633,465	1,830,305	2,043,746	2,112,383	2,183,668	2,257,714	2,332,791	2,410,687	18,142,026
	3.14	Busselton Foreshore Redevelopment (Final Completion)	310,000	200,000									510,000
<b>Parks, Gardens and Reserves Reserve Total</b>			<b>1,285,166</b>	<b>1,452,102</b>	<b>1,633,465</b>	<b>1,830,305</b>	<b>2,043,746</b>	<b>2,112,383</b>	<b>2,183,668</b>	<b>2,257,714</b>	<b>2,332,791</b>	<b>2,410,687</b>	<b>19,542,026</b>
Performing Arts and Convention Centre Reserve	5.1	Performing Arts/Convention Centre (BEACH) - Stage 1	1,350,000	1,350,000									2,700,000
<b>Performing Arts and Convention Centre Reserve Total</b>			<b>1,350,000</b>	<b>1,350,000</b>									<b>2,700,000</b>
Plant Replacement Reserve													
	3.8	Main City Works Depot - Upgrade/Improvements								500,000			500,000
	1.19	Plant Replacement Program	895,094	1,385,580	1,295,210	1,263,620	1,228,290	1,261,220	1,085,650	1,040,290	967,463	1,135,900	11,558,317
<b>Plant Replacement Reserve Total</b>			<b>895,094</b>	<b>1,385,580</b>	<b>1,295,210</b>	<b>1,263,620</b>	<b>1,228,290</b>	<b>1,261,220</b>	<b>1,085,650</b>	<b>1,040,290</b>	<b>967,463</b>	<b>1,135,900</b>	<b>12,058,317</b>
Port Geographe Development Reserve (Council)	1.20	Port Geographe Development - Capital Works	118,000	51,250	52,531	53,845	55,191	56,570	57,985	59,434	60,920	62,443	628,169
<b>Port Geographe Development Reserve (Council) Total</b>			<b>118,000</b>	<b>51,250</b>	<b>52,531</b>	<b>53,845</b>	<b>55,191</b>	<b>56,570</b>	<b>57,985</b>	<b>59,434</b>	<b>60,920</b>	<b>62,443</b>	<b>628,169</b>
Providence Landscape Maintenance Reserve (SAR)	1.21	Providence - Asset Management Plan	50,000	50,000	371,000	50,000	262,000	50,000	50,000	548,542	50,000	50,000	1,531,542
<b>Providence Landscape Maintenance Reserve (SAR) Total</b>			<b>50,000</b>	<b>50,000</b>	<b>371,000</b>	<b>50,000</b>	<b>262,000</b>	<b>50,000</b>	<b>50,000</b>	<b>548,542</b>	<b>50,000</b>	<b>50,000</b>	<b>1,531,542</b>
Railway House Building Reserve (50%)	1.3	Buildings Capital Works - Asset Management Plan		7,590	10,780	8,800	29,480	24,750		10,780		21,340	113,520
<b>Railway House Building Reserve (50%) Total</b>				<b>7,590</b>	<b>10,780</b>	<b>8,800</b>	<b>29,480</b>	<b>24,750</b>		<b>10,780</b>		<b>21,340</b>	<b>113,520</b>
Road Asset Renewal Reserve													
	1.23	Roads & Streets Renewal District-Wide - Asset Management Plan	3,341,228	3,484,330	3,859,021	4,042,252	4,234,448	4,445,571	4,667,557	4,900,975	5,135,307	5,381,147	43,491,836
	3.14	Busselton Foreshore Redevelopment (Final Completion)	203,000	200,000									403,000
<b>Road Asset Renewal Reserve Total</b>			<b>3,544,228</b>	<b>3,684,330</b>	<b>3,859,021</b>	<b>4,042,252</b>	<b>4,234,448</b>	<b>4,445,571</b>	<b>4,667,557</b>	<b>4,900,975</b>	<b>5,135,307</b>	<b>5,381,147</b>	<b>43,894,836</b>
Strategic Projects Reserve	3.16	Sues Road Land Purchase / Sale of Ambergate Land	50,000										50,000
<b>Strategic Projects Reserve Total</b>			<b>50,000</b>										<b>50,000</b>
Vasse Newtown Landscape Maintenance Reserve (SAR)	1.22	Vasse - Asset Management Plan	50,000	50,000	466,000	50,000	84,000	50,000	50,000	20,710	50,000	50,000	920,710
<b>Vasse Newtown Landscape Maintenance Reserve (SAR) Total</b>			<b>50,000</b>	<b>50,000</b>	<b>466,000</b>	<b>50,000</b>	<b>84,000</b>	<b>50,000</b>	<b>50,000</b>	<b>20,710</b>	<b>50,000</b>	<b>50,000</b>	<b>920,710</b>
Waste Facilities and Plant Reserve													
	2.1	Waste Management - Capital Works	3,255,000	3,360,000	1,625,400	2,320,990	1,287,850	220,200	1,713,660	1,652,000	642,000	544,200	16,621,300
	2.2	Alternative Waste Disposal Initiatives						1,500,000			2,500,000	1,500,000	5,500,000
	3.8	Main City Works Depot - Upgrade/Improvements								500,000			500,000
<b>Waste Facilities and Plant Reserve Total</b>			<b>3,255,000</b>	<b>3,360,000</b>	<b>1,625,400</b>	<b>2,320,990</b>	<b>1,287,850</b>	<b>1,720,200</b>	<b>1,713,660</b>	<b>2,152,000</b>	<b>3,142,000</b>	<b>2,044,200</b>	<b>22,621,300</b>
Youth and Community Activities Building Reserve	1.3	Buildings Capital Works - Asset Management Plan		11,160	8,400	17,280	13,920	34,920		8,400		36,720	130,800
<b>Youth and Community Activities Building Reserve Total</b>				<b>11,160</b>	<b>8,400</b>	<b>17,280</b>	<b>13,920</b>	<b>34,920</b>		<b>8,400</b>		<b>36,720</b>	<b>130,800</b>
<b>Grand Total</b>			<b>20,903,646</b>	<b>18,639,495</b>	<b>16,895,275</b>	<b>17,115,665</b>	<b>17,672,924</b>	<b>18,988,974</b>	<b>19,992,137</b>	<b>21,763,004</b>	<b>21,691,650</b>	<b>25,229,713</b>	<b>198,892,482</b>



21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

City of Bussetton												
Forecast Statement of Capital Funding (Third Party Contributions)												
For the period 2020 - 2030												
Draft Base Scenario - Version 1												
Funding Source	Strategy Project	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
Bussetton RSL Donation/Contribution	3.1 Bussetton War Memorial Relocation		50,000									50,000
Bussetton RSL Donation/Contribution Total			50,000									50,000
Commodity Route Grant Funding	1.23 Roads & Streets Renewal District-Wide - Asset Management Plan	949,000										949,000
Commodity Route Grant Funding Total		949,000										949,000
Contribution to Works	1.23 Roads & Streets Renewal District-Wide - Asset Management Plan	218,063										218,063
Contribution to Works Total		218,063										218,063
CSRF Funding (1/3rd)	4.3 Vasse Sporting Facilities - Changerooms/Pavilion/Car Parking			175,000								175,000
CSRF Funding (1/3rd) Total				175,000								175,000
CSRF Funding/Other Funding	4.9 Increasing Sports Spaces Carrying Capacity - Outdoor Spaces		100,000		105,063		110,381		115,969		121,840	553,253
CSRF Funding/Other Funding Total			100,000		105,063		110,381		115,969		121,840	553,253
Department of Education - Contribution	4.12 Dunsborough Lakes Sporting Precinct (Stage 2)									600,000		600,000
Department of Education - Contribution Total										600,000		600,000
Developer Contributions - Aust. Unity	3.9 Mitchell Park Upgrade - Capital Works	150,000										150,000
Developer Contributions - Aust. Unity Total		150,000										150,000
Federal Government Grant	3.1 Bussetton War Memorial Relocation		75,000									75,000
	5.1 Performing Arts/Convention Centre (BEACH) - Stage 1	5,175,000	5,175,000									10,350,000
	6.1 BMRA Terminal - New			500,000								500,000
Federal Government Grant Total		5,175,000	5,250,000	500,000								10,925,000
Federal Grant	7.18 City/Regional Deals										1	1
Federal Grant Total											1	1
Federal Grant - Roads to Recovery	1.23 Roads & Streets Renewal District-Wide - Asset Management Plan	1,850,000										1,850,000
Federal Grant - Roads to Recovery Total		1,850,000										1,850,000
Lotterywest Grant	3.5 Dunsborough New Nature Based Playground - Capital Works		300,000									300,000
	5.3 Upgrade Art Geo Complex - Capital Works							300,000				300,000
Lotterywest Grant Total			300,000					300,000				600,000
Main Roads WA Direct Grant - Average Yearly District Allocation	1.23 Roads & Streets Renewal District-Wide - Asset Management Plan	349,000	355,980	363,100	370,362	377,769	385,324	393,031	400,891	408,909	417,087	3,821,453
Main Roads WA Direct Grant - Average Yearly District Allocation Total		349,000	355,980	363,100	370,362	377,769	385,324	393,031	400,891	408,909	417,087	3,821,453
Main Roads WA Grant	1.2 Bridges Construction (As per MRWA)	567,000	6,600,000		400,000							7,567,000
Main Roads WA Grant Total		567,000	6,600,000		400,000							7,567,000
Main Roads WA Grant - Additional RRG Funding	1.23 Roads & Streets Renewal District-Wide - Asset Management Plan	1,750,000										1,750,000
Main Roads WA Grant - Additional RRG Funding Total		1,750,000										1,750,000
Main Roads WA Grant - RRG Annual Allocation	1.23 Roads & Streets Renewal District-Wide - Asset Management Plan	500,000	510,000	520,200	530,604	541,216	552,040	563,081	574,343	585,830	597,546	5,474,860
Main Roads WA Grant - RRG Annual Allocation Total		500,000	510,000	520,200	530,604	541,216	552,040	563,081	574,343	585,830	597,546	5,474,860
State Government Grant	3.6 Dunsborough Non-Portable Water Network					250,000	500,000					750,000
	6.1 BMRA Terminal - New			16,000,000								16,000,000
	1.11 Coastal Protection Capital Works - Asset Management Plan	173,000	176,460	179,989	183,589	187,261	191,006	194,826	198,723	202,697	206,751	1,894,302
	7.23 Establishment of Creative Industries Hub		1									1
State Government Grant Total		173,001	176,460	16,179,989	183,589	437,261	691,006	194,826	198,723	202,697	206,751	18,644,303
Third Party Developer Contributions (held in R/A)	7.25 Dunsborough Car Parking Land	250,000										250,000
Third Party Developer Contributions (held in R/A) Total		250,000										250,000
Grand Total		11,931,064	13,342,440	17,738,289	1,589,617	1,356,246	1,738,752	1,450,938	1,289,926	1,797,436	1,343,226	53,577,933

21/04/2020

Version A (Post Workshops/Pre COVID-19)

2020 - 2030 Long Term Financial Plan

**City of Busselton**

Projected Rating Increase Model - Residential, Rural and Industrial

For the period 2020 - 2030

Draft Base Scenario - Version 1

	Year 0 2019-20	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30
Proposed Rates Increase		2.75%	2.95%	3.50%	3.50%	3.50%	3.75%	3.75%	3.75%	3.50%	3.50%
Base Rating - Brought forward from Previous Year + Council Forward Rates	51,617,412	53,191,016	55,581,553	58,389,811	61,339,956	64,439,158	67,858,460	71,459,200	75,251,004	79,053,061	83,047,217
Growth in Rates - each year	1.50%	797,865	833,723	875,847	920,099	966,587	1,017,877	1,071,888	1,128,765	1,185,796	1,245,708
UV Rural Rating											
Adjustments for Major Changes/Development	150,000										
Total	<b>51,767,412</b>	53,988,881	56,415,276	59,265,658	62,260,056	65,405,745	68,876,337	72,531,088	76,379,769	80,238,857	84,292,925
Overall Growth in Rate Base		4.29%	4.49%	5.05%	5.05%	5.05%	5.31%	5.31%	5.31%	5.05%	5.05%



21/04/2020

Version A (Post Workshops/Pre COVID-19)





2020 - 2030 Long Term Financial Plan

**City of Busselton**  
Projected Employee Cost Reconciliation  
For the period 2020 - 2030  
Draft Base Scenario - Version 1

	Year 0 2019-20	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Year 6 2025-26	Year 7 2026-27	Year 8 2027-28	Year 9 2028-29	Year 10 2029-30	Grand Total
<b>Proposed Increase in Employee Costs</b>												
Prior Year Base Expense	33,313,930	33,398,944	34,233,919	35,055,302	36,019,320	37,099,907	38,212,910	39,359,303	40,540,084	41,756,294	368,989,912	
<b>Add:</b> Increment and Net Adjustments	698,987	1,193,643	1,277,404	1,474,949	1,675,410	1,707,569	1,740,922	1,811,378	1,846,946	1,921,509	15,348,716	
<b>Less:</b> Extra costs paid in 2019/20 due to 27 fortnight year	(303,850)										(303,850)	
<b>Add:</b> Workforce Plan - Non-BEACH Staff	377,454	384,390	292,211	405,643	987,536	1,500,621	2,046,145	2,625,513	3,240,345	3,892,337	15,752,195	
<b>Add:</b> Workforce Plan - BEACH Staff	123,500	309,690	1,238,759	1,277,388	1,315,622	1,354,588	1,394,565	1,435,741	1,478,153	1,521,837	11,449,843	
<b>Total - Reconciled to Rate Setting Statement</b>	<b>33,313,930</b>	<b>34,210,021</b>	<b>35,286,667</b>	<b>37,042,293</b>	<b>38,213,282</b>	<b>39,997,888</b>	<b>41,662,685</b>	<b>43,394,542</b>	<b>45,231,934</b>	<b>47,105,528</b>	<b>49,091,976</b>	<b>411,236,817</b>

## 17. CHIEF EXECUTIVE OFFICERS REPORT

### 17.1 COUNCILLORS' INFORMATION BULLETIN

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>SUBJECT INDEX</b>	Councillors' Information Bulletin
<b>BUSINESS UNIT</b>	Executive Services
<b>REPORTING OFFICER</b>	Reporting Officers - Various
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Noting: the item does not require a decision of Council and is simply for information purposes and noting
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Current Running SAT Reviews   Attachment B Correspondence from LGIS  

### COUNCIL DECISION AND OFFICER RECOMMENDATION

**C2006/048** Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

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

**17.1.1 State Administrative Tribunal Reviews**

**17.1.2 Correspondence from CEO, LGIS**

**CARRIED 9/0**

**EN BLOC**

### **EXECUTIVE SUMMARY**

This report provides an overview of a range of information that is considered appropriate to be formally presented to the Council for its receipt and noting. The information is provided in order to ensure that each Councillor, and the Council, is being kept fully informed, while also acknowledging that these are matters that will also be of interest to the community.

Any matter that is raised in this report as a result of incoming correspondence is to be dealt with as normal business correspondence, but is presented in this bulletin for the information of the Council and the community.

### **INFORMATION BULLETIN**

**17.1.1 State Administrative Tribunal Reviews**

A summary of the current State Administrative Tribunal reviews is attached.

**17.1.2 Correspondence from CEO, LGIS**

Correspondence from the Chief Executive Officer, LGIS, is attached.

**As at 27 May 2020**

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
<b>CITY OF BUSSELTON</b>							
Lindberg v City of Busselton	4822 Bussell Highway, Busselton	October 2019	Review of a decision to give a direction under s.214.	Martyn Cavanagh / Lee Reddell	<ul style="list-style-type: none"> <li>Directions hearing on the 8 November 2019 against the decision of the City to give a direction under s.214.</li> <li>The matter was adjourned to a further directions hearing on 29 November 2019 in order to determine whether the application is misconceived or lacking in substance pursuant to s.47 of the <i>State Administrative Tribunal Act 2004</i></li> <li>Directions hearing on the 29 November 2019 where it was resolved:               <ul style="list-style-type: none"> <li>The application is amended by substituting Mr Doug Hugh Lindberg as applicant in place of Mr Johnson.</li> <li>The matter is listed for an on-site mediation on 6 January 2020.</li> <li>Mr Michael Johnson is invited to attend and participate in the mediation.</li> </ul> </li> <li>Mediation on 6 January 2020 where it was resolved that :               <ul style="list-style-type: none"> <li>the applicant is to provide additional information to the respondent by 3 February 2020;</li> <li>The matter is listed for mediation on 13 February 2020.</li> </ul> </li> <li>Mediation on 13 February where, following further discussion with the landowners and Mr Johnson, it was resolved to adjourn the proceeding back to a further directions hearing on 17 April 2020.</li> <li>Directions hearing on 17 April was vacated and listed for a directions hearing on 5 June 2020</li> </ul>	Directions Hearing 5 June 2020	
Bishop v City of Busselton	545 Gale Road, Kaloorup	November 2019 - (DR 227 of 2019)  April 2020 – (DR 59 of 2020)	Review of a decision to give a direction under s.214 (concrete batching and dumping rubbish)  Review of a decision to refuse to grant develop approval for a 'Research Establishment'	Martyn Cavanagh / Joanna Wilson	<ul style="list-style-type: none"> <li>Directions hearing on the 29 November 2019 against the decision of the City to give a direction under s.214</li> <li>The matter was adjourned to a further directions hearing on 13 December 2019 in order for the applicant to seek legal advice</li> <li>Directions hearing listed for 13 December 2019 was vacated</li> <li>S 214 direction issued by the City is stayed until further orders are made.</li> <li>The matter is listed for a directions hearing on 7 February 2020.</li> <li>Directions hearing on 7 February 2020 where it was resolved that :               <ul style="list-style-type: none"> <li>adjourned to a further direction hearing on 4 March 2020;</li> <li>By 6 March 2020, the respondent must file a statement of issues, facts and contentions and bundle of documents</li> </ul> </li> </ul>	Mediation 3 June 2020	

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
					<p>required under s 24 of the State Administrative Tribunal Act 2004.</p> <ul style="list-style-type: none"> <li>• Directions on 4 March 2020, where it was discussed that City likely to refuse Application for DA for Research Establishment, that the order for City to file documents be revoked, and adjourned to 3 April 2020</li> <li>• City refused Application for DA for Research Establishment on 12 March 2020</li> <li>• Mr Bishop has applied to the SAT to have refusal reviewed</li> <li>• Directions hearing on the 3 April 2020 adjourned to 17 April 2020 due to non-appearance of Mr Bishop.</li> <li>• Directions hearing on the 17 April was vacated and listed for a directions hearing on 24 April 2020.</li> <li>• Both review applications have now been listed for Mediation on 6 May 2020;</li> <li>• Directions hearing on 5 May 2020 in order for both parties to agree on vacating the mediation on 6 May 2020 and re-listing for 3 June 2020.</li> </ul>		
Hotait v City of Busselton	9 Prospect Close, Quindalup	November 2019 and January 2020	Review of a decision to give directions under s.214.	Martyn Cavanagh / Lee Reddell	<ul style="list-style-type: none"> <li>• City issued 3 s 214 directions (Planning and Development Act 2005) October 2019; review applications lodged with SAT</li> <li>• Due to administrative issues, review applications were dismissed. Re-commenced in January 2020 (DR 16/2020).</li> <li>• Directions hearing held on 31 January 2020, adjourned to 28 February 2020 to enable the parties to confer, with a view to then being directed to mediation.</li> <li>• Directions hearing on 28 February 2020 where the matter was referred to mediation on 16 March 2020.</li> <li>• Mediation on 16 March 2020 where it was resolved that: <ul style="list-style-type: none"> <li>- The parties are to liaise in respect of the additional information required for the determination of the current development applications;</li> <li>- Preparation of a 'livestock management plan' that might form the basis of a development application.</li> <li>- Adjourned to a further mediation on 21 May 2020.</li> </ul> </li> <li>• Adjourned to a Directions Hearing on 24 July 2020, to provide time for Applicants to provide documentation and City to consider applications.</li> </ul>	Directions hearing on 24 July 2020	
Fittock v City of Busselton	Lots 50 & 52/12 Dunn Bay Road, Dunsborough	February 2020	Review of conditions on development application	Lee Reddell	<ul style="list-style-type: none"> <li>• Directions hearing on 21 February 2020 against the conditions imposed by the City of a development application.</li> <li>• Directions hearing on 21 February 2020 vacated with adjournment of 4 weeks to allow the City and applicant time to meet prior to directions.</li> <li>• Matter re-listed for directions hearing on 27 March 2020.</li> </ul>	Withdrawn	

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
					<ul style="list-style-type: none"> <li>Directions hearing held 27 March 2020 where a number of matters were discussed, including the need for the applicant to separate the review proceedings (only one decision can be considered per review application, whereas review lodged against two DA's) and the applicant sought a further adjournment to seek further advice on their options and attempt to resolve the issues with the City. Matter re-listed for directions hearing on 28 May 2020.</li> <li>The parties have resolved the issues and the application has been withdrawn.</li> </ul>		
JOINT DEVELOPMENT ASSESSMENT PANEL							
NIL							
WESTERN AUSTRALIAN PLANNING COMMISSION							
NIL							



22 May 2020

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

City of Busselton	Application No	Receipt No	City of Busselton
	CIO ID		
	28 MAY 2020		
	Property ID	Doc ID	
	Retention		

**LGISWA**  
ABN 59 780 338 975  
Level 3, 170 Railway Pde  
West Leederville, WA 6007  
PO Box 1003  
West Perth WA 6872  
Tel +61 8 9483 8888

[www.lgiswa.com.au](http://www.lgiswa.com.au)

Dear Mike Archer

#### More protection from your self-insurance mutual with new Scheme covers

At LGIS we stand with our members in the hard times, and 2020 is proving to be the toughest of times for our members and their communities.

Our sole focus is our members who own the Scheme. We continually strive to give our members better service, whether it's by providing essential protection for their organisations and communities; returning surpluses; managing risk across the sector; or finding new ways to support members. One support is the 2020/21 fund year \$7 Million contribution assistance package, which is in addition to the 2019 Scheme \$6 Million surplus rolled out to members. This support package was approved by the LGIS Board of Directors and endorsed by WALGA State Council in recognition of the significant financial pressures members are experiencing due to COVID-19.

The value of the member-owned mutual is evident over 25 years of supporting the sector and this year 100% of WALGA members have again seen the benefits of membership, choosing the Scheme to protect them and their communities in 2020/21.

#### Innovative protection for WA local government

Since its inception, the Scheme has had to innovate to ensure the continued, sustainable protection of the WA local government sector, often taking on risk and providing covers when the commercial market has no appetite. Not only are we committed to sustainable protection of the sector but concerted efforts are made to ensure contributions are maintained to limit price volatility by providing relevant resources to manage risks.

We continue the tradition of innovation to ensure the Scheme provides for members now and into the future; we look at market trends and identify areas where the sector will need greater certainty and sustainability going forward. That's why in 2017 we began considering further Scheme protections, such as pollution legal liability, and consulted widely across the sector. In 2019 the WALGA State Council provided further direction to broaden the Scheme.

#### More cover from your Scheme in 2020/21

The State Council recognised that the commercial insurance market would continue to fluctuate and that broadening the Scheme's protection provides the sector with certainty against a volatile commercial market. Furthermore, broadening Scheme covers gives members greater certainty on how claims are managed, ensuring that claims' decisions are made with a mutual discretionary claims philosophy.

Effective from June 30 members will receive additional sustainable protection as part of a staged approach to broaden the Scheme. The work of a number of years couldn't have come at a better time.



Page 2

Globally, every organisation has been hit by the pandemic and the resulting economic fallout - from local governments here in WA to the world's insurance market. This year the pandemic has caused the insurance market to harden more rapidly than anticipated. Prior to COVID-19 insurers were already readjusting their risk appetite and the current situation has seen many move from 'maybe' to a firm 'no', seeing significant price increases.

LGISWA has been able to leverage the size and scale of the Scheme, the buying capacity of the whole sector, to limit the costs of protecting your communities. Market forces are driving prices and coverage and the Scheme is performing well in this environment – this is a strength driven by our unique member focus. For example, typical price rises for property insurance through the commercial market are currently in order of 23%, driven by bushfires, hailstorm damage, and flooding in December and January. Similarly management liability and professional indemnity have sustained increases of 30% in the first quarter of 2020. For LGIS members, these costs have been contained, and after the application of the \$7 M contribution assistance package, means that most members will see little to no increase in costs.

#### Five new areas of Scheme protection

This year not only will members receive the core Scheme protections of Liability, Property, WorkCare and Bushfire Volunteers but new protection programs have been added including; cyber liability; management liability; motor vehicle; personal accident; and travel – this creates greater clarity in the role of the Scheme and WALGA as its trustee. As always in developing these new covers we've kept members needs the focus to ensure continuity of protection, whilst enhancing the member experience and resisting price volatility. Members will see further enhancements as the project continues in Phase 2 and 3 that include enhanced claims and risk management.

This is an exciting innovation for the Scheme and the sector. We're very pleased to be able to provide members with broader, sustainable, protection and certainty. It's just one way that we're striving to provide the WA local government sector with sustainable cover now and into the future.

Full details of the new Scheme cover and \$7 M member support package will be presented shortly in your June Renewal Report, for more information please talk to your LGIS Account Manager. The LGIS team and I look forward to working with you as your protection and risk management partner as we navigate the 'new normal' of a COVID-19 world.

Yours sincerely















Johnathan Seth  
Chief Executive Officer



## ITEMS TO BE DEALT WITH BY SEPARATE RESOLUTION (WITHOUT DEBATE)

### 12.4 Policy and Legislation Committee - 27/05/2020 - AMENDMENT TO COUNCIL POLICY AND DELEGATION: PURCHASING

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>SUBJECT INDEX</b>	Council Policies
<b>BUSINESS UNIT</b>	Corporate Services
<b>REPORTING OFFICER</b>	Contract & Tendering Officer - Lisa McDonald
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Absolute Majority
<b>ATTACHMENTS</b>	Attachment A Purchasing Policy - Current Version   Attachment B Purchasing Policy - Amended (clean)   Attachment C Purchasing Policy - Amended (tracked)   Attachment D DA 1-07 - Current Version   Attachment E DA 1-07 - Amended (clean)   Attachment F DA 1-07 - Amended (tracked)  

This item was considered by the Policy and Legislation Committee at its meeting on 27 May 2020, the recommendations from which have been included in this report.

### COUNCIL DECISION AND COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

**C2006/049**

Moved Deputy Mayor K Hick, seconded Councillor R Paine

That the Council:

1. **Adopts the amended Purchasing Policy as per Attachment B, replacing the current Purchasing Policy (shown as Attachment A); and**
2. **Adopts the amended Delegation DA 1-07 as per Attachment E, replacing the current delegation (shown as Attachment D).**

**CARRIED 9/0**

**BY ABSOLUTE MAJORITY**

### EXECUTIVE SUMMARY

As a result of legislative amendments made by the State Government to the framework that regulates purchasing of goods and services by a local government, City officers are recommending minor amendments to Council's Purchasing Policy and Delegation Instrument DA 1-07 'Inviting, Rejecting and Accepting Tenders'.

### BACKGROUND

As part of its response to the current State of Emergency (COVID-19) declared under the *Emergency Management Act 2005* (EM Act), the State government is effecting a range of legislative amendments.

One aspect of local government operations that has been impacted by these amendments is the 'purchasing' framework that regulates the purchase of goods and services by a local government.



The *Local Government (Administration) Amendment Regulations 2020* (Amendment Regulations) were published in the *Government Gazette* on Thursday 9 April 2020.

The key changes to the *Local Government (Functions and General) Regulations 1996* (FG Regulations), which came into effect on 10 April 2020, are:

1. to include a definition of a state of emergency declaration to reflect the EM Act (new FG Regulation 11(1A));
2. to increase the threshold value of contracts required to be advertised for public tender from \$150,000 to \$250,000 (amended FG Regulation 11(1));
3. in addition to exceptions previously provided for in the FG Regulations, tenders now do not have to be publicly invited if:
  - a. the supply of the goods or services is associated with a state of emergency (new FG Regulation 11(2)(aa) ); or
  - b. the local government seeks to renew or extend a contract that is to expire within 3 months and the renewal or extension will be for no more than 12 months and the renewal or extension is entered into during the state of emergency (new FG Regulation 11(2)(ja)).

The increase of the tender threshold amount is not limited to a time of a state of emergency, and will continue to apply after the current State of Emergency is over.

There is also an amendment relating to indigenous-related purchasing contracts, and to the extension or renewal of current contracts in connection with the state of emergency.

Regulation 11A of the FG Regulations requires a local government to adopt a “purchasing policy” in relation to contracts where the consideration is expected to be less than \$150,000. It is understood that an amendment to this regulation is in the process of being implemented, to increase the amount to \$250,000. This would then integrate with the increase to the tender threshold amount.

### **Purchasing Policy**

Council’s current Purchasing Policy (Attachment A) makes a number of references to a threshold of \$150,000. The Policy also refers to exceptions in Regulation 11(2) of the FG Regulations.

An amended Purchasing Policy (Attachment B) has increased these thresholds to \$250,000 and included reference to the new exceptions, in particular the ‘emergency’ exceptions.

### **Delegation DA 1-07**

#### ***Delegation from Council to CEO of the power to determine whether exemption in Regulation 11(2)(aa) applies***

The new exception to when tenders have to be publicly invited in Regulation 11(2)(aa) states that tenders do not have to be publicly invited if the supply of goods or services is associated with a state of emergency. A state of emergency has the meaning as given in the EM Act. Therefore a ‘test’ has to be applied. The local government must “consider that the goods or services are required for the purpose of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates”.

This report recommends that Council delegates to the Chief Executive Officer (CEO) the power to determine whether this exception applies.

***Delegation of power to enter into contracts where Regulation 11(2) applies (subject to usual \$500,000 limit)***

The current delegation instrument was adopted in August 2019 and replaced a delegation instrument having reference LG3J. The form of that previous instrument expressly provided for the delegation of the power to enter into a contract where an exception to the tender regulations applied.

In the course of Council adopting the delegations in the instrument DA 1-07, and as part of the simplification of the delegations register generally, the words relating to entering into contracts have been omitted.

In addition, the Amendment Regulations have introduced a new exception to when tenders must be invited.

This report recommends that Council adopt the amended delegation instrument DA 1-07 (Attachment E) to reflect the intention of Council that, in addition to delegating to the CEO the powers and duties to carry out tenders, it also delegates the powers and duties to apply exceptions to the tender requirements and to, in this instance, enter into contracts with a value not exceeding the pre-determined threshold specified in DA 1-07.

While the delegation instrument as it stands delegates Regulation 11, inclusive of sub part (2), for reasons explained in the officer comment section of this report, it is considered beneficial to, in this instance explicitly expand on this to ensure Council's intent is clear.

**OFFICER COMMENT****Purchasing Policy**

The amended Purchasing Policy (Attachment B) provides for replacing references to "\$150,000" with references to "\$250,000" and also including reference to the new exceptions, including the 'emergency' exceptions. These amendments are required to ensure the Purchasing Policy aligns with the legislative changes discussed in the Background section of this report.

WALGA recently circulated various changes to their template purchasing policy to reflect the changes to the FG Regulations. City Officers have reviewed the WALGA template purchasing policy changes, and at this time do not recommend any additional changes to Council's Purchasing Policy. Further consideration can be given to the template in due course. However it is noted that in 2018, in response to the City of Busselton Governance Services Review by Mr John Woodhouse, the City revised its Purchasing Policy to move a considerable level of detail into CEO 'Operational Practices'. City officers are not anticipating the making of recommendations that would depart from this approach.

It is also noted that there is an emphasis in the WALGA template on 'best value for money'. City officers reviewed the Purchasing Policy at length in 2018 and recommended that Council base its policy on a 'most advantageous' test. This aligns with the legislative approach in respect of tenders [see FG Regulations 18, 20 and 24AH]. The 'best value for money' concept is understood to have its origins under the *State Supply Commission Act 1991*, and does not apply to local governments. City officers are not recommending any change to the Purchasing Policy in this regard.

**Amendment to Delegation DA 1-07*****Delegation from Council to CEO of the power to determine whether exemption in Regulation 11(2)(aa) applies***

The new exception to when tenders have to be publicly invited, inserted by Regulation 11(2)(aa), is enabled where a ‘test’ (set out in new Regulation 11(3)) is satisfied. This test is that the local government must “consider that the goods or services are required for the purpose of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates”.

While there may be an argument that “local government” in this regulation includes the CEO [see s 4 definition of “local government” in the *Interpretation Act 1984*, and see **Columbia Holdings Pty Ltd – v – City of Armadale [2012] WASC 422**], the safer course is to delegate this power to the CEO.

The current Delegation 1-07 refers generally to the whole of Regulation 11, and so this would include Regulation 11(2). Where a delegation instrument refers to a power under a regulation or section of an Act, and that regulation or section is amended, the delegation instrument applies only to the power as it was at the time the delegation instrument was made and does not automatically extend to the regulation or section as amended. Accordingly the delegation instrument DA 1-07 should be amended by Council to include the new exceptions under Regulation 11(2) which came in effect on 10 April 2020.

***Delegation of power to enter into contracts where Regulation 11(2) applies (subject to usual \$500,000 limit)***

Although Regulation 11(2) of the LG Regulations specify a number of exceptions to the requirement to invite tenders for procurement of goods and services, it does not expressly confer the power to the CEO to enter into contracts under circumstances where an exception applies. As the CEO currently under DA 1-07 has the power to accept tenders where the contract value does not exceed \$500,000, it is recommended that the power to enter into contracts under circumstances where an exception applies, is also delegated to the CEO, subject to abovementioned limit of \$500,000.

As outlined in the Background section of this report, the current delegation instrument DA 1-07 was adopted in late 2019 as part of simplification of the City’s delegation register. The opportunity exists to amend the delegation instrument DA 1-07 to better reflect the intention of Council, that is, in addition to the power to enter into contracts pursuant to a tender process, to more expressly delegate to the CEO the power to enter into contracts under circumstances where a tender exception applies, subject to a \$500,000 limitation.

Through consultation, the governance and legal business units have settled on the proposed amendments to DA 1-07 (Attachment E).

**Summary**

In summary, it is recommended that Delegation instrument DA 1-07 be amended by Council to delegate power to the CEO to:

- (a) Determine whether an exception under Regulation 11(2) as amended (which will include the new Regulation 11(2)(aa) of the FG Regulations) applies; and
- (b) Where an exception under Regulation 11(2) applies, negotiate and enter into contracts with suppliers where the contract value does not exceed \$500,000.

**Statutory Environment**

In accordance with Section 2.7(2)(b) of the Act, it is the role of the Council to determine the local government’s policies. The Council does this on the recommendation of a Committee it has established in accordance with section 5.8 of that Act.

Regulation 11A(1) of the LG Regulations requires a local government to implement a purchasing policy in relation to contracts for the supply of goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less. Such a policy must, among other things, make provision in respect of:

- the form of quotations acceptable;
- the minimum number of oral and written quotations that must be obtained; and
- the recording and retention of purchasing records.

Section 3.57(1) of the Act requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services. Section 3.57(2) provides that regulations may make provision about tenders.

Regulations 11 – 21A deal with matters relating to tenders, including when and how tenders have to be invited and requirements for assessing and accepting and/or rejecting tenders.

Section 3.18 of the Act provides for the City to do all things necessary or convenient for carrying out its functions. Entering into contracts for the purchase of goods and services is necessary for the City to perform its functions.

Under s 5.42 of the Act a local government may, by instrument in writing, delegate (by absolute majority) to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, subject to specified limitations.

Sections 58 (performance of functions by a delegate) and 59 (the effect of a delegation) of the *Interpretation Act 1984* apply, subject to subsection 3(1) of that Act, to delegations made under the LG Act.

Under s 5.43 of the Act, a local government cannot delegate the power to accept a tender which exceeds an amount determined by the local government for the purposes of this paragraph. Under DA 1-07 this threshold is currently \$500,000.

In relation to procurement of goods or services where the exceptions under Regulation 11(2) of the LG Regulations apply (that is where a local government is exempted from inviting tenders) the Act does not have a similar requirement - there is no requirement for a local government to determine, for purposes of a delegation to the CEO, an amount above which the CEO cannot enter into a contract under circumstances where an exception applies. It appears that this might have been an oversight when the relevant legislative provisions were drafted. WALGA recommend that a threshold be applied to procurement where a tender exception applies and the City has also contacted the Department of Local Government enquiring whether a relevant regulation may be appropriately made under s 5.43(i) of the Act. In the meantime, it would be prudent for Council to limit, for this type of procurement, the CEO's delegated power to enter into contracts to an amount not exceeding \$500,000 (effectively implementing an internal process similar to the process for accepting tenders).

### **Relevant Plans and Policies**

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the 2017 Governance Service Review. The framework sets out the intent of Council policies, as opposed to operational documents such as Operational Practices.

### **Financial Implications**

There are no financial implications associated with the officer recommendation.

**Stakeholder Consultation**

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

**Risk Assessment**

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

The officer recommendation reduces legal risk by properly identifying that the power to contract is being delegated, in addition to the performance of regulatory duties prior to a contract being entered into.

**Options**

As an alternative to the proposed recommendation the Council could:

1. Request further or different amendments be made to the Purchasing Policy; or
2. Request further or different amendments be made to Delegation DA 1-07.

**CONCLUSION**

Due to the legislative amendments made by the State Government to the purchasing of goods and services by a local government, minor amendments to Council's Purchasing Policy and Delegation Instrument DA 1-07 'Inviting, Rejecting and Accepting Tenders' are recommended.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The amended Purchasing Policy (Attachment B) and the amended delegation instrument DA 1-07 (Attachment D) will have effect into force immediately upon Council's endorsement of the officer recommendations.



## 1. PURPOSE

- 1.1. The City is committed to using efficient and effective purchasing procedures that are directed towards delivering the most advantageous purchases of goods and services by the City.
- 1.2. The City's purchasing policy is directed at satisfying the following objectives:
  - a. Achieving 'best value for money' with respect to all purchasing;
  - b. Ensuring that the City complies with all regulatory obligations;
  - c. Strengthening integrity and confidence in the purchasing system;
  - d. Ensuring that sustainable benefits, such as environmental, social and local economic factors are considered in the overall 'best value for money' assessment;
  - e. Mitigating probity risk, by establishing consistent and demonstrated administrative processes that promote transparency and fairness; and
  - f. Ensuring that purchasing activities are conducted in a consistent and efficient manner across the City.

## 2. SCOPE

- 2.1. This Policy is applicable to all purchases made by the City.

## 3. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1995 (WA).</i>
Formal RFQ	A request for quotation that contains pre-determined evaluation criteria to assess all value for money considerations, evaluated by a panel consisting of at least 2 City officers.
GST	The goods and services tax under the <i>A New Tax System (Goods and Services Tax) Act 1999 (Cth).</i>
Panel	A Panel of Pre-Qualified Suppliers established under the Regulations.
Policy	This City of Busselton Council policy entitled "Purchasing Policy".
PQS	A Request for Applications to Join a Panel of pre-qualified suppliers.
Regulations	<i>Local Government (Functions and General) Regulations 1996 (WA).</i>
WALGA	Western Australian Local Government Association.

#### 4. STRATEGIC CONTEXT

- 4.1. This Policy is made in connection with the following Key Goal Areas of the City's Strategic Community Plan 2017:
- a. Key Goal Area 6 – Leadership – Governance systems, process and practices are responsible, ethical and transparent;
  - b. Key Goal Area 4 – Economy – An innovative and diversified economy that provides a variety of business and employment opportunities, and a community where local business is supported and in turn drives our economy.

#### 5. POLICY STATEMENT

- 5.1. Purchasing is to be carried out to deliver the most advantageous outcome for the City.
- 5.2. Full accountability shall be taken by Councillors and employees for all purchasing decisions.
- 5.3. Purchasing is to be carried out in accordance with approved City budget provisions.
- 5.4. Purchasing is to be carried out on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- 5.5. All processes, evaluations and decisions shall be transparent, free from bias, merit based and fully documented in accordance with applicable policies, practices and procedures, and audit requirements.
- 5.6. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

##### **Most Advantageous Outcome**

- 5.7. The most advantageous outcome of a purchasing process is to be determined by weighing up the considerations of price, risk and relevant qualitative factors.
- 5.8. Accordingly purchasing decisions should take into account factors other than price.
- 5.9. Qualitative and risk factors that may be considered include:
  - a. All relevant whole-of-life costs and benefits. This should include transaction costs associated with acquisition, delivery, distribution, as well as other costs such as holding costs, consumables, deployment, maintenance and disposal;
  - b. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
  - c. Financial viability and capacity to supply without risk of default. This relates to the competency of the prospective suppliers in terms of their organisational, managerial and technical capabilities and regulatory compliance history;
  - d. A sufficient element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
  - e. The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
  - f. Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility.

#### Purchasing Requirements

- 5.10. The requirements that must be complied with by the City, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing practises.
- 5.11. In determining the purchase value, the following considerations are to be taken into account:
- All values are exclusive of GST;
  - The actual or expected value of a contract over the full contract period, including all options.
- 5.12. The following quotation/tender purchase value thresholds apply:

Amount of Purchase	Requirements
<b>Up to \$5,000</b>	Purchase directly from a suitable supplier after obtaining at least one (1) oral or written quotation from that supplier.
<b>\$5,001 - \$14,999</b>	Obtain at least two (2) written quotations from suitable suppliers following a brief outlining of the specified requirement.
<b>\$15,000 - \$49,999</b>	Obtain at least three (3) written quotations from suppliers following a brief outlining of the specified requirement.
<b>\$50,000 - \$149,999</b>	A Formal RFQ process must be followed by officers at this level of purchase. Officers must obtain at least three (3) written quotations from suppliers.
<b>Over \$150,000</b>  Where circumstances warrant, City officers may conduct a tender process for projects which are below the \$150,000 threshold.	Conduct a public tender process in accordance with the Act and the Regulations, subject to the exceptions in Regulation 11(2)

- 5.13. The responsible City officer is expected to demonstrate due diligence in seeking quotations. The number of quotations obtained, the contract conditions and level of evaluation required should be determined by having regard to the type and nature of the purchase and the associated risk, and not purely the purchase value. For example the officer may determine that the process outlined for a higher purchase value is more appropriate than the process for the actual purchase value.

#### Exemptions to purchasing requirements – Purchase value less than \$150,000

- 5.14. From time to time there will be circumstances where it is not appropriate or not reasonably practicable to adhere to the requirements to obtain quotations as set out in this Policy. An example is where the City is satisfied and can evidence that there is only one source of supply for goods, services or works, having used genuine endeavours to determine that there is not a reasonable alternative source of supply.
- 5.15. In such circumstances, the Chief Executive Officer (or such other employee of the City to whom such power has been delegated) may waive the requirements to obtain quotations as set out in this Policy. The responsible City officer must document the waiver process in the manner required by the CEO.



**Exceptions to purchase requirements – Purchase value \$150,000 or greater**

5.16. Where the purchase value exceeds \$150,000, the Regulations provide for a range of exceptions to the requirement to publicly invite tenders. These are set out in regulation 11(2) of the Regulations.

5.17. The exceptions include:

- a. The supply of goods or services authorised as an emergency under s 6.6(1)(c) of the Act;
- b. The supply of goods or services obtained through the WALGA Preferred Supplier Program (see further information below);
- c. Where the City has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;
- d. The goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA (subject to a maximum of \$250,000 and the City being satisfied as to 'value for money');
- e. Where the goods or services are to be supplied by an Australian Disability Enterprise; or
- f. Where the goods or services are to be supplied by a pre-qualified supplier under a Panel of Pre-Qualified Suppliers established by the City under the Regulations (see further information below).

**Regulatory Compliance – Tenders**

*This part includes detail on the requirements of the Act and the Regulations for the public tender process. As these may change from time to time, it is the responsibility of the employee to inform themselves of the requirements of the relevant statutory requirements when conducting a tender process and not rely on this Policy alone.*

Advertising Tenders

5.18. Requests for tenders must be advertised as a minimum in a state-wide publication and on the City's TenderLink portal and in addition, may be advertised locally. The tender must remain open for a minimum of at least 14 days after the date the tender is advertised.

Addendum to Tender

5.19. Clarifications, variations or adjustments to the tender documentation and the conditions of tender may be made by way of addendum after the tender has been publicly advertised but prior to the tender closing date.

Opening of Tenders

5.20. Tenders are to be opened in accordance with the advertised time and place and in the presence of at least two persons which can be either:

- a. Two employees of the City;
- b. One employee of the City and another person authorised by the Chief Executive Officer for that purpose;
- c. The details of all tenders received and opened shall be recorded in the Tender Register. There is no obligation to disclose or record tendered prices at the tender opening. Members of the public are entitled to be present.

Tender Evaluation

5.21. Tenders that have not been rejected shall be assessed by means of a written evaluation against the pre-determined criteria to determine which tender represents best value for money. The evaluation panel must contain a minimum of three members.

Tender Register

- 5.22. The City must maintain a tender register which is to include:
- a. a brief description of the goods and services required;
  - b. particulars of:
    - i. Any notice by which expressions of interests from prospective tenderers was sought;
    - ii. Any person who submitted an expression of interest;
    - iii. Any list of acceptable tenderers that was prepared under Regulation 23(4).
  - c. A copy of the notice of the invitation to tender;
  - d. The name of each tenderer whose tender has been opened;
  - e. The name of any successful tenderer.

Minor Variation prior to awarding a contract

- 5.23. Prior to awarding a contract to a preferred tenderer, the City may negotiate and agree on "minor variations" with the preferred tenderer.
- 5.24. Any amendments must be incorporated into the contract with the preferred tenderer for the supply of the varied requirement.
- 5.25. Any major variation will require a new and separate tender.
- 5.26. A minor variation has been determined by the City to mean a variation which does not materially alter the specification or structure provided for by the initial tender.

**WALGA Preferred Suppliers Program**

- 5.27. WALGA has a number of pre-qualified suppliers called WALGA preferred suppliers. The City can make purchases from WALGA preferred suppliers:
- a. For purchases up to \$150,000;
  - b. For purchases over \$150,000 in reliance on the exemption to the requirement for a public tender.
- Provided that:
- c. For purchases up to \$150,000 the purchasing requirements in section 5.10 - 5.13 of this Policy apply and for purchases over \$150,000 three quotes must be sought, subject in all cases to sections 5.14 and 5.15 of this Policy;

**Panels of Pre-Qualified Suppliers**

- 5.28. A Panel may only be established where it is determined that there is or will be a continuing need for particular goods or services to be supplied by pre-qualified suppliers.
- 5.29. When establishing a Panel, officers must consider the following:
- a. Is there a continuing need for the goods or services?
  - b. Will it be more efficient for the City to work collaboratively with a small group of suppliers to deliver a good or service on a regular basis?
  - c. Is it necessary for the City to have more than one supplier for a good or service (if one is sufficient then a Request for Tender may be appropriate)?
  - d. Is there another panel available for the City to access?

- 5.30. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.
- 5.31. Requests for applications to join a panel of pre-qualified suppliers must be advertised through a State-wide public notice.
- 5.32. Prior to issuing a PQS, Officers must determine the criteria by which applications will be assessed and accepted which must be determined and communicated in the PQS.
- 5.33. Officers may assess applications using the discount principles of the City's Regional Price Preference Policy.
- 5.34. A Panel established by the City may be operated in a manner that applies the principles of the City's Regional Price Preference Policy when assessing quotations.
- 5.35. When establishing a Panel a PQS must set out how the City intends to purchase goods and services through the use of the Panel.
- 5.36. The City is to procure goods and services from a member of a Panel by either seeking written quotations from each panel member with respect to all purchases or alternatively all purchases above a specified threshold (if any).
- 5.37. Where the City has determined that written quotations will be sought from each Panel member above a specified threshold, goods and services may be procured below that threshold on the basis of the relative rankings of the Panel members.
- 5.38. Where Panel members are ranked, the City is to determine the rankings from time to time on the basis of written quotations obtained from the members of the panel.
- 5.39. The City will obtain written quotations through electronic means, principally through the use of its online procurement portal.
- 5.40. Written quotations from panel members are to be sought and assessed on the basis of criteria determined in accordance with the City's practices and procedures.

## **6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. Local Government Act 1995.
- 6.2. Local Government (Functions and General) Regulations 1996.
- 6.3. Regional Price Preference Policy
- 6.4. Delegation LG3J – Tenders.
- 6.5. Delegation LG3K – Preliminary Selection of Tenderers.
- 6.6. Delegation LG3M - Establishment of panels of pre-qualified suppliers.

## **7. REVIEW DETAILS**

<b>Review Frequency</b>		3 yearly		
<b>Council Adoption</b>	<b>DATE</b>	25/07/2018	<b>Resolution #</b>	C1807/144
<b>Previously Adopted</b>	<b>DATE</b>		<b>Resolution #</b>	

COUNCIL POLICY		
		
Council Policy Name:	Purchasing Policy	
Responsible Directorate:	Finance and Corporate Services	Version: DRAFT

## 1. PURPOSE

- 1.1. The City is committed to using efficient and effective purchasing procedures that are directed towards delivering the most advantageous purchases of goods and services by the City.
- 1.2. The City's purchasing policy is directed at satisfying the following objectives:
  - a. Achieving 'best value for money' with respect to all purchasing;
  - b. Ensuring that the City complies with all regulatory obligations;
  - c. Strengthening integrity and confidence in the purchasing system;
  - d. Ensuring that sustainable benefits, such as environmental, social and local economic factors are considered in the overall 'best value for money' assessment;
  - e. Mitigating probity risk, by establishing consistent and demonstrated administrative processes that promote transparency and fairness; and
  - f. Ensuring that purchasing activities are conducted in a consistent and efficient manner across the City.

## 2. SCOPE

- 2.1. This Policy is applicable to all purchases made by the City.

## 3. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1995 (WA).</i>
Formal RFQ	A request for quotation that contains pre-determined evaluation criteria to assess all value for money considerations, evaluated by a panel consisting of at least 2 City officers.
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PQS	A Request for Applications to Join a Panel of pre-qualified suppliers.
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WALGA	Western Australian Local Government Association.

## 4. STRATEGIC CONTEXT

- 4.1. This Policy is made in connection with the following Key Goal Areas of the City's Strategic Community Plan 2017:
  - a. Key Goal Area 6 – Leadership – Governance systems, process and practices are responsible, ethical and transparent;

- b. Key Goal Area 4 – Economy – An innovative and diversified economy that provides a variety of business and employment opportunities, and a community where local business is supported and in turn drives our economy.

## 5. POLICY STATEMENT

- 5.1. Purchasing is to be carried out to deliver the most advantageous outcome for the City.
- 5.2. Full accountability shall be taken by Councillors and employees for all purchasing decisions.
- 5.3. Purchasing is to be carried out in accordance with approved City budget provisions.
- 5.4. Purchasing is to be carried out on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- 5.5. All processes, evaluations and decisions shall be transparent, free from bias, merit based and fully documented in accordance with applicable policies, practices and procedures, and audit requirements.
- 5.6. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

### Most Advantageous Outcome

- 5.7. The most advantageous outcome of a purchasing process is to be determined by weighing up the considerations of price, risk and relevant qualitative factors.
- 5.8. Accordingly purchasing decisions should take into account factors other than price.
- 5.9. Qualitative and risk factors that may be considered include:
  - a. All relevant whole-of-life costs and benefits. This should include transaction costs associated with acquisition, delivery, distribution, as well as other costs such as holding costs, consumables, deployment, maintenance and disposal;
  - b. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
  - c. Financial viability and capacity to supply without risk of default. This relates to the competency of the prospective suppliers in terms of their organisational, managerial and technical capabilities and regulatory compliance history;
  - d. A sufficient element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
  - e. The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
  - f. Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility.

### Purchasing Requirements

- 5.10. The requirements that must be complied with by the City, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing practises.
- 5.11. In determining the purchase value, the following considerations are to be taken into account:
  - a. All values are exclusive of GST;
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5.12. The following quotation/tender purchase value thresholds apply:

Amount of Purchase	Requirements
<b>Up to \$5,000</b>	Purchase directly from a suitable supplier after obtaining at least one (1) oral or written quotation from that supplier.
<b>\$5,001 - \$14,999</b>	Obtain at least two (2) written quotations from suitable suppliers following a brief outlining of the specified requirement.
<b>\$15,000 - \$49,999</b>	Obtain at least three (3) written quotations from suppliers following a brief outlining of the specified requirement.
<b>\$50,000 - \$249,999</b>	A Formal RFQ process must be followed by officers at this level of purchase. Officers must obtain at least three (3) written quotations from suppliers.
<b>\$250,000 and over</b>  Where circumstances warrant, City officers may conduct a tender process for projects which are below the \$150,000 threshold.	Conduct a public tender process in accordance with the Act and the Regulations, subject to the exceptions in Regulation 11(2)

5.13. The responsible City officer is expected to demonstrate due diligence in seeking quotations. The number of quotations obtained, the contract conditions and level of evaluation required should be determined by having regard to the type and nature of the purchase and the associated risk, and not purely the purchase value. For example the officer may determine that the process outlined for a higher purchase value is more appropriate than the process for the actual purchase value.

**Exemptions to purchasing requirements – Purchase value less than \$250,000**

5.14. From time to time there will be circumstances where it is not appropriate or not reasonably practicable to adhere to the requirements to obtain quotations as set out in this Policy. An example is where the City is satisfied and can evidence that there is only one source of supply for goods, services or works, having used genuine endeavours to determine that there is not a reasonable alternative source of supply.

5.15. In such circumstances, the Chief Executive Officer (or such other employee of the City to whom such power has been delegated) may waive the requirements to obtain quotations as set out in this Policy. The responsible City officer must document the waiver process in the manner required by the CEO.

**Exceptions to purchase requirements – Purchase value \$250,000 or greater**

5.16. Where the purchase value exceeds \$250,000, the Regulations provide for a range of exceptions to the requirement to publicly invite tenders. These are set out in regulation 11(2) of the Regulations.

5.17. The exceptions include:

- a. The supply of goods or services authorised as an emergency under s 6.6(1)(c) of the Act;
- b. The supply of goods or services is associated with a state of emergency;
- c. The supply of goods or services obtained through the WALGA Preferred Supplier Program (see further information below);
- d. Where the City has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;
- e. The goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA or by Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) (subject to a maximum of \$250,000 and the City being satisfied as to 'value for money');
- f. Where the goods or services are to be supplied by an Australian Disability Enterprise; or
- g. Where the goods or services are to be supplied by a pre-qualified supplier under a Panel of Pre-Qualified Suppliers established by the City under the Regulations (see further information below)
- h. Where the contract is a renewal or extension of the term of an original contract in certain circumstances related to a state of emergency.

**Regulatory Compliance – Tenders**

*This part includes detail on the requirements of the Act and the Regulations for the public tender process. As these may change from time to time, it is the responsibility of the employee to inform themselves of the requirements of the relevant statutory requirements when conducting a tender process and not rely on this Policy alone.*

Advertising Tenders

- 5.18. Requests for tenders must be advertised as a minimum in a state-wide publication and on the City's TenderLink portal and in addition, may be advertised locally. The tender must remain open for a minimum of at least 14 days after the date the tender is advertised.

Addendum to Tender

- 5.19. Clarifications, variations or adjustments to the tender documentation and the conditions of tender may be made by way of addendum after the tender has been publicly advertised but prior to the tender closing date.

Opening of Tenders

- 5.20. Tenders are to be opened in accordance with the advertised time and place and in the presence of at least two persons which can be either:
- a. Two employees of the City;
  - b. One employee of the City and another person authorised by the Chief Executive Officer for that purpose;
  - c. The details of all tenders received and opened shall be recorded in the Tender Register. There is no obligation to disclose or record tendered prices at the tender opening. Members of the public are entitled to be present.

Tender Evaluation

- 5.21. Tenders that have not been rejected shall be assessed by means of a written evaluation against the pre-determined criteria to determine which tender represents best value for money. The evaluation panel must contain a minimum of three members.

Tender Register

- 5.22. The City must maintain a tender register which is to include:
- a. a brief description of the goods and services required;
  - b. particulars of:
    - i. Any notice by which expressions of interests from prospective tenderers was sought;



- ii. Any person who submitted an expression of interest;
- iii. Any list of acceptable tenderers that was prepared under Regulation 23(4).
- c. A copy of the notice of the invitation to tender;
- d. The name of each tenderer whose tender has been opened;
- e. The name of any successful tenderer.

Minor Variation prior to awarding a contract

- 5.23. Prior to awarding a contract to a preferred tenderer, the City may negotiate and agree on "minor variations" with the preferred tenderer.
- 5.24. Any amendments must be incorporated into the contract with the preferred tenderer for the supply of the varied requirement.
- 5.25. Any major variation will require a new and separate tender.
- 5.26. A minor variation has been determined by the City to mean a variation which does not materially alter the specification or structure provided for by the initial tender.

**WALGA Preferred Suppliers Program**

- 5.27. WALGA has a number of pre-qualified suppliers called WALGA preferred suppliers. The City can make purchases from WALGA preferred suppliers:
- a. For purchases up to \$250,000;
  - b. For purchases over \$250,000 in reliance on the exemption to the requirement for a public tender.

Provided that:

- c. For purchases up to \$250,000 the purchasing requirements in section 5.10 - 5.13 of this Policy apply and for purchases over \$250,000 three quotes must be sought, subject in all cases to sections 5.14 and 5.15 of this Policy;

**Panels of Pre-Qualified Suppliers**

- 5.28. A Panel may only be established where it is determined that there is or will be a continuing need for particular goods or services to be supplied by pre-qualified suppliers.
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- a. Is there a continuing need for the goods or services?
  - b. Will it be more efficient for the City to work collaboratively with a small group of suppliers to deliver a good or service on a regular basis?
  - c. Is it necessary for the City to have more than one supplier for a good or service (if one is sufficient then a Request for Tender may be appropriate)?
  - d. Is there another panel available for the City to access?
- 5.30. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.
- 5.31. Requests for applications to join a panel of pre-qualified suppliers must be advertised through a State-wide public notice.
- 5.32. Prior to issuing a PQS, Officers must determine the criteria by which applications will be assessed and accepted which must be determined and communicated in the PQS.

- 5.33. Officers may assess applications using the discount principles of the City's Regional Price Preference Policy.
- 5.34. A Panel established by the City may be operated in a manner that applies the principles of the City's Regional Price Preference Policy when assessing quotations.
- 5.35. When establishing a Panel a PQS must set out how the City intends to purchase goods and services through the use of the Panel.
- 5.36. The City is to procure goods and services from a member of a Panel by either seeking written quotations from each panel member with respect to all purchases or alternatively all purchases above a specified threshold (if any).
- 5.37. Where the City has determined that written quotations will be sought from each Panel member above a specified threshold, goods and services may be procured below that threshold on the basis of the relative rankings of the Panel members.
- 5.38. Where Panel members are ranked, the City is to determine the rankings from time to time on the basis of written quotations obtained from the members of the panel.
- 5.39. The City will obtain written quotations through electronic means, principally through the use of its online procurement portal.
- 5.40. Written quotations from panel members are to be sought and assessed on the basis of criteria determined in accordance with the City's practices and procedures.

#### 6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995.*
- 6.2. *Local Government (Functions and General) Regulations 1996.*
- 6.3. Council Policy Regional Price Preference
- 6.4. Delegation DA 1 – 07 Inviting, Rejecting and Accepting Tenders.
- 6.5. Delegation DA 1 – 08 Preliminary Selection of Tenderers.
- 6.6. Delegation DA 1 – 10 Establishment of panels of pre-qualified suppliers.

#### 7. REVIEW DETAILS

<b>Review Frequency</b>		3 yearly		
<b>Council Adoption</b>	<b>DATE</b>		<b>Resolution #</b>	
<b>Previously Adopted</b>	<b>DATE</b>	25/07/2018	<b>Resolution #</b>	C1807/144



### 1. PURPOSE

- 1.1. The City is committed to using efficient and effective purchasing procedures that are directed towards delivering the most advantageous purchases of goods and services by the City.
- 1.2. The City's purchasing policy is directed at satisfying the following objectives:
  - a. Achieving 'best value for money' with respect to all purchasing;
  - b. Ensuring that the City complies with all regulatory obligations;
  - c. Strengthening integrity and confidence in the purchasing system;
  - d. Ensuring that sustainable benefits, such as environmental, social and local economic factors are considered in the overall 'best value for money' assessment;
  - e. Mitigating probity risk, by establishing consistent and demonstrated administrative processes that promote transparency and fairness; and
  - f. Ensuring that purchasing activities are conducted in a consistent and efficient manner across the City.

### 2. SCOPE

- 2.1. This Policy is applicable to all purchases made by the City.

### 3. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1995 (WA)</i> .
Formal RFQ	A request for quotation that contains pre-determined evaluation criteria to assess all value for money considerations, evaluated by a panel consisting of at least 2 City officers.
GST	The goods and services tax under the <i>A New Tax System (Goods and Services Tax) Act 1999 (Cth)</i> .
Panel	A Panel of Pre-Qualified Suppliers established under the Regulations.
Policy	This City of Busselton Council policy entitled "Purchasing Policy".
PQS	A Request for Applications to Join a Panel of pre-qualified suppliers.
Regulations	<i>Local Government (Functions and General) Regulations 1996 (WA)</i> .
WALGA	Western Australian Local Government Association.

#### 4. STRATEGIC CONTEXT

- 4.1. This Policy is made in connection with the following Key Goal Areas of the City's Strategic Community Plan 2017:
- Key Goal Area 6 – Leadership – Governance systems, process and practices are responsible, ethical and transparent;
  - Key Goal Area 4 – Economy – An innovative and diversified economy that provides a variety of business and employment opportunities, and a community where local business is supported and in turn drives our economy.

#### 5. POLICY STATEMENT

- Purchasing is to be carried out to deliver the most advantageous outcome for the City.
- Full accountability shall be taken by Councillors and employees for all purchasing decisions.
- Purchasing is to be carried out in accordance with approved City budget provisions.
- Purchasing is to be carried out on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias, merit based and fully documented in accordance with applicable policies, practices and procedures, and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

##### **Most Advantageous Outcome**

- The most advantageous outcome of a purchasing process is to be determined by weighing up the considerations of price, risk and relevant qualitative factors.
- Accordingly purchasing decisions should take into account factors other than price.
- Qualitative and risk factors that may be considered include:
  - All relevant whole-of-life costs and benefits. This should include transaction costs associated with acquisition, delivery, distribution, as well as other costs such as holding costs, consumables, deployment, maintenance and disposal;
  - The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
  - Financial viability and capacity to supply without risk of default. This relates to the competency of the prospective suppliers in terms of their organisational, managerial and technical capabilities and regulatory compliance history;
  - A sufficient element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
  - The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
  - Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility.

**Purchasing Requirements**

5.10. The requirements that must be complied with by the City, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing practises.

5.11. In determining the purchase value, the following considerations are to be taken into account:

- a. All values are exclusive of GST;
- b. The actual or expected value of a contract over the full contract period, including all options.

5.12. The following quotation/tender purchase value thresholds apply:

Amount of Purchase	Requirements
Up to \$5,000	Purchase directly from a suitable supplier after obtaining at least one (1) oral or written quotation from that supplier.
\$5,001 - \$14,999	Obtain at least two (2) written quotations from suitable suppliers following a brief outlining of the specified requirement.
\$15,000 - \$49,999	Obtain at least three (3) written quotations from suppliers following a brief outlining of the specified requirement.
\$50,000 - \$1249,999	A Formal RFQ process must be followed by officers at this level of purchase. Officers must obtain at least three (3) written quotations from suppliers.
Over \$1250,000 and over  Where circumstances warrant, City officers may conduct a tender process for projects which are below the \$150,000 threshold.	Conduct a public tender process in accordance with the Act and the Regulations, subject to the exceptions in Regulation 11(2)

5.13. The responsible City officer is expected to demonstrate due diligence in seeking quotations. The number of quotations obtained, the contract conditions and level of evaluation required should be determined by having regard to the type and nature of the purchase and the associated risk, and not purely the purchase value. For example the officer may determine that the process outlined for a higher purchase value is more appropriate than the process for the actual purchase value.

**Exemptions to purchasing requirements – Purchase value less than \$1250,000**

5.14. From time to time there will be circumstances where it is not appropriate or not reasonably practicable to adhere to the requirements to obtain quotations as set out in this Policy. An example is where the City is satisfied and can evidence that there is only one source of supply for goods, services or works, having used genuine endeavours to determine that there is not a reasonable alternative source of supply.

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- 5.15. In such circumstances, the Chief Executive Officer (or such other employee of the City to whom such power has been delegated) may waive the requirements to obtain quotations as set out in this Policy. The responsible City officer must document the waiver process in the manner required by the CEO.

**Exceptions to purchase requirements – Purchase value \$1250,000 or greater**

- 5.16. Where the purchase value exceeds \$1250,000, the Regulations provide for a range of exceptions to the requirement to publicly invite tenders. These are set out in regulation 11(2) of the Regulations.

- 5.17. The exceptions include:

- a. The supply of goods or services authorised as an emergency under s 6.6(1)(c) of the Act;
- ~~a.b.~~ The supply of goods or services is associated with a state of emergency;
- ~~b.c.~~ The supply of goods or services obtained through the WALGA Preferred Supplier Program (see further information below);
- ~~c.d.~~ Where the City has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;
- ~~d.e.~~ The goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA or by Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) (subject to a maximum of \$250,000 and the City being satisfied as to 'value for money');
- ~~e.f.~~ Where the goods or services are to be supplied by an Australian Disability Enterprise; or
- ~~g.~~ Where the goods or services are to be supplied by a pre-qualified supplier under a Panel of Pre-Qualified Suppliers established by the City under the Regulations (see further information below);
- ~~f.h.~~ Where the contract is a renewal or extension of the term of an original contract in certain circumstances related to a state of emergency.

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**Regulatory Compliance – Tenders**

*This part includes detail on the requirements of the Act and the Regulations for the public tender process. As these may change from time to time, it is the responsibility of the employee to inform themselves of the requirements of the relevant statutory requirements when conducting a tender process and not rely on this Policy alone.*

Advertising Tenders

- 5.18. Requests for tenders must be advertised as a minimum in a state-wide publication and on the City's TenderLink portal and in addition, may be advertised locally. The tender must remain open for a minimum of at least 14 days after the date the tender is advertised.

Addendum to Tender

- 5.19. Clarifications, variations or adjustments to the tender documentation and the conditions of tender may be made by way of addendum after the tender has been publicly advertised but prior to the tender closing date.

Opening of Tenders

- 5.20. Tenders are to be opened in accordance with the advertised time and place and in the presence of at least two persons which can be either:
- a. Two employees of the City;
  - b. One employee of the City and another person authorised by the Chief Executive Officer for that purpose;
  - c. The details of all tenders received and opened shall be recorded in the Tender Register. There is no obligation to disclose or record tendered prices at the tender opening. Members of the public are entitled to be present.

Tender Evaluation

- 5.21. Tenders that have not been rejected shall be assessed by means of a written evaluation against the pre-determined criteria to determine which tender represents best value for money. The evaluation panel must contain a minimum of three members.

Tender Register

- 5.22. The City must maintain a tender register which is to include:
- a. a brief description of the goods and services required;
  - b. particulars of:
    - i. Any notice by which expressions of interests from prospective tenderers was sought;
    - ii. Any person who submitted an expression of interest;
    - iii. Any list of acceptable tenderers that was prepared under Regulation 23(4).
  - c. A copy of the notice of the invitation to tender;
  - d. The name of each tenderer whose tender has been opened;
  - e. The name of any successful tenderer.

Minor Variation prior to awarding a contract

- 5.23. Prior to awarding a contract to a preferred tenderer, the City may negotiate and agree on "minor variations" with the preferred tenderer.
- 5.24. Any amendments must be incorporated into the contract with the preferred tenderer for the supply of the varied requirement.
- 5.25. Any major variation will require a new and separate tender.
- 5.26. A minor variation has been determined by the City to mean a variation which does not materially alter the specification or structure provided for by the initial tender.

**WALGA Preferred Suppliers Program**

- 5.27. WALGA has a number of pre-qualified suppliers called WALGA preferred suppliers. The City can make purchases from WALGA preferred suppliers:
- a. For purchases up to \$1250,000;
  - b. For purchases over \$1250,000 in reliance on the exemption to the requirement for a public tender.
- Provided that:
- c. For purchases up to \$1250,000 the purchasing requirements in section 5.10 - 5.13 of this Policy apply and for purchases over \$1250,000 three quotes must be sought, subject in all cases to sections 5.14 and 5.15 of this Policy;

**Panels of Pre-Qualified Suppliers**

- 5.28. A Panel may only be established where it is determined that there is or will be a continuing need for particular goods or services to be supplied by pre-qualified suppliers.
- 5.29. When establishing a Panel, officers must consider the following:
- a. Is there a continuing need for the goods or services?
  - b. Will it be more efficient for the City to work collaboratively with a small group of suppliers to deliver a good or service on a regular basis?

- c. Is it necessary for the City to have more than one supplier for a good or service (if one is sufficient then a Request for Tender may be appropriate)?
  - d. Is there another panel available for the City to access?
- 5.30. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.
- 5.31. Requests for applications to join a panel of pre-qualified suppliers must be advertised through a State-wide public notice.
- 5.32. Prior to issuing a PQS, Officers must determine the criteria by which applications will be assessed and accepted which must be determined and communicated in the PQS.
- 5.33. Officers may assess applications using the discount principles of the City's Regional Price Preference Policy.
- 5.34. A Panel established by the City may be operated in a manner that applies the principles of the City's Regional Price Preference Policy when assessing quotations.
- 5.35. When establishing a Panel a PQS must set out how the City intends to purchase goods and services through the use of the Panel.
- 5.36. The City is to procure goods and services from a member of a Panel by either seeking written quotations from each panel member with respect to all purchases or alternatively all purchases above a specified threshold (if any).
- 5.37. Where the City has determined that written quotations will be sought from each Panel member above a specified threshold, goods and services may be procured below that threshold on the basis of the relative rankings of the Panel members.
- 5.38. Where Panel members are ranked, the City is to determine the rankings from time to time on the basis of written quotations obtained from the members of the panel.
- 5.39. The City will obtain written quotations through electronic means, principally through the use of its online procurement portal.
- 5.40. Written quotations from panel members are to be sought and assessed on the basis of criteria determined in accordance with the City's practices and procedures.

#### 6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995.
- 6.2. Local Government (Functions and General) Regulations 1996.
- 6.3. Council Policy Regional Price Preference Policy 2018
- 6.4. Delegation DA 1 – 07 (previously LG3J) – Tenders Inviting, Rejecting and Accepting Tenders.
- 6.5. Delegation DA 1 – 08 (previously LG3K) – PP Preliminary Selection of Tenderers.
- 6.6. Delegation DA 1 – 10 (previously LG3M) – Establishment of panels of pre-qualified suppliers.

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7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	<u>25/07/2018</u>	Resolution #	<u>C1807/144</u>
Previously Adopted	DATE	<u>25/07/2018</u>	Resolution #	<u>C1807/144</u>

DA 1 – 07      Inviting, Rejecting and Accepting Tenders	
POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	<i>Local Government Act 1995</i> s.3.57 <i>Local Government (Functions and General) Regulations 1996</i> Regulations 11, 13, 14, 18, 20, 21A
FUNCTION	<a href="#">s.3.57 Tenders for providing goods or services</a> <a href="#">Regulation 11 When tenders have to be publicly invited</a> <a href="#">Regulation 13 Requirements when local government invites tenders not required to do so</a> <a href="#">Regulation 14 Publicly inviting tenders, requirements for</a> <a href="#">Regulation 18 Rejecting and accepting tenders</a> <a href="#">Regulation 20 Variation of requirements before entry into contract</a> <a href="#">Regulation 21A Varying a contract for the supply of goods or services</a>
CONDITIONS	This delegation is subject to: (a) Complying with the requirements of the City of Busselton's Purchasing Policy as it relates to tendering; (b) Following any applicable staff management practices and operational procedures; and (c) Not accepting any tender or entering into any contract having a value exceeding \$500,000
POLICY	Council Policy: <a href="#">Purchasing</a>
REFERENCE DOCUMENTS	Tender Register
SUB DELEGATION	<a href="#">S1 – 07 Inviting, Rejecting and Accepting Tenders</a>

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1103/179	Recent Council Resolution C1908/168
RECENT ALTERATIONS	August 2019	
PREVIOUS DELEGATION REFERENCE	LG3J – Inviting Tenders and Rejecting and Accepting Tenders	

DA 1 – 07	Inviting, Rejecting and Accepting Tenders
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POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	<i>Local Government Act 1995</i> s.3.18, s.3.57 <i>Power to enter into a contract for the purchase of goods and services</i> <i>Local Government (Functions and General) Regulations 1996</i> Regulations 11 (including the power to determine that a relevant exception under Regulation 11(2) applies), 13, 14, 18, 20, 21A
FUNCTION	<a href="#">s.3.57 Tenders for providing goods or services</a> <a href="#">Regulation 11 When tenders have to be publicly invited</a> <a href="#">Regulation 13 Requirements when local government invites tenders not required to do so</a> <a href="#">Regulation 14 Publicly inviting tenders, requirements for</a> <a href="#">Regulation 18 Rejecting and accepting tenders</a> <a href="#">Regulation 20 Variation of requirements before entry into contract</a> <a href="#">Regulation 21A Varying a contract for the supply of goods or services</a>
CONDITIONS	This delegation is subject to: (a) Complying with the requirements of the City of Busselton's Purchasing Policy as it relates to tendering; (b) Following any applicable staff management practices and operational procedures; and (c) Not accepting any tender or entering into any contract, including a contract where Regulation 11(2) applies, which has a value exceeding \$500,000
POLICY	Council Policy: <a href="#">Purchasing</a>
REFERENCE DOCUMENTS	Tender Register
SUB DELEGATION	<a href="#">S1 – 07 Inviting, Rejecting and Accepting Tenders</a>

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1103/179	Recent Council Resolution C1908/168
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PREVIOUS DELEGATION REFERENCE	LG3J – Inviting Tenders and Rejecting and Accepting Tenders	







DA 1 – 07	Inviting, Rejecting and Accepting Tenders
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POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Local Government Act 1995 <i>s.3.18, s.3.57</i> <i>Power to enter into a contract for the purchase of goods and services s.3.57</i> Local Government (Functions and General) Regulations 1996 <i>Regulations 11 (including the power to determine that a relevant exception under Regulation 11(2) applies), 13, 14, 18, 20, 21A Regulations 11, 13, 14, 18, 20, 21A</i>
FUNCTION	<i>s.3.57 Tenders for providing goods or services</i> <i>Regulation 11 When tenders have to be publicly invited</i> <i>Regulation 13 Requirements when local government invites tenders not required to do so</i> <i>Regulation 14 Publicly inviting tenders, requirements for</i> <i>Regulation 18 Rejecting and accepting tenders</i> <i>Regulation 20 Variation of requirements before entry into contract</i> <i>Regulation 21A Varying a contract for the supply of goods or services</i>
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POLICY	Council Policy: <a href="#">Purchasing</a>
REFERENCE DOCUMENTS	Tender Register
SUB DELEGATION	<a href="#">S1 – 07 Inviting, Rejecting and Accepting Tenders</a>

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RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1103/179	Recent Council Resolution C1908/168
RECENT ALTERATIONS	August 2019	
PREVIOUS DELEGATION REFERENCE	LG3J – Inviting Tenders and Rejecting and Accepting Tenders	

12.5 Policy and Legislation Committee - 27/05/2020 - DELEGATION OF POWER TO DISPOSE OF PROPERTY AND LEASE AND LICENCE PREMISES

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>SUBJECT INDEX</b>	Delegations
<b>BUSINESS UNIT</b>	Legal and Property Services
<b>REPORTING OFFICER</b>	Manager Legal and Property Services - Martyn Cavanagh
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Absolute Majority
<b>ATTACHMENTS</b>	Attachment A DA 1 - 22 Disposing of Property (Current)   Attachment B DA 1 - 22A Proposed   Attachment C DA 1 - 22B Proposed  

This item was considered by the Policy and Legislation Committee at its meeting on 27 May 2020, the recommendations from which have been included in this report.

**COUNCIL DECISION AND COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**

**C2006/050** Moved Councillor L Miles, seconded Deputy Mayor K Hick

That the Council:

1. Rescind the instrument of delegation DA 1-22 (Attachment A);
2. Delegate powers and duties relating to disposing of property by sale, by adopting the proposed delegation instrument at Attachment B; and
3. Delegate powers and duties relating to leasing and licensing of land and buildings, by adopting the proposed delegation instrument at Attachment C.

**CARRIED 9/0**

**BY ABSOLUTE MAJORITY**

**EXECUTIVE SUMMARY**

Current delegation instrument DA 1–22 Disposing of Property deals with both land and non-land. It is directed at things that must be done before property is disposed of and it also refers to licensing (distinct from leasing) of land and buildings.

City officers recommend that the current delegation be rescinded and replaced with two distinct delegations that deal separately with, respectively, the sale of property (DA 1–22A: Attachment B) and the leasing/licensing of land/buildings (DA 1–22B: Attachment C).

**BACKGROUND**

Council has in force two delegations that apply respectively to ‘acquisition of property’, DA 1-21, formerly LG3B and ‘disposition of property’, DA 1–22, formerly LG3C.

Prior to these delegations, Council had in force a single delegation LG3K that had been in force since 2008.

In 2017, Council resolved to separate the delegation relating to 'acquisition' from the delegation relating to 'disposal' (C1706/151). This was to provide better distinction and clarity of the extent of the powers being delegated.

The delegation of powers relating to dispositions is instrument DA 1-22 (Attachment A). It provides for two distinct cases through the conditions imposed in the delegation: disposal by sale (whether land or otherwise), and leases/licences of property (land and/or buildings) in certain circumstances.

The express provision for leases/licences arises in connection with the City managing a large portfolio of land and buildings for the benefit of community and not for profit organisations and their causes. There are close to 100 of these.

#### **OFFICER COMMENT**

While local governments have historically focussed on s3.58 of the *Local Government Act* (the Act) in connection with delegating powers of disposal, recent review and analysis by City officers has highlighted that s3.58 of the Act merely imposes certain obligations/restrictions on how or when property may be disposed of, rather than a power of disposal in itself. That is, s3.58 operates to impose statutory pre-conditions to the act of disposal.

That leads to the question of where the power to acquire or dispose of property is to be found in the Act. Section 5.43 of the Act expressly limits Council's powers of delegation, including the power to acquire or dispose of property in excess of a determined amount as set by Council. Clearly the Act intends that Council can delegate power up to the relevant limit.

The source of power to acquire or dispose of property lies in the understanding that a local government is a body corporate with perpetual succession and the legal capacity of a natural person (s 2.5(2) and (3) of the Act). A natural person has, under common law, the capacity (power) to own (hold) property. Necessarily, a person must be able to acquire and dispose of property. So a local government therefore has this same capacity.

The utilisation of this capacity is confirmed by s.3.18 of the Act, which is a conferral of power to do 'necessary or convenient' things for the purposes of conducting the affairs of the local government. These powers may be augmented by provisions of other Acts. For example, under the *Land Administration Act 1997*, a local government may be given a power to grant a lease in respect of managed land.

Accordingly, officers from the property and governance teams have conferred, and agree that a better form of delegation of the power to dispose of property is by reference to both the source power under the Act as well as to the preconditions that must be satisfied in respect of certain disposals.

The opportunity also exists to delineate more clearly between 'sale' and 'lease/licence' transactions in the instruments of delegation.

A proposed instrument of delegation for sale of property is at Attachment B. It provides for a general power to dispose of property (whether land or otherwise) by sale.

A proposed instrument of delegation for leasing or licensing of land and buildings is at Attachment C. It provides for a general power to lease or licence land and buildings in specified circumstances.

**Disposition by sale**

If the property is land, the land must be of a value that is not more than \$20,000, other than where (b) applies. If the property is land that has been put to public auction or put out to tender and not sold, the land must be of a value of not more than \$100,000.

If the property is property other than land, the property must be of a value that is not more than \$100,000.

**Disposition by lease or licence**

By far the most common type of disposition relating to land is a lease or licence of the land. Typically this occurs in connection with making land or buildings available to not for profit organisations. The issue of short term residential tenancies (as with the aged housing units) and some low value commercial arrangements such as periodic alfresco licences (associated with adjacent business premises) and short-term commercial leases of the health suites at the GLC are also common scenarios.

Council has an established Council policy: Leasing of City Premises. This applies to land and buildings either owned by the City or managed under a management order under the *Land Administration Act 1997*.

The terms of the current delegation purport to extend to the granting of licences. In the context of a 'disposition' within the meaning of that word in s 3.58 of the Act, the better view is that the granting of a licence is not a disposition as only a non-exclusive personal right is being given.

In the case of a lease or licence of land to a charitable, sporting or other not-for-profit body, it would be an exception to the requirements of s 3.58 of the Act and therefore within the exception provided for in Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* (the Regulations).

In the case of a licence or a lease of 2 years or less that does not grant exclusive possession (be it in favour of a for, or not for, profit entity), Regulation 30(2)(e) of the Regulations provides an exemption to the requirement of s 3.58 of the Act.

The more important issue, for delegation purposes, is to provide for the power to enter into the lease or licence agreement. As with the power to sell property, this is found in s.3.18 of the Act.

Accordingly, a new delegation instrument is proposed to replace the current delegation in so far as it applies to leases and licences of land (Attachment C).

As with the current delegation, the delegation of powers and duties is to apply to land or buildings comprising sporting or community facilities and to land and new facilities under 100m<sup>2</sup> required for storage purposes.

In keeping with the recently endorsed Council policy: Leasing of City Premises in relation to the duration of a lease or licence, the new delegation proposes a maximum term of 10 years (generally leases are granted for an initial 5-year term with an option to renew for a further 5 years).

The current delegation provides for a maximum term of 5 years unless the lease is a renewal of a lease by a sporting group or community group of an existing building in which case the renewed term could be 10 years.

As with the current delegation, the value of the land and buildings being leased or licensed is not to exceed \$25,000 per annum.

These conditions mirror the conditions (limitations) of the previous delegation.

### **Statutory Environment**

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

Under s.3.18 of the LG Act, the City can do all things necessary or convenient for carrying out its functions. Entering into contracts for the purchase of goods and services is necessary for the City to perform its functions.

While not a 'statutory' component of the legal framework, a 'licence' of property does not confer a 'proprietary' interest and differs from a lease that will generally confer a right to exclusive possession.

Under s 5.42 of the LG Act, a local government may, by instrument in writing, delegate (by absolute majority) to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, subject to specified limitations.

Sections 58 (performance of functions by a delegate) and 59 (the effect of the delegation) of the *Interpretation Act 1984* apply, subject to subsection 3(1) of that Act, to delegations made under the LG Act.

Under s 5.43(d) of the LG Act, a local government cannot delegate the power to dispose of property valued at an amount which exceeds the amount determined by the local government for the purposes of that paragraph.

Under s 50(1) of the *Interpretation Act 1984*, where a written law confers upon a person a power to do or enforce the doing of any act or thing, all such powers shall also be deemed to be conferred on the person as are reasonably necessary to enable him to do or enforce the doing of the act or thing. Delegation of a power to lease or licence will include the power to sign relevant agreements without a need to look for an express conferral of 'authority' to sign.

### **Relevant Plans and Policies**

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the 2017 Governance Service Review. The framework sets out the intent of Council policies, as opposed to operational documents such as Operational Practices.

The officer recommendation supports the administration of Council policy: Leases of City Premises, adopted May 2020.

### **Financial Implications**

There are no financial implications associated with the officer recommendation.

### **Stakeholder Consultation**

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

### **Risk Assessment**

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



**Options**

As an alternative to the proposed recommendation, the Council could decide to retain the current delegation instrument DA 1-22 (Attachment A).

**CONCLUSION**

Adopting the officer's recommendation will result in the delegation of powers to dispose of property and enter into leases and licences being more transparent. This will facilitate the delegation of the leasing and licensing powers of the City to Directors to more efficiently implement the City's Leases of City Premises Policy.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

If Council resolves to rescind the current delegation DA 1-22 and adopt the proposed delegations DA 1-22A and DA 1-22B (Attachments B and C), then the CEO will be able to immediately delegate the powers to relevant officers.

DA 1 – 22      Disposition of Property	
POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	<i>Local Government Act 1995</i> s.3.58 <i>Local Government (Functions and General) Regulations 1996</i> Regulations 30 (2a) and 30 (3)(a)
FUNCTION	<a href="#">s.3.58</a> <a href="#">Disposing of Property</a> <a href="#">Regulation 30</a> <a href="#">Dispositions of property exclude from Act s3.58</a>
CONDITIONS	<p><b>1. Disposal by Sale</b></p> <p>(a) The value of the land to be disposed of shall not exceed \$20,000 other than if paragraph (b) applies; or</p> <p>(b) Where the property is land valued at less than \$100,000 and has been put to public auction or put out to tender and not sold, the land may be disposed of in accordance with Regulation 30 (2a) of the <i>Local Government (Functions and General) Regulations 1996</i>; and</p> <p>(c) The value of property other than land to be disposed of shall not exceed \$100,000; and</p> <p>(d) Where the value of property other than land does not exceed \$20,000 the property may be disposed of in accordance with Regulation 30 (3)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>.</p> <p><b>2. Disposal by way of Lease or Licence</b></p> <p>(a) Applies to land or buildings comprising established sporting or community facilities where any other part of the land or building has been leased or licensed by a local government before, subject to the following:</p> <p>(i) The maximum term of the lease or licence, including any right by a lessee to assign the lease or sublease the property or extend the term of the lease, shall not exceed 5 years unless the lease or licence is the renewal of a lease or licence by a sporting or community group of an existing building or land for a period of not more than 10 years;</p> <p>(ii) The value of the lease or licence does not exceed \$25,000 pa;</p> <p>(iii) The permitted use of the property must be consistent with:</p> <p>A. The designated purpose of the property; or</p> <p>B. The general or ancillary use of the property immediately prior to entering into the lease or licence; or</p>

	<p>C. If the property has recently be acquired, the intention for which the property has been acquired by the local government.</p> <p>(iv) This delegation does not include the power to allow assignment of a lease or sub-lease of the property subject to the abovementioned conditions.</p> <p>(b) In addition, this delegation applies to the first time a property is leased or licenced where the lease or licence is for the purpose of storage only or comprises an area of less than 100 square metres subject to the matters set out in paragraph 2 (a) (i) to (iv).</p> <p><b>3. Briefing and Reporting</b> At least every six months and more frequently if required by the Mayor or CEO, City officers shall provide Councillors a summary and update of leases or licences entered into under this delegation.</p>
<b>POLICY</b>	Nil
<b>REFERENCE DOCUMENTS</b>	Nil

<b>RECORD KEEPING</b>	ECM – GOVN001 ‘Authorised Delegation of Power/Authority’	
<b>VERIFICATION</b>	Initial Council Resolution C1706/151	Recent Council Resolution C1807/142
<b>RECENT ALTERATIONS</b>	June 2018	
<b>PREVIOUS DELEGATION REFERENCE</b>	LG3C – Disposing of Property	

<b>DA 1 – 22A      Disposition of Property: Other than by Lease</b>	
<b>POWER / DUTY ASSIGNED TO</b>	Local Government
<b>POWER TO DELEGATE</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
<b>DELEGATED TO</b>	Chief Executive Officer
<b>POWER / DUTY DELEGATED</b>	<i>Local Government Act 1995</i> s.3.18, s.3.58 <i>Power to dispose of property, other than by lease;</i> <i>Requirements before disposing</i> <i>Local Government (Functions and General) Regulations 1996</i> Regulations 30 (2)(a)
<b>FUNCTION</b>	<a href="#"><u>s.3.58</u></a> <a href="#"><u>Requirements before disposing of property</u></a> <a href="#"><u>Regulation 30 (2)(a)</u></a> <a href="#"><u>Determination of insignificant benefit</u></a>
<b>CONDITIONS</b>	<ol style="list-style-type: none"> <li>1. The value of the land to be disposed of shall not exceed \$20,000 other than if paragraph (2) applies; or</li> <li>2. Where the property is land valued at less than \$100,000 and has been put to public auction or put out to tender and not sold, the land may be disposed of in accordance with Regulation 30 (2)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>; and</li> <li>3. The value of property other than land to be disposed of shall not exceed \$100,000; and</li> <li>4. Where the value of property other than land does not exceed \$20,000 the property may be disposed of in accordance with Regulation 30 (3)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>.</li> </ol>
<b>POLICY</b>	Nil
<b>REFERENCE DOCUMENTS</b>	Local Government (Functions and General) Regulations 1996 - Regulation 30
<b>SUB DELEGATION</b>	TBA

<b>RECORD KEEPING</b>	ECM – GOVN001 ‘Authorised Delegation of Power/Authority’	
<b>VERIFICATION</b>	Initial Council Resolution C1706/151	Recent Council Resolution C1908/168
<b>RECENT ALTERATIONS</b>	May 2020 – Rescission of DA 1 – 22: Adoption of DA 1 – 22A and DA 1 – 22B.	
<b>PREVIOUS DELEGATION REFERENCES</b>	DA 1 – 22 – Disposing of Property LG3C – Disposing of Property	

DA 1 – 22B Disposition of Property: Leasing and Licensing of Land and Buildings	
POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	<i>Local Government Act 1995</i> s.3.18, s.3.58 <i>Power to lease and license land and buildings; Requirements before disposing</i>
FUNCTION	<a href="#">s.3.58</a> <b>Requirements before disposing of property</b>  Leasing and licensing of land and buildings, including assignments of existing leases and licences and the renewal of a lease by a lessee, where – <ul style="list-style-type: none"> <li>(a) The land and/or buildings are established sporting or community facilities (including on managed reserve land) and where any part of the land or building has been leased or licensed before by the City; or</li> <li>(b) The land and/or buildings are for the purpose of storage only and are of an area of not more than 100 square metres.</li> </ul>
CONDITIONS	<ol style="list-style-type: none"> <li>1. The permitted use of the land or buildings must be consistent with: <ul style="list-style-type: none"> <li>(a) The designated purpose of the property; or</li> <li>(b) The general or ancillary use of the land or buildings immediately prior to the entering into of a lease; or</li> <li>(c) If the land or building has recently been acquired or a new or amended management order has been made in respect of a managed reserve, the purpose for which the property has been acquired or is to be managed.</li> </ul> </li> <li>2. The value of the lease or licence (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis) must not exceed \$25,000).</li> <li>3. The maximum term of the lease or licence, including any right by a lessee to assign the lease or licence or to sublease or sublicense the land and/or buildings shall not exceed 10 years (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis).</li> <li>4. At least every six months and more frequently if required by the Mayor or CEO, City officers shall provide Councillors a summary and update of leases or licences entered into under this delegation.</li> </ol>
POLICY	Nil

<b>REFERENCE DOCUMENTS</b>	Local Government (Functions and General) Regulations 1996 – Regulation 30
<b>SUB DELEGATION</b>	TBA

<b>RECORD KEEPING</b>	ECM – GOVN001 ‘Authorised Delegation of Power/Authority’	
<b>VERIFICATION</b>	Initial Council Resolution C1706/151	Recent Council Resolution C1908/168
<b>RECENT ALTERATIONS</b>	May 2019 – Rescission of DA 1 – 22; Adoption of DA 1 – 22A and DA 1 – 22B	
<b>PREVIOUS DELEGATION REFERENCES</b>	DA 1 – 22 Disposing of Property LG3C – Disposing of Property	

## **14. ENGINEERING AND WORK SERVICES REPORT**

### **14.1 RFQ 22-20 BUSSELTON LIBRARY UPGRADE**

<b>STRATEGIC GOAL</b>	1. COMMUNITY: Welcoming, friendly, healthy
<b>STRATEGIC OBJECTIVE</b>	1.2 A community with access to life-long health and education opportunities.
<b>SUBJECT INDEX</b>	Tenders
<b>BUSINESS UNIT</b>	Major Projects and Facilities
<b>REPORTING OFFICER</b>	Manager Major Projects and Facilities - Eden Shepherd
<b>AUTHORISING OFFICER</b>	Director, Engineering and Works Services - Oliver Darby
<b>NATURE OF DECISION</b>	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Absolute Majority
<b>ATTACHMENTS</b>	Attachment A Published Under Separate Cover Confidential RFQ 22-20 Evaluation and Recommendation Report - Busselton Library Upgrade

### **COUNCIL DECISION AND OFFICER RECOMMENDATION**

**C2006/051** Moved Councillor S Riccelli, seconded Deputy Mayor K Hick

That the Council:

1. Pursuant to RFQ 22-20 Busselton Library Upgrade, accepts the quotation from Devlyn Australia Pty Ltd as the most advantageous quotation (Successful Contractor) for a contract value of \$544,700.20 ex GST; and
2. Delegates power and authority to the Chief Executive Officer to negotiate and agree with the Successful Contractor minor variations subject to such variations and the final terms not exceeding the overall project budget.

**CARRIED 9/0**

**BY ABSOLUTE MAJORITY**

### **EXECUTIVE SUMMARY**

RFQ 22-20 invited suitably qualified and experienced contractors to make submissions to enter into a contract for the upgrade of the Busselton Library in accordance with the Specification:

- (a) Demolition of existing offices and veranda;
- (b) Construction of new offices, storage and kitchen facilities;
- (c) Extension of plant room;
- (d) Roof construction;
- (e) Services installation (hydraulic, electrical, fire and mechanical system); and
- (f) Bathroom renovation.

This report recommends Devlyn Australia Pty Ltd as the most advantageous quotation (Successful Contractor).



## BACKGROUND

The Busselton Library (600m<sup>2</sup>) was constructed in 1991. In 2012, a 300m<sup>2</sup> extension was added to the adult area of the public library and, at the time, no improvements to staff offices were made. In 2012, the children's area was reduced to accommodate a new Library Services Coordinator office and returns room. A small storeroom was converted into office accommodation for two (2) eServices staff members in 2018.

Since 2012, library memberships have grown from 14,511 (2012) to 20,943 (2019), a 45% overall increase, representing an average increase of 5.3% per annum. During this time, family attendance at "Story Time" sessions has doubled from 173 to 316. In 2019, 22 sessions with 316 children in attendance were held, a 54% increase in demand. "Baby Bounce" attendance increased from 160 babies and 125 adults to 238 babies and 222 adults. Since 2012, school holiday programs increased from 4 sessions with 97 children to 17 sessions with 610 children attending.

The current children's area allows no room for growth and continues to place a constraint on the number of programs and services the Busselton Library is able to provide to the community. Workspace for library staff remains extremely overcrowded and noisy with staff having to share desks and teams are split up, resulting in inefficiencies. Inadequate storage space and work preparation areas negatively impacts workflows.

During the detailed design phase, it was identified that the allocated project budget would be insufficient to provide a facility to meet current and future staff and public needs. For this reason the scope of works were split into two stages:

- Stage 1 works provides for future staffing requirements, with a reduced children's area.
- Stage 2 works provides for both current and future needs for staff and families, including improvements to the children's area.

The City sought tenders via a Request for Tender (RFT) process for RFT 02-20 Busselton Library Upgrade, in March 2020. Three (3) tender submissions were received from tenderers outside of the Busselton area.

In the meantime the City, in accordance with Regulation 24AB *Local Government (Functions and General) Regulations 1996*, established a panel of pre-qualified suppliers for supplying building/construction services to the City (PQS03/20). The Successful Contractor is a preferred supplier under that panel. In an attempt to offer the works to a local Contractor during the COVID-19 climate, and to obtain a more affordable offer for the City, the decision was made to re-advertise via the Pre-Qualified Supplier panel PQS 03-20.

This report includes information pertaining to evaluation of RFQ 22-20.

## OFFICER COMMENT

### Assessment Process

The City issued the RFQ by upload to Vendorpanel and received a total of 3 submissions as follows:

1. Company
• B & F Ryan (WA) Pty Ltd T/A Ben Ryan Building
• Devlyn Australia Pty Ltd
• Pindan Projects Pty Ltd



In accordance with the City's procurement practices and procedures, assessments were carried out by an evaluation panel comprising City officers with relevant skills and experience.

The assessment process included:

- Assessing submissions received against relevant compliance criteria. The compliance criteria were not point scored. Each submission was assessed on a *Yes/No* basis as to whether each criterion was satisfactorily met. All tenders were deemed compliant.
- Assessing submissions received against the Qualitative Criteria and each Criteria was given a score in accordance with the rating scale detailed below.

Qualitative Criteria		Weighting
(a)	Relevant Experience	20%
(b)	Local Benefit	5%
(c)	Key Personnel Skills and Experience	10%
(d)	Demonstrated Understanding	25%

### Summary of Assessment Outcomes

Of the three (3) compliant submissions received for RFQ 22-20, Devlyn Australia Pty Ltd ranked first (1<sup>st</sup>) on the Qualitative Criteria and ranked first (1<sup>st</sup>) in the Weighted Cost Criteria, providing a well-documented and detailed submission.

This decision is based on the following:

- All three (3) submissions received were processed through to qualitative criteria assessment on the basis that all terms and conditions and mandatory requirements of the RFQ had been met.
- The submissions were scored according to the qualitative criterion outlined above.
- The net price was scored using the 'Average Based Scoring Method' recommended by WALGA in the 'Local Government Purchasing and Tender Guide'.
- The panel members individually assessed the qualitative criteria for each schedule, then met and applied an average to provide a final ranking. The scores were then added together to indicate the rankings.

In order to achieve a design that caters for current and future staff and public needs, proceeding with Stage 1 & 2 works is the preferred outcome.

### Statutory Environment

In terms of section 3.57 of the *Local Government Act 1995* WA (Act), a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services to the local government. Part 4 of the *Local Government (Functions and General) Regulations 1996* (Regulations):

- Requires that, unless an exception applies, tenders be publicly invited for such contracts where the cost of providing the required goods and/or service is in excess of (or is reasonably expected to exceed) \$250,000 [Regulation 11(1)]; and
- Stipulates that tenders do not have to be publicly invited if the goods or services are to be supplied by a pre-qualified supplier [Regulation 11(2)(k)].

In accordance with Regulation 24AB, the City established a panel of pre-qualified suppliers to supply building/construction services to the City over the term of the panel (PQS 03/20). The term of PQS 03/20 commenced on 20 April 2020 and, subject to the City's right to early termination, is as follows:

- Initial term: Three (3) years from the commencement date.
- Further term: Two (2) further terms of twelve (12) months each to be extended at the City's option.

The recommended supplier, Devlyn Australia Pty Ltd, has been duly accepted as a preferred supplier under PQS 03/20.

With regard to RFQ 22-20, City officers have complied with the relevant legislative requirements.

### **Relevant Plans and Policies**

The City's purchasing policies and its occupational health and safety, asset management and engineering technical standards and specifications were all relevant to the RFQ, and have been adhered to in the process of requesting and evaluating responses.

### **Financial Implications**

The project is funded in the draft capital works budget 2020-21 with \$603,000 allocated for the Busselton Library Upgrade, sourced from a combination of the Busselton Library Reserve, New Infrastructure Development Reserve and Buildings Asset Renewal Reserve as outlined below:

#### **Budget summary: Draft Capital Works Budget 2020-21**

<b>Reserve</b>	<b>Budget Allocation</b>
Busselton Library (407)	\$100,000.00
New Infrastructure Development (127)	\$223,000.00
Buildings Asset Renewal (106)	\$280,000.00
<b>Total</b>	<b>\$603,000.00</b>

#### **Project Budget Allocation**

The estimated total value of the project over the full contract term is:

<b>Item</b>	<b>Budget allocation</b>
Stage 1 and 2 works (Contract value)	\$544,700.20
Landscape, external works and fit-out (by City)	\$58,299.80
<b>Total</b>	<b>\$603,000.00</b>

**Stakeholder Consultation**

No external stakeholder consultation outside of the RFQ process was required or undertaken in relation to this matter.

**Risk Assessment**

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework, with the intention being to identify risks which, following implementation of controls, are identified as medium or greater. There are no such risks identified, with the preferred tenderer assessed as being capable of delivering the services to a suitable service level and in line with the agreed cleaning schedule.

**CONCLUSION**

It is recommended that Council accept the quotation of Devlyn Australia Pty Ltd as the most advantageous to the City, subject to minor variations to be negotiated by the CEO, not exceeding \$544,700.20. In relation to RFT 02-20, the City will decline all tenders.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Negotiations with the Successful Contractor will commence immediately after Council has endorsed the Officer Recommendation, with a contract entered into in accordance with the Officer Recommendation within two weeks.

## 15. COMMUNITY AND COMMERCIAL SERVICES REPORT

### 15.1 APPOINTMENT OF ELECTED MEMBER TO BUSSELTON JETTY REFERENCE GROUP

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>SUBJECT INDEX</b>	Council Committees
<b>BUSINESS UNIT</b>	Community and Commercial Services
<b>REPORTING OFFICER</b>	Director, Community and Commercial Services - Naomi Searle
<b>AUTHORISING OFFICER</b>	Director, Community and Commercial Services - Naomi Searle
<b>NATURE OF DECISION</b>	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Nil

### COUNCIL DECISION AND OFFICER RECOMMENDATION

**C2006/052**

Moved Councillor J Barrett-Lennard, seconded Councillor P Carter

That the Council:

1. notes the resignation of Cr Riccelli as a member of the Busselton Jetty Reference Group;
2. appoints Cr Grant Henley as Member of the Busselton Jetty Reference Group; and
3. requests the Chief Executive Officer to develop a Terms of Reference for the Busselton Jetty Reference Group.

**CARRIED 9/0**

### **EXECUTIVE SUMMARY**

Council is required to appoint an Elected Member to the Busselton Jetty Reference Group following advice Cr Riccelli has relinquished her membership.

### **BACKGROUND**

The Council currently has six Council committees established under the *Local Government Act 1995* (the Act), one established under the *Emergency Management Act WA 2005* and one established under the *Bush Fires Act 1954*. The Council has also over the years formed many working groups to assist with progressing various initiatives and is additionally represented on a number of local community committees and working groups.

The Busselton Jetty Reference Group (BJRG) is a working group and was established as a forum for discussion on jetty related matters, specifically in relation to the Busselton Jetty licence agreement between the City and the Busselton Jetty Inc. (BJI). As a working group, the BJRG is not able to make recommendations direct to Council, but works with City officers, led by the CEO (or his delegate), in support of decision making and the formulation of recommendations to Council where required.

At the Special Meeting of Council held on 21 October 2020, Council resolved (C1910/201) to appoint the following Elected Members to the BJRG:

- i. Members: Cr Cronin, Cr Riccelli
- ii. Deputies: 1. Cr Miles, 2. Cr Carter.

**OFFICER COMMENT**

On 28 May 2020, Cr Riccelli tendered her resignation from BJRG and as such the vacancy now requires filling.

**Statutory Environment**

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

While BJRG is a non-statutory working group, with a current vacancy Council must consider the future membership of the BJRG.

**Relevant Plans and Policies**

Appointing members of the Council to Committees is subject to the requirements of Council Policy - Swearing in of Elected Members.

In accordance with Council Policy - Fees, Allowances and Expenses for Elected Members, Elected Members are entitled to be paid a travelling allowance for attending meetings of community groups or other external organisations of which the Elected Member has been appointed as the Council's representative.

**Financial Implications**

There are no specific financial implications associated with the appointment of members to Committees/groups as the costs associated with attendance at these Committees/groups have been recognised in the current budget.

**Stakeholder Consultation**

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

**Risk Assessment**

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

**Options**

As an alternative to the proposed recommendation, the Council could determine that it requires more or less members on the BJRG.

**CONCLUSION**



The appointment of members to all Council Committees and working groups is normally made at the Special Council Meeting immediately following the Council election. However, with a resignation from the BJRG, Council is required to formally elect a new member(s).

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Membership of BJRG will become effective upon being elected.

## ITEMS FOR DEBATE

### 16.2 SCHEDULE OF FEES & CHARGES - 2020/21 FINANCIAL YEAR

<b>STRATEGIC GOAL</b>	6. LEADERSHIP Visionary, collaborative, accountable
<b>STRATEGIC OBJECTIVE</b>	6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>SUBJECT INDEX</b>	Financial Management: Financial Operations
<b>BUSINESS UNIT</b>	Finance and Corporate Services
<b>REPORTING OFFICER</b>	Finance Coordinator - Jeffrey Corker
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Absolute Majority
<b>ATTACHMENTS</b>	Attachment A Draft Schedule of Fees and Charges - 2020/21  

Cr Carter foreshadowed an amended recommendation prior to the meeting. In accordance with the City's *Standing Orders Local Law 2018*, the amended recommendation was moved prior to the Officer Recommendation, which was:

#### OFFICER RECOMMENDATION

That the Council endorses the Fees and Charges as detailed in the "Schedule of Fees and Charges - 2020/21" as per Attachment A – Draft Schedule of Fees and Charges, effective from and including 1 July 2020.

#### COUNCIL DECISION AND AMENDED RECOMMENDATION

**C2006/053** Moved Councillor P Carter, seconded Councillor L Miles

That the Council endorses the Fees and Charges as detailed in the "Schedule of Fees and Charges - 2020/21" as per Attachment A – Draft Schedule of Fees and Charges, effective from and including 1 July 2020, with the following amendments to Attachment A "Schedule of Fees and Charges":

- a. inclusion under the heading 'Busselton Jetty Entry Fees' on Page 24 of a new fee "Resident & Ratepayers Annual Jetty Pass" of \$4 per annum; and
- b. an amendment to page 15 'Fee on Rejected Payments' to delete the words "plus Any / All Financial Institution Fees Incurred".

**CARRIED 9/0**

**BY ABSOLUTE MAJORITY**

**Reasons:** **Recommendation part (a)**  
Through briefings received from Busselton Jetty and feedback received from community members, many residents and ratepayers object to paying to walk on the Busselton Jetty on the basis that (rightly or wrongly) they are already paying for the Jetty through their rates.

Based on Busselton Jetty figures the opportunity cost in loss of income to Busselton Jetty, and the resulting reduction in licence fee that is paid to the City (and allocated to the Busselton Jetty Reserve) will be relatively minor.

The estimated loss of income from Ratepayer Walk Tickets of \$5,316.36 (ex GST) plus the loss of income from Annual Walk Pass Tickets of \$4,494.54 (ex GST) will total \$9,810.90 (exc. GST). The impact on the City of the loss of 25% of this amount would equate to \$2,452.73 shortfall in allocations to the Busselton Jetty Reserve.

I believe the cost to the City of Busselton in loss of licence fee income may well be offset by an increase in licence fee revenue due to an anticipated increase in visitation by friends and family of local residents and ratepayers.

It is anticipated that an Annual Jetty Pass for residents and ratepayers will:

- increase ratepayer and resident visitation to the jetty;
- encourage ratepayers and residents to visit the jetty with friends and relatives who will then pay the entry fee; and
- be an act of goodwill to the local community, and support visitation to any new and expanded operations on the Busselton Jetty.

**Recommendation part (b)**

The amendment is recommended so that the amount of \$25.00 is inclusive of any financial institution fees incurred. The amount of \$25.00 plus a Direct Debit option dishonour fee of \$10.00 would be an excessive charge and it is suggested that the \$25.00 fee, inclusive of any financial institution fees incurred, would be a more appropriate figure.

**EXECUTIVE SUMMARY**

In accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations*, a local government is to undertake a review of its fees and charges regularly, and not less than once in every financial year. This report provides Council with a recommended Schedule of Fees and Charges to apply for the financial year commencing on 1 July 2020.

**BACKGROUND**

Section 6.16 of the *Local Government Act* (the Act) states that a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.

Section 6.17 of the Act further states that in determining the amount of a fee or charge for goods and services, a local government is to take in to consideration the following factors:

- a) The cost to the local government of providing the service or goods;
- b) The importance of the service or goods to the community; and
- c) The price at which the service or goods could be provided by an alternative provider.

Section 6.18 of the Act clarifies that if the amount of any fee or charge is determined under another written law, then a local government may not charge a fee that is inconsistent with that law.

The above matters have been considered as part of the annual fees and charges review and the fees and charges recommended are in accordance with recent planning and discussions relating to the City's Long Term Financial Plan.

Finally, whilst Section 6.16(3) of the Act states that a schedule of fees and charges is to be adopted by the Council when adopting the annual budget, fees and charges may also be imposed during a financial year. In order for the 2020/21 schedule of fees and charges to be effective from the commencement of the new financial year, the Council is required to adopt its schedule in advance of 30 June 2020, such that any statutory public notice periods (including gazettals where required) can be complied with.

#### **OFFICER COMMENT**

The 2020/21 Draft Schedule of Fees and Charges has been guided by a NIL general escalation over currently adopted fees and charges. Accordingly, there has been NO increase applied generally. This methodology is in response to the impact of COVID-19 upon our local community.

Notwithstanding this however, in some limited instances this principle is not appropriate, with other factors also requiring consideration. The following provides an overview, by Directorate, of noteworthy instances where the extrapolation has not been utilised, whilst also discussing, where relevant, newly proposed fees and charges.

#### Planning and Development Services

##### ***Health Related Fees***

- Water Sampling Fees  
A new fee has been added for “Overdue service fee – correspondence”.

##### ***Ranger & Fire Service Related Fees***

- Beach Shelter and Other Impounded Goods  
The heading has been altered to reflect that Shelters and structures are not the only items a Ranger may impound on the beach. This is further supported by the introduction of a fee for “Other Impounded Goods” which will include items such as camping equipment, pushbikes or other personal effects.
- Ranger & Fire Services - Miscellaneous  
A daily charge for temporary parking has been included in addition to the previous application fee, as some contractor works can take up to 10 days. The Annual Permit for beach etc. access has been deleted, leaving the 3 year permits only.

#### Engineering & Works Services

##### ***Waste Disposal and Sanitation Fees***

- General  
The terminology of a large number of fees have been modified to make it less ambiguous for both the client as well as the gatekeeper administering the fee or charge.
- Domestic Waste (Busselton and Dunsborough)  
Other Miscellaneous Charges  
A number of fees have been restructured to provide further clarity to the site gatekeeper. For example the fees for the disposal of tyres has been split into whether or not the tyre is still attached to its rim. The fees to dispose of animal carcasses have been split into domestic and commercial origins, with domestic origins having been reviewed downwards.
- Busselton non-residential or weighbridge unavailable  
Miscellaneous Commercial Charges

The fees to dispose of animal carcasses have been split into domestic and commercial origins. Fees in the Commercial category are similar or less than the fees listed generally last year.



## Finance & Corporate Services

### ***Rates & Finance Charges***

- Rates / property Related Matters  
New Instalment Option Administration Fees have been introduced in alignment with the new rates payment options being offered in 2020/21.

### ***Hire Facilities – All***

- General  
A trial is to be conducted of online booking platform “SpacetoCo” over a number of Council facilities. Alterations to the booking structure of these facilities are required to meet the capabilities of the booking platform.
- Facility Hire Bonds  
Terminology has been added to the bond descriptions to provide risk category descriptions.
- Miscellaneous Facility fees  
The Cancellation fee has been increased from 10% of the venue hire to 30% to align with other Councils and make the exercise worth the resource cost.
- High Street Hall  
Booking structure altered for online booking trial.
- Undalup Room  
Booking structure altered for online booking trial. It has been heavily simplified to a basic hourly charge in three usage categories for weekdays and weekends with a minimum four hour charge. The charge to hire the Dance Floor has been increased as the fee did not adequately cover the resources required.
- Busselton Community Resource Centre  
Booking structure altered for online booking trial. It has been heavily simplified to a basic hourly charge for each room for weekdays and weekends with a minimum two hour charge.
- Busselton Youth and Community Activity Building  
Booking structure altered for online booking trial. It has been heavily simplified to a basic hourly charge for each room for weekdays and weekends with a minimum two hour charge.

## Community & Commercial Services

### ***Events – Equipment Hire & Signage***

- Hire of Grandstands  
New charges have been introduced for the hire of the portable grandstand seating units.

### ***Naturaliste Community Centre***

- Multi-Purpose Activity Room (Half)  
The use of the projector and screen now forms part of the room hire so the fee has been discontinued.
- Family Activity Centre  
The “Community per hour” rate is for the hire of the Crèche and in the past has been very low in comparison to other hire charges at the NCC for the community. The proposed increase reflects a more equitable comparison to other hired areas of the centre.

- **Kitchen Servery Area**  
The single booking fee structure has been discontinued due to the lack of bookings. The Commercial is increased as currently undercharging compared to other similar operators.
- **Vacation Care**  
Compared to other local providers the NCC is much cheaper. It is recommended to increase by 10% to maximise revenue whilst also maintaining affordability for families.

### ***Geographe Leisure Centre***

- **Vacation Care**  
Compared to other local providers the GLC is much cheaper. It is recommended to increase by 10% to maximise revenue whilst also maintaining affordability for families.

### ***ArtGeo Cultural Complex***

- **Complex Hire and Bonds General**  
Fees have been reordered to group together separate facility hire related charges, exhibition hire related charges and commission rates. The number of separate charges has been reduced and hire fees changed to hourly rates. The Facility Hire Bond and Cancellation Fee are to be removed as they are listed in other schedules. Studio, Fodder Room and Bond Store fees aligned to the same hourly rate. Costs for event hire and exhibition separated and the Old Courtroom hire fees have been deleted as this is now the retail space. The bond store including the Marine Terrace Garden has been added as event space hire rate.

### **Statutory Environment**

Sections 6.16 to 6.19 of the Act refer to the imposition, setting the level of, and associated administrative matters pertaining to fees and charges. The requirement to review fees and charges on an annual basis is detailed within Regulation 5 of the *Local Government (Financial Management) Regulations*.

### **Relevant Plans and Policies**

There are no relevant plans or policies to consider in relation to this matter, other than the Long Term Financial Plan which is discussed in the subsequent Financial Implications section.

### **Financial Implications**

Whilst fees and charges revenue includes items that the Council has no authority to amend (Statutory Charges set by external bodies), it is important that, where possible, controllable fees and charges are appropriately indexed on an annual basis, to assist in offsetting the increasing costs of providing associated services. This may include increases beyond normal indexation in particular cases in line with Section 6.17 of the Act.

The Council's currently endorsed Long Term Financial Plan reflected an annual increase in Fees and Charges revenue of 2.0%. However, in light of the impact of COVID-19 upon our community, a general increase has not been recommended. This will be reflected in the 2020/21 budget and included in future Long Term Financial Plan revision and development.

### **Stakeholder Consultation**

Business Unit Managers are responsible for reviewing fees and charges associated with activities under their control. As part of the review process, consultation may occur with other local government authorities, in addition to a review of prices offered by alternate service providers (pursuant to Section 6.17 of the Act).

**Risk Assessment**

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

**Options**

Council may determine to recommend amendments to the Draft Schedule of Fees and Charges as it deems appropriate.

**CONCLUSION**

As part of the annual fees and charges review, the currently adopted fees and charges have been reviewed in line with the requirements of the Local Government Act and other relevant legislation as applicable.

Consequently, it is recommended that Council endorses the draft Schedule of Fees and Charges for 2020/21 as proposed, for subsequent consideration by the Council.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Consequent to adoption by the Council, the Schedule of Fees and Charges for 2020/21 will become effective from and including 1 July 2020.

**CITY OF BUSSELTON****DRAFT - Schedule of Fees & Charges****2020/21 Financial Year**

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
A concession of 50% of the adopted fee or charge may apply (upon application) in relation to those fees and charges shaded and marked with an asterisk (*). The concession is only available to incorporated not for profit organisations and groups where profits raised from the associated activity are to be donated to a local cause or charity.			
<b><u>PLANNING &amp; DEVELOPMENT SERVICES</u></b>			
<b><u>BUILDING RELATED FEES</u></b>			
Fees for building services listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012
<b><u>Building Plan Searches and Research Fee</u></b>			
Building under construction	81.00	81.00	81.00
Old Archive (Stored at Depot) - under 15 years	121.00	121.00	121.00
Old Archive (Stored at Depot) - over 15 years	159.00	159.00	159.00
Provide copy of Housing Indemnity Insurance Policy	81.00	81.00	81.00
Site Plans	64.00	64.00	64.00
<i>The above fees include the cost of copying up to ten A4 or A3 sheets or equivalent. Any further copies which be charged in accord with the adopted photocopy charges as detailed in this Schedule.</i>			
<b><u>Building Inspection and Reports</u></b>			
Strata inspection fee - First inspection free. Fee applies to subsequent inspections.	160.91	160.91	177.00
Property Inspection and Report Preparation	513.64	513.64	565.00
Building Call Out Fee. Fee applies where work for which an inspection is requested, was not ready for inspection.	160.91	160.91	177.00
Pool inspection fee on sale of property (if more than 1 year from scheduled inspection)	160.91	160.91	177.00
Building and Pool re-inspection fee for non compliance. First compliance inspection free, fee required thereafter.	160.91	160.91	177.00
<b><u>Building certificates and written advice (Building Act 2011)</u></b>			
Certificate of design compliance for class 2-9 buildings construction value up to \$2M	0.09% of the GST inclusive estimated value of works, with a minimum of \$350 exc GST.	0.09% of the GST inclusive estimated value of works, with a minimum of \$350 exc GST.	0.09% of the GST inclusive estimated value of works, with a minimum of \$385 inc GST.

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Certificate of design compliance for class 2-9 buildings construction value more than \$2M	\$1,800 exc GST, plus 0.07% of the GST inclusive estimated value of works for every \$ over \$2M.	\$1,800 exc GST, plus 0.07% of the GST inclusive estimated value of works for every \$ over \$2M.	\$1,980 inc GST, plus 0.07% of the GST inclusive estimated value of works for every \$ over \$2M.
Certificate of Construction/ Building Compliance	Hourly fee of \$165, minimum of \$350 exc GST	Hourly fee of \$165, minimum of \$350 exc GST	Hourly fee of \$181.50, minimum of \$385 inc GST
<b>HEALTH RELATED FEES</b>			
<b>* Food Premises Fees</b>			
Notification Fee	68.00	68.00	68.00
Application for Registration Food Business - Low Risk	128.00	128.00	128.00
Application for Registration Food Business - Medium / High Risk	235.00	235.00	235.00
Service fee - Low Risk - Pro rata applies	100.00	100.00	100.00
Service fee - Medium Risk - Pro rata applies	215.00	215.00	215.00
Service fee - High Risk - Pro rata applies	430.00	430.00	430.00
Inspection of premises (Additional or on request)	188.00	188.00	188.00
Overdue service fee - correspondence	35.00	35.00	35.00
<b>Stallholders</b>			
<b>Application for Stallholders Permit Fee/Renewal of Stallholder's Permit Fee/ Transfer of Stallholders Permit</b>			
per occasion	40.00	40.00	40.00
Up to 3 months	60.00	60.00	60.00
6 months	90.00	90.00	90.00
12 months	150.00	150.00	150.00
Application for Transfer of Stallholder's Permit	35.00	35.00	35.00
<b>Traders</b>			
Application for Trader's Permit	154.00	154.00	154.00
Application for Transfer of Trader's Permit	154.00	154.00	154.00
Itinerant Trader Permit Fee	1,540.00	1,540.00	1,540.00
Trader's Permit – Bond Fees	1,155.00	1,155.00	1,155.00
<b>Trader's Permit Fee – Zone 1</b>			
<b>Prime sites (e.g. established coastal and foreshore nodes)</b>			
12 months - Pro rata applies	3,090.00	3,090.00	3,090.00
<b>Trader's Permit Fee – Zone 2</b>			
<b>Other sites as depicted within Trading in Public Places Policy</b>			
12 months - Pro rata applies	2,060.00	2,060.00	2,060.00
<b>Outdoor Eating Facility</b>			
Application for Outdoor Eating Facility Permit	150.00	150.00	150.00
Outdoor Eating Facility Permit Fee/Renewal of Outdoor Eating Facility Permit Fee	0.00	0.00	0.00
Application for Transfer of Outdoor Eating Facility Permit	65.00	65.00	65.00
<b>* Public Building Fees</b>			

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>The maximum "Statutory" fee for consideration of an application for approval is \$871 (inc GST)</b>			
< 500 persons	165.00	165.00	165.00
500 - 999 persons	222.00	222.00	222.00
1,000 - 2,999 persons	445.00	445.00	445.00
3,000 - 4,999 persons	738.00	738.00	738.00
> 5,000 persons	850.00	850.00	850.00
Public Building Inspection Fee (including events)	115.00	115.00	115.00
<b><u>Water Sampling Fee</u></b>			
Chemical Swimming Pool sample	16.00	16.00	16.00
Micro/ Amoeba Swimming Pool Sample	37.00	37.00	37.00
Private Water Supply Sampling Fee	77.00	77.00	77.00
Overdue service fee - correspondence	New 2020/21	36.00	36.00
<b><u>Park Home, Annexe &amp; Miscellaneous Caravan Park Fees</u></b>			
Application for Approval of Park Home	245.00	245.00	245.00
Application for Approval of Annexe	245.00	245.00	245.00
Application for approval of other Buildings, Carports, Pergolas and Storage Sheds	245.00	245.00	245.00
<b><u>Animal Registration Fees</u></b>			
Application for Registration of Stable	90.00	90.00	90.00
Application to Renew Registration of Stable	53.00	53.00	53.00
Application to Transfer Registration of Stable	26.00	26.00	26.00
Application for Registration of premises to keep pigeons	90.00	90.00	90.00
Application for renewal of Registration to Keep Pigeons	53.00	53.00	53.00
<b><u>Lodging House Registration Fees</u></b>			
Application for Registration of Lodging House - less than 15 lodgers	385.00	385.00	385.00
Renewal of Registration of Lodging House - less than 15 lodgers	255.00	255.00	255.00
Application for Registration of Lodging House - 15 or more lodgers	550.00	550.00	550.00
Renewal of Registration of Lodging House - 15 or more lodgers	368.00	368.00	368.00
Overdue registration - correspondence fee	35.00	35.00	35.00
<b><u>Temporary Accommodation Approval Fees</u></b>			
Application for Approval to camp (Regulation 11 Caravan Parks & Camping Grounds Regulations 1997)	245.00	245.00	245.00
<b><u>Holiday Homes</u></b>			
Application for Registration of Holiday Homes	150.00	150.00	150.00
Registration Fee - Pro rata applies	235.00	235.00	235.00
Renewal of Holiday Homes Registration	257.00	257.00	257.00
Application to replace Manager	35.00	35.00	35.00
Overdue Holiday Home Correspondence Fee	35.00	35.00	35.00
<b><u>Effluent Disposal Fee</u></b>			
Request for re-inspection	134.00	134.00	134.00
Local Government Report	125.00	125.00	125.00
Copy of Approval - Apparatus for Treatment of Sewage	50.00	50.00	50.00
<b><u>* Noise Monitoring Fees</u></b>			

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
The maximum "Statutory" fee for consideration of a Regulation 18 application for approval is \$1000 (inc GST)			
<500 persons	220.00	220.00	220.00
500 - 1,000 persons and 1 performing area only	545.00	545.00	545.00
500 - 1,000 persons and 2 or more performing areas	875.00	875.00	875.00
>1,000 persons and 1 performing area only	875.00	875.00	875.00
>1,000 persons and 2 or more performing areas	1,025.00	1,025.00	1,025.00
Noise monitoring fee - per hour	135.00	135.00	135.00
Noise Monitoring Report	285.00	285.00	285.00
Regulation 14 Fees	500.00	500.00	500.00
Regulation 16 Fees	500.00	500.00	500.00
<b>General Fees</b>			
Request for a Section 39 Liquor Licence Certificate	205.00	205.00	205.00
Premises Plan Assessment Fee - miscellaneous	165.00	165.00	165.00
Request for Inspection of Premises - miscellaneous	188.00	188.00	188.00
Request for Premises Inspection Report	165.00	165.00	165.00
Reports to Settlement agents	165.00	165.00	165.00
Copy of Certificate of analysis	30.00	30.00	30.00
<b>TOWN PLANNING RELATED FEES</b>			
Fees for planning services listed in the Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009
<b>Miscellaneous Planning Consent Applications</b>			
Provision of written advice confirming compliance with town planning and/or environmental health matters, and/or advising of town planning and environmental health requirements, prior to submissions of an application (per hour charge).	73.00	73.00	73.00
Research Fee for Planning Information (per hour charge)	110.00	110.00	110.00
Certificate of Local Planning Authority (or Local Government Authority where appropriate)	154.00	154.00	154.00
Extension of term of approval, approval of modified plans or reconsideration of conditions of approval where application is received more than 28 days from the date of the original decision (no fees are payable where application received within 28 days)	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Reconsideration of decision to refuse application for planning consent where application is received more than 28 days from the date of the original decision (no fees are payable where application received within 28 days)	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.
Assessment of plans or detailed documents required pursuant to a DGP, DAP or site-specific zoning provisions prior to development or subdivision.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009, plus GST.
Landgate Search	Cost plus 30%	Cost plus 30%	Cost plus 30%
Agency referral fee (in addition to application fee)	124.00	124.00	124.00
Planning application consultation - neighbour and agency only (in addition to application fee)	124.00	124.00	124.00
Development Application Consultation - requiring newspaper advertising	393.00	393.00	393.00
Applications for planning approval when required ONLY due to inclusion of property on adopted Heritage List	Full Fee Waiver (\$0)	Full Fee Waiver (\$0)	Full Fee Waiver (\$0)
Portable Sign Licence Fee - Introductory	Nil	Nil	Nil
Portable Sign Licence Fee - Non Introductory	219.00	219.00	219.00
<b>Legal Agreements</b>			
Planning & Building Agreement Preparation Fees	At cost	At cost	At cost plus GST
Planning & Building Agreement Preparation Fees - External	At cost	At cost	At cost plus GST
<b>RANGER &amp; FIRE SERVICE RELATED FEES</b>			
<b>ANIMAL CONTROL</b>			
Registration tag re-issue	Nil	Nil	Nil
Other LGA Registration transfer - Dogs & Cats	Nil	Nil	Nil
<b>Cat Traps</b>			
Cat Trap refundable deposit when requesting trap	100.00	100.00	100.00
<b>Application Fees</b>			
Application for permission to keep more than two cats	79.00	79.00	79.00
Application for permission to keep more than two dogs	79.00	79.00	79.00
Application for licence/renewal of licence to keep an approved cattery establishment	217.00	217.00	217.00



DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Application for licence/renewal of licence to keep an approved kennel establishment	217.00	217.00	217.00
<b><u>Dangerous Dogs</u></b>			
Dangerous Dog (Declared) compliance and annual inspection fee	100.00	100.00	100.00
<b><u>IMPOUNDING FEES - ANIMALS</u></b>			
<b><u>Impounding Fees - Dogs</u></b>			
Dog - Animal Facility Administration Fee	185.00	185.00	185.00
Sustenance Fees for first 72 hours	0.00	0.00	0.00
Sustenance Fees per day after 72 hours	31.00	31.00	31.00
<b><u>Impounding Fees - Cats</u></b>			
Cat Impoundment Fee	185.00	185.00	185.00
Sustenance Fees for first 72 hours	0.00	0.00	0.00
Sustenance Fees per day after 72 hours	31.00	31.00	31.00
<b><u>Ranger Fees to impound stock</u></b>			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars, per head			
- if impounded after 6am & before 6pm	118.00	118.00	118.00
- if impounded after 6pm and before 6am	143.50	143.50	143.50
Stock (2) to include mares, gelding, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs - per head			
- if impounded after 6am & before 6pm	118.00	118.00	118.00
- if impounded after 6pm and before 6am	143.50	143.50	143.50
Stock (3) to include wethers, ewes, lambs, goats - per head			
- if impounded after 6am & before 6pm	86.00	86.00	86.00
- if impounded after 6pm and before 6am	111.00	111.00	111.00
<b><u>Stock Poundage Fee</u></b>			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years - per head			
- First 24 hours or part	29.00	29.00	29.00
- Subsequently each 24 hours or part	17.00	17.00	17.00
Stock (2) to include entire horses, mules, asses, camels, bulls or boars under age of 2 years - per head			
- First 24 hours or part	29.00	29.00	29.00
- Subsequently each 24 hours or part	17.00	17.00	17.00
Stock (3) to include mares, gelding, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs - per head			
- First 24 hours or part	29.00	29.00	29.00
- Subsequently each 24 hours or part	17.00	17.00	17.00
Stock (4) to include wethers, ewes, lambs, goats - per head			
- First 24 hours or part	29.00	29.00	29.00
- Subsequently each 24 hours or part	17.00	17.00	17.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<i>No charge is payable in respect of a suckling animal under the age of 6 months running with its mother</i>			
<b><u>Sustenance of Impounded Stock</u></b>			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years - per head			
- For each 24 hours or part	15.00	15.00	15.00
Stock (2) pigs of any description - per head			
- For each 24 hours or part	15.00	15.00	15.00
Stock (3) rams, wethers, ewes, lambs or goats per head			
- For each 24 hours or part	15.00	15.00	15.00
<i>No charge is payable in respect of a suckling animal under the age of 6 months running with its mother</i>			
<b><u>IMPOUNDING FEES - OTHER</u></b>			
<b><u>Signs</u></b>			
Portable Signs	78.00	78.00	78.00
Fixed Sign	148.00	148.00	148.00
<b><u>Beach Shelters and Other Impounded Goods</u></b>			
Impounded Beach Shelter or Other Structure	126.00	126.00	126.00
Other impounded goods (e.g. camping equipment, pushbikes, or other personal effects)	New 2020/21	126.00	126.00
<b><u>Motor Vehicles</u></b>			
Impounded Motor Vehicle - per vehicle	135.00	135.00	135.00
Daily Impoundment Fee	29.00	29.00	29.00
Impounded Motor Vehicle Towing Fee - at cost	At Cost	At Cost	At Cost
<b><u>Shopping Trolleys</u></b>			
Impounded Shopping Trolley - per trolley	74.00	74.00	74.00
<b><u>RANGER &amp; FIRE SERVICES - ADMIN COSTS</u></b>			
Ranger time per hour	132.73	132.73	146.00
Ranger travelling costs (mileage): per kilometre	1.82	1.82	2.00
<b><u>RANGER &amp; FIRE SERVICES - MISCELLANEOUS</u></b>			
Application for permit pursuant to Thororoughfares Local Law where no fee otherwise identified	150.00	150.00	150.00
Application for Temporary Parking Permit - (one day)	36.00	36.00	36.00
Daily Charge Temporary Parking Permit - (per day or part thereof following first day)	New 2020/21	12.00	12.00
Application for beach/reserve vehicle access permit - per day	13.00	13.00	13.00
Application for beach/reserve/commercial fisher vehicle access permit - 3 year permit	166.00	166.00	166.00
Application for beach/reserve/commercial fisher vehicle access permit - renewal of permit	113.00	113.00	113.00
Dog disposal / rehousing fee: voluntary surrender by owner: fee per dog	140.00	140.00	140.00
Fire Hazard Clearing			
- Administration Fee	138.00	138.00	138.00
- Contractors Fee: actual cost	At cost	At cost	At Cost Plus GST

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>MEELUP REGIONAL PARK</b>			
<b>Competitor Charges</b>			
Trail events - per competitor			
For events and activities including mountain biking, off road running, off road triathlon, adventure race.	3.09	3.09	3.40
Site based events - per patron/competitor			
Charge or fee is imposed on patrons/competitors attending the event and or activity but excluding leavers activities	4.09	4.09	4.50
<b>Event Bonds</b>			
Category 1 (< 500 patrons)	2,640.00	2,640.00	2,640.00
Category 2 (500 - 2,500 patrons)	5,270.00	5,270.00	5,270.00
Category 3 (> 2,500 patrons)	10,550.00	10,550.00	10,550.00
<b>Brochure</b>			
Wildflowers Brochure	2.73	2.73	3.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b><u>ENGINEERING &amp; WORKS SERVICES</u></b>			
<b><u>Major Projects</u></b>			
Consultancy charge out rates subject to Contract negotiation where applicable			
Project Manager Advisor	158.18	158.18	174.00
Chief Executive Officer	232.73	232.73	256.00
Cultural Planner	79.09	79.09	87.00
Strategic Planner	79.09	79.09	87.00
Finance Officer	69.09	69.09	76.00
Administration Officer	69.09	69.09	76.00
<b><u>Charge-out rates: City staff undertaking consultancy/ contract work for other local government authorities</u></b>			
- Manager Level	162.73	162.73	179.00
- Co-ordinator Level	125.45	125.45	138.00
- Technical Officer Level	111.82	111.82	123.00
<b><u>MISCELLANEOUS</u></b>			
<b><u>Reinstatements/ Private Works</u></b>			
Road reserves charge for reinstatement of road reserves is the full cost plus profit margin as per Policy	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Private works charge for works requested to be undertaken by City resources is the full cost plus profit margin as per Policy	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
<b><u>Other crossing place related services</u></b>			
Saw cutting & removal of kerbing/ m (minimum charge \$100)	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Concrete apron for brick paved crossovers/ m	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Spray seal pothole repairs/m2 (minimum charge \$100)	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Asphalt pothole repairs/m2 (minimum charge \$100)	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
<b><u>ROAD / TRAFFIC RELATED FEES</u></b>			
<b><u>Closure of Roads / Rights of Way / Public Access Ways</u></b>			
Road closure Fees (includes administration and advertising)	810.00	810.00	810.00
*Road Closure Application Approval - one off events	81.00	81.00	81.00
Advertising Fee for road issue or works	483.00	483.00	483.00
Road dedication (including advertising and administration)	735.00	735.00	735.00
Legal Fees for road indemnification (document preparation & execution)	800.00	800.00	800.00
<b><u>Road openings - Works by Contractors</u></b>			
Application Fee - Trenching and/ or boring on roads and reserves	345.00	345.00	345.00
Administration/Inspection Fee - Road Opening or Underground Boring	83.00	83.00	83.00
<b><u>Refundable Security Deposit</u></b>			
Road opening/ m2 (minimum \$250)	118.00	118.00	118.00
- Under road boring	322.00	322.00	322.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>Performance Bond relating to Road Opening &amp; reinstatement by Contractor / m2 (minimum fee \$250)</b>	148.00	148.00	148.00
<b>Exploration Drilling Licence - District Roads/ Reserves</b>			
1-5 holes	314.00	314.00	314.00
6-10 holes	470.00	470.00	470.00
11-30 holes	953.00	953.00	953.00
31-100 holes	1,690.00	1,690.00	1,690.00
more than 100 holes	2,410.00	2,410.00	2,410.00
<i>Bond payable is determined to be equal to the Licence Fee payable</i>			
<b>Traffic Management</b>			
Traffic Count Data - fee per site recording (existing data)	72.00	72.00	72.00
*Traffic Management Plan - Applications	160.00	160.00	160.00
<b>Heavy Haulage Condition Requests</b>			
Undertake detailed assessment of roadway for inclusion on Restricted Access Vehicle Network. Fee per roadway.	525.00	525.00	525.00
<b>Directional Signs for Tourist Attractions and Services</b>			
Application Fee - per application	117.00	117.00	117.00
Annual Licence Fee - per blade	36.00	36.00	36.00
CAT1 and CAT1A - installation per blade	230.91	230.91	254.00
CAT2 and CAT 3 signs - installation per blade	638.18	638.18	702.00
Entrance sign per blade	674.55	674.55	742.00
<b>SUBDIVISION RELATED FEES</b>			
<b>Subdivision Supervision Fees</b>			
<i>Supervision Fee - % of total value of all road &amp; drainage works, other than future lots.</i>			
Consulting Engineer and Clerk of Works fully supervises	1.50%	1.50%	1.50%
Consulting Engineer with no Clerk of Works	3.00%	3.00%	3.00%
Outstanding Works Supervision fees	1,239.00	1,239.00	1,239.00
<b>Early Subdivision Clearance</b>			
Application Fee	690.00	690.00	690.00
Early Subdivision Clearance Fee - % of total value of all outstanding works or minimum plus GST	2.5% or min \$5,016	2.5% or min \$5,016	2.5% or min \$5,016
<b>MISCELLANEOUS FEES</b>			
<b>Gate Permits (per 5 years)</b>	160.00	160.00	160.00
<b>LGA Gate Permits - Application Fee</b>	63.50	63.50	63.50
<b>Road Traffic Warning Signs</b>			
Set of 2 signs, posts and installation	587.27	587.27	646.00
Application Approval Fee	134.50	134.50	134.50
<b>General Sign Works (repair and/or replacement)</b>	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
<b>Fireworks Application Approval Fee (per application)</b>	136.00	136.00	136.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>WASTE DISPOSAL AND SANITATION FEES</b>			
<b>DOMESTIC WASTE (BUSSELTON AND DUNSBOROUGH)</b>			
<b>General Domestic Waste (Sorted and Separated)</b>			
Loads up to 100kg or each Wheelie Bin (Up to 240L)	1.82	1.82	2.00
Cars (Sedans) - without tray or trailer	3.64	3.64	4.00
Light Vehicles or 6 x 4 Trailers (loaded to approx. 1m in height) up to 200kg	7.27	7.27	8.00
Weights up to 300kg from 6 x 4 (with a cage) and loaded a height >1m or Other Trailers.	13.64	13.64	15.00
Cost per m3 (additional) or Up to 200kg increments of material	3.64	3.64	4.00
<i>Loads containing unseparated waste for all categories will be charged accordingly</i>			
<b>Domestic Bricks and Concrete</b>			
Loads up to 100kg or each Wheelie Bin (Up to 240L)	2.73	2.73	3.00
Light Vehicles or 6 x 4 Trailers (loaded to approx. 1m in height) up to 200kg	5.45	5.45	6.00
Weights up to 300kg from 6 x 4 (with a cage) and loaded a height >1m or Other Trailers.	10.91	10.91	12.00
Cost per m3 (additional) or Up to 200kg increments of material	3.64	3.64	4.00
<b>Clean Green Domestic Waste</b>			
Domestic grass clippings and sawdust	1.82	1.82	2.00
Loads up to 100kg or each Wheelie Bin (Up to 240L)	1.82	1.82	2.00
Weights up to 300kg from 6 x 4 (with a cage) and loaded a height less than 1m or Other Trailers.	6.36	6.36	7.00
Other Trailers or 6 x 4 (with a cage) and loaded a height greater than 1m	11.82	11.82	13.00
<b>Unsorted Mixed Waste (not containing Asbestos)</b>			
Light Vehicles or 6 x 4 Trailers (loaded to approx. 1m in height) up to 200kg	18.18	18.18	20.00
Weights up to 300kg from 6 x 4 (with a cage) and loaded a height >1m or Other Trailers.	36.36	36.36	40.00
<b>Other Miscellaneous Charges</b>			
Electronic Waste (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Cardboard and Paper (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Glass bottles and jars (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Kerbside Recyclables (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Scrap Metal (e.g Vehicle bodies, Trailers, Boats - must have their wheels taken off)	Nil	Nil	Nil
Gas bottle (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Used Oil including Oily Water (Only domestic loads up to 20L accepted)	Nil	Nil	Nil
Oily water (per litre) - must be marked on drum	Nil	Nil	Nil
White Goods (e.g. Fridges and Freezers)	Nil	Nil	Nil
Bicycle/Motorcycle Tyre - each	1.82	1.82	2.00
Car/ 4WD / Light Truck tyres - each (without rim)	7.27	7.27	8.00
Car/ 4WD / Light Truck tyres - each (with rim)	New 2020/21	13.64	15.00
Truck tyres - each (without rim)	14.55	14.55	16.00
Truck tyres - each (with rim)	New 2020/21	27.27	30.00
Super Singles - each (without rim)	New 2020/21	22.73	25.00
Tractor (Lrg - 1 to 2m Tall) - each (without rim)	New 2020/21	31.82	35.00



DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Tractor (small - Up to 1m Tall) - each (without rim)	New 2020/21	22.73	25.00
Hot Rod (without rim)	New 2020/21	22.73	25.00
Disposal of other tyre sizes available - Priced on Application	New 2020/21	POA	POA
Native Animals <50kg (Eg. Kangaroo / Possums)	Nil	Nil	Nil
Small Animals (less than 50kg)	38.64	18.18	20.00
Medium Animals (Up - 100kg)	121.82	40.91	45.00
Large Animals (100 - 300kg)	252.73	90.91	100.00
Animals in excess of 300kg - Price per tonne (is in addition to the \$100 Large Animal Charge)	New 2020/21	54.55	60.00
Sale of grass clippings (per m3)	0.91	0.91	1.00
Rental space for skip bins at waste facilities (per bin per week)	6.36	5.45	6.00
Mattresses (each)	4.55	4.55	5.00
<b><u>BUSSELTON non-residential or Weighbridge unavailable</u></b>			
<b><u>Items brought in that are not listed in the Fees are Priced on Application (POA)</u></b>			
<b><u>Clean Green Waste</u></b>			
Loads up to 100kg or each Wheelie Bin (Up to 240L)	1.82	1.82	2.00
Cars, Utes, vans, station wagons, 4WD, crew cab or 6 x 4 Trailers (loaded to approx. 1m in height) weighing up to 300kg	6.36	6.36	7.00
Other Trailers or 6 x 4 (with a cage) and loaded a height >1m	11.82	11.82	13.00
Each truck up to 2 tonnes / Each Bulk Bin under 3m3 - per entry	32.73	32.73	36.00
Each Truck up to 4 tonnes / Each Bulk Bins from 3m3 to under 6m3 - per entry	47.27	47.27	52.00
Each Truck up to 8 tonnes / Each Bulk Bin from 6m3 to under 10m3 - per entry	70.00	70.00	77.00
Each Truck over 8 tonnes and below 15 tonnes / Each Bulk Bin from 10m3 to under 20m3 - per entry	93.64	93.64	103.00
<b><u>Miscellaneous Commercial Charges</u></b>			
Sale of Mulch - per m3 (self load)	10.00	10.00	11.00
Commercial electronic waste (per item)	8.18	8.18	9.00
Commercial fridges	5.45	5.45	6.00
Commercial cardboard and paper (Utes, vans, station wagons, 4WD, crew cab, trailer)	8.18	8.18	9.00
Commercial cardboard (truck)	16.36	16.36	18.00
Native Animals <50kg (Eg. Birds/Possums)	Nil	Nil	Nil
Native Animals 50 - 300kg (Eg. Kangaroo/Seals)	New 2020/21	90.91	100.00
Small Animals (less than 50kg)	New 2020/21	50.00	55.00
Medium Animals (Up - 100kg)	New 2020/21	109.09	120.00
Large Animals (100 - 300kg)	New 2020/21	227.27	250.00
Animals in excess of 300kg - Price per tonne (is in addition to the \$250 Large Animal Charge)	New 2020/21	54.55	60.00
<b><u>DUNSBOROUGH - Weighbridge Charges</u></b>			
General waste (Amount exceeding 100 kg)- Price per 100kg	5.45	5.45	6.00
Construction and Demolition Waste (Amount exceeding 100 kg)- Price per 100kg	5.45	5.45	6.00
*Clean Fill Material - per 100kg	10.91	Nil	Nil
*Clean Green waste (Amount exceeding 100 kg)- Price per 100kg	3.18	3.18	3.50
Liquid Waste - Price per 100kg	5.09	5.09	5.60
*Bricks, Concrete and Rubble (Rocks <1m diamter) (Amount exceeding 100 kg)- Price per 100kg	2.82	2.82	3.10

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Special Burial (e.g. Asbestos, Large Animal Carcasses) - (Amount exceeding 100 kg) - Price per 100kg	12.27	12.27	13.50
*Material that does not exceed the Class I guidelines, suitable for Daily Cover and Road Building.	Nil	Nil	Nil
** Minimum weighbridge charge for all material - Up to 100kg	24.55	24.55	27.00
*Material that does not exceed the Class I guidelines, suitable for Daily Cover and Road Building.			
<b>Same rates as Busselton apply if Weighbridge is unavailable</b>			
<b>Items brought in that are not listed in the Fees are Priced on Application (POA)</b>			
Note: Commercial waste is only accepted at Dunsborough. The below fees are only required should, for any reason, the weighbridge be inoperable.			
<b>General Waste</b>			
Commercial General Waste (Sorted and Separated, 6x4 trailer)	7.27	7.27	8.00
Commercial General Waste (Sorted and Separated, Over 6x4 trailer)	13.64	13.64	15.00
Commercial General Waste (Unsorted, Containing Recyclables, 6x4 trailer)	23.64	23.64	26.00
Commercial General Waste (Unsorted, Containing Recyclables, Over 6x4 trailer)	47.27	47.27	52.00
Each truck up to 2 tonnes/ each Bulk Bin under 3m3 - per entry	58.18	58.18	64.00
Each Truck up to 4 tonnes/ Each Bulk Bins from 3m3 to under 6m3 - per entry	77.27	77.27	85.00
Each Truck up to 8 tonnes/ Each Bulk Bin from 6m3 to under 10m3 - per entry	106.36	106.36	117.00
Each Truck over 8 tonnes and below 15 tonnes / Each Bulk Bin from 10m3 to under 20m3 - per entry	144.55	144.55	159.00
Each Articulated Vehicle/ Each Bulk Bin 20m3 and over - per entry	261.82	261.82	288.00
Compactor vehicles - load capacity not exceeding 3m3	115.45	115.45	127.00
Compactor vehicles - load capacity over 3m3	135.45	135.45	149.00
Each additional m3 over 3m3	7.27	7.27	8.00
<b>Green Waste (clean)</b>			
Loads up to 100kg or each Wheelie Bin (Up to 240L)	1.82	1.82	2.00
Cars, Utes, vans, station wagons, 4WD, crew cab or 6 x 4 Trailers (loaded to approx. 1m in height) weighing up to 300kg	6.36	6.36	7.00
Other Trailers or 6 x 4 (with a cage) and loaded a height >1m	11.82	11.82	13.00
Each truck up to 2 tonnes/ each Bulk Bin under 3m3 - per entry	31.82	31.82	35.00
Each Truck up to 4 tonnes/ Each Bulk Bins from 3m3 to under 6m3 - per entry	47.27	47.27	52.00
Each Truck up to 8 tonnes/ Each Bulk Bin from 6m3 to under 10m3 - per entry	69.09	69.09	76.00
Each Truck over 8 tonnes and below 15 tonnes / Each Bulk Bin from 10m3 to under 20m3 - per entry	93.64	93.64	103.00
Each Articulated Vehicle/ Each Bulk Bin 20m3 and over - per entry	157.27	157.27	173.00
<b>Bricks and Concrete (uncontaminated) - Dunsborough only</b>			
Commercial waste transported by car, utility, van or trailer (6 x 4)	5.45	5.45	6.00
All commercial trailers exceeding 6 x 4	11.82	11.82	13.00
Trucks up to 2 tonnes/ Bulk Bins under 3m3	42.73	42.73	47.00



DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	57.27	57.27	63.00
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	78.18	78.18	86.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	125.45	125.45	138.00
Articulated vehicles/ Bulk bins 20m3 and over	205.45	205.45	226.00
<b>Other Commercial Waste - Dunsborough Only</b>			
Liquid Waste/ Sewage - per kl	50.45	50.45	55.50
Asbestos (per m3)	106.36	106.36	117.00
Special burials (per m3) - prescribed items/ per cubic metre: Asbestos waste, fibreglass insulation and any other waste listed from time to time by the Principal Environmental Health Officer (Medical Waste not accepted)	106.36	106.36	117.00
Timber (demolition or new). Must be milled, uncontaminated and untreated. Acceptance is at the discretion of disposal site attendants and the City may refuse to accept timber.	Nil	Nil	Nil
<b>Bin Hire Charges</b>			
Charge per 240L bin on the condition that bins are collected, emptied, cleaned and returned by the hirer	10.00	10.00	11.00
Charge per 240L lost or damaged bin	121.82	121.82	134.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>FINANCE &amp; CORPORATE SERVICES</b>			
<b>ADMINISTRATION / MISCELLANEOUS FEES</b>			
<b>SALE OF DOCUMENTS</b>			
<b>Council Minutes</b>			
Subscription on a per annum basis	470.00	470.00	470.00
Single Copy - Agenda	35.00	35.00	35.00
Single Copy - Minutes	22.00	22.00	22.00
Purchase of an Audio Recording of a Council meeting	15.00	15.00	15.00
<b>Electoral Rolls</b>			
Per copy	72.00	72.00	72.00
<b>Publications</b>			
Cape of Contrasts Book - Retail	20.00	20.00	22.00
Cape of Contrasts Book - Wholesale	13.64	13.64	15.00
Busselton: a Place to Remember - Retail	16.36	16.36	18.00
Busselton: a Place to Remember - Wholesale	13.64	13.64	15.00
<b>Photocopying Charges</b>			
A4 Sheet	0.27	0.27	0.30
A3 Sheet	2.23	2.23	2.45
<b>CITY OF BUSSELTON LICENCE PLATES</b> (Not applicable to plates sold at Auction )			
City of Busselton plates (aluminium)	409.09	409.09	450.00
Dunsborough plates (polycarbonate)	409.09	409.09	450.00
Yallingup plates (polycarbonate)	409.09	409.09	450.00
<b>RATES &amp; FINANCE CHARGES</b>			
<b>Rates/ Property Related Matters</b>			
Ownership Listings - per search	13.00	13.00	13.00
Ownership Listings - per locality	21.00	21.00	21.00
General Enquiry requiring archival research including written rating transaction history (Minimum 1 Hour)	\$45.00 per hour	\$45.00 per hour	\$45.00 per hour
Provision of Rates Notice Copies	12.00	12.00	12.00
Written Rates and Ownership statement – Settlement Agent/Public	30.00	30.00	30.00
Bi-Monthly Instalment Option Administration Fee	18.00	18.00	18.00
Weekly Instalment Option Administration Fee	New 2020/21	30.00	30.00
Fortnightly Instalment Option Administration Fee	New 2020/21	25.00	25.00
Monthly Instalment Option Administration Fee	New 2020/21	20.00	20.00
Payment Arrangement Administration Fee	30.00	30.00	30.00
Recovery of External Legal Costs (NOTE: All costs, including Solicitors, incurred in recovery of rating debts.)	Actual Cost	Actual Cost	Actual Cost
Application to Court to Set Aside Judgement Orders (NOTE Non-refundable if Magistrate Court declines application.)	65.00	65.00	65.00
<b>Financial Transactions</b>			
Fee on Rejected Payments (NOTE: Dishonoured cheques, reversed credit card and other electronic payments, etc)	\$25 plus Any / All Financial Insituion Fees Incurred	\$25 plus Any / All Financial Insituion Fees Incurred	\$25 plus Any / All Financial Insituion Fees Incurred

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Fee to reissue a Payment - 1st reissue where it can be shown that the customer is at fault	\$10 plus Any / All Financial Insituion Fees Incured	\$10 plus Any / All Financial Insituion Fees Incured	\$10 plus Any / All Financial Insituion Fees Incured
Fee to reissue a Payment - 2nd reissue and thereafter (Where it can be shown that the City is not at fault)	\$25 plus Any / All Financial Insituion Fees Incured	\$25 plus Any / All Financial Insituion Fees Incured	\$25 plus Any / All Financial Insituion Fees Incured
<b>Loan Raising Fees</b>			
Loan Establishment Fee	636.36	636.36	700.00
<b>MAPPING &amp; PROPERTY INFORMATION</b>			
<b>GIS Mapping and Property Information</b>			
<b>Computer Plotting (Full Colour) - City of Busselton Data Only</b>			
A4 Sheet	31.00	31.00	31.00
A3 Sheet	36.00	36.00	36.00
A2 Sheet	45.00	45.00	45.00
A1 Sheet	74.00	74.00	74.00
A0 Sheet	86.00	86.00	86.00
<b>Special Mapping - City of Busselton Data Only</b>			
<b>Provision of printed maps</b>			
Per hour charge	85.00	85.00	85.00
*Printing costs (as per Computer Plotting fees above)			
*Minimum charge of \$70 (inc GST)			
<b>Provision of maps in PDF/ Image form - City of Busselton Data Only</b>			
Per hour charge	85.50	85.50	85.50
Per PDF or image	27.50	27.50	27.50
*Minimum charge of \$70 (inc GST)			
<b>Local Planning Scheme - Digital Format</b>	425.00	425.00	425.00
<b>Electronic Extraction Fee</b>	98.50	98.50	98.50
<b>Local Planning Scheme No.21</b>			
<b>Scheme Text</b>	115.00	115.00	115.00
<b>A1 Size -</b>			
Per Sheet	73.50	73.50	73.50
Per Full Set (includes full set maps & text)	1,380.00	1,380.00	1,380.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	1,875.00	1,875.00	1,875.00
Annual Renewal charge for Scheme Package	1,380.00	1,380.00	1,380.00
<b>A2 Size -</b>			
Per Sheet	44.00	44.00	44.00
Per Full Set (includes full set maps & text)	880.00	880.00	880.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	1,190.00	1,190.00	1,190.00
Annual Renewal charge for Scheme Package	895.00	895.00	895.00
<b>A3 Size -</b>			
Per Sheet	36.00	36.00	36.00
Per Full Set (includes full set maps & text)	725.00	725.00	725.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Scheme Package (includes full set maps, text & quarterly amendment updates)	980.00	980.00	980.00
Annual Renewal charge for Scheme Package	725.00	725.00	725.00
<b><u>CEMETERY FEES</u></b>			
<b><u>Land Grant for Right of Burial</u></b>			
Grant of Right of Burial: Ordinary land for grave 2m x 1.2m where directed (25 years)	2,110.00	2,110.00	2,110.00
Renewal of Grant of Right of Burial : Ordinary land for grave (additional 25 years). Requires proof of Grant Holder's rights	2,110.00	2,110.00	2,110.00
Pre-purchased Grant of Right of Burial: Ordinary land for grave 2m x 1.2m where directed (25 years)	2,330.00	2,330.00	2,330.00
Reservation of specific site: ordinary land (excludes lawn cemetery) in addition to Pre-purchase Grant of Right Of Burial	410.00	410.00	451.00
<b><u>Burial Charge</u></b>			
Burial in standard grave to any depth to 2.1m (includes registration and number plate)	1,118.18	1,118.18	1,230.00
Burial in non-standard (oversize) denominational or non-denominational grave - Additional cost per 30cm deeper or wider	106.82	106.82	117.50
Re-open and second burial in standard (2m x 1.2m) denominational or non-denominational grave - Requires proof of Grant Holder's rights	1,118.18	1,118.18	1,230.00
Re-open and second burial in non-standard (oversize) denominational or non-denominational grave - Additional cost per 30cm deeper or wider	106.82	106.82	117.50
Construction of Vault (Does not include building application fees)	At cost	At cost	At cost plus GST
Vault Grant of Right of Burial	1,280.00	1,280.00	1,280.00
Vault Interment Fee (each)	1,071.36	1,071.36	1,178.50
Vault maintenance fee (annual)	144.09	144.09	158.50
Burial per crypt in mausoleum	978.18	978.18	1,076.00
Interment of a stillborn child (not to be re-opened for joint burial)	281.82	281.82	310.00
Interment of a child up to 12 years old (not to be reopened for joint burial)	536.36	536.36	590.00
Removal of Headstone (Restrictions apply)	433.18	433.18	476.50
<b><u>Exhumation</u></b>			
Re-opening grave for exhumation	2,189.55	2,189.55	2,408.50
Re-interment in new or same grave after exhumation (including registration and number plate) - Other fees may apply	1,118.18	1,118.18	1,230.00
<b><u>Interment of Ashes</u></b>			
Grant of Right of Burial: Interment of ashes in designate place (perpetual)	260.00	260.00	260.00
Interment of ashes in NICHE WALL - SINGLE placement	437.73	437.73	481.50
interment of ashes in NICHE WALL - DOUBLE (includes first placement)	559.09	559.09	615.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Interment of ashes in NICHE WALL - SIDE BY SIDE (includes first placement)	559.09	559.09	615.00
Interment of ashes in EXISTING GRAVE - Placement fee only (Assumes current Grant of Right of Burial. If not current, other fees will apply)	363.18	363.18	399.50
Interment of ashes in ROSE GARDEN (includes first placement) - Space for 2 placements	624.09	624.09	686.50
Interment of ashes in NATIVE GARDEN (includes first placement) - Space for 2 placements	624.09	624.09	686.50
Interment of ashes in MEMORIAL DRIVE (includes first placement) Space for 4 Placements	680.00	680.00	748.00
Interment of ashes in 2-PLOT CONTEMPLATION GARDEN (includes first placement)	624.09	624.09	686.50
Interment of ashes in 4-PLOT CONTEMPLATION GARDEN (includes first placement)	824.55	824.55	907.00
Interment of ashes in CONTEMPLATION GARDEN over 4-plot (cost for each additional plot)	93.18	93.18	102.50
Pre-need purchase of Grant of Right of Burial for Ashes	290.00	290.00	290.00
Reservation of a designated place for ashes interment (includes first placement)	Plot(s) cost plus 10%	Plot(s) cost plus 10%	Plot(s) cost plus 10% plus GST
Interment of ashes - additional placement after first interment (Requires proof of Grant Holder's rights)	344.55	344.55	379.00
Interment of ashes for Stillborn CHILDREN'S GARDEN - Placement fee (no Grant of Right of Burial required)	281.82	281.82	310.00
Memorial Placement only CHILDREN'S GARDEN Placement fee (no Grant of Right of Burial required)	At cost	At cost	At cost plus GST
Memorial Placement BENCH SEATING (includes cost of bench, concrete footings, freight)	At cost	At cost	At cost plus GST
Memorial Placement BENCH SEATING INSTALLATION costs - Hourly rate	48.18	48.18	53.00
Interment of Ashes BENCH SEATING (includes first placement)	344.55	344.55	379.00
Memorial placement only elsewhere within the cemetery (location to be determined upon application) - SINGLE PLACEMENT	624.09	624.09	686.50
Plaques, vases and other monumental works.	At cost	At cost	At cost plus GST
Plinth (Small - concrete)	48.18	48.18	53.00
Plinth (Large - concrete)	66.82	66.82	73.50
Administration fee for purchase of plaques, plinths, vases and other monumental works (on product only)	10% of cost	10% of cost	10% of cost plus GST
Removal of ashes for return to Grant Holder (requires proof of Grant Holder rights)	298.18	298.18	328.00
Storage of cremated remains per month for remains held longer than 6 months	27.27	27.27	30.00
Positioning & affixing brass vase (if not a part of original placement)	74.55	74.55	82.00
<b>Miscellaneous Charges</b>			
Interment in open ground without due notice, not within usual hours and prescribed or on a Saturday, Sunday or Public Holiday (in addition to Interment costs) Restrictions Apply	969.09	969.09	1,066.00
Funeral Directors licence fee per annum	430.50	430.50	430.50

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Single funeral permit (funeral directors only)	199.50	199.50	199.50
Single funeral permit (other than funeral directors)	502.00	502.00	502.00
Monumental Masons licence fee per annum	358.50	358.50	358.50
Single permit to erect a headstone or kerbing	153.50	153.50	153.50
Single permit to erect a monument	174.00	174.00	174.00
Copy of grant of burial	80.00	80.00	80.00
Refund Administration Fee	15% of original purchase price	15% of original purchase price	15% of original purchase price
<b><u>HIRE FACILITIES - ALL</u></b>			
<b><u>Facility Hire Bonds</u></b>			
Undalup Function Room Hire Bond - Low Risk Function	500.00	500.00	500.00
Undalup Function Room Hire Bond - Medium Risk Function	1000.00	1000.00	1,000.00
Undalup Function Room Hire Bond - High Risk Function	2000.00	2000.00	2,000.00
General Facility Hire Bond - Low Risk Function (Community Grp/Commercial/Private no Alcohol)	200.00	200.00	200.00
General Facility Hire Bond - Medium Risk Function (Community Grp/Commercial with Alcohol)	500.00	500.00	500.00
General Facility Hire Bond - High Risk Function (Private with Alcohol)	1000.00	1000.00	1,000.00
Key / Access Card Deposit Bond (as required)	100.00	100.00	100.00
Additional and/or Replacement Key / Access Card (May be deducted from Bond repayment where applicable)	54.55	54.55	60.00
<b><u>Miscellaneous Facility Fees</u></b>			
Weddings / Private Functions - Beaches and Reserves - Applied to a Council venue not attracting a facility hire fee.	76.36	76.36	84.00
Note - Prorata Hire may be authorised at the discretion of the CEO			
Booking Deposit - Applicable for applications values exceeding \$100.00	10% of hire value	10% of hire value	10% of hire value
Facility Hire Cancellation Fee (less than 1 weeks notice given)	10% of hire value	30% of hire value	30% of hire value
Extraordinary Clean as required or by arrangement	At cost plus 10% administration fee	At cost plus 10% administration fee	At cost plus 10% administration fee
Video Conferencing Facility (Administration Building) - Hourly	22.73	22.73	25.00
<b><u>Churchill Park Hall</u></b>			
Community Groups - Hourly	27.27	27.27	30.00
Commercial / Private - Hourly	36.36	36.36	40.00
Registered Charities - Hourly	9.09	9.09	10.00
<b><u>High Street Hall</u></b>			
<b><u>Main Hall Only</u></b>			
Community Group - Hourly	18.18	18.18	20.00
Commercial / Private - Hourly	27.27	27.27	30.00
Registered Charity	9.09	9.09	10.00
<b><u>Blue Room Only</u></b>			
Community Group - Hourly	13.64	13.64	15.00
Commercial / Private - Hourly	18.18	18.18	20.00
Registered Charity - Hourly	7.27	7.27	8.00



DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b><u>Rural Halls (Yallingup, Yoongarillup)</u></b>			
Community Group - Hourly	13.64	13.64	15.00
Commercial / Private - Hourly	18.18	18.18	20.00
Registered Charity - Hourly	9.09	9.09	10.00
<b><u>Undalup Function Room</u></b>			
<b>Minimum booking 4 hours</b>			
<b><u>Function Centre Weekdays</u></b>			
Community Group - Hourly - Business Hours	New 2020/21	54.55	60.00
Commercial/Private - Hourly Business Hours	New 2020/21	81.82	90.00
Registered Charity - Hourly - Business Hours	New 2020/21	27.27	30.00
<b><u>Function Centre After Hours / Weekends</u></b>			
Community Group - Hourly - After Hours / Weekends	New 2020/21	113.64	125.00
Commercial/Private - Hourly - After Hours / Weekends	New 2020/21	168.18	185.00
Registered Charity - Hourly - After Hours / Weekends	New 2020/21	54.55	60.00
<b><u>Additional Charges</u></b>			
Dance Floor Rental (Each Event)	40.91	59.09	65.00
<b><u>BUSSELTON COMMUNITY RESOURCE CENTRE</u></b>			
<b>Minimum booking 2 hours</b>			
<b><u>Ground Floor Meeting Room (including courtyard)</u></b>			
Community Group - Hourly	32.73	22.73	25.00
Commercial / Private - Hourly	83.64	40.91	45.00
Registered Charity - Hourly	18.64	11.82	13.00
<b><u>First Floor Meeting Room 2 or 3</u></b>			
Community Group - Hourly	27.73	11.82	13.00
Commercial / Private - Hourly	41.82	20.91	23.00
Registered Charity - Hourly	16.82	5.45	6.00
<b><u>BUSSELTON YOUTH AND COMMUNITY ACTIVITY BUILDING</u></b>			
<b>Minimum booking 2 hours</b>			
<b><u>Events Multi-Function Room</u></b>			
Community Group - Hourly	60.45	40.91	45.00
Commercial / Private - Hourly	93.18	63.64	70.00
Registered Charity - Hourly	32.27	20.00	22.00
<b><u>Meeting Room</u></b>			
Community Group - Hourly	12.73	12.73	25.50
Commercial / Private - Hourly	22.73	22.73	43.00
Registered Charity - Hourly	23.73	23.73	13.00
<b><u>Office Space</u></b>			
Community Group - per hour	9.09	9.09	10.00
Commercial / Private - Hourly	16.36	16.36	18.50
Registered Charity - Hourly	17.36	17.36	5.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b><u>COMMUNITY &amp; COMMERCIAL SERVICES</u></b>			
<b><u>STAGING OF CONCERTS</u></b>			
<b><u>Concert Application Fee</u></b>	154.00	154.00	154.00
<b><u>Concert Licence Fee/Service Charge</u></b>			
Category 1 (< 500 patrons)	0.00	0.00	0.00
Category 2 (500 - 2500 patrons)	1,510.00	1,510.00	1,510.00
Category 3 (2500 - 5000 patrons)	2,995.00	2,995.00	2,995.00
Category 4 (5000 - 8000 patrons)	4,270.00	4,270.00	4,270.00
Category 5 (8000 - 12000 patrons)	7,155.00	7,155.00	7,155.00
Category 6 (12000 - 17000 patrons)	11,445.00	11,445.00	11,445.00
Category 7 (17000 - 23000 patrons)	17,210.00	17,210.00	17,210.00
Category 8 (23000 - 30000 patrons)	24,380.00	24,380.00	24,380.00
<b><u>Concert Ground Hire Fee</u></b>			
Category 1 (< 500 patrons)	722.73	722.73	795.00
Category 2 (500 - 2500 patrons)	3,650.00	3,650.00	4,015.00
Category 3 (2500 - 5000 patrons)	7,163.64	7,163.64	7,880.00
Category 4 (5000 - 8000 patrons)	10,804.55	10,804.55	11,885.00
Category 5 (8000 - 12000 patrons)	14,331.82	14,331.82	15,765.00
Category 6 (12000 - 17000 patrons)	17,968.18	17,968.18	19,765.00
Category 7 (17000 - 23000 patrons)	21,490.91	21,490.91	23,640.00
Category 8 (23000 - 30000 patrons)	24,881.82	24,881.82	27,370.00
<b><u>Concert Community Amenity Bond</u></b>			
Category 1 (< 500 patrons)	670.00	670.00	670.00
Category 2 (500 - 2500 patrons)	1,325.00	1,325.00	1,325.00
Category 3 (2500 - 5000 patrons)	2,785.00	2,785.00	2,785.00
Category 4 (5000 - 8000 patrons)	8,240.00	8,240.00	8,240.00
Category 5 (8000 - 12000 patrons)	13,815.00	13,815.00	13,815.00
Category 6 (12000 - 17000 patrons)	20,575.00	20,575.00	20,575.00
Category 7 (17000 - 23000 patrons)	27,470.00	27,470.00	27,470.00
Category 8 (23000 - 30000 patrons)	41,170.00	41,170.00	41,170.00
<b><u>Concert Ground Hire Bond</u></b>			
Category 1 (< 500 patrons)	2,665.00	2,665.00	2,665.00
Category 2 (500 - 2500 patrons)	8,255.00	8,255.00	8,255.00
Category 3 (2500 - 5000 patrons)	16,505.00	16,505.00	16,505.00
Category 4 (5000 - 8000 patrons)	24,705.00	24,705.00	24,705.00
Category 5 (8000 - 12000 patrons)	27,495.00	27,495.00	27,495.00
Category 6 (12000 - 17000 patrons)	32,935.00	32,935.00	32,935.00
Category 7 (17000 - 23000 patrons)	43,950.00	43,950.00	43,950.00
Category 8 (23000 - 30000 patrons)	49,525.00	49,525.00	49,525.00
<b><u>Loadings &amp; Allowances</u></b>			
commercial - 5%			
community - 0%			
charitable - 50% (discount)			
liquor - 5%			
night (per hour after 10pm) - 10%			



DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>GROUND HIRE LEVIES:</b>			
<b>SUMMER/ WINTER SPORTS</b>			
<b>(A) Association of Senior Players</b>			
Charged per team per season plus power etc. where applicable.	254.55	254.55	280.00
A per week surcharge to apply where special ground preparation/maintenance is required, i.e. Cricket.	61.82	61.82	68.00
<b>(B) Association of Junior Players</b>			
50% of Senior rates plus full power costs where applicable.	127.27	127.27	140.00
<b>Exceptions to Categories (A) &amp; (B) above</b>			
<b>1. Busselton Trotting Club</b>			
Per meeting plus power	330.00	330.00	363.00
Track maintenance charged at Private Works rates			
<b>2. Southern Districts Agricultural Society</b>			
Per day plus power costs for actual show days.	340.91	340.91	375.00
Per day during the set up of the show.	105.45	105.45	116.00
<b>3. South West National Football League</b>			
Per home game plus power costs	218.18	218.18	240.00
<b>4. School Groups</b>			
Sports Carnivals etc. - no charge.	Nil	Nil	Nil
<b>COURT HIRE LEVIES</b>			
For training and competition purposes			
<b>SUMMER/ WINTER SPORTS</b>			
<b>(A) Association of Senior Players</b>			
Charged per team per season plus power etc. where applicable.	20.91	20.91	23.00
<b>SUMMER/ WINTER SPORTS</b>			
<b>(A) Association of Junior Players</b>			
Charged per team per season plus power etc. where applicable.	10.91	10.91	12.00
<b>OUTDOOR EXERCISE SITES</b>			
Zone 1 - Twelve (12) month fee	763.64	763.64	840.00
Zone 1 - Six (6) month fee	381.82	381.82	420.00
Zone 2 - Twelve (12) month fee	577.27	577.27	635.00
Zone 2 - Six (6) month fee	289.09	289.09	318.00
<b>EVENTS &amp; CASUAL GROUND HIRE</b>			
*Event Application Fee	82.00	82.00	82.00
*Event Application Fee - Requiring Multiple Approvals	154.00	154.00	154.00
<b>Commercial Event - City Infrastructure Bond</b>			
Category 1 (< 500 patrons)	2,665.00	2,665.00	2,665.00
Category 2 (500 - 2500 patrons)	8,255.00	8,255.00	8,255.00
Category 3 (2500 - 5000 patrons)	16,505.00	16,505.00	16,505.00
Category 4 (5000 - 8000 patrons)	24,705.00	24,705.00	24,705.00
Category 5 (8000 - 12000 patrons)	27,495.00	27,495.00	27,495.00
Category 6 (12000 - 17000 patrons)	32,935.00	32,935.00	32,935.00
Category 7 (17000 - 23000 patrons)	43,950.00	43,950.00	43,950.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Category 8 (23000 -30000 patrons)	49,525.00	49,525.00	49,525.00
<b>Event Works Fees</b>			
Street Banners - install and remove (per pole) - Fee to be waived for not for profit Community Groups (C1002/061)	149.09	149.09	164.00
Beach Volleyball - set up and dismantle	1,222.73	1,222.73	1,345.00
*Litter Clean-up - per hour	745.45	745.45	820.00
*Marking of reticulation and electricity - per hour	281.82	281.82	310.00
<b>Community Use of Sports Grounds</b> (Community fees are limited to maintained sports grounds e.g. Bovell Park. Fees are not charged for Public Reserves e.g. Mitchell Park etc.)			
Community Usage - per full day (excluding schools)	268.18	268.18	295.00
Community Usage - per half day (excluding schools)	134.55	134.55	148.00
<b>Commercial Use of Reserves (Sports Grounds)</b>			
Per day - plus power for use of site	424.55	424.55	467.00
Per half day - plus power for use of site	215.00	215.00	236.50
<b>Commercial Use of Reserves (Other Reserves)</b>			
Per day - plus power	220.00	220.00	242.00
Per half day - plus power	113.18	113.18	124.50
<b>Use of Busselton Foreshore Stage</b>			
Community use of Busselton Foreshore Stage	Nil	Nil	Nil
Commercial use of Busselton Foreshore Stage (per Day)	227.27	227.27	250.00
Stage Curtain Bond	205.00	205.00	205.00
<b>Ground Hire Bonds (to be applied to Community Events)</b>			
Mandatory Bond against rent default, damage etc.:			
Ground Hire Bond (Other Reserves)	545.00	545.00	545.00
Premium Ground Hire Bond (Sporting Grounds, Foreshore)	1,090.00	1,090.00	1,090.00
Busselton Foreshore Stage Bond for community and commercial events	545.00	545.00	545.00
<b>Commercial Hire Site Traders (Non Food)</b>			
Application for Commercial Hire Site	155.00	155.00	155.00
Application for Transfer of Commercial Hire Site Permit	155.00	155.00	155.00
<b>Commercial Hire Site Permit Fee – Zone 1</b>			
<b>Prime sites (e.g. established coastal and foreshore nodes) as depicted within Trading in Public Places Policy</b>			
12 months	3,165.00	3,165.00	3,165.00
<b>Commercial Hire Site Permit Fee – Zone 2</b>			
<b>Other sites as depicted within Trading in Public Places Policy</b>			
12 months	2,060.00	2,060.00	2,060.00
<b>Commercial Activity Permit (Non Food)</b>			
Application for Commercial Activity Permit	155.00	155.00	155.00
Application for Transfer of Commercial Activity Trader's Permit	155.00	155.00	155.00
Commercial Activity Permit – Class 1*	1,500.00	1,500.00	1,500.00
Commercial Activity Permit – Class 2*	1,350.00	1,350.00	1,350.00
Commercial Activity Permit – Class 3*	1,200.00	1,200.00	1,200.00
* fees can be charged on a pro rata basis (minimum 1 month period)			

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b><u>Foreshore Kiosk Permit - Busselton Foreshore</u></b>			
Application for Foreshore Kiosk Permit	155.00	155.00	155.00
Application for Transfer of Foreshore Kiosk Permit	155.00	155.00	155.00
Foreshore Kiosk Permit - Busselton Foreshore 12 months*	3,000.00	3,000.00	3,000.00
* fees can be charged on a pro rata basis			
Kiosk Bond	1,125.00	1,125.00	1,125.00
<b><u>Jetty Closure Fee</u></b>			
Fee to close the Jetty for fireworks, events, functions (>6 hrs)	277.27	277.27	305.00
Fee to close the Jetty for fireworks, events, functions - per hour rate for < 6 hrs	36.36	36.36	40.00
<b><u>Use of Public Grounds for Markets</u></b>			
* Per market (plus Power)	125.91	125.91	138.50
Power usage for markets/events on public grounds (excluding sporting grounds) per half day	24.55	24.55	27.00
<b><u>EVENTS - EQUIPMENT HIRE &amp; SIGNAGE</u></b>			
<b><u>Hire of Stage/ Track Mat</u></b>			
* Stage - per module (3m2) per day	107.27	107.27	118.00
Stage hire bond	446.00	446.00	446.00
* Track mat - per unit (2.4m x 1.2m) per day	11.18	11.18	12.30
Track Mat Bond per unit	5.15	5.15	5.15
<b><u>Hire of Grandstands</u></b>			
Hire per grandstand with roof (inc. delivery & installation)	New 2020/21	300.00	330.00
Hire per grandstand without roof (inc. delivery & installation)	New 2020/21	120.00	132.00
<b><u>Event Signage</u></b>			
Large Event Sign	128.50	128.50	128.50
Small Event Sign	123.00	123.00	123.00
(includes sign approval and booking fee for minimum 2 weeks)			
Event Sign Extension	67.00	67.00	67.00
(continued use for an additional minimum of 2 weeks)			
<b><u>MISCELLANEOUS</u></b>			
<b><u>Busselton Jetty</u></b>			
Placement of Memorial Plaque	120.00	120.00	120.00
Installation of Stinger Net	700.00	700.00	770.00
Removal of Stinger Net	700.00	700.00	770.00
Installation of Beach Matting	1,400.00	1,400.00	1,540.00
Removal of Beach Matting	1,400.00	1,400.00	1,540.00
<b><u>Busselton Jetty Entry Fees</u></b>			
Jetty Day Pass			
Single Child (0-16 years)	0.00	0.00	0.00
Single Adult (17 years +)	3.64	3.64	4.00
* Jetty entrance fee for passengers pre-booked on commercial tours operated by vessels issued with a permit to berth at the Busselton Jetty lower platforms is to be waived;			

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>Jetty Annual Walk Pass</b>			
Single Adult (17 years +)	45.45	45.45	50.00
Pensioners:	22.73	22.73	25.00
<b>Commercial Use of Marine Berthing Platforms - Whale Watching / Tour Vessels - Per Vessel</b>			
Daily Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	65.00	65.00	65.00
Registered Length of Vessel: 10m to less than 15m	72.00	72.00	72.00
Registered Length of Vessel: 15m to less than 25m	78.00	78.00	78.00
Registered Length of Vessel: over 25m	91.00	91.00	91.00
Monthly Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	515.00	515.00	515.00
Registered Length of Vessel: 10m to less than 15m	570.00	570.00	570.00
Registered Length of Vessel: 15m to less than 25m	620.00	620.00	620.00
Registered Length of Vessel: over 25m	720.00	720.00	720.00
Three Monthly Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	1,235.00	1,235.00	1,235.00
Registered Length of Vessel: 10m to less than 15m	1,390.00	1,390.00	1,390.00
Registered Length of Vessel: 15m to less than 25m	1,545.00	1,545.00	1,545.00
Registered Length of Vessel: over 25m	1,855.00	1,855.00	1,855.00
Annual Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	3,600.00	3,600.00	3,600.00
Registered Length of Vessel: 10m to less than 15m	4,120.00	4,120.00	4,120.00
Registered Length of Vessel: 15m to less than 25m	4,630.00	4,630.00	4,630.00
Registered Length of Vessel: over 25m	5,145.00	5,145.00	5,145.00
Refundable Bonds -			
Registered Length of Vessel: 0m to less than 10m	2,500.00	2,500.00	2,500.00
Registered Length of Vessel: 10m to less than 15m	3,500.00	3,500.00	3,500.00
Registered Length of Vessel: 15m to less than 25m	4,500.00	4,500.00	4,500.00
Registered Length of Vessel: over 25m	6,000.00	6,000.00	6,000.00
Application for new Marine Berthing Permit	150.00	150.00	150.00
Application for Marine Berthing Permit renewal	80.00	80.00	80.00
<i>* Bond charge per vessel payable in advance (in addition to insurance requirements)</i>			
<i>* Permit fee payable in advance at issue of notice approval</i>			
<b>Commercial Use of Marine Berthing Platforms - Cruise Ship Vessels</b>			
Tender berthing permit fee at Busselton Jetty (per ship visit)			
Less than 1,000 pax (registered ship capacity)	2,115.00	2,115.00	2,115.00
Between 1,000 and 2,000 pax (registered ship capacity)	4,230.00	4,230.00	4,230.00
Greater than 2,000 pax (registered ship capacity)	5,280.00	5,280.00	5,280.00
<b>Railway House Exhibition Hire</b>			
Railway House Exhibition Hire (per week)	142.73	142.73	157.00
Installation and dismantle fee (per hour)	46.36	46.36	51.00
Artists required to apply & sign booking form. Additional exhibition charges based on cost-recovery are assessed on a case-by-case basis.			

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b><u>NATURALISTE COMMUNITY CENTRE</u></b>			
Promotions at the discretion of the Chief Executive Officer			
Key / Hire Bond			
Loss of key, unauthorised key transfer to another person, unauthorised key copying, or use of NCC without prior approval - rate per occurrence.	200.00	200.00	200.00
Additional cleaning fee	Cost + 20%. Extra cleaning min. \$26 per occurrence	Cost + 20%. Extra cleaning min. \$26 per occurrence	Cost + 20%. Extra cleaning min. \$28.60 per occurrence
<b><u>Stadium</u></b>			
Association - per hour	50.45	50.45	55.50
Casual indoor tennis : Adults - per person per hour.	7.27	7.27	8.00
Casual indoor tennis : Students - per person per hour.	4.55	4.55	5.00
Sports Court (per hour) Community peak	50.45	50.45	55.50
Sports Court (per hour) Community-Off Peak( 9am-3pm Mon-Fri; 2pm-5pm Sat)	38.18	38.18	42.00
Sports Court (per hour) commercial	70.45	70.45	77.50
Community half court - per hour	25.45	25.45	28.00
Badminton Court - per hour (includes net, racquets and shuttle)	17.27	17.27	19.00
Casual Shots per hour per person student rate* conditions apply	2.73	2.73	3.00
Casual Shots per hour per person* conditions apply	6.36	6.36	7.00
<b><u>Multi-Purpose Activity Room (Full)</u></b>			
Community - per hour	35.45	35.45	39.00
Commercial - per hour	67.27	67.27	74.00
<b><u>Multi-Purpose Activity Room (Half)</u></b>			
Community - per hour	21.36	21.36	23.50
Commercial - per hour	34.55	34.55	38.00
Storage Community - per shelf per month or 1m2 floor area	22.27	22.27	24.50
Storage Commercial - per shelf per month or 1m2 floor area	32.73	32.73	36.00
Hire of Ceiling projector and screen per day - commercial	36.36	0.00	0.00
Hire of Ceiling projector and screen per day - community	18.18	0.00	0.00
Casual Usage per hour per person student rate* conditions apply	2.73	2.73	3.00
Casual Usage per hour per person* conditions apply	6.36	6.36	7.00
<b><u>Family Activity Area</u></b>			
Community - per hour	14.55	18.18	20.00
Commercial - per hour	25.45	25.45	28.00
<b><u>Community Office Space</u></b>			
Community - per hour	9.09	9.09	10.00
Commercial - per hour	11.36	11.36	12.50
<b><u>Kitchen/Servery Area (in addition to other bookings)</u></b>			
Community - per hour	12.73	12.73	14.00
Commercial - per hour	15.45	15.45	17.00
Community - per day	25.00	25.00	27.50
Commercial - per day	30.91	45.45	50.00



DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>Group Fitness</b>			
Per person per class	17.27	17.27	19.00
Concession per person per class [Health care card, seniors card, f/t student]	11.82	11.82	13.00
Discount tickets - book of 10	10% Discount	10% Discount	10% Discount
Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
12 month Membership (Individual)	666.36	666.36	733.00
12 Month membership Concession [Health care card, seniors card, f/t student]	562.73	562.73	619.00
6 months membership	428.18	428.18	471.00
6 months membership(concession) [Health care card, seniors card, f/t student]	376.36	376.36	414.00
3 months membership	307.27	307.27	338.00
3 months membership(concession) [Health care card, seniors card, f/t student]	270.00	270.00	297.00
1 month Membership	109.09	109.09	120.00
Pay as you go fortnightly direct debit	24.55	24.55	27.00
Pay as you go fortnightly direct debit concession	20.45	20.45	22.50
Pay as you go cancellation fee	47.27	47.27	52.00
Double membership - each	613.64	613.64	675.00
City of Busselton staff Group Fitness membership. A 30% discount applies on renewal.	466.36	466.36	513.00
Remote shift worker membership	454.55	454.55	500.00
<b>Seniors Programs</b>			
<i>Strong Active Seniors; Stretch and Revitalise</i>			
Per person per class	7.27	7.27	8.00
Discount tickets - book of 10 - 10% discount	10% Discount	10% Discount	10% Discount
<b>Crèche/ Activity Room</b>			
Casual use. Per Child per session (paid on day)	5.64	5.64	6.20
Crèche Pass (Book of 5)	23.64	23.64	26.00
Crèche Pass (Book of 10)	36.36	36.36	40.00
<b>Vacation care program, per child per day</b>	70.00	77.00	77.00
<b>Shower</b>			
Per person not participating in centre activities, per use of shower facilities	4.55	4.55	5.00
<b>Stage Hire</b>			
Commercial hire per day, or part of.	100.00	100.00	110.00
Community hire per day, or part of.	50.00	50.00	55.00
Stage hire bond, per use	430.00	430.00	430.00
<b>NCC Grounds Hire</b>			
Community class (20people or less) per hour	18.18	18.18	20.00
Commercial class (20people or less) per hour	31.82	31.82	35.00
Community casual use per hour	27.27	27.27	30.00
Commercial casual use per hour	45.45	45.45	50.00
Community half day	63.64	63.64	70.00
Commercial half day	109.09	109.09	120.00
<b>GEOGRAPHE LEISURE CENTRE</b>			
Promotions at the discretion of the Chief Executive Officer			

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>Swimming Pool</b>			
Adult Swim	6.27	6.27	6.90
Concession Swim (Health Care card, or child 5-16 years)	4.73	4.73	5.20
Child under 5 y/o (must be accompanied by an adult)	Nil	Nil	Nil
Spectator	Nil	Nil	Nil
In term Swimming - Education Department	3.45	3.45	3.80
Vacation Swimming - Education Department	3.73	3.64	4.00
Sauna/spa/swim (16 years & over only)	10.91	10.91	12.00
Swimming Pool lane hire - Community (per lane per hour) Individual participants must pay normal pool entry	10.27	10.27	11.30
Swimming Pool lane hire - Commercial (per lane per hour) Individual participants must pay normal pool entry	22.73	22.73	25.00
Local regular not for profit aquatic user groups	4.55	4.55	5.00
Swimming Pool Hire (Outdoor - Exclusive use) per hour (min 3 hours)	106.36	106.36	117.00
Group Pass (2 Adults and 2 children)	17.27	17.27	19.00
Swim aid / equipment hire	1.82	1.82	2.00
Discount tickets - book of 10	10% Discount	10% Discount	10% Discount
Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
Learn To Swim - per lesson	15.50	15.50	15.50
Private one on one lesson per 30 mins	41.00	41.00	41.00
Private one on one lesson per 15 mins	20.50	20.50	20.50
Large Inflatable Hire - per hour	154.55	154.55	170.00
Small Inflatable Hire - per hour	105.45	105.45	116.00
Dry side inflatable Hire (unsupervised)- maximum 3hrs hire	122.73	122.73	135.00
<b>Group Fitness</b>			
Fitness Centre - Casual	17.27	17.27	19.00
Per person per class (f/t student, health care card, senior's card concession)	11.82	11.82	13.00
Appraisal and programme	68.18	68.18	75.00
Lifestyle Seniors programme	6.82	6.82	7.50
<b>Personal/ Group Training</b>			
Assessment Fee	68.18	68.18	75.00
Small group Personal training once per week for 6 weeks. Cost is per 6 week block	60.91	60.91	67.00
Small group Personal training twice per week for 6 weeks cost is per 6 week	116.36	116.36	128.00
<b>Aerobics/aquarobics</b>			
Per person per class	17.27	17.27	19.00
Per person per class (f/t student, health care card, senior's card concession)	11.82	11.82	13.00
Discount tickets - book of 10	10% Discount	10% Discount	10% Discount
Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
<b>Sports Stadium</b>			
Sports courts (each per hour) - Community peak	50.45	50.45	55.50
Sports courts (each per hour) - Community Off-peak ( 9am-3pm, Mon-Fri)	38.18	38.18	42.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
# Volleyball Courts 5 & 6 (i.e. smaller courts)	27.27	27.27	30.00
Sports courts (each per hour) commercial	70.45	70.45	77.50
Community half court - per hour	25.45	25.45	28.00
Badminton Court - per hour	17.27	17.27	19.00
Casual Basketball (Individual fee*) conditions apply	6.36	6.36	7.00
Casual Basketball (Individual fee*) school student rate conditions apply	2.73	2.73	3.00
Whole of stadium hire per day	590.91	590.91	650.00
Whole of stadium hire bond	500.00	500.00	500.00
<b><u>Crèche/Activity Room</u></b>			
Crèche / activity room per hour (Commercial)	40.45	40.45	44.50
Crèche / activity room per hour (Community)	30.91	30.91	34.00
Crèche / per child per session	5.64	5.64	6.20
Per Child per session (Book of 5)	23.64	23.64	26.00
Per Child per session (Book of 10)	36.36	36.36	40.00
Vacation Care Program	70.00	77.00	77.00
<b><u>MEMBERSHIP PACKAGES</u></b>			
Casual Day Pass (Gym/Aerobics/Pool/Spa/Sauna)	22.73	22.73	25.00
<b><u>Swim membership: [per person per annum]</u></b>			
Individual (Adult)	542.73	542.73	597.00
6 months membership	350.91	350.91	386.00
3 months membership	251.82	251.82	277.00
1 months membership	88.18	88.18	97.00
Concession (Child, Health care card, seniors card, f/t student)	436.36	436.36	480.00
6 months membership	309.09	309.09	340.00
3 months membership	224.55	224.55	247.00
1 months membership	78.18	78.18	86.00
Double (each)	488.18	488.18	537.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	389.09	389.09	428.00
Direct Debit - fortnightly deduction	21.82	21.82	24.00
Direct Debit - fortnightly concession	18.18	18.18	20.00
Direct Debit - fortnightly double	20.00	20.00	22.00
<b><u>Gym: [per person per annum]</u></b>			
Individual	666.36	666.36	733.00
6 months membership	431.82	431.82	475.00
3 months membership	307.27	307.27	338.00
1 months membership	109.09	109.09	120.00
Concession [Child, Health care card, seniors card, f/t student]	562.73	562.73	619.00
6 months membership	376.36	376.36	414.00
3 months membership	270.00	270.00	297.00
1 months membership	92.73	92.73	102.00
Double (each)	613.64	613.64	675.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	460.00	460.00	506.00
Direct Debit - fortnightly deduction	24.55	24.55	27.00
Direct Debit - fortnightly concession	20.45	20.45	22.50
Direct Debit - fortnightly double	22.73	22.73	25.00
<b><u>Group Fitness Classes only: [per person per annum]</u></b>			
Individual	666.36	666.36	733.00
6 months membership	428.18	428.18	471.00



DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
3 months membership	307.27	307.27	338.00
1 months membership	109.09	109.09	120.00
Concession (Child, Health care card, seniors card, f/t student)	562.73	562.73	619.00
6 months membership	376.36	376.36	414.00
3 months membership	270.00	270.00	297.00
1 months membership	92.73	92.73	102.00
Double (each)	613.64	613.64	675.00
Direct Debit - fortnightly deduction	24.55	24.55	27.00
Direct Debit - fortnightly concession	20.45	20.45	22.50
Direct Debit - fortnightly double	22.27	22.27	24.50
<b>Full membership (includes Gym,Swim and Group Fitness) per annum</b>			
Individual	861.82	861.82	948.00
6 months membership	565.45	565.45	622.00
3 months membership	404.55	404.55	445.00
1 months membership	145.45	145.45	160.00
Concession (Child, Health care card, seniors card, f/t student)	767.27	767.27	844.00
6 months membership	493.64	493.64	543.00
3 months membership	354.55	354.55	390.00
1 months membership	125.45	125.45	138.00
Double (each)	817.27	817.27	899.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	664.55	664.55	731.00
Direct Debit - fortnightly deduction	31.82	31.82	35.00
Direct Debit - fortnightly concession	28.18	28.18	31.00
Direct Debit - fortnightly double	30.91	30.91	34.00
Remote shift worker membership	454.55	454.55	500.00
	0.00	0.00	
Pay as you go cancellation fee	47.27	47.27	52.00
Replacement Membership Card	11.82	11.82	13.00
<b>Corporate Packages</b>			
<b>Swim Club - (Club Access Only) per person per annum. A 25% discount applies on renewal.</b>	25% Discount	25% Discount	25% Discount
<b># Corporate member Gym/Swim/Spa/Sauna (per person per annum) 10 plus members (each). A 20% discount applies on renewal.</b>	20% Discount	20% Discount	20% Discount
<b># City of Busselton staff full membership. A 30% discount applies on renewal.</b>	30% Discount	30% Discount	30% Discount
Rehabilitation membership ( insurance) 3 month Full only	472.73	472.73	520.00
<b>Health Suites</b>			
Hire - Per day	54.55	54.55	60.00
Storage - per month	78.18	78.18	86.00
<b>Meeting Room Hire</b>			
Community - per hour	20.45	20.45	22.50
Commercial - per hour	34.55	34.55	38.00
<b>Fitness Room Hires</b>			
Community - per hour	35.45	35.45	39.00
Commercial - per hour	67.27	67.27	74.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
<b>BUSSELTON JETTY TOURIST PARK</b>			
Promotions at the discretion of the Chief Executive Officer			
<b>POWERED SITES</b>			
<b>Overnight Rates</b>			
Low Season - (2 Adults per night)	36.36	36.36	40.00
Mid Season - (2 Adults per night)	40.91	40.91	45.00
High Season - (2 Adults per night)	47.27	47.27	52.00
Low Season Pensioner Rate - (2 Adults per night)	31.82	31.82	35.00
Mid Season Pensioner Rate - (2 Adults per night)	36.36	36.36	40.00
Low Season - Single Person Rate (per night)	29.09	29.09	32.00
Mid Season - Single Person Rate (per night)	30.91	30.91	34.00
High Season - Single Person Rate (per night)	38.18	38.18	42.00
Extra Child per night	9.55	9.55	10.50
Extra Adults per night	12.73	12.73	14.00
Low Season Clubs - per site (2 persons) (Rate only applies in low season and 15 vans or more)	30.00	30.00	33.00
Mid Season Clubs - per site (2 persons) (Rate only applies in mid season and 15 vans or more)	34.55	34.55	38.00
<b>Weekly Rates</b>			
<b>Up to 27 Days:</b>			
Low Season - (2 Adults per week)	236.36	236.36	260.00
Mid Season - (2 Adults per week)	265.45	265.45	292.00
High Season - (2 Adults per week)	330.91	330.91	364.00
Low Season Pensioner Rate - (2 Adults per week)	204.55	204.55	225.00
Mid Season Pensioner Rate - (2 Adults per week)	236.36	236.36	260.00
Low Season - Single Person (per week)	186.36	186.36	205.00
Mid Season - Single Person (per week)	216.36	216.36	238.00
High Season - Single Person (per week)	267.27	267.27	294.00
Extra Child per week	61.82	61.82	68.00
Extra Adults per week	81.82	81.82	90.00
Low Season Clubs - per site (2 persons) (Rate only applies in low season and 15 vans or more)	190.91	190.91	210.00
Mid Season Clubs - per site (2 persons) (Rate only applies in mid season and 15 vans or more)	207.27	207.27	228.00
<b>After 27 Days: (less than 90 days)</b>			
Low Season - (2 Adults per week)	238.86	238.86	252.00
Mid Season - (2 Adults per week)	238.86	238.86	252.00
High Season - (2 Adults per week)	322.27	322.27	340.00
Low Season Pensioner Rate - (2 Adults per week)	199.05	199.05	210.00
Mid Season Pensioner Rate - (2 Adults per week)	199.05	199.05	210.00
Low Season - Single Person (per week)	184.83	184.83	195.00
Mid Season - Single Person (per week)	184.83	184.83	195.00
High Season - Single Person (per week)	255.92	255.92	270.00
<b>ONSITE PARK HOMES</b>			
<b>Overnight Rates</b>			
<b>Overnight Rates (based on 2 people)</b>			
Low Season Basic Cabin - up to maximum 4 (without ensuite) (no linen)	83.41	83.41	88.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Mid Season Basic Cabin - up to maximum 4 (without ensuite) (no linen)	92.89	92.89	98.00
High Season Basic Cabin - up to maximum 4 (without ensuite)	125.12	125.12	132.00
Low Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	108.06	108.06	114.00
Mid Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	118.48	118.48	125.00
High Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	140.28	140.28	148.00
Low Season Cowrie Shell Cabins - up to maximum 4 people (ensuite; linen to main bed)	125.12	125.12	132.00
Mid Season Cowrie Shell Cabins - up to maximum 4 people(ensuite;linen to main bed)	134.60	134.60	142.00
High Season Cowrie Shell Cabins - up to maximum of 4 people (ensuite;linen to main bed)	156.40	156.40	165.00
Low Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	134.60	134.60	142.00
Mid Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	146.92	146.92	155.00
High Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	164.93	164.93	174.00
Low Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	146.92	146.92	155.00
Mid Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	159.24	159.24	168.00
High Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	180.09	180.09	190.00
Low Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	146.92	146.92	155.00
Mid Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	159.24	159.24	168.00
High Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	180.09	180.09	190.00
Extra (Age 4 and over)	11.37	11.37	12.00
<b>Weekly Rates</b>			
Low Season Basic Cabin - up to maximum 4 people (without ensuite) (no linen)	538.39	538.39	568.00
Mid Season Basic Cabin - up to maximum 4 people (without ensuite) (no linen)	603.79	603.79	637.00
High Season Basic Cabin - up to maximum 4 people (without ensuite) (no linen)	875.83	875.83	924.00
Low Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	702.37	702.37	741.00
Mid Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	769.67	769.67	812.00
High Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	981.99	981.99	1,036.00
Low Season Cowrie Shell Cabins - up to maximum 4 people (ensuite;linen to main bed)	813.27	813.27	858.00
Mid Season Cowrie Shell Cabins - up to maximum 4 people (ensuite;linen to main bed)	874.88	874.88	923.00
High Season Cowrie Shell Cabins - up to maximum 4 people (ensuite;linen to main bed)	1,094.79	1,094.79	1,155.00
Low Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	874.88	874.88	923.00
Mid Season Nautilus Shell Cabin - up to maximum 5 people(ensuite;linen to main bed)	954.50	954.50	1,007.00
High Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,154.50	1,154.50	1,218.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Low Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	955.45	955.45	1,008.00
Mid Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,035.07	1,035.07	1,092.00
High Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,260.66	1,260.66	1,330.00
Low Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	955.45	955.45	1,008.00
Mid Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,035.07	1,035.07	1,092.00
High Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,260.66	1,260.66	1,330.00
<b><u>SEMI PERMANENTS</u></b>			
<i>Resident Leaves Van Onsite</i>			
Annual charge entitles 90 days use for 2 people (includes one parking space only)	5,118.48	5,118.48	5,400.00
Annual charge entitles 90 days use for 2 people - discounted for early payment prior to 31/07 (includes one parking space only)	4928.91	4,928.91	5,200.00
Parking fee - One parking space is provided with stay up to 90 days - per week fee for vehicles (including boats) after 90 days	18.96	18.96	20.00
<i>**Patrons selling their caravans or park homes must remove them from the Busselton Jetty Tourist Park</i>			
<b><u>MISCELLANEOUS</u></b>			
Booking Cancellation Fee	34.55	34.55	38.00
Washing Machines/ Dryers	3.64	3.64	4.00
Refill of 9kg gas bottle	38.18	38.18	42.00
Shower charge	7.27	7.27	8.00
Linen hire per single bed	7.27	7.27	8.00
Linen hire per queen / double bed	10.91	10.91	12.00
Additional charge for electricity use for caravan air conditioners - per day	10.91	10.91	12.00
<b><u>ARTGEO CULTURAL COMPLEX</u></b>			
<b><u>Courthouse Complex hire</u></b>			
Studio, Fodder Room and Bond store hire per hour each (Minimum 2 hours)	New 2020/21	13.64	15.00
New Courtroom per one-off event (excluding exhibitions)	New 2020/21	200.00	220.00
Bond Store including Terrace Garden per one-off event (excluding exhibitions)	New 2020/21	145.45	160.00
Courtyard and Marine Terrace Garden per hour each (Minimum 2 hours)	45.45	45.45	50.00
Storage Fee per week	50.91	51.82	57.00
<b><u>Exhibition hire</u></b>			
ArtGeo gallery per one-off event -includes kitchen access (excluding exhibitions)	340.91	350.00	385.00
ArtGeo Gallery per week	213.64	218.18	240.00
New Courtroom per week	198.18	200.00	220.00
Dayroom per week	89.09	90.91	100.00
Bond Store per week	New 2020/21	109.09	120.00
Railway House per week	New 2020/21	145.45	160.00

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Additional Installation and dismantle fee (per hour)	46.36	47.27	52.00
<i>Artists required to apply &amp; sign booking form. Additional exhibition charges based on cost-recovery are assessed on a case-by-case basis</i>			
<b>Commission Rates on exhibition sales</b>			
Community Groups	20% of retail sale	20% of retail sale	20% of retail sale plus GST
ArtGeo Gallery	34% of retail sale	34% of retail sale	34% of retail sale plus GST
<i>ArtGeo Gallery - Please Note - Protocol requires that established artists with an established representing gallery share sales commission between the temporary gallery and the permanent.</i>			
<b>Commission Rates on art sales</b>			
Rostered Artists	20% of retail sale	20% of retail sale	20% of retail sale plus GST
Non-rostered Artists	30% of retail sale	30% of retail sale	30% of retail sale plus GST
Resident Artists	10% of retail sale	10% of retail sale	10% of retail sale plus GST
<i>Courthouse Gallery - Please Note - Protocol requires that established artists with an established representing gallery share sales commission between the temporary gallery and the permanent.</i>			
<b>BUSSELTON-MARGARET RIVER REGIONAL AIRPORT</b>			
<b>The City of Busselton reserves the right to establish Pricing Arrangements, incorporating elements of the standard fees and charges listed below with partners (including RPT and Open &amp; Closed Charters) based on commercial arrangements.</b>			
<b>Passenger Fees</b>			
Passenger facilitation fee for RPT flights (arriving & departing passengers)	POA *	POA *	POA *
Passenger Screening charge (departing passengers only) for RPT and passengers requiring screening during the RPT operational period applies.	POA *	POA *	POA *
Passenger Facilitation Fee for Open & Closed Charter Flights (per departing passenger) utilising the terminal building	20.00	20.00	22.00
POA* - Price on Application. Contact City of Busselton for further information.			
<b>Landing Fees &amp; General Aviation Charges</b>			
Fixed and Rotary wing Aircraft 0 -999 kg MTOW (Flat fee per landing )	4.55	4.55	5.00
Fixed and Rotary wing Aircraft 1,000 -1,999 kg MTOW (Flat fee per landing )	8.18	8.18	9.00
Fixed and Rotary wing Aircraft 2000 - 5699 kg MTOW per part 1000kg	15.45	15.45	17.00



DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Fixed and Rotary wing Aircraft 5700 - 19,999 kg MTOW per part 1000kg	17.27	17.27	19.00
Fixed and Rotary wing Aircraft greater than 20,000 kg MTOW per part 1000kg	19.09	19.09	21.00
An annual landing fee (optional to per landing fee) for private operators who are City of Busselton Residents or have permanently hangared aircraft including helicopters with a MTOW less than 3000kg MTOW	200.00	200.00	220.00
An annual landing fee (optional to per landing fee) for commercial operators who are City of Busselton Residents or have permanently hangared aircraft including helicopters with a MTOW less than 3000kg MTOW	840.91	840.91	925.00
Apron parking bays 1-11 only, per day - First 3 hrs free	29.09	29.09	32.00
General Aviation hardstand parking only, per day - First 24 hours free	9.09	9.09	10.00
<b>Emergency Services consisting of Royal Flying Doctor Service, SLSWA Rescue Helicopter, DFES Water Bombers and helicopters, Fire Spotters and Police Air Wing</b>	Nil	Nil	Nil
<b>Car Park</b>			
FIFO Pre paid per day fee (based on annual use)	4.55	5.45	6.00
Lost parking validation ticket	77.27	77.27	85.00
<b>Public Car Park</b>			
First Hour	0.00	0.00	0.00
Hours 1 to 4	4.55	4.55	5.00
Hours 4 to 6	5.45	5.45	6.00
Hours 6 to 8	6.36	6.36	7.00
Hours 8 to 10	7.27	7.27	8.00
Hours 10 to 12	8.18	8.18	9.00
Hours 12 to 24	9.09	9.09	10.00
Days 1 to 7 (per day)	9.09	9.09	10.00
Days 8 to 13 (per day)	7.27	7.27	8.00
Days 14 to 30 (per day)	6.36	6.36	7.00
Days 31+ (per day)	5.45	5.45	6.00
<b>Other Fees</b>			
ARO afterhours Call out including- Fuel, CEO Non-conforming activity, carpark, airside escorts - Rate per hour (Minimum 3 hours). No charge for Local Stand-By, Full emergency, crash on airport	70.00	70.00	77.00
Flight Training Permits (as defined in the City of Busselton Noise Management Plan on approval by the City only)	205.00	205.00	205.00
Fee for any commercial or private activity that requires a City approved permit or licence	186.36	186.36	205.00
Airport Reporting Officer airside escort, rate per hour for ARO time > 30 minutes (not including Local Standby, Full Emergency, Crash on Airport with ARO in attendance)	39.09	39.09	43.00
Hanger Hire Parking Fee (min 200sqm) per sqm per week	1.10	1.10	1.10
Aircraft Ground Servicing Equipment hire per hour	By Agreement	By Agreement	By Agreement
Airside Environmental Clean up charges + materials and disposal of waste	Cost Recovery	Cost Recovery	Cost Recovery
<b>LIBRARY CHARGES</b>			

DESCRIPTION	ADOPTED FEE 2019/20 (Exc GST)	PROPOSED FEE 2020/21 (Exc GST)	PROPOSED FEE 2020/21 (Inc GST)
Replacement Library Membership Cards	5.00	5.00	5.00
Library Bags - Red	1.36	1.36	1.50
Photocopy Charges (per copy) - black & white	0.18	0.18	0.20
Photocopy Charges (per copy) - colour	1.82	1.82	2.00
Image Reproduction - Personal Use - First Image	6.36	6.36	7.00
Image Reproduction - Personal Use - All Subsequent Images	1.36	1.36	1.50
Image Reproduction - Commercial Use - First Image	27.27	27.27	30.00
Image Reproduction - Commercial Use - All Subsequent Images	6.36	6.36	7.00
Printing from the Internet - per A4 copy	0.18	0.18	0.20
USB Sticks	10.91	10.91	12.00
Public Internet - Guest Pass	1.82	1.82	2.00
External Loan Fee	15.00	15.00	16.50
External Loan - Administration Fee	43.27	43.27	47.60
Sale of discarded local stock - Adult Non fiction	2.73	2.73	3.00
Sale of discarded local stock - Adult fiction	1.82	1.82	2.00
Sale of discarded local stock - Junior	0.91	0.91	1.00
Sale of discarded local stock - Special Items	Market Rate	Market Rate	Market Rate

**13. PLANNING AND DEVELOPMENT SERVICES REPORT**

Nil



**18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**19. URGENT BUSINESS**

Nil

**20. CONFIDENTIAL REPORTS**

Nil

**21. CLOSURE**

The Presiding Member closed the meeting at 5.49pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 243 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 24 JUNE 2020.

DATE: \_\_\_\_\_ PRESIDING MEMBER: \_\_\_\_\_