

Council Agenda

27 August 2019

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 27 AUGUST 2019

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the the Council Chambers, Administration Building, Southern Drive, Busselton on Tuesday, 27 August 2019, commencing at 5.30pm.

Your attendance is respectfully requested.

DISCLAIMER

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

MIKE ARCHER

CHIEF EXECUTIVE OFFICER

20 August 2019

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 27 AUGUST 2019

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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

2. <u>ATTENDANCE</u>

Apologies

Approved Leave of Absence

- 3. PRAYER
- 4. <u>APPLICATION FOR LEAVE OF ABSENCE</u>
- 5. <u>DISCLOSURE OF INTERESTS</u>
- 6. <u>ANNOUNCEMENTS WITHOUT DISCUSSION</u>

Announcements by the Presiding Member

7. QUESTION TIME FOR PUBLIC

Response to Previous Questions Taken on Notice

Public Question Time For Public

8. CONFIRMATION AND RECEIPT OF MINUTES

Previous Council Meetings

8.1 Minutes of the Council Meeting held 14 August 2019

RECOMMENDATION

That the Minutes of the Council Meeting held 14 August 2019 be confirmed as a true and correct record.

Committee Meetings

8.2 Minutes of the Meelup Regional Park Committee Meeting held 29 July 2019

RECOMMENDATION

That the Minutes of the Meelup Regional Park Committee Meeting held 29 July 2019 be noted.

8.3 Minutes of the Audit Committee Meeting held 5 August 2019

RECOMMENDATION

That the Minutes of the Audit Committee Meeting held 5 August 2019 be noted.

8.4 Minutes of the Policy and Legislation Committee Meeting held 13 August 2019

RECOMMENDATION

That the Minutes of the Policy and Legislation Committee Meeting held 13 August 2019 be noted.

8.5 Minutes of the Finance Committee Meeting held 15 August 2019

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held 15 August 2019 be noted.

9. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

Petitions

9.1 OPEN FORD ROAD / REJECT EASTERN LINK PETITION

RECOMMENDATION

That the Council receive the Open Ford Road / Reject Eastern Link Petition, noting that the petition relates to a matter which has already been considered by Council following extensive community consultation, assessment and reporting.

The reason for the officer's recommendation is that this petition relates to a matter which has already been considered by Council with the benefit of extensive community consultation, assessment and reporting.

The City received an email from the Office of Libby Mettam MLA on 30 July 2019 containing a petition from the *Stop the Eastern Link Action Group*, constituents and spokespersons of which Mr John Valentine and Mr Paul Vines had asked be forwarded to the City.

The petition was received in 3 separate .pdf documents, one being a copy of an online petition and two being a copy of a petition containing hand-written names and signatures.

Clause 6.9(1) of The *City of Busselton Standing Orders Local Law 2008* set out the criteria required for the Council to consider a petition, that is, the petition must:

- (a) Be addressed to the Mayor;
- (b) Be made by the electors of the district;
- (c) State the request on each page of the petition;
- (d) Contain the name, address and signature of each elector making the request;
- (e) Contain a summary of the reasons for the request;
- (f) State the name of the person to whom, and an address at which, notice to the petitioners can be given; and
- (g) Be respectful and temperate in its language.

The first page of the online petition contains the statement "Nicholas Vines needs your help with 'City of Busselton: City of Busselton reject eastern link and Support opening Ford Road". The second page of this document contains the wording "Recipient: City of Busselton" and "Letter: Greetings, City of City of Busselton reject eastern link and Support opening Ford Road". There are then 20 pages of names which are each dated 4 December 2017. The online petition:

- 1. Is not addressed to the Mayor;
- 2. Contains the names of people from a wide variety of locations, the majority of whom are not electors of the Busselton district;
- 3. Does not state the request on any of the pages which contain the petitioners' names;
- 4. Only contains the suburbs or country of the petitioner (not complete addresses) and does not contain any signatures of these people, electronic or otherwise;
- 5. Does not contain a summary of the reasons for the request;
- 6. Arguably contains the name of a person to who notice can be given (Nicholas Vines), but no address and this is not the same name suggested in the covering email; and
- 7. Is temperate in its language

The Standing Orders permit the presiding member to "allow a petition to be considered in circumstances where the petition complies with the majority of the requirements". The online petition was assessed however as not meeting the majority of the requirements. Importantly, it is not possible to verify the names against the request, as the request is not stated in connection with the list of names.

With respect to the two other .pdf documents containing hand-written names and signatures, these do comply with the majority of the requirements of the standing orders and are now presented to Council as one combined petition. The petition is undated, yet we understand the signatures were collected sometime from late 2017 to early 2018.

Since this time, the City has undertaken extensive community consultation in relation to the Busselton road network upgrades (which includes the City Centre Eastern Link) culminating in a community survey undertaken by Catalyse Pty Ltd in August / September 2018. 430 random and 257 opt in responses were received.

In November 2018, Council considered a report detailing the outcomes of that consultation, along with further feasibility and cost investigations of Eastern Link and other options, and resolved as follows:

That Council:

- 1. Receives the City Centre Road Network Community Survey Report provided by Catalyse Pty Ltd as an informing document.
- 2. Subject to environmental approval and municipal funding resources being available in the City's annual budget and Long-term Financial Plan; progress with Option 5. This involves:
 - a. construct City Centre Eastern Link (Stage 1);
 - b. upgrade the intersection of Albert and Queen Street from lights to a roundabout;
 - c. upgrade the Albert and West Street intersection; and
 - d. upgrade the intersection at Strelly Street and Causeway Road.
- 3. Subject to ongoing municipal funding, continues to progress environmental approval for the future development of Ford Road noting that this will require a new and different application to be lodged with the EPA (as per Ministerial advice 14 August 2018).
- 4. Continue to lobby Main Roads WA for improved directional signage on Busselton Bypass.

In making this resolution Council was well informed and aware of the concerns and sentiments, as expressed in this petition, of some members of the community. Notwithstanding Council resolved as above, with technical assessments indicating that, as part of an overall staged approach, the City Centre Eastern Link (Stage 1) combined with an upgrade to the intersection of Albert and Queen Street is the best strategy when considering costs and effective lifespan.

It is for this reason that officers recommend Council receive the petition only.

Open Ford Road/Reject Eastern link Petition

To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
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2	E. CARTER	Bunoté Cové	E. plavar
3	J Houston	LANYARD BWD	911
4	SHANEWE	14BWILLTE	BBWSt
5	Sue Hewson	10 Gueris St	8 Barri
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13	J. Sianelos	281 64.1	Garaff
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To the Honourable Mayor of the City of Busselton,

We the undersigned ask that the proposed Eastern link be discontinued in favour of the Ford Road option. Now we ask the City of Busselton Council to support the Ford Road development and end support of the proposed Eastern link.

	Name	Address	Signature
1	a Edwards	3 Keel Pt 6280	BEAND
2	Dennis Ger	55 Lanyard Bude	Climitfee
3	M. Reily	7 Anchor View Georgia	de Fully
4	P. Cont	14 FRIES ANGE	
5 (J. TAYLOR	16 FRIES ANGA	4
6	R-Jennings	17 Honeyeater Gesse	N TO
7	J. Frame	103 Warren fol Nannup	Lane
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20	Alex Deute	16/24 West 5 BS	x My Deto
21	11 Johnston	208 Marin Ta BSN	16 Johnston
22		V144 Kheevin	Bld Bush

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To the Honourable Mayor of the City of Busselton,

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9	Brendon May	31 Pebble Dive	the state of the s
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To the Honourable Mayor of the City of Busselton,

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Open Ford Road/Reject Eastern link Petition

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To the Honourable Mayor of the City of Busselton,

Name	Address	Signature
* PAM SEWELL	6 POBBLE DRIVE	Rello Sewell
PAUL WATT	6 HARAINE COUE	- Flehet
" TINA WATT	6 HARRIUSCOVE	1 Weith
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" WZEWRAY	4 GLOVING RO	
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To the Honourable Mayor of the City of Busselton,

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2	3/ J.L. Wilson	Busselfon	

To the Honourable Mayor of the City of Busselton,

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1	Mary-Ame	5 Anthony Rd	M ban der haan	
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3	Steve Clay	10 Cosusany D	-legt	
4	Willclade	O Casualina .		
5	PETER ROPPICE	9 GANNET CONST	plane ?	\$ 100
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22	Jan Hamen			
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Open Ford Road/Reject Eastern link Petition

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To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	Nicola Hand	115/66 Carey St	WA
Z	MICHAEL SELA	3/16 PER TOT	-if-
3	Brona McGovern	15/Bignell Drue -	MANY .
4		UNIT 2/51 SOUTHERN'S	aft.
5-		167 DUKE ST	
6	NICOLAS MILROY	6 PETRELCONE	Notel
7	Tikkea Renson	4 Forsyth Pl	Liber soon
.8	Louise flavier		
9	VERONICA BRE	19/6 COURT ST	O.M. Bré
10	Luke Cox	5/16 Mellidais	Help
11	DARREN GOLDING.	6 HILKMAN ANE.	ibin Gloly
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15	Trent Ford		1.11
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17	Natalie Williams	14 20 11	'AST
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19	Amanda Beighto		Bester.
20	Bethany Hounsome		1
21	Haig Colombera		13 New River Randole
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To the Honourable Mayor of the City of Busselton,

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To the Honourable Mayor of the City of Busselton,

Attachment A

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14	FISH MIM CD	Market .	JA (30)
15	Marrie Ford 'Ago		
15	BARKY JONES	401 A MARINE THE	1
17	sers (kond)	4 Tweed Rd	30
18	PMarshall	16 Avoret Blad.	LL.
19	mich Hewson	11 Guein St	1/2 house
20	Harra Weller	Egan desert	me.
21	TREENIA LIER	PLOVER ORT	ROME
22	Cory Weir	6 Mover Ct	Citiza :

Open Ford Road/Reject Eastern link Petition

19

To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
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5	STAYLOR	Busselfon.	(XIN) aylor
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10	HL. BRAY	Busherol	415. Pay
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15	Kalo ara Rum	Geograph Bay Rd	140
16	McDonald S		CON
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18	D REGENT	BUSSELTON	(\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
19	G Recons	BUSSELTON	9
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21	WMAHE	GEOGRAPHE	boyoret
22	S Riley	Dusso	

Petition

Open Ford Road/Reject Eastern link Petition

To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature	
1	KATE VANDENSOLHAY		ASA).	
2	Pate Lando Han	11 Sabreull		
3	Jane Gothine	5 26 WOST ST	Jone Gerthe	
4	allan Guthrie		allyst	
5.	CATHERINE AUDRY	GPICKNOR CS BIN	CHO D	
6.	FETOR LICORPHOY	4 JASMINE CAT	Partie	
7	NICOLE CUTHBERT	S HANFORDSHRE WORF	1 who	
8	Raelene Oates	country Road	KOX	
9				
10	FORMAN GUING	4 SKRIE ALLE	Towns Jacare	1
11		12 DURAME WAT, 6280		
22	Tava Marchell	18 Durana Way 6280	Mighel	
13	Jaye Thomas	Stockyard Lenus	Noghamos.	
14	Frank Dukison	6/63 GALG ST. Ban.	Et ilin	
15	JANKI Dukum	6/63 GALE ST. BON	Janh.	
17	LEAH THOMAS	4 Swift Close, Bon	Gloway,	
	MATT YOUNG	358 tha LUCASONN 84	615 T/1/000	
18	Carolyn Bakes	123 Adelaide 87 65N	labates	
19	DAMEN BAKE	123 ARRIANDIE S	1	
20	Bryce Bake	6 Georgette 81.	-	
EI	Michel Anson	35 yoursen As 6280	10/100	
25	KICK WARD	4 BAY VIEW ST	Miller	

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To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	THOMAS C	Geographe	flow
2	Varnet Jo res	Scogrelik	- Hones
3	Bobb brown	Greverable	
4	Austra brown	headraphe	P
5	Paul Jannings	1022 GRAY RA	Elman
5	Horrist Fray	5 Breden	Others
7	JUWE CALLAGHAW	1 ENVARY VOW	AZUL
8	1 Stevens	ssy Marine	10 mm
9	ELAINE CASTLE	Busserton	& Noile
10	MIKE BROCKMAN	RUABON	Mittend
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12	JEANE DORECE	Conta.	
13	Balles THE	yes graphe	BADEL ,
14	Rob . J. HARMEN	GEOGRAPHIE	Rearund
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To the Honourable Mayor of the City of Busselton,

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Patrick Tarrant	2 medusa Way	DUJ
Lisa Corneron	6 Maggie Way	Xe.
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DIANG WILLIAMS	14 STOCKYARD WAS	- DW Man
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To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	Jenni Hesinbottes	Stilbourt	Magintetteni
2	Stephen Alcock	104 Hawker app	Makak
3	Paul Wikinson	LEVILLAIN Ret.	PEC.
4	Bailes TIM	11 Sample court	Gru-
5	Diana Dunger	Geographic Bug Place	Desco
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7	July Chilis	Aqui Mac	- Andrews
8	Val Ausi		
9	LELLY RUDIE	3 SHEAKWATER IL	
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12	JOM SHAWAHAY	SONGLARK.	Li)Var
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Open Ford Road/Reject Eastern link Petition

To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	ALLANSTENANT	16RANT ST	()·
2	Rogn Cheal	2 Grand St.	D .
3	Jess Kreutz	Clydebank ave	prent
4	Venny Fisher	Bovell.	
5	Tim Deighton	801 Wannuy his	1/11
6	Sion Trylic	Yalyalu P	Dong,
7	A. Ban	DO OPELLAD CRT	Bound.
8	Rylee Currey	Fairbairn Road	R Current
9	Patrick Nashall	66 Avoict Blut	Ato.
10	U/vette pagel	66 Avocetplud	t.A
11	Jay Mintyre	Weebill Rise	0
12	Patrick Tarrant	medusa way	RIF
13	MARG. LARNER	18 BALLARAT RY	shen.
14		18 Armitage due	Duezn7
15	mandy ruegner E. Scorr	PO BOXELON	2.0
16	CG adridge	11 LANYARD BLIVD	EGodense
1.7	Colin Morchette	4 Machothway	1 Ullans
18	Christina Sutton	Il weebill rise Bus	00.11
19	Christine O'Byme		Colyma
20	New SHIPLER	12 JABIEN RE GIZOLANI	all a
21	Nat Hannes	34 Kafgrith Mu	
22	Nat Haynes	980 Geo. Bay 135N	gongue
3	J. James	1-00	1 0

Open Ford Road/Reject Eastern link Petition

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To the Honourable Mayor of the City of Busselton,

l	Name •	Address	Signature
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 3	Transfer Transg	111/03/03	
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5	Taylah Masonette	4 marbellh way	lyprescrat
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9	Manley	" "	Mawley
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11	B. Marght Anastoria Coste	27 Armitage Drive	de la como
12	They Advan	4 Jan	200
13	Deniel Conter	43 Moyban Way Geograp	. #
14	Wendy Colo	27 Pebb6 Dr	1956
15	EJRSMY WILSON	20 DoHerell Cres	JALL:
16	Fred Hutton	15 Seahoools Geog	Aff.
27	Anh JARMEL	26 SEAHOLSE CRUSC	NAD_
18	7 FOULDS	12 TRILLER GEO.	
19	Malada Hillian		
20	MAX HISSAM	940 SBR	Myz
21		GARGEAGHÉ	X-
22	KYLIE TAYLOR	2 OSTIA WAY	Kjaylox
		BUSSET TOOK	

Open Ford Road/Reject Eastern link Petition

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To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	4 Bocker	72 & Indoews (a RSE)	
	M. BECKER	73 St. Andrews Law	Cle. Cerken
3	A floring	10 MBOLL WY	1
4	& Bankuntt	414 Marine James	6 Annhutt
	Colleen Tuke	34 Rosemany Dre.	(ATuke.
6	Sin Mil Olece	Summer Ct	
7		Robin Cove.	
a	D. RICHAR)	29 ESTLARY VEW M	She
9	MIKE BROCKMAN	RUABON	Mh
10		4 ION AND WAY BE	
11	Vivan Brotoman	Injudup, Yallingup	
12	Jade mayo	Jonay a Curropiace	, prouso
13	Elane Rumme	Injedup, tallingup jmays Curropha Wundwerd Cur, Geog	Elynne
1.5	Jadie Bolton	Waltole loop Yelgaly	Justin
15		ROTRILLERICL BURG	
16		n 31 annilage	
17		FORMO WMY, CLO	THE felly
18		3 Lanyard Blut Geo.	
19	Bruce Forsyth	, ,, ,	BHU
20	Chisan Heap	a Anthony RD	DITT
21	3 Wo	7 DUNALDWAY	
22	Terry Best	7 DUNALOWAY 332 Marie Tere	<i>56.</i>

To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	John Kelentune	8 Levellain ST	Haar T
2	LORI NEIL	171 Marchate	Lef,
3	PRIL WHIRLAND	3 BRANIAR KT	Austo
4	Denick Goss	7 Ghabestine View	25
5	Popple M. Gann		ne Thain
6	Property of the Control of the Contr	16 Armitage Drive	
.7	Billy Bernidge Keely Meing	8 groyne road	KM Can
8	Noel Fraklin	6 Jasine Place	
9	ERROL CARTIER	30 BURGER COUR	Elemin.
10	John Dillan	Sengles 14 Meie's	(Z)
11	1 Colman	Honoyeader Cool	20
12	MJACOBSEN	BUSSELTON RESOR	when
13	STRUEN LOUSE	3 KITTY HAWK GOV	20/16_
14	MARIA Burbaro	3 Kett hank Gr. Geo	Man Follie
15	Pippa Heibert	Marine The Go	- SALO
16	FAN OSBORN	6 SNA CA	Ella
17	Natasha Come	74 hister of (BSN)	nd Carre
18	Maddy Barke	David Drive	Samo-
19	Calle Mason	Avact BIO GOO	moran
20	KTOWNSOND	18 guera Cove	
21	G. Reydon	Mithen place RAN	CoRydy 111
22	RPunell	Anthony Rd	Efficiently,
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To the Honourable Mayor of the City of Busselton,

Name	Address	Signature
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RUTH Courst	17 LEVILLIAN RET	LOR GUESV
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" Ian Pennington	5 Weebill Rive	9 R Few
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DAPHNE JONE.	5 \$18 FORD RD	DE Jones
LYNDA DOZIOUA		R. Bonadar
11 CARL CANDER	6 MAGGIE WAY	
12 Jennae McLoughin	10 Toulon Way	frught
13 Der Smith	6 Groyne Rd, BSN	8:
" BOAD NAZZAZI	PABRIE DRIVE	1395
15 Kyle lang	Rebin (are BSN	Manuel
15 Russell Holkenson	1 Havester Drom	
17 KATH PICE	SS AVOLET KLUD	Jan 1
18 KONNOR MACOUN	W MARINE TOE	form -
19 Rien Kaplas	PRESIE DUE	The .
20 Jay Looker	marina too	2221
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22 Dorin Fuller	27 Avocet Blud	apriles

Open Ford Road/Reject Eastern link Petition

To the Honourable Mayor of the City of Busselton,

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Allyssa Higginbolforn	Geographe	OUL
Jenn higginbotton		L'Hangrahallem
Jun BURELL	CHOGAAPIK-	Fred .
14 Cray Colend,	Seagraph.	Velgo hil
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16 ROPEO STIMBED	ciergraphe	Bruffle
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18 R. Hones	N BSN	n gour
L. REYNOLDS	GEOGRAPHE	I Reynolds.
MH BROCKMAN	RALBON	Clother
1 A. Beaumont		alk.
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To the Honourable Mayor of the City of Busselton,

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Kin huxford	Ubrierup	Mush -

Open Ford Road/Reject Eastern link Petition

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To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	JOHN SHOLES	353 MARINE TO	3150
2	LINKOY Scott	congoviden	Dest
3	Werdy Olive	Panbery.	walis.
4	Prese !	Bussellow	
5	S. Dunnel	Bussellon	O Dinsol
6	J. CLOFIELD	BUSSELTON	9. Oldfuld
7	K. Owners	BU8502762	led.
8	P Dura	Lucalton	Lugg
9 \	D. Leppord	12 Yorkgreater Cus	
10	K. O'Sonogher	Euselfon	\$0)senoque
11	with Mitchell	Busselton	switchell
12	Kehn- Dung	Buzzelton	4 Art
13	MAYREEN PITS	BUSSELTON	MXPits
14	SHANE KONNINDO		SJ Kinnord
15	Val KAIGG	Busselton	Dauge
16	Jemma Hansey	Bussetton	avengen
17	Lauren Ollon	BSN	Nelle-
18	BALBALA Sporter	B 3.N (Bepor
19	THE BELL	BSN	1
20	5 Suk-00.	BUSS CITE	SLA
21	Hvan Schoer	Cieographe	Arren black
22	legen Harris	ausgaphe	45-

Open Ford Road/Reject Eastern link Petition

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To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	STEVENSON	334 MARINE TE	SH .
2	SEWELL	6 PENSLE DUE	710 Sen 14
3	CHARME DAISSON	88 KAMMAN RD	gke lado
4	Heather Blackward	3 David Pr	//H-Blackwood
5	Arther Chermon	A	Att Sitemount.
6	Poter Randovan	11 John Wace	**
7	Malia / Calente	6 Eurune adus	11/16
8	RICK LARVES	207 MARINE	14-
9	Wenty Dow	332 MANUE	was
10	V. d. Davis	Donaso Way	JU Down
11	S. DONOGHOE	no Marinetus	77
12	5. Skinner	Mr Bailler	Oskerne.
13	Katina Whitedor	Willmotts	Cook
14	R. Mulphy	Sorylork Meur	all the
15	1. Sound	53 WEEL AT	Neffer
16	DAYLE	4 Abbey	Milde
17	Damver Thiel	MUTHOWYlood	AMMIN .
18	A Stanley.	164 Marine Tee	Attention
19	K HoHer	46 Maylan Way	REGIST
20	4 SIDELL	22 Sandist CIZE	FROM
21	S.SINELL	21 STATHEST CRES	SSIM
22	N. Marlow	626 Geographe Bay Rol	(M) en)

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To the Honourable Mayor of the City of Busselton,

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-	Name	Address	Signature
1	April Miller	Geographe drin	an
2	Deniel Carter	Geographe	
3	RHONDA SNEBS	45BIS GEO	altero.
4	Lanse Colo	28 Momas St 1850	De
5	SYLVIA ONEILL	4 EGRET CLOSE	The Other
6	JOHN. ON EILL	A Egred Close	Starall
7	Sue Pennington	Geographe	Slure
8	Bethy Evans	Geographe	B- Evans.
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13	A answs.	2/19 Genis Rd	Dangers
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15	Shie Means	Geographe.	AM.
16	KEREN MILLIAM	GEOGRAPHE	lany Millon
17	MATT BOYLAND	GREGRAPHE	
18	his Cameran	Busselton	Mounty
19	4 Immager 1	Bosevirou .	PA
20	Jel M	Seagnaphe	,
21	ME Rose	Bussellon	M& Rose
22	M. BOARDIET	17 STUKKAK)	CHORECO SI

Open Ford Road/Reject Eastern link Petition

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To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	Amy Berryman	23 Harris Boad	ampegna
1 2	TACE WARNER.	S OPALLANE	1
3	Tyler Rountney	SOPAL LANE	Politin
4	MIRH FERENCION.	II ADELANDE TEE.	HARLY OF OR
5.	CTHAN HUGHES	DAULD DR	Chylin
5.	Oliver jus	20 Senteny All	ers.
7	Kouly John.	360 marine	Rohn-
8	Trada Leanus	22 Kingfash	+ Theanny
9	Leverley Daysson	14 Hanvood Std.	B. Dawson.
10	Dang Kemer	5 Culwork Pro Bossey	en Dynn
11	Julie D'Arcy	19 Fairbairn Rd But	900
2.2	Chris Bary	n Adelaide ST	Mysterry
13	STEP & BANCET	12 April Albert	1 (Halm)
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17		*	
18	BAN GOLANG	4 SKRE DIE	[Enjano
19		439 Marine Tce	litates
20	Craeme WATSON	1010 Gag By Rd.	ser)
21		1062 600 Bay L	1 Anto
- h	BARD FISH.	" " "	(8 X) f/ ·
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Open Ford Road/Reject Eastern link Petition

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To the Honourable Mayor of the City of Busselton,

	Name	Address	Signature
1	Jess Kreutz	Busselton	frants.
2	Tash Bauman	Busselton	ME
3	Richard Joth	BSN	Bf-
4	HOLDA COSIMIZE	Busselle	AR.
5	Kate	Busselion	Bo
6	Amehe Ersk	Bessella	2.
7	ALAW SONDRING	lowaramup	a, Sole
8	Rylee Currey	Busselton	R Curryey
9	Jushh Frallh	Geographe	July -
10	fred bylose	Geographic	All and a second
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To the Honourable Mayor of the City of Busselton,

SENSATIONS

	Name	Address	Signature
1	Trish Thiel	5 Chaplain Grids	. PAThis
2	Laurue Stone	02/28 Rignell Dr	Efforer.
3	Para Caraca Cara	26 Headstay	Blevel
4		6 Chanter View	M Parat
5	Bran - Elame Gran	8 Seaguel Five Substar	. Caix you Bot
6	FERRY FRITA	GERMAIN	46
7	STEVE CATCHFORK	Casuaria See Geo	Decision
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Open Ford Road/Reject Eastern link Pertition

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To the Honourable Mayor of the City of Busselton,

We the undersigned ask that the proposed Eastern link be discontinued in factions of the Ford Road options Now we ask the City of Busselton Council to support the Ford Road day independs and end

support of the proposed Eastern link

	Name	Address	Signature
	Tim Wilson	Thiggins Once	L Vile
2	Brad (rice	19 Eniftian 4	Butter Townson
3	Graham Ace	19 Egyptian St 1066 Geo Barr Ro	Kap
4	KAREN ALP	L , , , ,	KOP
'n	Dave RIKE	43 Reynolds St	R
Б	Newl Arbon	24 Tolellest	
7	Jone Eglaston	4 Benel Or	XX
8	ISanim Kelliall	" N "	Double !
9	J.L. WILSON	Avelande St	Busselton NA 6280
10	JKERMODE	Enterprise my	Dried 1
11			and vist
12	L. Ford	Fairlain Rd	Alfred.
19	BAN EBERA	WEST 61550 -	
44	Vance Tors		
15	Mel Coshott	ZZI Bussell Hy	2 Washott
16	Kalan Macure		R.merz
17	ACNOCK -	Busselver	
18		21 Honeyeder Cr Cenarable WA 6781	Whitelet
19	Kylee Moltoni	Busselvoti 21 Honerator Cr Geographe WA 6280 37 Avoiet BIUD	Shouan
20	Marelyn Baixan		#Bourd
73	ysan Hood	8 weeful rise	760
1	- 27 = - 110-3	, -	, v. 6

Presentations

Deputations

- 10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)
- 11. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

12. REPORTS OF COMMITTEE

12.1 Meelup Regional Park Management Committee – 29/07/2019 - REVIEW OF GOVERNANCE ARRANGEMENTS AND COMMITTEE TERMS OF REFERENCE FOR MEELUP REGIONAL PARK

SUBJECT INDEX: Committee Meetings

STRATEGIC OBJECTIVE: 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

BUSINESS UNIT: Environmental Services
ACTIVITY UNIT: Planning and Development

REPORTING OFFICER: Environmental Management Coordinator - Greg Simpson AUTHORISING OFFICER: Director, Planning and Development Services - Paul Needham

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Current Terms of Reference Meelup Regional Park

Management Committee

Attachment B Proposed Governance Arrangements Meelup Regional

Park

Attachment C Proposed Terms of Reference Meelup Regional Park

Committee

Attachment D Proposed Terms of Reference Meelup Regional Park

Working Group

This item was considered by the Meelup Regional Park Management Committee at its meeting on 29 July 2019, the recommendations from which have been included in this report.

OFFICER RECOMMENDATION

That the Council adopt the:

- 1. Council policy 'Governance of Meelup Regional Park' as set out in Attachment B;
- 2. Meelup Regional Park Committee Terms of Reference as set out in Attachment C; and
- 3. Amended Meelup Regional Park Working Group Terms of Reference as set out in Attachment D.

COMMITTEE DECISION AND AMENDED OFFICER RECOMMENDATION

- 1. That the terms of reference for Meelup Regional Park Working Group (Attachment D) be amended to remove the duplication at paragraph 4.4 (p. 20); and
- 2. That the Council adopt the:
 - a. Council policy 'Governance of Meelup Regional Park' as set out in Attachment B;
 - b. Meelup Regional Park Committee Terms of Reference as set out in Attachment C; and
 - c. Amended Meelup Regional Park Working Group Terms of Reference as set out in Attachment D.

PRÉCIS

City officers have undertaken a review of the governance arrangements for Meelup Regional Park (the Park). This report recommends a number of changes to the terms of reference of the Meelup Regional Park Committee (the Committee) (including a simplification of the Committee name from Meelup Regional Park Management Committee) and the establishment of an overarching policy outlining the governance arrangements; in particular, separation of the formal role of the Committee from the current informal role that it also plays.

BACKGROUND

On 14 October 2015, Council resolved (resolution C1510/296) to adopt revised governance arrangements and terms of reference for the Meelup Regional Park Management Committee.

On 14 September 2016 Council endorsed (resolution C1609/242) an amendment to increase the number of deputy community members on the Committee. The membership of the Committee currently consists of two elected members and one deputy elected member, six community members and four deputy community (non-voting, unless voting members are not present) members as appointed by the Council.

As part of its October 2015 deliberations and review of the Committee's terms of reference, the Council resolved to support the formation of an incorporated 'Friends of Meelup Regional Park' group, and to include a notation within the terms of reference to indicate a future intention to include representatives of that group as part of the Committee membership, when the Friends of Meelup Regional Park Incorporated has been formed.

The terms of reference adopted by the Council in October 2015 also established a requirement for the Committee to periodically hold formal meetings. Under Paragraph 5.1, formal meetings of the Committee shall be scheduled when the need for a meeting is identified by either the Presiding Member or Chief Executive Officer, and only when there is a need for a matter to be subject of a formal decision of the Committee and/or the Council and, in any case no less than twice annually and no more frequently than once a month.

The current document, while encompassing the terms of reference for the Committee, is intended as a broader governance document and outlines the way in which both the Committee and the more informal working group (the membership of which is the same) operate. It includes arrangements for the Committee to schedule informal meetings (paragraph 7.1) when needed (no less often than every two months and no more frequently than once per month) to identify and assess matters relating to and affecting the management of the Park, and where necessary and possible, agree a consensus position on the approach to be taken with respect to those matters. In effect, the Committee is at these times operating more as a working group.

To ensure the ongoing effectiveness of Meelup Regional Park governance arrangements, and to ensure the Committee's governance structures are enhanced, the Council is asked to consider a separation of the document into three elements – the governance arrangements as an overarching Council policy, stand-alone Committee terms of reference and a new Meelup Regional Park Working Group (the Working Group) terms of reference.

Council is also asked to consider several proposed amendments to the terms of reference of the Committee. A copy of the current terms of reference provided as Attachment A, with the proposed Council policy 'Governance of Meelup Regional Park' provided as Attachment B and the terms of reference for the Committee and the Working Group provided as Attachment C and D respectively.

STATUTORY ENVIRONMENT

The Meelup Regional Park Management Committee is created pursuant to the *Local Government Act* 1995 (the Act), specifically via a resolution of the Council pursuant to sections 5.8, 5.9(2) (c) and 5.17(1) (c) of the Act.

Section 5.9 (2) (c) and Section 5.9 (2) (d) of the Act set out that, *inter alia*, a committee may comprise; "council members (i.e. Councillors), employees and other persons; or Council members and other persons".

RELEVANT PLANS AND POLICIES

Meelup Regional Park is Reserve 21629, and is Crown Land over which the City has a management order. The reserve purpose is 'Conservation and Recreation'. The City has power to lease over the reserve, for a maximum period of 21 years and subject to the approval of the Minister for Lands (or their delegate), provided that any such lease is consistent with the reserve purpose. It is an 'A-Class' reserve, which means that any change to the management order requires Parliamentary consent.

There is also a formal management plan for the Park, which has been adopted by both the Council and the Minister for Lands, pursuant to section 49 of the *Land Administration Act 1997*. Where a management plan has been adopted pursuant to s49, the management body is required to manage the land in accordance with the plan.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the officer recommendation.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

There are no Long-Term Financial Plan implications associated with the officer recommendation.

STRATEGIC COMMUNITY OBJECTIVES

This review aligns with and supports the **Council's Key Goal Area 6** – 'Leadership' and more specifically **Community Objective 6.1** – 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the officer recommendation.

CONSULTATION

At an informal meeting of the Committee held on 26 November 2018, the Committee considered proposed changes to the current terms of reference of the Committee, in relation to membership and also the requirement for the Committee to hold formal Committee meetings in accordance with a prescribed schedule as indicated under paragraph 5.1. The Committee's proposed direction from that meeting is as follows:

That the MRPMC Terms of Reference and Governance arrangements be reviewed to include representation from the Friends of Meelup Regional Park Incorporated and to remove the requirement for the MRPMC to have at least two formal meetings annually.

With respect to the holding of formal committee meetings, as detailed in the Officer Comment section of this report, it is recommended that the Committee continue to meet formally twice per annum.

OFFICER COMMENT

Officers are of the view that the existing governance arrangements and terms of reference of the Committee are, in practice, effective and appropriate, but require some refinements to align with future direction. The underlying aim should be to ensure that the City and community are best able to meet the challenges and embrace the opportunities associated with management of the Park into the future.

In principle, and in practice, the current governance arrangements are supported, with decision making at the lowest and least formal level as possible, through informal meetings with the Committee holding formal meetings twice per annum or where matters are not able to be resolved at lower/informal levels and require more formal decision making.

In order to ensure the ongoing governance of the Committee structure however, it is recommended that the current functioning of the committee at the lower/informal level is clearly delineated as a working group. A separate terms of reference for the Working Group is proposed. The proposed Council policy establishes the rationale for this and how the two groups (the membership of which is the same) will operate together – and is a higher status means of outlining those arrangements than the current means of doing so.

As outlined above the current terms of reference of the Committee includes a notation to indicate that once the Friends of Meelup Regional Park group has been formed, that representatives of the group should be invited to become members of the Committee. The Friends of Meelup Regional Park have formed and are now an incorporated association, therefore Friends of Meelup Regional Park representation on the Committee can now be considered and the notation to do so, in the current terms of reference of the Committee, deleted.

It is therefore recommended that the terms of reference of the Committee be amended to specify that up to three community membership positions (referred to in paragraph 3.3) on the Committee, be filled by a representative of the Friends of Meelup Regional Park Incorporated Association. It is also recommended that the membership be adjusted to remove the four deputy community members and instead increase the number of community membership positions to allow for up to eight. It is felt that this will simplify the operation of the Committee. An additional deputy elected member is proposed such that there is a deputy per member, noting that section 5.11A (1) of the Act provides for a person to be a deputy of a member of a committee.

Since 2015, the Committee has been able to conduct the majority of its decision making relating to the management of the Park by consensus at informal meetings, and in accordance with the powers and duties delegated by the Council. Since 2015, there have been 5 formal meetings of the Committee.

While it is anticipated that the requirement for the Committee to hold formal meetings on matters that require a formal decision of the Committee and/or the Council will continue to be minimal, it is recommended that the Committee continue to meet twice per annum for the purposes of oversight and also as it has a delegated power:

To adopt plans, policies or documents that relate to management of the Park, other than where those plans, policies or documents require adoption pursuant to a particular statutory power, but may not make any decision that would require expenditure of funds contrary to the adopted budget.

Under section 5.23 of the Act all meetings of a committee to which a local government power or duty has been delegated are to be open to the public. Further under section 5.25 and Regulation 12 of the Local Government (Administration) Regulations 1996, at least once each year a local government is to give local public notice of the dates on which and the time and place at which the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months. It is also for this reason that it is recommended that regular meetings of the Committee are held.

CONCLUSION

The recommendation of this report is seen as providing improved governance arrangements while continuing to ensure that the growing community involvement in the Park, and the members of the recently formed Friends of Meelup Regional Park Incorporated, are adequately represented on the Committee and actively involved in the management of the Park.

OPTIONS

Council may determine not to support the proposed changes to the governance arrangements for Meelup Regional Park, in which case the current terms of reference would remain. Alternatively, the Council may resolve to amend the changes proposed in the officer recommendation.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

It is envisaged that implementation of the recommendation would be completed by the publication of the new Council policy and terms of references within one week of the Council making a decision consistent with the officer recommendation.

Current Terms of Reference Meelup Regional Park Management Committee

ATTACHMENT A - Meelup Regional Park Management Committee Terms of Reference

- 1.0 Introduction
- 1.1 The Council of the City of Busselton has established the Meelup Regional Park Management Committee pursuant to sections 5.8 and 5.9(2) (d) of the Local Government Act 1995.
- 2.0 Purpose
- 2.1 To assist the Council in managing and promoting Meelup Regional Park.
- 2.2 To ensure that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations.
- 2.3 To build and maintain productive working relationships between the Council, City officers, volunteers and users of the Park, as well as other stakeholders.
- 3.0 Membership
- 3.1 Two elected members as appointed by the Council, as follows –

To be added

3.2 One deputy elected member as appointed by the Council (The deputy elected member should be notified if their presence at the meeting is required due to the absence of an elected member), as follows –

To be added

3.3 Six community members as appointed by the Council, as follows –

To be added

3.4 Four deputy community members as appointed by the Council, who may be present at all Committee meetings as non-voting members, including when matters are being considered 'behind closed doors'), as follows - .

To be added

Note: When the 'Friends of Meelup Regional Park Incorporated' has been formed, the intention is that the Committee may include representatives of that group.

- 3.5 Membership of the Committee shall, unless determined otherwise, be for a term of approximately two years, ceasing on the day of the next ordinary Council election.
- 3.6 If any member is absent from the Committee for three consecutive meetings without approved leave of absence from the Committee, the Chief Executive Officer shall present a report to the Council so that the Council may determine whether to continue that person's membership of the Committee.

12.1 Attachment A

Current Terms of Reference Meelup Regional Park Management Committee

4.0 Presiding Member/Deputy Presiding Member

- 4.1 The Committee shall appoint a Presiding Member and Deputy Presiding Member to run its meetings. The Presiding Member shall ensure that business at formal meetings is conducted in accordance with the City of Busselton Standing Orders Local Law.
- 4.2 The Presiding Member or, in their absence, the Deputy Presiding Member, may speak on behalf of the Committee. Another member only may speak on behalf of the Committee with authorisation from the Presiding Member or, in their absence, the Deputy Presiding Member.
- 4.3 If any community member of the Committee has any concern in relation to the governance or management of the Park that they do not feel is being adequately addressed or resolved, they should raise that concern with the Presiding Member or, in their absence, the Deputy Presiding Member, who, having considered the matter, may raise the matter with either City officers or with the elected members on the Committee.

5.0 Formal Meetings

5.1 Formal meetings of the Committee shall be scheduled when the need for a meeting is identified by either the Presiding Member or Chief Executive Officer, and only when there is a need for a matter to be subject of a formal decision of the Committee and/or the Council, and in any case no less often than twice annually and no more frequently than once a month.

Note: Matters that would require a formal decision of the Committee are any matter that requires a formal resolution of the Council (such as any change to the membership or terms of reference of the Committee, any amendment to the budget, any matter that requires, from a legal/statutory perspective, a formal decision of the Council, any other matter that the Presiding Member of the Committee, having received and considered the advice of City officers, considers requires formal consideration by the Council, and/or matters that require a formal decision of the Council because consensus has not been achieved in an informal meeting, as set out in Part 7.0 of these Terms of Reference), as well as matters on which a decision is required and which are considered to be of high strategic importance and/or broad public interest (such as proposals for significant infrastructure or significant changes to the management of the Park, but not usually individual works projects or events, or the noting of plans, studies or similar, which are primarily or wholly being presented to the Committee for information purposes).

- 5.2 Formal meeting agendas shall be distributed by the Chief Executive Officer to Committee members no less than seven days prior to the meeting.
- 5.3 Where a Committee member wishes the Committee to consider an alternative to the officer recommendation in relation to any particular item, they shall indicate in writing (preferably email) to the Chief Executive Officer or Chief Executive Officer's nominee and the Presiding Member their intention to do so, setting out their proposed alternative and the reasons for that alternative, no less than 24 hours prior to the scheduled commencement of the meeting. The Chief Executive Officer or Chief Executive Officer's nominee shall provide officer comment on the proposed alternative in writing to Committee members prior to the scheduled commencement of the meeting.

Note: In relation to alternative recommendations put forward by Committee members, City officers are able to assist in the drafting of alternative recommendations, but that should not be construed as indicating officer support for any alternative that may be proposed.

12.1 Attachment A

Current Terms of Reference Meelup Regional Park Management Committee

- 5.4 The Chief Executive Officer shall ensure that minutes of formal meetings are kept, presented for review and adoption at the subsequent formal meeting, and provided to the Council for information as part of the first practicable ordinary Council meeting agenda following the formal Committee meeting.
- 5.5 Where the Committee makes a decision in a formal meeting that involves the making of a recommendation for consideration by the Council, the Chief Executive officer shall ensure that the recommendation is presented to the Council as part of the first practicable ordinary Council meeting agenda following the formal Committee meeting. Where the Committee makes a recommendation to the Council inconsistent with the officer recommendation presented to the Committee, City officers may also present an alternative officer recommendation to the Council when such matters are formally presented to the Council, in addition to ensuring that Committee recommendations are also presented to the Council, in verbatim form..
- 5.6 Quorum for a meeting shall be at least 50% of the members (i.e. four).
- 5.7 Meetings shall be open to the public, unless items are of a nature that can be considered confidentially pursuant to the *Local Government Act 1995*.

6.0 <u>Delegated Powers</u>

6.1 Pursuant to section 5.17 of the Local Government Act 1995, the Committee, when constituted for a formal meeting, is delegated to adopt plans, policies or documents that relate to management of the Park, other than where those plans, policies or documents require adoption pursuant to a particular statutory power, but may not make any decision that would require expenditure of funds contrary to the adopted budget and any decisions shall not be actioned until the Committee meeting minutes have been formally received and noted by the Council.

7.0 <u>Informal Meetings/Deliberations</u>

- 7.1 Informal meetings of Committee members and City officers involved in management of the Park shall be scheduled when the need for a meeting is identified by either the Presiding Member, the Chief Executive Officer or the Chief Executive Officer's nominee, and in any case no less often than every two months and no more frequently than once per month (notwithstanding that, the Committee members and City officers may agree to establish informal working groups or similar charged with addressing particular issues and which may meet as deemed appropriate), and when a formal meeting is also scheduled in the respective month, informal meetings shall take place immediately following the formal meeting.
- 7.2 The purpose of informal meetings and other forms of informal deliberation (primarily, this would entail email communication involving all Committee members and relevant City officers) involving Committee members and City officers shall be to identify and assess matters relating to and affecting the management of the Park, and where necessary and possible, agree a consensus position on the approach to be taken with respect to those matters.
- 7.3 Where consensus on a particular matter is achieved at an informal meeting of Committee members and City officers, or through other forms of informal deliberation, City officers where delegated, authorised or otherwise empowered to do so, shall take the necessary steps to ensure that the consensus position on a particular matter is implemented.

Note: 'Consensus' means 'general agreement', it is not necessarily achieved through a simple majority 'vote' and nor does it necessarily require unanimity. Judgement as to whether consensus has been

Current Terms of Reference Meelup Regional Park Management Committee

achieved should not usually involve any kind of 'voting' procedure or similar. A judgement that consensus has been achieved on a particular matter pursuant to clause 7.3 above will require both the Presiding Member at the meeting and the Chief Executive Officer or the Chief Executive Officer's nominee to be of the view that there is general agreement. If that does not occur, consensus has not been achieved and the matter shall be addressed as per clause 7.4 below.

- 7.4 Where a consensus position on any particular matter cannot be achieved, the Chief Executive Officer shall ensure that a report is prepared to be presented to and considered by the Committee in a formal meeting, following which the matter will be presented for formal consideration at an ordinary meeting of the Council.
- 7.5 The Chief Executive Officer or the Chief Executive Officer's nominee shall ensure that notes of informal meetings are prepared and distributed to all Committee members and the City officers present at the meeting for their review within seven days of the meeting. If the Committee members or City officers present at any particular meeting have any concerns with the notes prepared, they should advise the Presiding Member and Chief Executive Officer or the Chief Executive Officer's nominee as soon as possible and in any case prior to the next informal meeting, and where that occurs the Presiding Member shall ensure that the matter is resolved to the extent necessary and practicable at the next informal meeting, with the outcome to be reflected in the notes of that next informal meeting. Notes shall record the outcomes of discussions, but not the content of those discussions.
- 7.6 Informal meeting agendas shall be developed in consultation between the Presiding Member (or Deputy Presiding Member in the Presiding Members' absence) and Chief Executive Officer or the Chief Executive Officer's nominee, and shall be distributed to Committee members no less than three days prior to the meeting.
- 7.7 Informal meetings shall not generally be open to the public, although the Presiding Member may agree to invite members of the public to be present when particular matters of interest are being considered, following consultation with the Chief Executive Officer or the Chief Executive Officer's nominee.

8.0 Key Guiding Documents

The following are the key guiding documents relating to the role of the Committee -

- 1. Meelup Regional Park Management Order;
- Meelup Regional Park Management Plan;
- 3. City of Busselton Standing Orders Local Law;
- 4. City of Busselton Code of Conduct;
- 5. City of Busselton Community Strategic Plan;
- 6. City of Busselton Long Term Financial Plan; and
- 7. City of Busselton Adopted Annual Budget; and
- 8. Relevant City of Busselton Local Laws, Determinations and Council Policies.

History	
Revised 14 September 2016	C1609/242
Revised 14 October 2015	C1510/296
Revised 26 August 2015	C1508/248

Council 12.1

Attachment A

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Current Terms of Reference Meelup Regional Park Management Committee

Revised 12 October, 2011

C1110/315



1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

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

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 3 Environment and Key Goal Area 2 Places and Spaces of the City's Strategic Community Plan 2017 and specifically the following Community Objectives:
 - a. 3.2: Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.
 - b. 2.2: Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities.

5. POLICY STATEMENT

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

Proposed Governance Arrangements Meelup Regional Park

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

5.3. The objectives of this Policy are:

- a. to set out arrangements for the appropriate governance of the Park which will assist the Council in providing the stewardship to maintain the Park's significant ecological, cultural and recreational values into the future.
- b. to ensure that the full range of considerations relevant to the governance of the Park are considered, including environmental, amenity, recreational, cultural, community, social, economic and financial considerations; and
- c. to further build and maintain productive working relationships between the Council, City officers, community, volunteers, users of the Park, and other stakeholders.
- 5.4. To achieve these objectives Council will establish (subject to formal consideration by the Council, usually in the period immediately following each ordinary election):
 - a. a committee pursuant to Sections 5.8 and 5.9(2)(d) of the Local Government Act 1995, to be known as the Meelup Regional Park Committee;
 - b. a working group, to be known as the Meelup Regional Park Working Group; and
 - c. the members of the Committee shall generally be members of the Working Group and vice versa.

5.5. To achieve these objectives, the City will also:

- a. notify the Working Group before making any decisions relating to the governance of the Park within the scope of this Policy; and
- b. consult with the Working Group and, in the circumstances set out in the Committee Terms of Reference, obtain a decision or recommendation of the Committee, in relation to matters considered strategically important to the governance of the Park.
- c. seek to support the establishment of and maintain an ongoing partnership with the Friends Group;
- 5.6. The roles of the Committee and Working Group with respect to the governance of the Park shall be
 - a. the purpose of the Committee is to consider matters that require a formal decision of the Committee and/or the Council, as set out in the Committee Terms of Reference; and
 - b. the purpose of the Working Group is to discuss and resolve matters in an informal, open, creative and constructive manner, as set out in the Working Group Terms of Reference.

RELATED DOCUMENTATION / LEGISLATION

- 6.1. Meelup Regional Park Committee Terms of Reference
- 6.2. Meelup Regional Park Working Group Terms of Reference
- 6.3. Meelup Regional Park Management Plan

REVIEW DETAILS

Review Frequency		3 yearly		
Council	DATE		Resolution #	
Adoption				
Previous	DATE	NA	Resolution #	NA
Adoption				

12.1

Version: Proposed

INTRODUCTION

Responsible Directorate:

1.1. The Council of the City of Busselton has established the Meelup Regional Park Committee (Committee) pursuant to sections 5.8 and 5.9(2)(d) of the Local Government Act 1995.

Planning and Development Services

- 1.2. The Committee shall act for and on behalf of Council in accordance with the provisions of the Local Government Act 1995, local laws and policies of the City of Busselton and this document.
- 1.3. The Committee is to consider matters that require a formal decision of the Committee and/or the Council, in order to meet the stated objectives as per Part 2 of this terms of reference.
- 1.4. Matters that would require a formal decision of the Committee are:
 - a. any matter that require a formal resolution of the Council (such as any change to the membership or terms of reference of the Committee, or any matter that requires, from a legal/statutory perspective, a formal decision of the Council), other than the adoption or amendment of the Council Budget, as it relates to the Park;
 - b. matters on which a decision is required and which are considered to be of high strategic importance and/or broad public interest (such as proposals for significant infrastructure or significant changes to the management of the Park, but not usually individual works projects or events, or the noting of plans, studies or similar, which are primarily or wholly being presented to the Committee for information purposes);
 - c. matters that require a formal decision of the Council because consensus has not been achieved through discussions with the Meelup Regional Park Working Group; and
 - d. any other matter that the Presiding Member of the Committee, having received and considered the advice of City officers, considers requires formal consideration by the Council.

OBJECTIVE

- 2.1. To assist the Council in managing and promoting Meelup Regional Park (the Park).
- 2.2. To ensure that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations.

MEMBERSHIP

- 3.1. Two elected members
- 3.2. Two deputy elected members
- 3.3. Between six and eight community members, with up to three of these members to be representatives of the Friends of Meelup Regional Park Incorporated Association.

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Attachment C

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Proposed Terms of Reference Meelup Regional Park Committee

- 3.4. Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.
- 3.5. If any member is absent from the Committee for three consecutive meetings without approved leave of absence from the Committee, the Chief Executive Officer shall present a report to the Council so that the Council may determine whether to continue that person's membership of the Committee.

4. PRESIDING MEMBER

4.1. The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

MEETINGS

- 5.1. The Committee shall meet at least two times per year.
- 5.2. Notice of meetings shall be given to members at least seven days prior to each meeting.
- 5.3. The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the Local Government Act 1995 and the City of Busselton Standing Orders Local Law.
- 5.4. All members of the Committee shall have one vote. If the vote of the members present is equally divided, the Presiding Member shall cast a second vote.
- 5.5. Where a Committee member wishes the Committee to consider an alternative to the officer recommendation in relation to any particular item, they should, as far as practicable, indicate in writing (preferably email) to the Chief Executive Officer or Chief Executive Officer's nominee their intention to do so, setting out their proposed alternative and the reasons for that alternative, by 3pm on the day before the scheduled commencement of the meeting. The Chief Executive Officer or Chief Executive Officer's nominee will then provide officer comment on the proposed alternative in writing to Committee members prior to the scheduled commencement of the meeting.
- 5.6. Where the Committee makes a decision that involves the making of a recommendation for consideration by the Council, the Chief Executive officer shall ensure that the recommendation is presented to the Council as part of the first practicable ordinary Council meeting agenda following the Committee meeting.

6. QUORUM

- 6.1. Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.
- 6.2. A decision of the Committee does not have effect unless it has been made by a simple majority.

7. DELEGATED POWERS

- 7.1. Pursuant to section 5.17 of the Local Government Act 1995, the Committee is delegated to adopt plans, policies or documents that relate to management of the Park, other than where those plans, policies or documents require adoption pursuant to a particular statutory power, but may not make any decision that would require expenditure of funds contrary to the adopted budget.
- 7.2. Any decisions shall not be actioned until the Committee meeting minutes have been formally considered by the Council.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

- 8.1. At the meeting of the Committee prior to the ordinary biennial Council elections, the Committee shall undertake a review to evaluate its effectiveness, and as a guide the following should be determined:
 - a. Are the Committee's purpose and objectives being met?

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12.1 Attachment C

Proposed Terms of Reference Meelup Regional Park Committee

- b. Should the purpose and objectives be amended?
- c. Is the Committee functioning effectively and as per the requirements of the Local Government Act 1995?
- d. Are the Committee members regularly attending meetings?
- e. Review the Terms of Reference, including membership.

9. TERMINATION OF COMMITTEE

- 9.1. Termination of the Committee shall be:
 - a. in accordance with the Local Government Act 1995; and
 - b. by a decision of Council.

10. APPROVAL

Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	14 September 2016	Resolution #	C1609/242



INTRODUCTION

- 1.1. The Meelup Regional Park Working Group (Working Group) has been established in accordance with the Council Policy 'Governance of Meelup Regional Park' with the aim of ensuring the effective and inclusive management of Meelup Regional Park (the Park) and to build and maintain productive working relationships between the Council, City officers, volunteers and volunteer groups and users of the Park.
- 1.2. The purpose of the Working Group is to discuss matters relating to and affecting the management of the Park and which are administrative in nature, and where necessary and possible, agree a consensus position on the approach to be taken with respect to those matters.

MEMBERSHIP

2.1. Membership of the Working Group shall be the same as the Meelup Regional Park Committee (Committee) and may also include City officers involved in management of the Park.

PRESIDING MEMBER

3.1. The Presiding Member of the Committee (Presiding Member) shall be responsible for the running of Working Group meetings.

MEETINGS

- 4.1. Meetings of the Working Group will be scheduled when the need for such a meeting is identified by either the Presiding Member, the Chief Executive Officer or the Chief Executive Officer's nominee, and in any case no more frequently than once per month
- 4.2. When a Committee meeting is also scheduled in the respective month, the Working Group will meet immediately following the Committee meeting.
- 4.3. Meeting agendas shall be developed in consultation between the Presiding Member and Chief Executive Officer or the Chief Executive Officer's nominee, and shall be distributed to members and relevant City officers no less than three days prior to the meeting.
- 4.4. When a Committee meeting is also scheduled in the respective month, the Working Group will meet immediately following the Committee meeting.
- 4.5. Where consensus on a particular matter is achieved at a meeting, City officers where delegated, authorised or otherwise empowered to do so, shall take the necessary steps to ensure that the consensus position on a particular matter is implemented.

Attachment D Proposed Terms of Reference Meelup Regional Park Working Group

- 4.6. 'Consensus' means 'general agreement', it is not necessarily achieved through a simple majority 'vote' and nor does it necessarily require unanimity. Judgement as to whether consensus has been achieved should not usually involve any kind of 'voting' procedure or similar. A judgement that consensus has been achieved on a particular matter pursuant to clause 4.5 will require both the Presiding Member at the meeting and the Chief Executive Officer or the Chief Executive Officer's nominee to be of the view that there is general agreement. If that does not occur, consensus has not been achieved and the matter shall be addressed as per clause 4.7.
- 4.7. Where a consensus position on any particular matter cannot be achieved, the Chief Executive Officer shall ensure that a report is prepared to be presented to and considered by the Committee, in accordance with the Committee's Terms of Reference.
- 4.8. The Chief Executive Officer or the Chief Executive Officer's nominee shall ensure that notes of Working Group meetings are prepared and distributed to all members and the City officers present at the meeting for their review within seven days of the meeting. Notes shall record the outcomes of discussions, but not the content of those discussions.
- 4.9. If the members or City officers present at any particular meeting have any concerns with the notes prepared, they should advise the Presiding Member and Chief Executive Officer or the Chief Executive Officer's nominee as soon as possible and in any case prior to the next meeting, and where that occurs the Presiding member shall ensure that the matter is resolved to the extent necessary and practicable at the next meeting, with the outcome to be reflected in the notes of that meeting.

APPROVAL

Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	NA	Resolution #	NA

12.2 Audit Committee – 05/08/2019 - GOVERNANCE SYSTEMS REVIEW

SUBJECT INDEX: Governance

STRATEGIC GOAL: 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE: 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

BUSINESS UNIT: Corporate Services **ACTIVITY UNIT:** Governance Services

REPORTING OFFICER: Manager Governance and Corporate Services - Sarah Pierson

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A List of Recommendations

Attachment B Recommendations Status Sheet

Attachment C Statement of Business Ethics - Recommendation to

CEO

Attachment D Extract Industries Local Law - Recommendation to

CEO

This item was considered by the Audit Committee at its meeting on 5 August 2019, the recommendations from which have been included in this report.

COMMITTEE DECISION AND OFFICER RECOMMENDATION

That the Council:

- 1. notes the progress of the implementation of the Governance Systems Review recommendations; and
- 2. acknowledges that 56% of recommendations have been implemented or addressed.

PRECIS

This report presents an update on the progress of the implementation of the recommendations identified in the Governance Systems Review (GSR) undertaken in August 2017 by Mr John Woodhouse LLB B.Juris. The implementation of 50% of the GSR recommendations is a CEO Key Performance Indicator for the 2018/2019 period; this update report provides a report as at the end of July 2019, with the CEO performance review to be undertaken in August 2019.

BACKGROUND

In August 2017, the CEO commissioned a high level independent review of the City's governance systems and processes, undertaken over a 3 month period by Mr John Woodhouse LLB B.Juris. As a result of the GSR, Mr Woodhouse identified nine broad topics or areas with opportunities for improvement. The GSR and resulting recommendations for improvement (see Attachment A) were presented to Council at a briefing in October 2017 where it was agreed that staff would, subject to resourcing, commence implementation of the recommendations.

The GSR recommended improvements in the areas of:

- Council;
- Policies and procedures;
- Procurement and tendering;
- Supporting local business;
- Contracts;
- Misconduct prevention;

- Codes of conduct; gifts;
- Local laws; and
- Internal reporting.

A total of 66 recommendation were made across these nine areas.

In October 2018, the completion of 50% of the recommendations was set as a CEO Key Performance Indicator for 2018/2019. A report on the progress of their implementation was provided to the Audit Committee in March 2019. This report provides a further update as at the end of July 2019 and seeks endorsement of the actions achieved / proposed to date.

STATUTORY ENVIRONMENT

The GSR reviewed the City's performance against various governance requirements of the *Local Government Act 1995* and associated regulations. Comparisons to 'best practice' local governments (generally larger metropolitan Band 1 Councils) were also made. Since that time the *Local Government Amendment Bill 2019* (Amendment Bill) has been introduced to parliament and was assented to on 5 July 2019. This has impacted on some of the recommendations related to codes of conduct, gifts and misconduct prevention, as detailed under Officer Comment.

RELEVANT PLANS AND POLICIES

As a result of the recommendations of the GSR, the City developed a Policy Framework. This framework has guided our subsequent policy and practice review. This framework is also being further reviewed as part of a continuous improvement approach.

FINANCIAL IMPLICATIONS

There are no financial implications directly associated with the officer recommendation. However, the recommendations of the GSR has and will continue to require resourcing, with significant staff time being dedicated to progressing the recommendations.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

There are no long term financial plan implications associated with the officer recommendation.

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation primarily aligns with the following Key Goal Area and Community Objective of the City of Busselton's Strategic Community Plan 2017:

Key Goal Area 6 – LEADERSHIP: Visionary, collaborative, accountable 6.1 Governance systems, processes and practices are responsible, ethical and transparent.

RISK ASSESSMENT

The primary purpose of this report is to provide an update with respect to the progress of the recommendations of the GSR; as such there are no applicable or identified risks associated with the officer recommendation. It should be noted that, due to competing priorities, it will take an estimated additional twelve months to fully consider and implement all of the recommendations of the GSR. The consequences of this are minor considering the City's governance practices were assessed as being sound overall.

CONSULTATION

Existing and ongoing consultation both externally and internally will continue to be undertaken as required in relation to the GSR recommendations.

OFFICER COMMENT

The GSR resulted in a total of 66 recommendations, spread across nine areas. It is important to note however that 4 of the policy and procedure recommendations (to review all Council policies, delete inappropriate Council policies, review all OPPs and review 3 protocols) require the review of approximately 155 separate documents.

Progress to date (of the 66 recommendations) is outlined in Table 1 below and further detailed under each subheading. A summary showing the status of each recommendation is also provided at Attachment B.

Measure	Percentage
Recommendations completed	50%
Recommendations partially completed or commenced	9.1%
Recommendations not yet commenced	34.8%
Recommendations proposed for non-adoption	6.1%
TOTAL IMPLEMENTED (completed / not adopted)	56.1%

Council

A total of ten recommendations were made in relation to the Council. In general, these recommendations addressed the ease of access to documents, guidelines, Acts and Regulations, and local laws for Councillors. All ten recommendations were accepted by the CEO and implementation was completed by December 2018.

Policies and procedures

A total of six recommendations were made in relation to Policies and Procedures. The recommendations included the development of a new organisational policy framework and a thorough review of all Council policies, OPP's and protocols, of which there are approximately 155.

A new policy framework is in place setting out the purpose of a Council policy as opposed to operational practice documents, and 45% of the total number of documents have been reviewed. 55% of Council policies have been reviewed. Through use of the new policy framework and the review process to date, several additional areas of improvement have been identified. The policy framework is currently being re-evaluated, with the aim of providing improved clarity and education to staff in relation to policy development and improving the overall review process, particularly in relation to consultation. This will result in improved policy outcomes, but is expected to extend the overall timeframe for achievement of all six recommendations out by approximately twelve months.

Procurement and tendering

The GSR made seven recommendations in relation to procurement and tendering policies, including the amalgamation of several separate policies into one, the development of a new OPP, review and revision of the City's Regional Price Preference policy and the management and availability of evaluation and pricing information for tenders.

Four of the seven recommendations are now complete with a revised Purchasing Policy, Regional Price Preference Policy and a new Procurement Selection Criteria SMP. The recommendation to delegate to the CEO the authority to make a Purchasing Policy has not, as previously reported, been actioned with the policy retained as a Council Policy. The two remaining recommendations are progressing; relating to the award of tenders and the incorporation of currently confidential evaluation assessments and submitted prices into the Council report. A pro-forma report template is being developed for the award of tenders with the proposal being to include the summarised evaluation assessment and the successful tenderers price only.

Supporting local business

A recommendation to review the City's current approach to supporting local business through policy was implemented by July 2018, along-side the review of Council policies and the implementation of the new Procurement Selection Criteria SMP. A local benefit criteria with a fixed weighting of 5 percent was included in this selection criteria SMP. In addition, the Finance Committee is now being provided with quarterly reports in relation to the supplier of origin. Suppliers have been split into 3 separate categories, Busselton, South West and other.

Contracts

The GSR made nine recommendations in the area of contracts, covering off issues in relation to variations, appointment of superintendents, management and document control. In addressing these recommendations, officers have developed a suite of standard contracts. Officers have also considered the appointment of a panel of superintendents but, as previously reported, have determined not to proceed with this given the limited number of projects that would require such an appointment. Officers have however developed an operational practice to guide officers as to when a superintendent might be appointed and the process for this. The remaining six recommendations, relating to the implementation of practices and procedures, are pending a wider review of current processes and systems.

Misconduct prevention

Eleven recommendations were made in relation to the City's misconduct prevention systems and processes. As previously reported officers have completed three of the recommendations, provision for the appointment of an internal auditor within the City's workforce plan (currently scheduled for 2022/2023), a review of the credit card policy and testing of the City's key financial controls. A number of the other recommendations align more closely with a review of the codes of conduct and therefore will be considered and implemented under that area. The development of a misconduct prevention strategy document will be considered post the review of the codes of conduct, however, as an interim measure a misconduct prevention policy is proposed, pending recommendation of the Policy and Legislation Committee.

Codes of conduct

In total, five recommendations were made to improve the City's codes of conduct. A review of the current codes has commenced but has stalled as a result of the Amendment Bill, which sets out new and quite specific requirements in relation to the incorporation of a Model Code for elected members and candidates. Under the new provisions there will be limited flexibility to deviate from the Model Code, which is still being developed; hence progression of this action is on hold. Similarly the Code of Conduct for employees will be required to contain prescribed matters, the final form of which is unclear at this stage.

In relation to the recommendation to develop of a Statement of Business Ethics for contractors, the City already outlines requirements for suppliers to act with integrity in its procurement processes; for example it is an express term of the City's formal request for quotation and tender process that the intending supplier undertakes that they have not canvassed or communicated with any officer in connection with providing their quote / tender.

For this reason, and as further outlined in the attached memo to the CEO (Attachment C), it is recommended that a Statement of Business Ethics not be developed.

Gifts

The GSR made six recommendations relating to gifts to employees. Of those, two are completed, the development and provision of guidance information on the City's intranet and establishment of a regular review of the gift register by the CEO and Senior Management Group. The remaining recommendations are pending, with the Amendment Bill enacting significant changes to in relation to the disclosure and treatment of gifts. Officers will progress implementation of those changes over the next three months via review of the codes of conduct and subsequent induction / training of staff and elected members.

Local laws

A total of nine recommendations were made for improvements to the City's local laws. Six were in relation to the review of the City's Standing Orders Local Law. These have been completed. A further recommendation was to consider the need for an Extractive Industries Local Law. Officers have considered this and, further to a briefing held with Council, and as per the attached memo to the CEO (Attachment D), officers do not consider that an extractive industries local law would usefully add controls which are not available under the planning scheme regime. Hence it is proposed that this recommendation is complete.

Officers are continuing to consider progression of a new local law under the Bush Fires Act 1954 and expect to have completed this assessment by the end of October 2019. The final recommendation, to develop a new Council policy for the Property Local Law, is unlikely to be completed until the bulk of the current Council policies are reviewed.

Internal reporting

The GSR made two recommendations in relation to internal reporting – to document the CEO's expectation of Directors and the Directors' expectations for Managers within the organisation. In effect these recommendations require the formalisation of a more structured internal performance reporting system / methodology. Consideration is being given as to what sort of system / methodology might suit the City's needs, although this has had a reduced focus in light of other work priorities.

<u>Other</u>

While there were no recommendations in relation to delegations or employee culture, there is and has been a large amount of work undertaken in these two areas, with both identified internally as areas where improvement was required.

In relation to delegations, a number of gaps have been identified as compared to best practice and in response a number of delegations from Council to the CEO have been reviewed. Additionally delegations from the CEO to officers have also been reviewed and updated. A new delegations register which combines both levels of delegations has been developed and will be implemented post the statutory review of delegations in August 2019. Processes in relation to issuing of delegations have also been reviewed.

With respect to employee culture, the CEO, in 2018, determined that there was a need to better understand the current levels of engagement amongst staff and what impacts the organisational culture has on engagement and ultimately performance. Work has been underway in relation to this since mid-2018 and is progressing well.

CONCLUSION

This report presents an update on the progress of the implementation of the recommendations identified in the GSR. With a current total implementation percentage of 56.1% and a number of additional items significantly progressed, progress to date is considered to be satisfactory. A further twelve months will be required to complete implementation of all of the recommendations, noting that a number are pending finalisation of the amendments to the *Local Government Act 1995*.

OPTIONS

The Committee / Council could request that additional information is provided.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable given the nature of this report and the recommendation.

62 List of Recommendations

Appendix 1: Recommendations in table form

No.	Report No.	Topic	Recommendation in brief
1.1	4.5 (1)	Council	Resources on Hub to be updated
1.2	4.5 (2) (b)	Council	Link to all relevant LG operational guidelines
1.3	4.5 (2) (a)	Council	Select only relevant guidelines
1.4	4.5 (2) (c)	Council	Link to Local Government Act
1.5	4.5 (2) (d)	Council	Select only relevant Regulations
1.6	4.5 (2) (d)	Council	Link to Regulations
1.7	4.5 (2) (e)	Council	Select and link to all Local Laws
1.8	4.5 (2) (f)	Council	Select and link to all Council policies
1.9	4.5 (3)	Council	Make resources more user friendly
1.10	4.5 (4) (5)	Council	Put resources under appropriate headings
2.1	5.4 (1)	Policies and Procedures	Review all Council policies to meet new objectives
2.2	5.4 (2)	Policies and Procedures	Delete inappropriate Council policies
2.3	5.5 (1)	Policies and Procedures	Review all OPPs to meet new objectives
2.4	5.5 (2) (3)	Policies and Procedures	Develop new OPP with OPP guidelines
2.5	5.5 (4)	Policies and Procedures	Give new name to non OPP documents
2.6	5.5 (5) (6)	Policies and Procedures	Review 3 Protocols
3.1	6.4 (1)(2)(3)	Procurement and Tenders – Policies	Develop single Procurement Council policy
3.2	6.4 (4) (5)	Procurement and Tenders – Policies	Develop new OPP re: evaluation and selection criteria
3.3	6.4 (6)	Procurement and Tenders – Policies	Revise Regional Price Preference Policy to meet new objectives
3.4	6.4 (7)	Procurement and Tenders – Policies	Delegation to CEO to make Purchasing Policy
3.5	6.4 (8)	Procurement and Tenders – Policies	Report new Purchasing Policy to Council and put on website
3.6	6.7 (1)	Procurement and Tenders – Policies	Incorporate evaluation in publicly available report
3.7	6.7 (2)	Procurement and Tenders – Policies	Consider revealing all prices or successful price
4.1	7.3	Supporting Local Business –	City to consider need for review of Policies

List of Recommendations

	T	Policies		
5.1	8.4 (1)	Contracts –	Develop new OPP to meet new objectives	
	(2) (3)	Variations for	Service new or to meet new objectives	
	(4)	Principal's		
	()	Convenience		
6.1	9.4	Contracts – Other	Develop new OPP to meet new objectives	
	(1)(2)	Variations		
7.1	10.3	Contracts –	Develop new OPP re appointment of superintendents	
	(1)(2)	Appointment of		
		Superintendent		
7.2	10.3 (3)	Contracts -	Consider appointment of panel	
		Appointment of		
		Superintendent		
8.1	11.4	Contracts -	Develop new OPP re: contract management plans to meet	
	(1)(2)	Contract	new objectives	
	(3)(4)	Management		
9.1	12.4 (1)	Contracts -	Adopt suite of standard contracts to meet new objectives	
		Contract		
		Documents		
9.2	12.4 (5)	Contracts –	Develop new OPP	
		Contract		
		Documents		
9.3	12.4 (6)	Contracts –	Provide training	
		Contract		
		Documents		
9.4	12.4 (7)	Contracts –	Publish standard contracts and resources on intranet	
		Contract		
	10.1	Documents		
10.1	13.4	Misconduct	Develop Misconduct Prevention Strategy to meet new	
10.2	(1)(2)(3)	Prevention	objectives	
10.2	13.4 (4)	Misconduct Prevention	New Strategy to be considered by Council	
10.3	13.4 (5)	Misconduct	Dayslan naw and sanarata Code for ampleyors	
10.5	13.4 (3)	Prevention	Develop new and separate Code for employees	
10.4	13.4 (6)	Misconduct	Review PID Policy	
10.4	13.4 (0)	Prevention	Review FID Folicy	
10.5	13.4 (7)	Misconduct	Develop new Induction module	
_0.5	25.4(/)	Prevention	- Several Hadelon module	
10.6	13.4 (8)	Misconduct	Conduct Training for existing employees	
	25.7(0)	Prevention	Tomas Training for existing employees	
10.7	13.4 (9)	Misconduct	CEO and SMG to review new register	
2011	2011(0)	Prevention	and sine to review new register	
10.8	13.4	Misconduct	Consider appointment of Internal Auditor and define role,	
	(10)	Prevention	functions and oversight	
10.9	13.4	Misconduct	Give Audit Committee new defined role.	
	(11)	Prevention		
10.10	13.8	Misconduct	Review credit card policy and segregation	
	(1)(a)	Prevention	, , , , , , , , , , , , , , , , , , , ,	
10.11	13.8	Misconduct	Testing of key controls	
	(1)(b)	Prevention		
11.1	14.4	Code of Conduct	Separate 3 Codes of Conduct to meet new objectives	

List of Recommendations

12.2	16.4 (2)	Gifts to	Training for existing employees
40.0	45.4(2)	Employees	T
	25(2)	Employees	The state of the s
12.3	15.4	Gifts to	Develop new Guidance notes and FAQs on intranet
	(3)(4)	Employees	
12.4	15.4 (5)	Gifts to	CEO and SMG to regularly review register
		Employees	
12.5	15.4 (7)	Gifts to	Combine the 2 existing registers and publish on the website
		Employees	
12.6	15.4	Gifts to	Review content of Employees Code
	(8)(9)	Employees	
13.1	16.2 (1)	Delegations	
14.1	17.2 (1)	Local Laws	Consider including urgent business in Standing Orders
14.2	17.2 (2)	Local Laws	Review suspension Clause in Standing Orders
14.3	17.2 (3)	Local Laws	Review motions with previous notice in Standing Orders
14.4	17.2 (4)	Local Laws	Consider new Revocation motion Clause and Implementation
			Clause in Standing Orders
14.5	17.2 (5)	Local Laws	Consider new Clause re: Questions from Members in Standing
			Orders
	17.2 (6)	Local Laws	Delete Clauses 20.1, 20.2 and 20.3
14.6			
14.7	17.3	Local Laws	Develop new Council Policy for Property Local Law
14.7 14.8	17.3 17.4	Local Laws	Consider need for new Extractive Industries Local Law
14.7	17.3		
14.7 14.8	17.3 17.4	Local Laws	Consider need for new Extractive Industries Local Law
14.7 14.8 14.9 15.1	17.3 17.4 17.5	Local Laws Local Laws	Consider need for new Extractive Industries Local Law Consider preparing new Local Laws under Bushfires Act
14.7 14.8 14.9	17.3 17.4 17.5	Local Laws Local Laws Internal	Consider need for new Extractive Industries Local Law Consider preparing new Local Laws under Bushfires Act
14.7 14.8 14.9 15.1	17.3 17.4 17.5 18.4	Local Laws Local Laws Internal Reporting	Consider need for new Extractive Industries Local Law Consider preparing new Local Laws under Bushfires Act Document CEO's expectations for Directors

	ı	I		Ι		
				Status July	Expected	
No.	Report No.	Topic	Recommendation in brief	2019	Completion Date	Comments
1.1	4.5 (1)	Council	Resources on Hub to be updated	Completed		
1.2	4.5 (2) (b)	Council	Link to all relevant LG operational guidelines	Completed		
1.3	4.5 (2) (a)	Council	Select only relevant guidelines	Completed		
1.4	4.5 (2) (c)	Council	Link to Local Government Act	Completed		
1.5	4.5 (2) (d)	Council	Select only relevant Regulations	Completed		
1.6	4.5 (2) (d)	Council	Link to Regulations	Completed		
1.7	4.5 (2) (e)	Council	Select and link to all Local Laws	Completed		
1.8	4.5 (2) (f)	Council	Select and link to all Council policies	Completed		
1.9	4.5 (3)	Council	Make resources more user friendly	Completed		
1.10	4.5 (4) (5)	Council	Put resources under appropriate headings	Completed		
						Note between this, SMP's and Protocols there
l						are 159 documents to review – we have done
						42.
						This review will also be slowed down to re look
						at the policy framework, educate people and
2.1	5.4 (1)	Policies and Procedures	Review all Council policies to meet new objectives	Progressing	30-Jun-20	improve the process.
2.2	5.4 (2)	Policies and Procedures	Delete inappropriate Council policies	Progressing	30-Jun-20	As per above comment
						This is going to take some time - remains 45 to
2.3	5.5 (1)	Policies and Procedures	Review all OPPs to meet new objectives	Progressing	30-Jun-20	review
2.4	5.5 (2) (3)	Policies and Procedures	Develop new OPP with OPP guidelines	Completed		
2.5	5.5 (4)	Policies and Procedures	Give new name to non OPP documents	Completed		
2.6	5.5 (5) (6)	Policies and Procedures	Review 3 Protocols	Progressing	31-Aug-19	To be included in the Councillor Manual
3.1	6.4 (1)(2)(3)	Procurement and Tenders – Policies	Develop single Procurement Council policy	Completed		
3.2	6.4 (4) (5)	Procurement and Tenders – Policies	Develop new OPP re: evaluation and selection criteria	Completed		
3.3	6.4 (6)	Procurement and Tenders – Policies	Revise Regional Price Preference Policy to meet new objectives	Completed		
3.4	6.4 (7)	Procurement and Tenders – Policies	Delegation to CEO to make Purchasing Policy	Not adopted		Left this as a Council Policy
3.5	6.4 (8)	Procurement and Tenders – Policies	Report new Purchasing Policy to Council and put on website	Completed		1
3.6	6.7 (1)	Procurement and Tenders – Policies	Incorporate evaluation in publicly available report	Progressing	31-Aug-19	New Pro-Forma report being finalised
3.7	6.7 (2)	Procurement and Tenders – Policies	Consider revealing all prices or successful price	Progressing	31-Aug-19	Successful tenderer price only
4.1	7.3	Supporting Local Business – Policies	City to consider need for review of Policies	Completed		
5.1	8.4 (1) (2) (3) (4)	Contracts – Variations for Principal's Conv	Develop new OPP to meet new objectives	Pending	31-Dec-19	
6.1	9.4 (1)(2)	Contracts – Other Variations	Develop new OPP to meet new objectives	Pending	31-Dec-19	
7.1	10.3 (1)(2)	Contracts – Appointment of Superintende	Develop new OPP re appointment of superintendents	Completed	31-Jul-19	
						Not considered necessary given how often we
7.2	10.3 (3)	Contracts – Appointment of Superintende	Consider appointment of panel	Completed		appoint an external super
8.1	11.4 (1)(2) (3)(4)	Contracts – Contract Management	Develop new OPP re: contract management plans to meet new objectives		31-Oct-19	
9.1	12.4 (1)	Contracts – Contract Documents	Adopt suite of standard contracts to meet new objectives	Completed	27-Jun-19	
9.2	12.4 (5)	Contracts – Contract Documents	Develop new OPP	Pending	31-Oct-19	
9.3	12.4 (6)	Contracts – Contract Documents	Provide training	Pending	31-Oct-19	
9.4	12.4 (7)	Contracts – Contract Documents	Publish standard contracts and resources on intranet	Pending	31-Oct-19	
						Can also be satisfied largely through review and
10.1	13.4 (1)(2)(3)	Misconduct Prevention	Develop Misconduct Prevention Strategy to meet new objectives	Pending		training on Code of Conduct
10.2	13.4 (4)	Misconduct Prevention	New Strategy to be considered by Council	Pending	30-Jun-20	
						In progress but awaiting outcomes of
10.3	13.4 (5)	Misconduct Prevention	Develop new and separate Code for employees	Progressing	31-Dec-19	Amendment Bill
						New Policy considered by P&L - not necessary.
l						A Misconduct Prevention Policy will be drafted
l						however as an interim step to developing a
10.4	13.4 (6)	Misconduct Prevention	Review PID Policy		11-Jun-19	Misconduct Prevention Strategy
						To form part of overall review of Governance
10.5	13.4 (7)	Misconduct Prevention	Develop new Induction module	Pending	30-Nov-19	Induction / Code Training

_	1	T .	I			To form part of overall review of Governance
10.6	13.4 (8)	Missandust Brougation	Condust Training for ovieting amplevess	Donding		Induction / Code Training
10.6 10.7	13.4 (8)	Misconduct Prevention	Conduct Training for existing employees	Pending		
10.7	13.4 (9)	Misconduct Prevention	CEO and SMG to review new register	Pending	30-Jul-20	
			A SECULAR DESIGNATION OF A SECURAR DESIGNATION			Internal Auditor factored into future workforce
10.8	13.4 (10)	Misconduct Prevention	Consider appointment of Internal Auditor and define role, functions and oversight	Completed	221 22	plan
10.9	13.4 (11)	Misconduct Prevention	Give Audit Committee new defined role.	Pending	30-Jun-20	
10.10	13.8 (1)(a)	Misconduct Prevention	Review credit card policy and segregation	Completed		To a second
10.11	13.8 (1)(b)	Misconduct Prevention	Testing of key controls	Completed		
l						In progress but waiting on outcomes of
11.1	14.4 (1)(2)(3)(4)	Code of Conduct	Separate 3 Codes of Conduct to meet new objectives	Pending		amendment bill
l						In progress but waiting on outcomes of
11.2	14.4 (5)	Code of Conduct	Council to adopt Councillors Code and Committee Code	Pending		amendment bill
11.3	14.4 (6)	Code of Conduct	Delegation to CEO to prepare employees Code	Not adopted		Delegation not required
11.4	14.4 (7)	Code of Conduct	Make new Code available	Pending	31-Oct-19	
l .						.,
11.5	14.5 (1)(2) & 16.4 (6)	Code of Conduct	Replace Code for contractors with new Statement of Business Ethics	Not adopted		Recommended that other mechanisms be used
						To form part of overall review of Governance
12.1	15.4 (1)	Gifts to Employees	Include new Gift training in Misconduct Prevention module	Pending	30-Nov-19	Induction / Code Training
						To form part of overall review of Governance
12.2	16.4 (2)	Gifts to Employees	Training for existing employees	Pending	30-Nov-19	Induction / Code Training
						Will need to be updated once new employee
l						code determined which will set new gift
12.3	15.4 (3)(4)	Gifts to Employees	Develop new Guidance notes and FAQs on intranet	Completed		requirements
12.4	15.4 (5)	Gifts to Employees	CEO and SMG to regularly review register	Completed		Scheduled to occur 6 monthly
		7 - 1	* '	1		While not accepted under the amendments to
l						the act we will need to publish the 'new' gift
12.5	15.4 (7)	Gifts to Employees	Combine the 2 existing registers and publish on the website	Not adopted		register
12.6	15.4 (8)(9)	Gifts to Employees	Review content of Employees Code	Pending	31-Oct-19	
13.1	16.2 (1)	Delegations		N/A		
14.1	17.2 (1)	Local Laws	Consider including urgent business in Standing Orders	Completed		
14.2	17.2 (2)	Local Laws	Review suspension Clause in Standing Orders	Completed		
14.3	17.2 (3)	Local Laws	Review motions with previous notice in Standing Orders	Completed		
14.4	17.2 (4)	Local Laws	Consider new Revocation motion Clause and Implementation Clause in Standing Orders	Completed		
14.5	17.2 (5)	Local Laws	Consider new Clause re: Questions from Members in Standing Orders	Completed		
14.6	17.2 (6)	Local Laws	Delete Clauses 20.1, 20.2 and 20.3	Completed		
14.7	17.3	Local Laws	Develop new Council Policy for Property Local Law	Pending	30-Jun-20	
14.8	17.4	Local Laws	Consider need for new Extractive Industries Local Law	Completed		Considered and decided not required
14.9	17.5	Local Laws	Consider preparing new Local Laws under Bushfires Act	Pending	31-Dec-19	considered and decided not required
15.1	18.4	Internal Reporting	Document CEO's expectations for Directors	Progressing	30-Sep-19	
15.2	18.5	Internal Reporting	Document Director's Expectations for Manager's	Progressing	30-Sep-19	
16.1	19.2				эо-зер-19	
16.1	19.2	Employee Culture	No separate recommendation	N/A		

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INTERNAL MEMORANDUM

TO:	Mike Archer, Chief Executive Officer				
SUBJECT:	Governance Services Review and Statement of Business Ethics				
FROM:	Martyn Cavanagh, Manager Legal and Property Services				
сору то:	Tony Nottle, Director Corporate and Finance Services Sarah Pierson, Manager Governance and Corporate Services				
DATE:	28 June 2019				

Mike

<u>Précis</u>

This memo seeks your acknowledgement of the City's administration relating to 'good corporate citizen' business ethics and your approval for the City to <u>not</u> develop an express public 'Statement of Business Ethics' as contemplated in Recommendation 14.5 of the Governance Services Review (GSR) prepared by Mr John Woodhouse in late 2017.

Background

The City presently has a Code of Conduct for Contractors.

The GSR made a number of detrimental observations about this Code. Recommendation 14.5 of the GSR referred to examples of a 'Statement of Business Ethics' on other council websites, and recommended that the City of Busselton prepare such a Statement to replace the City's current 'Code of Conduct for Contractors'.

Officer Comment

I have conferred with Sarah Pierson in preparing this memorandum.

There are two aspects to business ethics – City officers acting with integrity, and suppliers acting with integrity.

As to the first aspect, it is apparent that the Business Ethics Statements of other councils (such as City of Wanneroo) simply re-state basic principles and then refer to their Code of Conduct.

As to the second aspect, the City already approaches the requirement for suppliers to act with integrity in its procurement processes. In my submission this is more appropriate and effective, as it is in the course of the contracting process. For example, it is an express term of the City's formal RFQ and Tender Submission

Statement of Business Ethics - Recommendation to CEO

processes that the intending supplier warrants (undertakes) that they have not canvassed or communicated with any officer in connection with providing their quote. Then when a supplier is selected and engaged, there is a contractual term relating to the delivery of services to the highest standard and the exercise of proper professional skill and service. Unethical behaviour would clearly not be consistent with this obligation.

In addition to the above, there has and will continue to be increased attention given to the revision of the City's Code of Conduct and misconduct prevention generally.

From a different perspective, the City is increasing its accountability on officers who procure goods and services in connection with raising purchase orders (new mandatory procurement process fields/references).

Unethical and fraudulent behaviour is minimised when intending participants have to go to extensive lengths to conceal their activities. Having regard to the City's current administration, in my view a generally 'repetitive' Statement of Business Ethics is not warranted and would serve mainly to distract officers and contractors from what are already well understood and applied principles.

Recommendation

It is recommended that the CEO approves the following:

- 1. The City notes the GSR Recommendations relating to replacing the Code of Conduct with a Statement of Business Ethics:
- The City retains its current approach of using the procurement process, contractual terms/conditions and other administration to address ethical requirements of contractors.
- The City does not at this time prepare a Statement of Business Ethics, and maintains its focus on good corporate citizen behaviour (including through the existing Code of Conduct, Culture Optimisation initiative and audit processes).
- The City consider in due course, through its overall review of its Code of Conducts, revoking its Code of Conduct for Contractors.

Yours sincerely

Martyn Cavanagh

Manager Legal and Property Services

Andy Cower

The abovementioned recommendation is endorsed by:

Tony Nottle

Director Finance and Corporate Services

12.2

Attachment C

Statement of Business Ethics - Recommendation to CEO

I hereby approve (with or without amendment) / disapprove the abovementioned officer recommendation.					
CEO Comment/Notes:					
Mike Archer					
Chief Executive Officer					
Date:2/7/20/9					
Chief Executive Officer					

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Email:

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INTERNAL MEMORANDUM

TO:	Mike Archer, Chief Executive Officer				
SUBJECT:	Completion of Governance Services Review Recommendation 17.4 – Extractive Industries Local Law				
FROM:	Sarah Pierson, Manager Governance and Corporate Services				
СОРУ ТО:	Paul Needham, Director Planning and Development Services Tony Nottle, Director Finance and Corporate Services Martyn Cavanagh, Legal Services Coordinator				
DATE:	1 July 2019				

Mike

The purpose of this memo is to inform you of the actions taken in relation to recommendation 17.4 of the Governance Services Review (GSR) carried out by Mr John Woodhouse, and to seek your support for the formal completion of the action.

The City's district contains land with valuable subterranean resources. The GSR therefore recommended that consideration be given to whether there is a need for a suitable Extractive Industries local law including whether a local law would usefully add controls which are not available under the planning scheme regime.

As part of an overall and ongoing review of extractive industry regulation by the City, this has now been considered by staff from planning and development services and legal services, who agree that an extractive industries local law would not usefully add controls and should not be progressed. The penalty quantum available under a proposed local law would be so small (\$5,000) that it would not act as a useful deterrent, whereas the planning scheme regime provides for penalties up to \$1 million. Additionally the City has a Dust and Building Waste Control Local Law which already provides relevant control for dust related issues.

In short, on detailed review, an extractive industry local law does not appear to provide effective powers that do not already exist via the town planning scheme or other local laws – what is missing is the more detailed policy, guidance and practice. What an extractive industry local law would do, however, is add a further layer of bureaucracy and an extra approval process – in addition to planning, environmental, water and mines safety regulation.

Councillors were provided with a briefing on the extractive industry regulation review on 22 May 2019 (see attached), which followed a very well attended forum for extractive industry owners and operators. Following both of those things, City officers are further investigating a range of changes to our approach to extractive industry regulation, and expect to hold a further form with industry and some broader community consultation, before asking to formally consider proposed changes to our regulatory framework.

For these reasons it is recommended that recommendation 17.4 be noted as completed.

Regards Sarah Attachment D

Extract Industries Local Law - Recommendation to CEO

Notes of City of Busselton Briefing Session

Topic:	Extractive Industry Policy Review Update					
Date:	22/5/19					
Facilitators:	Stephanie Navarro, Strategic Planning Officer Lee Reddell, Manager Planning Services					
	Cr Grant Henley, Mayor	V	Cr Paul Carter	✓		
	Cr John McCallum	✓	Cr Ross Paine	V		
	Cr Rob Bennett		Cr Kelly Hick	V		
	Cr Coralie Tarbotton	1	Cr Lyndon Miles	V		
	Cr Robert Reekie	✓	Acting CEO – Naomi Searle			
Confidential:	No		40000			
Attachment	Yes					

Summary

Attachment D

Officer's provided Councillors with an update on the following:

- · Briefing overview on current Scheme and Local Planning Policy provisions relating to Extractive Industry:
- Extractive Industry Regulation Review Workshop attended by owners and operators of extractive industries within the City of Busselton as well as officers from the City and Department of Water, Environment and Regulation.
- Explanation of key issues identified at this workshop as well as possible solutions, including:
 - o Roads
 - · Ability to use certain roads but not others.
 - · In ability to use school bus routes.
 - · Method for calculating road bonds and upgrades unclear.
 - Approval process
 - · Length of approval and renewal process.
 - · Complexity of approval and renewal process.
 - · Length of process to obtain other licenses/approvals from other agencies.
 - Noise
 - Inconsistency with noise requirements to other uses in the Agricultural zone.
 - Hydrology requirements
 - Required separation distance from ground water table during extraction unnecessary.
 - Final separation distance from ground water to ground level not appropriate.
 - o Increasing in cost and decreased availability of raw materials.
- Discussion on pros and cons of introducing a local law to supplement the current requirements. While this initially was considered to be a suitable option following further investigation is it not likely that the City will be perusing this as an option.
- Next steps and way forwarded, including:
 - Continued development of revised Local Planning Policy
 - o Report to Council before end of year likely a directions paper however possibly
 - o Further consultation with industry & meetings with various State agencies including a meeting which has been arranged between the City with

representatives from DWER & DPIRD on 25 June 2019 to discuss separation distance to ground water table and rehabilitation

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As a result of the above briefing session, the following actions will be undertaken:

- · Next steps and way forwarded, including:
 - o Continued development of revised Local Planning Policy
 - Report to Council before end of year likely a directions paper however possibly draft LPP.
 - Further consultation with industry & meetings with various State agencies including a meeting which has been arranged between the City with representatives from DWER & DPIRD on 25 June 2019 to discuss separation distance to ground water table and rehabilitation

Notes:

Taken by: Stephanie Navarro

Approved by Director:

Yes

Approved by CEO:

Yes

12.3 Policy and Legislation Committee - 13/08/2019 - REVIEW OF DUST AND BUILDING WASTE CONTROL LOCAL LAW

STRATEGIC GOAL: 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE: 6.1 Governance systems, process and practices are responsible, ethical

and transparent.

SUBJECT INDEX: Local Laws

BUSINESS UNIT: Corporate Services

REPORTING OFFICER: Legal Officer - Briony McGinty

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

PRIMARY NATURE OF Legislative: to adopt legislative documents e.g. local laws, local

DECISION: planning schemes, local planning policies

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A Dust and Building Waste Control Local Law

This item was considered by the Policy and Legislation Committee at its meeting on 13 August 2019, the recommendations from which have been included in this report.

COMMITTEE DECISION AND OFFICER RECOMMENDATION

That the Council:

- 1. has considered the information and advice in this report; and
- 2. determines that that no repeal or amendment to the *Dust and Building Waste Control Local Law* is required; and
- 3. determines the Dust and Building Waste Control Local Law should continue in operation.

Question on Notice:

Clarification to be provide to the Committee in regards to the continuing use of Shire throughout the Local Law and whether this causes any impediments to the taking of action under the Local Law and specifically in relation to clause 1.4, and also in regards to the year of the Local Law in the title versus clause 1.1. The Committee also seeks information as to the amount of infringements issued and prosecutions undertaken in relation to the Local Law.

EXECUTIVE SUMMARY

The Local Government Act ("the Act") provides that a local government may make local laws, and that any local laws made are reviewed every 8 years. The City's *Dust and Building Waste Control Local Law* ("Dust Local Law") is currently due for review. This report considers whether the Dust Local Law should be amended, repealed or continue in operation and recommends that the Dust Local Law continue in operation in its current form.

BACKGROUND

Section 3.16 of the Act requires that a local government must review its local laws every 8 years. The Dust Local Law was first gazetted on 24 February 2010 and came into operation 14 days later.

The Dust Local Law deals with dust (defined to include sand) and building waste. It imposes requirements in relation to stabilising dust and ensuring dust does not escape. Further, building waste must be contained within an approved receptacle. Offences are created for, for example, loads escaping from vehicles that are leaving dust generating developments and building sites. Certain dust generating developments (including extractive industries) require dust management plans. Notices to cease activity are also provided for.

Since its inception in 2010 no deficiencies with regard to the operation of the Dust Local Law have been identified. Working group meetings with key officers of the City have been held regarding the operation of the local law, and no recommendation to amend or repeal the local law resulted.

The review of the Dust Local Law has also been advertised publicly with no submissions being received.

OFFICER COMMENT

Whilst the management of dust issues associated with, for example, subdivision and extractive industries continues to be an issue within the district, the regulatory mechanisms with which to manage those issues are considered adequate and appropriate.

The Dust Local Law is achieving the purpose for which it was made, and should be retained without amendment.

Statutory Environment

The Dust Local Law is made under powers conferred by the Act and the *Waste Avoidance and Resource Recovery Act 2007* ("the WARR Act"). The procedure for making local laws is set out in Section 3.12 of the Act and regulation 3 of the Local Government (Functions and General) Regulations 1996.

Further, section 3.16 of the Act requires that every 8 years a local law is to be reviewed to determine whether or not the local government considers that it should be repealed or amended.

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

The Dust Local Law was advertised publicly in both local and state-wide newspapers for a minimum of 6 weeks in accordance with the requirements under section 3.16(2) of the Act. No public submissions have been received.

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

Alternatively, the Council could chose to repeal or amend the Dust Local Law in any number of ways. Any amendment would require drafting, advertising, and statutory procedure requirements (for example, letters to Ministers, approval and liaison with the Director General of the Department of Water and Environmental Regulation, gazettal and preparation of a compilation local law).

Officers can assist with the drafting of a suitable alternative motion if required.

CONCLUSION

The statutory review process has been effectively and efficiently undertaken. No material issues have been identified. Accordingly, it is recommended that the Dust Local Law continue in operation in its current form.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If the recommended course of action is taken, no further implementation is required.



WESTERN AUSTRALIAN GOVERNMENT AZECTEE ISSN 1448-949X PRINT POST APPROVED PP665002/00041

PERTH, WEDNESDAY, 24 FEBRUARY 2010 No. 29 SPECIAL

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PUBLISHED BY AUTHORITY JOHN A. STRIJK, GOVERNMENT PRINTER AT 3.30 PM \odot STATE OF WESTERN AUSTRALIA

LOCAL GOVERNMENT ACT 1995

WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007

SHIRE OF BUSSELTON

DUST AND BUILDING WASTE CONTROL LOCAL LAW 2010

24 February 2010

GOVERNMENT GAZETTE, WA

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WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 LOCAL GOVERNMENT ACT 1995

SHIRE OF BUSSELTON

DUST AND BUILDING WASTE CONTROL LOCAL LAW 2010

ARRANGEMENT

PART 1—PRELIMINARY

- 1.1 Citation 1.2 Operation
- 1.3 Application 1.4 Interpretation

PART 2—GENERAL CONTROL MEASURES

- 2.1 Dust control measures2.2 Building Waste control measures2.3 Escape of loads being transported

PART 3—DUST MANAGEMENT PLANS

- 3.1 Dust Generating Development
 3.2 Requirement for a Dust Management Plan
 3.3 Content of Dust Management Plan
 3.4 Assessing a Dust Management Plan

PART 4-NOTICES

- 4.1 Notice to comply
 4.2 Notice to cease activity
 4.3 Notice to prevent possible breach
 4.4 Shire may undertake requirements of notice
- 4.5 Revoking a notice

PART 5—OTHER OPERATIONAL POWERS

- 5.1 Obstruction of employees and others
- 5.2 Delegation5.3 Authorised person

PART 6-OFFENCES AND PENALTIES

- 6.1 Offences6.2 Penalties6.3 Prescribed offences
- 6.4 Prescribed notices

SCHEDULE 1—PRESCRIBED OFFENCES

24 February 2010

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WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007 LOCAL GOVERNMENT ACT 1995

SHIRE OF BUSSELTON

DUST AND BUILDING WASTE CONTROL LOCAL LAW 2010

Under the powers conferred by the Local Government Act 1995 and the Waste Avoidance and Resource Recovery Act 2007, and all other powers enabling it, the Council of the Shire of Busselton resolved on 27 January 2010 to make this local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of Busselton Dust and Building Waste Control Local Law 2009.

1.2 Commencement

This local law comes into operation 14 days after the day on which it is published in the Government Gazette.

1.3 Application

This local law applies throughout the district.

1.4 Interpretation

(1) In this local law, unless the contrary intention appears—

Act means the Local Government Act 1995;

authorised person means a person authorised by the Shire under section 9.10 of the Act to perform any of the functions of the Shire under this local law;

building site means a site on which building works are being, or are proposed to be, undertaken;
 building waste means waste, that has the potential to become airborne, from or in connection with a building site;

building works means building works in respect of which a building licence is required under the Local Government (Miscellaneous Provisions) Act 1960;

CEO means Chief Executive Officer of the Shire;

Shire means the Shire of Busselton;

development means the development or use of any land, including-

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land; and
- (b) the carrying out on the land of any excavation or other works;

district means the district of the Shire and includes any area placed under the jurisdiction of the Shire under any written law;

dust means any visible granular or particulate material which has or has the potential to become airborne and includes organic matter and sand, but does not include smoke;

dust generating development means a development referred to in clause 3.1 of this local law; dust management plan means a plan referred to in Part 3 of this local law;

equipment means equipment, machinery or vehicles used for or in connection with the development of land;

extractive industry means an activity which involves the extraction of sand, gravel, clay, soil, rock, stone or similar substance from land, and includes—

- (a) the management of products from any of those materials when the manufacture is carried out on the land from which any of the materials so used is extracted or on land adjacent to that land; and
- (b) the storage of such materials or products:

land includes any premises, building or other structure on the land;

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litter has the same meaning as given to it in section 5 of the Litter Act 1979;

occupier means any person who is in control of any land or part of any land or authorised by the owner, lessee, licensee or any other person empowered to exercise control in relation to land or to perform any work in relation to any land and includes a builder or contractor;

owner has the same meaning as given to it in the Act; and

person in charge means the person on or near a site who appears to the Shire to be the person apparently in charge of a dust generating development on the site;

Regulations mean the Local Government (Functions and General) Regulations 1996; and

waste has the same meaning as in section 3(1) of the Waste Avoidance and Resource Recovery Act 2007.

- (2) Where, under this local law, a duty or liability is imposed on an owner, the duty or liability, as the case may be, is deemed to be imposed jointly and severally on each of the owner and occupier.
- (3) Where, under this local law, an act is required to be done in relation to any land, the owner and occupier of the land must each cause that act to be done.
- (4) Where, under this local law, an act is forbidden to be done in relation to any land, the owner and occupier of the land must each prevent that act from being done.
- (5) Where this local law refers to the giving of notice no particular form of notice is required but may be given in each of the ways set out in sections 9.50, 9.52 and 9.53 of the Act.

PART 2—GENERAL CONTROL MEASURES

2.1 Dust control measures

An owner or occupier of land must take effective measures to-

- (a) stabilise dust on the land;
- (b) ensure that no dust is released or escapes from the land whether by means of wind, water or any other cause; and
- (c) notify the owners or occupiers of adjoining land in writing 48 hours prior to the commencement of any activity that has the potential to cause the release or escape of dust from the land giving details of;
 - (i) the nature of the activity;
 - (ii) the proposed time and location of the activity; and
 - (iii) the name of the person responsible for carrying out the activity and how and where that person may be contacted.

2.2 Building Waste control measures

- A person must not commence or continue, or permit the commencement or continuation, of building works on a building site unless—
 - (a) an Approved Receptacle is provided and maintained on the building site;
 - (b) all building waste is placed in, and kept securely in, the Approved Receptacle; and
 - (c) if the Approved Receptacle has a lid, the lid is kept securely in place at all times except when building waste is being placed in, or removed from, the Approved Receptacle.

(2) In this clause-

"Approved Receptacle" means—

- (a) a receptacle with a capacity of at least 4 cubic metres with a lid;
- (b) a wire enclosure with a capacity of at least 4 cubic metres with a lid; or
- (c) any other receptacle or container approved by the Shire or an authorised person.

2.3 Escape of loads being transported

- (1) A person must not drive a vehicle carrying a load from a dust generating development or a Building Site unless effective measures have been taken to ensure that the load, or any part of it, cannot escape from the vehicle.
- (2) In this clause-

"load" includes any material or other thing used in connection with the load; and

"vehicle" has the same meaning as in the Road Traffic Code 2000.

PART 3—DUST MANAGEMENT PLANS

3.1 Dust Generating Development

- (1) A dust generating development is a development that—
 - (a) has been authorised, or requires authorisation, under an application for subdivision approval for land exceeding an area of 5,000 square metres;
 - (b) is an extractive industry; or
 - (c) is determined by the Shire, under this clause, to be a Dust Generating.
- (2) The Shire may determine that a development which-
 - (a) is proposed to be carried out, or is being carried out; and

Attachment A **Dust and Building Waste Control Local Law**

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(b) involves or may involve a significant risk of the release or escape of dust affecting adjoining

is a dust generating development.

- (3) Examples of proposed developments for the purpose of subclause (2) are those that are the subject
 - (a) an application for subdivision approval for land having an area of 5,000 square metres or less;
 - (b) an application for planning approval under a town planning scheme of the Shire; or
 - (c) an application for a building licence or a demolition licence.
- 4) Written notice of a determination made under subclause (2) is to be given, in whatever form the Shire considers to be appropriate, to-
 - (a) the owner or occupier of the land on which the dust generating development is to be carried out or is being carried out;
 - (b) a contractor or developer carrying out the dust generating development;
 - (c) an applicant for approval for, or in relation to, the dust generating development; or
 - (d) the person in charge.

3.2 Requirement for a Dust Management Plan

- (1) A person must not commence or carry out any dust generating development unless-
 - (a) a dust management plan, in a form approved by the Shire, has been lodged with the Shire;
 - (b) the Shire has approved the dust management plan; and
 - (c) the person complies with any condition to which the approval is subject.
- (2) Subclause (1) does not apply to an existing extractive industry until a period of 6 months has elapsed from the date that this local law comes into operation.
- (3) In subclause (2)-

existing extractive industry means an extractive industry that is operating on, or has been operating before, the date on which this local law comes into operation.

3.3 Content of Dust Management Plan

A dust management plan must-

- (a) specify the nature and extent of the proposed development;
- (b) identify the dust exposure risks associated with that development;
- (c) specify the measures that are proposed to be taken to address the risks;
- (d) specify targets for maximum atmospheric concentrations of dust:
- (e) specify the measures to be taken for the monitoring of dust including, where appropriate, professionally monitored dust measuring devices to be stationed at the dust generating development site;
- (f) be signed by the owner of the land which is the subject of the dust generating development;
- be given to the Shire and accompanied by whatever plans, documents or other information as the Shire may reasonably require

3.4 Assessing a Dust Management Plan

- (1) The Shire may
 - (a) refuse to consider a dust management plan that does not comply, or in its opinion does not adequately comply, with the requirements of this Part; and
 - (b) require the owner or occupier to provide further plans, documents or other information to enable it to properly assess the dust management plan.
- (2) In assessing a dust management plan, the Shire may-
 - (a) consult with any person or body; and
 - (b) have regard to any relevant publications of a State environmental agency including-
 - (i) "Land development sites and impacts on air quality; A guideline for the prevention of dust and smoke pollution from land development sites in Western Australia' (November 1996); and
 - (ii) "Guidance for the Assessment of Environmental Factors—Prevention of Air Quality Impacts from Land Development Sites" (No. 18, March 2000).
- (3) The Shire may refuse to approve or may approve a dust management plan.
- (4) The Shire may-
 - (a) impose whatever conditions it considers appropriate in granting approval; and
 - (b) limit the period during which the approval is to be valid.

PART 4-NOTICES

4.1 Notice to comply

- (1) This clause applies where the Shire is of the opinion that-
 - (a) an owner or occupier has not complied with clause 2.1(a) or (b);

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- (b) dust has been released or escaped from the owner's or occupier's land; or
- (c) a person has not complied with a term or condition of an approved dust management plan.
- (2) Where the Shire is of the opinion referred to in subclause (1), it may give to the owner or occupier of the land, or the person who has not complied, a notice requiring the owner or occupier, or other person, to do one or more of the following—
 - (a) comply with clause 2.1(a) or (b);
 - (b) clean up and properly dispose of any released or escaped dust;
 - (c) comply with the terms and conditions of the approved dust management plan;
 - (d) clean up and make good any damage resulting from the released or escaped dust; and
 - (e) take effective measures to stop any further release or escape of dust.
- (3) The requirements set out in a notice issued under subclause (2) must be complied with—
 - (a) where no other time is specified in the notice—within 24 hours of the notice being given to the owner or occupier:
 - (b) within such other period as is specified in the notice; or
 - (c) immediately, if the notice so specifies

4.2 Notice to cease activity

- (1) This clause applies where the Shire is of the opinion that-
 - (a) dust has escaped or has been released as the result of an activity undertaken on land or as a consequence of the use of equipment on land; or
 - (b) as a result of the failure of a person to comply with a term or condition of an approved dust management plan, there is a risk that dust may be released or may escape from the land.
- (2) Where the Shire is of the opinion referred to in subclause (1), it may give a notice to the owner or occupier of the land, the person responsible for complying with the approved dust management plan or the person in charge, as the case may be, requiring that, for the period specified in the notice—
 - (a) the activity or use of the equipment on the land cease immediately; or
 - (b) any development on the land under the dust generating development cease immediately.

4.3 Notice to prevent possible breach

Where the Shire is of the opinion that dust may be released or escape as a result of an activity which is likely to be carried on from any land, the Shire may give to the owner or occupier of the land, or the person in charge, a notice prohibiting the activity from being carried on except in accordance with the conditions that are specified in the notice.

4.4 Shire may undertake requirements of notice

If a person fails to comply with a notice under clause 4.1 or 4.3, the Shire may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

4.5 Revoking a notice

- (1) The Shire may revoke a notice that is given under this local law to the owner or occupier of any land, or any other person, if the owner, occupier or other person satisfies the Shire, within 48 hours or within any other period that is specified in the notice from the date of giving of the notice, that—
 - (a) he or she was not responsible for the conduct in respect of which the notice was given under clause 4.1, or the activity in respect of which a notice was given under clause 4.2, as the case may be:
 - (b) he or she took all reasonable precautions to prevent the conduct or activity, as the case may be; and
 - (c) where another person was responsible for the conduct or activity, he or she identifies the person responsible for the conduct or activity sufficiently to enable the notice to be issued to that person
- (2) Subclause (1) is not to apply where a notice is issued to which clause 4.1(2)(c) applies.

PART 5—OTHER OPERATIONAL POWERS

5.1 Obstruction of employees and others

A person must not prevent or obstruct an authorised person or employee of the Shire from carrying out his or her duties under this local law.

5.2 Delegation

- (1) The Shire may delegate to the CEO, in accordance with section 5.42 of the Act, the exercise of any of its powers, or the discharge of any of its duties, under this local law.
- (2) The CEO may delegate to an employee of the Shire, in accordance with section 5.44 of the Act, the exercise of any of his or her powers, or the discharge of any of his or her duties, under this local law.

5.3 Authorised person

The Shire may authorise any person, or class of persons, in accordance with section 9.10 of the Act, to exercise any of the powers, or discharge any of the duties, of the Shire under this local law.

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PART 6-OFFENCES AND PENALTIES

6.1 Offences

Any person who-

- (a) fails to comply with a notice issued under this local law;
- (b) fails to comply with a term or condition of an approved dust management plan;
- (c) fails to do anything required or directed to be done under this local law;
- (d) does anything which under this local law the person is prohibited from doing; or
- (e) contravenes any provision of this local law, commits an offence.

6.2 Penalties

A person who commits an offence under this local law is to be liable to-

- (a) a penalty not exceeding \$5,000 and not less than-
 - (i) in the case of a first such offence, \$500;
 - (ii) in the case of a second such offence, \$1,500; and
 - (iii) in the case of a third or subsequent offence, \$3,000, and
- (b) if the offence is of a continuing nature, an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

6.3 Prescribed offences

- (1) An offence against a clause of this local law specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

6.4 Prescribed notices

For the purposes of this local law-

- (a) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (b) a form of the infringement with drawal notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

Schedule 1 PRESCRIBED OFFENCES

Clause	Description	Modified Penalty \$		
2.1	Failure to take effective measures to—			
	(a) stabilise dust; or	\$400		
	(b) ensure no dust is released or escapes from the land; or	\$400		
	(c) notify the owners or occupiers of adjoining land as required.	\$400		
2.2(1)	(a) Failure to provide an approved receptacle or enclosure or approved container on a building site.	\$400		
	(b) Failure to place in, and secure, all building waste in an approved receptacle.	\$400		
	(c) Failure to keep secure lid of approved receptacle.	\$400		
2.3	Failure to take effective measures to prevent a load or any part of it escaping.	\$400		
3.2	Commencing or carrying out a dust generating development—			
	(a) without approval; or	\$400		
	(b) contrary to a condition of approval.	\$400		
4.1	Failure to comply with a notice.	\$400		
4.2(2)	Failure to comply with a notice to cease activity or development.	\$400		
4.3	Failure to comply with a notice to prevent a possible breach.	\$400		
5.1(2)	Preventing or obstructing an authorised person or employee from carrying out his or her duties.	\$400		

Dated 3rd February 2010.

The Common Seal of the Shire of Busselton was affixed by authority of a resolution of the Council in

IAN STUBBS, Shire President. MATTHEW SMITH, Chief Executive Officer.

Consented to-

KEIRAN McNAMARA, Chief Executive Officer, Department of Environment and Conservation.

Dated: 27th January 2010.

12.4 Policy and Legislation Committee – 13/08/2019 - PROPOSED COUNCIL POLICY - PREVENTION OF MISCONDUCT, FRAUD AND CORRUPTION

STRATEGIC GOAL 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX Council Policy
BUSINESS UNIT: Governance Services

REPORTING OFFICER: Governance Coordinator - Emma Heys

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

PRIMARY NATURE OFExecutive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting

and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Proposed Council Policy

This item was considered by the Policy and Legislation Committee at its meeting on 13 August 2019, the recommendations from which have been included in this report.

OFFICER RECOMMENDATION

That the Council adopt the proposed Council policy 'Prevention of Misconduct, Fraud and Corruption' as included at Attachment A.

COMMITTEE RECOMMENDATION

That the Council adopt the proposed Council policy 'Misconduct, Fraud and Corruption' inclusive of Committee requested amendments and additional officer amendments as detailed below:



1. PURPOSE

- 1.1. The purpose of this Policy is to communicate the City's commitment to a zero tolerance approach to misconduct, fraud and corruption.
- 1.2. This Policy also establishesacknowledges the City's commitment to maintaining high standards of professional and ethical conduct by supporting strategies that prevent, detect and respond to misconduct, fraud and corruption.

2. SCOPE

2.1. This Policy is applicable to the City of Busselton and its Elected Members and employees.

3. **DEFINITIONS**

Term	Meaning
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property and where deception is used immediately before or immediately following the activity.
Corruption	Dishonest activity that is contrary to the <u>in which a director, executive, manager,</u>
Corruption	employee or contractor of an entity acts contrary to the interests of the entity and
	abuses his/hertheira person's position/s of trust in order to achieve some personal
	gain or advantage for him or herself themselfves or for another person or entity.
Misconduct	Behaviour which is improper and which adversely affects the honest and impartial
	performance of the functions of an Elected Member or employee, and which may also
	constitute a form of misconduct as defined within applicable legislation, including (but
	not limited to) the Local Government Act 1995, the Local Government (Rules of
	Conduct) Regulations 2007 and the Corruption and Crime Commission Amendment
	(Misconduct) Act 2014.
Minor Misconduct	Minor misconduct occurs if a public officer engages in conduct that:
	(a) Adversely affects the honest or impartial performance of the functions of a
	public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
	(b) Involves the performance of functions in a manner that is not honest or
	importial: or
	(c) Involves a breach of the trust placed in the public officer; or
	(d) Involves the misuse of information or material that is in connection with their
	functions as a public officer or the benefit or determent of another person:
	and
	constitutes, or could constitute, a disciplinary offence providing reasonable grounds
	for termination of a person's office or employment.
PID Act	The Public Interest Disclosure Act 2003.

Policy	this City of Busselton Council policy entitled "Prevention of Misconduct, Fraud and
	Corruption".
Serious Misconduct	Series misconduct occurs when:
	(a) A public officer corruptly acts or corruptly fails to act in the performance of
	the functions of the public officers officer or employment; or
	(b) A public officer corruptly takes advantage of the public officer's office or
	employment as a public officer to obtain a benefit or himself or herself or for
	another person or to cause a detriment to any person; or
	(e)(a) A public officer whilst acting or purporting to act in his or her official
	capacity, commits an offence punishable by two or more years
	imprisonment.

4. STRATEGIC CONTEXT

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

5. POLICY STATEMENT

- 5.1. The City is committed to providing and promoting ethical and accountable leadership and decision making.
- 5.2. The City's approach to misconduct prevention draws from the resources and information provided by:
 - Western Australian Corruption and Crime Commission;
 - b. Western Australian Public Sector Commission;
 - c. Standards Australia ASSO01 2008
 - d. Office of the Auditor General
- 5.3.5.2. The City is committed to providing all Elected Members and employees with education and training in misconduct prevention policies and strategies as they are developed, to ensure that responsibilities and obligations are understood.
- 5.4.5.3. This Policy, the City's Codes of Conduct, organisational values, and risk management framework, all work together to prevent, detect and respond to potential or actual misconduct, fraud and corruption.
- 5.5.5.4. Elected Members and employees are expected to demonstrate a commitment to preventing and detecting misconduct, fraud and corruption.
- 5.6.5.5. In dealing with allegations of suspected misconduct, fraudulent and/or corrupt activities the City is obliged Elected Members and employees are obliged to report and deal with such allegations, through the appropriate channels suspected misconduct, fraudulent and/or corrupt activities, through the appropriate channels.
- 5.7. In dealing with allegations of suspected misconduct, fraudulent and/or corrupt activities, the City is committed to dealing with such allegations, through the appropriate channels, including notifying, reporting and referring any instances of Minor Misconduct or Serious Misconduct to the Public Sector Commission, the Corruption and Crime Commission and/or the Western Australian Police as appropriate.
- 5.8.5.6. The City may seek to recover any losses incurred from misconduct, fraud or corruption activities, after considering all relevant issues.

Public Interest Disclosure

5-9-5.7. The City is committed to the aims and objectives of the Public Interest Discloser Act 2003.

5.10.5.8. The City will maintain high standards of professional and ethical conduct by receiving disclosures of public interest information in accordance with the requirements and provisions of the Public Interest Disclosures Act 2003.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995
- 6.2. Local Government (Rules of Conduct) Regulations 2007
- 6.3. Local Government (Administration) Regulations 1996
- 6.4.6.3. Public Interest Disclosure Act 2003
- 6.4. City of Busselton's Guide to Public Interest Disclosure
- 6.5. Corruption and Crime Commission Amendment (Misconduct) Act 2014
- 6.5.6.6. Standards Australia AS8001 2008

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	

Reason: The Committee requested amendments to the proposed policy with the aim of applying a higher level policy position in anticipation of the development and implementation of a comprehensive misconduct prevention strategy in the future. Additionally Officers recommended some minor amendments for readability and to related documentation.

EXECUTIVE SUMMARY

This report presents a proposed new Council policy – 'Prevention of Misconduct, Fraud and Corruption' (the Policy, Attachment A) for Council endorsement. The Policy seeks to communicate the City's commitment to a zero tolerance approach to misconduct, fraud and corruption.

The Policy also seeks to progress a recommendation from the misconduct prevention section of the Governance Systems Review (GSR) conducted by Mr John Woodhouse in August 2017.

BACKGROUND

In August 2017 the CEO commissioned a high level independent review of the City's governance systems – the Governance Systems Review (GSR). The GSR made specific recommendations in the area of Misconduct Prevention, with the development of a high level misconduct prevention strategy considered important. This is a significant body of work to be undertaken and the City hopes to progress this over the next twelve months.

The GSR made a specific recommendation that:

...(6) A review should be conducted of the existing Public Interest Disclosure Policy.

In response to this recommendation, officers presented a proposed Council policy 'Public Interest Disclosure (PID)' to the Policy and Legislation Committee in June 2019.

While acknowledging the future progression of a Misconduct Strategy, the Committee requested that the proposed PID policy be deferred and further reviewed in terms of content and approach.

The Committee felt that the City, through its existing PID guidelines, already complied with provisions of the Public Interest Disclosure Act 2003 in a transparent and effective manner, and that a Council policy should complement these guidelines and existing legislation, without seeking to replicate or potentially inadvertently dilute them in any way.

OFFICER COMMENT

Upon reflection, officers feel that the proposed PID policy was too narrow in its focus and that a broader misconduct prevention policy which communicated the City's commitments and approach in respect to this topic would complement the current PID guidelines and more actively progress the recommendations of the GSR.

While no statutory requirement exists for the City to have a misconduct prevention policy, it was identified in the GSR that the City would benefit from the development and implementation of a misconduct strategy. The development of such a strategy will require a significant amount of resourcing. This will be planned for over the next twelve months.

In the interim officers have prepared a policy that communicates the City's commitment to maintaining high standards of professional and ethical conduct by supporting the development of strategies to prevent, detect and respond to misconduct, fraud and corruption. The Policy includes the City's obligations to the provisions of the Public Interest Disclosures Act 2003.

Statutory Environment

In accordance with Section 2.7(2)(b) of the *Local Government Act 1995* 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.

A number of pieces of legislation contain provisions with respect to the prevention, and reporting, of misconduct, fraud and corruption. These include, but are not limited to:

- Local Government Act 1995;
- Local Government (Rules of Conduct) Regulations 2007;
- Local Government (Administration) Regulations 1996;
- Corruption, Crime and Misconduct Act 2003; and
- Public Interests Disclosures Act 2003.

Relevant Plans and Policies

The City has a policy framework (the Framework) which was developed and endorsed by Council in response to the recommendations of the GSR. The Framework sets out the intent of Council policies, as opposed to operational practice documents.

Guidelines which provide information to members of the public in relation to making Public Interests of Disclosure are available on the City's website.

Financial Implications

Adoption of the Policy has no budget implications, noting that development of a more comprehensive misconduct prevention strategy will require resourcing in the form of officer and council time.

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.

There are no risks identified of a medium or greater level associated with the officer recommendation, with the Policy seeking to clearly articulate Council's strategic direction in relation to the management of misconduct, fraud and corruption, and establishing the framework for development of a comprehensive strategy in the future.

Options

As an alternative to the proposed recommendation the Council could consider making amendments to the Policy or choose to not endorse the Policy

CONCLUSION

While acknowledging and working towards the completion of the recommendations made in the GSR, officers have developed the Policy, seeking to communicate the City's commitment to the prevention of misconduct, fraud and corruption and to establish the framework in which a comprehensive strategy may be developed in the future.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will become effectively immediately upon endorsement by Council.



1. PURPOSE

- 1.1. The purpose of this Policy is to communicate the City's commitment to a zero tolerance approach to misconduct, fraud and corruption.
- 1.2. This Policy also establishes the City's commitment to maintaining high standards of professional and ethical conduct by supporting strategies that prevent, detect and respond to misconduct, fraud and corruption.

2. SCOPE

2.1. This Policy is applicable to the City of Busselton and its Elected Members and employees.

DEFINITIONS

Term	Meaning
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property and where deception is used immediately before or immediately following the activity.
Corruption	Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.
Minor Misconduct	Minor misconduct occurs if a public officer engages in conduct that: (a) Adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or (b) Involves the performance of functions in a manner that is not honest or impartial; or (c) Involves a breach of the trust placed in the public officer; or (d) Involves the misuse of information or material that is in connection with their functions as a public officer or the benefit or determent of another person; and constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment.
PID Act	The Public Interest Disclosure Act 2003.
Policy	this City of Busselton Council policy entitled "Prevention of Misconduct, Fraud and Corruption".
Serious Misconduct	Series misconduct occurs when: (a) A public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officers officer or employment; or (b) A public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit or himself or herself or for another person or to cause a detriment to any person; or

(c)	A public officer whilst acting or purporting to act in his or her official capacity,
	commits an offence punishable by two or more years imprisonment.

STRATEGIC CONTEXT

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

POLICY STATEMENT

- 5.1. The City is committed to providing and promoting ethical and accountable leadership and decision
- 5.2. The City's approach to misconduct prevention draws from the resources and information provided by:
 - a. Western Australian Corruption and Crime Commission;
 - b. Western Australian Public Sector Commission;
 - c. Standards Australia AS8001-2008
 - d. Office of the Auditor General
- 5.3. The City is committed to providing all Elected Members and employees with education and training in misconduct prevention policies and strategies as they are developed, to ensure that responsibilities and obligations are understood.
- 5.4. This Policy, the City's Codes of Conduct, organisational values, and risk management framework, all work together to prevent, detect and respond to potential or actual misconduct, fraud and corruption.
- 5.5. Elected Members and employees are expected to demonstrate a commitment to preventing and detecting misconduct, fraud and corruption.
- 5.6. Elected Members and employees are obliged to report suspected misconduct, fraudulent and/or corrupt activities, through the appropriate channels.
- In dealing with allegations of suspected misconduct, fraudulent and/or corrupt activities, the City is committed to dealing with such allegations, through the appropriate channels, including notifying, reporting and referring any instances of Minor Misconduct or Serious Misconduct to the Public Sector Commission, the Corruption and Crime Commission and/or the Western Australian Police as appropriate.
- 5.8. The City may seek to recover any losses incurred from misconduct, fraud or corruption activities, after considering all relevant issues.

Public Interest Disclosure

- The City is committed to the aims and objectives of the *Public Interest Discloser Act* 2003.
- 5.10. The City will maintain high standards of professional and ethical conduct by receiving disclosures of public interest information in accordance with the requirements and provisions of the Public Interest Disclosures Act 2003.

RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995
- 6.2. Local Government (Rules of Conduct) Regulations 2007

12.4 Attachment A

- 6.3. Local Government (Administration) Regulations 19966.4. Public Interest Disclosure Act 2003
- 6.5. City of Busselton's Guide to Public Interest Disclosure

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council	DATE		Resolution #	
Adoption				

12.5 Policy and Legislation Committee – 13/08/2019 - ANNUAL STATUTORY REVIEW OF

DELEGATIONS

STRATEGIC GOAL: 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE: 6.1 Governance systems, process and practices are responsible, ethical

and transparent.

SUBJECT INDEX: Authorised Delegation of Power/Authority

BUSINESS UNIT: Governance Services

REPORTING OFFICER: Governance Coordinator - Emma Heys

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

PRIMARY NATURE OF Legislative: to adopt legislative documents e.g. local laws, local

DECISION: planning schemes, local planning policies

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A DA 1 - 01 Issuing Notices

Attachment B DA 1 - 03 Power to Remove and Impound Attachment C DA 1 - 05 Closure of Thoroughfares

Attachment D DA 1 - 07 Inviting, Rejecting and Accepting Tenders

Attachment E DA 1 - 08 Preliminary Selection of Tenderers

Attachment F DA 1 - 09 Airport Redevelopment Project - Inviting,

Rejecting and Accepting Tenders

Attachment G DA 1 - 10 Panels of Pre-Qualified Suppliers

Attachment H DA 1 - 11 Amendments to the Consolidated Parking

Scheme

Attachment I DA 1 - 20 Administer Local Laws
Attachment J DA 1 - 21 Acquisition of Property
Attachment K DA 1 - 22 Disposition of Property
Attachment L DA 1 - 24 Affixing of the Common Seal

Attachment M DA 2 - 01 The Powers and Duties of the Local

Government pursuant to the Building Act 2011

Attachment N DA 3 - 01 The Powers and Duties of the Local

Government pursuant to the Bush Fires Act 1954

Attachment O DA 3 - 02 Appointment of Bush Fire Control Officers

Attachment P DA 4 - 01 The Powers and Duties of the Local

Government pursuant to the Cat Act 2011

Attachment Q DA 5 - 01 The Powers and Duties of the Local

Government pursuant to the Dog Act 1976

Attachment R DA 6 - 01 The Powers and Duties of the Local

Government pursuant to the Graffiti Vandalism Act

2016

Attachment S DA 8 - 01 Certificate of Approval pursuant to the Strata

Titles Act 1985

Attachment T Current Delegations (proposed to be amended)

This item was considered by the Policy and Legislation Committee at its meeting on 13 August 2019, the recommendations from which have been included in this report.

COMMITTEE DECISION AND OFFICER RECOMMENDATION

That the Council:

1. Adopt the amendments to the following delegations as outlined below and included in Attachments A through to S:

Current	New		
Local Covernment Act 1005			
Local Government Act 1995 LG3D Notices Requiring Certain Things to be Done by Owner or Occupier of Land and Additional Powers When Notice is Given	DA1 – 01 Issuing Notices	Changes Title of delegation	Attachment A
LG3F Power to Remove and Impound Abandoned Vehicle Wrecks may be taken	DA1 – 03 Power to Remove and Impound	Changes Title of delegation	Attachment B
LG3H Closing of Certain Thoroughfares to Vehicles and Partial Closure of Thoroughfare for Repairs or Maintenance	DA1 – 05 Closure of Thoroughfares	Changes Title of delegation	Attachment C
LG3J Inviting Tenders and Rejecting and Accepting Tenders	DA1 – 07 Inviting, Rejecting and Accepting Tenders	Changes Title of delegation	Attachment D
LG3K Preliminary Selection of Tenderers	DA1 – 08 Preliminary Selection of Tenderers	Changes Removal of description of regulations from Delegation reference	Attachment E
LG3L Airport Redevelopment Project – Inviting Tenders and Rejecting and Accepting Tenders	DA1 – 09 Airport Redevelopment Project – Inviting, Rejecting and Accepting Tenders	Changes Title of delegation Addition of Local Government Act 1995 references	Attachment F
LG3M Establishment of Panels of Pre- Qualified Suppliers	DA1 – 10 Panels of Pre- Qualified Suppliers	Changes Title of delegation Corrected the Local Government Act 1995 Reference	Attachment G
LG3N Amendments to the Consolidated Parking Scheme	DA1 – 11 Amendments to the Consolidated Parking Scheme	Changes Corrected the Local Law reference	Attachment H

LG3A Executive Function – Determining Applications Under Local Laws and Enforcement of Local Law Provisions	DA1 – 20 Administer Local Laws	Changes Title of delegation Improved wording to clarify the delegation	Attachment I
LG3B Acquisition of Property	DA1 – 21 Acquisition of Property	Changes Corrected reference to power/duty being delegated Rewording of condition for clarity	Attachment J
LG3C Disposing of Property	DA1 – 22 Disposition of Property	Changes Title of delegation Addition of reference to Regulations	Attachment K
LG9B Authorising the Affixing of the Common Seal to Documents	DA1 – 24 Affixing of the Common Seal	Changes Title of delegation Remove list of document categories (see further detail in officer comment)	Attachment L
Building Act 2011			
BA1 Powers of the Local Government pursuant to the Building Act 2011	DA2 – 01 Powers of the Local Government pursuant to the Building Act 2011	Changes Minor wording corrections	Attachment M
Bush Fires Act 1954			
BF1 The performance of any of the functions of the local government under the Act	DA3 – 01 Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954	Changes Title of delegation Improved wording to clarify the delegation	Attachment N
BF2 Appointment of Bush Fire Control Officers	DA3 – 02 Appointment of Bush Fire Control Officers	Changes Addition of relevant policies	Attachment O
Cat Act 2014			
CA1 Act 2011 The Powers and Duties of the Cat Act 2011	DA4 – 01 The Powers and Duties of a Local	Changes Title of delegation Improved wording to	Attachment P

	Government	clarify the delegation	
	pursuant to the Cat Act 2011		
Dog Act 1976			
DA1	DA5 - 01	Changes	Attachment Q
The powers and duties of the	The Powers and	Title of delegation	
Dog Act 1976 including the	Duties of a Local	Improved wording to	
authority to further delegate	Government	clarify the delegation	
	pursuant to the	Addition of relevant	
	Dog Act 1976	policies	
Other Acts included in the			
review			
GV1	DA6 - 01	Changes	Attachment R
Exercise any of the local	The Powers and	Title of delegation	
government's powers or	Duties of a Local	Improved wording to	
discharge any of its duties	Government	clarify the delegation	
under Part 3 of the Graffiti	pursuant to the		
Vandalism Act 2016	Graffiti Vandalism		
	Act 2016		
	1	1	
STA1	DA8 - 01	Changes	Attachment S
Certificate of Approval	Certificate of	Title of delegation	
	Approval pursuant		
	to the Strata Titles		
	Act 1985		

- 2. Remove delegation LG10A 'Claims against the local government'; and
- 3. Authorise, under Section 9.49A(4) of the Act, the Chief Executive Officer to sign documents that are necessary or appropriate to enable a CEO to carry out their functions under any written law.

EXECUTIVE SUMMARY

The Local Government Act 1995 (the Act) requires delegations made under the Act to be reviewed by the delegator at least once every financial year. Additionally, delegations made under the Cat Act 2011, the Dog Act 1976 and the Building Act 2011 are required to be reviewed once every financial year. This review is to fulfil those requirements.

BACKGROUND

Delegations of authority are an integral part of the City's governance functions. Delegations of Authority are an effective and efficient means of carrying out the functions or discharging the duties of the local government, by allowing the day to day decisions of Council to be made by the Chief Executive Officer, who in turn can delegate to other staff were appropriate, without requiring Council to make all decisions through the process of an ordinary council meeting.

Section 5.46(2) of the Act requires all delegations by Council to the CEO to be reviewed at least once each financial year. A review has been completed of the City's delegations and this report details the outcomes of that review. In addition, a new Authority of Delegation register has been developed providing for a clearer, more user friendly and modern register.

OFFICER COMMENT

With the exception of all delegations being transferred into a new format, the majority of existing delegations are proposed to be amended only slightly for consistency and clarity. A smaller number have been identified as requiring more significant amendment to improve operational efficiencies and or to amend references.

In addition, opportunities were identified to improve the Authority of Delegations Register and a new register has been developed, providing the opportunity to apply consistency to the content and format of the delegations, making the register more user friendly and understandable. Title changes have been made to some delegations to more aptly describe the information that they contain.

With the transfer to a new register, all delegations have been allocated new reference numbers. The new referencing is structured by legislation e.g. DA1 - ## for the *Local Government Act 1995*, DA2 – ## the *Building Act 2011* and so on. The previous delegation numbers have been retained as a reference to assist Councillors and officers in obtaining historical information.

In most instances, the explanatory notes from the current delegations have been removed and the function description has been limited to only the relevant section of the Act and the heading of that section. This has been done to provide officers with the opportunity to seek out and interpret the relevant sections of the Act themselves, noting hyperlinks will be provided within the final register to facilitate this. In addition, by not duplicating or paraphrasing the legislation within the delegation itself, errors in the transfer of information will be avoided and information will remain current. Linkages to relevant sections of acts, plans and policies ensure supporting documentation are easily referenced.

While this review is in relation to Authority of Delegations from Council to the CEO only, the new register will include linked delegations from the CEO to officers, providing improved transparency of decision making. Creating this correlation, from legislation, to Council, to CEO and through to Officer, gives the delegator and the delegate a legislative reference to the power or duty granted by or to them.

This year, due to the transfer of delegations into the new register, copies of the amended delegations with tracked changes have not been included in this report. The instruments of delegation that have been amended as part of this review have been included as attachments to this report and are listed in the table below. Where no change or amendment has been proposed to a delegation (other than numbering and formatting within the register as described above), it has not been included.

The current versions of the delegations proposed to be amended have been bound and included at Attachment T for comparative purposes.

Current	New		
		ı	
Local Government Act 1995			
Notices Requiring Certain Things to be Done by Owner or Occupier of Land and Additional Powers When Notice is Given	DA1 – 01 Issuing Notices	Changes Title of delegation	Attachment A
LG3F Power to Remove and Impound Abandoned Vehicle Wrecks may be taken	DA1 – 03 Power to Remove and Impound	Changes Title of delegation	Attachment B
LG3H Closing of Certain Thoroughfares to Vehicles and Partial Closure of Thoroughfare for Repairs or Maintenance	DA1 – 05 Closure of Thoroughfares	Changes Title of delegation	Attachment C
LG3J Inviting Tenders and Rejecting and Accepting Tenders	DA1 – 07 Inviting, Rejecting and Accepting Tenders	Changes Title of delegation	Attachment D
LG3K Preliminary Selection of Tenderers	DA1 – 08 Preliminary Selection of Tenderers	Changes Removal of description of regulations from Delegation reference	Attachment E
LG3L Airport Redevelopment Project – Inviting Tenders and Rejecting and Accepting Tenders	DA1 – 09 Airport Redevelopment Project – Inviting, Rejecting and Accepting Tenders	Changes Title of delegation Addition of Local Government Act 1995 references	Attachment F
LG3M Establishment of Panels of Pre- Qualified Suppliers	DA1 – 10 Panels of Pre- Qualified Suppliers	Changes Title of delegation Corrected the Local Government Act 1995 Reference	Attachment G
LG3N Amendments to the Consolidated Parking Scheme	DA1 – 11 Amendments to the Consolidated Parking Scheme	Changes Corrected the Local Law reference	Attachment H

Executive Function – Determining Applications Under Local Laws and Enforcement of Local Law Provisions	DA1 – 20 Administer Local Laws	Changes Title of delegation Improved wording to clarify the delegation	Attachment I
LG3B Acquisition of Property	DA1 – 21 Acquisition of Property	Changes Corrected reference to power/duty being delegated Rewording of condition for clarity	Attachment J
LG3C Disposing of Property	DA1 – 22 Disposition of Property	Changes Title of delegation Addition of reference to Regulations	Attachment K
LG9B Authorising the Affixing of the Common Seal to Documents	DA1 – 24 Affixing of the Common Seal	Changes Title of delegation Remove list of document categories (see further detail in officer comment)	Attachment L
Building Act 2011			
BA1 Powers of the Local Government pursuant to the Building Act 2011	DA2 – 01 Powers of the Local Government pursuant to the Building Act 2011	Changes Minor wording corrections	Attachment M
Bush Fires Act 1954			
BF1 The performance of any of the functions of the local government under the Act	DA3 – 01 Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954	Changes Title of delegation Improved wording to clarify the delegation	Attachment N
BF2 Appointment of Bush Fire Control Officers	DA3 – 02 Appointment of Bush Fire Control Officers	Changes Addition of relevant policies	Attachment O
Cat Act 2011			
CA1 The Powers and Duties of the Cat Act 2011	DA4 – 01 The Powers and Duties of a Local	Changes Title of delegation Improved wording to	Attachment P

	Government pursuant to the Cat Act 2011	clarify the delegation	
Dog Act 1976			
DA1 The powers and duties of the	DA5 – 01 The Powers and	Changes Title of delegation	Attachment Q
Dog Act 1976 including the authority to further delegate	Duties of a Local Government pursuant to the Dog Act 1976	Improved wording to clarify the delegation Addition of relevant policies	
Other Acts included in the			
review			
GV1 Exercise any of the local government's powers or discharge any of its duties under Part 3 of the Graffiti Vandalism Act 2016	DA6 – 01 The Powers and Duties of a Local Government pursuant to the Graffiti Vandalism Act 2016	Changes Title of delegation Improved wording to clarify the delegation	Attachment R
STA1 Certificate of Approval	DA8 – 01 Certificate of Approval pursuant to the Strata Titles Act 1985	Changes Title of delegation	Attachment S

<u>Delegation to be removed</u>

It is proposed to remove delegation LG10A 'Claims against the local government'. The current delegation relates to insurance claims, specifically to consider claims against the local government for damage to property to either accept or deny liability and to make payment against that claim up to a maximum amount.

Current delegation LG6A 'Payments from Municipal Fund or Trust Fund' (new reference DA1-23) allows for the CEO to make payments from the Municipal Fund or Trust Fund in accordance with Regulation 12 of the Local Government (Financial Management) Regulations 1996, in relation to s.6.10 of the Local Government Act 1995.

A payment against an insurance claim, within the City's insurance policy excess levels, constitutes a payment being made from the municipal fund and therefore is already covered by Delegation LG6A.

Planning Delegations

Officers have not included a review of the planning delegation PDR1 'Development Control' in this report. The review of PDR1 'Development Control' is proposed to be undertaken with planning officers as part of a broader review of planning delegations and policies and will be presented to Council at a later time. There is no statutory requirement for this delegation to be reviewed once every financial year.

Execution/Signing of Documents

In undertaking a review of the City's current delegations, a number of issues became apparent with the delegations concerning the City's affixing of the Common Seal and the execution of documents.

Currently the City has one delegation from Council to CEO, LG9B 'Authorising the Affixing of the Common Seal to Documents'. The current delegation from Council to CEO is problematic in that it narrows the types or categories of documents the CEO is authorised to affix the Common Seal to, thereby excluding a range of documents that may require the affixing of the Common Seal, resulting in a large number of document types or categories requiring a resolution of council to have the Common Seal affixed. This creates efficiency issues for the day to day operations of the City. In accordance with s.9.49A (3) of the Act, the Common Seal is required to be affixed in the presence of the Mayor and the Chief Executive Officer (or a senior employee so authorised), each of whom is to sign the document to attest that the common seal was so affixed.

Officers have proposed that this delegation be amended by removing the list of document categories and to instead provide the power for the CEO to authorise the affixing of the Common Seal to all documents that require it to be legally effective. In respect to the signing or execution of documents, separate to the Common Seal, officers recommend that Council resolve to authorise (under Section 9.49A (4) of the Act) the CEO to sign any documents that are necessary or appropriate to enable a CEO to carry out their functions under any written law. Section 9.49A (4) of the Act requires the transfer of this power in the form of an authorisation, as opposed to a delegation. This authorisation is included as part of the officer recommendation.

Statutory Environment

Section 5.42 of the Act provides the Council with the ability to delegate powers and duties to its CEO. Some powers and duties cannot be delegated in accordance with Section 5.43 of the Act, such as matters that require an Absolute Majority decision of Council. Council has the right to impose condition on any delegation it grants.

Section 5.16 of the Act provides the ability for powers and duties to be delegated to Committees.

Section 127 of the *Building Act 2011* provides Council with the ability to delegate powers and duties to its CEO and Section 96(3) of the *Building Act 2011* provides Council with the ability to delegate the designation of authorised persons.

Section 44 of the *Cat Act 2011* provides the power for the CEO to delegate the exercise of its functions and discharge of its duties to the CEO.

Section 10AA of the *Dog Act 1976* provides Council with the ability to delegate powers and duties to the CEO.

The Local Government Act 1995, the Cat Act 2011 and the Dog Act 1976 require the review of delegations at least once every financial year.

Section 5.46 of the *Local Government Act 1995* requires that all delegations are contained within a Register. The *Local Government (Administration) Regulations 1996* require that where a decision has been made under delegated authority, records of that decision must be kept in accordance with the Regulations.

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

A review of delegations from other comparative Local Governments was undertaken and the WALGA model delegations were also reviewed.

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 may choose:

- 1. Not to accept any amendments to the delegations; or
- 2. To request further amendments are made to the delegations.

Officers can assist with the drafting of a suitable alternative motion if required.

CONCLUSION

The statutory review of delegations has been completed and it is recommended that Council adopt the proposed changes to the delegations as listed in officer comment, and also authorise the CEO to sign any document necessary to enable him to carry out his functions.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The amended delegations will be incorporated into the new Delegations Register immediately following adoption by Council.

THE LOCAL GOVERNMENT ACT 1995		
DA 1 - 01	Issuing Notices	

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 s.3.25(1), s.3.26(2), s.3.26(3)	
FUNCTION	s.3.25 Notices requiring certain things to be done by owner or occupier of land s.3.26 Additional powers when notices given	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM Delegation Profile – XX	ECM Delegation Profile – XX	
VERIFICATION	Initial Council Resolution C0806/188	Recent Council Resolution C1808/150	
RECENT ALTERATIONS			
PREVIOUS DELEGATION REFERENCE		LG3D - Notices requiring certain things to be done by owner or occupier of land and additional powers when notice is given	

DA 1 - 03 Power to Remove and Impound

DA 1 – 03 Power to Remove and Impound

Attachment B

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 s.3.39, s.3.40A	
FUNCTION	s.3.39 Power to remove and impound s.3.40A Abandoned vehicle wreck may be taken	
CONDITIONS	Disposal of a declared abandoned vehicle wreck is to be undertaken in accordance with Delegation DA1 – 04 Disposing of Uncollected Goods	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1806/188	Recent Council Resolution C1812/264
RECENT ALTERATIONS	December 2018	
PREVIOUS DELEGATION REFERENCE	LG3F – Power to Remove and Impound; Abandoned Vehicle Wrecks may be taken	

DA 1 - 05 Closure of Thoroughfares

DA 1 – 05 Closure of Thoroughfares

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 s.3.50(1), s.3.50(1a), s.3.50(4), s.3.50(6), s.3.50A	
FUNCTION	s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C0806/188	Recent Council Resolution C1808/150	
RECENT ALTERATIONS	Nil	Nil	
PREVIOUS DELEGATION REFERENCE		LG3H – Closing of Certain Thoroughfares to Vehicles and Partial Closure of Thoroughfare for Repairs or Maintenance	

DA 1 – 07 Inviting, Rejecting and Accepting Tenders

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 s.3.57 Local Government (Functions and General) Regulations 1996 Regulations 11, 13, 14, 18, 20, 21A	
FUNCTION	s.3.57 Tenders for providing goods or services Regulation 11 When tenders have to be publicly invited Regulation 13 Requirements when local government invites tenders not required to do so Regulation 14. Regulation 18 Rejecting and accepting tenders Regulation 20 Variation of requirements before entry into contract Varying a contract for the supply of goods or services	
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	Purchasing (ECM 2635850)	

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RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1103/179	Recent Council Resolution C1807/144	
RECENT ALTERATIONS	June 2018		
PREVIOUS DELEGATION REFERENCE	LG3J – Inviting Tenders and Rejecting and Accepting Tenders		

DA 1 - 08 Preliminary Selection of Tenderers

DA 1 – 08 Preliminary Selection of Tenderers

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 (Functions and General) Regulations 1996 Regulations 21(1), 23(3)	
FUNCTION	Regulation 21 Limiting who can tender, procedure for Regulation 23 Rejecting and accepting expressions of interest to be acceptable tenderer	
CONDITIONS	Nil	
POLICY	Purchasing (ECM 2635850)	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1606/139	Recent Council Resolution C1807/144	
RECENT ALTERATIONS	June 2018	June 2018	
PREVIOUS DELEGATION REFERENCE	LG3K – Preliminary Selection of	LG3K – Preliminary Selection of Tenderers	

Attachment F

DA 1 - 09 Airport Redevelopment Project - Inviting, Rejecting and Accepting Tenders

DA 1 – 09 Airport Redevelopment Project – Inviting, Rejecting and Accepting Tenders

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 s.3.57 Local Government (Functions and General) Regulations 1996 Regulation 11, 13, 14, 18, 20, 21A	
FUNCTION	s.3.57 Tenders for providing goods or services Regulation 11 When tenders have to be publicly invited Regulation 13 Requirements when local government invites tenders though not required to do so Regulation 14 Publicly inviting tenders, requirements for Regulation 18 Rejecting and accepting tenders Regulation 20 Variation of requirements before entry into contract Regulation 21A Varying a contract for the supply of goods or services	
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 operational practices and operational procedures; (c) Acceptance of a tender is not to exceed a contract value of \$1,000,000; (d) Any contract variation is not to exceed 10% of the contract value; and (e) The delegation to accept a tender can only be exercised with agreement from the Chief Executive Officer of the South West Development Commission.	
POLICY	Purchasing (ECM 2635850)	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1508/219	Recent Council Resolution C1808/150	
RECENT ALTERATIONS	Nil	Nil	
PREVIOUS DELEGATION REFERENCE	LG3L – Airport Redevelopment and Accepting Tenders	LG3L – Airport Redevelopment Project – Inviting Tenders and Rejecting and Accepting Tenders	

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DA 1 - 10 **Panels of Pre-Qualified Suppliers**

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 Office	r	
POWER / DUTY DELEGATED		Local Government (Functions and General) Regulations 1996 Part 4, Division 3	
FUNCTION	Regulation 24AB Regulation 24AC Regulation 24AD Regulation 24AH Regulation 24AJ	Local government may establish panels of pre-qualified suppliers Requirements before establishing panels of pre-qualified suppliers Requirements when inviting persons to apply to join panel of pre-qualified suppliers Rejecting and accepting applications to join panel of pre-qualified suppliers Contracts with pre-qualified suppliers	
CONDITIONS	This delegation is subject to: (a) Compliance with the requirements of the City of Busselton's Purchasing Policy as it relates to panels of pre-qualified suppliers; and (b) The contract value of any particular goods or services to be procured from a particular supplier or in connect with a particular project is not to exceed \$500,000.		
POLICY	Purchasing (ECM 2635850)		
REFERENCE DOCUMENTS	Nil		

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX		
VERIFICATION	Initial Council Resolution C1508/219	Recent Council Resolution C1808/150		
RECENT ALTERATIONS	July 2018			
PREVIOUS DELEGATION REFERENCE	LG3M – Establishment of Panels of Pre-Qualified Suppliers			

Attachment H

DA 1-11 Amendments to the Consolidated Parking Scheme

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	City of Busselton Parking Local Law 2011 Section 1.10	
FUNCTION	s.1.10 Powers of Council	
CONDITIONS	s.1.10 Powers of Council The Chief Executive Officer shall ensure Councillors are provided with details of all proposed amendments to the Scheme, and given a period of not less than 14 days to submit a written request to the CEO for the matter to be presented to Council before a delegation is exercised. Any two or more Councillors may consider a proposed amendment to the Consolidated Parking Scheme to be of strategic significance and/or high community interest and request the CEO in writing, to present the proposal to Council for consideration. If the request is supported, the proposed amendment shall be present to the first practicable Council meeting for consideration. Note: any Councillor may also submit a notice-of-motion in relation to the withdrawal of delegation in relation to a particular proposal, but it would generally be expected that they would first seek to exercise the call-in provision as outlined above.	
POLICY	Ranger and Emergency Services Approach to Regulator Functions (ECM 3092323)	
REFERENCE DOCUMENTS	City of Busselton Parking Local Law 2011	

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1802/021	Recent Council Resolution C1808/150	
RECENT ALTERATIONS	Nil		
PREVIOUS DELEGATION REFERENCE	LG3N – Amendments to the Co	LG3N – Amendments to the Consolidated Parking Scheme	

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DA 1 – 20 Administer Local Laws

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 s.3.18	
FUNCTION	s.3.18 Performing executive functions	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	City of Busselton Local Laws: Activities in Thoroughfares and Public Places and Trading Local Law Busselton Regional Airport Local Law Keeping and Control of Cats Local Law Cemeteries Local Law Depositing and Removal of Refuse Local Law Dogs Local Law Dust and Building Waste Control Local Law Health Local Law Holiday Homes Local Law Jetties Local Law Local Government Property Local Law Parking Local Law Standing Orders Local Law	

RECORD KEEPING	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C0806/188	Recent Council Resolution C1808/150
RECENT ALTERATIONS	July 2018	
PREVIOUS DELEGATION REFERENCE	LG3A – Executive Function – Determining Applications Under Local Laws and Enforcement of Local Law Provisions	

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DA 1 – 21 Acquisition of Property

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 s.3.55, s.3.59 Local Government (Financial Management) Regulations 1996 Regulation 12	
FUNCTION	s.3.55 Acquisition of land Regulation 12 Payments from municipal fund or trust fund, restrictions on making	
CONDITIONS	In accordance with s.5.43(d) of the Local Government Act 1995, the value of the property to be acquired shall not exceed \$100,000	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1706/151	Recent Council Resolution C1808/150	
RECENT ALTERATIONS	Nil		
PREVIOUS DELEGATION REFERENCE	LG3B – Acquisition of Property	!	

12.5 Attachment K

DA 1 – 22 Disposition of Property

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 s.3.58 Local Government (Functions and General) Regulations 1996 Regulations 30 (2a) and 30 (3)(a)	
FUNCTION	s.3.58 Disposing of Property Regulation 30 Dispositions of property exclude from Act s3.58	
CONDITIONS	1. Disposal by Sale (a) The value of the land to be disposed of shall not exceed \$20,000 other than if paragraph (b) applies; or (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 Local Government (Functions and General) Regulations 1996; and (c) The value of property other than land to be disposed of shall not exceed \$100,000; and (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 Local Government (Functions and General) Regulations 1996. 2. Disposal by way of Lease or Licence (a) Applies to land or buildings comprising established sporting or community facilities whee any other part of the land or building has been leased or licensed by a local government before, subject to the following: (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; (ii) The value of the lease or licence does not exceed \$25,000 pa; (iii) The permitted use of the property must be consistent with: A. The designated purpose of the property; or B. The general or ancillary use of the property immediately prior to entering into the lease or licence; or C. If the property has recently be acquired, the intention for which the property has been acquired by the local government.	

DA 1 - 22 Disposition of Property

	 (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. (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). 3. Briefing and Reporting 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.
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1706/151	Recent Council Resolution C1807/142
RECENT ALTERATIONS	June 2018	
PREVIOUS DELEGATION REFERENCE	LG3C – Disposing of Property	

DA 1 – 24 Affixing of the Common Seal

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 s.9.49A(2)
FUNCTION	s.9.49A(2) Execution of documents
CONDITIONS	The CEO is authorised to affix the Common Seal to all documents that require it to be legally effective and to carry out the functions of a CEO.
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1005/169	Recent Council Resolution C1808/150	
RECENT ALTERATIONS	Nil		
PREVIOUS DELEGATION REFERENCE	LG9B – Authorising the Affixing	LG9B – Authorising the Affixing of the Common Seal to Documents	

DA 2 - 01 The Powers and Duties of the Local Government pursuant to the Building Act 2011

BUILDING ACT 2011		
DA 2 - 01	The Powers and Duties of the Local Government pursuant to the Building Act 2011	

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Building Act 2011 Part 8, Division 2, Section 96 Part 10, Section 127
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	The Building Act 2011
FUNCTION	All the powers and duties of the local government pursuant to the Building Act 2011
CONDITIONS	Nil
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1110/334	Recent Council Resolution C1808/150
RECENT ALTERATIONS	July 2018	
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Gove	ernment pursuant to the Building Ac

DA 3 - 01 The Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954

BUSH FIRES ACT 1954 DA 3 – 01 The Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Bush Fires Act 1954 Part V, Section 48	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	The Bush Fires Act 1954	
FUNCTION	All powers of the local government pursuant to the Bush Fires Act 1954	
CONDITIONS	1. Excludes the powers and duties that are subject to separate delegated authority within this Register as set out below: (a) DA 3 – 02 Appointment of Bush Fire Control Officers; (b) DA 3 – 03 Prosecutions and Infringements; (c) DA 3 – 04 Variation of Prohibited and Restricted Burning Times 2. A delegation as per s.48 does not include the power to subdelegate	
POLICY	Nil	
REFERENCE DOCUMENTS	Annual Firebreak and Fuel Hazard Reduction Notice	

RECORD KEEPING	ECM Quick Add Profile – XX		
VERIFICATION	Initial Council Resolution C969/0425	Recent Council Resolution C1812/264	
RECENT ALTERATIONS	December 2018		
PREVIOUS DELEGATION REFERENCE	BF1 – The performance of any ounder the Act	BF1 – The performance of any of the functions of the local government under the Act	

DA 3 – 02 Appointment of Bush Fire Control Officers

POWER / DUTY ASSIGNED TO	Local Government	
FOWER / BOTT ASSIGNED TO		
POWER TO DELEGATE	Bush Fires Act 1954 Part V, Section 48 Delegation by Local Governments	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Bush Fires Act 1954 Part IV, Section 38	
FUNCTION	s.38 Local government may appoint bush fire control officer	
CONDITIONS	 This delegation is limited to the appointment of members of volunteer bush fire brigades and the City Ranger and Emergency Services Staff; In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and This delegation does not extend to the appointment of Chief or Deputy Bush Fire Control Officers. 	
POLICY	Membership of Bush Fire Brigades (ECM 2491306) Qualifications of Bush Fire Brigades Officers (ECM2491314) Roles of Bush Fire Brigade Officers (ECM 2491878) Code of Conduct, Bush Fire Brigade Objectives and Values (ECM 2491322)	
REFERENCE DOCUMENTS	Annual Firebreak and Fuel Hazard Reduction Notice	

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C969/0425	Recent Council Resolution C1812/264	
RECENT ALTERATIONS	December 2018		
PREVIOUS DELEGATION REFERENCE	BF2 – Appointment of Bush Fire	BF2 – Appointment of Bush Fire Control Officers	

DA 4 - 01 The Powers and Duties of the Local Government pursuant to the Cat Act 2011

CAT ACT 2011		
DA 4 - 01	The Powers and Duties of the Local Government pursuant to the Cat Act 2011	

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Cat Act 2011 Part 4, Division 2, Section 44	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	The Cat Act 2011	
FUNCTION	All powers and duties of a local government pursuant to the Cat Act 2011	
CONDITIONS	Nil	
POLICY	Rehoming of Impounded Dogs and Cats (ECM 3070207) Ranger and Emergency Services Approach to Regulatory Functions (ECM 3092323)	
REFERENCE DOCUMENTS	Keeping and Control of Cats Local Law 2014	

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1310/285	Recent Council Resolution C1808/150	
RECENT ALTERATIONS	July 2018		
PREVIOUS DELEGATION REFERENCE	CA1 – The Powers and Duties of	of the Cat Act 2011	

Attachment Q

DA 5 - 01 The Powers and Duties of the Local Government pursuant to the Dog Act 1976

DOG ACT 1976		
DA 5 - 01	DA 5 – 01 The Powers and Duties of the Local Government pursuant to <i>Dog Act 1976</i>	

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Dog Act 1976 Section 10AA
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	The Dog Act 1976
FUNCTION	All the powers and duties of the local government pursuant to the <i>Dog Act 1976</i>
CONDITIONS	Nil
POLICY	Rehoming of Impounded Dogs and Cats (ECM 3070207) Ranger and Emergency Services Approach to Regulatory Functions (ECM 3092323)
REFERENCE DOCUMENTS	Dogs Local Law 2014

RECORD KEEPING	ECM Quick Add Profile – XX	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1310/285	Recent Council Resolution C1808/150	
RECENT ALTERATIONS	July 2018	July 2018	
PREVIOUS DELEGATION REFERENCE	DA1 – The powers and duties of authority to further delegate	DA1 – The powers and duties of the Dog Act 1976 including the authority to further delegate	

DA 6 - 01 The Powers and Duties of the Local Government pursuant to the Graffiti Vandalism Act 2016

GRAFFITI VANDALISM ACT 2016		
DA 6 - 01	The Powers and Duties of a Local Government pursuant to the Graffiti Vandalism Act 2016	

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Graffiti Vandalism Act 2016 Section 16
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	The Graffiti Vandalism Act 2016
FUNCTION	All the powers and duties of a local government pursuant to the Graffiti Vandalism Act 2016
CONDITIONS	Nil
POLICY	Nil
REFERENCE DOCUMENTS	Department of Local Government and Communities Circular No.18-2016 'Graffiti Vandalism Act 2016'

RECORD KEEPING	ECM Quick Add Profile – XX	
VERIFICATION	Initial Council Resolution C1706/131	Recent Council Resolution
RECENT ALTERATIONS	Nil	
PREVIOUS DELEGATION REFERENCE	GV1 – Exercise of any of the local governments powers or the discharge of any of its duties under Part 3 of the <i>Graffiti Vandalism Act 2016</i>	

DA 8 - 01 Certificate of Approval pursuant to the Strata Titles Act 1985

STRATA TITLES ACT 1985			
DA 8 - 01	DA 8 – 01 Certificate of Approval pursuant to the Strata Titles Act 1985		

(1)	7	
POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Strata Titles Act 1985 s.25 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	Strata Titles Act 1985 Section 25	
FUNCTION	s.25 Certificate of Commission	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	Planning Bulletin 52/2009	

RECORD KEEPING	ECM Quick Add Profile – XX		
VERIFICATION	Initial Council Resolution C1409/235	Recent Council Resolution	
RECENT ALTERATIONS	Nil	Nil	
PREVIOUS DELEGATION REFERENCE	STA1 – Certificate of Approval		



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3D	3.25(1) 3.26(2) 3.26(3)	Chief Executive Officer	Notices Requiring Certain Things to be Done by Owner or Occupier of Land and Additional Powers When Notice is Given

Delegator

Council

Power/Duty

To exercise the powers and discharge the duties of the local government under Section 3.25(1), 3.26(2) and 3.26(3) of the *Local Government Act 1995*.

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act* 1995 to delegate to the CEO the discharge of its powers and duties provided for in sections 3.25(1), 3.26(2) and 3.26(3) of the *Local Government Act* 1995.

Section 3.25(1)

A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that -

- (a) is prescribed in Schedule 3.1, Division 1; or
- (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.

12.5 Attachment T

Explai	natory not	e only			
Sched	ule 3.1, Di	vision 1			
Things	a notice r	nay require to be done			
1.	Prever	Prevent water from dripping or running from a building on the land onto any otherland.			
2.		Place in a prominent position on the land a number to indicate the address.			
3.	Modify	Modify or repair, in the interests of the convenience or safety of the public, anything constructed as mentioned in Schedule			
	clause	clause 8, or repair any damage caused to the public thoroughfare or other public place mentioned in that clause.			
4.					
	(1)	Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item			
		by a local law —			
		(a) suitably enclosed to separate it from the public place; and			
		(b) where applicable, is enclosed with a close fence, to the satisfaction of the local government, suitable to			
		prevent sand or other matter coming from the land onto the public place.			
	(2)	The notice cannot be given to an occupier who is not an owner.			
5.					
	(1)	Ensure that unsightly land is enclosed, to the satisfaction of the local government, with a fence or other means suitable			
	(-)	to prevent the land, so far as is practicable, from being unsightly.			
	(2)	In this item —			
		"unsightly", in relation to land, means having an appearance that, because of the way in which the land is used, does			
	(2)	not conform with the general appearance of other land in the locality.			
	(3)	The notice cannot be given to an occupier who is not an owner.			
5A.	(4)	Facility that account contains which and invade according to according to according to			
	(1)	Ensure that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local			
	(2)	government considers to be untidy. In this item —			
	(2)	"disused material" includes disused motor vehicles, old motor vehicle bodies and old machinery.			
6.	Tako s				
7.	Take specified measures for preventing or minimizing sand drifts on the land that are likely to adversely affect other land.				
/.	Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item law is not overgrown.				
8.		re all or part of a tree that is obstructing or otherwise prejudicially affecting a thoroughfare that is under the local			
O.		iment's control or management and adjoins the land where the tree is situated.			
9.		that a tree on the land that endangers any person or thing on adjoining land is made safe.			
10.		pecified measures for preventing or minimizing —			
IC.	(a)	danger to the public; or			
	(b)	damage to property, which might result from cyclonic activity.			
11.		re bees that are likely to endanger the safety of any person or create a serious publicnuisance.			
12.		that an unsightly, dilapidated or dangerous fence or gate that separates the land from land that is local government			
-		ty is modified or repaired.			
13.		pecific measures to prevent —			
	(a)	artificial light being emitted from the land; or			
	(b)	natural or artificial light being reflected from something on the land, creating a nuisance.			
14.	1-1				
	(1)	Remove or make safe anything that is obstructing or otherwise prejudicially affecting a private thoroughfare so that			
		danger to anyone using the thoroughfare is prevented or minimised.			
	(2)	In this item —			
		"private thoroughfare" has the same meaning as in Schedule 9.1 clause 7(1).			
Explai	natory not				
	ule 3.1, Di				
		aventions of which may lead to a notice requiring things to be done			
1.		tions under Schedule 9.1, clause 3 (Obstructing or encroaching on publicthoroughfare).			
1A.					
	a gate	or other device from across a public thoroughfare when requested by a local government to do so.			

- Regulations under Schedule 9.1, clause 6 (Dangerous excavation in or nearpublic thoroughfare).
- Regulations under Schedule 9.1, clause 7(2) (Crossings from public thoroughfares to private land or to private thoroughfares) that
 - prohibit a person from constructing a crossing; or
 - by means of a notice in writing given to a person by the Commissioner of Main Roads, require the person to bring a crossing into accordance with an approval by the Commissioner of Main Roads or to remove a crossing and restore the place where it was to its former condition.
- Regulations under Schedule 9.1, clause 8(1) (Constructing private works on, over, or under public places).
- Regulations under Schedule 9.1, clause 9 (Protection of watercourses, drains, tunnels and bridges).
- 4. 5. 6. Regulations under Schedule 9.1, clause 10 (Protection of thoroughfares from water damage).
- Regulations under Schedule 9.1, clause 12 (Wind erosion and sand drifts).

12.5 Attachment T

Section 3.26(2)

If the person who is given the notice ("notice recipient") fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.

Section 3.26(3)

The local government may recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice.

Verification

Recent Council Resolution Initial Council Resolution C1808/150 C0806/188

Review Requirements

In accordance with the requirements of Section 5.46(2) of the Local Government Act 1995, at least once every financial year.



Instrument of Delegation

Reference Number	Act Reference	Delegates	Delegation Subject
LG3F	Local Government Act 1995	Chief Executive Officer	Power to Remove and Impound
	s.3.39 s.340A		Abandoned Vehicle Wrecks may be taken

Delegator

Council

Power/Duty

The powers to remove and impound goods or abandoned vehicle wrecks and the power to declare an abandoned vehicle wreck, pursuant to Sections 3.39 and 3.40A of the *Local Government Act 1995*.

Conditions

Disposal of a declared abandoned vehicle wreck is to be undertaken in accordance with Delegation LG3G Disposing of Uncollected Goods.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the Local Government Act 1995.

Verification

Recent Council Resolution Initial Council Resolution C1812/264 C1806/188

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Nil.

Notes of Alteration

Delegation strengthened to include the power of a local government to declare that an impounded vehicle is an abandoned vehicle wreck under s.3.40A of the Act. Improved wording to strengthen and clarify the specific power/duty (12 December 2018)



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3H	3.50(1) 3.50(1a) 3.50(4) 3.50(6) 3.50A FG Reg 6(3)	Chief Executive Officer	Closing Certain Thoroughfares to Vehicles and Partial Closure of Thoroughfare for Repairs or Maintenance

Delegator

Council.

Power/Duty

To exercise the powers and discharge the duties of the local government under Section 3.50(1), 3.50(1a), 3.50(4), 3.50(6) and 3.50A of the *Local Government Act 1995* and regulation 6(3) of the *Local Government (Functions and General) Regulations 1996*.

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act* 1995 to delegate to the CEO the discharge of its powers and duties provided for in sections 3.50(1), 3.50(1a), 3.50(4), 3.50(6) and 3.50A of the *Local Government Act* 1995 and regulation 6(3) of the *Local Government (Functions and General) Regulations* 1996.

Section 3.50(1)

A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.

Section 3.50(1a)

A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.

Attachment T

Current Delegations (proposed to be amended)

Section 3.50(4)

Before it makes an order wholly or partially closing a thorough fare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thorough fare, the local government is to -

- (a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission;
- (b) give written notice to each person who
 - (i) is prescribed for the purposes of this section; or
 - (ii) owns land that is prescribed for the purposes of this section; and
- (c) allow a reasonable time for submissions to be made and consider any submissions made.

Section 3.50(6)

An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.

Section 3.50A

Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local pub notice, if the closure —

- (a) is for the purpose of carrying out repairs or maintenance; and
- (b) is unlikely to have a significant adverse effect on users of the thoroughfare.

Functions and General Regulation 6(3)

The local government may, by local public notice, order that the closure be revoked or that it be varied in such a way as to be less restrictive.

Verification

Recent Council Resolution Initial Council Resolution

C1808/150 C0806/188

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3J	LGA - 3.57 Functions and General Regs 11, 13, 14, 18, 20 and 21A	Chief Executive Officer	Inviting Tenders and Rejecting and Accepting Tenders

Delegator

Council.

Power/Duty

To exercise the powers and discharge the duties of the local government under regulations 11, 13, 14, 18, 20 and 21A of the Local Government (Functions and General) Regulations to:

- (1) Publicly invite tenders;
- (2) Determine the written criteria for deciding which tender should be accepted;
- (3) Reject, assess, decline to accept any tender or decide which tender to accept;
- (4) Enter into a contract for the supply of goods and services;
- (5) Vary requirements before entering into a contract; and/or
- (6) Vary a contract for the supply of goods and services.

In relation to the procurement of goods and services under an exception to the tender process, as provided for in regulation 11(2) of the Local Government (Functions and General) Regulations, to exercise the powers and discharge the duties of the local government to determine that an exception applies and enter into a contract for the supply of goods and services.

Conditions

The delegation is subject to:

- a) complying with the requirements of the City'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.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for in section 3.57 of the *Local Government Act 1995* and part of Regulation 11, 14, 18, 20 and 21A of the *Local Government (Functions and General) Regulations 1996*.

Attachment T

Current Delegations (proposed to be amended)

Local Government Act Section 3.57.

Tenders for providing goods or services

- 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 or services.
- (2) Regulations may make provision about tenders.

Functions and General Regulation 11.

When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless subregulation (2) states otherwise.

Functions and General Regulation 13.

Requirements inviting tenders when not required to

(1) If a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited according to the requirements of this Division.

Functions and General Regulation 14.

Requirements for publicly inviting tenders

- (2a) If a local government -
 - (a) is required to invite a tender; or
 - (b) not being required to invite a tender, decides to invite a tender,

the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Functions and General Regulation 18.

Rejecting and accepting tenders

- A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender.
- (6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to

Attachment T Co

Current Delegations (proposed to be amended)

enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

(7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

Functions and General Regulation 20.

Variation of requirements before entry into a contract

- (1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.
- (2) If-
 - (a) the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or
 - the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,

that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.

(3) In subregulation (1) -

minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

Functions and General Regulation 21A.

Varying a contract for the supply of goods or services

- (1) If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless
 - (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
 - (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(i).

Verification

Recent Council Resolution C1807/144

Initial Council Resolution C1103/179

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Tender Register

Notes of recent alterations

Amendments to remove condition referencing Council Policy with respect to selection criteria and instead reference staff management practices and operational procedures and to add in reference to Regulation 13 (26 June 2018)

Inclusion of specific reference to various other administrative functions associated with the tender process by way of including reference to Regulations 20 and 21A. Regulation 20 enables the CEO to vary requirements prior to entering into a contract with the chosen tenderer. Regulation 21A enables the CEO to vary a contract for the supply of goods and services (9 August 2017)

Condition (b) reworded to require from the CEO to follow the City's internal operational processes and procedures for the purposes of tender evaluation (9 August 2017)

Conditions (b) and (c) reversed in order for the purposes of referencing the City's Purchasing Policy as the initial reference document, followed by operational processes and procedures (9 August 2017)



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3K	Regulations 21(1) and 23(3) of the Local Government (Functions and General) Regulations 1996	Chief Executive Officer	Preliminary Selection of Tenderers Reg 21(1) – Whether to make a preliminary selection from amongst prospective tenderers Reg 23(3) – Assess expressions of interest and decide which are from persons capable of satisfactorily supplying the goods or services.

Delegator

Council

Power/Duty

Regulation 21(1)

To exercise the local government's powers and discharge the duties of the local government under Regulation 21 of the *Local Government (Functions and General) Regulations 1996* to decide whether to make a preliminary selection from amongst prospective tenderers by seeking expressions of interest with respect to the supply of the goods or services.

Regulation 23(3)

To exercise the powers and duties of the local government under Regulation 23(3) of the *Local Government* (Functions and General) Regulations to assess expressions of interest that have not been rejected under subregulation (1) or (2) and decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for under Regulations 21(1) and 23(3) of the *Local Government (Functions and General) Regulations 1996*.

12.5 Attachment T Current Delegations (proposed to be amended)

Regulation 21. Limiting who can tender, procedure for

(1) If a local government decides to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.

Regulation 23. Rejecting and accepting expressions of interest to be acceptable tenderer

- (1) .
- (2) ..
- (3) Expressions of interest that have not been rejected under subregulation (1) or (2) are to be considered by the local government and it is to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.

Verification

Recent Council Resolution C1807/144

Initial Council Resolution C1606/139

Review Requirements

In accordance with the requirements of Section 5.46(2) of the Local Government Act 1995, at least once every financial year.

Notes of Alterations

Removal of reference to the Tender Pre Selection Criteria Policy which is no longer in force and minor wording changes to provide clarity to the delegation (26 June 2018)

12.5 Attachment T



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3L	3.57 F and G Regs 14 and 18	Chief Executive Officer	Airport Redevelopment Project - Inviting Tenders and Rejecting and Accepting Tenders

Delegator

Council.

Power/Duty

To exercise the powers and discharge the duties of the local government under Regulation 14 of the *Local Government (Functions and General) Regulations* to publicly invite tenders by determining the written criteria for deciding which tender should be accepted.

To exercise the powers and discharge the duties of the local government under Regulation 18 of the *Local Government (Functions and General) Regulations* relating to rejecting and accepting tenders.

To approve variations to contracts awarded under this delegation.

Conditions

The delegation is subject to:

- a) Following the City's operational practice utilising tender evaluation processes and documentation;
- b) Compliance with the requirements of the City's Purchasing Policy as it relates to tendering;
- c) Acceptance of a tender is not to exceed a contract value of \$1,000,000;
- d) Any contract variation is not to exceed 10% of the contract value; and
- e) The delegation to accept a tender can only be exercised with agreement from the CEO of the South West Development Commission.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act* 1995 to delegate to the CEO the discharge of its powers and duties provided for in section 3.57 of the *Local Government Act* 1995 and part of Regulation 14 and Regulation 18 of the *Local Government (Functions and General) Regulations* 1996.

Local Government Act Section 3.57.

Tenders for providing goods or services

- 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 or services.
- (2) Regulations may make provision about tenders.

Functions and General Regulation 14.

Requirements for publicly inviting tenders

- (2a) If a local government
 - (a) is required to invite a tender; or
 - (b) not being required to invite a tender, decides to invite a tender,

the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Functions and General Regulation 11. When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

Functions and General Regulation 18. Rejecting and accepting tenders

- A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender.
- (6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.
- (7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

Verification

Recent Council Resolution C1808/150 Initial Council Resolution C1508/219

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3M	5.42(1)(a)	Chief Executive Officer	Establishment of Panels of Prequalified Suppliers

Delegator

Council.

Power/Duty

To exercise the following powers and discharge the following duties of the local government under Part 4 Division 3 of the *Local Government (Functions and General) Regulations 1996*:

- Pursuant to Regulation 24AC(1)(b) determine whether there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers;
- 2. In accordance with Regulations 24AD 24AI establish panels of pre-qualified suppliers for provision of particular goods or services; and
- In accordance with Regulation 24AJ enter into a contract, or contracts, for the supply of goods or services
 with a pre-qualified supplier who is part of a panel of pre-qualified suppliers for the supply of those particular
 goods or services.

Conditions

This delegation is subject to:

- (a) Compliance with the requirements of the City's Purchasing Policy as it relates to panels of pre-qualified suppliers; and
- (b) The contract value of any particular goods or services to be procured from a particular supplier or in connection with a particular project is not to exceed \$500,000.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO to exercise some of its powers and discharge of its duties provided for under Part 4 Division 3 of the *Local Government (Functions and General) Regulations 1996.*

Attachment T

Current Delegations (proposed to be amended)

24AB. Local government may establish panels of pre-qualified suppliers

A local government may establish a panel of pre-qualified suppliers to supply particular goods or services to the local government in accordance with this Division.

24AC. Requirements before establishing panels of pre-qualified suppliers

- (1) A local government must not establish a panel of pre-qualified suppliers unless —
- (a); and
- (b) the local government is satisfied that there is, or will be, a continuing need for the particular good or services to be supplied by pre-qualified suppliers.

Verification

Recent Council Resolution

Initial Council Resolution

C1808/150 C1704/091

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, Delegations are reviewed at least once every financial year.

Related Documents

City of Busselton Purchasing Policy

Notes of Recent Alterations

Removal of numbering to title of City of Busselton Purchasing Policy to reflect new format (24 July 2018)

Removal of references to City of Busselton Tender Selection Criteria Policy 031 and City of Busselton Tender Pre Selection Criteria Policy 247 (24 July 2018)



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3N	Section 5.42 (1)	Chief Executive Officer	Amendments to the Consolidated Parking Scheme

Delegator

Council

Power/Duty

Prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region consistently with the provision of the City of Busselton Parking Local Law 2011.

Conditions

"Call-in" and referral provisions

The CEO shall ensure Councillors are provided with details of all proposed amendments to the Scheme, and given a period of not less than 14 days to submit a written request to the CEO for the matter to be presented to Council before the delegation is exercised.

Any two or more Councillors may consider a proposed amendment to the Consolidated Parking Scheme to be of strategic significance and/or high community interest and request the CEO in writing, to present the proposal to Council for consideration. If the request is supported, the proposed amendment shall be presented to the first practicable Council meeting for consideration.

Note: any Councillor may also submit a notice-of-motion in relation to the withdrawal of delegation in relation to a particular proposal, but it would generally be expected that they would first seek to exercise the call-in provision as outlined above.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers pursuant to Section 1.10 of the City of Busselton Parking Local Law 2011 which was made in accordance with Part 3 of the *Local Government Act 1995*.

Verification

Recent Council Resolution C1808/150

Initial Council Resolution C1802/021

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

City of Busselton Parking Local Law 2011



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3A	Subdivision 2 of Division 3 of Part 3	Chief Executive Officer	Executive Function - Determining Applications Under Local Laws and Enforcement of Local Law Provisions

Delegator

Council

Power/Duty

To determine applications received by the City in accordance with a Local Law made by the City of Busselton (Shire of Busselton) in accordance with Subdivision 2 of Division 3 of Part 3 of the *Local Government Act 1995* and to enforce the provisions of those local laws and to otherwise exercise the powers and discharge the duties of the local government under those local laws.

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for in any local law made in accordance with Part 3 of the *Local Government Act 1995*.

Verification

Recent Council Resolution Initial Council Resolution C1808/150 C0806/188

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

For the purposes of this delegation, related documents include:

Activities in Thoroughfares and Public Places and Trading Local Law
Busselton Regional Airport Local Law
Keeping and Control of Cats Local Law
Cemeteries Local Law
Depositing and Removal of Refuse
Local Law Dogs Local Law
Dust and Building Waste Control Local Law
Health Local Law
Holiday Homes Local Law
Jetties Local Law
Local Government Property Local Law
Parking Local Law
Standing Orders Local Law

Notes of Recent Alterations

Update to the Local Government Act Reference and Delegation Subject to assign the delegation with the correct and relevant section of the Act (24 July 2018)



Instrument of Delegation

Local Government Act Reference	Delegate	Delegation Subject			
5.43(d)	Chief Executive Officer	Acquisition of Property			
	Reference	Reference			

Delegator

Council

Power/Duty

To acquire property on the local government's behalf.in accordance with section 5.43(d).

Conditions

The value of the property shall not exceed \$100,000 in accordance with Section 5.43(d) of the Local Government Act 1995.

Section 5.43(d)

A local government cannot delegate to a CEO any of the following powers or duties —

(d)

acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act* 1995 to delegate to the CEO the discharge of its powers and duties provided for in section 5.43(d) of the *Local Government Act* 1995.

Verification

Recent Council Resolution Initial Council Resolution

C1808/150 C1706/151

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

12.5 A



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject		
LG3C	Sections 3.58(2), (3) and (4)	Chief Executive Officer	Disposing of Property		

Delegator

Council

Power/Duty delegated

To exercise the following powers and discharge the following duties of the local government under Sections 3.58(2), (3) and (4) of the *Local Government Act 1995 (Act)*:

- Pursuant to Section 3.58(2) of the Act dispose of property by way of a public auction or public tender;
- Pursuant to Section 3.58(3) and (4) of the Act dispose of property other than under Section 3.58(2) – (local Public Notice requirements).

Conditions

This delegation is subject to:

- 1. Disposal by sale
 - The value of the land to be disposed of shall not exceed \$20,000 other than if paragraph (b) applies; or
 - (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 Local Government (Functions and General) Regulations 1996.
 - (c) The value of property other than land to be disposed of shall not exceed \$100,000;
 - (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

Local Government (Functions and General) Regulations 1996.

2. Disposal by Lease or Licence

- (a) This delegation 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 local government before, subject to the following:
 - (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;
 - (ii) The value of the lease or licence does not exceed \$25,000 pa;
 - (iii) The permitted use of the property must be consistent with:
 - A. the designated purpose of the property; or
 - the general or ancillary use of the property immediately prior to entering into the lease or licence; or
 - C. if the property has recently been acquired, the intention for which the property has been acquired by the local government.
 - (iv) This delegation includes the power to allow assignment of a lease or sublease of the property subject to the abovementioned conditions.
- (b) In addition, this delegation applies to the first time a property is leased or licensed 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).

3. Briefing and Reporting

At least every six months (and more frequently if required by the Mayor or the CEO), City officers shall provide Councillors a summary and update of leases or licences entered into under this delegation.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act* 1995 to delegate to the CEO some of its powers and duties provided for in Section 3.58 of the Act, read with Section 5.43 of the Act:

Local Government Act Section 5.43

Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

Functions and General Regulation 30.

Dispositions of property excluded from Act

- (2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been -
 - (a) put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or
 - (b) the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable.
- (3) A disposition of property other than land is an exempt disposition if
 - (a) its market value is less than \$20 000; or
 - (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75,000.

Verification

Recent Council Resolution C1807/142 Initial Council Resolution C1706/151

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Notes of Recent Alterations

Amendments made to delegation to broaden the scope of the delegation to include leases or licences over minor portions of land or buildings which may not have been leased before (26 June 2018)

Specific inclusion to delegation to incorporate leases or licences of land or buildings with a maximum area of 100 square metres provided that other conditions, such as the value of the disposition and consistency of purpose are applied (26 June 2018)

Inclusion of a briefing and reporting requirement in that Council are to be notified periodically of the circumstances under which this delegation is exercised (26 June 2018)



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegation Subject	
LG9B	9.49A(2)	Chief Executive Officer	Authorising the Affixing of the Common Seal to Documents

Delegator

Council.

Power/Duty

To authorise the affixing of the Common Seal of the City to a document that needs the City's Common Seal to be legally effective and that is in one or more of the following categories -

- 1. documents required to satisfy conditions of subdivision and/or development approval;
- documents required to effect the transfer of land as part of a settlement transaction (sale and purchase);
- documents required to secure the repayment of a loan granted by the City, a loan granted to the City by a third party and/or to secure the pre-funding of infrastructure works by the City;
- documents required to effect the grant of leasehold interests in the land either by the City to a third party, or by a third party to the City;
- documents required to effect the grant of a licence either by the City to a third party, or by a third party to the City;
- 6. documents required to effect the subdivision of land, including the strata titling of land;
- documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office); and
- 8. documents that are necessary or appropriate to enable a CEO to carry out his functions under any written law.

Conditions

The document must not be inconsistent with a Council policy or resolution. While the CEO can authorise the affixing of the Common Seal to a document as classified, it is noted that it is also necessary for the document to be signed by both the Mayor and the CEO (or a senior employee authorised by the CEO).

Section 5.37

A senior employee is an employee who has been appointed in accordance with Section 5.37 of the Local Government Act.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act* 1995.

Section 9.49A(2)

The Common Seal of a local government is not to be affixed to any document except as authorised by the local government.

Verification

Recent Council Resolution Initial Council Resolution C1808/150 C1005/169

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.



Instrument of Delegation

Reference Number	Act Reference	Delegate	Delegation Subject
BA1	S127 of Building Act 2011	Chief Executive Officer	Powers of the Local Government pursuant to the Building Act 2011

Delegator

Council.

Power/Duty

To undertake the powers of the local government pursuant to the Building Act 2011.

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under section 127 of the *Building Act 2011* and the delegation of Authorised persons pursuant to section 96(3) of the *Building Act 2011*.

127. Delegation: special permit authorities and local governments

- A Special Permit Authority or a Local Government may delegate any of its powers or duties as a Permit Authority under another provision of this Act.
- (3) A delegation of a local government's powers or duties may be only to a local government employee.
- (6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty —
 - (a) the CEO's power under this subsection to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.

Current Delegations (proposed to be amended) Attachment T

Verification

Initial Council Resolution **Recent Council Resolution**

C1808/150 C1110/334

Review Requirements

At Council's discretion as necessary (no statutory requirement).

Notes of Recent Alterations

Removal of specific reference to section 96 of the Act for the purpose of not creating confusion in terms of whether the CEO can exercise and/or sub-delegate the other powers necessary for the City to meet its obligations to administer the Act (24 July 2018)



Instrument of Delegation

Reference Number	Act Reference	ct Reference Delegates C				
BF1	Bush Fires Act 1954	Chief Executive Officer	The performance of any of the functions of the local government under the Act			

Delegator

Council

Power/Duty

All of the functions of the local government under the Bush Fires Act 1954.

Conditions

- 1. Excludes the powers and duties that are subject to separate delegated authority within this Register as set out below:
 - (a) BF2 Appointment of Bush Fire Control Officers;
 - (b) BF3 Prosecutions and Infringements
 - (c) BF4 Variation of Prohibited and Restricted Burning Times
- 2. A delegation as per s.48 does not include the power to sub-delegate.

Statutory Framework

Council is exercising its power of delegation under Section 48 of the Bush Fires Act 1954.

Verification

Recent Council Resolution Initial Council Resolution C1812/264 C969/0425

Review Requirements

Council discretion (there is no statutory review period)

Related Documents

Annual Firebreak and Fuel Hazard Reduction Notice.

Notes of Alteration

Council Resolution C969/0425 on 25 September 1996 gave power to the Coordinator, Ranger and Fire Services (or equivalent position) to undertake these duties, however, Council Resolution C0706/145 on 27 June 2007 revoked this power as Section 48 of the *Bush Fires Act 1954* only provides for the ability for delegation to the CEO, with no opportunity for sub-delegation (*27 June 2007*)

Improved wording to strengthen and clarify the delegation to be for all functions of the local government under the Bush Fires Act 1954 (12 December 2018)



Instrument of Delegation

Reference Number	Act Reference	Delegates	Delegation Subject			
BF2	Bush Fires Act 1954 s.38 s.48	Chief Executive Officer	Appointment of Bush Fire Control Officers			

Delegator

Council

Power/Duty

To appoint person/s to act as Bush Fire Control Officer/s pursuant to Section 38 of the Bush Fire Act 1954.

Conditions

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

Statutory Framework

Council is exercising its power of delegation under Section 48 of the Bush Fires Act 1954.

Verification

Recent Council Resolution C1812/264 Initial Council Resolution

C969/0425

Review Requirements

Council discretion (there is no statutory review period).

Related Documents

Annual Firebreak and Fuel Hazard Reduction Notice.

Notes of Alteration

Council Resolution C969/0425 on 25 September 1996 gave power to the Coordinator, Ranger and Fire Services (or equivalent position) to undertake these duties, however, Council Resolution C0706/145 on 27 June 2007 revoked this power as Section 48 of the *Bush Fires Act 1954* only provides for the ability for delegation to the CEO, with no opportunity for sub-delegation (*27 June 2007*)

Improved wording to strengthen and clarify the delegation and the Act reference and condition 3 outlining that the delegation does not apply to the appointment of the Chief Bush Fire Control and the Deputy Chief Bush Fire Control Officer (12 December 2018)



Instrument of Delegation

Reference Act Reference Number		Delegate	Delegation Subject
CA1	Cat Act 2011	Chief Executive Officer	The Powers and Duties of the Cat Act 2011

Delegator

Council.

Power/Duty

All powers and duties of the 'local government' under the Cat Act 2011.

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under Section 44 of the Cat Act 2011.

Verification

Recent Council Resolution Initial Council Resolution C1808/150 C1310/285

Review Requirements

In accordance with the requirements of Section 47 of the *Cat Act 2011*, at least once every financial year.

Related Documents

Keeping and Control of Cats Local Law 2014

Notes of Recent Alterations

Improved wording to strengthen and clarify the delegation as being for all powers and duties of the local government under the Cat Act 2011 (24 July 2018)



Instrument of Delegation

Reference Number	Act Reference	Delegate	Delegation Subject
DA1	Dog Act 1976	Chief Executive Officer	The powers and duties of the <i>Dog Act 1976</i> including the authority to further delegate

Delegator

Council.

Power/Duty

All powers and duties of the 'local government' under the $Dog\ Act\ 1976$ including the authority to further delegate those powers.

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under Section 10AA of the *Dog Act 1976* including the authority for the CEO to further delegate the duties and powers of the 'local government' to staff.

Verification

Recent Council Resolution Initial Council Resolution C1808/150 C1312/328

Review Requirements

In accordance with the requirements of Section 10AB of the $Dog\ Act\ 1976$, at least once every financial year.

Related Documents

Dogs Local Law 2014

Notes of Recent Alterations

Improved wording to strengthen and clarify the delegation as being for all powers and duties of the local government under the *Dog Act 1976 (24 July 2018)*

Specific reference to the local government incorporated in the power/duty in order to strengthen the delegation $(9 \, August \, 2017)$

12.5 Attachment T



Instrument of Delegation

Reference Number	Act Reference			Delegate	Delegation Subject			
GV1	Section Graffiti 2016	16(1) of Vandalism		Chief Executive Officer	Exercise any of the local government's powers or the discharge of any of its duties under Part 3 of the Graffiti Vandalism Act 2016			

Delegator

Council

Power/Duty

To exercise any of the powers and discharge any of the duties of the local government under Part 3 of the *Graffiti Vandalism Act 2016*.

Conditions

This delegation is subject to the conditions and limitations contained in the Graffiti Vandalism Act 2016.

Statutory Framework

Council is exercising its power of delegation under Section 16(1) of the *Graffiti Vandalism Act 2016* to delegate to the CEO to exercise its powers and discharge of any of its duties provided for in Part 3 of the *Graffiti Vandalism Act 2016*.

16. Delegation by local government

(1) The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Part.

17. Delegation by CEO of local government

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Part other than this power of delegation.

18. Notice requiring removal of graffiti

- (1) This section applies to graffiti that is -
 - (a) applied to property with the consent of the owner or occupier and;
 - (b) visible from a public place; and
 - (c) considered by the local government to be unsightly or offensive.
- (2) A local government may give a notice in writing to a person who is the owner of property or the occupier of a place on which graffiti described in subsection (1) is applied, requiring the person to ensure that the graffiti is obliterated in a manner acceptable to the local government within a time set out in the notice.

25. Local government graffiti powers on land not local government property

(1) A local government may obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent to do it.

Verification

Council Resolution C1706/131

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act* 1995 (the Act), at least once every financial year.

Related Documents

Graffiti Vandalism Act 2016

Department of Local Government and Communities Circular No. 18-2016 'Graffiti Vandalism Act 2016'



Instrument of Delegation

Reference Number	Act Reference	Delegate	Delegation Subject		
STA1	S25 of the Strata Titles Act 1985	Chief Executive Officer	Certificate of Approval		

Delegator

Council.

Power/Duty

The power to issue a certificate of approval under s.25 of the *Strata Titles Act 1985*, as delegated by the WAPC s.16.1 *Planning and Development Act 2005* (Planning Bulletin 52/2009).

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act* 1995 to delegate to the CEO provided for in section 16.1 of the *Planning and Development Act* 2005 and as delegated by the West Australian Planning Commission (**Planning Bulletin 52/2009**) the discharge of its powers and duties provided in section 25 *Strata Titles Act* 1985.

Strata Titles Act 1985

25 . Certificate of Commission

(1) Subject to this section, every strata plan and every plan of re-subdivision or consolidation for a strata scheme lodged for registration under this act shall be accompanied by a certificate of approval given by the commission unless the proposed subdivision, resubdivision or consolidation is exempt from the requirement of such a certificate by reason of regulations made under this section.

Verification

Initial Council Resolution C1409/235

Review Requirements

At Council's discretion as necessary (no statutory requirement).

12.6 Finance Committee – 15/08/2019 - BUSSELTON HOCKEY STADIUM CLUB INC. SELF SUPPORTING LOAN

STRATEGIC GOAL: 1. COMMUNITY: Welcoming, friendly, healthy

STRATEGIC OBJECTIVE: 1.3 A community with access to a range of cultural and art, social and

recreational facilities and experiences.

SUBJECT INDEXBusselton Hockey Stadium Club inc Self Supporting Loan

BUSINESS UNIT: Community Development

REPORTING OFFICER: Club Development Officer - Pam Glossop

AUTHORISING OFFICER: Director, Community and Commercial Services - Naomi Searle

PRIMARY NATURE OF

DECISION

Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Application Form for Busselton Hockey Stadium Inc.

Lighting Upgrade

This item was considered by the Finance Committee at its meeting on 15 August 2019, the recommendations from which have been included in this report.

COMMITTEE AND OFFICER RECOMMENDATION

That the Council:

- Subject to the assessment of the Club's Financial Statements, approve for the purposes of upgrading the lighting at the Busselton Hockey Stadium a selfsupporting loan, to be internally funded, to the Club, for the amount of \$80,000 for a term of up to ten (10) years.
- 2. Authorises the CEO to enter into a Loan Repayment Agreement with the Busselton Hockey Stadium Club Inc. where:
 - The Club acknowledges it is responsible for reimbursement to the City of Busselton of full costs associated with the loan,
 - b) The Loan repayment calculations are on the basis of the prevailing Western Australian Treasury Corporation lending rate Including Government Guarantee Fee at the time of actual funding of the loan.
- 3. Authorises the CEO to enter into a Deed of Amendment providing that default in respect of the Loan Repayment Agreement could result in termination of the Lease.

EXECUTIVE SUMMARY

The Busselton Hockey Stadium Club Inc. (the Club) has applied to the City of Busselton for a self-supporting loan for \$80,000 for a term of 10 years, as part of the Club's contribution toward the Busselton Hockey Stadium lighting upgrade project.

BACKGROUND

The existing lighting at the Busselton Hockey stadium are halogen lights and considered obsolete and are very expensive and difficult to replace, if they are able to be sourced at all. They are also expensive to run and do not meet competition standard.

In February/March 2019 through the City's Club Development program, the Club was engaged to undertake a comprehensive strategic planning process. This was funded through a grant from the Department of Local Government, Sport and Cultural Industries Regional Every Club Funding. As an outcome, a key strategy was to upgrade the lighting at the stadium:

Goal: To develop and maintain quality facilities which allow hockey to grow Strategy: Upgrade of current light to meet state and national level lighting criteria Outcome: Community Bids application and Community Sports and Facility Fund (CSRFF)

applications completed. Asset management plan completed.

When: March 2020

Priority: High

The Club is systematically upgrading the Stadium. Stage 1 was to upgrade the score board with funding support through the City's Community Bids Program. Stage 2 was to replace the existing turf which was self-funded from the Club's own reserves and Stage 3 is to upgrade the lighting from halogen to LED to a lux of 500.

The Club actively seeks to attract hockey events to Busselton with the Australian Women's Masters being held in 2018 and the Australian Men's Masters scheduled for October 2019. The Club also hosted a Classic League game this season and is seeking to have this game as a regular fixture. The South West League competition (men's and women's) is played on a regular basis in Busselton.

OFFICER COMMENT

City Officers have been working closely with the Club over a long period of time to carefully plan for the future. The Club has a strategic plan which clearly articulates its strategies to grow the sport and this plan forms a part of the Club's Board meetings.

The lighting upgrade is considered to be of a high priority with the current lighting not meeting Australian Standards as well as being a financial drain on the Club due to the high running and replacement costs.

The lighting upgrade from halogen to LED 500 lux will allow the Club to schedule more night games from junior level through to National level. This will, in turn, increase the opportunity for participation on the artificial turf.

The Club has the option of upgrading lighting to LED 350 lux but this would not allow for any Classic League or State/National games to be played. Whilst this meets the standards for the South West Leagues Competition the preferred option would be to upgrade to LED 500 lux.

The quote for the works includes new cross arms which will take the load for extra globes. Four of the poles have been tested for integrity and considered to be safe with some minor maintenance to be undertaken. The Club has advised that the power supply for the lighting upgrade will not need to be upgraded.

Statutory Environment

The City's adopted 2019/20 budget has been compiled in accordance with Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996. The budget includes an amount of up to \$150,000 to be provided to Community Groups during the year in the form of self-supporting Loans.

Relevant Plans and Policies

Council Policy 048 – Loans is applicable in offering the Club a Self-supporting Loan.

Financial Implications

The Club has been allocated \$59,000 through the City's Community Bids 2019 program and has applied to the Department of Local Government, Sport and Cultural Industries (DLGSC) for a grant of \$84,950 through the CSRFF.

The project cost breakdown is:

CSRFF: \$84,950 (application to be considered by Council at its meeting on 14

August 2019)

Community Bids: \$59,000 (endorsed by Council at its meeting on 31 July 2019)

Self-Supporting Loan: \$80,000 Applicant cash: \$30,901 **Total project:** \$254,851

The 2019/2020 Municipal Budget includes provision for funding of self-supporting loans to the Community to a maximum of \$150,000. Accordingly, assuming this cap has not been met at the time this loan is to be drawn (if approved); then a formal advertising period and budget amendment would not be required.

The loan would be granted on the basis of the prevailing Western Australian Treasury Corporation (WATC) lending rate including Government Guarantee Fee at the time of actual Funding of the loan. The WATC have advised that the current borrowing rate for 5 years is 2.13% and 10 years is 2.40% (both inclusive of a 0.7% Government Guarantee Fee), noting that this rate is subject to change up until and including the day the loan is drawn down.

All interest and principal repayments would be formally agreed to prior to release of any funding.

Stakeholder Consultation

The City Officers have been consulting with the Club throughout this process.

Risk Assessment

The Club has provided its financial statements for 2017/18 and 2018/19. Whilst the cash contribution will leave little in their reserves, the Club is confident that it can meet its financial obligations as it has forecast a profit of \$25,000 from the Australian Men's Masters in October 2019 and will allow for the loan repayments in future budgets.

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.

Options

Should Council not approve the request from the Club, they may consider the following options:

- 1. Install LED lighting to 350 lux which will decrease the cost of the lighting upgrade by approximately \$70,000
- 2. Seek other funding or loan options
- 3. Not proceed with the upgrade

Officers can assist with the drafting of a suitable alternative motion if required.

CONCLUSION

The lighting upgrade is conditional on funding being approved through the City's Community Bids program (endorsed by Council on 31 July 2019), CSRFF and a self-supporting loan.

The Club is applying to upgrade field lighting from halogen to 500 lux. Should funding not be secured, the Club may consider upgrading to 350 lux.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the request be approved, action will be taken immediately to implement the recommendations of the Council.



Office Use Only TRIM:	
Grant No:	
Project Coordinator	

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DLGSC Contact: TR	OY JONES			Date:	16 July	2019	Off	ice: SC	OUTH V	WEST
Applicant's Details	:									
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Postal Address:	PO BOX 179									
Suburb:	BUSSELTON	State:			WA		Po	stcode:		6280
Street Address:	BOVELL PARK 2	8 VASS	E HV	VY, BO	VELL					ne kumanna sassa
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referred Contact F Il application correspo		ted to th	is pe	rson			Title:	Dr 🗆	lMr ⊠	Mrs□ Ms
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Mobile Phone:	0400208768			En	nail:		Pam.glos	ssop@t	ousselt	on.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): UPGRADE OF LIGHTING

Project Description:

To upgrade the existing lighting from halogen to LED to meet standards suitable for our competition. The current lighting has been in place since 1986 and is now obsolete.

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How did you establish a need for your project?

The current lighting has been in place since 1986 and it does not have the capacity to meet the lighting standards as indicated below. The current are globes are halogen have lost the lux required to conduct training and games which presents a risk to participants.

The Association upgraded the artificial surface in April 2019. The Association funded this project at a cost of \$310,091.10 from its own reserves and without any external funding support.

The second stage of the turf development is to upgrade the lights

The competitions held at the Busselton Hockey Stadium artificial turf range from Juniors through to Masters [Men & Women]. The senior competition is a regional competition with teams from Capel, Bunbury, Margaret River, and Busselton & Collie. It is from this competition that representative teams are selected for the South West Strikers, which is the pathway for future State and Australian players. Currently Aran Zalewski from Margaret River (which is a member club of the Busselton Hockey Stadium Club) is a member of the Gold medal Australian Men's Team that won the inaugural Pro League International Competition. Aran was also named player of the tournament. Australia is ranked number 1 in the world (men) and number 2 in the world (women) and the provision of quality infrastructure is a key to producing world class athletes.

In summary the following outlines the lux requirements with 500 lux being the standard being applied for in this application:

- Current lights have older style globes that are now not in production therefore cannot be replaced. If any
 more light/globes cease to operate it could see us not meeting the required Hockey Australia standards.
 We would therefore become non-compliant placing our players, stadium status and competition at risk
- Replacing with LED lights would be more energy efficient and therefore more economical and allow replacements of globes in the future
- 250 lux meets training standards and our domestic competition matches within our fixtures, but not adequate for SWHL competition compliance
- 350 lux meets competition standards for our SWHL matches in our fixtures this therefore becomes our minimum standard
- 500 lux meets competition standards for National competitions our preferred standard
- 500 lux meets competition standards for International matches
- We should be able to use the current light poles as they were passed in 2018 as compliant with City of Busselton standards. The conduit has been assessed by the licensed contractors as capable of handling the upgrade

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

Halogen lighting was investigated but not considered suitable as they are more expensive to run and maintain.

Due to the age and condition of the current lighting no other alternatives have been considered.

The Association has no other option than to upgrade the lighting as we will be unable to schedule future night games under the current lights.

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?

The Association has a proven track record of managing, maintaining & budgeting for asset replacement as is evidenced by the fully funded artificial turf replacement. The Association has a policy to hold a sinking fund for all infrastructures

A specific asset replacement fund will not be established as the current sinking covers the entire infrastructure, including the pavilion, lighting, turf replacement, scoreboard and grandstand.

How will your project increase physical activity?

- Having lighting to 500 lux allows for local, regional and state level competition to be played in the evenings till 10pm.
- . This frees up turf time for all other grades of competition allowing more use of the turf
- It allows training every day of the week during the hockey season at early morning/night when lighting is required

Application Form for Busselton Hockey Stadium Inc. Lighting Upgrade

 Increases our competition fixtures opportunities Hockey season commences in Feb and plays till Oct Off season mixed Masters and Summer competitions is currently played and will be expanded Classic League games (A Grade) will be played in regional centres such as Busselton and it is pronight games attract an increased audience Attract State/National level competitions which is a tool for increasing participation Introduce other games such as walking hockey, AFL9's modified sports Introduce a new programme for Kids with disabilities Encourage other sports – soccer, grid iron, lacrosse Fixtures played at evenings/nights – new lighting will attract more players to this competition The association is committed to increasing participation in line with the Strategic priorities as identithe SP attached flyer to application (attached) The Busselton Hockey Association has recently undertaken an intensive strategic planning session a result has a structured approach to increase participation in our sport 						
Project location:	28 Vasse Hwy, Sir Stuart Bovell Park, Busselto	n				
and ownership:	Who owns the land on which your facility will be Lease Expiry (if applicable): 2024	e locate	ed? City o	f Busselto	on	
Planning approvals		If no,	provide th	e date it v	will be applied for:	
Vhere applicable, ha	s planning permission been granted? (LGA)	Yes	□No	\boxtimes		
Aboriginal Heritage A	Act?	Yes	☐ No	\boxtimes		
Department of Biodiv Environmental, Swan	rersity, Conservation and Attractions? River)	Yes	□No	\boxtimes		
lative Vegetation Cle	earing Permit?	Yes	☐ No	\boxtimes		
lease list any other	approvals that are required?	Yes	□No			

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

No If so, who:

Do you share your facility with other groups? Yes $\ \square$

Sport/community organisation	% use of the facility	Hours per week
Hockey	90	60 in season [30 off season]
Soccer	5	4
Other eg. Lacrosse, AFL	5	5

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

20	016/17	815	2017/18	750	2018/19	765 players 120 coaches and umpires	
----	--------	-----	---------	-----	---------	---	--

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are is available on the department's website: http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association

What is the name of the State Sporting Association for your activity/sport?						
Western Australian Hockey Association [Inc]						
Have you discussed your project with your State Sporting Association? Yes ⊠ No □						
Contact Name: Ryan Lenegan Date of contact: 01 July 2019						

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

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Task	Date
Attainment of Council approvals	NA
Preparation of tender/quotes for the major works contract	FEB 2020
Issuing of tender for major works	MARCH 2020
Signing of major works contract	MARCH 2020
Site works commence	APRIL 2020
Construction of project starts	APRIL 2020
Project 50% complete	APRIL 2020
Project Completed	APRIL 2020
Project hand over and acquittal	JUNE 2020

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

GSI

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: ROSYNMCNEIL
Position Held: STADYUM MANAGER
Signature:
Date: 164h Fuly 2079.

Application Form for Busselton Hockey Stadium Inc. Lighting Upgrade

LODGEMENT OF YOUR APPLICATION

Applications including all attachments are to be received electronically and officially submitted to
 <u>csrff@dlgsc.wa.gov.au</u> for metropolitan applications or your local DLGSC Regional Office email for
 regional applications by the cut off date. A hard copy can also be provided and should be clipped at the
 top left-hand corner, please do not bind.

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- It is recommended that you retain your completed application form, including attachments for your own records and future audit purposes.
- All attachments and supporting documentation (see next section) should be clearly named and identified and submitted with the application form.
- Applications must be submitted to your Local Government Authority by the Local Government's
 advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

Grants up to \$66,666:

\boxtimes	Application form.
\boxtimes	Incorporation Certificate.
\boxtimes	Two written quotes.
\boxtimes	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
\boxtimes	Income and expenditure statements for the current and next financial years. (LGAs exempted).
\boxtimes	Written confirmation of financial commitments from other sources including copies of council minutes. (If a club is contributing financially then evidence of their cash at hand must be provided).
	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
\boxtimes	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
\boxtimes	For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There
 is no onus on Department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted
 that grant. In some cases this may apply to localities where other significant projects have not been
 progressed or have not completed a previous project in accordance with the conditions of the grant
 provided. An assessment will be made in November and if no physical progress has occurred, new
 applications may not be recommended.
- · It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

Application Form for Busselton Hockey Stadium Inc. Lighting Upgrade

LODGEMENT OF YOUR APPLICATION

Applications including all attachments are to be received electronically and officially submitted to
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173

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 that grant. In some cases this may apply to localities where other significant projects have not been
 progressed or have not completed a previous project in accordance with the conditions of the grant
 provided. An assessment will be made in November and if no physical progress has occurred, new
 applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	Regional/remote location Growth local government	
Co-location	New Existing	
Sustainability initiative	Water saving Energy reduction Other	
Increased participation	New participants Existing participants – higher level Special interest Other	

PROJECT BUDGET

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ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).

Project Description (detailed breakdown of project to be supplied	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Supply and install new led lights & electrical works	247,428	272,171	Christian & Co 15072019
		·	
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	247,428	272,171	
Cost escalation	7,423	8,165	3% allowance in case of increased future costs
a) Total project expenditure	254,851	280,336	

- At least two written quotes are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A lighting plan must be supplied showing lux and configuration.
- · Projects that do not meet Australian Standards are ineligible for funding.

PROJECT FUNDING

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Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	59,000	64,900	LGA cash and in-kind	Y	Community Bids Application – notification at Council meeting 31 July 2019
Applicant cash	30,901	33,991	Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed	80,000	88,000	Loans, sponsorship etc	N	Self-supporting loan from City of Busselton – to be approved a future Council meeting
CSRFF request (No Development Bonus)	84,950	93,445	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	254,851	280,336	This should equal project expenditure as listed on the previous page		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

The Association has existing reserves to contribute to the project should less funding be approved. The scope could be reduced from 500 lux to 350 lux but this would be detrimental to utilising the synthetic surface to its full potential.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

12.6 Attachment A

Application Form for Busselton Hockey Stadium Inc. Lighting Upgrade

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and	LGA
projects. Please attach copies of council minutes relevant to the project approval.	

Name of Local Gove	ernment Authority: City of Busselton	
Name of Applicant:	Busselton Hockey Stadium Club (inc)	

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided: (Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification			
Planned approach			
Community input			\boxtimes
Management planning	\boxtimes		
Access and opportunity	\boxtimes		
Design		· 🗆	
Financial viability			
Co-ordination			
Potential to increase Physical activity			
Sustainability			

Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	☐ Local Plan ☐ Regional Plan
Have all planning and building approvals been given for this project?	⊠ Yes □ No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

. 0 0 0 0 1 1	danis (1 todos del dis interes appropriate del de deservicio de project)	
Α	Well planned and needed by municipality	
В	Well planned and needed by applicant	\boxtimes
С	Needed by municipality, more planning required	
D	Needed by applicant, more planning required	
E	Idea has merit, more planning work needed	
F	Not recommended	

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

Attachment A

Application Form for Busselton Hockey Stadium Inc. Lighting Upgrade

Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

The Busselton Hockey Stadium Club (inc) has applied for a grant through the City's Community Bids Program for \$59,000. This application will be put to Council at its meeting on 31 July 2019 and if successful funds will be available immediately.

The applicant has also applied for a self-supporting loan for \$80,000 as a part of its cash contribution. This will be put to Council for approval at its meeting on 14 August 2019.

The applicant has demonstrated that it has the capacity to financially contribute to this project. In February 2019, the applicant self-funded the synthetic turf replacement as a cost of \$310,091.

- 2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?
 - B) If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

The applicant has clearly demonstrated its ability to financially plan for the future as is evidenced by its selffunding of the replacement turf. The City of Busselton has confidence that the Hockey Association is capable of meeting its financial obligations. The applicant has a lease over the facility.

The Association fully funded and replaced the synthetic hockey surface in March 2019 at a cost of \$310,091 This has left the Association's reserves depleted. The Association could contribute its part of the funding from its remaining reserves, but would prefer to leave some money in this account and has requested a self-supporting loan of \$80,000 from the City to contribute to the Association's financial contributions.

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

The applicant has been working with the City of Busselton for the past 12 months in developing the planning of the precinct. They were successful in a Community Bid to erect a new scoreboard in early 2019.

The project is to upgrade the current halogen lights which are obsolete and in need of replacing. The proposed lighting upgrade will allow for increased participation from junior level through to State level games. It will be used predominantly for the South West Leagues Competition to be played at night.

The Association has recently completed a series of strategic planning workshops coordinated by the City and funded through the Sport and Recreation Regional Every Club Grant. The Association has now a clear vision, objectives and strategies.

In the Associations Strategic Plan it has clearly identified the following strategy:

Goal: To develop and maintain quality facilities which allow hockey to grow Strategy: Upgrade of current light to meet state and national level lighting criteria

Outcome: Community Bids application and CSRFF application completed. Asset management plan

completed. When: March 2020 Priority : High

Par floor

Position Club Development

Date 18 July 2019

Officer

Signed

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on 30 August 2019.** Late applications cannot be accepted in any circumstances.

Application Form for Busselton Hockey Stadium Inc. Lighting Upgrade

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street Leederville WA 6007 GPO Box 8349 Perth Business Centre WA 6849 Tel: (08) 9492 9700 CSRFF@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street PO Box 1036 Kalgoorlie WA 6430 Tel: (08) 9022 5800 goldfields@dlgsc.wa.gov.au

GREAT SOUTHERN

22 Collie Street

Albany WA 6330 Tel: (08) 9892 0100 greatsouthern@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270 Foreshore Drive PO Box 135 Geraldton WA 6531 Tel: (08) 9956 2100 midwest@dlgsc.wa.gov.au

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KIMBERLEY - Broome

Unit 2, 23 Coghlan Street PO Box 1476 Broome WA 6725 Telephone (08) 9195 5750 Mobile 0438 916 185 kimberley@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Telephone 08 9195 5750 Mobile 0427 357 774 kimberley@dlgsc.wa.gov.au

PEEL

Suite 94 16 Dolphin Drive PO Box 1445 Mandurah WA 6210 Tel: (08) 9550 3100 peel@dlgsc.wa.gov.au

PILBARA

Karratha Leisure plex Dampier Hwy, Karratha PO Box 941 Karratha WA 6714 Tel: (08) 9182 2100 pilbara@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street PO Box 2662 Bunbury WA 6230 Tel: (08) 9792 6900 southwest@dlgsc.wa.gov.au

WHEATBELT - Northam

298 Fitzgerald Street PO Box 55 Northam WA 6401 Tel: (08) 9690 2400 wheatbelt@dlgsc.wa.gov.au

WHEATBELT - Narrogin

Government Offices 50 Clayton Road Narrogin WA 6312 Telephone 0429 881 369 wheatbelt@dlgsc.wa.gov.au 12.7 Finance Committee - 15/08/2019 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 30 JUNE 2019

STRATEGIC GOAL: 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE: 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX: Budget Planing and Reporting **BUSINESS UNIT:** Finance and Corporate Services

REPORTING OFFICER: Acting Manager Financial Services - Jeffrey Corker **AUTHORISING OFFICER:** Director Finance and Corporate Services - Tony Nottle

PRIMARY NATURE OF Executive: substantial direction setting, including adopting strategies,

DECISION: plans and policies (excluding local planning policies), tenders, setting

and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A Statement of Financial Activity - Period ended 30 June

2019

Attachment B Investment Report for Month Ending 30 June 2019

This item was considered by the Finance Committee at its meeting on 15 August 2019, the recommendations from which have been included in this report.

OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 30 June 2019, pursuant to Regulation 34(4) of the *Local Government (Financial Management)* Regulations.

COMMITTEE DECISION AND AMENDED OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 30 June 2019, pursuant to Regulation 34(4) of the *Local Government (Financial Management)* Regulations, noting C6099 "Non-Operating Grants, Subsidies and Contributions" should read "Airport Development Capital Grants".

EXECUTIVE SUMMARY

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 30 June 2019.

BACKGROUND

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

- Annual budget estimates
- Budget estimates to the end of the month in which the statement relates
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 25 July 2018, the Council adopted (C1807/138) the following material variance reporting threshold for the 2018/19 financial year:

"That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2018/19 financial year as follows:

- Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported on a quarterly basis; and
- Reporting of variances only applies for amounts greater than \$25,000."

OFFICER COMMENT

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

Statement of Financial Activity

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

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

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

COMMENTS ON FINANCIAL ACTIVITY TO 30 JUNE 2019

The Statement of Financial Activity for the period ending 30 June 2019 shows an overall Net Current Position "Surplus" of \$1.75M. The following summarises the major variances in accordance with Council's adopted material variance reporting threshold that collectively make up the above difference:

Description	2018/2019 Actual	2018/2019 Amended Budget YTD	2018/2019 Amended Budget	2018/19 YTD Bud Variance	2018/19 YTD Bud Variance					
	\$	\$	\$	%	\$					
Revenue from Ordinary Activities										
Operating Grants, Subsidies										
and Contributions	6,079,293	5,423,780	5,423,780	12.09%	655,513					
Other Revenue	1,127,337	362,981	362,981	210.58%	764,356					
Profit on Asset Disposal	118,089	82,137	82,137	43.77%	35,952					
	Expenses from Ordinary Activities									
Materials & Contracts	(17,584,838)	(20,225,500)	(20,225,500)	13.06%	2,640,662					
Depreciation	(22,051,156)	(19,070,922)	(19,070,922)	-15.63%	(2,980,234)					
Asset Adjustments as per Changes to Regulations (OAG)	(1,185,285)	0	0	0	(1,185,285)					
Other Expenditure	(3,005,087)	(4,862,439)	(4,862,439)	38.20%	1,857,352					
Allocations	2,006,883	1,723,162	1,723,162	-16.47%	283,721					
Loss on Asset Disposals	(54,624)	(34,577)	(34,577)	-57.98%	(20,047)					
Non-Operating Grants,										
Subsidies and Contributions	14,465,113	32,471,094	32,471,094	-55.45%	(18,005,981)					
Capital Revenue & (Expenditu	1									
Land & Buildings	(1,393,002)	(17,986,501)	(17,986,501)	92.26%	16,593,499					
Plant & Equipment	(3,760,218)	(6,900,100)	(6,900,100)	45.50%	3,139,882					
Furniture & Equipment	(437,479)	(890,640)	(890,640)	50.88%	453,161					
Infrastructure	(23,006,581)	(37,666,531)	(37,666,531)	38.92%	14,659,950					
Proceeds from Sale of Assets	926,173	1,045,950	1,045,950	-11.45%	(119,777)					
Proceeds from New Loans	2,730,000	3,150,000	3,150,000	-13.33%	(420,000)					
Advances to Com. Groups	0	(150,000)	(150,000)	100.00%	150,000					
Transfer to Restricted Assets	(2,176,742)	(551,000)	(551,000)	-295.05%	(1,625,742)					
Transfer from Restricted Assets	10,223,753	14,530,252	14,530,252	-29.64%	(4,306,499)					
Transfer from Reserves	12,684,394	27,096,994	27,096,994	-53.19%	(14,412,600)					

Revenue from Ordinary Activities

YTD actual income from ordinary activities is \$1.59M more than expected when compared to budget with the following items meeting the material variance reporting threshold being:

- 1. Operating Grants, Subsidies and Contributions are \$655k (net) better than amended budget. This variance reflects the advance payment of the grants commission grant of \$1.233M, lower than anticipated reimbursement income of -\$235k, lower than anticipated grants income -\$229k, and anticipated contribution relating to the Airport of -\$111k was also not realised.
- 2. Other Revenue is \$764K better than amended budget. This variance is due to better than expected returns on the sale of scrap metal by \$254k. IT lease buybacks reflect additional income of \$544k which is offset by additional expenses in the IT leasing account 3381. There are numerous other variances however they are all below the reporting threshold.

3. Profit on asset disposal is \$36k better than amended budget. This line item is an accounting book entry to recognise profit on asset disposal and as a consequence will not affect the City's "cash" position.

Expenses from Ordinary Activities

Expenditure from ordinary activities, excluding depreciation, allocations and asset adjustments as per amended regulations (i.e. remove assets less than \$5k from assets register and place in portable and attractive register), is \$5.3M less than expected when compared to amended budget with the following items meeting the material variance reporting threshold:

1. Materials and Contracts

The main items affected are listed below:

Cost Code	Cost Code Description / GL Activity	Variance YTD
		\$
	orporate Services	
10250	Information & Communication Technology Services	(376,378)
10300	Records	31,304
10251	Business Systems	64,128
10500	Legal and Compliance Services	64,149
Community ar	nd Commercial Services	
B1361	YCAB (Youth Precinct Foreshore)	33,258
10590	Naturaliste Community Centre	39,700
11151	Airport Operations	42,248
10600	Busselton Jetty Tourist Park	55,341
10380	Busselton Library	67,003
Planning and I	Development Services	
10850	Implement Management Plans Other	38,263
10830	Environmental Management Administration	42,967
10925	Preventative Services - CLAG	48,271
10820	Strategic Planning	55,716
11170	Meelup Regional Park	59,834
Engineering a	nd Works Services	
Various (96		
Accounts)	Building Maintenance	133,748
B1401	Old Butter Factory (Carried forward to 2019/20)	783,549
Various (279		
Accounts)	Road Maintenance	(105,565)
Various (174	December Maintenance	04.525
Accounts)	Reserve Maintenance Fleet Maintenance	84,535
5280		147,454
G0031	Dunsborough Waste Facility	(62,514)
G0010	Domestic Recycling Collections	(51,540)
G0024	Other Recycling	(41,500)
D9999	Urban Stormwater Drainage	(40,937)
C8500	Cycle ways Maintenance Busselton	(36,294)
G0030	Busselton Transfer Station	(35,424)
G0034	External Waste Disposal	37,768
F9999	Footpaths Maintenance	39,154

	T
BTS External Restoration Works	44,734
Green Waste	53,791
Rubbish Sites Development	100,000
Geographe Leisure Centre	(36,649)
Street & Drain Cleaning	(29,718)
Cost Code Description / GL Activity	Variance YTD \$
d Works Services	
Rural Intersection (Lighting) Compliance	28,827
Busselton Jetty - Underwater Observatory	38,916
Sanitation Waste Services Administration	41,925
Street Lighting Installations	59,882
Engineering Services Administration	89,749
Regional Waste Management Administration	120,000
Busselton Jetty	669,610
	Green Waste Rubbish Sites Development Geographe Leisure Centre Street & Drain Cleaning Cost Code Description / GL Activity ad Works Services Rural Intersection (Lighting) Compliance Busselton Jetty - Underwater Observatory Sanitation Waste Services Administration Street Lighting Installations Engineering Services Administration Regional Waste Management Administration

2. Depreciation

There is an overall variance in depreciation of \$2.98M, however it should be noted that this is a non-cash item and does not impact on the City's surplus position. The variance can be attributed to the final adjustments made at year end for donated assets, Airport infrastructure additions and Fair Valuation of infrastructure assets being completed post budget adoption and the increase in valuation was unable to be included in the 2018/2019 budget.

3. Asset Adjustments as per Changes to Regulations

Amendments to Regulation 17A now excludes assets in a local Government annual financial report if valued under \$5000. Regulation 17 (5) states "An asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5,000".

A full review has now been conducted and in consultation with the Office of Auditor General and the City auditors an accepted methodology has been now endorsed in order to ensure that the City's financial reports do not breach the requirement of the amended Regulations. It was determined that all assets equal to or below the \$5k threshold will be removed from the asset register and placed in the City's portable and attractive asset register in order to assist in stock takes and the security of City's property. The exception to this, is where an asset falls below the \$5K threshold, but forms a part of "parent" asset (i.e. an asset that is made of many individual components that are all required in order to function as a unit) then these assets will remain within the asset register and be capitalised accordingly.

The end result of this process initiated a one off expensing of assets in accordance with Regulations to the amount of \$1,185,285.

4. Other Expenditure

There is a variance in other costs of \$1.85M less than amended budget. The main items affected are listed below:

Cost Code	Cost Code Description / GL Activity	Variance YTD				
Executive Se	rvices					
10001 Executive Services						
Finance and Corporate Services						
10000	Members of Council	47,507				
10700	Public Relations	51,320				
10618	Winderlup Court Aged Housing	56,690				
Community a	and Commercial Services					
10540	Recreation Administration	43,095				
10530	Community Services Administration	157,126				
Cost Code	Cost Code Description / GL Activity	Variance				
		Variance YTD				
	Cost Code Description / GL Activity and Commercial Services (Continued)					
Community a	and Commercial Services (Continued)	YTD				
Community a	Airport Development Operations	YTD				
Community a 11156 Planning and	Airport Development Operations Development Services	1,500,000				
Community a 11156 Planning and 10942 10805	Airport Development Operations Development Services Bushfire Risk Management Planning - DFES	1,500,000 (39,283)				
Community a 11156 Planning and 10942 10805	Airport Development Operations Development Services Bushfire Risk Management Planning - DFES Planning Administration	1,500,000 (39,283)				
Community a 11156 Planning and 10942 10805 Engineering a	Airport Development Operations Development Services Bushfire Risk Management Planning - DFES Planning Administration and Works Services	1,500,000 (39,283) 49,810				

With regard to the \$1.5M variance associated with the Airport marketing incentive, this expense will not be incurred this year. This however does not constitute a "saving" as this cost is reserve backed, hence if expenditure is not incurred, then it follows that the transfer from reserve will also not be processed.

5. Allocations

In addition to administration based allocations which clear each month, this category also includes plant and overhead related allocations. Due to the nature of these line items, the activity reflects as a net offset against operating expenditure, in recognition of those expenses that are of a capital nature (and need to be recognised accordingly). It should be noted that performance in the category has no direct impact on the closing position.

6. Loss on Sale of Assets

Loss on asset disposal is \$20k higher than YTD budget. This line item is an accounting book entry to recognise loss on asset disposal and as a consequence will not affect the City's "cash" position.

7. Non-Operating Grants, Subsidies and Contributions

Non-Operating Grants, Subsidies and Contributions are less than budget by \$18M with the main items impacting on the above result being the timing of the receipt of funding which is also offset with less than anticipated capital expenditure at this time.

Cost Code	Cost Code Description	Variance YTD							
Finance and Cor	Finance and Corporate Services								
10239	Contributions - Public Art (Percent for Art)	(1,215,970)							
10240	Contributions - Contribution to Works	(159,731)							
10250	IT Capital Grants (Federal)	140,044							
Community and	Commercial Services	1							
C6099	Airport Development Capital Grants (Federal)	(12,055,090)							
10900	Donated Assets	37,000							
C6092	Airport Construction Stage 2, Airfield	477,978							
Planning and De	velopment Services								
B1015	Hithergreen District Bushfire Brigade – Donated Asset	(465,200)							
B1013	Dunsborough Bushfire Brigade – Donated Asset	(178,300)							
B1024	Willyabrup Bushfire Brigade – Donated Asset	(178,300)							
B1026	Yallingup Rural Bushfire Brigade – Donated Asset	(127,548)							
B1029	Busselton Branch SES – Donated Asset	(97,200)							
B9109	Hithergreen Building Renovations	(68,886)							
Cost Code	Cost Code Description	Variance							
		YTD							
Engineering and		(4,000,000)							
D2000	Donated Assets Drainage	(1,293,099)							
V0002	Eastern Link - Busselton Traffic Study	(1,250,000)							
F1003	Donated Assets Footpaths & Cycleway	(621,400)							
B9407	Busselton Senior Citizens Capital Contribution	(500,000)							
C3168	Busselton Foreshore Jetty Precinct Grant	(308,221)							
S0051	Causeway Road / Rosemary Drive Roundabout Grant	(300,000)							
A0022	Yallingup Beach Road Bridge – 3347 Grant	(222,000)							
S0064	Peel Terrace (Stanley PI/Cammilleri St Intersection Upgrade)	(200,000)							
C1512	Port Geographe Boat Ramp Renewal Works Grant	(165,000)							
B9600	Old Vasse Lighthouse Contribution	(100,000)							
C3112	Busselton Foreshore - Exercise Equipment	(100,000)							
S0069	Peel Terrace (Brown Street Intersection Upgrades)	(100,000)							
C3113	Busselton Tennis Club - Infrastructure	(80,000)							
C0049	Port Geographe Marina Car Parking	(51,010)							
S0068	Georgiana Molloy Bus Bay Facilities	74,500							
W0030	Donated Roads	114,825							
W0026	Yoongarillup Road	120,000							
C3020	Donated Assets Parks, Gardens & Reserves	879,062							

8. Capital Expenditure

As at 30 June 2019, there is a variance of -55% or -\$34.8M in total capital expenditure with YTD actual at -\$28.6M against YTD budget of -\$63.4M.

The airport development makes up for \$16.1M (main variance relates to the Airport terminal \$12.9M), Busselton Tennis Club infrastructure \$1.12M, Plant and Equipment \$3.1M, Council roads initiative projects \$0.85M, Eastern link Busselton traffic study \$2.7M, Dunsborough land purchase for parking \$1.3M, Main roads projects \$1.3M, parks, gardens and reserves \$569K, sanitation infrastructure \$1.36M, beach restoration \$965K, Busselton Senior Citizens \$741K, Dunsborough cycleway CBD to Our Lady of the Cape School -\$108K (i.e. over YTD budget), furniture and equipment

\$453K, Busselton jetty tourist park upgrade \$152K, beach front infrastructure \$85K, Geographe Leisure Centre pool relining \$50K, energy efficiency initiatives (various buildings) \$77K, boat ramp construction \$466K, major projects Lou Weston oval \$684K, Busselton foreshore infrastructure \$775K, Busselton foreshore buildings \$218K, bridge construction \$222k, and depot wash down facility upgrade \$110k.

These items of under expenditure also assists in explaining the above current YTD shortfall in Non-Operating Grants.

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

9. Proceeds from Loans/ Advances to Community Groups

As at 30 June 2019, there is a variance of \$420K which relates to the budgeted drawdown of loans that has now occurred, however to a lesser extent than anticipated. The two main loans raised that varied from the budget are:

- Busselton Tennis Club loan budgeted to drawdown \$1.5M, however actual drawdown was \$1.25M (variance \$250k); and
- Air Freight Hub Stage 1 loan budgeted to drawdown \$1.5M, however actual draw down was \$1.48M (variance \$20k).

With regard to the self-supporting loan for community groups, as this transaction did not occur, it follows that the contra entry "advances to community groups" will also not be required. The transactions associated with self-supporting loans is ordinarily cost neutral to the City, therefore this transaction will have no effect on the City's net current position.

10. Transfer to Restricted Assets

There is a variance for transfer to restricted assets of \$1.625M more than amended budget. The reason for this is as follows:

- Transfer to deposits and bonds of \$1.3M as opposed to a budget of \$0. These funds do not have a budget allocation as they are not able to be reliably measured;
- Transfer unspent grant funds to restricted assets of \$468K to be utilized in 2019/20 for the purpose it was received;
- Transfer to contributions to works has fallen short of anticipated budget by -\$150K,
- Transfer to restricted grants (interest) has fallen short of budget by -\$200k.

11. Transfer from Restricted Assets

There is a variance for transfer from restricted assets of \$4.3M less than the amended budget. The reason for this is as follows:

- Transfer for unspent loans relating to Busselton Tennis Club is under budget by \$788K.
- Transfer for unspent grant relating to Busselton Margaret River Airport Development is under budget by \$5M;
- Transfer from restricted deposits and bonds of -\$2.1M as opposed to a budget of \$0. These funds do not have a budget allocation as they are not able to be reliably measured.

12. Transfer from Reserves

There is a variance for transfer from reserves of \$14.4M less than amended budget. At year end a full analysis is completed in order to determine the authorised final expenditure that can be recouped whilst also taking into account the purpose of the reserve. Traditionally the City has made any transfers possible during the year (once acquisitions/ works are completed) with the bulk of the transfers being made in June. The final result reflects the amount that can be transferred from reserves based on actual expenditure incurred.

Investment Report

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

As at 30th June 2019 the value of the City's invested funds totalled \$70.45M, down from \$71.95M as at 31st May. The decrease is due to the withdrawal of funds from Term Deposits as required to meet expenditure.

During the month of June, seven term deposits held with four different institutions totalling \$18.5M matured. Six, totalling \$13.5M; were renewed for a further 151 days at 2.14% (on average). One, totalling \$4.0M; was closed to provide readily available cash for the coming months until rates are levied in August 2019.

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) increased by \$2.5M with funds from closed term deposits temporarily held there.

The balance of the Airport Development ANZ account remained steady.

The RBA decreased official rates by 0.25% in June and again by the same amount in July. Term deposit renewal rates had been pricing in a number of drops for some months and returns are noticeably lower. The drop will also decrease the return on cash accounts including the 11am account. Financial markets are predicting possible further falls. The Interest return on Council's investments will fall accordingly.

Chief Executive Officer – Corporate Credit Card

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

Date	Amount	Payee	Description
27-Jun-19	\$100.00	City Of Busselton	Councillor Tickets NAIDOC Ball
27-Jun-19	\$200.00	City Of Busselton	Councillor Tickets NAIDOC Ball
27-Jun-19	\$454.00 SW Precision Print		Foreshore A1 Plan Prints Colour
20-Jun-19	\$345.09	MIE Software Pty Ltd	IPWEA Conference Dinner Tickets
20-Jun-19	\$24.40	The Goose	Meeting At Foreshore Refreshments
19-Jun-19	\$96.89	Dan Murphy's	Beverages For Council Civic Reception
18-Jun-19	\$805.10	Qantas	Flights - IPWEA Awards
18-Jun-19	\$805.10	Qantas	* Flights - IPWEA Awards
11-Jun-19	\$191.27	Quest Kings Park	LG WALGA CEO Breakfast
30-May-19	\$540.00	Qantas	* Qantas Membership

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

Statutory Environment

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

⁺ Allocated against CEO Hospitality Expenses Allowance

Relevant Plans and Policies

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

Financial Implications

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

Stakeholder Consultation

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

Risk Assessment

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

No risks of a medium or greater level have been identified.

Options

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

Officers can assist with the drafting of a suitable alternative motion if required.

CONCLUSION

As at 30 June 2019, the City recorded an unaudited net current position of \$1,751,076 as presented in the statement of financial position. This amount can be broken into two components:

- Unspent funds in 2018/19 that relate to jobs that will be carried forward to 2019/20. This component is for a value of \$1,263,448; and
- The remaining amount relates to the final surplus achieved in 2018/19, being \$487,628 (as compared to \$300k predicted at the budget review). The surplus will be utilised as per Council indication with \$295k funding two days employee costs in 2019/20 budget due to a 27 pay period year, and the remaining \$192,627 being transferred to the "New Infrastructure Development Reserve".

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not Applicable.

Statement of Financial Activity

	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/19
	Actual	Amended	Original	Amended	Original	YTD Bud (A)
		Budget YTD	Budget YTD	Budget	Budget	Variance
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Rates	48,723,934	48,575,646	48,575,646	48,575,646	48,575,646	0.31%
Operating Grants, Subsidies and Contributions	6,079,293	5,423,780	3,747,650	5,423,780	3,747,650	12.09%
Fees & Charges	15,793,598	15,861,160	15,828,160	15,861,160	15,828,160	-0.43%
Other Revenue	1,127,337	362,981	337,740	362,981	337,740	210.58%
Interest Earnings	2,336,296	2,283,760	2,283,760	2,283,760	2,283,760	2.30%
	74,060,458	72,507,327	70,772,956	72,507,327	70,772,956	2.14%
	74,000,438	72,307,327	70,772,330	72,307,327	70,772,530	2.14/0
Expenses from Ordinary Activities						
Employee Costs	(30,339,391)	(31,260,454)	(31,215,454)	(31,260,454)	(31,215,454)	2.95%
Materials & Contracts	(17,584,838)	(20,225,500)	(18,621,467)	(20,225,500)	(18,621,467)	13.06%
Utilities (Gas, Electricity, Water etc)	(2,607,810)	(2,569,240)	(2,569,240)	(2,569,240)	(2,569,240)	-1.50%
Depreciation on non current assets	(22,051,156)	(19,070,922)	(19,070,922)	(19,070,922)	(19,070,922)	-15.63%
Change of Accounting Treatment (Legislative Requirements)	(1,185,285)	0	0	0	0	0.00%
Insurance Expenses	(713,980)	(698,808)	(698,808)	(698,808)	(698,808)	-2.17%
Other Expenditure	(3,005,087)	(4,862,439)	(4,770,041)	(4,862,439)	(4,770,041)	38.20%
Allocations	2,006,883	1,723,162	1,723,162	1,723,162	1,723,162	-16.47%
	(75,480,664)	(76,964,201)	(75,222,770)	(76,964,201)	(75,222,770)	1.93%
Borrowings Cost Expense		/·	(
Interest Expenses	(1,333,095)	(1,374,387)	(1,374,387)	(1,374,387)	(1,374,387)	3.00%
	(1,333,095)	(1,374,387)	(1,374,387)	(1,374,387)	(1,374,387)	3.00%
	(1,333,033)	(1,374,307)	(1,3/4,30/)	(1,374,307)	(1,374,367)	3.00%
Non-Operating Grants, Subsidies and Contributions	14,465,113	32,471,094	30,347,185	32,471,094	30,347,185	-55.45%
Profit on Asset Disposals	118,089	82,137	82,137	82,137	82,137	43.77%
Loss on Asset Disposals	(54,624)	(34,577)	(34,577)	(34,577)	(34,577)	-57.98%
·						
	14,528,578	32,518,654	30,394,745	32,518,654	30,394,745	-55.32%
Net Result	11,775,277	26,687,393	24,570,544	26,687,393	24,570,544	-55.88%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	22,051,156	19,070,922	19,070,922	19,070,922	19,070,922	
Asset Adjustments as per Changes to Regulations (OAG)	1,185,285	0	0	0	(0.355.000)	
Donated Assets	(7,957,839)	(8,365,000)	(8,365,000)	(8,365,000)	(8,365,000)	
(Profit)/Loss on Sale of Assets Allocations & Other Adjustments	(63,465) (341,917)	(47,560) (105,000)	(47,560)	(47,560) (105,000)	(47,560) 0	
Deferred Pensioner Movements (Non-current)	(41,946)	(105,000)	0	(105,000)	0	
Recording of Employee Benefit Provisions (NC)	(3,311)	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	(875,052)	0	0	0	0	
beposit a bonds moreniens (cosh backes rey	(075,032)	•	•	v	•	
Capital Revenue & (Expenditure)						
Land & Buildings	(1,393,002)	(17,986,501)	(17,618,620)	(17,986,501)	(17,618,620)	92.26%
Plant & Equipment	(3,760,218)	(6,900,100)	(5,363,500)	(6,900,100)	(5,363,500)	45.50%
Furniture & Equipment	(437,479)	(890,640)	(883,640)	(890,640)	(883,640)	50.88%
Infrastructure	(23,006,581)	(37,666,531)	(36,804,070)	(37,666,531)	(36,804,070)	38.92%
Proceeds from Sale of Assets	926,173	1,045,950	1,045,950	1,045,950	1,045,950	-11.45%
Drassada from Navy Lanas	2 720 000	3 150 000	3 150 000	3 150 000	3 150 000	13 330/
Proceeds from New Loans Self Supporting Loans - Repayment of Principal	2,730,000 73,002	3,150,000 79,253	3,150,000 79,253	3,150,000 79,253	3,150,000 79,253	-13.33% -7.89%
Total Loan Repayments - Principal	(3,055,609)	(3,155,395)	(3,155,395)	(3,155,395)	(3,155,395)	-7.89% 3.16%
Advances to Community Groups	(3,033,009)	(150,000)	(150,000)	(150,000)	(150,000)	100.00%
Transfer to Restricted Assets	(2,176,742)	(551,000)	(551,000)	(551,000)	(551,000)	-295.05%
Transfer from Restricted Assets	10,223,753	14,530,252	14.423.922	14,530,252	14.423.922	-29.64%
Transfer from Restricted Assets Transfer to Reserves	(20,296,094)	(19,354,328)	(19,269,123)	(19,354,328)	(19,269,123)	-29.64% -4.87%
Transfer to Reserves Transfer from Reserves	12,684,394	27,096,994	26,356,026	27,096,994	26,356,026	-4.87% -53.19%
Hansiel Holli Meseraes	12,004,394	27,030,994	20,330,020	21,030,394	20,550,020	-33.1970
Opening Funds Surplus/ (Deficit)	3,511,291	3,511,291	3,511,291	3,511,291	3,511,291	
	-,,	-,,	-,,	-,,222	-,,404	
Net Current Position - Surplus / (Deficit)	1,751,076	0	0	0	0	

Net Current Position

	2018/19 Actual	2018/19 Amended	2018/19 Original	2017/18 Actual
		Budget	Budget	
NET CURRENT ASSETS	\$	\$	\$	\$
CURRENT ASSETS				
Cash - Unrestricted	3,204,485	1,577,000	1,577,000	4,885,287
Cash - Restricted	67,067,833	45,806,134	46,568,227	67,528,052
Sundry Debtors	1,809,547	2,800,000	2,800,000	3,078,872
Rates Outstanding - General	1,284,090	1,100,000	1,100,000	1,262,372
Stock on Hand	24,980	23,000	23,000	23,671
	73,390,935	51,306,134	52,068,227	76,778,254
LESS: CURRENT LIABILITIES Bank Overdraft	0	0	0	0
Sundry Creditors	4,572,026	5,500,000	5,500,000	5,738,911
Performance Bonds	2,943,510	3,818,562	3,818,562	3,818,562
	7,515,536	9,318,562	9,318,562	9,557,473
Current Position (inclusive of Restricted Funds)	65,875,399	41,987,572	42,749,665	67,220,781
Add: Cash Backed Liabilities (Deposits & Bonds)	2,943,510	3,818,562	3,818,562	3,818,562
Less: Cash - Restricted Funds	(67,067,833)	(45,806,134)	(46,568,227)	(67,528,052)
NET CURRENT ASSET POSITION	1,751,076	0	0	3,511,291

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2018/ 19 Actual	2018/19 Amended Budget YTD	2018/19 Original Budget YTD	2018/19 Amended Budget	2018/19 Original Budget	2018/19 Budget YTD Variance
>> Prope	erty, Plant & Equipment	\$	\$	\$	\$	\$	%
	Land						
10610 10930 10970 11300	Property Services Administration Fire Prevention Council Parking Control Sanitation Waste Services Administration	0 170,000 0 50,000	100,000 200,000 1,300,000 50,000	100,000 200,000 1,300,000 50,000	100,000 200,000 1,300,000 50,000	100,000 200,000 1,300,000 50,000	-100.00% -15.00% -100.00%
		220,000	1,650,000	1,650,000	1,650,000	1,650,000	-86.67%
	Buildings						
	Major Projects						
	Major Project - Busselton Foreshore						
B9570	Foreshore East-Youth Precinct Community Youth Building/SLSC	12,357	12,710	12,710	12,710	12,710	-2.78%
B9583 B9600	Railway House Old Vasse Lighthouse	18,010 2,600	18,360 220,000	18,360 220,000	18,360 220,000	18,360 220,000	-1.90% -98.82%
		32,968	251,070	251,070	251,070	251,070	-86.87%
	Major Project - Library Expansion						
B9516	Busselton Library Upgrade	0	11,000	11,000	11,000	11,000	-100.00%
	And the Book of the Administration Building	0	11,000	11,000	11,000	11,000	-100.00%
	Major Project - Administration Building						
B9010	Civic and Administration Centre Minor Upgrades	42,169	95,000	95,000	95,000	95,000	-55.61%
	Buildings (Other)	42,169	95,000	95,000	95,000	95,000	-55.61%
B9109	Hithergreen Building Renovations	0	68,886	0	68,886	0	-100.00%
B9112	Ambergate Bushfire Brigade Shed	324,413	362,055	164,055	362,055	164,055	-10.40%
B9113	Vasse Bushfire Brigade Appliance Bay Facility	8,655	8,655	0	8,655	0	0.00%
B9114 B9300	Sussex BFB Concrete Apron Aged Housing Capital Improvements - Winderlup	8,655 70,472	8,655 95,000	60,000	8,655 95,000	60,000	0.00% -25.82%
B9301	Aged Housing Capital Improvements - Harris Road	47,883	48,200	48,200	48,200	48,200	-0.66%
B9302	Aged Housing Capital Improvements - Winderlup Court (City)	42,023	51,000	51,000	51,000	51,000	-17.60%
B9407 B9511	Busselton Senior Citizens ArtGeo Building	9,152 44,101	750,000 73,000	750,000 73,000	750,000 73,000	750,000 73,000	-98.78% -39.59%
B9511	GLC Aerobic Additions / Sauna Room	30,000	30,000	30,000	30,000	30,000	-39.59%
B9517	GLC - Pool Relining	0	50,000	50,000	50,000	50,000	-100.00%
B9528	GLC - Plant Room	57,485	57,819	57,819	57,819	57,819	-0.58%
B9538 B9556	Weld Theatre NCC Upgrade	6,235 105,298	15,000 107,818	15,000 107,818	15,000 107,818	15,000 107,818	-58.44% -2.34%
B9588	Old Court House Building Upgrade	103,298	75,000	75,000	75,000	75,000	-100.00%
B9591	Performing Arts Convention Centre	49,968	50,000	50,000	50,000	50,000	-0.06%
B9596 B9604	GLC Building Improvements Womens Change Facility Bovell	83,792	260,000 83,685	260,000 35,000	260,000 83,685	260,000 35,000	-67.77% -100.00%
B9604 B9605	Energy Efficiency Initiatives (Various Buildings	22,622	100,000	100,000	100,000	100,000	-100.00%
B9610	Old Butter Factory	94,215	0	0	0	0	0.00%
B9716 B9717	Airport Terminal Stage 2 Airport Construction, Existing Terminal Upgrade	(15,346)	12,915,000 500,000	12,915,000 500,000	12,915,000 500,000	12,915,000 500,000	-100.12% -100.00%
B9804	Bsn Jetty Tourist Park Home	46,243	55,258	55,258	55,258	55,258	-16.31%
B9808	Busselton Jetty Tourist Park Upgrade	1,097,866	15,979,431	214,400 15,611,550	214,400 15,979,431	15,611,550	-71.08% -93.13%
	Total Buildings		16,336,501	15,968,620	16,336,501	15,968,620	-93.13%
		1,173,002	16,336,501	15,968,620	16,336,501	15,968,620	-92.82%
	Plant & Equipment						
10250	Information & Communication Technology Services	0	15,000	15,000	15,000	15,000	-100.00%
10251 10360	Business Systems Customer Services	37,709 36,635	40,000 40,000	40,000 40,000	40,000 40,000	40,000 40,000	-5.73% -8.41%
10502	Community & Commercial Services Support	47,995	50,000	50,000	50,000	50,000	-4.01%
10530	Community Services Administration	37,605	40,000	40,000	40,000	40,000	-5.99%
10630	Property and Business Development	31,292	35,000	35,000	35,000	35,000	-10.59%
10800 10808	Planning Directorate Support Compliance Services	43,578 35,627	50,000 40,000	50,000 40,000	50,000 40,000	50,000 40,000	-12.84% -10.93%
10820	Strategic Planning	37,605	40,000	40,000	40,000	40,000	-5.99%
10920	Environmental Health Services Administration	38,885	40,000	40,000	40,000	40,000	-2.79%
10940 10980	Fire Prevention DFES Other Law, Order & Public Safety	55,537 31,877	55,000 35,000	55,000 35,000	55,000 35,000	55,000	0.98% -8.92%
10380	Outer Law, Order & Public Safety	31,8//	35,000	35,000	35,000	35,000	-8.92%

Statement of Financial Activity - Period ended 30 June 2019

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2018/ 19 Actual	2018/19 Amended	2018/19 Original	2018/19 Amended	2018/19 Original	2018/19 Budget YTD
			Budget YTD	Budget YTD	Budget	Budget	Variance
11000	Engineering & Works Services Support	55,000	50,000	50,000	50,000	50,000	10.00%
11101	Engineering Services Administration	33,844	35,000	35,000	35,000	35,000	-3.30%
11107 11156	Engineering Services Design	34,071	35,000	35,000	35,000	35,000	-2.65%
11156	Airport Development Operations Sanitation Waste Services Administration	111,350 36.816	150,000 40,000	150,000 40,000	150,000 40,000	150,000 40,000	-25.77% -7.96%
11401	Transport - Workshop	80,394	111,000	111,000	111,000	111,000	-27.57%
11402	Plant Purchases (P10)	857,550	1,947,000	1,927,000	1,947,000	1,927,000	-55.96%
11403	Plant Purchases (P11)	642,473	805,500	805,500	805,500	805,500	-20.24%
11404	Plant Purchases (P12)	1,339,945	1,470,000	1,470,000	1,470,000	1,470,000	-8.85% -94.93%
11500	P&E - P&G Smart Technologies Operations Services Administration	7,598 110,958	150,000 110,000	150,000 110,000	150,000 110,000	150,000 110,000	-94.95% 0.87%
B1013	Dunsborough Bushfire Brigade	0	178,300	0	178,300	0	-100.00%
B1015	Hithergreen District Bushfire Brigade	0	465,200	0	465,200	0	-100.00%
B1024	Wilyabrup Bushfire Brigade	0	178,300	0	178,300	0	-100.00%
B1026	Yallingup Rural Bushfire Brigade	0	597,600	0	597,600	0	-100.00%
B1029 G0030	Busselton Branch SES Busselton Transfer Station	872 7.500	97,200	0	97,200	0	-99.10% 0.00%
G0030	Dunsborough Waste Facility	7,500	0	0	0	0	0.00%
		3,760,218	6,900,100	5,363,500	6,900,100	5,363,500	-45.50%
	Furniture & Office Equipment						
10250	Information & Communication Technology Services	8,538	46,400	46,400	46,400	46,400	-81.60%
10250	Business Systems	197,433	258,500	258,500	258,500	258,500	-23.62%
10530	Community Services Administration	0	5,000	5,000	5,000	5,000	-100.00%
10590	Naturaliste Community Centre	7,227	16,110	16,110	16,110	16,110	-55.14%
10591	Geographe Leisure Centre	47,644	63,600	63,600	63,600	63,600	-25.09%
10625 10900	Art Geo Administration Cultural Planning	10,000 137,000	12,000 159,030	12,000 152,030	12,000 159.030	12,000 152,030	-16.67% -13.85%
11156	Airport Development Operations	29,637	300,000	300,000	300,000	300,000	-90.12%
11160	Busselton Jetty	0	5,000	5,000	5,000	5,000	-100.00%
B1361	YCAB (Youth Precinct Foreshore)	0	25,000	25,000	25,000	25,000	-100.00%
	•	437,479	890,640	883,640	890,640	883,640	-50.88%
	Sub-Total Property, Plant & Equipment	5,590,699	25,777,241	23,865,760	25,777,241	23,865,760	-78.31%
>> Infra	structure						
	Major Project - Busselton Foreshore						
C0029 C3065	Queen West Foreshore Carpark Signal Park	186,247 65,414	203,000 72,000	203,000 72,000	203,000 72,000	203,000 72,000	-8.25% -9.15%
C3094	Busselton Foreshore - Stage 3	30,502	220,672	287,637	220,672	287,637	-86.18%
C3112	Busselton Foreshore - Exercise Equipment	1,600	225,000	225,000	225,000	225,000	-99.29%
C3113	Busselton Tennis Club - Infrastructure	2,743,762	3,862,894	3,862,894	3,862,894	3,862,894	-28.97%
C3150	Busselton Foreshore Stage 3: Toddler's Playground	169,374	174,301	133,510	174,301	133,510	-2.83%
C3168 C3179	Busselton Foreshore Jetty Precinct Jetty Precinct Bike Racks/Bin Enclosures	1,463,735 10,104	1,645,509 12,500	1,578,544 12.500	1,645,509 12.500	1,578,544 12,500	-11.05% -19.17%
C3179	Marine Tce Sword Planting	88.617	90,000	90,000	90,000	90,000	-1.54%
C3181	Minor Capital Improvements, Fencing, Seating, Lighting etc	19,131	20,500	20,500	20,500	20,500	-6.68%
C3182	Relocation of Veteran Car Club	140,361	250,000	250,000	250,000	250,000	-43.86%
C3183	Queen Street Look Out Art Work	1,079	25,000	25,000	25,000	25,000	-95.68%
C3189	Fencing Possum Park Barnard East	17,794	30,000	30,000	30,000	30,000	-40.69%
		4,937,721	6,831,376	6,790,585	6,831,376	6,790,585	-27.72%
	Major Project - Administration Building						
C0043	Administration Building Carpark	613	100,000	100,000	100,000	100,000	-99.39%
	•	613	100,000	100,000	100,000	100,000	-99.39%
	Major Project - Lou Weston Oval						
C3186	Lou Weston Oval - Courts	16,600	700,000	700,000	700,000	700,000	-97.63%
	•	16,600	700,000	700,000	700,000	700,000	-97.63%
	Footpaths Construction						
F0035	Dunsborough Lakes Drive to N.C.C.	131.109	152.000	152.000	152,000	152,000	-13,74%
F0066	Bussell Highway Footpath Sections	412,123	589,820	589,820	589,820	589,820	-30.13%
F0075	Armitage Drive Footpath - Navigation Way to Avocet Boulevard	64,505	44,608	44,608	44,608	44,608	44.61%
F0077 F0078	Valley Road Footpath Signal Park Bypass New Path	59,757 68,645	62,000 70,000	62,000 70,000	62,000 70,000	62,000 70,000	-3.62% -1.94%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2018/ 19 Actual	2018/19 Amended Budget YTD	2018/19 Original Budget YTD	2018/19 Amended Budget	2018/19 Original Budget	2018/19 Budget YTD Variance
F0079	Bovell Street Footpath	45,646	60,000	60,000	60,000	60,000	-23.92%
		781,786	978,428	978,428	978,428	978,428	-20.10%
	Drainage Construction - Street						ė.
D0009	Busselton LIA - Geocatch Drain Partnership WSUD Improvements	4,213	30,000	30,000	30,000	30,000	-85.96%
D0015 D0017	Valley Road Drainage Upgrade Chain Avenue - Drainage Works	226,858 247,839	230,000 187,982	230,000 187,982	230,000 187,982	230,000 187,982	-1.37% 31.84%
D0018	Centurion Way - Drainage Works	31,184	11,991	11,991	11,991	11,991	160.06%
D0019	Johnston Avenue Drainage Upgrade - Stage 2	54,071	25,000	25,000	25,000	25,000	116.28%
D0020 D0022	Glenmeer Ramble Drainage Upgrade West Street Drainage Improvements	9,028 17,449	30,000 30,000	60,000	30,000 30,000	60,000	-69.91% -41.84%
		590,642	544,973	544,973	544,973	544,973	8.38%
	Car Parking Construction						
C0013	Yallingup Beach Car Park	34.528	101.000	101,000	101,000	101,000	-65.81%
C0044	Meelup Coastal Nodes - Carpark upgrade	118,958	256,886	256,886	256,886	256,886	-53.69%
C0049	Port Geographe Marina Carparking	230,459	190,380	190,380	190,380	190,380	21.05%
		383,945	548,266	548,266	548,266	548,266	-29.97%
	Bridges Construction						
A0022	Yallingup Beach Road Bridge - 3347	0	222,000	222,000	222,000	222,000	-100.00%
		0	222,000	222,000	222,000	222,000	-100.00%
	Cycleways Construction						
F1018	Dunsborough Cycleway CBD to Our Lady of the Cape School	789,293	681,000	681,000	681,000	681,000	15.90%
		789,293	681,000	681,000	681,000	681,000	15.90%
	Townscape Construction						
C1001 C1024	Queen Street Upgrade - Duchess to Kent Street Dunsborough Road Access Improvements Stage 1	0 1,103,280	122,450 1,296,501	122,450 1,296,501	122,450 1,296,501	122,450 1,296,501	-100.00% -14.90%
C1024	Dunsborough Koao Access Improvements Stage 1	1,103,280	1,418,951	1,418,951	1,418,951	1,418,951	-14.90%
		1,103,280	1,418,951	1,418,951	1,418,951	1,418,951	-22.25%
	Boat Ramps Construction						
C1502 C1512	Old Dunsborough Boat Ramp Finger Jetty Port Geographe Boat Ramp Renewal Works	26,900	22,200 470.810	22,200 220,000	22,200 470,810	22,200 220,000	21.17%
		26,900	493,010	242,200	493,010	242,200	-94.54%
	Depot Construction	23,522	,		,	,	

C2006	Depot Washdown Facility Upgrades	867	110,000	110,000	110,000	110,000	-99.21%
		867	110,000	110,000	110,000	110,000	-99.21%
	Beach Restoration						J.
C2504	Groyne Construction	25,396	48,150	48,150	48,150	48,150	-47.26%
C2512	Sand Re-Nourishment	34,169	173,410	118,410	173,410	118,410	-80.30%
C2520 C2523	Coastal Protection Works Broadwater Beach Coastal Protection Stage 1 of 4	5,152 46,645	45,000 150,000	45,000 0	45,000 150,000	45,000 0	-88.55% -68.90%
C2525	Wonnerup Groynes 3, 5, & 6	24,427	300,000	300,000	300,000	300,000	-91.86%
C2526	Baudin/ Wonnerup Groynes	11,581	300,000	300,000	300,000	300,000	-96.14%
C2527 C2528	Storm Damage Renewal of Infrastructure Craig Street Groyne and Sea Wall	83,308 165,792	95,000 250,000	95,000 0	95,000 250,000	95,000 0	-12.31% -33.68%
C2320	ciaig street Groyile and sea wall	396,470		906,560		906,560	-70.88%
	Onder Condens & October	390,470	1,361,560	000,000	1,361,560	000,000	-70.86%
	Parks, Gardens & Reserves						-
C3006 C3007	Playgrounds General - Replacement of playground equipment	13,705	15,000	15,000	15,000	15,000	-8.63%
C3007	Park Furniture Replacement - Replace aged & unsafe Equip Boyell Park - Upgrade Lighting	40,470 6,900	43,000 79,000	43,000 0	43,000 79,000	43,000 0	-5.88% -91.27%
C3024	Dunsborough Oval - Lighting Upgrade	0	55,000	55,000	55,000	55,000	-100.00%
C3048	BBQ Placement and Replacement	15,036	13,000	13,000	13,000	13,000	15.66%
C3122 C3131	Rails to Trails - Continuation of Implementation Plan Elijah Circle POS	111,456 20,138	250,123 24,620	248,723 24,620	250,123 24,620	248,723 24,620	-55.44% -18.20%
	magain was with 1 WW	20,230	67,060	27,020	64,060	24,020	-40-6079

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2018/19	2018/19	2018/19	2018/19	2018/19	2018/19
		Actual	Amended Budget YTD	Original Budget YTD	Amended Budget	Original Budget	Budget YTD Variance
C3143	NCC Infrastructure	3,039	3,039	3,039	3,039	3,039	0.00%
C3145	Churchill Park Dunsborough Town Centre/ Foreshore	105,399 88.012	188,837 87.457	188,837 87,457	188,837 87,457	188,837 87,457	-44.19% 0.63%
C3154	Administration Building Landscaping Works	19,845	20,000	20,000	20,000	20,000	-0.78%
C3157	Port Geographe - Layman Road Native Tree Planting	31,635	33,158	33,158	33,158	33,158	-4.59%
C3158 C3159	Port Geographe - Casurina Replacements on Layman Road	3,436 70.887	21,100 92,543	21,100 92,543	21,100 92,543	21,100 92,543	-83.72% -23.40%
C3159	Port Geographe - Burgee Cove (Western Side of Bridge) Port Geographe - Reticulated POS at Layman Road	282,397	306,513	286,513	306,513	286,513	-7.87%
C3163	Port Geographe - Outstanding Minor Repairs	10,240	30,000	30,000	30,000	30,000	-65.87%
C3164	Port Geographe - Reticulation Upgrade Scheme to Bore Water	373,775	332,927	332,927	332,927	332,927	12.27%
C3166 C3174	Vasse River Foreshore - Bridge to Bridge Old Broadwater Farm Drink Fountain	11,588 3.981	94,317 5,000	94,317 5,000	94,317 5,000	94,317 5,000	-87.71% -20.38%
C3174	Currawong Drive Drink Fountain	3,836	5,000	5,000	5,000	5,000	-20.38%
C3176	Geographe Bay Road (Earnshaw) Coastal Fencing Renewal	7,351	10,000	10,000	10,000	10,000	-26.49%
C3177	Shade Sail Program Dawson Park/ Cloisters	99,741	100,000	100,000	100,000	100,000	-0.26%
C3178 C3184	Ping Pong Facility at Foreshore Rotary Park Entry Gateway Landscape Upgrade	8,639 0	10,000 13,500	10,000 13,500	10,000 13,500	10,000 13,500	-13.61% -100.00%
C3185	Foreshore Skate Park Seating	16,045	26,000	26,000	26,000	26,000	-38.29%
C3187	Port Geographe Reticulation Upgrades	0	66,823	65,000	66,823	65,000	-100.00%
C3188	Port Geographe Capital Replacement and Tree Planting	26,885	25,000	25,000	25,000	25,000	7.54%
C3190 C3191	Mobile Grand Stands Armistice Centenary Program	36,267 14,651	30,000 13,637	30,000	30,000 13,637	30,000	20.89% 7.44%
		1,425,351	1,994,594	1,878,734	1,994,594	1,878,734	-28.54%
	Cemetery Capital Works						
C1604	Pioneer Cemetery Infrastructure Upgrades	1.575	52,000	52.000	52,000	52,000	-96.97%
C1604	Busselton Cemetery Infrastructure Upgrades	5,301	100,000	100,000	100,000	100,000	-96.97% -94.70%
C1609	Pioneer Cemetery - Implement Conservation Plan	18,492	20,000	20,000	20,000	20,000	-7.54%
		25,369	172,000	172,000	172,000	172,000	-85.25%
	Beach Front Infrastructure Works						
		05.500					
C1755 C1758	Dunsborough Beach Enclosure Net Replacement Beach Access Stairs - Bay View Cresent	95,500 1,090	90,000 21,000	90,000 21,000	90,000 21,000	90,000 21,000	6.11% -94.81%
C1760	King Street Reserve - Park Upgrade (Coastal Node)	6,001	77,500	77,500	77,500	77,500	-92.26%
		102,591	188,500	188,500	188,500	188,500	-45.58%
	Aged Housing - Infrastructure Works	102,331	200,300	200,300	100,300	100,300	43.30%
C3451	Aged Housing Infrastructure (Upgrade)	4,332	13,300	13,300	13,300	13,300	-67.43%
		4,332	13,300	13,300	13,300	13,300	-67.43%
	Sanitation Infrastructure						
C3479	Vidler Road Waste Site Capital Improvements	36,331	403,750	403,750	403,750	403,750	-91.00%
C3481	Transfer Station Development	45,224	442,340	442,340	442,340	442,340	-89.78%
C3485	Site Rehabilitation - Busselton	454,218	1,050,000	1,050,000	1,050,000	1,050,000	-56.74%
		535,773	1,896,090	1,896,090	1,896,090	1,896,090	-71.74%
	Airport Development						
C6086	Airport Construction - Air Freight Hub Stage 1	2.956.870	3.000.000	3.000.000	3,000,000	3.000.000	-1.44%
C6087	Airport Construction Stage 2, Landside Civils & Services Inf	1,249,984	691,170	691,170	691,170	691,170	80.85%
C6091	Airport Construction Stage 2, Noise Management Plan	3,764	869,550	869,550	869,550	869,550	-99.57%
C6092 C6095	Airport Construction Stage 2, Airfield Airport Construction Stage 2, External Services	1,019,977 1,082,373	1,150,000 2,300,000	1,150,000 2,300,000	1,150,000 2,300,000	1,150,000 2,300,000	-11.31% -52.94%
C6099	Airport Development - Project Expenses	910,783	1,892,760	1,892,760	1,892,760	1,892,760	-52.94%
		7,223,751	9,903,480	9.903.480	9,903,480	9.903.480	-27.06%
	Main Roads	-,,-31	5,505,400	2,203,400	5,503,400	5,303,400	-2.7.00070
50022	Floodgate Road	27,438	31,000	31,000	31,000	31,000	-11.49%
S0035 S0051	Strelly Street / Barlee Street Roundabout Causeway Road / Rosemary Drive Roundabout	486,895 93,319	502,846 750,000	450,000 750,000	502,846 750,000	450,000 750,000	-3.17% -87.56%
50051	Peel Terrace (Stanley PI/Cammilleri St Intersection Upgrade)	187,121	613,033	613,033	613,033	613,033	-69.48%
S0065	Metricup Road	(0)	0	0	0	0	0.00%
S0066	Queen Street	2,670	0	52,846	0	52,846	0.00%
S0067 S0068	Layman Road - Reconstruction	160,576	152,487	152,487	152,487	152,487	5.30% 68.97%
S0068 S0069	Georgiana Molloy Bus Bay Facilities Peel Terrace (Brown Street Intersection Upgrades)	333,353 4,151	197,286 250,000	197,286 250,000	197,286 250,000	197,286 250,000	68.97% -98.34%
S0317	Naturaliste Terrace Asphalt Overlay	111,820	153,080	153,080	153,080	153,080	-26.95%
S0318	Bentley Road Reseal	28,463	27,000	27,000	27,000	27,000	5.42%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2018/ 19 Actual	2018/19 Amended Budget YTD	2018/19 Original Budget YTD	2018/19 Amended Budget	2018/19 Original Budget	2018/19 Budget YTD Variance
50319	Webster Road Reseal	17,010	31,000	31,000	31,000	31,000	-45.13%
50320	Ballarat Road Reseal	54,563	75,000	75,000	75,000	75,000	-27.25%
		1,507,379	2,782,732	2,782,732	2,782,732	2,782,732	-45.83%
	Black Spot						
V0002	Eastern Link - Busselton Traffic Study	178,422	2,900,000	2,900,000	2,900,000	2,900,000	-93.85%
		178,422	2,900,000	2,900,000	2,900,000	2,900,000	-93.85%
	Council Roads Initiative						
W0005	Kaloorup Road	38.512	38,500	38.500	38,500	38.500	0.03%
W0016	Hairpin Road	66.810	85,000	85,000	85,000	85,000	-21.40%
W0026	Yoongarillup Road	896,831	890,000	890,000	890,000	890,000	0.77%
W0055	Lindberg Road	154,859	173,500	173,500	173,500	173,500	-10.74%
W0058	Quininup Road	52,716	79,000	79,000	79,000	79,000	-33.27%
W0074	Chapman Hill Road	28,233	35,400	35,400	35,400	35,400	-20.24%
W0084	Vasse Yallingup Siding Road	187	20,200	20,200	20,200	20,200	-99.07%
W0136	DAIP Issues District ACROD Bays, ramps, signs etc	35,866	40,173	40,173	40,173	40,173	-10.72%
W0176	Signage (Alternate CBD Entry)	3,273	19,796	19,796	19,796	19,796	-83.47%
W0183	Carter Road	29,570	26,000	26,000	26,000	26,000	13.73%
W0190	Miamup Road	14,229	16,200	16,200	16,200	16,200	-12.17%
W0192	Valley Road	45,999	46,840	46,840	46,840	46,840	-1.80%
W0195	Yallingup Beach Road	14,056	20,000	20,000	20,000	20,000	-29.72%
W0204	Greenfield Road (Loop) - One way layout	63,270	54,720	54,720	54,720	54,720	15.62%
W0209	Layman Road Re-Shouldering	70,715	50,000	50,000	50,000	50,000	41.43%
W0210	Lewis Road Gravel Resheet	27,920	36,000	36,000	36,000	36,000	-22.45%
W0211	Koorabin Drive Stage 2	975	50,000	50,000	50,000	50,000	-98.05%
W0212	Hamilton Way Asphalt Overlay	158,224	281,000	281,000	281,000	281,000	-43.69%
W0213	Forsythe Place Asphalt Overlay	60,656	106,400	106,400	106,400	106,400	-42.99%
W0214	McGregor Place Asphalt Overlay	29,603	47,900	47,900	47,900	47,900	-38.20%
W0215	Langridge Place Asphalt Overlay	46,645	78,200	78,200	78,200	78,200	-40.35%
W0216	Fredrick Street Partial Reconstruction	0	40,000	40,000	40,000	40,000	-100.00%
W0217	Russell Street Asphalt Overlay & Footpath	66,442	79,000	79,000	79,000	79,000	-15.90%
W0218	Herring Street Asphalt Overlay & Footpath	63,820	67,000	67,000	67,000	67,000	-4.75%
W0219	Wakeford Street Asphalt Overlay	64,493	66,700	66,700	66,700	66,700	-3.31%
W0220	Mann Street Asphalt Overlay	31,517	19,900	19,900	19,900	19,900	58.38%
W0221	Eagle Bay Meelup Road Reseal	12,944	15,000	15,000	15,000	15,000	-13.71%
W0222	Neville Hyder Drive & Vasse Hwy Intersection	107,297	287,000	287,000	287,000	287,000	-62.61%
W0223	Reading Street Reconstruction and Widen	172,596	185,000	185,000	185,000	185,000	-6.70%
W0224	Jones Way Asphalt Overlay	280,818	355,000	355,000	355,000	355,000	-20.90%
W0225	College Avenue Reconstruction	70,272	92,000	92,000	92,000	92,000	-23.62%
W0226 W0227	Vickery/O'Donnel Asphalt Overlay	22,150	52,132	52,132	52,132	52,132	-57.51% -33.72%
W0227 W0228	William Drive - Asphalt Overlay, Kerb & Drainage Gaia Close Asphalt Overlay	151,318 33,691	228,310 47,400	228,310 47,400	228,310 47,400	228,310 47,400	-33.72%
W0229	Tom Cullity Drive Second Coat Seal	58,988	97,000	97,000	97,000	97,000	-39.19%
		2,975,495	3,826,271	3,826,271	3,826,271	3,826,271	-22.24%
	Sub-Total Ir	nfrastructure 23,006,581	37,666,531	36,804,070	37,666,531	36,804,070	-38.92%
_		20 507 200		50 550 030	62 442 772	50.550.030	
	Grand Total - Capital Acquisitions	28,597,280	63,443,772	60,669,830	63,443,772	60,669,830	

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Reserves Movement Report

Interest transfer to Reserves			2018/2019 Actual	2018/2019 Amended Budget	2018/2019 Original Budget	2018/2019 Amended	2018/2019 Original	2017/2018 Actual
Accomulated Reserves at Start of Year 1,325,501.46 1,325,			s		YTD \$	Budget \$	Budget \$	\$
Accomulated Reserves at Start of Year 1,325,501.46 1,325,	00 A	Name to be for a town town Reserved and Reserved						
Interest transfer to Reserves	00 A	Arport Infrastructure Renewal and Replacement Re	serve					
Transfer from Muni (15,60,000) 596,690.00 (25,60,000) 258,490.00 (25,60,000) (25						1,325,501.46		1,428,767
Commission Com								36,998 452,365
Accumulated Reserves at Start of Year 1,583,014.10 1,583,								(592,630.
Accumulated Reserves at Start of Year 1,583,014.10 1,583,		-	1,821,552.89	1,655,185.46	1,655,185.46	1,655,185.46	1,655,185.46	1,325,501
Interest transfer to Reserves	86 A	Airport Marketing Reserve						
Transfer from Munis								912,986
Transfer to Murin								39,34
Interest transfer to Reserves 21,159.89 0.00 0.00 0.00 0.00 0.00 0.00 1.7 and fer from Muni 860,550.00 889,550.00 889,550.00 889,550.00 889,550.00 889,550.00 889,550.00 1890,								630,68
Interest transfer to Reserves		-	3,396,150.77	1,730,672.10	1,730,672.10	1,730,672.10	1,730,672.10	1,583,014
Transfer from Muni 889,550.00 899,550.00 899,550.00 899,500.00 39,000.00 39	3 А	Airport Noise Mitigation Reserve						
Transfer to Muni	Ir	nterest transfer to Reserves	21,159.89				0.00	
Airport Existing Terminal Building Reserve 880,709,89 0.00					869,550.00			
Interest transfer to Reserves \$8.22.1 0.00 0.00 39,000.00 22,392.0	Т	ransfer to Muni	0.00	(869,550.00)	(869,550.00)	(869,550.00)	(869,550.00)	1
Interest transfer to Reserves	в д	- Linnort Existing Terminal Building Reserve	890,709.89	0.00	0.00	0.00	0.00	
Building Reserve								
Building Reserve				0.00			0.00	
Accumulated Reserves at Start of Year 1,193,933.21 1,193,933		-						
Interest transfer to Reserves 29,072.58 22,392.00 22,002.00 22,002.0	В	Building Reserve	39,882.21	39,000.00	39,000.00	39,000.00	39,000.00	
Interest transfer to Reserves 29,072.58 22,392.00 22,002.00 22,002.0	Δ	Accumulated Reserves at Start of Year	1 193 933 21	1 193 933 21	1 193 933 21	1 193 933 71	1 193 933 21	1 159 79
Transfer to Muni (392,315.51) (690,088.00) (661,918.00) (669,068.00) (669,088.00) (22,67 cm) (661,918.00) (22,67 cm) (22,87 cm								28,04
1,725,055.66								28,78
Interest transfer to Reserves	Т	ransfer to Muni	(392,312.51)	(690,068.00)	(661,918.00)	(690,068.00)	(661,918.00)	(22,67
Interest transfer to Reserves 166.20 0.00 10,500.00 10,5	В	-	1,725,055.66	1,417,570.02	1,422,879.39	1,417,570.02	1,422,879.39	1,193,93
Transfer from Muni 10,500.00 10,500.		sarnard Park Sports Pavillon Building Reserve						
Railway House Building Reserve								
Interest transfer to Reserves 261.18 0.00 0.00 16,500.00	T	ranster from Muni						
Interest transfer to Reserves 261.18 0.00 0.00 0.00 16,500.00 16	R	tailway House Building Reserve	10,666.20	10,500.00	10,500.00	10,500.00	10,500.00	
Transfer from Muni 16,500.00 16,500.								
Youth and Community Activities Building Reserve 16,761.18 16,500.00 0.00 0.00 0.00 0.00 0.00 45,000.00 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
Note		-						
Transfer from Muni	, Y	outh and Community Activities Building Reserve	16,761.18	16,500.00	16,500.00	16,500.00	16,500.00	
Transfer from Muni	ı	nterest transfer to Reserves	712 30	0.00	0.00	0.00	0.00	
Interest transfer to Reserves 1,440.29 0.00								
Interest transfer to Reserves 1,440.29 0.00 0.00 0.00 0.00 0.00 0.00 Transfer from Muni 83,631.00 83,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 83,580.00 83,580.00 83,580.00 83,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 72,580.00 83,580.00 72,580.00 72,580.00 72,580.00 83,580.00 83,580.00 83,580.00 83,580.00 83,580.00 83,580.00 83,580.00 72,580.00 72,580.00 72,580.00 83,580.0		-	45,712.30	45,000.00	45,000.00	45,000.00	45,000.00	
Transfer from Muni 83,631.00 83,580.00 83,580.00 83,580.00 83,580.00 (11,000.00) (11,000.0	7 В	Susselton Library Building Reserve						
Transfer to Muni 0.00 (11,000.00) (11,000.								
Busselton Community Resource Centre Accumulated Reserves at Start of Year 156,653.93 15								
Accumulated Reserves at Start of Year 156,653.93 156,653.93 156,653.93 156,653.93 156,653.93 156,653.93 156,653.93 123,77 Interest transfer to Reserves 4,352.89 2,940.00	Т	ransfer to Muni						
Accumulated Reserves at Start of Year 156,653.93 156,653.93 156,653.93 156,653.93 156,653.93 123,77 Interest transfer to Reserves 4,352.89 2,940.00 2,940.00 2,940.00 2,940.00 2,940.00 3,37 Transfer from Muni 29,869.00 29,433.00 29,433.00 29,433.00 29,433.00 29,433.00 29,693 189,026.93 189,026.93 189,026.93 189,026.93 169,026.93 156,65 Busselton Jetty Tourist Park Reserve Interest transfer to Reserves 3,454.93 0.00 0.00 0.00 0.00 0.00 Transfer from Muni 218,772.00 218,2772.00 218,2772.00 218,2772.00 218,2772.00 1218,27	В	Susselton Community Resource Centre	85,071.29	72,580.00	72,580.00	72,580.00	72,580.00	
Interest transfer to Reserves 4,352.89 2,940.00 2,940.00 2,940.00 2,940.00 2,940.00 3,31 Transfer from Muni 29,869.00 29,433.00 29,433.00 29,433.00 29,433.00 29,60 190,875.82 189,026.93 189,026.93 189,026.93 189,026.93 189,026.93 16,669 Busselton Jetty Tourist Park Reserve Interest transfer to Reserves 3,454.93 0.00 0.00 0.00 0.00 0.00 Transfer from Muni 218,272.00 218,272.00 218,272.00 218,272.00 218,272.00 Transfer to Muni (62,001.13) (214,400.00) (214,400.00) (214,400.00) (214,400.00)								
Transfer from Muni 29,869.00 29,433.00 29,433.00 29,433.00 29,433.00 29,433.00 29,630								
Busselton Jetty Tourist Park Reserve Interest transfer to Reserves 3,454.93 0.00 0.00 0.00 0.00 Transfer from Muni 218,272.00 218,272.00 218,272.00 218,272.00 218,272.00 Transfer to Muni (62,001.13) (214,400.00) (214,400.00) (214,400.00) (214,400.00)								3,33 29,60
Busselton Jetty Tourist Park Reserve Interest transfer to Reserves 3,454.93 0.00 0.00 0.00 0.00 Transfer from Muni 218,272.00 218,272.00 218,272.00 218,272.00 218,272.00 Transfer to Muni (62,001.13) (214,400.00) (214,400.00) (214,400.00) (214,400.00)		-						
Transfer from Muni 218,272.00 218,272.00 218,272.00 218,272.00 218,272.00 218,272.00 Transfer to Muni (62,001.13) (214,400.00) (214,400.00) (214,400.00) (214,400.00)	в в	Busselton Jetty Tourist Park Reserve	130,013.02	103,020.93	109,020.93	103,020.93	103,020.73	130,00
Transfer from Muni 218,272.00 218,272.00 218,272.00 218,272.00 218,272.00 218,272.00 Transfer to Muni (62,001.13) (214,400.00) (214,400.00) (214,400.00) (214,400.00)	Ir	nterest transfer to Reserves	3,454.93	0.00	0.00	0.00	0.00	
	Т	ransfer from Muni			218,272.00	218,272.00	218,272.00	
150 775 80 3 877 00 3 877 00 3 877 00	Т	ransfer to Muni	(62,001.13)	(214,400.00)	(214,400.00)	(214,400.00)	(214,400.00)	
		-	159,725.80	3,872.00	3,872.00	3,872.00	3,872.00	

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Reserves Movement Report

		2018/2019 Actual	2018/2019 Amended Budget YTD	2018/2019 Original Budget YTD	2018/2019 Amended Budget	2018/2019 Original Budget	2017/2018 Actual
		\$	\$	\$	\$ \$	\$	\$
409	Geographe Leisure Centre Building Reserve						
	Interest transfer to Reserves	7,716.49	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	476,928.00	476,640.00	476,640.00	476,640.00	476,640.00	0.00
	Transfer to Muni	(103,458.07)	(290,000.00)	(290,000.00)	(290,000.00)	(290,000.00)	0.00
		381,186.42	186,640.00	186,640.00	186,640.00	186,640.00	0.00
331	Joint Venture Aged Housing Reserve						
	Accumulated Reserves at Start of Year	997,854.77	997,854.77	997,854.77	997,854.77	997,854.77	874,987.03
	Interest transfer to Reserves	27,824.81	18,720.00	18,720.00	18,720.00	18,720.00	23,462.79
	Transfer from Muni Transfer to Muni	182,877.12 (122,686.29)	176,800.00 (156,500.00)	176,800.00 (121,500.00)	176,800.00 (156,500.00)	176,800.00 (121,500.00)	124,404.99
	Transfer to wurii						
403	Aged Housing Resident Funded (Council)	1,085,870.41	1,036,874.77	1,071,874.77	1,036,874.77	1,071,874.77	997,854.77
403							
	Accumulated Reserves at Start of Year	186,717.69	186,717.69	186,717.69	186,717.69	186,717.69	175,334.77
	Interest transfer to Reserves Transfer from Muni	4,702.72 63,103.70	3,504.00 0.00	3,504.00 0.00	3,504.00 0.00	3,504.00 0.00	4,514.14 6,868.78
	Transfer to Muni	(42,022.95)	(66,200.00)	(66,200.00)	(66,200.00)	(66,200.00)	0.00
		212,501.16	124.021.69	124.021.69	124.021.69	124.021.69	186,717.69
410	Naturaliste Community Centre Building Reserve	22,502.20	22-7,022.03	22-1,022103	12-1,021.05	12-1,022:03	200,727103
	Interest transfer to Reserves	2,078.93	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	159,147.00	159,078.00	159,078.00	159,078.00	159,078.00	0.00
	Transfer to Muni	(97,480.20)	(100,000.00)	(100,000.00)	(100,000.00)	(100,000.00)	0.00
		63,745.73	59,078.00	59,078.00	59,078.00	59,078.00	0.00
411	Civic and Administration Building Reserve						
	Interest transfer to Reserves	2,928.40	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	0.00
		187,928.40	185,000.00	185,000.00	185,000.00	185,000.00	0.00
110	Jetty Maintenance Reserve	107,520.40	103,000.00	203,000.00	203,000.00	103,000.00	0.00
	Accumulated Reserves at Start of Year	4,193,450.51	4,193,450.51	4,193,450.51	4,193,450.51	4,193,450.51	3.158.774.78
	Interest transfer to Reserves	108,240.24	78,660.00	78,660.00	78,660.00	78,660.00	84,237.74
	Transfer from Muni	1,249,044.00	1,249,044.00	1,249,044.00	1,249,044.00	1,249,044.00	1,199,232.64
	Transfer to Muni	(744,455.81)	(1,552,610.00)	(1,552,610.00)	(1,552,610.00)	(1,552,610.00)	(248,794.65)
		4,806,278.94	3,968,544.51	3,968,544.51	3,968,544.51	3,968,544.51	4,193,450.51
150	Jetty Self Insurance Reserve						
	Interest transfer to Reserves	5,698.37	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	360,000.00	360,000.00	360,000.00	360,000.00	360,000.00	0.00
		365,698.37	360,000.00	360,000.00	360,000.00	360,000.00	0.00
222	Asset Depreciation Reserve						
	Accumulated Reserves at Start of Year	563,412.18	563,412.18	563,412.18	563,412.18	563,412.18	570,623.01
	Interest transfer to Reserves	14,029.57	10,572.00	10,572.00	10,572.00	10,572.00	13,499.02
	Transfer to Muni	(577,441.75)	(573,984.18)	(573,984.18)	(573,984.18)	(573,984.18)	(20,709.85)
223	Road Asset Renewal Reserve	0.00	0.00	0.00	0.00	0.00	563,412.18
	node reset here he he re-						
	Accumulated Reserves at Start of Year	1,299,765.50	1,299,765.50	1,299,765.50	1,299,765.50	1,299,765.50	505,707.47
	Interest transfer to Reserves Transfer from Muni	49,255.16 2,550,956.00	24,384.00 2,550,956.00	24,384.00 2,550,956.00	24,384.00 2,550,956.00	24,384.00 2,550,956.00	33,919.73 2,200,270.00
	Transfer trom Muni	(2,780,859.91)	(3,875,096.00)	(3,875,096.00)	(3,875,096.00)	(3,875,096.00)	(1,440,131.70)
		1,119,116.75	9.50	9.50	9.50	9.50	1,299,765.50
224	Footpath/ Cycle Ways Reserve	4,440,440.73	5.50	5.50	5.50	5.50	apa.55,7 03.00
	Interest transfer to Reserves	3,670.90	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	231,906.00	231,906.00	231,906.00	231,906.00	231,906.00	0.00
	Transfer to Muni	(231,906.00)	(231,906.00)	(231,906.00)	(231,906.00)	(231,906.00)	0.00
		3,670.90	0.00	0.00	0.00	0.00	0.00
		3,670.90	0.00	0.00	0.00	0.00	0.00

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Reserves Movement Report

		2018/2019 Actual	2018/2019 Amended Budget	2018/2019 Original Budget	2018/2019 Amended	2018/2019 Original	2017/2018 Actual
		s	YTD \$	YTD S	Budget \$	Budget \$	\$
15	Plant Replacement Reserve	•	•	•	*	•	*
	Accumulated Reserves at Start of Year	2,185,395.64	2,185,395.64	2,185,395.64	2,185,395.64	2,185,395.64	2,325,777.7
	Interest transfer to Reserves Transfer from Muni	61,462.25 1.115.712.71	40,992.00 845.588.00	40,992.00 845.588.00	40,992.00 845.588.00	40,992.00 845.588.00	57,071.0 751.597.9
	Transfer from Muni Transfer to Muni	(2,157,043,90)	(2.179.650.00)	(2.179.650.00)	(2.179,650.00)	(2,179,650.00)	751,597.9 (949.051.0
	Transfer to Muni						
37	Busselton Traffic Study Implementation Reserve	1,205,526.70	892,325.64	892,325.64	892,325.64	892,325.64	2,185,395.6
	Accumulated Reserves at Start of Year Interest transfer to Reserves	432,138.26 30.752.10	432,138.26	432,138.26 8,112.00	432,138.26	432,138.26 8.112.00	7.153.0
	Transfer from Muni	1,211,110.00	8,112.00 1,211,110.00	1.211.110.00	8,112.00 1,211,110.00	1,211,110.00	501,952.0
	Transfer to Muni	(178,422.39)	(1,650,000.00)	(1,650,000.00)	(1,650,000.00)	(1,650,000.00)	(76,966.7
		1,495,577.97	1,360.26	1,360.26	1,360.26	1,360.26	432,138.
32	CBD Enhancement Reserve						
	Accumulated Reserves at Start of Year	122,490.23	122,490.23	122,490.23	122,490.23	122,490.23	84,897.6
	Interest transfer to Reserves	3,706.11	2,292.00	2,292.00	2,292.00	2,292.00	2,472.
	Transfer from Muni	45,120.00	45,000.00	45,000.00	45,000.00	45,000.00	35,120.0
	Transfer to Muni	0.00	(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)	0.0
27	New Infrastructure Development Reserve	171,316.34	49,782.23	49,782.23	49,782.23	49,782.23	122,490.2
	Accumulated Reserves at Start of Year	1,834,714.76	1,834,714.76	1,834,714.76	1,834,714.76	1,834,714.76	2,033,639.
	Interest transfer to Reserves	51,101.03	34,416.00	34,416.00	34,416.00	34,416.00	51,007.
	Transfer from Muni	410,941.00	410,941.00	410,941.00	410,941.00	410,941.00	653,105.0
	Transfer to Muni	(493,585.37)	(1,670,740.00)	(1,470,740.00)	(1,670,740.00)	(1,470,740.00)	(903,037.2
1	CPA Infrastructure Road Upgrades Reserve	1,803,171.42	609,331.76	809,331.76	609,331.76	809,331.76	1,834,714.
	Accumulated Reserves at Start of Year	225,574.67	225,574.67	225,574.67	225,574.67	225,574.67	0.0
	Interest transfer to Reserves	5,649.20	4,236.00	4,236.00	4,236.00	4,236.00	4,804.
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	220,770.
		231,223.87	229,810.67	229,810.67	229,810.67	229,810.67	225,574.
14	City Car Parking and Access Reserve						
	Accumulated Reserves at Start of Year	875,925.14	875,925.14	875,925.14	875,925.14	875,925.14	623,501.
	Interest transfer to Reserves	30,250.23	16,428.00	16,428.00	16,428.00	16,428.00	19,219.
	Transfer from Muni	538,024.00	538,024.00	538,024.00	538,024.00	538,024.00	440,050.
	Transfer to Muni	(162,862.67)	(1,312,249.00)	(1,312,249.00)	(1,312,249.00)	(1,312,249.00)	(206,846.2
_		1,281,336.70	118,128.14	118,128.14	118,128.14	118,128.14	875,925.
)7	Corporate IT System Programme						
	Accumulated Reserves at Start of Year	78,625.03	78,625.03	78,625.03	78,625.03	78,625.03	125,981.
	Interest transfer to Reserves	1,773.96	1,476.00	1,476.00	1,476.00	1,476.00	2,966.
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(50,322.6
_		80,398.99	80,101.03	80,101.03	80,101.03	80,101.03	78,625.
13	Election, Valuation and Corporate Expenses Reserve	e					
	Accumulated Reserves at Start of Year	149,557.64	149,557.64	149,557.64	149,557.64	149,557.64	331,552.
	Interest transfer to Reserves	8,399.33	2,808.00	2,808.00	2,808.00	2,808.00	9,521.
	Transfer from Muni	350,949.00	350,949.00	350,949.00	350,949.00	350,949.00	177,904.0
	Transfer to Muni	(9,000.00)	(10,300.00)	(10,300.00)	(10,300.00)	(10,300.00)	(369,420.0
1	Legal Expenses Reserve	499,905.97	493,014.64	493,014.64	493,014.64	493,014.64	149,557.
	Accumulated Reserves at Start of Year	557,904.00	557,904.00	557,904.00	557,904.00	557,904.00	544,831.
	Interest transfer to Reserves	15,035.07	10,464.00	10,464.00	10,464.00	10,464.00	13,072.
	Transfer from Muni Transfer to Muni	61,364.00 (57,047.36)	61,364.00 (30,000.00)	0.00 (30,000.00)	61,364.00 (30,000.00)	0.00 (30,000.00)	0.
	remark to Mulli						
		577,255.71	599,732.00	538,368.00	599,732.00	538,368.00	557,904.0

Reserves Movement Report

		2018/2019 Actual	2018/2019 Amended Budget YTD	2018/2019 Original Budget YTD	2018/2019 Amended Budget	2018/2019 Original Budget	2017/2018 Actual
		\$	\$	\$	\$	\$	\$
202	Long Service Leave Reserve						
	Accumulated Reserves at Start of Year	3,111,698.09	3,111,698.09	3,111,698.09	3,111,698.09	3,111,698.09	2,763,368.0
	Interest transfer to Reserves	93,949.05	58,368.00	58,368.00	58,368.00	58,368.00	56,523.1
	Transfer from Muni	384,190.02	250,000.00	250,000.00	250,000.00	250,000.00	676,352.9
	Transfer to Muni	(493,254.16)	(606,308.00)	(606,308.00)	(606,308.00)	(606,308.00)	(384,546.0
03	Professional Development Reserve	3,096,583.00	2,813,758.09	2,813,758.09	2,813,758.09	2,813,758.09	3,111,698.0
	h	112.021.55	442.024.66	*** *** ***	****	443.034.66	05.220
	Accumulated Reserves at Start of Year Interest transfer to Reserves	113,024.66 3,777.31	113,024.66 2,124.00	113,024.66 2,124.00	113,024.66 2,124.00	113,024.66 2.124.00	95,329. 3.023.
	Transfer from Muni	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	75,000
	Transfer to Muni	(64,030.09)	(70,000.00)	(70,000.00)	(70,000.00)	(70,000.00)	(60,328.4
	-	122,771.88	115,148.66	115,148.66	115,148.66	115,148.66	113,024.
04	Sick Pay Incentive Reserve						
	Accumulated Reserves at Start of Year	175,935.04	175,935.04	175,935.04	175,935.04	175,935.04	146,379.
	Interest transfer to Reserves	5,088.12	3,300.00	3,300.00	3,300.00	3,300.00	2,902.
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	80,588.
	Transfer to Muni	(30,619.61)	(70,000.00)	(70,000.00)	(70,000.00)	(70,000.00)	(53,935.4
		150,403.55	109,235.04	109,235.04	109,235.04	109,235.04	175,935.
24	Workers Compensation Contingency Reserve						
	Accumulated Reserves at Start of Year	356,227.48	356,227.48	356,227.48	356,227.48	356,227.48	322,008.
	Interest transfer to Reserves	8,873.47	6,684.00	6,684.00	6,684.00	6,684.00	8,469.
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	50,750
	Transfer to Muni	(60,000.00)	(60,000.00)	(60,000.00)	(60,000.00)	(60,000.00)	(25,000.
2	Community Facilities - City District	305,100.95	302,911.48	302,911.48	302,911.48	302,911.48	356,227
-	community rotings - city bistrict						
	Accumulated Reserves at Start of Year	2,303,095.83	2,303,095.83	2,303,095.83	2,303,095.83	2,303,095.83	2,103,562
	Interest transfer to Reserves	60,897.30	43,200.00	43,200.00	43,200.00	43,200.00	49,430
	Transfer from Muni Transfer to Muni	306,049.14 (117,334.65)	593,880.00 (643,415.00)	593,880.00 (643,415.00)	593,880.00 (643,415.00)	593,880.00 (643,415.00)	381,473 (231,371.
	-	2,552,707.62	2,296,760.83	2,296,760.83	2,296,760.83	2,296,760.83	2,303,095
14	Community Facilities - Broadwater						
	Accumulated Reserves at Start of Year	138,048.48	138,048.48	138,048.48	138,048.48	138,048.48	108,039
	Interest transfer to Reserves	3,656.26	2,592.00	2,592.00	2,592.00	2,592.00	2,907
	Transfer from Muni	16,818.30	29,020.00	29,020.00	29,020.00	29,020.00	27,101
3	Community Facilities - Busselton	158,523.04	169,660.48	169,660.48	169,660.48	169,660.48	138,048
	Accumulated Reserves at Start of Year	34,546.40	34,546.40	34,546.40	34,546.40	34,546.40	93,422
	Interest transfer to Reserves Transfer from Muni	971.37 8.494.00	648.00 50.560.00	648.00 50,560.00	648.00 50.560.00	648.00 50.560.00	461 21,731
	Transfer to Muni	0.00	(80,000.00)	(20,000.00)	(80,000.00)	(20,000.00)	(81,070.
	-	44,011.77	5,754.40	65,754.40	5,754.40	65,754.40	34,546
15	Community Facilities - Dunsborough			,	-,	,	
	Accumulated Reserves at Start of Year	166,327.12	166,327.12	166,327.12	166,327.12	166,327.12	147,095
	Interest transfer to Reserves	4,549.89	3,120.00	3,120.00	3,120.00	3,120.00	3,714
	Transfer from Muni	17,185.66	78,600.00	78,600.00	78,600.00	78,600.00	15,516
	-	188,062.67	248,047.12	248,047.12	248,047.12	248,047.12	166,327
1	Community Facilities - Dunsborough Lakes Estate						
	Accumulated Reserves at Start of Year	525,105.39	525,105.39	525,105.39	525,105.39	525,105.39	153,792
	Interest transfer to Reserves	19,631.45	9,852.00	9,852.00	9,852.00	9,852.00	9,041
	Transfer from Muni	378,036.00	487,780.00	487,780.00	487,780.00	487,780.00	362,271
	_	922,772.84	1,022,737.39	1,022,737.39	1,022,737.39	1,022,737.39	525,105
6	Community Facilities - Geographe						
	Accumulated Reserves at Start of Year	95,061.38	95,061.38	95,061.38	95,061.38	95,061.38	55,970
	Interest transfer to Reserves	2,410.78	1,788.00	1,788.00	1,788.00	1,788.00	1,777
	Transfer from Muni	1,703.77	6,170.00	6,170.00	6,170.00	6,170.00	37,313
	-	99,175.93	103,019.38	103,019.38	103,019.38	103,019.38	95,061
		55,215.55	200,020.00	200,020.00	200,020.00	200,020.00	55,002

Reserves Movement Report

		2018/2019 Actual	2018/2019 Amended Budget	2018/2019 Original Budget	2018/2019 Amended	2018/2019 Original	2017/2018 Actual
		Ś	YTD \$	YTD S	Budget \$	Budget \$	\$
310	Community Facilities - Port Geographe	,	,	,	*	*	•
	Accumulated Reserves at Start of Year Interest transfer to Reserves	335,116.76 8,392.51	335,116.76 6,288.00	335,116.76 6,288.00	335,116.76	335,116.76 6,288.00	327,264.72 7,852.04
	Interest transfer to Reserves	343,509.27	341,404.76	341.404.76	6,288.00	341,404.76	335,116.76
309	Community Facilities - Vasse	343,509.27	341,404.76	341,404.76	341,404.76	341,404.76	335,116.76
	Accumulated Reserves at Start of Year	589,760.45	589,760.45	589,760.45	589,760.45	589,760.45	901,072.26
	Interest transfer to Reserves	14,848.67	11,064.00	11,064.00	11,064.00	11,064.00	17,542.06
	Transfer from Muni Transfer to Muni	10,976.42 0.00	455,460.00 0.00	455,460.00 0.00	455,460.00 0.00	455,460.00 0.00	6,666.62 (335,520.49)
		615,585.54	1,056,284.45	1,056,284.45	1,056,284.45	1,056,284.45	589,760.45
308	Community Facilities - Airport North						
	Accumulated Reserves at Start of Year	2,826,296.71	2,826,296.71	2,826,296.71	2,826,296.71	2,826,296.71	2,760,074.43
	Interest transfer to Reserves Transfer from Muni	71,258.67	53,016.00	53,016.00	53,016.00	53,016.00	66,222.28
	Transfer from Muni	72,624.00	212,080.00	212,080.00	212,080.00	212,080.00	0.00
130	Locke Estate Reserve	2,970,179.38	3,091,392.71	3,091,392.71	3,091,392.71	3,091,392.71	2,826,296.71
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	129,971,14
	Interest transfer to Reserves	1,012.99	0.00	0.00	0.00	0.00	2,963.03
	Transfer from Muni	64,000.00	64,000.00	64,000.00	64,000.00	64,000.00	64,000.00
	Transfer to Muni	(64,000.00)	(64,000.00)	(64,000.00)	(64,000.00)	(64,000.00)	(196,934.17)
122	Port Geographe Development Reserve	1,012.99	0.00	0.00	0.00	0.00	0.00
	Accumulated Reserves at Start of Year						
	Accumulated Reserves at Start of Year Interest transfer to Reserves	1,455,440.82 30,840.83	1,455,440.82 27,300.00	1,455,440.82 27,300.00	1,455,440.82 27,300.00	1,455,440.82 27.300.00	1,534,670.81 35,863.99
	Transfer from Muni	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.00
	Transfer to Muni	(853,811.24)	(1,147,414.00)	(999,781.00)	(1,147,414.00)	(999,781.00)	(115,093.98)
123	Port Geographe Waterways Managment Rese	682,470.41	385,326.82	532,959.82	385,326.82	532,959.82	1,455,440.82
	Accumulated Reserves at Start of Year	3,387,485.07	3,387,485.07	3,387,485.07	3,387,485.07	3,387,485.07	3,422,821.20
	Interest transfer to Reserves Transfer from Muni	87,609.18 193,747.69	63,540.00 187.573.00	63,540.00 187.573.00	63,540.00 187.573.00	63,540.00 187.573.00	81,230.24 183,433.63
	Transfer to Muni	(319,125.00)	(337,800.00)	(337,800.00)	(337,800.00)	(337,800.00)	(300,000.00)
		3,349,716.94	3,300,798.07	3,300,798.07	3,300,798.07	3,300,798.07	3,387,485.07
126	Provence Landscape Maintenance Reserve (SA		3,300,730.07	5,500,750.07	3,300,130.01	3,300,730.07	3,301,403.01
	Accumulated Reserves at Start of Year	1,101,707.78	1,101,707.78	1,101,707.78	1,101,707.78	1,101,707.78	1,001,808.42
	Interest transfer to Reserves	30,061.96	20,664.00	20,664.00	20,664.00	20,664.00	26,306.82
	Transfer from Muni Transfer to Muni	168,461.65 (105,471.85)	166,778.00 (162,645.00)	166,778.00 (162,645.00)	166,778.00 (162,645.00)	166,778.00 (162,645.00)	163,821.22 (90,228.68)
		1,194,759.54	1,126,504.78	1,126,504.78	1,126,504.78	1,126,504.78	1,101,707.78
128	Vasse Newtown Landscape Maintenance Rese		2,220,00-1170	2,220,001110	2,220,00-1170	2,220,30-1170	2,202,707170
	Accumulated Reserves at Start of Year	535,722.24	535,722.24	535,722.24	535,722.24	535,722.24	485,466.16
	Interest transfer to Reserves	15,770.06	10,044.00	10,044.00	10,044.00	10,044.00	13,173.43
	Transfer from Muni	172,922.26	170,390.00	170,390.00	170,390.00	170,390.00	168,932.54
	Transfer to Muni	(149,263.03)	(174,860.00)	(174,860.00)	(174,860.00)	(174,860.00)	(131,849.89)
138	CPA Bushfire Facilities Reserve	575,151.53	541,296.24	541,296.24	541,296.24	541,296.24	535,722.24
	According to the state of the s	FF 05/	FF 064	FF 064	FF 064 F7	FF 064 F2	
	Accumulated Reserves at Start of Year Interest transfer to Reserves	55,861.58 1,398.95	55,861.58 1,044.00	55,861.58 1,044.00	55,861.58 1,044.00	55,861.58 1,044.00	0.00 1,189.78
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	54,671.80
		57,260.53	56,905.58	56,905.58	56,905.58	56,905.58	55,861.58
139	CPA Community Facilities Dunsborough Lakes	South Reserve					
	Accumulated Reserves at Start of Year	70,848.15	70,848.15	70,848.15	70,848.15	70,848.15	0.00
	Interest transfer to Reserves	1,774.27	1,332.00	1,332.00	1,332.00	1,332.00	1,508.95
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	69,339.20
		72,622.42	72,180.15	72,180.15	72,180.15	72,180.15	70,848.15

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Reserves Movement Report

		2018/2019 Actual	2018/2019 Amended Budget YTD	2018/2019 Original Budget YTD	2018/2019 Amended Budget	2018/2019 Original Budget	2017/2018 Actual
140	CPA Community Facilities South Biddle Precinct Re	\$ serve	\$	\$	\$	\$	\$
	Accumulated Reserves at Start of Year	1,030,368.46	1.030.368.46	1,030,368.46	1,030,368.46	1.030.368.46	0.0
	Interest transfer to Reserves	25,804.12	19,332.00	19,332.00	19,332.00	19,332.00	26,544.3
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,003,824.1
	Transfer to Muni	(170,000.00)	(200,000.00)	(200,000.00)	(200,000.00)	(200,000.00)	0.0
21	Busselton Area Drainage and Waterways Improve	886,172.58 ment Reserve	849,700.46	849,700.46	849,700.46	849,700.46	1,030,368.4
-							
	Accumulated Reserves at Start of Year	548,820.67	548,820.67	548,820.67	548,820.67	548,820.67	609,789.2
	Interest transfer to Reserves Transfer to Muni	13,451.35	10,296.00	10,296.00	10,296.00	10,296.00	14,630.6
	transfer to Muni	(15,800.65)	(169,317.00)	(169,317.00)	(169,317.00)	(169,317.00)	(75,599.2
02	Climate Adaptation Reserve	546,471.37	389,799.67	389,799.67	389,799.67	389,799.67	548,820.6
	Accumulated Reserves at Start of Year	2,472,424.34	2,472,424.34	2,472,424.34	2,472,424.34	2,472,424.34	1,900,992.9
	Interest transfer to Reserves Transfer from Muni	69,960.53 527,732.00	46,380.00 527,732.00	46,380.00 527,732.00	46,380.00 527,732.00	46,380.00 527,732.00	50,101.3 650,654.1
	Transfer to Muni	(224,538.27)	(1,317,290.00)	(1,091,290.00)	(1,317,290.00)	(1,091,290.00)	(129,324.1
		2,845,578.60	1,729,246.34	1,955,246.34	1,729,246.34	1,955,246.34	2,472,424.3
14	Emergency Disaster Recovery Reserve	2,0 -2,0 - 0.00	2,. 22,2	_,		_,,_	_,,
	Accumulated Reserves at Start of Year	50,000.00	50,000.00	50.000.00	50.000.00	50,000.00	0.0
	Interest transfer to Reserves	1,781.54	936.00	936.00	936.00	936.00	0.0
	Transfer from Muni	21,000.40	21,000.40	20,000.00	21,000.40	20,000.00	50,000.0
15	Francisco de la compansa de la comp	72,781.94	71,936.40	70,936.00	71,936.40	70,936.00	50,000.0
15	Energy Sustainability Reserve						
	Accumulated Reserves at Start of Year	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.
	Interest transfer to Reserves	4,474.87	1,872.00	1,872.00	1,872.00	1,872.00	0.
	Transfer from Muni Transfer to Muni	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.
	transfer to muni	(22,622.00)	(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)	
16	Cemetery Reserve	181,852.87	81,872.00	81,872.00	81,872.00	81,872.00	100,000.0
	,						
	Accumulated Reserves at Start of Year	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.
	Interest transfer to Reserves Transfer from Muni	4,098.21 77.321.95	1,872.00 76,200.00	1,872.00 76,200.00	1,872.00 76,200.00	1,872.00 76,200.00	100,000
	Transfer to Muni	(23,793.59)	(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)	100,000
1	Public Art Reserve	157,626.57	58,072.00	58,072.00	58,072.00	58,072.00	100,000.0
	Accumulated Reserves at Start of Year	229,685,21	229,685,21	229.685.21	229.685.21	229.685.21	94,836.
	Interest transfer to Reserves	5,697.86	4.308.00	4,308.00	4,308.00	4,308.00	5,367.4
	Transfer from Muni	0.00	100,000.00	100,000.00	100,000.00	100,000.00	143,481.
	Transfer to Muni	(149,185.00)	(167,185.00)	(143,000.00)	(167,185.00)	(143,000.00)	(14,000.0
_		86,198.07	166,808.21	190,993.21	166,808.21	190,993.21	229,685.
1	Waste Management Facility and Plant Reserve						
	Accumulated Reserves at Start of Year	7,881,068.17	7,881,068.17	7,881,068.17	7,881,068.17	7,881,068.17	7,578,591.
	Interest transfer to Reserves	200,860.10	147,840.00	147,840.00	147,840.00	147,840.00	201,558.
	Transfer from Muni	1,312,610.77	1,431,862.00	1,431,862.00	1,431,862.00	1,431,862.00	2,007,303.
	Transfer to Muni	(1,527,328.88)	(4,160,590.00)	(4,140,590.00)	(4,160,590.00)	(4,140,590.00)	(1,906,385.4
0	Strategic Projects Reserve	7,867,210.16	5,300,180.17	5,320,180.17	5,300,180.17	5,320,180.17	7,881,068.
	Accumulated Reserves at Start of Year	226,213.20	226,213.20	226,213.20	226,213.20	226,213.20	230,336.
	Interest transfer to Reserves	5,949.74	4,236.00	4,236.00	4,236.00	4,236.00	5,792.
	Transfer from Muni Transfer to Muni	25,000.00 0.00	25,000.00 0.00	25,000.00 0.00	25,000.00 0.00	25,000.00 0.00	25,000. (34,916.0
		257,162.94	255,449.20	255,449.20	255,449.20	255,449.20	226,213.
19	Untied Grants Reserve	257,102.94	233,443.20	233,443.20	233,443.20	255,445.20	220,213.
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	1,146,659.
	Transfer from Muni	1,232,906.00	0.00	0.00	0.00	0.00	1,140,039.
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(1,146,659.0
		1,232,906.00	0.00	0.00	0.00	0.00	0.
		1,232,500.00	0.00	0.00	0.00	0.00	0.0

Statement of Financial Activity - Period ended 30 June 2019

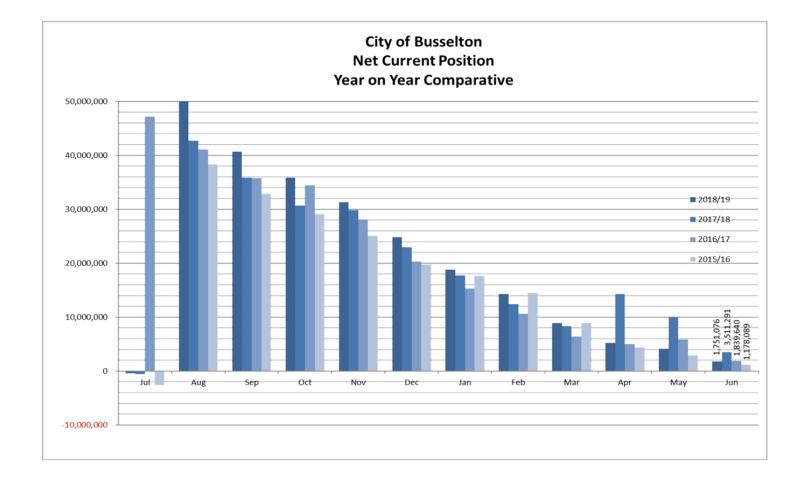
City of Busselton

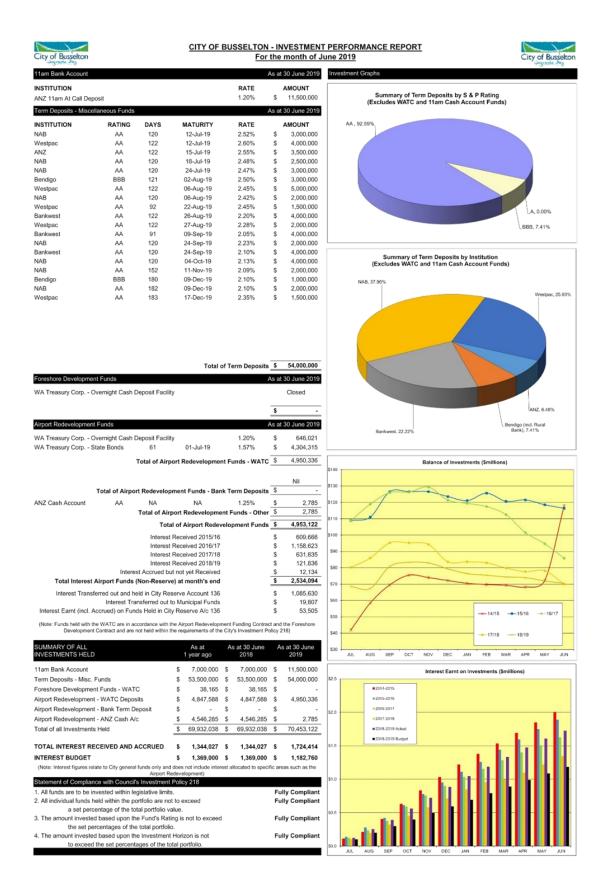
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Reserves Movement Report

		2018/2019 Actual	2018/2019 Amended Budget YTD	2018/2019 Original Budget YTD	2018/2019 Amended Budget	2018/2019 Original Budget	2017/2018 Actual
		\$	\$	\$	\$	\$	\$
134	Civic and Administration Centre Construction F	teserve					
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	444,863.46
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(444,863.46)
		0.00	0.00	0.00	0.00	0.00	0.00
	Total Cash Back Reserves	55,590,217.66	40,235,852.23	40,891,615.20	40,235,852.23	40,891,615.20	47,978,518.20
	Summary Reserves						
	Accumulated Reserves at Start of Year	47,978,518.20	47,978,518.20	47,978,518.20	47,978,518.20	47,978,518.20	43,539,055.90
	Interest transfer to Reserves	1,413,166.97	900,000.00	900,000.00	900,000.00	900,000.00	1,130,739.25
	Transfer from Muni	18,882,926.94	18,454,328.21	18,369,123.18	18,454,328.21	18,369,123.18	13,971,934.16
	Transfer to Muni	(12,684,394.45)	(27,096,994.18)	(26,356,026.18)	(27,096,994.18)	(26,356,026.18)	(10,663,211.11)
	Closing Balance	55,590,217.66	40,235,852.23	40,891,615.20	40,235,852.23	40,891,615.20	47,978,518.20

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12.8 Finance Committee - 15/08/2019 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 JULY 2019

STRATEGIC GOAL: 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE: 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX: Budget Planing and Reporting **BUSINESS UNIT:** Finance and Corporate Services

REPORTING OFFICER: Acting Manager Financial Services - Jeffrey Corker **AUTHORISING OFFICER:** Director Finance and Corporate Services - Tony Nottle

PRIMARY NATURE OF Executive: substantial direction setting, including adopting strategies,

DECISION: plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A Statement of Financial Activity - Period ended 31 July

2019

Attachment B Investment Report - Period Ended 31 July 2019

This item was considered by the Finance Committee at its meeting on 15 August 2019, the recommendations from which have been included in this report.

COMMITTEE DECISION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 July 2019, pursuant to Regulation 34(4) of the *Local Government (Financial Management)* Regulations.

EXECUTIVE SUMMARY

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 31 July 2019.

BACKGROUND

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

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 31 July 2019, the Council adopted (C1907/131) the following material variance reporting threshold for the 2019/20 financial year:

"That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2019/20 financial year as follows:

- Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported on a quarterly basis; and
- Reporting of variances only applies for amounts greater than \$25,000."

OFFICER COMMENT

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

Statement of Financial Activity

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

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

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

COMMENTS ON FINANCIAL ACTIVITY TO 31 JULY 2019

The officer notes the earlier nature of the attached statement of Financial Activity and given this there is only two major variances to report. The first major variance relates to the transfer from reserves being higher than the budgeted amount. This is due to early transfer of \$3.5M from the waste reserve in order to fund operations in the short term in order avoid Municipal overdraft interest being drawn. This transfer will be reversed in early August.

The second variance relates to the transfer to reserves being lower than budgeted amount, this is a timing variance due to cash flow issues and will be actioned and reconciled in August. With regard to other minor differences, at this early stage it is believed that they are due to timing variances.

A more comprehensive analysis of the monthly Financial Activity Statement will occur in the coming reporting months.

Investment Report

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

As at 31st July 2019 the value of the City's invested funds totalled \$63.97M, down from \$70.45M as at 30th June. The decrease is due to the withdrawal of funds from Term Deposits and the 11am account as required to meet expenditure.

During the month of July five term deposits held with three different institutions totalling \$16.0M matured. Five, totalling \$13.5M; were renewed for a further 137 days at 1.96% (on average). One, totalling \$2.5M; was closed to provide readily available cash for the coming months until rates are levied.

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) decreased by \$4.0M with the funds required to provide readily available cash for the coming months until rates are levied.

The balance of the Airport Development ANZ and WATC cash accounts remained steady. The Airport Development term deposit held at the WATC was rolled for a further 31 days at 1.22%.

The RBA decreased official rates by 0.25% in July following a similar drop in June. They remained steady in August, although a further drop in the coming months remains a possibility. Term deposit renewal rates had been pricing in a number of drops for some months and returns are generally noticeably lower. Returns on all account are dropping accordingly

Chief Executive Officer – Corporate Credit Card

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

Date	Amount	Payee	Description
01-Jul-19	\$ 314.00	Equinox Café	Hotel Plans Media Launch
03-Jul-19	\$ 205.00	The Good Egg Café	COG Meeting Catering

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

Statutory Environment

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

⁺ Allocated against CEO Hospitality Expenses Allowance

Relevant Plans and Policies

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

Financial Implications

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

Stakeholder Consultation

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

Risk Assessment

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

No risks of a medium or greater level have been identified.

Options

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

Officers can assist with the drafting of a suitable alternative motion if required.

CONCLUSION

As at 31 July 2019, the City's financial performance is considered satisfactory.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not Applicable.

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City of Busselton

Statement of Financial Activity

For The Period Ending 31 July 2019

	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/20
	Actual	Amended	Original	Amended	Original	YTD Bud (A)
	\$	Budget YTD \$	Budget YTD \$	Budget \$	Budget \$	Variance %
Revenue from Ordinary Activities	*	*	*	7	•	76
Rates	649	502	502	51,617,412	51,617,412	29.28%
Operating Grants, Subsidies and Contributions	405,913	79,269	79,269	4,926,958	4,926,958	412.07%
Fees & Charges	738,204	632,778	632,778	16,292,090	16,292,090	16.66%
Other Revenue	49,125	36,530	36,530	551,510	551,510	34.48%
Interest Earnings	129,627	68,750	68,750	1,955,000	1,955,000	88.55%
	1,323,518	817,829	817,829	75,342,970	75,342,970	61.83%
Expenses from Ordinary Activities	(0.505.054)	(0.000.00)	(0.000.00)	(00 000 000)	(22.222.22)	=
Employee Costs	(3,525,974)	(3,726,513)	(3,726,513)	(33,303,930)	(33,303,930)	5.38% 49.39%
Materials & Contracts Utilities (Gos Flootsisity Water etc)	(672,135)	(1,328,119)	(1,328,119)	(18,226,504)	(18,226,504)	49.39%
Utilities (Gas, Electricity, Water etc) Depreciation on non current assets	(112,274) (1,933,744)	(204,648) (1,951,340)	(204,648) (1,951,340)	(2,774,257) (22,870,222)	(2,774,257) (22,870,222)	0.90%
Insurance Expenses	(146,643)	(398,174)	(398,174)	(733,960)	(733,960)	63.17%
Other Expenditure	(252,699)	(214,934)	(214,934)	(4,920,811)	(4,920,811)	-17.57%
Allocations	143,003	168,341	168,341	2,161,452	2,161,452	15.05%
/ Houseons	215,005	100,011	200,512	2,202,402	2,202,402	25.0570
	(6,500,466)	(7,655,387)	(7,655,387)	(80,668,232)	(80,668,232)	15.09%
Borrowings Cost Expense						
Interest Expenses	(13,561)	(13,561)	(13,561)	(1,273,688)	(1,273,688)	0.00%
					(2.222.222)	
	(13,561)	(13,561)	(13,561)	(1,273,688)	(1,273,688)	0.00%
Non-Operating Grants, Subsidies and Contributions	6.825	793,969	793,969	32.042.712	32.042.712	-99.14%
Profit on Asset Disposals	0	0	0	78,050	78,050	0.00%
Loss on Asset Disposals	(6,012)	0	0	(161,135)	(161,135)	0.00%
·						
	813	793,969	793,969	31,959,627	31,959,627	-99.90%
Net Result	(5,189,696)	(6,057,150)	(6,057,150)	25,360,677	25,360,677	-14.32%
Adjustments for Non-cash Revenue & Expenditure Depreciation	1,933,744	1,951,340	1,951,340	22.870.222	22.870.222	
Depreciation Donated Assets	1,933,744	1,951,340	1,951,340	(8,224,000)	(8,224,000)	
(Profit)/Loss on Sale of Assets	6,012	0	0	83,085	83,085	
Allocations & Other Adjustments	268,493	0	0	03,003	03,003	
Deferred Pensioner Movements (Non-current)	6,736	0	0	0	0	
Recording of Employee Benefit Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	400	0	0	0	0	
Capital Revenue & (Expenditure)						
Land & Buildings	(47,588)	(1,270,032)	(1,270,032)	(18,097,358)	(18,097,358)	96.25%
Plant & Equipment	0	(2,583)	(2,583)	(4,493,000)	(4,493,000)	100.00%
Furniture & Equipment	(5,114)	(88,022)	(88,022)	(1,129,169)	(1,129,169)	94.19%
Infrastructure Proceeds from Sale of Assets	(948,671)	(1,858,820)	(1,858,820)	(36,851,773)	(36,851,773)	48.96% 0.00%
Proceeds from Sale of Assets	11,988	U	U	3,476,580	3,476,580	0.00%
Proceeds from New Loans	0	0	0	150,000	150,000	0.00%
Self Supporting Loans - Repayment of Principal	0	0	0	76,055	76,055	0.00%
Total Loan Repayments - Principal	(90,374)	(90,374)	(90,374)	(3,297,412)	(3,297,412)	0.00%
Repayment Capital Lease	(161,858)	0	0	(759,300)	(759,300)	
Advances to Community Groups	0	0	0	(150,000)	(150,000)	0.00%
Transfer to Restricted Assets	(15,785)	(5,009)	(5,009)	(60,100)	(60,100)	-215.13%
Transfer from Restricted Assets	2,200	0	0	6,315,599	6,315,599	0.00%
Transfer to Reserves	(87,225)	(1,441,714)	(1,441,714)	(21,878,042)	(21,878,042)	93.95%
Transfer from Reserves	4,732,906	1,232,906	1,232,906	34,856,860	34,856,860	283.88%
Opening Funds Surplus/ (Deficit)	1,751,076	1,751,076	1,751,076	1,751,076	1,751,076	
Not Current Recition Surplus / (Deficit)	2,167,244	(5,878,382)	(5,878,382)			
Net Current Position - Surplus / (Deficit)	2,167,244	(5,878,382)	(5,878,382)			

Statement of Financial Activity - Period ended 31 July 2019

City of Busselton

Net Current Position

For The Period Ending 31 July 2019

	2019/20 Actual	2019/20 Amended Budget	2019/20 Original Budget	2018/19 Actual
NET CURRENT ASSETS	\$	\$	\$	\$
CURRENT ASSETS				
Cash - Unrestricted	2,051,135	646,604	646,604	3,204,485
Cash - Restricted	62,469,254	47,833,516	47,833,516	67,067,833
Sundry Debtors	1,296,717	1,800,000	1,800,000	1,809,547
Rates Outstanding - General	965,726	1,280,000	1,280,000	1,284,090
Stock on Hand	16,543	24,981	24,981	24,980
	66,799,375	51,585,101	51,585,101	73,390,935
LESS: CURRENT LIABILITIES				
Bank Overdraft	0	0	0	C
Sundry Creditors	2,162,877	3,751,585	3,751,585	4,572,026
Performance Bonds	2,943,910	2,943,510	2,943,510	2,943,510
	5,106,787	6,695,095	6,695,095	7,515,536
Current Position (inclusive of Restricted Funds)	61,692,588	44,890,006	44,890,006	65,875,399
Add: Cash Backed Liabilities (Deposits & Bonds)	2,943,910	2,943,510	2,943,510	2,943,510
Less: Cash - Restricted Funds	(62,469,254)	(47,833,516)	(47,833,516)	(67,067,833
NET CURRENT ASSET POSITION	2,167,244		0	1,751,076

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2019/ 20 Actual	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
>> Prope	erty, Plant & Equipment	\$	\$	\$	\$	\$	%
	Land						
10370 10610	Busselton Cemetery Property Services Administration	0	0	0	100,000 100,000	100,000 100,000	0.00%
		0			200,000	200,000	0.00%
	Buildings						
	Major Projects						
	Major Project - Busselton Foreshore						
B9570	Foreshore East-Youth Precinct Community Youth Building/SLSC	0	0	0	10,000	10,000	0.00%
B9600	Old Vasse Lighthouse	0	0	0	120,000	120,000	0.00%
	Major Project - Library Expansion	0	0	0	130,000	130,000	0.00%
B9516	Busselton Library Upgrade	0	0	0	361,000	361,000	0.00%
	Major Project - Administration Building	0	0	0	361,000	361,000	0.00%
B9010	Civic and Administration Centre Minor Upgrades	12,121	0	0	53,000	53,000	0.00%
		12,121			53,000	53,000	0.00%
	Buildings (Other)						
B9109	Hithergreen Building Renovations	0	5,741	5,741	68,890	68,890	-100.00%
B9300 B9301	Aged Housing Capital Improvements - Winderlup Aged Housing Capital Improvements - Harris Road	0	0	0	80,000 60,000	80,000 60,000	0.00%
B9302	Aged Housing Capital Improvements - Winderlup Court (City)	1,690	0	0	151,000	151,000	0.00%
B9407	Busselton Senior Citizens	0 375	96,954	96,954	1,163,450	1,163,450	-100.00%
B9511 B9517	ArtGeo Building GLC - Pool Relining	375	2,742 4,167	2,742 4,167	32,900 50,000	32,900 50,000	-86.33% -100.00%
B9534	Community Resource Centre	0	0	0	5,160	5,160	0.00%
B9556 B9588	NCC Upgrade Old Court House Building Upgrade	64	0	0	50,000	50,000	0.00%
B9588 B9591	Performing Arts Convention Centre	11,400 0	6,250 0	6,250 0	75,000 500,000	75,000 500,000	82.40% 0.00%
B9596	GLC Building Improvements	0	2,158	2,158	525,900	525,900	-100.00%
B9604	Womens Change Facility Bovell	21,763	6,974	6,974	83,685	83,685	212.05%
B9605 B9606	Energy Efficiency Initiatives (Various Buildings King Street Toilets	0	6,448	6,448	177,378 200,000	177,378 200,000	-100.00% 0.00%
B9607	General Buildings Asset Renewal Allocation (Various Building	176	0	0	100,000	100,000	0.00%
B9608	Demolition Allocation (Various Buildings)	0	0	0	25,000	25,000	0.00%
B9609 B9610	GLC Stadium Expansion Old Butter Factory	0	54.199	0 54,199	30,000 650,385	30,000 650,385	0.00%
B9716	Airport Terminal Stage 2	0	1,041,667	1,041,667	12,500,000	12,500,000	-100.00%
B9717	Airport Construction, Existing Terminal Upgrade	0	41,667	41,667	500,000	500,000	-100.00%
B9719 B9808	Busselton Works Depot - Toilets and Sewer Busselton Jetty Tourist Park Upgrade	0	0 1,065	0 1,065	50,000 274,610	50,000 274,610	0.00% -100.00%
	:	35,467	1,270,032	1,270,032	17,353,358	17,353,358	-97.21%
	Total Buildings	47,588	1,270,032	1,270,032	17,897,358	17,897,358	-96.25%
	Plant & Equipment						
10000	Members of Council	0	0	0	40,000	40,000	0.00%
10001 10115	Office of the CEO Major Projects Administration	0	0	0	65,000 80,000	65,000 80,000	0.00%
10200	Financial Services	0	0	0	40,000	40,000	0.00%
10250	Information & Communication Technology Services	0	0	0	35,000	35,000	0.00%
10510 10521	Governance Support Services Human Resources & Payroll	0	0	0	40,000 35,000	40,000 35,000	0.00%
10591	Geographe Leisure Centre	ō	ő	0	35,000	35,000	0.00%
10600	Busselton Jetty Tourist Park	0	0	0	16,000	16,000	0.00%
10800 10910	Planning Directorate Support Building Services	0	0	0	40,000 70,000	40,000 70,000	0.00%
10910	Animal Control	0	0	0	50,000	50,000	0.00%
10980	Other Law, Order & Public Safety	0	0	0	55,000	55,000	0.00%
11101 11107	Engineering Services Administration Engineering Services Design	0	0	0	40,000 9,000	40,000 9,000	0.00%
11150	Asset Management Administration	0	0	0	35,000	35,000	0.00%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20
		Actual	Amended Budget YTD	Original Budget YTD	Amended Budget	Original Budget	Budget YTD Variance
11151	Airport Operations	0	0	0	30,000	30,000	0.00%
11401	Transport - Workshop	0	2,583	2,583	31,000	31,000	-100.00%
11402	Plant Purchases (P10)	0	0	0	2,295,000	2,295,000	0.00%
11403	Plant Purchases (P11)	0	0	0	632,000	632,000	0.00%
11404	Plant Purchases (P12)	0	0	0	595,000	595,000	0.00%
11406	Plant Purchases (P14)	0	0	0	40,000	40,000	0,00%
11407	P&E - P&G Smart Technologies	0	0	0	150,000	150,000	0.00%
11500	Operations Services Administration	0	0	0	35,000	35,000	0.00%
	· -	0	2.502				100.000
		0	2,583	2,583	4,493,000	4,493,000	-100.00%
	Furniture & Office Equipment						
10250	Information & Communication Technology Services	0	56,569	56,569	678,842	678,842	-100.00%
10251	Business Systems	114	0	0	0	0	0.00%
10530	Community Services Administration	0	0	0	12,000	12,000	0.00%
10590	Naturaliste Community Centre	0	602	602	19,227	19,227	-100.00%
10591	Geographe Leisure Centre	5,000	2,750	2,750	33,000	33,000	81.82%
10616	Winderlup Villas Aged Housing	0	1,417	1,417	8,500	8,500	-100.00%
10617	Harris Road Aged Housing	0	1,267	1,267	7,600	7,600	-100.00%
10625	Art Geo Administration	0	0	0	10,000	10,000	0.00%
10900	Cultural Planning	0	0	0	55,000	55,000	0.00%
11156	Airport Development Operations	0	25,000	25,000	300,000	300,000	-100.00%
B1361	YCAB (Youth Precinct Foreshore)	0	417	417	5,000	5,000	-100.00%
	-	5,114	88,022	88,022	1,129,169	1,129,169	-94.19%
	Sub-Total Property, Plant & Equipment	52,702	1,360,637	1,360,637	23,719,527	23,719,527	-96.13%
>> Infras	structure						
	Major Project - Busselton Foreshore						
C0053	Car Parking - Rear of Hotel Site 1	926	0	0	500,000	500,000	0.00%
C0054	Barnard East Car Parking	0	0	0	79,180	79,180	0.00%
C3094	Busselton Foreshore - Stage 3	6,415	19,756	19,756	237,082	237,082	-67.53%
C3112	Busselton Foreshore - Exercise Equipment	0	10,283	10,283	123,400	123,400	-100.00%
C3113	Busselton Tennis Club - Infrastructure	28,188	108,576	108,576	868,604	868,604	-74.04%
C3168	Busselton Foreshore Jetty Precinct	28,006	15,148	15,148	181,774	181,774	84.88%
C3182	Relocation of Veteran Car Club	26,352	13,705	13,705	109,640	109,640	92.28%
C3189	Fencing Possum Park Barnard East	0	0	0	30,000	30,000	0.00%
C3206	Landscaping - Old Busselton Tennis Club Site	0	0	0	500,000	500,000	0.00%
C3207	Barnard East Underground Power	0	0	0	166,250	166,250	0.00%
C3208	Barnard East Landscaping	0	0	0	240,000	240,000	
F0089	Barnard East Footpaths	0	0	0	91,240	91,240	0.00%
		89,887	167,468	167,468	3,127,170	3,127,170	-46.33%
	Major Project - Administration Building						
C0043	Administration Building Carpark	0	0	0	100,000	100,000	0.00%
	-	0			100,000		0.00%
		0	U	U	100,000	100,000	0.00%
	Major Project - Lou Weston Oval						
C3186	Lou Weston Oval - Courts	2,850	0	0	1,883,400	1,883,400	0.00%
	-	2,850	0		1,883,400	1,883,400	0.00%
	Footpaths Construction						
F0019	College Avenue	4,448	30,000	30,000	360,000	360,000	-85.18%
F0051	Chester Way Dunsborough - New Footpath	0	8,333	8,333	100,000	100,000	-100.00%
F0066	Bussell Highway Footpath Sections	92,081	29,420	29,420	353,047	353,047	212.99%
F0080	Margaret St DUP Renewal	0	6,667	6,667	80,000	80,000	-100.00%
F0081	Windlemere Drive Dunsborough - New Path	0	12,250	12,250	147,000	147,000	-100.00%
F0082	King Street - New Path	0	15,000	15,000	180,000	180,000	-100.00%
F0083	Bell Drive - New Path Completing Missing Sections	0	4,334	4,334	52,000	52,000	-100.00%
F0084	Thompson Way - New Path	0	3,084	3,084	37,000	37,000	-100.00%
F0085	Paterson Drive - New Footpath & Foot Bridge	0	6,393	6,393	76,720	76,720	-100.00%
F0086 F0087	Holgate Road Path - Renewal as per AMP	0	1,280	1,280	15,360	15,360	-100.00%
	Sanctuary Grove Path - Renewal as per AMP		3,333	3,333	40,000	40,000	-100.00%
F0088	Ella Gladstone Drive Path - Renewal as per AMP	0	1,144	1,144	13,720	13,720	-100.00%
F0090	DAIP - Disability Access		4,167	4,167	50,000	50,000	-100.00%
F0091	Criterion Track Bovell Oval	17,768	1,481	1,481	17,768	17,768	1099.76%
	-	114,297	126,886	126,886	1,522,615	1,522,615	-9.92%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

D00009 Bu D0017 Ch D00017 Ch D00017 Ch D00017 Ch D00021 Ch D00021 Ch D00021 Ch D00021 W C00013 Ya C0004 M M C00050 Fc C00051 Va C00050 Fc C00051 Va C00052 Va C00052 Va C00052 Va C00052 Va C00052 Va C00052 Va C0052 Va C	rainage Construction - Street usselton LIA - Geocatch Drain Partnership WSUD Improvements hain Avenue - Drainage Works lemmeer Ramble Drainage Upgrade hugg Road Drainage Upgrade est Street Drainage Upgrade est Street Drainage Ungrade est Street Drainage Ungrade est Street Drainage Ungrade de Street Drainage Ungrade est Street Drainage Improvements ar Parking Construction allingup Beach Car Park teelup Coastal Nodes - Carpark upgrade orth Street Groyne Carpark - Formalice and Seal asse Oval Gravel Car Parking - Dawson (Eastern Side) asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0241 allingup Beach Road Bridge - 3347 allonorup Road Bridge - 3381 oallia Road Bridge - 4854 ycleways Construction nd of Trip Facilities for Cyclists	74,860 0 0 0,5,377 34,795	0 0 4,225 8,334 1,046 13,605 5,539 0 4,550 16,667 21,667 48,423	0 0 4,225 8,334 1,046 13,605 5,539 0 4,550 16,667 21,667 48,423	30,000 0 50,700 100,000 12,551 193,251 66,472 138,270 54,600 200,000 719,342	30,000 0 50,700 100,000 12,551 193,251 66,472 138,270 54,600 200,000 719,342	0.009 0.009 -100.009 414.109 155.759 1251.519 0.009 -100.009 -100.009
DO017 Ch	hain Avenue - Drainage Works lemmeer Ramble Drainage Upgrade hugg Road Drainage Upgrade lest Street Drainage Upgrade self Street Drainage Upgrade lest Street Drainage Ungrade allingup Beach Car Park leelup Coastal Nodes - Carpark upgrade orbt Street Groyne Carpark - Formalise and Seal asse Oval Gravel Car Parking - Dawson (Eastern Side) asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0241 lullingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 oallia Road Bridge - 4854	29,418 0 0 5,377 34,795 74,860 0 0 0 74,860	0 4,225 8,334 1,046 13,605 5,539 0 4,550 16,667 21,667 48,423	0 4,225 8,334 1,046 13,605 5,539 0 0 4,550 16,667 21,667 48,423	0 50,700 100,000 12,551 193,251 66,472 138,270 54,600 200,000 260,000 719,342	0 50,700 100,000 12,551 193,251 66,472 138,270 54,600 200,000 260,000	0.009 -100.009 -100.009 414.109 155.759 1251.519 0.009 -100.009 -100.009 -54.609
D0020 Gi D0021 Ch D0022 W Cg C0013 Ya C0044 M C0050 Fc C0051 Va C0050 Va Br A0014 Ba A0022 Ya A0023 Ka A0024 Bc C1005 En F1005 En F1005 Tc C1001 Ci024 To C1026 To C11502 Ol C11503 Ak	lemmeer Ramble Drainage Upgrade huping Rood Drainage Upgrade //est Street Drainage Improvements ar Parking Construction allingup Beach Car Park feetup Coastal Nodes - Carpark upgrade onth Street Groyne Carpark - Formalise and Seal asse Oval Gravel Car Parking - Dawson (Eastern Side) asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0241 allingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 oollia Road Bridge - 4854	74,860 0 0 5,377 34,795	4,225 8,334 1,046 13,605 5,539 0 4,550 16,667 21,667 48,423	4,225 8,334 1,046 13,605 5,539 0 4,550 16,667 21,667 48,423	50,700 100,000 12,551 193,251 193,251 66,472 138,270 54,600 200,000 260,000 719,342	50,700 100,000 12,551 193,251 66,472 138,270 54,600 200,000 719,342	-100.009 -100.009 414.109 155.759 1251.519 0.009 -100.009 -100.009 54.609
Company Comp	rest Street Drainage Upgrade //est Street Drainage Improvements ar Parking Construction allingup Beach Car Park Ieelup Coastal Nodes - Carpark upgrade orth Street Groyne Carpark - Formalise and Seal asse Oval Gravel Car Parking - Dawson (Eastern Side) asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0241 allingup Beach Road Bridge - 3347 aloorup Road Bridge - 4854 ycleways Construction	74,860 0 0 0 0 0 0 74,860	8,334 1,046 13,605 5,539 0 4,550 16,667 21,667 48,423	8,334 1,046 13,605 5,539 0 4,550 16,667 21,667 48,423	100,000 12,551 193,251 66,472 138,270 54,600 200,000 260,000 719,342	100,000 12,551 193,251 66,472 138,270 54,600 200,000 260,000	-100.009 414.109 155.759 1251.519 0.009 -100.009 -100.009 54.609
C00013	ar Parking Construction allingup Beach Car Park teelup Coastal Nodes - Carpark upgrade orth Street Groyne Carpark - Formalise and Seal asso Oval Gravel Car Parking - Dawson (Lastern Side) asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0.241 allingup Beach Road Bridge - 3347 aloorup Road Bridge - 4854	74,860 0 0 0 0 0 74,860	5,539 0 4,550 16,667 21,667 48,423	13,605 5,539 0 4,550 16,667 21,667 48,423	193,251 66,472 138,270 54,600 200,000 260,000 719,342	66,472 138,270 54,600 200,000 260,000	155.759 1251.519 0.009 -100.009 -100.009 -54.609
C0013 Ya C0044 M C0044 M C0050 Fe C0051 Va C0052 Va A0014 B A0022 Ya A0023 Ka A0024 B C1005 En F1005 En F1005 T C1001 Q C1024 T C1025 T C1001 Q C1026 T C1050 Q C11503 Q C11503 Q C11504 D	allingup Beach Car Park leelup Coastal Nodes - Carpark upgrade orth Street Groyne Carpark - Formalise and Seal asse Oval Gravel Car Parking - Dawson (Lastern Side) asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0241 allingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 oallia Road Bridge - 4854	74,860 0 0 0 0 0 0 74,860	5,539 0 4,550 16,667 21,667 48,423	5,539 0 4,550 16,667 21,667 48,423	66,472 138,270 54,600 200,000 260,000 719,342	66,472 138,270 54,600 200,000 260,000	1251.51* 0.00* -100.00* -100.00* -100.00* 54.60*
C0013 Ya C0044 M C0044 M C0050 Fe C0051 Va C0052 Va A0014 B A0022 Ya A0023 Ka A0024 B C1005 En F1005 En F1005 T C1001 Q C1024 T C1025 T C1001 Q C1026 T C1050 Q C11503 Q C11503 Q C11504 D	allingup Beach Car Park leelup Coastal Nodes - Carpark upgrade orth Street Groyne Carpark - Formalise and Seal asse Oval Gravel Car Parking - Dawson (Lastern Side) asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0241 allingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 oallia Road Bridge - 4854	74,860	0 4,550 16,667 21,667 48,423	4,550 16,667 21,667 48,423	138,270 54,600 200,000 260,000 719,342	138,270 54,600 200,000 260,000 719,342	0.009 -100.009 -100.009 -100.009 54.609
C0044 M. C0050 Fc C0051 Va C0052 Va Br A0014 Ba A0022 Va A0023 Ka A0024 Bc C1005 En F1005 F1021 W C1024 C1026 To C1026 To C1026 To C1502 Qt C1503 Qt C1503 Qt C1504 C1504 AC	Iteelup Coastal Nodes - Carpark upgrade orth Street Groyne Carpark - Formalise and Seal asse Oval Gravel Car Parking - Dawson (Lastern Side) asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0241 allingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 oallin Road Bridge - 4854	74,860	0 4,550 16,667 21,667 48,423	4,550 16,667 21,667 48,423	138,270 54,600 200,000 260,000 719,342	138,270 54,600 200,000 260,000 719,342	0.009 -100.009 -100.009 -100.009 54.609
C0050 Fec C0051 Va C0052 Va Br A0014 Bu A0022 Ya A0023 Ka A0024 Bc C1001 Qu C1001 Qu C1002 To	orth Street Groyne Carpark - Formalite and Seal assee Oval Gravel Car Parking - Dawson (Eastern Side) assee Naloorup Oval Carpark Development ridges Construction ussell Highway - 0241 allingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 oallia Road Bridge - 4854 ycleways Construction	74,860	4,550 16,667 21,667 48,423	4,550 16,667 21,667 48,423	54,600 200,000 260,000 719,342	54,600 200,000 260,000 719,342	-100.009 -100.009 -100.009 54.609
No.	asse Oval Gravel Car Parking - Dawson (Eastern Side) asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0241 allingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 oallia Road Bridge - 4854	0 0 74,860 -	16,667 21,667 48,423 · · · · · · · · · · · · · · · · · · ·	16,667 21,667 48,423	200,000 260,000 719,342	200,000 260,000 719,342	-100.00 -100.00 54.60
Br 1005 Va Br 20014 Bu A0014 Bu A0023 Va A0023 Ka Br 20024 Br 20	asse Kaloorup Oval Carpark Development ridges Construction ussell Highway - 0.241 allingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 aloallia Road Bridge - 4854 ycleways Construction	74,860 0 0 0 0	21,667 48,423 0 0 0	21,667 48,423	719,342 744,000	719,342	-100.00 54.60
A0014 Bu A0022 Ya A0023 Ka A0024 Bc C1021 W III C1024 Dt C1026 To C1502 Qt C1503 Qt C1503 Qt C1503 Qt C1504 Dt C1504 A0024 Dt C1026 To C10	ussell Highway - 0241 Illingup Beach Road Bridge - 3347 Ialoorup Road Bridge - 3381 Oallia Road Bridge - 4854 ycleways Construction	0 0 0	0 0 0	0 0	744,000		
A0014 Bu A0022 Ya A0023 Ka A0024 Bc C1021 W III C1024 Dt C1026 To C1502 Qt C1503 Qt C1503 Qt C1503 Qt C1504 Dt C1504 A0024 Dt C1026 To C10	ussell Highway - 0241 Illingup Beach Road Bridge - 3347 Ialoorup Road Bridge - 3381 Oallia Road Bridge - 4854 ycleways Construction	0 0 0	0	0		744.000	0.00
A0022 Va A0023 Ka A0023 Be F1005 En F1001 W TC C1001 Qu C1024 Du C1026 To	allingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 alolilla Road Bridge - 4854 ycleways Construction	0 0 0	0	0		744.000	0.00
A0022 Va A0023 Ka A0023 Be F1005 En F1001 W TC C1001 Qu C1024 Du C1026 To	allingup Beach Road Bridge - 3347 aloorup Road Bridge - 3381 alolilla Road Bridge - 4854 ycleways Construction	0	0		700,000		
C1502 Ol C1503 Qu C1504 A	oallia Road Bridge - 4854 ycleways Construction	0		0		700,000	0.00
F1005 En F1021 W Ic C1001 Qc C10024 Dc C10026 To Bc C1502 Ol C1503 Qc C1503 Qc C1504 Ab	ycleways Construction			0	138,000 138,000	138,000 138,000	0.00
F1005 En F1021 W Te C1001 Qt C1024 Dt C1026 To Bc			0		1,720,000	1,720,000	0.00
F1005 En F1021 W Te C1001 Qt C1024 Dt C1026 To Bc					2,720,000	2,1 23,232	
Tcc1001 Qcc10024 Dcc10026 To	nd of Trip Facilities for Cyclists	0	2,917	2.917	35,000	35,000	-100.00
C1001 Qc C1024 Dc C1026 To Bc C1502 Ol C1503 Qc C1504 Ab	/ayfinding for Cyclists	0	1,250	1,250	15,000	15,000	-100.00
C1001 Qc C1024 Dc C1026 To Bc C1502 Ol C1503 Qc C1504 Ab		0	4,167	4,167	50,000	50,000	-100.00
C1024 Du C1026 To Bc C1502 Ol C1503 Qu C1504 Ab	ownscape Construction						
C1024 Du C1026 To Bc C1502 Ol C1503 Qu C1504 Ab	ueen Street Upgrade - Duchess to Kent Street	0	0	0	120,000	120,000	0.00
C1502 OI C1503 Qu C1504 Ab	unsborough Road Access Improvements Stage 1	2,861	16,102	16,102	193,221	193,221	-82.23
C1502 OI C1503 Qu C1504 Ab	ownscape Works Dunsborough	677	43,584	43,584	523,000	523,000	-98.45
C1502 OI C1503 Qu C1504 Ab		3,538	59,686	59,686	836,221	836,221	-94.07
C1503 Qu C1504 Ab	oat Ramps Construction						
C1504 Ab	ld Dunsborough Boat Ramp Finger Jetty	0	0	0	10,000	10,000	0.00
	uindalup Sea Rescue Boat Ramp bbey Boat Ramp Upgrade	0	0	0	10,000 10,000	10,000 10,000	0.00
	ort Geographe Boat Ramp Renewal Works	83,959	39,234	39,234	470,810	470,810	113.99
		83,959	39,234	39,234	500,810	500,810	113.99
De	epot Construction						
C2006 De	epot Washdown Facility Upgrades	0	6,875	6,875	82,500	82,500	-100.00
			6,875	6,875	82,500	82,500	-100.00
Be	each Restoration						
C2504 Gr	royne Construction	0	1,896	1.896	22,754	22,754	-100.00
	and Re-Nourishment	14,791	42,853	42,853	259,240	259,240	-65.49
	oastal Protection Works	748	4,583	4,583	55,000	55,000	-83.68
	roadwater Beach Coastal Protection Stage 1 of 4 /onnerup Groynes 3, 5, & 6	9,776 0	8,613 11,333	8,613 11,333	403,355 136,000	403,355 136,000	13.51 -100.00
	ronnerup Groynes 3, 5, & 6 audin/ Wonnerup Groynes	0	11,333 24,035	24,035	288,419	288,419	-100.00
C2527 St	torm Damage Renewal of Infrastructure	0	974	974	11,692	11,692	-100.00
C2528 Cr	raig Street Groyne and Sea Wall	4,162	7,017	7,017	84,209	84,209	-40.69
		29,477	101,304	101,304	1,260,669	1,260,669	-70.90
Pa							
	arks, Gardens & Reserves		2,500	2,500	30,000	30,000	-100.00
	ark Furniture Replacement - Replace aged & unsafe Equip	0		6,008	72,100	72,100	497.70
C3024 Dt		0 35,910 0	6,008 4,583	4,583	55,000	55,000	-100.00

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2019/ 20 Actual	2019/20 Amended	2019/20 Original	2019/20 Amended	2019/20 Original	2019/20 Budget YTD
	100 0		Budget YTD	Budget YTD	Budget	Budget	Variance
C3048 C3066	BBQ Placement and Replacement West Swim Jetty	0	0	0	15,000 20,000	15,000 20,000	0.00%
C3096	Yallingup Park - Upgrades	0	0	0	14,000	14,000	0.00%
C3103	Youth Skate Park	0	0	0	15,000	15,000	0.00%
C3116	Dawson Park (Mcintyre St Pos)	0	0	0	110,000	110,000	0.00%
C3122	Rails to Trails - Continuation of Implementation Plan	113,231	11,556	11,556	544,757	544,757	879.84%
C3136	Vasse Oval Kaloorup - Grassing of Existing Oval	0	0	0	120,000	120,000	0.00%
C3145 C3146	Churchill Park Dunsborough Town Centre/ Foreshore	9,333 0	6,953 0	6,953 0	533,439 15,000	533,439 15,000	34.24%
C3158	Port Geographe - Casurina Replacements on Layman Road	0	1,472	1,472	17,664	17,664	-100.00%
C3159	Port Geographe - Burgee Cove (Western Side of Bridge)	0	3,457	3,457	24,000	24,000	-100.00%
C3160	Port Geographe - Reticulated POS at Layman Road	0	2,915	2,915	17,500	17,500	-100.00%
C3163	Port Geographe - Outstanding Minor Repairs	0	1,250	1,250	15,000	15,000	-100.00%
C3164	Port Geographe - Reticulation Upgrade Scheme to Bore Water	344	0	0	0	0	0.00%
C3166	Vasse River Foreshore - Bridge to Bridge	8,545	9,117	9,117	109,399	109,399	-6.27%
C3176 C3177	Geographe Bay Road (Earnshaw) Coastal Fencing Renewal Shade Sail Program Dawson Park/ Cloisters	0	0	0	10,000 50,000	10,000 50,000	0.00%
C3177	Port Geographe Reticulation Upgrades	0	5,569	5,569	66,823	66,823	-100,00%
C3192	Foreshore Renewal HighStreet to CareyStreet	0	0	0	26,000	26,000	0.00%
C3193	Cricket Wicket Renewal	0	1,083	1,083	13,000	13,000	-100.00%
C3194	Meelup Regional Park - Capital Projects	0	0	0	163,000	163,000	0.00%
C3195	Centennial Park (West of Banks Ave) - Lighting Renewal	0	833	833	10,000	10,000	-100.00%
C3196	Centennial Park (West of Banks Av) - Renewal of Beach Shower	0	833	833	10,000	10,000	-100.00%
C3197	Riverbank POS - Renewal of Riverbank Platform	0	0	0	10,000	10,000	0.00%
C3198	Vasse SAR Area General Improvements to the Area	0	0	0	25,000 25,000	25,000 25,000	0.00%
C3199 C3200	Vasse SAR Area Installation of Shade Sails Provence SAR Area General Improvements to the Area	0	0	0	75,000	75,000	0.00%
C3200	Port Geographe - Stage 3 Reticulation Upgrade	8,766	12,500	12,500	150,000	150,000	-29.87%
C3202	Port Geographe Street Light Replacement	0,700	0	0	50,000	50,000	0.00%
C3203	Port Geographe General Improvements/ Foreshore	0	0	0	30,000	30,000	0.00%
C3204	Port Geographe Eastern Side of Footbridge Landscaping Upgrad	0	0	0	20,000	20,000	0.00%
C3205	Port Geographe Native Planting area in front Sensations cafe	0	0	0	15,000	15,000	0.00%
C3209	Busselton Town Centre CBD	0	0	0	15,000	15,000	0.00%
C3210	McBride Park - POS Upgrade	0	0	0	32,538	32,538	0.00%
C3211 C3212	Tulloh St (Geographe Bay Road) - POS Upgrade Siesta Park -Beach Acesss - POS Upgrade	0	0	0	90,332 13,056	90,332 13,056	0.00%
C3212	Cabarita Road - POS Upgrade	0	0	0	100,000	100,000	0.00%
C3213	Kingsford Road - POS Upgrade	0	0	0	150,653	150,653	0.00%
C3215	Monash Way - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3216	Wagon Road - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3217	Limestone Quarry - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3218	Dolphin Road - POS Upgrade	0	0	0	91,000	91,000	0.00%
C3219	Kingfish/ Costello - POS Upgrade	0	0	0	91,000	91,000	0.00%
C3220	Quindalup Old Tennis Courts Site - POS Upgrade	0	0	0	149,587	149,587	0.00%
C3221 C3222	Cape Naturalise - POS Upgrade King St Reserve Park - POS Upgrade	0	0	0	167,392 147,348	167,392 147,348	0.00%
C3497	Busselton Jetty - Capital Expenditure	0	0	0	1,700,000	1,700,000	0.00%
6545)	assertance april approximate	176,130	70,629	70.629	5,731,110	5,731,110	149.37%
	Al-	170,130	70,023	70,023	3,731,110	3,731,110	143.37%
	<u>Airport Construction</u>						
C6025	Installation of Bird Netting	0	0	0	185,240	185,240	0.00%
		0	0	0	185,240	185,240	0.00%
	Cemetery Capital Works						
C1604	Pioneer Cemetery Infrastructure Upgrades	0	4,202	4,202	50,425	50,425	-100.00%
C1605	Busselton Cemetery Infrastructure Upgrades	0	0	0	40,000	40,000	0.00%
C1608	Dunsborough Cemetery - Car Park & Internal Upgrades	0	0	0	74,000	74,000	0.00%
C1609	Pioneer Cemetery - Implement Conservation Plan	0	0	0	20,000	20,000	0.00%
C1610	Dunsborough Cemetery	0	0	0	20,000	20,000	0.00%
		0	4,202	4,202	204,425	204,425	-100.00%
	Beach Front Infrastructure Works						
C1758	Beach Access Stairs - Bay View Cresent	0	1,659	1,659	19,910	19,910	-100.00%
C1760	King Street Reserve - Park Upgrade (Coastal Node)	0	5,958	5,958	71,499	71,499	-100.00%
C1761	Geographe Bay Road (Seagrott Road) Beach Access Renewal	0	0	0	25,000	25,000	0.00%
		0	7,617	7,617	116,409	116,409	-100.00%
	Aged Housing - Infrastructure Works						
C3451	Aged Housing Infrastructure (Upgrade)	0	0	0	12,000	12,000	0.00%
		0	0	0	12,000	12,000	0.00%

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Property, Plant & Equipment, Infrastructure

	Description	2019/ 20 Actual	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
	Sanitation Infrastructure						
C3479	Vidler Road Waste Site Capital Improvements	0	32,373	32,373	388,480	388,480	-100.00%
C3481	Transfer Station Development	5,000	37,876	37,876	454,510	454,510	-86.80%
C3485	Site Rehabilitation - Busselton	1,417	83,334	83,334	1,000,000	1,000,000	-98.30%
C3487	Site Rehabilitation - Dunsborough	0	125,000	125,000	1,500,000	1,500,000	-100.00%
		6,417	278,583	278,583	3,342,990	3,342,990	-97.70%
	Airport Development						
C6087	Airport Construction Stage 2, Landside Civils & Services Inf	8,850	0	0	0	0	0.00%
C6091 C6099	Airport Construction Stage 2, Noise Management Plan Airport Development - Project Expenses	0 15,404	72,463 102,628	72,463 102,628	869,550 1,187,110	869,550 1,187,110	-100.00% -84.99%
		24,254	175,091	175,091	2,056,660	2,056,660	-86.15%
	Mala Danda	27,237	175,031	213,032	2,030,000	2,030,000	00.13%
	Main Roads						
S0035	Strelly Street / Barlee Street Roundabout	118,997	1,355	1,355	16,259	16,259	8682.05%
S0051 S0064	Causeway Road / Rosemary Drive Roundabout Peel Terrace (Stanley PI/Cammilleri St Intersection Upgrade)	0	117,223	117,223	1,406,680	1,406,680	-100.00% -100.00%
S0064 S0068	Georgiana Molloy Bus Bay Facilities	10,848	35,493 0	35,493 0	425,912 0	425,912 0	-100.00%
50069	Peel Terrace (Brown Street Intersection Upgrades)	0	20,487	20,487	245,849	245,849	-100.00%
50000	Peel & Queen Street Roundabout Service Relocation	0	62,500	62,500	750,000	750,000	-100.00%
S0071	Ludlow-Hithergreen Road Safety Improvements	0	02,500	02,500	576,500	576,500	0.00%
50071	Kaloorup Road - Reconstruct and Seal Shoulders	0	0	0	420,000	420,000	0.00%
50317	Naturaliste Terrace Asphalt Overlay	9,655	0	0	420,000	420,000	0.00%
S0321	Yoongarillup Road - Second Coat Seal	9,633	4,250	4,250	51,000	51,000	-100.00%
50322	Wonnerup East Road - Prune re-Shoulder an Reseal	0	10,751	10,751	129,000	129,000	-100.00%
50323	Piggot Road - Second Coat Seal	0	1,085	1.085	13,000	13,000	-100.00%
S0324	Georgette Street - Reconstruction & Kerbs	0	5,584	5,584	67,000	67,000	-100.00%
50325	Hansen Road - Asphalt Overlay & Kerbing	0	5,502	5,502	66,000	66,000	-100.00%
S0326	Pries Road - Gravel Resheet	0	1,105	1,105	13,250	13,250	-100.00%
S0327	Florence Road - Gravel Resheet	0	1,066	1,066	12,783	12,783	-100.00%
		139,500	266,401	266,401	4,193,233	4,193,233	-47.64%
	Roads to Recovery						
T0019	Wonnerup South Road - Reconstruct and Widening (narrow seal)	0	52,045	52,045	624,535	624,535	-100.00%
T0085	Yoongarillup Road - Reconstruct Intersection at Vasse H/Way	0	17,500	17,500	210,000	210,000	-100.00%
T0086	Yoongarillup Road - Reconstruct & Widen (Western Section)	0	123,176	123,176	1,478,100	1,478,100	-100.00%
		0	192,721	192,721	2,312,635	2,312,635	-100.00%
	Black Spot						
V0002	Eastern Link - Busselton Traffic Study	0	0	0	2,500,000	2,500,000	0.00%
V0003	Roundabout to Eastern Link Bridge	0	0	0	300,000	300,000	0.00%
V0004	Eastern Link Shared Path & Environmental Offsets	0	0	0	200,000	200,000	0.00%
V0005	Eastern Link Ford Road Environmental Approvals	0	0	0	150,000	150,000	0.00%
		0	0	0	3,150,000	3,150,000	0.00%
	Council Roads Initiative						
W0003	Franklin Road - Gravel Resheet	0	2,917	2.917	35,000	35,000	-100.00%
W0015	Gale Road - Reconstruction (50% Council)	ō	2,500	2,500	30,000	30,000	-100.00%
W0027	Bus Bays & Shelters	93	0	0	0	0	0.00%
W0055	Lindberg Road	13,376	1,553	1,553	18,641	18,641	761.29%
W0067	Ford Road Reconstruct and Asphalt Overlay	0	24,167	24,167	290,000	290,000	-100.00%
W0074	Chapman Hill Road	2,537	0	0	0	0	0.00%
W0084	Vasse Yallingup Siding Road	0	1,668	1,668	20,013	20,013	-100.00%
W0091	Carbunup South Road - Gravel Resheet	0	1,567	1,567	18,800	18,800	-100.00%
W0094 W0114	Fairway Drive - Intersection Works Wonnerup South Road - Reconstruct and Widening (narrow seal)	0	22,500 58,788	22,500 58,788	270,000 705,465	270,000 705,465	-100.00% -100.00%
W0114 W0126	Gulberti Road - Gravel Resheet	0	5,000	5,000	60,000	60,000	-100.00%
W0176	Signage (Alternate CBD Entry)	0	1,333	1,333	16,000	16,000	-100.00%
W0195	Yallingup Beach Road	35,756	0	0	0	0	0.00%
W0216	Fredrick Street Partial Reconstruction	0	3,333	3,333	40,000	40,000	-100.00%
W0223	Reading Street Reconstruction and Widen	4,680	0	0	0	0	0.00%
W0224	Jones Way Asphalt Overlay	92,259	6,182	6,182	74,182	74,182	1392.38%
W0225	College Avenue Reconstruction	232	0	0	0	0	0.00%
W0227	William Drive - Asphalt Overlay, Kerb & Drainage	15,416	14,332	14,332	171,992	171,992	7.56%
W0230	Short Street - Asphalt Overlay & Kerb	381	5,584	5,584	67,000	67,000	-93.18%
W0231 W0232	Carey Street - Asphalt Overlay & Kerb Stanley Street - Asphalt Overlay, Kerbing & Parking	0	14,584 12,251	14,584 12,251	175,000 147,000	175,000 147,000	-100.00% -100.00%
WU232	Statiley Street - Aspiralt Overlay, Kerbing & Parking	0	12,251	12,251	147,000	147,000	-100.00%

City of Busselton Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 July 2019

	Description	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20
		Actual	Amended Budget YTD	Original Budget YTD	Amended Budget	Original Budget	Budget YTD Variance
W0233	Centurion Way - Asphalt Overlay & Kerbing	0	10.834	10.834	130,000	130,000	-100.00%
W0233	King Street - Reconstruction, Drainage & Asphalt Overlay	0	43,167	43,167	518,000	518,000	-100.00%
W0235	Eagle Place - Asphalt Overlay & Kerbing	0	2,667	2,667	32,000	32,000	-100.00%
		0					
W0236	Achurch Place - Asphalt Overlay & Kerbing	-	7,502	7,502	90,000	90,000	-100.00%
W0237	Hovea Cresent - Asphalt Overlay, Kerb & Intersection Works	3,980	18,000	18,000	216,000	216,000	-77.89%
W0238	Sutton Way - Asphalt Overlay & Kerb	0	5,916	5,916	71,000	71,000	-100.00%
W0239	Silverglen Avenue - Asphalt Overlay, Kerb & Drainage	0	3,332	3,332	40,000	40,000	-100.00%
W0240	Metricup Yelverton Road - Gravel Resheet	0	4,750	4,750	57,000	57,000	-100.00%
W0241	Hemsley Road - Gravel Resheet	0	3,501	3,501	42,000	42,000	-100.00%
W0242	Doyle Road - Gravel Resheet	0	1,833	1,833	22,000	22,000	-100.00%
W0243	Alfred Road - Gravel Resheet	0	4,167	4,167	50,000	50,000	-100.00%
W0244	Koorabin Drive - Reconstruction & Intersection	0	12,000	12,000	144,000	144,000	-100.00%
		168,709	295,928	295,928	3,551,093	3,551,093	-42.99%
	Sub-Total Infrastructure	948,671	1,858,820	1,858,820	36,851,773	36,851,773	-48.96%
	Grand Total - Capital Acquisitions	1,001,373	3,219,457	3,219,457	60,571,300	60,571,300	

Reserves Movement Report

		2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2018/2019
		Actual	Amended Budget	Original Budget	Amended	Original	Actual
		s	YTD \$	YTD \$	Budget \$	Budget \$	\$
100	Airport Infrastructure Renewal and Replacement Re		*	•	*	*	•
	Accumulated Reserves at Start of Year	1,821,552.89	1,821,552.89	1,821,552.89	1,821,552.89	1,821,552.89	1,325,501.46
	Interest transfer to Reserves Transfer from Muni	3,361.53 0.00	3,379.00 0.00	3,379.00 0.00	40,548.00 0.00	40,548.00 0.00	41,231.55 536,450.00
	Transfer to Muni	0.00	0.00	0.00	(156,250.00)	(156,250.00)	(81,630.12)
	_						
		1,824,914.42	1,824,931.89	1,824,931.89	1,705,850.89	1,705,850.89	1,821,552.89
136	Airport Marketing Reserve						
	Accumulated Reserves at Start of Year	3.396.150.77	3.396.150.77	3.396.150.77	3,396,150,77	3.396.150.77	1.583.014.10
	Interest transfer to Reserves	6,755.12	6,301.00	6,301.00	75,612.00	75,612.00	77,306.67
	Transfer from Muni	0.00	32,350.00	32,350.00	526,416.00	526,416.00	1,735,830.00
	Transfer to Muni	0.00	0.00	0.00	(1,360,230.00)	(1,360,230.00)	0.00
	-	3,402,905.89	3,434,801.77	3,434,801.77	2,637,948.77	2,637,948.77	3,396,150.77
143	Airport Noise Mitigation Reserve	3,402,303.03	3,131,002.11	3,13-1,002177	2,037,340.77	2,037,5-10.77	3,330,230.77
	Accumulated Reserves at Start of Year	890,709.89	890,709.89	890,709.89	890,709.89	890,709.89	0.00
	Interest transfer to Reserves	1,639.90	1,653.00	1,653.00	19,836.00	19,836.00	21,159.89
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	869,550.00
	Transfer to Muni	0.00	0.00	0.00	(869,550.00)	(869,550.00)	0.00
	-	892,349.79	892,362.89	892,362.89	40,995.89	40,995.89	890,709.89
147	Airport Development Reserve						
	Transfer from Muni	0.00	13,824.00	13,824.00	165,882.00	165,882.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(165,882.00)	(165,882.00)	0.00
	-	0.00	13,824.00	13,824.00	0.00	0.00	0.00
148	Airport Existing Terminal Building Reserve						
	Accumulated Reserves at Start of Year	39,882.21	39,882.21	39,882.21	39,882.21	39,882.21	0.00
	Interest transfer to Reserves Transfer from Muni	73.43 0.00	74.00 0.00	74.00 0.00	888.00 0.00	888.00 0.00	882.21 39,000.00
	Hanster from Muni	0.00	0.00	0.00	0.00	0.00	39,000.00
	-	39,955.64	39,956.21	39,956.21	40,770.21	40,770.21	39,882.21
106	Building Reserve						
	Accumulated Reserves at Start of Year	1,725,055.66	1,725,055.66	1,725,055.66	1,725,055.66	1,725,055.66	1,193,933.21
	Interest transfer to Reserves Transfer from Muni	2,831.32 0.00	3,200.00 60,596.00	3,200.00 60,596.00	38,400.00 727,148.00	38,400.00 727,148.00	29,072.58 894,362.38
	Transfer to Muni	0.00	0.00	0.00	(751,536.00)	(751,536.00)	(392,312.51)
		1,727,886.98	1,788,851.66	1,788,851.66	1,739,067.66	1,739,067.66	1,725,055.66
404	Barnard Park Sports Pavilion Building Reserve						
	Accumulated Reserves at Start of Year	10,666.20	10,666.20	10,666.20	10,666.20	10,666.20	0.00
	Interest transfer to Reserves	22.65	20.00	20.00	240.00	240.00	166.20
	Transfer from Muni	0.00	2,519.00	2,519.00	30,226.00	30,226.00	10,500.00
		10,688.85	13,205.20	13,205.20	41,132.20	41,132.20	10,666.20
405	Railway House Building Reserve						
	Accumulated Reserves at Start of Year	16,761.18	16,761.18	16,761.18	16,761.18	16,761.18	0.00
	Interest transfer to Reserves	35.59	31.00	31.00	372.00	372.00	261.18
	Transfer from Muni	0.00	1,636.00	1,636.00	19,635.00	19,635.00	16,500.00
		16,796.77	18,428.18	18,428.18	36,768.18	36,768.18	16,761.18
406	Youth and Community Activities Building Reserve	16,/96.//	18,428.18	18,428.18	36,768.18	30,768.18	16,761.18
400	Todal and Community Activities building Reserve						
	Accumulated Reserves at Start of Year	45,712.30	45,712.30	45,712.30	45,712.30	45,712.30	0.00
	Interest transfer to Reserves	97.07	85.00	85.00	1,020.00	1,020.00	712.30
	Transfer from Muni	0.00	3,570.00	3,570.00	42,840.00	42,840.00	45,000.00
	Transfer to Muni	0.00	0.00	0.00	(10,000.00)	(10,000.00)	0.00
	-	45,809.37	49,367.30	49,367.30	79,572.30	79,572.30	45,712.30
407	Busselton Library Building Reserve	,		,	,	,	,.
	Accumulated Reserves at Start of Year	85,071.29	85,071.29	85,071.29	85,071.29	85,071.29	0.00
	Interest transfer to Reserves	196.51	158.00	158.00	1,896.00	1,896.00	1,440.29
	Transfer from Muni Transfer to Muni	0.00	3,808.00	3,808.00 0.00	45,696.00 (111,000.00)	45,696.00 (111,000.00)	83,631.00 0.00
	remarks to Mulli	0.00	0.00	0.00	(111,000.00)	(444,000.00)	0.00
	-	85,267.80	89,037.29	89,037.29	21,663.29	21,663.29	85,071.29

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Reserves Movement Report

		2019/2020 Actual	2019/2020 Amended Budget	2019/2020 Original Budget	2019/2020 Amended	2019/2020 Original	2018/2019 Actual
		\$	YTD \$	YTD \$	Budget \$	Budget \$	\$
131	Busselton Community Resource Centre						
	Accumulated Reserves at Start of Year	190,875.82	190,875.82	190,875.82	190,875.82	190,875.82	156,653.93
	Interest transfer to Reserves	378.11	354.00	354.00	4,248.00	4,248.00	4,352.89
	Transfer from Muni Transfer to Muni	0.00	0.00	0.00	86,394.00 (5,160.00)	86,394.00 (5,160.00)	29,869.00 0.00
	Transfer to Muni						
408	Busselton Jetty Tourist Park Reserve	191,253.93	191,229.82	191,229.82	276,357.82	276,357.82	190,875.82
	Accumulated Reserves at Start of Year Interest transfer to Reserves	159,725.80 144.38	159,725.80 296.00	159,725.80 296.00	159,725.80 3,552.00	159,725.80 3.552.00	0.00 3,454.93
	Transfer from Muni	0.00	21,559.00	21,559.00	258,708.00	258,708.00	218,272.00
	Transfer to Muni	0.00	0.00	0.00	(287,610.00)	(287,610.00)	(62,001.13)
		159,870.18	181,580.80	181,580.80	134,375.80	134,375.80	159,725.80
409	Geographe Leisure Centre Building Reserve						
	Accumulated Reserves at Start of Year	381,186.42	381,186.42	381,186.42	381,186.42	381,186.42	0.00
	Interest transfer to Reserves Transfer from Muni	830.37 0.00	707.00 21.710.00	707.00 21.710.00	8,484.00 260,521.00	8,484.00 260.521.00	7,716.49 476,928.00
	Transfer from Muni Transfer to Muni	0.00	21,710.00	0.00	(555,900.00)	(555,900.00)	(103,458.07)
	Transfer to Mulii						
331	Joint Venture Aged Housing Reserve	382,016.79	403,603.42	403,603.42	94,291.42	94,291.42	381,186.42
		4 000	4.00	4.00			007.77
	Accumulated Reserves at Start of Year Interest transfer to Reserves	1,085,870.41 1,650.65	1,085,870.41 2,015.00	1,085,870.41 2,015.00	1,085,870.41 24,180.00	1,085,870.41 24,180.00	997,854.77 27,824.81
	Transfer from Muni	0.00	10,728.00	10,728.00	128,741.00	128,741.00	182,877.12
	Transfer to Muni	0.00	0.00	0.00	(152,000.00)	(152,000.00)	(122,686.29)
		1,087,521.06	1,098,613.41	1,098,613.41	1,086,791.41	1,086,791.41	1,085,870.41
403	Aged Housing Resident Funded (Council)						
	Accumulated Reserves at Start of Year	212,501.16	212,501.16	212,501.16	212,501.16	212,501.16	186,717.69
	Interest transfer to Reserves	463.42	394.00	394.00	4,728.00	4,728.00	4,702.72
	Transfer from Muni Transfer to Muni	0.00	0.00	0.00	0.00 (126,000.00)	0.00 (126,000.00)	63,103.70 (42,022.95)
	Transfer to Mulii		212.895.16				
410	Naturaliste Community Centre Building Reserve	212,964.58	212,895.16	212,895.16	91,229.16	91,229.16	212,501.16
	Accumulated Reserves at Start of Year	63.745.73	63.745.73	63.745.73	63.745.73	63.745.73	0.00
	Interest transfer to Reserves	156.75	118.00	118.00	1,416.00	1,416.00	2,078.93
	Transfer from Muni	0.00	4,976.00	4,976.00	59,708.00	59,708.00	159,147.00
	Transfer to Muni	0.00	0.00	0.00	(12,000.00)	(12,000.00)	(97,480.20)
411	Civic and Administration Building Reserve	63,902.48	68,839.73	68,839.73	112,869.73	112,869.73	63,745.73
411	Civic and Administration Building Reserve						
	Accumulated Reserves at Start of Year	187,928.40	187,928.40	187,928.40	187,928.40	187,928.40	0.00
	Interest transfer to Reserves Transfer from Muni	399.02 0.00	349.00 23,500.00	349.00 23,500.00	4,188.00 282,000.00	4,188.00 282,000.00	2,928.40 185,000.00
	Transfer to Muni	0.00	0.00	0.00	(105,920.00)	(105,920.00)	0.00
		188,327.42	211,777.40	211,777.40	368,196.40	368,196.40	187,928.40
412	Vasse Sports Pavilion Building Reserve	188,327.42	211,///.40	211,777.40	368,196.40	368,196.40	187,928.40
	Transfer from Muni	0.00	45.00	45.00	536.00	536.00	0.00
		0.00	45.00	45.00	536.00	536.00	0.00
110	Jetty Maintenance Reserve	0.00	45.00	45.00	536.00	536.00	0.00
	Accumulated Reserves at Start of Year	4,806,278.94	4,806,278.94	4,806,278.94	4,806,278.94	4,806,278.94	4,193,450.51
	Interest transfer to Reserves	10,162.39	8,917.00	8,917.00	107,004.00	107,004.00	108,240.24
	Transfer from Muni	0.00	16,110.00	16,110.00	1,286,516.00	1,286,516.00	1,249,044.00
	Transfer to Muni	0.00	0.00	0.00	(2,982,095.00)	(2,982,095.00)	(744,455.81)
150	Jetty Self Insurance Reserve	4,816,441.33	4,831,305.94	4,831,305.94	3,217,703.94	3,217,703.94	4,806,278.94
130							
	Accumulated Reserves at Start of Year	365,698.37	365,698.37	365,698.37	365,698.37	365,698.37	0.00
	Interest transfer to Reserves Transfer from Muni	776.49	678.00 5.000.00	678.00 5,000.00	8,136.00 60,000.00	8,136.00 60,000.00	5,698.37 360,000.00
		0.00	-,				
		366,474.86	371,376.37	371,376.37	433,834.37	433,834.37	365,698.37

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Reserves Movement Report

		2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
		\$	\$	\$	\$	\$	\$
22	Asset Depreciation Reserve						
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	563,412.1
	Interest transfer to Reserves Transfer to Muni	0.00	0.00	0.00	0.00	0.00	14,029.5 (577,441.75
	Transfer to Mulli						
23	Road Asset Renewal Reserve	0.00	0.00	0.00	0.00	0.00	0.0
	Accumulated Reserves at Start of Year	1,119,116.75	1,119,116.75	1,119,116.75	1.119.116.75	1.119.116.75	1,299,765.5
	Interest transfer to Reserves	684.84	2,076.00	2,076.00	24,912.00	24,912.00	49,255.
	Transfer from Muni	0.00	288,177.00	288,177.00	3,458,128.00	3,458,128.00	2,550,956.0
	Transfer to Muni	0.00	0.00	0.00	(4,161,474.00)	(4,161,474.00)	(2,780,859.9
4	Footpath/ Cycle Ways Reserve	1,119,801.59	1,409,369.75	1,409,369.75	440,682.75	440,682.75	1,119,116.
	Accumulated Reserves at Start of Year	3,670.90	3,670.90	3,670.90	3,670.90	3,670.90	0.4
	Interest transfer to Reserves	(720.81)	7.00	7.00	3,670.90 84.00	3,670.90 84.00	3,670.
	Transfer from Muni	0.00	98,717.00	98,717.00	1,184,602.00	1,184,602.00	231,906.
	Transfer to Muni	0.00	0.00	0.00	(1,147,590.00)	(1,147,590.00)	(231,906.0
6	Other Infrastructure (Drainage, Signage, Etc.) Reserv	2,950.09	102,394.90	102,394.90	40,766.90	40,766.90	3,670.
-							
	Transfer from Muni Transfer to Muni	0.00	28,917.00 0.00	28,917.00 0.00	347,000.00 (316,950.00)	347,000.00 (316,950.00)	0.
	Transfer to Muni						
5	Parks, Gardens and Reserves Reserve	0.00	28,917.00	28,917.00	30,050.00	30,050.00	0.
	Transfer from Muni	0.00	101,167.00	101.167.00	1.214.001.00	1 214 001 00	0
	Transfer trom Muni Transfer to Muni	0.00	0.00	0.00	(1,134,000.00)	(1,134,000.00)	0.
	-	0.00	101.167.00	101.167.00	80.001.00	80.001.00	
1	Furniture and Equipment Reserve		202,201100	202,201100	00,002.00	00,000.00	
	Transfer from Muni	0.00	0.00	0.00	364,900.00	364,900.00	0.
	Transfer to Muni	0.00	0.00	0.00	(364,900.00)	(364,900.00)	0.
5	Plant Replacement Reserve	0.00	0.00	0.00	0.00	0.00	0
	Fight Replacement Reserve						
	Accumulated Reserves at Start of Year	1,205,526.70	1,205,526.70	1,205,526.70	1,205,526.70	1,205,526.70	2,185,395
	Interest transfer to Reserves Transfer from Muni	(1,752.97)	2,237.00 75,061.00	2,237.00 75,061.00	26,844.00 900,737.00	26,844.00 900,737.00	61,462 1,115,712
	Transfer to Muni	0.00	0.00	0.00	(1,418,950.00)	(1,418,950.00)	(2,157,043.5
	-	1,203,773.73	1,282,824.70	1,282,824.70	714,157.70	714,157.70	1,205,526
7	Busselton Traffic Study Implementation Reserve	2,000,1011	2,000,000	agavegee v	12/22/11		2,200,000
	Accumulated Reserves at Start of Year	1,495,577.97	1,495,577.97	1,495,577.97	1,495,577.97	1,495,577.97	432,138
	Interest transfer to Reserves	2,434.15	2,775.00	2,775.00	33,300.00	33,300.00	30,752
	Transfer from Muni Transfer to Muni	0.00	94,059.00	94,059.00 0.00	1,128,705.00 (2,400,000.00)	1,128,705.00 (2,400,000.00)	1,211,110
	-						
2	CBD Enhancement Reserve	1,498,012.12	1,592,411.97	1,592,411.97	257,582.97	257,582.97	1,495,577
	Accumulated Reserves at Start of Year	171,316.34	171,316.34	171,316.34	171,316.34	171.316.34	122,490
	Interest transfer to Reserves	354.34	318.00	318.00	3,816.00	3,816.00	3,706
	Transfer from Muni	0.00	42,099.00	42,099.00	560,188.00	560,188.00	45,120
	Transfer to Muni	0.00	0.00	0.00	(643,000.00)	(643,000.00)	0
,	New Infrastructure Development Reserve	171,670.68	213,733.34	213,733.34	92,320.34	92,320.34	171,316
	Assumption of Passages at Stant of Year	1 003 131 43	1.002.171.42	1 003 171 12	1 002 171 12	1 002 171 52	1 024 74
	Accumulated Reserves at Start of Year Interest transfer to Reserves	1,803,171.42 1,986.24	1,803,171.42 3.345.00	1,803,171.42 3.345.00	1,803,171.42 40.140.00	1,803,171.42 40.140.00	1,834,714 51.101
	Transfer from Muni	0.00	16,052.00	16,052.00	192,627.00	192,627.00	410,941
	Transfer to Muni	0.00	0.00	0.00	(1,259,942.00)	(1,259,942.00)	(493,585.3
	-	1,805,157.66	1,822,568.42	1,822,568.42	775,996.42	775,996.42	1,803,171
		-,,22000	_,	_,,			_,000,273

12.8 Attachment A

City of Busselton

Reserves Movement Report

		2019/2020 Actual	2019/2020 Amended Budget	2019/2020 Original Budget	2019/2020 Amended	2019/2020 Original	2018/2019 Actual
		\$	YTD \$	YTD \$	Budget \$	Budget \$	\$
141	CPA Infrastructure Road Upgrades Reserve				,		
	Accumulated Reserves at Start of Year	231,223.87	231,223.87	231,223.87	231,223.87	231,223.87	225,574.67
	Interest transfer to Reserves	425.71	429.00	429.00	5,148.00	5,148.00	5,649.20
		231,649.58	231,652.87	231,652.87	236,371.87	236,371.87	231,223.87
114	City Car Parking and Access Reserve						
	Accumulated Reserves at Start of Year	1,281,336.70	1,281,336.70	1,281,336.70	1,281,336.70	1,281,336.70	875,925.14
	Interest transfer to Reserves	1,955.68	2,377.00	2,377.00	28,524.00	28,524.00	30,250.23
	Transfer from Muni Transfer to Muni	0.00	42,099.00	42,099.00 0.00	505,188.00	505,188.00	538,024.00
	Transfer to Muni	0.00	0.00	0.00	(427,549.00)	(427,549.00)	(162,862.67)
		1,283,292.38	1,325,812.70	1,325,812.70	1,387,499.70	1,387,499.70	1,281,336.70
107	Corporate IT System Programme						
	Accumulated Reserves at Start of Year	80,398.99	80,398.99	80,398.99	80,398.99	80,398.99	78,625.03
	Interest transfer to Reserves	148.02	149.00	149.00	1,788.00	1,788.00	1,773.96
		80,547.01	80,547.99	80,547.99	82,186.99	82,186.99	80,398.99
133	Election, Valuation and Corporate Expenses Reserv	/e					
	Accumulated Reserves at Start of Year	499,905.97	499,905.97	499,905.97	499,905.97	499,905.97	149,557.64
	Interest transfer to Reserves	990.21	927.00	927.00	11,124.00	11,124.00	8,399.33
	Transfer from Muni	0.00	12,500.00	12,500.00	150,000.00	150,000.00	350,949.00
	Transfer to Muni	0.00	0.00	0.00	(150,000.00)	(150,000.00)	(9,000.00)
		500,896.18	513,332.97	513,332.97	511,029.97	511,029.97	499,905.97
111	Legal Expenses Reserve						
	Accumulated Reserves at Start of Year	577,255.71	577,255.71	577,255.71	577,255.71	577,255.71	557,904.00
	Interest transfer to Reserves	867.47	1,071.00	1,071.00	12,852.00	12,852.00	15,035.07
	Transfer from Muni Transfer to Muni	0.00	0.00	0.00	0.00	0.00	61,364.00 (57,047.36)
	Transfer to Mulii						
135	Performing Arts Centre Reserve	578,123.18	578,326.71	578,326.71	590,107.71	590,107.71	577,255.71
	Transfer from Muni	0.00	0.00	0.00	2,705,530.00	2,705,530.00	0.00
202	Lana Sandan Lanua Basania	0.00	0.00	0.00	2,705,530.00	2,705,530.00	0.00
202	Long Service Leave Reserve						
	Accumulated Reserves at Start of Year	3,096,583.00	3,096,583.00	3,096,583.00	3,096,583.00	3,096,583.00	3,111,698.09
	Interest transfer to Reserves	4,543.47	5,745.00	5,745.00	68,940.00	68,940.00	93,949.05
	Transfer from Muni Transfer to Muni	0.00	20,833.00	20,833.00	250,000.00 (653,950.00)	250,000.00 (653,950.00)	384,190.02 (493,254.16)
	Transfer to Width						
203	Professional Development Reserve	3,101,126.47	3,123,161.00	3,123,161.00	2,761,573.00	2,761,573.00	3,096,583.00
203	Professional Development Reserve						
	Accumulated Reserves at Start of Year	122,771.88	122,771.88	122,771.88	122,771.88	122,771.88	113,024.66
	Interest transfer to Reserves	26.89	228.00	228.00	2,736.00	2,736.00	3,777.31
	Transfer from Muni Transfer to Muni	0.00	5,833.00 0.00	5,833.00 0.00	70,000.00 (71,930.00)	70,000.00 (71,930.00)	70,000.00 (64,030.09)
		122,798.77	128.832.88	128.832.88	123,577.88	123,577.88	122,771.88
204	Sick Pay Incentive Reserve	122,798.77	128,832.88	128,832.88	123,577.88	123,577.88	122,771.88
	Accumulated Reserves at Start of Year	150,403.55	150,403.55	150,403.55	150,403.55	150,403.55	175,935.04
	Interest transfer to Reserves Transfer from Muni	172.07 0.00	279.00 5,833.00	279.00 5,833.00	3,348.00 70,000.00	3,348.00 70,000.00	5,088.12
	Transfer from Muni Transfer to Muni	0.00	0.00	0.00	(71,930.00)	(71,930.00)	(30,619.61)
			156 545 57				
124	Workers Compensation Contingency Reserve	150,575.62	156,515.55	156,515.55	151,821.55	151,821.55	150,403.55
	Assumed based Bases and Stant of Very	205 100 05	205 100 05	205 100 05	205 100 05	205 100 05	256 227 42
	Accumulated Reserves at Start of Year Interest transfer to Reserves	305,100.95 356.29	305,100.95 566.00	305,100.95 566.00	305,100.95 6,792.00	305,100.95 6,792.00	356,227.48 8,873.47
	Transfer to Muni	0.00	0.00	0.00	(28,460.00)	(28,460.00)	(60,000.00)
		305,457.24	305,666.95	305,666.95	283,432.95	283,432.95	305.100.95
		305,457.24	305,666.95	305,666.95	283,432.95	283,432.95	305,100.95

Reserves Movement Report

		2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
		\$	\$	\$	\$	\$ \$	\$
302	Community Facilities - City District						
	Accumulated Reserves at Start of Year	2,552,707.62	2,552,707.62	2,552,707.62	2,552,707.62	2,552,707.62	2,303,095.83
	Interest transfer to Reserves	4,688.06	4,736.00	4,736.00	56,832.00	56,832.00	60,897.30
	Transfer from Muni Transfer to Muni	1,601.92	27,292.00 0.00	27,292.00 0.00	361,740.00 (2,203,795.00)	361,740.00 (2,203,795.00)	306,049.14 (117,334.65)
	Transfer to work						
304	Community Facilities - Broadwater	2,558,997.60	2,584,735.62	2,584,735.62	767,484.62	767,484.62	2,552,707.62
	Accumulated Reserves at Start of Year	158.523.04	158,523.04	158,523.04	158.523.04	158.523.04	138.048.48
	Interest transfer to Reserves	291.87	294.00	294.00	3,528.00	3,528.00	3,656.26
	Transfer from Muni	0.00	1,042.00	1,042.00	12,500.00	12,500.00	16,818.30
303	Community Facilities - Busselton	158,814.91	159,859.04	159,859.04	174,551.04	174,551.04	158,523.04
303	Community Facilities - Bussetton						
	Accumulated Reserves at Start of Year	44,011.77	44,011.77	44,011.77	44,011.77	44,011.77	34,546.40
	Interest transfer to Reserves Transfer from Muni	84.01 0.00	82.00 1,667.00	82.00 1,667.00	984.00 20,000.00	984.00 20,000.00	971.37 8,494.00
	Transfer from Muni Transfer to Muni	0.00	0.00	1,667.00	(44,000.00)	(44,000.00)	8,494.00
	_						
305	Community Facilities - Dunsborough	44,095.78	45,760.77	45,760.77	20,995.77	20,995.77	44,011.77
	Accumulated Reserves at Start of Year	188.062.67	188.062.67	188.062.67	188.062.67	188.062.67	166.327.12
	Interest transfer to Reserves	346.25	349.00	349.00	4,188.00	4,188.00	4,549.89
	Transfer from Muni	0.00	2,083.00	2,083.00	25,000.00	25,000.00	17,185.66
	-	188,408.92	190,494.67	190,494.67	217,250.67	217,250.67	188,062.67
311	Community Facilities - Dunsborough Lakes Estate						
	Accumulated Reserves at Start of Year	922,772.84	922,772.84	922,772.84	922,772.84	922,772.84	525,105.39
	Interest transfer to Reserves	1,698.94	1,712.00	1,712.00	20,544.00	20,544.00	19,631.45
	Transfer from Muni	0.00	23,166.00	23,166.00	277,990.00	277,990.00	378,036.00
306	Community Facilities - Geographe	924,471.78	947,650.84	947,650.84	1,221,306.84	1,221,306.84	922,772.84
300	Community Facilities - Geographie						
	Accumulated Reserves at Start of Year	99,175.93	99,175.93	99,175.93	99,175.93	99,175.93	95,061.38
	Interest transfer to Reserves Transfer from Muni	183.78 172.08	184.00 625.00	184.00 625.00	2,208.00 7,500.00	2,208.00 7,500.00	2,410.78 1,703.77
	Taisle Toll Woll						
310	Community Facilities - Port Geographe	99,531.79	99,984.93	99,984.93	108,883.93	108,883.93	99,175.93
	Accumulated Reserves at Start of Year	343,509.27	343,509.27	343,509.27	343,509.27	343,509.27	335,116.76
	Interest transfer to Reserves	632.44	637.00	637.00	7,644.00	7,644.00	8,392.51
	_	344,141.71	344,146.27	344,146.27	351,153.27	351,153.27	343,509.27
309	Community Facilities - Vasse	3 - 1,2 - 2 - 1	21,,210,21	51,510,61		302,20012	3.0,000.
	Accumulated Reserves at Start of Year	615,585.54	615,585.54	615,585.54	615,585.54	615,585.54	589,760.45
	Interest transfer to Reserves	1,133.36	1,142.00	1,142.00	13,704.00	13,704.00	14,848.67
	Transfer from Muni Transfer to Muni	0.00	0.00	0.00	0.00 (450,000.00)	0.00 (450,000.00)	10,976.42 0.00
	-	616,718.90	616,727.54	616,727.54	179,289.54	179,289.54	615,585.54
308	Community Facilities - Airport North						
	Accumulated Reserves at Start of Year	2,970,179.38	2,970,179.38	2,970,179.38	2,970,179.38	2,970,179.38	2,826,296.71
	Interest transfer to Reserves	5,469.61	5,510.00	5,510.00	66,120.00	66,120.00	71,258.67
	Transfer from Muni	0.00	21,250.00	21,250.00	255,000.00	255,000.00	72,624.00
130	Locke Estate Reserve	2,975,648.99	2,996,939.38	2,996,939.38	3,291,299.38	3,291,299.38	2,970,179.38
	Accumulated Reserves at Start of Year Interest transfer to Reserves	1,012.99 (198.91)	1,012.99	1,012.99 2.00	1,012.99	1,012.99	0.00 1,012.99
	Transfer from Muni	0.00	5,333.00	5,333.00	64,000.00	64,000.00	64,000.00
	Transfer to Muni	0.00	0.00	0.00	(64,000.00)	(64,000.00)	(64,000.00)
	-	814.08	6,347.99	6,347.99	1,036.99	1,036.99	1,012.99
			-,	-,	-,	,	-,

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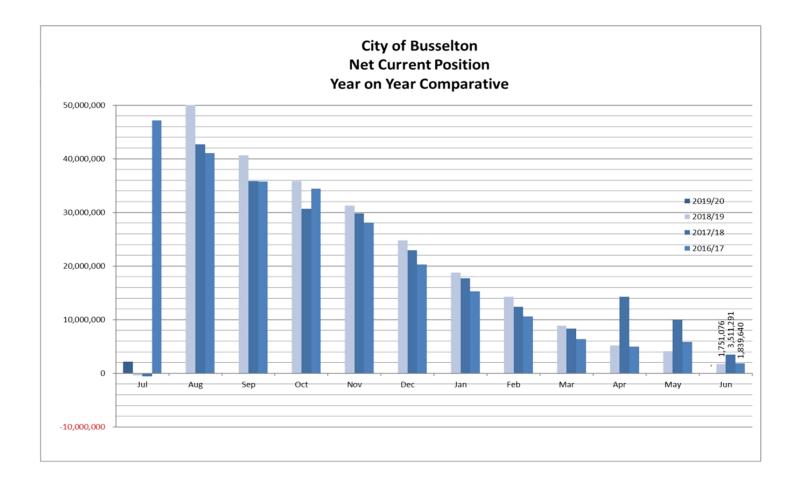
Reserves Movement Report

		2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2018/2019
		Actual	Amended Budget	Original Budget	Amended	Original	Actual
		s	YTD \$	YTD \$	Budget \$	Budget \$	\$
122	Port Geographe Development Reserve						
	Accumulated Reserves at Start of Year	682.470.41	682.470.41	682.470.41	682.470.41	682,470,41	1,455,440.82
	Interest transfer to Reserves	799.69	1,266.00	1,266.00	15,192.00	15,192.00	30,840.83
	Transfer from Muni	0.00	4,331.00	4,331.00	51,975.00	51,975.00	50,000.00
	Transfer to Muni	0.00	0.00	0.00	(599,307.00)	(599,307.00)	(853,811.24)
		683,270.10	688,067.41	688,067.41	150,330.41	150,330.41	682,470.41
123	Port Geographe Waterways Managment Reserv	ve (SAR)					
	Accumulated Reserves at Start of Year	3,349,716.94	3,349,716.94	3,349,716.94	3,349,716.94	3,349,716.94	3,387,485.07
	Interest transfer to Reserves	5,217.98	6,215.00	6,215.00	74,580.00	74,580.00	87,609.18
	Transfer from Muni Transfer to Muni	0.00	17,912.00 0.00	17,912.00 0.00	214,942.00 (346,800.00)	214,942.00 (346,800.00)	193,747.69 (319,125.00)
		3,354,934.92	3,373,843.94	3,373,843.94	3,292,438.94	3,292,438.94	3,349,716.94
126	Provence Landscape Maintenance Reserve (SAI		3,373,843.94	3,373,843.94	3,292,438.94	3,292,438.94	3,349,/16.94
	Accumulated Reserves at Start of Year Interest transfer to Reserves	1,194,759.54 1.892.15	1,194,759.54	1,194,759.54	1,194,759.54	1,194,759.54 26,604.00	1,101,707.78
	Transfer from Muni	1,892.15	2,217.00 14,697.00	2,217.00 14,697.00	26,604.00 176,363.00	176,363.00	30,061.96 168,461.65
	Transfer to Muni	0.00	0.00	0.00	(203,380.00)	(203,380.00)	(105,471.85)
		1,196,651.69	1,211,673.54	1,211,673.54	1,194,346.54	1,194,346.54	1,194,759.54
128	Vasse Newtown Landscape Maintenance Reser		1,211,073.34	1,211,673.54	1,154,540.54	1,154,540.54	1,154,755.54
		575.151.53	575.151.53	575 454 50	575 454 53	575.151.53	525 722 24
	Accumulated Reserves at Start of Year Interest transfer to Reserves	605.39	1.067.00	575,151.53 1.067.00	575,151.53 12.804.00	12.804.00	535,722.24 15.770.06
	Transfer from Muni	0.00	15,067.00	15,067.00	180,801.00	180,801.00	172,922.26
	Transfer to Muni	0.00	0.00	0.00	(199,220.00)	(199,220.00)	(149,263.03)
		575,756.92	591,285.53	591,285.53	569,536.53	569,536.53	575,151.53
138	CPA Bushfire Facilities Reserve						
	Accumulated Reserves at Start of Year	57,260.53	57,260.53	57,260.53	57,260.53	57,260.53	55,861.58
	Interest transfer to Reserves	105.42	106.00	106.00	1,272.00	1,272.00	1,398.95
		57,365.95	57,366.53	57,366.53	58,532.53	58,532.53	57,260.53
139	CPA Community Facilities Dunsborough Lakes S	outh Reserve					
	Accumulated Reserves at Start of Year	72,622.42	72,622.42	72,622.42	72,622.42	72,622.42	70,848.15
	Interest transfer to Reserves	133.71	135.00	135.00	1,620.00	1,620.00	1,774.27
		72,756.13	72,757.42	72,757.42	74,242.42	74,242.42	72,622.42
140	CPA Community Facilities South Biddle Precinct						
	Accumulated Reserves at Start of Year	886,172.58	886,172.58	886,172.58	886,172,58	886,172.58	1,030,368.46
	Interest transfer to Reserves	1,049.49	1,644.00	1,644.00	19,728.00	19,728.00	25,804.12
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(170,000.00)
		887,222.07	887,816.58	887,816.58	905,900.58	905,900.58	886,172.58
321	Busselton Area Drainage and Waterways Impro	ovement Reserve					
	Accumulated Reserves at Start of Year	546,471.37	546,471.37	546,471.37	546,471.37	546,471.37	548,820.67
	Interest transfer to Reserves	952.01	1,014.00	1,014.00	12,168.00	12,168.00	13,451.35
	Transfer to Muni	0.00	0.00	0.00	(184,399.00)	(184,399.00)	(15,800.65)
		547,423.38	547,485.37	547,485.37	374,240.37	374,240.37	546,471.37
102	Climate Adaptation Reserve						
	Accumulated Reserves at Start of Year	2,845,578.60	2,845,578.60	2,845,578.60	2,845,578.60	2,845,578.60	2,472,424.34
	Interest transfer to Reserves	4,822.32	5,279.00	5,279.00	63,348.00	63,348.00	69,960.53
	Transfer from Muni Transfer to Muni	0.00	39,504.00 0.00	39,504.00 0.00	538,044.00 (1,259,792.00)	538,044.00 (1,259,792.00)	527,732.00 (224,538.27)
144	Emergency Disaster Recovery Reserve	2,850,400.92	2,890,361.60	2,890,361.60	2,187,178.60	2,187,178.60	2,845,578.60
	Accumulated Reserves at Start of Year	72,781.94	72,781.94	72,781.94	72,781.94	72,781.94	50,000.00
	Interest transfer to Reserves Transfer from Muni	139.72 0.00	135.00 1,667.00	135.00 1,667.00	1,620.00 20,000.00	1,620.00 20,000.00	1,781.54 21,000.40
		72,921.66	74,583.94	74,583.94	94,401.94	94,401.94	72,781.94

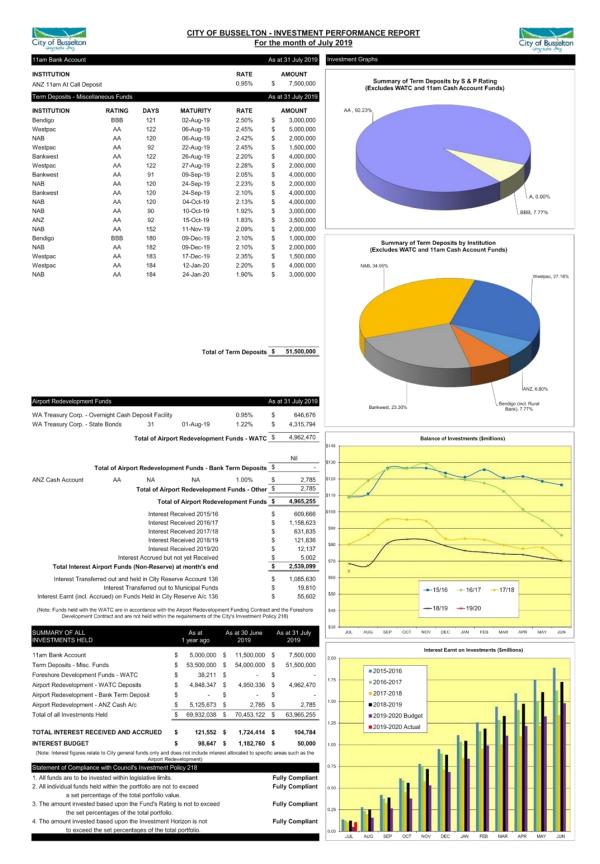
Reserves Movement Report

Actual
Accumulated Reserves at Start of Year 181,852.87 18
Accumulated Reserves at Start of Year 181,852.87 18
Accumulated Reserves at Start of Year 181,852.87 181,852.87 181,852.87 181,852.87 181,852.87 10,00 1,00 1,00 1,00 1,00 1,00 1,00 1,
Interest transfer to Reserves 286.03 337.00 337.00 4,044.00 4,044.00 4,044.00 Transfer from Muni 0.00 8,333.00 8,333.00 130,000.00 130,000.00 100,000
Transfer from Muni 0.00 8,333.00 8,333.00 130,000.00 130,000.00 100,00
Transfer to Muni 0.00 0.00 0.00 (177,378.00) (22,6 182,138.90 190,522.87 190,522.87 138,518.87 138,518.87 181,1 146 Cemetery Reserve Accumulated Reserves at Start of Year 157,626.57 157,626.57 157,626.57 157,626.57 157,626.57 100,0 3,504.00 3,504.00 177,378.00 177,005 (from Muni) 0.00 11,583.00 11,583.00 139,000.00 77,2 157,626.57 139,000.00 77,2 157,626.57 159,000.00 77,2 157,626.57 157,626.
182,138.90 190,522.87 190,522.87 138,518.87 138,518.87 181,1 146 Cemetery Reserve Accumulated Reserves at Start of Year 157,626.57
146 Cemetery Reserve Accumulated Reserves at Start of Year 157,626.57 157,626.57 157,626.57 157,626.57 157,626.57 157,626.57 100.00 3,504.00 3,504.00 4,00 4,00 4,00 11,583.00 11,583.00 139,000.00 139,000.00 77,00 77,00 77,00 157,00 157,00 157,00 157,00 157,00 157,00 157,00 139,000.00 139,000.00 77,00 157,00
Accumulated Reserves at Start of Year 157,626.57 157,626.57 157,626.57 157,626.57 157,626.57 100.00 100.00 11,583.00 11,583.00 13,504.00 3,504.00 4,40 17ansfer from Muni 0.00 11,583.00 11,583.00 139,000.00 77.7
Interest transfer to Reserves 234.42 292.00 292.00 3,504.00 3,504.00 4,0 Transfer from Muni 0.00 11,583.00 11,583.00 139,000.00 77,
Interest transfer to Reserves 234.42 292.00 292.00 3,504.00 3,504.00 4,0 Transfer from Muni 0.00 11,583.00 11,583.00 139,000.00 77,
Transfer from Muni 0.00 11,583.00 11,583.00 139,000.00 139,000.00 77,
157.860.99 169.501.57 169.501.57 46.130.57 46.130.57 157.0
157,000.99 109,301.57 109,301.57 40,130.57 40,130.57 157,8 341 Public Art Reserve
Accumulated Reserves at Start of Year 86,198.07 86,198.07 86,198.07 86,198.07 229,0
Accumulated reserves at start of real 60,156.07 60,156.0
Transfer to Muni 0.00 0.00 0.00 (41,060.00) (41,060.00) (149,1
(18) (18) (18) (18) (18) (18) (18) (18)
85,845.98 86,358.07 86,358.07 47,058.07 47,058.07 86,
121 Waste Management Facility and Plant Reserve
Accumulated Reserves at Start of Year 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16 7,867,210.16
Interest transfer to Reserves 12,308.10 14,596.00 14,596.00 175,152.00 200,i
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Accumulated Reserves at Start of Year 257.162.94 257.162.94 257.162.94 257.162.94 257.162.94 257.162.94 257.162.94
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Interest transfer to Reserves 85,450.69 103,135.00 103,135.00 1,237,620.00 1,413,
Transfer from Muni 1,774.00 1,338,579.00 1,338,579.00 20,640,422.00 20,640,422.00 18,882,
Transfer to Muni (4,732,906.00) (1,232,906.00) (1,232,906.00) (34,856,860.00) (12,884,366,800.00) (12,884,366,800.00)
Closing Balance 50,944,536.35 55,799,025.66 55,799,025.66 42,611,399.66 42,611,399.66 55,590,

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12.8 Attachment B Investment Report - Period Ended 31 July 2019



13. PLANNING AND DEVELOPMENT SERVICES REPORT

13.1 PROPOSED AMENDMENT 39 - LOT 201 SEYMOUR STREET AND LOT 202 BUSSELL HIGHWAY,
BUSSELTON: ZONING RATIONALISATION AND REMOVAL OF SPECIAL PROVISION AREA
No.33 FROM SCHEME

STRATEGIC GOAL: 2. PLACE AND SPACES Vibrant, attractive, affordable

STRATEGIC OBJECTIVE: 2.1 Planning strategies that foster the development of healthy

neighbourhoods that meet our needs as we grow.

SUBJECT INDEX: Local Planning Schemes and Amendments

BUSINESS UNIT: Stategic Planning
ACTIVITY UNIT: Strategic Planning

REPORTING OFFICER: Strategic Planner - Janine Eriksson

AUTHORISING OFFICER: Director, Planning and Development Services - Paul Needham

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Location Plan

Attachment B Special Provision Area 33
Attachment C Endorsed Structure Plan
Attachment D Scheme Amendment Map
Attachment E Schedule of Submissions

OFFICER RECOMMENDATION

That the Council:

- 1. In pursuance of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts Amendment 39 to the City of Busselton Local Planning Scheme 21 for final approval, for the purposes of:
 - a) Amending Schedule 3 'Special Provision Areas' by deleting Special Provision Area 33.
 - b) Re-coding Lot 202 Bussell Highway, West Busselton from 'Residential R40/R60' to 'Residential R60'.
 - c) Re-coding Lot 201 Seymour Street, West Busselton from 'Residential R40/R60' to 'Residential R40'.
 - d) Amending the Scheme Map accordingly.
- Advises the Western Australian Planning Commission that the proposed Amendment is considered by Council to be a 'standard amendment' pursuant to the Planning and Development (Local Planning Scheme) Regulations 2015, for the following reasons:
 - a) It is an amendment relating to a zone or reserve that is consistent with the objectives identified in the Scheme for that zone or reserve.
 - b) It is an amendment that would have minimal impact on land in the Scheme area that is not the subject of the amendment.
 - c) It is an amendment that does not result in significant environmental, social, economic or governance impacts on land in the Scheme area.

- 3. Pursuant to r.53 of the Planning and Development (Local Planning Schemes) Regulations 2015, endorses the Schedule of Submissions at Attachment E, which has been prepared in response to the public consultation process undertaken in relation to Amendment No. 39.
- 4. Upon preparation of the necessary documentation, refers the adopted Amendment No. 39 to the Western Australian Planning Commission for consideration and determination in accordance with the *Planning and Development Act 2005*.
- 5. Advises the Western Australian Planning Commission that, upon gazettal of Amendment 39, that Council will seek to revoke the outmoded Structure Plan shown at Attachment C.

EXECUTIVE SUMMARY

The Council is requested to consider adopting for final approval draft Scheme Amendment 39 to Local Planning Scheme No 21 (the Scheme). The Amendment proposes to remove 'Special Provision Area 33' (SP33) and replace the dual density coding of 'Residential R40/60' with 'Residential R40' on Lot 201 Seymour Street and 'Residential R60' on Lot 202 Bussell Highway. The Special Provisions are no longer considered relevant and the density rationalisations reflect an already approved Structure Plan.

The purpose of this report is to recommend to the Council that the Amendment be adopted for final approval and forwarded to the Western Australian Planning Commission (WAPC) for endorsement.

BACKGROUND

The subject land is located approximately 1.5 km west of the Busselton City Centre and is bounded by Bussell Highway to the north, Seymour Street to the south and abuts 'Residential R15' zoned lots to the east and west. The subject land comprising Lot 202 Bussell Highway (4,254m²) and Lot 201 Seymour Street (2,182m²) is vacant, predominantly cleared, and includes a remnant bitumen hard stand adjacent to Bussell Highway. A location plan and aerial is located at Attachment A.

The subject land was rezoned from 'Tourist' to 'Residential R40/60' with SP33 in 2009 to facilitate a grouped/multiple dwelling concept. The subject land historically included a motel on Lot 202 which was demolished in 2010 and that land has since remained vacant. SP33 under Schedule 3 of the Scheme (Attachment B) required preparation of a Structure Plan to coordinate development over the land and provide for a minimum of 60% of units for all residential development above R40 density being single bedroom dwellings, with a variation allowable in average and minimum site areas up to 5%. The landowner indicates that the single bedroom dwelling requirement has been an ongoing barrier to commercially feasible development and does not reflect the more recent demands of the local residential housing market.

The Structure Plan (Attachment C) was adopted by Council in 2010 designating R60 to the area now known as Lot 202 Bussell Highway, and R40 to Lot 201 Seymour Street (previously Lots 11, 25 and 41 Bussell Highway). The Structure Plan included provisions associated with lot amalgamation, density bonus, water management, access and amenity. The current (separate) landowners wish to develop the R60 and R40 sites independently (each has a separate street frontage) and request that the therefore outdated Structure Plan be revoked.

Numerous development applications have been approved over the subject land in accordance with the approved Structure Plan; however, no construction has occurred and these approvals have since expired. Lot 201 Seymour Street has Western Australian Planning Commission (WAPC) conditional approval for a survey strata subdivision, at a density of R40, which is valid until 18 October 2022.

The Amendment seeks to streamline the planning framework by removing SP33, and apply the residential densities of the approved Structure Plan into the Scheme as indicated on the Amendment Map at Attachment D.

OFFICER COMMENT

The Amendment has been assessed as being consistent with the Scheme and is considered to rationalise the current statutory planning framework over the subject land. The following matters are also of particular relevance in support of the Amendment.

Density

The proposal maintains the current 'Residential 'zone and designates the existing dual density 'R40/60' code to specifically apply R60 to Lot 202 Bussell Highway and R40 to Lot 201 Seymour Street, West Busselton to reflect the approved Structure Plan.

Special Provision Area 33

Special Provision 33 (1) 'exempts' the need for WAPC approval of the related Structure Plan, is now contrary to the Regulations and should be removed from the Scheme. SP33 (2) required the preparation of a Structure Plan to guide a development concept for a minimum 60% of the units being provided as single bedroom dwellings (with a 5% density bonus available). Assessment has revealed that SP33 (2) and the associated Structure Plan provisions are effectively redundant as described below:

- The objective of the endorsed Structure Plan was to establish the density and design parameters for future development. Development approvals issued since 2010 demonstrate that the subject land can suitably accommodate densities as proposed. For example, the WAPC conditional survey strata subdivision approval over Lot 201 Seymour street enables an R40 site development concept.
- The endorsed Structure Plan also required amalgamation of the pre-existing lots (Lot 35, 11 and 41) prior to issuing a building licence. This has been satisfied, creating Lot 202 Bussell Highway and Lot 201 Seymour Street, which also reflect the Structure Plan density boundaries. The two lots are intended to be developed independently by separate landowners.
- Existing statutory controls do not normally require a stipulated ratio of single bedroom dwellings in 'Residential R60' areas and such a requirement is therefore contrary to the R-Codes.
- The endorsed Structure Plan special provisions that were developed to guide densities greater than R40 no longer have any benefit in terms of assessing future development applications or enabling viable commercial construction. The R-Codes, which have been reviewed since approval of the Structure Plan in 2010, would provide adequate guidance for appropriate residential development above the R40 density.

These matters also present sufficient grounds to support revocation of the currently endorsed Structure Plan by Council as both Lots 202 and 201 can be developed in an orderly and proper way in accordance with their respective residential zoning and accompanying site density. Therefore, it is recommended that the Structure Plan be revoked by the Council upon gazettal of this Amendment.

Statutory Environment

The key statutory environment is set out in the *Planning and Development Act 2005 (Act), the Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) and the *City of Busselton Local Planning Scheme No. 21* (Scheme).

Planning and Development Act 2005 and Regulations 2015

The Act outlines the relevant considerations when preparing and amending local planning schemes. The relevant provisions of the Act have been taken into account in preparing and processing this Amendment.

The Regulations, which came into operational effect on 19 October 2015, identify three different levels of amendments – 'basic', 'standard' and 'complex'. The resolution of the local government to initiate and finalise the amendment is to specify the ascertained level of the subject amendment and provide a brief explanation justifying this choice. The Amendment is considered to be a 'standard' amendment.

The Regulations provide separate processes for the approval of Scheme Amendments and Structure Plans. The Regulations provide the WAPC powers to revoke a Structure Plan should it consider that it cannot be effectively implemented. The status of the Structure Plan in this instance is reliant upon SP33. SP 33 (1) states that WAPC approval is not required for the Structure Plan. Given the specific wording of Cl 28 (4) of the Regulations, it is not possible for the WAPC to revoke a structure plan it has not been required to approve. Therefore, a formal revocation of the Structure Plan by the WAPC is not required, and the Council is requested to revoke the existing Structure Plan upon endorsement and subsequent gazettal of this Amendment.

Local Planning Scheme No. 21

The proposal is consistent with the provisions of the 'Residential' zone as defined by the Scheme, which also adopts the standards to control the design of residential development established under the Residential Design Codes of Western Australia (R-Codes).

Relevant Plans and Policies

Draft Local Planning Strategy (2016)

The Draft Local Planning Strategy (2016) (LPS) sets out the long-term planning direction for the City and identifies the subject land as an 'urban consolidation' area. The LPS actively supports this proposed form of development close to the Busselton City Centre. A desirable diversification in the types of housing choice, affordability and availability could also result from this Amendment.

Liveable Neighbourhoods (2009/draft 2015)

Liveable Neighbourhoods (2009) is WAPC adopted operational policy which guides structure planning and subdivision of new and infill urban areas. Liveable Neighbourhoods (2015) is a 'seriously entertained' draft policy that advocates for a variety of lot sizes and housing types to cater for the diverse housing needs of the community at a density that can ultimately support the provision of local services, such as recommended in this Amendment.

Financial Implications

There are considered to be no direct financial implications arising from the implementation of the Officer Recommendation.

Risk Assessment

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework. The assessment identified 'downside' risks only, rather than upside risks as well. The implementation of the Officer Recommendation will involve adopting the Amendment for final approval and referral to the WAPC and Hon. Minister for Planning for final approval, and subsequent gazettal. In this regard, there are no significant risks identified.

Stakeholder Consultation

The Amendment was advertised for 42 days ending on 26 July 2019. No public submissions were received. Three agency responses were received, with no concerns raised. These have been summarised in the Schedule of Submissions provided at Attachment E.

Options

Should the Council not support the Officer Recommendation the Council could instead resolve:

- 1. To decline the request to adopt the Amendment for final approval in its entirety (and provide a reason for such a decision).
- 2. To seek further information before making a determination.
- 3. To adopt the Amendment for final approval subject to certain modification(s), as required to be fully explained.

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

CONCLUSION

Officers are of the view that the proposal is generally consistent with the aims and objectives of the State and local planning policy framework. City officers recommend that the Council resolves to adopt the Amendment for final approval and forward it to the WAPC for endorsement.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The implementation of the Officer Recommendation will involve the referral of Amendment 39 and the Council resolution to the WAPC, with a request for final endorsement and gazettal. This will occur within one month of the decision date.

information as correct or legally binding. To verify information contact the City of

Busselton office.

Location Plan



1:1250 @ A4L

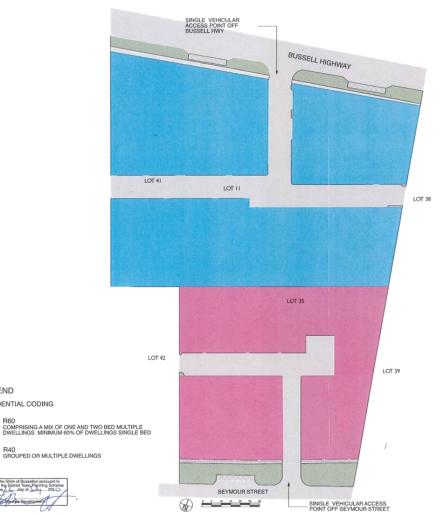
232

13.1 Attachment B

SP	33 Lots 11, 35 and 41 Bussell Highway, Busselton	Residential R40/R60	 Prior to submission of an application for development approval, a single Structure Plan for the whole site shall be prepared and adopted consistent with Part 4 of the Deemed Provisions, except that it will not require endorsement by the Western Australian Planning Commission.
			2. The Structure Plan shall ensure that for all residential development above R40: a) not less than 60% of units are single bedroom; b) the average and minimum site area may be varied by a maximum of 5% less than that minimum area specified in table 1 of the Residential Design Codes of WA in addition to the density bonus applicable to single bedroom dwellings; c) development is orientated towards and provides for public surveillance of Bussell Highway; and d) development demonstrates outstanding environmental and sustainability features.

LEGEND RESIDENTIAL CODING

234 **Endorsed Structure Plan**



DEVELOPMENT GUIDE PLAN - LOTS 35, 11 AND 41 BUSSELL HIGHWAY BUSSELTON

DEVELOPMENT GUIDE PLAN - PLANNING POLICY STATEMENTS

OBJECTIVE
The Development Guide Plan drawing is of an indicative nature only for the purpose of establishing the density and design parameters of any further development application.

SITE AMALGAMATION
This Development Guide Plan shall apply to Lots 35, 11 and 41 which shall be amalgamated into one Lot and which shall be initiated prior to the issue of a Building License.

3. SPECIAL PROVISIONS In accordance with the Special Provisions contained in the TPS N° 20 Amendment N° 137 all residential development shall ensure that :

- (i) for densities above R40 not less than 60% of dwellings shall be single bedroom;
- for densities above R40 the average and minimum site area may be varied by a maximum of 5% less than that minimum area specified in table 1 of the Residential Design Codes of WA in addition to the density bornus applicable to single bedroom dwellings;
- development is orientated towards and provides for public surveillance of Bussell Highway; and
- development demonstrates outstanding environmental and sustainability features which shall be embedded in the Strata Management Statement for the development to ensure these features are maintained in perpetuity and which shall include as a minimum the following:
- compliance with the energy efficiency requirements of the BCA and achieve a 6 star rating defined by the Nationwide House Energy Rating Schome northern orientation to hiring areas to promote poor passive solar design to be considered to the property of the property of the property of the low embodied energy construction materials predominantly of timber frame high thermal insulation levels to a minimum of 12.5 to all walls and roots water efficient plumbing fourties maximising natural light to all habitable rooms

4. VEHICULAR ACCESS TO AND FROM THE SITE Vehicular access to the site shall be limited to one access point off Bussell Hwy and one access point off Seymour Street. These access point off Bussell Hwy and one adjoining properties approximately central to the fordages to each road. No through vehicular connection from Busself Hwy to Seymour Street shall be provided.

NOISE REDUCTION STRATEGIES ALONG BUSSELL HWY
Provide an acoustic report at the Building Licence application stage to show how noise levels will be minimized inside the dwellings from Bussell Highway.

VISUAL IMPACT ON ADJOINING PROPERTIES
 The visual impact of the development on the neighbouring properties to the East and West of the development site shall be ameliorated by greater set backs than required in the Codes OR by limiting the bulk of the development to these boundaries to a maximum of 2 storeys to the dwellopment to these boundaries to a maximum of 2 storeys to the dwellings adjacent to these boundaries with set backs in accordance with the R Codes.

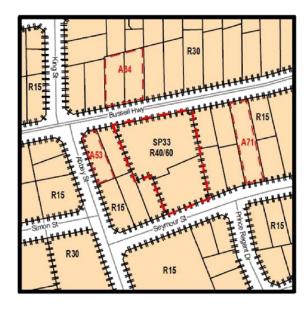
7. URBAN STORM WATER MANAGEMENT An Utban Stormwater Management Plan is required to be submitted to the satisfaction of, and approved by, the Shire of Busselton prior to the issue of a building licence. A flood path is required to be provided onto the Bussell Highway and Seymour Street for a 1 in 100 year

8. BIN STORES Provide one consolidated or a series of screened bin storage areas for dwellings fronting Bussel Highway OR provide a commercial bulk bin and associated commercial bin removal agreement which shall be written into the Strata Management Statement with funding being the responsibility of the Body Corporate for dwellings fronting Bussel Highway.



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Stage	Internal Rev	Project /
DGP	2 2008.	P-00

CITY OF BUSSELTON LOCAL PLANNING SCHEME No. 21 AMENDMENT No. 39



LEGEND

ZONE

Residential

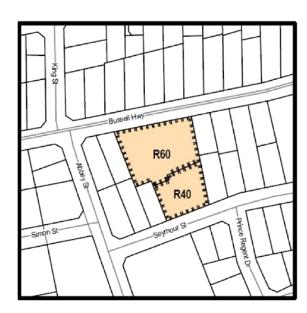
OTHER

R20 R Codes

SP1 Special Provision Area

A1 Additional Uses

EXISTING ZONING



PROPOSED ZONING



NTS @ A4 12.03.2019

SUMMARY OF SUBMISSIONS

PROPOSAL: Amendment No. 39 - Lot 210 Seymour Street and Lot 202 Bussell Highway, Busselton

OFFICER: Janine Eriksson SUBMISSIONS CLOSE: 26 July 2019

No	Name & Address	Nature of Submission	Comment	Recommendation
1.	Department of Health PO Box 8192 PERTH BUSINESS CENTRE WA 6849	No objection.	Noted	That the submission be noted.
2.	Water Corporation PO Box 100 Leederville WA 6902	Reticulated sewerage is currently available to the subject Lots. (See attached Plan) The developer/disturber is expected to fund any new works required or the upgrading of existing works and protection of all works. The proposed changes to the Scheme do not appear to impact on the Water Corporation infrastructure or operations. Development on these Lots will also require approval by our Building Services section prior to commencement of works. Infrastructure contributions and fees may be required to be paid prior to approval being issued.	Noted and information provided to the applicant.	That the submission be noted.
3.	Department of Planning, Lands and Heritage (Heritage Services and Aboriginal Heritage) 491 Wellington Street Perth WA 6000	No comment, as this proposal as it does not appear to impact any heritage places or any Aboriginal Heritage Sites. DPLH encourages proponents to refer to the State's Aboriginal Heritage Due Diligence Guidelines (Guidelines) which can be found on the DPLH website	Noted.	That the submission be noted.

13.2 PROPOSED AMENDMENT NO. 37 AND ASSOCIATED STRUCTURE PLAN (BUSSELTON WETLANDS CONSERVATION STRATEGY) - LOT 7 (NO. 86) FORREST BEACH ROAD, WONNERUP

STRATEGIC GOAL: 3. ENVIRONMENT Valued, conserved and enjoyed

STRATEGIC OBJECTIVE: 3.2 Natural areas and habitats are cared for and enhanced for the

enjoyment of current and future generations.

SUBJECT INDEX: Local Planning Scheme 21 Amendments

BUSINESS UNIT: Strategic Planning

REPORTING OFFICER: Senior Strategic Planner - Helen Foulds

AUTHORISING OFFICER: Director, Planning and Development Services - Paul Needham

NATURE OF DECISION: Legislative: to adopt legislative documents e.g. local laws, local

planning schemes, local planning policies

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Location Plan

Attachment B Aerial Photograph

Attachment C Scheme Amendment Map

Attachment D Structure Plan Map

Attachment E Determination of Wetland Boundaries

Attachment F Summary of Submissions
Attachment G Schedule of Modifications

OFFICER RECOMMENDATION

That the Council:

- In pursuance of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts Amendment No. 37 to the City of Busselton Local Planning Scheme No. 21 for final approval, in accordance with the modifications proposed in the 'Schedule of Modifications' shown at Attachment G, for the purposes of:
 - (a) Rezoning Lot 7 (No. 86) Forrest Beach Road, Wonnerup from 'Agriculture' zone to 'Conservation' zone, 'Reserve for Recreation' and 'Reserve for Public Purpose (Water Tank)';
 - (b) Amending the Scheme Map accordingly.
- 2. Advises the Western Australian Planning Commission that Amendment No. 37 is considered a 'standard' amendment pursuant to the *Planning and Development (Local Planning Scheme) Regulations 2015* for the following reasons:
 - (a) It is an amendment relating to a zone or reserve that is consistent with the objectives identified in the Scheme for that zone or reserve.
 - (b) It is an amendment that would have minimal impact on land in the Scheme area that is not the subject of the amendment.
 - (c) It is an amendment that does not result in significant environmental, social, economic or governance impacts on land in the Scheme area.
- 3. Adopts the draft Structure Plan for Lot 7 (No. 86) Forrest Beach Road, Wonnerup, depicted at Attachment D for final approval, pursuant to Part 4 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- 4. Pursuant to r.53 of the *Planning and Development (Local Planning Schemes) Regulations*2015, endorses the Summary of Submissions at Attachment F, which has been prepared in response to the public consultation process undertaken in relation to Amendment No. 37 and the associated Structure Plan.
- 5. Upon preparation of the necessary documentation, refers the adopted Amendment No. 37 and the associated Structure Plan to the Western Australian Planning Commission for consideration and determination in accordance with the *Planning and Development Act* 2005.
- 6. Pursuant to r.56 of the Planning and Development (Local Planning Schemes) Regulations 2015, should directions be given that modifications to Amendment No. 37 and/or the associated Structure Plan are required, direct these modifications to be undertaken accordingly, on behalf of the Council, unless they are considered by Officers likely to significantly affect the purpose and intent of the Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination.

EXECUTIVE SUMMARY

The Council is requested to consider adopting for final approval draft Amendment No. 37 to *Local Planning Scheme No. 21* (the Scheme). The Amendment would facilitate the rezoning of Lot 7 (No. 86) Forrest Beach, Wonnerup from 'Rural' to 'Conservation', 'Reserve for Recreation' and 'Reserve for Public Purpose (Water Tank)'.

The amendment includes an associated draft Structure Plan that would facilitate the future subdivision of the land into six lots, being broadly consistent with the voluntary conservation subdivision incentive afforded by the WA Planning Commission's Busselton Wetlands Conservation Strategy (BWCS).

The purpose of this report is to recommend to the Council that the subject proposals be adopted for final approval (in accordance with recommended modifications) and forwarded to the Western Australian Planning Commission (WAPC).

BACKGROUND

The subject land is located approximately 8km east of the Busselton City Centre and is 56 hectares in area. The site is bound by Forrest Beach Road to the north, agricultural land to the east and the existing Wonnerup Estuary foreshore reserve to the south and west. An existing dwelling and two outbuildings are located in proximity to Forrest Beach Road and the remainder of the property is generally cleared grazing land with scattered trees and wetland along the southern and western boundaries. A location plan and aerial photograph are provided at Attachments A and B, respectively.

The proposal comprises a Scheme Amendment and a draft Structure Plan that relate to the rezoning of Lot 7 Forrest Beach Road, Wonnerup from 'Rural' (previously titled the 'Agriculture' zone) to 'Conservation', 'Reserve for Recreation' and 'Reserve for Public Purpose (Water Tank)'. The Scheme Amendment map is provided at Attachment C. The proposal would facilitate the future subdivision of the subject land into six lots, including a large portion of the original landholding being reserved for recreation, consistent with the voluntary subdivision incentive available under the BWCS. Three rural lifestyle' properties would be created from this proposal.

The draft Structure Plan indicates the proposed lot layout and indicative building envelopes (Attachment D). A cluster of three lots, each being 2.0 ha in size, is located in the northern portion of the subject land, with direct access available from Forrest Beach Road.

An area of 13.5 ha is proposed to be rezoned to 'Reserve for Recreation', with the Reserve purpose being for Environmental Conservation and a lot of 100m² will accommodate a strategic fire-fighting tank. The remainder of the original lot, being 37.58 ha, will contain the existing residence, outbuildings and continued agricultural activity (cattle grazing).

The area of the subject land that is classified as the Quindalup Very Wet Saline Flats soil type, plus a minimum 30m buffer (incorporating the Quindalup Wet Flats soil type), and additional low-lying land is designated for conservation purposes and will be ceded to the Crown as part of the subdivision process. The purpose of the 30m buffer is to include a soil type that will provide a degree of nutrient absorption for more nutrient-intensive land uses adjacent to the Quindalup Wet or Very Wet soil types. The reserve will be fenced and managed in the future by the Department of Biodiversity, Conservation and Attractions (DBCA), which has provided written agreement for the proposed reserve alignment. This boundary alignment is illustrated by the Scheme Amendment map and the draft Structure Plan that form Attachments C and D.

The following information has been provided to support the proposal:

- Bushfire Management Plan;
- Determination of Wetland Boundaries

Bushfire Management Plan

The subject land is designated 'bushfire prone' on the State Map of Bushfire Prone Areas. In response, a Bushfire Management Plan (BMP) has been prepared for the proposal by a suitably qualified fire consultant in accordance with the WAPC State Planning Policy 3.7 – Planning in Bushfire Prone Areas 2015/Guidelines for Planning in Bushfire Prone Areas 2017.

The key findings of the BMP are summarised as follows –

- 1. All proposed development can achieve a BAL of 29 or lower.
- 2. The majority of the area within the site is categorized as 'Grassland', with small pockets of native vegetation, posing a Moderate bushfire risk.
- 3. The managed grassland/gardens in proximity to existing or proposed dwellings shall be maintained at a low-fuel state and therefore will pose a Low bushfire hazard.
- 4. A series of internal firebreaks are to be provided within the subdivision.

The Bushfire Management Plan has been updated in line with comments by the Department of Fire and Emergency Services (DFES) during the consultation period.

Determination of Wetland Boundaries

A consultant engaged by the proponent has determined the alignment of the Quindalup Very Wet Saline Flats soil type and a line 30 metres beyond that alignment, into the subject property, as per the criteria listed in the BWCS. The mapping produced by this assessment is provided as Attachment E.

The wetland at the property has been defined using the following combination of layers:

1. High resolution aerial photography to define the boundary of hydric soils – the hydric soils are easily identified by the darker, smoother shading pattern resulting from seasonal inundation and the typical samphire vegetation layer; and

2. Mapping the 'Quindalup Very Wet Saline Flats' layer – this soil unit occurs in low-lying depressions which are seasonally inundated during winter months and saline in summer.

The consultant found that the above layers corresponded with relative accuracy (±30 metres). Further discussion on the determination of the proposed Reserve boundary is provided in the Officer Comment below.

OFFICER COMMENT

The proposed rezoning framework would facilitate the subdivision of the land generally in accordance with the voluntary conservation incentive available under the BWCS. The proposal has been assessed as being generally consistent with the relevant State and local planning policy and statutory framework and would deliver significant environmental benefits consistent with the objectives and desirable outcomes of the BWCS and the Local Rural Planning Strategy (LRPS).

There are a number of matters that have been considered in the assessment of the proposal. These matters relate to:

- the proposed lot ratio;
- determination of the Reserve boundary;
- the continuation of the current use of the land as it relates to the proposed zoning framework and nutrient management;
- the requirement for a Wetland Revegetation Plan; and
- drainage.

These elements are detailed below.

Lot Ratio

The Amendment is broadly consistent with the subdivision incentive of the BWCS, but does propose a variation to the recommended lot ratio of one additional lot per 20 hectares to a maximum of 5 additional lots. As Lot 7 has a total area of 56.02 hectares, a strict interpretation of the BWCS would therefore limit any additional lots to 2 (as potential for an additional 2.8 lots would be calculated under the Strategy). A discrepancy of 0.2 in the lot calculation is considered to be justified by the provision of a demonstrable environmental benefit. Therefore, an additional lot is proposed, totalling 4 lots after subdivision, including the balance lot (note that this calculation does not need to include the proposed reserve and 'water tank' lot).

The environmental benefit is proposed by ceding a total 13.5 ha of land to Reserve, where a strict interpretation of the BWCS would otherwise result in a 9.90 ha Reserve. This larger area has been derived in consultation with officers at DBCA and based on the BWCS criteria of a 30m minimum setback from the Quindalup Very Wet Saline Flats soil type and incorporating remnant vegetation. The boundary also encompasses a portion of fringing wetland not mapped as Quindalup Very Wet Saline Flats and follows an alignment that should be easily fenced without regularly crossing water flow path depressions.

The proposed Reserve boundary increases the 'buffer' between the grazing of livestock and the estuarine wetland system, thereby reducing any negative environmental impacts caused by the ongoing use of the land for grazing that the incentives for limited subdivision available under the BWCS attempt to mitigate. The 'island' of trees in the south-west corner of the property would also offer additional environmental consolidation and conservation enhancement opportunities in an

environmentally sensitive part of the landholding were it to be also incorporated within the fenced wetland reservation area, as is now proposed.

This increase in the wetland reservation area will further benefit the highly important estuarine wetland system and more closely reflect the stated intentions and purpose of the subdivision incentive written into the BWCS.

Determination of Reserve Boundary

Further to the abovementioned additional area applied to the proposed wetland reserve (the 'island' of trees), a minor variation to the 30 metre buffer criteria under the BWCS is recommended.

A strip of Quindalup Very Wet Saline Flats soil type runs across the northern portion of the property, roughly parallel to the Forrest Beach Road alignment. This area of the land has been heavily modified over the previous decades and, due to its location, DBCA has acknowledged that it is unlikely to be set aside as wetland reserve, but would remain in freehold with other protections outlined in the BWCS. The proposed Scheme Amendment identifies this portion of the subject land as being rezoned from 'Rural' to 'Conservation' rather than 'Reserve for Recreation' and it is also where the proposed new lots have been concentrated due to the ease of servicing and access, being directly adjacent to Forrest Beach Road.

Near to the existing residence the consultant's assessment on the determination of wetland boundaries identified the 30 metre minimum setback line from the Quindalup Very Wet Saline Flats soils as encroaching over one of the outbuildings. Preliminary DBCA mapping in this area identifies an acceptable Reserve alignment that does not encroach on the buildings and allows for access to the grazing area of the proposed balance lot. This alignment represents a balanced, yet more practical outcome for the ongoing use of the land.

Current Use of the Land

The land is currently used for the grazing of cattle, which meets the definition of 'Agriculture – Extensive' under the Scheme. 'Agriculture – Extensive' is a 'P' use (i.e. a use that is permitted) within the Rural zone and a 'D' use (i.e. a use that requires development approval) within the Conservation zone. This aspect is not considered to be an impediment to the proposal being supported.

Both the BWCS and the LRPS recognise the historic, economic and social importance of rural activities in this area. Both policy documents also support the continuation of agricultural and rural activities in a sustainable manner, in conjunction with conserving the landscape and ecological values of the Busselton wetlands.

The BWCS suggests that any continuation of grazing and pasture production activities should be carried out in a sustainable manner without adverse effects on the adjoining wetlands. Given the high nutrient-producing nature of cattle grazing, nutrient management should be a key consideration in the ongoing use of the land for this purpose. For this reason the draft Structure Plan includes a condition requiring this concern being satisfactorily addressed through the preparation and implementation of a Nutrient Management Plan.

Wetland Revegetation Plan

One criterion of the BWCS subdivision incentive requirements is for the revegetation and enhancement of appropriate locations adjoining the wetlands. Given that revegetation of the large area of wetland to be ceded as Reserve may be an onerous task, there is instead potential for targeted nodal areas to be revegetated. These areas would provide habitat and a seed source for natural regeneration, and/or can be reinforced through future revegetation efforts. This requirement is recommended as a condition of the Structure Plan, to be completed at the time of subdivision and as such has been included within the Schedule of Modifications.

Drainage

The man-made lake that exists on the property was created by a previous landowner to essentially provide water for stock. The current landowner has since installed water troughs for this purpose. After experiencing issues with mosquito breeding within the man-made lake area, and following advice from authorities, the landowner has commenced filling this area.

With the excavation for the lake and the subsequent filling in of the lake, the topography and hydrogeology of the land may have been altered. This could have potentially changed the hydraulic regime and overland flow paths and it is important that these have not been significantly altered such that they have an adverse impact on the proposed new allotments.

The proponent has advised that, although low lying, the remainder of the property is generally not subject to inundation, with relatively well draining soils as well as natural drainage channels installed by the previous owners.

The Department of Water and Environmental Regulation has been consulted on the proposal and advised that they have no objections to the Amendment and Structure Plan applications proceeding. The principles of Better Urban Water Management are expected to be applied to any subsequent planning stages, such as subdivision and development.

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.

The key elements of the statutory environment with respect to this proposal are set out in the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes)* Regulations 2015 and the relevant objectives, policies and provisions of the *City of Busselton Local Planning Scheme No. 21*. Each is discussed below under appropriate subheadings.

Planning and Development Act 2005

The *Planning and Development Act 2005* outlines the relevant considerations when preparing and amending local planning schemes. The relevant provisions of the Act have been taken into account in preparing and processing this Amendment.

Planning and Development (Local Planning Schemes) Regulations 2015

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), which came into operational effect on 19 October 2015, identifies three different levels of amendments – 'basic', 'standard' and 'complex'. The resolution of the local government is to specify the level of the amendment and provide an explanation justifying this choice. This Amendment is considered to be a 'standard' amendment.

The Regulations provide separate processes for the approval of Scheme amendments and structure plans, adherence to which would advance the draft Structure Plan ahead of the Amendment. However, as the Structure Plan is reliant upon the change in zoning proposed in the Amendment and the nature of the proposal supports their assessment in parallel, the Structure Plan and Amendment are being progressed concurrently. Progression of the draft Structure Plan will therefore assume the process and timeframes associated with the Amendment.

Local Planning Scheme No. 21

The property is currently zoned 'Rural' and is located within the 'Landscape Value', 'Wetland' and 'Floodway' Areas under the Scheme.

Amendment No. 37 was initiated by the Council prior to the gazettal of Scheme Amendment No. 29, which modified the title of the zone from 'Agriculture' to 'Rural', in line with the Regulations. As such, the amending text and the Council Resolution should continue to reference the previous zone title ('Agriculture') and the Schedule of Modifications recommend the appropriate modification to the documents.

The Landscape Value Area requires development to be compatible with the maintenance and enhancement of the existing rural and scenic character of the locality.

The Scheme discourages development within the Wetland and Floodway Areas and establishes criteria for consideration of any potential development. All of the land designated as being within the Wetland Area, and the vast majority of the land designated as within the Floodway Area, is proposed to be ceded as Reserve and recommended to be amalgamated into the adjoining Crown Reserve managed by the Western Australian Conservation and Park Commission.

The proposal is considered to be consistent with the relevant provisions relating to the zoning of the subject land under the Scheme.

Relevant Plans and Policies

The key policies relevant to the proposal are:

- 1. State Planning Policy 3.7: Planning for Bushfire Management and Guidelines for Planning in Bushfire Prone Areas;
- 2. Draft City of Busselton Local Planning Strategy;
- 3. Local Rural Planning Strategy; and
- 4. Busselton Wetlands Conservation Strategy.

Each is addressed below under appropriate subheadings.

State Planning Policy 3.7: Planning for Bushfire Management and Guidelines for Planning in Bushfire Prone Areas

SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services Commissioner as highlighted on the State Map of Bush Fire Prone Areas. The accompanying *Guidelines for Planning in Bushfire Prone Areas* provide supporting information to assist in the interpretation of the objectives and policy measures outlined in SPP 3.7, providing advice on how bushfire risk is to be addressed when planning, designing or assessing a planning proposal within a designated bushfire prone area.

The four elements of the Guidelines are:

- Element 1: Location to ensure that the subdivision, development or land use is located in areas with the least possible risk from bushfire, to help minimise risk to people, property and infrastructure.
- Element 2: Siting and Design of Development to ensure that the siting of development minimises the level of bushfire impact. The BMP provided in support of the proposal suggests that bush fire risk to future development can be managed to an acceptable level.

- Element 3: Vehicle Access to ensure that residents and the community, as well as emergency services, have safe access and egress from both the subdivision and individual houses/development.
- Element 4: Water ensures adequate water is available to defend against a bushfire.

The revised BMP finds that the subject land is suitable for subdivision and development in the manner proposed and is consistent with SPP 3.7 and the associated Guidelines.

Draft City of Busselton Local Planning Strategy

The draft LPS sets the long-term planning direction for the whole of the District of the City of Busselton and provides the strategic rationale for decisions related to the progressive review and amendment of the Scheme.

A relevant strategy of the draft LPS is to support the rationalisation and expansion of the reservation and management of land along the coast and adjacent to waterways, especially around the Vasse River, Vasse-Wonnerup Estuary, New River, Broadwater, Toby Inlet and linking wetlands.

The draft LPS was adopted for final approval by the Council in September 2016 and is currently pending endorsement by the WAPC, following the endorsement and publication of the Leeuwin-Naturaliste Sub-regional Strategy in May 2019.

Local Rural Planning Strategy (LRPS)

The property is located in Precinct 2 of the LRPS and identified as 'Rural Wetlands'. There is a general presumption against subdivision in this area, except where provided for in the BWCS. Subdivision in these areas is to provide for the vesting of significant wetland foreshore reserves, retention of agricultural capacity and protection of natural and rural landscape values.

Busselton Wetlands Conservation Strategy (BWCS)

The BWCS comprises the planning framework for the sustainable land use and management of the environmental values of the Busselton wetlands. The Strategy has been endorsed by the WA Planning Commission.

The property is identified in the BWCS as 'Rural and Wetland Amenity Area' and within the 'Wetland Amenity Line'. The main purpose of the 'Rural and Wetland Amenity Area' is to define the area where future development of intensive agriculture and development of lifestyle lots would be inconsistent with the conservation objectives of the Strategy, and should not occur. The Strategy supports continuation of broad-acre farming within the 'Rural and Wetland Amenity Area' in accordance with the Department of Primary Industries and Regional Development's (Agriculture and Food) *Guidelines for Management of Farmland Adjacent to the Busselton Wetlands* (2002).

The BWCS provides the ability for land identified as partly or entirely 'Rural Wetland Amenity' to be subdivided at a ratio of one additional lot per 20ha, to a maximum of 5 additional lots, subject to meeting a number of criteria including:

- A conservation, landscape and foreshore protection reserve is to be ceded extending at least 30m from the Quindalup Very Wet Saline Flats;
- Land retained in private ownership being rezoned to 'Conservation' and protected by conservation covenants to ensure the perpetual maintenance of conservation and landscape values;
- Subdivision shall be in a clustered form;

- The rural clustered lots shall be within the range of 1 to 2ha, with the possibility for lots below 1ha where justified;
- Proposed lots should not be located in a 'Rural Wetland Amenity' area, where possible;
- Revegetation with local native species and enhancing appropriate locations adjoining the wetlands;
- Not detracting from the ongoing viability of the balance of the lot for long-term agricultural uses:
- Not detracting from scenic value; and
- Ensuring provision of adequate measures for fencing, emergency access and bushfire protection without burdening the values and management of the wetlands.

The amendment is broadly consistent with the subdivision incentive of the BWCS but does propose a variation to the recommended lot ratio. This has previously been discussed under the 'Officer Comment' section.

The BWCS supports the continuation of agricultural and rural activities in conjunction with conserving the landscape and natural values of the Busselton wetlands. Continuation of grazing and pasture production activities should be carried out in a sustainable manner without adverse effects on the adjoining wetlands. The current land use could be considered to be reasonably intensive and nutrient management should be a key consideration in the ongoing use of the land for this purpose.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

The Amendment and Structure Plan were advertised for 42 days ending 29 May 2019. Whilst no public submissions were received, eight government agency submissions were received. A Summary of Submissions is provided at Attachment F.

The most substantive matters were raised by DBCA and were in relation to the manner in which the Reserve is ceded and the provision of a revegetation plan. DBCA has recommended that the ceded land be amalgamated into the adjoining Reserve, which is vested in the Western Australian Conservation and Parks Commission for the purposes of "conservation for flora and fauna". The DBCA submission has also recommended revegetation take place. The Officer assessment supports the inclusion of these modifications and they are therefore provided within the recommended Schedule of Modifications at Attachment G.

DFES recommended further clarification be provided on two vegetation classifications contained within the BMP. This work has been completed and a final version of the BMP resubmitted and supported by DFES. There are no modifications required to the Amendment or Structure Plan documentation as a result of the changes to the BMP, however, the Schedule of Modifications includes a recommendation to incorporate the revised approved BMP document into the Structure Plan Report.

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 implementation of the Officer Recommendation will involve adopting the Amendment and the related Structure Plan for final approval and referral to the Western Australian Planning Commission and Minister for Planning for final approval.

No such risks have been identified.

Options

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

- 1. To not adopt the Amendment and Structure Plan for final approval (and provide a reason for such a decision). It should be noted that under the relevant legislation there is no right of appeal against a Council decision not to adopt an amendment for final approval.
- 2. To seek further information before making a decision.

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

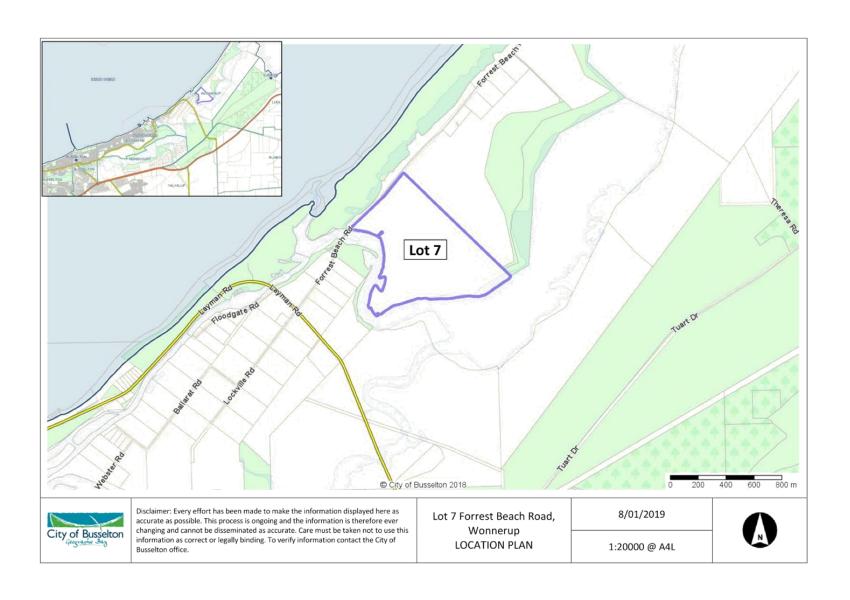
CONCLUSION

As a result of the assessment detailed above, City officers recommend that the Council provides a recommendation to the Western Australian Planning Commission to support the proposed Amendment and Structure Plan subject to the following modifications (as detailed in the Schedule of Modifications provided at Attachment G):

- 1. That an additional condition is included within Part One of the Structure Plan Report requiring that a Revegetation Plan be submitted, approved and implemented at the subdivision stage for the land that is to be ceded as Reserve. Given the extensive area of proposed reserve shown on the structure plan, 'nodal revegetation' is recommended to enhance existing vegetation.
- 2. That the Structure Plan Map be modified to identify the Reserve purpose as "Conservation of Flora and Fauna" and an additional condition be included within Part One of the Structure Plan Report requiring that the ceded land be amalgamated into the adjoining Crown Reserve 44838 and vested with the Western Australian Conservation and Parks Commission for the purpose of "conservation of flora and fauna".
- 3. That Appendix Two of the Structure Plan Report be updated in accordance with the Bushfire Management Plan approved by the Department of Fire and Emergency Services.
- 4. That the Amendment Document and Structure Plan Report be modified where appropriate such that the 'Agriculture' zone is instead identified as the 'Rural' zone, consistent with Local Planning Scheme No. 21.

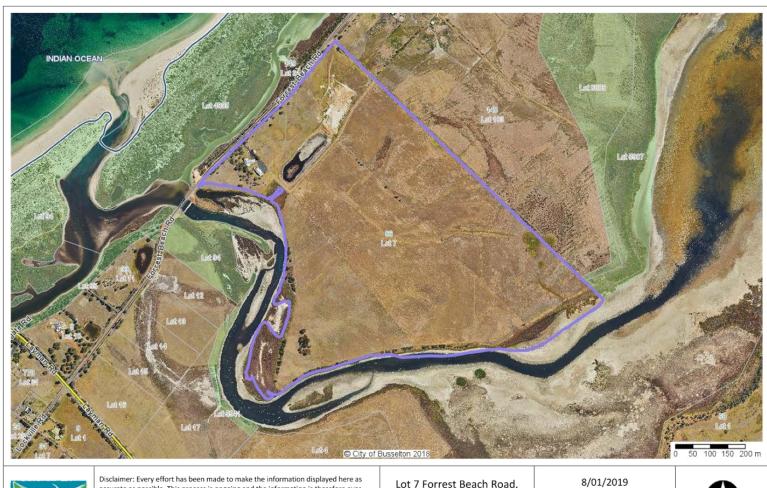
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The implementation of the Officer Recommendation will involve the referral of Amendment 37 and the Structure Plan to the Western Australian Planning Commission for final approval and this will occur within one month of the resolution.



Attachment B Aerial Photograph

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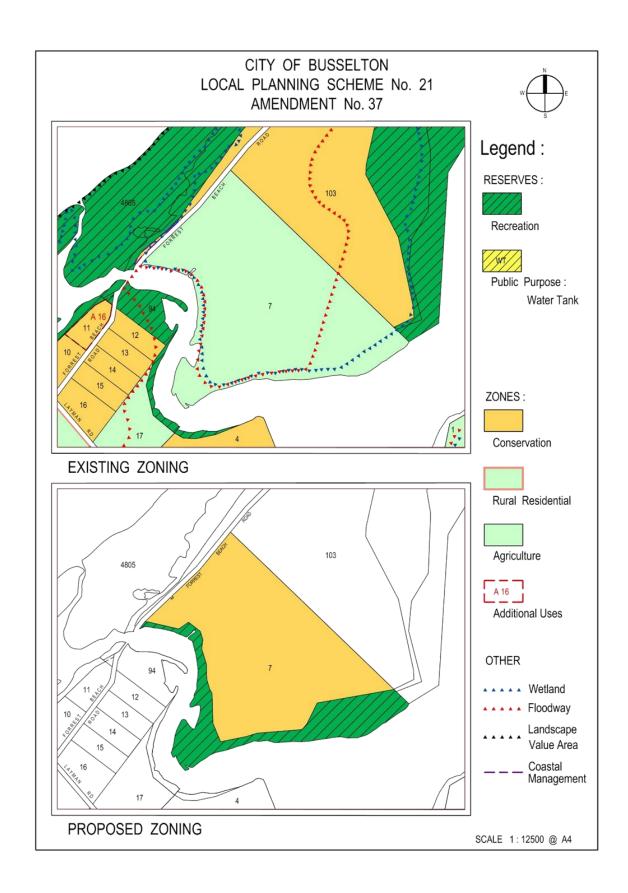


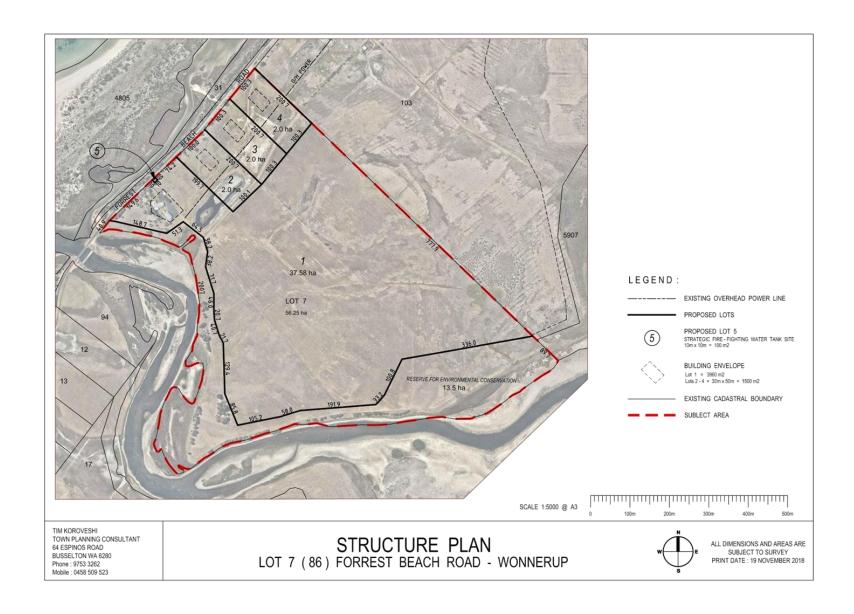
Disclaimer: Every effort has been made to make the information displayed here as accurate as possible. This process is ongoing and the information is therefore ever changing and cannot be disseminated as accurate. Care must be taken not to use this information as correct or legally binding. To verify information contact the City of Busselton office.

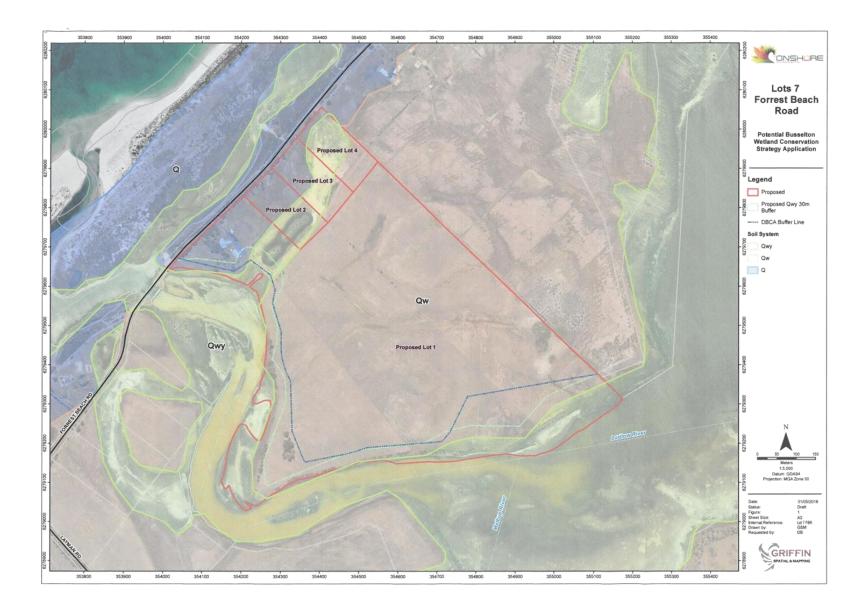
Lot 7 Forrest Beach Road, Wonnerup **AERIAL PHOTOGRAPH**

1:8000 @ A4L









SUMMARY OF SUBMISSIONS

PROPOSAL: Amendment No. 37 and Associated Structure Plan (Busselton Wetlands Conservation Strategy)
Rezoning Lot 7 (No. 86) Forrest Beach Road, Wonnerup from 'Agriculture' to 'Conservation' and 'Recreation Reserve'

No	Name & Address	Nature of Submission	Comment	Recommendation
1.	Department of Primary Industries and Regional Development (DPIRD) PO Box 1231 Bunbury WA 6230	No objection. The grazing of pastures by cattle and sheep is currently a permitted use on proposed Lot 1 and DPIRD therefore recommends that this use should also be a permitted use after rezoning and subdivision without the need for a development application and associated Nutrient Management Plan. DPIRD will support the requirement for a Nutrient Management Plan (NMP) should any other use be suggested.	The use of the land for grazing of cattle following rezoning and subdivision will become a 'non-conforming use' and will be allowed to continue without the requirement for a development application. However, the BWCS requires the provision of a Nutrient Management Plan given proximity of the property to, and the sensitivity of, the Wonnerup Wetlands. The preparation of a NMP is supported by the Department of Biodiversity, Conservation and Attractions (DBCA), to protect the proposed	That the submission be noted.
2.	Water Corporation PO Box 100 Leederville WA 6902	Reticulated water and sewerage is currently not available to the subject land as it is currently not within our scheme boundaries. The Water Corporation should be contacted if these services are required.	conservation reserve and adjacent Ramsar wetland from pollution and nutrient run-off. Noted and information provided to the applicant.	That the submission be noted.
		The subject area falls within the Busselton Drainage District which is a rural drainage system. Developments within this catchment are required to contain the flows from a one in one hundred year storm event on site. Discharge must be compensated to pre-development levels. The developer of this land should be advised that the area could be prone to future flooding. To determine the flood level the developer should contact the Department of Water and Environmental Regulations.		
3.	Department of Planning, Lands and Heritage (Heritage Services) 491 Wellington Street	No comment, as this proposal as it does not appear to impact any heritage places.	Noted.	That the submission be noted.

Attachment F

SUMMARY OF SUBMISSIONS

No	Name & Address	Nature of Submission	Comment	Recommendation
	Perth WA 6000			
4.	Department of Biodiversity, Conservation and Attractions	Support proposal subject to the following:		That the submission be noted.
	(DBCA) Partks and Wildlife Service PO Box 1693 Bunbury WA 6230	The proposal should ensure that the Ramsar wetland ecosystem is protected from pollution, nutrient run-off, stock access and litter.	1. Noted.	That the Structure Plan map be modified to identify the Reserve purpose as "Conservation of Flora and Fauna" and an additional
		The proponent sought DBCA's preliminary advice regarding the proposed conservation reserve boundary, and the draft structure plan depicts the agreed conservation reserve boundary.	2. Noted.	condition be included that the ceded land be amalgamated into the adjoining Crown Reserve 44838 and vested with the Western Australian Conservation
		3. DBCA supports the proposed ceding of this area as a conservation reserve, and in order to simplify the reserve vesting process recommends the subdivision condition should state "that the ceded land be amalgamated into the adjoining Crown Reserve 44838" which is vested with the Western Australian Conservation and Parks Commission "for the purpose of conservation of flora and fauna".	3. The proposed Structure Plan currently identifies the purpose of the Reserve as "Environmental Conservation". It is recommended that the Structure Plan map be modified to identify the Reserve purpose as "Conservation of Flora and Fauna" and an additional condition be included that the ceded land be amalgamated into the adjoining Crown Reserve 44838 and vested with the Western Australian Conservation and Parks Commission for the purpose of "conservation of flora and fauna".	and Parks Commission for the purpose of "conservation of flora and fauna". It is recommended that an additional condition is included within Part One of the Structure Plan report that a revegetation plan be submitted, approved and implemented at the subdivision stage for the land to be ceded as Reserve. Given the extensive area of proposed reserve shown on the structure plan, 'nodal
		It is recommended that the conservation reserve be fenced to the satisfaction of DBCA to protect the foreshore and wetland areas from vehicle and stock access.	Noted. The conditions contained within Part One of the proposed Structure Plan include the requirement to fence the Reserve boundary at subdivision.	revegetation' is recommended to enhance existing vegetation.
		5. The EPA's assessment of the proposed Scheme Amendment determined that a nutrient management plan (NMP) is required to be prepared at the subdivision stage. The draft Structure Plan report also noted that a NMP would be required to be prepared to the	 Noted. The conditions contained within Part One of the proposed Structure Plan include the requirement for the provision of a NMP at the subdivision stage. Rehabilitation/revegetation measures are 	

No	Name & Address	Nature of Submission	Comment	Recommendation
		satisfaction of DBCA and the Department of Water and Environmental Regulation (DWER). The preparation of a NMP is supported, to protect the proposed conservation reserve and adjacent Ramsar wetland from pollution and nutrient runoff. The NMP should also include details of proposed revegetation measures.	recommended to be required as a separate condition of subdivision.	
		 The BWCS requires revegetation with native species be undertaken within degraded areas to maintain and enhance vegetation and landscape linkages and that there is continued management of the land to maintain and enhance the conservation and landscape values. 	6. An additional condition is recommended within Part One of the Structure Plan report seeking a Revegetation Plan be implemented at the subdivision stage for the land proposed to be ceded as Reserve. Given the extensive area of proposed reserve shown on the structure plan, 'nodal revegetation' is recommended to enhance existing vegetation, provide habitat and provide a seed source for natural regeneration.	
		 DBCA notes that protocols to protect western ringtail possums are proposed to be implemented when clearing of native vegetation is required, which is supported. 	7. Noted. The conditions contained within Part One of the proposed Structure Plan include the requirement to incorporate western ringtail possum protection protocols during construction of the subdivision.	
		DBCA trusts that environmental planning issues including those not specifically referred to in this letter will be appropriately managed through the planning system.	8. Noted.	
5.	Department of Planning, Lands and Heritage (Aboriginal Heritage) Locked Bag 2506 Perth WA 6001	A review of the Register of Places and Objects as well as the DPLH Aboriginal Heritage Database concludes that Lot 7 (No. 86) Forrest Beach Road, Wonnerup intersects with the boundary of Aboriginal Heritage Place ID 4566 (Cable Sands Skull). However, rezoning will not result in any physical impact to the Place and	Noted.	That the submission be noted.

No	Name & Address	Nature of Submission	Comment	Recommendation
		therefore based on the information held by DPLH no approvals under the <i>Aboriginal Heritage Act 1972</i> (AHA) are required. DPLH encourages proponents to refer to the State's		
		Aboriginal Heritage Due Diligence Guidelines		
6.	Department of Water and Environmental Regulation (DWER) South West Region	 (Guidelines) which can be found on the DPLH website Better Urban Water Management (BUWM) – the intent of Amendment 37 is to obtain improved environmental outcomes. It is expected that the principles of BUWM will apply to all subsequent development applications to the City, following approval of the amendment. Floodplain Management – s.5.11 of Amendment 37 acknowledges the reality of the floodway area and other flood prone land on Lot 7. DWER notes that the City's Local Planning Scheme 21 (LPS) establishes criteria for the consideration of potential development in context of flood and that no development is proposed within the floodway area, either in this amendment or the associated Structure Plan. DWER supports this position. Public Drinking Water Areas - Amendment 37 does not relate to a Public Drinking Water Source Area. Water Availability/Licensing/Permits - Lot 7 Forrest Beach Road, Wonnerup is located within the Busselton-Capel Groundwater Area, proclaimed under the 'Rights in Water and Irrigation Act, 1914'. The groundwater resource is fully allocated. 	Noted.	That the submission be noted.

No	Name & Address	Nature of Submission	Comment	Recommendation
		Waterways – DWER refers to the BWCS and (Draft) 'Vasse Wonnerup Operational Plan: guidance for managers, State of Western Australia 2019' as the appropriate guiding documents supporting Amendment 37. Amendment 37 aligns with the recommendations, objectives, strategies and actions contained within these documents. DWER has no objections to Amendment 37.		
		proceeding.		
7.	ATCO Gas Prinsep Road Jandakot WA	ATCO Gas has no objection to the proposed Amendment N. 37 to the LPS and the associated draft Structure Plan for Lot 7 Forrest Beach Road Wonnerup. ATCO Gas does not have any gas mains within this immediate vicinity nor operate gas infrastructure. Our closest gas assets are 1.5km directly, to the east in the Bussell Hwy road reserve.	Noted	That the submission be noted.
8.	Department of Fire and Emergency Services Rural Fire Division Level 1, Albert Facey House 469 Wellington Street Perth WA 6000	Policy Measure 6.3 a) (ii) Preparation of a BAL Contour Map, Vegetation Classification: Plot 5 – Insufficient information: Vegetation plot 5 cannot be substantiated as Class B Woodland with the limited information and photographic evidence available. The BMP should detail specifically how the classification was derived particularly where the worst case scenario is not applied (i.e. Class B Woodland as opposed to Class A Forest). The vegetation appears to be a continuation of Plot 4, which has been classified as Class A Forest. If unsubstantiated, the vegetation classification should be revised to apply the worst case scenario as per AS 3959, or the resultant BAL ratings may be inaccurate.	The comments were provided to the applicant to provide additional information to the BMP.	That the submissions be noted. That the technical document attached to the Structure Plan Report (Bushfire Management Plan) be updated in line with the version supported by the Department of Fire and Emergency Services.

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No	Name & Address	Nature of Submission	Comment	Recommendation
		2. Policy Measure 6.3 a) (ii) Preparation of a BAL Contour Map, Vegetation Classification: Plot 9 – Insufficient information: Evidence to support the exclusion of the vegetation within the existing Lot 1 and within the proposed development areas of Lot 2, 3 and 4 (seen in photographs 11, 12, 15, 16 and 18) as managed to low threat in accordance with AS3959 is required. An enforceable mechanism is required to provide certainty that the proposed management measures can be achieved in perpetuity and that they are enforceable. It is unclear whether the City of Busselton's Firebreak Notice applies to the proposed 'Conservation' zoned lots. If unsubstantiated, the vegetation classification should be revised to apply the worst case scenario as per AS 3959, or the resultant BAL ratings may be inaccurate.		
		3. Policy Measure 6.3 c) Compliance with the Bushfire Protection Criteria, Location: A1.1 – not demonstrated: The BAL ratings cannot be validated for the reasons outlined above.		
		 Policy Measure 6.3 c) Compliance with the Bushfire Protection Criteria, Siting and design: A2.1 – not demonstrated: The BAL ratings cannot be validated for the reasons outlined above. 		
		5. Recommendation: Given that the strategic planning proposal has the potential to increase the threat of bushfire to people, property and infrastructure, the City		

No	Name & Address	Nature of Submission	Comment	Recommendation
		should ensure that the bushfire risk and hazard reduction/bushfire protection measures are established and understood before making a determination. Consequently, the City should require that the BMP addresses the policy requirements of SPP 3.7 and the Guidelines to inform decision making. Follow-up submission from DFES in response to revised BMP: 6. Policy Measure 6.3 a) (ii) Preparation of a BAL Contour Map: Plot 7 – Vegetation Exclusion The BMP proposes a significant land area within proposed Lots 1 – 4 to be managed as low threat vegetation as per AS3959. City to be satisfied with vegetation exclusion.	6. The BMP requires the proposed new lots as well as the area around the existing residence to be maintained in a low fuel state, ensuring that there is insufficient fuel available to sufficiently increase the severity of a bushfire attack. This would involve keeping grass to a nominal height of 100mm. Further opportunities to reassess these proposed lots would be available at the subdivision and development stages, although changes to the situation are not anticipated to occur.	
		7. Recommendation: Supported compliant application. DFES advises that the BMP has adequately identified issues arising from the bushfire risk assessment and considered how compliance with the bushfire protection criteria can be achieved.	7. The support of the revised BMP by DFES is noted.	

SCHEDULE OF MODIFICATIONS

Attachment G

No.	Proposed Modification	Reason
1.	That an additional condition is included within Part One of the Structure Plan Report requiring that a Revegetation Plan be submitted, approved and implemented at the subdivision stage for the land that is to be ceded as Reserve. Given the extensive area of proposed reserve shown on the structure plan, 'nodal revegetation' is recommended to enhance existing vegetation.	One of the criteria required by the Busselton Wetlands Conservation Strategy is for the revegetation of the area proposed to be ceded as reserve. This is to occur in appropriately targeted locations using locally native species.
2.	That the Structure Plan Map be modified to identify the Reserve purpose as "Conservation of Flora and Fauna" and an additional condition be included within Part One of the Structure Plan Report requiring that the ceded land be amalgamated into the adjoining Crown Reserve 44838 and vested with the Western Australian Conservation and Parks Commission for the purpose of "conservation of flora and fauna".	Consistent with the submission from the Department of Biodiversity, Conservation and Attractions.
3.	That Appendix Two of the Structure Plan Report be updated with the Bushfire Management Plan supported by the Department of Fire and Emergency Services.	To ensure the most up-to-date supporting documentation is provided with the Structure Plan Report.
4.	That the Amendment Document and Structure Plan Report be modified where appropriate such that the 'Agriculture' zone is instead identified as the 'Rural' zone, consistent with Local Planning Scheme No. 21.	To reflect a recent Amendment (Scheme Amendment No. 29, gazetted 7 June 2019) to the Scheme that modified the title of the subject zone.

13.3 MANAGEMENT OF DOGS: BARNARD PARK EAST

STRATEGIC GOAL: 3. ENVIRONMENT Valued, conserved and enjoyed

STRATEGIC OBJECTIVE: 3.2 Natural areas and habitats are cared for and enhanced for the

enjoyment of current and future generations.

SUBJECT INDEX: Animal Management
BUSINESS UNIT: Environmental Services

REPORTING OFFICER: Ranger & Emergency Services Coordinator - Ian McDowell **AUTHORISING OFFICER:** Director, Planning and Development Services - Paul Needham

PRIMARY NATURE OF Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting

plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A Lot 209 Crown Reserve 52463 Barnard Park East

OFFICER RECOMMENDATION

That the Council, pursuant to:

- Section 31(2B)(a) of the Dog Act 1976, by absolute majority, specifies Lot 209 Crown Reserve 52463 commonly known as Barnard Park East to be a place where dogs are prohibited at all times.
- 2. Section 31(3C)(a) of the *Dog Act 1976*, notes a public notice of the Council's intention to specify Barnard Park East as a place where dogs are prohibited at all times will be given at least 28 days prior to this resolution taking affect.
- 3. Section 8 of the *Dog Act 1976*, notes a person who has a disability or medical condition an effect of which can be alleviated or managed by the use of an assistance dog, or a person who is training or assessing an assistance dog on Barnard Park East.

EXECUTIVE SUMMARY

Lot 209 of Crown Reserve 52463, commonly referred to as Barnard Park East and as shown on the map at Attachment A, provides valuable habitat for the Western Ringtail Possum and probably the Southern Brown Bandicoot.

Under the provisions of the Dog Act 1976, the Council may specify public areas where dogs are prohibited at all times, or at specified times. This report seeks the Council's approval to designate Barnard Park East as a dog prohibited area at all times.

Currently, dogs are permitted on the grassed areas of Barnard Park East and may be exercised off-leash.

BACKGROUND

In April 2015, following extensive community consultation, the Council determined, pursuant to the requirements of the *Dog Act 1976*, those areas within the City where dogs:

- a. are prohibited at all times;
- b. are prohibited at specified times; and
- c. are permitted to be exercised both on and off-leash.

Under that determination dogs are permitted to be exercised off-leash on the grassed areas of Barnard Park, including grassed areas of the natural reserve commonly referred to as Barnard Park East (Reserve 52463, managed by the City for the purpose of Recreation and Conservation).

The land has been identified as an area where the natural habitat is to be conserved and enhanced for many years, with the area being identified as a 'Regional Conservation Park' on the *Busselton Foreshore Master Plan*. Commencing in the 2018/19 financial year, the Council has made allocations of funds to enhance the habitat value of the area – including the recent erection of fencing around the area to keep dogs out. The Council has also indicated its desire to enhance and protect Western Ringtail Possum habitat in urban areas in recent times, through the adoption of a draft *Western Ringtail Possum Habitat Protection Strategy*.

The vegetation within Barnard Park East can be classified as Quindalup (QD) woodland vegetation complex. It consists of a canopy of *Agonis flexuosa* (Peppermint) over a local native plant understorey, predominantly *Acacia cochlearis*. Condition of this remnant of native vegetation varies from degraded to very good.

The habitat functions this vegetation provides includes; nesting and foraging habitat for critically endangered Western Ringtail Possum (Critically Endangered) and probably the vulnerable Southern Brown Bandicoot. There are likely many bird species and reptiles that would commonly be present in this landscape. The presence of native animals using this site should be the subject of a fauna survey once the management goals for this area are set.

The red boxes in the map at Attachment A indicate the presence of Western Ringtail Possums. The high number of individuals present for the relatively small area indicates the vegetation in the area is valuable habitat for the species. Most of these points were generated from a survey undertaken in 2004 by Parks and Wildlife Services but there are also more recent records most likely generated from fauna reports submitted to Parks and Wildlife over time. These reports include deceased animals however, they still provide a picture of possum presence in the area.

The vegetation is also likely to contain the Southern Brown Bandicoot, as the *Acacia cochlearis* forms a dense thicket that provides protection for these ground dwelling animals from predator attack.

This existing vegetation and the soils in this area form an excellent foundation, on which to work from. The existing seed bank and soil biota in the less disturbed areas of the reserve provide a natural advantage to native plants that have adapted to growing in these conditions. With a relatively small amount of effort, the habitat functions and other natural values of this area will be enhanced.

OFFICER COMMENT

The recommendations of this report reflect and provide for implementation of actions and objectives consistent with the Busselton Foreshore Master Plan and Western Ringtail Possum Habitat Protection Strategy.

Statutory Environment

Pursuant to section 31(2B)(a) and (b) of the *Dog Act 1976* a local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a place where dogs are prohibited at all times, or at specified times.

Pursuant to section 31(3C)(a) of the *Dog Act 1976*, at least 28 days before specifying a place to be a place where dogs are prohibited at all times or at a time specified under subsection (2B) a local government must give local public notice as defined in the *Local Government Act 1995* section 1.7 of its intention to specify.

Pursuant to section 8 of the *Dog Act 1976*, a person who has a disability or medical condition an effect of which can be alleviated or managed by the use of an assistance dog (as defined in the Act), or a person who is training or assessing an assistance dog is entitled to be accompanied by an assistance dog, in any building or place open to or used by the public, for any purpose

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

Due to the environment sensitivity of Barnard Park East and the need to protect the flora and fauna therein, no external stakeholder consultation was considered necessary of undertaken in relation to this matter.

Risk Assessment

No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could:

- 1. Choose not to prohibit dogs in this reserve; or
- 2. Specify the reserve as an on-leash dog exercise area.

Officers can assist with the drafting of a suitable alternative motion if required.

CONCLUSION

Barnard Park East is an environmentally sensitive reserve that provides habitat for the critically endangered Western Ringtail Possum, and probably the vulnerable Southern Brown Bandicoot. Dogs in the reserve present a danger to wildlife and should be prohibited at all times as a means of protecting the wildlife and the environment generally.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Council approve the Officer Recommendation, signs designating Barnard Park East a dog prohibited area will be installed within six weeks of the resolution. This timeline is inclusive of the required 28 days public notice period.

Barnard Park East Lot 209 Crown Reserve 52463

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The red boxes indicate the presence of Western Ringtail Possum in the reserve.



14. ENGINEERING AND WORK SERVICES REPORT

Nil

15. COMMUNITY AND COMMERCIAL SERVICES REPORT

15.1 BUSSELTON JETTY TOURIST PARK MANAGEMENT CONTRACT TENDER

STRATEGIC GOAL: 4. ECONOMY Diverse, resilient, prosperous

STRATEGIC OBJECTIVE: 4.1 An innovative and diversified economy that provides a variety of

business and employment opportunities as well as consumer

choice.

SUBJECT INDEX: Busselton Jetty Tourist Park

BUSINESS UNIT: Commercial Services

REPORTING OFFICER: Manager, Commercial Services - Jennifer May

AUTHORISING OFFICER: Director, Community and Commercial Services - Naomi Searle

PRIMARY NATURE OF Executive: substantial direction setting, including adopting strategies,

DECISION: plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A Confidential RFT 09/19 Tender Evaluation and

Recommendation Report

Attachment A is confidential under Section 5.23 - 2(c) of the Local Government Act 1995 in that it deals with "a contract entered into or which may be entered into, by the local government". Copies have been provided to Councillors, the Chief Executive Officer and Directors Only.

OFFICER RECOMMENDATION

That the Council:

- Endorse the outcomes of the City's tender evaluation panel's assessment in relation to tender RFT 09/19 Busselton Jetty Tourist Park Management Contract, which recommends the tender of WJ & J McGregor as the most advantageous to the City for the alternative price of \$475,198.30 exclusive of GST and for a term of three years and eight months from the 1 November 2019 with an option to extend for a further two years.
- 2. Delegate power and authority to the CEO to:
 - a. Negotiate and agree with the Preferred Tenderers variations in accordance with Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996 subject to such variations not exceeding the overall project budget;
 - b. Negotiate and agree with the Preferred Tenderer the final terms and conditions of the contract (including rates/contract prices); and
 - c. Pursuant to resolutions 2.a and b. enter into contracts with the Preferred Tenderer for supply of the relevant goods and services.

EXECUTIVE SUMMARY

A Request for Tender 09/19 (RFT) was issued for the Busselton Jetty Tourist Park Management Contract. This report summarises the submissions received and recommends that the Council endorse the outcome of the evaluation panel's assessment and delegates authority to the CEO to finalise negotiations and award the tender to WJ & J McGregor.

BACKGROUND

The Busselton Jetty Tourist Park (BJTP) has been managed through a management contract since the first tender was awarded in 2012. Prior to this, the City employed staff to operate the BJTP, however following a review of the management options, in 2012 Council agreed to contract the operational management of the park mainly due to difficulties associated with recruiting and retaining experienced staff. The use of a management contract allows for a more flexible arrangement and allows the City to engage experienced individuals/organisations that would usually not be available through the City's recruitment process.

In July 2016 BCP Contractors Pty Ltd was awarded (C1607/180) the management contract for a term of three years which is due to expire on 30 October 2019. The City has the option to extend the contract for a further year, however following feedback from the current managers, and issues and concerns that have risen during the term of the contract, officers have taken the opportunity to review and update the management contract, incorporating amendments relating to the following;

- interpretation of contractual conditions, in particular relating to reporting and carrying out of maintenance;
- responsibility for expenditure of some items including gardening maintenance and supplies;
- operational processes such as complaints handling and reporting to the City; and
- the contract pricing structure not incorporating an incentive for the managers as it is based on a fixed price regardless of revenue received.

The new, revised management contract was included in the RFT.

OFFICER COMMENT

The RFT was advertised between 17 June 2019 and 19 July 2019, for a period of five weeks, closing at 2.00pm on Friday 19 July 2019.

The City issued the RFT documents by upload to TenderLink and received three submissions as follows:

	Company	Location	Contact
1.	WJ & J McGregor	Busselton WA	Wayne McGregor
2.	Discovery Holiday Parks	Adelaide SA	Amanda Baldwin
3.	Belgravia Health & Leisure Group Pty Ltd	Warrandyte VIC	Damian Gorman

Three mandatory pre-tender site inspections were held at 11.00am on 27 June, 2 July and 9 July 2019 at the BJTP and was attended by all tenderers, including;

- Amanda Baldwin and Joe Lovett, representing Discovery Holiday Parks
- Wayne and Jo McGregor
- Rohan Gunton, representing Belgravia Health & Leisure Group Pty Ltd
- Leesa James and Natalie Edwards representing Paradigm Cleaning
- Rhys Johnson and Clive Johnson representing Mandalay Resort

A tender review panel consisting of Director Community and Commercial Services, Project Contract and Tendering Officer and Manager Commercial Services was formed and a copy of all documentation was provided to each member of the tender review panel for assessment.

As part of the tender evaluation process an initial compliance check was conducted to identify submissions that were non-conforming with the compliance requirements of the RFT. The compliance criteria specified for this RFT were:

- (a) Compliance with the Conditions of Tendering;
- (b) Compliance with the Specification;
- (c) Compliance with the Delivery Date; and
- (d) Compliance with and completion of the Schedule of Prices.

No tenders were found to be non-compliant with the specified requirements and all tenders were evaluated.

Tenders were evaluated using the tendered prices and information provided by tenderers in response to the qualitative criteria specified in the RFT. A scoring and weighting system was used to assess the tendered prices and the responses against the qualitative criteria.

The following weightings were applied to the qualitative and price criteria:

 Relevant Experience 	15%
 Local Benefit 	5%
Key Personnel and Experience	20%
 Tenderer's Resources 	10%
 Demonstrated Understanding 	20%
Tendered Price	30%

The City adopted a best value for money approach to this RFT. This means that, although price was a consideration, the tender containing the lowest price was not necessarily accepted, nor was the tender ranked the highest in relation to the qualitative criteria.

The extent to which a tender demonstrated greater satisfaction of each of the qualitative criteria resulted in a greater score. The tendered prices were then assessed together with the weighted qualitative criteria and the tenders scored and ranked to determine the most advantageous outcome to the City. The outcomes of the Evaluation Panel's review are detailed in the attached confidential Tender Evaluation and Recommendation Report (Attachment A).

In evaluating the Key Personnel and Experience criteria and Tenderer's Resources, officers requested additional information from WJ & J McGregor (McGregor) and Belgravia Health & Leisure Group Pty Ltd (Belgravia) on their resourcing, including the number of staff (full time equivalent) for each role and their allocated hours during peak and off-peak seasons. This clarification was requested so that any underlying variances in resourcing (number of staff and hours) which could impact the resulting tendered prices offered by McGregor and Belgravia could be compared on a like for like basis. Clarification was not sought from Discovery on the basis of their tender price significantly exceeding the other tenderer's prices and Council's budget for this contract.

Officers discuss the comparison of proposed resources and allocated hours and potential impacts in delivering the management contract from the McGregor and Belgravia tender submissions in the attached confidential Tender Evaluation and Recommendation Report (Attachment A).

In summary, the final ranking demonstrated that the tender from WJ & J McGregor at a cost of \$475,198.30 represents the most advantageous tender for the City.

Statutory Environment

In terms of Section 3.57 of the 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 service. Part 4 of the *Local Government (Functions and General) Regulations 1996*:

- requires that tenders be publicly invited for such contracts where the estimated cost of providing the required goods and/or service exceeds \$150,000; and
- under Regulations 11, 14, 18, 20 and 21A provides the statutory framework for inviting and assessing tenders and awarding contracts pursuant to this process.

With regard to the Tender, City officers have complied with abovementioned legislative requirements.

The total contract value is greater than \$500,000, therefore, in accordance with section 5.43(b) of the *Local Government Act 1995* (Act), read with Delegation 3J, the tender must be considered and endorsed by the Council resolution.

Relevant Plans and Policies

The City's purchasing policies, regional price preference policy and occupational health and safety were all considered relevant to the RFT, and have been adhered to in the process of requesting and evaluating tenders.

Financial Implications

This Contract is funded through the City's adopted 2019/20 Busselton Jetty Tourist Park operating budget. The estimated total value of the procurement over the full contract term of three years and eight months is \$1,742,393.77 (exclusive GST). The annual contract price split over the term of the management contract is as follows;

- first eight months (1 Nov 2019- 30 Jun 2020) \$316,798.87
- year one (FY 2020-2021) \$475,198.30 + CPI
- year two (FY 2021-2022) \$475,198.30 + CPI
- year three (FY 2022-2023) \$475,198.30 + CPI.

The annual budgeted amount for the management contract in 2019/20 is \$435,000. The preferred tender price of \$475,198.30 is in excess of this by \$40,198.30. With the current tender expiring in 30 October 2019, the total cost of the first year of the contract will be \$446,655.79, representing a budget shortfall of \$11,655.79 in 2019/20. However, this may be offset through increases in revenue throughout the year as the budgeted revenue has not been increased from the previous financial year.

Further to the 2019/20 operating budget, there are implications to the Long Term Financial Plan and 2020/21- 2022/23 operating budgets with adjustments required to increase the contractual amounts in the respective operating budgets.

Officers have considered the financial costs should the management team and staff be employed directly by the City and provide the following comparisons:

 Based on the City's estimated resourcing levels and salary and wages levels (including long service leave, annual and sick leave provisions and superannuation contributions) it is estimated to cost \$430k per year however this excludes any administration and management support and supervision. 2. Based on the resourcing levels proposed in the McGregor tender submission and City's salary and wages levels (including long service leave, annual and sick leave provisions and superannuation contributions) it is estimated to cost \$465k however this excludes any administration and management support and supervision.

One of the key reasons for implementing a management contract was to mitigate the difficulties with recruiting and retaining experienced staff. The cost comparison exercise above suggests savings could be made by the City directly employing staff, however this does not take into consideration costs associated with the recruitment process, management, training and organisational overheads. For this reason Officers do not believe there to be significant savings to be made by directly employing the management team and staff.

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 following risks of a medium or greater level have been identified:

The Managers do not meet the KPI's included in the Management Contract and revenue targets are not met.				
Risk Category Risk Consequence Likelihood of Consequence Risk Level				
Financial Minor Possible Medium				

Options

As an alternative to the proposed recommendation the Council could:

- 1. Choose not to award the management contract as per the Officer's recommendation and choose to award to one of the other two submitted tenderers.
- 2. Choose not to award the management contract as per the Officer's recommendation and choose to recruit and employ the management team and staff.

CONCLUSION

RFT 09/19 Busselton Jetty Tourist Park Management Contract was advertised through TenderLink for a period of five weeks with three tender submissions received. A tender evaluation panel was formed and has completed their assessment in line with the City's tender process.

Officers have evaluated the tender submissions based on the selection criteria, with particular attention being applied to the tendered key personnel, experience and resources presented to meet the operational management requirements of the Park. Officers have also assessed the tendered prices submitted and the basis on which they are formed to determine if the tendered prices offer value for money and meet the requirements of the management contract. Finally, Officers have considered the costs associated with not awarding the management contract and employing the management team and staff directly to ensure that the management contract option still offers value for money for the Council.

It is recommended that Council endorse the outcome of the evaluation panel's assessment and award the tender in line with the Officers recommendation to WJ & J McGregor.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The CEO can negotiate with the preferred tenderer immediately after the Council has endorsed the officer's recommendation. Subject to final review of the management contract and subsequent negotiations, the successful Tenderer will then receive formal written notification. All tender applicants not successful will be notified at this time.

16. FINANCE AND CORPORATE SERVICES REPORT

16.1 REVIEW OF CORPORATE ATTIRE ENTITLEMENTS

STRATEGIC GOAL: 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE: 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX Governance

BUSINESS UNIT: Corporate Services

REPORTING OFFICER: Manager Governance and Corporate Services - Sarah Pierson

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

PRIMARY NATURE OF Executive: substantial direction setting, including adopting strategies,

DECISION plans and policies (excluding local planning policies), tenders, setting

and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

OFFICER RECOMMENDATION

That the Council adopt the following to replace clauses 5.25, 5.26, 5.27 and 5.28 of the Council Policy 'Fees Allowances and Expenses for Elected Members':

- 5.25 Upon election or re-election, Elected Members will within the first year of their term be entitled to the following business attire, up to a value of \$750:
 - a. Business suit (male 2 pairs of trousers and 1 jacket); or
 - b. Business suit (female 2 skirts, dresses or pants and 1 jacket); and
 - c. Business shirt / blouse 3;
 - d. Business tie / scarf 1; and
 - e. Business shoes 1 pair.
- 5.26 Additionally, upon election or re-election Elected Members will be entitled to the following corporate attire:
 - a. Corporate (City branded) casual / light weight fleecy jacket 1
 - b. Corporate (City branded) polo top 1
 - c. Corporate (City branded) tie / scarf 1
- 5.27 In years two, three and four of their term Elected Members will be entitled to reimbursement of costs associated with the dry cleaning, maintenance and / or replacement of business attire, up to a value of \$250 per annum.
- 5.28 All items of business attire which are City branded should be returned to the City on expiry of office.

EXECUTIVE SUMMARY

This report presents and seeks Council's adoption of revised entitlements in relation to Elected Member corporate attire, with the proposed entitlements to be incorporated into the Council Policy - Fees Allowances and Expenses for Elected Members (the Policy), replacing clauses 5.25, 5.26, 5.27 and 5.28 of the Policy.

BACKGROUND

The Policy was updated in October 2018 to provide for improved clarity in relation to childcare reimbursements, travel reimbursements and reimbursements while Elected Members are away from home on sanctioned activities.

Officers additionally recommended some changes to corporate attire entitlements however Council resolved not to adopt those changes and to instead refer the relevant paragraphs of the Policy (5.25, 5.26, 5.27 and 5.28 of Attachment A) back to the Policy and Legislation Committee for further discussion. At that point in time the Policy provided Elected Members with a range of branded corporate attire (with City logo) on being elected and an additional amount of \$750 per annum for the purchase of business attire for each year of the election term.

After reviewing the policies of other local governments with more limited corporate / business attire entitlements (namely City of Stirling, City of Joondalup, City of Bunbury, Shire of Capel and Shire of Augusta-Margaret River) the Committee requested at its meeting on 23 October 2018 that officers table for Council's consideration the following amended provisions:

- 5.25 Upon election or re-election, Elected Members will be entitled to the following business attire:
 - a. Business suit (male 2 x Trousers and 1 x Jacket)
 - b. Business suit (female 2 x Skirt/Dress/Pant and 1 x Jacket)
 - c. Business shirt / blouse x 3
 - d. Corporate (City branded) casual / light weight fleecy jacket x 1
 - e. Corporate (City branded) polo top x 1
 - f. Corporate (City branded) tie / scarf x 1
 - g. Business shoes x 1 pair (up to a value of \$150)
- 5.26 Elected Members will be reimbursed reasonable costs associated with the dry cleaning and maintenance of issued business attire.
- 5.27 With the exception of business shoes, all items of business attire must be purchased from the City's approved provider.
- 5.28 All items of business attire which are branded with the City of Busselton's logo should be returned to the City on expiry of office

The amendments were approved by Council at its Ordinary Council meeting on 12 December 2018 (C1812/260), effective 1 July 2019. With the new provisions having come into force, questions have arisen with regards to the flexibility and clarity of the provisions. The provisions were further discussed with the Policy and Legislation Committee at its meeting on 13 August 2019, the outcomes of which are now presented to Council.

OFFICER COMMENT

The current policy provisions reflect a desire and a decision by Council to ensure a financially responsible approach to the provision of corporate / business attire for Elected Members. On reflection however the current policy provisions do not adequately allow for the level of attendance by Elected Members at formal meetings, functions and events, providing only one business suit and three shirts every four years. Additionally, the requirement to purchase all business attire from the City's approved provider, while intended at the time to streamline procurement, is not practicable given the diversity of Elected Member requirements.

Therefore it is proposed that all items of non-City branded attire be purchased individually by Elected Members upon election or re-election (within the first year of their term), up to a total value of \$750. Additionally, it is proposed that an amount of \$250 per annum be available for the dry cleaning, maintenance and / or replacement of such items in an Elected Member's second, third and fourth year of their term. This will ensure that Elected Members are able to adequately 'up-keep' their business attire.

If the officer recommendation is supported, it is proposed that the new provisions come into effect immediately, with \$250 being made available to current Elected Members for the remainder of the term year (that is until October 2019 elections).

Statutory Environment

In accordance with Section 2.7(2)(b) of the Local Government Act 1995 (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.

Section 5.98(2)(b) of the Act and Regulation 32 of the *Local Government (Administration) Regulations* 1996 provides that a Council member may be reimbursed for an expense of a kind prescribed where it has been approved by the local government and where it is incurred in performing a function in his or her capacity as a council member with the express authority of the local government.

Relevant Plans and Policies

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

Financial Implications

Adoption of the officer recommendation is not expected to result in significant cost increases, or impact on the City's annual budget provision.

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. Decide not to adopt the proposed amendments
- 2. Decide to propose alternative or further amendments.

CONCLUSION

Following discussion at the 13 August Policy and Legislation Committee meeting, amendments are proposed in relation to Elected Member corporate attire expenses, with clauses 5.25, 5.26, 5.27 and 5.28 of the Policy being replaced as proposed in the officer recommendation. These amendments maintain a financially responsible approach (representing a significant reduction from previous entitlements of \$750 per annum) but also provide Elected Members with the ability to purchase attire suitable for the performance of their functions.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If adopted the Policy would be amended immediately.

17. CHIEF EXECUTIVE OFFICERS REPORT

17.1 COUNCILLORS' INFORMATION BULLETIN

STRATEGIC GOAL: 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE: 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX: Councillors' Information Bulletin

BUSINESS UNIT: Governance Services

REPORTING OFFICER: Executive Assistant to Council - Katie Banks

AUTHORISING OFFICER: Chief Executive Officer - Mike Archer

PRIMARY NATURE OF Noting: the item does not require a decision of Council and is simply

DECISION: for information purposes and noting

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

OFFICER RECOMMENDATION

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

- 17.1.1 Recent Correspondence
- 17.1.2 Current Active Tenders

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 Recent Correspondence

<u>5 July 2019 – Invitation to Provide a Written Submission to the Climate Health WA Inquiry</u> Information about the Inquiry, including the ToR and how to make a submission is available from the Inquiry website at: www.health.wa.gov.au/climatehealthwa

8 July 2019 – Aboriginal Place Name Initiative

Correspondence in relation to the Aboriginal Name Place Initiative has been received from Hon Ben Wyatt MLA Minister for Aboriginal Affairs and Hon David Templeman MLA Minister for Local Government.

19 July 2019 - Regional Capitals Australia

Correspondence from Regional Capitals Australia has been received, thanking the City of Busselton for its membership in the 2018/19 year. Information relating to RCA's achievements over the past 12 months is available from the RCA website: https://regionalcapitalsaustralia.org/

<u>26 July 2019 – Ongoing Development of a Western Australian Youth Strategy</u>

Hon Peter Tinley AM MLA Minister for Youth has provided an update on the ongoing development of a Western Australian Youth Strategy.

Hard copies of the abovementioned correspondence are available to view upon request.

17.1.2 Current Active Tenders 2018/2019 TENDERS

PQS01/19 PLANT AND EQUIPMENT HIRE – REQUEST FOR APPLICATIONS TO JOIN A PANEL OF PRE-QUALIFIED SUPPLIERS

- The PQS was advertised on 9 February 2019 until 7 March 2019, then further extended until 14 March 2019. A further State wide advertisement providing notification of the extension was provided by the City on 9 March 2019.
- Thirty submissions were received.
- In accordance with delegation LG3M the CEO has authority to establish the panel and to decide which applications to accept.
- The panel of pre-qualified suppliers has been approved by the CEO and it is anticipated that panel contracts will be awarded in August 2019.

RFT06/19 DESIGN, SUPPLY AND INSTALLATION OF BIRD NETTING OVER STORM WATER RENTENTION BASIN

- The RFT was advertised on 22 May 2019 with a closing date of 12 June 2019.
- Four submissions were received.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- It is anticipated that the contract will be awarded in August 2019.

RFT07/19 ARBORICULTURE SERVICES

- The RFT was advertised on 15 June 2019 with a closing date of 5 July 2019.
- Five submissions were received.
- At the Council meeting on 31 July 2019 Council endorsed the recommendation that Finebrand Pty Ltd ATF The Guy Badger Family Trust T/A Arbor Guy was the most advantageous tender submission for the City. Council delegated power and authority to the CEO to:
 - negotiate and agree with the Preferred Tenderers variations in accordance with Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996 subject to such variations not to exceed the overall project budget;
 - negotiate and agree with the Preferred Tenderer the final terms and conditions of the contract (including rates/contract prices); and
 - enter into contracts with the Preferred Tenderer for supply of the relevant goods and services.
- It is anticipated that a contract will awarded in August 2019.

RFT09/19 BUSSELTON JETTY TOURIST PARK MANAGEMENT CONTRACT

- The RFT was advertised on 22 June 2019 with a closing date of 12 July 2019.
- The closing date was extended to 19 July 2019.
- Three submissions were received.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J and will require Council approval.
- A recommendation report is included in the Council Agenda 27 August 2019.

RFT10/19 SUPPLY AND INSTALLATION OF REUSABLE DAILY COVER SYSTEM FOR LANDFILL

- The RFT was advertised on 6 July 2019 with a closing date of 30 July 2019.
- Two submissions were received.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- It is anticipated the contract will be awarded in August 2019.

RFT11/19 ROAD NETWORK UPGRADE - CITY CENTRE EASTERN LINK STAGES 1 + 2A + 2B

- The RFT was advertised on 13 July 2019 with a closing date of 13 August 2019, and further extended until 20 August 2019.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J and will require Council approval.

RFT13/19 CONTAMINATED SITE REMEDIATION ADVICE

- The RFT was advertised on 3 August 2019 with a closing date of 27 August 2019.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. <u>URGENT BUSINESS</u>

Nil

20. <u>CONFIDENTIAL MATTERS</u>

Nil

21. <u>CLOSURE</u>