

Council Agenda

13 June 2018

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 13 JUNE 2018

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday, 13 June 2018, 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

1 June 2018

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 13 JUNE 2018

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1. <u>DECLARATION OF OPENING/ACKNOWLEDGEMENT OF COUNTRY/ACKNOWLEDGEMENT OF VISITORS/DISCLAIMER</u>

2. <u>ATTENDANCE</u>

Apologies

Approved Leave of Absence

- 3. PRAYER
- 4. <u>APPLICATION FOR LEAVE OF ABSENCE</u>
- 5. DISCLOSURE OF INTERESTS
- 6. 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 23 May 2018

RECOMMENDATION

That the Minutes of the Council Meeting held 23 May 2018 be confirmed as a true and correct record.

Committee Meetings

8.2 <u>Minutes of the Finance Committee Meeting held 17 May 2018</u>

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held 17 May 2018 be confirmed as a true and correct record.

8.3 Minutes of the Airport Advisory Committee Meeting held 23 May 2018

RECOMMENDATION

That the Minutes of the Airport Advisory Committee Meeting held 23 May 2018 be confirmed as a true and correct record.

8.4 <u>Minutes of the Policy and Legislation Committee Meeting held 29 May 2018</u>

RECOMMENDATION

That the Minutes of the Policy and Legislation Committee Meeting held 29 May 2018 be confirmed as a true and correct record.

9. <u>RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS</u>

Petitions

Presentations

Deputations

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

12. REPORTS OF COMMITTEE MEETINGS

12.1 <u>Finance Committee - 17/05/2018 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 30</u> APRIL 2018

SUBJECT INDEX: Budget Planning and Reporting

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

and transparent.

BUSINESS UNIT: Finance and Corporate Services

ACTIVITY UNIT: Financial Services

REPORTING OFFICER: Manager Financial Services - Kim Dolzadelli

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Statement of Financial Activity - Period Ending 30

April 2018[↓]

Attachment B Investment Report - Period Ending 30 April 2018

This item was considered by the Finance Committee at its meeting on 17 May 2018, the recommendations from which have been included in this report.

PRÉCIS

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 30 April 2018.

BACKGROUND

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

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 26 July 2017, the Council adopted (C1707/163) the following material variance reporting threshold for the 2017/18 financial year:

"That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2017/18 financial year as follows:

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

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

Not applicable.

FINANCIAL IMPLICATIONS

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

Long-term Financial Plan Implications

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

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 of the Strategic Community Plan 2017 and more specifically Community Objective 6.1 - 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

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

CONSULTATION

Not applicable

OFFICER COMMENT

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the City's overall financial performance on a full year basis, the following financial reports are attached 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 April 2018

The Statement of Financial Activity for the period ending 30 April 2018 shows a better than expected Net Current Position "Surplus" of \$14.24M being \$27.75M more than Year to Date Budget.

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

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
Revenue from Ordinary Activities	64,610,237	63,202,572	66,421,049	2.23%	1,407,665
Expenses from Ordinary					
Activities	(54,745,726)	(57,365,943)	(68,674,825)	4.57%	2,620,217
Non-Operating Grants, Subsidies					
and Contributions	12,868,526	21,488,948	43,655,339	-40.12%	(8,620,422)
Profit on Asset Disposals	48,793	16,100	22,400	203.06%	32,693
Loss on Asset Disposals	(640,882)	(5,250)	(6,252)	- 12107.28%	(635,632)
Capital Revenue & (Expenditure)					
Land & Buildings	(3,781,813)	(14,675,002)	(16,636,693)	74.23%	10,893,189
Plant & Equipment	(1,486,504)	(4,102,820)	(4,279,400)	63.77%	2,616,316
Furniture & Equipment	(441,989)	(763,581)	(830,212)	42.12%	321,592
Infrastructure	(34,306,344)	(48,316,044)	(60,684,321)	29.00%	14,009,700
Proceeds from Sale of Assets	297,911	612,850	635,150	-51.39%	(314,939)
Proceeds from New Loans	6,960,000	10,110,000	10,110,000	-31.16%	(3,150,000)
Advances to Community Groups	(110,000)	(260,000)	(260,000)	57.69%	150,000
Transfer to Restricted Assets	(2,393,927)	(513,501)	(625,751)	-366.20%	(1,880,426)
Transfer from Restricted Assets	17,701,712	15,354,556	27,808,739	15.29%	2,347,156
Transfer to Reserves	(10,598,281)	(13,372,783)	(16,285,572)	20.75%	2,774,502
Transfer from Reserves	4,185,307	1,146,659	19,921,964	265.00%	3,038,648

Operating Revenue:

Revenue from ordinary activities is \$1.4M more than expected when compared to Year to Date (YTD) Budget with the following items meeting the material variance reporting threshold set by Council for the 2017/2018 Financial Year.

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
Revenue from Ordinary Activities	\$	\$	\$	%	\$
Operating Grants, Subsidies and					
Contributions	2,967,528	2,436,807	3,637,258	21.78%	530,721
Other Revenue	449,274	328,755	426,167	36.66%	120,519
Interest Earnings	2,134,655	1,885,830	2,262,996	13.19%	248,825

The items predominately impacting the above "Operating Grants, Subsidies and Contributions" are Busselton Jetty contributions of \$383K which is offset with YTD Actual spend on Contractors, Financial Services Insurance Recovered \$50K which is offset by insurance claim expenses, Environmental Management Operating Grants and Subsidies \$51k which is offset by increased project expenditure and Airport Operation Operating Grant for the Airline Engagement Project of \$57K which is offset with project expenditure.

The item predominately impacting the above "Other Revenue" performance is Sale of Scrap Materials \$104K.

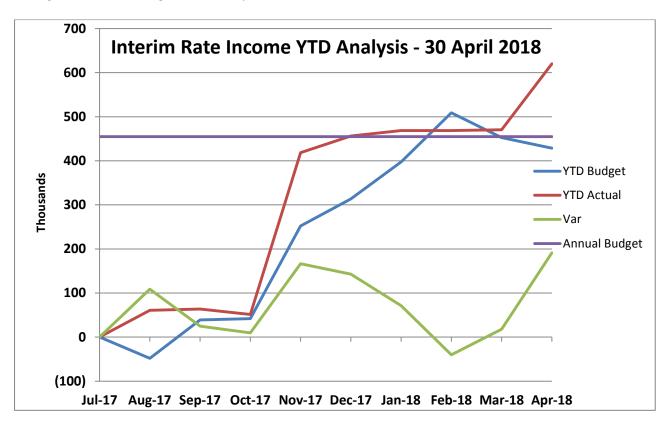
Interest earnings on Reserves and Restricted funds are currently ahead of YTD Budget in the amount of \$305k with \$101k in Rate Instalment and Late Payment interest currently ahead of YTD Budget. Rate Instalment interest is a timing difference only and it is also expected that Interest earnings on Reserves and Restricted funds will reduce in the coming months as funds are further drawn down to finance Capital projects contained within the City's 2017/2018 Budget.

Interest on Municipal Funds are behind YTD Budget by the amount of \$158k and it is expected that this variation will become a permanent variation; this will however be offset with other positive Revenue outcomes.

The Officer notes that the above positive performance of "Operating Grants and Subsidies", "Other Revenue" and "Interest Earnings" is added to by a positive collective performance of \$507K for Rates, and Fees and Charges; these items fall below the Material Variance reporting thresholds. These variations are considered to be that of a timing difference with the exception of Rate Revenue (\$202K) which is expected to be a permanent variation.

Interim Rates:

Officers continue to monitor Interim Rating Income levels and present the following information noting that the YTD Budget has already been achieved;



Operating Expenditure:

Expenditure from ordinary activities, excluding depreciation, is \$2.26M less than expected when compared to YTD Budget with the following items meeting the material variance reporting threshold set by Council for the 2017/2018 Financial Year.

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
	\$	\$	\$	%	\$
Expenses from Ordinary					
Activities					
Materials & Contracts	(11,921,643)	(13,964,471)	(16,914,999)	14.63%	2,042,828
Allocations	1,398,541	1,595,436	1,996,270	12.34%	(196,895)

Materials and Contracts:

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

Cost Code	Cost Code Description / GL Activity	Variance YTD					
Finance and Cor	Finance and Corporate Services						
10100	Finance & Corporate Services Support	25,751					
10250	Information & Communication Technology Services	116,660					
10251	Business Systems	172,027					
10500	Legal and Compliance Services	31,515					
10521	Human Resources & Payroll	24,717					
Community and	Commercial Services						
10591	Geographe Leisure Centre	74,461					
10600	Busselton Jetty Tourist Park	67,358					
10635	Regional Centres Program	100,000					
10900	Cultural Planning	53,787					
11151	Airport Operations	(58,974)					
Planning and De	evelopment Services						
10500	Legal and Compliance Services	31,515					
10820	Strategic Planning	151,512					
10830	Environmental Management Administration	82,286					
10850	Implement Management Plans Other	54,035					
11170	Meelup Regional Park	81,515					
Engineering and	Works Services						
11101	Engineering Services Administration	112,467					
11106	Street Lighting Installations	79,096					
11108	Rural Intersection (Lighting) Compliance	37,500					
11160	Busselton Jetty	451,887					
12620	Rural-Tree Pruning	27,489					
Various	Bridge Maintenance	60,506					
Various	Building Maintenance	191,496					
C8500	Cycleways Maintenance Busselton	(28,404)					
Various	Waste Operations	416,807					
Various	Road Maintenance	(244,863) *					
Various	Reserve Maintenance	(374,466) *					
5280	Transport - Fleet Management	106,026					

Note: ** These items are offset by savings in employee costs.

Allocations:

Allocations are running \$197k under YTD Budget; these items are an internal allocation of administrative costs from the Finance and Corporate Services division.

The Officer further notes that the above combined performance of "Materials and Contracts" and "Allocations" is added to by a positive collective performance of \$1.13M for Employee Costs, Utilities, Insurances and Other Expenditure.

Non-Operating Grants, Subsidies and Contributions:

Non-Operating Grants, Subsidies and Contributions are less than YTD Budget by \$8.62M with the main item impacting on the above result is the timing of the receipt of "Airport Development - Project Grant" with a current negative result of \$8.38M; this is a timing difference in nature and effectively Municipal Funds are currently being utilised to offset the level of current expenditure for this project.

Other items impacting Non-Operating Grants, Subsidies and Contributions are as follows:

Cost Code	Cost Code Description Variance YT					
Finance and	Finance and Corporate Services					
10239	Contributions (Revenue) Prog 11		(124,042)			
10240	Contributions (Revenue) Prog 12		45,392			
Community	and Commercial Services					
10900	Cultural Planning		32,246			
C6097	Airport Construction Stage 1B, Jet Fuel		(220,830)			
C6099	Airport Development - Project Expenses		(8,376,293)			
Planning and	Development Services					
B1023	Vasse Bushfire Brigade		503,968			
B1029	Busselton Branch SES		49,194			
Engineering	and Works Services					
B9517	GLC - Pool Relining		32,000			
В9999	Donated Buildings		180,000			
C1513	Port Geographe Boat Trailer Parking Layout Redevelopment		(85,875)			
C2512	Sand Re-Nourishment		(45,830)			
F1019	Busselton Bypass - Country Road Footpath		(42,388)			
F1020	College Avenue Shared Path		(114,000)			
S0049	Layman Road		(83,330)			
S0064	Peel Terrace		(336,670)			
S0066	Queen Street		(73,330)			
S0068	Georgiana Molloy Bus Bay Facilities		(120,000)			
T0079	Patton Terrace - Asphalt Overlay		(57,519)			
T0080	Craig Street - Asphalt Overlay		73,330			
T0084	Yelverton Road- Rural reconstruction & widening		98,274			

Capital Expenditure

As at 30 April 2018, there is a variance of -41.03% or -\$27.48M in total capital expenditure with YTD Actual at -\$40.01M against a YTD Budget of -\$67.86M; with the table below showing those categories exceeding the 10% material variance threshold. The Airport Development makes up for \$12.24M or 44% of the overall variance which also assists in explaining the above current YTD shortfall in Non-Operating Grants.

Other items impacting Capital Expenditure are as follows:

	Description	2017/18
		Budget YTD
	land	Variance
10610	Droposty Comings Administration	(50,000)
	Property Services Administration	(50,000)
10970	Parking Control	(1,525,000)
11156	Airport Development	38,114
R0780	Dunsborough - Commonage Road Oval	(1,600,000)
	Major Project - Administration Building	
B9010	Civic and Administration Centre Construction	(78,174)
		(-/ /
	Buildings (Other)	
B9112	Ambergate Bushfire Brigade Shed	(102,610)
B9517	GLC - Pool Relining	(254,739)
B9528	GLC - Plant Room	(92,513)
B9591	Performing Arts Convention Centre	(75,000)
B9716	Airport Terminal Stage 2	(7,050,501)
B9804	Bsn Jetty Tourist Park Home	(111,036)
	Plant & Equipment	
10100	Finance & Corporate Services Support	49,161
10502	Community & Commercial Services Support	(50,000)
10591	Geographe Leisure Centre	36,308
11401	Transport - Workshop	(43,278)
11402	Plant Purchases (P10)	(1,364,944)
11403	Plant Purchases (P11)	(42,997)
11404	Plant Purchases (P12)	(1,181,497)
	Furniture & Office Equipment	(, , , , , , , , , , , , , , , , , , ,
10251	Business Systems	(114,151)
B1000	Administration Building- 2-16 Southern Drive	(83,250)
B1361	YCAB (Youth Precinct Foreshore)	(35,091)
	Major Project - Busselton Foreshore	
C2004		262 975
C3094	Busselton Foreshore - Stage 3 Busselton Tennis Club - Infrastructure	263,875
C3113 C3150		(1,783,552)
C3168	Busselton Foreshore Stage 3: Toddler's Playground	(101,681)
	Busselton Foreshore Jetty Precinct	(748,164)
C3173	Barnard Park Pavillion Landscaping	60,235
	Major Project - Administration Building	
C0043	Administration Building Carpark	(100,995)
20073	I ammodation pariamy out park	(±00,555)

	Description	2017/18 Budget YTD Variance		
	Footpaths Construction			
F0063	Yallingup Footpath			
F0066	Bussell Highway Footpath Sections		(324,850)	
F0074	Milward Street – Ford Road to Cookworthy Street		(45,280)	
F0075	Armitage Drive Footpath - Navigation Way to Avocet Boulevard		(37,261)	
	Drainage Construction - Street			
D0017	Chain Avenue - Drainage Works		(44,902)	
D0019	Johnston Avenue Drainage Upgrade - Stage 2		(83,621)	
	Car Parking Construction			
C0044	Meelup Coastal Nodes - Carpark upgrade		(58,899)	
	Bridges Construction			
A0010	Queen Street Bridge 0240A		48,000	
	Cycleways Construction			
F1019	Busselton Bypass - Country Road Footpath		(155,133)	
F1020	College Avenue Shared Path		(132,883)	
	Townscape Construction			
C1001	Queen Street Upgrade - Duchess to Kent Street		(101,780)	
C1024	Dunsborough Road Access Improvements Stage 1	0	(480,109)	
	Boat Ramps Construction			
C1513	Port Geographe Boat Trailer Parking Layout Redevelopment		(92,204)	

	Description	2017/18
		Budget YTD
		Variance
	Parks, Gardens & Reserves	
C3122	Rails to Trails	(99,235)
C3134	Vasse Community & Recreation Precinct - AFL Oval Stage 1	(37,619)
C3145	Churchill Park	(57,958)
C3146	Dunsborough Town Centre	(73,977)
C3154	Administration Building Landscaping Works	191,193
C3157	Port Geographe - Layman Road Native Tree Planting	(29,070)
C3159	Port Geographe - Burgee Cove (Western Side of Bridge)	(78,803)
C3160	Port Geographe - Reticulated POS at Layman Rd R/About	(207,603)
C3163	Port Geographe - Outstanding Minor Repairs	(25,100)
C3164	Port Geographe - Reticulation Upgrade Scheme to Bore Water	(279,450)
C3165	Foreshore - Irrigation Renewal	(50,148)
C3166	Vasse River Foreshore - Bridge to Bridge project Stage 1	(60,193)
C3167	Advanced Bore Monitoring Equipment	(83,330)
	Sanitation Infrastructure	
C3479	New Cell Development	(487,424)
C3481	Transfer Station Development	(26,967)
C3485	Site Rehabilitation - Busselton	(603,964)
	Airport Development	
C6087	Airport Construction Stage 2, Landside Civils & Services Inf	(4,054,804)
C6091	Airport Construction Stage 2, Noise Management Plan	(303,729)
C6092	Airport Construction Stage 2, Airfield	1,689,676
C6095	Airport Construction Stage 2, External Services	(1,758,562)
C6097	Airport Construction Stage 1B, Jet Fuel	(512,500)
C6099	Airport Development - Project Expenses	(284,729)
	Main Roads	
S0035	Strelly Street	(82,944)
S0064	Peel Terrace	(802,914)
S0066	Queen Street	(165,012)
S0067	Layman Road - Reconstruction Between 3250 and 6190	(162,474)
S0068	Georgiana Molloy Bus Bay Facilities	(198,510)
S0314	Koorabin Drive - Reseal	(150,255)
	Roads to Recovery	
T0079		[62 02E)
	Patton Terrace - Asphalt Overlay	(63,025)
T0080	Craig Street - Asphalt Overlay	68,662 48,764

	Description	2017/18 Budget YTD Variance
	Black Spot	
V0002	Busselton/Dunsborough Traffic Implementation Works	(490,000)
	Council Roads Initiative	
W0019	Marine Terrace	(264,416)
W0108	Yelverton Road	(250,323)
W0137	Edwards Road	(127,278)
W0176	Signage (Alternate CBD Entry)	(47,605)
W0192	Valley Road	(39,030)
W0204	Greenfield Road (Loop) - One way layout	(45,578)

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

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 April 2018, the value of the City's invested funds totalled \$77.64M, down from \$79.87M as at 31st March. The decrease is attributed to the use of funds on the Airport Redevelopment Project and for general operating purposes.

During the month of April five term deposits held with three different institutions totalling \$16.0M matured. All were renewed for a further 109 days at 2.50% (on average).

Additionally two deposit held with two institutions totalling \$7.0M in Airport Redevelopment Funds matured. Funds totalling \$4.5M were withdrawn and amount of \$2.5M was reinvested for a period of 61 days at a rate of 2.1%. An amount of \$1.0M was repurposed in a funding source exchange necessitated by Investment Policy 218 exposure limit restrictions. The Funds withdrawn are required to meet ongoing Airport project expenses. The remaining funds were only reinvested for a short period as they are likely needed in a time frame shorter than the normal reinvestment period.

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) decreased by \$2.25M with the funds being required for operational purposes. The balance of the Airport Development ANZ cash account increased by \$4.51M, as funds were transferred in from the closed fixed term deposits. The RBA left official rates on hold during April and May. Future movements remain uncertain at this point, although the next movement is likely to be up.

<u>Chief Executive Officer – Corporate Credit Card</u>

Details of monthly (March-April) 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
26-Mar-18	\$161.60	Citadines	Mayor Accommodation Heritage Awards
09-Apr-18	\$413.00	The Manna Hahndorf	Accommodation LGCOG EAA Meeting C Lombard

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

CONCLUSION

As at 30 April 2018, the City's financial performance is considered satisfactory.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 30 April 2018, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

⁺ Allocated against CEO Hospitality Expenses Allowance

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Statement of Financial Activity

	2017/2018	2017/2018	2017/2018	2017/2018	2017/2018	2017/18
	Actual	Amended	Original	Amended	Original	YTD Bud (A)
	\$	Budget YTD	Budget YTD	Budget	Budget	Variance %
Revenue from Ordinary Activities	\$	\$	\$	\$	\$	76
Rates	45,076,091	44,873,534	44,815,024	44,919,351	44,860,841	0.45%
Operating Grants, Subsidies and Contributions	2,967,528	2,436,807	2,282,456	3,637,258	3,454,904	21.78%
Fees & Charges	13,982,689	13,677,646	13,677,646	15,175,277	15,175,277	2.23%
Other Revenue	449,274	328,755	306,426	426,167	403,838	36.66%
Interest Earnings	2,134,655	1,885,830	1,885,830	2,262,996	2,262,996	13.19%
	64,610,237	63,202,572	62,967,382	66,421,049	66,157,856	2.23%
	64,610,237	63,202,372	02,907,382	60,421,049	00,137,030	2.23%
Expenses from Ordinary Activities						
Employee Costs	(23,829,710)	(24,833,018)	(24,734,344)	(29,324,525)	(29,186,308)	4.04%
Materials & Contracts	(11,921,643)	(13,964,471)	(13,775,919)	(16,914,999)	(16,639,971)	14.63%
Utilities (Gas, Electricity, Water etc)	(1,996,336)	(2,149,650)	(2,149,650)	(2,580,822)	(2,580,822)	7.13%
Depreciation on non current assets	(15,391,045)	(15,033,740)	(15,033,740)	(18,003,380)	(18,003,380)	-2.38%
Insurance Expenses	(651,943)	(654,955)	(654,955)	(655,677)	(655,677)	0.46%
Other Expenditure	(2,353,590)	(2,325,545)	(2,361,315)	(3,191,692)	(3,464,535)	-1.21%
Allocations	1,398,541	1,595,436	1,595,436	1,996,270	1,996,270	12.34%
	(54,745,726)	(57,365,943)	(57,114,487)	(68,674,825)	(68,534,423)	4.57%
Borrowings Cost Expense Interest Expenses	(936,591)	(1,010,565)	(1,010,565)	(1,410,971)	(1,410,971)	7.32%
meres expenses						
	(936,591)	(1,010,565)	(1,010,565)	(1,410,971)	(1,410,971)	7.32%
Non-Operating Grants, Subsidies and Contributions	12,868,526	21,488,948	21,494,872	43,655,339	42,079,630	-40.12%
Profit on Asset Disposals	48,793	16,100	16,100	22,400	22,400	203.06%
Loss on Asset Disposals	(640,882)	(5,250)	(5,250)	(6,252)	(6,252)	-12107.28%
	12,276,437	21,499,798	21,505,722	43,671,487	42,095,778	-42.90%
Net Result	21,204,357	26,325,862	26,348,052	40.006.740	38.308.240	-19.45%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	15,391,045	15,033,740	15,033,740	18,003,380	18,003,380	
Donated Assets	(777,407)	0	0	(16,000,000)	(16,000,000)	
(Profit)/Loss on Sale of Assets	592,089	(10,850)	(10,850)	(16,148)	(16,148)	
Allocations & Other Adjustments	215	0	0	0	0	
Deferred Pensioner Movements	(18,441)	0	0	0	0	
Recording of Employee Entitlements (Provisions) Deposit & Bonds Movements (cash backed)	1,782,439	0	0	0	0	
	-73/100			· ·	· ·	
Capital Revenue & (Expenditure)	(2.704.042)	(4.4.675.000)	(44.550.000)	(46.626.602)	(46 524 602)	74.220/
Land & Buildings	(3,781,813)	(14,675,002)	(14,650,002)	(16,636,693)	(16,531,693)	74.23%
Plant & Equipment	(1,486,504)	(4,102,820)	(3,852,820)	(4,279,400)	(4,029,400)	63.77%
Furniture & Equipment	(441,989)	(763,581)	(763,581)	(830,212)	(830,212)	42.12%
Infrastructure Proceeds from Sale of Assets	(34,306,344) 297,911	(48,316,044) 612,850	(48,230,920) 612,850	(60,684,321) 635,150	(59,905,821) 635,150	29.00% -51.39%
Proceeds from New Loans	6,960,000	10,110,000	11,110,000	10,110,000	11,110,000	-31.16%
Self Supporting Loans - Repayment of Principal	54,872	51,320	51,320	73,466	73,466	6.92%
Total Loan Repayments - Principal	(1,853,445)	(1,972,659)	(1,972,659)	(2,780,982)	(2,780,982)	6.04%
Advances to Community Groups	(110,000)	(260,000)	(260,000)	(260,000)	(260,000)	57.69%
Transfer to Restricted Assets	(2,393,927)	(513,501)	(513,501)	(625,751)	(625,751)	-366.20%
Transfer from Restricted Assets	17,701,712	15,354,556	15,354,556	27,808,739	27,808,739	15.29%
Transfer to Reserves	(10,598,281)	(13,372,783)	(13,372,783)	(16,285,572)	(16,285,572)	20.75%
Transfer from Reserves	4,185,307	1,146,659	1,146,659	19,921,964	19,486,964	265.00%
Opening Funds Surplus/ (Deficit)	1,839,640	1,839,640	1,839,640	1,839,640	1,839,640	
Net Current Position - Surplus / (Deficit)	14,241,436	(13,512,613)	(12,130,299)	0.00	0.00	

Statement of Financial Activity - Period Ending 30 April 2018

City of Busselton

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Net Current Position

	2017/18 Actual	2017/18 Amended Budget	2017/18 Original Budget	2016/17 Actual
	\$	\$	\$	\$
NET CURRENT ASSETS				
CURRENT ASSETS				
Cash - Unrestricted	8,583,245	1,025,543	1,025,543	4,815,096
Cash - Restricted	75,842,798	53,828,018	54,263,018	81,774,380
Sundry Debtors	4,382,059	1,500,000	1,500,000	2,872,111
Rates Outstanding - General	2,382,131	950,000	950,000	950,768
Stock on Hand	16,543	24,457	24,457	24,457
	91,206,776	57,328,018	57,763,018	90,436,812
LESS: CURRENT LIABILITIES				
Bank Overdraft	0	0	0	(
Sundry Creditors	1,122,542	3,500,000	3,500,000	6,822,792
Performance Bonds	3,996,618	2,214,179	2,214,179	2,214,179
	5,119,160	5,714,179	5,714,179	9,036,971
Current Position (inclusive of Restricted Funds)	86,087,616	51,613,839	52,048,839	81,399,841
Add: Cash Backed Liabilities (Deposits & Bonds)	3,996,618	2,214,179	2,214,179	2,214,179
Less: Cash - Restricted Funds	(75,842,798)	(53,828,018)	(54,263,018)	(81,774,380
NET CURRENT ASSET POSITION	14,241,436		0	1,839,640

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2017/ 18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
>> Prop	erty, Plant & Equipment	\$	\$	\$	\$	\$	%
	Land						
10610	Property Services Administration	0	50.000	50,000	100.000	100,000	-100.00%
10970	Parking Control	0	1,525,000	1,525,000	1,525,000	1,525,000	-100.00%
11156	Airport Development	138,114	100,000	100,000	100,000	100,000	38.11%
R0780	Dunsborough - Commonage Road Oval	0	1,600,000	1,600,000	1,600,000	1,600,000	-100.00%
		138,114	3,275,000	3,275,000	3,325,000	3,325,000	-95.78%
	Buildings						
	Major Projects						
	Major Project - Busselton Foreshore						
89570	Foreshore East-Youth Precinct Community Youth Building/SLSC	1,338,371	1,351,078	1,351,078	1,351,078	1,351,078	-0.94%
B9583	Railway House	1,645	16,670	16,670	20,000	20,000	-90.13%
B9593 B9600	Barnard Park Pavilion Old Busselton Lighthouse	348,899 0	350,969 0	350,969 0	350,969 80,000	350,969 80,000	-0.59% 0.00%
B9603	Community Youth Building (Non-grant Funded)	13,784	0	0	0	0,000	0.00%
		1,702,699	1,718,717	1,718,717	1,802,047	1,802,047	-0.93%
	Major Project - Administration Building						
B9010	Civic and Administration Centre Construction	1,045,729	1,123,903	1,123,903	1,140,537	1,140,537	-6.96%
		1,045,729	1,123,903	1,123,903	1,140,537	1,140,537	-6.96%
	Buildings (Other)						
B9112	Ambergate Bushfire Brigade Shed	150	102,760	102,760	203,307	123,307	-99.85%
B9300	Aged Housing Capital Improvements - Winderlup	24,906	22,000	22,000	33,000	33,000	13.21%
B9301 B9302	Aged Housing Capital Improvements - Harris Road Aged Housing Capital Improvements - Winderlup Court (City)	43,565 10,680	36,000 33,330	11,000 33,330	47,000 40,000	22,000 40,000	21.01% -67.96%
B9517	GLC - Pool Relining	220,309	475,048	475,048	570,000	570,000	-53.62%
B9528	GLC - Plant Room	15,891	108,404	108,404	130,000	130,000	-85.34%
B9591	Performing Arts Convention Centre	0	75,000	75,000	100,000	100,000	-100.00%
B9594 B9602	Vasse Community Recreation Precinct Point Piquet Toilet Block	64,787 4,390	41,670	41,670	50,000	50,000	55.48% 0.00%
B9716	Airport Terminal Stage 2	449,499	7,500,000	7,500,000	9,000,000	9,000,000	-94.01%
B9804	Bsn Jetty Tourist Park Home	52,134	163,170	163,170	195,802	195,802	-68.05%
B9807	Bsn Jetty Tourist Park Building Air Conditioners	8,959	0	0	0	0	0.00%
		895,271	8,557,382	8,532,382	10,369,109	10,264,109	-89.54%
	Total Buildings	3,643,699	11,400,002	11,375,002	13,311,693	13,206,693	-68.04%
	Plant & Equipment						
10100	Finance & Corporate Services Support	49,161	0	0	0	0	0.00%
10502	Community & Commercial Services Support	0	50,000	50,000	50,000	50,000	-100.00%
10591 10600	Geographe Leisure Centre Busselton Jetty Tourist Park	36,308 10,970	0	0	0	0	0.00%
10610	Property Services Administration	33,417	35,000	35,000	35.000	35,000	-4.52%
10630	Property and Business Development	38,724	40,000	40,000	40,000	40,000	-3.19%
10810	Statutory Planning	65,113	70,000	70,000	70,000	70,000	-6.98%
10850	Implement Management Plans Other	935	0	0	0	0	0.00%
10920 10922	Environmental Health Services Administration Preventative Services - Mosquitoes	32,133 40.188	35,000 39,420	35,000 39,420	37,000 39,500	37,000 39,500	-8.19% 1.95%
10922	Animal Control	67,960	79,600	79,600	79,600	79,600	-14.62%
11107	Engineering Services Design	32,814	35,000	35,000	35,000	35,000	-6.25%
11170	Meelup Regional Park	1,981	0	0	0	0	0.00%
11401 11402	Transport - Workshop Plant Purchases (P10)	4,722 730,356	48,000 2,095,300	48,000 1,845,300	53,000 2,095,300	53,000 1,845,300	-90.16% -65.14%
11402	Plant Purchases (P10) Plant Purchases (P11)	142,003	185,000	185,000	328,000	328,000	-05.14%
11404	Plant Purchases (P12)	196,503	1,378,000	1,378,000	1,402,000	1,402,000	-85.74%
G0030	Busselton Transfer Station	0	4,170	4,170	5,000	5,000	-100.00%
G0031	Dunsborough Waste Facility	3,218	8,330	8,330	10,000	10,000	-61.37%
		1,486,504	4,102,820	3,852,820	4,279,400	4,029,400	-63.77%

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Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
	Furniture & Office Equipment						
10250	Information & Communication Technology Services	106,697	86,070	86,070	103,276	103,276	23.97%
10251 10380	Business Systems Busselton Library	109,509	223,660 5,000	223,660 5,000	268,400 5,000	268,400 5,000	-51.04% -100.00%
10381	Dunsborough Library	0	20,110	20,110	24,130	24,130	-100.00%
10530	Community Services Administration	6,276	0	0	0	0	0.00%
10590 10591	Naturaliste Community Centre Geographe Leisure Centre	0 10,729	15,720 35,450	15,720 35,450	15,720 42,540	15,720 42,540	-100.00% -69.74%
10616	Winderlup Villas Aged Housing	1,736	4,500	4,500	6,000	6,000	-61.42%
10617	Harris Road Aged Housing	1,768	2,625	2,625	3,500	3,500	-32.66%
10625 10900	Art Geo Administration Cultural Planning	13,676 67,500	12,000 86.000	12,000 86,000	12,000 77,030	12,000 77,030	13.97% -21.51%
10920	Environmental Health Services Administration	6,574	9,830	9,830	10,000	10,000	-33.13%
10930	Fire Prevention Council	2,332	0	0	0	0	0.00%
11401 11500	Transport - Workshop Operations Services Administration	1,525 3.187	0	0	0	0	0.00%
12660	Traffic Signs & Control Equipment	6,800	0	0	0	0	0.00%
B1000	Administration Building- 2-16 Southern Drive	27,750	111,000	111,000	111,000	111,000	-75.00%
B1010	Ambergate Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1013 B1014	Dunsborough Bushfire Brigade Eagle Bay Bushfire Brigade	1,890 1,890	4,833 4,833	4,833 4,833	4,833 4,833	4,833 4,833	-60.90% -60.90%
B1015	Hithergreen District Bushfire Brigade	1,890	4,833	4,833	4,833	4,833	-60.90%
B1018	Kaloorup Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1019 B1022	Metricup Bushfire Brigade Sussex Bushfire Brigade	0	2,464 2.464	2,464 2.464	2,464 2,464	2,464 2,464	-100.00% -100.00%
B1023	Vasse Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1024	Wilyabrup Bushfire Brigade	0	2,464	2,464	2,464	2,464	-100.00%
B1025 B1026	Yallingup Coastal Bushfire Brigade	500	4,833 2,464	4,833	4,833	4,833	-89.65%
B1028	Yallingup Rural Bushfire Brigade Yoongarillup Bushfire Brigade	0	2,464	2,464 2,464	2,464 2,464	2,464 2,464	-100.00% -100.00%
B1029	Busselton Branch SES	0	12,572	12,572	12,572	12,572	-100.00%
B1357 B1361	Railway House YCAB (Youth Precinct Foreshore)	3,330	0	0	0	0	0.00% -35,09%
B1361 B1451	Depot Building -Dunsborough	64,909 1,525	100,000	100,000	100,000	100,000	-35.09%
	-	441,989	763,581	763,581	830,212	830,212	-42.12%
	Sub-Total Property, Plant & Equipment	5,710,306	19,541,403	19,266,403	21,746,305	21,391,305	-70.78%
and the form	structure						
>> inira	structure						
	Major Project - Busselton Foreshore						
C0016	Barnard Park Carpark	40,826	40,000	40,000	40,000	40,000	2.07%
C3094	Busselton Foreshore - Stage 3	3,130,855	2,866,980	2,866,980	3,440,383	3,440,383	9.20%
C3113 C3148	Busselton Tennis Club - Infrastructure Busselton Foreshore Stage 3: Foreshore Landscaping	508,118 1.155	2,291,670	2,291,670	2,750,000	2,750,000	-77,83% 0.00%
C3150	Busselton Foreshore Stage 3: Toddler's Playground	57,489	159,170	159,170	191,000	191,000	-63.88%
C3168	Busselton Foreshore Jetty Precinct	2,585,166	3,333,330	3,333,330	4,500,000	4,000,000	-22.44%
C3173	Barnard Park Pavillion Landscaping	60,235	0	0	0	0	0.00%
		6,383,844	8,691,150	8,691,150	10,921,383	10,421,383	-26.55%
	Major Project - Administration Building						
C0043	Administration Building Carpark	149,005	250,000	250,000	250,000	250,000	-40.40%
	-	149,005	250,000	250,000	250,000	250,000	-40.40%
	Footpaths Construction						
F0035	Dunsborough Lakes Drive to N.C.C.	62	5,800	127.536	7,000	152.000	-98.93%
F0063	Yallingup Footpath	0	5,800	26,160	200	31,395	-98.93%
F0066	Bussell Highway Footpath Sections	0	324,850	324,850	389,820	389,820	-100.00%
F0073 F0074	Bussell H/way Footpath – Opp Corner Store to Warden Crossing Milward Street – Ford Road to Cookworthy Street	14,874 872	20,988 46,152	20,988 46,152	25,000 55,000	25,000 55,000	-29.13% -98.11%
F0074	Armitage Drive Footpath - Navigation Way to Avocet Boulevard	1,587	46,152 38,848	46,152 50,348	46,195	60,000	-98.11% -95.91%
F0076	Vasse Bypass Road Footpath	51,541	65,000	65,000	65,000	65,000	-20.71%
	-	68,937	501,638	661,034	588,215	778,215	-86.26%
	Drainage Construction - Street						
D0009	Busselton LIA - Geocatch Drain Partnership	7.102	0	0	30.000	30.000	0.00%
D0010	Dunsborough / Busselton Drainage Upgrades	62,482	57,918	57,918	69,000	69,000	7.88%

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Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
D0015	Valley Road Drainage Upgrade	8,831	6,670	216,510	8,010	258,010	32.39%
D0016 D0017	Vasse Highway Drainage Works Chain Avenue - Drainage Works	55,616 5,098	45,023 50,000	22,523 50,000	52,523 60,000	22,523 60,000	23.53% -89.80%
D0017	Centurion Way - Drainage Works	0	21,500	0	21,500	0,000	-100.00%
D0019	Johnston Avenue Drainage Upgrade - Stage 2	48,379	132,000	0	220,000	0	-63.35%
		187,508	313,111	346,951	461,033	439,533	-40.11%
	Car Parking Construction						
C0044	Meelup Coastal Nodes - Carpark upgrade	139,241	198,140	198,140	237,764	237,764	-29.73%
		139,241	198,140	198,140	237,764	237,764	-29.73%
	Bridges Construction						
A0010 A0021	Queen Street Bridge 0240A Ambergate Bridge - 3393	288,000	240,000	240,000	288,000 90,000	288,000 90,000	20.00%
A0021	Yallingup Beach Road Bridge - 3347	0	0	0	222,000	222,000	0.00%
		288,000	240,000	240,000	600,000	600,000	20.00%
		,	,				
-	Cycleways Construction						
F1019	Busselton Bypass - Country Road Footpath	30,769	185,902	185,902	222,000	222,000	-83.45%
F1020	College Avenue Shared Path	95,117	228,000	0	380,000	0	-58.28%
		125,886	413,902	185,902	602,000	222,000	-69.59%
	Townscape Construction						
C1001	Queen Street Upgrade - Duchess to Kent Street	1,550	103,330	103,330	124.000	124,000	-98.50%
C1024	Dunsborough Road Access Improvements Stage 1	12,521	492,630	492,630	591,155	591,155	-97.46%
		14,071	595,960	595,960	715,155	715,155	-97.64%
	Boat Ramps Construction						
C1513	Port Geographe Boat Trailer Parking Layout Redevelopment	20,206	112,410	112,410	224,819	224,819	-82.03%
C1515	Fort deographe boat trailer Farking Layout Nedevelopment						
		20,206	112,410	112,410	224,819	224,819	-82.03%
	Beach Restoration						
C2504	Groyne Construction	8,550	20,020	20,020	40,040	40,040	-57.29%
C2512 C2520	Sand Re-Nourishment Coastal Protection Works	115,112 28,229	91,670	91,670 37,500	110,000 45,000	110,000 45,000	25.57% -24.72%
C2524	Wonnerup Coastal Defence (Groyne)	77,380	37,500 73,335	73,335	73,335	73,335	5.52%
		229,271	222,525	222,525	268,375	268,375	3.03%
		229,2/1	222,323	222,323	200,373	200,373	3.0376
	Parks, Gardens & Reserves						
C3006	Playgrounds General - Replacement of playground equipment	7,081	16,760	16,760	20,000	20,000	-57.75%
C3007 C3014	Park Furniture Replacement - Replace aged & unsafe Equip Meelup Park - Fire Access Trail	30,419 10,161	12,500 16,670	12,500 16,670	15,000 20,000	15,000 20,000	143.35% -39.05%
C3122	Rails to Trails	16,760	115,995	115,995	165,310	165,310	-85.55%
C3131	Elijah Circle POS	15,380	33,362	33,362	40,000	40,000	-53.90%
C3134	Vasse Community & Recreation Precinct - AFL Oval Stage 1	4,051	41,670	41,670	50,000	50,000	-90.28%
C3145	Churchill Park	62,042	120,000	0	150,000	0	-48.30%
C3146	Dunsborough Town Centre	1,203	75,180	75,180	90,000	90,000	-98.40%
C3154 C3157	Administration Building Landscaping Works	408,143 90	216,950 29,160	216,950	250,000	250,000	88.13% -99.69%
C3157	Port Geographe - Layman Road Native Tree Planting Port Geographe - Casurina Replacements on Layman Road	18,900	33,362	29,160 33,362	35,000 40,000	35,000 40.000	-99.69% -43.35%
C3159	Port Geographe - Burgee Cove (Western Side of Bridge)	358	79,160	79,160	95,000	95,000	-99.55%
C3160	Port Geographe - Reticulated POS at Layman Rd R/About	1,008	208,610	208,610	250,000	250,000	-99.52%
C3161	Port Geographe-Layman Road to Lanyard Boulevard (Planting)	334	16,670	16,670	20,000	20,000	-97.99%
C3163	Port Geographe - Outstanding Minor Repairs	0	25,100	25,100	30,000	30,000	~100.00%
C3164	Port Geographe - Reticulation Upgrade Scheme to Bore Water	0	279,450	279,450	335,000	335,000	-100.00%
C3165 C3166	Foreshore - Irrigation Renewal Vasse River Foreshore - Bridge to Bridge project Stage 1	0 2 207	50,148 62,500	50,148 62,500	60,000 75,000	60,000 75,000	-100.00% -96.31%
C3166 C3167	Vasse River Foreshore - Bridge to Bridge project Stage 1 Advanced Bore Monitoring Equipment	2,307	62,500 83,330	62,500 83,330	75,000 100,000	75,000 100,000	-96.31% -100.00%
C3167	Relocatable Bike Racks	9,926	9,170	9,170	11,000	11.000	-100.00%
C3170	Yallingup Beach Showers	38,475	33,330	33,330	40,000	40,000	15.44%
C3171	Dunsborough Foreshore Beach Showers	4,981	4,170	4,170	5,000	5,000	19.45%
C3172	Vasse Newtown - AFL Oval Stage 2	285,628	276,900	276,900	332,275	332,275	3.15%
C3177	Shade Sail Program	3,670	0	0	0	0	0.00%

13 June 2018

Attachment A Statement of Financial Activity - Period Ending 30 April 2018

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
	920.915	1,840,147	1,720,147	2.228.585	2.078.585	-49.95%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2017/18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
	Cemetery Capital Works						
C1609	Pioneer Cemetery - Implement Conservation Plan	7,277	16,692	16,692	20,000	20,000	-56.40%
		7,277	16,692	16,692	20,000	20,000	-56.40%
	Aged Housing - Infrastructure Works						
C3451	Aged Housing Infrastructure (Upgrade)	13,656	0	0	13,000	13,000	0.00%
		13,656	0		13,000	13,000	0.00%
-	Sanitation Infrastructure						
C3479	New Cell Development	241,737	729,160	729,160	875,000	875,000	-66.85%
C3481 C3485	Transfer Station Development Site Rehabilitation - Busselton	61,783 291,866	88,750 895,830	88,750 895,830	106,500 1,075,000	106,500 1,075,000	-30.39% -67.42%
		595,386	1,713,740	1,713,740	2,056,500	2,056,500	-65.26%
	Airport Development						
C6087	Airport Construction Stage 2, Landside Civils & Services Inf	3,111,856	7,166,660	0	8,600,000	0	-56.58%
C6090	Parks & Gardens Airport Stage 2	0	0	500,000	0	600,000	0.00%
C6091 C6092	Airport Construction Stage 2, Noise Management Plan Airport Construction Stage 2, Airfield	112,941 16,273,006	416,670 14,583,330	416,670 14,583,330	500,000 17,500,000	500,000 17,500,000	-72.89% 11.59%
C6093	Airport Construction Stage 2, Car Park & Access Roads	0	0	5,000,000	0	6,000,000	0.00%
C6095 C6097	Airport Construction Stage 2, External Services	408,108 0	2,166,670 512,500	3,833,330 512,500	2,600,000 615,000	4,600,000 615,000	-81.16% -100.00%
C6097	Airport Construction Stage 18, Jet Fuel Airport Development - Project Expenses	1,137,856	1,422,585	1,422,585	1,701,890	1,701,890	-20.01%
		21,043,768	26,268,415	26,268,415	31,516,890	31,516,890	-19.89%
	Main Roads						
50035	Strelly Street	377,220	460,164	460.164	549,859	549,859	-18.02%
50049	Layman Road	560,243	560,580	560,580	672,701	672,701	-0.06%
S0051	Causeway Road	130,619	115,860	115,860	139,032	139,032	12.74%
S0064 S0066	Peel Terrace Queen Street	119,356 46,998	922,270 212,010	922,270 212,010	1,102,549 254,412	1,102,549 254,412	-87.06% -77.83%
S0067	Layman Road - Reconstruction Between 3250 and 6190	341,354	503,828	503,828	600,000	600,000	-32.25%
S0068	Georgiana Molloy Bus Bay Facilities	1,490	200,000	200,000	200,000	200,000	-99.26%
S0314 S0315	Koorabin Drive - Reseal Guerin Street - Asphalt Overlay	58,867 52,967	209,122 71,920	209,122 71,920	250,000 85,907	250,000 85,907	-71.85% -26.35%
30313	out in Street - Adjunit Overlay	1,689,114	3,255,754	3,255,754	3,854,460	3,854,460	-48.12%
		1,009,114	3,233,734	3,233,734	3,834,400	3,034,400	40.1270
	Roads to Recovery						
T0004 T0016	Chapman Hill Road Puzev Road	80,531 122,138	77,040 129,224	77,040 129,224	92,000 155,000	92,000 155,000	4.53% -5.48%
T0026	Kaloorup Road	34,682	36,028	36,028	43,000	43,000	-3.74%
T0061	Jindong Treeton Road	13,803	20,844	20,844	25,000	25,000	-33.78%
T0077	Florence Rd Gravel Resheet Slk 0.30 - 1.00 Taylor Rd Gravel Resheet Slk 0.00 - 1.14	29,438 49.988	29,310 40.206	29,310 40.206	35,000 48,000	35,000 48.000	0.44% 24.33%
T0078	Patton Terrace - Asphalt Overlay	162,079	225,104	225,104	269,000	269,000	-28.00%
T0080	Craig Street - Asphalt Overlay	195,864	127,202	127,202	152,000	152,000	53.98%
T0082	Hakea Way - Asphalt Overlay	0	8	8	0	0	-100.00%
T0083 T0084	Pinnock Place- Asphalt Overlay Yelverton Road- Rural reconstruction & widening	37,469 540,114	33,406 491,350	33,406 491,350	40,000 589,624	40,000 589,624	12.16% 9.92%
		1,266,106	1,209,722	1,209,722	1,448,624	1,448,624	4.66%
	Black Spot						
V0002	Busselton/Dunsborough Traffic Implementation Works	10,000	500,000	500,000	2,325,000	2,325,000	-98.00%
		10,000	500,000	500,000	2,325,000	2,325,000	-98.00%
	Council Roads Initiative	,000	,500	,		_,,	13.30%
W0018 W0019	Kaloorup Road Marine Terrace	6,155 153,976	0 418,392	0 418,392	500,000	500,000	0.00% -63.20%
W0019	Court Street	14,405	18,750	18,750	22,500	22,500	-03.20%
W0108	Yelverton Road	657,247	907,570	907,570	1,080,376	1,080,376	-27.58%
W0136	DAIP Issues District ACROD Bays, ramps, signs etc	9,489	30,660	30,660	36,792	36,792	-69.05%

Statement of Financial Activity - Period Ending 30 April 2018

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description		2017/ 18 Actual	2017/18 Amended	2017/18 Original	2017/18 Amended	2017/18 Original	2017/18 Budget YTD
			Actour	Budget YTD	Budget YTD	Budget	Budget	Variance
W0137	Edwards Road		0	127,278	127,278	152,000	152,000	-100.00%
W0150	Roe Terrace Busselton		0	16,670	16,670	20,000	20,000	-100.00%
W0176	Signage (Alternate CBD Entry)		2,395	50,000	50,000	60,000	60,000	-95.21%
W0177	Strelly Street		26,039	50,000	50,000	60,000	60,000	-47.92%
W0192	Valley Road		0	39,030	39,030	46,840	46,840	-100.00%
W0198	Senior Citizens Access Road (Peel Tce)		52,636	38,750	38,750	46,500	46,500	35.84%
W0200	Farquhar Rd Gravel Resheet Slk 0.60 - 2.10		36,123	44,390	44,390	53,000	53,000	-18.62%
W0201	McDonald Rd Gravel Resheet Slk 1.40 - 2.49		50,041	41,870	41,870	50,010	50,010	19.52%
W0202	Costello Road - Asphalt Overlay		69,060	59,412	59,412	71,000	71,000	16.24%
W0203	Coates Street - Asphalt Overlay		45,540	46,028	46,028	55,000	55,000	-1.06%
W0204	Greenfield Road (Loop) - One way layout		1,280	46,858	46,858	56,000	56,000	-97.27%
W0205	Churchill Park New Entry Road to Croquet Club		0	0	62,140	0	74,000	0.00%
W0206	Churchill Park Fire Hydrant Relocation		0	0	7,500	0	9,000	0.00%
W0207	Busselton Highway Pavement Deformation		0	10,000	10,000	10,000	10,000	-100.00%
W0208	Plover Court		29,767	27,080	27,080	32,500	32,500	9.92%
			1,154,155	1,972,738	2,042,378	2,352,518	2,435,518	-41.49%
		Sub-Total Infrastructure	34,306,344	48,316,044	48,230,920	60,684,321	59,905,821	-29.00%
	Grand Total - Capital Acquisitions		40,016,649	67,857,447	67,497,323	82,430,626	81,297,126	

Reserves Movement Report

		2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
100	Airport Infrastructure Renewal and Replaceme	\$ ent Reserve	\$	\$	\$	\$	\$
	Accumulated Reserves at Start of Year Interest transfer to Reserves	1,428,767.68 33,253.30	1,428,767.68 27,630.00	1,428,767.68 27,630.00	1,428,767.68 33,156.00	1,428,767.68 33,156.00	940,036.19 33,323.88
	Transfer from Muni	297,378.00	330,420.00	330,420.00	396,505.00	396.505.00	498,037.73
	Transfer to Muni	0.00	0.00	0.00	(42,630.00)	(42,630.00)	(42,630.12)
		1,759,398.98	1,786,817.68	1,786,817.68	1,815,798.68	1,815,798.68	1,428,767.68
101	Asset Depreciation Reserve	1,735,330.30	1,700,017.00	1,700,017.00	1,013,730.00	1,015,750.00	1,420,707.00
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	2,573,603.88
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(2,573,603.88)
		0.00	0.00	0.00	0.00	0.00	0.00
102	Climate Adaptation Reserve						
	Accumulated Reserves at Start of Year	1,900,992.93	1,900,992.93	1,900,992.93	1,900,992.93	1,900,992.93	1,768,390.03
	Interest transfer to Reserves	40,960.02	36,760.00	36,760.00	44,112.00	44,112.00	54,921.29
	Transfer from Muni Transfer to Muni	340,290.00 0.00	378,100.00 0.00	378,100.00 0.00	650,703.14 (195,000.00)	650,703.14 (195,000.00)	453,720.00 (376,038.39)
	Transfer to Muni						
107	Corporate IT System Programme	2,282,242.95	2,315,852.93	2,315,852.93	2,400,808.07	2,400,808.07	1,900,992.93
107	corporate it system riogramme						
	Accumulated Reserves at Start of Year	125,981.19	125,981.19	125,981.19	125,981.19	125,981.19	132,062.14
	Interest transfer to Reserves Transfer to Muni	2,452.04 0.00	2,440.00 0.00	2,440.00 0.00	2,928.00 (53,276.00)	2,928.00 (53,276.00)	3,543.05 (9,624.00)
	Transfer to Muni	0.00			(53,276.00)	(33,276.00)	(5,024.00)
***	I	128,433.23	128,421.19	128,421.19	75,633.19	75,633.19	125,981.19
110	Jetty Maintenance Reserve						
	Accumulated Reserves at Start of Year	3,158,774.78	3,158,774.78	3,158,774.78	3,158,774.78	3,158,774.78	2,306,653.49
	Interest transfer to Reserves	69,794.13	61,080.00	61,080.00	73,297.00	73,297.00	66,858.67
	Transfer from Muni Transfer to Muni	377,690.13 0.00	372,363.00 0.00	372,363.00 0.00	1,195,004.00 (989,438.00)	1,195,004.00 (989,438.00)	1,177,344.00 (392,081.38)
111	Legal Expenses Reserve	3,606,259.04	3,592,217.78	3,592,217.78	3,437,637.78	3,437,637.78	3,158,774.78
	Accumulated Reserves at Start of Year	544,831.88	544,831.88	544,831.88	544,831.88	544,831.88	530,592.71
	Interest transfer to Reserves	10,846.54	10,540.00	10,540.00	12,648.00	12,648.00	14,239.17
112	Long Service Leave Reserve	555,678.42	555,371.88	555,371.88	557,479.88	557,479.88	544,831.88
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	2.604.471.00
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(2,604,471.00)
114	City Car Parking and Access Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	Accumulated Reserves at Start of Year Interest transfer to Reserves	623,501.69 15.516.52	623,501.69 12,060.00	623,501.69 12,060.00	623,501.69 14,472.00	623,501.69 14,472.00	427,856.90 18,342.12
	Transfer from Muni	330,039.00	366,710.00	366,710.00	440,050.00	440,050.00	408,020.00
	Transfer to Muni	(44,597.00)	0.00	0.00	(887,057.00)	(887,057.00)	(230,717.33)
115	Olant Bankaranan Barrara	924,460.21	1,002,271.69	1,002,271.69	190,966.69	190,966.69	623,501.69
115	Plant Replacement Reserve						
	Accumulated Reserves at Start of Year	2,325,777.71	2,325,777.71	2,325,777.71	2,325,777.71	2,325,777.71	2,810,578.75
	Interest transfer to Reserves	45,969.88	44,970.00	44,970.00	53,965.00	53,965.00	84,998.01
	Transfer from Muni Transfer to Muni	552,960.00 (153,217.17)	649,400.00 0.00	649,400.00 0.00	772,280.00 (1,658,950.00)	772,280.00 (1,658,950.00)	550,000.00 (1,119,799.05)
		2,771,490.42	3.020,147.71	3,020,147.71	1,493,072.71	1,493,072.71	2,325,777.71
116	Professional Development Reserve	2,771,450.42	3,020,147./1	3,020,147./1	1,473,072.71	1,493,072.71	2,323,777.71
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	77,905.02
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(77,905.02)
		0.00	0.00	0.00	0.00	0.00	
							0.00

Reserves Movement Report

		2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
		\$	\$	\$	\$	\$	\$
	Accumulated Reserves at Start of Year Transfer to Muni	0.00	0.00	0.00	0.00	0.00	328,823.05 (328,823.05)
	Transfer to Walli	0.00	0.00		0.00	0.00	(320,023.03)
		0.00	0.00	0.00	0.00	0.00	0.00
119	Sick Pay Incentive Reserve						
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	144.552.59
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(144,552.59)
		0.00	0.00	0.00	0.00	0.00	0.00
120	Strategic Projects Reserve	0.00	0.00	0.00	0.00	0.00	0.00
120	ottategie i rojetto iteoerite						
	Accumulated Reserves at Start of Year	230,336.88	230,336.88	230,336.88	230,336.88	230,336.88	216,612.01
	Interest transfer to Reserves	4,775.61	4,450.00	4,450.00	5,340.00	5,340.00	6,271.87
	Transfer from Muni Transfer to Muni	18,747.00	20,830.00 0.00	20,830.00	25,000.00 (100,000.00)	25,000.00 (25,000.00)	25,000.00 (17,547.00)
		253,859.49	255,616.88	255,616.88	160,676.88	235,676.88	230,336.88
121	Waste Management Facility and Plant Reserve						
	Accumulated Reserves at Start of Year	7,578,591.65	7,578,591.65	7,578,591.65	7,578,591.65	7,578,591.65	7,613,254.10
	Interest transfer to Reserves	167,113.68	146,550.00	146,550.00	175,861.00	175,861.00	215,633.80
	Transfer from Muni Transfer to Muni	1,429,812.00 (573,774.08)	1,588,680.00 0.00	1,588,680.00 0.00	1,906,419.00 (4,252,300.00)	1,906,419.00 (4,002,300.00)	2,487,565.49 (2,737,861.74)
	Transfer to Muni	(5/3,//4.08)	0.00	0.00	(4,252,300.00)	(4,002,300.00)	(2,/3/,861./4)
		8,601,743.25	9,313,821.65	9,313,821.65	5,408,571.65	5,658,571.65	7,578,591.65
122	Port Geographe Development Reserve						
	Accumulated Reserves at Start of Year	1,534,670.81	1,534,670.81	1,534,670.81	1,534,670.81	1,534,670.81	1,654,121.43
	Interest transfer to Reserves	29,598.86	29,680.00	29,680.00	35,616.00	35,616.00	44,374.96
	Transfer to Muni	0.00	0.00	0.00	(989,718.00)	(989,718.00)	(163,825.58)
		1,564,269.67	1,564,350.81	1,564,350.81	580,568.81	580,568.81	1,534,670.81
123	Port Geographe Waterways Managment Reserve (1,504,550.61	1,304,330.81	360,306.61	380,308.81	1,554,670.61
	Accumulated Reserves at Start of Year	3,422,821.20	3,422,821.20	3,422,821.20	3,422,821.20	3,422,821.20	3,454,443.12
	Interest transfer to Reserves Transfer from Muni	68,506.54 135,090.00	66,190.00 150,100.00	66,190.00 150,100.00	79,428.00 180,120.00	79,428.00 180,120.00	95,828.22 172,549.86
	Transfer to Muni	0.00	0.00	0.00	(310,000.00)	(310,000.00)	(300,000.00)
124	Workers Compensation Contingency Reserve	3,626,417.74	3,639,111.20	3,639,111.20	3,372,369.20	3,372,369.20	3,422,821.20
124	workers compensation contingency reserve						
	Accumulated Reserves at Start of Year	322,008.37	322,008.37	322,008.37	322,008.37	322,008.37	273,142.25
	Interest transfer to Reserves	6,998.89	6,230.00	6,230.00	7,476.00	7,476.00	8,066.12
	Transfer from Muni Transfer to Muni	38,061.00 0.00	42,290.00 0.00	42,290.00 0.00	50,750.00 (25,000.00)	50,750.00 (25,000.00)	40,800.00 0.00
	Transfer to Wall				(25,000.00)		
		367,068.26	370,528.37	370,528.37	355,234.37	355,234.37	322,008.37
126	Provence Landscape Maintenance Reserve (SAR)						
	Accumulated Reserves at Start of Year	1,001,808.42	1,001,808.42	1,001,808.42	1,001,808.42	1,001,808.42	835,855.66
	Interest transfer to Reserves	21,738.19	19,370.00	19,370.00	23,244.00	23,244.00	25,127.34
	Transfer from Muni	117,090.00	130,100.00	130,100.00	156,115.00	156,115.00	149,378.15
	Transfer to Muni	0.00	0.00	0.00	(162,369.00)	(162,369.00)	(8,552.73)
		1,140,636.61	1,151,278.42	1,151,278.42	1,018,798.42	1,018,798.42	1,001,808.42
127	New Infrastructure Development Reserve						
		2 222 522 44	2 222 522 44	2 022 520 11	2 222 522 44	2 022 520 11	2 227 544 55
	Accumulated Reserves at Start of Year Interest transfer to Reserves	2,033,639.44 42,778.21	2,033,639.44 39,330.00	2,033,639.44 39,330.00	2,033,639.44 47,196.00	2,033,639.44 47,196.00	2,007,644.66 58,245.99
	Transfer from Muni	489,825.00	544,250.00	544,250.00	653,105.00	653,105.00	548,628.60
	Transfer to Muni	(510,000.00)	0.00	0.00	(1,195,674.00)	(1,195,674.00)	(580,879.81)
		2,056,242.65	2.617.219.44	2.617.219.44	1,538,266.44	1,538,266.44	2,033,639.44
128	Vasse Newtown Landscape Maintenance Reserve		-,,	-,,	-,,,	-,	_,
	Accumulated Reserves at Start of Year Interest transfer to Reserves	485,466.16 10,682.79	485,466.16 9,390.00	485,466.16 9,390.00	485,466.16 11,268.00	485,466.16 11,268.00	470,759.51 15.192.21
	Interest transfer to Reserves Transfer from Muni	10,682.79 125,658.00	9,390.00 139,620.00	9,390.00 139,620.00	11,268.00 167,547.00	11,268.00 167,547.00	15,192.21 161,862.78
	Transfer to Muni	0.00	0.00	0.00	(207,566.00)	(207,566.00)	(162,348.34)
		634 006 07	634.476.46	637.476.16	450 745 40	AEC 745 45	405 466 15
		621,806.95	634,476.16	634,476.16	456,715.16	456,715.16	485,466.16

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Reserves Movement Report

		2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
129	Untied Grants Reserve	\$	\$	\$	\$	\$	\$
129	Untied Grants Reserve						
	Accumulated Reserves at Start of Year	1,146,659.00	1,146,659.00	1,146,659.00	1,146,659.00	1,146,659.00	0.00
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,146,659.00
	Transfer to Muni	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	0.00
		0.00	0.00	0.00	0.00	0.00	1,146,659.00

Statement of Financial Activity - Period Ending 30 April 2018

City of Busselton

Reserves Movement Report

		2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
		\$	\$	\$	\$	\$	\$
130	Locke Estate Reserve						
	Accumulated Reserves at Start of Year	129,971.14	129.971.14	129,971.14	129,971.14	129.971.14	64,000.00
	Interest transfer to Reserves	2,959.94	2,510.00	2,510.00	3,012.00	3,012.00	1,971.14
	Transfer from Muni	0.00	0.00	0.00	64,000.00	64,000.00	64,000.00
	Transfer to Muni	0.00	0.00	0.00	(196,983.14)	(196,983.14)	0.00
		132,931.08	132,481.14	132,481.14	0.00	0.00	129,971.14
131	Busselton Community Resource Centre						
	Accumulated Reserves at Start of Year	123,721.93	123,721.93	123,721.93	123,721.93	123,721.93	92,178.36
	Interest transfer to Reserves	2,741.71	2,390.00	2,390.00	2,868.00	2,868.00	2,973.75
	Transfer from Muni	20,685.00	20,685.00	20,685.00	27,580.00	27,580.00	28,569.82
		147,148.64	146,796.93	146,796.93	154,169.93	154,169.93	123,721.93
132	CBD Enhancement Reserve						
	Accumulated Reserves at Start of Year	84,897.67	84,897.67	84,897.67	84,897.67	84,897.67	50,404.28
	Interest transfer to Reserves	2,019.18	1,640.00	1,640.00	1,968.00	1,968.00	1,993.39
	Transfer from Muni	26,250.00	26,250.00	26,250.00	35,000.00	35,000.00	32,500.00
	Transfer to Muni	0.00	0.00	0.00	(120,000.00)	(120,000.00)	0.00
		113,166.85	112,787.67	112,787.67	1,865.67	1,865.67	84,897.67
133	Election, Valuation and Corporate Expenses Rese	rve					
	Accumulated Reserves at Start of Year	331,552.54	331,552.54	331,552.54	331,552.54	331,552.54	174,169.07
	Interest transfer to Reserves	7,998.54	6,410.00	6,410.00	7,692.00	7,692.00	7,896.56
	Transfer from Muni	133,425.00	148,250.00	148,250.00	177,904.00	177,904.00	174,420.00
	Transfer to Muni	(92,511.14)	0.00	0.00	(395,300.00)	(395,300.00)	(24,933.09)
		380,464.94	486,212.54	486,212.54	121,848.54	121,848.54	331,552.54
134	Civic and Administration Centre Construction Re	serve					
	Accumulated Reserves at Start of Year	444,863.46	444,863.46	444,863.46	444,863.46	444,863.46	12,782,915.12
	Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	161,948.34
	Transfer to Muni	(444,863.46)	0.00	0.00	(444,863.46)	(444,863.46)	(12,500,000.00)
136	Airport Marketing Reserve	0.00	444,863.46	444,863.46	0.00	0.00	444,863.46
130	All port Marketing Reserve						
	Accumulated Reserves at Start of Year	912,986.35	912,986.35	912,986.35	912,986.35	912,986.35	196,000.00
	Interest transfer to Reserves	32,495.90	17,650.00	17,650.00	21,181.00	21,181.00	6,036.59
	Transfer from Muni	716,648.80	250,000.00	250,000.00	300,000.00	300,000.00	710,949.76
		1,662,131.05	1,180,636.35	1,180,636.35	1,234,167.35	1,234,167.35	912,986.35
137	Busselton Traffic Study Implementation Reserve						
	Interest transfer to Reserves	5,622.08	22,190.00	22,190.00	26,626.00	26,626.00	0.00
	Transfer from Muni	376,461.00	2,918,290.00	2,918,290.00	3,001,952.00	3,001,952.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(2,660,917.00)	(2,660,917.00)	0.00
		382,083.08	2,940,480.00	2,940,480.00	367,661.00	367,661.00	0.00
138	CPA Bushfire Facilities Reserve						
	Interest transfer to Reserves	966.93	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	54,671.80	54,671.80	54,671.80	54,671.80	54,671.80	0.00
		55,638.73	54,671.80	54,671.80	54,671.80	54,671.80	0.00
139	CPA Community Facilities Dunsborough Lakes So	uth Reserve					
	Interest transfer to Reserves	1,226.33	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	69,339.20	69,339.20	69,339.20	69,339.20	69,339.20	0.00
		70,565.53	69,339.20	69,339.20	69,339.20	69,339.20	0.00
140	CPA Community Facilities South Biddle Precinct F	Reserve					
	Interest transfer to Reserves	22,434.00	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	1,003,824.14	1,017,943.29	1,017,943.29	1,020,273.29	1,020,273.29	0.00
	Transfer to Muni	0.00	0.00	0.00	(175,000.00)	(175,000.00)	0.00
		1,026,258.14	1,017,943.29	1,017,943.29	845,273.29	845,273.29	0.00

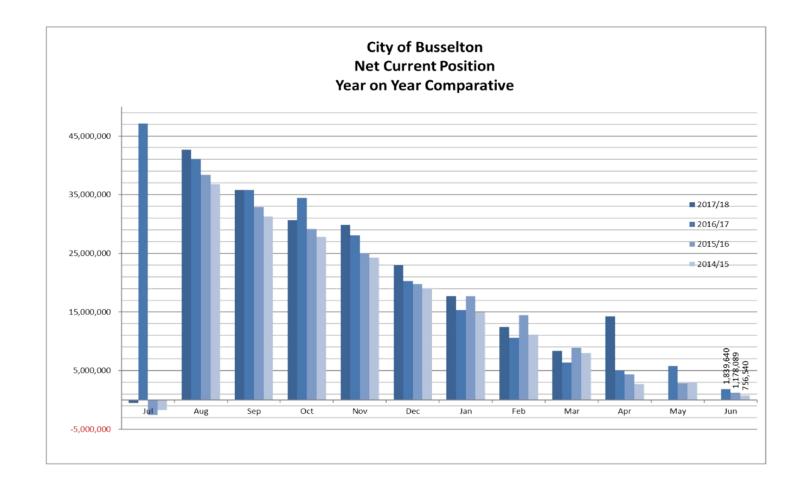
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Reserves Movement Report

	Actual	Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
	\$	\$	\$	\$	\$	\$
Interest transfer to Reserves Transfer from Muni	3,904.58 220,770.23	0.00 220,770.23	0.00 220,770.23	0.00 220,770.23	0.00 220,770.23	0.00 0.00
_	224,674.81	220,770.23	220,770.23	220,770.23	220,770.23	0.00
Various Building Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1.335.118.59	1.335.118.59	1.335.118.59	1.335.118.59	1.335.118.59	1.493.038.06
Interest transfer to Reserves	26,970.58	25,820.00	25,820.00	30,984.00	30,984.00	37,832.12
Transfer from Muni	32,193.00	35,770.00	35,770.00	42,943.00	42,943.00	172,270.41
Transfer to Muni	0.00	0.00	0.00	(40,000.00)	(40,000.00)	(368,022.00)
_	1,394,282.17	1,396,708.59	1,396,708.59	1,369,045.59	1,369,045.59	1,335,118.59
Various Community Development Contribution Reserve						
Accumulated Reserves at Start of Year	6,650,294.50	6,650,294.50	6,650,294.50	6,650,294.50	6,650,294.50	0.00
Interest transfer to Reserves	130,249.04	128,590.00	128,590.00	154,310.00	154,310.00	197,085.92
Transfer from Muni	705,586.15	915,660.00	915,660.00	1,098,790.00	1,098,790.00	8,366,380.90
Transfer to Muni	(595,426.55)	0.00	0.00	(844,145.00)	(844,145.00)	(1,913,172.32)
	6,890,703.14	7,694,544.50	7,694,544.50	7,059,249.50	7,059,249.50	6,650,294.50
Various Busselton Area Drainage and Waterways Improvement	ent Reserve					
Accumulated Reserves at Start of Year	609,789.27	609,789.27	609,789.27	609,789.27	609,789.27	0.00
Interest transfer to Reserves	12,139.72	11,790.00	11,790.00	14,148.00	14,148.00	15,225.22
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	594,564.05
Transfer to Muni	0.00	0.00	0.00	(120,000.00)	(120,000.00)	0.00
	621,928.99	621,579.27	621,579.27	503,937.27	503,937.27	609,789.27
Various Employee Entitlement Reserve						
Accumulated Reserves at Start of Year	3,005,076.86	3,005,076.86	3,005,076.86	3,005,076.86	3,005,076.86	0.00
Interest transfer to Reserves	61,761.28	58,110.00	58,110.00	69,732.00	69,732.00	80,277.69
Transfer from Muni	154,863.00	172,070.00	172,070.00	206,480.00	206,480.00	3,474,974.54
Transfer to Muni	0.00	0.00	0.00	(404,840.00)	(404,840.00)	(550,175.37)
Various Infrastructure Asset Renewal Reserve	3,221,701.14	3,235,256.86	3,235,256.86	2,876,448.86	2,876,448.86	3,005,076.86
various infrastructure Asset kenewai keserve						
Accumulated Reserves at Start of Year	1,076,330.48	1,076,330.48	1,076,330.48	1,076,330.48	1,076,330.48	0.00
Interest transfer to Reserves	38,847.91	20,810.00	20,810.00	24,972.00	24,972.00	55,440.66
Transfer from Muni	1,650,204.00	1,833,560.00	1,833,560.00	2,200,270.00	2,200,270.00	4,445,284.93
Transfer to Muni	(624,258.85)	0.00	0.00	(2,142,278.00)	(2,142,278.00)	(3,424,395.11)
Various Joint Venture Aged Housing Reserve	2,141,123.54	2,930,700.48	2,930,700.48	1,159,294.48	1,159,294.48	1,076,330.48
various John Venture Aged Housing Neserve						
Accumulated Reserves at Start of Year	874,987.03	874,987.03	874,987.03	874,987.03	874,987.03	0.00
Interest transfer to Reserves	19,519.50	16,920.00	16,920.00	20,304.00	20,304.00	18,602.71
Transfer from Muni	90,000.00	100,000.00	100,000.00	120,000.00	120,000.00	856,384.32
Transfer to Muni	0.00	0.00	0.00	(25,000.00)	0.00	0.00
Various Public Art Reserve	984,506.53	991,907.03	991,907.03	990,291.03	1,015,291.03	874,987.03
Accumulated Reserves at Start of Year	94,836.29	94,836.29	94,836.29	94,836.29	94,836.29	0.00
Interest transfer to Reserves	4,395.31	1,830.00	1,830.00	2,196.00	2,196.00	1,776.29
Transfer from Muni Transfer to Muni	143,481.50 0.00	43,330.00 0.00	43,330.00 0.00	52,000.00 (137,000.00)	52,000.00 (52,000.00)	93,060.00
Transfer to Muni						
	242,713.10	139,996.29	139,996.29	12,032.29	97,032.29	94,836.29
Total Cash Back Reserves	49,952,029.33	55,765,179.42	55,765,179.42	39,902,663.96	40,337,663.96	43,539,055.90
Summary Reserves						
Accumulated Reserves at Start of Year	43,539,055.90	43,539,055.90	43,539,055.90	43,539,055.90	43,539,055.90	46,024,063.38
Interest transfer to Reserves	947,237.73	833,330.00	833,330.00	1,000,000.00	1,000,000.00	1,334,027.08
Transfer from Muni	9,651,042.95	12,539,452.52	12,539,452.52	15,285,571.66	15,285,571.66	26,832,924.34
Transfer to Muni	(4,185,307.25)	(1,146,659.00)	(1,146,659.00)	(19,921,963.60)	(19,486,963.60)	(30,651,958.90)
Closing Balance	49,952,029.33	55,765,179.42	55,765,179.42	39,902,663.96	40,337,663.96	43,539,055.90

13 June 2018

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Investment Report - Period Ending 30 April 2018

12.1 Attachment B

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

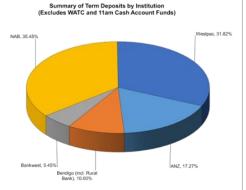


11am Bank Account	ş.				As at 30 April 2018
INSTITUTION				RATE	AMOUNT
ANZ 11am At Call De	eposit			1.45%	\$ 6,500,000
Term Deposits - Misc	cellaneous Funds		As at 30 April 2018		
INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
Rural Bank	BBB	88	04-May-18	2.30%	\$1,500,000
Bankwest	AA	91	14-May-18	2.45%	\$4,000,000
NAB	AA	91	14-May-18	2.45%	\$2,000,000
Westpac	AA	120	17-May-18	2.55%	\$1,500,000
NAB	AA	120	17-May-18	2.46%	\$2,000,000
ANZ	AA	89	25-May-18	2.30%	\$3,000,000
Bendigo	BBB	272	05-Jun-18	2.50%	\$3,000,000
Westpac	AA	61	05-Jun-18	2.10%	\$1,000,000
Bendigo	BBB	271	12-Jun-18	2.50%	\$1,000,000
NAB	AA	120	14-Jun-18	2.44%	\$3,000,000
Westpac	AA	92	22-Jun-18	2.74%	\$1,500,000
NAB	AA	92	29-Jun-18	2.52%	\$3,000,000
Westpac	AA	122	06-Jul-18	2.59%	\$5,000,000
NAB	AA	120	10-Jul-18	2.52%	\$2,000,000
Westpac	AA	122	12-Jul-18	2.65%	\$4,000,000
ANZ	AA	91	15-Jul-18	2.30%	\$3,500,000
NAB	AA	91	23-Jul-18	2.57%	\$2,500,000
ANZ	AA	122	03-Aug-18	2.30%	\$3,000,000
Westpac	AA	122	06-Aug-18	2.76%	\$3,000,000
NAB	AA	120	10-Aug-18	2.55%	\$4,000,000

Summary of Term Dep	posits by S & P Rating
(Excludes WATC and 11a	am Cash Account Funds)
AA, 90.00%	A, 0.00%

	Total of Term Deposits	\$	53,500,000
Foreshore Development Funds	As at	30 April 2018	
WA Treasury Corp Overnight Cash Deposit Facility	1.45%	\$	38,073
Please note an additional \$405,352.28 is being held within th	e pool of term deposit funds	;	
		\$	38,073

				\$	38,073
Airport Redevelopment Funds			1	As at	30 April 2018
WA Treasury Corp Overnight Cast	h Deposit Facility	,	1.45%	s	2,033,354
WA Treasury Corp State Bonds	306 Days	29-Jan-19	2.07%	\$	4,210,861
	\$	6,244,215			
					** ***



т	otal of Airpo	rt Redevelopr	ment Funds - Bar	nk Term Deposits	\$ 1,500,000
ANZ Cash Account	AA	NA	NA	1.50%	\$ 9,856,468
		Total of Airp	ort Redevelopme	ent Funds - Other	\$ 9,856,468
		Total	of Airport Rede	velopment Funds	\$ 17,600,683
		Interest f	Received 2015/16		\$ 609,666
		Interest F	Received 2016/17		\$ 1,158,623
		Interest I	Received 2017/18		\$ 589,429
	Intere	st Accrued but	t not yet Received		\$ 22,048
Total Interest Ai	rport Funds	(Non-Reserve	e) at month's end		\$ 2,379,767
Interest Transfer	red out and h	eld in City Res	erve Account 136		\$ 1,046,599
Interest Earnt (incl. Acc	rued) on Fun	ds Held in City	Reserve A/c 136		\$ 21,100

(Note: Funds held with the WATC are in accordance with the Airport Rede

SUMMARY OF ALL INVESTMENTS HELD		As at 1 year ago		s at 30 June 2017	As at 30 April 2018		
11am Bank Account	\$	5,500,000	\$	4,000,000	\$	6,500,000	
Term Deposits - Misc. Funds	\$	55,500,000	\$	50,000,000	\$	53,500,000	
Foreshore Development Funds - WATC	\$	1,523,241	\$	1,526,935	\$	38,073	
Airport Redevelopment - WATC Deposits	\$	6,146,428	\$	6,146,434	\$	6,244,215	
Airport Redevelopment - Bank Term Deposit	\$	29,000,000	\$	17,000,000	\$	1,500,000	
Airport Redevelopment - ANZ Cash A/c	\$	3,822,321	\$	7,101,339	\$	9,856,468	
Total of all Investments Held	\$	101,491,990	\$	85,774,708	\$	77,638,756	
TOTAL INTEREST RECEIVED AND ACCRUED	\$	1,400,917	\$	1,625,936	\$	1,096,553	
INTEREST BUDGET	\$	1,244,850	\$	1,454,850	\$	1,140,830	

\$2.5					Inte	rest Earr	nt on In	vestme	nts (\$mi	llions)			
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(Note: Interest figures relate to City general funds only an	nd does n	ot include	interes	t allocated	to speci	fic areas	such as
Airport I	Redevelo	pment)					
Statement of Compliance with Council's Investment	t Policy	218					

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

12.2 Finance Committee - 17/05/2018 - BUDGET AMENDMENT REQUEST

SUBJECT INDEX: Budget Planning and Reporting

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

and transparent.

BUSINESS UNIT: Finance and Corporate Services **ACTIVITY UNIT:** Finance and Corporate Services

REPORTING OFFICER: Manager Financial Services - Kim Dolzadelli

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Nil

This item was considered by the Finance Committee at its meeting on 17 May 2018, the recommendations from which have been included in this report.

PRÉCIS

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

BACKGROUND

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

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

- 1. Purchase of Hangar Buildings Busselton Margaret River Airport
- 2. Be Connected: Activation Grant
- 3. Marketing and Events Reference Group Outcomes
- 4. GLC Gym Equipment Leases

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

There are multiple plans and policies that support the proposed Budget Amendments.

FINANCIAL IMPLICATIONS

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

Long-term Financial Plan Implications

NA.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 of the Strategic Community Plan 2017 and more specifically Community Objective 6.1 - 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

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

CONSULTATION

NA.

OFFICER COMMENT

The Officer recommends the following Budget Amendments to the Finance Committee for consideration and recommendation to Council.

1. Purchase of Hangar Buildings – Busselton Margaret River Airport

At its meeting held 28 March 2018 Council considered Item 17.1 with respect to "PURCHASE OF HANGAR BUILDINGS: BUSSELTON MARGARET RIVER AIRPORT". The purpose of the item was for Council to consider a proposed agreement for the purchase of two hangar buildings and continuing lease arrangements for those buildings between the City of Busselton and hangar owners (and their members) at the Busselton-Margaret River Airport.

The following decision of Council was carried by Absolute Majority:

"COUNCIL DECISION AND AMENDED OFFICER RECOMMENDATION

C1803/066 Moved Councillor P Carter, seconded Deputy Mayor McCallum

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

- 1. Authorises the Chief Executive Officer to enter into a contract to purchase the Hangar Building from Busselton Hangar Owners Pty Ltd as trustee for the Busselton Hangar Owners' Unit Trust up to the figure outlined in the officers report on page 6;
- Authorises the Chief Executive Officer to enter into a contract to purchase the Hangar Building from Geographe Hangar Owners' Group Inc up to the figure outlined in the officers report on page 6;
- 3. Authorises the Chief Executive Officer to advertise an intended disposition of the disposition of land by way of lease as outlined in this report and invite public submissions in accordance with Section 3.58(3) of the Local Government Act 1995;
- 4. Delegates to the Chief Executive Officer the power and authority to consider submissions received pursuant to resolution 3 and, subject to not receiving any adverse submissions, to discharge of the Council's duties under Section 3.58(3) and to complete the land exchange contract;

- The transaction be subject to a budget amendment report following the purchases being finalised; and
- 6. Delegates the CEO the power and authority to vary the existing leases to allow an extension of the BHO and GHO leases on a monthly basis until 31 March 2019 at the latest.

In accordance with point 5 of the above resolution a formal Budget Amendment is now being sought.

Planned Expenditure Items

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

Table 1:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Revenue				
Reserve Transfer	Airport Reserve	0	-550,000	-550,000
Expenditure				
341-B9718-3125-0000	Airport Hangar Purchases	0	550,000	550,000
	Net Total	0	0	0

2. <u>Be Connected: Activation Grant</u>

The City was successful in receiving \$3,000 in grant funding from Good Things Foundation to help fund the Libraries' Be Connected Digital Literacy Program for seniors. Be Connected is an Australian Government initiative aimed at increasing the confidence, skills and online safety of older Australians in using digital technology. With our libraries offering an increasing range of services and resources online and with more and more government services moving online, many seniors are missing out on the benefits of the digital world. This grant will assist our libraries to offer one-on-one and small group training to older Australians who have minimal or no engagement with digital technology, with an aim of increasing functional levels of digital inclusion within our community.

Planned Expenditure Items

In 2017/18 the City will receive two up-front payments of \$1,500, one each for Busselton and Dunsborough Libraries. Funding will be received in May 2018. These grants have a contract start date of 1st May 2018 and will run for 10 months, with acquittal 28th February 2019. Per library, \$500 will be expended in May 2018. The remaining \$1,000 per library will be expended in 2018/19, spread evenly over the period July to December 2018. The 2018/2019 Expenditure items will be carried forward into the 2018/2019 Budget.

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

Table 2:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Expenditure				
233-10380-3280- 9821	Busselton Library – Contractors (including Staff)	6,000	1,500	7,500
233-10381-3280- 9821	Dunsborough Library - Contractors (including Staff)	0	1,500	1,500
233-103809821	Busselton Library - Grant Funding	0	-1,500	-1,500
233-10381-1239- 9821	Dunsborough Library - Grant Funding	0	-1,500	-1,500
	Net Total	6,000	0	6,000

3. Marketing and Events Reference Group Outcomes

At its meeting held 28 March 2018 Council considered Item 13.5 with respect to "MARKETING AND EVENTS REFERENCE GROUP OUTCOMES". The purpose of the item was for Council to consider Recommendations of the Marketing and Events Reference Group (MERG) held on Wednesday 22 November 2017. The following decision of Council was carried by Absolute Majority:

"COUNCIL DECISION AND OFFICER RECOMMENDATION

C1712/001 Moved Councillor P Carter, seconded Deputy Mayor J McCallum

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That Council;

1. As part of Round 2 of the Events Sponsorship Programme endorses the funding allocation towards the following events to be funded from the 2017/2018 Differential Rate Events Budget:

Event	Requested	Officer
		Recommendation
Yallingup Malibu Classic	2017/18 \$3,000	2017/18 \$2,500
	2018/19 \$3,000	2018/19 \$2,250
	2019/20 \$3,000	2019/20 \$2,000
South West Yoga Fest	2017/18 \$5,000	2017/18 \$2,000
Taj's Small Fries Yallingup	2017/18 \$15,000	2017/18 \$10,000
	2018/19 \$15,000	2018/19 \$9,000
	2019/20 \$15,000	2019/20 \$8,000
Busselton Junior Open Tennis	2017/18 \$3,000	2017/18 \$1,500
Busselton Open Tennis	2017/18 \$3,000	2017/18 \$1,500
Busselton Pride	2017/18 \$3,000	2017/18 \$2,000
	(+ \$500 in-kind	(+ \$500 in-kind traffic
	traffic	management)
	management)	,

Yalambi Show Jumping Classic	2017/18 \$8,000	2017/18 \$2,000
Wheelbite 2018	2017/18 \$3,500	2017/18 \$3,000
	2018/19 \$3,500	2018/19 \$2,750
	2019/20 \$3,500	2019/20 \$2,500
British Auto Classic	2017/18 \$500	2017/18 \$0*
Undalup Djeran Youth Week Event	2017/18 \$8,000	2017/18 \$3,000
West Cape Classic Car Rally	2017/18 \$5,000	2017/18 \$0
Margaret River Readers & Writers Festival (Busselton events)	2017/18 \$10,000	2017/18 \$5,000
Cabin Fever 2018	2018/19 \$10,000	2018/19 \$10,000
TOTALS	2017/18 \$67,500	2017/18 \$33,000
	2018/19 \$31,500	2018/19 \$24,000
	2019/20 \$21,500	2019/20 \$12,500

2. As part of Round 2 of the Events Sponsorship Programme endorses the funding allocation towards the following events to be funded from the 2017/18 Municipal Events Budget:

Event	Requested	Officer Recommendation
Busselton Fringe Festival	2017/18 \$10,000	2017/18 \$10,000
	2018/19 \$20,000	2018/19 \$20,000
Busselton Youth &	2017/18 \$10,000	2017/18 \$10,000
Community Activities		
Building Opening Event		
TOTALS	2017/18 \$20,000	2017/18 \$20,000
	2018/19 \$20,000	2018/19 \$20,000

3. As part of the Events Sponsorship Programme endorses the funding allocation towards the following events to be funded from the 2017/18 Differential Rates Marketing Budget:

Event	Requested	Officer Recommendation
SuperFoiler Grand Prix	2017/18 \$50,000	2017/18 \$45,000 (cash) \$5,000 (in kind)
Busselton Fringe Festival	2017/18 \$10,000	2017/18 \$10,000
TOTALS	2017/18 \$60,000	2017/18 \$55,000 (cash) \$5,000 (in kind)

- 4. Endorses the re-allocation of \$5,000 funding previously allocated to Port Geographe Aquatic Sports to the Geographe Bay Yacht Club, for the running of the 2018 Geographe Bay Race Week.
- 5. Allocates up to \$75k cash towards See Picture's Go Karts film proposal to be funded from the 2017/18 Differential Rates Marketing Budget and up to \$50k in-kind support to be funded from existing in-kind event budget allocations contained within the 2017/18 adopted budget.

A formal Budget Amendment is now being sought to enact the resolution.

Planned Expenditure Items

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

Table 3:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Expenditure				
541-10556-3280	EWS – Go Karts Film Project	0	50,000	50,000
333-10530-3623	Comm. Services Administration Marketing & Promotion	0	130,000	130,000
333-10530-3641	Comm. Services Administration Events Sponsorship (Muni)	0	20,000	20,000
Revenue				
Transfer to	Airport Marketing Reserve	-300.000	200.000	-100,000
Reserve	All port ivial ketting heserve	-300,000	200,000	-100,000
	Net Total	-300,000	400,000	100,000

4. GLC Gym Equipment Leases

In December 2014 Geographe Leisure Centre (GLC) was extended and the gym was relocated into a purpose built much larger area at the front of the centre. The relocation of the gym included a fit out of fixtures, audio and some extra fitness equipment over the next 15 months. This equipment and fit out was procured by entering into 3 separate lease agreements with All Leasing. The below table illustrates the details of each of the 3 lease agreements together with the current termination costs as well as the current cost to buy out some minor pieces of equipment and items that will not be returned at the end of the lease periods.

Lease	Description	Start Date	End Date	Termination cost (ex GST)	Equipment buyout cost (ex GST)
E6N0157842	Main Cardio & Some Pin Loaded Equipment	3/12/2014	1/01/2019	\$14,438.54	N/A
E6N0158174	Strength - Mainly Plates, Bars and other Light Free Weight Equipment	10/03/2015	1/07/2020	\$5,537.84	\$1,865.45
E6N0158066	Fit out of Mirrors, Flooring and Audio Equipment & some Cardio	6/02/2015	1/04/2020	\$32,838.37	\$1,775.37

Planned Expenditure Items

Payout of the 3 leases at a total cost of \$52,814.75 is proposed. All of the cardio equipment and some pin loaded machines on lease will be returned and a number of items will be retained such as the flooring, mirrors, audio equipment and minor weights equipment at a payout cost of \$3,640.82. Total planned expenditure will be \$56,455.57.

Cardiovascular equipment (e.g. treadmills, bikes, cross trainers), particularly with the amount of usage at the GLC, typically last between four and five years before the cost of maintenance and machines out of order due to maintenance increases dramatically. As technology improves and customer expectations increase, machines that are four to five years old are considered outdated. Constantly out of order and outdated equipment (as is the situation with some current equipment) leads to customer dissatisfaction along with increased maintenance costs and inhibits our ability to attract and retain members.

This action will enable the GLC to increase retention levels, maintain customer satisfaction levels, and keep up with the competition in a competitive market leading to increased membership revenue and a more sustainable centre.

The GLC net operating position to the end of March is \$250,534 below budget due to well performing revenue streams totalling approximately \$110,988 above budget, of which \$98,914 is from memberships revenue. Out of service and out dated gym equipment has the ability to compromise this performance into the future in an increasingly competitive market.

Well controlled expenses are currently at \$139,546 below budget. This net operating position is likely to decrease with the commencement of some plant maintenance and some equipment purchases and the unbudgeted effect of the outdoor pool closure. We are expecting our EOFY closing position to still be significantly below budget estimated at between \$60k and \$80k below forecast net operating.

The following amendments shown below in Table 4 are being sought for approval.

Table 4:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Expenditure				
336-10591-3381	GLC - Lease of Equipment	60,750	56,500	117,250
Revenue				
336-10591-1641	GLC – Membership Income	-627,001	-56,500	-683,501
	Net Tota	I 566,251	0	566,251

CONCLUSION

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

OPTIONS

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

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

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

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That Council endorse the Budget Amendments outlined in tables 1 through 4 below, resulting in no change to an Amended Budgeted Surplus Position of \$0:

Table 1:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Revenue				
Reserve Transfer	Airport Reserve	0	-550,000	-550,000
Expenditure				
341-B9718-3125-0000	Airport Hangar Purchases	0	550,000	550,000
Net Total		0	0	0

Table 2:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Expenditure				
233-10380-3280- 9821	Busselton Library – Contractors (including Staff)	6,000	1,500	7,500
233-10381-3280- 9821	Dunsborough Library - Contractors (including Staff)	0	1,500	1,500
233-103809821	Busselton Library - Grant Funding	0	-1,500	-1,500
233-10381-1239- 9821	Dunsborough Library - Grant Funding	0	-1,500	-1,500
	Net Total	6,000	0	6,000

Table 3:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Expenditure				
541-10556-3280	EWS – Go Karts Film Project	0	50,000	50,000
333-10530-3623	Comm. Services Administration Marketing & Promotion	0	130,000	130,000
333-10530-3641	Comm. Services Administration Events Sponsorship (Muni)	0	20,000	20,000
Revenue				
Transfer to Reserve	Airport Marketing Reserve	-300,000	200,000	-100,000
	Net Total	-300,000	400,000	100,000

Table 4:

Cost Code	Description		Current Budget	Change	Proposed Amended Budget
Expenditure					
336-10591-3381	GLC - Lease of Equipment		60,750	56,500	117,250
Revenue					
336-10591-1641	GLC – Membership Income		-627,001	-56,500	-683,501
		Net Total	566,251	0	566,251

12.3 <u>Finance Committee - 17/05/2018 - APPLICATION FOR EXEMPTION FROM RATING - LAMP</u> INCORPORATED

SUBJECT INDEX: Exemptions and Appeals (Rates)

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

and transparent.

BUSINESS UNIT: Financial Services

ACTIVITY UNIT: Rates

REPORTING OFFICER: Rates Coordinator - David Whitfield

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

This item was considered by the Finance Committee at its meeting on 17 May 2018, the recommendations from which have been included in this report.

PRÉCIS

An application for an exemption from rating has been received from Lamp Incorporated. On the basis of the application this report recommends that the request for exemption be granted.

BACKGROUND

The Lamp Incorporated organisation is a not for profit/charitable group using their leased premises at 226 Bussell Highway West Busselton for the purposes of delivering psychological group support, one on one counselling, youth outreach and in-home services for people suffering from mental health issues.

The Annual Information Statement 2017 as lodged with the Australian Charities and Not for Profits Commission (ACNC) details the organisations activities and outcomes as:

"A community support service for people with Mental Health issues, their families and carers. Lamp activities cover a diverse range of community settings including supporting people with severe and persistent mental illness to live independently, to live in their homes, provide education, training and advocacy for carers and families, work with youth in crisis, self-harm and suicide prevention, homelessness, indigenous and family mental health support, work with school and juvenile justice systems providing early intervention for young people at risk. Lamp works with an individualised recovery model and the supports services it offers allows people with mental illness to optimise their lifestyle choices and become active and welcome members of communities."

Documentation provided as part of the application includes:

- Application for Rate Exemption (Standard Application Form)
- Constitution and Rules for Lamp Inc
- Australian Charities and Not for Profits Commission (ACNC) Registration Summary
- ACNC Annual Information Statement 2017
- Australian Tax Office Notice of Endorsement for Charity Tax Concessions
- Lamp Inc Financial Report Year Ending 30 June 2017

Principal funding is provided by grants through such organisations as:

- Disability Services Commission
- Department of Child Protection
- Mental Health Commission
- Department of Health D2D Living Community Program
- Department of Social Services

STATUTORY ENVIRONMENT

Section 6.26 of the Local Government Act 1995 provides broad definitions for rateable and non-rateable land. Moreover, Section 6.26 (2) (g) states that land is not rateable if it is "used exclusively for charitable purposes".

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

The rates levied for 226 Bussell Hwy, West Busselton, totalled \$3,572 for the 2017/18 financial year. Approving the application for rate exemption from the date of application (28th March 2018) would equate to a reduction of approximately \$900 for 2017/2018 period, and the loss of the full years equivalent in future years.

Long-term Financial Plan Implications

As per the above, noting the amount to be forgone, this will not have a significant implication on the City's Long Term Financial Plan.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 of the Strategic Community Plan 2017 and more specifically Community Objective 6.1 - 'Governance systems, process and practices are responsible, ethical and transparent'. Ensure the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner.

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the Officers recommendation. If Council chose to not approve the application for rate exemption there is a risk that it may be required to defend its decision if the matter were to be appealed by the applicant to the State Administrative Tribunal and, potentially as a result, incurring legal costs.

CONSULTATION

NA.

OFFICER COMMENT

In accordance with Section 6.26 (2) (g) of the Local Government Act, which states that land is not rateable if it is land used exclusively for charitable purposes, the application need only be considered in two parts – these being firstly; is the use itself "charitable"?, and secondly if the use is considered to indeed be charitable then; is the property being used exclusively for such use?

In considering the first part i.e. is the operations of Lamp Incorporated considered to be a charitable use, legal opinions have been consistent in defining a charitable purpose; as follows:

"The expression "charitable purposes" may be satisfied if the land is exclusively for one of the following purposes:

- 1. The relief of poverty;
- 2. The advancement of education;
- 3. The advancement of religion; and
- 4. Other purposes beneficial to the community."

The services provided by Lamp Incorporated are, apart from a small once off membership fee of \$60.00 for insurance purposes, provided free of charge and the provision of those services to those suffering from mental health issues within the community would meet the requirements of the legal definition #4 "other purposes beneficial to the community".

In considering the second part i.e. 'is the property being exclusively used for a charitable purpose' then firstly, it is recognised that the property is being leased by Lamp Incorporated from the Department of Housing. This is a common situation for a number of charitable organisations both here in the City of Busselton and with other local governments in WA. Legal advice has previously confirmed that this does not jeopardise the application with respect to exemption from rating.

Further, at this point attention is drawn to the findings of a 2002 Land Valuation Tribunal hearing (Southern Cross Aged Care Inc v The City of Fremantle) in which the following was stated:

- "11. The statutory provision (Section 6.26 (2) (g) Local Government Act 1995) does not make it necessary to decide by whom the use of the land is made. The question is for what purpose is the land used.
- 12. Accordingly the correct approach when determining exemption applications is to focus upon the actual use of the land. In other words whether a use is charitable will depend on essentially upon the nature of the activities that are being conducted upon the land in question."

The property has been inspected and together with the application documentation is confirmed as being solely being used by Lamp Incorporated for purposes related to providing services for mental health. In this light the property is being used exclusively for a charitable purpose.

In terms of the current usage of the property there are no known compliance issues.

Should this application for exemption from rating be successful, the applicant will subsequently be advised that if the usage of the property should alter such that the requirements for eligibility for rate exemption are no longer met, then the rate exemption will be cancelled and rates and charges will become applicable from the date of such change.

CONCLUSION

The details provided by Lamp Incorporated, including application documentation and an onsite inspection, together with reference to previous legal advice and similar rate exemption applications to Council, it is considered that the use of the property located at 226 Bussell Highway West Busselton by Lamp Incorporated is an exclusive charitable use.

OPTIONS

The Council may decline the application for rate exemption on the basis that it considers that Lamp Incorporated is not providing a charitable purpose to the community or that such charitable use is not considered an exclusive use of the property.

Should the application be declined for either of the above reasons Lamp Incorporated has the option to appeal the matter via the State Administrative Tribunal. This action result will require Council to defend its position and may incur further legal costs as a result.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The proposed effective date for the commencement of the exemption from rating, if approved, would be the lodgement date of the application, being 28th March 2018.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council in accordance with Section 6.26 (2)(g) of the Local Government Act 1995 declare 226 Bussell Hwy, West Busselton, as leased by the Lamp Incorporation be declared exempt from rating on the basis that the property is used exclusively for a charitable purpose, with the effective date being the date of application, namely, 28th March 2018.

12.4 <u>Finance Committee - 17/05/2018 - REPROGRAMMING OF CITY WORKS</u>

SUBJECT INDEX: Budget Planning & Reporting

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

and transparent.

BUSINESS UNIT: Engineering and Facilities Services
ACTIVITY UNIT: Engineering & Works Services

REPORTING OFFICER: Design and Survey Coordinator - Justin Smith

AUTHORISING OFFICER: Director, Engineering and Works Services - Oliver Darby

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Nil

This item was considered by the Finance Committee at its meeting on 17 May 2018, the recommendations from which have been included in this report.

PRÉCIS

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

BACKGROUND

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

Since this time Council has been advised of certain funding changes that have impacted the original Budget and Council is now being asked to consider Budget Amendments as outlined in the Officer Comment section of this report.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

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

FINANCIAL IMPLICATIONS

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

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

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

CONSULTATION

N/A

OFFICER COMMENT

A0022 Yallingup Beach Road Bridge 3347

This project is being undertaken by Main Roads WA who will not have completed the full project scope.

C1024 Dunsborough Road Access Improvements

Due to extensive consultation and increased project scope, the commencement date of this project has been delayed. There is a potential that this project may not be fully completed and invoiced prior to the end of the financial year.

C1513 Port Geographe Boat Trailer Parking Layout Redevelopment

This carpark project has been developed and is ready for staged construction. The delivery of this project internally prior to 30 June 2018 is not achievable primarily due to the allocation of resources to other capital projects.

C3044 Meelup Coastal Nodes

Works have been completed at the point Picquet carpark with no negative feedback being received. A preliminary design for the carpark on the opposite side of the roadway has been completed, being approximately 140m further north. The design utilised the existing area to negate the need for clearing and subsequent clearing permit application/vegetation impacts. The confines of this clearing limited the project to a small, one way in/out design which does not satisfy the desires of the Meelup Committee who seek an in-out arrangement. A subsequent preliminary design has been complete which yields less bays and which will require further discussions to progress this to a deliverable project.

A preliminary design has been completed for the Gannet Rock carpark. This design has been presented to representatives from the South West Boojarah #2 WC2006/004 Native Title Claimant Group. The Group have supported the City's design subject to conditions. A Section 18 application is currently being prepared for this project to allow for future construction.

C3122 Rails to Trails

This project has been delayed primarily due to the complexity of the environmental approvals associated with the clearing and construction methodology. It is anticipated that works may commence shortly however it unlikely that they will be fully achievable prior to the end of the financial year.

C3131 Elijah Circle Public Open Space

This project has been completed in line with the original scope. An additional shade structure and algae prevention technology is also to be provided.

C3146 Dunsborough Town Centre

Refer to comments provided at C1024 Dunsborough Road Access Improvements.

C3166 Vasse River Foreshore – Bridge to Bridge project Stage 1

The primary objective of this project is to enhance the conservation values of the land whilst providing managed access for pedestrians.

The path construction and bridge/boardwalk construction within the area identified as Aboriginal Heritage Site ID 16807 and Unallocated Crown Land is critical to the overall project. The support and approval from both the State Government and the South West Boojarah #2 WC2006/004 Native Title Claimant Group is required to progress this project in its current form. The support for the works in relation to the dealing with the Aboriginal Heritage Act component has not been forth coming and is considered unlikely to be provided due to concerns with the potentially detrimental impacts of people walking dogs.

An alternative proposal is currently being prepared to achieve the primary objective with the support of the Aboriginal community and land tenure issue. Further weed control will be undertaken this financial year however this will not full expend the budget allocation.

D0017 Chain Avenue

This project was to remove/relocate a Water Corporation drain which runs parallel to Chain Avenue and has been identified as an area of concern due to its proximity to the road edge.

The 1st stage of the State Black Spot funding, was to undertake the feature survey, preliminary design, land acquisition and fencing. This however cannot be fully expended by the end of the financial year largely due to the need to undertake appropriate flood modelling and resolve the final asset ownership.

The Water Corporation have now listed the project for the 2018/19 budget with an intention to address flood modelling, and resolve land tenure and fencing issues. This will result in the final asset being retained as the responsibility of the Water Corporation.

Due to the above it is requested to carry these funds into the 2018/19 financial year and include them with the 2^{nd} stage.

D0019 Johnston Avenue

This project largely involves the replacement of a failed drainage system which has been in place for a significant time. The proximity of other services has impacted on the delivery timelines. The presence of Western Power infrastructure, namely power poles, immediately adjacent to the pipeline has necessitated the need for additional approvals. These approvals are yet to be received which will delay the project beyond the end of the financial year.

F0075 Armitage Drive Footpath

This footpath project links Navigation Way to Avocet Boulevard (Busselton Primary) and was proposed to be constructed on the Western side of the road. This proposal impacted on an aboriginal heritage site (Site ID 767). Consultation with representatives of the South West Boojarah #2 WC2006/004 Native Title Claimant Group clarified that although supportive of the project there was a strong desire for construction on the opposite side of the road.

The opposite side would not require a Section 18 application under the Aboriginal Heritage Act as it would be outside of the heritage area. There is however the potential that some skeletal remains are within the general area.

Construction on the opposite side of the road would unfortunately have a greater impact on two houses between Navigation Way and Jabiru Place as the verge area is steeper and has a large (non-native) tree which would require removal, as well asthe installation of a retaining wall. Information has been sent to the property owners seeking comment on/support for this project.

The Design & Survey Team are working to achieve a deliverable project which addresses the community needs whilst minimising impacts on residents and heritage. It is unlikely that this project will be delivered prior to the end of the financial year.

S0068 Georgiana Molloy Anglican School Bus Bay Facilities

This project has been subject to three (3) separate briefings to Council and several subsequent meetings the GMAS representatives and the City, including the Mayor.

A concept design has been agreed to in principal with notification to be sent to previous respondents and adjacent property owners in the near future. Co-funding agreement will need to be in-place prior to physical construction. GMAS have been advised that this project will not be carried over for the 2018/19 budget, should agreement not be reached the City intends to undertake partial construction.

T0084 & W0108 Yelverton Road

The physical construction has been completed with some minor works to be initialled prior to the closure of this project. The minor works include the installation of a road centreline, awaiting approval from Main Roads WA – (City to provide traffic volumes).

This project is currently shown at an under expenditure with an expectation of \$384,250 however the current commitments will need to be finalised. A critical part of this project is the inclusion of a second coat seal, usually 12 months after the initial seal, however his can be managed if conditions are favourable for an earlier application.

It is recommended to carry over \$150,000 from this project into the 2018/19 budget to allow for these works. Further to this, the distribution of \$100,000 to Dunsborough Road Access Improvements, \$50,000 to Marine Terrace, \$50,000 to Koorabin Drive and \$25,300 to Carter Road. The remaining allocation of \$8,950 is requested to be distributed in the 2018/19 budget for Miamup Road as a second coat seal.

W0136 DAIP Project

The projects focus for the 2017/18 budget is the construction of a beach access ramp at the Old Dunsborough Beach. Preliminary costs have been received with concerns with the Structural engineering being addressed. It is anticipated that these works will be completed prior to 30th June.

W0150 Roe Terrace

This project is within the aboriginal heritage area (Site ID 16807) however this section of the site is heavily disturbed. The Department of Planning, Lands and Heritage has been approached to ascertain if a Regulation 10 application will suffice in this instance. In the interim the material has been purchased and stockpiled offsite.

The City is currently working to secure a clearing permit for the Frederick Street, Roe Terrace area from the Department of Water and Environment Regulation (DWER). A response has been sent to DWER addressing their initial interpretation of the impacts (prepared by Strategen). It is likely that an additional spring survey will be required prior to securing this permit.

W0190 Valley Road

This project requires the completion of the Valley Road Drainage which has been delayed pending Aboriginal Heritage approval. The drainage project has been relisted for 2018/19 in line with an earlier council resolution.

W0204 Greenfields Road

Significant progress had been made towards securing the necessary approvals for the conversion to a one-way roadway had been made however as previously identified, no direction for this was provided by Council who previously instructed that the roadway be constructed as a two-way 'Mews' styled road.

It is unlikely that the consultation, approvals and works will be completed this financial year.

Summary

Based on anticipated savings of \$384,250 from W0108 Yelverton Road within the 2017/18 capital budget, Officers propose that the 2017/2018 Adopted Budget be amended to reflect the following funding changes, shown in Table 1.

Table 1.

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Expenditure				
W0108	Yelverton Road	1,080,376	(384,250)	696,126
W0019	Marine Terrace	500,000	50,000	550,000
C1024	Dunsborough Road Access Improvements	591,155	100,000	691,155
S0314	Koorabin Drive Reseal	0	50,000	50,000
W0183	Carter Road Second Coat Seal	0	25,300	25,300
Net Total		2,171,531	0	2,171,531

Additionally it is proposed that the following new projects are created within the 2018/19 capital budget:

- 1. Miamup Road Second Coat Seal \$8,950;
- 2. Yelverton Road Second Coat Seal \$150,000.

The following projects are likely to require their existing budget allocation (partly or in whole) to be carried over into the 2018/19 capital budget or will be required to be relisted:

Carried Over:

- 1. C0044 Meelup Coastal Nodes Carpark Upgrade;
- 2. C1513 Port Geographe Boat Trailer Parking Layout Redevelopment;
- 3. C3122 Rails To Trails;
- 4. D0019 Johnson Avenue Drainage Upgrade Stage 2;
- 5. C1024 Dunsborough Road Access Improvements;
- 6. C3146 Dunsborough Town Centre.

Relisted:

- 1. C3131 Elijah Circle POS;
- 2. A0022 Yallingup Beach Road Bridge 3347;
- 3. D0017 Chain Avenue Drainage;
- 4. F0075 Armitage Drive Footpath Navigation Way to Avocet Boulevard;
- 5. W0204 Greenfield Road (Loop) One Way Layout;
- 6. W0192 Valley Road.

CONCLUSION

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

OPTIONS

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

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

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

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Finance Committee recommends to Council endorsement of the Budget Amendments as outlined in the table below, resulting in no change to an Amended Budgeted Surplus Position of \$0.

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Expenditure				
W0108	Yelverton Road	1,080,37 6	(384,25 0)	696,126
W0019	Marine Terrace	500,000	50,000	550,000
C1024	Dunsborough Road Access Improvements	591,155	100,000	691,155
S0314	Koorabin Drive Reseal	0	50,000	50,000
W0183	Carter Road Second Coat Seal	0	25,300	25,300
Net Total		2,171,53 1	0	2,171,531

12.5 <u>Finance Committee - 17/05/2018 - BUDGET AMENDMENT REQUEST - INTEREST ON R4R</u> FUNDING BUSSELTON FORESHORE PROJECT

SUBJECT INDEX: Budget Planning and Reporting

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

and transparent.

BUSINESS UNIT: Finance and Corporate Services **ACTIVITY UNIT:** Finance and Corporate Services

REPORTING OFFICER: Manager Financial Services - Kim Dolzadelli

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A City of Busselton Request for Use of Interest

Accumulated !!

Attachment B Response from Department of Primary Industries and

Regional Development.

Attachment C Draft Agreement Variation U.

This item was considered by the Finance Committee at its meeting on 17 May 2018, the recommendations from which have been included in this report.

PRÉCIS

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

BACKGROUND

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

Since this time Council has been advised of certain funding changes that have impacted the original Budget and Council is now being asked to consider a Budget Amendment for the Busselton Foreshore Redevelopment and Tourism Accommodation Precinct.

The City was previously successful in securing \$4,500,000 in funding for the Busselton Foreshore Redevelopment Tourism Accommodation Precinct Project, with the Financial Assistance Agreement signed 13 June 2016.

The City wrote to the Department of Primary Industries and Regional Development on 8 January 2018, (copy attached), requesting that the accumulated interest on the grant funds be attributed to further works within the project area. The request was for the City of Busselton to be allowed to utilise the accumulated interest towards a Toddler Play Space which is located centrally within the project area.

On the 21 March 2018 the Department of Primary Industries and Regional Development responded to the City of Busselton's request stating in part the following (copy attached):

"In light of significant pressures on the State Budget, the Department is unable to support the requested expenditure of interest on the playground facility.

Rather, as discussed when you met with the Minister for Regional Development on 3 February 2018, an alternate use for the interest is supported which would see funding provided to Busselton Jetty Incorporated's (BJI) proposal to construct a safe swimming area at Busselton Jetty.

The Minister for Regional Development has advised of her support for the provision of financial assistance subject to BJI being successful in their application for Building Better Regions funding. As such, and in order to help facilitate delivery, it is requested that the City of Busselton grant \$50,000 of the interest accrued on the Busselton Foreshore Redevelopment project to BJI."

The response from the Department further stated:

"The remaining interest earned on the Busselton Foreshore Redevelopment project will need to be returned to the State to assist with budget repair"

Further to the above, City officers have spoken with the Department and it is evident that should the City of Busselton not agree to facilitating granting \$50,000 of the interest accrued on the Busselton Foreshore Redevelopment project to BJI, all interest will be required to be returned to the State Government.

The City has since received, 1 May 2018, a Draft Agreement Variation (copy attached) which will allow the City of Busselton to grant BJI \$50,000 from accrued interest, subject to BJI being successful in their application for funding through the Federal Government's Building Better Regions Fund (BBRF) made in December 2017. If BJI are unsuccessful in their application all accrued interest is required to be returned to the State Government.

The officer notes that the 2017/2018 Municipal Budget included \$80,000 for the "Old Busselton Lighthouse" project which was to be funded utilising portion of the accrued interest from the "Busselton Foreshore Redevelopment project"; it is further noted that this project has been included in the Draft 2018/2019 Municipal Budget with alternative funding sources.

Proposed Expenditure Items

It is proposed that Council grant BJI \$50,000 from accrued interest, subject to BJI being successful in their application for funding through the Federal Government's Building Better Regions Fund (BBRF) made in December 2017.

As at 1 May 2018 the amount of \$102,888 has been accrued in interest on the project, meaning \$52,888 will need to be returned to the State of Western Australia. If BJI are unsuccessful in their application all accrued interest is required to be returned to the State Government.

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

Table 1:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Revenue				
Equity Transfer	Restricted Asset – Interest On Government Grants	(80,000)	(22,888)	(102,888)
Expenditure				
B9600	Old Busselton Lighthouse	80,000	(80,000)	0
Grant/Donations	Busselton Jetty Incorporated	0	50,000	50,000
Reimbursement	State of Western Australia – Balance of accumulated Interest Busselton Foreshore Redevelopment Tourism Accommodation Precinct Project	0	52,888	52,888
	Net Total	0	0	0

Proposed Outcome

In granting BJI \$50,000 from accrued interest, the City of Busselton will be able to redirect funds within the general foreshore precinct, albeit not for the purpose the City had first envisaged.

In the event that BJI are successful in their application the amount of \$52,888 will need to be returned to the State of Western Australia; if unsuccessful in their application all accrued interest is required to be returned to the State Government.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

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

FINANCIAL IMPLICATIONS

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

Long-term Financial Plan Implications

NA.

STRATEGIC COMMUNITY OBJECTIVES

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

CONSULTATION

NA.

OFFICER COMMENT

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

CONCLUSION

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

OPTIONS

The Council could decide not to go ahead with any or all of the proposed budget amendment requests, this would result in all accrued interest is required to be returned to the State Government, which would total (as at 1 May 2018) \$102,888.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, the associated budget amendment will be processed within a month of being approved and the Draft Agreement Variation being progressed.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That Council endorse the requested Budget amendments as per the following table, resulting in no change to an amended budgeted surplus position of \$0.

Table 1:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Revenue				
Equity Transfer	Restricted Asset – Interest On Government Grants	(80,000)	(22,888)	(102,888)
Expenditure				
B9600	Old Busselton Lighthouse	80,000	(80,000)	0
Grant/Donations	Busselton Jetty Incorporated	0	50,000	50,000
Reimbursement	State of Western Australia – Balance of accumulated Interest Busselton Foreshore Redevelopment Tourism Accommodation Precinct Project	0	52,888	52,888
	Net Total	0	0	0

City of Busselton

Our Ref:

5 January 2018

Melissa Murphy
Executive Director
Department of Primary Industries and Regional Development
Level 12, 140 William Street
PERTH WA 6000

Dear Brett

RE: CITY OF BUSSELTON – Proj-0715-0215-1 – Busselton Foreshore Redevelopment (Tourism Accommodation Precinct) REQUEST TO USE INTEREST ON GRANT

57

In accordance with the Financial Assistance Agreement (FAA) for Proj-0715-0215-1 – Busselton Foreshore Redevelopment (Tourism Accommodation Precinct) the City of Busselton is nearing final completion of the project. As such, the City of Busselton respectfully requests that the accumulated interest on the grant funds be attributed to further works within the project area.

Royalties for Regions grant funding amounted to \$4,500,000 with an additional \$96,191.49 as of 30 November 2017 being accumulated interest. *This figure is likely to increase slightly as interest is calculated daily.* The initial program of works for this component of the Busselton Foreshore Redevelopment under the FAA was to be completed by 30 November 2017. It is anticipated that these initial program of works (totalling \$4,500,000) will be acquitted at the 30 December 2017 or second quarter report.

The City would like to propose using the accumulated interest of \$96,191.49 towards a Toddler Play Space which is located centrally within the project area. *Please refer to Attachment A.* This playground will contribute towards the attraction of tourists to the region and support the Tourism Accommodation Precinct through provision of facilities for younger children. It is therefore believed to be a suitable use for these funds.

Design of this space has now been finalised and equipment purchased and delivered in readiness for construction to commence in February with completion expected by March 2018. A detailed budget has been prepared which itemises all equipment, material and labour to complete the project. The overall cost of this feature play space is \$210,295.61. Expenditure for equipment, materials and labour please refer to the table below:

Description	Subtotals
SITE WORKS	\$15,000.00
IRRIGATION	\$20,000.00
PLAYGROUND EQUIPMENT	\$61,732.71
DECKING	\$20,000.00
BOULDER, LOG AND TRAIN WORK	\$20,000.00
PAVEMENTS	\$26,505.00
STRUCTURES	\$25,000.00
SOFT SCAPE	\$5,307.90
SOFTFALL	\$16,750.00
Total Cost	\$210,295,61

All Communications to:

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

Events Capital WA

If this proposal is accepted, final acquittal of the Grant is anticipated by the end of the third quarter being the 31^{st} March 2018.

58

Could you please review this proposal and confirm that the use of the accumulated interest of \$96,191.49 can be utilised to contribute towards the Toddlers Play Space located within the project area. This will be completed by end of March 2018 and therefore the final acquittal is forecast to be by 31st March 2018.

If further information is required please do not hesitate to contact me directly or our Council Officer, Mr Jan Hopper at email address <u>jan.hopper@busselton.wa.gov.au</u>

Yours sincerely

Mike Archer

CHIEF EXECUTIVE OFFICER

cc: Julie Wade Acting Regional Development Coordinator South West Development Commission julie.wade@swdc.wa.qov.au



Our reference: R00164-14 / DG-2018-245 Enquiries: Stefan Chappell, 6552 2092

Application No

2 8 MAR 2018



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

Dear Mike

Busselton Foreshore Redevelopment (Tourism Accommodation Precinct)
Project - Request to expend interest accrued on Royalties for Regions funding

59

Thank you for your letter dated 8 January 2018 requesting the expenditure of interest accrued on the Royalties for Regions funded Busselton Foreshore Redevelopment (Tourism Accommodation Precinct) project. I apologise for the delay in this response.

I commend the City of Busselton for the successful delivery of this project to date, however, in light of significant pressures on the State Budget, the Department is unable to support the requested expenditure of interest on the playground facility.

Rather, as discussed when you met with the Minister for Regional Development on 3 Feburary 2018, an alternate use for the interest is supported which would see funding provided to Busselton Jetty Incorporated's (BJI) proposal to construct a safe swimming area at Busselton Jetty.

The Minister for Regional Development has advised of her support for the provision of financial assistance subject to BJI being successful in their application for Building Better Regions funding. As such, and in order to help facilitate delivery, it is requested that the City of Busselton grant \$50,000 of the interest accrued on the Busselton Foreshore Redevelopment project to BJI.

Under this arrangement, the Department will work with the City to amend the Financial Assistance Agreement established for the Busselton Foreshore Redevelopment project to accommodate the grant funding to BJI. This would include conditions relating to leveraged funding, use of revenue generated and future maintenance of the facilities.

Attachment B

Response from Department of Primary Industries and Regional Development

In the interim, and in order to facilitate this arrangement, please contact Stefan Chappell at Stefan.chappell@dpird.wa.gov.au to discuss the progression of the variation to your FAA.

60

The remaining interest earned on the Busselton Foreshore Redevelopment project will need to be returned to the State to assist with budget repair.

Please return these funds to into the following bank account within four (4) weeks of the date of signing of this letter.

Department of Treasury Bank: Commonwealth Bank

BSB 066-040

Account Number: 10100002

Reference: RfR RIHF PY - REC (Busselton Foreshore Redevelopment)

I thank you for your consideration of this response and look forward to your reply. Should you wish to discuss this further, please contact Brett Sabien, Director Investment Management on (08) 6552 1828 or by email at brett.sabien@dpird.wa.gov.au.

Yours sincerely

Niegel Grazia

A/Deputy Director General

Industry and Economic Development

21 March 2018



Our reference: Enquiries:

Mr Michael Archer Chief Executive Officer City of Busselton Locked Bag 1 BUSSELTON WA 6290

Dear Mr Archer

AGREEMENT VARIATION - BUSSELTON FORESHORE REDEVELOPMENT (TOURISM ACCOMMODATION PRECINCT) PROJECT

I refer to correspondence between the City of Busselton (City) and the Department of Primary Industries and Regional Development (DPIRD) dated the 8 January and 21 March 2018 regarding the expenditure of interest accrued on Royalties for Regions funding provided for the Busselton Foreshore (Tourism Accommodation Precinct) Project (the Project).

Following the decision to redistribute \$50,000 in interest accrued on this funding to the Busselton Jetty Inc. to support the delivery of a Safe Swimming Area, DPIRD agrees to amend the Financial Assistance Agreement (FAA) as per the following:

Schedule 4, item 3 - Manner in which Funding is to be Paid

Include the following row in table 3.2 – Payment of Royalties for Regions Funding held in Western Australian Treasury Corporation Account:

Deliverable	Payment details and timing	Amount (\$)
Progress Payment 3	Payment will be authorised within twenty (20) Business Days upon evidence of: • \$50,000 of funding being committed* to the Busselton Jetty Inc. (BJI) to support the delivery of a Safe Swimming Area.	Any funds remaining in Project's WATC account on the transaction date.

Regional Development

Gordon Stephenson House, 140 William Street, Perth WA 6000
PO Box 1143, West Perth WA 6872
Telephone +61 (0)8 6552 1800 Facsimile +61 (0)8 6552 1850 enquiries@dpird.wa.gov.au
dpird.wa.gov.au
ABN: 18951 343 745

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1	2	5			

Deliverable	Payment details and timing	Amoun (\$)
	The provision of a valid Western Australian Treasury Corporation Notice of Withdrawal.	

^{*} Note: The commitment of this funding is conditional, subject to BJI being successful in their application for funding through the Federal Government's Building Better Regions Fund (BBRF) made in December 2017.

Schedule 4, item 4 - Detailed Description of Project

Append the following two paragraphs to section 4.1 Project Description:

"The Project will also support the delivery of a safe swimming area around the Busselton Jetty which will provide a safe diving environment and encourage visitation to the foreshore area.

The safe swimming area will be supported through the provision of a conditional grant to the Busselton Jetty Inc. (BJI) who have been working towards the delivery of a safe swimming area around the Busselton Jetty. Financial support will be provided to BJI on the condition that they are successful in their bid for additional funding from the Building Better Regions Fund to deliver the safe swimming area".

Insert the following row to Table 4.2 - Recipient's Obligations:

Recipient's Obligations	Performance Measures	Performance method Measure
Commitment of a \$50,000 conditional grant to BJI subject to the outcome of their application for commonwealth funding through the BBRF made in December 2017.	Evidence of a binding commitment of a \$50,000 grant to BJI conditional on their success in their application for commonwealth funding through the BBRF made in December 2017.	\$50,000 in funding to either be provided to BJI or to be returned to the State.

Attachment C

63 Draft Agreement Variation

Insert the following row to Table 4.3 - Project Timeframe:

Obligations (Deliverables)	Milestone
Commitment of conditional funding to the Busselton Jetty Inc.	30 June 2018

Amend the total budget in $table\ 4.4-Project\ Budget$ to read \$10,550,000 instead of \$10,500,000, and insert the following row to the table.

Item of Expenditure	Budget (\$)	Source of Funds
Conditional grant for Busselton Jetty Inc.	\$50,000	Interest accrued on Royalties for Regions Funds

Schedule 4, item 5 - Special Conditions

Insert the following special condition:

5.5 Funding Agreement with Busselton Jetty Inc.

The City of Busselton are to enter into an agreement with the Busselton Jetty Inc. with regards to the commitment of \$50,000 in Funding provided under the terms of this FAA to support the delivery of a safe swimming area around the Busselton Jetty.

The provision of this grant is conditional, subject to BJI being successful in receiving funding through the Commonwealth Government's Building Better Regions Fund, which was applied for in December 2017. The agreement is to reflect this by including the following terms:

- BJI are to quarantine \$50,000 in revenue generated by visitors accessing the safe swimming area towards the preservation and maintenance of the safe swimming area.
- Any other conditions as guided by Clause 12 of the operative part of this Agreement.

The above varies the FAA in accordance with its (i.e. this letter's) terms. Otherwise the FAA applies in accordance with its terms (as they are varied above). Words and

Commented [SC1]: The Minister's original intent was to provide a \$50,000 repayable loan to BJI. RIR does not support the provision of loans and instead of repaying the funds BJI are to quarantine funds to maintain the infrastructure. We will need to have a discussion around this.

phrases used in this letter and defined in this agreement shall have the same meanings ascribed to them by the Agreement.

To confirm your acceptance of the variation above, please attach the original of this letter to the Shire of Manjimup's FAA. Please also sign the attached duplicate letter and return it to Stefan Chappell, Project Officer.

Yours Sincerely

Liam O'Connell Executive Director Trade and Investment April 2018

I acknowledge and accept the Contract Variation to the FAA for the Busselton Foreshore Redevelopment (Tourism Accommodation Precinct) Project

Michael Archer Chief Executive Officer City of Busselton April 2018

12.6 <u>Policy and Legislation Committee - 29/05/2018 - RESCISSION OF STRATEGIC PLANNING</u>

POLICY

SUBJECT INDEX: Strategic Planning

STRATEGIC OBJECTIVE: 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 Council Policy 242 Strategic Planning U

Attachment B Advisory Standard U.

This item was considered by the Policy and Legislation Committee at its meeting on 29 May 2018, the recommendations from which have been included in this report.

PRÉCIS

The purpose of this report is to recommend rescission of Council Policy 242 Strategic Planning (Attachment A), which outlines Council's approach to planning for the future, as required by the Local Government Act 1995.

In 2012 the Department of Local Government, Sport and Cultural Industries (then the Department of Local Government) introduced regulations, contained within the Local Government (Administration) Regulations 1996 which established more detailed and prescriptive requirements in relation to planning for the future. The Council has established strategic planning processes which meet these requirements minimum requirements and it is therefore not considered necessary for Council to maintain a separate policy in relation to Strategic Planning.

BACKGROUND

The current Strategic Planning policy (the Policy) was adopted in June 2010. The Policy outlines the City's (then Shire's) commitment and approach to (integrated) strategic planning processes and development of a Strategic Plan, defined in the Policy as the "Plan for the future" required by the Local Government Act 1995 (the Act) .

At that time, while there was the requirement to plan for the future under the Act, there were no regulations or other prescriptive / detailed guidance as to how that should be done. Hence Council developed a policy to guide its community planning.

On 26 August 2012 the Minister for the Department of Local Government, Sport and Cultural Industries (the DLG) (the then Department of Local Government) introduced regulations, contained within the Local Government (Administration) Regulations 1996 (the Regulations) to establish new requirements for planning for the future under the Act. Under these regulations, all local governments in Western Australia were required to develop and adopt (by absolute majority) two key documents (by 30 June 2013): a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). These documents are required to be supported and informed by resourcing and delivery strategies, namely Asset Management Plans (AMP), a Long Term Financial Plan (LTFP) and a Workforce Plan (WP). This framework is commonly referred to as the Integrated Planning and Reporting Framework (IPRF).

The DLG uses three standards for measuring a local government's performance, as set out in its Advisory Standard (Attachment B), level 1 – achieving standard, level 2 – intermediate standard and level 3 – advanced standard. The legislation requires that only level 1 standards are met, with intermediate and advanced standards demonstrating the higher levels to which local governments should aspire as they mature and improve their planning practices.

Perhaps pleasingly for the City at the time, the new IPRF reflected the same intent and many aspects of the planning regime adopted through the Strategic Planning Policy. The new regulations necessitated however the development of a new set of documents in order to meet all of the minimum regulatory requirements. As a result, officers focused their efforts on achieving and furthering the planning framework and have not until now reviewed in detail the Policy.

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.

Section 5.56 of the Local Government Act 1995 requires local governments to Plan for the Future, ensuring that plans made are in accordance with any regulations made about planning for the future of the district. Regulation 19C of the Local Government Administration Regulations 1996 requires the creation of a Strategic Community Plan in accordance with the following:

- 1. A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- 2. A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- 3. A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- 4. A local government is to review the current strategic community plan for its district at least once every 4 years.
- 5. In making or reviewing a strategic community plan, a local government is to have regard to
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- 6. Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- 7. A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
 - *Absolute majority required.

- 8. If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- 9. A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- 10. A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Regulation 19DA requires that a corporate plan is made for the district covering at least 4 years and setting out, consistent with any relevant priorities set out in the SCP for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district.

RELEVANT PLANS AND POLICIES

The City's current SCP, the Strategic Community Plan 2017, was adopted on 12 April 2017 (C1704/076). The CBP and informing documents, the AMP, the LTFP and the WP, are all current and reviewed regularly.

FINANCIAL IMPLICATIONS

The recommendation to rescind the policy has no financial implications.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The Officers Recommendation will not impact adversely on the achievement of any of the community objectives contained within the Strategic Community Plan 2017 and will instead serve to meet the objectives of Key Goal Area 6, specifically community objective 6.1 - Governance systems, processes and practices are responsible, ethical and transparent, by streamlining the City's governance approach with respect to strategic planning.

RISK ASSESSMENT

Council's current strategic community planning practices have been established since 2012 and align to the requirements of the Act and the Regulations. Therefore there are no identified risks of a medium or greater level associated with the Officers Recommendation

CONSULTATION

Nil

OFFICER COMMENT

The Policy outlines the various plans considered part of the then integrated planning framework, and then describes in some detail about the process by which the overarching Strategic Plan will be developed and reviewed including the collection and review of data, the engagement with stakeholders, and the establishment of performance criteria and standards. It also outlines in detail the roles and responsibilities of elected members and of the senior management and other staff.

While the Policy was necessary at the time it was adopted, it has since been superseded by the introduction of more prescriptive regulations setting out the approach that all local governments must take to their planning for the future. Given the existence of fairly extensive Regulations and documentation such as the Advisory Standard and the Integrated Planning and Reporting Framework and Guidelines available from the DLG, it is not considered that maintaining a policy in relation to strategic community planning would add any significant value.

Further it is considered that the Policy is quite operational in its focus and, where aspects are considered to be usefully documented, they can be more appropriately done so through the development of an operational document. This is in line with the recommendations of the Governance System Review carried out by Mr John Woodhouse August — November 2017, as outlined below:

- 1. There should be a review of the Council Policies with the intent that a Council Policy:
 - a. Should deal with higher level objectives and strategies;
 - b. Should not deal with operational matters, employee matters, or other matters which are the responsibility if the CEO; and
 - c. Should, where appropriate provide sufficient direction to the CEO to develop OPPs which deal with the implementation of the Council Policy or other detailed matters.
- 2. As part of that review, any existing Council Policy should be deleted where it could, more sensibly, be dealt with by an OPP adopted by the CEO

For these reasons it is recommended that the Policy be rescinded and that Council rely on the provisions of the Act, the Regulations, the Advisory Standard and other DLG information to guide its approach to strategic (community) planning.

CONCLUSION

It is recommended that the policy 242 Strategic Planning be rescinded, as the Regulations now prescribe the approach local governments must take to strategic community planning, the subject matter of the policy.

OPTIONS

Council could instead require that the Strategic Planning Policy is reviewed and updated to reflect their commitment to the objectives of the Regulations.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be rescinded immediately upon adoption of the Officers Recommendation.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council rescinds Council Policy 242 – Strategic Planning.

Attachment A

Council Policy 242 Strategic Planning

Last updated 14/07/2010

242	Strategic Planning	V3 Current
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1. Rationale

Good corporate governance requires a system that is transparent, accountable, just, fair, democratic, participatory and responsive to the needs of the community and the organisation.

There is increasing public expectation of accountability for decisions and actions and management of local government's performance, available financial, human and information resources. Specific stakeholders and community groups, as well as the general public, expect to have access to performance and management information that will allow them to assess local government functioning according to a variety of multi-dimensional indicators. Local Governments are also expected to be more transparent about their activities, their impacts, and in so doing supporting timely access to information.

There is increasing focus on improving accountability for public policy with the use of well-defined objectives and a variety of financial, social and environmental indicators to report progress. For this reason the Shire's strategic planning documents emphasise the need to develop benchmarks and targets for the achievement of goals and priorities and to report against these benchmarks using appropriate measures.

2. Policy Statement

The Shire of Busselton (the Shire) is committed to the strategic planning processes. The Shire embraces the important role that its stakeholders have in the process to ensure that all views are captured, changes in the operating environment are identified and different perspectives are considered.

The Strategic Planning process has an internal and outward focus to balance external demands and needs with good governance, democracy and practical resource requirements. The issues such as infrastructure and ecological sustainability are considered at both a local and regional basis.

The planning process will be flexible and adaptable to incorporate change. As a result the Strategic planning process and the Strategic Plan itself will be continuously reviewed to ensure it remains effective and relevant in the unique conditions of the local and regional area.

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3. Policy Content

The process will involve collection and consideration of all available known relevant information and data to scan the environment for any changes in the areas of:

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Socio – Demographics Technological Environment Economic Political/Regulatory

Data will be collected from the following sources:

Data Source (Input)	Regularity of review
Community Survey	Every 2 years
Risk Management Audit	Every 2 years
Risk Management Group	Monthly
Reviews	
OSH Audit	Every 2 years
Guided Self Assessment	Every 2 - 3 years
against the Australian	
Business Excellence	
Framework	
Compliance audit	Every year
Exit interview feedback	Quarterly
Community consultation	Throughout the year
Councillor Elections	Every 2 years
Staff survey	Every year
Other reports commissioned	Throughout the year
by the Shire, government,	
regional and community	
inputs	
Asset Management Plan	Full Plan review every 3
Reviews	years.
	Constant review of asset
	management, funding, future
	planning and maintenance.
Regulatory or Legislative	Monitored throughout the
changes	year
Customer Complaints	Quarterly review

The collection and review of data will be a continuous process to ensure any dramatic shifts in any of the environments are identified for their level of impact and strategies are reviewed accordingly.

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The following plans are to be reviewed and maintained:

Strategic and High Level Enabling Plans

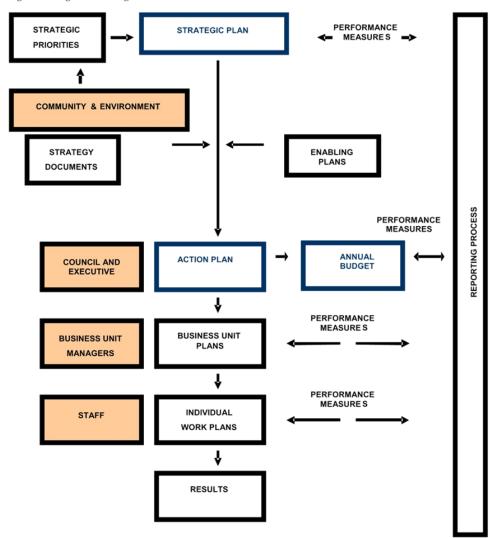
- * Strategic Plan to set the direction for the next five years
- * Action plan to set the operational activities for the Shire
- * Ten Year Financial Plan which identifies the capital, recurrent, returns on investments and forward estimates needed to implement the Strategic Plan
- Workforce Plan, which identifies the skills, competencies and number of staff, required carrying out the strategic plan over time
- * Capital Works Program
- * Asset Management Plan, which includes infrastructure assets, equipment, Plant, Vehicles and Property, purchasing, disposal, capital replacement and maintenance expenditures with forward estimates of recurrent, capital expenditures as well as possible income sources
- * Information Communication & Technology Plan
- * Risk Management Plan.
- Issue specific plans and strategies as appropriate including (but not limited to):
 - Access and Inclusion Plan
 - Community Development Plan
 - Environmental Strategy
 - Information Communication & Technology Plan
 - Leisure Services Plan
 - Cultural Plan
 - Waste Management Plan
- * Annual budgets to support the objectives of the plan.
- * Business Plans

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The Shire's Planning Framework is shown below:

Figure 1: Integrated Planning Framework

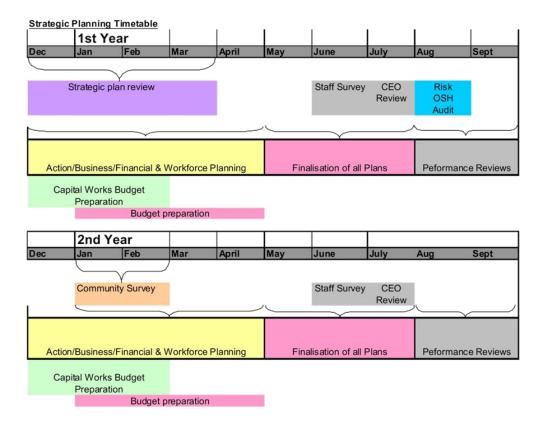


A major review of the Strategic Plan will occur every two years following Council elections to ensure Community feedback captured during election campaigns and the twice yearly Community Survey has opportunity to influence the strategic direction of the Shire.

Below is an indicative timeline of the review process and how it is informed by and informs other reviews and data gathering processes.

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4. Accountability Statement

The Council will be publicly accountable for performance and decisions and committed to performing its functions in an impartial, ethical and professional manner through:

- Maximum compliance and cooperation with legislative requirements and ethical principles.
- * The use of performance data to inform decision-making and plan for continual improvement, with timely collection and analysis of comparative, accurate data and performance information.
- * Well-defined performance criteria and standards established to ensure Councillors and shire officers are accountable for their performance and decisions.
- * Reliable and valid assessment, monitoring and reporting of performance
- * Responsible management of financial, human and information resources.
- * The review of the Strategic Plan every two years.
- Given all relevant information in a timely manner endorsement of an annual budget in or by July annually

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5. Definitions

Accountability depends upon establishment of criteria that allows performance to be fairly and reliably assessed and consideration of contextual variables that may have influenced performance. Accountability also depends upon clearly defining expectations, standards, responsibilities and requirements which performance will be judged.

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Monitoring involves keeping track of changes, analysing developments, an evaluating progress.

Reporting is communicating relevant information to those that should be informed so that they are able to use the information to participate in decisions and make judgements.

Objective/Strategic Priority A clear statement of the long term improvements or achievements a plan is intended to produce. Objectives are specific statements, which are measurable, attainable, relevant, and time weighted.

Target is the level of performance expected to be achieved within a specific timeframe as evidence of progress towards the objectives. Targets will be:

- * Written in terms of key performance indicators and other performance measures
- * Aimed at being achieved with the short term period that is specified
- * Aim to stretch performance while being achievable
- * Agreed after collaboration and consultation with stakeholders
- Valued by those involved in implementation.

Indicator or KPI (Key Performance indicator) is a performance measure that can be described or assessed to provide a signal of progress over time. Indicators should be relevant, reliable, clear, comparable, consistent over time, timely and measurable.

Strategic Plan refers to the "Plan for the future" as required by Local Government Act 1995.

High Level Plan, Enabling Plans & Strategy Documents will be provided in key areas of strategic importance. The number of high level plans will be restricted to the minimum for effective governance and accountability.

Decision-making will be evidence based, impartial and ethical using a balanced range of reliable, valid and verifiable performance indicators, with clear links between decisions and associated initiatives and the data on which they are based.

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6. Responsibilities

Elected Members

The Elected Members are responsible for communicating with their Council and Community to get agreed strategic direction. All the Shire's Elected Members should apply the five tests prior to finally approving the Strategic Plan (based guidelines from Australian Institute of Company Directors)

1. Comprehension:

- a. Am I satisfied that I understand the nature and importance of goals, objectives & strategic priorities?
- b. Am I satisfied that others have a common understanding?
- 2. Appropriateness: Am I satisfied the strategic directions proposed are suited to the Shire and Community needs?
- 3. Sustainability: Am I satisfied that the strategic direction proposed is of a nature and quality to ensure its future? What is the quality of the information, quality of the analysis and risk assessments?

4. Feasibility:

- Am I satisfied that organisation implications have been considered thoroughly;
- b. Implementation is possible;
- c. Programs are realistic, achievable and comprehensive?

Accountability:

- a. Has management accountability for the progress made towards the achievement of the strategic goals been outlined?
- b. Is the budgeting robust?
- c. Are the Elected Members kept abreast of events?
- d. Can the Council take timely remedial effective action if needed?

The Elected Members may work together on the strategic planning process or alternatively establish a Committee, which will report to Council. The responsibilities either way is:

- Establish the strategic direction and budget priorities;
- * Ensure that budget and financial management is sustainable and in accordance with overall policies and priorities
- Approve the budget and financial plans in or by July to minimise delays to service delivery and implementation;
- * Determine which Key Performance Indicators and other performance measures that will be reported in Key Performance areas and Operational areas:
- * Determine the areas, which require individual high level plans e.g. Human Resource Management, Financial, IT, Risk Management and Special Projects;
- * Review final drafts of plans for the Councils adoption;

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Attachment A

- Determine what data (such as surveys, reports, studies) will be collected for a given year;
- Use performance data as the basis for decision making and determining budget priorities;
- * Communicating and promoting the strategic plan within the Shire of Busselton.

Executive Management (MANEX) responsibilities

The CEO and Executive Management are responsible for collation of all available data and information for analysis during the planning process.

- Critically review the data sets and evaluation reports and use them for the basis of decision making;
- Review the financial performance of all the departments/business units / recurrent services;
- * Assess departments/business units / recurrent services;
- * Service evaluation reports:
- Identify emerging budgetary risks for current and future years;
- * Advise the Council on budgetary allocations, and recurrent funding needs;
- * Monitor trends and performance of human and physical resources;
- Ensure that financial management and human resource management strategies support efficient and effective use of financial resources;
- Identify information management strategies, capital replacement, software, security and ongoing training needs for the Shire;
- Identify the potential risks through the Risk Management Plan and internal audit program;
- Prioritise and alert Councils of all risks significant and above for budget and planning processes;
- * Collate results from internal and external audits for planning process;
- Collate information from staff surveys for planning process;
- * Collate results of customer complaints analysis for planning process;
- Collate actions outstanding from previous Strategic Plans;
- Gather demographic information for planning process;
- * Gather all Regional and Infrastructure information;
- * Identify State Government Budget allocations for the regional development;
- * Identify any State or Federal Government opportunities;
- * Identify any Tourism Opportunities;
- * Identify any Commercial planning opportunities;
- * Collate all the project plans and projected budgets;
- * Recommend priorities to Council;
- * Agree and set key performance indicators to achieve the Strategic Plan;
- * Drive performance and manage resources to achieve the strategic plan objectives and key performance indicators; and
- * To continually promote and educate the importance and relevance of the Strategic Plan across the organisation and the community.

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Manager responsibilities

- Prepare with staff all operational plans;
- Prepare with staff all recurrent and capital budgets;
- * Analyse assumptions, data and objectives;
- * Agree and set key performance indicators for each plan;
- Drive performance and manage resources to achieve the strategic plan objectives and key performance indicators; and
- * To continually promote and educate the importance and relevance of the Strategic Plan across the organisation and the community.

7. Reporting

The CEO will prepare a quarterly detailed report for Council on all operations which are aligned to the various plans key performance indicators and identify the reasons for non-performance.

8. Policy Background

Owner Unit Economic and Strategic Development

Originator Manager, Economic and Strategic Development

Date Created 22 March 2007
Date Reviewed May 2010
Review Frequency Every two years

Related Documents LG Act 1995 § 5.56. "Planning for the future" and Local

Government (Administration) Regulations 1996 19C.

Background/History Original version - presented to Council 11 April 2007

Strategic Plan Review in March 2008 identified

requirement to amend policy

Strategic Plan Review in January 2010 identified

requirement to amend policy

History

Council Resolution	Date	Information
C1007/237	14 July, 2010	Updated strategic planning policy
		adopted.
		Version 3
C0808/262	27 August, 2008	Updated strategic planning policy
		adopted.
		Version 2
C0704/091	11 April, 2007	Date of implementation.
		Version 1

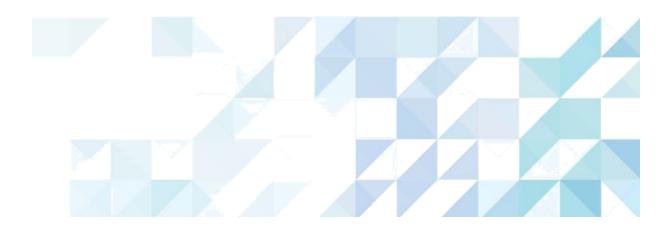




Integrated Planning and Reporting

Advisory Standard

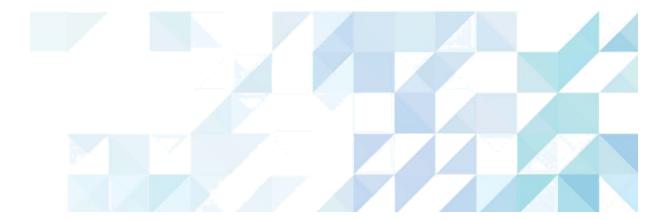
September 2016



The Department of Local Government and Communities acknowledges and thanks the local governments that attended the consultation workshops in March 2016. The comments provided in the workshops were invaluable in revising the Integrated Reporting Framework and Guidelines, Advisory Standard, Asset Management Guidelines and Long Term Financial Plan Guidelines.

The Department also wishes to thank those who reviewed various draft revised documents and provided feedback. The final documents were significantly improved as a result.

Finally, the Department thanks Localise for designing and facilitating the workshops, and preparing the draft and final revised suite of documents.



Attachment B

81 Advisory Standard

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1. Introduction

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

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This Advisory Standard complements the legislative requirement for planning for the future under Section 5.56 (1) of the Local Government Act 1995 and the regulations under Section 5.56 (2) of the Act that outline the minimum requirements to achieve this. There are also separate provisions regulating the Annual Budget and Annual Report.

The Advisory Standard outlines "Achieving", "Intermediate" and "Advanced" Standards of IPR performance. Local governments should be moving steadily through the Standards, on a pathway of continuous improvement.

The pathway will be different for each local government. The application of IPR needs to be commensurate with factors such as size, resourcing and circumstances. However, high standards can be achieved at a small scale, so there is no presumption that larger local governments will generally be capable of higher standards or vice versa.

The Integrated Planning and Reporting Framework and Guidelines includes a userfriendly "self-assessment good practice checklist" to assist local governments in their continuous improvement.

All local governments should meet the Achieving Standard, which encompasses the minimum regulatory requirements and other provisions that ensure an acceptable minimum standard of practice. The Intermediate and Advanced Standards demonstrate the higher levels to which local governments should aspire as they strive towards achieving best practice.

In addition to this Integrated Planning and Reporting Advisory Standard, the Department of Local Government and Communities publishes a suite of other documents to assist local governments and communities to develop competence in IPR:

- Integrated Planning and Reporting Framework and Guidelines
- Asset Management Framework and Guidelines
- Workforce Planning Toolkit
- Long Term Financial Planning Framework and Guidelines
- Model Long Term Financial Planning
- Abridged Model Long Term Financial Planning
- Long Term Financial Planning Tools
- Community Development: A Guide for Local Government Elected Members
- Working Effectively with Local Governments: A Guide for Community Sector **Organisations**

2. Strategic Community Plan

Element	Regulatory requirements	Standards
Strategic Communit y Plan	A Strategic Community Plan: (i) Is for a minimum 10-year timeframe. (ii) States community vision, aspirations, and objectives. (iii) Was developed or modified through engagement with the community, and this is documented. (iv) Has regard to current and	Standard is NOT met: If a Council has not adopted a Strategic Community Plan that meets all of the regulatory requirements. Achieving Standard: Achieving Standard is met when: A Council has adopted a Strategic Community Plan that meets all of the regulatory requirements ¹ The local government has a community
	future resource capacity, demographic trends and strategic performance measurement. (v) Is adopted, or modifications to it are adopted, by an absolute majority of council. (vi) is subject to a full review scheduled for 4 years from when it is adopted.	 engagement policy or strategy Community engagement² involves at least 500 or 10% of community members, whichever is fewer, and is conducted by at least 2 documented mechanisms A Strategic Review is undertaken every two years, alternating between a Minor Strategic Review and a Major Strategic Review
	References: Local Government Act 1995, s 5.56 Local Government (Administration) Regulations 1996; Regulation 19C, 19D	Intermediate Standard: Intermediate Standard is met when: The Strategic Community Plan connects most of the activities and services that are delivered by the local government with the community's vision, aspirations and objectives The Strategic Community Plan takes into account a range of relevant external factors, including relevant plans of State and Commonwealth agencies Community engagement involves more than the minimum number of community members as provided for in the Achieving Standard, is inclusive and uses more than

Note that the IPR Framework and Guidelines refers to community aspirations encompassing vision, outcomes and priorities. These elements will meet the regulatory requirements, however the terminology is flexible. It is acknowledged that different local governments will use different terms, such as goals, objectives, key result areas or key focus areas instead of outcomes.

² Refers to Major Strategic Review

Element	Regulatory requirements	Standards
		the minimum number of documented mechanisms that apply in the Achieving Standard
		Advanced Standard:
		Advanced Standard is met when:
		 The Strategic Community Plan meets Achieving and Intermediate standards
		 The Strategic Community Plan connects all of the activities and services that are delivered by the local government with the community's vision, aspirations and objectives
		 The Strategic Community Plan demonstrates effectiveness in achieving community objectives

3. Corporate Business Plan

Element	Regulatory requirements	Standards	
Corporate Business Plan	A Corporate Business Plan: (i) Is for a minimum of 4 years.	Standard is NOT met: If a Council has not adopted a Corporate Business Plan that meets the listed regulatory requirements.	
	(ii) Identifies and prioritises the principal strategies and activities the Council will undertake in response to the aspirations and objectives stated in the Strategic	Achieving Standard: Achieving standard is met when: A Council has adopted a Corporate Business Plan that meets all of the listed	
	Community Plan. (iii) States the services, operations and projects that a local government will deliver over the period of the	regulatory requirements Year 1 of the Corporate Business Plan establishes the Annual Budget The local government also has in place:	
	plan, the method for delivering these and the associated cost.	a Workforce Plan that meets the Achieving Standard	
	(iv) References resourcing considerations such as asset management plans,	 asset management key performance indicators that meet the Standards* a Long Term Financial Plan 	

Element	Regulatory requirements	Standards
	finances and workforce plans. (v) Is adopted by Council by absolute majority. Regulations also require that the Corporate Business Plan is reviewed annually, as it is the main 'driver' for the Annual Budget. References: Local Government Act 1995, s	Intermediate Standard: Intermediate standard is met when: The Corporate Business Plan meets the Achieving Standard Core informing strategies (Workforce Plan, Asset Management Plans, Long Term Financial Plan) have been integrated to drive activities and service delivery The Workforce Plan meets Intermediate Standard
	5.56 Local Government (Administration) Regulations 1996; Regulation 19DA	 Asset key performance indicators are at "Standard is improving"* Financial management key performance indicators meet Achieving Standards
		Advanced Standard:
		Advanced standard is met when:
		 The Corporate Business Plan meets the Achieving Standard and Intermediate Standard
		 All activities and services delivered are integrated through the Corporate Business Plan
		 Asset key performance indicators are at "Standard is improving"* and all financial performance indicators meet Advanced Standards (where applicable)
		 The Workforce Plan meets Advanced Standard

^{*} As described in Local Government Operational Guideline Number 18, Financial Ratios, June 2013 available here:

https://internal.dlgc.wa.gov.au/Publications/Documents/DLGC LG Operational Guideline 18.pdf

4. Asset Management Plan

Key Performa nce Indicator	Data and Calculation	Information	Standards
Asset consumptio n ratio (ACR)	Depreciated replacement cost of assets (written down value) divided by current replacement costs	This shows the written down current value of a local government's depreciable assets relative to their 'as new' value in up to	Standard is not met if ratio data cannot be identified or ratio is less than 50%
	of depreciable assets.*^	date prices.	Achieving standard is met if ratio data can be identified and ratio is
	Expressed as a percentage.	The ratio highlights the aged condition of the local government's	50% or greater
	, and a second	stock of physical assets.	Standard is improving if ratio is between 60% and 75%
Asset sustainabili ty ratio (ASR)	Capital expenditure on replacement or renewal of assets divided by the depreciation	This measures the extent to which assets managed by the local government are being replaced as they reach the end of their useful	Standard is not met if ratio data cannot be identified or ratio is less than 90%
	expense.*^ Expressed as a percentage.	lives.	Achieving standard is met if ratio data can be calculated and ratio is 90%
			Standard is improving if ratio is between 90% and 110%
Asset renewal funding ratio	Net present value of planned capital expenditure based on current Departmental	This indicates whether the local government has the financial capacity to fund asset renewal as required,	Standard is not met if ratio data cannot be identified or ratio is less than 75%
	guidance on renewals over ten years divided by the net present value of the required capital expenditures on	and can continue to provide existing levels of services in future, without: - additional operating income; or	Achieving standard is met if ratio data can be identified and ratio is between 75% and 95%

Key Performa nce Indicator	Data and Calculation	Information	Standards
	renewals over the same period.*^	 reductions in operating expenses; or 	Standard is improving if ratio is between 95% and
	Expressed as a percentage.	 an increase in net financial liabilities above that currently projected. 	105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%

^{*} Further information that will assist local governments to meet the standards, including calculation of ratios is available in the Asset Management Guidelines and Long Term Financial Plan Guidelines.

5. Workforce Plan

Element	Regulatory Requirements	Standards
Workforce Plan	From the Local Government (Administration) Regulations 1996 19DA (3)c:	Standard is not met if the Achieving Standard is not met.
	A corporate business plan for a district is to develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.	 Achieving Standard: Achieving standard is met when: Council has a current Workforce Plan The Workforce Plan identifies the current workforce profile and organisational structure The Workforce Plan identifies gaps between the current profile and the organisation's requirements The Workforce Plan identifies organisational activities to foster and develop workforce The Workforce Plan is budgeted for in the Corporate Business Plan and Long Term Financial Plan

[^] Refer to sections 2 and 3 for further information on the relationship of this key performance indicator to the Strategic Community Plan and Corporate Business Plan standards.

Element	Regulatory Requirements	Standards
		Intermediate Standard:
		Intermediate Standard is met when the Workforce Plan meets the Achieving Standard and:
		 Council has a Workforce Planning policy
		 Council has a system to collect and analyse workforce information
		 Organisational activities to foster and develop the workforce are being implemented as planned
		 The Workforce Plan is integrated with other plans
		 Reports to Council identify workforce requirements and implications and Council decision making takes these into account
		 Employees have the opportunity to participate in the workforce planning process
		Advanced Standard:
		Advanced Standard is met when the Intermediate Standard has been met and:
		 Workforce planning, policy and practices are a high priority for the organisation and are incorporated into all planning, decision making, systems, policies and procedures
		 Managers include workforce considerations as an integral part of the local government's operations for which they are responsible and accountable

6. Long Term Financial Plan

Key Performance Indicator	Data and Calculation	Information	Standards
Operating surplus ratio	Net operating surplus, divided by own source operating revenue, expressed as a percentage.*^	This is an indicator of the extent to which revenues raised cover operational expenses only or available for capital funding purposes.	Standard is not met if the operating surplus ratio is 0% Achieving standard is met if the operating surplus ratio is between 0% and 15% Advanced standard is met if the operating surplus ratio is greater than 15%
Current ratio or working capital ratio	Current Assets MINUS Restricted Assets divided by Current Liabilities MINUS Liabilities associated with Restricted Assets	This is a modified commercial ratio designed to focus on the liquidity position of a local government. Expressed as percentage, 1:X, or decimal figure	Standard is not met if this ratio is lower than 1:1 Achieving standard is met if the ratio is 1:1 or greater (e.g 100% or 1.0)
Debt service cover ratio	Annual operating surplus before interest and depreciation divided by annual debt service payments (both principal and interest).*^	Also known as 'debt coverage ratio', this is the ratio of cash available for debt servicing to interest, principal and lease payments.	Standard is not met if this ratio is lower than 2 Achieving standard is met if this ratio is greater than or equal to 2 Advanced standard is met if this ratio is greater than 5
Own Source Revenue Coverage Ratio	Own Source Operating Revenue divided by Operating Expense	This ratio is the measurement of a local government's ability to cover its costs through its own revenue efforts.	Standard is not met if this ratio is lower than 0.4 Achieving standard is met if the ratio is between 0.4 and 0.9 Advanced standard is met if the ratio is greater than 0.9

https://internal.dlgc.wa.gov.au/Publications/Documents/DLGC LG Operational Guideline 18.pdf

7. Annual Report

Element	Regulatory requirements	Standards
What is to be included in the Annual Report	The local government's Annual Report is to contain: (i) an overview of the	Standard is NOT met: If the local government's Annual Report does not contain the information stipulated in the regulations
	Strategic Community Plan and the Corporate Business Plan, which together constitute the Plan for the Future.	Achieving Standard: Achieving standard is met if: The local government's Annual
	(ii) major initiatives to commence or continue in the next financial year.	Report meets the listed regulatory requirements Intermediate Standard: Intermediate standard is met when:
	The Annual Report must also contain details of:	 The Annual Report outlines progress towards the achievement of (4 yearly) Council priorities as established through the Corporate Business Plan
	(i) any modification that was made to the Strategic Community Plan during the financial year; and	Advanced Standard: Advanced standard is met when:
	(ii) any significant modification that was made to the Corporate Business Plan during the financial year.	 The Annual Report meets Achieving and Intermediate Standards The Annual Report outlines progress towards the achievement of community objectives established through the Strategic Community Plan

^{*} Detailed information is also available in *Local Government Operational Guidelines Number 18 – June 2013 Financial Ratios*, downloadable from here:

[^] Refer to sections 1.1 and 1.2 for further information on the relationship of this key performance indicator to the Strategic Community Plan and Corporate Business Plan standards.

Contact details

For more information, please contact:

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Translating and Interpreting Service (TIS) – Tel: 13 14 50

12.7 <u>Policy and Legislation Committee - 29/05/2018 - REVIEW OF CLOSED CIRCUIT TELEVISION</u> (CCTV) POLICY 028

SUBJECT INDEX: Policy Review

STRATEGIC OBJECTIVE: Assets are well maintained and responsibly managed.

BUSINESS UNIT: Information Services
ACTIVITY UNIT: Information Services

REPORTING OFFICER: Manager, Information Services - Hendrik Boshoff **AUTHORISING OFFICER:** Director Finance and Corporate Services - Tony Nottle

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Current Policy - Closed Circuit Television

Attachment B Proposed Policy - Closed Circuit Television.

Attachment C MOU - Closed Circuit Television - WA Police.

This item was considered by the Policy and Legislation Committee at its meeting on 29 May 2018, the recommendations from which have been included in this report.

PRÉCIS

The purpose of this report is to present a revised Closed Circuit Television (CCTV) Policy (the Policy) in order to bring the current policy up to date with changes that have occurred in recent years. The Policy is also written in accordance with the new Policy Template.

BACKGROUND

The Policy was first implemented on the 9 October 2013 and has not been reviewed since. The focus of the Policy at the time of implementation was the management of CCTV on and around the Busselton Jetty. Since then, the City has progressed with a number of major projects and other items which brought to bear a significant increase in the use of CCTV across the City. Current sites with some form of video surveillance installed include:

- Busselton Jetty;
- Youth and Community Activities building and Skate Park on Foreshore Parade;
- Civic and Administration Building and surrounds on Southern Drive;
- Margaret River Busselton Airport on Neville Hyder Drive;
- Busselton Library and surrounds at Camilleri Street;
- Naturaliste Community Centre in Dunsborough; and
- Busselton Waste Transfer Station on Rendezvous Road.

Included in these implementations was a direct link for the Busselton Police station into selected public open space cameras, which was well received and has been well used by the Busselton Police.

During 2015, the City entered into an agreement with the Western Australia (WA) Police in the form of a Memorandum of Understanding (MOU), for the sharing and management of CCTV Systems and resulting data. The MOU was jointly developed by the WA Local Government Association (WALGA) and the Minister of Police in accordance with the WA Police State CCTV Strategy. The MOU formed the base of cooperation during the implementation of the direct link into the Busselton Police station as noted above.

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.

Other legislation relevant to the management of CCTV Systems include:

- Surveillance Devices Act 1998;
- State Records Act 2000; and
- MoU Between City of Busselton and WA Police for the State CCTV Strategy

RELEVANT PLANS AND POLICIES

This report recommends the update of Policy 028 – Close Circuit Television. A copy of the current Policy is attached and revised Attachment B.

Also included please find a copy of the MOU (Attachment C) between the City of Busselton and the WA Police.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

Long-term Financial Plan Implications

There are no Long Term Financial Plan (LTFP) implications in relation to this item.

STRATEGIC COMMUNITY OBJECTIVES

This policy aligns with and supports the **Council's Key Goal Area 6 – 'Leadership'** and more specifically **Community Objective 6.3** 'Assets are well maintained and responsibly managed.'

RISK ASSESSMENT

There are no risks associated with the Officer Recommendation identified as being of a medium or greater level.

CONSULTATION

No external consultation is required in relation to this policy review. The City will ensure its CCTV Systems management and information release is consistent with the Policy and the MOU in place with the WA Police.

OFFICER COMMENT

To date the main reasons for the installation of CCTV Systems included:

- 1. Increased asset protection;
- 2. Reduction of crime and anti-social behaviour; and
- 3. Improving public safety.

In particular the installation of the CCTV system at the Busselton Foreshore has resulted in a reduction of general vandalism, asset damage and anti-social behaviour in and around the Skate Park. Therefore it is anticipated the use of CCTV systems across other open public spaces will increase.

The availability of new and more affordable technologies will also see a change in the diversity of video surveillance devices and systems. For example the City might elect to utilise a temporary deployment on a vehicle or similar to assist with managing large events like the annual school leavers etc.

With these predicted changes it is advantageous for the City to implement a more high level policy position as a guiding principle and enable the CEO to develop the necessary executive and operational practises to ensure the principles are sustained.

Thus the policy has been updated to include:

- The five surveillance categories which are governed by the Policy;
- Acknowledge that the City may enable live stream of camera feeds, where it is in public interest and legal to do so;
- That there exists a separate agreement in the form of a MOU between the City and the WA Police for the internal management of CCTV system and resulting evidence;
- That the City is not to release any recorded CCTV media, other than to the WA Police or where legally obligated to do so; and
- That the CEO is to ensure the City complies with statutory requirements as it relates to CCTV systems.

CONCLUSION

Changing the Policy to include more high level principles will ensure the City can readily implement surveillance systems where the need arises. These might range from temporary, short term or long-term surveillance solutions as required by situations or opportunities.

OPTIONS

The Council could choose not to endorse the new Policy, or make additional changes to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The revised Policy would be effective immediately upon endorsement by Council.

OFFICER RECOMMENDATION

That the Council endorse the revised Policy 028 – Closed Circuit Television as shown in Attachment B.

COMMITTEE RECOMMENDATION

That the Council endorse the revised Policy 028 – Closed Circuit Television as shown in Attachment B subject to the following amendments:

Item 3 Definitions: definitions for public area and MOU to be included Item 5.4 Policy Statement: "directed" is amended to "required"

Attachment A

Current Policy - Closed Circuit Television

Implemented 09/10/2013

028	Closed Circuit Television Policy (CCTV Policy) –	V1 Current
	Busselton Jetty	

PURPOSE

As part of the City of Busselton's Community Strategic Plan (2013), Council has placed a high priority on providing for a caring and inclusive community; a community where people feel safe, empowered, included and enjoy a good sense of health and wellbeing. The City of Busselton Closed Circuit Television Policy (CCTV Policy) – Busselton Jetty will assist this in achieving this goal by providing measures to increase community safety and crime prevention along, and in the immediate vicinity of the Busselton Jetty. The CCTV Policy focuses on the following specific areas:

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- 1. Reduction of crime and anti-social behaviour
- 2. Improving public safety
- 3. Increased asset protection.

The implementation of the CCTV Policy will assist in achieving the following objectives relating to the Busselton Jetty:

- To set out considerations for the assessment, evaluation and review of the placement of individual cameras;
- To increase safety of City staff, Busselton Jetty Environment and Conservation Association (BJECA) staff, and the general public;
- To discourage anti-social and illegal behaviour;
- To assist in the protection of the Busselton Jetty from theft and damage;
- To provide where possible evidence that may assist in assessing specific events and identifying offenders;
- To improve perceptions of public safety;
- · To identify the responsible agency to respond to particular matters.

SCOPE

This policy applies to CCTV operated on or located or in the vicinity of the Busselton Jetty.

DEFINITIONS

For the purpose of this policy the following definitions apply: -

"The Act" means the Surveillance Devices Act 1998

Closed Circuit Television is defined as a television system that transmits images on a 'closed loop' basis where images are only available to those directly connected to the transmission system. The transmission of closed circuit television images may involve use of a coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems. A hand held or fixed video recorder is not included in this definition unless it is connected to a transmission system.

Busselton Jetty is defined as infrastructure located on Reserve number 46715, situated on Lot 350 on DP55296 City of Busselton.

Law Enforcement Agency is defined as the WA Police and/or City of Busselton Rangers.

Public Land is defined as land owned or managed by the City of Busselton.

12.7 Attachment A Current Policy - Closed Circuit Television

Implemented 09/10/2013

Video Surveillance is defined as surveillance by a closed circuit television system for direct visual monitoring and/or recording activities on premises or in a place.

POLICY CONTENT

Principles

The City of Busselton provides CCTV systems for infrastructure, facilities, and public spaces where determined necessary. The aim is to protect assets, deter anti-social behaviour and offences against persons and property, and provide video recordings and/or still images as evidence to events or incidents to the relevant law enforcement agency which may have occurred in the area of use.

The CCTV system will attain an appropriate balance between the personal privacy of individuals utilising public infrastructure, facilities, and/or public spaces with the objective of recording incidents of alleged criminal and/or unwanted behaviour.

Recordings from system will be utilised for ensuring safety and security purposes only, as instigated by the City of Busselton, BJECA, and/or law enforcement agencies. The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

Role of Law Enforcement Agencies relating to the Busselton Jetty

The WA Police are primarily responsible for the maintenance of public order, and the prevention and detection of criminal activity. The WA Police will respond to the following activities, but are not limited to; vandalism, threatening behaviour, use of weapons, theft, assault, etc.

The City of Busselton Rangers are primarily responsible for upholding community and public safety, and enforcing and infringing breaches of local laws. The City of Busselton Rangers will respond to the following activities, but are not limited to; bicycle riding, smoking, littering, etc on the Busselton Jetty.

Signage and Privacy

Prominent and appropriate signage will be permanently displayed in the general location of camera coverage to notify members of the public of the presence of CCTV cameras. Cameras will only be installed in public places generally accessed by members of the public.

Access to CCTV Footage

CCTV footage will be accessed by authorised persons only, including law enforcement agencies and personnel from the City of Busselton and BJECA. A list of authorised personnel will be outlined in the City of Busselton's CCTV Operational Policy and Procedure document.

Recording and Storage of Information

The recording of footage and/or still images will occur on a continuous basis. The use of video recordings and/or still images will only occur if the Chief Executive Officer(s) of the City of Busselton and/or BJECA is of the opinion that an offence against a Statute Law is being, is likely to be, or has been committed, or if the footage is required for the purposes of the City and/or BJECA relating to such matters as the maintenance, insurance or overall management and preservation of the Jetty. At no time shall the CCTV system be used with the intent to examine individuals going about their lawful business, or otherwise to observe private activity as defined in the Act.

Access to video recordings for the purposes of investigating an incident that has contravened a local and/or state law shall be undertaken by the relevant law enforcement agency.

At no time shall any original or copied video recordings, or still images, be released to any media organisation or journalist without the prior approval of the Chief Executive Officer(s) of the City of Busselton and/or BJECA, or authorised persons as identified in the City of Busselton's CCTV Operational Policy and Procedure document.

Current Policy - Closed Circuit Television

Implemented 09/10/2013

The City and/or BJECA will take all other necessary measures to ensure that their use of CCTV complies with relevant requirements of the Act.

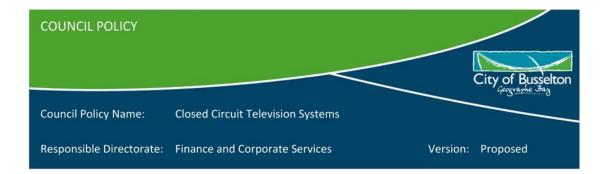
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Responsibility

The Chief Executive Officer of the City of Busselton is responsible for the general management of the City's CCTV system, including maintenance of the CCTV system. The Chief Executive Officer of BJECA is responsible for the daily management of the Busselton Jetty CCTV system, and will communicate any matters which are reported to the WA Police, and/or maintenance matters with the City of Busselton as they occur. Video recordings will be retained for a period of 14 days, and will be managed by BJECA.

The Chief Executive Officers of the City of Busselton and BJECA will ensure that their respective employees involved in recording, observation and capturing of images are informed, through training or through other means, of their responsibility to act in an ethical and lawful manner as per the relevant legislation.

Council Resolution	Date	Information
C1310/261	9 October, 2013	Date of Implementation
		Version 1



1. PURPOSE

- 1.1. CCTV Systems are installed to assist in the management and protection of the City's assets.
- 1.2. The purpose of this policy is to establish functional categorisation of CCTV Systems and protocols for the management of recorded data.

2. SCOPE

2.1. This policy is applicable to all CCTV systems owned, managed or controlled by the City of Busselton for the purpose of surveillance, protection and deterrence.

3. **DEFINITIONS**

Term	Meaning
CCTV	Closed Circuit Television
CCTV System	Is a system that comprises of CCTV cameras, information store, connections and applications for storage, retrieval and viewing of information.
Public Area	includes— (a) any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property; and (b) local government property; but does not include premises
MOU	Memorandum of Understanding between the Minister of Police and the City of Busselton dated X and as amended from time to time.

4. STRATEGIC CONTEXT

- 4.1. This policy links to Key Goal Area 6 of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. Assets that are well maintained and responsibly managed.

5. POLICY STATEMENT

- 5.1. There are five categories of CCTV cameras:
 - a. Public Area Permanent (Fixed)
 - **b.** Public Area Portable (Temporary)
 - c. Vehicle-based (Mobile)
 - d. Buildings and Assets Permanent (Fixed)
 - e. Service/Staff Areas Permanent (Fixed)

Proposed Policy - Closed Circuit Television

- 5.2. A MOU between the City of Busselton and WA Police is to establish the principles, protocols, roles and responsibilities regarding the access to viewing, release and copying of recorded footage and still photographs.
- 5.3. The release or viewing of recorded footage and still photographs to the WA Police is permitted subject to the terms and conditions contained within the MOU between the City and the WA Police.
- 5.4. Unless specifically required under law, the release or viewing of recorded footage and still photographs other than to the WA Police is expressly prohibited.
- 5.5. The Chief Executive Officer is to establish Staff Management Practices and Operating Procedures that ensure CCTV is operated effectively in line with Statutory Requirements.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Surveillance Devices Act 1998
- 6.2. State Records Act 2000
- 6.3. MOU

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Last Reviewed	DATE	9 October, 2013	Resolution #	C1310/261

Busselton City of

MOU - Closed Circuit Television - WA Police

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MEMORANDUM OF UNDERSTANDING

BETWEEN

The Minister for Police

AND

Participants as listed in Clause A of the Schedule to this Memorandum

FOR THE PROVISION OF A COORDINATED STATE CCTV NETWORK THAT ALLOWS DATA SHARING BETWEEN OWNERS OF CCTV CAMERAS FACING PUBLIC AREAS TO ENHANCE THE SAFETY AND SECURITY OF THE WESTERN AUSTRALIAN COMMUNITY

MOU - Closed Circuit Television - WA Police

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MOU for the State CCTV Strategy

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MOU for the State CCTV Strategy

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MOU for the State CCTV Strategy

MEMORANDUM OF UNDERSTANDING

Attachment C

This Memorandum of Understanding ('MOU') commences on the date properly executed by the Participants. If other Participants opt into this MOU at a later date, the obligations of this MOU will apply to those additional Participants on the date properly executed by those other Participants.

Parties

This MOU is made between:

- The Minister for Police 1.
- Participants, as listed Clause A of the Schedule to this MOU 2. together known as 'the Parties'.

Recitals

- 1. The Parties acknowledge that CCTV has increasingly featured in the community as a safety and crime prevention tool. The use of CCTV in public areas supports law enforcement, public amenity, counter terrorism and emergency services operations.
- 2. There are numerous CCTV systems in Western Australia (WA), many of which have cameras facing public areas that have the potential to contribute to improving community safety, security and public amenity outcomes. The State CCTV Strategy provides a clear vision and framework for how CCTV in public areas can best be used and provides the mechanism by which CCTV owners can volunteer the Data from any public facing camera that they manage to one or more agreed Clients. By coordinating the State's CCTV resources through a voluntary framework, the State CCTV Strategy aims to make the data sharing process in WA as efficient as possible, both for CCTV owners who donate Data and Clients (such as WA Police and emergency services) who are authorised to access this Data.
- The State CCTV Register (currently called Blue Iris) will be reformed and updated to provide better functionality and operability for those CCTV owners who, subject to being approved as a Donor, wish to voluntarily provide Data from their public facing cameras. The State CCTV Register will form a comprehensive database containing information on the State's CCTV infrastructure and, in the event of an incident, WA Police and emergency services will be able to respond more effectively by obtaining Data from cameras detailed in the State CCTV Register.
- 4. A set of criteria and supporting documents will be published as part of the State CCTV Strategy to provide a range of information on CCTV and leading practice for owners of CCTV systems to adopt, whether in the private or public domain. In addition, policy and

MOU - Closed Circuit Television - WA Police

MOU for the State CCTV Strategy

whole-of-government guidance will be provided for State agencies and Local Government Authorities to support agency planning and coordination of CCTV and related infrastructure.

- 5. Of the CCTV owners who register their infrastructure, it is expected that a small subset will have a large number of cameras covering public spaces. These owners will be encouraged on a case by case basis to become connected so that WA Police can directly access their live, and potentially recorded, CCTV Data for safety and security purposes. Other Clients may be added if agreed by the CCTV owner and if they meet certain eligibility criteria. A technology solution will be trialled and developed as part of the State CCTV Strategy to connect these identified high value CCTV owners. This connection will serve to minimise disruption to Donor operations and increase police responsiveness to critical incidents.
- 6. Contributing to a safer and more secure WA is not limited to owners of traditional CCTV infrastructure, as everyone with a smart phone or tablet now possesses a CCTV camera. As part of the State CCTV Strategy, a Mobile Video Sharing solution will be tested to unlock this potentially rich source of Data, providing a new way for members of the community to themselves contribute to WA's safety and security.
- 7. The Parties acknowledge that limitations may exist in respect of legal and privacy issues, participation issues, and technological limitations. To address this, the State CCTV Strategy will review existing legislation; develop criteria, guidelines and procedures to govern the collection, use and storage of CCTV Data; and will prioritise the registered Donors to identify those of the highest value for public safety.
- Under this MOU, WA Police will always be the primary client and will manage the CCTV State Strategy.

1. Memorandum of Understanding

This document is a statement of understanding and is not intended to create binding or legal obligations on any Party.

2. Interpretation

2.1. Definitions

2.1.1. In this MOU, unless a contrary intention appears:

Approved Client means an approved receiver of Data

pursuant to a Registered Agreement between an individual Donor and another

person:

Approved Purposes

means the approved purposes for which Data may be accessed and used as described in Clause B of the Schedule;

MOU for the State CCTV Strategy

Business Day

means a weekday other than a public

holiday;

Client

means an Emergency Services Client or

an Approved Client;

CCTV

Data

means closed circuit television;

the State CCTV Strategy;

Commencement date

means the date this memorandum of understanding is executed by a Party;

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means any CCTV footage provided or

accessible via the State CCTV Strategy;

means an approved provider of Data to

Donor

Emergency Services Client means an approved receiver of Data listed as a Participant in clause A.1 of the

Schedule;

Harmful Code

includes any computer code or instruction that is intentionally designed, created, replicated or distributed to have the ability to damage, inhibit, interfere with or adversely affect computer programs or data or information and communications technology systems, or to compromise or adversely affect the security, integrity, confidentiality or privacy of such systems or programs or data of any person, or that otherwise is or is intended to be disruptive, vexatious, harmful, malicious, or destructive to any person or thing without limitation including any computer 'worm', 'Trojan horse', 'spyware', 'malware' or

'backdoor';

MOU

means this Memorandum of

Understanding and its Schedule;

Participants

means Clients and Donors;

Personnel

means a Participant's officers, employees, agents, contractors and subcontractors (and, where relevant,

each agent's contractor's a

subcontractor's personnel);

Registered Agreement

means an agreement between a Donor and an Approved Client that has been

registered with WA Police;

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MOU for the State CCTV Strategy

Security Incident

means a security breach, violation, contact or approach from those seeking or gaining unauthorised access to Data;

State CCTV Register

Means the comprehensive database which will provide Participants with information on voluntarily registered CCTV cameras monitoring public spaces;

CCTV State Strategy

means the coordinated framework which facilitates data sharing between Donors

and Clients;

WA Police

means Western Australia Police.

2.2. Construction

- 2.2.1. In this MOU, unless the contrary intention appears:
 - a. words importing a gender include any other gender;
 - words in the singular include the plural and words in the plural include the singular;
 - c. clause headings are for convenient reference only and have no effect in limiting or extending the language of provisions to which they refer;
 - words importing a person include a partnership and a body whether corporate or otherwise;
 - a reference to any legislation or legislative provision includes any statutory modification, substitution or re-enactment of that legislation or legislative provision;
 - f. if any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning;
 - g. the Schedule forms part of this MOU;
 - if any conflict arises between the terms contained in the clauses of this MOU and any part of the Schedule, the terms in the clauses prevail;
 - a reference to the Schedule, is a reference to the Schedule to this MOU, including as amended or replaced from time to time; and
 - a reference to writing is a reference to any representation of words, figures or symbols, whether or not in a visible form.

MOU - Closed Circuit Television - WA Police

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MOU for the State CCTV Strategy

. Term

3.1. Term of this MOU

- This MOU commences on the Commencement Date and remains in force indefinitely.
- 3.1.2. A review may be undertaken at any time as agreed by all Parties of this

4. Variation

4.1. Variation to this MOU

- 4.1.1. The list of Participants in Schedule A may be amended at any time by WA Police to reflect the addition or withdrawal of Participants to this MOU.
- 4.1.2. This MOU may otherwise be varied by the written agreement of all Parties

Withdrawal

5.1. Withdrawal of a Participant from this MOU

- 5.1.1. A Participant may, by written notice of at least three months to WA Police, withdraw from this MOU at any time and such notice will take effect on a date determined by WA Police.
- 5.1.2. Upon notice of withdrawal, WA Police and the withdrawing Participant will produce a plan to manage transition and termination of the MOU and associated services.
- Upon withdrawal of a Participant, the remaining Participants acknowledge they have no right to claim compensation or reimbursement of any kind.

6. Roles and Responsibilities of Parties

6.1. The Minister for Police

6.1.1. The Minister for Police is accountable for the implementation and outcomes of the State CCTV Strategy and provides oversight on behalf of the government of the day.

6.2. WA Police

 WA Police are the primary Client and cannot be excluded from access to Data;

MOU - Closed Circuit Television - WA Police

MOU for the State CCTV Strategy

- WA Police have sole discretion to permit Emergency Services Clients to access Data as and when required;
- 6.2.3. WA Police will:
 - i. maintain the State CCTV Register;
 - assess and determine applications from persons wishing to be approved as a Participant;
 - iii. maintain control of the State CCTV Strategy to allow access to Clients pursuant to this MOU;
 - iv. determine if individual agreements between a Donor and another person for access to Data meet eligibility requirements and, if so, will approve the other person as an Approved Client and will register the agreement as a Registered Agreement;
 - provide Donors with leading practice guidelines for CCTV system configuration and maintenance.

6.3. Donors

- 6.3.1. Donors may independently negotiate with other persons who are not Participants to establish parameters that will allow the other person to become an Approved Client on agreed terms;
- 6.3.2. Donors will:
 - i. provide system capability to ensure access to Data by Clients as envisaged by this MOU;
 - ii. provide access to a Data owned, controlled or operated by the Donor to Clients in accordance with clause 7.1;
 - iii. if contacted by WA Police and requested to do so, store and preserve particular Data for the time period specified by WA Police;
 - iv. provide WA Police a copy of any individual agreement reached with another person for access to Data and request WA Police assess it to approve the other person as an Approved Client and to register the agreement as a Registered Agreement; and
 - v. provide initial user training to selected Personnel if required.

6.4. Clients

- WA Police are permitted access to Data for the approved purposes described in Schedule B;
- Emergency Services Clients are permitted access to Data for the approved purposes described in Schedule B at the sole discretion of WA Police;

MOU for the State CCTV Strategy

All other Clients are permitted access to Data for the approved 6.4.3. purposes described in Schedule B and as limited by any parameters outlined in the Registered Agreement relevant to that Client.

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Ownership

Attachment C

7.1. No change to ownership

- 7.1.1. Nothing in this MOU affects the ownership of any Intellectual Property in Data or other information supplied by any Participant.
- Donors are individually responsible for the storage and preservation of 7.1.2. Data owned, controlled or operated by them.
- Participants are individually responsible for CCTV infrastructure 7.1.3. owned, controlled or operated by them.

Disclaimer 8.

8.1. No warranty of accuracy

- The Parties acknowledge that any Data made available under this 8.1.1. MOU is made available to the Participants 'as is' and no guarantees are made by any Party to this MOU as to its accuracy or completeness.
- The Parties disclaim all warranties, express or implied, and accept no 8.1.2. liability for any errors or omissions the Data may contain.

8.2. No warranty of functionality

- WA Police does not warrant the availability or performance of the State 8.2.1. CCTV Strategy and accepts no liability for any malfunction, defect, and downtime resulting from system maintenance, unavailability, Harmful Code or any other performance issue related to the State CCTV Strategy.
- 8.2.2. WA Police will endeavour to provide timely advice of scheduled downtime to the Participants.

Other Responsibilities

9.1. Good faith

The Parties commit to working with each other in good faith to 9.1.1. implement and comply with the terms of this MOU.

MOU for the State CCTV Strategy

9.2. Maintenance of Data supplied by the Participants

 The Parties acknowledge that WA Police is not responsible for the maintenance or accuracy of the Participants' Data available through the State CCTV Strategy;

9.3. Compliance with laws

- The Parties will comply with all laws and legislation relevant to operating CCTV in public facing areas.
- 9.3.2. The Parties acknowledge that Data may fall within the meaning of 'document' for the purposes of the Freedom of Information Act 1992. If any Data becomes the subject of a request received by a Party under the Freedom of Information Act 1992, the Party will notify WA Police and otherwise act in accordance with the provisions of the Freedom of Information Act 1992.

9.4. Virus checking

9.4.1. The Participants will use their best endeavours to ensure that their participation in the State CCTV Strategy and provision of Data to Clients does not result in any Harmful Code being transferred.

Fees

10.1. No fees payable

10.1.1. No fees are payable to or by the Participants for the provision or use of Data pursuant to the State CCTV Strategy.

11. Confidential Information

11.1. Confidential Information not to be disclosed

- 11.1.1. A Party will not, without the prior written consent of the relevant Participant, disclose any Confidential Information of that Participant to a third party.
- 11.1.2. A Participant may impose conditions it considers appropriate when giving consent under this clause and the Party who has requested disclosure shall comply with these conditions.

11.2. Exceptions to responsibilities

11.2.1. The responsibilities of Parties under this clause do not extend to situations in which Confidential Information:

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MOU - Closed Circuit Television - WA Police

MOU for the State CCTV Strategy

 i. is disclosed by a Participant to its Personnel solely in order to discharge its responsibilities or ensure discharge of another Participant's responsibilities under this MOU,

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- ii. is disclosed to a Party's internal management Personnel to enable effective management or auditing of MOU-related activities,
- iii. is disclosed by a Participant to their responsible Minister,
- iv. is disclosed by a Party in response to a request by an Australian parliamentary house or a committee,
- v. is shared by a Party with their internal management boards,
- vi. is required by law to be disclosed, or
- vii. is in the public domain otherwise than due to a breach of this clause
- 11.2.2. Where a Party discloses Confidential Information to another person pursuant to clause 11.2.1, the disclosing Party must notify the person that the information is confidential and obtain agreement that the information will be kept confidential.

11.3. Additional Confidential Information

11.3.1. The Parties may agree in writing after the date of commencement of this MOU that certain additional information is to be Confidential Information for the purposes of this MOU.

11.4. Period of confidentiality

11.4.1. The responsibilities under this clause 11 continue, notwithstanding the withdrawal of a Participant.

12. Security

12.1. Secure Access to State CCTV Strategy

- 12.1.1. The Participants will collaborate to establish and maintain secure connectivity to the State CCTV Strategy as WA Police considers appropriate.
- 12.1.2. In addition to the clause 12.1.1, the Participants will ensure that all requirements as advised by WA Police to the Participants from time to time for securely accessing the State CCTV Strategy are in place and meet the specifications notified by WA Police.

MOU for the State CCTV Strategy

12.2. Security Reports

- 12.2.1. The Participants will provide a written security report to WA Police immediately upon becoming aware that a Security Incident has or may have occurred.
- 12.2.2. The security report will include the following information:
 - i. an outline of the Security Incident,
 - ii. steps taken by the respective Participant to address the Security Incident,
 - iii. where appropriate, recommendations for security improvements, and
 - any other information which WA Police reasonably requires in relation to the Security Incident.

Dispute resolution

- 13.1.1. The Parties agree that any dispute under the MOU shall be resolved in a spirit of fair and open communication at the level at which the issue arises.
- 13.1.2. If the dispute cannot be resolved at the lower level, the Party alleging a dispute will notify WA Police of the nature and details of the dispute. The dispute will then by dealt with through discussion and negotiation between the Parties.
- 13.1.3. In the event of a dispute, the Participants will, unless requested not to do so by WA Police, continue to perform their obligations under this MOU.

14. Notices

14.1. Format, addressing and delivery

- 14.1.1. A notice under this MOU is only effective if it is in writing addressed to the relevant Party.
- 14.1.2. A notice is to be:
 - i. signed by the person giving the notice and delivered by hand; or
 - ii. signed by the person giving the notice and sent by pre-paid post; or
 - iii. transmitted electronically by the person giving the notice by electronic mail or facsimile transmission.

14.2. Effective notice

14.2.1. A notice is deemed to be effected:

MOU for the State CCTV Strategy

- i. if delivered by hand upon delivery to the relevant address;
- ii. if sent by post upon delivery to the relevant address;
- iii. if transmitted electronically upon actual receipt by the addressee.
- 14.2.2. A notice received after 5.00 pm, or on a day that is not a Business Day in the place of receipt, is deemed to be effected on the next Business Day in that place.

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MOU for the State CCTV Strategy

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SIGNED for and on behalf of:		
Liza Houry HON UZA MARVEY MLA [insert name] Minister for Police Date: 195/16	[insert name] WA Police Date:	
[inset name] CHIEF EXECUTIVE OFFICER MICHAEL STEPHEN LEE ARCHER Date: 21/12/2015	[insert name] Date:	
[insert name]	[insert name]	
Date:	Date:	
[insert name] Date	[insert name] Date:	
[insert name]	[insert name]	
Date:	Date:	

MOU for the State CCTV Strategy

A. Participants A.1. Emergency Services Clients • WA Police A.2. Government Agencies • To be confirmed A.3. Local Government Authorities • To be confirmed A.4. Private Businesses/Persons

To be confirmed

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MOU for the State CCTV Strategy

B. Approved Purposes for access to Data

B.1. Emergency Services Clients may access Data:

- following a critical incident in which the lives or safety of members of the public are or may be at risk, in order to coordinate the delivery of emergency services and/or response of law enforcement officers;
- to gather intelligence and/or evidence to assist in the prevention of crime or terrorist activities;
- to gather evidence following a critical incident;
- a purpose that is otherwise required by or under law.
- B.2. Approved Clients may only access Data in accordance with a Registered Agreement and for the following purposes:
 - crime deterrent strategies of relevance to the Approved Client;
 - to improve community safety in an area of relevance to an Approved Client;
 - to improve security outcomes in crime hotspots of relevance to an Approved Client;
 - a purpose that is otherwise required by or under law.

12.8 Policy and Legislation Committee - 29/05/2018 - SALARY PACKAGING POLICY

SUBJECT INDEX: Remuneration and Benefits

STRATEGIC OBJECTIVE: Accountable leadership that is supported by a skilled and professional

workforce.

BUSINESS UNIT: Corporate Services
ACTIVITY UNIT: Human Resources

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 Proposed Salary Packaging Policy

Attachment B Current Salary Packaging Policy !!

This item was considered by the Policy and Legislation Committee at its meeting on 29 May 2018, the recommendations from which have been included in this report.

PRÉCIS

This report presents a revised Salary Packaging Policy (Attachment A) for Council approval, with the policy having been amended to reflect the function and purpose of a Council Policy as recommended by the Governance System Review carried out by Mr John Woodhouse in 2017.

Salary packaging is considered an effective attraction and retention tool. Continuing to support the offering of these benefits will assist the City in meetings its Workforce Planning strategy of "Retaining our staff through attractive remuneration, benefits and innovative practices".

BACKGROUND

In April 2012 Council endorsed (C1204/095) a new Salary Packaging Policy which allowed City employees to salary package a number of benefits in addition to those that were available at the time (Superannuation, City uniforms and recreational facility fees). These additional benefits were Remote Area Rent, Living Away From Home Allowance and Novated Leasing of Vehicles. The policy provided that an external provider specialised in packaging arrangements administer these benefits. To this end the City has been working with Pay Plan for approximately five (5) years.

As part of the 2013 Enterprise Agreement negotiations staff requested that the City further look into the possibility of providing additional benefits that would allow them to access greater tax savings through a legitimate avenue. In particular employees with mortgages were seeking the ability to access remote area housing assistance. As a result of this Officers identified a number of additional benefits that could be offered, namely:

- Airline Lounge Membership
- Remote Area Housing Mortgage Interest
- Remote Area Domestic Energy

In August 2014 Council endorsed a revised Salary Packaging policy which included the provision of these additional benefits (C1408/197).

In March 2017 Council endorsed (C1703/039) a further revision of the policy as part of its ongoing review of Council policies, with the policy simplified and more operational aspects moved into a new operational level practice and procedure (Attachment B).

The current policy is however still considered to be too operational in nature when considered against the recommendations of the Governance System Review conducted by Mr John Woodhouse in August – November 2017, namely:

- 1. There should be a review of the Council Policies with the intent that a Council Policy:
 - a. Should deal with higher level objectives and strategies;
 - b. Should not deal with operational matters, employee matters, or other matters which are the responsibility if the CEO; and
 - c. Should, where appropriate provide sufficient direction to the CEO to develop OPPs which deal with the implementation of the Council Policy or other detailed matters.
- 2. As part of that review, any existing Council Policy should be deleted where it could, more sensibly, be dealt with by an OPP adopted by the CEO

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.

Salary packaging is a complex area of remuneration management and the Council must comply with the requirements of the Australian Taxation Office ("ATO") and relevant State and Federal taxation legislation and regulations associated with FBT and salary packaging.

Remote Area Benefits

The remote area benefits provided within the Policy are available to employees by virtue of a portion of the City of Busselton and surrounding localities being considered a 'remote area' by the ATO. Under the ATO's definition of 'remote area' a locality is considered remote if it is one of the following:

- At least 40 kms from an urban centre with a population of 14,000 or more
- At least 100 kms from an urban centre with a population of 130,000 or more (Remote Area)

Fringe Benefits Tax

Legally FBT is payable by the employer for any non-cash benefits provided to employees. There are however certain benefits which are classified as concessional or FBT exempt benefits. With the exception of novated lease motor vehicles, remote area housing for mortgages and remote area domestic energy, the benefits offered under the policy are FBT exempt. Remote area housing for mortgages and remote area domestic energy attract FBT on 50% of the value packaged. Any FBT costs and / or related costs associated with the benefits are borne by the employee and factored into the packaging arrangement.

Fringe benefits provided to staff (whether salary packaged or not) are, unless exempt, required to be reported on a staff member's **Payment Summary** where the aggregate taxable value exceeds \$2,000 per FBT year. Further it is the grossed-up value that is required to be shown on the Payment Summary. Whilst this amount will not be taxable income, it will be taken into account for the purposes of determining the application of certain surcharges, levies and Government entitlements, such as the additional Medicare levy and Family Tax Benefits. Employees are advised to seek their own financial advice prior to entering into any salary packaging arrangement.

Australian Taxation Office Requirements – Tax Compliance

Employees cannot claim a tax deduction on packaged benefits and are required to observe all standards set by the ATO regarding salary packaging. The standards require complete proof of expenditure and adherence to the employees nominated flexible remuneration. Regular requests for proof of expenditure are undertaken by the City's external salary packaging provider. Failure to observe these standards can result in ATO penalties for the employee.

RELEVANT PLANS AND POLICIES

The Salary Packaging Policy provides for improved employee benefits, and aids the City in achieving its Workforce Plan strategy of "Retaining our staff through attractive remuneration, benefits and innovative practices.

FINANCIAL IMPLICATIONS

The revised policy has no additional financial implications. The cost of any associated fees and charges for each package arrangement (administrative or FBT) will continue to be borne by the employee.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The Officers recommendation aligns with and supports the Council's Strategic Community Plan 2017, specifically Key Goal 6– Leadership and Community Objective 6.3 – Accountable leadership that is supported by a skilled and professional workforce.

RISK ASSESSMENT

The revised policy does not materially change the City's position or offering in relation to salary packaging, and hence poses no risk.

A risk assessment was previously undertaken to assess potential risks associated with offering salary packaging benefits to employees, with the overall risk being assessed as low. In introducing the current range of benefits the City sought and received Tax Rulings from the ATO on various aspects and liaised extensively with its tax advisers.

The City, through its external administrator Pay-Plan, conducts a thorough assessment of eligibility prior to packaging benefits, with employees having to provide documentary evidence related to the benefit being claimed, for instance rental agreements in relation to remote area rent and mortgage settlement documents and loan statements in relation to remote area mortgage interest.

A Salary Packaging Agreement is also entered into between the City, Pay-Plan and the employee which contains obligations for the employee to comply with all ATO and declaration requirements.

CONSULTATION

Nil

OFFICER COMMENT

The revised policy presented does not materially change the City's position or offering in relation to salary packaging. The policy is simply being streamlined to align with the City's new Policy Framework and converted into the City's new policy template.

There are currently 29 employees who take advantage of the benefits offered through the policy. A brief overview of the salary packaging benefits available is provided below.

Work Related Items

The following items where used for work purposes only and not provided by the City:

- portable electronic devices (laptops, mobile phones and PDA's)
- protective clothing
- briefcase
- calculator
- computer software

Airline Lounge Membership

Airline lounge membership joining fees and airline membership annual renewal fees are "tax free" when provided to an employee as part of a salary packaging arrangement.

Novated Leasing of Vehicles

Novated car leases for new or used cars may be packaged by employees. The employee owns the vehicle and has the right to take the vehicle with them should they leave employment of the City, with full responsibility for the vehicle passed on to the employee.

Remote Area Housing Rent

Rent - Employer Provided Housing

Eligible employees may be provided with a Council owned or leased rental property within a Remote Area as part of their package, and the employee may apply to salary package 100% of the rental value tax free.

Rent - Private Rentals

Employees renting privately (i.e. employees who have a rental agreement with a landlord or agency), within a Remote Area can apply to salary package 50% of their rental value tax free.

Remote Area Housing Mortgage Interest

Subject to qualifying criteria, employees with a mortgage on their home which is in a Remote Area can apply to salary package their interest expenses on the mortgage. The home must be their usual place of residence.

Remote Area Domestic Energy

Subject to qualifying criteria, employees who package remote area housing benefits can apply to salary package 100% of the value of the cost of their residential electricity and gas expenses. 50% of the reimbursement does however attract FBT, which is payable by the employee.

CONCLUSION

It is recommended that Council continue to support salary packaging as a useful staff attraction and retention tool. In accordance with the recommendations of the Governance Systems Review, it is however recommended that the current policy be amended to reflect Council's support of salary packaging as opposed to outlining more operational aspects. A Staff Management Procedure is in place to ensure salary packaging is provided within appropriate operational parameters and in accordance with the parameters of the policy.

OPTIONS

The Council may not agree with the revisions to the policy and may seek for the policy to be reendorsed in its current format.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The new policy will be effective as of its adoption by Council.

OFFICER RECOMMENDATION

That the Council adopts the Salary Packaging Policy as per Attachment A, to replace the current Salary Packaging Policy (Attachment B).

COMMITTEE RECOMMENDATION

That the Council rescinds Council Policy 042 – Salary Packaging.

Reason: The Committee determined that this policy was of an operational nature and therefore

should be resinded.



1. PURPOSE

1.1. The purpose of this policy is to set out Council's commitment to the provision of Salary Packaging as an attraction and retention tool.

2. SCOPE

2.1. This policy provides for the salary packaging of a range of Benefits by full time, part time and fixed term employees (with a term longer than 12 months).

3. DEFINITIONS

Term	Meaning	
ATO	Australian Taxation Office	
Base Cash Salary	Remuneration in accordance with relevant workplace agreement or contract of employment paid by way of regular periodic cash payments subject to PAYG tax. This does not include superannuation guarantee contributions.	
Benefit	Any non-cash benefit and cash payment (other than Base Cash Salary) made or expected to be made for the benefit of the employee	
Remote Area	An area which is one of the following: At least 40 kms from an urban centre with a population of 14,000 or more At least 100 kms from an urban centre with a population of 130,000 or more	
Salary Packaging	An arrangement between an employee and employer whereby the employee elects to exchange Base Cash Salary for a Benefit but for the purposes of this Policy does not include superannuation.	

4. STRATEGIC CONTEXT

- 4.1. This policy links to Key Goal Area 6 of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. Accountable leadership that is supported by a skilled and professional workforce.

5. POLICY STATEMENT

- 5.1. Salary Packaging is acknowledged as an effective attraction and retention tool.
- 5.2. Employees may salary package a range of allowable Benefits in accordance with ATO legislation and any ATO rulings and as outlined in the City's relevant Staff Management Practice.

Proposed Salary Packaging Policy

12.8 Attachment A

- 5.3. Specific eligibility and participation criteria apply dependant on the Benefit and an employee's employment status.
- 5.4. Salary Packaging arrangements will be administered at minimal financial cost to the City with any administration costs and any Fringe Benefits Tax (FBT) or other tax liability to be met by the participating employee.
- 5.5. Employees contemplating Salary Packaging are strongly encouraged to seek independent financial or other appropriate advice. Benefits of participation will vary according to individual circumstances and individual participation. It is an individual employee's responsibility to be aware of and responsible for any individual consequences of participating in a Salary Packaging arrangement.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. City of Busselton Enterprise Agreement 2017
- 6.2. SMP003 Salary Packaging

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Last Reviewed	DATE	08/03/2017	Resolution #	C1703/039

Current Salary Packaging Policy

Last updated 08 March 2017

042	Salary Packaging	Version 4
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PURPOSE

The objective of this policy is to provide the guiding document for the provision of various salary packaging options to eligible City of Busselton employees. Salary Packaging is primarily an attraction and retention tool and hence this policy aims to increase staff attraction and retention.

2. SCOPE

This policy applies to all full time, part time and fixed term employees (longer than 12 months duration), subject to meeting specific eligibility criteria relevant to the packaged benefit sought.

This Policy provides for the salary packaging of an Allowable Benefit as defined.

Definitions

Allowable Benefit The following range of Salary Packaging Benefits:

- Work Related Items i.e. laptops, mobile phones
- Leisure Centre and Child Care Fees (at City operated premises only)
- Novated Leasing of Vehicles
- o Remote Area Housing Benefit
 - Rental
 - Mortgage Interest
- Remote Area Domestic Energy
- Airline Lounge Membership

ATO Australian Taxation Office

Base Cash Salary Remuneration in accordance with relevant workplace agreement or

contract of employment paid by way of regular periodic cash payments subject to PAYG tax. This does not include superannuation guarantee

contributions.

Benefit Any non-cash benefit and cash payment (other than Base Cash Salary)

made or expected to be made for the benefit of the employee

Fringe Benefits Tax (FBT) Tax payable by the City to the Government on some categories of benefits

provided to employees

FBT Year 1 April to 31 March each year

PAYG Pay As You Go taxation

Remote Area An area which is one of the following:

At least 40 kms from an urban centre with a population of 14,000 or

 At least 100 kms from an urban centre with a population of 130,000 or more Last updated 08 March 2017

Note, not all of the City of Busselton district is classified as a Remote Area. A map showing the cut off is available in the City's Salary Packaging Guide.

13 June 2018

Salary Packaging An arrangement between an employee and employer whereby the

employee elects to exchange Base Cash Salary for a Benefit but for the

purposes of this Policy does not include superannuation.

Total Remuneration Total package value assigned to the permanently occupied position that

the employee is entitled to receive under an agreement or contract of

employment with the City expressed as an annual sum.

3.0 POLICY CONTENT

Salary Packaging will be made available to employees as a benefit in accordance with City operational practices and procedures and in accordance with ATO legislation, rulings, and any other relevant legislation, as amended from time to time, but only to the extent of an Allowable Benefit as defined in this Policy.

Salary packages will be adjusted accordingly (within an employee's agreed Total Remuneration) to account for variations in a salary packaging arrangement, including variations in an Allowable Benefit, taxation, and scheme participation.

Salary Packaging arrangements will be administered at minimal financial cost to the City and where required by the CEO, by an external Salary Packaging provider approved by the City. As part of any Salary Packaging arrangement, the cost of administering the package (if applicable) is to be met by the participating employee.

Any Fringe Benefits Tax (FBT) or other tax liability is to be met by the participating employee.

All employees entering into a Salary Packaging arrangement must enter into an agreement appropriate to the type of Benefit. All employees must ensure compliance with the agreement entered into and all organisational practices and procedures, as amended from time to time.

It is an individual employee's responsibility to monitor packaging arrangements and to be aware of and responsible for any individual consequences of participating in an arrangement relating to an Allowable Benefit. The City strongly urges employees contemplating Salary Packaging to seek independent financial or other appropriate advice. Benefits of participation will vary according to individual circumstances and individual participation, therefore participation is a matter of individual employee decision, responsibility and risk.

3.1 Responsibilities:

Elected Members will:

- .
- Adopt and review this policy on a periodic basis as required.

CEO will:

- Endorse and enforce all standards documented in this policy;
- Endorse and enforce operational Salary Packaging practices and procedures which include, but are not limited to:
 - Eligibility and participation criteria

12.8 Attachment B

Last updated 08 March 2017

- Rules for application of Salary Packaging;
- o Processes and/or forms to ensure an effective, compliant scheme;
- Information capture requirements;
- o Training requirements.
- Regularly review Salary Packaging opportunities to continuously identify opportunities for improved attraction and retention of staff.
- Establish mechanisms to monitor compliance with this policy;
- Establish processes to deal with instances of non-compliance to this policy or related operational practices and procedures.

3.2 **Eligibility Criteria**

Specific eligibility and participation criteria apply dependant on an employee's employment status at a point in time, and the Allowable Benefit provided. The City's operational practices and procedures detail criteria further to that outlined below.

Work Related Items

The following items, where used for work purposes only and not provided by the City, may be paid for from an employee's pre-tax salary:

- portable electronic devices (laptops, mobile phones and PDA's)
- protective clothing
- briefcase
- calculator
- computer software

There is a limit of one item per category per FBT year.

Novated Leasing of Vehicles

Novated car leases for new or used cars may be packaged by employees. A car classified as 'luxury' by the ATO cannot be salary packaged. Novated leases may not be entered into for City provided (fleet) vehicles.

In entering into a novated lease, Council and an employee will enter into an agreement with the financier whereby Council will ensure repayments under the finance lease are made by deducting the repayment amount from the employee's salary.

The employee will own the vehicle and has the right to take the vehicle with them should they leave employment of the City, with responsibility for the vehicle passed on to the employee.

Remote Area Housing

Eligible employees may salary package the following items under this Policy:

Rent - Employer Provided Housing

Council, at its discretion may agree to provide eligible employees with a Council owned or leased rental property as part of their package, and the employee may apply to salary package 100% of the rental value tax free by being paid part of their Total Remuneration as a non-taxable remote housing reimbursement. Their Base Cash Salary will be reduced accordingly.

Attachment B

Current Salary Packaging Policy

Last updated 08 March 2017

Rent - Private Rentals

Employees renting privately (i.e. employees who have a rental agreement with a landlord or agency), within a Remote Area can apply to salary package 50% of their rental value tax free through being paid part of their Total Remuneration as a non-taxable remote housing reimbursement. Their Base Cash Salary will be reduced accordingly.

Mortgage Interest

Subject to qualifying criteria outlined in the City's operational practice and procedure, employees with a mortgage on their home which is in a Remote Area can apply to salary package their interest expenses on the mortgage. The home must be their usual place of residence.

The employee receives reimbursement of 100% of their interest expenses paid through being paid part of their Total Remuneration as a reimbursement. Their Base Cash Salary will be reduced accordingly. 50% of the reimbursement does however attract FBT, which is payable by the employee. The reimbursement is not a reportable fringe benefit and is therefore exempt from payment summary reporting.

The employee is only able to package interest paid during the period of their employment with the City of Busselton and only from 1 July 2014 onwards.

Remote Area Domestic Energy

Subject to qualifying criteria outlined in the City's operational practice and procedure, employees who package remote area housing benefits can apply to salary package 100% of the value of the cost of their residential electricity and gas expenses tax free through being paid part of their Total Remuneration as a reimbursement. Their Base Cash Salary will be reduced accordingly. 50% of the reimbursement does however attract FBT, which is payable by the employee. The reimbursement is not a reportable fringe benefit and is therefore exempt from payment summary reporting.

The employee is only able to package energy costs paid during the period of their employment with the City of Busselton and for the period that they are / have been claiming a remote housing benefit.

Airline Lounge Membership

Employees can apply to salary package the cost of the following:

- Airline lounge membership joining fee
- · Airline membership annual renewal fee

Their Base Cash Salary will be reduced accordingly. These membership fees are "tax free" when provided to an employee as part of a Salary Packaging arrangement.

Membership fees to more than one airline lounge facility are permitted.

Frequent Flyer membership fees are not eligible for salary packaging as they do not give an entitlement to use an airline lounge facility.

Policy Background

Policy Reference No. - 042

Owner Unit – Employee Services & Risk
Originator – Employee Services & Risk

Policy approved by – Council

Current Salary Packaging Policy

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Last updated 08 March 2017

Date Approved -8 March, 2017 Date Reviewed -As required

Related Documents Salary Packaging Operational Practices, Procedures and Manuals

Salary Packaging Agreement

City of Busselton Enterprise Agreement 2014

History

Council Resolution	Date	Information
C1703/039	8 March, 2017	Amended Policy to simplify and remove
		operational aspects now included in the
		OPP
		Version 4
C14/08/197	13 August, 2014	Amended Policy to streamline and
		simplify
		Version 3
C1204/095	24 April, 2012	Amended Policy to include Remote
		Area Mortgage Interest, Remote Area
		Domestic Energy, Airline Lounge
		Membership
		Version 2
		Date of implementation
		Version 1

12.9 <u>Policy and Legislation Committee - 29/05/2018 - DESIGNATION OF SENIOR EMPLOYEES AND</u> ACTING CEO.

SUBJECT INDEX: Human Resources

STRATEGIC OBJECTIVE: Accountable leadership that is supported by a skilled and professional

workforce.

BUSINESS UNIT: Corporate Services
ACTIVITY UNIT: Human Resources

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 Proposed Policy - Designation of Senior Employees

and Acting CEO!

Attachment B Current Policy - Senior Employee !!

This item was considered by the Policy and Legislation Committee at its meeting on 29 May 2018, the recommendations from which have been included in this report.

PRÉCIS

This report presents a new policy with respect to the designation of senior employees and the appointment of an Acting Chief Executive Officer (CEO) during periods of leave by the Chief Executive Officer for periods of up to six continuous weeks.

Council policy 149 – Senior Employees currently deals with the designation of senior employees however there is currently no formal policy in place with respect to the appointment of an Acting CEO. It is recommended that Council adopt the new policy as attached (Attachment A).

BACKGROUND

Section 5.37(1) of the Local Government Act 1995 (the Act) provides for a local government to designate employees or persons belonging to a class of employees to be Senior Employees. Section 5.37(2) of the Act requires the CEO to inform the Council of each proposal to employ or dismiss a Senior Employee. The current Council policy 149 – Senior Employees, last reviewed in April 2015, designates the following positions as Senior Employees:

- Director, Planning and Development Services;
- Director, Community and Commercial Services;
- Director, Engineering and Works Services; and
- Director, Finance and Corporate Services

The proposed policy does not amend the designation of senior employees but converts the current policy into the new Council policy template and adds to it with respect to the appointment of an Acting CEO.

Section 5.36 of the Act establishes that a person is not to be employed in the position of CEO unless the council believes that the person is suitably qualified for the position. Council does not currently have a formal policy with respect to the appointment of an Acting CEO, with the CEO having responsibility under his contract of employment for all staffing matters, including the appointment of an Acting CEO for periods when he is on leave.

While this has worked effectively since his commencement in 2010, recent reviews of the City's governance system has identified a potential gap in the City's policy framework.

STATUTORY ENVIRONMENT

Section 5.37 of the Act provides for a local government to designate employees or persons belonging to a class of employees to be Senior Employees and outlines the requirement for the CEO to inform the Council or each proposal to employ or dismiss a Senior Employee.

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.

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

NA.

Long-term Financial Plan Implications

NA.

STRATEGIC COMMUNITY OBJECTIVES

The Officers recommendation aligns with and supports the Council's Strategic Community Plan 2017, specifically Key Goal 6– Leadership and Community Objective 6.1 – Governance systems, processes and practices are responsible, ethical and transparent, and 6.3 – Accountable leadership that is supported by a skilled and professional workforce.

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the Officers recommendation with the policy serving to secure the operational effectiveness of the organisation.

CONSULTATION

Officers sought advice from the Western Australian Local Government Association who confirmed that a Council policy outlining the person/s and / or the incumbents of position/s considered to be suitably qualified to act as CEO was recommended.

OFFICER COMMENT

The proposed policy does not seek to change the designation of Senior Employees. It does however seek to formalise Council's policy position with respect to who is a suitably qualified person for the position of Acting CEO. To this end the policy proposes that incumbent Senior Employees will be appointed as Acting CEO for periods of leave at the discretion of the CEO, subject to performance and dependant on availability and operational requirements. Leave is defined as annual or personal leave (that is sick or carers leave) with the policy limiting this discretion to a period of six continuous weeks. Beyond this a formal decision of Council will be required to appoint an Acting CEO.

Since commencing employment in August 2010, the CEO has effectively managed the appointment of an Acting CEO for his periods of leave, ensuring that each Senior Employee is given the opportunity to act, while at the same time ensuring timing is appropriate to each person and their role requirements. This has enabled all four Senior Employees to develop their skills and gain experience in the role of CEO, and minimises the risk of the organisation not having a suitably capable person to act as CEO.

The proposed policy does not therefore seek to change the current practice with respect to the appointment of an Acting CEO, but seeks to formally endorse it and ensure there is a supporting policy background.

CONCLUSION

The proposed policy updates the current Senior Employees policy and introduces a policy background for the appointment of an Acting CEO. Current practices with respect to the designation of Senior Employees and the appointment of an Acting CEO are considered to be effective and the policy is not designed or expected to change these.

OPTIONS

Council could decide not to adopt the proposed policy and instead require a different approach to be taken to either the designation of Senior Employees or to the appointment of an Acting CEO. For reasons outlined in this report this is not recommended.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The new policy will be effective as of its adoption by Council.

OFFICER RECOMMENDATION

That the Council adopts the Designation of Senior Employees and Acting CEO Policy as per Attachment A, to replace the current Senior Employees Policy (Attachment B).

COMMITTEE RECOMMENDATION

That the Council adopts the Designation of Senior Employees and Acting CEO Policy as per Attachment A, to replace the current Senior Employees Policy (Attachment B) subject to the following amendments:

Item 5 Policy Statement:

- 5.4 remove "in accordance with the requirements of the *Local Government Act 1995* section 5.36(2)(a)"
- 5.4 remove "the persons" and replace with those"
- 5.6 amend "Appointments for any periods" to "Appointments of Acting CEO for any periods"

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1. PURPOSE

- 1.1. To designate Senior Employees in accordance with Section 5.37(1) of the Local Government Act 1995.
- 1.2. To provide for the appointment of a Senior Employee as Acting Chief Executive Officer during periods of Leave by the Chief Executive Officer such that the continuous and efficient execution of the City's functions is maintained.

2. SCOPE

2.1. This policy applies to the role of Chief Executive Officer of the City of Busselton and those employees designated as Senior Employees.

3. **DEFINITIONS**

Term	Meaning	
Act	Local Government Act 1995	
City	City of Busselton	
Council	The Council of the City of Busselton	
Leave	Annual or personal leave for periods of up to six continuous weeks	

4. STRATEGIC CONTEXT

- 4.1. This policy aligns with and supports the Council's Key Goal Area 6 'Leadership' of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. 6.1: Governance systems, process and practices are responsible, ethical and transparent; and
 - b. 6.3: Accountable leadership that is supported by a skilled and professional workforce.

5. POLICY STATEMENT

- 5.1. In accordance with Section 5.37(1) of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees.
- 5.2. In accordance with Section 5.37(2) of the Act, the CEO is to inform the Council of each proposal to employ or dismiss a Senior Employee.
- 5.3. The Senior Employees of the City are designated as:
 - a. Director, Planning and Development Services;
 - b. Director, Community and Commercial Services;
 - c. Director, Engineering and Works Services; and
 - d. Director, Finance and Corporate Services

Proposed Policy - Designation of Senior Employees and Acting

- CEO
- 5.4. The Council has determined that those appointed as a Senior Employee are suitably qualified to perform the role of Acting Chief Executive Officer.

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- 5.5. Senior Employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer subject to performance and dependent on availability and operational requirements.
- 5.6. Appointments to the role of Acting Chief Executive Officer for any periods exceeding six continuous weeks will be determined by Council resolution.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act 1995

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Last Reviewed	DATE	08/05/2015	Resolution #	C1504/081

12.9

Current Policy - Senior Employee

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Last updated 08/04/2015

149 Senior Employees V3 Current	
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1. PURPOSE

To designate employees as Senior Employees in accordance with Section 5.37(1) of the Local Government Act 1995.

2. SCOPE

In accordance with Section 5.37(2) of the Local Government Act 1995, the CEO is to inform the Council of each proposal to employ or dismiss a Senior Employee.

In accordance with Section 5.39(1) the employment of a Senior Employee is to be governed by a written contract.

In accordance with Section 5.120, the Complaints Officer in relation to the Conduct of Certain Officials must be a Senior Employee or the CEO.

3. POLICY CONTENT

The Senior Employees of the City of Busselton are designated as:

- * Director, Planning and Development Services;
- Director, Community and Commercial Services;
- Director, Engineering and Works Services;
- * Director, Finance and Corporate Services.

Policy Background

Policy Reference No. - 149
Owner Unit – CEO – Governance/Major Projects
Originator – CEO
Policy approved by – Council
Date Approved – 24 November 2010
Review Frequency – As required
Related Documents –
Section 5.37 of the Local Government Act 1995
Background Policy supersedes Policy 149/6 as at 1 January 2011

History

Council Resolution	Date	Information	
C1504/081	8 April, 2015	April, 2015 Version 3	
C1011/406	24 November, 2010	New structure implemented	
		Version 2	
		Version 1	

12.10 Policy and Legislation Committee - 29/05/2018 - DELEGATION OF AUTHORITY TO CEO TO DISPOSE OF PROPERTY BY WAY OF LEASE FOR THE NEW GENERAL AVIATION PRECINCT AT BUSSELTON MARGARET RIVER AIRPORT

SUBJECT INDEX: BMRRA 001

STRATEGIC OBJECTIVE: A community where local business is supported and in turn drives our

economy

BUSINESS UNIT: Community and Commercial Services **ACTIVITY UNIT:** Community and Commercial Services

REPORTING OFFICER: Project Manager - Business Development - Emma Heys **AUTHORISING OFFICER:** Director, Community and Commercial Services - Naomi Searle

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Nil

This item was considered by the Policy and Legislation Committee at its meeting on 29 May 2018, the recommendations from which have been included in this report.

PRÉCIS

Officers are seeking a Delegation of Authority or authorisation from Council to the CEO to enter into new lease agreements for land lots at the Busselton Margaret River Airport new General Aviation Precinct.

BACKGROUND

As part of the Busselton Margaret River Airport (BMRA) Development Project, the City is constructing a new General Aviation Precinct. Up to 36 new land lots will be available for lease and development.

Initially the leasable lots will be made available through two Expression of Interest programs; Program A – available only to the current tenants of the existing hangars; and Program B –allocation of remaining lots made available to the general public. Any remaining lots will be open to the public until all lots have been taken up.

Due to the high volume of potential new lease agreements (36) expected from the General Aviation Precinct and the similar nature of each lease agreement, Officers are seeking approval to delegate authority to the CEO to enter into the new lease agreements.

A Delegated Authority or authorisation to the CEO will negate the need to present each individual lease agreement to Council and expedite the timeline for the Expression of Interest program. This will ensure the completion of the construction of the General Aviation Precinct aligns with the ability of new tenants to commence construction of hangars and the generation of revenue for the City.

STATUTORY ENVIRONMENT

Section 3.58 of the Local Government Act 1995 requires the Local Government to advertise for public comment the proposed disposition of property (by way of lease) for a minimum of 14 days and include details of the parties, the consideration of the disposal and consider any public comment prior to entering into the proposed lease agreement.

RELEVANT PLANS AND POLICIES

The current Instrument of Delegation (LG3C) only allows for the CEO to approve subsequent leases, renewals or options to exercise to a value not exceeding \$25,000. An approval or delegated authority to enter into new lease agreements for the land lots at the BMRA General Aviation Precinct only is being requested.

FINANCIAL IMPLICATIONS

The potential revenue from each new lease agreement over 20 years, based on a conservative \$9 per square meter rate, has been estimated:

# of Lots	Lot Size	Potential Revenue per lot (over 20 years)	Total potential revenue
15	18 x 10m (180sqm)	\$32,400	\$486,000
5	18 x 15m (270sqm)	\$48,600	\$243,000
3	20 x 25m (500sqm)	\$90,000	\$270,000
8	25 x 25m (625sqm)	\$112,500	\$900,000
3	35 x 25m (875sqm)	\$157,500	\$472,500
Total			\$2,371,500

Costs associated with the execution of the new lease agreements will be borne by the tenant.

STRATEGIC COMMUNITY OBJECTIVES

Key Goal Area 4 - Economy: Diverse, robust and prosperous.

- 4.1 An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.
- 4.2 A community where local business is supported and in turn drives our economy.

Key Goal Area 6 – Leadership: Visionary, collaborative and accountable.

- 6.1 Governance systems, process and practices are responsible, ethical and transparent.
- 6.3 Accountable leadership that is supported by a skilled and professional workforce.

RISK ASSESSMENT

A risk assessment was undertaken and following risk mitigation, no residual risks were rated as medium or high and as such a formal risk assessment is not provided.

CONSULTATION

Officers provided a briefing to Council 9th May 2018 regarding the proposed delegation request. Following this Officers present the request to the Airport Advisory Committee (23rd May) and the Policy and Legalisation Committee (29th May) for consideration.

OFFICER COMMENT

Officers are seeking a Delegation of Authority or authorisation from Council to the CEO to enter into new lease agreements for land lots at the BMRA new General Aviation Precinct.

As part of the BMRA Development Project, the City is constructing a new General Aviation Precinct. Up to 36 new land lots will be available for lease and development.

The lease agreements will be made available through two Expression of Interest programs; Program A – available only to the current tenants of the existing hangars; and Program B –allocation of remaining lots made available to the general public. Any remaining lots will be open to the public until all lots have been taken up.

Due to the high volume of potential new lease agreements (36) expected from the General Aviation Precinct and the similar nature of each lease agreement, Officers are seeking approval or authority to delegate authority to the CEO to:

- Negotiate the terms and conditions of the lease agreements;
- Advertise as per the requirements of section 3.58 of the Act; and
- Provided there are no adverse public comments, enter into a lease agreement.

The current Instrument of Delegation (LG3C) only allows for the CEO to approve subsequent leases, renewals or options to exercise to a value not exceeding \$25,000.

CONCLUSION

A Delegated Authority or authorisation to the CEO will negate the need to present each individual lease agreement to Council and expedite the timeline for the Expression of Interest program. This will ensure the completion of the construction of the General Aviation Precinct aligns with the ability of new tenants to commence construction of hangars and the generation of revenue for the City.

OPTIONS

Should Council choose not to accept the Officers Recommendation, Council could choose to consider each new lease agreement, requiring Officers to present each new lease agreement through individual Council Reports.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Officer Recommendation will be presented to the Policy and Legislation Committee at the 29th May 2018 meeting and to Council at the Ordinary meeting on 13th June 2018. Following Council endorsement the Officer recommendation will be implemented immediately.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council delegates authority to the CEO to exercise the powers and discharge the duties of the local government under Sections 3.58 of the *Local Government Act 1995* to:

- Negotiate the terms and conditions of new lease agreements relating to land lots at the new Busselton Margaret River Airport General Aviation Precinct;
- 2. Advertise the proposed disposition of property (by way of lease) as per the requirements of Section 3.58 of the Local Government Act 1995; and
- 3. Provided there are no adverse public comments received of a significant nature, authorize the CEO to enter into individual lease agreements.

13. PLANNING AND DEVELOPMENT SERVICES REPORT

13.1 <u>SECTION 31 RECONSIDERATION : PROPOSED RECEPTION CENTRE, LOT 30 (HSE NO 70)</u> MILLBROOK ROAD, YALLINGUP

SUBJECT INDEX: Development/Planning Applications

STRATEGIC OBJECTIVE: Planning strategies that foster the development of healthy

neighbourhoods that meet our needs as we grow.

BUSINESS UNIT: Development Services and Policy

ACTIVITY UNIT: Statutory Planning

REPORTING OFFICER: Statutory Planning Coordinator - Joanna Wilson

AUTHORISING OFFICER: Director, Planning and Development Services - Paul Needham

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Location Plan

Attachment B Existing Development Approval

Attachment C Development Guide Plan U

PRÉCIS

At its meeting of 28 March 2018, Council considered a development application for a Reception Centre at Lot 30 Millbrook Road, Yallingup. Council approved the application with a number of conditions. The applicant has lodged an application for review with the State Administrative Tribunal (SAT) with respect to condition 8 of the approval, which states

"should the lot be reduced in size to 20 hectares or less, the approved use shall cease".

Pursuant to S.31 of the *State Administrative Tribunal Act 2004* the Tribunal has invited the City to reconsider its decision, with respect to condition 8 only. Having considered the issues, officers are recommending that the Council agree to the removal of condition 8.

BACKGROUND

Lot 30 (70) Millbrook Road, Yallingup is a Rural Residential zoned property listed on the City's Municipal Heritage Inventory and Heritage List as well as the State Heritage Register. A location plan is provided as **Attachment A.** The subject lot is a remaining large landholding (24.3 ha) surrounded by rural residential properties ranging in size between 1-4 hectares.

A copy of the approval is provided as Attachment B, which can be briefly summarised as follows-

- A reception centre to be provided as a marquee. It is indicated that the functions are to be largely contained within the marquee and furniture, decorations, etc. will be hired and brought to the site for each function.
- The number of patrons expected is within the range of 100-150 persons. The proposed hours of operation would be during the day with a noise reduction to 80dB(A) from 7pm and a total shutdown of operation at 11pm (midnight was originally proposed). As already indicated modifications/conditions are now proposed that would restrict events operating after 7pm, although clean up and similar could still occur after that time.
- A number of gravel car parking bays are to be provided on-site, though the applicant proposes that the primary form of transport to and from the site will be via bus.

A Reception Centre in the Rural Residential Zone is an 'X' use, meaning that it would not normally be permissible under Local Planning Scheme No. 21 ('the Scheme'). Since 1999 and now reflected in cl.4.5.2 of the Scheme, however, land-use controls for lots greater than 20 hectares in area in the Rural Residential Zone are the same that would apply as if the land was instead located in the Agriculture Zone (the subject lot has an area of approximately 24ha). The purpose of these provisions is thought to be to recognise that it is desirable to retain some larger lots within rural residential areas to maintain some rural character and amenity, but also recognise that such large lots do need some broader economic potential and impetus.

The property does have the potential to be subdivided in the future as per an existing Development Guide Plan (see **Attachment C**). If subdivided the result of this would render the lot size less than 20ha. Should that potential be realised, and if the proposed development were approved and operating, it would ordinarily have what is known as 'non-conforming use rights'. The development application was approved subject to condition 8; "should the lot be reduced in size to 20 hectares or less, the approved use shall cease".

STATUTORY ENVIRONMENT

As the decision the Council is asked to make is limited to condition 8 only, on the statutory environment relevant to that matter is outlined.

In regard to Non-conforming Use Rights, Clause 3.13 of the Scheme refers and provides the mechanism to terminate a Non-Conforming Use.

3.13 TERMINATION OF A NON-CONFORMING

The local government may effect the discontinuance of a non-conforming use by the purchase of the land, or by the payment of compensation to the owner or occupier or to both the owner and occupier of that land, and may enter into an agreement with the owner for that purpose.

Note: Sections 190 and 191 of the Planning and Development Act enables the local government to purchase or, with the consent of the Governor, compulsorily acquire land for the purpose of a town planning scheme, subject to Part 9 of the Land Administration Act 1997 (as amended), those sections and the Scheme.

RELEVANT PLANS AND POLICIES

Development Guide Plan 50 - Millbrook Road, Yallingup

Development Guide Plan (DGP) 50 provides overarching development controls applicable to the lot relating to subdivision, heritage and portions of shared access. The DGP does not provide any development controls or measures specifically applicable to the proposed development but does provide for subdivision of the site. A copy is provided in Attachment C.

FINANCIAL IMPLICATIONS

The application is currently within the State Administrative Tribunal (SAT); if Councillors decided to retain the Condition, it is likely the matter would be determined by SAT in Formal Hearings. Costs including potentially external costs, would be incurred, but would not be substantial.

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

The Officer Recommendation is consistent with community objective 2.2 of the City's Strategic Community Plan 2017, which is – 'Planning strategies that foster the development of healthy neighbourhoods that meet our needs as we grow'.

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 identifies 'downside' risks only, rather than 'upside' risks as well. Risks are only identified where the individual risk, once controls are identified, is medium or greater. No such risks have been identified.

CONSULTATION

The 28 March 2018 Council report outlines the consultation that was undertaken and the responses that were received from the community and relevant government agencies.

OFFICER COMMENT

Officers understand the concerns of Councilors that the proposed use could only be considered as the subdivision of the parent lot is yet to be fully realised and the condition would ensure that the use ceases when any future subdivision takes place.

The State Administrative Tribunal (SAT), and other appeal bodies in Australia have adopted the approach taken in Newbury DC v Secretary of State for the Environment (1981) AC578 when considering the validity of planning conditions. That decision held that, in order to be valid, a condition must:

- be imposed for a planning purpose;
- fairly and reasonably relate to the development for which permission is given; and
- be reasonable, that is, be a condition which a reasonable planning authority, properly advised, might impose.

These principles have been adopted and generally applied in relation to development and subdivision approval in Western Australia.

It is considered that Condition 8 would not meet the tests of validity, in particular the condition does not fairly and reasonably relate to the development for which permission is granted. In this particular instance, the conditions imposed must relate to the use of the site as a reception centre, but Condition 8 goes beyond that, as it refers to subdivision and the discontinuance of what would otherwise be a non-conforming use.

The Newbury case considers the issue of imposing conditions to prevent non-conforming use rights, the case is clear that this should not be carried out through imposing conditions on development approvals but other methods available to the Local Government (Clause 3.13 of the Scheme refers).

Whilst the relevant planning framework is not the same, the underlying principles are very similar. Clause 3.13 of the Scheme provides the Local Government to discontinue a non-conforming use by the purchase of the land, or by the payment of compensation to the owner or the occupier of the land. Further to this,

In regard to subdividing the site in the future; if the layout of the current DGP was to be implemented, the car parking for the reception centre would be located on a separate lot. When the subdivision application is submitted this would need to be addressed either by easements ensuring reciprocal rights of access and parking, or the car parking would have to be relocated. Note that the approved plans do not show the car parking location, those details are required to be approved subject to conditions, but it is understood would be on a separate lot if subdivision occurred as per the DGP.

The impact on any future occupiers from noise and disturbance from the use would also be considered by the City, the Western Australian Planning Commission and the applicant. This could result in either notifications being placed on Titles or the reception centre use complying with the noise regulations. Notwithstanding, the City and ultimately the Western Australian Planning Commission would consider the most appropriate means at the time.

It is considered that in light of the above case, condition 8 should be deleted from the development approval and an advice note included which explains, that should subdivision occur which resulted in the bisecting of the reception centre use (i.e car parking/access separated from the other elements), then appropriate easements would need to be in place or the subdivision area revised to ensure the operation of the reception centre is not affected.

Councillors should note that officers have has some informal discussions with the landowners, separate to the matter subject of this report, around rationalising the planning frameworks relating to the land. That framework currently would allow for around 30 chalets to be developed on the land and/or a micro-brewery, potentially at a substantially larger scale and closer to nearby residents, than the proposed reception centre. Those discussions have involved potentially restricting the scale and location of non-residential development, but allowing some further subdivision.

CONCLUSION

It is considered that removal of Condition 8 would be appropriate and the use would still comply with the objectives and policies of the Scheme.

OPTIONS

The Council could consider retaining the condition or modifying the wording of the condition. Should any Councillor require assistance in drafting an alternative motion, officers can provide assistance if requested to do so.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

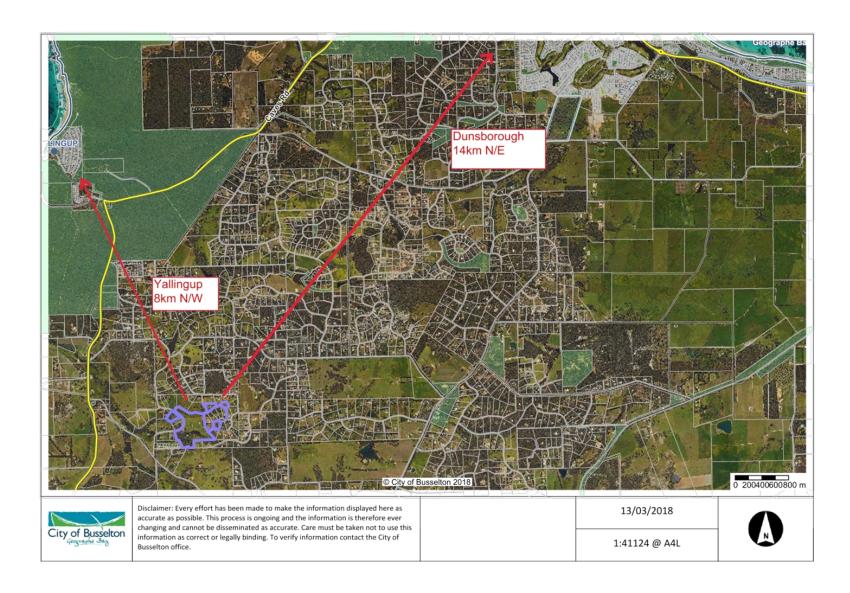
The applicant will be notified within of the Council's decision within two days and prior to the scheduled SAT directions hearing, scheduled for 22 June 2018.

OFFICER RECOMMENDATION

That the Council, pursuant to Section 31 of the State Administrative Tribunal Act 2004, having reconsidered its decision in respect to condition 8 of DA17/0651, for the development of a Reception Centre at Lot 30 (70), Millbrook Road, Yallingup, agree to its removal, and that the following advice note shall be included on the Development Approval:

6. Should subdivision occur which resulted in the bisecting of the reception centre (i.e. car parking/access on a separate lot from the other aspects of the development), then easements would need to be in place or the subdivision revised to ensure the operation of the reception centre is not affected.

Attachment A Location Plan



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Attachment B

Existing Development Approval

Our Ref:

DA17/0651

Enquiries: James Fletcher



4 April 2018

Able Planning & Project Management 29 New River Ramble WEST BUSSELTON WA 6280

Dear Sir/Madam,

APPLICATION FOR DEVELOPMENT APPROVAL RECEPTION CENTRE - LOT 30 PLAN 41565 HSE NO 70 MILLBROOK ROAD YALLINGUP WA 6282

I refer to your application for Development Approval received by the City on 29th August 2017 for Reception Centre on the above mentioned site.

The City has considered the application and I can advise that the application has been approved, subject to conditions. A decision notice and approved plans are enclosed.

Please take the time to carefully read the decision notice, including all conditions and advice notes, as well as any notations made on the approved plans, prior to commencing the development.

Please note that the decision notice is a Development Approval only and is not a building permit or any other form of approval.

If you have any queries regarding this matter please do not hesitate to contact James Fletcher direct on 9781 0312 or via email at James.Fletcher@busselton.wa.gov.au.

Yours sincerely

Paul Needham

DIRECTOR PLANNING AND DEVELOPMENT SERVICES

Enc:

Decision Notice Approved plans

All Communications to:

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

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DECISION ON APPLICATION FOR DEVELOPMENT APPROVAL

CITY OF BUSSELTON LOCAL PLANNING SCHEME No. 21

Application No: DA17/0651 Decision Date: 4 April 2018

The City having considered the application:

Dated:

29th August 2017

Submitted by:

Able Planning & Project Management

On behalf of:

K D Merifield

Legal Description:

Lot 30 PLAN 41565

Property Details:

70 Millbrook Road YALLINGUP WA 6282

Proposal:

Reception Centre

hereby advise that that the Council, having considered application DA17/0651, for the development of a Reception Centre at Lot 30 (70), Millbrook Road, Yallingup, considers that the application is consistent with Local Planning Scheme 21, and resolves that development approval is granted, subject to the following conditions –

GENERAL CONDITIONS:

- The development hereby approved shall be substantially commenced within two years of the date of the decision notice.
- The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (to be enclosed with the notice), including any notes placed thereon in red by the City, and except as may be modified by the following conditions.

PRIOR TO THE COMMENCEMENT OF ANY WORKS CONDITIONS:

- The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the City and have been approved in writing:
 - 3.1 Details of sewage and / or on-site effluent works;
 - 3.2 Details of the means and method of providing adequate potable water supply;
 - 3.3 Details of the location and layout of proposed car parking, bus parking and vehicle access arrangements, sufficient to accommodate a minimum of 25 light vehicles and two buses;
 - 3.4 A Noise Management Plan that is consistent with the Environmental Noise Assessment (dated 22 January 2018), and which will meet the following requirements:
 - 3.4.1 Potential venue hirers are to be notified of the sensitive surrounding land uses and noise limitations prior to booking;

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- 3.4.2 Sound levels will be monitored on-site using a sound meter at all times;
- 3.4.3 A duty manager shall be on-site at all times when music is being played, either playing of recorded music or live performance;
- 3.4.4 A contact number for the duty manager shall be made available to nearby residents whenever the development is in use;
- 3.4.5 Live music shall be restricted to acoustic type only, with no electronic amplification; and
- 3.4.6 For events where a marguee is to be erected:
 - (a) The speakers shall face in a westerly direction; and
 - (b) The acoustic equipment/speakers must be configured to have a noise level limiting system to ensure compliance with the following levels:
 - Between 7am and 7pm Monday to Saturday, 82dB(A) at 4m from speakers;
 - Between 7am and 7pm Sundays or Public Holidays, 75dB(A) at 4m from speakers;
 - (iii) The acoustic equipment/speakers shall not contain separate 'subwoofer' boxes; and
 - (iv) The sides of the marquee shall remain down/enclosed at all times when music is being played, with the exception of an opening in a westerly direction to allow access and egress to the marquee.
- 3.4.7 For events where a marquee is not to be erected:
 - (a) Noise levels to be identified and implemented such that the City can be confident that the requirements of the Environmental Protection (Noise) Regulations 1997 will be complied with at all times, including providing practical guidance on the actions required to ensure that those requirements are met.

PRIOR TO USE/OCCUPATION CONDITIONS

- 4. The development hereby approved shall not be occupied, or used, until all plans, details or works required by Condition(s) 2 and 3 have been implemented, and the following conditions have been complied with:
 - 4.1 The development hereby approved shall be undertaken in accordance with the signed and stamped, Bushfire Management Plan and Bushfire Emergency Evacuation Plan (to be enclosed with this notice) and any works therein required.

ONGOING CONDITIONS

- The works and other actions, including but not limited to compliance with the approved Noise Management Plan, to satisfy Condition(s) 3.1, 3.2, 3.3 and 3.4 shall be subsequently maintained for the life of the development.
- 6. Hours of operation are restricted to between:
 - (a) Customer attendance on site between 7:00am and 7:00pm on any day; and
 - (b) Set-up and clean-up activities between 7:00am and 9:00pm on any day.
- The number of guests/occupants of the hereby approved Reception Centre shall be limited in number to not more than 150 persons at any time.

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8. Should the lot be reduced in size to 20 hectares or less, the approved use shall cease.

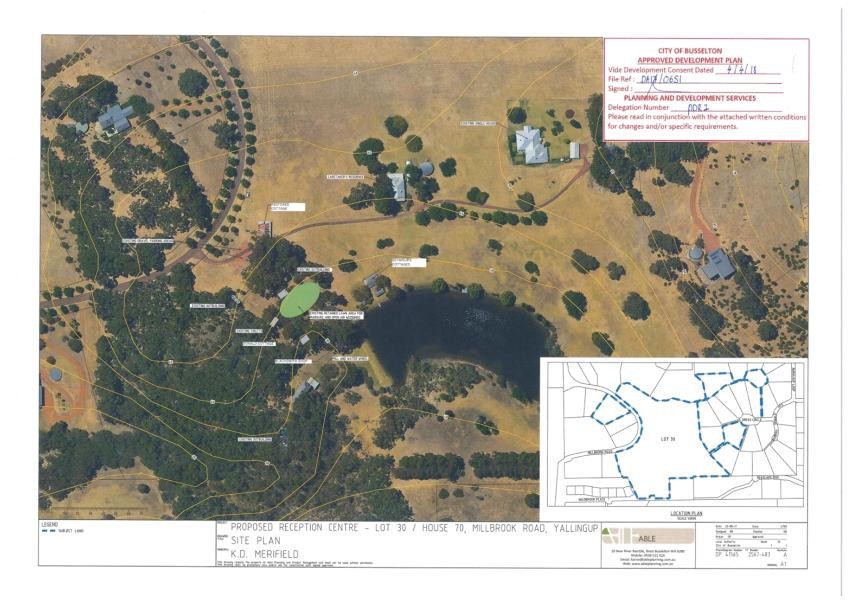
ADVICE TO APPLICANT

- If the applicant and/or owner are aggrieved by this decision, including any conditions of approval, there is a right to lodge a request for reconsideration. The application form and information on fees payable can be found on the City's website.
- If the applicant and/or owner are aggrieved by this decision there may also be a right of review
 under the provisions of Part 14 of the *Planning and Development Act 2005*. A review must be
 lodged with the State Administrative Tribunal, and must be lodged within 28 days of the decision
 being made by the City of Busselton.
- 3. This Decision Notice grants Development Approval to the development the subject of this application (DA17/0651). It cannot be construed as granting Development Approval for any other structure shown on the approved plans which was not specifically included in this application.
- 4. Please note it is the responsibility of the applicant / owner to ensure that, in relation to Condition 1, this Development Approval remains current and does not lapse. The City of Busselton does not send reminder notices in this regard.
- 5. In accordance with the requirements of the Local Government (Uniform Local Provisions) Regulations 1996, you are hereby notified that any vehicle access from the land to a road or other public thoroughfare must be in accordance with the City's adopted Crossover Policy and Vehicle Crossovers Technical Specification.

Paul Needham

DIRECTOR PLANNING AND DEVELOPMENT SERVICES

Date 4/4/2018.



14. <u>ENGINEERING AND WORKS SERVICES REPORT</u>

Nil

15. COMMUNITY AND COMMERCIAL SERVICES REPORT

15.1 MARKETING AND EVENTS REFERENCE GROUP OUTCOMES

SUBJECT INDEX: Events

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

and transparent.

BUSINESS UNIT: Commercial Services
ACTIVITY UNIT: Commercial Services

REPORTING OFFICER: Events Coordinator - Peta Tuck

AUTHORISING OFFICER: Director, Community and Commercial Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

PRÉCIS

A meeting of the Marketing and Events Reference Group (MERG) was held on Friday 18 May 2018. This report presents the recommendations from this meeting.

BACKGROUND

The Council, at its meeting of 13 April 2011 (C1104/114), resolved to endorse the implementation of a differential rating system whereby properties rated Industrial and Commercial across the City would directly contribute toward the City's continued support of tourism, marketing and event activities. The City also established a 'Key Stakeholders Reference Group' (now known as the MERG) to make recommendations to Council with respect to the marketing and events budget allocations.

At its meeting of 22 June 2011 (C1106/201), Council resolved to introduce a 3% Differential Rate on the Industrial and Commercial properties which has increased to 10% from 2016/2017. The proceeds from the differential rate are allocated towards events and marketing.

The total estimated marketing and events budget for 2018/2019 is \$925,000 (subject to confirmation when the final budget figures are known). This excludes a budget allocation for the locally based events, such as Leavers Week, Busselton festival, Christmas carols etc, administration, and events staffing.

Since the last MERG meeting held on 7 March 2018, 35 events have been held. Some of the major events of that period include Busselton Pride, King of Concrete, South West Harmony Festival, Relay For Life, Wheelbite, Delirium 24 hour cycle, X-Adventure Dunsborough, Forest Rally, The Beerfarm Rodeo, Margaret River Region Open Studios and the Busselton Festival of Triathlon (inc. Ironman 70.3), as well as the filming of the Go Karts movie.

A meeting of the MERG was held on Friday 18 May 2018, with the following key matters presented at the meeting;

- Update on events held since the last meeting and upcoming major events;
- Applications from the 2018/2019 Round 1 Event Sponsorship Program;
- Discussion of updated KPI's for the extension of Ironman WA contract to 2020
- Discussion of funding application received from the BCCI for the Taste the Region Harvest Markets

This report provides recommendations on the proposed funding allocations for the above points.

STATUTORY ENVIRONMENT

Nil

RELEVANT PLANS AND POLICIES

The recommendations are in line with Council policies.

FINANCIAL IMPLICATIONS

At the end of 2016/17 an allocation of \$9,036 was unspent from the Differential Rates marketing & events budget, which was carried forward to the 2017/18 financial year.

At the 26 July 2017 Council meeting, Council resolved (C1707/163) to include a budget allocation from the 2017/18 Differential Rates marketing & events budget of \$300,000 for marketing (with the balance towards events).

Funds unspent from the 2017/18 marketing & events budget equal \$12,261 and the Officer's recommendation, consistent with normal practice is that this amount is rolled over into the 2018/19 budget.

The 2018/19 draft budget includes an allocation of \$925,000 (being an estimate of a 10% levy on the Industrial and Commercial rates yield) for marketing & events. This will be subject to further adjustment when the rates are struck (and the carried forward figure referred to earlier). Of this amount, a sum of \$97,245 has been allocated for airport marketing, leaving an amount of \$827,755 for other marketing & events.

Funds have already been committed in the current and past years from the 2018/2019 marketing & events budget for Multi Year Agreements leaving a total of \$115,675 to be allocated to Rounds 1 and 2 of the 2018/2019 marketing & events program.

It is noted that it is no longer considered necessary to provide 'top-up' funding from the Municipal funds and as a consequence the full estimated amount of \$925,000, being 10% on the Industrial and Commercial rates levied will be included in the budget for events purposes.

As in previous years, this amount excludes budgetary allocations for the locally based events, administration, and events staffing.

Long-term Financial Plan Implications

The marketing and events budget utilises funds generated through the Differential Rate, in line with the City's Long Term Financial Plan.

STRATEGIC COMMUNITY OBJECTIVES

This matter aligns with the City of Busselton's endorsed Strategic Community Plan 2017, and principally with the following Strategic Goal:

Economy

Diverse, resilient, prosperous;

4.3 Events and unique tourism experiences that aid in attracting visitors and investment.

RISK ASSESSMENT

The recommendations contained within this report are considered low risk and as such a formal risk assessment is not provided.

CONSULTATION

Consultation has been undertaken with members of the MERG, consisting of representatives from the Busselton and Dunsborough Yallingup Chamber of Commerce and Industry, Margaret River Busselton Tourism Association, Busselton Jetty Inc. and the City of Busselton.

OFFICER COMMENT

The MERG has been established with representatives from the City of Busselton, local Chambers of Commerce, the Margaret River Busselton Tourism Association, and the Busselton Jetty Inc. A Terms of Reference guides the operations of the Group and an Events Sponsorship Programme has been developed.

Supporting the development and attraction of new events throughout the year, the Events Sponsorship Programme promotes the City of Busselton as an attractive event tourism destination for a range of events.

Round 1 Event Sponsorship Programme 2018/19

Round 1 of the 2018/19 Event Sponsorship Programme was advertised from 1 March 2018 to 30 March 2018. A total of eight (8) applications were received, requesting a total of \$102,850 in funding. Of these, three (3) requests were for multi-year agreements and five (5) were for single year agreements.

The events team evaluated all funding applications, applying the strategic funding guidelines of economic impact, strategic alliance to off-peak and cultural events, destination tourism, social benefits and environmental impact.

MERG members discussed each application and recommend a total of \$43,650 be allocated in Round 1 from the 2018/19 events budget as per the following table. This leaves \$72,025 remaining in the budget for Round 2.

Event	Requested	MERG Recommendation
South West Wellness	2018/19 \$1,150	2018/19 \$1,150
Festival	2019/20 \$1,150	2019/20 \$1,150
	2020/21 \$1,150	2020/21 \$1,150
South West Yoga	2018/19 \$5,000	2018/19 \$5,000
Fest		
Geographe Bay Race	2018/19 \$23,000	2018/19 \$10,000
Week	2019/20 \$23,000	
	2020/21 \$23,000	
Busselton Ukelele	2018/19 \$5,000	2018/19 \$2,000
Strummaganza		
Taste the Region	2018/19 \$25,700	Special Meeting to be held in June to
Harvest Markets		discuss further
FACET 2018 Food &	2018/19 \$8,000	2018/19 \$3,500
Wine Tourism		(cash - notionally up to \$5k)
Conference		+ in-kind venue hire (Undalup Room,
		YCAB, Railway House)
World Surf League	2018/19 \$25,000	2018/19 \$15,000
Cape Naturaliste Pro		
Busselton Chevron	2018/19 \$10,000	2018/19 \$10,000
City to Surf	2019/20 \$15,000	2019/20 \$9,000
	2020/21 \$20,000	2020/21 \$8,000
TOTALS	2018/19 \$102,850	2018/19 \$43,650
	2019/20 \$39,150	2019/20 \$10,150
	2020/21 \$44,150	2020/21 \$9,150

The following conditions are to be included in the funding agreement for the Geographe Bay Race Week:

- single year to be offered,
- KPI's on 25% increase in participation, good proposals indicators/goals.
- Buy/shop local vouchers (demonstrate local spend).

CONCLUSION

The MERG has been assigned by Council to make recommendations on the way in which funds raised through the Industrial and Commercial Differential Rate for the purposes of events and marketing are allocated. This report contains the recommendations made at the 18 May 2018 meeting, which if endorsed by Council, will result in the continuation of high quality events being held within the region, supported by successful marketing promotions. All recommendations support Council's vision of being recognised as the 'Events Capital WA.'

OPTIONS

Council may choose not to support the recommendations made by the MERG and resolve not to endorse part or all of the recommendations.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Following Council's decision, the outcomes will be communicated to all members of the MERG and relevant event organisers for their information and implemented where required.

OFFICER RECOMMENDATION

That Council as part of Round 1 of the 2018/19 Events Sponsorship Programme endorses the funding allocation towards the following events, to be funded from the 2018/19 and subsequent years events budgets:

Event	Requested	MERG Recommendation
South West Wellness Festival	2018/19 \$1,150	2018/19 \$1,150
	2019/20 \$1,150	2019/20 \$1,150
	2020/21 \$1,150	2020/21 \$1,150
South West Yoga Fest	2018/19 \$5,000	2018/19 \$5,000
Geographe Bay Race Week	2018/19 \$23,000	2018/19 \$10,000
	2019/20 \$23,000	
	2020/21 \$23,000	
Busselton Ukelele	2018/19 \$5,000	2018/19 \$2,000
Strummaganza		
FACET 2018 Food & Wine	2018/19 \$8,000	2018/19 \$3,500
Tourism Conference		(cash - notionally up to \$5k)
		+ in-kind venue hire (Undalup
		Room, YCAB, Railway House)
World Surf League Cape	2018/19 \$25,000	2018/19 \$15,000
Naturaliste Pro		
Busselton Chevron City to Surf	2018/19 \$10,000	2018/19 \$10,000
	2019/20 \$15,000	2019/20 \$9,000
	2020/21 \$20,000	2020/21 \$8,000
TOTALS	2018/19 \$102,850	2018/19 \$43,650
	2019/20 \$39,150	2019/20 \$10,150
	2020/21 \$44,150	2020/21 \$9,150

16. FINANCE AND CORPORATE SERVICES REPORT

16.1 <u>CAPES REGION ORGANISATION OF COUNCILS (CAPEROC)</u>

SUBJECT INDEX: CapeROC Committee

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

and transparent.

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

REPORTING OFFICER: Strategic Projects Officer - Tracey King **AUTHORISING OFFICER:** Chief Executive Officer - Mike Archer

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A CapeROC Minutes U

PRÉCIS

The following is provided to Council as information on the outcomes of the Cape Region Organisation of Councils (CapeROC) meeting held in Busselton, Friday 11 May 2018. Minutes are also available on the City of Busselton Hub and external website.

OFFICER COMMENT

Action items as an outcome of this meeting include -

CAPEROC DECISION CAP1805/016

That:

- CapeROC receives the information provided in the 2017/18 budget allocation report.
- 2. The Shire of Augusta-Margaret River and the City of Busselton each allocate \$50,000 of their individual budgets 2018/19 towards a total CapeROC budget of up to \$100,0000 to progress regional economic development initiatives; and
- 3. CapeROC identifies the following projects and provisional allocations to be included in the 2018/19 CapeROC budget:
 - i. Calendar of Events, \$21,700;
 - ii. Joint Trail Strategy Development, \$30,000; and
 - iii. Tourism Signage Strategy, \$30,000.

A further action item relates to the *Capes Region Tourism Directional Signage* project, whereby the committee:

CAPEROC DECISION CAP1805/017

That:

- Notes the preferred proponent status of GHD Pty Ltd to undertake the scope of works outlined within RFQ 32/17 Cape Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report;
- 2. Notes the City of Busselton and Shire of Augusta Margaret River to act as Principal in Joint and the City of Busselton to act as Project Lead for the Project; and
- 3. That CapeROC roll the allocated budget of \$30,000 into the 2018/2019 financial year.

OFFICER RECOMMENDATION

That the Council notes the outcome of the Capes Region Organisation of Councils Meeting held on 11 May 2018 as shown in Attachment A.

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Capes Region Organisation of Councils (CapeROC) 1

11 May 2018

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

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

CITY OF BUSSELTON

MINUTES FOR THE CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) MEETING HELD ON 11 MAY 2018

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13 June 2018

Capes Region Organisation of Councils (CapeROC) 2

11 May 2018

MINUTES

MINUTES OF A MEETING OF THE A MEETING OF THE BUSSELTON CITY CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) HELD IN THE WONNERUP COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 11 MAY 2018 AT 10.10AM.

1. ATTENDANCE AND APOLOGIES

Members:

Cr Grant Henley, Mayor, Busselton Cr Pam Townshend, Shire President, Augusta Margaret River Cr John McCallum, Busselton Cr Kelly Hick, Busselton Cr Naomi Godden, Augusta Margaret River Cr Mike Smart, Augusta Margaret River (From 10.13am)

Mr Mike Archer, Chief Executive Officer, Busselton (Until 10.35am, returned at 10.45am/ until 11.20am, returned at 11.23am) Mr Gary Evershed, Chief Executive Officer, Augusta Margaret River

Officers:

Mr Tony Nottle, Director, Finance and Corporate Services, Busselton (Until 11.45am) Ms Jennifer May, Manager, Commercial Services, Busselton (Until 10.47am) Ms Tracey King, Strategic Projects Officer, Busselton (Until 11.55am) Ms Emma Heys, Economic Development Officer, Busselton (Until 10.47am) Mrs Katie Banks, Executive Assistant to Council, Busselton

Apologies:

Tony Brown, Executive Manager Governance & Organisational Services, WALGA Anne Banks McAllister, Regional Capacity Building Manager, WALGA

2. **CONFIRMATION OF MINUTES**

2.1 Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 9 February 2018

CAPEROC DECISION

CAP1805/015 Moved Councillor J McCallum, seconded Councillor K Hick

That the Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 9 February 2018 be confirmed as a true and correct record.

CARRIED 5/0

3. **PRESENTATIONS**

Nil

4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**

Nil

At this time Cr Mike Smart entered the meeting. 10.13am

13 June 2018

Capes Region Organisation of Councils (CapeROC) 3

11 May 2018

5. **REPORTS**

5.1 CAPEROC BUDGET UPDATE 2017/18 AND REQUESTS 2018/19

RESPONSIBLE OFFICER: Strategic Projects Officer - Tracey King, Busselton

ATTACHMENTS:

IN BRIEF

Each year, the Shire of Augusta-Margaret River and the City of Busselton allocate up to \$50,000 of their respective budgets (up to \$100,000 in total) towards CapeROC approved regional economic development initiatives. This report provides an update on financial activities for the 2017/18 financial year.

It also request that CapeROC consider projects to allocate funding out of the 2018/19 Budget.

BACKGROUND

Table 1 shows CapeROC approved allocations for the 2017/18 financial year.

Table 1.

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		2 U J	LO	ΑI	IUCa	LIOI	Ľ

2017/2018 CapeROC Projects	Approved Allocation \$100,000	Expenditure (AMR) \$50,000	Expenditure (BSN) \$50,000	Total Expenditure \$
Calendar of Events (Spring & Summer 2017)	9,250	4,625.00	4,625.00	9,250
Calendar of Events	11,650	5,825.00	5,825.00	11,650
(Autumn & Winter 2018)				
Joint Trail Strategy Development	30,000*			0
MRBTA Cabin Fever	20,000	10,000	10,000	20,000
Tourism Signage Strategy*	30,000*			0
Total Budgeted for 2017/18	73,900.00	36,950	36,950	
Recoup of Art Trail Funds-MR Wine Industry	-27,000	-13,500	-13,500	-27,000
Total Remaining of Budget	53,100	26,550	26,550	
Total Actually Expended	40,900	20,450	20,450	40,900

CapeROC is asked to note the allocations approved expended and remaining unspent.

Attachment A

Capes Region Organisation of Councils (CapeROC) 4

11 May 2018

Subject to outcomes of reports presented at this meeting, there may be a requirement for either a carry over or re allocation in next year's budget for projects uncompleted and funds unspent from this financial year.

COMMENT

CapeROC is asked to identify projects to be funded from the 2018/19 budget allocation of up to \$100,000 in total subject to each individual Council allocation in their respective 2018/19 budgets towards CapeROC activities.

The following projects within Table 2. have been put forward for CapeROC consideration to be funded from the 2018/19 CapeROC Budget.

To date, one ongoing project has been submitted for consideration by CapeROC, being the Calendar of Events contained as a pull out in each copy of the four annual editions of the "Your Margaret River Region Magazine" and as standalone copies distributed throughout the Capes Region.

Table 2:

2018-19 Proposed Allocations

2018/19 CapeROC Projects	In principal Allocation \$100,000	Expenditure (AMR) \$50,000	Expenditure (BSN) \$50,000	Comments
CapeROC Calendar of Events 2018/19 – Spring, Summer, Autumn Winter	21,700	10,850	10,850	
Potential Total Expenditure:				
Total Unallocated				

Attachment A

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Capes Region Organisation of Councils (CapeROC) 5

11 May 2018

Proposed allocations:

 CapeROC Calendar of Events - as per previous arrangement with Margaret River Busselton Tourism Association

Edition	Amount Requested (ex GST)
Spring 2018	\$4,625
Summer 2018/19	\$4,625
Autumn 2019	\$4,625
Winter 2019	\$4,625
Additional standalone copies.6000 for each edition to	\$3,200
be split between CoB & AMR Shire @ \$800+GST per	
edition.	
TOTAL REQUESTED	\$21,700

The entire budget does not need to be allocated at this meeting and may be allocated throughout the financial year as worthy projects arise.

RECOMMENDATION

- 1. That: CapeROC receives the information provided in the 2017/18 budget allocation report.
- The Shire of Augusta-Margaret River and the City of Busselton each allocate \$50,000 of their individual budgets 2018/19 towards a total CapeROC budget of up to \$100,0000 to progress regional economic development initiatives; and
- 3. CapeROC identifies the following projects and provisional allocations to be included in the 2018/19 CapeROC budget:

i.	Project: Calendar of Events	Amount; \$21,700;
ii.	Project:;	
iii.	Project:;	
iv.	Project: Amount;;	

11 May 2018

CAPEROC DECISION

CAP1805/016 Moved Councillor G Henley, seconded Councillor P Townshend

- 1. That: CapeROC receives the information provided in the 2017/18 budget allocation report.
- 2. The Shire of Augusta-Margaret River and the City of Busselton each allocate \$50,000 of their individual budgets 2018/19 towards a total CapeROC budget of up to \$100,0000 to progress regional economic development initiatives; and
- 3. CapeROC identifies the following projects and provisional allocations to be included in the 2018/19 CapeROC budget:

i. Project: Calendar of Events Amount; \$21,700;

ii. Project: Joint Trail Strategy Development Amount; \$30,000;

iii. Project: Tourism Signage Strategy Amount; \$30,000;

and that the remaining balance of \$18,300 be left unallocated for potential future projects.

CARRIED 6/0

Reason: CapeROC was supportive of funds being allocated to the two outstanding projects and for the outstanding balance to remain unallocated, allowing for the establishment of potential future projects.

10.35am At this time the Chief Executive Officer, Busselton left the meeting.

11 May 2018

5.2 UPDATE OF CAPES REGION TOURIST DIRECTIONAL SIGNAGE AND ROADSIDE VISITOR INFORMATION

RESPONSIBLE OFFICER: Project Manager - Business Development - Emma Heys

ATTACHMENTS: N

IN BRIEF

RFQ 32/17 Cape Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report was issued and closed on 15th August 2017. Three submissions were received; GHD Pty Ltd; Core Business Australia; and Coastal Navigation Solutions.

At the 18 August CapeROC meeting, council officers were asked to ascertain if any local providers could undertake the requested services as defined within RFQ 32/17 and within the CapeROC budget.

It is the opinion of City of Busselton and Shire of Augusta Margaret River officers that GHD Pty Ltd remains the preferred proponent to provide the services as defined within RFQ 32/17.

City of Busselton and Shire of Augusta Margaret River will form Principle in Joint, whilst the City of Busselton will take on the role of Project Lead. It is anticipated the Project will commence in mid to late May 2018, once contract and project documentation has been finalised.

This item recommends CapeROC note the preferred proponent status of GHD Pty Ltd for RFQ 32/17 and consider rolling forward the budget allocation of \$30,000 to the 2018/2019 financial year.

BACKGROUND

City of Busselton and Shire of Augusta Margaret River had previously resolved to endorse a review of tourism directional signage and roadside visitor information bays with a predominately unified approach to branding and function (the 'Project').

A notional amount of funding (\$30,000) has previously been allocated by CapeROC with a view to procuring an audit and condition report, inclusive of recommendations. Specifically, the report is to include:

- Electronic database of existing asset condition information
- Written report including any assumptions, methodology used and asset condition reports
- Design drawings for single prototypes of each of the potential new or replacement signage concepts; and
- Indicative cost estimates for design manufacture and installation of new signs.

RFQ 32/17 Cape Region Tourist Directional Signage Roadside Visitor Information: Supply of audit, condition and cost report was issued and closed on 15th August 2017. Three submissions were received; GHD Pty Ltd; Core Business Australia; and Coastal Navigation Solutions.

At the 18 August CapeROC meeting, council officers were asked to ascertain if any local providers could undertake the requested services as defined within RFQ32/17 and within the CapeROC budget.

10:45 am At this time the Chief Executive Officer, Busselton returned to the meeting.

11 May 2018

CURRENT STATUS

Due to a change in personnel, it is unclear as to whether additional quotations were directly sought from local providers, or if any local providers were identified as capable of delivering the services.

In April 2018 City of Busselton officers re-evaluated the original submissions received from RFQ 32/17, including a submission from Core Business Australia, a locally owned and operated business.

It is the opinion of officers that GHD Pty Ltd, whose office in Bunbury has been tasked with delivering the project, are the most qualified and capable proponent to deliver the services and this item recommends that City of Busselton and Shire of Augusta Margaret River award the resulting contract from RFQ 32/17 to GHD Pty Ltd. It is proposed that City of Busselton and Shire of Augusta Margaret River will act as Principle in Joint, with City of Busselton taking the role of Project Lead. It is anticipate that the Project will commence in mid to late May 2018, once contract and project documentation is complete.

CapeROC budget allocations will be required to be rolled over into the 2018/2019 financial year to align with the proposed payment schedule.

CAPEROC DECISION AND OFFICER RECOMMENDATION

CAP1805/017 Moved Councillor Townshend, seconded Councillor J McCallum

That CapeROC:

- Notes the preferred proponent status of GHD Pty Ltd to undertake the scope of works outlined within RFQ 32/17 Cape Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report;
- 2. Notes the City of Busselton and Shire of Augusta Margaret River to act as Principal in Joint and the City of Busselton to act as Project Lead for the Project; and
- 3. That CapeROC roll the allocated budget of \$30,000 into the 2018/2019 financial year.

CARRIED 6/0

10.47am At this time the Manager, Commercial Services and Economic Development Officer left the meeting.

11 May 2018

6. **VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS**

6.1 MAJOR PROJECT UPDATES

Mike Archer, Chief Executive Officer, Busselton updated members on the progress of the Busselton Margaret River Airport project, advising that the airside works are now complete and that the Busselton Foreshore redevelopment is nearing completion.

Gary Evershed, Chief Executive Officer, Augusta Margaret River updated members on the progress of the Hub of Entertainment Arts and Regional Tourism (HEART) project, Main Street project and the Youth Precinct project, advising that the official opening will be held on 3 June 2018.

11.05 am	At this time Councillor N Godden left the meeting.
11.20am	At this time the Chief Executive Officer - Busselton left the meeting
11.23am	At this time the Chief Executive Officer $$ - Busselton returned to the meeting.
11.26am	At this time Councillor N Godden returned to the meeting.

13 June 2018

Capes Region Organisation of Councils (CapeROC) 10

11 May 2018

6.2 MAJOR POLICY AND STRATEGY UPDATES

The Mayor, City of Busselton advised that the Leeuwin-Naturaliste Sub-Regional Planning Strategy hearings are scheduled to be held on 16 and 17 May 2018.

The Director, Finance and Corporate Services, Busselton presented information in relation to the Regional Price Preference Policy and whether a reciprocal arrangement would be advantageous for the CapeROC region. A draft copy of the proposed policy that the City of Busselton were considering was tabled. The Director, Finance and Corporate Services will follow up on this matter with officers from Augusta Margaret River. The notion was generally accepted.

11.45am At this time the Director, Finance and Corporate Services, Busselton left the meeting.

11.50am At this time Councillor K Hick left the meeting. At this time Councillor K Hick returned to the meeting. 11.52am

13 June 2018

Capes Region Organisation of Councils (CapeROC) 11

11 May 2018

6.3 GENERAL DISCUSSION ITEM - CANCELLATION OF MARGARET RIVER PRO AND POTENTIAL IMPACT ON OTHER SIGNIFICANT REGIONAL EVENTS

Discussion was held in relation to this matter with members agreeing that engagement with shark behaviour experts and / or relevant technology experts would be beneficial if such an opportunity arises in the future.

11.55am At this time the Strategic Projects Officer left the meeting.

11 May 2018

NEXT MEETIN	Gυ	ATE
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10 August 2018, Shire of Augusta Margaret River

8. CLOSURE

The meeting closed at 12.05pm.

THESE MINUTES CONSISTING	OF PAGES 1 TO 12 WERE	CONFIRMED AS A TRUE AND CORRECT
RECORD ON .		
DATE:	PRESIDING MEMBER:	

17. CHIEF EXECUTIVE OFFICER'S REPORT

17.1 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX: Councillors' Information

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

and transparent.

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

REPORTING OFFICER: Administration Officer - Governance - Katie Dudley

AUTHORISING OFFICER: Chief Executive Officer - Mike Archer

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Planning Applications received by the City between 1

May, 2018 and 15 May, 2018 U

Attachment B Planning Applications determined by the City between

1 May, 2018 and 15 May, 2018↓

Attachment C MERG Minutes U

Attachment D Meelup Regional Park Management Committee

Minutes <u>J</u>

Attachment E WALGA Summary April/May 2018 U

PRÉCIS

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

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

INFORMATION BULLETIN

17.1.1 Planning & Development Services Statistics

Planning Applications

Attachment A is a report detailing all Planning Applications received by the City between 1 May, 2018 and 15 May, 2018. A total of 44 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 1 May, 2018 and 15 May, 2018. A total of 42 applications (including subdivision referrals) were determined by the City during this period with 42 approved / supported and 0 refused / not supported.

17.1.2 MERG Minutes

Attachment C is a copy of the MERG Minutes for the meeting held on 18 May 2018.

17.1.3 Meelup Regional Park Management Committee

Attachment D is a copy of the Meelup Regional Park Management Committee Informal Minutes for the meeting held on 28 May 2018.

17.1.4 WALGA Summary

Attachment E is a copy of the WALGA Summary for the meetings held in April/May 2018.

17.1.5 2017/18 TENDERS

RFT24/17 PROVISION OF TRAFFIC MANAGEMENT SERVICES

The City of Busselton invited tenders for the provision of traffic management services within the City of Busselton. The tender was advertised on 16 December 2017 with a closing date of 16 January 2018. A total of 7 tenders were received and evaluated.

Council resolved on 11 April 2018 to decline to accept any tender on the basis that the tenders received did not present best value for money. Council requested the CEO establish a panel of prequalified suppliers for the provision of traffic management services to the City pursuant to Part 4 Division 3 of the Local Government (Functions and General) Regulations 1996 and the City's Purchasing Policy.

On 16 May 2018 Council was briefed regarding potential issues relating to the operation of panels of pre-qualified suppliers. Following further information received from the Department of Local Government, Sport and Cultural Industries, the CEO is proceeding with the establishment of a panel of pre-qualified suppliers for the provision of traffic management services to the City.

RFT03/18 CRUSHING SERVICES FOR CONSTRUCTION AND DEMOLITION MATERIAL WITHIN CITY OF BUSSELTON

The City of Busselton invited tenders for crushing services for construction and demolition material within the City of Busselton. The tender was advertised on 3 February 2018, with a closing date of 27 February 2018. A total of 2 tenders were received. The evaluation has been completed and a recommendation report will be presented to the CEO in June 2018 as the value of the contract is not expected to exceed the CEO's delegated authority.

RFT04/18 SUPPLY AND DELIVERY OF IRRIGATION COMPONENTS

The City of Busselton invited tenders for the supply and delivery of irrigation components to the City. The tender was advertised on 24 February 2018, with a closing date of 20 March 2018. A total of 2 tenders were received. The evaluation has been completed and a recommendation report has been presented to the CEO in June 2018 awarding the contract to Total Eden Pty Ltd. Note the value of the contract did not exceed the CEO's delegated authority.

RFT05/18 CONSTRUCTION OF DUNSBOROUGH TOWNSCAPE STAGE 4

The City of Busselton invited tenders for the construction of Dunsborough Townscape Stage 4. The tender was advertised on 7 April 2018 with a closing date of 1 May 2018. A total of 2 tenders were received. The value of the contract is expected to exceed the CEO's delegated authority. Council resolved on 28 March 2018 to delegate authority to the CEO to negotiate and agree final terms and conditions and to award a contract for a finalised lump sum price, provided that the contract value for the accepted tender does not exceed \$680,000. It is expected that the evaluation will be completed and a recommendation report presented to the CEO in June 2018.

RFT06/18 DESIGN AND CONSTRUCTION OF AMBERGATE FIRE STATION

The City of Busselton invited tenders for the design, fabrication and installation of a fire station and amenities facility to be located at Apex Reserve, Ambergate. The tender was advertised on 14 April 2018, with a closing date of 3 May 2018. Earthworks that had already commenced on site prior to agenda publication are being undertaken pursuant to a separate contract, which was awarded following a request for quote process consistent with the Purchasing Policy. A total of 5 tenders were received. The evaluation has been completed and a recommendation report will be presented to the CEO in June 2018 as the value of the contract is not expected to exceed the CEO's delegated authority.

RFT07/18 LANDSCAPING FOR PUBLIC OPEN SPACES AT LAYMAN ROAD AND BURGEE COVE, BUSSELTON

The City of Busselton invited tenders for the landscaping of land comprising the public open space at Layman Road and Burgee Cove, Port Geographe. The tender was advertised on 21 April 2018, with a closing date of 10 May 2018. A total of 4 tenders were received. The evaluation has been completed and a recommendation report will be presented to the CEO in June 2018 as the value of the contract is not expected to exceed the CEO's delegated authority.

PQS01/18 SUPPLY OF QUARRY PRODUCTS – REQUEST FOR APPLICATIONS TO JOIN A PANEL OF PRE- QUALIFIED SUPPLIERS

The City of Busselton requested applications to join a panel of pre-qualified suppliers (PQS) for the provision of quarry products to the City. Pursuant to Council Resolution C1704/091, the power to establish a panel of pre-qualified suppliers has been delegated to the Chief Executive Officer of the City of Busselton (Delegation reference number LG3M). The PQS was advertised on 21 April 2018 with a closing date of 8 May 2018. A total of 7 applications were received. It is anticipated that the evaluation will be completed in early June and a recommendation report presented to the Council in late June 2018, as the value of the contract is expected to exceed the CEO's delegated authority.

OFFICER RECOMMENDATION

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

- 17.1.1 Planning & Development Services Statistics
- 17.1.2 MERG Minutes
- 17.1.3 Meelup Regional Park Management Committee
- 17.1.4 WALGA Summary
- 17.1.5 2017/18 TENDERS

Applications Rec	eived Report							
Application			Primary Property	Application				Clock
Number	Description	Primary Property Address	Legal Desc	Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Days
Development								
Applications								
		21 Amiro						
		Street~DUNSBOROUGH				Josette Howard-Fallas &	Josette Howard-Fallas,	
DA18/0299	1.8m Solid Front Fence	WA 6281	Lot 97 PLAN 42929	1/05/2018	4000	Stephen Graeme Howard	Stephen Graeme Howard	24
		2/04 5 : 1 :						
		2/81 Fairbairn Road~BUSSELTON WA						
DA18/0308	Grouped Dwelling	6280	Lot 2 SSPLN 71415	1/05/2018	194820	Natalie Faye Gordon	BGC Residential Pty Ltd	12
DA16/0306	Grouped Dwelling	0200	LOT 2 33PLN /1413	1/05/2016	194620	ivatalle raye dordon	BGC Resideritial Pty Ltd	12
	Advertising Sign (Geobay	53 Bussell Highway~WEST	Lot 63 DIAGRAM			David Bryce Barton &		
DA18/0310	Health Centre)	BUSSELTON WA 6280	20219	1/05/2018	4000	Vivienne Kay Barton	Jigsaw Signs and Print	9
		2 Portage						
	Single House (Land Sales	Way~GEOGRAPHE WA					Dale Alcock Homes South	
DA18/0312	Office)	6280	Lot 593 PLAN 410845	2/05/2018	272350	Aigle Geographe Pty Ltd	West Pty Ltd	5
	Six Chalets, Winery	12 Canal Rocks						
	Redevelopment and	Road~YALLINGUP WA				Ursa Major Pty Ltd &	Tim Koroveshi (Town	
DA18/0313	Ancillary Land Uses	6282	Lot 800 PLAN 40410	2/05/2018	850000	Egidijus Rusilas	Planning Consultant)	15
	Change of Use - Holiday	22 Claudaiah DandeNIECT	1 -+ 04 DIACDANA			Mark Werner Stieler &	Mark Werner Stieler,	
DA18/0314	Home (Single House) 9 People	33 Glenleigh Road~WEST BUSSELTON WA 6280	Lot 91 DIAGRAM 49197	2/05/2018	0	Elizabeth Jane Stieler	Elizabeth Jane Stieler	20
DA16/0314	reopie	BUSSELTUN WA 6260	49197	2/05/2016	0	Elizabeth Jane Stieler	Elizabeth Jane Stieler	20
	Patio Addition to an	30 Keel						
	Existing Single House	Retreat~GEOGRAPHE WA				Elly Litza Wilcox & Mark		
DA18/0315	(Special Character Area)	6280	Lot 561 PLAN 22450	2/05/2018	9741	Gavin Wilcox	Outdoor World Busselton	5
		345 Bussell						
	Single House (Reduced	Highway~BROADWATER	Lot 2 DIAGRAM			Shannon Reitsema &	Shannon Reitsema, Colleen	
DA18/0328	Setback)	WA 6280	28312	2/05/2018	185000	Colleen Adriana Reitsema	Adriana Reitsema	20
		11/1 St Michaels						
		Parkway~DUNSBOROUGH					WA Country Builders Pty	
DA18/0329	Grouped Dwelling	WA 6281	Lot 18 SSPLN 56939	2/05/2018	152814	Kyle Keven O'Callaghan	Ltd - Busselton	20

Applications Rec	ceived Report							
Application			Primary Property	Application				Clock
Number	Description	Primary Property Address	Legal Desc	Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Days
Development								
Applications								
		51 Serpentine				Mary Donald Nominees		
	Single House (Vehicular	Bend~YALYALUP WA		2 /25 /22 4		Pty Ltdt/a DJ MacCormick		
DA18/0330	Access Variation)	6280	Lot 56 PLAN 407789	2/05/2018	192929	Property Group	BGC Residential Pty Ltd	1
	Grouped Dwelling	11A John Street~ABBEY				Gavin John Watt & Jo-Ann	Dale Alcock Homes South	
DA18/0302	(Reduced Rear Setback)	WA 6280	Lot 2 SSPLN 72666	3/05/2018	337179	Watt	West Pty Ltd	1
		44 Barracks						
	Outbuildings (Two	Drive~REINSCOURT WA				Roderick Swallow & Sara	Roderick Swallow, Sara	
DA18/0303	Caravan Ports)	6280	Lot 19 PLAN 11567	3/05/2018	9200	Elizabeth Swallow	Elizabeth Swallow	1
	D D (5) (1) (1)							
	Re-Roof Existing Single House (Special Character	1 Adelaide Road~DUNSBOROUGH						
DA18/0316	Area)	WA 6281	Lot 22 PLAN 6073	3/05/2018	41805	Judith Anne Critch	Stephen Graeme Howard	1
DA10/0310	Areay	WA 0201	E01 22 1 EAN 0075	3/03/2010	41003	Juditii Allile Critch	Stephen Graeme noward	
		29A Ella Gladstone						
	Relocate Garage to	Drive~EAGLE BAY WA					Charles Grist GN	
DA18/0318	Boundary	6281	Lot 632 PLAN 58323	3/05/2018	2000	NHOJ Nominees Pty Ltd	Constructions [WA] PTY LTD	1
		118 Kinross						
0.440/0340	Single House (Landscape	Loop~QUINDALUP WA	L -+ 242 DI ANI COACA	2 (05 (2040	400427	Franz Michael Dethleffsen	WA Country Builders Pty	
DA18/0319	Value Area)	6281	Lot 242 PLAN 68461	3/05/2018	498427	& Tanja Gharavi	Ltd - Busselton	1
		6 Bay View						
	Single House (Special	Crescent~DUNSBOROUGH						
DA18/0331	Character Area)	WA 6281	Lot 2 SSPLN 68964	3/05/2018	650000	Mark Damien Pallot	AK Homes Construction	1
		289 Dunsborough Lakes						
		Drive~DUNSBOROUGH	Lot 1154 PLAN					
DA18/0311	Industrial Unit	WA 6281	410827	4/05/2018	450000	Karnali Holdings Pty Ltd	Space Light Order	1
	Balcony Enclosure							
	(Landscape Value and	9 Wedgetail View~EAGLE						
DA18/0324	Special Character Areas)	BAY WA 6281	Lot 2 PLAN 21908	4/05/2018	15000	Patricia Suan Imm Chin	Naked Architecture	

Applications Rec	Leiveu Report					-		
Application			Primary Property	Application				Clock
Number	Description	Primary Property Address	Legal Desc	Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Days
Development								
Applications								
		Yungarra						
	Single House (Landscape	Drive~QUEDJINUP WA				Erik Martin Donnachie &	Erik Martin Donnachie,	
DA18/0332	Value Area)	6281	Lot 28 PLAN 15570	4/05/2018	850000	Annette Kaye Loudon	Annette Kaye Loudon	1
		27A Southern				Robert William John		
		Drive~BUSSELTON WA				Edwards & Debra June	Threadgold Architecture Pty	1
DA18/0309	Grouped Dwelling	6280	Lot 2 SSPLN 61626	7/05/2018	100000	Edwards	Ltd	1
	Change of Use - Holiday	8 Toddy						
	Home (Single House) 8	Place~DUNSBOROUGH				Richard Jon Lester &	Richard Jon Lester, Kathleen	1
DA18/0322	People	WA 6281	Lot 294 PLAN 219011	7/05/2018	0	Kathleen Robin Lester	Robin Lester	
	Patio Addition to a Single							
	House (Landscape Value	Road~QUINDALUP WA				Daniel Lane & Toni Louise		
DA18/0333	Area)	6281	Lot 19 PLAN 29108	7/05/2018	11999	Lane	CR Design Solutions	1
	Change of Use - Holiday	13 Quedjinup						
	Home (Single House) 12	Drive~QUEDJINUP WA						
DA18/0334	People	6281	Lot 102 PLAN 21711	7/05/2018	0	Jenaya Claire Scragg	Richard Scragg	14
		4/8 Martingale						
	Holiday Home (Single	Drive~DUNSBOROUGH						
DA18/0317	House) 8 People	WA 6281	Lot 4 SSPLN 43175	8/05/2018	0	Racheal Helen Tumelty	Racheal Helen Tumelty	
		21 Pinehurst						
	Bed & Breakfast - 2	Crescent~DUNSBOROUGH						
DA18/0320	Guests	WA 6281	404176	8/05/2018	0	Robin Mary Reilly	Robin Mary Reilly	1
		29 Ella Gladstone						
	Single House (Special	Drive~EAGLE BAY WA				Nigel Warren Shaw & Carol	"	
DA18/0336	Character Area)	6281	Lot 631 PLAN 58323	8/05/2018	610000	Suzanne Shaw	Suzanne Shaw	
	Additions and Alterations							
	to an Existing Single							
	House (Special Character	24 Caladenia Close~EAGLE	Lot 10 DIAGRAM					
DA18/0337	Area)	BAY WA 6281	75653	8/05/2018	17500	Andrew James Farr	Andrew James Farr	

Applications Rec	ceived Report							
Application			Primary Property	Application				Clock
Number	Description	Primary Property Address	Legal Desc	Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Days
Development								
Applications								
	Single House (Port	8 Lanyard						
D.440/0220	Geographe Development			0 (05 (2040	200000	Gordon Gerard Boettcher	WA Country Builders Pty	.
DA18/0338	Area, Reduced Setbacks)	WA 6280	Lot 1 PLAN 410556	8/05/2018	200000	& Janine Evelyn Spencer	Ltd - Busselton	1
	Exhibition Centre and	219 Harmans Mill						
	Enclose Verandah on	Road~METRICUP WA						
DA18/0321	Existing Building	6280	Lot 304 PLAN 40029	9/05/2018	500000	Gabita Dykstra	Keith Cramer	1
27120,0022		0200	201301121111022	5,05,2020	200000	- Joseph Grand	Transfer Granter	_
		7/3599 Caves						
	Chalet (Landscape Value	Road~WILYABRUP WA						
DA18/0323	Area)	6280	Lot 7 SSPLN 54729	9/05/2018	250000	Caves Resources Pty Ltd	Wing Hing Chong	1
		38E Bussell						
		Highway~WEST					Joe Prestipino Building	
DA18/0339	Three (3) Showrooms	BUSSELTON WA 6280	Lot 174 PLAN 408348	9/05/2018	1500000	Realview Holdings Pty Ltd	Design	
	Verandah Addition to	3314 Caves						
DA10/0340	Existing Restaurant Function Room	Road~WILYABRUP WA	L -+ 12 DI ANI 12000	9/05/2018	5000	C - - Dt b-	Contain Desidential Design	,
DA18/0340	Function Room	6280	Lot 13 PLAN 12089	9/05/2018	5000	Saruman Holdings Pty Ltd	Custom Residential Design	1
		46 Kawana						
	Single House (R-Code	Boulevard~DUNSBOROUG	Lot 1334 PLAN				Dale Alcock Homes South	
DA18/0341	Variation)	H WA 6281	412045	9/05/2018	183690	Daws & Son Pty Ltd	West Pty Ltd	
,				.,,		,		
	Patio and Deck Additions							
	to an Existing Single	24 Junee						
	House (Landscape Value	Place~YALLINGUP SIDING				Sean Willian Greening &		
DA18/0342	Area)	WA 6282	Lot 55 PLAN 20532	9/05/2018	11308	Peta Renae Greening	Michael James Lane	
	Single House (Port	12 Mainsail						
	Geographe Development					Barry Paul Hicks & Vanessa		
DA18/0325	Area)	6280	Lot 17 PLAN 50929	10/05/2018	5800	Ann Hicks	Cape Shades	
	Cornert Addition to					Andrew Jemes Henry		
	Carport Addition to a Single House (Reduced	21 Bosworth Bend~WEST				Andrew James Hennessy & Phoebe Claire Beers		
DA18/0343	Setback)	BUSSELTON WA 6280	Lot 514 PLAN 41564	10/05/2018	7230	Norman	CPR Outdoor Centre	
DA10/0343	Jethack)	DOSSELTON WA 0200	LOC 314 FLAN 41304	10/03/2010	7230	INVITIBIL	CFR Outdoor Centre	

Applications Rec	eived Report							
Application			Primary Property	Application				Clock
Number	Description	Primary Property Address	Legal Desc	Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Days
Development								
Applications								
		264 Geographe Bay						
	Single House (Special	Road~QUINDALUP WA				Michael Robert Ogilby &		
DA18/0346	Character Area)	6281	Lot 200 PLAN 400536	10/05/2018	400000	Deborah Ruth Ogilby	Gerard McCann Architect	1
27(10)0340	Character Area)	0201	200 200 1 2 11 4 400330	10/03/2010	400000	Deporturi Natir Ogriby	Gerara Wiccami / Weinteet	
	Outbuilding (Reduced	5 Beeliar Entrance~WEST				Denis Mervyn Gandy &	Denis Mervyn Gandy,	
DA18/0304	Setbacks)	BUSSELTON WA 6280	Lot 841 PLAN 407130	11/05/2018	5000	Kathleen Ann Gandy	Kathleen Ann Gandy	1
	Additions and alterations							
	to an Existing Garage	Street~DUNSBOROUGH						
DA18/0305	including a new studio	WA 6281	Lot 1 STPLN 18112	11/05/2018	90000	Stephen Keith Twartz	Stephen Keith Twartz	1
		60 Dandatup						
	Modified Building	Place~DUNSBOROUGH						
DA18/0326	Envelope (Rain Tank)	WA 6281	Lot 1 PLAN 21431	11/05/2018	15000	Lynda Joan Brock	Lynda Joan Brock	
		20 Castleroy						
		Terrace~DUNSBOROUGH						
DA18/0335	Bed and Breakfast	WA 6281	Lot 685 PLAN 46312	14/05/2018	0	Lorraine Anne Woodhouse	Lorraine Anne Woodhouse	
	Change of Use - Holiday	10 Newberry						
	Home (Single House) 6	Road~DUNSBOROUGH	Lot 104 DIAGRAM					
DA18/0347	People	WA 6281	91657	14/05/2018	0	Kib Homes Pty Ltd	Kib Homes Pty Ltd	
		80 Bay View						
		Crescent~DUNSBOROUGH						
WAPC18/0015	2 Lot Subdivision	WA 6281	Lot 6 PLAN 5135	4/05/2018	0	Estate Of Merilyn Hitchins	Eugene Ferraro	2
		11 Autumn						
		Rise~YALLINGUP WA				Peter John Stratton &	Tim Koroveshi (Town	
WAPC18/0016	4 Lot Subdivision	6282	Lot 500 PLAN 38217	11/05/2018	0	Mary-Lynne Stratton	Planning Consultant)	1

Applications De	termined Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development	Description	Address	Legai Desc	Date	Decision	Days	Cost	Owners	Applicant Name
Applications									
Applications						-			
DA18/0204	Single House (Reduced Setback)	15 Chester Way~DUNSBOROUG H WA 6281	Lot 154 PLAN 7393	2/05/2018	Approved	35	650000	Peter Robert Mcmahon & Margaret Joan Mcmahon	Chris McMahon
DA18/0235	Patio Addition to Existing Single House (Reduced Setback)	29 Daly Road~YALYALUP WA 6280	Lot 795 PLAN 401832	2/05/2018	Approved	38	13503	Kerrin Marie Hansen & Claire Louise Sloan	Outdoor World Busselton
DA18/0254	Single House (Landscape Value Area)	25 Seascape Rise~YALLINGUP WA 6282	Lot 218 PLAN 71408	2/05/2018	Approved	23	500000	Vicstreet Pty Ltd	Vicstreet Pty Ltd
DA18/0276	Carport Addition to a Single House (Landscape Value Area)	17 MacNair Place~YALLINGUP WA 6282	Lot 39 PLAN 20549	2/05/2018	Approved	13	6000	Nicole Louise Siemon & Andrew Hugh Siemon	Nicole Louise Siemon, Andrew Hugh Siemon
DA18/0172	Illuminated Signage	90 West Street~WEST BUSSELTON WA 6280	Lot 181 PLAN 408348	2/05/2018	Approved	59	5000	Realview Holdings Pty	SignManager
DA18/0195	Outbuilding (Landscape Value Area)	25 Grasstree Place~YALLINGUP WA 6282	Lot 104 PLAN 39416	2/05/2018	Approved	16	32872	Suzanne Maree Hillier	Sheds Down South
DA18/0066	Single House and Modified Building Envelope (Landscape Value Area)	Broyage Retreat~QUINDALUP WA 6281	Lot 29 PLAN 41369	3/05/2018	Approved	31	260000		Maurice Antony De Boer
DA18/0144	2 Industrial Units (Workshop)	8 Commerce Road~VASSE WA 6280	Lot 4 PLAN 52479	3/05/2018	Approved	71	300000	Matthew David Clarke & Peppa Kristie Clarke	Busselton Sheds Plus

Applications Determined Report Applic Clock Estimated Application Primary Property Primary Property Determined Primary Property Number Description Address Legal Desc Date Decision Days Cost **Owners Applicant Name** Development Applications Modified Building Envelope and Additions / David Sydney Van Der Alterations to an Existing 758 Commonage David Sydney Van Der Single House (Landscape Road~YALLINGUP Walt & Stephen James Walt, Stephen James DA18/0177 Value Area) WA 6282 Lot 20 PLAN 21025 4/05/2018 Approved 29 125000 Vaughan Vaughan Change of Use - Holiday 9B Harnett Ian Edward Cross & Home (Grouped Dwelling) Street~BROADWATE Suzanne Marie McAuliffe Ian Edward Cross, Suzanne DA18/0214 4 People R WA 6280 Lot 2 STPLN 12480 4/05/2018 Approved 50 Cross Marie McAuliffe Cross Single House (Overlooking 30 Hammond Road~YALLINGUP in a Special Character Keith Philip Watkins & Blue Water Building Co DA18/0170 WA 6282 Lot 40 PLAN 8037 4/05/2018 Approved 50 950000 Karen Watkins (SW) Pty Ltd Area) 53 Drovers Over Height Outbuilding Road~BOVELL WA David Hulme & Barbara David Hulme, Barbara DA18/0216 (Heritage Property) 6280 4/05/2018 Approved Vivienne Higgins Vivienne Higgins Lot 506 PLAN 402928 3 Pennant Christopher Quinlan Single House (Reduced Boulevard~GEOGRAP Leigh-Cooper & Sandra Ventura Home Group Pty DA18/0186 Rear Setback) HE WA 6280 Lot 550 PLAN 410845 4/05/2018 Approved 54 227478 Leigh-Cooper 228 Lagoon Megan Anne Kosieradzki Megan Anne Kosieradzki, Dam (Landscape Value Drive~YALLINGUP & Michael Richard Michael Richard DA18/0295 Area) WA 6282 Lot 6 PLAN 24227 4/05/2018 Approved 10000 Kosieradzki Kosieradzki 11 Pennant Single House (Reduced Boulevard~GEOGRAP Aida Embling & Steven Dale Alcock Homes South DA18/0178 Setbacks) HE WA 6280 Lot 546 PLAN 410845 | 7/05/2018 | Approved | 62 291496 Bradley Embling West Pty Ltd

Applications De	etermined Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development	Description	Address	Legui Desc	Dute	Decision	Duys	COST	Owners	Applicant Name
Applications									
- фринцип									
	Caravan Park and								
	Camping Grounds	228 Caves							
		Road~SIESTA PARK	Lot 5303 PLAN					Seventh Day Adventist	Seventh Day Adventist
DA17/0357	ble Cabin)	WA 6280	220583	7/05/2018	Approved	238	25000	Church Ltd	Church Ltd
,	,	35 Thomas		.,,					
	Change of Use - Holiday	Street~WEST						Christopher Charles	Christopher Charles
	Home (Single House) 6	BUSSELTON WA						Morgan & Darline Nellie	Morgan, Darline Nellie
DA18/0233	People	6280	Lot 73 PLAN 39408	8/05/2018	Approved	49	0	Pamela Morgan	Pamela Morgan
	Outbuilding with Reduced	4 Stone							
	Setbacks (Special Control	Street~QUINDALUP	Lot 23 DIAGRAM					Adrian Lindsay Tyrrell &	
DA18/0209	Area)	WA 6281	36962	8/05/2018	Approved	52	14700	Julia Anne Tyrrell	CPR Outdoor Centre
		13 Cabarita							
	Single House (Reduced	Road~ABBEY WA						Timothy John Armstrong	
DA18/0250	Setback)	6280	Lot 89 PLAN 9006	9/05/2018	Approved	25	225000	& Jennifer Roslyn Powell	Home Builders Advantage
		216 Forrest Beach							
	Single House (Landscape	Road~WONNERUP		. / /	١			Rhys James Wilson &	
DA18/0200	Value Area)	WA 6280	Lot 106 PLAN 407525	9/05/2018	Approved	53	294586	Sarah Anne Wilson	Plunkett Homes
		62-64 Strelly							
		Street~BUSSELTON	Lot 61 DIAGRAM					Janet Patricia Batley &	
DA18/0253	Outbuilding	WA 6280	66436	9/05/2018	Approved	31	15000	Brian Louis Batley	Salaman Pty Ltd
DA16/0233	Outbuilding	WA 0280	00430	3/03/2018	Approved	31	13000	brian Louis battey	Salaman Fty Ltu
		145 Kent							
		Street~BUSSELTON	Lot 21 DIAGRAM						Dale Alcock Homes South
DA18/0219	3 Grouped Dwellings	WA 6280	21931	9/05/2018	Approved	47	704162	Rachael Ann Hancock	West Pty Ltd
				, ,					
	Over Sized and Over	4 Snipe							
	Height Carport (Reduced	Close~GEOGRAPHE						Eileen Hazel Rose &	
DA18/0202	Setback)	WA 6280	Lot 241 PLAN 17628	9/05/2018	Approved	52	12500	Bryant Charles Rose	Sheds Down South

13 June 2018

Attachment B Planning Applications determined by the City between 1 May, 2018 and 15 May, 2018

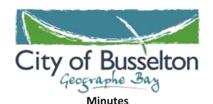
Applications De	termined Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development	Description	71447.033	Legui Dese	Dute	Decision	Duys	0031		repriediterranie
Applications									
DA18/0226	Change of Use - Holiday Home (Grouped Dwelling) 6 People	1/14 Eagle Crescent~EAGLE BAY WA 6281	Lot 1 STPLN 27554	10/05/2018	Approved	41	0	Estate Of Antonio Ranieri & Assunta Ranieri	Assunta Ranieri
DA18/0201		Marrinup Drive~YALLINGUP WA 6282	Lot 12 PLAN 20017	10/05/2018	Approved		200000	Michael Robert Ogilby & Deborah Ruth Ogilby	Gerard McCann Architect
DA18/0288	Over-height Outbuilding (Reduced Setback)	32 Diamante Boulevard~DUNSBOR OUGH WA 6281	Lot 1348 PLAN 62623	10/05/2018	Approved	12	35357	Lee Gregory York & Tenniel Samara Harman- York	WA Country Builders Pty Ltd - Busselton
DA18/0289	Outbuilding (Reduced Setbacks)	7 Beeliar Entrance~WEST BUSSELTON WA 6280	Lot 840 PLAN 407130	11/05/2018	Approved	13	4256	Mark Johnson & Margaret Isabelle Johnson	Margaret Isabelle Johnson, Mark Johnson
DA18/0252	Extension to Existing Carport (Reduced Setback)	24 David Drive~GEOGRAPHE WA 6280	Lot 76 PLAN 13756	11/05/2018	Approved	36	3740	Rodney Joseph Marsh & Rebecca Anne Marsh	Rodney Joseph Marsh, Rebecca Anne Marsh
DA18/0166	Single House (Reduction to Front, Rear & Side Setbacks)	12 Newberry Road~DUNSBOROUG H WA 6281	Lot 103 DIAGRAM 91657	11/05/2018	Approved	66	550000	Brett David Leighton & Trisha Danielle Bird	Drew Szandtner Ambient Building Design
DA18/0134	Change of Use "Tavern"	40 Gifford Road~DUNSBOROUG H WA 6281	Lot No:265 & 265 & 265	11/05/2018	Approved	7	0	State of WA & Dunsborough and Districts Country Club Incorporated	Dunsborough and Districts Country Club Incorporated
DA18/0134	Change of Use "Tavern"	40 Gifford Road~DUNSBOROUG H WA 6281	Lot 300 PLAN 53040	11/05/2018	Approved	7	0	State of WA & Dunsborough and Districts Country Club Incorporated	Dunsborough and Districts Country Club Incorporated

Planning Applications determined by the City between 1 May, 2018 and 15 May, 2018

Applications Determined Report Applic Application Primary Property Primary Property Determined Clock Estimated Primary Property Number Description Address Legal Desc Date Decision Days Cost **Owners Applicant Name** Development Applications Moses Rock Single House (Landscape Road~WILYABRUP Prosperity Ridge **Tallwood Constructions** DA18/0260 Value Area) WA 6280 Lot 200 PLAN 57219 11/05/2018 Approved 1500000 Holdings Pty Ltd Pty Ltd 22 Melaleuca Drive~WEST BUSSELTON WA David Gesla Saylor & David Gesla Saylor, Jodie DA18/0192 Over-height Outbuilding 6280 11/05/2018 Approved 15000 Jodie Ann Saylor Ann Saylor Lot 115 PLAN 18539 Over-height Single House (Outbuilding, Water 94 Injidup Spring Tanks, BAL FZ in Road~YALLINGUP Paul Gerard Dwyer & DA17/0899 WA 6282 Lot 12 PLAN 29617 11/05/2018 | Approved 650000 Lisa Gaye Dwyer Landscape Value Area) Lurie Concepts 13 Bussell Highway~WEST Peter Popov, Steven Patio and Sea Container BUSSELTON WA Lot 38 DIAGRAM Mitchell Carulli, Nick WA Country Builders Pty DA18/0241 (WA Country Builders) 6280 65260 14/05/2018 Approved 10 Stanisis, Wayne Mitsikas Ltd - Busselton 4 Pickmore Circus~WEST Over-height Outbuilding BUSSELTON WA Steven Hann & Karen Jov DA18/0211 (Reduced Setbacks) 6280 Lot 527 PLAN 41568 14/05/2018 Approved 5000 Hann CPR Outdoor Centre 139 Adelaide John Peter Edward John Peter Edward Outbuilding (Reduced Street~BUSSELTON Masters & Helen Janine Masters, Helen Janine DA18/0190 Setback) WA 6280 Lot 295 PLAN 222229 | 14/05/2018 | Approved 40000 Masters Masters 45 Prince Replace Existing Shop Street~BUSSELTON Lot 13 DIAGRAM Ninh Tieu Luu & Linh My DA18/0306 WA 6280 33877 14/05/2018 | Approved 16 10000 Ninh Tieu Luu, Linh My Ly Front Patio Addition to Single 125 St Michaels Parkway~DUNSBORO Matti Heikki Hynynen & House (Open Space DA18/0183 UGH WA 6281 14/05/2018 Approved 70 Sisko Kaarina Hynynen Variation) Lot 988 PLAN 75716

Planning Applications determined by the City between 1 May, 2018 and 15 May, 2018

Applications De	termined Report								
				Applic					
Application		Primary Property	Primary Property	Determined		Clock	Estimated	Primary Property	
Number	Description	Address	Legal Desc	Date	Decision	Days	Cost	Owners	Applicant Name
Development									
Applications									
		Ruabon							
	Use Not Listed (Worker's	Road~LUDLOW WA						Jasper Farms Holdings	
DA18/0234	Accommodation)	6280	Lot 22 PLAN 402137	14/05/2018	Approved	44	270000	Pty Ltd	Tim Koroveshi
		67 Switchback							
		Parade~WEST						Fairway Developments	
		BUSSELTON WA			WaitWAP			WA Pty Ltd & Zaph Pty	Able Planning & Project
WAPC18/0013	Boundary Realignment	6280	Lot 891 PLAN 407130	10/05/2018	С	28	0	Ltd	Management
	Local Development Plan -	Busselton							
	Lot 2 Kookaburra Way	Bypass~VASSE WA	Lot 2 DIAGRAM					QUBE Property Group	Calibre Professional
LDP17/0001	Busselton	6280	25825	4/05/2018	Adopted	345	0	Pty Ltd	Services Pty Ltd



MEETING HELD IN YALLINGUP MEETING ROOM CITY OF BUSSELTON ADMINISTRATION BUILDING Friday 18 May 2018 at 8.30am

Marketing and Events Reference Group

ATTENDEES

Name	Title
Cr. Grant Henley	Mayor, City of Busselton
Cr. Lyndon Miles	Councillor, City of Busselton
Cr. Kelly Hick	Councillor, City of Busselton
Jodie Richards	Chief Executive Officer, Busselton Chamber of Commerce and
	Industry (BCCI)
Peta Tuck	Events Coordinator, City of Busselton
Lisa Shreeve	Chief Executive Officer, Busselton Jetty Inc. (left 10.07am)
Cliff Frewing	Director Community and Commercial Services, City of Busselton
Tanya Gillett	Manager Health Services, City of Busselton
Tanya Downie	Executive Support Officer, City of Busselton
Murray Johnson	Board Member, Busselton Chamber of Commerce and Industry
	(BCCI)

APOLOGIES

Sharna Kearney, Group Marketing Manager, Margaret River Busselton Tourism Association (MRBTA)

Jenny May, Manager Commercial Services, City of Busselton Meredith Dixon, Public Relations Officer, City of Busselton

1.0 ATTENDANCE AND APOLOGIES

Cr Henley opened the meeting at 8.36am and welcomed attendees to the Marketing and Events Reference Group meeting.

2.0 CONFIRMATION OF PREVIOUS MINUTES

CEO BCCI moved a motion to accept the minutes of the meeting held on 7 March 2018 as a true and accurate record of the meeting. Seconded by Cr Kelly Hick.

2.1 BUSINESS ARISING FROM PREVIOUS MINUTES (not covered in item 4.0)

Nil.

13 June 2018

3.0 **EVENT COORDINATORS REPORT (PETA TUCK)**

BUSINESS ARISING FROM MINUTES 3.1

A meeting of MERG was held on the 07 March 2018 and resulted in the following actions;

1. Regional Marketing Proposal: Director Community & Commercial Services to obtain a copy of the promotional video "Amazing South Coast" an initiative of Albany, Mount Barker and Denmark local governments.

Director Community and Commercial Services advised there are versions of the video on YouTube.

Albany has a few different video resources. One is specifically for Albany and one is a 30 minute feature of the region aired on Channel 9 which can be viewed via the 9Now Online Catch-up TV Portal. I have provided the links to these below.

Albany Video

https://www.dropbox.com/s/8qgdj4k941no2od/AmazingSouthCoast.mp4?dl=0

Amazing South Coast Video

https://www.9now.com.au/amazing-south-coast/2017/episode-1

The City of Albany has just got initial results back from channel 9 suggesting that the 30 minute feature reached over 300,000 people when it went to air which they are really happy with.

Action: Director Community and Commercial Services to obtain a copy of the promotional video "Amazing South Coast".

2. Regional Marketing Proposal: City to meet with MRBTA, BCCI to discuss options for a 12 month marketing program.

Action: Marketing proposal to be discussed about leveraging on the release of the 'Go Karts' movie (12 months away).

Action: A broader marketing proposal needs to be put together to encompass other local governments within the South West who have contributed to the funding for the airport marketing.

3. Events Funded Through MERG: Events Coordinator and BCCI CEO to design a logo/slogan for the banners.

Action: No further action has been taken, pending.

Action: Mayor Henley to provide a photo of a similar banner used at the City of Geelong.

4. Ironman WA: Event Coordinator to provide KPI's under the current contract to MERG members for review and consideration of additional KPI's

13 June 2018

Distributed with agenda – to be discussed at item 5.1

FINANCIAL IMPLICATIONS 3.2.

Three (3) Year Cashflow Forecast 2017/2018 - 2019/2020 (Attachment 1)

At the 26 July 2017 Council meeting, Council resolved (C1707/163) to include an allocation of \$647,400 in the 2017/18 Differential Rates Events Budget, with a split of \$347,400 for events and \$300k for marketing. At the end of 2016/17 an allocation of \$9,036 was unspent from the Differential Rates Events Budget, and Council resolved to allocate the funds to the 2017/18 Differential Rate Events Budget, bringing the total to \$356,436.

Funds committed from the 2017/18 Differential Rates Events Budget for Multi-Year Event Agreements and Rounds 1 and 2 of the 2017/18 Events Sponsorship Program totals \$344,175, leaving a total of \$12,261 remaining in the budget. Officer's recommendation is that this amount is rolled over into the 2018/19 Differential Rates Events Budget.

The 2018/19 draft budget would normally include an allocation of \$675,000 in the Differential Rates budget, with a proposed split of \$438,000 for events (65%) and \$237,000 for marketing (35%). Funds already committed in 2018/2019 for Multi Year Agreements through the Differential Rates Budget totals \$327,425, leaving a total of \$110,675 to be allocated to Rounds 1 and 2 of the 2018/2019 Events Sponsorship Program Funds committed in the 2018/19 Municipal Events Budget for multi-year agreements totals \$245k, leaving a total of \$5k to be allocated in the 2018/19 Events Sponsorship Program.

In addition, it would be normal to add a further amount of \$250,000 towards events from the 2018/19 Municipal Budget.

The 'split funding' for events is no longer considered necessary and as a consequence, the two provisions can be amalgamated. As a result, an amount of \$925,000 (\$675,000 + \$250,000) will be included in the budget for events purposes. These amounts are indicative, subject to final confirmation of the 2018/19 budget.

As in previous years, this amount excludes budgetary allocations for the Leavers Week event, administration, and events staffing.

1. Multi-Year Events Funded from Municipal Funds Update

There are currently six (6) events funded through the previously source of Municipal Funds Events Budget (Note there is no change to the amount allocated to these events which will be funded in 2018/19):

Event Name	Amount Funded	Contract expiry
Busselton Festival of Triathlon	\$45,000	2018/19
Busselton Fringe Festival	\$20,000	2018/19
Carols by the Jetty	\$2,000	2019/20
Festival of Busselton	\$7,000	2019/20
Australia Day Busselton	\$3,000	2019/20
Ironman WA	\$168,000	2020/21
TOTAL	\$245,000	

Attachment C

MERG Minutes

Ironman WA

Under the existing contract, the City's funding agreement with Ironman Oceania was due to expire after the 2019 event. At the meeting of 9 May 2018, Council resolved to extend the current contract with Ironman Oceania to include an additional year (2020), to bring the City's funding in line with that received through Tourism WA. (C1805/088)

Festival of Busselton

After receiving criticism regarding the decline in the quantity and quality of events that make up the annual Festival of Busselton, the Festival of Busselton Committee has taken steps to refresh and revive the current format. These steps include election of a new President, the commitment to the funding of a paid Festival Coordinator, and a push to introduce new events and revamp old events to broaden their appeal.

The Events team will be working with the Festival Coordinator once appointed, to assist them in their planning and provide guidance where necessary.

Busselton Festival of Triathlon

The Busselton Festival of Triathlon (Ironman 70.3) was held on 6 May. Unfortunately the swim leg of the course was cancelled due to the bad weather conditions.

Event organisers are considering changing the date as the event has clashed with the Port Macquarie event over the past couple of years. Participation numbers have also decreased since the introduction of the 70.3 with the full Ironman in December.

The Group suggested changing the event day to Saturday and then if there is a situation where there is bad weather, it can be moved to the Sunday.

The Events Coordinator will meet with event organisers to debrief and discuss any possible changes in the next couple of weeks.

2. Multi-Year Events Funded from Differential Rates Update

Similarly, these events will continue to be funded through the Differential Rates Events Budget (Note there is no change to the amount allocated to these events which will be funded in 2018/19):

Jazz by the Bay

Planning for the 2018 festival is well underway, with the program released and ticket sales going well. There are 46 individual events over the 4 day program, encompassing 20 separate venues and 33 artists or groups. Event organisers have flagged that due to rising costs and limited opportunities to grow funding, they may need to look at restructuring or cutting out the free event component of the Festival. Jazz by the Bay is funded by the City until 2020.

17.1

Attachment C MERG Minutes

South West Craft Beer Festival

Following limited ticket sales and unfavourable feedback after moving the event back to 3 Oceans Winery, event organisers are looking at alternative venues to relocate the 2019 Beer Fest back into the centre of Busselton. Possible venues include Barnard Park, Signal Park and the Geographe Bay Yacht Club. The Craft Beer Festival is currently funded for one more year (2019) for \$5k.

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Events Coordinator will meet with event organisers in June to discuss potential new venues and suggest moving the date away from the long weekend.

3. Other Events Update

Cabin Fever Festival

Tickets have gone on sale for Cabin Fever, now in its second year. There are more than 40 individual events on offer, including events at the Firestation, Eagle Bay Brewing, Arimia Winery, Amelia Park Tavern and the Beerfarm.

SuperFoiler Grand Prix

Following the success of the inaugural event in March 2018, event organisers have indicated that they would like to return to Busselton in 2019. They are planning a visit to the City in the next few weeks to discuss learnings from their first event and present their plans going forward.

The Group suggested relocating the event to the Geographe Bay Yacht Club due to the space at the Busselton Foreshore being limited with the new children's playground being installed on the grassed area where they set up infrastructure and the construction of the Micro-Brewery will be underway.

2020 Australian Seniors Tennis Championships

The 2020 Australian Seniors Tennis Championships has been awarded to WA and Busselton and Bunbury Tennis Clubs are putting in a joint bid to host the event in January 2020. This event will bring a playing contingent of 500-700 players plus supports/families for an extended stay of 7-10 days.

In order for the City of Busselton and Bunbury to have enough grass courts available (30 in total) to host the event, the City would need to commit to funding the maintenance of the existing courts once the move to the new Tennis Club has happened. This is expected to be for a period of 3 months, at a cost of approximately \$18,500.

On top of that, Tennis Seniors Australia has indicated they will be seeking event funding of approximately \$10k from the City.

2018 Australian Women's Masters Hockey Championships and 2019 Australian Men's Hockey Championships

Both of these events have been confirmed and will be held in Busselton.

17.1 Attachment C

5. **Events Development.**

The following new events have been held and potential new events proposed for 2017/18 and 2018/19 are as follows:

New Events Held in 2017/18

- Cabin Fever Festival Margaret River Region 14-23 July 2017
- The Gathering Black Brewing Co 7 October 2017
- 30th Anniversary Save the Jetty Committee Busselton Jetty/Foreshore 25 November 2017
- SummerSalt Festival 3 Oceans Winery 2 December 2017
- Tash Sultana concert 3 Oceans Winery 9 December 2017
- South West Yoga Fest Private property Cape Naturaliste 13 January 2018
- MRDC Record Attempt Margaret River Dairy Co 25 February 2018
- Super Foiler Grand Prix Geographe Bay/ Busselton Jetty 2-4 March 2018
- Busselton Pride event Busselton CBD & ArtGeo Cultural Complex 24 March 2018
- APEX GeoBay Bike Ride Busselton to Dunsborough 25 March 2018
- 'The Drop' festival 3 Oceans Winery 14 April 2018

Upcoming New/Proposed Events for 2018/19 & 2019/20

- Gravity Enduro Series MTB Dunsborough Country Club 28-29 July 2018
- WSL Qualifier Yallingup Beach 18-21 October 2018
- National Masters Women's Hockey Championships September 2018
- 3 Oceans Music & Camping festival 24 & 25 November 2018
- Caves House music festival 30 November 01 December 2018
- Oz Rock festival Barnard Park 26 January 2019
- National Masters Men's Hockey Championships September/October 2019

5. Round 1 Event Sponsorship Programme 2018/19

Advertising for Round 1 of the 2018/19 Event Sponsorship Programme opened on 1 March 2018, closing 30 March 2018. A total of eight (8) applications were received, requesting a total of \$102,850 in funding. Of these, three (3) requests were for multiyear agreements and five (5) were for single year agreements.

The Events team evaluated all funding applications, applying the Strategic Funding Guidelines of economic impact, strategic alliance to off-peak and cultural events, destination tourism, social benefits and environmental impact. An overall score out of 100 was allocated and funding recommendations based on this.

CEO BCCI and Board Member, BCCI declared an interest in the application for the 'Taste the Region Harvest Markets'.

MERG members discussed each application and recommend the following funding allocations.

Applications for funding through Differential Rate Events Budget

Event	Requested	Officer Recommendation
South West Wellness Festival	2018/19 \$1,150	Supported
	2019/20 \$1,150	
	2020/21 \$1,150	
South West Yoga Fest	2018/19 \$5,000	Recommend \$2,000
Geographe Bay Race Week	2018/19 \$23,000	Recommend
	2019/20 \$23,000	2018/19 \$10,000
	2020/21 \$23,000	
Busselton Ukelele Strummaganza	2018/19 \$5,000	Recommend 2018/19
		\$2,000
Taste the Region Harvest Markets	2018/19 \$25,700	Special Meeting to be held
		in June to discuss further
FACET 2018 Food & Wine	2018/19 \$8,000	Recommend 2018/19
Tourism Conference		\$3,500
		(notionally up to \$5k)
		(cash) + in-kind venue hire
		(Undalup Room,
		YCAB, Railway House)
World Surf League Cape	2018/19 \$25,000	2018/19 \$15,000
Naturaliste Pro		
Busselton Chevron City to Surf	2018/19 \$10,000	Recommend
	2019/20 \$15,000	2018/19 \$10,000
	2020/21 \$20,000	2019/20 \$9,000
		2020/21 \$8,000
TOTALS	2018/19 \$102,850	2018/19 \$43,650
	2019/20 \$39,150	2019/20 \$10,150
	2020/21 \$44,150	2020/21 \$9,150

Officers recommend a total of \$43,650 be allocated in Round 1 to be funded through the 2018/19 Differential Rate Events Budget, leaving a total of \$67,025 remaining in the budget for Round 2.

The following conditions to be included in the funding agreements:

• Geographe Bay Race Week – single year to be offered, KPI's on 25% increase in participation, good proposals - indicators/goals. Buy/shop local vouchers (demonstrate local spend).

Action: Events Coordinator to provide a copy of the scoresheet to the members of the Group.

Taste the Region Harvest Markets

CEO BCCI provided the Group with a brief overview of the proposed 'Taste the Region Harvest Markets'. The proposal is for a series of markets held in Prince Street on a Sunday between 10am - 4pm with vendors from the food and tourism industry, bringing gourmet produce from around the region (similar to Margaret River's Farmers Market).

The markets would activate the CBD at a time when it is relatively quiet, create awareness and exposure to producers within the region and also identify an export 17.1

market. These markets could be extended to cruise ship days, making a walking trail throughout the CBD.

Pop-Up shops could be activated within empty shop fronts within the CBD. The Group suggested holding twilight markets (Saturday 12pm – 6pm) in Mitchell Park to ensure it would not compete with existing markets held within the City.

The City is currently reviewing the Markets Policy to be discussed at the next P&L Meeting in June.

The Group agree for this item to be put on hold to be discussed at a special meeting after the P&L Meeting in June.

MERG DISCUSSION POINTS

Officers Recommendation: That the Marketing and Events Reference Group receives and notes the Events Coordinator's Report and considers the following points prior to making formal recommendations to Council:

- Discuss and make recommendations for the 2018/19 Round 1 Event Sponsorship Program to Council as per details above, to be funded from the Differential Rate Events Budget.
- Discuss the application for 'Taste the Region Harvest Markets' for \$25,700 submitted by the Busselton Chamber of Commerce and Industry.

Action: Special meeting to be held in June 2018 after the P&L Meeting to

further discuss Taste the Region Harvest Markets.

Action: CEO BCCI to revise the proposal and include alternatives as discussed

by the Group and consult with businesses in Prince Street.

Action: Events Coordinator to provide draft KPI's for Taste the Region Harvest

Markets.

5.0 GENERAL BUSINESS

5.1 Ironman WA KPI's

Ironman WA currently has a multi-year agreement with the City until 2019. At a recent meeting, the City agreed to extend the agreement one (1) further year to 2020. This would bring the funding in line with Tourism WA's funding.

The Group discussed the current KPI's and agree some changes are required for the additional year of funding.

Action: Revise KPI's for Ironman WA, item to be added to the agenda of the

special meeting to be held in June 2018.

13 June 2018

5.2 **Buy Local Vouchers**

The City to consider including 'Buy Local Vouchers' when considering funding events. The vouchers will enable to the City to track what suppliers/vendors are being used by the event organisers.

Meeting closed at: 10.19am.

Next Meeting:

Date: TBA Venue: TBA

> Cr. Grant Henley MAYOR, CITY OF BUSSELTON CHAIRPERSON

Agenda Item	Action	Responsible Officer
Regional	Obtain a copy of the promotional video "Amazing	Director Community
Marketing	South Coast" an initiative of Albany, Mount Barker and	& Commercial
Proposal	Denmark local governments. (Links added to the	Services
	minutes)	
	Marketing proposal to be discussed about leveraging	Group Marketing
	on the release of the 'Go Karts' movie (12 months	Manager MRBTA,
	away).	BCCI CEO, Event Coordinator, Public
	A broader marketing proposal needs to be put together	Relations Officer
	to encompass other local governments within the	
	South West who have contributed to the funding for	
	the airport marketing.	
Events Funded	Pending	Events Coordinator
Through		and BCCI CEO
MERG		
	Photo of similar banner used by the City of Geelong to be provided	Mayor Henley
Event	Copy of scoresheet to be provided to members of the	Events Coordinator
Sponsorship	Group	
Programme		
Taste the	Special meeting to be held in June 2018 after the P&L	Events Coordinator
Region	Meeting to further discuss Taste the Region Harvest	
Harvest	Markets.	
Markets		
	Provide draft KPI's for Taste the Region Harvest	
	Markets.	
	Revise the proposal and include alternatives as	CEO BCCI
	discussed by the Group and consult with businesses in	
	Prince Street.	
Ironman WA	Revise KPI's for Ironman WA, item to be added to the	Event Coordinator
	agenda of the special meeting to be held in June 2018.	





Meelup Regional Park Management Committee

CO Locked Bag 1 · Busselton · Western Australia · 6280 Email: kay.lehman@busselton.wa.gov.au

Web: www.meeluppark.com

Date: Monday 28 May 2018, commencing 10.00am. **Venue: Dunsborough District Country Club**

INFORMAL MEETING- AGENDA

1. ATTENDANCE AND APOLOGIES

FINANCIAL SUMMARY - Attachment A 2.

Proposed Direction:

1. That the Committee notes the May 2018 Financial Summary (Attachment A).

MEELUP VOLUNTEER UPDATE 3.

This report covers the period 24th April to 15th May 2018.

For the period, there were a total of 66 man-hours of volunteer involvement.

Achievements for the period included:

- Removal of extensive infestation of Flinders Ranges wattles Eagle Bay to Pt Picquet
- Trail clearing and pruning coastal trail Baudin Memorial to Pt Picquet
- Weed identification and mapping of allocated trails by volunteers
- Assessment of coastal trail at condition and recommendation for maintenance

Proposed Direction:

1. Information for the Committee to note.

4. **ACTION SUMMARY PROGRESS UPDATE**

The action summary is appended as Attachment B.

Proposed Direction:

1. This matter is submitted for discussion.

Meelup Regional Park Management Committee Minutes

REPORTS

5.1 Training and Employment of Indigenous Rangers

There has been interest from the Committee to gain more information on the South West Indigenous Ranger Program. Below is a summary of the program for Committee discussion.

The South West Aboriginal Land and Sea Council (SWALSC) has been successful in securing funding under the WA Government's five years \$20 million Aboriginal Ranger Program. As part of the program SWALSC will employ 12 Aboriginal rangers, at least six of them will be female.

Positions will be based in the southwest, from Jurien Bay to Albany with participants gaining a Certificate 2 in Conservation and land Management and fire training.

The Aboriginal Ranger Program will teach rangers to undertake land and sea management activities including:

- · Biodiversity monitoring and research
- Traditional knowledge transfer
- · Fire management
- Feral animal and weed management
- · Cultural awareness and immersion experiences
- · Tourism management
- Education programs and mentoring

Coordinator of the Ranger Program, Jai Wilson informed the City that there will be two positions based in the Parks and Wildlife Office in Busselton. These rangers could possibly be involved in partnership projects with the City providing labour or technical assistance with projects. Any potential partnership project would need to be discussed and planned with the coordinator.

Further information on the Ranger Program can be viewed on http://www.noongar.org.au/ranger/

Proposed Direction:

1. Information for the Committee to note and discuss.

5.2 Meelup Beach Community Planting Day

A community planting day is planned for Meelup Beach on Sunday 1st July, 10am-12 to plant 500 local native seedlings. The planting day requires coordination by City officers and Friends of Meelup including pre- planting site works (auguring, fertiliser application), sorting and distributing seedlings onsite, community induction, provision of tools, registration station and catering.

Proposed Direction:

1. Information for the Committee to discuss.

5.3 Mountain Bike Event

WA Gravity Enduro has registered an event application with the City of Busselton for the Chain Reaction Cycles WA Gravity Enduro Series 2018 Round 5 for the weekend of 28-29 July 2018. The event will start on 28 July 2-4pm and 29 July 8am-2pm, followed by an event cleanup.

A race village will be set up at the Dunsborough Golf Course and Country Club including a parking area and tents. The proposed course map will utilise mountain bike trails with the Dunsborough Golf

17.1 Attachment D

> course and mountain bike trails with Zone 6 of Meelup Regional Park. Expected total numbers in attendance is 550. Refer to details in Attachment C-E.

Proposed Direction:

1. Information for the Committee to note and discuss.

Meelup Regional Park Committee- 25th Year Celebration 5.4

There have been initial discussions with Committee members about holding an event to celebrate 25 years of the MRPMC. It is proposed that this event be held late 2018 and planning for the event will be required.

Proposed Direction:

1. Information for the Committee to discuss.

NEXT MEETING 6.0

The next informal meeting of the Committee will be held on the 25 June 2018, commencing 10.00am at the Dunsborough District Country Club.





Meelup Regional Park Management Committee

CO Locked Bag 1 · Busselton · Western Australia · 6280

Email: kay.lehman@busselton.wa.gov.au

Web: www.meeluppark.com

Informal Meeting- Notes

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DATE: Monday 30 April 2018, commencing 10.10 am

VENUE: Dunsborough District Country Club

1. ATTENDANCE AND APOLOGIES

Attendance Members: Dr Bob Jarvis (Presiding Member), Mr Peter Randerson (Deputy Presiding Member), Councilor John McCallum, Councilor Kelly Hick, Mr Tony Smurthwaite and Mrs Shirley Fisher

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

Apologies: Mr Bob Ginbey, Mr. Damien Jones and Mr Albert Haak

2. FINANCIAL SUMMARY - Attachment A

Proposed Direction:

1. The Committee noted the April 2018 Financial Summary (Attachment A).

3. MEELUP VOLUNTEER UPDATE

This report covers the period 27th March to 17th April 2018.

For the period, there were a total of 63 man-hours of volunteer involvement.

Achievements for the period included:

- Trail clearing and pruning Eagle Bay to Rocky Point and Bunkers Bay trail head
- Trail clearing and pruning Lookout trail
- Presentation on weed identification and mapping combined with a presentation on trail condition and maintenance reporting proforma. Thanks to Tony and Kay for very informative presentations.

During the period we also had a coffee break in lieu of the normal activity. This was attended by 13 volunteers and provided an informal opportunity to discuss the previous Management Committee Meeting, the activities and actions reported in the minutes and direction the Park Committee is heading.

17.1

Meelup Regional Park Management Committee Minutes

Proposed Direction:

1. Information noted by the Committee.

4. ACTION SUMMARY PROGRESS UPDATE

The action summary is appended as Attachment B.

REPORTS

5.1 Revegetation Works - 2018

Pyp Grass Control Area- Eagle Bay

EO met with Don Best (Eagle Bay Residents Association, REBA) on 4 April 2018 to discuss the program of weed control and revegetation at the site. The 2017 weed control spraying of the 300m section of Pyp grass on the Eagle Bay foredunes has been quite successful with the majority of the grass killed. It is now planned to slash strips of the Pyp grass to reduce the biomass and enable revegetation works to proceed in winter. The planting of 720 local native seedlings is scheduled to be undertaken by REBA, Friends of Meelup and the Busselton High School in June 2018.

Some areas will not be slashed until there is scheduled revegetation works to prevent soil erosion. The rehabilitation of this area will be implemented over several years.

It would be advantageous to install several photo-monitoring points to gauge the progress of works over time. This may be a good job for the Friends of Meelup to undertake.

Meelup Beach Community Planting Day

A community planting day is planned for Meelup Beach on Sunday 1st July, 10am-12 to plant 500 local native seedlings. The weekend community planting day was an initiative from the Meelup Volunteer Planning session earlier in the year to give the wider local community an opportunity to be involved in Parks activities and foster a sense of community stewardship of the Park. The Cape Mountain Bikers Inc. members have been invited to participate in the planting day.

Meelup Regional Park- other revegetation areas include:

- Zone 6 560 seedlings- contractor
- Zone 6 Remediation 2,300 seedlings, mulching jute matting erosion control-contractor
- Wildlife Corridor- 880 seedlings- Friends of Meelup, Busselton High School
- Coastal Node area- 420 seedlings- Friends of Meelup
- Car Rally gravel pit area- 300 seedlings, erosion control works using coir logs –contractor

Proposed Direction:

- 1. Information noted by the Committee.
- The Meelup Beach Community Planting Day will be held on Sunday 10 June 2018. The event will include a sausage sizzle and a talk by Presiding Member Dr Bob Jarvis on the Park.
- 3. Invitation to the Meelup Beach Community Planting Day to be sent to City Councillors.

Meelup Regional Park Management Committee Minutes

5.2 Meelup Beach moon viewing platform

Quotations for the design of the Meelup moon viewing platform have been received and a summary of the project and submissions received will be present to Committee members.

Proposed Direction:

- 1. Information was noted and discussed by the Committee.
- The Committee endorsed the quote from Emerge Associates for the design of the viewing platform.

5.2 Fire Management Plan

The development of a Fire Management Plan for the Meelup Regional Park is proposed to enable the City of Busselton to implement sound fire risk reduction practices while adequately protecting the environmental, cultural and social values of the Park.

In recent years, the imperative to address 'Life' and 'Property' in bushfire prone areas has increased. Public awareness about bushfire risks has also increased. Both these factors have led to an increased pressure on the City to reduce bush fire hazards in reserves, particularly in urban areas.

However, the City is also bound by State and Federal laws to consider the impacts of fire on environmental values of the reserves prior to any potentially degrading actions that may impact on biodiversity values.

Meelup Regional Park contains local, national and internationally significant biodiversity values including a Threatened Ecological Community, Threatened and Priority Flora including disjunct and endemic species to the Park, highly restricted and poorly reserved vegetation communities and Threatened and Priority fauna species.

The purpose of the Fire Management Plan will be to ensure that the City's ongoing management practices to reduce the fire hazards with the Park will not impact on these values. While ecological requirements are the focus of this plan, it is expected that 'Life' and 'Property' requirements will be met as a result of addressing the ecological requirements.

Proposed Direction:

- 1. Information noted and discussed by the Committee.
- 2. The Committee supported a review of the Meelup Regional Park Fire Management Plan with an emphasis on fire management for the protection of ecology.

5.3 Dual Use Signage

Council endorsed the Meelup Regional Park Bike Trails in December 2016 to allow the riding of bicycles on trails developed and marked for that purpose. This includes the Mountain Bike Zone in Zone 6 of the Park and several other trails and firebreaks within the Park.

It is proposed to install dual-use signage on designated bike trails in the Park including the western firebreak, wildlife corridor, Meelup Brook trail and the main trails connecting the Mountain Bike trail zone to the Dunsborough Districts Country Club bike trail network. The dual-use signage will include a Code of Conduct on sharing the trail, environmental responsibility and safety.

13 June 2018 Meelup Regional Park Management Committee Minutes 17.1 Attachment D

Refer to **Attachment C** – Council endorsed Meelup Regional Park Bike Trails

Proposed Direction:

1. The Committee supported the installation of dual-use trail signage as required.

NEXT MEETING 6.0

The next informal meeting of the Committee will be held on the 28 May 2018, commencing 10.00am at the Dunsborough District Country Club.

Attachment D

NATURAL ACCOUNT	ANNUAL BUDGET	YTD ACTUAL	COMMITMENTS	TOTAL ACTUAL	COMMENTS
Revenue					
					Coastwest Grant Implementation of
					Dieback Management.
1239 - Operating Grants & Subsidies-Other	(22,950)	(2,949)	0	(2,949)	Dieback Management
1509 - Reimbursement - Insurance Recovered	0	0	0	0	
1520 - Reimbursement - Sundry	(1,500)	(600)	0	(600)	
1629 - Other Income	(6,680)	0	0	0	
1629 - Sundry Income (GST)	0	0	0	0	
Revenue subtotal	(31,130)	(3,549)	0	(3,549)	
Operating Expenditure					
3123 - Room Hire Costs	490	170	91	261	
3186 - Recreation Reserves Maintenance	172,270	78,160	91,423	169,583	
3212 - Printing	1,000	0	0	0	
3215 - Other Administration / Office Expenses	0	50	0	50	
3219 - Courier & Freight Services	0	0	0	0	
3260 - Consultancy	5,000	0	4,900	4,900	
3280 - Contractors (Inc Contract staff)	78,000	69,782	8,079	77,860	
3386 - Pest & Weed Control	25,720	20,644	4,280	24,924	
3401 - Seminars & Staff Training (not Council)	210	0	0	0	
3498 - Purchase of Materials	110	0	0	0	
3520 - Office Telephones & Faxes	80	157	0	157	
3522 - Mobile Phones	240	339	0	339	
3575 - Public Liability Insurance	446	443	0	443	
3640 - Donations, Contributions & Subsidies	3,000	624	0	624	
3661 - Website Hosting	400	32	58	90	
3664 - Catering	300	395	0	395	
6100 - Plant Charge Allocation	250	38	0	38	
7723 - Exp Offset Acc-Plant & Equipment	0	1,981	0	1.981	
Operating Expenditure -subtotal	287,516	172,814	108,831	281,644	
Capital Expenditure					
	237,764	134,708	578	125 205	
C0044 - Meelup Coastal Nodes - Carpark upgrade				135,285	
C3014 - Meelup Park - Fire Access Trail	20,000	12,181	3,000	15,181	
Capital Expenditure subtotal	257,764	146,889	3,578	150,466	
Total Revenue	(31,130)	(3,549)	0	(3,549)	
Total Operating Expenditure	287,516	172,814	108,831	281,644	
Total Capital Expenditure	257,764	146,889	3,578	150,466	
Net Revenue/Expenditure	514,150	316,154	112,409	428,561	

Attachment D

Meelup Regional Park Management Committee Minutes

ATTACHMENT B - ACTION TABLE (Post 30 April 2018 Meeting)

Subject	Action	Date of	Progress/Comments	Completed
		Committee		
		Decision		
	The Committee were in favour of proceeding with the installation of dual-use signage as	30/04/2018	Noted and will implement	Done
Dual Use Signage	required.			
Fire Management Plan	The Committee are in favour of reviewing the Meelup Regional Park Fire Management	30/04/2018	Noted and will implement	Done
	Plan with an emphasis on fire management for the protection of ecology.			
	The Committee endorsed the quote from Emerge Associates for the design of the viewing	30/04/2018	Noted- contractor has been engaged	Done
Meelup Beach moon	platform.			
viewing platform				
Meelup Beach	1.The Meelup Beach Community Planting Day will be held on Sunday 10 June 2018. The	30/04/2018	Noted and done	Done
Community Planting	event will include a sausage sizzle and a talk by Mr Bob Jarvis on the Park.			
Day	2. Invitation to the Meelup Beach Community Planting Day to be sent to City Councillors.			
Survey of Soil Erosion	EO to further investigate the use of chemical treatments for the hardening of trails	26/03/2018		
and Track	surfaces.			
Maintenance	2. Quotes be obtained from survey companies for a feature pickup and contour survey of			
	the former gravel pit along the Car Rally trail.			
	3. That the use of 3G network for the remote monitoring of proposed rain gauge stations			
	in the Park be investigated.			
Fire Management	That the proposed autumn 2018 burn area adjoining Hurford Road and Bay View Crescent	26/03/2018	The committee considered that the proposed burn of the 23 Ha area adjoining Hurford Road and Bay View	Done
2018	be further assessed and the burn area amended as required to exclude the low fuel		Crescent could be confined mainly to the eastern half of this area due to its relatively low fuel loads. This action	
	sections.		has been forwarded to the City Fire Control Officer.	
Weed and Feral			Presentation on the MRP feral animal control program is scheduled for the June Committee meeting.	
Animal Issues-	Develop an approach for the engagement of land owners with rural property adjoining		Consultation with adjoining land owners to be developed following the presentation.	
Proposed Meeting of	the MRP, in weed and feral management on their land.			
Neighbours				
		Training a		
Training/Events	Environmental training opportunities, workshop, events.		1. Environmental Skills Workshop on Coastal Rehabilitation- Friday 25 May. 9am-12. Busselton Sea Rescue	Ongoing
	EO to arrange speakers on relevant topics.		Building. 2. Woody Weed Workshop- SW Capes Branch Wildflower Society- Saturday 26 May, 2-4pm- 1972	
			Caves Road, Naturaliste. 3. Meelup Beach Community Planting Day- Sunday 10 June. 4. Community Planting,	

Attachment D Meelup Regional Park Management Committee Minutes

ATTACHMENT B - ACTION TABLE (Post 30 April 2018 Meeting)

			E (Post 30 April 2018 Meeting)	In
Subject	Action		Progress/Comments	Completed
		Committee		
		Decision		
Dual Use Signage	The Committee were in favour of proceeding with the installation of dual-use signage as required.	30/04/2018		
	The Committee are in favour of reviewing the Meelup Regional Park Fire Management Plan with an emphasis on fire management for the protection of ecology.	30/04/2018		
Meelup Beach moon viewing platform	The Committee endorsed the quote from Emerge Associates for the design of the viewing platform.	30/04/2018		
Meelup Beach Community Planting Day	The Meelup Beach Community Planting Day will be held on Sunday 10 June 2018. The event will include a sausage sizzle and a talk by Mr Bob Jarvis on the Park. Invitation to the Meelup Beach Community Planting Day to be sent to City Councillors.	30/04/2018		
Budget 2018/19 Priority Capital Works	The Committee requested the priority capital works for inclusion in the 2018/19 draft budget be as follows: Point Picquet overflow carpark Meeka carpark extension/upgrade Terracing on the western bank of Meelup Beach. Upgrade of Gannet Rock carpark.	26/03/2018	Noted	Done
and Track Maintenance	1. That Mr Tony Smurthwaite be congratulated for his work in preparing the Survey of Soil Erosion and Track Maintenance report for the Meelup Regional Park. 2. EO and Mr Tony Smurthwaite to contact Brian and Margaret Winchcombe and obtain further information on the materials used for the construction of the walk trails. 3. EO to further investigate the use of chemical treatments for the hardening of trails surfaces. 4. Quotes be obtained from survey companies for a feature pickup and contour survey of the former gravel pit along the Car Rally trail. 5. EO to arrange a meeting of Friends of Meelup volunteers at the Eagle Bay Hall on the 10 April 2018, to explain and demonstrate the use of the trail erosion identification proforma to assist the collection of trail erosion data within the Park. 6. That the use of 3G network for the remote monitoring of proposed rain gauge stations in the Park be investigated.	26/03/2018	Meeting held with Brian and Margaret Winchcome on past trail work in the Park. Attended by Bob and Pip Jarvis, Peter Randerson, Tony Smurthwaite and EO. Trail Erosion presentation to volunteers held on 17 April 2018.	
Fire Management 2018	That the proposed autumn 2018 burn area adjoining Hurford Road and Bay View Crescent be further assessed and the burn area amended as required to exclude the low fuel sections.	26/03/2018	The committee considered that the proposed burn of the 23 Ha area adjoining Hurford Road and Bay View Crescent could be confined mainly to the eastern half of this area due to its relatively low fuel loads.	
Volunteer Activity	That Meelup volunteers be invited to help identify Cocky roost sites prior to the annual cocky count exercise on the 8 April 2018.	26/03/2018	Done	Done

Attachment D

Meelup Regional Park Management Committee Minutes

Volunteer Training	1. EO to discuss with Committee member Mr. Tony Smurthwaite and arrange a trail	26/02/2018	Friends of Meelup Regional Park were registered for the Annual Cocky Count and results have been lodged with	Done
	maintenance reporting training session for the Friends of Meelup. 2. EO to		Birdlife.	
	register the Friends of Meelup for the Birdlife Australia's Annual Cocky Count on 8 April			
	2018.			
Weed and Feral		26/02/2018	Presentation on the MRP feral animal control program is scheduled for the June Committee meeting.	
Animal Issues-	Develop an approach for the engagement of land owners with rural property adjoining		Consultation with adjoining land owners to be developed following the presentation.	
Proposed Meeting of	the MRP, in weed and feral management on their land.			
Neighbours				
Castle Rock Carpark	Bollards to be installed at Castle Rock carpark adjacent to the picnic table setting to	26/02/2018	Quote received and works to proceed	Done
	prevent vehicle access.			
	Install an additional picnic table in the location of the former gas enclosure.			
		Training a	nd Events	
Training/Events	Environmental training opportunities, workshop, events.		1. WALGA: Tree Health and Resilience Forum- 2 May 2018. Visit the WALGA website for details. Training is in	Ongoing
	EO to arrange speakers on relevant topics.		Perth, but you can register for the webinar to view from home.	



SOUTHERN DRIVE BUSSELTON, WESTERN AUSTRALIA

Telephone (08) 9781 0444 Facsimile: (08) 9752 4958

All Correspondence to The Chief Executive Officer, Locked Bag 1, Busselton WA 6280

Email: city@busselton.wa.gov.au

Web: www.busselton.wa.gov.au

Office Hours: Monday to Friday 8.30 am to 4.30 pm

Event Application Package

A STEP BY STEP GUIDE TO SUCCESSFUL EVENT PLANNING IN THE CITY OF BUSSELTON

Issued to:	Date Issued:
------------	--------------

Issuing Officer:

Key Council Contact:

DISCLAIMER

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the City of Busselton, to ensure all relevant approvals and information are obtained in relation to each particular event.

Current October 2017

Application Procedure

STEP 1: Read Event Policy

STEP 2: New events - Meet with the Events Coordinator at the City of Busselton to discuss

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your application. Please call 08 9781 0302 to make an appointment.

STEP 3: Complete Event Application Form and Site Plan.

Complete Event Approval Checklist, which is to be read in conjunction with the Event Information to Applicants. The Event Information to Applicants will identify the forms that are required to be completed, and other approvals required for the event.

STEP 4: Submit the Event Application Form, Site Plan, Event Approval Checklist and

Completed Forms, together with any appropriate Additional Information to:

The Chief Executive Officer
City of Busselton
Locked Bag 1
BUSSELTON WA 6280
Email - city@busselton.wa.gov.au

Fax: (08) 9752 4958

(Your application should be received AT LEAST 8 WEEKS PRIOR to your event)

Approval Procedure

STEP 1:

You may not proceed with your event until written confirmation from the City advising that all City and Statutory requirements **have been satisfied**. This may take between **3 to 4 weeks** depending on the scale and size of your event.

It is an offence to operate without a valid approval and both local government and Police are empowered to close public events that are considered unsafe or unsuitable.

PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

STEP 2: Debrief (if a large scale event), including City, should be held within 7 days post event

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

PLEASE NOTE: An event is not acknowledged until the City of Busselton is satisfied that event organisers have met all the conditions of the application and the City has issued acknowledgement in writing.

All requested documentation <u>must</u> be received a minimum of five working days prior to the event.

Event Application I	Form	
This form is an application only. been processed. Applications mu Organiser's Details		ng when your Event Application Form has weeks prior to your event.
Name of event: Chain Reaction	Cycles WA Gravity Enduro	Series 2018 Round 5
Applicant/organisation: WA Grav	rity Enduro, Steve Janiec	
Contact person (if different from above	/e): Steve Janiec	
Postal address: 52 Ravendale D	rive, Dudley park Mandura	ah 6210
Telephone (hm):	(wk)	(mb) 0407446273
Email address: STEVE@WAGRAVIT	TYENDURO.ORG	
Event Details		
Date: 29 July 2018		
Actual Set Up Date & Time: 28 Ju	uly 2018	
Actual Event Start Date & Time: 2	28 July 2018 2pm - 4pm	
Actual Event Finish Date & Time:	29 July 2018 8am – 2pm	
Actual Completion of Clean up Da	ate & Time: 29 July 2018	
Website/social media address: w	ww.wagravityenduro.org	
Commencement Date of Advertis	ing: ASAP	
information relevant to the e	vent: E.g. set up and c	tion Schedule detailing all timeline clean up times, road closure times, ubmitted to the City 3 weeks prior to
		olic open space) DUNSBOROUGH AND NCTIONED MONUTAIN BIKE TRAILS
Event Description (E.g. Sporting, costationed at the country club	ommercial, entertainment) M	ountain Bike Race with race village
	ry/rides) An event trailer ar	tertainment- bands, amplified music/ nd a few small market marquees. Music
Primary Purpose of Event. E.g. fur bike events in WA and this will be		olt is our 5 th year of hosting mountain ent in the 2018 series.
Will alcohol be available/consume	ed on site? Yes ⊠	No 🗌
Will food be available?		Yes ⊠No □
City Staffing requests?	,	Yes □ No ⊠
Details of any temporary structure size dimensions). A trailer and a few small market r		s, stages to be used for the event (including $5 \text{m} \times 5 \text{m}$

Please note: Requirements for detailed information relating to the structural adequacy of tents, marquees and stages to be submitted with this application, can be found in the Event Application Information booklet.

Details of any road closures or use of roads for the event No roads will need to be closed for the event.

Expected Attendance

Maximum Number of People Expected at any given time: 350

Maximum Number of People (Licensed areas) at any given time: 200

Anticipated Total Number For Entire Event: 550

Target audience expected demographic e.g. youth, adult, family, age range etc Our series has entry categorise for people aged 10-65+

What arrangements have been made to meet the needs of people with disabilities? (a checklist can be provided upon request) We are inclusive of handcycle competitors in the event. Spectators in wheelchairs will be permitted to drive on the golf course to get a better vantage point.

Pre and post event transport: What are your contingency plans for getting patrons to your event and then clearing patrons after the event, e.g. availability of taxis, buses, coaches etc Most people will drive and car-pull with shared bike racks. A lot of people will also stay locally overnight (great for the local economy) and ride to the event from their accommodation.

Have you ever conducted this event before and if so, when / where was it held? yes this will be our 32nd race although we have not raced this location before. Everyone is excited for the new venue (details are secret pending approval and publishing by WAGE)

Event Facilities

Power Supply Details: (generators or existing) Existing – through the club

Water Supply Details: (scheme or rainwater) scheme

Toilets Available: Male: Closets Yes Female: Yes Closets

Urinals Yes - country club

Hand Wash Basins Yes - country club

Event Fees

Will be applied to all events. All fees and charges relating to events will be communicated and invoiced once an initial event assessment has been completed. A concessional fee, being 50% of the normal fee may apply in relation to activities with a charitable purpose being carried out by not for profit organisations or groups. If you wish to apply please see section 3 of the event approval checklist for details

It is important to attach any other relevant information that can assist in assessing your event.

Acknowledgement

I, Steven Janiec as the event organiser, seeking approval to host an event within the City of Busselton acknowledge that, the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the City's conditions of hire and local laws. I will indemnify the City against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There would be other requirements that exist outside of the package and that as the event organiser I am responsible.

Signature

Date 06-03-2018

Site Plan

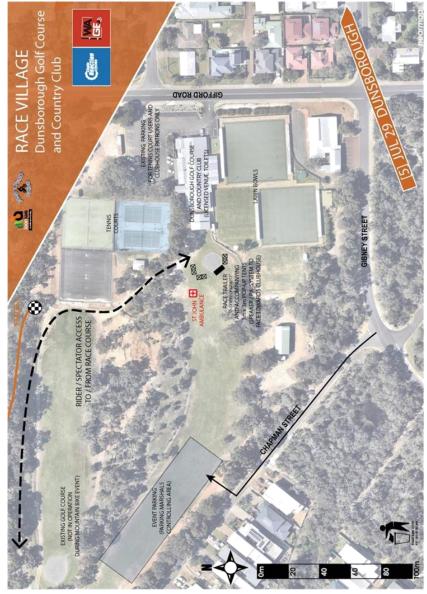
A detailed layout of the event is to be included with your application form Please ensure the following is indicated on the map (if applicable);

- Stage (incl. measurements & area m2)
- Food Stalls
- **Electrical Cables**
- Parking Areas Site Signage

- Seating First Aid Post(s)

- **Emergency Exits**

- Lighting
 Vehicle Access Points (incl. street names)
 Location of Marquee, Tents (incl. measurements area m²)
 Location & Number of Additional Toilet Facilities
 Fences Off Areas (incl. distances)
- Any other facilities relevant to your event



It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, first aid and security personnel, and participants.

Event Approval Checklist

The following checklist briefly identifies the approvals and compliance that will be required for your event. Please take this completed checklist with you to your meeting with the City Key Contact. Some forms may be required just prior to your event.

Column A - tick the activities that apply to your event. Complete this prior to your first meeting with the City Key Contact.

Column B - identifies the form or approval that is required. Further information is provided in the Event Information for Applicants. Please refer to this document for further information.

Column C - is for you to tick after completing the form or obtaining approval for the activity.

Column D - is for office use only

	Activity	Tick the activities that apply to your event	B Completed Form required	C Tick when Form is completed	D Office use only
1)	Hire of City reserve, hall, oval, park,		Facility Hire Form to be completed. Will you require a key for an indoor facility? Have you considered accessibility to your event?		
2)	Consultation with other venue users and neighbouring businesses.		Demonstrate that you've checked with others. Letters of approval from neighbouring businesses to be submitted with the Application Package.		
3)	Event Fees/Bonds		Payment of all bonds must be made prior to commencement of your event. Payment of all fees must be made within 7 days of receipt of tax invoice. A concessional fee, being 50% of the normal fee, may apply to highlighted fees (see attachment 3 of <i>Information for Applicants</i>), in relation to activities with a charitable purpose being carried out by not for profit organisations or groups. Do you wish to apply for the concessional fee? - Yes No No If you wish to apply for the concession please include details of the charity/charitable cause you are supporting with your activity in a letter to the CEO to be attached with your application.		
4)	Public Liability Insurance		Obtain advice from insurance company for your needs. Obtain certificate of currency for event and submit a copy to the City.		

Meelup Regional Park Management Committee Minutes

	Α			
Activity	Tick the activities that apply to your event	B Completed Form required	C Tick when Form is completed	Office use only
5) Publicity/social media advertising		Provide date that pre event advertising will commence: 24 th March 2018 Form of advertising: social media	\boxtimes	
6) Venue access for City Staff		Relevant City representatives will need to monitor the event. Provision of access such as authority cards/passes or other arrangements need to be made.		
7.1 & 7.3) Form 1 or Form 3 submitted?		Form 1 is required for all events that do not occur in existing public or private buildings. Form 3 may be required for events that occur in existing public or private buildings.		
7.2) Form 2 submitted?		Form 2 is required if the venue is intended to hold patrons within a boundary, i.e. fences.		
8) Sale of Food and Food Stalls/Vans		Food Stall/Van Operators at events must receive a copy of: Temporary Food Stall/Van Information and Application Guidelines for Temporary Food Stalls Associated with Special Events The City of Busselton needs from the event organiser; Food Act 2008 registration Certificate from Local Government (if not COB) Application for Temporary Food Stalls/Vans Associated with Special Events forms from food businesses not registered within the City. Payment of Application Fee Public Liability Certificate of Currency List of all food stalls operating at the event to be provided 2 weeks prior to the event. Food Stall/Van Operators to complete the Application for Temporary Food Stalls/Vans Associated with Special Events if not a registered food business within the City of Busselton in accordance with the Food Act 2008.		
9) Toilet Facilities required		Male and Female toilets to be supplied in accordance with requirements.		

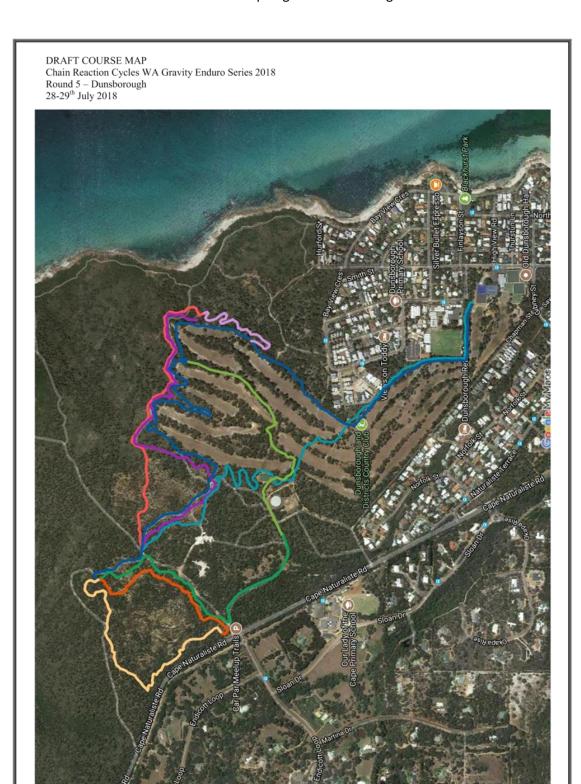
Meelup Regional Park Management Committee Minutes

Activity	Tick the activities that apply to your event	B Completed Form required	C Tick when Form is completed	D Office use only
10) Marquees or Tents or Stages used		Certificate of Temporary Structure to be completed for all marquees, tents and stages larger than 5m x 5m dimensions. Structural certificates including manufacturers specifications required for all structures larger than 9m x 6m dimensions Structure to be signed off by suitably qualified person stating that is compliant with relevant Australian Standards and has been erected as per Manufacturers specifications after erection.		
11) Ground marking, use of stakes/pickets to erect Tents/ Marquees and signage		If you are erecting marquees, stages or structures, please advise the City. Indicate ground marking required on your Scope of Works form to avoid damaging underground services. Will you require the watering schedule to be turned off for the duration of your event, if so please indicate on your Scope of Works.		
12) Noise from vehicles, music, PA systems likely to be created Regulation 16 community activity noise exemption application submitted?		Neighbouring residents consulted 7 days prior to the event (such as via a mail drop), speaker orientation considered. Submit copy of letter and provide details as to scope of mail drop or otherwise Regulation 16 noise exemption application required if community activity is expected to create a nuisance		
12.3) Large scale events creating excessive noise. Regulation 18 exemption Application submitted?		Exemption from Noise Regulations (Regulation 18) required. Application to be submitted 8 weeks prior to the event.		
13) Generators, Electrical installations required		Please advise City staff what your power needs are.		
Form 5 submitted?		All electrical equipment to be tested and tagged in accordance with Australian Standard 3012, Clause 13.		
14) Sale ,serving or consumption of alcohol likely		Permits/Approvals must be obtained from the relevant stakeholders below (as applicable): 1. Owner of the premises (Land Owner authority) 2. Department Racing Gaming Liquor (Sales) 3. Clerk of Courts (Application Submissions) 4. Local Government Authority (Consultation) 5. Police (Consultation)		
15.1) and 15.2)Risk Management Plan		Encouraged for all eventsMandatory requirement for events that will attract more than 1000 people. To be completed in accordance with AS/NZS ISO 31000 to be completed and submitted to the City.		

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	Α			
Activity	Tick the activities that apply to your event	B Completed Form required	C Tick when Form is completed	Office use only
15.3) Emergency Evacuation / Management Plan		Required for all high risk public events. In accordance with AS 3745—2010		
15.4) Fire Management Plan		Depending on the nature and location of the event a Fire Management Plan may be required.		
16) First Aid		First Aid considered in accordance with table in information package.	\boxtimes	
17) Water Supply	\boxtimes	Adequate water supply available for patron consumption in accordance with requirements Contact the City to determine the nearest connection point.		
18) Crowd Control Safety		Attendance of crowd control and security personnel must be in accordance with information package guide.		
19) Police Department Notification		Complete Police Notification form to be submitted with application form.		
20) Amusement Rides and Structures		Please forward to the City copies of: Work safe registration; and Public Liability Insurance Event Organisers to sight: Logbook of regular maintenance.		
21) On-site living (camping) Temporary camping Licence Application submitted?		Approval required from the City in the form of a temporary camping licence and compliance with Caravan Park and Camping Grounds Regulations 1997 and Caravan Park and Camping Grounds Act 1995.		
22) Road to be used or part road closure proposed OR Usual flow of traffic disrupted		Application forms must be completed. City, Police Department and Main Roads of WA must receive applications 4 - 12 weeks prior to event to ensure approval Traffic Management Plan to be developed by qualified person		
23) Parking for event patrons required		Parking Areas established, marshals organised, City contacted. For larger events a Parking Management Plan may need to be submitted.		

24) Temporary Roadside Advertising		'Temporary Sign Approval' obtained from City with sign design, locations, details submitted. For signs on a main road, applications must seek	
Signage to be erected		Main Roads of WA approval.	
25) Street Banners - Event Advertising		Event advertising street banners can be erected in Busselton CBD and Foreshore prior to your event, costs apply.	
26) Additional Bins / Rubbish collection arrangements		Additional bins and rubbish collection can be supplied by the City for events being held at City facilities or reserves at a cost.	
27) Event Timeline		Event timeline outlining all aspects relevant to the event is to be submitted to the City 3 weeks prior to the event.	
28) Fireworks		Approval obtained from Department of Mines, Industry Regulation and Safety www.dmp.wa.gov.au	
		Initial approval required by Police, Fire & Emergency Services and the City.	
Further compliance may be rec	quired with th	e following additional Local Agencies	
29) Emergency Services Notified if applicable.		SES - <u>www.ses-wa.asn.au</u> Emergency Services - <u>www.dfes.wa.gov.au</u> St John Ambulance <u>www.ambulance.net.au</u>	
30) If events are held in navigable waters beyond the low water mark OR - you are using vessels for hire or reward OR providing transport for paying passengers		Approval Required from Department of Transport <u>www.transport.wa.gov.au</u> Ph 9792 6666	
31) Use of airspace and air-site facilities		Civil Aviation Safety Authority Ph 13 17 57 www.casa.gov.au	
32) Broadcasting, communication or public playing of recorded music.		Phonographic Performance Company of Australia Ltd: Contact Information - Licensing: Ph: (02) 8569 111 Fax: (02) 8569 1183 Email: licensing.mail@ppca.com.au Website: www.ppca.com.au	
33) City Sponsorship Application		Local (City of Busselton) event organisation only (not-profit event status)	
34) Scope of Works		A Scope of Works is required between the event organiser and the City of Busselton, for events held on City managed land.	



CERTIFICATE OF AFFILIATION WITH MOUNTAIN BIKE AUSTRALIA

WA Gravity Enduro is a private promoter and affiliate of Mountain Bike Australia. For insurance covering our competitors, volunteers and marshals, we lodge Risk Management Plans, Fire Management, Medical Management and other relevant documentation to this National Body. Once approved, the event becomes sanctioned and insurance is granted. All documentation (including insurance) will be provided to the City once finalised and approved.



Certificate of Affiliation

This is to certify that WA Gravity Enduro PTY LTD

is a financial, affiliated Private Promoter of MTBA

Expiry Date: 10/02/2019

Private Promoter Charter

- 1. You are bound to the MTBA rules and regulations as set down from time to time;
- 2. Your administration and activities will be conducted with due regard to our members;
- 3. Your activities will be conducted with sensitivity to the environment; and
- 4. Active steps will be taken to ensure that all your activities are risk managed;

Certified by: Shane Coppin (Executive Officer)

Date of Issue: 6/03/2018 Club ID: 319

MTBA PO Box 377 Varsity Lakes QLD 4227 email: admin@mtba.asn.au Web: mtba.asn.au

Meelup Regional Park Management Committee Minutes



Attachment D Meelup Regional Park Management Committee Minutes



13 June 2018

WALGA State Council and Zone Agenda Agenda Summary and Recommendations

South West Zone WALGA: 27 April 2018 State Council WALGA: 4 May 2018

South West Country Zone President Cr Tony Dean

 Apology South West Zone Meeting Chaired by Cr Murray Scott

Agenda Summary and Recommendations

The City of Busselton is a member of the WALGA South West Zone which meets approximately five times each year. The SW Zone comprises of 12 local governments being the Shire of Augusta - Margaret River, Shire of Boyup Brook, Shire of Bridgetown-Greenbushes, City of Bunbury, City of Busselton, Shire of Capel, Shire of Collie, Shire of Dardanup, Shire of Donnybrook-Balingup, Shire of Harvey, Shire of Manjimup and the Shire of Nannup.

The Zone meeting was held at the Shire of Augusta Margaret River on 27 April 2018. The City was represented on the Zone Committee by Councillor Grant Henley (Mayor) with administrative support provided by Tony Nottle, Director Finance & Corporate Services and Kate Dudley, Governance Administration Officer.

The Zone employs a secretariat to prepare the Zone agenda, take minutes and action Zone adopted resolutions.

Each Agenda is in two parts:

- 1. Items raised be Zone Members for consideration; and
- 2. The WALGA State Council Agenda

The reports raised by the Zone Members and those contained in the WALGA State Council Agenda "for decision" are reviewed by City officers and are reported in the following manner for Councillor information:

- A summary of the report is provided;
- The WALGA recommendation is repeated;
- The relevant City officer comments on the report;
- > The City Officer comments on the recommendation;
- > The Zone decision is recorded; and
- > The WALGA State Council decision is recorded.

In this way, Council can track the progress of the report and recommendation as it flows through the system.

WALGA State Council and Zone Agenda **Agenda Summary and Recommendations**

South West Zone: 27 April 2018

South West Country Zone President: Cr Tony Dean

◆ Apology

South West Zone Meeting Chaired by Cr Murray Scott

4.1 **Host Council Presentation**

Host Local Governments are invited to provide a 15-20 minute presentation on current events affecting their local government area or to arrange an inspection of new or significant facilities of interest to members.

4.2 **Presentations**

Superintendent Sutherland WAPOL will address the meeting on the law and order issues in the region. He will be accompanied by the Regional Traffic Coordinator Sergeant Dave Hurdle and a young lady who is the daughter of the co-founder of "Doors Wide Open" (a non-profit drug advocacy group). She can give real life evidence of what is coming through their doors with meth addicts.

Superintendent Sutherland WAPOL addressed the meeting on the law and order issues in the region. He was accompanied by the Regional Traffic Coordinator Sergeant Dave Hurdle.

4.3 **Busselton Airport**

Mayor Henley provided an update on the progress of the Busselton Regional Airport Development.

7.1 Report by State Council Delegate or WALGA Representative

WALGA Representative Mr Batty provided a report. Key topics dealt with were:

- Election of Officers
- > Constitutional Reform

7.2 **Annual Program of Topics for Discussion by Councils**

Members are invited to suggest topics on which they would like to hear presentations.

This will enable the Executive Officer to arrange suitable speakers well in advance.

Location	Meeting Date	Suggested Topics
TBA	May	

7.4 **State President's Report**

The WALGA State President report was tabled at the meeting.

WALGA Summary April/May 2018

WALGA State Council and Zone Agenda Agenda Summary and Recommendations

WALGA State Council: 4 May 2018

5.1 Submission to ERA - Inquiry into Business Licensing

Summary of report:

- Late last year, the Treasurer tasked the Economic Regulation Authority to undertake an inquiry
 into reducing the regulatory burden and other economic costs of State Government business and
 occupational licences (which includes permits and approvals) including those which are
 administered by Local Government.
- WALGA has prepared a submission to the ERA which covers both issues for the business
 operations of Local Government and also its role as a regulator. Members were provided the
 opportunity to contribute to the submission, though limited response was received.
- The interim submission was provided to the Executive Committee out of session, and has been submitted to the ERA.

WALGA Recommendation:

That WALGA's submission to the Economic Regulation Authority Inquiry into Business Licensing be endorsed.

City Officer Comment:

City Officers have reviewed WALGA's submission to the Economic Regulation Authority (ERA) and are of the view that the submission in general is sound, however, also suggest that a couple of further issues should be identified in WALGA's submission to the ERA as follows:

- A key reason for delay with planning applications is the slow and/or inadequate responses from State agencies, especially Department of Biodiversity Conservation and Attractions (DBCA) and Department of Fire and Emergency Services (DFES); and
- Privately certified building applications are not supposed to be lodged for permitting unless relevant planning (and on-site effluent disposal) approvals have been obtained and they are consistent with those approvals. Such applications are regularly lodged where relevant approvals have not been obtained, where the plans are not consistent with those approvals and also where planning conditions that must be met before works can commence have not been met.

The likelihood is that full private certification would result in a significant amount of building activity occurring that was not consistent with planning controls, creating significant costs for local government, the building industry and their clients. Local governments would also be placed in very difficult positions, where they would face a choice between requiring someone's house to be demolished or significantly modified, or essentially advising an aggrieved neighbour that the local government is not going to enforce their planning scheme. The building industry and building surveying profession in WA is clearly not ready for full private certification.

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City Officer Recommendation:

That the WALGA Recommendation be endorsed, subject to:

- The consideration that the above identified issues surrounding the slow and/or inadequate responses from State agencies are included in WALGA's submission to the Economic Regulation Authority (ERA).
- Further comments to be made regarding the fact that full private certification has created significant costs for local government, the building industry and their clients due to their lack of understanding of planning and health controls.

Zone Recommendation to State Council:

That WALGA recommendation be endorsed with additional comments:

- That delays are caused and costs increased due to the issues surrounding the slow and/or inadequate responses from state agencies; and
- b) Full private certification has created significant costs for local government, the building industry and their clients due to their lack of understanding of planning and health controls.

State Council Decision:

That WALGA's submission to the Economic Regulation Authority Inquiry into Business Licensing be endorsed subject to the inclusion of the following additional comments:

- That delays are caused and costs increased due to the issues surrounding the slow and/or inadequate responses from state agencies; and,
- Full private certification has created significant costs for local government the building industry and their clients due to their lack of understanding of planning and health controls.

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5.2 Interim Submission – Development Control Policies 1.1, 1.2, 1.7, 2.5, and 5.1

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Summary of report:

- On 3 January 2018, the Western Australian Planning Commission (WAPC) released revised versions of five Development Control Policies for public comment: -
 - 1.1 Subdivision of Land General Principles (DCP1.1),
 - 1.2 Development Control General Principles (DCP1.2),
 - 1.7 General Road Planning (DCP1.7),
 - 2.5 Special Residential Zones (DCP2.5), and
 - 5.1 Regional Roads (vehicular access) DCP5.1).
- The revised Development Control Policies aims to provide guidance on planning decisions and applications.
- The public comment period closed on the 23 March 2018, therefore an interim submission was prepared.

WALGA Recommendation:

That the interim submission to the WA Planning Commission on Development Control Policies 1.1, 1.2, 1.7, 2.5, and 5.1 be endorsed.

City Officer Comment:

City Officers have reviewed WALGA's Interim Submission to the Western Australian Planning Commission (WAPC) on Development Control Policies 1.1, 1.2, 1.7, 2.5 and 5.1 and are of the view that the submission is in general sound. Therefore, the WALGA Recommendation is supported.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

State Council Decision:

- That the interim submission to the WA Planning Commission on Development Control Policies 1.1, 1.2, 1.7 and 5.1 be endorsed;
- That the WA Planning Commission be advised of the additional justification of Special Residential Zones within Local Planning Strategies and Local Planning Schemes; and
- In relation to Development Control Policy 2.5, WALGA supports the removal of future Special Residential Zones, however, supports the protection of existing Special Residential Zones.

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5.3 Interim Submission – State Planning Policy 4.1 Industrial Interface

Summary of report:

- On 21 November 2017, the Western Australian Planning Commission (WAPC) released a revised version of State Planning Policy 4.1 Industrial Interface (SPP4.1) for public comment.
- The revised State Planning Policy aims to provide guidance on planning decisions that will protect
 the long term future operation of Industry and Infrastructure facilities by avoiding encroachment
 from sensitive land uses and promoting compatible land uses.
- The public comment period closed on the 21 February 2018, therefore an interim submission was prepared.

WALGA Recommendation:

That the interim submission to the WA Planning Commission on State Planning Policy 4.1 Industrial Interface be endorsed.

City Officer Comment:

City Officers have reviewed WALGA's Interim Submission to the Western Australian Planning Commission (WAPC) and are of the opinion the submission is generally sound, however, suggest a couple of additions for incorporation into the Interim Submission as follows:

- A recognition of the need to recognise the critical economic importance of airports and the need
 to reflect that in environmental policy too. The Environmental Planning Authority (EPA's)
 approach to consideration of aircraft noise from Busselton Regional Airport indicates a failure to
 understand that, and there is currently a disconnect between the planning and environmental
 frameworks on this issue; and
- Mention can and should be made of the potential to use 'Planning Control Areas' as provided for in the Planning and Development Act 2005, especially outside Region Scheme Areas.

City Officer Recommendation:

That the WALGA Recommendation be endorsed, subject to:

- 1. The consideration that there is a need to recognise the economic importance of airports and the need to reflect that in environmental policy.
- There is a potential to use 'Planning Control Areas' as provided for in the Planning and Development Act 2005, especially outside Region Scheme Areas.

Zone Recommendation to State Council:

That WALGA recommendation be endorsed with the addition of a requirement that as there is a substantial economic importance attached to regional airports, that need should be reflected in the environmental policy relating to aircraft noise.

State Council Decision:

- That the interim submission to the WA Planning Commission on State Planning Policy 4.1 Industrial Interface be endorsed; and
- That WALGA advocate for the Department of Planning, Land and Heritage to include within the 'intent' of the future state-wide Airports State Planning Policy a clear position on the economic benefit of airports in regional areas.

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5.4 Third Party Appeal Rights – Consultation with members

Summary of report:

 Following the September 2017 State Council meeting, workshops were held with members on the various suggestions raised in WALGA's Third Party Appeal Rights in a Planning Discussion Paper.

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- In December 2017, the Association formally requested members to consider whether there
 would be any support for the introduction of Third Party Appeal Rights for decisions made by
 Development Assessment Panels.
- The outcomes of the consultation are provided within this report and result in a change to the current policy position of the Association.

WALGA Recommendation:

That WALGA:

- Note the results of the additional consultation with members on the possible introduction of Third Party Appeal Rights into the Planning System;
- Based on the feedback received, amend its current policy position to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels;
- Provide the State Government with the outcomes of this consultation and advocate for the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels as part of the upcoming Independent Planning Reform process; and
- 4. Further consult with members to provide more clarity on the exact details of the criteria that would need to be established, before any system of Third Party Appeals for decisions made by Development Assessment Panels is implemented by the State Government.

City Officer Comment:

The City of Busselton submission in response to WALGA's invitation to member local governments to comment on the Planning Discussion Paper on Third Party Appeal Rights in Planning, which provided background on the development of WALGA's position and a review of the arguments both for and against Third Party Appeal Rights, was submitted to WALGA on 3 July 2017.

In response to the invitation WALGA received 38 submissions. The submissions were split with 53% in support for some form of Third Party Appeal, 5% requested further investigation and 42% were against the introduction of Third Party Appeals. Most submissions in support of Third Party Appeals expressed a view that there should be limitations on their form and the circumstances in which they should be available.

WALGA is now requesting, by Resolution, an indication of support for the following proposition/model:

"Support the introduction of Third party Appeal Rights for decisions made by Development Assessment Panels".

The recommendation made by City of Busselton officers to Council was that Council decline to support the preferred model because it was felt that it is contrary to the principle of making an 'objective' development assessment, that it is based on a monetary threshold and would apply regardless of whether it was supported in the Local Planning Scheme; which is a democratically derived policy.

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

Of the SW WALGA Zone Members 2 indicated support for TPAP (Nannup and Donnybrook) while 2 did not support TPAP (Capel and Dardanup). The City of Busselton essentially did not support TPAP and proposed an alternate model.

Point 4 of the WALGA recommendation does indicate that further consultation will occur to determine the criteria to be established prior to the TPAP system being established. As a result of this, there seems to be no reason why the City would not support the recommendation.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

State Council Decision:

That the recommendation in the State Council Agenda be endorsed.

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5.5 Community Resource Centre Funding Cuts

Summary of report:

- There is an ongoing acknowledgement of the important role of Community Resources Centres (CRCs) in rural, remote and regional Western Australia.
- · Several reviews have been undertaken, outlining the value of continued support of CRCs.
- A 40% reduction of funding to CRCs has been included in forward estimates of the 2017 State budget for contracts commencing March 2019.

WALGA Recommendation:

That:

- 1. WALGA:
 - Acknowledges the difficulties being faced by proposed funding cuts to Community Resource Centres and the flow on effects this may have to Local Governments; and
 - b. Considers previous reviews into the location and functionality of Community Resources Centres.
- WALGA coordinate a representative paper with affected Local Governments to highlight the long term implications for the Local Government Sector; and
- WALGA write to the relevant Ministers and Agencies to highlight the concerns of affected Local Governments and the need for appropriate resources and long term planning support to assist rural, regional and remote communities.

City Officer Comment:

The City of Busselton does not have any "official" Community Resource Centres (CRCs) funded under this program within its local government boundary.

Despite this matter not affecting the City of Busselton, the concern is that this is another example of potential funding cuts to rural and regional areas. A number of these CRCs are located in extremely isolated areas and rely on the CRC network to allow access to them for key Government and Community services.

There are, however, also a number of examples where CRCs are located in close proximity to each other and a review of the network would be justified in order to address possible duplication.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

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State Council Decision:

That

- 1. WALGA:
 - Acknowledges the difficulties being faced by proposed funding cuts to Community Resource Centres and the flow on effects this will have to Local Governments; and
 - Considers previous reviews into the location and functionality of Community Resources Centres.
- WALGA, as a high priority, coordinate a representative paper with affected Local Governments to highlight the long term implications for the Local Government Sector; and
- 3. WALGA, as a matter of urgency, meets with the Minister to discuss the sector's absolute dismay at the potential loss of vital support services provided by Community Resource Centres to rural, regional and remote communities and the effect the cuts will have on the Local Government sector and request that this decision be reversed.

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5.6 Interim Submission on Infrastructure WA

Summary of report:

- · In February the Department of Premier and Cabinet released a proposal to establish Infrastructure WA, an independent body to provide expert advice to the Premier and Government on infrastructure needs and priorities in Western Australia.
- Infrastructure WA's proposed roles are to develop a 20 year State Infrastructure Strategy, evaluate major project proposals over a threshold value of \$100 million and provide advice to the State Government on infrastructure priorities.
- An interim submission was provided to the Department of Premier and Cabinet highlighting strong support for the establishment of Infrastructure WA as a statutory body enabled under legislation.
- The Local Government sector seeks representation on the Infrastructure WA Board, an effective, transparent and genuinely open consultative and engagement process and consideration of the on-going costs of asset maintenance and renewal of any assets transferred to Local Government care and control.

WALGA Recommendation:

That the interim submission to the Department of Premier and Cabinet on the proposal for establishing Infrastructure WA as a statutory body under legislation be endorsed.

City Officer Comment:

The City of Busselton submission to this proposal was provided in an online submission on 2 March 2018. In general, it seems that the City of Busselton position broadly reflects that of WALGA, in particular the recommendation that the State Government should design and develop in collaboration with Local Governments to ensure the capacity and capability of Local Governments to maintain infrastructure and assets for whole of life; and Infrastructure WA (IWA) should align between agencies and private sector.

Other issues raised by the City that do not appear to be directly addressed in the WALGA recommendation, are that the number of projects over \$100M outside the Perth Metropolitan Region is relatively small, meaning that few regional projects would be assessed by IWA - meaning, amongst other things, that IWA would potentially not develop an understanding of the different context for decision-making in regional areas. Even in a Metropolitan context, \$100M is a fairly high threshold for IWA involvement. It is considered that a lower threshold, perhaps \$50M should be considered.

City Officer Recommendation:

That the WALGA Recommendation be endorsed, subject to:

The consideration for regional projects \$50 million and above to be included in the Infrastructure WA (IWA) Strategy.

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Zone Recommendation to State Council:

That WALGA recommendation be endorsed subject to consideration for regional projects \$50 million and above being included in the Infrastructure WA (IWA) Strategy.

State Council Decision:

That the interim submission to the Department of Premier and Cabinet on the proposal for establishing Infrastructure WA as a statutory body under legislation be endorsed subject to the addition of a new recommendation that projects valued at \$50 million and above are included in the Infrastructure WA Strategy.

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5.7 Interim Submission on 'Australia's Strategy for Nature 2018 – 2030': Australia's Biodiversity Conservation Strategy and Action Inventory

Summary of report:

 In November 2016, Australian, State and Territory Environment Ministers agreed to revise 'Australia's Biodiversity Conservation Strategy: 2010- 2030' (the ABC strategy) based on the findings of a review into the first five years of the Strategy's implementation.

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- The resulting 'Australia's Strategy for Nature 2018-2030: Australia's biodiversity conservation strategy and action inventory' (the strategy), aims to improve its ability to drive change in biodiversity management priorities, and better align with Australia's international biodiversity commitments.
- WALGA lodged an interim submission with the Department of the Environment and Energy (DoEE) on 16 March 2018. The submission recommends significant revision of the strategy to provide a strong national framework for biodiversity conservation, meet Australia's international obligations, identify outcomes and set measurable targets, and commit adequate funding for the implementation of actions and monitoring of results.

WALGA Recommendation:

That WALGA's interim submission to the Department of the Environment and Energy on 'Australia's Strategy for Nature 2018 – 2030: Australia's Biodiversity Conservation Strategy and Action Inventory' be endorsed.

City Officer Comment:

City Officers have reviewed WALGA's interim submission to the Department of the Environment and Energy (DoEE) and are of the view that the interim submission is sound. Therefore, the WALGA Recommendation is supported.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

State Council Decision:

That the recommendation in the State Council Agenda be endorsed.

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5.8 Submission on the Emissions Reduction Fund Safeguard Mechanism

Summary of report:

- The Commonwealth Government released the Emissions Reduction Fund Safeguard Mechanism
 Consultation Paper, proposing changes to the Safeguard Mechanism that would broaden the
 range of circumstances in which responsible emitters are able to increase their greenhouse gas
 emissions baseline.
- Due to the tight timeframe, WALGA provided a draft submission to the Executive Committee for its out-of-session approval and it was subsequently sent to the Commonwealth.
- Key points made in the submission are that the safeguard mechanism is currently not achieving
 its stated aim, the changes proposed in the Consultation Paper would fundamentally undermine
 an already compromised national mitigation policy and any changes to the safeguard mechanism
 must include more ambitious baselines for Australia's heaviest emitters.
- WALGA is seeking State Council's endorsement of the submission.

WALGA Recommendation:

That the submission to the Department of the Environment and Energy (Cwth) relating to proposed changes to the Emissions Reduction Fund Safeguard Mechanism be endorsed.

City Officer Comment:

City Officers have reviewed the submission to the Department of the Environment and Energy (DoEE) on the Emissions Reduction Fund Safeguard Mechanism which proposed changes to the Safeguard Mechanism and are of the view that the submission is sound. Therefore, the WALGA Recommendation is supported.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

State Council Decision:

That the recommendation in the State Council Agenda be endorsed.

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5.9 Surveillance Devices Act 1998 (WA) – Body Worn Camera use in Local Government Law Enforcement

Summary of report:

- Some Local Governments have either implemented or are considering implementation of body worn cameras, as both an enforcement tool and an occupational safety personal protection equipment item.
- The current Surveillance Devices Act 1998 (WA) prescribes the definition of law enforcement officers, which includes a list of specified offices (State Government), but does not include Local Government law enforcement officers.
- WALGA's advocacy for amendment of the Surveillance Devices Act 1998 to include Local Government Law Enforcement Officers, will clarify local government operations under this Act, when using body worn cameras and dash cam devices.

WALGA Recommendation:

That WALGA advocate for amendment of Regulation 4 of the Surveillance Devices Regulations 1999 (WA) so that it includes Local Government 'Authorised Persons' as a class of Law Enforcement Officers for the purposed of the Surveillance Devices Act 1988 (WA).

City Officer Comment:

The range of activities that local government officers are, or could be, involved in would not require an amendment to the Act to protect their position. This is because the activities occur in public areas where the parties should reasonably expect that the activity may be observed or heard. Examples are parking officers wearing body cameras or the use of CCTV in public areas.

Should local government officers be brought within the definition of "law enforcement officers", a large range of powers would fall to officers such as the ability to install listening devices, covert surveillance devices and tracking devices. This does not appear to be within the realm of normal local government law enforcement activities and brings with it a range of concerns such as training, resourcing and ethics.

It is not considered a worthwhile advocacy exercise, as ultimately, it is not believed that the proposed changes would be supported by Parliamentary counsel.

City Officer Recommendation:

That WALGA's recommendation not be supported due to the fact that these amendments would provide far greater powers than local government requires, is above and beyond the realm of normal local government law enforcement activities, and is unlikely to be supported by Parliamentary counsel.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

State Council Decision:

That the recommendation in the State Council Agenda be endorsed.

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5.10 Vexatious or Malicious Freedom of Information Applications

Summary of report:

- Local Governments are regularly required to respond to access applications under the Freedom of Information Act 1992 (WA).
- Local Governments have advised of increasing incidents where Freedom of Information access applications are used for malicious or vexatious purposes.
- Where a Freedom of Information access application requires substantial resources to fulfil and the application is withdrawn, the responding Agency is unable to claim for costs incurred.
- The current *Freedom of Information Act 1992 (WA)* does not prescribe for the declaration of vexatious applicants nor sufficiently enable responding Agencies to claim costs arising from withdrawn Freedom of Information access applications.

WALGA Recommendation:

That WALGA advocates for amendment of the Freedom of Information Act 1992 (WA) to:

- Enable the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD); and
- Enable an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn.

City Officer Comment:

The City of Busselton has a limited number of FOI requests from year to year and we are not aware of any requests that would be considered vexatious or frivolous to-date.

Concern is raised regarding the means of cost recovery and whether deposits should be applied/taken to ensure the majority of costs are captured and enforced *before* significant amounts of work have been undertaken.

City Officer Recommendation:

That the WALGA recommendation be endorsed, subject to:

 The consideration of an amendment to dot point 2 to include the ability to apply a fee for advance deposits for certain applications.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

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State Council Decision:

That WALGA advocates for the Freedom of Information Act 1992 (WA) to be reviewed, including consideration of:

- Enabling the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD); and
- Enabling an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn.
- 3. Modernisation to address the use of electronic communications and information.

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5.11 Social Media – Cyber Bullying

Summary of report:

- Social media use and misuse is becoming increasingly prevalent in the community, with Local Governments similarly experiencing increasing incidents where cyber communications negatively impact Local Government operations and governance as well as the health and safety of Elected Members and employees.
- Commonwealth legislation controls social media communications and therefore it is recommended that ALGA be requested to take up advocacy for changes that prevent fake online identities.

WALGA Recommendation:

That WALGA endorse a request to ALGA for its advocacy for changes to Commonwealth legislation to provide for implementing:

- Cyber-bullying protections for all Australians, similar to those provided to Australian children under the Enhancing Online Safety Act 2015 (Cth);
- Identification validation checks before a new social media account can be established, including a timeframe by which social media providers must ensure that all existing active accounts retrospectively comply;
- 3. A social media / communications control order, similar to a violence restraining order, which prevents a person from contacting any other person through social media.

City Officer Comment:

This is certainly a worthy avocation role for protection of all residents and ratepayers with a social media presence. This includes our Councillors and staff in both a private and public capacity.

The WALGA recommendation attempts to reduce or stamp out the use of anonymous accounts and online bullying. For this to work in practical terms; the focus will need to be on the social media providers themselves to set up their platforms to facilitate these changes.

Careful thought will need to be put in to the ramifications of breaching a "social media/communications control order" and the penalties that would apply.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

State Council Decision:

That the recommendation in the State Council Agenda be endorsed.

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5.12 Proposed Amendments to the WALGA Constitution

Summary of report:

- A number of potential amendments to the Association Constitution have arisen since the last governance review and Constitutional amendments in 2016;
- Amendment to the Constitution requires endorsement by a special majority of State Council and by a special majority at a WALGA Annual General Meeting;
- The issues identified and discussed in this report are as follows, with each issue corresponding to the numbers of the recommendations below:
 - i. President and Deputy President Metropolitan and Country Representation;
 - ii. President and Deputy President Rotation of Presidency between Metropolitan and Country constituencies;
 - iii. State Councillor Eligibility Ex-officio Members;
 - iv. State Councillor Eligibility Ministerial Suspension of Council or Councillor;
 - v. Election Procedure Confirmation that the WALGA President is entitled to vote in elections for the positions of President and Deputy President; and,
 - vi. Change of Name Local Government Professionals Australia WA.
- If one or more of the amendments above are endorsed by State Council by special majority an item will be prepared for the 2018 WALGA Annual General Meeting to be held on 1 August.

WALGA Recommendation:

- 1. That Clause 18 and Clause 19 of the Association Constitution be amended as follows:
 - I. Clause 18, sub-clause (1) be amended with the addition of the underlined words, as follows:
 - (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its metropolitan and country representatives, <u>provided the Deputy President represents</u> the alternate constituency to the President elected pursuant to clause 17.
 - II. Clause 19 be amended with the addition of the underlined words and the deletion of the strikethrough words, as follows:
 - (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution shall hold the office of President for the balance of the term of the President replaced.
 - (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.

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<u>(3)</u> An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.

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- (4)Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19(5) will be conducted for the office of Deputy President from amongst representatives of the alternate constituency to that of the President just elected.
- (3)(5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate constituency to that of the President.
- (4)(6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 18 19 shall still be eligible for election to a subsequent two (2) full consecutive terms.
- 2. That Clause 17A Rotation of Presidency be added to the Association Constitution, as follows:

17A - Rotation of Presidency

- At an election for the position of President conducted under sub-clause 17(2), only the 1. incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
- At an election for the position of President conducted under Clause 19, only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
- 3. That Clause 20 of the Association Constitution be amended with the addition of the underlined words as follows:
 - A person shall cease or be disqualified from being a representative or deputy representative on the State Council, or from being President or Deputy President of the Association, or from attending State Council in an ex-officio capacity, if that person:
- 4. That sub-clause 20(j) of the Association Constitution be amended with the addition of the underlined words and the deletion of the strikethrough words as follows:
 - Is a Councillor that has been suspended by the Minister for Local Government under Part 8 of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(c) of the Local Government Act 1995.
- 5. That sub-clause 10(2) of the Association Constitution be amended with the addition of the underlined words as follows:
 - (2) Each representative on the State Council shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the

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State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.

- 6. That sub-clauses 2(1), 5(7)(a), 9(1)(d), and 31(4)(b) be amended as follows:
 - That the following strikethrough words be replaced with the following underlined words in sub-clause 2(1):

"Local Government Managers Australia" means the Western Australian Division of the Local Government Managers Australia (LGMA), which body is incorporated under the Victorian Companies Act 1961.

"Local Government Professionals Australia WA" means the Western Australian Division of Local Government Professionals Australia.

- II. That sub-clause 5(7)(a) of the Association Constitution relating to Associate Members of WALGA be amended with the words "Local Government Managers Australia (LGMA)" to be replaced with the words "Local Government Professionals Australia WA".
- III. That sub-clause 9(1)(a) of the Association Constitution relating to ex-officio members of State Council be amended to replace the words "Local Government Managers Australia (LGMA)" with the words "Local Government Professionals Australia WA".
- IV. That sub-clause 31(4)(b) of the Association Constitution relating to a dispute resolution panel be amended by replacing the word "LGMA" with the words "Local Government Professionals Australia WA".

Special Majority Decision Required.

City Officer Comment:

The WALGA Constitution is due for review and as such a number of amendments have been proposed.

City/Country Membership of President and Deputy President:

It has long been an "unofficial agreement" that if the sitting President is located from the Metropolitan area, that the Deputy President is therefore to be elected from the country region and vice versa. This change in the constitution allows this unwritten rule to be official.

This is recommended to ensure that the views of the sector as a whole are considered at the highest levels of State Council.

Rotation of Presidency between Metropolitan and Country

This is also seen as a sound move and would be advantageous to the City to formalise this approach to ensure this practice continues. Regional issues are more likely to be supported when there is a greater understanding of the regional areas. A President who resides within the Country area is more likely to support our position at State Council level.

State Councillor Eligibility (ex officio and Councillor)

The comments and reasons for the change are supported.

Election Procedure

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This change is required to allow the rotation of the Metropolitan and Regional based Presidential role. This change is supported.

Change of name (LGMA (WA) to LGPro WA)

A change of name of the professional body of local government employees requires this to be captured within the Constitution.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

State Council Decision:

- That Clause 18 and Clause 19 of the Association Constitution be amended as 1. follows:
 - Clause 18, sub-clause (1) be amended with the addition of the underlined words, as follows:
 - Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its metropolitan and country representatives, provided the Deputy President represents the alternate constituency to the President elected pursuant to clause 17.
 - Clause 19 be amended with the addition of the underlined words and the II. deletion of the strikethrough words, as follows:
 - (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution shall hold the office of President for the balance of the term of the President replaced.
 - (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.
 - (3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.
 - (4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19(5) will be conducted for the office of Deputy President from amongst representatives of the alternate constituency to that of the President just elected.

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- (5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate constituency to that of the President.
- (6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 18 19 shall still be eligible for election to a subsequent two (2) full consecutive terms.
- 2. That Clause 17A – Rotation of Presidency be added to the Association Constitution, as follows:

17A - Rotation of Presidency

- 3. At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with subclause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
- At an election for the position of President conducted under Clause 19, 4. only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
- 3. That Clause 20 of the Association Constitution be amended with the addition of the underlined words as follows:

A person shall cease or be disqualified from being a representative or deputy representative on the State Council, or from being President or Deputy President of the Association, or from attending State Council in an ex-officio capacity, if that person:

- 4. That sub-clause 20(j) of the Association Constitution be amended with the addition of the underlined words and the deletion of the strikethrough words as follows:
 - (j) Is a Councillor that has been suspended by the Minister for Local Government under Part 8 of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)I of the Local Government Act 1995.
- 5. That sub-clause 10(2) of the Association Constitution be amended with the addition of the underlined words as follows:
 - (2) Each representative on the State Council shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.

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- 6. That sub-clauses 2(1), 5(7)(a), 9(1)(d), and 31(4)(b) be amended as follows:
 - That the following strikethrough words be replaced with the following underlined words in sub-clause 2(1): "Local Government Managers Australia" means the Western Australian Division of the Local Government Managers Australia (LGMA), which body is incorporated under the Victorian Companies Act 1961.
 - "Local Government Professionals Australia WA" means the Western Australian Division of Local Government Professionals Australia.
 - II. That sub-clause 5(7)(a) of the Association Constitution relating to Associate Members of WALGA be amended with the words "Local Government Managers Australia (LGMA)" to be replaced with the words "Local Government Professionals Australia WA".
 - III. That sub-clause 9(1)(a) of the Association Constitution relating to exofficio members of State Council be amended to replace the words "Local Government Managers Australia (LGMA)" with the words "Local Government Professionals Australia WA".
 - IV That sub-clause 31(4)(b) of the Association Constitution relating to a dispute resolution panel be amended by replacing the word "LGMA" with the words "Local Government Professionals Australia WA".
 - 7. That sub-clause 14(4a)(h) be amended with the addition of the underlined words and the deletion of the strike through words as follows:
 - (h) Is a Councillor that has been suspended by the Minister for Local Government under part 8 of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(c) of the Local Government Act 1995.

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- 18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 19. **URGENT BUSINESS**
- 20. <u>CONFIDENTIAL MATTERS</u>
- 21. <u>CLOSURE</u>