



## **Council Agenda**

***26 April 2017***

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[city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

**CITY OF BUSSELTON**

**MEETING NOTICE AND AGENDA – 26 APRIL 2017**

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**TO: THE MAYOR AND COUNCILLORS**

**NOTICE** is given that a meeting of the Council will be held in the Meeting Room One, Community Resource Centre, 21 Cammilleri Street, Busselton on Wednesday, 26 April 2017, commencing at 5.30pm.

Your attendance is respectfully requested.



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**MIKE ARCHER**

**CHIEF EXECUTIVE OFFICER**

13 April 2017



**CITY OF BUSSELTON**

**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 26 APRIL 2017**

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

2. **ATTENDANCE**

**Apologies**

**Approved Leave of Absence**

Nil

3. **PRAYER**

The Prayer will be delivered by Reverend Wayne Warfield of St Mary's Anglican.

4. **PUBLIC QUESTION TIME**

**Response to Previous Questions Taken on Notice**

Nil

**Public Question Time**

5. **ANNOUNCEMENTS WITHOUT DISCUSSION**

**Announcements by the Presiding Member**

**Announcements by other Members at the invitation of the Presiding Member**

6. **APPLICATION FOR LEAVE OF ABSENCE**

7. **PETITIONS AND PRESENTATIONS**

8. **DISCLOSURE OF INTERESTS**

A declaration of Financial Interest has been received from:

- Director, Engineering and Works Services, Oliver Darby in relation to agenda Item 15.1 – Councillors' Information Bulletin.

In accordance with the Local Government (Rules of Conduct) Regulations 2007 this declaration will be read out immediately before Item 15.1 is discussed.

9. **CONFIRMATION AND RECEIPT OF MINUTES**

**Previous Council Meetings**

9.1 **Minutes of the Council Meeting held 12 April 2017**

**RECOMMENDATION**

That the Minutes of the Council Meeting held 12 April 2017 be confirmed as a true and correct record.

**Committee Meetings**9.2 Minutes of the Finance Committee Meeting held 6 April 2017**RECOMMENDATION**

- 1) That the minutes of the Finance Committee Meeting held 6 April 2017 be received.
- 2) That the Council notes the outcomes from the Finance Committee Meeting held 6 April 2017 being:
  - a) The Permit Fees for Cruise Ship Tender use of Marine Berthing Platforms at the Busselton Jetty item is presented for Council consideration at item 10.1 of this agenda.
  - b) The Review of Policy 218 – Investment item is presented for Council consideration at item 10.2 of this agenda.
  - c) The Finance Committee Information Bulletin – February 2017 item is noted.
  - d) The List of Payments Made – February 2017 item is presented for Council consideration at item 10.4 of this agenda.
  - e) The Financial Activity Statements – Period Ending 28 February 2017 item is presented for Council consideration at item 10.5 of this agenda.
  - f) The Draft Schedule of Fees and Charges for the 2017/18 Financial Year item is presented for Council consideration at item 10.6 of this agenda.
  - g) The Proposed Amendment - Basis of Rating - Prescribed Areas item is presented for Council consideration at item 10.7 of this agenda.
  - h) The Long Term Financial Plan 1 July 2017 to 30 June 2027 item is presented for Council consideration at item 10.8 of this agenda.

## 10. REPORTS OF COMMITTEE

### 10.1 Finance Committee - 6/04/2017 - PERMIT FEES FOR CRUISE SHIP TENDER USE OF MARINE BERTHING PLATFORMS AT THE BUSSELTON JETTY

<b>SUBJECT INDEX:</b>	Tourism Development
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Commercial Services
<b>ACTIVITY UNIT:</b>	Economic and Business Development
<b>REPORTING OFFICER:</b>	Economic and Business Development Coordinator - Jon Berry
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Nil

**This item was considered by the Finance Committee at its meeting on 6 April 2017, the recommendations from which have been included in this report.**

#### **PRÉCIS**

Two marine berthing platforms have been built near the base of the Busselton Jetty at a cost of \$1.2m to facilitate marine based tourism. The berths (one on the east side and one on the west side) were supported by a \$600k Federal tourism development grant to help facilitate cruise ship visits (tender drop off) and facilities for commercial whale watching and charter/tour vessel usage at the City's most popular tourist visitation point.

Council has previously resolved (C1604/101) to adopt fees and charges in the 2016/17 financial year under the category 'whale-watching/tour vessels', (currently in place) and to defer charging fees for cruise ship tender use until the 2017/18 financial year.

This report recommends Council commence charging cruise ship companies a fee for use of the platforms to assist in maintaining revenue into the Busselton Jetty Reserve fund which supports whole of life asset management and replacement of the Jetty. It also recommends a new three monthly permit option be introduced for whale watching vessels to support use of the platforms

#### **BACKGROUND**

The City received a Federal Government Tourism Demand Driver Infrastructure (TDDI) grant of \$600k, (matched by a City contribution from the Busselton Jetty Reserve of \$600k) to construct marine berthing facilities at the Busselton Jetty completed in early 2016. The funds enabled the City to construct a 35m berthing platform to replace the existing structure on the east side of the Jetty (the principal berthing facility with universal pedestrian access) and a 15m platform on the west side of the Jetty (stair access only). The two platforms enable the transfer of cruise ship passengers in a range of weather conditions and provide a new pick up and drop off point for commercial whale-watching and charter/tour vessels at Busselton's premier tourist precinct. They are designed principally for tourism based commercial use, however are also used by recreational fishers.

There is also an existing platform toward the end of the Jetty known as 'Alley's Landing', which was purpose built for visits of tall ships such as the sail training ship "*STS Leeuwin II*", operated by the not-for-profit Leeuwin Ocean Adventure Foundation. There is no fee or charge set for use of this landing, with no new fee proposed at this time.

The two marine berths support berthing of vessels operated by two user groups, being cruise ship tenders and whale-watching/tour vessels.

## 1. Whale watching/tour vessels

There are six vessels regularly operating whale watching tours in the Geographe Bay region, which is a popular activity for tourists visiting the Region. Some of these vessels are based at Dunsborough (Quindalup professional fisherman's boat ramp), with the majority being moored at pens at Port Geographe, with seasonal visits from Perth or North West home ports. The whale-watching season in Geographe Bay primarily runs from September to mid-December, with some of the vessels then operating during Augusta through to May to experience whale migration and for fishing charters.

Council has previously resolved to implement the following schedule of fees and charges for this category commencing 1 July 2016:

Registered Length of vessel	Maximum duration of use permitted		
	Monthly (ex GST)	Annual (ex GST)	Refundable Bond*
0 < 10 m	\$500	\$3,500	\$2,500
10 < 15	\$550	\$4,000	\$3,500
15 < 25	\$600	\$4,500	\$4,500
Over 25m	\$700	\$5,000	\$6,000
Permit Application Fee: \$70.00 (ex GST)			

*\*Bond charge per vessel payable in advance (in addition to insurance requirements) Permit fee payable in advance at issue of notice of approval*

Since the fees and charges for use of the platforms commenced, three permits were issued within this category (two for whale watching vessels and one for a jet boat operator).

This report recommends a new option (a three monthly permit fee) be introduced from 2017/18 for whale watching / tour vessels to support use of the platforms.

## 2. Cruise ship vessels

On 25 November 2015, Council resolved (C1511/330) to waive jetty entrance fees for cruise ship passengers and on 9 December 2015 Council also resolved (C1512/369) to waive berthing fees for cruise ship tender vessels until the 2017/18 financial year.

During the 2016/17 financial year ten cruise ships are scheduled to disembark passengers at Busselton with a further sixteen vessels booked until March 2019. The majority of vessels are operated by Carnival Australia (P&O; Cunard; Princess Cruises). New operators that have recently booked to tender passengers include Gulf Agency Company (Australia) Pty Ltd (Vessel: Europa); Crystal Cruises (Vessel: Crystal Serenity) and Cruise & Maritime Voyages (Vessel: MS Astor). City officers have also held discussions with Royal Caribbean Cruises who are yet to make bookings.

Tourism WA acknowledge the importance of the cruise sector for tourism industry development in WA, which contributed around \$275 million to the state's economy in 2015-16 and supported nearly 1200 jobs. Locally around \$1.2m per season of direct passenger expenditure is injected into the economy with a multiplier effect across the district.

This report recommends a proposed fee arrangement for cruise ship tenders using the platforms to commence from 1 December 2017.

## STATUTORY ENVIRONMENT

### Jetties Act 1926

This Act provides for the construction, maintenance, and preservation of jetties and other works, and to make better provision for securing and regulating the use and management of jetties. Pursuant to section 7 of the Jetties Act, the CEO of the Department of Transport may grant a license for the erection or construction of a jetty or for the maintenance and use of any Jetty. The Busselton Jetty is licensed in accordance with this legislation.

### Busselton Jetty License (2009)

The City of Busselton (former Shire) was granted a Jetty License in 2009 by the Department of Transport, with the permitted use being for *'Recreation, Tourism and Heritage'*. Section 6.3 requires the City to establish and maintain a Jetty Maintenance Reserve and contribute to the account from income received from existing ground leases on the Busselton foreshore plus a minimum of \$650k (indexed to CPI) sourced from Busselton Jetty Environment and Conservation Association (BJECA), which is licensed to operate tourism enterprises on the Jetty to raise this capital.

### City of Busselton and Busselton Jetty Environment and Conservation Association License (2009)

The City of Busselton licenses BJECA to use and manage the Jetty as a commercial enterprise on specified terms and conditions. Licensed activities include operation of commercial enterprises by BJECA including the Interpretative Centre, Underwater Observatory and the Miniature Railway Train. BJECA is also licensed to collect the Jetty Entrance fee that is set by Council.

### City of Busselton Jetties Local Law 2014

The Busselton Jetty Local Law (2014) allows the City to control access to berthing at the Jetty. Relevant clauses include:

- **Section 2.2 Mooring of Vessels:**

- (1) *A person shall not moor to or berth a vessel at the jetties or moor or berth a vessel on the Land—*
  - (a) *unless the mooring or berthing of the vessel is authorized or permitted by the local government either by way of a sign affixed by the local government to the jetties or by written consent of the local government;* (b) *other than in accordance with any conditions imposed by the local government under clause 3.2(1)(a).*
- (2) *Subclause (1) does not apply to—*
  - (a) *a person who needs to moor to or berth a vessel at the jetties or on the Land in an emergency;*
  - (b) *a vessel in distress such as that repairs are required and then only to effect the minimum repairs necessary to enable the vessel to be moved elsewhere;*
  - (c) *a person who uses the jetties under and in accordance with a written agreement with the local government; and*
  - (d) *a person who has been exempted from subclause (1) by the local government.*
- (3) *A person shall not—*
  - (a) *moor a vessel to the jetties or any part of the jetties except to such moorings or mooring piles as are provided; or*
  - (b) *permit a vessel to remain alongside the jetties unless the vessel is so moored or fastened.*

- **Section 5.6 Fees and charges:**

- (1) *Fees and charges may be imposed by the local government for the purposes of this local law in accordance with the requirements of Part 6, Division 5, Subdivision 2 of the Act.*
- (2) *A person shall not charge admission or seek payment for entering or using the jetties without having first obtained the written consent of the local government.*
- (3) *A person shall not enter upon or use the jetties without first having paid—*
  - (a) *the fees and charges which may apply to such entry or use, as determined by the local government from time to time; or*
  - (b) *admission charged by a person who obtained written consent pursuant to subclause (2).*

## **RELEVANT PLANS AND POLICIES**

### **Busselton Jetty 50-Year Maintenance Plan**

The Busselton Jetty 50-Year Maintenance Plan identifies the maintenance, capital replacement and upgrade tasks required to maintain the Busselton Jetty, including the exterior and structural maintenance of the Interpretive Centre and the Underwater Observatory, for the 50-year period from 2013 to 2062. Reconstruction of the existing lower landing fishing platform (formerly known as 2A) was originally scheduled for the year 2020 (with no access ramp) at a forecast cost of ~\$500k so this has effectively been brought forward with respect to long range planning. Revenue gained from marine berthing platform fees and charges is to be directed into the Jetty Maintenance Reserve from which maintenance funds are sourced.

## **FINANCIAL IMPLICATIONS**

Asset replacement and maintenance of the two new berths is provided for in the Jetty Maintenance Reserve (2016/17 opening balance ~\$2.6m). Engineering and Works (EWS) estimate maintenance costs of the platforms at approximately \$25k pa, which will be reflected in a review of the Busselton Jetty 50-Year Maintenance Plan.

Additionally, cruise ship visits currently cost the City on average of \$1.8k per visit (~\$13k pa), with these funds used for an onshore visitor welcome program and budgeted in the Property and Business Development Activity section of the municipal budget. This is a partnering contribution along with separate resources provided by the Margaret River Busselton Tourism Association (MRBTA), Chambers of Commerce and Busselton Jetty Inc. who provide staff resources and volunteer effort. Tourism WA and the South West Development Commission have also provided some additional seed funding for marquees and maps.

### **Long-term Financial Plan Implications**

Income generated from fees and charges for the marine berthing platforms is directed to the Jetty Maintenance Reserve. The LTFP opening balance of the Reserve for 2016/17 was \$2,608,146 with projected income from interest (\$91,265) and transfers to the Reserve of \$1,177,344. Although the majority of transfers are sourced from the Busselton Jetty Inc. tourism activities (~\$730k) there is still a need to identify other income streams (other than the municipal fund and commercial foreshore land leases) in the LTFP to meet projected maintenance expenditure. The officer recommendation effectively reduces reliance on municipal fund transfers projected in the LTFP.



## STRATEGIC COMMUNITY OBJECTIVES

### Key Goal Area2

Well planned, vibrant and active places: An attractive City offering great places and facilities promoting an enjoyable and enriched lifestyle

- 2.3 Infrastructure assets are well maintained and responsibly managed to provide for future generations.

### Key Goal Area 3:

Robust local economy: A strong local economy that sustains and attracts existing and new business, industry and employment opportunities.

- 3.1 A strong, innovative and diversified economy that attracts people to live, work, invest and visit;
- 3.2 A City recognised for its high quality events and year round tourist offerings; and,
- 3.3 A community where local business is supported.

## RISK ASSESSMENT

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
REPUTATIONAL The City's fees and charges for the marine berthing platforms are set too high and deter use of the platforms by cruise ship companies and local tour operators	Continue to consult with commercial tour and cruise ship operators balancing Jetty maintenance requirements with fees acceptable to enable reasonable use by operators	Moderate	Possible	Medium

## CONSULTATION

Officers sought comment on the introduction of a fair and timely introduction of cruise ship fees and charges based on a proposed fix fee per visit (payable at the time of booking) of ~\$8,000-\$10,000 per ship visit with no bond payable. Comments were received as follows:

### Tourism Western Australia (TWA)

- TWA suggests it is important to liaise with cruise ship companies when implementing a berthing fee, as itineraries including Busselton are already on sale and the pricing to passengers has not considered any additional fees;
- It is TWA's understanding that a fixed berthing/anchorage fee is chargeable by actual ports and when vessels are at an anchorage and tender ashore at a port of call, there is a fee per passenger payable;
- Fee is best aligned to what is payable in other ports

### Margaret River Busselton Tourism Association

- Suggested if the cruise ship industry prefer a 'per head' rate, the City should consider this and perhaps introduce a system where a fee is based on the total passenger numbers on the ship then discount for every person who comes ashore to encourage disembarkation from the ship and spend for the City of Busselton.

- Since the first ship arrived in November 2014, 24,987 passengers have disembarked from cruise ships in Busselton and the goal is to increase this number. What is not known is the visitors who return to Busselton based on their “taste” of the experience. MRBTA surveys every ship and asks passengers, “would you return to the region as a result of your visit today?” the average response rate is 94% saying yes.
- MRBTA feedback from the industry is that fees need to be well justified as being spent on infrastructure for the cruise ships rather than general revenue. Containing revenue to an amount to support annual maintenance of the tender landing and infrastructure only (i.e. not contributing the maintenance on the whole jetty) is preferred.
- MRBTA understand cruise companies are experienced paying fees, however the issue is the mechanism for the charge – (i.e. fixed fee or based on passenger numbers). Suggests introducing fees gradually so cruise companies can absorb it over time. Ultimately, any cost increase will be a disincentive – not necessarily to the companies already coming, but to new ones.

#### Carnival Australia

- Carnival strongly disagree with paying fees in advance of a port call as this is not done in any other location (i.e. an invoice should only be raised once a port call has occurred);
- They argue a charge should be based on a per passenger basis and not a set fixed fee, which penalizes smaller vessels (the most frequent type of vessel calling into Busselton);
- Any introduction of fees mid-year will result in a cost that has not been budgeted for in 2017. Carnival state they cannot budget for costs before they are set. Their preference would be for introduction to be delayed until the 1st Dec 2017, which allows them to factor in costs accordingly;
- Their deployment out of WA has proved difficult to deliver and any additional costs represent a further obstacle in making deployment in Western Australia successful.

#### Cruise & Maritime Voyages (CMV)

- CMV operate the MS Astor and the 2017/18 summer will be its 5th consecutive year home-porting in Fremantle with 17 turnarounds each summer between December and March. CMV’s Astor is the only cruise ship that homeports in Western Australia that significantly promoted the state. Astor calls at Esperance six times a season and Albany seven times a season, including overnight calls. It regularly anchors in Geographe Bay but does not tender passengers to shore. It has booked to start tendering passengers to the Busselton Jetty from late December 2017.
- Astor has played a significant role in promoting Western Australia but in particular the region south of Perth. Whilst CMV acknowledges the improvement in services at Busselton for landing cruise passengers, they have expressed concern that charging a landing fee could have a detrimental effect on cruise tourism growth in the Busselton/Margaret River region.
- Most service or landing fees are ultimately paid by the passenger as they will be either added to the ticket price or collected by the cruise line, or added to the shore tour costs from guests wishing to explore and spend in local Busselton businesses. Whilst the cruise fares include accommodation and all meals, shore tours are an additional separate cost.

- By adding a landing fee, the cost of a Margaret River coach tour sold onboard Astor would therefore increase in price putting at risk the guest's decision to either purchase a coach tour or spend the day relaxing onboard Astor.
- Should a landing fee be charged at a fixed rate CMV stated it is unfair to charge a smaller passenger capacity cruise liner like Astor (maximum passenger capacity is 585 guests). They estimate that a maximum of 50% of guests will use the landing berthing platform. This would equate to 293 pax @ \$3 = \$877.50 per call, all of which could be taken up with administering the landing fee charge.
- A fixed rate of \$8,000-\$10,000 seems to target 2000+ passenger capacity cruise ships, therefore it discriminates against smaller passenger capacity (Astor 585 passenger) cruise ships.
- Unlike land based hotels, cruise ships can relocate from one destination to another destination very quickly and easily. During the past five years a number of Australian ports have lost calls by cruise ships due to increased costs or reduction in services. Additionally, competition between Australian coastal ports for cruise ship calls is fierce with incentives being offered to cruise ship owners by many ports to boost local tourism.
- CMV has in the past four years invested heavily in promoting WA and the WA Southern region both domestically and internationally. CMV is a member of the WA Tourism Cruise Committee.
- During the January and February months, a number of World Cruises catering to international guests call in WA ports. But annually, local WA residents make up the largest market for cruise ships operating to regional WA ports. Therefore a landing fee could be seen as a tax on local residents.

## OFFICER COMMENT

### Cruise ships

Fees and charges vary at destinations and are generally determined by the size of the vessel, number of passengers and duration of use. In making decisions on the choice of destination to berth, shipping companies consider profit maximization (which is based to some extent on port fees and charges along with other factors such as safety and passenger experiences at the destination).

Hitherto, the City of Busselton and regional tourism industry has been able to provide an exceptional visitor experience and has established Busselton as a growing cruise ship stop-over destination. This is demonstrated by independent research conducted by Tourism Western Australia, which concluded that three out of five (61 per cent) transit passengers rated their overall experience at the destination as "excellent" while a further 34 per cent rated their experience as "very good." The remainder rated their experience as good, meaning 100 per cent of transit passengers had a positive experience in the Region. Two in five (42 per cent) said they would definitely recommend the Region as a holiday destination to family and friends, while a further 54 per cent were "very likely" or "quite likely" to recommend it.

In March 2017, Busselton was awarded "*Best Local Initiative*" in the International Insights Cruise Magazine awards recognizing the welcome program established by the City and MRBTA on a global stage.

Other cruise ship ports/anchorage points in WA include:

- Albany (port facilities)
- Augusta (anchorage – no visits at this time)

- Broome (port facilities)
- Bunbury (port facilities)
- Busselton (anchorage)
- Esperance (anchorage / port facilities)
- Exmouth (anchorage)
- Fremantle (port facilities)
- Geraldton (anchorage)
- Port Hedland (port facilities)

Port berthing fees vary and generally include navigation fees, berth hire and services fees (water and waste). For example Albany Port charges \$0.2957 per tonne of vessel for navigation fees (min \$9,926) and \$1,266 per 8 hour berth period). If the ship does not come alongside berth it is charged \$1,266 per day for a navigation fee. Similarly, costs at the Port of Bunbury for a large vessel such as the Diamond Princess would include berth hire (\$2,800); pilotage (\$6,800), navigational services (~\$6,500 per hour) and stevedoring charges (~\$2,600 per visit).

The two anchorage ports most similar to Busselton are Exmouth and Geraldton, which are both under the control of the Department of Transport, which calculates its fees inclusive of GST at \$9.93 per metre of the tender vessel plus \$4.24 per passenger.

In the case of Geraldton, DoT contributes to the wage of a cruise co-ordinator, a position shared with the local visitor centre and has invested in some infrastructure on the foreshore. Esperance Port charges \$7,000 per visit for mobilizing a pontoon when anchorage visits are required.

In light of feedback from the consultation process and to reduce administration processes for the City, the following fees are recommended to be trialed commencing 1 December 2017 (as requested by Carnival Australia) and reviewed in March 2018.

- Permit fee for ships tendering passengers to the Busselton Jetty:
  - Less than 1,000 pax (registered ship capacity) = \$3,000
  - Between 1,000 and 2,000 pax (registered ship capacity) = \$4,000
  - Greater than 2,000 pax (registered ship capacity) = \$5,000

Based on the number and size of ships booked for the 2017/18 financial year (eight ships booked), this charging regime would yield revenue of approximately \$30,000.

#### Whale Watching/Tour Vessels

Following consultation with users in February 2017, feedback suggested the 2016/17 fees were high and a disincentive to grow marine tourism from the Busselton Jetty, particularly given the platform is solely for pick up and drop off and fees are already incurred for the permanent mooring at marinas. There was also a view that the platforms would have been engineered to handle a certain tonnage of vessel and as long as vessels are within these limits the likelihood of any damage caused by a commercial operator is very low so the need for a bond is questionable.

Officers have recommended a new three monthly fee to be introduced in 2017/18 to align with the majority of the whale watching period, (which is their likely duration of use) and maintenance of the bond to protect city infrastructure.

Proposed addition of a three monthly fee:

Registered Length of Vessel: 0m to less than 10m	\$1,200
Registered Length of Vessel: 10m to less than 15m	\$1,350
Registered Length of Vessel: 15m to less than 25m	\$1,500
Registered Length of Vessel: over 25m	\$1,800

## CONCLUSION

Officers recommended the introduction of a berthing fee for cruise ships commence 1 December 2017 (as requested by Carnival Australia) and be based on a fixed fee dependent on the registered passenger capacity of the ship (excluding crew). This approach raises a reasonable amount of funds for maintaining the Jetty Platforms, whilst being price competitive with other ports and anchorage destinations. It also considers feedback from the cruise ship companies and tourism authorities that argue the importance of growing the cruise ship industry and the important wider economic impact it creates for the region.

With regard to whale-watching and tour operator vessels, a new three monthly permit fee is recommended to be added to the 2017/18 fees and charges schedule.

## OPTIONS

Council may elect to:

- not introduce fees and charges in 2017/18 for cruise ship companies tendering vessels to the Busselton Jetty
- introduce an alternative permit fee structure for cruise ships that varies from the Officer recommendation. For example, a non-refundable booking fee has been contemplated to cover fixed costs to the City in case of a sail-by in unfavourable weather (however this has been strongly opposed by Cruise ship companies and MRBTA)

## TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Officers will advise the affected cruise ship companies and commence charging from 1 December 2017 and will advise tour operators of the new three month option for the whale watching season from 1 July 2017.

### Officer Recommendation

### ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That Council introduces the following fees in the 2017/18 Fees and Charges Schedule.

That Council introduces the following fees in the 2017/18 Fees and Charges Schedule.

#### Commercial Use of Busselton Jetty Marine Berthing Platforms - Cruise Ships

*(Commencing 1 December 2017 to allow budgeting by Cruise companies)*

Tender berthing permit fee at Busselton Jetty (per ship visit)

- |  |         |
|--|---------|
| - Less than 1,000 pax (registered ship capacity)         | \$3,000 |
| - Between 1,000 and 2,000 pax (registered ship capacity) | \$4,000 |
| - Greater than 2,000 pax (registered ship capacity)      | \$5,000 |

#### Commercial Use of Busselton Jetty Marine Berthing Platforms - Whale Watching / Tour Vessels

*(Addition of a new three monthly fee option commencing 1 July 2017):*

- |   |         |
|---|---------|
| - Registered Length of Vessel: 0m to less than 10m  | \$1,200 |
| - Registered Length of Vessel: 10m to less than 15m | \$1,350 |
| - Registered Length of Vessel: 15m to less than 25m | \$1,500 |
| - Registered Length of Vessel: over 25m             | \$1,800 |

**Committee Recommendation****ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That Council introduces the following fees in the 2017/18 Fees and Charges Schedule.

**Commercial Use of Busselton Jetty Marine Berthing Platforms - Cruise Ships**

*(Commencing 1 December 2017 to allow budgeting by Cruise companies)*

Tender berthing permit fee at Busselton Jetty (per ship visit)

- |   |  |         |
|---|--|---------|
| - | Less than 1,000 pax (registered ship capacity)         | \$2,000 |
| - | Between 1,000 and 2,000 pax (registered ship capacity) | \$4,000 |
| - | Greater than 2,000 pax (registered ship capacity)      | \$5,000 |

**Commercial Use of Busselton Jetty Marine Berthing Platforms - Whale Watching / Tour Vessels**

*(Addition of a new three monthly fee option commencing 1 July 2017):*

- |   |   |         |
|---|---|---------|
| - | Registered Length of Vessel: 0m to less than 10m  | \$1,200 |
| - | Registered Length of Vessel: 10m to less than 15m | \$1,350 |
| - | Registered Length of Vessel: 15m to less than 25m | \$1,500 |
| - | Registered Length of Vessel: over 25m             | \$1,800 |

Reason: The Committee considered that the Commercial Use of the Busselton Jetty Marine Berthing Platforms – Cruise Ships should be more equitable and that the charge for ships less than 1,000 pax (registered ship capacity) should be reduced.

10.2 Finance Committee - 6/04/2017 - REVIEW OF POLICY 218 - INVESTMENT

<b>SUBJECT INDEX:</b>	Financial Operations
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Finance and Corporate Services
<b>ACTIVITY UNIT:</b>	Finance and Corporate Services Support
<b>REPORTING OFFICER:</b>	Executive Assistant - Christine Garratt
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Cliff Frewing
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

**This item was considered by the Finance Committee at its meeting on 6 April 2017, the recommendations from which have been included in this report.**

**PRÉCIS**

As part of Council's ongoing policy review, a review of Policy 218 Investment has been carried out. As a result of this review it is recommended that no alterations be made to the policy.

**BACKGROUND**

The Council's Investment Policy 218 was last before the Council in September 2014. Two amendments to the Policy were made at that time to enhance its functionality, whilst ensuring legislative compliance was maintained. The amended Policy was endorsed by the Council at that time (C1409/225).

The Investment policy as it stands now is in full compliance with *Regulation 19 of the Local Government (Financial Management) Regulations 1996* in that investments are limited to Term Deposits with authorised deposit-taking institutions for terms of no more than 12 months or with Government Guaranteed bonds for terms of no more than 3 years. This policy has previously been updated to reflect these requirements to ensure full legal compliance was maintained.

It should also be noted that the Auditors have not made any comment on the Investment Policy in recent years, either in the Financial Management Systems Review or as part of the Annual Compliance Audit Return at which time the City's investments and the Investment policy are reviewed.

**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.

In accordance with Section 6.14 of the Local Government Act 1995 Council has the power to invest surplus funds held in a municipal or trust fund that are not immediately required for any other purpose.

In accordance with *Regulation 19C of the Local Government (Financial Management) Regulations 1996* Council is limited to invest surplus funds in Term Deposits with Authorised Deposit-Taking Institutions as defined in the *Banking Act 1959 (Commonwealth) section 5* or the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986* for terms of no more than 12 months.

Council is also limited to only investing surplus funds in Government Guaranteed bonds and for terms of no more than 3 years.

### **RELEVANT PLANS AND POLICIES**

This report proposes adoption of existing Council Policy 218 Investment in its current format without any changes.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with this report.

#### **Long-term Financial Plan Implications**

Nil.

### **STRATEGIC COMMUNITY OBJECTIVES**

This policy aligns with and supports the Council's Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.3 – 'An organisation that is managed effectively and achieves positive outcomes for the community'.

### **RISK ASSESSMENT**

The primary risk is the loss of Council funds. Legislative requirements have been established which outline very clear restrictions regarding which investment options are available to Councils. The Council's Investment Policy complies with these legislative requirements. This policy also requires funds to be spread across a number of institutions and limits exposure to individual institutions based upon performance benchmarks and associated reporting requirements thereby further mitigating risk.

In addition, a statement of invested funds is presented to Council each month via the Finance Committee where compliance with this policy is monitored by the Committee.

### **CONSULTATION**

As a policy with an internal focus, this policy is not considered to require any public consultation.

### **OFFICER COMMENT**

This report presents the review of the Council's Investment Policy 218. As a result of this review it was established that this policy is in full compliance with *Regulation 19 of the Local Government (Financial Management) Regulations 1996*.

In addition no comment has been made in recent years by the Auditors as a result of the Annual Financial Management Systems Review or the Annual Compliance Audit Return at which time the City's investments and the Investment Policy are reviewed.

It is further considered by officers that the policy has been operating efficiently and effectively for the City's current needs and therefore it is proposed that no alterations are made to Policy 218 Investment and that Council re-endorses the policy in its current format.



## CONCLUSION

As part of the regular practice of reviewing Council policies, a review was carried out on Policy 218 Investment. Following this review officers are recommending that no alterations be made to the policy.

## OPTIONS

The Council may not agree to re-endorsement of the existing policy and may seek to make alterations to the policy.

## TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The policy would be effective immediately upon adoption of Council.

## Committee Recommendation and Officer Recommendation

That Council readopts the following existing Council Policy 218 Investment:

<b>218</b>	<b>Investment</b>	<b>V9 Current</b>
------------	-------------------	-------------------

## STATEMENT

The principal objective of the Council in respect of the investment of surplus credit funds is the preservation of capital. Whilst a conservative approach is to be adopted with regards to investment decisions, the maximisation of returns within the confines of the policy guidelines is also encouraged.

This policy details the relevant authorities for investment, the nature and type of investments that can be entered into, institution exposure limits, investment performance benchmarks and associated reporting requirements.

## PURPOSE

This policy provides specific guidelines for the Council, Chief Executive Officer and relevant employees of the City of Busselton in respect of the investment of surplus funds that are not immediately required for any other purpose.

Compliance with this policy will ensure prudence in the preservation of capital, whilst promoting the maximisation of investment returns within the policy guidelines.

## SCOPE

As part of its core financial operations, the City of Busselton is positioned to invest surplus funds not immediately required for any other purpose; in order to add value through increased investment returns. The nature of funds available for investment includes Reserves, other restricted funds (e.g. contributions, bonds etc) and general revenue funds in excess of immediate cash-flow requirements. Investment earnings assist in augmenting reserve balances and also supplementing other general revenue streams.

Whilst the revenue associated with investment earnings represents an important component of the City's funding sources, the Council has identified the preservation of investment capital as a principal objective; and as such, investment decisions must primarily align with this objective.

Whilst this policy reflects the Council's capital preservation objective, it also provides sufficient flexibility to assist in the maximisation of investment returns within the defined investment types and associated exposure limits.

#### **DEFINITIONS**

**"ADI"** – Authorised Deposit-Taking Institutions (ADI's) are corporations that are authorised under the Banking Act 1959 to take deposits from customers.

**"APRA"** – Australian Prudential Regulation Authority (APRA) is the prudential regulator of the Australian financial services industry. It oversees banks, credit unions, building societies, general insurance companies and most members of the superannuation industry.

**"Austraclear"** - The Austraclear System, which is regulated by the Reserve Bank, simplifies settlement complexities and enhances straight-through-processing (STP), office integration and cross border opportunities to facilitate the registering, bookkeeping, clearing and settlement of a broader range of derivative, security and cash asset classes.

**"Big four" Bank** – For the purposes of this policy, the Australian "Big four" banks comprise the Commonwealth Bank, the National Australia Bank, Westpac and ANZ Bank.

**"Counterparty"** – A counterparty is both the legal and financial term that refers to the other individual or institution to an agreement or contract.

**"Custodian – Safe Custody"** - A custodian is a brokerage or other financial institution that holds and manages securities, or other assets, on behalf of an investor.

**"Rating Agency"** – Credit rating agencies such as Standard and Poors (S & P) are professional organisations that provide opinion on the general credit worthiness of an obligor with respect to particular debt security or other financial obligations.

#### **POLICY CONTENT**

##### **1.1 Objectives**

- The purpose of this policy is to establish the investment risk management guidelines that the City of Busselton adopts in investing surplus funds that are not immediately required for any other purpose.
- The principal objective of this policy is the preservation of capital (Security).
- To take a conservative approach to investments, but with a focus to add value through prudent investment of funds (Security).
- To achieve a high level of security by using recognised ratings criteria (Security).
- To maintain an adequate level of diversification (Security).
- To have ready access to funds for day-to-day requirements (Liquidity).
- To ensure compliance with appropriate legislative requirements (Compliance).

## 1.2 Authority for Investment

All investments are to be made in accordance with:

Credit Ratings (Standard and Poor's or Equivalent)	Individual Limits	Institution	Overall Limits	Portfolio	Credit
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- Local Government 1995 – Section 6.14 and any regulations made under that Act including the following:
  - Local Government (Financial Management) Regulations 1996 – Regulation 19C; and
  - The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act 1997.

## 1.3 Delegation of Authority

The Chief Executive Officer is authorised to invest surplus funds in accordance with this policy.

## 1.4 Authorised Investments

All investments must be denominated in Australian Dollars. Authorised Investments are limited to those permitted by the appropriate legislation, being:

- With an Authorised Institution, being:
  - (a) An Authorised Deposit-Taking Institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
  - (b) The Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;
- A Bond that is guaranteed by the Commonwealth Government, or a State or Territory Government.

## 1.5 Investment Guidelines – Credit Quality, Diversification and Term to Maturity Constraints

### (i) Portfolio Credit Framework

The portfolio credit guidelines to be adopted will be based on the Standard & Poor's (S&P) ratings system criteria. The maximum available limits in each rating category is reflected in the below table.

### (ii) Counterparty/Institution Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their S&P rating so that single entity exposure is limited, as detailed in the below table.

Long Term Credit Ratings	Short Term Credit Ratings	Maximum Percentage With One Financial Institution	Maximum Weighting as % of Total Investment Portfolio
AAA (All Aus. ADI)	A-1+	40%	100%
AA (Aus. "Big four" Bank)	A-2	40%	100%
AA (Other Aus. ADI)	A-2	20%	100%
A (All Aus. ADI)	A-2	15%	60%
BBB (All Aus ADI)	A-3	10%	20%

(iii) Term to maturity Framework

Legislation restricts the term to maturity for a deposit with an ADI to a maximum term of 12 months, and a Bond to a maximum term of 3 years. The investment portfolio is to be invested with the following term to maturity constraints:

Overall Portfolio Term to Maturity Limits	
Duration	Maximum
Portfolio % < 1Year	100%
Portfolio % > 1 Year < 3 Years	20%

**1.6 Credit Ratings**

If any of the City's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

**1.7 Accounting for Premiums and Discounts**

From time to time financial assets may be acquired at a discount or premium to their face value. Any such discount or premium is to be taken into account in line with relevant Australian Accounting Standards.

**1.8 Base Total Investment Portfolio Value for Percentage Calculations**

The value of any funds held in an 11am type account, being one that offers higher interest rates than a standard cheque account but maintains same day access to funds; shall be excluded when verifying compliance with this policy.

**1.9 Safe Custody Arrangements**

Where necessary, investments may be held in safe custody on the City's behalf, as long as the following criteria are met:

- The City must retain beneficial ownership of all investments.

- Adequate documentation is provided, verifying the existence of the investments.
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems.
- The Institution or Custodian recording and holding the assets will be:
  - Austraclear or;
  - An Institution with an investment grade Standards and Poors or Moody's rating or;
  - An Institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

#### **1.10 General**

The City of Busselton will not make ill-informed or unpredictable investment decisions, be engaged in overly speculative investments, or invest other than in compliance with the relevant legislation.

#### **1.11 Reporting**

- (i) A report will be provided to the Council on a monthly basis as a minimum, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio. The report will also detail investment income earned versus budget year to date and confirm compliance of the City's investments within legislative and policy limits.
- (ii) For audit purposes, certificates must be obtained from the banks/fund managers/custodian confirming the amounts of investment held on the City's behalf at 30<sup>th</sup> June each year.

Policy Reference No. - 218

Owner Unit – Finance

Originator – Manager, Financial Services

Policy approved by – Council

Date Approved – 24 September, 2014

Review Frequency – As required

Related Documents – Nil

#### **History**

<b>Council Resolution</b>	<b>Date</b>	<b>Information</b>
C		
C1409/225	24 September, 2014	Version 9 (Current)

10.3 Finance Committee - 6/04/2017 - FINANCE COMMITTEE INFORMATION BULLETIN - FEBRUARY 2017

<b>SUBJECT INDEX:</b>	Councillors' Information
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Finance and Corporate Services
<b>ACTIVITY UNIT:</b>	Executive Services
<b>REPORTING OFFICER:</b>	Manager Financial Services - Kim Dolzadelli Councillor Support Officer - Lisa Haste Asset Coordinator - Daniel Hall
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Cliff Frewing
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

This item was considered by the Finance Committee at its meeting on 6 April 2017, the recommendations from which have been included in this report.

**PRÉCIS**

This report provides an overview of information that is considered of relevance to members of the Finance Committee, and also the Council.

**INFORMATION BULLETIN**

**1. Chief Executive Officer – Corporate Credit Card**

Details of monthly 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
31-Jan-17	\$77.50	Equinox Café	+ CEO Hospitality - Staff Leaving Function
03-Feb-17	\$70.00	Aravina Estate Yallingup	Airport Discussion with Owners
07-Feb-17	\$84.50	Al Forno, Busselton	Party Position Meeting
09-Feb-17	\$115.85	Bunkers Beach Café	+ Cape ROC
18-Feb-17	\$179.00	The Peninsula, South Perth	Accomm: CEO Vehicle Recall Service
20-Feb-17	\$575.00	Travel Insurance Direct	* CEO travel insurance
21-Feb-17	\$40.59	iStock	Admin Building Images/Media

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

*+ Allocated against CEO Hospitality Expenses Allowance*

**2. Voluntary Contributions/Donations (Income)**

No voluntary contributions have been approved this financial year to date.

### 3. **Donations/Contributions and Subsidies Fund (Sponsorship Fund – Payment of Funds)**

Current expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) reveals:

- 73 applications for sponsorship have been received during this financial year.
- The average donation approved for the financial year is \$323.85
- There were 4 applications for sponsorship received or assessed during February 2017.
- Expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) for the financial year totals \$23,640.50
- Total budget for the Donations, Contributions and Subsidies Fund (Sponsorship Fund) is \$37,450.

App. No.	Recipient	Purpose	Amount
70/1617	Eleanor Hartill	Representing WA at the Under 18's Australian Junior Basketball Championships in Townsville, April 2017. Funds to assist with associated costs (flights and accommodation)	\$200
71/1617	Braiden Abrahamse	Representing WA at the BMX Australia Nationals 2017 in Queensland. Funds to assist with associated costs (flights and accommodation)	\$200
72/1617	Delirium 24 hour road race world championship event	Delirium missed the opportunity to apply for funding through the events team so applied through this avenue. Funds sought to get 5 world champion cyclists over for the event. Funds received will help pay for their travel and accommodation costs.	\$750
73/1617	Shelly Rourke	Shelly is taking a Youth team from Busselton (10-15ppl) to the Pedal Prix event in South Australia. Funds requested to assist with travel and accommodation costs.	\$1,000

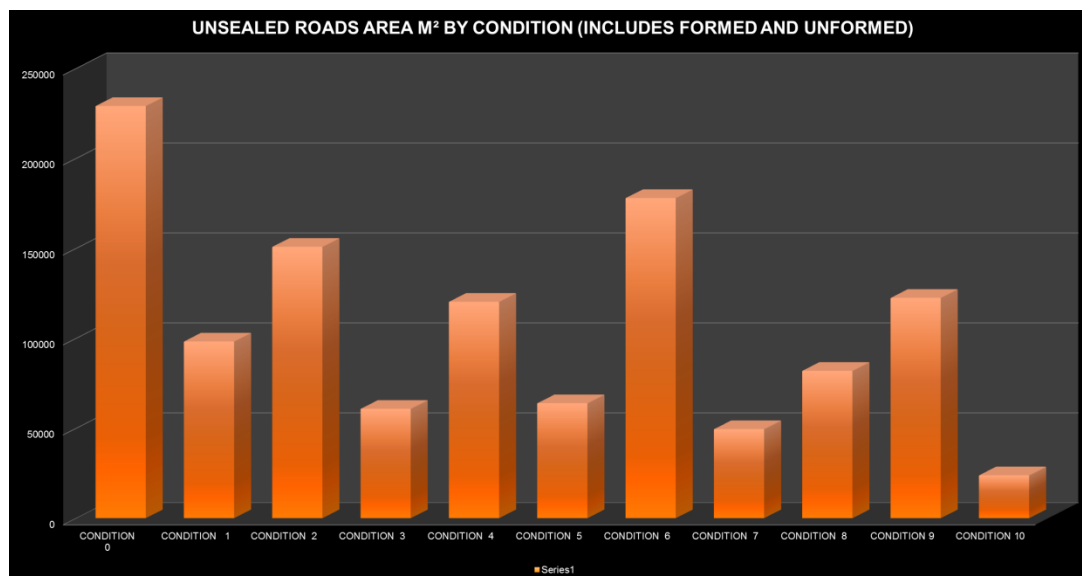
### **Asset Management Report**

#### Unsealed Road Inspections.

The asset team have recently completed an updated inspection of the City's unsealed road network as part of the overall review of the Roads Asset Management Plan. The purpose of the inspections has been to update the asset register with condition information and also provide an updated fair value for unsealed roads.

The information assessed in the inspection includes condition, utilisation and risk levels. This includes factors for school bus and heavy vehicle routes, formation and shape of the road and an assessment of the depth of the remaining gravel on the road.

The updated condition, utilisation and risk information is then used to prioritise re-renewal (Re-sheeting works) for future years. Regular Re-sheeting of unsealed (gravel) roads is required to maintain surface condition and sufficient pavement material (gravel) to enable regular maintenance grading. The work is programmed on an annual basis as part of the Capital works budget for roads.



The chart above shows the current condition profile (zero very good, ten very poor) of the unsealed roads following the inspections. This chart includes 'unformed' (also known as unmade or unconstructed) roads which are essentially roads that provide some form of access but have not been improved or shaped (formed) in any significant way. Re-sheeting works are generally only scheduled for formed roads unless there is specific need to improve the service level of an unformed road.

This chart shows that there is a reasonable spread of roads in a good condition, however also highlights the importance of the ongoing annual re-sheeting program in order to manage renewal of the worst condition unsealed roads.

### **Committee Recommendation and Officer Recommendation**

That the Finance Committee Information Bulletin for the month of February 2017 be noted.



#### 10.4 Finance Committee - 6/04/2017 - LIST OF PAYMENTS MADE - FEBRUARY 2017

<b>SUBJECT INDEX:</b>	Financial Operations
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Finance and Corporate Services
<b>ACTIVITY UNIT:</b>	Finance
<b>REPORTING OFFICER:</b>	Manager Financial Services - Kim Dolzadelli
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Cliff Frewing
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A February 2017 Payment Listing for Council <a href="#">↓</a>

**This item was considered by the Finance Committee at its meeting on 6 April 2017, the recommendations from which have been included in this report.**

#### **PRÉCIS**

This report provides details of payments made from the City's bank accounts for the month of February 2017, for noting by the Council and recording in the Council Minutes.

#### **BACKGROUND**

The Local Government (Financial Management) Regulations require that when the Council has delegated authority to the Chief Executive Officer to make payments from the City's bank accounts, that a list of payments made is prepared each month for presentation to, and noting by, Council.

#### **STATUTORY ENVIRONMENT**

Section 6.10 of the Local Government Act and more specifically, Regulation 13 of the Local Government (Financial Management) Regulations; refer to the requirement for a listing of payments made each month to be presented to the Council.

#### **RELEVANT PLANS AND POLICIES**

NA.

#### **FINANCIAL IMPLICATIONS**

NA.

#### **Long-term Financial Plan Implications**

NA.

#### **STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.3 – 'An organisation that is managed effectively and achieves positive outcomes for the community'.

#### **RISK ASSESSMENT**

NA.

**CONSULTATION**

NA.

**OFFICER COMMENT**

NA.

**CONCLUSION**

NA.

**OPTIONS**

NA.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

NA.

**Committee Recommendation and Officer Recommendation**

That the Council notes payment of voucher numbers M113937 – M114056, EF050646 – EF051150, T007316 – T007322, and DD003009 – DD003036; together totaling \$5,663,204.02.



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF FEBRUARY 2017

Summary

MUNICIPAL ACCOUNT	140,263.52
ELECTRONIC TRANSFER PAYMENTS	4,049,458.53
TRUST ACCOUNT	31,611.03
INTERNAL PAYMENT VOUCHERS	1,441,870.94
<b>Total Payments</b>	<b>5,663,204.02</b>

MUNICIPAL ACCOUNT - FEBRUARY 2017

Date	Chq /	Name	Description	Amount
2/02/2017	113937	CITY OF BUSSELTON	VARIOUS STAFF REIMBURSEMENTS	3,613.47
2/02/2017	113938	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	308.00
3/02/2017	113939	MOSHE PHILLIPS	STAFF REIMBURSEMENT - COURT ATTENDANCE ACCOMODATION	320.00
3/02/2017	113940-113941	SYNERGY	ELECTRICITY SUPPLIES	9,022.75
7/02/2017	113942	MICHELLE REID	GLC REFUND OF FEES - RELOCATION	218.70
7/02/2017	113943	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
7/02/2017	113944	M PATTERSON	REFUND OF ANIMAL TRAP BOND	100.00
7/02/2017	113945	GWEN SCADDAN	REFUND OF ANIMAL TRAP BOND	100.00
7/02/2017	113946	R FLOWERS	REFUND OF ANIMAL TRAP BOND	100.00
7/02/2017	113947	MERCY CARE	REFUND OF HALL DEPOSIT	200.00
7/02/2017	113948	L JAY	REFUND OF HALL DEPOSIT	200.00
7/02/2017	113949	M LOCKHART	REFUND OF RATE OVERPAYMENT	306.45
7/02/2017	113950	TM AYERS	REFUND OF RATE OVERPAYMENT	310.32
7/02/2017	113951	CA BAKER	REFUND OF RATE OVERPAYMENT	615.50

Date	Chq /	Name	Description	Amount
7/02/2017	113952	GF CROSS	REFUND OF RATE OVERPAYMENT	615.50
7/02/2017	113953	WR GERRARD	REFUND OF RATE OVERPAYMENT	498.79
7/02/2017	113954	BUSSELTON HOSPICE	SPONSORSHIP - GAIL KEARNEY MEMORIAL GOLF DAY	500.00
7/02/2017	113955	BLACK DOG RIDE	SPONSORSHIP - ONE DAY RIDE EVENT	750.00
7/02/2017	113956	BUSSELTON OLD TIME DANCE	SPONSORSHIP - SOUTH WEST DANCE FESTIVAL	250.00
7/02/2017	113957	B & C WARNER	CROSSOVER SUBSIDY PAYMENT	666.00
7/02/2017	113958	S KEARNEY & L LUCAS	CROSSOVER SUBSIDY PAYMENT	167.90
7/02/2017	113959	M & W JOHNSTONE	CROSSOVER SUBSIDY PAYMENT	178.00
7/02/2017	113960	G & B MCLEAN	CROSSOVER SUBSIDY PAYMENT	323.80
7/02/2017	113961	P & S DIXON	CROSSOVER SUBSIDY PAYMENT	269.60
7/02/2017	113962	G LOWDEN & P DISILVIO	CROSSOVER SUBSIDY PAYMENT	294.58
7/02/2017	113963	L & K WISBEY	CROSSOVER SUBSIDY PAYMENT	296.70
7/02/2017	113964	OFFICE OF THE CEO - PETTY CASH	PETTY CASH REIMBURSEMENT	498.21
7/02/2017	113965	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	16.40
8/02/2017	113966	CITY OF BUSSELTON	CORRECTION OF BPAY PAYMENTS	1,783.76
8/02/2017	113967	A GRASSO	REFUND OF BUILDING SERVICES LEVY - APPLICATION NOT REQUIRED	96.00
9/02/2017	113968	L & B SMITH & K & C IRELAND	REFUND DEVELOPMENT APPLICATION REFERRAL FEE - NOT REQUIRED	114.00
9/02/2017	113969	P W MCGARRY	REFUND OF HOLIDAY HOME RENEWAL FEE - OVERPAYMENT	236.00
9/02/2017	113970	JUSTIN REES	REFUND OF ALFRESCO DINING FEES - APPLICATION CANCELLED	105.00
9/02/2017	113971	D RALPH	REDUND OF DEVELOPMENT APPLICATION FEES - CANCELLED	409.00
9/02/2017	113972	THOMAS MAZEY	BIO-DIVERSITY RATE REBATE	63.00
9/02/2017	113973	M ARMSTRONG	BIO-DIVERSITY RATE REBATE	250.00
9/02/2017	113974	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
9/02/2017	113975	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
9/02/2017	113976	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
9/02/2017	113977	S CULLEN	BIO-DIVERSITY RATE REBATE	1,500.00
9/02/2017	113978	T & J DRYSDALE	BIO-DIVERSITY RATE REBATE	291.92
9/02/2017	113976	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
9/02/2017	113980	K & R HARVEY	BIO-DIVERSITY RATE REBATE	250.00
9/02/2017	113981	C & M HOLDEN-TROITSKY	BIO-DIVERSITY RATE REBATE	288.36
9/02/2017	113982	V HOPKINS	BIO-DIVERSITY RATE REBATE	180.60
9/02/2017	113983	P & A JENNINGS	BIO-DIVERSITY RATE REBATE	1,347.20
9/02/2017	113984	A & M LINDSAY	BIO-DIVERSITY RATE REBATE	483.85
9/02/2017	113985	E LITIS	BIO-DIVERSITY RATE REBATE	530.38
9/02/2017	113986	W MUELLER	BIO-DIVERSITY RATE REBATE	588.76
9/02/2017	113987	S SEAMAN	BIO-DIVERSITY RATE REBATE	425.61
9/02/2017	113988	P & J STARK	BIO-DIVERSITY RATE REBATE	736.98
9/02/2017	113989	K & P TAYLOR	BIO-DIVERSITY RATE REBATE	126.28
9/02/2017	113990	CANCELLED	PROCESSING ERROR - CANCELLED	0.00

Date	Chq /	Name	Description	Amount
9/02/2017	113991	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
9/02/2017	113992	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
9/02/2017	113993	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
9/02/2017	113994	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
9/02/2017	113995	P BUCKINGHAM	BIO-DIVERSITY RATE REBATE	793.57
9/02/2017	113996	C BYATT	BIO-DIVERSITY RATE REBATE	333.81
9/02/2017	113997	M & M COX	BIO-DIVERSITY RATE REBATE	306.66
9/02/2017	113998	D & E GREENHILL	BIO-DIVERSITY RATE REBATE	666.87
10/02/2017	113999	RONCO GROUP PTY LTD	PLANT PURCHASES / SERVICES / PARTS	8,159.25
10/02/2017	114000	TELSTRA CORPORATION	COMMUNICATION SERVICES	12,729.65
10/02/2017	114001	ALINTA	GAS SERVICES	13.75
10/02/2017	114002	SYNERGY	ELECTRICITY SUPPLIES	2,389.35
10/02/2017	114003	DEPT OF THE ATTORNEY GENERAL	COURT HEARING NOTICES	352.50
14/02/2017	114004	DEPARTMENT OF TRANSPORT	PURCHASE OF SPECIAL SERIES PLATES	654.00
16/02/2017	114005	CITY OF BUSSELTON	VARIOUS PAYROLL REIMBURSEMENTS	3,509.59
16/02/2017	114006	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	306.00
17/02/2017	114007	TELSTRA CORPORATION	COMMUNICATION SERVICES	105.00
17/02/2017	114008	WATER CORPORATION	WATER & LICENCE SERVICES	3,266.79
17/02/2017	114009	SYNERGY	ELECTRICITY SUPPLIES	2,817.05
17/02/2017	114010	ALINTA ENERGY	GAS SERVICES	25.70
20/02/2017	114011	SOUTHERN CROSS AUSTERIO	ADVERTISING SERVICES - GLC	2,213.75
20/02/2017	114012	BUSSELTON WATER BOARD	WATER SERVICES	1,346.14
20/02/2017	114013	CALLOWS CORNER NEWSAGENCY	STATIONERY/ NEWSPAPERS	665.22
20/02/2017	114014	CITY OF BUSSELTON	WATER TESTING SERVICES - GLC	1,476.00
20/02/2017	114015	HILLZEEZ DOWN SOUTH SURF SHOP	VOLUNTEER RECOGNITION - GIFT VOUCHERS	200.00
20/02/2017	114016	CLEANAWAY	WASTE MANAGEMENT SERVICES - WASTE FACILITIES	1,318.75
20/02/2017	114017	TIMCARE DISTRIBUTORS	GENERAL HARDWARE SERVICES	1,758.35
20/02/2017	114018	CITY OF SWAN	PAYMENT OF LONG SERVICE LEAVE LIABILITY	4,044.05
20/02/2017	114019	ALINTA	GAS SERVICES	515.50
17/02/2017	114020	G SULLIVAN	REFUND DOG REGISTRATION - NOW STERILISED	75.00
16/02/2017	114021	S MOYSES	REFUND DOG REGISTRATION - NOW STERILISED	150.00
24/01/2017	114022	S PILLAY	REFUND DOG REGISTRATION - NOW STERILISED (2)	60.00
3/02/2017	114023	S MULHERN	REFUND DOG REGISTRATION - NOW STERILISED	150.00
20/02/2017	114024	CITY OF BUSSELTON	PAYMENT OF SOUTHBOUND EXPENSES FROM BONDS HELD	21,286.08
21/02/2017	114025	CLEANAWAY	WASTE DISPOSAL SERVICES - WASTE FACILITIES	4,818.00
21/02/2017	114026	FRED ROSE EXCAVATOR HIRE	EARTHMOVING/EXCAVATOR HIRE - WASTE FACILITIES	8,288.50
22/02/2017	114027	D ABRAHAMSE	SPONSORSHIP - BMX AUSTRALIA NATIONALS	200.00
22/02/2017	114028	N HARTILL	SPONSORSHIP - UNDER 18S AUS. JR BASKETBALL CHAMPIONSHIPS	200.00
22/02/2017	114029	T EDMONDS	SPONSORSHIP - SOUTH WEST SHORTS EVENT	750.00

Date	Chq /	Name	Description	Amount
22/02/2017	114030	AIGLE GEOGRAPHE NO2	REFUND OF RATE OVERPAYMENT	804.26
22/02/2017	114031	EAM CALDER & SPM ROWELL	REFUND OF RATE OVERPAYMENT	2,600.47
22/02/2017	114032	A JOHANSEN	REFUND OF SEPTIC APPLICATION FEES - APPLICATION CANCELLED	236.00
22/02/2017	114033	DEPARTMENT OF TRANSPORT	PURCHASE OF SPECIAL SERIES PLATES	327.00
22/02/2017	114034	D SEMMENS	REFUND OF HALL DEPOSIT	185.00
22/02/2017	114035	PA CARRIER	REFUND OF RATE OVERPAYMENT	288.70
22/02/2017	114036	BJ KERRUISH	REFUND OF RATE OVERPAYMENT	678.53
22/02/2017	114037	EM & DM WEST	REFUND OF RATE OVERPAYMENT	790.93
22/02/2017	114038	AC & WS BRIGGS	REFUND OF RATE OVERPAYMENT	306.45
22/02/2017	114039	P LLOYD	REFUND OF RATE OVERPAYMENT	2,243.77
22/02/2017	114040	B GODFREY	REFUND OF ANIMAL TRAP BOND	100.00
22/02/2017	114041	D MILLS	REFUND OF ANIMAL TRAP BOND	100.00
22/02/2017	114042	DENNIS CUTHBERT BUILDERS	REFUND OF DEMOLITION BOND	392.00
23/02/2017	114043	NOEL SMITH	REFUND OF BUILDING PERMIT FEE - APPLICATION CANCELLED	254.08
23/02/2017	114044	MARTIN HICKEY	REFUND OF BUILDING PERMIT FEE - APPLICATION CANCELLED	96.00
23/02/2017	114045	BARRETT FUNERALS (WA)	REFUND OF PRE NEED GRANT OF RIGHT OF BURIAL - OVERPAYMENT	2,260.00
24/02/2017	114046	GEOGRAPHE BRICKLAYING	REFUND OF WORKS BOND - REYNOLDS ST, WEST BUSSELTON	6,339.00
24/02/2017	114047	D & P WALTERS	CROSSOVER SUBSIDY PAYMENT	754.60
24/02/2017	114048	D & J RAWLINGS	CROSSOVER SUBSIDY PAYMENT	215.30
24/02/2017	114049	S WILLIS	REFUND OF ANIMAL TRAP BOND	100.00
24/02/2017	114050	DELIRIUM 24HR ROAD RACE	SPONSORSHIP - DELIRIUM WORLD CHAMPIONSHIP EVENT	750.00
24/02/2017	114051	CITY OF BUSSELTON	CORRECTION OF BPAY PAYMENTS	2,669.32
24/02/2017	114052	GEOGRAPHE LEISURE CENTRE - PETTY CASH	PETTY CASH REIMBURSEMENT	199.31
24/02/2017	114053	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	518.05
24/02/2017	114054	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	85.25
24/02/2017	114055	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	214.79
24/02/2017	114056	AMP RETIREMENT TRUST	SUPERANNUATION	262.46
				<u>140,263.52</u>

**ELECTRONIC TRANSFER PAYMENTS - FEBRUARY 2017**

Date	EFT	Name	Description	Amount
31/01/2017	EF050646	HIF	HEALTH INSURANCE	215.55
31/01/2017	EF050647	PAY-PLAN PTY LTD	SALARY PACKAGING	18,104.88
31/01/2017	EF050648	HARCOURTS BUSSELTON	RENTAL LEASE AGREEMENT	860.00
31/01/2017	EF050649	RENTAL MANAGEMENT AUSTRALIA PTY LTD	RENTAL LEASE AGREEMENT	800.00
1/02/2017	EF050650	GR & LC CHRISTIAN	RENTAL LEASE AGREEMENT	1,200.00
1/02/2017	EF050651	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	196,961.00
1/02/2017	EF050652	AUSTRALIAN SERVICES UNION	UNION FEES	79.05
1/02/2017	EF050653	HBF HEALTH LIMITED	MEDICAL INSURANCE	489.35

Date	Chq /	Name	Description	Amount
1/02/2017	EF050654	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	317.76
1/02/2017	EF050655	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	732.80
7/02/2017	EF050656	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	188.00
8/02/2017	EF050657	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,917.18
1/02/2017	EF050658	CLICKSUPER	SUPERANNUATION	155,261.09
8/02/2017	EF050659	WALGA	TRAINING SERVICES	55.00
8/02/2017	EF050660	MCG ARCHITECTS PTY LTD	ARCHITECTURAL SERVICES - ADMIN BUILDING	968.00
27/01/2017	EF050661	CATALYTIC IT	INFORMATION TECHNOLOGY PROJECT SERVICES	5,679.30
1/02/2017	EF050662	ROSS MONTGOMERY	STAFF REIMBURSEMENT - RELOCATION EXPENSES	1,475.25
7/02/2017	EF050663	NICK EDWARDS	STAFF REIMBURSEMENT - RELOCATION EXPENSES	3,000.00
7/02/2017	EF050664	AUSTRALIAN FLAG MAKERS	FLAG SUPPLIER	152.75
2/02/2017	EF050665	ALINTA ENERGY	ELECTRICITY SUPPLIES	43,467.89
15/02/2017	EF050666	LEANNE FARRELL	STAFF REIMBURSEMENT - VACATION CARE EXPENSES NCC	184.72
20/02/2017	EF050667	KARLA KOONDARN COLLECTION	PURCHASE OF ABORIGINAL ARTWORKS	480.00
20/02/2017	EF050668	WILLIAM WHYTE	DJ SERVICES - YOUTH MUSIC EVENT	250.00
20/02/2017	EF050669	CARMEN MCFAULL	REFUND OF ARTGEO FACILITY HIRE BOND	180.00
20/02/2017	EF050670	POWER MUSIC	AUDIO EQUIPMENT - CORRECTION OF UNDERPAYMENT	0.09
22/02/2017	EF050671	DUNSBOROUGH CELLARS	REFRESHMENTS & PRIZES - NCC NETBALL PRESENTATIONS	94.99
27/02/2017	EF050672	JORDAN WATTS	YOUTH MUSIC EVENT PRIZE	100.00
2/02/2017	EF050673	TONY WINDBERG	PAYMENT OF ART WORKSHOP FEE	430.00
2/02/2017	EF050674	JAN PATTON	KOOKABURRA REFUND FEE	77.00
2/02/2017	EF050675	ROSIE K OLDHAM	YOUTH MUSIC EVENT PRIZE	250.00
2/02/2017	EF050676	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
2/02/2017	EF050677	TRUDY JONES	KOOKABURRA REFUND FEE	65.00
2/02/2017	EF050678	VANESA PELLE	REFUND OF RATE OVERPAYMENT	706.76
2/02/2017	EF050679	GROCOCK GLASS	GLASS REPAIRS AND MANUFACTURE	1,136.60
2/02/2017	EF050680	BAY SIGNS	SIGNAGE SERVICES	276.00
2/02/2017	EF050681	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	KERBSIDE RECYCLING SERVICES	83,153.04
2/02/2017	EF050682	ANIMAL CARE EQUIP & SERVICES AUST P/L	ANIMAL SUPPLIES - DOG TIDY BAGS	3,560.00
2/02/2017	EF050683	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	1,155.33
2/02/2017	EF050684	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	533.50
2/02/2017	EF050685	SUEZ RECYCLING & RECOVERY PTY LTD	WASTE MANAGEMENT SERVICES - RECYCLING	1,597.20
3/02/2017	EF050686	LOCAL BINS	HOOK TRUCK HIRE	2,772.00
3/02/2017	EF050687	SHORE COASTAL PTY LTD	CONSULTANCY SERVICES - BUSSELTON FORESHORE COASTAL DEFENCES	21,340.00
3/02/2017	EF050688	SHAPE MANAGEMENT	CONSULTANCY SERVICES FOR MAJOR PROJECTS	18,425.00
3/02/2017	EF050689	DENNIS HADDON	ART SALES	329.00
3/02/2017	EF050690	JANE FLOWER	ART SALES	42.00
3/02/2017	EF050691	CR. G BLEECHMORE	COUNCILLOR PAYMENT & REIMBURSEMENT	2,523.90
3/02/2017	EF050692	CR. G HENLEY	COUNCILLOR PAYMENT & REIMBRSEMENT	8,883.17

Date	Chq /	Name	Description	Amount
3/02/2017	EF050693	CR. T BEST	COUNCILLOR PAYMENT	2,382.50
3/02/2017	EF050694	PHIL HOLLETT PHOTOGRAPHY	ART SALES	217.35
3/02/2017	EF050695	LEEUWIN CIVIL PTY LTD	CONSTRUCTION SERVICES - JETTY WAY, BSN FORESHORE UTILITIES	324,733.44
3/02/2017	EF050696	LYNE MARSHALL	ART SALES	30.80
3/02/2017	EF050697	KEVAN COLLETT	ART SALES	14.00
3/02/2017	EF050698	MICHAEL CLARK	ART SALES	224.00
3/02/2017	EF050699	CR. J McCALLUM	COUNCILLOR PAYMENT	2,382.50
3/02/2017	EF050700	JULIA HARWOOD	ART SALES	54.60
3/02/2017	EF050701	MELANIE EGERTON-WARBURTON	ART SALES	79.10
3/02/2017	EF050702	ANDERS HAMMARSTROM	ART SALES	14.00
7/02/2017	EF050703	SETON AUSTRALIA	SIGNAGE SERVICES	515.90
3/02/2017	EF050704	MARGARET PARKE	ART SALES	196.00
3/02/2017	EF050705	DANIEL CHENEY	ART SALES	31.50
3/02/2017	EF050706	MATTHEW SHARP	ART SALES	122.50
3/02/2017	EF050707	CR. R BENNETT	COUNCILLOR PAYMENT & REIMBURSEMENT	2,932.81
3/02/2017	EF050708	PANCAKE DESIGNS RESIN	ART SALES	238.00
3/02/2017	EF050709	SUSSEX TURF CONTROL	TURF SERVICES - BOVELL PARK OVAL	20,000.00
3/02/2017	EF050710	JACQUELINE PINNOCK	ART SALES	121.80
3/02/2017	EF050711	STEPHANIE IZZARD	STAFF REIMBURSEMENT - MEETING EXPENSES	36.00
3/02/2017	EF050712	OCEAN AIR CARPET CARE	CLEANING SERVICES - VARIOUS BUILDINGS	1,325.50
3/02/2017	EF050713	CR. R REEKIE	COUNCILLOR PAYMENT	2,382.50
3/02/2017	EF050714	SOUTH WEST INDONESIAN COMMUNITY	REFUND OF CRC FACILITY HIRE BOND	200.00
3/02/2017	EF050715	CR. R PAINE	COUNCILLOR PAYMENT & REIMBURSEMENT	2,761.00
3/02/2017	EF050716	CR. P CARTER	COUNCILLOR PAYMENT	2,382.50
10/02/2017	EF050717	EZY2C	SUBSCRIPTION, GPS & CAMERA INSTALLATION SERVICES - FLEET	3,393.50
10/02/2017	EF050718	NAOMI EBERT	ART SALES	21.00
10/02/2017	EF050719	PRO CONSTRUCT	BUILDING CONSTRUCTION SERVICES - YOUTH BUILDING	161,230.30
10/02/2017	EF050720	JENNIFER BROWN	ART SALES	28.70
10/02/2017	EF050721	ELAMOORE NATURAL SOAPS & COSMETICS PTY LTD	ART SALES	58.80
10/02/2017	EF050722	CARMEN MCFAULL	ART SALES	990.00
10/02/2017	EF050723	TONY WINDBERG	ART SALES	1,551.00
10/02/2017	EF050724	CELIA & EUGENE BARRY	KOOKABURRA REFUND FEE	310.00
10/02/2017	EF050725	DIMITY HARGRAVE	STAFF REIMBURSEMENT - RELOCATION EXPENSES	1,500.00
10/02/2017	EF050726	KELLEY NILSSON-LINNE	STAFF REIMBURSEMENT - MEETING EXPENSES	45.50
10/02/2017	EF050727	JUSTIN BIGGAR	STAFF REIMBURSEMENT - MEETING EXPENSES	29.50
10/02/2017	EF050728	JAMES FLETCHER	STAFF REIMBURSEMENT - MEETING EXPENSES	32.00
10/02/2017	EF050729	ROBIN ODDY	NCC REFUND OF FEES - CHANGE IN MEMBERSHIP	364.00
10/02/2017	EF050730	TAMARA MEPHAM	KOOKABURRA REFUND FEE	15.00
10/02/2017	EF050731	ROGER GOODMAN	ART SALES	1,440.00



Date	Chq /	Name	Description	Amount
10/02/2017	EF050732	J D'AGOSTINO & S LUFF ARCHITECTS	PROFESSIONAL SERVICES - YOUTH BUILDING CONTRACT ADMIN.	4,950.00
10/02/2017	EF050733	BOC GASES AUSTRALIA LTD	GAS SERVICES	370.77
10/02/2017	EF050734	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	186.68
10/02/2017	EF050735	J A HOBSON'S	FURNITURE SUPPLIER - BEDS, KOOKABURRA CARAVAN PARK	998.00
10/02/2017	EF050736	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	1,051.67
10/02/2017	EF050737	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	469.91
10/02/2017	EF050738	JUNE ANDERSON	ART SALES	72.00
10/02/2017	EF050739	TYREPOWER BUSSELTON	PLANT TYRE SUPPLIER / REPAIRER	30.00
10/02/2017	EF050740	FATHER AND SON REMOVALS	REMOVALIST SERVICES - FURNITURE DISPOSAL	1,740.00
10/02/2017	EF050741	WILYABRUP BFB	PETTY CASH REIMBURSEMENT	526.50
10/02/2017	EF050742	ROBYN TAYLOR	ART SALES	14.00
10/02/2017	EF050743	OWEN G ISBEL	ART SALES	413.60
10/02/2017	EF050744	WENDY SLEE	ART SALES	45.50
10/02/2017	EF050745	CELIA CLARE	ART SALES	408.00
10/02/2017	EF050746	TOTAL HORTICULTURAL SERVICES	MULCHING, MAINTENANCE & TURF WORKS - VARIOUS LOCATIONS	55,289.91
10/02/2017	EF050747	HIF	HEALTH INSURANCE	215.55
10/02/2017	EF050748	PAY-PLAN PTY LTD	SALARY PACKAGING	17,203.70
10/02/2017	EF050749	HARCOURTS BUSSELTON	RENTAL LEASE AGREEMENT	860.00
10/02/2017	EF050750	RENTAL MANAGEMENT AUSTRALIA PTY LTD	RENTAL LEASE AGREEMENT	800.00
10/02/2017	EF050751	GR & LC CHRISTIAN	RENTAL LEASE AGREEMENT	1,200.00
10/02/2017	EF050752	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	192,453.00
10/02/2017	EF050753	AUSTRALIAN SERVICES UNION	UNION FEES	79.05
10/02/2017	EF050754	HBH HEALTH LIMITED	MEDICAL INSURANCE	489.35
10/02/2017	EF050755	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	317.76
10/02/2017	EF050756	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	732.80
10/02/2017	EF050757	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	190.00
10/02/2017	EF050758	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,967.18
10/02/2017	EF050759	CLICKSUPER	SUPERANNUATION	153,780.81
10/02/2017	EF050760	JAMES SPATH	STAFF REIMBURSEMENT - INTERNET	139.90
10/02/2017	EF050761	JIGSAW SIGNS & PRINT	PRINTING & SIGNAGE SERVICES - VARIOUS	5,542.00
10/02/2017	EF050762	S&L ENGINEERING P/L	PLANT PURCHASES / SERVICES / PARTS	6,367.76
10/02/2017	EF050763	TONIA KILIAN	STAFF REIMBURSEMENT - GIFTS FOR SUGITO VISIT	228.30
10/02/2017	EF050764	SOUTH WEST AUDIO VISUAL	COMMUNICATION SERVICES	138.00
10/02/2017	EF050765	WAVESOUND PTY LTD	LIBRARY RESOURCES - SOFTWARE SUBSCRIPTION	6,050.00
10/02/2017	EF050766	SOUTH WEST EMPLOYEE ASSISTANCE PROGRAM	EMPLOYEE ASSISTANCE PROGRAM	2,992.00
10/02/2017	EF050767	HOBSONS CARPET COURT	CARPET SUPPLY & INSTALLATION - DUNSBOROUGH LIBRARY	16,661.00
10/02/2017	EF050768	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
10/02/2017	EF050769	BAYSIDE CONCRETE CONSTRUCTION	CONCRETE SERVICES - RAILWAY HOUSE	5,170.00
10/02/2017	EF050770	BUNBURY COFFEE MACHINES	COFFEE MACHINE SUPPLIES - GLC	715.00

Date	Chq /	Name	Description	Amount
10/02/2017	EF050771	AMANDA CURTIN	AUTHOR PARTICIPATION FEE - BOOKS BY THE BAY EVENT	520.00
10/02/2017	EF050772	WHITCOMBE DRAFTING SERVICES	CIVIL DESIGN AND DRAFTING - QUEEN ST & VARIOUS PROJECTS	8,490.00
10/02/2017	EF050773	SUSANNE MORPHETT	CATERING - ARTGEO EXHIBITION	500.00
16/02/2017	EF050774	MUCKY DUCK BUSH BAND	ENTERTAINMENT - CRUISE SHIP VISIT	1,850.00
16/02/2017	EF050775	T J DEPIAZZI & SONS	MULCH SUPPLY - BUSSELTON FORESHORE	6,113.80
16/02/2017	EF050776	ZIPFORM	PRINTING SERVICES - RATE NOTICES	9,707.18
16/02/2017	EF050777	FESTIVAL OF BUSSELTON (INC)	GRANT FUNDING & ADVERTISING - FESTIVAL OF BUSSELTON	7,040.00
16/02/2017	EF050778	PRO-LINE KERBING	KERBING SERVICES & EQUIPMENT HIRE - VARIOUS	1,837.22
16/02/2017	EF050779	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	2,937.33
16/02/2017	EF050780	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	172.45
16/02/2017	EF050781	BAREFOOT BOOKS	LIBRARY RESOURCES - BUSSELTON	874.44
16/02/2017	EF050782	INNOVEST CONSTRUCTION	CONSTRUCTION SERVICES - MILNE STREET PAVILLION, CLAIM 2	245,649.41
16/02/2017	EF050783	BAY CABINETS	FURNITURE PRODUCT SUPPLIER - VARIOUS	473.00
16/02/2017	EF050784	ROBYN PAICE	ENVIRONMENTAL SERVICES - WETLANDS MOSQUITO MONITORING	6,000.00
16/02/2017	EF050785	PAUL NEEDHAM	STAFF REIMBURSEMENT - SAT HEARING EXPENSES	53.00
16/02/2017	EF050786	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC.	TRAINING - SEMINAR ATTENDANCE FEES	470.00
17/02/2017	EF050787	SOUTHBOUND FESTIVAL PTY LTD	REFUND OF BONDS	17,741.71
17/02/2017	EF050788	ELLIOTS IRRIGATION PTY LTD	IRON FILTER SERVICING	539.00
17/02/2017	EF050789	WALGA	WALGA TRAINING SERVICES	250.00
17/02/2017	EF050790	RED CHERRY DESIGN STUDIO	GRAPHIC DESIGN SERVICES - VARIOUS	1,440.00
17/02/2017	EF050791	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES - VARIOUS LOCATIONS	25,042.36
17/02/2017	EF050792	LEGALWISE SEMINARS PTY LTD	TRAINING SERVICES	480.00
17/02/2017	EF050793	HARLEY DYKSTRA	CONSULTANCY SERVICES, SURVEY REPORTS - BMRRA	5,014.80
17/02/2017	EF050794	QUEST SOFTWARE INTERNATIONAL LIMITED	COMPUTER SOFTWARE SUPPLIER	3,609.40
17/02/2017	EF050795	BEYOND SAFETY	PROTECTIVE CLOTHING SUPPLIER	193.50
17/02/2017	EF050796	ROAD SIGNS AUSTRALIA	SIGNAGE SUPPLIES	1,071.40
17/02/2017	EF050797	ANDIMAPS	ADVERTISING SERVICES - ARTGEO	590.00
17/02/2017	EF050798	MARGARET RIVER WINE INDUSTRY	MARKETING SERVICES - PUBLIC ART TRAIL	16,500.00
17/02/2017	EF050799	GOOD GUYS BUSSELTON	ELECTRICAL SUPPLIES	376.95
17/02/2017	EF050800	YALLINGUP LANDSCAPES	LANDSCAPING REPAIR & MAINTENANCE SERVICES - VARIOUS	935.00
17/02/2017	EF050801	BOSS OFFICE CHOICE	STATIONERY SUPPLIER	152.00
17/02/2017	EF050802	INSIGHT CALL CENTRE SERVICES	AFTER HOURS CALL CENTRE SERVICES	3,479.20
17/02/2017	EF050803	ENVISIONWARE PTY LTD	LIBRARY RESOURCES - SOFTWARE	1,651.10
17/02/2017	EF050804	MULTICLEAN WA PTY LTD	CLEANING SERVICES - VARIOUS BUILDINGS	45,782.34
17/02/2017	EF050805	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	1,750.04
17/02/2017	EF050806	WEATHERSAFE WA (DEL-RAY CANVAS)	SHADE SAIL REPAIR SERVICES	908.00
17/02/2017	EF050807	BLUE DOG TRAINING	TRAINING SERVICES	160.00
17/02/2017	EF050808	LEEWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES - VARIOUS	3,341.25
17/02/2017	EF050809	SHRED-SHED DOCUMENT SHREDDING	DOCUMENT SHREDDING	780.00

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17/02/2017	EF050810	BATTERY ALL TYPES	BATTERY SUPPLIES FOR MICROPHONES	120.00
17/02/2017	EF050811	BUNBURY TRUCKS	PLANT PURCHASES / SERVICES / PARTS	2,948.22
17/02/2017	EF050812	1SPATIAL AUSTRALIA	COMPUTER SOFTWARE SUPPLIER	968.00
17/02/2017	EF050813	OZCAD PTY LTD	COMPUTER SOFTWARE SUPPLIER	805.20
17/02/2017	EF050814	AR PLUMBING & GAS SERVICE	PLUMBING SERVICES	451.00
24/02/2017	EF050815	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
24/02/2017	EF050816	ARBOR GUY	TREE MAINTENANCE SERVICES	1,210.00
24/02/2017	EF050817	TOLL IPEC PTY LTD	COURIER SERVICES	80.90
24/02/2017	EF050818	NAOMI SEARLE	STAFF REIMBURSEMENT - INTERNET	79.00
24/02/2017	EF050819	BUSSELTON CYCLES & REPAIRS	BICYCLES PARTS/REPAIRS	274.45
24/02/2017	EF050820	BROWNES DAIRY	GLC KIOSK SUPPLIES	726.85
24/02/2017	EF050821	PENNY CROWLEY	STAFF REIMBURSEMENT - LIBRARY RESOURCES	114.82
24/02/2017	EF050822	GMAS SWIMMING CLUB INC	COMMUNITY BID - ROUND 2	1,425.00
24/02/2017	EF050823	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	693.00
24/02/2017	EF050824	BUNBURY SUBARU	VEHICLE PURCHASES / SERVICES / PARTS	493.26
24/02/2017	EF050825	INTELLIGENZ PTY LTD	COMPUTER SOFTWARE/TRAINING SUPPLIER	2,433.75
24/02/2017	EF050826	BIN BOMB PTY LTD	BIN DEODORISER SUPPLIER	2,858.90
24/02/2017	EF050827	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES - POTHOLE SEALING AGGREGATE	3,101.67
24/02/2017	EF050828	GROWING TOWARDS WELLNESS PTY LTD	WONNERUP FORESHORE REVEGETATION - WATERING & MAINTENANCE	5,544.00
24/02/2017	EF050829	PRIME INDUSTRIAL PRODUCTS PTY LTD	HARWARE & SAFETY EQUIPMENT SUPPLIER	414.70
24/02/2017	EF050830	BEACON EQUIPMENT	PLANT MAINTENANCE EQUIPMENT	552.00
24/02/2017	EF050831	ST JOHN AMBULANCE	TRAINING SERVICES & FIRST AID SUPPLIES	277.96
24/02/2017	EF050832	DEB HOLDEN	STAFF REIMBURSEMENT - RURAL CLINICAL SCHOOL GIFTS	182.00
24/02/2017	EF050833	BRIDGESTONE	TYRE SERVICES	2,463.97
24/02/2017	EF050834	HEATLEY INDUSTRIAL & SAFETY	HARDWARE & SAFETY EQUIPMENT SUPPLIER	428.16
24/02/2017	EF050835	WIZID PTY LTD	POOL ENTRY WRISTBANDS - GLC	207.90
24/02/2017	EF050836	BOWMAN & ASSOCIATES PTY LTD	WASTE CONSULTANCY - CELL DESIGN DUNSB. WASTE FACILITY	17,347.00
24/02/2017	EF050837	TRANEN REVEGETATION SYSTEMS	WEED CONTROL SERVICES - VASSE	2,815.89
24/02/2017	EF050838	DATABASE CONSULTANTS AUSTRALIA	DATABASE SERVICES - PRINTER BELT CLIPS SUPPLY	82.50
24/02/2017	EF050839	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	2,353.24
24/02/2017	EF050840	SETON AUSTRALIA	SIGNAGE SUPPLIES	102.85
24/02/2017	EF050841	GEOGRAPHE FORD - BUSSELTON	VEHICLE PURCHASES / SERVICES / PARTS	480.00
23/02/2017	EF050842	VORGEE PTY LTD	PRO SHOP MERCHANDISE - GLC	1,237.50
24/02/2017	EF050843	PAY-PLAN PTY LTD	SALARY PACKAGING	167.90
24/02/2017	EF050844	COUNTRY WOMENS HOCKEY CLUB	KIDSPORT VOUCHERS	200.00
24/02/2017	EF050845	SAGE CONSULTING ENGINEERS PTY LTD	CONSULTANCY SERVICES - LAYMAN ROAD LIGHTING	1,100.00
24/02/2017	EF050846	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS - GLC	2,747.64
24/02/2017	EF050847	COMPLETE PORTABLES	PORTABLE TOILET & EQUIPMENT HIRE - VARIOUS SITES	1,981.56
24/02/2017	EF050848	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT - PHOTOCOPIER MAINTENACE	124.90

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24/02/2017	EF050849	COVS PARTS PTY LTD	AUTOMOTIVE PARTS	747.28
24/02/2017	EF050850	INFRASTRUCTURE INTEGRITY SERVICES	SEWER ACCESS SERVICES	726.00
24/02/2017	EF050851	ROAD SPECIALISTS AUSTRALIA PTY LTD	PLANT PURCHASES - EMULSION PUMP	3,500.00
24/02/2017	EF050852	JOHN STRICKLAND	LIGHTING AND SOUND SERVICES - YOUTH MUSIC EVENT	1,804.00
24/02/2017	EF050853	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES - SUPPLY/INSTALL UV FILTER GLC, VARIOUS	37,934.60
24/02/2017	EF050854	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT TRUST	CONCEPTUAL DESIGNS & CONSULTANCY - DUNSB. WASTE FACILITY	7,672.50
24/02/2017	EF050855	QEST HOLDINGS PTY LTD	BUILDING SERVICES - BUSSELTON CEMETERY CHAPEL REFURBISHMENT	20,294.00
24/02/2017	EF050856	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES - VARIOUS	1,799.00
24/02/2017	EF050857	BMA-BUSSELTON MARTIAL ARTS	KIDSPORT VOUCHERS	600.00
24/02/2017	EF050858	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY LTD	STORAGE SERVICES	3,917.95
24/02/2017	EF050859	SOUTH WEST EMPLOYEE ASSISTANCE PROGRAM	EMPLOYEE ASSISTANCE PROGRAM	1,870.00
24/02/2017	EF050860	SUMMERS CONSULTING	ENVIRONMENTAL SERVICES - MOSQUITO MONITORING	793.98
24/02/2017	EF050861	OCEANIC RURAL	BUSH FIRE INSPECTION COMPLIANCE WORKS	1,960.20
24/02/2017	EF050862	SPORTS PERFORMANCE & MANAGEMENT	GRANT FUNDING - VINYARDS RIDE 101 & HALF MARATHON	6,600.00
24/02/2017	EF050863	SOUTH WEST WINDSCREEN & GLASS	PLANT WINDSCREEN & WINDOW REPAIRS	555.00
24/02/2017	EF050864	EAGLE BAY COMMUNITY HALL ASSOCIATION INC	HALL HIRE FEES	40.00
24/02/2017	EF050865	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	990.00
24/02/2017	EF050866	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	2,414.39
24/02/2017	EF050867	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SUPPLIER	184.89
24/02/2017	EF050868	BUSSELTON HYUNDAI	VEHICLE PURCHASES / SERVICES / PARTS	757.99
24/02/2017	EF050869	BENT LOGIC	MEMBERSHIP CARDS - NCC	291.50
24/02/2017	EF050870	EFAX AUSTRALIA	FAX SERVICE PROVIDER	2.75
24/02/2017	EF050871	SOLID BRICKPAVING	BRICKPAVING SERVICES - VARIOUS	1,339.80
24/02/2017	EF050872	OFFICEMAX AUSTRALIA LTD	STATIONERY SUPPLIES	1,644.48
24/02/2017	EF050873	DEPARTMENT OF HUMAN SERVICES	CHARGES FOR CENTREPAY FACILITY	117.81
24/02/2017	EF050874	ADVANCED DRIVEWAY SEALING	HIGH PRESSURE CLEANING - VARIOUS FOOTPATHS & BUILDINGS	1,060.00
24/02/2017	EF050875	CISCO SYSTEMS CAPITAL AUSTRALIA PTY LTD	COMPUTER EQUIPMENT/SOFTWARE SUPPLIER	4,457.46
24/02/2017	EF050876	QUALITY PRESS	PRINTING SERVICES - DFES STICKERS	258.50
24/02/2017	EF050877	NEOPOST	STATIONERY SUPPLIER - PLOTTER PAPER	357.50
24/02/2017	EF050878	QUICK CORPORATE AUSTRALIA	STATIONERY AND OFFICE SUPPLIES	70.16
24/02/2017	EF050879	WAVES ENVIRONMENTAL PTY LTD	CONSULTANCY SERVICES - BUSSELTON GROUNDWATER	49,395.17
24/02/2017	EF050880	DYMOCKS - BUSSELTON	LIBRARY RESOURCES	100.00
24/02/2017	EF050881	FORTUS	EARTHMOVING PLANT PARTS	1,813.28
24/02/2017	EF050882	DUNSBOROUGH MEDICAL CENTRE	MEDICAL SERVICES - PRE EMPLOYMENT MEDICALS	181.50
24/02/2017	EF050883	BROADWATER MEDICAL CENTRE	MEDICAL SERVICES - PRE EMPLOYMENT MEDICALS	933.50
24/02/2017	EF050884	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE - VARIOUS WORKS	50,968.05
24/02/2017	EF050885	BCP LIQUID WASTE	LIQUID WASTE SERVICES	7,876.63
24/02/2017	EF050886	ERTECH PTY LTD	CONSTRUCTION SERVICES - BMRRA AIRSIDE CLAIM 2	283,762.85
24/02/2017	EF050887	NATURALISTE GLASS PTY LTD	GLASS SERVICES - NEW GLC PANIC BAR & REACTIVE WORKS	5,031.86

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24/02/2017	EF050888	BUILDING SUPPLIES SOUTH WEST	BUILDING PRODUCT SUPPLIER	129.22
24/02/2017	EF050889	KLEENHEAT NATURAL GAS	GAS SERVICES	1,266.05
24/02/2017	EF050890	SANDGROPER CONTRACTING	LIQUID WASTE REMOVAL SERVICE	745.00
24/02/2017	EF050891	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	560.37
24/02/2017	EF050892	LANCALL	AIR QUALITY MONITORING - DUNSB. WASTE FACILITY	5,016.00
24/02/2017	EF050893	D & A O'CONNOR FAMILY TRUST	CATERING SERVICES - ARTGEO	219.50
24/02/2017	EF050894	BINDI NUTRITION PTY LTD	ENERGY AND NUTRITION PRODUCTS - GLC	548.86
24/02/2017	EF050895	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	PEEL TCE LEASE & CRUISE SHIP VISITATION PROGRAM	44,887.06
24/02/2017	EF050896	PRIMARY LOGISTICS	LITTER CONTROL CONTRACTOR - MEELUP REGIONAL PARK	4,136.00
24/02/2017	EF050897	HYVA PACIFIC PTY LTD	PLANT PURCHASES / SERVICES / PARTS	2,525.52
24/02/2017	EF050898	COMMERCIAL TURF SERVICES	LAWN MOWER MECHANICAL SERVICES	1,496.00
24/02/2017	EF050899	THE URBAN COFFEE HOUSE	CATERING - VARIOUS COURSES/MEETINGS	993.60
24/02/2017	EF050900	EVERETT'S HOME AND YARD MAINTENANCE	MAINTENANCE SERVICES - VARIOUS	4,913.00
24/02/2017	EF050901	MARKETFORCE PTY LTD	ADVERTISING SERVICES - EMPLOYMENT	3,070.87
24/02/2017	EF050902	CREATIVE EIGHT STUDIO	DESIGN SERVICES - TEMPLATES BMRA	88.00
24/02/2017	EF050903	LOTEX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	1,315.37
24/02/2017	EF050904	TROPHIES ON TIME	NAME BADGE SUPPLIER	252.00
24/02/2017	EF050905	KLEENIT PTY LTD	GRAFFITI REMOVAL - VARIOUS SITES	2,058.10
24/02/2017	EF050906	APP CORPORATION PTY LTD	PROJECT MANAGEMENT SERVICES - BMRA	29,865.00
24/02/2017	EF050907	VASSE BAR CAFE	PRIZE VOUCHERS - GLC	700.00
24/02/2017	EF050908	OCEAN AIR CARPET CARE	CLEANING SERVICES - VARIOUS BUILDINGS	4,924.70
24/02/2017	EF050909	FRONTLINE FIRE & RESCUE EQUIPMENT	EMERGENCY RESPONSE EQUIPMENT	341.88
24/02/2017	EF050910	STIHL SHOP DUNSBOROUGH	PLANT PURCHASES / SERVICES / PARTS	156.45
24/02/2017	EF050911	RIGHT FITNESS	FITNESS EQUIPMENT SERVICE	731.50
24/02/2017	EF050912	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES - BUSSELTON JETTY & BUSSELTON WASTE FACILITY	7,930.98
24/02/2017	EF050913	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	2,380.80
24/02/2017	EF050914	QUEST ROCKINGHAM	ACCOMMODATION - TRAINING	208.00
24/02/2017	EF050915	BBS COLLECTIONS PTY LTD	DEBT COLLECTION SERVICES	290.00
24/02/2017	EF050916	SPRAYMOW SERVICES	BUSH FIRE INSPECTION COMPLIANCE WORKS	291.50
24/02/2017	EF050917	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS & INSPECTIONS	1,192.29
24/02/2017	EF050918	KYLE DOWNIE PHOTOGRAPHY	PHOTOGRAPHY SERVICES	50.00
24/02/2017	EF050919	NATURALISTE GARAGE DOORS	ROLLER DOOR SERVICES	275.00
24/02/2017	EF050920	RICOH AUSTRALIA PTY LTD	PHOTOCOPIER SOFTWARE LICENCES	693.00
24/02/2017	EF050921	BATTERY WORLD BUNBURY	RECYCLING SERVICE - BATTERIES	214.50
24/02/2017	EF050922	BUSSELTON DUNSBOROUGH MAIL	ADVERTISING SERVICES - VARIOUS	2,545.51
24/02/2017	EF050923	ENSIGN A SPOTLESS COMPANY	LINEN SERVICE	111.09
24/02/2017	EF050924	ACTING UP ACADEMY OF PERFORMING ARTS	ADVERTISING - BUSSELTON FRINGE FESTIVAL 2017	480.00
24/02/2017	EF050925	RIDER LEVETT BUCKNALL WA PTY LTD	QUANTITY SURVEY SERVICES - BMRA	3,960.00
24/02/2017	EF050926	ABIGAIL COX	ENERGY AND NUTRITION PRODUCTS - GLC	32.00

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24/02/2017	EF050927	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES - BUSSELTON DEPOT	41.88
24/02/2017	EF050928	ROBERT'S TILT TRAY & HIAB SERVICE	FREIGHT SERVICE - RETURN OF STOLEN TRAILER	825.00
24/02/2017	EF050929	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE - AGED HOUSING	4,647.72
24/02/2017	EF050930	GRAHAM HAY	PHOTOGRAPHY SERVICES - IMAGES FOR PUBLIC RELATIONS	2,500.00
24/02/2017	EF050931	ANDREW PLEDGER	FRIDGE DE GASSING - WASTE FACILITIES	2,222.00
24/02/2017	EF050932	BUSSELTON TOWING SERVICE	TOWING SERVICES	577.50
24/02/2017	EF050933	CEILING MANUFACTURERS OF AUSTRALIA	CEILING SUPPLIES	2,835.80
24/02/2017	EF050934	COUNTRY SMASH REPAIRS	AUTOBODY REPAIR SERVICE	1,000.00
24/02/2017	EF050935	TOX FREE AUSTRALIA	CHEMICAL DISPOSAL SERVICES - BUSSELTON WASTE FACILITY	7,712.09
24/02/2017	EF050936	WARREN ELECTRICAL STORE	ELECTRICAL CONTRACTING - VARIOUS	473.00
24/02/2017	EF050937	SUSSEX INDUSTRIES	SURVEYING EQUIPMENT SUPPLIER	1,171.86
24/02/2017	EF050938	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES - BUSSELTON WASTE FACILITY	777.66
24/02/2017	EF050939	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
24/02/2017	EF050940	BUSSELTON MOTORCYCLES	PLANT PURCHASES / SERVICES / PARTS	281.05
24/02/2017	EF050941	2 OCEANS TACKLE	SAFETY EQUIPMENT SUPPLIER - WADERS FOR HEALTH DEPARTMENT	139.90
24/02/2017	EF050942	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	ELECTRICAL APPLIANCE SUPPLIER	278.00
24/02/2017	EF050943	GEOGRAPHE ELECTRICAL & COMMUNICATIONS GEC	ELECTRICAL SERVICES - RAILWAY HOUSE: BALLAARAT LIGHTING	4,199.03
24/02/2017	EF050944	GIACCI R PTY LTD	TYRE RECYCLING - WASTE FACILITIES	4,226.38
24/02/2017	EF050945	DAVSON & WARD PTY LTD	COST PLANNING SERVICES - BPACC	12,100.00
24/02/2017	EF050946	ECS REFRIGERATION AND AIR CONDITIONING	AIR CONDITIONING SUPPLY - YALLINGUP RURAL BFB	2,640.00
24/02/2017	EF050947	CLUBSWA	MEMBERSHIP FEE	300.00
24/02/2017	EF050948	MH & JL HIGGINS BUILDING CONTRACTORS	MAINTENANCE SERVICES - JETTY LADDER CLEANING	4,840.00
24/02/2017	EF050949	JOHN FORD	ART SERVICES - PAINTING REPRODUCTION RIGHT	350.00
24/02/2017	EF050950	ALANA CLARE WILLIAMS	ART SERVICES - BUSSELTON PUBLIC PIANO PROJECT	690.00
24/02/2017	EF050951	STUDIO MILTON	CABINETRY SERVICE - DISPLAY UNITS FOR RAILWAY HOUSE	2,640.00
24/02/2017	EF050952	PREMIUM PUBLISHERS	ADVERTISING SERVICES - CALENDAR OF EVENTS IN YMRR MAGAZINE	2,543.75
24/02/2017	EF050953	STALEY FOOD & PACKAGING	GLC & NCC CLEANING SUPPLIES & GLC CAFÉ CONSUMABLES	4,011.42
24/02/2017	EF050954	COLLEAGUESNAGELS	PRINTING SUPPLIES	610.63
24/02/2017	EF050955	NATHAN DAY DESIGN	TIMBER SUPPLY - TABLES FOR ADMIN BUILDING	715.00
24/02/2017	EF050956	PAULA TOMPKIN	ENTERTAINMENT - SUGITO VISIT	400.00
24/02/2017	EF050957	CASSANDRA CHARLICK	MC SERVICES - YOUTH MUSIC EVENT	400.00
24/02/2017	EF050958	TONY WINDBERG	PAYMENT OF ART WORKSHOP FEE	1,320.00
24/02/2017	EF050959	NOTION PHOTOGRAPHY	PHOTOGRAPHIC SERVICES - YOUTH MUSIC EVENT	400.00
24/02/2017	EF050960	TATTOOADS	ADVERTISING MATERIALS - GLC	409.20
24/02/2017	EF050961	JARAM AUSTRALIA	PLANT PURCHASES / SERVICES / PARTS	236.50
24/02/2017	EF050962	MIDWAY SIGN CO	SIGNAGE SUPPLIER - BMRRRA	2,299.00
24/02/2017	EF050963	KMJ FENCING	FENCING SERVICES - BUSSELTON CEMETERY	247.50
24/02/2017	EF050964	KOOMAL DREAMING	WELCOME TO COUNTRY PERFORMANCE - SUGITO VISIT	550.00
24/02/2017	EF050965	BAY SIGNS	SIGNAGE SERVICES - VARIOUS	18,159.42

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28/02/2017	EF050966	DUNSBOROUGH & DISTRICTS WATER CARTAGE	WATER CARTAGE SERVICES - RENDEZVOUS RD PROPERTIES	5,668.00
24/02/2017	EF050967	PASSMORE AUTOMOTIVE	VEHICLE MAINTENANCE SERVICES	347.10
24/02/2017	EF050968	BINSPA	RUBBISH BIN CLEANING	1,544.40
24/02/2017	EF050969	THE BROADBENT BROTHERS	ENTERTAINMENT - CRUISE SHIP VISIT	200.00
24/02/2017	EF050970	CHEM-DRY CLEAN AND GREEN	CARPET AND UPHOLSTERY CLEANING - AGED HOUSING	150.00
24/02/2017	EF050971	TAS'S BAKERY	CATERING	104.40
24/02/2017	EF050972	ORANA CINEMAS	ADVERTISING SERVICES - BUSSELTON FRINGE FESTIVAL	750.00
24/02/2017	EF050973	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	1,293.92
24/02/2017	EF050974	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	256.03
24/02/2017	EF050975	PK COURIERS	COURIER SERVICES	943.80
24/02/2017	EF050976	DOTS POTS & OFFICE FURNITURE	OFFICE FURNITURE SUPPLIER - VARIOUS	937.00
24/02/2017	EF050977	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	29,300.13
24/02/2017	EF050978	BELL FIRE EQUIPMENT CO	FIRE EQUIPMENT SUPPLIER	989.09
24/02/2017	EF050979	BOC GASES AUSTRALIA LTD	DRY ICE SUPPLIER	7.98
24/02/2017	EF050980	COMMERCIAL CLEANING EQUIPMENT	CLEANING EQUIPMENT SERVICE - GLC	1,213.47
24/02/2017	EF050981	WOOD & GRIEVE ENGINEERS	CONSULTANCY SERVICES - ELECTRICAL DESIGN BUSSELTON DEPOT	6,380.00
24/02/2017	EF050982	FENNESSY'S	VEHICLE PURCHASES / SERVICES / PARTS	1,333.68
24/02/2017	EF050983	FTE ENGINEERING	VEHICLE PURCHASES / SERVICES / PARTS	100.10
24/02/2017	EF050984	GROCOCK GLASS	GLASS WORK SERVICES - RAILWAY HOUSE	3,366.00
24/02/2017	EF050985	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES - VARIOUS	1,054.95
24/02/2017	EF050986	SOUTHERN LOCK & SECURITY	PADLOCKS - PARKS & GARDENS	3,579.90
24/02/2017	EF050987	JASON SIGNMAKERS	SIGNAGE SUPPLIES - VARIOUS	982.80
24/02/2017	EF050988	T J DEPIAZZI & SONS	MULCH SUPPLIER - DEPOT STOCK	3,898.18
24/02/2017	EF050989	KD POWER & CO	BRICK SUPPLIER - STOCK	297.00
24/02/2017	EF050990	KEEP AUSTRALIA BEAUTIFUL	ROADSIDE LITTER BAGS SUPPLIER	320.00
24/02/2017	EF050991	B & J CATALANO PTY LTD	CRUSHED GRAVEL SUPPLY - PUZEY ROAD, TOM CULLITY DRIVE	16,719.87
24/02/2017	EF050992	HOLCIM (AUSTRALIA) PTY LTD T/A HUMES	CONCRETE SERVICES - GOOSE CAR PARK WORKS	12,506.82
24/02/2017	EF050993	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES - VARIOUS LOCATIONS	316,693.60
24/02/2017	EF050994	BUCHER MUNICIPAL PTY LTD	PLANT SPARES & SERVICING	1,391.07
24/02/2017	EF050995	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	667.15
24/02/2017	EF050996	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	TRAINING RESOURCES - GLC	264.00
24/02/2017	EF050997	BUSSELTON HOME TIMBER & HARDWARE	HARDWARE SUPPLIES	658.70
24/02/2017	EF050998	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION & TITLE SEARCHES	5,227.90
24/02/2017	EF050999	DELRON CLEANING BUSSELTON	PUBLIC BBQ CLEANING - VARIOUS PARKS	18,574.27
24/02/2017	EF051000	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	26.21
24/02/2017	EF051001	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES - VARIOUS LOCATIONS	17,747.64
24/02/2017	EF051002	GEOGRAPHE PETROLEUM	FUEL SERVICES	11,490.23
24/02/2017	EF051003	SOUTHWEST EVENT HIRE	EVENT HIRE EQUIPMENT SERVICES	934.00
24/02/2017	EF051004	ERS AUSTRALIA PTY LTD	MAINTENANCE OF PARTS WASHER	903.10

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24/02/2017	EF051005	BUSSELTON RETRAVISION	ELECTRICAL SERVICES - RAILWAY HOUSE TELEVISION & VARIOUS	2,058.00
24/02/2017	EF051006	PENDREY AGENCIES P/L	CHEMICAL / RURAL SUPPLIES	1,393.00
24/02/2017	EF051007	STAPLES AUSTRALIA PTY LTD	STATIONERY SUPPLIER	675.23
24/02/2017	EF051008	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASES / SERVICES / PARTS	38,670.18
24/02/2017	EF051009	COURIER AUSTRALIA	COURIER SERVICES	282.50
24/02/2017	EF051010	THINK WATER DUNSBOROUGH	RETICULATION SERVICES - VARIOUS LOCATIONS	13,541.20
24/02/2017	EF051011	DUNSBOROUGH BOBCAT SERVICE	BOBCAT HIRE - VARIOUS LOCATIONS	10,692.00
24/02/2017	EF051012	MERCURE HOTEL PERTH	ACCOMMODATION - TRAINING	1,466.00
24/02/2017	EF051013	PRO-LINE KERBING	KERBING SERVICES - VARIOUS LOCATIONS	13,988.81
24/02/2017	EF051014	AUSTRALIA POST	POSTAL SERVICE	3,494.74
24/02/2017	EF051015	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES - FLEET	1,369.14
24/02/2017	EF051016	SW PRECISION PRINT	PRINTING SERVICES - STATIONERY	1,604.00
24/02/2017	EF051017	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	3,112.19
24/02/2017	EF051018	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	9,991.02
24/02/2017	EF051019	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	1,692.35
24/02/2017	EF051020	BUSSELTON TOWING SERVICE	TOWING SERVICES	577.50
24/02/2017	EF051021	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	2,147.33
24/02/2017	EF051022	BAY SIGNS	SIGNAGE SERVICES - RAILWAY HOUSE	715.00
24/02/2017	EF051023	ESRI AUSTRALIA	SOFTWARE SERVICES	2,123.00
24/02/2017	EF051024	ACTIV FOUNDATION INC	MAINTENANCE OF RESERVES, SHREDDING	22,337.70
24/02/2017	EF051025	BUSSELTON PEST & WEED CONTROL	PEST & WEED CONTROL SERVICES - VARIOUS LOCATIONS	8,253.30
24/02/2017	EF051026	WEST OZ LINEMARKING	LINE MARKING SERVICES - DUNN BAY RD, KENT STREET	5,096.30
24/02/2017	EF051027	ALL BUSSELTON GAS & PLUMBING SERVICE	PLUMBING SERVICES - AGED HOUSING	1,048.65
24/02/2017	EF051028	MILDWATERS ELECTRICAL	ELECTRICAL SERVICES -VARIOUS	9,475.09
24/02/2017	EF051029	WORKFORCE ROAD SERVICES	LINE MARKING SERVICES - TUART DRIVE	14,048.10
24/02/2017	EF051030	BUSSELTON MULTI SERVICE	ENGRAVING SERVICES	27.50
24/02/2017	EF051031	WESTRAC EQUIPMENT P/L	PLANT PURCHASES / SERVICES / PARTS	4,894.41
24/02/2017	EF051032	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	1,843.74
24/02/2017	EF051033	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	1,844.19
24/02/2017	EF051034	BUSSELTON FLORIST	FLOWERS FOR STAFF MEMBER	70.00
24/02/2017	EF051035	B & B STREET SWEEPING	STREET SWEEPING SERVICE - VARIOUS LOCATIONS	35,759.35
24/02/2017	EF051036	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	752.00
24/02/2017	EF051037	AMITY SIGNS	SIGNAGE SERVICES	57.75
24/02/2017	EF051038	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	FIRE AND EMERGENCY SERVICES SUPPLIES - RESCUE DUMMY	1,481.70
24/02/2017	EF051039	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	21,407.95
24/02/2017	EF051040	BRAD SCOTT ELECTRICS	ELECTRICAL SERVICES - VARIOUS	37,522.00
24/02/2017	EF051041	KLEENHEAT GAS	GAS SERVICES	1,415.84
24/02/2017	EF051042	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	1,460.91
24/02/2017	EF051043	EQUINOX CAFE	CATERING - VARIOUS MEETINGS	2,100.00



Date	Chq /	Name	Description	Amount
24/02/2017	EF051044	ROTARY CLUB OF BUSSELTON GEOGRAPHE BAY	GRANT FUNDING - AUSTRALIA DAY BREAKFAST	3,480.00
24/02/2017	EF051045	RUBEK AUTOMATIC DOORS	AUTOMATIC DOOR SERVICES - VARIOUS BUILDINGS	4,666.20
24/02/2017	EF051046	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	KERBSIDE RECYCLING SERVICES	100,295.01
24/02/2017	EF051047	NATURALISTE STONE	MAINTENANCE & STONework - LIONS PARK DUNSBOROUGH	3,754.08
24/02/2017	EF051048	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	11,075.40
24/02/2017	EF051049	ANGLICAN PARISH OF BUSSELTON	HIRE OF MEETING ROOM	240.00
24/02/2017	EF051050	COATES HIRE	HIRE EQUIPMENT SERVICES	1,728.98
24/02/2017	EF051051	CHUBB FIRE & SECURITY PTY LTD	FIRE COMPLIANCE/EQUIPMENT SERVICES	2,560.49
24/02/2017	EF051052	MINTER ELLISON LAWYERS	LEGAL SERVICES - EMPLOYMENT ADVICE	1,181.95
24/02/2017	EF051053	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	194.90
24/02/2017	EF051054	BAREFOOT BOOKS	LIBRARY RESOURCES	320.68
24/02/2017	EF051055	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES - WATER MAIN EXTENSION RENDEZVOUS RD	590.70
24/02/2017	EF051056	GYM CARE	SPORTING EQUIPMENT SUPPLIER - GYM EQUIPMENT PARTS	178.94
24/02/2017	EF051057	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	5,013.80
24/02/2017	EF051058	WASTE MANAGEMENT ASSOC OF AUSTRALIA	WASTE MANAGEMENT SERVICES - MEMBERSHIP FEE	425.00
24/02/2017	EF051059	AUTOMOTIVE DATA SERVICES P/L	SUBSCRIPTION FEE	765.00
24/02/2017	EF051060	DUNSBOROUGH & DISTRICTS WATER CARTAGE	WATER CARTAGE SERVICES - RENDEZVOUS RD PROPERTIES	2,574.00
24/02/2017	EF051061	CAPER'S SOUTHWEST CATERING SERVICES	CATERING - BUSSELTON FRINGE FESTIVAL	980.00
24/02/2017	EF051062	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	497.24
24/02/2017	EF051063	SOILS AINT SOILS	LATERITE & NURSERY SUPPLIES	2,285.80
24/02/2017	EF051064	CARBONE BROS PTY LTD	LIMESTONE SUPPLIES - BUSSELTON FORESHORE TEMPORARY CARPARK	13,728.73
24/02/2017	EF051065	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	420.42
24/02/2017	EF051066	BUSSELTON FOOTBALL & SPORTSMAN CLUB	REIMBURSEMENT OF POWER CONSUMPTION - SOUTHBOUND	1,307.21
24/02/2017	EF051067	BUNBURY HIAB AND TILTRAY (HOTMAC GOLD PTY LTD T/A	TILT TRAY SERVICES	968.00
24/02/2017	EF051068	MALCOLM THOMPSON PUMPS	PUMP SERVICES	1,270.50
24/02/2017	EF051069	D W & S V ROBERTS	CONCRETE SERVICES - VARIOUS LOCATIONS	8,751.63
24/02/2017	EF051070	SPEEDO AUSTRALIA	PRO SHOP SUPPLIES - GLC	132.00
24/02/2017	EF051071	BAYVIEW GEOGRAPHE RESORT	VENUE HIRE - LOWER VASSE RIVER MANAGEMENT WORKSHOP	1,772.00
24/02/2017	EF051072	AUTO ONE	PLANT PURCHASES / SERVICES / PARTS	1,951.48
24/02/2017	EF051073	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	8,334.02
24/02/2017	EF051074	BASE (PIGMEEZ)	EMBROIDERY SERVICES	79.20
24/02/2017	EF051075	WREN OIL	WASTE OIL SERVICES	16.50
24/02/2017	EF051076	SUEZ RECYCLING & RECOVERY PTY LTD	WASTE MANAGEMENT SERVICES - RECYCLING	266.20
24/02/2017	EF051077	CAPE CELLARS BUSSELTON	REFRESHMENTS - COUNCIL & PUBLIC RELATIONS	1,922.68
24/02/2017	EF051078	SPORTSWORLD OF WA	PRO SHOP SUPPLIES - GLC	554.40
24/02/2017	EF051079	VM VISIMAX	FIRE EQUIPMENT SUPPLIER	772.20
24/02/2017	EF051080	CROSS SECURITY SERVICES	SECURITY SERVICES	1,218.80
24/02/2017	EF051081	BURKE AIR	AIR CONDITIONING SERVICES - VARIOUS BUILDINGS	12,347.56
24/02/2017	EF051082	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	1,807.44

Date	Chq /	Name	Description	Amount
24/02/2017	EF051083	LOCK AROUND THE CLOCK	LOCK & KEY SUPPLIER - RAILWAY HOUSE & VARIOUS	10,196.20
24/02/2017	EF051084	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE - GLC VACATION CARE	165.00
24/02/2017	EF051085	LEEUEWIN TRANSPORT	FREIGHT SERVICES	1,806.36
24/02/2017	EF051086	FOXTEL CABLE TELEVISION PTY LTD	CABLE TV SUBSCRIPTION - GLC	210.00
24/02/2017	EF051087	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES - BOVELL PARK	3,680.41
24/02/2017	EF051088	P & M AUTOMOTIVE EQUIPMENT	MAINTENANCE SERVICES - WORKSHOP HOISTS	338.25
24/02/2017	EF051089	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	1,336.10
24/02/2017	EF051090	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCES	1,980.00
24/02/2017	EF051091	PARKS AND LEISURE AUST (NATIONAL)	PLAYGROUND EQUIPMENT SERVICES - MEMBERSHIP FEES	291.50
24/02/2017	EF051092	CITY AND REGIONAL FUELS	FUEL SERVICES	5,162.05
24/02/2017	EF051093	STRATAGREEN	NURSERY SUPPLIES	361.28
24/02/2017	EF051094	LOTUS FOLDING WALLS AND DOORS PTY LTD	SERVICE & REPAIRS TO WALL SYSTEM - NCC	3,278.00
24/02/2017	EF051095	VINEPOWER MARGARET RIVER PTY LTD	LANDSCAPING SERVICES - WEED CONTROL - VARIOUS	6,779.37
24/02/2017	EF051096	EXECUTIVE MEDIA PTY LTD	ADVERTISING - ARTGEO	950.00
24/02/2017	EF051097	BDA TREE LOPPING	TREE LOPPING SERVICES - VARIOUS LOCATIONS	31,875.80
24/02/2017	EF051098	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	4,538.28
24/02/2017	EF051099	DOOR HARDWARE SOLUTIONS	HARDWARE SUPPLIES	192.50
24/02/2017	EF051100	CAPE RURAL CONTRACTING	BUSH FIRE INSPECTION COMPLIANCE WORKS	1,445.00
24/02/2017	EF051101	IFAP	TRAINING SERVICES - MEMBERSHIP FEE	550.00
24/02/2017	EF051102	EXTERIA	BIN SURROUND SUPPLIER	22,495.00
24/02/2017	EF051103	PRIME EARTHMOVING BUSSELTON	EARTHMOVING SERVICES - BUSSELTON FORESHORE	1,769.63
24/02/2017	EF051104	AMBERGATE PLUMBING	PLUMBING SERVICES - VARIOUS	16,243.47
24/02/2017	EF051105	JUICE PRINT	PRINTING SERVICES - FRINGE FESTIVAL SIGNAGE, BMRRR FLYERS	2,018.00
24/02/2017	EF051106	ALLEASING PTY LTD	LEASING PAYMENTS - PHOTOCOPIER END OF LEASE BUYOUT	599.50
24/02/2017	EF051107	FENCING SOLUTIONS	MAINTENANCE SERVICES - NEW NCC CRECHE FENCE	11,960.00
24/02/2017	EF051108	BROADWATER BRICK PAVING	RETAINING WALL CONSTRUCTION FOR FOOTPATH, LUKE WY GEOGRAPHE	2,176.00
24/02/2017	EF051109	MJB INDUSTRIES PTY LTD	DRAINAGE SUPPLIES	418.00
24/02/2017	EF051110	BEACHSIDE BUILDING & MAINTENANCE	PAINTING SERVICES - RAILWAY HOUSE & VARIOUS BUILDINGS	1,866.00
24/02/2017	EF051111	ELECTRICAL IRRIGATION SERVICES	ELECTRICAL SERVICES - SCOUT RD BORE	678.70
24/02/2017	EF051112	SHORE COASTAL PTY LTD	COASTAL CONSULTANCY SERVICES - VARIOUS PROJECTS	9,592.00
24/02/2017	EF051113	DELL AUSTRALIA PTY LTD	COMPUTER EQUIPMENT SUPPLIER	1,857.20
24/02/2017	EF051114	BRIAN FISHER FABRICATIONS	FABRICATION SERVICE - GUIDE TRACKS FOR WASTE BINS BSN TFR STATION	5,445.00
24/02/2017	EF051115	WYNDHAM VACATIONS RESORT & SPA	CATERING AND VENUE HIRE - TOBY INLET GROUP WORKSHOP	753.00
24/02/2017	EF051116	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	163.75
24/02/2017	EF051117	HIP POCKET WORK WEAR AND SAFETY	UNIFORMS & PROTECTIVE CLOTHING	1,230.18
24/02/2017	EF051118	PHYSIO SOUTHWEST	EMPLOYEE WELLNESS SERVICES	672.00
24/02/2017	EF051119	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	78.70
24/02/2017	EF051120	PFD FOOD SERVICES PTY LTD	NCC KIOSK SUPPLIES	639.10
24/02/2017	EF051121	T-QUIP	MOWER PARTS & SERVICE	1,533.05

Date	Chq /	Name	Description	Amount
24/02/2017	EF051122	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	260.00
24/02/2017	EF051123	SARAH PIERSON	STAFF REIMBURSEMENT - TRAINING EXPENSES	331.91
24/02/2017	EF051124	DUNSBOROUGH FOOTBALL CLUB	COMMUNITY BID PAYMENT	8,000.00
24/02/2017	EF051125	DEPARTMENT OF PLANNING	DEVELOPMENT ASSESSMENT PANEL APPLICATION PAYMENT	3,503.00
24/02/2017	EF051126	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	222.20
24/02/2017	EF051127	BUSSELTON ALLSPORTS INC T/A BUSSELTON JETTY SWIM	REFUND BUSSELTON JETTY SWIM BOND	1,000.00
24/02/2017	EF051128	BROADWATER MEDICAL CENTRE	MEDICAL SERVICES - EMPLOYMENT	324.50
24/02/2017	EF051129	RACHEL KEMP	REFUND OF ANIMAL TRAP BOND	100.00
24/02/2017	EF051130	P & K RUTGERS WOODWORK	CABINETRY - RAILWAY HOUSE SLEEPER DISPLAY CABINETS	11,440.00
24/02/2017	EF051131	TONY WINDBERG	ARTWORK PURCHASE - FOR BMRRR TERMINAL	9,240.00
24/02/2017	EF051132	GRACE YEUNG	KOOKABURRA REFUND FEE	38.50
24/02/2017	EF051133	EILEEN & BRIAN JOHNSON	KOOKABURRA REFUND FEE	50.00
24/02/2017	EF051134	JOHN BAILEY	KOOKABURRA REFUND FEE	150.00
24/02/2017	EF051135	DANIEL & SHELLEY LAWSON	KOOKABURRA REFUND FEE	87.00
24/02/2017	EF051136	BILL & JESSIE VAN DE SANDE	KOOKABURRA REFUND FEE	298.00
24/02/2017	EF051137	RENEE TROTT	KOOKABURRA REFUND FEE	63.60
24/02/2017	EF051138	MELVYN KLEEMAN	REFUND OF ANIMAL TRAP BOND	100.00
24/02/2017	EF051139	DION SPURGEON	STAFF REIMBURSEMENT - RELOCATION EXPENSES	1,500.00
24/02/2017	EF051140	CAROLYN RYDER	STAFF REIMBURSEMENT - WORKING WITH CHILDREN CHECK & EQUIPMENT	133.00
24/02/2017	EF051141	MANON COMBRES & BASTIEN FERRONATO	KOOKABURRA REFUND FEE	15.00
24/02/2017	EF051142	ALICE MCAULIFFE	STAFF REIMBURSEMENT - WORKING WITH CHILDREN CHECK	83.00
24/02/2017	EF051143	EAGLE BAY VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	369.76
24/02/2017	EF051144	BUSSELTON LIFESTYLE VILLAGE PTY LTD	REFUND OF RATE OVERPAYMENT	97.00
24/02/2017	EF051145	COLES	COUNCIL & STAFF REFRESHMENTS	204.90
24/02/2017	EF051146	SUSSEX BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	680.00
24/02/2017	EF051147	BURKE AIR	AIR CONDITIONING SERVICES - VARIOUS BUILDINGS	2,556.40
24/02/2017	EF051148	YOONGARILLUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	10.00
24/02/2017	EF051149	ALLEASING PTY LTD	LEASING PAYMENTS - VARIOUS I.T. EQUIPMENT & GLC GYM EQUIPMENT	84,885.29
24/02/2017	EF051150	HOLCIM (AUSTRALIA) PTY LTD T/A HUMES	CONCRETE SERVICES - MANHOLE LID SUPPLY	6,670.18
				<u>4,049,458.53</u>

**INTERNAL PAYMENT VOUCHERS - FEBRUARY 2017**

Date	IP VOUCHER	Name	Description	Amount
24/02/2017	DD003009	ANZ BANK	BANK FEES	550.00
24/02/2017	DD003010	ANZ BANK	BANK FEES	15.00
24/02/2017	DD003011	S KURYS-ROMER	CORRECTION OF BPAY PAYMENT - REFUND SEPTIC APPLICATION FEE	236.00
24/02/2017	DD003012	JP & RH MAI	CORRECTION OF BPAY PAYMENT - REFUND OF BUILDING PLAN SEARCH	147.00
1/02/2017	DD003013	PAY 16	FORTNIGHTLY PAY	681,418.57
24/02/2017	DD003014	LES MILLS ASIA PACIFIC	CONTRACT FEES - GLC	735.21

Date	Chq /	Name	Description	Amount
24/02/2017	DD003015	ANZ BANK	BANK FEES	3,911.61
24/02/2017	DD003016	ANZ BANK	BANK FEES	1.02
24/02/2017	DD003017	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	57,381.19
24/02/2017	DD003018	ANZ BANK	BANK FEES	8,587.46
24/02/2017	DD003019	COMMONWEALTH BANK	BANK FEES	3,453.17
24/02/2017	DD003020	AJ & PC DAVIS	CORRECTION OF BPAY PAYMENT - REFUND OF RATE OVERPAYMENT	640.00
24/02/2017	DD003021	GREEN CONSTRUCT PTY LTD	CORRECTION OF BPAY PAYMENT - REFUND DEVELOPMENT APPLICATION	147.00
24/02/2017	DD003022	DJ & DJ PATTERSON	CORRECTION OF BPAY PAYMENT - REFUND OF RATE OVERPAYMENT	1,794.55
24/02/2017	DD003023	M STOTHARD	CORRECTION OF BPAY PAYMENT - REFUND DEVELOPMENT APPLICATION	409.00
24/02/2017	DD003024	R PARKER	CORRECTION OF BPAY PAYMENT - REFUND OF WEDDING BOOKING	79.50
24/02/2017	DD003025	ANZ BANK - VISA CARD	CREDIT CARD PAYMENT - \$4,533.21	
	DD003025	DEPARTMENT OF COMMERCE	EMPLOYEE HIGH RISK LICENCE	47.00
	DD003025	FACEBOOK	GLC PROMOTION - ADVERTISING	83.56
	DD003025	TARGET, BUSSELTON	FAREWELL GIFT - STAFF	176.50
	DD003025	TARGET, BUSSELTON	FAREWELL GIFT - STAFF	3.50
	DD003025	ROCK & ASSOCIATES	TAXI/BUS HIRE - NCC VACATION CARE	45.00
	DD003025	ROCK & ASSOCIATES	TAXI/BUS HIRE - NCC VACATION CARE	150.00
	DD003025	WOOLWORTHS	CATERING - BMRRRA EVENT	14.96
	DD003025	WOOLWORTHS	CATERING - BMRRRA EVENT	52.02
	DD003025	KWIK KOFFEE	CATERING - BMRRRA EVENT	40.00
	DD003025	COLES	CATERING - BMRRRA EVENT	7.90
	DD003025	APPLE ITUNES	ICLOUD STORAGE D/DEBIT	4.49
	DD003025	APPLE ITUNES	APP PURCHASE - FLIGHT TRACKER	5.99
	DD003025	PARTED MAGIC LLC	SOFTWARE PURCHASE	12.44
	DD003025	HARVEY NORMAN ONLINE	COMPUTER EQUIPMENT PURCHASE	168.00
	DD003025	GODADDY.COM	SOFTWARE EXPENSES	102.49
	DD003025	CITY OF BUNBURY	TRAINING EXPENSES - SEMINAR ATTENDANCE	293.00
	DD003025	DREAMSCAPE NETWORKS	PLANNING & DEVELOPMENT EXPENSES	35.88
	DD003025	ROSE & CROWN, GUILFORD	ACCOMODATION EXPENSES - TRAINING	1090.80
	DD003025	ROSE & CROWN, GUILFORD	REIMBURSEMENT - ACCOMODATION EXPENSES - TRAINING	-1090.80
	DD003025	MARGARET RIVER MEDICAL	MEDICAL SERVICES - PRE-EMPLOYMENT MEDICAL	132.00
	DD003025	CAVES HOUSE HOTEL	CATERING - COUNCILLORS' CHRISTMAS FUNCTION	3045.00
	DD003025	BANK FEES	FEBRUARY 2017 VISA CARD FEES	113.48
24/02/2017	DD003026	LES MILLS ASIA PACIFIC	CONTRACT FEES - NCC	551.41
24/02/2017	DD003027	ANZ BANK	BANK FEES	239.00
24/02/2017	DD003028	ANZ BANK	BANK FEES	143.81
24/02/2017	DD003029	D VILJOEN	CORRECTION OF BPAY PAYMENT - REFUND OF BUILDING SERVICE LEVY	61.65
15/02/2017	DD003030	PAY 17	FORTNIGHTLY PAY	673,786.93
24/02/2017	DD003031	COMMONWEALTH BANK	BANK FEES	417.83

Date	Chq /	Name	Description	Amount
24/02/2017	DD003032	FLEXIRENT CAPITAL PTY LTD	DUNSBOROUGH LIBRARY - LEASING PAYMENTS	220.02
24/02/2017	DD003033	FLEXIRENT CAPITAL PTY LTD	BUSSELTON LIBRARY - LEASING PAYMENTS	237.80
24/02/2017	DD003034	G DIGGINS	CORRECTION OF BPAY PAYMENT - REFUND OF RATE OVERPAYMENT	346.00
27/02/2017	DD003035	FINES ENFORCEMENT REGISTRY	TRAFFIC, CAMPING, ANIMAL, BUSH FIRE & LITTER INFRINGEMENTS	1,566.00
2/02/2017	DD003036	RG COLLETT & FH WOOD	CORRECTION OF BPAY PAYMENT -REFUND DEVELOPMENT APPLICATION	261.00
				<u>1,441,870.94</u>

**TRUST ACCOUNT - FEBRUARY 2017**

Date	TRUST CHQ	Name	Description	Amount
8/02/2017	007316	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
9/02/2017	007317	BCITF & BRB LEVY REFUNDS	BCITF & BRB LEVY REFUNDS - BUILDING APPLICATION NOT REQUIRED	61.65
23/02/2017	007318	BCITF & BRB LEVY REFUNDS	BCITF & BRB LEVY REFUNDS - BUILDING APPLICATION CANCELLED	61.65
23/02/2017	007319	BCITF & BRB LEVY REFUNDS	BCITF & BRB LEVY REFUNDS - BUILDING APPLICATION CANCELLED	267.58
23/02/2017	007320	DEPARTMENT OF COMMERCE, BUILDING COMMISSION	REGISTRATIONS / LEVY PAYMENTS	26,157.33
23/02/2017	007321	CONSTRUCTION TRAINING FUND	BCITF LEVY	4,465.32
23/02/2017	007322	CITY OF BUSSELTON	VARIOUS REIMBURSEMENTS	597.50
				<u>31,611.03</u>

10.5 Finance Committee - 6/04/2017 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 28 FEBRUARY 2017

<b>SUBJECT INDEX:</b>	Budget Planning and Reporting
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Finance and Corporate Services
<b>ACTIVITY UNIT:</b>	Financial Services
<b>REPORTING OFFICER:</b>	Manager Financial Services - Kim Dolzadelli
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Cliff Frewing
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Financial Activity Statements - February 2017 <a href="#">↓</a> Attachment B Investment Report - February 2017 <a href="#">↓</a>

**This item was considered by the Finance Committee at its meeting on 6 April 2017, 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 28 February 2017.

**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 21 July 2016, the Council adopted (C1607/160) the following material variance reporting threshold for the 2016/17 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 2016/17 financial year to comprise 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.*

## **STATUTORY ENVIRONMENT**

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

### **RELEVANT PLANS AND POLICIES**

Not applicable.

### **FINANCIAL IMPLICATIONS**

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

#### **Long-term Financial Plan Implications**

As above.

### **STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.3 - ‘An organisation that is managed effectively and achieves positive outcomes for the community’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

### **RISK ASSESSMENT**

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

### **CONSULTATION**

Not applicable

### **OFFICER COMMENT**

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

- Statement of Financial Activity

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

- Net Current Position

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

▪ Capital Acquisition Report

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

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

▪ Reserve Movements Report

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

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

## COMMENTS ON FINANCIAL ACTIVITY TO 28 FEBRUARY 2017

### Operating Activity

▪ Operating Revenue

As at 28 February 2017, there is a variance of -1.37% (-\$913K) in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Other Revenue	+15%	+\$38
Interest Earnings	+28%	+\$510
Non-Operating Grants Subsidies and Contributions	-25%	-\$1,787
Profit on Asset Disposals	+72%	+\$8

### **Other Revenue (+\$38K)**

- Parking Control is ahead of year to date budget by +\$18k. This variance has increased by \$2k over January, continues to track ahead of budget and is indicative of a permanent difference.
- Animal Control is unfavourable against budget by -\$11k. This variance has been fluctuating on a month to month basis and is likely timing in nature.
- Busselton Transfer Station and Dunsborough Waste Facility are favourable against budget by +\$26k. This is due to sales of scrap and recyclable materials currently trending ahead of budget. Any variance is transferred to waste reserve at the end of the year with no impact to overall municipal surplus/(deficit) position.
- Receipts of unbudgeted long service leave amounting to +\$22k. The amount will be offset by a corresponding expenditure amount at the time the leave is taken, therefore no impact to the overall surplus/(deficit) position.
- Public Relations sale of number plates are +\$3k ahead of budget. Based on the current trend it is likely this will exceed budget for the full year.
- NCC Standpipe is -\$8k behind budget due to sale of water because of a timing difference. The budget assumed monthly receipts however they will be received bi-annually.
- Other Law, Order and Public Safety, local government act fines and costs is trending below budget by -\$7k. Likely to not meet full year budget targets based on actuals to date.
- Fire Prevention Bush Fire Act Fines and Costs is currently trending -\$18k below budget. Based on this current trend it's unlikely the full year \$45k budget target will be met.



**Interest Earnings (+\$510K)**

- Interest on municipal funds +\$13k.
- Interest on reserve funds +\$107k.
- Interest on restricted funds +\$339k.
- Late payment and instalment plan interest on rates +\$51k.

**Non-Operating Grants, Subsidies and Contributions (-\$1,787K)**

- There are a number of items that make up the current year to date variance. All variances are timing related except:
  - Foreshore East Youth Precinct (Skate Park & Adventure Playground). An accrual was raised for a Lotterywest grant in the 2015/16 financial year equal to \$613k. In the 2016/17 financial year only \$480k has been received. This leaves a current budget shortfall of \$133k. The shortfall is subject to ongoing discussions between the City of Busselton and Lotterywest.

**Profit on Asset Disposals (+\$8K)**

- Offset against this is the sale of a number of items which are yet to occur or items that were budgeted to be sold at a profit and ended up being sold at a loss amounting to -\$8k.

- Operating Expenditure

As at 28 February 2017, there is a variance of +3.94% (+\$1,714K) in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Materials and Contracts	+17%	+\$1,752
Other Expenditure	+20%	+\$402
Loss on Asset Disposals	-65%	-\$43

**Materials and Contracts (+\$1,752K)**

- By directorate, materials and contracts is showing the following variances at 28 February 2017;
  - Engineering and Works Services +\$976k
  - Community and Commercial Services +\$542k
  - Finance and Corporate Services +\$121K
  - Planning and Development Services +\$43k
  - Executive Services +\$70K
- From a natural account perspective the variances are predominantly attributable to contractors +\$283k, Port Geographe waterways maintenance (Department of Transport) +\$305k, Consultants +\$675k and Fuels, Oils and Grease +\$71k. Of those variances it is only Fuel, Oils and Grease that is likely to result in a permanent difference for the full year at this stage if fuel prices remain stable at current levels.

**Other Expenditure (+\$402K)**

- Community services marketing and promotions +\$104k, donations, contributions and subsidies +\$55k, events sponsorships (diff rates) +\$31k,
- Elected Members section, attire reimbursements +\$3k, catering related consumables +\$4k, allowances for mayor and deputy +\$8k, meeting expenses +\$13k, refreshment and functions +\$13k, sitting fees +\$22k,
- Public Relations advertising council pages +\$3k, community consultations and surveys +\$5k, donations, contributions and subsidies +\$7k, public relations +\$8k, catering +\$10k, marketing and promotions +\$10k,
- Rate administration valuation expenses +\$46k,

- Peel Terrace visitor servicing funding agreement Margaret River Busselton Tourism Association +\$42k timing difference as final payment is due in May,
- Office of CEO CAPERO regional development +\$10k, CEO discretionary funding \$20k,

#### **Loss on Asset Disposals (-\$43K)**

- The loss on asset disposals relates to numerous items of plant and equipment sold in the first seven months of the financial year. The loss represents the difference between the book value of the assets and the amounts received in cash for those assets sold. The variance of -\$43k is mostly considered permanent as it relates to items that were either budgeted to be sold at a profit or smaller items that were not budgeted to be sold.

#### **Capital Activity**

##### **▪ Capital Revenue**

As at 28 February 2017, there is a variance of -45% (-\$22,079) in total capital revenue, with the following categories exceeding the 10% material variance threshold:

<b>Description</b>	<b>Variance %</b>	<b>Variance \$000's</b>
Transfer from Reserves	-34%	-\$7,233
Transfer from Restricted Assets	-60%	-\$14,515
Proceeds from Sale of Assets	-67%	-\$326
Self-Supporting Loans	-13%	-\$6

#### **Transfer from Reserves (-\$7,232K)**

- Timing difference relating to the construction of the Administration building and the utilisation of funds from the Civic and Administration Centre Construction Reserve (-\$6,378K) and the Building Reserve (-\$300k).
- Community Development contribution reserve (-\$250K). Budget included \$250k spent on Milne Street Pavilion in November which has not yet occurred. This is timing in nature only and will correct by June 2017.
- Timing difference associated with the utilisation of funds allocated Port Geographe waterways maintenance (Department of Transport) -\$305k (see also comments under Materials and Contracts for contra entry)

#### **Transfer from Restricted Assets (-\$14,515K)**

- Timing difference relating to use of Airport and Foreshore grants -\$21,000k and -\$3,000k relating to the foreshore works. No impact to net current position.
- Movement of Community and Rec Facilities +\$7,323k, Vasse Diversion Drain +\$383k, Contribution to Works +\$211k, Aged Housing +\$846k from restricted assets into reserves. These movements were budgeted to occur in June 2017 but have mainly occurred in October and are timing in nature only. No impact to net current position.
- Bonds and Deposits (+\$721k) not budgeted. Timing in nature only as held on behalf of other entities and individuals.

#### **Proceeds from Sale of Assets (-\$326K)**

- The Proceeds from Sale of Assets category recognises the estimated sale or trade-in value of 'heavy and light' plant items budgeted to be replaced during the financial year. The current adverse variance is largely reflective of the timing difference in the lower Plant and Equipment capital expenditure on a year to date basis.

**Self-Supporting Loans (-\$6k)**

- Difference relates to the delayed draw down of new self-supporting loan as per budget timeline. This transaction does not affect the City's net current position.

- Capital Expenditure

As at 28 February 2017, there is a variance of +42% (+\$38,224K) in total capital expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Land and Buildings	+46%	+\$9,268
Plant and Equipment	+62%	+\$1,421
Furniture and Equipment	+83%	+\$1,365
Infrastructure	+72%	+\$30,908
Transfers to Restricted Assets	-466%	-\$3,860

The attachments to this report include detailed listings of the capital expenditure (project) items, to assist in reviewing specific these variances. All capital expenditure variances are considered to be a timing adjustment at this time, with no impact expected against the net current position.

**Transfers to Restricted Assets (-\$3,860K)**

The transfers to restricted assets budget comprises an estimation of funds that could potentially be received during the financial year, primarily from developer contributions. Due to the nature of the category, the annual budget allocation is spread evenly throughout the financial year. The performance in this activity does not have any direct impact on the surplus/deficit position, as whilst recognised as operating revenue upon receipt, these funds are subsequently quarantined to restricted assets, essentially offsetting the initial transaction. Furthermore, the transfers to restricted assets category also include the payment of bonds and deposits, where no specific budget allocation is made for these funds.

The unfavourable financial year to date variance of -\$3,860k is primarily attributable to the receipt of Cash in Lieu of Parking -\$58k, Bonds and Deposit -\$361k receipt of interest in excess of budget attributable to the airport grant -\$290k and Unspent Loan funds -\$3,034k.

**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 28 February 2017, the value of the City's invested funds totalled \$117.4M, decreasing from \$119.3M as at 1st January. The decrease is due to funds being used for operational purposes including the Admin Building redevelopment.

During the month of December \$12.5M in term deposit funds matured. Funds totalling \$2.0m were withdrawn so as to meet payments for the construction of the Admin Building. Deposits totalling \$10.5m were renewed for an average of 112 days at an average rate of 2.40%. The averages were down slightly as one deposit was rolled for only 60 days due to the funds being required for the Admin Building, and the shorter term attracted lower rates.

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) remained steady.

The RBA left official rates on hold during February and March with future rate movements are unclear at this stage.

Please refer to Attachment B for further information.

## **CONCLUSION**

As at 28 February 2017, the City's financial performance is considered satisfactory. Whilst current variances exist in some operational areas, these are primarily due to timing differences, and if not timing are not material in nature or are transactions that have no direct impact on the Net Current Position.

Whilst acknowledging capital is presently tracking below year to date budget estimates, this is also seen to be attributable to timing differences at this time. There continues to be no indication at this time of any material cost overruns on any capital items in this year's budget.

Please note that the Annual Budget Review for 2016/2017 will be presented to the Finance Committee and Council in the month of May 2017; The report will include a projection of the City's financial performance to 30 June 2017 and endeavour to identify significant budget variances and if required recommend remedial action to be instigated as necessary prior to financial year end.

## **OPTIONS**

The Council may determine not to receive the statutory financial activity statement reports.

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

Reports are received as at the date of the relevant Council meeting

## **Committee Recommendation and Officer Recommendation**

That the Council receives the statutory financial activity statement reports for the period ending 28 February 2017, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

City of BusseltonStatement of Financial ActivityFor The Period Ending 28 February 2017

	2016/2017 Actual	2015/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2016/17 YTD Bud (A) Variance
	\$	\$	\$	\$	\$	%
<b>Revenue from Ordinary Activities</b>						
Rates	41,907,493	41,721,201	41,721,201	41,899,310	41,899,310	0.45%
Operating Grants, Subsidies and Contributions	3,378,628	3,217,616	2,998,684	5,156,217	4,861,121	5.00%
Fees & Charges	12,533,829	12,563,092	12,563,092	15,598,955	15,598,955	-0.23%
Other Revenue	276,620	238,586	238,586	356,410	356,410	15.94%
Interest Earnings	2,357,161	1,847,450	1,847,450	2,542,850	2,542,850	27.59%
	<b>60,453,731</b>	<b>59,587,945</b>	<b>59,369,013</b>	<b>65,553,742</b>	<b>65,258,646</b>	<b>1.45%</b>
<b>Expenses from Ordinary Activities</b>						
Employee Costs	(18,759,961)	(19,071,587)	(19,071,587)	(27,868,335)	(27,838,725)	1.63%
Materials & Contracts	(8,592,620)	(10,344,256)	(10,225,002)	(15,765,869)	(15,575,365)	16.93%
Utilities (Gas, Electricity, Water etc)	(1,494,258)	(1,572,168)	(1,572,168)	(2,358,980)	(2,358,980)	4.96%
Depreciation on non current assets	(11,077,477)	(10,349,045)	(10,349,045)	(15,715,050)	(15,715,050)	-7.04%
Insurance Expenses	(650,056)	(699,157)	(699,157)	(716,772)	(716,772)	7.02%
Other Expenditure	(1,650,086)	(2,052,348)	(2,048,348)	(3,099,864)	(3,095,864)	19.60%
Allocations	1,189,494	1,281,047	1,281,047	1,942,110	1,942,110	7.15%
	<b>(41,034,964)</b>	<b>(42,807,514)</b>	<b>(42,684,260)</b>	<b>(63,582,760)</b>	<b>(63,358,646)</b>	<b>4.14%</b>
<b>Borrowings Cost Expense</b>						
Interest Expenses	(642,381)	(626,968)	(626,968)	(1,318,330)	(1,318,330)	-2.46%
	<b>(642,381)</b>	<b>(626,968)</b>	<b>(626,968)</b>	<b>(1,318,330)</b>	<b>(1,318,330)</b>	<b>-2.46%</b>
Non-Operating Grants, Subsidies and Contributions	5,269,286	7,055,808	6,994,983	45,891,102	35,349,212	-25.32%
Profit on Asset Disposals	19,644	11,438	11,438	23,227	23,227	71.74%
Loss on Asset Disposals	(108,954)	(66,021)	(66,021)	(94,761)	(94,761)	-65.03%
	<b>5,179,976</b>	<b>7,001,225</b>	<b>6,940,400</b>	<b>45,819,568</b>	<b>35,277,678</b>	<b>-26.01%</b>
<b>Net Result</b>	<b>23,956,362</b>	<b>23,154,688</b>	<b>22,998,185</b>	<b>46,472,220</b>	<b>35,859,348</b>	<b>3.46%</b>
<b>Adjustments for Non-cash Revenue &amp; Expenditure</b>						
Depreciation	11,077,477	10,349,045	10,349,045	15,715,050	15,715,050	
Donated Assets	(563,429)	0	0	(14,388,800)	(13,800,000)	
(Profit)/Loss on Sale of Assets	89,310	54,583	54,583	71,534	71,534	
Allocations & Other Adjustments	(2,440)	0	0	0	0	
Deferred Pensioner Movements	(22,693)	0	0	0	0	
Recording of Employee Entitlements (Provisions)	(13,176)	(13,176)	(13,176)	(26,356)	(26,356)	
Deposit & Bonds Movements (cash backed)	(359,320)	0	0	0	0	
<b>Capital Revenue &amp; (Expenditure)</b>						
Land & Buildings	(11,094,567)	(20,363,010)	(20,113,214)	(25,376,416)	(24,081,120)	45.52%
Plant & Equipment	(865,830)	(2,286,936)	(2,286,936)	(2,783,200)	(2,783,200)	62.14%
Furniture & Equipment	(284,251)	(1,649,238)	(1,635,413)	(1,924,422)	(1,910,597)	82.76%
Infrastructure	(11,872,126)	(42,779,827)	(42,738,400)	(75,422,807)	(66,504,042)	72.25%
Proceeds from Sale of Assets	160,521	487,000	487,000	609,000	609,000	-67.04%
Proceeds from New Loans	3,000,000	3,000,000	3,000,000	3,650,000	3,650,000	0.00%
Self Supporting Loans - Repayment of Principal	38,983	44,846	44,846	91,040	91,040	-13.07%
Total Loan Repayments - Principal	(1,044,067)	(965,120)	(965,120)	(2,089,302)	(2,089,302)	-8.18%
Advances to Community Groups	0	(150,000)	(150,000)	(150,000)	(150,000)	100.00%
Transfer to Restricted Assets	(4,687,125)	(827,464)	(827,464)	(11,301,200)	(11,301,200)	-466.44%
Transfer from Restricted Assets	9,485,169	24,000,000	24,000,000	55,722,104	55,722,104	-60.48%
Transfer to Reserves	(21,925,803)	(20,976,643)	(20,976,643)	(25,302,389)	(25,302,389)	-4.52%
Transfer from Reserves	14,329,356	21,561,916	21,312,121	35,326,837	35,052,041	-33.54%
Opening Funds Surplus/ (Deficit)	1,178,089	1,178,089	1,178,089	1,178,089	1,178,089	
<b>Net Current Position - Surplus / (Deficit)</b>	<b>10,580,440</b>	<b>(6,181,247)</b>	<b>(6,282,497)</b>	<b>70,982</b>	<b>0</b>	

**City of Busselton**

**Net Current Position**

**For The Period Ending 28 February 2017**

	2016/17 Actual	2016/17 Amended Budget	2016/17 Original Budget	2015/16 Actual
	\$	\$	\$	\$
<b><u>NET CURRENT ASSETS</u></b>				
<b><u>CURRENT ASSETS</u></b>				
Cash - Unrestricted	5,187,377	2,067,602	1,996,620	3,251,577
Cash - Restricted	115,168,800	58,153,227	58,428,023	112,598,579
Sundry Debtors	949,346	1,600,000	1,600,000	2,501,984
Rates Outstanding - General	6,585,500	1,550,000	1,550,000	787,186
Stock on Hand	16,543	20,000	20,000	20,420
	<u>127,907,566</u>	<u>63,390,829</u>	<u>63,594,643</u>	<u>119,159,746</u>
<b><u>LESS: CURRENT LIABILITIES</u></b>				
Bank Overdraft	0	0	0	0
Sundry Creditors	2,158,326	5,166,620	5,166,620	5,383,078
Performance Bonds	2,066,428	2,425,748	2,425,748	2,425,748
	<u>4,224,754</u>	<u>7,592,368</u>	<u>7,592,368</u>	<u>7,808,826</u>
Current Position (inclusive of Restricted Funds)	123,682,812	55,798,461	56,002,275	111,350,920
Add: Cash Backed Liabilities (Deposits & Bonds)	2,066,428	2,425,748	2,425,748	2,425,748
Less: Cash - Restricted Funds	(115,168,800 )	(58,153,227 )	(58,428,023 )	(112,598,579 )
<b><u>NET CURRENT ASSET POSITION</u></b>	<u>10,580,440</u>	<u>70,982</u>	<u>0</u>	<u>1,178,089</u>

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 28 February 2017

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
<b>&gt;&gt; Property, Plant &amp; Equipment</b>						
<b>Land</b>						
10610 Property Services Administration	0	50,000	50,000	100,000	100,000	-100.00%
11156 Airport Development	15,358	1,600,000	1,600,000	2,400,000	2,400,000	-99.04%
	15,358	1,650,000	1,650,000	2,500,000	2,500,000	-99.07%
<b>Buildings</b>						
<b>Major Projects</b>						
<b>Major Project - Busselton Foreshore</b>						
B9570 Foreshore East-Youth Precinct Community Youth Building/SLSC	357,251	1,866,664	1,866,664	2,800,000	2,800,000	-80.86%
B9583 Railway House	1,038,478	659,480	659,480	989,216	989,216	57.47%
B9593 Milne Street Pavilion	446,382	1,334,420	1,084,624	1,876,736	1,626,940	-66.55%
B9600 Old Busselton Lighthouse	0	0	0	80,000	80,000	0.00%
	1,842,111	3,860,564	3,610,768	5,745,952	5,496,156	-52.28%
<b>Major Project - Administration Building</b>						
B9010 Civic and Administration Centre Construction	8,709,085	13,899,992	13,899,992	14,498,715	14,498,715	-37.34%
	8,709,085	13,899,992	13,899,992	14,498,715	14,498,715	-37.34%
<b>Buildings (Other)</b>						
B9104 Wilyabrup Brigade Shed	33,000	33,000	33,000	33,000	33,000	0.00%
B9111 Yallingup Rural Bush Fire Brigade	17,663	30,520	30,520	30,520	30,520	-42.13%
B9112 Ambergate Bushfire Brigade Shed	0	0	0	123,307	123,307	0.00%
B9113 Vasse Bushfire Brigade Appliance Bay Facility	350	0	0	45,500	0	0.00%
B9300 Aged Housing Capital Improvements - Winderup	11,347	20,000	20,000	30,000	30,000	-43.27%
B9301 Aged Housing Capital Improvements - Harris Road	0	10,000	10,000	20,000	20,000	-100.00%
B9302 Aged Housing Capital Improvements - Winderup Court (City)	0	20,000	20,000	40,000	40,000	-100.00%
B9406 Busselton Cemetery - Chapel	19,580	20,000	20,000	30,000	30,000	-2.10%
B9531 GLC - Sports Hall	31,153	63,336	63,336	95,000	95,000	-50.81%
B9539 GLC - Roof Repairs	994	28,464	28,464	42,700	42,700	-96.51%
B9556 NCC Internal Refurbishment	29,990	24,664	24,664	37,000	37,000	21.59%
B9566 GLC Pool Hall	19,397	26,264	26,264	39,400	39,400	-26.15%
B9591 Performing Arts Convention Centre	52,034	0	0	100,000	100,000	0.00%
B9594 Vasse Community Recreation Precinct - Changerooms & Toilet	0	276,728	276,728	415,100	415,100	-100.00%
B9596 GLC Building Improvements	27,231	26,664	26,664	40,000	40,000	2.13%
B9598 Dunsborough Library	15,146	16,136	16,136	24,200	24,200	-6.13%
B9599 Portable Toilets	28,094	20,000	20,000	20,000	20,000	40.47%
B9601 Meelup Shed	0	10,000	10,000	10,000	10,000	-100.00%
B9715 Airport Terminal Stage 1B	52,500	40,000	40,000	60,000	60,000	31.25%
B9716 Airport Terminal Stage 2	84,746	0	0	1,000,000	0	0.00%
B9802 Kook Caravan Park Ablutions Refurbishment	3,637	66,664	66,664	100,000	100,000	-94.54%
B9804 Kook Park Home	75,214	136,686	136,686	171,022	171,022	-44.97%
B9805 Kook Park Kitchen	536	23,328	23,328	35,000	35,000	-97.70%
B9806 Kook Park Electrical Upgrade	25,403	60,000	60,000	90,000	90,000	-57.66%
	528,013	952,454	952,454	2,631,749	1,586,249	-44.56%
<b>Total Buildings</b>	<b>11,079,209</b>	<b>18,713,010</b>	<b>18,463,214</b>	<b>22,876,416</b>	<b>21,581,120</b>	<b>-40.79%</b>
<b>Plant &amp; Equipment</b>						
10001 Office of the CEO	94,235	55,000	55,000	90,000	90,000	71.34%
10115 Major Projects Administration	36,687	40,000	40,000	40,000	40,000	-8.28%
10251 Business Systems	32,936	35,000	35,000	35,000	35,000	-5.90%
10591 Geopraphe Leisure Centre	64,558	105,936	105,936	158,900	158,900	-39.06%
10600 Kookaburra Caravan Park	0	28,000	28,000	28,000	28,000	-100.00%
10805 Planning Administration	39,155	40,000	40,000	40,000	40,000	-2.11%
10910 Building Services	33,205	35,000	35,000	35,000	35,000	-5.13%
10920 Environmental Health Services Administration	1,727	0	0	2,000	2,000	0.00%
10922 Preventative Services - Mosquitoes	0	0	0	3,300	3,300	0.00%
10950 Animal Control	0	0	0	50,000	50,000	0.00%
10980 Other Law, Order & Public Safety	0	0	0	50,000	50,000	0.00%
11101 Engineering Services Administration	36,072	40,000	40,000	40,000	40,000	-9.82%
11107 Engineering Services Design	0	39,000	39,000	39,000	39,000	-100.00%
11150 Asset Management Administration	32,739	35,000	35,000	35,000	35,000	-6.46%
11151 Airport Operations	0	0	0	3,000	3,000	0.00%
11160 Busselton Jetty	4,849	0	0	0	0	0.00%
11401 Transport - Workshop	6,985	0	0	5,000	5,000	0.00%
11402 Plant Purchases (P10)	40,300	434,000	434,000	434,000	434,000	-90.71%

**City of Busselton****Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 28 February 2017**

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
11403 Plant Purchases (P11)	97,026	395,000	395,000	571,000	571,000	-75.44%
11404 Plant Purchases (P12)	275,591	1,005,000	1,005,000	1,089,000	1,089,000	-72.58%
11500 Operations Services Administration	34,438	0	0	35,000	35,000	0.00%
G0030 Busselton Transfer Station	4,288	0	0	0	0	0.00%
G0031 Dunsborough Waste Facility	31,040	0	0	0	0	0.00%
	865,830	2,286,936	2,286,936	2,783,200	2,783,200	-62.14%
<b>Furniture &amp; Office Equipment</b>						
10115 Major Projects Administration	0	53,336	53,336	80,000	80,000	-100.00%
10251 Business Systems	145,983	252,664	252,664	379,000	379,000	-42.22%
10380 Busselton Library	8,200	11,670	11,670	11,670	11,670	-29.73%
10381 Dunsborough Library	4,100	16,200	16,200	16,200	16,200	-74.69%
10590 Naturaliste Community Centre	5,373	15,487	15,487	15,487	15,487	-65.31%
10591 Geographie Leisure Centre	1,627	38,806	38,806	68,840	68,840	-95.81%
10616 Winderup Villas Aged Housing	1,833	3,000	3,000	6,000	6,000	-38.91%
10617 Harris Road Aged Housing	0	1,750	1,750	3,500	3,500	-100.00%
10625 Art Geo Administration	12,642	11,336	11,336	12,000	12,000	11.52%
10900 Cultural Planning	20,000	64,500	64,500	116,500	116,500	-68.99%
10920 Environmental Health Services Administration	0	0	0	1,400	1,400	0.00%
11300 Sanitation Waste Services Administration	4,740	0	0	0	0	0.00%
11400 Transport - Fleet Management	1,888	0	0	0	0	0.00%
B1000 Administration Building- 2-16 Southern Drive	56,422	1,100,000	1,100,000	1,100,000	1,100,000	-94.87%
B1357 Railway House	20,030	80,489	66,664	113,825	100,000	-75.11%
G0030 Busselton Transfer Station	1,414	0	0	0	0	0.00%
	284,251	1,649,238	1,635,413	1,924,422	1,910,597	-82.76%
<b>Sub-Total Property, Plant &amp; Equipment</b>	<b>12,244,648</b>	<b>24,299,184</b>	<b>24,035,563</b>	<b>30,084,038</b>	<b>28,774,917</b>	<b>-49.61%</b>
<b>&gt;&gt; Infrastructure</b>						
<b>Major Project - Busselton Foreshore</b>						
C0045 Busselton Foreshore Stage 3: Goose Car Park	22,511	133,336	133,336	200,000	200,000	-83.12%
C0046 Busselton Foreshore Stage 3: Central Car Park	72,500	100,000	100,000	150,000	150,000	-27.50%
C3064 Foreshore Central - Coastal Defences (Jetty to Geo. Bay Rd)	578	1,333,336	1,333,336	2,000,000	2,000,000	-99.96%
C3107 Foreshore Central-Foreshore Promenade (Jetty to Geo Bay Rd)	52,179	733,336	733,336	1,100,000	1,100,000	-92.88%
C3133 Busselton Foreshore Contingency	0	60,464	60,464	90,700	90,700	-100.00%
C3140 Foreshore Water Supply and Services (Utilities)	977,316	800,000	800,000	898,927	898,927	22.16%
C3148 Busselton Foreshore Stage 3: Foreshore Landscaping	91,064	266,664	266,664	400,000	400,000	-65.85%
C3149 Busselton Foreshore Stage 3: Remedial Works	14,082	33,336	33,336	50,000	50,000	-57.76%
C3150 Busselton Foreshore Stage 3: Toddler's Playground	4,500	115,336	115,336	173,000	173,000	-96.10%
C3151 Busselton Foreshore Stage 3: Jetty Way Pedestrian	845,880	370,016	370,016	555,030	555,030	128.61%
C3152 Busselton Foreshore Stage 3: Queen Street Abutment	0	333,336	333,336	500,000	500,000	-100.00%
C3153 Busselton Foreshore Stage 3: Possum Park	57,805	133,336	133,336	200,000	200,000	-56.65%
W0196 Busselton Foreshore Stage 3: Foreshore Parade West	446,222	466,664	466,664	700,000	700,000	-4.38%
W0197 Busselton Foreshore Stage 3: Queen St Upgrade	31,297	433,336	433,336	650,000	650,000	-92.78%
	2,615,935	5,312,496	5,312,496	7,667,657	7,667,657	-50.76%
<b>Major Project - Administration Building</b>						
C0043 Administration Building Carpark	370	163,336	163,336	245,000	245,000	-99.77%
	370	163,336	163,336	245,000	245,000	-99.77%
<b>Busselton Jetty</b>						
C3500 Busselton Jetty Refurbishment	4,975	18,660	18,660	18,660	18,660	-73.34%
	4,975	18,660	18,660	18,660	18,660	-73.34%
<b>Footpaths Construction</b>						
F0018 Marine Terrace Footpath	3,801	76,664	76,664	115,000	115,000	-95.04%
F0059 Brown Street Footpaths	0	0	39,192	0	58,788	0.00%
F0063 Yallingup Footpath	285	21,120	21,120	31,682	31,682	-98.65%
F0066 Bussell Highway Footpath Sections	0	134,664	134,664	202,000	202,000	-100.00%
F0068 Freycinet Drive Access	49,215	28,000	28,000	42,000	42,000	75.77%
F0069 Luke Way Querin Street to David Drive	7,315	14,664	14,664	22,000	22,000	-50.12%
F0070 Strelly Street Community Garden Access	23,344	13,336	13,336	20,000	20,000	75.05%
F0071 Lou Weston Oval Shared Path	12,229	56,672	56,672	85,000	85,000	-78.42%
F0072 Alpha Road	44	84,819	0	113,092	0	-99.95%
	96,232	429,939	384,312	630,774	576,470	-77.62%



**City of Busselton****Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 28 February 2017**

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
<b>Drainage Construction - Street</b>						
D0009 Busselton LIA - Geocatch Drain Partnership	0	15,000	15,000	30,000	30,000	-100.00%
D0010 Dunsborough / Busselton Drainage Upgrades	6,593	191,328	191,328	287,000	287,000	-96.55%
	6,593	206,328	206,328	317,000	317,000	-96.80%
<b>Car Parking Construction</b>						
C0035 Churchill Park Hardstand Area (Parking)	63,870	84,688	84,688	127,030	127,030	-24.58%
C0036 Lou Weston / King St Foreshore Car Parking	34,111	1,528	1,528	2,287	2,287	2132.37%
C0044 Meelup Coastal Nodes - Carpark upgrade	0	0	0	85,670	85,670	0.00%
C0047 Dunsborough Town Centre Carparking	60	0	0	1,350,000	1,350,000	0.00%
	98,041	86,216	86,216	1,564,987	1,564,987	13.71%
<b>Bridges Construction</b>						
A0006 Roy Road - Bridge Construction - Bridge 3373A	0	0	0	69,000	69,000	0.00%
A0008 Layman Road Bridge - 3438	0	400,000	400,000	600,000	600,000	-100.00%
A0010 Queen Street Bridge 0240A	138	192,000	192,000	288,000	288,000	-99.93%
A0015 Metricup Road Bridge - 3354	0	0	0	912,000	912,000	0.00%
A0020 Ludlow Hithergreen Road Bridge - 3464	111,884	106,000	106,000	159,000	159,000	5.55%
	112,022	698,000	698,000	2,028,000	2,028,000	-83.95%
<b>Cycleways Construction</b>						
F1008 Busselton Bypass - Strelley Street to Clydebank Avenue	0	0	36,200	0	54,304	0.00%
F1011 Navigation Way Armitage Drive to Lanyard Boulevard	39,780	76,664	76,664	115,000	115,000	-48.11%
F1014 Busselton Bypass - Fairway to Kangaroo Gully	9,733	85,736	85,736	128,600	128,600	-88.65%
F1017 Busselton Bypass Cycleway (Clydebank to Grace Court)	4,979	149,992	149,992	225,000	225,000	-96.68%
F1018 Dunsborough Cycleway CBD to Our Lady of the Cape School	4,140	0	0	30,000	30,000	0.00%
	58,631	312,392	348,592	498,600	552,904	-81.23%
<b>Townscape Construction</b>						
C1024 Dunsborough Road Access Improvements Stage 1	626,149	328,000	328,000	492,000	492,000	90.90%
	626,149	328,000	328,000	492,000	492,000	90.90%
<b>Boat Ramps Construction</b>						
C1513 Port Geographe Boat Trailer Parking Layout Redevelopment	1,815	114,500	114,500	229,000	229,000	-98.42%
	1,815	114,500	114,500	229,000	229,000	-98.42%
<b>Beach Restoration</b>						
C2504 Groyne Construction	4,960	22,500	22,500	45,000	45,000	-77.96%
C2512 Sand Re-Nourishment	70,619	55,000	55,000	110,000	110,000	28.40%
C2520 Coastal Protection Works	3,091	16,664	16,664	25,000	25,000	-81.45%
C2522 King Street Seawall	0	152,500	152,500	305,000	305,000	-100.00%
	78,669	246,664	246,664	485,000	485,000	-68.11%
<b>Parks, Gardens &amp; Reserves</b>						
C3006 Playgrounds General - Replacement of playground equipment	0	23,336	23,336	35,000	35,000	-100.00%
C3014 Meelup Park - Fire Access Trail	20,783	0	0	20,000	20,000	0.00%
C3040 Churchill Park - Install Synthetic Wicket	21,022	12,000	12,000	18,000	18,000	75.18%
C3046 Dunsborough - BMX / Skatebowl	31,256	17,600	17,600	26,396	26,396	77.59%
C3122 Rails to Trails	0	50,000	50,000	100,000	100,000	-100.00%
C3123 Geopraphe Leisure Centre - Landscaping	0	9,500	9,500	64,000	32,000	-100.00%
C3127 Whale Viewing Platform - Point Picquet	19,526	19,526	19,526	19,526	19,526	0.00%
C3130 Vasse Birchfields Bore	12,747	42,672	42,672	64,000	64,000	-70.13%
C3134 Vasse Community & Recreation Precinct - AFL Oval Stage 1	166,899	200,000	200,000	300,000	300,000	-16.55%
C3136 Newtown Oval - Minor Upgrade of Existing Oval	0	6,496	6,496	9,745	9,745	-100.00%
C3143 NCC Infrastructure	11,032	8,736	8,736	13,100	13,100	26.28%
C3145 Churchill Park Redevelopment - Irrigation	1,633	203,336	203,336	305,000	305,000	-99.20%
C3146 Dunsborough Town Centre	71,196	33,336	33,336	50,000	50,000	113.57%
C3147 Busselton Foreshore - Extension to Mainline	50,322	100,000	100,000	150,000	150,000	-49.68%
C3154 Administration Building Landscaping Works	2,860	300,000	300,000	450,000	450,000	-99.05%
C3156 Meelup Capital Works - Unallocated	5,682	0	0	40,000	40,000	0.00%
C3157 Port Geographe - Landscaping Layman Road	0	0	0	10,000	10,000	0.00%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 28 February 2017

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
C3158 Port Geographe - Casurina Replacements on Layman Road	0	10,000	10,000	15,000	15,000	-100.00%
	414,957	1,036,538	1,036,538	1,689,767	1,657,767	-59.97%
<b>Cemetery Capital Works</b>						
C1605 Busselton Cemetery Infrastructure Upgrades	19,749	20,000	20,000	30,000	30,000	-1.26%
	19,749	20,000	20,000	30,000	30,000	-1.26%
<b>Beach Front Infrastructure Works</b>						
C1753 Eagle Bay Viewing Platform	0	15,336	15,336	23,000	23,000	-100.00%
	0	15,336	15,336	23,000	23,000	-100.00%
<b>Aged Housing - Infrastructure Works</b>						
C3451 Aged Housing Infrastructure (Upgrade)	0	20,000	20,000	20,000	20,000	-100.00%
	0	20,000	20,000	20,000	20,000	-100.00%
<b>Sanitation Infrastructure</b>						
C3479 New Cell Development	90,465	580,000	580,000	870,000	870,000	-84.40%
C3481 Transfer Station Development	2,402,990	1,518,816	1,518,816	2,278,223	2,278,223	58.21%
C3485 Site Rehabilitation - Busselton	233,579	166,664	166,664	250,000	250,000	40.15%
C3487 Site Rehabilitation - Dunsborough	16,031	100,000	100,000	150,000	150,000	-83.97%
C3488 Busselton Transfer Station Provision of Scheme Water	6,160	266,664	266,664	400,000	400,000	-97.69%
	2,749,225	2,632,144	2,632,144	3,948,223	3,948,223	4.45%
<b>Airport Development</b>						
C6090 Parks & Gardens Airport Stage 2	0	230,000	230,000	345,000	345,000	-100.00%
C6091 Airport Construction Stage 2, Noise Management Plan	0	662,672	662,672	994,000	994,000	-100.00%
C6092 Airport Construction Stage 2, Airfield	662,034	16,666,664	16,666,664	33,779,765	25,000,000	-96.03%
C6093 Airport Construction Stage 2, Car Park & Access Roads	0	3,800,000	3,800,000	5,700,000	5,700,000	-100.00%
C6094 Airport Construction Stage 2, Jet Fuel	0	280,000	280,000	420,000	420,000	-100.00%
C6095 Airport Construction Stage 2, External Services	6,000	3,066,672	3,066,672	4,600,000	4,600,000	-99.80%
C6097 Airport Construction Stage 1B, Jet Fuel	0	409,776	409,776	614,659	614,659	-100.00%
C6099 Airport Development - Project Expenses	859,174	987,734	987,734	1,469,107	1,469,107	-13.02%
	1,527,209	26,103,518	26,103,518	47,922,531	39,142,766	-94.15%
<b>Main Roads</b>						
S0035 Strelly Street	14,440	106,752	106,752	160,128	160,128	-86.47%
S0036 Tuart Drive	140,403	140,000	140,000	210,000	210,000	0.29%
S0049 Layman Road	3,032	532,000	500,000	782,000	750,000	-99.43%
S0051 Causeway Road	35,274	100,000	100,000	150,000	150,000	-64.73%
S0064 Peel Terrace	28,058	289,144	289,144	433,719	433,719	-90.30%
S0065 Metricup Road	9,431	160,000	160,000	240,000	240,000	-94.11%
S0066 Queen Street	7,680	0	0	75,000	0	0.00%
S0303 Earnshaw Road	11,724	10,664	10,664	16,000	16,000	9.94%
S0304 Hale Street	5,283	48,664	48,664	73,000	73,000	-89.14%
S0305 Kempton Place	60,723	29,336	29,336	44,000	44,000	106.99%
S0306 Moore Street	600	28,664	28,664	43,000	43,000	-97.91%
S0307 Redwood Close	5,429	10,664	10,664	16,000	16,000	-49.09%
S0308 Ringtail Retreat	9,014	24,000	24,000	36,000	36,000	-62.44%
S0309 Rivergum Place	8,212	17,336	17,336	26,000	26,000	-52.63%
S0310 Wallaby Gardens	11,103	20,000	20,000	30,000	30,000	-44.48%
S0311 Waratah Court	6,966	11,336	11,336	17,000	17,000	-38.55%
S0312 Whistler Cove	5,831	9,336	9,336	14,000	14,000	-37.54%
S0313 Cummins Court	5,138	10,152	10,152	15,223	15,223	-49.39%
	368,341	1,548,048	1,516,048	2,381,070	2,274,070	-76.21%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 28 February 2017

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
<b>Roads to Recovery</b>						
T0016 Puzey Road	1,095,450	874,352	874,352	1,311,526	1,311,526	25.29%
T0063 Tom Cullity Drive	693,145	695,336	695,336	1,043,000	1,043,000	-0.32%
T0073 Hammond Road	151,221	78,000	78,000	117,000	117,000	93.87%
T0074 Maxted Street	163,925	107,336	107,336	161,000	161,000	52.72%
T0075 Pelican Place	41,000	28,664	28,664	43,000	43,000	43.04%
T0076 Roberts Road	131,699	85,336	85,336	128,000	128,000	54.33%
	2,276,441	1,869,024	1,869,024	2,803,526	2,803,526	21.80%
<b>Council Roads Initiative</b>						
W0005 Kaloorup Road	21,749	112,000	112,000	168,000	168,000	-80.58%
W0019 Marine Terrace	343	68,672	68,672	103,000	103,000	-99.50%
W0028 Bus Bays & Shelters	10,345	2,480	2,480	3,720	3,720	317.14%
W0032 Chamber Road	461	22,664	22,664	34,000	34,000	-97.97%
W0044 Brash Road Yallingup	47,211	31,328	31,328	47,000	47,000	50.70%
W0080 Bussell Highway	76,257	17,952	17,952	26,933	26,933	324.78%
W0100 Peel Terrace	2,416	17,336	17,336	26,000	26,000	-86.06%
W0128 Worgan Road	64,168	52,152	52,152	78,220	78,220	23.04%
W0135 Bussell Highway - Norman Road Broadwater Intersection	25,946	22,240	22,240	33,359	33,359	16.67%
W0136 DAIP Issues District ACROD Bays, ramps, signs etc	6,758	30,000	30,000	45,000	45,000	-77.47%
W0150 Roe Terrace Busselton	44,663	26,672	26,672	40,000	40,000	67.45%
W0159 David Drive Geographe	29,145	19,336	19,336	29,000	29,000	50.73%
W0174 Owen Road	28,162	18,648	18,648	27,980	27,980	51.02%
W0175 Scott Road	41,521	30,000	30,000	45,000	45,000	38.40%
W0176 Signage (Alternate CBD Entry)	0	40,000	40,000	60,000	60,000	-100.00%
W0177 Strelly Street	0	40,000	40,000	60,000	60,000	-100.00%
W0178 Tompsett Road	17,182	37,864	37,864	56,800	56,800	-54.62%
W0179 Anthony Road	37,913	24,664	24,664	37,000	37,000	53.72%
W0180 Beach Road	15,600	52,008	52,008	78,000	78,000	-70.00%
W0181 Blue Crescent	98,357	112,000	112,000	168,000	168,000	-12.18%
W0182 Capel-Tutunup	235	52,000	52,000	78,000	78,000	-99.55%
W0183 Carter Road	19,154	287,336	287,336	431,000	431,000	-93.33%
W0185 Elsegood Avenue	1,585	44,000	44,000	66,000	66,000	-96.40%
W0186 Grant Street	1,565	29,328	29,328	44,000	44,000	-94.66%
W0187 Luke Way	17,987	23,336	23,336	35,000	35,000	-22.92%
W0188 Macbeth Way	17,444	22,672	22,672	34,000	34,000	-23.06%
W0189 Melville Court	18,671	26,664	26,664	40,000	40,000	-29.98%
W0190 Miamup Road	17,373	146,664	146,664	220,000	220,000	-88.15%
W0191 Queen / Albert & West St / Bussell Left Turn Upgrades	62,682	50,000	50,000	75,000	75,000	25.36%
W0192 Valley Road	1,182	33,328	33,328	50,000	50,000	-96.45%
W0193 Wardenup Crescent	68,765	30,008	30,008	45,000	45,000	129.16%
W0194 William Place	20,371	24,000	24,000	36,000	36,000	-15.12%
W0195 Yallingup Beach Road	1,335	19,336	19,336	29,000	29,000	-93.09%
W0198 Senior Citizens Access Road (Peel Tce)	0	38,664	38,664	58,000	58,000	-100.00%
W0199 Roe Tce (Bunbury to Frederick) Unconstructed Road Reserve	227	13,336	13,336	20,000	20,000	-98.29%
	816,774	1,618,688	1,618,688	2,428,012	2,428,012	-49.54%
Sub-Total Infrastructure	11,872,126	42,779,827	42,738,400	75,422,807	66,504,042	-72.25%
Grand Total - Capital Acquisitions	24,116,774	67,079,011	66,773,963	105,506,845	95,278,959	

City of BusseltonReserves Movement Report

For The Period Ending 28 February 2017

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
<b>100 Airport Infrastructure Renewal and Replacement Reserve</b>						
Accumulated Reserves at Start of Year	940,036.19	940,036.19	940,036.19	940,036.19	940,036.19	459,285.18
Interest transfer to Reserves	20,193.38	16,568.00	16,568.00	24,852.00	24,852.00	21,759.92
Transfer from Muni	285,344.00	285,344.00	285,344.00	428,012.00	428,012.00	501,621.21
Transfer to Muni	0.00	0.00	0.00	(42,630.00)	(42,630.00)	(42,630.12)
	<u>1,245,573.57</u>	<u>1,241,948.19</u>	<u>1,241,948.19</u>	<u>1,350,270.19</u>	<u>1,350,270.19</u>	<u>940,036.19</u>
<b>101 Asset Depreciation Reserve</b>						
Accumulated Reserves at Start of Year	2,573,603.88	2,573,603.88	2,573,603.88	2,573,603.88	2,573,603.88	2,546,023.36
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	72,401.89
Transfer to Muni	(2,573,603.88)	(2,573,603.88)	(2,573,603.88)	(2,573,603.88)	(2,573,603.88)	(44,821.37)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,573,603.88</u>
<b>102 Beach Protection Reserve</b>						
Accumulated Reserves at Start of Year	1,768,390.03	1,768,390.03	1,768,390.03	1,768,390.03	1,768,390.03	1,494,337.28
Interest transfer to Reserves	33,748.19	32,816.00	32,816.00	49,224.00	49,224.00	51,149.12
Transfer from Muni	302,480.00	302,480.00	302,480.00	453,720.00	453,720.00	444,000.00
Transfer to Muni	0.00	0.00	0.00	(447,500.00)	(447,500.00)	(221,096.37)
	<u>2,104,618.22</u>	<u>2,103,686.03</u>	<u>2,103,686.03</u>	<u>1,823,834.03</u>	<u>1,823,834.03</u>	<u>1,768,390.03</u>
<b>107 Corporate IT System Programme</b>						
Accumulated Reserves at Start of Year	132,062.14	132,062.14	132,062.14	132,062.14	132,062.14	128,259.45
Interest transfer to Reserves	2,300.23	2,608.00	2,608.00	3,912.00	3,912.00	3,802.69
	<u>134,362.37</u>	<u>134,670.14</u>	<u>134,670.14</u>	<u>135,974.14</u>	<u>135,974.14</u>	<u>132,062.14</u>
<b>110 Jetty Maintenance Reserve</b>						
Accumulated Reserves at Start of Year	2,306,653.49	2,306,653.49	2,306,653.49	2,306,653.49	2,306,653.49	2,094,712.96
Interest transfer to Reserves	41,742.87	38,856.00	38,856.00	58,284.00	58,284.00	76,168.46
Transfer from Muni	366,859.22	366,860.00	366,860.00	1,182,454.00	1,182,454.00	1,154,259.75
Transfer to Muni	0.00	0.00	0.00	(622,870.00)	(622,870.00)	(1,018,487.68)
	<u>2,715,255.58</u>	<u>2,712,369.49</u>	<u>2,712,369.49</u>	<u>2,924,521.49</u>	<u>2,924,521.49</u>	<u>2,306,653.49</u>
<b>111 Legal Expenses Reserve</b>						
Accumulated Reserves at Start of Year	530,592.71	530,592.71	530,592.71	530,592.71	530,592.71	309,205.83
Interest transfer to Reserves	9,245.76	10,448.00	10,448.00	15,672.00	15,672.00	10,742.38
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	210,644.50
	<u>539,838.47</u>	<u>541,040.71</u>	<u>541,040.71</u>	<u>546,264.71</u>	<u>546,264.71</u>	<u>530,592.71</u>
<b>112 Long Service Leave Reserve</b>						
Accumulated Reserves at Start of Year	2,604,471.00	2,604,471.00	2,604,471.00	2,604,471.00	2,604,471.00	2,204,037.00
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	67,424.94
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	596,880.21
Transfer to Muni	(2,604,471.00)	(2,604,471.00)	(2,604,471.00)	(2,604,471.00)	(2,604,471.00)	(263,871.15)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,604,471.00</u>
<b>114 City Car Parking and Access Reserve</b>						
Accumulated Reserves at Start of Year	427,856.90	427,856.90	427,856.90	427,856.90	427,856.90	198,114.86
Interest transfer to Reserves	10,239.76	8,432.00	8,432.00	12,648.00	12,648.00	12,628.28
Transfer from Muni	272,016.00	272,016.00	272,016.00	408,020.00	408,020.00	379,363.00
Transfer to Muni	0.00	0.00	0.00	(804,170.00)	(804,170.00)	(162,249.24)
	<u>710,112.66</u>	<u>708,304.90</u>	<u>708,304.90</u>	<u>44,354.90</u>	<u>44,354.90</u>	<u>427,856.90</u>
<b>115 Plant Replacement Reserve</b>						
Accumulated Reserves at Start of Year	2,810,578.75	2,810,578.75	2,810,578.75	2,810,578.75	2,810,578.75	2,425,054.89
Interest transfer to Reserves	53,050.62	55,176.00	55,176.00	82,764.00	82,764.00	81,917.52
Transfer from Muni	366,664.00	366,664.00	366,664.00	550,000.00	550,000.00	702,330.00
Transfer to Muni	0.00	0.00	0.00	(1,134,000.00)	(1,134,000.00)	(398,723.66)
	<u>3,230,293.37</u>	<u>3,232,418.75</u>	<u>3,232,418.75</u>	<u>2,309,342.75</u>	<u>2,309,342.75</u>	<u>2,810,578.75</u>

City of BusseltonReserves Movement Report

For The Period Ending 28 February 2017

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
<b>116 Professional Development Reserve</b>						
Accumulated Reserves at Start of Year	77,905.02	77,905.02	77,905.02	77,905.02	77,905.02	74,239.77
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	3,017.55
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	60,000.00
Transfer to Muni	(77,905.02)	(77,905.02)	(77,905.02)	(77,905.02)	(77,905.02)	(59,352.30)
	0.00	0.00	0.00	0.00	0.00	77,905.02
<b>117 Road Asset Renewal Reserve</b>						
Accumulated Reserves at Start of Year	328,823.05	328,823.05	328,823.05	328,823.05	328,823.05	118,257.47
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	22,424.25
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,101,785.00
Transfer to Muni	(328,823.05)	(328,823.05)	(328,823.05)	(328,823.05)	(328,823.05)	(913,643.67)
	0.00	0.00	0.00	0.00	0.00	328,823.05
<b>119 Sick Pay Incentive Reserve</b>						
Accumulated Reserves at Start of Year	144,552.59	144,552.59	144,552.59	144,552.59	144,552.59	143,876.51
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	3,381.67
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	3,627.42
Transfer to Muni	(144,552.59)	(144,552.59)	(144,552.59)	(144,552.59)	(144,552.59)	(6,333.01)
	0.00	0.00	0.00	0.00	0.00	144,552.59
<b>120 Strategic Projects Reserve</b>						
Accumulated Reserves at Start of Year	216,612.01	216,612.01	216,612.01	216,612.01	216,612.01	185,993.80
Interest transfer to Reserves	3,983.32	4,272.00	4,272.00	6,408.00	6,408.00	5,618.21
Transfer from Muni	16,664.00	16,664.00	16,664.00	25,000.00	25,000.00	25,000.00
Transfer to Muni	0.00	0.00	0.00	(60,000.00)	(60,000.00)	0.00
	237,259.33	237,548.01	237,548.01	188,020.01	188,020.01	216,612.01
<b>121 Waste Management Facility and Plant Reserve</b>						
Accumulated Reserves at Start of Year	7,613,254.10	7,613,254.10	7,613,254.10	7,613,254.10	7,613,254.10	8,134,428.23
Interest transfer to Reserves	146,492.36	110,456.00	110,456.00	165,684.00	165,684.00	288,437.31
Transfer from Muni	2,039,880.00	2,039,880.00	2,039,880.00	3,059,810.00	3,059,810.00	2,626,835.44
Transfer to Muni	0.00	0.00	0.00	(4,439,723.00)	(4,439,723.00)	(3,436,446.88)
	9,799,626.46	9,763,590.10	9,763,590.10	6,399,025.10	6,399,025.10	7,613,254.10
<b>122 Port Geographe Development Reserve</b>						
Accumulated Reserves at Start of Year	1,654,121.43	1,654,121.43	1,654,121.43	1,654,121.43	1,654,121.43	569,370.66
Interest transfer to Reserves	28,808.14	32,504.00	32,504.00	48,756.00	48,756.00	24,679.87
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,066,000.00
Transfer to Muni	0.00	0.00	0.00	(245,510.00)	(245,510.00)	(5,929.10)
	1,682,929.57	1,686,625.43	1,686,625.43	1,457,367.43	1,457,367.43	1,654,121.43
<b>123 Port Geographe Waterways Managment Reserve (SAR)</b>						
Accumulated Reserves at Start of Year	3,454,443.12	3,454,443.12	3,454,443.12	3,454,443.12	3,454,443.12	3,265,183.14
Interest transfer to Reserves	61,609.51	68,160.00	68,160.00	102,240.00	102,240.00	98,070.29
Transfer from Muni	113,896.00	113,896.00	113,896.00	170,847.00	170,847.00	391,189.69
Transfer to Muni	0.00	(305,000.00)	(305,000.00)	(305,000.00)	(305,000.00)	(300,000.00)
	3,629,948.63	3,331,499.12	3,331,499.12	3,422,530.12	3,422,530.12	3,454,443.12
<b>124 Workers Compensation Contingency Reserve</b>						
Accumulated Reserves at Start of Year	273,142.25	273,142.25	273,142.25	273,142.25	273,142.25	265,277.30
Interest transfer to Reserves	5,087.56	5,392.00	5,392.00	8,088.00	8,088.00	7,864.95
Transfer from Muni	27,200.00	27,200.00	27,200.00	40,800.00	40,800.00	0.00
Transfer to Muni	0.00	0.00	0.00	(20,000.00)	(20,000.00)	0.00
	305,429.81	305,734.25	305,734.25	302,030.25	302,030.25	273,142.25

City of BusseltonReserves Movement Report

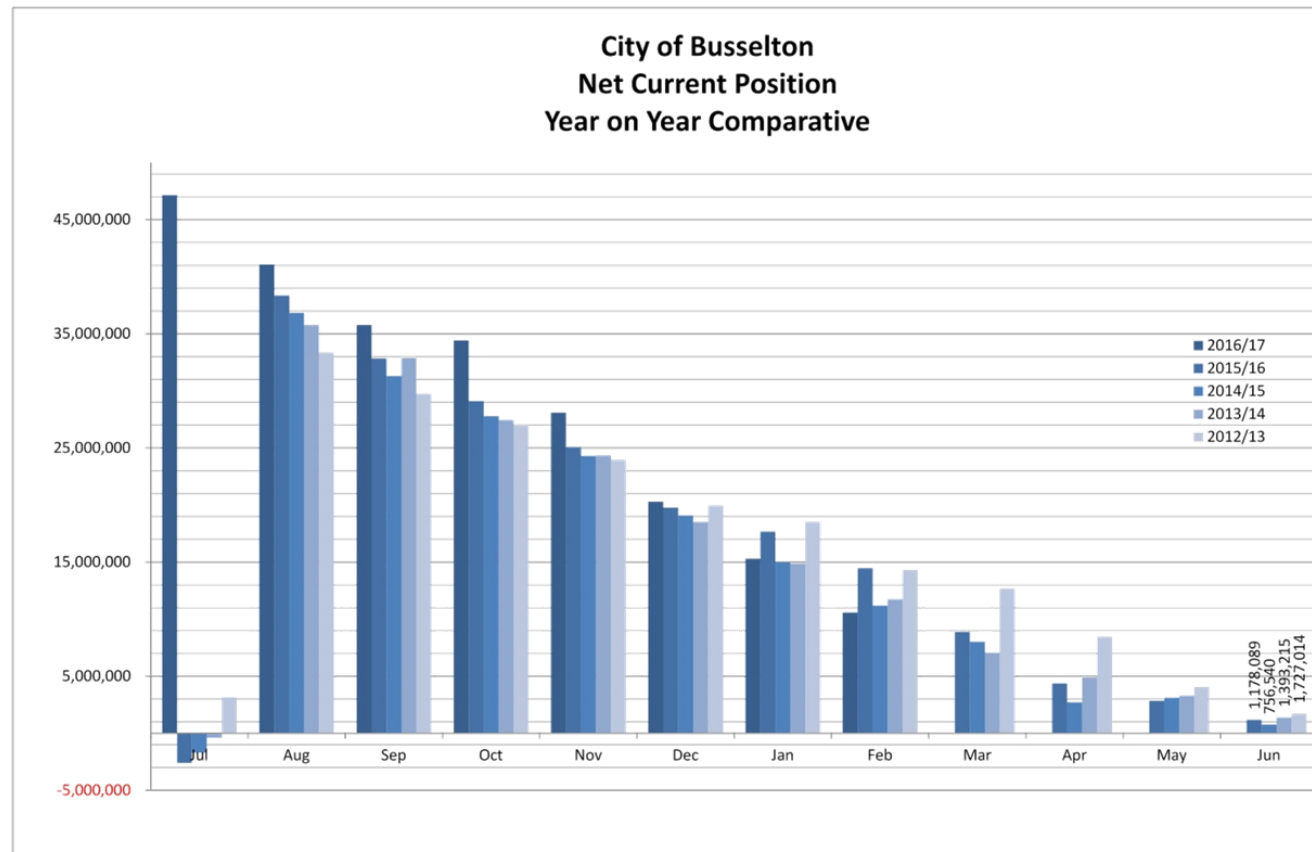
For The Period Ending 28 February 2017

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
<b>126 Provenge Landscape Maintenance Reserve (SAR)</b>						
Accumulated Reserves at Start of Year	835,855.66	835,855.66	835,855.66	835,855.66	835,855.66	676,765.29
Interest transfer to Reserves	15,808.43	16,328.00	16,328.00	24,492.00	24,492.00	22,654.23
Transfer from Muni	96,792.00	96,792.00	96,792.00	145,190.00	145,190.00	136,436.14
Transfer to Muni	0.00	0.00	0.00	(117,120.00)	(117,120.00)	0.00
	948,456.09	948,975.66	948,975.66	888,417.66	888,417.66	835,855.66
<b>127 Infrastructure Development Reserve</b>						
Accumulated Reserves at Start of Year	2,007,644.66	2,007,644.66	2,007,644.66	2,007,644.66	2,007,644.66	2,311,812.74
Interest transfer to Reserves	35,741.87	49,224.00	49,224.00	73,836.00	73,836.00	74,547.89
Transfer from Muni	358,776.00	358,776.00	358,776.00	538,171.00	538,171.00	633,740.00
Transfer to Muni	0.00	0.00	0.00	(804,945.00)	(804,945.00)	(1,012,455.97)
	2,402,162.53	2,415,644.66	2,415,644.66	1,814,706.66	1,814,706.66	2,007,644.66
<b>128 Vasse Newtown Landscape Maintenance Reserve (SAR)</b>						
Accumulated Reserves at Start of Year	470,759.51	470,759.51	470,759.51	470,759.51	470,759.51	406,921.35
Interest transfer to Reserves	9,160.02	9,152.00	9,152.00	13,728.00	13,728.00	14,524.93
Transfer from Muni	106,992.00	106,992.00	106,992.00	160,489.00	160,489.00	152,009.48
Transfer to Muni	0.00	0.00	0.00	(273,785.00)	(273,785.00)	(102,696.25)
	586,911.53	586,903.51	586,903.51	371,191.51	371,191.51	470,759.51
<b>129 Untied Grants Reserve</b>						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	1,109,692.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(1,109,692.00)
	0.00	0.00	0.00	0.00	0.00	0.00
<b>130 Locke Estate Reserve</b>						
Accumulated Reserves at Start of Year	64,000.00	64,000.00	64,000.00	64,000.00	64,000.00	0.00
Interest transfer to Reserves	1,366.50	1,184.00	1,184.00	1,776.00	1,776.00	0.00
Transfer from Muni	0.00	0.00	0.00	60,000.00	60,000.00	64,000.00
	65,366.50	65,184.00	65,184.00	125,776.00	125,776.00	64,000.00
<b>131 Busselton Community Resource Centre</b>						
Accumulated Reserves at Start of Year	92,178.36	92,178.36	92,178.36	92,178.36	92,178.36	63,513.21
Interest transfer to Reserves	1,835.91	1,800.00	1,800.00	2,700.00	2,700.00	2,384.86
Transfer from Muni	18,016.00	18,016.00	18,016.00	27,020.00	27,020.00	26,280.29
	112,030.27	111,994.36	111,994.36	121,898.36	121,898.36	92,178.36
<b>132 CBD Enhancement Reserve</b>						
Accumulated Reserves at Start of Year	50,404.28	50,404.28	50,404.28	50,404.28	50,404.28	14,489.92
Interest transfer to Reserves	1,170.93	992.00	992.00	1,488.00	1,488.00	1,114.36
Transfer from Muni	23,200.00	23,200.00	23,200.00	34,800.00	34,800.00	34,800.00
	74,775.21	74,596.28	74,596.28	86,692.28	86,692.28	50,404.28
<b>133 Election, Valuation and Corporate Expenses Reserve</b>						
Accumulated Reserves at Start of Year	174,169.07	174,169.07	174,169.07	174,169.07	174,169.07	35,798.78
Interest transfer to Reserves	4,512.48	3,432.00	3,432.00	5,148.00	5,148.00	3,475.49
Transfer from Muni	116,280.00	116,280.00	116,280.00	174,420.00	174,420.00	206,000.00
Transfer to Muni	0.00	0.00	0.00	(72,000.00)	(72,000.00)	(71,105.20)
	294,961.55	293,881.07	293,881.07	281,737.07	281,737.07	174,169.07
<b>134 Civic and Administration Centre Construction Reserve</b>						
Accumulated Reserves at Start of Year	12,782,915.12	12,782,915.12	12,782,915.12	12,782,915.12	12,782,915.12	18,501,923.83
Interest transfer to Reserves	145,220.28	194,850.00	194,850.00	194,850.00	194,850.00	466,958.22
Transfer to Muni	(6,600,000.00)	(12,977,765.00)	(12,977,765.00)	(12,977,765.00)	(12,977,765.00)	(6,185,966.93)
	6,328,135.40	0.12	0.12	0.12	0.12	12,782,915.12

City of BusseltonReserves Movement Report

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	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
<b>136 Airport Marketing Reserve</b>						
Accumulated Reserves at Start of Year	196,000.00	196,000.00	196,000.00	196,000.00	196,000.00	0.00
Interest transfer to Reserves	4,184.90	2,984.00	2,984.00	4,476.00	4,476.00	0.00
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	196,000.00
	<u>200,184.90</u>	<u>198,984.00</u>	<u>198,984.00</u>	<u>200,476.00</u>	<u>200,476.00</u>	<u>196,000.00</u>
<b>Building Asset Renewal Reserve</b>						
Accumulated Reserves at Start of Year	1,493,038.06	1,493,038.06	1,493,038.06	1,493,038.06	1,493,038.06	1,409,407.53
Interest transfer to Reserves	26,279.62	30,712.00	30,712.00	46,068.00	46,068.00	48,784.11
Transfer from Muni	119,667.77	119,667.77	119,667.77	119,667.77	119,667.77	500,000.00
Transfer to Muni	0.00	(300,000.00)	(300,000.00)	(408,022.00)	(408,022.00)	(465,153.58)
	<u>1,638,985.45</u>	<u>1,343,417.83</u>	<u>1,343,417.83</u>	<u>1,250,751.83</u>	<u>1,250,751.83</u>	<u>1,493,038.06</u>
<b>Community Development Contribution Reserve</b>						
Interest transfer to Reserves	125,939.34	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	8,103,452.90	7,564,543.94	7,564,543.94	7,964,543.94	7,964,543.94	0.00
Transfer to Muni	0.00	(249,796.00)	0.00	(2,302,871.00)	(2,053,075.00)	0.00
	<u>8,229,392.24</u>	<u>7,314,747.94</u>	<u>7,564,543.94</u>	<u>5,661,672.94</u>	<u>5,911,468.94</u>	<u>0.00</u>
<b>Busselton Area Drainage and Waterways Improvement Reserve</b>						
Interest transfer to Reserves	9,636.48	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	594,564.05	383,803.62	383,803.62	383,803.62	383,803.62	0.00
Transfer to Muni	0.00	0.00	0.00	(85,000.00)	(85,000.00)	0.00
	<u>604,200.53</u>	<u>383,803.62</u>	<u>383,803.62</u>	<u>298,803.62</u>	<u>298,803.62</u>	<u>0.00</u>
<b>Employee Entitlement Reserve</b>						
Interest transfer to Reserves	51,887.33	43,960.00	43,960.00	65,940.00	65,940.00	0.00
Transfer from Muni	2,945,256.61	2,945,256.61	2,945,256.61	3,004,428.61	3,004,428.61	0.00
Transfer to Muni	0.00	0.00	0.00	(616,104.00)	(616,104.00)	0.00
	<u>2,997,143.94</u>	<u>2,989,216.61</u>	<u>2,989,216.61</u>	<u>2,454,264.61</u>	<u>2,454,264.61</u>	<u>0.00</u>
<b>Infrastructure Asset Renewal Reserve</b>						
Interest transfer to Reserves	39,360.48	54,544.00	54,544.00	81,816.00	81,816.00	0.00
Transfer from Muni	3,931,002.93	3,931,002.93	3,931,002.93	4,445,284.93	4,445,284.93	0.00
Transfer to Muni	(2,000,000.00)	(2,000,000.00)	(2,000,000.00)	(3,818,467.00)	(3,793,467.00)	0.00
	<u>1,970,363.41</u>	<u>1,985,546.93</u>	<u>1,985,546.93</u>	<u>708,633.93</u>	<u>733,633.93</u>	<u>0.00</u>
<b>Joint Venture Aged Housing Reserve</b>						
Interest transfer to Reserves	11,774.17	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	726,457.38	726,457.38	726,457.38	831,057.38	831,057.38	0.00
	<u>738,231.55</u>	<u>726,457.38</u>	<u>726,457.38</u>	<u>831,057.38</u>	<u>831,057.38</u>	<u>0.00</u>
<b>Public Art Reserve</b>						
Interest transfer to Reserves	901.12	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	93,060.00	0.00	0.00	0.00	0.00	0.00
	<u>93,961.12</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Cash Back Reserves</b>	<u>53,620,510.26</u>	<u>45,438,789.09</u>	<u>45,688,585.09</u>	<u>35,999,615.09</u>	<u>36,274,411.09</u>	<u>46,024,063.38</u>
<b>Summary Reserves</b>						
Accumulated Reserves at Start of Year	46,024,063.38	46,024,063.38	46,024,063.38	46,024,063.38	46,024,063.38	49,145,982.34
Interest transfer to Reserves	901,281.56	794,850.00	794,850.00	1,094,850.00	1,094,850.00	1,485,933.39
Transfer from Muni	21,024,520.86	20,181,792.25	20,181,792.25	24,207,539.25	24,207,539.25	11,212,802.13
Transfer to Muni	(14,329,355.54)	(21,561,916.54)	(21,312,120.54)	(35,326,837.54)	(35,052,041.54)	(15,820,654.48)
<b>Closing Balance</b>	<u>53,620,510.26</u>	<u>45,438,789.09</u>	<u>45,688,585.09</u>	<u>35,999,615.09</u>	<u>36,274,411.09</u>	<u>46,024,063.38</u>







# **CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT** For the month of February 2017



11am Bank Account As at 28 February 2017

INSTITUTION	RATE	AMOUNT
ANZ 11am At Call Deposit	1.45%	\$ 7,500,000

Term Deposits - Miscellaneous Funds As at 28 February 2017

INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
NAB	AA	120	01-Mar-17	2.70%	\$ 3,000,000
ANZ	AA	90	09-Mar-17	2.55%	\$ 2,500,000
Bendigo	A	181	14-Mar-17	2.50%	\$ 1,000,000
Westpac	AA	213	22-Mar-17	2.67%	\$ 1,500,000
Westpac	AA	151	30-Mar-17	2.70%	\$ 4,500,000
ANZ	AA	212	01-Apr-17	2.56%	\$ 3,000,000
ANZ	AA	59	05-Apr-17	2.08%	\$ 2,500,000
NAB	AA	212	06-Apr-17	2.65%	\$ 5,000,000
Westpac	AA	151	16-Apr-17	2.65%	\$ 1,500,000
NAB	AA	150	20-Apr-17	2.72%	\$ 4,000,000
NAB	AA	150	27-Apr-17	2.72%	\$ 4,500,000
NAB	AA	270	05-May-17	2.78%	\$ 3,000,000
Bank of Queensland	BBB	151	09-May-17	2.75%	\$ 2,000,000
NAB	AA	270	19-May-17	2.63%	\$ 3,000,000
ANZ	AA	89	25-May-17	2.45%	\$ 3,000,000
Westpac	AA	273	06-Jun-17	2.70%	\$ 5,000,000
ANZ	AA	120	16-Jun-17	2.45%	\$ 3,500,000
Rural Bank	A	180	08-Aug-17	2.60%	\$ 1,500,000
Bendigo	A	365	06-Sep-17	2.75%	\$ 3,000,000
Westpac	AA	365	06-Sep-17	2.90%	\$ 5,000,000

Total of Term Deposits \$ 62,000,000

Foreshore Development Funds As at 28 February 2017

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$ 1,519,677
Please note an additional \$2,745,965.61 is being held within the pool of term deposit funds		
		\$ 1,519,677

Airport Redevelopment Funds As at 28 February 2017

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$ 2,469
WA Treasury Corp. - State Bonds 182 Days 27-Apr-17	1.88%	\$ 6,086,892
		\$ 6,089,362

Total of Airport Redevelopment Funds - WATC \$ 6,089,362

ANZ	AA	90	05-Mar-17	2.65%	\$ 4,000,000
NAB	AA	92	07-Mar-17	2.70%	\$ 5,000,000
NAB	AA	120	04-Apr-17	2.70%	\$ 2,500,000
ANZ	AA	121	05-Apr-17	2.70%	\$ 3,500,000
NAB	AA	150	04-May-17	2.70%	\$ 2,000,000
Westpac	AA	181	05-May-17	2.75%	\$ 4,000,000
ANZ	AA	151	05-May-17	2.70%	\$ 2,000,000
Westpac	AA	182	05-Jun-17	2.71%	\$ 2,000,000
Westpac	AA	274	05-Sep-17	2.76%	\$ 4,000,000

Total of Airport Redevelopment Funds - Bank Term Deposits \$ 29,000,000

ANZ Cash Account	NA	NA	1.50%	\$ 11,303,196
				\$ 11,303,196

Total of Airport Redevelopment Funds - Other \$ 11,303,196

Total of Airport Redevelopment Funds \$ 46,392,558

Interest Received 2015/16 \$ 609,666

Interest Received 2016/17 \$ 757,612

Interest Accrued but not yet Received \$ 204,995

Total Interest Airport Funds as at month's end \$ 1,572,274

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

SUMMARY OF ALL INVESTMENTS HELD	As at 1 year ago	As at 30 June 2016	As at 28 February 2017
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11am Bank Account	\$ 2,500,000	\$ 10,500,000	\$ 7,500,000
Term Deposits - Misc. Funds	\$ 72,500,000	\$ 56,000,000	\$ 62,000,000
Foreshore Development Funds - WATC	\$ -	\$ 4,198,927	\$ 1,519,677
Airport Redevelopment - WATC Deposits	\$ 40,072,836	\$ 36,458,479	\$ 6,089,362
Airport Redevelopment - Bank Term Deposit	\$ 5,000,000	\$ 4,000,000	\$ 29,000,000
Airport Redevelopment - Other Funds	\$ 1,003,000	\$ 5,176,467	\$ 11,303,196
Total of all Investments Held	\$ 121,075,836	\$ 116,333,873	\$ 117,412,235

TOTAL INTEREST RECEIVED AND ACCRUED	\$ 1,258,726	\$ 1,889,516	\$ 1,154,682
INTEREST BUDGET	\$ 1,158,336	\$ 1,737,500	\$ 1,034,850

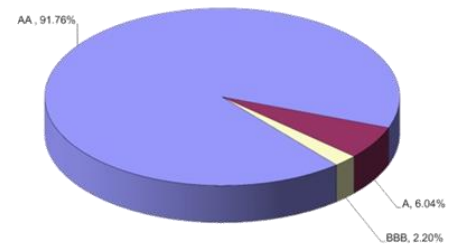
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)

## Statement of Compliance with Council's Investment Policy 218

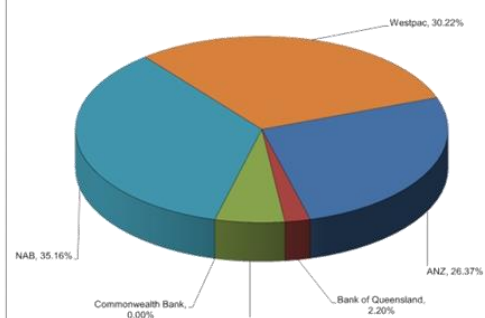
1. All funds are to be invested within legislative limits.	Fully Compliant
2. All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value.	Fully Compliant
3. The amount invested based upon the Fund's Rating is not to exceed the set percentages of the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

Investment Graphs

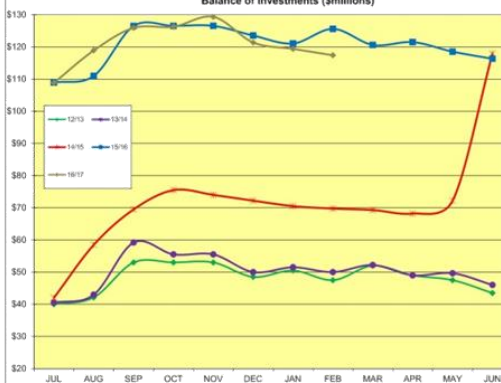
Summary of Term Deposits by S & P Rating (Excludes WATC and 11am Cash Account Funds)



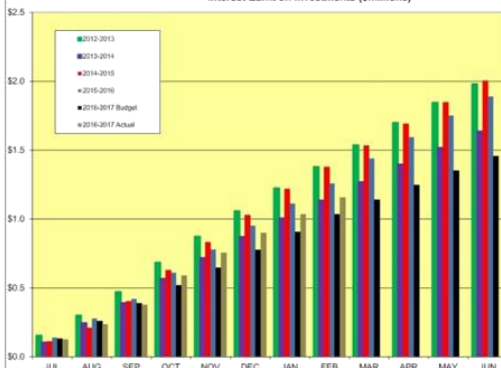
Summary of Term Deposits by Institution (Excludes WATC and 11am Cash Account Funds)



Balance of Investments (\$millions)



Interest Earned on Investments (\$millions)



10.6 Finance Committee - 6/04/2017 - DRAFT SCHEDULE OF FEES AND CHARGES FOR THE 2017/18 FINANCIAL YEAR

<b>SUBJECT INDEX:</b>	Financial Services
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Finance and Corporate Services
<b>ACTIVITY UNIT:</b>	Financial Operations
<b>REPORTING OFFICER:</b>	Financial Compliance Officer - Jeffrey Corker
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Cliff Frewing
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Attachment A Letter Requesting Review of Jetty Entry Fees <a href="#">↓</a> Attachment B Schedule of Fees and Charges 1 July 2017 <a href="#">↓</a>

**This item was considered by the Finance Committee at its meeting on 6 April 2017, the recommendations from which have been included in this report.**

**PRÉCIS**

In accordance with Regulation 5(2) of the Local Government (Financial Management) Regulations, a local government is to undertake a review of its fees and charges regularly; and not less than once in every financial year. This report provides the Finance Committee with a recommended Schedule of Fees and Charges to apply for the financial year commencing on 01 July 2017, for its consideration and consequent recommendation to the Council.

**BACKGROUND**

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

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

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

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

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

Finally, whilst Section 6.16(3) of the Act states that a schedule of fees and charges is to be adopted by the Council when adopting the annual budget, fees and charges may also be imposed during a financial year. In order for the 2017/18 schedule of fees and charges to be effective from the commencement of the new financial year, the Council is required to adopt its schedule in advance of 30 June 2017, such that any statutory public notice periods (including gazettal’s where required) can be complied with.

**STATUTORY ENVIRONMENT**

Sections 6.16 – 6.19 of the Act refer to the imposition, setting the level of, and associated administrative matters pertaining to fees and charges. The requirement to review fees and charges

on an annual basis is detailed within Regulation 5 of the Local Government (Financial Management) Regulations.

## **RELEVANT PLANS AND POLICIES**

The Council's Draft Long Term Financial Plan, which was subject to Workshops with SMG and Councillors in February 2017, reflects an annual increase in Fees and Charges revenue of 2.9% (the 10 year average Local Government Cost Index). This matter has been considered as part of the review process.

## **FINANCIAL IMPLICATIONS**

Whilst fees and charges revenue includes items that the Council has no authority to amend, it is important that, where possible, controllable fees and charges are appropriately indexed on an annual basis, to assist in offsetting the increasing costs of providing associated services. This may include increases beyond normal indexation in particular cases in line with Section 6.17 of the Act.

### **Long-term Financial Plan Implications**

In terms of the Council's currently adopted budget, revenue from fees and charges (excluding waste collection charges) equates to approximately 22% of budgeted rates revenue and 14% of total operating revenue (excluding non-operating grants). As such, fees and charges form an integral and important component of the City's overall revenue base in relation to the Long Term Financial Plan.

## **STRATEGIC COMMUNITY OBJECTIVES**

The schedule of fees and charges adopted by the Council encompasses 'whole of organisation' activities. As such, all Key Goal Areas within the Council's Strategic Community Plan 2013 are in some way impacted. More specifically however, this matter aligns with Key Goal Area 6 – 'Open and Collaborative Leadership' and particularly Community Objective 6.3 - 'An organisation that is managed effectively and achieves positive outcomes for the community'.

## **RISK ASSESSMENT**

There are several risks that the Council needs to be mindful of when reviewing its schedule of fees and charges. Firstly, in an effort to assist in recovering costs associated with the provision of services, it is important that, where applicable, fees and charges are increased on an annual basis in line with relevant economic indicators. Should this not occur the provision of services is required to be increasingly subsidised by other funding sources. Conversely however, a balance is also required to ensure that fees and charges are maintained at levels so as not to adversely impact on the financial ability for ratepayers to utilise those services, which may otherwise result in a net reduction in revenue.

## **CONSULTATION**

Business Unit Managers are responsible for reviewing fees and charges associated with activities under their control. As part of the review process, consultation may occur with other local government authorities, in addition to a review of prices offered by alternate service providers (pursuant to Section 6.17 of the Act).

## **OFFICER COMMENT**

The 2017/18 draft Schedule of Fees and Charges has been guided by a general escalation of 2.9% over currently adopted fees and charges, which represents the average of the Local Government

Cost Index (LGCI) over the past 10 years. This methodology is consistent with the Fees and Charges revenue extrapolation as comprised within the Council's current Draft Long Term Financial Plan. Notwithstanding this however, in numerous instances this principle is not appropriate, with other factors also requiring consideration. The following provides an overview, by Directorate, of noteworthy instances where an LGCI extrapolation has not been utilised, whilst also discussing, where relevant, newly proposed fees and charges.

#### Executive Services

No fee increases imposed due to extremely low transaction rate.

#### Planning and Development Services

##### Health

- Traders

As the City has not implemented the Trader's fees adopted in 2016/17 and these are now part of the current EOI process, it is recommended that these remain the same. Additionally, these fees and fee structure will remain the same as those that are being adopted as Commercial Hire Site Fees within Commercial Services.

- Outdoor Eating Facilities

It has been recommended that the City reduce the annual Outdoor Eating Facility Fees to \$0 assuming there is no material change to the approved area. This is to assist in an increase to the number of premises currently offering outdoor eating options within the City. The initial application fee to assess the proposal has also been adjusted to reflect the costs of assessing all elements of the application and bring these in line with other application fees required when assessing applications under the Activities in Thoroughfares and Public Places and Trading Local Law 2015. Please note – this does not apply to outdoor dining abutting a Reserve under the care and/or control of the City to which a licence agreement will apply

#### Ranger & Fire Service Related Fees

##### Animal Control

- Application Fees

A number of new Fees have been introduced. Pursuant to s6.16(2)(d) of the Local Government Act 1995 a fee or charge may be imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate.

- Application to keep more than two cats: This is a new fee that has not been charged in the past. There is both an administrative and inspection process associated with the process. It is reasonable that the City recovers a portion of the cost associated with the application process.
- Application to keep more than two dogs: This is a new fee that has not been charged in the past. There is both an administrative and inspection process associated with the process. It is reasonable that the City recovers a portion of the cost associated with the application process.
- Application for licence/renewal of licence to keep an approved cattery establishment: In the past the City has charged \$200 for an application for a new or renewal of an existing licence for a cattery. The fee has not previously been captured in the Schedule of Fees and Charges. The fee has been added to the Schedule for that reason and includes a 2.9% increase from the previous fee.
- Application for licence/renewal of licence to keep an approved kennel establishment: In the past the City has charged \$200 for an application for a new or renewal of an existing licence for a cattery. The fee has not previously been captured in the Schedule of Fees and Charges. The fee has been added to the Schedule for that reason and includes a 2.9% increase from the previous fee.

- **Dangerous Dogs**

A new fee has been added. Pursuant to s33M of the Dog Act 1976 where a dog is declared to be a dangerous dog (declared), the local government may require the owner to pay, in addition to and at the time of the registration fee under section 15, either:

a. A reasonable charge, up to such maximum amount as may be prescribed, as determined by the local government having regard to the expense incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of that particular dog and the manner and place in which it is from time to time kept; or

b. A fixed charge of such amount as is:

i. Determined by the local government for the purpose of this paragraph but not exceeding the maximum amount prescribed for the purpose of paragraph a. or

ii. Prescribed.

Once a dog has been declared a dangerous dog (declared) Rangers carry out an inspection of the place in which the dog is ordinarily kept to ensure it is compliant with the requirements of the Dog Act 1976. Thereafter, Rangers carry out an annual inspection to ensure the owner remains compliant

#### **Impounding Fees Other**

- **Beach Shelters and Other Structures**

A new Fee has been added. Pursuant to s.3.46(1) of the Local Government Act 1995 a local government may refuse to allow goods impounded under section 3.39 to be collected until the costs of removing, impounding and keeping them have been paid to the local government.

#### **Engineering and Works Services**

- **Waste Disposal and Sanitation Fees**

For the purpose of establishing the fees and charges for the 2017/2018 financial year, an analysis of the historical figures of the fees was undertaken, taking into account the fees from 2013/2014 to 2016/2017.

The following was simulated:

- a) A compound annual growth rate of 2.9% applied since 2013/2014;
- b) A one year growth of 2.9% applied to the 2016/2017 fees.

The proposed fees were set in order to follow, as much as possible, the compounded growth rate over the long term and rounding its dollar figure.

In fact, the fees are normally rounded to minimise handling of small coins at the waste facilities' gatehouses to facilitate/expedite transactions and, therefore, in many instances (smaller value fees and charges) they tend to be kept constant over a number of years and, from time to time, increased to the appropriate levels, making sure that that increase matches the long term (compounded) growth target (in this case 2.9%) while keeping it a fairly round figure.

#### **Finance and Corporate Services**

- **Busselton Community Resource Centre (CRC)**

With respect to the CRC, it has been recommended that fees in relation to community group hire of the meeting rooms be left at current levels to encourage continued community group (including tenant) usage. This is further to a decision to leave community user fees static for 2016/2017 which was well received by tenants and community groups. It is felt that an increase in community user hire fees may have a negative impact on the level of community hire at a time when the City will be decreasing its usage of the rooms.

On the other hand it is felt that Commercial hire fees have the scope to increase slightly above the standard 2.9% increase, and it is recommended that these be increased by 4%. The commercial full day hire rate for the ground floor meeting room would therefore be \$354.

- Busselton Youth and Community Activity Building (YCAB)  
The construction of the YCAB is due for completion early 2018 and should be ready for use during the 2017/18 financial year. The YCAB houses an Events/Multifunction Room, meeting room and small office available for hire. As such it is recommended that the listed fees and charges be included in the 2017/18 Schedule of Fees and Charges.

The YCAB is located on the Busselton Foreshore and will be a versatile and contemporary venue designed to suit a variety of events and community requirements. The proposed fees and charges are based on a review of hire rates for similar properties with the closest comparisons noted below (based on current rates except where otherwise indicated). Consideration was also given to the current hire rates for the CRC. It should be noted that some other commercial venues offer additional services such as setup, mints, iced water on tables or notepads.

All proposed fees are inclusive of GST, with the half day rate providing for 4 hours use and the full day 8 hours. The community fees are approximately 55% of the proposed commercial rate, which is consistent with other City facilities fees and charges.

#### Events / Multifunction Room

The Events/Multifunction room will comprise of an area of approximately 137m<sup>2</sup>. It is proposed to be equipped with tables and chairs, projector and screen. The kitchen facilities would be available for non-exclusive use during the hire period, although crockery, tea, coffee etc. will need to be supplied by the hirer.

#### Meeting Room

The meeting room is approximately 28m<sup>2</sup> and would accommodate approximately 12 people seated. It is proposed to be equipped with white boards, projectors and screens. The kitchen facilities would be available for non-exclusive use during the hire period. The CRC rate below is based on the recommended half day (4 hrs) hire rate for 17/18 broken into an hourly rate. It is proposed that booking for the meeting room be offered on an hourly rate basis but with a minimum 2 hour booking. The two hour minimum will allow for set up and pack up.

#### Office

The office is approximately 12m<sup>2</sup> and would be suitable for one on one meeting or as an office base during an event or function at the YCAB. The kitchen would also be available for non-exclusive use during the hire period.

#### Venue Hire

There may be certain occasions where a hirer would seek to hire all three spaces within the venue, for instance during major events. A discounted fee to accommodate this is recommended, based on a half or full day hire of all three rooms and a 25% discount.

#### Other

The other charges to be included are the facility hire bond, security/access bond, and the facility cancellation fee. These are recommended to be the same as the CRC.

## Community and Commercial Services

### Traders (Non Food)

- A review of food and non-food trading in public places has progressed and a new policy 'Non-exclusive commercial use of City land' was adopted on 9 November 2016. A more uniform approach between food and non-food vendor use of city owned or controlled land has been established as a result of the policy review and is reflected in fees and charges across Environmental Health (food vendors) and Commercial Services (Non-food recreational enterprises).

### Street Entertainers

- Item transferred from Environmental Health section where no fee was incurred and no management regime was in place. Minimal fee is proposed to register buskers at proposed 'Busk Stops' at set places around the Dunsborough and Busselton CBD's to activate core tourist and shopping precincts. A new 'Buskers Policy' is being drafted to administer a pro-active 'programmed' approach to place activation as per the City's Economic Development Strategy.

### Busselton Jetty

- The Busselton Jetty Inc. has requested the City approve an increase of Jetty entry fees from \$3.00 per adult to \$4.00 per adult to achieve income forecasts as per the license agreement with the City. No fees for single child will be requested by BJ Inc. to support family visitation. No change to the Annual Walk Pass is requested. Please see extract below from the Busselton Jetty Reference Group Meeting Minutes of 21 September 2016 where the proposed increase was approved by this group.

#### **5.4 Proposal to Increase Jetty Entrance Fees (Jon Berry)**

Economic Development Coordinator advised the Group, the City had received a letter from BJECA regarding a proposed increase to the Jetty entrance fees.

The proposal from BJECA was for fees to increase to \$3.50 at 01/01/2017 and then \$4.00 from 01/07/2017. The Group discussed the proposal.

**Action: The Group suggested for the proposed increase of the Jetty entrance fees to be included in the 2017-2018 fees and charges schedule, increasing from \$3.00 to \$4.00 from 01/07/2017.**

A formal letter of request was sent to the City on 9 March 2017 which can be viewed at Attachment A.

### Commercial Use of Marine Berthing Platforms – Whale Watching / Tour Vessels

- Following the first year of operation of the new marine berthing platforms on the Busselton Jetty, consultation with the inaugural permit holders was held in early 2017. There has been a unified request for a third tier of permit fees being three monthly to coincide with the term of the whale watching season. Feedback has been received that the inaugural fee structure was deemed to be excessive, when compared to permanent pen and mooring fees at Port Geographe (where vessels are permanently moored with marine services), whereas the Jetty facility is only a pick up and drop off point. As well as a new three monthly fee, it is recommended the existing berthing fee for monthly and annual fees be maintained (i.e. no CPI adjustment for 2017/18) and be reviewed in 2018/19 and progressively stepped up as the foreshore redevelopment progresses and the visitor market to the foreshore precinct increases.

### Commercial Use of Marine Berthing Platforms - Cruise Ship Vessels

- Council has previously resolved not to charge cruise ship tenders visiting the Busselton Jetty until a review is undertaken. A Finance Committee report will consider this matter on 6 April 2017 taking into account submissions from Tourism Authorities and Cruise Ship companies and a recommendation on charges will be made to Council.
- Key / Hire Bond
  - Bond applies to NCC users who sign out a key to use the facility outside staffing hours. Also applies to users who hold events and functions that have food and drinks or other type of use requiring more extensive clean up. Amounts payable are drawn from when following conditions apply: Loss of issued key or unauthorised transfer of issued key to a third party or unauthorised copying of issued key or accessing NCC with no prior approval, repair of damage to building, equipment or fittings as a result of hire, or where extra cleaning is required as a result of hire.
  - As a result of hiring, damage repair to building, equipment or fittings, extra cleaning or moving equipment – Fee is the cost of reparation plus 20% administration. Minimum of \$25 for each occurrence.
- Stadium
  - Delete “Tennis per hour” fee of \$ 33.00 as there has been no such hire in 18 months. The public is not willing to pay the tennis court hire rate as listed.
  - Add “Casual Indoor Tennis: Adults” at \$8.00 per person per hour. Tennis hire rate is higher than other casual sport as it utilises the entire stadium.
  - Add “Casual Indoor Tennis: Students” at \$5 per person per hour. Tennis hire rate is higher than other casual sport as it utilises the entire stadium.
  - Replace “Casual Basketball (Individual fee) student” with “Casual Sports school student rate per hour per person” to recognise other sports may be played;
  - Replace “Casual Basketball (Individual fee\*) per hour” with “Casual Sports per hour per person” to recognise other sports may be played. Note that these “casual sports” rates are cheaper than tennis as it only utilises half of the stadium. The remaining area can be hired simultaneously. Fees apply to 1 x hoop, half court for skate or soccer, 1 x badminton court, 1 x table tennis table.
  - Add “Storage – Community per shelf” due to groups requesting storage in stadium store and shortage of storage space.
- Kitchen/Servery
  - With or without other booking the kitchen/server has a very low usage level due to hire rate being prohibitive. Introduced a daily fee equivalent to 2hrs hire to encourage usage of the facility.
- Group Fitness
  - Add book of 10 concession passes for seniors and F/T students. Re-introduced the fee this FY as erroneously excluded from 16/17 fees and charges.
  - 6 months membership and 6 month concession membership – Nil 6 month memberships sold to date this Financial Year as the price is prohibitive. Reduced fee to align with other membership fees. Low level of take up so minimal impact on annual revenue. 3 month membership fees also reduced.
  - PAYG cancellation fee – is not a membership fee but a disincentive for clients to cancel within 3 months. Clients are advised of cancellation fee upon signing up and it is not necessary to increment this fee as very rarely charged to customer.
- Shower
  - No fee increment as would be only 10c increase and inconvenient for coin change.



- Stage Hire
  - Commercial rate – applicable to usage for profit oriented events.
  - Community Rate - Affordable rate for non-profit use for example functions, community events, fund raisers.
- NCC Grounds Hire
  - No increment as currently nil utilisation. Potential use increase with marketing and development of programs. Review fee again 18/19 FY.

#### Geographe Leisure Centre

- Swimming club lane hire fee increased in line with agreed course of action when initially reduced. Agreement in place that it would increase \$1 per lane each subsequent Financial Year.
- Lifestyle seniors program not increased to encourage social return on senior's gym usage.
- Aerobics/aqua aerobics casual entry increased in line with gym casual entry so that they are both the same.
- Vacation care program increased to also include cost of excursions. This will alleviate huge administrative burden of collection of fees and will also mean that parents can claim a % of this increase from Commonwealth Government childcare subsidy.
- Crèche admission and books not increased to encourage more usage and therefore more memberships.
- 1 month membership price increased as it was cheaper to buy 3x 1 month memberships compared to one 3 month membership.

#### Kookaburra Caravan Park

- The City executed a new management contract with BCP Pty Ltd (including Innoviv Park Services) on 1 November 2016 and the City has approved the Management Plan for park operations. One of the recommendations from the management plan is to implement a new fees and charges structure incorporating three seasons and fees accordingly. As such there are a number of changes to the Kookaburra Caravan Park section of Fees and Charges. In general fees and charges have been increased by the recommended CPI level, with details listed below;
  - For all accommodation types (powered sites and cabins; overnight, weekly and club rates) off peak season has been changed to Lows season, a new Mid-season has been introduced and Peak season changed to High season;
  - A new mid-season rate has been introduced for Clubs;
  - Some sections have been deleted: After 27 days; Weekly Rate – Peak season; These line items have been incorporated in other sections above (After 27 days – After 27 days (less than 90 days); Weekly Rate – Peak season – Weekly Rates;
  - Onsite Park Homes – Extra Adult and Extra Child has been replaced with Extra (Age 4 and over);
  - Cabin names have been changed:
    - Cabin Normal now Basic Cabin,
    - Cabins 9 & 10 now Cockle Shell Cabins,
    - Cabins 4 & 5 now Cowrie Shell Cabins,
    - Park Home 6 has been removed and new cabin installed as Nautilus Shell Cabin.

- Miscellaneous – Group Booking has been removed as replaced with club booking fee;
- Increases /decreases in Fees and Charges. In general:
  - All low season fees (powered sites) have been increased below 2.9%;
  - All mid-season fees (powered sites) have been increased above 2.9% however this new fee has been benchmarked against the existing low season fee and hence increase is above 2.9% (the mid-season fees have not set mid-way between low and high but closer to the low season rate as these are new fees) ;
  - All high season fees (powered sites) have been increased below 2.9%;
  - The low season fees (basic cabin) has been increased below 2.9%;
  - The mid-season fees (basic cabin) has been increased above 2.9% however this new fee has been benchmarked against the existing low season fee and hence increase is above 2.9% (the mid-season fees have not set mid-way between low and high but closer to the low season rate as these are new fees) ;
  - The high season fee (basic cabin) has been increased below 2.9%;
  - The low season fee (Cockle Shell cabin) has been increased above 2.9% - this is because linen has been included in this cabin as standard and hence the fee has increased by \$5.00. If you remove the increase of \$5.00 for linen then the CPI increase is below 2.9% ;
  - The mid-season fee (Cockle Shell cabin) has been increased above 2.9% - however this new fee has been benchmarked against the existing low season fee and hence increases is above 2.9%. This also includes the \$5.00 increase allocation for linen ;
  - The high season fee (Cockle Shell cabin) has been increased above 2.9% - this is because linen has been included in this cabin as standard and hence the fee has increased by \$5.00. If you remove the increase of \$5.00 for linen then the CPI increase is below 2.9% ;
  - The same logic as above (Cockle Shell Cabin) applies to Cowrie Shell Cabin and Nautilus Shell Cabin ;
  - Miscellaneous – Group Booking fee has been deleted as this is replace by the Club Booking fee;
- For Councils information the following season dates apply, these will be made available on the website for each financial year as they are likely to change depending on public holidays.

Seasons	
Sites	Cabins
<b>Low</b>	<b>Low</b>
1/7/17 - 21/9/17 inclusive	1/7/17 - 21/9/17 inclusive
22/9/17 - 3/11/17 inclusive	8/10/17 - 3/11/17 inclusive
16/12/17 - 25/12/17 inclusive	16/12/17 - 25/12/17 inclusive
29/4/18 - 30/6/18 inclusive	29/4/18 - 30/6/18 inclusive
<b>Mid</b>	<b>Mid</b>
22/9/17-24/9/18 inclusive	22/9/17 - 7/10/17 inclusive
4/11/17 - 15/12/17 inclusive	4/11/17 - 15/12/17 inclusive
28/1/18 - 29/3/18 inclusive	28/1/18 - 29/3/18 inclusive
2/4/18 - 28/4/18 inclusive	2/4/18 - 24/4/18
1/6/18 - 3/6/18 inclusive	1/6/18 - 3/6/18 inclusive
<b>High</b>	<b>High</b>
26/12/17 - 27/1/18 inclusive	26/12/17 - 27/1/18 inclusive
30/3/18 - 1/4/18 inclusive (Easter)	30/3/18 - 1/4/18 inclusive (Easter)

- The Courtyard and Marine Terrace Gardens hire fees have not been increased to generate interest in hiring these areas.

#### Busselton - Margaret River Regional Airport

- The Fees and Charges associated with the Busselton-Margaret River Airport have generally not been increased by CPI other than those for permit related charges (Flight Training permit). Increases to fees have not been applied as there is likely to be some inconvenience /interruption to passengers and airport users during the 2017/18 year resulting from the Airport Development Project and therefore not considered appropriate to increase related fees and charges.

#### Libraries

- Libraries' Fees and Charges for 2017/18 have not been increased due to the small transactional values and to avoid inconvenient small coin change

### CONCLUSION

As part of the annual fees and charges review, the currently adopted fees and charges have been reviewed in line with the requirements of the Local Government Act and other relevant legislation as applicable. Where considered relevant, fees and charges have been increased by, or above, LGCI estimates in recognition of increased costs associated with the provision of services. In other instances, the prevailing fees and charges are considered adequate (and as such, no changes are recommended). Furthermore, a number of new fees and charges have been proposed, or amendments to existing fees structures recommended. Consequently, it is recommended that the Finance Committee endorses the draft Schedule of Fees and Charges for 2017/18 as recommended, for subsequent consideration by the Council.

### OPTIONS

The Finance Committee may determine to recommend amendments to the draft Schedule of Fees and Charges as it deems appropriate.

### TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Consequent to adoption by the Council, the Schedule of Fees and Charges for 2017/18 will become effective from and including 01 July 2017.

#### Committee Recommendation and Officer Recommendation

#### ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

1. Endorses the Fees and Charges as detailed in the "Draft Fee 2017/18 (exc. GST)" column of Attachment B - Schedule of Fees and Charges, effective from and including 01 July 2017.



Mr Mike Archer  
CEO  
City of Busselton  
Locked Bag 1  
BUSSELTON WA 6280

Dear Mike

Pursuant to our letter of 30 June 2016 requesting a 50c entrance fee increase and subsequent discussions to line this up with the 2017/2018 financial year, we would like to request a review of the Jetty Entrance Fee.

Busselton Jetty Inc would like to request a small increase in the price of the Jetty Entrance Fee to \$4 per adult admission during operating hours from 1 July 2017.

Please contact me should you require any further information on 9754 0901 or 0437 781 480.

Yours sincerely

Lisa Shreeve  
CEO  
9 March 2017

Busselton Jetty Inc is a not-for-profit organisation.  
A not-for-profit community organisation.  
BUSSELTON JETTY ABN 87 307 179 949



DESCRIPTION	ADOPTED FEE 2016/17 (Exc GST)	DRAFT FEE 2017/18 (Exc GST)	DRAFT FEE 2017/18 (Inc. GST)
<p><i>A concession of 50% of the adopted fee or charge may apply (upon application) in relation to those fees and charges shaded and marked with an asterisk (*). The concession is only available to incorporated not for profit organisations and groups where profits raised from the associated activity are to be donated to a local cause or charity.</i></p>			
<b><u>EXECUTIVE SERVICES</u></b>			
<b><u>SALE OF DOCUMENTS</u></b>			
<b><u>Council Minutes</u></b>			
Subscription on a per annum basis	470.00	470.00	470.00
Single Copy - Agenda	30.00	30.00	30.00
Single Copy - Minutes	20.00	20.00	20.00
<b><u>Electoral Rolls</u></b>			
Per copy	65.00	65.00	65.00
<b><u>Publications</u></b>			
Cape of Contrasts Book	20.00	20.00	22.00
<b><u>CITY OF BUSSELTON LICENCE PLATES</u></b>			
<b><u>(Not applicable to plates sold at Auction )</u></b>			
City of Busselton plates (aluminium)	509.09	509.09	560.00
Dunsborough plates (polycarbonate)	509.09	509.09	560.00
Yallingup plates (polycarbonate)	509.09	509.09	560.00
<b><u>PLANNING &amp; DEVELOPMENT SERVICES</u></b>			
<b><u>BUILDING RELATED FEES</u></b>			
Fees for building services listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012
<b><u>Demolition Licence</u></b>			
Performance Bond - site clean-up and verge bond	420.00	432.00	432.00
<b><u>Building Plan Searches and Research Fee</u></b>			
Building under construction	75.00	77.00	77.00
Old Archive (Stored at Depot) - under 15 years	112.00	115.00	115.00
Old Archive (Stored at Depot) - over 15 years	147.00	151.00	151.00

Provide copy of Housing Indemnity Insurance Policy	75.00	77.00	77.00
Site Plans	58.00	60.00	60.00
<i>The above fees include the cost of copying up to ten A4 or A3 sheets or equivalent. Any further copies which be charged in accord with the adopted photocopy charges as detailed in this Schedule.</i>			
<b><u>Provision of Hard Copy of Approved Plans</u></b>			
A4 Photocopy	14.00	15.00	15.00
A3 Photocopy	17.00	18.00	18.00
<b>Computer Plotting (full colour) per sheet</b>			
A4 Sheet	30.00	31.00	31.00
A3 Sheet	35.00	36.00	36.00
A2 Sheet	45.00	46.00	46.00
A1 Sheet	68.00	70.00	70.00
<b><u>Building Inspection and Reports</u></b>			
Building inspection and report preparation (relocated dwelling or similar)	472.73	486.36	535.00
Strata inspection fee - First inspection free. Fee applies to subsequent inspections.	147.27	151.82	167.00
Property Inspection and Report Preparation	441.82	454.55	500.00
Building Call Out Fee. Fee applies where work for which an inspection is requested, was not ready for inspection.	147.27	151.82	167.00
Weekend Call Out Fee - per hour (calculated as a minimum of one hour)	122.73	126.36	139.00
Pool inspection fee on sale of property (if more than 1 year from scheduled inspection)	147.27	151.82	167.00
Building and Pool re-inspection fee for non-compliance.	147.27	151.82	167.00
<b><u>Subscription for Building Lists</u></b>			
Annual (supplied monthly) - per annum fee	272.00	280.00	280.00
One Monthly Subscription only - per month fee	46.00	47.00	47.00
<b><u>Building certificates and written advice (Building Act 2011)</u></b>			
Certificate of design compliance for class 2-9 buildings construction value up to \$2M	0.09% of the GST inclusive estimated value of works, with a minimum of \$262; plus GST.	0.09% of the GST inclusive estimated value of works, with a minimum of \$262; plus GST.	0.09% of the GST inclusive estimated value of works, with a minimum of \$262; plus GST.
Certificate of design compliance for class 2-9 buildings construction value more than \$2M	\$1,800, plus 0.07% of the GST inclusive estimated value of works for every \$ over \$2M; plus GST.	\$1,800, plus 0.07% of the GST inclusive estimated value of works for every \$ over \$2M; plus GST.	\$1,800, plus 0.07% of the GST inclusive estimated value of works for every \$ over \$2M; plus GST.

Certificate of Construction/ Building Compliance	Hourly fee of \$125, minimum of \$262 plus GST	Hourly fee of \$125, minimum of \$262 plus GST	Hourly fee of \$125, minimum of \$262 plus GST
Provision of written advice confirming compliance with town planning and/or environmental health matters, and/or advising of town planning and environmental health requirements, prior to submissions of an application for issue of a building permit	68.18	73.00	73.00
<b>HEALTH RELATED FEES</b>			
<b>Food Premises Fees</b>			
Application for Registration/ Notification of Food Premises	62.00	64.00	64.00
Review of Registration/Notification of Food Premises	60.00	61.50	61.50
Transfer of Registration Fee	62.00	64.00	64.00
Inspection fee - Low Risk	92.00	94.50	94.50
Inspection fee - Medium Risk	196.50	202.00	202.00
Inspection fee - High Risk	196.50	202.00	202.00
Inspection fee - School Canteens	0.00	0.00	0.00
Plans Assessment fee - small - residential	78.00	80.00	80.00
Plans Assessment fee	155.00	159.50	159.50
Plans Assessment fee - supermarkets or premises > 2 separate food outlets	240.00	247.00	247.00
Inspection of premises on request	173.00	178.00	178.00
Request for copy of condemnation certificate	80.00	82.00	82.00
Copy of Food Sampling Results Certificate	27.00	27.50	27.50
Temporary Food Business assessment fee (per occasion)	40.00	41.50	41.50
Temporary Food Business assessment fee (annual)	180.00	185.00	185.00
<b>Stallholders</b>			
<b>Application for Stallholders Permit Fee/Renewal of Stallholder's Permit Fee/ Transfer of Stallholders Permit</b>			
per occasion	31.00	32.00	32.00
Up to 3 months	41.50	42.50	42.50
6 months	62.00	64.00	64.00
12 months	125.00	128.50	128.50
Application for Transfer of Stallholder's Permit	31.00	32.00	32.00
<b>Traders</b>			
Application for Trader's Permit	150.00	150.00	150.00
Application for Transfer of Trader's Permit	150.00	150.00	150.00
Itinerant Trader Permit Fee	2,500.00	2,500.00	2,500.00
Trader's Permit – Bond Fees	1,125.00	1,125.00	1,125.00
<b>Trader's Permit Fee – Zone 1</b>			
<b>Prime sites (e.g. established coastal and foreshore nodes) as depicted within Trading in Public Places Policy</b>			
12 months	3,000.00	3,000.00	3,000.00

<b>Trader's Permit Fee – Zone 2</b>			
<b>Other sites as depicted within Trading in Public Places Policy</b>			
12 months	2,000.00	2,000.00	2,000.00
<b>Outdoor Eating Facility</b>			
Application for Outdoor Eating Facility Permit	105.00	150.00	150.00
Outdoor Eating Facility Permit Fee/Renewal of Outdoor Eating Facility Permit Fee	105.00	0.00	0.00
Application for Transfer of Outdoor Eating Facility Permit	105.00	150.00	150.00
<b>Public Building Fees</b>			
<b>The maximum "Statutory" fee for consideration of an application for approval is \$832 (inc GST)</b>			
< 500 persons	155.00	160.00	160.00
500 - 999 persons	210.00	216.00	216.00
1,000 - 2,999 persons	420.00	432.00	432.00
3,000 - 4,999 persons	700.00	720.00	720.00
> 5,000 persons	820.00	844.00	844.00
Public Building Inspection Fee (including events)	105.00	108.00	108.00
<b>Water Sampling Fee</b>			
Chemical Swimming Pool sample	14.00	14.50	14.50
Micro/ Amoeba Swimming Pool Sample	34.00	35.00	35.00
Private Water Supply Sampling Fee	72.00	74.00	74.00
<b>Park Home, Annexe &amp; Miscellaneous Caravan Park Fees</b>			
Application for Approval of Park Home	233.00	240.00	240.00
Application for Approval of Annexe	233.00	240.00	240.00
Application for approval of other Buildings, Carports, Pergolas and Storage Sheds	233.00	240.00	240.00
<b>Animal Registration Fees</b>			
Application for Registration of Stable	84.00	86.50	86.50
Application to Renew Registration of Stable	50.00	51.50	51.50
Application to Transfer Registration of Stable	25.00	25.50	25.50
Application for Registration of premises to keep pigeons	84.00	86.50	86.50
Application for renewal of Registration to Keep Pigeons	50.00	51.50	51.50
<b>Lodging House Registration Fees</b>			
Application for Registration of Lodging House - less than 15 lodgers	354.00	364.00	364.00
Renewal of Registration of Lodging House - less than 15 lodgers	236.00	242.50	242.50
Application for Registration of Lodging House - 15 or more lodgers	506.00	520.00	520.00
Renewal of Registration of Lodging House - 15 or more lodgers	338.00	348.00	348.00
<b>Temporary Accommodation Approval Fees</b>			
Application for Approval to camp (Regulation 11 Caravan Parks & Camping Grounds Regulations 1997)	235.00	235.00	235.00



<b>Holiday Homes</b>			
Registration of Holiday Homes	354.00	364.00	364.00
Renewal of Holiday Homes Registration	236.00	242.50	242.50
Application to replace manager	32.00	33.00	33.00
<b>Effluent Disposal Fee</b>			
Request for re-inspection	123.00	126.50	126.50
Local Government Report	255.00	262.50	262.50
Copy of Approval - Apparatus for Treatment of Sewage	113.00	116.00	116.00
<b>Noise Monitoring Fees</b>			
The maximum "Statutory" fee for consideration of a Regulation 18 application for approval is \$1000 (inc GST)			
<500 persons	207.00	213.00	213.00
500 - 1,000 persons and 1 performing area only	518.00	533.00	533.00
500 - 1,000 persons and 2 or more performing areas	828.00	852.00	852.00
>1,000 persons and 1 performing area only	828.00	852.00	852.00
>1,000 persons and 2 or more performing areas	1,000.00	1,000.00	1,000.00
Noise monitoring fee - per hour	125.00	128.50	128.50
Noise Monitoring Report	260.00	267.50	267.50
<b>General Fees</b>			
Request for a Section 39 Liquor Licence Certificate	190.00	195.50	195.50
Premises Plan Assessment Fee - miscellaneous	155.00	159.50	159.50
Request for Inspection of Premises - miscellaneous	173.00	178.00	178.00
Request for Premises Inspection Report	153.00	157.50	157.50
Reports to Settlement agents	103.00	157.50	157.50
Copy of Certificate of analysis	27.00	27.50	27.50
<b>TOWN PLANNING RELATED FEES</b>			
Fees for planning services listed in the Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009
<b>Miscellaneous Planning Consent Applications</b>			
Provision of written advice confirming compliance with town planning and/or environmental health matters, and/or advising of town planning and environmental health requirements, prior to submissions of an application (per hour charge).	75.00	73.00	73.00
Research Fee for Planning Information (per hour charge)	101.00	104.00	104.00
Certificate of Local Planning Authority (or Local Government Authority where appropriate)	142.00	146.00	146.00

Extension of term of approval, approval of modified plans or reconsideration of conditions of approval where application is received more than 28 days from the date of the original decision (no fees are payable where application received within 28 days)	20% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	20% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	20% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.
Reconsideration of decision to refuse application for planning consent where application is received more than 28 days from the date of the original decision (no fees are payable where application received within 28 days)	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.
Assessment of plans or detailed documents required pursuant to a DGP, DAP or site-specific zoning provisions prior to development or subdivision.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009, plus GST.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009, plus GST.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009, plus GST.
Permit to use (waived on the first callout or inspection)	158.00	162.00	162.00
Permit to commence (waived on the first callout or inspection)	158.00	162.00	162.00
Landgate Search	Cost plus 30%	Cost plus 30%	Cost plus 30%

Rcodes variation applications	Planning application fee as per Schedule 2 Planning and Development Regulations 2009	Planning application fee as per Schedule 2 Planning and Development Regulations 2009	Planning application fee as per Schedule 2 Planning and Development Regulations 2009
Agency referral fee (in addition to application fee)	118.00	121.00	121.00
Planning application consultation - neighbour and agency only (in addition to application fee)	114.00	121.00	121.00
Planning application consultation - requiring public advertising (in addition to application fee)	372.00	382.00	382.00
Applications for planning approval when required ONLY due to inclusion of property on adopted Heritage List	Full Fee Waiver (\$0)	Full Fee Waiver (\$0)	Full Fee Waiver (\$0)
<b><u>Provision of Hard Copy of Approved Plans</u></b>			
A4 Photocopy	14.00	15.00	15.00
A3 Photocopy	17.00	18.00	18.00
<b><u>Computer Plotting (full colour) per sheet</u></b>			
A4 Sheet	30.00	31.00	31.00
A3 Sheet	35.00	36.00	36.00
A2 Sheet	45.00	46.00	46.00
A1 Sheet	68.00	70.00	70.00
<b><u>Legal Agreements</u></b>			
Planning & Building Agreement Preparation Fees	At cost plus GST	At cost plus GST	At cost plus GST
Planning & Building Agreement Preparation Fees - External	At cost plus GST	At cost plus GST	At cost plus GST
<b><u>RANGER &amp; FIRE SERVICE RELATED FEES</u></b>			
<b><u>ANIMAL CONTROL</u></b>			
Registration tag re-issue	Nil	Nil	Nil
Other LGA Registration transfer - Dogs & Cats	Nil	Nil	Nil
<b><u>Cat/ Dog Traps</u></b>			
Cat/Dog Trap refundable deposit when requesting trap	100.00	100.00	100.00
<b><u>Application Fees</u></b>			
Application for permission to keep more than two cats	0.00	75.00	75.00
Application for permission to keep more than two dogs	0.00	75.00	75.00
Application for licence/renewal of licence to keep an approved cattery establishment	0.00	206.00	206.00
Application for licence/renewal of licence to keep an approved kennel establishment	0.00	206.00	206.00

<b><u>Dangerous Dogs</u></b>			
Dangerous Dog (Declared) compliance and annual inspection fee	0.00	100.00	100.00
<b><u>IMPOUNDING FEES - ANIMALS</u></b>			
<b><u>Impounding Fees - Dogs</u></b>			
Dog - Animal Facility Administration Fee	170.00	175.00	175.00
Sustenance Fees for first 72 hours	0.00	0.00	0.00
Sustenance Fees per day after 72 hours	28.00	29.00	29.00
<b><u>Impounding Fees - Cats</u></b>			
Cat Impoundment Fee	170.00	175.00	175.00
Sustenance Fees for first 72 hours	0.00	0.00	0.00
Sustenance Fees per day after 72 hours	28.00	29.00	29.00
<b><u>Ranger Fees to impound stock</u></b>			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars, per head			
- if impounded after 6am & before 6pm	109.00	112.00	112.00
- if impounded after 6pm and before 6am	132.50	136.50	136.50
Stock (2) to include mares, gelding, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs - per head			
- if impounded after 6am & before 6pm	109.00	112.00	112.00
- if impounded after 6pm and before 6am	132.50	136.50	136.50
Stock (3) to include wethers, ewes, lambs, goats - per head			
- if impounded after 6am & before 6pm	80.00	82.00	82.00
- if impounded after 6pm and before 6am	102.50	105.50	105.50
<b><u>Stock Poundage Fee</u></b>			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years - per head			
- First 24 hours or part	26.00	27.00	27.00
- Subsequently each 24 hours or part	15.50	16.00	16.00
Stock (2) to include entire horses, mules, asses, camels, bulls or boars under age of 2 years - per head			
- First 24 hours or part	26.00	27.00	27.00
- Subsequently each 24 hours or part	15.50	16.00	16.00
Stock (3) to include mares, gelding, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs - per head			
- First 24 hours or part	26.00	27.00	27.00
- Subsequently each 24 hours or part	15.50	16.00	16.00
Stock (4) to include wethers, ewes, lambs, goats - per head			
- First 24 hours or part	26.00	27.00	27.00
- Subsequently each 24 hours or part	15.50	16.00	16.00
<i>No charge is payable in respect of a suckling animal under the age of 6 months running with its mother</i>			

<b><u>Sustenance of Impounded Stock</u></b>			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years - per head			
- For each 24 hours or part	13.50	14.00	14.00
Stock (2) pigs of any description - per head			
- For each 24 hours or part	13.50	14.00	14.00
Stock (3) rams, wethers, ewes, lambs or goats per head			
- For each 24 hours or part	13.50	14.00	14.00
<i>No charge is payable in respect of a suckling animal under the age of 6 months running with its mother</i>			
<b><u>IMPOUNDING FEES - OTHER</u></b>			
<b><u>Signs</u></b>			
Portable Signs	71.50	74.00	74.00
Fixed Sign	135.00	140.00	140.00
<b><u>Beach Shelters and Other Structures</u></b>			
Impounded Beach Shelter or Other Structure	0.00	120.00	120.00
<b><u>Motor Vehicles</u></b>			
Impounded Motor Vehicle - per vehicle	124.50	128.00	128.00
Daily Impoundment Fee	26.00	27.00	27.00
Impounded Motor Vehicle Towing Fee - at cost	At Cost	At Cost	At Cost
<b><u>Shopping Trolleys</u></b>			
Impounded Shopping Trolley - per trolley	68.50	70.50	70.50
<b><u>RANGER &amp; FIRE SERVICES - ADMIN COSTS</u></b>			
Ranger time per hour	122.45	125.91	138.50
Ranger travelling costs (mileage): per kilometre	1.22	1.27	1.40
<b><u>RANGER &amp; FIRE SERVICES - MISCELLANEOUS</u></b>			
Application for permit for portable sign	207.00	213.00	213.00
Application for permit pursuant to Thororoughfares Local Law where no fee otherwise identified	310.00	319.00	319.00
Application for Temporary Parking Permit - (per day or part thereof)	33.00	34.00	34.00
Application for beach/reserve vehicle access permit - per day	11.50	12.00	12.00
Application for beach/reserve vehicle access permit - annual permit	153.00	157.50	157.50
Application for beach/reserve vehicle access permit - renewal of annual permit	104.00	107.00	107.00
Application for beach/reserve vehicle access permit - transfer of annual permit	83	85.50	85.50
Dog disposal / rehousing fee: voluntary surrender by owner: fee per dog	129.00	133.00	133.00

Fire Hazard Clearing			
- Administration Fee	127.00	131.00	131.00
- Contractors Fee: actual cost	At Cost Plus GST	At Cost Plus GST	At Cost Plus GST
<b><u>MEELUP REGIONAL PARK</u></b>			
<b><u>Competitor Charges</u></b>			
Trail events - per competitor For events and activities including mountain biking, off road running, off road triathlon, adventure race.	2.82	2.91	3.20
Site based events - per patron/competitor Charge or fee is imposed on patrons/competitors attending the event and or activity but excluding leavers activities	3.77	3.86	4.25
<b><u>Event Bonds</u></b>			
Category 1 (< 500 patrons)	2,500.00	2,500.00	2,500.00
Category 2 (500 - 2,500 patrons)	5,000.00	5,000.00	5,000.00
Category 3 (> 2,500 patrons)	10,000.00	10,000.00	10,000.00
<b><u>Brochure</u></b>			
Wildflowers Brochure	2.27	2.73	3.00
<b><u>ENGINEERING &amp; WORKS SERVICES</u></b>			
<b><u>Major Projects</u></b>			
<b>Consultancy charge out rates subject to Contract negotiation where applicable</b>			
Project Manager Advisor	154.55	154.55	170.00
Chief Executive Officer	227.27	227.27	250.00
Cultural Planner	77.27	77.27	85.00
Strategic Planner	77.27	77.27	85.00
Finance Officer	67.27	67.27	74.00
Administration Officer	67.27	67.27	74.00
<b>Charge-out rates: City staff undertaking consultancy/ contract work for other local government authorities</b>			
- Manager Level	159.09	159.09	175.00
- Co-ordinator Level	122.73	122.73	135.00
- Technical Officer Level	109.09	109.09	120.00
<b><u>MISCELLANEOUS</u></b>			
<b><u>Reinstatements/ Private Works</u></b>			
Road reserves charge for reinstatement of road reserves is the full cost plus profit margin as per Policy	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
Private works charge for works requested to be undertaken by City resources is the full cost plus profit margin as per Policy	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
<b><u>Other crossing place related services</u></b>			

Saw cutting & removal of kerbing/ m (minimum charge \$100)	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
Concrete apron for brick paved crossovers/ m	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
Spray seal pothole repairs/m2 (minimum charge \$100)	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
Asphalt pothole repairs/m2 (minimum charge \$100)	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
<b><u>Outstanding Works Bond determined by the Chief Executive Officer</u></b>			
If the number of work items outstanding < 5	Value + 50%	Value + 50%	Value + 50%
If the number of work items outstanding =/ > 5	Value + 100%	Value + 100%	Value + 100%
<b><u>Subdivision Works - Maintenance Bonds</u></b>			
% of Total value of all Works: held for 12 months from practical completion and until all items are satisfactorily completed			
0 -100,000	5%	5%	5%
100,000 - 200,000	4%	4%	4%
200,000 - 400,000	3.5%	3.5%	3.5%
400,000 - 600,000	3%	3%	3%
over 600,000	2.5%	2.5%	2.5%
<b><u>ROAD/ TRAFFIC RELATED FEES</u></b>			
<b><u>Closure of Roads/ Rights of way/ Public Access Ways</u></b>			
Road closure Fees (includes administration and advertising)	745.00	767.00	767.00
*Road Closure Application Approval - one off events	75.00	77.00	77.00
Advertising Fee for road issue or works	445.00	458.00	458.00
Road dedication (including advertising and administration)	677.00	697.00	697.00
Legal Fees for road indemnification (document preparation & execution)	735.00	756.00	756.00
<b><u>Road openings - Works by Contractors</u></b>			
Application Fee - Trenching and/ or boring on roads and reserves	318.00	327.00	327.00
Administration/Inspection Fee - Road Opening or Underground Boring	77.00	79.00	79.00
<b><u>Refundable Security Deposit</u></b>			
Road opening/ m2 (minimum \$250)	109.00	112.00	112.00
- Under road boring	293.00	305.00	305.00
<b>Performance Bond relating to Road Opening &amp; reinstatement by Contractor / m2 (minimum fee \$250)</b>	140.00	144.00	144.00
<b><u>Exploration Drilling Licence - District Roads/ Reserves</u></b>			
1-5 holes	289.00	297.00	297.00
6-10 holes	432.00	445.00	445.00
11-30 holes	878.00	903.00	903.00
31-100 holes	1,556.00	1,601.00	1,601.00
more than 100 holes	2,222.00	2,286.00	2,286.00
<i>Bond payable is determined to be equal to the Licence Fee payable</i>			

<b>Traffic Management</b>			
Traffic Count Data - fee per site recording (existing data)	66.00	68.00	68.00
*Traffic Management Plan - Applications	148.00	152.00	152.00
<b>Heavy Haulage Condition Requests</b>			
1-100 Trips per year	148.00	152.00	152.00
>100 Trips per year (extra cost due to Assessment that includes/ requires Council Approval)	735.00	756.00	756.00
<b>Directional Signs for Tourist Attractions and Services</b>			
Application Fee - per application	108.00	111.00	111.00
Annual Licence Fee - per blade	33.00	34.00	34.00
CAT1 and CAT1A - installation per blade	211.82	218.18	240.00
CAT2 and CAT 3 signs - installation per blade	588.18	605.45	666.00
Entrance sign per blade	621.82	640.00	704.00
<b>SUBDIVISION RELATED FEES</b>			
<b>Subdivision Supervision Fees</b>			
<i>Supervision Fee - % of total value of all road &amp; drainage works, other than future lots.</i>			
Consulting Engineer and Clerk of Works fully supervises	1.50%	1.50%	1.50%
Consulting Engineer with no Clerk of Works	3.00%	3.00%	3.00%
Outstanding Works Supervision fees	1,170.00	1,204.00	1,204.00
<b>Early Subdivision Clearance</b>			
Application Fee	637.00	655.00	655.00
Early Subdivision Clearance Fee - % of total value of all outstanding works or minimum plus GST	2.5% or min \$5,016	2.5% or min \$5,016	2.5% or min \$5,016
<b>MISCELLANEOUS FEES</b>			
<b>Gate Permits (per 5 years)</b>	148.00	152.00	152.00
<b>LGA Gate Permits - Application Fee</b>	58.00	60.00	60.00
<b>Road Traffic Warning Signs</b>			
Set of 2 signs, posts and installation	540.91	556.36	612.00
Application Approval Fee	123.00	127.00	127.00
<b>General Sign Works (repair and/or replacement)</b>	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
<b>Fireworks Application Approval Fee (per application)</b>	128.00	132.00	132.00
<b>WASTE DISPOSAL AND SANITATION FEES</b>			
<b>DOMESTIC WASTE (BUSSELTON AND DUNSBOROUGH)</b>			
<b>General Domestic Waste (Sorted and Separated)</b>			



Wheelie Bins (per bin)	1.82	1.82	2.00
Cars (Sedans) - without tray or trailer	3.64	3.64	4.00
Utes, vans, station wagons, 4WD, crew cab or trailers (6 x 4)	7.27	7.27	8.00
Trailers (over 6 x 4)	13.64	13.64	15.00
Car Trailers with Sides (Cost plus Trailer)	3.64	3.64	4.00
<i>Vehicles containing both general and green waste will be charged for both items if the waste is not separated</i>			
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<b><u>Domestic Bricks and Concrete</u></b>			
Loads smaller than trailer	2.73	2.73	3.00
Utes, vans, station wagons, 4WD, crew cabs or trailers (6x4)	5.45	5.45	6.00
Car Trailers (over 6 x 4)	10.91	10.91	12.00
<b><u>Clean Green Domestic Waste</u></b>			
Domestic grass clippings and sawdust	1.82	1.82	2.00
Wheelie Bins (per bin)	1.82	1.82	2.00
Cars (Sedans) - without tray or trailer (including domestic grass clippings and sawdust)	3.64	3.64	4.00
Utes, vans, station wagons, 4WD, crewcab or trailers (6x4)	5.45	5.45	6.00
Trailers (over 6 x 4)	10.91	10.91	12.00
<i>* Larger vehicles attract commercial rates</i>			
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<b><u>Unsorted Domestic Waste (Mixed Waste Containing Recyclable Material)</u></b>			
Utes, vans or trailers (not exceeding 6 x 4)	18.18	18.18	20.00
Trailers exceeding 6 x 4	36.36	36.36	40.00
<b><u>Miscellaneous Domestic Charges</u></b>			
Electronic Waste	Nil	Nil	Nil
Clean cardboard and paper	Nil	Nil	Nil
Glass bottles and jars	Nil	Nil	Nil
Kerbside Recyclables	Nil	Nil	Nil
Car bodies, trailers, small boats etc.	Nil	Nil	Nil
Truck bodies, large equipment	Nil	Nil	Nil
Gas bottles (per bottle)	Nil	Nil	Nil
Oil	Nil	Nil	Nil
Oily water (per litre) - must be marked on drum	Nil	Nil	Nil
Sale of Mulch - per m3 (self load)	Nil	Nil	Nil
Fridges and Freezers	Nil	Nil	Nil
Car/ light truck tyres - per tyre	6.36	7.27	8.00
Truck/ tractor tyres - per tyre	13.64	14.55	16.00
Bicycle/Motorcycle tyres - per tyre	1.82	1.82	2.00
Native Animals (Eg. Kangaroo's / Possums)	Nil	Nil	Nil
Small Animals (less than 50kg)	37.73	38.64	42.50
Medium Animals (50kg - 100kg)	118.18	121.82	134.00
Large Animals (+100kg)	245.45	252.73	278.00
Sale of grass clippings (per m3)	0.91	0.91	1.00
Rental space for skip bins at waste facilities (per bin per week)	6.36	6.36	7.00
Mattresses (each)	3.64	4.09	4.50

<b><u>BUSSELTON COMMERCIAL</u></b>			
<i>Note: Busselton does not accept any commercial waste other than clean green waste and miscellaneous recyclable items as listed below.</i>			
<b><u>Green Waste (clean)</u></b>			
Lawn clippings - commercial only	1.82	1.82	2.00
Commercial waste transported by car, utility, van or trailer (6 x 4)	5.45	5.45	6.00
All commercial trailers exceeding 6 x 4	10.91	10.91	12.00
Trucks up to 2 tonnes/ Bulk Bins under 3m3	31.82	32.73	36.00
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	45.45	46.82	51.50
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	68.18	70.00	77.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	90.91	93.64	103.00
Articulated vehicles/ Bulk bins 20m3 and over	152.73	157.27	173.00
<b><u>Miscellaneous Commercial Charges</u></b>			
Sale of Mulch -per m3 (self load)	9.09	10.00	11.00
Commercial electronic waste (per item)	7.27	8.18	9.00
Commercial fridges	4.55	5.00	5.50
Commercial cardboard (Utes, vans, station wagons, 4WD, crew cab, trailer)	7.27	8.18	9.00
Commercial cardboard (truck)	16.36	16.36	18.00
<b><u>DUNSBOROUGH COMMERCIAL</u></b>			
<b><u>COMMERCIAL WASTE WITH WEIGHBRIDGE</u></b>			
General waste including contaminated green waste - per 100kg	5.27	5.45	6.00
Construction and Demolition Waste - per 100kg	5.27	5.45	6.00
Building and construction (unseparated) waste - per 100kg	5.27	5.45	6.00
*Green waste (clean) - per 100kg	2.91	3.18	3.50
Liquid Waste - per 100kg	4.91	5.09	5.60
*Bricks and concrete - per 100kg	2.82	2.82	3.10
Asbestos - per 100kg	11.82	12.27	13.50
*Clean fill	Nil	Nil	Nil
** Minimum weighbridge charge	23.64	24.09	26.50
<i>*Site staff have the authority to make any decision regarding bricks and concrete, clean fill or green waste contamination. If this waste is considered contaminated the higher general waste disposal fee will be charged.</i>			
<i>** The minimum weighbridge charge applies to all loads of asbestos, whether domestic or commercial, and all commercial waste larger than a ute, van, 6 x 4 trailer.</i>			
<b><u>COMMERCIAL WASTE (WEIGHBRIDGE UNAVAILABLE)</u></b>			
<i>Note: Commercial waste is only accepted at Dunsborough. The below fees are only required should, for any reason, the weighbridge be inoperable.</i>			
<b><u>General Waste, Building and Construction unseparated Waste</u></b>			
Commercial General Waste (Sorted and Separated, 6x4 trailer)	11.27	11.36	12.50
Commercial General Waste (Sorted and Separated, Over 6x4 trailer)	23.64	23.64	26.00

Commercial General Waste (Unsorted, Containing Recyclables, 6x4 trailer)	23.64	23.64	26.00
Commercial General Waste (Unsorted, Containing Recyclables, Over 6x4 trailer)	47.27	47.27	52.00
Trucks up to 2 tonnes/ Bulk Bins under 3m3	56.36	58.18	64.00
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	75.45	77.27	85.00
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	103.64	106.36	117.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	140.91	144.55	159.00
Articulated vehicles/ Bulk bins 20m3 and over	254.55	261.82	288.00
Compactor vehicles - load capacity not exceeding 3m3	112.73	115.45	127.00
Compactor vehicles - load capacity over 3m3	131.82	135.45	149.00
Each additional m3 over 3m3	7.27	7.27	8.00
<b>Green Waste (clean)</b>			
Lawn clippings/ sawdust (all vehicles/ trailers)	1.82	1.82	2.00
Commercial waste transported by car, utility, van or trailer (6 x 4)	5.45	5.45	6.00
All commercial trailers exceeding 6 x 4	10.91	10.91	12.00
Trucks up to 2 tonnes/ Bulk Bins under 3m3	30.91	31.82	35.00
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	46.36	47.27	52.00
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	67.27	69.09	76.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	90.91	93.64	103.00
Articulated vehicles/ Bulk bins 20m3 and over	152.73	157.27	173.00
<b>Bricks and Concrete (uncontaminated) - Dunsborough only</b>			
Commercial waste transported by car, utility, van or trailer (6 x 4)	5.45	5.45	6.00
All commercial trailers exceeding 6 x 4	10.91	11.36	12.50
Trucks up to 2 tonnes/ Bulk Bins under 3m3	41.82	42.73	47.00
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	55.45	57.27	63.00
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	76.36	78.18	86.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	121.82	125.45	138.00
Articulated vehicles/ Bulk bins 20m3 and over	200.00	205.45	226.00
<b>Other Commercial Waste - Dunsborough Only</b>			
Liquid Waste/ Sewage - per kl	49.09	50.45	55.50
Asbestos (per m3)	103.64	106.36	117.00
Special burials (per m3) - prescribed items/ per cubic metre: Asbestos waste, fibreglass insulation and any other waste listed from time to time by the Principal Environmental Health Officer (Medical Waste not accepted)	103.64	106.36	117.00
Timber (demolition or new). Must be milled, uncontaminated and untreated. Acceptance is at the discretion of disposal site attendants and the City may refuse to accept timber.	Nil	Nil	Nil
<b>Bin Hire Charges</b>			
Charge per 240L bin on the condition that bins are collected, emptied, cleaned and returned by the hirer	9.09	10.00	11.00
Charge per 240L lost or damaged bin	118.18	121.82	134.00
<b>FINANCE &amp; CORPORATE SERVICES</b>			

<b>ADMINISTRATION/ MISCELLANEOUS FEES</b>			
<b>Photocopying Charges</b>			
A4 Sheet	0.23	0.27	0.30
A3 Sheet	2.09	2.18	2.40
<b>RATES &amp; FINANCE CHARGES</b>			
<b>Rates/ Property Related Matters</b>			
Ownership Listings - per search	10.00	11.00	11.00
Ownership listings - per locality	18.00	19.00	19.00
Archive Rate Searches - stored at depot	72.00	75.00	75.00
Additional copy of rates notice upon request	17.00	18.00	18.00
Statement of Rates (rates, orders and requisitions)	23.00	24.00	24.00
Payment Arrangement Administration Fee	26.00	27.00	27.00
<b>Loan Raising Fees</b>			
Loan Establishment Fee	583.64	600.00	660.00
<b>MAPPING &amp; PROPERTY INFORMATION</b>			
<b>GIS Mapping and Property Information</b>			
<b>Computer Plotting (Full Colour)</b>			
A4 Sheet	28.00	29.00	29.00
A3 Sheet	33.00	34.00	34.00
A2 Sheet	42.00	43.00	43.00
A1 Sheet	68.00	70.00	70.00
A0 Sheet	79.00	81.50	81.50
<b>Special Mapping</b>			
<b>Provision of printed maps</b>			
Per hour charge	79.00	81.50	81.50
<i>*Printing costs (as per Computer Plotting fees above)</i>			
<i>*Minimum charge of \$70 (inc GST)</i>			
<b>Provision of maps in PDF/ Image form</b>			
Per hour charge	79.00	81.50	81.50
Per PDF or image	25.00	26.00	26.00
<i>*Minimum charge of \$70 (inc GST)</i>			
<b>Aerial Photographs</b>			
A1 - Normal Paper	86.00	89.00	89.00
A1 - Quality Paper	170.00	175.00	175.00
A2 - Normal Paper	70.00	72.00	72.00
A2 - Quality Paper	138.00	142.00	142.00
A3 - Normal Paper	47.00	48.50	48.50
A3 - Quality Paper	86.00	88.50	88.50
A4 - Normal Paper	33.00	34.00	34.00
A4 - Quality Paper	54.00	55.50	55.50
<b>District Town Planning Scheme - Digital Format</b>			
	393.00	404.50	404.50

<b>Electronic Extraction Fee</b>	91.00	94.00	94.00
<b>Town Planning Scheme No.20</b>			
<b>Scheme Text</b>	107.00	110.00	110.00
<b>A1 Size -</b>			
Per Sheet	68.00	70.00	70.00
Per Full Set (includes full set maps & text)	1,277.00	1,314.00	1,314.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	1,740.00	1,790.00	1,790.00
Annual Renewal charge for Scheme Package	1,277.00	1,314.00	1,314.00
<b>A2 Size -</b>			
Per Sheet	41.00	42.00	42.00
Per Full Set (includes full set maps & text)	814.00	838.00	838.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	1,102.00	1,134.00	1,134.00
Annual Renewal charge for Scheme Package	826.00	850.00	850.00
<b>A3 Size -</b>			
Per Sheet	33.00	34.00	34.00
Per Full Set (includes full set maps & text)	671.00	691.00	691.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	906.00	932.00	932.00
Annual Renewal charge for Scheme Package	671.00	690.00	690.00
<b>CEMETERY FEES</b>			
<b>Land Grant for Right of Burial</b>			
Grant of Right of Burial: Ordinary land for grave 2m x 1.2m where directed (25 years)	2,050.00	2,110.00	2,110.00
Renewal of Grant of Right of Burial: Ordinary land for grave (additional 25 years). Requires proof of Grant Holder's rights	2,050.00	2,110.00	2,110.00
Pre-purchased Grant of Right of Burial: Ordinary land for grave 2m x 1.2m where directed (25 years)	2,260.00	2,330.00	2,330.00
Reservation of specific site: ordinary land (excludes lawn cemetery) in addition to Pre-purchase Grant of Right Of Burial	386.36	400.00	440.00
<b>Burial Charge</b>			
Burial in standard grave to any depth to 2.1m (includes registration and number plate)	1,036.36	1,063.64	1,170.00
Burial in non-standard (oversize) denominational or non-denominational grave - Additional cost per 30cm deeper or wider	95.45	100.00	110.00
Re-open and second burial in standard (2m x 1.2m) denominational or non-denominational grave - Requires proof of Grant Holder's rights	1,036.36	1,063.64	1,170.00

Re-open and second burial in non-standard (oversize) denominational or non-denominational grave - Additional cost per 30cm deeper or wider	95.45	100.00	110.00
Construction of Vault (Does not include building application fees)	At cost plus GST	At cost plus GST	At cost plus GST
Vault Grant of Right of Burial	1,245.00	1,280.00	1,280.00
Vault Interment Fee (each)	981.82	1,009.09	1,110.00
Vault maintenance fee (annual)	131.82	136.36	150.00
Burial per crypt in mausoleum	904.55	927.27	1,020.00
Interment of a stillborn child (not to be re-opened for joint burial)	277.27	281.82	310.00
Interment of a child up to 12 years old (not to be reopened for joint burial)	518.18	536.36	590.00
Removal of Headstone (Restrictions apply)	395.45	409.09	450.00
<b>Exhumation</b>			
Re-opening grave for exhumation	2,013.64	2,072.73	2,280.00
Re-interment in new or same grave after exhumation (including registration and number plate) - Other fees may apply	1,036.36	1,063.64	1,170.00
<b>Interment of Ashes</b>			
Grant of Right of Burial: Interment of ashes in designate place (perpetual)	250.00	260.00	260.00
Interment of ashes in NICHE WALL - SINGLE placement	418.18	427.27	470.00
interment of ashes in NICHE WALL - DOUBLE (includes first placement)	527.27	545.45	600.00
Interment of ashes in NICHE WALL - SIDE BY SIDE (includes first placement)	527.27	545.45	600.00
Interment of ashes in EXISTING GRAVE - Placement fee only (Assumes current Grant of Right of Burial. If not current, other fees will apply)	331.82	345.45	380.00
Interment of ashes in ROSE GARDEN (includes first placement) - Space for 2 placements	577.27	590.91	650.00
Interment of ashes in NATIVE GARDEN (includes first placement) - Space for 2 placements	577.27	590.91	650.00
Interment of ashes in MEMORIAL DRIVE (includes first placement) Space for 4 Placements	631.82	654.55	720.00
Interment of ashes in 2-PLOT CONTEMPLATION GARDEN (includes first placement)	577.27	590.91	650.00
Interment of ashes in 4-PLOT CONTEMPLATION GARDEN (includes first placement)	763.64	781.82	860.00

Interment of ashes in CONTEMPLATION GARDEN over 4-plot (cost for each additional plot)	77.27	81.82	90.00
Pre-need purchase of Grant of Right of Burial for Ashes	280.00	290.00	290.00
Reservation of a designated place for ashes interment (includes first placement)	Plot(s) cost plus 10% plus GST	Plot(s) cost plus 10% plus GST	Plot(s) cost plus 10% plus GST
Interment of ashes - additional placement after first interment (Requires proof of Grant Holder's rights)	313.64	327.27	360.00
Interment of ashes for Stillborn CHILDREN'S GARDEN - Placement fee (no Grant of Right of Burial required)	277.27	281.82	310.00
Memorial Placement only CHILDREN'S GARDEN Placement fee (no Grant of Right of Burial required)	At cost plus GST	At cost plus GST	At cost plus GST
Memorial Placement BENCH SEATING (includes cost of bench, concrete footings, freight)	At cost plus GST	At cost plus GST	At cost plus GST
Memorial Placement BENCH SEATING INSTALLATION costs - Hourly rate	40.91	45.45	50.00
Interment of Ashes BENCH SEATING (includes first placement)	313.64	327.27	360.00
Memorial placement only elsewhere within the cemetery (location to be determined upon application) - SINGLE PLACEMENT	577.27	590.91	650.00
Plaques, vases and other monumental works.	At cost plus GST	At cost plus GST	At cost plus GST
Plinth (Small - concrete)	40.91	45.45	50.00
Plinth (Large - concrete)	59.09	63.64	70.00
Administration fee for purchase of plaques, plinths, vases and other monumental works (on product only)	10% of cost plus GST	10% of cost plus GST	
Removal of ashes for return to Grant Holder (requires proof of Grant Holder rights)	277.27	281.82	310.00
Storage of cremated remains per month for remains held longer than 6 months	22.73	27.27	30.00
Positioning & affixing brass vase (if not a part of original placement)	68.18	72.73	80.00
<b>Miscellaneous Charges</b>			
Interment in open ground without due notice, not within usual hours and prescribed or on a Saturday, Sunday or Public Holiday (in addition to Interment costs) Restrictions Apply	895.45	918.18	1,010.00
Funeral Directors licence fee per annum	355.00	370.00	370.00
Single funeral permit (funeral directors only)	170.00	170.00	170.00
Single funeral permit (other than funeral directors)	415.00	430.00	430.00
Monumental Masons licence fee per annum	305.00	310.00	310.00
Single permit to erect a headstone or kerbing	125.00	130.00	130.00

Single permit to erect a monument	145.00	150.00	150.00
Copy of grant of burial	75.00	80.00	80.00
Refund Administration Fee	15% of original purchase price	15% of original purchase price	15% of original purchase price
<b><u>BUSSELTON COMMUNITY RESOURCE CENTRE</u></b>			
<b><u>Ground Floor Meeting Room (including courtyard)</u></b>			
Community - per half day/ evening	94.55	95.45	105.00
Community - per full day	177.27	177.27	195.00
Commercial -per half day/ evening	168.18	174.55	192.00
Commercial - per full day	309.09	321.82	354.00
<b><u>First Floor Meeting Room (half)</u></b>			
Community - per half day/ evening	70.91	70.91	78.00
Community - per full day	131.82	131.82	145.00
Commercial -per half day/ evening	122.73	127.27	140.00
Commercial - per full day	227.27	236.36	260.00
<b><u>First Floor Meeting Room (full)</u></b>			
Community - per half day/ evening	94.55	95.45	105.00
Community - per full day	177.27	177.27	195.00
Commercial -per half day/ evening	168.18	174.55	192.00
Commercial - per full day	309.09	321.82	354.00
<b><u>Other Charges</u></b>			
Facility Hire Bond	200.00	200.00	200.00
Security (swipe) card bond	100.00	100.00	100.00
Facility cancellation fee (< 1 weeks notice given)	20%	20%	20%
<b><u>BUSSELTON YOUTH AND COMMUNITY ACTIVITY BUILDING</u></b>			
<b><u>Events Multi-Function Room</u></b>			
Community - per half day/ evening	0.00	150.00	165.00
Community - per full day	0.00	272.73	300.00
Commercial -per half day/ evening	0.00	272.73	300.00
Commercial - per full day	0.00	500.00	550.00
<b><u>Meeting Room (minimum 2 hours)</u></b>			
Community - per hour	0.00	12.73	14.00
Commercial - per hour	0.00	22.73	25.00
<b><u>Office Space (minimum 2 hours)</u></b>			
Community - per hour	0.00	9.09	10.00
Commercial - per hour	0.00	16.36	18.00
<b><u>Events Multi-Function, Meeting and Office Room</u></b>			



Community - per half day/ evening	0.00	177.27	195.00
Community - per full day	0.00	335.45	369.00
Commercial -per half day/ evening	0.00	321.82	354.00
Commercial - per full day	0.00	609.09	670.00
<b><u>Other Charges</u></b>			
Facility Hire Bond	0.00	200.00	200.00
Security (swipe) card bond	0.00	100.00	100.00
Facility cancellation fee (< 1 weeks notice given)	20%	20%	20%
<b><u>COMMUNITY &amp; COMMERCIAL SERVICES</u></b>			
<b><u>PROPERTY USAGE FEES &amp; CHARGES:</u></b>			
<b><u>ONE-OFF EVENTS</u></b>			
<b><u>INDOOR COMMUNITY FACILITIES</u></b>			
<i>Bookings in excess of more than two (2) full days may receive a discount of 50% for the third (3rd) and subsequent days. A full day is charged at a minimum of 8 hours. Set-up and pack-up times will also be charged at a 50% reduced rate but only if required outside of the event date</i>			
<b><u>Bonds &amp; Cancellations - All indoor facilities</u></b>			
Facility Hire Bond	185.00	185.00	185.00
Facility Cancellation Fee (< 1 weeks notice given)	20%	20%	20%
Key Bond (relates only to regular users)	100.00	100.00	100.00
<b><u>Churchill Park Hall</u></b>			
*Community - per hour	25.45	26.36	29.00
*Community with Food/Drink - per hour	29.09	30.00	33.00
Commercial - per hour	45.45	46.82	51.50
<b><u>Busselton Youth &amp; Community Centre</u></b>			
*Community Entire Centre - per hour	48.18	49.55	54.50
*Community with Food/Drink Entire Centre - per hour	57.27	59.09	65.00
Commercial Entire Centre - per hour	83.18	85.45	94.00
*Community Main Hall - per hour	25.45	26.36	29.00
*Community Main Hall with Food/Drinks - per hour	29.09	30.00	33.00
Commercial Main Hall - per hour	45.45	46.82	51.50
*Community Blue Room - per hour	22.73	23.18	25.50
*Community with Food/Drink Blue Room - per hour	26.36	27.27	30.00
Commercial Blue Room - per hour	37.73	38.64	42.50
<b><u>Other Halls</u></b>			
*Community - per hour	18.64	19.09	21.00
*Community with food/ drink - per hour	22.73	23.18	25.50
Commercial - per hour	36.36	37.27	41.00
<b><u>Other Hall Related Charges</u></b>			
Additional Cleaning Charges (as required)	318.64	327.73	360.50

<b><u>STAGING OF CONCERTS</u></b>			
<b><u>Concert Application Fee</u></b>	140.00	144.50	144.50
<b><u>Concert Licence Fee/Service Charge</u></b>			
Category 1 (< 500 patrons)	0.00	0.00	0.00
Category 2 (500 - 2500 patrons)	1,387.00	1,428.00	1,428.00
Category 3 (2500 - 5000 patrons)	2,660.00	2,738.00	2,738.00
Category 4 (5000 - 8000 patrons)	3,933.00	4,047.00	4,047.00
Category 5 (8000 -12000 patrons)	6,593.00	6,784.00	6,784.00
Category 6 (12000 -17000 patrons)	10,541.00	10,847.00	10,847.00
Category 7 (17000 - 23000 patrons)	15,856.00	16,316.00	16,316.00
Category 8 (23000 -30000 patrons)	22,460.00	23,111.00	23,111.00
<b><u>Concert Ground Hire Fee</u></b>			
Category 1 (< 500 patrons)	663.64	683.64	752.00
Category 2 (500 - 2500 patrons)	3,359.09	3,456.36	3,802.00
Category 3 (2500 - 5000 patrons)	6,595.45	6,787.27	7,466.00
Category 4 (5000 - 8000 patrons)	9,954.55	10,243.64	11,268.00
Category 5 (8000 -12000 patrons)	13,200.91	13,583.64	14,942.00
Category 6 (12000 -17000 patrons)	16,550.00	17,030.00	18,733.00
Category 7 (17000 - 23000 patrons)	19,796.36	20,370.91	22,408.00
Category 8 (23000 -30000 patrons)	23,174.55	23,846.36	26,231.00
<b><u>Concert Community Amenity Bond</u></b>			
Category 1 (< 500 patrons)	610.00	628.00	628.00
Category 2 (500 - 2500 patrons)	1,216.00	1,252.00	1,252.00
Category 3 (2500 - 5000 patrons)	2,561.00	2,636.00	2,636.00
Category 4 (5000 - 8000 patrons)	7,586.00	7,806.00	7,806.00
Category 5 (8000 -12000 patrons)	12,725.00	13,094.00	13,094.00
Category 6 (12000 -17000 patrons)	18,956.00	19,505.00	19,505.00
Category 7 (17000 - 23000 patrons)	25,300.00	26,034.00	26,034.00
Category 8 (23000 -30000 patrons)	37,933.00	39,033.00	39,033.00
<b><u>Concert Ground Hire Bond</u></b>			
Category 1 (< 500 patrons)	2,447.00	2,518.00	2,518.00
Category 2 (500 - 2500 patrons)	7,586.00	7,806.00	7,806.00
Category 3 (2500 - 5000 patrons)	15,163.00	15,603.00	15,603.00
Category 4 (5000 - 8000 patrons)	22,750.00	23,410.00	23,410.00
Category 5 (8000 -12000 patrons)	25,326.00	26,060.00	26,060.00
Category 6 (12000 -17000 patrons)	30,335.00	31,215.00	31,215.00
Category 7 (17000 - 23000 patrons)	40,490.00	41,664.00	41,664.00
Category 8 (23000 -30000 patrons)	45,628.00	46,951.00	46,951.00
<b><u>Loadings &amp; Allowances</u></b>			
commercial - 5%			
community - 0%			
charitable - 50% (discount)			
liquor - 5%			
night (per hour after 10pm) - 10%			

<b><u>GROUND HIRE LEVIES:</u></b>			
<b><u>SUMMER/ WINTER SPORTS</u></b>			
<b><u>(A) Association of Senior Players</u></b>			
Charged per team per season plus power etc. where applicable.	233.64	240.45	264.50
A per week surcharge to apply where special ground preparation/maintenance is required, i.e. Cricket.	56.36	58.18	64.00
<b><u>(B) Association of Junior Players</u></b>			
50% of Senior rates plus full power costs where applicable.	116.82	120.00	132.00
<b><u>Exceptions to Categories (A) &amp; (B) above</u></b>			
<b><u>1. Busselton Trotting Club</u></b>			
Per meeting plus power	303.64	312.27	343.50
Track maintenance charged at Private Works rates			
<b><u>2. Southern Districts Agricultural Society</u></b>			
Per day plus power costs for actual show days.	313.64	322.73	355.00
Per day during the set-up of the show.	96.36	99.55	109.50
<b><u>3. South West National Football League</u></b>			
Per home game plus power costs	201.82	207.73	228.50
<b><u>4. School Groups</u></b>			
Sports Carnivals etc. - no charge.	Nil	Nil	Nil
<b><u>COURT HIRE LEVIES</u></b>			
For training and competition purposes			
<b><u>SUMMER/ WINTER SPORTS</u></b>			
<b><u>(A) Association of Senior Players</u></b>			
Charged per team per season plus power etc. where applicable.	18.64	19.09	21.00
<b><u>SUMMER/ WINTER SPORTS</u></b>			
<b><u>(A) Association of Junior Players</u></b>			
Charged per team per season plus power etc. where applicable.	9.55	10.00	11.00
<b><u>EVENTS &amp; CASUAL GROUND HIRE</u></b>			
*Event Application Fee	73.00	75.50	75.50
*Event Application Fee - Requiring Multiple Approvals	140.00	144.50	144.50
<b><u>Commercial Event - City Infrastructure Bond</u></b>			
Category 1 (< 500 patrons)	2,443.00	2,514.00	2,514.00
Category 2 (500 - 2500 patrons)	7,576.00	7,796.00	7,796.00
Category 3 (2500 - 5000 patrons)	15,158.00	15,598.00	15,598.00
Category 4 (5000 - 8000 patrons)	22,750.00	23,410.00	23,410.00
Category 5 (8000 -12000 patrons)	25,321.00	26,055.00	26,055.00
Category 6 (12000 -17000 patrons)	30,336.00	31,216.00	31,216.00
Category 7 (17000 - 23000 patrons)	40,490.00	41,664.00	41,664.00
Category 8 (23000 -30000 patrons)	45,628.00	46,951.00	46,951.00

<b><u>Event Works Fees</u></b>			
Street Banners - install and remove (per pole) - Fee to be waived for not for profit Community Groups (C1002/061)	137.27	141.36	155.50
Beach Volleyball - set up and dismantle	1,120.00	1,152.27	1,267.50
*Litter Clean-up - per hour	681.82	701.82	772.00
*Marking of reticulation and electricity - per hour	254.55	262.73	289.00
<b><u>Community Use of Sports Grounds</u></b> (Community fees are limited to maintained sports grounds e.g. Bovell Park. Fees are not charged for Public Reserves e.g. Mitchell Park etc.)			
Community Usage - per full day (excluding schools)	242.73	250.00	275.00
Community Usage - per half day (excluding schools)	123.18	126.82	139.50
<b><u>Commercial Use of Reserves (Sports Grounds)</u></b>			
Per day - plus power for use of site	390.45	401.82	442.00
Per half day - plus power for use of site	197.73	203.64	224.00
<b><u>Commercial Use of Reserves (Other Reserves)</u></b>			
Per day - plus power	202.27	208.18	229.00
Per half day - plus power	103.64	106.82	117.50
<b><u>Ground Hire Bonds (to be applied to Community Events)</u></b>			
Mandatory Bond against rent default, damage etc.:			
Ground Hire Bond (Other Reserves)	500.00	515.00	515.00
Premium Ground Hire Bond (Sporting Grounds, Foreshore)	1,000.00	1,029.00	1,029.00
<b><u>Wedding Ceremonies</u></b>			
Application Administration Fee - Applied to a Council Venue not attracting a facility hire fee e.g. Public Reserves	72.27	74.55	82.00
<b><u>Traders (Non Food)</u></b>			
Application for Trader's Permit	150.00	150.00	150.00
Application for Transfer of Trader's Permit	150.00	150.00	150.00
Itinerant Trader Permit Fee	2,500.00	2,500.00	2,500.00
Trader's Permit – Bond Fees	1,125.00	1,125.00	1,125.00
<b><u>Trader's Permit Fee – Zone 1</u></b>			
<b>Prime sites (e.g. established coastal and foreshore nodes) as depicted within Trading in Public Places Policy</b>			
12 months	3,000.00	3,000.00	3,000.00
<b><u>Trader's Permit Fee – Zone 2</u></b>			
<b>Other sites as depicted within Trading in Public Places Policy</b>			
12 months	2,000.00	2,000.00	2,000.00
<b><u>Jetty Closure Fee</u></b>			
Fee to close the Jetty for fireworks, events, functions (>6 hrs)	254.55	262.27	288.50
Fee to close the Jetty for fireworks, events, functions - per hour rate for < 6 hrs	32.73	34.09	37.50
<b><u>Use of Public Grounds for Markets</u></b>			
* Per market	112.73	116.36	128.00

<b>EVENTS - EQUIPMENT HIRE &amp; SIGNAGE</b>			
<b>Hire of Stage/ Track Mat</b>			
* Stage - per module (3m2) per day	94.55	97.73	107.50
Stage hire bond	409.00	421.00	421.00
* Track mat - per unit (2.4m x 1.2m) per day	10.00	10.45	11.50
Track Mat Bond per unit	3.50	4.00	4.00
<b>Event Signage</b>			
Large Event Sign	114.00	117.50	117.50
Small Event Sign	109.00	112.50	112.50
<i>(includes sign approval and booking fee for minimum 2 weeks)</i>			
Event Sign Extension	57.00	59.00	59.00
<i>(continued use for an additional minimum of 2 weeks)</i>			
<b>MISCELLANEOUS</b>			
<b>Street Entertainers</b>			
Busking Permit Application (12 months)	New	20.00	20.00
<b>Busselton Jetty</b>			
Placement of Memorial Plaque	113.85	117.00	117.00
Installation of Stinger Net	662.73	681.82	750.00
Removal of Stinger Net	662.73	681.82	750.00
Installation of Beach Matting	1,325.45	1,363.64	1,500.00
Removal of Beach Matting	1,325.45	1,363.64	1,500.00
<b>Busselton Jetty Entry Fees</b>			
Jetty Day Pass			
Single Child (0-16 years)	0.00	0.00	0.00
Single Adult (17 years +)	2.73	3.64	4.00
* Jetty entrance fee for passengers pre-booked on commercial tours operated by vessels issued with a permit to berth at the Busselton Jetty lower platforms is to be waived;			
<b>Jetty Annual Walk Pass</b>			
Single Adult (17 years +)	45.45	45.45	50.00
Pensioners:	22.73	22.73	25.00
<b>Commercial Use of Marine Berthing Platforms - Whale Watching / Tour Vessels</b>			
Monthly Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	500.00	500.00	500.00
Registered Length of Vessel: 10m to less than 15m	550.00	550.00	550.00
Registered Length of Vessel: 15m to less than 25m	600.00	600.00	600.00
Registered Length of Vessel: over 25m	700.00	700.00	700.00
Three Monthly Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	New	1,200.00	1,200.00

Registered Length of Vessel: 10m to less than 15m	New	1,350.00	1,350.00
Registered Length of Vessel: 15m to less than 25m	New	1,500.00	1,500.00
Registered Length of Vessel: over 25m	New	1,800.00	1,800.00
Annual Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	3,500.00	3,500.00	3,500.00
Registered Length of Vessel: 10m to less than 15m	4,000.00	4,000.00	4,000.00
Registered Length of Vessel: 15m to less than 25m	4,500.00	4,500.00	4,500.00
Registered Length of Vessel: over 25m	5,000.00	5,000.00	5,000.00
Refundable Bonds -			
Registered Length of Vessel: 0m to less than 10m	2,500.00	2,500.00	2,500.00
Registered Length of Vessel: 10m to less than 15m	3,500.00	3,500.00	3,500.00
Registered Length of Vessel: 15m to less than 25m	4,500.00	4,500.00	4,500.00
Registered Length of Vessel: over 25m	6,000.00	6,000.00	6,000.00
<i>* Bond charge per vessel payable in advance (in addition to insurance requirements)</i>			
<i>* Permit fee payable in advance at issue of notice approval</i>			
<b>Commercial Use of Marine Berthing Platforms - Cruise Ship Vessels</b>			
Fixed Permit Fee or Fee per number of passengers	New	0.00	0.00
<b><u>NATURALISTE COMMUNITY CENTRE</u></b>			
Key / Hire Bond			
Loss of key, unauthorised key transfer to another person, unauthorised key copying, or use of NCC without prior approval - rate per occurrence.	190	190.00	190.00
As a result of hiring, damage repair to building, equipment or fittings, extra cleaning or moving equipment..	Cost + 20%. Extra cleaning min. \$25 per occurrence	Cost + 20%. Extra cleaning min. \$25 per occurrence	Cost + 20%. Extra cleaning min. \$25 per occurrence
<b><u>Stadium</u></b>			
Association - per hour	45.45	46.82	51.50
Casual indoor tennis : Adults - per person per hour.	New	7.27	8.00
Casual indoor tennis : Students - per person per hour.	New	4.55	5.00
Sports Court (per hour) Community peak	46.36	47.73	52.50
Sports Court (per hour) Community-Off Peak( 9am-3pm Mon-Fri; 2pm-5pm Sat)	36.36	37.27	41.00
Sports Court (per hour) commercial	66.82	68.64	75.50
Community half court - per hour	23.64	24.55	27.00
Badminton Court - per hour (includes net, racquets and shuttle)	16.36	16.82	18.50
Casual Sports per hour per person student rate* conditions apply	New	2.73	3.00
Casual Sports per hour per person* conditions apply	New	6.36	7.00
<i>* Conditions: 1 x hoop, half court for skate or soccer, 1x badminton crt, 1xTable tennis.</i>			
Storage Community - per shelf	New	21.36	23.50
<b><u>Multi-Purpose Activity Room (Full)</u></b>			

Community - per hour	32.73	33.64	37.00
Commercial - per hour	61.82	63.64	70.00
<b>Multi-Purpose Activity Room (Half)</b>			
Community - per hour	20.00	20.45	22.50
Commercial - per hour	31.82	32.73	36.00
Storage Community - per shelf	20.91	21.36	23.50
Storage Commercial - per shelf	30.00	30.91	34.00
<b>Family Activity Area</b>			
Community - per hour	13.18	13.64	15.00
Commercial - per hour	22.73	23.64	26.00
<b>Community Office Space</b>			
Community - per hour	10.45	10.91	12.00
Commercial - per hour	14.09	14.55	16.00
<b>Kitchen/Servery Area (in addition to other bookings)</b>			
Community - per hour	11.36	11.82	13.00
Commercial - per hour	14.09	14.55	16.00
Community - per day	New	23.64	26.00
Commercial - per hour	New	29.09	32.00
<b>Kitchen/Servery Area (as single booking)</b>			
Community - per hour	18.18	18.64	20.50
Commercial - per hour	23.64	24.55	27.00
Community - per day	New	49.09	54.00
Commercial - per hour	New	36.36	40.00
<b>Group Fitness</b>			
Per person per class	15.45	15.91	17.50
Concession per person per class [Health care card, seniors card, f/t student]	10.91	11.36	12.50
Book of 10 group fitness passes (valid 3 months, not transferable, not valid at GLC)	127.27	130.91	144.00
Book of 10 concession group fitness passes (valid 3 months, not transferable, not valid at GLC). Must have Snrs card or F/T student card.	New	118.18	130.00
12 month Membership (Individual)	613.64	631.82	695.00
12 Month membership Concession [Health care card, seniors card, f/t student]	518.18	533.18	586.50
6 months membership	395.45	363.64	400.00
6 months membership(concession) [Health care card, seniors card, f/t student]	348.18	309.09	340.00
3 months membership	284.55	181.82	200.00
3 months membership(concession) [Health care card, seniors card, f/t student]	275.00	180.00	180.00
1 month Membership	60.91	62.73	69.00
Pay as you go fortnightly direct debit	21.82	22.45	24.70
Pay as you go fortnightly direct debit concession	18.18	19.09	21.00
Pay as you go cancellation fee	45.45	45.45	50.00
Double membership - each	564.55	580.91	639.00

City of Busselton staff Group Fitness membership. A 10% discount applies on renewal.	381.82	392.73	432.00
<b>Seniors Programs</b>			
<i>Living Longer, Living Stronger; Stretch and Relax</i>			
Per person per class	7.09	7.27	8.00
Discount tickets - book of 10	62.27	64.09	70.50
<b>Crèche/ Activity Room</b>			
Casual use. Per Child per session (paid on day)	5.45	5.64	6.20
Crèche Pass (Book of 5)	22.73	23.64	26.00
Crèche Pass (Book of 10)	32.73	33.64	37.00
<b>Vacation care program, per child per day</b>	55.00	56.50	56.50
<b>Shower</b>			
Per person not participating in centre activities, per use of shower facilities	3.82	3.82	4.20
<b>Stage Hire</b>			
Commercial hire per day, or part of.	90.91	97.27	107.00
Community hire per day, or part of.	45.45	48.64	53.50
Stage hire bond, per use	400.00	420.00	420.00
<b>NCC Grounds Hire</b>			
Community class (20people or less) per hour	18.18	18.18	20.00
Commercial class (20people or less) per hour	31.82	31.82	35.00
Community casual use per hour	27.27	27.27	30.00
Commercial casual use per hour	45.45	45.45	50.00
Community half day	63.64	63.64	70.00
Commercial half day	109.09	109.09	120.00
<b>GEOGRAPHE LEISURE CENTRE</b>			
<b>Swimming Pool</b>			
Adult Swim	5.91	6.09	6.70
Concession Swim (Health Care card, or child 5-16 years)	4.55	4.55	5.00
Child under 5 y/o (must be accompanied by an adult)	Nil	Nil	Nil
Spectator	0.91	Nil	Nil
In term Swimming - Education Department	3.27	3.36	3.70
Vacation Swimming - Education Department	3.64	3.64	4.00
Sauna/spa (16 years & over only)	9.55	10.00	11.00
Swim/sauna/spa (16 years & over only)	14.09	14.55	16.00
Swimming Pool lane hire - Community (per lane per hour) Individual participants must pay normal pool entry	9.55	10.00	11.00
Swimming Pool lane hire - Commercial (per lane per hour) Individual participants must pay normal pool entry	20.00	20.91	23.00
Local Swimming clubs and local user groups	1.82	2.73	3.00
Swimming Pool Hire (Outdoor - Exclusive use) per hour (min 3 hours)	98.18	100.00	110.00
Group Pass (2 Adults and 2 children)	16.36	16.82	18.50
Swim aid / equipment hire	1.50	1.82	2.00



Discount tickets - book of 10	10% Discount	10% Discount	10% Discount
Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
Learn To Swim - per lesson	13.50	14.00	14.00
Private one on one lesson per 30 mins	35.00	36.00	36.00
Private one on one lesson per 15 mins	18.00	18.50	18.50
Large Inflatable Hire - per hour	140.91	145.45	160.00
Small Inflatable Hire - per hour	95.45	100.00	110.00
Bouncy Castle Hire - maximum 3hrs hire	109.09	113.64	125.00
<b><u>Fitness Centre</u></b>			
Fitness Centre - Casual	15.91	16.36	18.00
Appraisal and programme	60.91	62.73	69.00
Lifestyle Seniors programme	6.82	6.82	7.50
<b><u>Personal/ Group Training</u></b>			
Assessment Fee	60.91	62.73	69.00
30 minute standard Personal Training session	47.27	0.00	0.00
60 minute standard Personal Training session	65.91	0.00	0.00
Small group Personal training once per week for 6 weeks. Cost is per 6 week block	54.55	56.36	62.00
Small group Personal training twice per week for 6 weeks cost is per 6 week	109.09	112.73	124.00
<b><u>Aerobics/aquarobics</u></b>			
Per person per class	15.45	16.36	18.00
Per person per class (f/t student, health care card, senior's card concession)	10.91	10.91	12.00
Discount tickets - book of 10	10% Discount	10% Discount	10% Discount
Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
<b><u>Sports Stadium</u></b>			
Sports courts (each per hour) - Community peak	45.45	46.82	51.50
Sports courts (each per hour) - Community Off-peak ( 9am- 3pm, Mon-Fri)	36.36	37.27	41.00
# Volleyball Courts 5 & 6 (i.e. smaller courts)	24.55	25.45	28.00
Sports courts (each per hour) commercial	66.36	68.18	75.00
Community half court - per hour	24.55	25.45	28.00
Badminton Court - per hour	16.36	16.82	18.50
Casual Basketball (Individual fee*) conditions apply	5.45	5.45	6.00
Casual Basketball (Individual fee*) school student rate conditions apply	2.73	2.73	3.00
Whole of stadium hire per day	545.45	561.82	618.00
Whole of stadium hire bond	500.00	500.00	500.00
<b><u>Crèche/Activity Room</u></b>			
Crèche / activity room per hour (Commercial)	37.27	38.18	42.00
Crèche / activity room per hour (Community)	28.18	29.09	32.00
Crèche / per child per session	5.45	5.45	6.00
Per Child per session (Book of 5)	22.73	22.73	25.00

Per Child per session (Book of 10)	32.73	32.73	36.00
Vacation Care Program	55.00	59.00	59.00
<b><u>MEMBERSHIP PACKAGES</u></b>			
Casual Day Pass (Gym/Aerobics/Pool/Spa/Sauna)	20.00	20.45	22.50
<b><u>Swim membership: [per person per annum]</u></b>			
Individual (Adult)	514.55	527.27	580.00
Concession (Child, Health care card, seniors card, f/t student)	411.82	423.64	466.00
Double (each)	460.91	474.55	522.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	367.27	378.18	416.00
Direct Debit - fortnightly deduction	20.00	20.55	22.60
<b><u>Gym: [per person per annum]</u></b>			
Individual	612.73	630.91	694.00
Concession (Child, Health care card, seniors card, f/t student)	518.18	533.64	587.00
Double (each)	564.55	581.82	640.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	423.64	436.36	480.00
Direct Debit - fortnightly deduction	21.82	22.45	24.70
Pay as you go cancellation fee	45.45	45.45	50.00
<b><u>Group Fitness Classes only: [per person per annum]</u></b>			
Individual	613.64	631.82	695.00
Concession (Child, Health care card, seniors card, f/t student)	518.18	533.64	587.00
Double (each)	564.55	581.82	640.00
Direct Debit - fortnightly deduction	21.82	22.45	24.70
<b><u>Gym/Swim/Spa/Sauna: [per person per annum]</u></b>			
Individual	800.00	817.27	899.00
Concession (Child, Health care card, seniors card, f/t student)	705.45	727.27	800.00
Double (each)	752.73	774.55	852.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	611.82	630.00	693.00
6 months membership	518.18	536.36	590.00
3 months membership	371.82	383.64	422.00
1 months membership	112.73	136.36	150.00
Direct Debit - fortnightly deduction	29.09	29.91	32.90
Replacement Membership Card	10.91	10.91	12.00
<b><u>Corporate Packages</u></b>			
<b>Swim Club - (Club Access Only) per person per annum</b>	281.82	290.91	320.00
Adult Swim - 10 plus members (each)	343.64	354.55	390.00
Child Swim - 10 plus members (each)	281.82	290.91	320.00
<b># Corporate member Gym/Swim/Spa/Sauna [per person per annum] 10 plus members (each). A 10% discount applies on renewal.</b>	705.45	726.36	799.00
<b># City of Busselton staff full membership. A 10% discount applies on renewal.</b>	518.18	533.64	587.00

<b><u>Health Suites</u></b>			
Community - per day	56.36	56.36	62.00
Commercial - per day	84.55	84.55	93.00
Storage - per month	75.45	75.45	83.00
<b><u>Meeting Room Hire</u></b>			
Community - per hour	19.09	19.09	21.00
Commercial - per hour	32.73	32.73	36.00
<b><u>Fitness Room Hires</u></b>			
Community - per hour	32.73	32.73	36.00
Commercial - per hour	60.91	60.91	67.00
<b><u>KOOKABURRA CARAVAN PARK</u></b>			
<b><u>POWERED SITES</u></b>			
<b><u>Overnight Rates</u></b>			
Low Season - (2 Adults per night)	35.00	35.45	39.00
Mid Season - (2 Adults per night)	35.00	37.73	41.50
High Season - (2 Adults per night)	43.64	45.45	50.00
Low Season Pensioner Rate - (2 Adults per night)	30.00	30.45	33.50
Mid Season Pensioner Rate - (2 Adults per night)	30.00	32.73	36.00
High Season Pensioner Rate - (2 Adults per night)	43.63	45.45	50.00
Low Season - Single Person Rate (per night)	27.27	27.73	30.50
Mid Season - Single Person Rate (per night)	27.27	30.00	33.00
High Season - Single Person Rate (per night)	35.00	36.82	40.50
Extra Child per night	9.09	9.09	10.00
Extra Adults per night	11.82	11.82	13.00
Low Season Clubs - per site (2 persons) (Rate only applies in low season and 15 vans or more)	28.18	28.64	31.50
Mid Season Clubs - per site (2 persons) (Rate only applies in mid season and 15 vans or more)	28.18	30.91	34.00
<b><u>Weekly Rates - Off Season</u></b>			
<b><u>Up to 27 Days:</u></b>			
Low Season - (2 Adults per week)	225.91	230.45	253.50
Mid Season - (2 Adults per week)	225.91	245.23	269.75
High Season - (2 Adults per week)	281.82	295.45	325.00
Low Season Pensioner Rate - (2 Adults per week)	195.91	197.95	217.75
Mid Season Pensioner Rate - (2 Adults per week)	195.91	212.73	234.00
High Season Pensioner Rate - (2 Adults per week)	New	295.45	325.00
Low Season - Single Person (per week)	176.82	180.23	198.25
Mid Season - Single Person (per week)	176.82	195.00	214.50
High Season - Single Person (per week)	225.91	239.32	263.25
Extra Child per week	59.09	59.09	65.00
Extra Adults per week	77.27	77.27	85.00
Low Season Clubs - per site (2 persons) (Rate only applies in low season and 15 vans or more)	183.64	186.14	204.75
Mid Season Clubs - per site (2 persons) (Rate only applies in mid season and 15 vans or more)	183.64	200.91	221.00

<b>After 27 Days: (less than 90 days)</b>			
Low Season - (2 Adults per week)	225.59	232.13	244.90
Mid Season - (2 Adults per week)	225.59	232.13	244.90
High Season - (2 Adults per week)	279.15	287.24	303.04
Low Season Pensioner Rate - (2 Adults per week)	186.73	192.15	202.71
Mid Season Pensioner Rate - (2 Adults per week)	186.73	192.15	202.71
Low Season - Single Person (per week)	173.46	178.49	188.31
Mid Season - Single Person (per week)	173.46	178.49	188.31
High Season - Single Person (per week)	220.85	227.26	239.76
<b>ONSITE PARK HOMES</b>			
<b>Overnight Rates</b>			
<b>Overnight Rates (based on 2 people)</b>			
Low Season Basic Cabin - up to maximum 4 (without ensuite) (no linen)	75.45	80.57	85.00
Mid Season Basic Cabin - up to maximum 4 (without ensuite) (no linen)	75.45	85.31	90.00
High Season Basic Cabin - up to maximum 4 (without ensuite)	113.64	121.33	128.00
Low Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	93.18	104.27	110.00
Mid Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	93.18	109.00	115.00
High Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	122.27	135.55	143.00
Low Season Cowrie Shell Cabins - up to maximum 4 people (ensuite; linen to main bed)	108.18	120.38	127.00
Mid Season Cowrie Shell Cabins - up to maximum 4 people(ensuite; linen to main bed)	108.18	125.12	132.00
High Season Cowrie Shell Cabins - up to maximum of 4 people (ensuite; linen to main bed)	137.27	151.66	160.00
Low Season Nautilus Shell Cabin - up to maximum 6 people (ensuite; linen to main bed)	118.18	130.81	138.00
Mid Season Nautilus Shell Cabin - up to maximum 6 people (ensuite; linen to main bed)	118.18	135.55	143.00
High Season Nautilus Shell Cabin - up to maximum 6 people (ensuite; linen to main bed)	145.45	160.19	169.00
Extra (Age 4 and over)	9.09	11.37	12.00
<b>Weekly Rates</b>			
<b>Peak Season</b>			
<b>Up to 27 Days:</b>			
Low Season Basic Cabin - up to maximum 4 people (without ensuite) (no linen)	New	523.70	552.50
Mid Season Basic Cabin - up to maximum 4 people (without ensuite) (no linen)	New	554.50	585.00
High Season Basic Cabin - up to maximum 4 people (without ensuite) (no linen)	772.73	849.29	896.00
Low Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	New	677.73	715.00
Mid Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	New	708.53	747.50

High Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	835.45	948.82	1,001.00
Low Season Cowrie Shell Cabins - up to maximum 4 people (ensuite; linen to main bed)	New	782.46	825.50
Mid Season Cowrie Shell Cabins - up to maximum 4 people (ensuite; linen to main bed)	New	813.27	858.00
High Season Cowrie Shell Cabins - up to maximum 4 people (ensuite; linen to main bed)	938.18	1,061.61	1,120.00
Low Season Nautilus Shell Cabin - up to maximum 6 people (ensuite; linen to main bed)	New	850.24	897.00
Mid Season Nautilus Shell Cabin - up to maximum 6 people(ensuite; linen to main bed)	New	881.04	929.50
High Season Nautilus Shell Cabin - up to maximum 6 people (ensuite; linen to main bed)	1,014.55	1,121.33	1,183.00
<b><u>SEMI PERMANENTS</u></b>			
<i>Resident Leaves Van Onsite</i>			
Annual charge entitles 90 days use for 2 people (includes one parking space only)	4,123.22	4,739.34	5,000.00
Annual charge entitles 90 days use for 2 people - discounted for early payment prior to 31/07 (includes one parking space only)	New	4,644.55	4,900.00
Parking fee - One parking space is provided with stay up to 90 days - per week fee for vehicles (including boats) after 90 days	18.18	18.96	20.00
<i>**Patrons selling their caravans or park homes must remove them from the Kookaburra Caravan Park</i>			
<b><u>MISCELLANEOUS</u></b>			
Booking Cancellation Fee	31.82	31.82	35.00
Washing Machines/ Dryers	3.64	3.64	4.00
Refill of 9kg gas bottle	36.36	36.36	40.00
Shower charge	6.36	6.36	7.00
Linen hire per site	13.64	13.64	15.00
Additional charge for electricity use for caravan air conditioners - per day	10.00	10.00	11.00
<b><u>ARTGEO CULTURAL COMPLEX</u></b>			
<b><u>Bonds &amp; Cancellations</u></b>			
Facility Hire Bond	180.00	185.00	185.00
Facility Cancellation Fee (less than 1 weeks' notice given)	20% of Total Booking Fee	20% of Total Booking Fee	20% of Total Booking Fee
Key Bond (relates only to regular users)	60.00	60.00	60.00
<b><u>ArtGeo Gallery (7 Queen St)</u></b>			
<b><u>**Bond applicable for one-off events</u></b>			
Per one-off event -includes kitchen access (excluding exhibitions)	310.91	320.00	352.00

Rental for ArtGeo Gallery Exhibition space per week	198.18	204.55	225.00
<i>Additional exhibition costs are based on cost recovery - based on the individual artists requirements</i>			
<b><u>Commission Rates on Art Sales</u></b>			
Community Groups	20% of retail sale plus GST	20% of retail sale plus GST	20% of retail sale plus GST
ArtGeo Gallery	34% of retail sale plus GST	34% of retail sale plus GST	34% of retail sale plus GST
<b><u>Studio Hire (4 Queen St)</u></b>			
**Bond Applicable			
<b><u>Stable 1</u></b>			
Per week	56.36	58.18	64.00
<b><u>Stable 2</u></b>			
Per week	94.55	97.27	107.00
<i>Artists required to apply and sign lease with a 6 month minimum term</i>			
<b><u>Storage Fee</u></b>			
Storage Fee per week	45.45	47.27	52.00
<b><u>Fodder Room (4 Queen St)</u></b>			
**Bond Applicable			
Per half day (1 to 3 hours)	30.00	30.91	34.00
Per day (4 hours or more)	45.45	47.27	52.00
Per day (on permanent weekly booking)	40.00	40.91	45.00
<b><u>Courthouse Complex Hire Spaces (4 Queen St)</u></b>			
**Bond Applicable			
Old Courtroom (per week)	131.82	135.45	149.00
New Courtroom (per week)	181.82	187.27	206.00
Dayroom (per week)	81.82	84.55	93.00
Installation and dismantle fee (per hour)	43.64	44.55	49.00
<i>Artists required to apply &amp; sign booking form. Additional exhibition charges based on cost-recovery are assessed on a case-by-case basis</i>			
<b><u>Commission Rates on Art Sales</u></b>			
Rostered Artists	20% of retail sale plus GST	20% of retail sale plus GST	20% of retail sale plus GST
Non-rostered Artists	30% of retail sale plus GST	30% of retail sale plus GST	30% of retail sale plus GST
Resident Artists	10% of retail sale plus GST	10% of retail sale plus GST	10% of retail sale plus GST
<b><u>Courtyard Hire (4 Queen St)</u></b>			
**Bond Applicable			
Per hour plus power costs if required	43.64	44.55	49.00

Per half day (1 to 3 hours) plus power costs if required	45.45	45.45	50.00
Per day (4 hours or more) plus power costs if required	90.91	90.91	100.00
Weekly hire	454.55	454.55	500.00
50% discount for Stakeholder events (Cultural Precinct tenants)			
<b><u>Terrace Garden (4 Queen St)</u></b>			
**Bond Applicable			
Per hour plus power costs if required	43.64	44.55	49.00
Per half day (1 to 3 hours) plus power costs if required	45.45	45.45	50.00
Per day (4 hours or more) plus power costs if required	90.91	90.91	100.00
50% discount for Stakeholder events (Cultural Precinct tenants)			
<b><u>BUSSELTON-MARGARET RIVER REGIONAL AIRPORT</u></b>			
<b><u>Passenger Fees</u></b>			
Passenger charge (head tax) for RPT flights (arriving & departing passengers) - Commercial Airlines by Negotiation	20.00	0.00	0.00
Passenger Screening charge (departing passengers only). Applies to RPT and passenger requiring screening during the RPT operational period. - Commercial Airlines by Negotiation	0.00	0.00	0.00
Passenger Facilitation Fee for Open & Closed Charter Flights (using Ground & BHS services) - Departing Passengers only	20.00	20.00	22.00
<b><u>Landing Fees &amp; General Aviation Charges</u></b>			
Aircraft 0 -999 kg MTOW (Flat fee per landing )	4.24	4.24	4.66
Aircraft 1,000 -1,999 kg MTOW (Flat fee per landing )	8.00	8.00	8.80
Aircraft 2000 - 5699 kg MTOW per part 1000kg	14.68	14.68	16.15
Aircraft greater than 5700 kg MTOW per part 1000kg	18.82	18.82	20.70
An annual landing fee per aircraft (optional to per landing fee), for private aircraft (not including flight training aircraft) for City of Busselton residents and hangar lessees only with aircraft less than 2,000kg MTOW.	189.09	189.09	208.00
An annual landing fee (optional to per landing fee) for commercial operators (including flight training and touch and go's) for City of Busselton residents and/ or hangar lessees only, for aircraft 0 - 1,500kg MTOW.	752.73	752.73	828.00
An annual landing fee (optional to per landing fee) for commercial operators for City of Busselton residents and/ or hangar lessees only, for aircraft 1,500 - 2,000kg MTOW.	1,505.45	1,505.45	1,656.00
			31.00
Apron parking only per day (0000-2359) - First 6 hrs free	28.18	14.09	15.50
Apron parking only - daily rate for aircraft based at Busselton Regional Airport for 10 plus nights per month	14.09	0.00	

Emergency Services consisting of Royal Flying Doctor Service, Aerorecue, SLSWA Rescue Helicopter, DFES including Water Bombers, Fire Spotters and Helicopters and Police Air Wing	Nil	Nil	Nil
<b>Secure Car Park</b>			
Per motor vehicle / motor bike per day	4.55	4.55	5.00
Lost parking validation ticket	77.27	77.27	85.00
<b>Other Fees</b>			
CEO Non_Conforming Activity per hour fee (Cost recovery of ARO staff time for landing/departure). Minimum of 1.5hr charge.	60.00	61.82	68.00
Flight Training Permits (as defined in the City of Busselton Noise Management Plan on approval by the City only)	186.00	191.00	191.00
Hire Car license fee for operating at the Busselton Regional Airport (in addition to lease)	169.09	169.09	186.00
Fee for any commercial or private activity that requires a City approved permit or licence	169.09	173.64	191.00
Hangar Access Key	24.55	25.45	28.00
Loss of City Issued Visitor Identification Card (VIC-ATSR)	22.73	23.64	26.00
Airport Reporting Officer airside escort, rate per hour for ARO time > 30 minutes (not including Local Standby, Full Emergency, Crash on Airport with ARO in attendance)	36.36	37.27	41.00
<b>Fuel Levy</b>			
To cover bowser maintenance	0.03 per litre	0.03 per litre	0.03 per litre
<b>LIBRARY CHARGES</b>			
Replacement Library Membership Cards	5.00	5.00	5.00
Library Bags - Red	1.36	1.36	1.50
Photocopy Charges (per copy) - black & white	0.18	0.18	0.20
Photocopy Charges (per copy) - colour	1.82	1.82	2.00
Scanning to email / thumb drive / SD card	0.18	0.18	0.20
Image Reproduction - Personal Use - First Image	6.36	6.36	7.00
Image Reproduction - Personal Use - All Subsequent Images	1.36	1.36	1.50
Image Reproduction - Commercial Use - First Image	27.27	27.27	30.00
Image Reproduction - Commercial Use - All Subsequent Images	6.36	6.36	7.00
Printing from the Internet - per A4 copy	0.18	0.18	0.20
USB Sticks	10.91	10.91	12.00
Public Internet - Guest Pass	1.82	1.82	2.00



Sale of discarded local stock - Adult Non fiction	2.73	2.73	3.00
Sale of discarded local stock - Adult fiction	1.82	1.82	2.00
Sale of discarded local stock - Junior	0.91	0.91	1.00
Sale of discarded local stock - Special Items	Market Rate	Market Rate	Market Rate

10.7 Finance Committee - 6/04/2017 - PROPOSED AMENDMENT - BASIS OF RATING - PRESCRIBED AREAS

<b>SUBJECT INDEX:</b>	Rating Operations
<b>STRATEGIC OBJECTIVE:</b>	Governance systems that deliver responsible, ethical and accountable decision-making.
<b>BUSINESS UNIT:</b>	Financial Services
<b>ACTIVITY UNIT:</b>	Rates
<b>REPORTING OFFICER:</b>	Rates Coordinator - David Whitfield
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Cliff Frewing
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Location of Plan 406716 <a href="#">↓</a>

**This item was considered by the Finance Committee at its meeting on 6 April 2017, the recommendations from which have been included in this report.**

## **PRÉCIS**

The Council regularly reviews and updates the basis of rating for new subdivisions and/or developments within the City's boundaries. This process identifies and ensures that the most appropriate valuation base e.g. Unimproved Valuations or Gross Rental Valuations is applied to ensure that all properties are rated on a 'like for like' basis.

## **BACKGROUND**

For the purposes of rating a Local Government is required to use as its basis for rates either Unimproved Valuations (rural areas) or Gross Rental Valuations (urban areas). Each of these types of valuation are designed to allow effective comparison of 'like' properties for the purposes of levying annual rates and charges.

Developments considered for amendment over the past few years include subdivisional stages at Provence (Yalyalup), The Dawson Estate (Vasse), Old Broadwater farm (Broadwater) and other smaller developments.

The development included for consideration is a subdivision on Plan 406716 - Provence (Yalyalup).

## **STATUTORY ENVIRONMENT**

In accordance with Section 6.28 of the Local Government act 1995 the Minister is to determine the method of valuation to be used by the local government as a basis for a rate. The Minister is to have regard to the general principle that the basis for a rate on any land is:

Where the land is used predominantly for rural purposes, the unimproved valuation of the land; and where the land is used predominantly for non-rural purposes, the gross rental valuation of the land.

Should the Council resolve to amend the basis of rating of the new developments as detailed in this report a request shall be sent to the Minister for subsequent approval and gazettal.

## **RELEVANT PLANS AND POLICIES**

This proposal is consistent with Councils 2011 rating policy which states, inter alia, that land used for non-rural purposes is to be rated on the basis of a gross rental valuation.

## **FINANCIAL IMPLICATIONS**

Subject to the Ministers approval, the proposed change in method of valuation would bring the subject properties into the appropriate differential rate categories. Whilst most vacant lots will attract the same minimum rate, once development occurs on the new lots amended rates will be levied on the basis of each development.

In terms of the 2016/2017 adopted budget a residential rate levy on a vacant lot would typically be levied on a minimum rate of \$1160 whilst the rates on an average residential improved property currently equate to \$1551, representing an average increase of \$391 per new residence.

Should Council, or subsequently the Minister, resolve not to support this proposal the additional revenue would be lost.

### **Long-term Financial Plan Implications**

By not adopting the current proposal a loss of revenue equating to approximately \$14,467 per annum would be foregone.

## **STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.2 – Governance systems that deliver responsible, ethical and accountable decision making’.

## **RISK ASSESSMENT**

By not implementing the proposed amendment to the basis of rating the City will forgo an increase in revenue estimated at \$14,467 or more per annum once these areas are fully developed. In addition the continuation of rural rating on these properties would create an inequitable rating situation within the rating property database in comparison to other residential areas within the City.

## **CONSULTATION**

Local Government Departmental guidelines require that when considering a change in the basis of rating, with respect to a subdivision where the date of approval of that subdivision was greater than the last 6 months then the local government shall consult with the ratepayers of the properties within the affected area(s) advising of the proposal, any financial impact and of the objection procedures that should be followed should a ratepayer wish to do so.

Correspondence was issued to the affected ratepayers on 2<sup>nd</sup> March 2017 seeking comments on the proposal.

No submissions have been received with respect to the proposed amendments.

## **OFFICER COMMENT**

As discussed in this report, the identified properties within the subdivision are zoned for the purposes of urban development. Currently the lots continue to be rated on the basis of unimproved valuations which is no longer appropriate.

Likewise the levying of rates on the proposed Gross Rental Valuation basis from the 1<sup>st</sup> July 2017 will ensure that such developments are rated at the appropriate level within a reasonable timeframe, i.e. close to the date of completion, rather than that of a future date where the anticipated rate increase may not be expected by the owner.

Should these developments remain rated on an Unimproved Valuation basis the Council will forego rating revenue anticipated from both the interim rating and future annual budgets that would normally occur if the properties were rated on a Gross Rental Valuation basis.

It should also be noted that under recent amendments to the Department of Local Government and Communities Guidelines – “Changing Methods of Valuation” new residential subdivisions may be lodged directly with the Department without the need to follow the existing process. This greatly streamlines the current process and reduces the impact on the ratepayer as a Gross Rental Valuation may be applied almost immediately from the date subdivision approval.

Whilst the amendment to the guidelines was adopted in November 2016 the ruling does not apply to any residential subdivision older than 6 months. The subdivision currently proposed for amendment was approved by the WA Planning Commission in October 2015 and as such must follow the previous method of valuation amendment as followed and described in this current proposal.

## CONCLUSION

The identified areas are predominantly used for, or being developed as, residential uses. In terms of the Local Government Act and the Department of Local Government and Community Guidelines these properties should be rated on a Gross Rental Valuation basis.

## OPTIONS

The Council may determine not to seek Ministerial approval for an amendment in the basis of rating for the identified properties. These properties would remain on an unimproved valuation basis however this would allow for an anomaly with Councils rating to develop and create what could be considered to be an inequitable rating situation with the City.

## TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

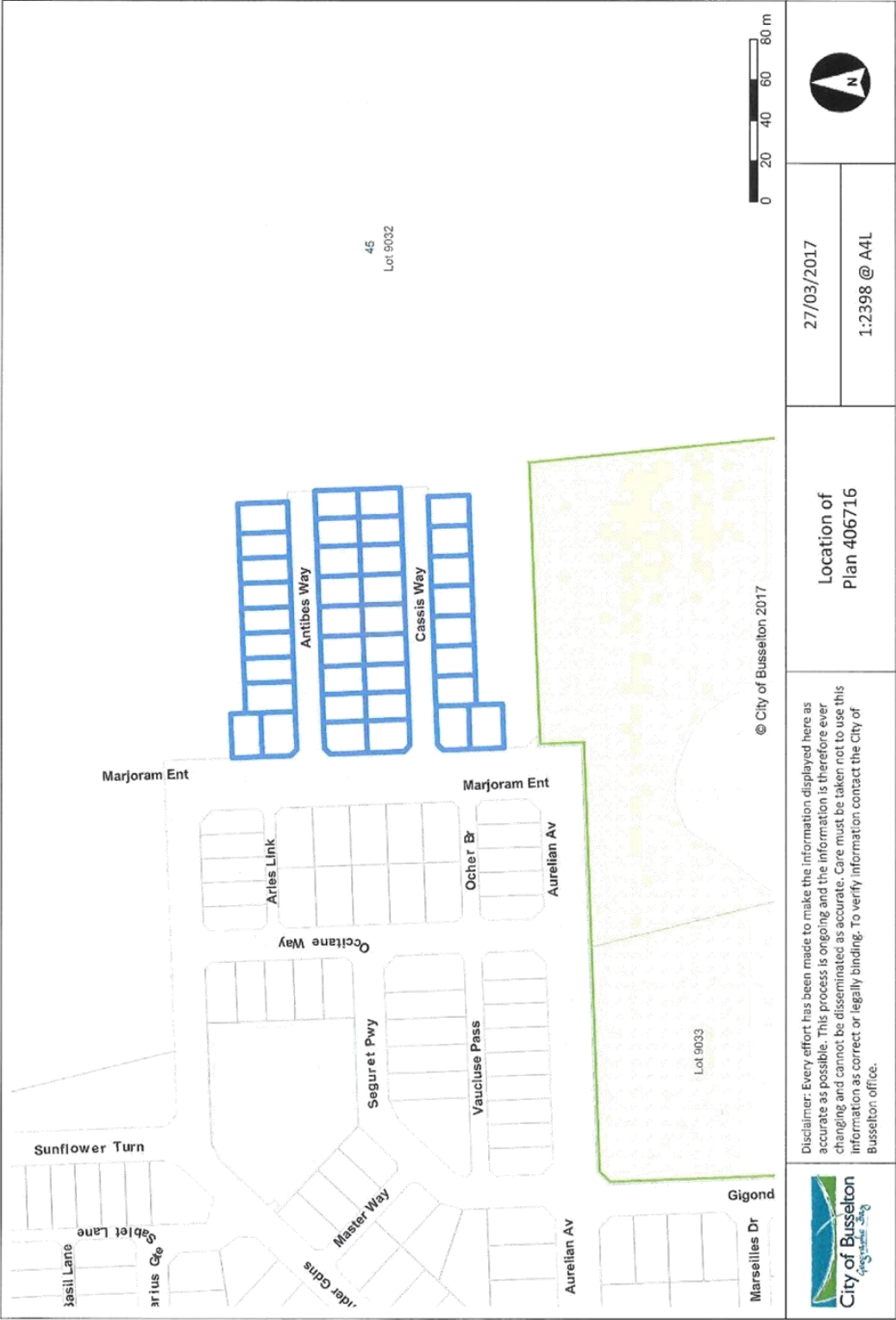
Following Councils endorsement a submission will be made to the Department of Local Government seeking the Ministers approval for the adoption of Gross Rental Valuations effective from the 1<sup>st</sup> July 2017.

### Committee Recommendation and Officer Recommendation

That the Council seek Ministers approval to have the method of valuation for the properties identified in the table shown below and as depicted in attachment (A) amended to a Gross Rental Valuation basis effective from 1 July 2017.

Prop No	Lot No	Plan Desc	Address	Locality
100050439	1634	PLAN 406716	6 Antibes Way	YALYALUP
100050433	1628	PLAN 406716	9 Antibes Way	YALYALUP
100050432	1627	PLAN 406716	11 Antibes Way	YALYALUP
100050442	1637	PLAN 406716	12 Antibes Way	YALYALUP

100050431	1626	PLAN 406716	13 Antibes Way	YALYALUP
100050443	1638	PLAN 406716	14 Antibes Way	YALYALUP
100050444	1639	PLAN 406716	16 Antibes Way	YALYALUP
100050429	1624	PLAN 406716	17 Antibes Way	YALYALUP
100050445	1640	PLAN 406716	18 Antibes Way	YALYALUP
100050457	1655	PLAN 406716	4 Cassis Way	YALYALUP
100050460	1658	PLAN 406716	10 Cassis Way	YALYALUP
100050461	1659	PLAN 406716	12 Cassis Way	YALYALUP
100050448	1645	PLAN 406716	13 Cassis Way	YALYALUP
100050462	1660	PLAN 406716	14 Cassis Way	YALYALUP
100050463	1661	PLAN 406716	16 Cassis Way	YALYALUP
100050446	1643	PLAN 406716	17 Cassis Way	YALYALUP
100050455	1653	PLAN 406716	4 Marjoram Entrance	YALYALUP
100050434	1629	PLAN 406716	7 Antibes Way	YALYALUP
100050427	1610	PLAN 406716	12 Marjoram Entrance	YALYALUP
100050435	1630	PLAN 406716	5 Antibes Way	YALYALUP
100050441	1636	PLAN 406716	10 Antibes Way	YALYALUP
100050430	1625	PLAN 406716	15 Antibes Way	YALYALUP
100050451	1648	PLAN 406716	7 Cassis Way	YALYALUP
100050456	1654	PLAN 406716	6 Marjoram Entrance	YALYALUP
100050452	1649	PLAN 406716	5 Cassis Way	YALYALUP
100050453	1650	PLAN 406716	3 Cassis Way	YALYALUP
100050450	1647	PLAN 406716	9 Cassis Way	YALYALUP
100050449	1646	PLAN 406716	11 Cassis Way	YALYALUP
100050454	1651	PLAN 406716	1 Cassis Way	YALYALUP
100050437	1632	PLAN 406716	2 Antibes Way	YALYALUP
100050436	1631	PLAN 406716	3 Antibes Way	YALYALUP
100050447	1644	PLAN 406716	15 Cassis Way	YALYALUP
100050438	1633	PLAN 406716	4 Antibes Way	YALYALUP
100050458	1656	PLAN 406716	6 Cassis Way	YALYALUP
100050428	1611	PLAN 406716	14 Marjoram Entrance	YALYALUP
100050440	1635	PLAN 406716	8 Antibes Way	YALYALUP
100050459	1657	PLAN 406716	8 Cassis Way	YALYALUP



10.8 Finance Committee - 6/04/2017 - LONG TERM FINANCIAL PLAN 1 JULY 2017 TO 30 JUNE 2027

<b>SUBJECT INDEX:</b>	Financial Plans and Strategies
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Finance and Corporate Services
<b>ACTIVITY UNIT:</b>	Financial Services
<b>REPORTING OFFICER:</b>	Manager Financial Services - Kim Dolzadelli
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Cliff Frewing
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Draft Long Term Financial Plan 2017/2018 - 2026/2027 <a href="#">↓</a>

**This item was considered by the Finance Committee at its meeting on 6 April 2017, the recommendations from which have been included in this report.**

Note: Attachments to the Long Term Financial Plan can be viewed as a separate document in the Council Meeting 26 April 2017 Hub folder.

## **PRÉCIS**

The draft Long Term Financial Plan ('LTFP') has been subject to workshops with Councillors held in February 2017. As a result of the most recent workshop this report now presents the LTFP for formal consideration and endorsement by the Council.

## **BACKGROUND**

In accordance with Section 5.56 of the Local Government Act (the 'Act'), and regulations 19C and 19DA of the Local Government (Administration) Regulations (the 'Regulations') a local government is to plan for the future of its district. This is achieved by adhering to the Integrated Planning and Reporting Framework developed by the Department of Local Government and Communities which incorporates the development and adoption of a number of key documents, including a Strategic Community Plan a Corporate Business Plan and a Long term Financial Plan.

Whilst a Strategic Community Plan sets out the community's aspirations, visions and objectives over a ten year period, a more detailed Corporate Business Plan identifies and prioritises the principal strategies and activities required to achieve the higher level Strategic Community Plan outcomes, over a four year time frame.

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

Whilst acknowledging that the Council is being requested to endorse its equivalent LTFP in advance of the associated Corporate Business Plan review, it is felt that the LTFP satisfactorily encapsulates (from a financial perspective) the strategies and activities comprised within the current Corporate Business Plan.

Prior to presentation to Councillors for workshopping, the LTFP was subject to internal scrutiny and input of Senior Management. This was not only to confirm the LTFP's continued alignment with the

Strategic Community and Corporate Business Plans, but also to certify that the LTFP continues to reflect sound financial principles.

## **STATUTORY ENVIRONMENT**

Section 5.56 of the Act requires local governments to plan for the future of their districts. Regulations 19C and 19DA provide specific guidance to local governments in relation to planning for the future. The Department of Local Government and Communities has issued an Integrated Planning & reporting Guideline and the LTFP is consistent with these requirements.

The Integrated Planning & Reporting framework looks to integrate matters relating to resources, including asset management, workforce planning and also long-term financial planning.

## **RELEVANT PLANS AND POLICIES**

From an Integrated Planning and Reporting perspective, the LTFP has a direct relationship with the Council's Strategic Community Plan, and more particularly with the Corporate Business Plan. The LTFP also reflects the financial implications associated with other key resourcing documents; namely the Workforce Plan and Asset Management Plans.

In addition to the above, the LTFP incorporates the funding requirements associated with a range of other Council endorsed Plans and Policies.

## **FINANCIAL IMPLICATIONS**

The financial implications of adopting the Plan are detailed within the Plan but adopting the Plan does not result in approval being given to implement any actions contained within it. Priorities will be included within the City's annual budget which will be considered in July 2017. The LTFP reflects the Council's broad strategic financial direction over the next ten year period, in line with its Strategic Community Plan and Corporate Business Plan.

## **STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.3 - 'An organisation that is managed effectively and achieves positive outcomes for the community'.

## **RISK ASSESSMENT**

The risks associated with the Council endorsing the LTFP are limited. In addition to its being a guiding document only, the LTFP is also a living document which will continue to be formally reviewed and updated on an annual basis. Consequently, the Council has the ability to amend the content of the Plan as and when circumstances necessitate; albeit bearing in mind that material amendments (relating to Corporate Business Plan activities) may be required to be reported as part of the Annual Report.

Notwithstanding the above, a level of risk is always inherent in projecting in to the future. Whilst the extrapolation assumptions, interest rate projections (borrowings) and other variable assumptions are based on historical averages, these are subject to fluctuation and external shocks beyond the control of Council.



The LTFP demonstrates the financial capacity for the Council to deliver on the services as detailed in the higher level strategic plans, consistent with the underpinning assumptions. However in order to minimise or mitigate financial risk, any decisions to enter into financial arrangements in future years must not be undertaken based solely on the prevailing LTFP projections.

## **CONSULTATION**

The LTFP reflects the community's aspirations, vision and objectives as included in the Strategic Community Plan 2015, and is consistent with the principal strategies and activities within the Council's prevailing Corporate Business Plan. Consequently, no specific (external) consultation has been undertaken in relation to the content of the LTFP.

## **OFFICER COMMENT**

The following commentary provides an overview of the LTFP development, the outcomes of the subsequent Councillor workshop and provides an overview of the LTFP as presented for formal consideration.

### **LTFP Development**

The LTFP 2017/18 – 2026/27 has been developed in a manner similar to previous years with some notable differences in relation to estimation of extrapolation assumptions. A high level summary of this process is provided as follows:

- The currently adopted budget (2016/17 budget) formed the basis for the operating revenue and expenditure. With non-recurrent and periodic items adjusted/deleted, and stand-alone funding models excluded (eg. Busselton Regional Airport), the remaining operating revenues and expenditures were then projected out via the extrapolation assumptions.
- A conservative approach was taken when estimating the extrapolation assumptions. In preparing this year's LTFP extrapolation assumptions, significant historical analysis was undertaken to estimate the extrapolation assumptions. This included historical analysis and future projection of the following:
  - Growth in number of rateable properties.
  - Analysis of CPI, Interest Rates and Cash Deposit Rates.
  - Analysis of electricity price increases
  - Analysis of wages and salaries increases.
- Following this analysis, historical averages were taken and used in the model on a go forward basis. It is expected through utilisation of historical trends in predicting future outcomes, the model is more likely to better reflect expected outcomes.
- Whilst over the long term the use of historical averages is more likely to be correct, it is also important to acknowledge that through adoption of this approach, in the short term there may be years in which these historical averages are not met. This risk can be mitigated by regularly reviewing the model to reset the baseline as maybe required. For that reason it is recommended the model continue to be reviewed on an annual basis.
- Following update of the extrapolation assumptions, the capital revenue and expenditure components were moved forward one year, with new Year 10 figures added (either via the provision of specific allocations or ongoing percentage increases as relevant). This process also involved the review of major projects expenditure, and whether any specific adjustments are required to be reflected in the revised LTFP.

Prior to presentation to Councillors, based on the above approach, work had been undertaken in relation to review of the 'base line' LTFP. Part of this process involved the Senior Management Group reviewing the LTFP across a number of areas, including but not limited to:

- Ensuring the LTFP continued to reflect the strategies and activities in the Councils currently adopted Strategic Community Plan and Corporate Business Plan;
- Reprioritisation and update of capital project spend throughout the LTFP based on availability of funding;
- Review of the extrapolation assumptions for reasonableness and ensure the LTFP reflects realistic and supportable projections;
- Revision of the rate increases included in the LTFP including comparison to prior years LTFP rate increases and ensure those increases do not exceed 5% in any one year;
- Ensure the LTFP identifies any potential funding deficits, with a particular focus on the initial years of the plan and identify potential actions to address those deficits.

For comprehensive/detailed information with respect to the LTFP readers are directed to the following attachments which can be viewed in a separate document in the Council Meeting 26 April 2017 Hub folder.

#### **Attachment Document**

##### **A Long Term Financial Plan 2017/2018 - 2026/2027**

##### **Table of Contents**

- |                                       |  |
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| • Purpose of the Plan                 | • Key assumptions underpinning the Long Term Financial Plan              |
| • Statistics                          | • Measuring sustainability   |
| • Our City                            | • Risk assessment  |
| • Our community                       | • Financial projections  |
| • Our services                        | • Conclusion – implementation and review of the Long Term Financial Plan |
| • Providing our services              | • Financial Statements Table of Contents                                 |
| • Managing our assets                 |  |
| • Financial strategies and principles |  |
| • Workforce Plan strategies           |  |
| • analysis                            |  |

##### **Financial Statements and Supporting Schedules**

Attachment - A Statement of Comprehensive Income by Nature and Type

Attachment - B Statement of Financial Position

Attachment - C Statement of Changes in Equity

Attachment - D Statement of Cash Flows

Attachment - E Rate Setting Statement

Attachment - F Schedule of Capital Works

Attachment - G Schedule of Loans and Borrowings

Attachment - H Schedule of Reserve Movements

Attachment - I Schedule of Contribution Movements

Attachment - J Key Performance Indicators

Attachment - K Long Term Financial Plan Assumptions

Attachment - L Potential Future Capital Projects List

Attachment - M Operational Funding Opportunities Included in LTFP

## **CONCLUSION**

The LTFP 2017/18 – 2026/27 has been reviewed and updated cognisant of the Council's current Strategic Community Plan, its currently adopted Corporate Business Plan, and also the associated informing plans. In addition to amendments and additions ratified by the Council since the endorsement of the current plan in March 2015, this plan has been further updated to reflect the outcomes of recent Councillor Workshops held during February 2017.

Subject to endorsement, the LTFP will be utilised to guide the Council's 2017/18 budget development. With the plan being reviewed and updated annually, it will also be pivotal in informing future annual budget development processes. The Plan will also be invaluable to assisting the Council in deliberating future financial obligations, particularly as they relate to the higher order Strategic Community Plan (and associated Corporate Business Plan) and providing direction to the City's administration on priority of future projects.

The LTFP 2017/18 – 2026/27 is considered realistic in its assumptions. It is also considered to be achievable, with the City comfortable in its ability to deliver on the Plan's content. With this in mind, it is recommended that the Council endorses the Long Term Financial Plan 2017/18 – 2026/27 as presented.

## **OPTIONS**

The Council may determine to further amend the content of the LTFP.

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

Subject to endorsement, the LTFP will inform the 2017/18 budget process and outcomes, which in turn will form the basis of the following years LTFP. It is intended to place the LTFP report and associated attachments on the City's website and a professionally printed hard copy will also be provided.

## **Committee Recommendation and Officer Recommendation**

That the Finance Committee recommends to Council the endorsement of its Long Term Financial Plan 2017/18 to 2026/27, comprising the financial statements and supporting schedules, as attached to this report.



# Long Term Financial Plan 2017/2018 – 2026/2027



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## Purpose of the Plan

The City of Busselton's Long Term Financial Plan details and supports the Council's proposed strategic priorities (from a financial perspective) over the ensuing ten year period. It is required to align with other core planning documents for which the Council is accountable to the Community, including the Strategic Community Plan and the Corporate Business Plan. Additionally, the financial aspects of Asset Management and Workforce Plans also inform the Long Term Financial Plan.

The Long Term Financial Plan enables analysis of financial trends over a ten year period, based on numerous extrapolation assumptions and specific operating and capital requirements. Underpinned by a number of statutory performance measures (in the form of financial ratios), the Plan will aid the Council in assessing its ability to provide services to the Community, recognising its financial sustainability responsibilities.

The Long Term Financial Plan covers the period 2017/18 to 2026/27 and utilises the Council's 2016/17 adopted budget as a base for extrapolation purposes; particularly in respect of operating activities. The operating activities are also informed by the Workforce Plan requirements. With regards to capital activities, the first year of the Plan is intended to guide the 2017/18 draft budget development, and is reflective of the associated asset management plan funding requirements. Whilst the first year of the Long Term Financial Plan will guide the parameters for the 2017/18 draft budget development, subsequent years will also provide an effective framework for budget development purposes.

Whilst acknowledging that the Long Term Financial Plan is to be reviewed every two years in conjunction with the Strategic Community Plan review, the City of Busselton intends to review the Long Term Financial Plan on an annual basis. This will ensure that the financial plan remains current and reflects in a timely manner the decisions made subsequent to the current plan being approved. The annual review will also ensure that changes in external factors outside of the control of Council, can be accounted for and informed determinations can be made as to the City's financial capacity to support any proposed changes or additions to activities already included within its adopted plan.



## City of Busselton Overview

The following table provides a snapshot of key statistics relative to the City of Busselton:

Distance from Perth (km)	220
Area (square km)	1,454
Population <sup>3.</sup> Estimated resident	37,115
Number of Rateable Properties <sup>2.</sup>	21,945
Total Rates Levied <sup>2.</sup>	\$39,160,121
Total Revenue <sup>2.</sup>	\$84,218,364
Total Operating Expenditure <sup>2.</sup>	\$60,121,610
Total Capital Expenditure <sup>2.</sup>	\$31,916,303
Number of Employees	337

<sup>1.</sup> City of Busselton Economic and Demographic Profile 2016

<sup>2.</sup> City of Busselton – 2015/16 Audited Financial Reports

<sup>3.</sup> Australian Bureau of Statistics Estimated Resident Population 30 March 2017

## Our City



The City of Busselton district covers an area of approximately 1,454 square kilometres. Our three primary town sites of Busselton, Dunsborough and Yallingup are surrounded by a blend of rural residential, rural and agricultural land, national parks and coastal areas.



Situated on the shores of Geographe Bay, the town site of Busselton is the primary commercial and service centre. Key facilities within the district include major shopping precincts, light industrial areas, the Busselton-Margaret River Regional Airport (BMMRA), sporting and recreation facilities, an aquatic and leisure centre, primary, secondary and tertiary education facilities, libraries, a community centre, regional hospital, medical practices and lifestyle and aged care facilities.

The City's rural areas support sheep and dairy farming, viticulture, and a variety of horticulture industries. These industries have long been important contributors to the districts gross regional product (GRP). Recently however the construction services sector has been the major contributor to our GRP and this is reflected by the significant growth in residential dwellings. Major commercial projects are being undertaken in Vasse, Airport North, Yalyalup and Dunsborough.

### Our Community

The estimated population of the City of Busselton is 36,500 with an average age of 36.9 years. In 2014, the largest share of the population was the 40-44 years age group (7.6%), followed by the 5-9 years (7.3%) and 10-14 years age group (6.9%). It is projected that in 2030 the population of the district will be in the vicinity of 50,000.

### Our Services

The City of Busselton provides an extensive range of services to the community. Whilst the operating activities as reflected within the Long Term Financial Plan are based on 'Nature and Type' classifications (for ease of understanding and to extrapolate 'like' activities), the services performed by the City can be characterised via the Local Government program classification titles contained in the Local Government (Financial Management) Regulations; as follows:

#### ▪ General Purpose Funding

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

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

#### ▪ Governance

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

**Activities:** Administration and operation of facilities and services to Elected Members of Council; other costs that relate to strategic planning, policy making and assisting Elected Members and ratepayers on matters which do not concern other specific services of the City.

#### ▪ Law, Order and Public Safety

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

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

#### ▪ Health

**Objective:** To provide an operational framework for good community health.

**Activities:** Food hygiene, standards control and control of mosquitoes and stingers.

#### ▪ Education and Welfare

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

**Activities:** Annual donation relative to the operation of a Senior Citizen's Centre and lease of the family day care facilities owned by the City.

▪ **Housing**

**Objective:** To provide and maintain elderly residents housing.

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

▪ **Community Amenities**

**Objective:** To provide services required by the community.

**Activities:** Includes rubbish collection and disposal services, recycling initiatives, septic tank inspection services, urban stormwater drainage networks, environmental protection initiatives, operation of three cemeteries, town scaping facilities; as well as the administration of City's Town Planning Scheme and associated policies and obligations.

▪ **Recreation and Culture**

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

**Activities:** Maintenance of halls, swimming areas and beaches, various reserves, recreation programs, the Busselton Jetty, the operation of the two Libraries, the maintenance and operation of the two Leisure Centres, and the employment of a Cultural Development Officer.

▪ **Transport**

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

**Activities:** Includes the construction and maintenance of roads, bridges, drainage works, footpaths, parking facilities, traffic signs, depot maintenance and the control and maintenance of a regional airport.

▪ **Economic Services**

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

**Activities:** The regulation and provision of tourism initiatives, the maintenance and operation of a Caravan park and the implementation of building controls.

▪ **Other Property and Services**

**Objective:** To monitor and control the City's overheads and other associated operating accounts.

**Activities:** Includes the City's involvement with private works, miscellaneous property operations and leases, government employment schemes, plant repairs and operating costs, overheads and inventories control.



Photo Credit: Kyle Downie

## Providing Our Services

From an operational perspective, the Long Term Financial Plan has been predicated on the continuance of existing services and associated service levels. In addition the Long Term Financial Plan provides for the following:

- Workforce Plan funding relating to the growth in workforce expected as a result of population growth in the City. In line with a growing population there is an increasing demand placed on Council services. The purpose of the Workforce Plan is to allocate additional resources in a systematic way to meet this increase in demand.
- Donated Assets from developers. Additional operational costs associated with handover of assets to the Council from developers of new subdivisions. When constructing a new subdivision developers are required to build the roads and other associated infrastructure to support the residents. Once the subdivision has been sold off the developer then hands those assets over to the Council, at which time responsibility for maintaining those assets switches to the Council.
- Maintenance costs associated with new assets and/or improvement of services. Guided by the Strategic Community Plan, the Council allocates resources to construct new community assets and improve services as required and according to the availability of funding. As a result there is an ongoing additional cost to maintain those new assets to an acceptable standard and on an ongoing basis.
- Re-development of the regional airport, to cater for interstate and potentially overseas tourists. The BMRRRA will provide capacity for an increase in flight activity at the located in Busselton. A financial model was developed to support the funding application and the Long Term Financial Plan incorporates that financial model into the plan with any resultant profits currently being allocated to the Airport Reserve.

The incorporation of the Asset Management Plan funding requirements into the Long Term Financial Plan provide for the ongoing maintenance and renewal of the City's existing assets.

The Long Term Financial Plan also reflects the outcomes of the City's corporate business planning process, providing funding for specific projects identified in the approved four year Corporate Business Plan. However, where projects are subject to external funding, projects included within the Corporate Business Plan will only proceed when grant funding is confirmed.

## Managing Our Assets

The City of Busselton has developed asset management plans that provide information relating to any 'funding gaps' that may exist within each relevant asset category. e.g. situations where historical expenditure has been less than what is required to spent on future asset maintenance. Expenditure has also been scrutinised in terms of the amounts historically spent on renewing existing assets as opposed to new and upgraded assets. Renewal of existing assets is critical to ensure the maximum life of assets is achieved in the most cost effective manner.

The modelling undertaken within the Buildings, Parks and Gardens Asset Management, Drainage and Footpaths and Cycle Ways Asset Management Plans has identified that no immediate increase in expenditure is required for these assets. There is however a need to increase the levels of renewal

expenditure (within existing expenditure levels) as a priority over expenditure on new assets and major upgrades. This change in focus demonstrates how improvements can be made through changes in existing practices rather than simply increasing revenue to accommodate asset management funding requirements.

Asset Management Plans, the Roads asset renewal modelling had previously identified a funding gap. In order to address this shortfall, the Council made provision in the Long Term Financial Plan via an additional 1% rate increase per annum until 2018/2019, with these funds to be directed for road asset management purposes. Further to this six other asset types have been identified with a renewal funding gap; Table 1 Asset Renewal Gap Funding, below, demonstrates a planned approach to reducing this gap by way of additional rate increases over the life of the plan.

**Table 1. Asset Renewal Gap Funding**

Description	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
<b>Asset Management</b>										
Roads	1.00%	1.00%								
Footpaths and Cycleways			1.00%							
Buildings				1.00%						
Plant & Equipment					0.50%					
Parks and Gardens					0.50%		0.50%			
Furniture & Equipment							0.50%			
Infrastructure/Drainage/Signage								0.50%		
<b>Subtotal</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>0.00%</b>	<b>1.00%</b>	<b>0.50%</b>	<b>0.00%</b>	<b>0.00%</b>

All of the required renewal expenditures detailed within the collective Asset Management Plans are fully funded within the City's Long Term Financial Plan.

## Financial Strategies and Principles

The following is an overview of the significant financial strategies and principles underpinning the Long Term Financial Plan:

### ▪ Rate Increases

This Long Term Financial Plan has been determined using the long term (10 Year) Local Government Consumer Index (LGCI), which is considered to be a more appropriate factor than the long term (10 year) Consumer Price Index (CPI). The different approach is due to the LGCI being a better reflection of cost increases incurred by Councils as opposed to the general CPI.

Once the long term average has been determined as the base, the approach is similar to previous years in terms of other adjustments to the base CPI factor.

The Council continues to invest in new assets and infrastructure to support a growing population. As some of these investments are by their nature large and the current rates cannot support the debt repayments, additional rate increases are sought to cover the repayment of these loans.

Council also acknowledges the importance of maintaining community assets at a satisfactory level and has continued to raise an additional 1% of rates included in years 1 to 2 of the plan, earmarked specifically for Road Asset Management Plan funding requirements. This road funding commenced

in 2014/2015 and will be complete by 2018/2019, after which other asset classes are being addressed in the plan, please refer to Table 1 above.

The Long Term Financial Plan makes provision for an additional 0.25% of rates per annum from 2020/2021 until 2024/2025 to provide additional funding into a coastal protection reserve. This reserve is intended to help meet future costs associated with the potential effects of global warming and rising sea levels.

Finally, Council has expressed a desire to keep rate adjustments as low as possible in any one year. If the combination of the base LGCI and adjustments anticipates a rate increase above 5%, efficiencies have been identified and built into the model, and a downward adjustment has been made to keep total rate increases in any one year below this amount. Table 2, below, shows the impact of the above methodology and meeting funding requirements:

**Table 2. Analysis of Rates Increases**

Description	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Available funds to cover CPI/LGCI/Yearly Escalation	1.69%	3.21%	2.97%	3.02%	2.37%	2.29%	2.51%	3.01%	3.76%	3.76%
<b>Asset Management</b>										
Roads	1.00%	1.00%								
Footpaths and Cycleways			1.00%							
Buildings				1.00%						
Plant & Equipment					0.50%					
Parks and Gardens					0.50%		0.50%			
Furniture & Equipment							0.50%			
Infrastructure/Drainage/Signage								0.50%		
<b>Subtotal</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>0.00%</b>	<b>1.00%</b>	<b>0.50%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Loan Funding</b>										
Busselton Foreshore Loans/Barnard Park - Tennis Club Relocation	1.61%	0.54%								
Purchase of Land (Lot 10 Commonage)	0.45%	0.00%								
Cemetery Expansion					0.23%	0.22%				
Performing Arts/Convention Centre - Capital			0.78%	0.73%	0.90%					
Performing Arts/Convention Centre - Operating						1.00%				
Discretionary Capital Works/Loan Raising						0.99%	0.99%	0.99%	0.99%	0.99%
<b>Subtotal</b>	<b>2.06%</b>	<b>0.54%</b>	<b>0.78%</b>	<b>0.73%</b>	<b>1.13%</b>	<b>2.21%</b>	<b>0.99%</b>	<b>0.99%</b>	<b>0.99%</b>	<b>0.99%</b>
<b>Reserves</b>										
Coastal Adaptation					0.25%	0.25%	0.25%	0.25%		
<b>Total Proposed Rates Increase</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>



▪ **Budget Surpluses**

A total surplus of \$5.33M is forecast over the ten year period of the Long Term Financial Plan. This includes balanced Budgets in years one, two and three of the plan. The surpluses in years 4 to 10 reflect the capacity of the Council to respond to changing circumstances and/or changes in underlying assumptions. This may include but is not limited to the following:

- Changing economic circumstances impacting on forecast surpluses.
- Improvements to service levels in the community.
- Potential to reduce rate increases.
- Capacity to undertake other projects for the benefit of the community.

It is expected the allocation of these funds will be decided through future community engagement processes and consequential revisions of the Strategic Community Plan together with the Long Term Financial Plan.

▪ **Cost Recovery of Services**

The Long Term Financial Plan extrapolates fees and charges revenue at 2.9%, based on the long term Local Government Cost Index (LGCI) average; in acknowledgement of the additional costs above the consumer price index in providing services. Although Council does not intend to fully recover the cost of providing all of its services, there are a number of areas such as waste management, where full cost recovery has been implemented. Council also has limited capacity to set fees and charges that are mandated by other legislation.

▪ **Prudent use of Debt Finance**

The City of Busselton aims to utilise debt financing for projects identified in the City's four year Corporate Business Plan and the key goals and objectives outlined in the longer term Strategic Community Plan; the latter plan being developed in consultation with the community to identify the community's vision, aspirations and objectives for the City.

The City's aim in relation to debt financing is to operate at an advanced standard with regard to the debt service coverage ratio. The debt service coverage ratio is a ratio defined by the Department of Local Government and Communities of Western Australia and is a measure of a local government's ability to produce enough cash to cover its debt repayments.

\$52.6M has been allocated in the Long Term Financial Plan for new growth opportunities, apportioned to identified projects of (\$25.24M), and unidentified growth (\$27.36M) in the latter years of the plan. Amounts currently unidentified will be identified through future community engagement processes and resultant strategic community plans.

A summary of new borrowings as detailed in the Long Term Financial Plan is shown in Table 3.

**Table 3. New borrowings summary**

Description	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Busselton Foreshore	3,500,000	-	-	-	-	-	-	-	-	-
Performing Arts/Convention Centre	-	-	3,000,000	3,000,000	4,000,000	-	-	-	-	-
New Tennis Club/Courts	2,250,000	2,000,000	-	-	-	-	-	-	-	-
Lot 10 Commonage Rd	1,600,000	-	-	-	-	-	-	-	-	-
Busselton/Dunsborough Major Road Traffic	2,500,000	-	-	-	-	-	-	-	-	-
Vasse Oval - Building and Associated Works	-	-	1,400,000	-	-	-	-	-	-	-
Cemetery	-	-	-	-	1,000,000	988,000	-	-	-	-
unidentified growth	-	-	-	-	-	4,778,497	5,119,897	5,455,072	5,810,537	6,218,051
<b>Total</b>	<b>9,850,000</b>	<b>2,000,000</b>	<b>4,400,000</b>	<b>3,000,000</b>	<b>5,000,000</b>	<b>5,766,497</b>	<b>5,119,897</b>	<b>5,455,072</b>	<b>5,810,537</b>	<b>6,218,051</b>

In addition to these borrowings, provision has also been made for self-supporting loans to be provided to community groups. The assumption is \$0.15M per annum will be made available to support these groups. The loans enable community groups to fund activities at interest rates that are more favourable than loans they can obtain on their own.

▪ **Cash Reserves**

The City of Busselton continues to benefit from a healthy level of cash reserve funds. The Long Term Financial Plan predicts a balance of reserves in 2016/2017 of \$36.5M, increasing to \$146.9M by year 10.

The Council uses reserve funds not only to save for future major expenditures, but also to fund its Long Term Financial Plan 2017/2018-2026/2027 Asset Management Plan requirements, either directly or through quarantining funds each year for specific asset renewal related purposes. Coupled with its strong debt position, the Council has a reasonable capacity to fund its Corporate Business Plan objectives without having to rely solely on rate increases to achieve the same.

The increase in reserve balances is further explained in Table 4.

Table 4. Reserve balances

Reserve Name	2015/16 Closing Balance - \$M	2026/27 Closing Balance - \$M	Variance	Description
Waste Facilities Reserve	\$6.4M	\$18.92M	\$12.52M	<p>The reserve funds the acquisition of additional waste plant, waste facility infrastructure and post closure management.</p> <p>The City of Busselton expects a new modern waste facility will be required to meet the needs of the community in the years to come. Full costs of this facility are not yet known and due to it being in early stages of planning, costs of this facility cannot yet be accurately predicted. The ongoing funding of the reserve is reviewed on a regular basis by Council.</p>
Community Development Contribution Reserve	\$12.2M	\$25.9M	\$13.7M	<p>Contributions required as part of the statutory development process to support community infrastructure needs arising from these developments.</p> <p>Represents funds to be spent outside the Long Term Financial plan time period. These funds will be utilised earlier if required.</p>
Airport Reserve	\$1.55M	\$27.63M	\$26.08M	<p>To provide funding for the renewal, replacement, upgrading and installation of Airport Infrastructure and to facilitate the implementation of the Noise Management Plan and related activities. All expected profits from the airport are transferred to this reserve.</p> <p>If the airport operates as anticipated there is potentially an opportunity for the airport to pay a dividend back to the Council.</p>
Asset Management Reserves	\$5.6M	\$37.6M	\$32M	The increasing balance is a provision made for estimated maintenance costs for new assets built during the 10 year Long Term Financial Plan. Asset management plans do not yet exist for these new assets and the amounts are provided for in the Asset Management Reserve.
Jetty Maintenance Reserve	\$2.9M	\$8.9M	\$6M	Reserve funds to manage the jetty in accordance with the Jetty Asset Management Plan.
Climate Adaption Reserve	\$1.93M	\$9.3M	\$7M	Funds set aside by the Council to manage the risk associated with coastal erosion and effects of rising sea levels.
Other - Combined	\$5.8M	\$18.9M	\$13.1M	All other reserve funds combined.
<b>Total</b>	<b>\$36.5M</b>	<b>\$146.9M</b>	<b>\$110.4M</b>	



### Workforce Plan Strategies

The Workforce Plan proposes that the net staff levels will grow by an average of 1.18% per annum. In projecting staff growth, the following assumptions have been used:

- The City will continue to provide its current range of services to the community but will not significantly change the number and type of services provided;
- The community will grow to the level of predicted population; and
- As the City grows we will continue to seek efficiencies in our delivery of services and make the best use of available resources.

Using 2016/2017 projections, the Workforce Plan has been based on an increase in salaries and wages of \$378K in year 1, with this indexed at 3% annually thereafter. The year 1 amount has subsequently been reduced to \$250K due to the need to find efficiencies in the 2017/2018 financial year of the Long Term Financial Plan.

The Long Term Financial Plan includes an increase in overall Employee Costs of 3.0% throughout the plan.

### Scenario Modelling and Sensitivity Analysis

The City's Long Term Financial Plan was developed over a number of months. During the initial stages of development it was subject to ongoing amendment and subsequent scenario modelling. The first stage of development was to formulate a 'base-line'. This involved extrapolating the 2016/2017 adopted operating budget using the agreed assumptions, albeit making allowance for periodic activities such as rating valuations and election expenses, and also stripping out non-recurrent activities included in the 2016/2017 budget. A similar approach was undertaken with respect to capital expenditure and associated funding sources.

Following initial development, the surplus/deficit position in each year was assessed and adjustments were made to:

- the Workforce Plan
- bring forward or push back expenditure and/or capital projects; and
- proposed rate increases.

The intent of those adjustments was to ensure a viable and sustainable plan was developed, with a particular focus on the first four years from 2017/2018 to 2020/2021. The result of these activities formed the 'base' plan to be presented and discussed with Council.

During the development of the base line plan, the sensitivity of the Long Term Financial Plan particularly with respect to rate increases and Workforce Plan requirements was again confirmed. A reduction or increase in rates of 0.5% each year will impact the rate setting statement by \$15M over the life of the plan. Similarly, a reduction or increase in workforce numbers by one person each year will impact the rate setting statement by \$6.4M over the life of the plan. After the base line plan had been determined, workshops were held with Councillors to discuss the plan.

## Key Assumptions Underpinning the Long Term Financial Plan

The forward estimates as comprised within the Long Term Financial Plan are based on a number of assumptions, with the 2016/2017 adopted budget representing the base from which financial data and more specifically operating activities are extrapolated. Capital expenditure is guided by similar assumptions. However, other factors also require consideration including the Council's Corporate Business Plan and collective asset management plan data.

Whilst it is difficult to accurately forecast the future, the use of assumptions that can be clearly articulated are considered integral to any future financial planning model and provide the necessary basis on which to inform prospective financial decisions. For the purposes of this Plan, the assumptions are limited in their extent and nature, and where possible, are founded on known and generally accepted indexes. The general indexes used in the assumptions are explained below.

### ▪ Local Government Cost Index (LGCI)

Upon reviewing and updating the Long Term Financial Plan, it became apparent that the LGCI should be used for extrapolating Rates as well as previously being used in preceding plans for extrapolating Fees and Charges. The LGCI represents the cost increase expected to be incurred by a council in meeting all of its service requirements on a year to year basis and is a better representation of cost increases to a council compared to the Consumer Price Index (CPI).

Table 3. Components of the Local Government Cost Index

Component	Weighting (%)
Wages and Salaries	35.1
Road and Bridge Construction	20.4
Non-residential Building Construction	20.4
Machinery and Equipment	15.4
Consumer Price Index	5.7
Electricity	3.0
<b>TOTAL</b>	<b>100.0</b>

Since June 2006, the average of the June LGCI has been 3.5%. As mentioned previously, LGCI is used as the base factor applied to the extrapolation of Rates and Fees and Charges. Albeit the 10 year average is consistent with the previous calculation methodology, a drop in the current LGIC has seen an adjustment from 3.5% utilised in previous plans to 2.9% in the current plan.



▪ Consumer Price Index (CPI) – Perth

It is considered appropriate that the Perth CPI be referenced to a number of (recurrent) items, and in particular those associated with contracts and purchasing. Since June 2006, the average of the June CPI - Perth has been in the order of 2.8% and therefore considered to be a reasonable basis for long term forecasting purposes. A drop in the current CPI has seen an adjustment from 2.8% utilised in previous plans to 2.4% in the current plan.

In some instances it has been recognised the Long Term Financial Plan should use historical available data to better predict future outcomes. Specific analysis undertaken and used in developing the plan includes

▪ Salary and Wages Escalation Factor

A salary and wages escalation factor has been developed. The factor was developed by analysing the growth in wages and salaries from 2011 until 2015 for City of Busselton employees. It showed that salary costs on average have grown by 1% above inflation (Perth CPI). This analysis is generally consistent with average growth rates in public sector wages over the same period available from the Australian Bureau of Statistics.

The 1% differential has been taken and added to the forecast CPI rate when calculating employee costs for the ten years of the plan.

▪ Utilities Escalation Factor

As with salary and wages, a historical analysis of utility costs has been carried out. Over the period 2011 to 2016 utility costs increased by an average of 6% per year. Given the continued focus of governments on the effects of global warming this average is extrapolated and applied against utilities in the model.

▪ Population Growth

Historical growth in ratepayers has been analysed to predict future population growth. This data was then compared against Western Australia Tomorrow data prepared by the Department of Planning to ensure reasonableness. In previous plans this has resulted in an average of 600 new ratepayers being included each year in the long term financial plan. The current plan has downgraded this figure to 463 based on current economic climate and number of planning and building approvals estimated for the 2017/2018 financial year.

▪ Maintenance Costs of New Assets

New assets of the Council are those infrastructure assets donated by developers when they hand over sub divisions to the Council, or new assets purchased or built by the City of Busselton that did not previously exist (improvement to community services). In each instance, there is an additional cost incurred by the Council in maintaining those assets on an ongoing basis. The percentage that has been applied to the capital costs of these new assets for the purpose of the Long Term Financial Plan is 2.5%.



#### ▪ **Application of Key Assumptions**

In respect of operating activities, the key assumptions are applied to 'Nature and Type' income and expenditure categories are explained in Table 4.

**Table 4. Key Assumptions Used in Forecasting Operating Activities**

Description	Assumption	Comments
<b>Operating Income</b>		
Rates	LGCI + Asset Management + New Loans + Coastal Adaptation	Please see Table 1. Analysis of Rates Increases in section "Financial Strategies and Principles" for full breakdown.
Rates Growth	2.05% growth in ratepayer base p.a.	Based on historical and projected growth in ratepayers.
Operating Grants, Subsidies and Contributions	CPI	Historically increases in line with CPI (e.g. Grants Commission grants) unless otherwise known.
Fees and Charges	LGCI	To reflect general focus towards full cost recovery.
Interest Earnings	CPI + 1%	Interest is calculated on an average of opening and closing bank balances for the year and multiplied by CPI plus 1% to calculate the interest earned.
Other Revenue	CPI	Includes a variety of income sources, with CPI considered an appropriate extrapolation.
Non-operating Grants, Subsidies and Contributions	Actual	Fully dependent upon capital works schedule and extent of grant funding available for specific projects.
Profit on Asset Disposal	Nil	No financial impact on net current position.
<b>Operating Expenditure</b>		
Employee Costs	CPI + 1%	Reflective of past historical growth in wages per employee per annum.
Materials and	CPI	Most contracts and materials increase in line with



Description	Assumption	Comments
Contracts		general inflation; therefore CPI has been used to extrapolate these costs.
Utilities (Gas, Electricity, Water etc.)	Utilities Escalation Factor	To reflect increasing utility costs above inflation.
Depreciation on Non-current Assets	Actual	Based on actual and proposed asset acquisitions and disposals.
Interest Expenses	CPI + 3%	Based on actual and proposed borrowings. The 3% is for new borrowings only and reflects an interest rate differential of 2% between interest earnings and interest borrowings.
Insurance Expenses	CPI	Historically in line with increase to premiums.
Other Expenditure	CPI	Includes numerous expenditure types; with CPI considered the most appropriate extrapolation.
Loss on Asset Disposal	Nil	No financial impact on net current position.

The extrapolation assumptions address operating activities. Capital assumptions have also been utilised in the development of the Long Term Financial Plan as follows:

▪ **Capital Expenditure**

The capital expenditure forecasts of the Long Term Financial Plan are based on a number of factors. Year 1 is primarily based on the 2017/2018 draft budget. Subsequent years are generally extrapolated by CPI (3%). Exceptions include the Plant and Equipment budget which is based on its own 10 year plant replacement/acquisition program and also the Major Projects expenditures, which are stand-alone projects. Specific consideration has also been given to relevant asset management plans to ensure that renewal expenditure requirements detailed in the respective plans are accommodated.

## Measuring Sustainability

The Integrated Planning and Reporting framework requires that the Long Term Financial Plan includes a number of statutory key performance indicators in the form of financial ratios. These indicators will assist the Council in assessing the City's long term financial sustainability; informing the Strategic Community Plan review process (from a financial perspective); and providing measures of the City's financial performance for communicating to the community.

The development of the Long Term Financial Plan has been guided by and assessed against the statutory key performance indicators. Council acknowledges that at this time, not all of the key performance indicators meet the Department of Local Government and Communities' minimum standards. However Council is confident there is capacity to achieve all requirements over time.

Whilst the 'financial management' related ratios are calculated directly from the associated financial statements, in order to calculate the Asset Management related ratios, several assumptions have been made. They are:

▪ **Asset Consumption Ratio – Current Replacement Cost of Non-Current Assets**

The current replacement cost of non-current assets has been estimated based upon the 2015/2016 financial year end numbers and adjusted for asset purchases per the Long Term Financial Plan.

▪ **Asset Renewal Funding Ratio – Net Present Value of Required Renewal Expenditure**

The Long Term Financial Plan includes all expenditure requirements detailed in the collective Asset Management Plans. The Net Present Value of planned capital renewal expenditure has been calculated based on the content of the Plan, and therefore, for the purposes of this Plan, the required capital renewal expenditure figure is equivalent to 100% of the planned capital expenditure.

The statutory key performance indicators, target rates and results as reflected in the Long Term Financial Plan are described in the following charts.



City of Busselton

Long Term Financial Plan: 2017/2018 – 2026/2027



■ **Current Ratio**

An indicator of a local government's liquidity and its ability to meet its short term financial obligations from unrestricted cash assets. This is measured as:

$$\frac{\text{Current Assets (less Restricted Assets)}}{\text{Current Liabilities (less Current Liabilities associated with Restricted Assets)}}$$

**Target – Equal to or greater than 1:1**

	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22	Year 6 2022/23	Year 7 2023/24	Year 8 2024/25	Year 9 2025/26	Year 10 2026/27
Forecast	0.68	0.71	0.75	0.80	0.85	0.90	0.96	1.07	1.20	1.45

**Comments:**

- The Current Ratio falls below the minimum standard of 1 until year 7 of the Long Term Financial Plan.
- This trend in the early years is generally consistent with the City's historical ratio performance in this area.
- The City levies its rates subsequent to the commencement of each financial year. Levying rates just before the start of the financial year would inflate this ratio.
- The City has robust balances of available funds in both reserves and other restricted assets that could be used to supplement its municipal cash.
- The City is comfortable that the Current Ratio performance is not indicative of a lack of long term financial sustainability.

City of Busselton



Long Term Financial Plan: 2017/2018 – 2026/2027

▪ Operating Surplus Ratio

An indicator of the extent to which revenue raised not only covers operational expenses, but also provides for capital funding. This is measured as:

$$\frac{\text{Operating Revenue (less Non-operating Grants)} - \text{Operating Expenditure}}{\text{Own Source Revenue}}$$

**Target – Between 0% and 15%**

	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22	Year 6 2022/23	Year 7 2023/24	Year 8 2024/25	Year 9 2025/26	Year 10 2026/27
Forecast	0.91%	3.77%	6.81%	10.02%	11.74%	13.58%	15.95%	17.96%	20.98%	21.68%

Comments:

- The ratio reflects a generally improving trend from year 1. In later years the ratio is likely to be impacted by the current forecast surpluses are likely to reduce following development of future Strategic Community Plans and resultant use of those surpluses in support of those community aspirations.



City of Busselton



Long Term Financial Plan: 2017/2018 – 2026/2027

▪ Own Source Revenue Coverage Ratio

An indicator of a local government's ability to cover its costs through its own revenue efforts. This is measured as:

Own Source Operating Revenue

Total Operating Expenditure

**Target – Equal to or greater than 40%**

	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22	Year 6 2022/23	Year 7 2023/24	Year 8 2024/25	Year 9 2025/26	Year 10 2026/27
Forecast	95.63%	98.70%	101.96%	105.65%	107.79%	110.12%	113.27%	116.01%	120.55%	121.47%

Comments:

- Whilst remaining generally consistent throughout the life of the Long Term Financial Plan, this favourable ratio is reflective of the extent to which the City can fund a reasonable component of its operating expenditure requirements through its own source revenue base.

City of Busselton



Long Term Financial Plan: 2017/2018 – 2026/2027

▪ Debt Service Cover Ratio

An indicator of a local government's ability to generate sufficient cash to cover its debt payments. This is measured as:

Operating Surplus BEFORE Interest and Depreciation

Principal and Interest Repayments

**Target – Equal of greater than 2:1**

	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22	Year 6 2022/23	Year 7 2023/24	Year 8 2024/25	Year 9 2025/26	Year 10 2026/27
Forecast	4.67	4.35	4.42	5.00	5.05	4.93	5.01	5.12	4.81	5.10

Comments:

- The Debt Service Cover ratio reflects the City's strong debt position.
- The Long Term Financial Plan includes additional unallocated borrowings in later years of the plan. Allocation of borrowing to specific projects will occur following development of future Strategic Community Plans and prioritisation of projects resulting from those plans.

City of Busselton



Long Term Financial Plan: 2017/2018 – 2026/2027

▪ Asset Sustainability Ratio

An indicator of the extent to which assets managed by a local government are being renewed or replaced as they reach the end of their useful lives. This is measured as:

Capital Renewal Expenditure

Depreciation Expense

**Target – Between 90% and 100%**

	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22	Year 6 2022/23	Year 7 2023/24	Year 8 2024/25	Year 9 2025/26	Year 10 2026/27
Forecast	137%	127%	118%	100%	97%	113%	97%	95%	98%	98%

Comments:

- For the purposes of the Long Term Financial Plan, capital expenditure has been classified as renewal, upgrade and new.
- Both renewal and upgrade expenditures form part of the overall 'Capital Renewal Expenditure' figure.
- Whilst the amount fluctuates from year to year the overall average for the 10 years is 108%.

City of Busselton

Long Term Financial Plan: 2017/2018 – 2026/2027



▪ **Asset Consumption Ratio**

Measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost.

Depreciated Replacement Cost of Depreciable Assets

Current Replacement Cost of Depreciable Assets

**Target – Between 50% and 75%**

	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22	Year 6 2022/23	Year 7 2023/24	Year 8 2024/25	Year 9 2025/26	Year 10 2026/27
Forecast	80.7%	79.4%	78.1%	76.7%	75.6%	74.4%	73.3%	72.1%	71.1%	70.0%

**Comments:**

- In the early years of the plan the ratio is higher than the target range which is reflective of the large number of major projects currently occurring.
- The Asset Consumption Ratio drops back in line with the target range as projects are completed.

City of Busselton



Long Term Financial Plan: 2017/2018 – 2026/2027

▪ **Asset Renewal Funding Ratio**

Measures the ability of a local government to fund its projected asset renewal/replacements in the future.

NPV of Planned Capital Renewals over 10 Years

NPV of Required Capital Expenditure over 10 Years

**Target – Between 95% and 105%**

	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22	Year 6 2022/23	Year 7 2023/24	Year 8 2024/25	Year 9 2025/26	Year 10 2026/27
Forecast	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

**Comments:**

- As the Plan incorporates allocations to fully provide for the asset management plan funding requirements, the net present value of asset management plan expenditure projections has been calculated as being equivalent to the planned renewal expenditure net present value.
- This results in a ratio of 100%.

## Risk Assessment

Major risks associated with the delivery of the Long Term Financial Plan are limited. As part of the planning process, which includes consideration of the Council's Strategic Community Plan and Corporate Business Plan, projects subject to the approval of associated grant funding are clearly identified. Where external funding is not forthcoming, those projects will not proceed unless alternative funding sources can be identified. Whilst the Long Term Financial Plan also includes \$54M in new borrowings of which \$1.5m is attributed to self-supporting loans, changes in economic circumstances would result in revisions to the plan and potential cancellation and/or delay in commencement of projects.

With respect to funding asset management plans, the Long Term Financial Plan has been able to accommodate all projected funding requirements either through the reallocation of 'new' capital works to 'renewal' works, or through other funding sources such as the 1% rate increase each year for road asset renewal purposes. Although there is the risk that future Councils may determine to utilise these funds for other purposes, asset management policies have been adopted by the current Council to underpin the associated budget allocations within the Long Term Financial Plan.

In addition to the funding sources associated with major projects, the Long Term Financial Plan does include other grant funding, including the annual WA Local Government Grants Commission Financial Assistance Grant and various road construction related grants. There will always be the risk that these funds will be reduced or withdrawn, however it is not considered appropriate for the Long Term Financial Plan to be amended to reflect this possible future risk, which will ultimately affect the whole sector.

Ratepayer growth is predicated on past growth in the ratepayer base and conservatively aligned to the WA Tomorrow projections of the State Government. If population growth trends below the WA Tomorrow projections, a revision of the Long Term Financial Plan will be required.

Notwithstanding all of the above, the City intends to update the Long Term Financial Plan on an ongoing basis, thereby enabling it to respond to community needs and changing economic circumstances as they arise.

## Financial Projections

The financial projections in the Long Term Financial Plan have been developed in accordance with the Local Government (Financial Management) Regulations and the Australian Accounting Standards. This format allows projections to feed into the statutory format of the annual budget, while also allowing key performance measures in the Long Term Financial Plan to be reliably compared with annual budgets and annual financial reports. The statutory schedules include:

- **Statement of Comprehensive Income by Nature and Type**

This statement summarises what is expected to happen during each year in terms of revenue, expenses and other adjustments from all operational activities. The statement reflects a surplus result in each year of the Long Term Financial Plan.

**▪ Statement of Financial Position**

The Statement of Financial Position represents a snap-shot of the expected financial position of the City at the end of each financial year. It reports what is expected to be owned (i.e. assets) and what is expected to be owed (i.e. liabilities). The bottom line "Net Assets" represents the net worth of the organisation. The assets and liabilities are separated into "Current" and "Non-current", where "Current" relates to those assets or liabilities which will fall due in the next 12 months. "Non-current" refers to assets and liabilities that are recoverable or that fall due over a longer period than 12 months.

The statement demonstrates that the City of Busselton's financial position continues to improve over the life of the Plan due primarily to the accumulation of Non-Current assets.

**▪ Statement of Changes in Equity**

This statement simply provides a summary of the equity movements within each financial year, and marries with the total equity component of the Statement of Financial Position. It also includes the equity side of transactions associated with fair value reporting (asset revaluations).

**▪ Cash Flow Statement**

The Cash Flow Statement summarises what is expected to happen during each year in terms of cash. The net cash provided by operating activities shows how much cash is expected to remain after paying for the services provided to the community. This can be used to fund other activities such as capital works and infrastructure. The information in the statement assists with assessing the ability to generate cash flows and meet financial commitments as they fall due, including debt repayments.

The statement projects a decrease in cash in the first two years mainly as a result of the construction of the Administration and Civic Building, Busselton Foreshore works and Busselton-Margaret River Regional Airport Development. Beyond the first two years of the plan, cash balances are forecast to grow, demonstrating that the City is in sound financial health.

**▪ Rate Setting Statement**

This statement is essentially a synopsis of the overall budget for each year of the Long Term Financial Plan, and includes operating activities, capital activities and also equity movements.

The statement shows a balanced projected annual position years 1,2 and 3 with all remaining years being in surplus. Any adjustments identified during the budget process will be included in subsequent revisions of the Long Term Financial Plan next year.

The following amounts are included in the surplus position. These amounts are not tied to specific activities but made available to respond to future needs of the community:

- One off 1% of rates allocated for operational and services discretionary expenses. This has been included to provide for ongoing operational services that maybe required and not yet identified and to potentially support service level improvements requested by the community.
- 1% of rates allocated from financial year 2022/2023 onwards for additional new loan funding. This equates to an average of approximately \$5.4M in additional new loan funding each financial year to be utilised in implementation of potential capital projects that are as yet not prioritised. These potential capital projects are expected to be prioritised as part of ongoing community consultation efforts. The philosophy behind this approach is to utilise a revolving line of debt servicing as a means of providing future inter-generational infrastructure.



Although annual surpluses in later years could have been transferred to Reserves (as savings), it was considered appropriate to identify these as potentially available funds for capital projects. It should also be understood that various factors could influence surplus and deficit outcomes in later years and these are estimates only at this stage.

## Schedule Overview

The aforementioned statements are supported by schedules relating to the following.

### ▪ Schedule of Capital Works

This schedule is broken down into major spending categories and lists all expected capital expenditure amounts and associated funding. Where projects are funded by grants or contributions, unless those grants or contributions are received, the projects will not go ahead.

The schedule indicates that \$326.7M will be spent on capital items over the ten years of the Long Term Financial Plan.

### ▪ Schedule of Loan Repayments

This schedule details loan repayments (both principal and interest) on existing borrowings, and also includes new loans proposed to be drawn within the life of the Long Term Financial Plan. As previously mentioned the City is proposing to borrow \$54.1M over the life of the plan, with \$1.5m attributable to self-supporting loans.

### ▪ Schedule of Reserve Movements

This schedule provides a synopsis of the annual movements and associated closing balances of all reserve accounts, noting that detailed Reserves are expected to grow from \$36.5M to \$146.9M over the life of the plan.

### ▪ Schedule of Contribution Movements

This schedule provides a synopsis of the annual movements and associated closing balances of all contribution accounts. The balance of Contributions reduces from \$51.5M to \$23.3M mainly due to the spending of government grants for the Busselton-Margaret River Regional Airport development in the first two years of the plan.

### ▪ Key Performance Indicators

This schedule includes the data utilised in calculating the key performance indicator ratios, which also provides graphical representations of most indicators. The schedule should be read in conjunction with the 'Measuring Sustainability' section of this document.

### ▪ Long Term Financial Plan Assumptions

This schedule summarises the variable extrapolation assumptions used in development of the Long Term Financial Plan. Further information regarding the assumptions is provided in the 'Key Assumptions Underpinning the Long Term Financial Plan' section of this document.



## Conclusion

### Implementation and Review of the Long Term Financial Plan

The Long Term Financial Plan has been developed with a view to the City's Strategic Community Plan and the associated plans that underpin it. The Long Term Financial Plan is realistic in both its assumptions and also the ability of the City to deliver the Plan's content.

The Long Term Financial Plan has assisted in guiding the development of Council's 2017/2018 annual budget. Subject to an annual review to update and revise material changes, the Long Term Financial Plan will also be critical in informing future annual budget processes. The Long Term Financial Plan will be reviewed in line with the regular mid-term review of the Strategic Community Plan (every 2 years) and the full and formal review of the Strategic Community Plan which occurs every 4 years.

The Council is confident that the Long Term Financial Plan continues to form a fundamental component of the City's overall future strategy documentation, and will be invaluable in informing and guiding future financial decisions on behalf of the community.



\_\_\_\_\_  
Grant Henley  
Mayor

Date \_\_/\_\_/\_\_

\_\_\_\_\_  
Mike Archer  
Chief Executive Officer

Date \_\_/\_\_/\_\_

\_\_\_\_\_  
Kim Dolzadelli  
Manager Financial Services

Date \_\_/\_\_/\_\_

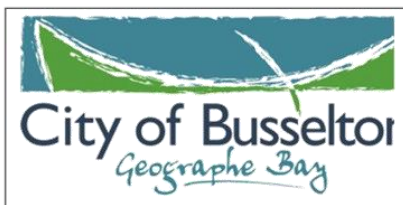
## Financial Statements and Supporting Schedules

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See PDF attachments



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## **11. PLANNING AND DEVELOPMENT SERVICES REPORT**

### **11.1 DEVELOPMENT CONTROL FRAMEWORK - REVIEW AND PROPOSED DIRECTION**

<b>SUBJECT INDEX:</b>	Development Control Policy
<b>STRATEGIC OBJECTIVE:</b>	Governance systems that deliver responsible, ethical and accountable decision-making.
<b>BUSINESS UNIT:</b>	Planning and Development Services
<b>ACTIVITY UNIT:</b>	Statutory Planning / Strategic Planning
<b>REPORTING OFFICER:</b>	Director, Planning and Development Services - Paul Needham
<b>AUTHORISING OFFICER:</b>	Director, Planning and Development Services - Paul Needham
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

#### **PRÉCIS**

This report sets out the proposed direction for the modification and updating of the City's development control framework, following an internal review of the framework. A series of amendments to the town planning scheme are proposed, together with the review and/or development of local planning policies, structure plans and activity centre plans, and the development of two new local laws.

#### **BACKGROUND**

The Council is asked to consider recommendations that have resulted from a review of the City's overall development control framework (i.e. including both the planning framework and some broader elements, including controls on portable signage). The report and recommendations set out the proposed overall direction to modify and update that framework. The main reasons for undertaking the review are as follows –

1. With the Council now having made a final decision regarding the City's *Local Planning Strategy* (although the WAPC is yet to do so), the City now nearly has a full suite of high-level, planning strategies (i.e. *Local Planning Strategy*, *Local Rural Planning Strategy*, *Local Tourism Planning Strategy*, *Local Commercial Planning Strategy*, *Local Environmental Planning Strategy* and *Local Cultural Planning Strategy*), and there is a need to reflect the recommendations of those strategies in the subsidiary elements of the development control framework (i.e. the *City of Busselton Local Planning Scheme 21 – 'Scheme'*, structure plans or similar and/or local planning policies);
2. With the Gazettal of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations'), elements of the Scheme are now redundant or outdated, as they have been superseded by provisions in Schedule 2 of the Regulations ('the Deemed Provisions'), and/or are inconsistent with provisions in Schedule 1 of the Regulations ('the Model Provisions');
3. There has been substantial development and review of the development control framework at the State and regional level in recent years, and elements of the City's framework are now inconsistent with that higher level direction;
4. There have been changes made in the actual practical implementation of development controls in recent years, and in the interests of clarity, simplicity and robustness of decision-making, it is seen as important that policy and practice are more closely aligned;
5. The experience of actually implementing the current framework has identified a range of efficiencies and improvements that could be gained;

6. The physical, social and/or economic context and character of the City has and will continue to evolve, including through quite substantial change in some areas, and elements of the planning framework may no longer be appropriate given those changes;
7. Elements of the planning framework have been developed in a somewhat *ad hoc*, responsive fashion over a long period of time, resulting in what is now seen as being unnecessary complexity and inconsistency, and in some cases uncertainty and ambiguity; and
8. Regulation 65 of the Regulations requires a review of the Scheme in the fifth year after it was Gazetted which, given that the Scheme was Gazetted in 2014, means a review needs to be undertaken in 2019, and it is therefore timely to start preparing for that review.

What is proposed involves, in part, several omnibus amendments to the Scheme (remembering there has already been one omnibus amendment to the current scheme, which was Amendment 1 – and which, at the time of writing, is awaiting a final decision by the Minister for Planning), as follows –

1. *Omnibus Amendment 2* (Amendment 25) - An amendment to align the scheme with the Deemed Provisions.
2. *Omnibus Amendment 3* (Amendment 28) - An amendment to align the various 'development zone provisions' in the Scheme with each other, and with both the Deemed Provisions and the Model Provisions, as well as to consolidate the zonings applicable to land in the various, existing 'development zones' where that land has now been developed.
3. *Omnibus Amendment 4* (Amendment 29) - An amendment to align the other zones with the standard suite of zones set out in the Model Provisions, to more broadly align the Scheme with the Model Provisions, to review and refine the 'policies and objectives' and other provisions of each of the zones, to more closely align with the Model Provisions, to review and align land-use definitions to be more consistent with the Model Provisions, and to review of the zoning table to avoid unintended consequences.
4. *Omnibus Amendment 5* (Amendment 30) - An amendment to further implement recommendations of the adopted planning strategies, and to also align the Scheme with State Planning Policies ('SPPs').
5. *Omnibus Amendment 6* (Amendment 31) - An amendment to make a number of substantive changes identified as desirable through review of the current approach and policies in relation to a range of detailed development matters.
6. *Omnibus Amendment 7* (Amendment 32) - A further amendment to address a range of detailed mapping issues, as well as further consolidation of Schedule 2 ('Additional Uses') and Schedule 3 ('Special Provision Areas') of the Scheme, together with some related consolidation/review of Part 5 of the Scheme ('General Development Requirements').
7. *Omnibus Amendment 8* (Amendment 33) – A review of residential density and 'Special Character Areas' controls.

The recommendations also identify, as priorities, development of the following new or revised structure and/or activity centre plans –

1. Dunsborough Structure Plan;
2. Dunsborough Activity Centre Plan; and
3. Busselton Activity Centre Plan.

What is proposed also involves revoking, adopting and/or modifying local planning policy and/or Council policy, broadly as follows –

1. Rationalisation/review of redundant/outdated structure plans or similar;

2. Adoption of new local planning policies relating to signage/advertising controls, fencing controls, and non-agricultural development in rural areas, the latter intended to expand on and replace the existing rural tourism accommodation policy;
3. Adoption of a new Council policy relating to portable signage (e.g. 'A-frame' or 'sandwich board' signs) on thoroughfares, guiding the exercise of powers set out in the *City of Busselton Activities in Thoroughfares and Public Places and Trading Local Law 2015* ('Thoroughfares Local Law');
4. Adoption of a new Council policy relating to planning/development compliance;
5. Consolidating and reviewing existing local planning policies relating to residential development and outbuildings, development in Special Character Areas and extractive industry; and
6. Consolidating and reviewing existing policy direction relating to heritage which is, in part local planning policy and in part Council policy (and also completing the review of the City's Heritage List and Municipal Heritage Inventory).

In addition, the development and adoption of two new local laws, a fencing local law and an extractive industry local law, is also proposed.

It should also be noted that the City's *Draft Local Planning Strategy* identifies a number of further initiatives for future development and review of the planning framework. Those not identified in this report, however, are not considered to be priorities at the present time and/or for the next 2-3 years (which is broadly the timeframe envisaged for the work set out in this report – although some of the work outlined here would extend a little beyond that time).

## STATUTORY ENVIRONMENT

Relevant statutory environment is set out in the following legislation –

- *Planning and Development 2005*
- *Planning and Development (Local Planning Schemes Regulations) 2015*
- *City of Busselton Local Planning Scheme 21*
- *Building Act 2012*
- *Building Regulations 2012*
- *Local Government 1995*
- *Dividing Fences Act 1961*
- *Dividing Fences Regulations 1971*
- *City of Busselton Property Local Law*
- *City of Busselton Activities on Thoroughfares and Public Places and Trading Local Law*

The legislation listed above has been considered in developing the recommendations of this report.

Particular note is made of Part 6 of the *Planning and Development (Local Planning Schemes Regulations) 2015*. Regulation 65 in Part 6 sets out that a local government must carry out of a review of local planning scheme in the fifth after the scheme was Gazetted, or the fifth year since the previous review was completed. Regulation 65(3) sets out the local government, in undertaking the review, must prepare and submit to the Western Australian Planning Commission ('WAPC'), for their consideration and decision, a report which makes recommendations as to whether the scheme –

- Is satisfactory in its current form; or

- Should be amended; or
- Should be repealed and a new scheme put in its place.

As set out in the 'Officer Comment' section of this report, one of the aims of the proposed work set out in this report is to ensure that, when that report is presented to and considered by the WAPC, the preparation of a new scheme is not considered necessary.

The Regulations also establish three different categories of amendments, which can be briefly described as follows –

- 'Basic' – An amendment to align a scheme with another, existing planning document (such as with the Deemed Provisions or Model Provisions, or with a structure plan), and which can be undertaken without the need for consultation;
- 'Standard' – An amendment that rezones land in a manner generally consistent with the current strategic direction, and which requires consultation, but consultation can occur without prior approval of the WAPC; and
- 'Complex' – An amendment of very significant impact, or which may not be consistent with existing strategic direction, or an amendment that the Minister for Planning has directed the local government to commence, and which requires consultation, but only with the prior approval of the WAPC.

## **RELEVANT PLANS AND POLICIES**

The following plans and policies are relevant to and have been considered in developing the recommendations of this report –

- *Draft City of Busselton Local Planning Strategy*
- *City of Busselton Local Commercial Planning Strategy*
- *City of Busselton Local Rural Planning Strategy*
- *City of Busselton Local Environmental Planning Strategy*
- *City of Busselton Local Tourism Planning Strategy*
- *City of Busselton Local Cultural Planning Strategy*
- *Busselton City Centre Conceptual Plan*
- *Dunsborough Town Centre Conceptual Plan*
- *City of Busselton Local Planning Policy Manual*
- *WAPC South West Planning and Infrastructure Framework*
- *State Planning Policies*

## **FINANCIAL IMPLICATIONS**

Implementation of the recommendations of this report will require the allocation of significant officer time, which will largely be achieved through the allocation and use of existing staff resources. Some of the recommendations of this report will, however, require the engagement of external consultants or other expertise, which will need to be allocated in the City's budget in future financial years. More detailed proposals will be presented to the Council for consideration as part of forthcoming and future budget development processes. In addition, City officers will seek to identify and secure external funding where the opportunity arises. In particular, it is considered that Regional Centres Development Programme funding may be available to assist with development of activity centre plans for the Busselton City Centre and the Dunsborough Town Centre.

A number of the recommendations will result in a planning framework that is simpler, clearer and more easily understood and, as such, should result in greater efficiency of implementation and lower costs to the City and its ratepayers over time. There should also be a reduction in compliance costs and regulatory uncertainty from the private sector/community perspective.

### **Long-term Financial Plan Implications**

Other than those outlined briefly above, there are no Long-term Financial Plan implications of the recommendations of this report.

### **STRATEGIC COMMUNITY OBJECTIVES**

The recommendations of this report reflect Strategic Objective 6.2 of the *Strategic Community Plan*.

### **RISK ASSESSMENT**

Because of the scope and breadth of the recommendations of this report, it is not practicable to provide an overall risk assessment of all of the recommendations. All of the recommendations of this report will, however, require further, formal Council consideration and reporting, and more focused risk assessment will be provided when those reports are presented to the Council. A fundamental reason for doing the work set out in this report, though, is to reduce the risks to the City and our community that may arise from not having an up to date, appropriate and sufficiently clear planning framework.

### **CONSULTATION**

There has been no broad consultation specifically undertaken as part of the development of this report. The recommendations of the report, though, reflect the outcomes of other consultation exercises undertaken in the past, including through the development of planning strategies, and associated with the development and review of the *Strategic Community Plan*. Implementation of the recommendations will also require consultation, and the outcomes of such consultation will need to be reported to and considered by the Council prior to the Council being asked to make any final decisions.

In addition, informal, officer level feedback has been sought from the Department of Planning on the proposed approach and priorities, and the feedback received considered in the preparation of this report.

### **OFFICER COMMENT**

The recommendations of this report are outlined and discussed below, under the following sub-headings –

1. Omnibus Amendment 2 (Amendment 25) – Deemed Provisions Alignment;
2. Omnibus Amendment 3 (Amendment 28) – Development Zones Consolidation;
3. Omnibus Amendment 4 (Amendment 29) – Model Provisions Alignment;
4. Omnibus Amendment 5 (Amendment 30) – Implementation of Adopted Planning Strategy and State Planning Policy Recommendations;
5. Omnibus Amendment 6 (Amendment 31) – Miscellaneous Development Control Changes;



6. Omnibus Amendment 7 (Amendment 32) – Mapping and Schedules Consolidation / Review/rationalization of redundant/outdated structure plans or similar;
7. Omnibus Amendment 8 (Amendment 33) – Residential Density and Special Character Area Controls Review / review of Special Character Area Policies;
8. Dunsborough Structure Plan;
9. Activity Centre Plans;
10. Signage/advertising regulation;
11. Fencing regulation;
12. Extractive industry regulation;
13. Non-agricultural development in rural areas;
14. Heritage;
15. Planning/development compliance; and
16. Scheme review.

***Omnibus Amendment 2 (Amendment 25) – Deemed Provisions Alignment***

This proposal is relatively easily described, and would involve an amendment to align the scheme with the Deemed Provisions, deleting provisions in the Scheme that are wholly superseded, and inserting notes directing users to the relevant parts of the Deemed Provisions, as well as inserting additional notes where provisions in the Scheme have been partly superseded by the Deemed Provisions. The key benefit of the amendment would be to reduce potential confusion or uncertainty related to having to read the Scheme and Deemed Provisions together.

This amendment would be a basic amendment.

***Omnibus Amendment 3 (Amendment 28) – Development Zones Consolidation***

This proposal would involve an amendment to align the various ‘development zone provisions’ in the Scheme with both the Deemed Provisions and the Model Provisions, as well as to introduce consolidated development zone provisions into the Scheme (this would include, amongst other things, the introduction of two new zones, ‘Urban Development’ and ‘Industrial Development’). This amendment would also consolidate the zonings applicable to land in the various, existing ‘development zones’ where that land has now been developed, and can now have a substantive zoning directly applied (e.g. in the case of residential land, rezoning the land to ‘Residential’, and applying a residential density coding, e.g. ‘R20’). As part of this amendment, consideration would also be given to rezoning two urban growth areas currently identified in the LPS, but not currently in a suitable development zone – i.e. Bovell and Vasse East.

Whilst it could arguably be characterized as a basic amendment, this amendment would be treated as a standard amendment to ensure that affected landowners in particular would be consulted with.

Note that, because a broad review of the Port Geographe Development Guide Plan (now more correctly referred to as the ‘Structure Plan’) is expected to occur in the nearer term and because land in the Port Geographe Development Area is already subject of directly applied substantive zonings, that area would not be addressed through this Amendment. In parallel with the broad review of the Structure Plan expected to formally commence in the next few months, however, it is envisaged that a separate amendment would be undertaken to rationalize and consolidate the planning framework applicable to that area, aligning with the approach proposed in relation to the other ‘development zones’.

***Omnibus Amendment 4 (Amendment 29) – Model Provisions Alignment***

This amendment would involve aligning the other zones with the standard suite of zones set out in the Model Provisions. For instance, the 'Agriculture' zone would become the 'Rural' zone, and the 'Business' zone would become the 'Centre' zone – consideration would also be given to establishing different zones for some of the centres, for instance a 'City Centre' zone for the Busselton City Centre.

This amendment would also review and refine the 'policies and objectives' and other provisions of each of the zones, to more closely align with the Model Provisions. To be consistent with the Model Provisions, the 'policies and objectives' would be rationalised to identify 'objectives' only, however, some of the 'policies' may need to instead be reflected in development standards, in Part 5 of the Scheme, and reflected in Omnibus Amendments 6, 7 and/or 8. This would also involve reviewing and aligning land-use definitions to be more consistent with the Model Provisions, and to address/resolve some uncertainties/inconsistencies that have emerged over time. Note that this would also necessarily entail a review of the zoning table to avoid unintended consequences. Given recent experiences in relation to some unintended consequences arising from interpretation of land use definitions by the State Administrative Tribunal, consideration would also be given to correcting those kinds of issues.

For consistency with the Model Provisions and reflecting the smaller size of some 'Rural-Residential' zoned lots (some as low as 1,800m<sup>2</sup>, rather than the 1.0 ha or greater normally contemplated by that zoning), and especially the fact that the lot sizes overlap with those provided for in the *Residential Design Codes of WA* ('R-Codes', i.e. up to an average of 5,000m<sup>2</sup>, where land is subject of the 'R2' residential density coding), consideration would be given to rezoning Rural-Residential zoned lots up to around 6,000m<sup>2</sup> to 'Residential', and applying an appropriate residential density coding (generally 'R2', 'R2.5' or 'R5'). This would mainly, probably exclusively, affect the Vasse-Dunbarton area, not the Commonage. Consideration would also need to be given to the need to continue to provide a head-of-power for existing structure plan controls, where they remain valid and relevant.

There are also some further, relatively minor changes envisaged to more broadly align the Scheme with the Model Provisions. In the main, though, they relate to provisions where the Scheme is already very closely aligned with the Model Provisions.

This amendment would be a standard amendment.

***Omnibus Amendment 5 (Amendment 30) – Implementation of Adopted Planning Strategy and State Planning Policy Recommendations***

This amendment would involve further implementing the recommendations of the adopted planning strategies, including the recommendations/direction that will be set out in the Leeuwin-Naturaliste Sub-Regional Planning Strategy ('LNSRS'), once that strategy has been developed, and to also align the Scheme with State Planning Policies ('SPPs'). This is one of the most important amendments in terms of the forthcoming scheme review process, as consistency with State strategies and SPPs will be key issues in determining whether or not a new scheme is necessary. Until such time as the LPS and LNSRS is complete, however, it is not possible to scope out this amendment in detail.

This amendment would most likely be a standard amendment.

***Omnibus Amendment 6 (Amendment 31) – Miscellaneous Development Control Changes***

This amendment would involve a number of substantive changes identified as desirable through review of the current approach and policies in relation to a range of detailed development matters (specifically: residential development, including outbuildings; signage/advertising controls; fencing controls; public open space provision where subdivision is not involved; and development in activity

centres). This amendment would be focused on Parts 5 ('General Development Requirements') and 6 ('Special Control Areas').

This amendment would not, however, provide for a review of the 'Airport Protection Area', which it is anticipated will be reviewed via a separate, stand-alone amendment, which would also rationalize the land-use controls applicable to the Airport site itself. Nor would this amendment provide for a review of the 'Waste Water Exclusion Area and Waste Water Buffer Area', which would need to be subject of a stand-alone amendment, at the initiative of Water Corporation (i.e. the operators of the two waste water treatment plants in the District).

Depending on progress on the development of the City's 'Coastal Adaptation Strategy' at the time this amendment is ready to be presented to the Council for initiation, this amendment may provide for change/review of the 'Coastal Management Area'. If substantial change is required and/or the Adaptation Strategy is not sufficiently advanced, though, that would instead also be subject of a stand-alone amendment.

This amendment would be a standard amendment.

***Omnibus Amendment 7 (Amendment 32) – Mapping and Schedules Consolidation / Review/rationalization of redundant/outdated structure plans or similar***

This amendment would address a range of detailed mapping issues, as well as further consolidation of Schedule 2 ('Additional Uses') and Schedule 3 ('Special Provision Areas') of the Scheme, together with some related consolidation/review of Part 5 of the Scheme ('General Development Requirements'). A significant amount of the content of Schedules 2 and 3 is redundant or outdated and/or could be significantly rationalized. The same is true with respect to a significant proportion of the over 400 structure plans or similar which have been developed over the last few decades but, in the main, never reviewed.

This amendment would be a standard amendment.

***Omnibus Amendment 8 (Amendment 33 – Residential Density and Special Character Area Controls Review / review of Special Character Area Policies***

A review of residential density and 'Special Character Areas' controls, including the variations to the R-Codes set out in clause 5.3 of the Scheme. It is envisaged that the subsidiary, Special Character Area Policies, would be reviewed in parallel with this amendment.

This amendment would most likely be a standard amendment.

***Dunsborough Structure Plan***

Within the next 5-6 years, it is expected that the 'Dunsborough Lakes' estate will be fully developed – or at least all of the new lots will have been created, although houses will not have been developed on all of the new lots. Whilst there is some capacity for additional residential land supply to be created out of other, currently zoned land (such as in the 'Cape Rise' and 'Naturaliste Heights' estates), it has been recognized by both the City and WAPC that the further growth and development of Dunsborough will require the identification and planning of an additional growth area, extending generally in a south-south-easterly direction across Commonage Road from the current and planned portions of Dunsborough Lakes.

The pattern of land ownership in this area (i.e. quite fragmented, and generally not in the hands of experienced and motivated 'developers') is such that, especially to achieve an integrated and well planned development outcome, the City will need to lead the initial development of a structure plan to facilitate development of this area. It is envisaged that, as a result of the City's *Local Planning*

*Strategy* and/or the LNSRS, appropriate strategic support will be provided to allow that work to commence. Key issues to be addressed would include –

- An integrated transport network (road, pedestrian, cycle and public transport), in particular, the potential for a ‘Dunsborough Southern Distributor’, linking the future Vasse-Dunsborough Link with Commonage Road and, via Biddle Road, with Caves Road, to the west of Dunsborough to, amongst other things, divert some regional and heavy traffic away from Caves Road, which now runs through the middle of the Dunsborough urban area and adjacent to the Dunsborough Town Centre;
- Identifying sites for significant public infrastructure, including schools and community and recreational facilities;
- Identifying key environmental constraints, ecological corridors and addressing bushfire risk at the strategic level;
- Identifying a site and general direction for development of an activity centre to provide local services to the new growth area;
- Providing a mechanism for the equitable and efficient funding and sharing of costs associated with infrastructure and open space provision (i.e. in part, developer contributions arrangements); and
- Integrating and assessing the impacts of the new growth area on the planning and development of the existing Dunsborough urban area, growth and development in the north-western part of the City more broadly and, in particular, considering the future growth and development of the Dunsborough Town Centre.

### ***Activity Centre Plans***

This would involve the development of ‘Activity Centre Plans’, which are a form of structure plan provided for in the Regulations, for both the Busselton City Centre and Dunsborough Town Centre. The WAPC has already approved the development of such plans, and it is anticipated that the work will, at least in part, be funded from the Regional Centres Development Programme (‘RCDP’ - subject to approval by the Growth Plan Partners and the relevant State agencies/authorities). Activity Centre Plans are ‘planning’ documents, but do not focus entirely on ‘planning’ content; they are intended to be broader documents, also dealing with ‘place-making’ and ‘activation’ type strategies. The Activity Centre Plans would build on the work undertaken to develop the ‘Conceptual Plans’ for the two centres, as well as other related work.

### ***Signage/advertising regulation***

This work would relate to both fixed signage on private land (controlled via the Scheme and the Building Act) and portable signage on public land (controlled via the thoroughfares local law), but not to directional or informational signage.

The statutory powers related to portable signage that are now in place are considered sound, and so the work related to portable signage would involve development and then implementation of a Council policy guiding the implementation of those powers. It is envisaged that a report to that end will be presented to the Policy & Legislation Committee in the next month or so.

The statutory powers related to fixed signage on private land are also considered to be generally sound, and so the work related to this kind of signage would be focused on development of a new local planning policy. More detailed work, though, may identify a need for some changes to the Scheme, which it is envisaged would be reflected in Omnibus Amendment 6. Again, it is envisaged that a report will be presented to the Policy & Legislation Committee in coming months.

***Fencing regulation***

The regulation of fencing in WA is principally controlled via the dividing fences legislation, which sets out the rights and duties of landowners in relation to fencing of their properties. State level regulation is often, although not currently in the case of the City, supplemented by fencing local laws, adopted at the local government level. The main purpose of a fencing local law is to establish what a 'sufficient fence' is for the purposes of the dividing fences legislation, which otherwise would be determined by the courts, through reference to the fencing typically in place in a given area. In the last few decades, however, there has also been increasing use of planning controls to regulate front fences, including through the R-Codes and through structure plan provisions, the latter especially relevant in rural-residential areas where, in some cases, boundary fencing is not supported at all.

Whilst the development of a fence clearly meets the definition of 'development' in the planning legislation, and there are no exemptions from the need to obtain planning approval, other than in the case of R-Codes compliant front fencing in residential areas, the regulatory arrangements for approval of fencing in the City, both in practice and in law, are not entirely clear. There are also some matters on which regulation may well be desirable, but which are currently not specifically regulated (for instance, use of electric fencing or razorwire or similar, and use of highly flammable fencing materials in bushfire prone areas).

It is envisaged that the City develop a fencing local law to identify what types of fences should be deemed as 'sufficient fences' in given areas, and to then develop, in parallel, consistent Scheme and local planning policy provisions. There is a model local law and a number of other local laws, adopted by other local governments, which would be used as a base from which to develop the City's own local law. Depending on the rate at which the different projects advances and the extent of change required, the relevant Scheme changes may be incorporated into Omnibus Amendment 6. Other than the matters outlined very briefly above, one of the aims would be to develop a consistent and coherent approach to regulation of boundary fencing in rural-residential areas, and to address residential character and amenity concerns resulting from side fences within residential front setbacks.

***Extractive industry regulation***

Access to basic raw materials (i.e. sand, gravel, limestone or similar basic 'raw materials', but not 'minerals' or 'petroleum', land-based extraction of which is generally a State matter) is important from many respects, notably from an economic perspective, and such materials are becoming increasingly scarce and valuable. For that reason, continued access to such resources is important. For that to continue, however, it is important that the City's regulation of extraction activity continues to be robust and credible, and that the industry is regulated and acts in a fashion that ensures its 'social license' to operate.

The City currently regulates extractive industry through the Scheme, guided by a local planning policy. The local planning policy is due for review, and there are three key issues already identified as requiring consideration as part of that review –

- Requiring periodic (annual) performance reporting, in particular in terms of volumes extracted and progress with rehabilitation as conditions of approval – note that this has already been adopted as a practice;
- Considering alternatives to arbitrary separation distances (or setbacks) from extractive industry to sensitive land uses – this may include facilitating or requiring 'amenity agreements' or similar, which are commonplace in relation to mining activity; and
- Considering the introduction of volumetric charges for road maintenance/use, the validity of which has recently been upheld by the Supreme Court.

The first dot point above is, in part, intended to address issues that can arise where the landowner and pit operator are not the same entity, and/or the landowner, who is ultimately responsible for the pit, is not adequately resourced or skilled to ensure that conditions of approval are met on an ongoing basis. It is envisaged that the annual performance reporting would pick up such issues, before they become too significant.

Many local governments, however, have extractive industry local laws, which require and provide for the registration of pit operators, allowing the operators to become directly responsible for pit management and rehabilitation. Whilst a landowner can also be the operator, extractive industry local laws generally act to effectively discourage that from occurring, other than in situations where the landowner is genuinely the pit operator, and sufficiently resourced and skilled to meet all of the obligations that entails. In the absence of a local law and registration requirements, it is generally the landowner that will be legally responsible for ensuring the pit is adequately managed, and that conditions are met.

### ***Non-agricultural development in rural areas***

The City currently has a policy on 'Rural Tourist Accommodation' (i.e. Local Planning Policy 5B). The policy has not been substantively reviewed in over a decade. In the intervening period, and generally over the last few decades, there has been a substantial increase in both the scale and the breadth of not just tourist accommodation development in rural areas, but in a range of other non-agricultural land-uses as well. That includes the recent emergence of 'glamping' proposals, as well as the expansion of winery cellar door facilities to provide for a broader range of, essentially retail, activity, together with development of, often very significant, restaurant and function facilities. Breweries and distilleries and related restaurant/bar facilities have also been developed, together with other food production and/or retailing facilities, often, but not always, related to agricultural activity in the locality or region.

It is considered reasonably likely that these trends will continue, and that there may also be pressure and opportunities in future for educational and/or health related facilities to develop in our rural areas, taking advantage of the amenity and experience provided by the rural landscape, as well as the relatively low land values, in comparison with equivalent sites in urban areas. These kinds of development are all seen as being important contributors to the local economy and to local employment.

In terms of their physical 'footprint', these land-uses often do not occupy much land, in the context of our rural areas, and many agricultural activities can and do continue alongside these other kinds of uses – and in many cases, there are synergies between agricultural and non-agricultural uses (e.g. viticulture, wineries and restaurants). There is nevertheless the potential for this kind of development to compromise both current and future agricultural activity, both because of potential land-use conflict (e.g. by putting sensitive uses within recommended buffer areas for agricultural activities), but also by increasing the value of rural land (making agricultural activity less economically viable) and/or by reducing the availability of water for agricultural use. In addition, there is the potential for non-agricultural uses of rural land to change the character of rural areas, undermining the amenity and experience provided by the rural landscape in the process.

The City and Shire of Augusta-Margaret River, through CapeROC, undertook a project several years ago to review and attempt to rationalize, land-use and development controls in the rural areas of each District – and the recommendations of that project have now been reflected in the respective town planning schemes. The issue of non-agricultural development is also being considered as part of the development of the LNSRS, although it is likely that detailed guidance will not be provided at that level of the planning framework. Given that and the broader issues, however, some consideration should be given to the potential for development of more detailed policy guidance at the sub-regional level.

One consequence of this work may be the identification of changes that should be made to the Scheme, but it is considered that the main output would be a local planning policy.

### ***Heritage***

A review of the Heritage List and Municipal Heritage Inventory has been undertaken over the last few years, and is largely, but not entirely complete. When resources allow, it is envisaged that work will recommence, and that a further review of the broader policy framework in relation to heritage protection will also occur.

### ***Planning/development compliance***

There has been an increased focus on planning and development compliance in recent years, partly as a result of a perceived increase in community interest and expectation. Partly as a result of that, there is seen to be a need to develop a policy on planning/development compliance matters, setting out the approach that the City will take with respect to those matters.

### ***Scheme review***

In late 2018, it is anticipated that the City would commence the Scheme review process. That would involve the scoping of the relevant issues in consultation with the Department of Planning, and in liaison with the Council. It would be expected that a Scheme review report would then be presented for the Council's formal consideration during 2019.

One of the aims of the proposed work described in this report is so that, when the Scheme review is undertaken, the Scheme is essentially already up to date, or there is a clear path to having an up to date scheme already being pursued, so that the preparation of a new scheme is not required. Preparation of a new scheme would require a moratorium on town planning scheme amendments for a period – essentially because any amendment not complete prior to the new scheme coming into effect would effectively 'fall away' at that point, and the amendment process would have to be recommenced, from the start, as an amendment to the then new scheme.

A moratorium would result in a temporary acceleration in the number of amendments being progressed (in the lead-up to the moratorium, as people seek to have amendments progress prior to the moratorium taking effect), which could have significant workload implications for the City's Strategic Planning team. More importantly, a moratorium would preclude any new, landowner/developer initiated amendments being initiated during the moratorium period, potentially delaying planning and investment decisions unnecessarily.

## **CONCLUSION**

The direction set out in this report is the result of a broad review of the City's overall development control framework, and identifies a direction that identifies appropriate priorities, and should result in an up to date, relevant and functional planning framework into the future.

## **OPTIONS**

The Council could decide to identify different priorities for the review and development of the planning framework.

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

It is anticipated that the work identified in this report will take 3-4 years to complete. A number of more detailed and specific reports will need to be presented to the Council to that end over that period.

**OFFICER RECOMMENDATION**

That the Council endorse the direction and priorities for the development and review of the City's development control framework as described in the agenda report, summarized as follows –

1. Omnibus Amendment 2 (Amendment 25) – Deemed Provisions Alignment;
2. Omnibus Amendment 3 (Amendment 28) – Development Zones Consolidation;
3. Omnibus Amendment 4 (Amendment 29) – Model Provisions Alignment;
4. Omnibus Amendment 5 (Amendment 30) – Implementation of Adopted Planning Strategy and State Planning Policy Recommendations;
5. Omnibus Amendment 6 (Amendment 31) – Miscellaneous Development Control Changes;
6. Omnibus Amendment 7 (Amendment 32) – Mapping and Schedules Consolidation / Review/rationalization of redundant/outdated structure plans or similar;
7. Omnibus Amendment 8 (Amendment 33) – Residential Density and Special Character Area Controls Review / review of Special Character Area Policies;
8. Dunsborough Structure Plan;
9. Activity Centre Plans;
10. Signage/advertising regulation;
11. Fencing regulation;
12. Extractive industry regulation;
13. Non-agricultural development in rural areas;
14. Heritage;
15. Planning/development compliance; and
16. Scheme review.



**12.     ENGINEERING AND WORKS SERVICES REPORT**

Nil

**13.     COMMUNITY AND COMMERCIAL SERVICES REPORT**

Nil

## 14. FINANCE AND CORPORATE SERVICES REPORT

### 14.1 DELEGATION - ESTABLISHMENT OF PANELS OF PRE-QUALIFIED SUPPLIERS

<b>SUBJECT INDEX:</b>	Purchasing
<b>STRATEGIC OBJECTIVE:</b>	Governance systems that deliver responsible, ethical and accountable decision-making.
<b>BUSINESS UNIT:</b>	Corporate Services
<b>ACTIVITY UNIT:</b>	Legal Services
<b>REPORTING OFFICER:</b>	Legal Services Coordinator - Cobus Botha
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Cliff Frewing
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Nil

### PRÉCIS

In terms of Regulations 24AB of the *Local Government (Functions and General) Regulations 1996 (Tender Regulations)* Council may establish a panel of pre-qualified suppliers to supply particular goods or services to the City of Busselton. This report recommends to Council to delegate to the Chief Executive Officer (**CEO**) the authority to exercise the powers and discharge the duties of the local government under Part 4 Division 3 – *Panels of pre-qualified suppliers* of the Tender Regulations.

### BACKGROUND

Section 3.57 of the Local Government Act 1995 (**Act**), the Tender Regulations and the City of Busselton's Purchasing Policy (**Purchasing Policy**) provides the statutory framework and procedural guidelines for purchasing decisions made by the City of Busselton. As a general principle (and subject to certain statutory exemptions) Regulation 11 of the Tender Regulations requires from a local government to publicly invite tenders before entering into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000.

However pursuant to changes to the Tender Regulations in October 2015 local governments now have the ability to establish in accordance with the provisions of Division 3 of the Tender Regulations panels of pre-qualified suppliers to supply particular goods or services to the local government. One of the direct consequences (and advantages) of establishing a panel of pre-qualified suppliers is that the local government is no longer required to publicly invite tenders for provision of goods/services expected to be over \$150,000 if these goods/services are procured from a pre-qualified supplier on the panel.

The procedural requirements for establishing panels of pre-qualified suppliers are specified in Division 3 of the Tender Regulations and can be summarised as follows:

- The local government must be satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers;
- Adopting a policy which provides for matters such as the process for obtaining quotations from pre-qualified suppliers, clear, consistent and regular communication between the local government and pre-qualified suppliers, how work will be distributed among pre-qualified suppliers and recording and retention of information; and

- Establishing a panel or pre-qualified suppliers by way of giving Statewide public notice of the invitation to apply to join the panel, providing detailed information about the nature and scope of the required goods/services and accepting those applications which satisfy the selection criteria and are considered to be most advantageous to the local government.

Following the October 2015 changes to the Tender Regulations, which formalised the process for establishing panels of pre-qualified suppliers, Council has adopted in 2016 an amended Purchasing Policy which, under paragraph 9 of the policy, makes provision for the matters set out in the Tender Regulations. These changes to the Purchasing Policy also ensure that the policy, in so far as it relates to establishment of panels of pre-qualified suppliers, is consistent with the relevant Tender Regulations.

Procurement through a panel arrangement is most effective in relation to certain types of repetitive, regularly required goods/services which, as stand-alone purchases/jobs may be a relatively minor, low value transaction but, on a cumulative basis, could annually easily exceed the tender threshold of \$150,000. The City's continuing need for procurement of certain goods/services through panels of pre-qualified suppliers is well established.

The City have been successfully using this method of procurement for many years in relation to goods/services such as electrical services, landscaping services and engineering consultancy services. The City followed a process similar to the tendering process under the Tender Regulations for establishing these panels. However some of the City's existing panel arrangements are in the process of expiring and new replacement panels will have to be established.

Prior to the October 2015 changes to the Tender Regulations decisions in relation to the establishment of panels of pre-qualified suppliers have been made at officer level. The decision as to whether there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers and the process for establishing such a panel, is considered to be an administrative function with limited scope for the exercise of discretion. This report recommends that Council, pursuant to the October 2015 changes to the tender Regulations, delegate to the CEO the power to establish panels of pre-qualified suppliers in accordance with the relevant provisions of the Tender Regulations and the City's Purchasing Policy.

## **STATUTORY ENVIRONMENT**

Pursuant to section 5.42(1)(a) of the Act Council may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, other than those referred to in section 5.43. The Act prescribes that any such delegation requires an absolute majority vote of Council.

Council's powers and duties under Division 3 of the Tender Regulations fall within the scope of functions which can be delegated to the CEO pursuant to section 5.42(1)(a) of the Act.

## **RELEVANT PLANS AND POLICIES**

The proposed delegation of Council's powers and duties under Division 3 of the Tender Regulations is consistent with the City's Purchasing Policy, Tender Selection Criteria Policy and Tender Pre Selection Policy.

## **FINANCIAL IMPLICATIONS**

The proposed delegation does not limit Council's function or ability to approve the allocation of resources through the annual budget process in respect of all tenders and quotations that may be awarded by the City. Therefore adoption of the Officer Recommendation will not have any direct financial implication for the City.

**Long-term Financial Plan Implications**

The proposed delegation to the CEO does not have any long term financial implications.

**STRATEGIC COMMUNITY OBJECTIVES**

The proposed delegation aligns with Strategic Community Objective 6.2 which requires the City's governance systems to deliver responsible, ethical and accountable decision making.

**RISK ASSESSMENT**

The proposed delegation will allow for implementation of a relatively straight forward administrative process with limited scope for the exercise of discretion and is therefore considered low risk with no risks identified as "medium" or greater.

**CONSULTATION**

Not applicable as the proposed delegation relates to internal administrative processes only.

**OFFICER COMMENT**

The main purpose of the proposed delegation is to improve at officer level efficiency and optimise use of the City's resources.

The functions and duties in relation to establishment of panels of pre-qualified suppliers in accordance with Division 3 of the Tender Regulations are relatively straight forward and comprise of administrative functions with very limited scope for the exercise of discretion (as outlined under the BACKGROUND section of this report). Prior to the October 2015 changes to the Tender Regulations these functions and duties were allowed to be exercised at officer level.

Under Delegation 3J the CEO currently has delegated authority to:

- Invite and evaluate tenders for the supply of goods and services to the City; and
- Accept tenders where the contract value does not exceed \$500,000.

The proposed delegation does not seek to change the current arrangements in relation to Council and the CEO's powers to invite, evaluate and accept tenders or to deviate from the guidelines under the City's Purchasing Policy, but rather to avoid the requirement for officers to refer a relatively straight forward administrative function to Council.

**CONCLUSION**

Adoption of the Officer Recommendation will streamline City operations and improve efficiency without compromising statutory or policy compliance or Council's existing powers in relation to choice of tenderer.

**OPTIONS**

Council may resolve not to adopt the proposed delegation. However for the reasons mentioned in this report this option is not recommended.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The proposed delegation will be effective immediately upon adoption by the Council.

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

That the Council adopts Delegation LG3M – Establishment of panels of pre-qualified suppliers

**INSTRUMENT OF DELEGATION**

Ref No	LG Act Ref	Delegate	Delegation Subject
LG3M	5.42(1)(a)	Chief Executive Officer	Establishment of panels of pre-qualified suppliers

**Delegator**

Council.

**Power/Duty**

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

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

**Conditions**

This delegation is subject to:

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

**Statutory Framework**

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

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

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

Division.

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

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

## **15. CHIEF EXECUTIVE OFFICER'S REPORT**

### **15.1 COUNCILLORS' INFORMATION BULLETIN**

<b>SUBJECT INDEX:</b>	Councillors' Information
<b>STRATEGIC OBJECTIVE:</b>	Governance systems that deliver responsible, ethical and accountable decision-making.
<b>BUSINESS UNIT:</b>	Executive Services
<b>ACTIVITY UNIT:</b>	Governance Services
<b>REPORTING OFFICER:</b>	Reporting Officers - Various
<b>AUTHORISING OFFICER:</b>	Chief Executive Officer - Mike Archer
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Planning Applications Received 16 March - 30 March <a href="#">↓</a>
	Attachment B Planning Applications Determined 16 March - 31 March <a href="#">↓</a>
	Attachment C State Administrative Tribunal Appeals <a href="#">↓</a>
	Attachment D Vasse Recreational Facilities Working Group <a href="#">↓</a>
	Attachment E Meelup Regional Park Management - Informal Minutes <a href="#">↓</a>
	Attachment F Minister for Education and Training <a href="#">↓</a>
	Attachment G Attorney General <a href="#">↓</a>
	Attachment H WALGA <a href="#">↓</a>

## **PRÉCIS**

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

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

## **INFORMATION BULLETIN**

### **15.1.1 Planning and Development Statistics**

Attachment A is a report detailing all Planning Applications received by the City between 16 March, 2017 and 31 March, 2017. 35 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 16 March, 2017 and 31 March, 2017. 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.

### **15.1.2 State Administrative Tribunal (SAT) Appeals**

Attachment C is a list showing the current status of State Administrative Tribunal Appeals involving the City of Busselton as at 6 April, 2017.

### **15.1.3 Vasse Recreational Facilities Working Group**

The minutes from the Vasse Recreational Facilities Working Group for [date] are available to view at Attachment D.

**15.1.4 Meelup Regional Park Management Committee**

The minutes from the Meelup Regional Park Management Committee informal meeting for 27 March 2017 are available to view at Attachment E.

**15.1.5 Minister for Education and Training**

Correspondence has been received from the Minister for Education and Training and is available to view at Attachment F.

**15.1.6 Attorney General**

Correspondence has been received from the Hon. John Quigley MLA, Attorney General and is available to view at Attachment F.

**15.1.7 WALGA**

Correspondence has been received from WALGA and is available to view at Attachment F.

**OFFICER RECOMMENDATION**

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

- 15.1.1 Planning and Development Statistics
- 15.1.2 State Administrative Tribunal (SAT) Appeals
- 15.1.3 Vasse Recreational Facilities Working Group
- 15.1.4 Meelup Regional Park Management Committee
- 15.1.5 Minister for Education and Training
- 15.1.6 Attorney General
- 15.1.7 WALGA



Applications Received Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications								
DA16/0969	Outbuilding (Reduced Setback in Special Control Areas)	48 Wardenup Crescent~YALLINGUP WA 6282	Lot 161 PLAN 9022	27/03/2017	10000	Jacqueline Anne Muir	Space Light Order	10
DA16/1013	Retrospective Extractive Industry (Gravel)	Jamisons Road~CHAPMAN HILL WA 6280	Lot 2699 PLAN 203062	27/03/2017	1	Catalano Investment Corporation Pty Ltd	Catalano Investment Corporation Pty Ltd	4
DA17/0002	Single House (Landscape Value Area) and Modified Building Envelope	Sloan Drive~DUNSBOROUGH WA 6281	Lot 405 PLAN 49084	20/03/2017	427270	Oliver William Toby Darby & Julie Ann Darby	Envirostruct Pty Ltd	43
DA17/0052	Outbuilding (Landscape Value Area)	299 Marrinup Drive~YALLINGUP WA 6282	Lot 133 PLAN 20174	27/03/2017	12000	Elizabeth Josephine Fawkes	Phil Fawkes	38
DA17/0084	Holiday Home (Grouped Dwelling) 6 People	1/24 Wardenup Crescent~YALLINGUP WA 6282	Lot 1 STPLN 46391	16/03/2017	0	Joanne Margaret Rudland & Wendy Dawn Vowles	Joanne Margaret Rudland, Wendy Dawn Vowles	20
DA17/0094	Outbuilding - Lean to off Shed	14 Quedjinup Drive~QUEDJINUP WA 6281	Lot 122 PLAN 21712	29/03/2017	2000	Jasmin Anderson & Kenneth Allan Anderson	Kenneth Allan Anderson, Jasmin Anderson	45
DA17/0095	Single House (Reduced Front Setback)	7 Albatross Court~BROADWATER WA 6280	Lot 238 PLAN 52938	28/03/2017	260145	Daniel Jamie Loftus Mananui & Debbie Lynette Butterworth	Dale Alcock Homes South West Pty Ltd	18
DA17/0097	Outbuilding (Carport Addition to Existing Outbuilding)	96 Endicott Loop~DUNSBOROUGH WA 6281	Lot 27 PLAN 19482	27/03/2017	9500	Susan Pamela Cameron & Peter Donald Cameron	Susan Pamela Cameron, Peter Donald Cameron	12
DA17/0129	Single House (Vehicular Access)	71 New River Ramble~WEST BUSSELTON WA 6280	Lot 837 PLAN 408159	24/03/2017	270000	Antony John Page & Chelsea Rochelle Homer	Charchie Building Pty Ltd	17

DA17/0130	Outbuilding (Extension to Oversized Outbuilding)	8 Gull Court~DUNSBOROUGH WA 6281	Lot 145 PLAN 16745	28/03/2017	5565	Wayne Ashley Smithall	CR Design Solutions	37
DA17/0136	Single House (Extension of Existing Dwelling in Special Control Areas)	50 Fern Road~EAGLE BAY WA 6281	Lot 301 PLAN 75012	16/03/2017	200000	Sarah Marie Johnston	Rodrigues Bodycoat Architects	33
DA17/0139	Holiday Home (Single House) - 8 People	82 Layman Road~WONNERUP WA 6280	Lot 21 DIAGRAM 30199	21/03/2017	1	Kushdev Singh	Kushdev Singh	6
DA17/0146	Modified Building Envelope to Accommodate Outbuilding in Landscape Value Area	54 June Place~YALLINGUP SIDING WA 6282	Lot 53 PLAN 20532	30/03/2017	10000	Glenn Anthony Harbison & Jacqueline Harbison	Glenn Anthony Harbison, Jacqueline Harbison	1
DA17/0147	Boundary Wall (within a Special Character Area)	4 Gaia Close~EAGLE BAY WA 6281	Lot No:8 & 9	16/03/2017	10000	Tangram Pty Ltd	Tangram Pty Ltd	23
DA17/0151	Change of Use (Restaurant including new Mezzanine Level)	42-46 Albert Street~BUSSELTON WA 6280	Lot No 100 & 9	22/03/2017	15000	Angelina Sylvia La Mancusa, Carlo La Mancusa, Mancusa Pty Ltd	Debby May Hallyburton, Amy Elizabeth Ovans	24
DA17/0179	Holiday Home (Grouped Dwelling) 6 People	4/126 Gifford Road~DUNSBOROUGH WA 6281	Lot 2 SSPLN 58420	30/03/2017	0	Royal Force Pty Ltd	Deborah Maree Battle, Gary James Battle	25
DA17/0180	Holiday Home (Grouped Dwelling) 6 People	3/126 Gifford Road~DUNSBOROUGH WA 6281	Lot 3 SSPLN 58420	30/03/2017	0	Gary James Battle & Deborah Maree Battle	Gary James Battle, Deborah Maree Battle	25
DA17/0183	Grouped Dwelling (Reduced Rear Setback)	19B Craig Street~WEST BUSSELTON WA 6280	Lot 2 SSPLN 70675	16/03/2017	323043	Athol Edwin Holmes & Beryl Lilian Holmes	Plunkett Homes (1903) Pty Ltd	23
DA17/0185	Holiday Home (Single House) 7 People	22 North Street~DUNSBOROUGH WA 6281	Lot 1 DIAGRAM 41638	16/03/2017	0	Thats Gold Properties Pty Ltd	Kim Gordon	18

DA17/0186	Overheight Outbuilding (Reduced Setback)	85 Switchback Parade~WEST BUSSELTON WA 6280	Lot 900 PLAN 407130	16/03/2017	18000	Ashley Edward Morris	Busseton Sheds Plus	19
DA17/0189	Educational Establishment (Learn to Swim School)	3A Trumper Drive~BUSSELTON WA 6280	Lot 1 STPLN 46427	21/03/2017	100000	Gary George Trigwell & Lynne Christine Trigwell	Melissa Jean Nelson	13
DA17/0191	Single House (Timber Deck Addition in a Special Character Area)	25 Elsegood Avenue~YALLINGUP WA 6282	Lot 68 PLAN 8037	21/03/2017	20000	Anatems Pty Ltd	Mark Webster Design	20
DA17/0192	Extractive Industry (Removal of Stockpiles)	995 Gale Road~KALLOORUP WA 6280	Lot 2653 PLAN 203049	21/03/2017	15000	Naszko Trading Pty Ltd	Leeuwin Civil Pty Ltd	11
DA17/0193	Single House (Additions in a Landscape Value Area)	146 Yungarra Drive~QUEDJINUP WA 6281	Lot 4 PLAN 15570	21/03/2017	500000	Peter Lloyd Robinson	Theo Mathews Architect	19
DA17/0194	Rural Enterprise (Cellar Door)	49 Wilyabrup Road~WILYABRUP WA 6280	Lot 10 DIAGRAM 76990	21/03/2017	1	William Roy Meiklejohn & Roberta Dorothy Meiklejohn	Elizabeth Christine Reed	18
DA17/0195	Ancillary Accommodation (Landscape Value Area)	119 Gunyulgup Valley Drive~YALLINGUP WA 6282	Lot 121 PLAN 47527	20/03/2017	100000	Janet Maria House	Daniel Prestipino Design	15
DA17/0198	Single House (Patio Addition with Reduced Setback)	49 High Street~WEST BUSSELTON WA 6280	Lot 7 DIAGRAM 15488	22/03/2017	6460	Gregory John Daniels & Margaret Phoebe Daniels	CPR Outdoor Centre	24
DA17/0200	Outbuilding (Reduced Setback)	5 Boiler Terrace~WEST BUSSELTON WA 6280	Lot 738 PLAN 402346	23/03/2017	7000	Lance Frederick Lucas & Samantha Patricia Kearney	Bunbury Sheds and Patios	16
DA17/0202	Outbuilding (Reduced Setback)	524 Puzey Road~WILYABRUP WA 6280	Lot 11 DIAGRAM 94772	23/03/2017	84804.5	Bryden Bell	Bryden Bell	13

DA17/0208	Single House (Reduced Rear Setback) and Overheight Outbuilding	3 Harnett Street~BROADWATER WA 6280	Lot 72 DIAGRAM 29769	27/03/2017	670000	Allan John Kelly	Anton Smith Blue Water Building Co (SW) Pty Ltd	6
DA17/0209	Extractive Industry (Gravel)	164 Price Road~CHAPMAN HILL WA 6280	Lot 2988 PLAN 203062	29/03/2017	1	William James Layng	Carbone Bros. Pty Ltd	8
DA17/0211	Single House (R-Code Application - Open Space, Outdoor Living Area and Reduced Rear Setback)	3 Seal Way~KEALY WA 6280	Lot 1405 PLAN 407112	28/03/2017	241597	Garry Scott Cumming & Nicola Cumming	BGC Residential Pty Ltd	5
DA17/0215	Grouped Dwelling and Outbuilding	7/13 King Street~WEST BUSSELTON WA 6280	Lot 7 SSPLN 68630	30/03/2017	653000	Maureen Jackson	Anton Smith Blue Water Building Co (SW) Pty Ltd	1
WAPC17/0011	Reconfiguration of Lots 3920 & 4090 Wildwood Road	469 Wildwood Road~CARBUNUP RIVER WA 6280	Lot 3920 PLAN 164964	24/03/2017	0	Craig Frederick Berryman	Tim Korovesi (Town Planning Consultant)	14
WAPC17/0012	3 x Rural Residential Lots (3.1 Ha - 4.5 Ha)	1380 Vasse-Yallingup Siding Road~YALLINGUP SIDING WA 6282	Lot 93 PLAN 62385	28/03/2017	0	Michael Hector Simpson	Naturaliste Land Surveys	10

Applications Determined Report										
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Decision	Clock Days	Estimat ed Cost	Primary Property Owners	Applicant Name
Development Applications										
DA16/0969	Outbuilding (Reduced Setback in Special Control Areas)	48 Wardanup Crescent~YALLINGUP WA 6282	Lot 161 PLAN 9022	30/03/2017	Approved	Approved	10	10000	Jacqueline Anne Muir	Space Light Order
DA17/0035	Single House	922 Geographe Bay Road~GEOGRAPHE WA 6280	Lot 11 PLAN 6309	23/03/2017	Approved	Approved	30	863636	Bradley William Fish & Tamara Jane Fish	Threadgold Architecture Pty Ltd
DA17/0036	Retrospective - Overheight Outbuilding with a Reduced Rear Setback	22 Breeden Street~WEST BUSSELTON WA 6280	Lot 109 DIAGRAM 53681	28/03/2017	Approved	Approved	63	11750	Darren James Marley	Darren James Marley
DA17/0044	Single House (reduced front setback and reflective building materials in Landscape Value Area)	11 Moondah Close~DUNSBOROUGH WA 6281	Lot 7 PLAN 19719	17/03/2017	Approved	Approved	15	295173	Andrew John Thompson & Shirley Faye Thompson	Plunkett Homes
DA17/0052	Outbuilding (Landscape Value Area)	299 Marrinup Drive~YALLINGUP WA 6282	Lot 133 PLAN 20174	27/03/2017	Approved	Approved	38	12000	Elizabeth Josephine Fawkes	Phil Fawkes
DA17/0053	Signage (The Blue Box)	91-93 Queen Street~BUSSELTON WA 6280	Lot 1 STPLN 18303	20/03/2017	Approved	Approved	30	10000	Francis William Rose & Evelyn Maisie Rose	Globe Signs
DA17/0056	Grouped Dwellings (Three)	11 Alpha Road~WEST BUSSELTON WA 6280	Lot 97 DIAGRAM 13236	17/03/2017	Approved	Approved	29	400000	James Herbert Fairbairn Pollitt & Carolyn McIntosh Pollitt	Carolyn McIntosh Pollitt, James Herbert Fairbairn Pollitt

DA17/0069	Single House (Additions in a Special Character Area)	196 Geographe Bay Road~QUINDALUP WA 6281	Lot 60 DIAGRAM 48401	17/03/2017	Approved	Approved	32	200000	Lorraine Veronica Eastman	D'Agostino and Luff Architects Pty Ltd
DA17/0082	Caravan and Camping Grounds (Demountable Office Building)	162 Caves Road~SIESTA PARK WA 6280	Lot 5303 PLAN 220583	24/03/2017	Approved	Approved	42	30000	Scripture Union of Western Australia	Scripture Union of Western Australia
DA17/0090	Modify Building Envelope to Accommodate Outbuilding (Landscape Value Area)	143 Sonning Loop~YALLINGUP WA 6282	Lot 65 PLAN 23569	16/03/2017	Approved	Approved	27	20000	Paul Raymond Sims & Erica Jane Sims	Busselton Sheds Plus
DA17/0091	Gable Patio and Shed	60 Switchback Parade~WEST BUSSELTON WA 6280	Lot 727 PLAN 402346	24/03/2017	Approved	Approved	31	11000	Jillian Anne Woodthorpe & Graeme David Woodthorpe	Cape Shades
DA17/0095	Single House (Reduced Front Setback)	7 Albatross Court~BROADWATER WA 6280	Lot 238 PLAN 52938	30/03/2017	Approved	Approved	18	260145	Daniel Jamie Loftus Mananui & Debbie Lynette Butterworth	Dale Alcock Homes South West Pty Ltd
DA17/0099	Entry Statement	44 Cherry Hills Circle~DUNSBOROUGH WA 6281	Lot 1 PLAN 404357	30/03/2017	Approved	Approved	38	5000	Adam Stephen Nicolas Levay & Judith Lillian Mitchell Levay	Adam Stephen Nicolas Levay, Judith Lillian Mitchell Levay
DA17/0104	Holiday Home (Single House) 8 People	19 Manson Street~WEST BUSSELTON WA 6280	Lot 40 PLAN 7937	20/03/2017	Approved	Approved	12	0	Genine Mary Unsworth	Genine Mary Unsworth
DA17/0105	Holiday Home (Single House) 12 People	88 Vidler Road~NATURALISTE WA 6281	Lot 1164 PLAN 81984	24/03/2017	Approved	Approved	29	0	Kelly Elizabeth Francis	Kelly Elizabeth Francis
DA17/0107	Holiday Home (Single House) 10 People	112 Hayes Road~QUINDALUP WA 6281	Lot 36 DIAGRAM 100227	27/03/2017	Approved	Approved	39	1	Graeme Matthew Dunn	Graeme Matthew Dunn

DA17/0108	Holiday Home (Grouped Dwelling) 6 people	2/82 Bay View Crescent~DUNSBOROUGH WA 6281	Lot 2 STPLN 35086	22/03/2017	Approved	Approved	28	0	Bluebell Capitals Pty Ltd	Private Properties
DA17/0109	Single House (Landscape Value Area)	51 Gibson Drive~DUNSBOROUGH WA 6281	Lot 103 PLAN 67874	24/03/2017	Approved	Approved	30	250000	Daniel Stephen Kirby & Loren Sonja Kirby	Daniel Stephen Kirby, Loren Sonja Kirby
DA17/0110	Single House (Carport Addition with Reduced Setback)	4 Merino Cove~BOVELL WA 6280	Lot 239 PLAN 38754	23/03/2017	Approved	Approved	35	7050	Graham Stewart Cleal & Yvonne Ruth Cleal	CPR Outdoor Centre
DA17/0111	Relocated Building Envelope to Accommodate an Outbuilding (Landscape Value Area)	19 Robert Donald Heights~YALLINGUP WA 6282	Lot 22 PLAN 41565	21/03/2017	Approved	Approved	30	7000	Rodney Francis West & Marilyn Lesley West	Rodney Francis West, Marilyn Lesley West
DA17/0112	Education Establishment (Storage Shed and Car Park Extension)	2 Hawker Approach~YALYALUP WA 6280	Lot 1 PLAN 35179	29/03/2017	Approved	Approved	21	150000	Anglican Schools Commission Incorporated	Georgiana Molloy Anglican School
DA17/0118	Holiday Home (Grouped Dwelling) 6 People	1/9 Bernier Retreat~GEOGRAPHE WA 6280	Lot 1 SSPLN 61740	24/03/2017	Approved	Approved	2	0	David Mark Vigors	David Mark Vigors
DA17/0119	R-Codes (Primary Street Fence)	41 Chieftain Crescent~DUNSBOROUGH WA 6281	Lot 90 PLAN 14244	16/03/2017	Approved	Approved	17	9800	Ivan Clifford Stone & Beverley Grace Stone	Beverley Grace Stone
DA17/0122	Single House (Boundary Wall and Reduced Rear Setback)	1 Cabarita Road~ABBEEY WA 6280	Lot 83 PLAN 9006	24/03/2017	Approved	Approved	22	427840	Janet Norma Gemignani & Eric Selso Gemignani	Plunkett Homes
DA17/0127	Holiday Home (Single House) 9 People	2/11 Earnshaw Road~WEST BUSSELTON WA 6280	Lot 2 SSPLN 20461	29/03/2017	Approved	Approved	29	0	Sharon Nicole Forbes & Justin James Lawrence Forbes	Sharon Nicole Forbes, Justin James Lawrence Forbes

DA17/0129	Single House (Vehicular Access)	71 New River Ramble~WEST BUSSELTON WA 6280	Lot 837 PLAN 408159	27/03/2017	Approved	Approved	17	270000	Antony John Page & Chelsea Rochelle Homer	Charchie Building Pty Ltd
DA17/0139	Holiday Home (Single House) - 8 People	82 Layman Road~WONNERUP WA 6280	Lot 21 DIAGRAM 30199	24/03/2017	Approved	Approved	6	1	Kushdev Singh	Kushdev Singh
DA17/0142	Holiday Home (Single House) 8 People	442 Geographe Bay Road~QUINDALUP WA 6281	Lot 58 PLAN 9047	30/03/2017	Approved	Approved	19	0	Lee James Widdicombe	Lee James Widdicombe
DA17/0145	Single House (Patio with Reduced Setback)	126 Hadfield Avenue~BROADWATER WA 6280	Lot 519 PLAN 48773	29/03/2017	Approved	Approved	14	7000	May Kathryn Smith & Stephen Smith	Cape Shades
DA17/0147	Boundary Wall (within a Special Character Area)	4 Gaia Close~EAGLE BAY WA 6281	Lot No:8 & 9	24/03/2017	Approved	Approved	23	10000	Tangram Pty Ltd	Tangram Pty Ltd
DA17/0149	Patio and Outbuilding Addition (Port Geographe Development Area)	7 Seahorse Crescent~GEOGRAPH E WA 6280	Lot 368 PLAN 21652	30/03/2017	Approved	Approved	2	18000	Gordon Peter Crouch & Leanne Bernadette Crouch	Cape Shades
DA17/0152	Outbuilding (Boundary walls to two boundaries)	3 Muirfield Road~DUNSBOROUGH WA 6281	Lot 1196 PLAN 402977	29/03/2017	Approved	Approved	27	11550	Daniel De Souza Ramos Cabral & Jenni Lee Hall	CR Design Solutions
DA17/0154	Single House (Landscape Value Area)	35 Butterworth Springs Avenue~DUNSBOROUGH WA 6281	Lot 205 PLAN 404248	20/03/2017	Approved	Approved	16	329000	Mark John Armstrong & Jane Marie Clively	Plunkett Homes (1903) Pty Ltd
DA17/0165	Single House (Patio Additions with Reduced Setback)	15 Songlark Mews~GEOGRAPH E WA 6280	Lot 345 PLAN 19930	30/03/2017	Approved	Approved	23	8900	Thomas Andrew Shanahan	CPR Outdoor Centre
DA17/0173	Holiday Home (Single House) 8 People	3 Heirisson Retreat~GEOGRAPH E WA 6280	Lot 66 PLAN 20377	21/03/2017	Approved	Approved	7	0	Susan Gay Thickbroom & Steve Harding	Susan Gay Thickbroom, Steve Harding



DA17/0202	Outbuilding (Reduced Setback)	524 Puzey Road~WILYABRUP WA 6280	Lot 11 DIAGRAM 94772	28/03/2017	Approved	Approved	13	84804	Bryden Bell	Bryden Bell
LDP16/0001	Vasse Light Industrial Area (Stage 2)	Napoleon Promenade~KEALY WA 6280	Lot 9545 PLAN 407112	22/03/2017	Complete	Complete	161	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Roberts Day Group - Town Planning and Design
LDP16/0001	Vasse Light Industrial Area (Stage 2)	Napoleon Promenade~KEALY WA 6280	Lot 9546 PLAN 408151	22/03/2017	Complete	Complete	161	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Roberts Day Group - Town Planning and Design
LDP16/0001	Vasse Light Industrial Area (Stage 2)	Napoleon Promenade~KEALY WA 6280	Lot 9546 PLAN 408151	22/03/2017	Complete	Complete	161	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Roberts Day Group - Town Planning and Design
WAPC16/0004	28 Built Strata Lots plus one Vacant Lot Strata	97 Smiths Beach Road~YALLINGUP WA 6282	Lot 1 PLAN 45279	28/03/2017	Approve	Approved	57	0	Richard Thomas Hadley	Harley Dykstra
WAPC16/0064	2 Lot Survey Strata	97 Reynolds Street~WEST BUSSELTON WA 6280	Lot 36 DIAGRAM 18423	24/03/2017	Approved	Approved	44	0	Michael John Francis & Terry Christine Francis	Michael John Francis
WAPC17/0007	2 Lot Subdivision	12 Bower Road~WEST BUSSELTON WA 6280	Lot 47 DIAGRAM 32619	30/03/2017	Support	WaitWAP C	49	0	Lindsay Alan Reynolds & Suzanne Lee Reynolds	Thompson Surveying Consultants

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

**As at 2 March 2017**

APPEAL (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION APPEAL IS AGAINST	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
<b>CITY OF BUSSELTON APPEALS</b>							
<b>Caves Caravan Park vs City of Busselton</b>	Lot 5037 No 23 Yallingup Beach Road, Yallingup	March 2016	Appeal against Section 34(4) of the Caravan Parks and Camping Grounds Act 1995 and Section 214(2) notice for illegal structures and camping	Moshe Philips / Tanya Gillett / Paul Needham	<ul style="list-style-type: none"> <li>• Directions hearing to commence proceedings and discuss way forward.</li> <li>• Mediation hearing on 29 April 2016. The City prepared a report to Council in line with the Orders from SAT for the reconsideration of S.34 of the Caravan and Camping Grounds Act 1995.</li> <li>• Directions hearing 10 August 2016 where the applicant under Section 34(4) was withdrawn;</li> <li>• 7 September the City filed a Statement of Issues, Facts and Contentions and Section 24 Bundle and on 3 October the City filed a response to the Issues, Facts and Contentions as submitted by the applicant;</li> <li>• Mediation took place on 2 November 2016, where the appeal was stayed in order to give the applicant time to progress with a development application</li> <li>• Development application lodged 6 February 2017;</li> <li>• Directions Hearing on 17 February 2017 was vacated in order for the City to determine the development application;</li> <li>• Directions Hearing on 31 March 2017 was vacated until 12 May 2017.</li> </ul>	<ul style="list-style-type: none"> <li>• Directions hearing on 12 May 2017.</li> </ul>	
<b>Realview Holdings v City of Busselton</b>	Lot 17 No 80 West Street, West Busselton	August 2016	Appeal against the refusal of a development application for a medical centre and shop.	Jo Wilson / Moshe Philips	<ul style="list-style-type: none"> <li>• Directions Hearing on 30 September 2016 where it was decided that a Compulsory conference will take place on 31 October 2016;</li> <li>• Hearing took place on 7 December 2016;</li> <li>• The member has three months to reach a decision.</li> <li>• The Tribunal has been granted a 28 day extension to 21 April, 2017 to provide a decision.</li> </ul>	<ul style="list-style-type: none"> <li>• Awaiting Final outcome.</li> </ul>	

APPEAL (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION APPEAL IS AGAINST	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
Safe Haven Health Pty Ltd v City of Busselton	48 Roy Road, Metricup	September 2016	Appeal against the refusal of a development application for private hospital.	Paul Needham / Moshe Philips	<ul style="list-style-type: none"> <li>• Directions Hearing on 11 November 2016 where it was agreed to adjourn until the land tenure issues have been resolved;</li> <li>• Directions Hearing deferred at the request of the applicant. New Hearing set for 27 January, 2017.</li> <li>• 27 January hearing also deferred at request of applicant, and new hearing set for 24 February 2017.</li> <li>• 24 February 2017 Hearing vacated.</li> <li>• Directions Hearing on 31 March 2017 to allow the auction to take place.</li> <li>• The appeal has been withdrawn</li> </ul>	• Withdrawn	
24DB Pty Ltd v City of Busselton	24 Dunn Bay Road, Dunsborough	March, 2017	Market	Paul Needham	<ul style="list-style-type: none"> <li>• Notice of Directions Hearing on 17 March, 2017 against City of Busselton decision to refuse application.</li> <li>• Mediation on 22 March 2017 where it was resolved that by 28 April 2017 the applicant must provide additional and amended information. The City is invited to reconsider its decision at its meeting on 14 June 2017;</li> <li>• Adjourned to directions hearing on 23 June 2017.</li> </ul>	Directions hearing 23 June 2017 pending reconsideration.	
<b>JOINT DEVELOPMENT ASSESSMENT PANEL APPEALS</b>							
DCSC vs Southern JDAP	Lot 108 No 57 Dunn Bay Road, Dunsborough	January 2016	Appeal against refusal of Development application for Service Station	State Solicitors Office / Anthony Rowe / Paul Needham	<ul style="list-style-type: none"> <li>• Parties circulated documents categorising the land use within 14 days.</li> <li>• Land use has been determined by SAT to be a convenience store;</li> <li>• Mediation took place on 5 October 2016, where JDAP requested amended plans to be submitted for a revised elevation to Dunn Bay Road and a revised traffic assessment.</li> <li>• Decision reconsidered by JDAP on 14 November 2016, where the application was refused.</li> <li>• Final hearings held on 1 and 2 February, 2017.</li> </ul>	• Awaiting Sat decision.	

APPEAL (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION APPEAL IS AGAINST	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
<b>WESTERN AUSTRALIAN PLANNING COMMISSION APPEALS</b>							
<b>Caves 1676 Pty Ltd v Western Australian Planning Commission and City of Busselton</b>	Lot 200 No 1676 Caves Road, Dunsborough	April 2016	Appeal against the refusal of a survey-strata subdivision	State Solicitors Office / Joanna Wilson / Moshe Philips	<ul style="list-style-type: none"> <li>• Mediation Hearing on 27 April 2016 the issue of whether the development approval which has expired had substantially commenced was discussed. The applicant submitted evidence that the works have substantially commenced and the City and SSO is to form a view if they agree.</li> <li>• Mediation on 7 June 2016, an agreement on substantial commencement could not be reached; the SSO and Tribunal have suggested that the City submit an intervention application to become a party to the proceedings.</li> <li>• Intervention application was submitted by the City.</li> <li>• Directions hearing on 29 July 2016 it was decided that by 23 September 2016 parties must file agreed statement of facts; 7 October 2016 the parties exchange written submissions and 21 October 2016 exchange written submission in response to the other parties' submission.</li> <li>• Hearing was set for 30 November, 2016 but is deferred at the request of the applicant to a date after 16 February, 2017. At the time of writing, SAT is expected to agree and set a new date;</li> <li>• Directions Hearing on 20 February, SAT resolved not to deal with issue and reverted it back to directions hearing to determine how best to deal with the appeal;</li> <li>• Directions hearing on 17 March 2017, the applicant has withdrawn from the proceedings.</li> </ul>	<ul style="list-style-type: none"> <li>• Withdrawn</li> </ul>	
<b>Rapsey v Western Australian Planning Commission</b>	Lot 7 Caves Road, Quedjinup		Appeal against conditions of subdivision	State Solicitors Office / Justin Biggar	<ul style="list-style-type: none"> <li>• Notice of Directions Hearing on 31 March, 2017 against conditions of a subdivision.</li> <li>• Mediation has been scheduled for 20 April 2017</li> </ul>	Mediation on 20 April 2017	



**Minutes**  
**Meeting held in the Library**  
**Cape Naturaliste College**  
**Monday 20 March 2017 at 5.00pm**  
**Vasse Recreation Facilities Working Group**

Name	Title
Ryan Forster	Vasse Cricket Club (arrived 5.45pm)
Thea Parkhurst	Vasse Junior Soccer Club
Simon Cann	Vasse Royals Junior Football Club
Dennis Scott	Vasse and Districts Community Centre Committee (left 6pm)
Neil McDonald	Vasse and Districts Community Centre Committee
Mark Gillett	Cape Naturaliste College (arrived 5.47pm)
Kate Reading	Vasse Primary School
Sam Hanson	Vass JV (Developer representative, Proxy)
Belinda Hopkins	Community Member
Cr Ross Paine	Councillor, City of Busselton
Oliver Darby	Director, Engineering and Works Services, City of Busselton (left 5.50pm)
Matt Riordan	Manager, Strategic Planning and Development, City of Busselton
Shawn Lombard	Facilities Coordinator, City of Busselton
Jeremy O'Neill	Community Development Coordinator, City of Busselton (Chairperson)
Maxine Palmer	Manager Community Services, City of Busselton (left 5.50pm)
Tanya Downie	Executive Support Officer, City of Busselton

**APOLOGIES**

Julie Rayney, Vasse Primary School Hockey Group  
Garry Stokes, Basketball / Netball  
Geoff Hanson, Vasse JV (Developer representative)  
Karl Clively, Projects and Technical Contracts Officer, City of Busselton

**1.0 Declaration of Opening**

Jeremy O'Neill declared the meeting open at 5.02pm.

**2.0 Attendance**

Attendance and apologies were noted.

**3.0 AGENDA (5.00pm – 7.00pm)**

**3.1 Update**

Vasse Bowling Club Update

The bowling green has been completed and is running smoothly. There was a problem with drainage, however that has been fixed and water is no longer pooling on the green.

**3.2 New Oval/Portable Ablutions (Shawn Lombard)**

The new portable ablutions will be located on the sand pad, next to the carpark to the west of the oval. The ablutions will be connected to the water and sewerage and will be able to be used within the next 3-4 weeks.

A meeting was held last week with Junior Soccer and Junior Football to discuss training requirements at the new Vasse Playing Fields. Most nights should be able to accommodate both groups, however there was one night which would be very tight with players from both codes. Should the congestion be too great, junior soccer have the option to use Barnard Park for training.

The City's Officers will survey the grounds and advise how many of the junior size pitches between PP and year 6 can fit on the oval for use on alternate weeks to junior football. It was noted, junior football will commence week one (1) being 29 April for their first home game of the season at the new Vasse Playing Fields.

### **3.3 CSRFF Application Result (Jeremy O'Neill)**

Jeremy advised the Group the City were unsuccessful in securing funding for the pavilion at the new playing fields.

### **3.4 Revised Strategy – Bringing forward development of the second oval at the Vasse Sporting Complex (Jeremy O'Neill/Oliver Darby)**

The Group were provided with a copy of a letter sent to Department of Sport and Recreation (DSR) requesting for the funding which had already been allocated for the change rooms, now be allocated to developing the second oval. DSR are considering the request.

Should DSR agree to reallocate the funding to develop the second oval, the oval will be completed by the end of the financial year. If DSR decline this request, the second oval will be developed within the 2017/2018 financial year.

### **3.5 New Proposal (Jeremy O'Neill/Matt Riordan)**

The Group were presented with concept of what a "Community Precinct" could look like at Newtown Oval. Three (3) options were presented to generate discussion by the Group. The Group indicated aspects of each concept design which they felt would benefit the community. After lengthy discussion, Jeremy informed electronic copies of the concept plans would be forwarded to each member of the Group to be shared with their individual groups for further discussion and idea generation.

It was noted, the ideas in the community precinct concepts are not currently funded and were designed to get feedback from the community of what they may like to see developed at Vasse in the future.

It is important for this Group to determine what is important and what the key needs are for the area, including what, if any, sporting training needs cannot be met by the new Sporting Precinct and school facilities.

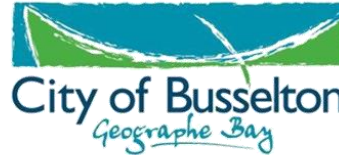
**ACTION:** Concept plans to be discussed with individual groups and provide feedback via email to Tanya prior to the next meeting.

### **4.0 Next Meeting**

Meeting closed at: 6.32pm

Next Meeting	Vasse Recreational Facilities Working Group
Time:	5.30pm
Date:	15 May 2017
Venue:	Library, Cape Naturaliste College (TBC)

Jeremy O'Neill  
Chairperson  
COMMUNITY DEVELOPMENT COORDINATOR  
CITY OF BUSSELTON



**Meelup Regional Park Management Committee**  
CO Locked Bag 1 · Busselton · Western Australia · 6280  
Email: [Kay.Lehman@busselton.wa.gov.au](mailto:Kay.Lehman@busselton.wa.gov.au)  
Web: [www.meeluppark.com](http://www.meeluppark.com)

## Informal Meeting- Notes

**DATE:** Monday 27 March 2017, 10am  
**VENUE:** Dunsborough District Country Club

### 1. ATTENDANCE AND APOLOGIES

**Attendance:**

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

**Officers:** Mr Greg Simpson (Coordinator, Environmental Services) and Ms Kay Lehman (Meelup Environment Officer- EO), Mr Paul Needham (Director, Planning and Development Services), Mr Cliff Frewing (Director of Finance and Corporate Services), Mr Shawn Lombard (Buildings Facilities Coordinator), Mr Justin Smith (Design and Survey Coordinator) and Ms Kate Dudley, (Administration Officer, Governance).

**Apologies:** Mr Damien Jones and Ms Arlene Maidment

### 2. FINANCIAL SUMMARY - Attachment A

**Proposed Direction:**

1. That the Committee notes the March 2017 Financial Summary (**Attachment A**).

### 3. MEELUP VOLUNTEER UPDATE

The Acting Volunteer Coordinator, Mr Peter Randerson presented a summary of volunteer activities over the last four weeks as detailed below:

- A steady month with a total of 35 man-hours of volunteer involvement.
- With the change of season and the request of several volunteers the starting time on site was changed to 9.00am.

A range of activities were undertaken over the past 4 weeks which included:

- Painting of the timber sign frames at Meelup Beach, Eagle Bay, Point Piquet and Castle Rock beach. Further painting of sign posts is still to be undertaken at Dunsborough trail head, opposite Endicott Loop and Bunkers Bay. Painting of the wooden bridge and seat/platform at the junction of the Lookout Trail and Meelup Brook was deferred due to inclement weather and is still to be undertaken.
- Volunteer Registration Forms have been completed for those that have participated in volunteer activities.
- On the 7<sup>th</sup> March Richard Clark from the Geographe Community Landcare Nursery facilitated the collection of native seeds at the Wildlife Corridor. This provided a great opportunity for volunteers to learn how to collect seed from various species and improve native plant identification skills.
- As a follow up a visit to the nursery was undertaken on Wednesday 22<sup>nd</sup> March to see how the seeds are sorted and propagated.
- Clearing of stink weeds from the northern section of plantings in the Wildlife Corridor.

**Proposed Direction:**

1. Information for the Committee to note.

**4. ACTION SUMMARY PROGRESS UPDATE**

The Action Summary table was discussed. The action summary is appended as **Attachment B**.

**5. REPORTS**

**5.1 Governance Training**

The Director of Finance and Corporate Services, Mr Cliff Frewing, presented the Governance and Management arrangements that are applicable to the Committees function and to committee members.

**Proposed Direction:**

1. Information for the Committee to note.

**5.2 Point Piquet Toilet Facility**

The City's Building Facilities Coordinator, Mr Shawn Lombard, presented a draft design of the Point Piquet toilet facility for review by the Committee.

**Proposed Direction:**

1. Information for the Committee to note.
2. The Building Facilities Coordinator will investigate the suggested design modifications from the Committee including lowering the building 200-300mm (if possible with the soil /rock conditions) to reduce visibility, vertical installation of colorbond wall cladding sheets on the inside walls to reduce cleaning and include install steel mesh under the polycarbonate roof sheet for safety.



3. There was in-principle agreement on the design presented with the dark grey (Jasper) colour palette preferred.

### 5.3 Point Piquet Carpark

The Design and Survey Coordinator, Mr Justin Smith presented the proposed car parking design.

#### Proposed Direction:

1. Information for the Committee to note.
2. Meelup Regional Park Management Committee members to meet Engineering staff onsite when the site design has been pegged.
3. The City to install pedestrian crossing signage along Meelup Eagle Bay Road.
4. Meelup volunteers will salvage recently planted seedlings and tree guards in any areas proposed to be cleared for the realignment of the carpark.
5. EO to arrange standard trailer markers through the completed carpark with direction and distance information for walkers.
6. EO to notify FAWNA regarding the proposed minor vegetation clearing and arrange a fauna spotter to be onsite during clearing operations.

### 5.4 Dieback Interpretation Report

A Dieback Interpretation Report has been completed by Dieback Treatment Services. This report reviews the demarcation of disease boundaries and assess all vectors for the physical presence of *Phytophthora* species in accordance with DPaW standard methods and operating procedures. In addition, Phytophthora treatment, utilising the environmentally safe chemical Phosphite applied via stem injection and folia application, has been applied during this management cycle.

The presence of Phytophthora and its distribution was surveyed and mapped, with a total lineal distance of active Phytophthora disease edge of approximately 18,500 metres. All obvious disease vectors such as tracks and creeks were scrutinised for disease expression with most infestations associated with low lying moisture gaining sites. Three small disease extension areas were recorded.

Recommendations on Phytophthora management have previously been provided by Dieback Treatment Services in October 2016 in the document *Management Recommendations for activities around the Meelup Regional Park*. Two additional recommendations have been made based on observations during the dieback interpretation. They include the following:

- Re-blaze or use another form of permanent demarcation along all flag tape marked boundaries that were identified during this mapping cycle. This action is required due to the poor condition of the existing blaze indicators of the dieback boundary. The blazed indicators of the car rally track infestation that were applied directly to the bark of trees instead of onto a fresh wound were found to be in good condition therefore, this method of paint application may prove to be suitable throughout the park; and
- Continue to monitor all open walk tracks that pass through un-infested vegetation for fresh disease expression preferably on an annual basis. This action is required in order to identify

fresh infestations before they become entrenched and guide the application of phosphite to reduce impact.

Refer to **Attachment C** – Dieback Interpretation Report.

**Proposed Direction:**

1. Information for the Committee to note.
2. EO to investigate installing the dieback mapping on the City IntraMap system.
3. EO to check with the Dieback consultant regarding the blazing of trees along the dieback boundary.
4. Replace the flagging tape along the dieback boundary with some permanent marker tags.

**5.5 Summary of Trail Maintenance Works 2017**

The following limestone sheeting track maintenance and dieback management works are underway in the Park:

- A 40m section of trail at Rocky Point on an eroded slope;
- A 600m section of trail between Eagle Bay and Point Piquet;
- A 150 m section of trail between Curtis Bay and Hurford Road;
- A 50 metres section of trail west of the Point Piquet carpark;
- A 600m section of Sheen Road from Meelup Brook to the water tank;
- A limestone pad installed at the fire hydrant on Sheen Road;
- A 1500 metre section of the Car Rally trail;
- Phosphite treatment of dieback buffer areas;
- Dieback boundary mapping; and
- 7 dieback hygiene stations, signage and markers to be installed in the next month.
- Bike trail signage to be installed.

**Proposed Direction:**

1. Information for the Committee to note.

**5.6 Feral animal program- update**

Cat control will be undertaken in the Park in early April and the second round of the 1080 baiting for foxes and rabbits is scheduled for 27<sup>th</sup> April - 2<sup>nd</sup> June 2017.

**Proposed Direction:**

1. Information for the Committee to note.

#### **5.7 Friends of Meelup Regional Park**

A working group was established to progress the Council's decision to form a Friends of Meelup Regional Park Incorporated' group to work in partnership with the Committee to encourage, coordinate and facilitate volunteer involvement in the management and promotion of the Park. A summary of the working group's previous discussions will be presented to the Committee including:

- Establishment of the Friends of Meelup Regional Park and incorporation.
- Transition from informal volunteer to incorporated friends group.

##### **Proposed Direction:**

1. The City to advertise the formation of a Friends of Meelup Regional Park (Incorporated) and seek expressions of interest from the existing Meelup Regional Park volunteer contacts, the Residents of Eagle Bay Association, Dunsborough Progress Association and the wider community.
2. The City to arrange an information evening on the formation of a Friends of Meelup Regional Park Inc. at the Dunsborough Hall.
3. A proposed date for the information evening will be sent out to the Meelup Regional Park Management Committee members.

#### **5.8 Annual Cockatoo Count**

Meelup Regional park volunteers have registered with BirdLife Australia to be involved in the annual cockatoo count in the Park on 9<sup>th</sup> April. The Great Cocky Count is a long-term citizen science survey and the biggest single survey for black-cockatoos in Western Australia. On one night in autumn, volunteers monitor known roost sites and count black-cockatoos as they come in to their evening roosts at approximately 5.30-6.30pm. Records submitted from across the southwest provide a snapshot of black-cockatoo populations, and over time this has helped to quantify the changes in black-cockatoo numbers.

##### **Proposed Direction:**

1. Information for the Committee to note.

#### **5.9 Meelup Regional Park Website**

A review of the Meelup Regional Park website is underway and feedback is sought from the Committee on the design, branding, review of current information and new content for the site.

##### **Proposed Direction:**

1. Information for the Committee to note.
2. EO to email suggested changes to the content of the website to the Committee.
3. An update of the website review will be on the May 2017 Agenda for discussion.

#### **5.10 Litter Control Contractor**

The litter contractor's report for the last month consists of the following:

- A total of 16 bags of rubbish were collected from carparks and beaches along the coastal track.
- Rubbish consisting of domestic rubbish- cigarette butts, bottles, cans, plastic bags, food wrappers and toilet paper. Of note was two temporary dog signs were removed from carparks near Eagle Bay and two shotguns shells were recorded on the road near Point Piquet.
- A review of the litter control contractor is scheduled for discussion at the 24 April 2017 Meelup Regional Park Management Committee meeting.

##### **Proposed Direction:**

1. Information for the Committee to note.

#### **5.11 Future Research Project Meeting**

Following on from the Future Research Project subcommittee's meeting on 1<sup>st</sup> February 2017, Committee member Tony Smurthwaite has developed a field sheet to assist in the reporting of trail and vehicle track erosion in the Park.

Refer to **Attachment D-** Meelup Regional Park- Field Sheet for Erosion Audit Project

##### **Proposed Direction:**

1. Information for the Committee to note.
2. Committee members, Mr Tony Smurthwaite and Mr Albert Haak to meet and discuss the practical application of the soil erosion project including recording trail maintenance and dieback management.
3. Assess the Car Rally trail to identify drainage management works to contain the spread of dieback.
4. EO to send Photo Môn tool information to the committee to use as a monitoring tool.

#### **5.12 Point Piquet Whale Platform Signage**

The City is currently drafting interpretive signage on whales for the Point Piquet Whale Platform. The City is requesting feedback from the Committee on the signage.

Refer to **Attachments E-Draft content, Attachment F-DEC whale watching, Attachment G- Whale protection signage and Attachment H- Background Research.**

##### **Proposed Direction:**

1. Information for the Committee to note.
2. EO to finalise the draft signage and present to the Committee.

**5.13 Resignation of Committee Member**

Committee member Lisa Archer has given notice of her resignation from the MRPMC due to study commitments.

**Proposed Direction:**

1. Information for the Committee to note.

**5.14 Late Item**

Cancellation of the April 24 Meelup Regional Park Management Committee meeting as many of the committee members will be unable to attend.

**6.0 Meeting Closure**

The meeting was closed at 1pm.

**7.0 NEXT MEETING-** 29 May 2017 at 10am - Dunsborough District Country Club.

**ATTACHMENT B - ACTION TABLE (March 27, 2017 Meeting )**

Subject	Action	Date of Committee Decision	Progress	Completed
Point Piquet Whale Platform Signage	EO to finalise the draft signage and present to the Committee.	27/03/2017		
Meelup Regional Park Website	1. EO to email suggested changes to the content of the website to the Committee. 2. An update of the website review will be on the May 2017 Agenda for discussion.	27/03/2017		
Friends of Meelup Regional Park	1.The City to advertise the formation of a Friends of Meelup Regional Park (Incorporated) and seek expressions of interest from the existing Meelup Regional Park volunteer contacts, the Residents of Eagle Bay Association, Dunsborough Progress Association and the wider community. 2. The City to arrange an information evening on the formation of a Friends of Meelup Regional Park Inc. at the Dunsborough Hall. 3. A proposed date for the information evening will be sent out to the Meelup Regional Park Management Committee members.	27/03/2017		
Dieback Interpretation Report	1. EO to investigate installing the dieback mapping on the City IntraMap system. 2. EO to check with the Dieback consultant regarding the blazing of trees along the dieback boundary. 3. Replace the flagging tape along the dieback boundary with some permanent marker tags.	27/03/2017		
Point Piquet carpark upgrade	1. Meelup Regional Park Management Committee members to meet Engineering staff onsite when the site design has been pegged. 2. The City to install pedestrian crossing signage along Meelup Eagle Bay Road. 3. Meelup volunteers will salvage recently planted seedlings and tree guards in any areas proposed to be cleared for the realignment of the carpark. 4. EO to arrange standard trailer markers through the completed carpark with direction and distance information for walkers. 5. EO to notify FAWNA regarding the proposed minor vegetation clearing and arrange a fauna spotter to be onsite during clearing operations.	27/03/2017		
Point Piquet Toilet Facility	1. The Building Facilities Coordinator will investigate the suggested design modifications from the Committee including lowering the building 200-300mm (if possible with the soil /rock conditions) to reduce visibility, vertical installation of colorbond wall cladding sheets on the inside walls to reduce cleaning and include install steel mesh under the polycarbonate roof sheet for safety. 2. There was in-principle agreement on the design presented with the dark grey (Jasper) colour palette preferred.	27/03/2017		

Future Research Project Meeting	1. Committee members, Mr Tony Smuthwaite and Mr Albert Haak to meet and discuss the practical application of the soil erosion project including recording trail maintenance and dieback management. 2. Assess the Car Rally trail to identify drainage management works to contain the spread of dieback. 3. EO to send Photo Môn tool information to the committee to use as a monitoring tool.	27/03/2017		
Future Research Project Meeting	1. Committee members to advise the EO of any observed or reported soil erosion along the Park's tracks and firebreaks for inclusion on the Meelup Regional Park maintenance schedule. 2. EO to present at the March Committee meeting a summary of the 2017 track maintenance and the proposed locations of the dieback hygiene stations.	27/02/2017	1. An update including a field sheet is on March Agenda. 2. Track maintenance details for 2017 on March Agenda.	DONE
Equipment Storage Shed	The Committee supported investigation of a proposed shed location adjacent to the Dunsborough Men's Shed located on Dunsborough Lakes Drive.	27/02/2017	City staff progressing shed location at the Dunsborough Lakes Drive site.	DONE
Litter Control Contractor	Review of litter control contractor to be included for discussion on the April 2017 committee's Informal Meeting agenda.	27/02/2017	Scheduled for April meeting to discuss.	DONE
Feral Animal Monitoring and Control	EO to investigate Commonwealth Feral Cat Funding and liaise with GeoCatch and Department of Parks and Wildlife (DPaW) on any potential feral animal funding programs in the region.	27/02/2017	EO contacted DPaW who had the following comments: did not know of any specific funding opportunities for feral animal control. Regional Biosecurity Groups and Declared Pest Rate could potentially be a source of funding for feral animal control if a regional biosecurity group gets off the ground. EO contacted the Commonwealth Government- The Minister for the Environment and Energy is expected to announce in April a grant round to encourage the community to trap and humanely euthanise feral cats. Each feral cat kills up to 1,000 native animals a year ranging from crickets, lizard and small mammals. An officer from the Department indicated that cat control in areas with identified native target species (in the Threatened Species Strategy) would be more likely to succeed. In Meelup Regional Park and the SW Region this includes Western ringtail Possums, Hooded plover and Red-tailed Black cockatoo.	DONE
Curtis Bay	1. That enforcement signage on overnight camping and campfires be installed at Curtis Bay. 2. Arrange for the pest control operator to bait in the area adjacent to Curtis Bay.	30/01/2017	1. The pest control contractor has been notified of the sightings and to include in the program- refer to feral control update on March Agenda. 2. Sign drafted.	
Boxing Day Report Gannet Rock toilet	Investigate the instalment of temporary toilets at the Gannet Rock carpark.	30/01/2017, 23/03/17	Information from City staff indicate that a temporary toilet would cost in the range of \$6-\$7,000 per year to hire including maintenance and cleaning. Needs further discussion with Committee members and City. 23/3/17- The Committee want to go ahead with installing a temporary toilet at Gannet Rock.	
Dieback Inspections	28/11/16- EO to contact the Water Corporation re access to the tank facility, limestone sheeting contribution.	31/11/16	The City is liaising with Water Corporation- Busselton, Alec Ovans and the City has requested the following: 1. Water Corporation staff to access the water tank via Sheen Road and the western firebreak and not use the access through the wildlife corridor from Eagle Bay Road to improve dieback management. 2. Urgent replacement or removal of the water tank on the western firebreak. Email advice 20 March 17 from Water Corporation states: Tank inspected and has been confirmed as weeping, but structurally sound. The tank is scheduled for replacement in 2019 and WC Asset Management team to look at whether we should be installing a booster system instead of a tank based on these issues regarding the potential for spreading die back. 3. EO to arrange an onsite meeting with WC to discuss the above issues. 4. Dieback management advice for contractors accessing Meelup Regional Park was given to the Water Corporation.	DONE

Proposed Projects- Castle Rock Improvements	28/11/16- EO to progress this project with the Manager, Environmental Services to scope the project and arrange a contractor to undertake the work. Works to include piping gas under the road, fill in the drain and installation of table setting.	27/09/2016	Drain upgrade and installation of gas line relocation to be coordinated in-house.	
Meelup Beach- Trees	EO to prepare a scope of works for a tree condition audit, landscape and vegetation plan for Meelup Beach and investigate the available of grant funding to undertake the project. 23 August 2016- EO to check the Meelup Master Plan for landscape design works- DONE 27 Sept 2016-Find the information on the Meelup files with the audit of trees previously undertaken. Shirley Fisher has a copy of the files and will give to EO- DONE 27 Sept 2016-To form a subcommittee for the project consisting of Shirley Fisher, Bob Jarvis, Peter Randerson and Tony Smurthwaite. EO to arrange an aerial photo of the site for the meeting. For the subcommittee to meet at Meelup beach on 17th October at 3pm Meeting held-DONE	24/05/2016	This project has been included in the 2016/17 Work Plan. Meeting held with subcommittee members on 17th October 2016. Seedlings have been ordered for next year plantings. Quotes have been received and the Tree audit work and treatment plan has been awarded to Total Horticulture Services. Waiting on the report.	DONE
Sign audit	That a sign audit be undertaken to identify the types and location of signage throughout the Park.	19/01/2016	The coastal signage audit in progress- see details in the September 2016 Agenda. Ongoing consultation with the Committee. EO has given Bob Jarvis the 30 corflute dog signs for the volunteers to distribute along trails and beaches in the Park.	
<b>Training and Events</b>				
Training Needs for the Meelup Regional Park Committee members	Environmental training opportunities, workshop, events. EO to arrange speakers on relevant topics e.g. experts from DPaW.	22/12/2015	Training/ 1. Dieback GreenCard training for 15 community members-scheduled for 3 April 2017. RSVP to Kay	Engagement opportunities: Ongoing training as available
<b>Long-term projects</b>				
Eagle Bay-Rocky Point Trail Upgrade	EO to investigate Eagle Bay to Rocky Point trail and Meelup Regional Park boundary alignments to identify the section of trail that is currently traversing through private property.	27/09/2016	Have received GIS mapping details of areas of private land to start to progress this project. 28/11/16- Two trail signs are required along this section as well as limestone sheeting of an approximate 30 metre section of trail which is eroding. Trail signs installed with help from Green Army. There are a few more signs to be installed. Limestone sheeting will be included in the scope of works for trail maintenance. Require feedback from the Committee on the priority of this project to re-align the trails within the Park. 30/1/17- EO to investigate old reports.	





**Hon Sue Ellery MLC  
Minister for Education and Training  
Leader of the Legislative Council**

Our Ref: 61-00174

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

City of Busselton	Application No	Receipt No	City of Busselton
	CIO ID		
	07 APR 2017		
	Property ID	Doc ID	

Dear Mr Archer and Mr Henley

Thank you for your letter of 23 March 2017, offering congratulations on my appointment as Minister for Education and Training, and bringing to my attention the City's role in leadership of the *Capes Regions Higher Education Taskforce*.

I am pleased the City of Busselton is taking a leadership role in addressing local issues that can bring improvement to higher education and training opportunities in the region. I am particularly interested to learn what initiatives have been implemented and ongoing plans for the Taskforce.

At present my diary schedule precludes a trip to Busselton, however, I look forward to visiting Busselton and meeting with you when the opportunity arises in the future.

Yours sincerely

SUE ELLERY MLC  
MINISTER FOR EDUCATION AND TRAINING

4 APR 2017

**Kate Dudley**

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**From:** Kate Dudley  
**Sent:** Thursday, 13 April 2017 11:28 AM  
**To:** Kate Dudley  
**Subject:** FW: Our Ref 67-00205 - City of Busselton

**From:** Grose, Mariko [<mailto:Mariko.Grose@dpc.wa.gov.au>]  
**Sent:** Friday, 7 April 2017 5:08 PM  
**To:** Mike Archer  
**Subject:** Our Ref 67-00205 - City of Busselton

Good afternoon Mike

On behalf of the Hon. John Quigley MLA, Attorney General, I would like to thank the Mayor for the letter dated 23 March 2017.

The Attorney General appreciates your well wishes, and we will be keeping your information on file for when the Attorney is next in the area.

Kind regards

**Mariko Grose**  
**Appointments Secretary | Office of the Attorney General**  
**A:** 10<sup>th</sup> floor, London House, 216 St Georges Terrace, PERTH WA 6000  
**P:** (08) 6552 5745 **E:** [mariko.grose@dpc.wa.gov.au](mailto:mariko.grose@dpc.wa.gov.au)



Government of Western Australia  
Department of the Premier and Cabinet

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### **An Open Letter to all WALGA Members**

*The following is an open letter to all Members of WALGA.*

*In recent months, some Members have raised questions regarding the provision of insurance and risk mitigation services by Local Government Insurance Services (LGIS). LGIS was established in 1995 when the Association launched a self-insurance Scheme for Local Governments and contracted Jardine Lloyd Thompson Pty Ltd (JLT) as Scheme managers. The Scheme was set up as a "Members' mutual" at a time when the sector was unable to access cost effective cover. Valid questions from members have arisen as a result of seemingly attractive offers by competing insurance cover providers attempting to enter the local government market and we are pleased to provide the following clarification.*

#### **How do I deal with promises of significant premium savings being talked about by other providers?**

The LGIS model and vision harnesses the collective buying power of all WA Local Governments.

The global insurance market currently has an oversupply of capacity combined with soft market conditions fuelling greater competition amongst insurers. In the last 18 months insurance brokers and purchasing aggregators have aggressively been contacting local government members promising, lower premium opportunities.

The LGIS self-insurance model has demonstrated ongoing stability of cost at a competitive level over the long-term, with low deductibles and capital reserves which insulate LGIS members against any sudden or dramatic withdrawal in the insurance or reinsurance market. This provides local government with certainty about having the right cover at fair and sustainable costs. LGIS offer a sustainable solution; not a short lived opportunity for discounts off commercial insurance premiums while market conditions are 'soft'.

In the process of making an evaluation, we encourage you to ensure you are not risking the financial position of your local government, making sure the alternatives are 'like for like' in regards to:

- Policy coverage
- Deductibles and retained risk
- A local claims management team with local government expertise
- The full package of benefits of being part of the LGIS Scheme not just upfront costs of coverage.

LGIS continues to improve upon the Scheme benefits with market-leading cover, policy limits and risk management support services.

LGIS Scheme members receive a dividend at year-end as a result of good claims management and risk mitigation. Put simply, if cover applied is found to be not required as a consequence of low claims, the members receive the balance of funds. Such redistribution of contributions is not provided by the commercial insurance market, who instead distribute profits to shareholders.

The positive claims experience of the sector over successive years, will likely see reductions in Scheme contributions in most classes of insurance this year.

**What checks and balances are undertaken to assure the Scheme has the best governance and management systems for the benefit of members?**

LGIS strives to maintain the highest standards of governance and operational management for the benefit of members.

The LGIS Scheme is governed by a Board of nine Directors, including; four from member local governments, the President and CEO of WALGA and three independent members who are selected on the basis of a particular expert skill or specialty. The Board, which is a sub-committee of the WALGA State Council provides overall strategic direction for LGIS and takes governance responsibility for achieving the objectives and interests of the Scheme and its members. In the interest of ensuring a continual supply of new talent to the Board, the maximum number of consecutive terms that a director may serve is 3 terms, except where an appointment is made part-way through a retired Director's term or where the WALGA State Council resolves otherwise.

In addition, LGIS has an established rigorous, regular internal and external audit processes, reviews of the Scheme and Scheme Manager (JLT) performance against key performance indicators, strategic and operational plans, corporate governance systems and member survey findings.

WALGA, the Scheme trustee, periodically commissions independent reviews of the Scheme and its business model. Such reviews enquire into the performance of the Scheme against its objectives and purposes, the corporate governance systems, the role and performance of the Scheme manager, and explore alternatives to existing arrangements. The next such review will take place in the following months with work due to be completed by the end of June 2017.

**What has been the experience in other states - have local governments been leaving self-insurance schemes like LGIS to save on costs and what has been the impact?**

95% of local governments across Australia remain in self-insurance schemes like LGIS that are owned by participating members. Historically, the commercial insurance market has not viewed the local government sector favourably, given the complex nature of its operations and obligations. Until the creation of the LGIS self-insurance model, this repeatedly resulted in premium and coverage instability.

A small number of Councils in some states, (*two in NSW and five in Victoria*), have left Association based schemes to pursue commercial insurance. In one case in Victoria, a council then found it necessary to return to the Scheme to get the cover it needed. Recently in Queensland, the majority of local governments have joined a newly-created scheme to obtain the cover they need for local government property risks.

**Why is risk management an important element of the self-insurance approach?**

Risk management is the cornerstone of the ongoing success of the self-insurance model. The provision of a broad range of complimentary risk management programs and services focuses on key identifiable insurable risks for WA Local government. In addition, LGIS also offers fee for service risk management services which provides a "deeper dive" opportunity for members where required.

This offering is what sets LGIS apart from commercial insurance. These are not treated as optional expenses for members; they are instead an essential investment in ensuring stable and competitive insurance costs for all Scheme members over the long-term. Furthermore, the risk management support LGIS provides is critical in assisting to secure the best possible re-insurance terms.

Without risk mitigation, insurance will cost more.

*If you have further questions, I am very happy to make arrangements to meet with you and bring one of the LGIS experts with me to discuss this in further detail. I can be contacted on my mobile 0419 913 684, my direct line 9213 2025 and my email [rburges@walga.asn.au](mailto:rburges@walga.asn.au).*



**Ricky Burges**  
**Chief Executive Officer**

**16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**17. CONFIDENTIAL REPORTS**

Nil

**18. QUESTIONS FROM MEMBERS**

**19. PUBLIC QUESTION TIME**

**20. NEXT MEETING DATE**

Wednesday, 10 May 2017

**21. CLOSURE**