

Council Agenda

9 August 2017

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 9 AUGUST 2017

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday, 9 August 2017, commencing at 5.30pm.

Your attendance is respectfully requested.

AC

MIKE ARCHER

CHIEF EXECUTIVE OFFICER

27 July 2017

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 9 AUGUST 2017

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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

2. ATTENDANCE

Apologies

Approved Leave of Absence

3. PRAYER

The Prayer will be delivered by Pastor Craig Rodger of Dunsborough Church of Christ.

4. PUBLIC QUESTION TIME

Response to Previous Questions Taken on Notice

Public Question Time

5. ANNOUNCEMENTS WITHOUT DISCUSSION

Announcements by the Presiding Member

Announcements by other Members at the invitation of the Presiding Member

6. APPLICATION FOR LEAVE OF ABSENCE

7. PETITIONS AND PRESENTATIONS

8. <u>DISCLOSURE OF INTERESTS</u>

9. CONFIRMATION AND RECEIPT OF MINUTES

Previous Council Meetings

9.1 Minutes of the Council Meeting held 26 July 2017

RECOMMENDATION

That the Minutes of the Council Meeting held 26 July 2017 be confirmed as a true and correct record.

Committee Meetings

9.2 <u>Minutes of the Finance Committee Meeting held on 20 July 2017</u>

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held on 20 July 2017 be confirmed as a true and correct record.

9.3 Minutes of the Policy and Legislation Committee Meeting held on 20 July 2017

RECOMMENDATION

That the Minutes of the Policy and Legislation Committee Meeting held on 20 July 2017 be confirmed as a true and correct record.

10. REPORTS OF COMMITTEE

10.1 Finance Committee - 20/07/2017 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31

MAY 2017

SUBJECT INDEX: Budget Planning and Reporting

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

and transparent.

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

REPORTING OFFICER: Manager Financial Services - Kim Dolzadelli

AUTHORISING OFFICER: Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Statement of Financial Activity as at 31 May 2017 U

Attachment B Investments Report as at 31 May 2017.

This item was considered by the Finance Committee at its meeting on 20 July 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 31 May 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

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

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

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

CONSULTATION

Not applicable

OFFICER COMMENT

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

Statement of Financial Activity

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

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

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

COMMENTS ON FINANCIAL ACTIVITY TO 31 May 2017

Operating Activity

Operating Revenue

As at 31 May 2017, there is a variance of -0.06% (-\$43K) in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	2016/2017 Amended Budget	2016/2017 Amended Budget YTD	2016/2017 Actual	2016/17 YTD Bud (A) Variance \$	2016/17 YTD Bud (A) Variance %
Operating Grants, Subsidies and					
Contributions	5,171,217	4,130,973	4,936,893	805,920	19.51%
Interest Earnings	2,542,850	2,368,230	3,100,012	731,782	30.90%
Non-Operating Grants, Subsidies and					
Contributions	45,891,102	9,647,216	7,946,713	(1,700,503)	-17.63%
Profit on Asset Disposals	30,167	30,167	19,793	(10,374)	-34.39%

Operating Grants Subsidies and Contributions (+\$805)

- Busselton Jetty +\$417k. This is attributable to a budget timing difference associated with contributions received from BJECA for Busselton Jetty License fee.
- Human resources and payroll section +\$114k. This variance is mainly attributable to insurance recovered \$94k (which is partly offset by additional expenditure of \$64k).
- Meelup Regional Park +\$41k, attributable to a budget timing difference.
- Fire Prevention DFES +44k, attributable to a budget timing difference.
- Financial Services +\$31k, this is represented by +\$21k in LGIS dividend payment and +\$10k in insurance claims revenue.
- Operations Services Works +\$34k, this attributable to reimbursement of Workers Compensation payments.
- Miscellaneous Bridge Maintenance +\$22k, attributable to a budget timing difference.
- Airport Operations -\$41k, attributable to a budget timing difference.
- Occupation Health and Safety -\$14k, this is offset with nil expenditure.

Interest Earnings (+\$732K)

- Interest on municipal funds -\$70k.
- Interest on reserve funds +\$226k.
- Interest on restricted funds +\$491k.
- Late payment and instalment plan interest on rates +\$62k.

Non-Operating Grants, Subsidies and Contributions (-\$1,700K)

- Contributions received +\$456k. Contributions have no effect on the net current position as they are transferred to restricted cash and are utilised in the future for the purpose when received;
- Grants for Bushfire Brigades +\$661k, Dunsborough +\$111k and Sussex +\$551k this is offset with the addition of Donated Assets;
- Foreshore East-Youth Precinct Community Youth Building/SLSC -\$2,566k, please note that \$1,522k has been recognised in the month of June 2017;
- Main Roads Direct Grants 2/3 Funded -\$674k, please note that +\$319k has been recognised in the month of June 2017;
- Roads to Recovery Funding +\$130k this in line with current expenditure levels on these projects namely Kaloorup Road;
- Bridges -\$183k Layman Road Bridge
- Footpath Busselton Bypass Fairway to Kangaroo Gully -\$111k this in line with current expenditure levels on the project;
- Busselton Foreshore Stage 3: Toddler's Playground -\$140k this in line with current expenditure levels on the project;
- Airport development grant received +\$725k. Timing difference associated with the receipt of Federal funding for the development of the airport.

Operating Expenditure

As at 31 May 2017, there is a variance of +3.52% (+\$2,069K) in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	2016/2017 Amended Budget	2016/2017 Amended Budget YTD	2016/2017 Actual	2016/17 YTD Bud (A) Variance \$	2016/17 YTD Bud (A) Variance %
Materials & Contracts	(15,780,869)	(13,884,690)	(11,953,891)	1,930,799	13.91%
Other Expenditure	(3,099,864)	(2,641,034)	(2,214,609)	426,425	16.15%

Materials and Contracts (+\$1,931)

- By directorate, materials and contracts is showing the following variances at 31 May 2017;
 - Engineering and Works Services +\$984k
 - Community and Commercial Services +\$533k
 - Finance and Corporate Services +\$279K
 - Planning and Development Services +\$144k
 - Executive Services -\$10k

The variances are predominantly attributable to the following activities:

Engineering and Works Services

Description	Budget	Budget YTD	Actual YTD	Variance \$
Street Lighting Installations	(150,000)	(75,000)	(185,999)	(110,999)
Bsn Foreshore Precinct (not including Skate Park)	(158,250)	(145,068)	(254,500)	(109,432)
Busselton Transfer Station	(98,960)	(89,815)	(135,503)	(45,688)
Dunsborough Waste Facility	(165,520)	(147,147)	(188,403)	(41,256)
Transport - Fleet Management	(1,822,700)	(1,674,647)	(1,464,568)	210,079
Engineering Services Administration	(544,770)	(315,541)	(93,867)	221,674
Miscellaneous Bridge Maintenance	(312,000)	(286,000)	(19,576)	266,424
Road Maintenance Bal Of Budget	(360,900)	(330,825)	(62,695)	268,130
Port Geographe	(305,000)	(305,000)	0	305,000

Community and Commercial Services

Description	Budget	Budget YTD	Actual YTD	Variance \$
Iron Man	(18,000)	(16,500)	0	16,500
Art Geo Administration	(65,790)	(60,313)	(43,234)	17,079
Busselton Library	(95,396)	(86,742)	(68,395)	18,347
Community Services Administration	(69,810)	(67,843)	(31,829)	36,014
Geographe Leisure Centre	(394,275)	(366,873)	(321,795)	45,078
Kookaburra Caravan Park	(452,150)	(415,730)	(365,346)	50,384
Airport Operations	(325,520)	(306,048)	(170,015)	136,033
Property and Business Development	(281,670)	(216,529)	(23,845)	192,684

Finance and Corporate Services

Description	Budget	Budget YTD	Actual YTD	Variance \$
Human Resources & Payroll	(49,940)	(30,077)	(45,108)	(15,031)
Winderlup Court Aged Housing	(23,120)	(16,754)	(10,016)	6,738
Winderlup Villas Aged Housing	(52,250)	(44,956)	(37,358)	7,598
Property Services Administration	(19,140)	(11,958)	(1,793)	10,165
Financial Services	(83,540)	(76,582)	(65,834)	10,748
Occupational Health & Safety	(15,860)	(14,531)	(550)	13,981
Customer Services	(37,610)	(34,648)	(19,424)	15,224
Information & Communication Technology				
Services	(1,001,839)	(919,905)	(882,790)	37,115
Legal and Compliance Services	(196,985)	(172,293)	(123,605)	48,688
Business Systems	(538,516)	(494,391)	(377,178)	117,213

Planning and Development Services

Training and Development Services								
Description	Budget	Budget YTD	Actual YTD	Variance \$				
Analytical Services	(14,370)	(1,716)	(13,463)	(11,747)				
Yallingup Rural Bushfire Brigade	(4,254)	(1,394)	(11,876)	(10,482)				
Preventative Services - Mosquitoes	(85,382)	(55,454)	(64,847)	(9,393)				
Environmental Management Administration	(135,300)	(69,152)	(31,218)	37,934				
Implement Management Plans Other	(144,300)	(112,187)	(68,949)	43,238				
Meelup Regional Park	(319,900)	(259,684)	(158,866)	100,818				

Other Expenditure (+\$426K)

The variances are predominantly attributable to the following activities:

		Budget		Variance	Variance
Description	Budget	YTD	Actual YTD	\$	%
Community and Commercial Services				T	
Community Services Administration, namely Marketing & Promotion \$143k	(738,148)	(695,373)	(521,672)	173,701	-25%
Executive Services					
Office of the CEO, namely CAPEROC - Regional Development \$10k and CEO Discretionary Funding \$28k	(131,107)	(71,218)	(29,494)	41,724	-59%
Public Relations, namely Marketing & Promotions \$14k and Catering \$12k	(162,200)	(148,535)	(102,344)	46,191	-31%
Members of Council, namely Elected Members Refreshment & Functions \$25k, Elected Members Sitting Fees \$22k, Allowances - Mayor & Deputy \$8k, meeting expenses 17k and Elected	(504.000)	(544467)	(422.500)	00.004	400/
members attire \$4k	(561,860)	(514,167)	(423,566)	90,601	-18%
Finance and Corporate Services					
Rates Administration, namely Rating Valuations	(105,000)	(96,250)	(83,605)	12,645	-13%
Winderlup Court Aged Housing, namely Payout of resident Funded Unit	(58,890)	(27,840)	(376)	27,464	-99%
Financial Services, Valuation Expenses	(82,600)	(40,000)	(167)	39,833	-100%
Planning and Development Services					
Environmental Management Administration, namely Biodiversity Incentive Rate Rebate	(14,950)	(250)	(17,466)	(17,216)	6886%
Planning Administration, namely Façade Refurbishment Policy	(51,000)	(25,913)	(6,230)	19,683	-76%
Total	(1,905,755)	(1,619,546)	(1,184,920)	434,626	-27%

Capital Activity

Capital Revenue

As at 31 May 2017, there is a variance of -10.21% (-\$6,065k) in total capital revenue, with the following categories exceeding the 10% material variance threshold:

Description	2016/2017 Amended Budget	2016/2017 Amended Budget YTD	2016/2017 Actual	2016/17 YTD Bud (A) Variance \$	2016/17 YTD Bud (A) Variance %
Transfer from Reserves	35,873,755	21,561,917	23,839,429	10.56%	2,277,512
Transfer from Restricted Assets	55,722,104	33,500,000	25,991,331	-22.41%	(7,508,669)
Proceeds from Sale of Assets	792,000	792,000	252,590	-68.11%	(539,410)
Proceeds from New Loans	3,650,000	3,500,000	3,214,000	-8.17%	(286,000)
Self-Supporting Loans - Repayment of					
Principal	91,040	67,772	58,923	-13.06%	(8,849)
	96,128,899	59,421,689	53,356,273	-10.21%	(6,065,416)

Note: Proceeds from New Loans (-\$286K not material based on percentage)

Transfer from Reserves (+\$2,277k)

Variations are shown below for specific Reserves; these variations are of a timing nature and are offset with Capital expenditure items.

- Civic and Administration Centre Construction Reserve (-\$1,978K);
- Port Geographe Waterways Management Reserve (SAR) -\$305k;
- New Infrastructure Development Reserve +\$198k;
- Community Development Contribution Reserve +\$717k;
- Infrastructure Asset Renewal Reserve +\$900k
- Waste Management Facility and Plant Reserve +\$2,745k;

Transfer from Restricted Assets (-\$7,508K)

- Timing difference relating to use of Airport and Foreshore grants -\$17,485k and -\$2,619k 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 +\$804k not budgeted. Timing in nature only as held on behalf of other entities and individuals.
- Government Grants +\$1,410k, no impact to net current position.
- Unspent Loans +\$1,617k, no impact to net current position.

Proceeds from Sale of Assets (-\$539K)

 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.

Proceeds from Loans (-\$286k)

 Difference relates to the delayed draw down of new loan for Dunsborough car parking as per budget timeline. This transaction does not affect the City's net current position as expenditure has not yet been incurred.

Self-Supporting Loans (-\$9k)

• 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 31 May 2017, there is a variance of +30% (+\$34,834K) in total capital expenditure, with the following categories exceeding the 10% material variance threshold:

	2016/2017 Actual	2016/2017 Amended	2016/17 YTD Bud	2016/17 YTD Bud
		Budget YTD	(A)	(A)
Capital Expenditure			Variance	Variance
	\$	\$	\$	%
Land & Buildings	(20,497,859)	(23,299,102)	2,801,243	12%
Plant & Equipment	(1,582,865)	(3,154,662)	1,571,797	50%
Furniture & Equipment	(503,238)	(1,876,599)	1,373,361	73%
Infrastructure	(25,437,923)	(59,868,421)	34,430,498	58%
Subtotal	(48,021,885)	(88,198,784)	40,176,899	46%

Subtotal	(31,639,511)	(26,297,538)	(5,341,973)	-20%
Transfer to Reserves	(24,498,591)	(23,485,807)	(1,012,784)	-4%
Transfer to Restricted Assets	(5,309,614)	(1,137,763)	(4,171,851)	-367%
Advances to Community Groups	(214,000)	(150,000)	(64,000)	-43%
Total Loan Repayments - Principal	(1,617,306)	(1,523,968)	(93,338)	-6%

Grand Total (79,661,396) (114,496,322) 34,834,926 30%

The following table is a summary of Capital Expenditure items that have a variance of greater than \$200k; furthermore the attachments to this report include detailed listings of all capital expenditure (project) items, to assist further in reviewing specific variances. All capital expenditure variances are considered to have no impact expected against the net current position.

Description	2016/17 Actual	2016/17 Amended Budget YTD	Variance \$
Foreshore East-Youth Precinct Community Youth			
Building/SLSC	1,189,122	2,566,663	1,377,541
Milne Street Pavilion	1,340,618	1,741,154	400,536
Civic and Administration Centre Construction	13,637,071	14,498,704	861,633
Plant & Equipment	861,334	2,242,000	1,380,666
Administration Building- 2-16 Southern Drive	120,650	1,100,000	979,350
Major Projects - Busselton Foreshore	2,469,849	5,345,848	2,875,999
Dunsborough Town Centre Carparking	60	900,000	899,940
Bridges Construction	139	814,000	813,861
Administration Building Landscaping Works	70,256	412,500	342,244
Sanitation Infrastructure	2,537,199	3,252,535	715,336
Airport Development	9,804,105	34,534,203	24,730,098
Main Roads - Layman Road	106,133	719,500	613,367
Main Roads - Peel Terrace	47,006	397,573	350,567
Roads to Recovery Tom Cullity Drive	753,059	956,087	203,028
Council Roads Initiative Carter Road	149,600	395,087	245,487

Total 33,086,200 69,875,854 36,789,654

Transfers to Restricted Assets (-\$4,171)

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 year. The performance in this activity does not have any direct impact on the surplus/deficit position, as revenue is recognised upon receipt and 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 financial year to date variance of -\$4,129k is primarily attributable to the receipt of Community and Recreation Facilities -\$159k, Bonds and Deposit -\$593k receipt of interest in excess of budget attributable to the airport grant -\$370k and Unspent Loan funds -\$3,047k.

Investment Report

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

As at 31 May 2017, the value of the City's invested funds totalled \$94.7M, decreasing from \$101.5M as at 1st May. The decrease is due to funds being utilised for operational purposes including the Admin Building and Airport projects.

During the month of December \$24.5M in term deposit funds matured. Deposits totalling \$13.0M were renewed for an average of 109 days at an average rate of 2.50%. Deposits totalling \$11.5M were closed.

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) increased by \$3.5M due to funds from closed term deposits not being immediately required. The balance of the Airport development ANZ cash account increased by \$1.21M at month's end, with the balance fluctuating as term deposits are closed and then the funds utilised on the project.

The credit ratings of a large number of secondary banks within Australia were downgraded by a major rating agency during the month of April. Whilst the City does have deposits with two of the affected banks (Bendigo Bank and Bank of Queensland) current holdings remain below the maximum exposure permitted by the Investment Policy even subsequent to the downgrade. Accordingly no immediate adjustments to the portfolio mix are required; however this will continue to be monitored.

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

CONCLUSION

As at 31 May 2017, the City's financial performance is considered satisfactory. Whilst current variances exist in some operational areas, these are primarily due to timing differences or are offset with matching income/expenditure, are not material in nature or are transactions that have no direct impact on the Net Current Position.

Acknowledging capital is presently tracking below year to date budget estimates the officer notes that whilst many items will be addressed in the month of June there is a likelihood that some of these items will need to be carried over into the coming 2017/2018 Municipal Budget.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 May 2017, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

City of Busselton

Statement of Financial Activity

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2016/17 YTD Bud (A) Variance
Revenue from Ordinary Activities	\$	\$	\$	\$	\$	%
Rates	41,984,873	41,854,504	41,854,504	41,899,310	41,899,310	0.31%
Operating Grants, Subsidies and Contributions	4,936,893	4,130,973	3,856,031	5,171,217	4,861,121	19.51%
Fees & Charges	14,728,151	14,739,811	14,739,811	15,598,955	15,598,955	-0.08%
Other Revenue	337,532	325,792	325,792	356,410	356,410	3.60%
Interest Earnings	3,100,012	2,368,230	2,368,230	2,542,850	2,542,850	30.90%
	65,087,461	63,419,310	63,144,368	65,568,742	65,258,646	2.63%
Expenses from Ordinary Activities						
Employee Costs	(25,135,953)	(25,564,905)	(25,540,295)	(27,868,335)	(27,838,725)	1.68%
Materials & Contracts	(11,953,891)	(13,884,690)	(13,705,396)	(15,780,869)	(15,575,365)	13.91%
Utilities (Gas, Electricity, Water etc)	(1,984,801)	(2,161,856)	(2,161,856)	(2,358,980)	(2,358,980)	8.19%
Depreciation on non current assets	(15,350,413)	(14,394,493)	(14,394,493)	(15,715,050)	(15,715,050)	-6.64%
Insurance Expenses	(650,427)	(714,302)	(714,302)	(716,772)	(716,772)	8.94%
Other Expenditure	(2,214,609)	(2,641,034)	(2,637,034)	(3,099,864)	(3,095,864)	16.15%
Allocations	1,754,787	1,734,224	1,734,224	1,942,110	1,942,110	-1.19%
	(55,535,307)	(57,627,056)	(57,419,152)	(63,597,760)	(63,358,646)	3.63%
Borrowings Cost Expense						
Interest Expenses	(964,334)	(975,888)	(975,888)	(1,318,330)	(1,318,330)	1.18%
	(964,334)	(975,888)	(975,888)	(1,318,330)	(1,318,330)	1.18%
Non-Operating Grants, Subsidies and Contributions	7,946,713	9,647,216	9,523,891	45,891,102	35,349,212	-17.63%
Profit on Asset Disposals	19,793	30,167	23,227	30,167	23,227	-34.39%
Loss on Asset Disposals	(144,037)	(110,061)	(94,761)	(110,061)	(94,761)	-30.87%
	7,822,469	9,567,322	9,452,357	45,811,208	35,277,678	-18.24%
Net Result	16,410,289	14,383,688	14,201,685	46,463,860	35,859,348	14.09%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	15,350,413	14,394,493	14,394,493	15,715,050	15,715,050	
Donated Assets	(707,219)	0	0	(14,388,800)	(13,800,000)	
(Profit)/Loss on Sale of Assets	124,244	79,894	71,534	79,894	71,534	
Allocations & Other Adjustments	(2,615)	0	0	0	0	
Deferred Pensioner Movements	(22,358)	0	0	0	0	
Recording of Employee Entitlements (Provisions)	(19,764)	(19,764)	(19,764)	(26,356)	(26,356)	
Deposit & Bonds Movements (cash backed)	(197,542)	0	0	0	0	
Capital Revenue & (Expenditure) Land & Buildings	(20,497,859)	(23,299,102)	(23,003,806)	(25,376,416)	(24,081,120)	12.02%
Plant & Equipment	(1,582,865)	(3,154,662)	(2,766,662)	(3,171,200)	(24,081,120)	49.82%
Furniture & Equipment	(503,238)	(1,876,599)	(1,799,874)	(1,987,322)	(1,910,597)	73.18%
Infrastructure	(25,437,923)	(59,868,421)	(59,476,993)	(75,772,807)	(66,504,042)	57.51%
Proceeds from Sale of Assets	252,590	792,000	609,000	792,000	609,000	-68.11%
Proceeds from New Loans	3,214,000	3,500,000	3,500,000	3,650,000	3,650,000	-8.17%
Self Supporting Loans - Repayment of Principal	58,923	67,772	67,772	91,040	91,040	-13.06%
Total Loan Repayments - Principal	(1,617,306)	(1,523,968)	(1,523,968)	(2,089,302)	(2,089,302)	-6.12%
Advances to Community Groups	(214,000)	(150,000)	(150,000)	(150,000)	(150,000)	-42.67%
Transfer to Restricted Assets	(5,309,614)	(1,137,763)	(1,137,763)	(11,301,200)	(11,301,200)	-366.67%
Transfer from Restricted Assets	25,991,331	33,500,000	33,500,000	55,722,104	55,722,104	-22.41%
Transfer to Reserves	(24,498,591)	(23,485,807)	(23,485,807)	(25,302,389)	(25,302,389)	-4.31%
Transfer from Reserves	23,839,429	21,561,917	21,312,121	35,873,755	35,052,041	10.56%
Opening Funds Surplus/ (Deficit)						
	1,178,089	1,178,089	1,178,089	1,178,089	1,178,089	

City of Busselton

Net Current Position

	2016/17 Actual	2016/17 Amended	2016/17 Original Budget	2015/16 Actual
	A STATE OF THE STA	Budget		No distribution
	\$	\$	\$	\$
NET CURRENT ASSETS				
CURRENT ASSETS				
Cash - Unrestricted	3,242,480	1,996,620	1,996,620	3,251,577
Cash - Restricted	92,462,040	57,606,309	58,428,023	112,598,579
Sundry Debtors	2,135,783	1,600,000	1,600,000	2,501,984
Rates Outstanding - General	1,370,266	1,550,000	1,550,000	787,186
Stock on Hand	16,543	20,000	20,000	20,420
	99,227,112	62,772,929	63,594,643	119,159,746
LESS: CURRENT LIABILITIES				
Bank Overdraft	0	0	0	0
Sundry Creditors	956,658	5,166,620	5,166,620	5,383,078
Performance Bonds	2,228,206	2,425,748	2,425,748	2,425,748
	3,184,864	7,592,368	7,592,368	7,808,826
Current Position (inclusive of Restricted Funds)	96,042,248	55,180,561	56,002,275	111,350,920
Add: Cash Backed Liabilities (Deposits & Bonds)	2,228,206	2,425,748	2,425,748	2,425,748
Less: Cash - Restricted Funds	(92,462,040)	(57,606,309)	(58,428,023)	(112,598,579)
NET CURRENT ASSET POSITION	5,808,414		0	1,178,089

Statement of Financial Activity as at 31 May 2017 Attachment A

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	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
>> Prope	erty, Plant & Equipment	\$	\$	\$	\$	\$	%
	Land						
10610	Property Services Administration	0	50,000	50,000	100,000	100,000	-100.00%
11156	Airport Development	2,357,235	2,200,000	2,200,000	2,400,000	2,400,000	7.15%
		2,357,235	2,250,000	2,250,000	2,500,000	2,500,000	4.77%
	Buildings						
	Major Projects						
	Major Project - Busselton Foreshore						
B9570	Foreshore East-Youth Precinct Community Youth Building/SLSC	1,189,122	2,566,663	2,566,663	2,800,000	2,800,000	-53.67%
B9583 B9593	Railway House Milne Street Pavilion	1,043,348 1,340,618	906,785 1,741,154	906,785 1.491.358	989,216 1,876,736	989,216 1.626.940	15.06% -23.00%
B9600	Old Busselton Lighthouse	0	60,000	60,000	80,000	80,000	-100.00%
		3,573,087	5,274,602	5,024,806	5,745,952	5,496,156	-32.26%
	Major Project - Administration Building						
B9010	Civic and Administration Centre Construction	13,637,071	14,498,704	14,498,704	14,498,715	14,498,715	-5.94%
	Buildings (Other)	13,637,071	14,498,704	14,498,704	14,498,715	14,498,715	-5.94%
	Buildings (Other)						
89104	Wilyabrup Brigade Shed	33,000	33,000	33,000	33,000	33,000	0.00%
B9111	Yallingup Rural Bush Fire Brigade	19,763	30,520	30,520	30,520	30,520	-35.25%
B9112	Ambergate Bushfire Brigade Shed	0	0	0	123,307	123,307	0.00%
B9113	Vasse Bushfire Brigade Appliance Bay Facility	43,793	45,500	0	45,500	0	-3.75%
B9300 B9301	Aged Housing Capital Improvements - Winderlup Aged Housing Capital Improvements - Harris Road	20,335	20,000 10,000	20,000 10,000	30,000 20,000	30,000 20,000	1.67%
B9301	Aged Housing Capital Improvements - Harris Road Aged Housing Capital Improvements - Winderlup Court (City)	0	20,000	20,000	40,000	40,000	-100.00%
B9406	Busselton Cemetery - Chapel	23,458	27,500	27,500	30,000	30,000	-14.70%
B9531	GLC - Sports Hall	99,153	87,087	87,087	95,000	95,000	13.86%
B9539	GLC - Roof Repairs	40,903	39,138	39,138	42,700	42,700	4.51%
B9556	NCC Internal Refurbishment	35,463	33,913	33,913	37,000	37,000	4.57%
B9566	GLC Pool Hall	24,797	36,113	36,113	39,400	39,400	-31.33%
B9591	Performing Arts Convention Centre	55,048 0	0 380,501	0 380,501	100,000	100,000	0.00%
B9594 B9596	Vasse Community Recreation Precinct GLC Building Improvements	27,233	36,663	36,663	415,100 40,000	415,100 40,000	-25.72%
B9598	Dunsborough Library	15,146	22,187	22,187	24,200	24,200	-23.72%
89599	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	55,000	55,000	60,000	60,000	-4.55%
B9716	Airport Terminal Stage 2	245,854	0	0	1,000,000	0	0.00%
B9802 B9804	Kook Caravan Park Ablutions Refurbishment Kook Park Home	24,403	91,663	91,663	100,000	100,000	-73.38% -53.69%
B9804 B9805	Kook Park Kitchen	75,220 793	162,435 32,076	162,435 32,076	171,022 35,000	171,022 35.000	-97.53%
B9806	Kook Park Electrical Upgrade	65,508	82,500	82,500	90,000	90,000	-20.60%
		930,465	1,275,796	1,230,296	2,631,749	1,586,249	-27.07%
	Total Buildings	18,140,624	21,049,102	20,753,806	22,876,416	21,581,120	-13.82%
	Plant & Equipment						
10000	Members of Council	33,709	50,000	0	50,000	0	-32.58%
10001	Office of the CEO	94,235	90,000	90,000	90,000	90,000	4.71%
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%
10521	Human Resources & Payroll	70,218	75,000	0	75,000	0	-6.38% -20.61%
10591 10600	Geographe Leisure Centre Kookaburra Caravan Park	143,432 11,800	180,662 28,000	145,662 28,000	193,900 28,000	158,900 28,000	-20.61% -57.86%
10805	Planning Administration	39,155	40,000	40,000	40,000	40,000	-2.11%
10830	Environmental Management Administration	34,769	35,000	0	35,000	0	-0.66%
10910	Building Services	33,205	35,000	35,000	35,000	35,000	-5.13%
10920	Environmental Health Services Administration	1,727	2,000	2,000	2,000	2,000	-13.64%
10922	Preventative Services - Mosquitoes Animal Control	0	0	0	3,300	3,300	-100.00%
10950 10980		0	50,000 50,000	50,000 50,000	50,000 50,000	50,000 50,000	-100.00% -100.00%
11101	Other Law, Order & Public Safety Engineering Services Administration	36.072	40,000	40,000	40,000	40,000	-100.00%
11107	Engineering Services Administration Engineering Services Design	38,120	84,000	39,000	84,000	39,000	-54.62%
11150	Asset Management Administration	32,739	35,000	35,000	35,000	35,000	-6.46%

9 August 2017

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2016/17	2016/17	2016/17	2016/17	2016/17	2016/17
		Actual	Amended	Original	Amended	Original	Budget YTD
			Budget YTD	Budget YTD	Budget	Budget	Variance
11151	Airport Operations	0	3,000	3,000	3,000	3,000	-100.00%
11160	Busselton Jetty	4,849	0	0	0	0	0.00%
11401	Transport - Workshop	6,985	5,000	5,000	5,000	5,000	39.70%
11402	Plant Purchases (P10)	40,300	434,000	434,000	434,000	434,000	-90.71%
11403	Plant Purchases (P11)	170,521	719,000	571,000	719,000	571,000	-76.28%
11404 11500	Plant Purchases (P12) Operations Services Administration	650,512 34,438	1,089,000 35,000	1,089,000 35,000	1,089,000 35,000	1,089,000 35,000	-40.27% -1.61%
B1013	Dunsborough Bushfire Brigade	34,430	33,000	33,000	33,000	33,000	0.00%
B1022	Sussex Bushfire Brigade	0	0	0	0	0	0.00%
B1026	Yallingup Rural Bushfire Brigade	0	0	0	0	0	0.00%
G0030	Busselton Transfer Station	5,417	0	0	0	0	0.00%
G0031	Dunsborough Waste Facility	31,040	0	0	0	0	0.00%
		1,582,865	3,154,662	2,766,662	3,171,200	2,783,200	-49.82%
	Furniture & Office Equipment						
10115	Major Projects Administration	0	73,337	73,337	80,000	80,000	-100.00%
10250	Information & Communication Technology Services	4,315	62,900	0	62,900	0	-93.14%
10251	Business Systems	220,639	347,413	347,413	379,000	379,000	-36.49%
10380	Busselton Library	8,200	11,670	11,670	11,670	11,670	-29.73%
10381	Dunsborough Library	15,615	16,200	16,200	16,200	16,200	-3.61%
10590	Naturaliste Community Centre	6,575	15,487	15,487	15,487	15,487	-57.55%
10591 10616	Geographe Leisure Centre	5,258	56,017 3,000	56,017 3,000	68,840	68,840 6,000	-90.61% -38.91%
10616	Winderlup Villas Aged Housing Harris Road Aged Housing	1,833	1,750	1.750	6,000 3,500	3,500	-38.91%
10625	Art Geo Administration	12,642	11,837	11,837	12,000	12,000	6.80%
10700	Public Relations	2,450	0	0	0	0	0.00%
10850	Implement Management Plans Other	1,735	0	0	0	0	0.00%
10900	Cultural Planning	75,254	71,500	71,500	116,500	116,500	5.25%
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 B1357	Administration Building- 2-16 Southern Drive Railway House	120,650 20,030	1,100,000 105,488	1,100,000 91,663	1,100,000 113,825	1,100,000 100,000	-89.03% -81.01%
G0030	Busselton Transfer Station	1,414	103,466	91,663	0	0	0.00%
		503,238	1,876,599	1,799,874	1,987,322	1,910,597	-73.18%
	Sub-Total Property, Plant & Equipment	22,583,962	28,330,363	27,570,342	30,534,938	28,774,917	-20.28%
	sab rotal rioperty, rant a equipment	22,505,502	20,330,303	27,570,542	30,334,330	20,774,527	-20:2070
>> Infus	akurakura						
>> Infras	structure						
>> Infras	structure Major Project - Busselton Foreshore						
>> Infras		37,401	183,337	183,337	200,000	200,000	-79.60%
C0045 C0046	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park	107,684	137,500	137,500	150,000	150,000	-21.68%
C0045 C0046 C0048	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Sta 3 Car Park	107,684 5,401	137,500 350,000	137,500 0	150,000 350,000	150,000 0	-21.68% -98.46%
C0045 C0046 C0048 C3064	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore State 3 Car Park Foreshore Central - Coastal Defences (Jetty to Geo. Bay Rd)	107,684 5,401 1,082,981	137,500 350,000 1,833,337	137,500 0 1,833,337	150,000 350,000 2,000,000	150,000 0 2,000,000	-21.68% -98.46% -40.93%
C0045 C0046 C0048 C3064 C3107	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Site 3 Car Park Foreshore Central - Coastal Defences (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo Bay Rd)	107,684 5,401 1,082,981 461,967	137,500 350,000 1,833,337 1,008,337	137,500 0 1,833,337 1,008,337	150,000 350,000 2,000,000 1,100,000	150,000 0 2,000,000 1,100,000	-21.68% -98.46% -40.93% -54.19%
C0045 C0046 C0048 C3064 C3107 C3133	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore State 3 Car Park Foreshore Central - Coastal Defences (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo Bay Rd) Busselton Foreshore Contingency	107,684 5,401 1,082,981 461,967 1,352	137,500 350,000 1,833,337 1,008,337 83,138	137,500 0 1,833,337 1,008,337 83,138	150,000 350,000 2,000,000 1,100,000 90,700	150,000 0 2,000,000 1,100,000 90,700	-21.68% -98.46% -40.93% -54.19% -98.37%
C0045 C0046 C0048 C3064 C3107 C3133 C3140	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore State 3 Car Park Foreshore Central - Coastal Defences (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities)	107,684 5,401 1,082,981 461,967 1,352 886,754	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000	137,500 0 1,833,337 1,008,337 83,138 1,100,000	150,000 350,000 2,000,000 1,100,000 90,700 898,927	150,000 0 2,000,000 1,100,000 90,700 898,927	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39%
C0045 C0046 C0048 C3064 C3107 C3133	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore State 3 Car Park Foreshore Central - Coastal Defences (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo Bay Rd) Busselton Foreshore Contingency	107,684 5,401 1,082,981 461,967 1,352	137,500 350,000 1,833,337 1,008,337 83,138	137,500 0 1,833,337 1,008,337 83,138	150,000 350,000 2,000,000 1,100,000 90,700	150,000 0 2,000,000 1,100,000 90,700	-21.68% -98.46% -40.93% -54.19% -98.37%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148	Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Site 3 Car Park Foreshore Central - Coastal Defences (letty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (letty to Geo Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Foreshore Landscaping	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3149 C3150 C3151	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Central-Foreshore Endences (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Toddler's Playground Busselton Foreshore Stage 3: Toddler's Playground Busselton Foreshore Stage 3: Estly Way Pedestrian	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82% 10.39%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3149 C3150 C3151 C3151	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore State 3 Car Park Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: Toddiler's Playground Busselton Foreshore Stage 3: Jetty Way Pedestrian Busselton Foreshore Stage 3: Letty Way Pedestrian Busselton Foreshore Stage 3: Letty Way Pedestrian	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 173,000 555,030 500,000	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82% 10.39% -100.00%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3149 C3150 C3151 C3152 C3153	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Central-Foreshore Perlones (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: A Letty Way Pedestrian Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Dossum Park	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000 200,000	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000 200,000	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82% 10.39% -63.72%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3149 C3150 C3151 C3151	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore State 3 Car Park Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: Toddiler's Playground Busselton Foreshore Stage 3: Jetty Way Pedestrian Busselton Foreshore Stage 3: Letty Way Pedestrian Busselton Foreshore Stage 3: Letty Way Pedestrian	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 173,000 555,030 500,000	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82% 10.39% -100.00%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3149 C3150 C3151 C3152 C3153 W0196	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Contral-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Warter Supply and Services (Utilities) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Foreshore Promenade Busselton Foreshore Stage 3: Jety Way Pedestrian Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Fossum Park Busselton Foreshore Stage 3: Foreshore Parade West	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337 641,663	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337 641,663	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 173,000 555,030 500,000 200,000 700,000	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000 200,000 700,000	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82% 10.39% -100.00% -63.72% -29.86%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3149 C3150 C3151 C3152 C3153 W0196	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Contingency Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Gemedial Works Busselton Foreshore Stage 3: Toddler's Playground Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Foreshore Parade West Busselton Foreshore Stage 3: Queen St Upgrade	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085 32,746	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337 641,663 595,837	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 508,772 458,337 183,337 641,663 595,837	150,000 350,000 2,000,000 1,100,000 90,700 50,000 173,000 555,030 500,000 200,000 700,000 650,000	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 173,000 555,030 500,000 200,000 700,000 650,000	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82% 10.39% -100.00% -63.72% -29.86% -94.50%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3159 C3150 C3151 C3152 C3153 W0196 W0197	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Central-Foreshore (Periones) (Edit Via Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Letty to Geo. Bay Rd) Busselton Foreshore Stage 3: Edit Via Carbone Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: Codeler's Playground Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Queen St Upgrade Major Project - Administration Building	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085 32,746	137,500 350,000 1,833,337 1,008,337 33,138 1,100,000 366,663 45,837 158,587 508,772 458,337 641,663 595,837	137,500 0 1,833,337 1,008,337 33,138 1,100,000 366,663 45,837 158,587 508,772 458,337 641,663 595,837	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000 700,000 700,000 8,017,657	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000 700,000 650,000 7,667,657	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82% 10.39% -29.66% -24.50% -48.94%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3149 C3150 C3151 C3152 C3153 W0196	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Contingency Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Gemedial Works Busselton Foreshore Stage 3: Toddler's Playground Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Foreshore Parade West Busselton Foreshore Stage 3: Queen St Upgrade	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 0,65,23 450,085 32,746 3,908,808	137,500 350,000 1,833,337 1,008,337 33,138 1,100,000 366,663 45,837 508,772 458,337 641,663 595,837 7,654,682	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 508,772 488,337 641,663 599,837 7,304,682	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000 700,000 700,000 650,000	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000 700,000 700,000 7,667,657	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82% -63.72% -29.86% -94.50% -48.94%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3159 C3150 C3151 C3152 C3153 W0196 W0197	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Central-Foreshore Stage 3: Toreshore Landscaping Busselton Foreshore Stage 3: Toreshore Landscaping Busselton Foreshore Stage 3: Totel Way Pedestrian Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Queen St. Upgrade Major Project - Administration Building Administration Building Carpark	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085 32,746	137,500 350,000 1,833,337 1,008,337 33,138 1,100,000 366,663 45,837 158,587 508,772 458,337 641,663 595,837	137,500 0 1,833,337 1,008,337 33,138 1,100,000 366,663 45,837 158,587 508,772 458,337 641,663 595,837	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000 700,000 700,000 8,017,657	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 500,000 700,000 650,000 7,667,657	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -96.82% 10.39% -29.66% -24.50% -48.94%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3150 C3151 C3152 C3153 W0196 W0197	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Central-Foreshore Endences (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: Jetty Way Pedestrian Busselton Foreshore Stage 3: Letty Way Pedestrian Busselton Foreshore Stage 3: Dueen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Gueen St Upgrade Major Project - Administration Building Administration Building Carpark Busselton Jetty	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085 32,746 3,908,808	137,500 350,000 1,833,337 1,008,337 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337 641,663 595,837 7,654,682	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 141,663 595,837 7,304,682	150,000 350,000 2,000,000 1,100,000 99,700 898,927 400,000 50,000 173,000 555,030 200,000 200,000 650,000 8,017,657	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 200,000 700,000 700,000 70,000 77,667,657	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -68.22% -100.00% -63.72% -29.65% -44.50% -44.50% -45.21%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3148 C3159 C3150 C3151 C3152 C3153 W0196 W0197	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Central-Foreshore Stage 3: Toreshore Landscaping Busselton Foreshore Stage 3: Toreshore Landscaping Busselton Foreshore Stage 3: Totel Way Pedestrian Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Queen St. Upgrade Major Project - Administration Building Administration Building Carpark	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085 32,746 3,908,808	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 141,663 595,837 7,654,682 224,587	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337 641,63 595,837 7,304,682 224,587	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 550,000 200,000 200,000 650,000 8,017,657	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 200,000 700,000 650,000 7,667,657	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -10.00% -68.27% -29.86% -44.50% -48.94% -86.21% -86.21%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3150 C3151 C3152 C3153 W0196 W0197	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Central-Foreshore Endences (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: Jetty Way Pedestrian Busselton Foreshore Stage 3: Letty Way Pedestrian Busselton Foreshore Stage 3: Dueen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Gueen St Upgrade Major Project - Administration Building Administration Building Carpark Busselton Jetty	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085 32,746 3,908,808	137,500 350,000 1,833,337 1,008,337 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337 641,663 595,837 7,654,682	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 141,663 595,837 7,304,682	150,000 350,000 2,000,000 1,100,000 99,700 898,927 400,000 50,000 173,000 555,030 200,000 200,000 650,000 8,017,657	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 200,000 700,000 700,000 70,000 77,667,657	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -68.22% -100.00% -63.72% -29.65% -44.50% -44.50% -45.21%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3150 C3151 C3152 C3153 W0196 W0197	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Central-Foreshore Endences (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Contingency Foreshore Water Supply and Services (Utilities) Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: Remedial Works Busselton Foreshore Stage 3: Jetty Way Pedestrian Busselton Foreshore Stage 3: Letty Way Pedestrian Busselton Foreshore Stage 3: Dueen Street Abutment Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Gueen St Upgrade Major Project - Administration Building Administration Building Carpark Busselton Jetty	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085 32,746 3,908,808	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 141,663 595,837 7,654,682 224,587	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337 641,63 595,837 7,304,682 224,587	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 550,000 200,000 200,000 650,000 8,017,657	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 50,000 173,000 555,030 200,000 700,000 650,000 7,667,657	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -10.00% -68.27% -29.86% -44.50% -48.94% -86.21% -86.21%
C0045 C0046 C0048 C3064 C3107 C3133 C3140 C3150 C3151 C3152 C3153 W0196 W0197	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Toddler's Playground Busselton Foreshore Stage 3: Gueen Street Abutment Busselton Foreshore Stage 3: Gueen St Upgrade Major Project - Administration Building Administration Building Carpark Busselton Jetty Refurbishment	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085 32,746 3,908,808	137,500 350,000 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 141,663 595,837 7,654,682 224,587	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337 641,63 595,837 7,304,682 224,587	150,000 350,000 2,000,000 1,100,000 90,700 898,927 400,000 550,000 200,000 200,000 650,000 8,017,657	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 55,000 173,000 555,030 200,000 700,000 650,000 7,667,657	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -10.00% -68.27% -29.86% -44.50% -48.94% -86.21% -86.21%
C0045 C0046 C0046 C0048 C3064 C3164 C3153 C3150 C3153 W0196 W0197 C0043	Major Project - Busselton Foreshore Busselton Foreshore Stage 3: Goose Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Stage 3: Central Car Park Busselton Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Foreshore Central-Foreshore Promenade (Jetty to Geo. Bay Rd) Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Foreshore Landscaping Busselton Foreshore Stage 3: Todeller's Playsyround Busselton Foreshore Stage 3: Godeler's Playsyround Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Queen Street Abutment Busselton Foreshore Stage 3: Queen St Upgrade Major Project - Administration Building Administration Building Carpark Busselton Jetty Busselton Jetty Refurbishment	107,684 5,401 1,082,981 461,967 1,352 886,754 186,581 22,658 5,044 561,632 0 66,523 450,085 32,746 3,908,808	137,500 350,000 1,833,337 1,008,337 1,100,003 366,663 45,837 158,587 508,772 458,337 183,337 641,663 595,837 7,654,682 224,587	137,500 0 1,833,337 1,008,337 83,138 1,100,000 366,663 45,837 158,587 508,772 458,337 183,337 183,337 641,636 595,837 7,304,682	150,000 350,000 2,000,000 1,100,000 39,720 400,000 50,000 173,000 555,030 200,000 650,000 8,017,657 245,000	150,000 0 2,000,000 1,100,000 90,700 898,927 400,000 555,030 200,000 700,000 650,000 7,667,657 245,000 18,660	-21.68% -98.46% -40.93% -54.19% -98.37% -19.39% -49.11% -50.57% -56.82% -100.00% -63.72% -29.86% -94.50% -48.94% -86.21% -68.25% -68.95%

9 August 2017

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2016/17 Actual	2016/17 Amended	2016/17 Original	2016/17 Amended	2016/17 Original	2016/17 Budget YTD Variance
			Budget YTD	Budget YTD	Budget	Budget	variance
F0059 F0063	Brown Street Footpaths Yallingup Footpath	0 287	0 29,040	53,889 29,040	0 31,682	58,788 31.682	0.00% -99.01%
F0066	Bussell Highway Footpath Sections	579	185,163	185,163	202,000	202,000	-99.69%
F0068	Freycinet Drive Access	56,114	38,500	38,500	42,000	42,000	45.75%
F0069	Luke Way Guerin Street to David Drive	19,276	20,163	20,163	22,000	22,000	-4.40%
F0070	Strelly Street Community Garden Access	23,455	18,337	18,337	20,000	20,000	27.91%
F0071 F0072	Lou Weston Oval Shared Path Alpha Road	54,740 39,141	77,924 113,092	77,924 0	85,000 113,092	85,000 0	-29.75% -65.39%
		350,588	587,632	528,429	630,774	576,470	-40.34%
	Drainage Construction - Street						
D0009	Busselton LIA - Geocatch Drain Partnership	0	15.000	15.000	30.000	30.000	-100.00%
D0010	Dunsborough / Busselton Drainage Upgrades	205,481	263,076	263,076	287,000	287,000	-21.89%
		205,481	278,076	278,076	317,000	317,000	-26.11%
	Car Parking Construction						
C0035	Churchill Park Hardstand Area (Parking)	119,091	116,446	116,446	127,030	127,030	2.27%
C0036	Lou Weston / King St Foreshore Car Parking	34,502	2,101	2,101	2,287	2,287	1542.15%
C0044 C0047	Meelup Coastal Nodes - Carpark upgrade	2,952	900.000	900,000	85,670	85,670	0.00%
C0047	Dunsborough Town Centre Carparking	60			1,350,000	1,350,000	
		156,605	1,018,547	1,018,547	1,564,987	1,564,987	-84.62%
	Bridges Construction						
A0006	Roy Road - Bridge Construction - Bridge 3373A	0	0	0	69,000	69,000	0.00%
A0008	Layman Road Bridge - 3438	0	550,000	550,000	600,000	600,000	-100.00%
A0010 A0015	Queen Street Bridge 0240A Metricup Road Bridge - 3354	139	264,000	264,000	288,000 912,000	288,000 912,000	-99.95% 0.00%
A0013	Ludlow Hithergreen Road Bridge - 3464	111,884	145,750	145,750	159,000	159,000	-23.24%
		112,023	959,750	959,750	2,028,000	2,028,000	-88.33%
		112,023	939,730	959,730	2,028,000	2,028,000	*00.33%
	Cycleways Construction						
F1008	Busselton Bypass - Strelly Street to Clydebank Avenue	0	0	49,775	0	54,304	0.00%
F1011	Navigation Way Armitage Drive to Lanyard Boulevard	96,048	105,413	105,413	115,000	115,000	-8.88%
F1014 F1017	Busselton Bypass - Fairway to Kangaroo Gully	9,816 206.664	117,887	117,887 206,239	128,600 225,000	128,600 225,000	-91.67% 0.21%
F1017	Busselton Bypass Cycleway (Clydebank to Grace Court) Dunsborough Cycleway CBD to Our Lady of the Cape School	9,360	206,239	206,239	30,000	30,000	0.21%
		321,888	429,539	479,314	498,600	552,904	-25.06%
	Townscape Construction						
C1024	Dunsborough Road Access Improvements Stage 1	631,879	451,000	451,000	492,000	492,000	40.11%
		631,879	451,000	451,000	492,000	492,000	40.11%
	Part Part Control of	031,073	431,000	452,000	452,000	432,000	40.1170
	Boat Ramps Construction						
C1513	Port Geographe Boat Trailer Parking Layout Redevelopment	4,181	114,500	114,500	229,000	229,000	-96.35%
		4,181	114,500	114,500	229,000	229,000	-96.35%
	Beach Restoration						
C2504	Groyne Construction	4,960	22,500	22,500	45,000	45,000	-77.96%
C2512	Sand Re-Nourishment	70,829	55,000	55,000	110,000	110,000	28.78%
C2520	Coastal Protection Works	3,103	22,913	22,913	25,000	25,000	-86.46%
C2522	King Street Seawall	223,809	252,913	252,913	485,000	305,000 485,000	-4.97% -11.51%
_	2-1-6-1-02	223,809	252,913	252,913	485,000	485,000	-11.51%
	Parks, Gardens & Reserves						
C3006	Playgrounds General - Replacement of playground equipment	0	32,087	32,087	35,000	35,000	-100.00%
C3014 C3040	Meelup Park - Fire Access Trail Churchill Park - Install Synthetic Wicket	20,854 21,057	0 16,500	0 16,500	20,000 18,000	20,000 18,000	0.00% 27.62%
C3040	Dunsborough - BMX / Skatebowl	31,258	24,200	24,200	18,000 26,396	26,396	27.62%
C3122	Rails to Trails	1,401	50,000	50,000	100,000	100,000	-97.20%
C3123	Geographe 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 C3131	Vasse Birchfields Bore Elijah Circle POS	47,213 840	58,674 0	58,674 0	64,000 0	64,000 0	-19.53% 0.00%
C3131	weighter was well it little	640	0	0	0	0	0.00%

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	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
C3134	Vasse Community & Recreation Precinct - AFL Oval Stage 1	167,240	275,000	275,000	300,000	300,000	-39.19%
C3136	Newtown Oval - Minor Upgrade of Existing Oval	0	8,932	8,932	9,745	9,745	-100.00%
C3143	NCC Infrastructure	11,032	12,012	12,012	13,100	13,100	-8.16%
C3145	Churchill Park Redevelopment - Irrigation	200,566	279,587	279,587	305,000	305,000	-28.26%
C3146	Dunsborough Town Centre	71,546	45,837	45,837	50,000	50,000	56.09%
C3147 C3154	Busselton Foreshore - Extension to Mainline Administration Building Landscaping Works	50,322 70,256	137,500 412,500	137,500 412,500	150,000 450,000	150,000 450,000	-63.40% -82.97%
C3156	Meelup Capital Works - Unallocated	32,327	412,300	412,300	40,000	40,000	0.00%
C3157	Port Geographe - Layman Road Native Tree Planting	0	0	0	10,000	10,000	0.00%
C3158	Port Geographe - Casurina Replacements on Layman Road	0	13,750	13,750	15,000	15,000	-100.00%
C3172	Vasse Newtown - AFL Oval Stage 2	23,466	0	0	0	0	0.00%
		768,903	1,395,605	1,395,605	1,689,767	1,657,767	-44.91%
	Cemetery Capital Works						
C1605	Busselton Cemetery Infrastructure Upgrades	25,522	27,500	27,500	30,000	30,000	-7.19%
		25,522	27,500	27,500	30,000	30,000	-7.19%
	Beach Front Infrastructure Works						
C1753	Eagle Bay Viewing Platform	0	21,087	21,087	23,000	23,000	-100.00%
		0	21,087	21,087	23,000	23,000	-100.00%
	Aged Housing - Infrastructure Works						
C3451	Aged Housing Infrastructure (Upgrade)	18,780	20,000	20,000	20,000	20,000	-6.10%
		18,780	20,000	20,000	20,000	20,000	-6.10%
	Sanitation Infrastructure						
C3479	New Cell Development	101.409	797,500	707 500	870.000	970 000	-87.28%
C3479 C3481	New Cell Development Transfer Station Development	2,428,973	2,088,372	797,500 2,088,372	870,000 2,278,223	870,000 2,278,223	-87.28% 16.31%
C3485	Site Rehabilitation - Busselton	332,435	229,163	229.163	250,000	250,000	45.06%
C3487	Site Rehabilitation - Dunsborough	16,033	137,500	137,500	150,000	150,000	-88.34%
C3488	Busselton Transfer Station Provision of Scheme Water	6,817	366,663	366,663	400,000	400,000	-98.14%
		2,885,667	3,619,198	3,619,198	3,948,223	3,948,223	-20.27%
	Airport Development						
C6090	Parks & Gardens Airport Stage 2	0	316,250	316,250	345,000	345,000	-100.00%
C6091	Airport Construction Stage 2, Noise Management Plan	11,509	911,174	911,174	994,000	994,000	-98.74%
C6092	Airport Construction Stage 2, Airfield	9,360,085	22,916,663	22,916,663	33,779,765	25,000,000	-59.16%
C6093	Airport Construction Stage 2, Car Park & Access Roads	0	5,225,000	5,225,000	5,700,000	5,700,000	-100.00%
C6094	Airport Construction Stage 2, Jet Fuel	0	385,000	385,000	420,000	420,000	-100.00%
C6095	Airport Construction Stage 2, External Services	432,512	4,216,674	4,216,674	4,600,000	4,600,000	-89.74%
C6097	Airport Construction Stage 1B, Jet Fuel	0	563,442	563,442	614,659	614,659	-100.00%
C6099	Airport Development - Project Expenses	1,155,624	1,348,772	1,348,772	1,469,107	1,469,107	-14.32%
		10,959,729	35,882,975	35,882,975	47,922,531	39,142,766	-69.46%
	Main Roads						
S0030	Vasse Yallingup Siding Road	89	0	0	0	0	0.00%
S0035	Strelly Street	20,625	146,784	146,784	160,128	160,128	-85.95%
S0036	Tuart Drive	140,725	192,500	192,500	210,000	210,000	-26.90%
S0049 S0051	Layman Road Causeway Road	106,133 42,934	719,500 137,500	687,500 137,500	782,000 150,000	750,000 150,000	-85.25% -68.78%
S0064	Peel Terrace	42,934 47,006	397,573	397,573	433,719	433,719	-88.18%
50065	Metricup Road	170,437	220,000	220,000	240,000	240,000	-22.53%
S0066	Queen Street	37,016	0	0	75,000	0	0.00%
S0303	Earnshaw Road	11,730	14,663	14,663	16,000	16,000	-20.00%
S0304	Hale Street	45,059	66,913	66,913	73,000	73,000	-32.66%
50305	Kempston Place	61,863	40,337	40,337	44,000	44,000	53.36%
S0306 S0307	Moore Street Redwood Close	39,856 5,587	39,413 14,663	39,413 14,663	43,000 16,000	43,000 16,000	1.13% -61.90%
50307	Ringtail Retreat	10,126	33,000	33,000	36,000	36,000	-61.90%
50309	Rivergum Place	9,606	23,837	23,837	26,000	26,000	-59.70%
50310	Wallaby Gardens	14,029	27,500	27,500	30,000	30,000	-48.98%
		7,184	15,587	15,587	17,000	17,000	-53.91%
S0311	Waratah Court			12.027			-52.15%
S0312	Whistler Cove	6,142	12,837	12,837	14,000	14,000	
S0312 S0313	Whistler Cove Cummins Court	5,145	13,959	13,959	15,223	15,223	-63.14%
S0312	Whistler Cove						

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	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
	Roads to Recovery						
T0016	Puzey Road	1,153,576	1,202,234	1,202,234	1,311,526	1,311,526	-4.05%
T0020	Capel Tutunup Road	121,828	1,202,234	1,202,234	1,311,320	1,511,520	0,00%
T0026	Kaloorup Road	149,970	0	0	0	0	0.00%
T0063	Tom Cullity Drive	753,059	956,087	956,087	1,043,000	1,043,000	-21.24%
T0073	Hammond Road	151,784	107,250	107,250	117,000	117,000	41.52%
T0074	Maxted Street	164,537	147,587	147,587	161,000	161,000	11.48%
T0075	Pelican Place	41,163	39,413	39,413	43,000	43,000	4.44%
T0076	Roberts Road	132,121	117,337	117,337	128,000	128,000	12.60%
	-	2,668,037	2,569,908	2,569,908	2,803,526	2,803,526	3.82%
	Council Roads Initiative						
W0005	Kaloorup Road	0	154,000	154,000	168,000	168,000	-100.00%
W0019	Marine Terrace	98,736	94,424	94,424	103,000	103,000	4.57%
W0028	Bus Bays & Shelters	10,345	3,410	3,410	3,720	3,720	203.37%
W0032	Chamber Road	33,020	31,163	31,163	34,000	34,000	5.96%
W0044	Brash Road Yallingup	47,400	43,076	43,076	47,000	47,000	10.04%
W0080 W0100	Bussell Highway Peel Terrace	76,659 22,352	24,684 23,837	24,684 23,837	26,933 26,000	26,933 26,000	210.56% -6.23%
W0100	Worgan Road	64,516	71,709	71,709	78,220	78,220	-10.03%
W0125		26,068	30,580	30,580	33,359	33,359	-10.05%
	Bussell Highway - Norman Road Broadwater Intersection						
W0136 W0150	DAIP Issues District ACROD Bays, ramps, signs etc Roe Terrace Busselton	7,635 57,964	41,250 36,674	41,250 36,674	45,000 40,000	45,000 40,000	-81.49% 58.05%
W0150	David Drive Geographe	29,193	26,587	26,587	29,000	29,000	9.80%
W0174	Owen Road	28,250	25,641	25,641	27,980	27,980	10.17%
W0175	Scott Road	41,732	41,250	41,250	45,000	45,000	1.17%
W0176	Signage (Alternate CBD Entry)	0	55,000	55,000	60,000	60,000	-100.00%
W0177	Strelly Street	0	55,000	55,000	60,000	60,000	-100.00%
W0178	Tompsett Road	17,238	52,063	52,063	56,800	56,800	-66.89%
W0179	Anthony Road	38,214	33,913	33,913	37,000	37,000	12.68%
W0180	Beach Road	57,315	71,511	71,511	78,000	78,000	-19.85%
W0181	Blue Crescent	133,707	154,000	154,000	168,000	168,000	-13.18% -100.00%
W0182 W0183	Capel-Tutunup Carter Road	0 149,600	71,500 395,087	71,500 395,087	78,000 431,000	78,000 431,000	-62.13%
W0185	Elsegood Avenue	61,788	60,500	60,500	66,000	66,000	2.13%
W0186	Grant Street	26,990	40,326	40,326	44,000	44,000	-33.07%
W0187	Luke Way	18,535	32,087	32,087	35,000	35,000	-42.23%
W0188	Macbeth Way	17,459	31,174	31,174	34,000	34,000	-43.99%
W0189	Melville Court	18,883	36,663	36,663	40,000	40,000	-48.50%
W0190	Miamup Road	121,247	201,663	201,663	220,000	220,000	-39.88%
W0191	Queen / Albert & West St / Bussell Left Turn Upgrades	39,309	68,750	68,750	75,000	75,000	-42.82%
W0192 W0193	Valley Road Wardanup Crescent	1,191 68,994	45,826 41,261	45,826 41,261	50,000	50,000	-97.40% 67.21%
W0193 W0194	Wardanup Crescent William Place	68,994 44,652	41,261 33,000	41,261 33,000	45,000 36,000	45,000 36,000	67.21% 35.31%
W0194 W0195	Yallingup Beach Road	8,772	26,587	26,587	29,000	29,000	-67.01%
W0198	Senior Citizens Access Road (Peel Tce)	910	53,163	53,163	58,000	58,000	-98.29%
W0199	Roe Tce (Bunbury to Frederick) Unconstructed Road Reserve	3,347	18,337	18,337	20,000	20,000	-81.74%
	-	1,372,019	2,225,696	2,225,696	2,428,012	2,428,012	-38.36%
	Sub-Total Infrastructure	25,437,923	59,868,421	59,476,993	75,772,807	66,504,042	-57.51%
	Grand Total - Capital Acquisitions	48,021,885	88,198,784	87,047,335	106,307,745	95,278,959	

City of Busselton

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Reserves Movement Report

		2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
100	Airport Infrastructure Renewal and Replaceme	\$ nt Reserve	\$	\$	\$	\$	\$
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	940,036.19 30,178.22 392,348.00 0.00	940,036.19 22,781.00 392,348.00 0.00	940,036.19 22,781.00 392,348.00 0.00	940,036.19 24,852.00 428,012.00 (42,630.00)	940,036.19 24,852.00 428,012.00 (42,630.00)	459,285.18 21,759.92 501,621.21 (42,630.12)
	Holister to Hulli	1,362,562.41	1,355,165.19	1,355,165.19	1,350,270.19	1,350,270.19	940,036.19
101	Asset Depreciation Reserve						
	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 Transfer to Muni	0.00 (2,573,603.88)	0.00 (2,573,603.88)	0.00 (2,573,603.88)	0.00 (2,573,603.88)	0.00 (2,573,603.88)	72,401.89 (44,821.37)
		0.00	0.00	0.00	0.00	0.00	2,573,603.88
102	Climate Adaptation Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	1,768,390.03 49,901.51 415,910.00 0.00	1,768,390.03 45,122.00 415,910.00 0.00	1,768,390.03 45,122.00 415,910.00 0.00	1,768,390.03 49,224.00 453,720.00 (447,500.00)	1,768,390.03 49,224.00 453,720.00 (447,500.00)	1,494,337.28 51,149.12 444,000.00 (221,096.37)
		2,234,201.54	2,229,422.03	2,229,422.03	1,823,834.03	1,823,834.03	1,768,390.03
107	Corporate IT System Programme						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer to Muni	132,062.14 3,254.33 0.00	132,062.14 3,586.00 0.00	132,062.14 3,586.00 0.00	132,062.14 3,912.00 (62,900.00)	132,062.14 3,912.00 0.00	128,259.45 3,802.69 0.00
		135,316.47	135,648.14	135,648.14	73,074.14	135,974.14	132,062.14
110	Jetty Maintenance Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	2,306,653.49 61,024.00 366,859.22 0.00	2,306,653.49 53,427.00 366,860.00 0.00	2,306,653.49 53,427.00 366,860.00 0.00	2,306,653.49 58,284.00 1,182,454.00 (622,870.00)	2,306,653.49 58,284.00 1,182,454.00 (622,870.00)	2,094,712.96 76,168.46 1,154,259.75 (1,018,487.68)
		2,734,536.71	2,726,940.49	2,726,940.49	2,924,521.49	2,924,521.49	2,306,653.49
111	Legal Expenses Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni	530,592.71 13,079.15 0.00	530,592.71 14,366.00 0.00	530,592.71 14,366.00 0.00	530,592.71 15,672.00 0.00	530,592.71 15,672.00 0.00	309,205.83 10,742.38 210,644.50
		543,671.86	544,958.71	544,958.71	546,264.71	546,264.71	530,592.71
112	Long Service Leave Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	2,604,471.00 0.00 0.00 (2,604,471.00)	2,604,471.00 0.00 0.00 (2,604,471.00)	2,604,471.00 0.00 0.00 (2,604,471.00)	2,604,471.00 0.00 0.00 (2,604,471.00)	2,604,471.00 0.00 0.00 (2,604,471.00)	2,204,037.00 67,424.94 596,880.21 (263,871.15)
		0.00	0.00	0.00	0.00	0.00	2,604,471.00
114	City Car Parking and Access Reserve	127.055.00	427.055.00	127.055.00	427.055.00	*********	
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	427,856.90 16,369.00 374,022.00 0.00	427,856.90 11,594.00 374,022.00 0.00	427,856.90 11,594.00 374,022.00 0.00	427,856.90 12,648.00 408,020.00 (903,188.00)	427,856.90 12,648.00 408,020.00 (804,170.00)	198,114.86 12,628.28 379,363.00 (162,249.24)
		818,247.90	813,472.90	813,472.90	(54,663.10)	44,354.90	427,856.90
115	Plant Replacement Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni	2,810,578.75 77,453.78 504,163.00	2,810,578.75 75,867.00 504,163.00	2,810,578.75 75,867.00 504,163.00	2,810,578.75 82,764.00 550,000.00	2,810,578.75 82,764.00 550,000.00	2,425,054.89 81,917.52 702,330.00
	Transfer to Muni	0.00	0.00	0.00	(1,339,000.00)	(1,134,000.00)	(398,723.66)
		3,392,195.53	3,390,608.75	3,390,608.75	2,104,342.75	2,309,342.75	2,810,578.75

City of Busselton

Reserves Movement Report

		2016/2017 Actual	2016/2017 Amended Budget	2016/2017 Original Budget YTD	2016/2017 Amended	2016/2017 Original Budget	2015/2016 Actual
		\$	YTD \$	\$	Budget \$	\$	\$
116	Professional Development Reserve						
	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	77,905.02	77,905.02	77,905.02	77,905.02	0.00	74,239.77 3,017.55
	Transfer from Muni Transfer to 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
117	Road Asset Renewal Reserve						
	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 Transfer from Muni	0.00	0.00	0.00	0.00	0.00	22,424.25 1,101.785.00
	Transfer from Muni 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
		0.00	0.00	0.00	0.00	0.00	320,023.03
119	Sick Pay Incentive Reserve						
	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 Transfer from Muni	0.00	0.00	0.00	0.00	0.00	3,381.67 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
120	Strategic Projects Reserve						
	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	5,734.65	5,874.00	5,874.00	6,408.00	6,408.00	5,618.21
	Transfer from Muni	22,913.00	22,913.00	22,913.00	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
		245,259.66	245,399.01	245,399.01	188,020.01	188,020.01	216,612.01
121	Waste Management Facility and Plant Reserve						
	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 Transfer from Muni	197,261.41 2,804,835.00	151,877.00 2,804,835.00	151,877.00 2,804,835.00	165,684.00 3,059,810.00	165,684.00 3,059,810.00	288,437.31 2,626,835.44
	Transfer to Muni	(2,744,588.00)	0.00	0.00	(4,439,723.00)	(4,439,723.00)	(3,436,446.88)
		7,870,762.51	10,569,966.10	10,569,966.10	6,399,025.10	6,399,025.10	7,613,254.10
122	Port Geographe Development Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves	1,654,121.43 40,758.59	1,654,121.43 44,693.00	1,654,121.43 44,693.00	1,654,121.43 48,756.00	1,654,121.43 48,756.00	569,370.66 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)
		1,694,880.02	1,698,814.43	1,698,814.43	1,457,367.43	1,457,367.43	1,654,121.43
123	Port Geographe Waterways Managment Reserve	(SAR)					
	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 Transfer from Muni	87,840.76 156.607.00	93,720.00	93,720.00	102,240.00	102,240.00	98,070.29
	Transfer from Muni Transfer to Muni	156,607.00	156,607.00 (305,000.00)	156,607.00 (305,000.00)	170,847.00 (305,000.00)	170,847.00 (305,000.00)	391,189.69 (300,000.00)
		3,698,890.88	3,399,770.12	3,399,770.12	3,422,530.12	3,422,530.12	3,454,443.12
124	Workers Compensation Contingency Reserve	-,,	-,,	-,,	-,,	-,,	-,,-
-2-4							
	Accumulated Reserves at Start of Year Interest transfer to Reserves	273,142.25 7,365.08	273,142.25 7,414.00	273,142.25 7,414.00	273,142.25 8,088.00	273,142.25 8,088.00	265,277.30 7,864.95
	Transfer from Muni	37,400.00	37,400.00	37,400.00	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
		317,907.33	317,956.25	317,956.25	302,030.25	302,030.25	273,142.25

City of Busselton

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Reserves Movement Report

		2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
		\$	\$	\$	\$	\$	\$
126	Provence Landscape Maintenance Reserve (SAR)						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	835,855.66 22,930.11 133,089.00 0.00	835,855.66 22,451.00 133,089.00 0.00	835,855.66 22,451.00 133,089.00 0.00	835,855.66 24,492.00 145,190.00 (117,120.00)	835,855.66 24,492.00 145,190.00 (117,120.00)	676,765.29 22,654.23 136,436.14 0.00
		991,874.77	991,395.66	991,395.66	888,417.66	888,417.66	835,855.66
127	New Infrastructure Development Reserve						
	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	54,232.97	67,683.00	67,683.00	73,836.00	73,836.00	74,547.89
	Transfer from Muni Transfer to Muni	493,317.00 (198,245.00)	493,317.00 0.00	493,317.00 0.00	538,171.00 (804,945.00)	538,171.00 (804,945.00)	633,740.00 (1,012,455.97)
		2,356,949.63	2,568,644.66	2,568,644.66	1,814,706.66	1,814,706.66	2,007,644.66
128	Vasse Newtown Landscape Maintenance Reserve (SAR)					
	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 Transfer from Muni	13,755.13 147,114.00	12,584.00 147,114.00	12,584.00 147,114.00	13,728.00 160,489.00	13,728.00 160,489.00	14,524.93 152,009.48
	Transfer to Muni	0.00	0.00	0.00	(273,785.00)	(273,785.00)	(102,696.25)
		631,628.64	630,457.51	630,457.51	371,191.51	371,191.51	470,759.51
129	Untied Grants Reserve						
	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
130	Locke Estate Reserve						
	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 Transfer from Muni	1,830.67 0.00	1,628.00 0.00	1,628.00 0.00	1,776.00 60,000.00	1,776.00 60,000.00	0.00 64,000.00
	transfer from wuni	65,830.67	65,628.00	65,628.00	125,776.00	125,776.00	64,000.00
		65,830.67	65,628.00	65,628.00	125,776.00	125,776.00	64,000.00
131	Busselton Community Resource Centre						
	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 Transfer from Muni	2,703.40 24,772.00	2,475.00 24,772.00	2,475.00 24,772.00	2,700.00 27,020.00	2,700.00 27,020.00	2,384.86 26,280.29
		119,653.76	119,425.36	119,425.36	121,898.36	121,898.36	92,178.36
132	CBD Enhancement Reserve						
	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 Transfer from Muni	1,794.58 31,900.00	1,364.00 31,900.00	1,364.00 31,900.00	1,488.00 34,800.00	1,488.00 34,800.00	1,114.36 34,800.00
		84,098.86	83,668.28	83,668.28	86,692.28	86,692.28	50,404.28
133	Election, Valuation and Corporate Expenses Reserv	re					
	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	7,071.56	4,719.00	4,719.00	5,148.00	5,148.00	3,475.49
	Transfer from Muni Transfer to Muni	159,885.00 0.00	159,885.00 0.00	159,885.00 0.00	174,420.00 (72,000.00)	174,420.00 (72,000.00)	206,000.00 (71,105.20)
		341,125.63	338,773.07	338,773.07	281,737.07	281,737.07	174,169.07
134	Civic and Administration Centre Construction Rese	rve					
	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	161,948.34	194,850.00	194,850.00	194,850.00	194,850.00	466,958.22
	Transfer to Muni	(11,000,000.00)	(12,977,765.00)	(12,977,765.00)	(12,977,765.00)	(12,977,765.00)	(6,185,966.93)
		1,944,863.46	0.12	0.12	0.12	0.12	12,782,915.12

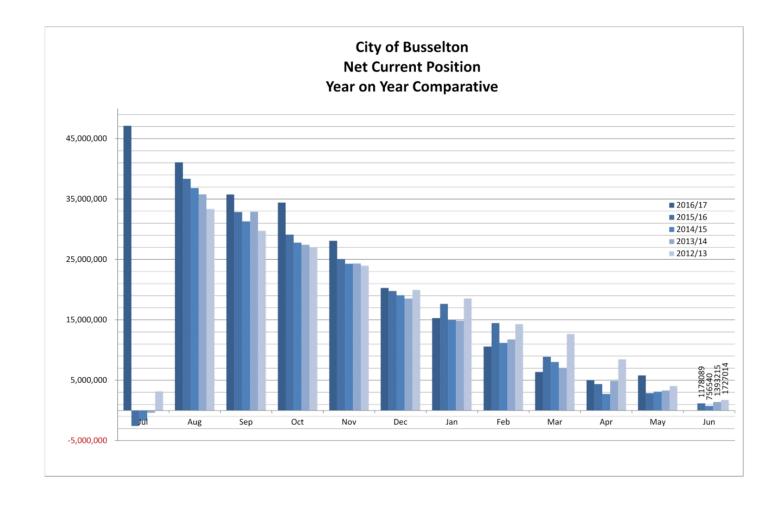
City of Busselton

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Reserves Movement Report

		2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
		\$	\$	\$	\$	\$	\$
136	Airport Marketing Reserve						
	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	5,606.41	4,103.00	4,103.00	4,476.00	4,476.00	0.00
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	196,000.00
		201,606.41	200,103.00	200,103.00	200,476.00	200,476.00	196,000.00
/ariou	s Building Asset Renewal Reserve						
	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	34,970.31	42,229.00	42,229.00	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	(300,000.00)	(300,000.00)	(300,000.00)	(408,022.00)	(408,022.00)	(465,153.58)
		1,347,676.14	1,354,934.83	1,354,934.83	1,250,751.83	1,250,751.83	1,493,038.06
Variou	s Community Development Contribution Reserv	ve					
	Interest transfer to Reserves	185,081.83	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	8,347,643.90	7,864,543.94	7,864,543.94	7,964,543.94	7,964,543.94	0.00
	Transfer to Muni	(967,240.40)	(249,796.00)	0.00	(2,482,871.00)	(2,053,075.00)	0.00
		7,565,485.33	7,614,747.94	7,864,543.94	5,481,672.94	5,911,468.94	0.00
/ariou	s Busselton Area Drainage and Waterways Imp	rovement Reserve					
	Interest transfer to Reserves	13,926.89	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
		608,490.94	383,803.62	383,803.62	298,803.62	298,803.62	0.00
Variou	s Employee Entitlement Reserve						
	Interest transfer to Reserves	73,642.77	60,445.00	60,445.00	65,940.00	65,940.00	0.00
	Transfer from Muni	2,989,629.61	2,989,629.61	2,989,629.61	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
		3,063,272.38	3,050,074.61	3,050,074.61	2,454,264.61	2,454,264.61	0.00
Variou	s Infrastructure Asset Renewal Reserve						
	Interest transfer to Reserves	57,409.16	74,998.00	74,998.00	81,816.00	81,816.00	0.00
	Transfer from Muni	4,316,718.93	4,316,718.93	4,316,718.93	4,445,284.93	4,445,284.93	0.00
	Transfer to Muni	(2,900,000.00)	(2,000,000.00)	(2,000,000.00)	(3,818,467.00)	(3,793,467.00)	0.00
		1,474,128.09	2,391,716.93	2,391,716.93	708,633.93	733,633.93	0.00
Variou	s Joint Venture Aged Housing Reserve						
	Interest transfer to Reserves	17,016.35	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
		743,473.73	726,457.38	726,457.38	831,057.38	831,057.38	0.00
/ariou	s Public Art Reserve						
	Interest transfer to Reserves	1,574.37	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
		94,634.37	0.00	0.00	0.00	0.00	0.00
	Total Cash Back Reserves	46,683,225.63	47,947,953.09	48,197,749.09	35,452,697.09	36,274,411.09	46.024.063.38
	Total Cash back Reserves	46,083,225.63	47,947,953.09	48,197,749.09	35,452,697.09	36,274,411.09	46,024,063.38
	Summary Reserves						
	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 Transfer from Muni	1,245,715.33 23.252,875.86	1,019,850.00 22,465,956.25	1,019,850.00 22,465,956.25	1,094,850.00 24,207,539.25	1,094,850.00 24,207,539.25	1,485,933.39 11,212,802.13
	Transfer to Muni	(23,839,428.94)	(21,561,916.54)	(21,312,120.54)	(35,873,755.54)	(35,052,041.54)	(15,820,654.48)
	Closing Balance	46,683,225.63	47,947,953.09	48,197,749.09	35,452,697.09	36,274,411.09	46,024,063.38
		10,000,000	,5,555.05	10,201,11100	20,100,000	33,23,4,22,103	10,000,000

27



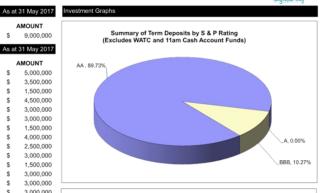
Attachment B Investments Report as at 31 May 2017



CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT For the month of May 2017



I falli Balik Account					As at	31 Way 2017
INSTITUTION ANZ 11am At Call Depo	sit			RATE 1.45%	\$	9,000,000
Term Deposits - Miscellaneous Funds As at 31 May 2017						
INSTITUTION	RATING	DAYS	MATURITY	RATE		AMOUNT
Westpac	AA	273	06-Jun-17	2.70%	\$	5,000,000
ANZ	AA	120	16-Jun-17	2.45%	\$	3,500,000
Westpac	AA	92	22-Jun-17	2.55%	\$	1,500,000
Westpac	AA	92	30-Jun-17	2.50%	\$	4,500,000
ANZ	AA	91	01-Jul-17	2.35%	\$	3,000,000
NAB	AA	90	05-Jul-17	2.55%	\$	3,000,000
Westpac	AA	91	16-Jul-17	2.42%	\$	1,500,000
NAB	AA	90	19-Jul-17	2.53%	S	4,000,000
NAB	AA	90	26-Jul-17	2.53%	\$	2,500,000
NAB	AA	90	03-Aug-17	2.52%	s	3,000,000
Rural Bank	BBB	180	08-Aug-17	2.60%	\$	1,500,000
NAB	AA	91	18-Aug-17	2.48%	\$	3,000,000
ANZ	AA	92	25-Aug-17	2.35%	\$	3,000,000
Bendigo	BBB	365	06-Sep-17	2.75%	\$	3,000,000
Westpac	AA	365	06-Sep-17	2.90%	\$	5,000,000
Bendigo	BBB	184	14-Sep-17	2.45%	\$	1,000,000
Bank of Queensland	BBB	181	06-Nov-17	2.65%	\$	2,000,000



		Total	of Term Deposits	\$	50,000,000
Foreshore Development Funds				As a	t 31 May 2017
WA Treasury Corp Overnight Cash Please note an additional \$2,765,463			1.45% of term deposit fur	\$ nds	1,525,057
				\$	1,525,057
Airport Redevelopment Funds				As a	t 31 May 2017
WA Treasury Corp Overnight Cash	Deposit Facility	,	1.45%	\$	2,478
WA Treasury Corp State Bonds	91 Days	27-Jul-17	1.65%	\$	6,143,952
	Total of Airpo	ort Redevelopme	ent Funds - WATO	\$	6,146,431

Summary of Term Deposits by Institution (Excludes WATC and 11am Cash Account Funds)
Westpac, 32,19%
NAB, 34.25%
Commonwealth Bank, 2.74% Bendigo (incl. Rural Bank), 7.53%

WA Treasury Corp.	- State Bonds	91 Days	27-Jul-17	1.65%	\$	6,143,952
		Total of Airpo	ort Redevelopmen	t Funds - WATC	\$	6,146,431
ANZ	AA	92	05-Jun-17	2.40%	\$	4,000,000
Westpac	AA	182	05-Jun-17	2.71%	\$	2,000,000
NAB	AA	92	07-Jun-17	2.50%	\$	5,000,000
NAB	AA	90	03-Jul-17	2.55%	\$	2,500,000
ANZ	AA	91	05-Jul-17	2.45%	\$	3,500,000
NAB	AA	90	02-Aug-17	2.52%	\$	2,000,000
Westpac	AA	274	05-Sep-17	2.76%	\$	4,000,000
					_	
	T		mant Francis - David			23 000 000

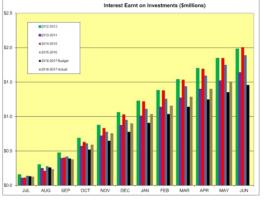


(Note: Funds held with the WATC are in accordance with the Airport Redevelopment Funding Contract and are not held within the requirements of the City's Investment Policy 218)

	Balance of Investments (\$millions)
\$130 -	
\$120 -	1
\$110 -	
\$100 -	
\$90 -	1975 1876
\$80 -	
\$70 -	
\$60 -	
\$50 -	
\$40 -	
\$30 -	
\$20 -	JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

SUMMARY OF ALL INVESTMENTS HELD		As at 1 year ago	F	As at 30 June 2016	f	at 31 May 2017	
11am Bank Account	\$	6,000,000	\$	10,500,000	\$	9,000,000	
Term Deposits - Misc. Funds	\$	66,000,000	\$	56,000,000	\$	50,000,000	
Foreshore Development Funds - WATC			\$	4,198,927	\$	1,525,057	
Airport Redevelopment - WATC Deposits	\$	36,457,650	\$	36,458,479	\$	6,146,431	
Airport Redevelopment - Bank Term Deposit	\$	4,000,000	\$	4,000,000	\$	23,000,000	
Airport Redevelopment - Other Funds	\$	5,375,702	\$	5,176,467	\$	5,032,229	
Total of all Investments Held	\$	117,833,352	\$	116,333,873	\$	94,703,717	
TOTAL INTEREST RECEIVED AND ACCRUED	\$	1,750,324	\$	1,889,516	\$	1,505,879	
INTEREST BUDGET	\$	1,592,712	\$	1,737,500	\$	1,349,850	
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)							

TOTAL INTEREST RECEIVED AND ACCRUED	5	1,750,324	\$	1,889,516	5	1,505,879
INTEREST BUDGET	\$	1,592,712	\$	1,737,500	\$	1,349,850
(Note: Interest figures relate to City general funds only and Airport R			est al	llocated to speci	fic are	as such as the
Statement of Compliance with Council's Investment	Polic	y 218				
All funds are to be invested within legislative limit	ts.				Ful	lly Compliant
2. All individual funds held within the portfolio are n	ot to e	exceed			Ful	lly Compliant
a set percentage of the total portfolio v	alue.					
3. The amount invested based upon the Fund's Rai	ing is	not to exceed	i		Fu	lly Compliant
the set percentages of the total portfoli	0.					
4. The amount invested based upon the Investment	Horiz	zon is not			Ful	lly Compliant
to exceed the set percentages of the to	tal po	rtfolio.				



10.2 <u>Finance Committee - 20/07/2017 - LIST OF PAYMENTS MADE - MAY 2017</u>

SUBJECT INDEX: Financial Operations

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

and transparent.

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

REPORTING OFFICER: Manager Financial Services - Kim Dolzadelli

AUTHORISING OFFICER: Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A List of Payments made May 2017

This item was considered by the Finance Committee at its meeting on 20 July 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 May 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 6.1 – 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

NA.

CONSULTATION

NA.

OFFICER COMMENT

In accordance with regular custom, the list of payments made for the month of May 2017 is presented for information.

CONCLUSION

NA.

OPTIONS

NA.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council notes payment of voucher numbers M114274 - M114430, EF052150 - EF052668, T007337 - T007341, and DD003111 - DD003139; together totalling \$13,197,211.91.



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

Summary

9 August 2017

MUNICIPAL ACCOUNT		236,890.24
ELECTRONIC TRANSFER PAYMENTS		11,465,630.72
TRUST ACCOUNT		1,465,357.74
INTERNAL PAYMENT VOUCHERS		29,333.21
	Total Payments	13,197,211.91

MUNICIPAL ACCOUNT - MAY 2017

Date	Chq / Voucher	Name	Description	Amount
2/05/2017	114274	DAVID WILLOTT	KOOKABURRA REFUND FEE	11.50
2/05/2017	114275	GEOGRAPHE LEISURE CENTRE - PETTY CASH	PETTY CASH REIMBURSEMENT	235.60
2/05/2017	114276	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	201.68
2/05/2017	114277	IAN WEBSTER	REFUND OF ANIMAL TRAP BOND	100.00
5/05/2017	114278	TELSTRA CORPORATION	COMMUNICATION SERVICES	12,373.86
5/05/2017	114279	WATER CORPORATION	WATER SERVICES	4,494.66
5/05/2017	114280	SYNERGY	ELECTRICITY SUPPLIES	4,068.10
	114281	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
5/05/2017	114282	FRED ROSE EXCAVATOR HIRE	EXCAVATOR HIRE - WASTE FACILITIES & ROADWORKS	5,747.50
11/05/2017	114283	CITY OF BUSSELTON	VARIOUS STAFF REIMBURSEMENTS	3,089.43
11/05/2017	114284	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	338.00
11/05/2017	114285	GARRY BRIAN MORRIS	REFUND DOG REGISTRATION - NOW STERILISED	150.00
11/05/2017	114286	DEPARTMENT OF COMMERCE, BUILDING COMMISSION	STAFF REGISTRATION FEES	973.00
11/05/2017	114287	LANDGATE CUSTOMER ACCOUNT	LANDGATE LEASE REGISTRATION FEE	165.80
11/05/2017	114288	TELSTRA CORPORATION	COMMUNICATION SERVICES	124.95
11/05/2017	114289-114290	WATER CORPORATION	WATER SERVICES	13,178.48
11/05/2017	114291	SYNERGY	ELECTRICITY SUPPLIES	73,613.32
11/05/2017	114292	OFFICE OF THE CEO - PETTY CASH	PETTY CASH REIMBURSEMENT	374.78

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Attachment A

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Date	Chq / Voucher	Name	Description	Amount
	114293	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
24/04/2017	114294	KATE WESTERN	STAFF REIMBURSEMENT - TRAINING EXPENSES	83.00
3/05/2017	114295	EMMA PINNELL	BIO-DIVERSITY RATE REBATE	710.87
3/05/2017	114296	JOEL & FIONA HODGKINSON	BIO-DIVERSITY RATE REBATE	250.00
3/05/2017	114297	MARY CRAIGIE	BIO-DIVERSITY RATE REBATE	2,063.27
11/05/2017	114298	GEOGRAPHE CYCLE CLUB INC.	SPONSORSHIP - BOOK PUBLICATION	500.00
11/05/2017	114299	SAMANTHA BAIN	KOOKABURRA REFUND FEE	15.00
11/05/2017	114300	SUBHADRA GERARD	REFUND CRC FACILITY HIRE BOND & BOOKING FEE - CANCELLED	812.00
11/05/2017	114301	DEPARTMENT OF TRANSPORT	PURCHASE OF SPECIAL SERIES NUMBER PLATES	327.0
11/05/2017	114302	THOMAS MAZEY	ART SALES	70.0
11/05/2017	114303	ROBERT MERRIFIELD	REFUND OF ANIMAL TRAP BOND	100.0
11/05/2017	114304	ENABLE WA INC	REFUND OF FACILITY HIRE BOND - CRC	200.0
11/05/2017	114305	DUNSBOROUGH ART SOCIETY	REFUND OF FACILITY HIRE BOND - YALLINGUP HALL	185.0
11/05/2017	114306	MERCY CARE	REFUND OF FACILITY HIRE BOND - CRC	200.0
11/05/2017	114307	CASEY LEWIS	REFUND OF FACILITY HIRE BOND - YALLINGUP HALL	185.0
11/05/2017	114308	ACTING UP ACADEMY OF PERFORMING ARTS INC	REFUND OF FACILITY HIRE BOND - ARTGEO	180.0
11/05/2017	114309	CWA PERTH BELLES	REFUND OF FACILITY HIRE BOND - CRC	200.0
11/05/2017	114310	NOLA MARINO	REFUND OF FACILITY HIRE BOND - CRC	200.0
11/05/2017	114311	THE SCHOOL VOLUNTEER PROGRAM LTD	REFUND OF FACILITY HIRE BOND - YOUTH CENTRE	185.0
11/05/2017	114312	OREN ZOHAR	REFUND OF RATE OVERPAYMENT	287.9
11/05/2017	114313	KENNETH DAVIS	REFUND OF RATE OVERPAYMENT	689.4
11/05/2017		TJ & JA FISHER	REFUND OF RATE OVERPAYMENT	40.0
11/05/2017	114315	OFFICE OF STATE REVENUE	REFUND OF RATE OVERPAYMENT	615.5
11/05/2017	114316	JUSTIN TURNER	REFUND OF COMMUNITY GROUND HIRE BOND	500.0
11/05/2017	114317	WA COUNTRY BUILDERS PTY LTD	REFUND DEVELOPMENT APPLICATION FEE - NOT REQUIRED	147.0
11/05/2017	114318	DK & JA WHITLOCK	REFUND OF HOLIDAY HOME REGISTRATION FEE - CANCELLED	354.0
12/05/2017		SUE TOM	REFUND OF ARTGEO WORKSHOP FEE	160.0
12/05/2017	114320	KATIE BERRYMAN	REFUND OF ANIMAL TRAP BOND	100.0
12/05/2017	114321	BEVERLEY ATKINSON	REFUND OF ANIMAL TRAP BOND	100.0
12/05/2017	114322	ROESNER PTY LTD	REFUND OF BUILDING FEE - APPLICATION CANCELLED	528.0
15/05/2017	114323	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	502.0
16/05/2017	114324	THE AUSTRALIAN TAXATION OFFICE	TAXATION PAYMENTS	23,963.0
19/05/2017	114325	TELSTRA CORPORATION	COMMUNICATION SERVICES	105.0
19/05/2017		WATER CORPORATION	WATER SERVICES	127.3
19/05/2017	114327	SYNERGY	ELECTRICITY SUPPLIES	1,886.3
	114328-114353	CANCELLED	PROCESSING ERROR - CANCELLED	0.0
23/05/2017	114354	A LANE & D NEWMAN	CROSSOVER SUBSIDY PAYMENT	167.9
23/05/2017		A STYLES & A SARSON	CROSSOVER SUBSIDY PAYMENT	167.9
23/05/2017		ROBERT FENWICK	CROSSOVER SUBSIDY PAYMENT	208.6
23/05/2017		R & M BRENNAN	CROSSOVER SUBSIDY PAYMENT	167.9

List of Payments made May 2017

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Attachment A

Date Chq / Voucher	Name	Description	Amount
23/05/2017 114358	EC & PG JOHNSON	CROSSOVER SUBSIDY PAYMENT	167.90
23/05/2017 114359	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
23/05/2017 114360	DAWN, NATHAN & DANIELLE VINES	CROSSOVER SUBSIDY PAYMENT	256.00
23/05/2017 114361	S CHETWYND & N RIESTERER	CROSSOVER SUBSIDY PAYMENT	225.90
23/05/2017 114362	EW & CE TURPIN	CROSSOVER SUBSIDY PAYMENT	261.80
23/05/2017 114363	D & A KINNELL	CROSSOVER SUBSIDY PAYMENT	296.70
23/05/2017 114364	P & P FAMLONGA	CROSSOVER SUBSIDY PAYMENT	269.60
23/05/2017 114365	D & K GANDY	CROSSOVER SUBSIDY PAYMENT	273.70
23/05/2017 114366	MERLENE BARSDEN	CROSSOVER SUBSIDY PAYMENT	296.70
23/05/2017 114367	C & K BERTOLAMI	CROSSOVER SUBSIDY PAYMENT	339.50
23/05/2017 114368	RODNEY HOLT	CROSSOVER SUBSIDY PAYMENT	384.50
23/05/2017 114369	A & P REES	CROSSOVER SUBSIDY PAYMENT	411.70
23/05/2017 114370	P & R BROWN	CROSSOVER SUBSIDY PAYMENT	720.30
23/05/2017 114371	DARREN CHILD	CROSSOVER SUBSIDY PAYMENT	351.50
23/05/2017 114372	N BOWSER & A WILLIAMS	CROSSOVER SUBSIDY PAYMENT	296.70
23/05/2017 114373	D & J IVES	CROSSOVER SUBSIDY PAYMENT	148.10
23/05/2017 114374	R & D REED	CROSSOVER SUBSIDY PAYMENT	167.90
23/05/2017 114375	N BOWSER & A WILLIAMS	CROSSOVER SUBSIDY PAYMENT	317.00
23/05/2017 114376	D & J IVES	CROSSOVER SUBSIDY PAYMENT	283.10
23/05/2017 114377-114379	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
23/05/2017 114380	C BECKETT & C CUMMINS	CROSSOVER SUBSIDY PAYMENT	337.40
23/05/2017 114381	R BRUCE & A VAN DE MEEBERG	CROSSOVER SUBSIDY PAYMENT	333.60
23/05/2017 114382	PETER MORRIS	CROSSOVER SUBSIDY PAYMENT	337.40
23/05/2017 114383	MJ & PG JOHNSTON &	REFUND OF ANIMAL TRAP BOND	100.00
22/05/2017 114384	SUSAN GRAF	REFUND OF ARTGEO WORKSHOP FEES - WORKSHOP CANCELLED	75.00
22/05/2017 114385	JILL HARRISON	REFUND OF ARTGEO WORKSHOP FEES - WORKSHOP CANCELLED	155.00
22/05/2017 114386	SANDRA DUNBAR	REFUND OF ARTGEO WORKSHOP FEES - WORKSHOP CANCELLED	155.00
22/05/2017 114387	BLANCHE LINDEGGER	REFUND OF ARTGEO WORKSHOP FEES - WORKSHOP CANCELLED	75.00
22/05/2017 114388	CAROL PALMER	REFUND OF ARTGEO WORKSHOP FEES - WORKSHOP CANCELLED	75.00
22/05/2017 114389	RICHARD COSHOTT	SPONSORSHIP - U15S AFL STATE C'SHIPS ATTENDANCE	200.00
22/05/2017 114390	GEOGRAPHE BAY TABLE TENNIS CLUB	SPONSORSHIP - SOUTH WEST TABLE TENNIS C'SHIPS ATTENDANCE	500.00
23/05/2017 114391	L MURRAY	KOOKABURRA REFUND FEE	33.00
23/05/2017 114392	KAREN KOSTAS	KOOKABURRA REFUND FEE	15.00
23/05/2017 114393	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	34.40
23/05/2017 114394	CAROL KEMP	ART SALES	5.60
23/05/2017 114395	JEANETTE SMITH	REFUND OF ANIMAL TRAP BOND	100.00
23/05/2017 114396	WARREN SANDERSON	REFUND OF ANIMAL TRAP BOND	100.00
23/05/2017 114397	TROY BUSWELL	REFUND OF ANIMAL TRAP BOND	36.00
23/05/2017 114398	SOUTH WEST CATCHMENTS COUNCIL	REFUND OF FACILITY HIRE BOND - CRC	200.00
23/05/2017 114399	ACTIV FOUNDATION INCORPORATED	REFUND OF FACILITY HIRE BOND - CRC	200.00

Attachment A List of Payments made May 2017

Date Chg / Voucher Name Description Amount 23/05/2017 114400 FAUSTINA TULETT REFUND OF FACILITY HIRE BOND - YOUTH CENTRE 185.00 23/05/2017 114401 RENEE D ALLEN REFUND OF FOOD PREMISES APPLICATION FEE - OVERPAYMENT 62.00 25/05/2017 114402 CITY OF BUSSELTON VARIOUS PAYROLL REIMBURSEMENTS 3,293.43 25/05/2017 114403 CALLOWS CORNER NEWS 302.00 STAFF SOCIAL CLUB - LOTTO 24/05/2017 114404 CITY OF BUSSELTON WAIVER OF EVENT APPLICATION FEE - BREAST CANCER CARE WA 36.50 24/05/2017 114405 JASON CALLAGHAN CROSSOVER SUBSIDY PAYMENT 167.90 24/05/2017 114406 OFFICE OF STATE REVENUE 354.22 REFUND OF RATE OVERPAYMENT 24/05/2017 114407 MS J COLEGATE SPONSORSHIP - U16S BASKETBALL C'SHIPS ATTENDANCE 200.00 26/05/2017 114408 NATIONAL TRUST OF AUSTRALIA (W.A.) 175TH MEMORIAL FUND MEMBERSHIP APPEAL 120.00 26/05/2017 114409 CANCELLED PROCESSING ERROR - CANCELLED 0.00 26/05/2017 114410 SOUTHERN CROSS AUSTERIO ADVERTISING - GLC & NCC 1,980.00 26/05/2017 114411 BUSSELTON WATER CORPORATION WATER SERVICES 3,687.10 26/05/2017 114412 CALLOWS CORNER NEWSAGENCY STATIONERY/ NEWSPAPERS 364.19 26/05/2017 114413 DEPARTMENT OF COMMERCE, BUILDING COMMISSION STAFF REGISTRATION FEES 868.00 26/05/2017 114414 TELSTRA CORPORATION COMMUNICATION SERVICES 9,013.61 26/05/2017 114415 CITY OF BUSSELTON PLANT TRADE-IN TO T-QUIP 4,180.00 26/05/2017 114416 WATER CORPORATION WATER SERVICES 2,243.81 26/05/2017 114417 **UPHOLSTERY SERVICES - TARP REPAIRS** 60.00 BUSSELTON UPHOLSTERERS 26/05/2017 114418 AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY COMMUNICATION SERVICES - VHF LICENCE FEES - BMRRA 44.00 26/05/2017 114419-114420 CLEANAWAY 10,059.22 WASTE MANAGEMENT SERVICES 26/05/2017 114421 ALINTA GAS SERVICES 457.20 26/05/2017 114422 ENGINEERS AUSTRALIA STAFF MEMBERSHIP/REGISTRATION FEES 557.00 26/05/2017 114423-114424 SYNERGY **ELECTRICITY SUPPLIES** 16,378.90 26/05/2017 114425 BOND ADMINISTRATOR 1,040.00 AGED HOUSING BONDS 26/05/2017 114426 FRED ROSE EXCAVATOR HIRE EXCAVATOR HIRE - WASTE FACILITY & ROADWORKS 15.004.00 26/05/2017 114427 LANDGATE CUSTOMER ACCOUNT LANDGATE FEES - REMOVAL OF EXPIRED TERM LEASE 165.80 29/05/2017 114428 MOSQUITO CONTROL ASSOCIATION OF AUST INC. ANNUAL MEMBERSHIP RENEWAL 200.00 29/05/2017 114429 ARTGEO PETTY CASH PETTY CASH REIMBURSEMENT 87.60 29/05/2017 114430 EXCLAIMER LTD EXCHANGE SERVER SOFTWARE 718.00 236,890.24

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ELECTRONIC TRANSFER PAYMENTS - MAY 2017

Date	EFT	Name	Description	Amount		
5/05/2017	EF052150	LINDA KUSAL	STAFF REIMBURSEMENT - VEHICLE CLEANING	255.00		
5/05/2017	EF052151	BUSSELTON HYUNDAI	VEHICLE PURCHASES / SERVICES / PARTS	38,163.80		
5/05/2017	EF052152	BCP CIVIL & PLANT	PLANT HIRE, CONTRUCTION SERVICES - VARIOUS WORKS	13,802.22		
5/05/2017	EF052153	ERTECH PTY LTD	COASTAL DEFENCES SERVICE - BUSSELTON FORESHORE, CLAIM # 3	231,228.36		
5/05/2017	EF052154	NATURALISTE GLASS PTY LTD	NOISE AMELIORATION WORKS - BMRRA EXPANSION	12,659.54		
5/05/2017	EF052155	TANIA OLIVER	STAFF REIMBURSEMENT - VEHICLE CLEANING	14.00		
5/05/2017	EF052156	BBS COLLECTIONS PTY LTD	DEBT COLLECTION SERVICES	97.30		

Attachment A

35 List of Payments made May 2017

Date	Chq / Voucher	Name	Description	Amount
5/05/2017	EF052157	CENTRAL REGIONAL TAFE	EMPLOYEE TRAINING SERVICES - ANIMAL CONTROL	1,631.30
5/05/2017	EF052158	SHAPE MANAGEMENT	CONSULTANCY SERVICES FOR MAJOR PROJECTS	19,140.00
5/05/2017	EF052159	UCI CANTERBURY GROUP PTY LTD T/AS	COMMERCIAL FURNITURE - ADMIN BUILDING	18,480.00
5/05/2017	EF052160	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	INFORMATION TECHNOLOGY HARDWARE	68.00
5/05/2017	EF052161	PRO CONSTRUCT	BUILDING CONSTRUCTION SERVICES - YOUTH BUILDING CLAIM #4	206,553.00
5/05/2017	EF052162	BAY SIGNS	SIGNAGE SUPPLIES - VARIOUS	8,375.55
5/05/2017	EF052163	CHRISTIAN WHITFIELD	ENTERTAINMENT - YOUTH EVENT	150.00
5/05/2017	EF052164	DAVID BAILEY	ART SALES	180.00
5/05/2017	EF052165	ADAM FAHEY	KOOKABURRA REFUND FEE	65.00
5/05/2017	EF052166	JASON SIGNMAKERS	SIGNAGE SUPPLIES - VARIOUS	1,724.14
5/05/2017	EF052167	BRAD SCOTT ELECTRICS	ELECTRICAL SERVICES - VARIOUS	16,445.88
5/05/2017	EF052168	COLES	COUNCIL & STAFF REFRESHMENTS, ARTGEO EXHIBITION EXPENSES	266.08
5/05/2017	EF052169	INNOVEST CONSTRUCTION	CONSTRUCTION SERVICES - MILNE ST PAVILLION CLAIM #5	213,469.48
5/05/2017	EF052170	VINEPOWER MARGARET RIVER PTY LTD	WEED CONTROL & LANDSCAPING SERVICES - VARIOUS	8,403.33
5/05/2017	EF052171	BDA TREE LOPPING	TREE LOPPING SERVICES - VARIOUS STREET LOCATIONS	5,094.00
5/05/2017	EF052172	TRIATHLON WESTERN AUSTRALIA	GRANT FUNDING - 2017 IRONMAN TRIATHLON	59,400.00
5/05/2017	EF052173	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	26.65
5/05/2017	EF052174	ALINTA ENERGY	ELECTRICITY SUPPLY	42,598.83
11/05/2017	EF052175	HIF	HEALTH INSURANCE	229.40
11/05/2017	EF052176	PAY-PLAN PTY LTD	SALARY PACKAGING	18,078.18
11/05/2017	EF052177	RENTAL MANAGEMENT AUSTRALIA PTY LTD	RENTAL LEASE AGREEMENT	800.00
11/05/2017	EF052178	GR & LC CHRISTIAN	RENTAL LEASE AGREEMENT	1,200.00
11/05/2017	EF052179	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	200,780.00
11/05/2017	EF052180	AUSTRALIAN SERVICES UNION	UNION FEES	210.80
11/05/2017	EF052181	HBF HEALTH LIMITED	MEDICAL INSURANCE	1,008.05
11/05/2017	EF052182	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	420.26
11/05/2017	EF052183	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	778.13
11/05/2017	EF052184	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	194.00
11/05/2017	EF052185	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,907.18
11/05/2017	EF052186	CLICKSUPER	SUPERANNUATION	155,133.35
11/05/2017	EF052187	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES - VARIOUS	7,768.83
11/05/2017	EF052188	DENNIS HADDON	ART SALES	63.00
11/05/2017	EF052189	BOSS OFFICE CHOICE	STATIONERY SUPPLIER	142.81
11/05/2017	EF052190	CR. G BLEECHMORE	COUNCILLOR PAYMENT	2,382.50
11/05/2017	EF052191	CR. G HENLEY	COUNCILLOR PAYMENT	8,427.25
11/05/2017	EF052192	CR. T BEST	COUNCILLOR PAYMENT	2,382.50
11/05/2017	EF052193	PHIL HOLLETT PHOTOGRAPHY	ART SALES	131.60
11/05/2017	EF052194	KEVAN COLLETT	ART SALES	304.50
11/05/2017	EF052195	CR. J McCALLUM	COUNCILLOR PAYMENT & REIMBURSEMENT	2,789.25
11/05/2017	EF052196	DEB HOLDEN	STAFF REIMBURSEMENT - VOLUNTEER AWARD EXPENSES	110.90

Attachment A

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Date	Chq / Voucher	Name	Description	Amount
11/05/2017	EF052197	ANDERS HAMMARSTROM	ART SALES	14.00
11/05/2017	EF052198	PAY-PLAN PTY LTD	SALARY PACKAGING	155.31
11/05/2017	EF052199	MARGARET PARKE	ART SALES	147.00
11/05/2017	EF052200	FREESTYLE NOW	YOUTH PROGRAM DELIVERY - COACHING WORKSHOPS	1,870.00
11/05/2017	EF052201	MATTHEW SHARP	ART SALES	105.00
11/05/2017	EF052202	CR. R BENNETT	COUNCILLOR PAYMENT & REIMBURSEMENT	3,098.10
11/05/2017	EF052203	PANCAKE DESIGNS RESIN	ART SALES	323.05
11/05/2017	EF052204	CASTLEVIEW HOLDINGS PTY LTD	ART SALES	24.50
11/05/2017	EF052205	NALDA HOSKINS	ART SALES	178.20
11/05/2017	EF052206	LIZ MORGAN	STAFF REIMBURSEMENT - POOL OPERATIONS TRAINING EXPENSES	44.60
11/05/2017	EF052207	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	377.19
11/05/2017	EF052208	BORRELL RAFFERTY ASSOCIATES PTY LTD	QUANTITY SURVEYING - ADMIN BUILDING	4,400.00
11/05/2017	EF052209	ERTECH PTY LTD	BMRRA AIRSIDE D&C CONTRACTOR	5,383,901.50
11/05/2017	EF052210	MEROME DARVILL	ART SALES	10.50
11/05/2017	EF052211	DAVID GOODWIN	STAFF REIMBURSEMENT - FUEL EXPENSES	62.36
11/05/2017	EF052212	OCEAN AIR CARPET CARE	CLEANING SERVICES - VARIOUS BUILDINGS	4,226.20
11/05/2017	EF052213	CR. R REEKIE	COUNCILLOR PAYMENT	2,382.50
11/05/2017	EF052214	CR. R PAINE	COUNCILLOR PAYMENT & REIMBURSEMENT	2,740.50
11/05/2017	EF052215	GYM AND FITNESS	GYM EQUIPMENT - GEOGRAPHE LEISURE CENTRE	189.00
11/05/2017	EF052216	CR. P CARTER	COUNCILLOR PAYMENT & REIMBURSEMENT	2,927.34
11/05/2017	EF052217	ALASTAIR TAYLOR	ART SALES	21.00
11/05/2017	EF052218	S BARKER & G RODDEWIG	REFUND OF RATES OVERPAYMENT	700.00
11/05/2017	EF052219	BUSSELTON AGRICULTURAL SERVICES (WA) PTY LTD	HARDWARE SUPPLIES	45.00
11/05/2017	EF052220	MARGARET COY	ART SALES	904.20
11/05/2017	EF052221	RUTH BROOKS	ART SALES	104.00
11/05/2017	EF052222	JENNIFER BROWN	ART SALES	25.20
11/05/2017	EF052223	ELAMOORE NATURAL SOAPS & COSMETICS PTY LTD	ART SALES	71.40
11/05/2017	EF052224	PACK AND SEND LIVERPOOL	COURIER SERVICE - ARTGEO EXHIBITION EXPENSES	1,705.00
11/05/2017	EF052225	DOUGLAS CHAMBERS	ART SALES	297.00
11/05/2017	EF052226	CTI SECURITY SYSTEMS PTY LTD	SECURITY SERVICES - INSTALLATION OF BRIGADE SHED ALARMS	15,005.65
11/05/2017	EF052227	DAVID BAILEY	ART SALES	189.00
11/05/2017	EF052228	CLAIRE BOLTON	ART SALES	303.60
11/05/2017	EF052229	FTE ENGINEERING	FABRICATION SERVICES - ALUMINIUM RAMP FOR JETTY	1,518.00
11/05/2017	EF052230	GEOGRAPHE PETROLEUM	FUEL SERVICES	9,890.98
11/05/2017	EF052231	VASSE BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	1,105.00
11/05/2017	EF052232	TOTAL EDEN PTY LTD	RETICULATION SERVICES - VASSE AERATOR REPAIR	3,883.00
11/05/2017	EF052233	BRAD SCOTT ELECTRICS	ELECTRICAL SERVICES - VARIOUS	2,169.45
11/05/2017	EF052234	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	328.90
11/05/2017		SIGMA COMPANIES GROUP PTY LTD	GLC POOL CHEMICAL SUPPLIER	388.85
11/05/2017	EF052236	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	383.23

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Date Chg / Voucher Name Description Amount 11/05/2017 EF052237 BAREFOOT BOOKS LIBRARY RESOURCES 1,240.23 11/05/2017 EF052238 SPORTS TURF TECHNOLOGY SPORTS TURF MAINTENANCE SERVICES - VARIOUS 8,853.68 11/05/2017 EF052239 JUNE ANDERSON ART SALES 128.00 11/05/2017 EF052240 JOAN DAVY ART SALES 60.00 11/05/2017 EF052241 ALISON BROWN ART SALES 124.60 11/05/2017 EF052242 SUSSEX BUSHFIRE BRIGADE PETTY CASH REIMBURSEMENT 880.00 11/05/2017 EF052243 SURVCON PTY LTD SURVEY SERVICES - WASTE FACILITIES 1,039.50 11/05/2017 EF052244 SHARON WILLIAMS ART SALES 36.00 11/05/2017 EF052245 OWEN G ISBEL ART SALES 316.00 11/05/2017 EF052246 JANINE SHERIDAN STAFF REIMBURSEMENT - TRAINING EXPENSES 68.50 11/05/2017 EF052247 TRANSOFT SOLUTIONS (AUSTRALIA) PTY LTD SOFTWARE SERVICES 660.00 11/05/2017 EF052248 CELIA CLARE ART SALES 483.20 12/05/2017 EF052249 DUNSBOROUGH & DISTRICT COUNTRY CLUB GRANT FUNDING - COMMUNITY GROUP ADVANCE 114,000.00 CLIPEX 16/05/2017 EF052250 FENCING SERVICES - AIRPORT EXPANSION 119,790.00 18/05/2017 EF052251 JAMES SPATH STAFF REIMBURSEMENT - INTERNET ACCESS 209.85 18/05/2017 EF052252 DOOR SMART WA ROLLER DOOR REPLACEMENT - BUSSELTON DEPOT 2,780.80 18/05/2017 EF052253 SHOREWATER MARINE PTY LTD MAINTENANCE SERVICES & PLANT HIRE - BUSSELTON JETTY 4,345.00 11,825.00 18/05/2017 EF052254 CRANEFORD PLUMBING PTY LTD PLUMBING SERVICES - GLC GEOTHERMAL 18/05/2017 EF052255 A2Z SPORTS P/L SPORTING GOODS - NCC 628.30 18/05/2017 EF052256 DRAFTING SERVICES - BSN FORESHORE & VARIOUS PROJECTS 5,115.00 DANIEL FRITCHLEY 18/05/2017 EF052257 LIZ MORGAN STAFF REIMBURSEMENT - TRAINING EXPENSES 83.00 18/05/2017 EF052258 BCP CIVIL & PLANT **EXCAVATOR & PLANT HIRE - VARIOUS WORKS** 5.454.63 18/05/2017 EF052259 150.00 BCP LIQUID WASTE LIQUID WASTE SERVICES 18/05/2017 EF052260 COLIN WOODFORD CARPENTRY & FINE FURNITURE CARPENTRY SERVICES - POINT PIQUET ABLUTION BLOCK 11,390.50 18/05/2017 EF052261 KRISTOPHER DAVIS STAFF REIMBURSEMENT- INTERNET ACCESS 150.00 18/05/2017 EF052262 REDFISH TECHNOLOGIES PTY LTD AUDIO VISUAL FITOUT - ADMIN BUILDING 108.579.08 18/05/2017 EF052263 BURGTEC AUSTRALIA PTY LTD COMMERCIAL FURNITURE - ADMIN BUILDING 60,000.00 18/05/2017 EF052264 TOX FREE AUSTRALIA CHEMICAL DISPOSAL SERVICES - WASTE FACILITIES 16,851.29 18/05/2017 EF052265 RF & LK MASLIN REFUND ANIMAL TRAP BOND 100.00 18/05/2017 EF052266 BOC GASES AUSTRALIA LTD GAS SERVICES & UPGRADES - GEOGRAPHE LEISURE CENTRE 4,477.89 18/05/2017 EF052267 BGC CONSTRUCTION PTY LTD CONSTRUCTION SERVICES - ADMIN BUILDING CLAIM #16 896,620.08 18/05/2017 EF052268 COLES GLC REFRESHMENTS 92.17 18/05/2017 EF052269 PRIME EARTHMOVING BUSSELTON EARTHMOVING SERVICES - VARIOUS LOCATIONS 6,517.50 18/05/2017 EF052270 NEVERFAIL SPRINGWATER LTD WATER REFILL SERVICE - DUNS WASTE FACILITY 90.15 25/05/2017 EF052271 HIF HEALTH INSURANCE 229.40 25/05/2017 EF052272 18,968.15 PAY-PLAN PTY LTD SALARY PACKAGING 25/05/2017 EF052273 RENTAL MANAGEMENT AUSTRALIA PTY LTD RENTAL LEASE AGREEMENT 800.00 25/05/2017 EF052274 1.200.00 GR & LC CHRISTIAN RENTAL LEASE AGREEMENT 201,416.00 25/05/2017 EF052275 **AUSTRALIAN TAXATION OFFICE** PAYG TAXATION 25/05/2017 EF052276 AUSTRALIAN SERVICES UNION UNION FEES 52.70

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Date	Chq / Voucher	Name	Description	Amount
25/05/2017	EF052277	HBF HEALTH LIMITED	MEDICAL INSURANCE	431.45
25/05/2017	EF052278	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	420.26
25/05/2017	EF052279	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	778.13
25/05/2017	EF052280	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	194.00
25/05/2017	EF052281	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,977.18
25/05/2017	EF052282	CLICKSUPER	SUPERANNUATION	155,643.10
26/05/2017	EF052283	CORNÉ LOMBARD	STAFF REIMBURSEMENT - HR RESOURCES	199.98
26/05/2017	EF052284	DEPARTMENT OF PLANNING	DEVELOPMENT ASSESSMENT PANEL PAYMENT - APPLICATION FEE	6,408.00
26/05/2017	EF052285	LINDA KUSAL	STAFF REIMBURSEMENT - VEHICLE LICENCING	129.45
26/05/2017	EF052286	HEATLEYS SAFETY & INDUSTRIAL	SAFETY EQUIPMENT & HARDWARE	1,638.11
26/05/2017	EF052287	SPECIALITY TIMBER FLOORING WA	TIMBER FLOORING SERVICES - RESURFACING GLC	109,879.00
26/05/2017	EF052288	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - CONTRACT ADMINISTRATION SERICES	16,130.40
26/05/2017	EF052289	MARY EVERUSS	STAFF REIMBURSEMENT - VACATION CARE RESOURCES (GLC)	617.00
26/05/2017	EF052290	GEOGRAPHE INDUSTRIAL SUPPLIES	INDUSTRIAL SUPPLIES	43.56
26/05/2017	EF052291	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	1,997.27
26/05/2017	EF052292	ERTECH PTY LTD	COASTAL DEFENCES SERVICE - BUSSELTON FORESHORE, CLAIM # 4	206,983.04
26/05/2017	EF052293	CYNTHIA DIX	ART SALES	14.00
26/05/2017	EF052294	COLIN WOODFORD CARPENTRY & FINE FURNITURE	CARPENTRY SERVICES - POINT PIQUET ABLUTION BLOCK	7,900.20
26/05/2017	EF052295	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	604.24
26/05/2017	EF052296	EVERETT'S HOME AND YARD MAINTENANCE	MAINTENANCE SERVICES - VARIOUS LOCATIONS	7,221.11
26/05/2017	EF052297	DAVID GOODWIN	STAFF REIMBURSEMENT - FUEL EXPENSES	20.00
26/05/2017	EF052298	OCEAN AIR CARPET CARE	CLEANING SERVICES - VARIOUS BUILDINGS	4,110.70
26/05/2017	EF052299	CR. R PAINE	COUNCILLOR REIMBURSEMENT	199.95
26/05/2017	EF052300	GEOGRAPHE ELECTRICAL & COMMUNICATIONS GEC	ELECTRICAL SERVICES - NBN CONNECTION RAILWAY HOUSE	1,710.83
26/05/2017	EF052301	STALEY FOOD & PACKAGING	CLEANING CHEMICALS - KCP & GLC	9,138.26
26/05/2017	EF052302	BUSSELTON REWINDS	PLANT PURCHASES/SERVICES / PARTS	7,885.34
26/05/2017	EF052303	MEGAN DALEY	STAFF REIMBURSEMENT - TRAINING EXPENSES	583.78
26/05/2017	EF052304	KYLLIE CALDWELL	GLC REFUND FEE	117.00
26/05/2017	EF052305	J T WILDER	REFUND ANIMAL TRAP BOND	90.00
26/05/2017	EF052306	JAMIE LAURITSEN	KOOKABURRA REFUND FEE	82.00
26/05/2017	EF052307	CLINT KIRKHAM	REFUND OF RECREATIONAL HIRE BOND	1,000.00
26/05/2017	EF052308	S & M SIEGRIST	CROSSOVER CONTRIBUTION	291.70
26/05/2017	EF052309	ANA MARSIC	STAFF REIMBURSEMENT - TRAINING EXPENSES	855.00
26/05/2017	EF052310	DOTS POTS & OFFICE FURNITURE	OFFICE FURNITURE SUPPLIER - ADMIN BUILDING STORAGE	9,416.00
26/05/2017	EF052311	BOC GASES AUSTRALIA LTD	GAS SERVICES	1,988.39
26/05/2017	EF052312	KONNECT	HARDWARE SUPPLIES	91.10
26/05/2017	EF052313	YALLINGUP RURAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	1,190.57
26/05/2017		BRAD SCOTT ELECTRICS	ELECTRICAL SERVICES - FORESHORE BOLLARDS & VARIOUS OTHER	111,914.53
26/05/2017	EF052315	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	2,019.01
26/05/2017	EF052316	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	667.95

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Date	Chq / Voucher	Name	Description	Amount
26/05/2017	EF052317	D W & S V ROBERTS	CONCRETE SERVICES - VARIOUS LOCATIONS	6,818.00
26/05/2017	EF052318	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	219.65
26/05/2017	EF052319	ERNEST GEORGE NOMINEES	REFUND OF ROAD MAINTENANCE BOND - BIDDLE ROAD	8,750.00
26/05/2017	EF052320	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIV	EMPLOYEE TRAINING SERVICES	1,500.00
29/05/2017	EF052321	ENVIRONMENTAL HEALTH AUSTRALIA (WA)	EMPLOYEE TRAINING SERVICES	40.00
29/05/2017	EF052322	ELLIOTS IRRIGATION PTY LTD	IRON FILTER SERVICING	1,666.50
29/05/2017	EF052323	WALGA	WALGA TRAINING SERVICES	567.00
29/05/2017	EF052324	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES - VARIOUS LOCATIONS	97,912.18
29/05/2017	EF052325	UNITING CHURCH PARISH OF BUSSELTON	WORKSHOP RAG SUPPLIER	150.00
29/05/2017	EF052326	HARLEY DYKSTRA	DRAFTING SERVICES - BMRRA	2,507.22
29/05/2017	EF052327	MARGARET RIVER WINE INDUSTRY	SPONSORSHIP FOR 50TH ANNIVERSARY	11,000.00
29/05/2017	EF052328	CREATIVE WELDING	MAINTENANCE SERVICES - QUEEN ST RAILING REPAIRS	12,650.00
29/05/2017	EF052329	iSUBSCRIBE PTY LTD	LIBRARY RESOURCES	30.00
29/05/2017	EF052330	YALLINGUP LANDSCAPES	LANDSCAPING SERVICES - MEELUP REGIONAL PARK, PT PIQUET	17,328.00
29/05/2017	EF052331	BOSS OFFICE CHOICE	STATIONERY SUPPLIER	478.39
29/05/2017	EF052332	INSIGHT CALL CENTRE SERVICES	AFTER HOURS CALL CENTRE SERVICES	225.23
29/05/2017	EF052333	MULTICLEAN WA PTY LTD	CLEANING SERVICES - VARIOUS BUILDINGS	39,994.16
29/05/2017	EF052334	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	461.97
29/05/2017	EF052335	CR. G BLEECHMORE	COUNCILLOR REIMBURSEMENT	103.18
29/05/2017	EF052336	WEATHERSAFE WA (DEL-RAY CANVAS)	CANVAS SERVICES - PLAYGROUND SHADESAILS	1,920.00
29/05/2017	EF052337	BLUE DOG TRAINING	EMPLOYEE TRAINING SERVICES	80.00
29/05/2017	EF052338	THE ASSOCIATION FOR PAYROLL SPECIALISTS	ANNUAL MEMBERSHIP FEE	895.00
29/05/2017	EF052339	LEEUWIN CIVIL PTY LTD	PLANT HIRE - BUSSELTON BYPASS CYCLEWAY	2,662.00
29/05/2017	EF052340	BUSSELTON NETBALL ASSOCIATION	KIDSPORT VOUCHERS	3,913.00
29/05/2017	EF052341	JIGSAW SIGNS & PRINT	SIGNAGE & PRINTING SERVICES - VARIOUS	12,966.70
29/05/2017	EF052342	BUNBURY TRUCKS	PLANT PURCHASES / SERVICES / PARTS	4,401.89
29/05/2017	EF052343	STOCKER PRESTON	STRATA LEVY FEES & WATER CONSUMPTION	2,331.25
29/05/2017	EF052344	TOTAL GREEN RECYCLING	RECYCLING E-WASTE SERVICES - WASTE FACILITIES	3,759.53
29/05/2017	EF052345	AR PLUMBING & GAS SERVICE	PLUMBING SERVICES - VARIOUS	1,762.20
29/05/2017	EF052346	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	1,212.20
29/05/2017	EF052347	TOLL IPEC PTY LTD	COURIER SERVICES	11.04
29/05/2017	EF052348	EMERGE ASSOCIATES	CONSULTANCY SERVICES - NEWTOWN CR PROJECT	5,478.00
29/05/2017	EF052349	NAOMI SEARLE	STAFF REIMBURSEMENT - INTERNET ACCESS	79.00
29/05/2017	EF052350	BROWNES DAIRY	GLC KIOSK SUPPLIES	405.90
29/05/2017	EF052351	AVIATION PROJECTS PTY LTD	CONSULTANCY SERVICES - LANDSIDE DESIGN DEV. BMRRA	7,216.28
29/05/2017	EF052352	OUR COMMUNITY	GRANTS LIST SUBSCRIPTION	330.00
29/05/2017	EF052353	BLUE SKY MEDIA	ADVERTISING SERVICES - ARTGEO	1,518.00
29/05/2017	EF052354	BUNBURY SUBARU	VEHICLE PURCHASES / SERVICES / PARTS	41,326.40
29/05/2017	EF052355	LANDSAVE ORGANICS	LANDSCAPING SERVICE - COMPOST BLEND	146.85
29/05/2017	EF052356	CANCELLED	PROCESSING ERROR - CANCELLED	0.00

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Date Chq / Voucher	Name	Description	Amount
29/05/2017 EF052357	GROWING TOWARDS WELLNESS PTY LTD	FORESHORE REVEGETATION - WONNERUP & BSN FORESHORE	8,505.00
29/05/2017 EF052358	PRIME INDUSTRIAL PRODUCTS PTY LTD	SAFETY EQUIPMENT & HARDWARE	399.85
29/05/2017 EF052359	BEACON EQUIPMENT	PLANT MAINTENANCE EQUIPMENT	195.00
29/05/2017 EF052360	PROFESSIONAL CABLING	CABLING SERVICES - VARIOUS	8,184.00
29/05/2017 EF052361	ST JOHN AMBULANCE	EMPLOYEE TRAINING SERVICES	160.00
29/05/2017 EF052362	CR. J McCALLUM	COUNCILLOR REIMBURSEMENT	280.13
29/05/2017 EF052363	BRIDGESTONE	TYRE SERVICES	1,068.67
29/05/2017 EF052364	ABBEY TILING SERVICE	TILING SERVICES - AGED HOUSING	4,796.00
29/05/2017 EF052365	WIZID PTY LTD	POOL ENTRY WRISTBANDS - GLC	159.50
29/05/2017 EF052366	BUSSELTON BEARING SERVICES	BEARING SUPPLIES - PLANT MAINTENANCE	3,964.43
29/05/2017 EF052367	ARTISAN PAVING	PAVING SERVICES - DRIVEWAY REINSTATEMENT JOHNSTON AVE	2,640.00
29/05/2017 EF052368	ROVERS JUNIOR FOOTBALL CLUB INC	KIDSPORT VOUCHERS	490.00
29/05/2017 EF052369	BUSSELTON JUNIOR SOCCER CLUB	KIDSPORT VOUCHERS	1,613.00
29/05/2017 EF052370	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES & ADVICE	1,772.55
29/05/2017 EF052371	CAVALIERS HOCKEY CLUB INC	KIDSPORT VOUCHERS	940.00
29/05/2017 EF052372	VORGEE PTY LTD	PRO SHOP SUPPLIES - GLC	709.50
29/05/2017 EF052373	COUNTRY WOMENS HOCKEY CLUB	KIDSPORT VOUCHERS	200.00
29/05/2017 EF052374	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	1,410.33
29/05/2017 EF052375	ANNA FOLEY	EMPLOYEE WELLNESS SERVICES	2,480.00
29/05/2017 EF052376	SCOPE BUSINESS IMAGING	SOFTWARE SERVICES	1,622.50
29/05/2017 EF052377	MARY EVERUSS	STAFF REIMBURSEMENT - GLC VACATION CARE RESOURCES	218.54
29/05/2017 EF052378	COVS PARTS PTY LTD	AUTOMOTIVE PARTS	1,438.49
29/05/2017 EF052379	JOSH BYRNE & ASSOCIATES PTY LTD	LANDSCAPE SERVICES - LOWER VASSE RIVER CONCEPT PLANS	5,193.65
29/05/2017 EF052380	INFRASTRUCTURE INTEGRITY SERVICES	SEWER ACCESS SERVICES	605.00
29/05/2017 EF052381	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES & REPAIRS - GLC	16,188.90
29/05/2017 EF052382	LUV A LOLLY	GLC KIOSK SUPPLIES	171.25
29/05/2017 EF052383	BUSSELTON AMATEUR BASKETBALL ASSOCIATION	YOUTH PROGRAM DELIVERY - COACHING WORKSHOPS	512.50
29/05/2017 EF052384	HERRON TODD WHITE (SOUTH WEST WA) PTY LTD	VALUATION ADVICE - AGED HOUSING	2,750.00
29/05/2017 EF052385	VASSE ROYALS FOOTBALL CLUB	KIDSPORT VOUCHERS	2,980.00
29/05/2017 EF052386	INFOCOUNCIL PTY LTD	SOFTWARE SERVICES	6,677.00
29/05/2017 EF052387	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT TRUST	CONCEPTUAL DESIGNS - DUNSBOROUGH WASTE FACILITY	5,214.00
29/05/2017 EF052388	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES - VARIOUS	1,985.00
29/05/2017 EF052389	MARGARET RIVER FENCING	FENCING & MAINTENACE SERVICES - VARIOUS	6,358.00
29/05/2017 EF052390	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY LTD	STORAGE SERVICES	1,193.64
29/05/2017 EF052391	CHRIS SHEEDY PANEL & PAINT	PANEL REPAIRS & REPLACEMENT	500.00
29/05/2017 EF052392	IMAGE BOLLARDS PTY LTD	RETRACTABLE BOLLARDS - ADMIN BUILDING	15,972.00
29/05/2017 EF052393	SOUTH WEST EMPLOYEE ASSISTANCE PROGRAM	EMPLOYEE MEDICAL SERVICES	2,431.00
29/05/2017 EF052394	SOUNDPACK SOLUTIONS	LIBRARY RESOURCES	981.75
29/05/2017 EF052395	SUPATURF WA	TURF MARKING SUPPLIES	2,345.20
29/05/2017 EF052396	DEPARTMENT OF ENVIRONMENT REGULATION	ENVIRONMENTAL SERVICES - DUNSB. WASTE FACILITY LICENCE FEE	5,681.88

List of Payments made May 2017

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Date Chg / Voucher Name Description Amount 29/05/2017 EF052397 ASSOCIATION FOR SUSTAINABILITY IN BUSINESS INC CONFERENCE FEES 1,925.00 29/05/2017 EF052398 PROTECTOR FIRE SERVICES FIRE PROTECTION SERVICES - VARIOUS LOCATIONS 1,131.90 29/05/2017 EF052399 SEA CHANGE NEWS & GIFTS LIBRARY RESOURCES - NEWSPAPERS 142.00 330.00 29/05/2017 EF052400 WESTSIDE TILT TRAY SERVICE ABANDONED CAR REMOVAL 29/05/2017 EF052401 NATURAL AREA CONSULTING SERVICES WEED CONTROL SERVICES - ABBA RIVER, AMBERGATE 1,498.75 29/05/2017 EF052402 DUNSBOROUGH HARDWARE & HOME CENTRE HARDWARE SERVICES 248.60 29/05/2017 EF052403 **BRICKPAVING SERVICES - VARIOUS LOCATIONS** 1,795.75 SOLID BRICKPAVING 29/05/2017 EF052404 NSCO CONSULTING EMPLOYEE TRAINING SERVICES 1,935.00 29/05/2017 EF052405 OFFICEMAX AUSTRALIA LTD STATIONERY SUPPLIES 238.73 29/05/2017 EF052406 DEPARTMENT OF HUMAN SERVICES CHARGES FOR CENTREPAY FACILITY 108.90 29/05/2017 EF052407 ALPHA PEST ANIMAL SOLUTIONS PEST CONTROL SERVICES - VARIOUS RESERVES 4,867.06 29/05/2017 EF052408 ADVANCED DRIVEWAY SEALING CLEANING SERVICES - VARIOUS FOOTPATHS 1,470.00 29/05/2017 EF052409 CISCO SYSTEMS CAPITAL AUSTRALIA PTY LTD COMPUTER SOFTWARE SERVICES 4,457.46 29/05/2017 EF052410 CATALYTIC IT IT EQUIPMENT AND SERVICES 2,679.60 29/05/2017 EF052411 QUICK CORPORATE AUSTRALIA STATIONERY AND OFFICE SUPPLIES 1,351.00 29/05/2017 EF052412 DYMOCKS - BUSSELTON LIBRARY RESOURCES 1,669.16 29/05/2017 EF052413 FORTUS EARTHMOVING PLANT PARTS 3,380.34 4,400.00 29/05/2017 EF052414 BUNBURY LAWN & GARDEN SUPPLIES GARDEN SUPPLIES - DEPOT STORES 29/05/2017 EF052415 BROADWATER MEDICAL CENTRE EMPLOYEE MEDICAL SERVICES 1,501.50 29/05/2017 EF052416 PLANT HIRE & CONSTRUCTION SERVICES - VARIOUS WORKS 119,166.59 BCP CIVIL & PLANT 29/05/2017 EF052417 BCP MATERIALS PTY LTD SAND SUPPLIES - VARIOUS ROADS 2,767.45 29/05/2017 EF052418 BCP LIQUID WASTE LIQUID WASTE SERVICES 5,042.73 29/05/2017 EF052419 WEED CONTROL SERVICES - PERON RESERVE, TOBY INLET 1,589.50 D MCKENZIE T/A LITORIA ECOSERVICES 29/05/2017 EF052420 275.00 HOWLETTS TREE SERVICE TREE LOPPING SERVICES 29/05/2017 EF052421 CHAMBER OF ARTS AND CULTURE WA ANNUAL MEMBERSHIP FEE 385.00 29/05/2017 EF052422 NATURALISTE GLASS PTY LTD GLASS REPAIRS AND MANUFACTURE - RAILWAY HOUSE 1.232.24 29/05/2017 EF052423 KLEENHEAT NATURAL GAS KOOKABURRA NATURAL GAS 631.50 29/05/2017 EF052424 SANDGROPER CONTRACTING 2,245.00 LIQUID WASTE REMOVAL SERVICE 29/05/2017 EF052425 TASSELL PARK WINES PTY LTD HR AWARD RESOURCES 2,256.00 29/05/2017 EF052426 CLOUTZ EVENT HIRE **EQUIPMENT HIRE - YOUTH EVENT** 62.50 29/05/2017 EF052427 WORK METRICS SOFTWARE SUBSCRIPTION 110.00 29/05/2017 EF052428 CANCELLED PROCESSING ERROR - CANCELLED 0.00 29/05/2017 EF052429 D & A O'CONNOR FAMILY TRUST CATERING SERVICES - ARTGEO 337.50 270.00 29/05/2017 EF052430 BUSSELTON EQUIPMENT HIRE SMALL PLANT HIRE - NCC 29/05/2017 EF052431 MARGARET RIVER BUSSELTON TOURISM ASSOCIATION ROOM RENTAL, VISTORS CENTRE CLEANING, RAILWAY HOUSE OPENING 6,500.35 29/05/2017 EF052432 PRIMARY LOGISTICS LITTER CONTROL CONTRACTOR - MEELUP REGIONAL PARK 2.481.60 29/05/2017 EF052433 THOMPSON SURVEYING CONSULTANTS SURVEYING SERVICES - PORT GEO BOAT RAMP 2,585.00 29/05/2017 EF052434 POLYLINK RETICULATION SUPPLIES - PARKS & GARDENS 11,191.62 THE URBAN COFFEE HOUSE 29/05/2017 EF052435 CATERING - VARIOUS MEETINGS & TRAINING 691.20 29/05/2017 EF052436 MANA KAI CAFE CATERING - YOUTH EVENT 400.00

29/05/2017 EF052466

29/05/2017 EF052467

29/05/2017 EF052468

29/05/2017 EF052469

29/05/2017 EF052470

29/05/2017 EF052471

29/05/2017 EF052472

29/05/2017 EF052473

29/05/2017 EF052474

29/05/2017 EF052475

29/05/2017 EF052476

ANDREW PLEDGER

ANTENNA TECH

KATIE GARNETT

WILLIAM WHYTE

XSCAPE AT THE CAPE

DAVID BINKS

AL FORNO

LEADERSHIP SUCCESS PTY LTD

DESIGNFARM (AUST) PTY LTD

ABEC ENVIRONMENTAL CONSULTING PTY LTD

ENVIRONMENTAL AND AGRICULTURAL TESTING

1.265.00

110.00

130.00

90.00

794.00 14,883.00

> 150.00 575.00

4,675.00

5,057.25

2,100.00

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Date Chg / Voucher Name Description Amount 29/05/2017 EF052437 MARKETFORCE PTY LTD ADVERTISING SERVICES - VARIOUS 5,310.75 29/05/2017 EF052438 CREATIVE EIGHT STUDIO DESIGN SERVICES - BUSSELTON ROAD WORKS PROJECT 968.00 29/05/2017 EF052439 LOTEX FILTER CLEANING SERVICE PLANT FILTER CLEANING SERVICE 214.39 350.00 29/05/2017 EF052440 KYIA MILLS GLC VACATION CARE ENTERTAINMENT 29/05/2017 EF052441 KLEENIT PTY LTD GRAFFITI REMOVAL SERVICE - VARIOUS LOCATIONS 2,076.80 29/05/2017 EF052442 CALIBRE CONSULTING DESIGN SERVICES - BSN ROAD NETWORKS UPGRADE 22,825.00 29/05/2017 EF052443 SHEDS DOWN SOUTH RELOCATION OF AIRPORT MAINT. SHED 8,160.75 29/05/2017 EF052444 TYRECYCLE PTY LTD TYRE RECYCLING 820.91 29/05/2017 EF052445 BEACH NET MAINTENANCE - BUSSELTON & DUNSBOROUGH 1,850.00 JONES MARINE 29/05/2017 EF052446 RIGHT FITNESS FITNESS EQUIPMENT MAINTENANCE - GLC 1,426.15 29/05/2017 EF052447 BARRY ALLEN ELECTRICAL SERVICES PTY LTD ELECTRICAL SERVICES - KCP UPGRADE 31,851.41 29/05/2017 EF052448 BUNBURY COFFEE MACHINES 730.00 COFFEE MACHINE SUPPLIES - GLC 29/05/2017 EF052449 BBS COLLECTIONS PTY LTD DEBT COLLECTION SERVICES 236.10 29/05/2017 EF052450 YAHAVA KOFFEE WORKS WHOLESALE EMPLOYEE TRAINING SERVICES 464.00 29/05/2017 EF052451 ANDREW HUFFER AND ASSOCIATES PTY LTD WORKSHOP FACILITATION - TOBY INLET MANAGEMENT 14,205.40 29/05/2017 EF052452 TRISLEY'S HYDRAULIC SERVICES PTY LTD AUDIT - PLANT ROOM CHEMICAL DOSING GLC 1,650.00 29/05/2017 EF052453 BUSSELTON DUNSBOROUGH MAIL ADVERTISING SERVICES - VARIOUS 2,839.67 SOLAR SECURITY CAMERA SYSTEM - DUNSBOROUGH WASTE FACILITY 29/05/2017 EF052454 FORRESTBRIDGE PTY LTD 5,060.00 29/05/2017 EF052455 ENSIGN A SPOTLESS COMPANY LINEN HIRE 217.03 29/05/2017 EF052456 ACTING UP ACADEMY OF PERFORMING ARTS ENTERTAINMENT - FRINGE FESTIVAL 2016 760.00 29/05/2017 EF052457 RIDER LEVETT BUCKNALL WA PTY LTD QUANTITY SURVEY SERVICES - BMRRA 12,639.83 29/05/2017 EF052458 ABBEY BEACH RESORT VENUE HIRE - MAYORAL PRAYER BREAKFAST 350.00 29/05/2017 EF052459 JACOBS GROUP (AUSTRALIA) PTY LTD 6,710.00 CONSULTANCY - YOUTH BUILDING 29/05/2017 EF052460 PHOTOGRAPHY & DESIGN SERVICES - EMPLOYEE WELLNESS 1,199.00 BLUEWATER PRINT 29/05/2017 EF052461 ABIGAIL COX GLC KIOSK SUPPLIES 64.00 29/05/2017 EF052462 MDF CONSULTING & PROJECT MANAGEMENT PROPERTY & RATING ASSISTANCE 3.980.52 29/05/2017 EF052463 **BOB BRUCE DESIGN** ARCHITECTURAL DESIGN & DOCUMENTATION - PEEL TCE 836.00 29/05/2017 EF052464 ALINTA ENERGY 52.50 29/05/2017 EF052465 PROPERTY & GARDEN MAINTENANCE - AGED HOUSING 3,824.70 DOUTH CONTRACTING

FRIDGE DE GASSING - WASTE FACILITIES

ANTENNA REPAIRER - AGED HOUSING

AERIAL IMAGING SERVICE - EWS

EMPLOYEE WELLNESS PROGRAM

NCC VACATION CARE EXCURSION

CATERING - TRAINING

SKILLS ASSESSMENT AND TRAINING SERVICES

COMMERCIAL FURNITURE - ADMIN BUILDING

ENVIRONMENTAL CONSULTING - MEELUP REGIONAL PARK

WATER SAMPLING AND TESTING - DUNSB. WASTE FACILITY

ENTERTAINMENT - GLC VACATION CARE

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Date	Chq / Voucher	Name	Description	Amount
29/05/2017	EF052477	NATURALISTE TRAVEL	TRAVEL SERVICES - STAFF TRAINING	1,728.98
29/05/2017	EF052478	CORSIGN WA PTY LTD	SIGNAGE SUPPLIER	864.60
29/05/2017	EF052479	J & K HOPKINS	COMMERCIAL FURNITURE - ADMIN BUILDING	2,532.00
29/05/2017	EF052480	ARM SECURITY SYSTEMS	SECURITY SYSTEMSMONITORING - BRIGADE SHEDS	920.71
29/05/2017	EF052481	CREATIVE SPACES	DESIGN & SIGNAGE SERVICES - RAILWAY HOUSE	1,303.50
29/05/2017	EF052482	REILLY FREEMAN	ENTERTAINMENT - YOUTH EVENT	100.00
29/05/2017	EF052483	WELL DONE INTERNATIONAL PTY LTD	AFTERHOURS CALL CENTRE SERVICE	3,442.89
29/05/2017	EF052484	STUDIO MILTON	CUSTOM FURNITURE SUPPLY - STEEL STAND FOR RAILWAY HOUSE SIGNS	520.00
29/05/2017	EF052485	BAY SIGNS	SIGNAGE SERVICES - VARIOUS	488.70
29/05/2017	EF052486	DUNSBOROUGH & DISTRICTS WATER CARTAGE	WATER CARTAGE SERVICES - RENDEZVOUS RD PROPERTIES	4,752.00
29/05/2017	EF052487	BIN SPA	RUBBISH BIN CLEANING	1,404.00
29/05/2017	EF052488	FYFE PTY LTD	CONTAMINATED SITE AUDITOR SERVICES - WASTE FACILITIES	5,489.00
29/05/2017	EF052489	RUEBEN LEE WISE-MILLER	ENTERTAINMENT - VACATION CARE	150.00
29/05/2017	EF052490	GT FABRICATION	WELDING SERVICES - BUSSELTON DEPOT	880.00
29/05/2017	EF052491	ESPRESSO ESSENTIAL (WA) PTY LTD	COFFEE MACHINE SUPPLIES - BUSSELTON LIBRARY	190.75
29/05/2017	EF052492	NBN CO LIMITED	NATIONAL BROADBAND SERVICES - BUSSELTON FORESHORE	400.00
29/05/2017	EF052493	INSTITUTE OF BUILDING TECHNOLOGY WESTERN AUSTRAL	EMPLOYEE TRAINING SERVICES	584.73
29/05/2017	EF052494	JENNIFER DOHERTY	WORKSHOP FACILITATION - ARTGEO	660.00
29/05/2017	EF052495	DUNSBOROUGH JUNIOR CRICKET CLUB	COMMUNITY BID 2017 - CRICKET PITCH	3,710.00
29/05/2017	EF052496	DIEBACK WORKING GROUP INC.	TRAINING SERVICES	2,959.00
29/05/2017	EF052497	BREATHE AND BE MINDFUL - VICTORIA YUEN	EMPLOYEE WELLNESS WORKSHOP	125.00
29/05/2017	EF052498	ARL LABORATORIES	ANALYTICAL SERVICES	302.50
29/05/2017	EF052499	ABC FILTER EXCHANGE	FILTER CLEANING SERVICE	734.80
29/05/2017	EF052500	MARGARET RIVER NETBALL ASSOCIATION	KIDSPORT VOUCHERS	390.00
29/05/2017	EF052501	AVENTEDGE	CONFERENCES	1,094.50
29/05/2017	EF052502	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	1,030.68
29/05/2017	EF052503	BUSSELTON RURAL SUPPLIES	RURAL SUPPLIES	221.31
29/05/2017	EF052504	PK COURIERS	COURIER SERVICES	624.80
29/05/2017	EF052505	SPOTLIGHT	EXHIBITION SUPPLIES - ARTGEO	18.28
29/05/2017	EF052506	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	38,453.53
29/05/2017	EF052507	BELL FIRE EQUIPMENT CO	FIRE EQUIPMENT SUPPLIER - BSN DEPOT	467.50
29/05/2017	EF052508	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	1,903.41
29/05/2017	EF052509	DAVID GRAY & CO	GARBAGE BINS & PARTS SUPPLIER	324.50
29/05/2017	EF052510	AC FORSTER & SON	PLUMBING SERVICES - VARIOUS	1,332.55
29/05/2017	EF052511	FENNESSY'S	VEHICLE PURCHASES / SERVICES / PARTS	1,314.96
29/05/2017	EF052512	FTE ENGINEERING	MAINTENANCE SERVICES - VARIOUS	6,352.50
29/05/2017	EF052513	CHADSON ENGINEERING	EQUIPMENT REPAIR SERVICE - ENV. HEALTH	274.45
29/05/2017	EF052514	BCE SURVEYING PTY LTD	SURVEYING SERVICES - BSN ROAD NETWORK UPGRADE	10,780.00
29/05/2017	EF052515	SOUTHERN LOCK & SECURITY	LOCK SUPPLIER	4,072.60
29/05/2017	EF052516	JASON SIGNMAKERS	SIGNAGE SUPPLIES	2,263.03

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Attachment A List of Payments made May 201 Date Chq / Voucher Name Description

Date Chq / Voucher	Name	Description	Amount
29/05/2017 EF052517	T J DEPIAZZI & SONS	MULCH SUPPLIES	3,239.50
29/05/2017 EF052518	KEEP AUSTRALIA BEAUTIFUL	ROADSIDE LITTER BAGS	120.00
29/05/2017 EF052519	DUCHESS MEDICAL PRACTICE	EMPLOYEE MEDICAL SERVICES	29.00
29/05/2017 EF052520	LAB CONCRETE PRODUCTS	CONCRETE SERVICES	350.00
29/05/2017 EF052521	B & J CATALANO PTY LTD	CRUSHED GRAVEL SUPPLY - VARIOUS LOCATIONS	11,457.67
29/05/2017 EF052522	HOLCIM (AUSTRALIA) PTY LTD T/A HUMES	CONCRETE SERVICES - VARIOUS LOCATIONS	28,804.60
29/05/2017 EF052523	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES - VARIOUS LOCATIONS	137,279.10
29/05/2017 EF052524	BUCHER MUNICIPAL PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	440.65
29/05/2017 EF052525	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	331.75
29/05/2017 EF052526	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION/ TITLE SEARCHES, INTERIM RATE VALUATIONS	61,245.02
29/05/2017 EF052527	RAECO INTERNATIONAL PTY LTD	LIBRARY RESOURCES	80.48
29/05/2017 EF052528	DELRON CLEANING BUSSELTON	BBQ CLEANING - VARIOUS LOCATIONS	28,785.59
29/05/2017 EF052529	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	2,423.08
29/05/2017 EF052530	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE/AGGREGATE SERVICES - VARIOUS	17,257.90
29/05/2017 EF052531	SPORTSPOWER	SPORT EQUIPMENT SUPPLIER - GLC	324.00
29/05/2017 EF052532	WESTERN POWER CORPORATION	ELECTRICAL SERVICES - FEASIBILITY STUDY BMRRA	1,500.00
29/05/2017 EF052533	KONNECT	MAINTENANCE SUPPLIES	704.00
29/05/2017 EF052534	ERS AUSTRALIA PTY LTD	MAINTENANCE PARTS WASHER	903.10
29/05/2017 EF052535	BUSSELTON RETRAVISION	ELECTRICAL GOODS SUPPLIER- KCP	693.00
29/05/2017 EF052536	PENDREY AGENCIES P/L	CHEMICAL / RURAL SUPPLIES	187.00
29/05/2017 EF052537	STAPLES AUSTRALIA PTY LTD	STATIONERY SUPPLIER	3,317.86
29/05/2017 EF052538	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASES / SERVICES / PARTS	190,579.48
29/05/2017 EF052539	ZIPFORM	SOFWARE SERVICES	5,500.00
29/05/2017 EF052540	BUNBURY PLASTICS	MAINTENANCE SERVICES - RAILWAY HOUSE	418.00
29/05/2017 EF052541	COURIER AUSTRALIA	COURIER SERVICES	334.28
29/05/2017 EF052542	DUNSBOROUGH BOBCAT SERVICE	BOBCAT HIRE - VARIOUS LOCATIONS	7,573.50
29/05/2017 EF052543	JACKSON'S DRAWING SUPPLIES	EXHIBITION SUPPLIES - ARTGEO	37.00
29/05/2017 EF052544	JUMOR WASTE WATER	WASTE MANAGEMENT SERVICES	696.40
29/05/2017 EF052545	PRO-LINE KERBING	KERBING SERVICES - VARIOUS LOCATIONS	4,824.49
29/05/2017 EF052546	AUSTRALIA POST	POSTAL SERVICE	4,777.06
29/05/2017 EF052547	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	313.08
29/05/2017 EF052548	SW PRECISION PRINT	PRINTING SERVICES - VARIOUS	4,164.52
29/05/2017 EF052549	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT/CLEANING PRODUCT SUPPLIER	501.71
29/05/2017 EF052550	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	58,714.07
29/05/2017 EF052551	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	3,399.23
29/05/2017 EF052552	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	843.40
29/05/2017 EF052553	ACTIV FOUNDATION INC	MAINTENANCE SERVICES - RESERVES	20,842.80
29/05/2017 EF052554	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES - VARIOUS LOCATIONS	22,040.15
29/05/2017 EF052555	WEST OZ LINEMARKING	LINE MARKING SERVICES - VARIOUS LOCATIONS	10,074.35
29/05/2017 EF052556	ALL BUSSELTON GAS & PLUMBING SERVICE	PLUMBING SERVICES - AGED HOUSING	2,591.64

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Date Chq / Voucher	Name	Description	Amount
29/05/2017 EF052557	MILDWATERS ELECTRICAL	ELECTRICAL SERVICES - VARIOUS	1,119.10
29/05/2017 EF052558	WESTRAC EQUIPMENT P/L	PLANT PURCHASES / SERVICES / PARTS	12,886.57
29/05/2017 EF052559	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	1,205.33
29/05/2017 EF052560	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	184.15
29/05/2017 EF052561	BUSSELTON FLORIST	FLOWERS AND GIFTS - VARIOUS	305.00
29/05/2017 EF052562	BUSSELTON SENIOR HIGH SCHOOL	COMMUNITY BIDS 2017 - TRADE TRAINING CENTRE	11,000.00
29/05/2017 EF052563	B & B STREET SWEEPING	STREET SWEEPING SERVICE - VARIOUS	46,446.40
29/05/2017 EF052564	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	907.00
29/05/2017 EF052565	AMITY SIGNS	SIGNAGE SERVICES	1,234.20
29/05/2017 EF052566	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES - VARIOUS	40,194.17
29/05/2017 EF052567	BUSSELTON STEEL & METALAND	STEEL PRODUCTS SUPPLIER	1,986.65
29/05/2017 EF052568	KLEENHEAT GAS	GAS SERVICES	3,049.51
29/05/2017 EF052569	BUSSELTON SEA SCOUTS GROUP	KIDSPORT VOUCHERS	600.00
29/05/2017 EF052570	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES - PRINTING SES	312.15
29/05/2017 EF052571	ROTARY CLUB OF BUSSELTON GEOGRAPHE BAY	COMMUNITY BIDS 2017 - ROTARY	7,000.00
29/05/2017 EF052572	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	KERBSIDE RECYCLING SERVICES	82,467.52
29/05/2017 EF052573	BENARA NURSERY	NURSERY SUPPLIES	1,719.70
29/05/2017 EF052574	BUSSELTON REFRIGERATION & AIRCONDITIONING	REFRIGERATION/AIR CONDITIONING SERVICES - AGED HOUSING	132.00
29/05/2017 EF052575	CHEM CENTRE	LABORATORY SERVICES - ENV. HEALTH TESTING	1,237.50
29/05/2017 EF052576	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	12,184.60
29/05/2017 EF052577	ANGLICAN PARISH OF BUSSELTON	VENUE HIRE	580.00
29/05/2017 EF052578	IPWEA-WA	TRAINING SERVICES	880.00
29/05/2017 EF052579	A D COOTE & CO	SHEET METAL WORK - VARIOUS	15,097.50
29/05/2017 EF052580	MINTER ELLISON LAWYERS	LEGAL SERVICES - EMPLOYMENT ADVICE	1,247.40
29/05/2017 EF052581	BAREFOOT BOOKS	LIBRARY RESOURCES	398.22
29/05/2017 EF052582	BUSSELTON PRINT IT	PRINTING SERVICES - BIN STICKERS	1,127.00
29/05/2017 EF052583	METROCOUNT	BATTERY SUPPLIER	165.00
29/05/2017 EF052584	JOMAR CONTRACTING	BRIDGE MAINTENANCE SERVICES - VARIOUS	74,723.00
29/05/2017 EF052585	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES - BUSSELTON GROUNDWATER	1,745.70
29/05/2017 EF052586	SIGNSMITHS	SIGNAGE SERVICES - GLC	1,050.50
29/05/2017 EF052587	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	2,842.46
29/05/2017 EF052588	CAPERS SOUTHWEST CATERING SERVICES	CATERING - VARIOUS MEETINGS & SEMINARS	3,535.00
29/05/2017 EF052589	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	520.87
29/05/2017 EF052590	SOILS AINT SOILS	NURSERY SUPPLIES, MULCH - MEELUP REGIONAL PARK	2,837.90
29/05/2017 EF052591	KALOORUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	215.05
29/05/2017 EF052592	CARBONE BROS PTY LTD	LIMESTONE SUPPLIES- BSN BYPASS CYCLEWAY	11,582.21
29/05/2017 EF052593	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	1,580.37
29/05/2017 EF052594	EARTH 2 OCEAN COMMUNICATIONS	COMMUNICATION SERVICES - RADIO REPAIRS/SUPPLY	2,657.70
29/05/2017 EF052595	DUNSBOROUGH RURAL SUPPLIES	RURAL SUPPLIES	752.70
29/05/2017 EF052596	BUSSELTON FOOTBALL & SPORTSMAN CLUB	ELECTRICITY REIMBURSEMENT	307.77

AUTO ONE

WREN OIL

GLOBE SIGN CO.

ART ON THE MOVE

SURVCON PTY LTD

LEEUWIN TRANSPORT

LMW HEGNEY

VM VISIMAX

BURKE AIR

RICOH BUSINESS CENTRE

NOVOTEL LANGLEY PERTH

SLATER GARTRELL SPORTS

CAPE CELLARS BUSSELTON

COCA COLA - AMATIL PTY LTD

WML CONSULTANTS PTY LTD

GANNAWAYS CHARTER AND TOURS

FOXTEL CABLE TELEVISION PTY LTD

GEOGRAPHE SAWS AND MOWERS

TOTAL HORTICULTURAL SERVICES

VINEPOWER MARGARET RIVER PTY LTD

GRASSIAS TURF MANAGEMENT

HERBERT SMITH FREEHILLS

CITY AND REGIONAL FUELS

DIRECT LIGHTING

SWIMMING WA

GUMPTION PTY LTD

DIRECT DEMOLITION

REFACE INDUSTRIES PTY LTD

TRINITY COLLEGE AND CONFERENCE CENTRE

LOCK AROUND THE CLOCK

BUSSELTON VOLLEYBALL ASSOCIATION

SUEZ RECYCLING & RECOVERY PTY LTD

NVMS (NOISE & VIBRATION SYSTEMS) P/L

LAMANNA COMMERCIAL PLUMBING & DRAINAGE

29/05/2017 EF052603

29/05/2017 EF052604

29/05/2017 EF052605

29/05/2017 EF052606

29/05/2017 EF052607

29/05/2017 EF052608

29/05/2017 EF052609

29/05/2017 EF052610

29/05/2017 EF052611

29/05/2017 EF052612

29/05/2017 EF052613

29/05/2017 EF052614 29/05/2017 EF052615

29/05/2017 EF052616

29/05/2017 EF052617

29/05/2017 EF052618

29/05/2017 EF052619

29/05/2017 EF052620

29/05/2017 EF052621

29/05/2017 EF052622

29/05/2017 EF052623

29/05/2017 EF052624

29/05/2017 EF052625

29/05/2017 EF052626

29/05/2017 EF052627

29/05/2017 EF052628

29/05/2017 EF052629

29/05/2017 EF052630

29/05/2017 EF052631

29/05/2017 EF052632

29/05/2017 EF052633

29/05/2017 EF052634

29/05/2017 EF052635

29/05/2017 EF052636

Amount

1,815.00

3,277.75

1,424.50

1,464.00

2,685.29

7,644.28

503.00

270.88

563.75

526.05

339.27

258.50

311.15

22,374.00

3,827.46

657.44

110.00

5,951.00

1,220.00

4,749.25

1.300.00

2.495.00

900.78

620.00

210.00

3,680,41

1,100.00

7,677.00

3,180.96

25,003.62

13,262.96

1,473.00

7,014.00 5,500.00

110.00

297.97

2.921.01

4,000.00

245.00

836.00

List of Payments made May 2017

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PLANT PURCHASES / SERVICES / PARTS

UNIFORMS & PROTECTIVE CLOTHING

AIR CONDITIONING SERVICES - VARIOUS

CONSULTANCY SERVICES - VARIOUS WORKS

ACCOMMODATION - TRAINING

WASTE MANAGEMENT SERVICES

COUNCIL REFRESHMENTS

ANIMAL TRAP SUPPLIER

GLC KIOSK PURCHASES

COURIER SERVICES

TRAINING SERVICES

LEGAL SERVICES

FUEL SERVICES

MEMBERSHIP FEE - ARTGEO

SURVEY SERVICES - VARIOUS

SECURITY SERVICES - LOCK SUPPLY

BUS HIRE SERVICE - VACATION CARE

PLANT PURCHASES / SERVICES / PARTS

LANDSCAPING SERVICES - VARIOUS

ASBESTOS REMOVAL SERVICE - KCP

LIGHTING SUPPLIER - RAILWAY HOUSE

GRANT FUNDING - 2016/17 OPEN WATER SWM

WEED CONTROL - VARIOUS SITES

PROPERTY VALUATION SERVICES

CABLE TV SUBSCRIPTION - GLC

WASTE OIL SERVICES

SIGNAGE SERVICES

OFFICE EQUIPMENT SERVICES - PHOTOCOPYING

GRANT FUNDING - 2016/17 BEACH VOLLEYBALL STATE SERIES

CALIBRATION SERVICES - NOISE MONITORING EQUIPMENT

EXCAVATOR & BACKHOE HIRE/PLUMBING SERVICES - VARIOUS

CRICKET PITCH MANAGEMENT SERVICES - BOVELL & BARNARD PARKS

DESIGN & PRINTING SERVICES - STRATEGIC COMMUNITY PLAN

Date Chg / Voucher Name Description 29/05/2017 EF052597 FLOWERS ON PRINCE FLOWERS AND GIFTS - VARIOUS 29/05/2017 EF052598 BUNBURY HIAB AND TILTRAY (HOTMAC GOLD PTY LTD T/A TILT TRAY SERVICES - E-WASTE REMOVAL 29/05/2017 EF052599 CAPE TO CAPE EXCAVATIONS EARTHMOVING SERVICES - DUNSB. MENS SHED 29/05/2017 EF052600 AVIS SOUTHWEST RENTALS VEHICLE RENTAL SERVICES 29/05/2017 EF052601 INFORMA AUSTRALIA PTY LTD EMPLOYEE TRAINING SERVICES 29/05/2017 EF052602 BAYVIEW GEOGRAPHE RESORT VENUE HIRE & CATERING - LOWER VASSE RIVER WORKSHOP

LIBRARY RESOURCES

List of Payments made May 2017 Attachment A

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Date Chq / Voucher	Name	Description	Amount
29/05/2017 EF052637	BDA TREE LOPPING	TREE LOPPING SERVICES - VARIOUS	51,979.40
29/05/2017 EF052638	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES - VARIOUS	8,066.26
29/05/2017 EF052639	DOOR HARDWARE SOLUTIONS	HARDWARE SUPPLIES	258.72
29/05/2017 EF052640	ALLOY & STAINLESS PRODUCTS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	249.46
29/05/2017 EF052641	CAPE RURAL CONTRACTING	VERGE SLASHING - COMMONAGE RD, QUEDJINUP DRIVE	900.00
29/05/2017 EF052642	EXTERIA	BIN KEY SUPPLIER	113.74
29/05/2017 EF052643	VASSE PRIMARY SCHOOL	HIRE FEE - SCHOOL FACILITIES	1,100.00
29/05/2017 EF052644	GUARDIAN TACTILE SYSTEMS	TACTILE SYSTEM SUPPLIER	1,629.26
29/05/2017 EF052645	AMBERGATE PLUMBING	PLUMBING SERVICES - VARIOUS	6,862.51
29/05/2017 EF052646	JUICE PRINT	PRINTING SERVICES - VARIOUS	2,517.84
29/05/2017 EF052647	ALLEASING PTY LTD	LEASING PAYMENTS - P/COPIERS, TELEPHONES, I.T. EQUIP, GYM EQUIP	54,289.84
29/05/2017 EF052648	ROBYN PAICE	ENVIRONMENTAL CONSULTING SERVICES	400.00
29/05/2017 EF052649	FENCING SOLUTIONS	FENCING REPAIRS	120.00
29/05/2017 EF052650	BROADWATER BRICK PAVING	BLOCKWORK REPAORS - ALPHA RD, BARLEE ST	2,900.00
29/05/2017 EF052651	LAMP INC.	YOUTH PROGRAM DELIVERY - BSN SKATE PARK	500.00
29/05/2017 EF052652	FIRST CAPE NATURALISTE SCOUT GROUP	KIDS SPORT VOUCHERS	200.00
29/05/2017 EF052653	MJB INDUSTRIES PTY LTD	DRAINAGE SUPPLIES - GRANT ST	2,495.90
29/05/2017 EF052654	BEACHSIDE BUILDING & MAINTENANCE	PAINTING SERVICES - VARIOUS LOCATIONS	8,825.00
29/05/2017 EF052655	ARUP PTY LTD	CONSULTANCY SERVICES - BMRRA LANDSIDE DESIGN	66,785.73
29/05/2017 EF052656	SUNSHINE MEDICAL CENTRE & FAMILY PRACTICE	EMPLOYEE MEDICAL SERVICES	125.00
29/05/2017 EF052657	ASCENT ENGINEERING PTY LTD	ENGINEERING/DESIGN SERVICES - VALLEY RD DRAINAGE	4,400.00
29/05/2017 EF052658	SHORE COASTAL PTY LTD	COASTAL CONSULTANCY SERVICES - VARIOUS	24,761.00
29/05/2017 EF052659	HART SPORT	SPORT EQUIPMENT SUPPLIER - GLC	605.90
29/05/2017 EF052660	BRIAN FISHER FABRICATIONS	GUARDRAIL INSTALLATION - VARIOUS BRIDGES	161,388.00
29/05/2017 EF052661	PAVING PEOPLE	PAVING SERVICES - NCC PAVING REPAIRS	577.50
29/05/2017 EF052662	RAMADA RESORT & SPA DUNSBOROUGH	VENUE HIRE/CATERING - TOBY INLET WORKSHOP	577.50
29/05/2017 EF052663	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	207.50
29/05/2017 EF052664	HIP POCKET WORK WEAR AND SAFETY	UNIFORMS & PROTECTIVE CLOTHING	8,876.64
29/05/2017 EF052665	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	77.00
29/05/2017 EF052666	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	1,482.45
29/05/2017 EF052667	T-QUIP	MOWER PARTS / SERVICE / PURCHASES	8,579.45
29/05/2017 EF052668	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA D	IVEMPLOYEE TRAINING SERVICES	4,305.00
	•	•	11,465,630.72

INTERNAL PAYMENT VOUCHERS - MAY 2017

Date	IP VOUCHER	Name	Description	Amount
3/05/2017	DD003111	FINES ENFORCEMENT REGISTRY	TRAFFIC, CAMPING, ANIMAL, BUSH FIRE & LITTER INFRINGEMENTS	2,146.00
28/04/2017	DD003112	PH & SA WYBURN	CORRECTION OF BPOINT PAYMENT: BUILDING APP. OVERPAYMENT	157.65
4/04/2017	DD003113	PLUNKETT HOMES	CORRECTION OF BPOINT PAYMENT: DEV. APP CANCELLED	114.00
4/04/2017	DD003114	BGC RESIDENTIAL	CORRECTION OF BPOINT PAYMENT: DEV. APP NOT REQUIRED	114.00

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Date	Chq / Voucher	Name	Description	Amount
1/04/2017	DD003115	LES MILLS ASIA PACIFIC	CONTRACT PROGRAM FEES - GLC	735.21
1/04/2017	DD003116	LES MILLS ASIA PACIFIC	CONTRACT PROGRAM FEES - NCC	551.41
2/05/2017	DD003117	AJ & JLDOWNIE	CORRECTION OF BPAY PAYMENT: REFUND RATE OVERPAYMENT	403.57
2/05/2017	DD003118	JC RIDOUT & W HINES	CORRECTION OF BPAY PAYMENT: REFUND RATE OVERPAYMENT	359.00
8/05/2017	DD003119	IW WALKER	CORRECTION OF BPOINT PAYMENT: BUILDING PLAN SEARCH REFUND	147.00
8/05/2017	DD003120	MJ & LV BELL	CORRECTION OF BPAY PAYMENT: REFUND RATE OVERPAYMENT	590.00
9/05/2017	DD003121	PAY 23	FORTNIGHTLY PAY	690,100.48
9/05/2017	DD003122	SPECIAL PAY	SPECIAL PAY	983.64
2/05/2017	DD003123	COMMONWEALTH BANK	BANK FEES	653.17
1/05/2017	DD003124	ANZ BANK	BANK FEES	4,868.06
11/05/2017	DD003125	ANZ BANK - VISA CARD	CREDIT CARD PAYMENT \$13,540.37	
	DD003125	NOVOTEL, PARRAMATTA	ACCOMMODATION: CONFERENCE ATTENDANCE	1049.10
	DD003125	WASTE MANAGEMENT, BURWOOD	REGISTRATION: WASTE MANAGEMENT CONFERENCE	119.60
	DD003125	WASTE MANAGEMENT, BURWOOD	REGISTRATION: WASTE MANAGEMENT CONFERENCE	169.68
	DD003125	DEPARTMENT OF ENVIRONMENT	CLEARING PERMIT	200.00
	DD003125	BLACK CA, DARLINGHURST	TAXI: BMRRA AIRLINE ENGAGEMENT MEETING	80.85
	DD003125	SILVERTOP, DARLINGHURST	TAXI: BMRRA AIRLINE ENGAGEMENT MEETING	21.42
	DD003125	CAMBRIDGE CAFÉ, COLLINGWOOD	MEAL EXPENSES: BMRRA AIRLINE ENGAGEMENT MEETING	11.30
	DD003125	PERTH AIRPORT	PARKING: BMRRA AIRLINE ENGAGEMENT MEETING	133.46
	DD003125	TAXI, EPAY	TAXI: BMRRA AIRLINE ENGAGEMENT MEETING	78.76
	DD003125	HUDSONS COFFEE MELBOURNE	MEAL EXPENSES: BMRRA AIRLINE ENGAGEMENT MEETING	18.00
	DD003125	CITADINES	ACCOMMODATION: LEGALWISE SEMINAR ATTENDANCE	193.80
	DD003125	BUNNINGS	EMPLOYEE FAREWELL GIFT	200.00
	DD003125	COLES, BUSSELTON	CATERING: AIRPORT ASSOCIATION MEETING	34.32
	DD003125	COLES, BUSSELTON	CATERING: AIRPORT ASSOCIATION MEETING	5.93
	DD003125	FACEBOOK	ADVERTISING: GLC	96.33
	DD003125	FACEBOOK	ADVERTISING: GLC	11.00
	DD003125	SANITY MUSIC, BUSSELTON	LIBRARY RESOURCES	541.80
	DD003125	ROYAL LIFE SAVING	EMPLOYEE TRAINING - GLC	900.00
	DD003125	WILSON PARKING, PERTH	PARKING: BMRRA MEETING	40.00
	DD003125	SANITY MUSIC, BUSSELTON	LIBRARY RESOURCES	1996.29
	DD003125	HARVEY NORMAN	ELECTRONIC EQUIPMENT: KCP	117.00
	DD003125	STAPLES	STATIONERY SUPPLIES	116.86
	DD003125	PAYPAL *INFO	I.T. EQUIPMENT	162.30
	DD003125	POS BUSINESS SYSTEMS	ELECTRONIC EQUIPMENT: ARTGEO RECEIPT PRINTERS	968.00
	DD003125	PAYPAL TEAMVIEWER	SOFWARE SERVICES	1229.39
	DD003125	PAYPAL CABLECHICK	I.T. EQUIPMENT	66.80
	DD003125	PDQ.COM	SOFWARE SERVICES	1223.03
	DD003125	JAM SOFTWARE	SOFWARE SERVICES	88.33
	DD003125	APPLE ITUNES	ICLOUD STORAGE D/DEBIT	4.49

Attachment A List of Payments made May 2017

Date	Chq / Voucher	Name	Description	Amount
	DD003125	TUTS*ENVATO	REFUND - SOFTWARE SERVICES	-243.32
	DD003125	THE GOOSE	MEETING EXPENSES: RIO TINTO/BJINC	68.00
	DD003125	CREATESEND/JACK IN THE BOX	MARKETING/DESIGN SERVICES: MARCH BAY TO BAY NEWSLETTER	356.69
	DD003125	WALGA	EMPLOYEE TRAINING SERVICES	75.00
	DD003125	WALGA	EMPLOYEE TRAINING SERVICES	75.00
	DD003125	THE ESPLANADE HOTEL	COUNCIL MEETING EXPENSES	527.50
	DD003125	QANTAS	TRAVEL EXPENSES: LOCAL GOVERNMENT CONFERENCE	366.04
	DD003125	THE MANNA HAHNDORF	ACCOMODATION: LOCAL GOVERNMENT CONFERENCE	149.00
	DD003125	SAI GLOBAL	SOFWARE SERVICES	125.42
	DD003125	REJECT SHOP, BUSSELTON	YOUTH EVENT RESOURCES	675.00
	DD003125	BCF BUSSELTON	EMPLOYEE FAREWELL GIFT	225.00
	DD003125	THE GOOSE BEACH BAR	MEETING EXPENSES: JETTY LEASE SIGNING	58.70
	DD003125	AVENTEDGE- EMPLOYMENT LAW	EMPLOYEE TRAINING SERVICES	1204.50
5/05/2017	DD003126	ANZ BANK	BANK FEES	81.53
5/05/2017	DD003127	ANZ BANK	BANK FEES	251.45
30/04/2017	DD003128	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	52,397.18
18/05/2017	DD003129	CITY OF BUSSELTON	CORRECTION OF BPAY PAYMENT: PAYMENT MADE IN ERROR	174.83
18/05/2017	DD003130	FLEXIRENT CAPITAL PTY LTD	LEASING PAYMENTS: BUSSELTON LIBRARY COFFEE MACHINE	237.80
18/05/2017	DD003131	FLEXIRENT CAPITAL PTY LTD	LEASING PAYMENTS: DUNSBOROUGH LIBRARY COFFEE MACHINE	220.02
29/05/2017	DD003132	ANZ BANK	BANK FEES	1,262.85
29/05/2017	DD003133	ANZ BANK	BANK FEES	39.90
29/05/2017	DD003134	COMMONWEALTH BANK	BANK FEES	99.00
29/05/2017	DD003135	DA BRIERS & RP COLES	CORRECTION OF BPDAY PAYMENT: REFUND OF RATES OVERPAYMENT	468.00
29/05/2017	DD003136	DA BRIERS & RP COLES	CORRECTION OF BPDAY PAYMENT: REFUND OF RATES OVERPAYMENT	468.00
29/05/2017	DD003137	PAY 23	FORTNIGHTLY PAY	690,792.51
27/04/2017	DD003138	CA & KA SMITH	CORRECTION OF BPDAY PAYMENT: REFUND OF RATES OVERPAYMENT	1,106.26
16/05/2017	DD003139	SPECIAL PAY	SPECIAL PAY	2,294.85
				1,465,357.74

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TRUST ACCOUNT - MAY 2017

Date	TRUST CHQ	Name	Description	Amount
10/05/2017	007337	DEPARTMENT OF COMMERCE, BUILDING COMMISSION	REGISTRATIONS / LEVY PAYMENTS	21,251.46
10/05/2017	007338	CONSTRUCTION TRAINING FUND	BCITF LEVY	6,072.43
10/05/2017	007339	CITY OF BUSSELTON	VARIOUS REIMBURSEMENTS	549.00
11/05/2017	007340	BCITF & BRB LEVY REFUNDS	BCITF & BRB LEVY REFUNDS - BUILDING APPLICATION CANCELLED	556.05
11/05/2017	007341	BCITF & BRB LEVY REFUNDS	BCITF & BRB LEVY REFUNDS - BUILDING APPLICATION OVERPAYMENT	904.27
				29 333 21

10.3 <u>Finance Committee - 20/07/2017 - FINANCE COMMITTEE INFORMATION BULLETIN - JUNE</u> 2017

SUBJECT INDEX: Councillors' Information

STRATEGIC OBJECTIVE: An organisation that is managed effectively and achieves positive

outcomes for the community.

BUSINESS UNIT: Finance and Corporate Services

ACTIVITY UNIT: Executive Services

REPORTING OFFICER: Manager Financial Services - Kim Dolzadelli

Councillor Support Officer - Lisa Haste

Asset Coordinator - Daniel Hall

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

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

This item was considered by the Finance Committee at its meeting on 20 July 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. <u>Chief Executive Officer – Corporate Credit Card</u>

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

Date	Amount	Payee	Description
27-Apr-17	\$547.80	Adelaide Hills Council	* LGCO Conference
28-Apr-17	\$361.97	Createsend / Jack In	Bay To Bay Newsletter
		The Box	
09-May-17	\$70.00	Busselton Chamber	GG Budget Breakfast Busselton Chamber
09-May-17	\$510.00	Qantas Club	* 1 Year Membership
09-May-17	\$399.50	Lifesize Standups	2 X Lifesize Instagram Frames
20-May-17	\$223.30	Intercontinental,	* Deposit, Accom LGCO Conf
		Adelaide	
22-May-17	\$17.50	Australia Post	Busselton Jetty Stamps
22-May-17	\$154.00	Grosvenor Hotel, East	Meal & Drinks BMRA Meetings
		Perth	
23-May-17	\$16.13	Wilson Parking, Perth	Parking: BMRA Meeting
23-May-17	\$17.50	The George, Perth	Coffee - BMRA Meeting
23-May-17	\$815.55	Frasers Suites, East	Accomm: BMRA Meetings
		Perth	

^{*}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. <u>Donations/Contributions and Subsidies Fund (Sponsorship Fund – Payment of Funds)</u>

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

- 98 applications for sponsorship have been received during this financial year.
- The average donation approved for the financial year is \$349.25
- There were 9 applications for sponsorship received or assessed during May 2017.
- Expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) for the financial year totals \$34,227.32

Total budget for the Donations, Contributions and Subsidies Fund (Sponsorship Fund) is \$37,450.

App. No.	Recipient	Purpose An	nount
90/1617	Dunsborough Basketball Club	Funding requested to purchase first aid kits for all their teams.	\$0.00
91/1617	Mayoral Prayer Breakfast	Major sponsor of the Mayoral Prayer breakfast in August 2017.	\$2,500
92/1617	Chelsea Lindsay for Breast Cancer Care WA	Event fee waiver for Breast Cancer Charity fundraising dinner being held at 3Oceans.	\$36.50
93/1617	Bailey Coshott	Representing WA at the U 15's school sport AFL championships in Perth	\$200
94/1617	Geographe Bay Table Tennis Club	Seeking Funds to assist with the overall running costs of their June SW Open championships.	\$500
95/1617	Jaylen Colegate	Representing WA at the Australian Under 16 Junior basketball Championships in Perth.	\$200
96/1617	Vasse Probus Club Inc	Seeking funds to purchase a steel cupboard to hold their resources. Unsuccessful, however they have been put in contact with City officers to see what we have from the old building that the Probus Club could use.	\$0
97/1617	Busselton Choral Society	Seeking funds to assist with the costs of their Winter concert. Unsuccessful as funds have already been received this financial year.	\$0
98/1617	Busselton Horse and Pony Club	Fee waiver for camping permit fee at the Winter Jumping Festival.	\$100

Asset Management Report

Unsealed Roads and Fair Value

The following report provides some clarification on the calculation of fair value for unsealed roads and also the drivers for the unsealed road renewal (re-sheeting) program.

There are three main types of unsealed roads included within the City's unsealed road network. These are paved, formed and unformed roads. These are defined as follows;

- A paved road is a road that has been shaped by a grader and has been constructed with the
 use of imported gravel;
- A formed road is an unsealed road that has been shaped by a grader but has not been constructed with imported gravel; and
- An unformed road is a legally-recognised road that is undeveloped, but provides public access (often 4wd access only) to a particular area or feature.

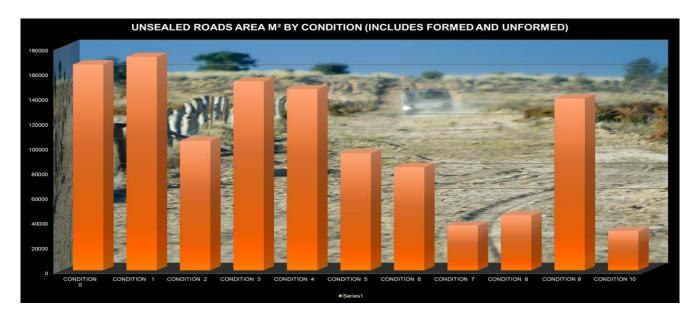
Although each of these types of unsealed roads require varying levels of annual renewal requirements, they are none-the-less all still under the management control of the City; and therefore are all required to be included in the fair value assessment.

Formed and unformed roads, require little or no scheduled maintenance and may only be subject to ADHOC tree pruning or a light grade (formed roads only) as the need arises.

Scheduled maintenance is required for paved roads as these contain imported materials (gravel) which needs to be monitored and maintained at a certain depth (The ideal gravel depth for a paved road in an excellent condition is greater than 150mm); for the safety of road users, structural integrity of the underlying pavement and to provide sufficient gravel depth to enable maintenance grading.

The monitoring of these paved roads consists of measuring the gravel depths with the use of a drill to ensure that minimum standards are being maintained. Unsealed roads with a gravel pavement should maintain a reasonable depth of gravel from the subgrade to the surface. This depth is renewed through the use of the gravel re-sheeting program which is funded through the annual budget.

Re-sheeting is required when the gravel depth falls to an ungradable level and subgrade exposure becomes evident. At this point there is no longer enough remaining gravel for the grader driver to "work with" when maintaining the road and more gravel is required. Re-sheeting is triggered by the road sections overall condition which considers depth, shape, drainage, looseness and safety. Priority is allocated considering condition, utilisation, risk and deprival.



The above chart shows the condition breakdown by square metres of all (paved, formed and unformed roads) following the updated inspections in April 2017. This chart drives the fair value for unsealed roads, which currently sits at \$14.8M.

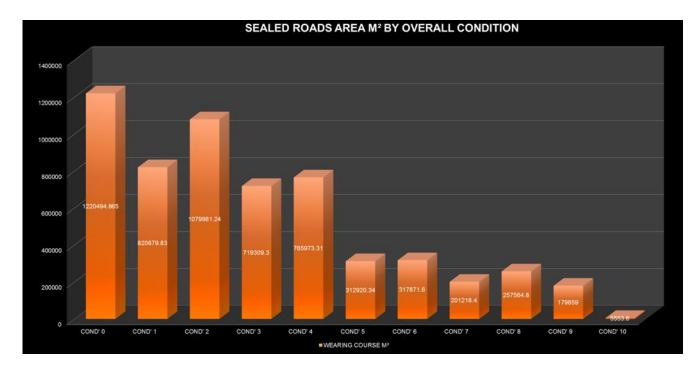
It should be noted here also, that formed and unformed roads will naturally sit at condition eight, nine and ten; due to zero pavement gravel depth. This is further highlighted in the chart below which shows a reduction in the square metres of road with condition eight, nine or ten ratings.



The above chart shows the condition breakdown for paved roads only (not including formed and unformed) which drives the annual re-sheeting program. Roads sitting in the condition eight and nine and ten ratings are those which are scheduled for re-sheeting. These will be rectified through the current re-sheeting program and do not indicate any current back log of works for unsealed roads.

Sealed Roads for Comparison

The Chart below shows the current breakdown (by total square metres) of all sealed roads that the City maintains. This has been included as a means of highlighting the similar condition profiles of the sealed and unsealed paved roads above. These condition profiles are indicative of assets under a scheduled renewal program as the majority of the assets are sitting in an 'as new' or 'good' condition.



Both of these charts highlight the effectiveness of the current renewals programs and also the need for these programs to be maintained into the future. These programs are the annual re-sheeting and road construction programs which are funded through the annual budget.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

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

10.4 Policy and Legislation Committee - 20/07/2017 - STATUTORY REVIEW OF DELEGATIONS

SUBJECT INDEX: Authorised Delegation of Power/Authority

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

and transparent.

BUSINESS UNIT: Finance and Corporate Services

ACTIVITY UNIT: Governance Services

REPORTING OFFICER: Executive Assistant - Christine Garratt

AUTHORISING OFFICER: Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A Revised Delegation LG3J Inviting and Awarding

Tenders showing proposed tracking changes <u>↓</u>

Attachment B Revised Delegation LG3J Inviting and Awarding

Tenders !!

Attachment C Revised Delegation LG6A Payments from Municipal

Fund or Trust Fund showing proposed tracking

changes<u>↓</u>

Attachment D Revised Delegation LG6A Payments from Municipal

Fund or Trust Fund

Attachment E Revised Delegation LG6C Rates and Service Charges

showing proposed tracking changes !

Attachment F Revised Delegation LG6C Rates and Service Charges Attachment G Revised Delegation DA1 Appointment of Authorised

Persons and Registration Officers showing proposed

tracking changes.

Attachment H Revised Delegation DA1 Appointment of Authorised

Persons and Registration Officers U

Attachment I Existing Delegation LG6E Payments from Sponsorship

and Donations Fund

This item was considered by the Policy and Legislation Committee at its meeting on 20 July 2017, the recommendations from which have been included in this report.

PRÉCIS

The *Local Government 1995* requires delegations made under that Act to be reviewed by the delegator at least once every financial year. Additionally, delegations made under the *Cat Act 2011* and the *Dog Act 1976* are required to be reviewed once every financial year. This review is to fulfil this requirement.

BACKGROUND

Council has the ability to delegate the exercise of powers and discharge of duties to its Chief Executive Officer. These delegations are required to be reviewed by the delegator (in this case the Council) at least once in every financial year.

STATUTORY ENVIRONMENT

Section 5.42 of the *Local Government Act 1995* provides the Council with the ability to delegate powers and duties to its CEO. Some powers and duties cannot be delegated in accordance with Section 5.43 of the Act, such as matters that require an Absolute Majority decision of the Council.

The delegations must be contained in a Register. Wherever a decision has been made under delegated authority, records of the decision must be kept in accordance with the *Local Government* (Administration) Regulations 1996.

Section 44 of the *Cat Act 2011* provides the power for Council to delegate the exercise of its functions and discharge of its duties to the CEO. Section 47(2) of that Act requires the delegator to review delegations at least once every financial year.

Section 10AA of the *Dog Act 1976* provides Council with the ability to delegate powers and duties to its CEO. In accordance with Section 10AB(2) of that Act, the delegations must be reviewed at least once every financial year.

RELEVANT PLANS AND POLICIES

The Department of Local Government and Communities Operational Guidelines Number 17 - 'Delegations'

Local Government (Administration) Regulations 1996

FINANCIAL IMPLICATIONS

There are no financial implications involved in reviewing Delegations, however, utilisation of delegated authority creates organisational efficiencies. Without a system of delegated authority in place, a significant number of day-to-day local government decisions would need to be referred to Council as agenda reports. Having an effective delegated authority system in place reduces the turnaround time for some matters which allows for the Council to use its time to undertake its more strategic role.

Long-term Financial Plan Implications

There are no direct Long Term Financial Plan implications associated with this review.

STRATEGIC COMMUNITY OBJECTIVES

This statutory delegation review aligns with and supports the **Council's Key Goal Area 6** – 'Leadership' and more specifically **Community Objective 6.2** – 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

Not required for a review undertaken in accordance with statutory requirements.

CONSULTATION

The current delegations were developed with reference to the Department of Local Government and Communities Operational Guidelines Number 17 – 'Delegations'.

OFFICER COMMENT

There are a range of powers and duties delegated to the CEO in accordance with the powers provided by Sections 5.42(1)(a) and (b) of the *Local Government Act 1995*. These are largely recommended to continue unchanged, with the exception of proposed updates as identified in the table below. The table provides an overview of the current delegations and an explanation of the powers exercised by the CEO. Minor amendments are proposed to delegations LG3J, LG6A, LG6C, and DA1. Officers are also recommending revocation of delegation LG6E.

Delegations to the CEO

Descrip	otion	Purpose	
LG3A	Legislative Function To determine applications received by the City in accordance with a Local Law made by the City in accordance with Subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 and to enforce the provisions of those local laws and to otherwise exercise the powers and discharge the duties of the local government under those local laws.	Enables the CEO to determine applications in accordance with the relevant provisions of the Local Law and the ability to enforce the provisions of those local laws. No change proposed.	
LG3D	Notices Requiring Things to be Done To exercise the powers and discharge the duties of the local government under Section 3.25(1), 3.26(2) and 3.26(3).	This provides for the ability to require actions from an owner or occupier relating to unsightly land, overgrown vegetation, rubbish etc. No change proposed.	
LG3E	General Procedure for Entering Property To authorise persons on behalf of the local government for the purposes of discharging the duties under Section 3.31(2).		
LG3F	Power to Remove and Impound To authorise employees on behalf of the local government for the purposes of discharging the duties under Section 3.39 and 3.40A(1).		
LG3G	Disposing of Uncollected Goods To exercise the powers and discharge the duties of the local government under Section 3.47(2) and 3.47(2a).	Enables the CEO to dispose of impounded goods when not collected in a specified time, including vehicles. No change proposed.	

LG3H **Thoroughfare Closure** Enables the CEO to require the closure of To exercise the powers and discharge the roads. duties of the local government under Section 3.50(1), 3.50(1a), 3.50(4), 3.50(6) and 3.50A. No change proposed. LG3J **Inviting and Awarding Tenders** To exercise the powers and discharge the Enables the CEO to invite and evaluate tenders prior to entering into a contract of a duties of the Local Government under Regulations 11, 14 and 18 to publicly invite prescribed kind under which another person is to supply goods or services to the Council. tenders by determining the written criteria Also provides the CEO with the ability to for deciding which tender should be award tenders not exceeding a contract value accepted. of \$500.000. (Attachment A) **Summary of proposed updates:** These delegations are currently subject to the following conditions: Inclusion of specific reference to various other administrative functions associated Utilising the standard selection criteria with the tender process by way of including as per Policy 031; reference to Regulations 20 and 21A. (b) Following the City's operational practice utilising tender evaluation processes Regulation 20 enables the CEO to vary requirements prior to entering into a contract and documentation developed with the chosen tenderer, Regulation 21A WALGA; enables the CEO to vary a contract for the Compliance with the requirements of (c) supply of goods and services. the City's Purchasing Policy as it relates to tendering; and It is also proposed that condition (b) is Acceptance of a tender is not to exceed (d) reworded to require from the CEO to follow a contract value of \$500,000. the City's internal operational processes and procedures for the purposes of tender evaluation, this condition as it stands now requires the CEO to use documentation developed by WALGA. It is further proposed that conditions (b) and (c) are reversed in order to reference the City's Purchasing Policy as the initial reference document, followed by operational processes and procedures. (Attachment B)

LG 3K Acquiring and Disposing of Property

To exercise the powers and discharge the duties of the local government under Sections 3.58(2) and 3.58(3) and acquire property on the local government's behalf. The value of the property shall not exceed \$100,000.

This delegation has been excluded from this report as it was listed under separate cover on Council Agenda of 28 June 2017 with the Officer Recommendation subsequently adopted (C1706/151).

No change proposed.

LG3L Airport Redevelopment Project - Inviting Tenders and Awarding Tenders

To publicly invite tenders by determining the written criteria for deciding which tender should be accepted and to award tenders with a contract value up to \$1,000,000 subject to agreement from the CEO of the South West Development Commission (SWDC).

Due to the nature and scope of the Airport Redevelopment Project a specific tender delegation has been put in place which is required to be exercised in accordance with agreement from the CEO of the South West Development Commission (SWDC).

No change proposed.

LG3M Establishment of Panels of Pre-Qualified Suppliers

To exercise the powers and discharge the duties of the local government under Part 4 Division 3 of the Local Government (Functions and General) Regulations 1996 pursuant to Regulation 24AC(1)(b) to determine whether there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers and in accordance with Regulations 24AD - 24AI establish panels of pre-qualified suppliers for provision of particular goods or services and in accordance with Regulation 24AJ enter into a contract, or contracts, for the supply of goods or services with a pre-qualified supplier who is part of a panel of pre-qualified suppliers for the supply of those particular goods or services.

Enables the CEO to establish panels of prequalified suppliers in accordance with the relevant provisions of the Tender Regulations and the Council's "Purchasing" Policy which in turn assists in streamlining Council operations and improving efficiency without compromising statutory or policy compliance or Council's existing powers in relation to choice of tenderer.

No change proposed.

LG5A Provision of Urgent Legal Services

To provide authorisation in accordance with Clause 3.10 of Council Policy 085 "Legal Representation for Council Members and Employees" for urgent legal services to a maximum value of \$10,000.

Enables the CEO to exercise, on behalf of the Council, the powers of the Council under Clause 3.8 of Council Policy "Legal Representation for Council Members and Employees" to a maximum of \$10,000 in respect of each application when delays in the approval of an application are considered to be detrimental to the legal rights of the applicant.

CEO approved applications are required to be submitted to the next Ordinary Meeting of Council.

No change proposed.

LG5B Directions Regarding Unauthorised Development

To give directions in relation to unauthorised development and to authorise any action available to the responsible authority under the Planning and Development Act 2005 incidental to such written direction.

Provides for the ability to give a written direction to an owner or any other person having undertaken a development to remove, pull down, take up, or alter the development and restore the land as nearly as practicable to its condition immediately before the development commenced, to the satisfaction of the responsible authority.

No change proposed.

LG6A Payments from Municipal Fund and Trust Fund

To exercise the powers and discharge the duties of the local government in accordance with regulation 12 of the Local Government (Financial Management) Regulations 1996 (Attachment C)

Enables the payment of creditors without specific Council approval. All payments made must be reported to Council which is undertaken by way of a monthly report via the Finance Committee.

Summary of proposed updates:

It is proposed to add a condition to this delegation that places a limit on the authorisation of individual payments from the fund to a maximum of \$1000 unless consultation with the Finance Committee has taken place prior to the authorisation of such a payment.

See LG6E Payments from Sponsorship and Donations Fund (Attachment D)

LG6B Power to Defer, Grant Discounts, Waive or Write Off Debts

To exercise the powers and discharge the duties of the local government under Sections 6.12(1)(b), 6.12(1)(c) and 6.12(3) of the Local Government Act 1995.

Enables the CEO to deal with minor fee waivers, concessions and debt write-off requirements.

No change proposed.

LG6C **Rates and Service Charges** To exercise the powers and discharge the Enables the CEO to determine due dates for duties of the local government under rates and to take recovery action for unpaid Sections 6.49, 6.50(1), 6.60(2), 6.64(1), rates. 6.64(3), 6.71(1), 6.74(1), 6.76(4) and 6.76(5). **Summary of proposed updates:** (Attachment E) Removal of explanatory notes at Sections 6.50(2), 6.50(3), 6.47 and 6.75(1) as these are operational by nature and therefore it is considered not necessary to include. Removal of Section 6.50(2) as this is done as part of the Budget Adoption process. Removal of Sections 6.56(1), 6.60(3) and 6.64(4) as these are operational by nature and do not require a delegation. Removal of Schedule 6.2, Clause 1(1) as any proposal to "Form a Lease" would be put before Council for determination. Removal of Schedule 6.3, Clause 1(4) as any proposal for "Sale of Land" would be put before Council for determination. Removal of Schedule 6.3, Clause 4(1) as any proposal to "Convey or Transfer" would be put before Council for determination. (Attachment F) LG6D Investment To invest surplus funds in accordance with Enables funds to be invested by the CEO as the Direct Investments section of the set out in Council Policy 218 "Investment". Council's Policy 218 "Investment". No change proposed.

LG6E	Payments from Sponsorship and Donations	
	Fund To determine the allocation of donations and sponsorships from the fund established for this purpose. (Attachment I)	This delegation currently requires that individual payments do not generally exceed \$1,000.
		Proposed for revocation:
		This delegation is proposed for revocation as the CEO already has this delegated power under section 6.10 Financial Management Regulations of the <i>Local Government Act</i> 1995 in existing Delegation LG6A Payments from Municipal Fund and Trust Fund.
		It is also proposed that a condition be added to Delegation 6A that sets a limit on what amount the CEO can authorise via the payments from sponsorship and donations fund.
LG9A	Appointment of Authorised Persons	
	To authorise persons, or classes of persons, on behalf of the local government for the purposes of performing particular functions in accordance with Section 9.10(1) and	A person requires authorisation in order to take enforcement action. This enables the CEO to authorise others instead of requiring Council approval.
	9.10(2) of the <i>Local Government Act 1995</i> .	No change proposed.
LG9B	Authorising Common Seal To authorise the affixing of the Common Seal of the City to a document that needs the City's Common Seal to be legally effective.	While the CEO can authorise the affixing of the Common Seal to a document as classified which in turn allows for no specific Council approval of individual documents being required, it is noted that it is also necessary for individual documents to be signed by both the Mayor and the CEO (or a senior employee authorised by the CEO and in accordance with Section 5.37 of the <i>Local Government Act 1995</i>). No change proposed.
LG10A	Claims Against the Local Government To consider claims against the local government for damage to property and either accept or deny liability.	This is intended only for minor claims within the City's insurance premium excess with a \$500 limit on claims made under this delegation. No change proposed.

Delegations from the Council to the CEO made in accordance with Section 5.42 of the *Local Government Act* have been utilised to enable the CEO to carry out powers and duties of the local government.

The reasons for the proposed changes for the 3 delegations have been documented in the 'Purpose' column for each delegation.

It should also be noted that Delegation LG3K Acquiring and Disposing of Property has been excluded from this report as it was part of a standalone report to Council on 28 June 2017 in which Officers proposed revocation of Delegation LG3K Acquiring and Disposing of Property to be superseded by two new replacement delegations being LG3B Acquiring of Property and LG3C Disposal of Property. The Officer Recommendation was subsequently adopted (C1706/151).

All other delegations are recommended to continue unchanged.

Cat Act

Description		Purpose
CA1	Administration of the Cat Act Authority to exercise the functions in relation to the administration of the Cat Act 2011.	To provide Council with measures in place that control the number of cats that can be kept and places where cats can be kept, encourage responsible cat ownership and provide for better management of the impacts of cats on the community and environment. No change proposed.

The delegation to the CEO under the *Cat Act 2011* is recommended to continue unchanged.

Dog Act

Description		Purpose
DA1	Appointment of Authorised Persons and Registration Officers To appoint persons to exercise on behalf of the local government the powers conferred on an authorised person by that Act and to authorise persons to effect the registration of dogs. (Attachment G)	To provide Council with controls and regulatory measures in relation to impounding of dogs, the number of dogs that can be kept, establishment of approved kennels and the manner in which dogs are to be confined by the occupier of a premises.
		Summary of proposed updates
		It is proposed that the current power/duty within this delegation include a specific reference to the local government in order to strengthen the delegation.
		(Attachment H)

Officers are proposing a minor amendment to the delegation to the CEO under the *Dog Act 1976* as documented in the 'Purpose' column for Delegation DA1 Appointment of Authorised Persons and Registration Officers.

Having conducted the statutory annual review of delegations made under the *Local Government Act* 1995, Cat Act 2011 and Dog Act 1976, Officers are recommending changes to those delegations as listed in Attachments A through to H and in addition are proposing revocation of Delegation 6E Payments from Sponsorship and Donations Fund for the reasons outlined in the table above.

CONCLUSION

The existing delegations have served the organisation well and provide a sufficient level of authority to enable timely consideration of day-to-day local government matters as well as specific authority whereby the Council has recognised circumstances such as the nature of the airport redevelopment project.

OPTIONS

The Council may decide that it requires changes to the powers and discharge of duties to the Chief Executive Officer or choose to place conditions on any of the delegations.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Any determinations on the delegations will be effective immediately the Council's decision is made.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council having conducted the statutory annual review of delegations made under the *Local Government Act 1995, Cat Act 2011 and Dog Act 1976*:

- 1. Adopts the revised Delegation LG3J Inviting and Awarding Tenders as shown at Attachment B;
- 2. Adopts the revised Delegation LG6A Payments from Municipal Fund and Trust Fund as shown at Attachment D;
- 3. Adopts the revised Delegation LG6C Rates and Service Charges as shown at Attachment F;
- 4. Adopts the revised Delegation DA1 Appointment of Authorised Persons and Registration Officers as shown at Attachment H; and
- 5. Revokes Delegation LG6E Payments from Sponsorship and Donations Fund as shown in Attachment I.
- 6. Notes that all other Delegations remain unchanged.

Revised Delegation LG3J Inviting and Awarding Tenders showing proposed tracking changes



Instrument of Delegation

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

Delegator

Council.

Power/Duty

To exercise the powers and discharge the duties of the local government under Regulations 11, 14, 15, 16, 17, 18, 19, 20 and 21A of the Local Government (Functions and General) Regulations to:

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

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

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Conditions

The delegation is subject to:

- a) Utilising the standard selection criteria as per Policy 031;
- b) Complyingiance with the requirements of the City's Purchasing Policy as it relates to tendering;
- c) Following the City's operational processes actice—and procedures and, where practicable, relevant WALGA principles of utilising tender evaluation, processes and documentationconsistent with principles—developed by WALGA; and
- c) Compliance with the requirements of the City's Purchasing Policy as it relates to tendering; and
- d) Acceptance of a tender is not to exceed a contract value of \$500,000.

Revised Delegation LG3J Inviting and Awarding Tenders showing proposed tracking changes

Statutory Framework

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

Local Government Act Section 3.57. Tenders for providing goods or services

- A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

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

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

Functions and General Regulation 14. Requirements for publicly inviting tenders

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

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

Functions and General Regulation 18. Rejecting and accepting tenders

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

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Attachment A

Revised Delegation LG3J Inviting and Awarding Tenders showing proposed tracking changes

- (6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.
- (7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

Functions and General Regulation 20. Variation of requirements before entry into a contract

(1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

(2) If -

- (a) the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or.
- (b) the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,

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

(3) In subregulation (1) —

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

Functions and General Regulation 21A. Vaying a contract for the supply of goods or services

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

Verification

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Revised Delegation LG3J Inviting and Awarding Tenders showing proposed tracking changes

Review Requirements

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

Related Documents

Tender Register

Notes of recent alterations

Update to provide power to exercise relevant administration functions of the Local Government (Functions and General) Regulations 1996 (14 December 2016)

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Instrument of Delegation

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

Delegator

Council.

Power/Duty

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

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

Conditions

The delegation is subject to:

- a) Utilising the standard selection criteria as per Policy 031;
- b) Complying with the requirements of the City's Purchasing Policy as it relates to tendering;
- c) Following the City's operational processes and procedures for tender evaluation; and
- d) Acceptance of a tender is not to exceed a contract value of \$500,000.

Statutory Framework

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

Local Government Act Section 3.57. Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed

Revised Delegation LG3J Inviting and Awarding Tenders

kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

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

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

Functions and General Regulation 14. Requirements for publicly inviting tenders

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

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

Functions and General Regulation 18. Rejecting and accepting tenders

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

Functions and General Regulation 20. Variation of requirements before entry into a contract

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

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

(3) In subregulation (1) —

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

Functions and General Regulation 21A. Vaying a contract for the supply of goods or services

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

Verification

Recent Council Resolution C1612/159

Initial Council Resolution C1103/179

Review Requirements

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

Related Documents

Tender Register

Notes of recent alterations

Update to provide power to exercise relevant administration functions of the *Local Government (Functions and General) Regulations 1996 (14 December 2016)*

Revised Delegation LG6A Payments from Municipal Fund or Trust Fund showing proposed tracking changes



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Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject •
LG6A	FM Reg 12 (6.10)	Chief Executive Officer	Payments From Municipal Fund or Trust Fund

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Delegator

Council

Power/Duty

To exercise the powers and discharge the duties of the local government in accordance with regulation 12 of the Local Government (Financial Management) Regulations 1996, in relation to Section 6.10 of the Local Government Act 1995.

Conditions

With respect to allocation of donations and sponsorships from the fund established for this purpose inaccordance with the Council's tiered funding scheme, individual payments from this fund are not to exceed \$1,000 unless consultation with the Finance Committee has first occurred.

Statutory Framework

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

Regulations may provide for —

the general management of, and the authorisation of payments out of —

the municipal fund; and

the trust fund, of

a local government.

Financial Management Regulation 12

A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make

payments from those funds — by the CEO.

Verification

Recent Council Resolution C1606/140

Initial Council Resolution

C0806/188

Review Requirements

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



73

Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG6A	FM Reg 12 (6.10)	Chief Executive Officer	Payments From Municipal Fund or Trust Fund

Delegator

Council

Power/Duty

To exercise the powers and discharge the duties of the local government in accordance with regulation 12 of the *Local Government (Financial Management) Regulations 1996*, in relation to Section 6.10 of the *Local Government Act 1995*.

Conditions

With respect to allocation of donations and sponsorships from the fund established for this purpose in accordance with the Council's tiered funding scheme, individual payments from this fund are not to exceed \$1,000 unless consultation with the Finance Committee has first occurred.

Statutory Framework

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

Section 6.10

Regulations may provide for —

the general management of, and the authorisation of payments out of $oldsymbol{-}$

) the municipal fund; and

(ii) the trust fund, of

a local government.

Financial Management Regulation 12

1) A payment may only be made from the municipal fund or the trust fund -

if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO.

Verification

Recent Council Resolution Initial Council Resolution

C1606/140 C0806/188

Review Requirements

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



74

Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG6C	6.49 6.50(1) 6.50(2) 6.56(1) 6.60(2) 6.60(3) 6.60(4) 6.64(1) 6.64(3) 6.71(1) 6.76(4) 6.76(5) Sch 6.2 1(1) Sch 6.3 1(4) Sch 6.3 4(1)	Chief Executive Officer	Rates and Service Charges

Delegator

Council

Power/Duty

To exercise the powers and discharge the duties of the local government under Section 6.49, 6.50(1), $\frac{6.50(2)}{6.56(1)}$, $\frac{6.60(2)}{6.60(3)}$, $\frac{6.60(4)}{6.60(4)}$, 6.64(1), 6.64(3), 6.71(1), 6.74(1), 6.76(4) and

6.76(5), schedule 6.2 clause 1(1) and schedule 6.3 clauses 1(4) and 4(1) of the Local Government 4ct 1995.

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Conditions

Nil – all actions are administrative in nature only.

The delegation shall be exercised within the limitations identified in delegation LGA 3K regarding the value of property.

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

Attachment E

Revised Delegation LG6C Rates and Service Charges showing proposed tracking changes

Section 5.43(d)

A local gov cannot delegate to a CEO any of the following powers or duties -

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

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the Local Government Act 1995 to delegate to the CEO the discharge of its powers and duties provided for in sections 6.49, 6.50(1), 6.50(2), 6.56(1), 6.60(2), 6.60(3), 6.60(4), 6.64(1), 6.64(3), 6.71(1), 6.74(1), 6.76(4)

6.76(5), schedule 6.2 clause 1(1) and schedule 6.3 clauses 1(4) and 4(1) of the Local Government Act 1995.

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Section 6.49

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

Section 6.50(1)

Subject to -

subsections (2) and (3);

any concession granted under section 6.47; and

the Rates and Charges (Rebates and Deferments) Act 1992,

a rate or service charge becomes due and payable on such date as is determined by the local government

Explanatory not Section 6.50(2)

The date determined by a local government under subsection (1) is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued.

Where a person elects to pay a rate or service charge by instalments the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other essions in relation to a rate or service charge.

* Absolute majority required.

Section 6.50(2)

The date determined by a local government under subsection (1) is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued.

If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.

If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.

Attachment E

Revised Delegation LG6C Rates and Service Charges showing proposed tracking changes

Section 6.60(3)

The local government is to give to the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.

Section 6 60/4

The local government may recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.

Section 6 64/1

If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —

- (a) from time to time lease the land;
- (b) sell the land;
- (c) cause the land to be transferred to the Crown; or
- (d) cause the land to be transferred to itself.

Section 6.64(3)

Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

Section 6.71(1)

If under this Subdivision land is offered for sale but at the expiration of 12 months a contract for the sale of the land has not been entered into by the local government, it may by transfer, where the land is subject to the provisions of the Transfer of Land Act 1893, and by deed, where the land is not subject to the provisions of that Act, transfer or convey the estate in fee simple in the land to —

- (a) the Crown in right of the State; or
- (b) the local government.

Section 6.74(1)

If land is —

- (a) rateable land;
- (b) vacant land; and
- (c) land in respect of which any rates or service charges have been unpaid for a period of at least

the local government in whose district the land is situated may apply in the form and manner prescribed to the Minister to have the land revested in the Crown in right of the State.

Section 6.76(4)

The local government may, on application by a person proposing to make an objection, extend the time for making the objection for such period as it thinks fit.

Section 6.76(5)

The local government is to promptly consider any objection and may either disallow it or allow it, wholly or in part.

Schedule 6.2, Clause 1(1)

Form of Lease

The local government —

(a) may lease the land for such term, not exceeding 7 years at one time, as it thinks fit; and

(b)(a) may make such reservations and such exceptions, covenants and conditions in the lease, except a covenant for renewal of the term of the lease if the renewal would extend the term beyond 7 years, as it thinks fit.

Attachment E

Revised Delegation LG6C Rates and Service Charges showing proposed tracking changes

Schedule 6.3, Clause 1(4)

Conditions for Exercise of Power for Sale of Land

The local government is to appoint a time not less than 3 months and not more than 12 months from the service of the notices required by this clause as the time at which the land may be offered for sale by public

Schedule 6.3, Clause 4(1)

Power of local government to transfer or convey land

A local government exercising the power of sale of any land has power —

(a) by transfer, where the land is under the Transfer of Land Act 1893; and

(b) by deed or transfer, where the land is not under that Act,

to transfer or convey to the purchaser an indefeasible estate in fee simple subject only to the encumbrances specified in section 6.75(1)(c), (d) or (e).

Explanatory note only Section 6.75(1)

Where, at the expiration of 12 years from the taking of possession of any rateable land by a local government under

section 6.64 —

by operation of this section the fee simple in the land is to be transferred to the local government subject to —

(c) essements in favour of the public which affect theland;
(d) the rights of the Crown in right of the State or Commonwealth or a department, agency, or instrumentality of the Crown in right of the State or Commonwealth; and
(e)(c) rates and taxes (other than local government rates and service charges) due on the land,

Initial Council Resolution

but free from other encumbrances.

Verification

Recent Council Resolution

C1606/140 C0806/188

Review Requirements

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

Related Documents

Rates and Charges (Rebates and Deferments) Act 1992

Transfer of Land Act 1893

Notes of Alteration

Update to refer to the correct section of the Local Government Act 1995 (22 June 2011)

10.4 Attachment F



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG6C	6.49 6.50(1) 6.60(2) 6.64(1) 6.64(3) 6.71(1) 6.74(1) 6.76(4) 6.76(5)	Chief Executive Officer	Rates and Service Charges

Delegator

Council

Power/Duty

To exercise the powers and discharge the duties of the local government under Sections 6.49, 6.50(1), 6.60(2, 6.64(1), 6.64(3), 6.71(1), 6.74(1), 6.76(4) and 6.76(5) of the *Local Government Act 1995*.

Conditions

Nil – all actions are administrative in nature only.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for in sections 6.49, 6.50(1), 6.60(2), 6.64(1), 6.64(3), 6.71(1), 6.74(1), 6.76(4) and 6.76(5) of the *Local Government Act 1995*.

Section 6.49

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

Section 6.50(1)

Subject to —

- (a) subsections (2) and (3);
- (b) any concession granted under section 6.47; and
- (c) the Rates and Charges (Rebates and Deferments) Act 1992,

a rate or service charge becomes due and payable on such date as is determined by the local government.

Revised Delegation LG6C Rates and Service Charges

Section 6.60(2)

If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.

Section 6.64(1)

If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and -

- (a) from time to time lease the land;
- (b) sell the land;
- (c) cause the land to be transferred to the Crown; or
- (d) cause the land to be transferred to itself.

Section 6.64(3)

Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

Section 6.71(1)

If under this Subdivision land is offered for sale but at the expiration of 12 months a contract for the sale of the land has not been entered into by the local government, it may by transfer, where the land is subject to the provisions of the Transfer of Land Act 1893, and by deed, where the land is not subject to the provisions of that Act, transfer or convey the estate in fee simple in the land to -

- (a) the Crown in right of the State; or
- (b) the local government.

Section 6.74(1)

If land is -

- (a) rateable land;
- (b) vacant land; and
- (c) land in respect of which any rates or service charges have been unpaid for a period of at least 3 years, the local government in whose district the land is situated may apply in the form and manner prescribed to the Minister to have the land revested in the Crown in right of the State.

Section 6.76(4)

The local government may, on application by a person proposing to make an objection, extend the time for making the objection for such period as it thinks fit.

Section 6.76(5)

The local government is to promptly consider any objection and may either disallow it or allow it, wholly or in part.

Verification

Recent Council Resolution Initial Council Resolution C1606/140 C0806/188

Review Requirements

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

Related Documents

Rates and Charges (Rebates and Deferments) Act 1992

Transfer of Land Act 1893

Notes of Alteration

Update to refer to the correct section of the Local Government Act 1995 (22 June 2011)

Revised Delegation DA1 Appointment of Authorised Persons and Registration Officers showing proposed tracking changes



Instrument of Delegation

Attachment G

Reference Number	Act Reference	Delegate	Delegation Subject
DA1	Dog Act 1976	Chief Executive Officer	Appointment of Authorised Persons and Registration Officers

Delegator

Council.

Power/Duty

To appoint persons to exercise on behalf of the local government the powers conferred on the local government, and an authorised person by that Act and to authorise persons to effect the registration of dogs.

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under Section 10AA(1) of the Dog Act 1976.

Verification

Recent Council Resolution Initial Council Resolution C1606/140 C1312/328

Review Requirements

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

Related Documents

Dog Local Law

Attachment H Revised Delegation DA1 Appointment of Authorised Persons





Instrument of Delegation

Reference Number	Act Reference	Delegate	Delegation Subject
DA1	Dog Act 1976	Chief Executive Officer	Appointment of Authorised Persons and Registration Officers

Delegator

Council.

Power/Duty

To appoint persons to exercise on behalf of the local government the powers conferred on the local government, and an authorised person by that Act and to authorise persons to effect the registration of dogs.

Conditions

Nil.

Statutory Framework

Council is exercising its power of delegation under Section 10AA(1) of the Dog Act 1976.

Verification

Recent Council Resolution Initial Council Resolution C1606/140 C1312/328

Review Requirements

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

Related Documents

Dog Local Law

Existing Delegation LG6E Payments from Sponsorship and Donations Fund



83

Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG6E	6.10	Chief Executive Officer	Payments from Sponsorship and Donations Fund.

Delegator

Council

Power/Duty

To determine the allocation of donations and sponsorships from the fund established for this purpose in accordance with the Council's tiered funding scheme.

Conditions

Individual payments from this fund are not to exceed \$1,000 unless consultation with the Finance Committee has first occurred.

Statutory Framework

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

Verification

Recent Council Resolution

Initial Council Resolution

C1606/140 C1110/333

Review Requirements

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

10.5 Policy and Legislation Committee - 20/07/2017 - REVIEW OF POLICY 023 - COMMUNITY

ENGAGEMENT

SUBJECT INDEX: Plans, Policies and Procedures

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

and transparent.

BUSINESS UNIT: Finance and Corporate Services

ACTIVITY UNIT: Governance Services

REPORTING OFFICER: Director, Finance and Corporate Services - Cliff Frewing Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Revised Policy 023 - Community Engagement U

Attachment B Revised Policy 023 - Community Engagement -

Tracked Changes <a>J

This item was considered by the Policy and Legislation Committee at its meeting on 20 July 2017, the recommendations from which have been included in this report.

PRÉCIS

The purpose of this report is to review Policy 023 – Community Engagement.

BACKGROUND

Council has previously adopted a policy relating to Community Engagement being:

Policy 023 adopted on 12 March 2014 - Community Engagement C1403/049.

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.

RELEVANT PLANS AND POLICIES

Policy 023 – Community Engagement.

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** – 'Leadership' and more specifically **Community Objective 6.1** – 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

There are no residual risks identified as being high or medium as a result of the Officer Recommendation.

CONSULTATION

As the revised Policy is based on the City's existing policy there is no change in focus this policy is not considered to require any public consultation.

OFFICER COMMENT

During the ordinary course of reviewing the policy, the contents have been modified by making minor changes as shown in attachment B.

CONCLUSION

As part of the regular practice of reviewing Council policies, a review was carried out on Policy 023 - Community Engagement. Following this review officers are recommending that the revised policy be adopted.

OPTIONS

The Council may agree or may not agree to the change of the existing policy or may seek to make alterations to the policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The existing policy would be cancelled effective immediately upon adoption of Council and the new Codes would become effective.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council adopted the revised Policy 023 - Community Engagement as shown in attachment A.

Last updated 19 May 2017

023	Community Engagement and Consultation	V2 Current
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STATEMENT

Council places high priority on engaging with the community and encouraging community participation in decision-making processes.

86

The purpose of this policy is to outline the framework Council and the City will use to engage with the community and key stakeholders.

PURPOSE / RATIONALE

This policy guides the Council and City Officers on community engagement and consultation objectives. The policy takes into account key factors impacting community consultation and engagement activities such as statutory obligations, stakeholder expectations, risk management issues, budget and time constraints and appropriate consultation and engagement mechanisms (or tools).

SCOPE

The Policy will inform the engagement and consultation activities undertaken by Busselton City Councillors, City Officers, and Contractors of the City of Busselton. Its application is suitable for large and small-scale projects and policy decision-making processes across all areas of City business. It should be noted that different levels of consultation will be appropriate depending on the issue to be addressed; stakeholder objectives and characteristics; and the sort of information needed to be relayed or obtained.

DEFINITIONS

Engagement means connecting with community groups, organisations and individuals for the purpose of:

- communicating information to stakeholders;
- ensuring transparency in the decision-making process; and
- building permanent relationships.

Consultation. involves two-way information exchange and its primary purpose is to obtain public feedback to inform decision-making on a particular issue(s).

Stakeholders – Groups or individuals that have an interest in the business of the Council and its governance of the City. These include residents and business operators (rate paying and non-rate paying); people who work in the district, visitors and tourists; statutory and government agencies; service providers (profit and non-profit); sporting and cultural groups; associations and organisations based in the City of Busselton.

Last updated 19 May 2017

POLICY CONTENT

The City of Busselton Community Engagement and Consultation Policy outlines the organisation's commitment to:

- the principles of open and accountable decision-making;
- identifying engagement and consultation opportunities;
- formalising engagement and consultation mechanisms; and
- outlining community engagement and consultation responsibilities across the organisation.

The Policy is supported byprocedural documents including media guidelines and social media policy..

Principles of openness and accountability in decision-making processes

Council will be guided by the following principles:

- informing the community of decisions made and actions taken in relation to Council activity;
- being open and transparent about the purpose of consultation activity;
- listening to and acknowledging community concerns;
- providing feedback on how public input has influenced decision making;
- allowing sufficient consultation time;
- striving to develop new and enhanced engagement opportunities and consultation methods, and
- meeting the statutory requirements for community engagement and consultation outlined in the Local Government Act (1995.

Identifying engagement and consultation opportunities

Particular areas of routine or established consultation include (but are not limited to) issues such as development of or amendment to:

- strategic planning documents;
- sports, recreation and cultural plans;
- town plans;
- development applications;
- specific works and services;
- master plans and conceptual designs for areas designated to community use.

Consultation and Engagement mechanisms s include but are not limited to:

- the Your Say Busselton online engagement portal via the City's website which offers discussion forums, surveys, quick polls, Q&A, guest books
- social media including Facebook, Instagram and Twitter;
- access to Council meetings and briefings for presentations;
- planned stakeholder information sessions;
- school /community group visits;
- electors meetings;
- informal meet and greet sessions with elected members;
- expos, public displays, open days and community events;
- formal advertising in print, broadcast and TV;
- public meetings or community forums held to address specific issues;
- market research projects carried out using proven sampling processes and market analysis;

Any combination of the above mechanisms may be used.

Responsibilities

Elected Members: Will ensure principles outlined in this Policy are included in the decision-making processes of Council.

Attachment A

Last updated 19 May 2017

- City Officers: Will ensure principles outlined in this Policy are included in project planning. This requires Officers to: identify consultation opportunities;
- recommendappropriate mechanism(s) and budget requirements;
- ensure that the community has adequate opportunity to make its view known to the Council; and
- report to Council on the Engagement/consultation outcomes (if required).

Policy Background

Policy Reference No. - 020 Owner Unit – Public Relations Policy approved by – Council on 22 September 2010 Review Frequency - As Required

<u>History</u>

Council Resolution	Date	Information
С		General Update
C1009/318	22 September, 2010	Date of implementation
	29 May 2017	Date of Implementation
		Version 3

Last updated 12/03/2014 19 May 2017

023 Community Engagement and Consultation V2 Current

STATEMENT

Council places a high priority and recognises the importance of on engaging with the community and encouraging community participation in decision-making processes.

Council is committed to engaging broadly and proactively with the community, with The purpose of this policy being to outline the framework Council and the City will use to engage with the community and key stakeholders.

PURPOSE / RATIONALE

This policy guides the Council and City Officers on meeting their community engagement and consultation obligations objectives. The policy takes into account key factors impacting community consultation and engagement activities such as statutory obligations, stakeholder expectations, risk management issues, budget and time constraints and appropriate consultation and engagement mechanisms (or tools).

Comment [CG1]: Comment by Sarah S Is this a bit like saying we have to versus we want to?

SCOPE

The Policy will inform the engagement and consultation activities undertaken by Busselton City Councillors, City Officers, and Contractors of the City of Busselton. Its application is suitable for large and small-scale projects and policy decision-making processes across all areas of City business. It should be noted that different levels of consultation will be appropriate depending on the issue to be addressed; stakeholder objectives and characteristics; and the sort of information needed to be relayed or obtained.

DEFINITIONS

Engagement means connecting with community groups, organisations and individuals for the purpose of:

- communicating information to stakeholders;
- ensuring transparency in the decision-making process; and
- building permanent relationships.

Consultation is an essential component of a strong engagement program. It involves two-way information exchange and its primary purpose is to obtain public feedback to inform decision-making on a particular issue(s) or range of issues.

In this policy, consultation refers to a process which facilitates communication between the Council, the community and other stakeholders who are directly affected in the planning, determination and evaluation of policy, programs and services provided by the City.

Stakeholders — Groups or individuals that have an interest in the business of the Council and its governance of the City. These include residents and business operators (rate paying and non-rate paying); people who work in the district, visitors and tourists; statutory and government agencies; service providers (profit and non-profit); sporting and cultural groups; associations and organisations based in the district of the City of Busselton.

Comment [CG2]: Comment by Sarah
⇒ Is this paragraph needed?

Last updated 12/03/201419 May 2017

POLICY CONTENT

The City of Busselton Community Engagement and Consultation Policy outlines the organisation's commitment to:

- · the principles of open and accountable decision-making;
- · identifying engagement and consultation opportunities;
- formalising engagement and consultation mechanisms; and
- outlining community engagement and consultation responsibilities across the organisation.

The Policy is supported by a <u>Practice and Procedures procedural document documents including media guidelines and social media policy, which outlines how those with a responsibility for engagement and/or consultation initiatives, on behalf of the City may undertake to fulfil them.</u>

Comment [CG3]: Comment by Sarah ⊃ Is there a Practice and Procedures document?

Principles of openness and accountability in decision-making processes

In relation to their approach to engagement and consultation, Council will be guided by the following principles:

- meeting the statutory requirements for community engagement and consultation outlined in the Local Government Act (1995):
- informing the community of decisions made and actions taken in relation to Council activity;
- being open and transparent about the purpose of consultation activity;
- listening to and acknowledging community concerns;
- · providing feedback on how public input has influenced decision making;
- · allowing sufficient consultation time; and
- striving to develop new and enhanced engagement opportunities and consultation methods, and
- meeting the statutory requirements for community engagement and consultation outlined in the Local Government Act (1995.

Identifying engagement and consultation opportunities

Council may elect to consult the community on a broad range of issues. Particular areas of routine or established consultation include (but are not limited to) strategic management issues such as development of or and/or amendment to:

- the strategic community_strategic planning documentsplan;
- sports, and recreation and cultural plans;
- town plans;
- strategy plans; development applications;
- recreation and cultural plans; and specific works and services;
- master plans and conceptual designs for areas designated to community use.

Consultation and Engagement mechanisms opportunities include but are not limited to:

- online engagement portals such as the the Your Say Busselton online engagement portal via the City's website which offers adiscussion forums, surveys, quick polls, Q&A, guest books
- -social media including Facebook, Instagram and Twitter;
- access to Council meetings and briefings for presentations;
- planned stakeholder information sessions;
- school <u>/community group</u> visits;
 electors meetings;
- informal meet and greet sessions with elected members;
- open days and free community events;
- civic events and award ceremonies;
- stalls expos, and public displays, open days and community events;
- formal advertising and in print, broadcast and TV;
- participation in community events/openings etc.

Comment [CG4]: Comment by Sarah

Consider relocating this dot point as last dot point?

Revised Policy 023 - Community Engagement - Tracked Changes

Last updated 12/03/2014 19 May 2017

Formalising engagement and consultation mechanisms

The scope and methodology of consultation will be determined by the nature of the issue as well as the resources and constraints operating at the time. Consultation with the community may take many forms including, but not limited to, the following:

- Advertisements in the local newspapers;
- Broadcast, TV and electronic media;
- Online surveys on the Council's Website;
- Two-way information exchange via web logs (blogs) and various social media platforms;
- Circular letters / emails sent to the community as a whole or those areas directly affected by any Council proposal;
- Public public meetings or community forums held to address specific issues;
- Market market research projects carried out using proven sampling processes and market analysis;
- Questionnaires or surveys

Any combination of the above mechanisms may be used.

Responsibilities

Elected Members: Will ensure principles outlined in this Policy are included in the decision-making processes of Council.

City Officers: Will ensure principles outlined in this Policy are included in project planning. This requires Officers to: Where Council decision-making is involved the City administration will:

- identify the consultation opportunitiesy;
- recommend an appropriate mechanism(s) (or tool) and and budget requirements;
- · ensure that the community has adequate opportunity to make its view known to the Council; and
- report to Council on the Engagement/consultation outcomes (if required).

Policy Background

Policy Reference No. - 020 Owner Unit – Public Relations Originator – Public Relations Officer

Policy approved by – Council on 22 September 2010

Date Approved – 22 September, 2010 Review Frequency – As Required

History

Council Resolution	Date	Information	
<u>c</u>		General Update	
C1403/049	12 March, 2014	Version 2	
C1009/318	22 September, 2010	Date of implementation	
		Version 1	
	29 May 2017	Date of Implementation	
		Version 3	

Comment [CG5]: Comment by Sarah

☐ Is it just in these instances? Are we
moving more to an engagement model
which sees us engage even when we
don't have a specific decision-making
purpose?

10.6 Policy and Legislation Committee - 20/07/2017 - REVIEW OF PROSECUTION POLICY

SUBJECT INDEX: Legal

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

and transparent.

BUSINESS UNIT: Corporate Services
ACTIVITY UNIT: Legal Services

REPORTING OFFICER: Manager Corporate Services - Sarah Pierson

AUTHORISING OFFICER: Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Current Prosecution Policy

Attachment B Amended Proposed Enforcement and Prosecution

Policy.

This item was considered by the Policy and Legislation Committee at its meeting on 20 July 2017, the recommendations from which have been included in this report.

PRÉCIS

This report presents a revised Enforcement and Prosecution Policy (Attachment B) for Council approval, currently titled Prosecution Policy. The policy has been simplified and more operational aspects removed, with a view to include the latter in an Operational Practice and Procedure or guideline developed for the purpose of providing general guidance to City officers. More detailed guidance has and will also be developed relating to specific areas of operation including separate policies relating to rangers enforcement, development compliance and environmental health compliance.

BACKGROUND

The current Prosecutions Policy (Attachment A) was adopted in May 2010. The policy was designed to provide general information in relation to the City's approach to enforcement action, as well to guide and assist officers in the performance of their functions. However, it is considered that the current policy is unnecessarily detailed. A review of the current policy and the City's compliance and enforcement operations indicated that much of the detail is of an operational nature and would be best contained within internal guidance documents or operational practice and procedures and / or policies relating to specific operational areas, with this policy to instead provide an overarching higher level of guidance and information.

STATUTORY ENVIRONMENT

In terms of Sections 2.5 and 2.6 of the *Local Government Act 1995* (Act) the City of Busselton, as a local government, is a body corporate with perpetual succession, the legal capacity of a natural person and with its elected council as the governing body. Section 3.1(1) of the Act specifies that the general function of a local government is to provide for the good government of persons in its district and, in accordance with Section 2.7, Council is to determine the City's policies for that purpose.

The proposed Enforcement and Prosecution Policy and Council's ability to make the policy are consistent with abovementioned legislative provisions.

RELEVANT PLANS AND POLICIES

FINANCIAL IMPLICATIONS

There are no financial implications arising from the revision of the policy.

STRATEGIC COMMUNITY OBJECTIVES

The Officers recommendation aligns with and supports the Council's Strategic Community Plan 2017, specifically Key Goal Area 6 – 'Leadership' and Community Objective 6.2 – 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

The proposed policy does not materially change the City's position in relation to enforcements and prosecutions and hence poses no risk.

CONSULTATION

Nil

OFFICER COMMENT

The proposed Enforcement and Prosecution Policy does not materially change the City's position in relation to prosecutions. The policy is simply being streamlined with more operational aspects removed, for inclusion in an operational practice or guidance document. Additionally more detailed guidance has and will be developed relating to specific areas of operation, including separate policies relating to rangers enforcement, development compliance and environmental health compliance.

The proposed policy continues to provide information in relation to the reporting and characterising of transgressions and outlines the enforcement options available where it is determined that action is warranted. In comparison to the current policy, the proposed policy provides a higher level overview of the City's approach as opposed to outlining in detail the decision making criteria to be utilised when considering and actioning a prosecution. It is felt that a two tiered approach, whereby the proposed policy provides high level guidance and direction in relation to enforcement and prosecution action and operational practice and procedures deals more with day-to-day operational matters is an appropriate way of administering these matters.

CONCLUSION

It is recommended that Council adopt the proposed Enforcement and Prosecution Policy as per Attachment B.

OPTIONS

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

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

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

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council:

1. Adopts the proposed Enforcement and Prosecution Policy as per Attachment B, to replace the current Prosecution Policy contained in Attachment A.

94 Current Prosecution Policy

Last updated 12/05/2010 (implementation)

015	Prosecutions	V1 Current	

PURPOSE

Objective

The objective of this policy is to ensure that the laws administered by the Shire of Busselton are applied impartially, in a fair and consistent manner. It aims to ensure decisions in relation to infringements and prosecutions are based on appropriate criteria which are accountable, transparent, open, fair and capable of being applied consistently across the broad range of circumstances to which the laws apply.

The policy recognises that regulation and enforcement are essential to the integrity of the Shire of Busselton's (referred to as 'the Shire') resources. The policy is intended to guide and assist officers in the performance of their functions and is not a substitute for the professional judgement of those officers in a particular circumstance.

SCOPE

Policy Statement

Through application of this policy, the Shire will avoid arbitrary decisions, and will ensure infringements are not issued, and prosecutions are not conducted, for improper purposes, capriciously or oppressively.

This policy embraces the principles contained in the *Statement of Prosecution Policy and Guidelines* issued by the Director of Public Prosecutions and published in the Western Australian *Government Gazette* on 20 September 1999.

This policy applies to all infringements and prosecutions for offences under the acts, regulations and local laws administered by the Shire (referred to as the 'Acts' or 'the Regulations' or 'the Local Laws') and as the circumstances allow, to all appeals arising out of proceedings in respect of any such prosecutions.

This policy is provided for information purposes only to provide general guidance on how enforcement action is approached by the Shire. The policy:

- · is not legally binding on the Shire;
- does not place an obligation on the Shire to investigate any alleged offence, or initiate, continue or withdraw a prosecution or infringement;
- is general in nature and does not exhaustively address all the specific limitations and considerations that may be relevant;
- is not intended to be viewed as a substitute for legal advice or legal process.

"Authorised Person" means a person appointed under section 9.10 of the *Local Government Act 1995* (referred to as the 'LGA') to issue an infringement, a person acting in the course of his or her duties as an employee of the Shire or a person authorised to commence a prosecution under section 9.24 of the LGA, or otherwise authorised to commence a prosecution or issue an infringement under any other law the Shire administers.

POLICY CONTENT

PRINCIPLES OF ENFORCEMENT 1.

- Enforcement action will be taken by the Shire where amenity, environment, public (i) safety or other relevant objectives under Acts, Regulations or Local Laws require enforcement action.
- (ii) Enforcement action will only be undertaken when the statutory prerequisites are
- (iii) Prosecution is an enforcement tool to be employed where it is the appropriate response to a particular circumstance and is not an enforcement option to be applied only as a last resort.
- (iv) Shire officers do not have the authority to condone or authorise the continuation of an offence once detected.
- (v) Enforcement action will be taken in proportion to the magnitude of the alleged offence and/or the environmental or amenity impact, taking into account the conduct of the parties and implications for the administration of the legislation.
- (vi) Decisions on enforcement action will be taken in a timely fashion, however flexibility will be retained to be able to respond to additional information or changes in circumstance.
- Laws, Regulations, and Local Laws will be applied consistently and fairly across all sectors of the community, industry and government.

2. DISCRETION

The Shire has discretion in considering what is the appropriate enforcement action to be applied. Key points in this determination include:

- the appropriate accused to pursue;
- the appropriate enforcement action in the circumstances (generally the decision to issue an infringement or commence a prosecution);
- and withdrawal of an enforcement action that has been taken.

CHOOSING THE APPROPRIATE ACCUSED 3.

A wide range of people may have participated in, or contributed to, an offence. It is not always appropriate to take enforcement action against every person who may be liable for an offence. In selecting the appropriate accused or recipient of an infringement notice, the Shire will generally consider the following criteria:

- who was primarily responsible for the offence, i.e. who formed the intent, committed the act, and who created the material circumstances leading to the breach;
- potential liability of the corporation, body corporate, directors and executive officers, including vicarious liability;
- potential liability of employees and/or contractors;
- evidence available to support a charge against the various potential accused;
- the likely effectiveness of court orders against the potential accused;
- the cooperation of one potential accused which may assist in achieving a conviction against another accused for a particular offence.

4. CHOOSING THE APPROPRIATE ENFORCEMENT ACTION

To identify the appropriate enforcement action to take in a particular circumstance, the Shire will generally consider the following criteria:

- the enforcement measures that are necessary to ensure compliance with the objects
 of the legislation, and those most likely to achieve the best amenity or environmental
 outcomes or to promote the objects of the relevant legislation;
- the seriousness of the incident having regard to the potential impacts on amenity or
 the environment, the impacts on people, impacts on the statutory responsibilities
 imposed by the legislation and implications for the administration of the legislation.
 Seriousness includes location, severity, quantity, extent and duration of that damage
 or impact, or potential thereof, or the undermining of an administrative process
 designed to prevent detrimental impacts on amenity and the environment or promote
 the objects of the legislation;
- voluntary action by the offender to mitigate any harm to the environment, amenity or other impacts of relevance under the legislation and to put into place mechanisms to prevent any recurrence;
- failure to notify or delayed notification of the incident to the Shire;
- failure to comply with requests, lawful directions or notices given by the Shire;
- cooperation given to the Shire by the offender, and willingness to commit to appropriate remedial actions;
- the existence and effective implementation of environmental management systems or other measures or procedures, such as restoration and rehabilitation systems, to address relevant impacts under any legislation;
- actions taken in adherence to requirements of existing environmental management systems or other measures or procedures, such as restoration and rehabilitation systems, to address relevant impacts;
- previous history of the offender with regard to compliance with legislation the Shire administers, and frequency of offences;
- whether false or misleading statements have been made;
- costs to be avoided by the Shire and/or profits realised from the wrongdoing;
- culpability of the offender, including any mitigating or aggravating circumstances;
- issues of public concern, including the need for specific and general deterrence;
- legal precedents; and
- statutory time limits.

5. THE DECISION TO ISSUE AN INFRINGEMENT NOTICE

The principles which apply to a decision to prosecute may not equally apply to a decision to issue an infringement. Whilst the general principles of impartiality, rights of the alleged offender, interests of victims, and interests of the community should be considered, many of the factors outlined in relation to prosecutions may not always be readily applicable. The option to issue an infringement is only available for specific offences as prescribed in legislation.

Pursuant to section 9.16 of the LGA a local government can only prescribe an offence to be one in which an infringement notice can be issued if a prosecution for the offence could be commenced by the local government and the local government is satisfied that –

- the commission of the offence would be a relatively minor matter; and
- only straightforward issues of law and fact would be involved in determining whether the offence was committed, and the facts in issue would be readily ascertainable.

These principles should also be adopted when considering when to issue an infringement notice under a local law under the LGA. The issue of an infringement notice should also occur within a short a period of time as possible following the commission of the offence.

An infringement notice may be issued when:

- the offence is one that may be dealt with by issue of an infringement notice under the legislation;
- there is *prima facie* evidence of a legislative breach;
- a one-off legislative breach has occurred which is of minor impact and which can be remedied easily;
- a breach is the result of failure to comply with normal operating procedures or requirements which would have prevented that breach;
- the facts are apparently indisputable; and
- it is likely to be a sufficient deterrent.

An infringement notice will not be issued when:

- large-scale environmental harm or serious impacts on amenity have occurred;
- the extent of the harm to the environment or the impact on amenity cannot be assessed immediately:
- the breach has had a significant impact upon other persons or property;
- the breach is continuing, and it is not within the alleged offender's ability to remedy quickly; or
- multiple breaches have occurred (unless the breaches are entirely unrelated).

Where an alleged offender commits an unwitting breach of the Acts, Regulations or Local Laws, and where the breach is rectified immediately on it being brought to the alleged offenders attention, the Authorised Officer should consider whether a caution or written warning would be sufficient in the circumstances. A written warning may be given when:

- an administrative, minor or technical breach has occurred;
- the detrimental impact, or potential detrimental impact, is minor or trivial in nature;
- the matter is one which can be quickly and simply put right; and
- a written warning would be appropriate.

The following matters should not to be taken into consideration in determining whether to issue an infringement, written warning or caution:

- the race, colour, ethnic origin, sex, religious beliefs, social position, marital status, sexual preference, political opinions or cultural views of the alleged offender;
- (ii) the possible political consequences of the exercise or non- exercise of discretion;
- (iii) the Authorised Person's personal feelings concerning the alleged offender or victim;
- (iv) the possible effect of the decision on the personal or professional circumstances of those responsible for the decision.

6. THE DECISION TO PROSECUTE

In applying the law impartially, in a fair and consistent manner, it is necessary to consider:

- the rights of the alleged offender;
- the interests of victims; and
- the interests of the community.

Ordinarily discretion on whether to prosecute will be exercised so as to recognise the courts' central role in the criminal justice system in determining guilt and imposing appropriate sanctions for criminal conduct.

Where an Authorised Person obtains sufficient evidence to establish a prima facie case for a breach of the Acts, Regulations or Local Laws, and there is a reasonable prospect of a conviction, consideration will be given to taking prosecution action, instead of or in addition to applying alternative enforcement actions. Such circumstances include:

- (i) where the issue of notices/orders/directives/infringements is considered insufficient for ensuring compliance with the Acts or Regulations or where there is no option to infringe or implement an alternative deterrent. This may include where the financial benefit to the alleged offender that can be derived from the continuation of the breach would render alternative action ineffective;
- (ii) where, in the opinion of an Authorised Person, an alleged breach of the Act, Regulations or Local Laws either has resulted, or could have resulted in serious injury, serious risk/damage to property or the environment or a serious health hazard or ongoing and serious detriment to amenity;
- alleged failure to comply with a notice within a reasonable period of time; (iii)
- where a person flagrantly and/or deliberately breaches legislation; (iv)
- where an Authorised Person alleges a person has repeated the same serious offence;
- (vi) wilful obstruction of an Authorised Person.

Two essential conditions are to be met before commencing the prosecution action. Firstly, that there is sufficient evidence to establish a prima facie case, and secondly that it is judged to be in the public interest.

7. A PRIMA FACIE CASE

The question whether there is a prima facie case is one of law. This involves consideration

whether the evidence could lead to the conclusion, beyond reasonable doubt, that all the elements of the offence have been proved.

Where giving due consideration to appropriate advice, the available material does not support a prima facie case, the prosecution should not be instituted or proceed under any circumstances.

8. THE PUBLIC INTEREST

If a prima facie case exists the prosecution of an offence must also be in the public interest.

This requires the balancing of a broad range of factors, as they relate to the particular case. The presence of a particular factor does not necessarily mean it would be against, or in, the public interest to proceed with a prosecution, and the same factor could equally weigh in favour of prosecution in one particular case, yet weigh against it in another. Ultimately it is all the relevant factors taken together which will determine, on balance, whether it is in the public interest to proceed.

It is the role of the courts to determine guilt or innocence and appropriate penalty, if applicable. While all prosecutions must be in the public interest, the test of public interest must be applied in a manner which does not remove the central role of the courts in the prosecution process. As is the case with other issues relating to the public interest, it is a matter of balance and exercise of appropriate judgement.

It is in the public interest that prosecutions be treated fairly and impartially. A prosecution which is instituted for improper purposes, capriciously or oppressively is not in the public interest. Similarly, it is not in the public interest not to commence a prosecution for political or personal reasons.

9. EVALUATION OF THE PUBLIC INTEREST

9.1 Reasonable Prospects of Conviction

It is not in the public interest to proceed with a prosecution which has no reasonable prospect of resulting in a conviction.

A prosecution should be discontinued if based on the available material and appropriate advice there is no reasonable prospect of conviction, unless further prompt investigation will remedy any deficiency in the prosecution case.

The evaluation of prospects of conviction requires dispassionate and impartial judgment, based on the advice and experience of the Shire's solicitor/s.

Such decisions may on occasions be difficult. However, this does not mean that only cases perceived as 'strong' should be prosecuted. Generally, the resolution of disputed questions of fact is for the court and not the Shire. A case considered 'weak' by some may not seem so to others. Nevertheless, the Shire has a responsibility, in the public interest, to exercise appropriate discretion and judgement in the assessment of the prospects of conviction when deciding to bring a matter to court. The assessment of the prospects of conviction is not to be understood as an usurpation of the role of the court but rather as an exercise of discretion in the public interest.

The evaluation of the prospects of conviction includes consideration of:

- whether any alleged confession was given voluntarily and whether there are grounds for reaching the view that a confession will not meet the various criteria for admission into evidence;
- the likelihood of the exclusion from the trial of a confession or other important piece of evidence in the exercise of a judicial discretion. In the case of an alleged confession, regard should be given to whether a confession may be unreliable having regard to the intelligence of the accused, or linguistic or cultural factors;

- the competence, reliability and availability of witnesses; (iii)
- (iv) matters known to the prosecution which may significantly lessen the likelihood of acceptance of the testimony of a witness. Regard should be given to the following:
 - Has the witness made prior inconsistent statements relevant to the matter?
 - Is the witness friendly or hostile to the defence?
 - (c) Is the credibility of the witness affected by any physical or mental impairment;
- the existence of an essential conflict in any important particular of the prosecution case among prosecution witnesses;
- where identity of the alleged offender is in issue, the cogency and reliability of the identification evidence:
- any lines of defence which have been indicated by or are otherwise plainly open to the defence.

Evaluation of the prospects of conviction will generally not have regard to:

- (i) material not disclosed to the prosecution by the defence;
- (ii) notification of a defence which purports to rest upon unsubstantiated assertions of
- (iii) whether assertions of facts upon which a defence or excuse are based are contentious, or rest on information which would not, in the opinion of the prosecutor, form the basis of credible cogent evidence.

9.2 Other Relevant Public Interest Factors

9.2.1 Factors Which May Weigh Against Prosecution

Despite the existence of a prima facie case and reasonable prospects of conviction, it may not be in the public interest to proceed if other factors, singly or in combination, render a prosecution inappropriate.

Presence of one or more of the following factors does not necessarily indicate that the prosecution should not proceed, but rather that the factor(s) should be balanced against other factors relating to the case. Factors which may, singly or in combination, render a prosecution inappropriate in the public interest include:

- (i) the trivial or technical nature of the alleged offence in the circumstance;
- if the offender is a juvenile, the age and apparent maturity of the individual, the capacity of the juvenile to know that he or she ought not do the act or make the omission, the seriousness of the offence and any other special factor;
- (iii) the youth, age, physical or mental health or special infirmity of the victim, alleged offender or a witness;

- the alleged offenders antecedents (ie previous history); (iv)
- (v) the staleness of the alleged offence, including delay in the prosecution process which may be oppressive;
- (vi) the degree of culpability of the alleged offender in connection with the offence;
- (vii) the obsolescence or obscurity of the law;
- whether a prosecution would be perceived as counter- productive to the interests of (viii) justice;
- (ix) the availability or efficacy of any alternatives to prosecution;
- (x) the lack of prevalence of the alleged offence and need for deterrence, either personal or general;
- (xi) whether the alleged offence is of minimal public concern;
- the attitude of the victim of an alleged offence to prosecution; (xii)
- (xiii) the likely length and expense of a trial;
- whether the alleged offender has co-operated in the investigation and prosecution of (xiv) others or has indicated an intention so to do;
- the likely outcome in the event of a finding of guilt having regard to the sentencing options available to the court;
- (xvi) the likely effect on public order and morale;
- (xvii) whether a sentence has already been imposed on the offender which adequately reflects the criminality of the episode; and
- (xviii) whether the alleged offender has already been sentenced for a series of other offences and the likelihood of the imposition of an additional penalty, having regard to the totality principle (ie where a person has been sentenced to a penalty to a level where "enough is enough"), is remote.

9.2.2 Factors Which May Weigh in Favour of a Prosecution Proceeding

Factors which might require the prosecution to proceed in the public interest, and which should be balanced against any factors weighing against, include:

- the need to maintain the rule of law (ie the application of the law without the influence of arbitrary power; the equal accountability of all before the law; and the protection of the rights and freedoms of individuals through the courts);
- (ii) the need to maintain public confidence in basic constitutional institutions, including Parliament and the courts;
- the entitlement of any person to be awarded compensation if guilt is adjudged;

Attachment A

- the release from obligation by a person to pay compensation, insurance or other similar payments in relation to the action of the defendant if the defendant is found guilty of an offence;
- (v) the need for punishment and deterrence;
- the circumstances in which the alleged offence was committed; and (vi)
- where an accused is issued infringement and elects to have the matter dealt with by court, and the matter may otherwise be considered trivial.

Irrelevant Factors

The following matters are not to be taken into consideration in evaluating the public interest:

- the race, colour, ethnic origin, sex, religious beliefs, social position, marital status, sexual preference, political opinions or cultural views of the alleged offender;
- (ii) the possible political consequences of the exercise or non- exercise of discretion;
- (iii) the prosecutor's personal feelings concerning the alleged offender or victim; and
- (iv) the possible effect of the decision on the personal or professional circumstances of those responsible for the decision.

10. **NEGOTIATED OUTCOME**

Either prior to commencing a prosecution, or during the prosecution, the Shire may enter into negotiations with the accused either of its own initiative or in response to a proposal by the accused. The Shire may consider accepting a plea to a lesser or alternate offence, a reduced number of charges, an amendment to the statement of material facts, or a withdrawal of the charge in consideration for an alternate remedial action by the accused ("negotiated outcome").

The following factors are relevant in considering whether a negotiated outcome can be accepted:

- all of the factors outlined in the decision to prosecute section of this policy;
- where the negotiated outcome reasonably reflects the seriousness of the offence and provides an adequate basis for resolution;
- where the evidence available to support the prosecution case may be weak in a particular element, or fraught with difficulty, and the public interest will be satisfied with an agreement to undertake remedial action;
- when the saving of cost to the community is greater, when weighed against the likely disposition of the matter proceeding to trial without acceptance of the negotiated outcome: or
- when to do so will save witnesses from the trauma of a court appearance.

A negotiated outcome should not be accepted where to do so would distort the facts disclosed by the available evidence and result in an outcome disproportionate to the act.

In considering whether to accept a negotiated outcome regard should be had to the views of victim of the offence, impact on environment and/or impact on amenity caused by the offending conduct.

Policy Background

Policy Reference No. - 015
Owner Unit – Legal
Originator – Legal Officer
Policy approved by – Council
Date Approved – 12 May, 2010
Review Frequency – As required
Related Documents –

Acts, Regulations and Local Laws administered by the Shire Background/History - Initiated May 2010

History

Council Resolution	Date	Information
C1005/149	12 May, 2010	Date of implementation
		Version 1

Amended Proposed Enforcement and Prosecution Policy

Last updated

015 Enforcement and Prosecutions V2

104

PURPOSE

The purpose of this Policy is to provide high level guidance to the City's compliance and enforcement action to ensure it is consistent and procedurally fair and to facilitate transparency by explaining the process that leads to a prosecution. More detailed guidance for Officers may also be found in operational practice and procedures and in separate policies relating to specific operational areas.

SCOPE

Local government is empowered to administer a broad suite of legislation, which includes the responsibility for enforcing the legislation (Laws). This role also extends to enforcing relevant subsidiary legislation, including regulations and the local government's local planning scheme and local laws.

3. POLICY CONTENT

3.1 Reporting Transgressions under City Laws

Non-compliance with or an offence under the Laws (**Transgression**) is generally brought to the City's attention by either a complaint from a member of the community, some other external party (e.g a government agency) or through City officers' investigations. When investigating an alleged or presumed Transgression it must first be established whether the City is the responsible authority for enforcing the relevant Law. If not, the alleged or presumed Transgression should be referred to the responsible authority.

3.2 Characterising Transgressions

Where the City is the responsible authority for enforcing a Transgression it shall be assessed by the City against the following considerations to determine the character of the Transgression:

- (a) public interest
- (b) threat to or impact on:
 - (i) public health and safety
 - (ii) environment
 - (iii) amenity
 - (iv) public or private property
- (c) rule of law
- (d) deterrence
- (e) need for punishment
- (f) other relevant legislative objectives

If a Transgression is characterised such that it warrants the City's further response/attention, further factors may be considered, including but not limited to:

- (g) whether the Transgression was committed deliberately or accidentally;
- (h) the seriousness and the type of the Transgression;
- any prior convictions or demonstrated history of non-compliance relevant to the Transgression;
- (j) length of time since the Transgression;
- (k) the statutory timeframes relating to the relevant legislation;
- (I) any ongoing impacts resulting from the Transgression; and
- (m) any mitigating or aggravating circumstances.

Last updated

3.3 Enforcement/compliance action

Prosecution is an enforcement tool that will be employed where it is the appropriate response to a particular circumstance and is not an enforcement option to be applied only as a last resort.

Decisions on enforcement action will be taken in a timely fashion, notwithstanding that flexibility will be retained to be able to respond to additional information or changes in circumstance.

Where a Transgression warrants a response from the City, the City may, at its discretion, take any one or more of the following actions:

- (a) warning/caution letter reprimanding the offender in respect of the alleged Transgression;
- (b) infringement notice;
- (c) prosecution;
- (d) referring the matter to another authority with similar or higher jurisdiction; or
- (e) a negotiated other outcome

Where there is an escalation in response to a Transgression beyond an infringement notice the CEO will inform Councillors.

3.4 Recovery of legal costs

The City will seek to recover its fair and reasonable costs in all matters where costs are recoverable, either by consent or by order of the relevant court or tribunal.

3.5 Publication of convictions

To achieve the deterring objective of a prosecution (that is "justice must be seen to be done"), should a conviction result from a prosecuted Transgression then the City may publish a summary of the relevant details of the Transgression and conviction in such manner deemed fit by the City under the circumstances, which may include publishing details of such outcome on the City's website or any other appropriate platform.

4. APPLICATION OF THE POLICY

This policy is provided for information purposes only to provide general guidance on how enforcement and prosecution of Transgressions is approached by the City. This policy:

- is not legally binding on the City, on any other organisations such as government departments, the
 police or individuals in the community;
- is general in nature and does not exhaustively address all the specific statutory actions, limitations and considerations that may be relevant or available under the Laws administered by the City;
- does not confine, restrain or limit the discretion of the City to take any action; and
- is not intended to constitute legal advice or to substitute or vary any legal processes.

Any person or entity affected by this policy or by any prosecution or compliance action undertaken by the City of Busselton should obtain independent legal advice in relation thereto.

Policy Background

Policy Reference No. - 015

Owner Unit – Legal Services

Last updated

Originator – Legal Officer Policy approved by – Council

Date Approved –

Review frequency - As required

Related Documents - Acts, Regulations and Local Laws administered by the City

History

Council Resolution	Date	Information
C1005/149	12 May, 2010	Date of implementation
		Version

10.7 Policy and Legislation Committee - 20/07/2017 - REVIEW OF PRESENTATIONS ON TERMINATION POLICY

SUBJECT INDEX: Employee Relations

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

workforce.

BUSINESS UNIT: Corporate Services
ACTIVITY UNIT: Human Resources

REPORTING OFFICER: Manager Corporate Services - Sarah Pierson

AUTHORISING OFFICER: Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Presentations on Termination Policy track changes ...

Attachment B Amended Proposed Presentations on Termination

Policy[↓]

This item was considered by the Policy and Legislation Committee at its meeting on 20 July 2017, the recommendations from which have been included in this report.

PRÉCIS

This report presents a revised Presentations on Termination Policy (Attachment B) for Council approval. The policy has been simplified and the values adjusted with respect to Council's contribution towards a departing gift. Proposed changes are shown in Attachment A. It is considered that the revised policy continues to reflect an appropriate level of recognition for employee's who are leaving the City's service.

BACKGROUND

The Presentations on Termination Policy has been utilised to recognise employee contributions for a long period of time. The current Presentations on Termination Policy was adopted in August 2012, with the policy being updated to provide a flat maximum amount that may be spent on recognising the departing member of staff. This was as opposed to a variable amount dependant on years of service.

This revision of the policy is presented as part of the ongoing review of Council policies to ensure their ongoing applicability and suitability.

In accordance with Section 5.50 of the Act, requiring a local government to prepare a policy in relation to payments upon termination, the revised Policy will require advertising once adopted.

STATUTORY ENVIRONMENT

In accordance with Section 2.7(2)(b) of the *Local Government Act 1995* (the Act) it is the role of the Council to determine the Local Government's policies. The Council has proposed to do this on recommendation of a Committee it has established in accordance with Section 5.8 of the Act.

Section 5.50 of the Act requires a local government to prepare a policy in relation to employees whose employment with the local government is finishing setting out the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or relevant award. A reference to a payment to a person under this section includes a reference to the conferral of any financial benefit on the person, and as such includes the provision of a contribution towards a gift. Once adopted local public notice of the policy will be required.

RELEVANT PLANS AND POLICIES

This report proposes the update of an existing policy of the Council. It is considered relevant to maintain a policy in this regard to ensure there are ceiling limits applied to any proposed departure gift or function. The proposed policy, while setting upper limits on the Council's contribution, enables the CEO to determine the appropriate recognition within these parameters and, in doing so, to take into account other factors, such as the employee's full-time or part-time status, and the specific contribution of the employee with regard to the service provided to the City.

FINANCIAL IMPLICATIONS

There is a budget item provided for Council recognition of the contribution of employees which is utilised for the purposes of this policy. It is not expected that the revised policy will result in additional costs.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The Presentations on Termination Policy is well regarded by employees as a form of recognising their contribution to the City. While it recognises employee contributions upon departure, it is considered to contribute to a level of goodwill and motivation for existing employees, in that their contributions are valued. To this end it supports Key Goal Area 6 of the Council's Strategic Community Plan 2017 – Leadership – and specifically Community Objective 6.3 – 'Accountable leadership that is supported by a skilled and professional workforce'.

RISK ASSESSMENT

The revised policy reduces the overall amount of money provided for gifts for departing employees, however, the adjusted amounts are considered appropriate and reasonable and therefore it is not considered that the revisions proposed pose any significant risk.

CONSULTATION

Nil

OFFICER COMMENT

The Presentations on Termination Policy has been utilised to recognise employee contributions upon departure for a long period of time. The current review process is intended to simplify the method of determining the maximum value for Council's contribution to a gift on leaving the City's employment.

It is considered that the revised Presentations on Termination Policy provides an adequate contribution to a gift and to a gathering for the purposes of recognising an employee who has voluntarily decided to leave the City of Busselton. The opportunity for colleagues to gather for this purpose, and for Council to provide the employee with a token of appreciation, creates a positive experience and should therefore be maintained.

CONCLUSION

It is recommended that Council adopt the proposed Presentations on Termination Policy as per Attachment B for the reasons outlined in this report.

OPTIONS

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

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

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

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council adopts the proposed Presentations on Termination Policy as per Attachment B.

Presentations on Termination Policy track changes

Last updated 22 August 201:

171 Presentations on Termination V2 Current

1. PURPOSE

This policy is to provide a framework for recognising the contribution of employees of the City of Busselton when they voluntarily leave the employ of the City. The Council values the contribution to the City made by employees <u>during their service</u>, and views a gift and minor function to enable colleagues to farewell the departing employee as appropriate recognition.

2. SCOPE

The policy may be applied for employees voluntarily leaving the City of Busselton with a ho-have-served-a-minimum of two years $\underline{\text{employment}}$.

3. POLICY CONTENT

Years of Service
>2, ≤3 Years
>3, ≤6 Years
>6, ≤7 Years
>7, ≤8 Years

>8, ≤9 Years >9. ≤10 Years

>10 ≤11 Years

>11, ≤12 Years >12, ≤13 Years

>13, ≤14 Years

>14, ≤15 Years

>15, ≤16 Years

>16, ≤17 Years

>17, ≤18 Years

>18, ≤19 Years

It is appropriate that employees who have provided exemplary service to the City of Busselton during their period of employment are recognised for the contribution that they have made to the City of Busselton during their service. when voluntarily leaving the employ of the City.

Employees who have provided more than 2 years' service will be provided with a certificate of service. Additionally Tthe Chief Executive Officer, on behalf of the Council, is authorised to make a contribution towards a gift for a departing employee of the City of Busselton, up to the value outlined in the table below. , and subject to other employees contributing additional funds for the gift.

Years of Service	Council Contribution
<u>>2, ≤5 Years</u>	<u>\$50</u>
<u>>5, ≤15 Years</u>	<u>\$100</u>
<u>>15, ≤25 Years</u>	<u>\$200</u>
>25 Years	<u>\$350</u>

\$160

\$180

\$200

\$250

\$275

\$300

\$325

\$355

\$385

\$415

<u>'ears</u>		<u>\$350</u>
	Counci	l Contribution
	\$50	
	\$100	
	\$120	
	\$140	

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Presentations on Termination Policy track changes

Last updated 22 August 2012

>19, ≤20 Years	\$445			
>20, ≤21 Years	\$475			
>21, ≤22 Years	\$510			
>22, ≤23 Years	\$545			
>23, ≤24 Years	\$ 580			
>24, ≤25 Years	\$615			
>25, ≤26 Years	\$650			
For Each Year of Service thereafter: \$35				

Gifts enabled under this policy <u>will generally may</u> be presented to the employee at a minor function authorised by the CEO for this purpose, to which other employees of the City of Busselton shall be invited. The Council contribution to an employee's function for this purpose is not to exceed \$200, except where special circumstances apply. Where special circumstances apply the CEO may approve up to an additional \$200 for this purpose.

-and wherever possible, i

<u>If two or more</u> employees depart the employ of the City at a similar time, one function shall <u>wherever possible</u> be held <u>to for several employees for achieve</u> cost efficiencies ectiveness.

4. APPLICATION OF THE POLICY

The policy shall be applied by Human Resources—and Governance—staff, at the discretion of the Chief Executive Officer taking into consideration whether the employee was employed on a full-time or part-time basis, employment history of the employee_and opportunities for the minor function to be combined for a number of departing employees.

Policy Background

Policy Reference No. - 171 Owner Unit – Human Resources Originator – Historical Policy approved by – Council Date Approved – For consideration Review Frequency – As required Related Documents – N/A

History

Council Resolution	Date	Information
C1208/234	22 August, 2012	Reconsideration of function
		requirements
		Version 2
		Version 1

Last updated 22 August 2012

171 Presentations on Termination V2 Current

112

1. PURPOSE

This policy is to provide a framework for recognising the contribution of employees of the City of Busselton when they voluntarily leave the employ of the City. The Council values the contribution made by employees during their service, and views a gift and minor function to enable colleagues to farewell the departing employee as appropriate recognition.

2. SCOPE

The policy may be applied for employees voluntarily leaving the City of Busselton with a minimum of two years employment.

3. POLICY CONTENT

It is appropriate that employees are recognised for the contribution that they have made to the City of Busselton during their service.

Employees who have provided more than 2 years' service will be provided with a certificate of service. Additionally the Chief Executive Officer, on behalf of the Council, is authorised to make a contribution towards a gift up to the value outlined in the table below.

Years of Service	Council Contribution
>2, ≤5 Years	\$50
>5, ≤15 Years	\$100
>15, ≤20 Years	\$200
>20, ≤25 Years	\$350
>25 Years	\$500

Gifts enabled under this policy will generally be presented to the employee at a minor function authorised by the CEO for this purpose, to which other employees of the City of Busselton shall be invited. The Council contribution to an employee's function for this purpose is not to exceed \$200, except where special circumstances apply. Where special circumstances apply the CEO may approve up to an additional \$200 for this purpose.

If two or more employees depart the employ of the City at a similar time, one function shall wherever possible be held to achieve cost efficiencies.

4. APPLICATION OF THE POLICY

The policy shall be applied by Human Resources, at the discretion of the Chief Executive Officer taking into consideration employment history of the employee..

Policy Background

Policy Reference No. - 171

Last updated 22 August 2012

Owner Unit – Human Resources Originator – Historical Policy approved by – Council Date Approved – For consideration Review Frequency – As required Related Documents – N/A

<u>History</u>

Council Resolution	Date	Information
C1208/234	22 August, 2012	Reconsideration of function
		requirements
		Version 2
		Version 1

11. PLANNING AND DEVELOPMENT SERVICES REPORT

11.1 PROPOSED AMENDMENT 25 TO LOCAL PLANNING SCHEME 21 - OMNIBUS AMENDMENT 2 - DEEMED PROVISIONS ALIGNMENT - FOR FINAL APPROVAL

SUBJECT INDEX: Town Planning Scheme Amendment

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

and transparent.

BUSINESS UNIT: Development Services and Policy **ACTIVITY UNIT:** Development Services and Policy

REPORTING OFFICER: Manager, Development Services and Policy - Anthony Rowe **AUTHORISING OFFICER:** Director, Planning and Development Services - Paul Needham

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

PRÉCIS

The Council is requested to consider adopting an amendment (Scheme Amendment 25) to Local Planning Scheme 21 (LPS21). The purpose of this amendment is to align the Scheme with the Deemed Provisions in the Planning and Development (Local Planning Schemes) Regulations, 2015.

The purpose of this report is to outline the range of proposed changes and their rationale. Officers are recommending that the Council adopts the proposed Amendment for initiation and approval as a 'basic' amendment.

The amendment is considered a 'basic' amendment for the purposes of Part 5 of the *Planning and Development (Local Planning Schemes) Regulations, 2015,* because it makes no changes to the substance of the City's development control framework but just removes provisions made redundant with the introduction of the *Deemed Provisions* in the *Planning and Development (Local Planning Schemes) Regulations, 2015.*

BACKGROUND

On 15 October 2014, the City of Busselton Local Planning Scheme No. 21 (LPS21) was published in the Government Gazette.

Subsequent to this (19 October 2015) the Minister introduced *Planning and Development (Local Planning Schemes) Regulations, 2015,* with procedures described in Schedule *2 (Deemed Provisions)* replacing the relevant procedure in any local planning scheme.

The Planning and Development (Local Planning Schemes) Regulations, 2015, also introduced a new Model Scheme Text (or 'Model Provisions'), a notable feature of which is the absence of any administrative procedure. The intention is for each local government to undertake the work to reformat their respective Schemes to reflect the arrangement in Regulations. A fundamental aspect of the new arrangement is to separate 'procedure' from 'policy'. The 'procedure' is provided by the Minister in Schedule 2 of the Regulations, and it is now in effect across all schemes. Local government retains the ability to determine policy within the limits of State Planning Policy and with agreement from the Minster using the Model Provisions as the base.

The City is engaged in an orderly process to align its Scheme with the requirements of the *Planning and Development (Local Planning Schemes) Regulations, 2015.* This process will be achieved through consecutive amendments commencing with Omnibus 2 and extending through a range of other initiatives, as set out in a Council resolution of 26 April 2017, pursuant to a report titled "Development Control framework – Review and Proposed Direction".

Omnibus 2 is intended to remove all the 'procedures' in the Scheme that have been rendered redundant by the *Deemed Provisions*.

The new arrangement will remove any potential confusion between the procedures still in the Scheme and the prevailing procedures in the *Deemed Provisions*.

Omnibus 2 makes no change to existing development entitlements, i.e. it is 'policy neutral'.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

The relevant sections from the **Planning and Development Act 2005 include:**

- a) Section 162, provides that development must not be undertaken if requiring approval by the scheme unless approval has been first obtained.
- b) Section 256, enables the Minister to make Regulations amending local planning schemes.
- c) Section 257A, provides model provisions (format) but the format can be varied with the approval of the Minister.
- d) Section 257B, provides that a *Deemed Provision* has effect as part of a Local Planning scheme. It prevails over any inconsistent provisions in a scheme and it can only be varied by the Minister though a Regulation change.

Planning and Development (Local Planning Schemes) Regulations, 2015

The *Planning and Development (Local Planning Schemes) Regulations, 2015,* identifies three different levels of amendments – basic, standard and complex.

The Regulations (r.34) provide that a 'basic' amendment is one that includes amending the Scheme to be consistent with the Model Provisions or in one limited to deleting provisions that have been superseded by the *Deemed Provisions*.

The Regulations provide that the local government may resolve and adopt a 'basic' amendment without the need to advertise (no consultation process is provided for a 'basic' amendment) but it must provide in its resolution the reason for it forming the opinion the amendment is classed as a 'basic' amendment.

Once a local government has made a decision to adopt a 'basic' amendment, it is required to forward the 'basic' amendment to the West Australian Planning Commission for submission to the Minister. If the amendment is approved, the City will be requested to provide final documents to the Minister for endorsement. The Commission will then arrange Gazettal of the endorsed amendment.

RELEVANT PLANS AND POLICIES

The recommended amendment is policy neutral and has no effect upon any existing Plans and Policies.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the implementation of the Officer Recommendation.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation is consistent with community objective 6.1 of the *City of Busselton Strategic Community Plan 2017*, which is *'Governance systems, process and practices are responsible, ethical and transparent.'*

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework. There are no significant risks identified.

CONSULTATION

The City has consulted with the Department of Planning in drafting the proposed amending text.

A 'basic' amendment requires no public consultation.

OFFICER COMMENT

The purpose of this amendment is to align the City's Scheme with the *Deemed Provisions* in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations, 2015,* by deleting those provisions that became superseded when the Regulations began operation.

This is a straight forward exercise of simply identifying the Parts that are now redundant, and with only one exception, the identified Parts can all be deleted in their entirety.

The required deletions are identified as 'procedural parts' in the following table, together with the relevant replacement now provided by the *Deemed Provisions*. Please note clauses that are retained in the Scheme, that refer to a deleted Part, will require amendment to recognise the applicable clauses now in the *Deemed Provisions*.

Scheme	21 –procedures to be deleted	Equivalent Deemed Provision		
Part 2 -	Local Planning Policy Framework, and all text pertaining to that Part.	Part 2 - Local Planning Framework		
Part 7 -	Structure Plans, Development Guide Plans, Detail Area Plans and Developer Contributions Plans, and all text pertaining to that Part.	Part 4 – Structure Plans Part 5 – Activity Centre Plans Part 6 – Local development Plans		
Part 8 -	Heritage Protection and all text pertaining to that Part.	Part 3 – Heritage Protection		
Part 9 –	Development of Land – delete clause 9.1 and clauses 9.2.1 (a), (b) and (c).	Part 7 – Requirement for Development Approval		
Part 10 -	Application for Planning Approval and all text pertaining to that Part.	Part 8 – Application for Development approval		
Part 11 -	Procedure for dealing with Applications and all text pertaining to that Part.	Part 9 – Procedure for Dealing with applications for Development Approval		
Part 12 -	Enforcement and Administration and all text pertaining to that Part.	Part 10A Bushfire Risk Management Part 10 Enforcement and Administration		

The exception to the deletions relates to Part 9 in Scheme 21 and its replacement, Part 7 in the *Deemed Provisions*.

Part 9 has additional 'Permitted Development' items that relate to rural development including , dams, clearing vegetation and jetties at Port Geographe, whereas the main focus in the *Deemed Provisions* is on exempting routine urban housing.

The additional Permitted Development items (Part 9 in Scheme 21) avoid the burden (cost and time) of making an application for a routine matter.

The additional Permitted Development items (Part 9 in Scheme 21) are not in conflict with the *Deemed Provisions*, so their retention would be consistent with maintaining this amendment as Policy neutral and as a 'basic' amendment. They should be retained for practical reasons and for the purpose of enhancing customer service.

Where Parts or clauses are deleted from the Scheme, the Scheme will retain its existing numbering. This may be confusing and will present a disjointed appearance to the Scheme. To overcome this, the City will publish in the Scheme, on its website and for public reference, notes referring to the *Deemed Provisions* where the text has been deleted. The 'notes' themselves do not form part of the Scheme, and will therefore not appear in the Gazetted amendment.

The amendment also proposes some minor changes to correct internal references that are incorrect or redundant as a result of the Deemed Provisions and/or the other aspects of the amendment.

CONCLUSION

The purpose of this amendment is to align the City's Local Planning Scheme with the Planning and Development (Local Planning Schemes) Regulations, 2015, by removing procedures made redundant by the Regulations.

The information contained within this report confirms that the changes proposed to LPS21 are an appropriate outcome consistent with the Regulations; it is policy neutral and consistent with a 'basic' amendment.

OPTIONS

Should the Council not support the Officer Recommendation, the Council could consider the following options –

- 1. Resolve to not support the proposed amendment in its entirety and provide a reason for such a decision.
- 2. Resolve to approve the proposed amendment subject to modification(s) but which will maintain policy neutrality, otherwise it would not be a 'basic' amendment.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The implementation of the Officer Recommendation will involve the provision of the amendment documentation to the West Australian Planning Commission for the Ministers approval. Once approved, the amendment will be gazetted (WAPC) and the City will publish a Notice, to be circulated in a newspaper, to advise the community of its operation.

OFFICER RECOMMENDATION

That the Council -

- 1. In pursuance of section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme by:
 - 1.1 Deleting the following Parts:
 - (a) Part 2 the heading "Part 2 Local Planning Policy Framework" and all text pertaining to it in that Part.
 - (b) Part 7 the heading "Part 7 Structure Plans, Development Guide Plans, Detail Area Plans and Developer Contributions Plans" and all text pertaining to it in that Part.
 - (c) Part 8 the heading "Part 8 Heritage Protection" and all text pertaining to it in that Part.
 - (d) Part 10 the heading "Part 10 Application for Planning Approval" and all text pertaining to it in that Part.
 - (e) Part 11 the heading "Part 11 Procedure for dealing with Applications" and all text pertaining to it in that Part.
 - (f) Part 12 –the under the heading "Part 12 Enforcement and Administration" and all text pertaining to it in that Part.
 - 1.2 Deleting the following clauses
 - (a) Clause 9.1.
 - (b) Clauses 9.2 (a), (b) and (c).
 - 1.3 Replacing the following references
 - 1.3.1 Under cl, 3.5 after (e) replace the words "Parts 10 and 11 of the Scheme" with the words "Parts 8 and 9 of the Deemed Provisions".
 - 1.3.2 At cl.3.5.2(b) replace the words "Parts 4 and 8" with the words "Part 4 in this Scheme and Part 3 of the Deemed Provisions".
 - 1.3.3 Replace throughout the Scheme the words "clause 10.4" with the words "clause 64 of the Deemed Provisions".
 - 1.3.4 Replace throughout the Scheme the words "clause 11.2" with the words "clause 67 of the Deemed Provisions".
 - 1.3.5 At cl. 4.5.1 replace the words "Development Guide Plan" with "Structure Plan" and the words "Part 7" with the words "Part 4 of the Deemed Provisions".
 - 1.3.6 At cl.6.2.2 delete the words "comprehensive Development Guide Plan or" and replace the words "Part 7" with the words "Part 4 of the Deemed Provisions".

- 2. Pursuant to the Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), determine that Amendment 25 is a basic amendment in accordance with r.34(c) of the Regulations as it proposes to amend the Scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations.
- 3. Authorise Council officers to prepare the scheme amendment documentation.
- 4. Authorise the affixing of the common seal to and endorse the signing of the amendment documentation.
- 5. Pursuant to Section 81 of the Planning and Development Act 2005, refers Amendment 25 to the Environmental Protection Authority.
- 6. Pursuant to r.58 of the Regulations, provides Amendment 25 to the Western Australian Planning Commission.

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

Nil

13. COMMUNITY AND COMMERCIAL SERVICES REPORT

13.1 COMMUNITY BIDS ROUND ONE ALLOCATIONS

SUBJECT INDEX: Donations Contributions and Subsidies

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

recreational facilities and experiences.

BUSINESS UNIT: Community Services ACTIVITY UNIT: Community Services

REPORTING OFFICER: Community Development Officer - Naomi Davey

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

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

PRÉCIS

Each year the City of Busselton provides financial assistance to community groups and not-for-profit organisations through the Community Bids process. This assistance is provided for specific activities or projects proposed to be undertaken by that group or organisations within the forthcoming financial year.

Each year applications are workshopped with Councillors. This report provides a summary of the outcomes from the workshop on 7 June 2017, and seeks formal endorsement regarding the community bid submissions to be funded in the first round of the 2017/18 financial year and a review of other expired community funding agreements.

BACKGROUND

The City of Busselton has historically invited community groups and not-for-profit organisations to apply for funding through the City's annual budget development process. In April 2010 Council resolved to restructure the process under which external organisations applied to the City for financial assistance. This included the following changes to the various funding application schemes:

- Amalgamation of the Community Environment and Minor Sporting, Recreational and Community Grants schemes into a consolidated scheme;
- Development of a two tiered scheme for major and minor projects, with a capping of the overall budget allocations for each tier (resolved by Council);
- Discontinuation of Small Local Project fund of Councillors to be replaced by a Sponsorship and Donations fund (administered by officers).

In August 2010, Councillors considered that a number of established community organisations, who apply for funding each year, warranted ongoing support of Council across a number of financial years. This would therefore provide organisations with secured financial support over a longer planning period and alleviate the necessity to submit an annual application. These activities/events would become part of the future 'multi-year agreement process' and would not form part of the future annual Community Bids process.

In March 2011 the Council resolved (C1103/097) to allocate funding to the Community Bids program as follows:

- 1. Council allocate a total of 0.5% of estimated rates to be levied to Major Project Assistance Grants to be determined as part of the Community Bids assessment process advertised in the first quarter of each year.
- 2. Allocate a total of \$50,000 to Minor Project Assistance Grants to be determined twice each year, once as part of the Community Bids process, and once again in September each year.
- 3. Increases the maximum amount of Minor Project Assistance Grants from \$3,000 to \$5,000 for any one project.

Application for the first round of Community Bids funding for the 2017/18 financial year opened in April 2017 and a total of twelve (12) applications were received. This included five (5) applications for minor bids (\$5,000 and under) requesting \$19,892 and seven (7) applications for major bids (\$5,001 and over) requesting \$122,840

Applications were assessed by an Officer working group, in accordance with the Community Bids guidelines, and recommendations were discussed with Councillors at a workshop held on 7 June 2017. The outcomes of the workshop form the basis of the Officer recommendations in this report.

STATUTORY ENVIRONMENT

Nil.

RELEVANT PLANS AND POLICIES

The Community Bids funding program is an opportunity for community based organisations to seek assistance to implement initiatives that benefit the wider community and is an action contained within the City of Busselton Social Plan 2015-2025.

FINANCIAL IMPLICATIONS

Based on the current funding model, the total funds available for allocation in the Community Bids program for 2017/18 is \$50,000 for minor projects and \$181,000* for major projects.

*This amount is inclusive of the following endorsed Multi-year agreements:

Current community bid multi-year agreements	<u>Ending</u>		<u>Amoun</u> t
Busselton Senior High School (Trade Training Centre)	2017/18		\$10,000
		Total	\$10,000

The proposed funding allocations detailed in the Officer recommendation of this report totals \$16,300 for minor projects and \$122,840 for major projects. This leaves a balance of \$91,860 for minor and major projects for Round 2 in 2017/18.

Additionally in 2017/18 there are three (3) annual funding agreements outside of the Community Bids program that have expired. These agreements were discussed at the Community Bids workshop as follows:

<u>Annual Agreement</u>	<u>2017/18</u>
YouthCare	\$ 38,810
Busselton Senior Citizens Club	\$ 83,180
Surf Life Saving WA	\$141,430

The City's 2017/18 adopted budget includes these funding contributions. Consequently entering into funding agreements with these organisations will not have any further financial implications on the City's 2017/18 budget.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

Community – Welcoming, friendly, healthy:

1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer recommendation has been undertaken using the City's risk assessment framework. The assessment identifies 'downside' risks only, rather than 'upside' risks as well. The table below describes identified risks where the residual risk, once controls have been identified, is identified as 'medium' or greater;

Risk	Controls	Consequence	Likelihood	Risk Level
Applicants do not obtain relevant and adequate insurances such as Public Liability exposing the City and/or Applicant to	funding are clear and copies of relevant insurances are	•	Rare	Medium
litigation.				

CONSULTATION

The Community Bids Funding Program was advertised in the Council for the Community page on 5 and 12 April 2017 and the City of Busselton website. Recognised Community Groups and Sporting Clubs in the City of Busselton were also notified of the Community Bids process via email. A Community Bids workshop was held on 9 March 2017 for interested community groups.

OFFICER COMMENT

Applications were initially assessed by an Officer working group, who considered the following criteria:

- Does the project, program or activity meet the Community Bids criteria?
- Has the applicant outlined why the projects, programs or activities are needed by the community?
- Is there an expectation or risk to the community if the project, program or activity does not proceed?
- Did the organisation or group state the level of cash or in kind contribution they will make to the project, program or activity?
- Has the applicant demonstrated attempts at seeking funding from other sources?
- Has the applicant been successful in previous community bids applications and what was the funded amount?
- Does the project align with the City of Busselton's Strategic Plan?

Officers presented the applications to Councillors at a workshop on 7 June 2017, where the following recommendations were made:

<u>Minor Bids</u>

	APPLICANT	PROJECT TITLE	REQUEST	RECOMME NDATION	SPECIFIC CONDITIONS OF FUNDING
1	Busselton Hockey Stadium Club	Materials for New Goals	\$1,500	\$1,500	
2	Surfing WA	Surfers Rescue 365	\$5,000	\$2,500	Funding of \$2,500pa awarded for 2017/18 and 2018/19. Minimum of 20 City of Busselton residents trained in program per year
3	FAWNA	Solar power to FAWNA shed	\$5,000	\$5,000	
4	Fishers with Disabilities	Fishability capacity building project	\$4,300	\$4,300	
5	Dunsborough Greenfields Community Group	DGCG Amenities building fitout	\$4,091	\$3,000	
		Total	\$19,891	\$16,300	(Remaining \$33,700)

Major Bids

	APPLICANT	PROJECT TITLE	REQUEST	RECOMME NDATION	SPECIFIC CONDITIONS OF FUNDING
1	Dunsborough Coast and Land Care	East Peron Reserve and Dunsborough Foreshore Restoration Stage 2	\$8,640	\$8,640	
2	Dunsborough Cricket Club	Dunsborough Oval Cricket Nets	\$17,200	\$17,200	
3	Dunsborough and Districts Country Club	Replacement of carpet and underlay to two bowling greens	\$50,000	\$50,000	
4	Saints Junior Football Club	Storage shed at Bovell for multiple users	\$20,000	\$20,000	
5	South West Academy of Sports (SWAS)	SWAS Support Program	\$10,000	\$10,000	Council has agreed to enter into a 4 Year \$10,000pa agreement with SWAS for the SWAS Support program subject to Dept Sport and Recreation funding for SWAS being confirmed
6	Busselton Senior High School	Trade Training Centre	\$10,000	\$10,000	
7	Youth Services	Youth Specific Equipment for Youth & Communities building	\$7,000	\$7,000	
		Total	\$122,840	\$122,840	(Remaining \$58,160)

CONCLUSION

The Community Bids funding program is constantly evolving and aims to meet community needs with the funds available within priority areas identified in the City of Busselton Strategic Community Plan 2017.

It is recommended that Council adopts the funding allocations as outlined in the Officer recommendation.

OPTIONS

Council may wish to consider different levels of funding proposed for all or some of the community bid applications. In pursuing this option the Council needs to consider budget availability and the immediacy for some funding items, and the effect this delay could have on organisations being able to finalise their plans and budgets for the 2017/18 year.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

All Community Bid applicants will be individually advised in writing of the outcome of the Council decision within 21 days. Successful applications will be required to sign a grant agreement with the City and meet any specific conditions of funding.

City officers will continue discussions with the various applicants regarding eligibility for other grant funding opportunities.

OFFICER RECOMMENDATION

That the Council:

- 1. Endorses the provision of funding for Round One of the 2017/18 Community Bids funding program as outlined in the table below, subject to the specific conditions as stated:
 - a) Minor Bids

	APPLICANT	PROJECT TITLE	RECOMME NDATION	SPECIFIC CONDITIONS OF FUNDING
1	Busselton Hockey Stadium Club	Materials for New Goals	\$1,500	
2	Surfing WA	Surfers Rescue 365	\$2,500	Funding of \$2,500pa awarded for 2017/18 and 2018/19. Minimum of 20 City of Busselton residents trained in program per year
3	FAWNA	Solar power to FAWNA shed	\$5,000	
4	Fishers with Disabilities	Fishability capacity building project	\$4,300	
5	Dunsborough Greenfields Community Group	DGCG Amenities building fitout	\$3,000	
		Total	\$16,300	(Remaining \$33,700)

b) Major Bids

	APPLICANT	PROJECT TITLE	RECOMME NDATION	SPECIFIC CONDITIONS OF FUNDING
1	Dunsborough Coast and Land Care	East Peron Reserve and Dunsborough Foreshore Restoration Stage 2	\$8,640	
2	Dunsborough Cricket Club	Dunsborough Oval Cricket Nets	\$17,200	
3	Dunsborough and Districts Country Club	Replacement of carpet and underlay to two bowling greens	\$50,000	
4	Saints Junior Football Club	Storage shed at Bovell for multiple users	\$20,000	
5	South West Academy of Sports (SWAS)	SWAS Support Program	\$10,000	Council has agreed to enter into a 4 Year \$10,000pa agreement with SWAS for the SWAS Support program subject to Dept Sport and Recreation funding for SWAS being confirmed
6	Busselton Senior High School	Trade Training Centre	\$10,000	
7	Youth Services	Youth Specific Equipment for Youth & Communities building	\$7,000	
		Total	\$122,840	(Remaining \$58,160)

- c) Endorses the funding allocation of \$38,810 towards the 2017/18 YouthCARE services within the City of Busselton
- d) Endorses the funding allocation of \$83,180 towards the 2017/18 Busselton Senior Citizens Club services within the City of Busselton
- e) Endorses the funding allocation of \$141,430 towards the 2017/18 Surf Lifesaving WA services within the City of Busselton
- f) Amalgamate the remaining Minor Bids funds (\$33,700) and Major Bids funds (\$58,160) for the Round 2 of the Community Bids funding program 2017/18

13.2 RFT11/17 - DESIGN AND CONSTRUCTION OF LANDSIDE CIVIL AND SERVICES INFRASTRUCTURE AT BUSSELTON-MARGARET RIVER AIRPORT

SUBJECT INDEX: Busselton-Margaret River Airport

STRATEGIC OBJECTIVE: Assets are well maintained and responsibly managed.

BUSINESS UNIT: Commercial Services

ACTIVITY UNIT: Community and Commercial Services

REPORTING OFFICER: Project Officer Contracts and Tendering - Ben Whitehill Director, Community and Commercial Services - Naomi Searle

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A Confidential Tender Evaluation and Recommendation

Report !

PRÉCIS

The City of Busselton issued RFT11/17 to engage experienced design and construct contractors and consultants with the necessary expertise to undertake design and construction of the landside civil and services infrastructure and landscaping at Busselton-Margaret River Regional Airport.

The City received four submissions in response to the request for tender. This report summarises the tender responses and makes a recommendation for the appointment of preferred tenderers.

BACKGROUND

The Airport Development Project, is a capital project with \$55.9 million of State Government funding and \$9.78 million of Federal Government funding. The capital works associated with the various stages of the project include the airside and landside infrastructure. The design and construction of the airside infrastructure works were awarded in November 2016.

The landside civil and services infrastructure at Busselton-Margaret River Regional Airport is to be designed and constructed in accordance with the City's requirements set out in the tender documentation and must satisfy the requirements of the City's funding partners. The specification and contract was prepared by City officers, APP and Herbert Smith Freehills.

The design and construct works consist of the following items:

- Vasse Highway and Neville Hyder Drive intersection works;
- Neville Hyder Drive upgrade including lighting to MRWA standards;
- Internal access roads;
- Car hire and short/long term car parking areas including all services;
- Integrated car parking system to both car parks, including entry/exit boom gates, pay
 machines in appropriate car par locations and terminal building; integrated system that
 allows for flexible pricing structures and comprehensive reporting;
- New service zone for utilities (water/fire, sewer, power, NBN network and Telstra, irrigation);
- Code 3 General Aviation (GA) Precinct access roads and all services;
- Relocation of existing works depot from existing FIFO car park to adjacent to Terminal Building;
- Reconnection of services of existing terminal and external buildings;
- Soft and hard landscape elements;
- Irrigation systems;
- Utility services provision (water/fire, sewer, power, data, sewerage, irrigation) to new Terminal Building and GA Precinct and existing buildings.
- Inclusion of HV infrastructure (RMU and HV switchgear) to serve commercial premises.

The tender also provided for an optional scope item providing roads and services to the commercial precinct.

All tenders received exceeded the budget allocation of \$10.841m for the works. Therefore unless further funding is obtained the City must refine and vary the extent of the goods or services required prior to entering into the contract with the preferred tenderer. The tender documentation was set out to enable value management opportunities to achieve this such as reducing landscaping and reducing road surfacing requirements.

This report proposes that such variations should be classified as minor variations pursuant to Regulation 20 of the *Local Government (Functions and General) Regulations 1996.* Council approval is sought that the variations proposed, both separately and together, constitute a minor variation for the purpose of Regulation 20. The statutory framework for the variation of requirements before entry into contract is set out in more detail under the STATUTORY ENVIRONMENT section of this report.

STATUTORY ENVIRONMENT

Part 4 (Tenders) of the *Local Government (Functions and General) Regulations 1996* requires that tenders be publicly invited for such contracts where the estimated cost of providing the total service exceeds \$150,000. Compliance with the section 3.57 of the *Local Government Act 1995* is required in the issuing and tendering of contracts.

Regulation 20 of the *Local Government (Functions and General) Regulations 1996* permits a local government, after inviting tenders and having chosen a successful tenderer, to make a minor variation in the goods or services required and enter into a contract with the successful tenderer for the varied requirement without again inviting tenders. A minor variation is defined as a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

Regulation 21A of the *Local Government (Functions and General) Regulations 1996* prevents a contract for the supply of goods or services from being varied with a successful tenderer unless the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract or if the variation is a renewal or extension of the term of the contract as described in the regulations.

RELEVANT PLANS AND POLICIES

The Busselton Regional Airport Expansion – Stage 2 is identified in the City's Corporate Business Plan: "Subject to the outcome of the Busselton Regional Airport business case and the provision of external funding, progress with Stage 2 expansion of the airport to provide for interstate flights".

The Busselton Regional Airport Master Plan (2016-2036) identifies future stages for development and the award of this tender will enable the City to progress those future stages.

The City's purchasing, tender selection criteria, occupational health and safety and engineering technical standards and specifications were all relevant to this tender and have been adhered to in the process of requesting and evaluating tenders.

FINANCIAL IMPLICATIONS

The Busselton-Margaret River Regional Airport Development Project is fully funded with \$55.9 million of State Government funding and \$9.78 million of Federal Government funding. A total of \$10.841 million has been allocated to the design and construction of the landside infrastructure at the airport including contingency.

Long-term Financial Plan Implications

As part of the development of the State Government Business Case proposal for the project an operational financial model was developed which incorporated a 10-year financial plan. The model considered revenues and costs associated with the upgraded facility, including up-front and recurrent capital and ongoing operational expenditure. The model demonstrates that the upgraded facility will be self-sustainable, generating a modest profit into the future, to be transferred into the City's Airport Infrastructure Renewal and Replacement Reserve at the end of each financial year.

The Long Term Financial Plan (LTFP) is currently based on the 'here and now' scenario (stage 1), and will require updating to reflect the project, including ongoing operational and capital revenue and expenditure based on the redevelopment. This work has commenced and will be incorporated into future LTFP reviews.

STRATEGIC COMMUNITY OBJECTIVES

The Airport Development Project aligns with the following community objectives of the City of Busselton Strategic Community Plan 2013:

- Key Goal Area 2 Infrastructure assets that are well maintained and responsibly managed to provide for future generations; and
- Key Goal Area 6 An organisation that is managed effectively and achieves positive outcomes for the community.

RISK ASSESSMENT

A risk assessment was carried out and risks of medium and high associated with the awarding of the tender and the additional works proposed as minor variation are listed below:

Risk	Controls	Consequence	Likelihood	Risk Level
The decision made	City executive and	Minor	Possible	Low
by Council that they	legal officers have			
are satisfied that	reviewed the			
reduced works	requirements of this			
proposed under	regulation.			
Regulation 20 of the				
Local Government				
(Functions and				
General) Regulations				
constitute a minor				
variation are				
challenged.				
The State	Officers have	Minor	Likely	Medium
Government	reviewed funding			
requires reductions	agreements and			
in scope to the	continue to work			
project as part of the	with the State			
value optimisation	Government to			
review currently	ensure that the			
being undertaken	project objectives			
	can be met			

CONSULTATION

Project Governance Committee (South West Development Commission, City of Busselton, Tourism WA, Department of Treasury, Department of Transport and Department of Regional Development as observer only).

OFFICER COMMENT

Evaluation

The primary objective of RFT11/17 was to appoint a suitably experienced and qualified contractor for the design and construction of the landside civil and services infrastructure at Busselton-Margaret River Airport.

The documentation for RFT11/17 was issued on 8 June 2017. The request for tender closed on 6 July 2017 and the City received a total of four submissions as detailed below.

	Company	Location	Contact	Phone
1.	BCL Group Pty Ltd	Unit 1/48 Rigali Way, Wangara WA 6065	Louie Hancock	(08) 9303 9648
2.	Busselton Civil Pty Ltd	19 Cable Sands Road, Yalyalup WA 6280	Jason Lauder	(08) 9752 1000
3.	Ertech Pty Ltd	118 Motivation Drive, Wangara WA 6065	Stephen Eardley	(08) 9302 6666
4.	Jaxon Civil	4 Gwenyfred Road, South Perth WA 6151	Mike Boynes	(08) 9368 9999

A tender evaluation panel was formed to evaluate the tender submissions. The evaluation panel members were as follows:

- Naomi Searle, Director Community and Commercial Services;
- Andrew McColgan, Project Manager APP Corporation;
- Ben Whitehill, Project Officer Contracts and Tendering.

As part of the tender evaluation process an initial compliance check was conducted to identify submissions that were non-conforming with the immediate requirements of the RFT. This included compliance with contractual requirements and the provision of requested information. All tenders were found to comply with the terms and conditions and mandatory requirements of the RFT.

Accordingly, each tender was scored according to the qualitative criteria included in the tender documentation as follows:

Criteria	Weighting
Relevant Experience	10 %
Key Personnel Skills and Experience	5 %
Tenderer's Resources	5 %
Demonstrated Understanding	20 %
Price	60 %

The net tendered price was scored using the 'average based scoring method' recommended by WALGA in the 'Local Government Purchasing and Tender Guide'.

The panel members individually assessed the qualitative criteria and then applied an average to provide a final rating. The scores were then added together to indicate the rankings for each tender.

Following the initial evaluation process, the panel has sought clarifications and tender interviews from two tenderers. Clarification and tender interview invitations were issued on 26 July 2017. Panel members will meet with the relevant tenderers to discuss those clarifications. A further meeting of the evaluation panel will then be carried out to agree on a final recommendation.

The confidential report attached provides further detail in relation to the relative merits of each of the individual tenderers. Officers recommend that Ertech and Jaxon Civil should be nominated as the best value for money for the reasons outlined in the confidential report.

Variation of requirements before entry into contract

The City received tenders to RFT11/17 that exceeded the amount allocated in the project budget. Consequently the City, unless further funding is made available, must reduce the extent of the works prior to entering into the contract such as by reducing landscaping and road surfacing requirements.

The tender documentation was specifically prepared with this in mind with the pricing schedule being very detailed and the use of value management options. Tenderers have provided their best prices for delivering those minimum requirements and have provided rates for the provision of materials and performance of the requirements.

Officers believe that the best mechanism for reducing the extent of the works is to seek a variation of requirements prior to entering into the contract with the preferred tenderer pursuant to Regulation 20 of the Local Government (Functions and General) Regulations.

Regulation 20 permits a local government, after inviting tenders and having chosen a successful tenderer, to make a minor variation in the goods or services required and enter into a contract with the successful tenderer for the varied requirement without again inviting tenders. A minor variation is defined as a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

Officers believe that the reduction in the extent of works is a minor variation because:

- having regard to the total goods and services that tenderers were invited to supply the reduced goods and services do not significantly change the total goods and services supplied being, the design and construction services of the landside civil and services infrastructure at BMRA;
- 2. the variation would not alter the evaluation and assessment of the tenders;
- in the context of the design and construct contract which was selected to allow opportunity
 to explore buildability and staging to meet the City's operational and financial objectives
 adjusting the requirements should only be considered a minor variation; and
- 4. there is unlikely to be any significant change in construction methodology.

Officers note that the magnitude of the variation may be up to \$3 million. However, for the reasons set out above, officers believe there are reasonable grounds upon which Council can be satisfied that the variation is minor.

CONCLUSION

The tender evaluation panel has completed its assessment in line with the City's tender process and it is recommended that:

- 1. Council delegates authority to the CEO to nominate the preferred tenderer from Ertech and Jaxon Civil who were identified as the 'best value for money' tenders after the conclusion of tender interviews and clarifications;
- Council delegates authority to the CEO to then negotiate the contract including any
 variations in accordance with Regulation 20 of the Local Government (Functions and
 General) Regulations provided that the total cost does not exceed the allocated budget
 and award the tender, which would occur after negotiations with the preferred tenderer
 in consultation with the Director Community and Commercial Services, Naomi Searle.

It is also recommended that Council endorses the proposed minor variations.

OPTIONS

The Council may consider the following alternate options:

- 1. The Council may choose not to accept the Officer's Recommendation and not delegate authority to the CEO to nominate the preferred tenderer from Ertech and Jaxon Civil.
- 2. The Council may choose not to accept the Officer's Recommendation and award the tender to an alternate tenderer. In the view of the Officers this could result in a tender being awarded to a tenderer that has not presented the "best value for money" offer.
- 3. The Council may choose not to accept the Officer's Recommendation and not award the tender. This would mean going back out to tender, resulting in significant delays to the contract award and the Airport Development Project.
- 4. Not proceed with the development.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The award of the tender can be made immediately after the Council has endorsed the Officer's recommendation. Subject to finalisation of the contract the successful tenderer will receive formal written notification of the resolution. All unsuccessful tender applicants will also be notified at this time. It is expected that the finalisation of the contract will take between two and four weeks.

OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

- Endorses the outcomes of the evaluation panel's assessment in relation to Tender RFT11/17 – Design and Construction of Landside Civils and Services Infrastructure, which has resulted in the tenders submitted by ERTECH PTY LTD and JAXON CIVIL being determined as the best for value money tender.
- 2. Delegates authority to the CEO, following clarifications and tender interviews, to nominate a preferred tender from ERTECH PTY LTD and JAXON CIVIL.
- 3. Delegates authority to the CEO to negotiate the terms of the contract for a finalised lump sum price for the design and construction of the Landside Civil and Services infrastructure at Busselton-Margaret River Regional Airport including any variations in accordance with Regulation 20 of the *Local Government (Functions and General) Regulations* provided that the total cost does not exceed the allocated budget.
- 4. Endorses that any variation made pursuant to Regulation 20 of the *Local Government* (Functions and General) Regulations for reductions in the extent of the works are minor variations having regard to the total goods and services that tenderers were invited to supply under Regulation 20 of the *Local Government* (Functions and General) Regulations.
- 5. Delegates authority to the CEO to approve variations in accordance with Regulation 21A of the *Local Government (Functions and General) Regulations* limited so as not to exceed the overall project budget.

14. FINANCE AND CORPORATE SERVICES REPORT

14.1 PROPOSED AMENDMENT TO THE BUSSELTON CROQUET CLUB LEASED AREA TO ACCOMMODATE NEW CLUBROOMS

SUBJECT INDEX: Agreements and Contracts

STRATEGIC OBJECTIVE: Assets are well maintained and responsibly managed.

BUSINESS UNIT: Corporate Services
ACTIVITY UNIT: Property Services

REPORTING OFFICER: Property Coordinator - Ann Strang

AUTHORISING OFFICER: Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Proposed Amended Leased Area

PRÉCIS

The Busselton Croquet Club Inc. (BCC) currently leases a portion of land on Churchill Park, being Lot 410 Adelaide Street, Busselton.

The City recently acquired a transportable building from Satterley, which has been relocated to Churchill Park, with the intent being that it be used by BCC as new clubrooms.

The purpose of this report is to seek Council's support for the transportable and surrounding land to be included in the BCC's leased area, with the BCC's current lease to be surrendered and a new lease entered into on the proposed terms and conditions.

BACKGROUND

Lot 410 Adelaide Street Busselton, also known as Churchill Park, is the subject of a Crown Grant in Trust with the City of Busselton for the purposes of Recreation.

Churchill Park has been used by community and sporting groups since 1942 and is currently used year round as a multi-purpose venue. The park is generally available for community use with only selected areas subject to leases such as the Busselton Harness Racing Club, Southern Districts Agricultural Society, Busselton Bowling Club, Busselton City F.C. (formerly the Busselton Soccer Club Inc.) and the BCC.

The BCC have leased their current premises for over 55 years. The premises consist of a small club house and two greens, covering an area of approximately 2301m2, as shown stippled on Attachment A.

In September 2010, the Council resolved (C1009/322) to renew the BCC lease for their current premises, subject to the term aligning with other Churchill Park leases. The initial term expires on the 21 August 2019, with a further 10 year option available.

For a number of years, the City and the BCC have been in discussions regarding their needs for additional greens and suitable clubrooms to accommodate their growing membership. The acquisition and relocation of the transportable building means that the BCC are able to remain at their current location, with the additional lease area and placement of the transportable within it also providing scope for future expansion of playing greens in the future.

As the transportable is located outside the BCC's existing leased area it is proposed that an additional 721m2 be leased to the BCC, as shown hatched on Attachment A. To effect these changes, it is necessary to surrender the current lease and simultaneously enter into a new lease of the revised area (the Premises) as shown outlined red on Attachment A.

The terms and conditions of the proposed new lease are detailed in the Officer Recommendation section of this report.

STATUTORY ENVIRONMENT

When disposing of property whether by sale, lease or other means, a Local Government is bound by the requirement of section 3.58 of the Local Government Act which requires giving local public notice when disposing of property. There are exemptions to this process under Regulation 30 (2)(b) (i) and (ii) of the Local Government (Functions & General) Regulations which states "disposal of land to incorporated bodies with objects of benevolent, cultural, educational or similar nature and the members of which are not enlisted to receive any pecuniary profit from the body's transactions, are exempt from the advertising and tender requirements of section 3.58 of the Local Government Act". The constitution of the BCC is such that this exemption applies.

The land occupied by BCC is Lot 410 Adelaide Street, Busselton on Deposited Plan 216960, Volume 1850 and Folio 572. In 1989 the land, formerly Reserve 629 was transferred from the Crown to the City in fee simple as a Crown Grant in Trust, subject to conditions regarding use of the land. The transfer restricts the use of the land to 'Recreation' and, under Section 75(5) of the Land Administration Act 1997; consent of the Minister for Lands is required for any lease on this land.

RELEVANT PLANS AND POLICIES

The recommendation to enter into a lease with the BCC is generally consistent with the principles of Policy 248, Leases of City Land and Buildings, adopted by Council on 27 July 2016. The lease term is however proposed to be consistent with all other current leasehold interests on Churchill Park.

FINANCIAL IMPLICATIONS

In 2010, when the current lease was resolved, the annual rent charged to community and sporting groups leasing City owned and managed land was \$150.00 per annum. Further there was no annual rent review as part of standard lease terms. In surrendering the current lease and entering into a new lease, it is proposed that the rent payable by the BCC increase to the current rent charged to community and sporting groups of \$210.00 per annum, increased annually by CPI. This same recommendation was presented to and resolved by Council when the Busselton Harness Racing Club surrendered their lease and entered into a new one for amended premises in March 2016.

It is proposed that the BCC remain responsible for the cost of managing and maintaining their leased premises which would include the new clubrooms.

Long-term Financial Plan Implications

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation is consistent with Key Goal Area 6 of the City's Strategic Community Plan 2017 and specifically the Community Objective 'Assets are well maintained and responsibly managed'.

RISK ASSESSMENT

There are no identified risks assessed as being of a medium or greater level associated with the Officer recommendation, with the recommendation serving to mitigate the risks associated with there not being a lease in place for the additional land.

CONSULTATION

City staff consulted with other users of Churchill Park regarding the proposed location of the building and its future use. There were no objections raised.

OFFICER COMMENT

The proposal to incorporate the BCC's proposed new clubrooms into a revised lease boundary will increase the leased area from 2301m² to 3022m². The change in lease area will require the BCC's existing lease to be surrendered and a new lease entered into.

The term of the current lease commenced on 1 November 2010 and is due to expire on the 21 August 2019, with a further 10 year option at the lessee's request. It is proposed that the new lease is offered for a term of just over 12 years, expiring 21 August 2029. This will align the lease term to other lease options within Churchill Park.

As per the Financial Implications section of this report it is recommended that the annual rent commence at \$210 per annum with annual increases by CPI.

The BCC's current lease restricts the use of their premises to activities associated with Croquet. The BCC have requested that the permitted use of the Premises under a new lease allow them to offer other Churchill Park users and like-minded organisations the opportunity to use their clubrooms. While supported, conditions are recommended in the lease limiting the hire to other sporting and community groups, with hire to be incidental to the primary purpose of the lease. Additionally the BCC are to ensure that their insurance covers such use.

It is proposed that all other terms and conditions of the BCC's existing lease remain the same, including that the BCC be responsible for maintenance obligations of the leased area.

CONCLUSION

The BCC have been an integral part of Churchill Park and the local community for many years and are keen to grow their operations and improve their facilities at this site. The club are keen to secure tenure of the transportable so they can commence works to convert it into a useable clubroom.

It is therefore recommended that Council resolve to enter into a new lease with the BCC, with their current lease to be surrendered.

OPTIONS

- 1. Council can resolve not to enter into a new lease with the BCC. This is not recommended as it would result in the transportable being outside of the BCC's leased area.
- Council can resolve to enter into a different lease term with the BCC.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

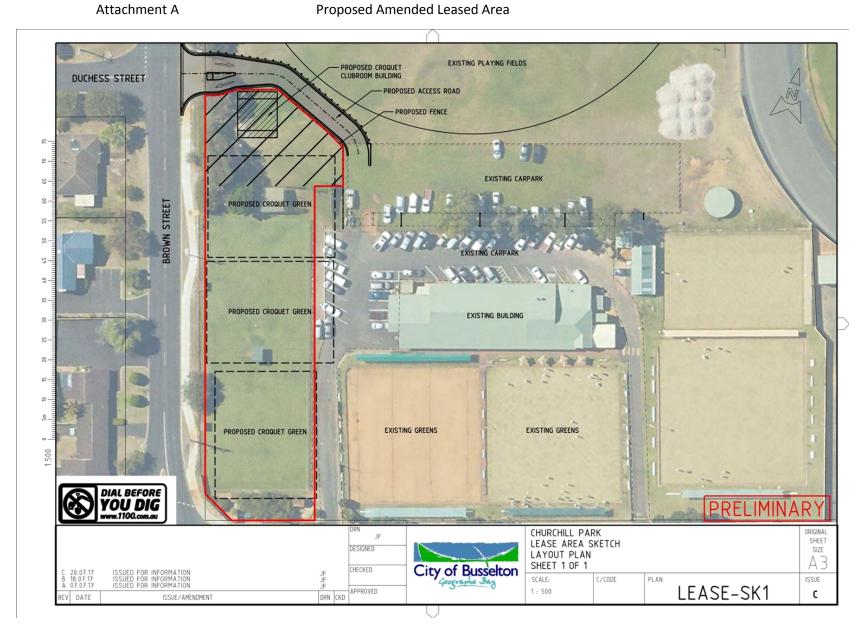
It is anticipated that the current lease would be surrendered a new lease executed by all parties on or before the 30 August 2017.

OFFICER RECOMMENDATION

That the Council:

- 1. Accept the surrender of the current lease dated 6 July 2011 between the City of Busselton and the Busselton Croquet Club Inc., subject to a new lease being entered into in accordance with recommendation (2).
- 2. Enter into a lease, subject to the consent of the Minister for Lands, with the Busselton Croquet Club Inc. for a portion of Lot 410, Deposited Plan 216960, Volume 1850, Folio 572, 78 Adelaide Street Busselton, as shown outlined red on Attachment A, on the following terms:
 - i. The term of the lease will commence on the surrender of the existing lease and expiring on 21 August 2029;
 - ii. The rent to commence at \$210.00 inclusive of GST per annum and increased annually by CPI;
 - iii. The permitted use will allow the Lessee to hire the Premises to other sporting and community groups, with hire to be incidental to the primary purpose of the lease. Additionally the BCC are to ensure that their insurance covers such use; and
 - iv. All costs associated with the surrender of the existing lease and with the preparation of the new lease to be met by the Lessee.
 - v. Other terms to be consistent with the City's standard community group lease

14.1 Attachment A



14.2 POLICY 049 - REGIONAL PRICE PREFERENCE

SUBJECT INDEX: Plans, Policies and Procedures

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

and transparent.

BUSINESS UNIT: Finance and Corporate Services

ACTIVITY UNIT: Governance Services

REPORTING OFFICER: Director, Finance and Corporate Services - Cliff Frewing Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Existing Policy - 049 Regional Price Preference

Attachment B Proposed Policy - 049 Regional Price Preference -

Tracked Changes !

Attachment C Proposed Policy - 049 Regional Price Preference Attachment D Part 4A of the Functions and General Regulations

PRÉCIS

The purpose of this report is to propose an update to Policy 049 – Regional Price Preference and also to demonstrate the relationship between the Policy and Part 4A – Regional Price Preference section of the Functions and General Regulations relating to the Local Government Act 1995.

BACKGROUND

The City's current Policy 049 – Regional Price Preference was adopted by Council in April 2015 when the Policy was changed to reflect changes to the City of Busselton structure. The Policy is based on Part 4A – Regional Price Preference section of the Functions and General Regulations relating to the Local Government Act 1995. It is felt however that the Policy could be improved to more specifically follow the regulation above.

A discussion on the Regional Price Policy legislation and the current and proposed policy was held at the Policy and Legislation Committee Meeting held on Thursday, 20 July 2017 and it was decided to support the adoption of the proposed new Policy.

STATUTORY ENVIRONMENT

In accordance with Section 2.7(2)(b) of the Local Government Act 1995 it is the role of the Council to determine the Local Government's policies.

The Local Government Act at section 3.57 – Tender for providing goods and services allows regulations to be made about tenders. As a result, Part 4A – Regional Price Preference section of the Functions and General Regulations have been enacted dealing with Regional Price Preferences.

RELEVANT PLANS AND POLICIES

Existing Policy 049 – Regional Price Preference

FINANCIAL IMPLICATIONS

There are no direct financial implication in association with this report although, when it is used budget provisions have been provided for the values of the relevant tender.

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

There are no residual risks identified as being high or medium as a result of the Officer Recommendation.

CONSULTATION

The revised Policy is based on the City's existing policy and there is no change in focus of this policy. The Policy has been changed to more closely reflect the wording of the Regulations.

There is however a requirement by virtue of section 24E of the Regulations to advertise the Policy for a period of not less than four weeks seeking submissions from members of the public. If there are submissions, Council is required to consider those submissions prior to formally adopting the Policy.

OFFICER COMMENT

At the Policy and Legislation Committee Meeting held on Thursday, 20 July 2017 this subject was considered as a discussion item. Material presented to the Committee included:

- Existing Policy 049 Regional Price Preference;
- Part 4A of the Functions and General Regulations Regional Price Preference; and
- Proposed Policy 049 Regional Price Preference (marked up copy).

The contents of the Regulation were explained to the Committee members present and it was noted that the proposed new policy more specifically aligns to the Regulation referred to above. Importantly it was emphasised that a Regional Tenderer means a supplier of goods and services who has been operating a business continuously out of a premises out of the Region for at least six months or to some or all of the goods or services that are to be supplied from regional sources.

This means that the Regulations provide that tenderers may receive benefits of the Policy if they are from outside of the Region but supply goods or services from within the Region.

In addition the Regulations provide that a local Government may determine the Region to which the policy applies but that it cannot be a part of the metropolitan area and it must include at least the entire district of the Local Government. For the purposes of this policy the Region to which this Policy applies is determined to be the Region of the City of Busselton.

CONCLUSION

As part of the regular practice of reviewing Council policies, a review was carried out on Policy 049 - Regional Price Preference. Following this review officers are recommending that the revised policy be adopted.

In addition because of the public interest expressed in this Policy the discussion held at the Policy and Legislation Committee on the Legislative requirements was considered beneficial. It is therefore suggested that the revised policy be adopted for the purposes of giving public notice. It is also suggested that if no public submissions are received the Policy be adopted as presented.

OPTIONS

The Council may agree or may not agree to the change of the existing policy or may seek to make alterations to the policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The proposed policy will be advertised for public submissions within a week upon adoption of the proposed Policy (for advertising purposes) and if submissions are received the subject will need to be further considered by Council.

OFFICER RECOMMENDATION

That the Council:

- 1. Adopt the proposed Policy 049 Regional Price Preference as shown in Attachment C for the purpose of giving notice to the public in accordance with section 24E of the Functions and General Regulations; and
- 2. If there are no submissions received after the expiration to the public notice period the Policy be added to the Councils suite of adopted Policies.

Last updated 08/04/2015

PURPOSE

In order to promote sub-regional development the City of Busselton will provide a price preference to regional suppliers (located within the stipulated area) when evaluating and awarding contracts with Council via the Tendering Process (note that no price preference will be offered for purchases made other than via the tendering process). Any price preference provided will comply with Part 4A of the Local Government (Functions and General) Regulations 1996 as amended.

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2. SCOPE

This policy applies to all tenders called by the City of Busselton, unless Council resolves that this policy will not apply to a particular tender.

3. POLICY CONTENT

The following price preference (where claimed) will be given to tenderers submitting tenders assessed in relation to this policy;

Part 1 Goods and Services

Up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

• 10% reduction to all suppliers located within the district of the City of Busselton.

Part 2 Construction (building) Services

Up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

• 5% reduction to all suppliers located within the district of the City of Busselton.

Part 3 Goods and Services, including Construction (Building) Services tendered for the first time where Council previously supplied the Goods or Services

Up to a maximum price reduction of \$500,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

• 10% reduction to all suppliers located within the district of the City of Busselton.

Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to the advertising date of the tender.

Located within the area stipulated is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

14.2 Attachment A

Existing Policy - 049 Regional Price Preference

Last updated 08/04/2015

Only those goods and services identified in the tender as being from a source or supplied through the businesses physical presence located within the stipulated area will have the price preference applied when assessing the tender.

Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

Policy Background

Policy Reference No. - 049
Owner Unit – Contracts and Tendering
Originator – Director, Finance and Corporate Services
Policy approved by – Council
Date Approved – 8 December 2010
Review Frequency – As required
Related Documents –

Local Government (Functions and General) Regulations 1996

<u>History</u>

Council Resolution	Date	Information
C1504/081	8 April, 2015	Version 3
C1012/415	8 December, 2010	Policy re-adopted in new standard format
		Version 2
		Version 1

14.2 Attachment B

Proposed Policy - 049 Regional Price Preference - Tracked Changes

Last updated 08/04/2015

049 Regional Price Preference

V3 Current

PURPOSE

In order to promote <u>sub-local businessregional</u> development the City<u>may give in accordance with this policy and Part 4A of the <u>Local Government (Functions and General) Regulations 1996</u> a regional price preference to local contractors and suppliers when evaluating tenders and awarding contracts pursuant to the City's tender processes.</u>

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will provide a price preference allowance to local suppliers located within the City of Busselton district when evaluating and awarding contracts via the Tendering Process (note that no price preference will be offered for purchases made other than via the tendering process). Any price preference provided will comply with Part 4A of the Local Government (Functions and General) Regulations 1996 as amended.

SCOPE

<u>Unless the City specifically elects not to apply this policy to a particular tender, this policy applies to all tenders called by the City of Busselton.</u>

N-ote that this policy only applies to the City's tender processes and will not apply to any other City purchase and procurement processes.

3. POLICY CONTENT

3.1 Subject to paragraphs 3.2 – 3.4 the following price preference-allowance will be given to tenders to whom this policy applies: allowed on the value of all goods and services sourced from within the City on tenders assessed in relation to this policy;

Part 1 Goods and Services

10% allowance up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Part 2 Construction (building) Services

5% allowance up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Part 3 Goods and Services, including Construction (Building) Services - tendered for the first time where Council previously supplied the Goods or Services

10% allowance up to a maximum price reduction of \$500,000 unless a lesser amount is stipulated in the tender document.

3.2 OThe-nly those goods or services identified in the tender as being from a Local Supplier may be included in the discounted calculations for purposes of determining a price preference in accordance with this policy.

3.3 For purposes of this policy:

<u>Local Supplier</u> means a supplier of goods and services who has been operating a business for thesupply of goods or services identified in the tender out of one or more Local Premises continuously for at least 6 months before the date on which Statewide public notice of the invitation to tender Formatted: Font: Bold, Italic

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14.2

Attachment B

Proposed Policy - 049 Regional Price Preference - Tracked Changes

Last updated 08/04/2015

is given for the first time, irrespective whether such a supplier is a franchisee or has a registered business address or head office or branches/outlets outside the City; and

<u>Local Premises</u> means a shop, depot, outlet, headquarters, branch or other premises located within the City of Busselton.

Regional Price Preference allowance will only be given to suppliers who have been located within the City of Busselton district for more than 6 months prior to the advertising date of the tender.

Located within the City is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the City but undertake the business from premises within the City. An example is a franchisee of a multinational company.

Only those goods and services identified in the tender as being from a source or supplied through the businesses physical presence located within the City will have the price preference allowed applied when assessing the tender.

3.4 Price is only one of the factors to be assessed when the City evaluates tenders Price is only one factor that Council considers when evaluating a tender. There is, N-nothing contained within this policy that compels the CityCouncil to accept the lowest tender or any tender based on price offered.

Policy Background

Policy Reference No. - 049
Owner Unit – Contracts and Tendering
Originator – Director, Finance and Corporate Services
Policy approved by – Council
Date Approved – 8 December 2010
Review Frequency – As required
Related Documents –

Local Government (Functions and General) Regulations 1996

History

Council Resolution	Date	Information
C1504/081	8 April, 2015	Version 3 Changes to reflect City of Busselton
		structure only
C1012/415	8 December, 2010	Policy re-adopted in new standard
		format
		Version 2
		Version 1

Proposed Policy - 049 Regional Price Preference

Last updated 08/04/2015

	049	Regional Price Preference	V3 Current	
- 1	043	negional i nee i reference	V3 Current	

PURPOSE

In order to promote sub-regional development the City will provide a price preference allowance to local suppliers located within the City of Busselton district when evaluating and awarding contracts via the Tendering Process (note that no price preference will be offered for purchases made other than via the tendering process). Any price preference provided will comply with Part 4A of the Local Government (Functions and General) Regulations 1996 as amended.

2. SCOPE

This policy applies to all tenders called by the City of Busselton.

3. POLICY CONTENT

The following price preference allowance will be allowed on the value of all goods and services sourced from within the City on tenders assessed in relation to this policy;

Part 1 Goods and Services

10% allowance up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Part 2 Construction (building) Services

5% allowance up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Part 3 Goods and Services, including Construction (Building) Services - tendered for the first time where Council previously supplied the Goods or Services

10% allowance up to a maximum price reduction of \$500,000 unless a lesser amount is stipulated in the tender document.

The Regional Price Preference allowance will only be given to suppliers who have been located within the City of Busselton district for more than 6 months prior to the advertising date of the tender.

Located within the City is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the City but undertake the business from premises within the City. An example is a franchisee of a multinational company.

Only the value of those goods and services identified in the tender as being from a source or supplied through the businesses physical presence located within the City will have the price preference applied when assessing the tender. The value of those goods and services claimed by the supplier may be adjusted during the tender assessment process if the value claimed is considered unreasonable of cannot be justified.

Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

Attachment C

Last updated 08/04/2015

Policy Background

Policy Reference No. - 049 Owner Unit - Contracts and Tendering Originator – Director, Finance and Corporate Services Policy approved by - Council Date Approved – 8 December 2010 Review Frequency – As required Related Documents -Local Government (Functions and General) Regulations 1996

<u>History</u>

Council Resolution	Date	Information
C1504/081	8 April, 2015	Version 3
		Changes to reflect City of Busselton
		structure only
C1012/415	8 December, 2010	Policy re-adopted in new standard
		format
		Version 2
		Version 1

Part 4A of the Functions and General Regulations

Part 4A — Regional price preference

[Heading inserted in Gazette 25 Feb 2000 p. 971.]

24A. Application of this Part

The provisions of Part 4 may be varied in accordance with this Part, if the local government is located outside the metropolitan area and intends to give a regional price preference in accordance with this Part.

[Regulation 24A inserted in Gazette 25 Feb 2000 p. 971.]

24B. Terms used

(1) In this Part -

regional price preference, in relation to a tender submitted by a regional tenderer, involves assessing the tender as if the proposed tender price were discounted in accordance with regulation 24D;

regional tenderer means a supplier of goods or services who satisfies the criteria in subregulation (2).

- (2) A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if—
 - (a) that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or
 - (b) some or all of the goods or services are to be supplied from regional sources.

[Regulation 24B inserted in Gazette 25 Feb 2000 p. 971.]

24C. Regional price preference may be given

A local government located outside the metropolitan area may give a regional price preference to a regional tenderer in accordance with this Part.

[Regulation 24C inserted in Gazette 25 Feb 2000 p. 971.]

24D. Discounts permitted for regional price preferences

- A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —
 - (a) up to 10% where the contract is for goods or services, up to a maximum price reduction of \$50 000; or
 - up to 5% where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or
 - (c) up to 10% where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.
- (2) Although goods or services that form a part of a tender submitted by a tenderer (who is a regional tenderer by virtue of regulation 24B(2)(b)) may be
 - (a) wholly supplied from regional sources; or

Part 4A of the Functions and General Regulations

 partly supplied from regional sources, and partly supplied from non-regional sources,

only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when a regional price preference policy is in operation.

(3) Despite subregulation (1), price is only one of the factors to be assessed when the local government is to decide which of the tenders it thinks would be most advantageous to that local government to accept under regulation 18(4).

[Regulation 24D inserted in Gazette 25 Feb 2000 p. 972.]

24E. Regional price preference policies for local governments

- Where a local government intends to give a regional price preference in relation to a process, the local government is to —
 - (a) prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract); and
 - (b) give Statewide public notice of the intention to have a regional price preference policy and include in that notice —
 - (i) the region to which the policy is to relate; and
 - (ii) details of where a complete copy of the proposed policy may be obtained; and
 - (iii) a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions;

and

- (c) make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice.
- (2) A regional price preference policy may be expressed to be
 - (a) <u>for different regions</u> in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
 - (b) for different goods or services within a single contract or various contracts;
 - (c) for different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders (subject to the limits imposed by regulation 24D),

or for any combination of those factors.

- (3) A region specified under this Part
 - (a) must be (or include) the entire district of the local government; and
 - (b) cannot include a part of the metropolitan area.
- (4) A policy cannot be adopted by a local government until the local government has considered all submissions that are received in relation to the proposed policy and, if that consideration results in significant changes to the proposed policy, then the local government must again give Statewide public notice of the altered proposed regional price preference policy.

14.2

Part 4A of the Functions and General Regulations

[Regulation 24E inserted in Gazette 25 Feb 2000 p. 972-3; amended in Gazette 31 Mar 2005 p. 1055.]

24F. Adoption and notice of regional price preference policy

- (1) A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.
- (2) An adopted policy must state
 - (a) the region or regions within which each aspect of it is to be applied; and
 - (b) the types and nature of businesses that may be considered for each type of preference; and
 - (c) whether the policy applies to
 - different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
 - different goods or services within a single contract or various contracts;
 - (iii) different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders,

or to any combination of those factors.

- (3) An adopted policy cannot be applied until the local government gives Statewide notice that it has adopted that policy.
- (4) The local government is to ensure that a copy of an adopted regional price preference policy is
 - (a) included with any specifications for tenders to which the policy applies; and
 - (b) made available in accordance with regulation 29 of the Local Government (Administration) Regulations 1996.

[Regulation 24F inserted in Gazette 25 Feb 2000 p. 973-4; amended in Gazette 31 Mar 2005 p. 1055.]

24G. Adopted regional price preference policy, effect of

A local government that has adopted a regional price preference policy in relation to a certain type of contract may choose not to apply that policy to a particular tender in the future for a contract of that type but, unless it does so, the policy is to apply to all like tenders.

[Regulation 24G inserted in Gazette 25 Feb 2000 p. 974.]

[Part 4B (r. 24H-24I) deleted in Gazette 27 Sep 2011 p. 3846.]

Part 4A of the Functions and General Regulations

14.3 PROPOSED LEASE TO BARNARD PARK SPORTING ASSOCIATION INC. FOR THE NEWLY CONSTRUCTED BARNARD PARK PAVILION

SUBJECT INDEX: AGREEMENTS AND CONTRACTS

STRATEGIC OBJECTIVE: Assets are well maintained and responsibly managed.

BUSINESS UNIT: Corporate Services
ACTIVITY UNIT: PROPERTY SERVICES

REPORTING OFFICER: Property Coordinator - Ann Strang

AUTHORISING OFFICER: Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Plan of Pavilion Lease Areas Attachment B Plan of Shed Lease Areas

PRÉCIS

The City obtained part funding from the Department of Sport and Recreation (DSR) through the Community Sport and Recreation Facilities Fund (CSRFF) for the construction of a new sports pavilion at Barnard Park. The Pavilion is located on a portion of Lot 505, Foreshore Parade between the playing fields as shown on Attachment A.

The construction of the Barnard Park Pavilion (the Pavilion) is nearing completion. The purpose of this report is to present a recommendation on the future tenure arrangements for the Pavilion and associated infrastructure.

BACKGROUND

As part of the Busselton Foreshore Master Plan a working group was formed for the specific purpose of consulting with stakeholders in the planning and development of the Active Sporting Precinct at Barnard Park (the Precinct) located on Lot 505, Part Reserve 8485, crown land vested with the City for the purpose of recreation.

The Busselton-Margaret River Cricket Association Inc., Busselton Margaret River Junior Cricket Association Inc., Leeuwin-Naturaliste Junior Soccer Association Inc, Busselton Districts Junior Rugby Club Inc and the Busselton Volunteer Fire Rescue Service were all involved from the beginning of the project. The Dunsborough Rugby Union Club have become involved more recently. Collectively the group has been referred to as the Barnard Park Working Group (BPWG).

The planning and development of the Precinct dates back to 2011with the objective being to develop playing fields for sports such as rugby, cricket and soccer, associated storage facilities and a multi-user sports pavilion. Relocation of the Busselton Volunteer Fire and Rescue Service (BVFRS) running track was also identified as part planning for the Precinct. The playing fields, along with the BVFRS running track and storage facility, were officially opened in 2015.

In August 2015, the Busselton-Margaret River Cricket Association Inc. (BMRCA) received \$10,500 in grant funding from the City towards the construction of a combined users storage shed. An opportunity presented for the City to relocate and repurpose the original train shed from the Busselton Foreshore for this purpose. This was subject to the BMRCA contributing \$27,000 they had received from two grants, including the grant from the City, and the Busselton-Margaret River Junior Cricket Association, Leeuwin-Naturaliste Junior Soccer Association, the Dunsborough Rugby Union Club and the Busselton Districts Junior Rugby Club each contributing \$1,000 towards the cost.

The City entered into a Memorandum of Understanding (MOU) with the groups to clarify obligations in relation to their contribution and use and maintenance of the shed, with the intent being to enter into a lease at a later date. The shed was completed in December 2016.

The final stage of the project was to construct a sports pavilion. In October 2016, following the successful DSR grant application, the Council resolved (C1610/103) to commit the required additional funds and to award the contract for the construction of the Pavilion. The Pavilion consists of a function room, kitchen and bar, a first aid room, storage and change rooms including an umpires change room, public toilets and a coach's box on the upper floor.

Throughout the construction phase, City Officers worked with the BPWG to develop an appropriate management and tenure plan for the Pavilion, with the groups agreeing to form an incorporated association for the purposes of management of the Pavilion.

In February this year however the BVFRS withdrew from the BPWG. This was due to their status as an unincorporated association and the need for them to instead commit the Department of Fire and Emergency Services (DFES), coupled with their expected minimal use of the Pavilion. They have however, requested the ability to hire the Pavilion during brigade events up to four times a year at a nominal rate. The members of the BPWG are amenable to this given that the original BVFRS facilities were removed to facilitate the Precinct. It is proposed to include a provision in the lease that will provide for this occasional use.

In March, the Leeuwin-Naturaliste Junior Soccer Association (LNJSA) also informed the City and the BPWG that they wished to withdraw from the group due to their assessment that the financial commitment outweighed their need for such a facility. It is however, hoped that the group will reconsider this in the future.

The BPWG (minus the BVFRS and the LNJSA) formed a new incorporated association - the Barnard Park Sports Association Inc. (the Association). The inaugural members are the Busselton-Margaret River Cricket Association, Busselton Margaret River Junior Cricket Association, Busselton Districts Junior Rugby Club and the Dunsborough Rugby Union Club.

With the Pavilion nearing completion and the Association formed, it is recommended that Council enter into a lease with the Association for the Pavilion and storage shed. The terms and conditions of the proposed lease are detailed in the Officer Recommendation section of this report.

STATUTORY ENVIRONMENT

When disposing of property whether by sale, lease or other means, a Local Government is bound by section 3.58 of the Local Government Act which requires giving local public notice when disposing of property. There are exemptions to this process under Regulation 30 (2)(b) (i) and (ii) of the Local Government (Functions & General) Regulations which states "disposal of land to incorporated bodies with objects of benevolent, cultural, educational or similar nature and the members of which are not enlisted to receive any pecuniary profit from the body's transactions, are exempt from the advertising and tender requirements of section 3.58 of the Local Government Act". The constitution of the Association is such that this exemption applies.

Reserve 8485 being Lot 505, Deposited Plan 402933, Volume LR3166 Folio 953, Busselton is vested with the City with the power to lease for any term not exceeding 21 years, subject to the consent of the Minister of Lands, for the designated purpose of "Recreation'.

RELEVANT PLANS AND POLICIES

The recommendation to enter into a lease with the Association is generally consistent with the principles of Council Policy 248, Leases of City Land and Buildings.

FINANCIAL IMPLICATIONS

The rent charged to community and sporting groups for City land and/or buildings is \$210 per annum (inclusive of GST), reviewed annually by CPI. It is proposed that this be the rent charged to the Association.

If Council adopt the officer recommendation, then the Association would be liable for building insurance and maintenance of the Pavilion (excluding the public toilets) as well as the portions of the shed utilised by the Association. Hence the City would not incur any financial liability in relation to the areas leased to the Association. The City will be responsible to maintain and clean the public toilets, funds have been allocated for this in the 2017/18 budget.

Given its location on the Busselton Foreshore, it is vital that the Pavilion is maintained at a high standard. It is therefore recommended that the lease require the Association to establish and maintain a trust account as a contingency fund for the purpose of making necessary capital improvements to the Pavilion and complying with their maintenance obligations. It is proposed that \$10,000 per annum be required to be set aside in the fund each year, commencing in the third year of the lease. This allows the newly formed Association time to generate funds to meet this obligation, noting that the Pavilion is unlikely to require any significant works in the first couple of years.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation is consistent with Key Goal Area 6 of the City's Strategic Community Plan 2017 and specifically the Community Objective 'Assets are well maintained and responsibly managed'

RISK ASSESSMENT

There are no identified risks of a medium or greater level associated with the officer recommendation. The recommendation serves to mitigate the risks associated with there not being a lease in place.

CONSULTATION

The City and key stakeholders have been working together for a number of years to develop the Precinct.

The BPWG formed to develop a management model for the Pavilion. As a result of their commitment to this project the newly formed association is in place and ready to enter into a lease, with the proposed terms and conditions having been discussed with the Association.

OFFICER COMMENT

The objective of the Association is to create, maintain and grow an organisation that encourages membership, participation, enjoyment and excellence in sport, events and participation in the Busselton community. A lease to the Association is supported on the following terms, with all other terms as per the City's standard sporting and community group lease.

Leased Area

It is proposed to enter into a lease with the Association for the function room, kitchen, bar, first aid, storage, change rooms and umpire change room on the ground floor and coaches box on the upper floor as shown hatched blue on Attachment A. The areas of the storage shed utilised by the Association, as shown hatched blue on Attachment B, would also form part of the leased premises (Premises).

It is proposed to enter into a licence for the veranda (excluding the area outside the public toilets) as shown hatched red on Attachment A. The Association will be responsible to maintain and keep clean the licence area and must maintain public access to the area at all times.

Permitted Use

It is proposed that the permitted use of the Premises be for use by the Association consistent with the objectives of their constitution, with the Pavilion to be made available for hire by other sporting and community groups utilising Barnard Park and during City approved events on Barnard Park. This will ensure the purpose remains consistent with the DSR grant funding.

The lease will require that fees charged to other community groups are reasonable and provide a mechanism by which the City may require review of the fees as necessary.

As mentioned previously, it is proposed that the lease provide for the BVFRS to hire the Pavilion on 4 single occasions per calendar year for a nominal amount, covering the cost of electricity and water. It is also proposed that the City be entitled to use the function room within the Pavilion on 5 single occasions in a calendar year without payment, subject to there being no prior bookings. The Association acknowledge this as reasonable given the City's financial contribution to the Pavilion.

It is also proposed that a provision be included in the lease allowing the City to restrict the Association's access to the land and Premises during a City approved event on Barnard Park, such as Forrest Rally. This restriction will be limited to no more than 5 days per calendar year. In saying this, it is likely that the event organisers would hire the Pavilion from the Association in these instances.

The Association would like to hire the Pavilion to individuals for private functions. While it is acknowledged that this presents an opportunity for the Association to generate income, regular bookings for such a purpose would conflict with the reserve purpose. Therefore it is recommended that the lease provide for such hire to be incidental to the primary purpose only. The Association would also need to ensure they have appropriate approvals and insurances in place for such use.

Term and Rent

The proposed term is for an initial period of 5 years followed by a further 5 year period at the option of the Association. It is proposed that the rent be \$210 per annum increased annually by CPI.

Maintenance

It is proposed that the Association be responsible for maintaining the structural integrity of the Premises (excluding the Public Toilets) and for cleaning and maintaining the same. As per the Financial Implications section of this report, in order to ensure these obligations are met it is recommended that the Association establish a trust account and be required from year three of the term to remit \$10,000 per annum into this account.

Reporting

While the Association is keen to manage the Premises, they are also somewhat reserved, with the various groups having had minimal experience in the management of such a facility. It is therefore recommended that the lease include a reporting provision requiring the Association to report to the City on their use, operations and management of the Premises as requested, but no more than twice yearly.

CONCLUSION

The objective of the Association is to create, maintain and grow an organisation that encourages membership, participation, enjoyment and excellence in sport, events and participation in the Busselton community. It is felt that they will provide an important role in the future activation of the Pavilion and the Precinct and it is recommended that the Council enter into a lease with the Association on the terms and conditions outlined in the Officer Recommendation.

OPTIONS

- 1. Council can resolve not to enter into a lease with the Association, noting the City would therefore accept the responsibility of management of the Premises.
- 2. Council can resolve to enter into a different term of lease with the Association; however the term offered could not exceed 21 years.

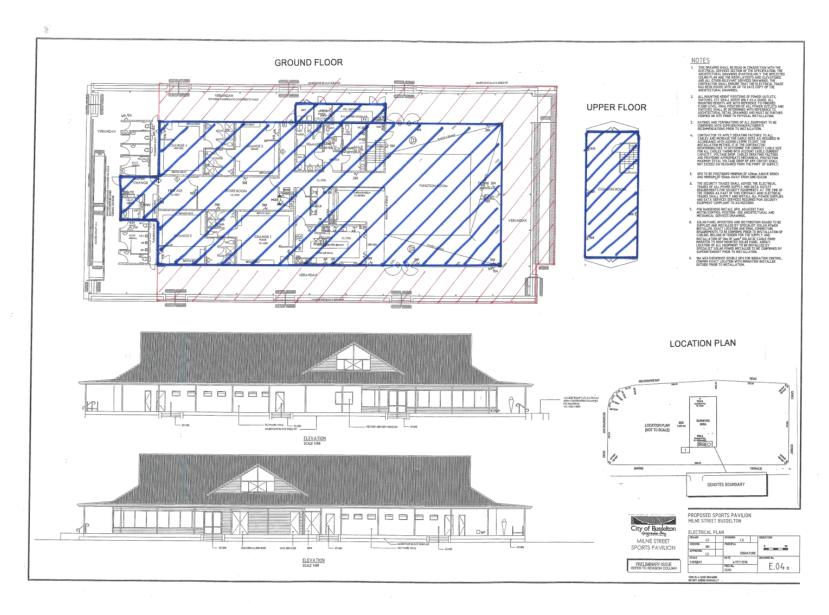
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

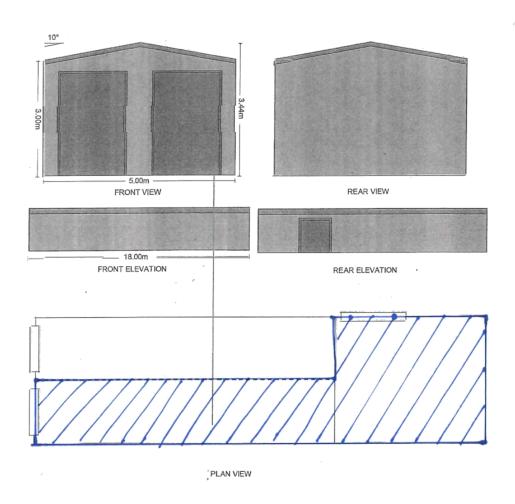
It is anticipated that the lease would be forwarded to Association and executed by all parties no later than 30 September 2017.

OFFICER RECOMMENDATION

That the Council:

- 1. Enter into a lease, subject to the Minister for Lands approval, with the Barnard Park Sports Association Incorporated for the occupation of a portion of Part Reserve 8485, Lot 505, Busselton, as shown hatched blue on Attachment A and B and a licence for the areas shown hatched red on Attachment A on the following terms;
 - a) The term of the lease to be 5 years commencing on or before 30 September 2017, with a further 5 year option;
 - b) The term of the licence to be the same as the lease;
 - c) The rent to commence at \$210.00 per annum inclusive of GST and to be increased on each anniversary by CPI;
 - d) The lessee to report to the City on the use, operations and management (including financials) of the Premises as requested, with such requests to total no more than two a year;
 - e) The lessee to submit to the City annually for approval hire fees for the Pavilion;
 - f) The reservation of a right for the City to use the Pavilion up to 5 times per year free of charge but subject to the provision of reasonable notice and there being no prior bookings;
 - g) The reservation of a right for the Busselton Volunteer Fire Rescue Service to use the Pavilion up to 4 times per year for a nominal amount covering the running costs for such use. This is to be subject to the provision of reasonable notice and there being no prior bookings;
 - h) The City may restrict access to the Premises up to 5 days per calendar year during approved City events held at Barnard Park.
 - i) The Lessee must establish and maintain a trust account as a contingency fund for the purpose of maintenance and capital improvements to the Premises, with the Lessee to contribute \$10,000 per annum to the account, commencing in the third year of the lease;
 - j) All costs associated with the preparation of the lease to be met by the Lessee; and
 - k) Other terms to be consistent with the City's standard community group lease.





15. CHIEF EXECUTIVE OFFICER'S REPORT

15.1 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX: Councillors Information

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

and transparent.

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

REPORTING OFFICER: Reporting Officers - Various

AUTHORISING OFFICER: Chief Executive Officer - Mike Archer

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Planning Applications Received

Attachment B Planning Applications Determined U

Attachment C State Administrative Tribunal

Appeals !!

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 1 July, 2017 and 15 July, 2017. 47 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 1 July, 2017 and 15 July, 2017. A total of 21 applications (including subdivision referrals) were determined by the City during this period with 21 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 20 July, 2017.

OFFICER RECOMMENDATION

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

- 15.1.1 Planning and Development Statistics
- 15.1.2 State Administrative Tribunal (SAT) Appeals

162 Planning Applications Received

Application	eived (Deemed Complete) F	ľ	Primary Property	Application	Date				Clock
Number	Description	Primary Property Address	Legal Desc	Received Date	Application	Estimated Cost	Primary Property Owners	Applicant Name	Days
Development									
Applications									
	Unauthorised dumping of								
	building materials - Lot								
	16 (No. 868) Geographe	868 Geographe Bay					Howard Alan Rosario &		
	Bay Road, West	Road~WEST BUSSELTON	Lot 16 DIAGRAM				Elizabeth June Blake		
BACP17/0010	Busselton	WA 6280	88153	4/07/2017		0	Rosario		1
	Unauthorised Building								
	Works - Patio and Pool								
	without approval - Lot	8 Savory					Willem Hendrik van der		
	399 (HSE8) Savory	Crescent~YALYALUP WA					Merwe & Mia van der		
BACP17/0011	Crescent, Yalyalup	6280	Lot 399 PLAN 57989	11/07/2017		0	Merwe		
		61 Wisteria					David Patrick		
	Outbuilding (Light Tones	Drive~QUINDALUP WA					O'Shaughnessy & Lesley		
DA17/0159	Landscape Value Area)	6281	Lot 28 PLAN 21721	7/07/2017	7/03/2017	22000	Charlaine O'Shaughnessy	Busselton Sheds Plus	
		4/4 Armstrong							
0.147/0.100	Holiday Home (Grouped	Place~DUNSBOROUGH		2 (07 (2047	E /07 /2017				.
DA17/0488	Dwelling) 6 People	WA 6281	Lot 4 STPLN 18243	3/0//201/	5/07/2017	0	Barrie Neil McKinnon	Barrie Neil McKinnon	1
		3/11 Quininup					toffere Charles Alles O		
DA17/0401	Chalat	Road~YALLINGUP WA 6282	Lat 2 CCDI NI E021 4	12/07/2017	18/07/2017	200000	Jeffrey Charles Allen & Tessa June Allen	VTD Creations	
DA17/0491	Chalet	37 Marshall	Lot 3 SSPLN 58314	12/07/2017	18/0//2017	200000	Tessa June Allen	KTR Creations	
	Holiday Home (Single	Street~QUINDALUP WA					Laila Elizabeth Kelly & Colin	Colin Arthur Kolly, Laila	
DA17/0492	House) 8 People	6281	Lot 127 PLAN 14903	4/07/2017		0	Arthur Kelly	Elizabeth Kelly	
DA17/0432	nouse) o reopie	107 Glover	LOC 127 FLAN 14903	4/07/2017		0	Artiful Kelly	Elizabeth Keny	
	Outbuilding (Landscape	Road~YALLINGUP SIDING							
DA17/0493	Value Area)	WA 6282	Lot 18 PLAN 38061	4/07/2017	4/07/2017	30000	Jane Marie Power	Busselton Sheds Plus	1
DA17/0433	Value Area)	WA OZOZ	LOC TO FLAM SOUCE	4/07/2017	4/07/2017	30000	Jane Warte Fower	busselton sileus rius	_
		327 Sues Road~YALYALUP					Gregory Charles Carr &		
DA17/0495	Second-Hand Dwelling	WA 6280	Lot 101 PLAN 408671	3/07/2017	4/07/2017	150000	Colleen Maree Carr	Roger Menezes	
				5,5.72017	.,0.,201	100000			1
	Addition to Existing	2 Kurrum							
	Outbuilding (Landscape	Place~QUEDJINUP WA	Lot 106 DIAGRAM				Marion Elizabeth Kilderry &		
DA17/0496	Value Area)	6281	91839	4/07/2017	5/07/2017	12000	Terence John Kilderry	Busselton Sheds Plus	
.,	Tavern (Kitchen, Bin		-	, ,	,,,	1			
	Store and Cool Room								
	Additions to Existing	5850 Bussell	Lot 11 DIAGRAM						
DA17/0498	Tavern)	Highway~ABBEY WA 6280		5/07/2017	10/07/2017	18000	Peter Walsh Pty Ltd	Custom Residential Design	1
			Antoniorisation						

Attachment A

DA17/0499	Industry - Cottage, Rural Pursuit / Hobby Farm and Rural Produce Sales (Pottery Workshop and Honey Production, Packaging and Sales)	749 Caves Road~ANNIEBROOK WA 6280	Lot 25 DIAGRAM 19981	5/07/2017	6/07/2017	19500	Jacqueline Margaret Happ & Myles Francis Happ	Mark Webster Design	10
DA17/0500	Outbuilding (Reduced Setback)	771 Yelverton Road~WILYABRUP WA 6280	Lot 1 DIAGRAM 87103	5/07/2017	6/07/2017	100000	Susan Margaret Hovell	Philip Nikulinsky Architect	16
DA17/0501	Outbuilding (over-height with reduced setbacks)	7 Wallaby Gardens~WEST BUSSELTON WA 6280	Lot 142 PLAN 17762	5/07/2017		18000	Beth Joanne Donaldson & Neil Donaldson	Sheds Down South	9
DA17/0502	with reduced setbacks)	164 Norwood Pass~VASSE WA 6280	Lot 21 PLAN 76953	6/07/2017	7/07/2017	36000	Robert John Allart & Barbara Allart	Busselton Sheds Plus	10
DA17/0503	Single House (Modified Building Envelope to Accommodate Ensuite Addition in Special Control Area)	6 Day Dawn Rise~EAGLE BAY WA 6281	Lot 109 PLAN 18346	10/07/2017	12/07/2017	40000	Jason William Dawkins &	Jason William Dawkins	10
DA17/0504	Outbuilding (Residential Enterprise - Workshop)	8 Sandpiper Cove~BROADWATER WA 6280	Lot 77 PLAN 17306		12/07/2017	20000	Phillip Lindsay Hollett & Lesley Frances Hollett	Phillip Lindsay Hollett, Lesley Frances Hollett	
DA17/0504		78 Gurnard Loop~KEALY WA 6280	Lot 1479 PLAN 409125				,		4
	Pylon Display Sign	6 Birak Lane~VASSE WA			13/07/2017	5500	BGC Residential Pty Ltd McDonald's Australia	BGC Residential Pty Ltd	
DA17/0506	Temporary Inflatable Sign Holiday Home (Grouped Dwelling) 6 People	7/3 Spindrift Cove~QUINDALUP WA 6281	Lot 104 PLAN 408157	7/07/2017	13/07/2017	5000	Nerida Clark & Rowan Kable Clark	Planning Solutions Nerida Clark, Rowan Kable Clark	12
DA17/0508	Grouped Dwellings (Two)	1002 Geographe Bay Road~GEOGRAPHE WA	Lot 57 DIAGRAM 62333		17/07/2017	750000	John Campbell Allen, Pamela Lorraine Allen, Nicole Susan Allen	John Campbell Allen	1
DA17/0509	Use Not Listed (Western Power Depot)	19 Ostler Drive~VASSE WA 6280	Lot 100 PLAN 411200	12/07/2017	14/07/2017	7500000	Electricity Networks Corporation	Electricity Networks Corporation	0
DA17/0510	R-Codes Variation - Vehicle Access	6 Seal Way~KEALY WA 6280	Lot 1257 PLAN 407112	12/07/2017		174990	Tracey Lorraine Lear	BGC Residential Pty Ltd	7
DA17/0511	Outbuilding (Landscape Value Area)	35 Blue Orchid Court~YALLINGUP WA 6282	Lot 4 PLAN 24327	12/07/2017		35000	Paula Helen Morgan & Phillip Ian Morgan	Busselton Sheds Plus	7
DA17/0513	Over-height and Oversized Outbuilding	94 Layman Road~WONNERUP WA 6280	Lot 17 DIAGRAM 31010	10/07/2017	12/07/2017	60000	Frederick Alan Passmore & Vicki Irene Passmore	Busselton Sheds Plus	3

Attachment A

		I							
	Outbuilding - Reduced	8 Kooringal	202 014 00444				C		
DA17/0514	Setback (Landscape Value Area)	Retreat~MARYBROOK WA 6280	94786	10/07/2017	12/07/2017	14000	Scott Lisle Braddock & Louise Nicole Braddock	Busselton Sheds Plus	3
DA17/0314	Single House (Reduced	84 Switchback	34700	10/07/2017	12/07/2017	14000	Phillip Charles	busselton sileus rius	3
	Setback and Vehicular	Parade~WEST BUSSELTON					Quartermaine & Jill	Dale Alcock Homes South	
DA17/0515	Access)	WA 6280	Lot 843 PLAN 408159	11/07/2017	12/07/2017	252480	Lorraine Quartermaine	West Ptv Ltd	1
		472 Geographe Bay			, ,			,	
	Single House (Special	Road~QUINDALUP WA							
DA17/0516	Character Area)	6281	Lot 89 PLAN 9068	11/07/2017		636363	Michael Lawley Edwardes	Rusty Nail WA Pty Ltd	3
		573 Queen Elizabeth							
	Private Recreation (Pistol		Lot 4455 DIAGRAM					Busselton Pistol Club	
DA17/0517	Range and Clubhouse)	6280	10562	13/07/2017	18/07/2017	342648	State of WA	Incorporated	8
D 1 4 7 (0 5 4 0	Outbuilding (Reduced	387 Ludlow-Hithergreen		44 (07 (2047	47/07/2047	45000	Peter Kenneth Bantock &	Peter Kenneth Bantock,	
DA17/0518	Setback)	Road~LUDLOW WA 6280	Lot 11 PLAN 38074	11/07/2017	17/07/2017	15000	Rebecca Linda Bantock	Rebecca Linda Bantock	2
		12 Burler Drive~VASSE					Graham Michael Skender &	Graham Michael Skender	
DA17/0519	Two Sea Containers	WA 6280	Lot 20 PLAN 52479	14/07/2017		1	Lorraine Skender	Lorraine Skender	0
DA17/0313	Extension to Single House		LOC 20 1 DAIN 32473	14/07/2017		-	corrume skender	corraine skerider	-
	(Convert Existing	Drive~QUEDJINUP WA							
DA17/0520	Outbuilding)	6281	Lot 16 PLAN 13140	11/07/2017	18/07/2017	19000	Jane Susan Borrill	West Coast Designs Pty Ltd	3
	Outbuilding (over-height	71 Switchback					Malcolm Don Hamish	Malcolm Don Hamish	
	with reduced side	Parade~WEST BUSSELTON					Farmer & Nadia Caterina	Farmer, Nadia Caterina	
DA17/0521	setback)	WA 6280	Lot 893 PLAN 407130	11/07/2017	14/07/2017	14000	Simonetta Farmer	Simonetta Farmer	3
		150 Adelaide							
	Single House (Patio	Street~BUSSELTON WA							
DA17/0522	Addition)	6280	Lot 13 PLAN 3202	14/07/2017	18/07/2017	12500	Ronald Herbert Vohland	Ronald Herbert Vohland	7
	Cinale Herres (Leaders	Culum BastorOLIINDALLID	Lat Ed DIACDANA				Class Asthus Freez R. Casal	Class Asthus Freeze Casal	
DA17/0523	Single House (Landscape Value Area)	Sylvan Rest~QUINDALUP WA 6281	Lot 54 DIAGRAM 100217	14/07/2017		450000	Glen Arthur Ewen & Carol Marie Ewen	Glen Arthur Ewen, Carol Marie Ewen	0
DA17/0323	value Alea)	412 Geographe Bay	100217	14/07/2017		430000	Ividile Ewell	Ividile Ewell	0
	Holiday Home (Single	Road~QUINDALUP WA					Barry John O'Toole &	Barry John O'Toole, Kristina	
DA17/0524	House) 12 People	6281	Lot 23 PLAN 9047	12/07/2017	14/07/2017	1	Kristina Lilian Mary O'Toole	,	2
, , , , , , , , , , , , , , , , , , , ,							,	,	
		2 Walpole Loop~YALYALUP					Raymond Arthur Costello &	Raymond Arthur Costello,	
DA17/0525	Over-height Outbuilding	WA 6280	Lot 181 PLAN 69925	14/07/2017	18/07/2017	12241	Cherie Louise Costello	Cherie Louise Costello	7
		43 Butterly							
	Ground Mounted Solar	Road~YALLINGUP WA	Lot 2656 PLAN						
DA17/0526	Panels	6282	153480	12/07/2017	17/07/2017	1000	Kerygma Pty Ltd	Kerygma Pty Ltd	5
	Single House (Deck	37 Hammond							
DA17/0527	Addition in Special	Road~YALLINGUP WA	L at 93 DI ANI 9037	13/07/2017	10/07/2017	10060	Iulian Iashua Basum	Mark Karrigan	
DA17/0527	Control Area)	6282	Lot 83 PLAN 8037	12/07/2017	18/07/2017	19969	Julian Joshua Beaumont	Mark Kerrigan	6
	Outbuilding (Extension to	1158 Caves							
	Existing Outbuilding in a	Road~QUINDALUP WA	Lot 9 DIAGRAM				Benjamin Scott Sears &		
DA17/0529	Special Control Area)	6281	41360	13/07/2017	18/07/2017	12372	Bernadette Anne Sears	CPR Outdoor Centre	5

Attachment A

		1158 Caves							
	Outbuilding (Extension in		Lot 9 DIAGRAM				Benjamin Scott Sears &		
DA17/0530	Special Control Areas)	6281	41360	13/07/2017		18372	Bernadette Anne Sears	CPR Outdoor Centre	
	Tree Farm (Harvesting &	Jasper Road~SABINA	Lot 11 DIAGRAM						
DA17/0532	Replanting of Blue Gums)		86837	12/07/2017		30000	S P. C P. P. Catalana Pty Ltd	S & C & B Catalano Pty Ltd	
DA17/0332	Replatiting of Blue Guills)	NIVER WA 0200	00037	12/07/2017		30000	3 & C & B Catalano Pty Ltu	3 & C & B Catalallo Fty Etu	<u>'</u>
	Unauthorised								
	Development -								
	Outbuilding Over height -								
	Lot 33 (HSE828)	830 Geographe Bay							
	Geographe Bay Road	Road~WEST BUSSELTON					Darren Bradley Kirkham &		
DACP17/0045	West Busselton	WA 6280	Lot 33 PLAN 7937	7/07/2017		0	Deborah Sharron Kirkham		:
	Unauthorised								
	Development: Roof								
	Colour - Lot 1 (HSE1652)	1/1652 Caves							
	Caves Road,	Road~DUNSBOROUGH					Stephen Stuart Robinson &		
DACP17/0046	Dunsborough	WA 6281	Lot 1 SSPLN 46428	10/07/2017		0	Amanda Joan Grover		8
	Unauthorised								
	Development -								
		248 Nuttman					Fabrizio Goria & Maria		
	76 (HSE248) Nuttman	Road~CHAPMAN HILL WA		44 (07 (004 7			Mariah Dottori De		
DACP17/0047	Road Chapman Hill	6280	Lot 76 PLAN 401187	11/07/2017		0	Cerqueira		
	Unauthorised								
	Development - Building								
	Retaining wall without approval - Lot 25 (HSE50)	EO Hammand							
	Hammond Road	Road~YALLINGUP WA							
DACP17/0048	Yallingup	6282	Lot 25 PLAN 8037	12/07/2017		0	Kristian Neil Moore		
DACI 17/0040	2 Lot Survey Strata (+ 1	66 Gale Street~WEST	201 231 2414 0037	12/0//201/			Kristian Neir Woore	Able Planning & Project	
WAPC17/0022	Common Property)	BUSSELTON WA 6280	Lot 39 PLAN 32550	5/07/2017	5/07/2017	0	Valma Barrett	Management	1
				3,01,2021	-,,			9	
	Built Strata Form 24 - 6	16 Mellidonis	Lot 1288 PLAN				Sherington Investments	Sherington Investments Pty	
WAPC17/0023	Lots	Crescent~KEALY WA 6280		11/07/2017		0	Pty Ltd	Ltd	10
		I.	l.						

Applications Determined Report Application Primary Property Primary Property Determined Determined Clock Estimated Primary Property Number Description Address Legal Desc Date Result Decision Days Cost Owners Applicant Name Development Applications Commercial Development 16 Cyrillean (Restaurant / Art Gallery / Way~DUNSBOROUG 1200000 Barka Pty Ltd DA15/0486 H WA 6281 Lot 106 PLAN 36824 5/07/2017 Approved Approved Kylie Ann Brierty Mixed Use Development (Hotel, Cottage Industry, Market, Restaurant, 161 Wildwood Holly-Anne Locke & Winery, Rural Enterprise Road~CARBUNUP Lot 2 DIAGRAM Topsouth Holdings Pty Calibre Consulting (Aust) DA16/0984 & Rural Industry) RIVER WA 6280 54704 11/07/2017 4500000 Approved Approved Caravan Park and Camping Grounds 23 Yallingup Beach (Retrospective Road~YALLINGUP Lot 5037 PLAN DA17/0070 Alterations) WA 6282 5/07/2017 Approved Approved 144 6500 State of WA Altus Planning & Appeals 19 Powell Court~WEST Garage Addition (boundary wall within BUSSELTON WA Gary William Purvis & Gary William Purvis, DA17/0391 front setback area) 6280 Lot 35 PLAN 10434 11/07/2017 Approved Approved 11 40000 Maxine Purvis Maxine Purvis 69 Carey Grouped Dwellings (Three Street~BUSSELTON Lot 57 DIAGRAM DA17/0392 New Grouped Dwellings) WA 6280 28283 11/07/2017 600000 Approved Approved Christopher Sean Brook | Christopher Sean Brook 62 Gurnard Single House (Reduced Loop~KEALY WA Lot 1486 PLAN Mark Andrew Barham & Dale Alcock Homes South 409125 DA17/0393 Setback) 6280 4/07/2017 Approved Approved 25 195291 Elaine McLaughlin West Pty Ltd Outbuilding (Oversized 374 Rendezvous Addition to Existing Road~VASSE WA DA17/0394 Outbuilding) 6280 Lot 203 PLAN 50934 10/07/2017 Approved Approved 6 17000 Gail Patricia George Gail Patricia George 3 Silver Gull Holiday Home (Single Court~GEOGRAPHE Belinda Parker & DA17/0396 WA 6280 Lot 219 PLAN 17628 3/07/2017 House) 8 People Approved Approved Douglas Parker Douglas Parker City of Busselton 68 Queen (Management Order), State of WA, Bute Times! Patio over Existing Street~BUSSELTON DA17/0423 Alfresco and Bin Store WA 6280 Lot 425 PLAN 135060 | 14/07/2017 10000 Approved Pty Ltd Bute Times! Pty Ltd

Attachment B

167 Planning Applications Determined

		170 Bussell								
DA17/0437	Extension to Existing Shopping Centre (Rear of Pharmacy)		Lot 1 DIAGRAM 80514	3/07/2017	Approved	Approved	20	20000	Lawrence Newton Price & June Adrienne Price	Cotan Pty Ltd
DA17/0439	Relocated Building Envelope and Single House (Landscape Value Area)	31 Marrinup Drive~YALLINGUP WA 6282	Lot 134 PLAN 21075	6/07/2017	Approved	Approved	9	250000	Robert Bruce Malcolm	Robert Bruce Malcolm
DA17/0441	Single House (Patio Addition with Reduced Setback)	120A Kent Street~BUSSELTON WA 6280	Lot 2 SSPLN 68148	10/07/2017	Approved	Approved	17	5500	Vasyl Bill Swerlowycz	CPR Outdoor Centre
DA17/0442	Single House (Reduced Setback)	353 Bussell Highway~BROADWA TER WA 6280	Lot 32 PLAN 8790	10/07/2017	Approved	Approved	18	271881	Damien Ali Colbung & Rebecca Jane Colbung	BGC Residential Pty Ltd
DA17/0451	Single House (Reduced Setback)	13 Ballard Loop~DUNSBOROUG H WA 6281	Lot 49 PLAN 403468	11/07/2017	Approved	Approved	17	262556	Christopher David Manning	Dale Alcock Homes South West Pty Ltd
DA17/0454	Grouped Dwelling (Additions in Special Character Area)	2/358 Geographe Bay Road~QUINDALUP WA 6281	Lot 2 STPLN 22377	6/07/2017	Approved	Approved	6	28000	Roland Lovel Hardie	Hardie Developments Pty Ltd
DA17/0468	Single House and Outbuilding (Special Control Area)	23 Campion Way~QUINDALUP WA 6281	Lot 36 PLAN 9047	6/07/2017	Approved	Approved	2	440000	Christopher Mark Harding & Elizabeth Alice Harding	Christopher Mark Harding Elizabeth Alice Harding
DA17/0475	Single House (Special Control Area)	20 Fern Road~EAGLE BAY WA 6281	Lot 45 PLAN 12895	7/07/2017	Approved	Approved	4	3700000	Paul William McGarry & Meredith Jane McGarry	Dane Design Australia Pt Ltd
DA17/0486	Bed and Breakfast	55 Kinross Loop~QUINDALUP WA 6281	Lot 228 PLAN 68461	6/07/2017	Approved	Approved	5	0	Philip Norman Burgess & Michelle Margaret Burgess	Michelle Margaret Burgess, Philip Norman Burgess
DA17/0496	Addition to Existing Outbuilding (Landscape Value Area)	2 Kurrum Place~QUEDJINUP WA 6281	Lot 106 DIAGRAM 91839	7/07/2017	Approved	Approved	1	12000	Marion Elizabeth Kilderry & Terence John Kilderry	Busselton Sheds Plus
WAPC15/0085	2 x Survey Strata Lots (444m2)	2 Lorna Street~DUNSBOROU GH WA 6281	Lot 151 PLAN 7393	12/07/2017	Approve	Approved	51	0	Michelle Louise Di Lanzo & Ricardo Di Lanzo	Dynamic Planning and Development Pty Ltd
WAPC17/0019	Vasse LIA Stage 2 - 95 Lots	Napoleon Promenade~KEALY WA 6280	Lot 9549 PLAN 409125	10/07/2017	Support	WaitWAPC	21	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Roberts Day Group - Tow Planning and Design

(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 8 June 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
CITY OF BUSSELT	ON APPEALS						
Caves Caravan Park vs City of Busselton	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	Tanya Gillett / Paul	 Directions hearing to commence proceedings and discuss way forward. 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. Directions hearing 10 August 2016 where the applicant under Section 34(4) was withdrawn; 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; 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 Development application lodged 6 February 2017; Directions Hearing on 17 February 2017 was vacated in order for the City to determine the development application; Directions Hearing on 31 March 2017 was vacated until 12 May 2017. Notice of Directions hearing to be held 14 July, 2017. Development Application has been approved so the appeal has been vacated 	Withdrawn as development application has been issued.	
24DB Pty Ltd v City of Busselton	24 Dunn Bay Road, Dunsborough	March, 2017	Market	Paul Needham	Notice of Directions Hearing on 17 March, 2017 against City of Busselton decision to refuse application. 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	Directions hearing 18 August, 2017 pending reconsideration.	

Attachment C

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
					June 2017; • Directions hearing on 23 June 2017 was vacated and adjourned to a further directions hearing on 18 August 2017.		
Lissa Wypynaszko & Andrew Blee vs City of Busselton	Lot 2653 No 995 Gale Road, Kaloorup	April, 2017	Review of a decision to give a direction under s214		Directions hearing listed at 2pm on 28 April, 2017 was vacated. Further directions hearing scheduled to be held on the 21 July, 2017.	Directions hearing on 21 July, 2017.	
JOINT DEVELOPN	MENT ASSESSMENT	PANEL APPEALS					
DCSC vs Southern JDAP	Lot 108 No 57 Dunn Bay Road, Dunsborough	January 2016	Appeal against refusal of Development application for Service Station	State Solicitors Office / Anthony Rowe / Paul Needham	Parties circulated documents categorising the land use within 14 days. Land use has been determined by SAT to be a convenience store; 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. Decision reconsidered by JDAP on 14 November 2016, where the application was refused. Final hearings held on 1 and 2 February, 2017.	Awaiting SAT decision.	
WESTERN AUSTR	ALIAN PLANNING	COMMISSION APPEALS	5				
Rapsey v Western Australian Planning Commission	Lot 7 Caves Road, Quedjinup		Appeal against conditions of subdivision	State Solicitors Office / Justin Biggar	Notice of Directions Hearing on 31 March, 2017 against conditions of a subdivision. Mediation hearing 20 April 2017. Directions hearing on 2 June 2017 where it was decided to vacate the appeal for 6 months to provide both parties time to carry out investigations.	Direction hearing to be set.	

16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17. CONFIDENTIAL REPORTS

Nil

18. **QUESTIONS FROM MEMBERS**

19. PUBLIC QUESTION TIME

20. <u>NEXT MEETING DATE</u>

Tuesday, 22 August 2017

21. CLOSURE