

Council Agenda

8 November 2017

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city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 8 NOVEMBER 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, 8 November 2017, commencing at 5.30pm.

Your attendance is respectfully requested.

MIKE ARCHER

CHIEF EXECUTIVE OFFICER

27 October 2017

Disclaimer

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

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 8 NOVEMBER 2017

TABLE OF CONTENTS

ITEM	NO.	SUBJECT	PAGE NO.
1.	DECLARA	ATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT	
	OF VISITO	ORS	6
2.	ATTEND/	ANCE	6
3.	PRAYER.		6
4.		QUESTION TIME	
5.		ICEMENTS WITHOUT DISCUSSION	
6.		FION FOR LEAVE OF ABSENCE	
		IS AND PRESENTATIONS	
7.		URE OF INTERESTS	
8.			
9.		MATION AND RECEIPT OF MINUTES	
		Council Meetings	
	9.1	Minutes of the Council Meeting held 11 October 2017	
	9.2	Minutes of the Special Council Meeting held 23 October 2017	
		ee Meetings	
	9.3	Minutes of the Finance Committee held on 5 October 2017	
	9.4	Minutes of the Policy and Legislation Committee Meeting held 19 Ocotber 2017	
	9.5	Minutes of the Airport Advisory Committee held 18 October 2017	
10.		OF COMMITTEE	
	10.1	Finance Committee - 5/10/2017 - REQUEST TO CHANGE THE BASIS OF RATING FROM UNIMPROVED VALUATION TO GROSS RENTAL VALUATION	
	10.2	Finance Committee - 5/10/2017 - REQUEST TO CHANGE THE BASIS OF RATING FROM GROSS RENTAL VALUATION TO UNIMPROVED VALUATION	
	10.3	Finance Committee - 5/10/2017 - REQUEST FOR EXEMPTION FROM RATES - LOCKE ESTATE	
	10.4	Finance Committee - 5/10/2017 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 AUGUST 2017	
	10.5	Policy and Legislation Committee - 19/10/2017 - NEW COUNCIL POLICY PORTABLE ADVERTISING SIGNS IN PUBLIC PLACES	
	10.6	Policy and Legislation Committee - 19/10/2017 - REVIEW OF COUNCIL POLICY 009/6 - BEACHES AND FORESHORE AREAS - ACCESS BY THE HOLDER OF A COMMERCIAL FISHING BOAT LICENCE	١
	10.7	Policy and Legislation Committee - 19/10/2017 - REVIEW OF POLICY 049 - REGIONAL PRICE PREFERENCE	
	10.8	Airport Advisory Committee - 18/10/2017 - AIR BP LEASE - FUEL FACILITY	78

11.	PLANNIN	G AND DEVELOPMENT SERVICES REPORT	84
12.	ENGINEE	RING AND WORKS SERVICES REPORT	84
13.	COMMUI	NITY AND COMMERCIAL SERVICES REPORT	84
14.	FINANCE	AND CORPORATE SERVICES REPORT	85
	14.1	COUNCIL ENDORSEMENT OF THE 2016-2017 CITY OF BUSSELTON ANNUAL REPORT	85
	14.2	WORKFORCE PLAN 2017/2018 - 2020/21	88
	14.3	REVIEW OF MEMBERSHIP OF ECONOMIC DEVELOPMENT TASKFORCE	127
15.	CHIEF EXI	ECUTIVE OFFICER'S REPORT	130
	15.1	COUNCILLORS' INFORMATION BULLETIN	130
16.	MOTIONS	OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	147
17.	CONFIDE	NTIAL REPORTS	147
18.	QUESTIO	NS FROM MEMBERS	147
19.	PUBLIC Q	UESTION TIME	147
20.	NEXT ME	ETING DATE	147
21	CLOSUBE		147

1. DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT

OF VISITORS

2. ATTENDANCE

Apologies

Approved Leave of Absence

3. PRAYER

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

4. PUBLIC QUESTION TIME

Response to Previous Questions Taken on Notice

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. <u>PETITIONS AND PRESENTATIONS</u>

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

9. CONFIRMATION AND RECEIPT OF MINUTES

Previous Council Meetings

9.1 <u>Minutes of the Council Meeting held 11 October 2017</u>

RECOMMENDATION

That the Minutes of the Council Meeting held 11 October 2017 be confirmed as a true and correct record.

9.2 Minutes of the Special Council Meeting held 23 October 2017

RECOMMENDATION

That the Minutes of the Special Council Meeting held 23 October 2017 be confirmed as a true and correct record.

Committee Meetings

9.3 <u>Minutes of the Finance Committee held on 5 October 2017</u>

RECOMMENDATION

That the minutes of the Finance Committee meeting held on 5 October 2017 be confirmed as a true and correct record.

9.4 <u>Minutes of the Policy and Legislation Committee Meeting held 19 Ocotber 2017</u>

RECOMMENDATION

That the minutes of the Policy and Legislation Committee Meeting held 19 Ocotber 2017 be confirmed as a true and correct record.

9.5 <u>Minutes of the Airport Advisory Committee held 18 October 2017</u>

RECOMMENDATION

That the minutes of the Airport Advisory Committee held 18 October 2017 be confirmed as a true and correct record.

10. REPORTS OF COMMITTEE

10.1 <u>Finance Committee - 5/10/2017 - REQUEST TO CHANGE THE BASIS OF RATING FROM</u> UNIMPROVED VALUATION TO GROSS RENTAL VALUATION

SUBJECT INDEX: Rating Operations - GRV Conversion

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

and transparent.

BUSINESS UNIT: Financial Services

ACTIVITY UNIT: Rates

REPORTING OFFICER: Rates Coordinator - David Whitfield

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

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Lot 17 Whittle Rd Yallingup. Attachment B Lot 17 Restrictive Covenant.

This item was considered by the Finance Committee at its meeting on 5 October 2017, the recommendations from which have been included in this report.

PRÉCIS

An application has been received from Mark Nelson on behalf of owner Mrs Margot Nelson, the owner of lot 17 (#216) Whittle Rd Yallingup requesting that Council give consideration to seeking the amendment of the basis of rating of the property from that of an Unimproved Valuation to that of a Gross Rental Valuation. This report considers the request and the possible options available to Council for its deliberation.

BACKGROUND

The property was created 2004 as part of a 2 lot subdivision with both lots (Lots 16 & 17) being approximately 20 hectares (50 acres) in size and are presently zoned 'conservation' under the current town planning scheme. Lot 17 is identified on the plan shown as attachment (A).

At the time of creation lot 17 was subject to a restrictive covenant, pursuant to Section 129BA of the Transfer of Land Act 1893, benefitting a public authority, (namely the Department of Conservation and Land Management – now known as the Department of Biodiversity Conservation and Attractions.)

The details of the covenant can be referenced as attachment (B).

In March 2007 lot 17 was purchased by Margot Nelson.

Historically, the property has always been rated on an unimproved valuation basis with the current valuation of land being \$1,559,000 UV as at the 1^{st} July 2017. On the basis of the UV Rural category rate in the dollar the 2017/2018 rate levy equates to an amount of \$5,769.85.

On behalf of Margot Nelson, Mr Mark Nelson has previously sought an adjustment to the level of rating both in 2010 and 2015 both of which were denied. The current application again seeks an adjustment to the basis of rates and primarily seeks to have the property amended from that of an Unimproved Valuation (UV) to that of a Gross Rental Valuation (GRV).

STATUTORY ENVIRONMENT

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

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

Should the Council resolve to amend the basis of rating for lot 17 Whittle Rd Yallingup a request shall be sent to the Minister for subsequent approval and gazettal.

RELEVANT PLANS AND POLICIES

The Department of Local Government and Communities provides its Rating Policy – Valuation of Land (November 2016) document for references purposes.

FINANCIAL IMPLICATIONS

Should the application be supported by Council and subject to final Ministerial approval a change to the basis of rating could see an estimated reduction in rates of \$4000.00. The final amount would be determined upon the new property valuation to be issued by Landgate – Valuation Services.

Long-term Financial Plan Implications

As above

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

By approving the request for a change to the basis of rating the City may create a precedent whereby any broad acre rural property could seek to reduce rates by moving to a GRV basis. This could have a negative flow on effect with respect to the overall rates being raised within rural areas currently rated on a UV basis. Likewise such a change would also represent a loss of 'consistency' in the rating of broad acre rural properties and produce anomalies within both the urban and rural sectors.

CONSULTATION

As the request was 'owner generated' there is no further need for community consultation.

OFFICER COMMENT

The principal determining factors details by the Rating Policy – Valuation of Land document are Objectivity and Consistency.

In the first instance, Objectivity, consideration should be given to the predominant land use, and in the second instance, Consistency, similar properties that are used in the same purpose are treated in the same way.

The property is clearly restricted in terms of its usage. At the time of subdivision it was subjected to restrictive covenant requirements details of which are included in attachment (B).

As a result of these restrictions the case is put to Council by the current owner that the property should be rated on a GRV basis rather than a UV basis.

As a counterpoint it could be argued that the primary usage of the property is as a 'conservation' lot and this may be considered part of overall value of the property. Indeed by their nature the vast majority of properties identified for conservation status are located in rural areas.

With respect to the residential usage of a property it should be noted of course that many properties located within the UV area are in fact under residential usage. This would include most of the properties with the Commonage Rd area, the Dunbarton Estate/Peppermint Park (Rendezvous Rd) areas and both the Reinscourt/Wonnerup areas to name a few of the more consolidated occupied rural districts

It is estimated there would be some 1500-2000 properties that are of a rural residential usage in nature that are presently rated on a UV basis. The average lot size would be 2 Hectares although substantial variation does occur within each of the named areas.

As such it is demonstrable that the residential usage of a property is applicable within the GRV area(s) as well as an Unimproved Valuation area(s) and that the implied use of a property as residential is not the sole basis for making a change to the Basis of Rating.

The second criteria relates to 'consistency' and this aims to identify 'like for like' within the property database. It has already been identified that a residential usage is typical of both UV or GRV rated properties, including whether as a sole use or a combined use of a UV property. What remains therefore is to determine as to which valuation type is better suited to achieve consistency on a like for like basis.

Physically, the property contains a single residence located on a 20 hectare lot of bushland and is subject to the requirements of the restrictive covenant detailed on the property title which preserve the important conservation value of the property. Whilst limited by the covenant created at the time of subdivision, the claim that the property should be rated as per a GRV residential property on a 1000 metre (or smaller) lot is difficult to substantiate on a 'like for like' basis.

Typically and at a very base level of definition an unimproved valuation is used for rating purposes where the land component is the major comparable attribute when determining a like for like situation between properties. Similarly, a GRV is used where the buildings (and other improvements to the land) become the major comparable attribute when determining a like for like situation between properties.

The City can, and has, applied GRV valuations to 'commercial' activities in the rural area such as Wineries with restaurants/cellar door sales etc together with other commercial/industrial activities that would be better compared to their 'urban' GRV counterparts.

In this instance the direct comparison of a rural 20 hectare 'residential' property to that of a standard urban 1000 metre (or less) residential property cannot be considered as a 'like for like' comparable purpose. The property is more suited to the comparison of 'similar' rural-residential lots already contained with the UV rated rural areas where the land component remains the major comparable attribute.

As a final note a query lodged with Landgate – Valuations Services has suggested that a reduction to the valuation may be possible as a result of the covenants being in place. The seeking of a valuation

amendment was suggested in earlier correspondence in 2015 to the ratepayer and again in recent emails although it is understood that the ratepayer has not followed up on this course of action to date.

CONCLUSION

The property is 20 hectares of conservation bushland with a single residence and, whilst the use of the property is for all intents and purposes limited to that of a residential use, the comparability of the property to that of an urban residence on a far smaller lot is not considered valid on a like for like basis. The application for amendment of the property from a UV to a GRV basis for rating is not therefore supported.

OPTIONS

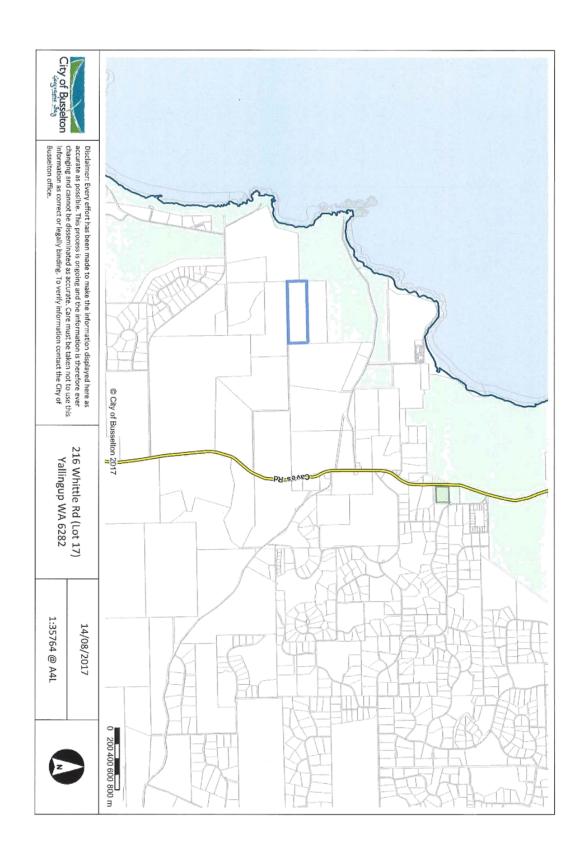
The City may choose to support the request for a change to the basis of rating from that of UV to that of GRV, and may write to the Minister seeking such amendment. Such an approach may both create an anomaly and set a precedent in the rates database affecting future considerations. That said, the ratepayer, whilst seeking an amendment to the valuation basis of the property, is concerned with the high level of rates being levied each year as a result of the high property valuation. Apart from changing the property' basis of rating the City may also look to offering a rating concession (Section 6.47 Local Government Act 1995) to reduce the amount of rates paid.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Council adopt the recommendation contained in this report then no further action need be taken.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council decline the request for lot 17 (216) Whittle Road Yallingup to be amended from that of a Unimproved Valuation to that of a Gross Rental Valuation basis and that the owner be encouraged to lodge a valuation objection with Landgate – valuation Services.



LEGAL RELATIONSHIPS	NOW THIS AGREEMENT WITNESSES:
Owner's covenants	1. The Owner with the intention of binding so far as is possible all registered proprietors or other persons having an estate or interest in the Land to ensure compliance with the restrictions set out herein, HEREBY COVENANTS with CALM that it shall not, except with the prior written consent of CALM or in accordance with management guidelines mutually agreed by the Owner and CALM, do any act or thing upon the Land which in the reasonable opinion of CALM is prejudicial to the natural values of the Land, and in particular shall not:
	 a) subdivide or permit subdivision of the Land other than the creation of Lot 16 and Lot 17 (each referred to hereinafter as "Lot") as on Deposited Plan 30902;
	b) place or permit any structure or dwelling on the Land save for:
	(i) one dwelling and associated outbuildings on Lot 16, which must be located within designated zone of which area must not exceed 7,500 square metres in size (hereinafter referred to in this restrictive covera as "building envelope") and the location of which must have prior written approval from CALM; and
	 the existing dwelling and associated outbuildings on Lot 17, which must be located within the existing building envelope of which area must not exceed 7,500 square metres in size;
	 destroy or permit the destruction or removal of any local indigenous flora of any indigenous fauna or their related habitats on or from the Land save for:
	 within the one building envelope per Lot, and which must not include any populations of significant flora as identified by CALM;
	 the maintenance of access tracks and perimeter fences, as defined in the mutually agreed management guidelines referred to in Clause 2;
	 (iii) the sustainable removal of seed for scientific purposes or revegetation on the Land;
	(iv) establishment or maintenance of transmission lines for the provision essential services to the one building envelope per Lot, including but not limited to electricity, telephone and water, in such a manner as to minimise damage to native vegetation, provided that prior written approval from CALM has been given; and
	 fallen timber for non-commercial domestic use by the Owner provide hollow timber and fallen timber with high habitat values such as lar rotting logs are not removed;
	d) plant any flora other than local indigenous flora on the Land save for within the one building envelope per Lot, which must not include any invasive plants and in particular any species listed as invasive in the mutually agree management guidelines referred to in Clause 2;
	 destroy or permit (unless required by law) any act that would result in the deterioration in the natural state or in the flow, supply, quantity or quality any body of water on the Land;
	f) permit livestock to enter the Land;

- 7.	
	g) introduce or permit the introduction of any non-indigenous fauna onto the Land, including (but not limited to) any cat, dog or other domestic animal save for up to two dogs per Lot, which shall not be allowed outside the relevant building envelope unless restrained on a leash or otherwise under control (as defined in the mutually agreed management guidelines) at all times;
	h) permit or consent to (unless required by law) any exploration, mining extraction, removal or production of gas, petroleum, minerals, soil, stones, sand, rock, gravel, clay or other substances on the Land;
	i) permit on the Land the operation of any trade, industry or business (other than home based businesses approved by the local government authority and CALM), the use of trail bikes or four wheel drive vehicles (other than when required for the proper management and protection of the Land), the storage of rubbish or garden refuse or materials or carry out any activities not consistent with the conservation of the vegetation and fauna on the Land;
	 j) permit access to the Land except by the Owner's invitation to friends or groups with an expressed interest in conservation;
	k) erect or permit to be erected any fence on the Land save for:
	 boundary fencing to an approved building envelope; and
1	ii) a perimeter fence around the Land;
	 permit the introduction of any rocks, soil, gravel, sand or other basic raw materials from external sources save from sources first approved in writing by CALM as being free of weeds and known plant pathogens, including Dieback disease, nor permit the use of earth moving machinery on the Land unless it has been first cleaned offsite to reduce the risk of introducing weeds and Dieback disease; and
	m) use or permit on the Land the use of guns, hunting weapons, animal traps or poison.
CALM Covenants	2. CALM HEREBY WAIVES the restrictions referred to in Clause 1 to the extent necessary for the implementation of mutually agreed management guidelines which may include provisions for reasonable fire protection including carrying out controlled rotational fuel reduction measures providing there is agreement between CALM and the Owner in writing prior to the Land being deliberately burnt.
Mutual Covenants	3. It is HEREBY MUTUALLY AGREED by the Owner and CALM that the covenants and restrictions expressed herein shall run with and bind the Land and shall enure for the benefit of CALM and the objects of CALM's voluntary Nature Conservation Covenant program.

10.2 <u>Finance Committee - 5/10/2017 - REQUEST TO CHANGE THE BASIS OF RATING FROM</u> GROSS RENTAL VALUATION TO UNIMPROVED VALUATION

SUBJECT INDEX: Rating Operations - GRV Conversion

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

and transparent.

BUSINESS UNIT: Financial Services

ACTIVITY UNIT: Rates

REPORTING OFFICER: Rates Coordinator - David Whitfield

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

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Farm Break Developments (Lot 203)

This item was considered by the Finance Committee at its meeting on 5 October 2017, the recommendations from which have been included in this report.

PRÉCIS

A request to amend the Basis of Rating has been received Parmelia Partners (Accountants) acting on behalf of Farm Break Developments P/L who own three properties in the Naturaliste locality. Two of the properties are rated on an Unimproved Valuation (UV) whilst the third property is rated on a Gross Rental Valuation (GRV) basis. As all of the lots are farmed as one rural holding the request asks for Lot 203 (1074) Cape Naturaliste Rd, Naturaliste to be changed from Gross Rental Valuation back to that of an Unimproved Valuation.

This report and subsequent recommendation supports the request.

BACKGROUND

The request relates to lot 203 which is a 23.56 hectare lot farmed in conjunction with Lots 50 and 683 on Cape Naturalist Rd, Naturaliste.

In the period leading up to 2006/2007 the previous owners of Lot 203 (1074) Cape Naturaliste Rd, Naturaliste being MR Carpenter Properties & Griffin Coal Mining Co P/L had been seeking approval for a possible tourist development to occur on this property. As a result of these proposals Lot 203 had been amended to a GRV basis from 1^{st} July 2006.

No further development had occurred when the property was sold to Farm Break Developments P/L in March 2010. However, a subsequent letter of enquiry in 2013 again raised the prospect of tourism development but likewise nothing further has progressed and the property continues to be used for agricultural purposes.

The Town Planning Scheme zoning also remains as "Agriculture".

A map showing all three lots is included as attachment (A) for reference purposes.

STATUTORY ENVIRONMENT

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

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

Should the Council resolve to amend the basis of rating for lot 203 Cape Naturaliste Rd, Naturaliste a request shall be sent to the minister for subsequent approval and gazettal.

RELEVANT PLANS AND POLICIES

The Department of Local Government and Communities provides its Rating Policy – Valuation of Land (November 2016) document for references purposes.

FINANCIAL IMPLICATIONS

An estimate Unimproved Valuation reveals that supporting the change would result in a decrease in rates on lot 203 of approximately \$4,345 per annum.

Long-term Financial Plan Implications

As above

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

By not approving the recommendation the City allows an anomaly to exist in the rates database and reduces the overall consistency in terms of the application and use of appropriate valuations for individual properties. This may lead increased appeals by ratepayers for changes in the future and create 'instability' within the various rating categories.

CONSULTATION

Not Required.

OFFICER COMMENT

Whilst the property owners, both previous and current, have shown interest in the possible development of the land there has not been any decisive change to the current TPS zoning or usage of lot 203 other than its current agricultural use.

There has been no further action on the property since the 2013 enquiry and as such there is no immediate reason to keep the property on a GRV basis of rating.

Should any further action be commenced in this regard the property can once again be converted back to a GRV basis as needed.

The request will see all three landholdings rated on the same uniform basis and maintain the overall 'consistency' within the UV rating base.

CONCLUSION

The application for amendment of lot 203 Cape Naturaliste Rd, Naturaliste to a UV basis of rating is supported as lot 203 continues to be used as part of a larger rural (agricultural) holding and has not been developed to where a GRV valuation would be normally be applied.

OPTIONS

The Council may choose not to support the recommendation however this would allow an anomaly to continue to exist in the property database, and would most likely see further requests for amendment by the ratepayer.

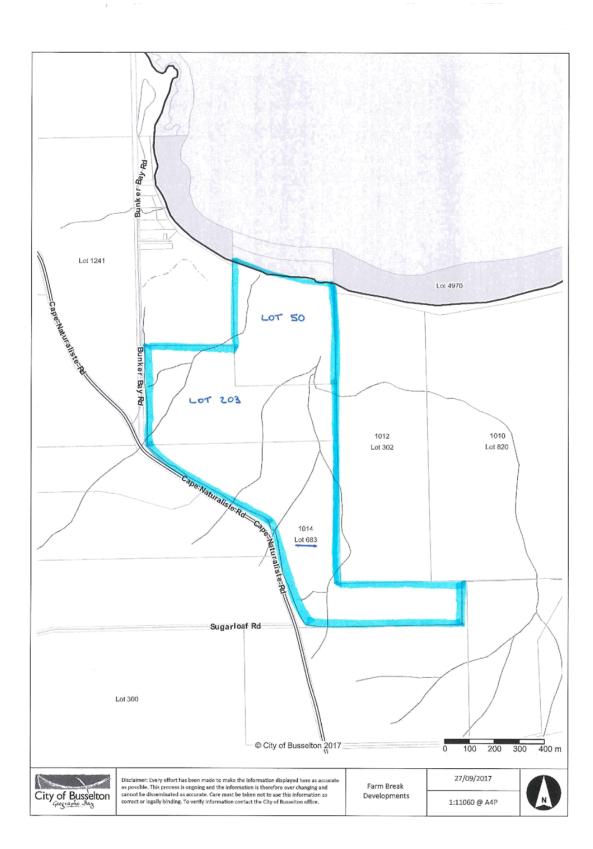
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Subject to adoption of the recommendation by Council a request would be forwarded to the Minister seeking approval of the request. This process normally takes between 3-4 weeks and would normally be expected to be finalised by 30 November at the latest.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council seeks Ministers approval to have the method of valuation for lot 203 (1074) Cape Naturaliste Rd, Naturaliste as depicted in attachment (A) amended to an Unimproved Valuation basis effective from the date of the Ministers approval.

18



10.3 <u>Finance Committee - 5/10/2017 - REQUEST FOR EXEMPTION FROM RATES - LOCKE ESTATE</u>

SUBJECT INDEX: Exemptions and Appeals (Rates)

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

and transparent.

BUSINESS UNIT: Financial Services

ACTIVITY UNIT: Rates

REPORTING OFFICER: Rates Coordinator - David Whitfield

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

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

This item was considered by the Finance Committee at its meeting on 5 October 2017, the recommendations from which have been included in this report.

PRÉCIS

At its meeting of 28th July 2010, and in considering the Locke Estate lease project, the Council resolved (C1007/271), inter alia, that "as of the commencement of the new lease, each site is to be subject to the payment of shire rates unless an application from the lease is received by the Shire and the Council determines that the leased site is to be exempted from rates."

During May 2013, the above determination was reaffirmed with the lessees, at which time they were also requested to submit an application for the rating exemption, should they believe they met the associated criteria.

This report details an application received by the Uniting Church in Australia Western Australia as received on the 16 August 2017 and, on the basis of the application details, recommends that the request for exemption be granted.

BACKGROUND

The Uniting Church in Australia (WA) is both a religious and a not for profit organisation and has occupied a leased site within the Locke Estate for many years, signing a further 21 year lease for site 13 in November 2016 effective from 1 December 2011.

The site is described as a recreational campsite in the application and is utilised by short stay school, cultural religious and recreation groups.

The campsite is a breakeven operation with user charged a nominal fee only to cover operational costs of the facility.

Documentation provided in support of the application includes:

- Completed City of Busselton Application for Exemption Form
- Statutory Declaration covering the property usage
- An extract of the Uniting Church in Australia Act 1976
- ATO endorsement of Income Tax Exemption
- Australia Charities and NFP Commission Registration Summary
- Copy of the lease document dated November 2016.
- Financial Statements to December 2016.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

Nil

FINANCIAL IMPLICATIONS

Should the application for rate exemption be approved the current rates amount of \$1,665.45 would be forgone.

Long-term Financial Plan Implications

Should the application for rate exemption be approved the current rates amount of \$1,665.45 would be forgone on an annual basis

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

That Council by not approving the application for rate exemption may be required to defend its decision if the matter were to be appealed by the applicant to the State Administrative Tribunal and that legal costs may be incurred as a result.

Risk	Controls	Consequence	Likelihood	Risk Level
Legal costs may be	Applicant may	Insignificant	Likely	Medium
incurred in	lodge a further			
defending Council's	application with			
decision if the	Council or may			
application is	appeal the			
declined.	decision via the			
	State			
	Administrative			
	Tribunal			

CONSULTATION

NA

OFFICER COMMENT

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

In considering the first part i.e. is the operations of Uniting Church in Australia (WA), legal opinions have been consistent in defining a charitable purpose; as follows:

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

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

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

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

Reference is also drawn to the lease agreement between the applicant and the City which states:

"Use:

- (1) The primary use of the Lease is for the Lessee to use the premises for temporary accommodation for:
- (a) Groups participating in organised education, cultural, religious or recreational activities;
- (b) Financially disadvantaged persons who are otherwise not able to afford a holiday; and
- (c) Individuals or families requiring respite."

The above uses could be considered charitable uses in light of the above mentioned definition of charitable purposes, albeit primary use does not necessarily extend to exclusive use.

In this instance it is recognised that the site is being leased by the Uniting Church in Australia from the City of Busselton. The site is then being hired to third parties who, on the basis of the information supplied in the application, may then be providing services to their members/clientele that could meet any of the 4 charitable purposes listed above.

It would therefore appear that, if taken on face value, the current usage of the sites would be considered charitable.

The second part in the consideration of the application is the question of the property's "exclusive use" as a charitable purpose.

Under the terms of the lease with Council the usage of the property is primarily restricted to purposes that could, in a legal context, be considered charitable.

The lease agreements do allow for short stay accommodation to the general public to be made available upon written approval of the Council however such approval has not been requested by the Uniting Church in Australia (WA). Provided such use was minimal it could be considered ancillary to the primary use and not necessarily jeopardise the rate exemption status.

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

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

CONCLUSION

In light of the details provided by Uniting Church in Australia (WA), referencing the application to previous applications for rate exemption both within the City of Busselton and other municipalities, and by taking into account the property use requirements of the signed lease agreement it is considered that the applicants are providing a charitable purpose to the community and that the provision of such services from site 13 (Locke Estate) being 140 Caves Rd, Siesta Park is considered to be an exclusive use.

OPTIONS

The Council may decline the application for rate exemption on the basis that it considers Uniting Church in Australia (WA) is not providing a charitable purpose to the community or that such charitable use relating to the property is not considered an exclusive use.

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

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The application for exemption from rating was received following the issue and receipt of the 2017/2018 rate notice and it is proposed that the exemption from rating, if approved, be granted from the 1st July 2017.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council in accordance with Section 6.26(2) (g) of the Local Government Act 1995 declare Site 13 (Locke Estate as leased by Uniting Church in Australia (WA) be declared exempt from rating on the basis that the property is being used exclusively for a charitable purpose, with the effective date being the commencement of the 2017/2018 financial year, namely, the 1st July 2017.

10.4 <u>Finance Committee - 5/10/2017 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31</u> AUGUST 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: Finacial Services

REPORTING OFFICER: Manager Financial Services - Kim Dolzadelli

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

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Financial Activity Statement Period Ending 31 August

2017"

Attachment B Investment Report Period Ending 31 August 2017

This item was considered by the Finance Committee at its meeting on 5 October 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 August 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 26 July 2017, the Council adopted (C1707/163) the following material variance reporting threshold for the 2017/18 financial year:

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

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

STATUTORY ENVIRONMENT

Section 6.4 of the 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 AUGUST 2017

The Statement of Financial Activity for the period ending 31 August 2017 shows a better than expect Net Current Position (Surplus) of \$42.67M being \$5.9M more than Year to Date Budget.

The following summarises the major variances that collectively make up the above difference:

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
	\$	\$	\$	%	\$
Operating Activities		·	<u> </u>		·
Revenue	52,692,928	52,894,182	66,157,856	-0.38%	(201,254)
Expenses	(10,724,607)	(12,597,412)	(68,534,423)	14.87%	1,872,805
Non-Operating Grants, Subsidies					
and Contributions	1,009,173	4,124,214	42,079,630	-75.53%	(3,115,041)
Capital Revenue & (Expenditure)					
Land & Buildings	(1,463,152)	(3,405,132)	(16,531,693)	57.03%	1,941,980
Plant & Equipment	(548,553)	(408,884)	(4,029,400)	-34.16%	(139,669)
Furniture & Equipment	(99,999)	(178,944)	(830,212)	44.12%	78,945
Infrastructure	(4,898,053)	(9,850,640)	(59,905,821)	50.28%	4,952,587
Proceeds from Sale of Assets	109,884	55,000	635,150	99.79%	54,884
Total Loan Repayments - Principal	(85,895)	(28,943)	(2,780,982)	-196.77%	(56,952)
Transfer to Restricted Assets	(552,924)	(104,334)	(625,751)	-429.96%	(448,590)
Transfer from Restricted Assets	2,581,727	2,000,000	27,808,739	29.09%	581,727
Transfer to Reserves	(1,735,380)	(1,811,152)	(16,285,572)	4.18%	75,772

Operating Revenue:

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

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
	\$	\$	\$	%	\$
Revenue from Ordinary Activities					
Operating Grants, Subsidies and Contributions	440,971	559,445	3,454,904	-21.18%	(118,474)
Interest Earnings	288,899	377,166	2,262,996	-23.40%	(88,267)

Operating Grants, Subsidies and Contributions:

The main items affected are:

Cost Code Description	Natural Account Description	Variance YTD	Comments
		110	
YCAB (Youth Precinct	Reimbursement - Insurance		offset with costs
Foreshore)	Recovered	32,972.88	Offset With Costs
	Reimbursement - Workers		offset with reduced
Records	Compensation	(14,783.23)	expense
Regional Centres Program	Operating Grants & Subsidies-Other	22,566.00	timing variance
Preventative Services - CLAG	Operating Grant-Health Dept of WA	(72,000.00)	timing variance
Strategic Planning	Operating Grants & Subsidies-Other	40,000.00	timing variance
Preventative Services - CLAG	Contributions - Operating Activities	(85,334.00)	timing variance
Fire Prevention DFES	Reimbursement - ESL Levy	(47,267.00)	timing variance
Railway House	Reimbursement - Utility Charges	14,576.22	timing variance

Interest Earnings:

The main items affected are:

Natural Account Description	Variance YTD	Comments
Instalment Plan Interest	(38,166.00)	timing variance
Interest on Municipal Fund	(45,999.44)	timing variance

Operating Expenditure:

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	YTD Bud	
	\$	\$	\$	%	\$	
Evnenses from Ordinary Activities						

Expenses from Ordinary Activities

Materials & Contracts	(1,587,548)	(2,872,256)	(16,639,971)	44.73%	1,284,708
Utilities (Gas, Electricity, Water etc)	(343,927)	(439,562)	(2,580,822)	21.76%	95,635
Other Expenditure	(249,347)	(351,216)	(3,464,535)	29.00%	101,869

Materials and Contracts:

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

Cost Code Description / GL Activity	Variance YTD
Environmental Management Administration	(44,377)
Rural-Tree Pruning	(28,917)
Green Waste	(25,878)
Preventative Services - CLAG	25,000
Street Lighting Installations	25,000
Bsn Foreshore Precinct (not including Skate Park)	25,584
Busselton Transfer Station	27,103
Meelup Regional Park	27,634
Strategic Planning	35,262
Kookaburra Caravan Park	41,009
BTS External Restoration Works	43,684
Road Maintenance Bal Of Budget	61,669
Engineering Services Administration	63,709
Domestic Recycling Collections	74,647
Transport - Fleet Management	81,038
Business Systems	86,008
Busselton Jetty	93,460
Information & Communication Technology Services	192,918

Utilities:

With over 345 individual accounts at an average better than expected result of \$277a favourable position of \$95K is considered likely to be a timing difference at this early stage of the reporting year.

Other Expenditure:

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

Cost Code Description / GL Activity	Variance YTD
Community Services Administration	13,274
Human Resources & Payroll	14,839
Cinefest Oz	15,834
Office of the CEO	26,694
Iron Man	30,834

Non-Operating Grants, Subsidies and Contributions:

The main item impacting on the above result is the timing of the receipt of "Airport Development - Project Grant" with a current negative result of \$3.1M; this is a timing difference in nature only.

Capital Revenue & (Expenditure)

As at 31 August 2017, there is a variance of 56% or \$7.04M in total capital revenue with YTD Actual at \$5.5M against a YTD Budget of \$12.6M; the following categories exceeding the 10% material variance threshold:

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

Land and Buildings

- Sub Categories:

Description	2017/18 YTD Variance \$
Land & Buildings	
Land	(95,445)
Buildings	
Major Project - Busselton Foreshore	(51,222)
Major Project - Administration Building	405,113
Buildings (Other) including Airport Terminal	1,683,534

- Plant and Equipment
- Furniture and Equipment
- Infrastructure

- Sub Categories:

Description	2017/18 YTD Variance \$
<u>Infrastructure</u>	
Playgrounds General - Replacement of	
playground equipment	(148,205)
Beach Restoration	(59,322)
Cycleways Construction	38,801
Car Parking Construction	39,628
Bridges Construction	48,000
Drainage Construction - Street	71,638
Townscape Construction	117,858
Major Project - Administration Building	143,639
Footpaths Construction	154,753
Roads to Recovery	240,932
Sanitation Infrastructure	255,091
Council Roads Initiative	371,481
Main Roads	539,858
Major Project - Busselton Foreshore	760,652
Airport Development	2,375,742

All capital expenditure variances are considered to be a timing adjustment at this time, with no impact expected against the net current position.

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 August 2017, the value of the City's invested funds totalled \$85.99M, increasing from \$80.24M as at 1st July. The increase is due to rate funds now flowing in.

During the month of June \$12.5M in term deposit funds matured. All deposits were renewed for an average of 145 days at an average rate of 2.44%.

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 \$5.75M due to the inflow of rates funding. New term deposits will be opened in September subsequent to the rates due date. The balance of the Airport development ANZ cash account remained steady.

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

Chief Executive Officer – Corporate Credit Card

Details of monthly (August) 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
30-Jul-17	\$564.00	Lenton Brae	Wine For Elected Members Area
	\$328.00	Sushia (Brookfield)	Meal: LG Week (4 Crs + CEO)
02-Aug-17		Perth	
02-Aug-17	\$92.00	The Trustee Bar	+ CEO Hospitality LG Week (Drinks)
03-Aug-17	\$23.00	SFS PCEC 6189 Perth	+ Tea/Coffee LG Week
03-Aug-17	\$14.21	Total BS & Co. Pty Ltd	+ CEO Hospitality LG Week (Drinks)
03-Aug-17	\$116.00	Durty Nelly's Perth	Food & Drinks LG Week
05-Aug-17	\$60.48	Wilson Parking, Perth	Parking - LG Week
18-Aug-17	\$430.66	AIRBNB	* Accomm: LGCOG Conf. 22-24 Nov
18-Aug-17	\$671.00	Event Brite (LG)	* Rego: LGCOG Conf. 22-24 Nov
23-Aug-17	\$1,250.36	Naturaliste Travel	* Flights: LGCOG Conference 22-24 Nov

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

CONCLUSION

As at 31 August 2017, the City's financial performance is considered satisfactory noting the timing difference with respect to Rate Revenue.

⁺ Allocated against CEO Hospitality Expenses Allowance

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

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

Statement of Financial Activity

For The Period Ending 31 August 2017

	2017/2018 Actual	2017/2018 Amended	2017/2018 Original	2017/2018 Amended	2017/2018 Original	2017/18 YTD Bud (A)
	\$	Budget YTD \$	Budget YTD \$	Budget \$	Budget \$	Variance %
Revenue from Ordinary Activities	•	*	*	*	*	,,,
Rates	44,350,466	44,331,177	44,331,177	44,860,841	44,860,841	0.04%
Operating Grants, Subsidies and Contributions	440,971	559,445	559,445	3,454,904	3,454,904	-21.18%
Fees & Charges	7,567,682	7,564,204	7,564,204	15,175,277	15,175,277	0.05%
Other Revenue	44,910	62,190	62,190	403,838	403,838	-27.79%
Interest Earnings	288,899	377,166	377,166	2,262,996	2,262,996	-23.40%
	52,692,928	52,894,182	52,894,182	66,157,856	66,157,856	-0.38%
Expenses from Ordinary Activities						
Employee Costs	(5,249,334)	(5,643,559)	(5,643,559)	(29,186,308)	(29,186,308)	6.99%
Materials & Contracts	(1,587,548)	(2,872,256)	(2,872,256)	(16,639,971)	(16,639,971)	44.73%
Utilities (Gas, Electricity, Water etc)	(343,927)	(439,562)	(439,562)	(2,580,822)	(2,580,822)	21.76%
Depreciation on non current assets Insurance Expenses	(3,153,472) (386,203)	(3,088,130) (398,191)	(3,088,130) (398,191)	(18,003,380) (655,677)	(18,003,380) (655,677)	-2.12% 3.01%
Other Expenditure	(249,347)	(351,216)	(351,216)	(3,464,535)	(3,464,535)	29.00%
Allocations	245,224	195,502	195,502	1,996,270	1,996,270	-25.43%
	(10,724,607)	(12,597,412)	(12,597,412)	(68,534,423)	(68,534,423)	14.87%
December 6 at Ferrom						
Borrowings Cost Expense Interest Expenses	(18,040)	(6,079)	(6,079)	(1,410,971)	(1,410,971)	-196.76%
	(18,040)	(6,079)	(6,079)	(1,410,971)	(1,410,971)	-196.76%
Non-Operating Grants, Subsidies and Contributions	1,009,173	4,124,214	4,124,214	42,079,630	42,079,630	-75.53%
Profit on Asset Disposals	21,941	1,000	1,000	22,400	22,400	2094.10%
Loss on Asset Disposals	(11,121)	0	0	(6,252)	(6,252)	0.00%
	1,019,993	4,125,214	4,125,214	42,095,778	42,095,778	-75.27%
Net Result	42,970,274	44,415,905	44,415,905	38,308,240	38,308,240	-3.25%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	3,153,472	3,088,130	3,088,130	18,003,380	18,003,380	
Donated Assets	(180,000)	0	0	(16,000,000)	(16,000,000)	
(Profit)/Loss on Sale of Assets Allocations & Other Adjustments	(10,820) 51	(1,000)	(1,000)	(16,148) 0	(16,148)	
Deferred Pensioner Movements	(31,212)	0	0	0	0	
Deposit & Bonds Movements (cash backed)	480,687	0	0	0	0	
Capital Revenue & (Expenditure)						
Land & Buildings	(1,463,152)	(3,405,132)	(3,405,132)	(16,531,693)	(16,531,693)	57.03%
Plant & Equipment	(548,553)	(408,884)	(408,884)	(4,029,400)	(4,029,400)	-34.16%
Furniture & Equipment	(99,999)	(178,944)	(178,944)	(830,212)	(830,212)	44.12%
Infrastructure	(4,898,053)	(9,850,640)	(9,850,640)	(59,905,821)	(59,905,821)	50.28%
Proceeds from Sale of Assets	109,884	55,000	55,000	635,150	635,150	99.79%
Proceeds from New Loans	0	0	0	11,110,000	11,110,000	0.00%
Self Supporting Loans - Repayment of Principal	0	0	0	73,466	73,466	0.00%
Total Loan Repayments - Principal	(85,895)	(28,943)	(28,943)	(2,780,982)	(2,780,982)	-196.77%
Advances to Community Groups Transfer to Restricted Assets	(552,924)	(104,334)	(104,334)	(260,000) (625,751)	(260,000) (625,751)	0.00% -429.96%
Transfer to Restricted Assets Transfer from Restricted Assets	2,581,727	2,000,000	2,000,000	27,808,739	27,808,739	-429.96% 29.09%
Transfer from Restricted Assets Transfer to Reserves	(1,735,380)	(1,811,152)	(1,811,152)	(16,285,572)	(16,285,572)	4.18%
Transfer from Reserves	1,146,659	1,146,659	1,146,659	19,486,964	19,486,964	0.00%
Opening Funds Surplus/ (Deficit)	1,839,640	1,839,640	1,839,640	1,839,640	1,839,640	
Net Current Position - Surplus / (Deficit)	42,676,407	36,756,305.00	36,756,305.00	0.00	0.00	

Financial Activity Statement Period Ending 31 August 2017

City of Busselton

33

Net Current Position

For The Period Ending 31 August 2017

	2017/18 Actual	2017/18 Amended Budget	2017/18 Original Budget	2016/17 Actual
NET CURRENT ASSETS	\$	\$	\$	\$
CURRENT ASSETS				
Cash - Unrestricted	2,235,290	1,025,543	1,025,543	1,942,078
Cash - Restricted	83,169,340	54,263,018	54,263,018	84,647,398
Sundry Debtors	1,482,897	1,500,000	1,500,000	2,872,111
Rates Outstanding - General	40,827,550	950,000	950,000	950,768
Stock on Hand	16,543	24,457	24,457	24,457
	127,731,620	57,763,018	57,763,018	90,436,812
LESS: CURRENT LIABILITIES				
Bank Overdraft	0	0	0	0
Sundry Creditors	1,885,873	3,500,000	3,500,000	3,949,774
Performance Bonds	2,694,866	2,214,179	2,214,179	2,214,179
	4,580,739	5,714,179	5,714,179	6,163,953
Current Position (inclusive of Restricted Funds)	123,150,881	52,048,839	52,048,839	84,272,859
Add: Cash Backed Liabilities (Deposits & Bonds)	2,694,866	2,214,179	2,214,179	2,214,179
Less: Cash - Restricted Funds	(83,169,340)	(54,263,018)	(54,263,018)	(84,647,398)
NET CURRENT ASSET POSITION	42,676,407	0	0	1,839,640

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 August 2018

	Description	2017/ 18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
>> Prope	erty, Plant & Equipment	\$	\$	\$	\$	\$	%
	Land						
10610	Property Services Administration	0	0	0	100,000	100,000	0.00%
10970	Parking Control	0	0	0	1,525,000	1,525,000	0.00%
11156 R0780	Airport Development Dunsborough Lakes Oval - Commonage Road	95,445 0	0	0	100,000 1,600,000	1,600,000	0.00%
110700	- Suisborough takes Ovan - Commonage noad						
		95,445	0	0	3,325,000	3,325,000	0.00%
	Buildings						
	Major Projects						
	Major Project - Busselton Foreshore						
B9570	Foreshore East-Youth Precinct Community Youth Building/SLSC	459,865	500,000	500,000	1,351,078	1,351,078	-8.03%
B9583 B9593	Railway House Barnard Park Pavilion	300 294,391	3,334 200,000	3,334 200,000	20,000 350,969	20,000 350,969	-91.00% 47.20%
B9600	Old Busselton Lighthouse	0	0	0	80,000	80,000	0.00%
	-	754,556	703,334	703,334	1,802,047	1,802,047	7.28%
	Major Project - Administration Building						
B9010	Civic and Administration Centre Construction	611,601	1,016,714	1,016,714	1,140,537	1,140,537	-39.85%
	Pull-disea (Other)	611,601	1,016,714	1,016,714	1,140,537	1,140,537	-39.85%
	Buildings (Other)						
B9112	Ambergate Bushfire Brigade Shed	0	20,552	20,552	123,307	123,307	-100.00%
B9300	Aged Housing Capital Improvements - Winderlup	0	0	0	33,000	33,000	0.00%
B9301 B9302	Aged Housing Capital Improvements - Harris Road Aged Housing Capital Improvements - Winderlup Court (City)	0	0 6,666	0 6,666	22,000 40,000	22,000 40,000	0.00%
B9517	GLC - Pool Relining	0	95,093	95,093	570,000	570,000	-100.00%
B9528	GLC - Plant Room	1,550	21,805	21,805	130,000	130,000	-92.89%
B9591 B9594	Performing Arts Convention Centre Vasse Community Recreation Precinct	0	0 8,334	0 8,334	100,000 50,000	100,000 50,000	0.00%
B9716	Airport Terminal Stage 2	0	1,500,000	1,500,000	9,000,000	9,000,000	-100.00%
B9804	Kook Park Home	0	32,634	32,634	195,802	195,802	-100.00%
		1,550	1,685,084	1,685,084	10,264,109	10,264,109	-99.91%
	Total Buildings	1,367,707	3,405,132	3,405,132	13,206,693	13,206,693	-59.83%
	Plant & Equipment						
10502	Community & Commercial Services Support	0	0	0	50.000	50.000	0.00%
10610	Property Services Administration	0	0	0	35,000	35,000	0.00%
10630	Property and Business Development	0	0	0	40,000	40,000	0.00%
10810 10920	Statutory Planning Environmental Health Services Administration	65,113	0	0	70,000 37,000	70,000 37,000	0.00%
10922	Preventative Services - Mosquitoes	0	84	84	39,500	39,500	-100.00%
10950	Animal Control	0	0	0	79,600	79,600	0.00%
11107 11401	Engineering Services Design Transport - Workshop	0	0	0	35,000 53.000	35,000 53.000	0.00%
11402	Plant Purchases (P10)	383,156	406,300	406,300	1,845,300	1,845,300	-5.70%
11403	Plant Purchases (P11)	100 304	0	0	328,000	328,000	0.00%
11404 G0030	Plant Purchases (P12) Busselton Transfer Station	100,284	834	834	1,402,000 5.000	1,402,000 5.000	0.00%
G0031	Dunsborough Waste Facility	0	1,666	1,666	10,000	10,000	-100.00%
	-	548,553	408,884	408,884	4,029,400	4,029,400	34.16%
	Furniture & Office Equipment						
10250	Information & Communication Technology Services	49,983	17,214	17,214	103,276	103,276	190.36%
10251	Business Systems	34,120	44,732	44,732	268,400	268,400	-23.72%
10380 10381	Busselton Library Dunsborough Library	0	0 4.022	0 4,022	5,000 24,130	5,000 24,130	0.00%
10590	Naturaliste Community Centre	0	15,720	15,720	15,720	15,720	-100.00%
10591	Geographe Leisure Centre	0	7,090	7,090	42,540	42,540	-100.00%
10616 10617	Winderlup Villas Aged Housing Harris Road Aged Housing	0	0	0	6,000 3,500	6,000 3,500	0.00%
10617	Art Geo Administration	3,676	0	0	12,000	12,000	0.00%
10900	Cultural Planning	0	0	0	77,030	77,030	0.00%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 August 2018

	Description	2017/ 18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
10920	Environmental Health Services Administration	0	166	166	10,000	10,000	-100.00%
11300	Sanitation Waste Services Administration	246	0	0	0	0	0.00%
11400 11500	Transport - Fleet Management Operations Services Administration	246 738	0	0	0	0	0.00%
B1000	Administration Building- 2-16 Southern Drive	10,990	50,000	50,000	111,000	111,000	-78.02%
B1010	Ambergate Bushfire Brigade	0	0	0	2,464	2,464	0.00%
B1013	Dunsborough Bushfire Brigade	0	0	0	4,833	4,833	0.00%
B1014	Eagle Bay Bushfire Brigade	0	0	0	4,833	4,833	0.00%
B1015 B1018	Hithergreen District Bushfire Brigade Kaloorup Bushfire Brigade	0	0	0	4,833 2,464	4,833 2,464	0.00%
B1019	Metricup Bushfire Brigade	0	0	0	2,464	2,464	0.00%
B1022	Sussex Bushfire Brigade	0	0	0	2,464	2,464	0.00%
B1023	Vasse Bushfire Brigade	0	0	0	2,464	2,464	0.00%
B1024 B1025	Wilyabrup Bushfire Brigade Yallingup Coastal Bushfire Brigade	0	0	0	2,464 4,833	2,464 4,833	0.00%
B1025	Yallingup Rural Bushfire Brigade	0	0	0	2,464	2,464	0.00%
B1028	Yoongarillup Bushfire Brigade	0	0	0	2,464	2,464	0.00%
B1029	Busselton Branch SES	0	0	0	12,572	12,572	0.00%
B1361	YCAB (Youth Precinct Foreshore)	0	40,000	40,000	100,000	100,000	-100.00%
		99,999	178,944	178,944	830,212	830,212	-44.12%
	Sub-Total Property, Plant & Equipment	2,111,703	3,992,960	3,992,960	21,391,305	21,391,305	-47.11%
>> Infras	structure						
	Major Project - Busselton Foreshore						
C0016	Milne Street Carpark	1,575	0	0	40,000	40,000	0.00%
C3094	Busselton Foreshore - Stage 3	936,307	573,396	573,396	3,440,383	3,440,383	63.29%
C3113	Busselton Tennis Club - Infrastructure	0	458,334	458,334	2,750,000	2,750,000	-100.00%
C3150 C3168	Busselton Foreshore Stage 3: Toddler's Playground Busselton Foreshore Jetty Precinct	0 31,695	31,834 666,666	31,834 666,666	191,000 4,000,000	191,000 4,000,000	-100.00% -95.25%
C3100	Busselton Poresnore Jetty Precinct						
		969,578	1,730,230	1,730,230	10,421,383	10,421,383	-43.96%
	Major Project - Administration Building						
C0043	Administration Building Carpark	106,361	250,000	250,000	250,000	250,000	-57.46%
		106,361	250,000	250,000	250,000	250,000	-57.46%
	Footpaths Construction						
F0035	Dunsborough Lakes Drive to N.C.C.	0	27,093	27,093	152,000	152,000	-100.00%
F0063	Yallingup Footpath	0	5,232	5,232	31,395	31,395	-100.00%
F0066 F0073	Bussell Highway Footpath Sections Bussell H/way Footpath – Opp Corner Store to Warden Crossing	0	64,970 4,458	64,970 4,458	389,820 25,000	389,820 25,000	-100.00% -100.00%
F0074	Milward Street – Ford Road to Cookworthy Street	0	9,804	9,804	55,000	55,000	-100.00%
F0075	Armitage Drive Footpath - Navigation Way to Avocet Boulevard	0	10,696	10,696	60,000	60,000	-100.00%
F0076	Vasse Bypass Road Footpath	0	32,500	32,500	65,000	65,000	-100.00%
		0	154,753	154,753	778,215	778,215	-100.00%
	Drainage Construction - Street						
D0009	Busselton LIA - Geocatch Drain Partnership	0	0	0	30,000	30.000	0.00%
D0009	Dunsborough / Busselton Drainage Upgrades	8,658	12,303	12,303	69,000	69,000	-29.63%
D0015	Valley Road Drainage Upgrade	0	45,993	45,993	258,010	258,010	-100.00%
D0016	Vasse Highway Drainage Works	0	12,000	12,000	22,523	22,523	-100.00%
D0017	Chain Avenue - Drainage Works	0	10,000	10,000	60,000	60,000	-100.00%
		8,658	80,296	80,296	439,533	439,533	-89.22%
	Car Parking Construction						
C0044	Meelup Coastal Nodes - Carpark upgrade	0	39,628	39,628	237,764	237,764	-100.00%
	•	0	39,628	39,628	237,764	237,764	-100.00%
	Bridges Construction						
A0010	Queen Street Bridge 0240A	0	48,000	48,000	288,000	288,000	-100.00%
A0021	Ambergate Bridge - 3393	0	0	0	90,000	90,000	0.00%
A0022	Yallingup Beach Road Bridge - 3347	0	0	0	222,000	222,000	0.00%
		0	48,000	48,000	600,000	600,000	-100.00%
	Cycleways Construction						

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 August 2018

	Description	2017/ 18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
F1019	Busselton Bypass - Country Road Footpath	0	38,801	38,801	222,000	222,000	-100.00%
		0	38,801	38,801	222,000	222,000	-100.00%
	Townscape Construction						
C1001	Constitution of Declarate Kent Const	684	20.666	20.666	124.000	124.000	-96.69%
C1001	Queen Street Upgrade - Duchess to Kent Street Dunsborough Road Access Improvements Stage 1	650	98,526	98,526	591,155	591,155	-96.69%
		1,334	119,192	119,192	715,155	715,155	-98.88%
	Boat Ramps Construction						
C1513	Port Geographe Boat Trailer Parking Layout Redevelopment	1,350	0	0	224,819	224,819	0.00%
		1,350	0	0	224,819	224,819	0.00%
	Beach Restoration						
C2504	Groyne Construction	0	0	0	40,040	40,040	0.00%
C2512	Sand Re-Nourishment	83,698	18,334	18,334	110,000	110,000	356.52%
C2520	Coastal Protection Works	214	7,500	7,500	45,000	45,000	-97.15%
C2524	Wonnerup Coastal Defence (Groyne)	74,580	73,335	73,335	73,335	73,335	1.70%
		158,491	99,169	99,169	268,375	268,375	59.82%
	Parks, Gardens & Reserves						
C3006	Playgrounds General - Replacement of playground equipment	0	3,508	3,508	20,000	20,000	-100.00%
C3007	Park Furniture Replacement - Replace aged & unsafe Equip	0	2,500	2,500	15,000	15,000	-100.00%
C3014	Meelup Park - Fire Access Trail	0	3,334	3,334	20,000	20,000	-100.00%
C3122 C3131	Rails to Trails Elijah Circle POS	818 0	16,668 6,724	16,668 6,724	165,310 40,000	165,310 40,000	-95.09% -100.00%
C3131	Vasse Community & Recreation Precinct - AFL Oval Stage 1	894	8,334	8,334	50,000	50,000	-89.28%
C3145	Churchill Park Redevelopment - Irrigation	7,134	0,554	0,554	0	0	0.00%
C3146	Dunsborough Town Centre	0	15,348	15,348	90,000	90,000	-100.00%
C3154	Administration Building Landscaping Works	349,682	83,912	83,912	250,000	250,000	316.72%
C3157 C3158	Port Geographe - Layman Road Native Tree Planting Port Geographe - Casurina Replacements on Layman Road	0	5,832 6,724	5,832 6,724	35,000 40,000	35,000 40,000	-100.00% -100.00%
C3150	Port Geographe - Casuma Replacements on Layman Road Port Geographe - Burgee Close (Western Side of Bridge)	0	15.832	15,832	95,000	95,000	-100.00%
C3160	Port Geographe - Reticulated POS at Layman Rd R/About	0	42,244	42,244	250,000	250,000	-100.00%
C3161	Port Geographe-Layman Road to Lanyard Boulevard (Planting)	0	3,334	3,334	20,000	20,000	-100.00%
C3163	Port Geographe - Outstanding Minor Repairs	0	5,176	5,176	30,000	30,000	-100.00%
C3164 C3165	Port Geographe - Reticulation Upgrade Scheme to Bore Water Foreshore - Irrigation Renewal	0	56,412 10,290	56,412 10,290	335,000 60,000	335,000 60,000	-100.00% -100.00%
C3166	Vasse River Foreshore - Bridge to Bridge project Stage 1	0	12,500	12,500	75,000	75,000	-100.00%
C3167	Advanced Bore Monitoring Equipment	0	16,666	16,666	100,000	100,000	-100.00%
C3169	Relocatable Bike Racks	0	1,834	1,834	11,000	11,000	-100.00%
C3170	Yallingup Beach Showers	0	6,666	6,666	40,000	40,000	-100.00%
C3171 C3172	Dunsborough Foreshore Beach Showers Vasse Newtown - AFL Oval Stage 2	0 169,730	834 55,380	834 55,380	5,000 332,275	5,000 332,275	-100.00% 206.48%
C3172	Vaste Newtown - At E Oval Stage 2					,	
		528,257	380,052	380,052	2,078,585	2,078,585	39.00%
	Cemetery Capital Works						
C1609	Pioneer Cemetery - Implement Conservation Plan	0	3,390	3,390	20,000	20,000	-100.00%
		0	3,390	3,390	20,000	20,000	-100.00%
	Aged Housing - Infrastructure Works						
C3451	Aged Housing Infrastructure (Upgrade)	0	0	0	13,000	13,000	0.00%
		0	0	0	13,000	13,000	0.00%
	Sanitation Infrastructure						
C3479	New Cell Development	0	145,832	145,832	875,000	875,000	-100.00%
C3479 C3481	New Cell Development Transfer Station Development	850	145,832	145,832	106,500	106,500	-100.00% -95.21%
C3481	Site Rehabilitation - Busselton	86,807	17,750	17,750	1,075,000	1,075,000	-51.55%
		87,657	342,748	342,748	2,056,500	2,056,500	-74.43%
	Airport Development	07,037	376,770	370,700	2,330,300	2,030,300	7-1-570
	port Development						
C6090	Parks & Gardens Airport Stage 2	0	100,000	100,000	600,000	600,000	-100.00%
C6091	Airport Construction Stage 2, Noise Management Plan	16,099	83,334	83,334	500,000	500,000	-80.68%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 August 2018

	Description	2017/ 18 Actual	2017/18 Amended Budget YTD	2017/18 Original Budget YTD	2017/18 Amended Budget	2017/18 Original Budget	2017/18 Budget YTD Variance
C6092	Airport Construction Stage 2, Airfield	2,561,348	2,916,666	2,916,666	17,500,000	17,500,000	-12.18%
C6093	Airport Construction Stage 2, Car Park & Access Roads	0	1,000,000	1,000,000	6,000,000	6,000,000	-100.00%
C6095	Airport Construction Stage 2, External Services	0	766,666	766,666	4,600,000	4,600,000	-100.00%
C6097	Airport Construction Stage 1B, Jet Fuel	0	102,500	102,500	615,000	615,000	-100.009
C6099	Airport Development - Project Expenses	308,423	292,446	292,446	1,701,890	1,701,890	5.46%
	-	2,885,870	5,261,612	5,261,612	31,516,890	31,516,890	-45.15%
	Main Roads						
S0035	Strelly Street	4,825	95,538	95,538	549,859	549,859	-94.95%
50033	Layman Road	18,240	112,116	112,116	672,701	672,701	-83.739
S0051	Causeway Road	50,518	23,172	23,172	139,032	139,032	118.01%
S0064	Peel Terrace	10,345	190,712	190,712	1,102,549	1,102,549	-94.58%
S0066	Queen Street	3,993	42,402	42,402	254,412	254,412	-90.58%
S0067	Layman Road - Reconstruction Between 3250 and 6190	244	107,650	107,650	600,000	600,000	-99.77%
S0068	Georgiana Molloy Bus Bay Facilities	390	0	0	200,000	200,000	0.00%
50314	Koorabin Drive - Reseal	1,403	43,259	43,259	250,000	250,000	-96.76%
S0315	Guerin Street - Asphalt Overlay	0	14,966	14,966	85,907	85,907	-100.00%
		89,957	629,815	629,815	3,854,460	3,854,460	-85.72%
	Roads to Recovery						
T0004	Chapman Hill Road	0	16,080	16,080	92,000	92,000	-100.00%
T0016	Puzey Road	0	25,939	25,939	155,000	155,000	-100.00%
T0026	Kaloorup Road	3,943	7,556	7,556	43,000	43,000	-47.81%
T0061	Jindong Treeton Road	0	4,182	4,182	25,000	25,000	-100.00%
T0077	Florence Rd Gravel Resheet Slk 0.30 - 1.00	0	6,117	6,117	35,000	35,000	-100.00%
T0078	Taylor Rd Gravel Resheet Slk 0.00 - 1.14	0	8,391	8,391	48,000	48,000	-100.00%
T0079	Patton Terrace - Asphalt Overlay	982	46,705	46,705	269,000	269,000	-97.90%
T0080 T0082	Craig Street - Asphalt Overlay Hakea Way - Asphalt Overlay	445 0	26,392	26,392	152,000	152,000	-98.31% -100.00%
T0082	Pinnock Place- Asphalt Overlay	0	6,806	6,806	40,000	40,000	-100.00%
T0084	Yelverton Road- Rural reconstruction & widening	137	98,270	98,270	589,624	589,624	-99.86%
10001	-	5,507	246,439	246,439	1.448.624	1.448.624	-97.77%
		5,507	240,433	240,433	1,440,024	1,440,024	-37.7770
	Black Spot						
V0002	Busselton/Dunsborough Traffic Implementation Works	0	0	0	2,325,000	2,325,000	0.00%
	_	0	0	0	2,325,000	2,325,000	0.00%
	Council Roads Initiative						
W0019	Marine Terrace	0	86,808	86,808	500,000	500,000	-100.00%
W0066	Court Street	0	3,750	3,750	22,500	22,500	-100.00%
W0108	Yelverton Road	650	194,579	194,579	1,080,376	1,080,376	-99.67%
W0136	DAIP Issues District ACROD Bays, ramps, signs etc	5,909	6,132	6,132	36,792	36,792	-3.64%
W0137	Edwards Road	0	26,565	26,565	152,000	152,000	-100.00%
W0150 W0176	Roe Terrace Busselton Signage (Alternate CBD Entry)	0	3,334 10,000	3,334 10,000	20,000 60,000	20,000 60,000	-100.00% -100.00%
W0176	Strelly Street	0	10,000	10,000	60,000	60,000	-100.00%
W0177	Valley Road	0	7,806	7,806	46,840	46,840	-100.00%
W0192	Senior Citizens Access Road (Peel Tce)	47,057	7,750	7,750	46,500	46,500	507.19%
W0200	Farquhar Rd Gravel Resheet Slk 0.60 - 2.10	0	9,265	9,265	53,000	53,000	-100.00%
W0201	McDonald Rd Gravel Resheet Slk 1.40 - 2.49	0	8,740	8,740	50,010	50,010	-100.00%
W0202	Costello Road - Asphalt Overlay	389	12,327	12,327	71,000	71,000	-96.85%
W0203	Coates Street - Asphalt Overlay	205	9,550	9,550	55,000	55,000	-97.85%
W0204	Greenfield Road (Loop) - One way layout	0	9,716	9,716	56,000	56,000	-100.00%
W0205	Churchill Park New Entry Road to Croquet Club	825	13,277	13,277	74,000	74,000	-93.79%
W0206	Churchill Park Fire Hydrant Relocation	0	1,500	1,500	9,000	9,000	-100.00%
W0207 W0208	Busselton Highway Pavement Deformation Plover Court	0	0 5,416	0 5,416	10,000 32,500	10,000 32,500	0.00% -100.00%
	_	55,034	426,515	426,515	2,435,518	2,435,518	-87.10%
	Sub-Total Infrastructure	4,898,053	9,850,640	9,850,640	59,905,821	59,905,821	-50.28%
	Sub-Total Intrastructure	4,070,033	9,030,040	9,030,040	33,303,021	39,903,821	-30.28%
	Grand Total - Capital Acquisitions	7,009,756	13,843,600	13,843,600	81,297,126	81,297,126	

Reserves Movement Report

		2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
		\$	\$	\$	\$	\$	\$
100	Airport Infrastructure Renewal and Replaceme	nt Reserve					
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	1,428,767.68 7,098.66 66,084.00 0.00	1,428,767.68 5,526.00 66,084.00 0.00	1,428,767.68 5,526.00 66,084.00 0.00	1,428,767.68 33,156.00 396,505.00 (42,630.00)	1,428,767.68 33,156.00 396,505.00 (42,630.00)	940,036.19 33,323.88 498,037.73 (42,630.12)
		1,501,950.34	1,500,377.68	1,500,377.68	1,815,798.68	1,815,798.68	1,428,767.68
101	Asset Depreciation Reserve						
	Accumulated Reserves at Start of Year Transfer to Muni	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2,573,603.88 (2,573,603.88)
		0.00	0.00	0.00	0.00	0.00	0.00
102	Climate Adaptation Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	1,900,992.93 7,024.50 75,620.00 0.00	1,900,992.93 7,352.00 75,620.00 0.00	1,900,992.93 7,352.00 75,620.00 0.00	1,900,992.93 44,112.00 650,703.14 (195,000.00) 2,400,808.07	1,900,992.93 44,112.00 650,703.14 (195,000.00) 2,400,808.07	1,768,390.03 54,921.29 453,720.00 (376,038.39) 1,900,992.93
107	Corporate IT System Programme						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer to Muni	125,981.19 538.76 0.00	125,981.19 488.00 0.00	125,981.19 488.00 0.00	125,981.19 2,928.00 (53,276.00)	125,981.19 2,928.00 (53,276.00)	132,062.14 3,543.05 (9,624.00)
		126,519.95	126,469.19	126,469.19	75,633.19	75,633.19	125,981.19
110	Jetty Maintenance Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	3,158,774.78 17,290.44 0.00 0.00 3,176,065.22	3,158,774.78 12,216.00 0.00 0.00 3,170,990.78	3,158,774.78 12,216.00 0.00 0.00 3,170,990.78	3,158,774.78 73,297.00 1,195,004.00 (989,438.00) 3,437,637.78	3,158,774.78 73,297.00 1,195,004.00 (989,438.00) 3,437,637.78	2,306,653.49 66,858.67 1,177,344.00 (392,081.38) 3,158,774.78
111	Legal Expenses Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves	544,831.88 2,568.57	544,831.88 2,108.00	544,831.88 2,108.00	544,831.88 12,648.00	544,831.88 12,648.00	530,592.71 14,239.17
		547,400.45	546,939.88	546,939.88	557,479.88	557,479.88	544,831.88
112	Long Service Leave Reserve						
	Accumulated Reserves at Start of Year Transfer to Muni	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00 0.00	2,604,471.00 (2,604,471.00)
		0.00	0.00	0.00	0.00	0.00	0.00
114	City Car Parking and Access Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	623,501.69 1,812.98 73,342.00 0.00	623,501.69 2,412.00 73,342.00 0.00	623,501.69 2,412.00 73,342.00 0.00	623,501.69 14,472.00 440,050.00 (887,057.00)	623,501.69 14,472.00 440,050.00 (887,057.00)	427,856.90 18,342.12 408,020.00 (230,717.33)
***	Digut Benjasawant Beccom	698,656.67	699,255.69	699,255.69	190,966.69	190,966.69	623,501.69
115	Plant Replacement Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	2,325,777.71 4,809.55 122,880.00 0.00	2,325,777.71 8,994.00 122,880.00 0.00	2,325,777.71 8,994.00 122,880.00 0.00	2,325,777.71 53,965.00 772,280.00 (1,658,950.00)	2,325,777.71 53,965.00 772,280.00 (1,658,950.00)	2,810,578.75 84,998.01 550,000.00 (1,119,799.05)
		2,453,467.26	2,457,651.71	2,457,651.71	1,493,072.71	1,493,072.71	2,325,777.71

Reserves Movement Report

		2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
		\$	\$	\$	\$	\$	\$
116	Professional Development Reserve						
	Accumulated Reserves at Start of Year Transfer to Muni	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	77,905.02 (77,905.02)
		0.00	0.00	0.00	0.00	0.00	0.00
117	Road Asset Renewal Reserve						
	Accumulated Reserves at Start of Year Transfer to Muni	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	328,823.05 (328,823.05)
		0.00	0.00	0.00	0.00	0.00	0.00
119	Sick Pay Incentive Reserve						
	Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	144,552.59
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(144,552.59)
		0.00	0.00	0.00	0.00	0.00	0.00
120	Strategic Projects Reserve						
	Accumulated Reserves at Start of Year	230,336.88	230,336.88	230,336.88	230,336.88	230,336.88	216,612.01
	Interest transfer to Reserves Transfer from Muni	997.35 4,166.00	890.00 4,166.00	890.00 4,166.00	5,340.00 25,000.00	5,340.00 25,000.00	6,271.87 25,000.00
	Transfer to Muni	0.00	0.00	0.00	(25,000.00)	(25,000.00)	(17,547.00)
		235,500.23	235,392.88	235,392.88	235,676.88	235,676.88	230,336.88
121	Waste Management Facility and Plant Reserve						
	Accumulated Reserves at Start of Year	7,578,591.65	7,578,591.65	7,578,591.65	7,578,591.65	7,578,591.65	7,613,254.10
	Interest transfer to Reserves	33,957.37	29,310.00	29,310.00	175,861.00	175,861.00	215,633.80
	Transfer from Muni Transfer to Muni	317,736.00 0.00	317,736.00 0.00	317,736.00 0.00	1,906,419.00 (4,002,300.00)	1,906,419.00 (4,002,300.00)	2,487,565.49 (2,737,861.74)
		7,930,285.02	7,925,637.65	7,925,637.65	5,658,571.65	5,658,571.65	7,578,591.65
122	Port Geographe Development Reserve						
	Accumulated Reserves at Start of Year	1,534,670.81	1,534,670.81	1,534,670.81	1,534,670.81	1,534,670.81	1,654,121.43
	Interest transfer to Reserves	6,295.88	5,936.00	5,936.00	35,616.00	35,616.00	44,374.96
	Transfer to Muni	0.00	0.00	0.00	(989,718.00)	(989,718.00)	(163,825.58)
		1,540,966.69	1,540,606.81	1,540,606.81	580,568.81	580,568.81	1,534,670.81
123	Port Geographe Waterways Managment Reserv	e (SAR)					
	Accumulated Reserves at Start of Year	3,422,821.20	3,422,821.20	3,422,821.20	3,422,821.20	3,422,821.20	3,454,443.12
	Interest transfer to Reserves Transfer from Muni	14,508.68 30,020.00	13,238.00 30,020.00	13,238.00 30,020.00	79,428.00 180,120.00	79,428.00 180,120.00	95,828.22 172,549.86
	Transfer to Muni	0.00	0.00	0.00	(310,000.00)	(310,000.00)	(300,000.00)
		3,467,349.88	3,466,079.20	3,466,079.20	3,372,369.20	3,372,369.20	3,422,821.20
124	Workers Compensation Contingency Reserve						
	Accumulated Reserves at Start of Year	322,008.37	322,008.37	322,008.37	322,008.37	322,008.37	273,142.25
	Interest transfer to Reserves Transfer from Muni	1,537.70 8,458.00	1,246.00 8,458.00	1,246.00 8,458.00	7,476.00 50,750.00	7,476.00 50,750.00	8,066.12 40,800.00
	Transfer to Muni	0.00	0.00	0.00	(25,000.00)	(25,000.00)	0.00
		332,004.07	331,712.37	331,712.37	355,234.37	355,234.37	322,008.37
126	Provence Landscape Maintenance Reserve (SAR))					
	Accumulated Reserves at Start of Year	1,001,808.42	1,001,808.42	1,001,808.42	1,001,808.42	1,001,808.42	835,855.66
	Interest transfer to Reserves Transfer from Muni	4,767.75 26,020.00	3,874.00 26,020.00	3,874.00 26,020.00	23,244.00 156,115.00	23,244.00 156,115.00	25,127.34 149,378.15
	Transfer to Muni	0.00	0.00	0.00	(162,369.00)	(162,369.00)	(8,552.73)
		1,032,596.17	1,031,702.42	1,031,702.42	1,018,798.42	1,018,798.42	1,001,808.42

40

Reserves Movement Report

		2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
		\$	\$	\$	\$	\$	\$
127	New Infrastructure Development Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	2,033,639.44 7,705.09 108,850.00 0.00	2,033,639.44 7,866.00 108,850.00 0.00	2,033,639.44 7,866.00 108,850.00 0.00	2,033,639.44 47,196.00 653,105.00 (1,195,674.00)	2,033,639.44 47,196.00 653,105.00 (1,195,674.00)	2,007,644.66 58,245.99 548,628.60 (580,879.81)
			2,150,355.44	2,150,355.44	1,538,200.44	1,538,266.44	2,033,639.44
128	Vasse Newtown Landscape Maintenance Reserve	(SAR)					
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	485,466.16 1,443.03 27,924.00 0.00	485,466.16 1,878.00 27,924.00 0.00	485,466.16 1,878.00 27,924.00 0.00	485,466.16 11,268.00 167,547.00 (207,566.00)	485,466.16 11,268.00 167,547.00 (207,566.00)	470,759.51 15,192.21 161,862.78 (162,348.34) 485,466.16
129	Untied Grants Reserve						
123							
	Accumulated Reserves at Start of Year Transfer from Muni	1,146,659.00 0.00	1,146,659.00 0.00	1,146,659.00 0.00	1,146,659.00 0.00	1,146,659.00 0.00	0.00 1,146,659.00
	Transfer to Muni	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	0.00
		0.00	0.00	0.00	0.00	0.00	1,146,659.00
130	Locke Estate Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	129,971.14 979.64 0.00 0.00	129,971.14 502.00 0.00 0.00	129,971.14 502.00 0.00 0.00	129,971.14 3,012.00 64,000.00 (196,983.14)	129,971.14 3,012.00 64,000.00 (196,983.14)	64,000.00 1,971.14 64,000.00 0.00
131	Busselton Community Resource Centre						
131							
	Accumulated Reserves at Start of Year Interest transfer to Reserves	123,721.93 605.14	123,721.93 478.00	123,721.93 478.00	123,721.93 2.868.00	123,721.93 2.868.00	92,178.36 2.973.75
	Transfer from Muni	0.00	0.00	0.00	27,580.00	27,580.00	28,569.82
		124,327.07	124,199.93	124,199.93	154,169.93	154,169.93	123,721.93
132	CBD Enhancement Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	84,897.67 403.80 0.00 0.00 85,301.47	84,897.67 328.00 0.00 0.00 85,225.67	84,897.67 328.00 0.00 0.00 85,225.67	84,897.67 1,968.00 35,000.00 (120,000.00)	84,897.67 1,968.00 35,000.00 (120,000.00)	50,404.28 1,993.39 32,500.00 0.00
133	Election, Valuation and Corporate Expenses Rese	rve					
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	331,552.54 1,504.03 29,650.00 0.00 362,706.57	331,552.54 1,282.00 29,650.00 0.00 362,484.54	331,552.54 1,282.00 29,650.00 0.00 362,484.54	331,552.54 7,692.00 177,904.00 (395,300.00)	331,552.54 7,692.00 177,904.00 (395,300.00)	174,169.07 7,896.56 174,420.00 (24,933.09)
134	Civic and Administration Centre Construction Res	erve					
	Accumulated Reserves at Start of Year Interest transfer to Reserves	444,863.46 0.00	444,863.46 0.00	444,863.46 0.00	444,863.46 0.00	444,863.46 0.00	12,782,915.12 161,948.34
	Transfer to Muni	0.00	0.00	0.00	(444,863.46)	(444,863.46)	(12,500,000.00)
		444,863.46	444,863.46	444,863.46	0.00	0.00	444,863.46
136	Airport Marketing Reserve						
	Accumulated Reserves at Start of Year	912,986.35	912,986.35	912,986.35	912,986.35	912,986.35	196,000.00
	Interest transfer to Reserves Transfer from Muni	8,700.25 107,318.13	3,530.00 50,000.00	3,530.00 50,000.00	21,181.00 300,000.00	21,181.00 300,000.00	6,036.59 710,949.76
		1,029,004.73	966,516.35	966,516.35	1,234,167.35	1,234,167.35	912,986.35

41

Reserves Movement Report

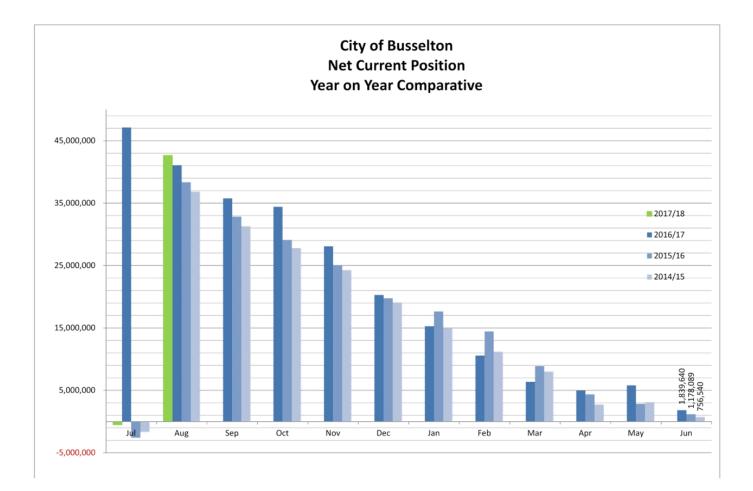
	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
	\$	\$	\$	\$	\$	\$
37 Busselton Traffic Study Implementation Reserv	ve					
Interest transfer to Reserves	0.00	4,438.00	4,438.00	26,626.00	26,626.00	0.0
Transfer from Muni Transfer to Muni	83,658.00 0.00	83,658.00 0.00	83,658.00 0.00	3,001,952.00 (2,660,917.00)	3,001,952.00 (2,660,917.00)	0.
	83,658.00	88.096.00	88.096.00	367.661.00	367,661.00	
38 CPA Bushfire Facilities Reserve						
Transfer from Muni	0.00	0.00	0.00	54,671.80	54,671.80	0.
	0.00	0.00	0.00	54,671.80	54,671.80	0.
39 CPA Community Facilities Dunsborough Lakes	South Reserve					
Transfer from Muni	0.00	0.00	0.00	69,339.20	69,339.20	0.
	0.00	0.00	0.00	69,339.20	69,339.20	0.
40 CPA Community Facilities South Biddle Precinc	t Reserve					
Transfer from Muni Transfer to Muni	0.00	0.00	0.00	1,020,273.29 (175,000.00)	1,020,273.29 (175,000.00)	0.
	0.00	0.00	0.00	845,273.29	845,273.29	
11 CPA Infrastructure Road Upgrades Reserve						
Transfer from Muni	0.00	0.00	0.00	220,770.23	220,770.23	0
	0.00	0.00	0.00	220,770.23	220,770.23	0
arious Building Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1,335,118.59	1,335,118.59	1,335,118.59	1,335,118.59	1,335,118.59	1,493,038
Interest transfer to Reserves Transfer from Muni	6,205.82 7,154.00	5,164.00 7,154.00	5,164.00 7,154.00	30,984.00 42,943.00	30,984.00 42,943.00	37,832 172,270
Transfer to Muni	0.00	0.00	0.00	(40,000.00)	(40,000.00)	(368,022.
	1,348,478.41	1,347,436.59	1,347,436.59	1,369,045.59	1,369,045.59	1,335,118
arious Community Development Contribution Reserv	e					
Accumulated Reserves at Start of Year	6,650,294.50	6,650,294.50	6,650,294.50	6,650,294.50	6,650,294.50	0
Interest transfer to Reserves Transfer from Muni	26,211.35 43,644.00	25,718.00 183,132.00	25,718.00 183,132.00	154,310.00 1,098,790.00	154,310.00 1,098,790.00	197,085 8,366,380
Transfer to Muni	0.00	0.00	0.00	(844,145.00)	(844,145.00)	(1,913,172.
	6,720,149.85	6,859,144.50	6,859,144.50	7,059,249.50	7,059,249.50	6,650,294
arious Busselton Area Drainage and Waterways Impr	ovement Reserve					
Accumulated Reserves at Start of Year	609,789.27	609,789.27	609,789.27	609,789.27	609,789.27	0
Interest transfer to Reserves	2,874.81	2,358.00	2,358.00	14,148.00	14,148.00	15,225
Transfer from Muni Transfer to Muni	0.00	0.00	0.00	0.00 (120,000.00)	0.00 (120,000.00)	594,564 0
	612,664.08	612,147.27	612,147.27	503,937.27	503,937.27	609,789
arious Employee Entitlement Reserve						
Accumulated Reserves at Start of Year	3,005,076.86	3,005,076.86	3,005,076.86	3,005,076.86	3,005,076.86	0
Interest transfer to Reserves	13,796.09	11,622.00	11,622.00	69,732.00	69,732.00	80,277
Transfer from Muni	34,414.00	34,414.00	34,414.00	206,480.00	206,480.00	3,474,974
Transfer to Muni	0.00	0.00	0.00	(404,840.00)	(404,840.00)	(550,175.
	3,053,286.95	3,051,112.86	3,051,112.86	2,876,448.86	2,876,448.86	3,005,076

42

Reserves Movement Report

	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Original Budget YTD	2017/2018 Amended Budget	2017/2018 Original Budget	2016/2017 Actual
	\$	\$	\$	\$	\$	\$
Various Infrastructure Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1,076,330.48	1,076,330.48	1,076,330.48	1,076,330.48	1,076,330.48	0.00
Interest transfer to Reserves	2,775.70	4,162.00	4,162.00	24,972.00	24,972.00	55,440.66
Transfer from Muni	366,712.00	366,712.00	366,712.00	2,200,270.00	2,200,270.00	4,445,284.93
Transfer to Muni	0.00	0.00	0.00	(2,142,278.00)	(2,142,278.00)	(3,424,395.11)
	1,445,818.18	1,447,204.48	1,447,204.48	1,159,294.48	1,159,294.48	1,076,330.48
Various Joint Venture Aged Housing Reserve						
Accumulated Reserves at Start of Year	874,987.03	874,987.03	874,987.03	874,987.03	874,987.03	0.00
Interest transfer to Reserves	4,869.91	3,384.00	3,384.00	20,304.00	20,304.00	18,602.71
Transfer from Muni	20,000.00	20,000.00	20,000.00	120,000.00	120,000.00	856,384.32
	899,856.94	898,371.03	898,371.03	1,015,291.03	1,015,291.03	874,987.03
Various Public Art Reserve						
Accumulated Reserves at Start of Year	94,836.29	94,836.29	94,836.29	94,836.29	94,836.29	0.00
Interest transfer to Reserves	447.10	366.00	366.00	2,196.00	2,196.00	1,776.29
Transfer from Muni	0.00	8,666.00	8,666.00	52,000.00	52,000.00	93,060.00
Transfer to Muni	0.00	0.00	0.00	(52,000.00)	(52,000.00)	0.00
	95,283.39	103,868.29	103,868.29	97,032.29	97,032.29	94,836.29
Total Cash Back Reserves	44,127,776.98	44,203,548.90	44,203,548.90	40,337,663.96	40,337,663.96	43,539,055.90
Summary Reserves						
Accumulated Reserves at Start of Year	43,539,055.90	43,539,055,90	43,539,055.90	43,539,055.90	43,539,055.90	46,024,063.38
Interest transfer to Reserves	181,729.95	166.666.00	166,666,00	1,000,000.00	1.000.000.00	1,334,027.08
Transfer from Muni	1,553,650.13	1,644,486.00	1,644,486.00	15,285,571.66	15,285,571.66	26,832,924.34
Transfer to Muni	(1,146,659.00)	(1,146,659.00)	(1,146,659.00)	(19,486,963.60)	(19,486,963.60)	(30,651,958.90)
Closing Balance	44,127,776.98	44,203,548.90	44,203,548.90	40,337,663.96	40,337,663.96	43,539,055.90

8 November 2017



Investment Report Period Ending 31 August 2017



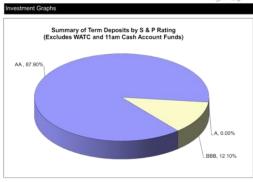
CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT For the month of August 2017

IENT PERFORMANCE REPORT

of August 2017

City of Busselton

11am Bank Account				,	As at 31	1 August 2017
INSTITUTION ANZ 11am At Call Depor	sit			RATE 1.45%	\$	AMOUNT 11,750,000
Term Deposits - Miscella	aneous Funds			,	s at 31	1 August 2017
INSTITUTION	RATING	DAYS	MATURITY	RATE		AMOUNT
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
Westpac	AA	92	22-Sep-17	2.31%	\$	1,500,000
ANZ	AA	92	03-Oct-17	2.35%	\$	3,000,000
Westpac	AA	122	06-Oct-17	2.32%	\$	5,000,000
Westpac	AA	92	16-Oct-17	2.30%	\$	1,500,000
NAB	AA	90	17-Oct-17	2.42%	\$	2,000,000
NAB	AA	90	01-Nov-17	2.41%	\$	3,000,000
Bank of Queensland	BBB	181	06-Nov-17	2.65%	\$	2,000,000
NAB	AA	120	23-Nov-17	2.41%	\$	2,500,000
ANZ	AA	182	15-Dec-17	2.40%	\$	3,500,000
Westpac	AA	182	29-Dec-17	2.33%	\$	4,500,000
Rural Bank	BBB	181	05-Feb-18	2.50%	\$	1,500,000
NAB	AA	180	14-Feb-18	2.50%	\$	3,000,000
ANZ	AA	184	25-Feb-18	2.40%	\$	3,000,000



То	tal of Term Deposits	\$	45,000,000
Foreshore Development Funds	As at	131	August 2017
WA Treasury Corp Overnight Cash Deposit Facility	1.45% \$	\$	1,530,637
Please note an additional \$457,904.48 is being held within the pool	of term deposit funds		
	\$	\$	1,530,637

					•	1,530,637
Airport Redevelopmen	nt Funds			As	at 31	August 2017
WA Treasury Corp	Overnight Cast	n Deposit Facility	,	1.45%	\$	2,488
WA Treasury Corp State Bonds		186 Days	186 Days 29-Jan-18 1.		\$	6,169,227
		Total of Airpo	ort Redevelopmen	t Funds - WATC	\$	6,171,714
NAB	AA	90	05-Sep-17	2.46%	\$	3,000,000
ANZ	AA	92	05-Sep-17	2.40%	\$	2,000,000
Westpac	AA	274	05-Sep-17	2.76%	\$	4,000,000
NAB	AA	92	03-Oct-17	2.43%	\$	2,500,000
ANZ	AA	92	05-Oct-17	2.35%	\$	3,500,000
NAB	AA	90	31-Oct-17	2.41%	\$	2,000,000
	Total of Airp	ort Redevelopr	ment Funds - Bank	k Term Deposits	\$	17,000,000

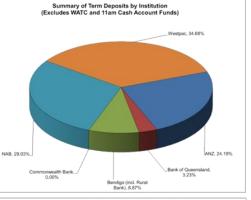
NVZ.	744	32	03-Oct-17	2.3070	9	3,300,000
IAB	AA	90	31-Oct-17	2.41%	\$	2,000,000
	Total of Airpo	rt Redevelor	oment Funds - Bank	Term Deposits	\$	17,000,000
NZ Cash Account	AA	NA	NA	1.50%	\$	4,539,991
		Total of Air	port Redevelopmer	nt Funds - Other	\$	4,539,991
	\$	27,711,705				
	\$	609,666				
		Interest	Received 2016/17		\$	1,158,623
		Interest	Received 2017/18		\$	82,599
	Intere	st Accrued bi	ut not yet Received		\$	152,447
Total Interest	Airport Funds	(Non-Reserv	e) at month's end		\$	2,003,336
Interest Transfe	\$	612,268				
Interest Earnt (incl. A	\$	6,118				

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

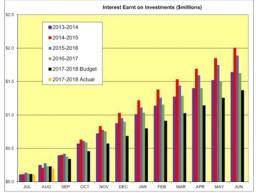
SUMMARY OF ALL INVESTMENTS HELD		As at 1 year ago		As at 30 June 2017		at 31 August 2017
11am Bank Account	\$	20,000,000	\$	4,000,000	\$	11,750,000
Term Deposits - Misc. Funds	\$	51,500,000	\$	50,000,000	\$	45,000,000
Foreshore Development Funds - WATC	\$	1,507,381	\$	1,526,935	\$	1,530,637
Airport Redevelopment - WATC Deposits	\$	36,699,142	\$	6,146,434	\$	6,171,714
Airport Redevelopment - Bank Term Deposit	\$	4,000,000	\$	17,000,000	\$	17,000,000
Airport Redevelopment - ANZ Cash A/c	\$	5,219,944	\$	7,101,339	\$	4,539,991
Total of all Investments Held	\$	118,926,467	\$	85,774,708	\$	85,992,342
TOTAL INTERFOR DESCRIPTO AND ASSOCIETY						407.004

TOTAL INTEREST RECEIVED AND ACCRUED \$ 234,194 \$ 1,625,936 \$ 197,231
INTEREST BUDGET \$ 258,712 \$ 1,454,850 \$ 228,166
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the

INTEREST BUDGET	* 4	230,712	φ	1,404,000	\$ 220,100
(Note: Interest figures relate to City general fu	nds only and does not in Airport Redevelopme		est allo	cated to speci	fic areas such as the
Statement of Compliance with Council's	Investment Policy 218	3			
1. All funds are to be invested within legi-	slative limits.				Fully Compliant
2. All individual funds held within the port	folio are not to exceed	d			Fully Compliant
a set percentage of the total	l portfolio value.				
3. The amount invested based upon the	Fund's Rating is not to	o exceed			Fully Compliant
the set percentages of the t	otal portfolio.				
4. The amount invested based upon the	Investment Horizon is	not			Fully Compliant
to exceed the set percentage	es of the total portfoli	0.			







10.5 <u>Policy and Legislation Committee - 19/10/2017 - NEW COUNCIL POLICY - PORTABLE</u> ADVERTISING SIGNS IN PUBLIC PLACES

SUBJECT INDEX: Activities in Thoroughfares and Public Places and Trading Local Law

2015

STRATEGIC OBJECTIVE: Development is managed sustainably and our environment valued.

BUSINESS UNIT: Environmental Services

ACTIVITY UNIT: Ranger and Emergency Services

REPORTING OFFICER: Ranger & Emergency Services Coordinator - Ian McDowell Director, Planning and Development Services - Paul Needham

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Council Policy 146/4 Signs Placed on Council

Attachment B Draft Council Policy - Portable Advertising Signs in

This item was considered by the Policy and Legislation Committee at its meeting on 19 October 2017, the recommendations from which have been included in this report.

PRÉCIS

This new Council Policy has been developed as a means of providing a regulatory framework for the design and placement of portable advertising signs within the City of Busselton. The policy, underpinned by the *Activities in Thoroughfares and Public Places and Trading Local Law 2015* (the Local Law), is intended to provide clear direction to local business as to where they can display portable advertising signs, the types of signs requiring a permit, and the restrictions with regard to the number of signs and the times they may be displayed.

This report recommends adoption of the new policy(Attachment B) and revocation of Council Policy 146/4 – Signs Placed on Council Land (see Attachment A).

A report on the draft Policy was presented to the Policy and Legislation Committee on 21 September 2017. Due to the nature of the report and the potential importance of the issue to local businesses, the Committee asked that the report be deferred pending a Council briefing session. The Council briefing was subsequently held on 11 October 2017.

As a result of that further consideration, some relatively minor changes have been made to the proposed interim approach (i.e. in terms of regulation between now and when the policy will be formally considered after consultation), but no changes have been made to the draft policy itself. It should be noted that the draft policy itself will not be implemented until after consultation has occurred, and the Council has then also considered the outcomes of the consultation process.

BACKGROUND

The proliferation of portable advertising signs on display throughout the district is sometimes unsightly, a distraction for motorists, and hazardous to pedestrians. Portable advertising signage is nevertheless important for many businesses and appropriate where properly managed.

The new policy replaces Council Policy 146/4 – Signs Placed on Council Controlled Land. The old policy covered both portable and fixed signs, and was focussed on the removal of signs placed on City land without approval. The new policy deals only with portable advertising signs, has a focus on which signs are permitted to be displayed on public land, and when and where they may be displayed.

Currently, the City removes or requests the removal of portable advertising signs under the following circumstances:

- Where the placement of the sign is considered a safety hazard (e.g. on major roundabouts); or
- In response to complaints from members of the public regarding an excessive number of signs in a given location.

The main issue that arises from this approach is the question from impacted business owners: "if we can't put our signs there, where can we put them"? While the Local Law provides a broad framework for the management of portable signs, it does not provide any advice regarding that kind of question. For example, it states where signs cannot be displayed without a permit but does not specify where and when they may be displayed. The Local Law is also silent on the number of signs that may be displayed with a permit.

STATUTORY ENVIRONMENT

Pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, a role of Council is to determine the local government's policies.

Pursuant to clause 3.2 of the *Activities in Thoroughfares and Public Places and Trading Local Law* 2015 (the Local Law):

- (1) A person shall not without a permit, erect, place or maintain an advertising sign:
 - (a) on or above a thoroughfare;
 - (b) on a path;
 - (c) over any path where the resulting vertical clearance between the sign and the path is less than 2.5 metres (s.45B of the Building Regulations 2012 requires a vertical clearance of 2.75 metres and supercedes this clause of the Local Law);
 - (d) in any location where the sign is likely to obstruct line of sight along a thoroughfare or cause danger to the person using the thoroughfare; or
 - (e) on any natural feature including a rock or tree on a thoroughfare, or on any bridge or the structural approaches to a bridge;
- (2) Notwithstanding subclauses (1) and (2), a permit is not required in respect of a home open sign or garage sale sign provided that:
 - (a) the sign neither exceeds 500mm in height or 0.5m² in area;
 - (b) the sign is placed or erected on a thoroughfare no more than half an hour prior to the garage sale or home open and is removed within half an hour of the close of the garage sale or home open; and
 - (c) there is no more than one garage sale or home open sign at any road intersection and no more than six separate signs which delineate not more than 2 alternative routes to the home open or garage sale.

Pursuant to section 29(1) of the Local Government (Functions and General) Regulations (the Regulations):

- (1) A contravention of a regulation or local law made under the Act can lead to the impounding of goods involved in the contravention if:
 - (a) it occurs in a public place; and

- (b) either:
 - i. the presence of the goods presents a hazard to public safety, or obstructs the use of any place; or
 - ii. where the regulation or local law prohibits or regulates the placement of the goods, the goods are located in a place contrary to that regulation or local law.

RELEVANT PLANS AND POLICIES

This report proposes adoption of a new Council Policy (Attachment B); and replaces the existing Council Policy 146/4 – Signs Placed on Council Controlled Land. Unlike the previous policy that dealt with fixed and portable signs, the focus of the new policy is solely portable advertising signs.

FINANCIAL IMPLICATIONS

There are two potential sources of income as a result of the implementation of this policy and enforcement of the Local Law.

The first relates to income generated as the result of the City impounding portable advertising signs displayed contrary to the Local Law. The impound fee, as prescribed in the Adopted Schedule of Fees and Charges for the 2017/18 financial year, is \$74 per sign. It is unlikely there would be any significant income as a result of the City impounding signs as, in many cases the cost to replace the sign would be less than the impound fee and as such, the owner of the sign is unlikely to claim it. Businesses may be more inclined to pay the impound fee if the City has cause to impound more costly "A" or "T" frame signs, or banner signs that are displayed without a permit following the implementation of this policy.

The second relates to the annual application fee for a permit to display a portable advertising sign, which is currently \$213.00 per application. This fee would be payable by all businesses who currently display the "A" or "T" frame signs that are prevalent in the Busselton and Dunsborough CBDs, and who wish to continue to display these signs.

It should be noted that these fees are not new fees. The sign impound fee dates back to the Adopted Schedule of Fees and Charges for the 2010/11 financial year, while the application fee was introduced as a new fee in 2015/16.

It is envisaged a new fee will be proposed in the Schedule of Fees and Charges for the 2018/19 financial year for the renewal of a permit to continue to display a portable advertising sign. The intent of the permit renewal will be to cover the administration required to renew the permit, which would generally be approved if the <u>public liability insurance</u> remains current and there has been no change to the quality, placement or design of the approved sign. The amount will be determined during development of the Schedule of Fees and Charges for the 2018/19 financial year and is envisaged to be less than the application fee for a new sign.

Long-term Financial Plan Implications

No significant implications.

STRATEGIC COMMUNITY OBJECTIVES

The draft policy aligns with and supports Council's Key Goal Area 3 – Environment: valued, conserved and enjoyed; and more specifically Community Objective 3.1 – development is managed sustainably and our environment valued.

This policy provides a regulatory framework for the design and placement of portable advertising signs within the City of Busselton. In doing so it provides a mechanism for reducing the proliferation of portable advertising signage in the natural and built environment.

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer recommendations has been undertaken using the City's risk assessment framework.

The greatest risk associated with the implementation of this policy and enforcement of the Local Law is one of reputational harm to the City. One of the community objectives in key goal area 4 (Economy) of the City's Strategic Community Plan 2017 is "a community where local business is supported and in turn drives our economy". Enforcement of the Local Law through implementation of this policy may be seen by some local business as restricting their ability to use this type of advertising, thereby adversely affecting their business and contradictory to the community objective.

That being said, it is not the intent of the policy to stop the use of portable advertising signs altogether. The intent is to manage their use by ensuring the placement of signs does not restrict pedestrian and/or vehicular access, and to ensure the signs are constructed and placed in a manner that does not present a safety risk to the wider community. The policy will also ensure a 'level playing field' for businesses.

It is however, the intent to prevent the use of portable advertising signs as a means of remotely advertising a business and to manage the number and placement of signs used to advertise garage sales and homes open. In essence the policy will provide the City with clear guidance on how to ensure compliance with the Local Law.

CONSULTATION

No structured external community consultation has been undertaken prior to or following the development of the draft policy. It is a recommendation of this report that Council endorse the draft policy for consultation for a period of 28 days commencing at the end of January 2018. As part of the consultation process the City will write to the following regional business associations seeking their feedback:

- Busselton Chamber of Commerce and Industry
- Dunsborough Yallingup Chamber of Commerce
- Margaret River Wine Association
- Margaret River Busselton Tourist Association
- Real Estate Institute of Western Australia

OFFICER COMMENT

It is recommended that the Council adopt the draft policy for public consultation. Further, it is proposed that the consultation process commence in late January 2018. This timeframe is likely to cause continued uncertainty with businesses regarding the permitted use of portable advertising signs in a public place and as such, it is proposed that subject to Council's endorsement of this report, the City will commence enforcement (including removal by the City, where other options have been unsuccessful) of portable signs that would not otherwise be granted a permit under the existing provisions of the Local Law, generally using the guidance provided in the draft policy.

Enforcing the removal of signs that would not be granted a permit under the terms of the policy (e.g. portable advertising signs being used remotely as a means of advertising a business, and home open and other portable real estate signs that are displayed contrary to the Local Law and/or provisions of the policy) would begin immediately. Pending the proposed adoption of the new policy in April / May 2017, business proprietors will be contacted by Rangers and given 48 hours to remove the unauthorised sign or signs. There will be no penalty unless the business proprietor refuses to comply at which time a caution will be issued and the signs impounded. If the owner of the sign wishes to claim an impounded sign, a \$74 impound fee applies.

Business proprietors who are currently displaying signs that would be permitted under the Local Law and policy, or who would like to display a new sign pursuant to the Local Law and policy will have a six month grace period following the adoption of the new policy by Council to apply for a permit. After this period the City will enforce the removal of unauthorised signs under the authority of the Local Law and Local Government Act 1995.

CONCLUSION

Whilst the Local Law governing the use of portable advertising signs has been in place for some time (since February 2015 in its current form), there has been limited direction in how to apply the requirements with regard to the portable sign permit applications process, and the enforcement and removal of unauthorised signs. The new policy would provide this guidance and provide a clear framework for the management of portable advertising signs in our District.

OPTIONS

Council may amend or reject the new draft policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

- 1. It is intended that the draft Policy will be considered by the Policy and Legislation (P&L) Committee on 19 October 2017. At this time it will be recommended that the draft Policy be approved for consultation.
- 2. If endorsed by the P&L Committee, the draft Policy will then go to Council on 8 November 2017.
- 3. Subject to the approval of Council the draft Policy will be available for consultation in late January 2018 for a period of 28 days.
- 4. If supported by Council, the City would commence immediate enforcement for the removal of signs that would not otherwise be approved under the Local Law.
- 5. Officers will consider the results of the consultation and present a report to Council seeking adoption of the new policy in April/May 2018.
- 6. Subject to adoption of the new Policy, business owners will then have up to six months grace period to apply for a permit to display portable advertising signs in accordance with the Local Law and the new policy.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council:

- 1. Endorses for consultation draft Council Policy Portable Advertising Signs in Public Places as attached (Attachment B);
- 2. Notes the enforcement of signs that would not be granted a permit under the provisions of the *Activities in Thoroughfares and Public Places and Trading Local Law 2015* (the Local Law), and the new policy will begin immediately following adoption of the new policy; and
- 3. Cancel Council Policy 146/4 Signs Placed on Council Land (Attachment A).

146/4

Signs Placed on Council Controlled Land

<u>Definition.</u> For the purposes of this Policy a sign is deemed to include any board, structure, or item that has been positioned primarily for the purpose of advertising a business or the availability of goods, services or facilities.

<u>Policy Statement.</u> It is Council Policy that signs placed without Council approval on land under the control of Council are to be removed as soon as practicable. The removal of signs is intended to reduce visual impact caused by a proliferation of signs and reduce the danger of injury and potential liability.

Council authorises the Chief Executive Officer to take action in accordance with this Policy to remove signs that are found to be placed without Council approval. This action is to be taken as early as practicable. Sign control is to be co-ordinated through Council's Building Services Department.

Council expects that Councillors and staff will participate in a watching brief so that unlawfully placed signs are reported to Council's Building Services Department for action.

<u>Existing Signs.</u> This Policy applies to all signs on land under the control of the Shire of Busselton. There is no presumption that any existing sign has an approval. All signs on Council controlled land will be treated according to this Policy unless the owner of the sign is able to demonstrate that Council has previously issued approval for that sign.

<u>Portable Signs.</u> When a sign is easily moveable and the sign is in close proximity to the property of the business or person responsible for the sign, the following action is to be taken.

- The sign is to be moved within the boundary of that property and the business or person notified verbally (if possible) and in writing that the sign has been moved.
- A record is to be kept of signs that are moved and of notifications given to businesses or persons. The record is to be co-ordinated by the Building Services Department.

When a moveable sign is not in close proximity to the associated property, the person responsible cannot be easily identified, or a sign that has been previously moved is again unlawfully displayed, the following action is to be taken.

- The sign is to be removed and impounded at the Shire of Busselton Depot.
- The sign may be retrieved by the person responsible for its placement after an impoundment fee of \$50 is paid at Council's Cashier and the receipt presented at the Depot office together with:
- a written undertaking that they will not again unlawfully display the sign.

Fixed Signs. If a sign is not easily moved, the following steps are to be taken.

- The business or person responsible for the sign is to be given notification in writing that the sign is to be removed within fourteen (14) days.
- A record is to be kept that notification has been issued to the business or person responsible.
- An inspection is to be carried out at the expiry of the specified time.
- If the sign has not been removed, Council officers are to arrange removal and impoundment of the sign (a truck and small crew may be required for some fixed signs.)
- The sign may be retrieved by the person responsible for its placement after an impoundment fee has been paid at Council's Cashier and the receipt presented at the Depot office together with a written undertaking that they will not again unlawfully display the sign. The impoundment fee is a minimum of \$100 with total fee set by the Chief Executive Officer based on Council's normal rates for plant and labour.

<u>Disposal of Signs.</u> If a sign has not been collected from Council's Depot within 2 months of impoundment, the Chief Executive Officer may arrange disposal of the sign in such manner as he thinks fit, including sale of materials in the sign to offset Council's costs.

Recurring Offences. If a sign retrieved from Council's Depot is again unlawfully displayed, the Chief Executive Officer will authorise disposal of the sign and consideration will be given to prosecution of the offender.

1.0 PURPOSE

1.1 The purpose of this policy is to provide a regulatory framework for the design and placement of portable advertising signs within the City of Busselton. Council supports the need for signage to promote tourism, business, public events and community groups and services but also supports the need for regulation so that signage does not adversely impact the amenity and streetscapes of the City.

2.0 SCOPE

2.1 This policy will guide the City, local business and the community on circumstances where portable advertising signs may be displayed in public places within the District; and also circumstances where signs may be removed from public places if displayed contrary to this policy and/or our Local Law.

2.2 This policy does not cover:

- a. fixed directional tourism signs or signs promoting public events;
- signs and advertising devices on or in the vicinity of highways and main roads that come under the control of the Commissioner of Main Roads; or
- signs, advertising or otherwise, that are covered under separate legislation (including election signage), local planning policies or the town planning scheme.

3.0 DEFINITIONS

General

Advertising sign: a sign that is used for the purpose of advertisement or to draw attention to a product, business, person or event and includes a home open sign and garage sale sign. In the case of signs advertising a business or commercial venture they shall only display material which advertises the business or the products available from the business to which the sign relates.

Carriageway: a portion of a road that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and, where a road has two or more of these portions divided by a median strip, the expression means each of those portions separately.

Event: an occurrence proposed to be held within the City of Busselton on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation, cultural or community purposes. This includes but is not limited to:

- a. concerts and music festivals;
- b. motorsport events, motor vehicle rallies and displays;
- c. sporting events;
- d. cultural and community events;
- e. shows and fairs;
- f. exhibitions, wine and food festivals; and
- g. surfing events.

Footpath: an area that is open to the public that is designated for, or has as one of its main uses, as use by pedestrians and includes dual use or shared paths.

Local Law: the City of Busselton Activities in Thoroughfares and Public Places and Trading Local Law 2015

Median strip: any physical provision, other than lines, dividing a road to separate vehicular traffic proceeding in opposing directions or to separate two one-way carriageways for vehicular traffic proceeding in opposing directions.

Portable sign: includes 'A' frame or inverted 'T' signs, garage sale signs, home open signs, horizontal and vertical banner signs, and variable message signs (including trailer mounted)

Public place: any thoroughfare or place the public is allowed to use, whether or not the thoroughfare is on private property, and includes local government land/property but does not include premises on private property from which trading is lawfully conducted.

Sporting and community sign: a portable advertising sign erected by not-for-profit sporting, or community groups or services for the purpose of advertising a sporting or community event (eg. cultural activities, sporting registration days, arts and craft fairs, market days or other events of public interest).

Thoroughfare: a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end.

Traffic controlled intersection: an intersection that has traffic control lights, stop signs, or give way signs directing traffic.

Traffic island: any physical provision, other than lines, marks or other indications on a carriageway, made at or near an intersection to guide vehicular traffic.

Sign Types

Attachment B

'A' frame or 'T' frame sign: a self-supporting sign of rigid, lightweight material that is capable of being easily moved by hand, in 'A' or 'T' frame configuration.

Garage sale sign: a sign made from cardboard/corflute, paper or other lightweight material that is used to direct persons to a garage sale at residential premises.

Home open sign: a sign made from cardboard/corflute or other lightweight material used to direct persons to a home for sale that is open for inspection and includes display homes.

Horizontal banner sign: a sign made of lightweight, non-rigid material such as cloth, canvas or similar attached by rope or similar material to poles or other vertical anchoring points.

City project sign: a sign made from cardboard/corflute or other lightweight material used to promote constructions projects being undertaken by the City.

Vertical banner sign: a fabric or similar material sign with a single mast constructed of carbonfibre or similar flexible material attached to a weighted base or otherwise anchored to the ground. These are typically marketed as 'teardrop', 'feather' or 'blade wing' signs.

Variable message sign: an electronic sign that is capable of displaying a single message, or a series of messages.

LEGISLATION 4.0

- 4.1 Clause 3.2 of the Local Law:
 - A person shall not without a permit, erect, place or maintain an advertising sign:
 - (a) on or above a thoroughfare;
 - (b) on a path;

Draft Council Policy - Portable Advertising Signs in Public Places

- (c) over any path where the resulting vertical clearance between the sign and the path is less than 2.5 metres (Note: s.45B of the Building Regulations 2012 require a vertical clearance of 2.75 metres and would prevail over the Local Law);
- (d) on or within 1 metre of a carriageway;
- (e) in any other location where the sign is likely to obstruct line of sight along a thoroughfare or cause danger to the person using the thoroughfare; or
- (f) on any natural feature including a rock or tree on a thoroughfare, or on any bridge or the structural approaches to a bridge.
- (2) Notwithstanding subclauses (1) and (2), a permit is not required in respect of a home open sign or garage sale sign provided that:
 - (a) the sign neither exceeds 500mm in height or 0.5m² in area;
 - (b) the sign is placed or erected on a thoroughfare no more than half an hour prior to the garage sale or home open and is removed within half an hour of the close of the garage sale or home open; and
 - (c) there is no more than one garage sale or home open sign at any road intersection and no more than six separate signs which delineate not more than 2 alternative routes to the home open or garage sale.
- 4.2 Under section 29(1) of the Local Government (Functions and General) Regulations 1996 (the Regulations):
 - (1) A contravention of a regulation or Local Law made under the Act can lead to the impounding of goods involved in the contravention if:
 - (a) it occurs in a public place; and
 - (b) either:
 - the presence of the goods presents a hazard to public safety, or obstructs the use of any place; or
 - where the regulation or Local Law prohibits or regulates the placement of the goods, the goods are located in a place contrary to that regulation or Local Law.

5.0 POLICY CONTENT

General

- 5.1 Portable advertising signs are not to be:
 - erected, placed or maintained on roundabouts, traffic islands, median strips, or within 10m of traffic controlled intersections; or
 - attached to existing signs, including other advertising signs, or on any road related infrastructure such as traffic sign supports, bus shelters, or on or between trees or other vegetation; or
 - c. electronically illuminated or have an electronic or animated display; or
 - d. placed on any footpath where the speed limit on the road abutting the footpath is 60 kilometres per hour or greater; or
 - e. mounted to a vehicle and/or trailer.
- 5.2 Portable advertising signs in public places shall:
 - a. have no moving parts once the sign is in place;

- b. be placed on the property boundary and provide a minimum of 1.2 metres clearance from the abutting thoroughfare.
- be weighted or anchored to retain their position in all weather conditions other than the circumstance in (d) below;
- d. be removed by the owner during periods of severe weather warnings issued by the Bureau of Meteorology;
- e. be manufactured from high quality materials (metal, plastic, wood or fabric) and have professional sign writing and/or graphics (including blackboards that are professionally presented);
- f. be designed and supported in a manner that ensures there is no risk of injury to the public through sharp edges, projections, potential trip hazards or similar; and
- g. in the case of signs that advertise a business or other commercial venture, only be displayed during operating hours of the business or other commercial venture to which it relates.

Signs requiring a permit

- 5.3 The City of Busselton *Activities in Thoroughfares and Public Places and Trading Local Law 2015* establishes the need for a permit to display certain types of portable advertising signs.
- 5.4 Subject to clause 2.2, permits are required for 'A' or 'T' frame signs, horizontal and vertical banner signs; and variable message signs that:
 - a. promote or advertise a business or any other commercial venture; and
 - promote or advertise a sporting event, community event, community group or community service.
- 5.5 A permit application fee will be charged for signs that advertise a business or commercial venture, but will not be charged for signs promoting charitable not-for-profit sporting or community events or services. To not be charged a fee,an organisation or individual is required to be a not-for-profit organisation (with an incorporation certificate) or a charitable organisation. The permit application fee is prescribed in Council's adopted Schedule of Fees and Charges.
- 5.6 The owner of a portable advertising sign advertising a business or commercial venture will be required to provide evidence of current public liability insurance to the value of \$10,000,000, which indemnifies the City of Busselton against any claims for damages arising from the sign on the public land.
- 5.7 Portable advertising signs for which a permit is required and has been issued will be required to indelibly display, the current permit number at the top right hand corner on one external face of the sign. Permits will generally be issued for 3 years, unless the sign is only required for a short duration, or unless this policy requires otherwise; after which the permit holder will be required to apply for a permit renewal.
- 5.8 'A' or 'T' frame signs shall:
 - a. be limited to a maximum of one sign per business premises and placed directly in front of, or as near as is practically possible to the business to which it relates;
 - b. be placed with a set back from the carriageway of no less than 0.5m, and placed to maintain a clear thoroughfare (footpath) width of no less than 1.8m; and
 - have a maximum vertical or horizontal dimension of 1.2m and have an area allocated for advertising of no more than 0.9m² on either side.
- 5.9 Horizontal banner signs:

- will only be approved when promoting or advertising sporting or community events or services:
- b. shall have a maximum height of 1.5m;
- c. shall have a maximum width of 2.5m; and
- d. may be displayed for a maximum period of 14 days before an event and removed by the owner no later than one day after the event.

5.10 Vertical banner signs shall:

- a. be a fabric sign with a single mast;
- b. have a maximum flag size of 2.8m by 1.0m with a maximum height, including the stand, of 3.5m (when placed on an open verge);
- have a maximum flag size of 2.0m by 1m with a maximum height, including the stand, of 2.5m (when placed on a footpath);
- d. be no more than 60cm wide below 2m high; and
- e. have no more than one vertical banner per 4m of street frontage (with a maximum of four banners per business) and excludes the use of an 'A' or 'T' frame sign (where more than one vertical banner is displayed, each banner shall display a different product or message).
- 5.11 The City will not approve the use of variable message signs in a public place for the purpose of advertising a business or commercial venture.
- 5.12 Owners of approved business or commercial ventures that have no fixed business location may apply to use up to two portable advertising signs ('A' or 'T' frame, or other lightweight signs but not including banner or variable message signs) to advertise the location from which the business is currently being undertaken. The first sign to be at the approved trading location, the second is to be located within 500 metres driving distance of that location and shall otherwise comply with the requirements of this policy and the Local Law.

Signs not requiring a permit

- 5.12 Permits are not required for garage sale signs or home open signs. The owner of the signs is responsible for their placement and removal in accordance with this policy and the Local Law. Removal of the signs includes all materials from which the sign is constructed, and all materials used to secure the signs in place.
- 5.13 Garage sale signs are to include the address details, street number and street name, of the premises in which the garage sale is being held.

5.14 Restrictions:

- a. no more than six separate signs shall be used to advertise or promote the same garage sale, or home open:
- signs are not to be displayed more than one kilometre from the garage sale or home open, within 250m of any other sign advertising or promoting the same garage sale or home open, or within 50m of any other portable advertising sign; and
- the signs should not delineate any more than two alternative routes to the garage sale, or home open.
- 5.15 Garage sale signs, and home open signs shall:
 - a. be free standing and not affixed to any sign, post, power or streetlight pole, or similar structure (including trees and other vegetation);
 - b. not exceed 500mm in height or 0.5m² in area;

c. not be displayed any more than 30 minutes before, or 30 minutes after the event;

58

- d. not obstruct the vision of a driver of a vehicle entering or leaving a street or other public place;
- e. not interfere with the safe and convenient passage of pedestrians; and
- f. not be placed in any public place contrary to this policy and/or the Local Law.

City project specific signs

- 5.16 City project specific signs have been developed by the City as a means of promoting public works and projects it is undertaking throughout the District. These signs will only be displayed during construction works when there are workers on site.
- 5.17 As the approving authority for portable advertising signs, the City will be deemed to have approval to display these signs without the need to apply for individual permits.

Refusal of Applications

5.18 Applications that do not comply with the requirements of the Local Law and this Policy will be refused by the City.

Removal of unauthorised signs

- 5.19 Portable advertising signs placed contrary to this policy and/or the Local Law may be impounded by the City.
- 5.20 Impounded signs may be claimed by the owner following payment of an impound fee as prescribed in Council's Schedule of Fees and Charges. In addition to the impound fee, owners of impounded signs may also receive a written caution and/or an infringement.

Policy Background

Policy Reference No – TBD

Owner Unit – Ranger and Emergency Services

Originator – Ranger and Emergency Services Coordinator

Policy Approved by – Council

Date Approved –

Review Frequency – as required

Related Documents – Activities in Thoroughfares and Public Places and Trading Local Law 2015

History

Council Resolution	Date	Information
		Date of Implementation
		Version 1

10.6 Policy and Legislation Committee - 19/10/2017 - REVIEW OF COUNCIL POLICY 009/6 -

BEACHES AND FORESHORE AREAS - ACCESS BY THE HOLDER OF A COMMERCIAL FISHING

BOAT LICENCE

SUBJECT INDEX: Local Government Property Local Law 2010

STRATEGIC OBJECTIVE: Natural areas and habitats are cared for and enhanced for the

enjoyment of current and future generations.

BUSINESS UNIT: Environmental Services

ACTIVITY UNIT: Ranger and Emergency Services

REPORTING OFFICER: Ranger & Emergency Services Coordinator - Ian McDowell **AUTHORISING OFFICER:** Director, Planning and Development Services - Paul Needham

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A CP 009/6 Beaches and Foreshore Areas - Access by

the Holder of a Commercial Fishing Boat Licence (V3

Draft)[↓]

Attachment B CP 009/6 - Beaches and Foreshore Areas, Access by

Licenced Professional Fishermen (V2 Current) !

This item was considered by the Policy and Legislation Committee at its meeting on 19 October 2017, the recommendations from which have been included in this report.

PRÉCIS

A review of Council Policy 009/6 has been undertaken. The revised draft policy has been reformatted to reflect existing corporate standards for Council policies, has been reworded to make it gender neutral and has been refined to exclude some beach locations where vehicle is access is no longer practically possible. It also now includes information relating to the applications process and associated fees.

BACKGROUND

The policy was originally adopted in 2002, and was last reviewed in December 2004 at which time there were no changes.

Commercial fishers access beaches in the City in a professional capacity and, as a result, derive a financial income from their commercial fishing activities. In the recent past some commercial fishers have suggested they are exempt from the requirement to apply and pay for a permit. They believe the exemption has been a long standing arrangement between themselves and the City. Others acknowledge the requirement to apply and pay for a permit and comply accordingly.

The revised draft policy seeks to formalise the requirement for holders of a commercial fishing boat licence to apply for a permit to allow them to access the beach and foreshore areas (ie. local government property).

STATUTORY ENVIRONMENT

Pursuant to section 2.7(2)(b) of the Local Government Act 1995, a role of Council is to determine the local government's policies.

Pursuant to section 2.1(1) of the City of Busselton *Local Government Property Local Law 2010* (the Local Law):

"Unless under the authority of a permit or determination, a person must not take or cause a vehicle to be taken onto or driven on local government property".

Local government property means anything except a thoroughfare: which belongs to the City or in which the City has an interest; of which the City is the management body under the *Land Administration Act 1997* (the Act); or which is an otherwise unvested facility within s.3.53 of the Act.

Local government property includes most beaches and foreshores, other than where land is in private ownership, or is managed by the Department of Biodiversity, Conservation and Attractions (DBCA). When holders of a commercial fishing licence access beaches and foreshores in the City they are using land which is government property.

RELEVANT PLANS AND POLICIES

This report proposes adoption of the revised draft version 3 of Council Policy 009/6 as attached to this report (Attachment A).

A copy of version 2 of the Policy is also attached for reference (Attachment B). Note: this version has not been tracked changed as the revised draft Policy has been reformatted to meet existing corporate standards for council policies.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the adoption of the revised policy or this report.

Long-term Financial Plan Implications

There are no long-term financial plan implications associated with the adoption of the revised policy or this report.

STRATEGIC COMMUNITY OBJECTIVES

The draft policy aligns with and supports Council's Key Goal Area 3 – Environment: valued, conserved and enjoyed; and more specifically Community Objective 3.2 – natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.

Regulating the control of vehicles on beaches and foreshores helps to conserve and protect the natural environment.

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

An earlier version of this report was considered by the Policy and Legislation Committee on 17 August 2017. At that meeting, following representation from local commercial fishers, the City was asked to consult with local commercial fishers with regard to the revised draft policy.

The City subsequently wrote to a number of commercial fishers who were licenced to fish in waters off our District. Approximately 20 letters were sent out with only two written submissions received. The main points raised by the respondents were related to the practical aspects of accessing the beaches rather than the policy itself. However, both respondents made comment on the permit application fee. One asked if the fee was payable by all commercial fishers, the other asked if the fee could be waived.

On 14 September 2017, the Director Planning and Development, and the Ranger and Emergency Services Coordinator met with a delegation of local commercial fishers headed by the person who made the original representation to the City regarding the draft policy (this person also provided a written response as mentioned above). At this meeting it was agreed that changes to the draft policy would be made for the consideration of the Council, and that conditions, similar to those that had previously been in place, would be established as a requirement for a permit to be issued.

The recommended changes for Council to consider include:

- 1. That the permit be generally valid for a period of three years;
- 2. There will be a limit of three vehicles plus trailers per permit (rather than just one); and
- 3. Commercial Fisher's Beach Access permits will only be issued to the holder of a commercial fishing boat licence.

City officers support these changes as follows:

- 1. The fee charged for a permit is an administrative charge only; it is not a fee to access the beach as such. The only implication in establishing a three year permit is that the renewal fee, which is approximately two-thirds of the initial application fee, would reduce the income derived from administering the permit renewals in years two and three.
- 2. There are times (e.g. during the Salmon season) that commercial fishers need to access our beaches and foreshore areas with more than one vehicle and as such, it is proposed that a maximum of three vehicles plus trailers be approved for each permit. The existing policy is one vehicle per permit however, administratively there is no additional work required to allow up to three vehicles per permit.
- 3. Advice from local commercial fishers is that all members of a fishing crew are required to hold a commercial fishing licence. The commercial fishers have recommended that only the holder of a commercial fishing boat licence be eligible to apply for a Commercial Fisher's Beach Access Permit.

The delegation of commercial fishers who met with City staff indicated they would be prepared to pay the Permit Application fee for a three year permit allowing a maximum of three vehicles access to the City's beaches.

The delegation had input into the development of, and support for the following permit conditions:

- Only holders of a valid commercial boat licence, as issued by Fisheries (Department of Primary Industries and Regional Development), will be eligible for a Commercial Fisher's Beach Access Permit.
- 2. There is a maximum of three vehicles per permit (these vehicles may have a trailer attached).
- 3. All vehicles, including trailers if attached, are to be registered with the Department of Transport; all drivers are to hold a current valid drivers' licence (permanent or temporary changes to the approved vehicles are to be advised to the City via email quoting the applicable Commercial Fishing Boat Licence number.
- 4. All vehicles are to display the Commercial Fishing Boat Licence on both sides of the vehicle (black characters not less than 100mm x 25mm in size on a yellow background).

- 5. Vehicles are only permitted on the beaches listed in Council Policy 009/6 Beaches and Foreshore Areas Access by the Holder of a Commercial Fishing Boat Licence.
- 6. Vehicles are only permitted on the beach when the permit holder is engaged in commercial fishing activities.
- 7. Vehicles must enter onto, and exit from the beach only at the approved beach access points (vehicles are not to be driven on the primary sand dunes or any other place that is likely to cause environmental damage or erosion).
- 8. Vehicles are to be driven safely and in such a manner that is not likely to affect the enjoyment of other beach users.
- 9. Beaches and beach access points to be left clean at all times.
- 10. 2017/18 permits will remain valid until 30 June 2021 (permit renewals will be for three years).

Condition 10 will be changed at the beginning of each financial year so that any new permit applications will generally be valid for three years.

OFFICER COMMENT

The name of the policy has been changed from "Beaches and Foreshore Areas – Access by Licenced Professional Fishermen" to "Beaches and Foreshore Areas – Access by the Holder of a Commercial Fishing Boat Licence". This has been changed to remove the gender bias that references "fishermen", and reflects the Department of Fisheries terminology regarding commercial fishing licences (Fisheries are the statutory body responsible for issuing these licences).

Since the original policy was adopted access to some of the beaches within the City has changed. As a result some of the beaches and foreshore areas listed in the original policy are no longer accessible by vehicles and have been removed from the current policy. They are:

• Quindalup Boat Ramp end of Elmore Road

- Point Piquet Beach
- Wonnerup Beach east of boat ramp near bridge over inlet
- Sail Rock Bay

Other changes include:

- Formatting of the policy has been changed to reflect the existing corporate standards for Council policies; and
- The policy now references the requirements for holders of commercial fishing boat licences
 to apply for a temporary beach access permit which remains valid for 12 months, and for
 them to pay the associated application fee as per Council's Adopted Schedule of Fees and
 Charges (currently \$157.50).

CONCLUSION

An internal review of Council Policy 009/6 – Beaches and Foreshore Areas, Access by Licenced Professional Fishermen has been completed. It has been reformatted to meet existing corporate standards, and now includes information relating to the need for holders of commercial fishing licences to apply for temporary beach access permits and to pay the associated application fee.

OPTIONS

Council may amend or not endorse the revised draft policy.

Note that not requiring a permit would require amendment of the Local Law, but not requiring payment of a fee could be done by the Council amending its Schedule of Fees and Charges.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The revised draft policy would take effect immediately following its adoption by Council

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council adopts revised Council Policy 009/6 – Beaches and Foreshore Areas, Access by the Holder of a Commercial Fishing Boat Licence as attached to this report (Attachment A).

009/6	Beaches and Foreshore Areas – Access by the Holder	V3 Draft
	of a Commercial Fishing Boat Licence	

PURPOSE

The purpose of this policy is to establish a framework for the management of beach and foreshore access by the holder of a Commercial Fishing Boat Licence.

SCODE

This policy will guide the community and staff in the process for allowing holders of a commercial fishing boat licence to access the City's beaches and foreshore in a vehicle.

DEFINITIONS

Commercial Fishing: means fishing for a commercial purpose.

Commercial Fishing Boat Licence: means a licence granted under the *Fish Resources Management Regulation 1995* authorising an individual to engage in commercial fishing (issued by the Department of Fisheries Western Australia).

Local Government Property: as defined in the Local Government Property Local Law 2010.

Vehicle: means every conveyance and every object capable of being propelled on wheels, tracks or otherwise but does not include a trailer.

POLICY CONTENT

Pursuant to clause 2.1 (1) of the City of Busselton *Local Government Property Local Law 2010* (the Local Law):

"Unless under the authority of a permit or determination, a person must not take or cause a vehicle to be taken onto or driven on local government property".

Reach Access

Beach and foreshore areas and all adjoining reserves are to be left clean at all times.

Vehicles may only enter and exit beaches via the established formal access points at the following locations:

- Abbey Beach (eastern side of car park)
- Bunkers Bay Beach
- Castle Rock
- Dolphin Boat Ramp
- · Eagle Bay Beach (eastern end)
- Eagle Bay Beach (western end)
- Eagle Bay Beach (middle, locked gate)
- Meelup Beach
- Siesta Park
- Smiths Beach (southern end)
- Quindalup Professional Fisher's Boat Ramp
- Quindalup Public Boat Ramp
- Wonnerup Beach Access

Temporary Beach Access Permit

Prior to accessing the City's beach and foreshore areas in a vehicle, holders of a Commercial Fishing Boat Licence are required to apply for a 'Commercial Fisher's Beach Access' permit from the City.

There is a limit of three vehicles plus trailers per permit. Permits are not transferable between vehicles without written approval from the City.

Permits are subject to the application fee as set out in Council's Adopted Schedule of Fees and Charges. Beach access permits for holders of a commercial fishing boat licence will generally be valid for a period of three years.

65

Vehicles

Only vehicles licenced/registered with the Department of Transport are permitted on the City's beaches and foreshore.

Policy Background

Policy Reference No – 009/6

Owner Unit – Ranger and Emergency Services

Originator – Ranger and Emergency Services Coordinator

Policy Approved by – Council

Date Approved –

Review Frequency – as required

Related Documents – City of Busselton Local Government Property Local Law 2010

History

Council Resolution	Date	Information	
ТВА	TBA	Policy reformatted to City standard Definitions included to provide clarity Terminology change from 'Licenced Professional Fishermen' to 'Holder of a Commercial Fishing Boat Licence' Information relating to the payment of an application fee included Permit period extended to three years Version 3	
C0412/435	8 December 2004	Resolved as a continuing policy of the Council – no change Version 2	
C0211/504	13 November 2002	Amendment to include Siesta Park as an approved access point. Version 2	
		Version 1	

CP 009/6 - Beaches and Foreshore Areas, Access by Licenced Professional Fishermen (V2 Current)

Last updated 08/12/2004

009/6	Beaches and Foreshore Areas - Access By	V2 Current
	Licensed Professional Fishermen	

66

In addition to the provisions contained in Council's Local Law Relating to Reserves and Foreshores, the following conditions are to apply to any approvals to professional fishermen for use of vehicles on reserves and foreshores:

- Licensed professional fishermen are required to notify Council of the make, model and licence number of any vehicles replaced.
- All licensed fishermen's vehicles must be road registered to Police standards.
- Professional fishermen must advise Council of any changes to fishing numbers or cessation of business.
- 4. Beach areas and adjoining reserves to be left clean at all times.
- 5. Professional fishermen's vehicles must enter onto and exit the beach only at the following approved points:

Castle Rock

Sail Rock Bay

Point Picquet Bay

East End Eagle Bay Beach

Eagle Bay middle beach near tennis courts

West end Eagle Bay Beach

Smith Beach southern end

East of Wonnerup Boat ramp near bridge over inlet

Wonnerup Boat Ramp

Dolphin Boat Ramp

Abbey Boat Ramp

Quindalup Boat Ramp end of Elmore Road

Quindalup Professional Fishermen's Boat Ramp

Quindalup Public Boat Ramp

Bunkers Bay Beach

Meelup Beach

Siesta Park

- Professional fishermen may apply to Council for additional access points if they consider it necessary.
- If access points require upgrading, it shall be at the expense of the Licensed Fishermen's Association and to the satisfaction of the Chief Executive Officer.
- Any contravention of the above conditions will result in cancellation of beach access permits.

History

Council Resolution	Date	Information
C0412/435	8 December, 2004	Re-resolved as a continuing policy
		of the Council - no change.
		Version 2
C0211/504	13 November, 2002	Amendment to include Siesta
		Park as an approved access point.
		Version 2
		Version 1

10.7 <u>Policy and Legislation Committee - 19/10/2017 - REVIEW OF POLICY 049 – REGIONAL PRICE</u> PREFERENCE

SUBJECT INDEX:

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 Chamber of Commerce Letter U

Attachment B Proposed Policy 049 - Regional Price Preference

This item was considered by the Policy and Legislation Committee at its meeting on 19 October 2017, the recommendations from which have been included in this report.

PRÉCIS

The purpose of this report is to consider responses to a public invitation to comment on a draft policy (049 – Regional Price Preference) which was adopted for public comment at the Council meeting held on 9 August 2017. Having considered the response, it is recommended that Council adopt the Policy without any changes.

BACKGROUND

Council considered a report at item 14.2 of the Council agenda held on 9 August 2107 (and previously at the Policy & Legislation Committee held on 20 July 2017) which proposed amendments to the policy to bring the contents into line with the relevant Regulations and resolved as follows:

COUNCIL DECISION / COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION C1708/192

That the Council:

- 1. Adopt the proposed Policy 049 Regional Price Preference as shown in attachment B 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.

The proposed policy was advertised for public comment and correspondence was sent to the Busselton Chamber of Commerce for their information and response if thought necessary.

On 25 September the Chamber provided the only response and as a consequence, Council is now required to consider that response when adopting the proposed 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 proposed 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.

The officers recommendation was to adopt the policy for the purpose of advertising for public comment which was supported by the Committee and the Council.

In accordance with Section 24E of the Local Government (Functions and General) Regulations, the City gave notice that it intends to consider adopting a new Regional Price Preference Policy and further advised that the proposed policy closely follows the Regulations. The advertisement was placed both in The West Australian on Wednesday, 23 August 2017 and The Council for the Community Pages on Wednesday, 30 August 2017. The advertisements also included a direct link to the proposed draft policy located on the City of Busselton's public website.

The submission period closed on Friday 22 September 2107 and a submission from the Busselton Chamber of Commerce was received on Monday 25 September 2107 (Attachment A). Council is now required to consider the contents of the submission.

As a submission was received, the matter has been referred to Council for further consideration.

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.

The submission whilst in response to the invitation to comment on the proposed draft policy does not reflect on the content of the policy, rather it proposed a review of all relevant purchasing policies involving the following:

- Tender Selection policy 031;
- Regional Price Preference Policy 049; and
- Purchasing Policy 239.

The bulk of the submission deals with information relating to the proposed inclusion in 'Local Selection Criteria weightings' in future revisions of policy 031 – Tender Selection Policy and as a consequence the comments are not related to Regional Price Preference Policy 049.

As the Regional Price Preference Policy 049 now very closely follows the provisions of the Functions & General Regulations, it is considered that there is little if any room to vary the policy with any meaningful result.

The City is committed to work with the Chamber in relation to all of the City's purchasing policies and work in this regards has already commenced. The liaison wills likely result in changes being made to other related policies in the future.

In relation to this policy however - Regional Price Preference Policy 049 – no changes are proposed and it is now placed before Council for adoption.

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.

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 become effectively upon being adopted.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council

- 1. Adopt the proposed Policy 049 Regional Price Preference as shown in attachment B; and
- 2. The Busselton Chamber of Commerce be thanked for their submission and confirm that the City is currently working in conjunction with the Chamber in reviewing the City's purchasing practices.



Contact: ceo@busseltonchamber.com.au

(08) 9754 2694

Mr Mike Archer Chief Executive Officer 2 Southern Drive Busselton WA 6280

22 September 2017

Dear Mike,

Re: Regional Price Preference Policy (049)

1. Introduction

Thank you for the opportunity to comment on the proposed revision to the City of Busselton's ("CoB") Regional Price Preference Policy.

Busselton Chamber of Commerce and Industry ("BCCI") actively represent the business communities of Busselton and surrounding areas with over 275 members. BCCI wrote to CoB on 4 July 2017 requesting that CoB consider undertaking a review of Regional Price Preference Policy (049), Tender Selection Criteria Policy (031), and Purchasing Policy (239).

BCCI is pleased that CoB is reviewing Policy 049, however BCCI considers that a more holistic approach to reviewing CoB's local procurement is required, in particular a review of Tender Selection Criteria Policy (031) and Purchasing Policy (239). BCCI would be pleased to collaborate with CoB on this review.

2. Regulatory Framework

CoB is subject to the *Local Government Act 1995* ("the Act") and the *Local Government* (Functions and General) Regulations 1996 ("the Regulations") and CoB's regional price preference policy must be in compliance with the Act and the Regulations.

3. Review of Regional Price Preference Policy (049)

BCCI acknowledges that CoB is constrained by the Regulations in its review of Policy 049, though BCCI notes that the proposed changes to Policy 049 appear to be more clarity of drafting, then proposing substantial changes to its application.

8 November 2017

Chamber of Commerce Letter

72

4. Review of Tender Selection Criteria Policy (049) and Purchasing Policy (239)

BCCI requests that CoB consider undertaking a review of its Tender Selection Criteria Policy and Purchasing Policy ("a **Review**"), in conjunction with the DYCCI and BCCI. DYCCI and BCCI believe that there may be policy outcomes and initiatives that could provide tangible benefits to the region, whilst ensuring CoB compliance with the Act and Regulations.

DYCCI and BCCI consider that the Review could include the following elements:

- · Public workshops, jointly hosted by CoB, DYCCI and BCCI;
- Input from DYCCI and BCCI as to how can DYCCI and BCCI can promote CoB's activities and policies to maximise opportunities for local businesses;
- Review of 'best practice' policies and developed by other Local Government's;
- · Input from WALGA as appropriate; and
- · Formal written submissions to CoB

DYCCI and BCCI consider that the Terms of Reference for a Review could include the following elements:

- Identifying benefits to regional economic growth and employment opportunities from CoB procurement activities (i.e. the 'multiplier effect')
- Reviewing CoB expenditure in recent years and quantifying expenditure on local and non-local suppliers
- Identifying potential barriers to local business participation in CoB procurement (i.e. lack of awareness of CoB procurement process, lack of expertise in responding to tenders etc)
- Identifying ways to promote awareness of benefits of regional purchasing preference amongst CoB officers
- Identifying potential improvements in CoB procurement policies and processes to enhance local economic activity

5. Example Initiatives

DYCCI and BCCI have identified examples of potential initiatives that could be considered as part of the Review. The list below is not intended to be exhaustive or pre-empt the proposed Review, but merely to highlight potential opportunities that could be considered as part of the Review.

- CoB regularly (say quarterly) advising DYCCI and BCCI of potential upcoming CoB
 procurement activities (e.g. tenders for supplying CoB ongoing services that may
 be retendered/projects constructed in 6-12 months) to provide local businesses
 with an opportunity to prepare in advance
- CoB/DYCCI/BCCI holding workshops to assist local businesses improve their competitiveness in responding to CoB tender opportunities

73

Attachment A

- Where a local business has the capacity to provide a service that a non-local business is currently providing, then CoB may choose not to automatically exercise an option to extend the contract and instead re-advertise for tender submissions (i.e. giving local businesses the opportunity to bid every 3 years, rather than say 5 years)
- DYCCI and BCCI notifying members (say weekly email) with summary of CoB tender opportunities
- CoB including a weighting in tender documents for respondents to detail their 'Contribution to the Local Economy'. For example, the following Shires have included a Local Content Tenders Selection Criteria in recent tenders.

Shire of	Selection Criteria Weighting	Selection Criteria		
Beverley	10%	Contribution to Local Economy		
Lake Grace	20%	Local Content		
Bruce Rock	10%	Contribution to Local Economy		
Narrogin	20%	Local Provider		
Wagin	10%	Contribution to the Local Economy		
Woodanilling	10%	Contribution to Local Economy		

Shire of Wagin - RFT 554 / 2017 - AGRN743 Wagin Flood Recovery Minor Works (Ver 2)



Contribution to the Local Economy

Weighting 10%

Please detail how your proposed operation will benefit the local economy. Please detail such things and materials and supplies you intend to source from suppliers located within the Shire of Wagin such as Fuel, accommodation, sub-contractors, hire of plant and machinery.

Shire of Beverley - RFT 560/2017

Chamber of Commerce Letter

74



Shire of Beverley - RFT 560 / 2017 - AGRN743 Beverley Flood Recovery Minor Works (Ver 1)

Contribution to the Local Economy

Weighting 10%

Please detail how your proposed operation will benefit the local economy. Please detail such things and materials and supplies you intend to source from suppliers located within the Shire of Beverley such as Fuel, accommodation, sub-contractors, hire of plant and machinery.

Shire of Lake Grace RFT 02-2017



	d)	Local Content	20%
		Detail the local content that will be used in this contract including:	
		Organisation name	
		Expected contract spend	
		Type of good services to be supplied	
-		Estimated necessarians of work represented.	

Shire of Bruce Rock RFT 547 / 2017

Shire of Bruce Rock - RFT 547 / 2017 - AGRN743 Bruce Rock Flood Recovery Minor Works (Ver 1)



Contribution to the Local Economy

Weighting 10%

Please detail how your proposed operation will benefit the local economy. Please detail such things and materials and supplies you intend to source from suppliers located within the Shire of Bruce Rock such as Fuel, accommodation, subcontractors, hire of plant and machinery.

Shire of Narrogin RFQ54



Chamber of Commerce Letter

75

The following criteria will be taken into consideration in determining the successful Contractor:

Value for Money (Price) Lump Sum excluding GST.	50%
Completion date for works	10%
Local Provider	20%
Previous Work Experience	20%

Shire of Woodanilling RFT 560 2017



Criteria	Weighting
Relevant Experience	20%
Contribution to the Local Economy	10%
Tenderers Resources	20%
Price	50%

Conclusion

Kyl Tackson

BCCI would welcome the opportunity to meet with CoB representatives to discuss and we look forward to working collaboratively with CoB on this important initiative.

Sincerely,

Kyle Jackson

President

Busselton Chamber of Commerce & Industry

Proposed Policy 049 - Regional Price Preference

Last updated 09/08/2017

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.

76

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.

Last updated 09/08/2017

Policy Background

Policy Reference No. - 049 Owner Unit - Contracts and Tendering Originator – Director, Finance and Corporate Services Policy approved by – Council Date Approved – 9 August 2017 Review Frequency – As required Related Documents -Local Government (Functions and General) Regulations 1996

<u>History</u>

Council Resolution	Date	Information
C1708/192	9 August, 2017	
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

10.8 <u>Airport Advisory Committee - 18/10/2017 - AIR BP LEASE - FUEL FACILITY</u>

SUBJECT INDEX: Busselton Margaret River Airport

STRATEGIC OBJECTIVE: Public transport services that meet the needs of the community.

BUSINESS UNIT: Commercial Services
ACTIVITY UNIT: Commercial Services

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

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Nil

This item was considered by the Airport Advisory Committee at its meeting on 18 October 2017, the recommendations from which have been included in this report.

PRÉCIS

This report recommends Council give local public notice of a proposed disposition of property (section 3.58 Local Government Act 1995) and to delegate authority to the CEO to finalise terms and conditions and execute a ground lease between the City of Busselton and BP Australia Pty Ltd, for a portion of Lot 1974 on Deposited Plan 411016 (Certificate of Title Volume 2931 Folio 507). The purpose of the proposed lease is to facilitate a commercial aviation fuel facility (Jet A1 and Avgas).

BACKGROUND

The Busselton-Margaret River Airport (BMRA) is located 6.5km from the Busselton town center and is at the gateway to the internationally renowned Margaret River Wine region. It is located wholly on land owned by the City of Busselton.

In June 2015, the State Government committed to delivering an upgrade to the then Busselton Regional Airport to enable domestic interstate services directly into the South West region. After reviewing a rigorous Business Case submitted by the South West Development Commission in 2013, and considering the views of the Steering Committee appointed by the then Minister for Transport to oversee the development of the Business Case, the Government publically committed to funding the redevelopment.

Since the funding commitment the City of Busselton, as the Project Manager, has completed a Project Definition Plan for the BMRA Development Project, and has received subsequent approval from the Project Governance Committee. As part of the project planning there was an identified need for jet fuel for both future interstate RPT services and existing users. There has been no provision of Jet Fuel at the BMRA to date.

In 2012 the City of Busselton was successfully awarded funding from the Regional Airport Development Scheme (RADS) for the installation of a Jet (A1) Fuel facility at BRA, to the value of \$350,000 with a total project value of \$700,000 (with the City to match the RADS Funding). Further approval was granted to the City for the rolling forward of a revised amount of \$264,659 of the RADS grant through to the 2016/2017 financial year, with a project completion date set for 30 April 2017. In May 2016 the City again sought approval from the Minister of Transport to roll forward the RADS Grant to the 2018/2019 financial year to enable the commissioning of the Jet Fuel Facility at the BMRA to coincide with the introduction of Regular Passenger Transport (RPT) interstate services directly to Melbourne and Sydney.

In 2013 the City conducted an expression of interest process to seek interest in developing the jet fuel facility. Since then the City has been negotiating with its preferred proponent BP Australia Pty Ltd.

In addition to the new jet fuel facility, the City of Busselton owns and maintains an existing Avgas facility located at the BMRA. The supply of Avgas fuel is distributed to recreational and general aviation aircraft with refueling managed by the locally based Busselton Aero Club under license. It is proposed that the Avgas Facility will be transferred to BP Australia Pty Ltd.

This report documents the negotiations between City Officers and the proponents and seeks a Council resolution to dispose of Crown land property by means of a 20 year lease in accordance with statutory requirements of s3.58 of the Local Government Act 1995.

Negotiations have progressed to the point where the City has agreed the terms of an Agreement for Lease (a conditional memorandum of understanding between the parties) and now requires Council endorsement.

STATUTORY ENVIRONMENT

Local Government Act 1995

- In accordance with s9.49B of the Local Government Act 1995, 'Contract Formalities', the Council is required to give authority to make, vary or discharge a contract, effectively binding the local government and other parties to the contract. This report identifies the proposed parties to a future contract and recommends the CEO be authorised to negotiate and enter a Lease with BP Australia Pty Ltd (ACN 004 085 616).
- Section 3.58(3) of the Local Government Act 1995, states that before agreeing to dispose of property, the local government is required to:
 - (a) give local public notice of the proposed disposition by:
 - describing the property concerned;
 - giving details of the proposed disposition (including names of the parties concerned; the consideration to be received by the local government and the market value of the disposition); and,
 - inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given
 - (b) consider any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Market Valuation

A market valuation was sought from an independent valuer on 9 August 2017 and indicated a market ground rent of \$12.00-\$12.50 per square meter per annum. The area valued included the land designated for the jet fuel facility and the existing avgas depot, including the avgas infrastructure. The avgas infrastructure is considered to be fully depreciated, requiring renewal to bring it up to BP Australia's standards and hence has a market value of nil dollars.

The City proposes to advertise in a local newspaper circulating throughout the district inviting submissions to be made, as follows:

1. Description of Property

- (a) Property proposed lease premises: A portion (approximately 1,336m²) of Lot 1974 on Deposited Plan 411016 and located on Busselton Margaret River Airport, Neville Hyder Drive, Yalyalup WA 6280. As part of the proposed lease, ownership of the existing Avgas Facility located at the lease premises will be transferred to the Lessee.
- **(b) Permitted Use:** Installation and operation of an aviation fuel depot including storage, handling and sales of fuels, lubricant and related products.
- (c) Background: The City of Busselton's principle objective is to achieve the supply of Jet (A1) Fuel at the Busselton Regional Airport. Following an expression of interest process and subsequent negotiations agreement has been reached with BP Australia Pty Ltd (proposed lessee) to provide this service from the proposed lease premises. The proposed lease is consistent with the uses identified in the Busselton-Margaret River Airport Master Plan 2016 dated 10 February 2016.

2. Details of Disposition

(a) Names of Parties: City of Busselton as Lessor and BP Australia Pty Ltd (ACN 004 085 616) as Lessee.

(b) Consideration:

The ground rent to be paid by the Lessee is \$12.50 per square metre (excluding GST and outgoings). The following rent concessions apply:

- no rent is payable during construction of the jet fuel facility; and
- 50% reduction in rent applies from the Date of Practical Completion until the earlier of:
 - i. the commencement of interstate Regular Public Transport operations; and
 - ii. the first month that jet fuel sales from the jet fuel facility exceed 50 kilolitres.

The ground rent will be subject to rent reviews on each anniversary of the commencement date. Market reviews will be conducted on the 5th, 10th and 15th anniversary with all other years being subject to CPI rent reviews. A nominal annual licence fee of \$100 is payable for the access and use of the aprons and an Airport Infrastructure Fee of \$0.015 per litre will be applied to all jet fuel sales.

- (c) Lease Term: 20 years (an initial period of 10 years with an option to renew for a further 10 years)
- (d) Market Value: As determined by a valuation dated 9 August 2017 rent of \$12.50 per square metre per annum (exclusive of GST and outgoings). The existing Avgas Facility has been valued as fully depreciated and will be transferred to the Lessee at nil dollar value as part of the proposed transaction.

RELEVANT PLANS AND POLICIES

The BMRA operates in accordance with the following: Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005, CASA MOS 139, Council's Transport Security Plan and City policies and procedures.

FINANCIAL IMPLICATIONS

The fuel facility will be partly publicly funded as follows:

- \$335,413.00 City contribution;
- funding received from the Department of Transport Regional Airports Development Scheme of \$264,659.

The installation of the fuel facility is not necessarily expected to be a significant revenue generator for the City, with direct revenue generated from the ground rent (initially set at \$12.50 per square metre excluding GST and outgoings), licence fee (nominal \$100.00 per annum) and airport infrastructure fee (\$0.015 per litre of jet fuel sales). The ground rent and licence fee totalling \$16,800 (excluding GST) and an estimated infrastructure fee of less than \$2000 in the first lease year is expected to be receipted byt eh City as revenue. Indirectly, increases in airport traffic will result in increased revenue from landing fees and potentially passenger fees.

There is also the opportunity for the City of Busselton to be contracted as BP Australia's Airfield Representative, responsible for all refuelling of jet fuel and Avgas. This would involve the City entering into a contract with BP Australia for the services of refuelling, for an amount to be finalised. The remuneration paid to the City would cover City staffing costs to perform the refuelling services.

Long-term Financial Plan Implications

An operational financial model was developed as part of the State Government Business Case proposal 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 current operations, and will require updating to reflect the Development Project, including ongoing operational and capital revenue and expenditure based on the funded project. This work has commenced.

STRATEGIC COMMUNITY OBJECTIVES

This report is consistent with the City of Busselton's Strategic Community Plan (2017) community goals and objectives.

Key Goal Area 5 - Transport:

• 5.1 Public transport services that meet the needs of the community.

RISK ASSESSMENT

Should Council adopt the Officer Recommendation, there are no residual risks rated as medium or high as these risks have been mitigated through provisions within the Lease. These include, for example:

 A Benchmark Contamination Report is required to determine the level of contamination at commencement so this can be compared at expiry;

- Public Liability Insurance is required to protect against claims of personal injury or property damage as a result of business activities;
- Maintenance: all maintenance of the jet fuel and avgas facility is the responsibility of the Lessee.

CONSULTATION

Council will give local public notice of the proposed disposition and invite public submissions in accordance with the Local Government Act 1995.

In determining the requirements for the fuel facility Officers have consulted with airport users (including a survey conducted in 2016) and the airport master planner. The City will formally notify the Busselton Aero Club of its intention to close out the licence agreement for the Avgas refuelling which is currently on monthly renewal basis.

OFFICER COMMENT

The Airport Development Project seeks to upgrade the existing airport to accommodate interstate and international flights from destinations including Melbourne and Sydney. Subsequently jet fuel is essential for the domestic and future international operations.

Officers have been negotiating with a 'preferred proponent' BP Australia Pty Ltd to develop a jet fuel facility adjacent to the existing Avgas facility. Those negotiations have progressed to the point where the City has agreed the terms of an Agreement for Lease (a conditional memorandum of understanding between the parties). There are many conditions precedent including the City entering into an agreement with the Minister for Transport for the RADS funding and compliance with the requirement of s3.58 of the Local Government Act 1995.

The key terms of the Lease are set out below:

- Initial term of 10 years with one 10 year option;
- Lease area of approximately 1336m²;
- RADS Funding of \$264,659.00 and City Funding of \$335,413.00 to go toward civils works and site installation;
- Initial market ground rent of \$12.50 per square metre (rent to be adjusted annually by CPI with market rent reviews every five years) plus all outgoings;
- Rent concessions will apply during construction and before the first interstate RPT service commences;
- Licence over apron areas with an annual licence fee of \$100;
- An airport infrastructure levy which is payable on all jet fuel sales at a rate of \$0.015 per litre for the term and any further term of the lease;
- Maintenance of the fuel depot is the responsibility of BP Australia Pty Ltd;
- BP Australia Pty Ltd will retain ownership of the Jet A-1 fuel infrastructure and will be entitled to remove it from the site upon expiry.

The existing Avgas Facility will also be transferred to BP Australia Pty Ltd for \$1 as part of the lease and the Avgas Facility will form part of the lease area. The Avgas facility was previously transferred to the City for a nominal amount. It also requires a new bowser and additional works to bring it up to current specifications. Those works will be funded by BP Australia Pty Ltd.

The final lease is subject to the City complying with its obligations under section 3.58 of the Local Government Act

CONCLUSION

This report recommends Council dispose of property in accordance with s3.58 of the Local Government Act 1995, by entering into a lease for a portion of Lot 1974 on Deposited Plan 411016 (Certificate of Title Volume 2931 Folio 507) to facilitate the proposed aviation fuel facility. The Officer recommendation seeks a decision to advertise the proposed disposition of property and to authorise the CEO to finalise negotiations with BP Australia Pty Ltd and to execute a Lease with BP Australia Pty Ltd.

OPTIONS

Council may elect to not proceed with the proposed new lease and/or amend the draft terms and conditions negotiated by Officers.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

It is anticipated that advertising will be conducted soon after council approval is obtained. Should Council support the Officer recommendation, the Lease will be entered into once all conditions precedent are finalised (including entering into an agreement with the Minister for Transport for the State Government funding).

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

- 1) Resolves to give local public notice to Lease 1,336m² portion of Lot 1974 (Deposited Plan 411016) located on Busselton Margaret River Airport, Neville Hyder Drive, Yalyalup, including the existing Avgas Facility and invite public submissions in accordance with Section 3.58(3) of the Local Government Act 1995; and
- 2) Subject to not receiving any adverse submissions, delegates to the Chief Executive Officer to negotiate and authorises the Chief Executive Officer to enter into the Lease on the further terms and conditions as outlined in this report.

11. PLANNING AND DEVELOPMENT SERVICES REPORT

Nil

12. ENGINEERING AND WORKS SERVICES REPORT

Nil

13. COMMUNITY AND COMMERCIAL SERVICES REPORT

Nil

14. FINANCE AND CORPORATE SERVICES REPORT

14.1 COUNCIL ENDORSEMENT OF THE 2016-2017 CITY OF BUSSELTON ANNUAL REPORT

SUBJECT INDEX: Corporate Reporting

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

and transparent.

BUSINESS UNIT: Governance Services

ACTIVITY UNIT: Finance and Corporate Services

REPORTING OFFICER: Public Relations Coordinator - Meredith Dixon

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

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachmwnt A – 2016-2017 City of Busselton Annual Report (Separate

Attachment)

PRÉCIS

The Local Government Act 1995 requires council to accept the Annual Report for the financial year. This report seeks Council's acceptance of the printed City of Busselton Annual Report 2016-2017 and the proposed dates for the Annual General Electors' Meeting.

BACKGROUND

The City produces an Annual Report at the end of each financial year. This report is presented to Council for endorsement. The Draft Annual Report (exclusive of financials) was provided to Councillors on 20 September 2017. Councillors were asked to provide feedback to the Public Relations Coordinator by Wednesday 27 September 2017. Council feedback / corrections were incorporated into the final draft of the report prior to the print run.

Fifty full colour copies of the City's Annual Report have been printed. The 2016-2017 Auditor's Report is contained in the body of the Annual Report (Part Four Financials). A copy of the 2016-2017 Financial Statement is included as a detachable document at the back on the Annual Report. Once endorsed by Council, the Annual Report will be posted to key stakeholders and made available in electronic format on the City of Busselton website. In line with State Government direction, an electronic copy of the report (inclusive of financial statements) will be forwarded to the Department of Local Government.

STATUTORY ENVIRONMENT

Section 5.54 and 5.27(2) of the Local Government Act 1995. It is a statutory requirement that the Annual Report be accepted by Council prior to December 31. The Annual Electors' Meeting must be held within 56 days of that acceptance.

RELEVANT PLANS AND POLICIES

The Annual Report details Council's progress against six key goal areas outlined in the Strategic Community Plan 2013 (Review 2015). The Annual Report provides summary updates on the actions undertaken to meet the objectives of the Corporate Business Plan 2013/2014 – 2017/2018. The Annual Report demonstrates the City's adherence to regulatory requirements outlined in Section 5.53 of the Local Government Act 1995. The Annual Report provides full financial statements for the City of Busselton.

FINANCIAL IMPLICATIONS

Associated production and printing costs are included in Council's 2017-2018 budget.

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

The Annual Report is the formal report against all of the Council's Strategic Community Objectives, and specifically contributes to governance systems that deliver responsible, ethical and accountable decision-making.

RISK ASSESSMENT

If the Annual Report is not accepted at this meeting, it must be done prior to 31 December 2017 to ensure compliance with the Local Government Act.

CONSULTATION

In preparing the Annual Report 2016-2017, consultation has been undertaken with City of Busselton Council; the Chief Executive Officer; the Senior Manager Group and Officers from the City's Corporate Planning and Governance teams.

OFFICER COMMENT

The City of Busselton Annual Report 2016-2017 has been undertaken according to a timeline developed to enable the Annual General Electors' Meeting to be held before the end of the 2017 calendar year.

CONCLUSION

The City of Busselton Annual Report 2016-2017 requires Council endorsement prior to public distribution.

OPTIONS

Another date for the Annual General Electors' Meeting may be preferred by Council.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

- Council Meeting for the formal acceptance of the Annual Report and setting of the date for the Annual General Electors' Meeting: 8 November 2017.
- Two week statutory advertising period of the Annual General Electors' Meeting: 10 November 24 November 2017.
- Annual General Electors' Meeting held in the City of Busselton Council Chambers: Monday 27 November 2017.

OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

- 1. Accepts the 2016-2017 Annual Report as at Attachment A;
- 2. Endorses public notification regarding the availability of the Annual Report 2016-2017; and
- 3. Sets Monday 27 November 2017 for the Annual General Electors' Meeting to be held in the

Council Chambers at 2 Southern Drive Busselton.

14.2 WORKFORCE PLAN 2017/2018 - 2020/21

SUBJECT INDEX: Employee Relations

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

workforce.

BUSINESS UNIT: Corporate Services **ACTIVITY UNIT:** Employee Services

REPORTING OFFICER: Manager Corporate Services - Sarah Pierson

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

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Workforce Plan U

PRÉCIS

This report presents for Council's information the attached Workforce Plan 2017/2018 – 2020/2021 (Workforce Plan), with the plan having been endorsed by the Chief Executive Officer. The Workforce Plan is a key component of the Department of Local Government's Integrated Planning and Reporting Framework, with the requirement being that all local governments have a workforce plan in place.

BACKGROUND

The Local Government Act 1995 and the Local Government (Administration) Regulations 1996 set out requirements for local governments with respect to having a 'plan for the future'. All Local Government Authorities are required to have a strategic community plan spanning a minimum ten year period and a corporate business plan, spanning a four year period. Local governments are also required to develop a number of informing documents, namely asset management plans for key asset classes, a four (4) year workforce plan and a ten (10) year long term financial plan. This set of plans and their integration with each other is commonly referred to as the integrated planning and reporting framework.

Workforce planning is a key component of the integrated planning and reporting framework. As a key informing plan it assists the City to ensure it has the skills mix to deliver on its strategic direction and the flexibility to adjust to internal or external influences as required.

STATUTORY ENVIRONMENT

Section 5.56 of the *Local Government Act 1995* (the Act) requires a local government to plan for the future of the district and to ensure that any such plans are in accordance with regulatory requirements.

Regulation 19C of the Local Government Administration Regulations 1996 requires the creation of a strategic community plan to have regard to the capacity of its current resources and the anticipated capacity of its future resources.

Regulation 19DA requires the creation of a corporate business plan which develops and integrates matters relating to resources, including asset management, workforce planning and long-term financial planning.

The Integrated Planning and Reporting Guideline requires (at minimum) the following:

- (i) Council has a current workforce plan
- (ii) The Workforce Plan identifies the current workforce profile and organisational structure;
- (iii) The Workforce Plan identifies gaps between the current profile and the organisational requirements
- (iv) The Workforce Plan identifies organisational activities to foster and develop workforce
- (v) The Workforce Plan is budgeted for in the Corporate Business Plan and Long Term Financial Plan.

RELEVANT PLANS AND POLICIES

The Workforce Plan links directly to the City's Strategic Community Plan 2017 and Corporate Business Plan 2017/18 -2020/21, being a resourcing and an informing document. It forms one aspect of the City's overall resourcing strategy with linkages to the other key resourcing documents, the Asset Management Plan/s and the Long Term Financial Plan.

FINANCIAL IMPLICATIONS

The Workforce Plan projects Full Time Equivalent (FTE) staff numbers to grow to 327.9 by 2020/21, as shown in the table below.

Year	FTE	Growth
2017/18	313	
2018/19	318.6	5.6
2019/20	324.2	5.6
2020/21	327.9	3.7

The projections are guided by the City's Long Term Financial Plan and its financial capacity to provide for workforce growth. In return workforce planning undertaken annually informs future reviews of the Long Term Financial Plan.

The projections are underpinned by the following assumptions:

- the City continuing to provide its current range of services to the community, as per the Corporate Business Plan,
- with the exception of growth in airport services associated with expansion, there being no other significant changes in the number or type of services provided by Council,
- population growth continuing at its current rate, and
- a level of efficiency gain being achieved through economies of scale and organisational continuous improvement strategies

The Workforce Plan proposes a number of actions designed to facilitate the building of a skilled, engaged, flexible and diverse workforce that can deliver the required levels of service now and into the future. It is anticipated that the majority of the actions identified in the plan will be delivered within organisational resources allocated in the long term financial plan. In the event that additional resourcing requirements are identified for an action/s, a project proposal will be presented as part of the ongoing review of the long term financial plan and annual budgeting processes.

Long-term Financial Plan Implications

The table below shows the annual allocation for workforce growth contained within the City's current Long Term Financial Plan.

Year	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
\$	250,000	391,651	405,697	417,868	430,404	443,316	456,616	470,314	484,423	498,956

The Long Term Financial Plan is reviewed regularly with workforce planning activities informing this review.

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

Given the Workforce Plan has been integrated into the City's overall corporate business and financial planning, it is not considered to present any risks of a medium or greater level.

CONSULTATION

N/A

OFFICER COMMENT

The ability for the City of Busselton to attract and retain a skilled workforce is critical to ensuring the delivery of quality services and to achieving the goals and objectives of Council's Strategic Community Plan and Corporate Business Plan. Workforce planning is an important tool enabling a structured approach by which the City can better understand its workforce profile, consider factors likely to influence workforce supply and demand, and look at human resource management strategies which facilitate the effective provision of required services now and into the future.

The attached Workforce Plan outlines the City's current workforce profile, its future workforce needs, and the challenges and opportunities facing the City in meeting those needs. The vision of this is plan is to have a skilled, engaged, flexible and diverse workforce committed to achieving organisational objectives and delivering high performance outcomes.

The plan outlines key human resource management strategies and actions for the next four years split into three goals; to attract and retain a capable workforce, to develop and grow a skilled workforce and to ensure the building of a performance based culture. The implementation of the actions will aid in achievement of the plan's vision through facilitating the attraction and retention of required staff, providing opportunities for personal and professional growth, ensuring continuous improvement in employment related systems, and building a safe, healthy, high performing work environment.

The Workforce Plan will be reviewed on a regular basis to ensure it remains relevant in a changing environment and to incorporate feedback from stakeholders.

CONCLUSION

Workforce planning is a key component of the integrated planning and reporting framework. The implementation of the City's Workforce Plan will facilitate the achievement of our vison to have a skilled, engaged, flexible and diverse workforce committed to achieving organisational objectives and delivering high performance outcomes.

While not required under the integrated planning and reporting framework to adopt the Workforce Plan, Council's noting and endorsement of the plan is sought.

OPTIONS

The Workforce Plan is not required to be adopted by Council. Council could however request that the Chief Executive Officer further review and make amendments to the plan.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Immediate as the Workforce Plan is currently operational.

OFFICER RECOMMENDATION

That the Council receives and notes the City's Workforce Plan as shown in attachment A .

14.2 Attachment A

Workforce Plan 2017/2018 to 2020/2021 Sustaining Our City





Workforce Plan

93

TABLE OF CONTENTS

	PAGE NUMBE
Welcome	3
Introduction	4
Methodology	5
Step One – Scan and Understand	
Our External Environment	6
The South West Region	6
About Busselton	7
Local Government Sector	9
Labour market, changing labour demographics and employee	
Expectations	10
Economic impacts	10
Our Internal Environment	11
Organisational Overview	11
Vision, Values and our Strategic Community Plan	11
Current Workforce Profile	
Future Workforce Profile	18
Step Two – Analyse and Interpret	21
Key Issues	
Changing Population Base (Impact on the City's Workforce pro	
Attracting and retaining staff	
Providing career growth and opportunities for development	
Maintaining service levels	
Step Three – Develop and Implement	24
Action Plan	
Step Four – Monitor and Evaluate	25
2016/2017 Progress	25
Action Plan	
Goal One – Attracting and Retaining a Capable Workforce	
Goal Two – Developing our Workforce	
Goal Three – Building a Performance Based Culture	30
Figures	
Figure 1: Elements of the Integrated Planning and Reporting Frame	
Figure 2: Population of Busselton in 2016	
Figure 3: Permanent workforce distribution in May 2017	
Figure 4: Gender profile by Directorate in May 2017	
Figure 5: Average age of employees as at May 2017	
Figure 6: Employee years of service as at May 2017	
Figure 7: Turnover Rates since 2011	

during 2016-2017
Figure 9: Projected FTEs in Directorate areas for years 2017-2018 to 2020-2021
Figure 10: Projected new and total FTEs by 2020-2021
Tables
Table 1: Full Time Equivalent employee projections for years 2017-2018 to 2020-2021
Table 2: Predicted growth of position groups for years 2017-2018 to 2020-2021

Figure 8: Reasons for leaving employment with City of Busselton

Welcome to the City of Busselton's Workforce Plan

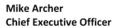
The City's Workforce Plan helps to inform and resource the City's Corporate Business Plan which in turn aims to achieve the goals and objectives of the Council's Strategic Community Plan 2017.

It outlines the City of Busselton's current workforce profile, future workforce needs and challenges, and the key human resource initiatives for the next four years – our Action Plan. This Action Plan will be reviewed on a regular basis to ensure they address the changing environment and to incorporate feedback.

The **Vision** of this is plan is to have a skilled, engaged, flexible and diverse workforce committed to achieving organisational objectives and delivering high performance outcomes.

The implementation of strategies contained within this document will facilitate the achievement of this Vision. The strategies aim to facilitate the attraction and retention of skilled staff, the engagement of staff creating pride in performance, and the provision of a safe and healthy work environment..

With this in mind, our organisation can confidently focus on the future, and meet the needs of the community today and tomorrow.





INTRODUCTION

The ability for the City of Busselton to attract and retain a skilled workforce is critical to ensuring service quality and achieving long term sustainability. To this end the City of Busselton faces a number of challenges, internally and externally, as well having opportunities it can leverage to achieve its objectives.

Key challenges in terms of workforce supply include the ageing population, with a higher proportion of the City of Busselton population expected to reach retirement age by 2026 as compared to WA more broadly, and the lower levels of technical and professionally skilled people within the South West region.

Internally the City, like many other organisations, faces challenges relating to the retention, engagement and development of its workforce, and the ability to adequately resource work demands within a somewhat constrained financial environment.

Balanced against these challenges are opportunities for the City to attract and retain the required skills. An expanding and changing population base provides opportunities for the City to attract a more diverse mix of skills. The continued growth of the City's profile as a place to live, invest and visit attracts an increasing number of families and younger professionals to the area. Additionally the rate of growth of the district provides for challenging and interesting work for council officers.

This workforce plan provides strategies to enhance attraction, retention and development of the right skills. Our workforce planning also allows us to identify when existing roles may need to develop or change, and where new and non-traditional roles may be relevant.

Workforce planning is a key component of the Integrated Planning and Reporting Framework. As a resourcing strategy it assists the City to ensure it has the skills mix to deliver on its strategic direction and the flexibility to adjust to internal or external influences as required. In essence it is all about "having the right number of people with the right skills in the right job at the right time". The linkages of the Workforce Plan with both the City's Strategic Community Plan and Corporate Business Plan are shown in figure 1.



Figure 1. Elements of the Integrated Planning and Reporting Framework.

Methodology

The workforce planning process used by the City has four stages:

Step 1 Scan and Understand (Context and Environment)

Understand internal and external forces that will impact on City services, workforce needs and the supply of labour.

Step 2 Analyse and Interpret Workforce

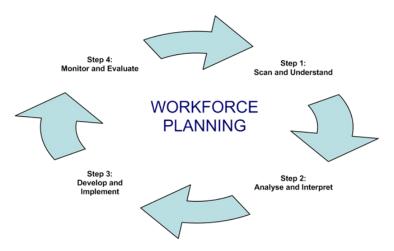
Analyse Workforce Supply and Demand to determine what roles, skills and numbers of people the City will require to deliver their service objectives, as well as determine workforce projections.

Step 3 Develop and Implement Workforce Plan

Compare demand and supply to understand the City's projected workforce needs. Design and implement solutions that will address the gaps.

Step 4 Monitor and Evaluate

Determine successes and improvement opportunities for the next round of workforce planning.



The workforce analysis and planning that has been undertaken by the City of Busselton for this Plan includes:

- A critical analysis of our current workforce profile through available data;
- An environmental scan for current and future influences within the internal and external environment;
- Discussion with Directors and Managers to determine workforce strengths, weaknesses, and expected future workforce demands;
- A review of critical positions;

98

STEP ONE - SCAN AND UNDERSTAND

Our External Environment

The external environment presents both challenges and opportunities for the City of Busselton. External factors with the ability to impact upon the City's workforce are outlined

The South West Region

The South West region is a dynamic and growing region with a diverse economy and complex labour market. The region's economy has experienced strong growth over the past decade, with growth this decade having outstripped growth in the broader Western Australian economy.



The unemployment rate for Busselton for the December 2016 Quarter was 4.0 percent. This is lower than the average for the South West of 4.4 percent and significantly below the level for Western Australia which sat at 6.1 percent.

According to data released in August 2015 from the Department of Employment, South West WA Employment Region, Small Area Labour Market, the main employing industries for South West WA are Construction, Health Care and Social Assistance, Agriculture, Forestry and Fishing, Education and Training and Manufacturing. The Vasse region's (which includes Busselton and Margaret River) main economic drivers are Tourism, Viticulture, Agriculture, Creative Industries and Professional Services.

According to the same data, over the five years to November 2019, employment in South West WA is projected to increase by 7,900 persons or 8.4 per cent (compared to growth of 10.0 per cent for Australia as a whole). The largest increases are projected to occur in Health Care and Social Assistance, Education and Training and Retail Trade. The main industry expected to record an employment decline in the region is Mining.

Attachment A

14.2

99

Relative to the WA labour force, the region's labour force is significantly under-represented in the 20 to 34 age bracket, and the overall Busselton population has a higher proportion of persons aged 65 and over. The under-representation of the 20 to 34 age bracket is likely due to young people seeking employment and higher education opportunities elsewhere, noting that the City is working to address the availability of higher education facilities within the region, with CQU recently establishing a hub within the City. To some extent however it is natural for youth to seek experiences in bigger cities. The lifestyle attraction of the region is likely to explain the over-representation of those at retirement age.

The South West's strong population growth is expected to continue with Western Australian Planning Commission (WAPC) forecasts suggesting the South West population will grow to between 197,740 and 215,850 people by 2026.



According to the 2016 Census, the South West has lower levels of tertiary educational attainment than is the norm in WA. Only 10.8% of those people attending education are involved in tertiary or technical institutes, compared with 20% for the wider WA population. While the relatively low levels of educational attainment does not seem to be impacting upon the region by way of higher unemployment rates, these lower levels of educational attainment may mean the region is more vulnerable to changes in the labour market.

According to DEEWR's Survey of Employers Recruitment Experiences (Feb 2017), there has been significant softening in recruitment conditions with a reduction in vacancy numbers, and a higher number of applicants for advertised roles. This reflects the experience of employers in the South West and of the City of Busselton.

About Busselton

The City of Busselton covers an area of 1,454km. The principle settlement is Busselton, approximately 220km south of Perth. The smaller town centre of Dunsborough is situated west of the Busselton town centre. Other satellite suburbs include Yallingup, Yalyalup and

According to the 2016 Census the City has a population of 36,686. Figure 2 shows the population breakdown by age and gender.

3,000 2,500 2.000 1,500 1,000 500 15.79 years 80.84 years 15.19 years 202A years 35.39 Veats AO AA YE ATS AS AS YEARS SOSAYERS SP SP VERTS 65-69 Years 10.7ayears 15.29 Veats 30.3A Years 605A Years &Syeat and over

Figure 2: Population of Busselton in 2016

Between 2014 and 2015, Busselton had the greatest population growth in the state outside of Perth, being 3.8%. The WA Planning Commission forecasts the population to reach between 42,290 and 45,620 by 2026 (Western Australia Tomorrow, Population Report, No 10, 2016 to 2026).

In terms of population demography, the median age of the population is 42 years (Census 2016), with 19.7 percent of people aged 65 and over and 20.4 percent aged zero to 14 years. When looking at workforce participation, these two figures combined (40 percent) result in a reduced pool of available labour. 25.7 percent of Busselton's population is born overseas and 1.6 percent of residents identified themselves in the 2016 Census as Indigenous.

This data demonstrates a relative lack of diversity within the City which may have implications for employment and impact on diversity initiatives contained in the City's Equal Employment Opportunity Management Plan.

Busselton was recently listed 8th in an online survey as the best location in Australia for a sea change, and the only area in WA to make the list. As a popular "sea change" destination we welcome an average of around 1,000 new residents each year. As per the 2016 Census data Busselton continues to be popular with those aged 55 and over, with many of those moving to the City being self-funded retirees.

Busselton has undergone a period of significant development and infrastructure growth over the last 10 years to accommodate its growing population and continues to look at strategies to ensure population demographics are catered for.

Attachment A Workforce Plan



101

The City of Busselton is also one of the State's most popular tourist and holiday destinations due to its mild climate, attractive coastline and world class wine and surf. According to Tourism WA statistics, the South West Region attracted 2,848,000 overnight domestic visitors, and 176,300 overseas visitors in the year ending March 2017. This popularity results in a significantly higher population during peak tourist seasons.

Local Government Sector

Local Government as an industry faces a number of challenges with respect to workforce planning. Local Government Authorities are complex and quite unique organisations. Unlike most organisations which are tailored in their offerings, local government provides a diverse range of services and hence employs a wide variety of people from different occupational / professional groups. This diversity means that local governments cannot focus their energies on only one or two occupational groups or target markets.



Being in essence a political organisation, local government is subject to shifts in the political sphere, with changes in State government and the profile of elected members often impacting on the direction of the organisation. Local government responsibilities have broadened in recent years with a shift of responsibilities from State and Federal Government to Local Government and a tendency for local government to be more involved in the delivery of non-traditional services. This scope for change and uncertainty can make

local government a challenging place to work and the political nature of the environment requires particular skills and acumen.

Traditionally local government has not been a strong employment competitor with the private industry, with the sector being seen as less dynamic than private industry and with salaries typically being lower. Hence, people may not see the local government sector as a

desirable career option. Although this is far from the reality, with local government (and in particular the City of Busselton) being an extremely dynamic and challenging environment, addressing the image of local government is imperative if the sector and the City wants to compete with the private sector.

Labour Market Changing Labour Demographics and Employee Expectations

Labour force demographics and employee expectations are constantly changing. The age at which people retire has increased over the past 10 years impacted by the 2008 Global Financial Crisis (GFC) and more recently by government changes to superannuation. Part time and flexible working arrangements are increasingly a feature of work, with parents of young children and those aged over 55 having the right to request flexible arrangements.

Maintaining market competitiveness is important to the attraction and retention of staff and skills. The City must be able to offer salary packages that are competitive and include incentives such as flexible work practices and professional development opportunities. This however needs to be balanced against the need to remain financially sustainable and provide value for ratepayers.

Economic Impacts

The state of the economy impacts on the City in different ways in terms of workforce supply and demand. In general, in times of economic downturn, more labour becomes available as the unemployment rate increases. At the same time however organisations will generally focus on retaining their skilled staff and so the level of skills available within the labour market does not always increase at the same rate. As the economy picks up, so too does the demand for skills and hence the recruitment market becomes tighter.

In terms of impacts on the City of Busselton workforce, history has shown that an economic downturn generally produces a decline in the level of planning, development and building applications as the building and construction industries are impacted. This results in decreased revenues and a reduction in workloads for staff within these areas. As the economy picks up, so too does the increase in development applications which then in turn leads to an increase in the demand for professional staff, particularly in the areas of planning, building and development control.

Currently development activity within the City of Busselton is steady with a slight decline in Building applications, however planning applications remain high. In 2016/2017 building applications received totalled 1510, and there were a total of 993 Planning Applications assessed. This does not however appear to be reflective of an overall uptake in the demand for skills associated with a widespread development boom and so this may be an opportunity for the City to attract experienced staff into essential roles.

Traditionally, an increase in activity within the mining, resources and construction sectors, is of concern for the City due to the relatively easy access to Fly In Fly Out (FIFO) opportunities direct from the Busselton Margaret River Airport. This is not however currently a factor impacting the City's labour supply. In fact we have seen a significant increase in the number of applications received for roles advertised in the last 12 months.

Workforce Plan

Our Internal Environment

Organisational Overview

The City of Busselton is constituted under the *Local Government Act 1995* and is considered to be a small to medium size organisation, with an approved workforce of 310 Full Time Equivalent (FTE) positions. In addition we employ an average of 156 casual staff (as at May 2017).

The organisation is structured into four Directorates plus the Office of the Chief Executive Officer. In total, the organisation now has 12 Managers and 27 Coordinators as is reflected in the organisational chart below.



The structure of the organisation is regularly reviewed as we grow and seek to improve service delivery.

Vision, Values and Our Strategic Community Plan



Our people and the capacity of our workforce is an essential element in achieving and resourcing the goals and objectives of the City's Strategic Community Plan and its Corporate Business Plan. Actions proposed in this plan are aimed at achieving a workforce which can deliver strategic outcomes for the organisation.

This plan is reviewed annually with major reviews linked to the Strategic Community Plan review process and changes in the strategic direction of the organisation.

Strategic Vision

The Strategic Community Plan contains a vision which is to achieve:

'Where environment, lifestyle and opportunity meet'

104

To do so Council, informed by the community, has identified six Key Goals Areas and 21 Community Objectives. These form the aspirations that guide Council, the community and other lead agencies in their planning activities, with Council's more detailed response detailed in the four year Corporate Business Plan.

Strategic Values

In assisting the community to achieve its objectives the Council operates in accordance with the following set of values:

Pride in Performance
Treat everyone with respect
Empower people to make decisions
Strength as a team
A community focus

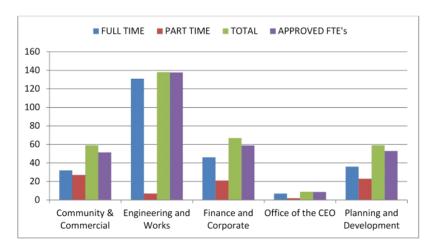
Employment practices, from recruitment and selection through to performance management, seek to reflect these corporate values.

Current Workforce Profile

The City of Busselton is a diverse mix of people and professions, and provides the community with a large range of services. As at May 2017 the City's permanent workforce comprised 310 Full Time Equivalent (FTE) employees, with a total permanent workforce (headcount) of 332 people.

Figure 3 identifies the distribution of approved FTE positions and current employees across the organisation, in total and broken down by full or part time employment. Of the 332 employees across the organisation 80 of them are part time.

Figure 3: Permanent workforce distribution in May 2017

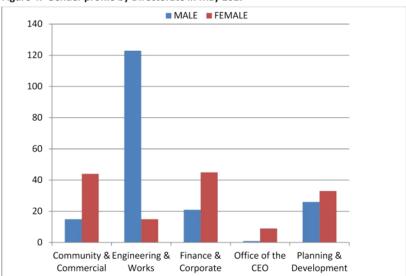


In addition to its permanent workforce the City has an extensive casual employee pool (currently 156 persons) predominantly supplementing the operation of the Geographe Leisure Centre and Naturaliste Community Centre.

Gender Profile

Gender distribution is balanced overall, with 56 percent male and 44 percent female across the organisation. Figure 4 shows the gender distribution by Directorate.

Figure 4: Gender profile by Directorate in May 2017



There is a higher representation of female to male employees in the indoor workforce (40 percent male versus 60 percent female) whereas 98 percent of those employed in the outdoor workforce are male. This is mainly due to the nature of the work and may change over time as women move more into traditionally male dominated roles.

Females occupy 28 percent of the City's Management level positions (including one Director) and 41 percent of Coordinator level positions. The City believes this is representative of current trends in the wider labour force and is also in keeping with the local government sector. Of the 24 percent of employees who work part time for the City, 87.5 percent are female.

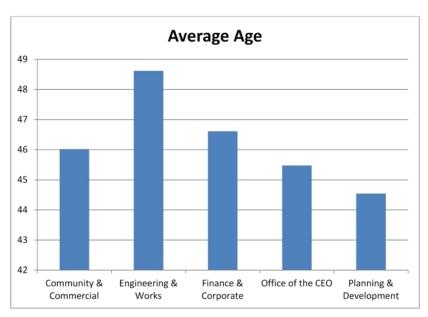


Age Profile

The average age of the City's workforce is 47.53 years. Figure 5 shows the average age by Directorate. Engineering and Works represents the highest average age at 48.46 years with Planning and Development the lowest at 44.38 years.

The average age of males is higher than that of females, being 48.16 years and 46.73 years respectively. This is largely due to the average age of the City's outside works crews, which are predominantly male, being older at 48 years. Young people under the age of 25 account for only 2.4 percent of the City's workforce. This is a slight decrease from last years' representation of 3 percent due to a number of staff turning 25 in the last 12 months.

Figure 5: Average age of employees as at May 2017



Results of an Employee Workforce Plan survey completed in August 2012 by 30 percent of staff indicated that 20 percent were considering retirement within the next five to ten years (between 2017 and 2022). This, coupled with a workforce which is currently predominantly 'middle aged', strengthens the need for strategies that cater for an ageing workforce, including strategies which allow employees to transition to retirement over time and hence retain their valuable knowledge and skills within the City longer. The reinforcement of knowledge retention within the organisation will continue to be important.

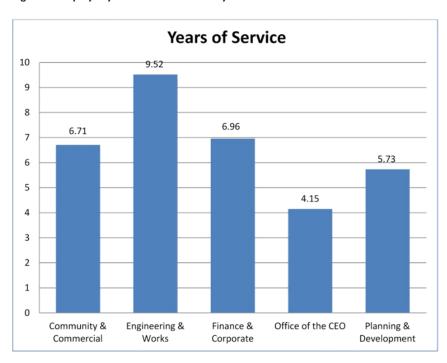
Cultural Diversity

The City's employees are predominantly Australian born with only 15.15 percent of employees born overseas (including casuals). The majority of workers born overseas are from South Africa and the United Kingdom. The City currently only has one employee that identifies themselves as being of Aboriginal or Torres Strait Islander descent. This places the City under the Commonwealth Government's aboriginal employment target of 3% by 2018. Given the low representation of Aboriginal or Torres Strait Islander people within the City of Busselton community (1.6%), meeting these targets will prove difficult for the City.

Years of Service Profile

The average years of service per employee is 7.69 years. Figure 6 identifies the average years of service by Directorate.

Figure 6: Employee years of service as at May 2017

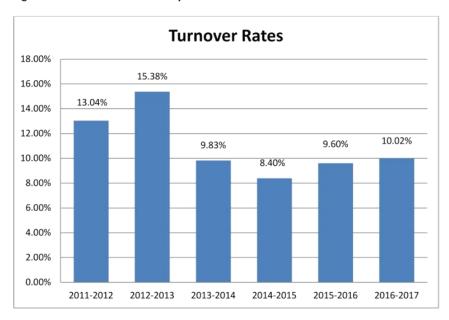


Engineering and Works Services employees have the longest years of service with an average of 9.52 years. Overall the current length of service distribution reflects a strong, stable workforce.

Turnover

For the 2016-2017 year the City's turnover rate closed at 10.02 percent (excluding casuals). Turnover has been slowly increasing over the past 3 years as demonstrated by Figure 7.

Figure 7: Turnover Rates for the City since 2011



The average industry turnover rate for the 2014 calendar year was 19.5 per cent. (Local Government Remuneration Survey, WALGA, 2014). Unfortunately updated data is not available from WALGA.

Employees exiting from the City in 2016-2017 had an average of 4.88 years of service. This is consistent with the prior year where the average length of service was 4.93.

Interviews conducted with departing employees provide the City with some insight into the reasons for their departure, as shown in Figure 8.

Reasons for leaving 2016/2017 25% 23% 20% 15% 15% 13% 10% 10% 8% 5% 5%

Figure 8: Reasons for leaving employment with City of Busselton during 2016-2017

Personal reasons are a major contributing factor with limited career prospects and job content having increased as reasons from the previous year's data.

There is a continuing need to better understand the changing characteristics of the workforce and what motivates and retains people. Turnover rates, while still low, have increased slightly in what is a relatively depressed economic market. The City faces a greater risk of turnover in times of economic upturn and it remains important that the City continues to strengthen its leadership and engagement of staff, and appropriately manage staff performance, both in terms of career advancement and managing poor performance in constructive ways.

Future Workforce Profile

A critical phase of the workforce planning process is to review future skill requirements, staffing levels, and projected employment costs. The organisation must ensure it plans and manages its resourcing in a way that meets its future service delivery requirements while at the same time ensuring it operates within its financial means.

With employment costs making up approximately 45 percent of operational costs it is critical that workforce planning and workforce growth are strongly controlled. To this end the City maintains strong budgetary control and authority over the creation of new positions as a part of annual budgeting processes with each proposed new position requiring justification against community and internal benefit criteria.

Additionally the City's executive team is charged with ensuring the cost effective management of staffing and the regular review of staffing levels and structures to optimise resourcing. The CEO is responsible for signing off the recruitment and appointment of all positions through an employment requisition and appointment process and Directors are responsible for justifying as part of this process the ongoing requirement for and structure of roles as vacancies arise.

Workforce Projections

Each year the City considers its future staffing needs with projected positional changes being forecast over the next 4 to 5 years. This plan outlines the projected growth rates for the 4 years of this plan.

The projections are guided by the City's Long Term Financial Plan and its financial capacity to provide for workforce growth and in turn this work also informs future reviews of the Long Term Financial Plan.

The projections are currently underpinned by assumptions that the City will continue to provide its current range of services to the community, as per the Corporate Business Plan, and that the community will grow to the level of population predicted by the WA Tomorrow report. Aside from some growth in airport services associated with expansion, the projections are also based on there being no other significant changes in the number or type of services provided by Council. This is again reflective of the City's Corporate Business Plan.

As the City grows it will continue to improve the way in which it delivers its services and hence achieve some economies of scale as the community and the City's workforce grows. Additionally the City will continue to look for ways in which service delivery can be improved to enhance organisational efficiency and make best use of its resources.

Where the requirement for a new projected position is able to be matched against a direct increase in revenue, or where it can be funded from another source such as a Reserve Fund, then the FTE for that position has been deemed to be cost neutral or reduced in cost. Notably for instance airport resources required as a result of projected future airport expansion are offset by projected funding

Similarly, sustained and rapid increases in fee generating services such as planning and development activity, may necessitate the need for additional FTE with these being partially

Attachment A

offset against the increasing revenue. These FTE however will typically be funded on a fixed term basis only given the relatively cyclical nature of such service requirements.

Workforce growth costs, that is, new employment costs, are defined as the cost of new positions as well as the cost of restructuring and required position changes. The City's current Long Term Financial Plan (LTFP) provides for a workforce growth provision of approximately \$390,000 in 2018/19 indexed by 3 percent per annum. For 2017/18 a slightly lower amount of \$250,000 was provided.

Year	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
\$	250,000	391,651	405,697	417,868	430,404	443,316	456,616	470,314	484,423	498,956

Expected FTE numbers over the life of this workforce plan (4 years) are shown in Table 1. The projected new positions have been costed based on current salaries indexed by 3 percent per annum over the LTFP period. It should be noted that as the workforce plan is reviewed each year and as variables change the projected positions and hence some of the costings are also likely to change upon each review.

Table 1: Full Time Equivalent employee projections for years 2017-2018 to 2020-2021

Year	FTE	Growth
2017/18	313	
2018/19	318.6	5.6
2019/20	324.2	5.6
2020/21	327.9	3.7

Over the life of this plan it is projected that additional FTE will be provided in the position groupings shown in Table 2.

Table 2: Predicted growth of position groups for years 2017-2018 to 2020-2021

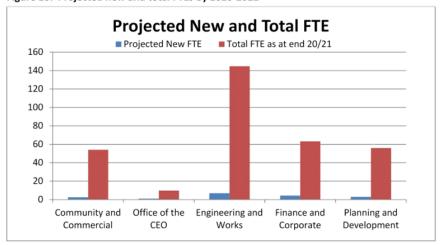
- Parks and Gardens
- Waste Management
- Engineering and Technical Design
- Environmental Health
- Development Services
- Rangers & Emergency Management
- Libraries
- Customer Services
- Community Development
- Airport Operations
- Support Services such as IT, Governance, Human Resources and Administration

Figure 9 shows the projected new FTEs by Directorate over the life of this plan. Figure 10 shows total projected FTE by Directorate at the end of 20/21 along with the projected new FTE component.

Projected New FTE 2017/2018 - 2020/2021 8 7 6 5 4 3 2 1 0 Community and Office of the CEO Engineering and Finance and Planning and Commercial Corporate Development

Figure 9: Projected FTEs in Directorate areas for years 2017-2018 to 2020-2021

Figure 10: Projected new and total FTEs by 2020-2021



Projected workforce growth rates over the life of this plan are considered to be conservative when compared to expected population growth. FTE is projected to grow by 6.0% over the 4 years or an average of 1.5% per annum. Over the past 5 years our annual population growth rate has been 3.5%.

Therefore it is critical that the City looks at a program of a continuous improvement across all of its service areas to ensure it is delivering services in the most effective and efficient way possible. It is also necessary for the City to improve its collection and reporting of key performance indicators so that we can better measure service delivery and workload demands and more robustly assess where the limited finances for workforce growth are best directed. Finally it is critical that the City more effectively engages with its staff and focuses on developing a high performance culture.

STEP TWO - ANALYSE AND INTERPRET

Information collated from the environmental scanning done in step one indicates a number of key trends the City needs to be cognisant of in order to ensure its resource capacity is aligned to the objectives of the City's Strategic Community Plan 2017.

Key Issues

The key issues faced by the City are:

- · Changing population base and its impacts on the City's workforce profile;
- Providing career growth and opportunities for development;
- Attraction and retention of staff within the Local Government industry;
- Maintaining service levels and productivity given resource limitations and competing demands:

It is important to note that these key issues present both challenges and opportunities for the City. Strategies and initiatives to address and / or manage these issues are outlined in step three of this plan.

Changing Population Base (Impacts on the City's workforce profile)

While the districts population base is slowly changing as more families seek to base themselves in the region, the number of people aged 55 and over still accounts for a large proportion of the total working population in the South West region. This relatively older population base is one of the challenges facing the region and Council into the future.



Similarly retaining and further educating the 18 – 24 age bracket will be important in maintaining a sustainable and diverse workforce and community. According to Department of Training and Workforce Development figures, there has been a slight decrease in the number of apprentices within the Busselton region. While this is a trend consistent with most other regions across the State, it does indicate the

state of youth skills and employment within the region.

Coupled with the relative lack of educational attainment within the region and the current lack of higher educational facilities, youth employment presents as both a challenge and an opportunity for the City.

The City maintains a current MOU with Rio Tinto to partner in the delivery of youth and family focused programmes, which also includes support for a Youth Development Trainee Officer Scheme and Youth Enterprise Programme.

8 November 2017

The City of Busselton has also worked closely with Central Queensland University to establish a University hub within the City of Busselton to provide additional tertiary study options.

From a workforce management perspective an ageing workforce can bring benefits with older workers generally being more experienced and well placed to mentor younger workers. An ageing workforce however, and the eventual retirement of these workers must be well managed so that their skills can be effectively passed down to others. Policies and practices which allow for the transition of older workers from the workplace need to be maintained. Fitness for work policies and wellness programs also need to be strengthened and used appropriately.

Without the concurrent employment and development of younger workers, an ageing workforce could leave the City vulnerable. Thus, the active recruitment of youth and the establishment of traineeships, cadetships and graduate opportunities needs to be further considered in future workforce planning, with the following potential benefits:

- Provision of local youth employment opportunities;
- Opportunity to instil a culture more consistent with the principles of learning and career development;
- Opportunity to promote the notion of a career within Local Government among students in the later years of their secondary education;
- The ability to pass on knowledge to trainees ensuring it isn't lost through the retirement transition



The Department of Local Government and Communities also promotes the development of youth within local government and offer a number of different scholarships, grants and traineeships directly aimed at youth. In 2016/17 the City was successful in obtaining a scholarship for one current employee to undertake study, and a grant to enable the City to employ an additional youth trainee within Community Services.

14.2

Attracting and retaining staff

Attracting the right people with the right skills is, and will continue to be, a key challenge for the City.

The comparatively small proportion of professionals living in the South West region compared to the metropolitan area contributes to the challenge of attracting appropriately qualified professionals, while the availability of FIFO from Busselton and the associated lure of the 'mining dollar' has



traditionally made the attraction and retention of engineering, trades and semi-skilled labour more difficult. The downturn in the mining and resources sector has seen a significant increase in applicants for trades and semi-skilled roles.

Maintaining market competitiveness within the industry is essential as is ensuring the provision of benefits such as salary packaging benefits, flexible work practices and learning and development opportunities. The City must leverage its key competitive advantages of location, the fulfilment of working for and within the community, and the relative security of the local government industry. The City must continue to focus attraction strategies on those who value these factors and those who have similar values to the organisation itself.

Staff retention and reducing turnover is also important to ensuring a productive and effective organisation. Staff turnover costs an organisation in a number of ways; through the need to recruit and train new staff, through the loss of corporate knowledge and developed skills, and through the inefficiencies resulting from more staff being in a learning stage within their roles, requiring high levels of management support.



In order to retain staff the City needs to ensure it has robust succession planning strategies. Given its relatively small size the City also needs to consider its limitations in providing in house career advancement opportunities and should consider initiatives or linkages with other local governments which may provide industry based opportunities and ultimately benefit the industry and the City in the future.

Employee - management relationships are always an important factor in staff retention. The human resources team continues to identify management practices and leadership as areas younger generation (Gen Y) are ultimately starting to change the mix of employees, and as

Attachment A

such traditional management styles and motivators also need to be adjusted to ensure these employees are productive and highly motivated.

Providing career growth and opportunities for development

Investing in employee training and development is an essential part of maintaining a high performing and flexible workforce.

Providing with the employees opportunity to develop their skills increases employee commitment, fosters innovation, and strengthens morale. Investments in learning should be based on a careful assessment of needs and be linked to organisational goals.



The City has in place a number of strategies to assist with staff development including a development component within performance reviews, a mandated training budget as part of the City's Enterprise Agreement, provision of study assistance for further education courses, professional development funds allocated to contract level staff, and higher duties practices. The City also runs an organisation wide staff conference every two years which provides all staff with the opportunity for professional and personal development and is an opportunity for staff to network with their peers.

In order to retain skilled staff, the City must however ensure a focus on succession planning strategies and processes. It is important that 'key talent' is recognised and fostered and that constructive conversations are had with employees about their development goals.

Maintaining service levels and productivity given resource limitations and competing demands

As the City continues to grow and develop, community expectations and demand for service delivery and facilities will continue to increase. Council must find a way to meet these increasing demands while at the same time remaining financially sustainable. In an effort to achieve this, workforce growth projections are conservative and assume the continued achievement of efficiency gains. In order to achieve further efficiencies the City will need to ensure a focus on continuous improvement and should invest in the training of staff so that they can more readily identify productivity improvements. Investment in systems which facilitate efficiency gains will also be important.

STEP THREE - DEVELOP AND IMPLEMENT

Action Plan

Core to delivering the objectives of the Corporate Business Plan and ultimately the City's Strategic Community Plan is ensuring that the City has the right people in the right jobs and a workforce which is engaged and empowered to produce high-



quality work. As identified in steps one and two of this plan, there are a number of trends and issues that must be addressed in order to achieve this.

117

The City and its management must deliver clear, consistent and visionary leadership, access to improved development and career advancement opportunities, and strong management of job performance.

Based on the assessment of the City's current and future workforce impacts, a strategic human resource action plan has been developed. This action plan outlines how the City will achieve a capable and responsive organisation and includes strategies and actions to ensure the City has the workforce it requires into the future. The actions have been categorised under a 'best fit' strategy however in many cases an action may achieve a number of strategies and / or goals.

The actions outlined have been prioritised for delivery by financial year over the life of this plan 2017/2018 to 2020/2021.

STEP FOUR - MONITOR AND EVALUATE

The final step in any workforce planning process is to monitor and evaluate the success and ongoing relevance of the workforce plan as labour demographics, the industry and the organisation itself changes. This plan and the strategies contained within it will be regularly reviewed throughout its life to ensure effectiveness and alignment to the Corporate Business Plan.

2016/2017 Progress

Over the past year progress has been made on a number of strategies and positive results have been achieved towards accomplishing key actions. These include:

- The completion of the On-line Leave project
- Remuneration banding project is nearing completion to ensure a fair and equitable way of valuing contract positions.
- Enterprise Agreement negotiations are underway

Additionally progress has been made against the actions which are of an ongoing nature with outcomes being reviewed and deliverables adjusted as required. These are essentially business as usual actions.

While we have achieved some positive results, some actions to be delivered in the short term have not been achieved due to impacts such as:

- Staff turnover and parental leave within the HR team
- The level of workload demand associated with day to day human resource functions such as training and recruitment and the high level of support being sought and provided by HR staff in assisting managers and coordinators with employee relations / management issues.
- The management time available to commit to the initiatives across the organisation
- Being located in Donga's for the last 18 months has impacted on communication and morale across the City.

A review of the actions contained in this plan has been undertaken and in response actions have been modified to better suit the working environment that currently exists.

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Attachment A

ACTION PLAN 2017/18 - 2020/21: HR Business Plan

Strategies	Actions	Delivery					
		17/18	18/19	19/20	20/21		
Determining the City's capacity for	Maintain a four year Workforce Plan that is aligned to our annual Corporate	Х	Х	Х	Х		
he Future	Business Planning process						
	Review HR Metrics to ensure relevant and up to date analysis is captured to	Х					
	enhance and support evidence based decisions relating to the workforce						
	Introduce improvements to the Payroll system through the introduction of 'My	Х					
	Timesheet' requests through TechOne						
Recruitment and Selecting the Right	Continually review innovative and effective recruitment practices which improves	Х	Х	Х	Х		
People	the quality of candidate selection and minimises time taken to fill positions						
	Review position description template to improve appearance and develop	Х					
	standardised content, statements and selection criteria in conjunction with						
	Managers and Coordinators						
	Establish a working group to explore the benefits of establishing cooperative		Х				
	relationships and programs with other Local Governments to assist in career						
	development and succession planning						
	Build and maintain relationships with education providers including advocating for	X	X	X	X		
	the provision of courses which allow potential and current employees to expand						
	their skills in relevant areas						
	Further investigate and present a costed proposal for the establishment of a	X					
	broader Cadet / traineeship program to encourage youth to maintain relationships						
	with Busselton and future employment opportunities within the City						
	Support work experience opportunities	X	X	Х	X		
etaining our staff through	Complete the renegotiation of Enterprise Agreement	Х			Х		
ttractive remuneration, benefits	Conduct regular benchmarking as required	Х	Х	Х	Х		
nd innovative practices	Finalise implementation of Mercer banding project for contract staff and consider	Х					
	appropriateness of broader implementation						
	Ongoing review of our OPP's to ensure they are up to date and best practice	Х	Х	Х	Х		

	- Employees by age group and gender
	- Full time/part time
Recruitment and Selection	Average time to fill (advertising to start)
	- Applicants per vacancy
	- Number of recruitment vacancies
Terminations	- Turnover rate for organisation
	- Turnover rate by length of service
	- Turnover by age group

Strategies	Actions	Delivery				
		17/18	18/19	19/20	20/21	
Developing (or Growing) our Own	Maintain a register of all Occupational Health and Safety related and essential licences required and obtained	х	Х	/19 19/20	х	
	Explore mechanisms for a job rotation and knowledge sharing program		Х			
	Provide learning opportunities that meet identified needs	Х	Х	Х	х	
	Deliver every two years an organisation wide Staff Conference	Х		Х		
	Develop high performing teams through the coaching and upskilling of leaders	Х	Х	Х	х	
	Targeted program of coaching and frontline management development for Supervisors and Team Leaders in the Outside workforce	х	X			
	Review the City's mentoring program		Х			
	Develop evaluation processes and training metrics that more effectively measure return on investment		Х			
	Investigate and implement an On-line Performance Review system to improve efficiency and reporting	х				
Retaining Skills for the Future	Through the development of a formal succession planning strategy identify required skills, key talent, critical positions and skills gaps, and implement plans to develop key staff into those critical positions		х			
	Continue phased retirement for staff approaching retirement	Х	Х	Х	Х	
	Develop a strategy to support career transition pathways, particularly in relation to identified skill shortages			Х		
Measures						

Attachment A

Workforce Plan

Strategies	Actions	Delivery				
		17/18	18/19	19/20	20/21	
Strengthening the City's Pride in	Undertake a Staff Cultural Survey to measure the organisation's culture and the		Х			
Performance culture through the	success or otherwise of actions and improvement projects					
fostering of our values system	Develop with the Senior Management Group an Executive Charter to identify,	Х				
	communicate and support key leadership expectations					
	Develop a staged values based cultural improvement program designed to	Х	Х			
	improve staff engagement, empowerment and deliver high levels of pride and					
	performance.					
	Review the City's Leadership Framework and investigate the implementation of	Х				
	a Leadership Development Program					
Recognise, celebrate and reward	Review the City's Reward and Recognition Policy for Individual and Team			Х		
positive performance	recognition and reward					
	Continue to educate managers and coordinators on proactive and constructive	Х	Х	Х	Х	
	performance coaching and management					
Enhancing workforce diversity,	Build a healthy and safe workforce through implementation of the City's	Х	Х	Х	Х	
safety and equal opportunity	Occupational Health and Safety Management Plans					
	Investigate and implement an On-Line OSH Management system	Х				
	Investigate the form and relevance of an OSH Culture Program	Х				
	Review and implement actions within the City's Equal Employment Opportunity	Х	Х	Х	Х	
	Management Plan					
	Conduct comprehensive workplace health assessments every two years	Х		Х		
	Maintain and promote the City's Wellness Program	Х	Х	Х	Х	
	Continue to offer an Employee Assistance Program to support our employees	Х	Х	Х	Х	
Measures			The same of the sa			
Reward & Recognition	- \$ per head spent on Reward & Recognition, per Directorate					
	- % employees receiving reward and recognition payments					
Values	- Organisational Cultural Survey Results					
Workplace Environment	- # of Grievances lodged per year					
	- Grievances by issue type					
Employee Satisfaction	- Quality of work experience /work life (employee survey)					

Courien		
14.2	Attachment A	

	- LTI Frequency Rate
	- LTIH Rate (Workers Compensation)
	- Accidents by Directorate
Other	- Use of Employee Assistance Program
	- # of staff involved in Wellness Program initiatives

References

Australian Bureau of Statistics 2011, Census of Population and Housing, Community Profiles – Busselton, SA3 profiles. http://www.abs.gov.au/census

Australian Bureau of Statistics 2011, Census of Population and Housing, Workforce Profiles – Busselton, SA3 profiles. http://www.abs.gov.au/census

Department of Employment, South West WA Employment Region, Small Area Labour Market.

http://Imip.gov.au/default.aspx?LMIP/EmploymentServicesTender/WesternAustralia

Australian Bureau of Statistics, Building Approvals, March 2013 (8731.1)

Department of Education, Employment and Workplace Relations 2011, Survey of Employers' Recruitment Experiences for the South West June 2011, Commonwealth Government of Australia, Canberra

Department of Training and Workforce Development

Government Skills Australia (GSA) 2009, 2010 & 2013 Environmental Scan

South West Workforce Development Plan 2013-2016

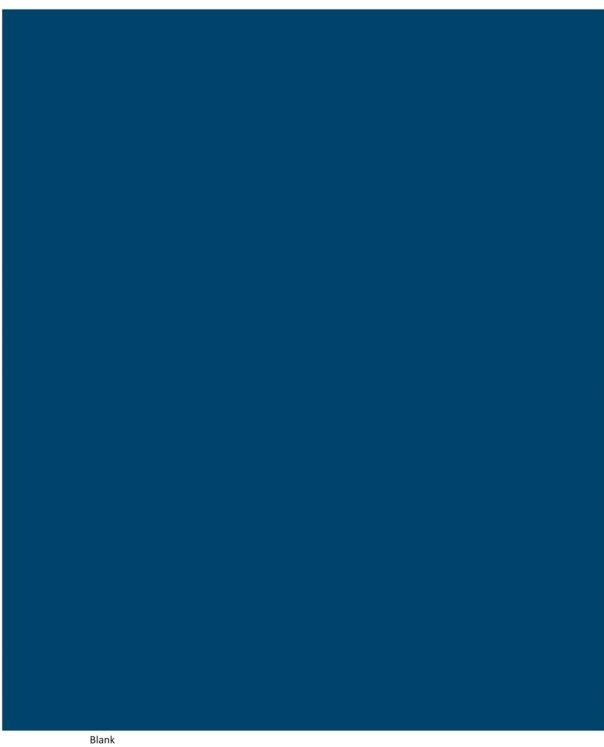
West Australian Local Government Remuneration Survey, 2011

Western Australia Tomorrow, Population Report, No 7, 2006 to 2026



Attachment A

Workforce Plan



14.3 <u>REVIEW OF MEMBERSHIP OF ECONOMIC DEVELOPMENT TASKFORCE</u>

SUBJECT INDEX: Council and Committee Meetings

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

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Nil

PRÉCIS

The purpose of this report is to enable Council to appoint Councillors for the position of Member and Deputy member to *City of Busselton Economic Development Taskforce*. Councillor nominations were not considered at the Special Council meeting held on 23 October and the appointments are necessary because retired Councillor Gordon Bleechmore was formally the Deputy member.

BACKGROUND

Council resolved at its meeting on 9 November 2106 to create an Economic Development Taskforce in the following form :

That the Council:

- 1. Endorses the draft City of Busselton Economic Development Strategy (2016-2020) in Attachment A as a quide for future planning;
- Receives the draft document Economic Development Strategy 'Initiatives to Guide
 Implementation' in Attachment B as a working draft to guide delivery of the Strategy;
- 3. Establishes a City of Busselton Economic Development Taskforce in accordance with the amended draft Charter* in Attachment A Appendix 2 of the draft City of Busselton Economic Development Strategy and nominates the following as representatives of Council to the Taskforce:
 - a. Councillor Henley as a delegate and Chairperson
 - b. Councillor McCallum as a delegate
 - c. Councillor Carter as a delegate
 - d. Councillor Bleechmore as deputy delegate.

In accordance with established practice, Council is invited to consider appointments to this Committee for the two year period ending October 2019. At the very least, as Councillor Bleechmore has now retired, a replacement Deputy Member is now required.

STATUTORY ENVIRONMENT

Subdivision 2 of Division 5 of the Local Government Act deals with appointments to Committees and their meetings.

In accordance with Council Policy 001, Fees, Allowances and Expenses for Elected Members, Councillors are entitled to be paid a travelling allowance for attending meetings of community groups or other external organisations of which the elected member has been appointed the Council's representative by Council resolution.

RELEVANT PLANS AND POLICIES

The Economic Development Taskforce has been formed in accordance with the City of Busselton Economic Development Strategy.

FINANCIAL IMPLICATIONS

Negligible – travel costs potentially claimed if required to attend Taskforce meetings.

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

The Officer recommendation does not introduce any risks identified as being high or medium.

CONSULTATION

No consultation is necessary for Council to appoint members to a Committee formed by Council.

OFFICER COMMENT

Current members of the Economic Development Strategy Taskforce are as follows:

- Councillor Henley as a delegate and Chairperson
- Councillor McCallum as a delegate
- Councillor Carter as a delegate

As the Deputy delegate was Cr Councillor Bleechmore is no longer an elected member, a replacement nomination is required to be made by Council.

The Economic Development Taskforce consists of the following members:

- City of Busselton Mayor, or his/her delegate (Chair);
- Two (2) City of Busselton Councillors;
- Three (3) key industry sector members (incl. agriculture, property development);
- One (1) representative of the Margaret River Busselton Tourism Association;
- One (1) Community leader appointed by Council;
- Two (2) City of Busselton staff members;
- One (1) representative of the South West Development Commission (State Government);
- One (1) representative of Regional Development Australia South West (Federal Government);
- One (1) representative of the Busselton Chamber of Commerce and Industry Inc (BCCI); and,
- One (1) representative of the Dunsborough-Yallingup Chamber of Commerce and Industry Inc (DYCCI)

The Taskforce typically meets every 4th Thursday of every second month at 10.00 am.

The term of the appointment will be until October 2019 when fresh nominations will be called.

CONCLUSION

Council is requested to consider naming 3 members and 1 Deputy Member to this Committee.

OPTIONS

The Council may decide to elect the same Members to the Committee or alternative Members noting that a replacement Councillor is required for Councillor Bleechmore.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The appointments will apply immediately from the date of the Council resolution.

OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council to:

- (1) appoint Councillors....., and to the position of Member of the Economic Development Taskforce; and
- (2) appoint Councillor....., as Deputy member on the Economic Development Taskforce

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

REPORTING OFFICER: Administration Officer - Governance - Katie Dudley **AUTHORISING OFFICER:** Director, Finance and Corporate Services - Cliff Frewing

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Planning Applications received by the City between 16

September, 2017 and 15 October, 2017 U

Attachment B Planning Applications determined by the City between

16 September, 2017 and 15 October, 2017 U

PRÉCIS

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

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

INFORMATION BULLETIN

15.1.1 Planning and Development Services Statistics

Planning Applications

Attachment A is a report detailing all Planning Applications received by the City between 16 September, 2017 and 15 October, 2017. A total of 104 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 16 September, 2017 and 15 October, 2017. A total of 77 applications (including subdivision referrals) were determined by the City during this period with 75 approved / supported and 2 refused / not supported.

15.1.2 Current Active Tenders

2017 TENDERS

RFT15/17 SUPPLY OF WASTE STATIONARY COMPACTION SYSTEM AND SEMI TRAILER

The City of Busselton invited tenders for the installation of a compaction system at the Busselton Waste Transfer and Recycling Station. The tender was advertised on 2 September 2017, with a closing date of 21 September 2017. A total of 3 tenders were received. The evaluation has been completed and the contract awarded by the CEO under delegated authority to Wastech Engineering Pty Ltd.

RFT17/17 DESIGN, CONTRUCTION AND INSTALLATION OF TWO HOLIDAYS CABINS FOR BUSSELTON JETTY TOURIST PARK (FORMERLY KOOKABURRA CARAVAN PARK)

The City of Busselton invited tenders for the design, construction and installation of two holiday cabins for the Busselton Jetty Tourist Park (formerly known as Kookaburra Caravan Park). The tender was advertised on 7 October 2017, with a closing date of 27 October 2017. The value of the contract is not anticipated to exceed the CEO's delegated authority.

RFT18/17 SUPPLY AND DELIVERY OF DRAINAGE PRODUCTS

The City of Busselton invited tenders for the manufacture, testing, supply and delivery of drainage products within the City of Busselton. The tender was advertised on 14 October 2017, with a closing date of 31 October 2017. The value of the contract is anticipated to exceed the CEO's delegated authority and a recommendation report will be presented to Council in November 2017.

OFFICER RECOMMENDATION

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

- 15.1.1 Planning and Development Services Statistics
- <u>15.1.2</u> Current Active Tenders

Applications Rec	eived (Deemed Complete) R	eport							
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development									
Applications									
	0	0.1 01					Washington Charles Nach 0		
DA17/0009	Oversized Outbuilding (Landscape Value Area)	8 Iona Place~QUINDALUP WA 6281	Lot 224 PLAN 68461	9/10/2017	10/01/2017	37000	Wesley Ian Charles Nash & Lee Frances Nash	Busselton Sheds Plus	0
DA17/0003	(candscape value Area)	WA 0201	LOC 224 F LAIV 00401	3/10/2017	10/01/201/	37000	Lee Frances (Vasi)	busselton sneus rius	
		14 Commerce Road~VASSE						Christopher Leslie Horridge,	
DA17/0533	Sea Container	WA 6280	Lot 7 PLAN 52479	21/09/2017	5/10/2017	4000	Extract Holdings Pty Ltd	Lea-Anne Stella Horridge	29
	Shop (Post Office) Modification of Existing	214 Naturaliste Terrace~DUNSBOROUGH	Lot 13 DIAGRAM				Stoneway Enterprises Pty	Stoneway Enterprises Pty	
DA17/0658	Building	WA 6281	58634	9/10/2017	9/10/2017	750000	Ltd	Ltd	11
		5/880 Geographe Bay							
DA17/0709	Garage/Outbuilding (reduced setback)	Road~WEST BUSSELTON WA 6280	Lot 5 SSPLN 4367	19/00/2017	26/09/2017	12000	Paul Ian Durrant & Susan Lynette Durrant	Paul Ian Durrant, Susan Lynette Durrant	13
DA17/0709	(reduced setback)	WA 6280	LOT 3 33PLIN 4367	18/09/2017	26/09/2017	12000	Lynette Durrant	Lynette Durrant	15
	Single House (Landscape	9 Waterlily Cove~EAGLE						Clayton John Lindley Naked	
DA17/0710	Value Area)	BAY WA 6281	Lot 122 PLAN 18346	18/09/2017	10/10/2017	1000000	Hampton Park Pty Ltd	Architecture	27
DA17/0711	Single House - Front Brushwood Fence (1.8 metres) & Retaining Wall	42 Hakea Way~DUNSBOROUGH WA	Lot 155 DIAGRAM 85059	18/09/2017	20/09/2017	4000	lan Small & Janet Rayner	lan Small, Janet Rayner	28
DAITYOTTI	metres) & neturning war	Gunyulgup Valley	03033	10/03/201/	20/03/201/	4000	ion oman & sance nayner	ian sman, sance nayner	
	Over-height Single House						Deborah Mary Ireson &	Deborah Mary Ireson,	
DA17/0712	(Landscape Value Area)	6282	Lot 122 PLAN 47527	18/09/2017	19/09/2017	583000	Stephen James Wright	Stephen James Wright	0
DA17/0713	Carport (Reduced Setback)	3 Grove Street~DUNSBOROUGH WA 6281	Lot 212 PLAN 8543	18/09/2017	,	6500	Raymond Arthur Myers & Sandra Lee Murray	CPR Outdoor Centre	14
	Carport with reduced setback (Landscape Value	76 Caudalie					Antony Waterson & Jodie	Marsh Outdoor Living	
DA17/0714	Area)	6281	Lot 35 PLAN 41369	18/09/2017	19/09/2017	10500	Pauline Jeanes-Waterson	Centres	13
DA17/0715	Single House (reduced setback)	11 Blum Boulevard~YALYALUP WA 6280	Lot 256 PLAN 23798	18/09/2017	5/10/2017	399991	Robert Peter Watson Reynolds & Ebony Paige Reynolds	M&MJ Constructions Pty	6
DA17/0713	setbacky	Heritage Drive~VASSE_WA	LOT 230 F LAIN 23736	18/03/2017	3/10/2017	399991	Reynolds	Heron Lake Investments Pty	
DA17/0716	Signage (Two)	6280	Lot 2007 PLAN 52474	18/09/2017	9/10/2017	1000	State of WA	Ltd	27
DA17/0717	Masonry Wall (Signage)	3 Coley Road~YALLINGUP WA 6282	Lot 772 PLAN 38066	18/09/2017	19/09/2017	4869	Cape Naturaliste Wines Pty	Cape Naturaliste Wines Pty	23
	Over-height Outbuilding	616 Caves Road~MARYBROOK WA	Lot 21 DIAGRAM				Francis John Tuohey &		
DA17/0718	(reduced setback)	6280	20736	19/09/2017	11/10/2017	15450	Marlene Dawn Tuohey	CR Design Solutions	0

133 Planning Applications received by the City between 16 September, 2017 and 15 October, 2017

		444 Challanna							
	Single House (Landscape	111 Shallows Loop~YALLINGUP WA						Ventura Home Group Pty	
DA17/0719	Value Area)	6282	Lot 92 PLAN 37901	19/09/2017		600000	Brian James Innes	Ltd	13
DA17/0713	value Area)	0202	LOC 92 FLAN 37901	19/09/2017		000000	brian James miles	Ltd	13
		7 Bendjar Grove~VASSE					Anne Patrice McTaminey &		
DA17/0720	Over-height Outbuilding	WA 6280	Lot 55 PLAN 407511	19/09/2017		14000	David John McTaminey	Sheds Down South	14
5712770720	over neight outbuilding	93 Duchess	2013312111101322	25/05/202/		21000	- Contract C	Jilous Bollin South	
	Offices (Modification and	Street~BUSSELTON WA	Lot 8 DIAGRAM						
DA17/0721	Refurbishment)	6280	14563	19/09/2017	20/09/2017	110000	Hefra Pty Ltd	Cotan Pty Ltd	27
		4/2 Lecaille							
		Court~DUNSBOROUGH					Hurstmead Pastoral		
DA17/0723	Patio (Grouped Dwelling)	WA 6281	Lot 4 STPLN 30658	19/09/2017	4/10/2017	9270	Company Pty Ltd	CPR Outdoor Centre	21
		10 Stone							
	Single House (Special	Street~QUINDALUP WA	Lot 26 DIAGRAM				Ross Keith Sarson &	WA Country Builders Pty Ltd	
DA17/0724	Character Area)	6281	36962	21/09/2017	22/09/2017	395849	Kathryn Ann Sarson	- Busselton	15
		78 Adelaide							
	Bowling Club (Signage	Street~BUSSELTON WA		((
DA17/0725	and temporary lighting)	6280	Lot 410 PLAN 216960	21/09/2017	3/10/2017	600	Busselton Bowling Club	Busselton Bowling Club	6
		31 Schooner							
DA17/0736	Carport (reduced	Crescent~DUNSBOROUGH	Lat 212 DLAN 24425	22/00/2017	4/10/2017	7760	Tracy Lee Keegan & Gavin	CDD Outdoor Contro	
DA17/0726	setback)	WA 6281 7211 Bussell	Lot 312 PLAN 34435	22/09/2017	4/10/2017	7760	John Michael Keegan	CPR Outdoor Centre	0
		Highway~NORTH JINDONG					Mervyn William Thorpe &		
DA17/0727	Free Standing Sign	WA 6280	Lot 101 PLAN 73370	21/09/2017		5000	Michelle Elizabeth Thorpe	Jade Thorpe	8
D/12//O/2/	Tree standing sign	55 Strelly	101101170070	21/03/201/		3000	Whenche Entabeth Thorpe	sade morpe	
		Street~BUSSELTON WA					Noel Francis Elliott &	Noel Francis Elliott, Glenys	
DA17/0728	Outbuilding (storage)	6280	Lot 29 PLAN 16782	22/09/2017		90000	Glenys Anne Elliott	Anne Elliott	21
	7	21A North		,,			,		
	Single House (Special	Street~DUNSBOROUGH	Lot 43 DIAGRAM						
DA17/0729	Character Area)	WA 6281	54769	26/09/2017	27/09/2017	272565	Gregory Robert Ellis	Milford Homes Pty Ltd	16
		14 Windward							
	Single House (Port	Green~GEOGRAPHE WA							
DA17/0730	Geographe)	6280	Lot 99 PLAN 59251	22/09/2017	4/10/2017	250000	Alycia Maree Rudge	Darren Bradley Kirkham	6
		7673 Bussell							
		Highway~METRICUP WA					Sheila Macfarlane Edwards	BSO Development	
DA17/0731	Extractive Industry (Sand)	6280	Lot No:201 & 2524	26/09/2017	5/10/2017	1	& Vincent Alfred Edwards	Consultants Pty Ltd	8
		12 Isaacs							
	Nine Sea Containers	Street~BUSSELTON WA		((James Robert Bell &	James Robert Bell, Valerie	
DA17/0732	(Storage)	6280	Lot 34 PLAN 16782	26/09/2017		36000	Valerie Irene Bell	Irene Bell	0
	NA - difficult Devillation	14 Corymbia					Adam Davidska G		
DA17/0733	Modified Building	Close~YALLINGUP WA 6282	Let 3 DI AN E3607	26/00/2017	17/10/2017	7517	Adam Paul Wright &	Sheds Down South	10
DA17/0733	Envelope and Carport	0282	Lot 3 PLAN 52697	26/09/2017	17/10/2017	/51/	Hannah Wright	Sneas Down South	18
	Single House (Landscape	Sheoak Drive~YALLINGUP							
DA17/0734	Value Area)	WA 6282	Lot 79 PLAN 37901	27/09/2017		2000000	Kimberley Craig Robinson	Kimberley Craig Robinson	0
DAI/10/34	value Alea)	WA 0202	LOC / 5 LAN 3/301	27/03/2017		2000000	Killiberiey eraig Robilison	Killiberiey eraig Kobilisoli	0

		0.61							
	Single House (Garage on	8 Shoveler Road~GEOGRAPHE WA					Cheryl Anne Kissane &		
DA17/0735	Primary Street)	6280	Lot 217 PLAN 402926	29/09/2017	16/10/2017	236732	David Patrick Kissane	Tangent Nominees Pty Ltd	13
DA17/0733	Frimary Streety	30 Serpentine	LOC 217 F LAIV 402320	20/03/2017	10/10/2017	230732	David Fatrick Rissaire	Tangent Nonlinees Pty Eta	13
	Single House (Reduced	Bend~YALYALUP WA						Dale Alcock Homes South	
DA17/0736	Rear Setback)	6280	Lot 72 PLAN 407789	28/09/2017	5/10/2017	226396	Mark Anthony Linczmaier	West Pty Ltd	7
2112170700	Treat setsaetty	0200	200727200700	20,03,202,	3, 20, 2021	220000	Christopher Ian Harbeck,	Troot it y ata	
	Gravel Extraction for Two	755 Ludlow-Hithergreen					Gilbert Arthur Harbeck,		
DA17/0737	Dams		Lot 61 PLAN 49002	28/09/2017	6/10/2017	40000	Maureen Lesley Harbeck	Francis Warren Slade	20
,					-,,		Scott Thomson &		
	Patio (reduce side	16 Egyptian Street~KEALY	Lot 1147 PLAN				Catherine Elizabeth		
DA17/0738	setback)	WA 6280	400047	21/09/2017	10/10/2017	10250	Thomson	Patio Life Australia	27
	Modified Building								
	Envelope to								
	Accommodate Over-	169 Butterly							
	height Extension	Road~YALLINGUP WA					Timothy Guy Williams &		
DA17/0740	(Landscape Value Area)	6282	Lot 1 PLAN 33476	28/09/2017	9/10/2017	100000	Tricia Michelle Williams	Jorley Developments Pty ltd	5
		25 Turner							
	Additional Dwelling to	Street~DUNSBOROUGH					Peter Alan Wright & Rosa		
DA17/0741	Form 2 Grouped Dwelling	WA 6281	Lot 84 PLAN 206061	22/09/2017	18/10/2017	290000	Pellegrina Wright	AK Homes Construction	6
	Single House with								
	Reduced Side Setback	396 Caves Road~SIESTA					Barry Granville Waller &	Zorzi South West Builders	
DA17/0742	(Special Control Areas)	PARK WA 6280	Lot 7 PLAN 26508	22/09/2017		2500000	Christine Margaret Waller	Pty Ltd	7
	Verandah (Reduced	10 Canterbury Place~WEST					Richard James Lucas &	Richard James Lucas,	
DA17/0743	Setback)	BUSSELTON WA 6280	Lot 391 PLAN 22630	28/09/2017		10000	Caroline Mary Lucas	Caroline Mary Lucas	8
	Modified Building								
	Envelope to	12 Serene							
/	Accommodate	Place~QUINDALUP WA					Craig Charles Brown &	Craig Charles Brown,	_
DA17/0744	Outbuilding	6281	Lot 5 PLAN 76913	28/09/2017	16/10/2017	1	Amanda Jane Touhill	Amanda Jane Touhill	5
	a	11 Somerset							
D 4 4 7 (0 7 4 F	Single House (Reduced	Road~DUNSBOROUGH	Lot 1221 PLAN	20/00/2017	47/40/2047	450252	Kathryn Lee Jackson &	DCC Decidential Decided	
DA17/0745	Setback)	WA 6281	406062	29/09/2017	17/10/2017	159252	Pablo Martin Colombino	BGC Residential Pty Ltd	14
	Modified Building								
	Envelope to	7 K-b Classoval VALUD					Clauda Dahia Carith B		
DA17/0746	Accommodate Outbuilding	7 Kybra Close~YALYALUP WA 6280	Lot 330 PLAN 37205	20/00/2017	10/10/2017	14000	Glenda Robin Smith & Brendan Dean Siandri	Sheds Down South	15
DA17/0746	Outbuilding	1010 Wildwood	LOT 330 PLAN 37205	29/09/2017	10/10/2017	14000	Brendan Dean Slandri	Sneds Down South	15
	Forester (Diversion	Road~YALLINGUP SIDING							
DA17/0747	Forestry (Bluegum Harvesting)	WA 6282	Lot 452 PLAN 112126	20/00/2017	3/10/2017	1	Narelle Roslyn Topham	Narelle Roslyn Topham	15
DA1//0/4/	riarvestiligj	WA 0202	LUC 432 FLAIN 112120	23/03/2017	3/10/2017	1	ivarene nosiyii Topilatti	ivarene Rosiyii Topilaili	15
		6 Amberjack	Lot 1421 PLAN				Hayes Developments Pty	Dale Alcock Homes South	
DA17/0748	Signage (Display Home)	Avenue~KEALY WA 6280	409125	29/09/2017		847	Ltd	West Pty Ltd	0
DA1/ 0/40	Signage (Display Home)	30-38 Marine	703123	23/03/2017		047	Liu	Trest rty Ltu	- 0
	Hotel (Alterations to	Terrace~BUSSELTON WA							
DA17/0749	paving and roof cover)	6280	Lots 20 & 300	29/09/2017	12/10/2017	175000	EHB Holdings Pty Ltd	Greg Davies	13
227707-15	in a superior state (1		25/05/2017	/ 10/ 201/	2,5000		J. 18 341103	13

		72 Gurnard Loop~KEALY	Lot 1476 PLAN				Hayes Developments Pty	Dale Alcock Homes South	
DA17/0750	Signage (Display Home)	WA 6280	409125	29/09/2017		847	Ltd	West Pty Ltd	3
		814 Layman							
	Rural Worker's Dwelling	Road~WONNERUP WA					Anthony Albert Phillip		
DA17/0751	(Landscape Value Area)	6280	Lot 102 PLAN 75004	29/09/2017		160000	Boyland	RPS Australia East Pty Ltd	0
	Single House (Landscape	Glover Road~YALLINGUP						Dale Alcock Homes South	
DA17/0752	Value Area)	SIDING WA 6282	Lot 17 PLAN 38061	29/09/2017		415623	Kenneth Charles Gallie	West Pty Ltd	3
		408 Caves Road~SIESTA							
DA17/0753	Garage, Studio and Gym	PARK WA 6280	Lot 7 PLAN 26508	26/09/2017	2/10/2017	550000	Ross Francis Stanley	D4 Designs	19
		10 Robbies							
	Single House (Special	Close~QUINDALUP WA							
DA17/0754	Character Area)	6281	Lot 24 PLAN 17005	1/10/2017	3/10/2017	300000	Denis John Ahern	Denis John Ahern	10
	Additions to Existing	178 Brushwood Brook					Lloyd Christopher Maria	Lloyd Christopher Maria	
	Single House (Landscape	Drive~YALLINGUP WA					Gradisen & Linda Gay	Gradisen, Linda Gay	
DA17/0755	Value Area)	6282	Lot 6 PLAN 21027	28/09/2017		18000	Gradisen	Gradisen	18
		65 Dunsborough Lakes							
	Garage and Carport	Drive~DUNSBOROUGH					Roy Kershaw Bussell & Nita	Roy Kershaw Bussell, Nita	
DA17/0756	(reduced setback)	WA 6281	Lot 351 PLAN 19115	28/09/2017	4/10/2017	142000	Vivian Bussell	Vivian Bussell	12
		134 Pinnacle							
	Oversized Outbuilding	Avenue~AMBERGATE WA					Aaron William Hadley &		
DA17/0757	with Reduced Setback	6280	Lot 36 PLAN 45238	28/09/2017	4/10/2017	54000	Corrina Jay Hadley	Sheds Down South	19
	Change of Use - Holiday								
	Home (Single House) 8	36 Eagle Crescent~EAGLE							
DA17/0758	People	BAY WA 6281	Lot 1 PLAN 12895	29/09/2017	9/10/2017	1	Haroma Pty Ltd	Private Properties	17
		201 Woodbridge							
	Outbuilding (Landscape	Vale~YALLINGUP SIDING					Michael Jeffrey Back &		
DA17/0759	Value Area)	WA 6282	Lot 36 PLAN 41217	28/09/2017	9/10/2017	21000	Tracy Leanne Back	Sheds Down South	16
							Kevin James Corten,		
							Pamela Jane Corten,		
	Change of Use - Holiday	17 Norman					Geoffrey Charles Corten,		
	Home (Single House) 6	Road~BROADWATER WA	Lot 59 DIAGRAM				Kathleen Mary Anquetil,		
DA17/0760	people	6280	54193	4/10/2017	16/10/2017	0	Colin Edwyn Corten	Kevin James Corten	9
		53 O'Byrne							
	Single House (Landscape	Road~QUINDALUP WA					Corey Alan Baker &	Corey Alan Baker, Bethany	
DA17/0761	Value Area)	6281	Lot 204 PLAN 406421	29/09/2017	9/10/2017	150000	Bethany Baker	Baker	14
		237 Eagle Bay							
		Road~NATURALISTE WA	Lot 53 DIAGRAM				Sassey Pty Ltd & Meritage		
DA17/0762	Outbuilding	6281	54855	29/09/2017	9/10/2017	170000	Estates Pty Ltd	Sheds Down South	15
	Change of Use - Holiday	35 Pebble							
	Home (Single House) 10	Drive~GEOGRAPHE WA					Peter Michael Barrows &	Peter Michael Barrows,	
DA17/0763	People	6280	Lot 250 PLAN 21425	4/10/2017	4/10/2017	1	Belinda Jenny Barrows	Belinda Jenny Barrows	16

	e:	1				1	1		
	Single House and Ancillary Dwelling with								
	Reduced Setbacks and	36 Bay View							
	Boundary Wall (Special	Crescent~DUNSBOROUGH							
DA17/0764	Character Area)	WA 6281	Lot 2 PLAN 6073	30/09/2017	4/10/2017	975000	View Two Pty Ltd	Fraser McAlpine Design	12
		Vasse-Yallingup Siding			,,				
		Road~YALLINGUP SIDING							
DA17/0765	Harvesting of Blue Gums	WA 6282	Lot 329 PLAN 103186	22/09/2017		1	Alverdean Holdings Pty Ltd	Alverdean Holdings Pty Ltd	13
		455 North Jindong							
	Brewery (Production of	Road~NORTH JINDONG	Lot 31 DIAGRAM				Warwick John Mathews &	Warwick John Mathews,	
DA17/0766	Spirits)	WA 6280	98519	5/10/2017		60000	Cherylyn Helen Mathews	Cherylyn Helen Mathews	5
	Oversized Outbuilding	10 Frigatebird Way~VASSE		2/12/2217			Russell Bryan Smith &		
DA17/0767	(Reduced Rear Setback)	WA 6280	Lot 63 PLAN 54896	2/10/2017	17/10/2017	40000	Jodie Michelle Smith	Busselton Sheds Plus	9
	Outbuilding (Oversized,	76 Switchback							
	Over-height. Reduced	Parade~WEST BUSSELTON					Kenneth Davis & Coral		
DA17/0768	Setbacks, Site Coverage)	WA 6280	Lot 861 PLAN 408159	2/10/2017		19000	Anne Davis	Busselton Sheds Plus	11
,	,	54 Capstan							
		Place~GEOGRAPHE WA							
DA17/0769	Grouped Dwelling	6280	Lot 16 SSPLN 74194	2/10/2017		149254	Ozzieplant Pty Ltd	Summit Homes	12
		31 Capstan							
		Place~GEOGRAPHE WA							
DA17/0770	Grouped Dwelling	6280	Lot 11 SSPLN 74194	2/10/2017		151193	Ozzieplant Pty Ltd	Summit Homes	4
	g:	Hazelbrook						21	
DA47/0774	Single House (Landscape	Rise~YALLINGUP WA	1 -+ 202 DI ANI 4002C2	F (40 /2017	0/10/2017	550000	1 Maliana Onella	Blue Water Building Co (SW)	
DA17/0771	Value Area)	6282	Lot 202 PLAN 409262	5/10/2017	9/10/2017	550000	Laura Melissa Ocello Amy Karin Molloy &	Pty Ltd	4
	Outbuilding (Landscape	Caudalie Way~QUINDALUP					Shannon Thomas Leslie	Amy Karin Molloy, Shannon	
DA17/0772	Value Area)	WA 6281	Lot 40 PLAN 41369	5/10/2017	11/10/2017	13000	O'Donohue	Thomas Leslie O'Donohue	5
	Single House (Reduced	54 Gurnard Loop~KEALY	Lot 1482 PLAN	-,,	22,20,202			Ventura Home Group Pty	
DA17/0773	Setback)	WA 6280	409125	2/10/2017	11/10/2017	172229	Simone Patricia Kent	Ltd	7
	Single House with	310 Geographe Bay							
	Reduced Setback (Special						Gregory Ian Kirk & Karen		
DA17/0774	Character Area)	6281	Lot 1 PLAN 12649	2/10/2017	9/10/2017	640000	Rayma Kirk	Tectonics Building Design	14
	Single Barrellia	24.4					D		
DA17/0775	Single Dwelling (Landscape Value Area)	24 Amberjack Avenue~KEALY WA 6280	Lot 1342 PLAN 407112	10/10/2017	10/10/2017	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Perron Developments Pty Ltd, Stawell Pty Ltd	1
DA17/0775	(Landscape value Area)	AVERIUE KEALT WA 6260	407112	10/10/2017	10/10/2017	0	Ltd & Stawell Pty Ltd	Ltd, Stawell Pty Ltd	1
	Single House (Landscape								
	Value Area, Modified								
	Building Envelope, Use of	Vintners							
	Light Colours) for use as	Drive~QUINDALUP WA							
DA17/0776	Holiday Home (6 People)	6281	Lot 46 PLAN 33465	2/10/2017		600000	Paul Nicholas Finch	Wright Feldhusen Architects	8

		67 Capstan							
	Grouped Dwelling (2	Place~GEOGRAPHE WA							
DA17/0777	Storey)	6280	Lot 4 SSPLN 74194	3/10/2017		229090	Ozzieplant Pty Ltd	Tangent Nominees Pty Ltd	13
		39 Capstan							
		Place~GEOGRAPHE WA							
DA17/0778	Grouped Dwelling	6280	Lot 15 SSPLN 74194	3/10/2017		153636	Ozzieplant Pty Ltd	Tangent Nominees Pty Ltd	13
		37 Capstan							
		Place~GEOGRAPHE WA							
DA17/0779	Grouped Dwelling	6280	Lot 14 SSPLN 74194	3/10/2017		153636	Ozzieplant Pty Ltd	Tangent Nominees Pty Ltd	13
		35 Capstan							
		Place~GEOGRAPHE WA							
DA17/0780	Grouped Dwelling	6280	Lot 13 SSPLN 74194	3/10/2017		154545	Ozzieplant Pty Ltd	Tangent Nominees Pty Ltd	13
	Change of Use - Holiday	4 Mainbreak							
	Home (Single House) 8	View~YALLINGUP WA					Stephen John Gillies &	Stephen John Gillies,	
DA17/0781	People	6282	Lot 122 PLAN 20175	6/10/2017	13/10/2017	1	Samantha Kate Gillies	Samantha Kate Gillies	11
	· ·	1/34 Faure							
		Lane~DUNSBOROUGH WA					Kenneth Michael Hooper &		
DA17/0782	Mezzanine Floor	6281	Lot 1 STPLN 59673	13/10/2017	16/10/2017	17000	Joan Patricia Hooper	Michael Brian Annert	7
	Change of Use - Holiday	8 Carinya		25,25,252	20/20/2027	27000			
	Home (Single House) 10	Rise~DUNSBOROUGH WA					Ross Maxwell Woodley &	Ross Maxwell Woodley,	
DA17/0783	people	6281	Lot 93 PLAN 20617	13/10/2017	19/10/2017	0	Roslyn Patricia Woodley	Roslyn Patricia Woodley	7
D112770703	реоріе	0201	200 331 1211 20017	15/10/2017	15/10/2017		nosiyii i dinela Trocurcy	nosiyii i denela troodicy	,
	Extension to the Existing	13 Country Road~BOVELL					Jason Robert Moffett &	Jason Robert Moffett, Jodi	
DA17/0784	Outbuilding	WA 6280	Lot 106 PLAN 21638	13/10/2017	18/10/2017	9000	Jodi Maree Moffett	Maree Moffett	5
5/12//0/04	Cutbunung	17 Thurstun	200 100 1 2 11 2 2 2 2 2	15/10/2017	10/10/2017	3000	Journal of Monete	marce monete	
	Extend Carport Roof	Lane~DUNSBOROUGH WA					Elizabeth Marjory		
DA17/0785	Cover of Existing Carport		Lot 2 SSPLN 54572	10/10/2017	12/10/2017	3000	Sheppard	Elizabeth Marjory Sheppard	2
DA17/0703	Single House (Port	10 Windward	LOC 2 331 EN 34372	10/10/2017	12/10/2017	3000	эперрага	Elizabeth Waljory Sheppard	
	,	Green~GEOGRAPHE WA					Gary Deere & Christine		
DA17/0786	Area)	6280	Lot 97 PLAN 59251	12/10/2017		250560	Ann Deere	BGC Residential Pty Ltd	1
DA17/0786	Aleaj	33 Capstan	LOC 97 PLAN 39231	12/10/2017		230300	Aiii beere	BGC Resideritial Pty Etd	1
		Place~GEOGRAPHE WA							
DA17/0787	Grouped Dwelling	6280	Lot 12 SSPLN 74194	4/10/2017		150138	Ozzieplant Pty Ltd	Tangent Nominees Pty Ltd	9
DA17/0767	Grouped Dwelling	26 Murdoch Way~ABBEY	LOC 12 33FLN 74194	4/10/2017		130136	Ozzlepiant Pty Ltd	Tangent Nominees Fty Ltd	9
DA17/0788	Patio (Reduced Setbacks)	WA 6280	Lot 95 PLAN 45229	6/10/2017	16/10/2017	7160	Shelley Anne Conner	CPR Outdoor Centre	8
DA17/0766	Gazebo for Tourist	WA 0200	LOC 93 FLAN 43229	0/10/2017	10/10/2017	7100	Silelley Airile Collilei	CFR Outdoor Centre	0
	Accommodation	40 Gale Street~WEST	Lot 100 DIAGRAM				Cherie Anne Peacock &	Charie Anna Beasack John	
DA17/0789			76971	12/10/2017	18/10/2017	7000	John Mark Peacock	Cherie Anne Peacock, John Mark Peacock	
DA17/0789	(Reduced Setback)	BUSSELTON WA 6280	76971	13/10/2017	18/10/2017	7000	John Mark Peacock	Mark Peacock	1
	Cornert Eutensian	386 Geographe Bay							
DA17/0700	(Reduced Sethank)	Road~QUINDALUP WA	Let 12 DLAN 0047	12/10/2017	19/10/2017	20000	Inn William Walker	Ion William Walker	4
DA17/0790	(Reduced Setback)	6281	Lot 12 PLAN 9047	13/10/2017	18/10/2017	20000	lan William Walker	Ian William Walker	1
	26.	21 Capstan							
0.117/0701	2 Storey Grouped	Place~GEOGRAPHE WA	1 - 1 C CCD1 N 7440	2/40/2222		457005			
DA17/0791	Dwelling	6280	Lot 6 SSPLN 74194	3/10/2017		157335	Ozzieplant Pty Ltd	Tangent Nominees Pty Ltd	11
		15 Summit							
0.4.7 (0.702	Relocated Building	Court~AMBERGATE WA		40/40/2222	42/40/20	220005	Trent David Culver &	Planta Maria	
DA17/0792	Envelope (Single House)	6280	Lot 85 PLAN 57390	10/10/2017	13/10/2017	330909	Monique Louise Culver	Plunkett Homes	3

	Extension to Existing	174 Quedjinup Drive~QUEDJINUP WA		0 / 10 / 10 1					
DA17/0793	Outbuilding (Oversized)	6281	Lot 8 PLAN 21470	9/10/2017	16/10/2017	25000	Christine Anne Cooper	Busselton Sheds Plus	5
	Data in in a Malla								
	Retaining Walls, Boundary Walls & Plant	42 Lanyard							
	Room (Port Geographe	Boulevard~GEOGRAPHE							
DA17/0794	Development Area)	WA 6280	Lot 80 PLAN 59251	9/10/2017		19500	John Kevin Frankham	Dunsborough Pool and Spa	5
5/12/70/54	Single House (Landscape	WAY OLOO	LOC GOT DAIL SSEST	3/10/2017		15500	John Kevin Frankram	bansooroagii i corana spa	
	Value Area, BAL FZ,	Sainsbury							
	Building Envelope	Loop~YALLINGUP WA							
DA17/0795	Modification)	6282	Lot 71 PLAN 36375	9/10/2017		450000	Mathew Norman Mulhall	Lurie Concepts	6
	,	13 Wright		-,,					
	Sea Containers (Eight)	Street~BUSSELTON WA	Lot 87 DIAGRAM						
DA17/0796	and Roof Cover	6280	70300	13/10/2017	16/10/2017	8000	Kevin John Davis	Paul Edward Finucane	1
	Grouped Dwelling	66 Gale Street~WEST							
DA17/0797	(Reduced Setback)	BUSSELTON WA 6280	Lot 39 PLAN 32550	10/10/2017	13/10/2017	180000	Valma Barrett	John Bell Building Company	4
		20 Honeyeater					Nathan Alexander		
		Crescent~GEOGRAPHE					MacDonald & Lynda Anne		
DA17/0798	Holiday Home (8 people)	WA 6280	Lot 585 PLAN 23306	13/10/2017	16/10/2017	1	MacDonald	Simon David Marden	0
	Holiday Home (Single	1 Reynolds Street~WEST					Michael James Drown &	Michael James Drown,	
DA17/0802	House) 8 people	BUSSELTON WA 6280	Lot 1 SSPLN 58299	10/10/2017		1	Dionne Natasha Drown	Dionne Natasha Drown	6
		25 Hebrides							
	House Extension	Close~QUINDALUP WA					Steven Michael James &	Steven Michael James, Heidi	
DA17/0803	(Landscape Value Area)	6281	Lot 262 PLAN 68461	11/10/2017		150000	Heidi Elizabeth James	Elizabeth James	5
	Over-height Oversized	77 Switchback							
DA47/0004	Outbuilding (reduced	Parade~WEST BUSSELTON	1 -+ 00C DI ANI 407420	11/10/2017	10/10/2017	36006	Gavin George Thumwood	Shada Dawa Sauth	_
DA17/0804	rear setback)	WA 6280	Lot 896 PLAN 407130	11/10/2017	18/10/2017	26996	& Maryanne Thumwood	Sheds Down South	6
	Haliday Hama (Cingle	41 Burton Road~NATURALISTE WA	Lot 7 DIAGRAM						
DA17/0805	Holiday Home (Single House) 12 people	6281	78431	11/10/2017		1	Darien Charles Jagger	Naomi Jancec	6
DA17/0803	Gable Carport (Reduced	4 Lockimiar Place~WEST	70431	11/10/2017		1	Catherine Leriche	Naomi Jancec	0
DA17/0806	Setbacks)	BUSSELTON WA 6280	Lot 1 SSPLN 12685	12/10/2017		8800	Ridgeway	CPR Outdoor Centre	5
DA17/0000	Setbacksy	DOSSELTON WA 0200	LOC 1 337 EIV 12003	12/10/2017		0000	Mogeway	Criti Gutador Centre	
		4 Clark					John Robert Reardon		
		Street~DUNSBOROUGH					Morrow & Doreen Jennifer		
DA17/0808	One Sea Container	WA 6281	Lot 26 PLAN 13907	12/10/2017		1500	Richardson-Bunbury	Dunsborough Automotive	5
		1/4 Everingham		,,					
	Holiday Home (Grouped	Place~DUNSBOROUGH							
DA17/0812	Dwelling) 6 People	WA 6281	Lot 1 STPLN 33843	13/10/2017	18/10/2017	1	Colin Andrew Johnson	Colin Andrew Johnson	7
		18 Toddy							
		Place~DUNSBOROUGH					Angus Gavin Martin &	Angus Gavin Martin, Lacey	
WAPC17/0035	2 Lot Survey Strata	WA 6281	Lot 299 PLAN 219011	28/09/2017	28/09/2017	0	Lacey Mildred Langworthy	Mildred Langworthy	22
		8 Earnshaw Road~WEST					Janina Lee Downes & Brian	Able Planning & Project	
WAPC17/0036	2 Lot Survey Strata	BUSSELTON WA 6280	Lot 32 PLAN 7428	3/10/2017	3/10/2017	0	Stephen Massara	Management	17

Planning Applications received by the City between 16 September, 2017 and 15 October, 2017

		69 Carey							
		Street~BUSSELTON WA	Lot 57 DIAGRAM					BSO Development	
WAPC17/0037	3 Lot Survey Strata	6280	28283	5/10/2017	5/10/2017	0	Christopher Sean Brook	Consultants Pty Ltd	15
							Clinton Colin Smith, Katrine		
	3 Lot Survey Strata (+ 1	5 Maxted Street~WEST					Maria Smith, Maria Kirsten	Able Planning & Project	
WAPC17/0038	Common Property)	BUSSELTON WA 6280	Lot 15 PLAN 7054	12/10/2017	12/10/2017	0	Turoy, Oystein Mikal Turoy	Management	8
	Subdivision - 43 x								
	Industrial Lots (1000m2 -	227 Vasse					Mary Donald Nominees Pty		
	9999m2) plus 1 x	Highway~YALYALUP WA					Ltdt/a DJ MacCormick		
WAPC17/0039	Recreation Reserve	6280	Lot 9501 PLAN 62124	12/10/2017	12/10/2017	0	Property Group	Peter Webb & Associates	8
	Subdivision - 67 x								
	Residential Lots (320m2 -								
	1499m2) plus 1 x	Joseph Drive~YALYALUP	Lot 9033 PLAN				East Busselton Estate Pty	Satterley Property Group C/-	
WAPC17/0040	Recreation Reserve	WA 6280	409180	13/10/2017	13/10/2017	0	Ltd	RPS	7

Applications De	termined Report									
Application Number	Description		Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development										
Applications										
DA16/0699	Extractive Industry and Crushing Facility (Limestone)	Ludlow Park Road~LUDLOW WA 6280	Lot 237 PLAN 250375	27/09/2017	Refused	Refused	197	1	John Anthony Forrest	BSO Development Consultants Pty Ltd
DA17/0093	Reception Centre	613 Abbeys Farm Road~YALLINGUP SIDING WA 6282	Lot 102 PLAN 72645	4/10/2017	Approved	Approved	4	1	Carleton David Freeman & Alison Belinda Freeman	Chandeliers On Abbey Pty Ltd
DA17/0434	Recreation Establishment, Community Centre and Chalet Development (Fresh Start Recovery Programme)	132 Caves Road~SIESTA PARK WA 6280	Lot 5303 PLAN 220583	4/10/2017	Approved	Approved	14	150000	Australian Medical Procedures Research Foundation(Fresh Start Recovery Program)	Australian Medical Procedures Research Foundation (Fresh Start Recovery Program)
DA17/0458	Change of Use - Holiday Home (Single House) 8 People	11 Bayou Court~GEOGRAPHE WA 6280	Lot 212 PLAN 402926	28/09/2017	Approved	Approved	11	0	Benedetto Letizia & Angela Letizia	Angela Letizia, Benedetto Letizia
DA17/0463	Single House (Reduced Setbacks, within a Landscape Value Area)	546 Caves Road~MARYBROOK WA 6280	Lot 29 PLAN 8009	9/10/2017	Approved	Approved	4	1200000	Cameron Blair Prentice	Cameron Blair Prentice
DA17/0470	Single House (Reduced Setbacks)	60A Geographe Bay Road~DUNSBOROUG H WA 6281	Lot 7 SSPLN 57516	22/09/2017	Approved	Approved	81	750000	Michael Harry Honeybell & Helene Patricia Honeybell	Merge Building Design
DA17/0473	Change of Use - Holiday Home (Single House) 12 people	107 Kinross Loop~QUINDALUP WA 6281	Lot 236 PLAN 68461	13/10/2017	Approved	Approved	104	0	Gillian Elizabeth Rowell	Richard Mitford Rowell
DA17/0485	Single House and ancillary accommodation (Landscape Value Area)	Place~YALLINGUP	Lot 103 PLAN 39416	22/09/2017	Approved	Approved	45	900000	Lisa Corser	Holst Design

		r								
DA17/0499	Extension of Non- Conforming Use (Rural Industry – Pottery Production and Sales/Display Area) to include a new outbuilding and modification of existing storage shed for the Extraction and Packaging Of Honey for Sale	749 Caves Road~ANNIEBROOK WA 6280	Lot 25 DIAGRAM 19981	20/09/2017	Approved	Approved	52	19500	Jacqueline Margaret Happ & Myles Francis Happ	Mark Webster Design
DA17/0500	Outbuilding (Reduced Setback)		Lot 1 DIAGRAM 87103	5/10/2017	Approved	Approved	93	100000	Susan Margaret Hovell	Philip Nikulinsky Architect
DA17/0507	Holiday Home (Grouped Dwelling) 6 People	7/3 Spindrift Cove~QUINDALUP WA 6281	Lot 7 SSPLN 57301	20/09/2017	Approved	Approved	24	1	Nerida Clark & Rowan Kable Clark	Nerida Clark, Rowan Kable Clark
DA17/0508	Grouped Dwellings (Two)	1002 Geographe Bay Road~GEOGRAPHE WA 6280	Lot 57 DIAGRAM 62333	2/10/2017	Approved	Approved	75	750000	John Campbell Allen, Pamela Lorraine Allen, Nicole Susan Allen	John Campbell Allen
DA17/0512	Single House (Landscape Value Area)	2000	Lot 250 PLAN 68461	21/09/2017	Approved	Approved	39	236000	Anne Elizabeth Jackson	Custom Residential Design
DA17/0522	Single House (Patio Addition)		Lot 13 PLAN 3202	3/10/2017	Approved	Approved	82	12500	Ronald Herbert Vohland	Ronald Herbert Vohland
DA17/0539	Outbuilding (Landscape Value Area)	38 Sea Hill Crescent~QUINDALU P WA 6281	Lot 14 PLAN 13623	4/10/2017	Approved	Approved	21	19600	Jeffrey James Green & Jan Maree Green	Stephen Charles Orr
DA17/0545	Grouped Dwelling (Special Control Area, Reduced Setbacks)	Avenue~QUINDALUP	Lot 2 SSPLN 75314	29/09/2017	Approved	Approved	58	228825.45	Shane Bruce Langsford, Derek Harold Langsford, Ilka Welander	BGC Residential Pty Ltd
DA17/0546	Street Wall (Sight Lines)	1 Halcyon Way~DUNSBOROUG H WA 6281	Lot 70 PLAN 14244	5/10/2017	Approved	Approved	72	7500	Trevor lan Lawrence- Brown	Space Light Order
DA17/0558	Grouped Dwelling	2/264 Bussell Highway~WEST BUSSELTON WA 6280	Lot 2 SSPLN 58494	18/09/2017	Approved	Approved	59	154171.82	G & T Investments WA Pty Ltd	BGC Residential Pty Ltd

	Addition to Existing	6 Woolgar							Town Marship Allowed O	
DA17/0564	Outbuilding (over-sized carport) and Patio	Retreat~YALYALUP WA 6280	Lot 210 PLAN 47535	18/09/2017	Approved	Approved	53	147	Tony Martin Allwork & Elizabeth Maria Allwork	Tony Martin Allwork
DN1770304	carporty and ratio	258 Bussell	200 210 1 240 47 333	10/03/2017	пррготса	пррготси	- 55	247	Elizabeth Maria Aliwork	Tony Wartin All Work
		Highway~WEST								
	Professional Consulting	BUSSELTON WA							Trustees of Mallow	
DA17/0567	Rooms	6280	Lot 70 PLAN 6014	18/09/2017	Approved	Approved	52	100000	Superannuation Fund	Mallow Properties Pty Ltd
		13 Dolphin Road~WEST								
	Single House (reduced	BUSSELTON WA	Lot 112 DIAGRAM						Peter Mark Lim & Denise	
DA17/0569	setbacks)	6280	35737	21/09/2017	Approved	Approved	53	600000	Lim	Peter Mark Lim, Denise Lim
		72 Channan Hill Fast								
	Outbuilding (reduced	73 Chapman Hill East Road~CHAPMAN HILL	Lot 3033 PLAN							
DA17/0570	setback)	WA 6280	203082	9/10/2017	Approved	Approved	71	19350	Derrett Ian Hopkins	Derrett Ian Hopkins
	Single House - Store Room Addition and Extension	2 James Street~DUNSBOROU								Cassandra Jo Dyson, Shane
DA17/0571	(reduced setback)	GH WA 6281	Lot 1 STPLN 33036	21/09/2017	Approved	Approved	9	18500	Cassandra Jo Dyson	Paul Haneveld
	Single House (Port	13 Freycinet							·	
	Geographe Development	Drive~GEOGRAPHE							Deborah Isla Daly & Sean	
DA17/0572	Area)	WA 6280	Lot 401 PLAN 21949	9/10/2017	Approved	Approved	74	720000	David Daly	Construction
									Keychime Investments	
	Single House with	1/332 Geographe Bay							Pty Ltd, Dalecross	
/	reduced setbacks (Special	Road~QUINDALUP							Holdings Pty Ltd, William	AK Homes Construction
DA17/0575	Character Area)	WA 6281	Lot 1 SSPLN 44857	28/09/2017	Approved	Approved	54	383595	Bowie Gray Macdonald	Pty Ltd
	Ancillary Accommodation	24 Ella Gladstone								
	and Studio(Special Control		Lot 60 DIAGRAM							Willcox and Associates Pty
DA17/0577	Areas)	WA 6281	56803	22/09/2017	Approved	Approved	50	120000	Goodwin Bay Pty Ltd	Ltd
									Michael John Paull, Marita Anne Paull,	
		10 Hibernia							Daniel Fitzgerald Paull,	Michael John Paull, Marita
	Single House Extension	Close~DUNSBOROUG							Katherine Lydia Paull,	Anne Paull, Simon Michael
DA17/0579	(reduced setback)	H WA 6281	Lot 75 PLAN 14244	18/09/2017	Approved	Approved	47	60000	Simon Michael Paull	Paull, Katherine Lydia Paull
	Holiday Home (Single	22 Atherden Court~QUEDJINUP								
DA17/0588	Home) 10 People	WA 6281	Lot 76 PLAN 21148	21/09/2017	Approved	Approved	51	1	Arnawaz Sohrab John	Arnawaz Sohrab John
		18 Beach							Francesca Antonia	
DA47/0504	Holiday Home (Single	Road~DUNSBOROUG	1 - 1 CCD1 N 505-7	24 /00 /2017					Goode & Nicholas John	Francesca Antonia Goode,
DA17/0591	House) 10 people	H WA 6281	Lot 1 SSPLN 50577	21/09/2017	Approved	Approved	44	1	Goode	Nicholas John Goode

DA47/0502	Change of Use - Holiday Home (Single House) 10	37 Elsegood Avenue~YALLINGUP		10/00/2017			20			A. A
DA17/0592	people	WA 6282	Lot 32 PLAN 8037	18/09/2017	Approved	Approved	38	1	Antonia Mary Wise	Antonia Mary Wise
DA17/0594	Single House (Landscape Value Area) Change of Use from Outbuilding	37 O'Byrne Road~QUINDALUP WA 6281	Lot 203 PLAN 406421	2/10/2017	Approved	Approved	21	12000	Phillip Ronald Wilkinson & Tina Gayle Wilkinson	Phillip Ronald Wilkinson, Tina Gayle Wilkinson
DA17/0596	Home Business (Change of Use)	10 Woodynook Court~DUNSBOROUG H WA 6281	Lot 208 PLAN 19120	21/09/2017		Approved	38	1000	David Maxwell Hopkins	David Maxwell Hopkins
DA17/0598	Single House - timber framed addition (Yallingup Special Character Area)	46 Hammond Road~YALLINGUP WA 6282	Lot 27 PLAN 8037	9/10/2017	Approved	Approved	59	20000	Jeremy Geoffrey Ellis Warren & Elizabeth Anne Warren	Mark Graham
DA17/0611	Fixed Jetty (Port Geographe Development Area)	6 Twine Court~GEOGRAPHE WA 6280	Lot 480 PLAN 22273	9/10/2017	Approved	Approved	54	25000	Arna-Lee Jensen & Djordje Zlatkovic	West Coast Jetties
DA17/0613	Carport (Reduced Front Setback)	7A Edwards Street~BUSSELTON WA 6280	Lot 1 STPLN 65708	22/09/2017	Approved	Approved	36	7800	Neville Clive Vellacott	Cape Shades
DA17/0615	Bulk earthworks (relocation of surcharge stockpiles)	Layman Road~GEOGRAPHE WA 6280	Lot 9507 PLAN 59251	10/10/2017	Approved	Approved	41	315625	Aigle Geographe Pty Ltd	Tabec Pty Ltd
DA17/0618	Single House / Water Tank / Outbuiding (Special Character Area)	Drive~EAGLE BAY	Lot 335 PLAN 55023	10/10/2017	Approved	Approved	52	600000	Roderick Charles Ehlers & Rebecca Marie Makeham-Bateson	Roderick Charles Ehlers, Rebecca Marie Makeham- Bateson
DA17/0619	Grouped Dwelling (R-AC3 Area) Change of Use	6/25-27 Dunn Bay Road~DUNSBOROUG H WA 6281	Lot 7 STPLN 50630	19/09/2017	Approved	Approved	27	1	Bernadette Ursula Prentice	Bernadette Ursula Prentice
DA17/0620	Single House and Ancillary Dwelling (reduced setbacks)	Loop~DUNSBOROUG H WA 6281	Lot 226 PLAN 407786	3/10/2017	Approved	Approved	22	273214	Shane Andrew Kikiros & Nathan Jon Kikiros	BGC Residential Pty Ltd
DA17/0621	Caravan Park (Outbuilding & Camp Kitchen / Amenities)	0 1	Lot 5037 PLAN 192410	4/10/2017	Approved	Approved	15	75000	State of WA	Busselton Sheds Plus
DA17/0625	Holiday Home (Grouped Dwelling) 6 People		Lot 12 DIAGRAM 22477	4/10/2017	Approved	Approved	42	1	Chad Neville Charles Condipodero & Sarah- Ann Louise Condipodero	Down South Getaways & Property Management
DA17/0630	Holiday Home (Single House) 7 People	30A Beach Road~DUNSBOROUG H WA 6281	Lot 2 SSPLN 70775	21/09/2017	Approved	Approved	37	1	Sai Yan Fong	Sai Yan Fong

		I								
	Overheight Outbuilding	8 Coates Street~BROADWATE	Lot 59 DIAGRAM						Sarah Elizabeth Page &	
DA17/0631	(reduced setback)	R WA 6280	37565	9/10/2017	Approved	Approved	39	11500	Stephen Page	Sheds Down South
	Single House & Building	109 Lagoon		, ,						
	Envelope (Landscape	Drive~YALLINGUP								
DA17/0633	Value Area)	WA 6282	Lot 19 PLAN 21893	28/09/2017	Approved	Approved	39	350000	Robyn Barbara Oliver	Marcus Browne
		816 Geographe Bay								
		Road~WEST								
DA47/0625	D. J. a. J. D. a. J. C. at	BUSSELTON WA	46 DI AN 7574	44/40/2047			40		Laslo Stojanovski & Peta	,
DA17/0635	Bed and Breakfast	6280 30 Chester	Lot 16 PLAN 7574	11/10/2017	Approved	Approved	49	1	Stojanovski	Stojanovski
	Holiday Home (Single	Way~DUNSBOROUG							Donna McColl &	Donna McColl, Cameron
DA17/0636	House) 10 people	,	Lot 86 PLAN 14244	29/09/2017	Approved	Approved	35	1	Cameron Andrew McColl	
DA1770030	Trodsey to people	69 Hawker	200 00 1 2 11 2 1 2 1 4	23/03/2017	Аррготса	Approved	33		current Andrew Wiccon	Andrew Mecon
	Over-height Outbuilding	Approach~YALYALUP							Darren Ross Newbey &	
DA17/0644	(reduced setbacks)	WA 6280	Lot 250 PLAN 57674	28/09/2017	Approved	Approved	34	18200	Tara Judith Newbey	Sheds Down South
		55 Peppermint								
	Holiday Home (Single	Drive~DUNSBOROUG								
DA17/0646	House) 10 people	H WA 6281	Lot 181 PLAN 8543	29/09/2017	Approved	Approved	30	1	Gregory Edwin Harrison	Gregory Edwin Harrison
		302 Sheoak								
D 4 4 7 (0 5 4 7	Single House (Landscape	Drive~YALLINGUP		20/00/2047			20	205000	Braden Dean Fairhead &	Braden Dean Fairhead,
DA17/0647	Value Area)	WA 6282	Lot 110 PLAN 39416	29/09/2017	Approved	Approved	29	205000	Tanya Louise Fairhead	Tanya Louise Fairhead
	Holiday Home (Single	29 Moylan Way~GEOGRAPHE							Alan John Downie &	Alan John Downie, Jennife
DA17/0648	House) 6 people	WA 6280	Lot 66 PLAN 10080	29/09/2017	Approved	Approved	31	1	Jennifer Louise Downie	Louise Downie
21121,2212	пологу с расріс	9/2 Lecaille		20,00,202	7.66.0100				Estate Of Graham John	
	Holiday Home (Grouped	Court~DUNSBOROUG							Gilbert & Barbara Jane	
DA17/0649	Dwelling) 6 people	H WA 6281	Lot 9 STPLN 30658	2/10/2017	Approved	Approved	36	1	Gilbert	Barbara Jane Gilbert
		1 Manson								
	Change of Use - Holiday	Street~WEST								
	Home (Single House) 10	BUSSELTON WA							Justin Ivan Jordanoff &	Justin Ivan Jordanoff, Ivan
DA17/0650	people	6280	Lot 24 PLAN 7574	11/10/2017	Approved	Approved	34	1	Ivan Jordanoff	Jordanoff
		1/70 Gale								
	Change of Use - Holiday Home (Grouped Dwelling)	Street~WEST BUSSELTON WA								
DA17/0653	6 People	6280	Lot 1 STPLN 72800	20/09/2017	Approved	Approved	24	1	Glenda Marlene Murat	Glenda Marlene Murat
DA1/0000	o i copic	33 Amberley	200 2 311 214 7 2000	20/03/2017	Approved	Approved	2-7		Sicilar Marierie Marat	Sichad Mariette Marat
	Single House (Carport	Loop~DUNSBOROUG							Neil Steven Cooke &	
DA17/0656	with reduced setback)	H WA 6281	Lot 80 PLAN 19243	19/09/2017	Approved	Approved	18	3590	Amanda Jane Sinclair	CPR Outdoor Centre
		95 Everwood								
	Oversized Outbuilding	Glade~AMBERGATE							James Robert Duff &	
DA17/0657	(reduced setbacks)	WA 6280	Lot 77 PLAN 52943	3/10/2017	Approved	Approved	36	37000	Candice Louise Duff	Sheds Down South

DA17/0666	Change of Use - Holiday Home (Single House) 11 People	5 Grevillea Cove~DUNSBOROUG H WA 6281	Lot 167 DIAGRAM 85887	5/10/2017	Approved	Approved	33	1	Cullen John Long, Erin Jade Long, Judith Mary Whitehurst, Luke Andrew Whitehurst	Cullen John Long, Erin Jade Long, Judith Mary Whitehurst, Luke Andrew Whitehurst
DA17/0669	Outbuilding (reduced setback) - Lot 167 Hse 133 Aurelian Avenue Yalyalup	133 Aurelian Avenue~YALYALUP WA 6280	Lot 167 PLAN 56909	28/09/2017	Approved	Approved	25	9000	lan Edward MacAuley & Gaye Lorraine MacAuley	Busselton Sheds Plus
DA17/0671	Holiday Home (Single House) 8 people	162 Geographe Bay Road~QUINDALUP WA 6281	Lot 33 DIAGRAM 47792	20/09/2017	Approved	Approved	12	1	Marie Louise Zoller & Simon Lorenzo Zoller	Marie Louise Zoller, Simon Lorenzo Zoller
DA17/0673	Oversized Outbuilding and Water Tank (Reduced Rear Setback)	Way~VASSE WA 6280	Lot 55 PLAN 54896	13/10/2017	Approved	Approved	9	70000	Malcolm Trevor Alcock & Edna Dorothy Alcock	Busselton Sheds Plus
DA17/0678	Single House (Vehicular Access) - Lot 1278 Hse 1 Durban Way Dunsborough	1 Durban Way~DUNSBOROUG H WA 6281	Lot 1278 PLAN 407774	13/10/2017	Approved	Approved	36	233020	Lee Paul Macklin & Chia- Yen Lin	Tangent Nominees Pty Ltd
DA17/0682	Grouped Dwelling Patio Addition	7/33 Davies Way~BROADWATER WA 6280	Lot 23 STPLN 17464	28/09/2017	Approved	Approved	21	4190	Robyn Earl Court	CPR Outdoor Centre
DA17/0687	Addition to Single House (Reduced Setback)	80 Everwood Glade~AMBERGATE WA 6280	Lot 92 PLAN 52943	28/09/2017	Approved	Approved	17	50000	Rohan William Miller & Tania-Marie Josephine Miller	Keith Cramer
DA17/0692	Single House (Landscape Value Area)	Wildwood Road~YALLINGUP WA 6282	Lot 206 PLAN 409262	22/09/2017	Approved	Approved	14	450000	Mark Douglas Nelson	Mark Douglas Nelson
DA17/0696	Grouped Dwelling Alterations/Additions (Reduced Rear Setback)	301A Bussell Highway~WEST BUSSELTON WA 6280	Lot 2 STPLN 5256	11/10/2017	Approved	Approved	27	18940	Ian Patrick Simpson & Karen Liane Simpson	Karen Liane Simpson
DA17/0699	Verandah Addition to Existing Single House (Reduced Primary Street Setback)	4 Ashbrook Green~DUNSBOROU GH WA 6281	Lot 235 DIAGRAM 87159	5/10/2017	Approved	Approved	11	19000	Matthew Leigh Fields & Chloe Louise Fields	Stephen Paul Palmer
DA17/0706	Change of Use - Holiday Home (Single House) 8 people	12 Patton Terrace~QUINDALUP WA 6281	Lot 47 PLAN 9706	28/09/2017	Approved	Approved	8	1	Michele Elizabeth Hart	Michele Elizabeth Hart
DA17/0713	Carport (Reduced Setback)	3 Grove Street~DUNSBOROU GH WA 6281	Lot 212 PLAN 8543	4/10/2017	Approved	Approved	14	6500	Raymond Arthur Myers & Sandra Lee Murray	CPR Outdoor Centre

	Carport with reduced setback (Landscape Value	76 Caudalie							Antony Waterson & Jodie Pauline Jeanes-	Marsh Outdoor Living
DA17/0714	Area)	,	Lot 35 PLAN 41369	3/10/2017	Approved	Approved	13	10500	Waterson	Centres
		7 Bendiar		-77		7 4 4				
		Grove~VASSE WA							Anne Patrice McTaminey	
DA17/0720	Over-height Outbuilding	6280	Lot 55 PLAN 407511	4/10/2017	Approved	Approved	14	14000	& David John McTaminey	Sheds Down South
		78 Adelaide								
	Bowling Club (Signage and									
DA17/0725	temporary lighting)	WA 6280	Lot 410 PLAN 216960	5/10/2017	Approved	Approved	6	600	Busselton Bowling Club	Busselton Bowling Club
		14 Windward								
	Single House (Port	Green~GEOGRAPHE				l				
DA17/0730	Geographe)		Lot 99 PLAN 59251	4/10/2017	Approved	Approved	6	250000	Alycia Maree Rudge	Darren Bradley Kirkham
		10 Canterbury								
	Marandah (Badusad	Place~WEST BUSSELTON WA							Richard James Lucas &	Richard James Lucas.
DA17/0743	Verandah (Reduced Setback)		Lot 391 PLAN 22630	11/10/2017	Approved	Approved	8	10000	Caroline Mary Lucas	Caroline Mary Lucas
DA17/0743	Setbackj	Hazelbrook	LOL 391 PLAN 22030	11/10/2017	Approved	Approved	0	10000	Caroline Mary Lucas	Caroline iviary Lucas
	Single House (Landscape	Rise~YALLINGUP WA								Blue Water Building Co
DA17/0771	Value Area)		Lot 202 PLAN 409262	12/10/2017	Approved	Approved	4	550000	Laura Melissa Ocello	(SW) Ptv Ltd
,	,	Caudalie		,,					Amy Karin Molloy &	Amy Karin Molloy,
	Outbuilding (Landscape	Way~QUINDALUP								Shannon Thomas Leslie
DA17/0772	Value Area)	WA 6281	Lot 40 PLAN 41369	13/10/2017	Approved	Approved	5	13000	O'Donohue	O'Donohue
		24 Amberjack								
	Single Dwelling	Avenue~KEALY WA	Lot 1342 PLAN						Perron Developments	Perron Developments Pty
DA17/0775	(Landscape Value Area)	6280	407112	10/10/2017	Approved	Approved	1	0	Pty Ltd & Stawell Pty Ltd	Ltd, Stawell Pty Ltd
		1/34 Faure								
		Lane~DUNSBOROUG							Kenneth Michael Hooper	Thompson Surveying
WAPC17/0029	Form 24 : 4 Strata Lots		Lot 1 STPLN 59673	19/09/2017		Approved	48	0	& Joan Patricia Hooper	Consultants
		Commonage								Water Corporation,
MARC17/0021	2 Lot Subdivision (12.55ha			4/10/2017	N-4C	\\\-\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	27		\\\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-	Calibre Professional
WAPC17/0031	& 7.56ha)	H WA 6281	67195	4/10/2017	NotSupport	WaitWAPC	37	0	Water Corporation	Services Pty Ltd

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>

Wednesday 22 November 2017

21. <u>CLOSURE</u>