



Council Agenda

24 August 2016

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST


CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 24 AUGUST 2016

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the Meeting Room One, Community Resource Centre, 21 Cammilleri Street, Busselton on Wednesday, 24 August 2016, commencing at 5.30pm.

Your attendance is respectfully requested.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

12 August 2016

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 24 AUGUST 2016

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

2. **ATTENDANCE**

Apologies

Nil

Approved Leave of Absence

Nil

3. **PRAYER**

4. **PUBLIC QUESTION TIME**

Response to Previous Questions Taken on Notice

Public Question Time

5. **ANNOUNCEMENTS WITHOUT DISCUSSION**

Announcements by the Presiding Member

Announcements by other Members at the invitation of the Presiding Member

6. **APPLICATION FOR LEAVE OF ABSENCE**

7. **PETITIONS AND PRESENTATIONS**

8. **DISCLOSURE OF INTERESTS**

9. **CONFIRMATION AND RECEIPT OF MINUTES**

Previous Council Meetings

9.1 **Minutes of the Council held on 10 August 2016**

RECOMMENDATION

That the Minutes of the Council Meeting held 10 August 2016 be confirmed as a true and correct record.

Committee Meetings

9.2 **Minutes of the Finance Committee Meeting held 4 August 2016**

RECOMMENDATION

1) That the minutes of the Finance Committee Meeting held 4 August 2016 be received.

2) That the Council notes the outcomes from the Finance Committee Meeting held 4 August 2016 being:

a) The Finance Committee Information Bulletin - June 2016 item is noted.

- b) The List of Payments Made - June 2016 item is presented for Council consideration at item 10.1 of this agenda.
- c) The Financial Activity Statements - Period Ended 30 June 2016 item is presented for Council consideration at item 10.2 of this agenda.
- d) The Asset Management Plans item is presented for Council consideration at item 10.3 of this agenda.
- e) The Application for Exemption from Rating - Australasian Conference Association Limited item is presented for Council consideration at item 10.4 of this agenda.
- f) The general discussion item on Geographe Leisure Centre Benchmarks is noted.

10. REPORTS OF COMMITTEE

10.1 Finance Committee - 4/08/2016 - LIST OF PAYMENTS MADE - JUNE 2016

SUBJECT INDEX:	Financial Operations
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Financial Services
ACTIVITY UNIT:	Finance
REPORTING OFFICER:	Financial Accountant - Ehab Gowegati
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A List of Payments Made - June 2016

This item was considered by the Finance Committee at its meeting on 4 August 2016, the recommendations from which have been included in this report.

PRÉCIS

This report provides details of payments made from the City's bank accounts for the month of May 2016, for noting by the Council and recording in the Council Minutes.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

NA.

Long-term Financial Plan Implications

NA.

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

NA.

CONSULTATION

NA.

OFFICER COMMENT

NA.

CONCLUSION

NA.

OPTIONS

NA.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council notes payment of voucher numbers M113014 – M113175, EF046652 – EF047256, T007257 – T007264, and DD002784 – DD00813; together totaling \$15,506,001.62.



LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY
FOR THE MONTH OF JUNE 2016

<u>MUNICIPAL ACCOUNT - JUNE 2016</u>				
<u>Date</u>	<u>Chq</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
3/06/2016	113014	SYNERGY	ELECTRICITY SUPPLIES	6,104.70
3/06/2016	113015	ALINTA ENERGY	ELECTRICITY SUPPLIES	21,256.80
9/06/2016	113016	CITY OF BUSSELTON	VARIOUS PAYROLL REIMBURSEMENTS	2,700.54
9/06/2016	113017	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	280.00
9/06/2016	113018	OFFICE OF THE CEO - PETTY CASH	PETTY CASH REIMBURSEMENT	422.85
9/06/2016	113019	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	507.44
9/06/2016	113020	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	87.25
9/06/2016	113021	PICTON CIVIL	REFUND DEMOLITION BONDS	750.00
9/06/2016	113022	K & M ALTINOK	REFUND TEMPORARY FOOD STALL FEE	33.00
9/06/2016	113023	S ANSTEE	REFUND DEMOLITION BONDS	750.00
9/06/2016	113024	JDM EARTHWORKS	REFUND DEMOLITION BONDS	784.00
9/06/2016	113025	GT & PF LAWN	REFUND OF ANIMAL TRAP BOND	98.00
9/06/2016	113026	GUY HUMPREY	REFUND OF ANIMAL TRAP BOND	98.00
9/06/2016	113027	ADVOCACY SOUTH WEST	REFUND OF HALL DEPOSIT	195.00
9/06/2016	113028	SW ABORIGINAL LAND & SEA COUNCIL	REFUND OF HALL DEPOSIT	185.00
9/06/2016	113029	PULP MOVEMENT	REFUND OF HALL DEPOSIT	185.00
9/06/2016	113030	N HUSSAINI	REFUND OF HALL DEPOSIT	195.00
9/06/2016	113031	SW ABORIGINAL LAND MEDICAL SERVICE	REFUND OF HALL DEPOSIT	195.00
9/06/2016	113032	INTEWORK INCORPORATED	REFUND OF HALL DEPOSIT	195.00
9/06/2016	113033	MNM FENTON & PF O'MEARS	REFUND HOLIDAY HOME APPLICATION - CANCELLED	342.00
9/06/2016	113034	DIRECT DEMOLITION	REFUND DEMOLITION BOND	392.00
9/06/2016	113035	K PARKER	DONATION-ASSIST WITH TRAVEL FOR PERTHES CAMP	200.00
9/06/2016	113036	H WALTON	REFUND OVERCHARGED SITE FEE - KOOKABURRA	130.00
9/06/2016	113037	S MUNDAY	REFUND PARKING INFRINGEMENT	50.00
9/06/2016	113038	CANCELLED	PROCESS ERROR	0.00
10/06/2016	113039	P DISILVIO	REFUND DOG REGISTRATION - NOW STERILISED	51.67
10/06/2016	113040	G REYNOLDS	REFUND DOG REGISTRATION - NOW STERILISED	150.00
10/06/2016	113041	WA ASSOC FOR MENTAL HEALTH	REFUND OF HALL DEPOSIT & FEE	370.50
10/06/2016	113042	CANCELLED	PRINTING ERROR	0.00
10/06/2016	113043	CANCELLED	PRINTING ERROR	0.00
10/06/2016	113044	CANCELLED	PRINTING ERROR	0.00
10/06/2016	113045	CR. R BENNETT	COUNCILLOR PAYMENT & REIMBURSEMENT	2,984.18

10/06/2016	113046	DEPARTMENT OF ENVIRONMENT REGULATION	CLEARING PERMIT	50.00
10/06/2016	113047	SATTERLEY PROPERTY GROUP	REFUND EARLY CLEARANCE FEES - NOT REQUIRED	2,512.35
10/06/2016	113048	LANDGATE (VALUER GENERAL'S OFFICE)	LEASE OF CROWN LAND	328.00
10/06/2016	113049	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	70.75
10/06/2016	113050	VENTURA HOME GROUP PTY LTD	REFUND OVERPAYMENT COMMUNITY FACILITIES	160.26
10/06/2016	113051	ZAPH PTY LTD & FAIRWAY DEVELOPMENTS	REFUND OUTSTANDING WORKS BOND	18,214.00
10/06/2016	113052	J TURNBULL	REFUND OF RATE OVERPAYMENT	693.61
10/06/2016	113053	KB CLAUSEN	REFUND OF RATE OVERPAYMENT	150.95
10/06/2016	113054	TR SMITHSON	REFUND OF RATE OVERPAYMENT	229.70
10/06/2016	113055	ASHZONE PTY LTD	REFUND OF RATE OVERPAYMENT	1,754.00
10/06/2016	113056	CPR OUTDOOR CENTRE	REFUND - DEVELOPMENT APPLICATION FEE	267.00
10/06/2016	113057	SEVENTH DAY ADVENTIST	REFUND OF HALL & KEY DEPOSITS	295.00
10/06/2016	113058	T RICHARDS	REFUND DOG REGISTRATION - NOW STERILISED	51.67
10/06/2016	113059	DEPT OF WATER	REFUND OF HALL DEPOSIT	195.00
10/06/2016	113060	CANCELLED	PRINTING ERROR	0.00
10/06/2016	113061	CENTRAL QUEENSLAND UNIVERSITY	REFUND OF HALL DEPOSIT	195.00
10/06/2016	113062	1 CHURCH MANDURAH	REFUND OF HALL DEPOSIT	185.00
10/06/2016	113063	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	52.80
10/06/2016	113064	CITY OF BUSSELTON	INTERNAL PAYMENT - RATES, HALL HIRE PAYMENTS	1,059.50
10/06/2016	113065	NATURALISTE COMMUNITY CENTRE PETTY CASH	PETTY CASH REIMBURSEMENT	95.70
10/06/2016	113066	ALINTA ENERGY	ELECTRICITY SUPPLIES	1,668.58
10/06/2016	113067-113068	SYNERGY	ELECTRICITY SUPPLIES	6,811.10
10/06/2016	113069	LJ DELROY	REFUND OF ANIMAL TRAP BOND	98.00
16/06/2016	113070	A & A BRAAM	CROSSOVER SUBSIDY PAYMENT	148.10
17/06/2016	113071	TELSTRA CORPORATION	COMMUNICATION SERVICES	12,709.80
17/06/2016	113072	SYNERGY	ELECTRICITY SUPPLIES	80,836.55
21/06/2016	113073	SEASHELLS YALLINGUP	REFUND DEVELOPMENT APPLICATION	147.00
21/06/2016	113074	GIRL GUIDES WA INC	KIDSPORT VOUCHER	200.00
21/06/2016	113075	WISHING WELL CLINIC - BUSSELTON	PRE EMPLOYMENT MEDICAL	100.00
21/06/2016	113076	CLINIPATH PATHOLOGY PTY LTD	SEROLOGY VACCINATIONS - HEALTH STAFF	259.35
21/06/2016	113077	BUSSELTON WATER BOARD	WATER SERVICES	9,562.25
21/06/2016	113078	CALLOWS CORNER NEWSAGENCY	NEWSPAPERS & MAGAZINES	346.10
21/06/2016	113079	TELSTRA CORPORATION	COMMUNICATION SERVICES	8,192.93
21/06/2016	113080	BUSSELTON MEDICAL PRACTICE	MEDICAL SERVICE - CRYSTALLINE HEALTH ASSESSMENT	1,100.00
21/06/2016	113081	CITY OF BUSSELTON	PAYMENT FOR GLC POOL WATER SAMPLING	2,787.00
21/06/2016	113082	WATER CORPORATION	WATER SERVICES	4,671.62
21/06/2016	113083	CITY OF BUNBURY	CLUB DEVELOPMENT WORKSHOP	331.10

21/06/2016	113084	SUBWAY	CATERING - BUSHFIRE WAERN TRAINING	114.00
21/06/2016	113085	AUSTRALIAN FITNESS NETWORK	CERTIFICATE OF MEMBERSHIP - GLC	25.00
21/06/2016	113086	ENGINEERS AUSTRALIA	MEMBERSHIP - ENGINEERING RENEWAL	553.00
21/06/2016	113087	SYNERGY	ELECTRICITY SUPPLIES	530.60
21/06/2016	113088	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY & ROADWORKS	14,762.00
21/06/2016	113089	TRACEY CERAY	DONATION - INTERNATIONAL ATHLETICS COMPETITION	200.00
21/06/2016	113090	MEELUP REGIONAL PARK - PETTY CASH	PETTY CASH REIMBURSEMENT	53.25
23/06/2016	113091	CITY OF BUSSELTON	VARIOUS STAFF REIMBURSEMENTS	2,726.22
23/06/2016	113092	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	286.00
22/06/2016	113093	I HODKINSON	CROSSOVER SUBSIDY PAYMENT	188.16
22/06/2016	113094	R QUINN	CROSSOVER SUBSIDY PAYMENT	237.90
22/06/2016	113095	S & C FAIRBROTHER	CROSSOVER SUBSIDY PAYMENT	235.70
22/06/2016	113096	T HISCHER	CROSSOVER SUBSIDY PAYMENT	207.90
22/06/2016	113097	T BERRY	CROSSOVER SUBSIDY PAYMENT	201.80
22/06/2016	113098	A & C HAMMOND	CROSSOVER SUBSIDY PAYMENT	330.60
22/06/2016	113099	TINO PTY LTD	CROSSOVER SUBSIDY PAYMENT	330.60
22/06/2016	113100	S DRONOW & K GILLAN	CROSSOVER SUBSIDY PAYMENT	303.50
22/06/2016	113101	S & D JENKINS	CROSSOVER SUBSIDY PAYMENT	337.40
22/06/2016	113102	M & A MELVIN & A & D MCDONNA	CROSSOVER SUBSIDY PAYMENT	227.10
22/06/2016	113103	M BYAS	CROSSOVER SUBSIDY PAYMENT	255.80
22/06/2016	113104	A CALLEGARI	CROSSOVER SUBSIDY PAYMENT	363.50
22/06/2016	113105	J & M DEALE	CROSSOVER SUBSIDY PAYMENT	398.40
22/06/2016	113106	M SNEYD	REFUND SPECIAL SERIES NUMBER PLATES-CANCELLED	560.00
22/06/2016	113107	ML & JE COLBERT	REFUND OF RATE OVERPAYMENT	302.73
22/06/2016	113108	AIGLE GEOGRAPHE PTY LTD	REFUND OF RATE OVERPAYMENT - REVALUATION	10,615.11
22/06/2016	113109	OFFICE OF STATE REVENUE	REFUND OF RATE OVERPAYMENT	300.29
22/06/2016	113110	SILVER CHAIN	REFUND OF HALL DEPOSIT	195.00
22/06/2016	113111	MULTIPLE SCLEROSIS SOCIETY	REFUND OF HALL DEPOSIT	195.00
22/06/2016	113112	BSN BOMBERS FOOTBALL CLUB	REFUND OF HALL DEPOSIT	185.00
22/06/2016	113113	T MORGAN	REFUND OF HALL DEPOSIT	185.00
22/06/2016	113114	SEMC SECRETARIAT	REFUND OF HALL DEPOSIT	195.00
22/06/2016	113115	K QUARMBY	REFUND OF ANIMAL TRAP BOND	98.00
22/06/2016	113116	KG IRVINE	REFUND OF ANIMAL TRAP BOND	98.00
22/06/2016	113117	S ANSTEE	REFUND DEMOLITION BOND	392.00
22/06/2016	113118	M VALMADRE	REFUND DEVELOPMENT APPLICATION	222.00
22/06/2016	113119	S VOGEL	REFUND INSPECTION FEE - NOT REQUIRED	190.00
23/06/2016	113120	DEPARTMENT OF TRANSPORT	SPECIAL SERIES NUMBER PLATES	327.00

23/06/2016	113121	AL OATES	REFUND OF ANIMAL TRAP BOND	98.00
23/06/2016	113122	GUNNADOO DAIRY PTY LTD	REFUND OF RATE OVERPAYMENT	191.00
23/06/2016	113123	CANCELLED	PRINTING ERROR	0.00
23/06/2016	113124	C WILDE	REFUND BUILDING FEE - NOT REQUIRED	95.00
23/06/2016	113125	PRO LIVING	REFUND BUILDING FEE - NOT REQUIRED	95.00
24/06/2016	113126	AUSTRALIAN HEARING	REFUND OF HALL & KEY DEPOSITS	385.00
24/06/2016	113127	DEPT OF PLANNING	REFUND OF HALL DEPOSIT	195.00
24/06/2016	113128	NOLA MARINO MP	REFUND OF HALL DEPOSIT	195.00
24/06/2016	113129	A MCKEAGG	REFUND OF HALL DEPOSIT	185.00
24/06/2016	113130	WANDERERS FOOTBALL CLUB	REFUND OF HALL DEPOSIT	185.00
24/06/2016	113131	HUMIDITY DESIGN	REFUND OF HALL DEPOSIT	185.00
24/06/2016	113132	A CLEAVER	REFUND DOG REGISTRATION - NOW STERILISED	30.00
24/06/2016	113133	J TAYLOR	REFUND DOG REGISTRATION - NOW STERILISED	75.00
24/06/2016	113134	M BEHIELS	REFUND DOG REGISTRATION - NOW STERILISED	150.00
24/06/2016	113135	WATER CORPORATION	WATER SERVICES	4,172.50
24/06/2016	113136	SYNERGY	ELECTRICITY SUPPLIES	1,460.50
24/06/2016	113137	TELSTRA CORPORATION	COMMUNICATION SERVICES	89.95
24/06/2016	113138	CITY OF BUSSELTON	INTERNAL PAYMENTS - RATE, HEALTH, BUILDING	1,655.24
24/06/2016	113139	SAFETY INSTITUTE OF AUSTRALIA	MEMBERSHIPS - OCC HEALTH & SAFETY	440.00
27/06/2016	113140	GEOGRAPHE LEISURE CENTRE - PETTY CASH	PETTY CASH REIMBURSEMENT	251.21
27/06/2016	113141	DEPT OF WATER	REFUND OF HALL DEPOSIT	195.00
27/06/2016	113142	BSN CIVIL & PLANT HIRE	REFUND DEMOLITION BOND	360.00
27/06/2016	113143	BUSSELTON CIVIL PTY LTD	REFUND DEMOLITION BOND	375.00
27/06/2016	113144	N FIMMANO	REFUND DEMOLITION BOND	392.00
27/06/2016	113145	BSN CIVIL & PLANT HIRE	REFUND DEMOLITION BOND	392.00
27/06/2016	113146	BCP CONTRACTORS PTY LTD	REFUND DEMOLITION BOND	392.00
27/06/2016	113147	SILBERBAY ENTERPRISES PTY LTD	REFUND DEMOLITION BOND	392.00
27/06/2016	113148	NATURALISTE COMMUNITY CENTRE PETTY CASH	PETTY CASH REIMBURSEMENT	25.95
28/06/2016	113149	AVODALE	REFUND OF HALL DEPOSIT	195.00
28/06/2016	113150	PRIME URBAN (WA) PTY LTD	PART REFUND LANDSCAPE MAINTENANCE BOND	6,417.79
28/06/2016	113151	PRIME URBAN (WA) PTY LTD	PART REFUND OUTSTANDING WORKS BOND	23,414.70
28/06/2016	113152	AUST ELECTORAL COMMISSION	REFUND OF HALL DEPOSITS & FEES	325.00
28/06/2016	113153	ELECTRONICS BOUTIQUE	REFUND OF HALL DEPOSIT	195.00
29/06/2016	113154	BUSSELTON WATER BOARD	WATER SERVICES	897.78
29/06/2016	113155	WATER CORPORATION	WATER SERVICES - ACCESS LICENCE	45.83
29/06/2016	113156	SYNERGY	ELECTRICITY SUPPLIES	5,075.55
29/06/2016	113157	TELSTRA (NETWORK INTEGRITY)	PROJECT WORKS - ALTERATION TO TELSTRA PIT	6,556.66

List of Payments Made - June 2016

29/06/2016	113158	DEPARTMENT OF TRANSPORT	SPECIAL SERIES NUMBER PLATES	327.00
29/06/2016	113159	CR. R BENNETT	COUNCILLOR REIMBURSEMENT	806.22
29/06/2016	113160	DIANE EVDOKIMOFF	CAT INFRINGEMENT REFUND	82.35
29/06/2016	113161	L OFEH	REFUND OF ANIMAL TRAP BOND	98.00
29/06/2016	113162	THOMPSON SURVEYING CONSULTANTS	REFUND OVERPAYMENT OF CLEARANCE FEE	73.00
29/06/2016	113163	H HUEBNER	REFUND DEMOLITION BOND	392.00
29/06/2016	113164	PICTON CIVIL PTY LTD	REFUND DEMOLITION BOND	392.00
29/06/2016	113165	CIVILCON (WA) PTY LTD	REFUND DEMOLITION BOND	392.00
29/06/2016	113166	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	470.75
29/06/2016	113167	SC & T WOODWARD	REFUND OF RATE OVERPAYMENT	96.31
29/06/2016	113168	ALH GROUP PROPERTY HOLDINGS	REFUND OF RATE OVERPAYMENT	260.66
29/06/2016	113169	CITY OF BUSSELTON	VARIOUS INTERNAL PAYMENTS	241.44
29/06/2016	113170	MI IVANOV	REFUND OF RATE OVERPAYMENT	639.20
29/06/2016	113171	R & T VOGEL	DONATION - NATIONAL BASKETBALL CHAMPIONSHIPS	200.00
29/06/2016	113172	BPMRI BUSSELTON HEALTH STUDY	DONATION - COMMUNITY FORUM	500.00
29/06/2016	113173	BUSSELTON CIVIL PTY LTD	REFUND DEMOLITION BOND	392.00
30/06/2016	113174	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	115.05
30/06/2016	113175	OFFICE OF THE CEO	PETTY CASH REIMBURSEMENT	447.20
				<u>294,857.10</u>

ELECTRONIC TRANSFER PAYMENTS - JUNE 2016

<u>Date</u>	<u>EFT</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
3/06/2016	EF046652	FITNESS AUSTRALIA	MEMBERSHIP - GLC EXERCISE PROFESSIONAL	275.00
3/06/2016	EF046653	LEEWIN CIVIL PTY LTD	TRUCK HIRE - ROADS, WASTE FACILITY & CYCLEWAY	61,913.50
3/06/2016	EF046654	C & S FERAL PEST SERVICES	PEST CONTROL SERVICES - CORELLA TRAPPING	4,060.00
3/06/2016	EF046655	CR. J McCALLUM	COUNCILLOR REIMBURSEMENT	731.23
3/06/2016	EF046656	DEB HOLDEN	STAFF REIMBURSEMENT - SKATE WORKSHOP	64.41
3/06/2016	EF046657	KOOKA SERVICES PTY LTD	CARAVAN PARK MANAGEMENT CONTRACT	34,833.15
3/06/2016	EF046658	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE - VARIOUS WORKS	10,969.78
3/06/2016	EF046659	BCP MATERIALS PTY LTD	SAND SUPPLIES - VARIOUS ROAD & OVAL WORKS	101,285.90
3/06/2016	EF046660	BAYSIDE CONCRETE CONSTRUCTION	DECORATIVE CONCRETE - BUSSELTON FORESHORE	25,026.20
3/06/2016	EF046661	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	CRUISE SHIP MANAGEMENT & PEEL TERRACE RENT	4,025.00
3/06/2016	EF046662	THE URBAN COFFEE HOUSE	CATERING - COUNCIL MEETING	252.50
3/06/2016	EF046663	CR. R REEKIE	COUNCILLOR REIMBURSEMENT	393.50
3/06/2016	EF046664	HERA	STRUCTURAL ENGINEERING - ADMIN BUILDING	11,734.76
3/06/2016	EF046665	CANCELLED	PRINTING ERROR	0.00

List of Payments Made - June 2016

3/06/2016	EF046666	FTE ENGINEERING	STEEL LIDS FOR TELSTRA PITS	940.50
3/06/2016	EF046667	MATTHEW SMITH	STAFF REIMBURSEMENT - COUNCIL DINNER MEETING	324.50
3/06/2016	EF046668	TOTAL EDEN PTY LTD	RETICULATION -PUMP STATION TANK IRON FILTER	12,956.35
3/06/2016	EF046669	COLES	GLC CAFÉ, COUNCIL & STAFF REFRESHMENTS	668.54
9/06/2016	EF046670	HIF	HEALTH INSURANCE	215.55
9/06/2016	EF046671	CRAIG & SHEREE WOOD	LEASE AGREEMENT	820.00
9/06/2016	EF046672	PAY-PLAN PTY LTD	SALARY PACKAGING	13,817.51
9/06/2016	EF046673	HARCOURTS BUSSELTON	RENTAL LEASE AGREEMENT	840.00
9/06/2016	EF046674	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	192,234.00
9/06/2016	EF046675	AUSTRALIAN SERVICES UNION	UNION FEES	77.40
9/06/2016	EF046676	HBH HEALTH LIMITED	MEDICAL INSURANCE	489.35
9/06/2016	EF046677	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	317.76
9/06/2016	EF046678	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	879.62
9/06/2016	EF046679	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	222.00
9/06/2016	EF046680	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,735.00
9/06/2016	EF046681	CLICKSUPER PTY LTD	SUPERANNUATION	150,408.11
10/06/2016	EF046682	OLIVER DARBY	STAFF REIMBURSEMENT - INTERNET	49.95
10/06/2016	EF046683	SARAH PIERSON	STAFF REIMBURSEMENT - PROFESSIONAL DEVELOP.	457.20
10/06/2016	EF046684	JAMES SPATH	STAFF REIMBURSEMENT - INTERNET	69.95
10/06/2016	EF046685	DENNIS HADDON	ART SALES	31.50
10/06/2016	EF046686	CR. G BLEECHMORE	COUNCILLOR PAYMENT & REIMBURSEMENT	2,549.74
10/06/2016	EF046687	CR. G HENLEY	COUNCILLOR PAYMENT & REIMBURSEMENT	8,363.14
10/06/2016	EF046688	CR. T BEST	COUNCILLOR PAYMENT	2,180.00
10/06/2016	EF046689	DENISE SANBROOK	ART SALES	25.20
10/06/2016	EF046690	CR. J McCALLUM	COUNCILLOR PAYMENT	2,180.00
10/06/2016	EF046691	ENGINEERED WATER SYSTEMS	BSN JETTY - MARINE BERTHING FACILITY	187,875.37
10/06/2016	EF046692	ANDERS HAMMARSTROM	ART SALES	14.00
10/06/2016	EF046693	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - ARCHITECTURAL SERVICES	17,313.12
10/06/2016	EF046694	DEAN FREEMAN	STAFF REIMBURSEMENT - STAFF TRAINING	56.00
10/06/2016	EF046695	PANCAKE DESIGNS RESIN	ART SALES	405.30
10/06/2016	EF046696	CASTLEVIEW HOLDINGS PTY LTD	ART SALES	56.00
10/06/2016	EF046697	BRADLEY ATKINSON	ART SALES	21.00
10/06/2016	EF046698	KAY EGAN	ART SALES	14.00
10/06/2016	EF046699	NATURAL AREA CONSULTING SERVICES	MEELUP FERAL CONTROL & AIRPORT FLORA SURVEY	10,305.90
10/06/2016	EF046700	JACQUELINE PINNOCK	ART SALES	63.00
10/06/2016	EF046701	ANGELA GRIFFIN	STAFF REIMBURSEMENT - YOUTH HOLIDAY ACTIVITIES	92.72
10/06/2016	EF046702	MICHAEL DAWKINS	ART SALES	42.00

10/06/2016 EF046703	MARKETFORCE PTY LTD	RECRUITMENT ADVERTISING SERVICES	1,824.39
10/06/2016 EF046704	KAREN BOX	STAFF REIMBURSEMENT - FUEL EXPENSES TO PERTH	75.00
10/06/2016 EF046705	KLEENIT PTY LTD	GRAFFITI REMOVAL	465.03
10/06/2016 EF046706	CR. R REEKIE	COUNCILLOR PAYMENT	2,180.00
10/06/2016 EF046707	CR. R PAINE	COUNCILLOR PAYMENT & REIMBURSEMENT	2,257.00
10/06/2016 EF046708	CR. P CARTER	COUNCILLOR PAYMENT	2,180.00
10/06/2016 EF046709	HERA	STRUCTURAL ENGINEERING - ADMIN BUILDING	13,090.00
10/06/2016 EF046710	BIG BEN BUILDERS PTY LTD	DESIGN AND CONSTRUCTION - RAILWAY HOUSE	158,392.11
10/06/2016 EF046711	LIVING EMPORIUM	FURNITURE FOR GEOGRAPHE LEISURE CENTRE	2,132.90
10/06/2016 EF046712	TASMAN CIVIL	DUST BOND REFUNDS - DUNSBOROUGH LAKES	20,600.00
10/06/2016 EF046713	AUSTRALIAN CHILDRENS EDUCATION & CARE QUALITY AUT	VACATION CARE KITS - GLC	202.40
10/06/2016 EF046714	RM & HJ GAY	RATES REFUND	286.38
10/06/2016 EF046715	ERROL SEYMOUR	BURIAL REFUND DUNSBOROUGH CEMETERY	2,180.00
10/06/2016 EF046716	SUZANNE MENZEL	ART SALES	18.20
10/06/2016 EF046717	MARK ROBERTS	ART SALES	21.00
10/06/2016 EF046718	TI MARSTON & HJ MCLEAY	HEALTH APPLICATION REFUND	215.00
10/06/2016 EF046719	UTA WICKE	GLC REFUND PERSONAL TRAINING SESSIONS	114.00
10/06/2016 EF046720	BGC CONSTRUCTION PTY LTD	CONSTRUCTION SERVICES - ADMIN BUILDING	1,570,318.56
10/06/2016 EF046721	CURTIN UNIVERSITY OF TECHNOLOGY	TRAINING SERVICES	833.00
10/06/2016 EF046722	JUNE FLETCHER	GLC REFUND SWIM MEMBERSHIP	253.50
10/06/2016 EF046723	CHRISTOPHER WILLIAMSON	ART SALES	2,514.60
10/06/2016 EF046724	ELLENBY TREE FARM PTY LTD	NURSERY SUPPLIES - JETTY COMPOUND SCREENING	638.00
10/06/2016 EF046725	MINTER ELLISON LAWYERS	LEGAL SERVICES - EMPLOYMENT MATTERS	3,319.25
10/06/2016 EF046726	COLES	GLC CAFÉ, COUNCIL & STAFF REFRESHMENTS	443.03
10/06/2016 EF046727	ASPEN DUNSBOROUGH LAKES LTD	REFUND LANDSCAPE MAINTENANCE BONDS	27,594.50
10/06/2016 EF046728	MYLES HAPP	ART SALES	47.60
10/06/2016 EF046729	OWEN G ISBEL	ART SALES	279.20
10/06/2016 EF046730	WENDY SLEE	ART SALES	52.00
10/06/2016 EF046731	CANCELLED	PRINTING ERROR	0.00
13/06/2016 EF046732	OCEAN AIR CARPET CARE	CLEANING SERVICES - BUILDINGS & ABLUTIONS	9,053.55
17/06/2016 EF046733	DANIEL ABRAHAMSE	STAFF REIMBURSEMENT - INTERNET	299.70
17/06/2016 EF046734	TARVIA PTY LTD	ENGINEERING - KENT STREET - MORE CAFÉ DECK	25,108.60
17/06/2016 EF046735	BRIAN MCCARROLL	STAFF REIMBURSEMENT - PERTH TRADE SHOW	42.10
17/06/2016 EF046736	CANCELLED	PRINTING ERROR	0.00
17/06/2016 EF046737	AUSQ TRAINING	TRAINING SERVICES	1,158.00
17/06/2016 EF046738	KOOKA SERVICES PTY LTD	CARAVAN PARK MANAGEMENT CONTRACT	35,321.62
17/06/2016 EF046739	ECO HYDRAULIC SOLUTIONS WA	HYDRAULIC SERVICES - MILNE ST PAVILLION	715.00

17/06/2016 EF046740	SOUTH WEST ODYSSEY EVENTS INC	SW BUSH POETS EVENT SPONSORSHIP	2,500.00
17/06/2016 EF046741	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	418.06
17/06/2016 EF046742	BAYSIDE CONCRETE CONSTRUCTION	DECORATIVE CONCRETE - BUSSELTON FORESHORE	14,407.10
17/06/2016 EF046743	PREFERRED TRAINING NETWORKS	PROFESSIONAL DEVELOPMENT TRAINING	8,772.50
17/06/2016 EF046744	FIONA SLEE	CLEANING SERVICES - SES BUILDING	100.00
17/06/2016 EF046745	SHREDABILITY	ARTGEO BOND REFUND	180.00
17/06/2016 EF046746	LUKE WARD	SKATE EVENTS & SKATEBOARD PURCHASE	800.00
17/06/2016 EF046747	VAN DOORNUM VENTURES PTY LTD	REFUND OUTSTANDING WORKS BOND	15,777.00
17/06/2016 EF046748	BOB BRUCE DESIGN	ARCHITECTURAL DESIGN - MILNE STREET PAVILLION	8,124.20
17/06/2016 EF046749	ROBYN SHERIDAN	ART SALES	31.50
17/06/2016 EF046750	LEANNE FARRELL	STAFF REIMBURSEMENT - FIRST AID TRAINING	179.00
17/06/2016 EF046751	BCA CONSULTANTS (WA) PTY LTD	LIGHTING CONSULTANTS - ADMIN BUILDING	4,070.00
17/06/2016 EF046752	GLEN CASSELTON	STAFF REIMBURSEMENT - MR LICENCE	93.00
17/06/2016 EF046753	CHLOE BAIGENT	STAFF REIMBURSEMENT - MR LICENCE	70.80
17/06/2016 EF046754	VICKY WILMOT	STAFF REIMBURSEMENT - RELOCATION COSTS	517.91
17/06/2016 EF046755	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	623.00
17/06/2016 EF046756	WESTRAC EQUIPMENT P/L	PLANT PURCHASE - CATERILLAR LOADER BACKHOE	149,804.00
17/06/2016 EF046757	YALLINGUP COASTAL VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	299.21
17/06/2016 EF046758	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	820.44
17/06/2016 EF046759	COLES	GLC CAFÉ, COUNCIL & STAFF REFRESHMENTS	394.52
17/06/2016 EF046760	SUSSEX BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	485.90
17/06/2016 EF046761	AUSTRALIAN INSTITUTE OF MANAGEMENT	STAFF TRAINING	12,782.44
17/06/2016 EF046762	YALLINGUP STEINER SCHOOL	REIMBURSEMENT ELECTRICITY USAGE - CARBUNUP	102.27
17/06/2016 EF046763	HIP POCKET WORK WEAR AND SAFETY	UNIFORM & PROTECTIVE CLOTHING SUPPLIER	1,294.42
17/06/2016 EF046764	CELIA CLARE	ART SALES	169.60
17/06/2016 EF046765	WORLD LEARNING HUB PTY LTD	TRAINING SERVICES	1,373.75
23/06/2016 EF046766	HIF	HEALTH INSURANCE	215.55
23/06/2016 EF046767	CRAIG & SHEREE WOOD	LEASE AGREEMENT	820.00
23/06/2016 EF046768	PAY-PLAN PTY LTD	SALARY PACKAGING	13,841.37
23/06/2016 EF046769	HARCOURTS BUSSELTON	RENTAL LEASE AGREEMENT	840.00
23/06/2016 EF046770	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	191,074.15
23/06/2016 EF046771	AUSTRALIAN SERVICES UNION	UNION FEES	77.40
23/06/2016 EF046772	HBF HEALTH LIMITED	MEDICAL INSURANCE	489.35
23/06/2016 EF046773	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	297.26
23/06/2016 EF046774	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	525.39
23/06/2016 EF046775	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	218.00
23/06/2016 EF046776	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,775.00

23/06/2016	EF046777	CLICKSUPER PTY LTD	SUPERANNUATION	150,408.11
22/06/2016	EF046778	WALGA	WALGA TRAINING SERVICES - STAFF & COUNCIL	1,894.50
22/06/2016	EF046779	BRITEL ENTERPRISES P/L	ADVERTISING SERVICES - ART GEO	395.00
22/06/2016	EF046780	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES	30,745.59
22/06/2016	EF046781	DAMARA WA PTY LTD	COASTAL VULNERABILITY STUDY	20,999.51
22/06/2016	EF046782	DUNSBOROUGH JUNIOR SOCCER CLUB INC	KIDSPORT VOUCHERS	3,720.00
22/06/2016	EF046783	LANDGATE	AERIAL PHOTOGRAPHY & EARTHMINING ACCESS	13,255.00
22/06/2016	EF046784	DEPARTMENT OF PREMIER & CABINET STATE LAW PUBLISH	LEGAL PUBLICATIONS - ADVERTISING	611.40
22/06/2016	EF046785	BEYOND SAFETY	PROTECTIVE CLOTHING SUPPLIER	193.50
22/06/2016	EF046786	MAGNESIUM MEDIA P/L - ART COLLECTOR MAGAZINE	ADVERTISING SERVICES - ART GEO	1,331.00
22/06/2016	EF046787	ROAD SIGNS AUSTRALIA	SIGNAGE SUPPLIES	1,512.50
22/06/2016	EF046788	GOOD GUYS BUSSELTON	ELECTRICAL SUPPLIES - GLC & ART GEO	222.50
22/06/2016	EF046789	BOSS OFFICE CHOICE	STATIONERY SUPPLIER	1,199.07
22/06/2016	EF046790	SUBSURFACE WATER MANAGEMENT	SUBSURFACE WATER MANAGEMENT - VASSE OVAL	87,158.50
22/06/2016	EF046791	SAFEROADS PTY LTD	TRAFFIC CALMING DEVICES - RUMBLE BARS	569.03
22/06/2016	EF046792	BAY WOODWORKS	MAINTENANCE SERVICES	66.00
22/06/2016	EF046793	INSIGHT CALL CENTRE SERVICES	AFTER HOURS CALL CENTRE SERVICES	2,655.52
22/06/2016	EF046794	MULTICLEAN WA PTY LTD	CLEANING SERVICES - BUILDINGS & ABLUTIONS	38,309.46
22/06/2016	EF046795	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	754.08
22/06/2016	EF046796	DUNSBOROUGH FOOTBALL CLUB	KIDSPORT VOUCHERS	195.00
22/06/2016	EF046797	MCMULLEN NOLAN GROUP PTY LTD	LAND SURVEYING SERVICES - BUSSELTON AIRPORT	24,373.25
22/06/2016	EF046798	LEEUEWIN CIVIL PTY LTD	TRUCK HIRE - ROADS & WASTE FACILITY EARTHWORKS	22,347.96
22/06/2016	EF046799	ALS LIBRARY SERVICES	LIBRARY RESOURCES	15.00
22/06/2016	EF046800	SHRED-SHED DOCUMENT SHREDDING	DOCUMENT SHREDDING	156.00
22/06/2016	EF046801	TARVIA PTY LTD	INSTALL BEACH ACCESS RAMP AT GALE STREET	32,739.30
22/06/2016	EF046802	BUSSELTON NETBALL ASSOCIATION	KIDSPORT VOUCHERS	9,023.00
22/06/2016	EF046803	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	538.00
22/06/2016	EF046804	BUNBURY TRUCKS	PLANT PURCHASES / SERVICES / PARTS	1,733.42
22/06/2016	EF046805	BOYANUP BOTANICAL	NURSERY SUPPLIES - VARIOUS RESERVES	6,411.83
22/06/2016	EF046806	STOCKER PRESTON	STRATA LEVY FEES & WATER CONSUMPTION	2,183.20
22/06/2016	EF046807	TOTAL GREEN RECYCLING	RECYCLING E-WASTE SERVICES	2,503.84
22/06/2016	EF046808	HEALTHWORKS	WELLNESS PROGRAM - NEWLETTER SUBSCRIPTION	2,640.00
22/06/2016	EF046809	LOCK JOINT AUSTRALIA	MAINTENANCE SERVICES	739.20
22/06/2016	EF046810	AR PLUMBING & GAS SERVICE	PLUMBING SERVICES - VARIOUS BUILDINGS	247.50
22/06/2016	EF046811	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	416.90
22/06/2016	EF046812	ARBOR GUY	TREE MAINTENANCE SERVICES	1,870.00
22/06/2016	EF046813	TOLL IPEC PTY LTD	COURIER SERVICES	31.00

22/06/2016	EF046814	SHOREWATER MARINE PTY LTD	BSN JETTY REFURBISHMENT - TIMBER WRAPPING	39,911.80
22/06/2016	EF046815	OCP SALES	COMMUNICATION EQUIPMENT	2,251.60
22/06/2016	EF046816	NAOMI SEARLE	STAFF REIMBURSEMENT - INTERNET	50.00
22/06/2016	EF046817	BROWNES DAIRY	GLC KIOSK SUPPLIES	851.92
22/06/2016	EF046818	FACET FORUM ADVOCATING CULTURAL & ECO-TOURISM IN	CULTURAL MEMBERSHIP SUBSCRIPTION	99.00
22/06/2016	EF046819	CR KENNEDY & COMPANY PTY LTD	SURVEY SERVICES & EQUIPMENT	850.63
22/06/2016	EF046820	OUR COMMUNITY	ANNUAL SUBSCRIPTION	330.00
22/06/2016	EF046821	SOUTHERN HABITAT NURSERY	NURSERY SUPPLIES - VARIOUS AREAS	42,108.00
22/06/2016	EF046822	LANDSAVE ORGANICS	LANDSCAPING - MULCH & LAWN BLEND	11,000.00
22/06/2016	EF046823	PRIME INDUSTRIAL PRODUCTS PTY LTD	SAFETY EQUIPMENT	1,043.27
22/06/2016	EF046824	GEOGRAPHE BAY FOOTBALL CLUB	KIDSPORT VOUCHER	200.00
22/06/2016	EF046825	INSTITUTE OF SURVEYING & CIVIL DESIGN TRAINING P/L	TRAINING SERVICES	2,420.00
22/06/2016	EF046826	ORANA CINEMAS BUSSELTON	YOUTH MEETING ACTIVITY	135.00
22/06/2016	EF046827	ST JOHN AMBULANCE	FIRST AID TRAINING SERVICES	525.00
22/06/2016	EF046828	BRIDGESTONE	TYRE SERVICES	3,887.69
22/06/2016	EF046829	GREG GELMI	BALANCE ART PURCHASE - SCULPTURE WINNER	2,750.00
22/06/2016	EF046830	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE - VARIOUS BUILDINGS	9,563.25
22/06/2016	EF046831	HEATLEY INDUSTRIAL & SAFETY	SAFETY EQUIPMENT	29.57
22/06/2016	EF046832	RED E GROUP	LIBRARY RESOURCES - LIBRARY CARDS	2,420.55
22/06/2016	EF046833	BOWMAN & ASSOCIATES PTY LTD	WASTE CONSULTANCY - TFR STATION & DUNS CELL 1	13,594.35
22/06/2016	EF046834	TRANEN REVEGETATION SYSTEMS	WEED CONTROL BIRCHFIELD WETLANDS	3,650.00
22/06/2016	EF046835	BUSSELTON BEARING SERVICES	BEARING & PARTS SUPPLIES	4,874.25
22/06/2016	EF046836	PERTH AUDIOVISUAL	AUDIOVISUAL SERVICES - SPEAKER YOUTH PA SYSTEM	912.03
22/06/2016	EF046837	SAINTS JUNIOR FOOTBALL CLUB - BUSSELTON	KIDSPORT VOUCHER	120.00
22/06/2016	EF046838	GEO METALS	SHEET METAL SERVICES	874.50
22/06/2016	EF046839	BUSSELTON JUNIOR SOCCER CLUB	KIDSPORT VOUCHERS	2,044.00
22/06/2016	EF046840	CANCELLED	PRINTING ERROR	0.00
22/06/2016	EF046841	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	207.24
22/06/2016	EF046842	ARTLINK AUSTRALIA	SUBSCRIPTION - ART GEO	155.00
22/06/2016	EF046843	CAVALIERS HOCKEY CLUB INC	KIDSPORT VOUCHERS	480.00
22/06/2016	EF046844	MACQUARIE EQUIPMENT RENTALS PTY LTD	COMPUTER LEASING PAYMENTS	2,705.56
22/06/2016	EF046845	FORIS IRRIGATION	IRRIGATION SERVICES - BUSSELTON AIRPORT	550.00
22/06/2016	EF046846	SYDNEY MARINA CONTRACTING PTY LTD T/A	BSN JETTY - MARINE BERTHING FACILITY	2,187.90
22/06/2016	EF046847	MCG ARCHITECTS PTY LTD	ARCHITECTURAL SERVICES - VASSE COMMUNITY PRECINCT	8,250.00
22/06/2016	EF046848	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	1,768.28
22/06/2016	EF046849	CDJ ENGINEERING & CONSULTANCY SERVICES	ENGINEERING SERVICES - UWO AND GLC	21,147.01
22/06/2016	EF046850	COMPLETE PORTABLES	PORTABLE TOILET & SEA CONTAINER HIRE	2,850.45

22/06/2016	EF046851	ANNA FOLEY	MANUAL HANDLING TRAINING	1,125.00
22/06/2016	EF046852	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	411.22
22/06/2016	EF046853	GEOSPREAD & AG CONTRACTING	BUSSELTON WASTE - GREEN WASTE MULCHING	49,545.65
22/06/2016	EF046854	ENVIRONMENTAL HEALTH AUSTRALIA (NSW)	SUBSCRIPTION - I'M ALERT FOOD SAFETY PROGRAM	550.00
22/06/2016	EF046855	PINDAN PTY LTD	CONSTRUCTION - BUS SHELTER AT COLLEGE AVENUE	28,572.50
22/06/2016	EF046856	THOMAS HIRE PTY LTD	MACHINERY HIRE	166.50
22/06/2016	EF046857	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES - TOILETS & GLC THERMAL	10,021.00
22/06/2016	EF046858	BUKIDO TAIJUTSU	KIDSPORT VOUCHERS	800.00
22/06/2016	EF046859	SPILL STATION AUSTRALIA PTY LTD	CHEMICAL SPILL CONTAINMENT SERVICES	1,292.94
22/06/2016	EF046860	LOMAX MEDIA	VIDEO WELCOME SPEECH INDUCTION	4,985.75
22/06/2016	EF046861	GROUP TRAINING SOUTH WEST	HIRE OF APPRENTICE MECHANIC	4,652.29
22/06/2016	EF046862	DANIEL FRITCHLEY	DRAFTING SERVICES - BUSSELTON FORESHORE	7,442.50
22/06/2016	EF046863	MILLER ELECTRICAL PTY LTD	ELECTRICAL SERVICES - AGED HOUSING	3,236.40
22/06/2016	EF046864	ASIC AUSTRALIAN SECURITIES & INVESTMENTS COMMISSIO	GLC BUSINESS REGISTRATION	79.00
22/06/2016	EF046865	DR L.D. TERRACE PRACTICE	LEGAL ADVICE - EMPLOYMENT REPORT	2,997.50
22/06/2016	EF046866	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT TRUST	SOUTH WEST WASTE SITE SELECTION STUDY	2,370.23
22/06/2016	EF046867	QEST HOLDINGS PTY LTD	BUILDING SERVICES - GEOGRAPHE LEISURE CENTRE	106,832.00
22/06/2016	EF046868	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES	3,187.00
22/06/2016	EF046869	MARGARET RIVER FENCING	FENCE INSTALLATION & MAINTENANCE SERVICES	30,882.50
22/06/2016	EF046870	SOUTH WEST EMPLOYEE ASSISTANCE PROGRAM	MEDICAL SERVICES	3,234.00
22/06/2016	EF046871	RADIOWEST BROADCASTERS PTY LTD	ADVERTISING SERVICES - GLC & NCC	6,160.00
22/06/2016	EF046872	ORANGE COACH CHARTERS	BUS CHARTER SERVICES - YOUTH ACTIVITIES	1,050.00
22/06/2016	EF046873	DUNSBOROUGH COMMUNITY GARDEN	COMMUNITY BIDS - ROUND 1 & ROUND 2	24,270.00
22/06/2016	EF046874	JOHN DONOGHUE	PAINTING SERVICE - GEORGETTE ABLUTIONS	479.60
22/06/2016	EF046875	SOUTH WEST WINDSCREEN & GLASS	PLANT WINDSCREEN REPAIRS	110.00
22/06/2016	EF046876	MOSQUITO CONTROL ASSOCIATION OF AUST INC.	CORPORATE MEMBERSHIP	200.00
22/06/2016	EF046877	RENDEZVOUS HOTEL PERTH SCARBOROUGH	ACCOMMODATION - STAFF TRAINING	722.15
22/06/2016	EF046878	EAGLE BAY COMMUNITY HALL ASSOCIATION INC	VENUE HIRE - MEELUP COMMITTEE	40.00
22/06/2016	EF046879	TRIEVENTS WA	CITY EVENTS GRANTS AGREEMENT	16,500.00
22/06/2016	EF046880	SEA CHANGE NEWS & GIFTS	LIBRARY RESOURCES - NEWSPAPERS	134.20
22/06/2016	EF046881	RST WELDING & FABRICATIONS	CUSTOM BUILT TANDEM MOWER TRAILER	10,730.00
22/06/2016	EF046882	THE POSTER GIRLS	DISTRIBUTION SERVICES - BOOKS BY THE BAY	792.00
22/06/2016	EF046883	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	330.00
22/06/2016	EF046884	OPTUS BILLING SERVICES PTY LTD	MONTHLY FIXED INTERNET ACCESS	1,870.00
22/06/2016	EF046885	NATURAL AREA CONSULTING SERVICES	VEGETATION PROTECTION - VARIOUS RESERVES	33,404.25
22/06/2016	EF046886	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SUPPLIES	240.62
22/06/2016	EF046887	CANCELLED	PRINTING ERROR	0.00

22/06/2016	EF046888	BUSSELTON HYUNDAI	VEHICLE PURCHASES / SERVICES / PARTS	365.29
22/06/2016	EF046889	BENT LOGIC	MEMBERSHIP CARDS & GLC LANYARDS	1,419.00
22/06/2016	EF046890	EFAX AUSTRALIA	FAX SERVICE PROVIDER	209.33
22/06/2016	EF046891	OFFICEMAX AUSTRALIA LTD	STATIONERY SUPPLIES	2,385.21
22/06/2016	EF046892	SUSSEX TURF CONTROL	FERTILISER APPLICATION - VARIOUS OVALS	5,386.50
22/06/2016	EF046893	CANCELLED	PRINTING ERROR	0.00
22/06/2016	EF046894	MARK SMITH	MAINTENANCE SERVICES - SUSSEX FIRE SHED	120.00
22/06/2016	EF046895	MOBILE MAIDS - LISA DUNHAM	CLEANING SERVICES - AGED HOUSING	180.00
22/06/2016	EF046896	BORRELL RAFFERTY ASSOCIATES PTY LTD	QUANTITY SURVEYING - ADMIN BUILDING	8,800.00
22/06/2016	EF046897	DEPARTMENT OF HUMAN SERVICES	CHARGES FOR CENTREPAY FACILITY	124.74
22/06/2016	EF046898	ELECTRONIC SCOREBOARDS AUSTRALIA	ELECTRONIC SCOREBOARD MAINTENANCE	589.89
22/06/2016	EF046899	BROADWATER FENCING	INSTALL SLIDING GATE AT BUSSELTON CEMETERY	5,159.00
22/06/2016	EF046900	URBAN FOUNTAINS AND FURNITURE	WATER FEATURE GRATE - DUNS LIONS PARK	7,205.00
22/06/2016	EF046901	RAC DRIVING CENTRE	DRIVER TRAINING - RUBBISH TRUCK DRIVERS	2,243.60
22/06/2016	EF046902	LG CONNECT PTY LTD	TECHNICAL CONSULTING - RATES MODELLING	3,289.00
22/06/2016	EF046903	12D SOLUTIONS PTY LTD	12D DESIGN SOFTWARE LICENCE	7,703.30
22/06/2016	EF046904	ADVANCED DRIVEWAY SEALING	HOT PRESSURE CLEANING & MAINTENANCE SERVICES	1,776.00
22/06/2016	EF046905	NAMES PLUS EMBROIDERY	EMBROIDERY SERVICES - STAFF UNIFORMS	805.55
22/06/2016	EF046906	GEO CABINETS	CARPENTRY SERVICES - AGED HOUSING	11,860.20
22/06/2016	EF046907	RPS AUSTRALIA EAST PTY LTD	COST BENEFIT ANALYSIS - BUSSELTON FORESHORE	4,950.00
22/06/2016	EF046908	NEOPOST	STATIONERY SUPPLIER - TONER	577.50
22/06/2016	EF046909	QUICK CORPORATE AUSTRALIA	STATIONERY AND OFFICE SUPPLIES	289.17
22/06/2016	EF046910	MULLOWAY STUDIO PTY LTD	INTERPRETATION DESIGN SIGNAGE - WADANDI TRACK	6,055.50
22/06/2016	EF046911	OPUS INTERNATIONAL	CONSULTANCY SERVICES - WASTE FACILITIES	7,260.00
22/06/2016	EF046912	DYMOCKS - BUSSELTON	LIBRARY RESOURCES - BOOKS	940.90
22/06/2016	EF046913	BROADWATER MEDICAL CENTRE	MEDICALS - PRE EMPLOYMENTS & HEARING TESTS	994.00
22/06/2016	EF046914	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE - VARIOUS WORKS	23,251.28
22/06/2016	EF046915	BCP MATERIALS PTY LTD	SAND SUPPLIES - VARIOUS WORKS	14,616.60
22/06/2016	EF046916	BCP LIQUID WASTE	LIQUID WASTE SERVICES - BUSSELTON DEPOT	376.60
22/06/2016	EF046917	DUNSBOROUGH GREENFIELDS COMMUNITY GROUP INC	COMMUNITY BID - CARRY OVER FROM 2014/15	14,217.00
22/06/2016	EF046918	PREMIUM PUBLISHING	ADVERTISING - ART GEO	495.00
22/06/2016	EF046919	CHAMBER OF ARTS AND CULTURE WA	SUBSCRIPTION & MEMBERSHIP - ART GEO	385.00
22/06/2016	EF046920	WAYNE WEBB	CULTURAL AWARENESS TRAINING	1,200.00
22/06/2016	EF046921	HAPPS PTY LTD	EVENT PROMOTION - BUSSELTON LIBRARY	308.64
22/06/2016	EF046922	STAX CHAIRS	OUTDOOR FURNITURE FOR GLC	1,151.70
22/06/2016	EF046923	QUEST ON JAMES	ACCOMMODATION - STAFF TRAINING	687.00
22/06/2016	EF046924	GRANITE NETWORKS PTY LTD	IT SERVICES AND HARDWARE	2,090.00

22/06/2016 EF046925	KLEENHEAT NATURAL GAS	KOOKABURRA NATURAL GAS	548.60
22/06/2016 EF046926	TOM DOWLING ARCHITECTURE	ARCHITECTURE SERVICES - WHALE VIEWING PLATFORM	55.00
22/06/2016 EF046927	BRAD BROOKSBY	ROAD SAFETY AUDITING - BRIDGES & CULVERTS	4,455.00
22/06/2016 EF046928	FILOR (WA) PTY LTD	PLAQUES - CULTURAL & CEMETERY	2,755.50
22/06/2016 EF046929	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	71.18
22/06/2016 EF046930	ART MONTHLY AUSTRALIA	NATIONAL ART MAGAZINE - ART GEO	190.00
22/06/2016 EF046931	BCP CONTRACTORS PTY LTD	EXCAVATOR & PLANT HIRE - VARIOUS WORKS	90,297.85
22/06/2016 EF046932	AURORA ENVIRONMENTAL	ENVIRONMENTAL CONSULTANCY - MEELUP REG PARK	8,466.15
22/06/2016 EF046933	COMMERCIAL TURF SERVICES	LAWN MOWER MECHANICAL SERVICES	1,452.00
22/06/2016 EF046934	EVERETT'S HOME AND YARD MAINTENANCE	MAINTENANCE SERVICES - VARIOUS BUILDINGS	2,620.00
22/06/2016 EF046935	MANA KAI CAFE	CATERING - STAFF TRAINING	742.30
22/06/2016 EF046936	MARKETFORCE PTY LTD	ADVERTISING SERVICES	14,181.03
22/06/2016 EF046937	CREATIVE EIGHT STUDIO	DESIGN SERVICES - INDESIGN TUTORIAL	528.00
22/06/2016 EF046938	LOTEX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	334.65
22/06/2016 EF046939	ANL LIGHTING AUSTRALIA P/L	LIGHTING PRODUCTS - BUSSELTON JETTY	19,749.35
22/06/2016 EF046940	NILFISK PTY LTD	EQUIPMENT SERVICING - FLOOR SCRUBBER	280.50
22/06/2016 EF046941	TROPHIES ON TIME	NAME BADGE SUPPLIER	159.00
22/06/2016 EF046942	CAROLINE BEAMOND	ADVERT - GUIDE TO AUSTRALIA' SOUTH WEST CAPES	1,169.00
22/06/2016 EF046943	MORE CAFE	CATERING - HOODED PLOVER PROJECT	220.00
22/06/2016 EF046944	KLEENIT PTY LTD	GRAFFITI REMOVAL	4,452.53
22/06/2016 EF046945	SEASIDE LANDSCAPING CONTRACTORS	LANDSCAPING SERVICES - PEPPERMINT TREES	4,950.00
22/06/2016 EF046946	BUSSELTON AGRICULTURAL SERVICES	RURAL SUPPLIES - ELECTRIC FENCE WARNING SIGN	200.00
22/06/2016 EF046947	APP CORPORATION PTY LTD	PROJECT MANAGEMENT-BUSSELTON AIRPORT DEVELOP	34,155.00
22/06/2016 EF046948	TYRECYCLE PTY LTD	TYRE RECYCLING FROM WASTE FACILITIES	2,772.21
22/06/2016 EF046949	HOCKING HERITAGE STUDIO	HERITAGE ADVISORY SERVICE	4,666.49
22/06/2016 EF046950	FRONTLINE FIRE & RESCUE EQUIPMENT	EMERGENCY RESPONSE EQUIPMENT	962.50
22/06/2016 EF046951	STIHL SHOP DUNSBOROUGH	PLANT PURCHASES / SERVICES / PARTS	497.90
22/06/2016 EF046952	CYCLING EVENTURES PTY LTD	SINGLE YEAR GRANT- TOUR OF MARGARET RIVER	5,500.00
22/06/2016 EF046953	SOGGYBONES	PURCHASE SKATEBOARDS	400.00
22/06/2016 EF046954	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES - INSTALL CRC LIGHTING	7,095.00
22/06/2016 EF046955	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,952.50
22/06/2016 EF046956	BUNBURY COFFEE MACHINES	COFFEE MACHINE SUPPLIES - GLC	942.00
22/06/2016 EF046957	VASSE WEED & PEST	PEST CONTROL SERVICES - 78 VASSE HIGHWAY	192.10
22/06/2016 EF046958	ANDREW HUFFER AND ASSOCIATES PTY LTD	WORKSHOP FACILITATION - VASSE RIVER & TOBY INLET	16,430.70
22/06/2016 EF046959	WBHO INFRASTRUCTURE PTY LTD	CONSTRUCTION - DUNSBOROUGH WASTE CELL 1	747,589.21
22/06/2016 EF046960	IMAGELAB	ADVERTISING - EXHIBITION EXPENSES ART GEO	660.00
22/06/2016 EF046961	DELL SECURE WORKS	CYBER SECURITY SOFTWARE	4,174.50

22/06/2016 EF046962	BE LIVING SMART INC.	LIVING SMART COURSE FACILITATOR	4,700.00
22/06/2016 EF046963	MERCER CONSULTING (AUSTRALIA) PTY LTD	CLASSIFICATION AND REMUNERATION ADVICE	2,475.00
22/06/2016 EF046964	BUSSELTON DUNSBOROUGH MAIL	ADVERTISING SERVICES - GLC & BOOKS BY THE BAY	1,449.00
22/06/2016 EF046965	GLOBAL SYNTHETICS PTY LTD	GEOTEXTILES AND GABIONS	427.90
22/06/2016 EF046966	PAUL WILKINSON	MAINTENANCE SERVICES - AGED HOUSING	2,168.98
22/06/2016 EF046967	ACTING UP ACADEMY OF PERFORMING ARTS	FRINGE FESTIVAL 2016	870.00
22/06/2016 EF046968	RIDER LEVETT BUCKNALL WA PTY LTD	QUANTITY SURVEY SERVICES - BUSSELTON AIRPORT	3,960.00
22/06/2016 EF046969	NG SERVICES	FRINGE FESTIVAL - BOUNCY CASTLE HIRE	880.00
22/06/2016 EF046970	SOUTHERN SHUTTERS	INSTALL ROLLER SHUTTERS - YOUTH HALL	1,032.50
22/06/2016 EF046971	ABIGAIL COX	ENERGY AND NUTRITION PRODUCTS - GLC	112.00
22/06/2016 EF046972	BENCHMARK CONTRACTING PTY LTD	BUILDING CONTRACTOR - WHALE VIEWING PLATFORM	48,190.14
22/06/2016 EF046973	MDF CONSULTING & PROJECT MANAGEMENT	PROPERTY & RATING ASSISTANCE	3,372.42
22/06/2016 EF046974	FLOOREX PRODUCTS	CONSTRUCTION EQUIPMENT - EDCO CPM8 SCARIFIER	8,751.16
22/06/2016 EF046975	ACE FRIDGE & FREEZER DOOR SEALS	FRIDGE AND FREEZER REPAIRS - CRC	220.00
22/06/2016 EF046976	AUSSIE TELECOM PTY LIMITED	SOFTWARE SUPPLIER	1,782.02
22/06/2016 EF046977	AMANDA BELL	CULTURAL AWARENESS TRAINING	300.00
22/06/2016 EF046978	AUSTRALIAN DAMAGE PREVENTION SPECIALISTS P/L	UTILITY LOCATING SERVICES	580.80
22/06/2016 EF046979	MOORE STEPHENS WA PTY LTD	RATE COMPARISON REPORT	1,639.00
22/06/2016 EF046980	WALPOLE LODGE	ACCOMMODATION - YOUTH PEDAL PRIX CAMP	324.00
22/06/2016 EF046981	ROSS'S AUCTIONEERS & VALUERS	VALUATION SERVICE - PLANT & EQUIPMENT	4,180.00
22/06/2016 EF046982	PAUL ANDREWS TRUST	GLC CAFE SUPPLIES	205.70
22/06/2016 EF046983	WOW WILDERNESS ECOCRUISES	MARINE PARK CRUISES - YAC CAMP ACTIVITY	150.00
22/06/2016 EF046984	PEMBERTON CAMP SCHOOL	MOUNTAIN BIKING PROGRAM - YOUTH ACTIVITY	270.00
22/06/2016 EF046985	DENADA SURVEYS PTY LTD	SURVEYING SERVICES - WHALE VIEWING PLATFORM	1,045.00
22/06/2016 EF046986	AUSTRALIAN ARMY CADETS ASSOCIATION WA INC	KIDSPORT VOUCHER	100.00
22/06/2016 EF046987	COMMUNITY HOUSING INDUSTRY ASSOC LTD	STAFF TRAINING - AGED HOUSING	150.00
22/06/2016 EF046988	AUSTRALIAN ARMY CADETS ASSOCIATION WA INC	KIDSPORT VOUCHERS	1,200.00
22/06/2016 EF046989	ROBERT'S TILT TRAY & HIAB SERVICE	HIAB FREIGHT SERVICE	715.00
22/06/2016 EF046990	S CAMARRI & CO	RATES REFUND - REVALUATION	2,817.33
22/06/2016 EF046991	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	429.11
22/06/2016 EF046992	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	256.03
22/06/2016 EF046993	TAS'S BAKERY	CATERING - BUSHFIRE BURN AT MEELUP	381.33
22/06/2016 EF046994	BUSSELTON RURAL SUPPLIES	RURAL SUPPLIES	245.52
22/06/2016 EF046995	PK COURIERS	COURIER SERVICES	673.20
22/06/2016 EF046996	DOTS POTS & OFFICE FURNITURE	OFFICE FURNITURE SUPPLIER - ART GEO & LIBRARY	2,522.00
22/06/2016 EF046997	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	1,049.95
22/06/2016 EF046998	BELL FIRE EQUIPMENT CO	FIRE EQUIPMENT SUPPLIER	554.59

22/06/2016	EF046999	GILS MOWING	MAINTENANCE SERVICES - AGED HOUSING	2,835.00
22/06/2016	EF047000	BUSSELTON REWINDS	PLANT PURCHASES / SERVICES / PARTS	99.80
22/06/2016	EF047001	BOC GASES AUSTRALIA LTD	GAS SERVICES	384.96
22/06/2016	EF047002	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	3,642.35
22/06/2016	EF047003	WOOD & GRIEVE ENGINEERS	CONSULTANCY - WOODBRIDGE VALE DRAINAGE	2,123.00
22/06/2016	EF047004	PREMIUM BUILDING SUPPLIES	BUILDING PRODUCT SUPPLIER	40.04
22/06/2016	EF047005	FENNESSY'S	VEHICLE PURCHASES / SERVICES / PARTS	1,434.94
22/06/2016	EF047006	FTE ENGINEERING	MAINTENANCE SERVICES	2,049.30
22/06/2016	EF047007	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	1,758.58
22/06/2016	EF047008	JASON SIGNMAKERS	SIGNAGE SUPPLIES	5,423.00
22/06/2016	EF047009	OUTDOOR WORLD CAPE TO CAPE T/A C 2 C HOLDINGS	BUILDING SUPPLIER - WILYABRUP BUSHFIRE SHED	40,837.50
22/06/2016	EF047010	T J DEPIAZZI & SONS	LAWN SUPPLIES - MARRI WOODCHIPS	2,421.10
22/06/2016	EF047011	KD POWER & CO	SEMI TRAILER HIRE TO CART GRAVEL	12,450.90
22/06/2016	EF047012	CANCELLED	PRINTING ERROR	0.00
22/06/2016	EF047013	B & J CATALANO PTY LTD	SUPPLY CRUSHED LIMESTONE	108,019.19
22/06/2016	EF047014	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	362,524.23
22/06/2016	EF047015	BUCHER MUNICIPAL PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	4,590.64
22/06/2016	EF047016	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	2,253.68
22/06/2016	EF047017	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	TRAINING SERVICES & SWIM CERTIFICATES	846.50
22/06/2016	EF047018	BUSSELTON HOME TIMBER & HARDWARE	HARDWARE SERVICES	1,732.94
22/06/2016	EF047019	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	196.80
22/06/2016	EF047020	RAECO INTERNATIONAL PTY LTD	LIBRARY RESOURCES - FURNITURE & STATIONERY	1,015.57
22/06/2016	EF047021	DELRON CLEANING BUSSELTON	CLEANING SERVICES - VARIOUS BBQ'S	10,351.86
22/06/2016	EF047022	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	1,599.57
22/06/2016	EF047023	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES - VARIOUS WORKS	13,942.27
22/06/2016	EF047024	GEOGRAPHE PETROLEUM	FUEL SERVICES	12,817.97
22/06/2016	EF047025	SOUTHWEST EVENT HIRE	HIRE EQUIPMENT SERVICES - CABINET MEETING	19.00
22/06/2016	EF047026	ERS AUSTRALIA PTY LTD	MAINTENANCE PART WASHER SERVICE	903.10
22/06/2016	EF047027	AMD CHARTERED ACCOUNTANTS	ACCOUNTANCY SERVICES - INTERIM AUDIT	8,140.00
22/06/2016	EF047028	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	54,606.12
22/06/2016	EF047029	PENDREY AGENCIES P/L	CHEMICAL / RURAL SUPPLIES	8,543.70
22/06/2016	EF047030	J A HOBSON'S	FURNISHINGS SERVICE - ART GEO	450.00
22/06/2016	EF047031	STAPLES AUSTRALIA PTY LTD	STATIONERY SUPPLIER	964.46
22/06/2016	EF047032	GALVINS PLUMBING PLUS	PLUMBING SERVICES	308.00
22/06/2016	EF047033	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASE - SERVICES & PARTS	41,973.60
22/06/2016	EF047034	ARMANTI TILES AND BATHROOMS BUSSELTON	TILING SERVICES	19.80
22/06/2016	EF047035	COURIER AUSTRALIA	COURIER SERVICES	1,921.63

22/06/2016 EF047036	THINK WATER DUNSBOROUGH PUMPS & RETICULATION	INSTALL NEW DE-WATERING PUMP - DUNSB WASTE	3,694.32
22/06/2016 EF047037	DUNSBOROUGH BOBCAT SERVICE	EARTHMOVING - BOBCAT HIRE	18,958.50
22/06/2016 EF047038	JACKSON'S DRAWING SUPPLIES	ART EQUIPMENT SUPPLIES - ART GEO	146.45
22/06/2016 EF047039	MERCURE HOTEL PERTH	ACCOMMODATION - STAFF TRAINING	3,456.00
22/06/2016 EF047040	CARRAMAR COASTAL NURSERY	NURSERY SUPPLIES FOR VARIOUS AREAS	33,044.00
22/06/2016 EF047041	PRO-LINE KERBING	KERBING SERVICES - VARIOUS WORKS	5,054.94
22/06/2016 EF047042	PROPERTY COUNCIL OF AUSTRALIA	ADVERTISING SERVICES - FORESHORE HOTEL	3,025.00
22/06/2016 EF047043	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	415.38
22/06/2016 EF047044	OTIS ELEVATOR COMPANY PTY LTD	ELEVATOR SERVICES - CRC BUILDING	192.66
22/06/2016 EF047045	SW PRECISION PRINT	PRINTING - STATIONERY, GET ACTIVE BOOKS & MAPS	7,500.00
22/06/2016 EF047046	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	4,545.49
22/06/2016 EF047047	TRIMVIEW CERAMICS	TILING SERVICES	71.28
22/06/2016 EF047048	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	5,326.53
22/06/2016 EF047049	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	882.85
22/06/2016 EF047050	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	2,240.70
22/06/2016 EF047051	BAY SIGNS	SIGNAGE SERVICES	854.20
22/06/2016 EF047052	ACTIV FOUNDATION INC	MAINTENANCE SERVICES - RESERVES & SHREDDING	27,205.20
22/06/2016 EF047053	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	9,748.53
22/06/2016 EF047054	WEST OZ LINEMARKING	LINE MARKING SERVICES - VARIOUS WORKS	37,584.25
22/06/2016 EF047055	ALL BUSSELTON GAS & PLUMBING SERVICE	PLUMBING SERVICES - AGED HOUSING	2,641.00
22/06/2016 EF047056	MILDWATERS ELECTRICAL	ELECTRICAL SERVICES - VARIOUS BLDGS & RESERVES	22,316.30
22/06/2016 EF047057	LEISURE INSTITUTE OF WEST AUST (AQUATICS)	TRAINING SERVICES	480.00
22/06/2016 EF047058	COTAN PTY LTD	ENGINEERING - INJIDUP SPRING RD & BUTTER FACTORY	1,980.00
22/06/2016 EF047059	WESTRAC EQUIPMENT P/L	PLANT PURCHASES / SERVICES / PARTS	23,995.43
22/06/2016 EF047060	COMMUNITY ARTS NETWORK INC.	MEMBERSHIP SUBSCRIPTION - CULTURAL	100.00
22/06/2016 EF047061	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	2,105.37
22/06/2016 EF047062	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	489.35
22/06/2016 EF047063	BUSSELTON FLORIST	FLOWERS AND GIFTS FOR STAFF	190.00
22/06/2016 EF047064	B & B STREET SWEEPING	STREET SWEEPING SERVICE	69,240.60
22/06/2016 EF047065	ELLIOTTS SMALL ENGINES	PLANT PURCHASE - HUSQVARNA POWER CUTTER	1,599.00
22/06/2016 EF047066	UNIQCO INTERNATIONAL	MONTHLY UNIFLEET SERVICES	1,051.41
22/06/2016 EF047067	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	2,108.48
22/06/2016 EF047068	AMITY SIGNS	SIGNAGE SERVICES - RURAL NUMBERS	57.75
22/06/2016 EF047069	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	FIRE AND EMERGENCY SERVICES - ESL LEVY PAYMENT	185,369.62
22/06/2016 EF047070	TOTAL EDEN PTY LTD	RETICULATION - BORE PUMP REPAIRS CAREY STREET	9,726.20
22/06/2016 EF047071	BUSSELTON STEEL & METALAND	STEEL PRODUCTS SUPPLIER	148.45
22/06/2016 EF047072	BRAD SCOTT ELECTRICAL CONTRACTOR	ELECTRICAL SERVICES - VARIOUS WORKS	29,711.90

22/06/2016 EF047073	KLEENHEAT GAS	GAS SERVICES	1,384.88
22/06/2016 EF047074	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	4,272.21
22/06/2016 EF047075	BSO DEVELOPMENT CONSULTANTS	CONSULTANCY - WOODBRIDGE VALE DRAINAGE	1,375.00
22/06/2016 EF047076	BUSSELTON SEA SCOUTS GROUP	KIDSPORT VOUCHERS	400.00
22/06/2016 EF047077	EQUINOX CAFE	ROOM HIRE & CATERING - CULTURAL EVENT	2,200.00
22/06/2016 EF047078	CITY OF JOONDALUP	LIBRARY RESOURCES - RED LIBRARY BAGS	200.00
22/06/2016 EF047079	RUBEK AUTOMATIC DOORS	AUTOMATIC DOOR SERVICES - GLC	704.00
22/06/2016 EF047080	LESCHENAULT COMMUNITY NURSERY	NURSERY SUPPLIES - BUSSELTON FORESHORE	2,435.88
22/06/2016 EF047081	W A TREASURY CORPORATION	VARIOUS LOAN REPAYMENTS	791,256.78
22/06/2016 EF047082	BUSSELTON BITUMEN SERVICE & HAYLEYS BOBCATS	SUPPLY PEA GRAVEL & RED STONE	1,201.20
22/06/2016 EF047083	BENARA NURSERY	NURSERY SUPPLIES	2,046.32
22/06/2016 EF047084	NATURALISTE STONE	INSTALLATION OF STONework - DUNSB LIONS PARK	28,050.00
22/06/2016 EF047085	(NAS) NIGHT ALARM SECURITY	SECURITY SERVICES	220.00
22/06/2016 EF047086	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	5,567.00
22/06/2016 EF047087	BRAD GOODE	CONSULTANCY - ABORIGINAL HERITAGE MONITORING	2,799.98
22/06/2016 EF047088	ANGLICAN PARISH OF BUSSELTON	HALL HIRE SERVICE - STAFF BRIEFING	150.00
22/06/2016 EF047089	BUSSELTON HORSE & PONY CLUB	GRANT FUNDING - WINTER SHOW JUMPING	3,000.00
22/06/2016 EF047090	GEOGRAPHE COMMUNITY LANDCARE NURSERY	NURSERY SUPPLIES - VARIOUS AREAS	25,776.74
22/06/2016 EF047091	ANIMAL CARE EQUIP & SERVICES AUST P/L	ANIMAL SUPPLIES - RESISTOR GLOVES	135.50
22/06/2016 EF047092	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	3,791.99
22/06/2016 EF047093	SIGMA COMPANIES GROUP PTY LTD	POOL CHEMICAL SUPPLIER - GLC	297.00
22/06/2016 EF047094	MINTER ELLISON LAWYERS	LEGAL SERVICES - EMPLOYMENT LAW	3,232.35
22/06/2016 EF047095	BAREFOOT BOOKS	LIBRARY RESOURCES - BOOKS	1,769.61
22/06/2016 EF047096	JOMAR CONTRACTING	BRIDGE MAINTENANCE - STRELLEY STREET	10,620.50
22/06/2016 EF047097	CARDNO (WA) PTY LTD	CONSULTANCY - MILNE STREET PAVILLION	5,176.60
22/06/2016 EF047098	HOUSING INDUSTRY ASSOCIATION LTD	NATIONAL CONSTRUCTION CODES	1,050.00
22/06/2016 EF047099	BUSSELTON CHAMBER OF COMMERCE (INC)	MEMBERSHIP RENEWAL	325.00
22/06/2016 EF047100	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	8,943.69
22/06/2016 EF047101	SPECIALIZED THREADED FASTENERS	WORKSHOP EQUIPMENT SUPPLIER	282.51
22/06/2016 EF047102	DUNSBOROUGH & DISTRICTS WATER CARTAGE	TRUCK & GRADER HIRE	1,969.00
22/06/2016 EF047103	CAPERS SOUTHWEST CATERING SERVICES	CATERING - COUNCIL & OTHER MEETINGS	4,513.00
22/06/2016 EF047104	FRONTLINE SAFETY AND TRAINING SERVICES	TRAINING SERVICES - ASBESTOS REMOVAL	600.00
22/06/2016 EF047105	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	6,891.84
22/06/2016 EF047106	AIRPORT LIGHTING SPECIALISTS	ELECTRICAL SERVICES - LIGHTING SPARES	940.50
22/06/2016 EF047107	SOILS AINT SOILS	NURSERY SERVICES - STREET TREES	99.75
22/06/2016 EF047108	CARBONE BROS PTY LTD	LIMESTONE SUPPLIES / CARTAGE SERVICES	63,567.13
22/06/2016 EF047109	DARDANUP BUTCHERING COMPANY DBC	CATERING - BUSSELTON DEPOT	385.93

22/06/2016 EF047110	BUSSELTON SWIMMING CLUB	KIDSPORT VOUCHERS	500.00
22/06/2016 EF047111	ABBEY BEACH RESORT	ACCOMMODATION - TRAINING FACILITATORS	763.00
22/06/2016 EF047112	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	709.96
22/06/2016 EF047113	EARTH 2 OCEAN COMMUNICATIONS VICMAR	COMMUNICATION SERVICES - RADIO REPAIRS	283.00
22/06/2016 EF047114	BUSSELTON FOOTBALL & SPORTSMAN CLUB	KIDSPORT VOUCHERS	1,400.00
22/06/2016 EF047115	BUNBURY HIAB AND TILTRAY (HOTMAC GOLD PTY LTD T/AS	TRANSPORT & TILT TRAY SERVICES	968.00
22/06/2016 EF047116	AVIS SOUTHWEST RENTALS	VEHICLE RENTAL SERVICES	1,588.21
22/06/2016 EF047117	D W & S V ROBERTS	CONCRETE SERVICES - DRIVEWAY & FOOTPATHS	9,525.70
22/06/2016 EF047118	GAS-IT PIPE CONTRACTING	GAS SERVICES - SERVICE LOCATIONS	5,085.03
22/06/2016 EF047119	MIND RESOURCES PTY LTD	TRAINING DVD PACKAGE	2,167.00
22/06/2016 EF047120	TYREPOWER BUSSELTON	PLANT TYRE SUPPLIER / REPAIRER	125.00
22/06/2016 EF047121	BAYVIEW GEOGRAPHE RESORT	CONFERENCE VENUE & CATERING - RANGERS	780.00
22/06/2016 EF047122	AUTO - ONE	PLANT PURCHASES / SERVICES / PARTS	1,895.40
22/06/2016 EF047123	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	9,984.10
22/06/2016 EF047124	INNOVEST CONSTRUCTION	CONSTRUCTION - OLD BUTTER FACTORY	45,599.21
22/06/2016 EF047125	GHD PTY LTD	CONSULTANCY - LANDFILL GAS ASSESSMENT	2,157.10
22/06/2016 EF047126	NOVOTEL LANGLEY PERTH	ACCOMMODATION - STAFF TRAINING	460.80
22/06/2016 EF047127	BASE (PIGMEEZ)	EMBROIDERY SERVICES - UNIFORMS	902.75
22/06/2016 EF047128	PASSMORE AUTOMOTIVE	VEHICLE MAINTENANCE SERVICES	675.30
22/06/2016 EF047129	CAPE CELLARS BUSSELTON	COUNCIL REFRESHMENTS	648.05
22/06/2016 EF047130	NVMS (NOISE & VIBRATION SYSTEMS) P/L	NOISE LEVEL ANALYSER LICENCE & REPAIRS	2,985.58
22/06/2016 EF047131	GLOBE SIGN CO.	SIGNAGE SERVICES	167.20
22/06/2016 EF047132	CROSS SECURITY SERVICES	SECURITY SERVICES - VARIOUS BUILDINGS	2,475.22
22/06/2016 EF047133	LAMANNA COMMERCIAL PLUMBING & DRAINAGE	INSTALL SOAK WELLS IN GEORGETTE STREET	7,428.00
22/06/2016 EF047134	BURKE AIR	AIR CONDITIONING SERVICES - VARIOUS BUILDINGS	4,866.68
22/06/2016 EF047135	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	336.75
22/06/2016 EF047136	WML CONSULTANTS PTY LTD	CONSULTANCY - PEEL TERRACE & STRELLY STREET	40,504.48
22/06/2016 EF047137	LOCK AROUND THE CLOCK	SECURITY SERVICES	536.80
22/06/2016 EF047138	GEORGIANA MOLLOY ANGLICAN SCHOOL	KIDSPORT VOUCHERS	829.56
22/06/2016 EF047139	SURVCON PTY LTD	SURVEY SERVICES - VARIOUS WORKS	8,934.76
22/06/2016 EF047140	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE - COUNCIL DISTRICT TOUR	695.00
22/06/2016 EF047141	WESTERN ALL PEST SERVICES PTY LTD	PEST CONTROL SERVICES - TERMITE MONITORING	615.00
22/06/2016 EF047142	LEEWIN TRANSPORT	COURIER SERVICES	2,395.36
22/06/2016 EF047143	GEOGRAPHE CAMPING AND OUTDOORS	OUTDOOR EQUIPMENT SUPPLIER - NCC & YAC	857.90
22/06/2016 EF047144	FOXTEL CABLE TELEVISION PTY LTD	CABLE TV SUBSCRIPTION - GLC	210.00
22/06/2016 EF047145	ORBIT HEALTH & FITNESS SOLUTIONS	GYM EQUIPMENT SUPPLIER - NCC	878.20
22/06/2016 EF047146	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	3,680.41

22/06/2016 EF047147	HERBERT SMITH FREEHILLS	LEGAL SERVICES - BUSSELTON AIRPORT DEVELOPMENT	16,483.36
22/06/2016 EF047148	P & M AUTOMOTIVE EQUIPMENT	PLANT MAINTENANCE SERVICES	338.25
22/06/2016 EF047149	SELBY'S PTY LTD	COB SIGNAGE & BANNERS	2,037.02
22/06/2016 EF047150	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	377.40
22/06/2016 EF047151	DIGITAL MAPPING SOLUTIONS	MAPPING - FIREBREAK INSPECTION ROLLOVER	2,200.00
22/06/2016 EF047152	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCE	660.00
22/06/2016 EF047153	PARKS AND LEISURE AUST (NATIONAL)	PARKS & LEISURE WA STATE CONFERENCE	715.00
22/06/2016 EF047154	CITY AND REGIONAL FUELS	FUEL SERVICES	4,591.85
22/06/2016 EF047155	GREENWAY ENTERPRISES	NURSERY SUPPLIES	316.87
22/06/2016 EF047156	LD TOTAL	LANDSCAPING - FORESHORE PARADE	330.00
22/06/2016 EF047157	AERODROME MANAGEMENT SERVICES PTY LTD	ANNUAL AIR INSPECTIONS & GABLE MARKERS	7,914.85
22/06/2016 EF047158	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES - VARIOUS AREAS	36,861.90
22/06/2016 EF047159	TOTALLY SOUND	SOUND EQUIPMENT REPAIRS	330.00
22/06/2016 EF047160	GUMPTION PTY LTD	ADVERTISING & PRINTING BROCHURES	1,731.00
22/06/2016 EF047161	PLAYRIGHT AUSTRALIA PTY LTD	PLAYGROUND EQUIPMENT PARTS FOR REPAIRS	2,310.00
22/06/2016 EF047162	DIRECT DEMOLITION	ASBESTOS REMOVAL FROM BSN WASTE FACILITY	3,135.00
22/06/2016 EF047163	COUNTRY ARTS WA	ANNUAL SUNSCRIPTION - CULTURAL	110.00
22/06/2016 EF047164	BDA TREE LOPPING	TREE LOPPING SERVICES	66,608.30
22/06/2016 EF047165	BAY CABINETS	SUPPLY & INSTALL MDF DOORS - KOOKABURRA	2,167.00
22/06/2016 EF047166	WA SKILLS TRAINING	TRAINING SERVICES - CONFINED SPACES	1,500.00
22/06/2016 EF047167	PLANNING INSTITUTE OF AUSTRALIA INC	PIA WA REGIONAL CONFERENCE	1,288.00
22/06/2016 EF047168	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	15,871.52
22/06/2016 EF047169	DOOR HARDWARE SOLUTIONS	HARDWARE SUPPLIES	1,964.26
22/06/2016 EF047170	ALLFLOW INDUSTRIAL	PLANT MAINTENANCE SERVICES	228.36
22/06/2016 EF047171	URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA	UDIAWA MEMBERSHIP SUBSCRIPTION	1,065.00
22/06/2016 EF047172	ALLOY & STAINLESS PRODUCTS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	804.54
22/06/2016 EF047173	CAPE RURAL CONTRACTING	FIRE HAZARD REDUCTION	2,750.00
22/06/2016 EF047174	IFAP	CORPORATE MEMBERSHIP SUBSCRIPTION	330.00
22/06/2016 EF047175	TOX FREE WASTE MANAGEMENT SOLUTIONS	CHEMICAL DISPOSAL SERVICES	889.41
22/06/2016 EF047176	AMBERGATE PLUMBING	PLUMBING SERVICES - VARIOUS BUILDINGS	7,011.80
22/06/2016 EF047177	LGMA (WA) DIVISION	SOUTH WEST BREAKFAST EVENT - REGISTRATION	30.00
22/06/2016 EF047178	JUICE PRINT	BANNERS FOR BUSSELTON AIRPORT	836.88
22/06/2016 EF047179	BROADWATER BRICK PAVING	PAVING SERVICES - VARIOUS AREAS	5,290.00
22/06/2016 EF047180	CRAVEN FOODS BUSSELTON	GLC KIOSK PURCHASES	410.28
22/06/2016 EF047181	PROGRAMMED MAINTENANCE SERVICES	MAINTENANCE PAINTING SERVICES - NCC	15,935.21
22/06/2016 EF047182	FIRST CAPE NATURALISTE SCOUT GROUP	KIDSPORT VOUCHER	200.00
22/06/2016 EF047183	MJB INDUSTRIES PTY LTD	SUPPLY SOAK WELLS FOR GEORGETTE STREET	1,461.90

22/06/2016	EF047184	TRIATHLON WESTERN AUSTRALIA	IRONMAN TRIATHLON SPONSORSHIP	59,196.50
22/06/2016	EF047185	QK TECHNOLOGIES PTY LTD	ANNUAL LICENCE MEMBERSHIP FOR QUIKIDS - GLC	840.00
22/06/2016	EF047186	REPEAT PLASTICS (WA)	PLASTIC PRODUCT SUPPLIER	4,794.90
22/06/2016	EF047187	BEACHSIDE BUILDING & MAINTENANCE	PAINTING MAINT - ABBEY BOATRAMP ABLUTIONS	780.00
22/06/2016	EF047188	ELECTRICAL IRRIGATION SERVICES	ELECTRICAL SERVICES - PUMP REPAIRS	1,309.88
22/06/2016	EF047189	SVT ENGINEERING CONSULTANTS	CONSULTANCY - BUSSELTON JETTY CP SURVEY	4,512.86
22/06/2016	EF047190	SHORE COASTAL PTY LTD	COASTAL CONSULTANCY SERVICES	14,410.00
22/06/2016	EF047191	HART SPORT	SPORT EQUIPMENT SUPPLIER - GLC	1,625.60
22/06/2016	EF047192	STRATEGEN ENVIRONMENTAL CONSULTANTS PTY LTD	CONSULTANCY - BUSSELTON CEMETERY EXPANSION	17,061.00
22/06/2016	EF047193	BRIAN FISHER FABRICATIONS	REPAIR TRIEBEAM GUARDRAIL ON BRIDGE	5,518.70
22/06/2016	EF047194	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	75.85
22/06/2016	EF047195	APRA LIMITED	LICENCE RENEWALS - ART GEO & COURTHOUSE	202.22
22/06/2016	EF047196	HIP POCKET WORK WEAR AND SAFETY	UNIFORM & PROTECTIVE CLOTHING SUPPLIER	2,333.22
22/06/2016	EF047197	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	140.95
22/06/2016	EF047198	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	1,246.75
22/06/2016	EF047199	T-QUIP	MOWER PARTS & SERVICE	277.25
22/06/2016	EF047200	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	260.00
24/06/2016	EF047201	CR. T BEST	COUNCILLOR REIMBURSEMENT	338.21
24/06/2016	EF047202	CR. J McCALLUM	COUNCILLOR REIMBURSEMENT	511.52
24/06/2016	EF047203	CR. C TARBOTTON	COUNCILLOR REIMBURSEMENT	362.00
24/06/2016	EF047204	DEB TAYLOR	STAFF REIMBURSEMENT - FAREWELL FLOWERS	60.00
24/06/2016	EF047205	DEBBIE & JEFF COTTON	CROSSOVER SUBSIDY PAYMENT	167.90
24/06/2016	EF047206	PAY-PLAN PTY LTD	SALARY PACKAGING	584.83
24/06/2016	EF047207	DEAN FREEMAN	STAFF REIMBURSEMENT - BFAC MEETING	63.48
24/06/2016	EF047208	MATTHEW SHARP	ART SALES	38.50
24/06/2016	EF047209	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	MONTHLY RENT FOR PEEL TERRACE	3,025.00
24/06/2016	EF047210	CR. R REEKIE	COUNCILLOR REIMBURSEMENT	239.00
24/06/2016	EF047211	HERA	STRUCTURAL ENGINEERING - ADMIN BUILDING	2,750.00
24/06/2016	EF047212	BIG BEN BUILDERS PTY LTD	DESIGN AND CONSTRUCTION - RAILWAY HOUSE	312,158.29
24/06/2016	EF047213	IMAGE ON LINE	MARKETING - GLC JINGLE PACKAGE	3,831.30
24/06/2016	EF047214	TRUE TRACK TRUCK ALIGNING	WHEEL ALIGNMENT SERVICES	180.00
24/06/2016	EF047215	ANNA THORPE	STAFF REIMBURSEMENT - FAREWELL CATERING	55.79
24/06/2016	EF047216	CANCELLED	PROCESS ERROR	0.00
24/06/2016	EF047217	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	667.72
24/06/2016	EF047218	WESTERN POWER CORPORATION	BUSSELTON FORESHORE REDEVELOPMENT	301,073.00
24/06/2016	EF047219	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	436.93
24/06/2016	EF047220	COLES	COUNCIL & STAFF REFRESHMENTS	816.16

List of Payments Made - June 2016

24/06/2016	EF047221	MERSINA ROBINSON	STAFF REIMBURSEMENT - PLA CONFERENCE	95.35
28/06/2016	EF047222	W A TREASURY CORPORATION	TRANSFER FORESHORE FUNDS TO WA TREASURY	4,198,927.00
29/06/2016	EF047223	DATA 3	COMPUTER SOFTWARE SUPPLIER	2,727.84
29/06/2016	EF047224	MULTICLEAN WA PTY LTD	CLEANING SERVICES - BUILDINGS & ABLUTIONS	2,860.00
29/06/2016	EF047225	CR. G BLEECHMORE	COUNCILLOR REIMBURSEMENT	282.80
29/06/2016	EF047226	WEATHERSAFE WA (DEL-RAY CANVAS)	SHADE SAIL REINSTALL & UNINSTALL	5,788.25
29/06/2016	EF047227	CR KENNEDY & COMPANY PTY LTD	SURVEY EQUIPMENT REPAIRS	99.00
29/06/2016	EF047228	CANCELLED	PROCESS ERROR	0.00
29/06/2016	EF047229	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES	2,525.00
29/06/2016	EF047230	NATIONAL DISABILITY SERVICES WA	REFUND OF HALL DEPOSIT	195.00
29/06/2016	EF047231	NEOPOST	STATIONERY SUPPLIER - TONER	544.50
29/06/2016	EF047232	ERTECH PTY LTD	TRANSFER STATION - BUSSELTON WASTE FACILITY	389,443.64
29/06/2016	EF047233	GRANITE NETWORKS PTY LTD	IT SERVICES AND HARDWARE	803.00
29/06/2016	EF047234	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	118.89
29/06/2016	EF047235	BINDI NUTRITION PTY LTD	ENERGY AND NUTRITION PRODUCTS - GLC	79.20
29/06/2016	EF047236	BUSSELTON AGRICULTURAL SERVICES	RURAL SUPPLIES	318.00
29/06/2016	EF047237	OCEAN AIR CARPET CARE	CLEANING SERVICES - BUILDINGS & ABLUTIONS	9,362.65
29/06/2016	EF047238	WESTERN IRRIGATION PTY LTD	UPGRADE BORE AND IRRIGATION SERVICES	39,125.11
29/06/2016	EF047239	HERA	STRUCTURAL ENGINEERING - ADMIN BUILDING	2,564.32
29/06/2016	EF047240	BIG BEN BUILDERS PTY LTD	DESIGN AND CONSTRUCTION - RAILWAY HOUSE	202,050.72
29/06/2016	EF047241	PAUL ANDREWS TRUST	GLC CAFE SUPPLIES	347.16
29/06/2016	EF047242	ROWLEY & JAY HART	RATES REFUND	780.14
29/06/2016	EF047243	DUCHESS MEDICAL PRACTICE	MEDICAL SERVICES - HEP A & B VACINATIONS	446.10
29/06/2016	EF047244	AUSTRALIA POST	POSTAL SERVICE	5,878.29
29/06/2016	EF047245	ACTIV FOUNDATION INC	REFUND OVERPAYMENT OF DEBTORS INVOICE	1,348.03
29/06/2016	EF047246	VASSE BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	993.42
29/06/2016	EF047247	COLES	COUNCIL & STAFF REFRESHMENTS	65.75
29/06/2016	EF047248	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	28,080.67
29/06/2016	EF047249	ASPEN DUNSBOROUGH LAKES LTD	REFUND LANDSCAPE MAINTENANCE BOND	38,280.00
29/06/2016	EF047250	GUARDIAN TACTILE SYSTEMS	TACTILE SYSTEM SUPPLIER	1,285.91
29/06/2016	EF047251	BROADWATER BRICK PAVING	PAVING SERVICES - BUSSELTON FORESHORE	3,380.00
29/06/2016	EF047252	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	449.80
29/06/2016	EF047253	CR. C TARBOTTON	COUNCILLOR REIMBURSEMENT	634.42
29/06/2016	EF047254	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - ARCHITECTURAL SERVICES	16,500.00
29/06/2016	EF047255	BROADWATER BRICK PAVING	PAVING SERVICES - YALLINGUP & PIONEER CEMETERY	5,800.00
29/06/2016	EF047256	QK TECHNOLOGIES PTY LTD	ANNUAL LICENCE MEMBERSHIP FOR QUIKIDS - NCC	572.00

13,717,686.64
TRUST ACCOUNT - JUNE 2016

<u>Date</u>	<u>TRUST CHQ</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
14/06/2016	007257	DEPARTMENT OF COMMERCE, BUILDING COMMISSION	REGISTRATIONS / LEVY PAYMENTS	30,389.73
14/06/2016	007258	CONSTRUCTION TRAINING FUND	BCITF LEVY	19,109.79
14/06/2016	007259	CITY OF BUSSELTON	BSL & CTF LEVY COMMISSION	1,071.50
23/06/2016	007260	BCITF & BRB LEVY REFUNDS	REFUND - APPLICATION CANCELLED	131.65
23/06/2016	007261	BCITF & BRB LEVY REFUNDS	REFUND - APPLICATION CANCELLED	61.65
23/06/2016	007262	BCITF & BRB LEVY REFUNDS	REFUND - NOT REQUIRED	61.65
23/06/2016	007263	BCITF & BRB LEVY REFUNDS	REFUND - NOT REQUIRED	61.65
29/06/2016	007264	BCITF & BRB LEVY REFUNDS	REFUND - PAID TWICE	232.00

51,119.62
INTERNAL PAYMENT VOUCHERS - JUNE 2016

<u>Date</u>	<u>I.P.VOUCHER</u>	<u>Name</u>	<u>Description</u>	
2/06/2016	DD002784	SPECIAL PAY	SPECIAL PAY	2,994.62
2/06/2016	DD002785	PAY 25	FORTNIGHTLY PAY	661,119.06
28/05/2016	DD002786	ANZ BANK - VISA CARD AS LISTED BELOW	CREDIT CARD PAYMENT \$18,305.99	-
	DD002786	LEGAL PRACTICE BOARD PERTH	RENEW PRACTISING CERTIFICATE 16/17	1250.00
	DD002786	AIRPORT RETAIL ENTER MASCOT	MEAL EXPENSE, LG CONF QLD, MAY 2016	19.07
	DD002786	DELAWARE NORTH RETAIL, REDCLIFFE	MEAL EXPENSE, LG CONF QLD, MAY 2016	12.00
	DD002786	REGENT TAXIS, EAST SYDNEY	TAXI, LG CONF QLD, MAY 2016	55.72
	DD002786	BAVARIAN, BROADBEACH	MEAL EXPENSE, LG CONF QLD, MAY 2016	41.00
	DD002786	SHJ RETAIL, BROADBEACH	MEAL EXPENSE, LG CONF QLD, MAY 2016	21.00
	DD002786	WOOLWORTHS BROADBEACH	MEAL EXPENSE, LG CONF QLD, MAY 2016	13.98
	DD002786	OSUSHI, BROADBEACH	MEAL EXPENSE, LG CONF QLD, MAY 2016	25.30
	DD002786	CARNZ BROADBEACH	MEAL EXPENSE, LG CONF QLD, MAY 2017	74.00
	DD002786	STARBUCKS, BROADBEACH	MEAL EXPENSE, LG CONF QLD, MAY 2016	9.25
	DD002786	SHJ RETAIL, BROADBEACH	MEAL EXPENSE, LG CONF QLD, MAY 2016	24.00
	DD002786	MADISONS CAFÉ, BROADBEACH	MEAL EXPENSE, LG CONF QLD, MAY 2016	32.10
	DD002786	REGENT TAXIS, EAST SYDNEY	TAXI, LG CONF QLD, MAY 2016	55.28
	DD002786	HUDSONS, PERTH AIRPORT	MEAL EXPENSE, LG CONF QLD, MAY 2016	13.10
	DD002786	PERTH AIRPORT	CAR PARKING, LG CONF QLD, MAY 2016	115.00
	DD002786	FOUR POINTS SHERATON	ACCOMM:MANAGE DIFFICULT BEHAVIOUR	370.48

Attachment A

List of Payments Made - June 2016

DD002786	WACOSS WEST PERTH	TRAINING: RESIDENTIAL TENANCY LAW	600.00
DD002786	LGMA	LGMA PD: GOVERNANCE NETWORK	75.00
DD002786	CLARIDEN GLOBAL INTERNATIONAL LTD	BEHAVIOUR SAFETY PROGRAM	7057.13
DD002786	LGMA	GOVERNANCE PROFESSIONAL DEVELOPMENT	75.00
DD002786	DEPARTMENT OF ENVIRONMENT	CLEARING PERMIT METRICUP BRIDGE	200.00
DD002786	FACEBOOK	GLC PROMOTION	214.49
DD002786	QANTAS AIRWAYS	SYDNEY/PERTH FLT- BOOKS BY THE BAY	323.00
DD002786	VIRGIN AUSTRALIA	PERTH/SYDNEY FLT-BOOKS BY THE BAY	646.70
DD002786	DEPARTMENT OF COMMERCE	REQUEST FOR DOCUMENTS	13.20
DD002786	WA PLANNING COMMISSION	WAPC APPLICATION:MANNING BRA	3044.94
DD002786	LANDGATE, MIDLAND	TITLE SEARCHES	49.20
DD002786	ASIC, SYDNEY	COMPANY INFORMATION	19.00
DD002786	GEOGRAPHE BAY YACHT CLUB	REFRESHMENTS NATIONAL VOLUNTEERS AWARDS 2016	454.00
DD002786	ASIC, SYDNEY	COMPANY INFORMATION	9.00
DD002786	CITY OF PERTH	CAR PARKING: APP & TWA MEETING	23.40
DD002786	DEPARTMENT RACING & GAMING	LIQUOR LICENCE - BOOKS BY THE BAY	53.00
DD002786	SYDNEY PHONE ACCESSORIES/PAYPAL	30 X GLASS SCREEN PROTECTORS	111.30
DD002786	EVOLUTIO IT UG	CUSTOM FORMS FOR GIFT REGISTRY	39.61
DD002786	ELEPHONE E-COMMERCE	20 X LUMIA 550 CASES	79.80
DD002786	PAYPAL	IPAD COVER (CREDITED)	31.06
DD002786	PAYPAL, VTECH INDUSTRIES	100XTDK GOLD SERIES DVD-R 4.7 GB	30.99
DD002786	PAYPAL, VTECH INDUSTRIES	50PK BLU-RAY	42.99
DD002786	PAYPAL, DIRECT STORE	1 X WIRELESS BLUETOOTH KEYBOARD	50.49
DD002786	APPLE ITUNES	ICLOUD STORAGE FOR MIKE ARCHER	\$4.49
DD002786	PAYPAL - DIRECT STORE	3 X IPAD KEYBOARD/CASE	130.87
DD002786	LOCATE PRESS	QGIS MAP DESIGN e-BOOK	35.71
DD002786	GO DADDY	DOMAIN FOR EHQ	52.75
DD002786	RETAIL DISPLAY DIRECT (L&W INT)	PORTABLE LECTERN	279.45
DD002786	CREATESEND.COM	BAY TO BAY APRIL-MAY 2016	297.79
DD002786	QUEST, ROCKINGHAM	ACCOMM: AUST COAST COUNCIL CONF	545.46
DD002786	QANTAS	CEO FREQUENT FLYER MEMBERSHIP	510.00
DD002786	VASSE BAR	DINNER AFTER COUNCIL	189.00
DD002786	CITY OF DARWIN	LG CHIEF OFFICER MEETING 13-15 JULY	499.95
DD002786	PLANNING INSTITUTE AUSTRALIA	PIA WA CONF - BUNBURY 10TH JUNE '16	196.00
DD002786	PAYPAL	IPAD COVER (CREDIT)	-31.06
DD002786	BANK FEES	MAY 2016 VISA CARD	221.00
31/05/2016 DD002787	CALTEx AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	62,960.63

1/06/2016	DD002788	ANZ BANK	BANK FEES	4,449.85
1/06/2016	DD002789	COMMONWEALTH BANK	BANK FEES	593.14
1/06/2016	DD002790	LES MILLS ASIA PACIFIC	CONTRACT FEES - GLC	818.92
1/06/2016	DD002791	LES MILLS ASIA PACIFIC	CONTRACT FEES - NCC	545.95
6/06/2016	DD002792	ANZ BANK	BANK FEES	259.49
6/06/2016	DD002793	ANZ BANK	BANK FEES	103.38
6/06/2016	DD002794	DALE ALCOCK HOMES	REFUND DEVELOPMENT APPLICATION	639.65
20/06/2016	DD002795	FLEXIRENT CAPITAL PTY LTD	BUSSELTON LIBRARY - LEASING PAYMENTS	237.80
20/06/2016	DD002796	FLEXIRENT CAPITAL PTY LTD	DUNSBOROUGH LIBRARY - LEASING PAYMENTS	220.02
20/06/2016	DD002797	COMMONWEALTH BANK	BANK FEES	98.20
23/06/2016	DD002798	BE & HA LINAKER	REFUND OF RATE OVERPAYMENT	411.96
21/06/2016	DD002799	M MOLONY & MP KEUNING	REFUND OF RATE OVERPAYMENT	497.00
21/06/2016	DD002800	S SCHLADOW	REFUND OF RATE OVERPAYMENT	449.00
20/06/2016	DD002801	RV & SM RAJASOORIAN	REFUND OF RATE OVERPAYMENT	480.00
1/06/2016	DD002802	ANZ BANK	BANK FEES	1,478.15
22/06/2016	DD002803	SPECIAL PAY	SPECIAL PAY	808.84
22/06/2016	DD002804	PAY 26	FORTNIGHTLY PAY	664,735.75
23/06/2016	DD002805	DJ GROCOCK GK PASSAMANI	REFUND OF RATE OVERPAYMENT	534.00
23/06/2016	DD002806	DINKY DI SPORTSWEAR	REFUND OF RATE OVERPAYMENT	430.00
23/06/2016	DD002807	PENZOLIE PTY LTD	REFUND OF RATE OVERPAYMENT	1,536.00
29/06/2016	DD002808	JIA XIONG	REFUND OF RATE OVERPAYMENT	1,672.81
30/06/2016	DD002809	ANZ BANK - VISA CARD	CREDIT CARD PAYMENT \$13,104.72	-
	DD002809	LAW SOCIETY PERTH	MEMBERSHIP	500.00
	DD002809	BOSS OFFICE	AVERY MAILING LASER LABELS	85.06
	DD002809	ST JOHN AMBULANCE, BELMONT	FIRST AID KIT - FINANCE HOUSE	130.49
	DD002809	IFAP, WILLETON	MOCK COURT - BRIAN McCARROLL	965.00
	DD002809	EQUINOX CAFÉ, BUSSELTON	COUNCIL DINNER POST MEETING 22/6/16	442.50
	DD002809	LGMA	2015-2016 MEMBERSHIP	252.51
	DD002809	FACEBOOK	GLC PROMOTION	251.86
	DD002809	SANITY MUSIC BUSSELTON	DVDS - DUNSBOROUGH LIBRARY	2000.45
	DD002809	FAIRFAX MEDIA	ADVERT FORESHORE SHORT STAY ACCOM	2296.64
	DD002809	WILSON PARKING PERTH	MTING: WESTERN POWER RE AIRPORT	8.24
	DD002809	LGMA	LGMA BREAKFAST WITH DON PUNCH	30.00
	DD002809	APPLE ITUNES	ICLOUD STORAGE FOR MIKE ARCHER	4.49
	DD002809	APPLE AUSTRALIA	IPAD KEYBOARD FOR COUNCILLOR	269.00
	DD002809	APPLE ONLINE	IPAD KEYBOARD FOR COUNCILLOR	229.00
	DD002809	PLE COMPUTERS	HARD DRIVES & SD CARDS	2297.90

Attachment A

List of Payments Made - June 2016

	DD002809	CABLES ON LINE	HDMI CABLES FOR CRC ROOMS	111.24
	DD002809	QANTAS	CEO AIRFAIR - NSW AIRPORT TOUR	323.00
	DD002809	CITY OF PERTH	PARKING - AIRPORT MEETINGS	12.95
	DD002809	CITY OF PERTH	PARKING - AIRPORT MEETINGS	22.00
	DD002809	FLOWERS ON PRINCE	GET WELL FLOWERS - LISA HASTE	60.00
	DD002809	FOUR POINTS SHERATON	ACCOM AIRCRAFT NOISE, OBUD & BELMONT	238.53
	DD002809	HOT CHOCOLATE, BUSSELTON	DISTRICT INSPECTION COFFEE & SNACKS	114.00
	DD002809	LGMA	LGMA BREAKFAST WITH DON PUNCH	30.00
	DD002809	OCCY'S DUNSBOROUGH	DISTRICT INSPECTION LUNCH	343.00
	DD002809	FIRESTATION WINE BAR	SUCCESSFUL FUNDING CELEBRATION	272.50
	DD002809	CITY OF DARWIN	CHIEF OFFICER GROOUP MEETING	151.10
	DD002809	PERTH AIRPORT PARKING	PARKING: CEO MEETING DARWIN	99.99
	DD002809	LGMA	LGMA BREAKFAST WITH DON PUNCH	40.00
	DD002809	LGMA	LGMA BREAKFAST WITH DON PUNCH	30.00
	DD002809	BUSSELTON LIQUOR STORE	BEVERAGES - POST COUNCIL DINNER	40.00
	DD002809	ZASTAM, RISE & CO	MEET WITH COMMISSIONER FOR CHILDREN	19.00
	DD002809	FLOWERS ON PRINCE	BEREAVEMENT FLOWERS - J DARBY	80.00
	DD002809	CITY OF BUNBURY	PARKING- PERON NATURALISTE MEETING	1.00
	DD002809	CHILD AUSTRALIA	GCHILD AWARE ONLINE TRAINING	507.00
	DD002809	ANZ BANK	REWARD PROGRAM FEE	420.00
	DD002809	ANZ BANK	ADDITIONAL CARD FEE	120.00
	DD002809	ANZ BANK	ANNUAL CARD FEE	130.00
	DD002809	ANZ BANK	BANK FEES	176.27
30/06/2016	DD002810	COMMONWEALTH BANK	BANK FEES	398.96
30/06/2016	DD002811	ANZ BANK	BANK FEES	1,089.50
30/06/2016	DD002812	LES MILLS ASIA PACIFIC	CONTRACT FEES - GLC	818.92
30/06/2016	DD002813	LES MILLS ASIA PACIFIC	CONTRACT FEES - NCC	545.95
				<u>1,442,338.26</u>

10.2 Finance Committee - 4/08/2016 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDED 30 JUNE 2016

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Financial Services
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Strategic Financial Plan Accountant - Stuart Wells Financial Accountant - Ehab Gowegati
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Financial Activity Statements - June 2016

This item was considered by the Finance Committee at its meeting on 4 August 2016, the recommendations from which have been included in this report.

PRÉCIS

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 30 June 2016.

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 23 July 2015, the Council adopted (C1507/208) the following material variance reporting threshold for the 2015/16 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 2015/16 financial year to comprise variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported on a quarterly basis.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

NA

FINANCIAL 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 6.3 - ‘An organisation that is managed effectively and achieves positive outcomes for the community’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

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

CONSULTATION

NA

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

- Net Current Position

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

- Capital Acquisition Report

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

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

- Infrastructure

▪ Reserve Movements Report

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

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

COMMENTS ON FINANCIAL ACTIVITY TO 30 JUNE 2016

Comments on the financial activity and a brief explanation of variances are provided below. Please note that comments for the June month end relate to the full year.

Operating Activity

▪ Operating Revenue

As at 30 June 2016, there is a variance of -10.3% in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Operating Grants, Subsidies and Contributions	+12%	+\$483
Interest Earnings	+39%	+\$802
Non-Operating Grants, Subsidies and Contributions	-32%	-\$11,708
Profit on Asset Disposal	+88%	+\$14

Operating Grants, Subsidies and Contributions (+\$483K)

The current variance on operating grants, subsidies and contributions is primarily attributable to:

- Office of the CEO revenue is favourable to budget by +\$40k. This is mainly attributable to +\$38k revenue received for the CapeRoc project allocations and management studies and +\$2k silver funding sponsorship for the Busselton Skate park opening (Sunday 13th December 2015).
- Environmental Planning Administration is favourable to budget by +\$59k. This is mainly attributable to a grant received in June for \$50k for the revitalisation of Geographe Waterways. This has been restricted for use in the 2017 financial year.
- Operations Services Works revenue is favourable to budget by +\$67k. This is mainly attributable (\$65k) to reimbursement of workers compensation funds which offsets expenditure that has already been incurred.
- Financial Services revenue is favourable to budget by +\$71k. This is attributable to the receipt of an unbudgeted distribution from the Local Government Insurance Scheme (LGIS) for the 2015 scheme member dividend. A total of \$6m was redistributed to members, with the City's share amounting to +\$37k. The City also received from LGIS an additional +\$24k in insurance recoup claims attributable to the Busselton Hockey Club and the Busselton Horse and Pony Club. These funds were then on-forwarded to these community groups to offset expenditure already incurred. The remaining +\$11k is for the receipt of funds associated with parental leave payments. This additional revenue also offsets expenditure already incurred by the City.
- Fire Prevention Services revenue is favourable to budget by +\$138k. This is mainly attributable to the receipt of unbudgeted revenue on the finalisation of the 2014/15 DFES reconciliation of +\$66k and +\$60k received as an advance for the first quarter of 2017 that has been restricted for use in the new financial year.
- Civic and Administration Centre revenue is favourable to budget by +\$189k. This is attributable to a contribution by BCG towards costs associated with the building design, as per contract negotiations. The final amount was negotiated and agreed with BGC in June.

- Geographe Leisure Centre is favourable to budget by +\$33k. This is mainly attributable to the receipt of \$25k from DLGC to conduct the Recreation and Community Centres Vacation Care Sustainability Project. As this project will be undertaken in FY16/17, the monies have been restricted at year end.
- Rubbish Sites Development favourable to budget by +\$26k. This is due to the creation of charges in June to other regional councils for the recovery of costs relating to the investigation into a Regional Waste Facility. These monies are transferred to the Waste Reserve.
- Transport Fleet Management favourable to budget by +\$25k, consisting of LGIS/Zurich good driver rebate +\$11k, funding for Heavy Duty Diesel Mechanic apprentice by Rio Tinto +\$8k and re-imbursement for fuel levy +\$6k.
- Legal and Compliance Services revenue favourable to budget by +\$21k, consisting of re-imbursement of legal fees +\$9k, which relates to pre-payment of potential legal costs which was ultimately not required and which will be refunded, and parenting leave payments +\$12k, which are offset against expenditure.
- Miscellaneous Bridge maintenance is below budget expectations by -\$180k. Fifty percent of the funds were received in May (\$180k), with the remaining work and funding anticipated to be carried over into next financial year.
- Other combined variances of -\$6k.

Interest Earnings (+\$802K)

The current variance on interest earnings is primarily attributable to:

- Late payment interest of +\$40k.
- Instalment plan interest of +\$1k.
- Interest on Municipal funds of -\$96k.
- Interest on reserve funds of +\$247k. The reserves balance currently includes \$12.8m loan funds for the Administration building redevelopment which is yet to be utilised. Due to the higher than anticipated balance at this time, interest earned has exceeded budget projections. It is noted of the \$248k in additional interest, \$130k is attributable to the Civic and Administration Centre Construction Reserve. A further \$50k in additional interest is attributable to the Waste Reserve which has incurred less expenditure than budget, resulting in a higher than budgeted interest being earned.
- Interest on restricted funds of +\$610k. This relates to interest on airport funds which is not budgeted for. The Airport grant agreement requires these funds be applied towards the Airport project.

Non-Operating Grants, Subsidies and Contributions (-\$11,708K)

The current variance on non-operating grants, subsidies and contributions is primarily attributable to:

- The Airport Development has an unfavourable variance of -\$10,000k. The budgeted receipt for FY15/16 was not received and has been carried forward into the 2016/17 budget year.
- Busselton Foreshore had a favourable variance of +\$3,020k. \$1,480k was budgeted in 2015/16 to be received from Royalty for Regions for ongoing foreshore works. \$4,500k was received in June 2016. Of the total receipt, \$301k was applied against works already undertaken in 2015/16 with the remaining work relating to the grant budgeted to be carried out in 2016/17.
- Foreshore East – Youth Precinct Community Youth Building and SLSC had an unfavourable variance of -\$2,900k. These monies were expected to be received as a grant from Lotterywest in the 15/16 financial year. Confirmation has been received from Lotterywest that \$2,800k will be received in the 2016/17 financial year and this amount has been carried over into the 2016/17 budget.
- Bridges construction program projected revenue is under budget by -\$645k. This is attributable to:
 - Federal funding of -\$288k towards the Queen Street Bridge design and preliminary works, which has been delayed pending the Busselton Traffic Study. Although some work has commenced the grant will not be claimed this financial year;

- Works valued at \$304k for the Metricup Road Bridge were postponed to next year due to an unacceptable impact on tourist traffic. Both these projects will be carried forward and completed in the 16/17 financial year.
- Railway House receipts from BJECA are under budget by -\$642k. The budget included \$875k for receipts from BJECA during the 2015/16 financial year. Of this amount, \$232k was received and a further \$473k has been budgeted to be received in 2016/17.
- Donated Asset receipts are under budget by -\$250k. Donated assets are received as a consequence of new subdivisions. While staff endeavour to estimate the value of donated assets which will be received in the financial year, the outcome has no impact on the cash position. This variance is attributable to;
 - Donated Assets – Parks and Gardens -\$753k
 - Donated Assets – Drainage -\$108k
 - Donated Assets – Roads -\$94k
 - Donated Assets – Footpaths and Cycleways +\$471k
 - Donated Assets – Buildings +\$235k
- Multi Community Sporting Facility is under budget by -\$271k. The budget included 50% of a proposed grant from CSRFF would be received in the 2015/16 financial year. As the grant was not received the full expected value of the grant amounting to \$542k has been budgeted in 2016/17. Work has not yet commenced.
- Other -\$20k.

Profit on Asset Disposals (+\$14K)

The current variance remains attributable to book profits on the sale of assets. It should be noted that this is an accounting book entry, and has no direct impact on the surplus/deficit position.

Operating Expenditure

As at 30 June 2016, there is a variance of -1% in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Materials and Contracts	-12%	-\$1,812
Insurance Expenses	-10%	-\$74
Other Expenses	-15%	-\$461
Loss on Asset Disposal	+1,800%	+\$1,239

Materials and Contracts (-\$1,812K)

The materials and contracts operating expenditure category comprises a wide range of expenditure types. The current variance is attributable to both favourable and adverse variances (of varying magnitudes) across a range of diverse activities. The material variances are as follows:

- **Information Technology**
Information technology has a favourable variance of -\$110k compared to the year to date budget. This is mainly attributable to lease contracts (\$90k) not being awarded for audio visual equipment, photocopiers and other equipment relating to the new administration building. These amounts have not been carried over but have been re-budgeted in 2016/17.
- **Busselton Jetty**
Busselton Jetty contractor costs are under the year to date budget by -\$525k. The works planned for this financial year (as per the 50 year maintenance plan) consist of steel pier and superstructure corrosion protection assessment and repairs, handrail repainting, pile wrapping, light globe replacement and a \$110k contingency repair. A portion of these works have been re-budgeted into the 2016/17 financial year. As Jetty works are funded from the Jetty Reserve, this variance did not impact on the City's year end net financial position.
- **Building Maintenance**
The scheduled building maintenance budget is underspent by -\$172k. This is attributable to;

- Asbestos Removal underspent by -\$88k. This has no impact on municipal funds as it is funded from reserves.
 - Other combined underspent amounts of -\$84k. These relate to maintenance of a number of buildings in the budget for 2015/16 and are savings against budget.
- **Provence and Vasse Newtown – Parks and Gardens**

Contractor costs are underspent by -\$362k. Provence Estate maintenance is under budget by -\$233k as public open space areas within the estate are yet to be handed over and therefore the maintenance of this area is not yet the responsibility of the City. There is also a favourable variance for contractor costs totaling -\$128k attributable to Vasse Newtown with some of this offset by City employee costs. A portion of the allocated budget is funded from the specified area rates and this draw down can only occur if expenditure is within the specified areas.
- **Airport Operations**

Contractor costs are under budget by -\$123k. This is predominantly the result of de scoping work as a result of the airport development project and also reducing spend to offset reductions in revenue against budget for the airport to ensure the final net current position for the airport is close to budget at the end of the year.
- **Transport/Fleet Management**

Materials and Contractor costs are under budget by -\$214k. This is mostly the result of cheaper fuel prices than anticipated in the budget.
- **Refuse Sites**

Refuse Sites materials and contracts are under budget by -\$98k. This is offset by overspends against refuse sites in other areas of the budget. Additionally, as refuse sites are funded from the waste reserve there is no impact on the City's year end net financial position.
- **Bridge Maintenance**

Bridge maintenance materials and contract are under budget by -\$198k. This is offset by reductions in revenues received under Operating Grants, Subsidies and Contributions.
- **Other**

Other combined variances for the month total -\$10k.

Insurance Expenses (-\$74K)

The current variance associated with insurance expenses is attributable to:

- Property insurance of -\$9k.
- Plant insurance premiums of -\$47k.
- Public liability insurance of -\$14k.
- Other general insurance costs of -\$4k.

The variance has remained the same as with May and is a saving against budget for 2015/16 in respect of insurance premium costs.

Other Expenditure (-\$461K)

The variances associated with other expenditure are attributable to:

- Members of Council expenses of -\$85k. This variance is made up of savings from a number of different accounts;
 - Mayor and deputy mayor allowances -\$2k;
 - Elected members refreshment and functions -\$9k;
 - Elected members conference and training expenses -\$13k;
 - Elected members election and poll expenses -\$5k;
 - Gifts and presentations -\$4k
 - Elected members sitting fees -\$7k;
 - Presentation on termination policy -\$6k;
 - International relationships and sister city -\$23k;
 - Presentations on termination policy -\$6k.

- Others combined -\$10k
- Community services administration expenses of -\$205k. This variance is attributable to;
 - Events, marketing and promotions is -\$196k below year to date budget. MERG Marketing funds which have not been expended as the MRBTA recharge campaign was halted due to amalgamation of GBTA/AMRTA and regional branding. Council has resolved to transfer the \$196k from the commercial and industrial differential marketing funds into the Airport Marketing Reserve specifically for the marketing and support of the Airport development project, as per the MERG report to Council dated the 8th June 2016);
 - Events sponsorships (differential rates) of -\$9k. This relates to events that have been funded through the events sponsorship programme that either have not yet been held, or have been cancelled.
- Winderlup Court Aged Housing amounting to -\$58k. This variance is mainly attributable to the payout on resident funded unit -\$55k. The budget anticipated paying out one of the resident funded units, however this was not required. There is no impact to municipal funding as the payment is made from restricted cash (soon to be the aged housing Reserve).
- Public relations expenses of -\$38k. This is attributable to catering -\$13k, advertising Council pages -\$8k, community consultations and surveys -\$8k, public relations account -\$11k and long service contributions to other Local Government Authorities +\$7k. These were savings against the budget for the full year.
- Planning administration expenses of -\$52k. This is mainly attributable to the façade refurbishment subsidy account -\$44k and advertising (public/statutory) account being -\$6k below the year to date budget. With regard to the façade refurbishment, there were no suitable applications received in the first round fitting the requirements for funding. Letters have been sent out calling for a second round of applications. This was unable to be resolved in the 15/16 financial year.
- Office of the CEO was underspent by -\$25k. This is mainly attributable to underspend against Caperoc resulting from -\$23k not spent relating to Tourism Directional Signage. This has been re-budgeted in 2016/17.
- Other combined variances totalling +\$2k.

Loss on Asset Disposal (+\$1,239K)

The variance in loss on asset disposal mainly represents the write off of the old administration building. It should be noted that this is a book entry only, and has no direct impact on the surplus/deficit position.

Capital Activity

Capital Revenue

As at 30 June 2016, there is a variance of -70% in total capital revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Transfer from Restricted Assets	-87%	-\$46,489
Transfer from Reserves	-40%	-\$10,582

Transfer from Restricted Assets (-\$46,489K)

The budget anticipated \$45,933k would be drawn down against restricted assets by June 30 relating to the Airport Development Project. As at 30 June 2016, expenditure for the Airport Development Project was \$1,244k (\$907k exclusive of City employee costs – 'the recoverable amount'). The drawdown against the restricted cash occurred in June resulting in a -\$45,026 variance. The remaining amount for the airport development has been re-budgeted in 2016/17.

Other restricted asset variances between actual and budget are:

- Unspent Loans - \$611k
- Community & Rec Facilities - \$1,468k
- Deposits/Bonds \$ 728k
- Others - \$ 240k

Unspent Loans and Community and Recreation Facilities variance relates mainly to spend that was budgeted that did not occur that has been re-budgeted or carried over to FY16/17.

The City of Busselton does not budget for deposit and bond refunds/payments, as these monies have no impact on the Municipal funding surplus or deficit. Actual payment of these funds to June 30 has resulted in a \$728k variance against budget.

Transfer from Reserves (-\$10,582K)

The variance is attributable to the following reserves;

- Civic and Administration Centre Construction Reserve - \$2,994k
- Waste Management Facility and Plant Reserve - \$5,049k
- Jetty Maintenance Reserve - \$ 564k
- Building Reserve - \$ 320k
- Plant Replacement Reserve - \$ 383k
- Long Service Leave Reserve - \$ 245k
- Road Asset Renewal Reserve - \$ 152k
- Infrastructure Development Reserve - \$ 460k
- Others (Combined) - \$ 385k

The vast majority of these variances have been caused by budgeted work not yet having been carried out by June 2016. In many instances the work has been re-budgeted or carried over into 2016/17.

▪ Capital Expenditure

As at 30 June 2016, there is a variance of -54% in total capital expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Land and Buildings	-68%	-\$20,142
Plant & Equipment	-27%	-\$675
Furniture and Equipment	-81%	-\$1,801
Infrastructure	-72%	-\$51,078
Transfers to Restricted Assets	+407%	+\$7,365

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

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

In respect of Restricted Assets, an overview of the year to date financial performance is provided as follows:

Transfers to Restricted Assets (+\$7,365K)

The favourable financial year to date variance of approximately +\$7,365k is primarily attributable to:

- Receipt of government grant for Foreshore, of which +\$4,198 has been restricted and will be spent in 2016/17
- Receipts from MRWA for bridgework that has been carried over to 2016/17 and equal to +\$714k,
- The receipt of developer contribution payments in excess of budget totalling +\$366k.
- The receipt of unbudgeted interest associated with the Airport funds of +\$609k.
- The receipt of bond and deposit payments totalling approximately +\$1,122k.
- Other combined amounts totalling +\$356k.

The performance in this category generally does not impact on the closing surplus/deficit position. Most of the amounts as noted above have been restricted and are budgeted to be spent in 2016/17.

CONCLUSION

The Net Current Position as at 30 June 2016 of \$1.2m is \$1.6m lower than 31 May 2015. The final surplus of \$1.2m included carryovers of \$0.6m, resulting in a net surplus after carryovers of \$0.6m. This is considered satisfactory, with a small surplus closing position being appropriate as at the close of the financial year.

Concerning capital, a number of major projects are ongoing over a number of financial years. These projects, most notably the Busselton foreshore, airport development and civic and administration building have been carried forward into the 2016/17 financial year. Funding is available to complete these projects.

OPTIONS

The Council must receive the monthly financial activity statement, however, has the option of passing additional resolutions in response to the information provided if thought necessary.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 30 June 2016, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

City of BusseltonStatement of Financial ActivityFor The Period Ending 30 June 2016

	2015/2016 Actual	2015/2016 Amended Budget YTD	2015/2016 Original Budget YTD	2015/2016 Amended Budget	2015/2016 Original Budget	2015/16 Bud (A) Variance	YTD
	\$	\$	\$	\$	\$	%	
Revenue from Ordinary Activities							
Rates	39,160,121	38,998,079	38,998,079	38,998,079	38,998,079	0.42%	
Operating Grants, Subsidies and Contributions	4,423,460	3,940,817	3,580,496	3,940,817	3,580,496	12.25%	
Fees & Charges	15,251,233	15,099,480	15,099,480	15,099,480	15,099,480	1.01%	
Other Revenue	2,434,572	2,578,776	534,090	2,578,776	534,090	-5.59%	
Interest Earnings	2,841,229	2,039,550	2,039,550	2,039,550	2,039,550	39.31%	
	64,110,615	62,656,702	60,251,695	62,656,702	60,251,695	6.40%	
Expenses from Ordinary Activities							
Employee Costs	(26,408,789)	(26,413,101)	(26,322,721)	(26,413,101)	(26,322,721)	-0.02%	
Materials & Contracts	(13,698,936)	(15,511,246)	(15,183,305)	(15,511,246)	(15,183,305)	-11.68%	
Utilities (Gas, Electricity, Water etc)	(2,249,459)	(2,321,370)	(2,321,370)	(2,321,370)	(2,321,370)	-3.10%	
Depreciation on non current assets	(14,998,644)	(14,636,430)	(14,636,430)	(14,636,430)	(14,636,430)	2.47%	
Insurance Expenses	(663,483)	(737,370)	(737,370)	(737,370)	(737,370)	-10.02%	
Other Expenditure	(2,667,135)	(3,128,622)	(3,011,622)	(3,128,622)	(3,011,622)	-14.75%	
Allocations	1,890,534	1,899,950	1,899,950	1,899,950	1,899,950	-0.50%	
	(58,795,912)	(60,848,189)	(60,312,868)	(60,848,189)	(60,312,868)	-2.52%	
Borrowings Cost Expense							
Interest Expenses	(1,325,698)	(1,340,955)	(1,340,955)	(1,340,955)	(1,340,955)	-1.14%	
	(1,325,698)	(1,340,955)	(1,340,955)	(1,340,955)	(1,340,955)	-1.14%	
Non-Operating Grants, Subsidies and Contributions	25,422,452	37,130,618	37,417,983	37,130,618	37,417,983	-31.53%	
Profit on Asset Disposals	30,164	16,007	16,007	16,007	16,007	88.44%	
Loss on Asset Disposals	(1,308,366)	(68,867)	(68,867)	(68,867)	(68,867)	1799.84%	
	24,144,250	37,077,758	37,365,123	37,077,758	37,365,123	-35.38%	
Net Result	28,133,255	37,545,316	35,962,995	37,545,316	35,962,995	-21.77%	
Adjustments for Non-cash Revenue & Expenditure							
Depreciation	14,998,644	14,636,430	14,636,430	14,636,430	14,636,430		
Donated Assets	(12,996,614)	(13,124,650)	(13,124,650)	(13,124,650)	(13,124,650)		
(Profit)/Loss on Sale of Assets	1,278,202	52,860	52,860	52,860	52,860		
Allocations & Other Adjustments	(56,650)	0	0	0	0		
Deferred Pensioner Movements	(35,251)	0	0	0	0		
Recording of Employee Entitlements (Provisions)	253,724	(253,479)	(253,479)	(253,479)	(253,479)		
Deposit & Bonds Movements (cash backed)	393,749	0	0	0	0		
Capital Revenue & (Expenditure)							
Land & Buildings	(9,483,064)	(29,625,475)	(29,324,470)	(29,625,475)	(29,324,470)	-67.99%	
Plant & Equipment	(1,839,207)	(2,514,500)	(2,514,500)	(2,514,500)	(2,514,500)	-26.86%	
Furniture & Equipment	(428,492)	(2,229,834)	(2,229,834)	(2,229,834)	(2,229,834)	-80.78%	
Infrastructure	(20,290,808)	(71,368,874)	(69,887,195)	(71,368,874)	(69,887,195)	-71.57%	
Proceeds from Sale of Assets	569,723	592,200	592,200	592,200	592,200	-3.80%	
Proceeds from New Loans	850,000	850,000	850,000	850,000	850,000	0.00%	
Self Supporting Loans - Repayment of Principal	74,508	74,507	74,507	74,508	74,508	0.00%	
Total Loan Repayments - Principal	(1,823,987)	(1,823,985)	(1,823,985)	(1,823,986)	(1,823,986)	0.00%	
Transfer to Restricted Assets	(9,173,228)	(1,808,490)	(1,808,490)	(1,808,490)	(1,808,490)	407.23%	
Transfer from Restricted Assets	6,875,126	53,363,764	53,267,805	53,363,764	53,267,805	-87.12%	
Transfer to Reserves	(12,698,736)	(11,524,487)	(9,483,842)	(11,524,487)	(9,483,842)	10.19%	
Transfer from Reserves	15,820,655	26,402,157	24,257,108	26,402,157	24,257,108	-40.08%	
Opening Funds Surplus/ (Deficit)	756,540	756,540	756,540	756,540	756,540		
Net Current Position - Surplus / (Deficit)	1,178,089	0	(0)	0	0		

City of Busselton

Net Current Position

For The Period Ending 30 June 2016

	2015/16 Actual	2015/16 Amended Budget	2015/16 Original Budget	2014/15 Actual
	\$	\$	\$	\$
<u>NET CURRENT ASSETS</u>				
<u>CURRENT ASSETS</u>				
Cash - Unrestricted	3,251,577	927,925	927,925	6,323,599
Cash - Restricted	112,598,579	46,848,190	47,048,553	113,281,134
Sundry Debtors	2,501,984	1,200,000	1,200,000	1,814,961
Rates Outstanding - General	787,186	700,000	700,000	445,904
Stock on Hand	20,420	20,270	20,270	20,270
	<u>119,159,746</u>	<u>49,696,385</u>	<u>49,896,748</u>	<u>121,885,868</u>
<u>LESS: CURRENT LIABILITIES</u>				
Bank Overdraft	0	0	0	0
Sundry Creditors	5,383,078	2,848,195	2,848,195	7,848,194
Performance Bonds	<u>2,425,748</u>	<u>2,031,999</u>	<u>2,031,999</u>	<u>2,031,999</u>
	<u>7,808,826</u>	<u>4,880,194</u>	<u>4,880,194</u>	<u>9,880,193</u>
Current Position (inclusive of Restricted Funds)	111,350,920	44,816,191	45,016,554	112,005,675
Add: Cash Backed Liabilities (Deposits & Bonds)	2,425,748	2,031,999	2,031,999	2,031,999
Less: Cash - Restricted Funds	(112,598,579)	(46,848,190)	(47,048,553)	(113,281,134)
<u>NET CURRENT ASSET POSITION</u>	<u>1,178,089</u>	<u>0</u>	<u>0</u>	<u>756,540</u>

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 June 2016

Description	2015/16 Actual	2015/16 Amended Budget YTD	2015/16 Original Budget YTD	2015/16 Amended Budget	2015/16 Original Budget	2015/16 Budget YTD Variance
	\$	\$	\$	\$	\$	%
>> Property, Plant & Equipment						
Land						
10610 Property Services Administration	0	100,000	100,000	100,000	100,000	-100.00%
11156 Airport Development	227,923	2,650,000	2,650,000	2,650,000	2,650,000	-91.40%
81519 Lot 40 Vasse Highway	555,000	560,000	560,000	560,000	560,000	-0.89%
	782,923	3,310,000	3,310,000	3,310,000	3,310,000	-76.35%
Buildings						
Major Projects						
Major Project - Busselton Foreshore						
89570 Foreshore East-Youth Precinct Community Youth Building/SLSC	0	2,900,000	2,900,000	2,900,000	2,900,000	-100.00%
89583 Railway House	1,163,256	2,000,000	2,000,000	2,000,000	2,000,000	-41.84%
89593 Multi-Purpose Community Sporting Clubhouse	13,886	813,470	813,470	813,470	813,470	-98.29%
89597 Steel Frame Shed (Jetty Train)	22,769	0	0	0	0	0.00%
	1,199,911	5,713,470	5,713,470	5,713,470	5,713,470	-79.00%
Major Project - Administration Building						
89010 Civic and Administration Centre	6,090,368	9,000,000	9,000,000	9,000,000	9,000,000	-32.33%
89011 Civic and Administration Centre Relocation Expenses	440,079	180,000	180,000	180,000	180,000	144.49%
	6,530,447	9,180,000	9,180,000	9,180,000	9,180,000	-28.86%
Buildings (Other)						
89104 Wilyabrup Brigade Shed	49,500	77,273	0	77,273	0	-35.94%
89300 Aged Housing Capital Improvements - Winderup	46,536	68,400	68,400	68,400	68,400	-31.96%
89301 Aged Housing Capital Improvements - Harris Road	27,735	40,600	40,600	40,600	40,600	-31.69%
89403 Dunsborough Tip - Buildings	0	20,000	20,000	20,000	20,000	-100.00%
89513 GLC Sports Stadium Floor	1,396	3,000	60,000	3,000	60,000	-53.46%
89514 GLC Changeroom Refurbishment	157,536	171,334	100,000	171,334	100,000	-8.05%
89528 GLC - Plant Room	11,773	12,000	12,000	12,000	12,000	-1.89%
89529 GLC - Pool Entry Doors	5,933	6,000	6,000	6,000	6,000	-1.12%
89534 Community Resource Centre	27,902	21,000	0	21,000	0	32.87%
89549 Dunsborough Oval Change Rooms Upgrade	6,587	8,000	8,000	8,000	8,000	-17.67%
89551 Old Butter Factory Building Upgrade	150,587	159,000	0	159,000	0	-5.29%
89554 GLC Extensions	24,965	25,398	20,000	25,398	20,000	-1.70%
89591 Performing Arts Convention Centre	0	100,000	100,000	100,000	100,000	-100.00%
89592 Vasse Newtown Hall	0	0	21,000	0	21,000	0.00%
89594 Vasse Community Recreation Precinct - Changerooms & Toilet	6,323	250,000	250,000	250,000	250,000	-97.47%
89595 GLC Extensions - New Entry Door	20,307	15,000	0	15,000	0	35.38%
89596 GLC Building Improvements	2,636	30,000	0	30,000	0	-91.21%
89715 Airport Terminal Stage 1B	0	490,000	490,000	490,000	490,000	-100.00%
89716 Airport Terminal Stage 2	0	9,450,000	9,450,000	9,450,000	9,450,000	-100.00%
89802 Kook Caravan Park Ablutions Refurbishment	128,089	105,000	105,000	105,000	105,000	21.99%
89804 Kook Park Home	11,978	80,000	80,000	80,000	80,000	-85.03%
89902 Lot 40 Vasse Highway Dwelling	290,000	290,000	290,000	290,000	290,000	0.00%
	969,784	11,422,005	11,121,000	11,422,005	11,121,000	-91.51%
Total Buildings	8,700,142	26,315,475	26,014,470	26,315,475	26,014,470	-66.94%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 June 2016

Description	2015/ 16 Actual	2015/16 Amended Budget YTD	2015/16 Original Budget YTD	2015/16 Amended Budget	2015/16 Original Budget	2015/16 Budget YTD Variance
Plant & Equipment						
10200 Financial Services	37,404	0	0	0	0	0.00%
10250 Information Technology	37,196	39,000	39,000	39,000	39,000	-4.63%
10380 Busselton Library	27,128	35,000	35,000	35,000	35,000	-22.49%
10530 Community Services Administration	37,455	40,000	40,000	40,000	40,000	-6.36%
10591 Geographie Leisure Centre	5,538	0	0	0	0	0.00%
10630 Property and Business Development	31,434	35,000	35,000	35,000	35,000	-10.19%
10820 Strategic Planning	35,631	40,000	40,000	40,000	40,000	-10.92%
10910 Building Services	31,356	35,000	35,000	35,000	35,000	-10.41%
10920 Environmental Health Services Administration	37,660	40,000	40,000	40,000	40,000	-5.85%
10922 Preventative Services - Mosquitoes	0	3,300	3,300	3,300	3,300	-100.00%
10980 Other Law, Order & Public Safety	101,967	100,000	100,000	100,000	100,000	1.97%
11000 Engineering & Works Services Support	54,376	50,000	50,000	50,000	50,000	8.75%
11101 Engineering Services Administration	34,911	35,000	35,000	35,000	35,000	-0.26%
11107 Engineering Services Design	32,041	35,000	35,000	35,000	35,000	-8.45%
11151 Airport Operations	43,066	55,000	55,000	55,000	55,000	-21.70%
11156 Airport Development	0	40,000	40,000	40,000	40,000	-100.00%
11160 Busselton Jetty	31,132	31,000	31,000	31,000	31,000	0.43%
11401 Transport - Workshop	4,410	5,000	5,000	5,000	5,000	-11.79%
11402 Plant Purchases (P10)	388,207	630,000	630,000	630,000	630,000	-38.38%
11403 Plant Purchases (P11)	493,329	567,000	567,000	567,000	567,000	-12.99%
11404 Plant Purchases (P12)	239,374	587,000	587,000	587,000	587,000	-59.22%
11500 Operations Services Administration	105,630	110,000	110,000	110,000	110,000	-3.97%
81023 Vasse Bushfire Brigade	29,965	0	0	0	0	0.00%
81029 Busselton Branch SES	0	2,200	2,200	2,200	2,200	-100.00%
	1,839,207	2,514,500	2,514,500	2,514,500	2,514,500	-26.86%
Furniture & Office Equipment						
10250 Information Technology	246,571	333,000	333,000	333,000	333,000	-25.95%
10380 Busselton Library	27,728	24,800	24,800	24,800	24,800	11.81%
10590 Naturaliste Community Centre	4,513	10,000	10,000	10,000	10,000	-54.87%
10591 Geographie Leisure Centre	12,115	42,540	42,540	42,540	42,540	-71.52%
10616 Winderup Villas Aged Housing	2,590	6,000	6,000	6,000	6,000	-56.84%
10617 Harris Road Aged Housing	737	4,000	4,000	4,000	4,000	-81.59%
10618 Winderup Court Aged Housing	1,518	2,500	2,500	2,500	2,500	-39.30%
10625 Art Geo Administration	10,000	10,000	10,000	10,000	10,000	0.00%
10900 Cultural Planning	83,385	108,094	108,094	108,094	108,094	-22.86%
10920 Environmental Health Services Administration	0	3,500	3,500	3,500	3,500	-100.00%
11151 Airport Operations	21,770	0	0	0	0	0.00%
11156 Airport Development	6,919	1,668,000	1,668,000	1,668,000	1,668,000	-99.59%
11170 Meelup Regional Park	1,486	0	0	0	0	0.00%
11401 Transport - Workshop	1,076	0	0	0	0	0.00%
81027 Emergency Management Caravan	1,140	0	0	0	0	0.00%
81029 Busselton Branch SES	2,886	2,400	2,400	2,400	2,400	20.24%
G0031 Dunsborough Waste Facility	4,060	15,000	15,000	15,000	15,000	-72.93%
	428,492	2,229,834	2,229,834	2,229,834	2,229,834	-80.78%
Sub-Total Property, Plant & Equipment	11,750,763	34,369,809	34,068,804	34,369,809	34,068,804	-65.81%
>> Infrastructure						
Major Project - Busselton Foreshore						
C0038 Car Park - Provisionals	0	20,000	20,000	20,000	20,000	-100.00%
C3064 Foreshore East - Coastal Defences (Jetty to Geo. Bay Rd)	912,938	923,387	923,387	923,387	923,387	-1.13%
C3098 Active Playing Fields - Barnard Park (Eastern Section)	11,557	0	0	0	0	0.00%
C3103 Foreshore East Youth Precinct (Skate Park & Adv.Playground)	1,234,733	1,227,126	1,227,126	1,227,126	1,227,126	0.62%
C3107 Foreshore East - Foreshore Promenade (Jetty to Geo. Bay Rd)	1,210,845	1,389,170	1,389,170	1,389,170	1,389,170	-12.84%
C3132 Busselton Foreshore - Provision of Services & Auxiliary Work	0	1,580,000	1,580,000	1,580,000	1,580,000	-100.00%
C3133 Busselton Foreshore Contingency	91,727	500,000	500,000	500,000	500,000	-81.65%
C3140 Foreshore Water Supply and Services	693,298	370,000	370,000	370,000	370,000	87.38%
C3141 Landscape Works Foreshore Parade and Jetty Way	58,655	50,000	50,000	50,000	50,000	17.31%
C3142 Nautical Lady - Landscaping	80,794	80,635	80,635	80,635	80,635	0.20%
F0064 Footpath Construction - Jetty Way	20,000	20,000	20,000	20,000	20,000	0.00%
F0065 Footpath Construction - Foreshore Parade	26,370	30,000	30,000	30,000	30,000	-12.10%
W0131 Foreshore East - Foreshore Parade & Ancillary Council Works	667,155	755,000	755,000	755,000	755,000	-11.64%
W0171 Jetty Way Construction	94,657	95,000	95,000	95,000	95,000	-0.36%
	5,102,727	7,040,318	7,040,318	7,040,318	7,040,318	-27.52%
Busselton Jetty						
C3500 Busselton Jetty Refurbishment	1,181,340	1,200,000	1,200,000	1,200,000	1,200,000	-1.56%
	1,181,340	1,200,000	1,200,000	1,200,000	1,200,000	-1.56%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 June 2016

Description	2015/16 Actual	2015/16 Amended Budget YTD	2015/16 Original Budget YTD	2015/16 Amended Budget	2015/16 Original Budget	2015/16 Budget YTD Variance
Footpaths Construction						
F0018 Marine Terrace	94,724	96,000	96,000	96,000	96,000	-1.33%
F0020 Thomas Street	7,193	8,876	8,876	8,876	8,876	-18.96%
F0041 Recreation Lane Footpath (Connecting to Clydebank Ave)	37,262	45,000	45,000	45,000	45,000	-17.20%
F0058 Amberley Loop PAW - Dunsborough	180	10,000	10,000	10,000	10,000	-98.20%
F0059 Brown Street Footpaths	94,213	153,000	153,000	153,000	153,000	-38.42%
F0060 Elmore Road - Dunsborough	8,091	10,000	10,000	10,000	10,000	-19.09%
F0061 Layman Road Footpath Renewal	44,969	35,000	35,000	35,000	35,000	28.48%
F0062 Prince Regent Footpath Renewal	20,057	22,000	22,000	22,000	22,000	-8.83%
F0063 Yallingup Footpath	38,319	70,000	70,000	70,000	70,000	-45.26%
	345,007	449,876	449,876	449,876	449,876	-23.31%
Drainage Construction - Street						
D0009 Busselton LIA - Geocatch Drain Partnership	0	30,000	30,000	30,000	30,000	-100.00%
D0010 Dunsborough / Busselton Drainage Upgrades	142,570	104,640	104,640	104,640	104,640	36.25%
D0014 Yale Close, Abbey Drainage Upgrade	26,166	20,000	20,000	20,000	20,000	30.83%
	168,736	154,640	154,640	154,640	154,640	9.12%
Car Parking Construction						
C0027 Meelup Beach Parking Upgrade	239,979	240,507	279,652	240,507	279,652	-0.22%
C0031 Reserve 41445 Reseal (Coles)	15,559	17,024	17,024	17,024	17,024	-8.60%
C0035 Churchill Park Handstand Area (Parking)	2,971	130,000	130,000	130,000	130,000	-97.71%
C0036 Lou Weston / King St Foreshore Car Parking	98,713	101,000	101,000	101,000	101,000	-2.26%
C0037 Vasse Community & Recreation Precinct- Car Parking Stage 1	126,686	220,000	220,000	220,000	220,000	-42.42%
	483,908	708,531	747,676	708,531	747,676	-31.70%
Bridges Construction						
A0010 Queen Street Bridge 0240A	0	288,000	288,000	288,000	288,000	-100.00%
A0015 Metricup Road Bridge - 3354	177,200	1,089,000	1,089,000	1,089,000	1,089,000	-83.73%
A0017 Tuart Drive Bridge (0239A)	284,679	284,679	645,000	284,679	645,000	0.00%
A0019 Chambers Road Bridge - 3372A	16,776	16,770	16,770	16,770	16,770	0.04%
A0020 Ludlow Hithergreen Road Bridge - 3464	0	159,000	159,000	159,000	159,000	-100.00%
	478,655	1,837,449	2,197,770	1,837,449	2,197,770	-73.95%
Cycleways Construction						
F1008 Busselton Bypass - Strelly Street to Clydebank Avenue	160,095	245,000	245,000	245,000	245,000	-34.66%
F1014 Busselton Bypass - Fairway to Kangaroo Gully	471,399	600,000	600,000	600,000	600,000	-21.43%
F1016 Rails to Trails - Bypass (Kangaroo Gully - Glenview)	86,601	56,000	56,000	56,000	56,000	54.64%
	718,095	901,000	901,000	901,000	901,000	-20.30%
Townscape Construction						
C1024 Dunsborough Road Access Improvements Stage 1	618,540	483,000	483,000	483,000	483,000	28.06%
C1025 Kent Street	222,854	162,000	162,000	162,000	162,000	37.56%
	841,393	645,000	645,000	645,000	645,000	30.45%
Boat Ramps Construction						
C1503 Quindalup Sea Rescue Boat Ramp	135,214	120,000	120,000	120,000	120,000	12.68%
	135,214	120,000	120,000	120,000	120,000	12.68%
Beach Restoration						
C2512 Sand Re-Nourishment	80,797	100,000	100,000	100,000	100,000	-19.20%
C2513 Locke Estate - Design and Construction of Coastal Works	0	20,572	20,572	20,572	20,572	-100.00%
C2520 Coastal Protection Works	0	25,000	25,000	25,000	25,000	-100.00%
C2521 Coastal Protection Structures Renewal	142,027	140,000	140,000	140,000	140,000	1.45%
	222,824	285,572	285,572	285,572	285,572	-21.97%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 June 2016

Description	2015/ 16 Actual	2015/16 Amended Budget YTD	2015/16 Original Budget YTD	2015/16 Amended Budget	2015/16 Original Budget	2015/16 Budget YTD Variance
Parks, Gardens & Reserves						
C3007 Park Furniture Replacement - Replace aged & unsafe Equip	33,130	31,000	31,000	31,000	31,000	6.87%
C3014 Meelup Park - Fire Access Trail	18,866	20,000	20,000	20,000	20,000	-5.67%
C3046 Dunsborough - BMX / Skatebowl	8,604	35,000	35,000	35,000	35,000	-75.42%
C3084 Lou Weston Bore Replacement & Irrigation Upgrade	57,433	60,000	60,000	60,000	60,000	-4.28%
C3096 Yallingup Park - Upgrades	219,872	283,000	283,000	283,000	283,000	-22.31%
C3110 Dunsborough Lions Park	296,782	290,010	290,010	290,010	290,010	2.33%
C3122 Rails to Trails	31,874	37,946	37,946	37,946	37,946	-16.00%
C3123 Geographe Leisure Centre - Landscaping	0	0	30,000	0	30,000	0.00%
C3124 Rails-to-Trails Interpretation (Vasse Trailhead stage)	19,705	19,705	19,705	19,705	19,705	0.00%
C3127 Whale Viewing Platform - Point Picquet	44,619	64,145	25,000	64,145	25,000	-30.44%
C3128 Rotary Park Playground Fencing	20,000	20,000	20,000	20,000	20,000	0.00%
C3129 Cherry Hills Circle Water Meter	20,551	15,000	15,000	15,000	15,000	37.01%
C3130 Vasse Birchfields Bore	27,677	30,000	30,000	30,000	30,000	-7.74%
C3131 Elijah Circle POS, Lot 1000 Landscaping	9,100	40,000	40,000	40,000	40,000	-77.25%
C3134 Vasse Community & Recreation Precinct - AFL Oval Stage 1	435,658	1,085,000	1,085,000	1,085,000	1,085,000	-59.85%
C3135 Busselton Foreshore - Minor Landscaping Works	58,469	60,000	60,000	60,000	60,000	-2.55%
C3136 Newtown Oval - Minor Upgrade of Existing Oval	10,255	20,000	20,000	20,000	20,000	-48.73%
C3138 Foreshore West Landscaping - Gale St to High St	0	0	108,000	0	108,000	0.00%
C3139 Foreshore - Barnard Park Cricket Practice Wickets	6,941	7,650	7,650	7,650	7,650	-9.27%
C3144 Lot 40 Vasse Highway Water Tank	2,836	0	0	0	0	0.00%
	1,322,372	2,118,456	2,217,311	2,118,456	2,217,311	-37.58%
Cemetery Capital Works						
C1609 Pioneer Cemetery - Implement Conservation Plan	22,927	20,000	20,000	20,000	20,000	14.64%
	22,927	20,000	20,000	20,000	20,000	14.64%
Beach Front Infrastructure Works						
C1753 Eagle Bay Viewing Platform	0	23,000	23,000	23,000	23,000	-100.00%
C1756 Busselton Shark Net	96,009	93,335	93,335	93,335	93,335	2.87%
C1757 Foreshore West Access Ramp - Gale Street Area	67,054	70,000	0	70,000	0	-4.21%
	163,063	186,335	116,335	186,335	116,335	-12.49%
Aged Housing - Infrastructure Works						
C3451 Aged Housing Infrastructure (Upgrade)	25,710	37,000	37,000	37,000	37,000	-30.51%
	25,710	37,000	37,000	37,000	37,000	-30.51%
Sanitation Infrastructure						
C3479 New Cell Development	2,009,018	3,000,000	3,000,000	3,000,000	3,000,000	-33.03%
C3481 Transfer Station Development	921,777	3,200,000	1,300,000	3,200,000	1,300,000	-71.19%
C3483 Road Sealing	85,665	180,000	180,000	180,000	180,000	-52.41%
C3485 Site Rehabilitation - Busselton	63,770	1,485,000	1,485,000	1,485,000	1,485,000	-95.71%
	3,080,230	7,865,000	5,965,000	7,865,000	5,965,000	-60.84%
Airport Development						
C6089 Airport Construction Stage 1B, External Services	0	425,000	425,000	425,000	425,000	-100.00%
C6090 Parks & Gardens Airport Stage 2	0	980,000	980,000	980,000	980,000	-100.00%
C6091 Airport Construction Stage 2, Noise Management Plan	6,000	980,000	980,000	980,000	980,000	-99.39%
C6092 Airport Construction Stage 2, Airfield	0	25,850,000	25,850,000	25,850,000	25,850,000	-100.00%
C6093 Airport Construction Stage 2, Car Park & Access Roads	0	6,700,000	6,700,000	6,700,000	6,700,000	-100.00%
C6094 Airport Construction Stage 2, Jet Fuel	0	465,000	465,000	465,000	465,000	-100.00%
C6095 Airport Construction Stage 2, External Services	8,374	4,100,000	4,100,000	4,100,000	4,100,000	-99.80%
C6096 Airport Construction Stage 1B, Car Park & Access Roads	0	343,000	343,000	343,000	343,000	-100.00%
C6097 Airport Construction Stage 1B, Jet Fuel	0	687,000	687,000	687,000	687,000	-100.00%
C6098 Airport Construction Stage 1B, External Works	0	57,000	57,000	57,000	57,000	-100.00%
C6099 Airport Development - Project Expenses	991,979	1,058,094	1,048,094	1,058,094	1,048,094	-6.25%
	1,006,353	41,645,094	41,635,094	41,645,094	41,635,094	-97.58%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 June 2016

Description	2015/16 Actual	2015/16 Amended Budget YTD	2015/16 Original Budget YTD	2015/16 Amended Budget	2015/16 Original Budget	2015/16 Budget YTD Variance
Main Roads						
S0007 Puzey Road - Second Coat Seal	26,019	27,400	27,400	27,400	27,400	-5.04%
S0018 Banks Avenue Dunsborough	21,003	29,000	29,000	29,000	29,000	-27.58%
S0019 Big Rock Place	33,983	30,240	30,240	30,240	30,240	12.38%
S0020 Blythe Road	17,123	26,310	26,310	26,310	26,310	-34.92%
S0021 Carter Road	8,865	12,180	12,180	12,180	12,180	-27.22%
S0022 Floodgate Road	6,733	7,720	7,720	7,720	7,720	-12.79%
S0023 Hairpin Road	9,144	7,870	7,870	7,870	7,870	16.19%
S0024 Molloy Street	13,249	18,850	18,850	18,850	18,850	-29.71%
S0025 O'Byrne Road	17,516	16,820	16,820	16,820	16,820	4.14%
S0026 Payne Road	16,585	16,970	16,970	16,970	16,970	-2.27%
S0027 Queen Elizabeth Avenue	17,556	22,800	22,800	22,800	22,800	-23.00%
S0028 Quindalup South Road	27,852	36,340	36,340	36,340	36,340	-23.36%
S0029 Simon Close Broadwater	20,120	21,000	21,000	21,000	21,000	-4.19%
S0030 Vasse Yallingup Siding Road	5,481	10,470	10,470	10,470	10,470	-47.65%
S0035 Strelly Street	120,536	190,664	190,664	190,664	190,664	-36.78%
S0049 Layman Road	772,423	750,000	750,000	750,000	750,000	2.99%
S0062 Queen Elizabeth Ave asphalt overlay various sections	310,603	315,000	315,000	315,000	315,000	-1.40%
S0064 Peel Terrace	38,707	112,426	112,426	112,426	112,426	-65.57%
S0301 Glover Road	11,064	4,800	4,800	4,800	4,800	130.50%
S0302 Beachfields Drive	11,671	17,630	17,630	17,630	17,630	-33.80%
	1,506,230	1,674,490	1,674,490	1,674,490	1,674,490	-10.05%
Roads to Recovery						
T0004 Chapman Hill Road	38,117	40,150	40,150	40,150	40,150	-5.06%
T0016 Puzey Road	623,474	1,043,000	1,043,000	1,043,000	1,043,000	-40.22%
T0019 Wonnerup South Road	30,397	70,000	70,000	70,000	70,000	-56.58%
T0026 Kaloerup Road	86,195	87,910	87,910	87,910	87,910	-1.95%
T0030 Acton Park Road	42,706	41,410	41,410	41,410	41,410	3.13%
T0056 Whatman Street	45,130	69,000	69,000	69,000	69,000	-34.59%
T0057 Abbeys Farm Road	51,490	44,650	44,650	44,650	44,650	15.32%
T0058 Boallia Road	38,589	37,790	37,790	37,790	37,790	2.11%
T0059 Canal Rocks Road	59,066	60,760	60,760	60,760	60,760	-2.79%
T0060 Greenfields Road	2,691	11,000	11,000	11,000	11,000	-75.54%
T0061 Jindong Treeton Road	56,884	68,930	68,930	68,930	68,930	-17.48%
T0062 Layman Road	30,371	35,000	35,000	35,000	35,000	-13.23%
T0064 Oates Road	37,848	45,450	45,450	45,450	45,450	-16.73%
T0065 Simon Street Busselton	38,262	39,000	39,000	39,000	39,000	-1.89%
T0066 Tompsett Road	84,184	86,150	86,150	86,150	86,150	-2.28%
T0067 Tuart Drive	91,145	107,000	107,000	107,000	107,000	-14.82%
T0068 Wyadup Road	56,890	54,530	54,530	54,530	54,530	4.33%
T0069 Hadfield Avenue	59,899	57,000	57,000	57,000	57,000	5.09%
T0070 Osprey Drive	8,116	8,420	8,420	8,420	8,420	-3.61%
T0071 Redgum Way	7,584	11,000	11,000	11,000	11,000	-31.06%
T0072 Bangalo Close	17,226	18,000	18,000	18,000	18,000	-4.30%
	1,506,263	2,036,150	2,036,150	2,036,150	2,036,150	-26.02%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 June 2016

Description	2015/16 Actual	2015/16 Amended Budget YTD	2015/16 Original Budget YTD	2015/16 Amended Budget	2015/16 Original Budget	2015/16 Budget YTD Variance
Council Roads Initiative						
W0001 Coley Road	10,328	10,645	10,645	10,645	10,645	-2.97%
W0028 Bus Bays & Shelters	274,703	278,423	278,423	278,423	278,423	-1.34%
W0036 Georgette Street Asphalt Overlay	66,629	56,000	56,000	56,000	56,000	18.98%
W0046 Hurford Street	38,050	40,755	40,755	40,755	40,755	-6.64%
W0080 Bussell Highway	4,067	31,000	31,000	31,000	31,000	-86.88%
W0097 Gibb Road	42,656	42,510	42,510	42,510	42,510	0.34%
W0116 Adams Road Gravel Resheeting	89,380	107,200	107,200	107,200	107,200	-16.62%
W0134 Banksia Road	60,417	65,700	65,700	65,700	65,700	-8.04%
W0135 Bussell Highway - Norman Road Broadwater Intersection	641	34,000	34,000	34,000	34,000	-98.11%
W0136 DAP Issues District ACROD Bays, ramps, signs etc	49,503	55,000	55,000	55,000	55,000	-9.99%
W0137 Edwards Road	23,106	145,920	145,920	145,920	145,920	-84.17%
W0138 Geographe Bay Road (0388) Abbey	47,039	52,000	52,000	52,000	52,000	-9.54%
W0139 Geographe Bay Road (0611) Abbey	42,768	72,000	72,000	72,000	72,000	-40.60%
W0140 Irvine Road	22,616	26,500	26,500	26,500	26,500	-14.66%
W0141 Jasper Road	18,987	19,500	19,500	19,500	19,500	-2.63%
W0142 Morrison Street Busselton	73,903	103,000	103,000	103,000	103,000	-28.25%
W0143 Price Road	124,793	110,680	110,680	110,680	110,680	12.75%
W0144 Ruabon Road	26,014	29,850	29,850	29,850	29,850	-12.85%
W0145 South Street Busselton	17,329	41,000	41,000	41,000	41,000	-57.73%
W0146 Walburra Siding Road	35,402	40,280	40,280	40,280	40,280	-12.11%
W0147 Edwards Street Busselton	56,721	78,000	78,000	78,000	78,000	-27.28%
W0148 Myles Street Busselton	32,308	39,000	39,000	39,000	39,000	-17.16%
W0149 Powell Court Busselton	56,418	60,000	60,000	60,000	60,000	-5.97%
W0150 Roe Terrace Busselton	19,854	19,000	19,000	19,000	19,000	4.50%
W0151 Steeple Retreat Busselton	38,237	84,000	84,000	84,000	84,000	-54.48%
W0152 Clairault Court Dunsborough	11,948	13,000	13,000	13,000	13,000	-8.09%
W0153 Crosby Close Dunsborough	33,155	34,000	34,000	34,000	34,000	-2.49%
W0154 Gull Court Dunsborough	24,767	33,000	33,000	33,000	33,000	-24.95%
W0155 Hannay Lane Dunsborough	8,234	13,000	13,000	13,000	13,000	-36.66%
W0156 Swallow Cove Dunsborough	91,330	47,000	47,000	47,000	47,000	94.32%
W0157 Argyle Place Geographe	17,860	25,000	25,000	25,000	25,000	-28.56%
W0158 Cleveland Court Geographe	18,731	26,000	26,000	26,000	26,000	-27.96%
W0159 David Drive Geographe	41,229	55,000	55,000	55,000	55,000	-25.04%
W0160 Harrier Cove Geographe	9,679	15,000	15,000	15,000	15,000	-35.48%
W0161 Ibis Court Geographe	21,469	18,000	18,000	18,000	18,000	19.27%
W0162 Kite Court Geographe	15,318	19,000	19,000	19,000	19,000	-19.38%
W0163 Aitken Place West Busselton	27,953	33,000	33,000	33,000	33,000	-15.29%
W0164 Glassby Place West Busselton	26,852	43,000	43,000	43,000	43,000	-37.55%
W0165 Heron Place West Busselton	27,551	38,000	38,000	38,000	38,000	-27.50%
W0166 Lilly Crescent West Busselton	86,546	118,000	118,000	118,000	118,000	-26.66%
W0167 Trident Close West Busselton	27,149	41,000	41,000	41,000	41,000	-33.78%
W0168 Trojan Close West Busselton	37,765	35,000	35,000	35,000	35,000	7.90%
W0169 Wylie Crescent West Busselton	137,933	141,000	141,000	141,000	141,000	-2.18%
W0170 Boallia Rd /Ambergate Rd Intersection	19,958	20,000	20,000	20,000	20,000	-0.21%
W0172 Woodbridge Vale	11,232	22,000	22,000	22,000	22,000	-48.95%
W0173 Wildwood Road	11,234	13,000	13,000	13,000	13,000	-13.59%
	1,979,760	2,443,963	2,443,963	2,443,963	2,443,963	-18.99%
Sub-Total Infrastructure	20,290,808	71,368,874	69,887,195	71,368,874	69,887,195	-71.57%
Grand Total - Capital Acquisitions	32,041,571	105,738,683	103,955,999	105,738,683	103,955,999	

City of BusseltonReserves Movement ReportFor The Period Ending 30 June 2016

	2015/2016 Actual	2015/2016 Amended Budget YTD	2015/2016 Original Budget YTD	2015/2016 Amended Budget	2015/2016 Original Budget	2014/2015 Actual
	\$	\$	\$	\$	\$	\$
100 Airport Infrastructure Renewal and Replacement Reserve						
Accumulated Reserves at Start of Year	459,285.18	459,285.18	459,285.18	459,285.18	459,285.18	597,302.42
Interest transfer to Reserves	21,759.92	13,488.00	13,488.00	13,488.00	13,488.00	22,698.28
Transfer from Muni	501,621.21	401,740.00	401,740.00	401,740.00	401,740.00	413,178.48
Transfer to Muni	(42,630.12)	(42,630.00)	(42,630.00)	(42,630.00)	(42,630.00)	(573,894.00)
	<u>940,036.19</u>	<u>831,883.18</u>	<u>831,883.18</u>	<u>831,883.18</u>	<u>831,883.18</u>	<u>459,285.18</u>
101 Asset Depreciation Reserve						
Accumulated Reserves at Start of Year	2,546,023.36	2,546,023.36	2,546,023.36	2,546,023.36	2,546,023.36	4,026,326.36
Interest transfer to Reserves	72,401.89	74,772.00	74,772.00	74,772.00	74,772.00	133,322.04
Transfer to Muni	(44,821.37)	(125,000.00)	(125,000.00)	(125,000.00)	(125,000.00)	(1,613,625.04)
	<u>2,573,603.88</u>	<u>2,495,795.36</u>	<u>2,495,795.36</u>	<u>2,495,795.36</u>	<u>2,495,795.36</u>	<u>2,546,023.36</u>
102 Beach Protection Reserve						
Accumulated Reserves at Start of Year	1,494,337.28	1,494,337.28	1,494,337.28	1,494,337.28	1,494,337.28	1,324,758.47
Interest transfer to Reserves	51,149.12	43,884.00	43,884.00	43,884.00	43,884.00	51,113.01
Transfer from Muni	444,000.00	444,000.00	444,000.00	444,000.00	444,000.00	613,433.12
Transfer to Muni	(221,096.37)	(326,572.00)	(326,572.00)	(326,572.00)	(326,572.00)	(494,967.32)
	<u>1,768,390.03</u>	<u>1,655,649.28</u>	<u>1,655,649.28</u>	<u>1,655,649.28</u>	<u>1,655,649.28</u>	<u>1,494,337.28</u>
106 Building Reserve						
Accumulated Reserves at Start of Year	1,409,407.53	1,409,407.53	1,409,407.53	1,409,407.53	1,409,407.53	1,500,202.79
Interest transfer to Reserves	48,784.11	41,388.00	41,388.00	41,388.00	41,388.00	62,778.42
Transfer from Muni	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00
Transfer to Muni	(465,153.58)	(785,049.00)	(625,000.00)	(785,049.00)	(625,000.00)	(653,573.68)
	<u>1,493,038.06</u>	<u>1,165,746.53</u>	<u>1,325,795.53</u>	<u>1,165,746.53</u>	<u>1,325,795.53</u>	<u>1,409,407.53</u>
107 Corporate IT System Programme						
Accumulated Reserves at Start of Year	128,259.45	128,259.45	128,259.45	128,259.45	128,259.45	123,846.27
Interest transfer to Reserves	3,802.69	3,768.00	3,768.00	3,768.00	3,768.00	4,413.18
	<u>132,062.14</u>	<u>132,027.45</u>	<u>132,027.45</u>	<u>132,027.45</u>	<u>132,027.45</u>	<u>128,259.45</u>
110 Jetty Maintenance Reserve						
Accumulated Reserves at Start of Year	2,094,712.96	2,094,712.96	2,094,712.96	2,094,712.96	2,094,712.96	1,464,952.27
Interest transfer to Reserves	76,168.46	61,524.00	61,524.00	61,524.00	61,524.00	52,543.45
Transfer from Muni	1,154,259.75	1,159,369.00	1,159,369.00	1,159,369.00	1,159,369.00	1,153,802.33
Transfer to Muni	(1,018,487.68)	(1,582,460.00)	(1,582,460.00)	(1,582,460.00)	(1,582,460.00)	(576,585.09)
	<u>2,306,653.49</u>	<u>1,733,145.96</u>	<u>1,733,145.96</u>	<u>1,733,145.96</u>	<u>1,733,145.96</u>	<u>2,094,712.96</u>
111 Legal Expenses Reserve						
Accumulated Reserves at Start of Year	309,205.83	309,205.83	309,205.83	309,205.83	309,205.83	249,161.68
Interest transfer to Reserves	10,742.38	9,084.00	9,084.00	9,084.00	9,084.00	10,044.15
Transfer from Muni	210,644.50	210,644.50	0.00	210,644.50	0.00	50,000.00
	<u>530,592.71</u>	<u>528,934.33</u>	<u>318,289.83</u>	<u>528,934.33</u>	<u>318,289.83</u>	<u>309,205.83</u>
112 Long Service Leave Reserve						
Accumulated Reserves at Start of Year	2,204,037.00	2,204,037.00	2,204,037.00	2,204,037.00	2,204,037.00	1,987,579.00
Interest transfer to Reserves	67,424.94	64,728.00	64,728.00	64,728.00	64,728.00	72,612.83
Transfer from Muni	596,880.21	125,000.00	125,000.00	125,000.00	125,000.00	492,840.07
Transfer to Muni	(263,871.15)	(508,210.00)	(468,210.00)	(508,210.00)	(468,210.00)	(348,994.90)
	<u>2,604,471.00</u>	<u>1,885,555.00</u>	<u>1,925,555.00</u>	<u>1,885,555.00</u>	<u>1,925,555.00</u>	<u>2,204,037.00</u>

City of BusseltonReserves Movement ReportFor The Period Ending 30 June 2016

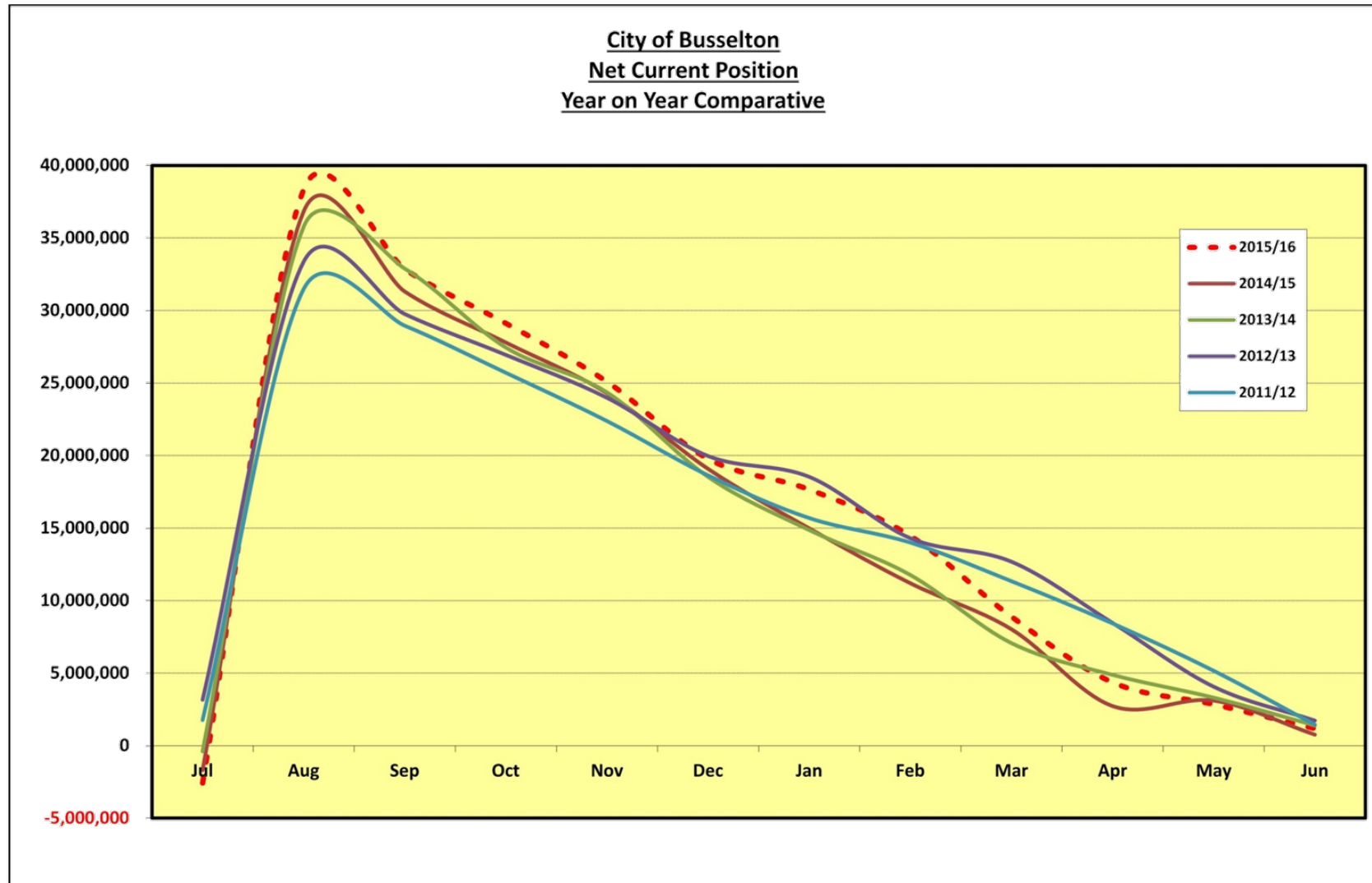
	2015/2016 Actual	2015/2016 Amended Budget YTD	2015/2016 Original Budget YTD	2015/2016 Amended Budget	2015/2016 Original Budget	2014/2015 Actual
114 City Car Parking and Access Reserve						
Accumulated Reserves at Start of Year	198,114.86	198,114.86	198,114.86	198,114.86	198,114.86	1,641.14
Interest transfer to Reserves	12,628.28	5,820.00	5,820.00	5,820.00	5,820.00	7,560.96
Transfer from Muni	379,363.00	379,363.00	379,363.00	379,363.00	379,363.00	351,162.00
Transfer to Muni	(162,249.24)	(162,249.00)	(162,249.00)	(162,249.00)	(162,249.00)	(162,249.24)
	<u>427,856.90</u>	<u>421,048.86</u>	<u>421,048.86</u>	<u>421,048.86</u>	<u>421,048.86</u>	<u>198,114.86</u>
115 Plant Replacement Reserve						
Accumulated Reserves at Start of Year	2,425,054.89	2,425,054.89	2,425,054.89	2,425,054.89	2,425,054.89	3,597,284.40
Interest transfer to Reserves	81,917.52	71,220.00	71,220.00	71,220.00	71,220.00	122,315.58
Transfer from Muni	702,330.00	702,330.00	702,330.00	702,330.00	702,330.00	500,000.00
Transfer to Muni	(398,723.66)	(781,000.00)	(766,000.00)	(781,000.00)	(766,000.00)	(1,794,545.09)
	<u>2,810,578.75</u>	<u>2,417,604.89</u>	<u>2,432,604.89</u>	<u>2,417,604.89</u>	<u>2,432,604.89</u>	<u>2,425,054.89</u>
116 Professional Development Reserve						
Accumulated Reserves at Start of Year	74,239.77	74,239.77	74,239.77	74,239.77	74,239.77	111,895.55
Interest transfer to Reserves	3,017.55	2,184.00	2,184.00	2,184.00	2,184.00	4,429.87
Transfer from Muni	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	40,000.00
Transfer to Muni	(59,352.30)	(75,000.00)	(75,000.00)	(75,000.00)	(75,000.00)	(82,085.65)
	<u>77,905.02</u>	<u>61,423.77</u>	<u>61,423.77</u>	<u>61,423.77</u>	<u>61,423.77</u>	<u>74,239.77</u>
117 Road Asset Renewal Reserve						
Accumulated Reserves at Start of Year	118,257.47	118,257.47	118,257.47	118,257.47	118,257.47	2,435.24
Interest transfer to Reserves	22,424.25	3,468.00	3,468.00	3,468.00	3,468.00	16,180.90
Transfer from Muni	1,101,785.00	1,101,785.00	1,101,785.00	1,101,785.00	1,101,785.00	704,644.00
Transfer to Muni	(913,643.67)	(1,065,515.00)	(1,065,515.00)	(1,065,515.00)	(1,065,515.00)	(605,002.67)
	<u>328,823.05</u>	<u>157,995.47</u>	<u>157,995.47</u>	<u>157,995.47</u>	<u>157,995.47</u>	<u>118,257.47</u>
119 Sick Pay Incentive Reserve						
Accumulated Reserves at Start of Year	143,876.51	143,876.51	143,876.51	143,876.51	143,876.51	137,020.46
Interest transfer to Reserves	3,381.67	4,224.00	4,224.00	4,224.00	4,224.00	4,827.25
Transfer from Muni	3,627.42	0.00	0.00	0.00	0.00	2,028.80
Transfer to Muni	(6,333.01)	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)	0.00
	<u>144,552.59</u>	<u>143,100.51</u>	<u>143,100.51</u>	<u>143,100.51</u>	<u>143,100.51</u>	<u>143,876.51</u>
120 Strategic Projects Reserve						
Accumulated Reserves at Start of Year	185,993.80	185,993.80	185,993.80	185,993.80	185,993.80	245,557.51
Interest transfer to Reserves	5,618.21	5,460.00	5,460.00	5,460.00	5,460.00	9,078.29
Transfer from Muni	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	20,000.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(88,642.00)
	<u>216,612.01</u>	<u>216,453.80</u>	<u>216,453.80</u>	<u>216,453.80</u>	<u>216,453.80</u>	<u>185,993.80</u>
121 Waste Management Facility and Plant Reserve						
Accumulated Reserves at Start of Year	8,134,428.23	8,134,428.23	8,134,428.23	8,134,428.23	8,134,428.23	5,824,493.70
Interest transfer to Reserves	288,437.31	238,908.00	238,908.00	238,908.00	238,908.00	255,039.32
Transfer from Muni	2,626,835.44	2,487,090.00	2,487,090.00	2,487,090.00	2,487,090.00	2,654,067.32
Transfer to Muni	(3,436,446.88)	(8,485,000.00)	(6,555,000.00)	(8,485,000.00)	(6,555,000.00)	(599,172.11)
	<u>7,613,254.10</u>	<u>2,375,426.23</u>	<u>4,305,426.23</u>	<u>2,375,426.23</u>	<u>4,305,426.23</u>	<u>8,134,428.23</u>
122 Port Geographie Development Reserve						
Accumulated Reserves at Start of Year	569,370.66	569,370.66	569,370.66	569,370.66	569,370.66	567,296.45
Interest transfer to Reserves	24,679.87	16,728.00	16,728.00	16,728.00	16,728.00	20,175.35
Transfer from Muni	1,066,000.00	1,066,000.00	0.00	1,066,000.00	0.00	0.00
Transfer to Muni	(5,929.10)	(6,240.00)	(6,240.00)	(6,240.00)	(6,240.00)	(18,101.14)
	<u>1,654,121.43</u>	<u>1,645,858.66</u>	<u>579,858.66</u>	<u>1,645,858.66</u>	<u>579,858.66</u>	<u>569,370.66</u>

City of BusseltonReserves Movement ReportFor The Period Ending 30 June 2016

	2015/2016 Actual	2015/2016 Amended Budget YTD	2015/2016 Original Budget YTD	2015/2016 Amended Budget	2015/2016 Original Budget	2014/2015 Actual
123 Port Geographe Waterways Management Reserve (SAR)						
Accumulated Reserves at Start of Year	3,265,183.14	3,265,183.14	3,265,183.14	3,265,183.14	3,265,183.14	3,295,493.00
Interest transfer to Reserves	98,070.29	95,892.00	95,892.00	95,892.00	95,892.00	121,137.83
Transfer from Muni	391,189.69	389,141.00	159,141.00	389,141.00	159,141.00	148,552.31
Transfer to Muni	(300,000.00)	(300,000.00)	(300,000.00)	(300,000.00)	(300,000.00)	(300,000.00)
	<u>3,454,443.12</u>	<u>3,450,216.14</u>	<u>3,220,216.14</u>	<u>3,450,216.14</u>	<u>3,220,216.14</u>	<u>3,265,183.14</u>
124 Workers Compensation Contingency Reserve						
Accumulated Reserves at Start of Year	265,277.30	265,277.30	265,277.30	265,277.30	265,277.30	256,149.59
Interest transfer to Reserves	7,864.95	7,788.00	7,788.00	7,788.00	7,788.00	9,127.71
	<u>273,142.25</u>	<u>273,065.30</u>	<u>273,065.30</u>	<u>273,065.30</u>	<u>273,065.30</u>	<u>265,277.30</u>
126 Provenge Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	676,765.29	676,765.29	676,765.29	676,765.29	676,765.29	533,687.51
Interest transfer to Reserves	22,654.23	19,872.00	19,872.00	19,872.00	19,872.00	21,473.58
Transfer from Muni	136,436.14	128,024.00	128,024.00	128,024.00	128,024.00	121,604.20
Transfer to Muni	0.00	(117,120.00)	(117,120.00)	(117,120.00)	(117,120.00)	0.00
	<u>835,855.66</u>	<u>707,541.29</u>	<u>707,541.29</u>	<u>707,541.29</u>	<u>707,541.29</u>	<u>676,765.29</u>
127 Infrastructure Development Reserve						
Accumulated Reserves at Start of Year	2,311,812.74	2,311,812.74	2,311,812.74	2,311,812.74	2,311,812.74	1,778,227.78
Interest transfer to Reserves	74,547.89	100,512.00	100,512.00	100,512.00	100,512.00	61,190.56
Transfer from Muni	633,740.00	633,740.00	99,740.00	633,740.00	99,740.00	714,513.00
Transfer to Muni	(1,012,455.97)	(1,472,635.00)	(1,472,635.00)	(1,472,635.00)	(1,472,635.00)	(242,118.60)
	<u>2,007,644.66</u>	<u>1,573,429.74</u>	<u>1,039,429.74</u>	<u>1,573,429.74</u>	<u>1,039,429.74</u>	<u>2,311,812.74</u>
128 Vasse Newtown Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	406,921.35	406,921.35	406,921.35	406,921.35	406,921.35	358,407.29
Interest transfer to Reserves	14,524.93	11,952.00	11,952.00	11,952.00	11,952.00	15,925.03
Transfer from Muni	152,009.48	147,540.00	147,540.00	147,540.00	147,540.00	142,887.03
Transfer to Muni	(102,696.25)	(196,785.00)	(196,785.00)	(196,785.00)	(196,785.00)	(110,298.00)
	<u>470,759.51</u>	<u>369,628.35</u>	<u>369,628.35</u>	<u>369,628.35</u>	<u>369,628.35</u>	<u>406,921.35</u>
129 Untied Grants Reserve						
Accumulated Reserves at Start of Year	1,109,692.00	1,109,692.00	1,109,692.00	1,109,692.00	1,109,692.00	0.00
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,109,692.00
Transfer to Muni	(1,109,692.00)	(1,109,692.00)	(1,109,692.00)	(1,109,692.00)	(1,109,692.00)	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,109,692.00</u>
130 Locke Estate Reserve						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	114,516.21
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	4,405.91
Transfer from Muni	64,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(178,922.12)
	<u>64,000.00</u>	<u>60,000.00</u>	<u>60,000.00</u>	<u>60,000.00</u>	<u>60,000.00</u>	<u>0.00</u>
131 Busselton Community Resource Centre						
Accumulated Reserves at Start of Year	63,513.21	63,513.21	63,513.21	63,513.21	63,513.21	36,750.07
Interest transfer to Reserves	2,384.86	1,860.00	1,860.00	1,860.00	1,860.00	1,869.08
Transfer from Muni	26,280.29	25,420.00	25,420.00	25,420.00	25,420.00	24,894.06
	<u>92,178.36</u>	<u>90,793.21</u>	<u>90,793.21</u>	<u>90,793.21</u>	<u>90,793.21</u>	<u>63,513.21</u>

City of BusseltonReserves Movement ReportFor The Period Ending 30 June 2016

	2015/2016 Actual	2015/2016 Amended Budget YTD	2015/2016 Original Budget YTD	2015/2016 Amended Budget	2015/2016 Original Budget	2014/2015 Actual
132 CBD Enhancement Reserve						
Accumulated Reserves at Start of Year	14,489.92	14,489.92	14,489.92	14,489.92	14,489.92	0.00
Interest transfer to Reserves	1,114.36	420.00	420.00	420.00	420.00	285.37
Transfer from Muni	34,800.00	34,800.00	34,800.00	34,800.00	34,800.00	14,204.55
	<u>50,404.28</u>	<u>49,709.92</u>	<u>49,709.92</u>	<u>49,709.92</u>	<u>49,709.92</u>	<u>14,489.92</u>
133 Election, Valuation and Corporate Expenses Reserve						
Accumulated Reserves at Start of Year	35,798.78	35,798.78	35,798.78	35,798.78	35,798.78	0.00
Interest transfer to Reserves	3,475.49	1,056.00	1,056.00	1,056.00	1,056.00	798.78
Transfer from Muni	206,000.00	206,000.00	206,000.00	206,000.00	206,000.00	35,000.00
Transfer to Muni	(71,105.20)	(76,000.00)	(76,000.00)	(76,000.00)	(76,000.00)	0.00
	<u>174,169.07</u>	<u>166,854.78</u>	<u>166,854.78</u>	<u>166,854.78</u>	<u>166,854.78</u>	<u>35,798.78</u>
134 Civic and Administration Centre Construction Reserve						
Accumulated Reserves at Start of Year	18,501,923.83	18,501,923.83	18,501,923.83	18,501,923.83	18,501,923.83	0.00
Interest transfer to Reserves	466,958.22	337,500.00	337,500.00	337,500.00	337,500.00	501,923.83
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	18,000,000.00
Transfer to Muni	(6,185,966.93)	(9,180,000.00)	(9,180,000.00)	(9,180,000.00)	(9,180,000.00)	0.00
	<u>12,782,915.12</u>	<u>9,659,423.83</u>	<u>9,659,423.83</u>	<u>9,659,423.83</u>	<u>9,659,423.83</u>	<u>18,501,923.83</u>
136 Airport Marketing Reserve						
Transfer from Muni	196,000.00	0.00	0.00	0.00	0.00	0.00
	<u>196,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Cash Back Reserves	<u><u>46,024,063.38</u></u>	<u><u>34,268,311.84</u></u>	<u><u>34,372,716.34</u></u>	<u><u>34,268,311.84</u></u>	<u><u>34,372,716.34</u></u>	<u><u>49,145,982.34</u></u>
Summary Reserves						
9101 Accumulated Reserves at Start of Year	49,145,982.34	49,145,982.34	49,145,982.34	49,145,982.34	49,145,982.34	28,134,985.16
9104 Interest transfer to Reserves	1,485,933.39	1,237,500.00	1,237,500.00	1,237,500.00	1,237,500.00	1,587,270.56
9102 Transfer from Muni	11,212,802.13	10,286,986.50	8,246,342.00	10,286,986.50	8,246,342.00	27,866,503.27
9103 Transfer to Muni	(15,820,654.48)	(26,402,157.00)	(24,257,108.00)	(26,402,157.00)	(24,257,108.00)	(8,442,776.65)
Closing Balance	<u><u>46,024,063.38</u></u>	<u><u>34,268,311.84</u></u>	<u><u>34,372,716.34</u></u>	<u><u>34,268,311.84</u></u>	<u><u>34,372,716.34</u></u>	<u><u>49,145,982.34</u></u>



10.3 Finance Committee - 4/08/2016 - ASSET MANAGEMENT PLANS

SUBJECT INDEX:	Asset Management
STRATEGIC OBJECTIVE:	Transport options that provide greater links within our district and increase capacity for community participation.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	Engineering and Facilities Services
REPORTING OFFICER:	Asset Coordinator - Dan Hall
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Car Parks Asset Management Plan Attachment B Signage Asset Management Plan

This item was considered by the Finance Committee at its meeting on 4 August 2016, the recommendations from which have been included in this report.

PRÉCIS

The purpose of this report is to present for adoption, the Carparks Asset Management Plan (CAMP) and Signage Asset Management Plan (SAMP).

This report recommends that the Council adopts asset management plans for Carparks and Signage as guiding documents for the ongoing renewal, upgrade and new expenditure of the City of Busselton carpark and signage portfolios.

BACKGROUND

In June 2013, the Council adopted a suite of corporate planning documents in order to comply with the State Governments Integrated Planning Framework. These documents were; a Strategic Community Plan and a Corporate Business Plan, supported and informed by key resourcing and informing plans, namely Asset Management Plans, a Long Term Financial Plan and a Workforce Plan. Falling out of such planning each year will be each local government's Annual Budget. This framework is commonly referred to as Integrated Planning.

Under the guidance of the framework, asset management plans are required to be formulated. These plans are to outline relevant information about each asset class such as location, size, value; condition and timing and cost of replacements/renewals of existing infrastructure.

Whilst these asset management plans are ultimately required to be completed for all City infrastructure assets, it is being done in a staged manner, starting with the major asset classes first. Plans for Roads, Buildings and Parks and Gardens were adopted in June 2013 and the Drainage and Footpaths and Cycleways Asset Management Plans were adopted in June 2014. The CAMP and SAMP have been developed in 2016 and are presented within this report for adoption.

In between the formulation of the asset management plans asset staff have also been heavily involved in implementing fair value for infrastructure assets. This involved a large amount of data collection and liaison with the City finance team as well as the City's financial auditors.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* S5.56 (1) requires the Local Government to develop a "plan for the future" and further detail in relation to this requirement is provided in regulation 19 of the *Local Government (Administration) Regulations*. The Local Government is required to have a corporate

business plan linking to long term financial planning that integrates asset management, workforce planning and specific council plans (informing strategies) with a strategic plan.

RELEVANT PLANS AND POLICIES

The data from Asset Management Plans is incorporated into the Long Term Financial Plan and in this way informs the Corporate Business Plan and Annual Budget.

FINANCIAL IMPLICATIONS

The plans provide the Council with information pertaining to any “funding gaps” that may exist within the relevant asset category, i.e. situations whereby what has been spent historically is less than what is required into the future.

Expenditure was also scrutinised in terms of the amount being spent historically on renewing the existing assets as opposed to new and upgraded assets. Renewal of existing assets is critical in ensuring the maximum life is achieved from the assets in the most cost effective manner.

No immediate backlog of required renewals for carpark or signs has been identified at this stage. Recommendations have been made within the plans around the need to maintain renewal expenditure on historical and planned levels.

Car Parks

The City is currently, responsible for 132 off road carpark, with a total pavement area of 234,619m², providing approximately 4,146 parking bays, (which includes some 223 boat and trailer bays and seventy restricted mobility (ACROD) bays). The network has a current replacement value of \$10.17M (based on reconstruction of seal, pavement and sub-base, only, on a like for like basis) and a condition based depreciated fair value of \$8.3M.

These carpark are classified in to various functions or hierarchies and each can be further classified on type, usage and location. There are two principal construction types those being sealed and unsealed (or gravel) car park.

In addition to these carpark, there are six private carpark, (803 bays), which the City manages in terms of parking restrictions, these are not owned or maintained by the City and are excluded from the asset portfolio and registered purely for information. These include; Busselton Central Shopping Centre South, Busselton Central Shopping Centre North, Busselton New Woolworths, Busselton Old Woolworths, Seymour Boulevard Dunsborough and Dunsborough Central Shopping Centre.

Similarly, there are nine carpark, (254 bays), provided by The Department of Parks and Wildlife, (DPaW). These are open for public use, but not maintained or owned by the City, these include: Nagilgi cave, Canal Rocks carpark, Gunyulgup Bay Headland, Rabbits carpark, Kabbijgup Beach, Sugarloaf Rock Nature Reserve carpark and lookout, Cape Naturaliste south, Cape Naturaliste north and Cape Naturalist Lighthouse carpark (and access roads).

The predicted average annual expenditure required for renewal of the existing car park portfolio (that the City is responsible to maintain) over the initial ten year period (2016/17 – 2025/26) is only \$58,752. However this increases to an average annual expenditure of \$183,756 over the predicted thirty year period (2016/17 – 2045/46) this represents 1.8% p.a. of the total replacement value of \$10.17M.

The current annual budget for renewal of carpark is calculated at \$200,000 p.a. plus CPI (Consumer Price Index , based on current allocation in LTFP for car park). When measured against the predicted

renewal requirements over a thirty year period (\$183,756 p.a.), gives a minor surplus of \$16,244 per annum over the thirty years. This is based on the assumption that the current LTFP allocation of \$200,000 p.a. (plus CPI) remains in place.

Predicted expenditure for renewals as outlined above however does not include any allowance for expansion and upgrade of the asset group .i.e. new and expanded carparks. This is on the basis that the figures are provided for a renewal on a like for like basis.

The calculations shown above (current budget \$200,000 p.a. less required annual renewal \$183,756 p.a.) demonstrate that the City does not currently need to increase its annual car park funding in order to sustainably manage its carpark renewal funding at the current service levels. This is based on renewal of the existing asset base.

New Carparks

New carparks are a mix of formalisation of areas which have naturally evolved into parking areas; as well as where a need has been identified.

The total funding required for potential new parking is \$130,000 at this point in time. A list of proposed new car parks is provided in Table 1, below.

The proposed new carparks identified in Table 1 below are provided as a starting point for future planning activities. Adoption of the asset management plan does not commit the Council to undertaking these works, rather provides an initial list of new car parks that can be built on over time.

Table 1: Proposed New Carparks

Location	Approx. number of bays	Responsibility/Funding/Approx. cost
Koolijak Road, adjacent to playground	10	COB \$30,000
Geographe Bay Road/ Mann St	5	COB \$15,000
Geographe Bay Road/ Quindalup old disused tennis court	10	COB \$25,000
Geographe Bay Road/Tulloch St, formalise sandy pull in	10	COB \$30,000
Geographe Bay Road/Grove Street, formalise and seal	10	COB \$30,000
Grace Court, formalise sandy indent.	5	COB \$15,000
Total Additional Funding Required	Total	\$130,000

Carparks Upgrades

The total upgrade work identified within the CAMP that may require funding is outlined in Table 2 below, (excluding those works identified as funded via other sources such as Busselton foreshore, Airport and Meelup Regional Park).

These are potential upgrades to existing formalised carparks are a mix of semi-formal unsealed parking areas as requiring major upgrade.

Similarly to the New Car Parks, adoption of the asset management plan does not commit the Council to undertaking these works, rather provides an initial list that can be built on over time.

Table 2: Carpark Upgrades

CARPARK	WORK REQUIRED	COMMENT	PRIORITY SCORE	BASIC COST	POSSIBLE FUNDING
ALBERT STREET CAR PARK	RECONSTRUCT AND UPGRADE	significant stripping and patch work some edge erosion requires a/o and line marking, recon and install rain gardens for improved drainage	128	\$58,700	COB
AMBERGATE RESERVE	RECONSTRUCT AND SEAL	requires recon and formalisation with traffic management devices to prevent anti-social behavior, grade in meanwhile	34	\$90,000	COB
FORTH STREET	FORMALISE, RECONSTRUCT AND SEAL	Ave gravel depth 150+. formalise, kerb and seal	34	\$73,000	COB
HARNETT STREET	FORMALISE, RECONSTRUCT AND SEAL	could do with sealing, average gravel depth 110	30	\$33,900	COB
KING STREET FORESHORE	UPGRADE	Meandering cracking to most, multiple ph. and patches very rough uneven surface. upgrade and reseal	128	\$58,000	COB
RIEDLE PARK	RECONSTRUCT AND SEAL	some loose mixed with mulch, park recently upgraded and area reduced, needs acrod bay, formalising and sealing, and layback kerb to entry	18	\$30,000	COB
WONNERUP BOAT RAMP TOILET BLOCK	RECONSTRUCT AND SEAL	Ave gravel depth only 50mm and uneven requires top up scrape and roll. Has 3m asphalt apron to road. seal req (This is a small area)	17	\$18,000	COB
MARGARET STREET FORESHORE	RECONSTRUCT AND SEAL	ave gravel depth 150+, should be sealed	26	\$52,200	COB
Total				461,800	

The total potential new and upgrade works for carparks is \$591,800 (\$130,000 plus \$461,800 Table one plus Table two). This amount of \$591,800 is separate to the existing renewal budget. The implementation of all of these new and upgrade / expansion works can be delivered through the parking reserve account over time to cover new and upgrade / expansion expenditure.

It is proposed that these potential new and upgrade works be noted as part of the adoption of the CAMP and be considered on a case by case basis as part of the annual budget deliberations. This will provide the Council with the opportunity to assess these potential new and upgraded works in line with all other potential new infrastructure works.

Officers over the next twelve months will be developing a more formalised car park strategy. This will include the new and major upgrade items identified within Tables one and two to form a car parks forward capital works plan.

Signage

The City of Busselton is responsible for maintaining an approximate total of 5,950 signs at an estimated replacement value of \$2.3M, and a condition based depreciated fair value of \$1.8M.

This total number of signs includes such signs as parking, dog control and other City regulatory signs, tourist directional, footpath and cycleway signage, street and road name signage and warning and hazards signage.

The City has historically spent \$191,577 p.a. (2013/14 -204/15) on signage renewal activities. Signage expenditure is generally allocated within other areas. For example, replacement of road signs may be undertaken and costed against a particular road or area rather than a specific signage renewal account.

Renewals have been determined by assessing the condition of the various signs, their expected useful life and the cost of replacement.

This provides a prediction on the timing and cost of renewal works based on the current assessed condition. This is valuable when predicting over a period of time as it identifies the most critical works (according to condition) as a priority and the likely cost per annum.

This also allows the asset management plan to provide financial information into the LTFP in the form of a schedule of works.

Chart one below shows the predicted expenditure for signage renewals over a period of twenty years. These figures include the labour cost of installation also. This is done on the basis of the City's own internal staff undertake the bulk of signage renewal. The replacement cost also assumes a new post will be required upon each renewal – this may not always be the case, however has been included this way to provide an indication of the potential total cost.

Chart 1 also shows how the predicted works are grouped as the various condition ratings are used to determine the timing of the renewals. The twenty year average for signage renewals is \$180,013 p.a. This represents an annual amount of 7.8% of the overall replacement value of \$2.3M. This percentage is high in relative terms with other assets; however can be attributed to the shorter useful life of ten years for signage compared to twenty five to eighty years for other assets.

Chart 1: Signage 20 Year Renewal Costs

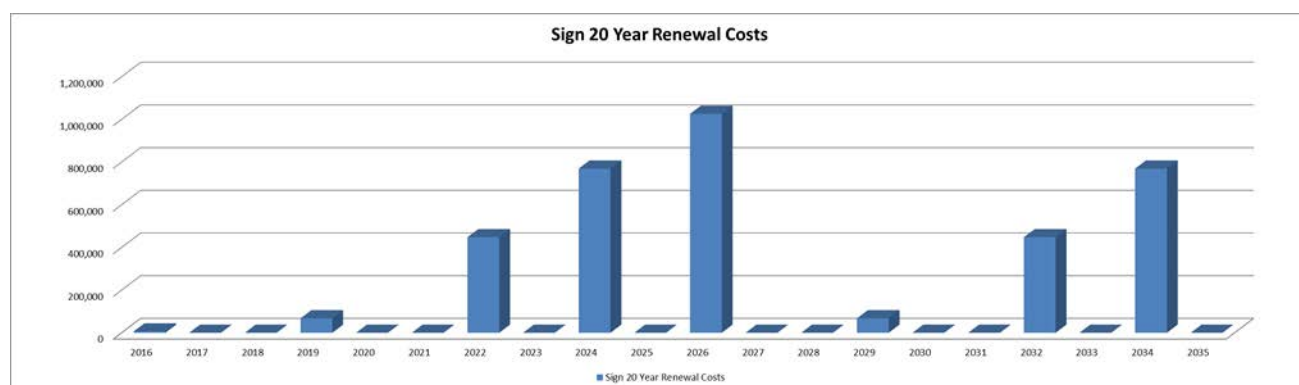


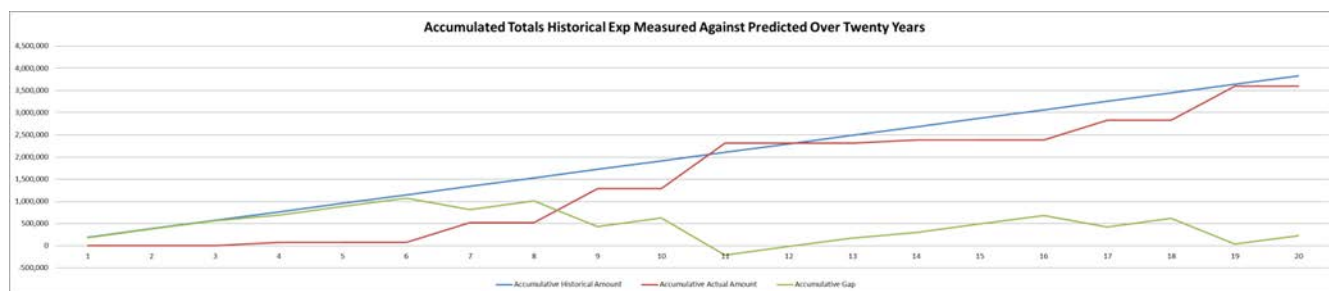
Chart 2 below shows the predicted accumulated renewal expenditure over twenty years measured against the historical average to determine if any renewal gaps exist.

The blue line in the chart represents the historical average of \$191,577 p.a. accumulated over twenty years. The red line represents the accumulated renewal requirements as predicted by the asset management plan. This is an average of \$180,013 p.a. over the twenty year period; however the line reflects the peaks and troughs in expenditure as they occur within the asset management plan.

A simple comparison (\$191,577 vs \$180,013) between the two averages indicates that an ongoing allocation of the historical average would cover the twenty year renewal requirements for signs. How this relationship works on a year by year basis (taking into account the aforementioned peaks and troughs) is shown via the green line in the chart.

The green line shows the relationship between the red and blue line on an annual basis. If the green line moves below zero at any point it shows that a funding gap exists at that point in time. Although the green line dips below zero at year eleven, it recovers to be above the line in year twenty.

Chart 2: Accumulated Totals Historical Expenditure Measured Against Predicted Over Twenty Years



The annual renewal expenditure grows to \$211,000 after fifty years. This indicates that whilst levels of renewal expenditure will suffice over the initial twenty years; over time level of service decisions will need to be made or level of renewal increased. As an example of a level of service decision, if the signs were to be replaced on an eleven year cycle (as opposed to ten), then the fifty year average is reduced to \$186,000 p.a. – which falls within existing levels of renewal.

The first five years of the asset management plan consists of the renewal of all condition five (Very Poor / Remove) and Condition four (Poor) signs. The condition five signs will be replaced first and condition four signs will be replaced second. This provides an initial five year renewal average of \$14,691 p.a.

The first five years will also include the ongoing programmed rationalisation of duplicated, superseded and obsolete signage. This will be undertaken as a means of monitoring and managing any over proliferation of signs that may occur over time.

Long-term Financial Plan Implications

Car Parks

The City currently provides \$200,000 p.a. (plus CPI) for car parks renewal within the LTFP. There has also been general provision made within the LTFP for new and major upgrade expenditure via the parking reserve. Adoption of the CAMP will not bind the Council to any of the New and Major Upgrade works and outlined within the plan. It will however provide the opportunity for these to be assessed over time and possibly funded via this reserve account.

This required average however, increases to an average annual expenditure of \$183,756 over the predicted thirty year period (2016/17 – 2045/46). The annual LTFP funding also funds new and major upgrade works as they are required.

In order to provide a linkage with the City's Long Term Financial Plan, the data is also assessed over a period of ten years. This is undertaken to provide an overview of any short term implications of the asset management plan.

Signage

Chart 3: Signage 10 Year Renewal Costs

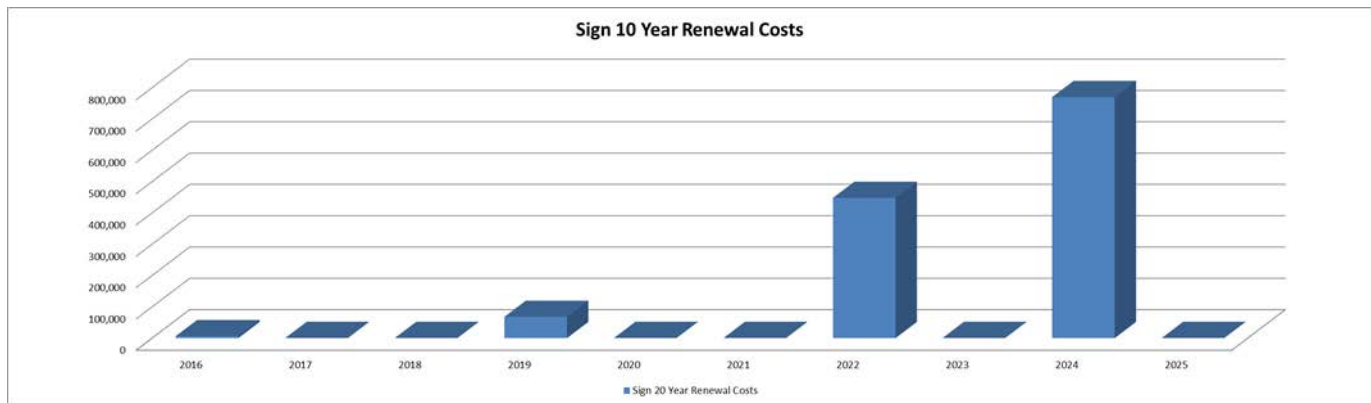


Table 3 below shows the figures for the first ten years of the asset management plan and shows an average amount of \$129,042 p.a. This is less than the comparative figure of \$180,013 p.a. over twenty years. The ten year percentage of overall replacement cost per annum is 5.59%.

Table 3: Signage Ten Year Renewal Costs

	1	2	3	4	5	6	7	8	9	10		
Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total	Ave
Signage Renewal	5,989	0	0	67,463	0	0	447,668	0	769,297	0	1,290,418	129,042

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 2 – ‘Well Planned, Vibrant and Active Place’ and more specifically Community Objective 2.3 - ‘Infrastructure assets that are well maintained and responsibly managed to provide for future generations’.

RISK ASSESSMENT

An assessment of the potential implications of not implementing the officer recommendation and adopting the asset management plans has been undertaken using the City’s risk assessment framework.

The table below shows identified risks where the residual risk, once controls have been identified, as ‘medium’ or greater;

Risk	Controls	Consequence	Likelihood	Risk Level
Increase in asset Funding Gaps due to decrease in levels of renewal.	Ongoing allocation of adequate renewal funding.	Financial Operations	Likely	Major

CONSULTATION

Nil.

OFFICER COMMENT

The asset management plans are prepared in the context of core asset management working towards advanced asset management planning. The initial plans have been undertaken to meet

minimum organisational and legislative requirements for financial planning and reporting. This is referred to as the “core” approach and provides basic technical management outputs such as statements on current levels of service, forward replacement programs and associated cash flow projections based on historical performance.

Advanced asset management involves engaging with the community to discuss and agree on alternative levels of service, applying analysis to individual assets and implementation of improvements identified in core planning.

Some elements of advanced asset management have been able to be incorporated in this initial process, such as discussion on alternative levels of service and applying analysis to individual assets.

Other advancements such as integration with mapping software and GPS technology has been trialed and used for the SAMP and the CAMP. This is part of an overall asset management improvement program which aims to make asset information more accessible to the whole organisation. Asset Information for different assets such as parks and gardens, buildings, roads, car parks etc. will also be able to be displayed together, making it easier to view how these assets link and work together.

Carparks

The CAMP outlines a number of strategies to address the condition of its carpark assets by:-

- Maintaining current renewal budgetary funding at existing levels plus CPI,
- Considering as part of annual budget deliberations, new and major upgrade carparks funded via the parking reserve account;
- Continued monitoring of the carpark network;
- Rationalising the network according to use to provide for both reduced costs and maintenance efficiency; and
- Continuing to fund special carpark projects via alternative funding sources such as special projects and the Meelup Regional Parks nodes programme.

By implementing the recommendations within the plan, the Council will be able to maintain and improve its carpark network at the levels required by both the standards and the levels of service identified in the CAMP.

Signage

The Signs Asset Management Plan has been developed through a combination of desktop analysis, condition assessments and staff knowledge and is a building block for the ongoing management of the City of Busselton’s signage network.

Whilst this is the first iteration of the City of Busselton’s Signage Asset Management Plan, elements of asset management are already being undertaken for signage assets. This includes adherence to minimum standards for sign planning and implementation, basic levels of service in terms functionality and appearance; and scheduled renewal as time and resources allow.

What hasn’t been done to this point, and what the plan covers, is to quantify all the signs under City of Busselton management and provide guidance on required ongoing renewal expenditure. This quantification of the signs allows the City to be more targeted with replacement and renewal of signs, which will complement existing scheduled renewal programs.

CONCLUSION

Whilst no immediate backlog of required renewals for carparks or signs has been identified at this stage, it is important that current levels of renewal, allocation of resources and ongoing review and

update continue to be carried out for these assets. This will ensure that no backlog of works is created for these assets into the future.

Funds for upgrade to existing and new carparks can be funded via the car park reserve account, should the Council implement any of these works as outlined within the CAMP. It is proposed that these potential new and upgrade works be noted as part of the adoption of the CAMP and considered on a case by case basis as part of the annual budget deliberations. This will provide the Council with the opportunity to assess these potential new works in line with all other potential new infrastructure works.

The CAMP and SAMP will be reviewed on a three yearly cycle which will allow time for improvements to be made whilst ensuring that reviews are undertaken with sufficient regularity. All other asset plans are reviewed on a three yearly cycle also.

OPTIONS

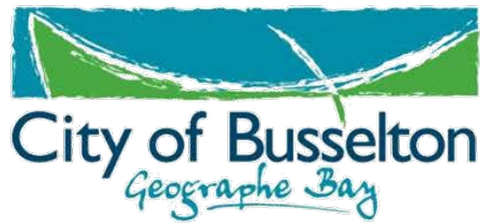
Council could choose not to adopt the asset management plans at this juncture; however this may hinder the City's integrated planning compliance.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The implementation of the Asset Management Plans would be effective immediately upon adoption of the officer's recommendation.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

1. That the Council adopts the individual asset management plans for Carparks (CAMP) and Signage (SAMP).



CARPARK ASSET MANAGEMENT PLAN

FINAL



This Asset Management Plan is designed to provide a snapshot of the current status of the asset category and provide the foundation for continuous improvement for asset management planning within the asset category

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1. Background

This individual asset management plan (AMP), has been prepared in the context of complying with the State Governments Integrated Planning Legislation, (2010).

It is designed to provide a snapshot of the current status of the asset category and provide the foundation for continuous improvement for asset management planning within the asset category.

This individual asset management plan is designed to be read as a standalone technical document summarising all key data for the asset category as well as acting as a supporting document for the development of a carpark maintenance plan.

The individual plan will give a snapshot of the current asset status by covering the following information for the asset class.

- Levels of service for the known types and categories of Carparks.
- Future demand due to population growth, ratepayer expectation and, increasing demand.
Legislative requirements dictating minimum levels of service and processes for developing levels of service with the community.
- Asset Portfolio detailing, quantities, functions, usage, suggested hierarchy and location of each asset
- Asset types, detailing the differing asset types.
- Value and life cycles, detailing the replacement value and expected useful life for each asset type.
- Asset Degradation, showing the adopted degradation curve typical of these assets
- Condition Assessment, showing the expected frequency of assessments; the methodology used for assessing the assets condition; current condition distribution graphs and intervention levels.
- Risk management.
- Acquisition detailing new and extended assets.
- Renewals, detailing the determination of renewals, funding, usage and rate of deterioration.
- Disposals, detailing, disposal and downgrade methodology of assets that no longer meet or are required to meet expected service levels.
- Financial summary, providing detailed long and short term renewal forecasts.
- Monitoring and improvement of the asset management plan.

1.1 Relevant Standards and Policy's

Policies/Guidelines:

City of Busselton Local Planning Policy "8 - [General Development and Process Standards Policy](#)" Which sets standard and requirements for the provision on parking associated with new developments and redevelopments.

Provision sets out:

- Central Business District, (CBD): 4 car parking bays per 100m² of Net Lettable Area (NLA). First floor level or above allows this to be reduced to 2.5 bays per 100m² NLA,
- Cash in lieu payments can be required where appropriate,

- Parking bays exclusively for motor cycles, mobility vehicles (gophers), delivery and services vehicles, taxis, buses, coaches and courier services are allocated depending on the nature of the development. All developments incorporating more than 100 bays shall provide a taxi bay or rank in close proximity to the main entrance of the development. There are refinements for 'Business' or 'Restricted Business' zones; and
- Minimum Car Parking requirements are listed in the table on page 12 and includes tourism parking standards.

The application of this local planning policy is determined in [the Local Planning Scheme 21](#) which sets out how the policy is applied.

Tourism Parking:

Page 12 contains the table with specific supply ratios for Motel, Caravan Park/Chalet Park/Tent Park, Bed & Breakfast, Backpacker Hostel Accommodation and Guesthouse. For tourism destinations/ landmarks, it would depend on the expected importance for each. However no supply ratios are given for general parking areas such as foreshore parking.

Disabled parking:

Disabled parking is to be provided at a rate of two spaces per hundred but this may be higher depending on the need, for example, where there are a higher number of sick or infirm visitors.

Supporting Information

Further specific design information comes from the [Rcodes](#) (residential use) or Australian Standard (AS) 2890.1 2004 and 2890.6:2009 *Parking facilities—Off-street parking for people with disabilities*.

AS 2890.6:2009 Specifications also differ on the number of Accessible (Disabled) car parking bays required. In most cases the requirement is one in every 100 spaces, only rising to one in fifty for retail, Hospital, Nursing Homes and Schools, and an additional space for every additional 100 bays.

The service levels and desirable standards set out in the suggested Hierarchy below require one disabled bay per fifty spaces and a minimum of one for less than fifty sealed spaces; consequently by applying the suggested service levels the City will always be compliant or better than the Australian Standards.

2. Introduction

Carparks for the purpose of this AMP are off road carparks only and this AMP does not cover on road parking bays which are covered within the roads AMP; and Airport parking which is covered in the Airport AMP.

The City of Busselton's Off Road Carparks represent a significant and growing asset category within the total infrastructure asset portfolio.

Carparks support the use of Council and community services, shopping centres, tourist destinations and business districts.

It is the responsibility of the City to ensure that the carpark network provides and meets minimum legislative standards and also the expectations of the community.

The City's carpark portfolio provides for convenient local access to essential and desirable destinations, which makes them an important asset in both a strategic and critical sense.

With this importance in mind, the City undertook an entire carpark network re-inspection in 2015-16, the purpose of this; being to update existing data and to provide a baseline with which to project required renewal, upgrade and expansion expenditure, for the next ten to twenty five, years.

The inspections undertaken are based upon visual assessments, carried out by asset management staff. Inspection of car park surfaces and associated infrastructure, where carried out with the same methodology as for roads, kerbs, signage, etc. in order to equate these like assets.

What is a Carpark?

A carpark generally consists of a compacted crushed rock (road base), pavement that provides a very stable base for the application of a wearing course (a waterproof trafficable sealed surface). The pavement generally varies in thickness between 100 mm and 500 mm depending upon the age, method of construction, designed traffic volumes and the nature of the soil underneath. If kept dry and stable, the pavement generally can have a very long life. The wearing course on top provides an appropriate surface for vehicular traffic, in that it provides grip and an impervious barrier, thus stopping water penetration of the pavement. The City has a combination of sealed and unsealed, (gravelled), carparks.

The seal or wearing course has a shorter life than the pavement and is affected by the amount of traffic, the nature of the traffic (i.e. heavy vehicles), the type of seal used and maintenance of this seal over its life. The life of the seal can be extended through the timely intervention of crack sealing or the application of a spray seal or a slurry seal over the top of the existing surface. Dependant on the level of deterioration, a seal may need to be removed and new asphalt overlay or similar surface applied.

If the seal has deteriorated to a condition whereby it needs to be removed and if the pavement itself has also deteriorated and lost its strength and integrity (mainly through water entry, but also possibly because of soil movement due to highly reactive soils) then the whole road pavement and seal must be replaced - this is referred to as a "full reconstruction".

A full pavement reconstruction is a very expensive exercise costing in the order of \$40 - \$150 m²; whereas the earlier intervention actions, such as asphalt overlays, spray seal, slurry seal, crack sealing or surface enrichment, cost less than \$19 / m². It is in the City's and the community's interest to ensure that carparks are maintained and appropriate intervention levels are enforced so that carparks do not drop to a standard where full reconstruction is the only option.

In addition to the pavement and surface, carparks generally have additional assets attached to them in the form of kerbing, line marking, lighting, landscaping, signage etc. all of these additional assets are noted in the carpark register however their condition and attributes are stored within the appropriate AMP and register.

2.1 Asset Portfolio

The City is currently, responsible for 132 off road carparks, with a total pavement area of 234,619m², providing approximately 4,146 parking bays, (which includes some 223 boat and trailer bays and 70 Acrod bays). The network has a current replacement value of \$10,177,724 (based on reconstruction of seal, pavement and sub-base, only, on a like for like basis) and a condition based fair value of \$8,323,587.

These carparks are classified in to various functions or hierarchies and each can be further classified on type, usage and location.

There are two principal construction types those being sealed and unsealed or gravel car parks. (Asset types and sub types are detailed in 4.1, below.

In addition to these carparks, there are six private carparks, (803 bays), which the city manages in terms of parking restrictions. These are not owned or maintained by the City and are excluded from the asset portfolio and registered purely for information. These include; Busselton Central Shopping Centre South, Busselton Central Shopping Centre North, Busselton New Woolworths, Busselton Old Woolworths, Seymour Boulevard Dunsborough, Dunsborough Central Shopping Centre.

Similarly, there are nine carparks, (254 bays), provided by The Department of Parks and Wildlife, (DPaW), which are open for public use, but not maintained or owned by the city. These include: Nagilgi cave, Canal Rocks carpark, Gunyulgup Bay Headland, Rabbits carpark, Kabbijgup Beach, Sugarloaf Rock Nature Reserve carpark and lookout, Cape Naturaliste south, Cape Naturaliste north, Cape Naturalist Lighthouse carpark (and access roads).

A City wide view of all parking areas will shortly be available on IntraMaps. CBD parking is illustrated in Appendix 4.

2.2 Asset Types and replacement costs.

The following asset types exist in the City's Off Road Carparks:

- Gravel or Limestone carpark pavements, base, (234,619 m². Est' replacement cost \$5,969,440);
- Asphalt wearing course, (159,674m². Est' replacement cost \$3,200,056);
- Bituminous seal wearing course, (14,451m². Est' replacement cost \$74,318);
- Brick Paving or concrete wearing course, (175m². Est' replacement cost \$12,600); and
- Subgrades under sealed and gravel carparks, (234,619m². Est' replacement cost \$821,310).
- TOTAL AS NEW REPLACEMENT COST \$10,077,727

Replacement costs are for as new and do not reflect the actual condition based fair value.

3. Levels of Service

The City is committed to providing responsible management and sufficient car parking facilities for the public to use.

Routine inspections and specific maintenance / repairs, resealing, grading, reconstruction and improvements are currently carried out as detailed in the City's budget. Table 1 below shows the city's historical expenditure on carparks both in terms of maintenance and capital renewal, (rehabilitation, upgrade and the provision of new assets).

Table 1. Ten Year Historical Expenditure on Carparks.

10 YEAR HISTORICAL EXPENDITURE ON CARPARKS				
FINANCIAL YEAR	MAINTENANCE EXPENDITURE*	CAPITAL EXPENDITURE	DEPRECIATED VALUE CAR PARKS**	COMMENTS
06/07	\$12,131	NIL	\$693,059	
07/08	\$22,500	\$45,289	\$771,872	
08/09	\$28,558	\$164,220	\$1,256,285	
09/10	\$15,476	\$99,755	\$1,497,977	Rangers Parking Expenditure removed from maint' Expenditure
10/11	\$23,929	\$142,123	\$1,596,670	
11/12	\$18,054	\$23,351	\$1,573,202	
12/13	\$37,921	\$151,944	\$2,140,221	
13/14	\$26,442	\$209,351	\$2,409,457	Harris road land purchased under Town Planning
14/15	\$23,440	\$303,465	\$2,409,457	Capex Excludes new Barnard Park carpark, constructed by special projects.
15/16	\$28,540	\$747,676	\$8,323,587	Introduction of fair value and revaluation by condition substantially increased the value of carparks which were previously undervalued. Capex Includes new Vasse oval carpark and 5 renewals, but excludes foreshore works and Dunsborough townscape completed with other budget monies.

*Maintenance expenditure includes such items as: Sweeping, grading, surface and kerb repairs, lighting, line marking and signs.

** The depreciated value of the assets, (based on a straight line depreciation), show a steady increase year on year, reflecting the City's investment in new and renewed carparks is regularly outstripping the depreciation.

The detailed asset inspections recently undertaken indicate that carparks should be inspected in their entirety on a three to five yearly frequency, (to be reviewed following two complete inspections). The results of those inspections are then applied to updating the carpark asset management program and valuation of the asset class. In the intervening years, carparks that fall at or below the agreed intervention level (condition 8), should be attended to and once this backlog has been cleared, condition 7 carparks should be reinspected to ensure they have not fallen to the intervention level during this period between full inspections.

This is the process of continual evaluation, collection and review of the data to ensure its ongoing currency.

In order to establish expected service levels, it was noticed that unlike roads, carparks had no formal hierarchy against which the City could set minimum service levels and standards, to achieve or exceed. To this end the City has established a proposed carpark hierarchy detailing description requirements for each level of criticality. Full details of this proposed hierarchy are set out in Table 2, below.

4. Carpark Hierarchy, Criticality and proposed base levels of service.

Table 2

PROPOSED HIERARCHY	CRITICALITY	DESCRIPTION AND REQUIREMENTS	QUANTITY	AREA M ²	TOTAL SPACES	ACROD BAYS
CBD, RETAIL, MAJOR FORESHORE	1	Carparks in high utilisation areas, making surrounding commercial and foreshore areas more accessible. Support economic wellbeing of the area. EG. Shopping Centres, Central CBD, Busselton and Dunsborough Foreshore. <i>Desirable Attributes:-</i> <i>40-200 sealed spaces.</i> <i>1 Acrod bay per 50 spaces.</i> <i>Kerbed and Line marked.</i> <i>Footpath linkages with ramps, TGSIs.</i> <i>Average condition <3</i>	17	57,545	1364	30
MAJOR SPORT AND RECREATION	2	Carparks in or at high utilisation sporting and marine recreation facilities. EG. GLC, major ovals, sports clubs, boat ramps. <i>Desirable Attributes:-</i> <i>20-100 sealed spaces.</i> <i>1 Acrod bay per 50 spaces, (min1).</i> <i>Line marked.</i> <i>Footpath linkages with ramps and TGSIs.</i> <i>Average condition <4</i>	13	49,369	785	12
MUNICIPAL	3	Carparks catering for municipal community facilities. EG. Libraries, CRC, City Offices, Museum etc. <i>Desirable Attributes:-</i> <i>20-50+ sealed spaces.</i> <i>1 Acrod bay per 50 spaces, (min1).</i> <i>Footpath linkages with ramps.</i> <i>Average condition <5</i>	16	46,813	430	10
LOCAL BEACH AND RECREATIONAL	4	Carparks servicing local beaches, recreational sites and clubs. EG. Surf Breaks, non CBD beaches. <i>Desirable Attributes:-</i> <i>10-20 + spaces.</i> <i>Sealed or unsealed.</i> <i>If sealed, at least 1 Acrod bay</i> <i>Average condition <6</i>	63	64,786	1237	15
LOCAL COMMUNITY	5	Carparks serving local/rural community facilities. EG. Community Halls. <i>Desirable Attributes:-</i> <i>5-20+ spaces.</i> <i>Sealed or unsealed.</i> <i>If sealed at least 1 Acrod bay.</i> <i>Average condition <7.</i>	23	15,901	333	3

4.1 Service Level gaps.

If the above Hierarchy and desirable attributes are applied to the City's off street carparks, then the current shortfalls in service levels can be identified, which would require the following works to rectify:-

- Installation, (marking), of twenty five, additional disabled access bays, (Acrod).
- Five, carparks require line marking of bays.
- Ten, carparks require upgrading or rehabilitation works to bring their condition up to the required standard.
- Six, carparks require resealing.
- Seven unsealed carparks require Re-sheeting with gravel.

All of these works should be prioritised using the priority scoring calculations from the asset multi criteria analysis (MCA)

The cost implications of these service level gaps are further detailed in the Renewals section of this plan.

5. Asset Values and Expected Useful Life

5.1. Two Stage costing

It should be noted that there is a two stage costing dilemma when predicting future surface and pavement treatment for carparks, as with sealed roads the proposed future treatment may differ from the existing treatment, As an example:-The existing seal treatment may be a spray seal initial treatment prime and seal at a cost of \$8.00 per square metre, while the proposed next treatment may be an asphalt overlay reseal at a cost of \$29.00 per m². For accounting purposes it is necessary to base the valuations on the existing spray prime and seal treatment, while for renewal costing and works programs the proposed asphalt overlay treatment is more appropriate. Similarly for a pavement asset, there may be a 400mm deep original pavement costing \$50.00 per m². With a replacement or rehabilitation treatment consisting of a 150mm deep pavement overlay at a cost of \$25.00 per m².

Hence the two stage costing structure. The "Valuation" is always based upon the existing treatment cost, while the "works programme" is based upon the proposed next treatment costs. If there is no next treatment nominated then the existing treatment cost for both. (Condition costing based on the next treatment can only be generated for assets that have reached the intervention level and whose condition is clearly evident and will predict the next treatment).

There is no way of predicting accurately what condition and hence treatment will be required in say 25-30 years for a new seal. Consequently the above figures for replacement cost are based only on existing treatment and as such can only be indicative of Councils future liabilities.

5.2. Expected useful life, (EUL)

The Expected useful life for each of the sub asset types together with the current replacement costs are similar to those for roads and are shown below in Table 3.

Table 3. Asset type, Expected useful life and unit cost for replacement

EXISTING TREATMENT	Expected Useful Life, (yrs)	Replacement Cost, (\$/m ²)
Primer Seal-1	2	\$4.20
Spray Seal -2	18	\$4.20
Double Seal-3	20	\$7.50
Asphalt-4	25	\$19.00
Concrete-5	35	\$90.00
Brick Paving-6	30	\$45.00
Interlocking concrete pavers-7	30	\$55.00
Slurry seal-8	20	\$12.00
Rubber reseal-9	25	\$6.00
Rock	20	\$45.00
Pavement (sealed carpark)	60	\$25.00
Pavement (unsealed carpark)	15	\$14.35
Sub-base	∞	\$3.00

Sub-base formations are simply earthworks, which once in place retain their value as they do not measurably deteriorate. Consequently they have an effective EUL of infinity and are not depreciated. Condition of the sub-base is therefore assumed to be as new and rated as 0. The only exception to this would be formations damaged by outside forces such as major floods or sea inundation/erosion.

New pavements built for new car parks would have a much larger value, (approx. \$50/m²). For pavements there is the added consideration of residual value, since a pavement at the end of its useful life still has a value. Australian Accounting Standards Board, AASB116 onwards, states that an asset cannot have a residual value unless it is to be sold. Consequently the City has adjusted the overall expected useful lives for pavement to accommodate this fact. Local practice and actual costs lead the City to believe the residual value, for pavements, on refurbishment is close to 30+%, therefore this value is based on the above premise and a road pavement at condition 8+ despite having no useful life remaining will still have a value equivalent to 17% of the new build cost, (with an Adjusted EUL). (Industry standard Expected Useful Lives, (EUL's) and the effect of adjusting EUL's is discussed in Appendix 4)

6. Asset Degradation

Whilst the component asset types have differing life cycles the degradation of these assets shows a steady decrease in condition with time until they reach condition 8, (where 0 is as new and 10 has no useful life left), at which point they have expended between 80% and 90% of their useful lives. At this point the degradation accelerates rapidly. Intervention to renew and repair the asset is therefore required at condition 8 to avoid significantly increased cost to renew at a later stage. (E.g. a carpark at condition 8 may be renewed by a simple reseal or overlay at a cost of \$19 or less per m² whereas a carpark at condition 9 or 10 would likely require full reconstruction at a cost of \$30-100 per m²). As degradation accelerates the time frame for intervention becomes critical. Ideally, all assets should be renewed at, or before, reaching condition 8 thus maintaining condition based levels of service and avoiding the increased costs associated with delaying renewal. The typical degradation curve is shown below in Chart 1.

Chart 1. Typical Degradation Curve for Sealed Pavement.



(Ref: - Moloney Asset Management Systems, Roads Module)

“The starting point for all modelling is the present condition distribution of the asset set (See Chart 2). This is generally established via an inspection of the assets but can be age based or drawn in from any reliable source. (In the case of City of Busselton’s car parks this is based on 100% inspection). The basic requirement is that an asset be within condition zero when new and condition ten when it has failed and has no remaining life.

The asset degradation curve is defined by the amount of time in years that an asset is expected to remain within a given condition rating before jumping to the next higher condition rating. So an asset may remain in condition zero for five years on average before rising to condition one. It may then have ten years in condition one before jumping to condition two etc. The total asset life is thus the sum of the individual life within each condition rating.

The degradation process is applied to the present condition distribution by degrading the asset base annually. This process goes on annually across the whole condition range and with no other intervention all assets would eventually end up in condition ten.

Coupled with the degradation process are two distinct modelling paths. The first requires a user defined asset condition outcome and then predicts the capital expenditure requirement to achieve this. The second requires a proposed capital rehabilitation expenditure profile and then predicts future asset condition.

Degradation curves are a key driver to the modelling process and are developed by undertaking a statistical analysis of the asset condition change between two or more consistent condition surveys. (In simple terms, if 30% of the assets were found to have degraded from one condition rating to the next over a three year period then the annual probability of this event would be 0.1 (10% per year) and the average expected life within the starting condition would be 10-years).

The adopted graph above was developed by Moloney asset management via a statistical analysis in asset condition change between two asset condition surveys. It suggests that the total asset life of a sealed pavement from new condition zero to the end of its useful life at condition eight is around seventy years. How the total seventy years is distributed across the condition range will have a very big impact on the overall modelling outcome and it is important that these degradation curves be individually developed for the City of Busselton’s asset types based upon the historic condition change with time; it is therefore vitally important that the city completes condition assessments at the suggested intervals”. (Ref: Moloney Asset Management Systems, Financial Modelling Module).

7. Condition Assessment

7.1. Carpark Pavements

Condition assessments are to be carried out every three to five years, as per the asset condition assessment program. The procedure for assessing the condition of carparks (and calculating the Gravel Resheet Prioritisation Score) is detailed in Appendix 2. This score will reflect the remaining life shown in the assets degradation curve.

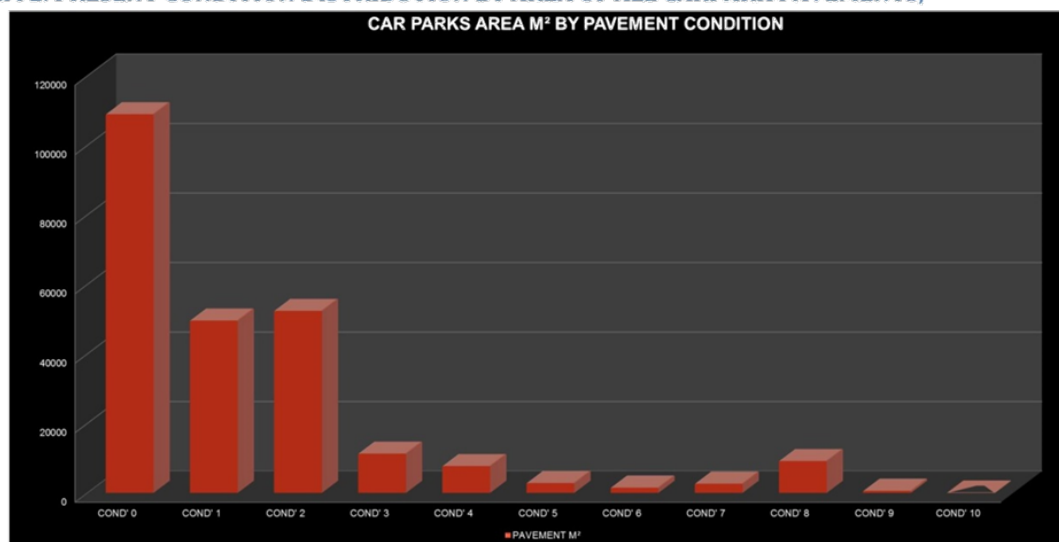
Defects requiring re-sheets over small areas are identified through customer requests and regular maintenance inspections by Operations Department staff with the following information:-

- An estimated cost to repair the defect; and
- Prioritisation of the defect repairs.

The assessment of the defects will be used to develop capital works programs over the next five years. (After which the cycle is repeated).

The condition of each asset will be kept (attached to the asset) in Multi-Criteria Assessment, (MCA), Database and the defect(s) will also be recorded as an action against the asset in the Database. The lack of recorded information as to the construction and rehabilitation dates of the majority of carparks means that the City must base its condition assessments on actual inspection. Chart 2 below shows the condition profile for the City's Gravel car parks as inspected April/May 2016

Chart 2. PRESENT CONDITION DISTRIBUTION BY AREA OF ALL CARPARK PAVEMENTS,



Total Asset Group Quantity: - 187,852

Unit's:- m²

Total Asset life in Years: - 15-20

Total Asset Group Rehabilitation: - Replacement Cost- \$5,969,500

Intervention Level: - 8.0

7.2. Sealed Carparks

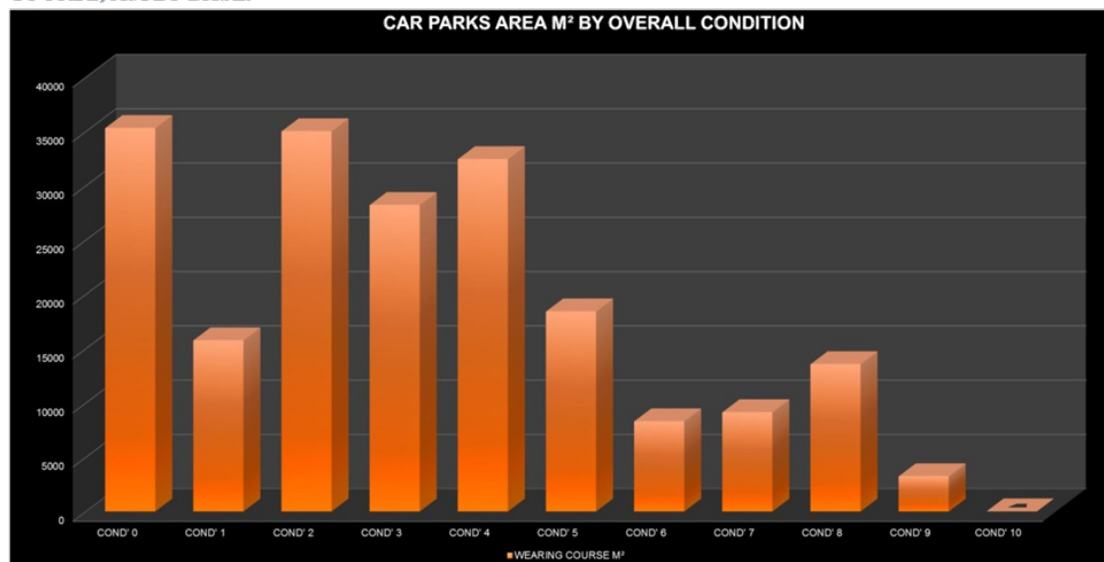
Condition assessments are to be carried out for sealed carpark wearing courses and pavements every five years as per the asset condition assessment program.

Both pavements and wearing course are inspected at the same time, and both assessed within condition valuations between zero and ten, (where zero is as new and ten has no remaining useful life).

The Inspection template details each carpark, allows for variations within sections and variance areas, (where a carpark may have two differing types of surface treatment) ensuring an accurate area is recorded and inspected.

The data has been utilised to reassess the immediate future works program and ten year renewal expenditure requirement and gap modelling, (see financial summary). The data also highlights immediate maintenance issues, and provides, reseal, stabilisation, regulation and associated asset, (e.g. kerbing, signage line marking etc.) maintenance programmes as required. Charts 3 and 4 below shows the condition profile for the City's sealed carparks surface and pavement, as inspected Jan-May 2016.

Chart 3. PRESENT OVERALL CONDITION DISTRIBUTION, BY AREA, OF THE SEALED CARPARK WEARING COURSE, ASSET BASE.



AREA WITHIN CONDITION RATING

0 Good - Condition - 10 Very Poor

PRESENT CONDITION DISTRIBUTION BY AREA OF ASSET BASE

Area within Cond In yr. 2016

Total Asset Group Quantity: - 187,402

Unit's:- m² (seal)

Total Asset life in Years: - 18-35 (seals)

Total Asset Group Rehabilitation: – Replacement Cost, (seals) \$3,291,599

Intervention Level: - 8.0

An overview of the rationale used for assessing the condition of a sealed surfaces, (and condition summaries) is detailed in Appendix 2.

7.3. Subgrade

Subgrades (Gravel and Sealed Carparks)

The condition of the subgrade is generally not assessed; the overall condition rating of the Subgrades is assumed as good and the default condition profile for good has been accepted. (Subgrades are not depreciated and have an assumed expected useful life of infinity).

Total Asset Group Quantity: - 234,390

Unit's:- m² (Pavement)

Total Asset life in Years: - ∞

Total Asset Group Rehabilitation: - Replacement Cost \$820,508

Intervention Level: - Not Applicable

7.4 Other Associated Assets.

Please refer to the asset data for Kerbing, Pathways, Signage, Line marking, and Boat Ramps etc. for details of associated assets.

8. Risk Management

With the exception of the annual sweeping programme, defect maintenance is currently carried out on carparks on an ad-hoc and reactive basis. Maintenance is carried out for the following reasons:

- To minimise risk to the public using the asset; and
- To ensure that the asset reaches its predicted life.

Works should be prioritised based on the risk they pose to the public. Defect repairs which need to be carried out are identified by asset inspections, during maintenance inspections and via customer reports. These defects are recorded against the asset in the Data Base and will generally be funded through the annual works and maintenance budget.

The Condition inspection methodology for both Sealed and Unsealed carparks incorporates a risk/safety factors, (please refer to Appendix 1.1).

Table 4 shows risks which have been noted through the physical inspection process or are inherent risks associated with the particular asset class. They are risks to the structural integrity of the asset and associated assets, as well as users of the asset.

Table 4. Risk Control and Actions

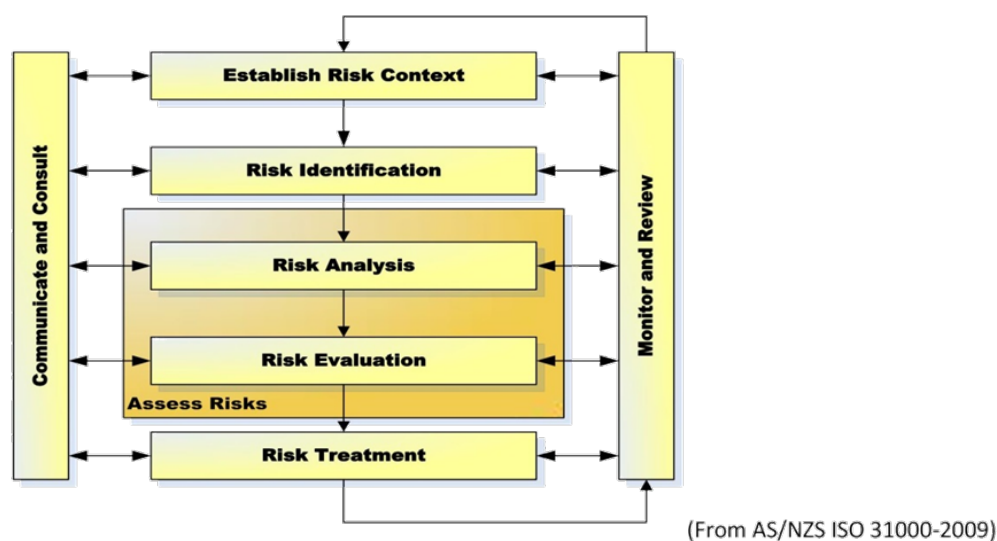
Risk Description	Controls	Treatment Actions
<i>What is the Risk</i>	<i>What is being done to control the risk</i>	<i>Is the risk level acceptable and if not what can be further done to control the risk</i>
Inferior materials and/or methods used in construction causing major failures	Development control and design construction specifications	
Deferred maintenance and/or treatment, causing carparks to become dangerous	Condition data for all carparks to be updated (2016).	Development of a targeted maintenance program based on the outcomes of the condition assessments. (July 2016)
Low utilisation carparks not being prioritised for Capital Renewal works	Multi Criteria Assessment, (MCA), to determine priority.	Continued development and update of MCA for prioritisation of Capital Renewals and upgrades.

8.1. Risk Assessment Principles and Process.

The overall objectives of a formal risk management approach are to:-

- Outline the process by which The City manages risk associated with its assets, so that all risks can be identified and evaluated in a consistent manner;
- Identify operational and organisational risks at a broad level;
- Identify and analyse the City's liability associated to Risk;
- Prioritise the risks to identify the highest ones to be addressed in the short to medium term;
- Determine the most appropriate option for minimising The City's exposure to financial and physical loss inclusive of Community Assets under the control of The City;
- Allocate responsibility for managing risks to specific staff to improve accountability;
- Encourage the identification and reporting of potential risks; and
- Promote and support Risk Management practices within the Organisation, and Protect the City's corporate image as being a professional, responsible and ethical organisation.

Chart 5, below shows the overview of the risk management process as outlined above. This reflects the City of Busselton's adopted Risk Management Process as detailed in the City's Risk Management Plan.

Chart 5. The Risk Management Process.

8.2. Contingency Planning

The Director of Engineering and Works Services has delegated authority to undertake works that may arise as a consequence of emergencies due to unanticipated conditions.

In order to manage all the assets effectively, and up to date valuations and condition assessments need to be carried out. To this end, revaluations and condition assessments are to be carried out every five years as outlined above.

These are carried out either internally by staff or externally by contract depending on the staff availability and skill level.

9. Future Demand and Demographics.

There are currently, (April 2016), 7,586 car parking spaces, (Including; on road, private and DPaW), within the City's boundary's; with a current population of 36,335, (City of Busselton Economic Demographic Profile 2016.). This would indicate that there is currently one car parking space for every four and a half head of population. (Whilst population statistics do not include transient population such as tourists and visitors this is offset as they do include children and other non-drivers).

It would appear that there are no standard or suggested standards for supply ratios for car parking spaces to population other than in broad academic studies. This includes studies such as Colliers International and parking traffic consultants, ([The Evolution of Car Parking](#)), which studies Sydney, Perth, Canberra and Melbourne CBD ratios of spaces to workers. There are also a number of other academic studies in to the changing nature of car parking uses where alternative transport options influence car parking pressures, such as pedestrian malls, cycle ways and public transport. All this aside, we are able to look at the City's ratios against current and predicted population growth, and draw some insight in to future demand. In order to do this with some meaningful statistics we have incorporated all public car parking spaces within the City Boundary's, including on street parking, private car parks open to the public and DPaW car parks.

Predicted population growth is for the City to reach a population of 43,950 by 2026, an increase of 7,615 or an annual increase of 761 over a ten year period. If we apply a supply ratio of one space per five head of population, this would imply that City will need to supply an additional 143 car parking spaces per annum to maintain the

current supply ratio. (It should be noted here that the major Australian cities CBD's range between 8 and 12 workers per parking space, so by comparison The City of Busselton is car parking rich).

Recent capital works indicate that the average cost to construct a sealed kerbed and line marked car parking space on a Greenfield site is approximately \$2,500. Therefore the City,(and Private sector together), should be spending \$358,000 per annum on new car parking infrastructure in addition to remedial and renewal works. The average capex of \$230,235 per annum over the last eight years, (\$747,000 for 15/16), indicates the City is achieving required renewal and maintenance service ratios, but may be required to supply Reserve Account funding for expansion to meet future demand. This however will be offset to some extent by extra parking bays constructed by the private sector such as shopping centre developments and the increasing use of alternative transport. Council should also bear in mind that most Council's including the major capitals fall well short of the 1:5 supply ratio that the City of Busselton has achieved.

The Busselton foreshore redevelopment master plan indicates that the City and private enterprise will provide an additional 200+ spaces within the next few years.

In terms of Accessible (disabled) Parking facilities, there are currently some ninety one Acrod bays across the city, providing for the 1600 Acrod permits that are registered in the district. This means the City is currently providing one Acrod bay for every 17.6 permit holders. Whilst no supply ratios are indicated by the standards in terms of issued permits, the City should work towards achieving the levels of service outlined in the above hierarchy.

9.1 Acquisition

The City is cognisant of the difficulty for funding existing infrastructure, both maintenance and renewals; and therefore should be very cautious about undertaking creation of new assets which will add to this difficulty.

Provision of new works fall into the following categories depending upon the extent and type of works:-

- City funded; or
- Developer funded as part of subdivisional development, retail & commercial development; or
- Contribution to the cost by either the developer and/or City.

This plan covers renewal; acquisition of new carparks is outlined within the City's long term financial plan and within anticipated developments.

9.2. New Carparks

New Carparks are built as part of new subdivisions, retail and commercial developments or as part of the City's expansion providing for increased demand and are constructed at the full cost of the developer or the City. The City specifies the standards of construction for these Carparks, (see levels of service above), and then checks as constructed standards, to ensure that they will perform as required as they become, in use, assets.

Standards are detailed in Engineering and Works Services Standards and Specifications, and (AS) 2890.Parking Facilities. Anticipated New car parks known at the time of writing this plan are outlined in table 5 below.

The anticipated new carparks identified in Table five below are provided as a starting point for future planning and debate to occur. Adoption of this asset management plan does not commit the Council to undertaking these works, rather provides an initial list that can be built on over time.

Table 5. Anticipated New Carparks

Location	Approx. number of bays	Responsibility/Funding/Approx. cost
Busselton Foreshore redevelopment, on road and off road	Marine Tce west 209, Marine Tce East 73, Foreshore Pde West on road 3.	Foreshore funding and Developers
The Goose (Foreshore)	(-62 offset by above plus new Barnard Park carpark and foreshore Pde east)	Foreshore funding
Busselton Central Shopping Centre redevelopment/multi storey/Aldi	200-300	Developers
Vasse Oval (East)	70	Developers
Dunsborough Town Centre, land purchase for future parking	100	Special
Koolijak Road, adjacent to playground	10	COB \$30,000
Geographe Bay Road/ Mann St	5	COB \$15,000
Geographe Bay Road/ Quindalup old disused tennis court	10	COB \$25,000
Busselton-Margaret River Airport Development	600	Airport development funding
Geographe Bay Road/Tulloch St, formalise sandy pull in	10	COB \$30,000
Geographe Bay Road/Grove Street, formalise and seal	10	COB \$30,000
Grace Court, formalise sandy indent.	5	COB \$15,000
Total Additional Funding Required		\$130,000

9.4. Extensions, improvements and required works to Existing Carparks

Required works and improvement identified as a result of detailed inspection of the City's Carparks are outlined in Table 6 below. All works total some \$1,796,532. Further discussion of how these works could be achieved is outlined in 13.2 Gap Modelling below.

Table 6 Anticipated and suggested Carpark improvements and expansion

The anticipated and suggested carpark expansion and improvements identified in Table six below are provided as a starting point for future planning and debate to occur. Adoption of this asset management plan does not commit the Council to undertaking these works, rather provides an initial list that can be built on over time.

CARPARK	WORK REQUIRED	COMMENT	PRIORITY SCORE	BASIC COST	POSSIBLE FUNDING
ALAN STREET FORESHORE	FORMALISE	formalise and reseal	48	\$22,000	WITH ROAD
GROYNE ROAD	AMEND LAYOUT FOR ADDITIONAL PARKING	Provide eight additional bays and formalise	30	\$24,000	WITH ROAD
ALBERT STREET CAR PARK	RECONSTRUCT AND UPGRADE	significant stripping and patch work some edge erosion requires a/o and line marking, recon and install rain gardens for improved drainage	128	\$58,700	COB
AMBERGATE HALL	LIGHT MAINT' GRADE	medium grade laterite, no potholes but top 30-50%very loose, requires grading	21	\$200	MAINT'
AMBERGATE RESERVE	RECONSTRUCT AND SEAL	requires recon and formalisation with traffic management devices to prevent anti-social behaviour, grade in meanwhile	34	\$90,000	COB
ART GEO QUEEN STREET	RESEAL A/O	Moderate fines loss, multiple spots of DL/ severe stripping. Some meandering cracking. reseal req	73	\$18,315	COB RENEWAL
COLES NORTH	R10 SAM	Small fine cracking inc block to eastern side western side has been renewed. DGA is	136	\$55,132	COB RENEWAL

		gravel pave. Sam seal req to eastern end			
DUNSBOROUGH LIBRARY AND COMMUNITY CENTRE	R10 SAM	Block Cracking throughout access road, crack sealing required, minor cracking to car park itself some mph due to tree root intrusion. crack sealing with Sam seal req.	126	\$34,083	COB RENEWAL
FORTH STREET	FORMALISE, RECONSTRUCT AND SEAL	Ave gravel depth 150+. formalise, kerb and seal	34	\$73,000	COB
HARNETT STREET	FORMALISE, RECONSTRUCT AND SEAL	could do with sealing, ave gravel depth 110	30	\$33,900	COB
QUINDALUP BOAT RAMP OVERFLOW	LIGHT MAINT' GRADE	Ok could do with a light grade	43	\$189	MAINT'
GANNET ROCK 1	FULL SECTION RESHEET	General subgrade exposure, little gravel left, stony, multiple potholes to entry. resheet req	41	\$8,003	Meelup Regional Park Coastal Nodes funding
KING STREET FORESHORE	UPGRADE	Meandering cracking to most, multiple ph. and patches very rough uneven surface. upgrade and reseal	128	\$58,000	COB
POINT PIQUET 2	RECONSTRUCT AND SEAL	little gravel left , uneven with subgrade exposure multiple potholes, busy car park needs formalising and sealing	41	\$100,100	Meelup Regional Park Coastal Nodes funding
EAGLE BAY 3	SPOT RESHEET	Bowl shaped profile, requires re-gravelling to centre, subgrade Exp, ph., gravel depth profile across 50-30-0-20-100. centre exposed rocks not trafficable	43	\$1,620	Meelup Regional Park Coastal Nodes funding

EAGLE BAY 4	SPOT RESHEET	seal to be redone with road., gravel has some looseness but otherwise ok, could do with a minor top up	72	\$531	Meelup Regional Park Coastal Nodes funding
EAGLE BAY 6	SPOT RESHEET	bowl shaped profile requires, dip fixing, 1 large pothole major subgrade exp. small asphalt apron off road	28	\$1,122	Meelup Regional Park Coastal Nodes funding
BAUDIN MEMORIAL 7	RECONSTRUCT AND SEAL	reasonable depth gravel (may have been recently resheeted?) would benefit from a quick blade for now.(consider formalising and sealing)	23	\$46,600	Meelup Regional Park Coastal Nodes funding
EAGLE BAY 8	LIGHT MAINT' GRADE	Excellent depth gravel (may have been recently resheeted?)	22	\$200	Meelup Regional Park Coastal Nodes funding
EAGLE BAY 9	RECONSTRUCT AND SEAL	minor sub Exp, flat 60mm gravel depth, some longitudinal erosion, busy needs formalising and sealing along with eb9 and roadside parking in between this and carpark 10 (approx. additional 300m²). 30mm drop of from road seal edge	24	\$51,700	Meelup Regional Park Coastal Nodes funding
EAGLE BAY 10	RECONSTRUCT AND SEAL	Ave depth gravel 85, some loose material closest carpark to the town site and most popular, needs formalising and sealing along with 8.	23	\$42,000	Meelup Regional Park Coastal Nodes funding

		30mm drop of from road seal edge			
RIEDLE PARK	RECONSTRUCT AND SEAL	some loose mixed with mulch, park recently upgraded and area reduced, needs across bay, formalising and sealing, and layback kerb to entry	18	\$30,000	COB
EAGLE BAY BOAT RAMP	FULL SECTION RESHEET	Has very little gravel left and is mostly compacted sand, suggest full resheet. approx. 57m ² asphalt to entry apron off fern rd.	37	\$10,712	COB RENEWAL
FISHERMANS/WHALE WATCH BOAT RAMP GRAVEL CAR PARK	HEAVY MAINT GRADE	fair needs heavy winter grade and roll	34	\$333	MAINT'
WONNERUP BOAT RAMP TOILET BLOCK	RECONSTRUCT AND SEAL	Ave gravel depth only 50mm and uneven requires top up scrape and roll. Has 3m asphalt apron to road. seal req	17	\$18,000	COB
MARGARET STREET FORESHORE	RECONSTRUCT AND SEAL	ave gravel depth 150+, should be sealed	26	\$52,200	COB
MILL ROAD FORESHORE PARKING	LIGHT MAINT' GRADE	Has asphalt apron. Could do with levelling. Ave stone depth 200+. subject to sand inundation	25	\$180	MAINT'
PEEL TERRACE UNDEVELOPED LAND	SPECIAL	currently donga city	24	\$915,500	SPECIAL
SIESTA PARK CAR PARK 1	FULL SECTION RESHEET	Very little gravel what there is has been pushed up in to mounds, very rough and uneven. requires full resheet and levelling	31	\$1,635	COB RENEWAL

SIESTA PARK CAR PARK 2	SPOT RESHEET	subgrade exposure to turn around, rest not bad, requires spot resheet and levelling	29	\$576	COB RENEWAL
YALLINGUP VILLAGE HALL	RECONSTRUCT AND SEAL	fix road run off formalise and fix caves road edge drop off	56	\$48,000	COB

9.5. Other Improvements

Other improvements such as line marking, installation and upgrade of acrod marking etc., are generally carried out along with rehabilitation and or expansion, to reduce the maintenance costs of a carpark, or to improve the safety and serviceability of a carpark, and will be funded through the annual capital works program.

15/16 and 16/17 works budgets have an allocation of \$50,000 for Disability Access improvements, which is being used to upgrade or install acrod bay markings to current standards.

10. Operations and Maintenance

Currently, The City spends \$28,500 pa (2015-2016) on maintaining the existing carpark network, as a safe facility for the public to use. This expenditure includes; Pothole repairs, line marking, kerb repairs, lighting repairs etc. This figure is more than likely significantly understated as much of the car park maintenance work has traditionally been charged to adjoining roads. Additionally, annual sweeping of all carparks including the CBDs, costs \$50,000.

The completion of inspections and full condition data will significantly improve the identification of maintenance issues reducing the risk of deferred maintenance causing carparks to become difficult to use or dangerous, (see risk management above).

11. Renewals

11.1. Gravel Carpark Pavements

Gravel Carpark renewals (resheets) are rare as many of these are small beachside carparks that have evolved on natural terrain, those that have been created are subject to little wear compared to gravel roads and as such rarely need topping up. Projected resheet works would be funded through the annual capital works program. Candidates should be chosen from both the Condition assessment results and the defect list and be prioritised by:-

- Extent of the works; and
- Resheet prioritisation score; (refer to Appendix 1).

Carparks identified as requiring Resheeting or initial sheeting, (excludes those where a sealing upgrade is proposed), are as follows:-

- Siesta Park 1, Full Resheet
- Siesta Park 2, Spot Resheet
- Eagle Bay 1, Full Resheet
- Eagle Bay 3, Spot Resheet
- Eagle Bat 4, Spot Resheet

- Eagle Bay 6, Spot Resheet
- Eagle Bay, Boat Ramp, (Fern Rd), Full Resheet

11.2. Sealed Carpark Pavements

Sealed Carpark pavements which require reconstruction are funded through the annual capital works program. Defects in the pavement are also rectified through the annual capital works program, prior to wearing course renewal. The condition assessment results clearly identify pavements at or approaching intervention level. These are included under 9.4 above.

11.3. Wearing Course (Asphalt & Spray Seals)

Renewal of wearing course (reseals) is funded through the annual capital works program. Projects should be determined using:-

- Wearing course, (overall) condition rating;
- Renewal prioritisation score ;(refer Appendix 2); and
- Rate of deterioration of the seal, (determined using previous condition assessments).

Carparks requiring resealing/rehabilitation are included in 9.4 above.

11.4. Subgrade

Renewal of subgrade is extremely rare, as this is the underlying earthwork that does not depreciate, and would only be required due to natural disaster such as flooding, landslide or ocean inundation/erosion. There is however one example of this included in the projected works listed in 9.4 above; this being Mill Road foreshore carpark which has been affected by coastal erosion.

11.5 Renewal Expenditure.

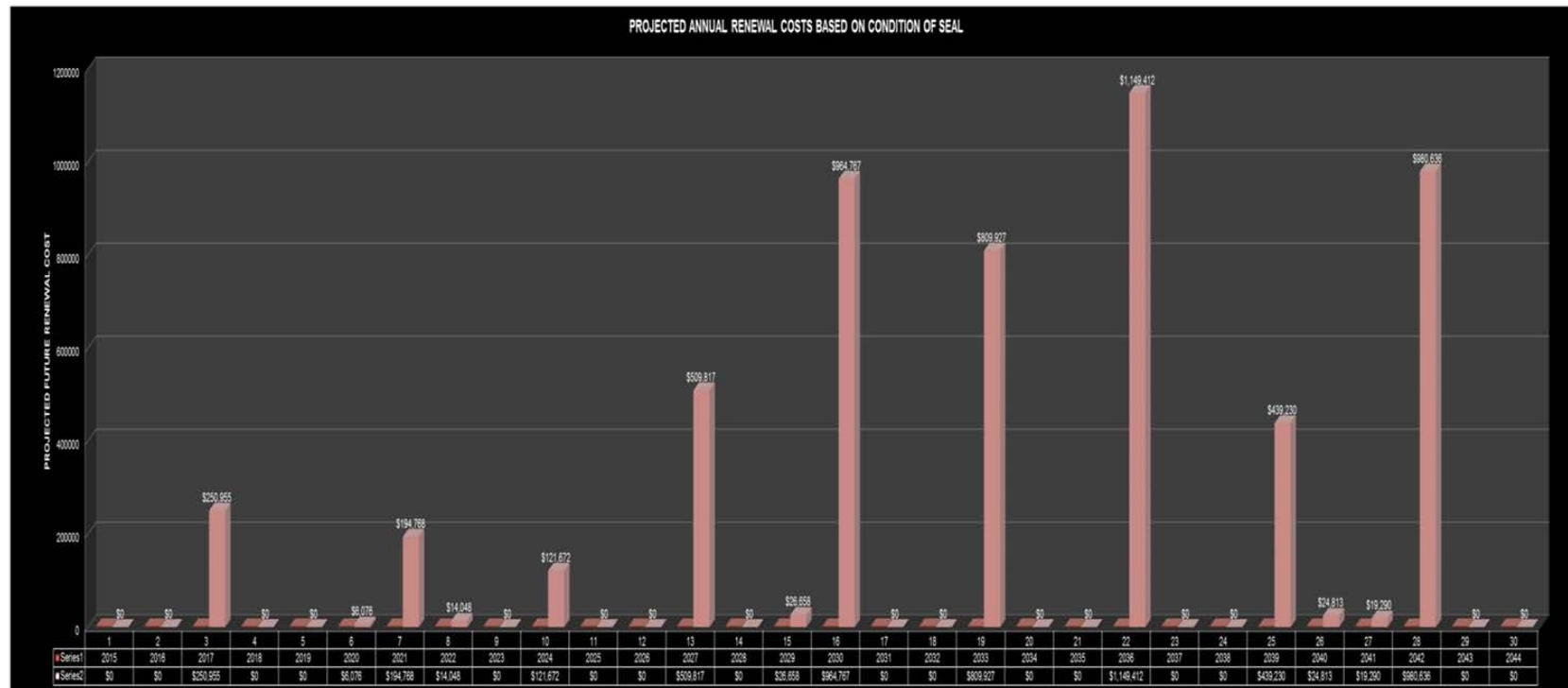
The City's historical renewal expenditure is shown in Levels of Service (3). Table 1, above.

As Table 1 above shows, the City has spent an average of \$230,235. (2008-09 to 2015-16), per annum, on Renewal, Upgrade and new carpark assets. However it is noted that this figure also includes some on street parking improvements and expansion which is difficult to quantify.

External funding towards this expenditure is rare and limited to royalties for regions funding as part of associated major projects such as the foreshore redevelopment. This would indicate Council is spending 2.28% of its assets replacement value on renewal annually. This however is consistently more than the annual depreciation, (\$131,437). New carpark expenditure is scheduled to rise significantly, in the next few years, due to the Busselton Foreshore redevelopment and the Busselton Margaret River Airport redevelopment.

11.6 Predicted Seal Renewal Chart 6.

Chart 6 below shows the predicted seal renewal for the next 30 years'.



12. Downgrading and Disposal

Carpark assets will be downgraded or disposed of, only when they are no longer required to meet the agreed levels of service. This may take the form of either:-

- Sealed carpark downgraded to unsealed;
- Gravel carpark downgraded to formed;
- Carpark closed and handed to Landgate to arrange lease to adjoining landowners;
- Carpark discontinued and made available for sale by either Council or Landgate as appropriate;
- Associated building demolished, moved or leased to other responsible agency.

These actions will require community consultation and the approval of the Council.

The rationalisation and reduction in levels of service of carpark assets is an option that requires serious consideration. For example, in instances where the current and future anticipated levels of service required, are being exceeded and the maintenance cost to retain the existing level of service are significant. In these instances the whole of life cost for each alternative should be calculated.

There is currently three carparks within the City's portfolio that would fit in to this category; one being, Lesueur Reserve Layman Road, which is sparsely used and sealed, and subject to illegal camping, vandalism and antisocial behaviour. A further two community Hall carparks are currently being considered for lease or building demolition.

13. Financial Summary

13.1. Required expenditure for future renewal of existing carparks. (Excluding future new carparks).

Forecasting of the renewal requirement on Council's carpark assets has been made based on:-

- Current life expectancy (based on condition and age);
- Existing condition profiles;
- Predicted renewal dates for all asset types, (existing and new);
- Network growth, (Council and Developer);
- Current actual renewal costs, (like for like);
- Spray seal to asphalt upgrades,
- CPI, (local average over twenty years);
- Intervention levels at condition eight;
- Repeat renewals (within the fifty year time span) based on expected useful life.

The predicted renewal expenditure required to maintain Council's carpark network in a sustainable manner and to achieve the desired levels of service can then be calculated.

The predicted average annual expenditure required for reseals over the initial ten year period is only \$58,752. This however, increases to an average annual expenditure of \$183,756 over the predicted thirty year period.

13.2. Gap Modelling

The annual budget for renewal of carparks currently sits at \$200,000 pa, rising with CPI in to the future.

If this figure is used to represent an average annual budget the predicted expenditure required for seal renewal, less the expected average annual budget, will give a minor surplus of funding (\$16,244 per annum). This is based on the assumption that the budgeted funds remain at their current levels plus CPI.

There has also been general provision made within the LTFP for new and major upgrade expenditure via the parking reserve. Adoption of the CAMP will not bind the Council to any of the New and Major Upgrade works and outlined within the plan. It will however provide the opportunity for these to be assessed over time and possibly funded via this reserve account.

Predicted renewal expenditure for seals however does not include gravel re-sheets or any allowance for expansion and upgrade of the asset group .i.e. new and expanded carparks.

These calculations show the Council does not currently need to increase its annual car park funding in order to sustainably manage its carpark renewal funding requirement. However, discussion in 9.4 above indicates that in order to drive upgrade and expansion of the asset group, funds additional to the \$200,000 p.a. are required. These additional works could potentially be funded via the City's car parking reserve. It is recommended that this be assessed on a case by case basis as part of each year's annual budget deliberations.

The total funding required for suggested new parking that could potentially be funded via the car park reserve is \$130,000 as outlined in table five.

Upgrade work identified as COB funding required, (excluding those works identified as funded via other sources such as foreshore, Airport and Meelup regional Park), in table 6 above, total \$461,800.

Therefore, in order to drive carpark upgrade expansion and improvement, some \$591,800 (\$461,800+\$130,000), will be required in funds additional to the existing renewal budget. This however can be spread over a number of years and potentially funded via the City car parking reserve account. If we aim for a five year period then the additional funding required would be approximately \$118,360 per annum

It is proposed that these potential new and upgrade works be noted as part of the adoption of the CAMP and be considered on a case by case basis as part of the annual budget deliberations. This will provide the Council with the opportunity to assess these potential new works in line with all other potential new infrastructure works.

13.3 Summary

At the current and predicted level of expenditure, the Council's carpark assets will reach their life expectancy after they can be replaced. This will lead to an increase in the level of service and a decrease in maintenance costs in order to ensure these carparks remain safe to use (within intervention levels).

Based on this plan, the Council should investigate and implement a number of strategies to address the condition of its carpark assets by:-

- Maintaining current renewal budgetary funding at the at its existing levels plus CPI,
- Considering as part of annual budget deliberations, reserve account funding (\$118,360+ CPI), to address the supply ratio against population growth, (new car parking), and to assist in upgrading and the carpark network to the desired service levels;
- Continued monitoring of the carpark network;
- Rationalising the network according the use to provide for both reduced costs and maintenance efficiency; and
- Continuing to fund special carpark projects via alternative funding sources such as special projects and the Meelup Regional Parks nodes programme.

By implementing the recommendations within the plan, the Council will be able to maintain and improve its carpark network at the levels required by both the standards and the levels of service identified in this document.

14. Monitoring & Improvement Program

The hierarchy and service levels adopted in this Asset Management Plan, (AMP), are based on proposed levels of service. Community consultation should occur to establish current expectations and this AMP, reviewed.

Table 5, below, lists the activities that will be required to be undertaken, to ensure the continuous improvement of this asset category, towards advanced asset management.

Table 5 AMP Monitoring and Improvement Program

Details	Responsible Officer/Area	Due Date	Percentage Complete	Comments
Research, development and implementation of service levels. To include adoption of Policy by Council	Asset Management	2016	0	Community Consultation/surveys required
Complete condition assessment	Asset Manager	31 May	100%	Enables the true renewal

and inspections for all carparks	Roads/Carparks	2016		date prediction by condition
Complete condition assessment and inspections for all unsealed carparks	Asset Manager Roads/Carparks	31 May 2016	100%	Establishes renewal prediction by condition and identifies all safety and maintenance issues
Complete full renewal and financial modelling based on condition	Asset Manager Roads/Carparks	31 May 2016	100%	May require the purchase of Asset management software
Complete five year second round of inspections	Asset Manager Roads/Carparks	31 June 2021	0	Enables the establishment of true local degradation curves and refines modelling
Levels of service satisfaction/monitoring	Assets/Customer Service	31 Dec 2017	0	Establish a method to incorporate statistical monitoring of carpark related CRM'S on an ongoing basis, incorporating targets.

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Appendix 1. Gravel carpark condition rating methodology

Whilst a gravel carpark is similar in many respects to a road there is one notable difference in methodology. This being drivability, (speed at which a gravel road can be comfortably driven along), which is not applicable in carparks.

For carparks there are six main factors which are measured to provide the condition rating;

1. Average gravel depth, (measured across the whole car park to ascertain the average depth), this is compared to the ideal depth which should be 150- 200mm, in order to calculate the % remaining gravel and remaining useful life.
2. Profile or shape to assess the shape of the carpark in cross section and ensure good drainage.
3. Trafficability, (roughness).
4. Rutting.
5. Safety.
6. Loose material
7. Gravel quality, (stoniness loose and embedded).

In addition the inspection also notes surface defects such as potholes, washouts, subgrade exposure. These additional factors are noted for maintenance purposes as in the case of gravel carparks these can be quickly remedied by grading.

Appendix 1.1 Gravel carpark risk rating methodology

RISK MATRIX GRAVEL CARPARKS					
	0 CONDITION FACTORS	1 CONDITION FACTORS	2 CONDITION FACTORS	3 CONDITION FACTORS	4 CONDITION FACTORS
4 REACTION FACTORS	HIGH	HIGH	EXTREEM	EXTREEM	EXTREEM
3 REACTION FACTORS	MEDIUM	HIGH	HIGH	EXTREEM	EXTREEM
2 REACTION FACTORS	LOW	MEDIUM	HIGH	HIGH	EXTREEM
1 REACTION FACTORS	MINOR	LOW	MEDIUM	MEDIUM	HIGH
0 REACTION FACTORS	NO ISSUE	MINOR	MEDIUM	MEDIUM	MEDIUM

**REACTION
FACTORS**

Deviation from travel path and/or braking.	This factor is present when the defect is located such that a vehicle needs to take avoiding action, ie deviate or brake.
Hazard to other road users	This factor is present if the defect is such that the driver needs to deviate in to the line of other vehicles to avoid it.
Lack of traction	This factor is present when loose material is on the carpark or the carpark is significantly corrugated.
Sight distance defect causing one of the above	This factor is present if the defect is not visible due to carpark shape or alignment or light conditions, (e.g. shade).

**CONDITION
FACTORS**

Carpark shape	If the shape of the carpark requires users to meander or turn sharply, this factor is present
Speed Environment	N/A
Depth of table drains	This factor is present if there is a deep table drain (0.09M), which could cause a vehicle to flip.
Structures or trees	This factor is present if there are unforgiving obstacles which can be impacted

Appendix 2. Sealed carpark condition rating methodology is almost identical to that for sealed roads, which is detailed below.

The only changes to this are within the prioritisation score calculations; here, for off road carparks, the road hierarchy is replaced with the equivalent of the carpark hierarchy, in order to cover this within the prioritisation scoring the carpark hierarchy is transposed to the higher road hierarchy levels within the calculations. Traffic volumes are replaced with twice the car park capacity, and truck route is ignored. Roads are identified in lengths whereas car parks are assessed by area, (m²)

Overview of rationale used for condition assessments of sealed roads and the identification and prioritisation of works (Multi- Criteria Analysis – MCA).

The City of Busselton acknowledges the fact that the current condition of an asset, whilst being an important factor in the prioritisation of works is not the only thing that should be considered in this process.

A multi-criteria analysis approach will be implemented for each asset class as a means of prioritising works for both the asset management plans and the Long Term Financial Plan.

The current MCA for this asset category is as follows:-

Sealed Roads and Pavements Asset Management System, (based on Moloney Asset Management).

This system is designed as a technical system for the delivery of practical asset management and accounting reports as well as a register containing the information relating to the assets.

The system is a very easy to use and is a highly adaptable Excel system. One of the great strengths of the system is its overall simplicity. This coupled with the fact that the user needs only basic Excel skills in order to master the system means that you are able to get result quickly. A more advanced understanding of Excel operations enables the user to take the basic reports provided and operate upon them to produce new site-specific reports to cater for local requirements. Additional reports can be produced in the system to meet a particular demand, e.g. narrow seals, projected capital commitments, maintenance programs, value, etc. The asset groups covered by this workbook are: Sealed Pavement and Sealed Surface.

Primary Functions and Objectives

The primary functions are the provision of a flexible and easy to use management tool for infrastructure that will allow us to manage our infrastructure assets in a cost effective manner. The management tool will assist us to;

- Prepare annual budgetary submissions based upon the real needs of the network.
- Produce an open and easily understood means of complying with the requirements of the AAS27 Accounting regulations.
- Benchmark the Infrastructure asset condition at a particular point in time for comparison with the same asset base at a future Date.
- Adapt the basic data input and reports that are produced to meet the specific needs of the organization.
- Document risk associated with the assets.
- Enable future financial modeling of the sealed road infrastructure network.

The system also allows input and storage of all original sealed road asset details such as quantities and condition; records the unit rates for asset valuation purposes; allows the calculation of sub asset valuations, projected treatments, and provides a road register that can assist with queries in to sealed road assets.

Road lengths, treatment and areas

The assessment sheet (used to collect the data in the field) details the overall lengths of each road with the same treatment and width within one line, the net result being that each line effectively represents a seal start and end. This then provides a practical view for planned and future works, as it is these lengths that would be addressed when considering reseals or reconstruction works.

The sheet also calculates the area of the section which is the basic unit of calculation for cost and valuation. The precise measurement of the sealed surface area is very important as we intend to use the data contained here within the resurfacing program and to calculate values; in order to improve accuracy a, plus or minus variance area is allowed for this accommodating such variations as cul-de-sac bowls, parking bays, traffic islands etc. not previously recorded within the data base.

Weighted Pavement Condition

This condition factor is calculated within the formula and can be amended to reflect particular needs.

The default setting takes the overall pavement condition, (**Largest value from roughness, rutting and profile and then adds one twentieth of the immediate failure requirement and one fortieth of the percentage of potential failed pavement**). However, this formula can be easily changed to meet specific needs.

The weighted pavement condition is used as a means of sorting pavements; additionally this is then added to the seal condition to generate the overall condition score for the road section.

The weighted pavement condition is to some extent a condition factor that the end user can vary in order to achieve a priority works program/condition order for the pavement assets. It is also the condition factor that the written down value of the pavement should be based upon.

Immediate failures - Allows a means of flagging isolated failures requiring immediate attention. It identifies and locates the trouble spots and provides an estimate of the works required.

Potential failures - Identifies the location and extent of potential failures, that do not require immediate attention but may need attention in the near future. Typically such failures would be heaving, sinking or crocodile cracking which is an early indicator of future problems. Potential failures can occur without immediate failures but in most cases immediate failures will have potential failures associated with them.

Mode of failure - This allows for the coded recording of the type of failure and is most useful when deriving a work and maintenance program following inspections. E.g. this can be filtered to identify all patching or cracking etc. within a specific map ref, and thus the correct work crew can be assigned to attend to the failures, in a geographically logical manner.

Roughness – This can be a simple ride assessment or it could be derived from a mechanical means of measurement. As with the failures & potential failure areas this factor could be used as a further means of assessing the pavement program condition

The mechanical measurement of pavement roughness (high speed data capture) is a very useful long-term tool. When multiple records of the same pavement segments measured at different times are available then you have strong data to undertake a pavement performance prediction model. Assessed visually the pavement roughness is intended as a means of supporting the overall pavement condition.

If there were no pavement failures within a segment and no other poor pavement conditions then a high roughness condition would indicate the reason for a high overall pavement condition. Once mechanical measurement is undertaken, (ARRB are currently undertaking high speed data capture of the City's sealed roads), then the 0 - 10 (0 – as new, 10 - end of life) condition will be linked to NASRA counts or the counts themselves placed into the field.

Rutting - While very important on heavily trafficked roads is not often a problem encountered on local roads and streets. The factor is however very useful as a means of allocating priority to a resurfacing or reconstruction program.

Rutting occurs in the wheel path of traffic lanes and is caused by underlying deformation resulting from heavy

applied traffic loads. Currently the method used to measure the extent of rutting is to place a 1,200 mm straight edge across the traffic wheel path and to then measure the maximum deformation along the straight edge.

Profile - The shape or profile of the pavement across its horizontal cross-section is a very useful factor in the assessment of the overall pavement condition. The ARRB laser measuring devices (currently being applied across the City's sealed roads network will provide a very detailed profile of the road surface. Meanwhile this has been visually assessed.

The roughness, rutting and profile along with cracking in the sealed surface are the failure fields that come together to provide supporting detail for a given overall pavement condition. They can also be used to assist with the development of proposed pavement rehabilitation treatments.

Weighted Seal Condition

This 0 -10 figure (0 – as new, 10 - end of life) is generated via a formula that acts upon the other seal condition factors. The formula gives a four times weighting to “oxidation” and a two times weighting to texture.

However, texture does not impact on the formula until it reaches condition 3. The formula can be altered to meet specific requirements. The formula generates the seal condition which is then added to the pavement condition to give the overall condition.

The seal distress factors that come together to make up the condition are all rated on a 0 – 5 scale. This is closely related to the Austroads standard and the parameters are detailed below.

Cracking Extent - Pavement and seal cracking is an important factor in the overall health of both the pavement and the sealed surface. The extent of cracking is a measure of the extent of the cracking problem over the whole of the seal segment.

Cracking Severity - This factor is a measure of how severe or wide the cracking is. For example a very fine system of cracking over the whole of the seal may not be as bad as a very severe cracking over only 40% of the area.

Seal Stripping - The stripping or stone loss of the sealed surface includes not only the classic loss of aggregate from a chip seal but also includes the loss of aggregate and other finer material from an asphalt surface.

Bitumen Oxidation - This is the most important of the surface condition factors and is perhaps the most difficult to deal with. The bitumen that holds the aggregate in place within a bituminous chip seal oxidises and becomes brittle with age.

There is no substitute for experience in this area and ratings provide the best background. Oxidation is linked to age and so age records for a seal are consulted. However, age alone is not the best measure of oxidation.

A good and consistent approach is to use the preheat method for spray seals, to do this a small area of the surface is preheated to around 55 degrees and the temperature checked with a non-contact infrared thermometer. A chisel and hammer is then used to dig out a piece of the seal and examine the bitumen around the top layer of stone only.

Oxidation condition is then allocated based upon experience, and use of the guide.

Asphalt Oxidation - With asphalt surfaces the key to oxidation is the upper surface of the asphalt. Once this has oxidized the surface will become progressively rougher as material is lost from the asphalt mass. Once the loss of the larger nominal size stone within the upper surface of the asphalt is wide spread then oxidation has been allowed to progress beyond the desirable intervention point for surface re-treatment.

Surface Patching - Assessed here is the degree of patching that has been undertaken as well as that which needs to be undertaken. The degree of seal surface patching that is present or needed to be undertaken is used as one of the means of establishing the overall seal condition.

It is a seal condition distress indicator and hence the extent of patching that has been both undertaken together with the extent that needs to be undertaken is combined into the one factor.

Patching that has been undertaken prior to the most recent reseal is ignored.

Surface Texture - Is included as a means of recording the height of the existing bitumen level within a chip or spray sealed surface.

There are a number of variations on the use of this factor by different authorities but the one that is used here is a measure of the level of the bitumen up the depth of the stone aggregate.

This condition primarily relates to a chip sealed surface. However it is also recorded for asphalt but here it tends to be closely related to the stripping or stone loss factor.

Texture is a very important factor for spray seals as it is a measure of the amount of bitumen present in the seal. It is often a trade-off between getting the most bitumen on the ground and avoiding flushing problems.

There is also a very important difference between the texture requirements for a highly trafficked highway and that of a lightly trafficked local road. A high texture level (low texture rating) is desirable on the lighter trafficked local roads while this may cause future flushing problems on highways.

For the lightly trafficked local road the more bitumen you can get onto the road without causing flushing problems the better. Total seal life will be greatly enhanced with high bitumen levels on local roads and the ideal texture is within the range 1 – 2 while on highways it may be 3.

Additionally identifying all roads with extremely high texture, (low bitumen levels), can be useful to address a surface enrichment program, and extend the seal life in some instances with little expenditure.

Safety

This item has also been included in order to identify locations such as intersection areas where the re-treatment of a segment would be undertaken on the basis of safety rather than seal condition. For example a fully flushed seal at an intersection may be in a sound engineering condition but needs to be retreated to provide better breaking resistance in the wet. Narrow single width seals will have a high safety score despite the assets condition. To some extent safety either is or is not an issue.

The condition scale is as follows.

Condition Factor 1 - Safety not a real consideration within this segment.

Condition Factor 3 - Safety a minor consideration within this segment.

Condition Factor 5 - Safety a major consideration within this segment.

This factor also feeds in to the priority score at factor x4, (see priority below).

Edge Condition

Here the extent of seal edge break away is assessed on a 0 to 5 scale. This will normally be associated with non-retained seal edges; However in some cases edges can be lost against an existing kerb particularly if the overall condition of the seal surface has been allowed to oxidise to an excessive level. *This variable does not contribute to the overall seal condition and has been included as a means of identifying and scheduling maintenance works.*

This factor may become more meaningful on narrow sealed roads where edge break can be a significant safety issue.

Overall condition

The overall condition of each seal section is a combination of the weighted pavement and weighted seal condition. The value here is then compared with a scaled table which reflects the degradation graphic for sealed road assets. The formula then places the area of the segment at a condition between 0 and 10.

At Condition 0 the pavement is new and has the whole of its life ahead of it while at condition 10 there is no residual value within the pavement.

In practice a sealed road should never get to condition 10 because if it were still in use there must be some residual value and if it were so bad that it could not be used it would be ripped up and turned back to gravel.

If a segment is given a bad overall assessment then there must be supporting evidence within the other condition fields to justify the adopted figure. It might be that the pavement was excessively rough, or that it had extensive potential failures.

The overall condition is intended as a summary of the other condition factors as well as a checking mechanism. In selecting the condition for a road segment the expected useful remaining life should be considered.

Think of the condition rating as representing the amount of the assets life that has been spent. Condition 3 (30% of life spent) Condition 8 (80% of life spent).

Condition 8 is regarded as the intervention level at which rehabilitation should take place, and a segment at condition 8 or higher would reflect its poor condition within the individual condition factors.

Having identified those assets at condition 8 or above and those with safety considerations, these potential/required works need to be prioritized.

Multi-Criteria Assessment to Determine Priority

The priority score is generated by taking a number of factors in to consideration, the following is a brief explanation of what factors are included and their weighting.

Overall Condition, actual score (0-90)

School Bus route scores 10

Designated Truck/haulage route scores 10

Safety Factor x4 (i.e. max 12)

Hierarchy: access 0; Local Dist' 10, District Dist' B 20, District Dist' A 30

Traffic Volume: >4999=50, 1499-4999=40, 599-1499=30, 299-599=20, 99-299=10, 0-99=0,
(Vehicles per Day - VPD)

Tourist: Destination=10, Link Route=7, Scenic/Surf/Beach=5.

Comments

Two columns are provided for comments; one for comments directly related to the seal and the other for matters of an overall road nature. These columns are used to note explanation for suggested treatment, general condition comments to pinpoint failures and none road related issues e.g., signage required etc.

Again filtering for specific text in these columns can provide useful work schedules, (e.g. all signage issues).

Recommended Treatment

This section allows the inspector and engineers reviewing the results, to enter a suggested treatment where works are required, there is a choice of 19 possible treatments and each when selected will calculate the approximate cost of those works based upon the area of the segment.

Whilst this is the costs associated with the proposed treatment, it does not include any remedial works that may be required in preparation. The advantage however is any seal condition report costing will then be based upon the proposed treatment and not the existing treatment.

Additionally this allows scenario proposals, as you can quickly compare the relative costs of differing treatment options.

Projected renewal and costing for the future.

As each type of seal has an expected useful life (EUL) and we now know the seals condition and consequently what percentage of its life has been expended, we can now easily calculate the seals remaining useful life, (RUL), and therefore when we would be likely to have to rehabilitate that seal. Applying today's costs to replace the seal and inflating these by CPI, (averaged over the last 20yrs), gives asset management the ability to predict the City's future renewal costs for the next fifty years.

Appendix 3. Modelling Scenarios and cost saving possibilities

The expected replacement date for the asset types can be affected by a number of factors, principally the condition assessment scale and the expected useful life of each asset type.

The condition assessment scale allocates the inspection results to a condition within the Multi-Criteria Analysis, (MCA). Once a scale is set that matches the observed condition to the degradation curve any adjustment in this scale would simply result in an incorrect assessment of the assets true condition.

Appendix 3.1. Expected Useful Life

The expected useful lives of the asset types are based on the typical life being achieved for each type of asset, and it is these that allocate the projected renewal point for the asset based upon its currently observed condition. Consequently extending the expected useful lives of the asset types can affect the financial model by pushing out the replacement dates and spreading the gap calculations. Any extension of the expected useful lives, beyond the currently accepted values, must be realistic and reflect the time an asset takes to reach intervention level. The risk with unrealistic useful lives is that the asset is likely to be expected to achieve a life that goes beyond the intervention level and that this will result in severe degradation of the asset and a much more costly renewal in the end. In reality the expected useful life for each asset type will vary across the portfolio, as service lives are significantly affected by traffic volumes and climate. Heavily used carparks such as GLC would be likely to have much shorter service lives than lesser used carparks of a similar type. Table 6 below illustrates expected useful lives of asset types for the industry in comparison to those used in this Asset Management Plan, (AMP), and possible extension scenarios.

Table 6. Expected Useful Lives, (EUL), Comparisons

EXISTING TREATMENT	Industry Standard EUL	Currently used EUL yrs	Extended EUL	\$/m ² replacement cost
Primer Seal-1	1-2	2	4	\$4.28
Prime and Seal	10	15	15	No longer used
Spray Seal -2	8-15	18	25	\$4.98
Double Seal-3	8-15	20	27	\$8.00
Asphalt-4	8-20	25	35	\$18.50
Concrete-5	20-40	35	40	\$90.00
Brick Paving-6	30	25-30	35	\$72.00
Interlocking concrete pavers-7	20-40	30	40 (little)	\$72.00
Slurry seal-8	5-20	20	15	\$12.00
Rubber reseal-9	8-15	20	25	\$7.00
Pavement (sealed road)	50-70	60	80	\$26.65
Pavement (unsealed road)	12-20	15	20	\$14.35
Sub-base	∞	∞	∞	\$3.00

The currently used EUL could possibly be stretched to the extended value in most, (but not all), cases.

The EUL for single Spray seals has already been pushed out in excess of the industry norm and inspections suggest that these seals are achieving useful lives in excess of 20 years, consequently this was reduced to 18 yrs,(after which significant deterioration is observed), for the current AMP: however no further extension would be realistic and would result in excessive renewal costs.

Asphalt seals are mostly lasting for up to 25-30 years and in rural and urban residential situations may well be able to remain useful for 35 yrs provided they get enough exercise and are routinely maintained.

Brick paving assets are principally associated with asphalt within estate developments and it is likely these assets would be renewed along with the whole road; therefore the EUL should remain as per asphalt

Concrete and Concrete pavers represent a relatively small asset group.

Gravel Pavements have currently been set at the industry norm. Records indicate that the vast majority of our gravel pavements are well in excess of this age. Given that the area is fortunate enough to have high quality laterite gravel it would probably be realistic to extend this EUL to 20years in the case of low use carparks. (There is currently no scheduled annual budget allocated to Resheeting gravel carparks the preference being to gradually upgrade these to sealed parking areas).

Appendix 3.2 Adjusting Levels of Service

Reduction in some levels of service can also be considered to assist in the reduction of the financial renewal and expansion burden. This is briefly discussed above, (Downgrading and Disposal), but can be explored in more detail here.

Downgrading sealed to gravel.

Where the utilisation of a sealed carpark has fallen to levels where the current level of service exceeds that required, consideration should be given to downgrading the level of service in order to reduce cost. To illustrate this we need to look at the whole of life costs to renew a sealed carpark vs. that to maintain it as a gravel paved carpark, this is illustrated in Table 7 below, as an example using 6000 m² of parking area.

Table 7. Whole of Life Costs, Sealed vs. Unsealed

	Annualised cost	Total annual cost
Reconstruct and seal	\$8400	\$11,300 Sealed carpark
Annual Maint	\$500	
Second seal and Reseal	\$2400	
Rip and top sheet	\$2880	\$6,760 Gravel carpark
Annual Maint Grading	\$1000	
Resheet	\$2880	

This would indicate an average saving of \$0.76/m² per annum. Inspection has identified approximately 1000 m² of sealed car parking that could be considered for downgrade, which although is not a lot, would represent a saving of approx. \$760/annum or \$7600 over 50 yrs.

Whilst Asphaltic concrete is desirable and provides a smooth and quiet surface it is not always necessary in carparks with lower usage and hierarchy, (but is preferable in highly utilised parking area and the Major asset hierarchy's). Council should therefore consider the use of asphalt only where it be deemed necessary. Resealing, quiet rural and local beach car parks, with fine aggregate spray seals, as opposed to upgrading to asphalt. The "savings" here are

approximately \$5 to \$14 per m². If Council were to adopt such a policy and reduce the upgrade percentage then the “savings” could be applied to extending the asset network. There are however some disadvantages and these are summarised as follows:-

- Standard spray seals will require renewing some 5-10 years sooner than asphalt. Although the relative cost differential would allow two spray seals for the cost of one asphalt overlay. (Given the current EUL's that would provide 40-50 years of service vs. 30-35);
- If existing seals are allowed to degenerate beyond condition 8, the rectification work required to correct the defects and allow the application of a spray seal may become too great and asphalt will be the only option to provide a new regulated surface. There is no reason however why the following treatment should not be a spray seal;
- In later years spray seals may require additional maintenance; and
- Spray seals are not an option on heavily trafficked and car parks where turning stresses can quickly destroy a spray seal.

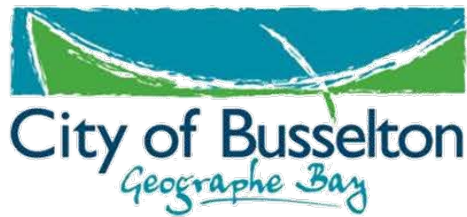
Appendix 3.3. Additional Possibilities, to extend useful life and reduce the cost of renewals

- Consider stabilisation of isolated pavement failures rather than whole section reconstruction;
- Introduce crack sealing and surface enrichment programmes to extend the life of existing seals;
- Consider polymer modified spray seals for cracked areas rather than asphalt overlays;

APPENDIX 4. Busselton and Dunsborough CBD Parking Areas maps.







Signs Asset Management Plan



This Asset Management Plan is designed to provide a snapshot of the current status of the asset category and provide the foundation for continuous improvement for asset management planning within the asset category.

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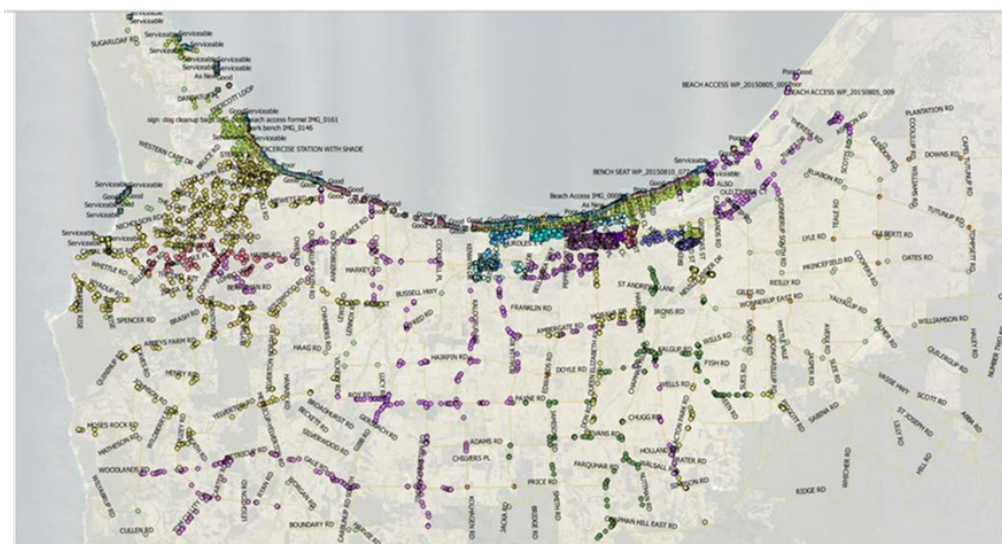
Signs Asset Management Plan – Executive Summary

The City of Busselton is responsible for maintaining an approximate total of 5,950 signs at an estimated replacement value of \$2.3M and a condition based depreciated fair value of \$1.8M.

This total number of signs includes such signs as parking, dog control and other City regulatory signs, tourist directional, footpath and cycleway signage, street and road name signage and advanced warning signage.

Of the total 5,950 signs, data for 4,500 has been collected via a site visit and condition inspection. The inspection has been undertaken using GPS technology, allowing the information to be represented in a map format as an addition to the data being used for modelling of ongoing renewal requirements for signs. Below is an example showing the data collected in map format, each dot representing a sign within the City and containing information such as sign type and wording, condition score and exact geo referenced location.

Chart 1: Signage Mapping Excerpt



The process of providing the information in map format also, is part of an overall asset management improvement program which aims to make asset information more accessible to the whole organisation. Asset Information for different assets such as parks and gardens, buildings, roads, car parks etc. will also be able to be displayed together, making it easier to view how these assets link and work together.

This mapping information forms an important role as signs also form an important role in complimenting the functions of other infrastructure assets in providing direction, information and guidance on regulatory restrictions; each sign performs a role and although this role is often taken for granted; the City of Busselton would be a difficult place to move around without them.

The City has historically spent an annual total of \$192,000 on maintaining signs, this includes proactive activities such as scheduled renewal and replacement of signs as well as reactive maintenance such as repair of vandalism and other damage.

The condition assessments undertaken have not noted any major condition related issues with the signs overall, with only 2.96% (176 signs) being in a poor condition and 0.29% (17 signs) being in a very poor condition. The bulk of the signs were in an As New or Good condition. A full breakdown of condition ratings is shown in the asset condition section of this asset management plan.

Based on the condition information collected being measured against historical expenditure and predicted ongoing expenditure, it is unlikely that any large increases in signage renewal expenditure will be required in the short term for the current sign portfolio being managed by the City.

This will however need to be managed and monitored as the signage asset base grows over time.

Development of the Plan

As outlined within the Plan, the Signs Asset Management Plan (SAMP) has been developed through a combination of desktop analysis, condition assessments and staff knowledge and is a building block for the ongoing management of the City of Busselton's signage network.



Background

Whilst this is the first iteration of the City of Busselton's Signage Asset Management Plan, elements of asset management are already being undertaken for signage assets. This includes adherence to minimum standards for sign planning and implementation, basic levels of service in terms functionality and appearance; and scheduled renewal as time and resources allow.

What hasn't been done to this point and what this plan will cover, is to quantify all the signs under City of Busselton management and provide guidance on required ongoing expenditure. This quantification of the signs allows the City to be more targeted with replacement and renewal of signs, which will complement existing scheduled renewal programs.

The Signs Asset Management Plan

This individual asset management plan has been prepared in the context of complying with the State Governments Integrated Planning Framework and should be read in conjunction with the overall asset management plan, asset management strategy and asset management policy.

It is designed to provide a snapshot of the current status of the asset category and provide the foundation for continuous improvement for asset management planning within the asset category.

This individual asset management plan is designed to be read as a standalone technical document summarising all key data for the asset category as well as acting as a supporting document for the overall asset management plan; which is an important informing strategy within the integrated planning framework.

The individual plan will give a snapshot of the current asset status by covering the following information for the asset class.

- * Details of known type, length and replacement cost of assets.
- * Details of known condition including known service deficiencies.
- * Legislative requirements dictating minimum levels of service.
- * Historical Expenditure For Asset Type
- * Assessment of remaining useful lives of assets (or components as relevant) and predicted timing and cost of renewal / refurbishment works.
- * Key assumptions (if any used in forecasting)
- * Identify, Analyse and Evaluate Risk
- * Improvement plan for ongoing asset management practices.
- * Overview of rationale used for the identification and prioritisation of works.

Core and Advanced – Asset Improvement Plan

This asset management plan is prepared in the context of core asset management working towards advanced asset management planning, the intention being to quantify as much as practicable, the total number and value of signs under City management and control.

This will be evident with the level and quality of data within this plan (and the confidence level indicated by the author).

The asset improvement plan will identify where these weaknesses are and the actions and timeframes for progressing these areas.

Key Assumptions

The following key assumptions have been used in the development of this Asset Management Plan.

Sign Reflectivity: As a result of the condition assessments being undertaken during daylight hours (for reason of practicality); signage reflectivity has been assumed to be in line with signage condition (wear and tear rating). The correlation between condition and reflectivity may generally be the case, but would not be true for every occasion.

Assumed Signage Condition: Where a site inspection has not been undertaken, signage type and location has been assumed based on known standard practice for signage implementation e.g. cross roads, T Junctions etc. Assumed data in this instance is based on the fair value assessment which was undertaken in 2014/15.

Introduction

The SAMP predicts a ten year average renewal expenditure of \$129,000 p.a. (2016 \$), with the initial five years renewing the worst condition signs.

Table 1 gives an overview of the predicted ten year cash flows for Signage assets based on the raw asset management plan outputs. These “raw” outputs are essentially showing signage replacement exactly when they would fall due based on their current condition and a useful life of ten years.

Table 1: Summarised Ten Year Cash Flows For Signage Assets.

	1	2	3	4	5	6	7	8	9	10		
Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total	Ave
Signage Renewal	5,989	0	0	67,463	0	0	447,668	0	769,297	0	1,290,418	129,042

The annual average renewal expenditure increases to \$180,000 per annum over twenty years as the cycle of replacing the signs on a ten year basis is implemented. The annual renewal expenditure grows to 211,000 after fifty years. This indicates that whilst levels of renewal expenditure will suffice over the initial twenty years; over time level of service decisions will need to be made or level of renewal increased

As an example of a level of service decision, if the signs were to be replaced on an eleven year cycle (as opposed to ten), then the fifty year average is reduced to \$186,000 p.a. – which falls within existing levels of renewal.

Levels of service

The City refers to the relevant legislative requirements when determining the minimum service standards to be applied across all signs. This legislation sets the baseline that regardless of any internal service standards, must be met.

Table 2: Relevant Legislative Requirements

Legislation	Requirement
Australian Standard AS 1742 Road Traffic signs	Standards are published documents setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.
Main Roads WA Specification 601	The work under this specification consists of the requirements for the manufacture, delivery, installation and maintenance of all regulatory, warning, guide, freeway guide, direction, temporary works, hazard marker signs, sign supports and associated fixings.

Consultation with the community will form an important part of the overall development of levels of service over and above those dictated by the various legislative requirements as detailed above.

The future development of hierarchies as outlined within this document will allow the city to set what it believes to be the appropriate levels of maintenance and renewal according to hierarchy and to discuss the implications of this with the community.

Consultation with the community is important as it gives the Council an insight as to the areas that the community would like to see maintained over and above the minimum legislative standard; and those where the minimum standard is acceptable.

Future Demand

Demand for signage assets will always have the potential to be high in a City with a growing population.

As outlined within the overall asset management plan (2013), the population of the City of Busselton is predicted to increase significantly over the next twenty to fifty years.

The City caters for new signs within proposed development areas through enforcement of standards for type and size of signage.

Predicted demographic changes within the overall population will increase the need for ongoing community consultation in order to keep track of community expectations.

How these predicted future demands are included in the financial forecast of the asset management plan; will be researched and implemented in line with further reviews of this plan.

Asset Portfolio

Management of the Signage Network

The City is responsible for managing, monitoring and maintaining the physical condition of the municipal signage network, for setting standards for the implementation of new signage assets and for ensuring the safe and effective functioning of the signage network as a whole. It is important that any new signs put in place are in synergy with the signs around them so as not to create any confusion for people following them.

The City's recorded signage assets are shown below in Table 3. These are shown in generalised groupings to give a broad overview of the various groupings. Further separation could be undertaken over time should the need arise. The categories are not solely related to function, rather the logical sequence used within the collection.

Table 3: City of Busselton Signage Assets Overview

TYPE	Replacement Cost \$	Total Amount
Parking	66,000	175
Large – Various	102,020	198
Directional	183,074	463
Footpath and Cycleway Signage	36,708	112
Council Local Laws	35,235	100
Road Name Signs	1,036,959	2,871
Warning and Hazard	849,850	2,027
Total	2,309,846	5,946

Parking

Signs designated as parking signs are made up of a mix of regulatory, directional and informational signage. These signs are associated mainly with car parks and boat ramp area and some on street parking.

Large - Various

Signs allocated as large signs are a mixture of uses however are all displayed as large signs, attracting a similar replacement cost – they have been grouped together for this reason. These signs generally contain either multiple messages of a lot of information to be disseminated to the public.

Directional

Directional signage has been defined as signage which provides information to both tourists and locals as to the location of important landmarks, businesses, nature reserves, sporting clubs etc. They also give direction for things such as car parks and public toilets also.

Footpath and Cycleway Signage

Footpath and cycleway signage is located mainly along Dual Use Paths (paths designated for both cycling and walking). This signage provides information for the users as well as outlining some rules and regulations to be adhered to when travelling along the paths. The bulk of these signs are located along the coastal Dual Use paths between Port Geographe in Busselton to Dunsborough.

Council Local Laws

Signs under the council regulations category are signs that mark what activities are permitted or not permitted at designated areas. This includes dog exercise areas, prohibited camping zones, boat launch and ski areas.

Road Name signs

Road Name signs are used for the purpose of providing the road user with the names of each and every road. These signs are essential and the road network would not function without them.

Warning and hazard

Warning and hazard signs warn road users of approaching potential hazards and to proceed with caution. This includes things such as school bus turnarounds, concealed driveways, narrowing road, approaching cross roads etc.

Asset Age

Asset age has been difficult to ascertain for the majority of signs, the use of condition related information will generally supersede this in terms of allocating remaining life.

Signs are generally replaced after ten years so it could reasonably be assumed that the majority of signs would be less than ten years old.

Asset Types

Signs are generally a combination of regulatory, advisory and informational signage. A general overview of the most common types of signage is provided below. More detail is provided in Appendix C.

Table 4: Sign Types

Sign Type	Details
Tourist Informational	These are brown signs providing tourist information.
Directional	These are blue Signs, giving directions to points of interest such as accommodation, rest stops etc.
Road and Street Names	Includes timber signs which are present in some locations
Entry Statements	Generally, large walls containing the location or town name at an entry point. Examples in this case are Entry to Busselton or Vasse Newtown.
Advisory Signs	Generally yellow signs indicating, lower speed advised, School Bus Turnarounds, Narrowing of Roads, upcoming T Junction etc
Council Regulatory Signs	These are signs pertaining to the Local laws of the City and are required in order for the local laws to be enacted if required. These include dog and horse exercise areas and prohibited areas, parking, camping, boating
Combination Signs	Another common sign type is one that displays multiple message on the one sign. These are generally large signs and provide combined information on things such as project funding, beach warnings, coastal risk areas, marine safety and nature reserve information

Asset Value and Life

Table 5: Signage Unit Replacement Costs

Component	Estimated Unit Replacement Cost 2016 \$	Comments
Parking	330.00	This includes sign, post, minor hardware and labour required to install the sign on site.
Large	450.00	This includes sign, post, minor hardware and labour required to install the sign on site.
Directional	300.00 - 350.00	This includes sign, post, minor hardware and labour required to install the sign on site.
Footpath and Cycleway Signage	322.00 – 359.00	This includes sign, post, minor hardware and labour required to install the sign on site.
Council Regulations	322.00 – 395.00	This includes sign, post, minor hardware and labour required to install the sign on site.
Street and Road Name Plate	350.00 -395.00	This includes sign, post, minor hardware and labour required to install the sign on site.
Advanced Warning	350.00 – 370.00	This includes sign, post, minor hardware and labour required to install the sign on site.

Replacement costs have been attributed to each of the components as a means of determining the cost (in 2016 dollars) to renew the items when the condition dictates. This is based on the components being renewed on a “like for like” basis. These costs also include the labour component required to install the signs on site.

The ranges of replacement costs within each of the component areas are required to cater for different construction materials and size of components. It also caters for different standards of components.

Replacement Cost Measured Against Fair Value

Part of the asset management plan process is to determine the fair value of the assets as well as the overall replacement value. The determination of fair value is outlined below.

Fair Value at the City of Busselton

Infrastructure assets are “specialised” in nature (i.e. roads, drainage, footpaths, car parks etc.), therefore market evidence is not be available to guide fair value measurement. AASB 116 recognises the specialised nature of some assets and, provides for an income or current replacement cost approach to be used to determine fair value. The City will predominately use the current replacement cost approach, to value all infrastructure assets. AASB 13 defines replacement cost as “A valuation technique that reflects the amount that would be required currently to replace the service capacity of an asset (often referred to as current replacement cost)”.

Asset Management staff are currently using two methods for calculating fair value depending on the data that is available / able to be sourced for that particular asset.

Asset Management staff are currently determining Fair Value by an assessment of the current replacement cost of the asset, measured against its existing condition to determine to percentage of its life consumed and in turn; the life remaining. This technique reflects the amount that would be required currently to replace the service capacity of an asset.

Where detailed condition data is either unable to be obtained with the required timeframes, unreliable or incomplete; an assessment has been made based on construction date, useful life and replacement cost. This differs from the condition based method as it uses an assumed remaining life based on how old the asset is, rather than a detailed inspection of its current condition.

For each infrastructure asset sub class, a determination has been made to use either condition **or** age as the determining factors, not a mix of both within the one infrastructure class. This has been done to avoid any inconsistencies when comparing values within a particular class.

The method used to determine fair value for each asset class, is outlined in more detail in the methodology section of this document.

The keys to this assessment are;

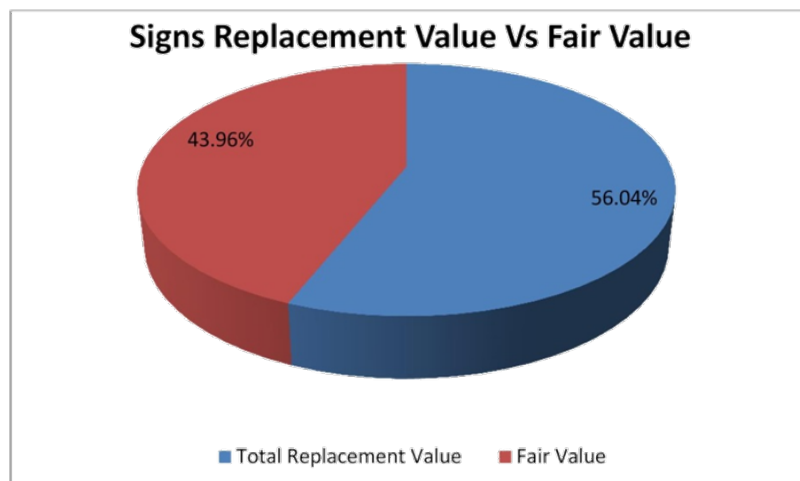
- Asset or component type
- Useful Life
- Replacement Cost
- Current Condition
- Life Consumed Based on Condition
- Measurement of area or units of the asset (or components) to be replaced

Condition data has been used to determine the fair value of signage assets.

Table 6: Fair Value by Signage Type

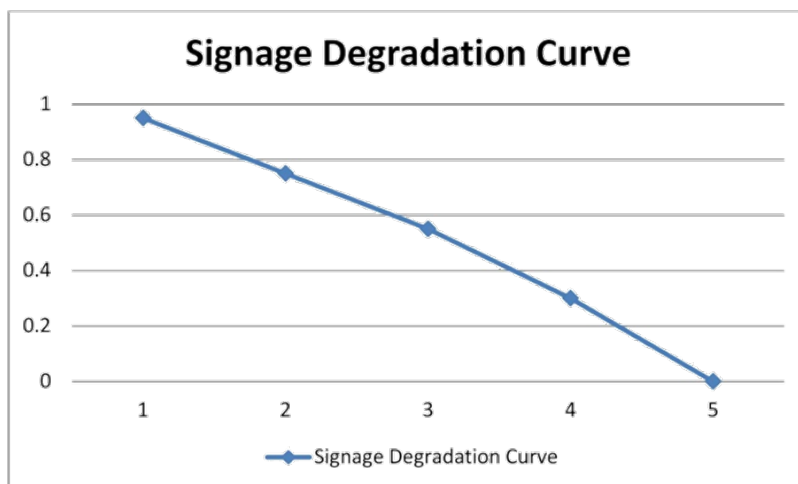
Sign Type	Total Signs	Replacement Cost	Fair Value
Parking	175	66,000	47,702
Large	198	102,020	72,012
Directional	463	183,074	138,086
Footpaths and Cycleways	112	36,708	24,520
Council Regulations	100	35,235	22,884
Street and road signs	2,871	1,036,959	850,467
Advanced Warning	2,027	849,850	656,215
	5,946	2,309,846	1,811,885

Chart 2: Sign Replacement Value measured Against Fair Value



Asset Degradation.

Chart 3: Signage Degradation Curve



The above degradation curve shows the typical degradation over time of signage assets. The allocation of condition ratings and associated remaining useful life has been based around this curve.

This typical degradation curve provides a good initial guide for signage condition behaviour in Busselton. Over time, as the knowledge and understanding of any particular “localised” issues affecting the useful lives of the signage increases; changes may be made in order to better reflect the actual degradation of the signage.

Table 7 (below) shows how the degradation of the City’s signage has been determined for the purposes of the signage asset management plan. The typical degradation curve has been used as a guide and this table will be refined over time, as more is known about the behaviour of the signage network.

Table 7: Condition Ratings and Assumed Life Consumed

Rating Description	Condition Rating	% of useful life consumed
1 = As new	1	0%
2 = Good	2	30%
3 = Serviceable	3	55%
4 = Poor	4	75%
5 = Remove / Replace	5	95%

Condition Assessment

Based on the parameters determined by the asset degradation curve, condition data collected has been applied to form the overall condition breakdown for signage assets. As this section explains, the overall condition breakdown has been determined through a mix of actual data collected and assumed data applied via a desktop analysis.

The condition has been ascertained via site visits and allocation of a condition rating based on predetermined factors such as structural integrity and aesthetics. These predetermined factors are outline below.

Table 8: Condition Rating Breakdown

Condition Rating	Details
1 = As new	As new. Sign is in a very good condition. This rating would be given if it appears as though the sign has recently been installed. Sign would have 90% plus of its useful life remaining. Would last another nine years based on its current condition.
2 = Good	Good Condition. Some minor signs of wear and tear and no longer looking brand new. Still structurally sound with no major wear and tear. Would have 75% of its useful life remaining. Would last another 7.5 years based on its current condition.
3 = Serviceable	Serviceable Condition. Starting to show some moderate wear and tear, may be slightly faded, bent or dented, although a little worn, visible and functioning as a sign. Would have 55% of its useful life remaining. Would last another 5.5 years based on its current condition.
4 = Poor	Poor Condition. Showing some major signs of wear and tear including some structural damage, which would be starting to hinder its effectiveness as a sign. Would have 30% of its useful life remaining. Would last another 3 years based on its current condition.
5 = Remove / Replace	Very poor Condition. Sign is damaged and worn to the point of being ineffective as a sign. Has no useful life remaining and should be replaced ASAP.

Chart 4: Overall Signage Condition Profile

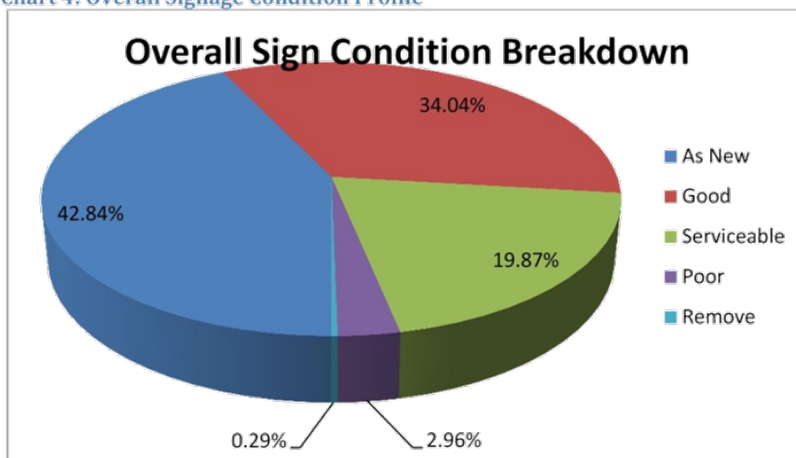


Table 9 below shows the breakdown of condition allocations as applied via site visits. There was a total of 4,527 signs inspected, with the highest proportion (77%) of these signs being in a As New or Good condition. The next highest proportion was signs in a serviceable condition (19.73%). Poor and Remove (Very poor) condition ratings only made up 3.25% of the overall total.

This actual condition data collected indicates that the signage network is in a good condition with no obvious need for increased renewal expenditure for the existing asset base being required in the short term.

Table 9: Actual Condition Data Breakdown

Actual		
As New	1,943	42.92%
Good	1,544	34.11%
Serviceable	893	19.73%
Poor	134	2.96%
Remove	13	0.29%
Total	4,527	100%

Once the known condition data was collated, the breakdown was then able to be applied to the assumed data collected via desktop analysis. This assumed data is based on staff knowledge of standards that should be applied as to sign number and position at locations such as cross roads and T-Junctions in both the urban and rural areas. These standards dictate that certain signs such as advanced warning and street and road name plates should be placed at these locations.

This methodology gave a total assumed signage amount of 1,419. The condition breakdown for the collected sign was then applied to this total to give an estimate amount for signs in each of the condition categories. This breakdown is provided below Table 10.

Table 10: Assumed Condition Data Breakdown

Assumed	Quantity	
As New	604	42.59%
Good	480	33.81%
Serviceable	289	20.33%
Poor	42	2.95%
Remove	4	0.31%
Total	1,419	100%

Risk Management

Signage risks are things which have been noted through the physical inspection process or are inherent risks associated with the particular asset class. They are risks to the structural integrity of the asset and associated assets, as well as users of the asset.

Table 10: Risk Management

Risk Description	Category	Controls	Consequence	Likelihood	Rating	Treatment Actions
<i>What is the Risk</i>	<i>Refer Appendix</i>	<i>What is being done to control the risk</i>	<i>What is the risk level taking into account the current controls - Refer Appendix</i>			<i>Is the risk level acceptable and if not what can be further done to control the risk</i>
Poor condition signs not providing adequate functionality.	Operational	Condition inspections and scheduled replacement	Insignificant	Unlikely	L2	Acceptable
Risk and Hazard Signs missing or in poor condition	Operational	Condition inspections and scheduled replacement	Major	Rare	M10	Acceptable, provided controls are adhered to

Historical Expenditure / Acquisition

Historical expenditure has been analysed to determine an estimated annual average for renewal expenditure. This is important in order to be able to determine if any gaps exist between current and required expenditure into the future.

Table 12 below provides an overall of signage expenditure for 2013/14-2014/15, the figures provided below include the labour cost of the activities assessed. The breakdown is shown by activity code and a brief description is given for each activity code.

Table 12: Analysis of Historical Expenditure

Activity Code	Activity Description	2013-14	2014-15	Ave	Notes
1100	Signs: temporary traffic management	53,850	68,782	61,316	Temporary signage and associated equipment
1101	Signs: road and traffic	34,662	28,775	31,719	Cost for Renewal of existing Road and traffic signs and for implementation of new signs
1102	Signs: tourist	13,431	4,721	9,076	Cost for Renewal of existing tourist signs and for implementation of new signs
1103	Signs: other	22,407	12,857	17,632	Cost for Renewal of existing general signs and for implementation of new signs
1104	Signs: parks and reserves	22,120	25,182	23,651	Cost for Renewal of existing Road and traffic signs and for implementation of new signs
1105	Signs: Graffiti, Vandalism repair / replace	25,288	41,474	33,381	Reactive maintenance to rectify graffiti and vandalism and other damage.
1106	Signs: Street and Road Maint and Repair	56,047	96,190	76,119	maintenance and repair of Road and Street signs.
		227,805	277,981	252,893	

Table 13: Expenditure Activities Breakdown

	2013-14	2014-15	Ave
Other Activities	53,850	68,782	61,316
Renewal	92,620	71,535	82,078
Reactive Maint	81,335	137,664	109,500
	227,805	277,981	252,893

Other Activities: Other activities mainly consist of temporary signage for the purpose of traffic management required for road works.

Renewal: Renewal activities are those which either replace or maintain the sign on a "like for like" basis. The maintenance activities are generally of a more scheduled nature (i.e. pre-planned) as opposed to those undertaken on a reactive basis.

Reactive Maintenance: Reactive maintenance is undertaken as a result of damage to a sign caused by vandalism, storms, vehicle damage etc.

Operations and Maintenance

The renewal and maintenance activities as outlined are generally undertaken by two Full Time Employee (FTE) staff members who are tasked with ensuring that signage renewal and maintenance is undertaken in a timely manner.

The general overall good condition of the signs collected via the site visits can perhaps be attributed to the targeted allocation of resources. Allocation of resources allows the operations and maintenance to be planned for, and ensures that no area of signs falls behind in terms of condition.

Renewals.

Renewals have been determined by assessing the condition of the various signs, their expected useful life and the cost of replacement. It is envisaged that these renewal works will be undertaken in conjunction with the maintenance and operational works already in place.

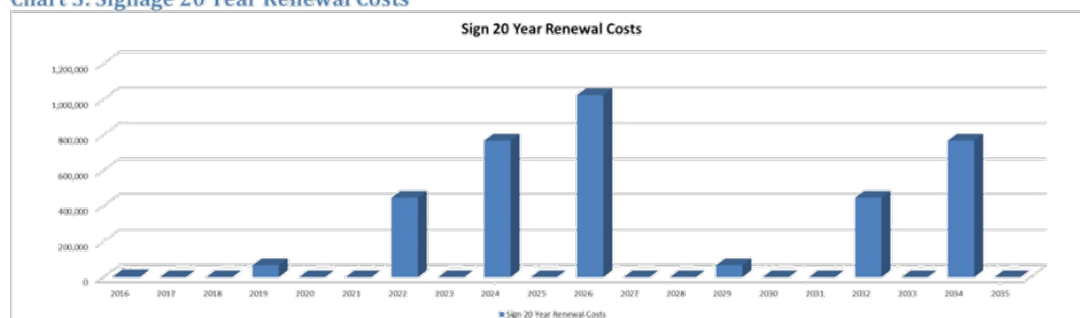
This provides a prediction on the timing and cost of renewal works based on the current assessed condition. This is valuable when predicting over a period of time as it identifies the most critical works (according to condition) as a priority and the likely cost per annum.

This allows the asset management plan to provide financial information into the Long Term Financial Plan in the form of a schedule of works.

Chart 5 below shows the predicted expenditure for signage renewals over a period of twenty years. These figures include the labour cost of installation also. This is done on the basis of the City's own internal staff undertake the bulk of signage renewal.

This chart shows how the predicted works are grouped as the various condition ratings are used to determine the timing of the renewals. The twenty year average for signage renewals is \$180,013 p.a.

Chart 5: Signage 20 Year Renewal Costs



In order to provide a linkage with the City's Long Term Financial Plan, the data is also assessed over a period of ten years. This is undertaken to provide an overview of any short term implications of the asset management plan.

Chart 6: Signage Ten Year Renewal Costs

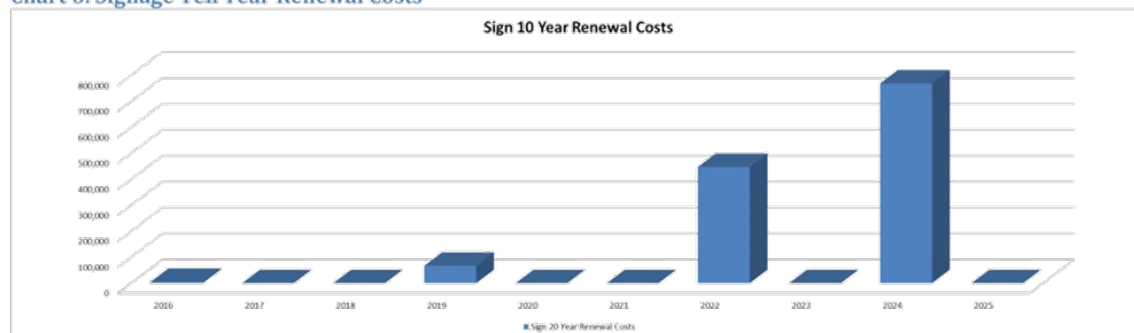


Table 14 below shows the figures for the first ten years of the asset management plan and shows an average amount of \$129,042 p.a. This is less than the comparative figure of \$180,013 p.a. over twenty years.

Table 14: Signage Ten Year Renewal Costs

	1	2	3	4	5	6	7	8	9	10	Total	Ave
Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025		
Signage Renewal	5,989	0	0	67,463	0	0	447,668	0	769,297	0	1,290,418	129,042

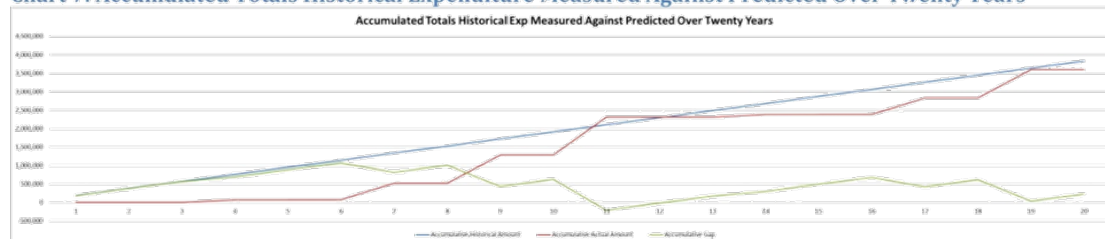
Chart 7 below shows the predicted accumulated renewal expenditure over twenty years measured against the historical average to determine if any renewal gaps exist.

The blue line in the chart represents the historical average of \$191,577 p.a. accumulated over twenty years. The red line represents the accumulated renewal requirements as predicted by the asset management plan. This is an average of \$180,013 p.a. over the twenty year period, however the line reflects the peaks and troughs in expenditure as they occur within the asset management plan.

A simple equation between the two averages indicates that an ongoing allocation of the historical average would cover the twenty year renewal requirements for signs. How this relationship works on a year by year basis (taking into account the aforementioned peaks and troughs) is shown via the green line in the chart.

The green line shows the relationship between the red and blue line on an annual basis. If the green line moves below zero at any point it shows that a funding gap exists at that point in time. Although the green line dips below zero at year eleven, it recovers to be above the line in year twenty.

Chart 7: Accumulated Totals Historical Expenditure Measured Against Predicted Over Twenty Years



The annual renewal expenditure grows to 211,000 after fifty years. This indicates that whilst levels of renewal expenditure will suffice over the initial twenty years; over time level of service decisions will need to be made or level of renewal increased

As an example of a level of service decision, if the signs were to be replaced on an eleven year cycle (as opposed to ten), then the fifty year average is reduced to \$186,000 p.a. – which falls within existing levels of renewal.

Disposal / Service Deficiencies

For the purpose of this plan, signage reflectivity has been assumed to be in line with signage condition (wear and tear rating). The correlation between condition and reflectivity may generally be the case, but would not be true for every occasion.

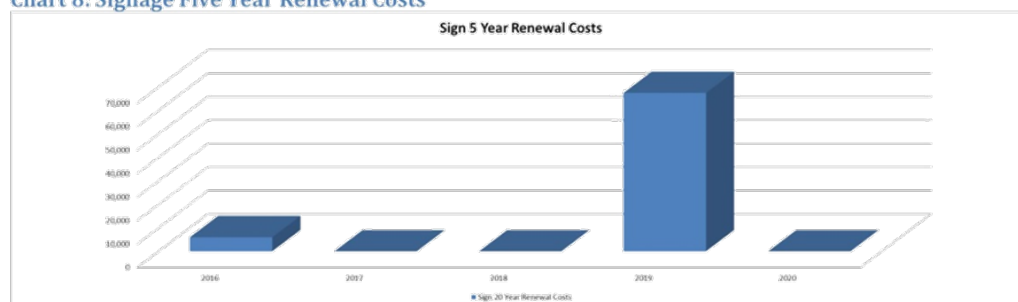
As an outcome of this plan a separate reflectivity assessment is recommended for critical signs to ensure adequate levels of service. The results of this assessment may indicate where service deficiencies exist in terms of reflectivity.

Five Year Plan for Signage Assets

The first five years of the asset management plan consists of the renewal of all condition five (Very Poor / Remove) and Condition four (Poor) signs. The condition five signs will be replaced in year 1 (2016/17) and condition four signs will be replaced in year four (2019/20). This provides an initial five year renewal average of \$14,691 p.a.

The first five years will also include the ongoing programmed removal of duplicated, superseded and obsolete signage. This will be undertaken as a means of monitoring and managing any over proliferation of signs that may occur over time.

Chart 8: Signage Five Year Renewal Costs



Some of the signs scheduled to be replaced in 2016/17 are shown below.



Road Signage Tuart Drive



Road and Street Name Plate: Edith Agnes Close



Heritage trail sign – Hadfield Ave



Hazard sign – Kalgup Road



Dumping of Rubbish sign - Broadwater

Improvement plan for ongoing asset management practices.

This is a prioritised list of all the activities that will be required to be undertaken to ensure the continuous improvement this asset category towards advanced asset management.

All improvement plans for the various asset categories is collated and prioritised within the overall asset management plan.

Table 15: Asset Improvement Plan for Signage

Number	Details	Responsible Officer / Area	Due Date	Percentage Complete	Comments
	Sign reflectivity tests				Assessment of signs and allocation of critical areas to be tested for reflective compliance with AS 1743
	Site visits to ascertain condition data for assumed signs.				Completion of site visits to allocate condition to remainder of signs.
	Signage Policy				Adoption by The Council of a signage Policy dealing with internal standards for signs.

Appendices

Appendix A – Condition Assessment Outcomes

The following pages provide an overview of the visual aspects encountered and their associated condition ratings. The pictures shown are actual photos taken obtained during the inspections.

Very Good Condition (Condition 1)

As new. Sign is in a very good condition. This rating would be given if it appears as though the sign has recently been installed. Sign would have 90% plus of its useful life remaining. Would last another nine years based on its current condition.



This is a new sign, that is free of any general wear and tear and structural issues, and exhibiting obvious reflectivity even in daylight hours.

Good Condition (Condition 2)

Good Condition. Some minor signs of wear and tear and no longer looking brand new. Still structurally sound with no major wear and tear. Would have 75% of its useful life remaining. Would last another 7.5 years based on its current condition.



This sign is still in a very good condition, with no obvious signs of wear and tear either aesthetically or structurally.

Moderate Condition (Condition 3)

Serviceable Condition. Starting to show some moderate wear and tear, may be slightly faded, bent or dented, although a little worn, visible and functioning as a sign. Would have 55% of its useful life remaining. Would last another 5.5 years based on its current condition.



This sign has some minor wear and tear, but is still structurally sound (although slightly bent) and reflective. Is still visible and functional.

Poor Condition (Condition 4)

Poor Condition. Showing some major signs of wear and tear including some structural damage, which would be starting to hinder its effectiveness as a sign. Would have 30% of its useful life remaining. Would last another 3 years based on its current condition.



This sign is bent to the point of it becoming ineffective and hard to read at a distance. Should be placed on a planned replacement schedule to be replaced within the next twelve months.

Very Poor Condition (Condition 5)

Very Poor Condition. Sign is damaged and worn to the point of being ineffective as a sign. Has no useful life remaining and should be replaced ASAP.



This sign is extremely worn and largely ineffective. It should be removed and replaced ASAP.

Appendix B: Fair Value Methodology

Parks Gardens and Reserves Infrastructure Methodology

Components

Components for Parks, Gardens and Reserves has centred on the 'built infrastructure' that is located within each Public Open Space (POS) Area. The table below shows a breakdown of all the components included within the fair value for Parks, Gardens and Reserves.

Table 16: Parks and Gardens Component Types

Component
Fencing
Decorative Lights
Sports Lights
Furniture
BBQ's
Play Equipment
Drink Fountains
Pergolas and Shade Structures
Bins
Bin Covers
Sport Courts
Walls
Landscaping, & Gardens
Brick Paving
Signs
Irrigation
Boardwalks
Gardens
Turf

Date of Construction

Date of construction for parks and gardens is based on staff knowledge, records of known construction dates, indicative construction dates based on development of suburbs and subdivision.

Date of construction is not as critical for parks and gardens as condition ratings have been used to determine their fair value.

Useful Life

Useful lives have been determined for each of the POS components as a means of determining the indicative timing between renewal activities for the component. These useful lives have been based on industry standards and also staff knowledge of how long these components last within the local area.

The ranges of estimated useful lives within each of the component areas are required to cater for

different construction materials used. Construction materials of the components is a major consideration when determining a components estimated useful life.

Percentage of Useful Life Remaining

Table 17: Parks and Gardens Components Useful Lives

Component	Estimated Useful Life – Years
Fencing	15 – 20
Decorative Lights	10
Sports Lights	20
Furniture	10 - 20
Monuments	10 - 20
BBQ's	10
Play Equipment	10
Drink Fountains	15
Pergolas and Shade Structures	15-20
Bins	15
Bin Covers	10-15
Sport Courts	20
Walls	15-20
Drainage	80
Coastal Protection	50
Landscaping, & Gardens	5
Brick Paving	25
Electrical Works	20
Paths	25 - 45
Signs	8 - 20
Irrigation	10 - 30

Boardwalks	15
Turf	20
Pedestrian Bridges	20
Traffic Bridges	

Percentage of Useful Life Remaining

Chart 9: Asset Degradation Parks and Gardens

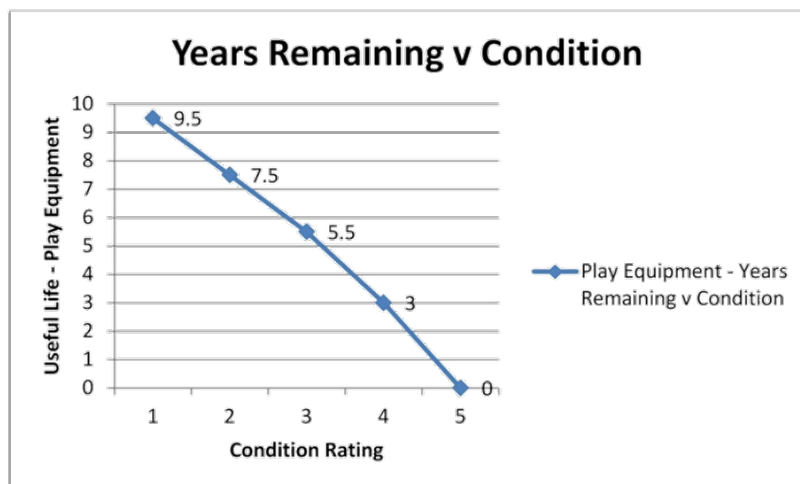


Chart 3, above is an example of how useful life and condition are combined to determine the remaining life for play equipment at any given time. A percentage of life consumed is allocated against the useful life according to the condition code the asset receives.

The remaining useful life according to current condition is then applied to determine when the component will need to be renewed / replaced.

Play equipment is used here as an example, however this rationale is applied across all components.

This method and also the ratings used will be reviewed and updated as required to ensure their continued relevancy and accuracy.

Below is an example of how percentage of life remaining is calculated within the Parks and Gardens Asset Management Plan.

Table 17: Calculation of Parks and Gardens Percentage of Life Remaining

Asset Type	Useful Life Years	Component Condition 201	Life Consumed %	Years Consumed	Life Remaining %	Years Remaining
Bin Cover - Steel / Timber	10	2	0.3	3	0.70	7.00

Replacement Cost

Table 19: Parks and Gardens Components Replacement Cost

Component	Estimated Unit Replacement Cost
Fencing	\$42 - \$48 / Linear Metre
Decorative Lights	\$2,400 – 26,400 / unit
Sports Lights	\$54,000 / unit
Furniture	\$840 - \$3,900 / unit

BBQ's	\$7,680 - \$12,720 / unit
Play Equipment	\$1,200 - \$57,600 / unit
Drink Fountains	\$3,360 - \$3,428 / unit
Pergolas and Shade Structures	\$3,600 - \$77,000 / unit
Bins	\$120 / unit
Bin Covers	\$1800 unit
Sport Courts	\$36,000 / unit
Walls	\$600 - \$120 / Linear Metre
Landscaping, & Gardens	\$15.60 – 28.80 M2
Signs	\$246 - \$1,200 / Unit
Irrigation – Retic	\$7.20 – 12.00 / M2
Irrigation – Bores	\$3,600 - \$300,000 / unit
Irrigation - Tanks	\$36,000 - \$84,000
Boardwalks	\$6,000 - \$260,000
Turf	\$8.40 / M2
Pumps	\$3,600 - \$24,000 / unit

Replacement costs have been attributed to each of the components as a means of determining the cost (in today's dollars 2013) to renew the items when the condition dictates.

The ranges of replacement costs within each of the component areas are required to cater for different construction materials and size of components. It also caters for different standards of components. Useful lives have been determined by using industry standards and staff knowledge

Current Replacement Cost (Fair Value)

Once the percentage of life remaining and total replacement cost, have been calculated, the current replacement cost (fair value) can be calculated. This is done by applying the percentage of life remaining to the total replacement cost to attribute a value to the percentage of life remaining.

In the example below, the total replacement cost is \$1,800 and the percentage of life remaining is 70%, then the value of life remaining is \$1,260 ($1,800 \times 70\%$)

Table 20: Parks and Gardens Calculation of Fair Value

Asset Type	Useful Life Years	Component Condition 201	Life Consumed %	Years Consumed	Treatment Interval	Area / Amount	Replacement Cost	Life Remaining %	Years Remaining	Depreciated Replacement Cost
Bin Cover - Steel / Timber	10	2	0.3	3	10	1	1,800	0.70	7.00	1,260

Appendix C – Signage Types



Tourist Informational Signage



Directional Signage



Road Street Name Signs



Entry Statement Sign



Road Advisory Sign



Council Regulatory Sign

10.4 Finance Committee - 4/08/2016 - APPLICATION FOR EXEMPTION FROM RATING - AUSTRALASIAN CONFERENCE ASSOCIATION LIMITED

SUBJECT INDEX:	Exemptions and Appeals
STRATEGIC OBJECTIVE:	Governance systems that deliver responsible, ethical and accountable decision-making.
BUSINESS UNIT:	Financial Services
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Rates Coordinator - David Whitfield
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

This item was considered by the Finance Committee at its meeting on 4 August 2016, the recommendations from which have been included in this report.

PRÉCIS

An application for an exemption from rating was received from Australasian Conference Association Limited and acts as bare trustee for the Seventh-day Adventist Church (Western Australian Conference) and on the basis of the application details recommends that the request for an exemption be granted.

BACKGROUND

The Australasian Conference Association Limited purchased the property situated at 61 Duchess Street Busselton as bare trustee for the Seventh-day Adventist Church (Western Australian Conference) which settled on 29th February, 2016. A second hand clothing shop is run by the local Seventh-day Adventist Church under the banner of Adventist Development and Relief Agency (ADRA) Australia which is the charitable and humanitarian arm of the Seventh-day Adventist Church in Australia and a not for profit organisation.

Documentation provided in support of the application includes:

- General correspondence giving an overview of the operations of Australasian Conference Association Limited.
- ATO Notice of endorsement for charity tax concessions for Adventist Development and Relief Agency Australia Ltd.
- ATO Endorsement as deductible gift recipient- endorsement relates to ADRA Australia National Fund.
- Copy of Business Registration for Adventist Development and Relief Agency Australia Ltd trading as ADRA Australia.
- Copy of Certificate of Registration of a Company – Adventist Development and Relief Agency Australia Ltd.
- Quarterly Financial Report for 2013/2014, 2014/2015 and 2015/2016 (July – September 2015 and October – December 2015).

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

Council's Rating Policy makes no specific mention to the provision of rating exemptions.

FINANCIAL IMPLICATIONS

The property located at 61 Duchess Street Busselton, as from 29th February, 2016, is wholly owned by Australasian Conference Association Limited as bare trustee for the Seventh-day Adventist Church (Western Australian Conference) trading as ADRA Australia. The 2016-2017 annual rates are \$3279.77 and granting of the rates exemption as sought would result in approximately this amount of revenue being foregone in future years.

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

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.

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

CONSULTATION

N/A

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 Seventh-day Adventist Church (Western Australia Conference) – ADRA Australia both current and previous legal opinions have been consistent in defining a charitable purpose; as follows:

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

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

The property houses a second hand clothing shop and is run and operated completely by volunteer labour, both church and local community members. 25% of the surplus generated funds are distributed to ADRA's Sydney office to assist in funding its operational support whilst the remaining 75% from the surplus generated funds is distributed to local people in need or other local charities including recent donations to:

- Local people in need (via food vouchers and support of relevant local agencies)
- Busselton YouthCARE
- Busselton Hospice
- Busselton Women's Refuge
- WA Prison Fellowship
- Royal Flying Doctor Service
- ADRA Australia (National and international charity programs)

Therefore, the above use could be considered a charitable use in light of the abovementioned definition of charitable purposes. On the basis of the information supplied in the application, consideration needs to be given that the services provided are targeted at families and individuals on a low income and not for profit groups that could meet the requirements of both #1, "the relief of poverty" and #4 "other purposes beneficial to the community" of the 4 charitable purposes listed above.

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

The property is owned by Australasian Conference Association Limited as bare trustee for the Seventh-day Adventist Church (WA Conference) operating under the banner of Adventist Development and Relief Agency (ADRA). The property is only used for the purposes described above. Therefore the use is exclusively charitable.

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 Australasian Conference Association Limited, the registered proprietor, and referencing the application to various legal opinions available for similar applications in other municipalities it is considered that the applicant is providing a charitable purpose to the City of Busselton community and that the provision of such services from 61 Duchess Street Busselton is considered to be an exclusive use.

OPTIONS

The Council may decline the application for rate exemption on the basis that it considers Australasian Conference Association Limited – ADRA Australia 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 Australasian Conference Association Limited – ADRA Australia 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 legal costs.

Based on legal evidence and opinion to date it is likely that the Tribunal would uphold the appeal in favour of Australasian Conference Association Limited – ADRA Australia.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The exemption from rating may take effect from the date of receipt of the original application being the 16th March 2016.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council:

1. In accordance with Section 6.26(2) (g) of the Local Government Act declare Australasian Conference Association Limited – ADRA Australia be declared exempt from rating on the basis that the property located at 61 Duchess Street Busselton is being used exclusively for a charitable purpose, with the effective date being the date of application of 16th March 2016.

11. PLANNING AND DEVELOPMENT SERVICES REPORT

11.1 FUTURE MANAGEMENT OF UNALLOCATED CROWN LAND, INCLUDING RESPONSE TO PETITION - LOTS 142, 143 AND 144 HILLS ROAD, DUNSBOROUGH

SUBJECT INDEX:	Strategic Land Review
STRATEGIC OBJECTIVE:	A City where the community has access to quality cultural, recreation, leisure facilities and services.
BUSINESS UNIT:	Strategic Planning and Development Services
ACTIVITY UNIT:	Strategic Planning and Development
REPORTING OFFICER:	Senior Strategic Planner - Helen Foulds
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Locality Plan Attachment B Tenure Plan Attachment C Petition Attachment D Zone/Reserve Plan

PRÉCIS

The City of Busselton is in receipt of a request for advice from the Department of Lands (DoL) relating to a number of land parcels under consideration for inclusion into the South West Native Title Settlement negotiations. These are parcels that have been identified by the Department of Lands as having potential to be included into the Noongar Land Estate (NLE) as a part of the South West Settlement agreement for the full and final surrender of Native Title claims in the South West of Western Australia. With the exception of several identified lots on Hills Road in Dunsborough subject of this report, the City has already provided its advice to DoL.

Whilst the City was considering the most recent request for advice from DoL, however, a petition was received from local residents requesting that specific land parcels, Lots 142, 143 and 144 Hills Road, Dunsborough, be vested with the City as a reserve for conservation.

The subject land parcels have a number of environmental constraints, namely containing a Threatened Ecological Community (Vulnerable), Environmentally Sensitive Area and are potential habitat for threatened fauna species. Given the use and development of land in the NLE is subject to all relevant Commonwealth and State Laws and policies, it is considered that these environmental values will need to be protected and freehold tenure with the NLE would not be of any significant value.

City Officers recommend that the Council supports the petition and to seek the land be vested as a Reserve for 'Landscape Protection' with a management order issued to the City; whilst advising the DOL of the reasons for this decision due to the environmental constraints and community interest. Note that a as reserve for 'Conservation' specifically should be managed by DPAW, but the 'Landscape Protection' is seen as being consistent with the understanding of the petitioners input.

BACKGROUND

Lots 142, 143 and 144 Hill Road, Dunsborough are located in the vicinity of Gibney Street and Naturaliste Terrace, behind the Dunsborough Anglican Church (refer to Attachments A and B). The land parcels are undeveloped, vegetated Unallocated Crown Land (UCL), surrounded by other land of various tenure and zone/reserve classifications.

Hills Road itself is not constructed and is also well vegetated, although a cleared track has been used for some time as pedestrian access between the residential properties located on Norfolk Street to

the north and Gibney Street to the south. Infrastructure for the sewer network runs the length of the road reserve, connecting Norfolk Street properties, and stormwater drainage infrastructure across the north end of the road reserve, feeding into the nearby Lot 173 to the north east. The land parcels on the opposite side of Hills Road form Reserve 37044, with a Management Order to the City of Busselton for the designated purpose of 'Community Centre', with power to lease. Lot 141 currently contains the Naturaliste Children's Community Centre, a not-for-profit community playgroup centre. Reserve 37044 adjoins other Reserves to the east and north, with varying purposes for drainage infrastructure and recreation, providing vegetation linkage through the locality and amenity for local residents.

Unallocated Crown Land (UCL) is land which is Crown Land which has neither a designated purpose nor a designated management body, meaning that the Department of Lands ('DoL') is the effective land manager on behalf of the State Government. It should be noted that the capacity of DoL to actively manage UCL is usually very limited, and some other agencies have some specified management responsibilities in some instances, including the City in relation to some infrastructure that may have been developed on UCL, which would often constitute 'otherwise unvested facilities' – in comparison with many other non-Metropolitan areas, there is not much UCL in the City.

The UCL parcels are known to contain a Threatened Ecological Community (listed as 'Vulnerable'), being Jarrah/Marri woodland on sandy clay soils of the southern Swan Coastal Plain, and is also listed as an Environmentally Sensitive Area, where no clearing exemptions would apply. The vegetated lots are adjacent to a larger extent of bushland which increases fire risk, however the understory is likely to be highly disturbed, with a medium to high weed load on the vegetation edges and alongside tracks. The overstorey appears to be intact and is therefore significant as it may provide potential habitat for Carnaby's Black Cockatoo. In areas of significant understory, it is also likely habitat for threatened ground dwelling mammals such as the quenda (Southern Brown Bandicoot). Western Ringtail Possum might use the area but this would not likely be primary habitat. Vermin, including foxes and cats that might prey on vulnerable species are likely in the area.

In accordance with the City of Busselton *Standing Orders Local Law 2010*, a petition (a copy of the petition is attached at Attachment C) relating to the conservation of land on Hills Road in Dunsborough was presented to the Council at the meeting of 8 June 2016, which stated:

"We, as electors within the City of Busselton, request that the Council preserves the native bushland on Lots 142 – 144 Hills Road, Dunsborough, by seeking the creation of a conservation reserve over this land to be managed by the City."

The Council resolved that the petition "be received and referred to the CEO to prepare a report to the Council or a Committee."

Prior to receiving the petition, the City of Busselton received a request from DoL to provide advice regarding the subject land in terms of the potential for the land to become part of negotiations between the State Government and the South West Aboriginal Land and Sea Council (SWALSC) for the settlement of native title claims in the South West.

To provide some general background, the WA Government entered into a 'Heads of Agreement' with SWALSC to commence negotiations for the full and final surrender of Native Title claims in the South West of Western Australia. The establishment of the Noongar Land Estate (NLE) under the South West Settlement (SWS) agreement intends to provide a significant opportunity for the Noongar community to achieve sustainable economic, social and cultural outcomes. The NLE will comprise of UCL and Unmanaged Reserves subject to various conditions being met and standard statutory approvals, clearances etc.

It is intended that post settlement the land will be transferred as freehold however, SWALSC/Noongar Boodja Trust will have the opportunity to select the land at a lesser tenure, being Reserve with Power to Lease, Reserve or Leasehold as the process moves forward.

The allocation of land to the NLE is subject to all relevant State laws and policies including the *Land Administration Act 1997*, the *Mining Act 1978*, the *Transfer of Land Act 1893*, and the *Planning and Development Act 2005*. Additionally, all use and development of the land in the NLE is subject to all relevant Commonwealth laws and policies. In general, the SWALSC/Trustee will be treated like any other land holding entity.

The full land assessment process includes DoL's statutory obligation to consult with local government. Local government comments may be passed onto the SWALSC/Trustee to enable well founded decision making prior to accepting the land for inclusion into the NLE. The information sought from the City of Busselton includes:

1. Any future proposals for the land identified. If so, in what timeframe?
2. Any known land management issues (contamination, vermin etc.).
3. Any other relevant comments.

The City is yet to provide advice to DoL with regard to these specific land parcels, and once the petition was received, it clearly would have been inappropriate to do so until such time as the petition had been formally considered by the Council.

STATUTORY ENVIRONMENT

The following legislation is relevant with respect to this matter:

- The *Land Administration Act 1997* defines UCL and the process for designating reserves.
- The *Land Administration (Land Management) Regulations 2006* provides for the management of State land (including UCL).

Attachment D demonstrates the zone and reserve allocation over the area as provided for by *Local Planning Scheme No. 21*. The UCL parcels as well as the land parcels on which the Anglican Church are located are identified as "Special Purposes" Zone for "Community Purposes". Land to the south west and the north east are identified as "Public Purposes" Reserves, also for "Community Purposes".

RELEVANT PLANS AND POLICIES

There are no current plans or policies that relate to this proposal.

FINANCIAL IMPLICATIONS

Costs to the City for the acceptance of a management order over these parcels would be limited to maintaining firebreaks. There is no City infrastructure currently located within the parcels, nor is there a proposal for this to take place. Minimal maintenance of the land parcels is anticipated.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The Officer Recommendation is consistent with community objective 2.1 of the City's *Strategic Community Plan 2013*, which is – “A City where the community has access to quality cultural, recreation, and leisure facilities and services.”

RISK ASSESSMENT

An assessment of the potential implications of the Officer Recommendation has been undertaken using the City's risk assessment framework. The assessment identified 'downside' risks only. The implementation of the Officer Recommendation will involve advice of the Council resolution to the Department of Lands and to the organiser of the petition. No significant risks have been identified.

CONSULTATION

DoL have advised that records indicate that these lots were identified as 'surplus to requirements'. The lots appear to have been subdivided many years ago as residential lots by the Crown, but never released and instead retained for civic purposes. In previous advice to DoL dated April 2003 regarding the subject lots, the City stated, 'Council has insufficient land stocks in this region for the purpose of community amenities and it is therefore essential that these lots be retained and vested in the Council for this purpose'.

In a letter accompanying the petition, petitioners stated that the management of the land by the City as a Reserve would be in the interests of the local community for the following reasons:

- This area of remnant vegetation provides habitat to a number of locally endemic and Federally protected fauna species, including the Western Ringtail Possum and Carnaby's Black Cockatoo. The conservation of this bushland will contribute to the maintenance of ecological corridors which are essential for the preservation of these animals.
- The character of 'Old Dunsborough' relies on the retention of native bushland within residential areas, which provides idyllic streetscapes and attractive outlooks. This is an experience which is highly sought after by both residents and holiday makers. Significant areas of bushland have recently been lost in this area as a result of subdivision and other developments.
- Residents within this area are strongly interested in conserving the natural assets of the area and being involved in the management of this land.

OFFICER COMMENT

At this stage of the South West Native Title Settlement negotiations, the land being identified for inclusion is generally being requested as freehold, however lesser forms of tenure, or the potential for co-management (with the City or other agencies) could be an option. However, the Strategic Land Review project has made it clear that there is very little usable UCL available in the City of Busselton within accessible locations that may serve the purpose as freehold land available for the NLE. The Hills Road parcels are well located within the Dunsborough townsite, making it more suited to community/cultural purposes.

The intended future use of specific land parcels that are identified through the Native Title process is not known with much degree of certainty at this stage. The most appropriate form of tenure for this land would engage outcomes that address cultural and environmental issues.

City Officers understand that land identified as part of the South West Native Title negotiations can potentially be transferred into trust as part of this settlement while retaining a 'conservation' purpose. With reference to the *Perth and Peel Green Growth Plan for 3.5 million* (strategic environmental assessment), where land has been identified simultaneously for commitment for 'conservation' purposes under this Plan and also by SWALSC (or are under review by SWALSC for selection) as part of Native Title negotiations, such land will be offered to the Noongar Boodja Trust as reserves under the *Land Administration Act 1997* with Management Orders solely vested in the Trust that have Noongar Cultural and Social benefits and Conservation in the purpose. If this course of action is acceptable to all parties over the Hills Road parcels, this may form a suitable response to the environmental constraints that are present.

Whilst the potential benefits in recommending the land as part of the NLE in freehold have been considered and are acknowledged, certainty of protection of the environmental values cannot necessarily be guaranteed. The importance of the land to the local community has been expressed and the notion of retaining the land for ecological linkages and habitat protection is considered to be a significant aspect.

City Officers therefore recommend in the first instance that the Council supports the petition, whilst advising the DoL of the relevant environmental constraints and community interest and as such the inclusion of the land into the NLE as freehold is not supported. Further, it is recommended that the City seek to have the land parcels vested as a Reserve for 'Landscape Protection' and a management order issued to the City. The petitioners will also be advised of the Council's decision.

CONCLUSION

The Officer Recommendation therefore suggests that the Council supports the petition and to seek the land be vested as a Reserve for 'Landscape Protection' and a management order issued to the City; whilst advising the DOL of the reasons for this decision due to the environmental constraints and community interest.

OPTIONS

Should the Council not support the Officer Recommendation the Council could instead resolve –

1. To acknowledge the petition, but support the inclusion of the Hills Road UCL parcels, into the South West Native Title Settlement negotiations as freehold land, acknowledging the environmental constraints over the land; or
2. To not support the petition or inclusion of the land into Native Title negotiations, such that the land will retain its Unallocated Crown Land designation and continue to be administered by the Department of Lands.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Implementation of the Officer Recommendation will involve providing advice of the Council resolution to the Department of Lands and the petitioners. This will occur within one month of the resolution made by the Council.

OFFICER RECOMMENDATION

That the Council:

1. Advise the Department of Lands that the City of Busselton does not support the inclusion of Lots 142, 143 and 144 Hills Road, Dunsborough into the negotiations for the Native Title

Settlement due to the relevant land management issues and environmental constraints associated with the land parcels and the level of community interest in maintaining this land for these values;

2. Advise the Department of Lands that the City wishes to seek the land be vested as a Reserve for 'Landscape Protection' and a management order issued to the City; and
3. Advise the petitioners of the Councils response to this matter, thanking them for bringing the matter of the importance of the land parcels to the local community to the attention of the Council.

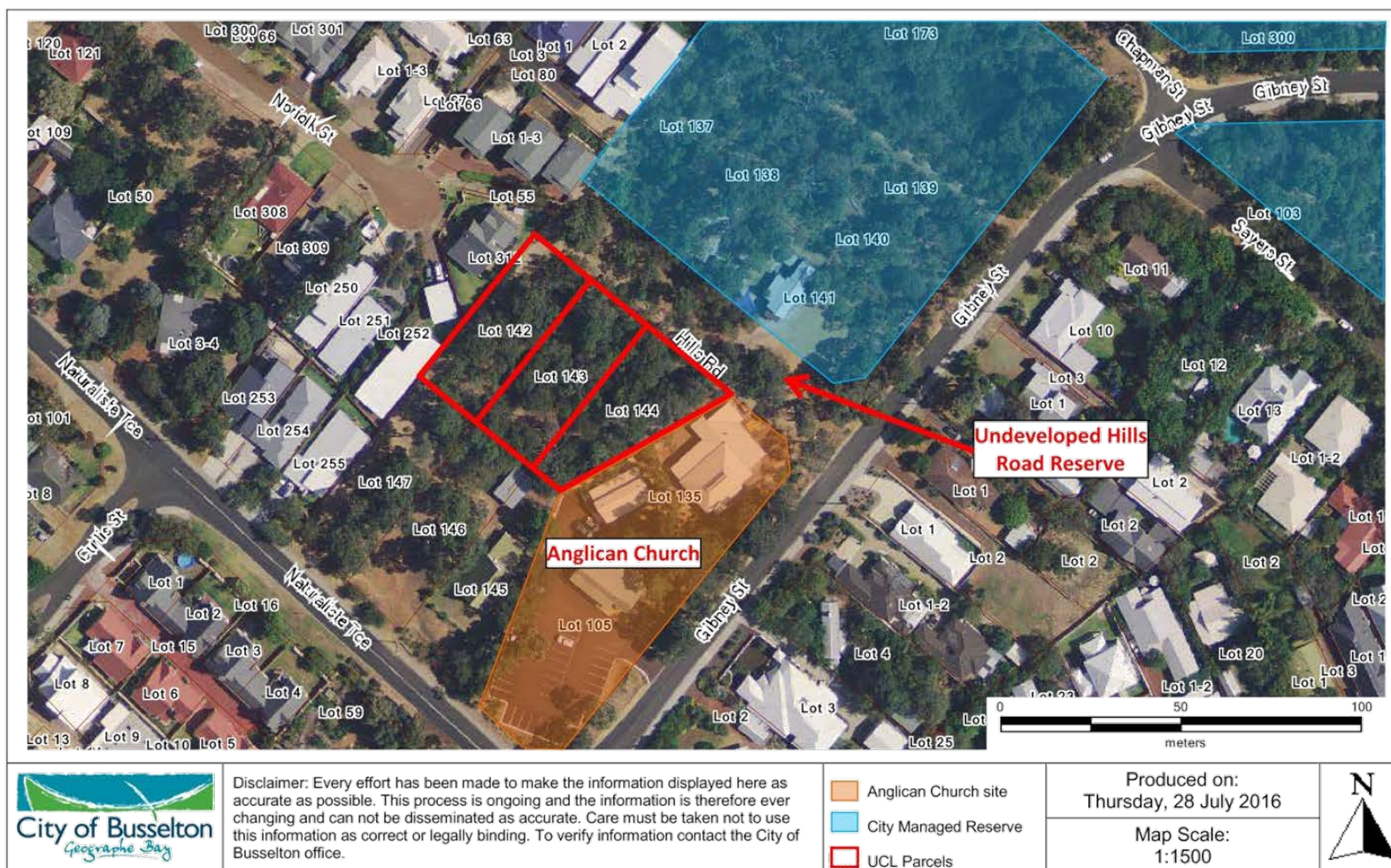


Disclaimer: Every effort has been made to make the information displayed here as accurate as possible. This process is ongoing and the information is therefore ever changing and can not be disseminated as accurate. Care must be taken not to use this information as correct or legally binding. To verify information contact the City of Busselton office.

Produced on:
Thursday, 28 July 2016

Map Scale:
1:10000





Petition to Grant Henley
Mayor, City of Busselton
Locked Bag 1,
Busselton, WA 6280

Petitioners can be contacted via:

Ian Mutch
80 Norfolk Street
Dunsborough, WA 6281

We, as electors within the City of Busselton, request that the Council preserves the native bushland on Lots 142 - 144 Hills Road, Dunsborough, by seeking the creation of a conservation reserve over this land to be managed by the City. These lots are currently Unallocated Crown Land (UCL). Surrounding bushland under the City's management should also be reserved for conservation.



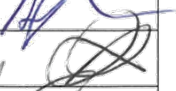

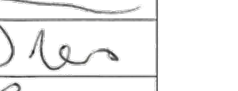

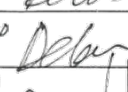


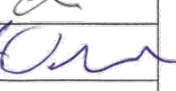
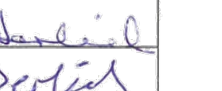
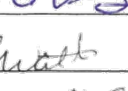
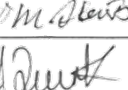

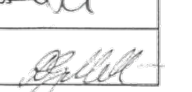





We strongly believe that this course of action is appropriate and within the interests of the local community for the following reasons:

- This area of remnant vegetation provides habitat to a number of locally endemic and Federally protected fauna species, including the Western Ringtail Possum and Carnaby's Black Cockatoo. The conservation of this bushland will contribute to the maintenance of ecological corridors which are essential for the preservation of these animals.
- The character of 'Old Dunsborough' relies on the retention of native bushland within residential areas, which provides idyllic streetscapes and attractive outlooks. This is an experience which is highly sought after by both residents and holiday makers. Significant areas of bushland have recently been lost in this area as a result of subdivision and other developments.
- Residents within this area are strongly interested in conserving the natural assets of the area and being involved in the management of this land.





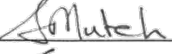




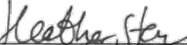
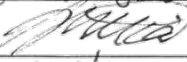



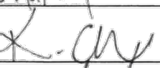



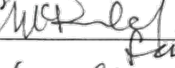
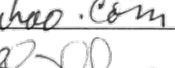


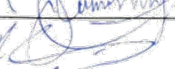
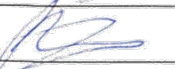


We, as electors within the City of Busselton, request that the Council preserves the native bushland on Lots 142 - 144 Hills Road, Dunsborough, by seeking the creation of a conservation reserve over this land to be managed by the City.

Signature of Petitioners

Name	Address	Email	Signature
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Debra Tedich	-		
Adele	-		
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V. Stevens	58 NORFOLK ST	11	
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S. Woodsman	11 PROTEA PL	duos.woodsman@hotmail.com	
Bruce Naden	21, Schooner Cres	brucenaden283@gmail.com	
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Phyllis Windward	6 Gibney St	WINCHDOWN.com.au	

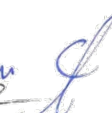
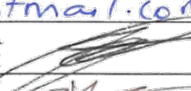







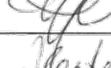
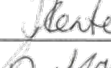
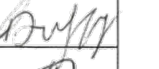








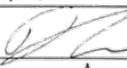



We, as electors within the City of Busselton, request that the Council preserves the native bushland on Lots 142 - 144 Hills Road, Dunsborough, by seeking the creation of a conservation reserve over this land to be managed by the City.

Signature of Petitioners

Name	Address	Email	Signature
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L. Cummings	72 Norfolk St Duns	leitho.80@hotmail.com	
L. McKay	72/2 NORFOLK ST, DUNS	swb501@bigpond.com	

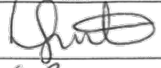











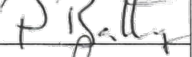









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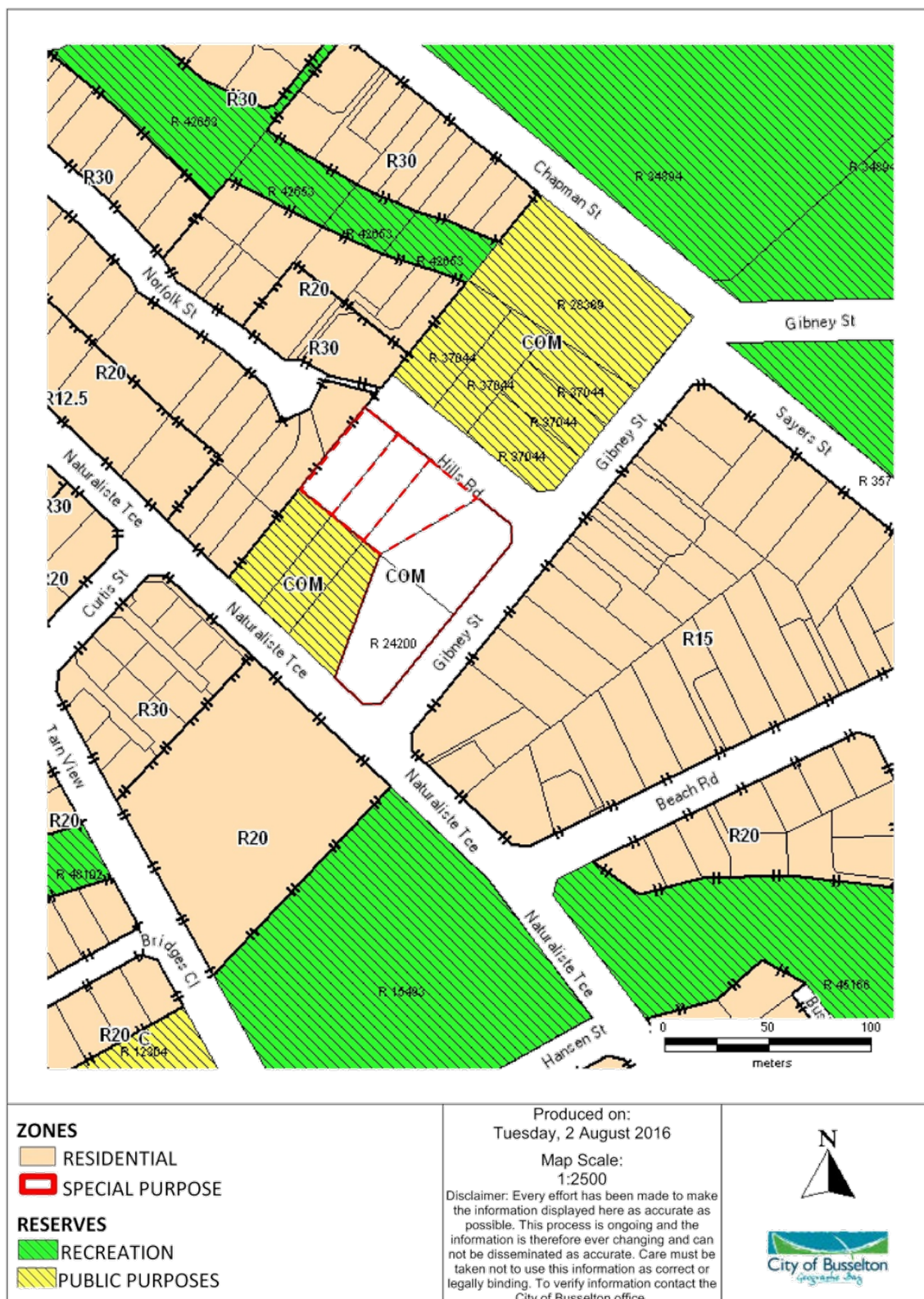
Signature of Petitioners

Name	Address	Email	Signature
Christina	3/10 Gibney St	indi_winter@hotmail.com	
Soel Gibson	11 NORFOLK ST	hello@busseltonkids.com.au	
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M FARROW	48 Summerbrace	marty.farrow@equilab.com.au	
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Lorraine Duffy	6 Boom Close, Duns	larisccc@hotmail.com	
Tanya Dixon	20 Amberley Loop Duns	tdixon@bigpond.com	
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Bob "	62 NORFOLK	-	
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Nathan Moore	11 Norfolk St	Nat moore design@gmail.com	
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Tui Pahuru	1/20 Eagle Bay	tui.pahuru@gmail.com	
Drew Leavelle	283 Marmyn, Milling	Drew.brady3@hotmail.com	
Zephyr Mercer	5 Peregrine Court	zephyr@szmail2.com.au	
Mandy Bobb	80 Gifford Rd Duns	info@dimandub.com	
Matt Gatty	3 Wuy Urs Duns	matt@goex.com.au	
Collette McDonald	1/81 Norfolk street	colmcd52@gmail.com	
Tyson Honey	1/81 Norfolk st	tysonhoney@hotmail.com	

We, as electors within the City of Busselton, request that the Council preserves the native bushland on Lots 142 - 144 Hills Road, Dunsborough, by seeking the creation of a conservation reserve over this land to be managed by the City.

Signature of Petitioners

Name	Address	Email	Signature
Laura Gunter	8a Norfolk Street Duns	lgu@gmas.wa.edu.au	
Justin Redman	6 Stone St Dunsborough	urips@yahoo.com.au	
JOEL MAKEY-FADGAS	35 WINDLAMERE DR DUNSBOROUGH	JOELMAKEY@GMAIL.COM	
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Elaine Hosken	2/81A Norfolk St Dunsborough	wehosken@bigpond.com	
WILLIAM HOSKEN	2/81A NORFOLK ST, DUNSBOROUGH		
Nola Gregory	79A Norfolk St Dunsborough	ng35957@bigpond.net.au	
SHIRLEY DENNET	23A NORFOLK STREET DUNSBOROUGH	msdennet@bigpond.net.au	
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JILL ROGERS	11 PEEBLES COVE DUNSBOROUGH	jillrogers@me.com.au	
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ELLA McDONALD	1/3 SPINDRIFT COVE QUINDALUP	ellafmcdonald@gmail.com	
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Jennifer Butement		Jennifer.Butement@ebh.com.au	



11.2 DA16/0503 APPLICATION FOR PLANNING CONSENT FOR A MARKET AT LOT 202 DUNN BAY ROAD, DUNSBOROUGH

SUBJECT INDEX:	Development/Planning Applications
STRATEGIC OBJECTIVE:	A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.
BUSINESS UNIT:	Development Services & Policy
ACTIVITY UNIT:	Statutory Planning
REPORTING OFFICER:	Planning Officer - James Fletcher
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Location Plan Attachment B Development Plans Attachment C 2015 Approval Attachment D Schedule of Submissions

PRÉCIS

The Council is asked to consider an application seeking approval for a Market on Lot 202 (No.24) Dunn Bay Road, Dunsborough ("the site"). The proposed development takes the form of an open sided roof structure, with market 'stalls' operating out of a series of converted sea containers.

The planning proposal has been placed before Council due to the volume of public submissions received raising concern with the development and, more particularly, the nature of the issues that require consideration in determining the application. The key matters for consideration are amenity and design issues.

It is considered that the proposal is inconsistent with the relevant planning framework and is recommended for refusal. The key reasons for that are that the design is considered to be inconsistent with basic urban design principles that should be applied to development of the site, and that it is unlikely that the development could be managed in a manner consistent with the maintenance of reasonable amenity for nearby residents and other nearby development.

BACKGROUND

Lot 202 (No.24) Dunn Bay Road, is bound by Dunn Bay Road to the north-west, Seymour Boulevard to the south-west, Chieftain Crescent to the south-east and Lot 200 Dunn Bay Road (Bay Village Resort) to the north-east. A location plan is provided in **Attachment A**.

Under Local Planning Scheme 21 the site is zoned 'Special Purposes – Mixed Use' and is subject to Special Provision 49. Special Provision 49 in respect to commercial uses states that:

"Land-use permissibility shall be the same as for the 'Business' Zone..."

The development proposal is for twenty four shipping containers to be used as a market (including, but not exclusively, food outlets) along Seymour Boulevard, with car parking, landscaping and open-sided roofed structure over much of the site. Development plans are provided in **Attachment B**.

General hours of operation have been indicated as Friday and Saturday 4pm-10pm, with a potential reduction to 4pm-9pm in the winter months. Further twilight markets during the summer have been indicated as a possibility between the hours of 6pm-10pm. The applicant has advised that the market component of the development is unlikely to operate outside of the afore mentioned hours, however the food components of the development will have the option of opening for breakfast, lunch and dinner from 7am subject to market forces and demand.

Under the Scheme this fits within the use class of 'Market' which is a 'D' use (i.e. discretionary, with or without consultation, depending on whether consultation is considered to be appropriate given the particular circumstances) in the Business Zone. In this case, it was considered that consultation occur before the application is determined.

A previous application for this site was approved by Council in November 2015, with modified plans which were different in an aesthetic/stylistic, but not in terms of the basic layout, subsequently being approved under delegated authority; a copy of the modified plans approved at that time are provided at **Attachment C**.

STATUTORY ENVIRONMENT

The key elements of the statutory environment that relate to the proposal are set out in Local Planning Scheme No.21.

The site is zoned 'Special Purpose-Mixed Use'. Special Provision 49 also relates to the site -

No.	PARTICULARS OF LAND	ZONE	SPECIAL PROVISIONS
SP49	Lot 202 Dunn Bay Road, Dunsborough	Special Purpose – Mixed Use	<ol style="list-style-type: none"> 1. Land-use permissibility shall be the same as for the 'Business' Zone, other than as varied by point 2 below. 2. The Council may approve the use of up to, but no more than, 75% of any future accommodation units developed on-site with no restriction of length of stay. The remainder of the accommodation units shall be subject to length of stay restrictions limiting occupancy to no more than 3 months in any 12 month period. For the purpose of this provision 'accommodation unit' means any tourist accommodation unit, grouped dwelling unit, multiple dwelling unit or other unit used for overnight accommodation or as a place of residence.

As Special Provision 49 states that "land permissibility shall be the same as for the 'Business' Zone, the objectives and policies of the 'Business' Zone effectively apply. The objectives of that Zone are as follows -

- (a) To provide for conveniently-located shopping and other service associated commercial activities to service each centre's catchment area, as determined by the relevant planning framework.
- (b) To maintain and reinforce the viability of existing commercial centres, including those supporting adjoining agricultural areas.

Policies of the 'Business' zone relevant to this application are -

- (a) To encourage the provision of retail and other business services and associated development to add to the strength and diversity of existing centres.

- (b) As far as is practical and appropriate to allow market forces to influence the location of retail and office uses within existing centres with minimal intervention by the local government.
- (c) To allow residential development only where it is a component of commercial development.
- (d) To utilise and strengthen the existing town centres of Busselton and Dunsborough as the primary retail and commercial centres of the City by active discouragement of any new “out of town” shopping centres other than neighbourhood shopping centres, convenience stores and the like.
- (e) The consolidation of land to assemble larger land parcels suitable for integrated development or redevelopment is encouraged and supported. Fragmentation of land, unless it is part of an overall plan for integrated development or redevelopment, will generally not be supported.

In considering the application, the Council needs to consider the ‘Matters to be considered’ set out in clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, particularly relevant considerations in relation to this application are the following –

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) *the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;*
- (g) *any local planning policy for the Scheme area;*
- (h) *any structure plan, activity centre plan or local development plan that relates to the development;*
- (m) *the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality including the following —*
 - (i) environmental impacts of the development;*
 - (ii) the character of the locality;*
 - (iii) social impacts of the development;*
- (u) *the availability and adequacy for the development of the following —*
 - (i) public transport services;*
 - (ii) public utility services;*
 - (iii) storage, management and collection of waste;*
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
 - (v) access by older people and people with disability;*
- (w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*

(y) *any submissions received on the application;*

(zb) *any other planning consideration the local government considers appropriate.*

RELEVANT PLANS AND POLICIES

Assessment of the parking needs for the development has been made based on the *City's Local Planning Policy 8A: Carparking Provisions*. The applicable parking rate for Business Zoned properties in the Busselton and Dunsborough CBD's is 4 car parking bays per 100m² Net Lettable Area (NLA). The NLA does not include service areas, toilets or general thoroughfare areas of a building. The total NLA has been determined to be approximately 700m², which generates the need for 28 bays. The development plan indicates 10 bays onsite, including 1 disabled bay, resulting in a shortfall of 18 on-site parking bays.

The Car Parking Provisions Policy and Scheme 21 include provisions for the option of a payment of cash-in-lieu of the shortfall of parking bays where considered appropriate by the City

The applicant is seeking that the cash-in-lieu be accepted by Council. The City's current cash-in-lieu payment figure is \$10,214.62 per bay. This amounts to a total figure of \$183,863.16 if cash-in-lieu is to be provided.

The City is embarking upon Dunsborough townscape upgrade works which will expand current parking along Seymour Boulevard.

FINANCIAL IMPLICATIONS

This application may result in financial implications in respect to the payment of cash-in-lieu of required parking bays.

Long-term financial plan implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The recommendation of this report reflects Community Objectives 2.2 and 3.1 of the Strategic Community Plan 2013, which are –

- 2.2 A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.
- 3.1 A strong, innovative and diversified economy that attracts people to live, work, invest and visit.

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework. The assessment identifies 'downside' risks only, rather than 'upside' risks as well. Risks are only identified where the individual risk, once controls are identified, is medium or greater. No such risks were identified.

CONSULTATION

The proposal was referred to adjoining landowners of the proposed development site and was also advertised in the local newspaper for a period of 14 days.

A total of 24 submissions have been received from the general public. Issues raised highlight concerns with the proposal for the following reasons -

- Visual appearance of the proposal.
- Detrimental impact of the proposed market on existing businesses.
- Inadequate provision of parking and that the proposal will impact on availability of existing parking in the town centre.
- The proposal is not keeping with the atmosphere and character of Dunsborough
- Concern with impact of the proposal on neighboring residential properties on Chieftain Crescent.
- The potential noise resulting from the proposed development.

Submissions received in support of the proposed development raise the following points -

- The proposed markets will utilise local products and produce.
- Economic opportunities for local producers, suppliers and artisans will be provided.
- The Dunsborough town centre will benefit from further activation.
- Opportunities for varying forms of entertainment will be available.
- The proposed development will be family friendly.

The points raised in the submissions are discussed further below and specific consideration of each of the submissions is given at **Attachment D**.

OFFICER COMMENT

The fundamental questions around land-use and car parking relating to this site and development of a market or similar were addressed and considered when the Council determined the earlier application relating to the site. As that application was approved, there is not seen to be any need to re-assess those considerations in any detail. It is, however, considered clear that a development that consists of a market, including food premises, is fundamentally appropriate on this site. What is not considered appropriate, however, is the form and layout of the development proposed. It should, however, be noted that the broad concept of a market development, that provides an opportunity for small-scale and start-up enterprises to sell from a site in the Dunsborough Town Centre, and provide some additional vibrancy, especially in the evening, is seen as very desirable; but not in the form proposed, on the site in question. The reasons for that are described in more detail below.

Firstly, the open-sided roof structure will result in the internals of the development being highly visible from Dunn Bay Road and Chieftain Crescent – and whilst when the development is operating and busy it may present in an interesting and even attractive way, when not operating or busy, it will not be development that would be widely understood to be attractive. Unfortunately, any attempt to address that issue through greater screening of the development (which has been proposed to some degree) would exacerbate a further problem with the proposed development, which is that the development does not interact with or provide any active frontage to Seymour Boulevard. Rather than having shop or retail premises opening onto Seymour Boulevard, which would be the reasonable urban design expectation in a location like this, and which was achieved with the earlier proposal for the site, this proposal would result in either the ‘back’ of a series of sea containers facing Seymour Boulevard, or alternatively a wall, or the closed ‘fronts’ of sea containers when the development is not operational.

The shape and open-sided nature of the proposed roof structure will also effectively act to ‘funnel’ noise from the proposal in the direction of residential properties on the other side of Chieftain Crescent. The layout and design more generally, especially the light-weight nature of the proposed roof structure, will in any case provide very limited noise absorption or reflection capacity which, given the nature of the proposed use of the site (i.e. use by sometimes significant numbers of people, often at night, and with live music potentially being provided at some times), will create a very significant risk of unacceptable levels of noise impact, both to residential properties on the

other side of Chieftain Crescent, but also to short-stay occupants of the adjoining tourism development. That is in significant contrast to the earlier proposal, which involved construction of solid, concrete/masonry walls separating the development from the adjoining tourism development and from residential properties on the other side of Chieftain Crescent.

Some of the design issues set out above could, potentially, be addressed through re-designing the proposal so that the sea containers and the development in general was located within a much more substantial building, with walls that screen the internal layout from the street, providing much greater noise mitigation, and perhaps entry points to both Dunn Bay Road and Seymour Boulevard. That would, however, represent a fairly fundamental change to the proposal, and, in large part, when the market was not actually operating, would result in blank walls and gates or similar facing both Dunn Bay Road and Seymour Boulevard. In a town centre location, though, a fundamental urban design principle, if not the most fundamental principle, is to provide an active street frontage to the most important frontages; frontages that engage with the street and create an interactive and interesting and comfortable pedestrian environment. Given that a development that is very similar in land-use terms and that would provide for an attractive and active frontage to both Dunn Bay Road and Seymour Boulevard has recently been approved for this site, though, there is not seen to be much value in seeking to identify or negotiate changes to the proposal that might address those design issues - because doing so would likely result in a development the likes of which has already been approved, and which the proponent has indicated will not go ahead for commercial reasons.

The assessment outlined above may, for some, result in questions being asked as to what might be appropriate alternative development concepts for this site, as well as what might be an appropriate location for a relatively low-cost/investment market development in the Dunsborough Town Centre? Firstly, it is clear that the City's view was that the earlier proposal for the site was appropriate, so that is obviously one alternative development concept that would be acceptable from a planning perspective. An alternative approach to development of the site could include a more mixed-use development, consisting of commercial premises at ground and perhaps first floor level, with short stay and/or residential development on upper floors, with verandahs or awnings over most or all of the Dunn Bay Road and Seymour Boulevard frontages. A number of such developments have occurred in and are proposed for similar sites in the Dunsborough Town Centre.

A relatively low-cost/investment market development in the Dunsborough Town Centre may be appropriate on a site further away from the centre of the Dunsborough Town Centre, close enough to be *part* of the Town Centre and not create a separate activity node, but not in the very *centre* of the town. In such a location an active frontage is less critical, and so the internals of the development can be screened from the street, especially when the development is not actually operational. A useful example that Councillors will be familiar with is perhaps the location of the Fremantle Markets relative to the main South Terrace 'Cappuccino Strip' in Fremantle, being located at the far end and moving away from the most important street frontage locations. There are other, similar examples that could be cited.

CONCLUSION

It is recommended that the Council refuse the development because the design is considered to be inappropriate in the location.

OPTIONS

The Council could –

1. Approve the proposal subject to conditions (if a Councillor is minded to support this option, officers can provide draft conditions); or

2. Defer consideration of the application, pending resolution of detailed issues (which the Council should seek to identify if pursuing this option).

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

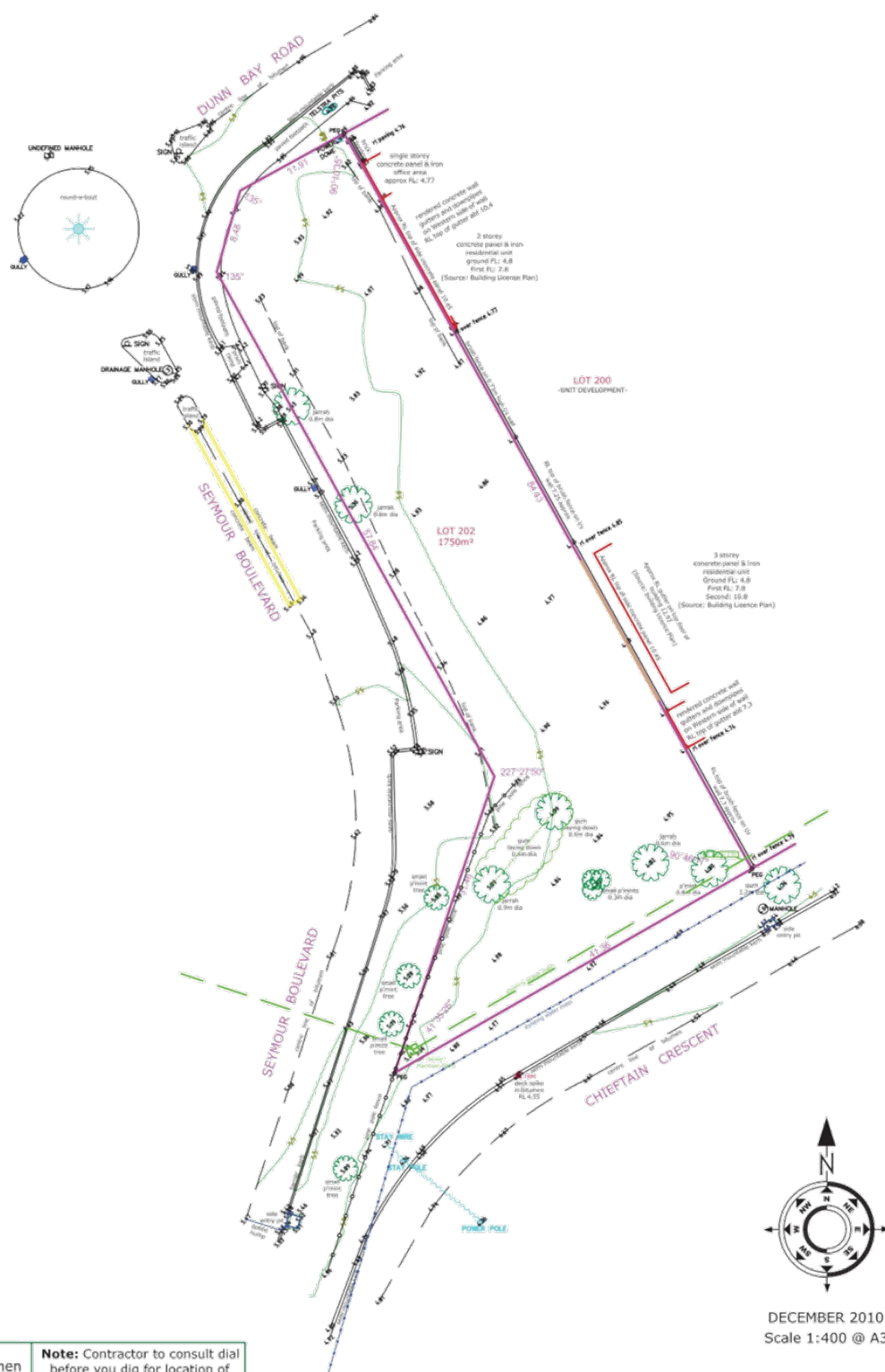
The proponent will be advised of the Council decision within two weeks of the Council meeting.

OFFICER RECOMMENDATION

That the Council resolve that application DA16/0503 submitted for development on Lot 202 (No.24) Dunn Bay Road, Dunsborough is considered by the Council to be inconsistent with Local Planning Scheme No. 21 and is refused, for the following reasons –

1. It is contrary to orderly and proper planning;
2. It is incompatible with its setting;
3. It will have unacceptable impacts on the amenity of the locality, in particular of noise impacts on existing and potential residential and short-stay accommodation development, and is inconsistent with the character of the locality; and
4. The design and layout of the development is inconsistent with urban design principles that should be applied to development in town centre locations.





'BM deck spike in bitumen
equals RL 4.55 AHD
Based on sewer manhole
0019 RL 4.28 AHD
(water corp e-plan)
Contractor to check datum
before adopting levels

Note: Contractor to consult dial before you dig for location of services in road verge

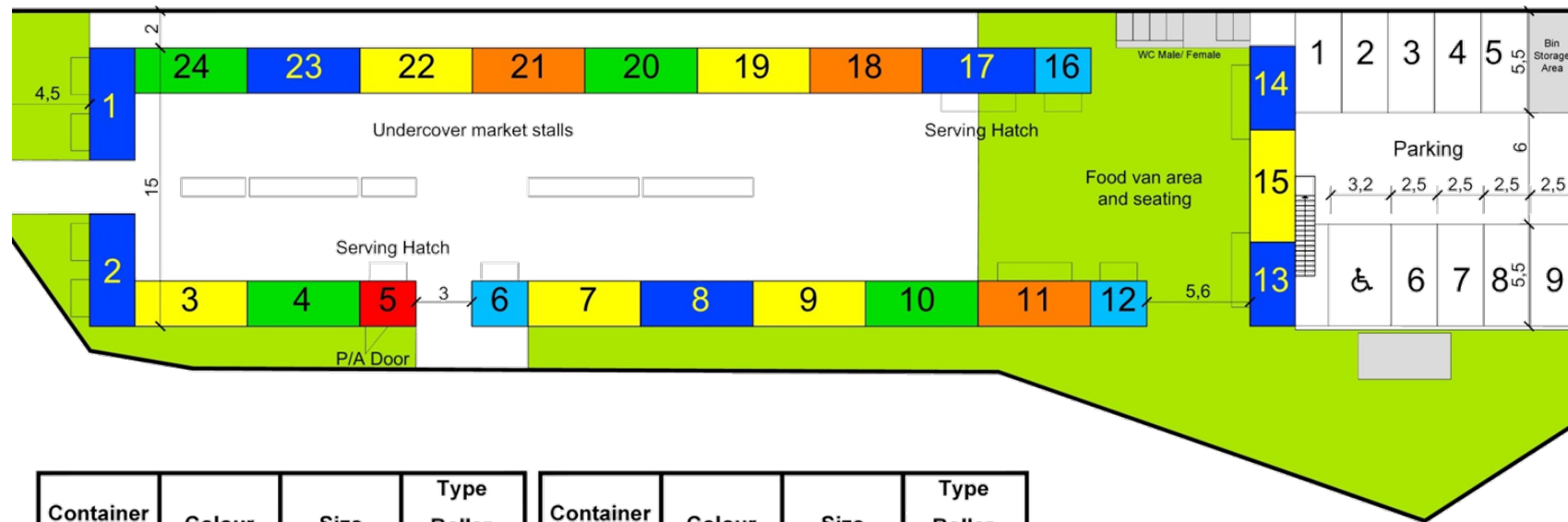
Note: Features are related to fence-lines only. No connection made to boundaries.

REPEG RECOMMENDED
Position and depth of water &
sewer to be confirmed on site
by contractor

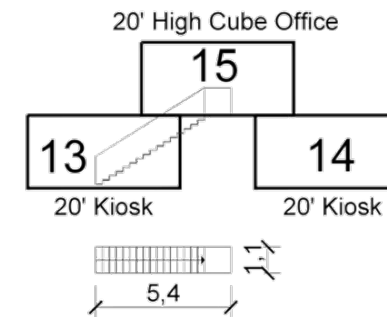
FEATURE AND CONTOUR SURVEY OF
LOT 202 ON DIAGRAM 92952
24 Dunn Bay Road, Dunsborough
our ref. 2170-10

Feature Survey by
THE LAND DIVISION
PLANNING | SURVEILLANCE | OBSERVATION

PO Box 614,
Welshpool, WA 6986
Tel 089 353 6554
Fax 089 353 6640



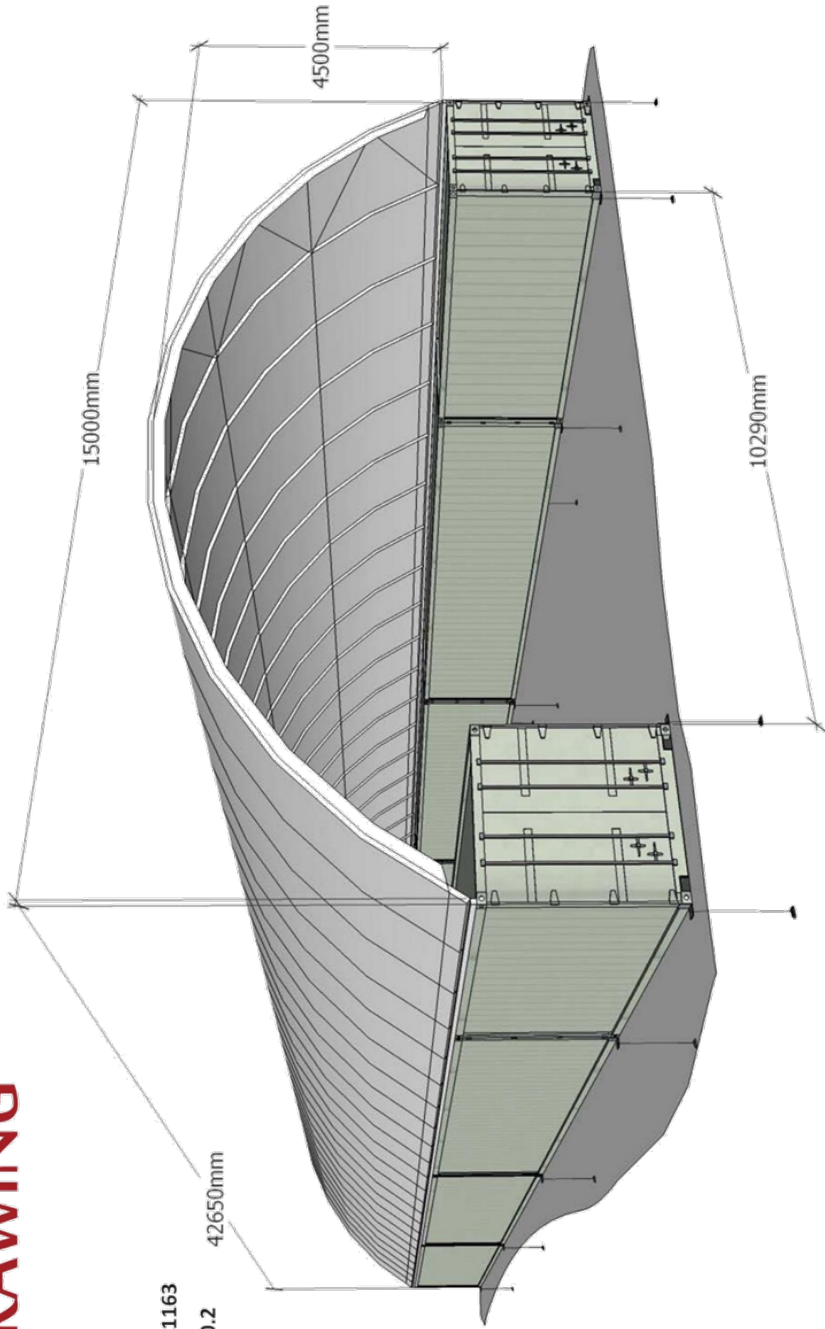
Container no.	Colour	Size	Type Roller Doors (RD)	Container no.	Colour	Size	Type Roller Doors (RD)
1	Blue	20'	Kiosk	13	Blue	20'	Kiosk
2	Blue	20'	Kiosk	14	Blue	20'	Kiosk
3	Yellow	20'	3 RD	15	Yellow	20'	Office H/C
4	Green	20'	3 RD	16	Blue	10'	Kiosk
5	Red	10'	Kiosk	17	Blue	20'	Kiosk
6	Blue	10'	Kiosk	18	Orange	20'	3 RD
7	Yellow	20'	3 RD	19	Yellow	20'	3 RD
8	Blue	20'	3 RD	20	Green	20'	3 RD
9	Yellow	20'	3 RD	21	Orange	20'	3 RD
10	Green	20'	3 RD	22	Yellow	20'	3 RD
11	Orange	20'	Kiosk	23	Blue	20'	3 RD
12	Blue	10'	Kiosk	24	Green	10'	3 RD



CONCEPT DRAWING

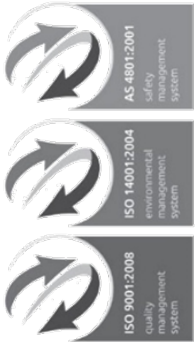
Technical Information:

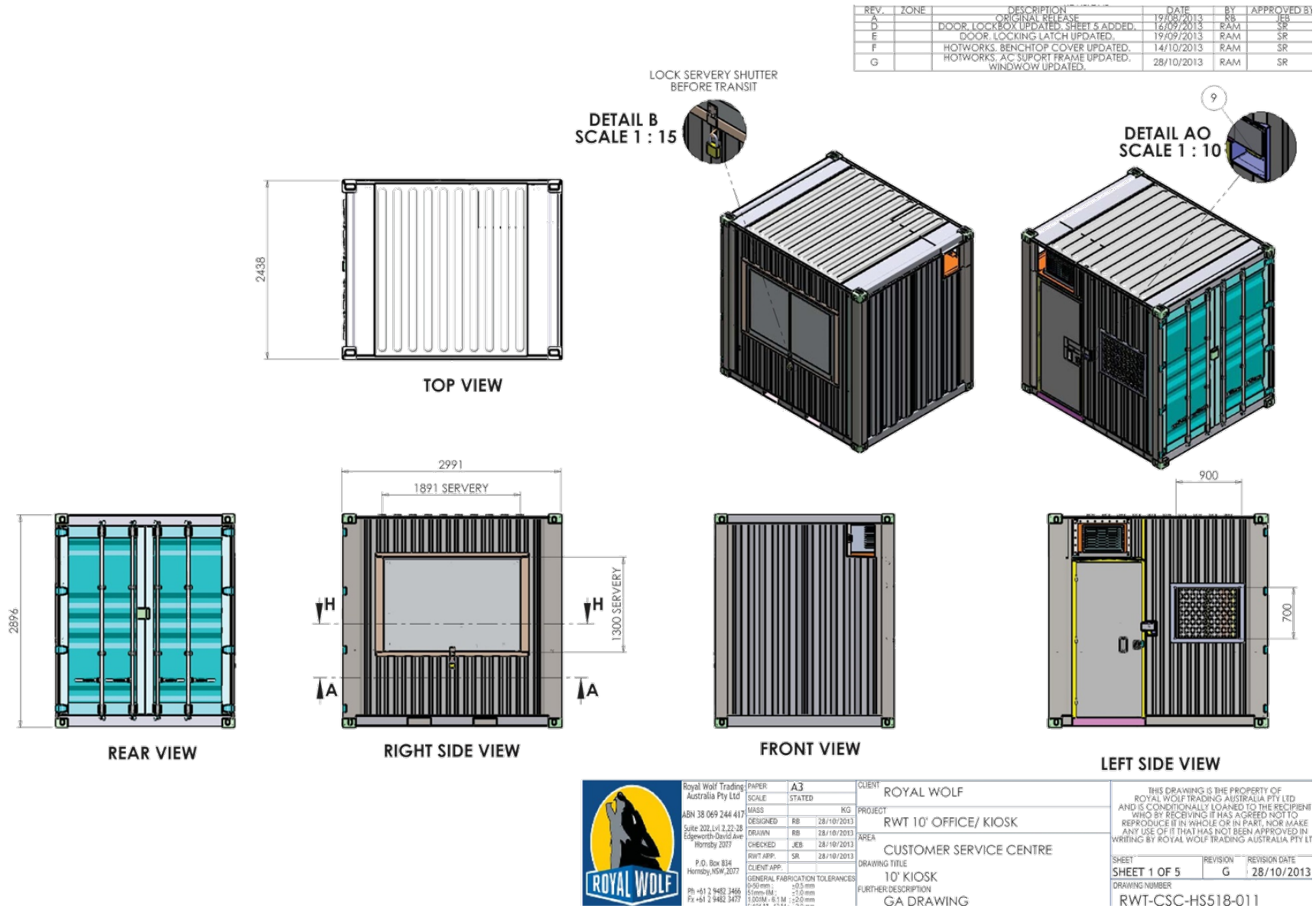
- ✓ Drawings not to be scaled
- ✓ All dimensions are approximate
- ✓ All steel to be in accordance with AS1163
- ✓ Designed in accordance with AS1170.2

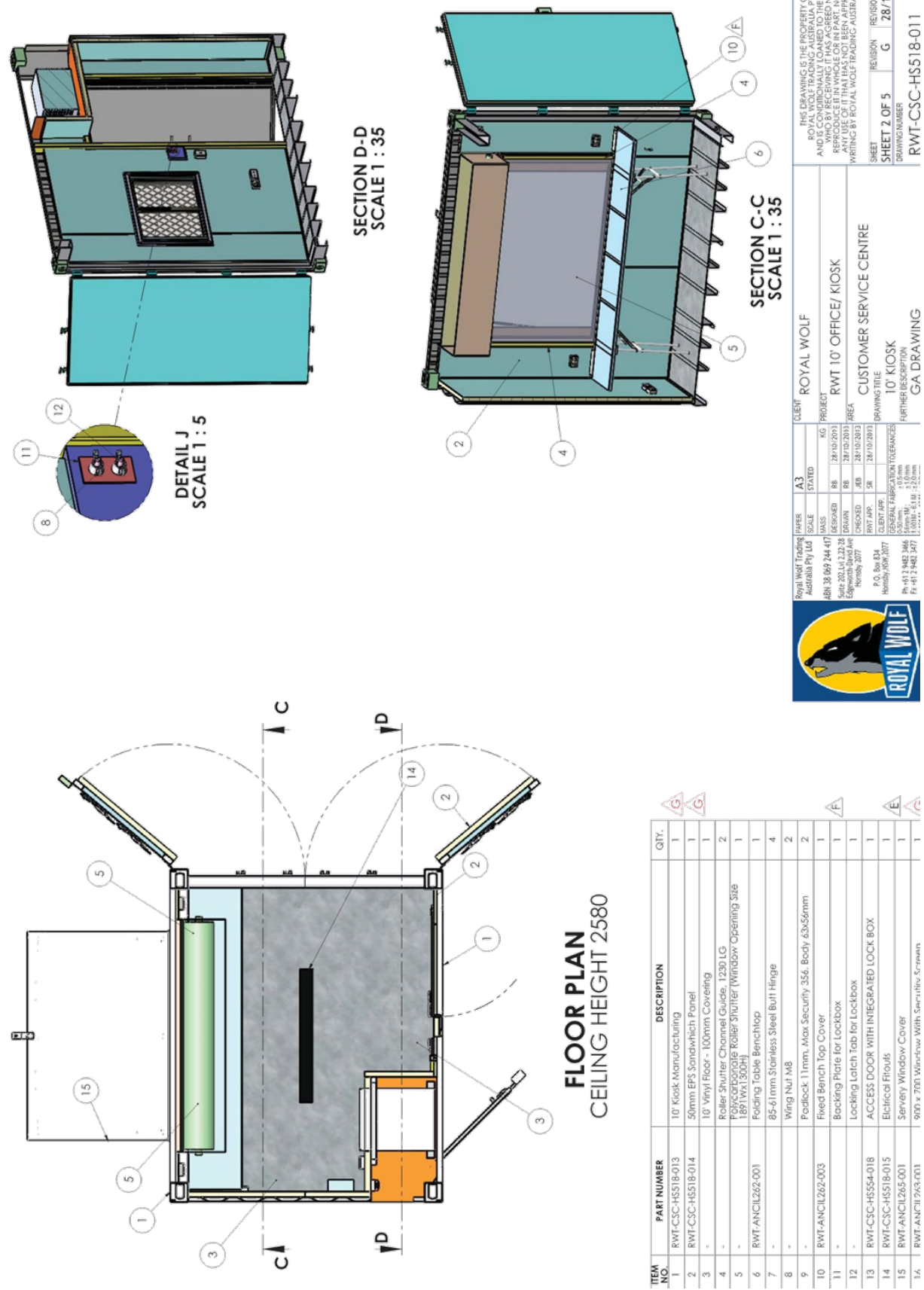


Picture is for illustrative purpose only; NOT FOR CONSTRUCTION. Design may vary with final draft.

MODEL : 15m Wide x 40.65m Long Container Mounted DomeShelter™ Structure









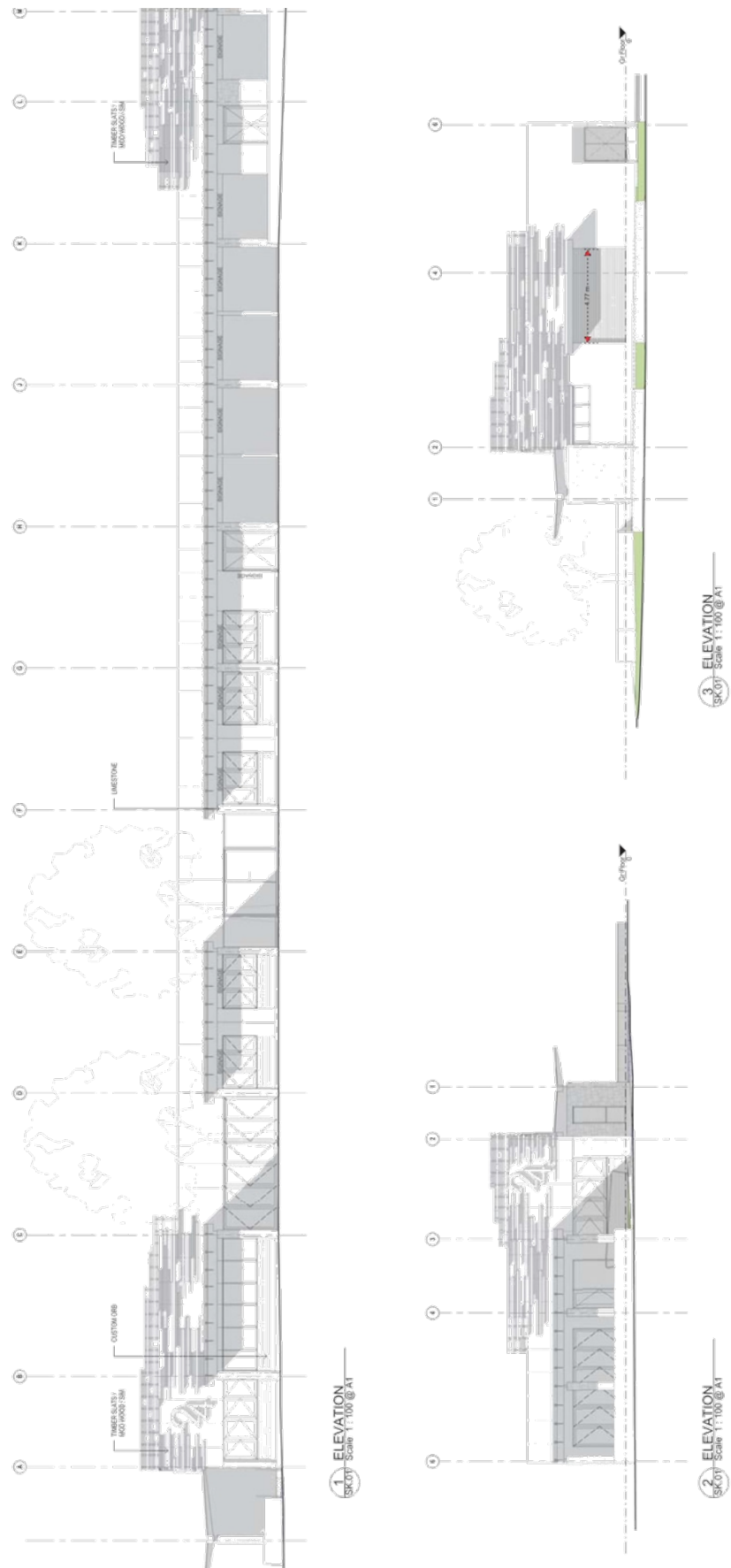
PROPOSED MARKET PLACE

SITE PLAN

LOT 202 DUNN BAY
ROAD,
DUNSEBROUGH WA

OPTION
11/14
SK.01

PRELIMINARY CONCEPTS
FOR DISCUSSION



PROPOSED MARKET PLACE

ELEVATIONS

LOT 202 DUNN BAY ROAD, DUNSBOROUGH WA

OPTION B

SK.03

2015

PG&A

PRELIMINARY CONCEPTS FOR DISCUSSION



Schedule of Submissions

No.	Name	Content of Submission	Officer's Comment
1.	B & I. Stone	<ol style="list-style-type: none"> 1. Visual appearance of proposal is undesirable. 2. Potential impacts on residential amenity. 3. Concerns over the height of the proposal. 4. Proposed hours of operation 	<ol style="list-style-type: none"> 1. Appearance is out of character with prevailing Dunsborough town centre built form. 2. Close proximity to dwellings noted. 3. Proposal is within the prescribed height limitations. 4. Noted.
2.	J. Wallington	<ol style="list-style-type: none"> 1. Visual appearance of proposal is undesirable. 2. Potential impacts on residential amenity. 3. Concerns over the height of the proposal. 	<ol style="list-style-type: none"> 1. Appearance is out of character with prevailing Dunsborough town centre built form. 2. Close proximity to dwellings noted. 3. Proposal is within the prescribed height limitations.
3.	D. Gabbott	<ol style="list-style-type: none"> 1. Visual appearance of proposal is undesirable. 2. Potential impacts on residential amenity. 3. Possible loss of amenity from potential noise levels. 4. Visual appearance of waste disposal area. 	<ol style="list-style-type: none"> 1. Appearance is out of character with prevailing Dunsborough town centre built form. 2. Close proximity to dwellings noted. 3. Proposal is within the

			<p>prescribed height limitations.</p> <p>4. Waste disposal area noted as being opposed existing residential dwellings.</p>
4.	K & C Hancock	<p>1. Visual appearance of proposal is undesirable.</p> <p>2. Potential impacts on residential amenity.</p> <p>3. Possible loss of amenity from potential noise levels.</p> <p>4. Limited availability of on-site parking.</p>	<p>1. Appearance is out of character with prevailing Dunsborough town centre built form.</p> <p>2. Close proximity to dwellings noted.</p> <p>3. Proposal is within the prescribed height limitations.</p> <p>4. Noted see officer's comments in report.</p>
5.	R. Brown	<p>1. Limited availability of on-site parking.</p>	<p>1. Noted see Officer's comments in Report.</p>
6.	J & C & A & M Fletcher	<p>1. Visual appearance of proposal is undesirable.</p>	<p>1. Appearance is out of character with prevailing Dunsborough town centre built form.</p>
7.	F. Harrison	<p>1. Visual appearance of proposal is undesirable.</p> <p>2. Limited availability of on-site parking.</p> <p>3. Proposed hours of operation</p>	<p>1. Appearance is out of character with prevailing Dunsborough town centre built form.</p> <p>2. See officer's comments in</p>

			report.
8.	Naturalist Charters	1. Visual appearance of proposal is undesirable.	1. Appearance is out of character with prevailing Dunsborough town centre built form.
8.	Moldon Nominees Pty Ltd & D'Orazio Family trust	1. Visual appearance of proposal is undesirable. 2. Limited availability of on-site parking.	1. Appearance is out of character with prevailing Dunsborough town centre built form. 2. See officer's comments in report.
10.	M. Mettan	1. Visual appearance of proposal is undesirable.	1. Appearance is out of character with prevailing Dunsborough town centre built form.
11.	C & D Gunter	1. Visual appearance of proposal is undesirable.	1. Appearance is out of character with prevailing Dunsborough town centre built form.
12.	Dunsborough and Districts Progress Association	1. Proposal will generate local economy 2. Provide entertainment 3. Activate town centre 4. Family friendly	1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans. 2. Music will require a Noise Impact Assessment for nearby noise sensitive premises. 3. Shipping containers to not have open frontage to Seymour Boulevard. 4. Proposal may provide affordable retail/dining

			opportunities for nearby residential areas.
13.	K. Keethy	<ol style="list-style-type: none"> 1. Proposal will generate local economy 2. Provide entertainment 3. Activate town centre 4. Family friendly 	<ol style="list-style-type: none"> 1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans. 2. Music will require a Noise Impact Assessment for nearby noise sensitive premises. 3. Shipping containers to not have open frontage to Seymour Boulevard. 4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.
14.	J. Divine	<ol style="list-style-type: none"> 1. Proposal will generate local economy 2. Provide entertainment 3. Activate town centre 4. Family friendly 	<ol style="list-style-type: none"> 1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans. 2. Music will require a Noise Impact Assessment for nearby noise sensitive premises. 3. Shipping containers to not have open frontage to Seymour Boulevard. 4. Proposal may provide affordable retail/dining

			opportunities for nearby residential areas.
15.	S. Martin	<ol style="list-style-type: none"> 1. Proposal will generate local economy 2. Provide entertainment 3. Activate town centre 4. Family friendly 	<ol style="list-style-type: none"> 1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans. 2. Music will require a Noise Impact Assessment for nearby noise sensitive premises. 3. Shipping containers to not have open frontage to Seymour Boulevard. 4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.
16.	M. Baker	<ol style="list-style-type: none"> 1. Proposal will generate local economy 2. Provide entertainment 3. Activate town centre 4. Family friendly 	<ol style="list-style-type: none"> 1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans. 2. Music will require a Noise Impact Assessment for nearby noise sensitive premises. 3. Shipping containers to not have open frontage to Seymour Boulevard. 4. Proposal may provide

			affordable retail/dining opportunities for nearby residential areas.
17.	L. Yearbury	<ol style="list-style-type: none"> 1. Proposal will generate local economy 2. Provide entertainment 3. Activate town centre 4. Family friendly 	<ol style="list-style-type: none"> 1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans. 2. Music will require a Noise Impact Assessment for nearby noise sensitive premises. 3. Shipping containers to not have open frontage to Seymour Boulevard. 4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.
18.	S. Allen	<ol style="list-style-type: none"> 1. Proposal will generate local economy 2. Provide entertainment 3. Activate town centre 4. Family friendly 	<ol style="list-style-type: none"> 1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans. 2. Music will require a Noise Impact Assessment for nearby noise sensitive premises. 3. Shipping containers to not have open frontage to Seymour Boulevard.

			<ol style="list-style-type: none"> 4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.
19.	S. Paul	<ol style="list-style-type: none"> 1. Proposal will generate local economy 2. Provide entertainment 3. Activate town centre 4. Family friendly 5. Affordable shopping 	<ol style="list-style-type: none"> 1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans. 2. Music will require a Noise Impact Assessment for nearby noise sensitive premises. 3. Shipping containers to not have open frontage to Seymour Boulevard. 4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.
20.	L & K Kiosses	<ol style="list-style-type: none"> 1. Proposal will generate local economy 2. Provide entertainment 3. Activate town centre 4. Family friendly 	<ol style="list-style-type: none"> 1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans. 2. Music will require a Noise Impact Assessment for nearby noise sensitive premises. 3. Shipping containers to not have open frontage to

			<p>Seymour Boulevard.</p> <p>4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.</p>
21.	B. Haugh	<p>1. Proposal will generate local economy</p> <p>2. Provide entertainment</p> <p>3. Activate town centre</p> <p>4. Family friendly</p>	<p>1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans.</p> <p>2. Music will require a Noise Impact Assessment for nearby noise sensitive premises.</p> <p>3. Shipping containers to not have open frontage to Seymour Boulevard.</p> <p>4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.</p>
22.	C. Barnao	<p>1. Proposal will generate local economy</p> <p>2. Provide entertainment</p> <p>3. Activate town centre</p> <p>4. Family friendly</p>	<p>1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans.</p> <p>2. Music will require a Noise Impact Assessment for nearby noise sensitive premises.</p> <p>3. Shipping containers to not</p>

			<p>have open frontage to Seymour Boulevard.</p> <p>4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.</p>
23.	P. Felton	<p>1. Proposal will generate local economy</p> <p>2. Provide entertainment</p> <p>3. Activate town centre</p> <p>4. Family friendly</p>	<p>1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans.</p> <p>2. Music will require a Noise Impact Assessment for nearby noise sensitive premises.</p> <p>3. Shipping containers to not have open frontage to Seymour Boulevard.</p> <p>4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.</p>
24.	R. McKenzie	<p>1. Proposal will generate local economy</p> <p>2. Provide entertainment</p> <p>3. Activate town centre</p> <p>4. Family friendly</p>	<p>1. Proposal is to utilise produce from the surrounding region and provide opportunities for local artisans.</p> <p>2. Music will require a Noise Impact Assessment for nearby noise sensitive premises.</p>

			<ol style="list-style-type: none">3. Shipping containers to not have open frontage to Seymour Boulevard.4. Proposal may provide affordable retail/dining opportunities for nearby residential areas.
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12. ENGINEERING AND WORKS SERVICES REPORT

12.1 RFT15/16 STREET AND DRAIN CLEANING SERVICES

SUBJECT INDEX:	RFT15/16
STRATEGIC OBJECTIVE:	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
BUSINESS UNIT:	Operations and Works Services
ACTIVITY UNIT:	Operations Services
REPORTING OFFICER:	Engineering Technical Officer - Raelene Lamb
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Confidential Tender Evaluation Attachment B Confidential Panel Consensus Score Sheet Attachment C Confidential Tender Evaluation and Recommendation Report

Attachment A is confidential under Section 5.23 - 2(c) of the Local Government Act 1995 in that it deals with “a contract entered into or which may be entered into, by the local government”. Copies have been provided to Councilors, the Chief Executive Officer and Directors Only.

PRÉCIS

The Council is requested to consider the tenders received in response to Request for Tender RFT15/16 – Street and Drain Cleaning Services. This report recommends that Council award a contract pursuant to RFT15/16.

BACKGROUND

This Contract is for the provision of street and drain cleaning services within the City of Busselton boundary.

Works are required at various specified frequencies and hours of operation and include, (but are not limited to), the following:

- Sweeping of roads; footpaths; car parks and off-road bicycle paths;
- Eduction of drainage pits and jetting of drainage lines; and,
- Eduction of gross pollutant traps.

Tenders received in response to RFT15/16 were assessed by a Tender Evaluation Panel which comprised of the following City Officers:-

- | | |
|------------------|---|
| • Matthew Twyman | Maintenance & Construction Coordinator |
| • Cobus Botha | Legal Services Coordinator |
| • Raelene Lamb | Engineering Technical Officer (Panel Chair) |

The Tender Evaluation Panel finalised its assessment and prepared an evaluation report for Council’s consideration which is discussed in more detail in the officer comment section of this report. Based on this evaluation report it is recommended that Council award a contract pursuant to RFT15/16 in accordance with the officer recommendation.

STATUTORY ENVIRONMENT

Part 4 — Provision of goods and services of the Local Government (Functions and General) Regulations 1996 requires, among other things, as follows:

Regulation 11(1) - subject to certain exceptions (which in this instance do not apply) before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 apply. In particular,

Regulation 14 (2a) - if a local government is required to invite a tender the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Regulation 18(4) – the local government is to assess tenders that comply with the requirement specified in the invitation for tender, by means of a written evaluation of the extent to which each tender satisfies the tender selection criteria, and then decide which tender would be most advantageous to the local government to accept.

RELEVANT PLANS AND POLICIES

The following Council policies have relevance to the Tender process.

Policy 239 – Purchasing:

The procurement process complies with this policy.

Policy 049/1 – Regional Price Preference:

The Regional Price Preference was applied to this tender.

Policy 031 – Tender Selection Criteria:

The procurement process complies with this policy.

FINANCIAL IMPLICATIONS

The application of appropriate selection criteria via the tender process has contributed to ensuring that the successful tenderer is offering the "best value" with respect to the provision of street and drain cleaning services within the City of Busselton.

Prices submitted under this tender show a two percent (2%) reduction in programmed works and a six percent (6%) increase in hourly rates, compared to the existing service tender RFT10/12 for street and drain cleaning services

Since the award of RFT10/12, the CPI-All Groups Perth has increased by six percent (6%).

The costs of services within this tender are provided for in capital works and operational budgets for each financial year. Purchasing under this contract will be in accordance with these adopted budgets.

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation of this report reflects and is consistent with the City of Busselton's strategic objectives.

Well Planned, Vibrant and Active Places

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

RISK ASSESSMENT

The objective of this tender is to select a suitably qualified Contractor who best demonstrates the ability to provide efficient street and drain cleaning services across the City of Busselton.

The risk has been categorized as a low (L5, unlikely with minor operational consequences). The risk has been assessed in this manner because the successful contractor has historically demonstrated the ability to deliver on the services as identified in the Tender document.

The provision of referees and financial profile information further reinforces the City's confidence in the appointment as the Contractor is well-established, has the financial capacity to fulfil the contract and the risk of insolvency is low.

CONSULTATION

RFT15/16 Street and Drain Cleaning Services was advertised in the West Australian newspaper on 9th July and on the City of Busselton tenders web site page between the 12th and 25th July 2016. The closing date for submissions was 25th July 2016 at 2.00pm.

OFFICER COMMENT

Tenders were checked for completeness and compliance and tenders that were not submitted at the place, or by the delivery method and within the time specified in RFT15/16, or failed to satisfy the relevant compliance criteria, were rejected. All compliant tenders were evaluated using information provided in RFT15/16 and in the submissions received from tenderers. Clarifications sought from some of the tenderers were also taken into account, as well as such other information considered necessary in order to evaluate the tenderers against the selection criteria. The Evaluation Panel scored each compliant tenderer against the qualitative criteria as specified in RFT15/16.

A scoring and weighting system was used as part of the assessment of the qualitative criteria, allocating points and weightings to those criteria which are considered key to meeting the City's requirements and objectives. The weighting given to various criteria indicate the relative degree of importance that the City places on each of the weighted criterion. The extent to which a tender demonstrates greater satisfaction of each of these criteria resulted in a greater score, with the aggregate score of each tender used as one of the factors in the final assessment of the tenders against the selection criteria and in the overall assessment of best value for money for the City.

The proposed successful tenderer has been recommended by the Tender Evaluation Panel, reflecting on the following Qualitative Criteria:

- **Relevant Experience:** 5% - highlighting each tenderers relevant market related work specific experience, substantiated by current and relevant referees.
- **Key Personnel Skills and Experience:** 5% - clearly showing staffing and employer based relevant skill levels and training.
- **Tenderers Resources:** 10% - highlighting the company's ability to provide the required work gear and hardware, as well as staffing resources to accommodate additional and unforeseen frequency and schedule issues.
- **Demonstrated Understanding:** 20% - details of proposed methodology to achieve the requirements of the Specification including scheduling, delivery and training of personnel.

The Tendered price was given the following weighting (and was assessed in conjunction with the Qualitative Criteria detailed in “Part 6 – Tenderer’s Offer” of this Request for Tender);

Criteria	Weighting
Tendered price	60%

From all the information presented by each respondent, a further consideration was entertained as to whether the detail presented within the total submission reflected current and commercial standards of professionalism, substantiated by good referees and sound financial backing to accommodate immediate and future work flow needs and actions.

Based on this methodology the Tender Evaluation Panel recommends that the tender from B & B Street Sweeping Pty Ltd represents the best value for money option for the City as it demonstrates the contractor’s ability to execute the requirements of the proposed contract with fully qualified staff and resources, at a competitive price.

CONCLUSION

This report seeks the Council’s endorsement of the officers’ recommendation to award the contract resulting from RFT15/16 to B & B Street Sweeping Pty Ltd.

OPTIONS

The Council may consider the following option:

The Council may choose not to accept the officers’ recommendation to award the contract to the preferred tenderer and not award any tender.

Given the statutory requirements to seek public tenders for this work, the City would then need to either:

- (a) Seek alternative tenders by re-advertising, or;
- (b) Appoint a contractor on the WALGA Preferred Supplier Panel.

Both alternatives would result in a delay to appointment of a contractor, resulting in the delay of critical works and there is no guarantee that a better value outcome could be achieved.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The award of the Street and Drain Cleaning tender to the successful tenderer will be announced immediately, should the Council endorse the officers’ recommendation. They will receive formal written notification within seven (7) days of Council’s decision. The unsuccessful tenderers will also be notified within this timeframe.

OFFICER RECOMMENDATION

That the Council:

1. Award the RFT15/16 Street and Drain Cleaning Services to B & B Street Sweeping Pty Ltd ITF B & B Street Sweeping Trust for a period of three (3) years with an option of two (2), one (1) year extensions, under the same terms and conditions as the initial period, subject to the Principle’s approval in accordance with the tender.

12.2 EXPANSION OF PRESCRIBED WASTE COLLECTION AREA IN EAGLE BAY AND YALLINGUP

SUBJECT INDEX:	Waste Management
STRATEGIC OBJECTIVE:	Environment and climate change risks and impacts are understood and managed.
BUSINESS UNIT:	Waste and Fleet Services
ACTIVITY UNIT:	Waste and Fleet Services
REPORTING OFFICER:	Manager, Waste and Fleet Services - Vitor Martins
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Overall Waste Collection Extension Attachment B Eagle Bay Garbage Collection Attachment C Wildwood Rd Garbage Collection Attachment D Wyadup Rd Garbage Collection Attachment E Overhanging Trees Attachment F Tea Tree Rise

PRÉCIS

The City has received four separate requests from rural residential areas to extend the prescribed area for waste collection.

In accordance with the City's Waste Collection Policy, each area has been surveyed for public support, a financial analysis has been performed and road safety has been considered. This report recommends the addition of three new areas to the City's prescribed area for waste collection.

BACKGROUND

The City has received requests to extend the existing prescribed waste collection area from four areas within the district that are not currently serviced. These areas are Carnarvon Castle Drive in Eagle Bay (request from 4 residents); Butterly Rd/Bayfield Court area (including Butterly Rd, Bayfield Court and Zamia Grove) in Yallingup (request from 11 residents); and Sainsbury Loop area (including Sainsbury Loop, House Glen, Brazier Cove, Marron Rise and Karli Rise in Injidup (request from 10 residents).

Whenever new housing is built in an area zoned "residential" such an area is automatically included in the prescribed area for waste collection (weekly rubbish collection and fortnightly recycling collection) and all owners of dwellings in the area are charged accordingly for the rubbish and recycling services on their annual rates.

However, this is not the case for "rural residential" areas. Such areas do not receive waste services automatically and do require support to be demonstrated from the affected streets' residents before they can be brought in. This is because when an area is incorporated into the waste collection prescribed area all properties with dwellings are charged for the service, not only those who are in favour of it.

In accordance with Council policy, upon request for waste collection services by interested residents in rural residential areas, the City assesses the viability of the extension of the existing prescribed collection area to include the requested area in line with financial and operational (safety) criteria and undertakes consultation of other residents within the same area to ascertain the level of support for the proposed expansion.

STATUTORY ENVIRONMENT

Waste Avoidance and Recovery Act

The WARR Act provides the City with a discretion to determine from time to time which premises or areas within its district are to be supplied with waste services (prescribed area).

Currently the City's prescribed area is determined and defined under the City's Refuse Collection Service Policy.

Should Council wish to expand the prescribed area, the process requires a policy amendment in terms of which the Prescribed Antea Maps (as referred to in the policy) are amended to incorporate the extended collection area.

While it should be noted that the City is not bound to provide collection services to specific areas by any legislative requirements, by providing waste collection services within a prescribed collection area – and by considering the expansion of the waste collection prescribed area on the basis of its financial and operational viability and the community's expectations, the City fulfills the requirements of the Act and the Policy.

RELEVANT PLANS AND POLICIES

The City's Council Policy 211/2 "Refuse Collection – Service Policy" was introduced to provide provision for waste collection services to properties outside Residential zoning, i.e. Rural Residential.

The policy sets out various criteria to be assessed in order to determine the viability of such a service to these areas: demand for the service, cost of provision of the service, income potential from annual charges and operational requirements. As part of the operational requirements, the suitability of roads for waste collection is also taken into account, involving turnaround points for the truck, the width of sealed roads and safety issues involving the truck stopping near bends.

The proposed expansion areas have been deemed viable in accordance with the applicable Council Policy criteria, as detailed in the Officer Comment section below.

FINANCIAL IMPLICATIONS

The financial implications associated with the recommendations in this report involve balancing the cost of providing the services with the revenue from the annual charges from the services, in both cases in marginal (additional) terms.

On the basis of the number of additional (82) properties to be serviced within the proposed expansion area at \$159 charge per property per year, the additional revenue is expected to amount to \$13,038 for the full financial year.

On the basis of the additional collection times required to service the proposed expansion area, the estimated cost amounts to approximately \$8,100 per year, which includes plant charge out rates, internal depreciation charges, wages and overheads.

The break-down of the financial analysis for each collection area request are detailed in the Officer Comment section below.

In summary, the estimated additional revenue will offset the cost of additional wages, truck time, fuel, and depreciation/equipment wear and tear, imposed during the year for the provision of extra service required in these areas.

Long-term Financial Plan Implications

There are no impacts on the long term financial plan, should the recommendation in this report be endorsed.

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation of this report reflects and is consistent with the City of Busselton's strategic objective:

5.3 Environment and climate change risks and impacts are understood and managed.

RISK ASSESSMENT

The recommendations within this report are aimed at providing waste collection services for residents, on the condition that the services are financially viable and that the roads are suitable for the waste collection trucks. As the required community support level of 75% has been obtained in each instance, as financial viability has been demonstrated for the areas mentioned and road safety has been addressed, no medium or greater risks were identified.

CONSULTATION

In accordance with the City's Waste Collection Policy, each area has been surveyed for public support which has resulted in the minimum required support level of 75%, as required in the policy. The survey was in the form of a letter sent to every property owner.

The details of the survey outcomes for each area are provided in the officer comments section. On the basis of the survey undertaken the proposed expansion is in line with the policy requirements and community's expectations.

OFFICER COMMENT

To the extent that the City intends to be responsive to community expectations, it is desirable for the City to provide waste collection services to residents wherever possible. Financial viability and the suitability of roads for the waste collection vehicles are the main limiting factors in providing this service for all residents.

The four areas surveyed in this report (all "rural residential" areas) are: Carnarvon Castle Drive in Eagle Bay; Butterly Rd/Bayfield Court area (including Butterly Rd, Bayfield Court and Zamia Grove) in Yallingup; and Sainsbury Loop area (including Sainsbury Loop, House Glen, Brazier Cove, Marron Rise and Karli Rise in Yallingup. The map with the proposed expansion areas is provided in Attachment A to illustrate the additional route required to be travelled by the waste collection trucks.

Each area was assessed on the basis of the applicable criteria in accordance with the relevant Council policy: demand for the service, cost of provision of the service, income potential from annual charges and operational/safety requirements.

Eagle bay, Carnarvon Castle Drive

Part of this road is already collected by the waste trucks. Currently they travel as far as Vixen Close before turning around and going back (see map in Attachment B).

The extension of Carnarvon Castle Drive would affect only four residents which is also the number of dwellings in the area of interest. All four requested the City to provide the service and are in favour

of having the waste collection extended to the end of the street. This support rate of 100% indicates that there is significant demand for the service.

The financial analysis comparing the cost of provision of the service with the income potential from annual charges indicates that it would be just short of viable to service this area. However, there are a potential 16 more houses to be built in the area and only 1 additional property needs to have a house built to recover the difference. Due to the fact that all of the rest of Eagle Bay has waste collection, we are recommending that Council approves waste collection to the end of Carnarvon Castle Drive.

The financial analysis as follows:

- Provision of service Costs: Route takes 5 mins to drive at 30 km/h + average additional time of 4 bins x 15 sec each = 6 mins total corresponding to 312 minutes or 5.2 hours per year (for 52 weeks). Total cost = \$734.1 per year [Cost per hour is \$141.19/hr including wages, plant charges, depreciation and overheads]
- Potential Income: 4 properties, refuse collection charge \$159/yr for 2016-17. Total revenue = \$636 per year.
- At this stage the difference between service costs and potential income is slightly unfavourable by \$ 98.19 per year.

In regards to the operational/safety requirements, there are no additional issues such as unsuitability of the roads for waste collection. The entire road is sealed and kerbed, and a *cul de sac* turnaround exists at the end of the road.

Yallingup, Butterly Road/Bayfield Court

This area includes Butterly Rd and the associated roads of Bayfield Court and Zamia Close (see map in Attachment C).

On April 11, 2015 a group of 11 residents petitioned the City for waste collection and in turn the City conducted a formal survey of all landowners with dwellings in the area. Out of the 30 surveys sent, a total of 28 responses were received, 24 being in favour of waste collection and 4 against. This shows a support rate of 85% by respondents. This support rate indicates that there is a reasonable demand for the service.

In order to service this whole area, the operational/safety assessment undertaken flagged one potentially major issue. Due to the higher speed limit and winding roads the junction of Commonage Road and Wildwood Road would allow only poor visibility from all directions when trucks turn right from Commonage Road into Wildwood Road. In fact, this junction has been assessed by Main Roads as requiring clearing in order to improve visibility.

The clearing has since been undertaken in accordance with the appropriate permit, now allowing visibility to be improved to the appropriate standard. Waste collection can now be safely introduced in the proposed area.

The financial analysis has also indicated that it is worthwhile for the City to provide this service:

- Provision of service Costs: Route takes 21 mins to drive at 30 km/h + average additional time of 30 bins x 15 sec each = 28.5 mins per week total, corresponding to 1,482 minutes or 24.7 hours per year (for 52 weeks). Total cost = \$3,487.39 per year [Cost per hour is \$141.19/hr including wages, plant charges, depreciation and overheads]
- Potential Income: 30 residences, Refuse Collection Charge of \$159/yr for 2016-17. Total revenue = \$4,770 per year.

Due to the issues described below there are two exceptions to the proposed expansion within Butterly Road/bayfield Court area: properties located in Dell Retreat and properties along Wildwood Road.

Dell Retreat runs off Butterly Rd and was also surveyed for waste collection. Unfortunately, there is no turnaround for trucks at the end of Dell Retreat. This has required the City to offer waste collection services there on the condition that residents had to wheel their bins to Butterly Rd for presentation.

Because of this, this particular area was treated separately in respect to the survey used to determine the residents' support for the service.

The outcome of the Dell Retreat residents' survey was that the condition for residents to wheel their bins to Butterly Rd for presentation was not acceptable for many residents. The survey for Dell Retreat received 6 responses out of 16 surveys sent, only 2 of which were in favour of waste collection and 4 against; a support rate of just 33% of respondents (or 12.5% of all 16 dwellings). It is therefore recommended that the City does not provide waste collection services for Dell Retreat.

Officers have further investigated other alternatives for residents on Dell Retreat, these being the construction of an appropriate turn around or a communal bin location.

A turnaround constructed in an appropriate location along Dell Retreat would cost in the region of \$75,000 and would require access into one of the private properties. This is due to the topography of the area, as the road is built on the side of a hill. Due to the costs this is not recommended by officers. A communal bin location is a further possibility. A specific location could be determined with the land owners where their bin would be located permanently. This would be a location suitable for the bin truck to access where residents would take their waste as opposed to having to wheel bins to that location. The only disadvantages of this system would be the permanent location of bins and potential illegal waste dumping. In order to proceed with this option it will be recommended that further consultation with residents on Dell Retreat take place.

Concerning the properties directly located on Wildwood Road the City is unable to provide a waste collection service there due to road safety considerations. The conclusion of the assessment undertaken is that it is not safe for the truck to stop on Wildwood Road, due to the higher speed limit of 80kmh, the winding nature of the road and the short sight distances in both directions, associated with the presence of roadside vegetation.

In conclusion, in respect to the Yallingup, Butterly Road area, this Report recommends that the Council approve waste collection to start in the affected area of Butterly Road, Bayfield Court Zamia Grove, except on Dell Retreat and along Wildwood Road.

Injidup, Wyadup Road

This area incorporates Sainsbury Loop, House Glen, Brazier Cove, Karli Rise and Marron Rise (see map in Attachment D). The City has received a request, on behalf of 10 residents in these streets to provide a waste collection service and in turn the City conducted a formal survey of all property owners. This survey received 37 responses out of the 37 surveys sent. Out of the 37 responses, 29 were in favour of waste collection and 8 against, a support rate of 78% (the same percentage of the total dwellings in the area). This support rate achieved the minimum required figure of 75%.

The area has been visited and assessed for financial viability, and it has been demonstrated that it is financially viable to provide the service to these streets:

- Provision of service Costs: Route takes 25 mins to drive (from Wildwood Rd turnoff) at 30kmh + average additional time of 37 bins x 15 sec each = 34.25 mins, corresponding to 1,781 minutes or 29.7 hours per year (for 52 weeks). Total cost is \$141.19/hr = \$4,190.98 per year.
- Potential Income: 37 bins, Refuse Collection Charge \$159/yr for 2016-17. Total revenue = \$5,883 per year.

The density of the dwellings along Butterly Rd, Bayfield Court, Sainsbury Loop, House Glen, Brazier Cove, Marron Rise and Karli Rise is consistent with the density of dwellings in rural residential areas previously approved for waste collection by the City, with no operational issues to report.

A group of residents in the Wyadup area not covered by the above streets also requested the City for a waste collection service. This group included residents in Cape Clairault Road, Wyadup Road, Injidup Springs Road and Tea Tree Rise.

The City officer assessed the suitability of the area for collection and concluded that the streets are not suitable for waste collection trucks according to the reasons below.

Both Cape Clairault Road and Wyadup Road end in carparks which in summer, when the car parks are likely to be full, will be extremely difficult for the trucks to turn around in. Additionally, Cape Clairault Road contains a heavy overhanging canopy of trees which would need to be severely pruned back for the passage of waste collection trucks, and this would significantly detract from the ambience of the area (see picture in Attachment E).

Tea Tree Rise does not have a turnaround for trucks (the road terminates in a gravel track which is subject to being washed away on a regular basis – see picture in Attachment F); and

Even if the car parks were deemed as suitable for trucks to turn around in and the pruning of the trees along Cape Clairault Road was undertaken, there are only 6 residences along Cape Clairault Road and Wyadup Road which could be serviced by the trucks, and it is not financially viable to provide a service to this number of dwellings in view of the additional time taken to deliver the service.

There are 6 potential residential addresses to be collected. A financial assessment of the area is based on the measurement of 10 minutes per week being added to the waste collection route for Injidup, and the current costs of \$141.19/hour (including wages, plant charges, depreciation and overheads).

Provision of service costs = 10 mins/week = 8.7 hours/yr x \$141.19/hr = \$1,223.65/yr.

Income potential = 6 x \$159/yr = \$954/yr.

This demonstrates that waste collection for the Cape Clairault Rd area would run at a financial loss, in addition to being operationally unviable and it is, therefore, not recommended.

CONCLUSION

The introduction of a waste collection scheme for the areas recommended is likely to be well received by most of the residents and is financially viable for the City. Therefore it is highly recommended.

OPTIONS

The Council may decide not to approve waste collection for some or all of the areas proposed, in which case residents will continue to be required to take their own waste to Busselton Transfer Station or Dunsborough Waste Facility for disposal.

The Council might approve waste collection for some or all of the areas that are not recommended, in which case a number of issues in respect to the operational and financial viability of the services will need to be addressed.

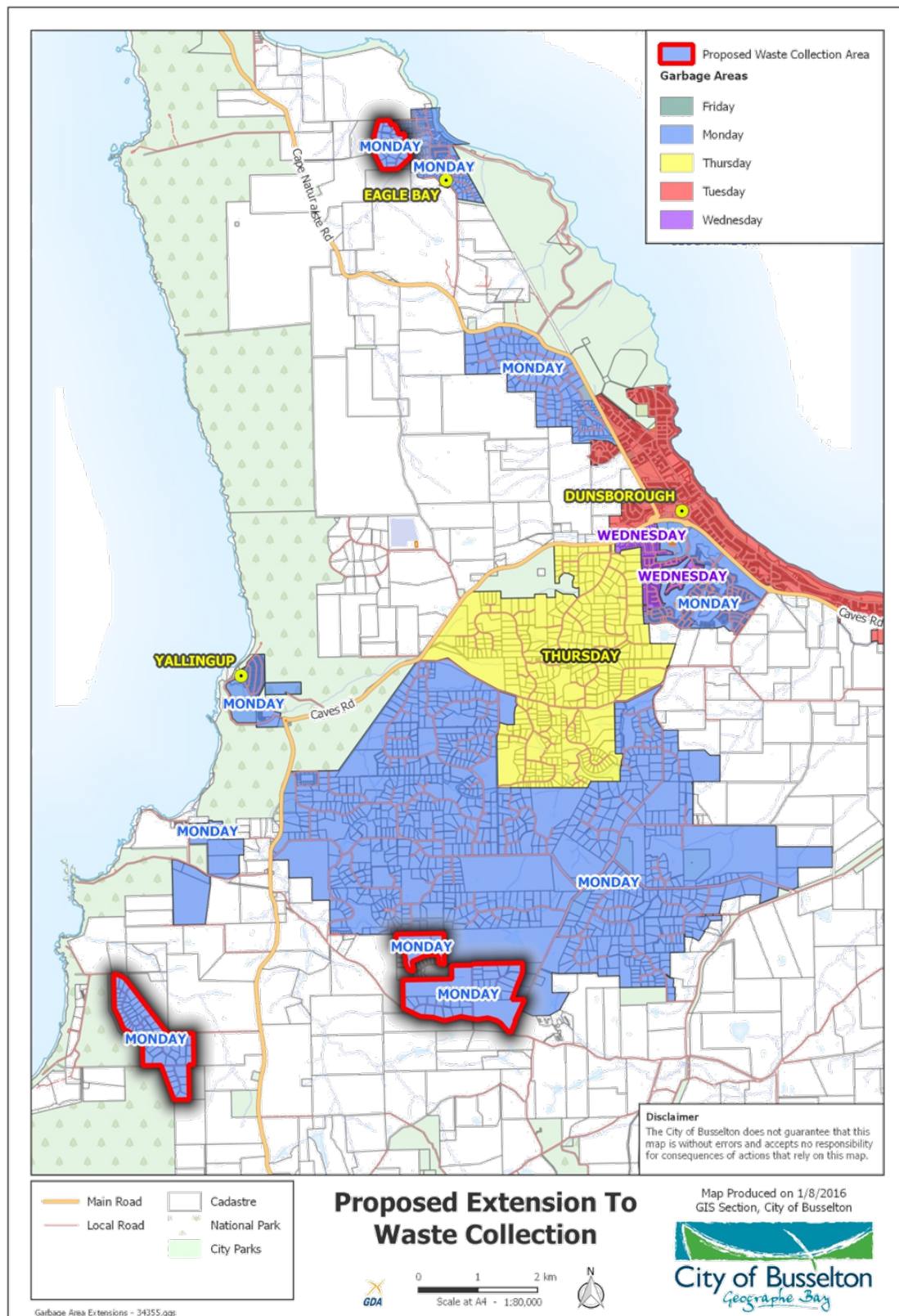
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

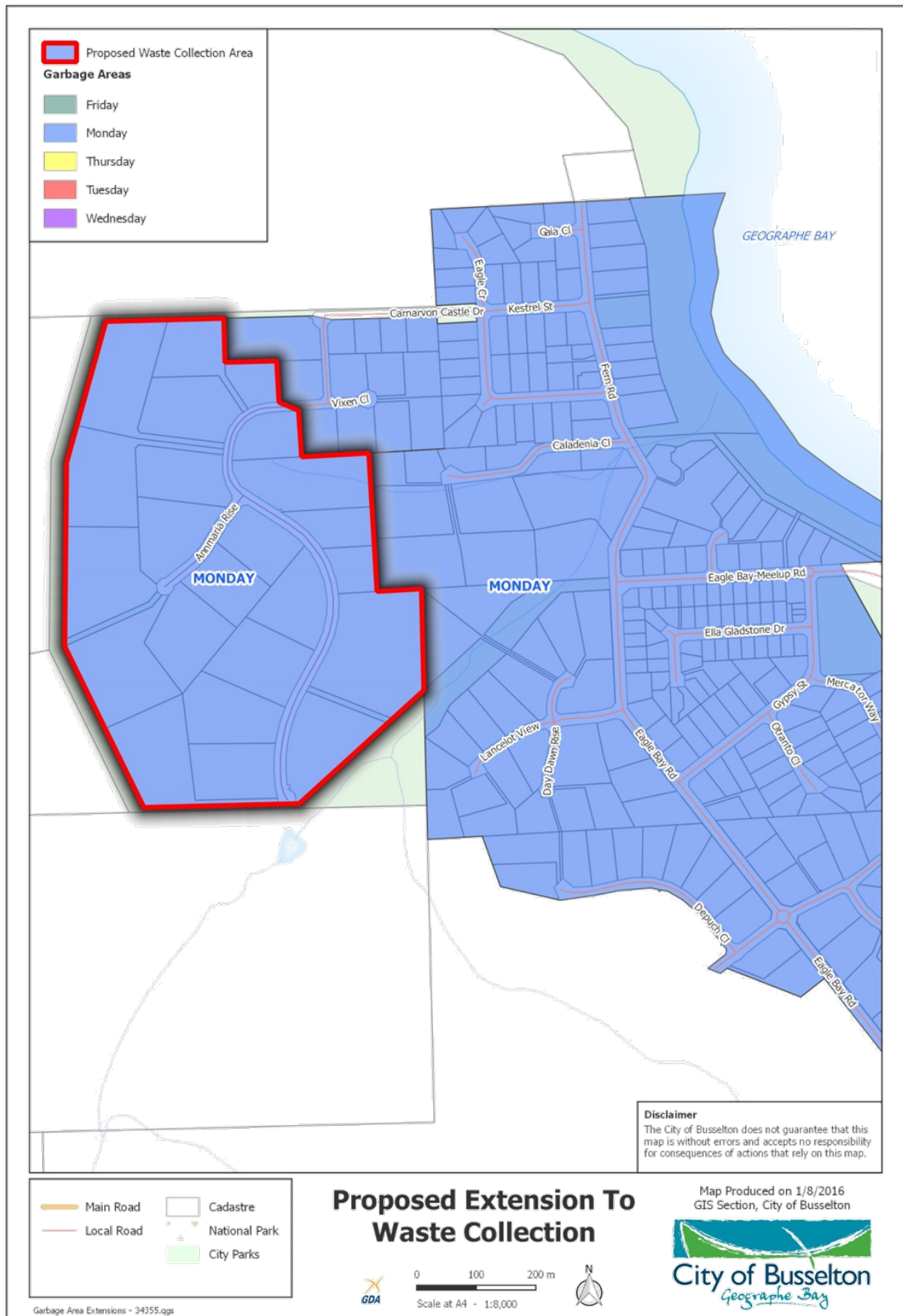
This resolution could be implemented within one month of being approved by the Council.

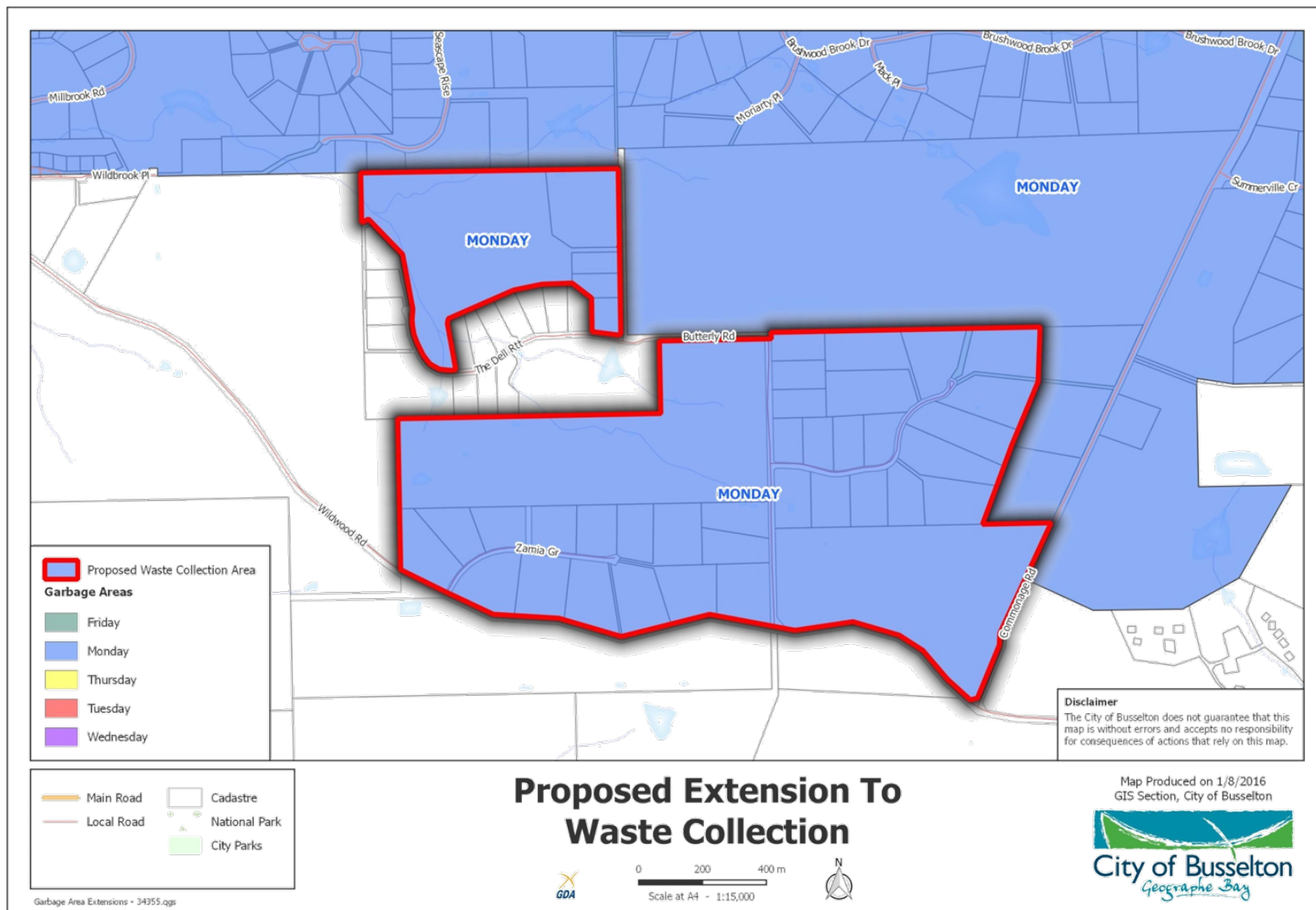
OFFICER RECOMMENDATION

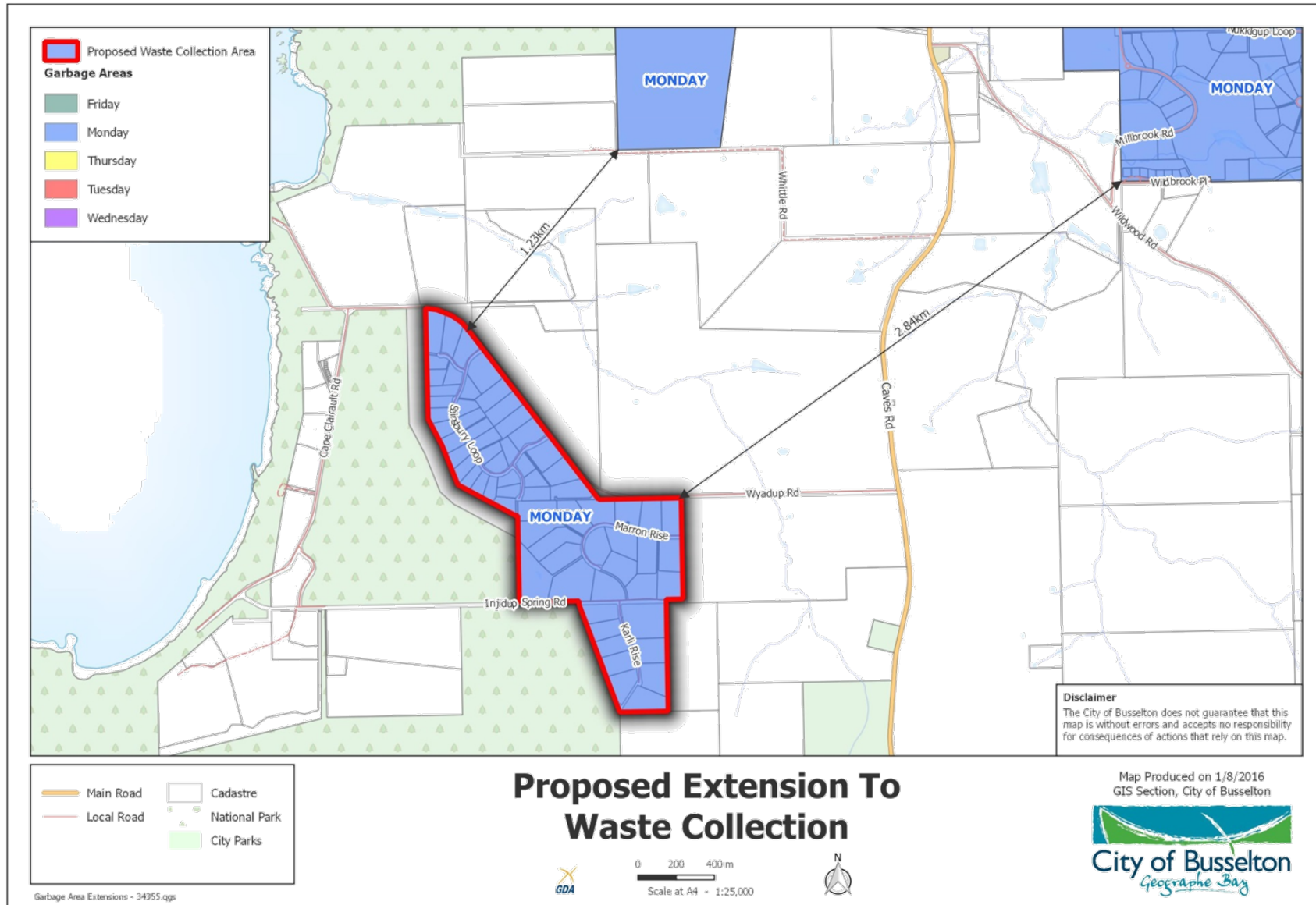
That the Council:

1. Approve all properties on Carnarvon Castle Drive for inclusion on the prescribed area register of roads for waste collection.
2. Approve all properties on Butterly Road, Bayfield Court and Zamia Grove for inclusion on the prescribed area register of roads for waste collection.
3. Approve all properties on Sainsbury Loop, House Glen, Brazier Cove, Karli Rise and Marron Rise for inclusion on the prescribed area register of roads for waste collection.
4. Not approve any of the properties on Dell Retreat and complete further consultation on support for or against a communal bin location.
5. Not approve any of the properties on, Wildwood Road, Cape Clairault Road, Wyadup Road, Injidup Springs Road and Tea Tree Rise for inclusion on the prescribed area register of roads for waste collection.













13. COMMUNITY AND COMMERCIAL SERVICES REPORT

13.1 COMMUNITY SPORT AND RECREATION FACILITIES FUND: SMALL GRANT APPLICATIONS WINTER

SUBJECT INDEX:	Leisure Services
STRATEGIC OBJECTIVE:	A City where the community has access to quality cultural, recreation, leisure facilities and services.
BUSINESS UNIT:	Community Services
ACTIVITY UNIT:	Community Services
REPORTING OFFICER:	Community Development Coordinator - Jeremy O'Neill
AUTHORISING OFFICER:	Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Geographe Bay Yacht Club Application Attachment B City of Busselton Application Attachment C Dunsborough and Districts Country Club Application

PRÉCIS

Each year Local Government Authorities are required to rate and prioritise the Community Sport and Recreation Facilities Fund (CSRFF) submissions received within their municipality.

In June 2009 several changes were made to the CSRFF program including the introduction of the Small Grant Round, which has a different timeline to standard grant round. Small Grant applications must be submitted by local government authorities to Department of Sport and Recreation (DSR) by 31 August 2016. The purpose of this report is to meet the CSRFF criteria by outlining the submissions received for projects within the City for this current funding round and request that Council rates and ranks these applications prior to forwarding to DSR for final consideration.

BACKGROUND

DSR administers the CSRFF program, with the purpose of providing State Government financial assistance to Local Government Authorities and local community groups (up to one third of the total capital cost), to develop well-planned facilities for sport and recreation.

In June 2009 several changes were made to the CSRFF program to improve the level of support the Western Australian Government provides to the sporting community. Of particular note is the introduction of the Small Grant Round, which has a different timeline to standard grant rounds. Small Grant Applications must be submitted to DSR from Local Government Authorities by the end of March and August each year. In 2015/2016 the maximum total project cost for the Small Grant Round was increased from \$150,000 to \$200,000.

This requires local governments to assess and prioritise applications prior to submission. In order to assist with the evaluation of submissions and to ensure projects are viable and appropriate, DSR has developed "Key Principles of Facility Provision". Accordingly, each submission is to be assessed against those criteria.

Under the provision, Local Government Authorities are required to rate and prioritise local submissions using the following guide;

RATE	DESCRIPTION
A	Well planned and needed by the municipality
B	Well planned and needed by the applicant
C	Needed by the municipality, more planning required
D	Needed by the applicant, more planning required
E	Idea has merit, more preliminary work needed
F	Not recommended

Submissions for the current funding round closed for submission to Local Governments on Friday, 29 July 2016. Following this date, each Local Government Authority is required to assess and prioritise the applications before forwarding all documentation to the South West Office of the DSR no later than 31 August 2016.

During October and November 2016 local applications (along with others received throughout the State) will be evaluated and ranked by relevant State Sporting Associations and the CSRFF Assessment Panel, prior to the outcome being announced by the Minister for Sport and Recreation. Funds for successful applications will become available around December 2016.

Three (3) applications were received for the winter small grants round as follows:

1. *Geographe Bay Yacht Club (Inc) – Upgrade of Junior Club rooms, Sail Training Centre and Boat Storage facilities (Portion of Lot 4539 King Street, Reserve 17319, Busselton)*
2. *City of Busselton – Geographe Leisure Centre / Naturaliste Community Centre Strategic Review and Masterplan (Reserve 29933, Busselton and Reserve 43008, Dunsborough)*
3. *Dunsborough and Districts Country Club (Inc)– Two (2) New Tennis Courts (Reserve 34894, Dunsborough)*

STATUTORY ENVIRONMENT

Nil

RELEVANT PLANS AND POLICIES

Social Plan 2015-2025. A key goal of this plan is to “create needed, quality, sustainable recreation and leisure facilities and services for our community.”

The Geographe Leisure Centre (GLC) Asset Management Plan identifies the master plan project as a key future strategy and includes the matching funding allocation. The master plan project is also identified in the City of Busselton’s Corporate Plan and GLC Business Plan.

FINANCIAL IMPLICATIONS

Three (3) applications have been received for consideration in the current round of funding.

The application from the Geographe Bay Yacht Club Inc. (GBYC) is for the upgrade of junior club rooms, sail training centre and boat storage facilities on Reserve 17319 and has a total project cost of \$198,833 (ex GST). The GBYC did not seek any additional funding for this project from the City of Busselton as part of the 2016/17 Community Bids program.

The application from the City of Busselton is for the Geographe Leisure Centre / Naturaliste Community Centre strategic review and masterplan and has a total project cost of \$71,390 (ex GST). A financial commitment for this project was identified in the GLC Asset Management Plan and has

been included in the City's Buildings and Facilities budget for 2016/17, which was considered by the Council at its special (budget) meeting of 21 July 2016.

The application from the Dunsborough and Districts Country Club Inc. (DDCC) is for the development of two (2) new hard tennis courts on Reserve 34894 and has a total project cost of \$166,653 (ex GST). DDCC have been recommended for a cash commitment from the Council to the value of \$50,000 (ex GST) in the 2016/17 adopted budget as part of the 2016/17 Community Bids Programme.

Albeit already funded through the 2016/17 adopted budget, a summary of the financial implications for Council in respect to the capital costs of these three projects, should they proceed as planned, is as follows:

Project		Cost
1	Geographe Leisure Centre / Naturaliste Community Centre - Strategic Review and Masterplan	\$47,593
2	Dunsborough and Districts Country Club Inc. – 2 New Hard Courts	\$50,000
TOTAL FINANCIAL IMPLICATIONS		\$97,593

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

This matter aligns with the City of Busselton Strategic Community Plan 2013 and principally with the following strategic goal:

Caring and Inclusive Community

- 1.3 A community that supports healthy, active ageing and services to enhance quality of life as we age.

Well Planned, Vibrant and Active Places

- 2.1 A City where the community has access to quality cultural, recreation and leisure facilities and services.
- 2.2 Infrastructure assets that are well maintained and responsibly managed to provide for future generations.

RISK ASSESSMENT

An assessment of the potential risks of implementing the Officers recommendation was undertaken, and as a result, no risks were rated as 'medium' or above were identified.

CONSULTATION

Consultation has taken place between Officers of the City and staff from the South West Office of DSR in regards to the funding submissions received and application to be submitted by the City. Consultation has also taken place between City Officers assessing the application and the Coordinator from the Geographe Leisure Centre and the key contacts from the GBYC and DDCC respectively.

OFFICER COMMENT

Geographe Bay Yacht Club (Inc.) –Upgrade of junior club rooms, sail training centre and boat storage facilities -Total Project Cost \$198,883

The application for an upgrade of junior club rooms, sail training centre and boat storage facilities has been submitted by the GBYC.

The GBYC's existing junior clubroom and boat storage facilities are over 50 years old. The building contains asbestos materials, steel support beams are badly corroded and the building has deteriorated to a point where it is well and truly past its "use by" date. Ongoing maintenance on the facilities is costly and amounts to little more than band-aid treatment. The Boat Storage facilities are poor quality and have no doors and do not give adequate weather or security protection for the GBYC's training boats and equipment. The project on completion will provide the following facility improvements:

- Boat and Equipment Storage

The new boat and equipment storage building will be used to securely store the six new 'Tackers' junior training yachts the GBYC has recently purchased, along with six 420 Class training yachts, plus other sailing dinghies and equipment owned by the club and used for sail training. Improved security and protection from the weather will extend the working life of the boats and reduce ongoing maintenance costs.

- Sail Training Centre

The GBYC has recently become an accredited Australian Sailing 'Discover Sailing Centre'. It is the only Club in the South West Region with the equipment and registered trainers able to offer junior sail training, under the nationally accredited "Tackers" training program.

The expansion of the Club's sail training programs requires a new Sail Training Centre facility, to deliver high quality off-water theory and rules training to program participants (both member and non-member), and enable elite level coaching to be offered to GBYC members and visiting clubs.

This Training Centre will also be used by the Naturaliste Sports and Game Fishing Club and the Geographe Outriggers Club, who share the GBYC leased area, but currently have no facilities for member training sessions, guest speakers and other training.

- Junior Club rooms

The current junior club rooms are ageing, poor condition both structurally and aesthetically and are not "fit-for-purpose". A new junior club room facility will provide a boost for the social aspects of GBYC's junior sailing program.

This project will provide a much needed facility upgrade to cater for the GBYC's current training, junior membership and storage needs, as well as provide some potential of an expansion of membership in the future. Due to the Sail Training Centre being nationally accredited, this project will have broad benefit across the district and entire south west region. It is recommended that this project be assessed as a 'high' priority and that it is a (A) Well planned and needed by the municipality and number two (2) priority of the three applications received for consideration.

City of Busselton Application – Geographe Leisure Centre and Naturaliste Community Centre (NCC) Strategic Review and Master Plan - Total Project Cost \$71,390

The proposed project, which is the subject of this application, is the development of a collective strategic review and masterplan for the Geographe Leisure Centre (GLC) and Naturaliste Community Centre (NCC).

The GLC in Busselton and the NCC in Dunsborough are popular and well used recreation and leisure facilities, however like most centres of their kind operation is heavily subsidised by the ratepayers of the City. A major challenge for the City is to maintain the operating deficits of both centres at a sustainable level whilst providing local employment, affordable contemporary standard facilities and

relevant and accessible services to enable the City to contribute towards a sustainable economic and social future for the community.

Whilst not pre-empting the result and direction of the master planning exercise, there is a documented need for additional hard court playing space in Busselton and Dunsborough and long term pool space in Busselton. The NCC master plan will also consider the current and planned outdoor court space in Dunsborough.

In 2015 the City of Busselton undertook a major extension and renovation to portions of the GLC. These works included the construction of a new gymnasium, crèche, health suites, meeting room and cycle room. To keep the facility modern and compliant to relevant standards there has also been an upgrade to the foyer and wet and dry change rooms.

Whilst no significant facility upgrade or addition has occurred at the NCC, a full service review was conducted in 2012. This review was in response to two separate community consultation processes identifying a need for a change in centre operations and community priorities.

Prior to any further changes at these facilities there is an identified need to plan for future facility developments and operational changes. The scope of the project (in relation to both the GLC and the NCC) will be as follows:

- Review of the Centre's operations to identify opportunities and potential changes to the current method of operation to identify efficiencies;
- Assess the current and likely future needs of the local community and identify priorities for any future upgrading or modifications to the Centre's facilities;
- Assess the feasibility of any proposed upgrading or modifications to the Centres and develop a Master Plan to guide the future development of the Centres for the next 10-15 year period including cost estimates and staging options;
- Conduct an energy audit to identify opportunities to save costs and reduce energy consumption and emissions.

To ensure that any future operational changes or facility developments are conducted in a planned and considered way it is imperative that the City of Busselton undertake a strategic review and master planning process. This project, a strategic review and masterplan for the Geographe Leisure Centre and Naturaliste Community Centre, will be the first step in that process.

It is recommended that this project be assessed as a 'high' priority and that it is a (A) Well planned and needed by the municipality and number three (3) priority of the three applications received for consideration.

Dunsborough and Districts Country Club (Inc.) – Two (2) New Hard Tennis Courts -Total Project Cost \$166,653

The application for the development of 2 new hard tennis courts has been submitted by the DDCC.

The DDCC is currently in an exciting new phase of planning and development; in particular the planning and development of 2 new hard courts adjacent to the existing four (4) tennis courts.

The need for more courts at the DDCC was established through increasing demand for more playing space from a variety of sources including increased club membership, growth in junior coaching, greater usage of the facility by local schools and a spike in the general public usage (visitors to the region and local community non-club members).

All sporting sections at the DDCC (inclusive of Bowls, Tennis, Croquet, Golf and Mountain Biking) are growing to the extent that there are now over 800 members. Tennis section membership has trebled over the past three (3) years (from 35 to 108) and there is a further sixty (60) juniors participating in coaching and regional pennant competitions.

Increased player participation is monitored through a variety of measures including the DDCC's court booking/hire sheets, increased junior coach feedback and the increasing number of players "sitting off" during Saturday social tennis (court capacity is exceeded over 71% of the playing time available). During the months of October through until April there are regularly 8 -10 players "sitting off" during Saturday social tennis (members and non-members). Junior coaching occurs five (5) evenings per week which is causing court overload issues as Club members also play social tennis Tuesday and Thursday afternoons.

There are no other public tennis courts available in the Dunsborough/Yallingup district, so all the demand is focussed on the current four club courts. A number of times during the week this can mean anywhere between 20 – 28 players queueing to use the courts. Currently, priority is given to Club members, the junior coach and then members of the public. The Club has a well-established record for developing all the various sporting facilities which are importantly supported by a sustainable maintenance program.

One of the core objectives of the CSRFF program is to *"increase the level physical activity in the community."* This project will meet these objectives by providing much needed additional playing space for club members, junior programs and for the public to play tennis, as well as provide some potential of an expansion of tennis membership in the future. When comparing this application against other applications submitted, this project was considered higher due to the project's ability to directly meet the core objective of the CSRFF program.

It is recommended that this project be assessed as a 'high' priority and that it is a (A) Well planned and needed by the municipality and number one (1) priority of the three applications received for consideration.

CONCLUSION

The three applications received for the 2016/17 CSRFF Small Grants funding round show sound reasoning and justification, as such it is recommended that Council adopts the Officers Recommendation to allow the projects to proceed should funding from DSR be forthcoming.

OPTIONS

The Council could decide not to support any or all of the applications received for the 2016/17 CSRFF Small Grants funding.

The Council could decide to rate and rank the three applications received in an alternative order.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

DSR, South West Office staff will be advised in writing of the Council's decision prior to the end of August 2016 when the full contents of the application are forwarded to their regional office in Bunbury.

OFFICER RECOMMENDATION

That the Council:

1. Submits the Dunsborough and Districts Country Club's (Inc.) Application – Two (2) New Hard Tennis Courts to the Department of Sport and Recreation's Community Sport and Recreation Facilities Fund and rates the Application as a priority 'A' project, ranked number 1;
2. Submits the Geographe Bay Yacht Club (Inc.) –Upgrade to Training Room and Boat Storage facilities to the Department of Sport and Recreation's Community Sport and Recreation Facilities Fund and rates the Application as a priority 'A' project, ranked number 2.
3. Submits the City of Busselton's Application – Geographe Leisure Centre and Naturaliste Community Centre (NCC) Strategic Review and Master Plan to the Department of Sport and Recreation's Community Sport and Recreation Facilities Fund and rates the Application as a priority 'A' project, ranked number 3;

Government of Western Australia
Department of Sport and Recreation

CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2017

You **MUST** discuss your project with an officer from your nearest Department of Sport and Recreation office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications **MUST** be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DSR Contact: Troy Jones

Date: 27 JUNE 2016

Office: BUNBURY

Applicant's Details:

Organisation Name:	GEOGRAPHE BAY YACHT CLUB INC.				
Postal Address:	PO Box 243				
Suburb:	Busselton	State:	WA	Postcode:	6280
Street Address:	Cnr King Street and Geographe Bay Road				
Suburb:	Busselton	State:	WA	Postcode:	6280

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Barry Brown	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Secretary		
Business Phone:	0409 882 055	Facsimile:	9754 2866
Mobile Phone:	0409 882 055	Email:	barrybrown@westnet.com.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 24 729 102 620	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs Exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A820440 *	
Bank details:	Bank: NAB	BSB: 086-565	A/c: 74-239-6729

Local Government Authority Details:

LGA:	City of Busselton		
Contact:	Jeremy O'Neill	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Community Development Coordinator		
Business Phone:	9781 0356	Facsimile:	
Mobile Phone:	0411 342 603	Email:	jeremy.oneill@busselton.wa.gov.au

PROJECT DETAILS**Project Description:**

Geographe Bay Yacht Club – new Junior Clubrooms, Sail Training Centre and Boat Storage Building

How did you establish a need for your project?**Existing Facilities Need Upgrading**

The Club's existing **Junior Clubroom** and **Boat Storage** facilities are over 50 years old. The building contains asbestos materials, steel support beams are badly corroded and the building has deteriorated to point where it is well and truly past its "use by" date. Ongoing maintenance on the facilities is costly and amounts to little more than band-aid treatment. The poor quality of the **Boat Storage** facilities, which have no doors (they rusted off!), does not give adequate weather or security protection for the Club's training boats and equipment. (Refer attached photos)

Boat and Equipment Storage

The new **Boat and Equipment Storage** building will be used to securely store the six new 'Tackers' junior training yachts the Club has recently purchased, along with six 420 Class training yachts, plus other sailing dinghies and equipment owned by the Club and used for sail training. Improved security and protection from the weather will extend the working life of the boats and reduce ongoing maintenance costs. (Refer attached Plans: Job Number 12268)

Sail Training Centre

The GBYC has recently become an accredited Australian Sailing 'Discover Sailing Centre'. It is the only Club in the South West Region with the equipment and registered trainers able to offer junior sail training, under the nationally accredited "Tackers" training program.

The Club has invested \$16,000 into six new "Tackers" junior sailing yachts and is funding the training of additional Club members to provide nationally accredited sail training for juniors and adults wishing to learn to sail.

The expansion of the Club's sail training programs requires a new **Sail Training Centre** facility, to deliver high quality off-water theory and rules training to program participants (both member and non-member), and enable elite level coaching to be offered to GBYC members and visiting Clubs.

This **Training Centre** will also be used by the Naturaliste Sports and Game Fishing Club and the Geographe Outriggers Club, who share the GBYC leased area, but currently have no facilities for member training sessions, guest speakers, etc.

(Refer attached Plans: Job Number 12336 – ground floor)

Junior Clubroom

The current **Junior Clubroom** is very small and struggles to accommodate the Club's existing junior membership of 60. The projected increase in membership generated by the 'Tackers' and 'Discover Sailing' training programs, will render this facility totally inadequate for the needs of the growing number of junior members.

Quality **Junior Clubroom** facilities are a vital part of building and retaining junior membership and ongoing participation in sailing. A strong Junior membership is essential to the ongoing development of the Club, as it provides the foundation for building stronger numbers of full adult members into the future.

(Please see attached Plans – Job Number 12336 – upper floor)

Project location:	Geographe Bay Yacht Club - portion of Lot 4539 King Street, West Busselton		
Land ownership:	Who owns the land on which your facility will be located? Crown Land vested with the City of Busselton Lease Expiry (if applicable): 30 June 2026, with further 10 year Option to 30 June 2036. Refer attached Council Minutes.		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	___/___/___	
Department of Aboriginal Affairs?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	___/___/___	
Department of Parks and Wildlife? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	___/___/___	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	___/___/___	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	31/12/2016	
City of Busselton Building Licence			

How will your project increase physical activity?

The GBYC has recently become a nationally accredited Australian Sailing 'Discover Sailing Centre' and is the only "Tackers" Club in the South West Region. The Club has the boats, equipment and qualified instructors to offer junior sail training under the national 'Tackers' training program.

'Tackers' is an introductory, fun, games-based sailing program designed for kids aged 7 to 12, that is only delivered at recognised "Tackers" Clubs. Kids don't need to have any sailing experience and they don't have to be a member of a club to participate. All the equipment, including the boats, is provided. (GBYC has recently purchased six new 'Tackers' training dinghies.) The GBYC will also offer *Tackers Intro for Schools*, which is a three-hour introductory program designed to give primary school aged children a taste of sailing.

REFER: <http://discoversailing.org.au/tackers/>

In addition, the GBYC will offer 'Discover Sailing' Courses for teenagers and adults (both members and non-members), using the Club's 420 Class sailing dinghies. Participants completing Discover Sailing Courses receive a nationally recognized certificate.

The proposed new Junior Clubhouse, Training Centre and Boat Storage facilities, along with our national Discover Sailing Centre and "Tackers" accreditation, will enable the Club to deliver high quality sail training programs to the South West Region community, increasing participation in the sport of sailing.

The GBYC will offer in-term, after school, weekend and school holiday sail training programs, thus greatly increasing physical activity opportunities for children, teenagers and adults in the South West Region.

Do you share your facility with other groups? Yes ☒ No ☐ If so, who:

Naturaliste Sports and Game Fishing Club (NSGFC) and Geographe Outrigger Canoe Club (GOCC). These two clubs share the leased area with GBYC. The Training Centre will be used by the NSGFC and the GOCC, as these clubs currently have no facilities for member training sessions, guest speakers, etc.

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

Sport/community organisation	% use of the facility	Hours per week
Geographe Bay Yacht Club (GBYC)	90%	20 hrs
Naturaliste Sports & Game Fishing Club (NSGFC)	5%	2 hrs
Geographe Outrigger Canoe Club (GOCC)	5%	2 hrs

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

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

	2013/14	2014/15	2015/16
GBYC	181 (GBYC)	187 (GBYC)	191 (GBYC)
NSGFC	68 (NSGFC)	70 (NSGFC)	74 (NSGFC)
GOCC	20 (GOCC)	20 (GOCC)	31 (GOCC)

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

What is the name of the State Sporting Association for your activity/sport?

Yachting WA Inc.

Have you discussed your project with your State Sporting Association? Yes ☒ No ☐

Contact Name: Dean Caple – Club Services Officer

Date of contact: 14 July 2016

PROJECT DELIVERY

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

Task	Date
Attainment of Council approvals	31/12/16
Preparation of tender/quotes for the major works contract	31/12/16
Issuing of tender for major works	31/1/17
Signing of major works contract	7/2/17
Site works commence	14/2/17
Construction of project starts	1/3/17
Project 50% complete	1/4/17
Project Completed	15/5/17
Project hand over and acquittal	31/5/17

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. There are no operational constraints that are expected to impact on the construction phase. The Club's regular sailing program will be able to continue throughout the construction of the new building.

GST

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

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

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

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

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

APPLICANT'S CERTIFICATION

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

Name: Mr Barry Brown

Position Held: Secretary

Signature: 

Date: 28 July 2016

LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly identified** and securely attached to the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

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

Grants up to \$66,666:

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

Your application will be considered not eligible if:

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

DEVELOPMENT BONUS APPLICANTS ONLY

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

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

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

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component.

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Demolition of old Boat Storage Shed and Junior Clubroom	8,500	9,350	Direct Demolition and Salvage. Quote - 13 July 2016
New Boat Storage/Junior Clubroom/Sail Training Centre building: 15m wide, 35m long up to 6m high for the last 8m. COLORBOND roof and COLORBOND walls. Gable roof, Rolla doors and windows. Supply and Erection	95,569	105,126	Sheds West Direct. Quote - 25 July 2016. Ref Job No.12336 & 12268
New Junior Clubhouse and Training Centre fit out: doors, flooring, wall lining – ground floor and upstairs, staircase, plumbing, electrical, painting, supervision	66,400	73,040	Built by S. Quote – 27 July 2016
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)	28,364	31,200	Erection of the new building. As per Quote from Sheds West Direct – 30 June 2016. Ref 12336
Sub Total			
Cost escalation			Please explain amount used
a) Total project expenditure	198,833	218,716	

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

Quotes:

NOTE: It has only been possible to obtain one quote for each of the project components due to limited suppliers.

PROJECT FUNDING

Source of funding	\$ Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	0	0	LGA cash and in-kind		
Applicant cash	104,069	114,476	Organisation's cash	Y	Refer Bank Statements 1 July 2016 - Total \$141,440 and 2016/17 Budget – Profit \$55,150.
Volunteer labour	28,364	31,200	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Members of the GBYC have building trades qualifications and have committed to providing volunteer labour to erect the new building. Refer letter from Commodore Terry Compton
Donated materials	0	0	Cannot exceed applicant cash and LGA contribution		
Other State Government funding	0	0			
Federal Government funding	0	0			
Other funding – to be listed	0	0	Loans, sponsorship etc		
CSRFF requested	66,400	73,040	up to 1/3 project cost		
Development Bonus			Up to ½ project cost		
b) Total project funding	198,833	218,716			
*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from?					
The GBYC has sufficient cash reserves to meet any additional funding required for the project. Refer Bank Statements 1 July 2016 - Total \$141,440 and 2016/17 Budget – Profit \$55,150.					

GST

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

FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	198,833
b) Total project funding	198,833
c) Project variance*	0

*Balance between a) and b) should be \$0

Our whole
Community wins

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority:
Name of Applicant:

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

Section A

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

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

LGA – priority ranking of this project	
Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

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

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

**Our whole
Community wins**

LGA comments (Required):

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in August**. Late applications cannot be accepted in any circumstances.

DSR OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
PO Box 329
Leederville WA 6903
Tel: (08) 9492 9700
Fax: (08) 9492 9711

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
Fax: (08) 9182 2199

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
Fax: (08) 9792 6999

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
Fax: (08) 9892 0199

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Fax: (08) 9941 0999

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
Fax: (08) 9022 5899

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Facsimile (08) 9166 4999
Mobile 0438 916 185

WHEATBELT - NORTHAM

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
Fax: (08) 9690 2499

WHEATBELT – NARROGIN

Government Offices
Level 2, 11-13 Park Street Narrogin
WA 6312
Telephone 0429 881 369
Facsimile (08) 9881 3363

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6530
Tel: (08) 9956 2100
Fax: (08) 9956 2199

A820440

Form 5



Certificate of Incorporation

Associations Incorporation Act, 1895-~~1969~~ 1982
Section 3 (3)

These are to Certify that GEOGRAPHE BAY YACHT CLUB (INC)

has this day been incorporated as an Association under the provisions of
the Associations Incorporation Act, 1895-~~1969~~ 1982.

Dated this Twenty Fourth day of May 1983 .



4778 9/ 5/7 5- 1M- G009

DEPUTY COMMISSIONER FOR CORPORATE
AFFAIRS.

LEASE APPROVED COUNCIL MEETING 13 APRIL 2016



Council

87

13 April 2016

Council Decision

C1604/088

Moved Councillor R Bennett, seconded Councillor J McCallum

That the Council:

1. Enter into a lease, subject to the consent of the Minister for Lands approval, with the Geographe Bay Yacht Club Inc for a portion of Lot 4539, 2 King Street, West Busselton, as shown hatched blue on Attachment A.
 - a) The term of the lease commencing 1 July 2016 and expiring 30 June 2026, with the club to be granted a first right of refusal for a further 10 year option expiring 30 June 2036, subject to discussions between the City and the club and Council and the City's consideration of community needs at that time.
 - b) The annual rent to commence at \$205.00 inclusive of GST with annual rent increase of CPI;
 - c) The lease is to be consistent with the City's standard community and sporting groups lease agreement with the addition of clauses allowing for an onsite caretaker; and
 - d) All costs associated with the preparation of the new lease to be met by the Lessee.
2. Enter into a licence, subject to the consent of the Minister for Lands approval, with the Geographe Bay Yacht Club Inc for a portion of Lot 4539, 2 King Street, West Busselton, as shown hatched green on Attachment A for a term to coincide with the lease to the Club, which requires the Club to maintain the licensed area.

CARRIED 7/1

Voting:

For the motion: Councillor R Bennett, Councillor T Best, Councillor G Bleechmore, Councillor J McCallum, Councillor C Tarbotton, Councillor P Carter and Councillor R Reekie.

Against the motion: Councillor R Paine.

7.44pm At this time Councillor Grant Henley returned to the meeting and resumed the Chair.

Note: In accordance with Regulation 11(da) of the Local Government (Administration) Regulations 1996, the minutes of a Council meeting must include written reasons for a decision that is significantly different from the recommendation.

As the yacht club previously had a 21-year lease, the Council believes a 5 by 5 is too short. A 10 by 10-year lease offers a compromise and provides the yacht club with security of tenure to enable it to develop a long term plan for the site, subject to the ability for the Council to consider whether there are any significant changes to the community usage of Lou Weston Oval that may warrant some changes, such as further changes to the leased area.



20 Fairlawns Road (Light Industrial Area) Busselton 6280 Western Australia
Phone: 08 9751 5544 Fax: 08 9754 3965 Mobile: 0409 296 40
Email: directdemolition@westnet.com.au

LICENCE No. WAD0038

EMAIL TRANSMISSION

TO: Keith Oldfield
FROM: Michael Williams
DATE: 13th July 2016
EMAIL: oldys1@bigpond.com
N^o OF PAGES: 1

Dear Keith,

RE: DEMOLITION - Busselton Yacht Club

Thank you for allowing me the opportunity to quote on the works to be carried out at the above property, our price is \$8,500 (plus GST) includes the following:

- Baiting as per Shire requirements
- Temporary Fencing to be erected for duration of demolition works
- Demolition and Salvage of boat sheds and observation tower at Busselton Yacht Club (including all fittings and fixtures)
- Removal, transportation and disposal of all waste (excluding any unforeseen buried rubbish)
- Removal, handing and disposal of asbestos waste
- All disposal/tip fees included associated with demolition

To be done by owner prior to demolition:

The City of Busselton require a Demolition Permit issued prior to demolition - utilities need to be disconnected prior to lodgement which requires the owner to complete - (Direct Demolition will be able to assist in completing)

- Disconnection of Water (a plumber can do this)
- If property is on Sewer, the sewer needs disconnecting (a plumber can do this)
- Pumping of redundant septic System - can recommend contractor
- Disconnection of the telephone
- Disconnection of gas services (\$366 + GST)

<http://www.atcogas.com.au/Documents/PLN-RF03-Application-for-Disconnection-of-Gas-Service-and-Removal-of-Gas-Meter.pdf>

- Disconnection of power - see link below (\$360.20)
- http://www.synergy.net.au/docs/Application_for_the_Removal_of_Service_and_Meter_for_Demolition.pdf

Not included in the quote

- Removal of Trees or vegetation unless arranged in initial quote
- Removal of any buried rubbish or submerged objects that are encountered during demolition
- Property is left raked but not backfilled

Other Conditions

- All care but no responsibility for any damage to neighbouring fences / properties due to ground vibration caused by use of plant and equipment during demolition
- Direct Demolition will recycle as much of the waste as possible
- The quotation for Demolition and Salvage for the property includes all salvage items at time of inspection, any items removed or damaged after acceptance of quote will incur a variation. If clients wish to retain any salvage items, it must be stated prior to demolition quoting.
- Should there be any trees and vegetation to be removed it must be clearly marked and approved by Shire
- Quote is valid for 60 days
- Direct Demolition & Salvage Worksafe Licence is WAD38
- Start and finish dates are given accurately as possible but cannot be guaranteed due to unforeseen circumstances.
- Direct Demolition is fully insured for Workers Compensation and Public Liability Insurance

I have read and agree with the above conditions and wish to accept the quote for

CLIENT SIGNATURE: _____

If you need any additional information, please do not hesitate to contact me on 0409 296 404 or directdemolition@westnet.com.au.

Yours faithfully,
MICHAEL WILLIAMS



- Quotation -

Issued 25/07/2016

GEOGRAPH BAY YACHT CLUB
BOAT SHED
JUNIOR CLUB TRAINING CENTRE

We thank you for the opportunity to quote on your project which we are pleased to provide. We trust this quotation meets with your approval.

SCHEDULE OF WORKS:	Shed supplied and installed to completion
Materials:	COLORBOND® Roof and COLORBOND® Walls
Dimensions:	15m wide, 35m Long 3m up to 6m High for the last 8m
Wind Region:	Reg A . TCat 3
Wall Cladding:	Corrugated TCT 0.47, CB
Roof Cladding:	Corrugated TCT 0.47, CB
Construction Style:	Gable @ 11Deg Roof Pitch
Bays:	7 Bays. Each 4m
Gutters & Downpipes:	Included
Doors:	8 Rolla Doors 3600h x 4300w
PA Door:	4 Personal Access Door in CENTRE of Bay 3 of RIGHT wall.
Windows:	Window in RIGHT of Bay 1 of LEFT wall. 790 x 1731 XO Sliding Window 4mm Clr Flt
Window	LEFT of Bay 4 of LEFT wall. 790 x 1731 XO Sliding Window 4mm Clr Flt
Window	CENTRE of Bay 1 of RIGHT wall. 790 x 1731 XO Sliding Window 4mm Clr Flt
Window	CENTRE of Bay 2 of RIGHT wall. 790 x 1731 XO Sliding Window 4mm Clr Flt
Window	LEFT of Bay 1 of RIGHT wall. 790 x 1731 XO Sliding Window 4mm Clr Flt
Window	CENTRE of Bay 4 of RIGHT wall. 790 x 1731 XO Sliding Window 4mm Clr Flt
Window	CENTRE of Bay 2 of BACK wall. 790 x 1731 XO Sliding Window 4mm Clr Flt
Window	LEFT of Bay 2 of BACK wall. 790 x 1731 XO Sliding Window 4mm Clr Flt
Window	RIGHT of Bay 1 of FRONT wall. 790 x 1731 XO Sliding Window 4mm Clr Flt
Window	LEFT of Bay 2 of FRONT wall. 790 x 1731 XO Sliding Window 4mm Clr Flt

* Sheds	\$89116.00
Erection	\$31200.00 *
Concrete for Footings	\$ 9500.00
Dig Footings	\$ 450.00
Crane Hire	\$ 1500.00
Machine Hire	\$ 2800.00
Set Out	\$ 880.00
Shire	\$ 880.00

Quotation Price inc Gst: \$136326.00

*Erection included

Regards

Davien Davis
Sheds West Direct



- Quotation -

Issued 25/07/2016

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Window	CENTRE of Bay 2 of BACK wall. 790 x 1731 XO Sliding Window 4mm Clr Fit
Window	LEFT of Bay 2 of BACK wall. 790 x 1731 XO Sliding Window 4mm Clr Fit
Window	RIGHT of Bay 1 of FRONT wall. 790 x 1731 XO Sliding Window 4mm Clr Fit
Window	LEFT of Bay 2 of FRONT wall. 790 x 1731 XO Sliding Window 4mm Clr Fit

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Crane Hire	\$ 1500.00
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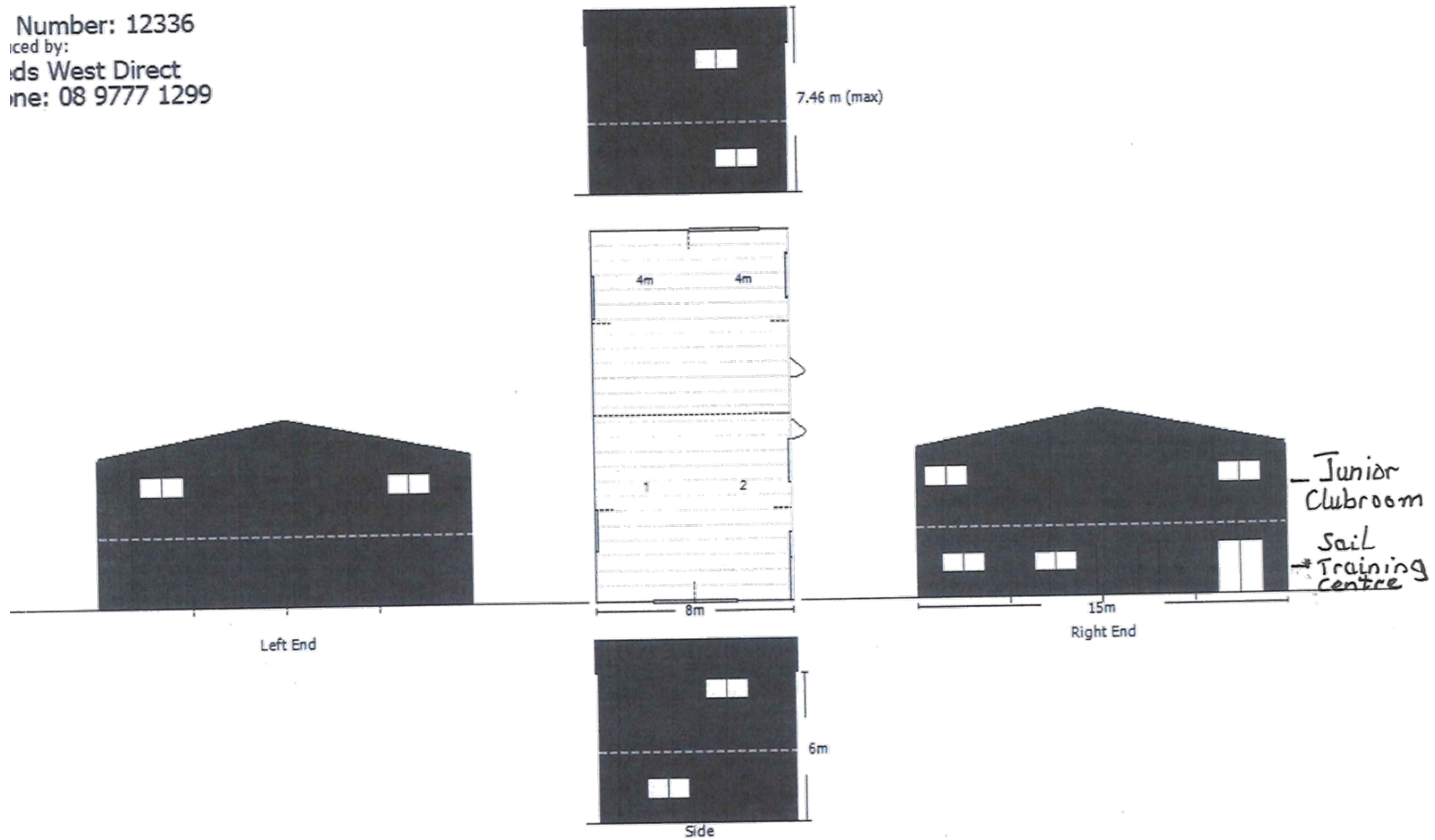
Quotation Price inc Gst: \$105126.00

*Erection \$31,200 excluded

Regards
Darren Davis
Sheds West Direct

ing For:
Geographe Bay Yacht Club Junior Clubroom & Sail Training Centre

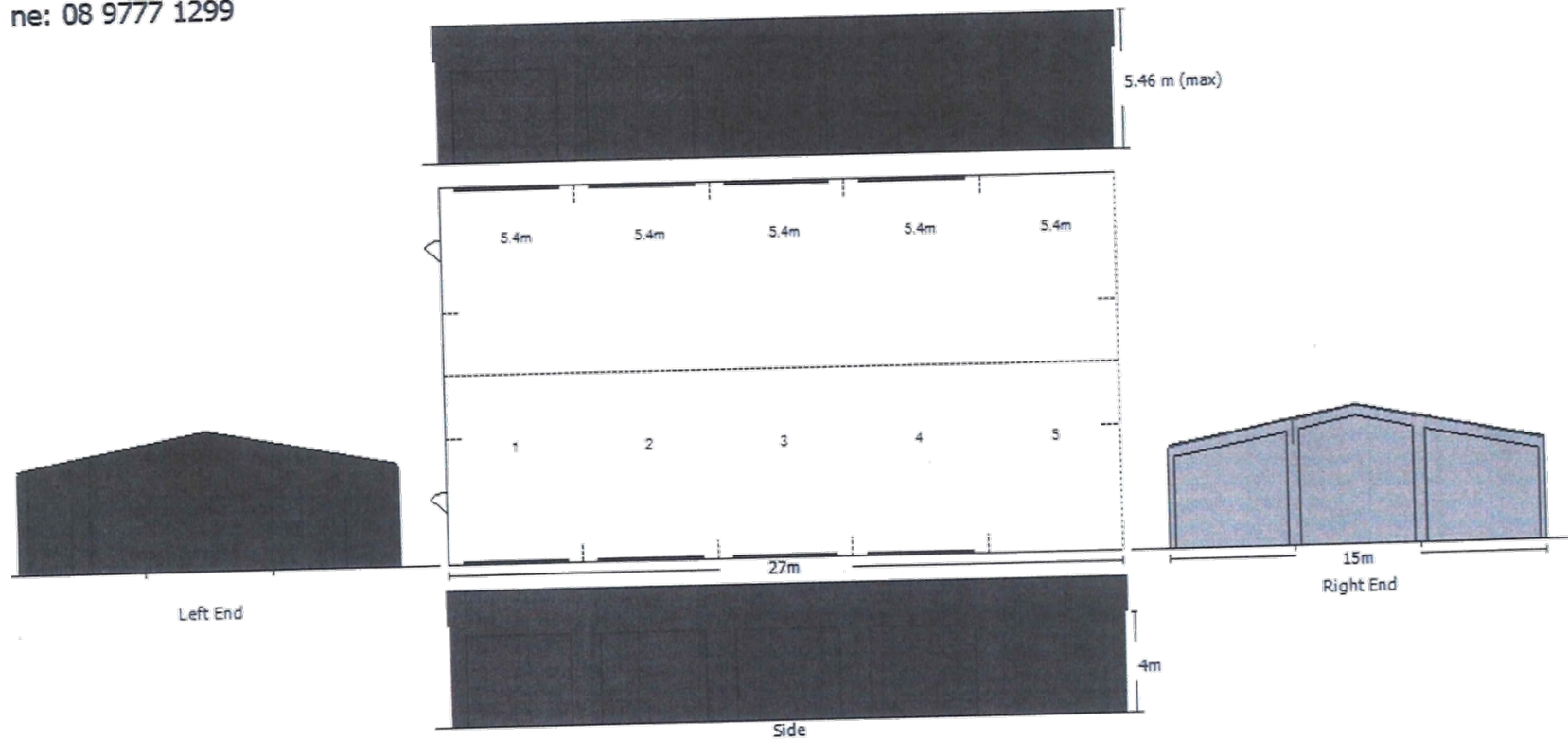
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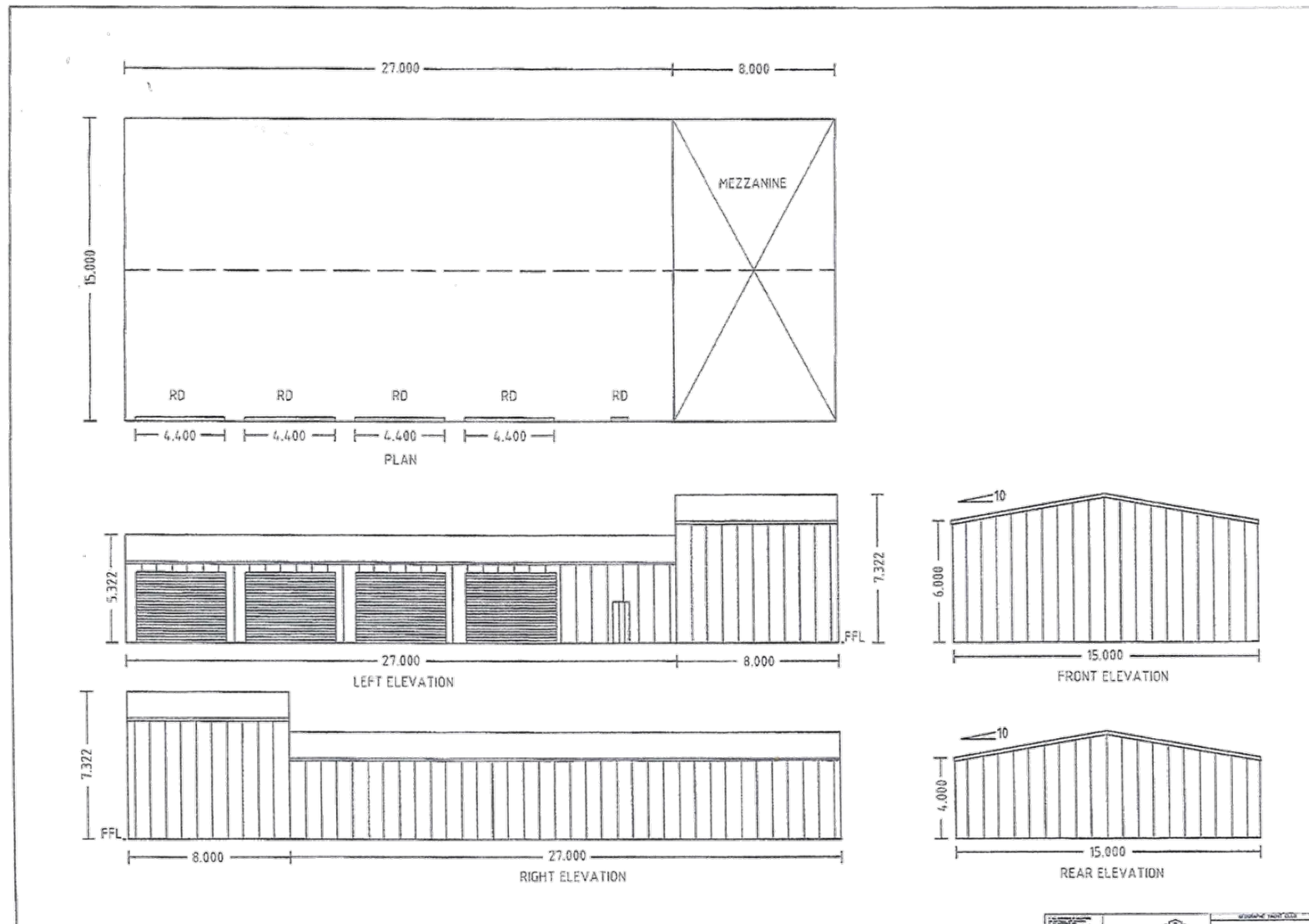
local distributor you are dealing with is an authorised independent distributor of Fair Dinkum Sheds' products
enters into agreements with its customers on its own behalf and not as an agent of Fair Dinkum Sheds.

ng For:
geraphe Bay Yacht Club Boat Storage Shed

Number: 12268
ced by:
ds West Direct
ne: 08 9777 1299



local distributor you are dealing with is an authorised independent distributor of Fair Dinkum Sheds' products
enters into agreements with its customers on its own behalf and not as an agent of Fair Dinkum Sheds.





Personal
Excellence in Building
Simon Hancock
0447732244

Date: 27/7/16

Attention: Keith Oldfield

Project Geographe Bay Yacht Club
Boat storage, Junior Club House and Training Centre

Thank you for the opportunity in providing a quotation for your above project.

My price is \$66,400 excl GST based on the following:

Shed Drawings

Inclusions

Shire fees, supervision, hirings and rubbish removal \$3942

Structural steel to staircase \$5000

Door frames \$260

Balustrade \$2500

Chipboard flooring to upstairs on already installed bearers including wall frames \$11650

Lining to ground floor external walls \$3600

Lining to upstairs external walls including intermediate walls \$3600

Fix out items including cabinets \$7340

Plumbing \$4000

Electrical \$3500

Painting \$7500

Thank you for your enquiry and hope to work with you on your project

Yours Sincerely

A handwritten signature in black ink, appearing to read 'S. Hancock'.

Simon Hancock

BUILT BY S, SIMON HANCOCK, 15 CLARKE ST BUNBURY, 6230, MOB 0447732244
ABN 68 339 515 745 BUILDERS REG NO. 12548 simon@builtbys.com.au















Geographe Bay Yacht Club Inc PO Box 243 Busseton WA 6280 Profit & Loss [Last Year Analysis] For the Year 1 May 2015 to 30th April 2016				
	This Year	Last Year	\$ Difference	% Difference
Income				
Sales				
Bar Sales - General Operations	65,232	55,963	9,269	16.60%
Bar Sales - Functions	103,430	70,281	33,150	47.20%
Total Sales	168,662	126,243	42,419	33.60%
Membership Subscriptions				
Senior Membership	28,505	27,255	1,251	4.60%
Junior Membership	2,727	1,466	1,261	86.10%
Social Member	5,990	4,457	1,533	34.40%
Affiliated Member	4,305	4,018	286	7.10%
Casual Crew	4,413	4,673	-260	-5.60%
Family Membership	2,145	5,745	-3,600	-62.70%
Double Family Membership	3,977	3,091	886	28.70%
Sailing Nomination Fees	2,955	3,449	-494	-14.30%
Nomination Fees New Membership	0	486	-486	-100.00%
New Keys	0	20	-20	-100.00%
Boat Storage	4,650	5,578	-928	-16.60%
Sail Training - GC	0	45	-45	-100.00%
Reciprocal Membership Duns	173	0	173	NA
Total Membership Subscriptions	59,840	60,284	-444	-0.70%
Sponsorship				
Sponsorship	8,636	455	8,182	1800.00%
Donations	3,410	11,466	-8,056	-70.30%
Total Sponsorship	12,046	11,921	125	1.10%
Regatta Income				
Australia Day Nominations	418	677	-259	-38.20%
Regatta	368	0	368	NA
Expenses Regatta	-608	0	-608	NA
Total Regatta Income	178	677	-499	-73.70%
Pelican Sailing				
Donations/Sponsorship	367	0	367	NA
Fundraising Pelicans	394	0	394	NA
PSA M/ship fees	127	0	127	NA
Total Pelican Sailing	888	0	888	NA
Easter Pelicans				
Donations Easter Pelicans	350	2,343	-1,993	-85.10%
Sponsorship Easter Pelicans	230	0	230	NA
Meals - Pelicans	440	0	440	NA
Registrations	1,000	255	745	292.80%
Expenses Easter Use 6000 code	0	-148	148	100.00%
Total Easter Pelicans	2,020	2,449	-429	-17.50%
2016 WA State Laser Champions				
Income	5,982	0	5,982	NA
Donations	0	10,864	-10,864	-100.00%
Expenses Lasers	-10,449	0	-10,449	NA
Sponsorships	7,500	0	7,500	NA
Regatta Expenses	0	-823	823	100.00%
Expenses Reimbursed Tasar	0	1,818	-1,818	-100.00%

Geographe Bay Yacht Club Inc PO Box 243 Busselton WA 6280 Profit & Loss [Last Year Analysis] For the Year 1 May 2015 to 30th April 2016				
	This Year	Last Year	\$ Difference	% Difference
Total 2016 WA State Laser Champions	3,033	11,859	-8,826	-74.40%
Boat Rally				
Sponsorship Boat Rally	6,227	4,818	1,409	29.20%
Boat Rally	0	1,663	-1,663	-100.00%
Boat Nominations	2,718	1,705	1,014	59.50%
Boat Rally Shirt	1,095	267	828	309.90%
Ladies Day	1,055	309	746	241.50%
Meat Packs	755	0	755	NA
Raffle	1,431	0	1,431	NA
Fines	90	0	90	NA
Drinks	623	0	623	NA
Caps	27	0	27	NA
Stubble Holders	27	0	27	NA
Towels	14	0	14	NA
Donations	1,795	0	1,795	NA
Expenses	-12,036	-4,788	-7,248	-151.40%
Total Boat Rally	3,822	3,974	-152	-3.80%
Club Events				
Presentation Night	3,750	3,262	488	15.00%
Melbourne Cup	1,859	2,801	-942	-33.60%
Xmas in July	2,231	1,827	404	22.10%
Halloween	592	0	592	NA
Xmas Party	0	1,598	-1,598	-100.00%
New Year Eve	4,468	3,877	591	15.20%
Xmas Dinner	2,359	1,527	832	54.50%
Full Moon Night	0	1,691	-1,691	-100.00%
Full Moon Expenses	0	-1,564	1,564	100.00%
Quiz Night	869	0	869	NA
Total Club Events	16,128	15,020	1,108	7.40%
Functions - Facility Hire				
Hall Hire	14,459	10,316	4,143	40.20%
Galley Hire	7,636	909	6,727	740.00%
Staffing for Venue Hire	7,655	0	7,655	NA
Total Functions - Facility Hire	29,750	11,225	18,525	165.00%
Galley Income				
Galley Meals	10,050	37,931	-27,880	-73.50%
Total Galley Income	10,050	37,931	-27,880	-73.50%
Other Income				
Fuel Rebate	374	900	-526	-58.40%
Fund Raising/Friday Raffle	269	2,887	-2,618	-90.70%
Hire of Boats	909	0	909	NA
Sundry Income	169	127	42	33.40%
General Merchandise Sales	270	345	-75	-21.80%
Unders/Overs	0	505	-505	-100.00%
Total Income	308,410	286,348	22,063	7.70%
Cost Of Sales				
Bar Cost of Sales				
Opening Stock	5,814	6,566	84,017	1279.60%
Bar Purchases	67,744	54,555	13,189	24.20%
Closing Stock	-8,144	-5,814	-87,100	-1498.10%

Geographe Bay Yacht Club Inc PO Box 243 Busselton WA 6280 Profit & Loss [Last Year Analysis] For the Year 1 May 2015 to 30th April 2016				
	This Year	Last Year	\$ Difference	% Difference
Replacements Bar	1,317	867	451	52.00%
Total Bar Cost of Sales	66,731	56,174	10,557	18.80%
Promotion Expenses	1,327	741	586	79.10%
Bar Snacks/Gen Purchases	1,889	883	1,006	113.90%
Bar Employment Expenses				
Manager Bar	0	21,143	-21,143	-100.00%
Bar Wages	56,207	9,398	46,808	498.00%
Bar Superannuation	4,878	610	4,268	699.90%
Total Bar Employment Expenses	61,085	31,151	29,934	96.10%
Club Events				
Xmas in July Expenses	1,716	0	1,716	NA
Xmas Party COS	3,083	1,608	1,475	91.70%
New Years Eve CoS	2,645	1,950	695	35.70%
Other Cost of Goods Sold				
Uniforms	0	248	-248	-100.00%
Gas Cylinders	0	118	-118	-100.00%
Licence & Permit Fees	578	1,256	-678	-54.00%
Other Operating Expenses	40	274	-233	-85.20%
Workers Compensation Insurance	0	1,373	-1,373	-100.00%
Merchandise sales CoGS	-201	2,010	-2,211	-110.00%
Total Other Cost of Goods Sold	417	5,279	-4,861	-92.10%
Galley Expenses				
Galley Purchases	8,990	22,903	-13,913	-60.70%
Replacements Galley	45	962	-917	-95.40%
Galley Wages	5,447	22,296	-16,848	-75.60%
Galley Superannuation	402	1,697	-1,295	-76.30%
Total Galley Expenses	14,884	47,857	-32,974	-68.90%
Total Cost Of Sales	153,776	145,643	8,133	5.60%
Gross Profit	154,634	140,704	13,930	9.90%
Expenses				
Advertising & Expenses				
Advertising	102	0	102	NA
Website	198	263	-65	-24.90%
Sponsorship Expenses	395	0	395	NA
Total Advertising & Expenses	695	263	432	164.10%
Bank Fees				
Bank Fees	394	285	109	38.40%
Merchant Fees	1,619	1,556	63	4.05%
Total Bank Fees	2,013	1,841	172	7.80%
Cleaning				
Contract Cleaning	6,340	5,321	1,019	19.10%
Cleaning Materials	2,198	920	1,278	138.80%
Total Cleaning	8,538	6,241	2,296	36.80%
Dues & Subscriptions				
YAWA Annual Fees	6,980	6,843	137	2.00%

Geographe Bay Yacht Club Inc PO Box 243 Busselton WA 6280 Profit & Loss [Last Year Analysis] For the Year 1 May 2015 to 30th April 2016					
	This Year	Last Year	S Difference	% Difference	
Membership Fees	1,079	1,434	-355	-24.70%	
PSA Fees	0	114	-114	-100.00%	
Performing Licences	826	0	826	NA	
Total Dues & Subscriptions	8,885	8,391	494	5.90%	
Club Functions Expenses					
Halloween Expenses	1,650	0	1,650	NA	
Melbourne Cup	1,090	1,875	-785	-41.90%	
Opening Day	771	224	547	244.00%	
Presentation Night	0	3,462	-3,462	-100.00%	
Quizz Night Expenses	366	0	366	NA	
Sponsors	400	0	400	NA	
Trophies - GBYC	2,125	1,468	657	44.70%	
Total Club Functions Expenses	6,402	7,029	-627	-8.90%	
Sailing Expenses					
Fuel Rescue Boats	1,684	3,522	-1,838	-52.20%	
Replacement Pennants	60	0	60	NA	
Total Sailing Expenses	1,744	3,522	-1,778	-50.50%	
Insurance & Registrations					
Insurance	16,548	15,795	753	4.80%	
Vehicle Registration Fees	1,131	1,062	69	6.50%	
Total Insurance & Registrations	17,679	16,857	823	4.90%	
Junior Sailing					
Trophies	0	193	-193	-100.00%	
Training/Pelican Expenses	293	469	-176	-37.50%	
PSA Sailing Fees	100	0	100	NA	
Total Junior Sailing	393	661	-269	-40.60%	
Lease Expenses					
Busselton Shire	100	933	-833	-89.30%	
Other Business Property	1,070	0	1,070	NA	
Total Lease Expenses	1,170	933	237	25.40%	
Office Expenses					
Computer Expenses	1,562	928	634	68.40%	
Stationery	668	1,362	-694	-51.00%	
Equipment	290	0	290	NA	
Postage	246	318	-72	-22.60%	
Total Office Expenses	2,766	2,608	158	6.10%	
Employment Expenses					
Employment Expenses	347	204	143	70.30%	
Bookkeeper/Administration	19,248	20,474	-1,226	-6.00%	
Function Administrator	55	1,433	-1,379	-96.20%	
Total Employment Expenses	19,649	22,111	-2,462	-11.10%	
Repairs & Maintenance					
Rescue Boats	10,935	11,003	-68	-0.60%	
Tractors	203	182	21	11.80%	
Buildings & Grounds	3,886	4,211	-325	-7.70%	
Plant & Equipment	2,018	5,449	-3,431	-63.00%	
Replacement Keys	147	0	147	NA	
Club Rooms Replacements	286	0	286	NA	

Geographe Bay Yacht Club Inc PO Box 243 Busselton WA 6280 Profit & Loss [Last Year Analysis] For the Year 1 May 2015 to 30th April 2016				
	This Year	Last Year	S Difference	% Difference
Total Repairs & Maintenance	17,476	20,845	-3,369	-16.20%
Telephones				
Office Telephone/Fax	1,535	1,650	-115	-7.00%
Mobile Functions	191	0	191	NA
Total Telephones	1,726	1,650	76	4.60%
Services				
Gas	2,070	1,758	311	17.70%
Electricity	11,451	10,022	1,430	14.30%
Water	1,181	1,119	62	5.50%
Total Services	14,702	12,900	1,802	14.00%
Galley				
Galley Expenses	456	0	456	NA
Total Galley	456	0	456	NA
Rounding Adjustment	0	-1	1	100.00%
Sundry Expenses	0	144	-144	-100.00%
Pelican Regatta Expenses				
Easter Pelican Expenses	1,491	0	1,491	NA
Total Expenses	105,783	105,993	-238	-0.20%
Operating Profit	48,851	34,711	14,168	40.80%
Other Income				
Interest Income	1,361	483	878	182.00%
Sale of Assets	21,818	0	21,818	NA
Prior Year Adjustments	0	832	-832	-100.00%
Total Other Income	23,179	1,314	21,865	1663.60%
Other Expenses				
Previous Year	0	76	-76	-100.00%
Minor Capital Purchases	1,876	0	1,876	NA
Non-Current Asset (WDV)	10,000	0	10,000	NA
Total Other Expenses	11,876	76	11,800	-100.00%
Net Profit/(Loss)	60,154	152	23,600	100.40%
Capital Purchases				
Renovations	0	12,425	-12,425	-100.00%
Equipment	0	607	-607	78.60%
Office Equipment	0	0	0	NA
Rescue Boats	0	16,091	-16,091	-100.00%
Sailing Boats	16,000	0	16,000	NA
Trailers	0	2,000	-2,000	-100.00%
Tractors	0	6,159	-6,159	-100.00%
Total Capital Purchases	16,000	37,282	-21,282	7.10%
Total Retained after Capital	44,154	-37,130	44,882	4164.60%

<p style="text-align: center;">Geographe Bay Yacht Club Inc PO Box 243 Busselton WA 6280 Balance Sheet As at 30th April 2016</p>			
Assets			
Current Assets			
Cash & Bank Accounts			
NAB Business 6702	11,405		
NAB Savings 6729	107,828		
CBA - GBYC Bank Acc #744	18,548		
Macquarie Cash Management	16,672		
Petty Cash	294		
Undeposited Funds	8,750		
Bar Float	1,000		
Total Cash & Bank Accounts		164,497	
Debtors			
Current Debtors		13,128	
Unpaid Membership			
Senior Membership	(1,200)		
Junior Membership	(73)		
Sailing Nomination Fees	(264)		
Boat Storage	(2,800)	(4,337)	
Total Unpaid Membership			
Bar Stock on Hand		8,145	
Total Current Assts			181,433
Non-Current Assets			
Property Improvements			
Club House at Cost	252,046		
1995 Extensions at Cost	122,818		
Junior Club Rooms	4,966		
Launching Ramp	15,482		
Shade Sails & Improvements	1,955		
Land & Improvements	3,041		
Renovations Building 2013/14	42,731		
Total Property Improvements		443,039	
Equipment, Furniture & Fixture			
Equipment	130,369		
Office Equipment	3,809		
Total Equipment, Furniture & Fixture		134,178	
Boats & Equipment			
Rescue Boats	83,941		
Sailing Boats	34,200		
Trailers	2,000		
Tractors	6,159		
Total Boats & Equipment		126,300	
Total Non-Current Assets			703,517
Total Assets			884,950
Liabilities			
Current Liabilities			
Trade Creditors		27,145	
GST Liabilities			
GST Collected	3,353		
GST Paid	(1,534)		

Geographe Bay Yacht Club Inc <i>PO Box 243</i> <i>Busselton WA 6280</i> Balance Sheet As at 30th April 2016			
Total GST Liabilities		1,819	
Deposits & Bonds			
Key Deposits	1,338		
Venue Hire Deposits	440		
Venue Bond	1,000	2,778	
Total Deposits & Bonds			
Junior Endowment fund		16,672	
Payroll Liabilities			
PAYG	862		
Superannuation	462		
Total Payroll Liabilities		1,324	49,71
Total Liabilities			
Net Assets			835,21
Equity			
Retained Earnings		775,059	
Current Earnings		60,153	
Total Equity			835,21

**NAB Business
Cash Maximiser**

For further information call 13 22 65 for Personal
Accounts or 13 10 12 for Business Accounts.

Account Balance Summary

Opening balance	\$107,935.09 Cr
Total credits	\$85.16
Total debits	\$0.00
Closing balance	\$108,020.25 Cr

Statement starts 25 June 2016**Statement ends 1 July 2016**

051/001920



GEOGRAPHE BAY YACHT CLUB
PO BOX 243
BUSSELTON WA 6280

Outlet Details

Busseton
81 Queen St, Busselton WA 6280

Account Details

GEOGRAPHE BAY YACHT CLUB INC
BUS CASH MAXIMISER
BSB number 086-565
Account number 74-239-6729

Transaction Details

Date	Particulars	Debits	Credits	Balance
25 Jun 2016	Brought forward			107,935.09 Cr
30 Jun 2016	Interest.....		85.16	108,020.25 Cr
1 Jul 2016	*****			
	The Following Information Concerning This Account Is Provided To Assist In Preparing Your 2015/16 Tax Return			
	Credit Interest Paid - 2015/16 Financial Year	1,342.81		
	Resident Withholding Tax - 2015/16 Financial Year	0.00		
	If You Have Any Queries, Please Call The Account Enquiries Number On The Top Of This Statement.			
	*****			108,020.25 Cr

Summary of Government Charges

	From 1 July to date	Last year to 30 June
Government		
Withholding tax	\$0.00	\$0.00
Bank Account Debit (BAD) tax	\$0.00	\$0.00
Bank Accounts Debits (BAD) Tax or State Debits Duty has been abolished for all states & territories effective 1/7/2005. Any amount shown on this statement applies to debits processed on or before 30/06/2005.		
For further information on any applicable rebates, fees or government charges, please refer to the NAB's "A Guide to Fees & Charges" booklet. Please retain this statement for taxation purposes		

Explanatory Notes

Please check all entries and report any apparent error or possible
unauthorised transaction immediately.

We may subsequently adjust debits and credits, which may result
in a change to your account balance to accurately reflect the
obligations between us.

For information on resolving problems or disputes, contact us on 1800
152 015, or ask at any NAB branch.



NAB Business Everyday Account

For further information call 13 22 65 for Personal Accounts or 13 10 12 for Business Accounts.



051/001920



GEOGRAPHE BAY YACHT CLUB
PO BOX 243
BUSSELTON WA 6280

Account Balance Summary

Opening balance	\$33,775.33	Cr
Total credits	\$547.00	
Total debits	\$902.84	
Closing balance	\$33,419.49	Cr

Statement starts 25 June 2016

Statement ends 1 July 2016

Outlet Details

Busseton
81 Queen St, Busseton WA 6280

Account Details

GEOGRAPHE BAY YACHT CLUB INC
BUSINESS EVERYDAY AC
BSB number 086-565
Account number 74-239-6702

Transaction Details

Date	Particulars	Debits	Credits	Balance
25 Jun 2016	Brought forward			33,775.33 Cr
27 Jun 2016	Internet Transfer Payment EP000194	820.49		32,954.84 Cr
30 Jun 2016	TRANSACTION SUMMARY			
	Over The Counter Dr	1	\$0.00	\$0.00
	Express Bus. Dep. Cr	5	\$0.00	\$0.00
	Paperless Cr	2	\$0.00	\$0.00
	Paperless Dr	3	\$0.00	\$0.00
	Multi Funds Transfer	12	\$0.20	\$2.40
	Transaction Fees			\$2.40
	Flat Monthly Fee			\$10.00
	Total Fees Charged			\$12.40
	Account Fees	12.40		32,942.44 Cr
1 Jul 2016	Cash Deposit		547.00	
	1618103c7cd9e13 Westnet			
	387152.....	69.95		33,419.49 Cr

Summary of Government Charges

	From 1 July to date	Last year to 30 June
Government		
Withholding tax	\$0.00	\$0.00
Bank Account Debit (BAD) tax	\$0.00	\$0.00

Bank Accounts Debits (BAD) Tax or State Debits Duty has been abolished for all states & territories effective 1/7/2005. Any amount shown on this statement applies to debits processed on or before 30/06/2005.

For further information on any applicable rebates, fees or government charges, please refer to the NAB's "A Guide to Fees & Charges" booklet. Please retain this statement for taxation purposes

Explanatory Notes

Please check all entries and report any apparent error or possible unauthorised transaction immediately.

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For information on resolving problems or disputes, contact us on 1800 152 015, or ask at any NAB branch.

GEOGRAPHE BAY YACHT CLUB INC. - BUDGET 2016/17

INCOME	\$
Sales	\$ 170,000
Membership Subscriptions	\$ 61,500
Sponsorship	\$ 12,000
Regatta Income	\$ 1,000
Pelican Sailing	\$ 1,000
Easter Pelicans	\$ 2,000
Boat RallyClub Events	\$ 5,000
Club Events	\$ 16,500
Functions - Facility Hire	\$ 32,500
Galley Income	\$ 10,000
Other Income	\$ 1,000
TOTAL INCOME	\$ 312,500
COST OF SALES	
Bar Cost of Sales	\$ 70,000
Bar Employment Expenses	\$ 60,000
Club Events	\$ 7,000
Other CoG Sold	\$ 500
Galley Expenses	\$ 500
TOTAL COST OF SALES	\$ 138,000
GROSS PROFIT	\$ 174,500
EXPENSES	
Advertising	\$ 1,000
Bank Fees	\$ 2,100
Cleaning	\$ 9,000
Dues and Subs	\$ 9,000
Club Functions Expenses	\$ 7,000
Sailing Expenses	\$ 6,000
Insurance and Registrations	\$ 19,000
Junior Sailing	\$ 1,000
Lease Expenses	\$ 1,500
Office Expenses	\$ 1,500
Employment Expenses	\$ 21,000
Repairs and Maintenance	\$ 20,000
Telephones	\$ 1,750
Services	\$ 15,500
Galley Expenses	\$ 500
Easter Pelican Expenses	\$ 1,500
Minor Equipment Purchases	\$ 2,000
TOTAL EXPENSES	\$ 119,350
NET PROFIT/(LOSS) 2016/17	\$ 55,150
<i>Net Profit 2015/16</i>	<i>\$48,851</i>

GEOGRAPHE BAY YACHT CLUB (Inc.)

ABN: 24 729 102 620

P.O. BOX 243, BUSSELTON W.A. 6280
Tel: (08) 9752 2522 Fax: (08) 9754 2866

Director
Department of Sport and Recreation
PO Box 329
Leederville WA 6903

27 July 2016

Dear Sir,

RE: CSRFF GRANT APPLICATION – GEOGRAPHE BAY YACHT CLUB
(GBYC) New Junior Clubrooms, Sail Training Centre and Boat Storage Shed

Please find enclosed a CSRFF grant application from our yacht club.

The GBYC has been serving the Busselton and wider South West Region for over 55 years. Over that time the Club has provided valuable sporting and recreation activities to many thousands of community members from as young as six years old, to over 80 years of age.

The Club's junior clubroom and boat storage building is over 50 years old and in desperate need of upgrading.

The Club has invested \$16,000 into six new "Tackers" junior sailing yachts and is committed to providing nationally accredited sail training for juniors and adults wishing to learn to sail.

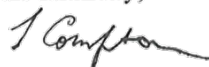
The Management Committee has identified the new Junior Clubrooms, Sail Training Centre and Boat Storage Shed project as the No. 1 priority on the Club's Five Year Capital Works Plan.

Club members have pledged their support to providing the In-Kind Labour identified in the grant application. The Club has a 'team' of 8-10 members who spend a minimum of one day per week attending to Club maintenance and upgrading tasks. These and other Club members have pledged their time and trade skills to the project.

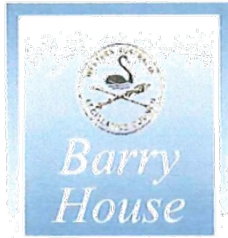
Funding for this project will greatly assist the GBYC in providing physical activity opportunities to residents throughout the South West Region.

Our members look forward to your favourable consideration of this grant application.

Yours faithfully,



Terry Compton
Commodore



157 Bussell Highway
Margaret River W.A. 6285
Tel (08) 9757 9555
Fax (08) 9757 9599
Email Barry.House@mp.wa.gov.au

MEMBER FOR THE SOUTH WEST REGION

18 July 2016

To Whom It May Concern

Dear Sir/Madam

I write to offer my wholehearted support to the Geographe Bay Yacht Club (GBYC) in its application for a grant from the Community Sporting and Recreation Facilities Fund through the Department of Sport and Recreation

The GBYC is a well-established, popular and well-patronised sailing club servicing Busselton and the surrounding areas and I have been pleased to serve as club Patron for many years. GBYC has recently become an accredited Australian Sailing 'Discover Sailing Centre' and is the only yacht club in the South West Region granted this national accreditation.

The club has a long history in our community which is a strong attribute in its favour, however it means the club is now dealing with ageing infrastructure. Accordingly, the club is seeking funding for a new boat storage shed, junior clubhouse and training centre. The primary purpose of these new facilities is to cater for the growing interest in sailing. The new facilities, along with the club's national training accreditation, will equip the club to provide high quality sailing training to a broad population.

I particularly endorse the club's grant application because it has a youth focus, which provides another avenue for keeping our community's young people physically active and engaged in worthwhile activities.

I wish the GBYC the greatest success in its construction plans and encourage anyone approached for support to give their application the positive consideration it deserves.

Kind regards

A handwritten signature in blue ink, appearing to be "Barry House", is written over a light blue circular stamp.

Hon. BARRY HOUSE MLC
Member for the South West Region
President of the Legislative Council

18 July 2016

Libby Mettam MLA
Member for Vasse

To Whom It May Concern

Dear Sir/Madam

Geographe Bay Yacht Club – Boat Storage Shed

I would like to offer my unequivocal support to the Geographe Bay Yacht Club who are seeking funding for the construction of a new Boat Storage Shed, Junior Clubhouse and Training Centre.

The Geographe Bay Yacht Club is a family oriented yacht club situated on the picturesque shores of Geographe Bay. The club's membership stands at approximately 350 members and offers regular sailing to a variety of classes. Juniors are very well accommodated and benefit from the valuable experience of the club's longer established members.

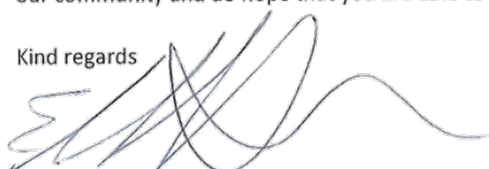
Geographe Bay is an ideal body of water for sailing and has been the focal point of sailing in the South West for over 50 years. The Geographe Bay Yacht Club is home to the largest yachting regatta in Western Australia. The annual Geographe Bay Race Week is run every year in the last week of February/first week of March and attracts upwards of 100 yachts to the bay every year.

The Club is constantly striving to attract new members and are committed to expanding the junior membership. GBYC has recently become an accredited Australian Sailing 'Discover Sailing Centre'. They are the only yacht club in the South West Region of WA to have been granted this national accreditation.

The new Junior Clubhouse and Training Centre facilities, along with their national training accreditation, will enable the Club to offer high quality sail training programs to a much wider population and increase participation in sailing.

At a time when our society is challenged by obesity and mental health issues, sailing is an activity that benefits our physical, mental and general well-being and can also be enjoyed by family members as a whole. I congratulate the Club on their contribution to our community and do hope that you are able to support this worthwhile project.

Kind regards



Libby Mettam MLA
Member for Vasse

Unit 2 16 Prince Street
Busselton WA 621
PO Box 516 Busselton WA 621

Telephone: (08) 9752 194
Facsimile: (08) 9752 394

E: Libby.Mettam@mp.wa.gov.au





Secretary Barry Brown
Geographe Bay Yacht Club
PO Box 243
Busselton WA 6280

Yachting Western Australia Inc.
ABN 80 549 302 900
Australia II Drive
Crawley WA 6009
Box 3073, P.O. Broadway
Nedlands WA 6009
T 618 9386 2438
F 618 9389 8686
ywa.office@wa.yachting.org.au
www.wa.yachting.org.au

Dear Barry,

Yachting Western Australia supports the Geographe Bay Yacht Clubs application for funding to develop the clubs facilities via the Community Sporting and Recreation Facilities Fund (CSRFF) provided by the WA Department of Sport & Recreation.

The proposed upgrade to club facilities will support the community participation, growth and development of sailing in the Busselton region.

The clubs recent accreditation as a Discover Sailing Centre and provider of the Tackers kids learn to sail and participation program will be enhanced by the provision of safe storage areas for equipment and suitable training rooms provided by a junior club house and training centre.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "D Caple".

Dean Caple
Club Services Officer
Yachting Western Australia
61887704
dean.caple@wa.yachting.org.au

19 July 2016



Department of
Sport and Recreation

Affiliated with:
Yachting Australia Inc.
WA Olympic Committee
WA Sports Federation

Government of **Western Australia**
Department of **Sport and Recreation**

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2017

You **MUST** discuss your project with an officer from your nearest Department of Sport and Recreation office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications **MUST** be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DSR Contact: Troy Jones

Date: 6 July 2016

Office: Bunbury

Applicant's Details:

Organisation Name:	City of Busselton				
Postal Address:	Locked Bag 1				
Suburb:	Busselton	State:	WA	Postcode:	6280
Street Address:	Southern Drive				
Suburb:	Busselton	State:	WA	Postcode:	6280

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Dave Goodwin	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Recreation Facilities Coordinator		
Business Phone:	97811797	Facsimile:	
Mobile Phone:	0407748864	Email:	Dave.goodwin@busselton.wa.gov.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 87285608991	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs Exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Incorporation #:	*
Bank details:	Bank: ANZ Busselton	BSB: 016580	Account 43430571

Local Government Authority Details:

LGA:	City of Busselton		
Contact:	Maxine Palmer	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Manager Community Services		
Business Phone:	9781 0462	Facsimile:	08 9752 4958
Mobile Phone:	0431 897 400	Email:	Maxine.palmer@busselton.wa.gov.au

PROJECT DETAILS

Project Description: Strategic Review of the operations and master plan for future infrastructure and upgrade considerations at Geographe Leisure Centre and Naturaliste Community Centre.

Both Geographe Leisure Centre (GLC) in Busselton and the Naturaliste Community Centre (NCC) in Dunsborough are popular and well used recreation and leisure facilities. Like most centres of their kind operation is heavily subsidised by the ratepayers of the City. A major challenge for the City is to maintain the operating deficits of both centres at a sustainable level whilst providing local employment, affordable improved facilities and relevant and accessible services to enable the City to contribute towards a sustainable economic and social future for the community.

Project Requirements

The project requires a Consultant to undertake the following tasks in relation to both the Geographe Leisure Centre and the Naturaliste Community Centre.

1. Review of the Centre's operations to identify opportunities and potential changes to the current method of operation to improve the Centre's bottom line;
2. Assess the current and likely future needs of the local community and identify priorities for any future upgrading or modifications to the Centre's facilities;
3. Assess the Feasibility of any proposed upgrading or modifications to the Centre and develop a Master Plan to guide the future development of the Centre for the next 10-15 year period that includes cost estimates and staging options;
4. Conduct an energy audit to identify opportunities to save costs and reduce energy consumption and emissions.

Scope of Works

1. Review of Centre Operations

The key areas to review include:

Strategic positioning

Consider the role that GLC and NCC plays in meeting the community, sport and recreational needs of the local and regional community and make recommendations as to how the Centre should position itself to best meet the needs of the community and challenges that it will face in the future. In undertaking this task it is expected that the consultant will:

- Review existing reports including the Centre's Business Plans.
- Undertake a competitor analysis to ascertain complementing and competing services and facilities.
- Review local and regional plans which impact on Geographe Leisure Centre and Naturaliste Community Centre.

Management

Review current management practices of the Centres' have and make recommendations where appropriate on possible changes to improve the overall management and performance of the Centre. This may include consideration of modifications to facilities within the Centre.

Staff Structure

Review the existing staff structure in terms of appropriateness and effectiveness. Specifically the consultant will be required to:

- Review current staff levels, ratios and rostering.
- Consider training and staff development opportunities and budgets.

Arrangements with Clubs

Review the effectiveness of historical arrangements with clubs and make recommendations regarding:

- Fees and charges
- Marketing
- Future directions, opportunities and challenges

Operations

Review and make recommendations on the day to day operations of the Centres including the following areas:

- Usage of the Centre, attendance levels, and hours of operation, number, range and frequency of

**Our whole
Community wins**

programs offered.

- Marketing and promotion.
- Policy and procedures.
- Cleaning and maintenance.
- Information technology and support.
- GLC and NCC Annual Business Plan.

Food and Beverage

Review the effectiveness of the current operation at GLC in terms of food presentation, consistency of service, staffing, financial viability and patronage. Recommendations may relate to, but are not limited to building design, suitable stock purchases, food presentation, menu options, staffing, opportunities and enhancements.

Financial Management

Review the Centre's financial performance and make recommendations regarding the Centre's operating deficit and how it compares to other similar facilities. A target subsidy level is required which is comparable with similar facilities.

Fees

Review the Centre's current fee structure and benchmark against other similar facilities to ensure its appropriateness and equity in generating income for the services provided.

Sponsorship

Review the Centre's current sponsorship program and recommend a process for achieving realistic sponsorship to facilitate affordable programs being delivered for the community and/or to supplement the income of the Centre.

Benchmarking

Compare and benchmark GLC's and NCC's operations against other similar sized and configured facilities.

2. Needs Assessment

In assessing and identifying the Centres' current and likely future needs it is expected that the consultant will undertake the following tasks:

- Review relevant literature and documentation.
- Visit the GLC and NCC and provide a summary description of the current facilities available at the venue.
- Identify any issues and constraints with the current Centre facilities.
- Provide a summary of usage patterns of the centres
- Research current usage patterns at a State and/or National level, and extrapolate data to provide an estimate of likely future use of the Centres.
- Research key aspects of the current population profile of the City of Busselton and consider characteristics that may affect the demand for the Centre's facilities i.e.
 - a description of the demographic, economic and social characteristics of the population
 - an analysis of population trends
 - Projections of population size and age structure.
- Review and analyse data from any recent Australian Bureau of Statistics and Department of Sport and Recreation surveys, and any other relevant surveys that provide information on current participation patterns.
- Consult directly with existing users of the Centre to identify their current and future facility needs.
- Identify gaps in the provision of recreation and leisure Centres in the City of Busselton area.
- Synthesis and analysis of information gathered.

3. Feasibility Study

Subject to the Needs Assessment supporting the need for upgrading or modifications to facilities at GLC and/or NCC the City may decide to proceed with a Feasibility Study to assess the viability of any options that may have been identified in the Needs Assessment. In undertaking the Feasibility Study it is expected that as a minimum the consultant should complete the following tasks:

- Identify options to meet the needs of the community in the City of Busselton area and

Our whole

surrounds. In considering potential options, the consultant is to have regard for the following matters:

- the advantages and disadvantages of upgrading and/or expanding the existing facilities at GLC and NCC Centres;
- environmental and social impact;
- size of any proposed facility expansion.
- In the event that upgrading and/or expansion of the Centre is supported, prepare a Concept Master Plan (A1 size and coloured) for the recommended option. The Concept Plan should provide the following detail:
 - Access roads, car parks and pathways.
 - Existing facilities and vegetation.
 - A site plan of the Centre which includes the placement of any new or expanded facilities. The concept plan does not require the consultant to produce resolved architectural or engineering drawings for any proposed facilities;
 - A floor plan and elevations of any proposed expansion or upgrading of the Centre.
 - Artist impression drawings (two sketches) of any proposed new or modified facilities
- Provide itemised cost estimates for the construction of any proposed facilities, and identify funding options.
 - Provide estimates of annual maintenance and operating costs associated with any recommended upgraded or modified facilities.
 - Following acceptance of the draft Concept Plans, the consultant is to undertake a Life Cycle Cost Analysis for any proposed upgrading or modifications to the Centre in accordance with the Dept of Sport and Recreation (WA) guidelines (using the DSR template) and in sufficient detail to satisfy the Department's requirements for CSRFF grant funding.
 - Identify management options and a recommended management structure for any proposed upgraded or modified facilities.
 - Provide recommendations on the feasibility and financial viability of the proposal.

4. Energy Audit

- Conduct a full energy audit of the Centre's to identify opportunities to reduce energy consumption and cost. Specifically the Energy Audit should include the following:
 - Site visit and field survey to observe energy usage patterns, plant options, control strategies and detailed analysis of the Centre's energy usage.
 - Analyse the consumption and cost of all major forms of energy used at the Centre and produce tables and charts showing average daily consumption and costs for each form of energy used at the Centre for the past 5 years.
 - Identify options to reduce energy consumption and costs which includes;
 - A brief description of the work required to implement the energy saving initiative.
 - Predicted cost of implementing the project.
 - Predicted annual energy emission and cost savings for each project.
 - Evaluate the alternative energy options using payback criteria and emission savings. This may include but is not limited to;
 - Capital and life cycle costs of the various options including payback calculations
 - Benefits and disadvantages of each option
 - Identify any other viable energy management options which would facilitate more efficient energy use or lower energy costs. These options may include:
 - Provision of sub meters to allow ongoing monitoring as both a management tool and to verify savings.
 - Changing energy tariffs
 - Modifications to maintenance and operating practices
 - Modifications or additions to existing plant
 - Staff training and involvement in energy management practices.

Provide an Executive Summary and recommendations for short and medium term implementation

How did you establish a need for your project?

In October 2004 the then Shire of Busselton appointed CCS Strategic Management to prepare a Leisure Services Plan for the community with a focus on the period 2005 to 2015. The plan provided Council with a sound basis upon which it can plan, coordinate and make future decisions as to the development of recreation services and the provision of facilities in accordance with the desires of the community.

The City has experienced considerable population growth in recent times and ongoing growth is forecast for the next two decades. The City currently experiences a tripling of the resident population during holiday periods. This is also expected to continue (at least for the foreseeable future) swelling the numbers to be serviced from the current 60,000 to a figure approaching 100,000 at peak times in summer.

As this growth is occurring the residents of the City are becoming more sophisticated and demanding in their expression of need for services and facilities. Some current facilities and services at both centres are already under pressure by increased demand, some areas are poorly equipped to meet community expectations and most importantly many more facilities, programs and services are likely to need to be provided to cater for the increased numbers.

The projected population growth within the Centre's catchment area over the next 10-15 years presents both opportunities and challenges. The current population of the City of Busselton is approximately 36,335. The projected population increase is conservatively estimated to be in the order of 98,000 by 2050 which will place additional demand on both the Centre's facilities and services. On one hand the population growth should provide opportunity for increased use of the Centre but on the other hand it is likely that some physical modifications as well as operational efficiencies will be required at both Centres' in order to accommodate that additional demand.

Both centres are experiencing significant increase in usage. GLC usage has an increased attendance of 35% over the last four years. The latest attendance figures for FY15/16 show an increase of 29% in aquatic centre attendance at GLC and a 4% increase in stadium attendance.

The NCC is also experiencing growth in the program areas of Group Fitness which has increased attendance by 3.2% over the last 12 months. Crèche attendance has increased by 4.2% over the last twelve months which is indicative of the number of families with small children moving into the area and changing the demographics of the local area.

Developing a Master Plan will ensure that any future upgrading or development of the Centres occurs in a planned and coordinated fashion. The strategic review would also provide a report that could be used to support external funding applications for any future programs and /or upgrades to the Centres to support community needs and ensure the financial sustainability of the Centre's.

Project location:	City of Busselton – Geographe Leisure Centre and Naturaliste Community Centre		
Land ownership:	Who owns the land on which your facility will be located? City Of Busselton Lease Expiry (if applicable): N/A		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Department of Aboriginal Affairs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Department of Parks and Wildlife? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	

How will your project increase physical activity?

Without this master plan the City cannot progress any further with any expansion plans for the GLC or NCC. Future upgrading or expansion of facilities will help to meet the future demands and needs of the growing community. By providing good standard facilities that meet the needs of the community, people are more likely to increase their level of physical activity and engage in other community activities. This will assist to create healthy active lifestyles for all ages and assist reduce any burden on health and allied health services. The activities at GLC and NCC help reduce social isolation, enable active ageing, support volunteer engagement and provide intergenerational relationships, education and skill development. Expansion could also provide additional benefits such, a national or international standard venue for indoor and outdoor sports as well as providing some economic benefits to the

Our whole

region in the form of employment and contracted support services.

Do you share your facility with other groups? Yes ☒ No ☐ If so, who: Numerous community sport and recreation and community groups

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

Sport/community organisation	% use of the facility	Hours per week
Busselton Swimming Club	Indoor and outdoor pool	20
Busselton Basketball Association	Stadium	15
GMAS swimming Club	Indoor and outdoor pool	12

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

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

2013/14	2014/15	2015/16
311,451	321,191	358,259

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

What is the name of the State Sporting Association for your activity/sport?

Have you discussed your project with your State Sporting Association? Yes ☐ No ☒

Contact Name:

Date of contact:

PROJECT DELIVERY

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

Task	Date
Attainment of Council approvals	24 th August 2016
Preparation of tender/quotes for the major works contract	October 2016
Issuing of tender for major works	November 2016
Signing of major works contract	N/A
Site works commence	N/A
Construction of project starts	N/A
Project 50% complete	January 2017
Project Completed	February 2017
Project hand over and acquittal	March 2017

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details.
N/A

GST

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

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

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

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

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

APPLICANT'S CERTIFICATION

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

Dave Goodwin

Name:

Position
Held:

Recreation Facilities Coordinator

Signature:

Date:

Our whole

LODGEEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly identified** and securely attached to the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

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

Grants up to \$66,666:

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

Your application will be considered not eligible if:

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

DEVELOPMENT BONUS APPLICANTS ONLY

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

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

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

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component.

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Strategic Review and Master Plan Project Development	2800	3080	AECOM (24 th February 2016)
Situation Analysis – Review of Existing Infrastructure	6200	6820	
Review of Management and Operations	7800	8580	
Energy Audit	10000	11000	
Needs Assessment	6500	7150	
Options and Opportunities	5400	5940	
Master Plan Development	17200	18920	
Draft & Final Strategic Review and Master Plan Report	8600	9460	
Disbursements	400	440	
Donated materials (Please provide cost breakdown)	0	0	
Volunteer labour (Please provide cost breakdown)	0	0	
Sub Total	64,900	71,390	
Cost escalation	6,490	7,139	10%
a) Total project expenditure	71,390	78,529	

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

PROJECT FUNDING

Source of funding	\$ Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	47,593	52,353	LGA cash and in-kind	Y	Included in City of Busselton 16/17 budget
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested	23,797	26,176	up to 1/3 project cost	N	
Development Bonus			Up to ½ project cost		
b) Total project funding	71,390	78,529		N	
*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from?					

GST

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

FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	\$71,390
b) Total project funding	\$71,390
c) Project variance*	0

***Balance between a) and b) should be \$0**

Our whole
Community wins

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority: City of Busselton
Name of Applicant: City Of Busselton

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

Section A

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

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

LGA – priority ranking of this project	High, Well needed by Municipality
Priority ranking of no of applications received	3 of 3 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

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

- | | | |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality | <input checked="" type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Our whole

LGA comments (Required):

The proposed project, which is the subject of this application, is the development of a collective strategic review and masterplan for the Geographe Leisure Centre (GLC) and Naturaliste Community Centre (NCC).

The GLC in Busselton and the NCC in Dunsborough are popular and well used recreation and leisure facilities, however like most centres of their kind operation is heavily subsidised by the ratepayers of the City. A major challenge for the City is to maintain the operating deficits of both centres at a sustainable level whilst providing local employment, affordable contemporary standard facilities and relevant and accessible services to enable the City to contribute towards a sustainable economic and social future for the community.

Whilst not pre-empting the result and direction of the master planning exercise, there is a documented need based on community demand for additional court playing space and pool space both in Busselton and Dunsborough. The NCC master plan will also consider the current and planned outdoor court space in Dunsborough.

In 2015 the City of Busselton undertook a major extension and renovation to portions of the GLC. These works included the construction of a new gymnasium, crèche, health suites, meeting room and cycle room. To keep the facility modern and compliant to relevant standards there has also been an upgrade to the foyer and wet and dry change rooms.

Whilst no significant facility upgrade or addition has occurred at the NCC, a full service review was conducted in 2012. This review was in response to two separate community consultation processes identifying a need for a change in centre operations and community priorities.

Prior to any further changes at these facilities there is an identified need to plan for future facility developments and operational changes. The scope of the project (in relation to both the GLC and the NCC) will be as follows:

- Review of the Centre's operations to identify opportunities and potential changes to the current method of operation to identify efficiencies;
- Assess the current and likely future needs of the local community and identify priorities for any future upgrading or modifications to the Centre's facilities;
- Assess the Feasibility of any proposed upgrading or modifications to the Centres and develop a Master Plan to guide the future development of the Centres for the next 10-15 year period including cost estimates and staging options;
- Conduct an energy audit to identify opportunities to save costs and reduce energy consumption and emissions.

Under the guidelines for the CSRFF grant funding process, The City of Busselton is required to rank, in order of priority, all applications received from within its boundaries.

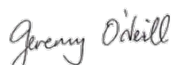
City Officers assessed the City's application against the following DSR required criteria:

- Project justification;
- Planned Approach;
- Community Consultation;
- Management Planning;
- Design;
- Financial Viability;
- Coordination.

To ensure that any future operational changes or facility developments are conducted in a planned and considered way it is imperative that the City of Busselton undertake a strategic review and master planning process. This project, a strategic review and masterplan for the Geographe Leisure Centre and Naturaliste Community Centre, will be the first step in that process.

Under the guidelines for the CSRFF grant funding process, The City of Busselton is required to rank, in order of priority, all applications received from within its boundaries. The City of Busselton ranks this application as high, well planned and needed by the Municipality.

Signed Jeremy O'Neill



Position Community
Development Coordinator

Date 2.8.16

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in August**. Late applications cannot be accepted in any circumstances.

**Our whole
Community wins**

Signed Jeremy O'Neill



Position Community
Development Coordinator

Date 2.8.16

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in August**. Late applications cannot be accepted in any circumstances.

DSR OFFICES

PERTH OFFICE

246 Vincent Street
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Leederville WA 6903
Tel: (08) 9492 9700
Fax: (08) 9492 9711

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
Fax: (08) 9182 2199

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
Fax: (08) 9792 6999

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
Fax: (08) 9892 0199

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Fax: (08) 9941 0999

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
Fax: (08) 9022 5899

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Facsimile (08) 9166 4999
Mobile 0438 916 185

WHEATBELT - NORTHAM

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
Fax: (08) 9690 2499

WHEATBELT – NARROGIN

Government Offices
Level 2, 11-13 Park Street Narrogin
WA 6312
Telephone 0429 881 369
Facsimile (08) 9881 3363

MID-WEST

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24 February 2016
Commercial-in-Confidence

Dave Goodwin
Recreation Facilities Coordinator
City of Busselton
38 Peel Terrace
Busselton
WA 6280

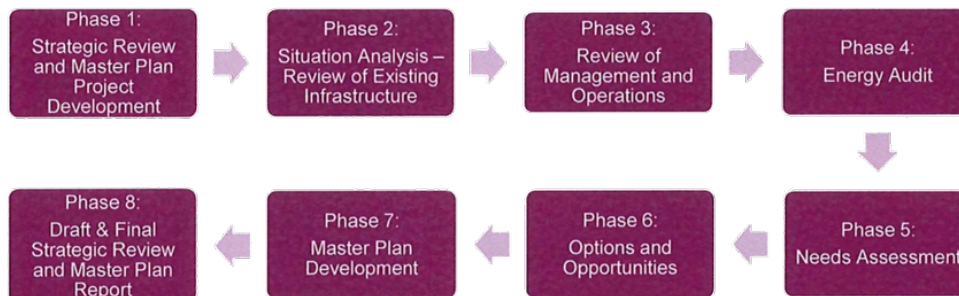
Dear Dave

Strategic Review of the Operation and Master Plan for Future Infrastructure and Upgrade Considerations at Geographe Leisure Centre, Busselton and Naturaliste Community Centre, Dunsborough

I refer to our recent discussion in respect of the above and your clarification e-mails of 18th and 23rd February 2016. It is understood that it is the City intends to undertake a strategic review of Geographe Leisure Centre (GLC) to inform and develop a master plan to ensure that any future upgrading or development of the Centre occurs in a planned and coordinated fashion. In addition the Shire is seeking to undertake an operational review of Naturaliste Community Centre (NCC), Dunsborough. I have set out below the specific methodology and cost for undertaking the work. It is my understanding of what you require and is subject to negotiation/alteration if you feel there are any omissions and / or work that are not necessary. I have incorporated the energy audit within the methodology but it can also be costed as a separate project if necessary.

STRATEGIC REVIEW AND MASTERPLAN METHODOLOGY:

The information below outlines the proposed methodology for the Geographe Leisure Centre Strategic Review and Master Plan and Review of Naturaliste Community Centre, Dunsborough:



1.0 Phase 1 – Strategic Review and Master Plan Project Development

The consulting team will meet with the relevant City of Busselton Project Manager or nominated representatives to discuss the project. The purpose of the meeting will be to:

- Discuss the background of the project.
- Refine the project objectives (if required).
- Agree outcomes/standards of work to be achieved.
- Identification of the extent of market research, community demand and stakeholder needs analysis (if any) that may have been conducted to date.
- Determine responsibilities, timelines and milestones.
- Identify and confirm the key stakeholders and the level of participation in the study process.



This briefing will ensure that all parties agree on the proposed methodology and approach to the study, as well as determining the key participants in the study process and their level of engagement.

Outcomes:

- ***A comprehensive briefing session with the relevant City of Busselton staff.***
- ***Confirmation of key goals relevant to this review.***
- ***Identification of key additional stakeholders.***
- ***Identification of key issues and opportunities to be addressed by the study.***
- ***Agreed Project Plan.***

2.0 Phase 2 – Situation Analysis – Review of Existing Infrastructure

In Phase 2, the team will review the current governance, management and business practices of the GLC and NCC using two approaches:

- Strategic Review
- Literature review.

Details of the key tasks to be undertaken within the Phase are outlined herein.

- Current planning and policy directions of Council.
- The roles and market segments that contemporary aquatic and recreation facilities fulfil.
- The operational performance of contemporary combined aquatic and recreation facilities.
- Industry trends and best practices examples for similar facility developments.
- The demographic profile of the users of contemporary aquatic and recreation facilities.
- Projected population growth areas.
- The demographic trends that need to be considered throughout the subsequent master planning process.

These tasks will be carried out the following steps.

2.1 Step 1: Document Review and Trend analysis: Strategic Positioning

Under this process the consulting team will review:

- Relevant strategies, business plans and reports relating to the Geographe Leisure Centre Naturaliste Community Centre at a local and regional level.
- Research and investigation into aquatic facilities (specifically including comparative facilities with substantial dry side provision and outdoor aquatic infrastructure)
- Research and investigate the local and regional aquatic market within the Greater Bunbury area to provide a comprehensive competitor analysis. This analysis will particularly focus on:
 - The number of facilities in the local and Regional market that will vie to capture casual use, competitions, training, programs and events.
 - The programs, services and pricing structure of existing facilities.
 - Current market segmentation and potential future impacts of providing additional infrastructure.
 - Aquatic, sport and recreation industry trends.
- This initial analysis will provide the consulting team with a clear understanding of the strategic positioning of the leisure centre.

Outcomes

- ***Review of the role that the current aquatic and recreation facility plays within the region.***
- ***Industry trends and benchmarking.***



- ***Competitor analysis and identification and assessment of any potential competitive neutrality issues and impacts.***

2.2 Step 2: A Review of the Geographe Leisure Centre and Naturaliste Community Centre

A full review of the Leisure and Community Centres will be undertaken to identify and/or confirm issues associated with:

- Site constraints, limitations and opportunities.
- Facility programming and service mix.
- The current and potential "user" base (using information provided by the Centre Manager combined with any previous studies).
- Attendances and usage levels by service segment (using information provided by the Centre Manager).
- The demographic profile of the existing and future user base.
- Usage patterns.
- The facility's current ability to handle increased participation.
- The ability of the site to handle an increase in built footprint, usage and sporting infrastructure (i.e. limitations due to environmental, vehicular and location).
- Aquatic and general leisure/recreation trends and how they may impact upon the facility and its future. In particular whether there are opportunities to rationalise or enhance existing space to improve functionality.
- The broad management and operation of the facility (which will be explored in greater detail under phase 3).
- Facility design and presentation (e.g. current suitability of layout, secondary spend areas, suitability for alternative usage, car parking, security, etc.).
- The effectiveness of working relationships between organisations such as the Council, the Centre Manager and key user groups.
- Opportunities to introduce/expand commercial opportunities on site.
- The ongoing suitability of facilities/infrastructure, including maintenance programs and "remaining-life" factors¹.
- Collating information in relation to key performance measurement areas.

Outcomes

- ***Review of the existing user base and catchment profile (demographic and geographic).***
- ***Initial identification and/or confirmation of key issues and opportunities that are impacting on provision, usage and availability of GLC and NCC to clubs and the community.***

The purpose of Phase 2 will enable the project team to gain a full understanding of the broad GLC and NCC operations and current management practices in order to undertake the detailed financial analysis under phase 3.

3.0 Phase 3: Review of Management and Operations

Under phase 3 the team will review the current management and business practices of the GLC and NCC. This will be undertaken through:

- Consultation with the project manager and/or nominated representatives.
- A review of policies and practices.
- An analysis of current financial records (annual income and expenditure accounts).
- The use of benchmarking information collected in phase 2 which will be used for comparative purposes and inform the full financial analysis.

¹ This information will be gathered from previous Reports, discussions with the City's Asset Management Officer(s) and Centre Manager(s).



These tasks will be carried out under the steps identified overleaf.

3.1 Step 1: Consultation with Project Manager/Steering Group and nominated stakeholders

The team will meet with the appropriate City of Busselton staff and nominated stakeholders. The consultation is aimed at providing a more detailed understanding of the following:

- Current governance arrangements, specifically highlighting issues/opportunities.
- Current participation numbers and trends and usage patterns at the GLC and NCC.
- Current business plans, operational plans, marketing plans, and recruitment/retention plans.
- Analysis of current staffing structure.
- Gaps in facility and service provision and emerging needs.
- Condition, quality and adequacy of the current facilities and services.
- Future facility and service needs of stakeholders.
- Communication and reporting with stakeholders.
- Issues with the current structure.

Outcomes

- *Summary of consultation with city officers and nominated stakeholders.*
- *Review and analysis of current operations and marketing practices for the Geographe Leisure Centre and Naturaliste Community Centre.*

3.2 Step 2: Summary of Policies & Practices of GLC and NCC

The team will review and summarise the key business drivers relevant to facility development, management, services and programs. As part of this Step, we will also examine the current policies, procedures and operational practices of GLC and NCC with respect to:

- Maintenance programs and capital improvements including preventative and scheduled maintenance, capital upgrades and replacement.
- Budgets, annual fees and charges, and any other income generation policies (sub-leasing) and practices.
- Capital expenditure procedures.
- OH&S policy.
- Staffing policy.
- Programming and scheduling.

At the conclusion of this Step, the consulting team will have a detailed understanding of where opportunities to improve facility management viability and sustainability may be possible.

Outcomes

- *Summary of the current policies, procedures and operational practices of GLC and NCC.*
- *Identification of key opportunities to improve facility management viability and sustainability.*

3.3 Step 3: Review Current Financial Position

The team will undertake a review of the financial performance of the GLC and NCC in order to gain an understanding of their current operating position. This process will be used to determine a base by which we can assess future financial projections. Items to be reviewed will include:

- Profit & Loss and Balance Sheet for the last five years.
- Capital Expenditure for the last five years and any forecast.
- Hire fees (Assessment of fees and charges associated with community usage and commercial usage and recommendations).



- Food and beverage and licensed bar.
- Sponsorship program (current yield and potential future yield)
- Other revenue sources (sub-leasing and non-core events).
- Staffing costs (assessment current staffing and recommend the most appropriate staffing model based on the objectives for the GLC and NCC)

Outcomes

- *Assessment of GLC's and NCC's financial performance and capacity.*
- *Development of a baseline model to determine the projected financial position over the next five years.*
- *Identification of the most appropriate staffing model.*
- *Identification of most effective fees and charges associated with community usage and commercial usage.*
- *Identify any other issues/opportunities related to financial performance.*
- *Identification and valuation of all potential revenue sources (including expenditure to service revenue sources) for the GLC and NCC.*
- *Identification of the fees and charges associated with full cost recovery; i.e. including staffing, maintenance/cleaning, security, cost of capital, opportunity cost of capital and borrowing rates.*

4.0 Phase 4: Energy Audit

The energy audit will provide a top level assessment of potential costs savings which can be incorporated within the initial GLC review. The AECOM sustainability specialists will undertake:

- A site visit and field survey to observe energy usage patterns, plant options, control strategies and detailed analysis of the centre's energy usage.
- An analysis of the consumption and cost of all major forms of energy used at the centre and provide tables and charts showing average daily consumption and costs for each form of energy used at the Centre for the past 5 years. An assessment will be made on the performance and operational functionality of the current geothermal
- An options appraisal to identify alternative mechanisms to reduce energy consumption and costs.
- An evaluation of the alternative energy options using payback criteria and emission savings in respect of all energy used within then site.
- An assessment of broad capital and life cycle costs of the various options including payback calculations.
- To highlight benefits and disadvantages of each option
- To identify any other viable energy management options which would facilitate more efficient energy use or lower energy costs.

Outcomes:

- *An executive summary energy audit containing recommendations for short and medium term implementation.*

5.0 Phase 5: Needs Assessment

Phase 5 involves the detailed assessment of the information gathered so far in the study and the identification/quantification of likely levels of need in the future. In order to undertake a full needs assessment AECOM will build on the initial document review, industry benchmarking, issues and constraints analysis, usage analysis and build up a profile which will also incorporate:

5.1 Step 1: Demographic Review

AECOM will review the demographic profile of the GLC and NCC catchment and the broader Greater Bunbury area including new and emerging residential areas to identify existing and future population trends and projections likely to affect the facility infrastructure usage and participation to 2031. The City of Busselton Demographic



Profile of February 2015 will be used as the basis for this assessment. This will also take into account the population projections contained within state and local planning documentation and provide comparative analysis against current community profiling. This will assist in determining the emerging age profile and catchment population and highlight the implications for the long term planning and potential phasing of any development at GLC and NCC.

Outcomes

- ***Identification and assessment of demographic characteristics relevant to and impacting upon needs and usage of GLC and NCC.***
- ***Identification of current and likely future participation profiles/trends in annual increments based on anticipated population growth and age profiling.***

5.2 Step 2: Participation Trends and Benchmarking

AECOM has an extensive database on community facility and government policy trends, which has been developed from internal research projects undertaken by the consultant team through our work on similar council planning projects and research information published by industry organisations. We will review this information to identify industry and government trends and factors likely to affect the future provision of facilities and services.

The implications of trends relevant to GLC and NCC will be identified so that they may be considered as part of the needs analysis. This will include review of the impact and/or options associated with:

- Water restrictions, increasing water efficiency and identifying alternative water sources.
- Management practices.
- Environmentally sustainable design (ESD) solutions for reducing energy consumption.

We will also review current trends in relation to partnerships in the provision of community facilities and services, and how this may be applied to GLC and NCC (e.g. schools, private sector, peak sporting groups, health services).

Outcomes

- ***Identification of community facility and participation trends.***
- ***Identification of key issues informed by the energy audit/ ESD analysis to be undertaken in phase 4.***

5.3 Step 3: Additional User Group Consultation

The AECOM team will under the guidance of the project manager develop a list of additional groups to be consulted and confirm the contact protocols.

A mix of face-to-face (preferred) and telephone interviews will be held with representatives from the stakeholders identified. It is envisaged the consultation will:

- Confirm the needs of the potential user groups (from commercial to recreational level) who use the GLC and NCC.
- Confirm the levels of support/demand for the potential sporting facilities that may be required in the future.
- Accurately inform the needs analysis.
- Identify the interests of each stakeholder so as to understand how these interests may be met, or how the risks in not meeting their interests may be managed.

The key aim of the consultation with the stakeholders is to discuss and confirm:

- Each group's existing and future requirements for sporting and recreation facilities.
- Each group's existing and future operational needs such as access requirements, hours of operation, special events and program dates.
- Current fees and charges paid.
- Key opportunities that would impact on the provision of future infrastructure and sporting and recreation use.



- Type, facility standards and extent of facilities required at the GLC and NCC to respond to identified issues/gaps.
- Appropriate location/relocation options for existing and/or proposed infrastructure.
- Key planning and industry issues, opportunities and constraints all of which may have an impact on the likelihood of the GLC and NCC being utilised.

Outcomes

- **Targeted consultation process.**
- **Key user group and stakeholder consultation process and response documented and analysed for incorporation in master plan and final report.**

The subsequent needs analysis will identify:

- Gaps in community program, service and facility provision identified through the initial stakeholder consultation
- The level of demand that is likely to transpire, as a result of the fulfilment of community needs.
- The geographic location of existing facilities to existing and future catchments.
- Any projected changes to the demographic profile of the community.
- Existing and expected levels of competition within the community facility market (by use).
- The varying levels of "attractiveness" of facility rationalisation/upgrades/new facility provision.

The assessment will consider usage projections from previous projects, "actual" facility uptake data (provided to us by Councils whom have recently developed facilities) and the experience of the project team.

Overall Phase 5 Outcomes:

- **Detailed needs analysis and assessment**
- **Identification of likely future levels of service and facility need, by market segment.**

6.0 Phase 6: Options and Opportunities

The consulting team will then apply strategic planning techniques to identify opportunities, options, scenarios and possible directions for the future development of the GLC and NCC.

To successfully undertake this task, we will use the following techniques:

- 1) An options analysis using a Multiple Bottom Line (MBL) Approach. The options analysis requires the consulting team to identify the key opportunities that may exist in relation to the future provision of infrastructure at GLC and NCC which encompasses a mixture of service opportunities, community specific activities and other council/recreational uses. The actual identification of the opportunities is very similar to any "brainstorming" session where each potential option is assessed against four key areas:
 - Social Impact (e.g. provision of opportunities not currently available).
 - Financial Impact (e.g. revenue impact, capital cost impact, funding impact, economic development impact).
 - Environmental Impact (e.g. environmentally sustainable design levels).
 - Club/ Sports/ Community Development Impact (e.g. ability to retain/ attract members, ability to attract new activities/ events, ability to attract sponsorship, impact on participation/ use, etc.).

This process ensures that all of the outcomes of each facility development option and not just the financial ones are considered in the decision making process.

- 2) Scenario Analysis – Upon the completion of the Options Analysis using the MBL approach, the shortlisted facility development options are then "tested" under a variety of different scenarios using scenario analysis techniques. The purpose of this analysis is to identify the limitations of each option and identify ones that provide the greatest benefits under all possible scenarios.

As part of the facility development options analysis it is envisaged that the following questions will be considered:



- How can the GLC and NCC be developed to maximise the outcomes from a financial, operational, social and club/sports development perspective?
- How can the GLC and NCC be developed to maximise usage of the facility for events, competition, training, education and administration?
- How can the GLC and NCC be developed to address any residential, environmental or planning issues/concerns?
- What are the indicative costs of the redevelopment options and what benefits (from a membership, club development, financial and environmental perspective) do they provide?
- How can the facility requirements of potentially multiple user groups be best met without "blowing out" the costs of the proposed site developments?
- What options exist to develop income generating opportunities within the rationalised, redeveloped or extended facility?
- How can the facility be best developed to optimise chances of obtaining external funding?
- What are the risks associated with each development option?
- What are the construction phasing options and how do these impact on the facility development?
- What are the best management options for the proposed development?

The above process will involve high level cost benefit/financial feasibility analysis of the key facility development options.

Outcomes

- ***Identification of key facility options and opportunities.***
- ***Assessment of the key facility development options using proven facility planning methods.***

7.0 Phase 7: Master Plan Development

In this phase, AECOM in conjunction with Paterson Group Architects will develop a site Master Plans for the recommended option for the Geographe Leisure Centre and Naturaliste Community Centre. The Master Plans will incorporate the design features identified in the earlier stages and take into consideration key design trends, operational issues/constraints, environmentally sustainable practices and events/activity programming opportunities to ensure that the final plan is one that provides the optimum return upon investment.

Our Quantity Surveyors will ascertain the likely costs of the potential "features" and ensure that the final outcome is designed to be within a nominated budget (if known). The plans will include an A3 plan for the recommended option and include:

- A site plan which illustrates the size, possible form and placement of proposed new buildings and facilities on the recommended site.
- Site planning for pedestrian and motor vehicle requirements including access roads, car parks and pathways.
- Existing facilities and vegetation.
- Notional landscaping
- A Floor Plan and Elevations include facility components identified as being required through the needs assessment.
- Incorporation of ESD opportunities.
- Incorporation of the principles of Crime Prevention through Environmental Design.

Our consulting team understand that to achieve the best outcome, all of the areas of expertise required to develop the above mentioned master plan must work "together" in a cooperative and "ideas/solution generating" environment. This will mean that we will meet regularly to discuss the facility design options from an operational/management perspective; a financial viability perspective; a community benefit perspective and a technology/facility innovation perspective. The cooperative approach that we shall adopt will ensure that the final



master plan is not only innovative from a design perspective, but also functional from an everyday operations and management perspective.

Upon completion of the draft Master Plan, will then present them and the cost estimates to the project manager and nominated representative for endorsement. The briefing will be used to update on the progress of the project and seek formal feedback on the draft plan.

Based on all of the above feedback AECOM will work with the project manager and nominated stakeholders to identify and finalise the Master Plan for inclusion in the draft and final reports.

Outcomes

- *Development of Master Plan for the proposed GLC and NCC developments.*
- *Estimates of capital costs and lifecycle cost analysis.*
- *Commentary on factors that may influence the estimates provided.*
- *Commentary on the Master Plan and rationale for recommendations.*

8.0 Phase 8: Draft and Final Strategic Review and Master Plan Report

Phase 8 will involve the finalisation of the strategic review report and Master Plan which will identify how both the GLC and NCC could be developed (in a staged manner if appropriate) and will be used to calculate "broad order" costs estimates for the facility. The report will identify a series of options which will have been previously discussed with the City and evaluated for compliance, practicality, functionality, efficiency of operation and financial viability. The analysis will provide commentary on all significant factors that may influence capital costs, revenue, expenditure, use, ongoing maintenance and management to inform the decision making process.

The Strategic Review and Master Plan report will include:

- An Executive Summary.
- Site Options, Constraints and Opportunities.
- Demographic Analysis
- Benchmarking, trends and innovations.
- A review of current city operations and future development based on anticipated population growth and expanded services.
- Scope development and definition.
- A technical site assessment including a high level comparative cost summary.
- An order of magnitude cost for the development which is reflective of the local construction market, including potential lifecycle costs.
- Energy Audit
- Risk Assessment.
- Recommendations

The draft report will be presented to the City of Busselton for consideration.

Outcomes

- *Full Draft Strategic Review and Master Plan Report with associated analysis and recommendations.*
- *Identification of estimated capital costs and lifecycle costs.*
- *Revised draft following receipt of comments from the city and*
- *Presentation of Final Report to City and nominated representatives.*



In order to complete the work we have identified below the project team.

LEAD CONSULTANTS

David Lanfear: Associate Director BA (Hons) Town and Country Planning

Role: Lead Consultant and main project contact.

David's experience involves working within the government sector in both England and Australia. David previously worked for a non-departmental government organisation (Sport England) as Head of Investment and subsequently Regional Director. He managed their land use planning function, Lottery Sports Fund grant program and a significant organisational change program.

Within Australia and more particularly within Western Australia David has worked on a wide variety of strategic projects and studies relating to the provision of community, sport, recreation and leisure infrastructure in Metropolitan and Regional areas. Many of these projects have involved undertaking detailed needs and feasibility assessments and the development of business plans and business cases in accordance with both WA Department of Treasury requirements and those of the Local Government Act. Relevant projects include:

- **State Hockey Centre Review, Master Plan and Business Case (Department of Sport and Recreation):** A detailed review of the current state facility and development of master plan for its future evolution and development. The project required a review of current and future functionality and we were subsequently engaged to develop the business case in accordance with Treasury guidelines. Master Plan Completed in 2013 and Business Case completed in 2016.
- **Leschenault Leisure Centre Review (Shire of Harvey):** An analysis of the current performance of the Leisure Centre and future potential development to reduce ongoing operational costs. Completed in 2013.
- **Regional Aquatic and Recreation Centre Business Plan Review (City of Cockburn):** The review of the draft business plan produced by the City of Cockburn for the development of a combined new regional aquatic and recreation centre and Fremantle Dockers Training and Administration base at Cockburn Central. Completed in 2013.
- **Craigie Leisure Centre Needs and Feasibility Study (City of Joondalup):** To undertake detailed research in the current performance and operation of Craigie Leisure Centre and potential rationalisation, extension and redevelopment of the dry-side infrastructure. Completed in 2016.
- **Percy Doyle Needs Analysis and Feasibility Study (City of Joondalup):** To undertake detailed research in the development of a community hub at Percy Doyle Reserve. The hub was to incorporate a number of different uses including a recreation centre, library, seniors group, bridge club, playgroups, family support and gym. Completed in 2012.
- **Quinns Mindarie Community Facility Needs & Feasibility Study (City of Wanneroo):** The feasibility of developing a first floor of an existing surf life-saving club as a multi-functional community hub. Completed 2010.
- **Dryland Diving Needs and Feasibility Study:** Assessment of the feasibility of retaining or redeveloping dryland diving infrastructure to service the needs of the sport and in particular the High Performance Diving Program. Completed in 2016.
- **Regional Open Space: Statement of Strategic Direction and subsequent site Master Plan (City of Swan):** Establishes principles for the development of land to the south of Whiteman Park for Regional level infrastructure to service the major growth areas of the Cities of Swan, Wanneroo and Stirling. The project included substantial aquatic infrastructure including a dryland diving facility. Initial project completed in 2011 and master plan completed in 2014.
- **Murdoch University Sporting Precinct Business Case:** Analysis of land capability and development of options for the future sporting precinct at the University with a view to attracting both additional community users and state sporting bodies into the university site. Completed in 2012.
- **Carlisle Lathlain Community Centre Business Case Review (Town of Victoria Park):** Business case for developing a multi-functional community facility in accordance with the local government act. Completed in 2013.
- **Football West Home of Football Business Case (Football West):** A business case to secure funding for the development of a training and administrative base for the sport. Completed in 2014.



Professional Affiliations: Past Member of Royal Town Planning Institute UK (Elected 1990); Corporate Member of Parks and Leisure Australia and UDIA.

Rachel Thorpe: Community Development, Dip. Community Services – Youth Work, 2004; Dip. Project Management, 2013, Certificate IV Work Place Training and Assessment, Australian Accredited Space Shaper facilitator

Role: Consultant support including document analysis, facilitation and drafting

Rachel has a critical appreciation and sound knowledge of the various industry fields, such as community infrastructure planning, social policy & planning, place activation, community health & wellbeing, consultation, strategy and research and event and venue management.

She is an energetic and focus team member with a strong background in community planning, consultation, trends and business analyses. Rachel joined AECOM in March 2014 and has worked on the following projects:

- **Swan Park Precinct Master Plan (City of Swan):** To develop the needs, feasibility and concept design for the development of the open space and sports facilities including the leisure centre at Swan Park precinct. The project included substantial aquatic and community infrastructure. Completed 2012.
- **Regional Open Space: Whiteman (City of Swan):** To develop the needs, feasibility and concept design for the development of the Regional Open Space including regional sporting infrastructure at Whiteman Park. The project included substantial aquatic infrastructure including a dryland diving facility. Completed 2014.
- **Home of Football Business Case (Football West):** To develop a business case in accordance with Treasury Guidelines for a new training and administration base for Football West. Completed 2014.
- **Butler North District Open Space & Education Precinct Master Plan Review (City of Wanneroo):** A review of the provision of district level open space comprising community and education infrastructure. Completed in 2015.
- **Community Organisation Audit (City of Canning):** to audit all current community groups and organisations within the City of Canning to enable the City to plan more effectively and strategically resource support for community organisations within their jurisdiction. Completed 2015.
- **Altone Community Hub (Brockman House Inc.):** To develop the needs, feasibility and concept design for the relocated and development of Altone Community Hub including child, family and recreation support opportunities to not for profit community groups within the Altone Place area in the City of Swan. The project included substantial integrated service offering to the local community. Completed 2015.
- **Pioneer Park Feasibility Study and Master Plan:** To review the current capability of the reserve and identify the capability to expand use for a variety of sporting needs identified through stakeholder consultation, industry benchmarking and participation research. Completed 2015.
- **Frank Drago Reserve Master Plan:** To provide and integrated master plan for the sports of soccer, bowls, croquet and tennis. The project has involved substantial stakeholder engagement, a detailed site review, benchmarking, functional assessment and drafting of facility specifications. Completed 2015.
- **Murray Leisure Centre Master Plan:** An analysis of the current performance of the Leisure Centre and future potential development to reduce ongoing operational costs and enhance the partnership with the adjacent state high school. Current.

In recent years, working with local government and previous employers, Rachel has worked on many projects, including community facility planning and feasibilities, development of needs studies, capital expenditure plans, performance improvement, business systems and community groups development planning.

Her core skills include:

- Community, stakeholder and costumer consultation and research (qualitative and quantitative)
- Facility, sports and community planning and management
- Report writing and literature evaluation
- Research, benchmarking, auditing and trends analysis
- Sport, recreation and community development strategies, planning and implementation



- Presenting to National, State and local conferences and workshops

Professional Affiliations: Vice President of Parks and Leisure Australia and Corporate Member of UDIA and IPEWA.

Jake Spiteri, Undergraduate, Urban and Regional Planning, Curtin University

Role: Consultant support including document collation, benchmarking and drafting

Jake has just recently rejoined AECOM having previously completed his work experience within the Perth office at the beginning of 2015. Jake has become a valuable team member providing research, support and has enhanced the team's delivery and production of reports.

Primary function and experience extends to:

- Document reviews
- Site analysis
- Strategic planning
- Report publication

Jake has provided strategic and planning support on a variety of community infrastructure projects including:

- Community Infrastructure Plan - Shire of Gingin
- Community Infrastructure Plan and Shire Wide Developer Contribution Plan - Shire of Serpentine Jarrahdale)
- Murray Leisure Centre Master Plan – Shire of Murray
- Whiteman Regional Open Space Master Plan – City of Swan
- Fremantle Oval Master Plan and Business Case – City of Fremantle
- Rocky Bay Feasibility and Business Case – Rocky Bay Inc.

Jake will assist in the research, benchmarking and site analysis and will be available for the full duration of the project.

ENERGY AUDIT CONSULTANT

Aaron Alexander

Role: Energy Audit Specialist

Aaron Alexander has over 5 years of extensive experience in providing engineering and consulting services within the built environment, having been involved in all aspects of Mechanical design and ESD.

Aaron is a key member of design teams in developing sustainable and low carbon design initiatives and solutions. Aaron's project experience broadens across many sectors, including education, commercial, residential, and historical buildings.

Prior to joining AECOM, Aaron led the ESD team for a national firm based in Leeds, UK delivering sustainable design and advice at planning, design and construction.

Project Experience

- Leschenault Leisure Centre; Energy Audit and assessment
- Mills Park Community Facility
- CIT GreenSkills
- WAIS High Performance Service Centre
- Halls Head College (Sports & library inclusive)
- WALGA Energy Assessments, Perth WA
- Workzone Pier Street NABERS Energy Assessments, Perth WA.



ARCHITECTURAL AND DESIGN SUPPORT

Paterson Group Architects

Greg Paterson, Director

Greg Paterson established Paterson Group Architects in 1986. Since commencement, the practice has grown steadily of the past 23 years with experience in institutional works, education, commercial and hotel projects.

Greg has extensive experience on Recreation/Community Facilities, having been involved with the majority of work undertaken in this field by the office. In addition, prior to commencing his own practice, he was one of 4 design architects for the winning entry in a design competition for the State Sports Centre, Stephenson Drive, Graylands.

Greg Paterson will develop the master plan component of this study which will be informed by the document review, consultation process and direction from the Project Manager and nominated representatives.

Relevant Feasibility and Master Plan projects undertaken include:

- Feasibility design for Denmark indoor sustainable heated swimming pool (Shire of Denmark)
- Feasibility design for Quinns Mindarie Community centre (City of Wanneroo)
- Feasibility design for Centre Based Day Care facility in Ellenbrook (City of Swan)
- Master plan design for Regional Open Space at Whiteman Park: Statement of Strategic Direction (City of Swan)
- Review of Leschenault Leisure Centre for the Shire of Harvey.

COST MANAGEMENT

Paul Halpenny, Senior Cost Manager: Higher National Diploma in Building Studies, MCIOB Part II

Role: Lead Quantity Surveyor and Cost Management

Paul joined AECOM at the start of 2010, having previously worked with Rider Levett Bucknall as a Senior Quantity Surveyor in their Perth office. Paul relocated to Western Australia in 2007 from the UK, where he worked as a Senior Quantity Surveyor for a national building contractor and developer.

Paul's main roles include Pre-Contract Cost Planning through to Post-Contract Administration. His market sector experience cuts across all sectors but specifically includes defence, sport and leisure, education, residential and retail.

Primary function and experience extends to:

- Identifying the main areas of risk for a funder / client
- Providing support to funder / client's legal team in the drafting of documents
- Analysis of development appraisals, cash flows, construction costs and risk allowances
- Assessing suitability of programmes
- Review of all statutory approvals such as planning and building control
- Monitoring interim payments valuations for monthly draw-down reports
- Analysing the suitability of procurement strategies and contract documentation
- Review of design team appointments and professional indemnity insurances
- Assessing proposed final accounts
- Providing support to lending managers to ensure compliance with loan agreements and agreements to lease
- Advising on suitable action to be taken in respect of issues identified in monitoring reports
- Preparing valuations and projected final accounts in relation to an insolvency on a project

Paul has provided cost management support on a variety of our sport and recreation projects including:



- New State Basketball Centre and infrastructure at AK Reserve, Perry Lakes, WA. Role included post-contract administration from site commencement through to practical completion.
- New Sports Oval at Governor Stirling Senior High School.
- Regional Open Space, Whiteman.
- Frank Drago Reserve Master Plan
- Butler North District Open Space and Education Precinct Master Plan
- Home of Football Business Case

Paul will develop a baseline cost plan.

PROPOSED FEE

Phase		Cost (Excl GST)	GST	Cost (Incl GST)
1	Strategic Review and Master Plan Project Development	\$2,800	\$280	\$3,080
2	Situation Analysis – Review of Existing Infrastructure	\$6,200	\$620	\$6,820
3	Review of Management and Operations	\$7,800	\$780	\$8,580
4	Energy Audit	\$10,000	\$1,000	\$11,000
5	Needs Assessment	\$6,500	\$650	\$7,150
6	Options and Opportunities	\$5,400	\$540	\$5,940
7	Master Plan Development	\$17,200	\$1,720	\$18,920
8	Draft & Final Strategic Review and Master Plan Report	\$8,600	\$860	\$9,460
Disbursements		\$400	\$40	\$440
TOTAL COST (based on 14 week delivery timescale)		\$64,900	\$6,490	\$71,390

ASSUMPTIONS

The project budget is based on the following assumptions:-

- 1) The previous reports, policies, procedures, plans and financial data (annual income and expenditure accounts) will be provided at commencement of the project and will be used as the basis for further analysis.
- 2) The City of Busselton will provide current address details and telephone numbers for the key contact for all key stakeholders who will be consulted during the study.
- 3) The City of Busselton will provide venues for meetings with stakeholders and at no cost.
- 4) No allowance has been made for collation of marketing collateral or publications, other than the presentations and detailed design plans specified in the submission.
- 5) Two copies of the Final Report will be provided, plus an electronic version in digital format with attachments.
- 6) Should your requirements vary from these assumptions, we reserve the right to adjust our fees.
- 7) This quote is valid for a period of six months from tender submission date.
- 8) Upon acceptance, the fixed fee will remain in effect provided the work is completed in the proposed timeframes. If not, we reserve the right to review our fee in consultation with the client.
- 9) Invoices will be raised and payments will be made in accordance with the following staged payments

Phase1: Start Up meeting	20%
Phase 4: Completion of Energy Audit -	30%
Phase 6: Completion of Options and Opportunities	20%
Phase8: Completion of Draft Report	20%



Phase 8: Completion of Final Report

10%

I trust this is of assistance and covers all of the areas of work we discussed. If you decide to pursue any aspect identified we can provide a detailed project plan and timeline / milestones, references and more detailed project profiles related to the previous work we have undertaken. At this stage however we understand an indicative cost and work breakdown is required.

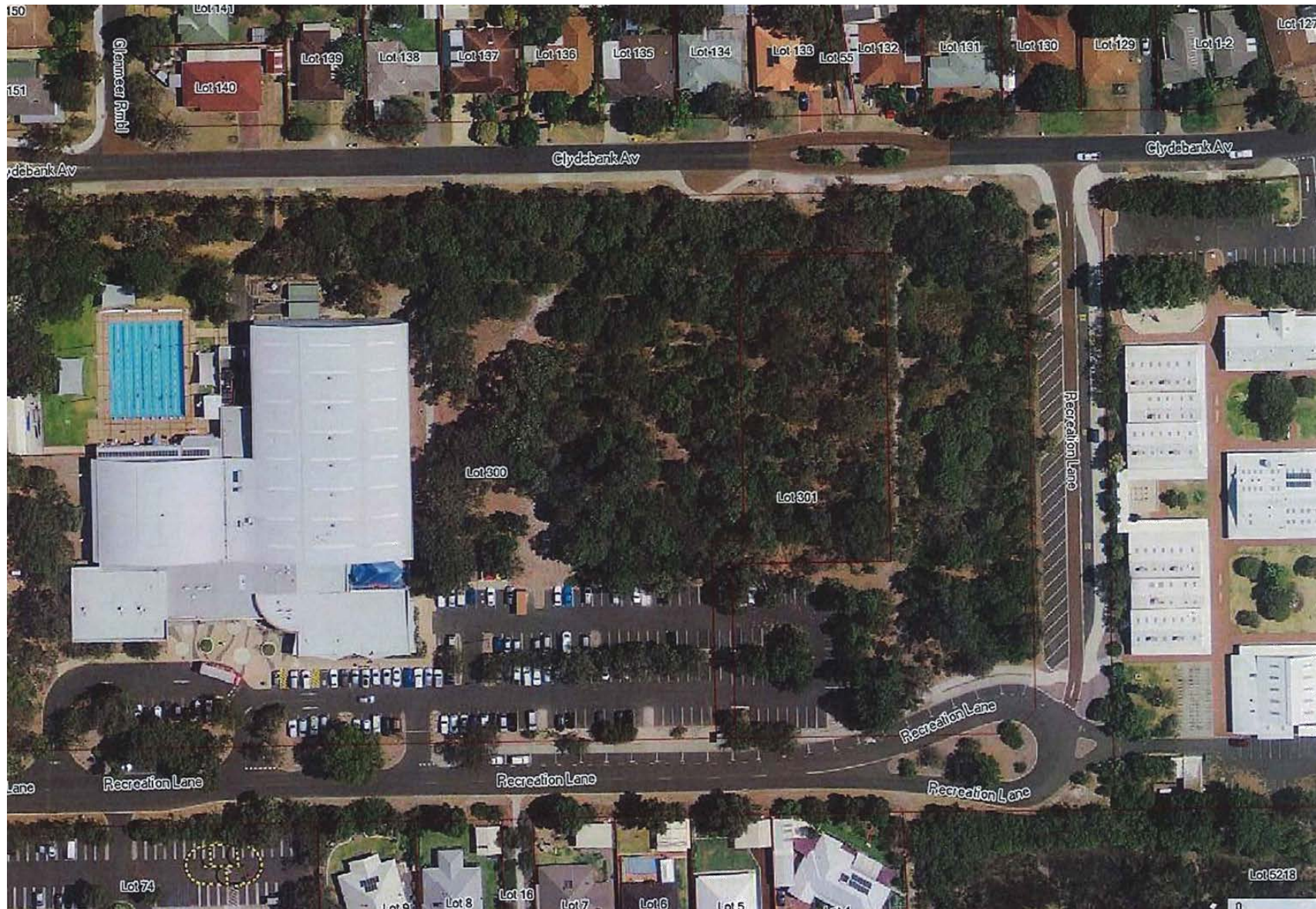
Please do not hesitate to call me on the numbers below or e-mail should you need anything clarifying.

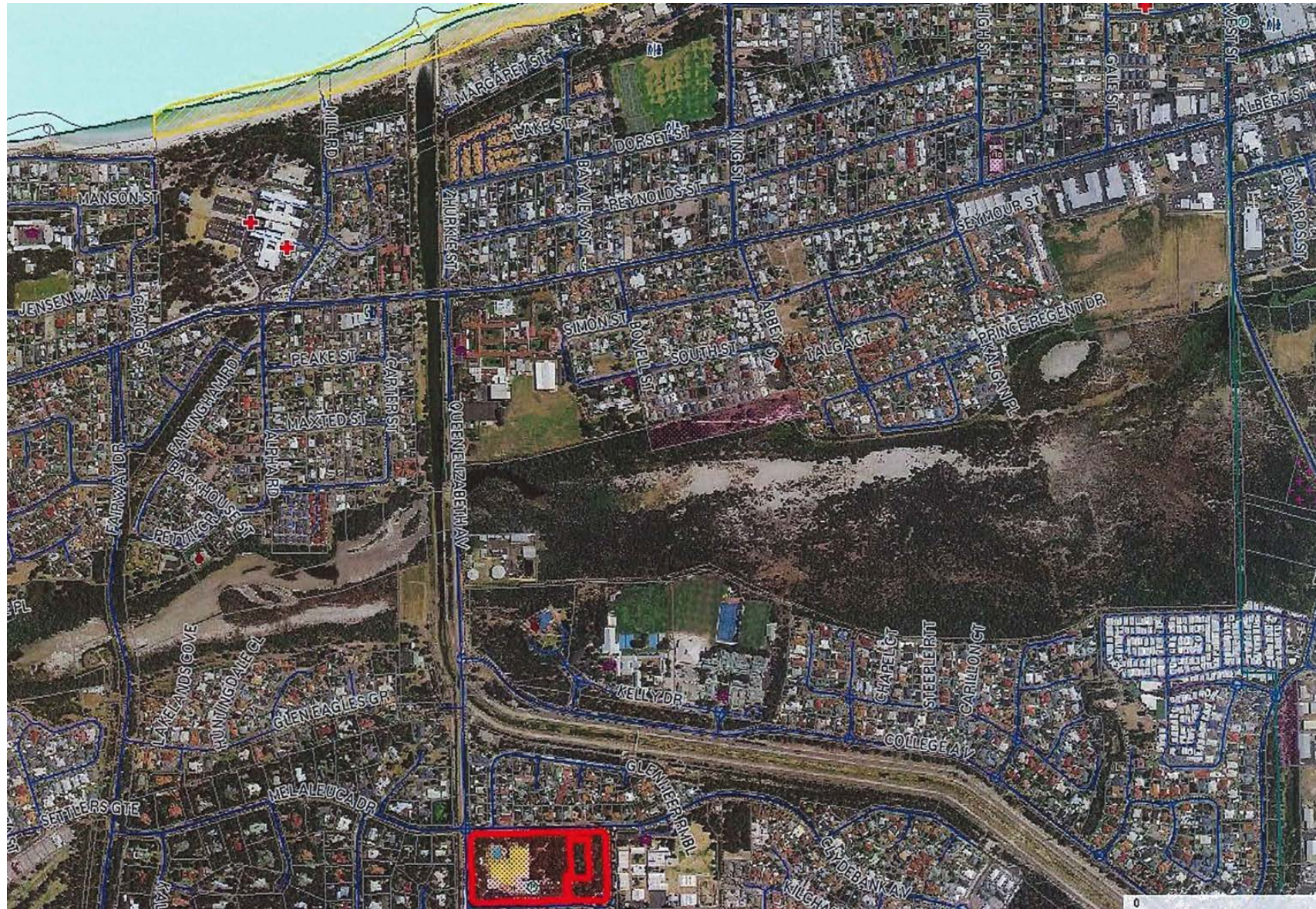
Yours faithfully

A handwritten signature in black ink, appearing to read "D. Lanfear".

David Lanfear
Associate Director
dlanfear@davislangdon.com.au

Mobile: +61 409 694 451
Direct Dial: +61 8 6208 1827











Government of Western Australia
Department of Sport and Recreation

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2017

You MUST discuss your project with an officer from your nearest Department of Sport and Recreation office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DSR Contact: Troy Jones

Date: 16th July 2016

Office: Bunbury

Applicant's Details:

Organisation Name:	Dunsborough & Districts Country Club Incorporated ("the Club")				
Postal Address:	PO Box 57				
Suburb:	Dunsborough	State:	WA	Postcode:	6281
Street Address:	40 Gifford Road				
Suburb:	Dunsborough	State:	WA	Postcode:	6281

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Greg Banfield		Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	
Position Held:	Vice President				
Business Phone:	0897553250	Facsimile:	0897553250		
Mobile Phone:	0428746560	Email:	manager@dunsboroughcountryclub.org.au		

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 64 959 369 130	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs Exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A.48/73 *	
Bank details:	Bank: Bendigo Bank	BSB: 033000	A/c: 147198055

Local Government Authority Details:

LGA:	City of Busselton		
Contact:	Jeremy O'Neill	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Community Development Coordinator		
Business Phone:	0897810356	Facsimile:	
Mobile Phone:	0411342603	Email:	Jeremy.ONeill@busselton.wa.gov.au

Our whole

PROJECT DETAILS

Project Description:

The Project comprises the construction of two (2) new hard courts adjacent to the existing four (4) tennis courts to accommodate the growing population of the Dunsborough & Yallingup community.

How did you establish a need for your project?

The need for more courts was established through increasing demand for more playing space resulting from increasing Club membership, growth in junior coaching and the general public/casual usage (visitors to the region & local community non-Club members).

All sporting sections at the Club are growing to the extent that there are now over 800 members. Tennis section membership has trebled over the past 3 years (from 35 to 108) and there is a further 60 juniors participating in coaching and regional pennant competitions (mostly from the local schools).

Increased player participation is monitored partially by our court booking/hire sheets, increased junior coach feedback and the increasing number of players "sitting off" during Saturday social tennis (court capacity is exceeded over 71% of the playing time available). During the months of October through until April there are regularly 8 -10 players "sitting off" during Saturday social tennis (Members & Non-members). The downside of an increasing Junior presence in Dunsborough that Junior coaching occurs 5 evenings per week and is causing court overload issues restricting access to the courts to Club members as well as social users. This being said, the Club sees the importance of a strong Junior program and is working around the court pressures by ensuring that strict court management is in place, but it highlights the importance of additional courts to cater for this current and future need.

There are no other Public tennis courts available in the Dunsborough/Yallingup district, so all the demand is focussed on the four (4) Club courts. A number of times during the week this can mean anywhere between 20 – 28 players queueing to use the courts. Currently, priority is given to Club members, the Junior coach and then members of the public. The Club has a well-established record for developing all the various sporting facilities which are importantly supported by a sustainable maintenance program.

The population of Dunsborough as at June 2016 is 8,200 (City of Busselton Population Projections June 2016) combined with a growth rate of over 3.5% and coupled with an increasing tourist visitation to the district, especially during the school holiday and summer months, further adds weight to the urgent need for more tennis courts in Dunsborough.

Project location:	Dunsborough & Districts Country Club Gifford Road adjacent to the existing tennis courts		
Land ownership:	Who owns the land on which your facility will be located? City of Busselton Lease Expiry (if applicable): 14 th August 2028		
Planning approvals	Yes	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes	X	No <input type="checkbox"/>
Department of Aboriginal Affairs?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Department of Parks and Wildlife? (Environmental, Swan River)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Native Vegetation Clearing Permit?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Please list any other approvals that are required?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

How will your project increase physical activity?

Our Project will provide more playing space, thus cater for an increasing demand on the existing 4 tennis courts and ultimately providing an increased participation in tennis.

There is a strong alignment to some of the key challenges identified in the SD6 (Strategic Directions of Western Australia Sport & Recreation Industry 2016-20) Planning document. In particular, Key Challenge 9 relates to "the achievement of improved participation rates in sport and recreation, and more broadly active lifestyles".

The Club has spent considerable effort in preparing the Dunsborough & Districts Country Club 5 Year Master Plan (2015-2020) which has been endorsed by all members and presented to the City Council. The Master Plan analysed Club finances, growth in membership, increasing demand on all of the existing facilities and the Club's capacity to host events, tournaments, generate income and its overall sustainability.

The Dunsborough & Districts Country Club is in a unique position to provide sporting facilities to participants with ages ranging from 8 years to 80 years (the Club features a very wide age demographic and fulfils a much needed community sporting & recreational facility for the City of Busselton). Residents and visitors in the Dunsborough Yallingup district that are not involved with the other sporting activities like football, soccer, netball, basketball etc. have access to the facilities and physical activity offered by the Club.

Our whole
Community wins

As an example, the Club Junior Coach runs tennis lessons for the local schools. There are over 60 juniors attending coaching lessons during the course of the week. Children need to be encouraged to participate in outdoor activities rather than sitting indoors using electronic media devices. This can only be successfully encouraged if the facilities are readily available and promoted to them by their parents.

The Club also provides an important social gathering place for over 800 members together with an increasing local population and tourist visitation has placed substantial demand on the four (4) existing tennis courts which currently cannot be satisfied. Thus, two (2) more tennis courts would allow for greater player participation and physical activity from all sources.

Do you share your facility with other groups? Yes ☒ No ☐ If so, who:

The tennis courts are available to the general public 24-7, the three (3) local Primary Schools, members of all the other sporting sections within the Club (Bowls, Golf, Croquet, & Mountain Bikers), and our Junior coaching squad (60+ juniors).

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

Sport/community organisation	% use of the facility	Hours per week (ave. 10hrs available per day)
Tourists/Visitors	30%	21
Local Residents (non-members)	10%	7
Club sections (Junior + Social Tue/Thu/Sat)	60%	42

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

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

2013/14	427 (Tennis 35)	2014/15	751 (Tennis 70)	2015/16	900 (Tennis 108)
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

What is the name of the State Sporting Association for your activity/sport?

Tennis West (see letter of support)

Have you discussed your project with your State Sporting Association? Yes ☒ No ☐

Contact Name: Alex Geraghty

Date of contact: Jan 2015 (+prior contact with Vanessa Brown)

PROJECT DELIVERY

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

Task	Date
Attainment of Council approvals	15 th January 2015
Preparation of tender/quotes for the major works contract	27 th January 2016
Issuing of tender for major works	27 th January 2016
Signing of major works contract	11 th February 2016 (<i>subject to funding</i>)
Site works commence	February 2017
Construction of project starts	1 st March 2017
Project 50% complete	20 th March 2017
Project Completed	15 th April 2017
Project hand over and acquittal	30 th April 2017

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details.

The site is ready and there are no operational constraints that would prevent construction. Our Contractors, BCP Civil Contracting, are fully aware and supportive of our external funding applications and are awaiting our acknowledgment to commence which is planned for the 1st March 2017 (estimated at less than 1.5 months construction time).

GST

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

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

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

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

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

APPLICANT'S CERTIFICATION

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

Name: Greg Banfield

Position Held: Vice President D&DCC Inc.

Signature: 

Date: 24th July 2016

Our whole
Community wins

LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly identified** and securely attached to the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

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

Grants up to \$66,666:

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

Your application will be considered not eligible if:

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

DEVELOPMENT BONUS APPLICANTS ONLY

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

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

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

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component.

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Civil works (earthworks, retaining walls, stormwater, pavement etc)	131092.44	144,201.68	BCP Civil & Plant
Net post installation (supplied by WCS install during construction)	2,000	2,200	BCP Civil & Plant (quoted as an extra via email)
Net post supply	1,600	1,760	West Coast Synthetic Surfaces
Laykold Acrylic Surfacing (3 coat system)	16,960	18,656	West Coast Synthetic Surfaces (previously selected to resurface 2 existing hard courts)
Fencing to match existing (incl double & personal gates)	15,000	16,500	Margaret River Fencing
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total			
Cost escalation			Please explain amount used
a) Total project expenditure	166,652.44	183,317.68	

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

PROJECT FUNDING

Source of funding	\$ Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	\$50,000.00	\$55,000.00	LGA cash and in-kind		
Applicant cash	\$66,652.44	\$73,317.68	Organisation's cash	Y	
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested	\$50,000.00	\$55,000.00	up to 1/3 project cost		
Development Bonus			Up to ½ project cost		
b) Total project funding	\$166,652.44	\$183,317.68			
*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from?					
NB A Self Supporting Loan from the City of Busselton will be sought should there be a Project shortfall.					

GST

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

FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	\$166,652.44
b) Total project funding	\$166,652.44
c) Project variance*	\$0.00

***Balance between a) and b) should be \$0**

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority: City of Busselton
Name of Applicant: Dunsborough & Districts Country Club Inc.

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

Section A

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

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

LGA – priority ranking of this project	High, well planned and needed by the Municipality
Priority ranking of no of applications received	1 of 3 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

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

- | | | |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality | <input checked="" type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Our whole

LGA comments (Required):

The application for the development of 2 new hard tennis courts has been submitted by the DDCC.

The DDCC is currently in an exciting new phase of planning and development; in particular the planning and development of 2 new hard courts adjacent to the existing four (4) tennis courts.

The need for more courts at the DDCC was established through increasing demand for more playing space from a variety of sources including increased club membership, growth in junior coaching, greater usage of the facility by local schools and a spike in the general public usage (visitors to the region and local community non-club members).

All sporting sections at the DDCC (inclusive of Bowls, Tennis, Croquet, Golf and Mountain Biking) are growing to the extent that there are now over 800 members. Tennis section membership has trebled over the past three (3) years (from 35 to 108) and there is a further sixty (60) juniors participating in coaching and regional pennant competitions.

Increased player participation is monitored through a variety of measures including the DDCC's court booking/hire sheets, increased junior coach feedback and the increasing number of players "sitting off" during Saturday social tennis (court capacity is exceeded over 71% of the playing time available). During the months of October through until April there are regularly 8 -10 players "sitting off" during Saturday social tennis (members and non-members). Junior coaching occurs five (5) evenings per week which is causing court overload issues as Club members also play social tennis Tuesday and Thursday afternoons.

There are no other public tennis courts available in the Dunsborough/Yallingup district, so all the demand is focussed on the current four club courts. A number of times during the week this can mean anywhere between 20 – 28 players queueing to use the courts. Currently, priority is given to Club members, the junior coach and then members of the public. The Club has a well-established record for developing all the various sporting facilities which are importantly supported by a sustainable maintenance program.

Under the guidelines for the CSRFF grant funding process, The City of Busselton is required to rank, in order of priority, all applications received from within its boundaries.

City Officers assessed the City's application against the following DSR required criteria:

- Project justification;
- Planned Approach;
- Community Consultation;
- Management Planning;
- Design;
- Financial Viability;
- Coordination.

One of the core objectives of the CSRFF program is to "increase the level physical activity in the community." This project will meet these objectives by providing much needed additional playing space for club members, junior programs and for the public to play tennis, as well as provide some potential of an expansion of tennis membership in the future. When comparing this application against the application submitted by the GBYC, this project was considered higher due to the project's ability to directly meet the core objective of the CSRFF program.

Under the guidelines for the CSRFF grant funding process, The City of Busselton is required to rank, in order of priority, all applications received from within its boundaries. The City of Busselton ranks this application as a 'high' priority and that it is a (A) Well planned and needed by the applicant and number one (1) priority of the three applications received for consideration.

Signed Jeremy O'Neill



Position Community
Development Coordinator

Date 2.8.16

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in August**. Late applications cannot be accepted in any circumstances.

DSR OFFICES

**Our whole
Community *wine***

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
PO Box 329
Leederville WA 6903
Tel: (08) 9492 9700
Fax: (08) 9492 9711

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
Fax: (08) 9182 2199

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
Fax: (08) 9792 6999

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
Fax: (08) 9892 0199

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Fax: (08) 9941 0999

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
Fax: (08) 9022 5899

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Facsimile (08) 9166 4999
Mobile 0438 916 185

WHEATBELT - NORTHAM

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
Fax: (08) 9690 2499

WHEATBELT – NARROGIN

Government Offices
Level 2, 11-13 Park Street Narrogin
WA 6312
Telephone 0429 881 369
Facsimile (08) 9881 3363

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6530
Tel: (08) 9956 2100
Fax: (08) 9956 2199

A.48/73

Form 5



Certificate of Incorporation

Associations Incorporation Act, 1895-1969
Section 3 (3)

These are to Certify that

DUNSBOROUGH & DISTRICTS COUNTRY CLUB

has this day been incorporated as an Association under the provisions of
the Associations Incorporation Act, 1895-1969

Dated this eighteenth day of July, 1973 .



reformed
ASSISTANT REGISTRAR OF COMPANIES.

meeting minutes

Management Committee Meeting

6.17.2016	1.00PM	Committee Room
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Meeting called by	R. Prentice (President)
Type of meeting	Monthly Management Committee Meeting
Facilitator	R. Prentice (President)
Note taker	Kaye McCormick (Secretary)
Attendees	R. Prentice, G. Banfield, I. Potts, T. Herd, K. Gibb, K. McCormick, B. Morris, V. Frost, B. Taylor
Apologies	R. Carmody

Review minutes of last meeting

Presenter	R. Prentice
Discussion	The minutes of the last meeting be accepted as a true and accurate record of discussion

R. Prentice - congratulations to all on awards

POS next week - more wiring and brackets required

Catering for Sand Green weekend, check with Hamish - Croquet doing catering

Debit card - receipts checked with purchases - limit \$500.00

Sign - map is too big - 2 maps suggested Golf & Cycling - OK = before end of June

Course Marshall on duty sign to be done. Michael needs to be told of systems - golf & cycling & tennis. List of tennis players for Mike to check. Membership cards to be carried. Mike to have list of members for checking on sections. Tag colors for cycling to be changed.

Change of Club Name suggested by B. Taylor

Conclusions	
-------------	--

Moved I. Potts - Seconded T. Herd - Carried

Business Arising and Action Items Carried Forward	Person Responsible	Deadline
Membership lists for Michael	Vicki/G. Banfield	June 2016
Approved Manager renewals for staff and volunteers	B. Taylor	June 2016

Correspondence In and Out

Presenter	Kaye McCormick
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Correspondence In Thank you note from May Armstrong

City of Busselton - Community Bid application - results July or August 2016

Correspondence Out Mr Angus Tibbits - thank you for becoming a sponsor of the Club

Conclusions	Sponsor letter discussed - B. Morris does not agree with grouping of sponsors G. Banfield spoke against - Classifications to be cancelled
-------------	---

Moved - G. Banfield Seconded - B. Morris Carried -

Action Items	Person Responsible	Deadline

Finance

Presenter	R. Prentice
Discussion	Report tabled

Budget presented and discussed which includes the repayments of a new City of Busselton loan facility (\$113k) for 2 new tennis courts, accepted by the Meeting.

Well done to croquet for Sausage Sizzle fund raiser

Conclusions	
-------------	--

meeting minutes

Moved - R. Prentice		Seconded - K. Gibb		Carried -	
Action Items				Person Responsible	Deadline
Membership					
Presenter		V. Frost			
Discussion		Report tabled			
New Members: Ordinary: Mitch Baker (O), Gavin Keegan (O,Cy) = (2)					
Junior: Lara Lewis (Cy,T) = (1)					
TOTAL = (3) NEW MEMBERS					
Conclusions		Direct debit to be encouraged rather than Pal Pay to save cost			
Membership cards being printed - already \$13,655.00 in fees received					
Congratulations to Vicki for all the work done with membership					
Moved V. Frost		- Seconded G. Banfield		New members be accepted	
Action Items				Person Responsible	Deadline
Club Manager					
Presenter		B. Taylor			
Discussion		Report tabled			
Melbourne Cup discussed - casual affair as last year					
Art from G. Banfield well accepted - light being done					
Conclusions					
Action Items				Person Responsible	Deadline
Bowls Section/Promotions					
Presenter		K. Gibb			
Discussion		Report tabled			
All good - sections selling tickets for Keith Potger - accommodation has been sourced by Janice Hoover at no cost to Club					
Meeting with Green Grass regarding replacement of greens. Putting in a report and costs.WIP					
Conclusions					
Action Items				Person Responsible	Deadline
Croquet Section					
Presenter		T. Herd			
Discussion		Report tabled			
Step OK to do as advised - cost \$50.00 to remove limestone block. Quote for small paving section					
Conclusions					
Action Items				Person Responsible	Deadline

meeting minutes

13/14 th August Sand green w/end – July 23 rd Men's mixed open day			
Conclusions			
Action Items		Person Responsible	Deadline
Tennis Section			
Presenter		G. Banfield	
Discussion		Report tabled	
Tractor should be shared Cycle and Golf			
Application for \$50,000.00 submitted			
Confirming meeting Monday 27 th June at 11.30am			
Conclusions			
Action Items		Person Responsible	Deadline
Cycling & Adventure Sport Section			
Presenter		G. Banfield	
Discussion		Report tabled	
Tuesday Meeting regarding Meelup Park G. Banfield & C. Parkinson			
Sponsors as submitted to be reviewed			
Conclusions			
Action Items		Person Responsible	Deadline
Juniors Section			
Presenter		V. Frost	
Discussion		Coaching going OK, should be advertised more, Terrence Sayers could be used Radio West suggested. Schools suggested	
Conclusions			
Action Items		Person Responsible	Deadline
Social/Promotion Section			
[Time allotted]		[Presenter]	
Discussion			
Conclusions			
Moved - Seconded -			
Action Items		Person Responsible	Deadline
Human Resources			
Presenter		I. Potts	
Discussion		Report tabled	
Awards to be presented at Club Friday 17 th June before draws done			
23 rd June Justice service starts			
Conclusions			
Moved B. Morris - Seconded T. Herd - All reports be accepted - carried			

meeting minutes

General Business			
Presenter	R. Prentice		
Discussion	V. Frost – Golf, white stools not to be moved, must stay at entrance. Entrance could be covered over in the future		
Washing machine suggested			
B. Morris – Visitors fee to be paid for \$50.00 ordinary members to play any sports – to go in newsletter			
Golf cart available at \$2,000.00 – not needed			
Also security cameras – 2 more required. R. Carmody and B. Morris to sort			
Kitchen/cool room – G. Banfield, no long term plan, depends on Hamish as to what is happening – solution to be worked on. Review September with Hamish			
Senior Citizens – G. Banfield – runs under Local Government Banner. Form Senior citizens group to meet at the Club with referrals to what is on. G. Banfield and Francis. After they both return from holidays.			
Just we forget sign to go back up			
OS will be more than \$7,000.00 – account to be paid this financial year.			
Conclusions			
Action Items		Person Responsible	Deadline
Ordinary members i.e \$50.00 – to pay visitors fees for any sports played – to go in newsletter		B. Taylor	July 2016
Also Security Cameras 2 more needed and then erected		B. Morris/R. Carmody	July 2016
Agenda Topic]			
Time allotted]	[Presenter]		
Discussion			
Conclusions			

Meeting Closed 3.10pm
Next Meeting Friday 15th July 2016 at 1.00pm

President.....Date.....

DDCC 2016/17 BUDGET WORKSHEET					
	ACTUAL	Actual	Projected	Budget	Comments
	2014/15	To Apr 16	2015/16	2016/17	
INCOME					Increased functions, POS, Sat/Sun full
Bar	250 785	213 400	245 000	265 000	year
Membership	67 527	70 568	71 000	71 000	Conservative due new structure
Administrat	20 253	15 300	20 900	21 300	
Functions	14 688	20 576	24 820	46 500	Kitchen, more functions, more hire
Golf	39 143	29 684	34 129	40 000	Hire, 2 day carnival, fund raising
Bowls	96 620	84 642	89 000	93 000	similar program, increase in sponsorship
Tennis	15 470	20 821	22 000	23 000	
Croquet	9 126	6 032	6 825	8 600	Fund raising
Cycling	47 643	29 075	35 600	20 600	events, sponsor, grants, catering down
	561 255	490 098	549 274	589 000	
TOTAL					
EXPENDITURE					
Bar	170 431	155 448	178 800	186 000	*Increase use of volunteers
Membership				3 000	*wild apricot
Administrat	110 641	94 428	106 000	113 000	
Function	13 096	9 258	9 100	11 300	*
Building	62 265	49 333	57 000	56 000	
Golf	45 609	36 373	42 743	37 000	*Less green/fairway costs
Bowls	45 275	35 415	40 000	39 000	*
Tennis	4 694	14 608	15 000	9 000	*Minus engineering costs
Croquet	20 517	14 484	17 228	9 700	
Cycling	27 791	18 805	21 500	13 000	Less events
457 000	500 319	428 152	487 371	477 000	
SURPLUS				112 000	
BAR	kitchen improvements			10 000	
GOLF					
	Equipment			5 000	
Bowls	Green Replacement Fund			16 000	
	Loan Repayment			40 000	
Buildings	Miscellaneous			2 000	
"	front retic, parking			10 000	
Tennis	\$114 000 Loan Repayment March 17			3 500	2 new courts and replacement of 2
				86 500	synthetic \$214 000 (grants \$100 000)
					To be confirmed
SURPLUS				\$25 500	



Created: 17/07/2016 7:39 PM

Dunsborough & Districts Country Club Inc

P O Box 57
Dunsborough 6281

ABN: 64 959 369 130

Email: manager@dunsboroughcountryclub.org.au

Profit & Loss [Budget Analysis]

July 2016 To June 2017

Budgeted

Receipts	
Bar Trading	\$265,000.00
Membership	\$71,000.00
Other Income	\$21,300.00
Function Centre	\$46,500.00
Sporting Bodies	\$185,200.00
Total Receipts	\$589,000.00
Total Cost Of Sales	\$0.00
Gross Profit	\$589,000.00
Expenses	
Bar	\$186,000.00
Membership	\$3,000.00
Administration	\$113,000.00
Function Centre	\$11,300.00
Building	\$56,000.00
Sporting Bodies	\$110,700.00
Total Expenses	\$480,000.00
Operating Profit	\$109,000.00
Total Other Income	\$0.00
Other Expenses	
Bar Stools & Tables	\$4,000.00
Shire of Bsn Loan Paym't	\$43,500.00
Bowling Green Replacement Prov	\$16,000.00
Buildings	\$12,000.00
Golf	\$5,000.00
Kitchen	\$10,000.00
Depreciation/Write-offs	\$60,000.00
Suspense	\$0.00
Total Other Expenses	\$150,500.00
Net Profit/(Loss)	-\$41,500.00

Created: 17/07/2016 7:35 PM

Dunsborough & Districts Country Club Inc

P O Box 57
Dunsborough 6281

ABN: 64 959 369 130

Email: manager@dunsboroughcountryclub.org.au

Profit & Loss Statement

July 2015 To June 2016

Receipts		
Bar Trading	\$247,635.25	
Membership	\$70,504.29	
Other Income	\$6,136.52	
Function Centre	\$40,421.78	
Sporting Bodies	\$194,531.81	
Total Receipts		\$559,229.65
Total Cost Of Sales		\$0.00
Gross Profit		\$559,229.65
Expenses		
Bar	\$181,202.86	
Administration	\$113,491.83	
Function Centre	\$10,143.32	
Building	\$60,207.42	
Sporting Bodies	\$137,014.40	
Total Expenses		\$502,059.83
Operating Profit		\$57,169.82
Other Income		
LSL Writeback	\$4,121.00	
Fuel Tax Reclaim	\$3,879.00	
Total Other Income		\$8,000.00
Other Expenses		
Shire Loan Int & Fees	\$4,266.10	
Depreciation/Write-offs	\$79,921.44	
Suspense	\$191.27	
Total Other Expenses		\$84,378.81
Net Profit/(Loss)		-\$19,208.99



Margaret River Fencing
PO Box 541
Dunsborough WA 6281
Ph: 1300 30 77 28
Mob: 04 11 33 11 39
Fax: 08 9756 6294
Email: quotes@margaretriverfencing.com.au
ABN: 95 306 208 466

QUOTE

Company Name:	DUNSBOROUGH & DISTRICTS COUNTRY CLUB - TENNIS		
Contact Name:	GREG BANFIELD		
Address:			
Phone:	0428746560	Fax:	
Email:	greg.banfield1@gmail.com		

Date: 25 April 2016

Site Address:	DUNSBOROUGH COUNTRY CLUB
---------------	--------------------------

Our Ref: 2091
Your Ref:

Qty	Description	Unit Price	TOTAL
1	SUPPLY AND INSTALL TENNIS COURT FENCING TO MATCH EXISTING WITH 1 X 3.0m DOUBLE GATE AND 1 X PERSONAL GATE	\$15,000.00	\$ 15,000.00
		Subtotal	\$ 15,000.00
		GST	\$ 1,500.00
		TOTAL	\$ 16,500.00

Payment Options:

1. Electronic Funds Transfer to:

Name: Margaret River Fencing
Bank: Commonwealth Bank
BSB: 066 508
Account #: 1035 5297
Terms: 14 days
Due Date: 9 May 2016

2. Cheque - made payable to:

MARGARET RIVER FENCING

* Please quote your Reference Number when making payment to ensure your payment is correctly allocated

PAYMENTS:

OUTSTANDING \$ 16,500.00

Special Conditions

- * By accepting this quote, you agree to all the below conditions
- * All Quotes are valid for 30 days
- * Client is responsible for the location of all underground services. No responsibility is accepted by Margaret River Fencing for damage caused by excavation
- * Client is responsible for the surveying and pegging of all boundaries
- * All fences and materials remain the property of Margaret River Fencing until account is paid in full
- * All invoices are strictly 14 day term unless prior arrangements have not been made. All overdue accounts may incur a late payment fee & may be referred to a collections agency for payment recovery



West Coast Synthetic Surfaces

17 Evergreen Gardens

Carramar WA 6031

Phn : 9306 2725

Fax : 9306 2726

Mobile : 0419 044 257

Email : westcoastsyn@myoffice.net.au

**Dunsborough and Districts Country Club
Tennis Club – Tennis Section**

18 April 2016

Attention : John McCallum

Re: Fencing to new Tennis Courts

West Coast Synthetic Surfaces are pleased to provide our submission to the Dunsborough and Districts Country Club – Tennis Section, for the fencing of two new tennis courts.

Prices include transport, travel and accommodation.

Tennis Court Fencing to Two Courts

To Supply and install :

Tennis court fencing to match existing, includes one double gate.

\$ 16,500.00 + GST

regards

Lyn Disley



Tennis West
Victoria Park Drive
Burswood WA 6100
PO Box 116
WA 6100
T +61 8 6462 8300
F +61 8 9361 1500
www.tennis.com.au/wa

24 June 2016

John McCallum
President (Tennis)
Dunsborough & Districts Country Club
PO Box 57
Dunsborough WA 6281

Dear John

Application to the CSRFF Grant from Dunsborough & Districts Country Club

This letter serves to confirm Tennis West's support for Dunsborough & Districts Country Club and its application to the Community Sport and Recreation Facility Fund. The club proposes to construct an additional two acrylic tennis courts at the venue to cater for increasing demand.

Dunsborough & Districts Tennis Club has been affiliated with Tennis West for many years. The club offers social tennis opportunities for both members and visitors, as well as junior coaching and tennis court hire.

Tennis West is confident that the club's application warrants consideration for a grant under the program and hopes they are successful.

Yours Sincerely

Geoff Quinlan
Chief Executive Officer



Quote

Quote No	Q000300	BCP Group
Date	27 January 2016	PO Box 1876
Valid To	24 February 2016	BUSSELTON WA 6280
		ABN: 33 601 554 956
		Phone: 08 9752 1000
DUNSBOROUGH DISTRICT COUNTRY CLUB		
GIFFORD Rd		
DUNSBOROUGH		
WA 6281		

Tennis Courts

Costs

Description	Amount
Preliminaries & Establishment	17,045.00
Clearing and Demolition	932.00
Earthworks	10,140.99
Retaining Walls	8,776.25
Stormwater Drainage	29,907.50
Pavement	64,290.70

Sub Total	131,092.44
GST	13,109.25

Total	144,201.69
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Q:\Clients & Customers\PRIVATE\Dunsborough Country Club\RFQ - DCC Tennis Courts - BOQ



Project No. 28324-BUS-C
 Project Name: Dunsborough and Districts Country Club Tennis Courts
 Schedule of Prices
 DATE: 27/01/2016



Line Item	Description	Unit	Qty	Rate	Cost	Total
1	PRELIMINARIES & ESTABLISHMENT					
2	BCIF	item	1	\$ -	\$ 300.00	
3	Insurances	item	1	\$ -	\$ -	
4	Mobilisation	item	1	\$ 1,400.00	\$ 1,400.00	
5	Locate and protect existing services (light poles and supply conduits/cables, existing fencing)	item	1	\$ -	\$ -	
6	Demolition	item	1	\$ 1,400.00	\$ 1,400.00	
7	Safety	item	1	\$ 275.00	\$ 275.00	
8	Site meetings and Supervision	weeks	4	\$ 250.00	\$ 1,000.00	
9	Traffic Management Plans Preparation	item				
10	Traffic Management Plan Compliance	item				
11	Travel to Site	item	1	\$ -	\$ -	
12	Water, Power supply	item	1	\$ 1,800.00	\$ 1,800.00	
13	Construction Survey for setout	item	1	\$ 2,500.00	\$ 2,500.00	
14	As Constructed Survey documentation & QA documentation preparation	item	1	\$ 3,400.00	\$ 3,400.00	
15	Site facilities and tidy up	item	1	\$ 225.00	\$ 225.00	
16	Occupational Health and Safety costs (Safety Management Plan, employee safety)	item	1	\$ 4,745.00	\$ 4,745.00	
17	Testing					
18	CLEARING / DEMOLITION					
19	Remove and dispose existing post and rail fence	item	1	\$ 414.00	\$ 414.00	
20	Remove and dispose existing steel pipe culvert	item	1	\$ 518.00	\$ 518.00	
21						
22	EARTHWORKS					
23	Fill tennis court site to subgrade level with stockpiled material and compact as specified	m3	387	\$ 16.75	\$ 6,480.99	
24						
25	Excavate and shape southern swale drain	item	1	\$ 285.00	\$ 285.00	
26						
27	Shape northern swale drain	item	1	\$ 527.00	\$ 527.00	
28						
29	Form western stormwater diversion bund	item	1	\$ 475.00	\$ 475.00	
30						
31	Form terraced batter adjacent retaining wall	item	1	\$ 725.00	\$ 725.00	
32						
33	Fill existing trench north of tennis courts with stockpiled material	item	1	\$ 460.00	\$ 460.00	
34						
35	Remove excess gravel/clay material (includes existing stockpiles) Relocate onsite	item	1	\$ 1,188.00	\$ 1,188.00	
36						
37	RETAINING WALLS					
38	1 course wall	m	25	\$ 59.85	\$ 1,496.25	
39						
40	2 course wall	m	25	\$ 138.00	\$ 3,450.00	
41						
42	3 course wall	m	8	\$ 210.00	\$ 1,680.00	
43						
44	Steps	item	1	\$ 750.00	\$ 750.00	
45	Anti Graffiti Coats	item	1	\$ 1,400.00	\$ 1,400.00	
46	FENCING					
47	Supply and install tennis court fencing	m	110	\$ -	\$ -	
48	Supply and install gates	ea	2	\$ -	\$ -	
49						
50	STORMWATER DRAINAGE					
51	Trenching	m	65	\$ 15.00	\$ 975.00	
52	0-2m	m3	20	\$ 65.00	\$ 1,300.00	
53	Extra-over for excavation in rock					
54						
55	Dewatering	m				
56	0-2m					
57	Supply and install	m	65	\$ 135.00	\$ 8,775.00	
58	DN375 Class 2 RRJ RC pipe					
59		m	65	\$ 95.00	\$ 6,175.00	
60	200mm bedding and backfill to 150mm above top of pipe with 5% cement stabilised sand	m	65	\$ 8.50	\$ 552.50	
61	Backfill remainder of trench with gravel/clay material from stockpile					
62						
63	DN1050 Gully Pit with grate as per details	ea	2	\$ 375.00	\$ 750.00	
64	Base and Bedding	ea	2	\$ 365.00	\$ 730.00	
65	Precast Concrete Liner	ea	2	\$ 680.00	\$ 1,360.00	
66	Gully Pit Lid					
67						
68	DN1050 Access Chamber	ea	1	\$ 375.00	\$ 375.00	
69	Base and bedding (without trap)	ea	1	\$ 365.00	\$ 365.00	
70	Precast concrete walls	ea	1	\$ 425.00	\$ 425.00	
71	RC frame and lid					
72		m2	65	\$ 125.00	\$ 8,125.00	
73	DN200 rock and mortar pitching on geotextile					
74						
75	PAVEMENT					
76	Prepare subgrade	m2	1146	\$ 0.25	\$ 286.44	
77						
78	Subbase - Place and Compact					

Q:\Clients & Customers\PRIVATE\Dunsborough Country Club\RFQ - DCC Tennis Courts - BOQ



Line Item	Description	Unit	Qty	Rate	Cost	Total
79	150mm Limestone	m2	1146	\$ 8.95	\$ 11,400.31	
80						
81	Supply and install geotextile as specified	m2	1146	\$ 3.05	\$ 3,494.57	
82						
83	Basecourse - Place and Compact					
84	150mm Laterite Gravel	m2	1251	\$ 10.60	\$ 13,258.06	
85						
86	Bitumen Emulsion					
87	Applied at 1L/m2 with 5mm aggregate spread at 1m3/50m2	m2	1146	\$ 6.88	\$ 7,982.83	
88						
89	Boric Acid					
90	Supply and spray as specified and as per manufacturers instructions	item	1	\$ 3,250.00	\$ 3,250.00	
91						
92	Asphalt					
93	25mm thick AC7	m2	1211	\$ 16.50	\$ 19,973.25	
94						
95	KERBING					
96	200mm x 100mm Flush Kerbing	m	135	\$ 35.15	\$ 4,745.25	
97						
98	TENNIS NET FOOTINGS/INSERTS					
99	Supply and install	item	1	\$ -	\$ -	
100						
101	TENNIS NET, POSTS, STRAINERS					
102	Supply and install	item	1	\$ -	\$ -	
103						
104	TENNIS COURT SURFACE					
105	Supply and install (including provision of written warranty)	item	1	\$ -	\$ -	
106						
107	TENNIS COURT LINE MARKING					
108	Supply and install	item	1	\$ -	\$ -	
109						
110						\$ 131,092.45
111						
112						
113	PROVISIONAL ITEMS					
114						
115						
116						
117						
118						
119						
120						
121	CONTRACT CONTINGENCY	item	1	\$ -	\$ -	\$ -
122						\$ 131,092.45
123	Subtotal (excl. GST)					\$ 13,109.24
124						
125	10% GST					\$ 144,201.69
126						
127	Total (incl. GST)					\$ 131,092.45
128						
129	Sub Total (excluding Contingency and GST)					

Wood & Greve ENGINEERS are not licensed financial advisors and any information within this report/email/communication should not be considered as financial advice or an investment recommendation.

Information and opinions of potential costs are provided as a reflection of Wood & Greve ENGINEERS' opinion of potential costs associated with the design information related to the relevant infrastructure prior to undertaking detailed design or obtaining approvals or obtaining a tender price from suitably qualified and experienced Construction Contractors or obtaining tax invoices from relevant Authorities.

The opinion of potential costs or information provided should be read in conjunction with the assumptions and basis of design associated with the various infrastructure components or in consideration of the limited information available at the time of preparing our opinion.

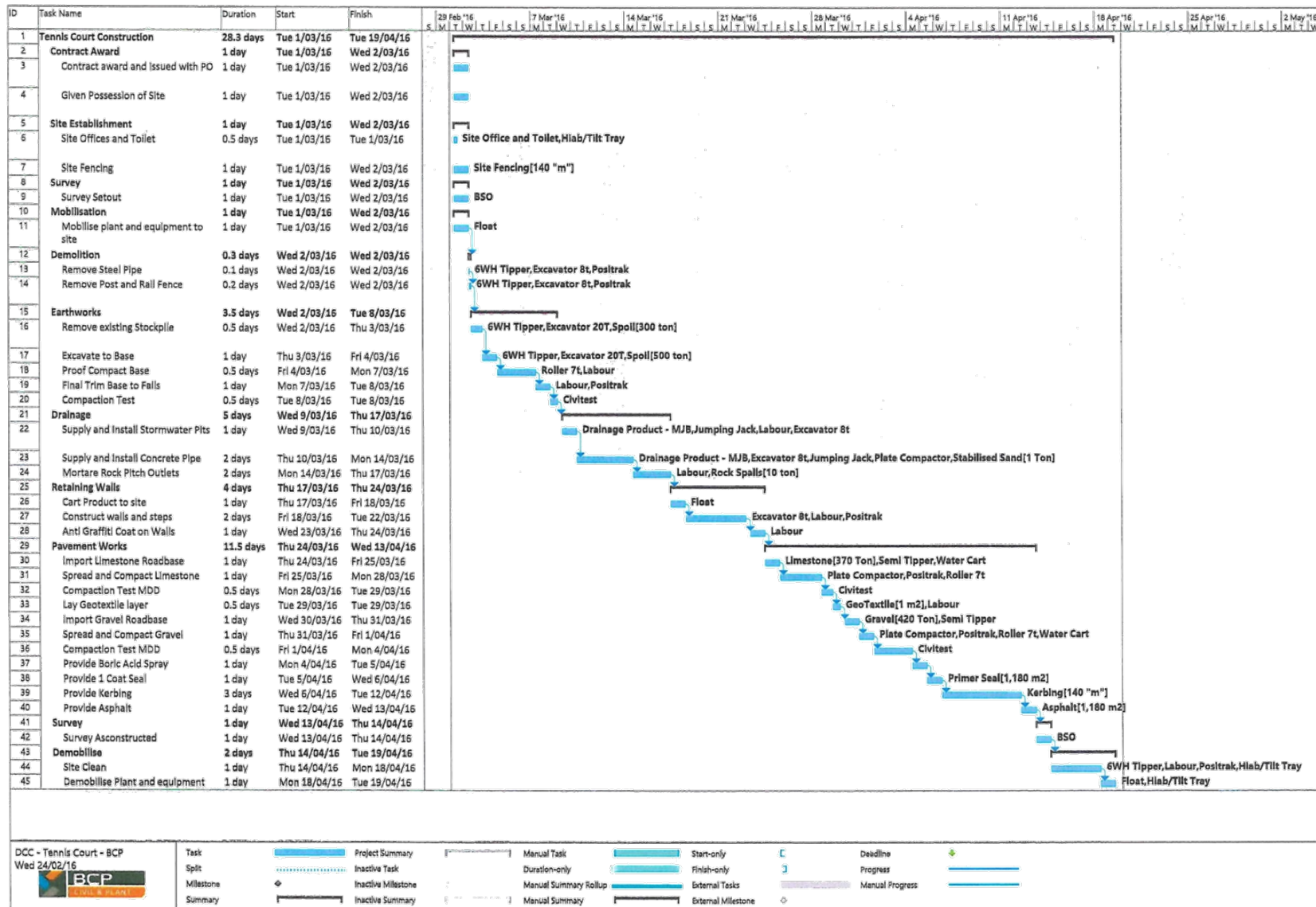
The opinion of potential costs or information provided has been based on incomplete information and as such an inherent error is attached to this information.

The opinion of potential costs or information provided are developed using:
Representative construction rates for items regularly encountered within development projects similar to the project being the subject of this report.

Previous experience and "order of magnitude" quantity calculations for items not regularly encountered. e.g. one off design of sewer pump station and control system.
Information provided by material suppliers for items regularly encountered. e.g. sewer main pipe.
Information available at the time of preparing our opinion.

"Representative construction rates" may not be the lowest or highest rates previously provided to W&G by Contractors for similar works but, are what W&G consider to have a reasonable likelihood of being realized if the detailed design and documentation were approved and subject to a suitable tender process.

Use of the information is on the basis that the user:
a) understands the limitations of the information and opinions provided within the report,
b) understands the risks and,
c) accepts all consequences associated with the information within the report.



Wally Duma
Dunsborough Earthmoving
142 Gifford Road
DUNSBOROUGH WA 6281
0418 924 1997

11 February 2016

John McCallum
Dunsborough & Districts Tennis Club
Dunsborough & Districts Country Club
Gifford Road
Dunsborough

Dear John

PROPOSED TENNIS COURTS AT DUNSBOROUGH & DISTRICTS TENNIS CLUB

Thanks for inviting me to tender on the earthworks and siteworks associated with the construction of proposed additional two new tennis courts at the DDCC.

My total tender amount is \$213,421.00 including GST or \$194,019.00 not including GST.

The break down for this figure is as shown on the spreadsheet which you provided me. Should dewatering be necessary, the rate would be \$300 per day plus GST and no allowance has been made in my tender for dewatering.

Please also note that my tender does not include for the tennis net post inserts, the supply of tennis nets and posts, tennis court surfacing, line marking or fencing.

Please phone me if you have any queries.

Yours sincerely
Wally Duma
Dunsborough Earthmoving.



NOTE: ONE QUOTE AS THIS COMPANY SUPPLIED THE
RE-SURFACING OF THE EXISTING 2 HARD COURTS
AND WE WANTED TO KEEP
TO THE SAME PRODUCTS +

West Coast Synthetic Surfaces

17 Evergreen Gardens

Carramar WA 6031

Phn : 9306 2725

Fax : 9306 2726

Mobile : 0419 044 257

Email : westcoastsyn@myoffice.net.au

OFFER
BELOW

HIGHLIGHTED

John McCallum

**Dunsborough and Districts Country Club
Tennis Club – Tennis Section**

18 March 2016

Attention: John McCallum

Re: Surfacing of Tennis Courts

West Coast Synthetic Surfaces are pleased to provide our submission to the Dunsborough and Districts Country Club – Tennis Section, for the surfacing of two new tennis courts and two existing synthetic turf courts.

If West Coast Synthetic Surfaces are awarded the surfacing of the two new courts and the two existing synthetic turf courts we would like to offer to carry out crack repair and a two coat resurface with Laykold Acrylic free of charge to the two existing hard courts, so the entire facility will be as new.

Brief Business History

Alan Disley has experience of over 26 years in the Sports Surfacing Installation industry. West Coast Synthetic Surfaces have been operating for 16 years. Attached a project reference list as part of our proposal.

- West Coast Synthetic Surfaces are a Member of the Sports Contractors Association, with Alan Disley the W.A. Representative and Director.
- West Coast Synthetic Surfaces own all our own plant and equipment to carry out the works.
- Laykold is approved by the International Tennis Federation.

Myself, Alan Disley, Managing Director of West Coast Synthetic Surfaces, am available at any time to discuss any aspect of the submission.

Kind regards

Alan Disley

Kristell Pty Ltd ACN 104 900 085
ATF Disley Trust
T/A West Coast Synthetic Surfaces
ABN : 75 928 592 403

QUOTE SEE PAGE 3 (3 COAT SYSTEM
(AS WAS DONE
TO EXISTING
(HARD COURTS 2
(YEARS AGO.)

INDEX

Introduction Page 1
Methodology and Price Page 3, 4, 5, 6
Key Personnel Page 5
Laykold, History Page 6
Terms & Conditions Page 8

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Methodology And Pricing

Newly Constructed Tennis Courts

Prices include transport, travel and accommodation.

Tennis Net Posts

Add GST to Prices

To Supply and install :

Two sets of new powder coated tennis net posts in sleeves,
with winders, and centre tie downs.

\$ 5,250.00

- No allowance for hard rock digging.

To Supply only :

Two sets of new powdercoated tennis net posts in sleeves,
with winders, and centre tie downs.

\$ 1,600.00

To Supply only two new Tennis nets.

\$ 600.00

Laykold Acrylic Surfacing

Preparation Works

High pressure clean entire surface.

Laykold Acrylic Three Coat System.

Supply and application of one coat of Laykold Acrylic Resurfacer.
Supply and application of two coats of Laykold Acrylic Texture Colour.
Linemark for Tennis.

\$ 15,760.00

Extra cost for two tone colour finish.

\$ 1,200.00

Optional – Recommended System

Laykold Acrylic Four Coat System.

Supply and application of one coat of Laykold Acrylic Resurfacer.
Supply and application of three coats of Laykold Acrylic Texture Colour.
Linemark for Tennis.

\$ 18,860.00

Extra cost for two tone colour finish.

\$ 1,200.00

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Laykold Masters 5 System

Polyurethane / rubber / acrylic composite court system. Utilises a custom pre-fabricated 5mm thick shockpad.
(Brochure attached)

Roll out, bond and seal Masters mat.
Supply and apply Bond Kote to mat
Supply and application of Laykold Masters filler Coat
Supply and application of Laykold Masters top coat
Supply and application of second Laykold Masters top coat
Linemark for Tennis.

\$ 70,350.00

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Methodology And Pricing

Existing Tennis Courts

As discussed we have priced to resurface with Synthetic Turf and also Laykold Acrylic. With the Laykold Acrylic options we have included minor crack repairs only, prior to removal of the existing turf and assessing the condition of the asphalt base.

Prices include transport, travel and accommodation.

Add GST to Pricing

Laykold Acrylic Surfacing Options

We have priced several options for the Laykold Acrylic resurfacing, including the use of a Fibreglass Membrane. The Fibreglass Membrane system has been designed to aid in the prevention of cracks returning through a newly installed surface. Though this has proven to be a very successful system, we cannot guarantee against the possibility of some cracks returning over time.

Preparation Works

High pressure clean entire surface.
Patch minor cracking.
Grind flush patching.

Laykold Acrylic Three Coat System.

Supply and application of one coat of Laykold Acrylic Resurfacer.	
Supply and application of two coats of Laykold Acrylic Texture Colour.	
Linemark for Tennis.	\$ 16,800.00
Extra cost for two tone colour finish.	\$ 1,200.00

Laykold Acrylic Four Coat System.

Supply and application of one coat of Laykold Acrylic Resurfacer.	
Supply and application of three coats of Laykold Acrylic Texture Colour.	
Linemark for Tennis.	\$ 19,600.00
Extra cost for two tone colour finish.	\$ 1,200.00

- 6 -

Laykold Acrylic Five Coat System with Fibreglass Membrane

Preparation Works

High pressure clean entire surface.
Patch minor cracking.
Grind flush patching.

Supply and application of Fibreglass Membrane with one coat of Laykold Resurfacer
Supply and application of one coat of Laykold Acrylic Resurfacer.
Supply and application of three coats of Laykold Acrylic Texture Colour.
Linemark for Tennis. \$ 27,650.00

Extra cost for two tone colour finish. \$ 1,200.00

Omni Pro Cool Plus Synthetic Turf Specification attached.
12mm pile height KDK yarn

Supply and install synthetic turf.
Supply and application of silica sand infill.

\$ 47,200.00

Site Cleanup

- All vehicles, equipment and materials will be removed from site upon completion.
- Site to be left clean, tidy and ready for play.

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Key Personnel

As West Coast Synthetic Surfaces are owner operated we take very careful attention to detail and ensure every client is 100% satisfied during each stage of works, and at the completion of their project.

Managing Director – Alan Disley

Alan is actively & personally involved with every project.

Alan is available at any time to discuss any aspect of the project.

Secretary - Lyn Disley

Lyn has been involved in the industry for 23 years. Lyn is also actively and personally involved with every project.

- As West Coast Synthetic Surfaces are owner operated, we are contactable at any time.

Foreman

Stephen Cocks has been with West Coast Synthetic Surfaces for 5 years. Steve is involved with the majority of our projects. Steve has also travelled to and worked on many country projects. Steve is easily approachable and happy to discuss aspects of the project when on site.

Surfacing Technician

Ryan Curran has been with West Coast Synthetic Surfaces for 2 years and is a very thoughtful and dedicated employee.

All of our Employees have worked on similar projects and are committed to excellence in all aspects of our Business. We can be contacted during office hours and after office hours on 9306 2725 or (Alan) 041 9044 257. West Coast Synthetic Surfaces own all machinery and equipment as required for the Surfacing works: high pressure cleaners, generators, mixing drills etc.

A TRUSTED NAME for 75 YEARS

In the 1920's, cold pour asphalt was first developed by road manufacturers in the US. This system led to a boom in tennis hard courts during the 1940's. The leader was **Laykold** – which means to “lay cold”.

Over time, **Laykold** became a major brand that led in synthetic acrylic resin paints that literally changed the face of tennis in the 60's. As competition increased, sand was later introduced to control ball speed.

Today, literally tens of thousands of **Laykold** tennis courts can be found worldwide. From the oldest established tennis centres to the most exclusive. The **White House** which is the official residence of the President of the United States boasts a 669m² **Laykold** tennis court. Presently, approx 12,500 tennis courts are coated in **Laykold** every year in the US alone.

The **Sony Ericsson Open** which is a major ATP & WTA tournament selected **Laykold** as their official surface. In Australia, ATP's manufacturing facility is located in Melbourne and is the largest synthetic surface manufacturer in the Southern Hemisphere. The winner of the “Victorian Export Governor Awards” and placed in the “Victorian Manufacturing Hall of Fame”.

Clubs, Schools and Council in Australia, when given the option are more often choosing **Laykold** as their official surface for its enduring quality and sporting performance.

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Terms & Conditions

Payment Schedule

- Progress payments for stages of project.
- Payment 30 days from completion of project.

Clarifications & Exclusions

- No allowance has been made for the reduction of low spots that is 3mm or more under a 3m straight edge when measured in any direction that shall cause any water ponding. This quotation is based on the courts complying to industry standards.
- No allowance for crainage, forklift or any other equipment hire required due to lack of clear access or obstructions.
- This quotation is based on clear access to site, power and water at all times throughout the installation of the sports surface.
- No allowance for hard / rock digging.

Life expectancy / warranty

- Life expectancy of the system is virtually indefinite. The initial five year warranty of the Laykold Acrylic surface can be renewed on a maintenance contract basis to ensure maximum life for an indefinite period.
- No guarantee is offered or implied against new and or existing cracks reflecting through the surface. Sub grade movement during seasonal changes and or expansion and contraction of pavement cannot be calculated and may be in excess of the systems capabilities.

Health Hazard Information

All materials submitted in this quotation are non-toxic and do not come under the classification of dangerous goods Classification 4.1 and are unlikely to cause any adverse health effects.

- All Laykold products are 100% water based and are non hazardous.
- All Laykold products do not contain any lead, solvents or heavy metals.
- MSDS's are available upon request.

Work Schedule

West Coast Synthetic Surfaces is happy to work with the principal and programme all works to suit the necessary schedule.



WOOD & GRIEVE ENGINEERS

ENQUIRIES: DEAN KELLY
PROJECT NO: BD20420-BUS-C

20 May 2015

Dunsborough & Districts Country Club
Gifford Road
DUNSBOROUGH WA 6281

Attention: Mr John McCallum

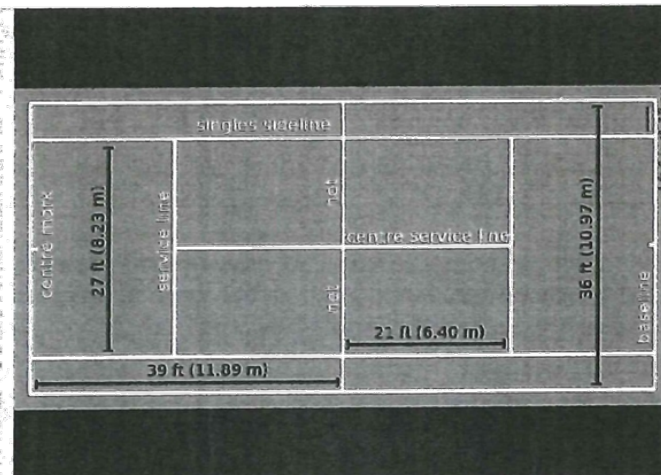
Dear John,

RE: TENNIS COURT DEVELOPMENT
FEE PROPOSAL AND BRIEF

BACKGROUND

Further to request by the Dunsborough Country Club representative and site inspection of the proposed Tennis Court, we understand as follows:

1. The proposed Tennis Court is to be at a level which is similar to the existing adjacent tennis court but without compromise to drainage or resulting in substantial increase of construction costs.
2. Cross fall of the tennis court is 1V:200H.
3. Dimensions of a tennis court will be as indicated:



4. Total for both courts and the free playing space (3 spaces) between the courts 32m wide and 34.7m long.
5. The area between the court and fence will be based on the existing court/fence dimensions.

WGE - vital experience

Page 1 of 5

PO Box 1276, Busselton WA 6280

Phone +61 8 9754 4244 Fax +61 8 9754 4132 Email busselton@wge.com.au Web www.wge.com.au

Wood & Grieve Engineers Limited ACN 137 999 609 trading as Wood & Grieve Engineers ABN 97 137 999 609

Albany Brisbane Busselton Darwin Gold Coast Melbourne Perth Shenzhen Sydney

DOCUMENT: P:\BD20420\PROJECT DOCUMENTATION\WGE ENGAGEMENT\BUS DEV\TENNIS COURT FEE PROPOSAL 20-05-15.DOC (DRK)



6. The court will be designed as a grass court (100mm topsoil over sand over existing clay sub-grade) with the intention of converting to artificial surface in the future.
7. Existing products will be verified with the Tennis Club Representatives and indicated in the design documents to enable consistency of court aesthetics and performance.
8. Existing fencing around the existing tennis court will be adjusted and extended by the Club or their fencing contractor to incorporate the new tennis court.
9. The Dunsborough Country Club and Community Centre is seeking the services of Wood & Grieve Engineers (WGE) to arrange design and documentation of the proposed Tennis Court, site drainage, earthworks, retaining walls, lighting and water tap.

To accommodate item 8 as noted above, we are pleased to provide a fee proposal as follows:

BRIEF

The Client of the Tennis Court Development is seeking the services of Wood & Grieve Engineers (WGE) to:

- Arrange design and documentation in such a manner that the Country Club can undertake the tasks where possible,
- If required, arrange a schedule of prices/task list in such a manner that the Country Club can undertake tendering of the specific items which are beyond the capacity of the club members,

BASIS OF DESIGN

The Tennis Court will be designed on the following basis:

- Regulation Tennis Court Size
- Australian Standards
- All models will be provided in BCG94 with AHD datum.
- All templates (e.g. SiD, Estimating, etc) will be WGE standards
- Grass and topsoil will be selected/provided by the Country Club

BASIS OF TENDER & CONSTRUCTION CONTRACT

The Tennis Court will be tendered and constructed by the Dunsborough Country Club.

DELIVERABLES

The following deliverables have been allowed for:

- Safety in Design Report in WGE format.
- Design Drawings in Hard Copy, and PDF format.
- Digital 2D dxf or dwg or DGN models for set out.
- Schedule of Prices in pdf and "Excel" spread sheet format if required.

SCOPE, HOURS AND FEES

A detailed breakdown of scope, hours and fees are included in Appendix 1 of this proposal.

If the Country Club determines that it requires a Schedule of Prices / task list, this can be provided for \$1680 plus GST (Senior Engineer x 8hrs x \$210/hr).

Sub consultants will be coordinated by WGE but are to be engaged and paid by the Client.

The sub consultant fees are **not** within the WGE engineering fee.

Sub consultant fees will be sought and confirmed upon engagement of WGE to arrange such consultants.

Time expended on the project will be recorded using the Wood & Grieve Engineers time recording system. Each monthly invoice will include a cumulative display of hours expended on the project. To avoid issuing invoices of a small value, Wood & Grieve Engineers reserves the right to determine if an invoice is issued for a given month.

Changes to scope or delays outside Wood & Grieve Engineers control which result in additional works will be charged at hourly rates.

This fee is valid:

- for 30 days.
- only if WGE are engaged for all components of the project.

WORKS NOT INCLUDED

We note that our commission includes only those specific items noted within the detailed breakdown and does not include:

- Provision of survey required for the design. This will be provided by the surveyor and paid directly by the Client.
- Archaeological or ethnographic investigation, coordination and payment. It is assumed that the development area is land held in fee simple and gazetted road reserves and as such not subject to Native Title Claim. Due to the uncertainty associated with Archaeological / heritage issues they are not included as part of our works. You will need to investigate the requirement for resolving heritage issues (if any) prior to construction works commencing.
- Approvals associated with Flora & Fauna. The Client will be responsible for these issues.
- Additional Traffic studies have been assumed to be not applicable to the proposed works.
- Works associated with preparing and implementing a fire management plan and / or revegetation plan have not been included.
- Environmental services. Allowance for investigating Acid Sulphate Soils, salinity or other soil properties, or obtaining de-watering licences will be undertaken by the Client's Consultant.
- Separation of the civil design and construction components, thus requiring additional administration and Superintendence.
- Construction (to be by a suitably qualified and experienced Civil Engineering Contractor or Club Members).
- Dams.
- Bridges.
- Subdivision water and waste water infrastructure.
- Regional drainage studies. To be undertaken by the Client's Consultant if relevant.
- Cost sharing negotiations or assessment.
- Landscaping. To be undertaken by the Client's Consultant if relevant.
- Preparation of financial data or reports in any format other than that used by Wood & Grieve ENGINEERS.
- Third Party reviews.

- Temporary construction methods or designs. These issues will be the responsibility of the Construction Contractor.

For construction phase services we confirm that, as required by the Occupational Safety & Health Act, our services do not include supervising the Contractor's compliance with that Act. Site safety remains the responsibility of the Contractor for the duration of the contract period.

APPROXIMATE PROGRAMME

Subject to receipt of confirmation to proceed and all information, we understand the program to consist of:

- Design, , liaison with Client and completion of documentation = August 2015
- Club review = September 2015
- Construction = November 2015 to March 2016

OPINION OF POTENTIAL COSTS

Not applicable.

Minor cost estimates will be provided as part of the design process where appropriate. e.g. reconstituted limestone retaining walls are estimated at \$55/block plus GST for supply and lay.

GENERAL

From our discussions, we confirm that your objectives are to construct the tennis court using club membership where possible. We confirm that this is a direct commission from the Dunsborough Country Club and that you have the authority to coordinate our payment.

As the Project Engineer responsible for this project, I have the authority to act for Wood & Grieve Engineers in respect of all services.

As we are a Quality Endorsed Company, we aim to ensure that our guiding principles of quality service and client satisfaction are achieved. Please contact the Busselton Office Manager, Richard Martin, or myself should you have any queries with regard to this.

Our services will be carried out in accordance with our Terms of Agreement as attached in Appendix 3.

Our fee will be invoiced monthly being for work done in that period.

These rates are fixed for the duration of the above noted programme. Additional fees will be charged on a time basis for additional time spent on the project as a result of significant changes to the design after the design development stage, project delays beyond our control, changes to the scope of work and additional work carried out as a result of disputes between the Client and other parties.

Payment is due strictly within 30 days of the date of invoice. In addition to the Terms of Agreement, late payment will result in design works ceasing without penalty to WGE and until outstanding fees are paid.

Sub-consultants as noted above will be engaged by the Client and their invoices reviewed by WGE and sent directly to you for payment. WGE have allowed to prepare briefs and arrange fee proposals for the Client as noted in the appendix.

Please do not hesitate to contact us if you have any queries or if any of the above is at variance with your understanding of our scope of works for this project.

Yours faithfully



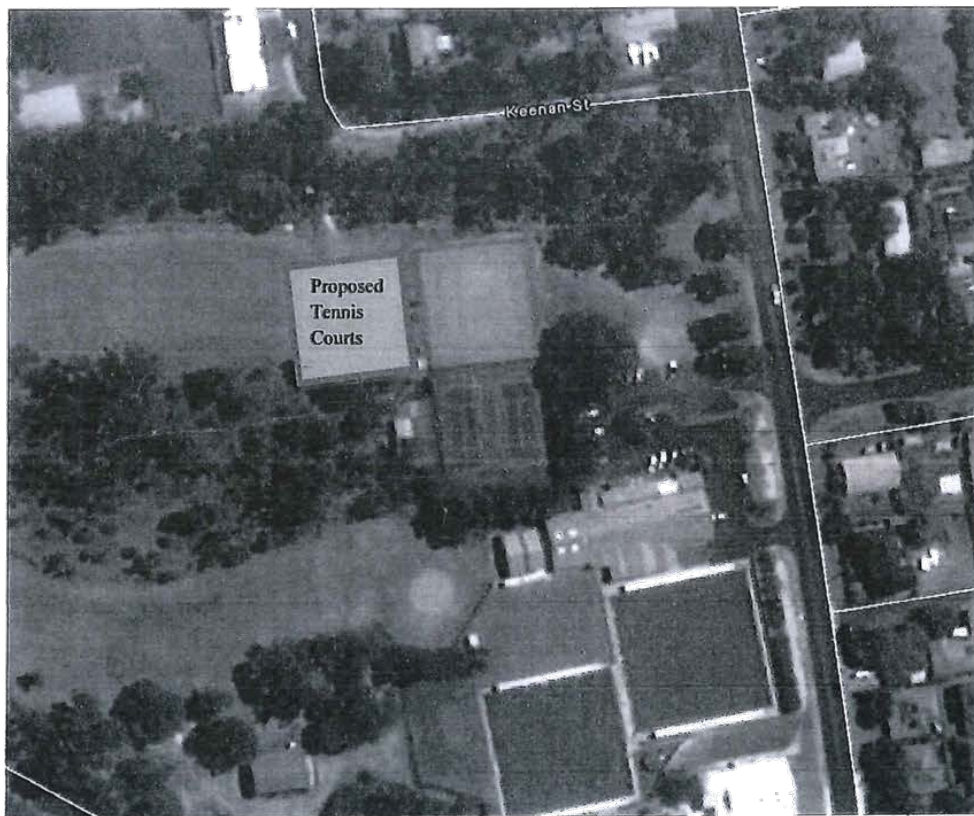
Dean Kelly BEng MIEAust
for Wood & Grieve ENGINEERS
Encl (Terms of Agreement)

DOCUMENT: P:\BD20420\PROJECT DOCUMENTATION\1.WGE ENGAGEMENT\BUS DEV\TENNIS COURT FEE PROPOSAL.20-05-15.DOC (DRK)

Appendix 1
Scope, Hours and Fees

WOOD & GRIEVE ENGINEERS		SCOPE, HOURS AND FEE BREAKDOWN											
PROJECT No.: TBA													
05/2015													
Fee Type: Lump Sum		Lump Sum Components: Items identified within indicated scope					Schedule of Rates Components: Items not identified within indicated scope						
HOURS AND FEE BREAKDOWN													
Contract Number: N/A		Client Project Number: N/A											
Designer: Wood & Grieve Engineers		Designer's Representative: Denis Kelly											
Design Stage(s): Detailed Design and Documentation		Project Title: DUNSBOROUGH COUNTRY CLUB AND COMMUNITY CENTRE - TENNIS COURT											
Rates and disbursements exclude GST													
Activity	Staff											Total Hours	Total \$ (Excluding GST)
	Rate \$ (Hr)	Senior Engineer (CAG)	CAG Engineer/ Senior Designer	Graduate Engineer (CAG)	Civil Drafter		Senior Engineer (Electrical)	Engineer/Designer (Electrical)	Graduate Engineer (Electrical)	Electrical Drafter	Technical Secretary		
SURVEY	210	170	145	145		240	170	145	145	95		0	0
Prepare Survey brief, obtain Survey fee and submit to Client for acceptance and engagement of the Surveyor. Obtain survey and install into CADD system.	0.25		1									1.25	197.5
DESIGN and DRAWINGS												0	0
Prepare 2D horizontal layout model which includes:												1.5	217.5
court and perimeter fence			1.5									3	420
court and surrounding surface levels/contours		3										2	280
drain pipes, surface swale drains and sub-soil drain pipes		2										1	145
water pipe/top adjacent fence			1									1.25	197.5
electrical conduits and haul pile	0.25		1									0.5	72.5
light poles			0.5									2	280
paths			2									2	420
retaining and terrace walls		2										1	145
guard rail/fencing			1									2	420
sub-surface levels		2											

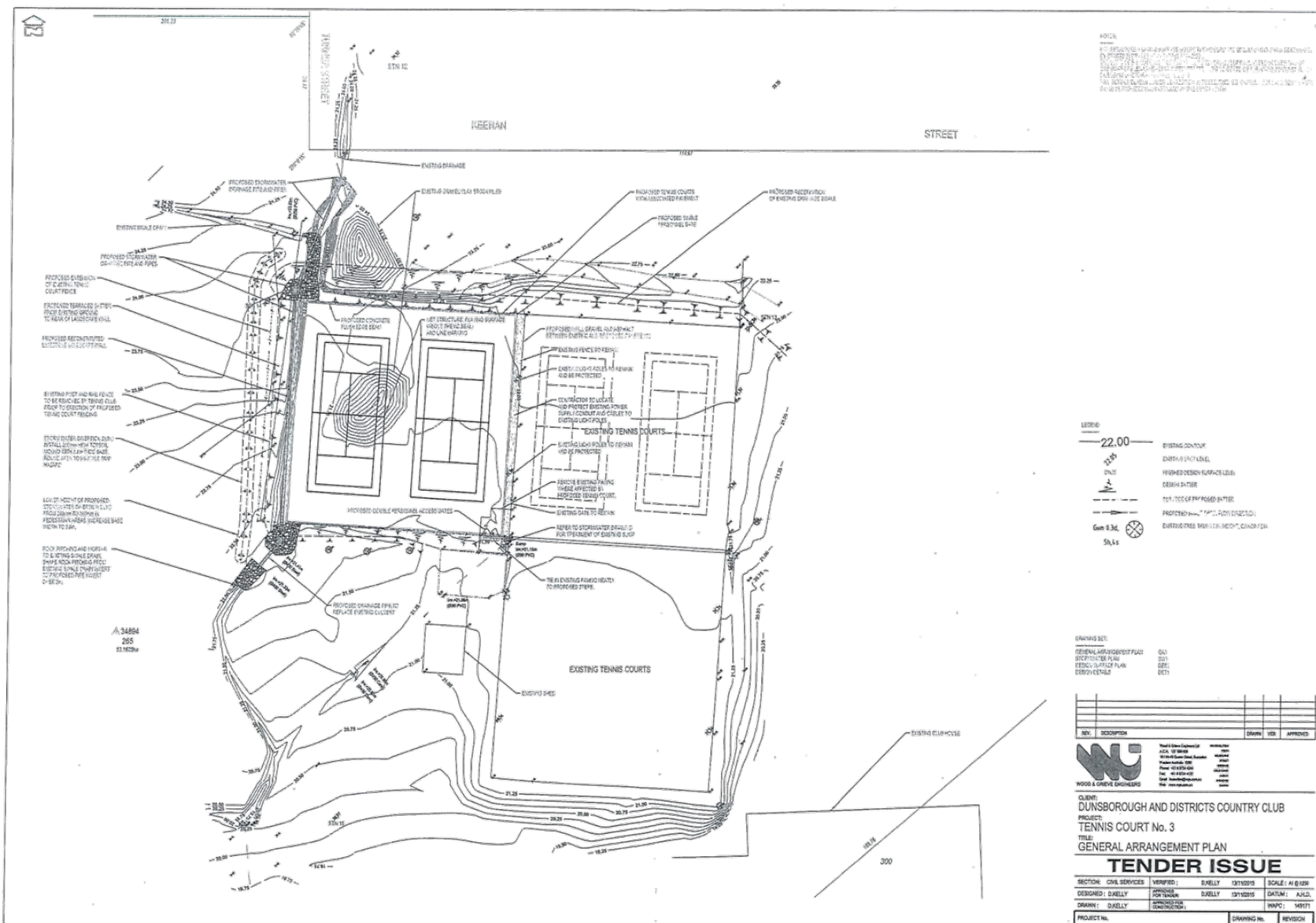
Appendix 2
Site Plan

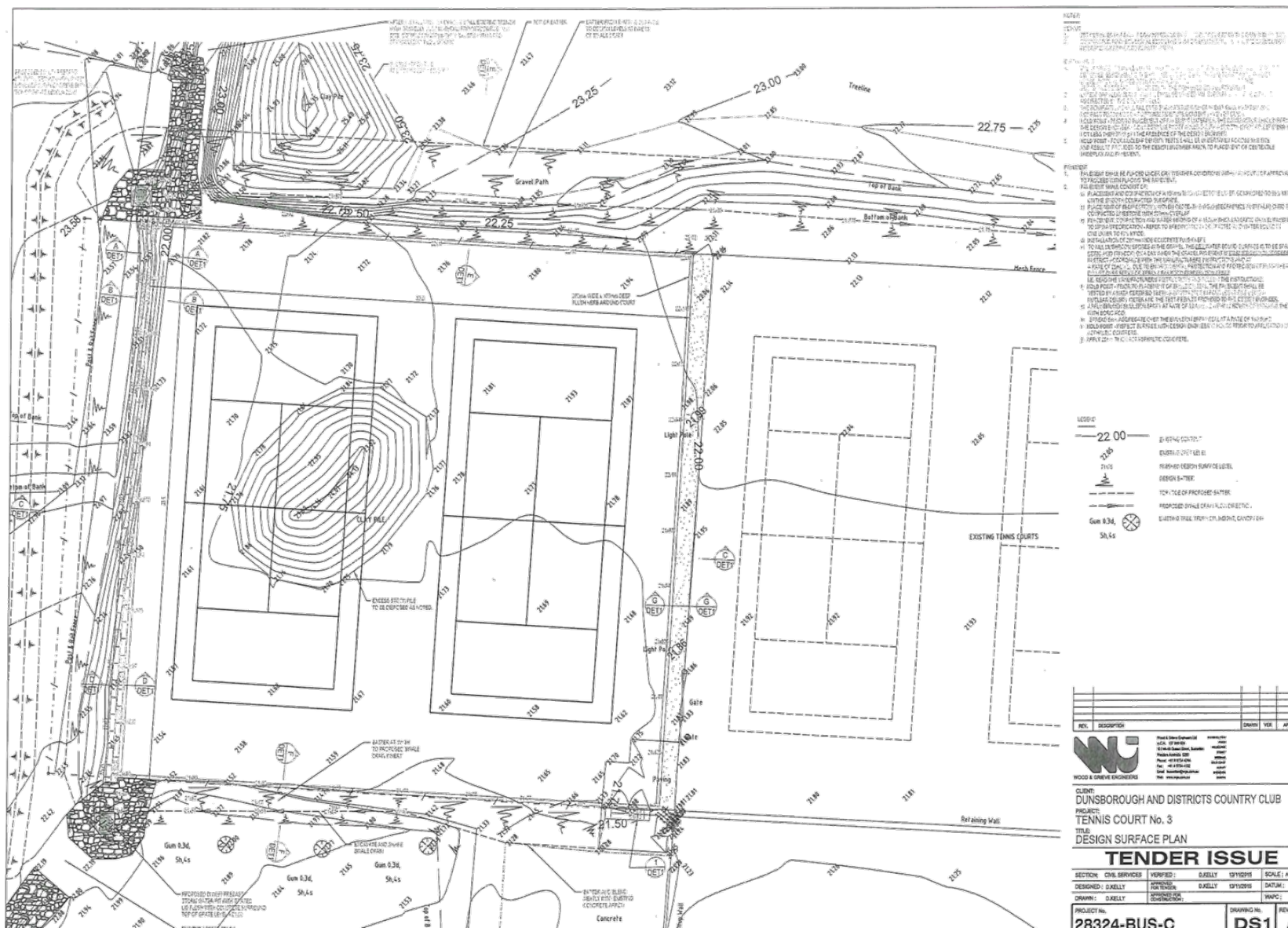


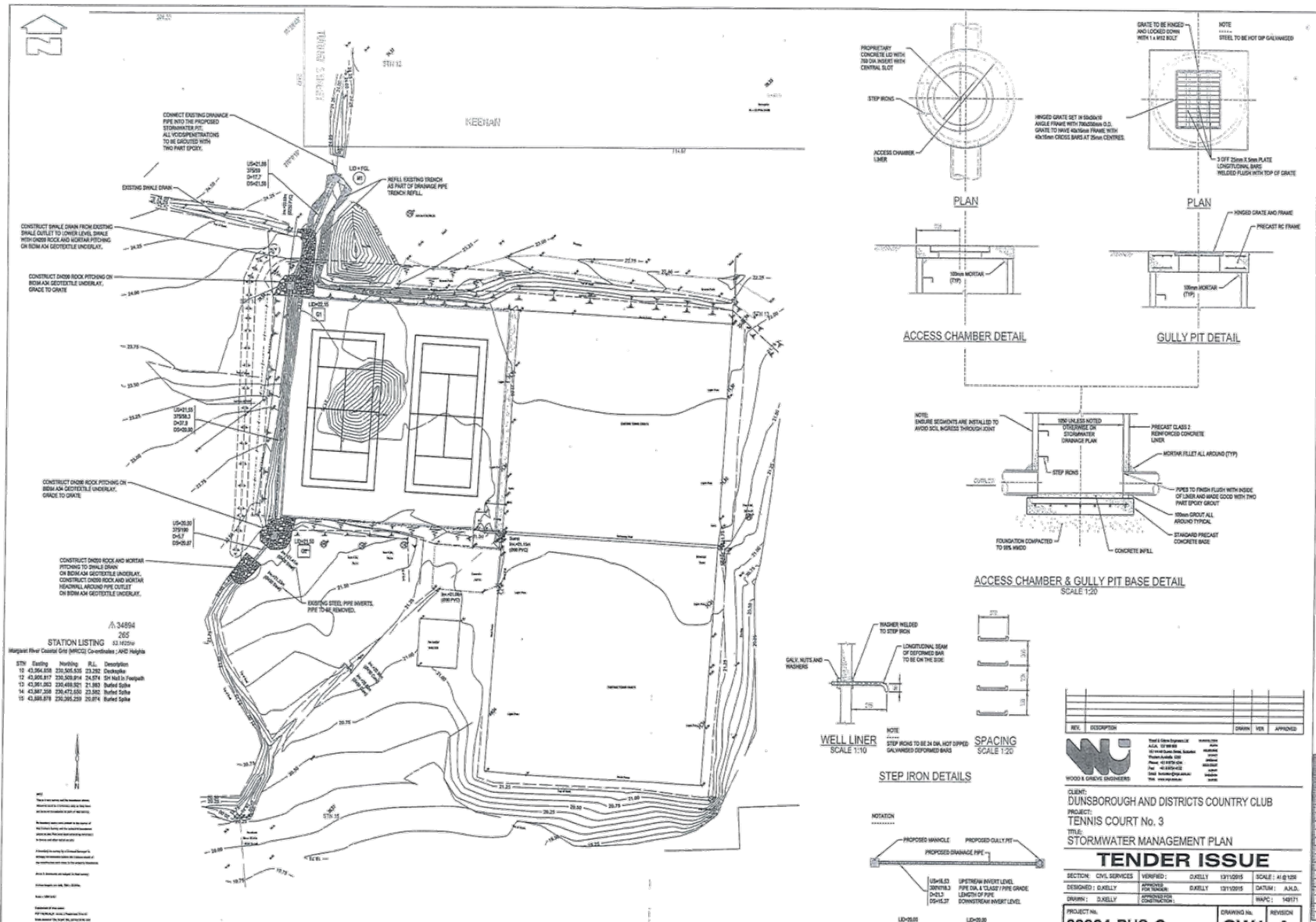
Construction of Corals Estimate

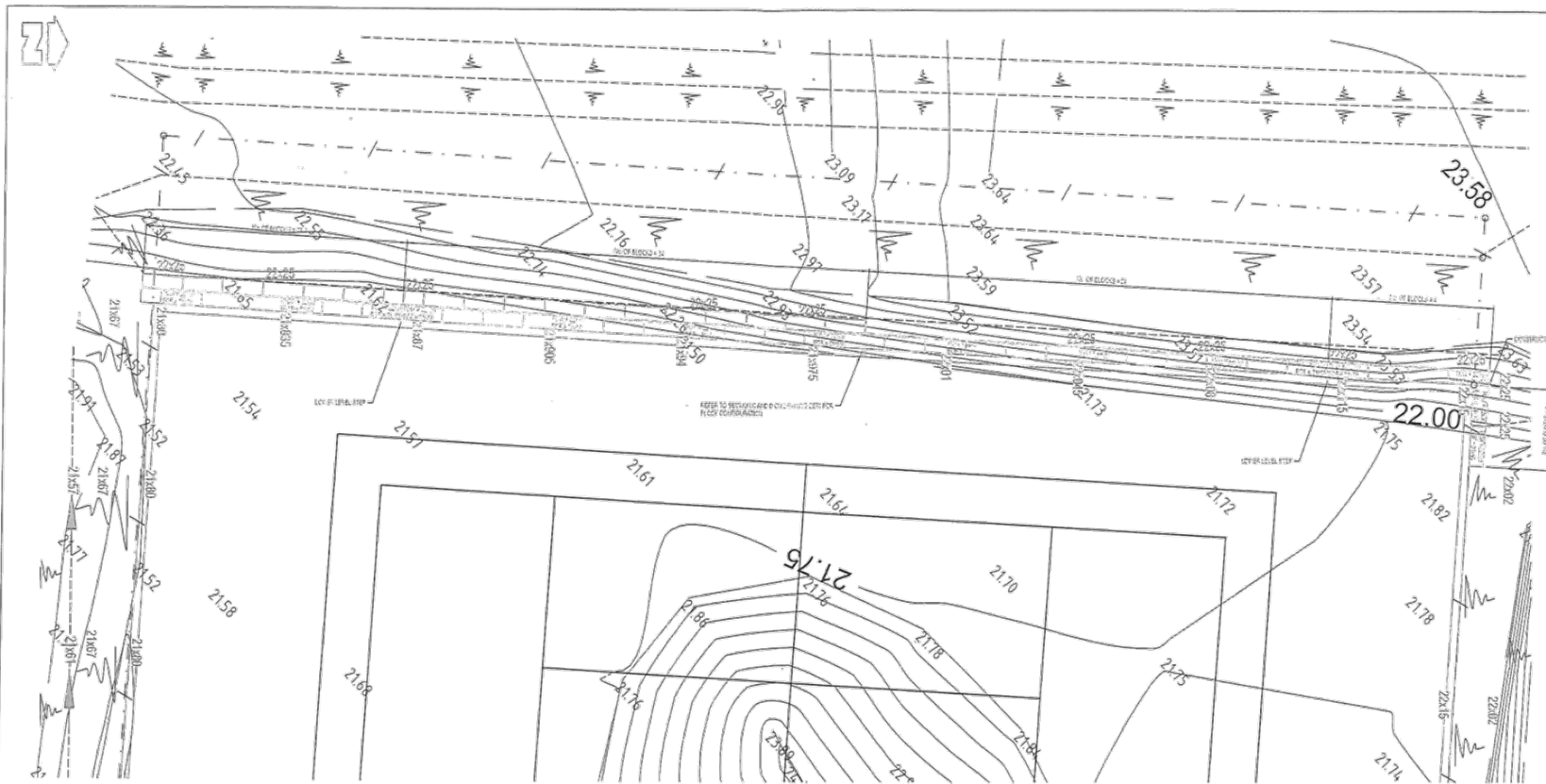
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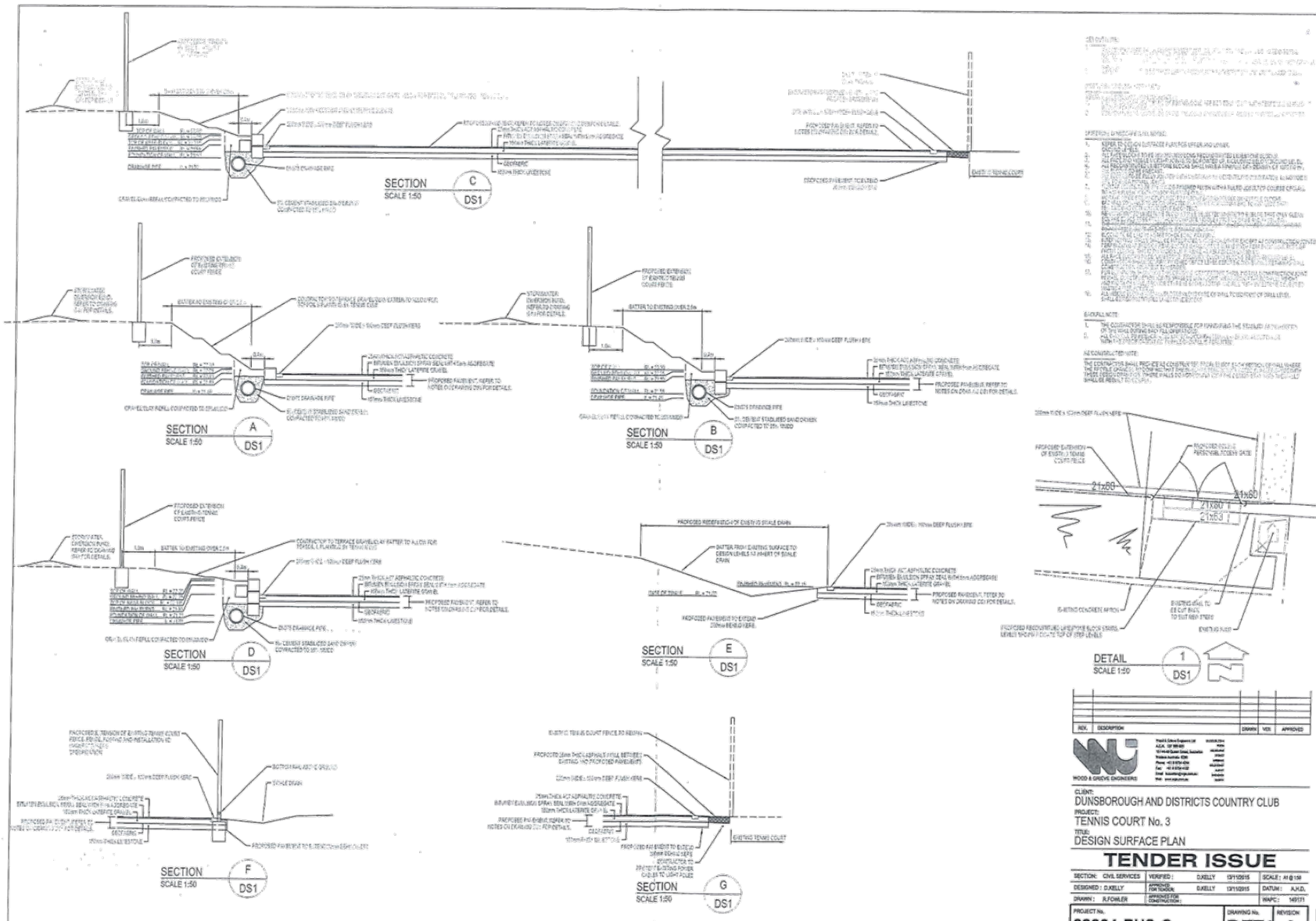
REV.	DESCRIPTION	DATE	BY	APPD.
1	ISSUED FOR TENDER	2016/08/24	WJ	WJ

WJ	WOOD & GARDNER ENGINEERS
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CLIENT:	DUNSBOROUGH AND DISTRICTS COUNTRY CLUB
PROJECT:	TENNIS COURT No. 3
TITLE:	WALL PLAN

SECTION:	CONCRETE	VERIFIED:	DATE:	SCALE:	BY:
DESIGNED:	DATE:	FOR:	DATE:	DATE:	DATE:
DRAWN:	DATE:	FOR:	DATE:	DATE:	DATE:

PROJECT NO.	DUNSBOROUGH AND DISTRICTS COUNTRY CLUB
DRAWING NO.	DWG 1
REVISION	A



14. FINANCE AND CORPORATE SERVICES REPORT

Nil

15. CHIEF EXECUTIVE OFFICER'S REPORT**15.1 COUNCILLORS' INFORMATION BULLETIN**

SUBJECT INDEX:	Councillors' Information
STRATEGIC OBJECTIVE:	Governance systems that deliver responsible, ethical and accountable decision-making.
BUSINESS UNIT:	Executive Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Reporting Officers - Various
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Planning Applications Received 16 July - 31 July Attachment B Planning Applications Determined 16 July - 31 July Attachment C Department of Water - South West Non Potable Urban Water Strategy Attachment D Business South West - Local Government Authority 6 Monthly Report

PRÉCIS

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

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

INFORMATION BULLETIN**15.1.1 Planning and Development Statistics**

Attachment A is a report detailing all Planning Applications received by the City between 16 July, 2016 and 31 July, 2016. 37 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 16 July, 2016 and 31 July, 2016. A total of 38 applications (including subdivision referrals) were determined by the City during this period with 37 approved / supported and 1 refused.

15.1.2 Current Active Tenders**2016 TENDERS****RFT03/16 BUSSELTON JETTY PAINTING**

The City of Busselton invited tenders for the provision of painting services for the Busselton Jetty, including all handrails, the Interpretive Centre building and Under Water Observatory building. The successful supplier will be contracted to supply these painting services for a period of three years. The tender was advertised on 16 April 2016 with a closing date of 10 May 2016. Three (3) tender submissions were received. The value of the contract did not exceed the CEO's delegated authority. The evaluation was completed and the contract resulting from this RFT awarded to Higgins Coating.

RFT04/16 KOOKABURRA CARAVAN PARK MANAGEMENT AGREEMENT

The City of Busselton invited tenders for the provision of Management Services for the Kookaburra Caravan Park. The successful supplier will be contracted to supply these services for a minimum period of three years. The tender was advertised on 14 May 2016 with a closing date of 14 June 2016. Five (5) tender submissions were received. The evaluation has been completed and the contract resulting from this tender awarded by Council to BCP Contractors Pty Ltd.

RFT05/16 BUSSELTON FORESHORE REDEVELOPMENT: DESIGN, SUPPLY & INSTALLATION OF UTILITY SERVICES

The City of Busselton invited tenders for the construction of the Busselton Foreshore Utilities. This includes the design, supply and installation of sewer, potable water, reticulated water, gas & telecommunications infrastructure for the next stage of the Busselton Foreshore development. The tender was advertised on 28 May 2016 with an original closing date of 30 June 2016. The closing date was extended to 6 July 2016. Four tender submissions were received. The value of the contract is expected to exceed the CEO's delegated authority. The evaluation has been completed and a recommendation report presented to the Council as part of this agenda.

RFT06/16 BUSSELTON FORESHORE PARADE WEST: PROVISION OF CONSTRUCTION SERVICES

The City of Busselton invited tenders for the construction of Foreshore Parade West on the Busselton Foreshore. The tender was advertised on 28 May 2016 with a closing date of 30 June 2016. Six (6) tender submissions were received. The value of the contract is not expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in August 2016.

RFT07/16 PEST AND WEED CONTROL SERVICES

The City of Busselton invited tenders for the provision of Pest and Weed Control Services, including urban and rural pest and weed control on road verges, drainage sumps, cycle-ways, footpaths, kerb-lines, bridges, parks, ovals and other various infrastructure managed by the City. The successful Contractor will be required to provide the required services to the City for a period of two years, with the option of two one year extensions, to be exercised at the discretion of the City. The tender was advertised on 11 June 2016 with a closing date of 28 June 2016. Five (5) tender submissions were received. The evaluation has been completed and the contract resulting from this tender was awarded by Council to Busselton Pest and Weed Control.

RFT09/16 AUDIO VISUAL FIT OUT – CITY OF BUSSELTON NEW CIVIC & ADMINISTRATION BUILDING

The City of Busselton invited tenders for the Audio Visual Fit-out for the new City of Busselton Administration and Civic Building. The functional requirements of this tender include the design, supply and installation of audio visual technologies for the Council Chambers, Council Civic reception/gallery, function hall and up to six meeting rooms. The tender was advertised on 11 June 2016 with a closing date of 29 June 2016. Four (4) tender submissions were received. The value of the contract did not exceed the CEO's delegated authority. The evaluation has been completed and the contract resulting from this tender awarded to Redfish Technologies Pty Ltd.

RFT10/16 SUPPLY AND INSTALLATION OF OFFICE WORKSTATIONS TO THE CITY OF BUSSELTON ADMINISTRATION AND CIVIC BUILDING

Following an Expressions of Interest (EOI 02/16) process for making a preliminary selection among prospective tenderers, the City of Busselton invited tenders for the Supply and Installation of Office Workstations to the City of Busselton Administration and Civic Building. Nine (9) respondents were

considered to be capable of satisfactorily supplying the goods/services and were subsequently shortlisted as acceptable tenderers:

Company	Location
CabiCo Pty Ltd	Bunbury
Design Farm	Perth
Innerspace Commercial Interiors Pty Ltd	Perth
UCI	West Perth
Haworth	Perth
Zenith Interiors (WA) Pty Ltd	Perth
Burgtec	Balcatta
Castledex	Osborne Park
Schiavello (WA) Pty	Perth

On 20 June 2016, under delegated authority, the CEO proceeded to invite the shortlisted tenderers to formally submit tenders. The tender closing date was 12 July 2016 and 7 tenders were received. The CEO has a specific delegation in relation to award of this tender, subject to it not exceeding the approved budget for these goods/services (refer Council Resolution C1605/111). It is anticipated that the evaluation process will be concluded and a preferred tenderer appointed by September 2016.

RFT11/16 AIRSIDE D & C CONTRACTOR

Following an Expressions of Interest (EOI 01/16) process for making a preliminary selection among prospective tenderers, the City of Busselton invited tenders for the Airside D & C Contractor (Design and Construction of Airside Infrastructure at Busselton Margaret River Regional Airport). Ten (10) respondents were considered to be capable of satisfactorily supplying the goods/services and were subsequently shortlisted as acceptable tenderers;

Company	Location
Downer EDI Works Pty Ltd	Perth
Densford Civil Pty Ltd	Perth
CPD Contractors Pty Ltd	Perth
Ertech Pty Ltd	Perth
Fulton Hogan Construction Pty Ltd	South Australia
Georgiou Group Pty Ltd	Perth
BCG Contracting Pty Ltd	Perth
BMD Constructions Pty Ltd	Perth
WBHO Infrastructure Pty Ltd	Perth
NRW Pty Ltd	Perth

On 16 June 2016, under delegated authority, the CEO proceeded to invite the shortlisted tenderers to formally submit tenders. NRW Pty Ltd, Fulton Hogan Construction Pty Ltd and Densford Civil Pty Ltd have since advised that, for commercial reasons, they will not be submitting a tender. A tender briefing and site inspection was held at the Airport on 27 June 2016 which was attended by the remaining eight tenderers. The tender closed 4 August 2016. The value of the contract is expected to exceed the CEO's delegated authority under Delegation Ref 3L (refer to Council Resolution C1606/140). It is anticipated the evaluation will be completed and a recommendation report presented to the Council in September 2016.

RFT12/16 SUPPLY AND INSTALLATION OF LOOSE FURNITURE ITEMS FOR THE CITY OF BUSSELTON ADMINISTRATION AND CIVIC BUILDING

The City of Busselton invited tenders for the Supply and Installation of Loose Furniture for the new City of Busselton Administration and Civic Building. The tender was advertised on 25 June 2016 with a closing date of 15 July 2016. The value of the contract is expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to Council in September 2016.

RFT13/16 BUSSELTON MARGARET RIVER REGIONAL AIRPORT: AVIATION ENGAGEMENT CONSULTANT

The City of Busselton invited tenders for the Busselton Margaret River Regional Airport: Aviation Engagement Consultant. The objective of this tender is to appoint a specialist Airline Consultant to work with the Busselton Margaret River Regional Airport (BMRRRA) Airline Engagement Working Group (AEWG) to develop an approach to attracting and securing an airline(s) in time for the completion of the BMRRRA Development Project, and to assist in the mitigation of identified risk within this area. The tender was advertised on 29 June 2016 with a closing date of 28 July 2016. The CEO has a specific delegation in relation to award of this tender (refer to Council Resolution C1606/140). It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in late August 2016.

RFT14/16 BUSSELTON FORESHORE DEVELOPMENT: JETTY WAY PEDESTRAIN LINK EXPOSED AGGREGATE CONCRETE

The City of Busselton invited tenders for the construction of Jetty Way Pedestrian Link Exposed Aggregate Concrete on the Busselton Foreshore. Jetty Way pedestrian link walkway (incorporating the Jetty train tracks between the Jetty and Railway House) will be located between Foreshore Parade and the Busselton Jetty abutment. The tender was advertised on 2 July 2016 with a closing date of 2 August 2016. Three tenders were received. The value of the contract is expected to exceed the CEO's delegated authority. The evaluation will be completed and a recommendation report presented to Council in September 2016.

RFT15/16 STREET & DRAIN CLEANING SERVICES

The City of Busselton invited tenders for the provision of Street and Drain Cleaning Services. This RFT replaces RFT 08/16. The successful Contractor will be required to provide the required services to the City for a period of three years, with the option of two one year extensions, to be exercised at the discretion of the City. The tender was advertised on 9th July, with a closing date of 25th July. Five tenders were received. The value of the contract is expected to exceed the CEO's delegated authority. It is anticipated the evaluation has been completed and a recommendation report presented to the Council as part of this agenda.

15.1.3 Department of Water – South West Non Potable Urban Water Strategy

Correspondence has been received from the Department of Water and is available to view in Attachment C.

15.1.4 Business South West – Local Government Authority 6 Monthly Report

Correspondence has been received from Business South West and is available to view in Attachment D.

OFFICER RECOMMENDATION

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

- [15.1.1 Planning and Development Statistics](#)
- [15.1.2 Current Active Tenders](#)
- [15.1.3 Department of Water – South West Non Potable Urban Water Strategy](#)
- [15.1.4 Business South West – Local Government Authority 6 Monthly Report](#)

Applications Received (Deemed Complete) Report

Application Number	Description	Primary Property Address	Primary Property Legal Desc	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications								
DA16/0337	Two Grouped Dwellings	17 North Street~DUNSBOROUGH WA 6281	Lot 201 DIAGRAM 88195	19/07/2016	1650000	Pierre Albert Schinazi	Dane Design Australia Pty Ltd	80
DA16/0451	Single House (Landscape Value Area)	20 House Glen~YALLINGUP WA 6282	Lot 60 PLAN 36375	29/07/2016	563000	Kevin Patrick Singer & Barbara Jennifer Singer	Kevin Patrick Singer, Barbara Jennifer Singer	40
DA16/0454	Single House Masonry Fence (Port Geographie Development Area)	27 Windward Green~GEOGRAPHE WA 6280	Lot 104 PLAN 59251	21/07/2016	8000	Michelle Koman & Joshua James Renner	Joshua James Renner, Michelle Koman	13
DA16/0455	MEDICAL CENTRE AND PHARMACY	80 West Street~WEST BUSSELTON WA 6280	Lot 17 PLAN 1717	19/07/2016	350000	Realview Holdings Pty Ltd	Joe Prestipino Building Design	30
DA16/0476	DISPLAY SIGN	7 Harbeck Drive~KEALY WA 6280	Lot 1133 PLAN 400047	18/07/2016	3000	BGC Residential Pty Ltd	BGC Residential Pty Ltd	6
DA16/0481	SINGLE HOUSE (LANDSCAPE VALUE AREA)	10 Lagoon Drive~YALLINGUP WA 6282	Lot 41 PLAN 404275	19/07/2016	350000	Andrew Garcia-Pelinas	Ustyle Homes	28
DA16/0484	WINERY AND CELLAR DOOR (ADDITIONS)	5 Harmans Mill Road~METRICUP WA 6280	Lot 112 PLAN 40318	25/07/2016	250000	Gregory Owen Garnish, Kristine Louise Garnish, Raymond Craig Fokkema, Theresa Fokkema, Daniel Bosveld, Diane Shirley Bosveld, Brian Bosveld, Elizabeth Oetje Bosveld, Alan Bosveld, Sharon Leanne Bosveld, Humphry Cornelis Faas, Shal Nominees Pty Ltd	Busseilton Sheds Plus	35
DA16/0488	SINGLE HOUSE (ADDITIONS / ALTERATIONS TO NON-CONFORMING USE)	56 Adelaide Street~BUSSELTON WA 6280	Lot 219 PLAN 222236	25/07/2016	80000	Ida Mary Curtois	Ida Mary Curtois	16
DA16/0504	SINGLE HOUSE IN LANDSCAPE AREA WITH REFLECTIVE MATERIALS	Woodbridge Vale~YALLINGUP SIDING WA 6282	Lot 5 PLAN 38741	26/07/2016	800000	Mark Adam Olaszewski & Jennie Susanne Olaszewski	Tropo Architects	9
DA16/0518	BED AND BREAKFAST ESTABLISHMENT TAKE AWAY FOOD OUTLET (REFURBISHMENT - "KFC")	16 Troon Loop~DUNSBOROUGH WA 6281	Lot 842 PLAN 25947	25/07/2016	0	Steven Edward Jecks & Margaret Elizabeth Jecks	Steven Edward Jecks, Margaret Elizabeth Jecks	15
DA16/0521	SINGLE HOUSE (R-CODES VARIATION)	2 Bussell Highway~WEST BUSSELTON WA 6280	Lot 102 DIAGRAM 87889	18/07/2016	472000	Fennessy's Motors Pty Ltd	Oldfield Knott Architects	21
DA16/0522	RELOCATED BUILDING ENVELOPE TO ACCOMMODATE AN SINGLE HOUSE AND OUTBUILDING	2 Gurnard Loop~KEALY WA 6280	Lot 1448 PLAN 407112	21/07/2016	204925	Sharyn Louise Baylis	Ventura Home Group Pty Ltd	10
DA16/0526	SINGLE HOUSE (RETAINING WALL IN PORT GEOGRAPHE DEVELOPMENT AREA)	16 Summit Court~AMBERGATE WA 6280	Lot 80 PLAN 57390	26/07/2016	400000	Anthony Brian Budiselik & Heather Ruth Budiselik	Anthony Brian Budiselik, Heather Ruth Budiselik	24
DA16/0528	ENLARGE THE EXISTING STORAGE DAM	18 BURGEE COVE~GEOGRAPHE WA 6280	Lot 9 PLAN 57392	19/07/2016	9500	Keith Desmond Townsend & Nicole Suzanne Townsend	Keith Desmond Townsend	4
DA16/0529	SINGLE HOUSE (REDUCED PRIMARY STREET SETBACK)	Butterfly Road~YALLINGUP WA 6282	Lot 2656 PLAN 153480	26/07/2016	120000	Kerygma Pty Ltd	Slade Ag Tech (W and J Slade)	24
DA16/0531	R-CODES (OUTDOOR LIVING AREA)	38 Spindrift Cove~QUINDALUP WA 6281	Lot 101 PLAN 59246	22/07/2016	265969	Antony Hammond Grosse & Cheryl Anne Grosse	Dale Alcock Homes South West Pty Ltd	13
DA16/0535	OUTBUILDING (REDUCED SETBACK)	23 Alice Street~YALVALUP WA 6280	Lot 785 PLAN 404829	18/07/2016	162941.82	Devon Charles Smeda	BGC Residential Pty Ltd	14
DA16/0537	BUSINESS (ADDITION - TOILET)	1 Walpole Loop~YALVALUP WA 6280	Lot 756 PLAN 76937	28/07/2016	12500	Russell John Guthrie & Samantha Margaret Pye	Samantha Margaret Pye, Russell John Guthrie	0
DA16/0538	GROUP DWELLING - PATIO (R-CODES)	49 Queen Street~BUSSELTON WA 6280	Lot No:131 & 2	20/07/2016	14736.52	Barrie George Walsh & Janette Thelma Walsh	Barrie George Walsh	14
DA16/0539	SINGLE HOUSE (PATIO AND CARPORT ADDITIONS WITH REDUCED SETBACKS)	3/80 Harris Road~BUSSELTON WA 6280	Lot 3 STPLN 44874	28/07/2016	7810	Stephen William Upton & Janet Irene Upton	CPR Outdoor Centre	7
DA16/0542	EXTRACTIVE INDUSTRY (GRAVEL)	95 Fairbairn Road~BUSSELTON WA 6280	Lot 21 DIAGRAM 18986	19/07/2016	15000	Sharon Lee Knott & Andrew Neil Knott	Marsh Outdoor Living Centres	1
DA16/0543	GROUPED DWELLINGS (ADDITIONAL DWELLING TO FORM 2 GROUPED DWELLINGS)	755 Ludlow-Hithergreen Road~RUABON WA 6280	Lot 61 PLAN 49002	21/07/2016	1	Christopher Ian Harbeck, Gilbert Arthur Harbeck, Maureen Lesley Harbeck	BSO Development Consultants Pty Ltd	0
DA16/0546	SINGLE HOUSE (Front fence solid above 1.2m)	13 Peake Street~WEST BUSSELTON WA 6280	Lot 51 DIAGRAM 32759	26/07/2016	196102.75	Christopher Ian Buckley & Michael Joseph Buckley	Tangent Nominees Pty Ltd	13
DA16/0548	HOLIDAY HOME (SINGLE HOUSE) 8 PEOPLE	8 Swan Street~WEST BUSSELTON WA 6280	Lot 1 SSPLN 59679	22/07/2016	3000	Grant Douglas Henley & Joanne Marie Henley	Joanne Marie Henley, Grant Douglas Henley	15
DA16/0549	JETTY (PORT GEOGRAPHE DEVELOPMENT AREA)	1010 Geographie Bay Road~GEOGRAPHE WA 6280	Lot 59 DIAGRAM 65807	22/07/2016	0	Graham Russell Hope & Jocelyn Marie Hope	Graham Russell Hope, Jocelyn Marie Hope	0
DA16/0550	HOLIDAY HOME (SINGLE HOUSE) 8 PERSONS	49 Spinnaker Boulevard~GEOGRAPHE WA 6280	Lot 74 PLAN 404247	22/07/2016	19000	Lower Pty Ltd	Pro Living Pty Ltd	14
DA16/0551	RURAL RESIDENTIAL (HOLIDAY HOME 8 PEOPLE)	8 Pimelea Parade~QUINDALUP WA 6281	Lot 85 PLAN 50813	26/07/2016	0	Philippe Joseph Martel & Anne-Marie Giovacchini-Martel	Private Properties	11
DA16/0553	RETAINING WALL (PORT GEOGRAPHE DEVELOPMENT AREA)	162 Vintners Drive~QUINDALUP WA 6281	Lot 61 PLAN 33465	26/07/2016	0	Trevor Allan Creweel	Trevor Allan Creweel	1
DA16/0554	HOLIDAY HOME (SINGLE HOUSE) 8 PEOPLE	2/9 Bernier Retreat~GEOGRAPHE WA 6280	Lot 2 SSPLN 61740	22/07/2016	20000	Hendrik Ackerman & Martha Maria Ackerman	Martha Maria Ackerman, Hendrik Ackerman	13
DA16/0555	SINGLE HOUSE (RELOCATED BUILDING ENVELOPE & OUTBUILDING IN LANDSCAPE VALUE AREA)	11 Green Street~DUNSBOROUGH WA 6281	Lot 77 PLAN 8951	22/07/2016	0	Paul James Nicholas Roche	Paul James Nicholas Roche	6
DA16/0558		Yungarra Drive~QUINDALUP WA 6281	Lot 7 PLAN 16138	21/07/2016	568000	Stephen William Saunders & Valda Loryn Saunders	Stephen William Saunders, Valda Loryn Saunders	12

DA16/0559	SINGLE HOUSE (OVER-HEIGHT OUTBUILDING)	20 Serpentine Bend~YALVALUP WA 6280	Lot 792 PLAN 404829	28/07/2016	16500	Glen Elvis McLean & Brioney Sharrelle McLean	Outdoor World Cape to Cape	0
DA16/0561	HOLIDAY HOME (SINGLE HOUSE) 6 PEOPLE	28 Burgee Cove~GEOGRAPHE WA 6280	Lot 4 PLAN 57392	27/07/2016	0	Southern Built Homes Pty Ltd	Southern Built Homes Pty Ltd	2
DA16/0566	SINGLE DOUBLE STORY DWELLING (BOUNDARY WALL OVER 9.0 METRES AND SETBACK VARIATIONS)	31 Castleroy Terrace~DUNSBOROUGH WA 6281	Lot 659 PLAN 44229	28/07/2016	356974.54	Murray Charles Green & Leonie Maree Herdman	Tangent Nominees Pty Ltd	0
DA16/0569	SINGLE HOUSE (SINGLE HOUSE WITH REDUCED SETBACK IN PORT GEOGRAPHE DEVELOPMENT AREA)	15 Keel Retreat~GEOGRAPHE WA 6280	Lot 507 PLAN 22448	29/07/2016	324010	Ian David Robbins & Pamela Jean Robbins	Tangent Homes PTY LTD	0
WAPC16/0039	Survey Strata - 5 x Lots including Common Property (180m2 - 269m2)	15 Mackerel Avenue~KEALY WA 6280	Lot 1115 PLAN 408151	29/07/2016	0	Ventura Home Group Pty Ltd	Harley Dykstra	7
WAPC16/0040	Subdivision - 2 x Lots [1.43Ha - 17.76Ha]	Napoleon Promenade~VASSE WA 6280	Lot 9542 PLAN 403620	29/07/2016	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Roberts Day Group - Town Planning and Design	7

Applications Determined Report

Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications										
DA16/0287	Relocated Building Envelope (Single Dwelling, Oversized Outbuilding & Water Tanks within a Landscape Value Area)	Swishbush Grove-WILEYABRUP WA 6280	Lot 101 PLAN 66680	28/07/2016	Approved	Approved	108	1	Julie Anne Mizen & Michael Robert Mizen	Julie Anne Mizen, Michael Robert Mizen
DA16/0301	Retrospective Signage (Locke Estate Camp sites 5 & 6)	206 Caves Road-SIESTA PARK WA 6280	Lot 5303 PLAN 220583	29/07/2016	Approved	Approved	102	1	Baptist Union of Western Australia (Inc)	Baptist Union of Western Australia (Inc)
DA16/0327	Extractive Industry (sand/gravel)	4030 Jalbarragup Road-WALSALL WA 6280	Lot 854 PLAN 134689	28/07/2016	Approved	Approved	73	1	Stephen Payne & Jennifer May Payne	Prime Earthmoving Busseton
DA16/0337	Two Grouped Dwellings	17 North Street-DUNSBOROUGH WA 6281	Lot 201 DIAGRAM 88195	22/07/2016	Approved	Approved	80	1650000	Pierre Albert Schinazi	Dane Design Australia Pty Ltd
DA16/0386	Caravan Parks and Camping Grounds (Six Park Homes)	585 Caves Road-MARYBROOK WA 6280	Lot 33 DIAGRAM 23462	21/07/2016	Approved	Approved	6	480000	William David Kendall & Silverlodge Pty Ltd	Michael Sidebottom
DA16/0397	Single House and Ancillary Dwelling	1 Toddy Place-DUNSBOROUGH WA 6281	Lot 307 PLAN 219011	21/07/2016	Approved	Approved	30	350000	Alison Moirrey Rees & Philip Lindsay Rees	Alison Moirrey Rees, Philip Lindsay Rees
DA16/0399	Single Residence (Quindalup Special Character Area)	1/332 Geographe Bay Road-QUINDALUP WA 6281	Lot 1 SPSLN 44857	26/07/2016	Approved	Approved	12	400000	Keychime Investments Pty Ltd & Dalecross Holdings Pty Ltd	Mark Rees
DA16/0421	Single House (reduced rear setback - R15 lot)	116 Gifford Road-DUNSBOROUGH WA 6281	Lot 78 PLAN 14973	18/07/2016	Approved	Approved	49	350311	David Ernest Mutton & Marlene Mutton	Dale Alcock Homes South West Pty Ltd
DA16/0425	Additions / Alterations to Single House (Port Geographe Development Area)	8 Lesueur Close-GEOGRAPHE WA 6280	Lot 436 PLAN 21872	22/07/2016	Approved	Approved	42	90000	Simon John Denney & Catherine Dorothy Denney	Nick Goodie Constructions
DA16/0431	Over-height Outbuilding	22 Breeden Street-WEST BUSSETON WA 6280	Lot 109 DIAGRAM 53681	21/07/2016	Approved	Approved	43	11760	Barren James Marley	Outdoor World Cape to Cape
DA16/0437	Single Residence (Port Geographe Development)	39 Spinnaker Boulevard-GEOGRAPHE WA 6280	Lot 79 PLAN 404247	26/07/2016	Approved	Approved	47	495000	Lowe Pty Ltd	Pro Living Pty Ltd
DA16/0438	Single House (Addition to existing dwelling in Special Character & Landscape Value Area)	16 Lancelot View-EAGLE BAY WA 6281	Lot 110 PLAN 18346	21/07/2016	Approved	Approved	39	205362.73	Slavash Khosrowshahi & Zahra Nahid Khosrowshahi	AK Homes Construction Pty Ltd
DA16/0440	Building Envelope Modification to Accommodate Walkway	168 Endicott Loop-DUNSBOROUGH WA 6281	Lot 38 PLAN 19482	27/07/2016	Approved	Approved	41	50000	Lynn Roy Kennedy & Lorraine Jay Kennedy	Lynn Roy Kennedy, Lorraine Jay Kennedy
DA16/0452	DAM	65 Blackbutt Close-YALLINGUP SIDING WA 6282	Lot 94 PLAN 20163	27/07/2016	Approved	Approved	27	360	Rodney James Holt	Rodney James Holt
DA16/0455	MEDICAL CENTRE AND PHARMACY	80 West Street-WEST BUSSETON WA 6280	Lot 17 PLAN 1717	22/07/2016	Refused	Refused	30	350000	Realview Holdings Pty Ltd	Joe Prestipino Building Design
DA16/0456	Single House (patio addition with reduced side setback)	9 Santons Approach-YALVALUP WA 6280	Lot 261 PLAN 57674	21/07/2016	Approved	Approved	35	10000	Arna Kay Hammond & Christopher David Hammond	CPR Outdoor Centre
DA16/0460	SINGLE HOUSE (LANDSCAPE VALUE AREA)	14 Mistover Place-YALLINGUP WA 6282	Lot 81 PLAN 37901	28/07/2016	Approved	Approved	16	511151	Anthony James Bamford & Philippa Anne Bamford	AK Homes Construction Pty Ltd
DA16/0461	OUTBUILDING (WATER TANK WITH REDUCED SETBACK)	7 Hill Road-YOGANUP WA 6275	Lot 4087 PLAN 164882	22/07/2016	Approved	Approved	21	10000	Jane Marie Bennett & Owen Sean Bennett	Owen Sean Bennett
DA16/0463	OUTBUILDING (OVER-HEIGHT)	15 Currawong Drive-BROADWATER WA 6280	Lot 306 PLAN 44210	21/07/2016	Approved	Approved	21	10000	Matthew Edward Kirk & Mandy Jane Kirk	Matthew Edward Kirk
DA16/0464	Holiday Home (Single House) 12 people	160 Vintners Drive-QUINDALUP WA 6281	Lot 62 PLAN 13465	19/07/2016	Approved	Approved	29	0	Tomislav Mark Radic, Ross Ryan Radic, Cristobal Moreno, Rafael Moreno	Tomislav Mark Radic, Ross Ryan Radic, Cristobal Moreno, Rafael Moreno
DA16/0476	DISPLAY SIGN	2 Harbeck Drive-KEALY WA 6280	Lot 1133 PLAN 400047	22/07/2016	Approved	Approved	6	3000	BGC Residential Pty Ltd	BGC Residential Pty Ltd
DA16/0481	SINGLE HOUSE (LANDSCAPE VALUE AREA)	10 Lagoon Drive-YALLINGUP WA 6281	Lot 41 PLAN 404275	21/07/2016	Approved	Approved	28	350000	Andrew Garcia-Perlines	Ustyle Homes
DA16/0482	SINGLE HOUSE (PATIO ADDITION WITH REDUCED-SETBACKS)	11 Glen Eagles Grove-WEST BUSSETON WA 6280	Lot 521 PLAN 20980	21/07/2016	Approved	Approved	21	19800	Kim Stuart Robinson & Patricia Ann Robinson	Cape Shades
DA16/0488	SINGLE HOUSE (ADDITIONS / ALTERATIONS TO NON-CONFORMING USE)	96 Adelaide Street-BUSSETON WA 6280	Lot 219 PLAN 222226	28/07/2016	Approved	Approved	16	80000	Ida Mary Curtiois	Ida Mary Curtiois
DA16/0489	HOLIDAY HOME (GROUPED DWELLING) 6 PEOPLE	41 Brown Street-BUSSETON WA 6280	Lot 2 STPLN 71430	29/07/2016	Approved	Approved	17	0	Eroy John Stiles & Chika Mamo	Down South Getaways & Property Management
DA16/0495	SINGLE HOUSE (RETAINING WALL IN PORT GEOGRAPHE DEVELOPMENT AREA)	3 Windward Green-GEOGRAPHE WA 6280	Lot 115 PLAN 59251	18/07/2016	Approved	Approved	31	9000	James William Deale, Maureen Deale, Lawrence John Deale, Morris Leonard Deale	Maureen Deale, Lawrence John Deale, James William Deale, Morris Leonard Deale
DA16/0512	SINGLE HOUSE (R-CODE VARIATION - VEHICULAR ACCESS)	2 Antibes Way-YALVALUP WA 6280	Lot 1632 PLAN 406716	19/07/2016	Approved	Approved	5	161347	East Busseton Estate Pty Ltd	Ventura Home Group Pty Ltd
DA16/0513	HOLIDAY HOME (SINGLE HOUSE) 6 PEOPLE	5 Andrews Street-GEOGRAPHE WA 6280	Lot 15 DIAGRAM 27382	28/07/2016	Approved	Approved	18	0	David Michael Russell & Allison Marie Russell	David Michael Russell, Allison Marie Russell
DA16/0516	HOLIDAY HOME (SINGLE HOUSE) 8 PEOPLE	60 Fern Road-EAGLE BAY WA 6281	Lot 208 PLAN 28889	27/07/2016	Approved	Approved	17	0	Poolerell Investments Pty Ltd	Poolerell Investments Pty Ltd
DA16/0518	BED AND BREAKFAST ESTABLISHMENT	16 Troon Loop-DUNSBOROUGH WA 6281	Lot 842 PLAN 25947	26/07/2016	Approved	Approved	15	0	Steven Edward Jecks & Margaret Elizabeth Jecks	Steven Edward Jecks, Margaret Elizabeth Jecks
DA16/0522	SINGLE HOUSE (R-CODES VARIATION)	2 Gurnard Loop-KEALY WA 6280	Lot 1448 PLAN 407112	25/07/2016	Approved	Approved	10	204925	Sharryn Louise Baylis	Ventura Home Group Pty Ltd
DA16/0528	SINGLE HOUSE (RETAINING WALL IN PORT GEOGRAPHE DEVELOPMENT AREA)	18 Burgee Cove-GEOGRAPHE WA 6280	Lot 9 PLAN 57392	22/07/2016	Approved	Approved	4	9500	Keith Desmond Townsend & Nicole Suzanne Townsend	Keith Desmond Townsend

DA16/0535	B-CODES (OUTDOOR LIVING AREA)	23 Alice Street~YALVALUP WA 6280	Lot 785 PLAN 404829	19/07/2016	Approved	Approved	14	162941.82	Devon Charles Smeda	BGC Residential Pty Ltd
DA16/0537	OUTBUILDING (REDUCED SETBACK)	1 Walpole Loop~YALVALUP WA 6280	Lot 756 PLAN 76937	28/07/2016	Approved	Approved	0	12500	Russell John Guthrie & Samantha Margaret Pye	Samantha Margaret Pye, Russell John Guthrie
DA16/0549	HOLIDAY HOME (SINGLE HOUSE) 8 PEOPLE	1010 Geographe Bay Road~GEOGRAPHE WA 6280	Lot 59 DIAGRAM 65807	27/07/2016	Approved	Approved	0	0	Graham Russell Hope & Jocelyn Marie Hope	Graham Russell Hope, Jocelyn Marie Hope
DA16/0551	HOLIDAY HOME (SINGLE HOUSE) 8 PERSONS	8 Pimelea Parade~QUINDALUP WA 6281	Lot 85 PLAN 50813	28/07/2016	Approved	Approved	11	0	Philippe Joseph Martel & Anne-Marie Giovacchini-Martel	Private Properties
DA16/0555	HOLIDAY HOME (SINGLE HOUSE) 8 PEOPLE	21 Green Street~DUNSBOROUGH WA 6281	Lot 77 PLAN 8951	27/07/2016	Approved	Approved	6	0	Paul James Nicholas Roche	Paul James Nicholas Roche
DA16/0561	HOLIDAY HOME (SINGLE HOUSE) 6 PEOPLE	28 Burgee Cove~GEOGRAPHE WA 6280	Lot 4 PLAN 57392	28/07/2016	Approved	Approved	2	0	Southern Built Homes Pty Ltd	Southern Built Homes Pty Ltd



Government of **Western Australia**
Department of **Water**



looking after all our water needs

Enquiries: Bev Thurlow ph 9726 4164

Paul Needham
City of Busselton
Locked Bag 1
Busselton WA 6280


Dear Mr Needham

City of Busselton	Application No		Receipt No		City of Busselton
	CIO ID				
	02 AUG 2016				
	Property ID		Doc ID		
	Retention				

South West Non Potable Urban Water Strategy

On 30 May 2016 you met with Hon Mia Davies, Minister for Water to discuss the non-potable water supply in Busselton and Dunsborough.

The Minister has requested that the Department of Water provide you with an update of the work we was undertaking with our project partners to address the South West region's non-potable urban water needs. Please find attached a summary of the project and how it relates to Dunsborough in particular.

If you have any queries about the project please contact Bev Thurlow – 9726 4164 or bev.thurlow@water.wa.gov.au.

Yours sincerely



Adam Maskew
Regional Manager
South West

27 July 2016

Addressing Dunsborough Future Non-potable Water Needs
as part of the
South West Non-Potable Urban Water Project

As the South West region grows there is a need to ensure we have sufficient water for all sorts of uses to support our lifestyle and the liveability of our communities.

Non-potable water supplies are some of our most important water resources and cover approximately 80 per cent of the State's water use. Unlike potable water, which is water suitable for drinking, non-potable water is fit-for-purpose water that is used for agriculture, industry, urban community and commercial uses. It's most commonly used for recreation and maintenance of public open spaces.

This update outlines the work the Department of Water and its project partners are undertaking to address the South West region's non-potable urban water needs.

The Dunsborough Situation

Accessibility to easy, cheap and appropriate quality water for green infrastructure, such as public open space, schools and community recreation facilities, is currently a challenge in the Dunsborough area and along the coastal urban areas stretching up as far as Binningup. This issue will continue to grow as population increases and urban areas expand. Research has shown us that the liveability of our communities is affected by the built urban environment and the quality of green infrastructure that surrounds us. By planning for future non-potable water in our urban communities we are 'planning' to build a better future.

Over the last four decades the south-west of the State has been getting less rain and this trend is set to continue. The Department of Water is working to manage the risk to our water resources associated with climate change and this will be considered when identifying future non-potable options.

In addition meeting supply and demand in each area also has its own unique challenges.

Dunsborough has three challenges to overcome: hydrogeology, water availability and finding a solution that matches the scale of the need for non-potable water over time.

Hydrogeology – The Dunsborough town site is located west of the Dunsborough Fault and has a hydrogeological cross section that includes a thin layer of the consolidated Leederville aquifer. Underneath this is the thick granite like Sue Coal Measures. Due to the hydrogeology of both aquifers it is very difficult to abstract water and all bores in the area are very low yielding. Access to the Sue Coal Measures would be more expensive as bores would be deeper, lower yielding and salinity levels in this aquifer are elevated potentially requiring desalination.

Water availability – The groundwater in Dunsborough is proclaimed under the *Rights in Water and Irrigation Act 1914* and allocation limits have been set by the Department of Water through the South West Groundwater Area allocation plan (2009). Groundwater is at, or close to, allocation limits.

Projected need for non-potable water – To date individuals and organisations have been able to meet their non-potable water needs by obtaining a water licence and constructing a bore or series

of bores, or harvesting and storing unproclaimed surface water in dams and lakes. In the future finding solutions on a case-by-case basis will become much more challenging. Solutions will have to be scaled up and individuals/organisations will need to work collectively to find an integrated solution that meets demand and is financially feasible now and into the future.

Dunsborough options

In assessing what options are possible we have started with a broad range of options and examined these using set criteria to determine feasibility. It is likely that a number of options may be recommended with a staged approach for implementation that can grow and expand as Dunsborough expands. Options include but are not limited to:

- water trading
- accessing the drinking water reserve
- accessing rivers and drains and storing in artificial lakes systems
- recycled wastewater including third pipe schemes in new development
- sewer mining
- horizontal bores with storage collector systems to access superficial groundwater
- stormwater harvesting from urban runoff
- an integrated and staged scheme.

How can you help?

Our first option is always to promote water efficiency and encourage users to reduce their water use and make the most of every drop. Using less water has many benefits for meeting our non-potable urban water needs now and into the future. In the short term, uptake of water efficiency will defer the immediate need for new water sources and take pressure off our existing water sources. You can help by improving your organisation's water efficiency and reducing your water demands. There are some useful links below.

One of the most common reasons that non-potable schemes fail is over estimating water use making schemes financially unfeasible. We have collected preliminary estimates of current water use and forecast future use. As the project progresses we may need to contact you to further refine these figures. We ask you to be as accurate as possible with your estimates.

Useful links:

The Department of Sport and Recreation and the Department of Water released a document in 2014 which provides advice on how to planning and design public parkland to ensure efficient use and protection of water resources. <http://www.dsr.wa.gov.au/docs/default-source/file-about-us/file-plan-for-the-future/public-parkland-guide.pdf>

Water Corporation runs its *Waterwise* program to assist organisations improve their water efficiency. <http://www.watercorporation.com.au/save-water>

The Western Australian Division of Irrigation Australia provides a variety of training courses. <http://irrigation.org.au/about-us/regions/6108-2>

The Department of Water has outlined how it is securing water resources for the south west and reducing the risk to the region's economy, environment and community wellbeing. http://www.water.wa.gov.au/data/assets/pdf_file/0007/6784/Securing-water-resources-for-the-South-West.pdf

South West Non-potable Urban Water Project more details

In August 2014 the Department of Water commenced the *South West Non-potable Urban Water Project* with the goal to develop an intermediate and long term strategy to facilitate the provision of water and water infrastructure to support the demand for non-potable water. The project had an initial focus on public/regional open space and community recreational space in priority urban development areas of the South West. The project covers both private and publicly managed facilities e.g. golf courses, trotting clubs etc.

Through the project we will identify demand and supply scenarios for non-potable water of urban development along the coast between Binningup and Dunsborough, where 80 per cent of the population growth is predicted to occur through to 2030 (intermediate) and 2060 (long-term).

The information we collect will inform planning and guide investment in water sources and infrastructure for urban non-potable water needs. Specific water resources that represent a constraint or an opportunity for future urban growth will be identified and local-scale water demand forecasts and supply modelling outputs for priority urban development areas will be made.

As part of our considerations we will also look at potential competition with other water uses and provide potential solutions to barriers (e.g. legislation) and impediments to the implementation of identified non-potable schemes. This will enable us to identify preferred water resource options which will ensure reliable supply. Strategies which optimise water use efficiency and case studies which demonstrate optimal water use efficiency will be developed. Success is dependent on working with stakeholders to get an integrated approach and develop a whole of government position.

The importance of the project is reflected in the number of participating stakeholders. The Department of Water is managing the project with support from 28 participating organisations covering land use planners, water utilities, the urban development industry, irrigation industry and state and local government.

AQWEST	Department of Environment Regulation	UDIA
Irrigation Australia	Shire of Dardanup	Department of Water
Busselton Water	Department of Health	WALGA
Parks and Leisure Australia	Shire of Harvey	ERA
City of Bunbury	Department of Housing	Water Corporation
Regional Development Australia South West	South West Development Commission	Harvey Water
City of Busselton	Department of Parks and Wildlife	WA Chapter of the Australian Institute of Landscape Architects
Shire of Augusta-Margaret River	South West Water Industry Group	Department of Sports and Recreation
Department of Education	Department of Planning	Turf Industry WA
Shire of Capel		

What do we know so far?

Based on the information we have collected we have identified seven priority areas where there is a gap between supply and demand. A preliminary estimate indicates that in the next 30 years public open space shortages, excluding schools and community recreation facilities, are expected to be approximately 1 and 1.5 gigalitres in the general Busselton and Bunbury areas respectively.

One of these areas is Dunsborough, hence why we have commenced *Dunsborough Future Non-potable Water Needs* assessment as part of this project.

The Water Corporation is reviewing its long-term wastewater decisions, and the three water utilities operating in the area have prepared plans identifying future drinking water options through to 2060.

The Department of Planning and South West Development Commission are also looking at future infrastructure, with the need for secure fit-for-purpose water being identified in both the South West Regional Planning and Infrastructure Framework (Department of Planning 2015) and South West Regional Blueprint (South West Development Commission 2014). We are working together to facilitate regional development and realise innovative solutions.

How long will it take?

A draft strategy is scheduled to be completed in mid-2017.



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E: admin@bsw.asn.au
W: <http://www.businesssouthwest.com.au>
ABN: 57 159 166 820

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

01/08/2016

Dear Mike,

City of Busselton	Application No		Receipt No		City of Busselton
	CIO ID				
	04 AUG 2016				
	Property ID		Doc ID		
	Retention				

Please find below the 6 monthly report relevant to your shire for Business South West for the period of January 2016 to June 2016.

It would be appreciated if you could distribute the report to your councillors and other stakeholders.

This report is aimed to give a snapshot of assistance provided relative to your geographical area and offer some insight into the businesses in your region and the industry type they are in.

Local Government Authority 6 Monthly Report

Activity for the period 1st January 2016 to 30th June 2016 specific to the business community for the City of Busselton:

Total Client Contact Sessions (including follow-up sessions)	193
Individual Pre-Start Businesses	18
Individual New Businesses (start-ups as a result of assistance provided)	25
Individual Established Businesses	32
Jobs Created (both part time and full time)	9
Workshop Attendees	48

**_This figure is a tally of all client contact sessions we have had with clients. This also includes follow-up client contact sessions with clients for this period. Assistance includes one-on-one digital media marketing, business planning and advisory services, dispute resolution/assistance and regulatory/compliance assistance. Setting up business structures and assisting in obtaining ABN's and business names. These consultations are a mix of on site appointments at the client's premises and clients visiting our offices in Busselton.*

Workshops

Business South West conducted 5 workshops and seminars for the 6 month period covering:

Date	Event
15/02/2016	Facebook For Business Workshop
17/02/2016	Advance Xero Workshop
18/04/2016	Facebook For Business Workshop
27/04/2016	How to sell your business tax free Seminar
07/06/2016	Meet & Greet

Individual business industry sectors we have provided support for the period:

Industry Classification	Pre-Start	New	Established	Total
Accommodation and Food Services	1	2	2	5
Administrative and Support Services	0	0	1	1
Agriculture, Forestry and Fishing	2	0	1	3
Arts and Recreation Services	4	3	6	13
Construction	1	2	4	7
Education and Training	1	1	0	2
Electricity, Gas, Water and Waste Services	2	1	0	3
Financial and Insurance Services	0	0	1	1
Health Care and Social Assistance	0	3	4	7
Information Media and Telecommunications	1	0	0	1
Manufacturing	1	0	2	3
Mining	0	0	0	0
Other Services	0	6	4	10
Professional, Scientific and Technical Services	0	2	8	10
Public Administration and Safety	1	0	0	1
Rental, Hiring and Real Estate Services	0	2	0	2
Retail Trade	3	0	3	6
Transport, Postal and Warehousing	0	0	0	0
Wholesale Trade	1	3	0	4
	18	25	32	75

Should you require any further information, I am more than happy to provide this to you and welcome a call or email to 97912666 or fiona@businesssouthwest.com.au.

On behalf of the small business community, I extend a warm thank you for your continued support of our Centre and the services we are able to offer small business to help them succeed and grow.

Kind regards



Fiona Fitzgerald – CEO



This project has been supported by the Australian Small Business Advisory Services (ASBAS) programme, an Australian Government initiative.

15.2 AWARD OF TENDER RFT 05/16 FOR THE BUSSELTON FORESHORE DEVELOPMENT: DESIGN, SUPPLY AND INSTALLATION OF UTILITY SERVICES

SUBJECT INDEX:	Busselton Foreshore Infrastructure+
STRATEGIC OBJECTIVE:	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
BUSINESS UNIT:	Major Projects
ACTIVITY UNIT:	Major Projects
REPORTING OFFICER:	Executive Director - Martyn Glover
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Attachment A Confidential Utilities Services Plan Attachment B Confidential Tender Evaluation Sheet

Attachment A is confidential under Section 5.23 - 2(c) of the Local Government Act 1995 in that it deals with “a contract entered into or which may be entered into, by the local government”. Copies have been provided to Councilors, the Chief Executive Officer and Directors Only.

PRÉCIS

The Council is requested to consider the tenders received in response to Request for Tender RFT05/16 for Busselton Foreshore Development: Design, Supply and Installation of Utility Services. The tender has now closed and tender submissions have been received and evaluated. This report summarises the submissions received and recommends that Council awards RFT05/16 – Busselton Foreshore Development: Design, Supply and Installation of Utility Services Contract to Leeuwin Civil Pty Ltd, in accordance with the tender evaluation panel recommendation.

BACKGROUND

The City of Busselton’s 2016/17 Capital Works Program includes provision for the installation and replacement of utility services including sewer, water, gas and telecommunications conduits to the area of foreshore bound by Queen Street to the west, Milne Street to the east and Marine Terrace to the south (see attached plan A). The purpose of the works is to provide new and appropriate utility services to existing and proposed developments within the foreshore area including the Equinox, the Goose, Railway House, the Youth and Community Building, Milne Street Pavilion and the hotel sites.

STATUTORY ENVIRONMENT

Section 3.57 of Local Government Act 1995 requires “A local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services”.

Part 4 (Tenders) of the Local Government (Functions and General) Regulations 1996 require that tenders be publicly invited for such contracts where the estimated cost of providing the total service exceeds \$150,000.

Compliance with the Local Government Act 1995 section 3.57 is required in the issuing and tendering of contracts.

RELEVANT PLANS AND POLICIES

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

FINANCIAL IMPLICATIONS

The total budget for the Design, Supply and Installation of Utility Services at Busselton Foreshore is \$1.2 million (Cost Centre C3140).

To date \$301,073.00 has been spent on electrical transformer equipment, leaving a balance of \$898,927.00.

Leeuwin Civil submitted the most advantageous tender assessed by the evaluation panel.

The tender contract value is under the budget allowed. The tendered amount does not include any funds for potential contingencies/variations which might amount to up to 25% of the contract, due to all works being below the ground surface and the City only having limited knowledge of this substrate. There is a \$300,000 provision for connection to utilities in the Milne Street Pavilion Project (Cost Centre B9593) which will be utilized to provide the contingency at \$220,000.00 should it be required.

It is expected that any variation will be paid from the existing budget, authorised by the Superintendent.

Long-term Financial Plan Implications

STRATEGIC COMMUNITY OBJECTIVES

The installation of the Utility Services to the Busselton Foreshore Area is consistent with following the City of Busselton's Strategic Objectives:

2. Well planned, vibrant and active places;
- 2.3 Infrastructure assets are well maintained and responsibly managed to provide for future generations.

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer's recommendation has been undertaken using the City's risk assessment framework. The assessment sought to identify 'downside' risks only rather than 'upside' risks and where the risk, following implementation of controls has been identified as medium or greater are included below.

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
Delay of materials from a third party. Equipment is supplied by a sub-contractor. The worst impact would be a delay in materials delaying the completion of the project.	Early award to the contractor. Included in the contract scope and project timeline. Delay would be at contractor's risk. Liquidated damages may be imposed for delays that cause loss to the City.	Medium	Unlikely	Medium
The contractor fails to complete the installation by the end of December.	Weekly project meetings to monitor progress. Liquidated damages may be imposed for delays	Medium	Possible	Medium

	that cause loss to the City.			
The costs associated with the construction is over the Council endorsed budget due to variations to the contractors scope of work	Tender contract terms & conditions; Weekly project meetings to monitor progress and provision of a contingency budget.	Medium	Likely	Medium
The contractor fails to construct the utilities in accordance with the design.	Contract is a design and construct and Contractor will be monitored to confirm that design is being adhered to at appropriate hold points.	High	Unlikely	Medium
The installed utilities fail to meet the requirements of the City's expectations.	The Contractor's designer is required to provide professional indemnity insurance.	High	Unlikely	High

CONSULTATION

RFT05/16 was advertised in the West Australian newspaper on 28 May 2016; the Council for Community pages in the Busselton Dunsborough Mail editions on 1 June 2016; and the City of Busselton tenders website page on Monday 30 May 2016. The closing date for submissions was 6 July 2016 at 2.00pm.

OFFICER COMMENT

The City issued Request for Tender documents to forty-two (42) potential Respondents and received a total of four (4) submissions from; Leeuwin Civil, Firedam Civil, APH Contractors, and BCP Group.

The tender assessment was carried out by a tender review panel consisting of Chris Shaw - Project Coordinator (Panel Chair), Martyn Glover – Executive Director, and Sophia Moore - Contracts and Tendering Officer. A copy of all documentation was provided to each member of the tender review panel for assessment.

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

The tender required applicants to address the specified qualitative and quantitative criteria, and complete a pricing schedule for the contract.

The qualitative criteria assessed and weightings applied were as follows:

- Relevant Experience 20%
- Key Personnel Skills & Experience 20%
- Tenderer's Resources 15%
- Demonstrated Understanding 15%

The Tendered price was given a weighting of 30%.

The preferred tenderer has been recommended on the basis of a complete tender evaluation in accordance with the above.

The attached confidential Tender Evaluation and Recommendation report (Attachment B) provides the detailed evaluation outcome.

In Summary, the final ranking demonstrated that the tender from Busselton Pest and Weed Control represents the best value for money option for the City

CONCLUSION

The tender evaluation panel have completed their assessment in line with the City's tender process and Officers now recommend the Council award Busselton Foreshore Development: Design, Supply and Installation of Utility Services to Leeuwin Civil Pty Ltd.

OPTIONS

The Council may consider the following alternate options:

1. The Council chooses not to accept the Officers Recommendation and award the Tender to an alternative tenderer. In the view of the Officer's this could result in a Tender being awarded to a tenderer that has not presented the "best value" for money offer.
2. The Council may choose not to accept the Officers Recommendation and not award the tender. This would mean going back out to tender, resulting in significant delays to the contract award and potential significant delays to the development of the Busselton Foreshore.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The award of the tender can be made immediately after the Council has endorsed the Officer's recommendation. Subject to finalisation of a number of administrative requirements, the successful tenderer will receive formal written notification within seven (7) days of the resolution. All unsuccessful tender applicants will also be notified at this time.

OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

1. Endorses the outcomes of the evaluation panel's assessment in relation to Tender RFT05/16 for Busselton Foreshore Development: Design, Supply and Installation of Utility Services which has resulted in the tender submitted by Leeuwin Civil Pty Ltd being ranked as the best value for money.
2. Delegate authority to the CEO to award the contract resulting from Tender RFT05/16 to Leeuwin Civil Pty Ltd, subject to negotiations over the final price sum.

16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17. CONFIDENTIAL REPORTS

Nil

18. QUESTIONS FROM MEMBERS

19. PUBLIC QUESTION TIME

20. NEXT MEETING DATE

14 September 2016

21. CLOSURE