



## **Council Agenda**

***25 May 2016***

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

**CITY OF BUSSELTON**


**MEETING NOTICE AND AGENDA – 25 MAY 2016**

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**TO: THE MAYOR AND COUNCILLORS**

**NOTICE** is given that a meeting of the Council will be held in the Meeting Room One, Community Resource Centre, 21 Cammilleri Street, Busselton on Wednesday, 25 May 2016, commencing at 5.30pm.

Your attendance is respectfully requested.



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**MIKE ARCHER**

**CHIEF EXECUTIVE OFFICER**

12 May 2016



**CITY OF BUSSELTON**

**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 25 MAY 2016**

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

2. **ATTENDANCE**

**Apologies**

**Approved Leave of Absence**

Nil

3. **PRAYER**

The Prayer will be delivered by Reverend Ted VanSponsen from Busselton Free Reformed Church.

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 Meeting held 11 May 2016**

**RECOMMENDATION**

That the Minutes of the Council Meeting held 11 May 2016 be confirmed as a true and correct record.

**Committee Meetings**

9.2 **Minutes of the Airport Advisory Committee Meeting held 29 April 2016**

**RECOMMENDATION**

1) That the minutes of the Airport Advisory Committee Meeting held 29 April 2016 be received.

2) That the Council notes the outcomes of the Airport Advisory Committee Meeting held 29 April 2016 being:

- a) The Busselton-Margaret River Regional Airport – Airport Update item was noted.
- b) The Busselton-Margaret River Regional Airport Development Project Stakeholder Reference Group item is presented for Council consideration at item 10.1 of this agenda.

9.3 Minutes of the Finance Committee Meeting held 5 May 2016

**RECOMMENDATION**

- 1) That the minutes of the Finance Committee Meeting held 5 May 2016 be received.
- 2) That the Council notes the outcomes of the Finance Committee Meeting held 5 May 2016 being:
  - a) The Busselton Settlement Art Project: Request to Transfer Funds from Sundry Income to Restricted Assets Account and Future Funding of Remaining Statues item is presented for Council consideration at item 10.2 of this agenda.
  - b) The List of Payments Made - March 2016 item is presented for Council consideration at item 10.3 of this agenda.
  - c) The Finance Committee Information Bulletin - March 2016 was noted.
  - d) Financial Activity Statements – Period Ending 31 March 2016 item is presented for Council consideration at item 10.4 of this agenda.
  - e) The Reserve Accounts - Establishment and Purpose item is presented for Council consideration at item 10.5 of this agenda.

9.4 Minutes of the Settlement Art Project Steering Committee Meeting held 5 May 2016

**RECOMMENDATION**

- 1) That the minutes of the Settlement Art Project Steering Committee Meeting held 5 May 2016 be received.
- 2) That the Council notes the outcomes of the Settlement Art Project Steering Committee Meeting held 5 May 2016 being:
  - a) The Nomination of a New Committee Member item is presented for Council consideration at item 10.6 of this agenda.

## **10. REPORTS OF COMMITTEE**

### **10.1 Airport Advisory Committee - 29/04/2016 - BUSSELTON-MARGARET RIVER REGIONAL AIRPORT DEVELOPMENT PROJECT STAKEHOLDER REFERENCE GROUP**

<b>SUBJECT INDEX:</b>	Busselton-Margaret River Regional Airport
<b>STRATEGIC OBJECTIVE:</b>	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
<b>BUSINESS UNIT:</b>	Community Services; Commercial Services
<b>ACTIVITY UNIT:</b>	Commercial Services
<b>REPORTING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Officer Recommendation - BMRRA Development Project Stakeholder Reference Group - Terms of Reference Attachment B Committee Recommendation - BMRRA Consultative Group - Terms of Reference

**This item was considered by the Airport Advisory Committee at its meeting on 29 April 2016, the recommendations from which have been included in this report.**

#### **PRÉCIS**

Following the submission of a comprehensive Business Case to the State Government, the City of Busselton was awarded \$55.9m for the redevelopment of the Busselton Regional Airport (BRA). Since the announcement of funding a significant amount of progress has been made, including the development of a Project Definition Plan incorporating a Project Communications Plan. A key communications and engagement tool outlined in the Plan includes the establishment of a Stakeholder Reference Group to aid ongoing consultation and communication between the community and the City of Busselton as the Project Manager.

This report seeks Council's endorsement to establish a Development Project Stakeholder Reference Group and subsequent Terms of Reference to guide the functions of the Group.

#### **BACKGROUND**

In June 2015 the State Government committed to delivering a domestic airport to service the South West region. After reviewing a rigorous Business Case submitted by the South West Development Commission in 2013, the Government committed publically to allocating funding for the redevelopment of the Busselton Regional Airport (BRA).

Since the announcement a considerable amount of progress has been made, including the completion of a Project Definition Plan (PDP) which establishes the basis of the project. The PDP was formally approved by the State Government appointed Project Governance Committee on 21 April 2016. A key component of the PDP is a Stakeholder Engagement and Communications Strategy. The establishment of a Stakeholder Reference Group to act as a conduit for information sharing between the City of Busselton, peak community organisations, aviation, and tourism and business sectors is identified as a key method of engaging with the community and communicating matters relating to the Development Project.

This report sets out the proposed Terms of Reference of the Stakeholder Reference Group, including purpose, roles and responsibilities, and membership of the Group and seeks Council's endorsement of such.

## **STATUTORY ENVIRONMENT**

There are no statutory issues relating to the Officer recommendation contained within this report.

## **RELEVANT PLANS AND POLICIES**

The Busselton – Margaret River Regional Airport Master Plan (2016- 2036) and Busselton Regional Airport Statement of Intent outline the vision for the Development Project and are relevant to this report.

## **FINANCIAL IMPLICATIONS**

State Government funding of \$55.9m to deliver stage 2 has been incorporated into the City's 2015/16 adopted budget, and will form part of future budgets. The funding covers operational and capital costs associated with the project.

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

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

The Long Term Financial Plan (LTFP) is currently based on the 'here and now' scenario (stage 1), and will require updating to reflect the project, including ongoing operational and capital revenue and expenditure based on the stage 2 redevelopment. This work has commenced and will be incorporated into the future LTFP reviews. Further feasibility studies, forecasts and modeling will also be undertaken in due course on the opportunities associated with the potential development of landside aviation related industries on land surplus to the needs of the airport operations.

## **STRATEGIC COMMUNITY OBJECTIVES**

The BMRR is consistent with following 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;
- Connected City of Busselton Transport options that provide greater links within our district and increase capacity for community participation.

## **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 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. No such risks were identified.

## **CONSULTATION**

Following the announcement of State Government funding, a Project Governance Committee was established to oversee the overall deliverables of the project and associated funding. Committee

members include; South West Development Commission (SWDC), Department of Transport, Department of Treasury, Tourism WA, City of Busselton, and the Department of Regional Development as observers. The establishment of a Stakeholder Reference Group is supported by the Committee as part of the Development Project's stakeholder engagement and communications planning processes.

#### **OFFICER COMMENT**

On commencement of the planning and approvals phase for the BMRRRA Development Project a communications strategy was developed to identify key stakeholders and determine the types of communication activities to be undertaken to ensure that project communications meet the requirements and expectations of decision making authorities, funding agreements, the community, business and the City of Busselton Council.

A key element of the strategy is a BMRRRA Communications Plan which identifies all stakeholders relevant to the BMRRRA Development Project, and outlines how progress will be communicated. The Plan was developed in collaboration with funding partners Department of Regional Development, Department of Transport, and SWDC to ensure the identified strategies and tools meet the requirements of funding agreements and to enable effective and timely approval processes.

The aim of the Plan is to provide a framework that identifies all communication strategies to inform key stakeholders and promote the progress of the Development Project in an effective manner. The Plan includes the establishment of a Stakeholder Reference Group to act as a conduit for information sharing between the City of Busselton, peak community organisations, aviation, and tourism and business sectors, as outlined in attachment A. The Reference Group will:

- Provide general and relevant information and Development Project updates;
- Provide a documented forum to enable concerns of interested parties to be raised and taken into account by the City of Busselton; and
- Contribute to community understanding of the Development Project with the added outcome of wider understanding of the economic and social potential the developed airport will bring to the South West region.

It is expected that Reference Group members will provide updates to the community and industry representatives on:

- Development Project phases and activities;
- Airport operations;
- Airport Noise Management;
- Planning, regulatory and policy changes affecting the Airport;
- Construction work;
- New airport activity (such as new services) or changes to aviation services;
- Changes to Airport facilities.

It is proposed that the Reference Group will be chaired by the City of Busselton's Airport Advisory Committee Chairperson and members will be appointed by invitation. Representatives will be invited from the following sectors:

Business and Industry

Margaret River Busselton Tourism Association;  
South West Combined Chambers of Commerce;

Airport Users

Hangar Owner Group 1;  
Hangar Owner Group 2;  
Hangar Owner Group 3;  
Busselton Aero Club;  
Rio Tinto;  
Department of Fire and Emergency Services;  
Royal Flying Doctors Service;  
Surf Life Saving Australia

Community

Reinscourt;  
Kalgup;  
Yalyalup;  
Yoongarillup;

Neighbouring Property Owners

Chapman;  
Manning;  
Satterley Property Group.

Given the proximity of the Airport to the suburbs of Reinscourt, Kalgup, Yalyalup and Yoongarillup, it is proposed that residents from these areas will be able to nominate for membership via an expression of interest process and appointments will be made by the Chairperson.

The term of the appointments will be for the life of the project, finishing completion of the project, unless determined at an earlier date by agreement.

For the purposes of wider communication, outcomes of the Group will be provided on the BMRRRA website.

## **CONCLUSION**

The establishment of a Stakeholder Reference Group was identified as a key communication tool as part of the overall communications strategy for the BMRRRA Development Project, and has support from the State Government appointed Project Governance Committee. The establishment of the Group will provide the City of Busselton, as the Project Manager, the avenue to consult with the community, and business and industry representatives.

## **OPTIONS**

Council may choose not to establish a BMRRRA Development Project Stakeholder Reference Group, however engagement and communication methods relating to the project will need to be reviewed. Alternatively Council may choose to amend the proposed membership of the Group.



**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Expressions of interest for community representatives from the four identified localities will be advertised in the Council for the Community page immediately following Council's endorsement of the Officer Recommendation. Identified representatives will also be invited to participate in the Stakeholder Reference Group. It is anticipated that the first meeting will be held in June 2016.

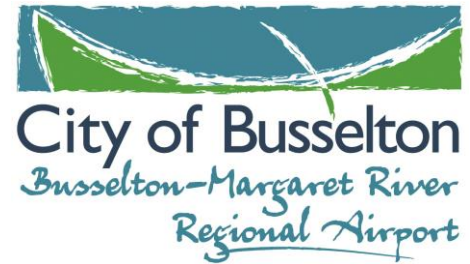
**OFFICER RECOMMENDATION**

That the Council endorses the establishment of a Busselton-Margaret River Regional Airport (BMRRA) Development Project Stakeholder Reference Group and associated Terms of Reference at Attachment A to this report to guide the functions of the Group.

Note: The Committee requested that the serving Local Member of Parliament be included in the Membership section of the Terms of Reference and that the name be changed to the Busselton-Margaret River Regional Airport (BMRRA) Consultative Group.

**COMMITTEE RECOMMENDATION**

That the Council endorses the establishment of a Busselton-Margaret River Regional Airport (BMRRA) Consultative Group and associated Terms of Reference (with name change) at Attachment B to this report to guide the functions of the Group and to include the Local Member of Parliament in the Membership section.



## **Busselton-Margaret River Regional Airport (BMRRA) Development Project**

### **Stakeholder Reference Group (SRG) - Terms of Reference**

#### **Purpose**

The role and purpose of the SRG is for the City of Busselton's Airport Project Management Team (PMT) to consult with peak community organisations, aviation, tourism and business sectors and government agencies about the BMRRA Development Project, operations and potential impacts. The SRG will:

- Provide general and relevant information and Development Project updates;
- Provide a documented forum to enable concerns of interested parties to be raised and taken into account by the City of Busselton; and
- Contribute to community understanding of the Development Project with the added outcome of wider understanding of the economic and social potential the developed airport will bring to the South West region.

The SRG members will then provide updates to the community and industry representatives on:

- Development Project phases and activities;
- Airport operations;
- Airport Noise Management;
- Planning, regulatory and policy changes affecting the Airport;
- Construction work;
- New airport activity (such as new services) or changes to aviation services;
- Changes to Airport facilities

#### **Chairperson**

The SRG chair will be the Chairperson of the City of Busselton Council Airport Advisory Committee (AAC).

#### **Secretariat Role**

The City of Busselton will provide the secretariat position on the SRG; as well as administrative support for the Chairperson. The City of Busselton will publish the minutes of the SRG on the airport website.

The role of the Secretariat is to:

- Prepare, distribute and publish records of Group meetings;
- Prepare and distribute meeting agendas in a timely manner;
- Ensure that SRG members are notified of meetings and given an opportunity to prepare for the meetings;
- Support the activities of the Chair as required.

## **Role of Airport Management**

City of Busselton Airport Management representatives will participate in the SRG and BMRRRA Operational staff will provide operational updates as required and offer items for the agenda, attend meetings and provide relevant information on the operations of the airport.

## **Meetings**

The SRG will meet bi-monthly or as determined otherwise. Responsible organisations are to provide the Secretariat with information on, and/or action taken on outcomes from a meeting at least ten (10) working days prior to the next SRG meeting. This information will be copied to the SRG members together with the agenda for the next SRG meeting.

## **Membership**

Membership of the SRG will comprise of airport users, airport operators, local authorities and any key stakeholders representing the community, local business or industry in the South West region. Membership to the SRG will be by invitation only.

The SRG will consist of:

### **City of Busselton**

- 1 x City of Busselton Airport Advisory Committee, or his/her delegate;
- 1 x Project Control Manager, City of Busselton;

### **Business and Industry**

- 1 x Representative, Margaret River Busselton Tourism Association;
- 1 x Representative, Combined Chambers of Commerce;

### **Airport Users**

- 1 x Representative, Hangar Owner Group 1;
- 1 x Representative, Hangar Owner Group 2;
- 1 x Representative, Hangar Owner Group 3;
- 1 x Representative, Busselton Aero Club;
- 1 x Representative, Rio Tinto;
- 1 x Representative, Department of Fire and Emergency Services;
- 1 x Representative, Royal Flying Doctors Service
- 1 x Representative, Surf Life Saving Australia

### **Community**

1 x Representative, Reinscourt  
1 x Representative, Kalgup  
1 x Representative, Yalyalup  
1 x Representative, Yoongarillup

Neighbouring Property Owners

1 x Representative, Chapman  
1 x Representative, Manning  
1 x Representative, Satterley Property Group.

Community Representatives will be able to nominate for membership via an Expression of Interest process advertised in Council for Community for a period of 2 weeks.

The Chairperson may invite other persons on an ad hoc basis to address the Group on particular agenda items.

**Appointments**

Appointments of new representatives to the Group will be by endorsement of the Chairperson. Appointments will be for the life of the project, commencing at the first meeting, and finishing completion of the project, unless determined by Council at an earlier date.

**Scope of Powers**

The SRG is for consultation purposes only and is not a decision-making body. The SRG is a forum for exchange of information about the BMRRRA Development Project and Airport operations.

**Proxies**

A proxy is a stand-in for a representative member unable to attend, and shall fulfil the function ordinarily incumbent to that member.

The Chairperson may approve a Proxy appointment prior to a meeting, by prior agreement with the absent Member.

**Communication of PRG Activity and Outcomes**

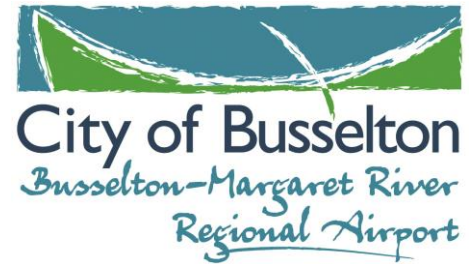
City of Busselton will provide information on the SRG on the Airport website –  
[www.busseltonmargaretriverairport.com.au](http://www.busseltonmargaretriverairport.com.au)

City of Busselton and the Chairperson (as appropriate) will make any official comment on the conduct and outcomes of the SRG.

The Project's Stakeholder Engagement and Communications Officer will inform the broader community on major issues as required.

**Review of Term of Reference**

The SRG Terms of Reference will be reviewed if the Group continues beyond the life of the Development Project. The City of Busselton will be responsible for drafting the Terms of Reference.



## **Busselton-Margaret River Regional Airport (BMRRR) Development Project**

### **BMRRR Consultative Group - Terms of Reference**

#### **Purpose**

The role and purpose of the Consultative Group (the Group) is for the City of Busselton's Airport Project Management Team (PMT) to consult with peak community organisations, aviation, tourism and business sectors and government agencies about the BMRRR Development Project, operations and potential impacts. The Group will:

- Provide general and relevant information and Development Project updates;
- Provide a documented forum to enable concerns of interested parties related to the Development Project to be raised and taken into account by the City of Busselton; and
- Contribute to community understanding of the Development Project with the added outcome of wider understanding of the economic and social potential the developed airport will bring to the South West region.

The Group members will then provide updates to the community and industry representatives on:

- Development Project phases and activities;
- Airport operations;
- Airport Noise Management;
- Planning, regulatory and policy changes affecting the Airport;
- Construction work;
- New airport activity (such as new services) or changes to aviation services;
- Changes to Airport facilities

#### **Chairperson**

The Group chair will be the Chairperson of the City of Busselton Council Airport Advisory Committee (AAC).

#### **Secretariat Role**

The City of Busselton will provide the secretariat position for the Group; as well as administrative support for the Chairperson. The City of Busselton will publish the minutes of the Group on the airport website.

The role of the Secretariat is to:

- Prepare, distribute and publish records of Group meetings;
- Prepare and distribute meeting agendas in a timely manner;
- Ensure that Group members are notified of meetings and given an opportunity to prepare for the meetings;
- Support the activities of the Chair as required.

## **Role of Airport Management**

City of Busselton Airport Management representatives will participate in the Group and BMRRR Operational staff will provide operational updates as required and offer items for the agenda, attend meetings and provide relevant information on the operations of the airport.

## **Meetings**

The Group will meet bi-monthly or as determined otherwise. Responsible organisations are to provide the Secretariat with information on, and/or action taken on outcomes from a meeting at least ten (10) working days prior to the next Group meeting. This information will be copied to the Group members together with the agenda for the next Group meeting.

## **Membership**

Membership of the Group will comprise of airport users, airport operators, local authorities and any key stakeholders representing the community, local business or industry in the South West region. Membership to the Group will be by invitation only.

The Group will consist of:

### **City of Busselton**

- 1 x City of Busselton Airport Advisory Committee, or his/her delegate;
- 1 x Project Control Manager, City of Busselton;

### **Business and Industry**

- 1 x Representative, Margaret River Busselton Tourism Association;
- 1 x Representative, Combined Chambers of Commerce;

### **Airport Users**

- 1 x Representative, Hangar Owner Group 1;
- 1 x Representative, Hangar Owner Group 2;
- 1 x Representative, Hangar Owner Group 3;
- 1 x Representative, Busselton Aero Club;
- 1 x Representative, Rio Tinto;
- 1 x Representative, Department of Fire and Emergency Services;
- 1 x Representative, Royal Flying Doctors Service
- 1 x Representative, Surf Life Saving Australia

### Community

- 1 x Representative, Member for Vasse
- 1 x Representative, Reinscourt
- 1 x Representative, Kalgup
- 1 x Representative, Yalyalup
- 1 x Representative, Yoongarillup

### Neighbouring Property Owners

- 1 x Representative, Lot
- 1 x Representative, Manning
- 1 x Representative, Satterley Property Group.

Community Representatives will be able to nominate for membership via an Expression of Interest process advertised in Council for Community for a period of 2 weeks.

The Chairperson may invite other persons on an ad hoc basis to address the Group on particular agenda items.

### **Appointments**

Appointments of new representatives to the Group will be by endorsement of the Chairperson. Appointments will be for the life of the project, commencing at the first meeting, and finishing completion of the project, unless determined by Council at an earlier date.

### **Scope of Powers**

The Group is for consultation purposes only and is not a decision-making body. The Group is a forum for exchange of information about the BMRRR Development Project and Airport operations.

### **Proxies**

A proxy is a stand-in for a representative member unable to attend, and shall fulfil the function ordinarily incumbent to that member.

The Chairperson may approve a Proxy appointment prior to a meeting, by prior agreement with the absent Member.

### **Communication of BMRRR Consultative Group Activity and Outcomes**

City of Busselton will provide information on the Group on the Airport website – [www.busseltonmargaretriverairport.com.au](http://www.busseltonmargaretriverairport.com.au)

City of Busselton and the Chairperson (as appropriate) will make any official comment on the conduct and outcomes of the Group.

The Project's Stakeholder Engagement and Communications Officer will inform the broader community on major issues as required.

### **Review of Term of Reference**

The Group Terms of Reference will be reviewed if the Group continues beyond the life of the Development Project. The City of Busselton will be responsible for drafting the Terms of Reference.

10.2 Finance Committee - 5/05/2016 - BUSSELTON SETTLEMENT ART PROJECT: REQUEST TO TRANSFER FUNDS FROM SUNDRY INCOME TO RESTRICTED ASSETS ACCOUNT AND FUTURE FUNDING OF REMAINING STATUES

<b>SUBJECT INDEX:</b>	Heritage
<b>STRATEGIC OBJECTIVE:</b>	A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.
<b>BUSINESS UNIT:</b>	Community Services
<b>ACTIVITY UNIT:</b>	Community Services
<b>REPORTING OFFICER:</b>	Cultural Development Officer - Jacquie Happ
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Nil

**This item was considered by the Finance Committee at its meeting on 5 May 2016, the recommendations from which have been included in this report.**

### **PRÉCIS**

The purpose of this report is to seek Council's approval to transfer \$2,754.58 from the Cultural Planning Sundry Income Account to the Sundry Restricted Asset Account to contribute towards future sculptures in the Busselton Settlement Art Project (BSAP) and to clarify Council's future funding of the remaining three statues.

### **BACKGROUND**

The (BSAP) is a public art initiative commemorating the successful establishment of Busselton as one of the first settlements outside Perth. The project consists of the commissioning of six (6) life-sized bronze sculptures (one per year subject to funding) at a total cost of approximately \$700,000 (ex GST). The project is overseen by a formal Committee of Council, the Busselton Settlement Art Project Steering Committee (BSAPSC).

The BSAPSC organises events to keep the project in the public realm by raising awareness and to raise funds. The BSAPSC's last fundraising event was held in November 2015 at Vasse Felix. The event featured a guest speaker and auction items, with income from the event totaling \$2,754.58. This report seeks to transfer the income to a restricted asset account to ensure the funds are put towards the commissioning of the next sculpture in the project.

### **STATUTORY ENVIRONMENT**

Under Section 5.8 of the *Local Government Act 1995* (the Act), a local government, by absolute majority, may establish committees of three or more persons to assist the Council, and to exercise the powers and discharge the duties of the local government that can be delegated to committees. Authority can be delegated to formally constituted Committees of Council in accordance with Sections 5.16 and 5.17 of the Act.

Under Section 6.8 of the Act, expenditure that is not included in the annual budget requires a resolution in advance of the expenditure with Absolute Majority.

### **RELEVANT PLANS AND POLICIES**

#### Social & Ageing Plan 2015 – 2025

It is a goal of the City's Social and Ageing Plan (2015-2025) that the City's culture is celebrated, valued and retained. The installation of the BSAP sculptures is in line with this goal.



### City of Busselton's Ten Year Financial and Corporate Business Plans

The BSAP has been identified as a key project in the City's four year Corporate Business Plan and includes an allocation of \$50,000 per year in 2015/16 and a proposed allocation of \$85,000 (subject to budget adoption) in 2016/17.

### The Local Planning Policy (6B) Percent for Art Provisions

The Percent for Art Provisions allows developers to provide a cash in lieu contribution in place of an artwork at the site of the development application. The policy enables funds which are in the Percent for Art Cash in Lieu – Public Art Restricted Funds account collected in the Busselton (East) precinct of the City of Busselton to be directed to the Settlement Art Project as a priority.

## **FINANCIAL IMPLICATIONS**

The budget transfer will reduce Council's net current position by \$2,754.58 at the end of the 2015/16 financial year. However these funds were raised for the purpose of the BSAP so it is considered appropriate to transfer the funds to a restricted asset account to allow for this in the future.

### Long-term Financial Plan Implications

From 2016/17 onwards, \$85,000 per statue for the remainder of the sculpture project has been included in the City's Long Term Financial Plan towards the commissioning of sculptures for the BSAP, however the balance funds are required to be raised in order to fund individual statues. The transfer of funds from the BSAPSC's fundraising activities in 2015/16 will assist in building funds for the commissioning of future statues. It is noted, however, that funding for only three further statues is required at \$85,000 per sculpture whilst the LTFP recently adopted allowed for four payments of \$85,000 which will be adjusted in the next review of the LTFP.

## **STRATEGIC COMMUNITY OBJECTIVES**

This matter aligns with the City of Busselton Strategic Community Plan 2013 and principally with the following strategic goal:

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 A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.

## **RISK ASSESSMENT**

An assessment of the potential implications of implementing the officer recommendation has been undertaken by the City's risk assessment framework. There are no identified risks associated with the officer recommendation.

## **CONSULTATION**

The participating members of the BSAPSC have been included in the process of discussing and forming the recommendations in this report. Consultation has also been ongoing with the Bussell family and key stakeholders identified for future sculptures yet to be commissioned.

## **OFFICER COMMENT**

Funds raised by the BSAPSC are a result of hard work in fundraising activities for the Busselton Settlement Art Project. Tickets for the event in November were sold on the basis that the profits

would go towards the project. Officers therefore recommend that the income from the Sundries Income Account (330-10900-1750-0000) of \$2,754.58 be transferred to the Sundry Restricted Asset Account for the purposes of raising funding to commission the next sculpture for the BSAP. The BSAPSC is aiming to raise circa \$20,000 in 2016/17 to enable the commissioning of the Spanish Settler.

## **CONCLUSION**

Although the transfer will reduce Council's net current position by \$2,754.58 at year end, the expectation from those who participated in the November fundraising event was that the funds raised would go towards the commissioning of the next sculpture. Significant fundraising is required for each sculpture and ongoing fundraising activities such as this will assist in reaching the funds required.

## **OPTIONS**

The Council may chose not to transfer the funds that were raised by the BSAPSC and this will reduce the total funds available to complete the next sculpture. Donations and contributions are still needed to realise the fourth sculpture of Spanish Settler.

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

Should the Officer Recommendation be endorsed, Officers will transfer the funds from the Sundry Account to the Sundry Restricted Asset Account before the end of the 2015/16 Financial Year.

## **OFFICER RECOMMENDATION**

### **ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

1. That the Council approves the transfer of \$2,754.58 from the Cultural Planning Sundry Income Account (330.10900.1750) to the Sundry Restricted Asset Account for the Busselton Settlement Art Project.
2. That the next review of the Long Term Financial Plan incorporates a minor amendment to reflect a City contribution of \$85,000 per statue for the remaining three statues.

Note: The Committee discussed and proposed the inclusion of the transfer of any remaining funds at the end of each financial year.

## **COMMITTEE RECOMMENDATION**

### **ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

1. That the Council approves the transfer of \$2,754.58 from the Cultural Planning Sundry Income Account (330.10900.1750) to the Sundry Restricted Asset Account for the Busselton Settlement Art Project.
2. That the next review of the Long Term Financial Plan incorporates a minor amendment to reflect a City contribution of \$85,000 per statue, per annum for the remaining (3) three statues with the undrawn funds being transferred to the Infrastructure Development Reserve at the end of each of the (3) three financial years.

10.3 Finance Committee - 5/05/2016 - LIST OF PAYMENTS MADE - MARCH 2016

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

**This item was considered by the Finance Committee at its meeting on 5 May 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 March 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.

**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 M112730 – M112830, EF045130 – EF045653, T007226 – T007232, and DD002697 – DD002726; together totaling \$9,696,772.78.



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

<u>MUNICIPAL ACCOUNT - MARCH 2016</u>				
<u>Date</u>	<u>Chq</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
3/03/2016	112730	CITY OF BUSSELTON	VARIOUS PAYROLL DEDUCTIONS	2,832.94
3/03/2016	112731	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	272.00
3/03/2016	112732	CANCELLED	PRINTING ERROR	0.00
8/03/2016	112733	DEPT OF THE ATTORNEY GENERAL	PROSECUTION NOTICES	105.60
3/03/2016	112734	SHANNON DEMPSTER	REFUND DOG REGISTRATION - NOW STERILISED	150.00
8/03/2016	112735	BUSSELTON CIVIL & PLANT HIRE	REFUND OF DEMOLITION BONDS	582.00
8/03/2016	112736	KYLEE WARDLE	REFUND OF BUILDING SEARCH FEE	142.00
8/03/2016	112737	CR. R BENNETT	COUNCILLOR PAYMENT	2,180.00
8/03/2016	112738	GN CONSTRUCTION (WA) PTY LTD	REFUND - BUIDING PERMIT FEES	225.81
8/03/2016	112739	CANCELLED	REISSUED ON CHEQUE 112827	0.00
8/03/2016	112740	STEPHEN O`MAHONY	REFUND OF DEMOLITION BOND	392.00
8/03/2016	112741	EAST BUSSELTON ESTATE PTY LTD	REFUND OF RATE OVERPAYMENT	577.18
8/03/2016	112742	SP REGIONAL PROPERTY GROUP PTY LTD	REFUND OF RATE OVERPAYMENT	4,279.05
8/03/2016	112743	ALH GROUP PROPERTY HOLDINGS PTY LTD	REFUND OF RATE OVERPAYMENT	260.66
8/03/2016	112744	DEPARTMENT OF TRANSPORT	SPECIAL SERIES NUMBER PLATE	327.00
9/03/2016	112745	NATURALISTE COMMUNITY CENTRE PETTY CASH	PETTY CASH REIMBURSEMENT	77.00
9/03/2016	112746	PETER MORAN ARCHITECT	REFUND PERMIT TO USE FEE - APP CANCELLED	118.00
9/03/2016	112747	LAURA LEAVER	REFUND HOLIDAY HOME REGISTRATION PAID TWICE	342.00
10/03/2016	112748	THOMAS MAZEY	ART SALES	178.50
10/03/2016	112749	VINCENT TRIGLIA	ART SALES	164.00
10/03/2016	112750	K & K HOLROYD	CROSSOVER SUBSIDY PAYMENT	215.30
10/03/2016	112751	T & B HADDON	CROSSOVER SUBSIDY PAYMENT	337.40
10/03/2016	112752	P CAMPBELL-HICKS	CROSSOVER SUBSIDY PAYMENT	235.70
10/03/2016	112753	G KNIGHT & R CADD	CROSSOVER SUBSIDY PAYMENT	337.40
10/03/2016	112754	P & K SCOTT	CROSSOVER SUBSIDY PAYMENT	222.70
10/03/2016	112755	P & C MULLIN	CROSSOVER SUBSIDY PAYMENT	249.20
10/03/2016	112756	B & J DEVEREUX	CROSSOVER SUBSIDY PAYMENT	309.60
10/03/2016	112757	J J HAYNES	CROSSOVER SUBSIDY PAYMENT	303.60
10/03/2016	112758	BUSSELTON FAMILY CENTRE	DONATION - MUD PLAY EXPO	300.00
10/03/2016	112759	BUSSELTON HOSPICE	DONATION - GAIL KEARNEY MEMORIAL GOLF DAY	500.00
10/03/2016	112760	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	98.69
10/03/2016	112761	JAIMEE WHIRLEDGE	WINNER BUSSELTON FRINGE ART PRIZE - JUNIOR	250.00
10/03/2016	112762	CATHERINE CHRISTY	WINNER BUSSELTON FRINGE ART PRIZE - SENIOR	1,000.00

List of Payments Made - March 2016

11/03/2016	112763-112766	BUSSELTON WATER BOARD	WATER SERVICES	51,124.75
11/03/2016	112767	TELSTRA CORPORATION	COMMUNICATION SERVICES	14,345.06
11/03/2016	112768-112769	WATER CORPORATION	WATER SERVICES	20,326.45
11/03/2016	112770-112771	SYNERGY	ELECTRICITY SUPPLIES	81,331.00
11/03/2016	112772	SANTINE DEVELOPMENTS PTY LTD	ROAD MAINTENANCE BOND REFUND	5,294.00
15/03/2016	112773	CATHERINE CANNIZZARO	NAT COMMUNITY CENTRE REFUND	550.00
17/03/2016	112774	CITY OF BUSSELTON	VARIOUS PAYROLL DEDUCTIONS	2,741.22
17/03/2016	112775	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	274.00
16/03/2016	112776	JOSHUA RYAN	CROSSOVER SUBSIDY PAYMENT	148.10
16/03/2016	112777	SANDRA GREENWOOD	CROSSOVER SUBSIDY PAYMENT	267.80
16/03/2016	112778	MAOMI KURASHIMA	REFUND OF BUILDING APP FEE	95.00
16/03/2016	112779	OFFICE OF THE CEO - PETTY CASH	PETTY CASH REIMBURSEMENT	499.42
16/03/2016	112780	JULIE LEE	REFUND OF ANIMAL TRAP BOND	98.00
16/03/2016	112781	DHARMAPALA BUDDHIST CENTRE	REFUND OF HALL BOND	185.00
16/03/2016	112782	QUINDALUP ARTISTS (INC)	REFUND OF HALL BOND	185.00
18/03/2016	112783	FW & EM ROSE	REFUND OF RATE OVERPAYMENT	938.52
18/03/2016	112784	B & JE PESCOD	REFUND OF RATE OVERPAYMENT	1,097.48
18/03/2016	112785	P & HG MASTERS	REFUND OF RATE OVERPAYMENT	782.18
18/03/2016	112786	SIESTA PARK PTY LTD	REFUND OF RATE OVERPAYMENT	1,582.41
21/03/2016	112787	TELSTRA CORPORATION	COMMUNICATION SERVICES	7,613.39
21/03/2016	112788	SYNERGY	ELECTRICITY SUPPLIES	4,691.55
21/03/2016	112789	CANCELLED	PRINTING ERROR	0.00
22/03/2016	112790	ADT SECURITY	CCTV SECURITY REPAIRS - BUSSELTON JETTY	484.00
22/03/2016	112791	DEPARTMENT OF TRANSPORT	WATERWAYS MANAGEMENT ANNUAL PAYMENT	330,000.00
22/03/2016	112792	BUSSELTON WATER BOARD	WATER SERVICES	592.32
22/03/2016	112793	CALLOWS CORNER NEWSAGENCY	NEWSAGENCY / STATIONERY SUPPLIES	365.90
22/03/2016	112794	WATER CORPORATION	WATER SERVICES - ACCESS LICENCE	45.83
22/03/2016	112795	DUNSBOROUGH POST OFFICE	POSTAL SERVICE - MAIL BOX RENTAL DUNS LIBRARY	438.00
22/03/2016	112796	SUBWAY	CATERING	57.00
22/03/2016	112797-112798	SYNERGY	ELECTRICITY SUPPLIES	12,534.65
22/03/2016	112799	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITIES	11,676.50
24/03/2016	112800	CITY OF BUSSELTON	REPLACE STOLEN FLOAT - ART GEO	200.00
24/03/2016	112801	TELSTRA CORPORATION	COMMUNICATION SERVICES	89.95
24/03/2016	112802	CITY OF BUSSELTON	INTERNAL PAYMENT - HALL BOOKING FEES	76.00
24/03/2016	112803	SYNERGY	ELECTRICITY SUPPLIES	776.95
30/03/2016	112804	CANCELLED	PRINTING ERROR	0.00
30/03/2016	112805	CANCELLED	PRINTING ERROR	0.00

List of Payments Made - March 2016

30/03/2016	112806	CANCELLED	PRINTING ERROR	0.00
30/03/2016	112807	MAGISTRATES COURT OF WESTERN AUSTRALIA	PROSECUTION NOTICES	105.60
31/03/2016	112808	CITY OF BUSSELTON	VARIOUS PAYROLL DEDUCTIONS	2,586.01
31/03/2016	112809	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	274.00
31/03/2016	112810	A UPFILL	REFUND TRADING IN PUBLIC PLACES FEES	260.00
31/03/2016	112811	CR. R BENNETT	COUNCILLOR REIMBURSEMENT	235.43
31/03/2016	112812	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	520.60
31/03/2016	112813	DEPARTMENT OF TRANSPORT	SPECIAL SERIES NUMBER PLATE	327.00
31/03/2016	112814	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	96.37
31/03/2016	112815	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	18.00
31/03/2016	112816	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	192.70
31/03/2016	112817	DEPARTMENT OF EDUCATION	REFUND OF HALL BOND	195.00
31/03/2016	112818	DENTAL HEALTH SERVICES	REFUND OF HALL BOND	195.00
31/03/2016	112819	NATIONAL DISABILITY SERVICES	REFUND OF HALL BOND	195.00
31/03/2016	112820	BUSSELTON MENS DARTS ASSOC	REFUND OF HALL BOND	175.00
31/03/2016	112821	ADVANCED HEARING WA	REFUND OF HALL BOND	195.00
31/03/2016	112822	WACHS MENTAL HEALTH	REFUND OF HALL BOND	195.00
31/03/2016	112823	KARLA HART	REFUND OF HALL BOND	195.00
31/03/2016	112824	C FINCH	REFUND OF HALL BOND	185.00
31/03/2016	112825	P SHANNON	REFUND OF RATE OVERPAYMENT	150.85
31/03/2016	112826	KJ TURNBALL	REFUND OF RATE OVERPAYMENT	745.43
31/03/2016	112827	J STRATTON	REFUND DEMOLITION BOND	392.00
31/03/2016	112828	SETTLERS TAVERN	REFUND TEMPORARY FOOD STALL - PAID TWICE	33.00
31/03/2016	112829	CANCELLED	PRINTING ERROR	0.00
31/03/2016	112830	SOUTH WEST GROUP OF AFFILIATED AGRICULTURAL ASSOC	DONATION-STH WEST DISTRICT DISPLAY - ROYAL SHOW	250.00
				<b>576,789.75</b>

ELECTRONIC TRANSFER PAYMENTS - MARCH 2016

<u>Date</u>	<u>EFT</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
3/03/2016	EF045130	HIF	HEALTH INSURANCE	198.30
3/03/2016	EF045131	CRAIG & SHEREE WOOD	LEASE AGREEMENT	820.00
3/03/2016	EF045132	PAY-PLAN PTY LTD	SALARY PACKAGING	11,412.97
3/03/2016	EF045133	HARCOURTS BUSSELTON	RENTAL LEASE AGREEMENT	840.00
3/03/2016	EF045134	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	187,949.00
3/03/2016	EF045135	AUSTRALIAN SERVICES UNION	UNION FEES	77.40
3/03/2016	EF045136	HBF HEALTH LIMITED	MEDICAL INSURANCE	458.60



3/03/2016	EF045137	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	338.26
3/03/2016	EF045138	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	1,148.00
3/03/2016	EF045139	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	206.00
3/03/2016	EF045140	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,815.00
3/03/2016	EF045141	CLICK SUPER	SUPERANNUATION	142,084.31
4/03/2016	EF045142-45163	CANCELLED	PROCESS ERROR	0.00
4/03/2016	EF045164	CR. G BLEECHMORE	COUNCILLOR PAYMENT	2,180.00
4/03/2016	EF045165	CR. G HENLEY	COUNCILLOR PAYMENT	7,973.75
4/03/2016	EF045166	CR. T BEST	COUNCILLOR PAYMENT	2,180.00
4/03/2016	EF045167	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	38,275.49
4/03/2016	EF045168	NAOMI SEARLE	STAFF REIMBURSEMENT - INTERNET	50.00
4/03/2016	EF045169	LINDA KUSAL	STAFF REIMBURSEMENT - VEHICLE EXPENSES	107.95
4/03/2016	EF045170	CR. J McCALLUM	COUNCILLOR PAYMENT	2,180.00
4/03/2016	EF045171	DEB HOLDEN	STAFF REIMBURSEMENT - PUBLIC RELATIONS	212.25
4/03/2016	EF045172	PAY-PLAN PTY LTD	SALARY PACKAGING	552.89
4/03/2016	EF045173	KOOKA SERVICES PTY LTD	CARAVAN PARK MANAGEMENT CONTRACT	34,833.15
4/03/2016	EF045174	BCP CIVIL & PLANT	PLANT - POSI TRAC HIRE	522.50
4/03/2016	EF045175	BAYSIDE CONCRETE CONSTRUCTION	DECORATIVE CONCRETE CONST - BSN FORESHORE	26,348.40
4/03/2016	EF045176	NAOMI DAVEY	STAFF REIMBURSEMENT - TRAINING EXPENSES	53.20
4/03/2016	EF045177	CR. R REEKIE	COUNCILLOR PAYMENT	2,180.00
4/03/2016	EF045178	CR. R PAINE	COUNCILLOR PAYMENT	2,180.00
4/03/2016	EF045179	CR. P CARTER	COUNCILLOR PAYMENT	2,180.00
4/03/2016	EF045180	WARREN LANDREBE	REFUND OF ANIMAL TRAP BOND	98.00
4/03/2016	EF045181	TERRENCE GERMAIN	REFUND OF RATE OVERPAYMENT	233.89
4/03/2016	EF045182	JIM MCLEOD-SMITH	KOOKABURRA REFUND - CANCELLATION	410.00
4/03/2016	EF045183	DELRON CLEANING BUSSELTON	CLEANING SERVICES - VARIOUS BBQ'S	48,466.18
4/03/2016	EF045184	WESTERN POWER CORPORATION	REPLACE DAMAGED POWER POLE	7,210.07
4/03/2016	EF045185	ZIPFORM	PRINTING SERVICES - RATE NOTICES	9,756.55
4/03/2016	EF045186	YALLINGUP RURAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	340.00
4/03/2016	EF045187	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	FIRE AND EMERGENCY SERVICES - ESL LEVY	556,108.86
4/03/2016	EF045188	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	15,456.70
4/03/2016	EF045189	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	1,186.63
4/03/2016	EF045190	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	42.65
4/03/2016	EF045191	COLES	COUNCIL & STAFF REFRESHMENTS	284.46
4/03/2016	EF045192	BAREFOOT BOOKS	LIBRARY RESOURCES - BOOKS	372.69
4/03/2016	EF045193	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	3,115.08
4/03/2016	EF045194	CAPERS SOUTHWEST CATERING SERVICES	CATERING - EXHIBITIONS,FAREWELLS & MEETINGS	690.00

List of Payments Made - March 2016

4/03/2016	EF045195	BUSSELTON HOCKEY STADIUM CLUB INC	INSURANCE SETTLEMENT - DAMAGED TURF	8,221.91
4/03/2016	EF045196	ABBAY BEACH RESORT	STAFF CONFERENCE - SPOT PRIZES	272.00
4/03/2016	EF045197	SUSSEX BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	923.04
4/03/2016	EF045198	LES MILLS ASIA PACIFIC	CONTRACT FEES - GLC	419.00
11/03/2016	EF045199	SALLY KING	ART SALES	66.50
11/03/2016	EF045200	ELIZABETH ROYCE	ART SALES	616.00
11/03/2016	EF045201	CR. J McCALLUM	COUNCILLOR REIMBURSEMENT	412.65
11/03/2016	EF045202	DOROTHY SADDLETON	ART SALES	22.40
11/03/2016	EF045203	WIZID PTY LTD	GLC POOL ENTRY WRISTBANDS	185.90
11/03/2016	EF045204	CDJ ENGINEERING & CONSULTANCY SERVICES	ENGINEERING - UWO GATES & GLC FRONT ENTRANCE	18,391.93
11/03/2016	EF045205	MARGARET PARKE	ART SALES	49.00
11/03/2016	EF045206	ROGER PAINE	ART SALES	31.50
11/03/2016	EF045207	AUTOMATIC SOLUTIONS	BOOM GATE - NEW CELL DEVELOPMENT	2,923.00
11/03/2016	EF045208	MATTHEW SHARP	ART SALES	164.50
11/03/2016	EF045209	PANCAKE DESIGNS RESIN	ART SALES	341.60
11/03/2016	EF045210	CASTLEVIEW HOLDINGS PTY LTD	ART SALES	170.10
11/03/2016	EF045211	OPTUS BILLING SERVICES PTY LTD	AIRPORT - FIXED INTERNET ACCESS	97.20
11/03/2016	EF045212	SUSSEX TURF CONTROL	TURF SERVICES - VARIOUS OVAL MAINTENANCE	7,638.64
11/03/2016	EF045213	NEOPOST	STATIONERY SUPPLIER	253.00
11/03/2016	EF045214	OPUS INTERNATIONAL	CONSULTANCY - BUSSELTON TRANSFER STATION	25,212.00
11/03/2016	EF045215	JACQUELINE PINNOCK	ART SALES	20.30
11/03/2016	EF045216	BAYSIDE CONCRETE CONSTRUCTION	DECORATIVE CONCRETE CONST - FORESHORE	8,014.16
11/03/2016	EF045217	MARKETFORCE PTY LTD	ADVERTISING SERVICES	669.13
11/03/2016	EF045218	CREATIVE EIGHT STUDIO	DESIGN SERVICES - AIRPORT COMMUNICATION PLAN	880.00
11/03/2016	EF045219	OCEAN AIR CARPET CARE	CLEANING SERVICES - BUILDINGS & ABLUTIONS	8,316.55
11/03/2016	EF045220	HERA	ADMIN BUILDING - STRUCTURAL ENGINEERING SERVICES	20,181.48
11/03/2016	EF045221	SOUTH WEST CRANE SERVICES	CRANE HIRE - HARRIS ROAD CONVEYOR BELT	1,782.00
11/03/2016	EF045222	FRANK CREDARO NOMINEES PTY LTD	REFUND OF RATE OVERPAYMENT	220.42
11/03/2016	EF045223	SUSAN SOUTHERN	REFUND OF RATE OVERPAYMENT	694.42
11/03/2016	EF045224	BCE SURVEYING PTY LTD	FEATURE SURVEY - BUSSELTON TRANSFER STATION	1,512.50
11/03/2016	EF045225	ERS AUSTRALIA PTY LTD	MAINTENANCE PART WASHER SERVICE	903.10
11/03/2016	EF045226	VASSE BUSHFIRE BRIGADE	MAINTENANCE PART WASHER SERVICE	897.04
11/03/2016	EF045227	YALLINGUP RURAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	284.75
11/03/2016	EF045228	CANCELLED	PRINTING ERROR	0.00
11/03/2016	EF045229	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	276.01
11/03/2016	EF045230	W A TREASURY CORPORATION	VARIOUS LOAN REPAYMENTS	791,256.78
11/03/2016	EF045231	IPWEA-WA	ENGINEERING MEMBERSHIP RENEWAL	286.00

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11/03/2016	EF045232	COLES	COUNCIL & STAFF REFRESHMENTS	236.19
11/03/2016	EF045233	BUSSELTON FOOTBALL & SPORTSMAN CLUB	ELECTRICITY REIMBURSEMENT - SOUTHBOUND	780.82
11/03/2016	EF045234	SUSSEX BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	792.54
11/03/2016	EF045235	INNOVEST CONSTRUCTION	CONSTRUCTION PICNIC SHELTERS - FORESHORE	4,461.72
11/03/2016	EF045236	GHD PTY LTD	CONSULTANCY - GROUNDWATER MONITORING	10,428.00
11/03/2016	EF045237	GEOGRAPHE CAMPING AND OUTDOORS	OUTDOOR EQUIPMENT SUPPLIER - RANGERS	149.95
11/03/2016	EF045238	GEORGE HERRING	ART SALES	68.80
11/03/2016	EF045239	OWEN G ISBEL	ART SALES	248.80
11/03/2016	EF045240	HART SPORT	GLC SPORT EQUIPMENT SUPPLIER	233.00
11/03/2016	EF045241	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	4,695.30
11/03/2016	EF045242	CELIA CLARE	ART SALES	263.20
17/03/2016	EF045243	HIF	HEALTH INSURANCE	198.30
17/03/2016	EF045244	CRAIG & SHEREE WOOD	LEASE AGREEMENT	820.00
17/03/2016	EF045245	PAY-PLAN PTY LTD	SALARY PACKAGING	11,640.61
17/03/2016	EF045246	HARCOURTS BUSSELTON	RENTAL LEASE AGREEMENT	840.00
17/03/2016	EF045247	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	190,569.00
17/03/2016	EF045248	AUSTRALIAN SERVICES UNION	UNION FEES	77.40
17/03/2016	EF045249	HBF HEALTH LIMITED	MEDICAL INSURANCE	458.60
17/03/2016	EF045250	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	317.76
17/03/2016	EF045251	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	1,148.00
17/03/2016	EF045252	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	220.00
17/03/2016	EF045253	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,685.00
17/03/2016	EF045254	CLICK SUPER	SUPERANNUATION	144,657.28
21/03/2016	EF045255	HARLEY DYKSTRA	CONTOUR SURVEY REPORT - QUEEN STREET	9,570.00
21/03/2016	EF045256	CR. G BLEECHMORE	COUNCILLOR REIMBURSEMENT	471.01
21/03/2016	EF045257	LEEWIN CIVIL PTY LTD	ROADWORKS - MARINE TERRACE UPGRADE	34,650.00
21/03/2016	EF045258	LINDA KUSAL	STAFF REIMBURSEMENT - STAFF CONFERENCE	405.00
21/03/2016	EF045259	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - ARCHITECTURAL SERVICES	34,771.00
21/03/2016	EF045260	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	181.18
21/03/2016	EF045261	ERNEST JOHNSON	STAFF REIMBURSEMENT - TRAINING EXPENSES	55.78
21/03/2016	EF045262	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	713.38
21/03/2016	EF045263	THE URBAN COFFEE HOUSE	CATERING - STAFF MEETINGS	380.00
21/03/2016	EF045264	MARKETFORCE PTY LTD	ADVERTISING SERVICES	669.13
21/03/2016	EF045265	GWEN SCADDAN	REFUND OF ANIMAL TRAP BOND	98.00
21/03/2016	EF045266	YAHAVA KOFFE WORKS WHOLESALE	TRAINING SERVICES - GLC BARISTA TRAINING	145.00
21/03/2016	EF045267	BJ HUME & G STUBBER	PLANNING BOND REFUND	5,000.00
21/03/2016	EF045268	TRISLEY'S HYDRAULIC SERVICES PTY LTD	SERVICE UV TEMPERATURE SENSOR AT GLC	979.00

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21/03/2016	EF045269	CANCELLED	PROCESS ERROR	0.00
21/03/2016	EF045270	HOG (HARLEY OWNERS GROUP)	REFUND OF HALL BOND	185.00
21/03/2016	EF045271	DREAMHUNTER INVESTMENTS PTY LTD	REFUND OF RATE OVERPAYMENT	468.05
21/03/2016	EF045272	MARTYN GLOVER	STAFF REIMBURSEMENT - BREAKFAST MEETING	100.75
21/03/2016	EF045273	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	982.69
21/03/2016	EF045274	BGC CONSTRUCTION PTY LTD	CONSTRUCTION - ADMINISTRATION BUILDING	1,929,687.26
21/03/2016	EF045275	MATTHEW SMITH	STAFF REIMBURSEMENT- SEMINAR EXPENSES	150.46
21/03/2016	EF045276	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	1,478.40
21/03/2016	EF045277	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	26.40
21/03/2016	EF045278	COLES	COUNCIL & STAFF REFRESHMENTS & GLC KIOSK	1,260.07
21/03/2016	EF045279	D W & S V ROBERTS	CONCRETE SERVICES - FOOTPATHS	3,893.16
21/03/2016	EF045280	YOONGARILLUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	17.00
21/03/2016	EF045281	MAXINE PALMER	STAFF REIMBURSEMENT - TRAINING EXPENSES	59.80
21/03/2016	EF045282	APRA LIMITED	GLC - LIVE MUSIC LICENCE RENEWALS	2,337.86
22/03/2016	EF045283	LE PTY LTD	ROAD MAINTENANCE BOND REFUND	31,987.00
24/03/2016	EF045284	DATA 3	COMPUTER SOFTWARE SUPPLIER	8,296.38
24/03/2016	EF045285	WALGA	WALGA TRAINING SERVICES	2,009.00
24/03/2016	EF045286	DICK SMITH ELECTRONICS BUSSELTON	ELECTRONIC EQUIPMENT	71.07
24/03/2016	EF045287	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES	24,961.54
24/03/2016	EF045288	MOTOR TRADERS ASSOCIATION WA (MTA)	GREEN STAMP PROGRAM / MEMBERSHIP	165.00
24/03/2016	EF045289	GOLDER ASSOCIATES PTY LTD	CONSULTANCY -GEOTECHNICAL BUSSELTON AIRPORT	19,305.00
24/03/2016	EF045290	BEYOND SAFETY	PROTECTIVE CLOTHING SUPPLIER	148.50
24/03/2016	EF045291	ROAD SIGNS AUSTRALIA	SIGNAGE SUPPLIES	1,966.25
24/03/2016	EF045292	ANDIMAPS	ADVERTISING SERVICES - ART GEO	590.00
24/03/2016	EF045293	GOOD GUYS BUSSELTON	ELECTRICAL SUPPLIES - LUMIA 550 SMART PHONES	8,400.00
24/03/2016	EF045294	BOSS OFFICE CHOICE	STATIONERY SUPPLIER	348.74
24/03/2016	EF045295	INSIGHT CALL CENTRE SERVICES	AFTER HOURS CALL CENTRE SERVICES	3,525.67
24/03/2016	EF045296	MULTICLEAN WA PTY LTD	CLEANING SERVICES - BUILDINGS & ABLUTIONS	37,693.46
24/03/2016	EF045297	CLEVERPATCH	VACATION CARE SUPPLIES	164.01
24/03/2016	EF045298	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	674.97
24/03/2016	EF045299	ACTING UP ACADEMY OF PERFORMING ARTS	ADVERTISING BUSSELTON FRINGE FESTIVAL	480.00
24/03/2016	EF045300	SHRED-SHED DOCUMENT SHREDDING	DOCUMENT SHREDDING	78.00
24/03/2016	EF045301	BATTERY ALL TYPES	BATTERY SUPPLIES	89.00
24/03/2016	EF045302	MEDILOSS BRECKEN HEALTH CARE	MEDICAL SERVICES - PRE EMPLOYMENT	171.60
24/03/2016	EF045303	TARVIA PTY LTD	ENGINEERING - STAIRCASE REPAIRS	1,565.96
24/03/2016	EF045304	JIGSAW SIGNS & PRINT	SIGNAGE - TEAR DROP BANNERS	3,850.00
24/03/2016	EF045305	BUNBURY TRUCKS	PLANT PURCHASES / SERVICES / PARTS	3,048.52

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24/03/2016	EF045306	ESPRESSO ESSENTIAL (WA) PTY LTD	LIBRARIES - COFFEE MACHINE CONSUMABLES	367.51
24/03/2016	EF045307	STOCKER PRESTON	STRATA LEVY FEES & WATER CONSUMPTION	2,335.22
24/03/2016	EF045308	TOTAL GREEN RECYCLING	RECYCLING E-WASTE SERVICES	798.60
24/03/2016	EF045309	BOSSTON CANOPIES	AUTO BODY PARTS	388.97
24/03/2016	EF045310	ALLION LEGAL	LEGAL SERVICES - EMPLOYMENT MATTERS	7,437.65
24/03/2016	EF045311	AR PLUMBING & GAS SERVICE	PLUMBING SERVICES - VARIOUS BUILDINGS	1,085.70
24/03/2016	EF045312	C & S FERAL PEST SERVICES	PEST CONTROL SERVICES - CORELLA TRAPPING	800.00
24/03/2016	EF045313	ARBOR GUY	TREE MAINTENANCE SERVICES & REPORTS	2,530.00
24/03/2016	EF045314	TOLL IPEC PTY LTD	COURIER SERVICES	8.98
24/03/2016	EF045315	SHOREWATER MARINE PTY LTD	BSN JETTY REFURBISHMENT - PILE WRAPPING	16,614.71
24/03/2016	EF045316	BROWNES DAIRY	GLC KIOSK & STAFF ROOM SUPPLIES	1,444.85
24/03/2016	EF045317	AVIATION PROJECTS PTY LTD	CONSULTANCY - BRA MASTER PLAN	11,532.40
24/03/2016	EF045318	SOUTHERN HABITAT NURSERY	NURSERY SUPPLIES - PLANTS & TREES	2,530.00
24/03/2016	EF045319	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	368.50
24/03/2016	EF045320	THE TUBE NURSERY - MARGARET RIVER	NURSERY SUPPLIES - STAFF CONFERENCE	108.00
24/03/2016	EF045321	LANDSAVE ORGANICS	LANDSCAPING - LAWN MIX CHURCHILL PARK	2,200.00
24/03/2016	EF045322	SEASONS OF PERTH	ACCOMMODATION - STAFF TRAINING	1,772.00
24/03/2016	EF045323	BEACON EQUIPMENT	PLANT MAINTENANCE EQUIPMENT	1,643.50
24/03/2016	EF045324	INSTITUTE OF SURVEYING AND CIVIL DESIGN TRAINING PTY	TRAINING SERVICES - CIVIL DESIGN	1,210.00
24/03/2016	EF045325	BRIDGESTONE	TYRE SERVICES	28,249.76
24/03/2016	EF045326	WA EXTERNAL SOLUTIONS	BUILDING MAINT- VARIOUS BUILDINGS	1,029.43
24/03/2016	EF045327	BOWMAN & ASSOCIATES PTY LTD	WASTE CONSULTANCY - DUNSBOROUGH CELL 2	14,511.75
24/03/2016	EF045328	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	2,173.82
24/03/2016	EF045329	DD & HA SMITH	PAINTING SERVICES - AGED HOUSING	1,400.00
24/03/2016	EF045330	GEO METALS	SHEET METAL SERVICES, LADDER, RAMP & BENCHES	5,698.00
24/03/2016	EF045331	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	3,606.75
24/03/2016	EF045332	AUSQ TRAINING	TRAINING SERVICES - TRAFFIC MANAGEMENT	590.00
24/03/2016	EF045333	ALL ALIVE GARDEN & PROPERTY MAINTENANCE PTY LTD	FIRE REDUCTION SERVICE	750.00
24/03/2016	EF045334	GEOGRAPHE FORD - BUSSELTON	VEHICLE PURCHASES / SERVICES / PARTS	443.00
24/03/2016	EF045335	VORGE PTY LTD	GLC GYM MERCHANDISE	1,346.40
24/03/2016	EF045336	MACQUARIE EQUIPMENT RENTALS PTY LTD	LEASING PAYMENTS	2,705.56
24/03/2016	EF045337	SYDNEY MARINA CONTRACTING PTY LTD T/A	MARINE BERTHING FACILITY	308,065.20
24/03/2016	EF045338	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	3,749.57
24/03/2016	EF045339	COMPLETE PORTABLES	PORTABLE TOILET HIRE	1,731.70
24/03/2016	EF045340	ANNA FOLEY	WELLNESS SERVICES - MANUAL HANDLING TRAINING	375.00
24/03/2016	EF045341	COVS PARTS PTY LTD	AUTOMOTIVE PARTS	300.07
24/03/2016	EF045342	SURFING WESTERN AUSTRALIA	EVENT SPONSORSHIP - TAJ SMALL FRIES	11,000.00

24/03/2016 EF045343	THOMAS HIRE PTY LTD	MACHINERY HIRE	638.40
24/03/2016 EF045344	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES - BUSSELTON FORESHORE	6,960.50
24/03/2016 EF045345	SOUTHERN CROSS AUSTERIO	RADIO ADVERTISING SERVICES - GLC	3,960.00
24/03/2016 EF045346	BUSSELTON AMATEUR BASKETBALL ASSOCIATION	KIDSPORT VOUCHER	105.00
24/03/2016 EF045347	BUKIDO TAIJUTSU	KIDSPORT VOUCHERS	3,100.00
24/03/2016 EF045348	BUSSELTON TEE-BALL ASSOCIATION INC	COMMUNITY BID ROUND 2 - 2015/2016	5,000.00
24/03/2016 EF045349	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	PUBLIC PERFORMANCE LICENCE - ART GEO	202.22
24/03/2016 EF045350	ROMEX AUSTRALIA PTY LTD	AUTOMATED CAR PARK SYSTEM REPAIRS	129.80
24/03/2016 EF045351	GROUP TRAINING SOUTH WEST	HIRE OF APPRENTICE MECHANIC	3,429.90
24/03/2016 EF045352	JSW TRAINING & COMMUNITY SERVICES	TRAINING SERVICES	2,945.75
24/03/2016 EF045353	TESTO PTY LTD	THERMOMETERS FOR HEALTH DEPT	699.60
24/03/2016 EF045354	QUEST ON RHEOLA	ACCOMMODATION - STAFF TRAINING	293.00
24/03/2016 EF045355	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES - KOOKABURRA CARAVAN PARK	22,946.00
24/03/2016 EF045356	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT TRUST	SOUTH WEST WASTE SITE SELECTION STUDY	19,756.00
24/03/2016 EF045357	JS ROADSIDE PRODUCTS	ROADSIDE PRODUCTS - GUIDE POSTS	13,266.00
24/03/2016 EF045358	MARGARET RIVER FENCING	FENCING INSTALLATION & MAINTENANCE SERVICES	7,623.00
24/03/2016 EF045359	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY LTD	RECORDS STORAGE SERVICES	1,296.54
24/03/2016 EF045360	MODERN WINDOW CLEANING	WINDOW CLEANING SERVICES	3,300.00
24/03/2016 EF045361	SOUTH WEST EMPLOYEE ASSISTANCE PROGRAM	EMPLOYEE ASSISTANCE PROGRAM	5,899.25
24/03/2016 EF045362	PACIFIC BRANDS WORKWEAR GROUP	CORPORATE UNIFORMS SUPPLIER	2,517.49
24/03/2016 EF045363	OCEANIC RURAL	RURAL SERVICES - FIRE CONTROL	1,039.50
24/03/2016 EF045364	OCEANIC MARINE	MARINE SERVICES - PFD RECHARGE KIT	28.00
24/03/2016 EF045365	ESPLANADE HOTEL FREMANTLE BY RYDGES	ACCOMMODATION - STAFF CONFERENCE	3,797.50
24/03/2016 EF045366	SPORTS PERFORMANCE & MANAGEMENT	EVENT SPONSORSHIP - VINEYARD CHALLENGE	8,800.00
24/03/2016 EF045367	RENDEZVOUS HOTEL PERTH SCARBOROUGH	ACCOMMODATION - STAFF TRAINING	277.00
23/03/2016 EF045368	CANCELLED	PRINTING ERROR	0.00
24/03/2016 EF045369	SEA CHANGE NEWS & GIFTS	LIBRARY RESOURCES - NEWSPAPERS	130.00
24/03/2016 EF045370	RST WELDING & FABRICATIONS	DEPOSIT FOR CUSTOM BUILT MOWER TRAILER	5,000.00
24/03/2016 EF045371	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	990.00
24/03/2016 EF045372	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	1,870.00
24/03/2016 EF045373	BUNBURY ARMY SURPLUS	STEELIE CAR MOUNT KIT - WASTE TRUCK	105.00
24/03/2016 EF045374	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SUPPLIES	1,002.43
24/03/2016 EF045375	BVCI PTY LTD	LID ASSEMBLIES FOR TELSTRA PITS	1,945.90
24/03/2016 EF045376	EFAX AUSTRALIA	FAX SERVICE PROVIDER	10.89
24/03/2016 EF045377	SUSSEX TURF CONTROL	TURF SERVICES - VARIOUS OVALS	4,748.00
24/03/2016 EF045378	WARREN BLACKWOOD WASTE	STREET BIN WASHING	2,359.50
24/03/2016 EF045379	BORRELL RAFFERTY ASSOCIATES PTY LTD	QUANTITY SURVEYING - ADMINISTRATION BUILDING	8,800.00

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24/03/2016	EF045380	DEPARTMENT OF HUMAN SERVICES	CHARGES FOR CENTREPAY FACILITY	220.77
24/03/2016	EF045381	KATHMANDU PTY LTD	PROTECTIVE CLOTHING SUPPLIER	127.98
24/03/2016	EF045382	ADVANCED DRIVEWAY SEALING	FOOTPATH MAINTENANCE SERVICES	1,321.00
24/03/2016	EF045383	NAMES PLUS EMBROIDERY	EMBROIDERY SERVICES - RANGERS UNIFORMS	36.00
24/03/2016	EF045384	NEOPOST	STATIONERY SUPPLIER - TONER	368.50
24/03/2016	EF045385	QUICK CORPORATE AUSTRALIA	STATIONERY AND OFFICE SUPPLIES	61.27
24/03/2016	EF045386	DYMOCKS - BUSSELTON	LIBRARY RESOURCES - BOOKS	642.32
24/03/2016	EF045387	SOUTH WEST SATELLITE TV & AUDIO	SATELLITE TV INSTALLATION & REPAIRS	1,029.00
24/03/2016	EF045388	KEY2CREATIVE	ARTWORK BUSSELTON AIRPORT	77.00
24/03/2016	EF045389	BROADWATER MEDICAL CENTRE	MEDICAL SERVICES	1,193.50
24/03/2016	EF045390	BCP CIVIL & PLANT	PLANT HIRE & ROADWORKS	7,284.76
24/03/2016	EF045391	BCP MATERIALS PTY LTD	SAND SUPPLIES - LAYMAN ROAD	8,330.45
24/03/2016	EF045392	BCP LIQUID WASTE	LIQUID WASTE SERVICES	5,314.03
24/03/2016	EF045393	D MCKENZIE T/A LITORIA ECOSERVICES	MEELUP PARK WEED CONTROL & REGENERATION	3,481.50
24/03/2016	EF045394	TAIJI HOUSE	WELLNESS PROGRAM - TAI CHI CLASSES	320.00
24/03/2016	EF045395	NATURALISTE GLASS PTY LTD	GLASS REPAIRS AND MAINTENANCE	213.52
24/03/2016	EF045396	STATEWIDE DOORS BUSSELTON	MAINTENANCE SERVICES	135.00
24/03/2016	EF045397	GRANITE NETWORKS PTY LTD	IT SERVICES AND HARDWARE	247.50
24/03/2016	EF045398	BUSSELTON MOTORCYCLES	KAWASAKI MULE VEHICLE PARTS & MAINT	415.65
24/03/2016	EF045399	ROSE AND CROWN	ACCOMMODATION - STAFF TRAINING	170.00
24/03/2016	EF045400	SOUTH WEST GAS SUPPLY	GAS SUPPLY - YALLINGUP HALL	66.00
24/03/2016	EF045401	BINDI NUTRITION PTY LTD	ENERGY & NUTRITION PRODUCTS - GLC PRO SHOP	669.80
23/03/2016	EF045402	CANCELLED	PRINTING ERROR	0.00
24/03/2016	EF045403	BCP CONTRACTORS PTY LTD	HARRIS ROAD CROSSOVERS & ASBESTOS REMOVAL	3,214.75
24/03/2016	EF045404	CANCELLED	PRINTING ERROR	0.00
24/03/2016	EF045405	EVERETT'S HOME AND YARD MAINTENANCE	MAINTENANCE SERVICES - OLD COURT HOUSE	663.80
24/03/2016	EF045406	MANA KAI CAFE	CATERING - STAFF TRAINING	642.50
24/03/2016	EF045407	MARKETFORCE PTY LTD	ADVERTISING SERVICES	1,462.86
24/03/2016	EF045408	CREATIVE EIGHT STUDIO	DESIGN SERVICES - FRINGE FESTIVAL	616.00
24/03/2016	EF045409	LOTEX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	584.52
24/03/2016	EF045410	ART INSTALL	ART TRANSPORT AND INSTALLATION	1,205.00
24/03/2016	EF045411	SPORTFIRST BUSSELTON	SPORTING PRODUCTS	823.95
24/03/2016	EF045412	ANL LIGHTING AUSTRALIA P/L	LIGHTING PRODUCTS - BUSSELTON JETTY	350.74
24/03/2016	EF045413	NILFISK PTY LTD	EQUIPMENT SERVICING - AIRPORT SCRUBBER	44.39
24/03/2016	EF045414	TROPHIES ON TIME	NAME BADGE SUPPLIER	200.00
24/03/2016	EF045415	KLEENIT PTY LTD	GRAFFITI REMOVAL	891.55
24/03/2016	EF045416	BUSSELTON AGRICULTURAL SERVICES	RURAL SUPPLIES - CHEMICALS & FERTILISER	210.00

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24/03/2016	EF045417	APP CORPORATION PTY LTD	AIRPORT PROJECT MANAGEMENT SERVICES	34,155.00
24/03/2016	EF045418	TYRECYCLE PTY LTD	TYRE RECYCLING FROM WASTE FACILITIES	2,618.31
24/03/2016	EF045419	BREON ENTERPRISES PTY LTD	BODY WORN VIDEO CAMERAS - RANGERS	1,323.19
24/03/2016	EF045420	JONES MARINE	BEACH ENCLOSURE MAINTENANCE	900.00
24/03/2016	EF045421	FRONTLINE FIRE & RESCUE EQUIPMENT	EMERGENCY RESPONSE EQUIPMENT	4,551.58
24/03/2016	EF045422	STIHL SHOP DUNSBOROUGH	PLANT PURCHASES / SERVICES / PARTS	564.80
24/03/2016	EF045423	SCHREDER AUSTRALIA PTY LTD	OUTDOOR LIGHTING - CRC BUILDING	12,615.16
24/03/2016	EF045424	ACTION KERBING	KERBING SERVICES - BUSSELTON FORESHORE	1,540.00
24/03/2016	EF045425	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES - VARIOUS BUILDINGS	3,364.01
24/03/2016	EF045426	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	4,769.01
24/03/2016	EF045427	DOWN TO EARTH TRAINING AND ASSESSING	TRAINING AND ASSESSMENT SERVICES	2,075.00
24/03/2016	EF045428	SHREDABILITY	GRANT AGREEMENT - SKATEPARK COMPETITION	11,000.00
24/03/2016	EF045429	BUNBURY COFFEE MACHINES	COFFEE MACHINE SUPPLIES - GLC CAFÉ	1,549.50
24/03/2016	EF045430	BBS COLLECTIONS PTY LTD	DEBT COLLECTION SERVICES	150.00
24/03/2016	EF045431	SPRAYMOW SERVICES	BUSH FIRE INSPECTION WORKS/WEED CONTROL	1,452.00
24/03/2016	EF045432	CARTEC TRAINING SOLUTIONS	TRAINING SERVICES - TIME MANAGEMENT	1,628.00
24/03/2016	EF045433	SOUTH WEST CRANE SERVICES	CRANE HIRE SERVICES - HARRIS ROAD	737.00
24/03/2016	EF045434	HERE THERE EVERYWHERE TRANSPORT	TRANSPORTATION - CONVEYOR BELT FOR HARRIS RD	2,288.00
24/03/2016	EF045435	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	218.24
24/03/2016	EF045436	ARTISAN ST CHOCOLATES	CORPORATE GIFT - STAFF CONFERENCE	1,600.00
24/03/2016	EF045437	NOELINE J KYLE	LIBRARY RESOURCES - BOOKS	55.00
24/03/2016	EF045438	KYLE DOWNIE PHOTOGRAPHY	PHOTOGRAPHY - ECONOMIC PROFILE PROJECT	500.00
24/03/2016	EF045439	WBHO INFRASTRUCTURE PTY LTD	CONSTRUCTION - DUNSBOROUGH WASTE CELL 1	65,999.11
24/03/2016	EF045440	NATURALISTE TIMBER FLOOR SUPPLIES	TIMBER FLOOR MAINT - CHURCHILL PARK HALL	6,930.00
24/03/2016	EF045441	NATALIE LAWTY	REIMBURSEMENT-GIFT VOUCHERS STAFF CONFERENCE	200.00
24/03/2016	EF045442	SUNGLOW NOMINEES PTY LTD	GLC AMUSEMENT RIDE INSPECTIONS	363.00
24/03/2016	EF045443	CAPEL HORSE & PONY CLUB INC	KIDSPORT VOUCHERS	675.00
24/03/2016	EF045444	GEOGRAPHE BAY COMMUNITY ENTERPRISES LTD	CO-SPONSORSHIP OF INNOVATION FORUM	712.50
24/03/2016	EF045445	CANCELLED	PRINTING ERROR	0.00
24/03/2016	EF045446	TAMAN DIAMOND TOOL SOLUTIONS	COMBI CONCRETE SAW BLADE	247.50
24/03/2016	EF045447	GINGER CAT FRAMING	ASSIST WITH VALUATION OF ART COLLECTION	209.90
24/03/2016	EF045448	RICOH AUSTRALIA PTY LTD	OFFICE EQUIPMENT SERVICES	693.00
24/03/2016	EF045449	ENVIRONMENTAL HEALTH AUSTRALIA (SA) INV	FOOD SAFETY ASSESSMENT PADS	375.10
24/03/2016	EF045450	LEEWIN RIDGE ROOF PLUMBING	PLUMBING SERVICES - LOT 40 VASSE HIGHWAY	550.00
24/03/2016	EF045451	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	2,512.32
24/03/2016	EF045452	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	338.54
24/03/2016	EF045453	BUSSELTON RURAL SUPPLIES	ANIMAL CARE FACILITY SUPPLIES	135.00



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24/03/2016	EF045454	PK COURIERS	COURIER SERVICES	633.60
24/03/2016	EF045455	DOTS POTS & OFFICE FURNITURE	OFFICE FURNITURE SUPPLIER - OFFICE CHAIRS	704.00
24/03/2016	EF045456	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	1,675.02
24/03/2016	EF045457	BELL FIRE EQUIPMENT CO	FIRE EQUIPMENT SUPPLIER	703.09
24/03/2016	EF045458	GILS MOWING	MAINTENANCE SERVICES - AGED HOUSING	405.00
24/03/2016	EF045459	ECOSYSTEMS SOLUTIONS	CONSULTANCY - WASTE FACILITY FLORA SURVEYS	18,804.50
24/03/2016	EF045460	BOC GASES AUSTRALIA LTD	GAS SERVICES	2,658.71
24/03/2016	EF045461	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	632.42
24/03/2016	EF045462	COMMERCIAL CLEANING EQUIPMENT	CLEANING EQUIPMENT REPAIRS - GLC & NCC	2,493.22
24/03/2016	EF045463	CHRISTIE PARKSAFE	PARK FURNITURE - SPARE PARTS	79.20
24/03/2016	EF045464	COMPUTER WEST	BUSSELTON LIBRARY - APPLE IPAD MINI	369.00
24/03/2016	EF045465	FENNESSY'S	VEHICLE PURCHASES / SERVICES / PARTS	37,395.75
24/03/2016	EF045466	FTE ENGINEERING	PLANT MAINTENANCE SERVICES	5,987.58
24/03/2016	EF045467	GROCOCK GLASS	GLASS WORK MAINTENANCE	210.00
24/03/2016	EF045468	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	1,637.63
24/03/2016	EF045469	JASON SIGNMAKERS	SIGNAGE SERVICES	1,006.50
24/03/2016	EF045470	T J DEPIAZZI & SONS	MARRI WOOD CHIP SUPPLIES	3,716.90
24/03/2016	EF045471	KD POWER & CO	PLANT HIRE & WEIGHBRIDGE SERVICES	4,891.70
24/03/2016	EF045472	B & J CATALANO PTY LTD	CRUSHED GRAVEL SUPPLIES	19,625.23
24/03/2016	EF045473	HOLCIM (AUSTRALIA) PTY LTD T/A HUMES	CONCRETE PIPES, LINERS & COVERS	12,041.39
24/03/2016	EF045474	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	263,694.64
24/03/2016	EF045475	BUCHER MUNICIPAL PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	5,945.06
24/03/2016	EF045476	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	2,040.42
24/03/2016	EF045477	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	WATCH AROUND WATER WRISTBANDS	264.00
24/03/2016	EF045478	BUSSELTON HOME TIMBER & HARDWARE	HARDWARE SERVICES	2,010.56
24/03/2016	EF045479	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	1,322.99
24/03/2016	EF045480	RAECO INTERNATIONAL PTY LTD	LIBRARY RESOURCES - STATIONERY	513.48
24/03/2016	EF045481	DELRON CLEANING BUSSELTON	CLEANING SERVICES - VARIOUS BBQ'S	17,096.85
24/03/2016	EF045482	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	134.90
24/03/2016	EF045483	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SUPPLIES - VARIOUS FOOTPATHS	13,065.61
24/03/2016	EF045484	SPORTS POWER	SPORT EQUIPMENT SUPPLIER - GLC	196.00
24/03/2016	EF045485	SOUTH WEST MACHINING CENTRE	STEEL PRODUCTS SUPPLIER	1,741.30
24/03/2016	EF045486	GEOGRAPHE PETROLEUM	FUEL SERVICES	13,398.22
24/03/2016	EF045487	AMD CHARTERED ACCOUNTANTS	ACCOUNTANCY SERVICES - COASTWEST GRANT	462.00
24/03/2016	EF045488	LANDGATE (VALUER GENERAL'S OFFICE)	LAND RATING VALUATIONS	3,388.20
24/03/2016	EF045489	PENDREY AGENCIES P/L	CHEMICALS, FERTILISER & RURAL SUPPLIES	6,146.80
24/03/2016	EF045490	STAPLES AUSTRALIA PTY LTD	STATIONERY SUPPLIER	843.25

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24/03/2016	EF045491	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASES / SERVICES / PARTS	36,353.27
24/03/2016	EF045492	COURIER AUSTRALIA	COURIER SERVICES	594.59
24/03/2016	EF045493	THINK WATER DUNSBOROUGH PUMPS & RETICULATION	RETICULATION - AGED HOUSING	132.00
24/03/2016	EF045494	DUNSBOROUGH BOBCAT SERVICE	EARTHMOVING - BOBCAT HIRE	4,851.00
24/03/2016	EF045495	BUSSELTON VETERINARY HOSPITAL	VETERINARY SERVICES	334.90
24/03/2016	EF045496	JACKSON'S DRAWING SUPPLIES	ART EQUIPMENT SUPPLIES - STAFF CONFERENCE	1,397.91
24/03/2016	EF045497	MERCURE HOTEL PERTH	ACCOMMODATION - STAFF TRAINING	2,233.00
24/03/2016	EF045498	PRO-LINE KERBING	KERBING SERVICES - VARIOUS ROADWORKS	51,625.53
24/03/2016	EF045499	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	2,468.33
24/03/2016	EF045500	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTISING SERVICES - ART GEO	288.00
24/03/2016	EF045501	SW PRECISION PRINT	PRINTING SERVICES	9,719.00
24/03/2016	EF045502	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	3,620.59
24/03/2016	EF045503	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	4,099.15
24/03/2016	EF045504	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	1,897.00
24/03/2016	EF045505	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	84.82
24/03/2016	EF045506	BAY SIGNS	SIGNAGE SERVICES & SUPPLIES	1,347.50
24/03/2016	EF045507	ACTIV FOUNDATION INC	PARKS & WASTE MAINTENANCE SERVICES	29,320.50
24/03/2016	EF045508	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	11,835.10
24/03/2016	EF045509	WEST OZ LINEMARKING	LINE MARKING SERVICES	1,600.50
24/03/2016	EF045510	ALL BUSSELTON GAS & PLUMBING SERVICE	PLUMBING SERVICES - AGED HOUSING	1,289.23
24/03/2016	EF045511	MILDWATERS ELECTRICAL	ELECTRICAL SERVICES - BUSSELTON FORESHORE	6,592.27
24/03/2016	EF045512	WORKFORCE ROAD SERVICES	DUNS ELECTRIC CHARGING STATION - LINEMARKING	814.00
24/03/2016	EF045513	PROTECTOR ALSAFE	FIRE WARDEN TRAINING	900.00
24/03/2016	EF045514	CCH AUSTRALIA LIMITED	SUBSCRIPTION - AUST MASTER TAX GUIDE	171.08
24/03/2016	EF045515	WESTRAC EQUIPMENT P/L	PLANT PURCHASES / SERVICES / PARTS	15,310.20
24/03/2016	EF045516	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIES	2,573.95
24/03/2016	EF045517	LAWRENCE & HANSON	ELECTRICAL & PROTECTIVE CLOTHING SUPPLIES	3,453.85
24/03/2016	EF045518	B & B STREET SWEEPING	STREET SWEEPING SERVICE	18,264.40
24/03/2016	EF045519	UNIQCO INTERNATIONAL	UNIFLEET SERVICES - MONTHLY SUBSCRIPTION	1,051.41
24/03/2016	EF045520	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	1,141.48
24/03/2016	EF045521	PRESTIGE AUTO & CANVAS	PLANT PURCHASES / SERVICES / PARTS	275.00
24/03/2016	EF045522	AMITY SIGNS	SIGNAGE SERVICES	359.70
24/03/2016	EF045523	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	5,022.49
24/03/2016	EF045524	BRAD SCOTT ELECTRICAL CONTRACTOR	ELECTRICAL - BSN FORESHORE & VARIOUS BUILDINGS	82,241.95
24/03/2016	EF045525	PENFOLDS TRANSPORT PTY LTD	SEMI TIPPER HIRE TO CART GRAVEL	4,521.00
24/03/2016	EF045526	KLEENHEAT GAS	GAS SERVICES	893.74
24/03/2016	EF045527	P & G BODY BUILDERS PTY LTD	STENCO PULLEYS & CABLE FOR TRAILER	286.00

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24/03/2016	EF045528	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	2,652.98
24/03/2016	EF045529	BUSSELTON SEA SCOUTS GROUP	KIDSPORT VOUCHERS	600.00
24/03/2016	EF045530	RUBEK AUTOMATIC DOORS	AUTOMATIC DOOR SERVICES - GLC	9,482.00
24/03/2016	EF045531	VASSE WEED & PEST CONTROL	PEST CONTROL SERVICES - AGED HOUSING	220.00
24/03/2016	EF045532	BENARA NURSERY	NURSERY SUPPLIES	393.80
24/03/2016	EF045533	BUSSELTON REFRIGERATION & AIRCONDITIONING	DE-GAS FRIDGES AT WASTE FACILITIES	883.30
24/03/2016	EF045534	CAMPBELLS	GLC KIOSK PURCHASES	1,300.54
24/03/2016	EF045535	CHEM CENTRE	LABORATORY SERVICES - WATER SAMPLE TESTING	1,237.50
24/03/2016	EF045536	M & B SALES	HARDWARE SUPPLIES	424.08
24/03/2016	EF045537	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	12,246.00
24/03/2016	EF045538	COATES HIRE	PLANT & GENERATOR HIRE SERVICES	7,056.50
24/03/2016	EF045539	IPWEA-WA	TRAINING SERVICES	7,415.00
24/03/2016	EF045540	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	257.60
24/03/2016	EF045541	SIGMA COMPANIES GROUP PTY LTD	POOL CHEMICAL SUPPLIER	402.99
24/03/2016	EF045542	BAREFOOT BOOKS	LIBRARY RESOURCES - BOOKS	594.13
24/03/2016	EF045543	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES & STAFF TRAINING	6,711.38
24/03/2016	EF045544	DUNSBOROUGH & DISTRICTS WATER CARTAGE	WATER CARTAGE SERVICES - DUST SUPPRESSION	1,188.00
24/03/2016	EF045545	CAPERS SOUTHWEST CATERING SERVICES	CATERING - ART GEO, FAREWELL & COUNCIL MEETINGS	4,595.00
24/03/2016	EF045546	BUSSELTON HOCKEY STADIUM CLUB INC	GRANT - REPAIRS TO WESTERN BALCONY	5,500.00
24/03/2016	EF045547	BUSSELTON JETTY ENVIRONMENT & CONS	REIMBURSEMENT - ELECTRICITY ON JETTY	1,363.81
24/03/2016	EF045548	SOUTHERN MACHINING & MAINTENANCE	MAINTENANCE SERVICES	264.00
24/03/2016	EF045549	SOILS AINT SOILS	NURSERY SERVICES - STREET TREES	79.80
24/03/2016	EF045550	KALLOORUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	137.85
24/03/2016	EF045551	CARBONE BROS PTY LTD	SUPPLY & DELIVER CRUSHED LIMESTONE	2,061.78
24/03/2016	EF045552	BUSSELTON SWIMMING CLUB	KIDSPORT VOUCHER	200.00
24/03/2016	EF045553	BUSSELTON WELDING SERVICES	WELDING SERVICES	216.70
24/03/2016	EF045554	EARTH 2 OCEAN COMMUNICATIONS VICMAR	COMMUNICATION - RADIO PURCHASE & REPAIRS	3,491.50
24/03/2016	EF045555	ELITE CARPET DRYCLEANING	CARPET CLEANING SERVICES - AGED HOUSING	334.00
24/03/2016	EF045556	BUNBURY HIAB AND TILTRAY (HOTMAC GOLD PTY LTD T/AS	TILT TRAY SERVICES - TRANSPORT E-WASTE	968.00
24/03/2016	EF045557	DUNSBOROUGH & DISTRICTS PROGRESS ASSOC INC.	EVENT SPONSORSHIP - DUNS ARTS FESTIVAL	12,100.00
24/03/2016	EF045558	JOSCO SURFACE FINISHING PRODUCTS PTY LTD	PLANT MAINTENANCE SERVICES	1,837.00
24/03/2016	EF045559	SPEEDO AUSTRALIA	PRO SHOP SUPPLIES - GLC	1,630.20
24/03/2016	EF045560	BUSSELTON SOFTBALL ASSOCIATION	COMMUNITY BID - ROUND 2	5,000.00
24/03/2016	EF045561	TYREPOWER BUSSELTON	PLANT TYRE SUPPLIER / REPAIRER	1,040.00
24/03/2016	EF045562	REECE PTY LIMITED	PLUMBING SERVICES - VARIOUS BUILDINGS	4,213.79
24/03/2016	EF045563	AUTO - ONE	PLANT PURCHASES / SERVICES / PARTS	2,951.42
24/03/2016	EF045564	AURECON AUSTRALIA PTY LTD	CONSULTANCY-BUSSELTON MARGARET RIVER AIRPORT	24,200.00

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24/03/2016	EF045565	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPING	8,890.77
24/03/2016	EF045566	GHD PTY LTD	CONSULTANCY - GROUNDWATER MONITORING	11,007.70
24/03/2016	EF045567	PASSMORE AUTOMOTIVE	VEHICLE MAINTENANCE SERVICES	362.70
24/03/2016	EF045568	CAPE CELLARS BUSSELTON	COUNCIL REFRESHMENTS	399.28
24/03/2016	EF045569	NVMS (NOISE & VIBRATION SYSTEMS) P/L	NOISE LEVEL ANALYSER CALIBRATION	1,160.50
24/03/2016	EF045570	GLOBE SIGN CO.	SIGNAGE SERVICES	171.60
24/03/2016	EF045571	CROSS SECURITY SERVICES	SECURITY INSTALLATION & MAINTENANCE SERVICES	14,098.46
24/03/2016	EF045572	BURKE AIR	AIR CONDITIONING INSTALLATION & MAINTENANCE	4,569.40
24/03/2016	EF045573	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	3,240.43
24/03/2016	EF045574	ART ON THE MOVE	ART GEO - EXHIBITION HIRE FEE	2,200.00
24/03/2016	EF045575	WML CONSULTANTS PTY LTD	CONSULTANCY - MARINE BERTHING DESIGN	2,927.38
24/03/2016	EF045576	LOCK AROUND THE CLOCK	SECURITY SERVICES & REPAIRS	2,527.90
24/03/2016	EF045577	SOUTH WEST INSTITUTE OF TECHNOLOGY	TRAINING SERVICES - HORTICULTURAL CERTIFICATE	577.25
24/03/2016	EF045578	LEEWIN TRANSPORT	COURIER SERVICES	1,598.44
24/03/2016	EF045579	SOUTH WEST CONCRETE CUTTING & DRILLING	MAINTENANCE SERVICES - CONCRETE CUTTING	585.83
24/03/2016	EF045580	SOUTH WEST CHEMICAL SERVICES	CHEMICAL SERVICES - SEPTAGE SLUDGE & ASBESTOS	2,581.15
24/03/2016	EF045581	GEOGRAPHE CAMPING AND OUTDOORS	WORK BOOTS - MEELUP REGIONAL PARK	119.00
24/03/2016	EF045582	FOXTEL CABLE TELEVISION PTY LTD	CABLE TV SUBSCRIPTION - GLC	420.00
24/03/2016	EF045583	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	3,680.41
24/03/2016	EF045584	HERBERT SMITH FREEHILLS	LEGAL SERVICES - AIRPORT EXPANSION CONTRACT	5,365.39
24/03/2016	EF045585	GEOFF LEESONS RADIATOR CENTRE	PLANT PURCHASES / SERVICES / PARTS	1,699.50
24/03/2016	EF045586	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	567.40
24/03/2016	EF045587	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCE	990.00
24/03/2016	EF045588	DUNSBOROUGH YALLINGUP CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	250.00
24/03/2016	EF045589	CITY AND REGIONAL FUELS	FUEL SERVICES	4,055.68
24/03/2016	EF045590	LD TOTAL	LANDSCAPING SERVICES - BUSSELTON FORESHORE	9,156.35
24/03/2016	EF045591	MUSEUMS AUSTRALIA	ART GEO - MEMBERSHIP	250.00
24/03/2016	EF045592	TOTAL HORTICULTURAL SERVICES	LANDSCAPING - BSN FORESHORE & PLAYGROUNDS	20,919.81
24/03/2016	EF045593	VINEPOWER MARGARET RIVER PTY LTD	WEED CONTROL & MAINTENANCE - VARIOUS AREAS	12,795.81
24/03/2016	EF045594	T&V FENCING CONTRACTORS	SECURITY GATES HARRIS ROAD	3,063.50
24/03/2016	EF045595	TOTALLY SOUND	SUPPLY & INSTALL IT EQUIPMENT	1,921.04
24/03/2016	EF045596	LOCAL BINS	BULK BIN SERVICES - AGED HOUSING	380.00
24/03/2016	EF045597	GUMPTION PTY LTD	ADVERTISING SERVICES	975.00
24/03/2016	EF045598	BDA TREE LOPPING	TREE LOPPING SERVICES	54,314.70
24/03/2016	EF045599	BAY CABINETS	FURNITURE PRODUCT SUPPLIER	363.00
24/03/2016	EF045600	TRADE HIRE	PLANT HIRE EQUIPMENT SERVICES	7,457.70
24/03/2016	EF045601	DOOR HARDWARE SOLUTIONS	HARDWARE SERVICES	626.34

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24/03/2016	EF045602	MJ & AR BAMFORD	BUSSELTON AIRPORT STUDY ON WATERBIRDS RISK	4,444.00
24/03/2016	EF045603	ALLOY & STAINLESS PRODUCTS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	141.26
24/03/2016	EF045604	INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA	TRAINING SERVICES - PROOF READING SKILLS	435.00
24/03/2016	EF045605	BACK TO FRONT PROPERTY CARE	MAINTENANCE SERVICES - AGED HOUSING	5,182.61
24/03/2016	EF045606	CAPE RURAL CONTRACTING	FIRE CONTROL SERVICES	2,255.00
24/03/2016	EF045607	VASSE DISTRICT COMMUNITY CENTRE	REIMBURSEMENT - EXISTING OVAL UPGRADE	1,679.70
24/03/2016	EF045608	AMBERGATE PLUMBING	PLUMBING SERVICES - VARIOUS BUILDINGS	10,756.76
24/03/2016	EF045609	LGMA (WA) DIVISION	TRAINING SERVICES	2,630.00
24/03/2016	EF045610	JUICE PRINT	PRINTING SERVICES	3,480.00
24/03/2016	EF045611	ALLEASING PTY LTD	COMPUTER LEASING PAYMENTS	87,361.75
24/03/2016	EF045612	ROBYN PAICE	ENVIRONMENTAL SERVICES - MOSQUITO MONITORING	5,100.00
24/03/2016	EF045613	BROADWATER BRICK PAVING	HEADWALL CONSTRUCTION - LAYMAN ROAD	2,780.00
24/03/2016	EF045614	PHONOGRAPHIC PERFORMANCE CO. OF AUST. LTD.	LICENCE RENEWALS - OLD COURTHOUSE	153.34
24/03/2016	EF045615	SUSSEX INDUSTRIES	SURVEYING EQUIPMENT SUPPLIER	155.36
24/03/2016	EF045616	CRAVEN FOODS BUSSELTON	GLC KIOSK PURCHASES	85.74
24/03/2016	EF045617	FIRST CAPE NATURALISTE SCOUT GROUP	COMMUNITY BID - ROUND 2	3,300.00
24/03/2016	EF045618	DUNSBOROUGH BAY YACHT CLUB	KIDSPORT VOUCHER	50.00
24/03/2016	EF045619	MJB INDUSTRIES PTY LTD	DRAINAGE - BOX CULVERT & STORMWATER LINER	1,322.13
24/03/2016	EF045620	BEACHSIDE BUILDING & MAINTENANCE	MAINTENANCE SERVICES - VARIOUS BUILDINGS	1,272.00
24/03/2016	EF045621	SHORE COASTAL PTY LTD	CONSULTANCY SERVICES - COASTAL WORKS	11,731.50
24/03/2016	EF045622	DELL AUSTRALIA PTY LTD	COMPUTER EQUIPMENT SUPPLIER	1,254.00
24/03/2016	EF045623	HART SPORT	SPORT EQUIPMENT SUPPLIER - GLC	238.10
24/03/2016	EF045624	BRIAN FISHER FABRICATIONS	FORREST ROAD BRIDGE GUARDRAIL REPAIRS	3,095.40
24/03/2016	EF045625	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	200.15
24/03/2016	EF045626	HIP POCKET WORK WEAR AND SAFETY	UNIFORM & PROTECTIVE CLOTHING SUPPLIER	2,052.46
24/03/2016	EF045627	CLARKE CONSTRUCTIONS	TIMBER SUPPLIES - MARINE BERTHING PLATFORM	250.00
24/03/2016	EF045628	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	204.45
24/03/2016	EF045629	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	1,140.20
24/03/2016	EF045630	T-QUIP	MOWER PARTS & SERVICE	632.25
24/03/2016	EF045631	CANCELLED	PRINTING ERROR	0.00
24/03/2016	EF045632	D MCKENZIE T/A LITORIA ECOSERVICES	MEELUP PARK WEED CONTROL & REGENERATION	6,193.00
24/03/2016	EF045633	PREMIUM PUBLISHING	MARKETING ADVERTISING - ART GEO	495.00
24/03/2016	EF045634	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	297.06
24/03/2016	EF045635	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	VISITOR CENTRE FUNDING & PEEL TCE RENT	44,770.00
24/03/2016	EF045636	FIONA SLEE	CLEANING SERVICES - SES & DUNS FIRE STATION	162.50
24/03/2016	EF045637	OCEAN AIR CARPET CARE	CLEANING SERVICES - BUILDINGS & ABLUTIONS	5,419.15
24/03/2016	EF045638	JONES MARINE	BEACH ENCLOSURE MAINTENANCE	750.00

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24/03/2016	EF045639	BUSSELTON DUNSBOROUGH MAIL	ADVERTISING SERVICES	2,050.00
24/03/2016	EF045640	AUSTRALIAN BARBELL COMPANY	FITNESS EQUIPMENT - NCC	1,278.86
24/03/2016	EF045641	COLES	COUNCIL & STAFF REFRESHMENTS	256.35
31/03/2016	EF045642	HIF	HEALTH INSURANCE	198.30
31/03/2016	EF045643	CRAIG & SHEREE WOOD	LEASE AGREEMENT	820.00
31/03/2016	EF045644	PAY-PLAN PTY LTD	SALARY PACKAGING	12,006.47
31/03/2016	EF045645	HARCOURTS BUSSELTON	RENTAL LEASE AGREEMENT	840.00
31/03/2016	EF045646	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	192,992.00
31/03/2016	EF045647	AUSTRALIAN SERVICES UNION	UNION FEES	77.40
31/03/2016	EF045648	HBF HEALTH LIMITED	MEDICAL INSURANCE	458.60
31/03/2016	EF045649	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	317.76
31/03/2016	EF045650	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	1,148.00
31/03/2016	EF045651	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	222.00
31/03/2016	EF045652	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,885.00
31/03/2016	EF045653	CLICK SUPER	SUPERANNUATION	145,393.77
				<b><u>7,014,989.77</u></b>

**TRUST ACCOUNT - MARCH 2016**

<u>Date</u>	<u>IVP</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
8/03/2016	007226	GN CONSTRUCTION (WA) PTY LTD	REFUND - APPLICATION CANCELLED	237.81
8/03/2016	007227	BUSSELTON CIVIL & PLANT HIRE	REFUND - APPLICATION CANCELLED	61.65
9/03/2016	007228	DEPARTMENT OF COMMERCE, BUILDING COMMISSION	REGISTRATIONS / LEVY PAYMENTS	29,174.55
9/03/2016	007229	CONSTRUCTION TRAINING FUND	BCITF LEVY	9,115.46
9/03/2016	007230	CITY OF BUSSELTON	BSL & CTF LEVY COMMISSION	911.75
16/03/2016	007231	NAOMI KURASHIMA	REFUND - APPLICATION CANCELLED	131.65
22/03/2016	007232	CONSTRUCTION TRAINING FUND	BCITF LEVY ADJUSTMENT	230.00
				<b><u>39,862.87</u></b>

**INTERNAL PAYMENT VOUCHERS - MARCH 2016**

<u>Date</u>	<u>Trust Chq</u>	<u>Name</u>	<u>Description</u>	
2/03/2016	DD002697	ANZ ONLINE PAY 18	FORTNIGHTLY PAY	653,890.54
3/03/2016	DD002698	ANZ ONLINE PAY	SPECIAL PAY	1,154.50
4/03/2016	DD002699	KP HYDE	REFUND OF RATE OVERPAYMENT	495.71
11/03/2016	DD002700	LES MILLS ASIA PACIFIC	NCC PROGRAM CONTRACT FEES	545.95
1/03/2016	DD002701	LES MILLS ASIA PACIFIC	GLC PROGRAM CONTRACT FEES	818.92
1/03/2016	DD002702	COMMONWEALTH BANK	BANK FEES	832.69

List of Payments Made - March 2016

1/03/2016	DD002703	ANZ BANK	BANK FEES	5,373.17
2/02/2016	DD002704	ANZ BANK	BANK FEES	234.68
3/03/2016	DD002705	ANZ BANK	BANK FEES	103.31
3/03/2016	DD002706	AK HOMES	REFUND DEVELOPMENT APP VIA BPAY	120.00
8/03/2016	DD002707	D WATSON	REFUND OF DEVELOPMENT APPLICATION	224.41
7/03/2016	DD002708	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	52,592.56
28/02/2016	DD002709	ANZ BANK - VISA CARD	CREDIT CARD PAYMENT	8,611.37
21/03/2016	DD002710	ANZ ONLINE PAY	SPECIAL PAY	6,415.18
16/03/2016	DD002711	ANZ ONLINE PAY 19	FORTNIGHTLY PAY	658,328.38
16/03/2016	DD002712	ANZ ONLINE PAY	SPECIAL PAY	141.05
18/03/2016	DD002713	CWN HARVEY-WEDEN	REFUND OF RATE OVERPAYMENT	577.18
15/03/2016	DD002714	AS GRANT	REFUND OF RATE OVERPAYMENT	999.47
15/03/2016	DD002715	C & K AVERY	REFUND OF RATE OVERPAYMENT	1,603.53
21/03/2016	DD002716	EF & R HORSLEY	REFUND OF RATE OVERPAYMENT	170.00
17/03/2016	DD002717	K HANDYSIDE	REFUND OF HEALTH APPLICATION	224.00
16/03/2016	DD002718	PRIME URBAN	REFUND OF DEVELOPMENT APPLICATION	5,648.53
1/03/2016	DD002719	ANZ BANK	BANK FEES	1,493.99
15/03/2016	DD002720	COMMONWEALTH BANK	BANK FEES	117.61
15/03/2016	DD002721	FLEXIRENT CAPITAL PTY LTD	DUNSBOROUGH LIBRARY - LEASING PAYMENTS	220.02
15/03/2016	DD002722	FLEXIRENT CAPITAL PTY LTD	BUSSELTON LIBRARY - LEASING PAYMENTS	237.80
30/03/2016	DD002723	ANZ ONLINE PAY 20	FORTNIGHTLY PAY	660,963.48
30/03/2016	DD002724	K HANDYSIDE	REFUND OF HEALTH APPLICATION	224.00
30/03/2016	DD002725	BRL HARDY RF149	REFUND OF RATE OVERPAYMENT	2,295.36
30/03/2016	DD002726	V LEWIS	REFUND OF RATE OVERPAYMENT	473.00
				<u><u>2,065,130.39</u></u>

10.4 Finance Committee - 5/05/2016 - FINANCIAL ACTIVITY STATEMENTS – PERIOD ENDING 31 MARCH 2016

<b>SUBJECT INDEX:</b>	Budget Planning and Reporting
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Financial Services
<b>ACTIVITY UNIT:</b>	Financial Services
<b>REPORTING OFFICER:</b>	Manager, Financial Services - Victoria Wilmot Financial Accountant - Ehab Gowegati
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Matthew Smith
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Financial Activity Statements - March 2016

**This item was considered by the Finance Committee at its meeting on 5 May 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 31 March 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 year to date basis, the following financial reports are attached hereto:

- Statement of Financial Activity

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

- Net Current Position

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

- Capital Acquisition Report

This report provides year to date 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 year to date basis.

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

## COMMENTS ON FINANCIAL ACTIVITY TO 31 MARCH 2016

Comments on the financial activity and a brief explanation of the variances is provided below.

### Operating Activity

▪ Operating Revenue

As at 31 March 2016, there is a variance of +1% in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Interest Earnings	+23%	+\$357
Profit on Asset Disposal	+17%	+\$2

### **Interest Earnings (+\$357K)**

The current variance on interest earnings is primarily attributable to:

- Late payment interest +\$25k;
- Instalment plan interest +8k;
- Interest on Municipal funds -\$21k;
- Interest on reserve funds +\$158k. The reserves balance currently includes the \$16.9m loan funds for the Administration building redevelopment which is yet to be utilised to offset project expenditure. Due to the higher than anticipated balance at this time, interest earned has exceeded budget projections. It should be noted of the \$158k in additional interest, \$118k is attributable to the Civic and Administration Centre Construction Reserve;
- Interest on restricted funds +\$187k. Relates to interest on airport funds which is not budgeted for. It is noted that the Airport grant agreement requires these funds be applied towards the Airport project.

### **Profit on Asset Disposals (+\$2K)**

The current minor 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 31 March 2016, there is a variance of -7% in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Materials and Contracts	-22%	-\$2,505
Other Expenses	-21%	-\$477
Allocations	+12%	+\$194
Loss on Asset Disposal	+40%	+\$25

**Materials and Contracts (-\$2,505K)**

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. Material reporting variances are as follows:

- **Information Technology**

Information technology favourable variance of -\$193k as compared to year to date budget is mainly attributable to consultancy -\$54k, computer software licenses -\$30k, GIS Costs -\$32k, lease of equipment -\$65k. It is anticipated that the full budget allocation will be spent.

- **Community Recreation Centres**

Community recreation centres have an overall favourable variance of -\$91k. This is attributable to the Naturaliste Community Centre -\$57k, and the Geographe Leisure Centre -\$35k below year to date budget. To maintain the net operating positions forecast, expenditure at both the GLC and NCC is being strictly prioritised and delayed wherever possible.

- **Environmental Planning**

Environmental planning is overall favourable -\$106k, with implementation of management plans being down as compared to budget by -\$78k. This is attributable to timing differences associated with the utilisation of contractors and the seasonality of the work that is required.

- **Busselton Jetty**

Busselton Jetty contractor costs are under year to date budget estimates by approximately -\$440k. Jetty works are funded from the jetty reserve therefore this variance will have no impact on the City's year end net financial position. It is anticipated that there will significant works to be undertaken on the jetty in the next three months and so much of this budget will be expended.

- **Meelup Regional Park**

The Meelup Regional Park budget is underspent by -\$88k. This is mainly attributable to seasonal scheduling of expenditure on trail maintenance works -\$36k and vegetation rehabilitation works -\$32k. These works are now in progress.

- **Building Maintenance**

The building maintenance budget is underspent by -\$216k. This is due in part to Facility staff spending a considerable amount of their time on relocating staff for the new administration building project. It is anticipated however that the level of expenditure will increase in the later part of the year. Overall, it is projected that building maintenance services and overall cleaning costs at year end will come within budget expectations.

- **Refuse Sites**

Waste Management is -\$260k under budget year to date, with the Busselton transfer station -\$58k, Dunsborough waste facility -\$167k, and rubbish sites development -\$30k. These funds are expected to be utilised by year end.

- **Provence and Vasse Newtown – Parks and Gardens**

Contractor costs associated with Provence Estate maintenance are under budget by -\$174k as public open space areas within the estate is yet to be handed over and therefore the maintenance of the area is not yet the responsibility of the City. There is also a favourable variance for contractor cost totalling -\$110k attributable to Vasse Newtown. 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 area.

**Other Expenditure (-\$477K)**

The current variances associated with other expenditure is attributable to:

- Members of Council expenses -\$101k. This variance is made up of a number of different accounts with the main variances being;
  - Mayor and deputy mayor allowances -\$11k;
  - Elected members refreshment and functions -\$8k;
  - Elected members conference and training expenses -\$13k;

- Elected members election and poll expenses -\$5k;
- Elected members sitting fees -\$26k;
- International relationships account -\$9k;
- Presentations on termination policy -\$5;
- Community services administration expenses -\$235k. This variance is attributable to;
  - Events, marketing and promotions is -\$147k 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 \$150k from the commercial and industrial differential marketing funds into the Airport Marketing Reserve specifically for the marketing and support of the Airport development project, and this \$147k, along with further savings in the remainder of the financial year, will be used for this purpose;
  - Donations, contributions and subsidies -\$75k. This relates to the timing of payments for projects funded as part of the community bids programme;
  - Events sponsorships (differential rates) -\$13k. This relates to events that have been funded through the events sponsorship programme that either have not yet been held, or have been cancelled.
- Public relations expenses -\$28k. This is attributable to timing differences with the major variances relating to catering -\$12k, advertising Council pages -\$7k, community consultations and surveys -\$6k, public relations account -\$7k and long service contributions to other Local Government Authorities +\$7k.
- Planning administration expenses -\$30k. This is mainly attributable to façade refurbishment subsidy account -\$25k and advertising (public/statutory) account being -\$4.5k below 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. A second round calling for applications will be actioned during April.

#### **Allocations (+\$194K)**

The variance in allocations is largely attributable to plant and overhead related allocations, which due to the nature of this activity is routinely subject to timing variances. It is anticipated that in line with historical trends, that the variance will gradually decrease as the year progresses.

#### **Loss on Asset Disposal (+\$25K)**

The loss on asset disposal represents adverse book losses on the sale of sundry plant items and vehicles. 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 31 March 2016, there is a variance of -69% in total capital revenue, with the following categories exceeding the 10% material variance threshold:

<b>Description</b>	<b>Variance %</b>	<b>Variance \$000's</b>
Proceeds from Sale of Assets	-34%	-\$190
Transfer from Restricted Assets	-93%	-\$6,014
Transfer from Reserves	-60%	-\$4,900

#### **Proceeds from Sales (-\$190K)**

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

**Transfer from Restricted Assets (-\$6,014K)**

The variance in transfers from restricted assets results largely from the budgeted \$6.5M transfer associated with the Busselton Regional Airport development. As at 31 March 2016, no transfer has been processed with year to date actual project expenditure at \$640k.

This variance is partly offset by refunds in bonds and deposits of +\$485K as at the end of March where all obligations have been fulfilled to authorise the return of funds. The City does not budget for these transactions, and as such, any material variance will be reported accordingly.

**Transfer from Reserves (-\$4,900K)**

The variance in transfers from reserves is attributed to the less than anticipated budget transfer of \$4.9M associated with the new Civic and Administration Centre building. A significant timing variance is reflected as at 31 March 2016, as transfers are not processed until after funds have been expended or invoiced. It is anticipated that the end of year position will be in line with the budget.

- Capital Expenditure

As at 31 March 2016, there is a variance of -38% in total capital expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Land and Buildings	-70%	-\$9,078
Plant & Equipment	-40%	-\$897
Furniture and Equipment	-34%	-\$159
Infrastructure	-39%	-\$8,090
Transfers to Restricted Assets	+43%	+\$585

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 the other classifications, an overview of the year to date financial performance is provided as follows:

**Transfers to Restricted Assets (+\$585K)**

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

The favourable financial year to date variance of approximately +\$585k are primarily attributable to the receipt of developer contribution payments in excess of budget totalling +\$145k, and bond and deposit payments totalling approximately +\$440k.

Whilst performance in this category does not directly impact on the closing surplus/deficit position, interest earnings on a range of restricted asset funds do contribute to the City's municipal interest earnings.

## **CONCLUSION**

In terms of the Annual Budget Review, completed as at 29 February 2016, a surplus closing position of approximately \$360K has been projected as at 30 June 2016 (excluding any re-list items). No material financial implications have arisen during March 2016 which would warrant an amendment to the currently projected surplus.

## **OPTIONS**

Nil.

## **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 31 March 2016, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

City of BusseltonStatement of Financial ActivityFor The Period Ending 31 March 2016

	2015/2016 Actual	2015/2016 Amended Budget YTD	2015/2016 Original Budget YTD	2015/2016 Amended Budget	2015/2016 Original Budget	2015/16 YTD Bud (A) Variance
	\$	\$	\$	\$	\$	%
<b>Revenue from Ordinary Activities</b>						
Rates	39,068,300	38,837,259	38,837,259	38,998,079	38,998,079	0.59%
Operating Grants, Subsidies and Contributions	2,755,894	2,796,038	2,435,717	3,940,817	3,580,496	-1.44%
Fees & Charges	12,895,978	12,815,572	12,815,572	15,099,480	15,099,480	0.63%
Other Revenue	2,297,183	2,405,529	360,843	2,578,776	534,090	-4.50%
Interest Earnings	1,927,473	1,570,963	1,570,963	2,039,550	2,039,550	22.69%
	<b>58,944,828</b>	<b>58,425,361</b>	<b>56,020,354</b>	<b>62,656,702</b>	<b>60,251,695</b>	<b>5.22%</b>
<b>Expenses from Ordinary Activities</b>						
Employee Costs	(19,601,355)	(20,226,425)	(20,174,663)	(26,413,101)	(26,322,721)	-3.09%
Materials & Contracts	(9,005,066)	(11,510,521)	(11,520,434)	(15,481,246)	(15,183,305)	-21.77%
Utilities (Gas, Electricity, Water etc)	(1,631,489)	(1,740,154)	(1,740,154)	(2,321,370)	(2,321,370)	-6.24%
Depreciation on non current assets	(11,220,065)	(11,000,570)	(11,000,570)	(14,636,430)	(14,636,430)	2.00%
Insurance Expenses	(663,483)	(736,908)	(736,908)	(737,370)	(737,370)	-9.96%
Other Expenditure	(1,846,180)	(2,322,937)	(2,210,687)	(3,128,622)	(3,011,622)	-20.52%
Allocations	1,327,497	1,521,570	1,521,570	1,899,950	1,899,950	-12.75%
	<b>(42,640,141)</b>	<b>(46,015,945)</b>	<b>(45,861,846)</b>	<b>(60,818,189)</b>	<b>(60,312,868)</b>	<b>-7.02%</b>
<b>Borrowings Cost Expense</b>						
Interest Expenses	(1,005,939)	(1,018,667)	(1,018,667)	(1,340,955)	(1,340,955)	-1.25%
	<b>(1,005,939)</b>	<b>(1,018,667)</b>	<b>(1,018,667)</b>	<b>(1,340,955)</b>	<b>(1,340,955)</b>	<b>-1.25%</b>
Non-Operating Grants, Subsidies and Contributions	5,489,735	5,675,901	5,391,222	37,091,345	37,417,983	-3.28%
Profit on Asset Disposals	13,164	11,207	11,207	16,007	16,007	17.46%
Loss on Asset Disposals	(89,411)	(63,516)	(63,516)	(68,867)	(68,867)	40.77%
	<b>5,413,488</b>	<b>5,623,592</b>	<b>5,338,913</b>	<b>37,038,485</b>	<b>37,365,123</b>	<b>1.40%</b>
<b>Net Result</b>	<b>20,712,236</b>	<b>17,014,341</b>	<b>14,478,754</b>	<b>37,536,043</b>	<b>35,962,995</b>	<b>43.05%</b>
<b>Adjustments for Non-cash Revenue &amp; Expenditure</b>						
Depreciation	11,220,065	11,000,570	11,000,570	14,636,430	14,636,430	
Donated Assets	(35,609)	0	0	(13,124,650)	(13,124,650)	
(Profit)/Loss on Sale of Assets	76,247	52,309	52,309	52,860	52,860	
Allocations & Other Adjustments	(53,413)	0	0	0	0	
Deferred Pensioner Movements	(15,760)	0	0	0	0	
Recording of Employee Entitlements (Provisions)	(190,126)	(190,126)	(190,126)	(253,479)	(253,479)	
Deposit & Bonds Movements (cash backed)	(43,756)	0	0	0	0	
<b>Capital Revenue &amp; (Expenditure)</b>						
Land & Buildings	(3,970,698)	(13,048,836)	(12,938,604)	(29,548,202)	(29,324,470)	-69.57%
Plant & Equipment	(1,351,873)	(2,249,122)	(2,249,122)	(2,514,500)	(2,514,500)	-39.89%
Furniture & Equipment	(310,932)	(470,337)	(470,337)	(2,229,834)	(2,229,834)	-33.89%
Infrastructure	(12,904,918)	(20,994,430)	(21,049,031)	(69,506,874)	(69,887,195)	-38.53%
Proceeds from Sale of Assets	361,925	552,400	552,400	592,200	592,200	-34.48%
Proceeds from New Loans	850,000	850,000	850,000	850,000	850,000	0.00%
Self Supporting Loans - Repayment of Principal	55,456	55,456	55,456	74,508	74,508	0.00%
Total Loan Repayments - Principal	(1,352,489)	(1,352,489)	(1,352,489)	(1,823,986)	(1,823,986)	0.00%
Transfer to Restricted Assets	(1,941,678)	(1,356,363)	(1,356,363)	(1,808,490)	(1,808,490)	43.15%
Transfer from Restricted Assets	485,984	6,500,000	6,500,000	53,363,764	53,267,805	-92.52%
Transfer to Reserves	(6,637,486)	(6,484,858)	(6,484,858)	(11,524,487)	(9,483,842)	2.35%
Transfer from Reserves	3,180,797	8,070,692	8,070,692	24,472,157	24,257,108	-60.59%
Opening Funds Surplus/ (Deficit)	756,540	756,540	756,540	756,540	756,540	
<b>Net Current Position - Surplus / (Deficit)</b>	<b>8,890,512</b>	<b>(1,294,253)</b>	<b>(3,774,209)</b>	<b>0</b>	<b>0</b>	

**City of Busselton**

**Net Current Position**

**For The Period Ending 31 March 2016**

	2015/16 Actual	2015/16 Amended Budget	2015/16 Original Budget	2014/15 Actual
	\$	\$	\$	\$
<b><u>NET CURRENT ASSETS</u></b>				
<b><u>CURRENT ASSETS</u></b>				
Cash - Unrestricted	5,023,803	927,925	927,925	6,323,599
Cash - Restricted	118,238,980	48,778,190	47,048,553	113,281,134
Sundry Debtors	1,386,682	1,200,000	1,200,000	1,814,961
Rates Outstanding - General	3,715,272	700,000	700,000	445,904
Stock on Hand	16,543	20,270	20,270	20,270
	<u>128,381,280</u>	<u>51,626,385</u>	<u>49,896,748</u>	<u>121,885,868</u>
<b><u>LESS: CURRENT LIABILITIES</u></b>				
Bank Overdraft	0	0	0	0
Sundry Creditors	1,251,788	2,848,195	2,848,195	7,848,194
Performance Bonds	1,988,243	2,031,999	2,031,999	2,031,999
	<u>3,240,031</u>	<u>4,880,194</u>	<u>4,880,194</u>	<u>9,880,193</u>
Current Position (inclusive of Restricted Funds)	125,141,249	46,746,191	45,016,554	112,005,675
Add: Cash Backed Liabilities (Deposits & Bonds)	1,988,243	2,031,999	2,031,999	2,031,999
Less: Cash - Restricted Funds	(118,238,980 )	(48,778,190 )	(47,048,553 )	(113,281,134 )
<b><u>NET CURRENT ASSET POSITION</u></b>	<u><u>8,890,512</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>756,540</u></u>



City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 March 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
	\$	\$	\$	\$	\$	%
<b>&gt;&gt; Property, Plant &amp; Equipment</b>						
<b>Land</b>						
10610 Property Services Administration	0	50,000	50,000	100,000	100,000	-100.00%
11156 Airport Development	4,878	880,000	880,000	2,650,000	2,650,000	-99.45%
81519 Lot 40 Vasse Highway	555,000	560,000	560,000	560,000	560,000	-0.89%
	559,878	1,490,000	1,490,000	3,310,000	3,310,000	-62.42%
<b>Buildings</b>						
<b>Major Projects</b>						
<b>Major Project - Busselton Foreshore</b>						
89570 Foreshore East-Youth Precinct Community Youth Building/SLSC	414	2,174,994	2,174,994	2,900,000	2,900,000	-99.98%
89583 Railway House	229,391	1,500,003	1,500,003	2,000,000	2,000,000	-84.71%
89593 Multi-Purpose Community Sporting Clubhouse	0	610,101	610,101	813,470	813,470	-100.00%
89597 Steel Frame Shed (Jetty Train)	22,769	0	0	0	0	0.00%
	252,574	4,285,098	4,285,098	5,713,470	5,713,470	-94.11%
<b>Major Project - Administration Building</b>						
89010 Civic and Administration Centre	2,223,387	6,000,000	6,000,000	9,000,000	9,000,000	-62.94%
89011 Civic and Administration Centre Relocation Expenses	446,641	135,000	135,000	180,000	180,000	230.85%
	2,670,027	6,135,000	6,135,000	9,180,000	9,180,000	-56.48%
<b>Buildings (Other)</b>						
89300 Aged Housing Capital Improvements - Winderlup	38,164	34,200	34,200	68,400	68,400	11.59%
89301 Aged Housing Capital Improvements - Harris Road	21,808	20,300	20,300	40,600	40,600	7.43%
89403 Dunsborough Tip - Buildings	214	0	0	20,000	20,000	0.00%
89513 GLC Sports Stadium Floor	1,396	45,000	45,000	60,000	60,000	-96.90%
89514 GLC Changeroom Refurbishment	2,172	89,331	74,997	114,334	100,000	-97.57%
89528 GLC - Plant Room	7,870	9,000	9,000	12,000	12,000	-12.56%
89529 GLC - Pool Entry Doors	5,133	4,500	4,500	6,000	6,000	14.07%
89534 Community Resource Centre	21,276	15,750	0	21,000	0	35.09%
89549 Dunsborough Oval Change Rooms Upgrade	6,332	6,003	6,003	8,000	8,000	5.47%
89551 Old Butter Factory Building Upgrade	372	53,000	0	159,000	0	-99.30%
89554 GLC Extensions	24,965	20,401	15,003	25,398	20,000	22.37%
89591 Performing Arts Centre	0	75,000	75,000	100,000	100,000	-100.00%
89592 Vasse Newtown Hall	0	0	15,750	0	21,000	0.00%
89594 Vasse Community Recreation Precinct - Changerooms & Toilet	1,363	0	0	250,000	250,000	0.00%
89595 GLC Extensions - New Entry Door	20,307	15,000	0	15,000	0	35.38%
89596 GLC Building Improvements	2,636	22,500	0	30,000	0	-88.28%
89715 Airport Terminal Stage 1B	11,090	300,000	300,000	490,000	490,000	-96.30%
89716 Airport Terminal Stage 2	11,090	0	0	9,450,000	9,450,000	0.00%
89802 Kook Caravan Park Ablutions Refurbishment	22,030	78,750	78,750	105,000	105,000	-72.03%
89804 Kook Park Home	0	60,003	60,003	80,000	80,000	-100.00%
89902 Lot 40 Vasse Highway Dwelling	290,000	290,000	290,000	290,000	290,000	0.00%
	488,219	1,138,738	1,028,506	11,344,732	11,121,000	-57.13%
<b>Total Buildings</b>	<b>3,410,820</b>	<b>11,558,836</b>	<b>11,448,604</b>	<b>26,238,202</b>	<b>26,014,470</b>	<b>-70.49%</b>
<b>Plant &amp; Equipment</b>						
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 Geopraphe 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	2,475	2,475	3,300	3,300	-100.00%
10980 Other Law, Order & Public Safety	47,308	100,000	100,000	100,000	100,000	-52.69%
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	1,000	1,000	31,000	31,000	3013.18%
11401 Transport - Workshop	0	5,000	5,000	5,000	5,000	-100.00%
11402 Plant Purchases (P10)	388,207	630,000	630,000	630,000	630,000	-38.38%
11403 Plant Purchases (P11)	341,905	540,000	540,000	567,000	567,000	-36.68%
11404 Plant Purchases (P12)	64,415	380,000	380,000	587,000	587,000	-83.05%

## City of Busselton

## Capital Acquisition Report

## Property, Plant &amp; Equipment, Infrastructure

For the Period Ended 31 March 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
11500	Operations Services Administration	\$ 71,117	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	-35.35%
B1029	Busselton Branch SES	0	1,647	1,647	2,200	2,200	-100.00%
		1,351,873	2,249,122	2,249,122	2,514,500	2,514,500	-39.89%
<b>Furniture &amp; Office Equipment</b>							
10250	Information Technology	164,896	249,750	249,750	333,000	333,000	-33.98%
10380	Busselton Library	12,293	24,800	24,800	24,800	24,800	-50.43%
10590	Naturaliste Community Centre	0	8,000	8,000	10,000	10,000	-100.00%
10591	Geographe Leisure Centre	5,065	42,540	42,540	42,540	42,540	-88.09%
10616	Winderup Villas Aged Housing	2,590	3,000	3,000	6,000	6,000	-13.68%
10617	Harris Road Aged Housing	737	3,000	3,000	4,000	4,000	-75.45%
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	80,885	81,069	81,069	108,094	108,094	-0.23%
10920	Environmental Health Services Administration	0	2,628	2,628	3,500	3,500	-100.00%
11151	Airport Operations	21,770	0	0	0	0	0.00%
11156	Airport Development	6,919	30,000	30,000	1,668,000	1,668,000	-76.94%
11170	Meelup Regional Park	1,486	0	0	0	0	0.00%
B1027	Emergency Management Caravan	1,140	0	0	0	0	0.00%
B1029	Busselton Branch SES	1,635	1,800	1,800	2,400	2,400	-9.14%
G0031	Dunsborough Waste Facility	0	11,250	11,250	15,000	15,000	-100.00%
		310,932	470,337	470,337	2,229,834	2,229,834	-33.89%
<b>Sub-Total Property, Plant &amp; Equipment</b>		<b>5,633,503</b>	<b>15,768,295</b>	<b>15,658,063</b>	<b>34,292,536</b>	<b>34,068,804</b>	<b>-64.27%</b>

>> Infrastructure

### Major Project - Busselton Foreshore

C0038	Car Park - Provisionals	0	15,003	15,003	20,000	20,000	-100.00%
C3064	Foreshore East - Coastal Defences (Jetty to Geo. Bay Rd)	902,654	923,387	923,387	923,387	923,387	-2.25%
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)	1,162,491	920,340	920,340	1,227,126	1,227,126	26.31%
C3107	Foreshore East - Foreshore Promenade (Jetty to Geo. Bay Rd)	1,096,709	1,041,885	1,041,885	1,389,170	1,389,170	5.26%
C3132	Busseton Foreshore - Provision of Services & Auxiliary Work	0	1,185,003	1,185,003	1,580,000	1,580,000	-100.00%
C3133	Foreshore Ancillary Works	88,633	375,003	375,003	500,000	500,000	-76.36%
C3140	Foreshore Water Supply and Services	392,225	277,497	277,497	370,000	370,000	-41.34%
C3141	Landscape Works Foreshore Parade and Jetty Way	58,655	37,503	37,503	50,000	50,000	56.40%
C3142	Nautical Lady - Landscaping	80,794	60,480	60,480	80,635	80,635	33.59%
F0064	Footpath Construction - Jetty Way	20,000	15,003	15,003	20,000	20,000	33.31%
F0065	Footpath Construction - Foreshore Parade	26,370	22,500	22,500	30,000	30,000	17.20%
W0131	Foreshore East - Foreshore Parade & Ancillary Council Works	653,748	566,253	566,253	755,000	755,000	15.45%
W0171	Jetty Way Construction	82,849	71,253	71,253	95,000	95,000	16.27%
		4,576,686	5,511,110	5,511,110	7,040,318	7,040,318	-16.96%

### Busseton Jetty

C3500	Busselton Jetty Refurbishment	921,912	1,200,000	1,200,000	1,200,000	1,200,000	-23.17%
		<u>921,912</u>	<u>1,200,000</u>	<u>1,200,000</u>	<u>1,200,000</u>	<u>1,200,000</u>	<u>-23.17%</u>

### Footpaths Construction

F0018	Marine Terrace	94,716	8,000	8,000	96,000	96,000	1083.95%
F0020	Thomas Street	7,193	8,876	8,876	8,876	8,876	-18.96%
F0041	Recreation Lane Footpath (Connecting to Clydebank Ave)	500	45,000	45,000	45,000	45,000	-98.99%
F0058	Amberley Loop PAW - Dunsborough	0	10,000	10,000	10,000	10,000	-100.00%
F0059	Brown Street Footpaths	82,663	12,750	12,750	153,000	153,000	548.34%
F0060	Elmore Road - Dunsborough	8,091	10,000	10,000	10,000	10,000	-19.09%
F0061	Layman Road Footpath Renewal	0	17,500	17,500	35,000	35,000	-100.00%
F0062	Prince Regent Footpath Renewal	20,057	22,000	22,000	22,000	22,000	-8.83%
F0063	Yallingup Footpath	1,478	70,000	70,000	70,000	70,000	-97.89%
		<u>214,698</u>	<u>204,126</u>	<u>204,126</u>	<u>449,876</u>	<u>449,876</u>	<u>5.18%</u>

### Drainage Construction - Street

D0009	Busselton LIA - Geocatch Drain Partnership	0	0	0	30,000	30,000	0.00%
D0010	Dunsborough / Busselton Drainage Upgrades	50,531	78,480	78,480	104,640	104,640	-35.61%
D0014	Yale Close, Abbey Drainage Upgrade	364	20,000	20,000	20,000	20,000	-98.18%
		<u>50,896</u>	<u>98,480</u>	<u>98,480</u>	<u>154,640</u>	<u>154,640</u>	<u>-48.32%</u>

## Car Parking Construction

## City of Busselton

## Capital Acquisition Report

## Property, Plant &amp; Equipment, Infrastructure

For the Period Ended 31 March 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
C0027	Meelup Beach Parking Upgrade	\$ 239,767	\$ 166,403	\$ 166,403	\$ 279,652	\$ 279,652	44.09%
C0031	Reserve 41445 Reseal (Coles)	15,559	17,024	17,024	17,024	17,024	-8.60%
C0035	Churchill Park Hardstand Area (Parking)	2,971	32,501	32,501	130,000	130,000	-90.86%
C0036	Lou Weston / King St Foreshore Car Parking	390	25,250	25,250	101,000	101,000	-98.46%
C0037	Vasse Community & Recreation Precinct- Car Parking Stage 1	126,686	0	0	220,000	220,000	0.00%
		385,372	241,178	241,178	747,676	747,676	59.79%
Bridges Construction							
A0010	Queen Street Bridge 0240A	0	0	0	288,000	288,000	0.00%
A0015	Metricup Road Bridge - 3354	177,000	912,000	912,000	1,089,000	1,089,000	-80.59%
A0017	Tuart Drive Bridge (0239A)	284,679	284,679	322,500	284,679	645,000	0.00%
A0019	Chambers Road Bridge - 3372A	2,758	16,770	16,770	16,770	16,770	-83.56%
A0020	Ludlow Hithergreen Road Bridge - 3464	0	106,000	106,000	159,000	159,000	-100.00%
		464,436	1,319,449	1,357,270	1,837,449	2,197,770	-64.80%
Cycleways Construction							
F1008	Busselton Bypass - Strelley Street to Clydebank Avenue	73,472	61,250	61,250	245,000	245,000	19.95%
F1014	Busselton Bypass - Fairway to Kangaroo Gully	29,872	449,997	449,997	600,000	600,000	-93.36%
F1016	Rails to Trails - Bypass (Kangaroo Gully - Glenview)	4,790	14,000	14,000	56,000	56,000	-65.79%
		108,134	525,247	525,247	901,000	901,000	-79.41%
Townscape Construction							
C1024	Dunsborough Road Access Improvements Stage 1	617,948	241,502	241,502	483,000	483,000	155.88%
C1025	Kent Street	22,207	71,447	71,447	162,000	162,000	-68.92%
		640,156	312,949	312,949	645,000	645,000	104.56%
Boat Ramps Construction							
C1503	Quindalup Sea Rescue Boat Ramp	8,915	90,000	90,000	120,000	120,000	-90.09%
		8,915	90,000	90,000	120,000	120,000	-90.09%
Beach Restoration							
C2512	Sand Re-Nourishment	20,332	0	0	100,000	100,000	0.00%
C2513	Locke Estate - Design and Construction of Coastal Works	0	0	0	20,572	20,572	0.00%
C2520	Coastal Protection Works	0	18,750	18,750	25,000	25,000	-100.00%
C2521	Coastal Protection Structures Renewal	31,700	90,000	90,000	140,000	140,000	-64.78%
		52,032	108,750	108,750	285,572	285,572	-52.15%
Parks, Gardens & Reserves							
C3007	Park Furniture Replacement - Replace aged & unsafe Equip	16,217	23,256	23,256	31,000	31,000	-30.27%
C3014	Meelup Park - Fire Access Trail	18,554	15,003	15,003	20,000	20,000	23.67%
C3046	Dunsborough - BMX / Skatebowl	0	26,253	26,253	35,000	35,000	-100.00%
C3084	Lou Weston Bore Replacement & Irrigation Upgrade	0	45,000	45,000	60,000	60,000	-100.00%
C3096	Yallingup Park - Upgrades	174,769	212,247	212,247	283,000	283,000	-17.66%
C3110	Dunsborough Lions Park	183,015	217,503	217,503	290,010	290,010	-15.86%
C3122	Rails to Trails	15,252	37,946	37,946	37,946	37,946	-59.81%
C3123	Geographe Leisure Centre - Landscaping	0	0	22,500	0	30,000	0.00%
C3124	Rails-to-Trails Interpretation (Vasse Trailhead stage)	10,580	19,705	19,705	19,705	19,705	-46.31%
C3127	Whale Viewing Platform - Point Picquet	0	18,747	18,747	25,000	25,000	-100.00%
C3128	Rotary Park Playground Fencing	20,000	15,003	15,003	20,000	20,000	33.31%
C3129	Cherry Hills Circle Water Meter	20,551	11,250	11,250	15,000	15,000	82.68%
C3130	Vasse Birchfields Bore	0	22,500	22,500	30,000	30,000	-100.00%
C3131	Elijah Circle POS, Lot 1000 Landscaping	0	29,997	29,997	40,000	40,000	-100.00%
C3134	Vasse Community & Recreation Precinct - AFL Oval Stage 1	16,671	1,085,000	1,085,000	1,085,000	1,085,000	-98.46%
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	3,683	20,000	20,000	20,000	20,000	-81.59%
C3138	Foreshore West Landscaping - Gale St to High St	0	0	0	108,000	108,000	0.00%
C3139	Foreshore - Barnard Park Cricket Practice Wickets	6,941	7,650	7,650	7,650	7,650	-9.27%
		544,702	1,867,060	1,889,560	2,187,311	2,217,311	-70.83%
Cemetery Capital Works							
C1609	Pioneer Cemetery - Implement Conservation Plan	1,050	15,003	15,003	20,000	20,000	-93.00%
		1,050	15,003	15,003	20,000	20,000	-93.00%
Beach Front Infrastructure Works							

City of BussetonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 March 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
	\$	\$	\$	\$	\$	%
C1753 Eagle Bay Viewing Platform	0	23,000	23,000	23,000	23,000	-100.00%
C1756 Busseton Shark Net	96,009	70,002	70,002	93,335	93,335	37.15%
	96,009	93,002	93,002	116,335	116,335	3.23%
<b>Aged Housing - Infrastructure Works</b>						
C3451 Aged Housing Infrastructure (Upgrade)	0	18,500	18,500	37,000	37,000	-100.00%
	0	18,500	18,500	37,000	37,000	-100.00%
<b>Sanitation Infrastructure</b>						
C3479 New Cell Development	777,403	2,250,000	2,250,000	3,000,000	3,000,000	-65.45%
C3481 Transfer Station Development	110,962	975,000	975,000	1,300,000	1,300,000	-88.62%
C3483 Road Sealing	85,665	90,000	90,000	180,000	180,000	-4.82%
C3485 Site Rehabilitation - Busseton	36,050	817,500	817,500	1,485,000	1,485,000	-95.59%
	1,010,080	4,132,500	4,132,500	5,965,000	5,965,000	-75.56%
<b>Airport Development</b>						
C6089 Airport Construction Stage 1B, External Services	9,620	160,000	160,000	425,000	425,000	-93.99%
C6090 Parks & Gardens Airport Stage 2	11,080	0	0	980,000	980,000	0.00%
C6091 Airport Construction Stage 2, Noise Management Plan	17,090	0	0	980,000	980,000	0.00%
C6092 Airport Construction Stage 2, Airfield	11,090	0	0	25,850,000	25,850,000	0.00%
C6093 Airport Construction Stage 2, Car Park & Access Roads	11,090	0	0	6,700,000	6,700,000	0.00%
C6094 Airport Construction Stage 2, Jet Fuel	11,090	0	0	465,000	465,000	0.00%
C6095 Airport Construction Stage 2, External Services	16,964	0	0	4,100,000	4,100,000	0.00%
C6096 Airport Construction Stage 1B, Car Park & Access Roads	11,090	114,000	114,000	343,000	343,000	-90.27%
C6097 Airport Construction Stage 1B, Jet Fuel	11,090	229,000	229,000	687,000	687,000	-95.16%
C6098 Airport Construction Stage 1B, External Works	12,560	20,000	20,000	57,000	57,000	-37.20%
C6099 Airport Development - Project Expenses	459,446	753,359	747,639	1,058,094	1,048,094	-39.01%
	582,210	1,276,359	1,270,639	41,645,094	41,635,094	-54.39%
<b>Main Roads</b>						
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	27,181	36,340	36,340	36,340	36,340	-25.20%
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	41,715	153,164	153,164	190,664	190,664	-72.76%
S0049 Layman Road	413,082	250,000	250,000	750,000	750,000	65.23%
S0062 Queen Elizabeth Ave asphalt overlay various sections	120,564	105,000	105,000	315,000	315,000	14.82%
S0064 Peel Terrace	24,558	62,426	62,426	112,426	112,426	-60.66%
S0301 Glover Road	90	4,800	4,800	4,800	4,800	-98.13%
S0302 Beachfields Drive	11,671	17,630	17,630	17,630	17,630	-33.80%
	852,235	876,990	876,990	1,674,490	1,674,490	-2.82%
<b>Roads to Recovery</b>						
T0004 Chapman Hill Road	38,117	20,076	20,076	40,150	40,150	89.86%
T0016 Puzey Road	39,522	464,300	464,300	1,043,000	1,043,000	-91.49%
T0019 Wonnerup South Road	30,112	52,500	52,500	70,000	70,000	-42.64%
T0026 Kaloourup Road	85,568	65,934	65,934	87,910	87,910	29.78%
T0030 Acton Park Road	42,706	20,706	20,706	41,410	41,410	106.25%
T0056 Whatman Street	533	69,000	69,000	69,000	69,000	-99.23%
T0057 Abbeys Farm Road	51,490	33,489	33,489	44,650	44,650	53.75%
T0058 Boallia Road	38,589	37,790	37,790	37,790	37,790	2.11%
T0059 Canal Rocks Road	58,770	45,570	45,570	60,760	60,760	28.97%
T0060 Greenfields Road	576	11,000	11,000	11,000	11,000	-94.76%
T0061 Jindong Treeton Road	56,049	51,699	51,699	68,930	68,930	8.41%
T0062 Layman Road	30,371	35,000	35,000	35,000	35,000	-13.23%
T0064 Oates Road	37,430	22,726	22,726	45,450	45,450	64.70%
T0065 Simon Street Busseton	38,113	39,000	39,000	39,000	39,000	-2.27%
T0066 Tompsett Road	84,184	86,150	86,150	86,150	86,150	-2.28%

City of BussetonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 March 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
	\$	\$	\$	\$	\$	%
T0067 Tuart Drive	81,311	107,000	107,000	107,000	107,000	-24.01%
T0068 Wyadup Road	56,890	40,899	40,899	54,530	54,530	39.10%
T0069 Hadfield Avenue	32,567	28,500	28,500	57,000	57,000	14.27%
T0070 Osprey Drive	228	8,420	8,420	8,420	8,420	-97.30%
T0071 Redgum Way	7,420	11,000	11,000	11,000	11,000	-32.55%
T0072 Bangalo Close	17,226	18,000	18,000	18,000	18,000	-4.30%
	827,770	1,268,759	1,268,759	2,036,150	2,036,150	-34.76%
<b>Council Roads Initiative</b>						
W0001 Coley Road	10,328	10,645	10,645	10,645	10,645	-2.97%
W0028 Bus Bays & Shelters	17,162	278,423	278,423	278,423	278,423	-93.84%
W0036 Georgette Street Asphalt Overlay	66,629	56,000	56,000	56,000	56,000	18.98%
W0046 Hurford Street	3,302	40,755	40,755	40,755	40,755	-91.90%
W0080 Bussell Highway	140	31,000	31,000	31,000	31,000	-99.55%
W0097 Gibb Road	42,656	21,256	21,256	42,510	42,510	100.68%
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	0	34,000	34,000	34,000	34,000	-100.00%
W0136 DAIP Issues District ACROD Bays, ramps, signs etc	37,728	15,000	15,000	55,000	55,000	151.52%
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 Busseton	15,511	103,000	103,000	103,000	103,000	-84.94%
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 Busseton	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 Busseton	56,586	39,000	39,000	78,000	78,000	45.09%
W0148 Myles Street Busseton	32,308	39,000	39,000	39,000	39,000	-17.16%
W0149 Powell Court Busseton	56,418	60,000	60,000	60,000	60,000	-5.97%
W0150 Roe Terrace Busseton	14,634	19,000	19,000	19,000	19,000	-22.98%
W0151 Steeple Retreat Busseton	38,237	0	0	84,000	84,000	0.00%
W0152 Clairault Court Dunsborough	11,514	0	0	13,000	13,000	0.00%
W0153 Crosby Close Dunsborough	33,155	0	0	34,000	34,000	0.00%
W0154 Gull Court Dunsborough	24,767	0	0	33,000	33,000	0.00%
W0155 Hannay Lane Dunsborough	8,234	0	0	13,000	13,000	0.00%
W0156 Swallow Cove Dunsborough	63,558	0	0	47,000	47,000	0.00%
W0157 Argyle Place Geographe	17,860	0	0	25,000	25,000	0.00%
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	14,998	19,000	19,000	19,000	19,000	-21.06%
W0163 Aitken Place West Busseton	27,953	24,750	24,750	33,000	33,000	12.94%
W0164 Glassby Place West Busseton	26,852	32,253	32,253	43,000	43,000	-16.75%
W0165 Heron Place West Busseton	27,551	9,500	9,500	38,000	38,000	190.01%
W0166 Lilly Crescent West Busseton	86,546	29,500	29,500	118,000	118,000	193.38%
W0167 Trident Close West Busseton	27,149	10,251	10,251	41,000	41,000	164.84%
W0168 Trojan Close West Busseton	37,765	17,500	17,500	35,000	35,000	115.80%
W0169 Wylie Crescent West Busseton	137,933	70,502	70,502	141,000	141,000	95.64%
W0170 Boallia Rd /Ambergate Rd Intersection	19,958	15,003	15,003	20,000	20,000	33.03%
W0172 Woodbridge Vale	0	22,000	22,000	22,000	22,000	-100.00%
W0173 Wildwood Road	11,234	13,000	13,000	13,000	13,000	-13.59%
	1,567,624	1,834,968	1,834,968	2,443,963	2,443,963	-14.57%
Sub-Total Infrastructure	12,904,918	20,994,430	21,049,031	69,506,874	69,887,195	-38.53%
Grand Total - Capital Acquisitions	18,538,421	36,762,725	36,707,094	103,799,410	103,955,999	-49.57%

City of BusseltonReserves Movement ReportFor The Period Ending 31 March 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
	\$	\$	\$	\$	\$	\$
<b>100 Airport Infrastructure Renewal and Replacement Reserve</b>						
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	14,840.60	10,116.00	10,116.00	13,488.00	13,488.00	22,698.28
Transfer from Muni	301,302.00	301,302.00	301,302.00	401,740.00	401,740.00	413,178.48
Transfer to Muni	0.00	0.00	0.00	(42,630.00)	(42,630.00)	(573,894.00)
	<u>775,427.78</u>	<u>770,703.18</u>	<u>770,703.18</u>	<u>831,883.18</u>	<u>831,883.18</u>	<u>459,285.18</u>
<b>101 Asset Depreciation Reserve</b>						
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	52,068.37	56,079.00	56,079.00	74,772.00	74,772.00	133,322.04
Transfer to Muni	0.00	0.00	0.00	(125,000.00)	(125,000.00)	(1,613,625.04)
	<u>2,598,091.73</u>	<u>2,602,102.36</u>	<u>2,602,102.36</u>	<u>2,495,795.36</u>	<u>2,495,795.36</u>	<u>2,546,023.36</u>
<b>102 Beach Protection Reserve</b>						
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	33,628.90	32,913.00	32,913.00	43,884.00	43,884.00	51,113.01
Transfer from Muni	333,000.00	333,000.00	333,000.00	444,000.00	444,000.00	613,433.12
Transfer to Muni	0.00	0.00	0.00	(326,572.00)	(326,572.00)	(494,967.32)
	<u>1,862,966.18</u>	<u>1,860,250.28</u>	<u>1,860,250.28</u>	<u>1,655,649.28</u>	<u>1,655,649.28</u>	<u>1,494,337.28</u>
<b>106 Building Reserve</b>						
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	33,497.97	31,041.00	31,041.00	41,388.00	41,388.00	62,778.42
Transfer from Muni	375,003.00	375,003.00	375,003.00	500,000.00	500,000.00	500,000.00
Transfer to Muni	0.00	0.00	0.00	(785,049.00)	(625,000.00)	(653,573.68)
	<u>1,817,908.50</u>	<u>1,815,451.53</u>	<u>1,815,451.53</u>	<u>1,165,746.53</u>	<u>1,325,795.53</u>	<u>1,409,407.53</u>
<b>107 Corporate IT System Programme</b>						
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	2,777.17	2,826.00	2,826.00	3,768.00	3,768.00	4,413.18
	<u>131,036.62</u>	<u>131,085.45</u>	<u>131,085.45</u>	<u>132,027.45</u>	<u>132,027.45</u>	<u>128,259.45</u>
<b>110 Jetty Maintenance Reserve</b>						
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	53,932.70	46,143.00	46,143.00	61,524.00	61,524.00	52,543.45
Transfer from Muni	356,174.00	361,285.00	361,285.00	1,159,369.00	1,159,369.00	1,153,802.33
Transfer to Muni	0.00	0.00	0.00	(1,582,460.00)	(1,582,460.00)	(576,585.09)
	<u>2,504,819.66</u>	<u>2,502,140.96</u>	<u>2,502,140.96</u>	<u>1,733,145.96</u>	<u>1,733,145.96</u>	<u>2,094,712.96</u>
<b>111 Legal Expenses Reserve</b>						
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	6,713.16	6,813.00	6,813.00	9,084.00	9,084.00	10,044.15
Transfer from Muni	0.00	0.00	0.00	210,644.50	0.00	50,000.00
	<u>315,918.99</u>	<u>316,018.83</u>	<u>316,018.83</u>	<u>528,934.33</u>	<u>318,289.83</u>	<u>309,205.83</u>
<b>112 Long Service Leave Reserve</b>						
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	49,142.27	48,546.00	48,546.00	64,728.00	64,728.00	72,612.83
Transfer from Muni	93,753.00	93,753.00	93,753.00	125,000.00	125,000.00	492,840.07
Transfer to Muni	0.00	0.00	0.00	(508,210.00)	(468,210.00)	(348,994.90)
	<u>2,346,932.27</u>	<u>2,346,336.00</u>	<u>2,346,336.00</u>	<u>1,885,555.00</u>	<u>1,925,555.00</u>	<u>2,204,037.00</u>
<b>114 City Car Parking and Access Reserve</b>						
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	7,985.30	4,365.00	4,365.00	5,820.00	5,820.00	7,560.96
Transfer from Muni	284,526.00	284,526.00	284,526.00	379,363.00	379,363.00	351,162.00
Transfer to Muni	0.00	0.00	0.00	(162,249.00)	(162,249.00)	(162,249.24)
	<u>490,626.16</u>	<u>487,005.86</u>	<u>487,005.86</u>	<u>421,048.86</u>	<u>421,048.86</u>	<u>198,114.86</u>



City of BusseltonReserves Movement ReportFor The Period Ending 31 March 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
	\$	\$	\$	\$	\$	\$
<b>115 Plant Replacement Reserve</b>						
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	58,728.21	53,415.00	53,415.00	71,220.00	71,220.00	122,315.58
Transfer from Muni	526,752.00	526,752.00	526,752.00	702,330.00	702,330.00	500,000.00
Transfer to Muni	0.00	0.00	0.00	(781,000.00)	(766,000.00)	(1,794,545.09)
	<u>3,010,535.10</u>	<u>3,005,221.89</u>	<u>3,005,221.89</u>	<u>2,417,604.89</u>	<u>2,432,604.89</u>	<u>2,425,054.89</u>
<b>116 Professional Development Reserve</b>						
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	1,942.12	1,638.00	1,638.00	2,184.00	2,184.00	4,429.87
Transfer from Muni	45,000.00	45,000.00	45,000.00	60,000.00	60,000.00	40,000.00
Transfer to Muni	0.00	0.00	0.00	(75,000.00)	(75,000.00)	(82,085.65)
	<u>121,181.89</u>	<u>120,877.77</u>	<u>120,877.77</u>	<u>61,423.77</u>	<u>61,423.77</u>	<u>74,239.77</u>
<b>117 Road Asset Renewal Reserve</b>						
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	12,600.18	2,601.00	2,601.00	3,468.00	3,468.00	16,180.90
Transfer from Muni	826,344.00	826,344.00	826,344.00	1,101,785.00	1,101,785.00	704,644.00
Transfer to Muni	0.00	0.00	0.00	(1,065,515.00)	(1,065,515.00)	(605,002.67)
	<u>957,201.65</u>	<u>947,202.47</u>	<u>947,202.47</u>	<u>157,995.47</u>	<u>157,995.47</u>	<u>118,257.47</u>
<b>119 Sick Pay Incentive Reserve</b>						
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	3,123.84	3,168.00	3,168.00	4,224.00	4,224.00	4,827.25
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	2,028.80
Transfer to Muni	0.00	0.00	0.00	(5,000.00)	(5,000.00)	0.00
	<u>147,000.35</u>	<u>147,044.51</u>	<u>147,044.51</u>	<u>143,100.51</u>	<u>143,100.51</u>	<u>143,876.51</u>
<b>120 Strategic Projects Reserve</b>						
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	3,932.14	4,095.00	4,095.00	5,460.00	5,460.00	9,078.29
Transfer from Muni	18,747.00	18,747.00	18,747.00	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>208,672.94</u>	<u>208,835.80</u>	<u>208,835.80</u>	<u>216,453.80</u>	<u>216,453.80</u>	<u>185,993.80</u>
<b>121 Waste Management Facility and Plant Reserve</b>						
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	205,723.61	179,181.00	179,181.00	238,908.00	238,908.00	255,039.32
Transfer from Muni	1,865,322.00	1,865,322.00	1,865,322.00	2,487,090.00	2,487,090.00	2,654,067.32
Transfer to Muni	0.00	0.00	0.00	(6,555,000.00)	(6,555,000.00)	(599,172.11)
	<u>10,205,473.84</u>	<u>10,178,931.23</u>	<u>10,178,931.23</u>	<u>4,305,426.23</u>	<u>4,305,426.23</u>	<u>8,134,428.23</u>
<b>122 Port Geographe Development Reserve</b>						
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	12,249.83	12,546.00	12,546.00	16,728.00	16,728.00	20,175.35
Transfer from Muni	0.00	0.00	0.00	1,066,000.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(6,240.00)	(6,240.00)	(18,101.14)
	<u>581,620.49</u>	<u>581,916.66</u>	<u>581,916.66</u>	<u>1,645,858.66</u>	<u>579,858.66</u>	<u>569,370.66</u>
<b>123 Port Geographe Waterways Management Reserve (SAR)</b>						
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	71,204.87	71,919.00	71,919.00	95,892.00	95,892.00	121,137.83
Transfer from Muni	119,358.00	119,358.00	119,358.00	389,141.00	159,141.00	148,552.31
Transfer to Muni	0.00	0.00	0.00	(300,000.00)	(300,000.00)	(300,000.00)
	<u>3,455,746.01</u>	<u>3,456,460.14</u>	<u>3,456,460.14</u>	<u>3,450,216.14</u>	<u>3,220,216.14</u>	<u>3,265,183.14</u>

**City of Busselton****Reserves Movement Report****For The Period Ending 31 March 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
	\$	\$	\$	\$	\$	\$
<b>124 Workers Compensation Contingency Reserve</b>						
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	5,743.85	5,841.00	5,841.00	7,788.00	7,788.00	9,127.71
	<u>271,021.15</u>	<u>271,118.30</u>	<u>271,118.30</u>	<u>273,065.30</u>	<u>273,065.30</u>	<u>265,277.30</u>
<b>126 Provenge Landscape Maintenance Reserve (SAR)</b>						
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	16,208.24	14,904.00	14,904.00	19,872.00	19,872.00	21,473.58
Transfer from Muni	96,021.00	96,021.00	96,021.00	128,024.00	128,024.00	121,604.20
Transfer to Muni	0.00	0.00	0.00	(117,120.00)	(117,120.00)	0.00
	<u>788,994.53</u>	<u>787,690.29</u>	<u>787,690.29</u>	<u>707,541.29</u>	<u>707,541.29</u>	<u>676,765.29</u>
<b>127 Infrastructure Development Reserve</b>						
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	52,100.70	75,384.00	75,384.00	100,512.00	100,512.00	61,190.56
Transfer from Muni	0.00	0.00	0.00	633,740.00	99,740.00	714,513.00
Transfer to Muni	0.00	0.00	0.00	(1,472,635.00)	(1,472,635.00)	(242,118.60)
	<u>2,363,913.44</u>	<u>2,387,196.74</u>	<u>2,387,196.74</u>	<u>1,573,429.74</u>	<u>1,039,429.74</u>	<u>2,311,812.74</u>
<b>128 Vasse Newtown Landscape Maintenance Reserve (SAR)</b>						
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	10,082.93	8,964.00	8,964.00	11,952.00	11,952.00	15,925.03
Transfer from Muni	110,655.00	110,655.00	110,655.00	147,540.00	147,540.00	142,887.03
Transfer to Muni	0.00	0.00	0.00	(196,785.00)	(196,785.00)	(110,298.00)
	<u>527,659.28</u>	<u>526,540.35</u>	<u>526,540.35</u>	<u>369,628.35</u>	<u>369,628.35</u>	<u>406,921.35</u>
<b>129 Untied Grants Reserve</b>						
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>
<b>130 Locke Estate Reserve</b>						
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	0.00	0.00	0.00	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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>60,000.00</u>	<u>0.00</u>
<b>131 Busselton Community Resource Centre</b>						
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	1,671.71	1,395.00	1,395.00	1,860.00	1,860.00	1,869.08
Transfer from Muni	19,062.00	19,062.00	19,062.00	25,420.00	25,420.00	24,894.06
	<u>84,246.92</u>	<u>83,970.21</u>	<u>83,970.21</u>	<u>90,793.21</u>	<u>90,793.21</u>	<u>63,513.21</u>
<b>132 CBD Enhancement Reserve</b>						
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	717.40	315.00	315.00	420.00	420.00	285.37
Transfer from Muni	26,100.00	26,100.00	26,100.00	34,800.00	34,800.00	14,204.55
	<u>41,307.32</u>	<u>40,904.92</u>	<u>40,904.92</u>	<u>49,709.92</u>	<u>49,709.92</u>	<u>14,489.92</u>
<b>133 Election, Valuation and Corporate Expenses Reserve</b>						
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	2,090.11	792.00	792.00	1,056.00	1,056.00	798.78
Transfer from Muni	154,503.00	154,503.00	154,503.00	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>121,286.69</u>	<u>115,093.78</u>	<u>115,093.78</u>	<u>166,854.78</u>	<u>166,854.78</u>	<u>35,798.78</u>

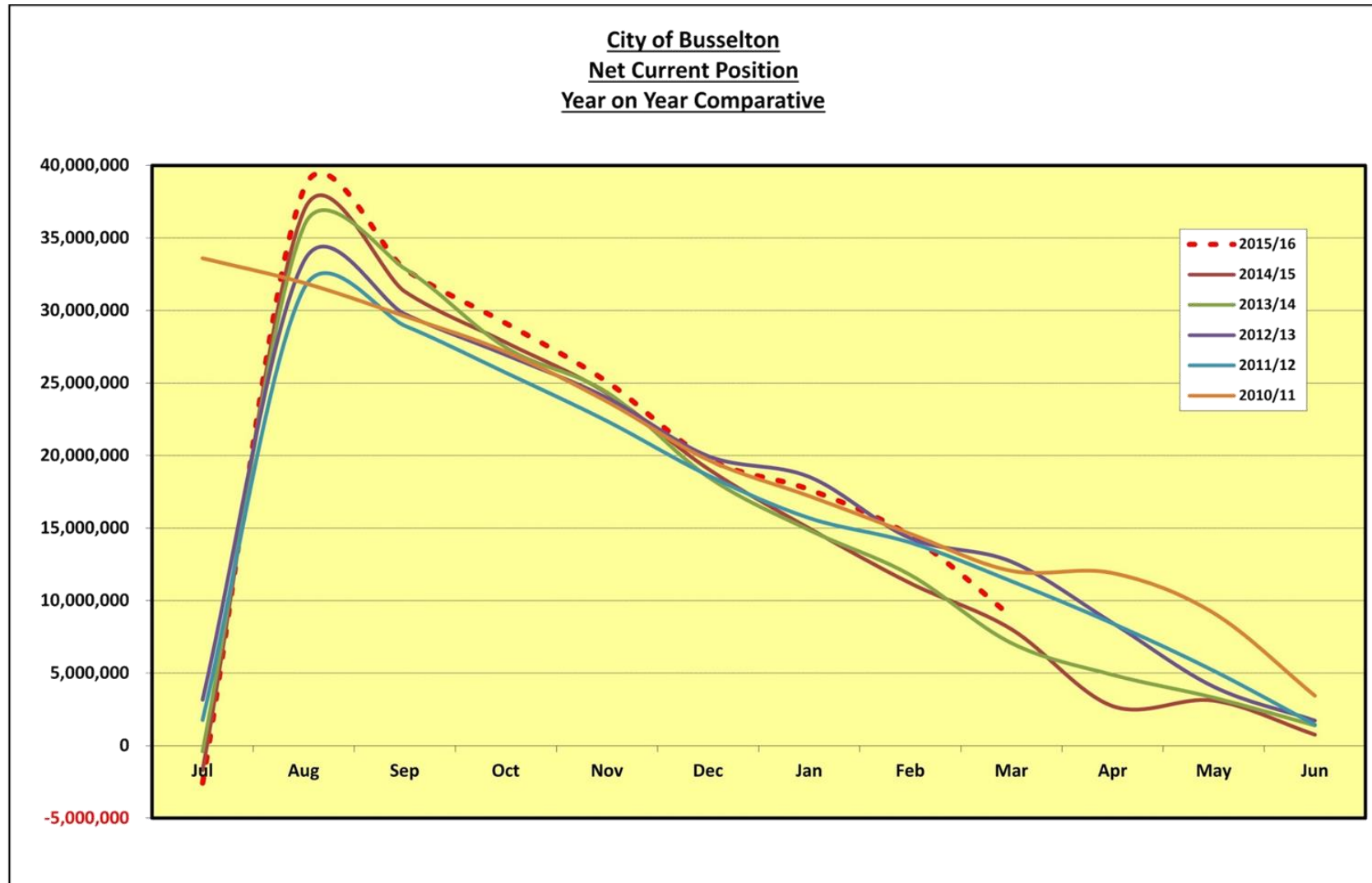


**City of Busselton**

**Reserves Movement Report**

For The Period Ending 31 March 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
	\$	\$	\$	\$	\$	\$
<b>134 Civic and Administration Centre Construction Reserve</b>						
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	371,157.53	253,125.00	253,125.00	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	(2,000,000.00)	(6,885,000.00)	(6,885,000.00)	(9,180,000.00)	(9,180,000.00)	0.00
	<u>16,873,081.36</u>	<u>11,870,048.83</u>	<u>11,870,048.83</u>	<u>9,659,423.83</u>	<u>9,659,423.83</u>	<u>18,501,923.83</u>
<b>Total Cash Back Reserves</b>	<b><u>52,602,670.85</u></b>	<b><u>47,560,148.34</u></b>	<b><u>47,560,148.34</u></b>	<b><u>36,198,311.84</u></b>	<b><u>34,372,716.34</u></b>	<b><u>49,145,982.34</u></b>
<b>Summary Reserves</b>						
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	1,085,863.71	928,125.00	928,125.00	1,237,500.00	1,237,500.00	1,587,270.56
9102 Transfer from Muni	5,551,622.00	5,556,733.00	5,556,733.00	10,286,986.50	8,246,342.00	27,866,503.27
9103 Transfer to Muni	(3,180,797.20)	(8,070,692.00)	(8,070,692.00)	(24,472,157.00)	(24,257,108.00)	(8,442,776.65)
<b>Closing Balance</b>	<b><u>52,602,670.85</u></b>	<b><u>47,560,148.34</u></b>	<b><u>47,560,148.34</u></b>	<b><u>36,198,311.84</u></b>	<b><u>34,372,716.34</u></b>	<b><u>49,145,982.34</u></b>



10.5 Finance Committee - 5/05/2016 - RESERVE ACCOUNTS - ESTABLISHMENT AND PURPOSE

<b>SUBJECT INDEX:</b>	Financial Operations
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Financial Services
<b>ACTIVITY UNIT:</b>	Finance
<b>REPORTING OFFICER:</b>	Manager, Financial Services - Victoria Wilmot Financial Accountant - Ehab Gowegati
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Matthew Smith
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

**This item was considered by the Finance Committee at its meeting on 5 May 2016, the recommendations from which have been included in this report.**

**PRÉCIS**

During the long term financial plan workshops with Council and subsequent restricted assets review, a number of changes to the reserve accounts were identified. This report summarises the potential creation of new reserves and amendments to existing reserve accounts as proposed as part of the 2016/17 annual budget process.

**BACKGROUND**

The Council has 27 reserve accounts which have been established to set aside funds for future years for a specific purpose. As part of the preparation of the long term financial plan, Councillors reviewed and discussed the current reserve accounts and contributions held in restricted assets.

The City has also recently undertaken a review of monies held by the City as restricted assets which was the subject of a presentation to the Finance Committee at its meeting of 14 April 2016. Money is held as a restricted asset generally because it has been received by the City in a manner which ties it to a particular use, purpose or other restriction. Sources of funds held as restricted assets include:

- (1) Money received pursuant to State or Federal Government grants for particular purposes;
- (2) Money held as bonds or deposits which will ultimately need to be repaid at a certain time or subject to the occurrence of certain events; and
- (3) Monies received pursuant to the subdivision and/or development application process as a consequence of conditions of approval which are required to be used for particular purposes as identified in the condition.

It is appropriate that the City continues to hold various funds as restricted assets including government grants that have not yet been allocated for their designated purpose and also bonds or deposits that are not yet due for return or which have not been forfeited. The main aim of the review, however, was to endeavour to move some of the City's restricted asset monies, primarily the restricted asset monies received pursuant to the subdivision and/or development approval process, to appropriate reserve accounts for future expenditure for their intended designated purpose, thereby improving the City's account structure and forward planning.

Thus as detailed in the Officer Comment section of this report, where there are existing reserve accounts to which monies currently held by the City as restricted assets can be lawfully and appropriately transferred, it is proposed that this be done subsequent to the adoption of the

2016/17 financial year budget. Where appropriate reserve accounts do not already exist, it is proposed that those reserve accounts be created as part of the 2016/17 financial year budget process, as detailed in the Officer Comment section of this report, and restricted asset funds transferred to those new reserve accounts during the 2016/17 financial year.

Most notably, it is proposed that a new reserve account be created to hold the funds the City is currently holding and will receive in the future pursuant to the subdivision and/or development approval process as contributions for future community infrastructure needs in accordance with the City of Busselton Local Planning Scheme No. 21.

This report has been prepared to outline the proposed establishment of new reserves and the potential amendment of several existing reserves as a result of Council Long Term Financial Plan discussions and the restricted assets review.

The formal adoption of the amendments will be presented as part of the 2016/17 annual budget process.

## **STATUTORY ENVIRONMENT**

Section 6.11 of the Local Government Act and Regulations 17 and 18 of the Local Government (Financial Management) Regulations pertains to the establishment and maintenance of reserve accounts. In addition, Section 6.37 of the Local Government Act which relates to specified area rates, specifically includes the requirement to establish and maintain reserves under section 6.11 for specified area rate funds.

A local government may set aside money for use for a purpose in a future financial year, through the establishment and maintenance of a reserve account for such purpose. A reserve account is to have a title that clearly identifies the purpose for which the money is set aside.

Before a local government can change the purposes of a reserve account, or uses the money in a reserve account for another purpose, it is required to give one month's local public notice of the proposed change. A local government is not required to give public notice where the change of purpose or proposed use has been disclosed in the annual budget. Any change in purpose is also required to be disclosed in the annual financial report.

The City of Busselton Local Planning Scheme No.21 provisions set out the requirements in relation to the taking of community infrastructure contributions including the basis for collection and use where justified as a consequence of a subdivision approval or planning consent. The Local Planning Scheme No.21 Schedule 15 lists the specific permitted infrastructure works within the district and identified precinct areas.

Section 7.73 of the Local Planning Scheme No. 21 requires the City to ensure that contributions are to be applied in an accountable manner. Section 6.12.18 of the Scheme sets out specific requirements for the administration of funds.

## **RELEVANT PLANS AND POLICIES**

Whilst the Council does not have a specific overarching policy on reserves, there are several Council policies relating to the administration of specific reserve accounts:

- Waste Management Facility and Plant Reserve (Council Policy 007)
- Road Asset Renewal (Council Policy 026)
- Verge and Public Open Space Improvement – Subdivision (Council Policy 185/3)

The establishment and administration of reserve accounts will be reflected in the key financial management documents; the annual budget, the long term financial plan and the annual financial report.

It is noted, that monies received and utilised in an individual reserve account may also be subject to other specific plans and policies relating to the particular activity and purpose of those monies.

### **FINANCIAL IMPLICATIONS**

Any monies held in reserve accounts may only be utilised in accordance with the approved purpose. It is proposed that any transfers to the new or amended reserve accounts associated with this report will be assessed and determined as part of the annual budget.

All reserve accounts are tied to a specific purpose and receive interest on the balance of monies held in the reserve. The value of the proposed transfers and interest on these monies will be outlined in the 2016/17 annual budget documents to be considered by Council in July 2016.

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

Any amendments to reserve accounts will be reflected into the long term financial plan. The reserving of monies for future years may assist the Council in ensuring financial sustainability and planning for future costs and obligations. The reserve accounts will hold contributions and other monies for future capital infrastructure and works projects where identified as required through the long term financial plan, strategic community plan and relevant asset management plans.

### **STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Are 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’. This is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

### **RISK ASSESSMENT**

This report outlines the potential establishment and amendment of reserve accounts. Reserve accounts are used to hold monies for future expenditure relating to a specific purpose. Therefore the proposed reserve accounts seek to ensure the risk associated with the future funding of specific obligations is reduced.

It is not seen that any medium or high level risks would arise from the matters contained in this report.

### **CONSULTATION**

Not applicable at this stage as this report is setting out what is proposed to be done at annual budget time.

### **OFFICER COMMENT**

The establishment and management of reserve accounts is considered prudent financial management and assists the Council in ensuring monies that have been received are quarantined for the appropriate specific purpose and/or monies are set aside to meet expected future obligations.

## **Proposed New Reserves**

Discussion in relation to the City's restricted assets identified that the establishment of new reserves for certain restricted monies would provide increased transparency over the utilisation and administration of those monies. Monies received by the City may not be expended in the year of receipt and held in reserve for use in future years as required to meet the purpose.

### Community Development Contribution Reserve

Development contributions are received by the City through the planning process, primarily as conditions of either a subdivision approval or planning consent. The contributions are received, where justified as a consequence of the subdivision or development approved, to support increased demands on the provision of community infrastructure and facilities.

Contributions are received for the benefit of the district, precinct area and/or specific contribution areas and must be expended for the public purpose for which they were obtained. The contributions which the City collects are subject to the provisions of the City's Town planning Scheme and may also be subject to particular development contribution plans, and/or specific development contribution agreements. These plans or agreements could require the contributions to be used for specific infrastructure projects or amenities or require funds to be applied in particular ways.

It is a specific requirement of the Local Planning Scheme No. 21 that these funds are held in a reserve account. Whilst these funds are currently separately recorded in restricted assets, are utilised in accordance with the provisions and are credited interest on the balance of monies held, the establishment of a separate reserve account is required.

It is therefore proposed a new reserve is established and named the 'Community Development Contribution Reserve' for the purpose of holding development contributions received by the City for the provision of new or upgraded community infrastructure. Funds will be separately identified for district, precincts and specific contribution areas and may be applied only to applicable community infrastructure works within those areas in accordance with the purpose for which, and/or the agreements pursuant to which, they were obtained. Particular contributions may also be subject to more specific requirements in accordance with specific development contribution agreements, policies or plans and information in relation to this will of course be retained within the City's record systems to ensure compliance with these requirements.

Monies currently held as restricted assets in relation to community infrastructure and Commonage community infrastructure contributions will be transferred to the new reserve following adoption of the 2016/17 annual budget.

### Busselton Area Drainage and Waterways Improvement Reserve

The City receives development contributions under the current Local Planning Policy – 6F Drainage Infill Contributions to support works associated with the upgrade of the City's storm water and drainage infrastructure.

The City has received development contributions in the past, under the former Council policies; Council Policy 182/3 Vasse Diversion Drain Contribution; Council Policy 183/3 Local Drainage Contributions; and Council Policy 184/3 Development Contributions Drainage (Main). Contributions received under the former Council Policy 182/3 Vasse Diversion Drain were to contribute towards the costs of improvement works to the Vasse diversion drain and/or the construction or alteration of major streams and drains, levees, compensating basins and other flood protection works.

The report to Council for the meeting on the 8 October 2014; 'Final Adoption of Stormwater Management and Drainage Infill Contributions' (Council resolution C1410/244) noted the intention for monies obtained under the former policies was to be spent on water quality and storm water management measures which would lead to improvements in storm water management for the identified Busselton area to which the current policy applies.

It is proposed that a new reserve is established and named the 'Busselton Area Drainage and Waterways Improvement Reserve' for the purpose of holding development contributions received by the City for the provision of drainage works and the management and improvement of waterways within the Busselton area including the lower Vasse River. Monies currently held as restricted assets in relation to Vasse diversion drain and other drainage and flood protection works, will be transferred to the new reserve in the 2016/17 financial year.

#### Joint Venture Aged Housing Reserve

The City operates aged housing facilities under Joint Venture agreements with the Western Australian State Government's Department of Housing.

Pursuant to the joint venture agreements, the City is required to keep and maintain proper and accurate records with respect to the joint venture and apply any surplus income after operational costs for the purpose of the project. Accordingly, the City currently holds aside the monies from the operation of these facilities in restricted assets primarily for future asset management costs. There has been sufficient funds to meet these costs up to now as monies have been set aside as restricted assets. It is considered more appropriate however to hold these monies in a specific reserve account for use in accordance with the joint venture agreement in meeting future asset management and other related costs.

It is proposed a new reserve is established and named the 'Joint Venture Aged Housing Reserve' for the purpose of holding funds to meet future expenses, including capital, maintenance, operational and administrative costs associated with the provision of community aged housing at Winderlup Villas and Harris Road pursuant to the relevant joint venture agreements with the Department of Housing. Monies currently held as restricted assets for this purpose will be transferred to the new reserve following adoption of the 2016/17 annual budget.

#### Public Art Reserve

The City receives development contributions under the current Local Planning Policy – 6B Percent for Art Provisions, where to satisfy a development condition, a cash contribution is made in lieu of the provision of public artworks.

The objectives of the percent for art provisions includes the promotion of civic, community and cultural identity; enhancing a sense of place through the reinforcement of European and indigenous history, cultural heritage and contemporary traditions; promotion of community reflection, inspiration, celebration and wellbeing; and improving visual amenity and functionality of the public domain.

A new reserve named the 'Public Art Reserve' is proposed for the purpose of holding restricted development contributions received by the City for the commissioning, purchase and enhancement of public art works.

## **Proposed Amendments to Existing Reserves**

Discussion in relation to the City's reserve accounts identified potential amendments to existing accounts to assist in the clarity of the name and purpose or to ensure the reserve remains up to date with current and future needs.

### Building Reserve amended to the Building Asset Renewal Reserve

The City has previously established the 'Building Reserve' for the following purpose:

*Building requirements which need to be "saved" for but are not considered to be large project items requiring their own reserve fund or loan funding.*

The existing reserve to be renamed the 'Building Asset Renewal Reserve' for the similar purpose of providing funding for future building requirements for assets that do not have their own reserve account or loan funding.

The proposed change will provide greater clarity as to the intention to provide funding for the renewal of the City's existing building assets. A further review will be undertaken in the coming year of monies held in the Reserve with a view to allocating and partitioning funds by reference to specific building assets or groups of buildings where they are above an identified value. This is proposed to help ensure that funds set aside for a particular future need in respect of a particular building asset are ultimately utilised for that purpose.

### Beach Protection Reserve amended to the Climate Adaption Reserve

The City has previously established the 'Beach Protection Reserve' for the following purpose:

*To cover repairs or preventative measures necessary to protect the beach or land based assets as well as specific capital projects designed to protect the shoreline, e.g. construction of a sea wall.*

It is proposed the existing reserve be renamed the 'Climate Adaption Reserve' with the purpose remaining largely the same.

The City of Busselton has a diverse and renowned coastline providing a valuable asset and amenity to the community. It is proposed the wording of the reserve purpose is amended to ensure it remains current and reflects the potential impact of climate adaptation on the future management of our coastline.

### Long Service Leave Reserve, Sick Pay Incentive Reserve and Professional Development Reserve amended to the Employee Entitlements Reserve

The City has previously established the 'Long Service Leave Reserve', the 'Sick Pay Incentive Reserve' and the "Professional Development Reserve" for the following respective purposes:

*To provide funding to meet Council's future long service leave obligations.*

*To provide funding to meet Council's obligations under the City of Busselton's Enterprise Bargaining Agreement.*

*To provide funding to meet City's ongoing contractual professional development obligations.*



It is proposed the existing reserves are consolidated and renamed the 'Employee Entitlements Reserve'. The employee entitlement related reserves have a similar purpose and exist to ensure there are sufficient funds to meet the future obligations. For simplification, the reserves are proposed to be consolidated. The new reserve account will continue to operate in the same manner as the three individual reserve accounts, with the amalgamated purpose remaining largely unchanged and being reflective of the 3 existing reserves.

Asset Depreciation Reserve and Road Asset Renewal Reserve amended to the Infrastructure Asset Renewal Reserve

The City has previously established the 'Asset Depreciation Reserve' and the 'Road Asset Renewal Reserve' for the following respective purposes:

*To assist the City in funding capital expenditure on renewal, replacement and improvements of infrastructure assets as determined by Council, and as specifically identified in relevant asset management plans.*

*To meet the needs of the Long Term Financial Plan road asset management plan requirements.*

It is proposed the existing reserves be consolidated and renamed the 'Infrastructure Asset Renewal Reserve' for the purpose of providing funding for capital expenditure on the renewal, replacement and improvement of roads and other infrastructure assets, as determined by Council and in accordance with the relevant asset management plans. Funds will be separately identified for the defined road asset renewal rate increase to ensure monies collected are utilised in accordance with the purpose for which they were obtained.

Infrastructure assets includes but is not limited to roads, bridges, footpaths, drainage, carparks, lighting and other infrastructure. To this effect, funds provide for roads management is retained both in the Asset Depreciation Reserve and the Road Asset Renewal Reserve. Therefore for simplification, it is proposed the reserves are consolidated.

It is noted that the Council implemented commencing in 2013/14, a 1% asset renewal rate increase to address the roads funding gap. It is intended that these monies are prioritised towards renewal based projects with a primary focus on maintaining the existing capacity and capability of the asset. The 1% asset renewal rate is subject to the Road Asset Renewal Policy (Council Policy 026). To ensure continued management in accordance with this policy including reconciliation of the annual transfer to the reserve account to the value of rates levied, funds within the reserve raised under the rate increase will continue to be separately identified.

It is noted that on adoption of the proposed change following the 2016/17 budget process, the Road Asset Renewal Policy (Council Policy 026) will need to be updated to reflect the amendment to the reserve arrangements. This will primarily require replacement of reference to the 'Road Asset Renewal Reserve' with reference to the 'Infrastructure Asset Renewal Reserve'.

Infrastructure Development Reserve renamed as the New Infrastructure Development Reserve

The City has previously established the 'Infrastructure Development Reserve' for the following purpose:

*For the purpose of setting aside funds to facilitate the identification, design and development of new infrastructure and other capital projects.*

The existing reserve may be renamed the 'New Infrastructure Development Reserve' to highlight in the naming of the reserve that the purpose relates to new infrastructure and capital projects, in contrast to the renewal of existing City assets. No change in the reserve purpose is required.

### **Other Matters**

Whilst not giving rise to any changes to the reserve accounts, other potential transfers from restricted assets were identified for consideration by Council. These include:

- Restricted assets relating to cash received in lieu of parking will be reviewed for transfer to the City Car parking and Access Reserve as part of the 2016/17 annual budget.
- Restricted sundry assets related to waste will be reviewed for transfer to the Waste Management Facility and Plant Reserve as part of the 2016/17 annual budget.
- Restricted sundry assets related to unspent government grants also will be resolved by either acquitting the grant expenditure or, where appropriate, transferring the unspent restricted assets monies to the relevant City reserve account.

### **CONCLUSION**

The City's current reserve accounts and restricted assets have been considered and potential amendments identified to ensure transparency, clarity and currency of purpose of reserve accounts. This includes both the establishment of new reserve accounts for certain monies currently recorded as restricted assets and amendments to existing reserve accounts.

It is proposed the amendments as outlined in this report will be incorporated into the 2016/17 annual budget for adoption by Council as part of this process. Proposed transfers of restricted asset monies to new reserve accounts will occur following budget adoption in the 2016/17 financial year.

### **OPTIONS**

The purpose of this report is propose amendments to the City's reserve accounts arising from the restricted asset review and associated reserves review and also from Long Term Financial Plan discussions. The Council may opt to partly or fully endorse or reject the proposed reserve changes or to make further amendments to the reserve accounts.

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

Subject to endorsement, any amendments to the reserve accounts will be progressed as part of the 2016/17 annual budget scheduled for presentation to Council for adoption in July 2016.

### **COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**

That the Council:

1. Endorses the proposed establishment of the following new reserves as part of the 2016/17 annual budget process:
  - Community Development Contribution Reserve;
  - Busselton Area Drainage and Waterways Improvement Reserve;
  - Joint Venture Aged Housing Reserve; and
  - Public Art Reserve.
2. Endorses the proposed amendments to existing reserves as follows as part of the 2016/17

annual budget process:

<b>Existing Reserve</b>	<b>Proposed New Reserve</b>
Building Reserve	Building Asset Renewal Reserve
Beach Protection Reserve	Climate Adaptation Reserve
Long Service Leave Reserve Sick Pay Incentive Reserve Professional Development Reserve	Employee Entitlements Reserve
Asset Depreciation Reserve Road Asset Renewal Reserve	Infrastructure Asset Renewal Reserve
Infrastructure Development Reserve	New Infrastructure Development Reserve

10.6 Settlement Art Project Steering Committee - 5/05/2016 - NOMINATION OF A NEW COMMITTEE MEMBER

<b>SUBJECT INDEX:</b>	Nomination of a New Committee Member
<b>STRATEGIC OBJECTIVE:</b>	A City where the community has access to quality cultural, recreation, leisure facilities and services.
<b>BUSINESS UNIT:</b>	Community Services
<b>ACTIVITY UNIT:</b>	Community Services
<b>REPORTING OFFICER:</b>	Cultural Development Officer - Jacquie Happ
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Nil

**This item was considered by the Settlement Art Project Steering Committee at its meeting on 5 May 2016, the recommendations from which have been included in this report.**

### **PRÉCIS**

The Council is requested to consider the appointment of a new member to the Busselton Settlement Art Project Steering Committee (BSAPSC) following the decision of Mr Frank Elliott to resign at the informal meeting of 8 October 2015. It is recommended that a new member be appointed to replace Mr Elliott.

### **BACKGROUND**

The BSAPSC operates with eight (8) members. One member is a Councillor, one City of Busselton Officer and the remaining six (6) members are community representatives.

At an informal meeting of 8 October 2015, Mr Elliott announced that he would not re-nominate as a member of the Steering Committee for another term. Mr Elliott was thanked for his contribution to the project since its initial conception by Councillor Robert Bennett and former Steering Committee Chair, Mr David Reid. At an informal meeting held on 11 February 2016, the Committee Members nominated and indicated support for the appointment of Mr Brian Slee as a member of the BSAPSC.

### **STATUTORY ENVIRONMENT**

The membership and deputy membership of Committees of Council must be determined by the Council in accordance with Section 5.10 and 5.11A of the *Local Government Act 1995*. In this regard, an Absolute Majority decision of the Council is required to appoint a person as a member or deputy member of a Committee.

### **RELEVANT PLANS AND POLICIES**

Nil.

### **FINANCIAL IMPLICATIONS**

Nil.

**Long-term Financial Plan Implications**

Nil.

**STRATEGIC COMMUNITY OBJECTIVES**

The Strategic Community Objective of “a City of shared, vibrant and well planned places that provide for diverse activity and strengthen social connection” is supported by this proposal to enhance public areas with significant works of art celebrating the history of Busselton. The Committee assists with the achievement of this objective.

**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 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. No such risks were identified.

**CONSULTATION**

The vacancy resulting from Mr Elliott’s decision to resign has been discussed at several meetings. During the meetings members have been asked to consider potential new members. At an informal meeting on 11 February 2016, Committee member, Ramona Johnson suggested Mr Brian Slee would be in a good addition to the Committee. Mr Slee was contacted and affirmed his interest in being a part of the Committee. All members present agreed that the nomination should be supported and referred to the Council for approval.

**OFFICER COMMENT**

It is considered that Mr Slee would be a valuable and suitable member of the BSAPSC as he has shown his support for the Settlement Art Project through his work at the Busselton Museum. He is the President of the Busselton Historical Society, has a strong interest in the history of Busselton and is a well-known community member. Mr Slee family has a long history having moved to Busselton in 1922 as Group Settlers. Mr Slee moved away but returned home 31 years ago to live with his family.

**CONCLUSION**

In order to continue the valuable contribution of the BSAPSC, it is recommended that Mr Brian Slee is appointed as a member of the Committee, following the resignation of Mr Elliott.

**OPTIONS**

The Council may choose to review the Committee’s operations and therefore not appoint new members at this time.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The recommendation would be effective immediately upon the resolution of Council.

**COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**

**ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That the Council:

1. Appoints Mr Brian Slee as a member of the Busselton Settlement Art Project Steering Committee.

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

### **11.1 AMENDMENT NO. 18 TO LOCAL PLANNING SCHEME NO. 21 - REZONE LOT 4 AND 318 LAYMAN ROAD, WONNERUP FROM 'AGRICULTURE' TO 'CONSERVATION' AND RESERVE FOR 'RECREATION' WITH ASSOCIATED STRUCTURE PLAN, CONSIDERATION FOR INITIATION**

<b>SUBJECT INDEX:</b>	Town Planning Schemes and Amendments
<b>STRATEGIC OBJECTIVE:</b>	Growth is managed sustainably and our environment is protected and enhanced as we develop.
<b>BUSINESS UNIT:</b>	Strategic Planning and Development
<b>ACTIVITY UNIT:</b>	Strategic Planning and Development
<b>REPORTING OFFICER:</b>	Senior Strategic Planner - Helen Foulds Strategic Planner - Nick Edwards
<b>AUTHORISING OFFICER:</b>	Director, Planning and Development Services - Paul Needham
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Location of Subject Land Attachment B Aerial Photo of Site Plan Attachment C Proposed Planning Scheme Amendment Map Attachment D Draft Structure Plan

## **PRÉCIS**

The Council is requested to consider proposed Amendment No. 18 to the *Local Planning Scheme No. 21* (LPS21) for advertising. The Amendment seeks to rezone Lot 4 and 318 Layman Road, Wonnerup (subject land) from 'Agriculture' to 'Conservation' and 'Reserve for Recreation'. In addition to the Amendment request, the proposal includes a draft Structure Plan showing the intended subdivision pattern which consists of six new lots and two reserves, consistent with the Busselton Wetlands Conservation Strategy (BWCS).

Officers recommend that Council adopts the proposed Amendment and Structure Plan (subject to minor modifications) for initiation and consultation, which will include referral to the EPA, relevant state government agencies and advertising. The Amendment is deemed to be a 'standard' amendment for the purposes of Part 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## **BACKGROUND**

The subject land is an irregularly-shaped parcel located 7km east of the Busselton City Centre comprising 142ha (approximately) surrounding the National Trust-owned Wonnerup House (Attachment A and B). The bulk of the property is contained in Lot 4 Layman Road. Lot 318, which is in the same ownership as Lot 4, is a redundant and closed road reserve traversing the land west to east which is intended to be incorporated into the proposed subdivision.

The subject land is bordered by rural residential lots to the northwest, Ramsar declared Vasse-Wonnerup Wetlands to the north/northeast, grazing land to the east and the Tuart Forest National Park is immediately south. Malbup Creek runs through the site northeast to southwest, linking the Vasse and Wonnerup estuaries. Layman Road bisects the subject land north to south. Membenu Road borders the south eastern corner of the site for approximately 110 metres.

The site is mostly flat, cleared grazing land containing one outbuilding. Acid Sulphate Soils (ASS) are present, although not affecting the proposed developable areas which are also designated as bushfire prone.

The landowners seek to continue the existing agricultural activity on the land, whilst vesting the wetland area as conservation reserves to the responsible authorities and creating a number of developable lots.

The Scheme Amendment proposes to rezone Lot 4 and Lot 318 from 'Agriculture' to 'Conservation' and 'Reserve for Recreation', consistent with the outcomes of the 'Determination of Wetland Boundaries Report' (WBR), submitted in support of the proposal. The proposed Scheme Amendment Map is provided at Attachment C.

The draft Structure Plan (Attachment D) proposes the creation of two reserves and a six-lot clustered Rural Residential-type subdivision east of the Wonnerup House site to be accessed by a new road linking Layman and Membenup Roads. The proposed reserves are approximately 31.7ha and 1.6ha. The larger reserve is for environmental conservation purposes, protecting the Malbup Creek and a 30m riparian zone. It consists of 3 separate land units proposed to be vested in the Department of Parks and Wildlife (DPaW). The smaller reserve, to be allocated for recreation, is west of Layman Road opposite the proposed new road entrance and is proposed to be vested in the City of Busselton.

The remaining land is proposed for subdivision into six lots each containing building envelopes. Five lots range in area from 1.5 to 7ha and are clustered in the south-eastern corner. One lot of approximately 92.5ha will continue to support agriculture activity (currently cattle grazing) with a building envelope allocated for it in the same vicinity. Building envelopes have been proposed following the assessment of soil types and appropriate development areas identified within the WBR. The soils supporting grazing are mostly wet, saline flats. A pocket of drier, stable soil in the more elevated south east corner suits the development of the proposed smaller land holdings.

## **STATUTORY ENVIRONMENT**

The active statutes affecting this application include:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *City of Busselton Local Planning Scheme No. 21:*

### **Planning and Development Act 2005**

The *Planning and Development Act 2005* (P&D Act) outlines the relevant considerations when preparing and amending local planning schemes. The relevant provisions of the Act have been taken into account in preparing and processing this amendment.

### **Planning and Development (Local Planning Schemes) Regulations 2015**

The *Planning and Development (Local Planning Schemes) Regulations 2015*, which came into operational effect on 19 October 2015, identifies three different levels of amendments – basic, standard and complex. The resolution of the local government is to specify the level of the amendment and provide an explanation justifying this choice. This Amendment is deemed to be a 'standard' amendment.

The new Regulations provide separate processes for the approval of scheme amendments and structure plans, adherence to which would advance the proposed Structure Plan ahead of the Amendment. However as the Structure Plan is reliant upon the change in zoning proposed in the Amendment and the nature of the proposal supports their assessment in parallel, the Structure Plan and Amendment are being progressed concurrently. Progression of the proposed Structure Plan will therefore assume the process and timeframes associated with the Amendment.



**City of Busselton Local Planning Scheme No. 21.**

The proposed Amendment follows the policies, objectives and provisions of the 'Conservation Zone', which permits subdivision at a ratio of one lot per 20 hectares, preferably where a clustered form can be achieved and positioned away from scenic, environmentally sensitive and flood-prone areas.

**RELEVANT PLANS AND POLICIES**

This site was previously identified in the *Environmental Protection Swan Coastal Plain Lakes Policy 1992* which was revoked on 20 November 2015. Other local policies now used to assess the application generally support the proposal. The policies affecting this proposal include:

- *State Planning Policy 2.5: Land Use Planning in Rural Areas;*
- *State Planning Policy 3.7: Planning in Bushfire Prone Areas* and associated Guidelines and Appendices;
- *Local Environmental Planning Strategy;*
- *Local Rural Planning Strategy;*
- *Busselton Wetlands Conservation Strategy; and*
- *Local Planning Policy (LPP) 6E; Development Contribution Policy – Road.*

**State Planning Policy 2.5: Land Use Planning in Rural Areas**

The application conforms to the 'Managing and improving environmental and landscape attributes' section of the policy, which requires that future ownership and land management will be considered prior to the zoning of land for conservation purposes.

**State Planning Policy 3.7: Planning in Bushfire Prone Areas and associated Guidelines and Appendices;**

A considerable proportion of the future residential site is within a bushfire prone area and affected by State Planning Policy 3.7. This policy requires a comprehensive assessment of the bushfire risk to accompany the development application, which has been submitted in a Bushfire Management Plan.

**Local Environmental Planning Strategy**

The Strategy sets recommendations and strategies for managing the wetlands and waterways, including factors that can influence the quality and functioning of these areas. The proposal conforms to the Strategy objectives by assessing the application against the Busselton Wetlands Conservation Strategy 2005 (BWCS). The proposal is considered to protect water quality and enhance conservation outcomes.

**Local Rural Planning Strategy**

The subject land is subject to the provisions of section 7.2 *Rural Wetlands* of the Local Rural Planning Strategy (LRPS). This section identifies major threats to the area as weeds, feral animals and nutrient export to the wetlands. This requires the preparation of a Nutrient Management Plan should nutrients be used in association with any agricultural practice on site. The strategy also states that development outside the guidance provided by the BWCS will not be supported.

**Busselton Wetlands Conservation Strategy**

The BWCS is the primary policy tool guiding management in the Busselton wetlands area with the vision being to achieve '*ecologically sustainable land use activities and wise management of the*

*natural resources of the area to maintain and enhance conservation of the biodiversity, environmental and landscape values of the Busselton Wetlands area, both now and in the future.'*

The importance of improving the management of water assets and, most especially, water quality in the Vasse-Wonnerup ecological system, is clearly identified in the BWCS. It is also strongly reflected in the current 'political will' being demonstrated across State and local governments that is driving fresh initiatives to address water quality problems – such as the 'Vasse Taskforce', presently chaired by the Minister for Water and charged with coordinating and overseeing the delivery of a range of projects and actions to improve water quality (inter alia) under the recent 'Vasse Geographie Strategy'.

The strategy identifies the subject land as a 'Rural and Wetland Amenity Area', containing high visual amenity values, particularly along Layman Road.

The proposal conforms to the requirements of the BWCS although ongoing discussion is required to monitor agricultural practices and land management to ensure that the nutrient balances, weed and vermin control does not present a risk to the Wonnerup Estuary or Tuart Forest.

#### **LPP 6E; Development Contribution Policy - Road**

The resulting increase in traffic resulting from this subdivision requires local roads servicing the subdivision to be upgraded to address the potential additional demand. The developer has identified the upgrading of Membenup Road from where it meets the subject land to Tuart Drive and the wider road network. This connection serves a dual function, to provide appropriate access to the subdivision and an alternative route in case of fire.

#### **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from the recommendations of this report.

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

Nil

#### **STRATEGIC COMMUNITY OBJECTIVES**

The Officer recommendation is consistent with community objective 5.2 of the City's Strategic Community Plan 2013, which is: *'Growth is managed sustainably and our environment is protected and enhanced as we develop'*.

#### **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 identified 'downside' risks only, rather than 'upside' risks as well. The implementation of the Officer Recommendation will involve adopting the Amendment and proposed modified Structure Plan for advertising. In this regard, there are no significant risks identified.

#### **CONSULTATION**

There is no requirement under the *Planning and Development Act 2005* to advertise a proposed scheme amendment prior to it being initiated by the Council. Accordingly, no advertising has occurred to date.

Preliminary informal consultation with the Department of Planning (DoP) and the Department of Parks and Wildlife (DPaW) indicated that they were generally supportive of the proposed amendment and (in the case of the latter) were prepared to accept responsibility for the relevant Reserves.

Since the current proposal was first submitted well before the gazettal of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DoP has been consulted regarding the submission of a dual Amendment request and a Structure Plan. The agreed approach to this application will be to process the Structure Plan and Amendment at the same time.

If the Council resolves to initiate the proposed Amendment and Structure Plan, the documentation will be referred to the Environmental Protection Authority (EPA) to consider the need for formal assessment under Part IV of the *Environmental Protection Act 1986*. If the EPA determines that formal assessment is unnecessary, it will be advertised for a period of 42 days in accordance with the Regulations and include referral to relevant state government agencies. In the event that the EPA determines that the proposal is to be formally assessed, it will be prepared by the proponent prior to consultation.

## OFFICER COMMENT

The proposed Amendment and accompanying Structure Plan do not present any substantial issues or complications on account of:

- Compliance of the subdivision plan with the strategic and environmental intentions of the BWCS;
- Formal vesting of land for Conservation with the appropriate responsible Authorities;
- Suitable access being provided by the proposed road network; and
- Sufficient setback distances and cleared areas being available to allow access when addressing bushfire risk.

The most substantive issues are addressed under the following headings and discussed below:

1. Wetlands/Environment;
2. Bushfire Risk; and
3. Building Envelopes.

### 1. Wetlands/Environment

Some basic propositions of the BWCS, as relevant to this proposal include:

- 'General support' for the continuation of broadacre farming within designated 'Rural and Wetland Amenity Areas' (in the case of Lot 4, the majority of the landholding), in accordance with the Dept. of Agriculture's *'Guidelines of Management of Farmland Adjacent to the Busselton Wetlands'* (2002);
- General presumption against further subdivision of agricultural land for non-agricultural purposes, except in 'limited circumstances';
- Support for 'limited' rural-clustered subdivision where suitable land can be set aside for reserves for conservation, landscape and foreshore protection;
- For lots greater than 20 hectares, *as an incentive to maintain and enhance the conservation of the biodiversity, environmental and landscape values of wetlands in perpetuity*, the subdivision of 1 additional lot per 20 hectares (to a maximum of 5 additional lots) may be supported, dependent on the consideration of such factors as:
  - appropriate reservation and covenanting options to secure the maintenance of conservation and landscape values;

- subdivision being in clustered form outside the 'Rural and Wetland Amenity Area', where possible, and within the range of 1-2 hectares (or smaller, where circumstances are justified which would result in more desirable outcomes in the Busselton Wetlands);
- ceding of land free of cost as reserves for conservation, landscape and foreshore protection purposes;
- additional considerations and criteria, as outlined in 'General Strategies' (for Agricultural Land) of the BWCS.

Further to all of the above (and notwithstanding other matters identified in the BWCS) it is acknowledged that Lot 4 is generally fragmented and/or 'constrained' by Layman Road, Malbup Creek, Lot 318, the National Trust reserve for Wonnerup House, the floodway between the Wonnerup and Vasse estuaries, sensitive Quindalup Very Wet Saline Flats soils, reservation requirements and setbacks necessary from the National Park and heritage precinct.

It is further acknowledged that the current landowner has undertaken effective and responsible environmental and land management works on the property in respect to stock fencing, weed control, revegetation and tree-planting (along Layman Road). A small memorial to the current landowner's father, Bill Scott, is known to be situated just off Layman Road - opposite the entrance to Wonnerup House - representing a strong family connection to the subject land and the farming history of the area. It is understood that the National Trust is interested in enlarging its heritage precinct around Wonnerup House, and could be prepared to enter into conservation covenants with the owner of Lot 4 to protect and enhance adjoining environmental assets (such as the 'paperbark grotto'). Whilst the specific motivation of the landowner in seeking a subdivision incentive under the BWCS at the present time is not yet known, it is understood that Lot 4 is no longer an operational family farm; rather it is being leased out to other farming interests for (predominantly) the grazing of cattle.

In light of this background context, the proposal (identified on the proposed Structure Plan at Attachment D) is supported as it strikes an appropriate balance between the environmental health of the Vasse-Wonnerup wetland system and 'balanced' opportunities made available as a result to the subject landowner.

An Environmental Survey required by the BWCS has not been submitted as the developable site has already been significantly altered by long term grazing and clearing. It is assumed that any endemic species are located in the adjacent Ramsar Wetlands and Tuart Forest National Park rather than the cleared grazing land intended for ongoing pastoral use and clustered residential development. All relevant areas on the property that have significant environmental values are to be transferred to DPaW for conservation purposes, therefore a specific environmental survey is considered unnecessary.

Changing the zone to 'Conservation' will allow farming practices to be monitored to minimise impacts on nearby environmental values. Any agricultural practice using fertiliser and other nutrients will need to observe and meet local policy requirements. These practices include restricting farm access to 10m wide easements placed over existing farming tracks and preserving samphire colonies where possible. This is a gain for conservation outcomes as it focuses on achieving outcomes identified in the BWCS.

The BWCS supports improvements in wildlife corridors between the Tuart Forest National Park and the Wonnerup Estuary. It is recommended that only native (preferably local) flora is to be planted outside the proposed building envelopes. This is consistent with the provisions of the Conservation Zone, which supports development where it is unlikely to have a significant detrimental effect on the growth of native plant communities, the survival of native wildlife populations and the provision and quality of habitats for both indigenous and migratory species.

The northern border of the subject land is to be reserved and managed primarily for conservation, landscape and foreshore protection purposes. Fertiliser, weed or vermin control that involves chemical or other mechanisms that may impact on the wetlands is to be investigated and addressed in a 'Water and Nutrient Management Plan' or other management tool as determined before subdivision.

## **2. Bushfire risk**

The portion of land proposed for residential development is largely within a declared Bushfire Prone Area. The Bushfire Management Plan (BMP) has found the developable area has a 'moderate' fire risk which can be mitigated with appropriate house design, vegetation management and site access. Established trees are primarily in isolated groups and the building envelopes identified achieve the required bushfire protection (BAL 19) without the need to clear trees. Dwellings will require specific BAL assessment prior to construction as they will be within 100m of vegetation that is identified as a fire risk.

The BMP will be implemented by conditions in the Structure Plan, including the placing of notifications on newly created titles. The BMP provides for building protection zones and minimum BAL ratings for the proposed building envelopes. Fire mitigation measures allow for the interception of a fast-moving fire, including separation distances between houses and vegetation, three metre wide firebreaks around the perimeter of the developable area and the requirement for landowners to have a tank capacity of a minimum 135,000L (with at least 40,000L of water set aside specifically for fire-fighting). Landowners will also be required to manage vegetation on their properties in accordance with the City's firebreak notice.

## **3. Building envelopes**

Building envelopes are required by *Local Planning Scheme No. 21* to ensure development does not adversely impact wetlands, watercourses or estuaries. Due to the proximity of the Tuart Forest, some guidance on building envelope size can be provided by the Bushland Protection zone. This zone recommends a maximum building envelope of 1,500m<sup>2</sup>, consistent with five of the six proposed lots. The larger building envelope in proposed lot 6 is 3,500m<sup>2</sup> and will also contain the plant and equipment needed to manage the existing agricultural operation.

Prior to public consultation of the proposal, the draft Structure Plan requires a modification to delete condition 9 'Development', requiring setbacks to accord with the Structure Plan. As discussed above, the future cluster lots will have development contained within building envelopes, as opposed to being controlled through development setbacks. The LPS21 specifies at clause 5.32.4 that all development in the 'Conservation' zone must be located within approved building envelopes as shown on a Structure Plan. As such, a specific condition is not required on the Structure Plan to indicate same. The Structure Plan therefore should be modified to remove condition 9 and renumber subsequent condition. Furthermore, any reference in the conditions to 'Development Guide Plan' must be altered to 'Structure Plan', reflecting contemporary terminology.

## **CONCLUSION**

The proposed Amendment and SP provide for the subdivision of the subject land in accordance with the BWCS and will secure conservation of riparian areas adjacent to the Ramsar Wetlands and associated creek. Officers recommend that the Council adopt the proposal for the purpose of public consultation, which will include referral to the EPA and subsequent advertising and referral to relevant state government agencies.

## **OPTIONS**

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

1. To decline the request to initiate the proposed Amendment in its entirety (and provide a reason for such a decision). It should be noted that under the relevant legislation there is no right of appeal against a Council decision not to initiate an amendment.
2. To seek further information before making a decision.
3. To initiate the proposed Amendment subject to further modification(s) as required.

Officer assessment has not revealed any substantive issue or reasonable grounds that would support any of these options and it is considered that options 2 and 3 could be more appropriately considered following the receipt of advice from the relevant state government agencies.

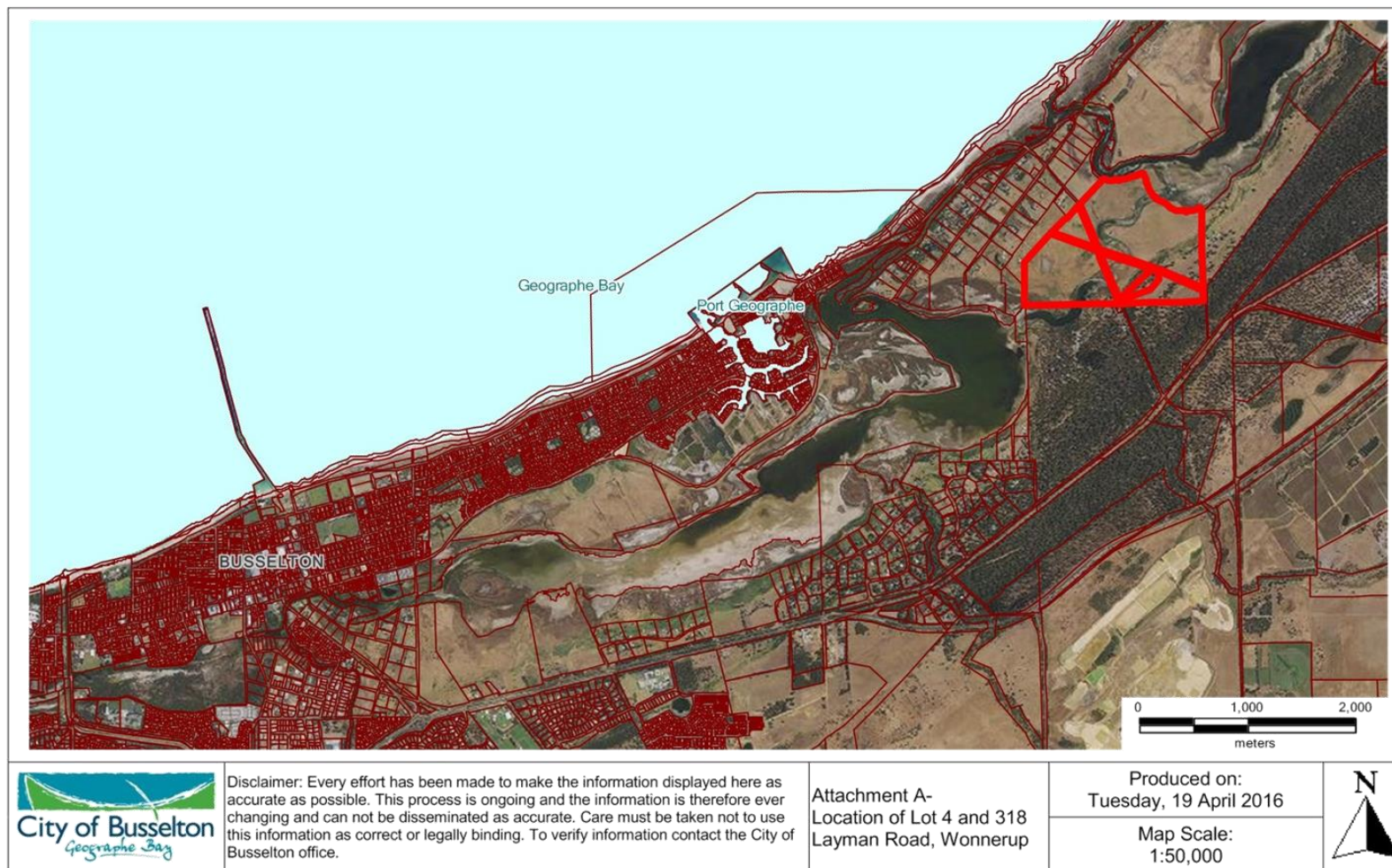
#### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The implementation of the Officer Recommendation would include advising the applicant of the Council resolution and referring the proposal to the Environmental Protection Authority, which will occur within one month of the resolution.

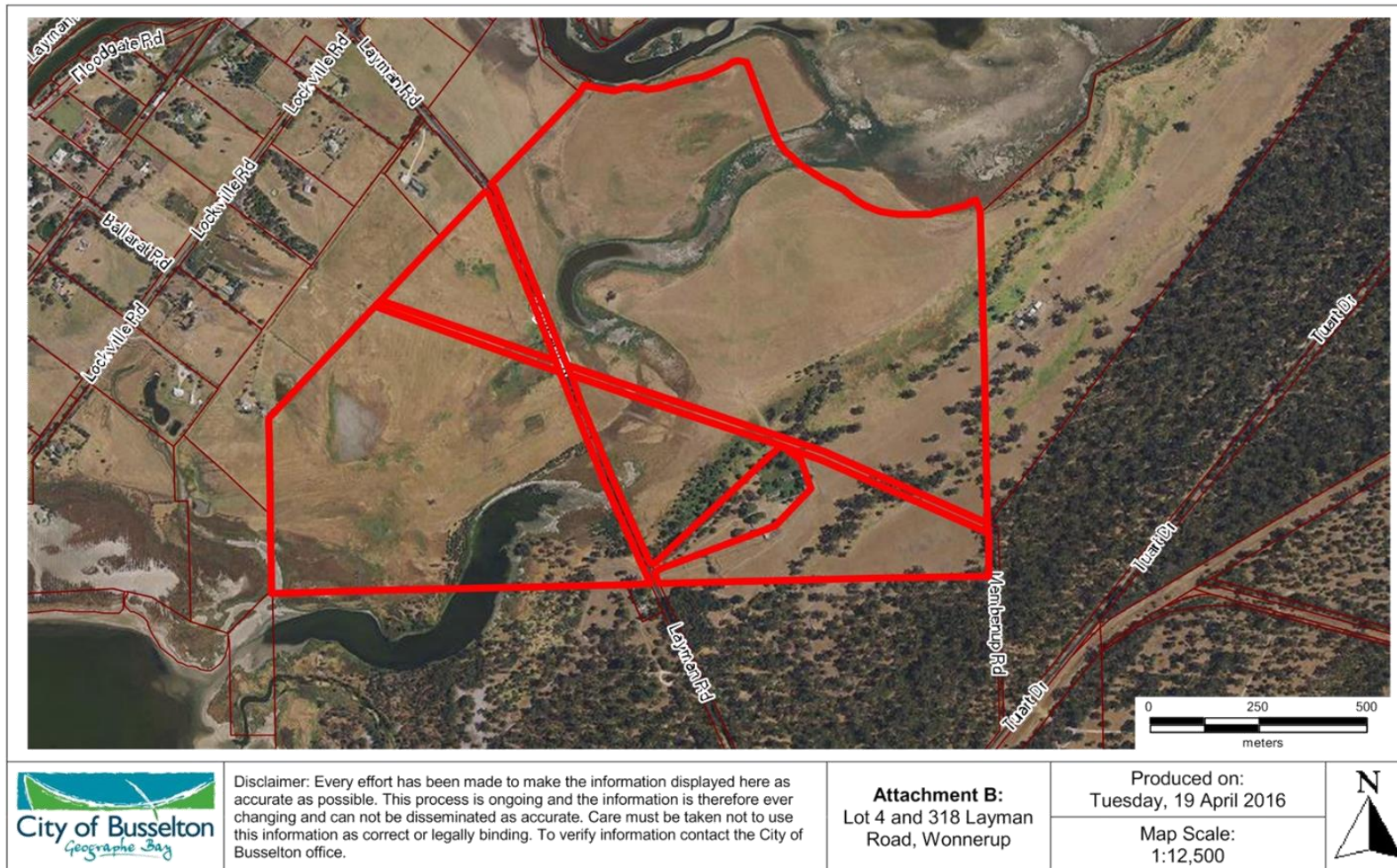
#### **OFFICER RECOMMENDATION**

1. That the Council:
  - a) In pursuance of Part V of the *Planning and Development Act 2005*, adopts draft Amendment No. 18 to the City of Busselton Local Planning Scheme No. 21 for public consultation for the purpose of:
    - i. Rezoning Lots 4 and 318 Layman Road, Wonnerup from 'Agriculture' to 'Conservation' and 'Reserve for Recreation'; and
    - ii. Amending the Scheme map accordingly.
  - b) In accordance with regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, it is the opinion of the Council that the draft Amendment is a 'standard amendment', for the following reason(s):
    - i. The draft Amendment will have minimal impact on land in the Scheme area that is not the subject of the amendment; and
    - ii. The draft Amendment will have no significant environmental, social, economic or governance impacts on land in the Scheme area.
2. That, as the draft Amendment is consistent with Part V of the *Planning and Development Act 2005*, and Regulations made pursuant to that Act, that upon preparation of the necessary documentation the draft Amendment be referred to the Environmental Protection Authority (EPA). Upon receipt of a response from the EPA stating that the draft Amendment is not required to be subject to a formal environmental assessment, it be advertised for public consultation for a period of 42 days. In the event that the EPA determines that the proposed Amendment is to be subject to formal environmental assessment, this assessment is to be prepared by the proponent prior to consultation.
3. Pursuant to Part 4 of the Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts the draft Structure Plan for Lots 4 and 318 Layman Road, Wonnerup for public consultation concurrent with draft Amendment No. 18, subject to the following modifications:

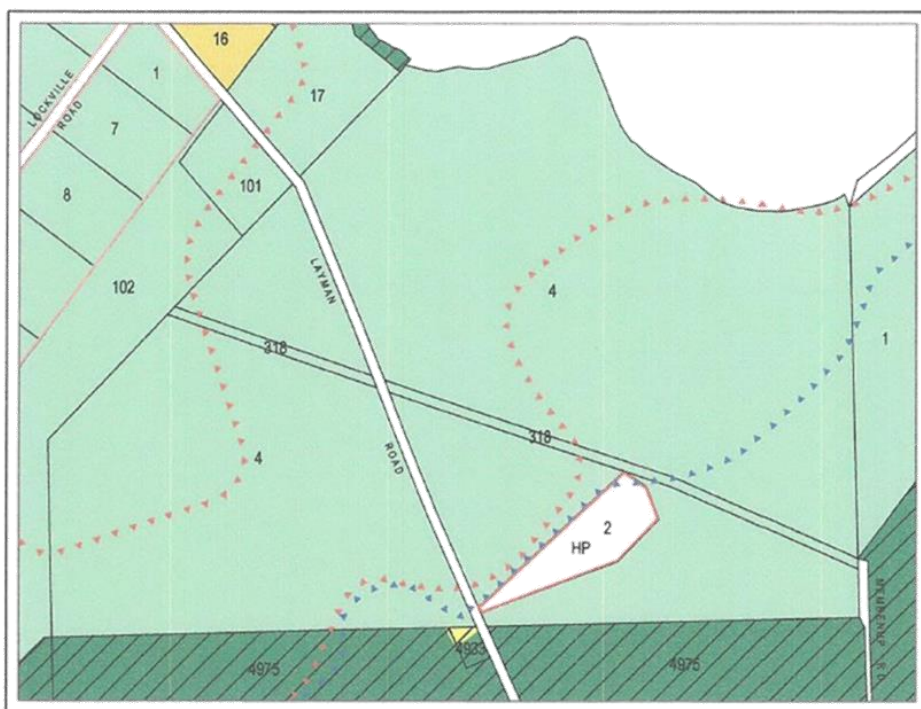
- a) Delete condition 9 from the draft Structure Plan and renumber subsequent conditions;  
and
- b) Correct any reference to 'Development Guide Plan' within the conditions of the Structure Plan to 'Structure Plan'.







CITY OF BUSSELTON  
LOCAL PLANNING SCHEME No. 21  
AMENDMENT No. 18





EXISTING ZONING






PROPOSED ZONING

Legend :

RESERVES :

-  Recreation
-  Public Purpose

ZONES :

-  Conservation
-  Rural Residential
-  Agriculture

 HP Special Purpose

HP Denotes :  
Historical  
Precinct

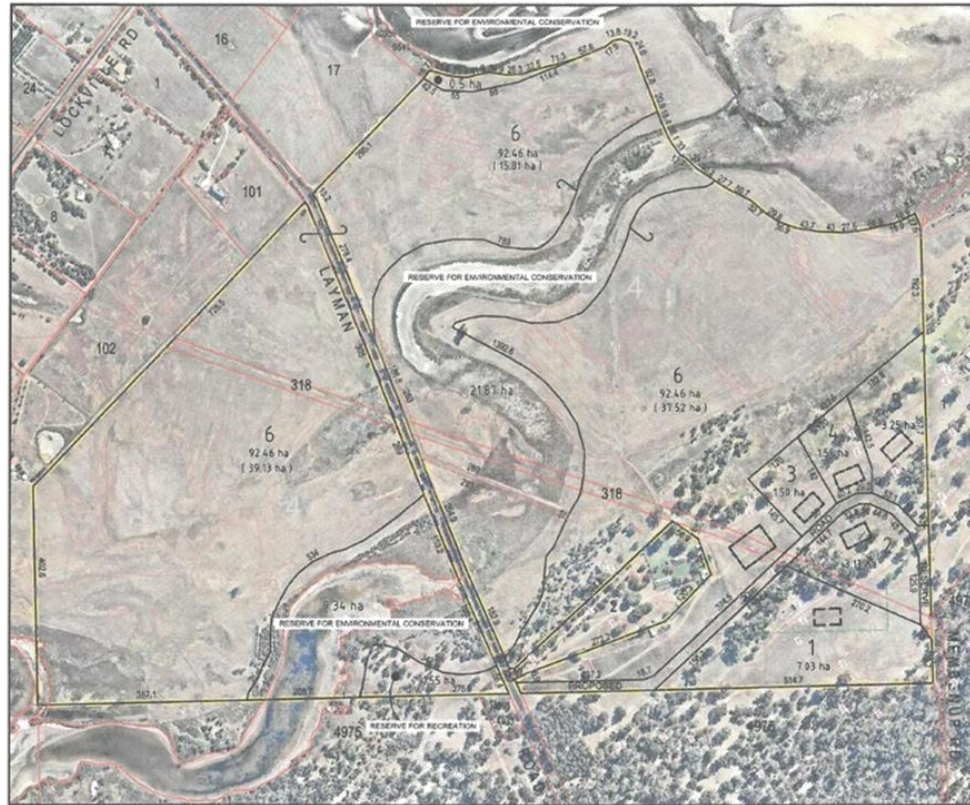
OTHER

-  Wetland
-  Floodway



SCALE 1:12500 @ A4





#### INFORMATION FOR LANDOWNERS

- 1) A Fire Management Plan applies to all lots within the Development Guide Plan and carries with it ongoing fire management responsibilities for lot owners to maintain fire protection measures and emergency access to an appropriate standard.
- 2) The Department of Health encourages landowners to reduce the risk of mosquito borne disease by incorporating management measures.

CONDITIONS – As conditions of subdivision approval, relevant authorities may request the WAPC to impose conditions relevant to the following matters:

- 3) A Nutrient Management Plan for proposed Lot 6 that will be used for the rearing and grazing of animals to the satisfaction of the Department of Parks and Wildlife and the Department of Water.
- 4) Native fauna and flora conservation including:
  - Western Ringtail Possum protection protocols for proposed boundaries and driveways.
  - ceding and fencing of the Reserve for Environmental Conservation.
- 5) Mosquito Management including a notification on Title and advice package to be provided to prospective purchasers addressing mosquito borne disease mitigation measures such as:
  - construction of enclosed outdoor areas (e.g. laundry drying, patios etc);
  - minimising breeding areas by prevention of ponding.
- 6) A memorial on the Certificate of Title of proposed Lots 1 – 5 stating that the area may be subject to chemical spray, noise, dust and odour from nearby agricultural land as a result of normal farming practices.
- 7) The Local Government will request that the subdivider make arrangements to ensure prospective purchasers of the proposed lots will be provided with a copy of this Development Guide Plan.
- 8) Land contained within Lot 318 to be included within lots proposed by this Development Guide Plan.

#### DEVELOPMENT

- 9) Building setbacks for all new buildings on proposed Lots 1 – 6 shall be in accordance with this Development Guide Plan.

#### SUBDIVISION

- 10) At the subdivision application stage an opportunity exists to vary this Development Guide Plan slightly to allow for an increase in the size of Lot 2 (935) Layman Road, Wonnerup containing the historic Wonnerup House.

#### LEGEND :

- EXISTING BOUNDARIES
- PROPOSED LOTS
- PROPOSED BUILDING ENVELOPE
  - Lots 1 - 5 = 30m x 50m ( 1500 m<sup>2</sup> )
  - Lot 6 = 70m x 50m ( 3500 m<sup>2</sup> )
- 100m OFFSET TO NATIONAL PARK
- 10m WIDE EASEMENT - FARM ACCESS
- SUBJECT AREA

1:7500 0 100m 200 300 400 500 600 700

TIM KOROVESHI  
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Mobile : 0458 509 523

## STRUCTURE PLAN

LOT 4 AND 318 LAYMAN ROAD, WONNERUP



ALL DIMENSIONS AND AREAS ARE  
SUBJECT TO SURVEY  
PRINT DATE : 21 December 2015

11.2 APPLICATION FOR PLANNING CONSENT FOR A USE NOT LISTED (PET CREMATORIUM) AT  
247 WILDWOOD ROAD, CARBUNUP RIVER

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

## PRÉCIS

The proposal has been placed before the Council due to the nature of the issues raised and level of community interest which were generated during the consultation on the proposal.

It is considered that, on balance, this development is consistent with the relevant planning framework and it is recommended for approval.

## BACKGROUND

The Council is asked to consider a planning application seeking approval for a Use Not Listed (Pet Crematorium) at 247 Wildwood Road, Carburnup River ("the site"). A Location Plan and Development Plans are provided at Attachments A and B.

The site is zoned "Agriculture" and is 66.8Ha in area. The site is bound by Wildwood Road to the north and Lewis Road to the east. The area to the east of Lewis Road forms part of the preferred location of the Carburnup River Hamlet settlement expansion proposal (noting that the Council has recently resolved to support the identified location but not the commencement of further planning at this stage, pending consideration of broader strategic issues by the WAPC). The site itself has a cafe and wine cellar (Anniebrook Wine and Flower Emporium) operating on the premise. There is also a dwelling and number of outbuildings on the property. The proposal is to be operated out of an existing outbuilding which is located central to the site and is 315m from the nearest dwelling on an adjoining lot. The incinerator, which is proposed to be used as part of the Pet Crematorium, has a maximum capacity of 290kg with a cycle time from start up to cool down and ash removal of 6 hours before reloading.

## STATUTORY ENVIRONMENT

The key statutory environment is set out in the City of Busselton *Local Planning Scheme No. 21* ('the Scheme'), as modified by the *Deemed provisions* set out in Schedule 2 of the *Planning and Development Regulations 2015*. The proposed Pet Crematorium does not fall under any use listed in the Scheme. The proposed development is therefore a 'use not listed' and may be approved at the discretion of the City, usually following a consultation process as outlined in clause 64 of the Deemed Provisions.

### ***Agriculture Zone***

The site is located in the 'Agriculture' zone. Objectives of this zone relevant to this application are as follows:

- (a) To conserve the productive potential of rural land.
- (d) To enable the development of land for other purposes where it can be demonstrated by the applicant that suitable land or buildings for the proposed purposes are not available elsewhere and that such purposes will not detrimentally affect the amenity of any existing or proposed nearby development.

Policies of the 'Agriculture' zone relevant to this application are:

- (a) To permit land included within the zone and shown by close investigation in consultation with the Department of Agriculture and Food not to be prime agricultural land to be utilised for other purposes not incompatible with adjacent uses.
- (f) To implement and adhere to the adopted recommendations and outcomes of the Local Rural Planning Strategy adopted by the local government and endorsed by the Commission.

### ***Use not listed***

Clause 4.4.2 of the Scheme allows the City to consider a development application for a land use not listed under the zoning table. In this instance it was considered that the use may be consistent with the objectives and policies of the zone and therefore advertising was undertaken in accordance with clause 64 of the Deemed Provisions.

"4.4.2. If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may -

- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted; or
- (b) determine that the use may be consistent with the objectives and policies of the particular zone and thereafter follow the advertising procedures of clause 10.4 in considering an application for planning approval; or
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted."

Note that clause 10.4 of the City's scheme is now superseded by the equivalent and very similar clause 67 of the Deemed Provisions.

### ***Matters to be considered***

Clause 67 outlines the key matters to be considered by local government when considering a development application. Those matters which are considered to be particularly relevant to this application are as follows:

- "(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;
- (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;
- (y) any submissions received on the application;
- (za) the comments or submissions received from any authority consulted under clause 66;”

## RELEVANT PLANS AND POLICIES

The key policy implications for consideration are set out in the following policy documents:

- *Land Use Planning in Rural Areas Statement of Planning Policy (SPP 2.5);*
- *Local Rural Planning Strategy (LRPS);*
- *Environmental Protection Authority Guidance for the Assessment of Environmental Factors (in accordance with the Environmental Protection Act 1986) – Separation distances between Industrial and Sensitive Land Uses No. 3 June 2005;*
- Carbunup River settlement expansion proposal.

SPP 2.5 primarily addresses the operation of the planning framework rather than individual land use matters. The overarching policy requirements that it lists includes:

- a) *land use change from rural to all other uses is to be planned and provided for in a planning strategy or scheme; and*
- b) *land identified as priority agricultural land in a planning strategy or scheme is to be retained for that purpose.*

The LRPS addresses other matters such as the economic and social well-being of the region. Under the LRPS the site is located with the Primary Rural Precinct.

The *Environmental Protection Authority Guidance for the Assessment of Environmental Factors (in accordance with the Environmental Protection Act 1986) – Separation distances between Industrial and Sensitive Land Uses No. 3 June 2005* specifies that a 200 – 300 metre separation distance between crematoriums and sensitive land uses should be achieved.

At its meeting held on 10 February 2016 the Council considered and resolved that the proposed location of the Carbunup Hamlet was generally consistent with *State Planning Policy 6.1 Leeuwin Naturaliste Ridge*. The Council, however, did not support the progression of the Carbunup River settlement expansion proposal to the scheme amendment and structure planning stages at this time. The Council recommended to the WAPC that it include reassessment and review of potential settlement expansion areas (as currently set out in Table 5 Settlement Hierarchy of *State Planning Policy 6.1 Leeuwin Naturaliste Ridge*) for Carbunup River and Metricup as an integral part of the mooted Leeuwin Naturaliste Sub-Regional Strategy.

It should be noted that the applicant is a City employee. The City’s code of conduct requires that Councillors and employees advise the CEO of their intention to lodge a planning application, and the CEO and Director of Planning & Development Services (unless one of them is themselves the applicant) must determine whether the application should be referred to an external town planner for assessment. The requirements of the code of conduct have been met with respect to this application.

## FINANCIAL IMPLICATIONS

The recommendation of this report is a planning determination. It does not impose any direct financial implications upon the City.

## **STRATEGIC COMMUNITY OBJECTIVES**

The recommendation in this report reflects Community Objective 5.2 of the City's Strategic Community Plan 2013 – 'A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connection.'

## **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 in Council reports where the residual risk, once controls are identified, is 'medium' or greater. No such risks have been identified.

## **CONSULTATION**

This proposal was referred to adjoining landowners for a period of 14 days ending on the 30 March 2016.

Seven submissions were received. The key issues raised in these submissions are as follows:

- Smell and odour emissions;
- Increased traffic;
- Potential for the spread of contagious diseases;
- Concerns regarding the manner in which the packaging which the animals are transport in will be disposed;
- The type of land use should not be situated within a high tourist area;
- Proximity of the pet crematorium to sensitive land uses including in the café on the property;
- The proposal is not in keeping with the rural zoning of the area and would be more suited within an industrial zoned area.

The application was referred to the Department of Health during the consultation period. The Department of Health had no objection to the proposed Pet Crematorium provided its operation is in accordance with any emission standards and the disposal of by-products does not result in a health hazard.

## **OFFICER COMMENT**

The City has assessed the application having regard to the objectives and principles of the Agriculture Zone, State Policy and Matters to be Considered in the City's scheme and in particular the consideration of proper and orderly planning as required by the Scheme. The key issues raised in the submission period which are to be considered are:

- Suitability of location, including proximity to sensitive land uses;
- Smoke emissions; and
- Potential spread of disease.

### **Suitability of location, including proximity to sensitive land uses**

The proposed development is to be operated from an existing outbuilding on the property which has substantial setbacks to adjoining properties. Further to this it is noted that the operation of the business will be of a relatively small scale and as such it is considered that the proposed land use will not have a perceivable impact upon the area and will not detract from the rural amenity of the locality.

The EPA *Guidance for the Assessment of Environmental Factors (in accordance with the Environmental Protection Act 1986) – Separation distances between Industrial and Sensitive Land Uses No. 3 June 2005* recommends a minimum separation distance to avoid or minimise the potential for land use conflict in relation to noise and air emissions, including gases, dust and odours. Under this document a separation distance of 200 – 300 metre between crematoriums and sensitive land uses is recommended. The document specifies that land uses which are considered to be potentially sensitive to emissions to include “residential developments, hospitals, hotels, motels, hostels, caravan parks, schools, nursing homes, child care facilities, shopping centres, playgrounds, and some public buildings.” The Pet Crematorium is proposed to be operated out of an existing outbuilding on the site which meets the recommended separation distances in relation to all dwellings on the adjoining lots. The Pet Crematorium is proposed to be located 110 metres from the dwelling and 175 metres from the café on the site. Should the Council consider approving the development it is recommended that an advice note be placed on the approval that the two businesses on the property should consider not operating at the same time as one another to reduce the two land uses from potentially conflicting with one another.

### **Smoke emissions**

The application was referred to the Department of Health and the Department of Environment and Regulation (DER) during the consultation period. Department of Health did not raise any concerns with the development provided it was operated in accordance with any emission standards recommended by DER. DER advised that “pet crematoriums are specifically exempted from Category 59: *Biomedical waste incineration*, from being prescribed premises under Schedule 1 to the *Environmental Protection Regulations 1987*. As such, the use is not regulated under Division 3 Part V of the *Environmental Protection Act 1986*.” If DER considered that the emissions from this type of development were likely to have a significant risk it would not be exempt from a prescribed premises under the *Environmental Protection Regulations 1987*.

Under the *Environmental Protection (Unauthorized Discharges) Regulations 2004* subsidiary to the *Environmental Protection Act 1986* WA a person must not cause or allow “dark smoke” to be discharged into the environment for more than 4 minutes in any hour. Under these regulations “dark smoke” is defined as “smoke that, if compared with a chart known as the Australian Miniature Smoke Chart (AS 3543:1989), would appear darker than shade 1 on that chart.” The chart referred to in this legislation is prescribed under the Australian Standard AS3543:2014 *Use of Standard Ringlemann and Australian Standard minute smoke charts* and is measured in “ringlemann.” There are five shades corresponding to Ringlemann ranging from 0 (white) to 5 (black), with each stage representing a 20% increase in obscuration of the background.

The applicant has submitted a Cremator Emission Survey completed by the New South Wales branch of Stephenson Environmental Management Australia, an independent consultancy firm specialising in testing air and odour management and control. The report was prepared in 2006 and determined that there was no visible smoke emissions from the crematorium and that the smoke emissions from the stack serving the cremator did not exceed Ringelman 0. Therefore it is considered reasonable to infer the device meets the requirements of the *Environmental Protection (Unauthorized Discharges) Regulations 2004*. It is, however, recommended that this be reinforced via a condition of approval.

### **Potential spread of disease**

The applicant has previously advised that the deceased animals are cremated within the cloth bags which they are transported within. No plastic bags are proposed to be used and therefore will not be burnt or require disposal in alternative means. The Department of Health has no objection to the pet crematorium provided its operation is in accordance with any emission standard recommended by the Department of Environmental Regulation and the disposal of ash or by-products does not result in a public health hazard.



**CONCLUSION**

The proposed development is considered to be consistent with the Policy and Objectives of the “Agriculture” zone and therefore it is recommended that the application be approved.

**OPTIONS**

The Council could:

1. Approve the application subject to different conditions.
2. Refuse the proposal, setting out reasons for doing so.

**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:

1. That application DA16/0140 submitted for development at No. 247 Wildwood Road, Carbanup River is considered by the Council to be consistent with Local Planning Scheme No. 21 and the objectives and policies of the zone within which it is located.
2. That Development Approval is issued for the proposal referred to in 1. above subject to the following conditions:

**GENERAL CONDITIONS:**

1. The development hereby approved shall be substantially commenced within two years of the date of this decision notice.
2. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), except as modified by the following conditions.
3. The development is hereby approved as a Pet Crematorium and shall be operated for the cremation of animals only.

**PRIOR TO COMMENCEMENT OF ANY WORKS CONDITIONS:**

4. The development hereby approved, or any works required to implement the, shall not commence until the following plans or details have been submitted to the City's Planning department and have been approved in writing:
  - 4.1. Floor plans indicating the proposed internal layout of the existing outbuilding.

**ON-GOING CONDITIONS:**

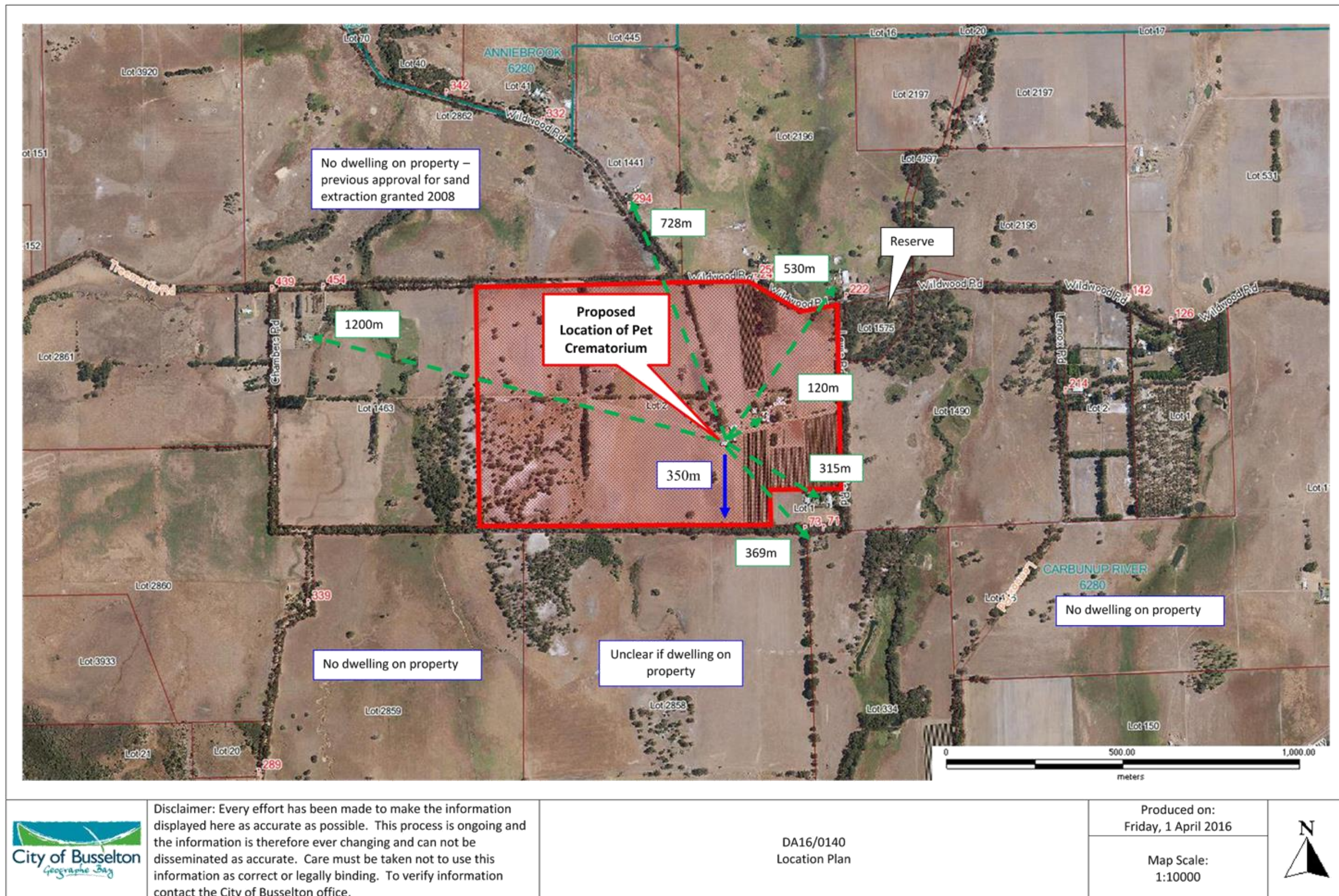
5. All aspect of the development, including any storage of goods, shall be contained within the outbuilding.
6. The works undertaken to satisfy Conditions 2, 3 and 4 and the following conditions shall be subsequently maintained for the life of the development.

7. All animals' carcasses are to be received frozen and kept in a cool room prior to incineration.
8. No materials other than animal carcasses shall be burned in the incinerator.

**Advice notes**

1. If the applicant and/or owner are aggrieved by this decision, including any conditions of approval, there is a right to lodge a request for reconsideration. The application form and information on fees payable can be found on the City's website.
2. If the applicant and/or owner are aggrieved by this decision there may also be a right of review under the provisions of Part 14 of the *Planning and Development Act 2005*. A review must be lodged with the State Administrative Tribunal, and must be lodged within 28 days of the decision being made by the City of Busselton.
3. This Decision Notice grants planning consent to the development the subject of this application. It cannot be construed as granting planning consent for any other structure shown on the approved plans which was not specifically included in this application.
4. Please note it is the responsibility of the applicant / owner to ensure that, in relation to Condition 1, this Planning Consent remains current and does not lapse. The City of Busselton does not send reminder notices in this regard.
5. You are advised that the development hereby approved should not be operated at the same time as the operation of the café on the site.
6. You are advised that the operation of the incinerator shall be in accordance with the *Environmental Protection (Unauthorized Discharges) Regulations 2004* and should not exceed Ringlemann 1 or 20% opacity for more than 4 minutes out of any 1 hour.
7. The flue and incinerator is to be installed in accordance with AS/NZS 2918:2001 Domestic solid fuel burning appliances – Installation.
8. You are advised that the City's Health Department require:
  - a. Monitoring of the exhaust gases shall be undertaken immediately upon completion of the commissioning of the incinerators, six months after the commissioning and then on an annual basis for the period of the operation of the development to be reported back to the Local Government. Monitoring must measure smoke and solid particles during set-up, normal operation and shut down;
  - b. A simple recordkeeping requirement of some type to be kept at the site & available for inspection by the City for at least 2 years i.e. weight of carcass loaded, cycle time, chamber temperatures, types of carcasses, time, date, operators name, reasons for shut down, description of corrective measures.









Shed dimensions

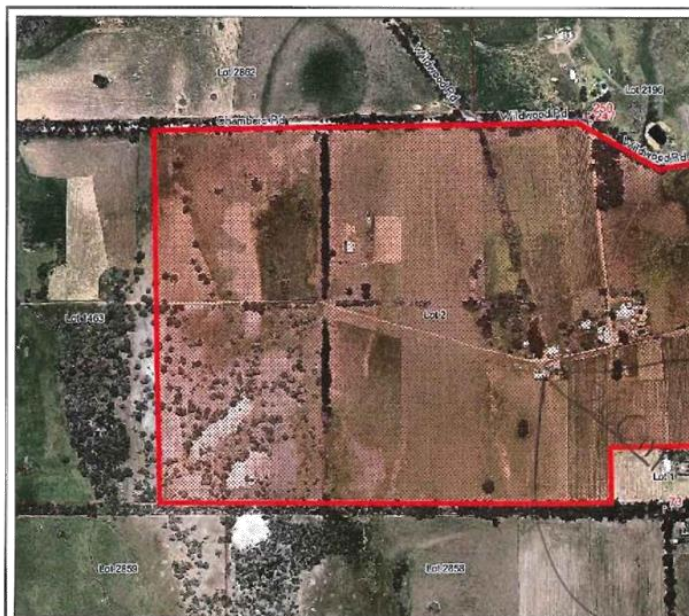
L 15m

W 9.5m

H 3.7m

Page 1 of 1

315m



227m. est

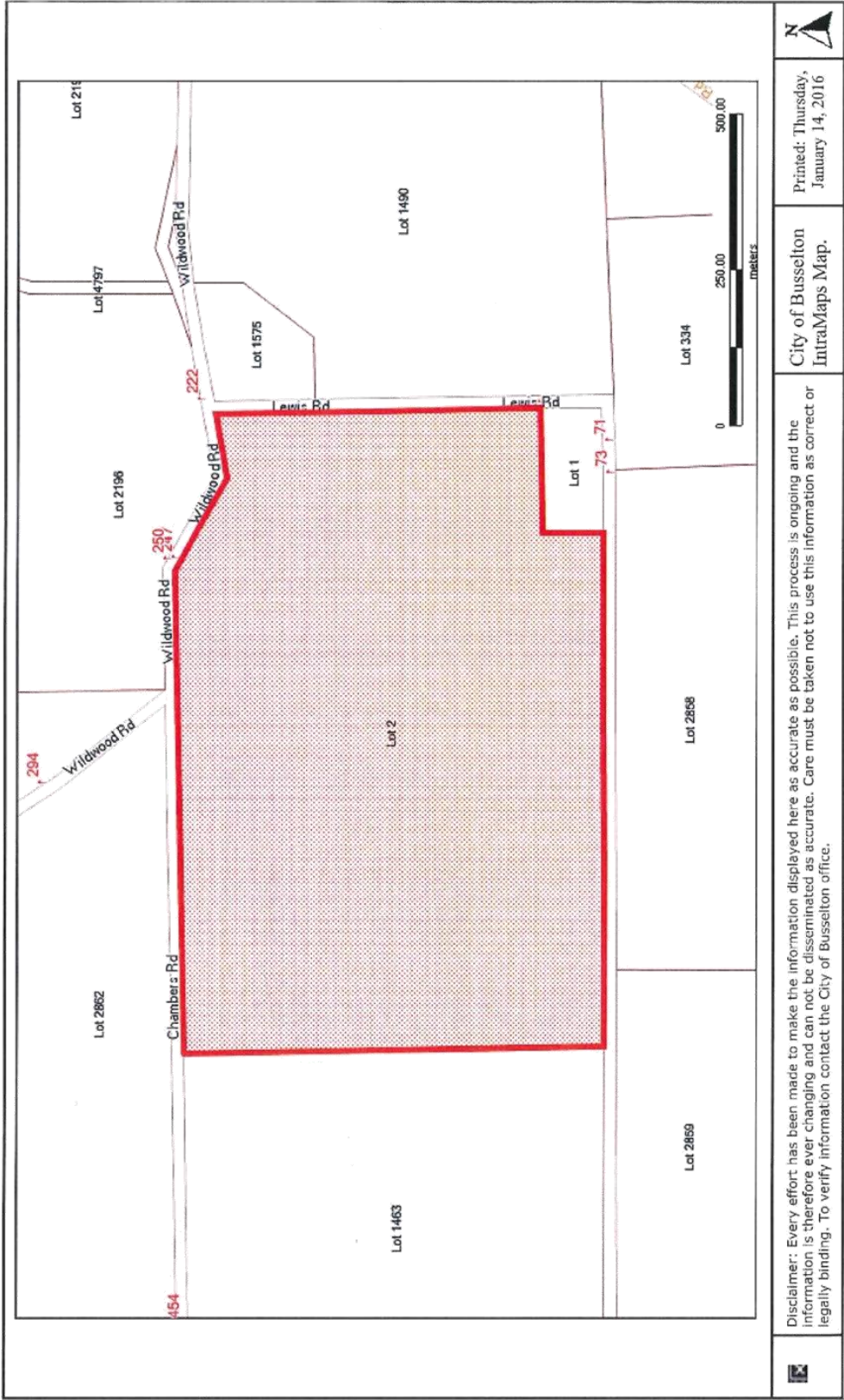


Disclaimer: Every effort has been made to make the information displayed here as accurate as possible. This process ongoing and the information is therefore ever changing and can not be disseminated as accurate. Care must be taken use this information as correct or legally binding. To verify information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





11.2





# INCINER8

## Model A600(A)

The Model A600 is the mid size unit that we produce in the range of incinerators burning less than 50kg per hour. It is available in different variations, with the most popular being the UK DEFRA approved Model A600(A), which utilises a secondary chamber providing a gas retention time of 2 seconds at 850 degrees Centigrade and maintains this throughout the burn cycle. This makes the Model A600 (A) version ideal for burning animal carcasses in accordance with the animal-by-product act.

The unit is unique in that it uses a dual fired burner motor rather than two separate burner units, this not only is more efficient but provides low maintenance and fuel costs.

The unit can be preset to burn for the required time and has numerous safety cut off features including a constant running fan.

The burners come with a unique post burn cool down system, which allows for quicker cool down before restocking.

The model A600 is a top loading design which also benefits from the extra large loading door allowing easy access and charging and also the front cleanout door. It also has skids to allow easy handling with a forklift.



DEFRA Approved Unit A600(A)

### Specifications

**CHARGING RATE** - Pathological: Up to 290 kg per charge of typical pathological waste . Batch loaded allowing complete burn-out in approximately 6 hours, cool down and ash removal before reloading.

Burn rate: Approximately 45 kg/hr.

Available in Natural gas, LPG, Diesel Oil or Kerosene

### Model A600

Chamber capacity - 290 kg

Chamber volume (approx.) .54 m3

#### **Chamber size (outside)**

Width 91 cm Height 86cm Length 152 cm

Door opening 66 x 76cm

Height to door 84 cm

Height to top of stack 5.4 m

Weight - 1361 Kgs

Suggested slab size (l x w x thick) 2.4 m x 3.0 m x 10cm

#### **STACK**

Stainless Steel Stack height 3.0 m 30.5 diameter, 16 gauge (1.52 mm) stainless steel

#### **GENERAL**

Electrical service Standard—220v, 50 HZ, 10 amp

### Model A600(A)

Chamber capacity - 290 kg

Chamber volume (approx.) .54 m3

#### **Chamber size (outside)**

Width 91 cm Height 86 cm Length 152 cm

Door opening 66 x 76cm

Height to door 84 cm

Height to top of stack 5.4 m

Suggested slab size (l x w x thick) 2.4 m x 3.0 m x 10cm

Secondary Chamber Volume .65 cubic metres

2 second gas retention time at 850 deg. C

Temperature monitor. Dual fired burner available in LPG, natural gas, Diesel or kerosene.

#### **STACK**

Stainless Steel Stack height 3.0 m, 30.5 diameter, 16 gauge (1.52 mm) stainless steel

#### **GENERAL**

Electrical service Standard 220v, 50 HZ, 10 amp

#### **Dealer**

#### **INCINER8 Ltd**

Shakespeare House, 37-39 Shakespeare Street,  
Southport, PR8 5AB

Tel +44 (0) 1704548508 Fax +44 (0) 1704 542461

Email : [info@inciner8.com](mailto:info@inciner8.com)

Web : [www.inciner8.com](http://www.inciner8.com)



## INCINERATORS



### **MODEL A200 INCINERATOR - 100 kg Capacity (0.18 m<sup>3</sup>)**

The Model A200 is the smallest incinerator in our range. The primary chamber is highly durable and made from steel and high temperature refractory cement lining.

The unique design of the primary chamber ensures even incineration of waste material and also provides a secondary burn characteristic because the smoke and emissions are forced through the primary burner flame before exiting into the stack.

Installation and maintenance is very simple.

The A200 incinerator is available in 4 versions, including the standard model, the A200(Sec) which has a high temperature secondary burner / chamber, the A200(A) which has a 2 second gas retention time and the A200(A)2 which has a 2 second gas retention time and secondary burner, suitable for special risk materials.



### **MODEL A400 INCINERATOR - 200 kg Capacity (0.36 m<sup>3</sup>)**

The Model A400 is the mid-range incinerator suitable for a variety of uses.

The primary chamber is highly durable and made from steel and high temperature refractory cement lining.

The unique design of the primary chamber ensures even incineration of waste material and also provides a secondary burn characteristic because the smoke and emissions are forced through the primary burner flame before exiting into the stack.

Installation and maintenance is very simple.

The A400 incinerator is available in 4 versions, including the standard model, the A400(Sec) which has a high temperature secondary burner / chamber, the A400(A) which has a 2 second gas retention time and the A400(A)2 which has a 2 second gas retention time and secondary burner, suitable for special risk materials.



### **MODEL A600 INCINERATOR - 300 kg Capacity (0.56 m<sup>3</sup>)**

The Model A600 is another mid-range incinerator suitable for a variety of uses.

The primary chamber is highly durable and made from steel and high temperature refractory cement lining. It also benefits from a front ash removal door.

The unique design of the primary chamber ensures even incineration of waste material and also provides a secondary burn characteristic because the smoke and emissions are forced through the primary burner flame before exiting into the stack.

Installation and maintenance is very simple.

The A600 incinerator is available in 4 versions, including the standard model, the A600(Sec) which has a high temperature secondary burner / chamber, the A600(A) which has a 2 second gas retention time and the A600(A)2 which has a 2 second gas retention time and secondary burner, suitable for special risk materials.



### **MODEL A850 INCINERATOR - 400 kg Capacity (0.75 m<sup>3</sup>)**

The Model A850 is a large incinerator suitable for a variety of uses.

The primary chamber is highly durable and made from steel and high temperature refractory cement lining. It also benefits from a front ash removal door.

The unique design of the primary chamber ensures even incineration of waste material and also provides a secondary burn characteristic because the smoke and emissions are forced through the primary burner flame before exiting into the stack.

Installation and maintenance is very simple.

The A850 incinerator is available in 4 versions, including the standard model, the A850(Sec) which has a high temperature secondary burner / chamber, the A850(A) which has a 2 second gas retention time and the A850(A)2 which has a 2 second gas retention time and secondary burner, suitable for special risk materials.

Attachment C

Schedule of Submissions

No.	Name	Nature of Submission	Comment
Agency Submissions			
	Department of Health	No objection provided the operation is in accordance with any standards recommended by DER and the disposal of the ash or by-products does not result in a public health hazard.	Noted.
	Department of Environmental Regulations	Pet crematoriums are specifically exempted from Category 59: Biomedical waste incineration, from being prescribed premises under Schedule 1 to the Environmental Protection Regulations 1987. As such, the use is not regulated under Division 3 Part V of the Environmental Protection Act 1986.	Noted.
Public Submissions			
1	Ron Beacham Address not provided. (2 submissions)	<p>- Concerns regarding smoke and smell emissions and pathogens entering water supplies.</p> <p>- Development will result in increased traffic. Access to the site has inadequate sightlines.</p>	<p>A report provided with the applicant indicates that there are no visible emissions (smoke) from the incinerator (refer to Officer's comments in report for further details.)</p> <p>Location of incinerator meets the separation distance recommended by the <i>EPA Guidance for the Assessment of Environmental Factors (in accordance with the EPA Act 1986) – Separation distances between Industrial and Sensitive Land Uses No. 3 2005</i> which recommends minimum setbacks to avoid or minimise the potential for land use conflict in relation to noise and air emissions, including gases, dust and odours</p> <p>Minimal additional traffic to be generated as a result of the development. Existing access to the site is to be use and the applicant proposes to collect deceased animals from local vet and transport them to the site.</p>



Attachment C

Schedule of Submissions

		<ul style="list-style-type: none"> <li>- Concerns regarding spread of disease.</li> <li>- Concerns regarding burning of plastic bags which the animals are transported in. Also concerns regarding the disposal of these bags.</li> <li>- Not in keeping with the surrounding tourism and rural amenity of the area.</li> </ul>	<p>The animals are to be transported frozen and are required to be stored within a cool room prior to the incineration. There are no waste products which have the potential to spread disease.</p> <p>Applicant has advised that the animals are to be transport in cloth bags which are to be incinerated with the deceased animals. No plastic bags are to be burnt or will require disposal.</p> <p>Incinerator will be located within an existing outbuilding on the site. Smoke from the incinerator will not be visible and it is considered at the development is of a relatively small scale and will not have an adverse impact upon the amenity of the area.</p>
2	Charles Maiolo Maiolo Winery	<ul style="list-style-type: none"> <li>- Concerns regarding standard of equipment to be uses and ensuring that there is no smells or smoke emissions.</li> <li>- Development poses a potential health risk.</li> <li>- Development will result in increased traffic. Access to the site has inadequate sightlines.</li> <li>- Not in keeping with the surrounding tourism and rural amenity of the area.</li> </ul>	<p>The equipment which is to be uses is suited for the incinerator of animals up to 290kgs and had been professionally manufactured.</p> <p>Refer to comments for Submission 1</p>
3	Ken Beacham 3 Wanui Street Quindalup	<ul style="list-style-type: none"> <li>- Concerns regarding smoke and smell emissions and pathogens entering water supplies</li> <li>- Extra traffic generated by the development.</li> <li>- Concerns regarding spread of disease</li> <li>- Concerns regarding burning of plastic bags which the animals are transported in. Also concerns regarding the disposal of these bags.</li> </ul>	<p>Refer to comments for Submission 1.</p>

Attachment C

Schedule of Submissions

		<ul style="list-style-type: none"> <li>- Not in keeping with the surrounding tourism and rural amenity of the area</li> </ul>	
4	Holly Locke 161 Wildwood Rd Carbunup River	<ul style="list-style-type: none"> <li>- Concerns regarding the proximity of the location of the incinerator to the café and winery on the site.</li> <li>- Not in keeping with the rural zoning and is an industrial land use.</li> <li>- Development will increase traffic to the area.</li> <li>- Concerns regarding smoking and smell.</li> <li>- Decreased property values.</li> </ul>	<p>It is considered that it is up to the owner of the property to manage any potential land use conflict which occurs within the site. The location of the development meets the separation distances recommended to all dwellings on adjoining lots.</p> <p>Refer to comments for Submission 1</p>
5	Jason & Kirsty Malcolm 222 Wildwood Road Carbunup River	<ul style="list-style-type: none"> <li>- Concerns regarding smoke and smell emissions and pathogens entering water supplies.</li> <li>- Extra traffic generated by the development.</li> <li>- Concerns regarding spread of disease.</li> <li>- Concerns regarding burning of plastic bags which the animals are transported in. Also concerns regarding the disposal of these bags.</li> <li>- Not in keeping with the surrounding tourism and rural amenity of the area.</li> </ul>	Refer to comments for Submission 1
6	Vincent Maiolo Address not provided.	<ul style="list-style-type: none"> <li>- Concerns regarding smoke and smell emissions and pathogens entering water supplies.</li> <li>- Extra traffic generated by the development.</li> <li>- Concerns regarding spread of disease.</li> <li>- Concerns regarding burning of plastic bags which the animals are transported in. Also concerns regarding the disposal of these bags.</li> <li>- Not in keeping with the surrounding tourism and rural amenity of the area.</li> </ul>	Refer to comments for Submission 1
7	Jonathon Drury 161 Wildwood Road	<ul style="list-style-type: none"> <li>- Supporting information provided with the application is not sufficient in relation to the emissions from the</li> </ul>	Refer to comments for Submission 1

Attachment C

Schedule of Submissions

	Carbunup	incinerator. The tests were conducted neat an industrial area and not on the site. - Concerns regarding the smell. - Should not be located within a tourist area and should be located within an industrial area which is consistent with other similar developments.	
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11.3 CONSIDERATION BY THE COUNCIL OF OFFER OF LAND TENURE EXCHANGE BY DEPARTMENT OF LANDS, OF LOT 480 GEOGRAPHE ROAD QUINDALUP AND LOT 501 ADELAIDE /WEST STREETS, BUSSELTON

<b>SUBJECT INDEX:</b>	Disposal and Acquisition of Land
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Strategic Planning and Development
<b>ACTIVITY UNIT:</b>	Strategic Planning and Development
<b>REPORTING OFFICER:</b>	Manager, Strategic Planning and Development - Matthew Riordan
<b>AUTHORISING OFFICER:</b>	Director, Planning and Development Services - Paul Needham
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Department of Lands Correspondence 1 March 2016

## PRÉCIS

The Council is requested to consider supporting an offer by the Department of Lands (DoL) to transfer its freehold title to Lot 480, Geographe Bay Road, Quindalup (Lot 480) to the State in exchange for the conditional transfer to the City of freehold title to 'Winderlup Court' (being Lot 501 on Deposited Plan 76179) and portion of the larger site that includes both 'Winderlup Court' and the larger 'Winderlup Villa' at the corner of Adelaide and West Streets, Busselton.

## BACKGROUND

The City acquired the freehold title of Lot 480 on 6 March 2014, via settlement of a claim for compensation for 'injurious affection' by the previous landowners. A summary of events related to this matter is provided for the benefit of Councillors in the Background section to follow.

By acquiring tenure of Lot 480 - designated as a 'Reserve for Recreation' in Local Planning Scheme No 21 (LPS21) - the City can now secure its desirable inclusion in the adjoining coastal reserve through transfer of ownership to the State. Whilst settlement of the compensation claim concerning Lot 480 was, for this reason, a positive outcome for the City and local community, significant costs were expended throughout that process. Following a series of discussions between the City and the DoL, the Department agreed to investigate ways and means of offsetting and defraying the costs expended by the City on behalf of ratepayers in the eventual acquisition of Lot 480.

The DoL has now formally responded to the City offering the conditional transfer, unencumbered, of the freehold title to Lot 501 Adelaide Street, Busselton ('Winderlup Court', which has an estimated unimproved value of approximately \$600,000, in exchange for the transfer of freehold title in Lot 480 to the State).

The Council is now requested to support this proposition, and resolve to so advise the DoL such that an appropriate State asset disposal process can then be initiated.

## STATUTORY ENVIRONMENT

The transfer of Lot 480 from the City to the State is excluded from the requirements of section 3.58 of the Local Government Act 1995 (LGA) according to section 30.2c of the Local Government (Functions and General) Regulations 1996, viz:

*Dispositions of property excluded from Act s. 3.58:*

*'A disposition of land is an exempt disposition if the land is disposed of to:*

- i. *The Crown in right of the State or the Commonwealth; or*
- ii. *A department, agency, or instrumentality of the Crown in right of the State or the Commonwealth.'*

Based on the unimproved value of the State-owned land at Lot 501 Adelaide Street, Busselton (\$600,000), the proposed acquisition by the City will not constitute a 'major land transaction' as contemplated under section 3.59 of the LGA which has a current threshold for exemption of \$6 million. It will therefore be exempted from the requirements of section 3.59, including the preparation of a business plan, the conduct of public consultation etc.

Under current State asset disposal policies, the Hon. Minister may, however, be required to seek the approval of the Hon. Treasurer and the Cabinet. This would be determined in respect to whether the Minister can approve the transfer of the land under powers available in the Land Administration Act (LAA). These powers relate to the respective valuation of land being transferred compared to the value of land being, as in this case, returned to the State. Should the valuation of the land being transferred to the City be greater than that of Lot 480, then Cabinet approval will be required.

### **RELEVANT PLANS AND POLICIES**

State Planning Policy No. 2.6 (SSP2.6): 'State Coastal Planning Policy' identifies that the WA coastal zone is a highly significant asset of the State in terms of its environmental, economic, social and cultural values. SSP2.6 sets out the merits and importance of coastal foreshore reserves being set aside in public ownership for ongoing preservation and protection.

Lot 480 is a relatively pristine parcel of beachfront land located in a popular tourist area along the Geographe Bay coastline. Although reserved under LPS21 It is the only coastal land in the vicinity that is not in the ownership of the Crown, for the use and enjoyment of future generations of locals and holiday-makers. It is therefore considered important that Lot 480 Geographe Bay Road is secured as a State land asset to be protected, used and enjoyed for future generations.

### **FINANCIAL IMPLICATIONS**

Lot 480 is highly valued foreshore land most appropriately held as Crown land. By surrendering freehold over Lot 480 in exchange for Lot 501 the foreshore value of Lot 480 would be protected, but the City and community would have the potential to secure financial benefit from Lot 501 not possible with its current tenure.

### **STRATEGIC COMMUNITY OBJECTIVES**

The recommendations contained in this report are consistent with several City of Busselton Strategic Community Objectives, including:

*Caring and Inclusive Community: A welcoming, inclusive, healthy and capable community that provides accessible services for all residents.*

*Well planned, Vibrant and Active Places: A City of shared, vibrant and well planned places that provides for diverse activity and strengthen our social connections.*

*Robust Local Economy: A strong, innovative and diversified economy that attracts people to live, work, invest and visit.*

*Open and Collaborative Leadership: An organisation that is managed effectively and achieves positive outcome for the community.*

## **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 identified 'downside' risks only, rather than upside risks as well. The implementation of the Officer Recommendation will involve the transferring to the State in fee simple of a landholding in the ownership of the City (Lot 480 Geographe Bay Road, Quindalup) in exchange for freehold title of Winderlup Court at Lot 501 Adelaide Street, Busselton. There are no significant risks identified.

## **CONSULTATION**

Public consultation in regard to this matter of disposal and acquisition of land is not required, through exemptions provided in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996 (please refer to 'Statutory Environment').

## **OFFICER COMMENT**

The DoL has provided an offer to the City of Busselton for compensation for the acquisition of Lot 480 Geographe Bay Road, Quindalup. This offer has been made following almost 24 months of liaison and discussion between the parties and involves the transfer, unencumbered, to the City of Lot 501 (Winderlup Court) Adelaide Street, Busselton subject to:

- The City agreeing to accept Lot 501 and agreeing it will make no further claim against the State in relation to the acquisition of Lot 480;
- Lot 480 being transferred by the City to the State for inclusion into the adjoining coastal reserve; and
- Approval of the Minister for Lands to the transaction.

The DoL has advised that the approval of the Hon. Minister will be sought on receipt of confirmation that the City wishes to proceed to obtain Lot 501. The proposal is considered to be positive as it preserves the foreshore value of Lot 480, which to some degree recompensing the City and community for the significant costs that were borne in acquiring that land.

## **CONCLUSION**

It is recommended that the Council confirm acceptance of the offer provided by the DoL in its correspondence of 1 March 2016 in regard to the transfer of freehold ownership between Lots 480 and 501.

## **OPTIONS**

Should the Council not support the Officer Recommendation, the Council could instead resolve to:

1. Not confirm acceptance of the offer made by the DoL in its correspondence of 1 March 2016 and instead seek additional or alternative offers of exchange of freehold title(s) as compensation for the acquisition of Lot 480 by the State; or
2. Not confirm acceptance of the offer made by the DoL in its correspondence of 1 March 2016 and instead advise the DoL that it does not wish to exchange freehold ownership of Lot 480 for State-owned land parcel but instead seeks appropriate financial or other forms of compensation.

Officer assessment has not established any justifiable grounds or reasons to support either of the two options provided above.



**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The implementation of the Officer Recommendation would occur through formal correspondence to the Department of Lands advising of the resolution of the Council within twenty-one days of that resolution.

**OFFICER RECOMMENDATION**

That the Council resolve to formally advise the Department of Lands, in response to its correspondence dated 1 March 2016, that it:

1. Agrees to accept the transfer of freehold title in Lot 480 Geographe Bay Road, Quindalup to the State in exchange for the transfer of freehold title in Lot 501 Adelaide Street, Busselton ('Winderlup Court') to the City, subject to:
  - a) Lot 480 being included into the adjoining coastal reserve by the Department of Lands; and
  - b) The approval of the Hon. Minister for Lands to that transfer; and
2. Will make no further claim against the State in relation to the acquisition of Lot 480 Geographe Bay Road, Quindalup.



Government of **Western Australia**  
Department of **Lands**

Your ref:  
Our ref: 00538-1976 (A5618681)  
Enquiries: Ron Pumphrey, ph 6552 4647

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

Dear Mr Archer

**Lot 480 Geographe Bay Road Quindalup – Compensation for Acquisition**

Following a series of discussions with City staff it was agreed that I would seek the in principle support to the transfer of Lot 501 on Deposited Plan 76179 (Adelaide Street) to meet the City's request for assistance to offset costs incurred in the acquisition of Lot 480.

This letter is to confirm that the Director General, Department of Lands has supported, in principle, the transfer of Lot 501 unencumbered to the City subject to the following:

- the City agreeing to accept Lot 501 and agreeing it will make no further claim against the State in relation to the acquisition of Lot 480;
- Lot 480 being transferred by the City to the State for inclusion into an adjoining coastal reserve;
- approval of the Minister for Lands to the transaction. Note: under current State asset disposal policies the Hon Minister may be required to seek the approval of the Hon Treasurer and Cabinet.

The approval of the Hon Minister will be sought on confirmation the City wishes to proceed to obtain Lot 501. Lot 501 has an estimated unimproved value of \$600000.

The Director General has noted that there is potential for the inclusion of Lot 326 on Deposited Plan 153958 (corner Albert Street and Stanley Place) in further discussions on the future shared revenue opportunities outlined in a letter dated 2 February 2016 by DoL Executive Manager Paliskis.

I will be on leave until 18 March but will arrange a meeting shortly thereafter to discuss this matter (if required) and the issues in the 2 February letter.

Yours sincerely

Ron Pumphrey  
**Manager South West and Great Southern**

1 March 2016

**12. ENGINEERING AND WORKS SERVICES REPORT**

Nil

**13. COMMUNITY AND COMMERCIAL SERVICES REPORT****13.1 BUSSELTON PERFORMING ARTS AND CONVENTION CENTRE - ALTERNATIVE SITE**

<b>SUBJECT INDEX:</b>	Busselton Performing Arts and Convention Centre
<b>STRATEGIC OBJECTIVE:</b>	A City where the community has access to quality cultural, recreation, leisure facilities and services.
<b>BUSINESS UNIT:</b>	Governance Services
<b>ACTIVITY UNIT:</b>	Cultural Services
<b>REPORTING OFFICER:</b>	Strategic Projects Officer - Tracey King
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

**PRÉCIS**

Council is asked to reconfirm its commitment to the Busselton Cultural Precinct, Queen Street, as the preferred location of the proposed Busselton Performing Arts and Convention Centre (PACC). Council has previously endorsed preference of Lot 450 Queen Street, currently occupied by Department of Parks and Wildlife (DPaW), as the preferred development site, however recent communication has deemed it unlikely that the site would become available for development within the Council's desired timeframes.

Council is therefore requested to consider an alternative site within the Cultural Precinct, on City owned land at Lots 43 and 44 Queen Street in order for the Busselton Performing Arts and Convention Centre Working Group (BPACCWG) to proceed with planning and development of a business case that will meet given timeframes for the future development of a Performing Arts and Convention Centre in Busselton.

**BACKGROUND**

The City of Busselton has elevated the development of a dedicated Performing Arts and Convention Centre (PACC) to being a key local priority, and as such has included indicative funding in the Long Term Financial Plan (LTFP). In 2016/17 there is a budget allocation to develop a Business Case and from 2018/19, allocations for design and construction which would occur over a two year period.

The Busselton Performing Arts Working Group (BPACWG) was formed in 2014 to undertake further investigations to produce a solid business case and source funding opportunities that will lead to the design and development of the PACC as forecast.

Significant work has already been undertaken with regards to the formation of a performing arts venue for Busselton, including the Pegasus Report undertaken in 2008 and the joint Capes Regional Arts and Cultural Facilities Needs Assessment in 2012.

In 2011 Council resolved that Lot 450 Queen Street in the Cultural Precinct, currently occupied by DPaW, was the preferred location for the PACC. Subsequently, land swap negotiations with DPAW commenced. More recently, at the meeting held 23 July 2014, Council considered an alternative multi-function civic centre which could be incorporated into the design of the City's new administration building. Council considered feedback from comprehensive community consultation for this proposal and resolved (C1407/186) to progress the community's preference of a stand-alone

performing arts facility, to be developed within the Cultural Precinct and reconfirmed its commitment to lot 450 Queen Street as the preferred site.

Lot 450 is currently occupied by DPaW and as such, acquisition of the land would be subject to a land swap. Negotiations between DPaW and the City have been ongoing and whilst DPaW has expressed interest in the possibility of a future land swap, recent advice is that DPaW's current priorities do not fit within the City's established timeframes due to their current priority being their future relocation to Bunbury.

Lots 43 and 44 Queen Street is a City owned, vacant site which adjoins the Weld Theatre and ArtGeo Gallery. Since being gifted to the City by the State in 2010, Lots 43 and 44 have been advertised seeking expressions of interest for commercial development. To date, the City has received no formal expression of interest for the site.

Kerry Hill Architects has provided Council with concept drawings and cost estimates for the development of a quality PACC within the proposed budget for both sites. Concepts and cost estimates for both locations have been presented for Council information at briefing sessions.

### **STATUTORY ENVIRONMENT**

Lots 43 and 44 Queen Street are Zoned "Business" which provides for a range of uses, which could include shops, cafes/restaurants/bars, offices, residential apartments, short-stay apartments and/or a hotel.

Ownership of Lots 43 and 44 Queen Street was transferred to the City of Busselton from the Crown in May 2010 with the following conditions imposed by the Minister for Lands-

- the Shire accepting the property under its existing zoning and in its current state and condition;
- the Shire agreeing that the State (in any entity) has no further liability or responsibility as to its upkeep, repair or remediation;
- the Shire on settlement of the property working with the Busselton Citizens Advice Bureau to assist that group to find an alternative location for its activities; and
- the Shire agreeing to use any funds generated from the future disposal of the property on works associated with the redevelopment of the Busselton foreshore.

Financial projections indicate the PACC will perform under an operational deficit; therefore it is highly unlikely that there will be any future surplus funds; including income derived through disposal of any part of the centre by way of any lease arrangements; to return towards the foreshore redevelopment, as per the Ministerial condition. Further, in accordance with the LTFP, the redevelopment of the Busselton Foreshore is forecast to be finalised by 2021/22; at the same time the PACC will become operational.

Development of the PACC is in keeping with making the foreshore more attractive for commercial investment and is key to linking the foreshore to the Central Business District. The proposal to identify another preferred site is still considered to be consistent with the decision of the Council in July 2014, whereby the concept of a proposed Performing Arts Centre located in the Cultural Precinct was elevated as a City of Busselton local priority project. While at that time Lot 450 Queen Street was identified as the preferred site, given the matters raised, it is not necessary to revoke the Council's previous decision.

### **RELEVANT PLANS AND POLICIES**

The development of a PACC for Busselton has been identified in the City of Busselton Strategic Community Plan (2013, reviewed 2015) as a local priority project. South West Regional Blueprint

(February 2015) identifies the construction of a performing arts venue in the Busselton Cultural Precinct as a project of regional significance in support of burgeoning creative industries and events, to be developed in a timeframe of 1-3 years. This timeframe concurs with the City's LTFP which includes provisional funding to commence construction from 2017/2018 financial year onwards.

### **FINANCIAL IMPLICATIONS**

A budget of up to \$100,000 is allocated for the development of a business case, community consultation and preliminary designs, to occur over the 2016/17 and 2017/18 financial years in addition to a total estimated budget of \$15.2 m to design and construct the PACC, with construction occurring across a further 2 years, between 2019/20 and 2020/21. It should be noted this estimate was developed in 2014 and has not been indexed and will need to be reviewed closer to construction commencing.

Based on the studies and research undertaken to date the City is expecting an operating deficit of around \$350,000 to \$500,000 per annum (in 2016 dollars) from the projected operational phase commencing 2021/22.

In preliminary negotiations DPaW has indicated that any potential future land swap may be considered, with a stipulation of being cost neutral to DPaW. Financial implications to the City would therefore include costs to provide DPaW with like-for-like accommodation facilities, relocation costs and fit out of the new premises. There would also be costs involved in the demolition and removal of the old DPaW building to provide a greenfield building site for the new PACC.

There has been no formal interest in commercial leases of Lots 43 and 44 Queen Street to date; therefore any potential income loss cannot be quantified. However, liaison will continue to occur with DPaW to eventually acquire Lot 450 which will allow similar economic benefits to be derived.

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

1. The LTFP contains an allocation of \$50,000 in 16/17 and 17/18 for the development of the business case, community consultation and design costs.
2. \$200,000 is allocated in 2018/19 for detailed design and planning, with funding identified through proceeds from land sales.
3. Construction costs of \$15m have been forecast across a further 2 years, between 2019/20 and 2020/21 comprised of: \$2m from land sales, \$4m from grants and the remaining \$9m to be loan funded.
4. It should be noted these construction costs are not indexed and were developed in 2014 and therefore a review of these costs will need to occur closer to construction.
5. Based on a borrowing rate of 6% rate increase of 0.95% in 19/20 and 0.60% in 2020/21 have also been forecast to fund the loan and recurrent net operating costs.
6. Ongoing operational costs, once quantified, will need to be incorporated into the future LTFP reviews.

### **STRATEGIC COMMUNITY OBJECTIVES**

Development of a dedicated Performing Arts and Convention Centre will support the following objectives in the City of Busselton Strategic Community Plan 2013:

- 2.1 A City where the community has access to quality cultural, recreation and leisure facilities and services.
- 2.2 A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.

## **RISK ASSESSMENT**

The inability to secure Lot 450 Queen Street to enable the development of PACC has previously been identified as a high risk for this project. Consideration of Lots 43 and 44 as an alternate option to Lot 450 Queen Street is a control to mitigate the risk of the site not becoming available to the City.

## **CONSULTATION**

A PACC was identified as a key priority in the development of the City's Community Strategic Plan. Consultation across all workshops highlighted a Cultural Centre (Arts Centre; Entertainment Centre; Performing Arts Convention Centre) for Busselton as the highest priority project ahead of higher education, Port Geographe groyne, redevelopment of the Busselton Foreshore and expansion of the airport.

At the biennial review of the Community Strategic Plan in February 2015, community interest in the project was still high. At a community stakeholder workshop participants identified they'd like to see more progress in achieving a PACC so that social and economic outcomes could be realised for the community.

The Busselton Performing Arts and Convention Centre Working Group (BPACCWG) was established in January 2015 to oversee development of a sound business case for the PACC. The working group is made up of members of Council, City Officers, highly regarded individuals in the field of performing arts and representatives of key stakeholder groups including Busselton Repertory, Weld Theatre and Cinefest Oz. The BPACCWG has engaged with representatives from other Performing Arts Centres including Albany, Kalgoorlie, Bunbury and Shire of Augusta -Margaret River to develop case studies from these centres to inform the business case for a PACC for Busselton.

Council has consulted extensively with regard to a preferred location for a PACC. Many different studies undertaken over the years determine that a PACC is feasible and both studies and feedback from the community concur that the best location for it is in the Busselton Cultural Precinct.

## **OFFICER COMMENT**

Discussions with DPaW have revealed that whilst they would consider a land swap at some stage it is not a priority for them and their timeframes do not fit within the City's LTFP for the proposed development of the site.

Lots 43 and 44 Queen Street are owned by the City and are not constrained by other parties to commence development. Whilst this site has been advertised for private development for several years, little interest in commercial development has been achieved.

Kerry Hill Architects has produced alternative concept plans for Lots 43 and 44 Queen Street that show a quality PACC can be delivered for the same forecast budget of \$15m, and can fit within the building footprint, incorporating the existing Weld Theatre and ArtGeo Gallery. The concept plan was presented to the BPACCWG who indicated their support for the site.

The concepts for Lots 43 and 44 show that all the same functions as Lot 450 can be achieved, with the additional benefits being:

- The concept for this site is largely all on one level which allows for increased flexibility of the spaces and a whole 1<sup>st</sup> floor level to explore other features which could include commercial opportunities, residential development, function rooms with roof top areas that overlook the bay, Busselton Foreshore and Queen Street.
- Better docking and access at the rear for set delivery etc;
- Good street frontage providing more opportunities to activate the precinct;

- The concept of a laneway style wine bar / coffee outlet maximises use of the space and offers something interesting and different to the CBD;
- The existing buildings of the Weld Theatre and ArtGeo Gallery can be fully incorporated into the development, allowing access to a 100 seat theatre (Weld), 250 person convention space with break out rooms and up to 450 seat theatre;
- Opportunity to incorporate the existing ArtGeo administration;
- Multiple access routes into the building from Queen Street, Duchess Street via the Weld, and importantly via Marine Terrace with direct frontage to the foreshore, hotel development sites and 100m to all of the foreshore parking, activating this area at night when the foreshore car parks will be relatively empty.

Consideration, however, would need to be given to the current constraint of the Woodturners shed over part of Lot 43 and 44 site, which would need to be relocated to an alternative location to accommodate the development of a PACC in this location.

Given that Lot 450 is the only site within the Cultural Precinct that is not owned by the City, it is recommended that negotiations to acquire the site continue with DPaW in the future, potentially via a land swap at the City's future Rendezvous Road Depot site Precinct, to enable the Cultural Precinct to be fully contained within the one block, allowing ancillary and/or future commercial services to be progressed.

## **CONCLUSION**

Development of a PACC is well supported by the community. It is included as local priority project within the City of Busselton Strategic Community Plan (2013, reviewed, 2015); accommodated within the City's LTFP with provisional allocations from 2016/17 onwards; and identified as a regional imperative to be actioned in 1-3 years in the South West Regional Blueprint, February 2015.

Negotiations for the City's acquisition of Lot 450 Queen Street from DPaW have been ongoing for a number of years. Recent communications have indicated that there will be no resolution likely in the short to medium term.

Consideration of Lots 43 and 44 as a location for the development of a PACC presents Council with an opportunity to ensure development of the PACC can occur without delay or uncertainty and meet projected / expected timeframes.

## **OPTIONS**

Council may opt to not consider utilisation of Lots 43 and 44 Queen Street for development of a PACC.

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

Endorsement of Council for Lots 43 and 44 Queen Street to be utilised for developed of a PACC will allow the BPACSWG to finalise the project scope and commence the market demand analysis and economic impact assessment required to inform the Business Case in order for the project to be ready for funding at the commencement of 2017.

## **OFFICER RECOMMENDATION**

That the Council:

1. Reconfirms its commitment for the development of a Performing Arts and Convention Centre (PACC) within the Cultural Precinct;

2. Endorses Lots 43 and 44 Queen Street as the preferred site for the PACC; and
3. Endorses continued liaison with the Department of Parks and Wildlife for the acquisition of Lot 450 Queen Street for future needs and completion of the Cultural Precinct.



**14. FINANCE AND CORPORATE SERVICES REPORT**

Nil

**15. CHIEF EXECUTIVE OFFICER'S REPORT****15.1 COUNCILLORS' INFORMATION BULLETIN**

<b>SUBJECT INDEX:</b>	Councillors' Information
<b>STRATEGIC OBJECTIVE:</b>	Governance systems that deliver responsible, ethical and accountable decision-making.
<b>BUSINESS UNIT:</b>	Executive Services
<b>ACTIVITY UNIT:</b>	Executive Services
<b>REPORTING OFFICER:</b>	Reporting Officers - Various
<b>AUTHORISING OFFICER:</b>	Chief Executive Officer - Mike Archer
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Planning Applications Received 16 April - 30 April 2016
	Attachment B Planning Applications Determined 16 April - 30 April 2016
	Attachment C Busselton Jetty Reference Group Meeting Minutes - 18 March 2016
	Attachment D Meelup Regional Park Management Committee Informal Meeting Minutes - 22 March 2016
	Attachment E Executive Media Productions

**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 April, 2016 and 30 April, 2016. 54 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 16 April, 2016 and 30 April, 2016. A total of 44 applications (including subdivision referrals) were determined by the City during this period with 42 approved / supported and 2 refused / not supported.

### **15.1.2 Current Active Tenders**

#### **2015 TENDERS**

##### **RFT 19/15 CONSTRUCTION OF THE NEW TRANSFER STATION AT BUSSELTON WASTE FACILITY**

The City of Busselton invited tenders for the construction of the new transfer station at the Busselton Waste Facility at Rendezvous Road, Vasse. The project includes construction of a new multifunctional facility, comprising of a community recycling drop-off area, light and heavy vehicle multi-tiered drop-off area for putrescible waste, as well as associated stormwater drainage and road access infrastructure. The tender was advertised on 26 December 2015 with an initial closing date for submissions of 29 January 2016, but, due to a number of technical queries from prospective tenderers, was extended to 26 February 2016. Ten tenders were received and the tender evaluation panel presented its report to Council on 14 April 2016. Council resolved to nominate Ertech Pty Ltd as the preferred tender and to delegate to the CEO the power to negotiate and award the contract. The contract was awarded to Ertech Pty Ltd on 26 April 2016 for the total contract sum of \$2,543,406.51 (excluding GST), based on their proposed Alternative 2 Tender methodology, using precast Lomwest C4M retaining walls. Works are planned to commence on site immediately and scheduled for completion by the end of August 2016.

#### **2016 TENDERS**

##### **EOI 01/16 EXPRESSION OF INTEREST – DESIGN AND CONSTRUCTION OF AIRSIDE INFRASTRUCTURE AT BUSSELTON-MARGARET RIVER REGIONAL AIRPORT**

Council resolved at its 23 March 2014 meeting to invite Expressions of Interest (EOI) for the design and construction of Airside Infrastructure at Busselton-Margaret River Regional Airport and to delegate to the CEO the power to decide which, if any, of those expressions of interest that are received, are from persons who he thinks to be capable of satisfactorily supplying the goods and services required for this purpose. The EOI was advertised in the West Australian on 26 March 2016 and 3 April 2016 and on the City's Website. EOI's closed on 26 April 2016. In total 14 submissions were received however one submission was rejected for non-compliance as it was submitted after the deadline. The evaluation panel expects to finalise and present the evaluation report to the CEO on 10 May 2016 with a recommendation of acceptable tenderers. It is anticipated that the tender pursuant to the EOI will be advertised on 26 May 2016 and close on 23 June 2016.

##### **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 for submissions of 10 May 2016. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO at the end of May 2016. The value of the contract is expected to exceed \$350,000 and therefore falls within the CEO's delegated authority. This is a variable price contract and will be based on the submitted tendered rates.

### **15.1.3 Busselton Jetty Reference Group**

The minutes from the meeting of the Busselton Jetty Reference Group for the 18 March 2016 are included in Attachment C.

### **15.1.4 Meelup Regional Park Management Committee**

The minutes from the informal committee meeting of the Meelup Regional Park Management Committee for the 22 March 2016 are included in Attachment D.

**15.1.5 The Australian Local Government Year Book**

Executive Media has provided a copy of The Australian Local Government Year Book and Future Water, the covering letter is available to view in Attachment E and the full editions are located in the Council in tray.

**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 Busselton Jetty Reference Group](#)
- [15.1.4 Meelup Regional Park Management Committee](#)
- [15.1.5 The Australian Local Government Year Book](#)

## 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
<b>Development Applications</b>								
DA15/0340	Use Not Listed (Offensive or Hazardous Industry – Crushing and Recycling of Building Materials)	19 Cable Sands Road~YALVALUP WA 6280	Lot 6 DIAGRAM 33959	22/04/2016	250000	Silverbay Enterprises Pty Ltd T/as Busseton Civil and Plant Hire	Busseton Civil and Plant Hire	310
DA15/0620	Outbuilding, Water Tank and Vegetation Removal in Landscape Value Area	Lagoon Drive~YALLINGUP WA 6282	Lot 41 PLAN 404275	28/04/2016	35000	Andrew Garcia-Perlines	Andrew Garcia-Perlines	170
DA15/0709	Holiday Home (Single House) 8 Persons	16 Stockyard Lane~GEOGRAPHE WA 6280	Lot 57 PLAN 50381	21/04/2016	0	Allan Robert Moore & Wendy Susanne Moore	Brad Moore	84
DA16/0067	Modified Building Envelope to Accommodate a Single House (Landscape Value Area)	Version Place~QUINDALUP WA 6281	Lot 19 PLAN 28198	22/04/2016	700000	Danya Michelle Huxley & Todd Anthony Huxley	Danya Michelle Huxley, Todd Anthony Huxley	52
DA16/0113	Relocated Building Envelope - Oversized and Over-height Outbuilding (Landscape Value Area)	12 Grassybank Cove~YALLINGUP SIDING WA 6282	Lot 14 PLAN 38061	21/04/2016	56000	Matthew John Harslett	Outdoor World Cape to Cape	27
DA16/0119	R-Codes - Patio Addition (to existing single house)	36 Heritage Drive~VASSE WA 6280	Lot 780 PLAN 52474	28/04/2016	9500	Kelley Anne Robinson	Ryan Coulton Forster, Kelley Anne Robinson	0
DA16/0125	Modify Building Envelope to Accommodate Outbuilding (Landscape Value Area)	137 Lagoon Drive~YALLINGUP WA 6282	Lot 1 PLAN 24327	18/04/2016	14000	Stephen Ross Beatty & Lucy Ann Beatty	Busseton Sheds Plus	16
DA16/0144	Single House (Reduced Setbacks and Reduced BAL)	2/15 Jingarie Place~DUNSBOROUGH WA 6281	Lot 1 SSPIN 53329	29/04/2016	331293	Shelley Lorine Buswell	WA Country Builders Pty Ltd - Busseton	34
DA16/0205	Grouped Dwelling (Codes Variation)	6 Alexander Road~WEST BUSSETON WA 6280	Lot 1 SSPIN 59666	18/04/2016	488473	Robin Alfred Malatesta, Maxine Margaret Malatesta, Malatesta Investments Pty Ltd	M and M Constructions Pty Ltd	0
DA16/0208	Grouped Dwelling	19 Ford Road~GEOGRAPHE WA 6280	Lot 54 DIAGRAM 45535	20/04/2016	240000	Jennifer Lee Higgins & Maxwell Henry Higgins	Maxwell Henry Higgins	30
DA16/0221	Holiday Home (Group Dwelling) 6 occupants	47 Gale Street~WEST BUSSETON WA 6280	Lot 1 STPLN 22501	20/04/2016	0	William Henry Steven Willmott & Christine June Willmott	William Henry Steven Willmott, Christine June Willmott	17
DA16/0229	Carport (R-Codes)	3/80 Harris Road~BUSSETON WA 6280	Lot 3 STPLN 44874	21/04/2016	7810	Stephen William Upton & Janet Irene Upton	CPR Outdoor Centre	33
DA16/0244	Reception Centre	41 Burton Road~NATURALISTE WA 6281	Lot 7 DIAGRAM 78431	20/04/2016	30000	Cameron Olive Bell	Able Planning & Project Management	8
DA16/0246	Holiday Home (Grouped Dwelling) 6 occupants	2/11 Earnshaw Road~WEST BUSSETON WA 6280	Lot 2 SSPIN 20461	20/04/2016	0	Sharon Nicole Forbes & Justin James Lawrence Forbes	Sharon Nicole Forbes, Justin James Lawrence Forbes	0
DA16/0247	Over Height Dwelling with Reduced Front Setback	858 Geographe Bay Road~WEST BUSSETON WA 6280	Lot 21 PLAN 54823	18/04/2016	468200.5	Jerzy Marian Sikorski	M and M Constructions Pty Ltd	25
DA16/0249	Kiosk Extension to existing Restaurant (The Goose Beach Bar and Restaurant)	Scout Road~BUSSETON WA 6280	Lot 432 PLAN 190978	18/04/2016	100000	State of WA	D'Agostino and Luff Architects Pty Ltd	29
DA16/0254	R Codes Variation (Vehicle Access)	16 Sunningdale Road~DUNSBOROUGH WA 6281	Lot 1282 PLAN 404548	27/04/2016	199890	Daws & Son Pty Ltd	Dale Alcock Homes South West Pty Ltd	1
DA16/0255	Carport (Reduced Primary Street Setback)	7 Halfordshire Loop~WEST BUSSETON WA 6280	Lot 578 PLAN 45230	19/04/2016	6480	Jack Owen Thornley & Christine Elizabeth Thornley	CPR Outdoor Centre	16
DA16/0257	Carport (Special Character Area)	103A Naturaliste Terrace~DUNSBOROUGH WA 6281	Lot 1 SSPIN 66603	21/04/2016	12080	Gregory Mark Sweetman & Catherine Frances Sweetman	CPR Outdoor Centre	23
DA16/0260	Change in Use (Tavern)	4259 Caves Road~WILYABRUP WA 6280	Lot 100 PLAN 63659	20/04/2016	0	Wiseowl Investments Pty Ltd	Dwyer Durack Lawyers	24
DA16/0262	Restaurant	3857 Caves Road~WILYABRUP WA 6280	Lot 10 DIAGRAM 64789	21/04/2016	1500000	Chemwal Pty Ltd	Peter Vernon Walsh	0
DA16/0264	One Group Dwelling	21 Fairbairn Road~BUSSETON WA 6280	Lot 37 PLAN 1707	26/04/2016	236682.72	Benjamin Ross Warner & Charmaine Melissa Pitts	Tangent Nominees Pty Ltd	23
DA16/0267	Oversized Outbuilding (Landscape Value Area)	205 Endicott Loop~DUNSBOROUGH WA 6281	Lot 17 PLAN 19481	19/04/2016	46000	Michael Ernest Pearson	Michael Ernest Pearson	3
DA16/0270	Single House with parapet wall (Port Geographe Development Area)	21 Bream Quadrant~GEOGRAPHE WA 6280	Lot 111 PLAN 36861	19/04/2016	205740	Timothy Richard Dennison	Tangent Nominees Pty Ltd	26
DA16/0273	Holiday Home (6 Persons) in a Non-Preferred Area	67 Lindsay Drive~YALVALUP WA 6280	Lot 222 PLAN 43328	26/04/2016	0	John Franklin Triplett & Suellen Maree Triplett	John Franklin Triplett, Suellen Maree Triplett	26
DA16/0274	Patio Addition (single dwelling)	49 Shearers Close~QUEDINUP WA 6281	Lot 222 PLAN 24497	29/04/2016	9000	Geoffrey Lawrence Bowman & Michelle Louise Bowman	WA External Solutions	4
DA16/0275	Single House	120A Kent Street~BUSSETON WA 6280	Lot 2 SSPIN 68148	20/04/2016	272264	Vasily Bill Swerlowicz	BGC Residential Pty Ltd	7
DA16/0276	Carport (single house)	10 Edwards Street~BUSSETON WA 6280	Lot 9 DIAGRAM 51183	21/04/2016	9350	James Vernon Mitchell & Helen Mary Mitchell	CPR Outdoor Centre	22
DA16/0277	Maintenance Access Track	201 Woodlands Road~WILYABRUP WA 6280	Lot 350 PLAN 104597	21/04/2016	10000	Harmanis Holdings Pty Ltd	Allerding & Associates	18
DA16/0278	Water Tank (Landscape Value Area)	88 Sainsbury Loop~YALLINGUP WA 6282	Lot 79 PLAN 36375	26/04/2016	8380	Alison Margaret Tilt & Rodney John Tilt	Alison Margaret Tilt, Rodney John Tilt	9
DA16/0279	Modification to Building Envelope & Single Residence	22 Dress Circle~YALLINGUP WA 6282	Lot 29 PLAN 41565	19/04/2016	700000	Lyndey Carol Mumme	West Coast Designs Pty Ltd	8
DA16/0281	Single Residence (R Code Setback Variation)	3 Thurlk Street~WEST BUSSETON WA 6280	Lot 2 SSPIN 61738	27/04/2016	323299	Ernest William Turpin & Colleen Elizabeth Turpin	Dale Alcock Homes South West Pty Ltd	19
DA16/0282	Single House (Landscape Value Area)	21 Windlemere Drive~DUNSBOROUGH WA 6281	Lot 76 PLAN 18889	28/04/2016	0	Brian Charles Rogers	M-Sky Homes Pty Ltd	8

DA16/0283	Holiday Home (Single Dwelling - Rural Residential) 6 Persons	70 Seascap Rise-YALLINGUP WA 6282	Lot 25 PLAN 41565	27/04/2016	0	Nigel Lloyd Wake	Nigel Lloyd Wake	16
DA16/0284	Single House (Landscape Value Area)	57 Grove Park Terrace-QUINDALUP WA 6281	Lot 12 PLAN 23785	19/04/2016	300000	Anthony James Hall & Deborah Anne Hall	Anthony James Hall, Deborah Anne Hall	7
DA16/0285	Single Residence Additions (reduced setbacks)	780 Geographe Bay Road-WEST BUSSELTON WA 6280	Lot 63 PLAN 8799	26/04/2016	1000000	Angelo Sarich & Robin Louise Sarich	Design Right Pty Ltd	0
DA16/0286	Outbuilding (Landscape Value Area)	114 Hayes Road-QUINDALUP WA 6281	Lot 35 DIAGRAM 100227	27/04/2016	10000	Glenn Michael Brouwers & Caroline Frances Herrick	Glenn Michael Brouwers, Caroline Frances Herrick	0
DA16/0288	Outbuilding	128 Hawker Approach-YALLALUP WA 6280	Lot 723 PLAN 75743	19/04/2016	0	Mark Jarrod Anderson	Sheds Down South	8
DA16/0289	Outbuilding (including "light colours" within Landscape Value Area)	18 Ballarat Road-WONNERUP WA 6280	Lot 69 PLAN 223219	26/04/2016	18000	Phillip Dean Moore	Phillip Dean Moore	0
DA16/0290	Holiday Home (Grouped Dwelling) 6 People	2/4 Smith Street-DUNSBOROUGH WA 6281	Lot 2 SSPLN 57478	29/04/2016	0	Ricupero Holdings Pty Ltd	Ricupero Holdings Pty Ltd	13
DA16/0291	Single House (Landscape Value Area)	10 Morwong Street-KEALY WA 6280	Lot 1320 PLAN 407112	20/04/2016	224860	Rhys Anthony Burton & Lauren Jane Aberle	Rhys Anthony Burton, Lauren Jane Aberle	1
DA16/0292	Single House Garage (Landscape Value Area)	13 Inlet Drive-REINSCOURT WA 6280	Lot 7 PLAN 11567	29/04/2016	18500	Tamara Lee Driscoll & Benjamin Russell Driscoll	Tamara Lee Driscoll, Benjamin Russell Driscoll	3
DA16/0294	Additions / Alterations to Single House (Landscape Value Area)	39 Nukkgup Loop-YALLINGUP WA 6282	Lot 32 PLAN 20016	28/04/2016	138374	Jetsetter Holdings Pty Ltd	Tangent Nominees Pty Ltd	17
DA16/0296	Grouped Dwelling	8/1 St Michaels Parkway-DUNSBOROUGH WA 6281	Lot 3 SSPLN 56939	26/04/2016	175812	Jimmy Milanku	Ventura Home Group Pty Ltd	19
DA16/0297	Over-height Outbuilding (reduced rear setback)	34 Centurion Way-WEST BUSSELTON WA 6280	Lot 604 PLAN 20402	26/04/2016	14000	Gregory Alan Bock & Rhonda Ericka Bock	Busseton Sheds Plus	18
DA16/0298	Proposed Classroom and Storeroom	1721 Wildwood Road-YALLINGUP WA 6282	Lot 40 PLAN 44272	26/04/2016	100000	Yallingup Steiner School	T & D Husley Pty Ltd	16
DA16/0299	Extractive Industry (gravel)	Jamisons Road-CHAPMAN HILL WA 6280	Lot 2699 PLAN 203062	28/04/2016	1	Catalano Investment Corporation Pty Ltd	B & J Catalano Pty Ltd	12
DA16/0303	Outbuilding (over-height)	8 Newtown Close-VASSE WA 6280	Lot 12 PLAN 4972	29/04/2016	10000	Branton Kyle Read	Branton Kyle Read	11
DA16/0304	Staircase Addition to Old Butter Factory (to meet Fire Standards)	76 Peel Terrace-BUSSELTON WA 6280	Lot No:2 & 1 & 328	27/04/2016	146000	City of Busseton & Busseton Historical Museum	City of Busseton	11
DA16/0306	Oversized Outbuilding	152 Norwood Pass-VASSE WA 6280	Lot 24 PLAN 76953	28/04/2016	70000	Vasse Property Pty Ltd	Danielle Marie Richardson, Benjamin Campbell Richardson	10
DA16/0318	Single House (Landscape Value Area)	16 Calamari Street-KEALY WA 6280	Lot 1219 PLAN 407112	29/04/2016	236588	Dylan Ross McGregor	Dylan Ross McGregor	1
DA16/0319	Single House (Landscape Value Area)	10 Calamari Street-KEALY WA 6280	Lot 1222 PLAN 407112	29/04/2016	225392	Adam Brian Plowman & Tania Otte	Tania Otte, Adam Brian Plowman	1
WAPC16/0018	Survey Strata Three (2) Lots (Application 360-16)	5 Hurford Street-DUNSBOROUGH WA 6281	Lot 94 PLAN 63781	19/04/2016	0	Hindsight Pty Ltd	Western Australian Planning Commission (WAPC)	18
WAPC16/0019	7 x Survey Strata Lots + CP (334m2 - 851m2)	13 King Street-WEST BUSSELTON WA 6280	Lot 50 PLAN 45285	22/04/2016	0	St Andrews Yanchep Pty Ltd	McMullen Nolan Group Pty Ltd	15

## Applications Determined Report

Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applc Determined Date	Application Determined Result	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
<b>Development Applications</b>										
DA15/0620	Outbuilding, Water Tank and Vegetation Removal in Landscape Value Area	Lagoon Drive-YALLINGUP WA 6282	Lot 41 PLAN 404275	29/04/2016	Approved	Approved	170	35000	Andrew Garcia-Perlines	Andrew Garcia-Perlines
DA15/0654	Holiday Home (Single House) 6 people	37 Bussett Highway-WEST BUSSETTON WA 6280	Lot 94 DIAGRAM 80406	21/04/2016	Refused	Refused	49	0	Catherine Marjory Dhu & Alex John Dhu	Catherine Marjory Dhu, Alex John Dhu
DA15/0694	Use Not Listed (Carpark on a Residential Zoned Lot)	4 Carter Street-WEST BUSSETTON WA 6280	Lot 40 DIAGRAM 25356	20/04/2016	Approved	Approved	54	120000	June Adrienne Price	Tim Koroveshi
DA15/0709	Holiday Home (Single House) 8 Persons	16 Stockyard Lane-GEOGRAPHE WA 6280	Lot 57 PLAN 50381	29/04/2016	Approved	Approved	84	0	Allan Robert Moore & Wendy Susanne Moore	Brad Moore
DA16/0004	Garage to include Nil Side and Rear Setbacks	3 Rudis Way-BROADWATER WA 6280	Lot 227 PLAN 23880	26/04/2016	Approved	Approved	111	6000	Rosemary Golding & Graham Keith Golding	Graham Keith Golding
DA16/0058	Water tank (development located outside 2000m2 rectangle)	136 Balmoral Drive-QUINDALUP WA 6281	Lot 257 PLAN 68461	22/04/2016	Approved	Approved	80	10000	John Ernest Loveday & Jillian Fae Loveday	John Ernest Loveday, Jillian Fae Loveday
DA16/0066	Proposed residence with outbuilding (Bushland Protection Zone)	252 Brash Road-YALLINGUP WA 6282	Lot 31 PLAN 68867	28/04/2016	Approved	Approved	64	480000	Kim Therese Ehrig	West Coast Designs Pty Ltd
DA16/0067	Modified Building Envelope to Accommodate a Single House (Landscape Value Area)	Veraison Place-QUINDALUP WA 6281	Lot 19 PLAN 28198	28/04/2016	Approved	Approved	52	700000	Danya Michelle Huxley & Todd Anthony Huxley	Danya Michelle Huxley, Todd Anthony Huxley
DA16/0076	Oversized and Over-height Outbuilding	19 Lindsay Drive-YALVALUP WA 6280	Lot 206 PLAN 47535	26/04/2016	Approved	Approved	44	19600	Kelvin Leslie Cook & Lucy Bernadette Cook	Kelvin Leslie Cook, Lucy Bernadette Cook
DA16/0077	Floating Jetty	7 Twine Court-GEOGRAPHE WA 6280	Lot 476 PLAN 22273	18/04/2016	Approved	Approved	17	44637	John Chapman & Diane Edith Chapman	Robert Bertram Godridge
DA16/0088	Entry Statement	99 Cornerstone Way-QUEDJINUP WA 6281	Lot 1 PLAN 74289	28/04/2016	Approved	Approved	23	15000	Cornerstone Christian College Limited	MCG Architects Pty Ltd
DA16/0095	Change of use from "car park" to "outdoor living area" including fencing	3/22 Valley Road-YALLINGUP WA 6282	Lot 3 STPLN 11964	20/04/2016	Approved	Approved	4	10000	Anne Marie Hawthorne & Robert James Hawthorne	Lurie Concepts
DA16/0103	Single House and Retaining Walls (Port Geographe Development Area)	6 Twine Court-GEOGRAPHE WA 6280	Lot 480 PLAN 22273	27/04/2016	Approved	Approved	44	711398	Arna-Lee Jensen & Djordje Zlatkovic	Tangent Nominees Pty Ltd
DA16/0117	Holiday Home (Single House) 10 occupants	13 Toddy Place-DUNSBOROUGH WA 6281	Lot 301 PLAN 219011	18/04/2016	Approved	Approved	55	0	Susan Anne Skull	Susan Anne Skull
DA16/0119	R-Codes : Patio Addition (to existing single house)	36 Heritage Drive-VASSE WA 6280	Lot 780 PLAN 52474	28/04/2016	Approved	Approved	0	9500	Kelley Anne Robinson	Ryan Coulton Forster, Kelley Anne Robinson
DA16/0125	Modify Building Envelope to Accommodate Outbuilding (Landscape Value Area)	137 Lagoon Drive-YALLINGUP WA 6282	Lot 1 PLAN 24327	18/04/2016	Approved	Processing	16	14000	Stephen Ross Beatty & Lucy Ann Beatty	Bussetton Sheds Plus
DA16/0149	Carpport	3 Thyme Pass-YALVALUP WA 6280	Lot 345 PLAN 58911	22/04/2016	Approved	Approved	19	5000	Troy Kenneth Andrich & Rebecca Gay Andrich	Troy Kenneth Andrich, Rebecca Gay Andrich
DA16/0153	Dam (Landscape Value Area)	3219 Caves Road-YALLINGUP WA 6282	Lot 108 PLAN 33922	19/04/2016	Approved	Approved	40	20000	Goldleaf Developments Pty Ltd	Len Davies
DA16/0156	Single House (reduced Primary Street Setback)	17 Resort Drive-DUNSBOROUGH WA 6281	Lot 129 PLAN 405106	18/04/2016	Approved	Approved	12	350000	Kerry Maxwell Scott & Julianne Joy Scott	Linet
DA16/0164	Bed and Breakfast (two (2) guests)	6 Mast Close-DUNSBOROUGH WA 6281	Lot 287 PLAN 24328	21/04/2016	Approved	Approved	25	0	Alfonso Pizzarini & Chiara Pieri	Alfonso Pizzarini, Chiara Pieri
DA16/0166	Modified Building Envelope to Accommodate Over Sized Outbuilding (aggregate) in Landscape Value Area	27 Ridgeway Drive-QUEDJINUP WA 6281	Lot 79 PLAN 15721	18/04/2016	Approved	Approved	40	30000	Christopher James Campbell & Margaret Letitia Campbell	Bussetton Sheds Plus
DA16/0174	Over-height and Oversized Outbuilding (reduced setback)	55 Siesta Park Road-SIESTA PARK WA 6280	Lot 17 DIAGRAM 28847	20/04/2016	Approved	Approved	38	35200	Carolyn Anne Bounsell	Sheds Down South
DA16/0175	Modified Building Envelope to Accommodate Outbuilding & Water Tank	36 Cornerstone Way-QUEDJINUP WA 6281	Lot 17 PLAN 74289	26/04/2016	Approved	Approved	43	37600	Gregory James Jackson & Rebekah Louise Jackson	Sheds Down South
DA16/0176	Oversized Outbuilding (Landscape Value Area)	38 Sloan Drive-DUNSBOROUGH WA 6281	Lot 76 PLAN 20473	18/04/2016	Approved	Approved	26	35000	Robert Jonathon Drake Blechynden	Robert Jonathon Drake Blechynden
DA16/0177	Single House (reduced setbacks)	3 Pertuis Way-YALVALUP WA 6280	Lot 636 PLAN 403469	22/04/2016	Approved	Approved	36	158925	Kale Philip Potter	Ventura Home Group Pty Ltd
DA16/0182	Over-height Outbuilding	27 Monclair Circuit-DUNSBOROUGH WA 6281	Lot 968 PLAN 50053	21/04/2016	Approved	Approved	37	12570	Nicklaus Andrew Duma	Outdoor World Cape to Cape
DA16/0195	R-Codes : Single House (Open Space & Vehicular Access)	13 Gribble Circuit-KEALY WA 6280	Lot 1189 PLAN 403613	22/04/2016	Approved	Approved	15	294309	Amanda Louise Gibson & Scott Desmond Tondut	Amanda Louise Gibson, Scott Desmond Tondut
DA16/0202	Single Dwelling (Special Character and Coastal Management Area)	290 Geographe Bay Road-QUINDALUP WA 6281	Lot 25 DIAGRAM 21084	19/04/2016	Approved	Approved	14	1200000	Graham Keith Teerde & Vicki Lee Teerde	West Coast Designs Pty Ltd
DA16/0205	Grouped Dwelling (Codes Variation)	6 Alexander Road-WEST BUSSETTON WA 6280	Lot 1 SPLN 59666	28/04/2016	Approved	Approved	0	488473	Robin Alfred Malatesta, Maxine Margaret Malatesta, Malatesta Investments Pty Ltd	M and M Constructions Pty Ltd
DA16/0216	Single Dwelling (Special Character Area)	19 Gifford Road-DUNSBOROUGH WA 6281	Lot 85 PLAN 8951	21/04/2016	Approved	Approved	23	0	David Andrew Stone & Denise Ann Stone	Blue Water Building Co (SW) Pty Ltd
DA16/0228	Patio addition to a Single House (side setback variation)	2 Snipe Close-GEOGRAPHE WA 6280	Lot 242 PLAN 17628	28/04/2016	Approved	Approved	21	10000	Ciaran Pathan McCabe & Rikki McCabe	Ciaran Pathan McCabe, Rikki McCabe

DA16/0254	R Codes Variation (Vehicle Access)	16 Sunningdale Road**DUNSBOROUGH WA 6281	Lot 1282 PLAN 404548	27/04/2016	Approved	Approved	1	199890	Daws & Son Pty Ltd	Dale Alcock Homes South West Pty Ltd
DA16/0269	Single House (R-Codes)	33 Alice Street**YALVALUP WA 6280	Lot 780 PLAN 400177	29/04/2016	Approved	Approved	16	151365	Darryl Edward Yates & Vicki Zuhra Yates	Tangent Nominees Pty Ltd
DA16/0271	Outbuilding (Special Character Area)	35 Ollis Street**QUINDALUP WA 6281	Lot 32 PLAN 12288	19/04/2016	Approved	Approved	6	10750	Gregory Peter Foster & Karen Patricia Foster	Sheds Down South
DA16/0275	Single House	120A Kent Street**BUSSELTON WA 6280	Lot 2 SSPLN 68148	21/04/2016	Approved	Approved	7	272264	Vasyl Bill Swerlowycz	BGC Residential Pty Ltd
DA16/0278	Water Tank (Landscape Value Area)	88 Sainsbury Loop**YALLINGUP WA 6282	Lot 79 PLAN 36375	26/04/2016	Approved	Approved	9	8380	Alison Margaret Tilt & Rodney John Tilt	Alison Margaret Tilt, Rodney John Tilt
DA16/0288	Outbuilding	128 Hawker Approach**YALVALUP WA 6280	Lot 723 PLAN 75743	26/04/2016	Approved	Approved	8	0	Mark Jarrod Anderson	Sheds Down South
DA16/0291	Single House (Landscape Value Area)	10 Morwong Street**KEALY WA 6280	Lot 1320 PLAN 407112	20/04/2016	Approved	Approved	1	224860	Rhys Anthony Burton & Lauren Jane Aberle	Rhys Anthony Burton, Lauren Jane Aberle
DA16/0318	Single House (Landscape Value Area)	16 Calamari Street**KEALY WA 6280	Lot 1219 PLAN 407112	29/04/2016	Approved	Approved	1	236588	Dylan Ross McGregor	Dylan Ross McGregor
DA16/0319	Single House (Landscape Value Area)	10 Calamari Street**KEALY WA 6280	Lot 1222 PLAN 407112	29/04/2016	Approved	Approved	1	225392	Adam Brian Plowman & Tania Otte	Tania Otte, Adam Brian Plowman
DP12/0001	Development Guide Plan - Lot 1 (Diagram 35769) Hse 272 Wyadup Road, Yallingup	272 Wyadup Road**YALLINGUP WA 6282	Lot 1 DIAGRAM 35769	28/04/2016	Complete	Endorsed	1568	0	Desmond Lloyd Semple	BSO Development Consultants Pty Ltd
WAPC16/0006	Subdivision 15 x Lots (235m2 - 599m2)	Napoleon Promenade**KEALY WA 6280	Lot 9540 PLAN 404729	29/04/2016	Approve	Approved	58	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Western Australian Planning Commission (WAPC)
WAPC16/0010	24 Lot Subdivision	216 Ambergate Road**AMBERGATE WA 6280	Lot 9510 PLAN 400531	22/04/2016	NotSupport	WaitWAPC	32	0	Josef Tomcala & Bessie Joy Tomcala	BSO Development Consultants Pty Ltd
WAPC16/0013	2 x Residential Lot Subdivision	22 Sandpiper Cove**BROADWATER WA 6280	Lot 200 DIAGRAM 91183	21/04/2016	Support	WaitWAPC	39	0	Andrew Timothy Marshall Taylor & Lesley Dawn Taylor	Harley Dykstra



**Minutes**  
**MEETING HELD IN MEETING ROOM A**  
**DONGA CITY**  
**Friday 18 MARCH 2016, at 9.00am**  
**Busselton Jetty Reference Group**

<b>Name</b>	<b>Title</b>
Cr Grant Henley	Mayor, City of Busselton
Cr Rob Bennett	Councillor, City of Busselton
Naomi Searle	Director, Community and Commercial Services, City of Busselton
Lisa Shreeve	Chief Executive Officer, BJECA
Don Tomkinson	President, BJECA
Jenny Sheehan	Vice President, BJECA
Jon Berry	Economic Development Coordinator, City of Busselton
Angela House	Administration Officer, City of Busselton

**APOLOGIES**

Oliver Darby	Director, Engineering and Works Services, City of Busselton
Shawn Lombard	Facilities Coordinator, City of Busselton

**1.0 Declaration of Opening**

Cr Grant Henley welcomed everyone and declared the meeting open at 9.05am.

**2.0 Attendance**

Attendance was noted.

**3.0 Confirmation of Minutes**

The Group accepted the minutes of the Busselton Jetty Reference Group Meeting held on 22 January 2016 and confirmed as a true and correct record.

**Jet Adventures Thrill Rides from the Jetty (Lisa Shreeve) (4.4)**

- Jet Adventure Thrill Rides has commenced operating from the eastern marine berthing platform.
- Underwater Helmet Walks are going well. They had approximately 100 people visit in February. There is also a local special for \$100. The regular price is \$165. They will run until just after Easter and start again November. They have a three year contract. They have three staff running the walks and offer diving and snorkelling when they are not booked for the helmet walk.
- Cruise Ship Berths: Economic Development Officer has been in contact with the cruise ship companies regarding berthing at the jetty and there will be signage recognising that passengers have arrived in Busselton.



#### **4.0 Business Arising From Previous Minutes**

##### **4.1 Jetty No Fishing Zone (Lisa Shreeve/Jon Berry)**

Economic Development Coordinator and BJECA CEO are still working on drafting a joint letter from the City and BJECA to Department of Fisheries regarding the 'no fishing zone'.

BJECA CEO was requested that the No Fishing signs on the UWO gate to be re-instated. It was also suggested that a fishing sign be stencilled on the concrete.

**Action: BJECA CEO to speak to Facilities Coordinator regarding no fishing signage near the UWO**

##### **4.2 Security on the Jetty (Jon Berry)**

Economic Development Coordinator advised that City Rangers have been out to the Jetty to try to help deal with the issue of people riding scooters but no one was there at the time. It was also advised that dealing with the matter is difficult to coordinate with the Police due to constrained resources, however the Rangers will continue to pursue and have a physical presence.

The Rangers can issue an infringement for anyone who has scooters on the Jetty if it continues to be an issue.

Economic Development Coordinator advised of security issues encounter by the Jet Adventure Thrill Rides operator who complained of youth jumping on his boat while he was on it and untying it. He has been advised that it is a Police matter.

A Fishability day was held at the Jetty and the jet boat operator commented that the commercial berth was being used by non-commercial operators.

**Action: Manager Commercial service to follow up with events staff to see how events in close proximity to the Jetty are approved and potential conditions to be set.**

##### **4.3 Railway House Lease (Lisa Shreeve)**

BJECA are working with the City's Legal Officers on a new licence agreement. BJECA will report back when it has been completed.

##### **4.4 Jet Adventures Thrill Rides from the Jetty (Lisa Shreeve)**

As previously discussed in Confirmation of minutes 3.0

The Group agreed that Scout Road Jetty could be an option for disembarking and loading passengers to the jet boat if the new platform proves unsuitable or there are days when another event like Fishability/cruise ships coincided.

BEJCA CEO advised of instances where the Jet Adventure Thrill Rides operator drove under the Jetty. Economic Development Coordinator advised the operator has been warned about this.

**Action: Economic Development Coordinator to advise the operator of Jet Adventure Thrill Rides of a 2<sup>nd</sup> complaint of driving under jetty**

#### **4.5 Proposed permit Fee and charges for Jetty Berthing Platforms (Jon Berry)**

Economic Development Officer is progressing fees and charges for cruise ship berths and will look at comparison ports like Geraldton, Exmouth and Bunbury.

The Group acknowledges that there needs to be a charge but Busselton still needs be competitive. Cruise ship passengers continue to report positive experiences berthing in Busselton.

#### **5.0 General Business**

##### **5.1 Review of Jetty Entry Fees (Lisa Shreeve/Jon Berry)**

BJECA CEO advised the Board is looking to request that the City raises the Jetty entry fees \$0.50 every two years, commencing 2016/17. Discussion occurred around the price sensitivity of entry fees. BJECA are looking at value adding to the Jetty experience to make entry fee increases more acceptable. At the moment included in the entry tickets are a free coffee at MacDonald's. Suggestions were to promote the value added opportunities of the entry ticket to make the price more attractive. Suggestion of a sign and printed on tickets stating entry fees goes towards the upkeep of Jetty. The Equinox used to offer a 2 for 1 coffee deal with each ticket sold, however have since stopped.

The Group acknowledged the need to create more ways to fund the Jetty maintenance by creating more revenue streams.

**Action: BJECA CEO will work on promoting the value added opportunities associated with the Jetty.**

##### **5.2 5.3 5.4 COB Maintenance**

BJECA CEO requested better communication and more consultation between the City's EWS Directorate and BJECA. Advance notice of maintenance works organised by the City so that BJECA are aware of upcoming work was specifically requested, in addition to a maintenance plan from EWS.

The Group discussed that the Interface meetings would be the place to discuss these issues.

BJECA CEO advised that there are volunteer or other groups that could help with maintenance items i.e. painting (Work for the dole etc.)

**Action: EWS to prepare maintenance schedule to be discussed at the next meeting**

##### **5.5 Memorial Plaque Request – Mark Antonovich**

A memorial plaque request was received from Mark Antonovich for his parents Keith and Shirley Antonovich. Economic Development Coordinator advised that it does not meet with the policy criteria.

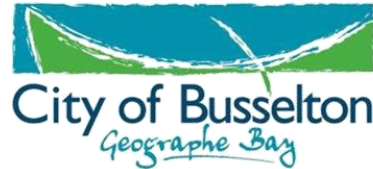
The possibility of opening up the memorial plaques to raise revenue was discussed and will be considered in a future review.

**6.0 Closure**

Meeting closed at: 10.35am

Next Meeting      Busselton Jetty Reference Group Meeting  
Time:              10.30am  
Date:              19 May 2016  
Venue:             Donga City, Meeting Room A

Cr Grant Henley  
Chairperson  
MAYOR, CITY OF BUSSELTON



**Meelup Regional Park Management Committee**

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Email: Kay.Lehman@[busselton.wa.gov.au](mailto:busselton.wa.gov.au)

Web: [www.meeluppark.com](http://www.meeluppark.com)

Facebook: Meelup Regional Park

## Informal Meeting- Minutes

**DATE:** Tuesday 22<sup>nd</sup> March 2016, 5pm

**VENUE:** Eagle Bay Community Hall

### 1. ATTENDANCE AND APOLOGIES

**Attendance:**

**Members:** Dr Bob Jarvis (Presiding Member), Mr Peter Randerson Deputy Presiding Member), Cr Terry Best Cr John McCallum, Mr Damien Jones, Mrs Shirley Fisher.

**Officers:** Mr Greg Simpson (Manager Environmental Services) and Ms Kay Lehman (Meelup Environment Officer- EO)

**Apologies:** Mr John Lang, Mr Bob Ginbey, Mr Albert Haak, Mr Martyn Glover (Acting, Director Planning and Development)

### 2. PRESENTATION TO THE COMMITTEE

**History of the Salmon Fish Factory in Meelup Regional Park**

David Couch and Dick Lear (local fisherman) gave a presentation to the committee on the history of the old fish factory, which remains (concrete slabs) are located adjacent to the Baudin Memorial. The salmon cleaning bench built by Jack Couch and Len Simmonds is on display at the Butter Factory Museum in Busselton. A reference book presented to the Committee on the history of the area was the *Cape of Contracts-Stories of Cape Naturaliste WA* (Edited by Jon Jack and Rita Robertson).

The current CoastWest grant includes funding for signage at the fish factory site to detail the history of salmon fishing in the area including Aboriginal consultation on the design and text of the signage.

**Proposed Direction:**

1. Bob Jarvis to liaise with the local fisherman, local Wadandi consultant Josh Whiteland and custodian Bill Webb to draft the text and artwork for the signage. Cr McCallum offered to assist, if required.

**3. FINANCIAL SUMMARY - Attachment A**

The Financial Statement to January 2016 included as Attachment A was discussed.

**Update on field planning day held on 3 March 2016:**

The working group met onsite on the 3<sup>rd</sup> March to identify maintenance works at Meelup Beach and the other coastal nodes, particularly between Castle Bay and Eagle Bay, the Car Rally site and the proposed trail work near Point Piquet (Coastwest grant).

The Committee discussed and agreed on the following priorities:

- 1st Priority- for the Point Piquet carpark upgrade to include a composting toilet; and
- 2nd Priority- Landscaping of the slope to the beach near the Meelup northern carpark.

**Proposed Direction:**

1. Determine if the extension of the turf lawn area at Meelup Beach can be undertaken this year.
2. The composting toilet to be incorporated into the Point Piquet carpark in next year's budget.
3. Finalise the design for the Castle Bay carpark (gas pipeline, picnic table etc.). For the design to then be presented to the Committee for discussion. To implement the works this financial year, if possible, or roll the funding over to next year.
4. That the Committee notes the March 2016 Financial Summary (Attachment A).

**4. MEELUP VOLUNTEER UPDATE – Bob Ginbey**

Volunteer opportunities:

1. Great cockie count-registration with BirdsLife Australia due 20 March-the count is on Sunday 3<sup>rd</sup> April.
2. A list of volunteer jobs was summarised from the budget priority field day on 3 March 16-emailed to the committee.
3. There are volunteer (in-kind contributions) for the three current grants for a variety of jobs including oiling bench seats, planting and monitoring of cockatoo in the cockatubes in the wildlife corridor. The Environment Officer will be coordinating these jobs with Bob Ginbey.
4. We also have the opportunity to use the Green Army team for 6 days in June/July 2016.

**Proposed Direction:**

1. Information for the Committee to note.
2. Thankyou to Bob Ginbey for sending through the volunteer report and summary report of the Friends of Meelup Park Proposal.
3. To schedule a follow-up meeting of the Friends Group Working Group in April and to invite Bob Jarvis to attend.

## **5.0 Action Summary Progress Update**

The action summary is appended as **Attachment B**. The Action Summary table was discussed with outstanding/ongoing actions to be summarized for the next meeting. Refer to the Action Summary table for details.

## **5. REPORTS**

### **5.1 Zone 6- Exclusion Zone Update**

The following actions are being implemented for the management of the contaminated site in Zone 6:

#### **Surface Asbestos Management**

- An emu bob has been carried out in June 2015 and again in February 2016, to pick up surface ACM across zone 6.

#### **Information**

- A media release about the city's concerns that children and persons are accessing the former waste disposal areas and disturbing soil cover to construct trails.
- Information on the former waste disposal site and prohibiting access will be included in the Council for the Community page.
- Information (letter) will be provided to schools, Dunsborough Districts Country Club, sporting clubs that may access Zone 6 as to the location and avoidance of the former waste disposal areas.

#### **Onsite notices and barriers**

- Signage advising that access to the area is prohibited will be installed around the perimeter of the former waste disposal areas.
- Barriers will be installed across the main access trails leading into the former waste disposal areas.
- Danger tape will be installed to indicate the former waste disposal areas.

#### **Monitoring of Site**

- The site will be monitored to ensure barriers and signs are not removed.

#### **Remediation Plan**

- Quotations have been received (from experienced consultants) for the preparation of an Asbestos Management Plan for the former waste disposal areas, which is expected to identify in-situ treatment earth works and soil cover as a barrier to the human exposure pathway. The Request for Quotation closed on 26 February 2016, with the requested delivery date of the Asbestos Management Plan 29 April 2016.

The above actions are expected to be implemented by mid-March 2016

#### **Proposed Direction:**

1. Information for the Committee to note.

## **5.2 X Adventure Event**

The X Adventure Event will take place on the weekend of the 16-17<sup>th</sup> April and consists of 4 separate races. The Environment Officer and John Lang have met with the bike section coordinator Helen Baker (from the Dunsborough Country District Club) to check and finalise the bike trail route. The Environment Officer (EO) and Bob Ginbey met with the run section coordinator Jessica Reynolds and have finalised the run trail route around Castle Rock. There will now be a two-way run section for 20 metres instead of running over Castle Rock and coastal vegetation.

The EO has sent information to John Jacoby, the Event Coordinator, on environmental management measures to be included in the X Adventure Event Management Plan- see **Attachment C**. Environmental education information on the Meelup Regional Park, including the high conservation significance of the vegetation, flora and fauna and threats such as dieback has been sent to the event organizers to be included in the event program which every participant will receive-see **Attachment D**.

The EO has sent through details of the requirements for dieback stations and required locations (when entering unfested areas) along the run section of the event. The EO will be meeting with John Jacoby on site on 11 April.

### **Proposed Direction:**

1. Information for the Committee to note.

## **5.3 CoastWest Grant 2016/17**

Applications for the next round of funding are due on April 8, 2016. A list of potential projects from current Meelup Regional Park management plans and reports are summarized for your information -see **Attachment E**.

### **Background on CoastWest Grant**

Partnerships of community groups and coastal managers – local governments or Aboriginal land councils – are invited to apply. Projects may involve site or local area planning; on-ground action; identification and monitoring; capacity building or any combination of these activities.

The total funding pool is \$325,000, with applications invited for grants of \$5,000 - \$50,000. It is anticipated that successful applications will be announced by the Minister for Planning in July 2016. Projects must be able to commence from this date and be completed within 12 months of signing the grant funding agreement. Application kits can be downloaded from the Western Australian Planning Commission website at [www.planning.wa.gov.au/coastwest](http://www.planning.wa.gov.au/coastwest).

The list of possible grant options in Attachment E was discussed by the Committee.

### **Proposed Direction:**

1. Information for the Committee to note.
2. A CoastWest grant application to be written by the Environment Officer on implementing dieback management measures in the Meelup Regional Park.

#### 5.4 Whale Platform

Two submissions have been received in response to a Request for Quotation to construct a Whale Viewing Platform at Point Picquet. Both submissions exceed the allocated budget of \$25,000 which is the value of the grant. A budget amendment report will need to be prepared by 6 April 2016 if Council is to consider allocation of additional funding to the project to enable construction in the 2015/16 Financial year.

##### **Proposed Direction:**

1. Information for the Committee to note.
2. That a request be made to Council to transfer the balance of surplus funding from the Meelup carpark upgrade to the Point Piquet Whale Platform.

#### 5.5 Dogs in Meelup Regional Park

It is apparent, from recent camera footage, that the community are bringing their dogs into Meelup Regional Park. The below information is from committee member John Lang who has recently downloaded images from a camera along the coastal track:

“Early in 2015 we installed a bush camera on the Coastal Track in order to determine the number of walkers, bikers and dogs using this section of the Park. This was part of the overall Meelup User Survey Program using magnetic bike counters and infrared people counters on trails throughout the Park. The camera was installed between Curtis Bay and Castle Bay, well within the Park boundaries. The trail head is clearly marked with the “Dogs are Not Permitted Past This Point” sign.

A 31 day period in winter (21 June to 20 July 2015) and a 31 day period in summer (21 December to 20 January 2016) were chosen for comparison. The results were:

- **June/July 2015:** 1820 people walked, hiked or ran this section of the Coastal Track, 38 rode bikes and there were 128 dogs counted.
- **December 2015/January 2016:** 4095 people walked, hiked or ran this section of the Coastal Track, 114 rode bikes and 384 dogs were counted.”

##### **Proposed Direction:**

1. Information for the Committee to note.
2. Investigate a program for dog management in the Park including possible deterrent signage, targeted infringements and a higher profile on the issue.

#### 5.6 Signs

Signs throughout the Park have been photographed by John Lang as part of a sign audit currently being undertaken to identify the types and location of signage. The information is to be reviewed for consistency with the Meelup Regional Park sign system and signage policy.

##### **Proposed Direction:**

1. Information for the Committee to note.
2. Evaluate the information on signs and report back to the Committee.



3. The EO to check the Meelup Park sign opposite the primary school on Naturaliste Road as it may have not been replaced to the original specifications when damaged by the installation of the NBN tower.

#### **5.7 Ranger Statistics**

The City has a GPS Geofence system that records Ranger vehicle movements as they pass through the fence. The system records time in and out of the Park and is used for Ranger security purposes. The GPS system is currently stand alone and is not integrated with other systems such as the work request system and therefore not currently used for reporting purposes.

##### **Proposed Direction:**

1. Information for the Committee to note.

#### **5.8 Zone 6 Mountain Bike Trail Working Group**

A Meelup Bike Working Group meeting was held on Tuesday 15 March. In summary:

##### **Environmental Approvals**

- Department of Lands- proposed MTB trail network consistent with reserve management purpose.
- Water Corporation has requested a license arrangement for access through the WC reserve which traverses zone 6 and the trail network. WC has provided the City with a draft agreement and license.
- *EPBC Act* assessment- The environmental consultant has advised that the project is not considered to be a significant impact under the *EPBC Act* and therefore not requiring a formal assessment.
- A Native Vegetation Clearing Application has been submitted to the Department of Environmental Regulation for clearing permit.

West Cycle has offered their support and can assist the Working Group with the preparation of a framework for development of the mountain bike trail network in zone 6.


##### **Proposed Direction:**

1. Information for the Committee to note.


#### **6.0 Meeting Closure**

The meeting was closed at 6:50pm.

The meeting was followed by guest speaker Matt Dasey (Marine Park Coordinator, DPaW) and a BBQ dinner.

	Application No		Receipt No	
	CIO ID			
	10 MAY 2016			
	Property ID		Doc ID	

City of Busselton



City of Busselton

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We trust that you will enjoy the enclosed publications.

Kind regards,



David Haratsis  
Director  
Executive Media

**16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**17. CONFIDENTIAL REPORTS**

Nil

**18. QUESTIONS FROM MEMBERS**

**19. PUBLIC QUESTION TIME**

**20. NEXT MEETING DATE**

Wednesday, 8 June 2016

**21. CLOSURE**