



Council Agenda

23 March 2016

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST


CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 23 MARCH 2016

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the Meeting Room One, Community Resource Centre, 21 Cammilleri Street, Busselton on Wednesday, 23 March 2016, commencing at 5.30pm.

Your attendance is respectfully requested.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

11 March 2016

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 23 MARCH 2016

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS.....	5
2.	ATTENDANCE	5
3.	PRAYER	5
4.	PUBLIC QUESTION TIME.....	5
5.	ANNOUNCEMENTS WITHOUT DISCUSSION.....	5
6.	APPLICATION FOR LEAVE OF ABSENCE.....	5
7.	PETITIONS AND PRESENTATIONS	5
8.	DISCLOSURE OF INTERESTS	5
9.	CONFIRMATION AND RECEIPT OF MINUTES	5
	Previous Council Meetings	5
9.1	Minutes of the Council Meeting held 9 March 2016.....	5
	Committee Meetings.....	6
9.2	Minutes of the Finance Committee Meeting held 3 March 2016	6
9.3	Minutes of the Audit Committee Meeting held 10 March 2016.....	6
10.	REPORTS OF COMMITTEE	7
10.1	Finance Committee - 3/03/2016 - LIST OF PAYMENTS MADE - DECEMBER 2015	7
10.2	Finance Committee - 3/03/2016 - FINANCIAL ACTIVITY STATEMENTS – PERIOD ENDING 31 JANUARY 2016	26
10.3	Finance Committee - 3/03/2016 - BUDGET AMENDMENT - LOCAL GOVERNMENT GRANTS SCHEME	49
10.4	Finance Committee - 3/03/2016 - BUDGET AMENDMENT - FORESHORE WEST LANDSCAPING AND BEACH ACCESS RAMP.....	53
10.5	Finance Committee - 3/03/2016 - ASSET MANAGEMENT UPDATE.....	71
10.6	Finance Committee - 3/03/2016 - PORT GEOGRAPHE BANK GUARANTEE PAYOUT.....	77
10.7	Audit Committee - 10/03/2016 - COMPLIANCE AUDIT RETURN 2015.....	83
11.	PLANNING AND DEVELOPMENT SERVICES REPORT	101
11.1	APPLICATION FOR PLANNING CONSENT FOR A USE NOT LISTED (CARAVAN STORAGE FACILITY), 488 YELVERTON NORTH ROAD, CARBANUP RIVER	101
12.	ENGINEERING AND WORKS SERVICES REPORT.....	126
13.	COMMUNITY AND COMMERCIAL SERVICES REPORT	126
13.1	COMMUNITY SPORT & RECREATION FACILITIES FUND – SMALL GRANT ROUND APPLICATIONS SUMMER	126
13.2	AIRSIDE INFRASTRUCTURE AT BUSSELTON-MARGARET RIVER REGIONAL AIRPORT - EXPRESSIONS OF INTEREST EOI 01/16	157

14.	FINANCE AND CORPORATE SERVICES REPORT	166
14.1	BUSSELTON HARNESS RACING LEASE OF ADDITIONAL AREAS.....	166
15.	CHIEF EXECUTIVE OFFICER'S REPORT	171
15.1	COUNCILLORS' INFORMATION BULLETIN	171
16.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	179
17.	CONFIDENTIAL REPORTS.....	179
18.	QUESTIONS FROM MEMBERS	179
19.	PUBLIC QUESTION TIME.....	179
20.	NEXT MEETING DATE	179
21.	CLOSURE	179

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

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

Nil

3. **PRAYER**

The Prayer will be delivered by Pastor Nigel Wittwer from Hope Christian 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**

A declaration of Impartiality Interest has been received from the Chief Executive Officer, Mike Archer included in Item 13.1 Community Sport & Recreation Facilities Fund – Small Grant Round Applications Summer.

9. **CONFIRMATION AND RECEIPT OF MINUTES**

Previous Council Meetings

9.1 **Minutes of the Council Meeting held 9 March 2016**

RECOMMENDATION

That the Minutes of the Council Meeting held 9 March 2016 be confirmed as a true and correct record.

Committee Meetings9.2 Minutes of the Finance Committee Meeting held 3 March 2016**RECOMMENDATION**

- 1) That the minutes of a meeting of the Finance Committee held 3 March 2016 be received.
- 2) That the Council notes the outcomes of the Finance Committee held 3 arch 2016 being:
 - a) The List of Payments Made - December 2015 Item is presented for Council consideration at Item 10.1 of this agenda.
 - b) The Financial Activity Statements – Period Ending 31 January 2016 Item is presented for Council consideration at Item 10.2 of this agenda.
 - c) The Finance Committee Information Bulletin - November / December 2015 was noted.
 - d) The Budget Amendment - Local Government Grants Scheme Item is presented for Council consideration at Item 10.3 of this agenda.
 - e) The Budget Amendment - Foreshore West Landscaping and Beach Access Ramp Item is presented for Council consideration at Item 10.4 of this agenda.
 - f) The Asset Management Update Item is presented for Council consideration at Item 10.5 of this agenda.
 - g) The Port Geographe Bank Guarantee Payout Item is presented for Council consideration at Item 10.6 of this agenda.

9.3 Minutes of the Audit Committee Meeting held 10 March 2016**RECOMMENDATION**

- 1) That the minutes of the Audit Committee held 10 March 2016 be received.
- 2) That the Council notes the outcomes of the Audit Committee held 10 March 2016 being:
 - a) The Compliance Audit Return 2015 Item is presented for Council consideration at Item 10.7.

10. REPORTS OF COMMITTEE

10.1 Finance Committee - 3/03/2016 - LIST OF PAYMENTS MADE - DECEMBER 2015

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

This item was considered by the Finance Committee at its meeting on 3 March 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 January 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 M112502 – M112622, EF044296 – EF044725, T007218 – T007222, and DD002654 – DD002679; together totaling \$5,545,432.42.



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

<u>DATE</u>	<u>REFERENCE</u>	<u>NAME</u>	<u>DESCRIPTION</u>	
<u>MUNICIPAL ACCOUNT - JANUARY 2016</u>				
5/01/2016	112502	CITY OF BUSSELTON	CASH FLOAT FOR GLC CAFÉ	400.00
6/01/2016	112503	DEPARTMENT OF TRANSPORT	PURCHASE OF SPECIAL SERIES PLATES	327.00
7/01/2016	112504	CITY OF BUSSELTON	VARIOUS PAYROLL DEDUCTIONS	3,210.56
7/01/2016	112505	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	266.00
8/01/2016	112506	WATER CORPORATION	WATER SERVICES	6,656.69
8/01/2016	112507-508	SYNERGY	ELECTRICITY SUPPLIES	4,173.25
8/01/2016	112509	BOND ADMINISTRATOR	AGED HOUSING BONDS	840.00
8/01/2016	112510	OFFICE OF THE CEO - PETTY CASH	PETTY CASH REIMBURSEMENT	495.30
13/01/2016	112511	CPR OUTDOOR CENTRE	REFUND R-CODE FEE - CANCELLED APPLICATION	261.00
13/01/2016	112512	SUNETTE BOSHOF	REFUND OF ANIMAL TRAP BOND	98.00
13/01/2016	112513	DELLAS MACDOUGALL	REFUND OF ANIMAL TRAP BOND	98.00
13/01/2016	112514	BARBARA K KING	CROSSOVER SUBSIDY PAYMENT	350.90
13/01/2016	112515	SV ROBERTS	REFUND DEVELOPMENT APPLICATION ADVERTISING	130.00
13/01/2016	112516	CM & AJ DHU	REFUND OVERPAYMENT - DEVELOPMENT APPLICATION	47.00
13/01/2016	112517	ALAN BIRCH	REFUND BUILDING FEE APPLICATION CANCELLED	95.00
13/01/2016	112518	CR. ROB BENNETT	COUNCILLOR PAYMENT	2,180.00
13/01/2016	112519	OSCAR NEGUS	FIRE CONTROL OFFICER HONORARIUM	189.80
13/01/2016	112520	MR A GUTHRIE	FIRE CONTROL OFFICER HONORARIUM	569.90
13/01/2016	112521	THOMAS MAZEY	ART SALES	60.20
13/01/2016	112522	VINCENT TRIGLIA	ART SALES	352.00
13/01/2016	112523	BUNBURY TRIATHLON CLUB	DONATION - BUSSELTON TRIATHLON 2016	500.00
13/01/2016	112524	FIONA CHAPMAN	GLC REFUND - LEARN TO SWIM	117.00
13/01/2016	112525	LEN MAZGALTSIDIS	REFUND OF BUILDING PLAN SEARCH FEE	142.00
13/01/2016	112526	DEPARTMENT OF TRANSPORT	PURCHASE OF SPECIAL SERIES PLATES	654.00
13/01/2016	112527	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	519.00
13/01/2016	112528	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	82.05
13/01/2016	112529	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	239.30
14/01/2016	112530	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	525.35
15/01/2016	112531	TELSTRA CORPORATION	COMMUNICATION SERVICES	105.00
15/01/2016	112532-533	WATER CORPORATION	WATER SERVICES	12,658.85
15/01/2016	112534	CANCELLED	PRINTING ERROR	0.00
15/01/2016	112535	JANINE SHERIDAN	STAFF REIMBURSEMENT - STUDY ASSISTANCE	1,064.00
15/01/2016	112536	SYNERGY	ELECTRICITY SUPPLIES	74,025.35

List of Payments Made - January 2016

15/01/2016	112537	CANCELLED	PRINTING ERROR	0.00
15/01/2016	112538	MAIN ROADS (PERTH)	PRE CONSTRUCTION BRIDGE WORKS	129,800.00
20/01/2016	112539	BUSSELTON WATER BOARD	WATER SERVICES	121.40
20/01/2016	112540	CALLOWS CORNER NEWSAGENCY	NEWSAGENCY - PAPERS	442.05
20/01/2016	112541	TELSTRA CORPORATION	COMMUNICATION SERVICES	8,351.51
20/01/2016	112542	CITY OF BUSSELTON	INTERNAL PAYMENT - WASTE TRUCK VEHICLE TRADE-IN	55,550.00
20/01/2016	112543	CANCELLED CHEQUE	REPLACEMENT - EFT VOUCHER 44725	0.00
20/01/2016	112544-545	SYNERGY	ELECTRICITY SUPPLIES	7,905.35
20/01/2016	112546	FRED ROSE EXCAVATOR HIRE	EARTHMOVING SERVICES	20,449.00
21/01/2016	112547	CITY OF BUSSELTON	VARIOUS PAYROLL DEDUCTIONS	2,860.18
21/01/2016	112548	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	266.00
20/01/2016	112549	CITY OF BUSSELTON	BUILDING LEVY - CIVIC & ADMIN BUILDING	28,770.00
20/01/2016	112550	DEPARTMENT OF EDUCATION	REFUND OF HALL DEPOSIT	195.00
20/01/2016	112551	TRACEE PICKERSGILL	REFUND TRADING IN PUBLIC PLACES FEE	460.00
20/01/2016	112552	AUSTRALIAN RED CROSS	REFUND OF HALL DEPOSIT & HALL HIRE FEES	377.00
20/01/2016	112553	J MAY & A ABERLE	CROSSOVER SUBSIDY PAYMENT	188.20
20/01/2016	112554	M MCCAULEY & S TATE	CROSSOVER SUBSIDY PAYMENT	237.90
20/01/2016	112555	A & G BENNETT	CROSSOVER SUBSIDY PAYMENT	201.80
20/01/2016	112556	HEATHER WILSON	CROSSOVER SUBSIDY PAYMENT	276.30
20/01/2016	112557	NATHAN GILES	CROSSOVER SUBSIDY PAYMENT	276.30
20/01/2016	112558	GJ & JD SCHUTS	CROSSOVER SUBSIDY PAYMENT	888.30
20/01/2016	112559	ANDREA KISSANE	CROSSOVER SUBSIDY PAYMENT	297.70
20/01/2016	112560	JR & MA DUNN	CROSSOVER SUBSIDY PAYMENT	276.30
20/01/2016	112561	J & M DOWNIE	CROSSOVER SUBSIDY PAYMENT	276.30
20/01/2016	112562	P & M VENECOURT	CROSSOVER SUBSIDY PAYMENT	371.20
20/01/2016	112563	A & B AVERILL	CROSSOVER SUBSIDY PAYMENT	430.60
20/01/2016	112564	BRYANNE ENGLISH	CROSSOVER SUBSIDY PAYMENT	398.10
20/01/2016	112565	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	11.00
20/01/2016	112566	MRS M LANGRIDGE	REFUND OF ANIMAL TRAP BOND	98.00
20/01/2016	112567	LORRAINE NEIL	REFUND TRADING IN PUBLIC PLACES FEE	60.00
20/01/2016	112568	PHILLIP SHACKLETON	REFUND TRADING IN PUBLIC PLACES FEE	60.00
21/01/2016	112569	GEOGRAPHE LEISURE CENTRE - PETTY CASH	PETTY CASH REIMBURSEMENT	220.11
22/01/2016	112570	LIFETIME INVESTMENTS PTY LTD	REFUND OF RATE OVERPAYMENT	1,716.56
22/01/2016	112571	VB O'NEILL & CA CALLOW	REFUND OF RATE OVERPAYMENT	1,185.97
22/01/2016	112572	S HINES & BJ ROTHWELL	REFUND OF RATE OVERPAYMENT	1,731.50
22/01/2016	112573	FG FERGUSSON	REFUND OF RATE OVERPAYMENT	4,978.09
22/01/2016	112574	DEPARTMENT OF HOUSING	REFUND OF RATE OVERPAYMENT	2,533.42

List of Payments Made - January 2016

22/01/2016	112575	DS & CS OAKES	REFUND OF RATE OVERPAYMENT	893.00
22/01/2016	112576	IVY LAIRD	REFUND OF RATE OVERPAYMENT	639.20
22/01/2016	112577	ESTATE OF FR COCKIN	REFUND OF RATE OVERPAYMENT	576.59
22/01/2016	112578	JR & MR CARROLL	REFUND OF RATE OVERPAYMENT	1,554.91
22/01/2016	112579	DW WILLIS	REFUND OF RATE OVERPAYMENT	38.67
22/01/2016	112580	RC PHILLIPS	REFUND OF RATE OVERPAYMENT	101.18
22/01/2016	112581	FY BEDFORD	REFUND OF RATE OVERPAYMENT	330.04
22/01/2016	112582	KV SUTHERLAND	REFUND OF RATE OVERPAYMENT	302.46
22/01/2016	112583	EM NAISMITH	REFUND OF RATE OVERPAYMENT	288.30
22/01/2016	112584	JA & EM COCKLE	REFUND OF RATE OVERPAYMENT	563.00
22/01/2016	112585	RE NELSON	REFUND OF RATE OVERPAYMENT	757.65
22/01/2016	112586	MW ROBINSON	REFUND OF RATE OVERPAYMENT	620.62
22/01/2016	112587	AJ WOODS	REFUND OF RATE OVERPAYMENT	587.03
22/01/2016	112588	WM LOHR	REFUND OF RATE OVERPAYMENT	889.42
22/01/2016	112589	PA FISHER & V ALIBISI	REFUND OF RATE OVERPAYMENT	768.64
27/01/2016	112590	DUNSBOROUGH CHINESE RESTAURANT	CATERING DURING FIRES	420.00
27/01/2016	112591	M & B SALES	HARDWARE SALES	742.32
27/01/2016	112592	CANCELLED	PRINTING ERROR	0.00
27/01/2016	112593	TIMCARE DISTRIBUTORS	CHEMICAL CLEANING SUPPLIER	2,252.80
27/01/2016	112594	LANDGATE CUSTOMER ACCOUNT	REGISTRATION FEES - SURRENDER OF LEASE	164.00
27/01/2016	112595	DEPARTMENT OF LANDS	REGISTRATION FEES - SURRENDER OF LEASE	135.00
28/01/2016	112596	CD, AR & EA BRAND	REFUND OF RATE OVERPAYMENT	495.46
28/01/2016	112597	OFFICE OF STATE REVENUE	REFUND OF RATE OVERPAYMENT	104.22
28/01/2016	112598	WENDY TAYLOR	REFUND OF RATE OVERPAYMENT	312.66
28/01/2016	112599	KJ DAVIS	REFUND OF RATE OVERPAYMENT	1,096.19
28/01/2016	112600	C A MURDOCH	REFUND OF RATE OVERPAYMENT	993.24
28/01/2016	112601	CANCELLED	PRINTING ERROR	0.00
28/01/2016	112602	CANCELLED	PRINTING ERROR	0.00
28/01/2016	112603	CR. ROB BENNETT	COUNCILLOR REIMBURSEMENT	470.22
28/01/2016	112604	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	96.75
28/01/2016	112605	GARETH SMITH	REFUND OF ANIMAL TRAP BOND	98.00
28/01/2016	112606	PETER STRAIN	REFUND OF HALL DEPOSIT	180.00
28/01/2016	112607	INTEWORK INC	REFUND OF HALL DEPOSIT	195.00
28/01/2016	112608	BARRY PELL	REFUND OF HALL DEPOSIT	185.00
28/01/2016	112609	PETER SCHUPP	REFUND OF HALL DEPOSIT	185.00
28/01/2016	112610	TIMOTHY MORGAN	REFUND OF HALL DEPOSIT	185.00
28/01/2016	112611	JACEY MILLS	CROSSOVER SUBSIDY PAYMENT	167.90

List of Payments Made - January 2016

28/01/2016	112612	N & R BROWN	CROSSOVER SUBSIDY PAYMENT	350.90
28/01/2016	112613	VICKI ANDERSON	CROSSOVER SUBSIDY PAYMENT	317.00
28/01/2016	112614	C BROWN & G HARD	CROSSOVER SUBSIDY PAYMENT	357.70
28/01/2016	112615	G & M THOMPSON	CROSSOVER SUBSIDY PAYMENT	350.90
28/01/2016	112616	KENNETH RIDGWAY	REFUND OF HEALTH APPLICATION	225.00
28/01/2016	112617	WA COUNTRY BUILDERS PTY LTD - BUSSELTON	REFUND PERMIT TO USE APPLIANCE FEE - CANCELLED	118.00
28/01/2016	112618	CANCELLED	PRINTING ERROR	0.00
29/01/2016	112619	DENNIS HOWELLS	REFUND OF RATE OVERPAYMENT	302.73
29/01/2016	112620-621	SYNERGY	ELECTRICITY SUPPLIES	23,769.75
29/01/2016	112622	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY WORKS	6,655.00
				<u>433,530.09</u>

ELECTRONIC TRANSFER PAYMENTS - JANUARY 2016

5/01/2016	EF044296	WESTERN POWER CORPORATION	INSTALL POWER SUPPLY FOR HARRIS ROAD	82,624.00
7/01/2016	EF044297	HIF	HEALTH INSURANCE	198.30
7/01/2016	EF044298	CRAIG & SHEREE WOOD	LEASE AGREEMENT	820.00
7/01/2016	EF044299	PAY-PLAN PTY LTD	SALARY PACKAGING	11,216.34
7/01/2016	EF044300	JAMES MALCOLM SANDERSON	RENTAL LEASE AGREEMENT	205.68
7/01/2016	EF044301	HARCOURTS BUSSELTON	RENTAL LEASE AGREEMENT	420.00
7/01/2016	EF044302	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	183,127.00
7/01/2016	EF044303	AUSTRALIAN SERVICES UNION	UNION FEES	77.40
7/01/2016	EF044304	HBF HEALTH LIMITED	MEDICAL INSURANCE	458.60
7/01/2016	EF044305	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	338.26
7/01/2016	EF044306	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	808.64
7/01/2016	EF044307	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	208.00
7/01/2016	EF044308	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,515.00
7/01/2016	EF044309	CLICKSUPER PTY LTD	SUPERANNUATION	138,236.20
8/01/2016	EF044310	SHARON WOODFORD-JONES	STAFF REIMBURSEMENT - TRAINING EXPENSES	37.00
8/01/2016	EF044311	DENNIS HADDON	ART SALES	52.50
8/01/2016	EF044312	CR. G HENLEY	COUNCILLOR REIMBURSEMENT	377.93
8/01/2016	EF044313	CR. T BEST	COUNCILLOR REIMBURSEMENT	720.37
8/01/2016	EF044314	PHIL HOLLETT PHOTOGRAPHY	ART SALES	35.00
8/01/2016	EF044315	LYNE MARSHALL	ART SALES	30.80
8/01/2016	EF044316	NAOMI SEARLE	STAFF REIMBURSEMENT - INTERNET	50.00
8/01/2016	EF044317	PENNY CROWLEY	STAFF REIMBURSEMENT - LIBRARY RESOURCES	140.79
8/01/2016	EF044318	DENISE SANBROOK	ART SALES	16.80
8/01/2016	EF044319	PROFESSIONAL CABLING	CABLING SERVICES - OFFICE RELOCATIONS	6,886.00

List of Payments Made - January 2016

8/01/2016	EF044320	JULIA HARWOOD	ART SALES	105.00
8/01/2016	EF044321	DOROTHY SADDLETON	ART SALES	21.00
8/01/2016	EF044322	JUSTIN SMITH	STAFF REIMBURSEMENT - TRAINING EXPENSES	15.00
8/01/2016	EF044323	ROCHELLE FREDERICKS	STAFF REIMBURSEMENT - STUDY ASSISTANCE	2,000.00
8/01/2016	EF044324	ANDERS HAMMARSTROM	ART SALES	56.00
8/01/2016	EF044325	GREY GOLD CONSTRUCTIONS	EXPOSED AGGREGATE - DUNS TOWNSCAPE	13,962.00
8/01/2016	EF044326	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - ARCHITECTURAL SERVICES	57,950.48
8/01/2016	EF044327	KOOKA SERVICES PTY LTD	CARAVAN PARK MANAGEMENT CONTRACT	34,833.15
8/01/2016	EF044328	MARGARET PARKE	ART SALES	66.50
8/01/2016	EF044329	ROGER PAINE	ART SALES	46.20
8/01/2016	EF044330	MATTHEW SHARP	ART SALES	42.00
8/01/2016	EF044331	PANCAKE DESIGNS RESIN	ART SALES	28.00
8/01/2016	EF044332	CASTLEVIEW HOLDINGS PTY LTD	ART SALES	114.10
8/01/2016	EF044333	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS - AIRPORT NBN	97.20
8/01/2016	EF044334	EFAX AUSTRALIA	FAX SERVICE PROVIDER	11.44
8/01/2016	EF044335	TO70 AVIATION AUSTRALIA PTY LTD	LONG TERM AIRPORT NOISE MODELLING	12,100.00
8/01/2016	EF044336	SUSSEX TURF CONTROL	SLASH - PORT GEO, COUNTRY ROAD AND BSN WASTE	5,670.00
8/01/2016	EF044337	JACKSON MCDONALD	LEGAL SERVICES - GOOSE SUB LEASE	6,158.60
8/01/2016	EF044338	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	257.40
8/01/2016	EF044339	PRIME URBAN WA PTY LTD	REFUND ROADWORKS BOND - DUNS LAKES DRIVE	96,837.40
8/01/2016	EF044340	MARKETFORCE PTY LTD	STAFF ADVERTISING & LOCAL GOV TENDERS	1,700.38
8/01/2016	EF044341	FRONTLINE FIRE & RESCUE EQUIPMENT	EMERGENCY RESPONSE EQUIPMENT	12,190.11
8/01/2016	EF044342	HERA	ADMIN BUILDING - STRUCTURAL ENGINEERING SERVICES	19,232.40
8/01/2016	EF044343	JARVIN MARVIN	FILMMAKER - SKATE PARK OPENING	300.00
8/01/2016	EF044344	J E COOK	ART SALES	385.00
8/01/2016	EF044345	LOYD KING	ART SALES	280.00
8/01/2016	EF044346	PETER NORMAN READ	STAFF REIMBURSEMENT - LINE MARKING PAINT	78.95
8/01/2016	EF044347	KENNETH BATEMAN	REFUND OF ANIMAL TRAP BOND	98.00
8/01/2016	EF044348	SAMANTHA EALES	GLC MEMBERSHIP REFUND	325.00
8/01/2016	EF044349	EAGLE BAY VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	30.00
8/01/2016	EF044350	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES - FOOTPATHS & DRIVEWAYS	2,231.04
8/01/2016	EF044351	AUSTRALIA POST	POSTAL SERVICE	4,614.70
8/01/2016	EF044352	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	9,719.75
8/01/2016	EF044353	SAI GLOBAL LTD	AUST STANDARDS PUBLICATIONS ONLINE	2,203.30
8/01/2016	EF044354	W A TREASURY CORPORATION	VARIOUS LOANS - GUARANTEE FEES	99,498.74
8/01/2016	EF044355	ZURICH AUSTRALIAN INSURANCE LTD	INSURANCE SERVICES - INSURANCE EXCESS	500.00
8/01/2016	EF044356	COATES HIRE	HIRE EQUIPMENT - KVA GENERATORS HARRIS ROAD	14,630.00

List of Payments Made - January 2016

8/01/2016	EF044357	COLES	COUNCIL & STAFF REFRESHMENTS	299.14
8/01/2016	EF044358	CAPERS SOUTHWEST CATERING SERVICES	CATERING - EXHIBITIONS,SWLPG & COUNCIL MEETINGS	2,245.00
8/01/2016	EF044359	KALOORUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	330.98
8/01/2016	EF044360	EARTH 2 OCEAN COMMUNICATIONS VICMAR	COMMUNICATION SERVICES - RADIO REPAIRS	2,737.60
8/01/2016	EF044361	ALISON BROWN	ART SALES	43.75
8/01/2016	EF044362	MYLES HAPP	ART SALES	47.60
8/01/2016	EF044363	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	450.90
8/01/2016	EF044364	LOCAL BINS	BULK BIN SERVICES - RELOCATION EXPENSES	1,012.00
8/01/2016	EF044365	GEORGE HERRING	ART SALES	21.60
8/01/2016	EF044366	PLUNKETT HOMES (1903) PTY LTD	REFUND BLANKET CROSSOVER & VERGE BOND	5,000.00
8/01/2016	EF044367	OWEN G ISBEL	ART SALES	360.80
8/01/2016	EF044368	MICHAEL TAYLOR	ART SALES	31.50
8/01/2016	EF044369	CELIA CLARE	ART SALES	596.00
15/01/2016	EF044370	OLIVER DARBY	STAFF REIMBURSEMENT - INTERNET	49.95
15/01/2016	EF044371	ROAD SIGNS AUSTRALIA	SIGNAGE SUPPLIES	2,454.10
15/01/2016	EF044372	CR. G BLEECHMORE	COUNCILLOR PAYMENT	2,180.00
15/01/2016	EF044373	CR. G HENLEY	COUNCILLOR PAYMENT	7,973.75
15/01/2016	EF044374	CR. T BEST	COUNCILLOR PAYMENT	2,180.00
15/01/2016	EF044375	PETER STARK	BUSHFIRE OFFICER HONORARIUM	379.60
15/01/2016	EF044376	DEPARTMENT OF PLANNING	DEVELOPMENT ASSESSMENT PANEL PAYMENT	3,503.00
15/01/2016	EF044377	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	35,549.39
15/01/2016	EF044378	CHRIS PAYNE	BUSHFIRE OFFICER HONORARIUM	189.80
15/01/2016	EF044379	CR. J McCALLUM	COUNCILLOR PAYMENT & REIMBURSEMENT	2,661.60
15/01/2016	EF044380	CR. C TARBOTTON	QUARTERLY COUNCILLOR PAYMENT	9,579.49
15/01/2016	EF044381	LEGAL PRACTICE BOARD OF WESTERN AUSTRALIA	LEGAL SERVICE - PRACTICE CERTIFICATE	625.00
15/01/2016	EF044382	FREESTYLE NOW	BMX & SCOOTER COMPETITION-SKATE PARK OPENING	3,795.00
15/01/2016	EF044383	ELLESIAH SEWELL	STAFF REIMBURSEMENT - CATERING & STATIONERY	97.52
15/01/2016	EF044384	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	156.90
15/01/2016	EF044385	KLEENIT PTY LTD	GRAFFITI REMOVAL	1,344.76
15/01/2016	EF044386	CR. R REEKIE	COUNCILLOR PAYMENT	2,180.00
15/01/2016	EF044387	CR. R PAINE	COUNCILLOR PAYMENT	2,180.00
15/01/2016	EF044388	CR. P CARTER	COUNCILLOR PAYMENT	2,180.00
15/01/2016	EF044389	PETER STRAIN	ART SALES	211.20
15/01/2016	EF044390	ZIGGY ALBERTS	REFUND OF HALL HIRE BOND & HIRE FEES	339.00
15/01/2016	EF044391	THE LORD MAYORS DISTRESS RELIEF FUND	DONATION - WAROONA & DISTRICTS FIRE APPEAL	1,000.00
15/01/2016	EF044392	DELRON CLEANING BUSSELTON	CLEANING SERVICES - VARIOUS BBQ'S	4,584.25
15/01/2016	EF044393	GEOGRAPHE PETROLEUM	FUEL SERVICES	24,287.22

List of Payments Made - January 2016

15/01/2016	EF044394	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASE	41,135.40
15/01/2016	EF044395	ZIPFORM	3RD INSTALMENT RATE NOTICE PRINTING	8,526.34
15/01/2016	EF044396	BUSSELTON SENIOR CITIZENS CENTRE	QUARTERLY DONATION PAYMENT	22,093.50
15/01/2016	EF044397	TOTAL EDEN PTY LTD	RETICULATION SERVICES	4,039.69
15/01/2016	EF044398	VASSE WEED & PEST CONTROL	PEST CONTROL SERVICES	3,146.05
15/01/2016	EF044399	COATES HIRE	HIRE EQUIPMENT - MULTI TYRED & VIBE ROLLERS	22,667.15
15/01/2016	EF044400	COLES	COUNCIL & STAFF REFRESHMENTS	979.59
15/01/2016	EF044401	BUSSELTON JETTY ENVIRONMENT &	ELECTRICITY-JETTY LIGHTS & U/WATER OBSERVATORY	1,623.05
15/01/2016	EF044402	YALLINGUP EARTHWORKS	REFUND - OVERPAYMENT OF DEBTORS INVOICE	684.22
15/01/2016	EF044403	ALLEASING PTY LTD	LEASING PAYMENTS - GLC	13,141.56
21/01/2016	EF044404	HIF	HEALTH INSURANCE	198.30
21/01/2016	EF044405	CRAIG & SHEREE WOOD	LEASE AGREEMENT	820.00
21/01/2016	EF044406	PAY-PLAN PTY LTD	SALARY PACKAGING	11,216.34
21/01/2016	EF044407	HARCOURTS BUSSELTON	RENTAL LEASE AGREEMENT	840.00
21/01/2016	EF044408	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	190,996.83
21/01/2016	EF044409	AUSTRALIAN SERVICES UNION	UNION FEES	77.40
21/01/2016	EF044410	HBF HEALTH LIMITED	MEDICAL INSURANCE	458.60
21/01/2016	EF044411	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	338.26
21/01/2016	EF044412	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	808.64
21/01/2016	EF044413	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	208.00
21/01/2016	EF044414	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,665.00
21/01/2016	EF044415	CLICKSUPER PTY LTD	SUPERANNUATION	143,854.83
22/01/2016	EF044416	OLIVER DARBY	STAFF REIMBURSEMENT - INTERNET	49.95
22/01/2016	EF044417	CORNÉ LOMBARD	STAFF REIMBURSEMENT - STATIONERY	52.08
22/01/2016	EF044418	CR. G BLEECHMORE	COUNCILLOR REIMBURSEMENT	174.84
22/01/2016	EF044419	BUNBURY TRUCKS	VEHICLE PURCHASE & PLANT SERVICE	372,118.22
22/01/2016	EF044420	NAOMI SEARLE	STAFF REIMBURSEMENT - INTERNET	50.00
22/01/2016	EF044421	WA EXTERNAL SOLUTIONS	BUILDING MAINT-GLC, YOONGARILLUP & BSN LIBRARY	1,001.00
22/01/2016	EF044422	CDJ ENGINEERING & CONSULTANCY SERVICES	UNDERWATER OBSERVATORY SECURITY GATE	11,495.00
22/01/2016	EF044423	TRISLEY'S HYDRAULIC SERVICES PTY LTD	SERVICE UV GENERATOR AT GLC	6,242.50
22/01/2016	EF044424	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS & AIRPORT NBN	1,967.20
22/01/2016	EF044425	MAKO FIRE	FIRE AND SAFETY EQUIPMENT	1,392.60
22/01/2016	EF044426	NARELLE SMITH	STAFF REIMBURSEMENT - TRAINING ACCOM & MEALS	382.00
22/01/2016	EF044427	MATTHEW RIORDAN	STAFF REIMBURSEMENT - STAFF RELOCATION EXPENSES	612.00
22/01/2016	EF044428	TOTALITY I.T. BUSINESS SOLUTIONS PTY LTD	COMPUTER SERVICES - OFFICE RELOCATIONS	2,922.70
22/01/2016	EF044429	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	72.73
22/01/2016	EF044430	RENAE CUPPLES - RENDITION DESIGN	RECYCLE POSTER KOOKABURRA CARAVAN PARK	150.00

22/01/2016	EF044431	OCEAN AIR CARPET CARE	CLEANING SERVICES - BUILDINGS & ABLUTIONS	3,715.25
22/01/2016	EF044432	RIGHT FITNESS	GLC FITNESS EQUIPMENT SERVICING	745.25
22/01/2016	EF044433	SAXTON SPEAKERS BUREAU	SPEAKERS FEE DEPOSIT FOR STAFF CONFERENCE	4,981.90
22/01/2016	EF044434	VASSE BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	396.89
22/01/2016	EF044435	BRAD GOODE	ABORIGINAL HERITAGE CONSULTANCY SERVICES	12,611.34
22/01/2016	EF044436	DIAL BEFORE YOU DIG	CABLE LOCATION SERVICE	3,580.85
22/01/2016	EF044437	COLES	COUNCIL & STAFF REFRESHMENTS	426.85
22/01/2016	EF044438	BAREFOOT BOOKS	LIBRARY RESOURCES - BOOKS	384.63
22/01/2016	EF044439	BAY CABINETS	FURNITURE SUPPLY & INSTALLATION FOR RELOCATION	6,820.00
22/01/2016	EF044440	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	3,051.25
25/01/2016	EF044441	TALLWOOD NOMINEES PTY LTD (In Liquidation)	PORT GEOGRAPHE BANK GUARANTEE SETTLEMENT	100,000.00
25/01/2016	EF044442	BAYSIDE CONCRETE CONSTRUCTION	DECORATIVE CONCRETE - FORESHORE & BROWN ST	46,275.80
25/01/2016	EF044443	DATA 3	COMPUTER SOFTWARE SUPPLIER	2,478.70
25/01/2016	EF044444	ELLIOTS IRRIGATION PTY LTD	IRRIGATION - CEMETERY IRON FILTER SERVICE	269.50
25/01/2016	EF044445	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES	7,410.83
25/01/2016	EF044446	FITNESS AUSTRALIA	REGISTERED FITNESS BUSINESS ANNUAL MEMBERSHIP	730.00
25/01/2016	EF044447	BEYOND SAFETY	PROTECTIVE CLOTHING SUPPLIER	179.10
25/01/2016	EF044448	PAC FIRE	FIRE EQUIPMENT SUPPLIER	896.50
25/01/2016	EF044449	GEOGRAPHE OUTRIGGER CANOE RACING CLUB	COMMUNITY BID ROUND 2 - 2015/2016	2,932.00
25/01/2016	EF044450	GOOD GUYS BUSSELTON	ELECTRICAL SUPPLIES	238.00
25/01/2016	EF044451	BOSS OFFICE CHOICE	STATIONERY SUPPLIER	552.77
25/01/2016	EF044452	INSIGHT CALL CENTRE SERVICES	AFTER HOURS CALL CENTRE SERVICES	3,003.01
25/01/2016	EF044453	MULTICLEAN WA PTY LTD	CLEANING SERVICES - BUILDINGS & ABLUTIONS	40,094.00
25/01/2016	EF044454	CLEVERPATCH	VACATION CARE SUPPLIES	274.89
25/01/2016	EF044455	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	36.07
25/01/2016	EF044456	LEEUEWIN CIVIL PTY LTD	ROAD CONSTRUCTION - FORESHORE WORKS	134,512.18
25/01/2016	EF044457	CANCELLED	PRINTING ERROR	0.00
25/01/2016	EF044458	ACTING UP ACADEMY OF PERFORMING ARTS	COMMUNITY BID ROUND 2 - 2015/2016	2,470.00
25/01/2016	EF044459	BATTERY ALL TYPES	BATTERY SUPPLIES	303.95
25/01/2016	EF044460	METTLER TOLEDO LIMITED	WASTE FACILITY WEIGHBRIDGE RE-VERIFICATION	2,310.00
25/01/2016	EF044461	JIGSAW SIGNS & PRINT	SIGNAGE - HARRIS ROAD RELOCATION	740.00
25/01/2016	EF044462	STOCKER PRESTON	STRATA LEVY FEES & WATER CONSUMPTION	6,687.65
25/01/2016	EF044463	TOTAL GREEN RECYCLING	RECYCLING E-WASTE SERVICES	944.02
25/01/2016	EF044464	RENT A FENCE	FENCE HIRE - BUSSELTON SKATE PARK	8,509.53
25/01/2016	EF044465	C & S FERAL PEST SERVICES	PEST CONTROL SERVICES - CORELLA TRAPPING	240.00
25/01/2016	EF044466	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	839.30
25/01/2016	EF044467	ARBOR GUY	TREE MAINTENANCE SERVICES	495.00

List of Payments Made - January 2016

25/01/2016	EF044468	TOLL IPEC PTY LTD	COURIER SERVICES	32.19
25/01/2016	EF044469	BROWNES DAIRY	GLC KIOSK & STAFF ROOM SUPPLIES	308.26
25/01/2016	EF044470	W P CROWHURST T/AS SOLVER PAINTS	PAINT SUPPLIER	386.10
25/01/2016	EF044471	SOUTHERN HABITAT NURSERY	NURSERY SUPPLIES - TREES	2,675.20
25/01/2016	EF044472	LANDSAVE ORGANICS	LANDSCAPING SERVICE - MULCH & COMPOST BLEND	8,723.70
25/01/2016	EF044473	PRIME INDUSTRIAL PRODUCTS PTY LTD	TESTING SAFETY EQUIPMENT	609.79
25/01/2016	EF044474	GEOGRAPHE BAY FOOTBALL CLUB	COMMUNITY BID ROUND 2 - 2015/2016	3,050.00
25/01/2016	EF044475	SQUIRE PATTON BOGGS	LEGAL SERVICES - NATIVE TITLE CLAIM	1,054.49
25/01/2016	EF044476	BUNBURY STEAM LAUNDRY	LINEN CLEANING SERVICES - KOOKABURRA	65.35
25/01/2016	EF044477	ST JOHN AMBULANCE	TRAINING SERVICES - FIRST AID	175.00
25/01/2016	EF044478	CANCELLED	PRINTING ERROR	0.00
25/01/2016	EF044479	BRIDGESTONE	TYRE SERVICES	2,966.83
25/01/2016	EF044480	CRAFT ARTS INTERNATIONAL	ART MAGAZINE SUBSCRIPTION	48.00
25/01/2016	EF044481	WIZID PTY LTD	POOL ENTRY WRISTBANDS	473.00
25/01/2016	EF044482	BOWMAN & ASSOCIATES PTY LTD	WASTE CONSULTANCY - DUNSBOROUGH CELL 1	15,152.06
25/01/2016	EF044483	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	2,273.34
25/01/2016	EF044484	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES - DUNN BAY & VIDLER ROADS	9,667.81
25/01/2016	EF044485	AUSQ TRAINING	TRAINING SERVICES - TRAFFIC MANAGEMENT	1,017.00
25/01/2016	EF044486	ALL ALIVE GARDEN AND PROPERTY MAINTENANCE PTY	CONTRACT WORK NON COMPLIANT FIRE BREAKS	512.00
25/01/2016	EF044487	GEOGRAPHE FORD - BUSSELTON	VEHICLE SERVICES / PARTS	290.95
25/01/2016	EF044488	VORGE PTY LTD	GLC GYM MERCHANDISE	1,927.20
25/01/2016	EF044489	FORIS IRRIGATION	IRRIGATION SERVICES - DUNS LIONS PARK	9,760.00
25/01/2016	EF044490	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	3,355.33
25/01/2016	EF044491	COMPLETE PORTABLES	PORTABLE TOILET HIRE - EVENTS & RELOCATIONS	3,660.42
25/01/2016	EF044492	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	263.63
25/01/2016	EF044493	COVS PARTS PTY LTD	AUTOMOTIVE PARTS	38.26
25/01/2016	EF044494	PINDAN PTY LTD	DISMANTLE BUS SHELTER	6,562.44
25/01/2016	EF044495	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES - GLC FILTRATION SYSTEM	8,155.40
25/01/2016	EF044496	LUV A LOLLY	GLC KIOSK PURCHASES	513.75
25/01/2016	EF044497	SOUTHERN CROSS AUSTERIO	RADIO ADVERTISING SERVICES - GLC	1,980.00
25/01/2016	EF044498	GROUP TRAINING SOUTH WEST	HIRE OF APPRENTICE MECHANIC	4,256.93
25/01/2016	EF044499	INFOCOUNCIL PTY LTD	ANNUAL LICENCE FEE	8,415.00
25/01/2016	EF044500	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES	3,119.70
25/01/2016	EF044501	MARGARET RIVER FENCING	SUPPLY & INSTALL FENCING & BOLLARDS	12,584.55
25/01/2016	EF044502	SOUTH WEST AUDIO VISUAL	COUNCIL CHAMBERS EQUIPMENT RELOCATION	1,608.20
25/01/2016	EF044503	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY LTD	STORAGE SERVICES	690.99
25/01/2016	EF044504	CHRIS SHEEDY PANEL & PAINT	PANEL REPAIRS - INSURANCE EXCESS	500.00

List of Payments Made - January 2016

25/01/2016	EF044505	WAVESOUND PTY LTD	LIBRARY RESOURCES - ONLINE LANGUAGE LEARNING	1,760.00
25/01/2016	EF044506	SOUTH WEST EMPLOYEE ASSISTANCE PROGRAM	EMPLOYEE ASSISTANCE PROGRAM	5,610.00
25/01/2016	EF044507	PACIFIC BRANDS WORKWEAR GROUP	CORPORATE UNIFORMS SUPPLIER	65.60
25/01/2016	EF044508	GEOGRAPHE INDUSTRIAL SUPPLIES	WELDING CONSUMABLES	39.60
25/01/2016	EF044509	OCEANIC MARINE	OFFSHORE FLARES	112.00
25/01/2016	EF044510	SOUTH WEST WINDSCREEN & GLASS	PLANT WINDSCREEN REPLACEMENT	422.00
25/01/2016	EF044511	EAGLE BAY COMMUNITY HALL ASSOCIATION INC	VENUE HIRE - MEELUP REGIONAL PARK COMMITTEE	120.00
25/01/2016	EF044512	SEA CHANGE NEWS & GIFTS	LIBRARY RESOURCES - NEWSPAPERS	143.30
25/01/2016	EF044513	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SUPPLIES	148.70
25/01/2016	EF044514	EFAX AUSTRALIA	FAX SERVICE PROVIDER	16.83
25/01/2016	EF044515	OFFICEMAX AUSTRALIA LTD	STATIONERY SUPPLIES	337.64
25/01/2016	EF044516	WARREN BLACKWOOD WASTE	BIN CLEANING AND BULK BIN SERVICES	5,313.00
25/01/2016	EF044517	MARK SMITH	JERRY CAN REMOVAL AS PER DFES CIRCULAR	880.00
25/01/2016	EF044518	DEPARTMENT OF HUMAN SERVICES	CHARGES FOR CENTREPAY FACILITY	143.55
25/01/2016	EF044519	PORT GEOGRAPHE AQUATIC SPORTS INC	GEO BAY RACE WEEK EVENT SPONSORSHIP	11,000.00
25/01/2016	EF044520	ALPHA PEST ANIMAL SOLUTIONS	FOX BAITING PERON RESERVE	814.00
25/01/2016	EF044521	ADVANCED DRIVEWAY SEALING	HOT WATER PRESSURE CLEAN - VARIOUS AREAS	5,203.50
25/01/2016	EF044522	NEOPOST	STATIONERY SUPPLIER - TONER	665.50
25/01/2016	EF044523	QUICK CORPORATE AUSTRALIA	STATIONERY AND OFFICE SUPPLIES	301.26
25/01/2016	EF044524	DYMOCKS - BUSSELTON	LIBRARY RESOURCES - BOOKS	461.94
25/01/2016	EF044525	BUNBURY LAWN & GARDEN SUPPLIES	SOIL FOR KERB BACKFILL - VARIOUS ROADS	4,400.00
25/01/2016	EF044526	BROADWATER MEDICAL CENTRE	PRE EMPLOYMENT MEDICALS	478.50
25/01/2016	EF044527	BCP CIVIL & PLANT	PLANT HIRE, BULK EARTHWORKS	9,834.03
25/01/2016	EF044528	BCP LIQUID WASTE	LIQUID WASTE SERVICES	556.80
25/01/2016	EF044529	IWEIGH SOLUTIONS PTY LTD	ANNUAL LICENCE FEE - WASTE FACILITIES	1,650.00
25/01/2016	EF044530	NATURALISTE GLASS PTY LTD	GLASS REPAIRS - CIC & GLC	350.68
25/01/2016	EF044531	SANDGROPER CONTRACTING	LIQUID WASTE REMOVAL SERVICE	2,610.00
25/01/2016	EF044532	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	61.66
25/01/2016	EF044533	VASSE FABRICATIONS	MANUFACTURE BRACKETS FOR JETTY	590.00
25/01/2016	EF044534	BINDI NUTRITION PTY LTD	ENERGY & NUTRITION PRODUCTS - GLC PRO SHOP	506.00
25/01/2016	EF044535	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	PEEL TCE RENT & SECURITY FEES	3,147.85
25/01/2016	EF044536	HYVA PACIFIC PTY LTD	HYDRAULIC SUPPLIES	802.93
25/01/2016	EF044537	AURORA ENVIRONMENTAL	ENVIRONMENTAL APPROVALS - MEELUP PARK	1,100.00
25/01/2016	EF044538	SPEEDYPLUMB	PLUMBING AND GAS SERVICES - AGED HOUSING	250.00
25/01/2016	EF044539	THE URBAN COFFEE HOUSE	CATERING - FIRE TRAINING & STAFF SEND OFF	413.00
25/01/2016	EF044540	EVERETT'S HOME AND YARD MAINTENANCE	SHADE CLOTH FOR DONGA WINDOWS HARRIS ROAD	2,732.00
25/01/2016	EF044541	MARKETFORCE PTY LTD	ADVERTISING SERVICES - GLC SPORTS HALL	594.81

List of Payments Made - January 2016

25/01/2016	EF044542	ENPOINT	ENVIRONMENTAL CONSULTANCY - LANDFILL GAS	5,291.00
25/01/2016	EF044543	CREATIVE EIGHT STUDIO	BMRRRA QUESTION AND ANSWER SHEET	176.00
25/01/2016	EF044544	LOTEX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	512.57
25/01/2016	EF044545	TROPHIES ON TIME	NAME BADGES	247.50
25/01/2016	EF044546	TRUE BLUE TURF	SUPPLY & INSTALL TURF - MEELUP & BSN FORESHORE	26,243.50
25/01/2016	EF044547	KLEENIT PTY LTD	GRAFFITI REMOVAL	2,621.03
25/01/2016	EF044548	COMBINED METAL INDUSTRIES	PATIO TUBING FOR DOG SIGNS	2,195.42
25/01/2016	EF044549	TYRECYCLE PTY LTD	TYRE RECYCLING FROM WASTE FACILITIES	846.27
25/01/2016	EF044550	HOCKING HERITAGE STUDIO	HERITAGE ADVISORY SERVICE	1,462.50
25/01/2016	EF044551	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	GLC CAFÉ EQUIPMENT	380.95
25/01/2016	EF044552	SUZANNE DOLAN	SCHOOL HOLIDAY ENTERTAINMENT - LIBRARIES	1,135.00
25/01/2016	EF044553	CANCELLED	PRINTING ERROR	0.00
25/01/2016	EF044554	AUSTRALIAN PROPERTY CONSULTANTS	PROPERTY VALUATION - CAR PARKING BAYS	4,400.00
25/01/2016	EF044555	STIHL SHOP DUNSBOROUGH	PLANT SERVICES / PARTS	374.65
25/01/2016	EF044556	ACTION KERBING	KERBING SERVICES - BUSSELTON FORESHORE	16,932.85
25/01/2016	EF044557	CHAMBERS FENCING	TEMPORARY FENCING SERVICE - JETTY COMPOUND	511.23
25/01/2016	EF044558	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	3,995.31
25/01/2016	EF044559	DOWN TO EARTH TRAINING AND ASSESSING	TRAINING AND ASSESSMENT SERVICES	2,075.00
25/01/2016	EF044560	BRANDON SYMONDS	MUSIC FOR SKATE PARK OPENING	175.00
25/01/2016	EF044561	KEITH WILLIAMS & CO MOTOR TRIMMERS	POOL INFLATABLE REPAIRS	297.00
25/01/2016	EF044562	FISHABILITY	COMMUNITY BID ROUND 2 -2015/2016	5,500.00
25/01/2016	EF044563	CA & JI GUTHRIE & SON	REMOVAL BURNT VASSE FIRE TRUCK	948.75
25/01/2016	EF044564	JD SYERS	CONSULTATION FOR JETTY RAIL RE-ALIGNMENT	2,080.00
25/01/2016	EF044565	BUNBURY COFFEE MACHINES	COFFEE MACHINE SUPPLIES - GLC CAFÉ	1,301.00
25/01/2016	EF044566	BUNBURY & DISTRICTS SOFTBALL ASSOCIATION INC	KIDSPORT VOUCHERS	280.00
25/01/2016	EF044567	RUGBY WA	SINGLE YEAR GRANT AGREEMENT - RUGBY 7S	8,250.00
25/01/2016	EF044568	JUDITH KAY HICKS	REFUND DOG REGISTRATION - NOW STERILISED	51.67
25/01/2016	EF044569	YVONNE MCGUINNESS	REFUND DOG REGISTRATION - NOW STERILISED	150.00
25/01/2016	EF044570	SHINKA MANAGEMENT PTY LTD	MANAGEMENT TRAINING - LEADERSHIP MASTERCLASS	3,283.50
25/01/2016	EF044571	JANE BENNETT	REFUND DOG REGISTRATION - NOW STERILISED	150.00
25/01/2016	EF044572	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	429.54
25/01/2016	EF044573	TAS'S BAKERY	CATERING - FIRE BRIGADES	28.80
25/01/2016	EF044574	BUSSELTON RURAL SUPPLIES	WHEAT SUPPLIES FOR CORELLA CONTROL	26.10
25/01/2016	EF044575	PK COURIERS	COURIER SERVICES	743.60
25/01/2016	EF044576	BUSSELTON TOYOTA	VEHICLE SERVICES / PARTS	940.90
25/01/2016	EF044577	BELL FIRE EQUIPMENT CO	FIRE EQUIPMENT SUPPLIER	2,236.68
25/01/2016	EF044578	GILS MOWING	MOWING SERVICES - AGED HOUSING	1,215.00

List of Payments Made - January 2016

25/01/2016	EF044579	ECOSYSTEMS SOLUTIONS	REVIEW IMPACT OF CARNABY'S BLACK COCKATOO	550.00
25/01/2016	EF044580	BUSSELTON REWINDS	PLANT SERVICES / PARTS	254.10
25/01/2016	EF044581	CHRISTIAN & CO ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES - KOOKABURRA	107.25
25/01/2016	EF044582	BOC GASES AUSTRALIA LTD	GAS SERVICES	4,402.78
25/01/2016	EF044583	CJD EQUIPMENT PTY LTD	PLANT PARTS	238.81
25/01/2016	EF044584	DAVID GRAY & CO	GARBAGE BINS & PARTS	2,552.00
25/01/2016	EF044585	CHRISTIE PARKSAFE	BBQ SPARES	787.60
25/01/2016	EF044586	FENNESSY'S	VEHICLE SERVICES / PARTS	1,332.40
25/01/2016	EF044587	FTE ENGINEERING	TANDEM TRAILER PURCHASE / SERVICES / PARTS	12,518.76
25/01/2016	EF044588	INSTANT WEIGHING	CALIBRATION SERVICES	1,052.70
25/01/2016	EF044589	GROCOCK GLASS	GLASS WORK SERVICES	335.25
25/01/2016	EF044590	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	196.67
25/01/2016	EF044591	JASON SIGNMAKERS	DOG EXERCISE SIGNS	716.93
25/01/2016	EF044592	T J DEPIAZZI & SONS	MULCH SUPPLIES - MARRI WOODCHIPS	2,421.10
25/01/2016	EF044593	B & J CATALANO PTY LTD	GRAVEL CRUSHING	2,239.07
25/01/2016	EF044594	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	617,679.81
25/01/2016	EF044595	BUCHER MUNICIPAL PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	1,815.16
25/01/2016	EF044596	NICHOLLS MACHINERY	PLANT SERVICES / PARTS	2,678.65
25/01/2016	EF044597	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	WATER MAT & SWIM SCHOOL CERTIFICATES - GLC	722.37
25/01/2016	EF044598	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	143.31
25/01/2016	EF044599	CANCELLED	PROCESS ERROR	0.00
25/01/2016	EF044600	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	1,426.94
25/01/2016	EF044601	HANSON CONST. MATERIALS PTY LTD	CONCRETE SERVICES - DUNSBOROUGH COUNTRY CLUB	3,975.05
25/01/2016	EF044602	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	399.14
25/01/2016	EF044603	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES - PORT LANE, PRAM RAMPS DUNS	1,407.78
25/01/2016	EF044604	ERS AUSTRALIA PTY LTD	MAINTENANCE PART WASHER SERVICE	903.10
25/01/2016	EF044605	LANDGATE (VALUER GENERAL'S OFFICE)	ANNUAL RATING VALUATIONS	2,601.04
25/01/2016	EF044606	PENDREY AGENCIES P/L	TOOL, CHEMICAL AND ANIMAL SUPPLIES	666.46
25/01/2016	EF044607	KALAMAZOO	PRINTING SERVICES - INFRINGEMENT NOTICES	1,972.81
25/01/2016	EF044608	W A LIBRARY SUPPLIES	LIBRARY RESOURCES - DISPLAY BOXES	69.65
25/01/2016	EF044609	STAPLES AUSTRALIA PTY LTD	STATIONERY SUPPLIER	840.87
25/01/2016	EF044610	GALVINS PLUMBING PLUS	PLUMBING SERVICES - PVC PIPES DUNSBOROUGH	1,540.00
25/01/2016	EF044611	COURIER AUSTRALIA	COURIER SERVICES	438.93
25/01/2016	EF044612	THINK WATER DUNSBOROUGH PUMPS & RETICULATION	RETICULATION SUPPLIES	3.14
25/01/2016	EF044613	DUNSBOROUGH BOBCAT SERVICE	EARTHMOVING - BOBCAT HIRE	3,415.50
25/01/2016	EF044614	MERCURE HOTEL PERTH	ACCOMMODATION - STAFF TRAINING	559.80
25/01/2016	EF044615	PRO-LINE KERBING	SUPPLY & LAY VARIOUS KERBING	33,636.90

List of Payments Made - January 2016

25/01/2016	EF044616	AUSTRALIA POST	POSTAL SERVICE	2,727.11
25/01/2016	EF044617	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,753.78
25/01/2016	EF044618	OTIS ELEVATOR COMPANY PTY LTD	ADMIN ELEVATOR SERVICE FOR NOVEMBER	192.66
25/01/2016	EF044619	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTISING SERVICES	5,822.20
25/01/2016	EF044620	SW PRECISION PRINT	PRINTING SERVICES	3,459.00
25/01/2016	EF044621	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT & CLEANING SUPPLIES	11,799.73
25/01/2016	EF044622	SOUTH WEST ISUZU	PLANT SERVICES / PARTS	4,708.89
25/01/2016	EF044623	DOWN SOUTH TURF	SUPPLY & INSTALL TURF - LIONS PARK DUNSBOROUGH	9,459.00
25/01/2016	EF044624	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	2,434.65
25/01/2016	EF044625	BAY SIGNS	SIGNAGE SERVICES	1,967.90
25/01/2016	EF044626	ACTIV FOUNDATION INC	COURT ST BINS & LITTER COLLECTION AT TIPS	1,540.00
25/01/2016	EF044627	BUSSELTON PEST & WEED CONTROL	PEST & WEED CONTROL SERVICES	19,074.08
25/01/2016	EF044628	WEST OZ LINEMARKING	LINE MARKING SERVICES	1,463.00
25/01/2016	EF044629	W.A. BOILER SPARES AND SERVICE	ANNUAL BOILER SERVICE & PARTS	639.10
25/01/2016	EF044630	MILDWATERS ELECTRICAL	ELECTRICAL SERVICES	33,089.27
25/01/2016	EF044631	BUSSELTON MULTI SERVICE	ENGRAVING - SUN PRINCESS MAIDEN VOYAGE	104.50
25/01/2016	EF044632	PROTECTOR ALSAFE	PROTECTIVE CLOTHING SUPPLIER	175.23
25/01/2016	EF044633	WESTRAC EQUIPMENT P/L	PLANT SERVICES / PARTS	5,461.85
25/01/2016	EF044634	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	1,562.06
25/01/2016	EF044635	LAWRENCE & HANSON	ELECTRICAL EQUIPMENT, PROTECTIVE CLOTHING SUPPLIES	1,022.48
25/01/2016	EF044636	B & B STREET SWEEPING	STREET SWEEPING SERVICE	31,849.40
25/01/2016	EF044637	UNIQCO INTERNATIONAL	ANNUAL SUBSCRIPTION - UNIFLEET REPORTING	16,500.00
25/01/2016	EF044638	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	627.00
25/01/2016	EF044639	AMITY SIGNS	ROAD TRAFFIC SIGNS - TOURISM	647.90
25/01/2016	EF044640	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	REPAIR COMMUNICATION FAULT - BSN LIBRARY	832.84
25/01/2016	EF044641	BUSSELTON AERO CLUB (INC)	SINGLE YEAR GRANT AGREEMENT - AEROFEST	5,000.00
25/01/2016	EF044642	BRAD SCOTT ELECTRICAL CONTRACTOR	ELECTRICAL SERVICES	13,154.60
25/01/2016	EF044643	KLEENHEAT GAS	GAS SERVICES	1,065.78
25/01/2016	EF044644	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	2,247.80
25/01/2016	EF044645	SOS OFFICE EQUIPMENT	BUSSELTON SES PRINTER	48.27
25/01/2016	EF044646	LESCHENAULT COMMUNITY NURSERY	NURSERY SUPPLIES	1,982.12
25/01/2016	EF044647	CANCELLED	PRINTING ERROR	0.00
25/01/2016	EF044648	BUSSELTON REFRIGERATION & AIRCONDITIONING	GLC AQUA COOLER & DE-GAS FRIDGES AT TIPS	6,243.60
25/01/2016	EF044649	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	1,138.91
25/01/2016	EF044650	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	8,304.75
25/01/2016	EF044651	IPWEA-WA	MEMBERSHIP RENEWAL - ENGINEERING	286.00
25/01/2016	EF044652	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	7,463.17

List of Payments Made - January 2016

25/01/2016	EF044653	ACCUWEIGH PTY LTD	AIRPORT - CALIBRATION OF BAGGAGE SCALES	552.48
25/01/2016	EF044654	COLES	COUNCIL & STAFF REFRESHMENTS	31.00
25/01/2016	EF044655	BUSSELTON PRINT IT	PRINTING SERVICES	990.00
25/01/2016	EF044656	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	1,397.69
25/01/2016	EF044657	DUNSBOROUGH & DISTRICTS WATER CARTAGE	WATER CARTAGE & TRUCK HIRE SERVICES	8,618.00
25/01/2016	EF044658	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	3,225.75
25/01/2016	EF044659	SHENTON ENTERPRISES	POOL EQUIPMENT REPAIRS	88.00
25/01/2016	EF044660	ELITE POOL COVERS PTY LTD	THERMAL SPA COVER - GLC	390.00
25/01/2016	EF044661	AIRPORT LIGHTING SPECIALISTS	AIRPORT LIGHT GLOBES	1,730.25
25/01/2016	EF044662	SOILS AINT SOILS	STREET VERGE TREES	160.00
25/01/2016	EF044663	EARTH 2 OCEAN COMMUNICATIONS VICMAR	COMMUNICATION SERVICES - RADIO REPAIRS	132.00
25/01/2016	EF044664	BUNBURY HIAB AND TILTRAY (HOTMAC GOLD PTY LTD	TILT TRAY SERVICES - TRANSPORT E-WASTE	968.00
25/01/2016	EF044665	AVIS SOUTHWEST RENTALS	UTE HIRE FOR BRIDGE INSPECTIONS	700.18
25/01/2016	EF044666	D W & S V ROBERTS	CONCRETE SERVICES - RELOCATIONS	3,689.80
25/01/2016	EF044667	TYREPOWER BUSSELTON	PLANT TYRE SUPPLIER / REPAIRER	550.00
25/01/2016	EF044668	REECE PTY LIMITED	PLUMBING SERVICES	282.73
25/01/2016	EF044669	AUTO - ONE	PLANT SERVICES / PARTS	2,764.76
25/01/2016	EF044670	RICOH BUSINESS CENTRE	PHOTOCOPYING AND RELOCATIONS	7,066.79
25/01/2016	EF044671	GHD PTY LTD	BUSSELTON AIRPORT RUNWAY INSPECTIONS	13,200.00
25/01/2016	EF044672	BUSSELTON VOLLEYBALL ASSOCIATION	MULTI YEAR GRANT - BEACH VOLLEYBALL TOUR	4,000.00
25/01/2016	EF044673	SUEZ ENVIRONMENTAL	BULK BIN SERVICES - AIRPORT	425.29
25/01/2016	EF044674	CAPE CELLARS BUSSELTON	ART GEO EXHIBITION EXPENSES	235.81
25/01/2016	EF044675	SPORTSWORLD OF WA	SPORT EQUIPMENT - GLC PRO SHOP	1,353.00
25/01/2016	EF044676	GLOBE SIGN CO.	SIGNAGE SERVICES	170.50
25/01/2016	EF044677	BURKE AIR	AIR CONDITIONING SERVICES	5,061.10
25/01/2016	EF044678	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	2,745.30
25/01/2016	EF044679	LOCK AROUND THE CLOCK	SECURITY SERVICES	265.40
25/01/2016	EF044680	SURVCON PTY LTD	LAND SURVEYS - BSN & VASSE FIRE STATION	1,100.00
25/01/2016	EF044681	WESTERN ALL PEST SERVICES PTY LTD	PEST CONTROL - TERMITE MONITORING GLC	330.00
25/01/2016	EF044682	LEEUEWIN TRANSPORT	COURIER SERVICES	1,470.47
25/01/2016	EF044683	SOUTH WEST CHEMICAL SERVICES	CHEMICAL TESTING SERVICES	3,690.28
25/01/2016	EF044684	FOXTEL CABLE TELEVISION PTY LTD	CABLE TV SUBSCRIPTION	310.00
25/01/2016	EF044685	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	3,680.41
25/01/2016	EF044686	GEOGRAPHE SAWS AND MOWERS	NEW PLANT PURCHASES / SERVICES / PARTS	4,876.00
25/01/2016	EF044687	SAFE & SURE SECURITY PTY LTD	SECURITY ALARM ATTENDANCE SERVICES	1,210.00
25/01/2016	EF044688	YOONGARILLUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	187.15
25/01/2016	EF044689	CITY AND REGIONAL FUELS	FUEL SERVICES	5,849.48

25/01/2016	EF044690	VINEPOWER MARGARET RIVER PTY LTD	WEED CONTROL - VARIOUS RESERVES	2,700.34
25/01/2016	EF044691	BDA TREE LOPPING	PRUNING & MULCHING - ROADSIDE & BRIDGES	65,919.70
25/01/2016	EF044692	TRADE HIRE	HIRE PLANT & EQUIPMENT SERVICES	9,725.33
25/01/2016	EF044693	DOOR HARDWARE SOLUTIONS	DOOR HARDWARE SERVICES	3,903.02
25/01/2016	EF044694	BACK TO FRONT PROPERTY CARE	MAINTENANCE SERVICES - AGED HOUSING	2,403.62
25/01/2016	EF044695	CAPE RURAL CONTRACTING	FIRE HAZARD REDUCTION & SLASHING	1,980.00
25/01/2016	EF044696	AMBERGATE PLUMBING	PLUMBING SERVICES - VARIOUS BUILDINGS	7,135.34
25/01/2016	EF044697	JUICE PRINT	AIRPORT SAFETY SIGNAGE & ART GEO BOOKLETS	814.00
25/01/2016	EF044698	ALLEASING PTY LTD	COMPUTER LEASING PAYMENTS	4,730.52
25/01/2016	EF044699	FENCING SOLUTIONS	MAINTENANCE SERVICES - FENCE REPAIRS	1,990.00
25/01/2016	EF044700	BROADWATER BRICK PAVING	PAVING SERVICES - BUSSELTON FORESHORE	900.00
25/01/2016	EF044701	PHONOGRAPHIC PERFORMANCE CO. OF AUST. LTD.	SOUND & MUSIC LICENCE RENEWALS	3,719.98
25/01/2016	EF044702	SUSSEX INDUSTRIES	SURVEYING EQUIPMENT SUPPLIER - STAKES	3,013.54
25/01/2016	EF044703	DUNSBOROUGH BAY YACHT CLUB	KIDSPORT VOUCHERS	400.00
25/01/2016	EF044704	MJB INDUSTRIES PTY LTD	DRAINAGE SUPPLIES - PIPES & LINERS	1,718.38
25/01/2016	EF044705	ELECTRICAL IRRIGATION SERVICES	ELECTRICAL SERVICES - PUMPS & RETICULATION	9,284.00
25/01/2016	EF044706	SHORE COASTAL PTY LTD	CONSULTANCY SERVICES - COASTAL WORKS	6,688.00
25/01/2016	EF044707	STRATEGEN ENVIRONMENTAL CONSULTANTS PTY LTD	CONSULTANCY SERVICES - AIRPORT EXPANSION	9,130.00
25/01/2016	EF044708	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	62.00
25/01/2016	EF044709	HIP POCKET WORK WEAR AND SAFETY	UNIFORM & PROTECTIVE CLOTHING SUPPLIER	620.78
25/01/2016	EF044710	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	409.70
25/01/2016	EF044711	T-QUIP	MOWER REPAIRS	241.75
29/01/2016	EF044712	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	102.21
29/01/2016	EF044713	JONES MARINE	BEACH ENCLOSURE MAINTENANCE	750.00
29/01/2016	EF044714	YAHAVA KOFFEE WORKS WHOLESALE	STAFF TRAINING - BARISTAS FOR GLC	360.00
29/01/2016	EF044715	SYLVIA CHANDLER	REFUND OF ANIMAL TRAP BOND	98.00
29/01/2016	EF044716	RONALD MOORE	REFUND OF ANIMAL TRAP BOND	98.00
29/01/2016	EF044717	DC & DL DOLBY	CROSSOVER SUBSIDY PAYMENT	369.40
29/01/2016	EF044718	S BARKER & G RODDEWIG	REFUND OF RATE OVERPAYMENT	700.00
29/01/2016	EF044719	BUSSELTON HOME TIMBER & HARDWARE	HARDWARE SUPPLIES	1,353.99
29/01/2016	EF044720	YALLINGUP COASTAL VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	130.00
29/01/2016	EF044721	BUSSELTON HORSE & PONY CLUB	REIMBURSE REPAIR COSTS FOR INSURANCE CLAIM	2,890.91
29/01/2016	EF044722	COLES	COUNCIL & STAFF REFRESHMENTS	172.25
29/01/2016	EF044723	SOUTH WEST INSTITUTE OF TECHNOLOGY - BUSSELTON	STAFF TRAINING - CERT III IN HORTICULTURE	4,041.25
29/01/2016	EF044724	YOONGARILLUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	215.05
29/01/2016	EF044725	M & B SALES	HARDWARE SUPPLIES - REPLACEMENT CHEQUE	18,573.52
				<u>3,663,476.96</u>

TRUST ACCOUNT - JANUARY 2016

15/01/2016 007218	S SCADDEN	BUILDING FEE REFUND	40.50
15/01/2016 007219	A BIRCH	BUILDING FEE REFUND	61.65
15/01/2016 007220	DEPARTMENT OF COMMERCE, BUILDING COMMISSION	REGISTRATIONS / LEVY PAYMENTS	27,997.29
15/01/2016 007221	CONSTRUCTION TRAINING FUND	BCITF LEVY	9,339.82
15/01/2016 007222	CITY OF BUSSELTON	BSL &CTF LEVY COMMISSION	780.00
			<u>38,219.26</u>

INTERNAL PAYMENT VOUCHERS - JANUARY 2016

30/12/2015 DD002654	CAPITAL FINANCE AUSTRALIA LTD	RICHO COPIERS - LEASING PAYMENTS	3,165.72
23/12/2015 DD002655	CJ KEANE	REFUND OF RATE OVERPAYMENT	643.00
7/01/2016 DD002656	ANZ ONLINE PAY 14	FORTNIGHTLY PAY	629,120.81
31/12/2015 DD002657	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	56,121.76
1/01/2016 DD002658	ANZ BANK	BANK FEES - BPAY TRANSACTIONS	1,443.67
1/01/2016 DD002659	MACQUARIE EQUIPMENT RENTALS PTY LTD	RICHO COPIER - LEASING PAYMENT	1,663.01
1/01/2016 DD002660	MACQUARIE EQUIPMENT RENTALS PTY LTD	LEASING PAYMENTS - COMPUTERS	28,965.82
1/01/2016 DD002661	COMMONWEALTH BANK	BANK FEES	757.57
1/01/2016 DD002662	MACQUARIE EQUIPMENT RENTALS PTY LTD	LEASING PAYMENTS - MONITORS	5,709.02
1/01/2016 DD002663	LES MILLS ASIA PACIFIC	GLC PROGRAM CONTRACT FEES	818.92
1/01/2016 DD002664	LES MILLS ASIA PACIFIC	NCC PROGRAM CONTRACT FEES	545.95
1/01/2016 DD002665	ANZ BANK	BANK FEES	276.05
1/01/2016 DD002666	ANZ BANK	BANK FEES	104.94
31/12/2015 DD002667	ANZ BANK - VISA CARD	CREDIT CARD PAYMENT	15,024.64
4/01/2016 DD002668	ANZ BANK	BANK FEES	4,963.87
15/01/2016 DD002669	COMMONWEALTH BANK	BANK FEES	118.21
15/01/2016 DD002670	RATE REFUNDS	REFUND OF RATE OVERPAYMENT	542.85
19/01/2016 DD002671	FLEXIRENT CAPITAL PTY LTD	BUSSELTON LIBRARY - LEASING PAYMENTS	237.80
19/01/2016 DD002672	FLEXIRENT CAPITAL PTY LTD	DUNSBOROUGH LIBRARY - LEASING PAYMENTS	220.02
19/01/2016 DD002673	RATE REFUNDS	REFUND OF RATE OVERPAYMENT	1,397.00
20/01/2016 DD002674	RATE REFUNDS	REFUND OF RATE OVERPAYMENT	468.00
21/01/2016 DD002675	ANZ ONLINE PAY 15	FORTNIGHTLY PAY	657,246.87
22/01/2016 DD002676	ANZ BANK	BANK FEE ADJUSTMENT	0.03
22/01/2016 DD002677	ANZ ONLINE PAY 15 ADJUSTMENT	ADJUSTMENT ON FORTNIGHTLY PAY	162.58
22/01/2016 DD002678	RATE REFUNDS	REFUND OF RATE OVERPAYMENT	473.00
21/01/2016 DD002679	ANZ BANK	BANK FEES	15.00
			<u>1,410,206.11</u>

10.2 Finance Committee - 3/03/2016 - FINANCIAL ACTIVITY STATEMENTS – PERIOD ENDING 31 JANUARY 2016

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

This item was considered by the Finance Committee at its meeting on 3 March 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 31st January 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

Coordinators, Managers and Directors.

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 31st JANUARY 2016

Operating Activity

▪ Operating Revenue

As at 31st January 2016, there is a variance of +5.6% in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Operating Grants, Subsidies and Contributions	+16%	+\$286
Other Revenue	+610%	+\$1,728
Interest Earnings	+21%	+\$266
Non-Operating Grants, Subsidies and Contributions	+16%	+\$551
Profit on Asset Disposals	-14%	-\$2

A summary of the above variances is provided as follows:

Operating Grants, Subsidies and Contributions (+\$286)

The current variance is primarily attributable to:

- Fire prevention (DFES) - timing difference associated with the ESL levy reimbursement due to budget split evenly over 12 months +\$39k, and receipt of unbudgeted revenue due to finalisation of the 2014/15 end of year DFES reconciliation +\$66k;
- The receipt of unbudgeted \$37k from the Local Government Insurance Scheme for the 2015 scheme member dividend. Last year \$6m was redistributed to members with the City's share as disclosed above. This benefit is largely attributed to the schemes strong financial position over recent times in managing the City's risk through a group self-insurance approach;
- The receipt of a Lottery West grant to part fund the construction of New River East loop trail \$24k. The Project was constructed in 2014/15 however the income was budgeted to be received 2015/16 in arrears as per signed agreement (50% in December and 50% in June hence the timing variance);
- Within the works operation's services business unit, workers compensation revenue recouped exceed budget by +\$30k. This is fully offset by the expenditure incurred;
- CapeRoc waste management study \$24k (share of contribution from the Shire of Augusta-Margaret River);

Other Revenue (+\$1,728)

The current variance is attributable to:

- Funds received from the drawdown of the Port Geographe Bank Guarantees +\$1.8m. There is a report to the Council on the same agenda relating to these funds which are as a result of an agreement entered into with Port Geographe Administrators for a payout of various bank guarantees held by the City in respect of completed stages of the Port

Geographe Development. The report recommends these funds be held in various reserves for expenditure in future financial years.

Interest Earnings (+266K)

The current variance is primarily attributable to:

- Late Payment Interest +\$13k;
- Instalment Plan Interest +12k;
- Interest on Municipal Funds -\$11k;
- Interest on Reserve Funds +\$109k. The reserves balance currently includes the full \$18m loan funds for the Administration building redevelopment which is yet to be utilised to offset any expenditure. Due to the higher than anticipated balance at this time, interest earned has exceeded budget projections. It should be noted of the \$109k in additional interest, \$89k is attributable to the Civic and Administration Centre Construction Reserve;
- Interest on Restricted Funds +\$143k. Relates to airport funds which is not budgeted for but it should be noted that the Airport grant agreement requires these funds be applied towards the Airport project;

Non-Operating Grants, Subsidies and Contributions (+551k)

The variances are primarily attributable to:

- Busselton Foreshore, provision of services and auxiliary works -\$863k. This is due to the \$4.5M Royalties for Regions grant remaining pending. Likely notification June/ July;
- Foreshore east youth precinct (skate park and adventure playground) +\$615k. This is due to a timing difference at this time;
- Busselton Shark Net non-operating grant +\$100k. Timing variance, the Government grant was received earlier than was anticipated;
- Tuart Drive bridge (0239A) +\$645k. This project was completed and invoiced in full. A budget amendment will be processed in March as this project came in under budget by \$360k, and approval has been given to use these unspent federal grant monies on other bridge maintenance undertakings;
- Roads to recovery road construction works (23 road works) is net +\$115k. Timing variance only, the City claimed more of the Federal grant funds in the second quarter (Oct-Dec) based on the predicted schedule of works than we had originally budgeted for;
- Main roads road construction projects are net -\$75k, of which the Strelly Street design project is -\$60k. It was envisaged that the City would claim more of these road design works earlier in the year. Claims are based on expenditure to date, a second claim is anticipated to be made in March;

Profit on Asset Disposals (-\$2K)

The current variance is primarily attributable to:

- Minor timing difference associated with book Profits due to disposal of assets. It should be noted that this is an accounting entry only, and has no direct impact on the Net Current Position.

Operating Expenditure

As at 31st January 2016, there is a variance of -8% in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Materials and Contracts	-24%	-\$2,211
Utilities	-17%	-\$224
Other Expenses	-13%	-\$224

Description	Variance %	Variance \$000's
Allocations	-18%	-\$206
Loss on Asset Disposal	+29%	+\$18

A summary of the above variances is provided as follows:

Materials and Contracts (-\$2,211K)

Materials and contract nature and type comprises of some 547 cost codes with the main areas of significant variances (over \$50k) as follows;

- Information technology -\$90k. Timing variance only that predominately relate to Consultancy -\$41k, GIS Costs -\$32k, and Computer Software Licences -\$17k;
- Community recreation centres (consolidated for all business units) is -\$77k below budget. This is attributable to -\$47k for the Naturaliste Community Centre and - \$30k for the Geographe Leisure Centre. To maintain the net operating positions forecast, expenditure at both the GLC and NCC is being strictly prioritised and delayed wherever possible;
- Within the Environmental Planning business unit, management plan implementation works is under budget -\$55k. This is attributable to timing differences associated with the utilisation of contractors and the seasonality of the work that is required;
- The Engineering & Works Services Support is -\$300k under budget year to date. This represents the annual payment that is yet to be made to the Department of Transport in relation to the Port Geographe management deed. It is anticipated that this payment will be processed by February/ March;
- Building and Facilities Maintenance is -\$761k under budget year to date. Over half of this variance is attributable to works yet to be carried out on the Busselton Jetty. These works include rust inhibitor inspection and repairs, hand rail painting and a full structural assessment on the underwater observatory.
- The Waste Management is -\$238k under budget year to date. Budget for Busselton transfer station -\$53k, Dunsborough waste facility -\$124k, rubbish sites development -\$50k. These funds are expected to be utilised by the 30th June.

Utilities (-\$224k)

Variances associated with utilities are attributable to timing differences which in turn relates to utility billing cycles. The breakdown is as follows;

- Telephones (-\$13k);
- Electricity (-\$35k);
- Water (-\$176);

Other Expenditure (-\$224k)

Variances associated with other expenditure are attributable to;

- Members of Council expenses -\$63k (main variances are for Elected members sitting fees -\$21k, allowances - Mayor & Deputy -\$8k, international relationships -\$7k, communication allowance -\$3k, gifts and presentations -\$3k, travelling allowance (Councillors meetings) -\$2k, tours of inspection -\$2k);
- Community services administration, events marketing and promotions -\$98k. MERG Marketing funds which have not been expended as MRBTA recharge campaign 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 new Airport Reserve specifically for marketing/ support of Airport development project, and this \$98k, along with further savings in the remainder of the financial year, will be used for this purpose;

- Expenses associated from the drawdown of the Port Geographe Bank Guarantees +\$100k. This is the payment to the Administrator of the Port Geographe Development which it was agreed the City would make in exchange for receiving a payout of approximately 1.8 million dollars for bank guarantees held by the City, resulting in a net financial gain to the City of approximately \$1.7million.

Allocations (-\$206k)

This activity incorporates numerous internal accounting allocations. Whilst the majority of individual allocations are administration based (and clear each month), the activity also includes plant and overhead related allocations. Due to the nature of these line items, the activity reflects as a net offset against operating expenditure, in recognition of those expenses that are of a capital nature (and need to be recognised accordingly). Variances, particularly early in the financial year, are not uncommon, as the activity is highly dependent upon a range of works related factors. It should be noted however that as anticipated (and in line with historical trends) that the variance will gradually decrease as the year progresses.

Loss on Asset Disposal (+\$18k)

Timing difference associated with book losses due to disposal of assets. It should be noted that this is an accounting entry, and has no direct impact on the Net Current Position. At this stage it is expected that the full plant acquisition/ disposal program will be achieved by 30th June 2016;

Capital Activity

▪ Capital Revenue

As at 31st January 2016, there is a variance of -70% in total capital revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Proceeds from Sale of Assets	-40%	-\$195
Transfer from Restricted Assets	-82%	-\$1,236
Transfer from Reserves	-80%	-\$4,595

Variances associated with capital revenue are as follows;

Proceeds from Sales -\$195k

- Timing difference associated with the sale of plant. At this stage it is expected that the full plant acquisition/ disposal program will be achieved by 30th June 2016.

Transfer from Restricted Assets -\$1,236

- The 2015/16 budget includes a transfer from restricted assets of \$1.5m that is associated with expenditure to be incurred for the Busselton Regional Airport development. To date no transfer has been made as expenditure for the project has not yet reached this value (net -\$1.5m);
- The remaining +\$264k are attributable to bonds and deposits refunded to the end of January as all obligations have been fulfilled to authorise the return of funds. As the City does not budget for these transactions, any material variance will be reported accordingly.

Transfer from Reserves - \$4,595k

- The 2015/16 budget includes a transfer from reserves of \$4,590k that is associated with the building of the new Civic and Administration Centre. As this is expenditure has not been realised as at 31st January, no transfer has been made.

- Capital Expenditure

As at 31st January 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	-84%	-\$8,578
Plant & Equipment	-40%	-\$716
Furniture and Equipment	-27%	-\$96
Infrastructure	-29%	-\$4,199
Transfers to Restricted Assets	+69%	+\$725

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

An overview of the collective year to date financial performance in each of the above classifications is also provided as follows:

Land & Buildings (YTD Variance: -\$8,578K)

This classification comprises the following sub-groups,

Land (YTD Variance: -\$935K)

- The general annual allocation for land purchases within the property services area for land matters is -\$50k. Funds are not required to be spent at this stage as no land dealings have been identified at this time;
- Airport development, purchase of land -\$880k. Land acquisitions negotiations as part of the airport development project are currently being finalised. It is anticipated that deposits for three portions of land will be paid this financial year with the balance in 2016/17.

Buildings- Major Projects (YTD Variance: -\$7,277k)

The current variance is primarily attributable to;

- Foreshore east youth precinct Community Youth Building (incorporating BSLSC) -\$1,691k. Due to policy changes, and a change in timing, with the Lottery West funding system, the outcome of the grant application which has been submitted to Lottery West and worked through with the stakeholders will not be known until February 2016. The majority of these funds will not be expended in the 2015/16 financial year;
- Railway House -\$1,164k. Tender awarded with construction to commence February/March 2016, and to be completed in the 2016/17 financial year;
- Multi-purpose community sporting clubhouse -\$475k. This project should commence construction in May 2016, City Staff are currently working with relevant stakeholders and user groups of the Barnard Park Ovals to develop a suitable concept which meets their requirements (change room, toilet and kiosk facilities). This project will be carried forward and completed in the 2016/17 financial year;
- Civic and administration centre (inclusive of relocation costs) -\$3,970k. This is due to a timing difference in that construction has commenced later than reflected in the 2015/16 budget.

However given the tight schedule for construction and the anticipated practical completion date of February 2017, it is still anticipated that all of the funds on the 15/16 budget will be spent;

- Steel frame shed +\$23k. This project was an extension to scope of the promenade works to be paid for utilising savings in these works;

Buildings - Other (YTD Variance: -366\$K)

The current variance is primarily attributable to;

- GLC sports stadium floor -\$33.7k. This project has been deferred to next financial year. These funds are now required for the change room refurbishment which has exceeded the projected budget forecast (see comment below);
- GLC Change room Refurbishment -\$66.9k. The Tender response came back over budget. Individual RFQ's were sought which has reduced the total project cost somewhat but it is still over the projected budget forecast. The work must be done this financial year to avoid the risk of losing the DSR funding of \$33k. A budget amendment report to transfer the sports stadium floor budget to the change room refurbishment budget will be presented to Council shortly;
- Performing arts centre -\$50k. This project has been put back a year due to other priority projects and this will be a saving to the community facilities contributions account;
- Airport terminal stage 1B -\$96k. The airport terminal stage 1B works forms part of the airport development project. These works have not occurred due to the preparation of a project definition plan, to be formally considered by a project governance committee, which confirms the project scope and subsequent costings. Stage 1B works will be completed by the end of financial year.
- Kookaburra caravan park ablutions refurbishment -\$61k. This relates to the refurbishment of park 1 ablution block. This is a timing difference only with work to commence after Easter;
- Kookaburra park home -\$47k. again this is a timing difference with delivery and installation proposed in April 2016;

Plant & Equipment (YTD Variance: -\$716K)

The current variance is primarily attributable to;

- Building Services -\$35k. Replacement for light vehicle is due in February 2016. Waiting delivery of 2016 model to local dealer;
- Law, Order and public safety -\$53k. Replacement of a Ranger's ute is due in September 2015. The City is looking at a new 'pod' system for the Ranger ute based on predetermined specifications (as advised by the rangers department). Expect to order in February 2016 with delivery late April 2016;
- Airport development -\$40k. A vehicle for the Airport Development Project was budgeted for however is determined as not required this financial year.
- Parks and gardens plant purchases -\$145k. Timing difference relating to delivery of trucks. All expected to be delivered by 30th June 2016;
- Construction plant purchases -\$337k. The replacement of a road maintenance truck has been identified as a carryover into the 2016/17 financial year. This is due to the build time for these bodies which is only carried out in the eastern states & the significant lag between ordering & delivery. All other construction plant is expected to be delivered by 30th June 2016.

In summary, actual expenditure on Plant and Equipment replacement is \$716k under the year to date forecast position, which is attributable to timing difference only. Many of the heavy vehicles up for replacement are historically delivered and paid for in the second half of the year, with much of the quotation and tendering process having already been finalised in the first 6 months. Almost all light fleet vehicles due for change-over have been replaced in the first half of the financial year.

Furniture & Office Equipment (YTD Variance: - \$96K)

The current variance is attributable to;

- Information Technology -\$68k. This budget includes numerous projects, all of which are progressing within projected timeframes. There is presently nothing to indicate that the annual budget allocation for this section will not be achieved by financial year end;
- Naturaliste community centre -\$8k. Expenditure of this budget is being delayed to ensure the NCC meets its end of year net operating position;
- Geographe Leisure Centre -\$27k. Expenditure of this budget is being delayed to ensure the GLC meets its end of year net operating position;

Infrastructure (YTD Variance: - \$4,199K)

This classification is reported by three main groups being major projects, general infrastructure works and those classified as Airport development projects. Comments on each component are as follows:

Infrastructure – Major Projects (YTD Variance: -\$226K)

Although the current difference is not significant from a dollar value perspective (in terms of the overall infrastructure variance), an analysis is nonetheless required due to some significant differences that exist on individual projects within the Busselton foreshore development. The main variances are attributable to;

- Foreshore east youth precinct (skate park and adventure playground – C3103) +\$419k. This is due to timing difference however all funds are expected to be spent on this project by the end of the financial year;
- Foreshore Promenade (Jetty to Geographe Bay Road – C3107) +\$282k. These works were slightly delayed but are nearing completion with some “tidying up” works now taking place. Expectation that this project will be completed on budget by the end of the financial year;
- Foreshore provision of services and auxiliary works (C3132) -\$922k. These works have not commenced because the \$4.5M Royalties for Regions through the SWDC grant remains pending. The City is not likely to be notified as to whether or not the grant is successful until June/ July hence these works are unlikely to commence this financial year;
- Foreshore ancillary works (C3133) -\$203k. These works have been delayed until later in 2016;
- Foreshore water supply and services (C3140) +\$176. This overspend is due to an addition to the scope of these works which will be funded by an equivalent underspend in the foreshore Promenade works budget;

Infrastructure – Other (YTD Variance: -\$3,184K)

Excluding the Busselton Regional Airport, Foreshore and Administration Building construction the majority of the remaining Infrastructure projects are administered by the Engineering and Works Services Directorate. In respect of year to date financial performance, the Engineering and Works Service Directorate advises that these projects are presently \$3.2m below year to date (YTD) budget estimates, with much of this variance attributable to timing only. Council should be mindful that there were a further \$2m in committed orders against these projects as at 31 January, which if taken into account reduces the year to date variance for infrastructure projects to \$1.2m. The following major items are contributing to the variance;

- Busselton Jetty Refurbishment (C3500) -\$625K, The Busselton Jetty accounts for 19% of the year-to-date variance. All of the cruise ship landing facilities have now been completed, but the final payments are yet to made (hence timing difference only);
- Parks and Gardens projects, of which there are 17 this financial year, are under budget to the tune of -\$1.2m. 90% of this variance is attributable to the new Vasse Oval Development where preliminary works had been scheduled to begin in the first half of the financial year. Due to planning and design related matters and other commitments these works will now commence in March 2016;

- Sanitation infrastructure -\$1.4m. The Transfer Station and New Cell Development budgets were evenly spread across the financial year. Works on the Transfer Station are yet to commence and as such there is a -\$603k variance to the year to date budget. Although the New Cell is underway, expenditure to date is -\$841k under the predicted year to date budgeted amount. Both these variances are due to timing.

Infrastructure – Airport Development (YTD Variance: -\$789K)

In relation to the progress of the Busselton Regional Airport development projects, the Community and Commercial Services Directorate report the following:

- Airport project expenses are -\$789k as compared to year to date budget. This is attributable to unconfirmed costs associated with the establishment and operations of the Project Office during budget preparation, the appointment of staff during the year rather than the start of financial year, and the delayed payment of building construction insurance. Further, the Airport Development capital budget was prepared based on the total project budget (\$55.9m) rather than being allocated to specific years reflecting the project progress, as this information was unknown at the point of budget development for 2015/16;

Transfers to Restricted Assets (+\$725k)

The annual budget in this category relates to contributions and is spread evenly across the financial year. The favourable year to date variance is due to;

- The receipt of additional developer contributions in excess of budget totalling approximately +\$295k. The additional contributions received were mainly attributable to Provence, Vasse, and Peppermint Park. These funds have been receipted into the Community and Recreation Facilities account and are subsequently transferred to the Restricted Assets account;
- The receipt of unbudgeted deposits and bonds of +\$430k. The additional deposits and bonds were mainly for roadwork bonds and town planning bonds. Once a bond is received a contra is created in the creditors account to recognise the liability.

Transfers to Restricted Assets has no direct impact on the surplus/ deficit position, as associated transactions represent equity transfers to quarantine funds received in the form of, amongst others, developer contributions (via the 'Non-Operating Grants, Subsidies and Contributions' operating revenue category) and borrowings.

CONCLUSION

As at 31 January 2015, the overall operating revenue is \$3.2m above year to date budget. This is mainly attributable to the unbudgeted additional revenue of \$1.8m received due to the drawdown of the Port Geographe bank guarantee (which will be subject to a Council report), and timing difference associated with the receipt of other revenue (i.e. contributions, reimbursements, interest etc.). Expenditure categories are currently tracking below budget by \$3m, at this time however these variances have been identified as timing issues only. More significant variances are evident in the capital revenue and expenditure categories. Capital revenue performance is highly dependent upon the level of capital expenditure (i.e. acquisitions and construction). Capital expenditure performance to the end of January is below year to date budget projections across a number of classes; which significantly contributes to the reduced capital revenue levels.

Notwithstanding the above, as detailed in the December 2015 Financial Activity Statement Report, with the exception of the Busselton Airport development and specific Foreshore works projects (being Foreshore East – Youth Precinct Community Youth Building, Railway House, Multi-Purpose Community Sporting Clubhouse – Active Playing Fields Stage 1A, and Civic Administration Building), that all other capital projects will be achieved by financial year end.

The Annual Budget Review is to be completed based on the City's financial performance to 29 February 2016; at which time a projection of the City's financial performance to 30 June 2016 will be provided.

OPTIONS

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

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 January 2016, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

City of BusseltonStatement of Financial ActivityFor The Period Ending 31 January 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
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Rates	38,937,238	38,730,681	38,730,681	38,998,079	38,998,079	0.53%
Operating Grants, Subsidies and Contributions	2,116,592	1,830,528	1,830,528	3,580,496	3,580,496	15.63%
Fees & Charges	11,418,063	11,239,896	11,239,896	15,099,480	15,099,480	1.59%
Other Revenue	2,010,766	283,174	283,174	534,090	534,090	610.08%
Interest Earnings	1,525,711	1,259,879	1,259,879	2,039,550	2,039,550	21.10%
	<u>56,008,370</u>	<u>53,344,158</u>	<u>53,344,158</u>	<u>60,251,695</u>	<u>60,251,695</u>	<u>4.99%</u>
Expenses from Ordinary Activities						
Employee Costs	(14,689,459)	(15,283,300)	(15,257,268)	(26,413,101)	(26,322,721)	-3.89%
Materials & Contracts	(6,863,821)	(9,074,932)	(9,113,074)	(15,120,925)	(15,183,305)	-24.37%
Utilities (Gas, Electricity, Water etc)	(1,129,539)	(1,353,305)	(1,353,305)	(2,321,370)	(2,321,370)	-16.53%
Depreciation on non current assets	(8,761,321)	(8,640,750)	(8,640,750)	(14,636,430)	(14,636,430)	1.40%
Insurance Expenses	(663,483)	(736,340)	(736,340)	(737,370)	(737,370)	-9.89%
Other Expenditure	(1,557,014)	(1,781,343)	(1,772,093)	(3,028,622)	(3,011,622)	-12.59%
Allocations	972,299	1,179,018	1,179,018	1,899,950	1,899,950	-17.53%
	<u>(32,692,338)</u>	<u>(35,690,952)</u>	<u>(35,693,812)</u>	<u>(60,357,868)</u>	<u>(60,312,868)</u>	<u>-8.41%</u>
Borrowings Cost Expense						
Interest Expenses	(680,845)	(691,046)	(691,046)	(1,340,955)	(1,340,955)	-1.48%
	<u>(680,845)</u>	<u>(691,046)</u>	<u>(691,046)</u>	<u>(1,340,955)</u>	<u>(1,340,955)</u>	<u>-1.48%</u>
Non-Operating Grants, Subsidies and Contributions	4,009,856	3,458,851	3,458,851	37,451,666	37,417,983	15.93%
Profit on Asset Disposals	9,645	11,207	11,207	16,007	16,007	-13.94%
Loss on Asset Disposals	(79,810)	(62,016)	(62,016)	(68,867)	(68,867)	28.69%
	<u>3,939,691</u>	<u>3,408,042</u>	<u>3,408,042</u>	<u>37,398,806</u>	<u>37,365,123</u>	<u>15.60%</u>
Net Result	<u>26,574,878</u>	<u>20,370,202</u>	<u>20,367,342</u>	<u>35,951,678</u>	<u>35,962,995</u>	<u>30.48%</u>
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	8,761,321	8,640,750	8,640,750	14,636,430	14,636,430	
Donated Assets	0	0	0	(13,124,650)	(13,124,650)	
(Profit)/Loss on Sale of Assets	70,165	50,809	50,809	52,860	52,860	
Allocations & Other Adjustments	(67,754)	0	0	0	0	
Deferred Pensioner Movements	(15,907)	0	0	0	0	
Recording of Employee Entitlements (Provisions)	(126,751)	(126,751)	(126,751)	(253,479)	(253,479)	
Deposit & Bonds Movements (cash backed)	166,866	0	0	0	0	
Capital Revenue & (Expenditure)						
Land & Buildings	(1,629,582)	(10,207,646)	(10,162,692)	(29,389,202)	(29,324,470)	-84.04%
Plant & Equipment	(1,061,671)	(1,778,206)	(1,778,206)	(2,514,500)	(2,514,500)	-40.30%
Furniture & Equipment	(256,897)	(353,330)	(353,330)	(2,229,834)	(2,229,834)	-27.29%
Infrastructure	(10,240,232)	(14,439,508)	(14,451,648)	(69,867,195)	(69,887,195)	-29.08%
Proceeds from Sale of Assets	287,831	482,400	482,400	592,200	592,200	-40.33%
Proceeds from New Loans	850,000	850,000	850,000	850,000	850,000	0.00%
Self Supporting Loans - Repayment of Principal	36,690	36,690	36,690	74,508	74,508	0.00%
Total Loan Repayments - Principal	(886,326)	(886,326)	(886,326)	(1,823,986)	(1,823,986)	0.00%
Transfer to Restricted Assets	(1,780,179)	(1,054,949)	(1,054,949)	(1,808,490)	(1,808,490)	68.75%
Transfer from Restricted Assets	263,763	1,500,000	1,500,000	53,267,805	53,267,805	-82.42%
Transfer to Reserves	(5,227,919)	(5,124,064)	(5,124,064)	(9,483,842)	(9,483,842)	2.03%
Transfer from Reserves	1,180,797	5,775,692	5,775,692	24,313,157	24,257,108	-79.56%
Opening Funds Surplus/ (Deficit)	756,540	756,540	756,540	756,540	756,540	
Net Current Position - Surplus / (Deficit)	<u>17,655,632</u>	<u>4,492,303</u>	<u>4,522,257</u>	<u>0</u>	<u>0</u>	

City of Busselton

Net Current Position

For The Period Ending 31 January 2016

	2015/16 Actual	2015/16 Amended Budget	2015/16 Original Budget	2014/15 Actual
	\$	\$	\$	\$
<u>NET CURRENT ASSETS</u>				
<u>CURRENT ASSETS</u>				
Cash - Unrestricted	9,516,429	927,925	927,925	6,323,599
Cash - Restricted	118,772,628	46,992,504	47,048,553	113,281,134
Sundry Debtors	636,158	1,200,000	1,200,000	1,814,961
Rates Outstanding - General	8,742,989	700,000	700,000	445,904
Stock on Hand	16,543	20,270	20,270	20,270
	<u>137,684,747</u>	<u>49,840,699</u>	<u>49,896,748</u>	<u>121,885,868</u>
<u>LESS: CURRENT LIABILITIES</u>				
Bank Overdraft	0	0	0	0
Sundry Creditors	1,256,487	2,848,195	2,848,195	7,848,194
Performance Bonds	2,198,865	2,031,999	2,031,999	2,031,999
	<u>3,455,352</u>	<u>4,880,194</u>	<u>4,880,194</u>	<u>9,880,193</u>
Current Position (inclusive of Restricted Funds)	134,229,395	44,960,505	45,016,554	112,005,675
Add: Cash Backed Liabilities (Deposits & Bonds)	2,198,865	2,031,999	2,031,999	2,031,999
Less: Cash - Restricted Funds	(118,772,628)	(46,992,504)	(47,048,553)	(113,281,134)
<u>NET CURRENT ASSET POSITION</u>	<u>17,655,632</u>	<u>0</u>	<u>0</u>	<u>756,540</u>

City of BussetonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 January 2016

Description	2015/16 Actual	2015/16 Amended Budget YTD	2015/16 Original Budget YTD	2015/16 Amended Budget	2015/16 Original Budget	2015/16 Budget YTD Variance
	\$	\$	\$	\$	\$	%
>> Property, Plant & Equipment						
Land						
10610 Property Services Administration	0	50,000	50,000	100,000	100,000	-100.00%
11156 Airport Development	0	880,000	880,000	2,650,000	2,650,000	-100.00%
B1519 Lot 40 Vasse Highway	555,000	560,000	560,000	560,000	560,000	-0.89%
	555,000	1,490,000	1,490,000	3,310,000	3,310,000	-62.75%
Buildings						
Major Projects						
Major Project - Busseton Foreshore						
B9570 Foreshore East-Youth Precinct Community Youth Building/SLSC	414	1,691,662	1,691,662	2,900,000	2,900,000	-99.98%
B9583 Railway House	3,000	1,166,669	1,166,669	2,000,000	2,000,000	-99.74%
B9593 Multi-Purpose Community Sporting Clubhouse	0	474,523	474,523	813,470	813,470	-100.00%
B9597 Steel Frame Shed (Jetty Train)	22,769	0	0	0	0	0.00%
	26,183	3,332,854	3,332,854	5,713,470	5,713,470	-99.21%
Major Project - Administration Building						
B9010 Civic and Administration Centre	366,408	4,500,000	4,500,000	9,000,000	9,000,000	-91.86%
B9011 Civic and Administration Centre Relocation Expenses	268,967	105,000	105,000	180,000	180,000	156.16%
	635,375	4,605,000	4,605,000	9,180,000	9,180,000	-86.20%
Buildings (Other)						
B9300 Aged Housing Capital Improvements - Winderlup	38,164	34,200	34,200	68,400	68,400	11.59%
B9301 Aged Housing Capital Improvements - Harris Road	21,808	20,300	20,300	40,600	40,600	7.43%
B9403 Dunsborough Tip - Buildings	214	0	0	20,000	20,000	0.00%
B9513 GLC Sports Stadium Floor	1,297	35,000	35,000	60,000	60,000	-96.29%
B9514 GLC Changeroom Refurbishment	960	67,887	58,331	114,334	100,000	-98.59%
B9528 GLC - Plant Room	7,870	7,000	7,000	12,000	12,000	12.43%
B9529 GLC - Pool Entry Doors	4,864	3,500	3,500	6,000	6,000	38.96%
B9534 Community Resource Centre	241	12,250	0	21,000	0	-98.03%
B9549 Dunsborough Oval Change Rooms Upgrade	6,133	4,669	4,669	8,000	8,000	31.36%
B9554 GLC Extensions	24,965	17,067	11,669	25,398	20,000	46.28%
B9591 Performing Arts Centre	0	50,000	50,000	100,000	100,000	-100.00%
B9592 Vasse Newtown Hall	0	0	12,250	0	21,000	0.00%
B9594 Vasse Community Recreation Precinct - Changerooms & Toilet	0	0	0	250,000	250,000	0.00%
B9595 GLC Extensions - New Entry Door	5,000	15,000	0	15,000	0	-66.67%
B9596 GLC Building Improvements	2,636	15,000	0	30,000	0	-82.42%
B9715 Airport Terminal Stage 1B	4,436	100,000	100,000	490,000	490,000	-95.56%
B9716 Airport Terminal Stage 2	4,436	0	0	9,450,000	9,450,000	0.00%
B9802 Kook Caravan Park Ablutions Refurbishment	0	61,250	61,250	105,000	105,000	-100.00%
B9804 Kook Park Home	0	46,669	46,669	80,000	80,000	-100.00%
B9902 Lot 40 Vasse Highway Dwelling	290,000	290,000	290,000	290,000	290,000	0.00%
	413,024	779,792	734,838	11,185,732	11,121,000	-47.03%
Total Buildings	1,074,582	8,717,646	8,672,692	26,079,202	26,014,470	-87.67%
Plant & Equipment						
10250 Information Technology	37,196	39,000	39,000	39,000	39,000	-4.63%
10380 Busseton 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 Geographe 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	0	35,000	35,000	35,000	35,000	-100.00%
10920 Environmental Health Services Administration	37,660	40,000	40,000	40,000	40,000	-5.85%
10922 Preventative Services - Mosquitoes	0	1,925	1,925	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	34,547	55,000	55,000	55,000	55,000	-37.19%
11156 Airport Development	0	40,000	40,000	40,000	40,000	-100.00%
11160 Busseton Jetty	0	1,000	1,000	31,000	31,000	-100.00%
11401 Transport - Workshop	0	5,000	5,000	5,000	5,000	-100.00%
11402 Plant Purchases (P10)	388,207	410,000	410,000	630,000	630,000	-5.32%
11403 Plant Purchases (P11)	144,581	290,000	290,000	567,000	567,000	-50.14%
11404 Plant Purchases (P12)	42,544	380,000	380,000	587,000	587,000	-88.80%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 January 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%
81029 Busselton Branch SES	0	1,281	1,281	2,200	2,200	-100.00%
	1,061,671	1,778,206	1,778,206	2,514,500	2,514,500	-40.30%
Furniture & Office Equipment						
10250 Information Technology	126,496	194,250	194,250	333,000	333,000	-34.88%
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	32,540	32,540	42,540	42,540	-84.44%
10616 Winderlup Villas Aged Housing	2,590	3,000	3,000	6,000	6,000	-13.68%
10617 Harris Road Aged Housing	737	2,000	2,000	4,000	4,000	-63.18%
10618 Winderlup 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	78,385	54,046	54,046	108,094	108,094	45.03%
10920 Environmental Health Services Administration	0	2,044	2,044	3,500	3,500	-100.00%
11151 Airport Operations	11,261	0	0	0	0	0.00%
11156 Airport Development	6,919	10,000	10,000	1,668,000	1,668,000	-30.81%
81029 Busselton Branch SES	1,635	1,400	1,400	2,400	2,400	16.82%
G0031 Dunsborough Waste Facility	0	8,750	8,750	15,000	15,000	-100.00%
	256,897	353,330	353,330	2,229,834	2,229,834	-27.29%
Sub-Total Property, Plant & Equipment	2,948,151	12,339,182	12,294,228	34,133,536	34,068,804	-76.11%
>> Infrastructure						
Major Project - Busselton Foreshore						
C0038 Car Park - Provisionals	0	11,669	11,669	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)	1,135,107	715,820	715,820	1,227,126	1,227,126	58.57%
C3107 Foreshore East - Foreshore Promenade (Jetty to Geo. Bay Rd)	1,092,678	810,355	810,355	1,389,170	1,389,170	34.84%
C3132 Busselton Foreshore - Provision of Services & Auxiliary Work	0	921,669	921,669	1,580,000	1,580,000	-100.00%
C3133 Foreshore Ancillary Works	88,358	291,669	291,669	500,000	500,000	-69.71%
C3140 Foreshore Water Supply and Services	392,225	215,831	215,831	370,000	370,000	81.73%
C3141 Landscape Works Foreshore Parade and Jetty Way	50,331	29,169	29,169	50,000	50,000	72.55%
C3142 Nautical Lady - Landscaping	80,794	47,040	47,040	80,635	80,635	71.76%
F0064 Footpath Construction - Jetty Way	20,000	11,669	11,669	20,000	20,000	71.39%
F0065 Footpath Construction - Foreshore Parade	26,370	17,500	17,500	30,000	30,000	50.69%
W0131 Foreshore East - Foreshore Parade & Ancillary Council Works	450,102	440,419	440,419	755,000	755,000	2.20%
W0171 Jetty Way Construction	15,584	55,419	55,419	95,000	95,000	-71.88%
	4,265,760	4,491,616	4,491,616	7,040,318	7,040,318	-5.03%
Busselton Jetty						
C3500 Busselton Jetty Refurbishment	574,927	1,200,000	1,200,000	1,200,000	1,200,000	-52.09%
	574,927	1,200,000	1,200,000	1,200,000	1,200,000	-52.09%
Footpaths Construction						
F0018 Marine Terrace	93,283	0	0	96,000	96,000	0.00%
F0020 Thomas Street	7,193	8,876	8,876	8,876	8,876	-18.96%
F0041 Recreation Lane Footpath (Connecting to Clydebank Ave)	500	30,000	30,000	45,000	45,000	-98.33%
F0058 Amberley Loop PAW - Dunsborough	0	6,666	6,666	10,000	10,000	-100.00%
F0059 Brown Street Footpaths	33,538	0	0	153,000	153,000	0.00%
F0060 Elmore Road - Dunsborough	8,091	6,666	6,666	10,000	10,000	21.37%
F0061 Layman Road Footpath Renewal	0	0	0	35,000	35,000	0.00%
F0062 Prince Regent Footpath Renewal	20,057	22,000	22,000	22,000	22,000	-8.83%
F0063 Yallingup Footpath	374	70,000	70,000	70,000	70,000	-99.47%
	163,036	144,208	144,208	449,876	449,876	13.06%
Drainage Construction - Street						
D0009 Busselton LIA - Geocatch Drain Partnership	0	0	0	30,000	30,000	0.00%
D0010 Dunsborough / Busselton Drainage Upgrades	12,505	61,040	61,040	104,640	104,640	-79.51%
D0014 Yale Close, Abbey Drainage Upgrade	197	20,000	20,000	20,000	20,000	-99.02%
	12,701	81,040	81,040	154,640	154,640	-84.33%
Car Parking Construction						
C0027 Meelup Beach Parking Upgrade	239,641	128,652	128,652	279,652	279,652	86.27%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 January 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
	\$	\$	\$	\$	\$	%
C0031 Reserve 41445 Reveal (Coles)	15,559	17,024	17,024	17,024	17,024	-8.60%
C0035 Churchill Park Hardstand Area (Parking)	2,971	0	0	130,000	130,000	0.00%
C0036 Lou Weston / King St Foreshore Car Parking	390	0	0	101,000	101,000	0.00%
C0037 Vasse Community & Recreation Precinct- Car Parking Stage 1	123,830	0	0	220,000	220,000	0.00%
	382,391	145,676	145,676	747,676	747,676	162.49%
Bridges Construction						
A0010 Queen Street Bridge 0240A	0	0	0	288,000	288,000	0.00%
A0015 Metricup Road Bridge - 3354	118,000	304,000	304,000	1,089,000	1,089,000	-61.18%
A0017 Tuart Drive Bridge (0239A)	284,679	107,500	107,500	645,000	645,000	164.82%
A0019 Chambers Road Bridge - 3372A	2,758	0	0	16,770	16,770	0.00%
A0020 Ludlow Hithergreen Road Bridge - 3464	0	0	0	159,000	159,000	0.00%
	405,436	411,500	411,500	2,197,770	2,197,770	-1.47%
Cycleways Construction						
F1008 Busselton Bypass - Strelley Street to Clydebank Avenue	22,058	0	0	245,000	245,000	0.00%
F1014 Busselton Bypass - Fairway to Kangaroo Gully	27,059	260,355	260,355	600,000	600,000	-89.61%
F1016 Rails to Trails - Bypass (Kangaroo Gully - Glenview)	0	0	0	56,000	56,000	0.00%
	49,117	260,355	260,355	901,000	901,000	-81.13%
Townscape Construction						
C1024 Dunsborough Road Access Improvements Stage 1	533,468	0	0	483,000	483,000	0.00%
C1025 Kent Street	8,763	11,081	11,081	162,000	162,000	-20.91%
	542,231	11,081	11,081	645,000	645,000	4793.34%
Boat Ramps Construction						
C1503 Quindalup Sea Rescue Boat Ramp	6,080	30,000	30,000	120,000	120,000	-79.73%
	6,080	30,000	30,000	120,000	120,000	-79.73%
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	12,500	12,500	25,000	25,000	-100.00%
C2521 Coastal Protection Structures Renewal	31,569	60,000	60,000	140,000	140,000	-47.39%
	51,901	72,500	72,500	285,572	285,572	-28.41%
Parks, Gardens & Reserves						
C3007 Park Furniture Replacement - Replace aged & unsafe Equip	16,217	18,088	18,088	31,000	31,000	-10.35%
C3014 Meelup Park - Fire Access Trail	1,997	11,669	11,669	20,000	20,000	-82.89%
C3046 Dunsborough - BMX / Skatebowl	0	20,419	20,419	35,000	35,000	-100.00%
C3084 Lou Weston Bore Replacement & Irrigation Upgrade	0	35,000	35,000	60,000	60,000	-100.00%
C3096 Yallingup Park - Upgrades	170,907	165,081	165,081	283,000	283,000	3.53%
C3110 Dunsborough Lions Park	175,499	169,169	169,169	290,010	290,010	3.74%
C3122 Rails to Trails	15,252	37,946	37,946	37,946	37,946	-59.81%
C3123 Geographe Leisure Centre - Landscaping	0	0	15,000	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	14,581	14,581	25,000	25,000	-100.00%
C3128 Rotary Park Playground Fencing	0	11,669	11,669	20,000	20,000	-100.00%
C3129 Cherry Hills Circle Water Meter	20,551	8,750	8,750	15,000	15,000	134.87%
C3130 Vasse Birchfields Bore	0	17,500	17,500	30,000	30,000	-100.00%
C3131 Elijah Circle POS, Lot 1000 Landscaping	0	23,331	23,331	40,000	40,000	-100.00%
C3134 Vasse Community & Recreation Precinct - AFL Oval Stage 1	2,853	1,085,000	1,085,000	1,085,000	1,085,000	-99.74%
C3135 Busselton Foreshore - Minor Landscaping Works	58,207	60,000	60,000	60,000	60,000	-2.99%
C3136 Newtown Oval - Minor Upgrade of Existing Oval	2,003	20,000	20,000	20,000	20,000	-89.98%
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%
	481,006	1,725,558	1,740,558	2,187,311	2,217,311	-72.12%
Cemetery Capital Works						
C1609 Pioneer Cemetery - Implement Conservation Plan	1,050	11,669	11,669	20,000	20,000	-91.00%
	1,050	11,669	11,669	20,000	20,000	-91.00%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 January 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
	\$	\$	\$	\$	\$	%
Beach Front Infrastructure Works						
C1753 Eagle Bay Viewing Platform	0	23,000	23,000	23,000	23,000	-100.00%
C1756 Busselton Shark Net	95,985	54,446	54,446	93,335	93,335	76.29%
	95,985	77,446	77,446	116,335	116,335	23.94%
Aged Housing - Infrastructure Works						
C3451 Aged Housing Infrastructure - Fencing (Upgrade)	0	18,500	18,500	37,000	37,000	-100.00%
	0	18,500	18,500	37,000	37,000	-100.00%
Sanitation Infrastructure						
C3479 New Cell Development	659,142	1,500,000	1,500,000	3,000,000	3,000,000	-56.06%
C3481 Transfer Station Development	46,655	650,000	650,000	1,300,000	1,300,000	-92.82%
C3483 Road Sealing	85,625	90,000	90,000	180,000	180,000	-4.86%
C3485 Site Rehabilitation - Busselton	31,027	0	0	1,485,000	1,485,000	0.00%
	822,450	2,240,000	2,240,000	5,965,000	5,965,000	-63.28%
Airport Development						
C6089 Airport Construction Stage 1B, External Services	4,436	160,000	160,000	425,000	425,000	-97.23%
C6090 Parks & Gardens Airport Stage 2	4,432	0	0	980,000	980,000	0.00%
C6091 Airport Construction Stage 2, Noise Management Plan	4,436	0	0	980,000	980,000	0.00%
C6092 Airport Construction Stage 2, Airfield	4,436	0	0	25,850,000	25,850,000	0.00%
C6093 Airport Construction Stage 2, Car Park & Access Roads	4,436	0	0	6,700,000	6,700,000	0.00%
C6094 Airport Construction Stage 2, Jet Fuel	4,436	0	0	465,000	465,000	0.00%
C6095 Airport Construction Stage 2, External Services	4,436	0	0	4,100,000	4,100,000	0.00%
C6096 Airport Construction Stage 1B, Car Park & Access Roads	4,436	114,000	114,000	343,000	343,000	-96.11%
C6097 Airport Construction Stage 1B, Jet Fuel	4,436	229,000	229,000	687,000	687,000	-98.06%
C6098 Airport Construction Stage 1B, External Works	4,436	20,000	20,000	57,000	57,000	-77.82%
C6099 Airport Development - Project Expenses	290,645	600,811	597,951	1,058,094	1,048,094	-51.62%
	335,001	1,123,811	1,120,951	41,645,094	41,635,094	-70.19%
Main Roads						
S0007 Puzey Road - Second Coat Seal	26,019	27,400	27,400	27,400	27,400	-5.04%
S0018 Banks Avenue Dunsborough	21,003	29,000	29,000	29,000	29,000	-27.58%
S0019 Big Rock Place	444	30,240	30,240	30,240	30,240	-98.53%
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	86	7,720	7,720	7,720	7,720	-98.89%
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	86	16,820	16,820	16,820	16,820	-99.49%
S0026 Payne Road	16,495	16,970	16,970	16,970	16,970	-2.80%
S0027 Queen Elizabeth Avenue	17,426	22,800	22,800	22,800	22,800	-23.57%
S0028 Quindalup South Road	27,046	36,340	36,340	36,340	36,340	-25.58%
S0029 Simon Close Broadwater	7,671	21,000	21,000	21,000	21,000	-63.47%
S0030 Vasse Yallingup Siding Road	5,481	10,470	10,470	10,470	10,470	-47.65%
S0035 Strelly Street	28,773	115,664	115,664	190,664	190,664	-75.12%
S0049 Layman Road	63,136	0	0	750,000	750,000	0.00%
S0062 Queen Elizabeth Ave asphalt overlay various sections	6,678	0	0	315,000	315,000	0.00%
S0064 Peel Terrace	16,925	62,426	62,426	112,426	112,426	-72.89%
S0301 Glover Road	0	4,800	4,800	4,800	4,800	-100.00%
S0302 Beachfields Drive	350	17,630	17,630	17,630	17,630	-98.01%
	285,998	484,490	484,490	1,674,490	1,674,490	-40.97%
Roads to Recovery						
T0004 Chapman Hill Road	1,756	0	0	40,150	40,150	0.00%
T0016 Puzey Road	4,651	0	0	1,043,000	1,043,000	0.00%
T0019 Wonnerup South Road	411	17,500	17,500	70,000	70,000	-97.65%
T0026 Kaloop Road	85,568	21,978	21,978	87,910	87,910	289.34%
T0030 Acton Park Road	42,375	0	0	41,410	41,410	0.00%
T0056 Whatman Street	303	69,000	69,000	69,000	69,000	-99.56%
T0057 Abbeys Farm Road	51,159	11,163	11,163	44,650	44,650	358.29%
T0058 Boallia Road	5,692	12,597	12,597	37,790	37,790	-54.81%
T0059 Canal Rocks Road	58,770	15,190	15,190	60,760	60,760	286.90%
T0060 Greenfields Road	130	11,000	11,000	11,000	11,000	-98.82%
T0061 Jindong Treeton Road	55,959	17,233	17,233	68,930	68,930	224.72%
T0062 Layman Road	30,371	35,000	35,000	35,000	35,000	-13.23%
T0064 Oates Road	37,430	0	0	45,450	45,450	0.00%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 January 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
	\$	\$	\$	\$	\$	%
T0065 Simon Street Busselton	4,617	39,000	39,000	39,000	39,000	-88.16%
T0066 Tompsett Road	84,184	28,717	28,717	86,150	86,150	193.15%
T0067 Tuart Drive	81,311	35,666	35,666	107,000	107,000	127.98%
T0068 Wyadup Road	38,286	13,633	13,633	54,530	54,530	180.84%
T0069 Hadfield Avenue	32,195	0	0	57,000	57,000	0.00%
T0070 Osprey Drive	228	8,420	8,420	8,420	8,420	-97.30%
T0071 Redgum Way	3,010	11,000	11,000	11,000	11,000	-72.64%
T0072 Bangalo Close	3,815	18,000	18,000	18,000	18,000	-78.81%
	622,221	365,097	365,097	2,036,150	2,036,150	70.43%
Council Roads Initiative						
W0001 Coley Road	10,328	10,645	10,645	10,645	10,645	-2.97%
W0028 Bus Bays & Shelters	12,238	278,423	278,423	278,423	278,423	-95.60%
W0036 Georgette Street Asphalt Overlay	66,623	56,000	56,000	56,000	56,000	18.97%
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	42,566	0	0	42,510	42,510	0.00%
W0116 Adams Road Gravel Resheeting	88,455	107,200	107,200	107,200	107,200	-17.49%
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	15,532	0	0	55,000	55,000	0.00%
W0137 Edwards Road	23,106	145,920	145,920	145,920	145,920	-84.17%
W0138 Geographe Bay Road (0388) Abbey	45,331	52,000	52,000	52,000	52,000	-12.83%
W0139 Geographe Bay Road (0611) Abbey	42,753	72,000	72,000	72,000	72,000	-40.62%
W0140 Irvine Road	22,616	26,500	26,500	26,500	26,500	-14.66%
W0141 Jasper Road	600	19,500	19,500	19,500	19,500	-96.92%
W0142 Morrison Street Busselton	246	103,000	103,000	103,000	103,000	-99.76%
W0143 Price Road	124,793	110,680	110,680	110,680	110,680	12.75%
W0144 Ruabon Road	26,014	29,850	29,850	29,850	29,850	-12.85%
W0145 South Street Busselton	16,088	41,000	41,000	41,000	41,000	-60.76%
W0146 Walburra Siding Road	35,402	40,280	40,280	40,280	40,280	-12.11%
W0147 Edwards Street Busselton	56,586	0	0	78,000	78,000	0.00%
W0148 Myles Street Busselton	32,308	29,253	29,253	39,000	39,000	10.44%
W0149 Powell Court Busselton	56,418	45,003	45,003	60,000	60,000	25.37%
W0150 Roe Terrace Busselton	142	14,250	14,250	19,000	19,000	-99.00%
W0151 Steeple Retreat Busselton	38,237	0	0	84,000	84,000	0.00%
W0152 Clairault Court Dunsborough	6,663	0	0	13,000	13,000	0.00%
W0153 Crosby Close Dunsborough	31,755	0	0	34,000	34,000	0.00%
W0154 Gull Court Dunsborough	2,229	0	0	33,000	33,000	0.00%
W0155 Hannay Lane Dunsborough	6,042	0	0	13,000	13,000	0.00%
W0156 Swallow Cove Dunsborough	44	0	0	47,000	47,000	0.00%
W0157 Argyle Place Geographe	5,278	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	40,333	55,000	55,000	55,000	55,000	-26.67%
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 Busselton	2,350	8,250	8,250	33,000	33,000	-71.52%
W0164 Glassby Place West Busselton	26,852	10,751	10,751	43,000	43,000	149.76%
W0165 Heron Place West Busselton	8,343	0	0	38,000	38,000	0.00%
W0166 Lilly Crescent West Busselton	86,537	0	0	118,000	118,000	0.00%
W0167 Trident Close West Busselton	4,789	0	0	41,000	41,000	0.00%
W0168 Trojan Close West Busselton	5,666	0	0	35,000	35,000	0.00%
W0169 Wylie Crescent West Busselton	6,349	0	0	141,000	141,000	0.00%
W0170 Boallia Rd /Ambergate Rd Intersection	13,358	5,001	5,001	20,000	20,000	167.10%
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%
	1,142,939	1,544,961	1,544,961	2,443,963	2,443,963	-26.02%
Sub-Total Infrastructure	10,240,232	14,439,508	14,451,648	69,867,195	69,887,195	-29.08%
Grand Total - Capital Acquisitions	13,188,383	26,778,690	26,745,876	104,000,731	103,955,999	

City of BusseltonReserves Movement ReportFor The Period Ending 31 January 2016

	2015/2016 Actual	2015/2016 Amended Budget YTD	2015/2016 Original Budget YTD	2015/2016 Amended Budget	2015/2016 Original Budget	2014/2015 Actual
	\$	\$	\$	\$	\$	\$
100 Airport Infrastructure Renewal and Replacement Reserve						
Accumulated Reserves at Start of Year	459,285.18	459,285.18	459,285.18	459,285.18	459,285.18	597,302.42
Interest transfer to Reserves	11,042.64	7,868.00	7,868.00	13,488.00	13,488.00	22,698.28
Transfer from Muni	234,346.00	234,346.00	234,346.00	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>704,673.82</u>	<u>701,499.18</u>	<u>701,499.18</u>	<u>831,883.18</u>	<u>831,883.18</u>	<u>459,285.18</u>
101 Asset Depreciation Reserve						
Accumulated Reserves at Start of Year	2,546,023.36	2,546,023.36	2,546,023.36	2,546,023.36	2,546,023.36	4,026,326.36
Interest transfer to Reserves	39,986.85	43,617.00	43,617.00	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>2,586,010.21</u>	<u>2,589,640.36</u>	<u>2,589,640.36</u>	<u>2,495,795.36</u>	<u>2,495,795.36</u>	<u>2,546,023.36</u>
102 Beach Protection Reserve						
Accumulated Reserves at Start of Year	1,494,337.28	1,494,337.28	1,494,337.28	1,494,337.28	1,494,337.28	1,324,758.47
Interest transfer to Reserves	26,753.48	25,599.00	25,599.00	43,884.00	43,884.00	51,113.01
Transfer from Muni	259,000.00	259,000.00	259,000.00	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>1,780,090.76</u>	<u>1,778,936.28</u>	<u>1,778,936.28</u>	<u>1,655,649.28</u>	<u>1,655,649.28</u>	<u>1,494,337.28</u>
106 Building Reserve						
Accumulated Reserves at Start of Year	1,409,407.53	1,409,407.53	1,409,407.53	1,409,407.53	1,409,407.53	1,500,202.79
Interest transfer to Reserves	24,805.30	24,143.00	24,143.00	41,388.00	41,388.00	62,778.42
Transfer from Muni	291,669.00	291,669.00	291,669.00	500,000.00	500,000.00	500,000.00
Transfer to Muni	0.00	0.00	0.00	(626,049.00)	(625,000.00)	(653,573.68)
	<u>1,725,881.83</u>	<u>1,725,219.53</u>	<u>1,725,219.53</u>	<u>1,324,746.53</u>	<u>1,325,795.53</u>	<u>1,409,407.53</u>
107 Corporate IT System Programme						
Accumulated Reserves at Start of Year	128,259.45	128,259.45	128,259.45	128,259.45	128,259.45	123,846.27
Interest transfer to Reserves	2,167.88	2,198.00	2,198.00	3,768.00	3,768.00	4,413.18
	<u>130,427.33</u>	<u>130,457.45</u>	<u>130,457.45</u>	<u>132,027.45</u>	<u>132,027.45</u>	<u>128,259.45</u>
110 Jetty Maintenance Reserve						
Accumulated Reserves at Start of Year	2,094,712.96	2,094,712.96	2,094,712.96	2,094,712.96	2,094,712.96	1,464,952.27
Interest transfer to Reserves	42,284.76	35,889.00	35,889.00	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>2,493,171.72</u>	<u>2,491,886.96</u>	<u>2,491,886.96</u>	<u>1,733,145.96</u>	<u>1,733,145.96</u>	<u>2,094,712.96</u>
111 Legal Expenses Reserve						
Accumulated Reserves at Start of Year	309,205.83	309,205.83	309,205.83	309,205.83	309,205.83	249,161.68
Interest transfer to Reserves	5,244.10	5,299.00	5,299.00	9,084.00	9,084.00	10,044.15
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	50,000.00
	<u>314,449.93</u>	<u>314,504.83</u>	<u>314,504.83</u>	<u>318,289.83</u>	<u>318,289.83</u>	<u>309,205.83</u>
112 Long Service Leave Reserve						
Accumulated Reserves at Start of Year	2,204,037.00	2,204,037.00	2,204,037.00	2,204,037.00	2,204,037.00	1,987,579.00
Interest transfer to Reserves	38,168.89	37,758.00	37,758.00	64,728.00	64,728.00	72,612.83
Transfer from Muni	72,919.00	72,919.00	72,919.00	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>2,315,124.89</u>	<u>2,314,714.00</u>	<u>2,314,714.00</u>	<u>1,885,555.00</u>	<u>1,925,555.00</u>	<u>2,204,037.00</u>

City of BusseltonReserves Movement ReportFor The Period Ending 31 January 2016

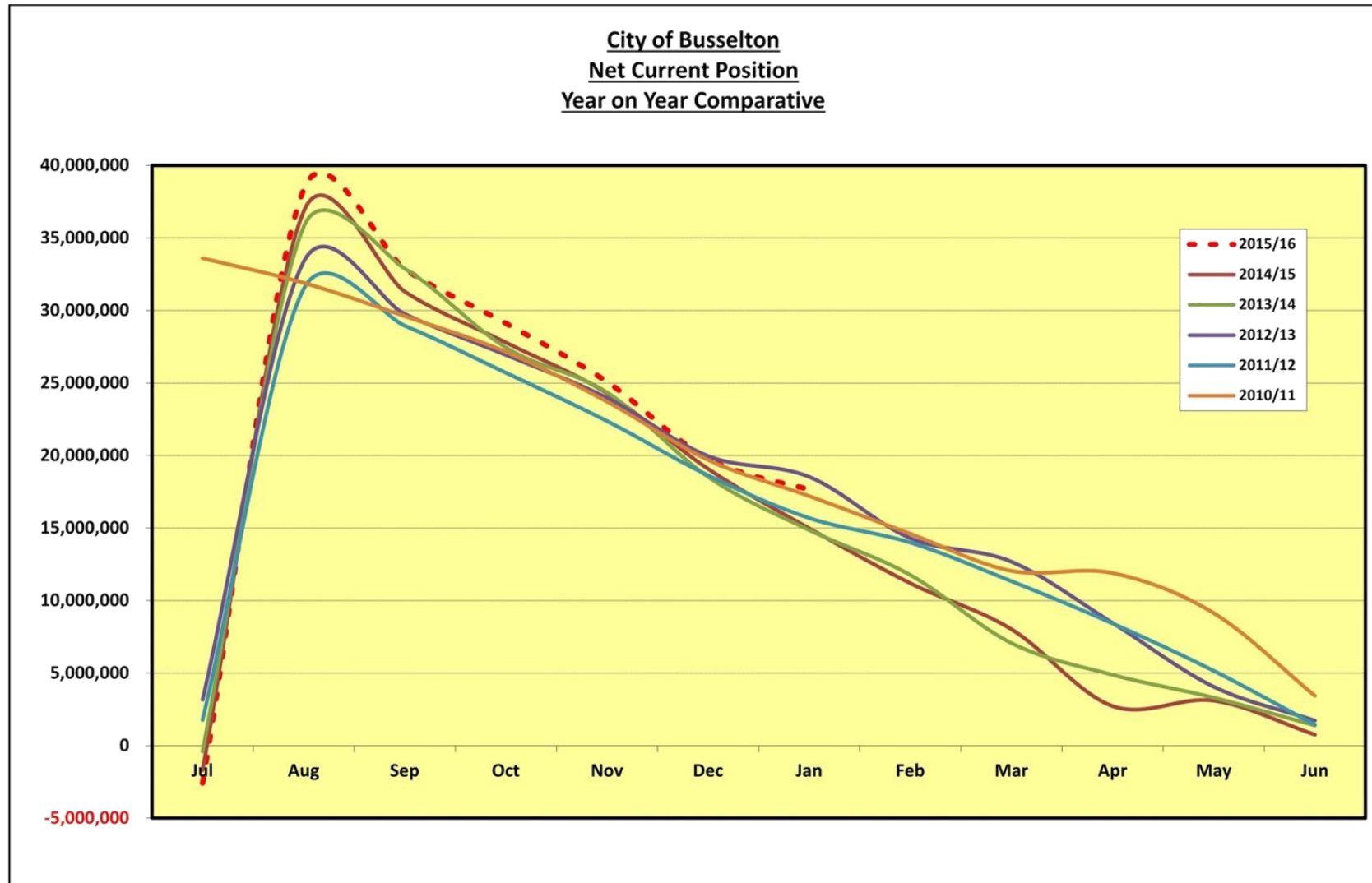
	2015/2016 Actual	2015/2016 Amended Budget YTD	2015/2016 Original Budget YTD	2015/2016 Amended Budget	2015/2016 Original Budget	2014/2015 Actual
114 City Car Parking and Access Reserve						
Accumulated Reserves at Start of Year	198,114.86	198,114.86	198,114.86	198,114.86	198,114.86	1,641.14
Interest transfer to Reserves	5,522.38	3,395.00	3,395.00	5,820.00	5,820.00	7,560.96
Transfer from Muni	221,298.00	221,298.00	221,298.00	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>424,935.24</u>	<u>422,807.86</u>	<u>422,807.86</u>	<u>421,048.86</u>	<u>421,048.86</u>	<u>198,114.86</u>
115 Plant Replacement Reserve						
Accumulated Reserves at Start of Year	2,425,054.89	2,425,054.89	2,425,054.89	2,425,054.89	2,425,054.89	3,597,284.40
Interest transfer to Reserves	44,392.86	41,545.00	41,545.00	71,220.00	71,220.00	122,315.58
Transfer from Muni	409,696.00	409,696.00	409,696.00	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>2,879,143.75</u>	<u>2,876,295.89</u>	<u>2,876,295.89</u>	<u>2,417,604.89</u>	<u>2,432,604.89</u>	<u>2,425,054.89</u>
116 Professional Development Reserve						
Accumulated Reserves at Start of Year	74,239.77	74,239.77	74,239.77	74,239.77	74,239.77	111,895.55
Interest transfer to Reserves	1,349.91	1,274.00	1,274.00	2,184.00	2,184.00	4,429.87
Transfer from Muni	35,000.00	35,000.00	35,000.00	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>110,589.68</u>	<u>110,513.77</u>	<u>110,513.77</u>	<u>61,423.77</u>	<u>61,423.77</u>	<u>74,239.77</u>
117 Road Asset Renewal Reserve						
Accumulated Reserves at Start of Year	118,257.47	118,257.47	118,257.47	118,257.47	118,257.47	2,435.24
Interest transfer to Reserves	7,622.12	2,023.00	2,023.00	3,468.00	3,468.00	16,180.90
Transfer from Muni	642,712.00	642,712.00	642,712.00	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>768,591.59</u>	<u>762,992.47</u>	<u>762,992.47</u>	<u>157,995.47</u>	<u>157,995.47</u>	<u>118,257.47</u>
119 Sick Pay Incentive Reserve						
Accumulated Reserves at Start of Year	143,876.51	143,876.51	143,876.51	143,876.51	143,876.51	137,020.46
Interest transfer to Reserves	2,440.27	2,464.00	2,464.00	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>146,316.78</u>	<u>146,340.51</u>	<u>146,340.51</u>	<u>143,100.51</u>	<u>143,100.51</u>	<u>143,876.51</u>
120 Strategic Projects Reserve						
Accumulated Reserves at Start of Year	185,993.80	185,993.80	185,993.80	185,993.80	185,993.80	245,557.51
Interest transfer to Reserves	2,949.83	3,185.00	3,185.00	5,460.00	5,460.00	9,078.29
Transfer from Muni	14,581.00	14,581.00	14,581.00	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>203,524.63</u>	<u>203,759.80</u>	<u>203,759.80</u>	<u>216,453.80</u>	<u>216,453.80</u>	<u>185,993.80</u>
121 Waste Management Facility and Plant Reserve						
Accumulated Reserves at Start of Year	8,134,428.23	8,134,428.23	8,134,428.23	8,134,428.23	8,134,428.23	5,824,493.70
Interest transfer to Reserves	157,077.15	139,363.00	139,363.00	238,908.00	238,908.00	255,039.32
Transfer from Muni	1,450,806.00	1,450,806.00	1,450,806.00	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>9,742,311.38</u>	<u>9,724,597.23</u>	<u>9,724,597.23</u>	<u>4,305,426.23</u>	<u>4,305,426.23</u>	<u>8,134,428.23</u>

City of BusseltonReserves Movement ReportFor The Period Ending 31 January 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
122 Port Geographe Development Reserve						
Accumulated Reserves at Start of Year	569,370.66	569,370.66	569,370.66	569,370.66	569,370.66	567,296.45
Interest transfer to Reserves	9,545.21	9,758.00	9,758.00	16,728.00	16,728.00	20,175.35
Transfer to Muni	0.00	0.00	0.00	(6,240.00)	(6,240.00)	(18,101.14)
	<u>578,915.87</u>	<u>579,128.66</u>	<u>579,128.66</u>	<u>579,858.66</u>	<u>579,858.66</u>	<u>569,370.66</u>
123 Port Geographe Waterways Management Reserve (SAR)						
Accumulated Reserves at Start of Year	3,265,183.14	3,265,183.14	3,265,183.14	3,265,183.14	3,265,183.14	3,295,493.00
Interest transfer to Reserves	55,059.01	55,937.00	55,937.00	95,892.00	95,892.00	121,137.83
Transfer from Muni	92,834.00	92,834.00	92,834.00	159,141.00	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>3,413,076.15</u>	<u>3,413,954.14</u>	<u>3,413,954.14</u>	<u>3,220,216.14</u>	<u>3,220,216.14</u>	<u>3,265,183.14</u>
124 Workers Compensation Contingency Reserve						
Accumulated Reserves at Start of Year	265,277.30	265,277.30	265,277.30	265,277.30	265,277.30	256,149.59
Interest transfer to Reserves	4,483.57	4,543.00	4,543.00	7,788.00	7,788.00	9,127.71
	<u>269,760.87</u>	<u>269,820.30</u>	<u>269,820.30</u>	<u>273,065.30</u>	<u>273,065.30</u>	<u>265,277.30</u>
126 Provenge Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	676,765.29	676,765.29	676,765.29	676,765.29	676,765.29	533,687.51
Interest transfer to Reserves	12,478.07	11,592.00	11,592.00	19,872.00	19,872.00	21,473.58
Transfer from Muni	74,683.00	74,683.00	74,683.00	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>763,926.36</u>	<u>763,040.29</u>	<u>763,040.29</u>	<u>707,541.29</u>	<u>707,541.29</u>	<u>676,765.29</u>
127 Infrastructure Development Reserve						
Accumulated Reserves at Start of Year	2,311,812.74	2,311,812.74	2,311,812.74	2,311,812.74	2,311,812.74	1,778,227.78
Interest transfer to Reserves	41,108.13	58,632.00	58,632.00	100,512.00	100,512.00	61,190.56
Transfer from Muni	0.00	0.00	0.00	99,740.00	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>2,352,920.87</u>	<u>2,370,444.74</u>	<u>2,370,444.74</u>	<u>1,039,429.74</u>	<u>1,039,429.74</u>	<u>2,311,812.74</u>
128 Vasse Newtown Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	406,921.35	406,921.35	406,921.35	406,921.35	406,921.35	358,407.29
Interest transfer to Reserves	7,558.66	6,972.00	6,972.00	11,952.00	11,952.00	15,925.03
Transfer from Muni	86,065.00	86,065.00	86,065.00	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>500,545.01</u>	<u>499,958.35</u>	<u>499,958.35</u>	<u>369,628.35</u>	<u>369,628.35</u>	<u>406,921.35</u>
129 Untied Grants Reserve						
Accumulated Reserves at Start of Year	1,109,692.00	1,109,692.00	1,109,692.00	1,109,692.00	1,109,692.00	0.00
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,109,692.00
Transfer to Muni	(1,109,692.00)	(1,109,692.00)	(1,109,692.00)	(1,109,692.00)	(1,109,692.00)	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,109,692.00</u>
130 Locke Estate Reserve						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	114,516.21
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	4,405.91
Transfer from Muni	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>

City of BusseltonReserves Movement ReportFor The Period Ending 31 January 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
131 Busselton Community Resource Centre						
Accumulated Reserves at Start of Year	63,513.21	63,513.21	63,513.21	63,513.21	63,513.21	36,750.07
Interest transfer to Reserves	1,267.79	1,085.00	1,085.00	1,860.00	1,860.00	1,869.08
Transfer from Muni	14,826.00	14,826.00	14,826.00	25,420.00	25,420.00	24,894.06
	<u>79,607.00</u>	<u>79,424.21</u>	<u>79,424.21</u>	<u>90,793.21</u>	<u>90,793.21</u>	<u>63,513.21</u>
132 CBD Enhancement Reserve						
Accumulated Reserves at Start of Year	14,489.92	14,489.92	14,489.92	14,489.92	14,489.92	0.00
Interest transfer to Reserves	508.66	245.00	245.00	420.00	420.00	285.37
Transfer from Muni	20,300.00	20,300.00	20,300.00	34,800.00	34,800.00	14,204.55
	<u>35,298.58</u>	<u>35,034.92</u>	<u>35,034.92</u>	<u>49,709.92</u>	<u>49,709.92</u>	<u>14,489.92</u>
133 Election, Valuation and Corporate Expenses Reserve						
Accumulated Reserves at Start of Year	35,798.78	35,798.78	35,798.78	35,798.78	35,798.78	0.00
Interest transfer to Reserves	1,430.47	616.00	616.00	1,056.00	1,056.00	798.78
Transfer from Muni	120,169.00	120,169.00	120,169.00	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>86,293.05</u>	<u>80,583.78</u>	<u>80,583.78</u>	<u>166,854.78</u>	<u>166,854.78</u>	<u>35,798.78</u>
134 Civic and Administration Centre Construction Reserve						
Accumulated Reserves at Start of Year	18,501,923.83	18,501,923.83	18,501,923.83	18,501,923.83	18,501,923.83	0.00
Interest transfer to Reserves	285,593.42	196,875.00	196,875.00	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	0.00	(4,590,000.00)	(4,590,000.00)	(9,180,000.00)	(9,180,000.00)	0.00
	<u>18,787,517.25</u>	<u>14,108,798.83</u>	<u>14,108,798.83</u>	<u>9,659,423.83</u>	<u>9,659,423.83</u>	<u>18,501,923.83</u>
Total Cash Back Reserves	<u>53,193,104.55</u>	<u>48,494,354.34</u>	<u>48,494,354.34</u>	<u>34,316,667.34</u>	<u>34,372,716.34</u>	<u>49,145,982.34</u>
Summary Reserves						
9101 Accumulated Reserves at Start of Year	49,145,982.34	49,145,982.34	49,145,982.34	49,145,982.34	49,145,982.34	28,134,985.16
9104 Interest transfer to Reserves	830,841.41	721,875.00	721,875.00	1,237,500.00	1,237,500.00	1,587,270.56
9102 Transfer from Muni	4,397,078.00	4,402,189.00	4,402,189.00	8,246,342.00	8,246,342.00	27,866,503.27
9103 Transfer to Muni	(1,180,797.20)	(5,775,692.00)	(5,775,692.00)	(24,313,157.00)	(24,257,108.00)	(8,442,776.65)
Closing Balance	<u>53,193,104.55</u>	<u>48,494,354.34</u>	<u>48,494,354.34</u>	<u>34,316,667.34</u>	<u>34,372,716.34</u>	<u>49,145,982.34</u>



10.3 Finance Committee - 3/03/2016 - BUDGET AMENDMENT - LOCAL GOVERNMENT GRANTS SCHEME

SUBJECT INDEX:	Emergency Services
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Environmental Services
ACTIVITY UNIT:	Ranger and Emergency Services
REPORTING OFFICER:	Manager, Environmental Services - Greg Simpson
AUTHORISING OFFICER:	A/Director, Planning and Development Services - Martyn Glover
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

This item was considered by the Finance Committee at its meeting on 3 March 2016, the recommendations from which have been included in this report.

PRÉCIS

The City has received an offer under the Local Government Grants Scheme (LGGs) to fund the construction of a new fire shed at Ambergate and for additions to the Wilyabrup fire shed to enhance the City's volunteer bushfire brigade. This report recommends that Council accepts the grant funding, and amends the 2015/16 Budget to enable works associated with upgrading the Wilyabrup Fire Shed to be undertaken during the current financial year.

As a site for a new fire shed at Ambergate has yet to be determined, DFES have indicated that the LGGs funding for a new Ambergate fire shed be rolled forward to allow for the determination of a site for the fire shed. The LGGs funding for the Ambergate fire shed can therefore be considered as a submission to the 2016/17 Draft Budget.

BACKGROUND

The Emergency Services Levy (ESL) provides funds through the LGGs to local government by way of capital grants to assist the provision of facilities for the City's Bush Fire Brigade services.

The City through its Bush Fire Advisory Committee regularly review resource requirements and each year submits an application to DFES for LGGs funding. Following assessment of the City's 2015 capital grant request, the government's Bush Fire Services Capital Grants Committee have approved capital grants under the LGGs for the purpose of constructing a new fire shed with one appliance bay and amenities for the Ambergate Fire Brigade (\$123,307) and a grant for training/amenity room additions to the Wilyabrup Bush Fire Brigade (\$77,273).

STATUTORY ENVIRONMENT

The LGGs capital funding enhances the City's volunteer Bush Fire Brigade capacity to respond to fire emergencies as part of a general responsibility for administration of the Bush Fires Act 1954.

Section 6.8 of the *Local Government Act 1995* refers to expenditure from the municipal fund not included in the annual budget.

RELEVANT PLANS AND POLICIES

The City's Bush Fire Strategic Plan was adopted in 2005 and is the overarching plan for the City's management of bush fire issues.

FINANCIAL IMPLICATIONS

The provision of a fire shed for the Ambergate Fire Brigade is considered necessary as the fire appliance for the Ambergate Brigade is currently housed on private property. However, the location of the fire shed has not been determined and it is recommended that a request be submitted to the Bush Fire Services Capital Grants Committee to roll forward the grant to the 2016/17 financial year, to allow time for Council to finalise the location of the Ambergate Fire Shed. This report recommends that Council accept the LGGs grant of \$123,307, with this amount to be considered further as a submission to the City's 2016/17 Draft Budget.

In order to maintain the integrity of Council's financial reporting, this report recommends an amendment to Council's 2015/2016 Budget to include the LGGs capital grant funding for the construction of training/amenity room additions to the Wilyabrup Bush Fire Brigade with this work to be completed in the 2015/16 financial year.

Revenue and corresponding expenditure for the works associated with the Wilyabrup Bush Fire Brigade training/amenity room additions is as follows:

Description	Account String	2015/2016 Adopted Budget	2015/2016 Amended Budget (Proposed)
Revenue			
Wilyabrup Bush Fire Brigade shed modifications	441-B9104-1215	0	(77,273)
Expenditure			
Wilyabrup Bush Fire Brigade shed modifications	441-B9104-3280	0	77,273
Net Exp/Rev		0	0

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

Consideration of this matter is consistent with Community Objective 6.3 - An organisation that is managed effectively and achieves positive outcomes for the community – of the City of Busselton Strategic Community Plan 2013.

RISK ASSESSMENT

An assessment of the potential implications of implementing the officer recommendations has been undertaken using the City's risk assessment framework. The assessment identifies 'downside' risks only, rather than 'upside' risks as well. There were no risks identified rated as medium or greater.

CONSULTATION

The City prepares the LGGs capital grant applications in consultation with the City's Bush Fire Brigades and the DFES South West region district officer.

In May 2012, DFES Planning and LGGs allocation branch also undertook a project to confirm the current housing arrangement and future requirements for LGGs funded appliances/vehicles for Bush Fire Brigades in consultation with the City and Bush Fire Brigades. The provision of a fire shed for the Ambergate Bush Fire Brigade was identified as one of a number of funding priorities.

OFFICER COMMENT

Capital grant funds are provided under the LGGs to enhance the Bush Fire Brigades defence/offence capacity to manage and respond to bushfires and provide greater community protection through improved facilities.

The capital grant offer for the construction of a training room and amenities for the Wilyabrup Bush Fire Brigade is part of the ESL funding procedures under the LGGs for the ongoing improvement of Bush Fire Brigade facilities and these additions can be completed in the current financial year. Therefore, an amendment to the 2015/16 Budget is required if the additions to the Wilyabrup fire shed is to be undertaken in the current financial year.

The provision of a new fire shed for Ambergate is also necessary as the Ambergate Fire Brigade appliance are currently housed on private land. While the development of a new fire shed in Ambergate is considered a priority there has been some delay in receiving funding as a location for the fire shed has not been confirmed.

Now that a LGGs funding offer has been received an investigation of suitable sites will be undertaken and a future report will be provided to Council on this matter. DFES are aware of the need to determine a site and have indicated that the LGGs funding allocated for the new Ambergate fire shed be rolled over to the 2016/17 financial year and pending determination of the sheds location.

CONCLUSION

This report recommends that Council accepts the LGGs capital grant funds and amends the 2015/16 Budget to enable construction of training/amenity room additions to the Wilyabrup Bush Fire Brigade in the current financial year, with the funding for a new fire shed at Ambergate to be considered as part of the 2016/17 Budget preparations.

OPTIONS

The Council may determine to not endorse the proposed amendment to the 2015/2016 budget to undertake the construction of training/amenity room additions to the Wilyabrup Bush Fire Brigade fire shed.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, an amendment to the 2015/2016 adopted budget will be processed by the 31 March 2016.

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

That the Council:

1. Accept the capital grant funding allocated under the Local Government Grants Scheme to fund the construction of a new fire shed at Ambergate and for additions to the Wilyabrup fire shed to enhance the City's volunteer bushfire brigade.
2. Endorses an amendment to the 2015/2016 adopted budget on the following basis:

Description	Account String	2015/2016 Adopted Budget	2015/2016 Amended Budget (Proposed)
Revenue			
Wilyabrup Bush Fire Brigade shed modifications	441-B9104-1215	0	(77,273)
Expenditure			
Wilyabrup Bush Fire Brigade shed modifications	441-B9104-3280	0	77,273
Net Exp/Rev		0	0

3. Accept the LGGS grant of \$123,307, with this amount to be considered further as a submission to the City's 2016/17 Draft Budget.

10.4 Finance Committee - 3/03/2016 - BUDGET AMENDMENT - FORESHORE WEST
LANDSCAPING AND BEACH ACCESS RAMP

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
BUSINESS UNIT:	Engineering and Facilities Services; Operations Se
ACTIVITY UNIT:	Engineering and Works Services
REPORTING OFFICER:	Engineering Management Accountant - Stephen Wesley
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Initial Project Site Layout Attachment B First Letter to WAPC - Gale Street Contribution Attachment C Project Concept Plan - Beach Access Ramp Attachment D Second Letter to the WAPC - Jolliffe Street Contribution Attachment E Cash-in-Lieu of Public Open Space - Planning Bulletin No.21 April 1997

This item was considered by the Finance Committee at its meeting on 3 March 2016, the recommendations from which have been included in this report.

PRÉCIS

This report seeks to amend the capital budget pursuant to the project titled "Foreshore West Landscaping - King Street Area" (C3138).

BACKGROUND

A project was recorded against the 2015/16 budget to complete landscaping and to provide a formalised beach access way at the far Western end of the Foreshore West development located at the northern end of Gale Street. **See Attachment A.** Unfortunately due to a mix up between various projects being considered at the time the project name included an erroneous reference to the "King Street Area" instead of to the correct reference as to the "Gale Street Area".

These works were to be funded from a Cash-In-Lieu of Public Open Space Development Contribution collected from a housing development in Gale Street. The projects preliminary scope of works was to include the following three aspects;

- a) Construct a beach access ramp (compliant with disability access regulation if feasible) with associated path tie-in to the existing pathway.
- b) Basic landscaping of the traffic islands along Geographe Bay road between Gale and High streets and,
- c) Some minor dune restoration including bollard type fencing and plantings.

In September a letter was sent to the West Australian Planning Commission (WAPC) seeking approval to undertake these works. **See Attachment B.**

Unfortunately, the city was notified that cash in lieu of public open space contributions could not be used within a Road Reserve and thus the landscaping of the traffic islands could not be funded from this source, and to a lesser extent it limited some anticipated sand dune rehabilitation works.

With regards to the ramp, from the detailed design phase, a combination of excessive cost, space availability (not impeding on the existing vehicle access way) and the gradient (fall) from the top of

the ramp to the beach, meant the only sensible option would be to construct a simple ramp without switchbacks. See **Attachment C**. This would mean that the ramp would unfortunately not comply with all aspects of the disability access regulation requirements, mostly associated with recommended gradients. This said, the ramp being proposed will be constructed from mod wood for greater longevity and durability and can be considered a big improvement for easier beach access, especially for the elderly, based on what exists presently.

Due to the above mentioned matters combined with a delay in making a conclusive decision the initial WAPC request was withdrawn.

In January a second letter was sent to the WAPC, See **Attachment D** this time seeking approval to use a Cash-In-Lieu of Public Open Space Development Contribution from a housing development in Jolliffe Street. This was deemed more appropriate for two main reasons,

1. The contribution totaled \$70,000 being more closely aligned with the estimated funding required, now exclusive of the landscaping.
2. The Gale Street contribution of \$102,000 is better placed to be applied to a future undertaking at the foreshore such as a specific element within the soon to be redeveloped Central Core.

Subsequent to the submission to the WAPC there was some concern that a portion of the path-tie-in to the beach access ramp would fall within the road reserve. See **Attachment E**. It has been estimated that approximately 35% of the exposed aggregate area would be within the road reserve and as such the City has agreed that the cost of this, estimated at approximately \$1,800 will be paid for by the City. This can be achieved as either;

- a) an over expenditure against the project or,
- b) via a journal to the footpath maintenance budget, or
- c) by a reduced draw down from the restricted funds account upon completion of the project.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

Town Planning and Development Act 1928, Section 20C outlines the purposes for which cash-in-lieu of public open space may be expended.

RELEVANT PLANS AND POLICIES

Planning Bulletin No.21 April 1997, **Attachment E** - Cash-in-Lieu of Public Open Space Policy DC 2.3 Public Open Space in Residential Areas.

FINANCIAL IMPLICATIONS

This report seeks to reduce the budget against; Foreshore West Landscaping - King Street Area (to be adjusted to Gale Street Area) from \$108,000 to \$70,000 to reflect a change to the Cash in Lieu Contribution being applied to fund the allowable proposed works.

This budget adjustment will have no financial implications on the City's overall financial position, and have no impact on net municipal funds.

STRATEGIC COMMUNITY OBJECTIVES**Well Planned, Vibrant and Active Places**

Item 2.1; A City where the community has access to quality cultural, recreation and leisure facilities and services.

This project will enhance the amenity of the popular Western End of the existing Foreshore West development.

Caring and Inclusive Community

Item 1.3; A community that supports healthy, active ageing and services to enhance quality of life as we age.

The City is providing a safer beach access option for a large number of elderly residents who are known to frequent the beach at this location.

RISK ASSESSMENT

There is a small risk to the City, as there is with all projects undertaken, that the final cost of the works could exceed budget. Based on the relatively simple nature of the works involved and preliminary quotes received to date this is deemed to be unlikely. If funding allows a bike rake maybe installed at this location.

CONSULTATION

City Officers have liaised with WAPC Officers in regards to securing approval to undertake the proposed works.

OFFICER COMMENT

Nil.

CONCLUSION

City Officers seek Councils approval to amend the budget accordingly, in order that works can be arranged and completed by the 30 June 2016.

OPTIONS

The Council could decide not to go ahead to construct a Beach Access Way at this location, and leave the amenity as it is. In this way, the contribution will not be applied and will remain as restricted monies to be used at a future date for an alternative purpose.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, the associated budget amendment will be processed within a month of being approved.

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

That Council endorses the following amendments to the 2015/16 budget:

Budget Account Number	Section	Description	2015/16 adopted budget	2015/16 proposed budget	Difference
545-C3138-1280-0000	Developer Contributions	Cash in Lieu of P.O.S.	-\$108,000.00	\$0.00	\$108,000.00
545-C3138-3280-0000	Foreshore West Landscaping - King Street Area	Contractors	\$108,000.00	\$0.00	-\$108,000.00
545-New-1280-0000	Developer Contributions	Cash in Lieu of P.O.S.	\$0.00	-\$70,000.00	-\$70,000.00
545-New-3280-0000	Foreshore West Access Ramp - Gale Street Area	Contractors	\$0.00	\$70,000.00	\$70,000.00
TOTAL			\$0.00	\$0.00	\$0.00

Attachment A: Original area for scope of works



16 September 2016

Western Australia Planning Commission
Level 6 Bunbury Tower
61 Victoria Street
BUNBURY WA 6280

Dear Sir

RE: APPROVAL SOUGHT FOR THE EXPENDITURE OF CASH IN LIEU OF PUBLIC OPEN SPACE CONTRIBUTION, LOT 500 GALE STREET, WEST BUSSELTON TO BE APPLIED AGAINST BUSSELTON FORSHORE IMPROVEMENTS, RESERVE 37207

In accordance with Development Control Policy 2.3 - Public Open Space in Residential Areas, the City of Busselton requests the Hon. Minister's approval to utilise developer contributions associated with Lot 500 Gale Street for the upgrade and improvement of nearby POS recreational infrastructure.

The City currently holds in Trust an amount of \$101,800.68 as cash in lieu of Public Open Space from a Gale Street residential development which is located only 564 meters from the Busselton Foreshore P.O.S where the City would like to appropriate the contributions received.

Item 1: Residential Development, 63 Gale Street POS Cash in Lieu, collected April 2011.



Item 2: Reserve 37207 (shown in red) and it's location from 63 Gale Street (blue box), approx. 564 meters from the driveway entrance to the foreshore.



Approval is sought to use the funds to undertake two separate projects within the nearby foreshore reserve # 37207 to enhance the amenity of the area.

Project 1- Construction of a universal (disability) beach access ramp

The ramp is to be located at the north end of Gale Street. The ramp is to be constructed from either timber or Mod wood made from recycled plastic. The ramp will conform to all disability access standards. Two disabled parking bays already exist near the proposed ramp location.

The ramp will need to be approximately 40 meters long and may require a switch back design based on the gradient from the sand dune down to the beach. Associated concrete infrastructure will also be built to tie the ramp in to the existing pathway linking it to the disables parking bays. The estimated cost of this ramp and all associated infrastructure will be in the range of \$70,000-\$90,000.

This section has been intentionally left blank

Aerial photo of proposed universal ramp, located at north the end of Gale Street.



Project 2- Balance of any leftover monies for reticulation of trees between Gale and King Street.

The City has an on-going issue with the establishment of young trees along the stretch of foreshore between Gale and King Streets. Each year a number of trees perish due to a lack of water due to their exposure to sea winds in this location. City employs endeavour to water these saplings using a mobile water truck over the summer months however it would be much more effective to water these trees via an extension to the existing reticulation system in the area.

The City seeks approval to use any leftover POS Cash in Lieu funds to undertake these works.

This section has been intentionally left blank

Aerial photo: 32 foreshore trees to be reticulated.



The Busselton Foreshore is the City's premier recreation reserve and is used extensively by locals and visitors alike.

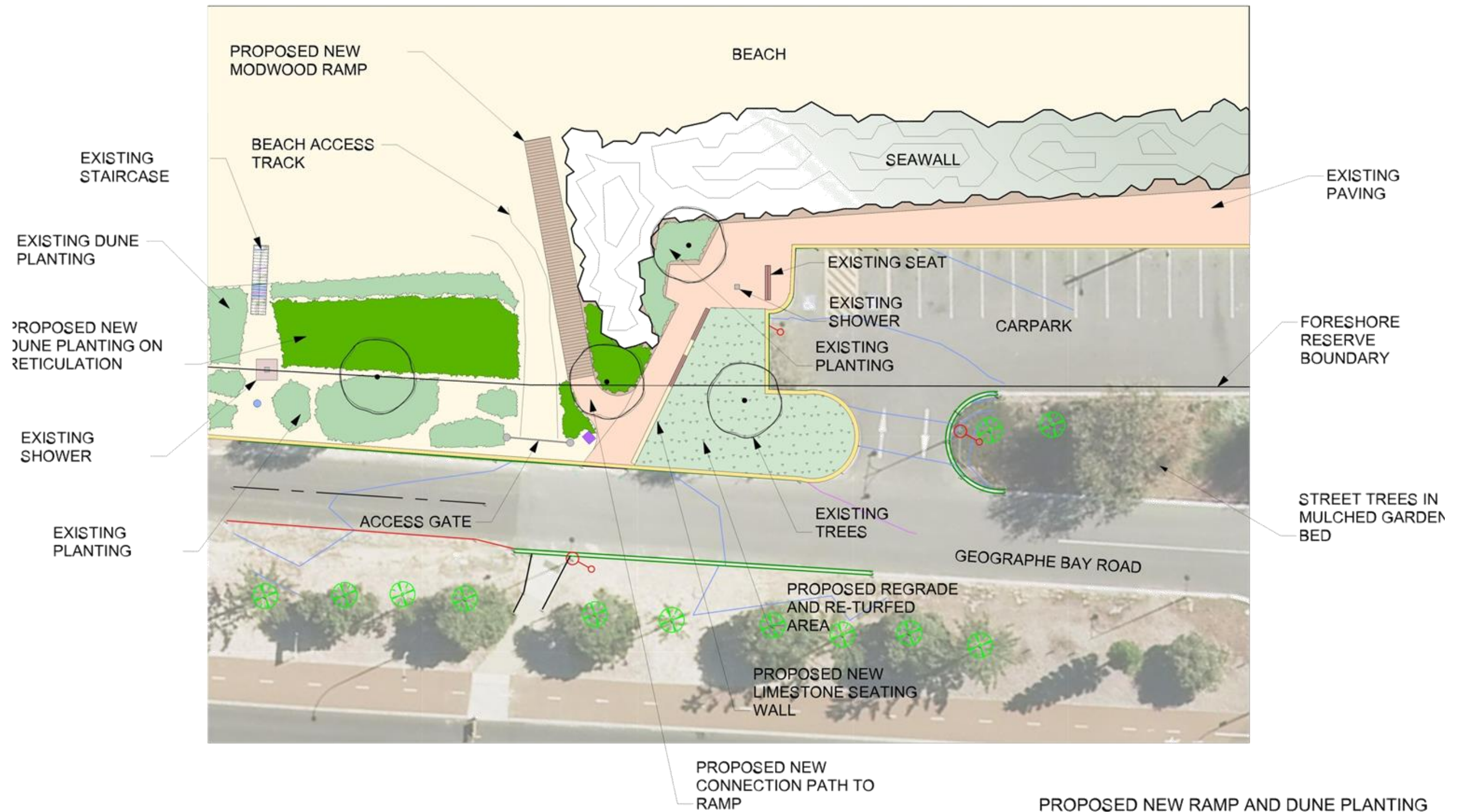
If WAPC approval is granted these works will be undertaken as part of the City's 2015/2016 works program.

Detailed designs of the disabled access ramp are currently being prepared and can be sent to the WAPC at a later date if requested.

Should you require any further information please do not hesitate to contact Stephen Wesley on 08 9781 0353 or via email Stephen.Wesley@busselton.wa.gov.au.

Yours faithfully

Oliver Darby
Director- Engineering Works & Services



PROPOSED NEW RAMP AND DUNE PLANTING
SCALE 1:200

20 January 2016

Western Australia Planning Commission
Level 6 Bunbury Tower
61 Victoria Street
BUNBURY WA 6280

Dear Sir

RE: APPROVAL SOUGHT FOR THE EXPENDITURE OF CASH IN LIEU OF PUBLIC OPEN SPACE CONTRIBUTION, LOT 70 JOLLIFFE STREET, WEST BUSSELTON TO BE APPLIED AGAINST BUSSELTON FORSHORE IMPROVEMENTS, RESERVE 37207

In accordance with Development Control Policy 2.3 - Public Open Space in Residential Areas, the City of Busselton requests the Hon. Minister's approval to utilise developer contributions associated with Lot 70 Jolliffe Street for the upgrade and improvement of nearby POS recreational infrastructure.

The City currently holds in Trust an amount of \$70,000 as cash in lieu of Public Open Space from a Jolliffe Street residential development which is located only 675 meters from the Busselton Foreshore P.O.S (reserve 37207) where the City would like to appropriate the contributions received.

Item 1: Residential Development, 13 Jolliffe Street POS Cash in Lieu, collected July 2008.



Approval is sought to use the funds to undertake a projects within the nearby foreshore reserve # 37207 to enhance the amenity of the area. This is the closest POS area from the development and the City has no plans to build more POS in this area, due to its close proximity to the Central Business District.

Please see attached a concept design of what is planned to be built.

Scope of planned works

A new mod-wood ramp providing beach access from the existing parking area and road will be build. It will be located at the north end of Gale Street and will tie in with the existing path head. There will also be bollards installed to protect the sand dune area and some planting and revegetation works will be carried out. All works will be carried out within the POS reserve area.

The estimated cost of this ramp and all associated infrastructure and landscaping will be \$70,000.

The Busselton Foreshore is the City's premier recreation reserve and is used extensively by locals and visitors alike.

If WAPC approval is granted these works will be undertaken as part of the City's 2015/2016 works program.

Should you require any further information please do not hesitate to contact Stephen Wesley on 08 9781 0353 or via email Stephen.Wesley@busselton.wa.gov.au.

Yours faithfully

Oliver Darby
Director- Engineering Works & Services

Planning Bulletin No.21 April 1997

Cash-in-Lieu of Public Open Space

1. Purpose

The purpose of this Bulletin is to outline the purposes for which cash-in-lieu of public open space given up under section 20C of the *Town Planning and Development Act 1928* may be expended.

This Bulletin is complementary to the following:

- *Policy DC 2.3 Public Open Space in Residential Areas*
- *Policy DC 4.1 Industrial and Commercial Subdivision*
- *Policy DC 3.4 Rural Land Use Planning Policy*
- *Advice Note No 2 of 1993 Review of Public Open Space Provision in Respect of Small Subdivisions.*

The Commission's public open space policy is also being reviewed as part of the preparation of the WA Community Code.

2. Introduction

The Western Australian Planning Commission is responsible for determining all subdivision applications under section 20 of the *Town Planning and Development Act 1928*.

Policy DC 2.3 states that for residential subdivision, 10% of the gross subdivisible area shall be given up free of cost by the subdivider for public open space purposes. This has been the basis of the Commission's public open space policy and practice in the State for many years, and follows the recommendations of the Stephenson/Hepburn *Plan for the Metropolitan Region in 1955*.

The Commission's policy is to ensure that the provision of public open space allows for a reasonable distribution of land for active and passive recreation. This includes smaller areas of public open space within easy walking distance of dwellings, larger parks and playing fields, bushland and other natural features. Public open space, as well as providing for recreation pursuits, can also develop a sense of neighbourhood identity and contribute to the quality of life in the metropolitan region and country towns.

The Commission may also require the provision of open space in industrial, commercial and rural subdivisions where there is a need to provide for passive and active recreation areas and protect environmental features as part of the subdivision design.

Land given up as public open space under section 20A of the *Town Planning and Development Act* is vested in the Crown as a "Reserve for Recreation". Following the creation of a Crown Reserve, the local government may apply for the vesting of the land and assume responsibility for its development and maintenance.

In special circumstances, land may be permitted to be transferred to the local government in fee simple. This can only occur if the local government requests the transfer at the time of the subdivision and the land is shown as reserved for public recreation in the Council's town planning scheme, or if the land is to be held in trust pending sale. The funds obtained from the sale of the land must then be expended on the purchase of other land in the vicinity for public open space.

The Commission may also be prepared to support an arrangement where up to one fifth of the required public open space may be given up as cash-in-lieu for development. The cash-in-lieu funds must then be used to develop the land which has been given up as public open space in the same subdivision.

3. Cash-in-lieu of Public Open Space

In some circumstances the provision of an area of land for public open space is not practical and it may be more appropriate for cash-in-lieu of public open space to be given for the following reasons:

- in small subdivisions, the provision of public open space may result in a small unusable area of land being set aside;
- there may be sufficient public open space already available in the locality;
- public open space may have been provided in earlier subdivisions; or
- open space is planned in another location by way of a town planning scheme or local structure plan.

Section 20C of the *Town Planning and Development Act* provides that a cash payment can be made by a landowner to a local government in lieu of all or part of the public open space contribution. The cash-in-lieu sum must represent the value of the portion of land to be given up. Provision of cash-in-lieu of land must also be approved by the local government and the Commission.

4. Determining a Cash-in-Lieu Sum

The value of cash-in-lieu is determined as a percentage of the market value of the *en globo* land from which the subdivision occurs. The

valuation is determined at the time of the Commission's approval (letter) to the subdivision.

The local government will, at the expense of the subdivider, seek a valuation of the land from the Valuer General's Office or a licensed valuer.

If either the subdivider or the local government disputes a valuation, the valuation may be varied by the parties or settled by an agreed method. Section 20C(5) and 20C(6) of the *Town Planning and Development Act* provide for arbitration if the parties dispute the valuation.

5. Procedures for Obtaining Approval to Cash-in-Lieu

The legislation does not presently allow the Commission to impose a specific condition requiring cash-in-lieu. Where the Commission is of the opinion that it would be more appropriate to require a cash-in-lieu contribution, it will impose a condition on the subdivision approval requiring a certain area of land to be shown on the Plan or Diagram of Survey as a 'Reserve for Recreation'. The Commission will advise the applicant in the approval that, subject to a further request, it may be prepared to allow a cash payment to the local government in lieu of ceding land for public open space.

The local government in making its comments to the Commission on a subdivision application may recommend that cash-in-lieu be provided. If the Commission agrees, it will impose a condition stating the amount of open space that is required and will advise the applicant that, as an alternative, cash-in-lieu may be provided. In this circumstance, it will not be necessary to seek the Commission's further approval to the payment of cash-in-lieu.

6. Appropriate Uses for Cash-in-Lieu Funds

Section 20C of the *Town Planning and Development Act* provides that cash-in-lieu funds received by a local government must be paid into a separate (trust) account. Under the *Local Government Financial Management Regulations 1996*, the account should clearly set out the purpose for which the money is held, the landholding from which it was obtained and the date on which it was paid to the local government.

Cash-in-lieu funds may be used in the following manner:

- for the purchase of land for parks, recreation grounds or open spaces generally, in the locality in which the subdivision is situated;

- in repaying loans raised by the local government for the purchase of such land; or
- with the approval of the Minister for Planning, for the improvement or development as parks, recreation grounds or open spaces generally of any land in the said locality vested in or administered by the local government for any of those purposes.

7. Requests for the Expenditure of Cash-in-Lieu

Requests to the Minister for Planning for the expenditure of cash-in-lieu should be submitted in the first instance to the Commission. The request should be accompanied by a map and schedule showing:

- the location and WAPC reference number of the subdivision from which the funds were obtained;
- the dollar value of funds obtained from the subdivision;
- the location of the proposed reserve where the funds are proposed to be expended;
- the nature of the proposed expenditure; and
- the program for the expenditure of the funds.

The Commission will refer the proposal to the Minister for his consideration.

8. Acceptable Uses for Expenditure of Cash-in-Lieu Funds

The intent of the Commission's Policy DC 2.3 is to ensure that there is appropriate land set aside and developed as functional open space within residential areas. Accordingly, expenditure of cash-in-lieu funds must be directly related to the use or development of the land for public open space purposes.

The land must be vested or administered for recreation purposes. Land held in fee simple by the local government should, as a prerequisite, be reserved for public recreation in the Council's town planning scheme.

The proposed development should be for uses to which the public has unrestricted access.

Acceptable expenditure for cash-in-lieu funds may be for:

- clearing
- seating
- earthworks
- spectator cover

- grass planting
- toilets
- landscaping
- change rooms
- reticulation
- lighting
- play equipment
- pathways
- fencing
- walk trails
- car parking
- signs relating to recreational pursuits

9. Unacceptable Uses for Expenditure of Cash-in-Lieu Funds

Use of cash-in-lieu would not normally be acceptable for:

- community halls or indoor recreation centres
- enclosed tennis courts
- bowling greens for clubs
- facilities for private clubs

and similar facilities where access by the general public is restricted.

10. Expenditure of Funds from the Sale of Section 20A Reserves

There may be occasions when the local government considers that an existing area of local public open space is not in a suitable location, or of an appropriate size, to meet the needs of the community. In such circumstances, local governments may wish to rationalise all or part of the open space and use the funds for other purposes.

The disposal of land set aside as a Section 20A reserve is governed by the *Land Act 1933*. The Department of Land Administration has issued a policy and guidelines on the use and disposal of Section 20A reserves entitled *Guidelines for the Administration of Section 20A Public Recreation Reserves*.

Under those guidelines, proceeds from the sale of Section 20A reserves may be used by the local government to acquire other land for public open space or may be spent on capital improvements to existing areas of open space.

The approval of the Commission is required for the disposal of any land which has been given up under Section 20A of the *Town Planning and Development Act*. The Commission will have regard to its policy on the provision of open space and the matters outlined in this Bulletin

prior to any approval being given.

11. Information and Comment

Enquiries concerning public open space and cash-in-lieu may be directed to the Ministry for Planning Business Unit or Regional Officer responsible for your region or area of the State.

Any written comments or suggestions concerning policy, practice and procedures in relation to public open space and cash-in-lieu may be directed (quoting File 1-1-1-12 Vol 2) to:

**Western Australian Planning Commission,
Albert Facey House,
469 Wellington Street
Perth. Western Australia 6000
Phone (08) 9264 7777**

10.5 Finance Committee - 3/03/2016 - ASSET MANAGEMENT UPDATE

SUBJECT INDEX:	Asset Management
STRATEGIC OBJECTIVE:	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	Asset Management
REPORTING OFFICER:	Asset Coordinator - Dan Hall
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

This item was considered by the Finance Committee at its meeting on 3 March 2016, the recommendations from which have been included in this report.

PRÉCIS

The purpose of this report is to provide an overview of the linkage between asset management plans expenditure and the Long Term Financial Plan (LTFP) and how the various infrastructure expenditure figures within the LTFP have been determined and the purpose for these amounts in the short, medium and long term.

BACKGROUND

The Government of Western Australia's Integrated Planning Framework (implemented in 2013) required local governments to develop a strategic community plan and corporate business plan by 30 June 2013.

The intention of the Integrated Planning process is to make councils more focussed on community aspirations and priorities, through increased and targeted community engagement and also to ensure a consistent "whole of organisation" approach to strategic and long term financial planning.

The corporate business plan is to integrate matters relating to resources, including asset management. With this ultimate goal in mind, asset management plans are required to be formulated outlining relevant information about each asset class such as location, size, value, condition and timing and cost of replacements /renewals of existing infrastructure.

The Integrated Planning Framework, brought about the need for the City to implement asset management plans for infrastructure assets – in particular Roads, Buildings and Parks and Gardens, which were considered to be the most critical to the City in terms of effective service delivery. These were adopted by the Council in June 2013, as per the requirements of Integrated Planning. The asset renewal expenditure for the ten years (2013/14 – 2022/23) recommended within the asset management plans were then used as the basis for the initial long term financial plan (2013/14 – 2022/23).

The Asset Management Plans for Roads, Buildings and Parks and Gardens provided the ten year renewal expenditure figures which were used in the LTFP. The figures in the initial LTFP associated with the remaining assets were based on asset management assessments of varying complexity dependent on the type and criticality of the asset.

The most notable outcome from the initial round of asset management planning in 2013, was the implementation of a specific rate increase for the purpose of road renewal. This involved a one per cent rate increase per year over a period of six years (2013/14 – 2018/19). This was to rectify the fifty year funding gap for the renewal of roads.

At the conclusion of year six the one per cent per year rate increase will cease, however the funds generated will remain quarantined for the express use initially of funding the renewal requirements for roads, with some money over time to assist with major upgrades and new infrastructure

The effects of this additional funding over the shorter term (ten years) are that the current backlog of works that have built up over time can be cleared. This will eliminate the worst condition roads (Condition eight, nine and ten, with 1 being as new and ten being end of life) from the prioritised projects list by Year ten. The ongoing effects of this being that intervention on poor condition roads can be undertaken earlier (at condition seven) at a reduced cost to the City.

Following the implementation of the initial LTFP, In 2014; the Council also adopted Asset Management Plans for Drainage and Footpaths and Cycle ways. These plans did not recommend any increase in the annual allocation over and above what was already allocated within the LTFP.

This shows a strategic approach by the Council in terms of balancing required works against affordability over the course of the ten years. The backlog will not be cleared over the course of one or two years; but it will be cleared in an effective and appropriate manner.

Other assets have since received various levels of assessment depending on the need and criticality of the asset. The amounts that are currently allocated through the LTFP for these assets are considered to be sufficient, as a minimum amount; to renew the assets over time on a like for like basis. Any large upgrades or large scale renewal of these assets would require any increase in funding for these areas.

Also through the Asset Management Plan process, where the need has become evident; funding policies have been developed to ensure the appropriate ongoing level of renewal for the relevant assets. Funding Policies have been developed for Roads and Footpaths and Cycleways. These policies have a bearing on long term planning as they place some parameters on the LTFP expenditure for these assets.

The purpose of the Footpaths and Cycle Ways Funding Policy is to provide a framework for the ongoing provision of Footpaths and Cycle Ways for the City of Busselton. The intention of this Policy is to outline the overall funds required to be directed towards footpaths and cycleways over a period of fifty years; the required split between new and renewal expenditure and timeframes for the construction of required new paths.

To accommodate the short and mid-term expenditure requirements for footpaths and cycle ways, the Council has committed to set aside a portion of Long Term financial Plan (LTFP) funds for the express use of renewal of footpaths and cycleways ; and an amount for construction of new paths and cycleways. This split will be administered through the annual budget process has been determined as seventy per cent new and thirty percent renewal. This split will be in place for the period 2015/16 – 2036/37.

At the conclusion of the 2036/37 financial year, the funds will revert to 100% renewal based.

In light of the fact that large funding gaps (based on existing levels of expenditure) are not expected to appear until around 2050, any additional income can be planned for in subsequent reviews of the paths and cycle ways asset management plan.

The current draft LTFP reflects the requirements of the Policy for the total pool of funds. Renewal is predominately allocated to footpaths in 2016/17 as these are seen as most critical based on current condition.

The intention of the Road Funding Policy is to ensure that all funds generated by the asset renewal rate increase as per the Council's Long Term financial Plan, plus any surplus of Council's existing own source renewal funding are transferred to and from the Road Asset Renewal Reserve. This will provide a clear understanding of the amount of funds generated and where they are spent and also allow for longer term planning of works to take place.

To address the roads funding gap, the Council has committed to an additional one per cent (1%) asset renewal rate increase to be generated annually over six (6) years commencing 2013/14.

From year seven (2019/20) and beyond the funds generated in 2018/19 will continue in perpetuity and will be allocated, on an annual basis; to the Roads Asset Renewal Reserve for the use of funding the renewal requirements for roads.

The funds allocated from year seven (2019/20) onwards will continue to compound on a yearly basis, based on the nominated rate increase for the given year as a percentage increase to the previous year's additional funding amount.

The "1% asset renewal rate increase" referred to in this policy relates to an increase on the 'base rate' from the previous financial year. This one per cent rate increase is to be utilized specifically for asset management, which is therefore over and above any other Council imposed increases between 2013/14 and 2018/19.

It is also in addition to any external State or Federal Government Funding as well as the Council's own source funding.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* S5.56 (1) requires the Local Government to develop a "plan for the future" and further detail in relation to this requirement is provided in regulation 19 of the *Local Government (Administration) Regulations*. The Local Government is required to have a corporate business plan linking to long term financial planning that integrates asset management, workforce planning and specific council plans (informing strategies) with a strategic plan.

RELEVANT PLANS AND POLICIES

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

FINANCIAL IMPLICATIONS

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

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

Some modelling undertaken within the Asset Management Plans has shown that no immediate increase in income is required for these assets. There is however, a need to increase the levels of renewal expenditure within existing expenditure levels as a priority over and above new and major upgrade expenditure.

This demonstrates instances where improvements can be made through changes in existing practices rather than increasing overall income. This has been the case for the majority of assets that have received asset management planning up to this point. This has been brought about by a conservative

approach whereby extra funds are only requested when all other avenues have been exhausted and there is absolute certainty that this is the best course of action.

The Roads modelling has shown a funding gap for which the Council has made provision to fund, as outlined within this report. A considered approach was undertaken on the way to making this decision, whereby officers undertook a series of workshops and presentations with the Council outlining what was causing the funding gaps and the options for rectifying these funding gaps.

The eventual course of action was to reduce this gap over time (ten years) as opposed to trying to reduce it over a shorter period of time. The ten year timeframe was chosen to minimise any resource bourdons in actually delivering the works on the ground.

With this in mind, the initial ten year period is in its third year and is achieving the initial reductions in backlog as planned. The challenge now is to ensure that the funds allocated for road renewal in 2013, maintain as such for the foreseeable future.

Long-term Financial Plan Implications

The infrastructure renewal figures presented within the various asset management plans (subsequently reflected in the LTFP) are all there for a specific purpose and any moving of money between assets or to other areas, will cause a ripple effect that will reduce the effectiveness of the city's asset management planning.

The use of allocated renewal funding for New or major upgrade needs to be kept to a minimum also so as not to dilute the funds spent on renewal over the ten years. Within major upgrade projects however, there can be an element of renewal of the existing assets within the project. From time to time Asset Management funding is utilized for this purpose.

Re-prioritizing of renewal works within the ten year plan has been undertaken and is simply undertaking some renewal activities before others. An example of this is the re-prioritizing of rural and urban works within the LTFP to increase the rate of renewal of narrow seal rural roads.

The proposed 60%/40% rural / urban funding split is set to begin in 2016/17 and has been recommended following a considered and detailed assessment of current and future road renewal requirements as set out by the Roads Asset Management Plan.

Renewal of the rural single lane seal roads is not intended to be undertaken at the expense of the worst condition urban roads and other minimum requirements for renewal, rather be undertaken in conjunction with these other required works.

This split will allow the city to expedite the renewal of the priority rural single lane seal roads over a period of five to seven years – with six years considered as the most appropriate timeframe.

Six years is considered to be the most appropriate timeframe as it provides an adequate balance between the rural single lane seal roads (60%) and the remaining minimum requirements works (40%). Although large groupings of works in urban areas will be reduced under this proposal, there will still be sufficient funds to renew the worst condition urban roads on an annual basis. As well as undertake other works such as gravel re-sheets and second coat seals.

The figures currently allocated within the LTFP are considered to be the minimum amount required to keep each of the asset classes in a serviceable to good condition and will allow the assets to be renewed in a staged manner over time.

It is important that the amounts allocated to each asset category for the purpose of renewing that asset, remain as such, so that the long term benefits of the planned renewals can be realized. Although in some instances (particularly for roads) there may be some to be large sums of money

allocated, each dollar has a purpose and is part of a larger plan to reduce (over time) the amount of poor condition roads within the City and then maintain the network at an overall better condition.

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City’s risk assessment framework. The assessment identifies ‘downside’ risks only, rather than ‘upside’ risks as well. Risks are only identified where the residual risk, once controls have been identified, is identified as ‘medium’ or greater. No such risks have been identified.

CONSULTATION

Nil

OFFICER COMMENT

In considering the current iteration of the LTFP, the Council needs to be mindful of all the elements that are associated or “sit behind” the asset renewal expenditure figures. These elements include asset management plans, funding policies and funds quarantined for a specific purpose.

The main elements to consider are as follows;

Footpaths and Cycle ways Funding Policy;

This policy provides a framework for the ongoing provision of Footpaths and Cycle Ways for the City of Busselton. The intention of this Policy is to outline the overall funds required to be directed towards footpaths and cycle ways over a period of fifty years; the required split between new and renewal expenditure and timeframes for the construction of required new paths.

The Renewal / new split has been set at seventy percent new and thirty percent renewal.

Roads Funding Policy;

This policy is to ensure that all funds generated by the asset renewal rate increase as per the Council’s Long Term financial Plan, plus any surplus of Council’s existing own source renewal funding are transferred to and from the Road Asset Renewal Reserve. This will provide a clear understanding of the amount of funds generated and where they are spent and also allow for longer term planning of works to take place.

Program to renew Rural Single Lane Seal Roads as a priority;

The proposed 60%/40% rural / urban funding split is set to begin in 2016/17 and has been recommended following a considered and detailed assessment of current and future road renewal requirements as set out by the Roads Asset Management Plan.

Existing LTFP figures considered as the minimum amount required to renew infrastructure assets on a ‘like for like’ basis over time.

All the documents, policies and previous Council decision essentially work together to set the direction for maintaining the city’s assets in the most cost effective and efficient manner.

CONCLUSION

As outlined within this report, there are many elements that make up the asset expenditure figures in the LTFP. These have been implemented through a considered approach and for the betterment of the cities infrastructure assets in the short, medium and long term.

The infrastructure renewal figures presented within the various asset management plans (subsequently reflected in the LTFP) are all there for a specific purpose and any moving of money between assets or to other areas, will cause a ripple effect that will reduce the effectiveness of the city's asset management planning.

OPTIONS

NA.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Council is only required to receive the officer's recommendation and as such, there is no timeframe for implementation of the officer's recommendation.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council:

1. Receive the Asset Management Update Report and note the linkage between current asset funding within the Long term Financial Plans and Asset Management Plans.

10.6 Finance Committee - 3/03/2016 - PORT GEOGRAPHE BANK GUARANTEE PAYOUT

SUBJECT INDEX:	Port Geographe
STRATEGIC OBJECTIVE:	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
BUSINESS UNIT:	Corporate Services; Finance
ACTIVITY UNIT:	Finance
REPORTING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

This item was considered by the Finance Committee at its meeting on 3 March 2016, the recommendations from which have been included in this report.

PRÉCIS

The City has entered into an agreement with the Administrators of Tallwood Nominees Pty Ltd, the former developer of the Port Geographe Development, for the payout of a number of bank guarantees relating to various stages of that development which have been handed over to the City. The purpose of this report is to allocate the monies which have been received by the City, which are unbudgeted, to various financial reserves held by the City for consideration for future expenditure when needed.

BACKGROUND

In the mid 1990's Tallwood Nominees Pty Ltd (Tallwood) purchased the Port Geographe Development which was then in its initial stages and has since then been the developer responsible for carrying out the Port Geographe Development on a staged basis until 4 August 2011 when Tallwood went into administration and PPB Advisory was appointed as Administrators. The Council has received numerous reports over the years regarding the progress of the Port Geographe Development, in relation to which there have been various issues, and the impact of the financial difficulties faced by Tallwood in progressing the development.

At the time Tallwood went into administration, Stages 3 and 4 of the Phase 2 of the Port Geographe Development were the stages that had been most recently completed. The City held the following bank guarantees in respect of the development:

Bank Guarantees	Purpose	Amount
St George Bank Bank Guarantee dated 17 March 2009	For public open space works and Stages 3 and 4 of Phase 2 of the Port Geographe Development.	\$1,200,000.00
St George Bank Bank Guarantee dated 17 March 2009	For outstanding civil and landscaping works for Stages 3 and 4 of the development (mainly drainage and streetscape works).	\$ 414,571.67
St George Bank Bank Guarantee dated 8 October 2008	In relation to dust management obligations throughout the whole Port Geographe Development	\$ 51,755.00
St George Bank Bank Guarantee dated 8 October 2008	In relation to various outstanding subdivisional works in Port Geographe primarily in Phase 1.	\$ 120,000.00
St George Bank Bank Guarantee dated 8 October 2008	For 24 month maintenance cost for landscaping works in Stages 1 and 2 of Phase 2 of the Port Geographe Development.	\$ 28,359.00
TOTAL		\$1,814,685.67

In the time that has passed since Tallwood went into administration, new agreements have been entered into with various parties to deal with remaining aspects of the Port Geographe Development including the management of the coastal structures and artificial waterways in Port Geographe and the transfer of the unsubdivided developable land in Port Geographe which was owned by Tallwood Nominees. These issues have been the subject of reports to Council and appropriate legal agreements and other arrangements.

The Administrators of Tallwood have been anxious to wrap up some remaining outstanding matters in relation to the Port Geographe Development. Thus the Administrators approached the City to consider entering into an agreement to resolve the outstanding bank guarantees for previously cleared stages of the Port Geographe Development.

The City indicated that it was prepared to enter into such an agreement, however, that it felt it would still need to rely on the vast majority of the monies held within those bank guarantees to pay for various outstanding works within the Port Geographe Development that had not been completed by Tallwood. Particular reference was made in this regard to the development and completion of public open space areas, drainage and streetscape works in Stages 3 and 4 of Phase 2 that were not completed at the time of clearance.

Ultimately the City and the Administrators of Tallwood entered into an agreement on 19 January 2016 whereby the City would claim upon the 5 bank guarantees listed above in full and in return for making a payment of \$100,000.00 to the Administrators, would be entitled to spend the remainder of the proceeds as the City saw fit. Thus soon after that agreement was entered into the City arranged to draw upon the bank guarantees referred to above and received a bank cheque for \$1,814,685.67 from St George Bank, and simultaneously made a payment of \$100,000.00 to PPB Advisory, the Administrators of Tallwood. Thus the City has in effect has \$1,714,685.67 in additional funds available to it to spend as the Council sees fit.

The agreement entered into between the City and the Administrators of Tallwood also involved the Western Australian Planning Commission (WAPC) as the WAPC held a separate bank guarantee in respect of certain matters relating to artificial waterways at Port Geographe. While the WAPC actually had the entitlement to the bank guarantee, it was in effect held by and regulated by the Department of Transport. The WAPC via the Department of Transport entered into a similar agreement in relation to their bank guarantee and received a net payment of \$230,000.00 in respect of that bank guarantee. The Department of Transport have requested the money be paid into the Port Geographe Waterways Management Reserve, seeing that as the most appropriate place to hold that money. Thus the Department have forwarded the \$230,000.00 to the City to be held in the Waterways Reserve.

Separately to this, the City also holds \$95,958.83 in Restricted Asset Accounts that relates to previously cleared stages of the Port Geographe Development. These monies are leftover amounts from bank guarantees that have previously been drawn down upon by the City for use for the completion of works in various previously cleared Port Geographe stages that have not been adequately completed by the developer. The biggest portion of this amount, \$67,560.00 relates to the bank guarantee that was drawn upon by the City to complete works on the Port Geographe Pedestrian Bridge. While there are still works that need to be completed on the bridge for which the bulk of this money will be required, this report is seen as an opportunity to “clean-up” the allocation of these monies which are held in restricted asset accounts and thus it is proposed that Council resolve to include these monies amongst the monies transferred to various Reserves for future works, primarily in the Port Geographe area.

STATUTORY ENVIRONMENT

Decisions relating to the receipt and expenditure, including reservation, of income outside of the City's Annual Budget process are dealt with under Section 6.8 (1) (b) of the Local Government Act 1995.

That section requires an Absolute Majority decision of Council for any proposed expenditure or allocations not included in the Annual Budget.

RELEVANT PLANS AND POLICIES

Not applicable.

FINANCIAL IMPLICATIONS

The net result of the proposals outlined in the Background section to this report is that the City will receive \$1,810,644.50 in unbudgeted income being the net result of the payout of the 5 bank guarantees listed in the Background section to the report, minus the \$100,000 paid to the Administrators of Tallwood Nominees and with the addition of the \$95,958.83 held in restricted asset accounts relating to previously paid out bank guarantees.

As discussed with the Finance Committee, there are various Port Geographe related needs to which some of these monies will need to be applied, particularly in Stages 3 and 4 of Phase 2 of the Port Geographe Development. However, there will still be considerable discretion for the Council as to the ultimate expenditure of a substantial portion of these monies.

The City holds two Financial Reserves in relation to Port Geographe. The Port Geographe Waterways Management Reserve primarily receives monies from the Specified Area Rate that is raised in relation to Port Geographe in order to pay for the waterway management costs associated with the artificial waterways in the development. Thus the purpose of that Reserve is solely to fund the City meeting its obligations under the Waterway Management Deed that relates to the Port Geographe subdivision area. The current balance of that Reserve is \$3, 407,082.

The Port Geographe Development Reserve has a purpose being to provide for costs associated with the Port Geographe Development. The current balance of that Reserve is \$575,635.

The City also two other Reserves that may be relevant in the context of this report. The Infrastructure Development Reserve has been set up for the purpose of setting aside funds to facilitate the identification, design and development of new infrastructure and other capital projects and has a current balance of \$2,339,588. The City also has a Legal Expenses Reserve to provide for any legal expenses or contingency involving the City and that has a current balance of \$312,668.

Long-term Financial Plan Implications

The receipt of untied monies has some potential to have a minor positive impact on the Long-term Financial Plan.

STRATEGIC COMMUNITY OBJECTIVES

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

The recommendations in this report are to put the monies referred to in this report into various Reserve accounts for consideration for future planned expenditure. In this way the recommendations seek to ensure the current and future needs associated with the Port Geographe Development are properly considered before any final decisions are made about expenditure of these monies and thus it is not seen that any medium or high level risks would arise from the recommendations contained in this report.

The fact that the City has entered into a binding legal agreement with the Administrators of Tallwood Nominees which contains a provision acknowledging that the expenditure of the monies drawn down from the Port Geographe bank guarantees is totally at the discretion of the City removes any legal or compliance risks to the City associated with the expenditure of those monies.

CONSULTATION

Not applicable, although it should be noted that the recommendation at this stage include the monies within various Reserves enables there to be future consultation regarding the ultimate expenditure of those monies if thought appropriate by the Council.

OFFICER COMMENT

The agreement which has been entered into between the City and the Administrators of Tallwood gives the City complete discretion as to the expenditure of the funds which the City has now received as a result of the draw down of various bank guarantees associated with the completed stages of the Port Geographe Development.

In discussions with the Council and the Finance Committee, it has been acknowledged on a number of occasions that considerable resources, primarily of a legal nature, have gone into the resolution of issues relating to the Port Geographe Development over the years. These resources include both considerable senior officer time as well as thousands of dollars of external legal expenses. These resources have been needed to ensure that the protection of the interests of the ratepayers of the City regarding the considerable expenses it could have been exposed to as a result of problems with the development. For these reasons it is seen as appropriate to use a portion of the monies which are now available to the City to replenish the Legal Expenses Reserve.

Based on previous experience, if the City was to be faced with a very large legal action which it had no choice but to become involved in and sought to rely on the Reserve for this purpose, it may well need to have around \$500,000 available to it. Thus it is proposed that \$210,644.50 of the monies which are now available to the City be paid into the Legal Expenses Reserve.

In discussion at the Finance Committee, it was acknowledged that there are still a number of outstanding matters in otherwise completed stages of the Port Geographe Development on which some expenditure will be required. This includes some drainage, streetscape and public open space works in Stages 3 and 4 of Phase 2 of the development as well as some more relatively minor works to the Port Geographe Pedestrian Bridge. In addition to this, there are a number of works suggested by the Port Geographe Landowners Association and other residents and groups within Port Geographe on which the money might be spent including various footpath and public open space works.

For these reasons, it is proposed that approximately two thirds of the remainder of the monies be put into the Port Geographe Development Reserve. This Reserve is the most appropriate place to hold monies that may be spent in the future for completion of outstanding works within the completed stages of the Port Geographe Development as well as other works associated with making

the development more functional and effective or otherwise improving the amenity of the area. Thus it is proposed \$1,066,000 be put into the Port Geographe Development Reserve.

It is proposed that the remainder of the monies, being \$534,000 be put into the Infrastructure Development Reserve. The Infrastructure Development Reserve has a broad purpose in setting aside funds for any future new infrastructure or other capital works project. Money contained in the Infrastructure Development Reserve could still be spent on new infrastructure in the Port Geographe area, however, it is not limited to being spent on costs associated with the Port Geographe Development. Thus this is seen as the most appropriate place in which to hold this portion of the bank guarantee funds.

Councillors are also requested to pass a Resolution in respect of the \$230,000 received from the Department of Transport, being the proceeds of the WAPC bank guarantee which the Department have requested be paid into the Port Geographe Waterways Management Reserve. The addition of \$230,000 of State Government monies to the Waterways Management Reserve is of course ultimately beneficial to the City, in that it means there is more money to provide for possible future costs associated with artificial waterway management.

CONCLUSION

The City is in receipt of \$1,810,644.50 in unbudgeted funds and it has complete discretion for the ultimate expenditure of those monies. It is proposed that those monies be put into various Reserves to enable future consideration of the most appropriate manner in which those monies should be spent. In addition to this, the Department of Transport has forwarded \$230,000 to the City which it wishes to be paid into the Port Geographe Waterways Management Reserve.

OPTIONS

In relation to the \$1,810,644.50 the City has complete discretion regarding the expenditure of money and thus an extensive range of options as to how that money could be spent. The Officer Recommendation, however, is considered most appropriate as it is simply proposing to hold the money in various Reserves for future expenditure consideration, noting that the Council would always have the discretion, by absolute majority decision, to alter the Reserves in which that money is held if it felt it necessary to do so in the future.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

All the necessary accounting transactions will be completed within 28 days of the Council resolution.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council endorses the following amendments to the 2015/16 budget:

Budget Account Number	Section	Description	2015/16 adopted budget	2015/16 proposed budget	Difference
-					
200-11104-1751-0000	Port Geographe	Sundry Income	\$0.00	-\$1,814,685.67	-\$1,814,685.67
200-11104-1751-0000	Port Geographe	Sundry Income	\$0.00	-\$230,000.00	-\$230,000.00
200-11104-3676-0000	Port Geographe	Sundry Expenses	\$0.00	\$100,000.00	\$100,000.00
Equity Transfer	Restricted Assets / Contributions	Bank Account Internal Transfer	\$0.00	-\$95,958.83	-\$95,958.83
Equity Transfer (Res. 111)	Legal Expenses Reserve	Transfer to Reserves	\$9,084.00	\$219,728.50	\$210,644.50
Equity Transfer (Res. 122)	Port Geographe Development Reserve	Transfer to Reserves	\$16,278.00	\$1,082,278.00	\$1,066,000.00
Equity Transfer (Res. 123)	Port Geographe Waterways Management Reserve	Transfer to Reserves	\$255,033.00	\$485,033.00	\$230,000.00
Equity Transfer (Res. 127)	Infrastructure Development Reserve	Transfer to Reserves	\$200,252.00	\$734,252.00	\$534,000.00
TOTAL			\$480,647.00	\$480,647.00	\$0.00

10.7 Audit Committee - 10/03/2016 - COMPLIANCE AUDIT RETURN 2015

SUBJECT INDEX:	Reporting and Compliance
STRATEGIC OBJECTIVE:	Governance systems that deliver responsible, ethical and accountable decision-making.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Manager, Governance Services - Lynley Rich Director, Finance and Corporate Services - Matthew Smith
AUTHORISING OFFICER:	Chief Executive Officer – Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Compliance Audit Return 2015 Attachment B Auditor's Overview Report

This item was considered by the Audit Committee at its meeting on 10 March 2016, the recommendations from which have been included in this report.

PRÉCIS

The Compliance Audit Return relating to the activities of the City of Busselton during 2015 has been completed. The return is a statutory obligation and covers a range of requirements under the *Local Government Act 1995* and various Regulations.

The completed Compliance Audit Return is attached to this report for the consideration of the Council. The return is recommended for adoption, after which it will be forwarded to the Department of Local Government and Communities as required by the 31 March 2016.

BACKGROUND

The Compliance Audit Return is one of the tools enabling a local government to monitor how the organisation is functioning. An external auditor was engaged to verify the organisation's compliance to enable independent oversight of the process.

The compliance assessment is an organisational performance measurement "Compliance Assessment – Measure – Report from external inspector as to City's compliance as provided by the Department of Local Government".

STATUTORY ENVIRONMENT

The Statutory Compliance Return is required pursuant to Section 7.13(i) of the *Local Government Act 1995* and Audit Regulations. The Audit Regulations require that the audit results are presented to the Audit Committee for reporting to the Council.

The audit examines a range of systems and processes of the local government that are established to ensure compliance with the relevant legislation. It is noted that some of these systems and processes will require review and updating, for example gift disclosure forms and annual report forms, as a result of recent changes to legislation and new processes will need to be implemented.

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

Costs associated with the appointment of the external auditor were expected and included in the 2015/16 budget.

Long-term Financial Plan Implications

NA.

STRATEGIC COMMUNITY OBJECTIVES

The compliance assessment is one of the mechanisms that enables the organisation to ensure that it has governance systems that deliver responsible, ethical and accountable decision-making.

RISK ASSESSMENT

The whole process of the compliance assessment is about identifying risks to the organisation where non-compliant activities have potentially occurred.

CONSULTATION

The questions listed in the compliance return provided by the Department of Local Government and Communities have been responded to by designated council staff responsible for the actions required to comply with the appropriate legislation. The Auditor, Lindsay Delahaunty, was required to review the appropriateness of responses provided in the return and inspect any supporting documentation and registers to ensure the action taken was appropriate, accurate and meets the requirements of the legislation.

OFFICER COMMENT

The attached Compliance Audit Return demonstrates that the organisation has a good understanding of statutory requirements and has applied the correct interpretation to these requirements. The return, and therefore the auditor, examined the organisation's processes and records relating to:

- Commercial Enterprises by Local Government;
- Delegation of Power/Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct;
- Tenders for providing Goods and services.

The external auditor advised that during the course of the audit he reviewed various registers and supporting documentation. This demonstrated that a correct interpretation exists at the City of the various provisions of the Local Government Act and Regulations, fostering a desirable culture of compliance. All of the Council records viewed during the audit had been well maintained and found to be accurate and of a high standard.

Only one minor matter was raised during the audit, whereby a delegation to a Committee did not identify the requirement for an absolute majority decision of Council to be achieved. However, as the absolute majority was achieved, the matter was still assessed to be compliant.

In response to staff's identification of the issue, the auditor stated that it is noted that the Council adopted revised governance arrangements and terms of reference for the Meelup Regional Park Management committee at its meeting held 14th October 2015. This decision was not carried by absolute majority as required, due to a human error in the report presented to the Council. The motion was fortunately carried 8/1 which would have met the absolute majority requirements had that been requested. This matter should be rectified when the Council undertakes its annual review of delegations in June 2016.

CONCLUSION

It is recommended that the Council adopt the return for submission to the Department of Local Government and Communities.

OPTIONS

The option that would be available to the Council in order to comply with the requirement to lodge the return with the Department of Local Government and Communities by the end of March would be to query any of the responses provided and recommend a different response to the Department prior to adopting the return for submission.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The certified return must be lodged with the Department of Local Government and Communities by 31 March 2016.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council:

1. accepts the report from Mr Lindsay Delahaunty in relation to his assessment of the City's compliance in 2015;
2. adopts the Compliance Audit Return 2015;
3. authorises the Mayor and Chief Executive Officer to sign the joint certificate.

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities**Busselton - Compliance Audit Return 2015****Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	Yes	A Business Plan was prepared relating to the 'Busselton Regional Airport Redevelopment'. No other major trading undertakings were contemplated.	Mike Archer
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Mike Archer
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Mike Archer
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	Yes	The notice of the 'Busselton Regional Airport Redevelopment' major trading undertaking was advertised from 8 July 2015, including in the West Australian newspaper as required.	Mike Archer
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	Yes	The Council resolved to proceed with the major trading undertaking for the 'Busselton Regional Airport Redevelopment' by absolute majority at its meeting of 26 August, 2015.	Mike Archer

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes	10 June 2015 (C1506/161) and 14 October 2015 (C1510/294 and C1510/296) by absolute majority. While the report does not specify the absolute majority relating to the Meelup Committee's delegation, the vote did achieve an absolute majority as required	Lynley Rich
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Lynley Rich
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Lynley Rich
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Lynley Rich
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	Yes	10 June 2015 (C1506/161)	Lynley Rich
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Lynley Rich
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	10 June 2015 (C1506/161) by absolute majority	Lynley Rich
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Lynley Rich
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Lynley Rich
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Lynley Rich
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Lynley Rich
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes	10 June 2015 (C1506/161) and by the CEO on 15 June, 2015	Lynley Rich
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Lynley Rich
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Lynley Rich
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Lynley Rich
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Lynley Rich
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes	Three new elected members were elected in October 2015. All primary returns were lodged prior to the expiration of three months in January 2016.	Lynley Rich
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Lynley Rich
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Lynley Rich
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Lynley Rich
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Lynley Rich
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Lynley Rich
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Lynley Rich
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes	The returns from three former elected members were removed following the October 2015 election. Returns from staff whose employment has ceased have also been removed.	Lynley Rich
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Lynley Rich

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Lynley Rich
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Lynley Rich
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Lynley Rich
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Lynley Rich

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Mike Archer
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Mike Archer

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes	An electoral gift register exists, however, no disclosures of gifts were made in relation to the 2015 ordinary local government election.	Lynley Rich

Finance

No	Reference	Question	Response	Comments	Respondent
----	-----------	----------	----------	----------	------------

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Council resolutions C1510/294 and C1510/275 from 14 October 2015 and 19 October 2015 (members) by absolute majority.	Matthew Smith
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Matthew Smith
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Registered Company Auditors Nos. 225698 and 308235.	Matthew Smith
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Council resolution C1310/265 (9th October 2013) carried by absolute majority.	Matthew Smith
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes	On-site component of audit finalised on 11th September 2015, with Auditor's report received on 1st October 2015.	Matthew Smith
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes	Auditor's report was received on 1st October 2015.	Matthew Smith
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Matthew Smith
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Matthew Smith
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Matthew Smith
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	Refer Audit Agreement dated 4th November, 2013.	Matthew Smith
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes	Refer Audit Agreement dated 4th November 2013.	Matthew Smith
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Refer Audit Agreement dated 4th November 2013.	Matthew Smith

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Refer Audit Agreement dated 4th November 2013.	Matthew Smith
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes	Refer Audit Agreement dated 4th November 2013.	Matthew Smith

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Mike Archer
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Mike Archer
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Mike Archer
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Mike Archer
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Mike Archer

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes	The Director, Finance and Corporate Services, Matthew Smith is the complaints officer.	Matthew Smith
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes	Note: No complaints were received in relation to the period covered by the Return.	Matthew Smith
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Matthew Smith
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Matthew Smith
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Matthew Smith
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Matthew Smith

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes	Analysis of the City's supplier payments for the 2015 calendar year undertaken	Matthew Smith
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes	Analysis of the City's supplier payments for the 2015 calendar year undertaken	Matthew Smith
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes	A copy of the Statewide public notice of each invitation to tender is included in the Tender Register	Matthew Smith

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes	See copies of the Statewide public notices for each invitation to tender in the Tender Register	Matthew Smith
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes	Records were kept of each person requesting tender documents and each such person was notified in writing of any variation	Matthew Smith
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes	Only hard copy tenders were allowed to be submitted. All tenders received remained sealed and were kept in a locked 'tender box' until the tender closing time. Members of the public were at all times allowed to attend tender openings. Other relevant details are in the Tender Register	Matthew Smith
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes	All tenders not submitted at the place and within the time specified in the invitation for tenders, were marked as such and rejected and copies have been maintained within the City's records	Matthew Smith
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	See written reports of evaluation panels for all tenders which are in the City's records system (electronic tender files). Evaluation reports formed the basis of all tender award decisions - evaluation report attached to Council report or memo to CEO as applicable	Matthew Smith
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes	See the Tender Register	Matthew Smith

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	Except for RFT03/15, RFT08/15, RFT10/15 and tenders which are still under evaluation, notices advising particulars of the successful tenders or advising that no tender was accepted were sent to each tenderer. In respect of RFT03/15, RFT08/15 and RFT10/15 each tenderer was advised of the name of the successful tenderer but not with particulars of the contract price	Matthew Smith
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes	The only time the City followed the preliminary selection process under Reg 21 & 22, was in relation to RFT05/15 - Construction of the City of Busselton New Admin and Civic Building	Matthew Smith
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Matthew Smith
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes	See the Tender Register	Matthew Smith
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes	See correspondence in City's records system (electronic tender file)	Matthew Smith
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	Yes	Under RFT06/15 the City of Busselton invited applicants for a panel of pre-qualified suppliers to establish an Engineering Consultancy Panel. The relevant Statewide public notice was published 20 June 2015 with the closing date for submissions 21 July 2015 but, prior to the panel being established, the changes to F&G Regs in relation to panels of pre-qualified suppliers came into effect on 1 October 2015 and the City decided not to proceed with establishing a panel and subsequently cancelled RFT06/15. All persons submitting a proposal were notified accordingly	Matthew Smith

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	The City has not invited any submissions for or sought to establish any panels of pre-qualified suppliers in accordance with Division 3 of the F&G Regs	Matthew Smith
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	The City has not invited any submissions for or sought to establish any panels of pre-qualified suppliers in accordance with Division 3 of the F&G Regs	Matthew Smith
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	The City has not invited any submissions for or sought to establish any panels of pre-qualified suppliers in accordance with Division 3 of the F&G Regs	Matthew Smith
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	The City has not invited any submissions for or sought to establish any panels of pre-qualified suppliers in accordance with Division 3 of the F&G Regs	Matthew Smith
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	The City has not invited any submissions for or sought to establish any panels of pre-qualified suppliers in accordance with Division 3 of the F&G Regs	Matthew Smith
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A	The City has not established any panels in accordance with this regulation	Matthew Smith
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A	See question 21 above	Matthew Smith
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	Yes	On all occasions that regional price preference was applied in 2015, the City's policy adopted in 2010 was complied with	Matthew Smith
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	City's current policy adopted in 2010	Matthew Smith

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	N/A	The City has a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less. Subject to relevant exemptions under the F&G Regs, the City publicly invites tenders for the supply of goods and services in accordance with Part 4 of the F&G Regs where the consideration under the contract is, or is expected to be, \$100,000 or more. Despite the changes to the F&G Regs which came into effect on 1 October 2015, the City continued to maintain the same purchasing requirements and thresholds for the remainder of 2015. The City will operate in accordance with new purchasing thresholds only after a revised purchasing policy is adopted by the Council in March 2015	Matthew Smith

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Busselton_____
Signed CEO, Busselton

LINDSAY DELAHAUNTY CONSULTING

AUDIT REPORT ON THE CITY OF BUSSELTON COMPLIANCE RETURN 2015

Introduction

The period covered by this return is from 1st January 2015 to 31st December 2015. Questions are set by the Department of Local Government and Community, as part of a self-assessment process on compliance standards maintained by the City, under various legislative processes prescribed by the Local Government Act 1995 and various Regulations during a given calendar year.

The questions listed in the compliance return provided by the Department have been responded to by designated council staff responsible for the actions required to comply with the appropriate legislation.

Brief

This Audit is required to review the appropriateness of responses provided in the return and inspect any supporting documentation and Registers to ensure the action taken is appropriate, accurate and meets the requirements of the legislation.

General comments on the Return

The responses supplied in the draft return were found to be accurate, timely and demonstrated correct interpretation of the relevant legislation. The supporting registers and documentation were found to be of a high standard and recorded relevant information. The writer of this report was suitably impressed with the enthusiasm and knowledge displayed by the staff and the high standard of records inspected.

The Compliance Return supplied by the Department of Local Government and Communities for 2015 covered the following areas of the Act:-

- Commercial Enterprises by Local Government;
- Delegation of Power/Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct;
- Tenders for providing Goods and services.

The Audit was carried out on site on Thursday 3rd March 2016 with some preliminary and post work carried out online, leading to the preparation of this report. All supporting documentation was readily made available during the Audit and explanations provided where required.

Details of the areas covered by the Audit are elaborated on in the following information.

Commercial Enterprises by Local Government

The only occasion the City was required to comply with section 3.59 of the Act was the preparation of a detailed business plan on the “Busselton Regional Airport Redevelopment”. This plan was approved by the Council and advertised for public comment in the West Australian newspaper on 8th July 2015.

The Council resolved by absolute majority to proceed with the project at its meeting on the 26th August 2015. Work on the project is still ongoing.

Delegation of Power and Duty

All delegations undertaken by the Council to Committees and the CEO were made in accordance with the Act and correctly recorded. The Council reviewed all delegations at its Council Meeting held 6th June 2015 in accordance with sections 5.18 & 5.42.

The CEO did “on-delegate” some decisions to be made by other senior staff which was in writing and recorded in the register accordingly.

When decision making was made on behalf of the Council it was duly reported and a public record maintained.

It is noted that the Council adopted revised governance arrangements and terms of reference for the Meelup Regional Park Management committee at its meeting held 14th October 2015 (C1510/294 and C1510/296). This decision was not carried by absolute majority as required, due to a human error in the report presented to the Council. The motion was fortunately carried 8/1 which would have met the absolute majority requirements had that been requested. This matter should be rectified when the Council undertakes its annual review of delegations in June 2016.

Disclosure of Interest

During the year under review there were limited occasions where financial or impartiality interest was declared. All conditions laid down under the Act were complied with and recorded accordingly.

All members and required staff have delivered annual returns within the prescribed time frame, signifying their ongoing or new interests for the period under review. These returns have been filed in a register and were viewed during the Audit.

Primary returns were also received from three new members elected in October 2015 in the time frame prescribed.

Having viewed the register of interest it was apparent there is a clear understanding of the legislative requirements in this area by both members and staff.

In accordance with section 5.103 of the Act and regulation 34b the CEO has maintained a register of all gifts received by members and staff. There is clear evidence of diligent compliance with the City's adopted policy, due mainly to the growing number of events promoted and sponsored by the City.

Disposal of Property

There were four occasions the City gave consideration to lease property.

- Jet Fuel Facility at Busselton Regional Airport;
- Commercial Lease at the Geographe Leisure Centre;
- Appleshak Café at the Geographe Leisure Centre;
- Health Suite at the Geographe Leisure Centre.

In accordance with section 3.58 these proposals were all advertised in the local paper.

Elections

The bi-annual General Election was conducted by the State Electoral Commission in October 2015. The CEO did establish an electoral gift register; however no record of gifts was recorded by candidates participating in the election.

Finance

The Council established an Audit Committee in accordance with the Act and delegated powers to that committee under Part 7 of the Act at its meetings held 14th and 19th October 2015 (C1510/294 & C1510/275).

The Council appointed registered auditors Mr Tim Partridge (2256398) and Mrs Maria Cavallo (308235) from AMD Chartered Accountants, at its meeting held 9th October 2013 (C1310/265) for a period of 5 years and was carried by absolute majority.

The Annual Audit Report was received by the Council on 1st October 2015 with no major issues being listed for action.

The audit objectives, scope, and plan had been previously agreed to by the Council on the 4th November 2013.

Local Government Employees

Due to no recruitment requirements arising during this period for CEO or Designated Senior Employees there was no action required in this area.

Official Conduct

In accordance with section 5.120 of the Act, the Director of Finance and Corporate Services was appointed Official Complaints Officer. Fortunately he was not required to act in this capacity as there was no official complaint received during the period under review. The Audit was able to review the Complaints Register and confirms it is correctly maintained.

Tenders for providing goods and services

During the period under review there were numerous occasions where the Council was required to call tenders for the provision of goods and services. On all occasions State wide public notice was given and correct procedures followed as prescribed in section 3.57 of the Act and the Functions and General Regulations.

The Tender Register was reviewed during the audit and found to be maintained in accordance with the Act and Regulation provisions.

It was noted that during the year the regulations were amended to lift the level requirement to go to tender from \$100,000 to \$150,000. The City has continued to work with the \$100,000 level for the period and will soon be putting a report to the Council to consider a policy amendment to \$150,000.

The Council does have an existing Regional Pricing Policy adopted by the Council in 2010 (C1012/415) and was complied with during the period under review.

Only on one occasion did the City call for Expressions of interest; and that was for the construction of a new administration and civic building. In accordance with regulation 21 & 22 of the Functions and General Regulations, a short list was formed before going to tender. This was appropriately recorded in the Tender Register.

Although the City did advertise Statewide (RFT06/15) to establish an Engineering Consultancy Panel it decided to not proceed with the formation of same and notified applicants accordingly. This action is in accordance with Functions and General Regulations.

Conclusion

During the course of the audit I reviewed various registers and supporting documentation. This has demonstrated that a correct interpretation exists at the City, of the various provisions of the Local Government Act and Regulations fostering a desirable culture of compliance.

All of the Council Records viewed during the audit have been well maintained and found to be accurate and of a high standard.

Lindsay Delahaunty FLGMA; FAIM
Dated 8th March 2016.

11. PLANNING AND DEVELOPMENT SERVICES REPORT

11.1 APPLICATION FOR PLANNING CONSENT FOR A USE NOT LISTED (CARAVAN STORAGE FACILITY), 488 YELVERTON NORTH ROAD, CARBANUP RIVER

SUBJECT INDEX:	Development/Planning Applications
STRATEGIC OBJECTIVE:	Growth is managed sustainably and our environment is protected and enhanced as we develop.
BUSINESS UNIT:	Development Services and Policy
ACTIVITY UNIT:	Statutory Planning
REPORTING OFFICER:	Planning Officer - Sturt McDonald
AUTHORISING OFFICER:	A/Director, Planning and Development Services - Martyn Glover
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Applicant Cover letter Attachment B Development Plans

PRÉCIS

The Council is asked to consider an application seeking approval for a Caravan Storage Facility at 488 Yelverton North Road, Carbanup River ("the site").

The proposal has been placed before Council due to the possible conflict between this development and elements of the planning framework, relating to the use of agricultural land.

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

BACKGROUND

The City received an application (DA16/0032) for a Caravan Storage facility (use not listed) at 488 Yelverton North Road, Carbanup River. The application for planning consent, as advertised, is provided at Attachment B.

The site is located on the eastern side of Yelverton North Road. It is zoned 'Agriculture' and has a total size of 40.0757 Ha. The site is currently used for farming land and a single residence (Owner Occupied) and the property is accessed through a battleaxe access leg to Yelverton North Road.

The proposal comprises of five 7mx30m sheds, totalling to an area of 1050², with an associated gravel driveway and screen planting. When including the gravel manoeuvring areas, the area the proposal covers totals to approximately 1Ha or 2.5% of the property.

The majority of properties surrounding the site are primarily farming properties, some vacant but many with dwellings. The closest dwelling is located approximately 100m from the proposed storage facility.

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 for local planning schemes* set out in Schedule 2 of the Planning and Development Regulations 2015. The proposed Caravan Storage facility does not fall under any use listed in Table 1 of the Scheme. The proposed development is therefore a 'use not listed' and can be approved at the discretion of the City following a compulsory 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.
- (c) To regulate the subdivision of agricultural lands within this zone to ensure that land is not withdrawn from production or that the potential for land to be productive is not diminished.
- (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.

RELEVANT PLANS AND POLICIES

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

- *Leeuwin-Naturaliste Ridge Statement of Planning Policy (SPP 6.1)*
- *Land Use Planning in Rural Areas Statement of Planning Policy (SPP 2.5)*
- *Local Rural Planning Strategy*
- *Special Character Areas and Visual Management Policy*

Loss of agricultural land through incompatible development, subdivision and settlement has been identified by both local and state government, as a trend that is unacceptable. The planning documents listed above reiterate this position and provide appropriate policy measures to address this growing land-use issue.

The LNRSP and LRPS identify the subject lot as being located within a "Principle Agriculture Area" and "Primary Rural Precinct" respectively. Policy provisions from each acknowledge that not only are non-compatible land uses conflicting with agricultural land, but *competing* land uses are an issue as well, and that an aim of the planning framework will be that Agriculture is to remain the predominant economic land use. A presumption against the approval of non-agricultural land uses/development (although with exceptions) has therefore been established as a policy provision/statement in each.

Both LNRSP and LRPS address other matters such as the economic and social well-being of the region, but these are less directly relevant to the proposal being assessed.

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 Special Character Areas and Visual Management Policy contain the 3H Outbuilding Assessment Provisions. These policy provisions specify outbuilding height and size limits for various rural zones. Outbuildings in the Agriculture zone have no size limit, other than what the City considers to be appropriate given the size of the lot, visibility from nearby vantage points and impact on adjoining landowners.

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 – '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 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

Clause 64 of the *deemed provisions for local planning schemes* (Schedule 2, Planning and Development Regulations 2015) requires that any development application for a use not listed shall be referred to the public for comment. This proposal was referred to adjoining landowners for a period of 14 days ending on the 15th February 2016.

Comments from adjoining landowners can be summarized as support for the development. No objections have been received.

The Department of Agriculture and Food was contacted for comment. In regard to the land being removed from possible agricultural use, it was mentioned that soil profile was quite sandy, but that they were unable to provide an assessment of agricultural viability of the land.

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 and in particular the consideration proper and orderly planning as required by the Scheme.

The key issues to be considered are;

- The displacement of productive rural land
- The visual impact and amenity
- Cumulative effect

Traffic has not been considered to be a key issue, as a storage facility of this nature is anticipated to generate a low number of vehicle movements. The existing crossover and gravel driveway are considered to be of an acceptable standard for the proposed development.

The displacement of productive rural land

Both LNRSP and LRPS have a presumption against the displacement of productive land uses.

This can occur from both a direct physical displacement or through the introduction of incompatible land uses that can evoke various environmental and health legislation that can curtail the productive use of the adjoining land.

Apart from the direct displacement of the area by the storage shed itself, the proposed use is ostensibly benign. It is not affected by noise, routine dust or odour that may be taken in productive agricultural pursuits on adjoining land. It makes also no particular demand upon services traffic volumes generated by the activity are small. Equally the proposal does not pose an environmental affect upon the adjoining land.

The proposed development is located on a portion of land that is not well suited to agricultural use. The area of land proposed to be used by the development is small (approx. 2.5% of the property).

The City had sought advice from the Dept. of Agriculture about the productive use of the land and in particular the value and consequence of the displacement of area by the storage sheds. Its advice did not express a view that this site was of particular value but its comments related agricultural land generally, and considerations generally taken.

The subject land is below a size that would provide economic support in its own right. The storage sheds that will occupy 2.5% of the land would be a valuable use and may provide a return that supplement the continued operation of the remainder of the land for agricultural purposes, noting this it is also a hobby farm.

The proposal which would displace 2.5% of the site, is not inconsistent with maintaining the productive value of the land for agricultural purposes.

The visual impact and amenity

Large sheds are often found in the Agriculture Zone. As per the City's local Planning Policy 3H - *Outbuilding Assessment Provisions*, there is no quantified size limit applied to the development of sheds in this zone. In considering agricultural sheds the City considers the amenity and purpose and in turn proportionality with the size of the lot, the visibility from nearby vantage points including the impact on adjoining landowners and the consistence of expectation with the prevailing land use.

The Agriculture Zone is not a Landscape Zone or a Conservation Zone. Structures are not expected to be hidden in the Agriculture Zone.

The proposed development is well screened from adjoining landowners. It will not be visible from nearby roads and additional screening vegetation is planned as part of this proposal. The proposal is therefore considered to have little visual impact on the amenity of the area.

Cumulative effect

The objective of the relevant planning policies is to avoid the sterilization of otherwise productive agricultural land, noting an economic emphasis.

Caravan storage does take up a large area in urban terms. Other suitable locations are traditionally at caravan parks or storage facilities in the industrial area.

In broader economic terms industrial land has a high value and arguably should be utilized for productive activities that benefit from an urban location.

Caravan storage is not dependent upon an urban location and may be more orderly and economically provided in rural locations. The proposal before the City with storage undercover is a formal approach, but easily other landholders could offer parking/storage of vans on cheaper and less formal arrangements. The market however is finite.

As a use not listed the development of a caravan storage can be assessed on a case by case basis. In this instance the supporting aspects are low intensity of traffic generation, a minor displacement of land within the existing lot, minimal environmental effect, and minimal effect upon the visual amenity. The same considerations should apply to any similar development and it distinguishes it from a *Transport Depot* – garaging and maintenance of heavy vehicles. Without these distinctions a caravan storage may otherwise be classed as a *Transport Depot*.

The garaging of heavy vehicles is also a problem in the urban area and City receives requests for approval and follows compliance issues involving heaving vehicle storage in the agriculture zone and other non -urban areas. A *Transport Depot* is *prohibited* in the Agriculture Zone. The nature of a Transport Depot is a higher intensity of development, presenting a frequent use, noise, and potentially involves the storage or use of hazardous materials and managing contaminated runoff from standing areas.

The approval of this proposal is considered sufficiently distinguished not to create any perceived unfairness in the City's approach to *Transport Depots*.

Rating

The subject land is rated Primary Production and is based on an unimproved land value. The annual rate for the subject land is \$1,452 excluding rubbish charges total \$227. The introduction of the commercial component will warrant the whole property being rated as Unimproved Valuation (Commercial). This rate is generally double the Unimproved Valuation (Rural) rate. If the subject land is rated Unimproved Valuation (Commercial) the cost to the owner will be approximately an additional \$1,500.

By way of comparison this approach also includes such activities as Art Studios, Holiday Accommodation, Plant Nurseries, Wineries, Cellar Door Sales, Animal Establishments and any other activity that may not be considered a (Rural) Primary Production activity.

CONCLUSION

The City has the discretion to approve or refuse development such as this on a case by case basis, taking into account the specifics of a proposal and its context.

Whilst in terms of orderly and proper planning there is nothing to positively direct the proposal is appropriate, at the same time it also not found to be contrary the purpose of the prevailing policy, to retain agricultural land for productive purposes.

The proposed development is relatively unobtrusive, would be well screened with vegetation and has little to no impact on adjoining landowners and would supplement the economic viability of an agricultural land parcel.

It is recommended that the Council approve the development with conditions.

OPTIONS

The Council could:

1. Refuse the proposal, setting out reasons for doing so.
2. Apply additional or different conditions.

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 DA16/0032 submitted for development at No. 488 (Lot 8) Yelverton North Road, Carburnup River is considered by the Council to be generally 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. All development is to be in accordance with the approved Development Plan dated (attached), including any amendments placed thereon by the City and except as may be modified by the following conditions.
2. The development hereby approved shall be substantially commenced within two years from the date of this decision letter.

Prior to Commencement of Any Works Conditions:

3. The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the City's Planning Department and have been approved in writing:
 - 3.1. A Landscape Plan
 - 3.2. A Stormwater and Drainage Management Plan

Prior to Occupation/Use of the Development Conditions:

4. The development hereby approved shall not be occupied or used until all plans, details or works required by Condition 3 have been implemented and/or the following conditions have been complied with:
 - 4.1. Landscaping shall be implemented in accordance with the approved Landscape Plan and shall thereafter be maintained to the satisfaction of the City. Unless otherwise first agreed in writing, any trees or plants which, within a period of five years from first planting, are removed, die or, as assessed by the City as

being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved.

On-going Conditions:

5. The Caravan storage facility hereby approved is permitted to store caravans, boats and camper trailers. No storage of cars, vans, buses or other vehicles is permitted.
6. The Caravan storage facility hereby approved is to store no more than 50 of the trailers described in condition 5 at any given time.

**Application for Caravan Storage on Lot 8, 488 Yelverton North Road
Carbunup River for EA & SJ Trew**

Notes.

1. Existing use of the property is rural hobby farm where about 30% of the property is utilized.
2. It is proposed to construct three sided shelters for caravan storage on the North section of the property.
3. Hours of operation for delivery and removal of caravans to be between 8 am and 5 pm Monday to Saturday.
4. There are ten parking bays per shed and none for motor vehicles except a turn around area in front of the sheds.
5. Access to the property is through the main driveway off Yelverton North Road through a coded gate.
6. The driveway is well screened with a corridor of mature peppermints along the full length of the driveway.

PROPOSAL FOR ONSITE, UNDERCOVER PARKING /STORAGE OF PRIVATELY OWNED CARAVANS.

Owners Edward and Sandra TREW.

Contact details

Phones 97551122. Eddie 0418911712. Sandy 0419959993.

Email hobbit@westnet.com.au

Postal address PO Box 122 Vasse. 6280.

Location. Lot 8. No. 488 Yelverton North Road Carburnup River.

Zoning.. Agriculture.

Size 40 Ha.

HISTORY.

We Edward and Sandra are sixty five years old, semi retired after thirty five years in the construction industry and have been living on the property at Yelverton North Road since 2000.

Initially the property was part of 160 Ha and was used as supplementary grazing for cattle during winter when there was some grass available. The cattle were allowed to run the entire property and would have found some grazing on the lower areas. It was subdivided around 2000.

Much of the property was cleared with a few small stands of remnant bush remaining. The bush is banksia and sheoak and is in a very poor state due to very infertile, well drained sandy soil and degradation by the cattle.

Since the purchase in 2000 the we have planted 2500 trees, installed considerable infrastructure, including dam, fencing, sheds, water tanks and a very comfortable family home.

Our wish is to remain on the property for as long as possible however we need to

generate an income to make that possible and to put money back into the land for future generations.

The property is used as a lifestyle block and hobby farm. At present it is a battle to grow feed for twenty five dorper ewes and each year hay and supplementary feed is purchased from nearby farms because it is not viable to grow hay on the property.

The property is zoned agriculture but because of the very low fertility of the non wetting, acidic sandy soil, it is not possible to succeed in any form of agriculture without having a second income or separate employment away from the property. All of the adjoining neighbours have separate incomes because agricultural pursuits alone are unsustainable. Our property is the worst of all of our immediate neighbours and more suited to a sand extraction however that would be a last resort.

There is an area on the North side of the property with particularly deep, dry sand which is totally unsuited to any form of agriculture and it is within this area that we would like construct three sided sheds for the storage of privately owned caravans.

CITY OF BUSSELTON ZONING TABLE.

We are asking that the storage of private caravans be treated as a "**use not listed**" because we do not believe that it is covered in the Zone/Use Class. We have been told by a planning officer that such a proposal would be treated as a **Transport Depot** and could not be approved unless on Industrial land.

The definition of a Transport Depot.

Transport Depot: means land and buildings used for the garaging of motor vehicles used or intended to be used for carrying goods or persons for hire or reward or for any consideration, or for the transfer of goods or persons from one such motor vehicle to another of such motor vehicles and includes maintenance, management and repair of motor vehicles used, but not of other vehicles.

Private caravans **are not** transport vehicles that are used for delivery of freight or persons for reward or consideration. They **are not** motorized, they are towed and are therefore trailers. There would be no maintenance

carried out on site. The vans would be simply parked undercover until taken off site by the owner for private recreational use.

4.2.6 AGRICULTURE ZONE.

Objectives.

(a) To conserve the productive potential of the land

There is no productive potential on the proposed section of 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.

We have spoken to some of the local business owners within the industrial area including "The Caravan Doctor" and the self storage facility in Isaacs St and asked all if they have considered caravan storage. They all replied that for the amount of rent they pay, caravan storage is simply not a viable option. Both the Caravan Doctor and the Self Storage facility stated that they have a large number of enquiries for undercover storage of vans but have no one to refer them to.

We are members of the Busselton Caravan Club and are fully aware that people have real problems finding somewhere to store their vans when they downsize their property. Some have had to sell their van because they were unable to keep it on the residential block. We have one couple who store their van in Donnybrook. This is when we realised that there is a real need for affordable storage in Busselton.

There is a facility in Capel Shire with fifty vans stored but he is not taking any more and has a waiting list.

There is another local facility however the vans are parked out in the elements and deteriorate and a lot of vans in the open are unsightly.

People want their vans to be stored under cover to preserve the value.

We know that this will be a very low profile and low impact on neighbours.

Traffic to and from storage will be minimal some people only holiday once or twice a year whereas others may shift the van up to ten times a year. Even so it will be low impact and we are sure that we can address any minor concern there may be.

The sheds would also be constructed in colourbond and many more peppermint trees will be planted around the sheds.

Our driveway is planted with a corridor of three hundred mature peppermint trees so the neighbours on each side are well protected visually and from dust. Our neighbour on the North side we have screened with ten year old trees and he has also screened from us .

He would be the one most affected and he has already given his support.

In a recent conversation with him he said

"It is a great idea that will solve a problem that already exists in the City and that he could not think of a better idea for a piece of land that is going to waste."

He also said that

"It would be a low impact use even if one hundred vans were stored here and that he would support our submission in any way he could."

5.13 VEHICLES, CARAVANS, TRAILERS IN RESIDENTIAL AREAS.

A person must not..

(C) Keep, park, repair or store a caravan forward of the front setback line; within a residential zone without planning approval.

This proposal would enable a cheap and viable undercover solution at \$15 per week and as storage is a problem for people living on a small block but who still wish to caravan we feel that caravan storage should stand alone and storage be allowed on large blocks where it can be demonstrated that the amenity and lifestyle of adjoining neighbours will not be adversely affected.

Planning Department
City of Busselton
Locked Bag
BUSSELTON WA 6280
Telephone : (08) 9781 0444
Facsimile : (08) 9752 4958
Email : planning@busselton.wa.gov.au

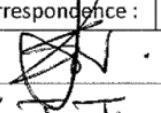
City of Busselton
Geographic Bay

Application No	Receipt No
Property ID	Doc ID
04 JAN 2016	
Retention	

Planning & Development (Local Planning Schemes) Regulations
Schedule 2 Clause 86
APPLICATION FOR DEVELOPMENT APPROVAL

OWNER DETAILS

Name :	EDWARD ALBERT + PATRICIA SANDRA JANE TREW		
ABN (if applicable) :			
Address :	PO Box 122		
	VASSE	Postcode :	6280
Phone :	Fax :	Email :	
Work : 97551122	97551122	hobbit @	
Home : 97551122		westnet .	
Mobile : 0418911712		com . au.	

Contact Person(s) for Correspondence :	EDWARD OR SANDRA TREW.		
Signature :		Date :	4 - 1 - 2016.
Signature :	SJTW	Date :	4 - 1 - 2016.

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).

APPLICANT DETAILS (if different from owner)

Name :			
Address :			
		Postcode :	
Phone :	Fax :	Email :	
Work : _____	_____	_____ @	
Home : _____		_____	
Mobile : _____			

Contact Person(s) for Correspondence :			
The information and plans provided with this application may be made available by the local government for public viewing in connection with this application.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Signature :		Date :	
PROPERTY DETAILS			
Lot No :	8	House/Street No :	488
Diagram or Plan No :	22091	Certificate of Title Vol No :	2189
		Location No :	4185
		Folio :	68.
Title encumbrances (eg. easements, restrictive covenants) : <u>NIL.</u>			
Street Name :	YELVERTON NORTH ROAD	Suburb :	CARBUNUP RIVER.
Nearest Street Intersection :	WILLOWOOD ROAD.		
PROPOSED DEVELOPMENT			
Nature of Development :	Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use <input type="checkbox"/>	Is an exemption from development claimed for part of the development? If yes, is the exemption for :	Yes <input type="checkbox"/> No <input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/>
Description of proposed works and/or land use :	STORAGE OF PRIVATE CARAVANS.		
Description of exemption claimed (if relevant) :			
Nature of any existing buildings and/or land use :	RESIDENCE + RURAL SHEDS (Hobby Farm)		
Approximate cost of proposed development :	\$ 100,000. (5 SHEDS)		
Estimated time of completion :	12 MONTHS.		
OFFICE USE ONLY			
Acceptance Officer's Initials :		Date Received :	
Local Government Reference Number :			

Application H414002

Volume 1368 Folio 109

WESTERN AUSTRALIA

CERTIFICATE OF TITLE
UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

VOLUME 2189 FOLIO 68
IN THE REGISTER

The person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements, encumbrances and notices shown in the Second Schedule hereto.

Dated 7th April, 2000

REGISTRAR OF TITLES

ESTATE AND LAND REFERRED TO

Estate in fee simple in portion of Sussex Location 4185 and being Lot 8 on Plan 22091, delineated on the map in the Third Schedule hereto, limited however to the natural surface and therefrom to a depth of 60.96 metres.

FIRST SCHEDULE (continued overleaf)

~~Ronald Leslie Beacham and John James Beacham both of Post Office Box 1171, Broome, as tenants in common in equal shares~~

SECOND SCHEDULE (continued overleaf)

1. MORTGAGE G374022 to Bank of Western Australia Ltd. Registered 16.1.97 at 8:39 hrs
Discharged H414001 7.4.00

2. MORTGAGE G430460 to Bank of Western Australia Ltd. Registered 25.3.97 at 8:11 hrs
Discharged H414001 7.4.00

PLAN

21556

1 2

670 1281.2

450.39 20

7 8

39.8284 ha 40.0757 ha

614.09 633.73

80.47 164.19

589.16 610.95

3933

DIAGRAM 5 90087



YELVERTON NORTH ROAD

4228 4186

100 0 100 200 300 400 500
TBD SCALE 1:15000 SG

Page 1 (of 2 pages)

2189 68
IN THE REGISTER

FIRST SCHEDULE (continued)		NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS				SEAL & INITIAL		
PARTICULARS		INSTRUMENT NATURE	NUMBER	REGISTERED	TIME	SEAL & INITIAL		
<p>Edward Albert Trew and Patricia Sandra Jane Trew both of 370 Thomas Road, Mundaing, as joint tenants.</p> <div style="text-align: center; margin-top: 20px;">  <p style="font-size: 1.2em; margin-top: 10px;">52/02</p> <p style="font-size: 1.2em; margin-top: 10px;">Rec'd original title for security substitution</p> </div>		Transfer	H414003	7.4.00	16.24			
SECOND SCHEDULE (continued)		REGISTERED or LODGED	TIME	SEAL & INITIAL	CANCELLATION NATURE	NUMBER	REGISTERED or LODGED	SEAL & INITIAL

**Application for Caravan Storage on Lot 8, 488 Yelverton North Road
Carbunup River for EA & SJ Trew**

Notes.

1. Existing use of the property is rural hobby farm where about 30% of the property is utilized.
2. It is proposed to construct three sided shelters for caravan storage on the North section of the property.
3. Hours of operation for delivery and removal of caravans to be between 8 am and 5 pm Monday to Saturday.
4. There are ten parking bays per shed and none for motor vehicles except a turn around area in front of the sheds.
5. Access to the property is through the main driveway off Yelverton North Road through a coded gate.
6. The driveway is well screened with a corridor of mature peppermints along the full length of the driveway.

PROPOSAL FOR ONSITE, UNDERCOVER PARKING /STORAGE OF PRIVATELY OWNED CARAVANS.

Owners Edward and Sandra TREW.

Contact details

Phones 97551122. Eddie 0418911712. Sandy 0419959993.

Email hobbit@westnet.com.au

Postal address PO Box 122 Vasse. 6280.

Location. Lot 8. No. 488 Yelverton North Road Carburnup River.

Zoning.. Agriculture.

Size 40 Ha.

HISTORY.

We Edward and Sandra are sixty five years old, semi retired after thirty five years in the construction industry and have been living on the property at Yelverton North Road since 2000.

Initially the property was part of 160 Ha and was used as supplementary grazing for cattle during winter when there was some grass available. The cattle were allowed to run the entire property and would have found some grazing on the lower areas. It was subdivided around 2000.

Much of the property was cleared with a few small stands of remnant bush remaining. The bush is banksia and sheoak and is in a very poor state due to very infertile, well drained sandy soil and degradation by the cattle.

Since the purchase in 2000 the we have planted 2500 trees, installed considerable infrastructure, including dam, fencing, sheds, water tanks and a very comfortable family home.

Our wish is to remain on the property for as long as possible however we need to

generate an income to make that possible and to put money back into the land for future generations.

The property is used as a lifestyle block and hobby farm. At present it is a battle to grow feed for twenty five dorper ewes and each year hay and supplementary feed is purchased from nearby farms because it is not viable to grow hay on the property.

The property is zoned agriculture but because of the very low fertility of the non wetting, acidic sandy soil, it is not possible to succeed in any form of agriculture without having a second income or separate employment away from the property. All of the adjoining neighbours have separate incomes because agricultural pursuits alone are unsustainable. Our property is the worst of all of our immediate neighbours and more suited to a sand extraction however that would be a last resort.

There is an area on the North side of the property with particularly deep, dry sand which is totally unsuited to any form of agriculture and it is within this area that we would like construct three sided sheds for the storage of privately owned caravans.

CITY OF BUSSELTON ZONING TABLE.

We are asking that the storage of private caravans be treated as a "**use not listed**" because we do not believe that it is covered in the Zone/Use Class. We have been told by a planning officer that such a proposal would be treated as a **Transport Depot** and could not be approved unless on Industrial land.

The definition of a Transport Depot.

Transport Depot: means land and buildings used for the garaging of motor vehicles used or intended to be used for carrying goods or persons for hire or reward or for any consideration, or for the transfer of goods or persons from one such motor vehicle to another of such motor vehicles and includes maintenance, management and repair of motor vehicles used, but not of other vehicles.

Private caravans **are not** transport vehicles that are used for delivery of freight or persons for reward or consideration. They **are not** motorized, they are towed and are therefore trailers. There would be no maintenance

carried out on site. The vans would be simply parked undercover until taken off site by the owner for private recreational use.

4.2.6 AGRICULTURE ZONE.

Objectives.

(a) To conserve the productive potential of the land

There is no productive potential on the proposed section of 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.

We have spoken to some of the local business owners within the industrial area including "The Caravan Doctor" and the self storage facility in Isaacs St and asked all if they have considered caravan storage. They all replied that for the amount of rent they pay, caravan storage is simply not a viable option. Both the Caravan Doctor and the Self Storage facility stated that they have a large number of enquiries for undercover storage of vans but have no one to refer them to.

We are members of the Busselton Caravan Club and are fully aware that people have real problems finding somewhere to store their vans when they downsize their property. Some have had to sell their van because they were unable to keep it on the residential block. We have one couple who store their van in Donnybrook. This is when we realised that there is a real need for affordable storage in Busselton.

There is a facility in Capel Shire with fifty vans stored but he is not taking any more and has a waiting list.

There is another local facility however the vans are parked out in the elements and deteriorate and a lot of vans in the open are unsightly.

People want their vans to be stored under cover to preserve the value.

We know that this will be a very low profile and low impact on neighbours.

Traffic to and from storage will be minimal some people only holiday once or twice a year whereas others may shift the van up to ten times a year. Even so it will be low impact and we are sure that we can address any minor concern there may be.

The sheds would also be constructed in colourbond and many more peppermint trees will be planted around the sheds.

Our driveway is planted with a corridor of three hundred mature peppermint trees so the neighbours on each side are well protected visually and from dust. Our neighbour on the North side we have screened with ten year old trees and he has also screened from us .

He would be the one most affected and he has already given his support.

In a recent conversation with him he said

"It is a great idea that will solve a problem that already exists in the City and that he could not think of a better idea for a piece of land that is going to waste."

He also said that

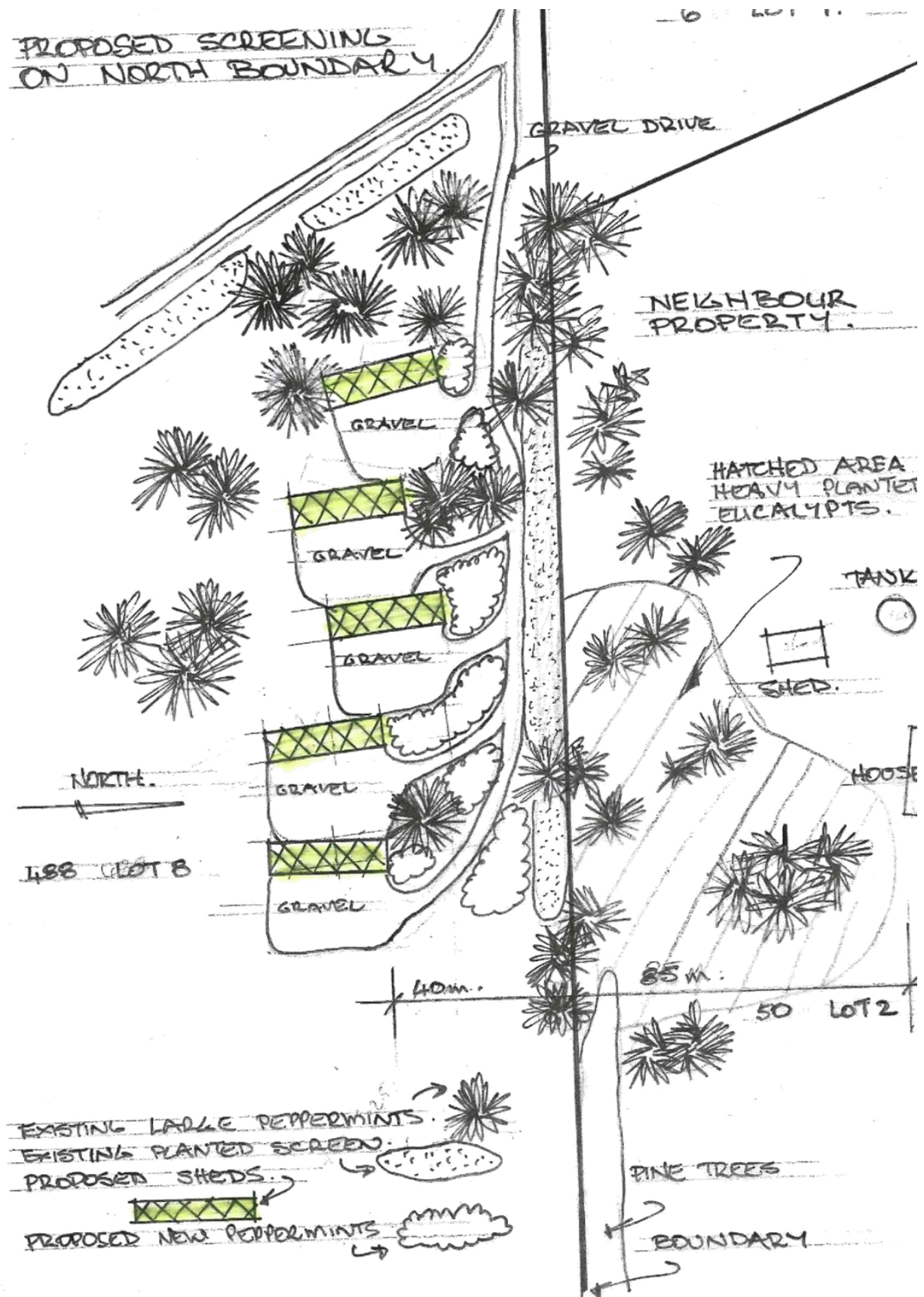
"It would be a low impact use even if one hundred vans were stored here and that he would support our submission in any way he could."

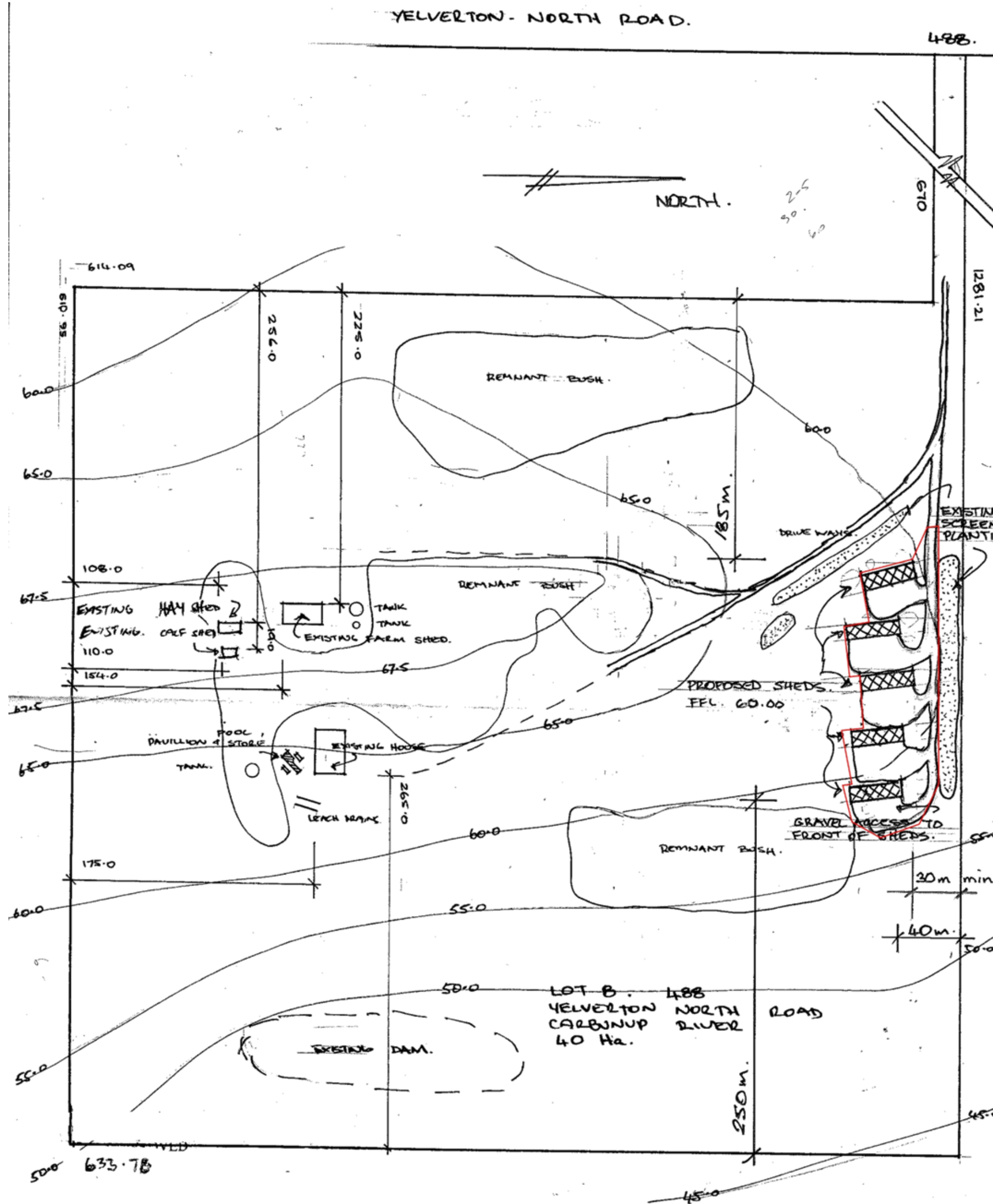
5.13 VEHICLES, CARAVANS, TRAILERS IN RESIDENTIAL AREAS.

A person must not..

(C) Keep, park, repair or store a caravan forward of the front setback line; within a residential zone without planning approval.

This proposal would enable a cheap and viable undercover solution at \$15 per week and as storage is a problem for people living on a small block but who still wish to caravan we feel that caravan storage should stand alone and storage be allowed on large blocks where it can be demonstrated that the amenity and lifestyle of adjoining neighbours will not be adversely affected.

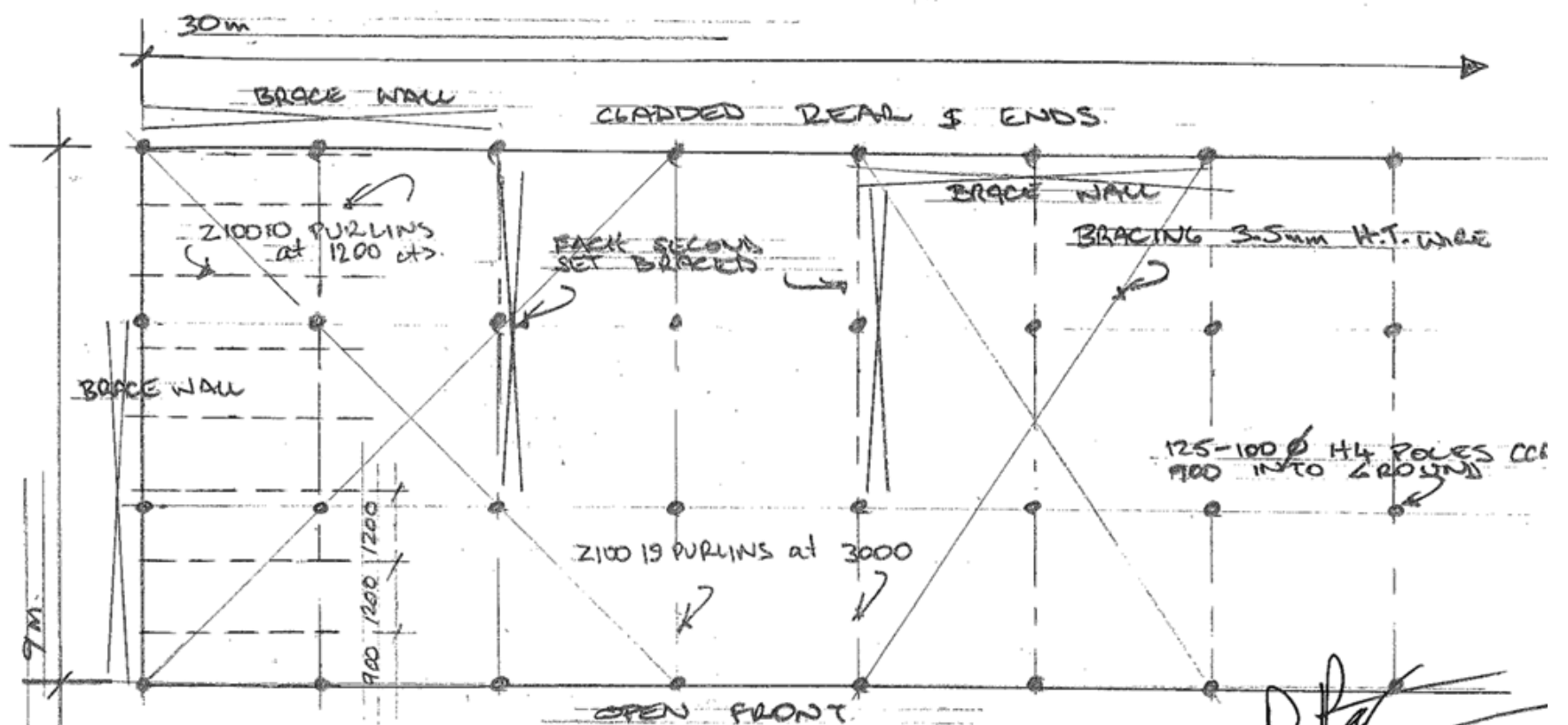
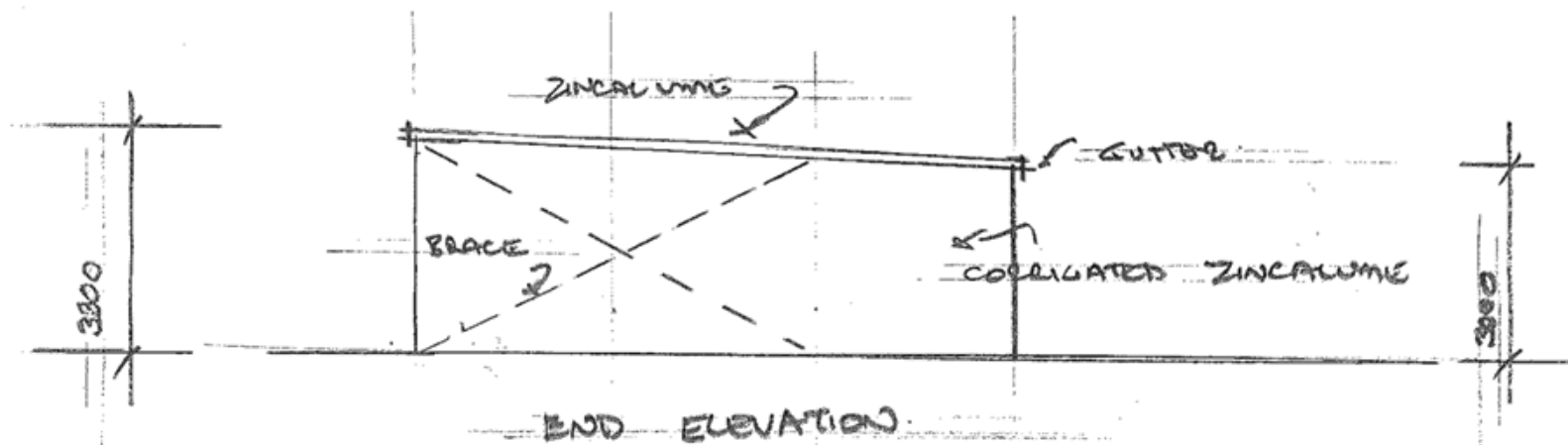
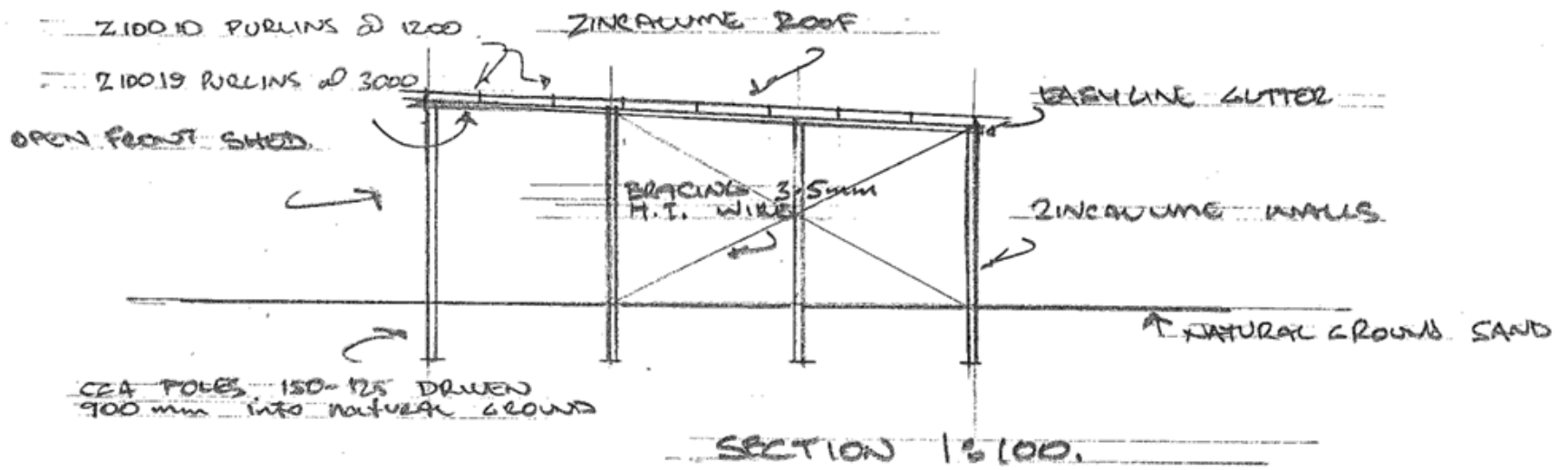




PROPOSED STORAGE SHEDS

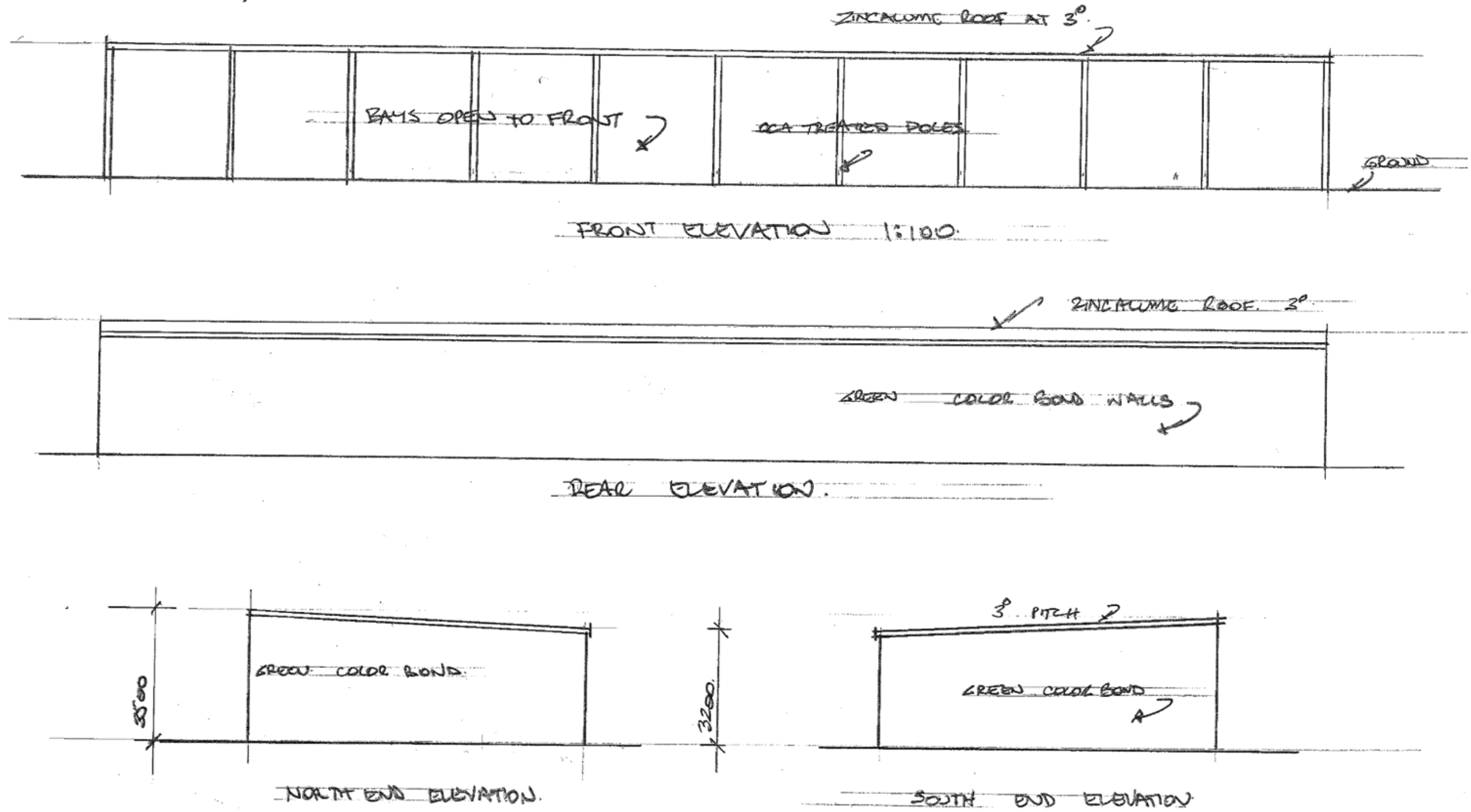
SITE PLAN. 488 YELVERTON NORTH ROAD LOT 8.
CARBUNUP RIVER. E.A. + S.J. TREW.

SCALE 1:2500.



SHED ENCLOSED THREE SIDES
OPEN TO FRONT.

R Pat
Roger Pateman
Bsc (Hons) M.I.E. Aust. C.P. Eng.
Reg. No. 23034
Tel: 9757 9779
MARLBOROUGH RIVER STRUCTURAL ENGINEERING



12. ENGINEERING AND WORKS SERVICES REPORT

Nil

13. COMMUNITY AND COMMERCIAL SERVICES REPORT**13.1 COMMUNITY SPORT & RECREATION FACILITIES FUND – SMALL GRANT ROUND APPLICATIONS SUMMER**

SUBJECT INDEX:	Leisure Services
STRATEGIC OBJECTIVE:	A City where the community has access to quality cultural, recreation, leisure facilities and services.
BUSINESS UNIT:	Community Services
ACTIVITY UNIT:	Community Services
REPORTING OFFICER:	Community Development Coordinator - Jeremy O'Neill
AUTHORISING OFFICER:	Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Attachment A CSRFF Application Busselton Golf Club

This report is accompanied by a disclosure from the CEO, Mike Archer, of an Impartiality Interest in relation to the applicant for funding. The CEO has a Sunday membership of the Busselton Golf Club.

PRÉCIS

Each year Local Government Authorities are required to rate and prioritise the Community Sport and Recreation Facilities Fund (CSRFF) submissions received within their municipality.

In June 2009 several changes were made to the CSRFF program including the introduction of the Small Grant Round, which has a different timeline to standard grant round. Small Grant Applications must be submitted by local government authorities to Department of Sport and Recreation (DSR) by 31 March 2016. The purpose of this report is to meet the CSRFF criteria by outlining the submission received for a project within the City for this current funding round and request that Council rate the application prior to forwarding to DSR for final consideration.

BACKGROUND

DSR administers the CSRFF program, with the purpose of providing State Government financial assistance to Local Government Authorities and local community groups (up to one third of the total capital cost), to develop well-planned facilities for sport and recreation.

In June 2009 several changes were made to the CSRFF program to improve the level of support the Western Australian Government provides to the sporting community. Of particular note is the introduction of the Small Grant Round, which has a different timeline to standard grant rounds. Small Grant Applications must be submitted to DSR from Local Government Authorities by the end of March and August each year. This requires local governments to assess and prioritise applications prior to submission. Successful Small Grants are required to be acquitted prior to 15 June each year. In 2015 the maximum total project cost for the Small Grants Round was extended to \$200,000 (ex GST).

In order to assist with the evaluation of submissions and to ensure projects are viable and appropriate, DSR has developed "Key Principles of Facility Provision". Accordingly, each submission is to be assessed against those criteria.

Under the provision, Local Government Authorities are required to rate and prioritise local submissions using the following guide;

RATE	DESCRIPTION
A	Well planned and needed by the municipality
B	Well planned and needed by the applicant
C	Needed by the municipality, more planning required
D	Needed by the applicant, more planning required
E	Idea has merit, more preliminary work needed
F	Not recommended

Submissions for the current funding round closed on Monday, 29 February 2016. Following this date, each Local Government Authority is required to assess and prioritise the applications before forwarding all documentation to the South West Office of the DSR no later than 31 March 2016.

During April and May 2016 local applications (along with others received throughout the State) will be evaluated and ranked by relevant State Sporting Associations and the CSRFF Assessment Panel, prior to the outcome being announced by the Minister for Sport and Recreation. Funds for successful applications will become available around August 2016.

One (1) application was received for the current small grants round as follows:

1. *Busselton Golf Club (Inc)– Club Amenities upgrade and expansion*

STATUTORY ENVIRONMENT

Nil

RELEVANT PLANS AND POLICIES

Nil

FINANCIAL IMPLICATIONS

The application is for the Busselton Golf Club Amenities upgrade and expansion and has a total project cost of \$198,450 (ex GST). The club will be submitting an application for \$10,000 (ex GST) through the City of Busselton's 2016/17 Community Bids round, however the project will still proceed, should CSRFF funding be secured, regardless of the Community Bids outcome.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

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

Caring and Inclusive Community

- 1.3 A community that supports healthy, active ageing and services to enhance quality of life as we age.

Well Planned, Vibrant and Active Places

- 2.1 A City where the community has access to quality cultural, recreation and leisure facilities and services.

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

RISK ASSESSMENT

An assessment of the potential risks of implementing the Officers recommendation was undertaken, and as a result, no risks were rated as 'medium' or above were identified.

CONSULTATION

Consultation has taken place between Officers of the City and staff from the South West Office of DSR in regard to the funding submission received. Consultation has also taken place between City Officers assessing the application and the General Manager of the Busselton Golf Club (Inc) in regards to the submission received.

OFFICER COMMENT

Busselton Golf Club (Inc) Application –Club Amenities upgrade and expansion - Total Project Cost \$198,450

The project is a 104m² extension to the Busselton Golf Club's existing clubhouse to contain a much needed female toilet, shower and locker room as well as an exclusive disabled toilet/bathroom facility. The improvement to current facilities, which are thirty seven years old, will provide female users with a new, up-to date facility. Male facilities will also benefit from a relocation of the current male ablution block (located on the other side of the building) to the current, but slightly altered, female area. Both will then be located in the same part of the clubhouse area, which will free-up space in the existing men's ablution area for a junior golf equipment storage room.

The proposed funding break down for this project is as follows:

Source of funding	\$ Amount ex GST
Local Government (City of Busselton Community Bids Programme)	\$10,000*
Applicant cash	\$123,334
CSRFF requested	\$65,116
Total project funding	\$198,450

* The project will still proceed, should CSRFF funding be secured, regardless of the Community Bids outcome.

This project will provide a much needed facility upgrade to cater for the Busselton Golf Club's growing membership base, as well as providing facilities to encourage participation by people with disabilities. The facility upgrade is likely to increase participation in golf in Busselton and therefore it is recommended that this project be assessed as a 'high' priority and that it is a (B) Well planned and needed by the applicant.

CONCLUSION

The application received for the 2016/17 CSRFF Small Grants funding round shows sound reasoning and justification, as such it is recommended that Council adopts the Officer Recommendation to allow the project to proceed should funding from DSR be forthcoming.

OPTIONS

The Council decides not to support the Busselton Golf Club (Inc) Application – Golf Club Amenities upgrade and expansion.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

DSR, South West Office staff will be advised in writing of the Council's decision prior to the end of March 2016 when the full contents of the application are forwarded to their regional office in Bunbury.

OFFICER RECOMMENDATION

That the Council as part of the 2016/17 Community Sport and Recreation Facilities Fund (CSRFF) Small Grants Program, supports in principle the Club Amenities upgrade and expansion project by the Busselton Golf Club (Inc) as proposed in their application, rating it as 'B' and number one priority for consideration.



Jeremy O'Neill

Community Development Coordinator
City of Busselton
38 Peel Terrace, Busselton WA 6280
Locked Bag 1, Busselton WA 6280

Dear Jeremy,
Please find the enclosed **CSRFF Small Grants Application Form** from The Busselton Golf Club Inc. as discussed.

Also enclosed are the required supporting documents as required.

I feel that the City of Busselton and the sport of golf generally will both benefit greatly as a result of the investment via the club's subsequent ability to provide the region with a viable golf venue for larger and more regional events such as the Women's Regional Seniors tournament, Drummond Golf 54-Hole Junior Classic, the WA PGA championship. The associated benefits to the community via tourism that these events bring to the local economy cannot be under-estimated.

I hope that you will agree that this is a worthy cause and you will find that it will be very beneficial to the region for the reasons outlined within.

Thanks for your help along the way in discussing this application over the past month or two.

Yours Faithfully
Matt O'Connell

General Manager
Busselton Golf Club

The Busselton Golf Club (Incorporated) ABN 55 486 562 920
Chapman Hill Road, Ambergate, via Busselton, Western Australia
(2.8km south of the Busselton By-Pass)

Postal Address: PO Box 100, Busselton WA 6280
Telephone: (08) 9753 1050. Facsimile: (08) 9753 1138
Email: mail@busseltongolfclub.com.au



Government of **Western Australia**
Department of **Sport and Recreation**

Office Use Only	
TRIM:	_____
Grant No:	_____
Project Coordinator:	_____

CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2017

You MUST discuss your project with an officer from your nearest Department of Sport and Recreation office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DSR Contact: Troy Jones	Date: 29/2/16	Office:
-------------------------	---------------	---------

Applicant's Details:

Organisation Name:	The Busselton Golf Club Inc.				
Postal Address:	PO Box 100				
Suburb:	Busselton	Suburb:	Busselton	Suburb:	Busselton
Street Address:	277 Chapman Hill Road				
Suburb:	Ambergate	Suburb:	Ambergate	Suburb:	Ambergate

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Matt O'Connell	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	General Manager		
Business Phone:	0897531050	Facsimile:	0897531138
Mobile Phone:	0429511196	Email:	manager@busseltongolfclub.com.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 55486562920
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs Exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0380017G *
Bank details:	Bank: Bankwest	BSB: 306005 A/c: 5436812

Local Government Authority Details:

LGA:	City of Busselton		
Contact:	Jeremy O'Neill	Contact:	Jeremy O'Neill
Position Held:	Community Development Coordinator		
Business Phone:	(08) 9781 0356	Business Phone:	(08) 9781 0356
Mobile Phone:	0411 342 603	Mobile Phone:	Jeremy.ONeill@busselton.wa.gov.au

PROJECT DETAILS**Project Description:**

The project is a 104sqm extension to the Busselton Golf Club's existing clubhouse (see plan attached) to provide a much needed female toilet, shower and locker room as well as an exclusive disabled toilet/bathroom facility. This will replace and upgrade our current inadequate 37 year old offering, and provide **women and girls** especially with a new, up-to date facility. Men and boys will also benefit from a relocation of the current male ablution block (located on the other side of the building) to the current, but upgraded, female area. Both will then be located in the same part of the clubhouse area which will free-up space for the development of a long-overdue junior golf equipment storage room.

How did you establish a need for your project?

We serve a large regional area, have been identified as regional WA's largest golf club, and already host the south-west's largest and most successful regional amateur women's golf event attracting participants from all over Western Australia but we can't expect this success to continue into the 21st century without significant improvement to our basic amenities. Our existing facilities no longer meet the needs of both men and women golfers due to being 37 years old and in poor condition. This project answers that call and it will enhance our facility to an acceptable level where other regional GolfWA and PGAWA organised events will be attracted to the city of Busselton.

We need to attract more golfers: In keeping with the strategic goals of providing opportunities for *all members of our community* to take up and remain within golf for life, we need to start by providing a disabled persons toilet/bathroom. To try to fit this into one of our current 37 year old ablution areas was not going to be physically viable or cost effective. So a plan to develop a new facility was established.

We need to encourage more rounds (and more tournaments): The current antiquated facilities reduce our ability to provide the region with a viable golf venue for larger and more regional events such as the Women's Regional Seniors tournament, Drummond Golf 54-Hole Junior Classic, the WA PGA championship. The associated benefits to the community via tourism that these events bring to the local economy cannot be under-estimated.

We need to recruit more members: To achieve sustained financial growth in order to reach the specific strategic goal of increasing our junior membership numbers we badly need a junior coaching equipment storage solution (we have identified that junior golf development is not only vital to our club, and the sport's future viability, but it is hugely beneficial to the community as a whole since junior participation is scarce and we provide Busselton's only golf course which is open for public use 7-days a week). Increasing junior member numbers is expected to, in turn, cause an increase in the membership uptake of their parents and family members.

Female membership has also been identified as a target demographic but our current amenities don't lend themselves to attracting women and girls to our club.

Project location: 277 Chapman Hill Road, Busselton, WA 6280

Land ownership: Who owns the land on which your facility will be located? The Busselton Golf Club Inc.
Lease Expiry (if applicable): N/A

Planning approvals If no, provide the date it will be applied for:

Where applicable, has planning permission been granted? (LGA)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Department of Aboriginal Affairs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A
Department of Parks and Wildlife? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A

How will your project increase physical activity?

In keeping with GolfWA's strategic plan, we are now planning a raft of different ways to **increase participation in the sport**, such as introducing new membership categories and providing a new (GolfWA rated) short course and 9-hole competitions.

This project will provide us with a facility to better service and encourage previously identified demographics such as the **disabled and aged people** of our community to participate in our club and the game of golf. It will also provide the opportunity for more **women and young people** specifically to be attracted to our sport via more modern-day amenities (a previously identified short-coming of our club).

Do you share your facility with other groups? Yes ☒ No ☐ If so, who:

Our venue is one of very few club rooms in the area large enough to cater for functions of up to 300 people. **To build and foster mutually beneficial partnerships with other non-profit clubs and charities**, they are routinely hosted at our clubhouse for functions *free of charge* to assist in fundraising efforts for various local causes. Not only is it a good way to foster membership in our club going forward, but it gives us a great sense of pride to be able

Our whole

contribute to what makes a regional town a *real community*.

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Sport of golf	80	40-60
Smaller clubs and groups listed below:	20	10
eg. Busselton Runners Club, Footy Club, Fire Brigade, Cancer Council, Bridge club, Sea Rescue, charity fundraisers etc.		

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2013/14	704	2014/15	711	2015/16	715
---------	-----	---------	-----	---------	-----

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

What is the name of the State Sporting Association for your activity/sport?

GolfWA

Have you discussed your project with your State Sporting Association? Yes ☒ No ☐

Contact Name: Gary Thomas (0434 337 641)

Date of contact: 28/1/16

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	18/2/16
Preparation of tender/quotes for the major works contract	28/2/16
Issuing of tender for major works	30/6/16
Signing of major works contract	31/7/16
Site works commence	30/9/16
Construction of project starts	31/10/16
Project 50% complete	30/11/16
Project Completed	31/12/16
Project hand over and acquittal	31/1/17

Are there any operational constraints that would impact on the construction phase of your project?

We do host 3 major annual events in this time but as this is a separate extension of only 104sqm designed to replace the existing antiquated (but still operational) amenities, it will have little impact on operations at the time. Weather is not expected to impact construction significantly.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DSR can be accessed by you during standard office hours and updated by writing to DSR or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DSR may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Matt O'Connell

Name:

Position
Held:

General Manager

Signature:



Date:

18/2/16

29-2-16

Our whole

LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly identified** and securely attached to the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

Grants up to \$66,666:

- | | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Application form. |
| <input checked="" type="checkbox"/> | Incorporation Certificate. |
| <input checked="" type="checkbox"/> | Two written quotes. |
| <input checked="" type="checkbox"/> | If your project involves the upgrade of an existing facility, include photograph/s of this facility. |
| <input checked="" type="checkbox"/> | Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure. |
| <input checked="" type="checkbox"/> | Income and expenditure statements for the current and next financial years. (LGAs exempted). |
| <input checked="" type="checkbox"/> | Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided) |
| <input type="checkbox"/> | For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy. |
| <input checked="" type="checkbox"/> | Itemised project cost for components and identified on the relevant quote for each (including cost escalation). |
| <input type="checkbox"/> | For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply |

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Sport and Recreation and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on Department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DSR office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component.

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Electrical works	4,600	5,060	Seivy Electrical (sub-contractor for Bruce Blundell).
Plumbing works & fixtures	36,050	34,155	All Busselton Gas & Plumbing (sub-contractor for Bruce Blundell).
Design and planning	2,000	2,200	Building Design South West
Tiling	11,200	12,320	French & Son (sub-contractor for Bruce Blundell).
Paint	7,500	8,250	Shamiss Painting (sub-contractor for Bruce Blundell).
Cabinetry	6,000	6,600	David Watts (sub-contractor for Bruce Blundell).
Shower & WC partitioning	10,000	11,000	David Watts (sub-contractor for Bruce Blundell).
Bench Seats and Lockers	14000	15400	David Watts (sub-contractor for Bruce Blundell).
Subtotal	91350	100485	Subcontractors subtotal
Earthworks Firewall Bricklaying Plastering Roofing (total Blundell Builder's quote \$198,000).	88650	97515	Bruce Blundell Builder's portion of overall \$198,000 (incl.) quote
Donated materials (Please provide cost breakdown)	Nil	Nil	Not relying on donation of materials
Volunteer labour (Please provide cost breakdown)	Nil	Nil	Not relying on volunteer labour
Sub Total	180000	198000	As per quote attached
Cost escalation	18450	20245	Unknown contingency when uncovering storm water/septic system. Quoted separately by All Busselton Gas & Plumbing (sub-contractor for Bruce Blundell).
a) Total project expenditure	198,450	218,295	

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$ Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	10000	11000	LGA cash and in-kind	N	Application submitted but we are not reliant on this being successful.
Applicant cash	123,334	135,667	Organisation's cash	Y	See financials attached
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		Not relying on volunteer labour
Donated materials			Cannot exceed applicant cash and LGA contribution		Not relying on donated materials
Other State Government funding	Nil	Nil			
Federal Government funding	Nil	Nil			
Other funding – to be listed	Nil	Nil	Loans, sponsorship etc		
CSRFF requested	65,116	71,628	up to 1/3 project cost	N	
Development Bonus			Up to ½ project cost		
b) Total project funding	198,450	218,295			
*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from?					
We have set aside enough funds to finance the project with DSR assistance of \$66,666 and are ready to go.					

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	198,450
b) Total project funding	198,450
c) Project variance*	Nil

*Balance between a) and b) should be \$0

Our whole
Community wins

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority: City of Busselton
Name of Applicant: Busselton Golf Club Inc

Note: The applicant's name cannot be changed once the application is lodged at DSR.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

LGA – priority ranking of this project	
Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|------------------------------------------------|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Our whole

LGA comments (Required):

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in March**. Late applications cannot be accepted in any circumstances.

DSR OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
PO Box 329
Leederville WA 6903
Tel: (08) 9492 9700
Fax: (08) 9492 9711

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

Karratha Leisureplex
Dampier Hwy
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
Fax: (08) 9182 2199

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
Fax: (08) 9792 6999

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
Fax: (08) 9892 0199

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Fax: (08) 9941 0999

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
Fax: (08) 9022 5899

KIMBERLEY – Kununurra

Government Offices
Cnr Konkerberry Drive and
Messmate Drive
PO Box 1127
Kununurra WA 6743
Tel: (08) 9166 4900
Fax: (08) 9166 4999

WHEATBELT - NORTHAM

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
Fax: (08) 9690 2499

WHEATBELT – NARROGIN

Government Offices
Level 2, 11-13 Park Street
Narrogin WA 6312
Telephone 0429 881 369
Facsimile (08) 9881 3363

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
Fax: (08) 9956 2199

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Facsimile (08) 9166 4999
Mobile 0427 357 774

Our whole



fair trading

Ministry of Fair Trading

ABN 19 147 003 635

WESTERN AUSTRALIA
Associations Incorporation Act 1981
Section 19

Registered No.: A0380017G

**Certified Copy of the Certificate of
Incorporation of an Association**

This is to certify that

THE BUSSELTON GOLF CLUB INCORPORATED

has this day twenty-third day of September 1938 been
incorporated under the Associations Incorporation Act 1987.

Dated this twelfth day of July 2001

A handwritten signature in black ink, appearing to read "Pat. H. L. ...".

Commissioner for Fair Trading

CERTIFICATE

USED THIS QUOTE

BRUCE BLUNDELL REG 9528
13 KEEL RETREAT
GEOGRAPHE WA 6280
MOBILE: 0407389961
PHONE: 97523568 FAX: 97515500
EMAIL: blundells@westnet.com.au

27th February, 2016

Manager Busselton Golf Club
BUSSELTON WA 6280

Dear Sir

Thank you for the opportunity to quote on your proposed renovations.

The following price is based on the latest concept plan provided by Building Design South West Drawing No A 06 on 18/1/2016. My price includes the listed PC items which I deem adequate to cover the proposed works, however a full specification and addenda will need to be provided and full completed working drawings and engineer specifications will also need to be provided before a final contract price can be provided.

The following price also includes matching finishes to the existing buildings.

Pre Costed Items Included

Plumbing: Materials & labour	25,000
Plumbing fixtures	11,050
Electrical Works & fittings	4,600
Painting	7,500
Cabinetworks	6,000
Ceramic Tiling	11,200
Shower & WC partitioning	10,000
Bench seating and lockers	14,000

My price GST inclusive \$198,000

Items Not Included in quote:

Possible sewer upgrade
Relocation of existing stormwater tanks

Yours faithfully

BRUCE BLUNDELL

USED THIS QUOTE
SEE "COST ESCALATION"

Manager Busselton Golf Club

From: M Pratt <mark@allbsngasplumb.com.au>
Sent: 29 February 2016 10:25
To: manager@busseltongolfclub.com.au
Subject: ESTIMATE - RENOVATIONS - STORM WATER AND LEACH DRAIN

Good morning Matt,

Further to your request to supply an estimate for complete the following:

My estimated price includes:

- Alter water mains
- Alter existing storm water system
- Supply and install new concrete x4 (1500 x 1200 complete with traffic lids) storm soak well system and connect up to existing down pipes to the new building
- Supply and install storm water sump boxes
- Extend existing leach drain by 6m to cater for new female amenities
- Labour
- Materials
- Plant hire

Estimated price **\$20,295.00**

My price Excludes:

- Pumping out existing septic tanks and leach drains
- Repairs or replacement of - power, Telstra, retic etc
- Removal and reinstatement of lawns
- Dewatering
- Rock breaking and removal or excavation of rock and associated works

Thank you for the opportunity to estimate the above and if you have any queries, please do not hesitate to contact me.

Kind Regards
Mark Pratt

PO BOX 601
Busselton WA 6280
Mark: 0418 932 532
Cathy: 0407 542 299
Fax: 08 9754 1101
Ph: 08 9754 2299

PL Lic. No. 1123
Gas Lic. No. 3474





BGC Construction Pty Ltd ABN 48 008 783 248 Reg. No. 3930
5th Floor, 22 Mount Street, Perth WA 6000, Australia
Telephone +61 8 9261 1700 Facsimile +61 8 9261 1747
Head Office Postal Address PO Box 7223, Cloisters Square WA 6850
Bunbury Office Postal Address PO Box 1155, Bunbury WA 6230
Albany Office Postal Address PO Box 1779, Albany WA 6330

Ref: busselton golf club proposed renovations

2 February 2016

Matt O'Connell
General Manager
Busselton Golf Club (Inc)
PO Box 100
BUSSELTON WA 6280

Dear Matt

BUSSELTON GOLF CLUB PROPOSED ADDITIONS & RENOVATIONS

On behalf of BGC Construction please find attached our budget estimate for the Busselton Golf Club proposed additions and renovations. Our budget is inclusive of all overheads including insurance, building permit and supervision. We have also included a contingency for unforeseen / latent conditions.

As a regional builder BGC Construction provides opportunities for employment and growth in the Busselton region. The location of your sporting facilities and proposed upgrades will increase participation from our staff, subcontractors and suppliers. We have available expertise in the Busselton area to carry out the proposed works which will therefore contribute to the local economy.

We would estimate a project timeline of approximately 4 months providing that works are commenced post the winter season.

Should you require any further assistance then please do not hesitate to make further contact.

Yours sincerely


ROSS MARSHALL
Regional Manager

NOT USED

BUDGET ESTIMATE

Busselton Golf Club Proposed Renovations
Lot 277 Capman Hill Road Ambergate
Date: 2nd February 2016

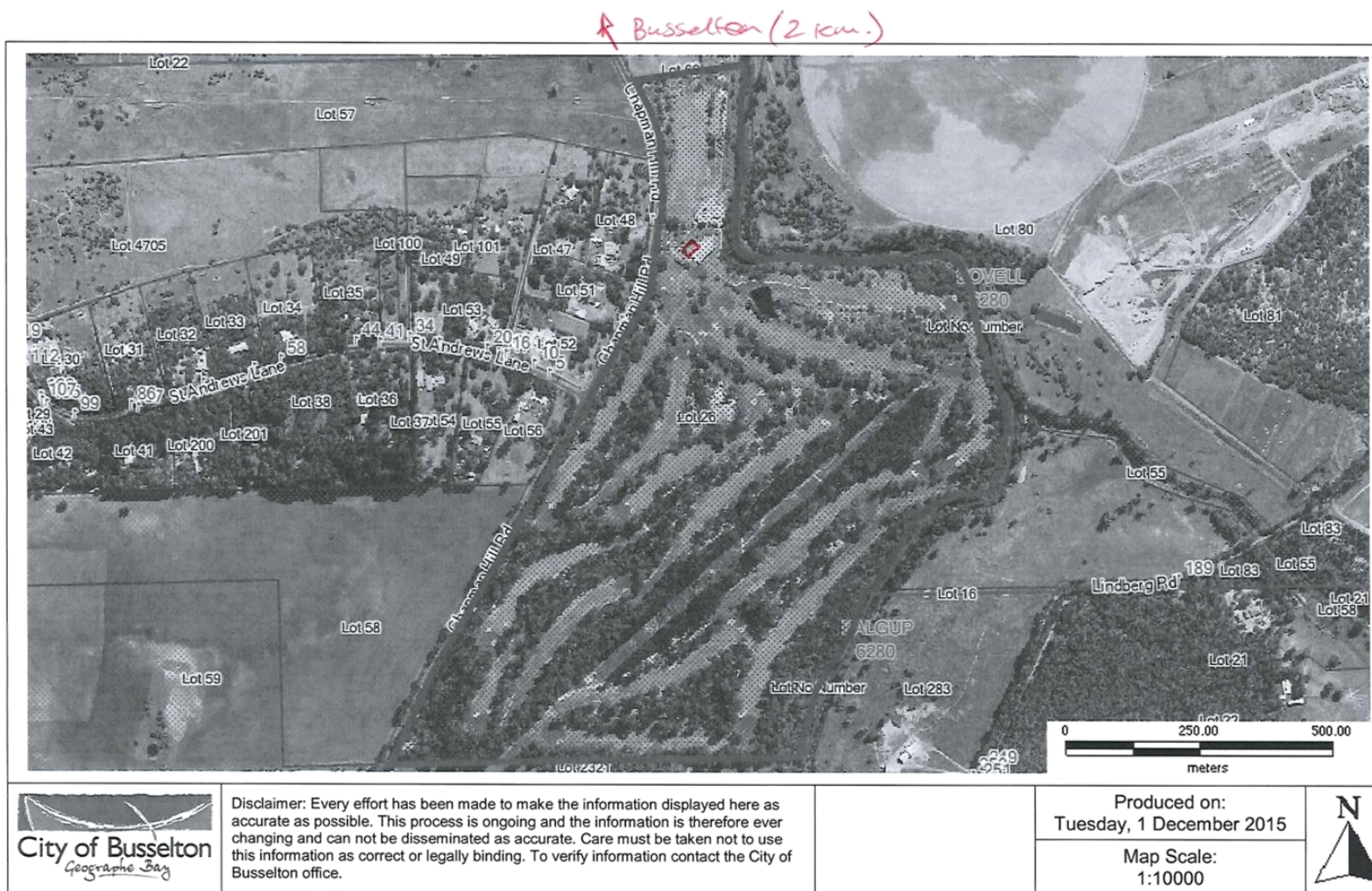


BUILDING AREA - TOTAL

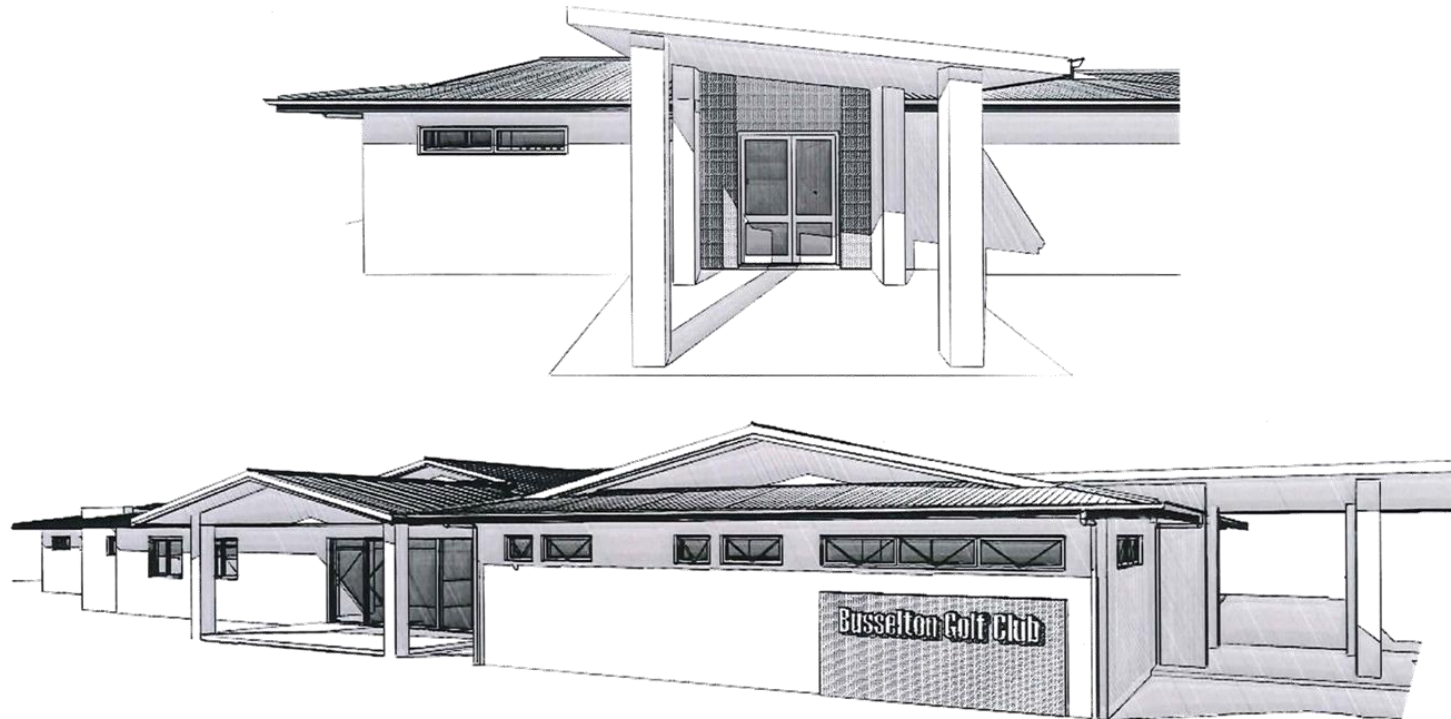
205 m²

/m²

DESCRIPTION	UNIT	QUANT	RATE	TOTAL
Design, Documentation, Energy Compliance, Certification etc.	item	EXCLUDED		
Development Application	item	EXCLUDED		
Carpark, Kerbing and Drainage	item	EXCLUDED		
Site Prepared to S Class	m2	33	\$150.00	4,891
Building FECA - New Additions	m2	33	\$1,600.00	52,166
Building FECA - Renovations to Existing	m2	172	\$650.00	111,800
Landscaping & Adjacent Site Works	PS	1	\$5,000.00	5,000
Switchboard Upgrades	PS	1	\$10,000.00	10,000
Selections from Builders Standard Range	item	INCLUDED		
Site Transformer, Power Upgrades	item	EXCLUDED		
Site Fire Booster, Fire Tanks & Pumps	item	EXCLUDED		
No Allowance for Headworks or Authority Fees and Charges	item	EXCLUDED		
No Allowance for Shire Contributions, Bonds or Levies	item	EXCLUDED		
Reinstatement of Existing Surfaces / Access Routes	item	EXCLUDED		
	Builder's Cost			\$183,857
	Margin			\$18,386
	Total Excluding GST			\$202,243
	GST 10%			\$20,224
	Total Including GST			\$222,467



PROPOSED BUSSELTON GOLF CLUB RENOVATIONS LOT26 #277 CHAPMAN HILL ROAD

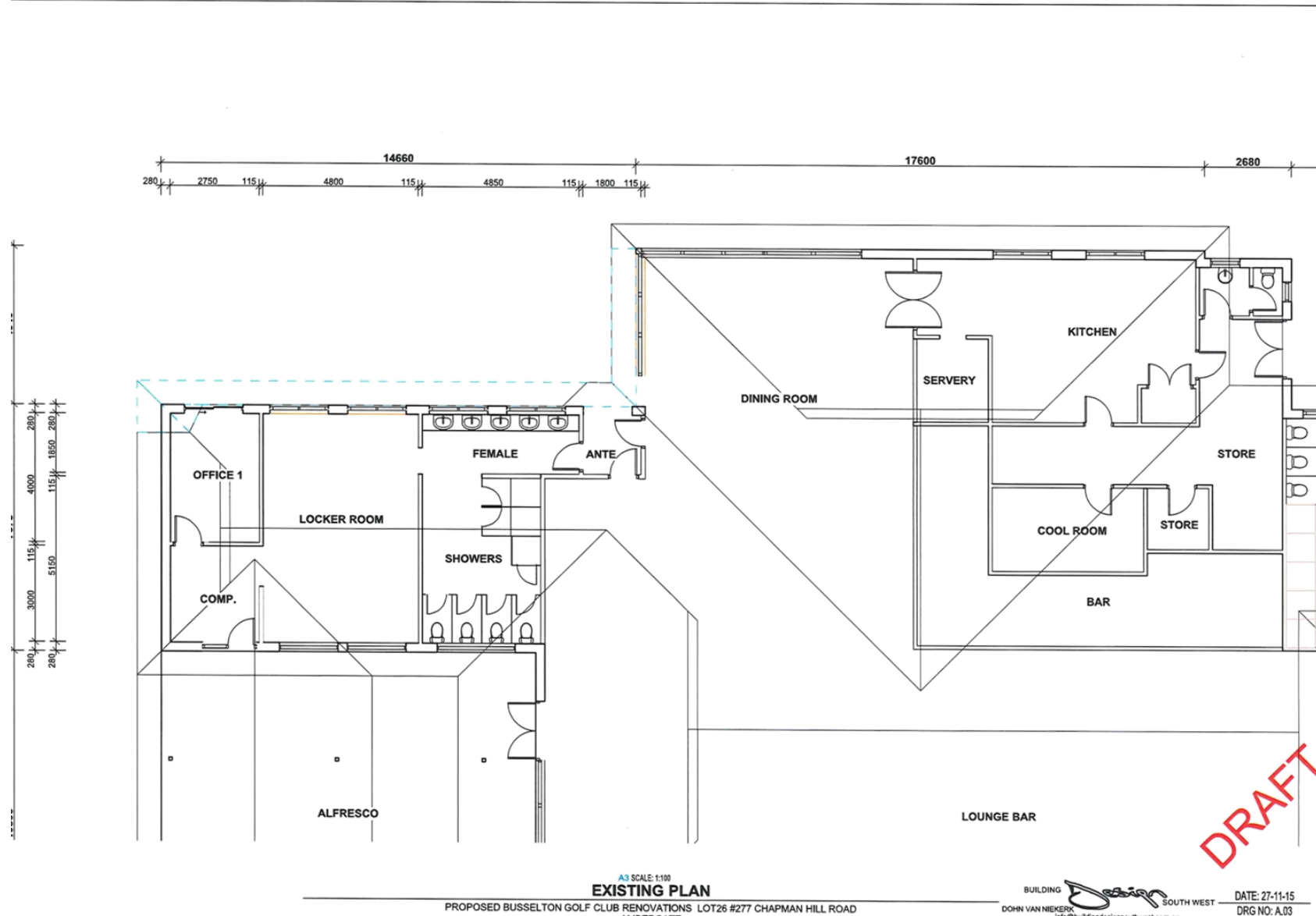


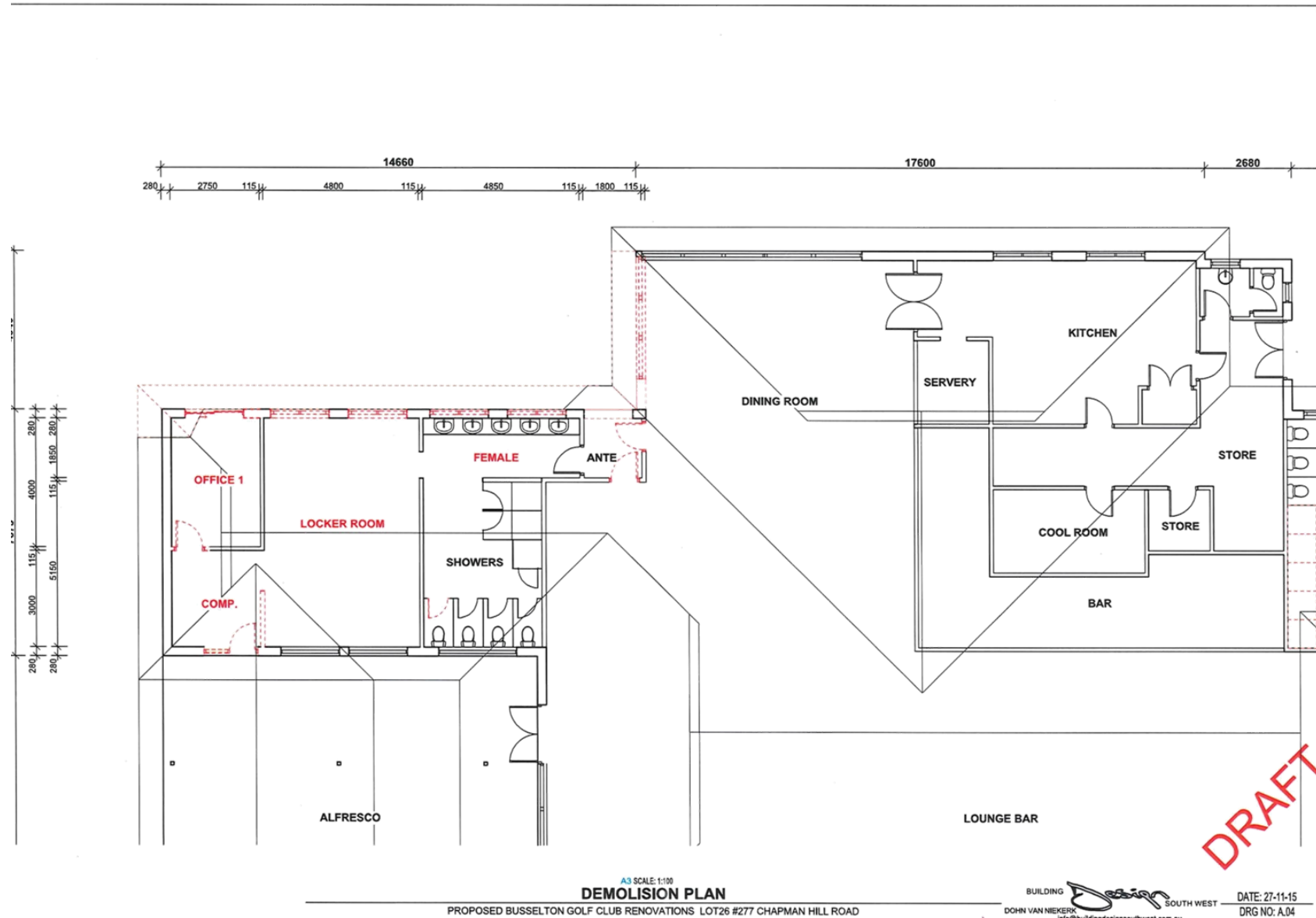
SHEET INDEX

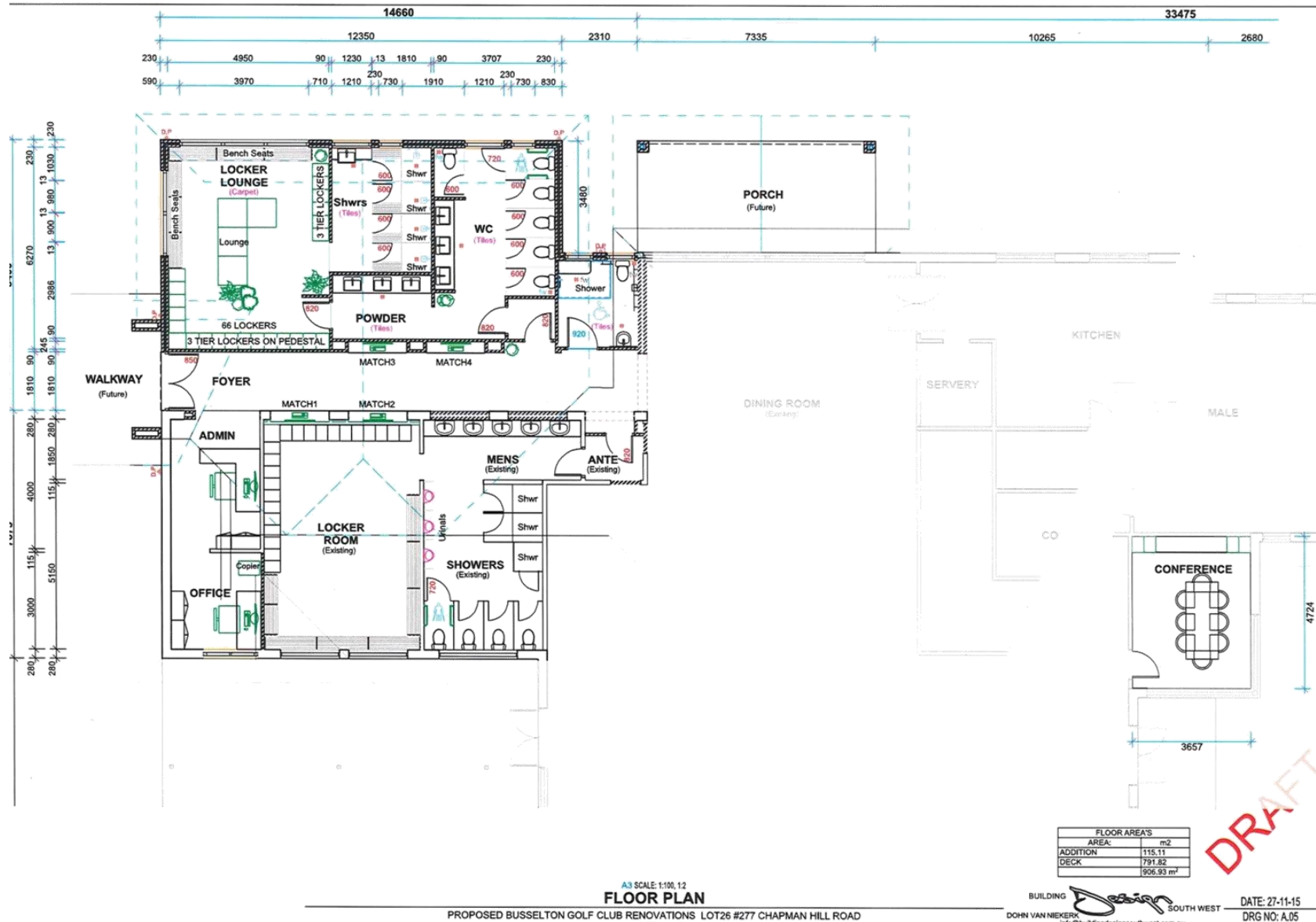
- A.01 COVERPAGE
- A.02 SITE PLAN
- A.03 EXISTING PLAN
- A.04 DEMOLITION PLAN
- A.05 FLOOR PLAN
- A.06 ELEVATIONS
- A.07 ELEVATIONS

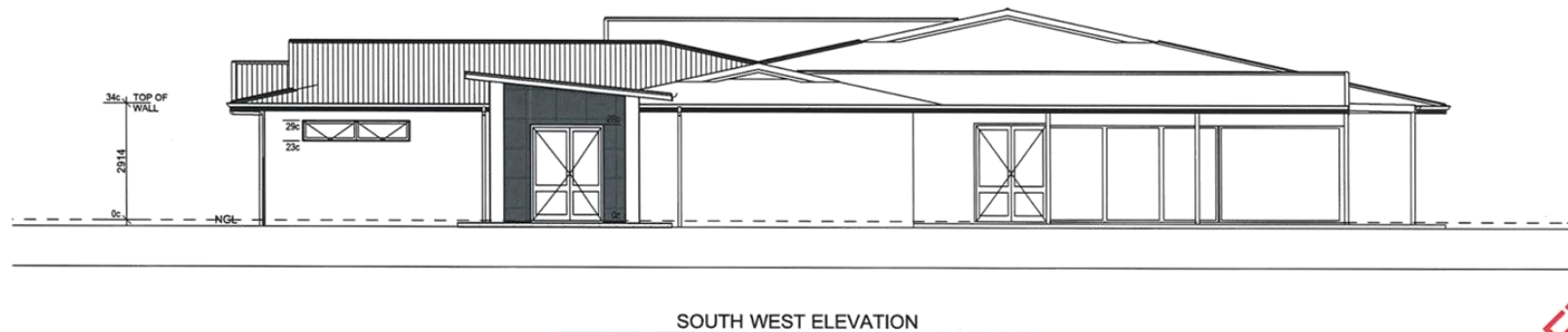
DATE: 27-11-15



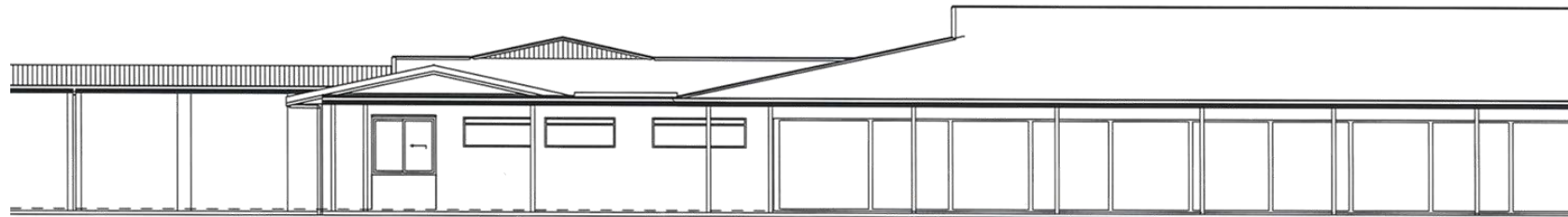




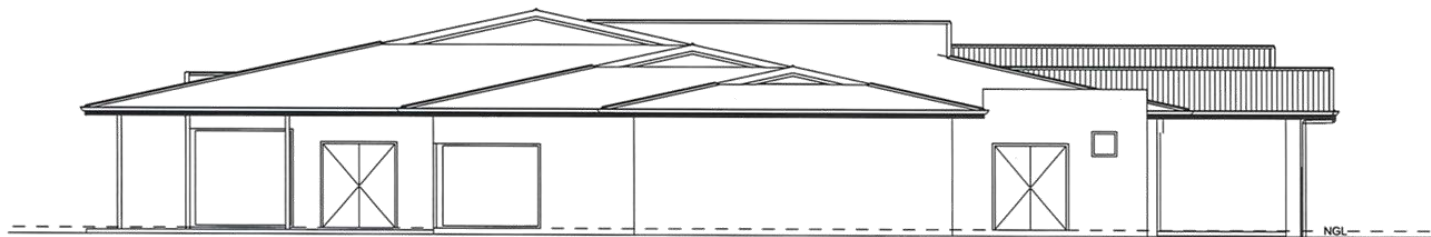




DRAFT



SOUTH EAST ELEVATION



NORTH EAST ELEVATION

DRAFT

A3 SCALE: 1:100
ELEVATIONS

PROPOSED BUSSELTON GOLF CLUB RENOVATIONS LOT26 #277 CHAPMAN HILL ROAD

BUILDING
DOHN VAN NIEKERK
Design SOUTH WEST

DATE: 27-11-15
DRG NO: A.07







13.2 AIRSIDE INFRASTRUCTURE AT BUSSELTON-MARGARET RIVER REGIONAL AIRPORT -
EXPRESSIONS OF INTEREST EOI 01/16

SUBJECT INDEX:	Busselton-Margaret River Regional Airport
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Airport Project Team
ACTIVITY UNIT:	Commercial Services
REPORTING OFFICER:	Project Officer - Contracts and Tendering - Ben Whitehill
AUTHORISING OFFICER:	Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

Council previously resolved to proceed with the development project at Busselton-Margaret River Regional Airport (**Airport**). A significant component of the development project involves the design and construction of the airside infrastructure at the Airport (**Airside Infrastructure Works**). It is considered that only contractors with a high level of expertise, experience, capacity and resources would be capable of satisfactorily delivering the Airside Infrastructure Works.

Therefore prior to inviting tenders for the Airside Infrastructure Works, it is recommended that Council consider making a preliminary selection from amongst prospective tenderers.

This report recommends that Council:

1. decide to use a preliminary selection process prior to inviting tenders for the Airside Infrastructure Works;
2. endorse the proposed selection criteria for the preliminary selection process; and
3. delegate to the Chief Executive Officer the power to decide which, if any, of those expressions of interest that are received, are from a person who he thinks to be capable of satisfactorily supplying the goods and services required Airside Infrastructure Works.

BACKGROUND

The Airport Development Project, is a capital project of approximately \$55.9 million which could increase to approximately \$65.9 million subject to a further funding application being successful. The capital works associated with the various stages of the project include extension and widening of the existing runway and construction of a new terminal building.

Recently a Project Definition Plan was provided to the Project Governance Committee with final endorsement expected by the end of March. As part of the Project Definition Plan a procurement strategy was devised. It was decided that due to the specialised nature of the airside works the project should be separated into two distinct works packages comprising:

- Package 1 - Airside Infrastructure; and
- Package 2 – Terminal Building and Landside Infrastructure.

After further analysis it was determined that:

- the Airside Infrastructure package was best suited to a Design and Construct Contract due to the opportunity for staging and buildability to be explored through the contractor to meet specific operational and financial objectives; and
- the Terminal Building and Landside Infrastructure Package was best suited to a Construct Only Contract with separable portions.

The Airside Infrastructure Works comprise, amongst other things, the design and construction of the following:

- the strengthening, widening and extension of the runway;
- a two bay parking apron and connecting taxiway;
- installation of new aeronautical ground lighting;
- new line markings;
- the integration of supporting airside services/utilities; and
- associated earthworks.

The next step in the process for delivering the Airport Development Project is engaging a contractor, or contractor consortia, with the required level of expertise, experience, capacity and resources for designing and constructing the Airside Infrastructure Works. This process is expected to attract significant interest from prospective tenderers.

Under the *Local Government (Functions and General) Regulations 1996 (LG Regulations)* a local government has the ability to follow, prior to inviting tenders, a preliminary selection process. The purpose of this process is to make a preliminary selection from amongst prospective tenderers if it is considered to be advantageous to the local government to limit the number of prospective tenders. In addition the Project Governance Committee provided approval to seek Expressions of Interest on 29 February 2016.

It is expected that only the Airside Infrastructure Works will require the use of the preliminary expression of interest process and that the Terminal Building and Landside Infrastructure will use a more traditional construct only process.

This report proposes that it will be advantageous to Council to implement such a preliminary selection process for the Airside Infrastructure Works and consequently seeks Council approval for adoption thereof. The statutory framework in relation to this preliminary selection process is discussed in more detail under the STATUTORY ENVIRONMENT section of this report.

STATUTORY ENVIRONMENT

Regulation 11(1) of the LG Regulations requires tenders to be publicly invited before a local government enters into a contract for the supply of goods or services for which the consideration is expected to be more than \$150,000. The costs associated with the Airside Infrastructure Works will be significantly above this threshold. However in terms of Regulation 21 of the LG Regulations a local government may, prior to inviting tenders, follow a formal expression of interest process for the purpose of making a preliminary selection from amongst prospective tenderers in order to limit who can tender. Regulation 21 specifies as follows:

21. Limiting who can tender, procedure for

- (1) If a local government decides to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.

[(2) *deleted*]

- (3) If a local government decides to seek expressions of interest before inviting tenders, Statewide public notice that expressions of interest are sought is to be given.
- (4) The notice is required to include —
- (a) a brief description of the goods or services required; and
 - (b) particulars identifying a person from whom more detailed information may be obtained; and
 - (c) information as to where and how expressions of interest may be submitted; and
 - (d) the date and time after which expressions of interest cannot be submitted.

It is considered that, in relation to the Airside Infrastructure Works, there are good reasons to make a preliminary selection amongst prospective tenderers before tenders are invited for the design and construction of the Airside Infrastructure Works. These reasons are discussed in more detail under the Officer Comment section of this report. In terms of the LG Regulations the preliminary selection process comprises of:

- The City giving Statewide public notice that expressions of interest are sought, allowing a minimum time of 14 days for submitting expressions of interest;
- Rejection of expressions of interest submitted outside the published deadline and submissions which fail to comply with any other requirement specified in the public notice;
- The City, having considered conforming expressions of interest, to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods and services (in this instance capable of satisfactorily undertaking and completing the Airside Infrastructure Works);
- The Chief Executive Officer to list each of those persons as an acceptable tenderer; and
- Should the City decide to progress with inviting tenders for the Airside Infrastructure Works, the Chief Executive Officer, instead of publicly inviting tenders, to give notice of the invitation only to those listed as acceptable tenderers.

In terms of its power to delegate certain functions under section 5.42 of the *Local Government Act 1995* Council may delegate to the CEO the power to decide which, if any, of the persons who submit expressions of interest would be capable of successfully delivering the Airside Infrastructure Works.

Prior to any contract being awarded for the Airside Infrastructure Works, tenders submitted following abovementioned preliminary selection process will be assessed and determined by Council.

RELEVANT PLANS AND POLICIES

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

The Busselton Regional Airport Master Plan (2016-2036) identifies future stages for development and the EOI process will enable the City to progress and identify those future stages.

FINANCIAL IMPLICATIONS

The purpose of the preliminary selection process is to establish a list of acceptable tenderers for the Airside Infrastructure Works and not to award a contract. Therefore, except for the advertisement costs associated with the public notice (estimated to be less than \$500.00), a decision to formally seek expressions of interest will not have any financial implications.

Long-term Financial Plan Implications

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

The Long Term Financial Plan (LTFP) is currently based on the 'here and now' scenario (stage 1), and will require updating to reflect the project, including ongoing operational and capital revenue and expenditure based on the stage 2 redevelopment. This work has commenced and will be incorporated into future LTFP reviews.

STRATEGIC COMMUNITY OBJECTIVES

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

Key Goal Area 2 - Infrastructure assets that are well maintained and responsibly managed to provide for future generations; and

Key Goal Area 6 - An organisation that is managed effectively and achieves positive outcomes for the community.

RISK ASSESSMENT

An assessment of the risks associated with the preliminary selection process has been undertaken using the City's risk assessment framework. The risks listed in the table below have been identified and, as is indicated below, are respectively considered to be moderate and low, with sufficient controls and therefore deemed acceptable.

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
Potential claim for damages by prospective tenderers excluded from a tender process as a consequence of the proposed preliminary selection process	<ul style="list-style-type: none"> • Strict compliance with statutory requirements applicable to the preliminary selection process. • Effective documentation 	Potential financial loss	Unlikely	Moderate
Reputational risk to Council if some prospective tenderers are excluded from a tender process as a consequence of the proposed preliminary	<ul style="list-style-type: none"> • Strict compliance with statutory requirements applicable to the preliminary selection process. • Ensure open and transparent 	Reputational	Unlikely	Low

selection process	implementation of preliminary selection process			
-------------------	-------------------------------------------------	--	--	--

CONSULTATION

Project Governance Committee (South West Development Commission, City of Busselton, Tourism WA, Department of Treasury, Department of Transport and Department of Regional Development as observer only) provided approval to seek Expressions of Interest on 29 February 2016.

OFFICER COMMENT

The Airside Infrastructure Works form a significant and challenging part of the overall Airport development project. Contractors will require specialised knowledge and experience relating to aircraft pavements, aeronautical ground lighting and other airside related infrastructure. In addition the construction phase of the project will need to be staged to allow for continued operations at the Airport. Therefore it is considered that only contractors with a certain level of expertise, experience, capacity and resources would be capable of satisfactorily delivering the project.

Unless Council implements a preliminary selection process it is anticipated that, due to the nature of this project, tens of prospective tenderers are likely to request tender documents. Not all of these prospective tenderers will have the capability to satisfactorily deliver the whole Airside Infrastructure Works and some may even be interested in submitting tenders for only certain parts of the project. This could result in the City incurring significant costs and wasting resources in order to:

- prepare and provide plans, specifications and other information to a large number of prospective tenderers; and
- assess tender submissions from a large number of prospective tenderers that may not have the capacity to satisfactorily deliver the whole project.

For the abovementioned reasons it is considered to be advantageous to the City to implement a preliminary selection process for purposes of inviting for the Airside Infrastructure Works only from persons considered to be capable of satisfactorily delivering the whole project. This will result in:

- the extent to which unnecessary costs are incurred will be reduced; and
- the City will be better able to direct its resources towards tenderers considered capable of successfully delivering the project, ensuring a more focused and robust tender process where as part of the tender process respondents will be required to respond to various options of runway lengths and strengths.

It is therefore recommended that Council resolve to seek expressions of interest for the Airside Infrastructure Works in accordance with the regulation 21 of the LG Regulations.

Endorsement of Selection Criteria

It is also recommended that Council determine, for purposes of the preliminary selection process, the criteria for deciding which, if any, of the respondents are to be considered acceptable tenderers. Given the nature and extent of the Airside Infrastructure Works, considerations like prospective tenderers' relevant experience, key personnel, resources and demonstrated understanding of design and construction of specialized works like aircraft pavements, aeronautical ground lighting and other airside related infrastructure, should be the determining factors in this preliminary selection process. In determining the acceptable tenderers each compliant submission will be scored against these criteria, which are weighted to indicate the relative importance that the City places on each criterion.

Respondents should be required to demonstrate their experience with successfully undertaking and completing projects which comprised of construction of airside infrastructure with a project value similar to the Airside Infrastructure Works, with at least one such project successfully undertaken in regional Western Australia. Respondents should also be required to demonstrate relevant experience in undertaking projects which involved staged construction. Due to the importance of this criterion it is proposed that it carry a weighting of 40%.

Respondents should be required to provide information regarding their employment/engagement of personnel with relevant experience and skills to undertake and successfully complete the Airside Infrastructure Works. Specific information in relation to the role of key personnel in the performance of the project should be required, including their qualifications and experience with projects similar to the Airside Infrastructure Works. It is proposed that this criterion carry a weighting of 15%.

Respondents should demonstrate their ability to supply, manage and sustain plant and equipment required for undertaking and completing the Airside Infrastructure Works within the proposed timeframe, financial resources to successfully manage the cashflow requirements of the project and their ability to implement contingency measures which may be required in event of an emergency/special circumstances. It is proposed that this criterion carry a weighting of 20%.

Respondents should be required demonstrate their understanding of the project by outlining approaches to pavement and lighting options for the project, providing a high level indicative program and timeline, identifying key risks and hold points and outlining methodologies for dealing with latent conditions. It is proposed that this criterion carry a weighting of 25%.

It is recommended that Council endorse these selection criteria which are set out in full in the OFFICER RECOMMENDATION section of this report.

Delegation to CEO

The proposed preliminary selection process involves to a large extent a relatively straight forward administrative process of assessing submissions in accordance with clear selection criteria that provide limited scope for the exercise of discretion. Therefore it is also recommended that Council delegate to the CEO the power to decide, in accordance with abovementioned selection criteria, which, if any, of those expressions of interest that are received, are from person considered to be capable of satisfactorily delivering the Airside Infrastructure Works. The CEO has indicated that he will, before exercising his delegation, consult with the City's Airport Advisory Committee and in particular with the Councillors who are members of that group. The Council will make the ultimate decision in relation to the award of a tender for the Airside Infrastructure Works and this is just a preliminary step in that process.

It is recommended that Council delegate to the CEO the power under regulation 23(3) of the LG Regulations to decide, in accordance with abovementioned selection criteria, which, if any, of those expressions of interest that are received, are from person considered to be capable of satisfactorily delivering the Airside Infrastructure Works under regulation 23(3).

CONCLUSION

Due to the nature and extent of the services required for the Airside Infrastructure Works and the opportunity to avoid incurring unnecessary costs, it would be advantageous to the City if tenders were invited only from persons who Council considered to be acceptable tenderers.

In order to ensure a fair, transparent and effective evaluation process it is proposed that Council adopt the proposed selection criteria and delegate to the CEO the power to decide which, if any, of

those expressions of interest that are received, are from persons considered to be capable of satisfactorily delivering the Project.

OPTIONS

Council has the following options as alternatives to the Officer recommendation:

- Publicly invite tenders for the Airside Infrastructure Works without using the preliminary selection process. However for the reasons discussed under OFFICER COMMENT section of this report a preliminary selection process in accordance with the LG Regulations is recommended prior to tenders being invited.
- Alter the requirements or weighting of any of the proposed selection criteria. For the reasons discussed under OFFICER COMMENT section of this report the recommended weighting is considered to serve the City's best interest.
- Not delegate authority to the CEO to determine the list of acceptable tenderers. Given this is a relatively straight forward step in the tender process which Council will ultimately determine, officers believe it would cause an unnecessary delay to require another Council decision at this stage of the process.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If Council resolves to adopt the officer recommendation, Statewide public notice that expressions of interest are sought will be given, with the closing date during the third week of April 2016 (allowing for a minimum of 14 days submission period). Assessment of submissions received and shortlisting of acceptable tenderers will occur as soon as is practicable after the closing date.

OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

1. Resolves to seek expressions of interest for the supply of goods and services for the Airside Infrastructure Works at the Airport in accordance with Regulation 21 of the *Local Government (Functions and General) Regulations 1996*;
2. Resolves to endorse the following selection criteria for purposes of deciding which, if any, of those expressions of interest that are received, are from persons considered to be capable of satisfactorily supplying the goods and services required for the Airside Infrastructure Works:

Relevant Experience (weighting 40%)

For the purpose of this section a “**Relevant Project**” means a project undertaken in the last 5 years that is similar to the Project and involved the detailed design and construction of airside infrastructure including but not limited to aircraft pavements, aeronautical ground lighting and services-design and associated alignments.

To demonstrate relevant experience Respondents should describe their experience, competency and track record for:

- (i) undertaking and successfully completing at least 2 Relevant Projects where construction costs exceeded \$10 million;
- (ii) operating under a design and construct contract for a Relevant Project;
- (iii) acting as main contractor and managing subcontractors for a Relevant Project;
- (iv) undertaking and successfully completing at least 1 Relevant Project in regional Australia;
- (v) working in an operational airside environment for a Relevant Project (please detail any staging considerations and measures taken to minimise disruption to existing airport operations);
- (vi) identifying, managing and resolving issues in Relevant Projects;
- (vii) working with Local Government; and
- (viii) complying with regulatory requirements.

Key Personnel Skills and Experience (weighting 15%)

Respondents should provide an organisational chart for the proposed Project team detailing:

- (i) the key personnel of the Respondent; and
- (ii) the key personnel of the proposed subcontractors and consultants.

The Respondent should also provide for each of the key personnel:

- (i) the relevant experience and skills that the person has which will allow them to undertake and successfully complete the Project;
- (ii) details of their likely role in the performance of the Project;
- (iii) a curriculum vitae;
- (iv) details of memberships to any professional or business associations;
- (v) details of qualifications, with particular emphasis on experience of personnel in projects similar to the Project; and
- (vi) any additional information which may be relevant to the Project.

Please supply details and provide this information in an attachment and label it “**Key Personnel Skills and Experience**”

Respondents' Capacity and Resources (weighting 20%)

Respondents should demonstrate their ability to supply, manage and sustain:

- (i) plant and equipment and materials (including raw materials) required for undertaking and completing the Project within the Respondents proposed timeframe;
- (ii) any subcontractors that would be used for specific/specialised aspects of the work;
- (iii) contingency measures or back up of resources (including personnel) which may be required in the event of an emergency/special circumstances;
- (iv) financial resources to successfully manage the cash flow requirements of a design and construct contract with a value in excess of \$10 million; and
- (v) additional resources in the event that the scope of the Project is increased.

As a minimum, Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it **"Respondent's Resources"**.

Demonstrated Understanding (weighting 25%)

Respondents should demonstrate their broad understanding of the design and construction of the Project by:

- (i) outlining approaches to pavement and lighting options for the Project;
- (ii) outlining options for construction staging methodologies for achieving the airside deliverables, one of which must include maintaining full operations at all times;
- (iii) providing a preliminary cost benefit statement (including whole of life) of the proposed methodologies as it relates to items (i) and (ii) above;
- (iv) providing a high level indicative program and timeline for the Project, including critical path;
- (v) identifying the key hold points for the Project and how those hold points would be managed;
- (vi) identifying the critical risks for the Project and how those risks can be mitigated;
- (vii) outlining methodologies for dealing with potential latent conditions (e.g. high water table); and
- (viii) by providing any other information that the Respondent considers may be relevant to the Project, including further information to reduce cost uncertainties during the Tender phase.

Please supply details and provide an outline of your proposed methodology in an attachment labelled **"Demonstrated Understanding"**.

3. Delegates to the Chief Executive Officer the power to decide which, if any, of those expressions of interest that are received, are from person who he thinks to be capable of satisfactorily supplying the goods and services required for the Airside Infrastructure Works at the Airport.

14. FINANCE AND CORPORATE SERVICES REPORT

14.1 BUSSELTON HARNESS RACING LEASE OF ADDITIONAL AREAS

SUBJECT INDEX:	Agreements and Contracts
STRATEGIC OBJECTIVE:	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Property Services
REPORTING OFFICER:	Property Management Officer - Julie Oates
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Busselton Harness Racing Club Leased Areas

PRÉCIS

The Busselton Harness Racing Club Inc ("BHRC") currently lease a clubroom, tote building and the finish line tower at Churchill Park, Lot 410 Adelaide Street. They are seeking approval to increase their lease area to include the existing tractor shed, proposed to be converted to a dedicated Medical Area, and a portion of land in the south eastern corner of the park for the construction of a shed to store the tractor and other machinery.

The purpose of this report is to make a recommendation to Council on the proposed tenure of the portions of land required for the proposed medical area and storage shed.

BACKGROUND

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

Churchill Park has been used by community and sporting groups since 1942 and is currently used year round as a multiple purpose site. The park features a trotting track with playing fields in the centre surrounded by stables and exhibition halls. There is also a croquet club and greens, a bowling club and greens, and various other club rooms, and administration buildings. The park is generally available for community use with only selected areas subject to exclusive use agreements (leases) where such use has been properly justified.

The BHRC hosts approximately six (6) race meetings per annum during the months of December and January. They utilise the track on a hire arrangement for the race meetings but have exclusive possession of clubrooms, the finish line tower and the tote building as shown hatched red on Attachment A. As per the 2010 Council resolution (C1009/322) the lease term provided was for 8 years, expiring 21 August 2019, with a further 10 year option. This was to align the term with other Churchill Park leases, namely with the Southern Districts Agricultural Society (SDAS), the Busselton Bowling Club, the Busselton Croquet Club and the Busselton Soccer Club (BSC). The length of these lease terms is reflective of a negotiated outcome to alleviate the concern of the groups at the time about the continued existence of Churchill Park in its current form, because of plans to potentially develop some of the land considered by a previous Council.

In July 2015 the BHRC made a request to the City seeking approval to convert the existing tractor shed (as shown hatched blue on Attachment A) to a dedicated medical area (MA) required for veterinary and testing services during race nights. Additionally they requested approval to construct a shed for the purpose of storing the tractor and some other machinery on a portion of land as shown hatched yellow on Attachment A.

The BHRC have been using the existing stable shed to store their tractor for a number of years. Recently, concerns have been raised about the diesel odour and how this affects not only the horses but the owners that are confined to that space during race nights. In addition, the need for a dedicated and powered MA area for the on course Vet and for swab testing purposes has prompted the request for construction of a new shed to store the tractor and other machinery so that the stable shed can be used exclusively as a MA.

A development application proposing a new shed of approximately 88m² has been approved subject to certain conditions, one being that there is a lease in place covering the shed. Given the BHRC will have exclusive use of both the shed and the MA, these areas should be included in their lease.

To effect these changes it is necessary to surrender the current lease and simultaneously enter into a new lease of a revised area. The purpose of this report is to seek approval for the surrender and granting of a new lease for the remainder of current lease term. The only material difference between the current and a new lease will be the changes to the lease area and a slight increase to the rent so that it is consistent with the terms currently applied to community and sporting group leases.

STATUTORY ENVIRONMENT

When disposing of property whether by sale, lease or other means, a Local Government is bound by the requirement of section 3.58 of the Local Government Act. However 3.58 (5) (d) provides exemptions to this process under Regulation 30 (2) (b) (i) (ii) of the Local Government (Functions & General) Regulations.

This section states “disposal of land to incorporated bodies with objects of benevolent, cultural, educational or similar nature and the member of which are not enlisted to receive any pecuniary profit from the body’s transactions, are exempt from the advertising and tender requirements of section 3.58 of the Local Government Act”. The constitution of the BHRC is such that this exemption applies.

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

RELEVANT PLANS AND POLICIES

The City of Busselton’s Long Term Financial Plan includes funding as per the City’s Asset Management Plan for upgrades to Churchill Park. The inclusion of such funding supports Churchill Park as an important multi-purpose recreation asset for the community.

FINANCIAL IMPLICATIONS

In 2009, when the current lease was agreed, the annual rent charged to community and sporting groups leasing City owned and managed land was \$150.00 per annum. In surrendering the current lease and entering into a new lease, it is proposed that the rent charged increase to \$205.00 per annum to reflect the current standard lease terms and conditions.

If council adopt the officer recommendation, the BHRC would be responsible to manage and maintain the new shed and the MA. The City would not be liable for any such costs.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The request to lease additional portions of land at Churchill Park is consistent with the following City of Busselton Community Objectives:

Key Goal Area 2: Well planned, vibrant and active places:

- 2.1 A City where the community has access to quality cultural, recreation, 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.
- 2.3 Infrastructure assets are well maintained and responsibly managed to provide for future generations.

RISK ASSESSMENT

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

CONSULTATION

City staff consulted with other users of Churchill Park regarding the location of the proposed new shed. There were no objections to the construction of the shed however the requirement for a 2m setback from the boundary fence raised some concerns as to whether this will leave enough room between the shed and the track fence for vehicle access. City officers visited the site and are confident that there will be adequate room for vehicle access.

As users of the stable, the SDAS were specifically consulted on the proposal to enter into a lease with the BHRC for the existing tractor shed. The SDAS have confirmed in writing that they have no objection to this.

OFFICER COMMENT

The construction of a new shed to house the BHRC's tractor and other machinery will not only address concerns raised in relation to diesel odours, but will also enable the current stable shed to be used as a dedicated MA.

The south eastern corner of Churchill Park is the BHRC's preferred location for construction of the new tractor shed, with this area being large enough to construct a shed that can house their tractor as well as other machinery currently stored on the grounds of Churchill Park. Housing such machinery in a purpose built shed will remove the risk of the public climbing on the machinery and hurting themselves and provide a protected area for the machinery. Additionally it will provide for improved aesthetics for Churchill Park. City officers are confident that the location for the new tractor shed will not interfere with other users or their use of the park.

The proposed dedicated MA will provide a safer and improved medical area for horses, owners and vet staff to carry out race night tasks. Horses can become easily unsettled by their surroundings; providing a dedicated MA and removing the diesel smell through relocation of the tractor will

provide for improved surroundings and reflects BHRC's continued effort to improve the functionality of the facilities they offer.

As both the shed and the proposed MA will be used exclusively by the BHRC it is recommended that the City include the new areas in a lease which provides the BHRC with the same tenure for all exclusively used areas and ensures ongoing maintenance obligations for the shed and proposed MA are the responsibility of the BHRC.

CONCLUSION

The BHRC support local community groups through their race meetings and bring a number of visitors to Busselton during the season. They have been an integral part of Churchill Park and the local community for many years and are keen to improve their operations and facilities at this site.

OPTIONS

1. Council can resolve not to enter into a lease with the BHRC.
2. Council can resolve to enter into a different lease term with the BHRC.

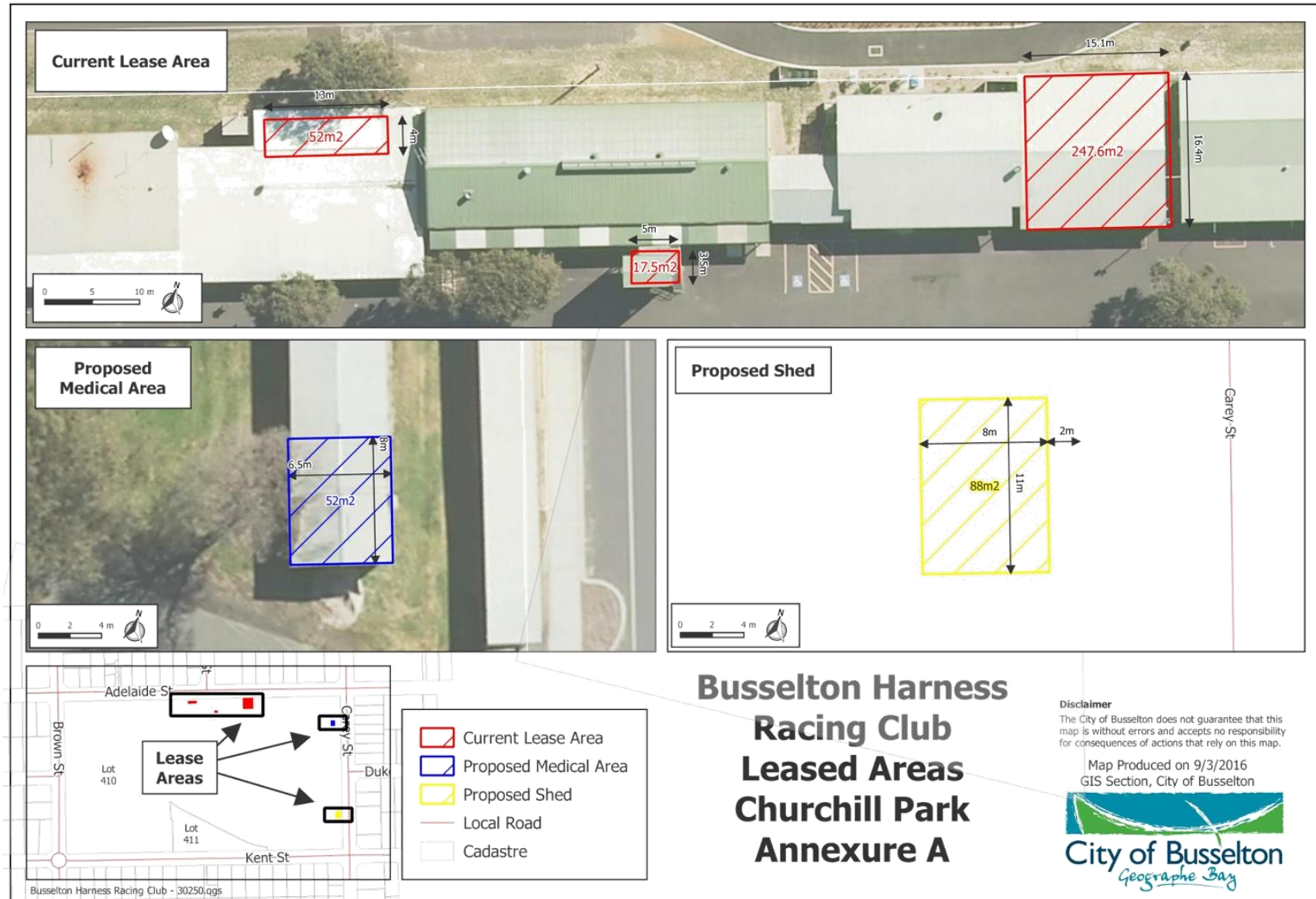
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

It is anticipated that the current lease would be surrendered a new lease executed by all parties on or before the 1 June 2016.

OFFICER RECOMMENDATION

That the Council:

1. Accept the surrender of the current lease dated 27 December 2012 between the City of Busselton and the Busselton Harness Racing Club Inc, subject to a new lease being entered into.
2. Enter into a lease, subject to the consent of the Minister for Lands approval, with the Busselton Harness Racing Club Inc for a portion of Lot 410, Deposited Plan 216960, Volume 1850, Folio 572, 78 Adelaide Street Busselton, as shown hatched red, hatched blue and hatched yellow on Attachment A. The terms and conditions of the new lease will be the same as the current lease dated 27 December 2012, subject to the following;
 - a) The term of the lease will commence on the surrender of the existing lease and expire on 21 August 2019; with a further 10 year option expiring on 21 August 2029;
 - b) The rent to commence at \$205.00 inclusive of GST per annum; and
 - c) All costs associated with the surrender of the existing lease and with the preparation of the new lease to be met by the Lessee.



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

SUBJECT INDEX:	Councillors' Information
STRATEGIC OBJECTIVE:	Governance systems that deliver responsible, ethical and accountable decision-making.
BUSINESS UNIT:	Executive Services
ACTIVITY UNIT:	Executive Services
REPORTING OFFICER:	Reporting Officers - Various
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Hon Mia Davies MLA - CSRFF Application Success Attachment B Liza Harvey MLA - TAFE College Systems Attachment C Hon Barry House MLC - Letter of Congratulations Attachment D Shire of Harvey - Letter of Appreciation

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 Current Active Tenders****2015 TENDERS****RFT15/15 UNDERWATER OBSERVATORY – CONCRETE CONDITION INSPECTION & REPORTING**

The City of Busselton invited tenders for the inspection of and reporting on the structural integrity of the Busselton Jetty Underwater Observatory (UWO). The purpose is to identify any areas of deterioration and vulnerability in the structure, in order to implement future maintenance strategies. The Tender was advertised on the 10 October 2015, with the closing date on 10 November 2015. Five tender submissions were received by the City. The Tender evaluation process was completed in March and the outcome of the evaluation panel presented to the CEO. The value of the contract does not exceed \$350,000 and therefore falls within the delegated authority. The Contract resulting from RFT15/15 was awarded to CDJ Engineering and Consulting Services for the total contract sum of \$166,958.50 (exclusive GST). The date for practical completion of the works under the contract is 30 June 2016.

RFT 16/15 CONSTRUCTION OF LANDFILL CELL 1 AT THE DUNSBOROUGH WASTE FACILITY

The City of Busselton invited tenders for the Construction of Cell 1 at the Dunsborough Waste Facility located on Western Cape Drive. These works are to follow the bulk earthworks for Cell 1 recently completed under RFT 02/15. Construction of Cell 1 under RFT 16/15 involves the installation of associated leachate drainage and treatment infrastructure. The Tender was advertised on 24 October 2015 and closed on 01 December 2015. The Tender evaluation process was completed and the outcome of the evaluation panel presented to Council on 9 December 2015. The Council

endorsed the recommendation report to award tender RFT 16/15 – Construction of Landfill Cell 1 at Dunsborough Waste Facility to WBHO Infrastructure Pty Ltd for the total contract sum of \$1,063,838.35 (exclusive GST). The Contract resulting from RFT16/15 was awarded to WBHO on 05 February 2016. Site access was given to the contractor on 11 February 2016 and the date for practical completion of the works under the contract is 30 May 2016.

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 have been received which are currently under evaluation. The value of the contract is likely to exceed the CEO's delegated authority and will have to be awarded by Council. It is anticipated that the evaluation will be completed and a report presented to Council by April 2016.

2016 TENDERS

RFT 01/16 PROVISION OF CITY OF BUSSELTON CORPORATE UNIFORMS

The City of Busselton invited tenders for the provision of the City's corporate uniforms. The successful supplier will supply the City's corporate wardrobe as required for a period of three years. The tender was advertised on 16 January 2016 with a closing date for submissions of 11 February 2016. Three compliant tender submissions were received which are currently under evaluation. The value of the contract will not exceed \$350,000, and therefore falls within the CEO's delegated authority. It is anticipated the tender evaluation will be completed and a contract awarded by the CEO in March 2016.

RFT 02/16 VASSE SPORTING PRECINCT STAGE 1 – SUPPLY & LAY TURF

The City of Busselton has invited tenders for the supply and installation of roll-on turf for Stage 1 of the sporting oval located in the new sports precinct under development in Vasse. The turf installation is scheduled to take place following completion of the preliminary works which are being managed in conjunction with the relevant developer. The Tender was advertised on 16 January 2016 and closed on 02 February 2016. Five conforming tender submissions and two alternative tender submissions were received which are currently under evaluation. The Tender evaluation process was completed in March and the outcome of the evaluation panel presented to the CEO. The value of the contract does not exceed \$350,000 and therefore falls within the delegated authority. The Contract resulting from RFT02/16 was awarded to 3 Vines Management Company Pty Ltd trading as True Blue Turf for the total contract sum of \$141,540 (exclusive GST). The date for practical completion of the works under the contract is 30 June 2016.

15.1.2 Hon Mia Davies MLA – Funding Support Letter

Correspondence has been received from the Hon Mia Davies MLA, Minister for Sport and Recreation and is available to view in Attachment A.

15.1.3 Liza Harvey MLA – TAFE College Letter

Correspondence has been received from Liza Harvey MLA, Deputy Premier; Minister for Police; Road Safety; Training and Workforce Development; Women's Interests and is available to view in Attachment B.

15.1.4 Hon Barry House MLC – Letter of Congratulations

Correspondence has been received from the Hon Barry House MLC and is available to view in Attachment C.

15.1.5 Shire of Harvey – Letter of Appreciation

Correspondence has been received from the Shire of Harvey and is available to view in Attachment D.

OFFICER RECOMMENDATION

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

- [15.1.1 Current Active Tenders](#)
- [15.1.2 Hon Mia Davies MLA – Funding Support Letter](#)
- [15.1.3 Liza Harvey MLA – TAFE College Letter](#)
- [15.1.4 Hon Barry House MLC – Letter of Congratulations](#)
- [15.1.5 Shire of Harvey – Letter of Appreciation](#)



Minister for Water; Sport and Recreation; Forestry

Our ref: 52-06318

Mr Jeremy O'Neill
Community Development Coordinator
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

Dear Mr O'Neill

**COMMUNITY SPORTING AND RECREATION FACILITIES FUND (CSRFF)
GRANT REFERENCE: STHWST C08245 / SW2015/41**

Thank you for your application for funding support through CSRFF to assist with the construction of new changeroom facilities at Vasse Sporting Precinct.

It is my pleasure to advise you that your application for funding from the CSRFF has been successful and I have approved a grant of up to \$138,366 to assist with this project to be claimed in the 2016/17 financial year.

The City of Busselton is to be commended for its commitment to the provision of quality community leisure facilities.

The Department of Sport and Recreation will forward to you details regarding conditions and procedures for acceptance of this grant in the near future.

The State Government is pleased to contribute to the development of much needed facilities in your community. I wish you well for the completion of this project.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mia Davies'.

Hon Mia Davies MLA
MINISTER FOR SPORT AND RECREATION

29 FEB 2016



Minister for Police; Road Safety;
Training and Workforce Development; Women's Interests

Our Ref: 45-40375

Cr Grant Henley
Mayor
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

City of Busselton	Application No		Receipt No		City of Busselton
	C/O ID				
	01 MAR 2016				
	Property ID		Doc ID		
	Extension				

Dear Cr Henley

Today I was pleased to announce significant changes to the structure and function of the Western Australian vocational education and training sector, in line with the recommendations of the Training Sector Reform Project.

Over the coming months, the Western Australian TAFE system will be streamlined from 11 colleges to five colleges and arrangements will be introduced to see these colleges work more collaboratively than has previously occurred.

The new TAFE structure will commence operations from 11 April 2016, with two colleges in the Perth metropolitan area and three colleges across regional Western Australia. The TAFE brand will be reinstated in recognition of its strong historical association and awareness among the community, and the colleges will be known as TAFE colleges.

The State's TAFE network must apply its resources to meet the skills needs of industry and maximise employment prospects for students. This will be achieved by a stronger emphasis on engagement with local communities and industries to ensure programs are meeting emerging skill requirements and by harnessing the collective strengths of the network.

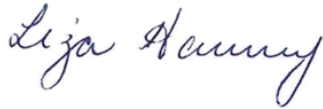
A key finding of the Training Sector Reform Project was that although in recent years our TAFE system has performed well against its counterparts in other States, there is a need for structural improvement. Several institutes had become too small to respond effectively to changes, which was challenging their viability. Consolidating TAFE colleges and streamlining administration will result in colleges with broader and more diverse training programs and greater capability, both individually and as a network, to respond to changes in market needs.

A key feature of the new arrangement is for the TAFE colleges to develop more collaborative approaches to better service the communities they represent. This will be achieved by maintaining the distributed metropolitan and regional campus model adjusted where necessary to ensure the most efficient and effective utilisation of State owned training assets.

Further information about the establishment of the TAFE colleges and the Training Sector Reform Project is available from the Department of Training and Workforce Development website at www.dtwd.wa.gov.au where you will find a range of fact sheets, frequently asked questions and other resources.

TAFE colleges are a significant cornerstone of Western Australia's vocational education and training system and the changes being introduced over the coming months will ensure that this position is maintained and enhanced into the future.

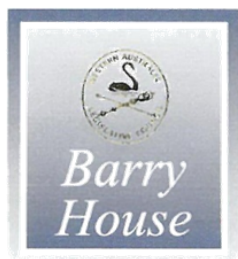
Yours sincerely

A handwritten signature in dark ink, appearing to read 'Liza Harvey', written in a cursive style.

**LIZA HARVEY MLA
DEPUTY PREMIER; MINISTER FOR POLICE; ROAD SAFETY;
TRAINING AND WORKFORCE DEVELOPMENT; WOMEN'S INTERESTS**

Cc Mr Michael Archer, Chief Executive Officer

24 FEB 2016



MEMBER FOR THE SOUTH WEST REGION

1 March 2016

His Worship the Mayor
Cr Grant Henley
City of Busselton
Locked Bag 1
Busselton WA 6280

Application No		Receipt No	
CIO ID			
08 MAR 2016			
Property ID		Doc ID	
Retention			

157 Bussell Highway
Margaret River W.A. 6285
Tel (08) 9757 9555
Fax (08) 9757 9599
Email Barry.House@mp.wa.gov.au

Dear Grant

I write to congratulate you on the City of Busselton's successful application for a \$138,366 grant from the WA State Government's Community Sporting and Recreation Facilities Fund, for the construction of changeroom facilities at Vasse sporting precinct.

In all, 31 projects have shared in the \$7,288,036 grant budget, 14 of which were from regional WA. Without these funds some of these projects may not have proceeded. The State Government is proud to support participation in sport and active recreation.

Your project sounds like a very worthwhile recipient for this grant and I wish you the greatest success with its completion.

Kind regards

Hon. BARRY HOUSE MLC
Member for the South West Region
President of the Legislative Council



SHIRE OF HARVEY

ALL COMMUNICATIONS TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER

102 UDUC ROAD
P.O. BOX 500, HARVEY, WESTERN AUSTRALIA, 6220
TELEPHONE (08) 9729 0300
FACSIMILE (08) 9729 2053
www.harvey.wa.gov.au

PLEASE USE DIRECT DIAL TELEPHONE WHERE NOMINATED

Direct Line:
(08) 9729 0320

Our Reference: TJ:NA
Our file: CC/C/007
Enquiries: Mr Michael Parker

Mr Grant Henley
Mayor
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

Application No	Receipt No
C12 ID	
23 FEB 2016	
Property ID	Doc ID
Reference	

Dear Grant,

RE: DONATION TO LORD MAYOR'S DISTRESS RELIEF FUND

On behalf of the Shire of Harvey I would like to sincerely thank you for your donation to the Lord Mayor's Distress Relief Fund in respect of the recent fire event in this region.

The Recovery process from the fire has commenced and it is the intention that all funds will be utilised to their highest and best use in order to help those people most impacted.

The structural damage, particularly in the Yarloop townsite and damage caused to farming properties has been devastating. Your support of the Lord Mayor's Distress Relief Fund will be directed to people in need based on criteria approved by the Fund's Board.

Council very much appreciates the contributions made by the Western Australian community to support those in a time of need. Every effort will be made to ensure that those people experiencing personal hardship and distress as a result of this natural disaster are assisted in the best way possible.

Once again thank you for your generous contribution to the fund.

Yours faithfully,

CR TANIA G JACKSON
SHIRE PRESIDENT

23rd February 2016.

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, 13 April 2016

21. CLOSURE