

Please note: These minutes are yet to be confirmed as a true record of proceedings

## CITY OF BUSSELTON

### MINUTES OF THE COUNCIL MEETING HELD ON 21 SEPTEMBER 2022

#### TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY / ACKNOWLEDGEMENT OF VISITORS / DISCLAIMER / NOTICE OF RECORDING OF PROCEEDINGS.....	3
2.	ATTENDANCE .....	3
3.	PRAYER .....	4
4.	APPLICATION FOR LEAVE OF ABSENCE.....	4
5.	DISCLOSURE OF INTERESTS .....	4
6.	ANNOUNCEMENTS WITHOUT DISCUSSION.....	4
7.	QUESTION TIME FOR PUBLIC.....	4
8.	CONFIRMATION AND RECEIPT OF MINUTES .....	9
	Previous Council Meetings .....	9
8.1	Minutes of the Council Meeting held 17 August 2022 .....	9
8.2	Minutes of the Special Council Meeting held 7 September 2022 .....	9
	Committee Meetings.....	9
8.3	Minutes of the Policy and Legislation Committee Meeting held 7 September 2022 .....	9
8.4	Minutes of the Finance Committee Meeting held 7 September 2022.....	9
9.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	10
10.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION) .....	10
11.	ITEMS BROUGHT FORWARD .....	11
	ADOPTION BY EXCEPTION RESOLUTION.....	11
12.2	Policy and Legislation Committee - 7/9/2022 - COUNCIL POLICY: REGISTRATION OF HOLIDAY HOMES .....	12
12.4	Finance Committee - 7/9/2022 - LIST OF PAYMENTS MADE - JULY 2022 .....	20
12.5	Finance Committee - 7/9/2022 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 JULY 2022 .....	28
13.1	AMENDMENT NO. 53 TO LOCAL PLANNING SCHEME NO. 21 (SCHEDULE 9 - EXEMPTED ADVERTISEMENTS) - FINAL ADOPTION .....	56
13.2	BUSHFIRE NOTICE REVIEW - DIRECTION ON RECOMMENCEMENT .....	64
14.1	RFT 07/22 - LANDFILL CELL 2 LINER - SUPPLY AND INSTALL.....	85
15.1	COMMUNITY ASSISTANCE PROGRAM (CAP) - 2022 REVIEW AND PROCESS IMPROVEMENTS.....	90
17.1	COUNCILLORS INFORMATION BULLETIN.....	93

<b>ITEMS TO BE DEALT WITH BY SEPARATE RESOLUTION (WITHOUT DEBATE).....</b>	<b>103</b>
12.1    Policy and Legislation Committee - 7/9/2022 - HOLIDAY HOMES AMENDMENT LOCAL LAW 2022 .....	101
15.2    MARGARET RIVER BUSSELTON TOURISM ASSOCIATION VISITOR SERVICING PROPOSAL.....	108
16.1    ADOPTION OF CORPORATE BUSINESS PLAN 2022 - 2026 .....	113
<b>ITEMS FOR DEBATE .....</b>	<b>168</b>
12.3    Policy and Legislation Committee - 7/9/2022 - COUNCIL POLICY AMENDMENT: COMMUNITY HIRE OF CITY PROPERTY .....	168
<b>18.    MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>182</b>
18.1    NOTICE OF MOTION - AMENDMENT TO THE 2022/2023 ANNUAL BUDGET .....	182
<b>19.    URGENT BUSINESS.....</b>	<b>184</b>
<b>20.    CONFIDENTIAL REPORTS.....</b>	<b>184</b>
<b>21.    CLOSURE .....</b>	<b>185</b>



## MINUTES

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 21 SEPTEMBER 2022 AT 5.30PM.

1. DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY / ACKNOWLEDGEMENT OF VISITORS / DISCLAIMER / NOTICE OF RECORDING OF PROCEEDINGS

The Presiding Member opened the meeting at 5.30pm.

The Presiding Member noted this meeting is held on the lands of the Wadandi people and acknowledged them as Traditional Owners, paying respect to their Elders, past and present, and Aboriginal Elders of other communities who may be present.

2. ATTENDANCE

Presiding Member:

Cr Grant Henley Mayor

Members:

Cr Paul Carter Deputy Mayor  
Cr Sue Riccelli (via remote attendance)  
Cr Ross Paine  
Cr Kate Cox  
Cr Anne Ryan  
Cr Phill Cronin  
Cr Jodie Richards  
Cr Mikayla Love

Officers:

Mrs Naomi Searle, Acting Chief Executive Officer  
Mr Oliver Darby, Director, Engineering and Works Services  
Mr Paul Needham, Director, Planning and Development Services  
Mr Tony Nottle, Director, Finance and Corporate Services  
Ms Maxine Palmer, Acting Director, Community and Commercial Services  
Ms Sarah Pierson, Manager Governance and Corporate Services  
Ms Jo Barrett-Lennard, Governance Officer

Apologies:

Nil

Approved Leave of Absence:

Nil

Media:

Nil

Public:

**3. PRAYER**

The prayer was delivered by Pastor Lee Sykes of Cornerstone Busselton.

**4. APPLICATION FOR LEAVE OF ABSENCE**

Nil

**5. DISCLOSURE OF INTERESTS**

Nil

**6. ANNOUNCEMENTS WITHOUT DISCUSSION****Announcements by the Presiding Member**

The Presiding Member acknowledged the passing of Honorary Freeman Roy Morris, whose funeral the Presiding Member attended last Wednesday on behalf of the Council. Roy was an outstanding citizen and member of the community. He was involved with the Busselton Jetty over a long period of time and the building of the Geographe Bay Yacht Club, and also previously worked for the City of Busselton. He was well respected as Honorary Freeman.

**7. QUESTION TIME FOR PUBLIC**

Prior to the Public Question Time commencing the Mayor advised that the questions taken on notice at the previous meeting had been responded to, were presented to the meeting, and would be tabled in the minutes.

**Response to Previous Questions Taken on Notice**

The following questions were taken on notice by the Council at the 17 August 2022 Ordinary Council meeting

**7.1 Mr Keith Sims****Question**

There is a shortage of full-time rental houses and a direct correlation between short term holiday homes and rental shortages. Can you please advise in the City of Busselton the registered number of short-term holiday homes plus the pending applications this year for the last three years, the number of full-time rental properties per year for the last three years and the number of government owned rentals both occupied and empty per year for the last three years.

**Response**

The City does not have information on numbers of full-time rental properties on a year-by-year (or more frequent) basis, or regular or up to date information on the number or occupancy of State Government owned housing.

The City does, however, have information about the number of registered holiday homes at particular points in time, and the number of new applications for development approval for use of residential property as commercial holiday homes.

The following sets out the number of registered holiday homes at the end of the last three financial years –

- 30 June 2020 - 841
- 30 June 2021 - 985
- 30 June 2022 - 876

Note that, due to approval of new holiday homes, re-registration of previously approved holiday homes where the registration has previously lapsed, and cancellations of registration due to change of ownership, the number of registrations does not remain static throughout any given year, and at times during the year the total number of registrations can be between around 10% higher and 10% lower than the year-end figures set out above.

As at 23 August 2022, there were 56 applications for development approval for use as holiday homes awaiting determination.

## 7.2 Mr Andrew Macnish

### **Question**

What measures will the Council take in addressing the alleged damage inflicted upon the professional reputation of the former CEO?

### **Response**

You are referring to a matter from approximately 13 years ago. This question has been answered previously. As you have been advised, you should refer your concerns to the relevant authorities if you feel it is necessary.

### **Question**

Will the Council also advise Cr Cronin that when acting as the Audit and Risk Committee Presiding Member, he has no right to bypass an item on the pre-published agenda, that item being General Business, as he attempted to do at the last ARC meeting and in so doing, showed disrespect for the members and public attendees of that meeting.

### **Response**

There is no 'general business' within the agenda of the Audit and Risk Committee, only General Discussion. There were no items listed within the agenda under General Discussion and it is therefore considered at the discretion of the Presiding Member.

## **Question Time for Public**

## 7.3 Mr Keith Sims

### **Question**

Regarding the new Holiday Home Amendment Law, the rules state a 12 hour response time within which the manager must respond to issues. Does this 12 hour response time apply to business hours or days only?

### **Response**

(Mayor Grant Henley)

We will take that question on notice.

**Questions**

Can you please advise how the amenity enjoyment of property can be maintained or improved if the manager takes that amount of time to respond to a noise complaint for example?

**Response**

(Mayor Grant Henley)

This is part of our regulatory framework. If a noise complaint is disturbing the peace, then the appropriate measure would be to contact the police.

(Paul Needham, Director Planning and Development Services)

It would depend on the severity. If it's a relatively minor issue, but it's still disturbing someone's amenity and someone thinks that might be a breach, you can contact the manager and you can also contact the City so that we're aware that you have tried to contact the manager.

The local law doesn't guarantee that there will be no disturbance, but does aim to reduce the extent of the disturbance.

**Question**

With reference to Item 12.2, has the City changed the intended rule that dogs were not to be left unattended? Is it still part of the Policy?

**Response**

(Paul Needham, Director Planning and Development Services)

This is the first time we've ever had a policy. The policy is not a list of conditions, the policy is setting out the things that we're trying to achieve through the conditions. There is a set of standard conditions and that includes that dogs are not to be left unattended at the premises, which is the means of achieving the outcome of not having barking dogs.

7.4

Ms Michelle Shackleton

**Question**

Within the Corporate Business Plan that may be adopted tonight, it mentions measuring complaints per head of population and complaint type, and the trend is decreasing. Why are there no numbers in there for the sake of clarity and transparency?

**Response**

(Sarah Pierson, Manager Governance and Corporate Services)

We don't have a target for complaints, it isn't something we have benchmark data on to establish a reasonable target. We have committed to doing a future review of the measures to set targets. At the moment we just have a trend as opposed to a target.

**Question**

How long have you been tracking complaints?

**Response**

(Sarah Pierson, Manager Governance and Corporate Services)

We have been tracking complaints for about four years now.

**Question**

Regarding Your Say, are results or comments from that website sent to Councillors?

**Response**

(Sarah Pierson, Manager Governance and Corporate Services)

There are engagement reports. Depending on the project it will vary as to whether all of the comments will go to Councillors, or a synopsis of the engagement. Generally a report that summarises the comments is presented to Councillors.

**Question**

At the last council meeting on the 17 August 2022, Council agreed to provide legal representation for the ex CEO. Were the Councillors given a copy of the Council policy in that regard as well as the officers recommendation at the time they had to make the decision?

**Response**

(Mayor Grant Henley)

Council have access to a suite of policies. The report you are referring to was a confidential report. That confidential report referenced the framework of the Policy in regard to legal representation.

7.5

Mr Andrew Macnish

**Question**

Item 7.4 of the Minutes of the 17 August Council meeting does not include the mayor's partial answer to the second question relating to the smearing of the reputation of the former CEO, where the Mayor stated 'we will take that on notice I'm not aware what that is'. Would the Council not agree it is vital the Minutes must scrupulously and accurately record the truth of what was spoken? Will the Council correct those minutes tonight by including the exact words in the answer given by the Mayor?

**Response**

(Mayor Grant Henley)

Minutes do not record verbatim every word that is said in a Council meeting. It is not a transcript. I took the question on notice as I was unable to answer at the time.

**Question**

The City of Busselton Standing Orders requires a response to a Question Taken on Notice to be given prior to the next meeting, and a summary response to be presented to and recorded in the minutes. I noted there was a presentation of the answers however I did not receive any correspondence regarding my questions taken on notice. Will the Council direct the Acting CEO to rectify this breach of Standing Orders?

**Response**

(Mayor Grant Henley)

An email response was sent to you on 24 August, to your personal email address, following the meeting of 17 August.

**Question**

Will the Council resolve to instruct the Audit and Risk Committee to forward to it the admission of governance failures by the CEO and to carry out its statutory role and investigate and report back why these failures occurred, and what can be learned, and pursue this with the assistance of expert, independent help?

**Response**

(Mayor Grant Henley)

We will take that question on notice.

**Question**

Will the Council direct the Acting CEO to order the Director responsible for governance to ensure there can be no allegations of minute tampering by including in the Minutes the full and exact record of proceedings including all elements of compliant public questions and any appended document giving substance to such questions tabled at council and committee meetings, particularly as it applies to the unconfirmed minutes of the Audit and Risk Committee meeting on 10 August.

**Response**

(Mayor Grant Henley)

We will take that question on notice.

**8. CONFIRMATION AND RECEIPT OF MINUTES****Previous Council Meetings****8.1 Minutes of the Council Meeting held 17 August 2022****COUNCIL DECISION**

**C2209/219** Moved Councillor A Ryan, seconded Councillor P Cronin

**That the Minutes of the Council Meeting held 17 August 2022 be confirmed as a true and correct record inclusive of a correction to Item 7.3 to reflect the total City debt including self-supporting loans as being \$46.174 million.**

**CARRIED 8/1**

**FOR: CR HENLEY, CR CARTER, CR RICHARDS, CR COX, CR CRONIN,  
CR RICCELLI, CR LOVE, CR PAINE**

**AGAINST: CR RYAN**

**8.2 Minutes of the Special Council Meeting held 7 September 2022****COUNCIL DECISION**

**C2209/220** Moved Councillor K Cox, seconded Councillor M Love

**That the Minutes of the Special Council Meeting held 7 September 2022 be confirmed as a true and correct record.**

**CARRIED 9/0**

**Committee Meetings****8.3 Minutes of the Policy and Legislation Committee Meeting held 7 September 2022****COUNCIL DECISION**

**C2209/221** Moved Councillor P Carter, seconded Councillor J Richards

**That the Unconfirmed Minutes of the Policy and Legislation Committee Meeting held 7 September 2022 be noted as received.**

**CARRIED 9/0**

**8.4 Minutes of the Finance Committee Meeting held 7 September 2022****COUNCIL DECISION**

**C2209/222** Moved Councillor A Ryan, seconded Councillor M Love

**That the Unconfirmed Minutes of the Finance Committee Meeting held 7 September 2022 be noted as received.**

**CARRIED 9/0**

**9. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

**Petitions**

Nil

**Presentations**

Nil

**Deputations**

Nil

**10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)**



**11. ITEMS BROUGHT FORWARD****ADOPTION BY EXCEPTION RESOLUTION**

At this juncture the Mayor advised the meeting that, with the exception of the items identified to be withdrawn for discussion, the remaining items will be adopted en bloc, i.e. all together.

**COUNCIL DECISION****C2209/223**

Moved Councillor P Carter, seconded Councillor P Cronin



**That the Committee Recommendations for Items 12.2, 12.4, and 12.5 and Officer Recommendations for Items 13.1, 13.2, 14.1, 15.1 and 17.1 be carried en bloc:**

- 12.2 Policy and Legislation Committee - 7/9/2022 - COUNCIL POLICY: REGISTRATION OF HOLIDAY HOMES**
- 12.4 Finance Committee - 7/9/2022 - LIST OF PAYMENTS MADE - JULY 2022**
- 12.5 Finance Committee - 7/9/2022 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 JULY 2022**
- 13.1 AMENDMENT NO. 53 TO LOCAL PLANNING SCHEME NO. 21 (SCHEDULE 9 - EXEMPTED ADVERTISEMENTS) - FINAL ADOPTION**
- 13.2 BUSHFIRE NOTICE REVIEW - DIRECTION ON RECOMMENCEMENT**
- 14.1 RFT 07/22 - LANDFILL CELL 2 LINER - SUPPLY AND INSTALL**
- 15.1 COMMUNITY ASSISTANCE PROGRAM (CAP) - 2022 REVIEW AND PROCESS IMPROVEMENTS**
- 17.1 COUNCILLORS INFORMATION BULLETIN**

**CARRIED 9/0****EN BLOC**

## 12. REPORTS OF COMMITTEE

### 12.2 Policy and Legislation Committee - 7/9/2022 - COUNCIL POLICY: REGISTRATION OF HOLIDAY HOMES

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Council Policy
<b>BUSINESS UNIT</b>	Governance
<b>REPORTING OFFICER</b>	Compliance Coordinator - Bob Wallin
<b>AUTHORISING OFFICER</b>	Director, Planning and Development Services - Paul Needham
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Draft Council Policy: Regulation of Holiday Homes  

**This item was considered by the Policy and Legislation Committee at its meeting on 7/9/2022, the recommendations from which have been considered by Council.**

The committee recommendation was moved and carried.

#### COUNCIL DECISION

**C2209/224** Moved Councillor P Carter, seconded Councillor P Cronin

**That the Council adopt the draft Council Policy: Regulation of Holiday Homes (Attachment A).**

**CARRIED 9/0**

**EN BLOC**

#### OFFICER RECOMMENDATION

That the Council adopt the draft Council Policy: Regulation of Holiday Homes (Attachment A).

#### **EXECUTIVE SUMMARY**

This report presents a new Council Policy – Registration of Holiday Homes (the Policy) (Attachment A). The Policy has been prepared to provide guidance for implementing the *City of Busselton Holiday Homes Local Law 2012* (Local Law). Amendments to the Local Law are being considered as a separate agenda item.

#### **BACKGROUND**

Council at its 23 March 2022 meeting resolved to:

“... *Implement changes to the regulatory framework for holiday homes in three stages:*

(a) *Stage one:*

*Changes to conditions or registration and introduction of a code of conduct as generally described in this report.*

(b) *Stage two:*

- (i) *Initiate amendments to the Holiday Homes Local Law 2012, to be presented via a separate report during the first half of 2022.*
- (ii) **Concurrently, develop a Council Policy to guide application of the local law.**
- (c) *Stage three:*  
*Draft and initiate advertising of formal changes relating to holiday home provisions in Local Planning Scheme No.21 and Local Planning Policy No. 4.1: Holiday Homes, to be presented via a separate report, once uncertainties relates to the state level regulatory framework have been resolved."*

The draft Policy contained in Attachment A has been prepared to satisfy item (b)(ii) above.

#### **OFFICER COMMENT**

There are 994 registered holiday homes within the City with the majority being located in residential neighbourhoods. Given the proliferation and distribution of this land use, it is essential that these businesses/operations are well regulated.

The objective of the Policy is to guide application of the Local Law and provide transparency of the decision making process for regulating holiday homes. The Policy seeks to ensure that holiday homes are managed and operated in a manner that is respectful to their neighbours and do not unreasonably impact on local amenity and safety.

The draft Policy includes a level of detail not usually applied. This level of detail is essential to reflect the intent of the Local Law, specifically clauses 2.4(4) and 2.7. These clauses provide the mechanism to use a Council Policy to define conditions not already specifically listed in clause 2.6 of the Local Law. The additional details proposed ensures that decisions made regarding imposing conditions or renewing or cancelling holiday home registrations can be sustained and defended successfully if tested by a State Administrative Tribunal review.

The draft Policy provides clear defined guidance on the scope and nature of conditions that the City will consider when issuing new holiday home registrations and considering renewal or cancellations and provides:

- a) High order direction and support for the City in enforcing compliance and defending decisions at the State Administrative Tribunal;
- b) Clearly defined and publically available information for managers/owners and attendants (occupants and guests) regarding expectations and obligations;
- c) Definition of the scope of matters that conditions will address including:
  - a. management of pets;
  - b. sleeping arrangements (confining within home);
  - c. storage and removal of rubbish;
  - d. signage/contact information;
  - e. maintenance and availability of services;
  - f. responsibilities of attendants to not cause nuisance to normal amenity in the area, including but not limited to noise, amplified music, smoke, odours, light and barking dogs; and
  - g. regulate and define responsibilities of owner/manager and attendants to achieve the above; and
- d) Detailing matters the City will consider when assessing renewal of holiday home registrations and cancellation.

**Statutory Environment**

The Officer Recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

**Relevant Plans and Policies**

The officer recommendation aligns to the adopted Compliance Policy.

**Financial Implications**

There are no financial implications associated with the officer recommendation.

**Stakeholder Consultation**

No external stakeholder consultation was required or undertaken in relation to this matter.

**Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

**Options**

As an alternative to the proposed recommendation the Council could choose to not adopt the Policy and rely on the current Compliance Policy and amended Local Law. For the reasons outlined in the officer comment above, this option is not recommended. The Council could also choose to make changes to the proposed Policy.

**CONCLUSION**

The Policy: Registration of Holiday Homes (Attachment A) is presented to Council for Endorsement and will provide direction on how to consistently apply the amended Local Law.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The officer recommendation will be implemented within one week of the gazettal of amendments to the *City of Busselton Holiday Homes Local Law 2012* Gazettal of the Local Law.



## Council Policy

**Council Policy Name:** Regulation of Holiday Homes

**Responsible Directorate:** Planning and Development Services      **Version:** DRAFT

### 1. PURPOSE

- 1.1. The purpose of this policy is to:
- Outline the overall framework through which the City of Busselton regulates Holiday Homes; and
  - Establish the high-level objectives for that framework; and Provide more detailed guidance for the application and enforcement of conditions of registration under the *Holiday Homes Local Law*, which forms an important part of the overall framework.

### 2. SCOPE

- 2.1. The Policy applies to all Holiday Homes within the municipal area.

### 3. DEFINITIONS

Term	Meaning
Holiday Homes	Short term use of residential homes, appropriately registered with the City of Busselton
Policy	This City of Busselton Council policy titled "Regulation of Holiday Homes"
Attendants	Means a person who is – (a) An occupant; or (b) A guest.
Guest	Means a person who is on the premises of a holiday home, for social purposes, at the invitation or with the permission of an occupant of the holiday home
Occupant	Means a person who is accommodated in a holiday home for no more than a total of 3 months in any one 12 month period.

### 4. STRATEGIC CONTEXT

- 4.1 This Policy links to Strategic theme 4. LEADERSHIP – A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically Strategic Priority 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

### 5. POLICY STATEMENT

- 5.1. The City has chosen to regulate holiday homes, recognising both the impact that holiday homes can have on the amenity of neighbours and on housing availability, as well as the long-established nature of holiday homes in the District, and the important role that holiday homes play in the District's tourism industry. In developing and implementing its regulatory framework, the City will carefully consider and balance these key considerations.
- 5.2. The City regulates short term Holiday Homes through a framework that is inclusive of:
- City of Busselton Local Planning Scheme 21*;

- b. *Local Planning Policy 4.1: Holiday Homes*;
- c. *City of Busselton Holiday Homes Local Law 2012*
- d. This Policy;
- e. City of Busselton Holiday Homes Conditions of Registration; and
- f. City of Busselton Holiday Homes Code of Conduct.

- 5.3. The City will apply conditions of registration that seek to ensure responsible management of holiday homes and the avoidance of unreasonable impacts on neighbour amenity. This may include conditions necessary to:
- a. Manage pets to minimise disturbance to local amenity;
  - b. Ensure sleeping arrangements are contained within the confines of the holiday home;
  - c. Ensure suitable storage and removal of rubbish;
  - d. Specify signage standards and contact information;
  - e. Ensure suitable services are available and maintained;
  - f. Ensure that attendants do not cause nuisance to normal amenity of the area, including but not limited to noise, amplified music, smoke, odours, light and barking dogs; and
  - g. Regulate and define responsibilities of owner/managers and attendants to achieve the above.
- 5.4. Standard Conditions of Registration and Code of Conduct for Attendants are included in Annexure A and B, but may be subject to review on an ongoing basis at an administrative level to ensure policy objectives are achieved.
- 5.5. The City will consider renewal of Registration having regard to:
- a. Volume and nature of breaches within the last 12 months;
  - b. Degree of control over breaches by managers/owners and attendants;
  - c. Responsiveness of managers/owners to resolve breaches;
  - d. Scale and impact of breach on local amenity and public safety; and
  - e. Scope to address breaches or impacts on amenity and public safety through variation of conditions.
- 5.6. The City will consider cancellation and/or non-renewal of a registration in the following circumstances:
- a. Breaches of conditions that unreasonably impact on the amenity of neighbouring properties or the immediately locality and those breaches remain unresolved after contact by the City; and/or
  - b. There is a reasonable expectation of a sustained/ongoing impact to local amenity and safety.

## 6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Holiday Homes Local Law 2012*
- 6.3. City of Busselton Local Planning Scheme 21
- 6.4. Council Policy – Compliance

## 7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	

**ANNEXURE A**

**CONDITIONS OF REGISTRATION**

This Registration of the Premises as a Holiday Home is subject to the following conditions:

1. This Registration is valid from the date on which this Certificate of Registration is issued and expires on 30 June 2022 unless cancelled through clause 2.14 of the Local Law.
2. The maximum number of Occupants who may be on the Premises at any time is .... [in accordance with DA number].
3. The maximum number of Attendants (which term includes Guests) who may be on the Premises after 10 pm is .... [in accordance with DA number].
4. An adequate supply of potable water is to be available to all Attendants of the Holiday Home at all times.
5. The Manager must ensure that each receptacle for rubbish and recycling is placed for collection on designated collection days and ensure that any additional rubbish that exceeds the receptacle is removed from the property.
6. Prior to commencement of any occupation of the Holiday Home, the Manager must provide all Occupants with the following:
  - a. the Code of Conduct; and
  - b. the Conditions of Registration.The Manager must provide the City with proof of such notification upon request.
7. All Attendant's vehicles must be parked within the designated parking bays. No more than.... [in accordance with DA number] vehicles may be on the Premises at any time. Attendant's vehicles must not obstruct any street, thoroughfare, adjacent Premises or any other vehicle.
8. The Owner and Manager must ensure that the Premises displays a sign that:
  - a. is visible from the street;
  - b. displays a current telephone number upon which the Manager can be reached;
  - c. is located solely within the subject site; and
  - d. is no larger than 0.2m<sup>2</sup>.The Manager must provide the City with proof of such signage upon request.
9. Any activity at the Premises must comply with assigned noise levels within the *Environmental Protection (Noise) Regulations 1997*.
10. Any Attendant must not cause a nuisance to any other person or disrupt the normal amenity of the area. Nuisance includes, but is not limited to, noise, amplified music, smoke, odours, light and barking dogs.
11. Dogs must not be left unattended at the Premises at any time.
12. The Owner and Manager must inform the City in writing within 24 hours of any change or proposed change to details provided in relation to the Holiday Home or that would affect any condition imposed under the Local Law.

### CONDITIONS OF REGISTRATION

13. The Manager must inform the City in writing within 24 hours of becoming aware of any breach of:

- a. these Conditions of Registration;
- b. the Local Law;
- c. the Code of Conduct; or
- d. any other relevant law.

The Manager must also advise of action taken to address such a breach. If the Manager becomes aware of such breach on a weekend or public holiday, the City must be informed of such breach on the next business day.

14. A copy of the:

- a. Conditions of Registration;
- b. approved Code of Conduct (Attachment A);
- c. any emergency management procedures (including an approved Bushfire Emergency Evacuation Plan); and
- d. Fire and BBQ Information (Attachment B),

are to be affixed to the inside of the front door of the Premises at all times.

15. Any advertisement for the Holiday Home must specify:

- a. the maximum number of Occupants (which number must be consistent with the Conditions of Registration and development approval); and
- b. no Guests are permitted at the Premises after 10pm.

#### **Note:**

*Any reference to "Local Law" in this Certificate of Registration means the **City of Busselton Holiday Homes Local Law 2012**. Words and expressions used in this Certificate of Registration shall have the same meaning as corresponding words and expressions in the Local Law.*

*The Owner, Manager and each Attendant must comply with these conditions.*

#### **Definitions:**

**Attendant** means a person who is an Occupant or a Guest.

**Guest** means a person who is at the Holiday Home for social purposes, at the invitation or with the permission of the Occupant of the Holiday Home.

**Occupant** means a person who is accommodated at the Holiday Home.





**ANNEXURE B**

**CODE OF CONDUCT FOR HOLIDAY HOME AT**

**PROPERTY ADDRESS**

*(Electronic copy available on request)*

**1. Occupants to act lawfully**

An occupant must not engage in conduct at the Holiday Home that contravenes—

- (a) criminal law; or
- (b) the Certificate of Registration.

**2. Number of Occupants and guests**

The maximum number of Occupants permitted at this Holiday Home is **NUMBER OF GUESTS**. No guests are permitted after 10pm.

**3. Vehicles**

3.1. The number of vehicles (including all motorised vehicles and trailers) parked at the Holiday Home must not exceed **NUMBER OF VEHICLES**.

3.2. Each vehicle used by an occupant or guest of the Holiday Home must be parked within the designated parking bays.

**4. Obligations to neighbours**

Each occupant who enters, uses or occupies the Holiday Home, including any outdoor areas, for example an outdoor entertainment area, deck, balcony, swimming pool or spa, must not act in a manner that could reasonably be expected to cause alarm, distress or nuisance to neighbours adjoining or in the vicinity of the Holiday Home, including but not limited to—

- (a) violence or threats;
- (b) loud aggressive behaviour including yelling, screaming or arguing;
- (c) excessively loud noise nuisance; and
- (d) overlooking or light spill.

**5. Pets**

Pets occupying the premises—

- (a) must not be left unattended; and
- (b) must be managed and not cause a nuisance (including a noise nuisance) to neighbours adjoining or in the vicinity of the Holiday Home.

**6. General obligations**

6.1. An Occupant or guest of the Holiday Home must not sleep or camp on the site in a tent, caravan, campervan or similar.

6.2. All rubbish produced by Occupants must be stored in a waste container, and removed weekly.


**7. Responsibility to Manager**

An Occupant must notify the Manager or the Manager's representative of any dispute or complaint about an occupant's behaviour as soon as possible after the dispute or complaint arises.

**8. Responsibility for conduct of guests**

An Occupant is responsible for the actions of all guests they invite onto the premises during the occupancy period, and must ensure guests comply with sections 1 - 6 of this code.

12.4 Finance Committee - 7/9/2022 - LIST OF PAYMENTS MADE - JULY 2022

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Financial Operations
<b>BUSINESS UNIT</b>	Financial Services
<b>REPORTING OFFICER</b>	Manager Financial Services - Paul Sheridan
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Noting: The item is simply for information purposes and noting
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A List of Payments - July 2022 

This item was considered by the Finance Committee at its meeting on 7/9/2022, the recommendations from which have been considered by Council.

The committee recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/225** Moved Councillor P Carter, seconded Councillor P Cronin

That the Council notes payment of voucher numbers for the month of July 2022 as follows:

<b>CHEQUE PAYMENTS</b>	<b>119307 - 119339</b>	<b>117,548.87</b>
<b>ELECTRONIC FUNDS TRANSFER PAYMENTS</b>	<b>87694 - 88912 and 88917 to 89072</b>	<b>3,104,096.96</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>EFT 88913 - 88916</b>	<b>35,076.89</b>
<b>PAYROLL PAYMENTS</b>	<b>01.07.22 - 31.07.22</b>	<b>1,645,157.28</b>
<b>INTERNAL PAYMENT VOUCHERS</b>	<b>DD 4928 -4948</b>	<b>406,131.91</b>
<b>TOTAL PAYMENTS</b>		<b>5,308,011.91</b>

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

That the Council notes payment of voucher numbers for the month of July 2022 as follows:

CHEQUE PAYMENTS	119307 - 119339	117,548.87
ELECTRONIC FUNDS TRANSFER PAYMENTS	87694 - 88912 and 88917 to 89072	3,104,096.96
TRUST ACCOUNT PAYMENTS	EFT 88913 - 88916	35,076.89
PAYROLL PAYMENTS	01.07.22 - 31.07.22	1,645,157.28
INTERNAL PAYMENT VOUCHERS	DD 4928 -4948	406,131.91
TOTAL PAYMENTS		5,308,011.91

**EXECUTIVE SUMMARY**

This report provides details of payments made from the City's bank accounts for the month of July 2022, for noting by the Council and recording in the Council Minutes.

**BACKGROUND**

The *Local Government (Financial Management) Regulations 1996* (the Regulations) requires that, when the Council has delegated authority to the Chief Executive Officer to make payments from the City's bank accounts, a list of payments made is prepared each month for presentation to, and noting by, the Council.

**OFFICER COMMENT**

In accordance with regular custom, the list of payments made for the month of July 2022 is presented for information.

**Statutory Environment**

Section 6.10 of the *Local Government Act 1995* and more specifically Regulation 13 of the Regulations refer to the requirement for a listing of payments made each month to be presented to the Council.

**Relevant Plans and Policies**

There are no relevant plans or policies to consider in relation to this matter.

**Financial Implications**

There are no financial implications associated with the officer recommendation.

**Stakeholder Consultation**

No external stakeholder consultation was required or undertaken in relation to this matter.

**Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

**Options**

Not applicable.

**CONCLUSION**

The list of payments made for the month of July 2022 is presented for information.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Not applicable.



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF JULY 2022

CHEQUE PAYMENTS	119307 - 119339	117,548.87
ELECTRONIC FUNDS TRANSFER PAYMENTS	87694 - 88912 and 88917 to 89072	3,104,096.96
TRUST ACCOUNT PAYMENTS	EFT 88913 - 88916	35,076.89
PAYROLL PAYMENTS	01.07.22 - 31.07.22	1,645,157.28
INTERNAL PAYMENT VOUCHERS	DD 4928 - 4948	406,131.91
		<b>5,308,011.91</b>

CHEQUE PAYMENTS JULY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
28/07/2022	119323	A LIZAMA	REFUND DOG REGISTRATION	75.00
27/07/2022	119321	BOND ADMINISTRATOR	AGED HOUSING BONDS	240.00
28/07/2022	119330	C KAMINICKAS	BIODIVERSITY REBATE	865.36
27/07/2022	119319	CALLOWS CORNER NEWS	NEWSAGENCY / STATIONERY SUPPLIES	251.50
27/07/2022	119315	CALLOWS CORNER NEWSAGENCY	STAFF SOCIAL CLUB - LOTTO	39.60
27/07/2022	119313	CITY OF BUSSELTON	CARAVAN AND CAMPING GROUND LICENCE RENEWAL	1,020.00
22/07/2022	119311	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	415.95
22/07/2022	119312	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	327.00
27/07/2022	119318	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	60,239.70
27/07/2022	119320	ENGINEERS AUSTRALIA	MEMBERSHIP	574.00
27/07/2022	119322	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY & ROADWORKS	8,870.40
28/07/2022	119333	G BARNARD	BIODIVERSITY REBATE	605.46
28/07/2022	119331	J & F HODGKINSON	BIODIVERSITY REBATE	250.00
28/07/2022	119338	J CORNISH	REFUND ANIMAL APPLICATION	80.00
28/07/22	119326	J THORNTON	REFUND DOG REGISTRATION	100.00
28/07/2022	119328	K & P TAYLOR	BIODIVERSITY REBATE	250.00
22/07/2022	119310	L & J HODGES	REFUND OF RATE OVERPAYMENT	750.00
22/07/2022	119307	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	187.60
27/07/2022	119314	LANDGATE CUSTOMER ACCOUNT	LANDGATE LEASE REGISTRATION - VOIDED	-
29/07/2022	119339	LANDGATE CUSTOMER ACCOUNT	LANDGATE LEASE REGISTRATION	375.20
28/07/2022	119327	M CRAIGIE	BIODIVERSITY REBATE	2,331.95
28/07/2022	119336	M DAVIES	REFUND DOG REGISTRATION	150.00
28/07/2022	119337	M PICCININI	REFUND DOG REGISTRATION	77.50
28/07/2022	119332	O & J BENNETT	BIODIVERSITY REBATE	250.00
28/07/2022	119334	Q & K BLIGH - O'SHEA	BIODIVERSITY REBATE	620.68
28/07/2022	119329	S & A MOLLOY	BIODIVERSITY REBATE	503.11
22/07/2022	119308	VOIDED	VOIDED	-
22/07/2022	119309	VOIDED	VOIDED	-
27/07/2022	119317	VOIDED	VOIDED	-
28/07/2022	119324	VOIDED	VOIDED	-
28/07/2022	119325	VOIDED	VOIDED	-
28/07/2022	119335	VOIDED	VOIDED	-
27/07/2022	119316	WATER CORPORATION	WATER SERVICES	38,098.86
				<b>117,548.87</b>

EFT PAYMENTS JULY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
27/07/2022	89001	360 ENVIRONMENTAL	ENVIRONMENTAL CONSULTANCY - WATER QUALITY MONITORING LOWER VASSE RIVER	24,310.00
22/07/2022	88762	A1 EARTHWORKS SOUTHWEST	EARTHWORK SERVICES	1,650.00
22/07/2022	88769	ACCENDO AUSTRALIA PTY LTD	ENVIRONMENTAL SERVICES	891.00
22/07/2022	88728	ACURIX NETWORKS	INTERNET WIFI ACCESS	3,688.30
22/07/2022	88810	ADVANCED HEARINGS WIA PTY LTD	HEARING ASSESSMENT	105.00
27/07/2022	88964	ADVANCED SEALING TRUST	MAINTENANCE SERVICES	1,100.00
22/07/2022	88777	ADVANCED SEALING TRUST	MAINTENANCE SERVICES	319.00
27/07/2022	88972	AERODROME MANAGEMENT SERVICES PTY LTD	AIR SERVICES - AIRPORT SECURITY SCREENING	32,144.08
27/07/2022	88986	AFGR1 EQUIPMENT	MACHINERY EQUIPMENT PARTS AND SERVICE	172.66
27/07/2022	88995	AHOY MANAGEMENT	CABIN FEVER FESTIVAL ACTIVITIES	11,000.00
22/07/2022	88757	ALASTAIR TAYLOR	ART SALES	4.20
22/07/2022	88732	ALICE ALDER	ART SALES & WORKSHOPS	628.40
27/07/2022	88929	ALICE ALDER	ART SALES & WORKSHOPS	96.00
22/07/2022	88761	ALINTA ENERGY	ELECTRICITY	324.95
22/07/2022	88820	ALISON BURTON	ART SALES	31.50
22/07/2022	88880	ALLAN MILLER	STAFF REIMBURSEMENT	58.00
22/07/2022	88714	ALLERDING & ASSOCIATES	CONSULTANCY SERVICES	5,224.73
22/07/2022	88902	ALLOY & STAINLESS PRODUCTS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	1,921.04
22/07/2022	88780	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	365.55
22/07/2022	88784	AMD AUDIT & ASSURANCE PTY LTD	ACCOUNTANCY SERVICES	1,045.00
27/07/2022	88917	ANDIMAPS	ADVERTISING SERVICES	657.00
27/07/2022	89033	ANIMAL PEST MANAGEMENT SERVICES	PEST CONTROL SERVICES	2,853.95
22/07/2022	88721	ARBOR GUY	TREE MAINTENANCE SERVICES - EAGLE BAY/MEELUP RD	30,571.20
27/07/2022	88923	ARBOR GUY	TREE MAINTENANCE SERVICES	4,782.27
27/07/2022	88954	ARM SECURITY SYSTEMS	SECURITY SYSTEMS SUPPLY AND MONITORING	772.20
22/07/2022	88770	ARM SECURITY SYSTEMS	SECURITY SYSTEMS SUPPLY AND MONITORING	128.70
27/07/2022	88955	ARTEZEN CAFE	CATERING	240.00
27/07/2022	88927	ARTISAN PAVING	PAVING SERVICES - RETENTIONS FOR CBD PAVING	22,287.93
22/07/2022	88735	ASIC AUSTRALIAN SECURITIES & INVESTMENTS COMMISSION	BUSINESS REGISTRATION	10.00
27/07/2022	89017	ATTEKUS	ONLINE BOOKING, EVENT SOFTWARE	34,650.00
27/07/2022	88969	ATTURRA BUSINESS APPLICATIONS	SOFTWARE CONSULTANCY	2,083.78
22/07/2022	88730	AUSQ TRAINING	TRAINING SERVICES	1,000.00
22/07/2022	88720	AUSTRALASIAN CEMETERIES AND CREMATORIA ASSOCIATION	CEMETERIES BOARD	214.50
22/07/2022	88875	AUSTRALIA POST	POSTAL SERVICE	3,109.20
14/07/2022	88698	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	238,500.00
28/07/2022	89067	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	238,360.00
27/07/2022	89007	AUTO ONE TRADING PTY LTD	AUTOMOTIVE	99.00
22/07/2022	88819	AVIATION ID AUSTRALIA PTY LTD	SUPPLY AVIATION ASIC CARDS	280.00
27/07/2022	88991	AVIATION ID AUSTRALIA PTY LTD	SUPPLY AVIATION ASIC CARDS	280.00
27/07/2022	88933	AZILITY	IT SOFTWARE	1,584.00
27/07/2022	89036	B & B STREET SWEEPING	STREET SWEEPING SERVICE	11,899.95
22/07/2022	88882	B & B STREET SWEEPING	STREET SWEEPING SERVICE	3,959.82
22/07/2022	88756	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	4,235.00
27/07/2022	88948	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	1,639.00
27/07/2022	88940	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE	1,934.96
27/07/2022	88999	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	185.00
22/07/2022	88877	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	1,261.79
27/07/2022	89032	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	77.53
27/07/2022	88951	BLUEWATER PRINT	PRINTED MATERIALS	198.00



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF JULY 2022

		CHEQUE PAYMENTS	119307 - 119339	117,548.87
		ELECTRONIC FUNDS TRANSFER PAYMENTS	87694 - 88912 and 88917 to 89072	3,104,096.96
		TRUST ACCOUNT PAYMENTS	EFT 88913 - 88916	35,076.89
		PAYROLL PAYMENTS	01.07.22 - 31.07.22	1,645,157.28
		INTERNAL PAYMENT VOUCHERS	DD 4928 - 4948	406,131.91
				5,308,011.91
22/07/2022	88864	BOC GASES AUSTRALIA LTD	GAS SERVICES	20.81
22/07/2022	88804	BODYCARE HEALTH & WELLBEING PTY LTD	INTRANET HEALTH NEWSLETTERS	2,640.00
27/07/2022	88968	BP AUSTRALIA PTY LTD	CONSTRUCTION OF JET FUEL FACILITY	791.75
27/07/2022	88997	BRETT TITTERTON ELECTRICAL AND AIR CONDITIONING	ELECTRICAL SERVICES	1,283.00
22/07/2022	88785	BRIAN YORKE	WATER CHARGES REIMBURSEMENT	2,901.80
27/07/2022	88939	BROADWATER MEDICAL CENTRE	MEDICAL SERVICES	156.00
27/07/2022	89053	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	2,508.55
22/07/2022	88896	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	1,007.12
27/07/2022	89040	BSEWA	ELECTRICAL SERVICES	2,282.58
22/07/2022	88884	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	911.37
27/07/2022	89042	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	514.36
27/07/2022	88977	BUSSELTON ADVANCED DRIVER TRAINING	DRIVER TRAINING	1,795.00
22/07/2022	88798	BUSSELTON ADVANCED DRIVER TRAINING	DRIVER TRAINING	319.00
22/07/2022	88766	BUSSELTON AGRICULTURAL SERVICES (WA) PTY LTD	RURAL SUPPLIES	35.56
27/07/2022	89043	BUSSELTON BITUMEN SERVICE	EARTHMOVING SERVICES	1,232.00
22/07/2022	88891	BUSSELTON FOOTBALL & SPORTSMAN'S CLUB	GRANT FUNDING	2,500.00
27/07/2022	88924	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	363.00
22/07/2022	88834	BUSSELTON MASTERS SWIMMING CLUB INC	SPORTS GRANT	400.00
27/07/2022	89034	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	3,782.90
22/07/2022	88879	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	110.00
22/07/2022	88887	BUSSELTON REFRIGERATION & AIRCONDITIONING	REFRIGERATION/AIR CONDITIONING SERVICES	2,035.00
22/07/2022	88746	BUSSELTON SPA & POOL	SPA / POOL SUPPLIES	2,100.00
27/07/2022	89020	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	58,795.70
22/07/2022	88862	BUSSELTON WATER	WATER SERVICES	65,024.25
22/07/2022	88792	C & G NORRIS	INSTALLATION OF SCHEME WATER FOR IRRIGA	500.85
22/07/2022	88909	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	34.90
22/07/2022	88905	CAPE HARMONY	COMMUNITY ASSISTANCE PROGRAM	3,500.00
27/07/2022	88919	CAPE MOUNTAIN BIKERS INCORPORATED	COMMUNITY BID	19,800.00
27/07/2022	89047	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES	2,750.00
22/07/2022	88825	CAROL MULHEARN	ART SALES	120.00
22/07/2022	88751	CASSANDRA BYNDER	ART SALES	1,095.50
22/07/2022	88800	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	4,539.30
27/07/2022	88979	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	1,022.45
22/07/2022	88806	CHLOE ABLA STUDIOS	ART SALES	17.50
22/07/2022	88807	CHRISEA DESIGNS	ART SALES	161.50
22/07/2022	88829	CHRISTINE CRESSWELL	ART SALES	4.20
27/07/2022	89044	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	3,499.75
22/07/2022	88821	CIRCUITWEST INC	WA PRESENTERS ASSOCIATION	227.69
22/07/2022	88898	CITY AND REGIONAL FUELS	FUEL SERVICES	7,882.30
28/07/2022	89065	CITY OF BUSSELTON	STAFF LOTTO	186.00
14/07/2022	88695	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,762.18
28/07/2022	89064	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,762.18
28/07/2022	89069	CITY OF BUSSELTON PAYROLL	PAYROLL DEDUCTIONS REALLOCATION	4,797.63
14/07/2022	88700	CITY OF BUSSELTON PAYROLL	PAYROLL DEDUCTIONS REALLOCATION	4,415.24
14/07/2022	88696	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	186.00
28/07/2022	89071	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	206.00
14/07/2022	88702	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	203.80
22/07/2022	88893	CLEANAWAY	WASTE MANAGEMENT SERVICES	382.48
27/07/2022	88952	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	23,544.08
22/07/2022	88718	CLEVERPATCH	VACATION CARE SUPPLIES	283.05
27/07/2022	88962	COATES CIVIL CONSULTING P/L	CIVIL ENGINEERING CONSULTING SERVICES	2,838.00
22/07/2022	88890	COLES	COUNCIL & STAFF REFRESHMENTS	1,296.61
27/07/2022	89046	COLES	COUNCIL & STAFF REFRESHMENTS	689.01
22/07/2022	88749	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	639.33
22/07/2022	88863	COMMONWEALTH BANK - CANCELLED EFT	BANK FEES	-
22/07/2022	88779	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	2,422.10
22/07/2022	88830	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	1,838.50
18/07/2022	88711	CR. ANNE RYAN	COUNCILLOR PAYMENT	2,891.34
18/07/2022	88704	CR. G HENLEY	COUNCILLOR PAYMENT	11,570.05
18/07/2022	88710	CR. JODIE RICHARDS	COUNCILLOR PAYMENT	2,891.34
18/07/2022	88708	CR. KATHERINE COX	COUNCILLOR PAYMENT	2,891.34
18/07/2022	88712	CR. MIKAYLA LOVE	COUNCILLOR PAYMENT	2,891.34
18/07/2022	88706	CR. P CARTER	COUNCILLOR PAYMENT	4,735.56
18/07/2022	88709	CR. P CRONIN	COUNCILLOR PAYMENT	2,891.34
22/07/2022	88813	CR. P CRONIN	COUNCILLOR PAYMENTS	894.25
18/07/2022	88705	CR. R PAINE	COUNCILLOR PAYMENT	2,891.34
18/07/2022	88707	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	2,891.34
22/07/2022	88795	CRAIG & LISA BASELL	WATER CHARGES REIMBURSEMENT	1,583.05
27/07/2022	88930	CRANFORD PLUMBING PTY LTD	PLUMBING SERVICES	5,051.42
22/07/2022	88733	CRANFORD PLUMBING PTY LTD	PLUMBING SERVICES	921.91
27/07/2022	89052	CROSS SECURITY SERVICES	SECURITY SERVICES	682.00
22/07/2022	88801	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	2,120.50
27/07/2022	88980	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	1,551.00
22/07/2022	88791	DARRYL AND LEONIE STEAD	WATER CHARGES REIMBURSEMENT	2,377.35
22/07/2022	88729	DATABASE CONSULTANTS AUSTRALIA	DATABASE SERVICES	10,528.10
22/07/2022	88865	DAVID GRAY & CO	GARBAGE BINS & PARTS SUPPLIER	2,860.00
22/07/2022	88888	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	939.89
22/07/2022	88859	DEBBIE DANIELS	STAFF REIMBURSEMENT	150.00
22/07/2022	88715	DENNIS HADDON	ART SALES	52.50
27/07/2022	89038	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	FIRE AND EMERGENCY SERVICES	3,762.00
22/07/2022	88763	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	LEASE AGREEMENT	1,100.00
22/07/2022	88724	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	4.10
22/07/2022	88774	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	ENVIRONMENTAL SERVICES	272.00
28/07/2022	89070	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	1,039.31
14/07/2022	88701	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	998.95
27/07/2022	88989	DIESEL AND HYDRAULIC SERVICES SOUTH WEST	PLANT REPAIR AND MAINTENANCE	1,706.13
22/07/2022	88852	DOROTHY ROBINSON	ART SALES	48.30
22/07/2022	88726	DOROTHY SADDLETON	ART SALES	22.40





LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF JULY 2022

		CHEQUE PAYMENTS	119307 - 119339	117,548.87
		ELECTRONIC FUNDS TRANSFER PAYMENTS	87694 - 88912 and 88917 to 89072	3,104,096.96
		TRUST ACCOUNT PAYMENTS	EFT 88913 - 88916	35,076.89
		PAYROLL PAYMENTS	01.07.22 - 31.07.22	1,645,157.28
		INTERNAL PAYMENT VOUCHERS	DD 4928 - 4948	406,131.91
				5,308,011.91
27/07/2022	88965	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	908.41
22/07/2022	88881	DUNSBOROUGH & DISTRICT COUNTRY CLUB	GRANT FUNDING	880.00
22/07/2022	88842	DUNSBOROUGH & DISTRICTS PROGRESS ASS INC	DONATION	700.00
22/07/2022	88906	DUNSBOROUGH BAY YACHT CLUB	LOAN 223 PROCEEDS	1,100.00
22/07/2022	88754	DUNSBOROUGH COMMUNITY MEN'S SHED	GRANT FUNDING	4,114.00
22/07/2022	88742	DUNWELDS	REPAIR SERVICES	2,164.00
27/07/2022	88936	DYMCKES - BUSSELTION	LIBRARY RESOURCES	419.64
22/07/2022	88741	EAGLE BAY COMMUNITY HALL ASSOCIATION INC	VENUE HIRE	60.00
27/07/2022	88981	EARTH AND STONE WA	EARTHWORK SERVICES - LINKS CRT & MEELUP PATH REINSTATEMENT	52,503.00
22/07/2022	88892	ECONOMIC DEVELOPMENT AUSTRALIA (EDA)	MEMBERSHIP / TRAINING SERVICES	2,277.00
27/07/2022	88971	EIS CONTROL PTY LTD	ELECTRICAL SERVICES	233.75
22/07/2022	88772	ELAMOORE NATURAL SOAPS & COSMETICS PTY LTD	ART SALES	18.20
27/07/2022	89004	ELEMENT ADVISORY PTY LTD	HERITAGE ADVISORY SERVICES	544.50
22/07/2022	88783	ELIZABETH BINT	ART SALES	28.00
22/07/2022	88722	EMERGE ASSOCIATES	LANDSCAPE ARCHITECTURAL SERVICES	8,800.00
27/07/2022	89050	EMERGE OFFICE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	711.00
22/07/2022	88782	ESPLANADE HOTEL - BUSSELTION	ACCOMMODATION	260.00
27/07/2022	88944	EVERETT'S HOME AND YARD MAINTENANCE	MAINTENANCE SERVICES	1,500.00
22/07/2022	88814	EVOLVPLUS PTY LTD	BOOKINGS & PRINT MANAGEMENT SOLUTIONS	7,595.50
27/07/2022	89018	EZRA J WILLIAMS	ROOFING, ROOF PLUMBING, MAINTENANCE	219.46
22/07/2022	88824	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	158.99
27/07/2022	88992	FISKE ADVERTISING PTY LTD	PLASTIC CARDS	2,699.38
22/07/2022	88854	FORESTLAND SPRINGS	BOTTLED WATER	165.00
27/07/2022	89013	FORESTLAND SPRINGS	BOTTLED WATER	132.00
27/07/2022	88967	FOWLER SURVEYS	CHAPMAN HILL RD SURVEY	21,340.99
22/07/2022	88790	FRANK SUTTON	WATER CHARGES REIMBURSEMENT	201.00
22/07/2022	88776	FRESH AS	REFRESHMENTS	207.60
27/07/2022	88963	FRESH AS	REFRESHMENTS	161.30
27/07/2022	88958	FYFE PTY LTD	CONTAMINATED LAND AUDITOR SERVICES	12,452.00
22/07/2022	88840	G OOSTHUIZEN	APPLICATION REFUND	147.00
22/07/2022	88874	GALVINS PLUMBING PLUS	PLUMBING SUPPLIES	66.06
27/07/2022	89015	GENERATORS AUSTRALIA PTY LTD	HIRE AND SALES OF EQUIPMENT	2,333.56
27/07/2022	88960	GEOBOX PTY LTD	VEHICLE CAMERAS	382.80
27/07/2022	88994	GEOGRAFIA PTY LTD	SPENDMAPP SUBSCRIPTION	20,020.00
22/07/2022	88738	GEOGRAPHE INDUSTRIAL SUPPLIES	INDUSTRIAL SUPPLIES	185.88
22/07/2022	88868	GEOGRAPHE PETROLEUM	FUEL SERVICES	24,706.50
27/07/2022	89023	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	74.80
22/07/2022	88897	GEORGIANA MOLLOY ANGLICAN SCHOOL	DONATION	5,500.00
27/07/2022	89021	GILS MOWING	MAINTENANCE SERVICES	1,280.00
22/07/2022	88764	GLORIA HILL	WELCOME TO COUNTRY	600.00
22/07/2022	88759	GRAHAM BAILEY	WATER CHARGES REIMBURSEMENT	611.60
27/07/2022	89014	GRIFFITH UNIVERSITY	REVIEW LIVING STREAMS CONCEPT DESIGN	5,148.00
27/07/2022	89022	GROCOCK GLASS	GLASS WORK SERVICES	65.00
22/07/2022	88866	GROCOCK GLASS - CANCELLED EFT	GLASS WORK SERVICES	-
22/07/2022	88900	GUMPTION PTY LTD	ADVERTISING SERVICES	799.50
27/07/2022	89028	HANSON CONST. MATERIALS PTY LTD	CONCRETE SERVICES	539.66
22/07/2022	88827	HAPPS POTTERY	ART SALES	22.40
22/07/2022	88853	HARCHER SOUTHWEST FORMERLY PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	1,102.75
22/07/2022	88786	HEATH AND GAIL PERRY	WATER CHARGES REIMBURSEMENT	2,207.20
27/07/2022	88941	HOWLETT'S TREE SERVICE	TREE LOPPING SERVICES	682.00
27/07/2022	89000	IG MUIR-CULBURRA CLAY	SOIL FOR WICKET CONSTRUCTION	528.00
27/07/2022	88950	IMAGE ON LINE	MARKETING	261.25
22/07/2022	88839	INDIGO EMPIRE PTY LTD	BOND REFUND	204.00
22/07/2022	88734	INFOCOUNCIL PTY LTD	SOFTWARE SERVICES	20,592.00
27/07/2022	88931	INFOCOUNCIL PTY LTD	SOFTWARE SERVICES	5,031.29
22/07/2022	88850	INJIDUP RESIDENTS ASSOCIATION	CAPS GRANT	1,072.50
22/07/2022	88817	INSTANT PRODUCTS HIRE	PUBLIC ABULTIONS HIRE AND SALES	2,642.93
27/07/2022	89008	INTELLITRAC	GPS TRACKING DEVICES	336.60
27/07/2022	89009	IPEC PTY LTD	COURIER SERVICES	50.59
27/07/2022	89049	IRRIGATION AUSTRALIA LIMITED	MEMBERSHIP	1,191.25
22/07/2022	88878	IT VISION AUSTRALIA PTY LTD	SOFTWARE SERVICES	12,873.80
27/07/2022	88987	IW PROJECTS PTY LTD	WASTE MANAGEMENT CONSULTANTS	9,328.00
22/07/2022	88860	J D'AGOSTINO & S LUFF ARCHITECTS	ARCHITECTURAL SERVICES	4,620.00
27/07/2022	88938	JACKSON MCDONALD	LEGAL SERVICES	7,150.01
22/07/2022	88747	JACKSON MCDONALD	LEGAL SERVICES	1,615.90
22/07/2022	88740	JACQUELINE HAPP	STAFF REIMBURSEMENT	226.81
22/07/2022	88778	JAN ROBERTS	ART SALES	28.00
22/07/2022	88845	JASON EY	REIMBURSEMENT OF WATER EXPENSES	1,434.20
22/07/2022	88771	JENNIFER BROWN	ART SALES	18.00
27/07/2022	88983	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	156.00
27/07/2022	88937	JIMS FIRST	HARDWARE SUPPLIES	1,206.00
22/07/2022	88745	JIMS FIRST	HARDWARE SUPPLIES	44.84
22/07/2022	88838	JS & JL VARDY	BITP REFUND	96.00
27/07/2022	88837	JS & JL VARDY	BITP REFUND	60.00
27/07/2022	89002	K MURAT	GLC REFUNDS	768.60
22/07/2022	88731	KADAM KINETICS	WELLNESS SERVICES	780.00
27/07/2022	88928	KADAM KINETICS	WELLNESS SERVICES	780.00
22/07/2022	88818	KAREN TAYLOR-VIVIAN	WATER CHARGES REIMBURSEMENT	3,793.20
22/07/2022	88867	KEEP AUSTRALIA BEAUTIFUL	ROADSIDE LITTER BAGS	240.00
22/07/2022	88858	KERRIN HAMPSON	STAFF REIMBURSEMENT	419.23
22/07/2022	88760	KESTRAL COMPUTING PTY LTD	BOOKING SYSTEM - PHOENIX	17,670.40
22/07/2022	88788	KEVIN NEWELL	WATER CHARGES REIMBURSEMENT	1,818.85
27/07/2022	89010	KI TRAINING AND ASSESSING	TRAINING AND ASSESSING	1,400.00
27/07/2022	88961	KITCHEN TAKEOVERS	CATERING	1,139.40
22/07/2022	88775	KITCHEN TAKEOVERS	CATERING	220.00
27/07/2022	89041	KLEENHEAT GAS	GAS SERVICES	2,102.64
22/07/2022	88870	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	1,871.93
27/07/2022	89029	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	27.20



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF JULY 2022

			CHEQUE PAYMENTS	119307 - 119339	117,548.87
			ELECTRONIC FUNDS TRANSFER PAYMENTS	87694 - 88912 and 88917 to 89072	3,104,096.96
			TRUST ACCOUNT PAYMENTS	EFT 88913 - 88916	35,076.89
			PAYROLL PAYMENTS	01.07.22 - 31.07.22	1,645,157.28
			INTERNAL PAYMENT VOUCHERS	DD 4928 - 4948	406,131.91
					5,308,011.91
27/07/2022	89027	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES		216.15
27/07/2022	89006	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES		567.15
22/07/2022	88899	LD TOTAL	LANDSCAPING SERVICES		6,632.40
27/07/2022	89057	LD TOTAL	LANDSCAPING SERVICES		733.33
27/07/2022	88918	LEEUWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES - KALOORUP RD, CHAPMAN HILL RD & DUNS SPORT PRECINCT		45,778.01
22/07/2022	88716	LGIS RISK MANAGEMENT	INSURANCE SERVICES		5,142.27
22/07/2022	88765	LGISWA	WORKER COMPENSATION SERVICES		5,000.00
22/07/2022	88847	LIAM JACKSON	EQUIPMENT HIRE		4,785.00
27/07/2022	89005	LIVING TURF	IRRIGATION SUPPLIER		4,345.00
22/07/2022	88912	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIVISION)	TRAINING SERVICES		1,535.00
27/07/2022	89062	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIVISION)	TRAINING SERVICES		185.00
14/07/2022	88699	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES		262.50
28/07/2022	89068	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES		262.50
27/07/2022	89019	LORRAINE SMITH	STAFF REIMBURSEMENT		57.07
22/07/2022	88836	M & C HOLDING	BT/P REFUND		60.00
27/07/2022	89026	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES		13,612.50
27/07/2022	89016	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES		4,409.00
22/07/2022	88750	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	CONTRIBUTION TOWARDS COSTS		2,407.60
22/07/2022	88753	MARKETFORCE PTY LTD	ADVERTISING SERVICES		2,315.97
22/07/2022	88846	MAYDAY SERVICES	EQUIPMENT HIRE		18,304.00
22/07/2022	88809	MECHANICAL PROIECT SERVICES	AIRCONDITIONING & REFRIGERATION SERVICES		3,360.27
22/07/2022	88794	MICHAEL & KATE WILSON	WATER CHARGES REIMBURSEMENT		1,102.10
22/07/2022	88822	MICHAEL DUINN	3D SCANNING		11,000.00
27/07/2022	88921	MIKE ARCHER	STAFF REIMBURSEMENT		70.00
22/07/2022	88889	MINTER ELLISON LAWYERS	LEGAL SERVICES		2,846.80
27/07/2022	89045	MINTER ELLISON LAWYERS	LEGAL SERVICES		885.50
27/07/2022	88993	MUIR FORD BUSSELTON	VEHICLE MAINTENANCE		38,058.57
22/07/2022	88844	N & H BUTLER	ANIMAL REFUND		60.00
22/07/2022	88739	NALDA HOSKINS	ART SALES		226.40
27/07/2022	88942	NATURALISTE GLASS PTY LTD	GLASS REPAIRS AND MANUFACTURE		876.34
27/07/2022	88947	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES		775.00
22/07/2022	88910	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILI		149.75
27/07/2022	88976	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE		1,575.75
27/07/2022	88974	NIGHTLIFE MUSIC PTY LTD	MUSIC AND VIDEO SUBSCRIPTION SERVICES		413.92
27/07/2022	88934	NSCO CONSULTING	CONSULTANCY AND TRAINING		1,050.50
22/07/2022	88883	NUTRIEN WATER	PUMP & TANK INSTALLATION - DUNSBOROUGH NON POTABLE WATER		69,752.64
27/07/2022	89039	NUTRIEN WATER	PUMP & TANK INSTALLATION - DUNSBOROUGH NON POTABLE WATER		39,639.67
22/07/2022	88755	OCEAN AIR CARPET CARE	CLEANING SERVICES		13,979.90
22/07/2022	88767	OPPOSITE LOCK BUNBURY	MOTOR VEHICLE ACCESSORIES		3,076.00
22/07/2022	88743	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS		3,067.20
27/07/2022	89012	ORANA CONCRETE PTY LTD	CONCRETE SERVICES		1,800.00
22/07/2022	88895	OUR LADY OF THE CAPE PRIMARY SCHOOL	DONATION		1,100.00
22/07/2022	88904	OWEN G ISBEL	ART SALES		34.40
22/07/2022	88737	PANCAKE DESIGNS RESIN	ART SALES		38.50
14/07/2022	88697	PAUL AND ALISON MARTIN	RENTAL ACCOMMODATION		1,400.00
28/07/2022	89066	PAUL AND ALISON MARTIN	RENTAL ACCOMMODATION		1,400.00
22/07/2022	88911	PAUL NEEDHAM	STAFF REIMBURSEMENT		103.92
22/07/2022	88872	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES		3,580.13
22/07/2022	88723	PENNY CROWLEY	STAFF REIMBURSEMENT		69.09
27/07/2022	88920	PEOPLE SENSE PTY LTD	EMPLOYEE ASSISTANCE PROGRAM		2,816.00
22/07/2022	88781	PETER & SHARVYN BAKER	WATER CHARGES REIMBURSEMENT		3,062.20
22/07/2022	88833	PETER EVANS	ART SALES		31.50
27/07/2022	89061	PF D FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES		696.47
27/07/2022	88922	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER		221.10
27/07/2022	89060	PHYSIO SOUTHWEST	MEDICAL SERVICES		1,370.00
22/07/2022	88797	POLYFUSE PTY LTD	HDPE SUPPLY AND INSTALLATION		3,436.77
22/07/2022	88796	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL		319.00
22/07/2022	88857	PREMIUM BUILDING SUPPLIES	BUILDING PRODUCT SUPPLIER		989.95
22/07/2022	88793	PROJECT MILES TRUST	REPAIRS AND MAINTENANCE		738.87
27/07/2022	88975	PROJECT MILES TRUST	REPAIRS AND MAINTENANCE		88.00
22/07/2022	88789	QCLICK & KANGA HOSTING AUSTRALIA	WEBSITE HOSTING SERVICES		396.00
22/07/2022	88907	QK TECHNOLOGIES PTY LTD	MEMBERSHIP		3,718.00
22/07/2022	88816	QUALITY TOOLS PTY LTD	WORKSHOP TOOLS AND EQUIPMENT		1,684.45
22/07/2022	88826	ROSE VAN SON	ART SALES		17.50
22/07/2022	88885	ROTARY CLUB OF BUSSELTON GEOGRAPHE BAY	SPONSORSHIP / ADVERTISING		7.00
27/07/2022	88984	RURAL PRESS PTY LTD	ADVERTISING SERVICES		394.92
22/07/2022	88768	RUTH BROOKS	ART SALES		24.00
27/07/2022	89055	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCE		1,001.00
22/07/2022	88832	SANDRA WALKER	ART SALES		16.00
27/07/2022	88973	SEA CHANGE NEWS	STATIONERY AND OFFICE SUPPLIES		187.68
27/07/2022	88959	SECURUS	SECURITY SYSTEMS SUPPLY AND MONITORING		401.50
22/07/2022	88773	SECURUS	SECURITY SYSTEMS SUPPLY AND MONITORING		375.00
22/07/2022	88849	SEEK LIMITED	ADVERTISING SERVICES		2,508.00
22/07/2022	88744	SERVICES AUSTRALIA	CHARGES FOR CENTREPAY FACILITY		142.56
27/07/2022	89003	SHAUN HESTER	SCHEME WATER REIMBURSEMENT		1,675.65
22/07/2022	88908	SHORE COASTAL PTY LTD	COASTAL CONSULTANCY SERVICES		4,686.00
22/07/2022	88843	SIMONE GOWEGATI	ANIMAL REFUND		150.00
22/07/2022	88787	SIMONE NEWMAN	WATER CHARGES REIMBURSEMENT		2,918.65
22/07/2022	88823	SIRSIDYNIX PTY LTD	SOFTWARE SUPPLY AND HOSTING		31,785.36
22/07/2022	88803	SLIMLINE WAREHOUSE	DISPLAY MATERIALS		184.66
28/07/2022	89063	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE		15,641.24
14/07/2022	88694	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE		15,242.39
22/07/2022	88808	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE		415.57
22/07/2022	88736	SONIC HEALTH PLUS PTY LTD	OCCUPATIONAL HEALTH SERVICES		308.00
22/07/2022	88828	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES		2,913.14
27/07/2022	88996	SOUTH WEST FRIDGE TECH	AIRCONDITIONING SERVICING		110.00
27/07/2022	89011	SOUTH WEST IRRIGATION MANAGEMENT SOLUTIONS	IRRIGATION AND PROJECT MANAGEMENT		1,672.00
27/07/2022	88978	SOUTH WEST OFFICE NATIONAL	STATIONERY		390.40



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF JULY 2022

CHEQUE PAYMENTS		119307 - 119339	117,548.87
ELECTRONIC FUNDS TRANSFER PAYMENTS		87694 - 88912 and 88917 to 89072	3,104,096.96
TRUST ACCOUNT PAYMENTS		EFT 88913 - 88916	35,076.89
PAYROLL PAYMENTS		01.07.22 - 31.07.22	1,645,157.28
INTERNAL PAYMENT VOUCHERS		DD 4928 - 4948	406,131.91
			<b>5,308,011.91</b>

22/07/2022	88799	SOUTH WEST OFFICE NATIONAL	STATIONERY	34.18
27/07/2022	88932	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES	1,200.00
27/07/2022	89024	SOUTHERN LOCK & SECURITY	SECURITY SERVICES	1,608.46
22/07/2022	88861	SPOTLIGHT	VACATION CARE SUPPLIES	519.10
27/07/2022	88949	SPRAYMOW SERVICES	BUSH FIRE INSPECTION WORKS/WEED CONTROL	1,675.30
27/07/2022	88925	ST JOHN AMBULANCE	TRAINING SERVICES	389.02
22/07/2022	88725	ST JOHN AMBULANCE	TRAINING SERVICES	160.00
22/07/2022	88871	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY RESOURCES	2,442.00
22/07/2022	88851	STATS AUSTRALIA	GEOTECH ENGINEERING	6,600.00
27/07/2022	89056	STRATAGREEN	NURSERY SUPPLIES	1,468.17
22/07/2022	88717	SUBSURFACE WATER MANAGEMENT	SUBSURFACE WATER MANAGEMENT	1,540.00
22/07/2022	88894	SUEZ RECYCLING & RECOVERY PTY LTD	WASTE MANAGEMENT SERVICES	1,726.75
22/07/2022	88713	SUNNY SIGN COMPANY PTY LTD	SIGNAGE SERVICES	9,296.10
13/07/2022	88703	SUPERCHOICE	SUPERANNUATION PAYMENT	184,418.39
28/07/2022	89072	SUPERCHOICE	SUPERANNUATION PAYMENT	180,930.76
27/07/2022	88985	SURVEYING SOUTH	SURVEYING SERVICES	1,100.00
27/07/2022	88953	SW ENVIRONMENTAL	ENVIRONMENTAL SERVICES	5,717.25
22/07/2022	88876	SW PRECISION PRINT	PRINTING SERVICES	2,061.00
27/07/2022	89031	SW PRECISION PRINT	PRINTING SERVICES	891.00
27/07/2022	88970	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A LOLLY	CONFECTIONERY	152.63
22/07/2022	88802	SYNERGY	ELECTRICITY SUPPLIES	139,488.50
27/07/2022	89025	T J DEPIAZZI & SONS	LAWN SUPPLIES	9,064.00
27/07/2022	89048	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	658.90
22/07/2022	88869	TELSTRA CORPORATION	COMMUNICATION SERVICES	16,965.46
22/07/2022	88719	THE ASSOCIATION FOR PAYROLL SPECIALISTS	MEMBERSHIP / CONFERENCE	1,045.00
22/07/2022	88841	THE LIONS CLUB OF VASSE	DONATION	700.00
27/07/2022	88943	THE URBAN COFFEE HOUSE	CATERING	295.00
22/07/2022	88752	THE URBAN COFFEE HOUSE	CATERING	200.00
22/07/2022	88811	THINK WATER DUNSBOROUGH	SOLAR PUMP - DUNSBOROUGH WASTE FACILITY	32,837.62
27/07/2022	88990	THOMAS ECKERT	CARPENTRY WORK	1,875.50
22/07/2022	88815	THOMAS ECKERT	CARPENTRY WORK	1,540.00
22/07/2022	88903	THOMAS MAZEY	ART SALES	73.50
22/07/2022	88856	TIM CAMPBELL PHOTO	PHOTOGRAPHY	935.00
22/07/2022	88855	TONIC BY THE BAY	CATERING	390.00
27/07/2022	88966	TONY NOTTLE	STAFF RIMBURSEMENT	3,966.95
27/07/2022	89058	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	2,227.50
22/07/2022	88901	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	1,354.40
27/07/2022	89059	TRIATHLON WESTERN AUSTRALIA	IRONMAN TRIATHLON	6,600.00
27/07/2022	88945	TROPHIES ON TIME	NAME BADGE SUPPLIER	154.00
27/07/2022	88957	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	469,822.10
27/07/2022	88956	UNDALUP ASSOCIATION INC	CANVAS SIGNS	747.63
27/07/2022	88946	UNDERCOVERSW	LASER TAG - YOUTH SERVICES	500.00
22/07/2022	88835	UNITING OUTREACH	COMMUNITY SERVICES	275.00
27/07/2022	88962	VERAISON	LEADERSHIP COACHING	2,420.00
22/07/2022	88727	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE	198.00
22/07/2022	88886	WA TREASURY CORPORATION	LOAN REPAYMENT	239,147.77
27/07/2022	88935	WELARM PTY LTD	BUSSELTON GROUNDWATER INVESTIGATION	8,510.78
22/07/2022	88848	WEST COAST WASTE	SKIP BIN HIRE	2,310.00
22/07/2022	88831	WESTERN GROWERS FRESH	CATERING	564.00
27/07/2022	88998	WESTERN GROWERS FRESH	CATERING	58.50
22/07/2022	88873	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	94.56
27/07/2022	89030	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	66.33
27/07/2022	88926	WIZID PTY LTD	POOL ENTRY WRISTBANDS	159.50
27/07/2022	89054	WML CONSULTANTS PTY LTD	CONSULTANCY SERVICES	6,255.75
27/07/2022	89037	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	1,186.00
22/07/2022	88748	WORK METRICS	HEALTH AND SAFETY SOFTWARE	2,244.00
27/07/2022	89051	WREN OIL	WASTE OIL SERVICES	33.00
22/07/2022	88758	YAHAVA KOFFEE WORKS WHOLESALE	CATERING	419.00
27/07/2022	89035	YALLINGUP COASTAL VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	85.80
27/07/2022	88988	YELVERTON LIQUID WASTE	LIQUID WASTE REMOVAL	2,454.50
22/07/2022	88812	YELVERTON LIQUID WASTE	LIQUID WASTE REMOVAL	961.40
22/07/2022	88805	ZOHO CORPORATION PTY LTD	SOFTWARE LICENCES	11,401.50
				<b>3,104,096.96</b>

TRUST PAYMENTS JULY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
21/07/2022	88913	CITY OF BUSSELTON - EFT	INTERNAL PAYMENTS / COMMISSIONS	115.50
27/07/2022	88916	CITY OF BUSSELTON - EFT	INTERNAL PAYMENTS / COMMISSIONS	765.00
21/07/2022	88914	CONSTRUCTION TRAINING FUND	CTF LEVY	4,836.28
27/07/2022	88915	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	29,360.11
				<b>35,076.89</b>

INTERNAL PAYMENT VOUCHERS (DIRECT DEBITS) JULY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
19/07/2022	4942	ALEV PTY LTD	RATE REFUND	2,240.68
7/07/2022	4931	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	100,558.56
1/07/2022	4930	ANZ BANK	BANK FEES	4,169.33
1/07/2022	4932	ANZ BANK	BANK FEES	15.75
1/07/2022	4933	ANZ BANK	BANK FEES	141.31
6/07/2022	4934	ANZ BANK	BANK FEES	372.68
6/07/2022	4936	ANZ BANK	BANK FEES	679.91
7/07/2022	4937	ANZ BANK	BANK FEES	1,249.22
7/07/2022	4944	ANZ BANK - VISA CARD	CREDIT CARD PAYMENT	26,584.86
		WATER CORPORATION - WATER ISOLATION FEE	INTERSECTION NATURALISTE TCE & DUNN BAY RD - WMD - NW56 & NX60	3,062.48
		THE INSTITUTION OF ENGINEERS AUSTRALIA	MEMBERSHIP RENEWAL - D.ABRAHAMSE	451.00
		APPLE.COM/BILL SYDNEY	ICLOUD STORAGE	4.49
		PRECIOUS PLASTIC	GREEN FORCE INITIATIVE - 7 TAPAS TRAYS	140.00
		TAS'S BAKERY	MEELUP HEALTHY COUNTRY PLANNING MEETING	95.60











LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF JULY 2022

CHEQUE PAYMENTS	119307 - 119339	117,548.87
ELECTRONIC FUNDS TRANSFER PAYMENTS	87694 - 88912 and 88917 to 89072	3,104,096.96
TRUST ACCOUNT PAYMENTS	EFT 88913 - 88916	35,076.89
PAYROLL PAYMENTS	01.07.22 - 31.07.22	1,645,157.28
INTERNAL PAYMENT VOUCHERS	DD 4928 - 4948	406,131.91
		<b>5,308,011.91</b>

		GOOD EGG	VOUCHERS- STAFF REWARD & RECOGNITION	101.50
		TIM WHITTY-KITCHEN TAKOVER	COFFEE- LOWER VASSE RIVER MAG MEETING 13 JUNE	40.50
		THINGZ GIFTS	STOOLS FOR THE BREAK (DUNS YOUTH CENTRE)	799.92
		DOMINOS PIZZA	YOUTH EVENT CATERING	100.95
		PILLOW TALK	QUILTS FOR BJTP	2,194.00
		FACEBOOK	GLC - PROGRAM PROMOTION	113.28
		SPOTLIGHT PTY LTD	SHOWER CURTAINS FOR BJTP	138.60
		THE ORIGIN 153	COUNCILLORS DINNER	382.86
		DEPUTY	DEPUTY -ARTGEO- DIGITAL VOLUNTEER SYSTEM	110.44
		DOMINOS PIZZA	YOUTH EVENT CATERING	99.85
		SENDGRID	CUSTOMER RETENTION-GLC	21.43
		HAPPS WINES	SPEAKERS GIFT FOR ED FORUM 2022	764.00
		BCCI NETWORKING	BUSSELTON CHAMBER OF COMMERCE INDUSTRY NETWORKING EVENT	38.01
		DICK SMITH	2X OCULUS QUEST VR HEADSETS - YOUTH SERVICES	1,095.99
		KMART	OTTOMAN FOR THE BREAK (DUNS YOUTH CENTRE)	424.70
		BUNNINGS GROUP LTD	CABINETS FOR THE BREAK (DUNS YOUTH CENTRE)	693.90
		FACEBOOK	LIBRARY EVENT ADVERTISING	0.16
		FRESHWORKS INC	ANNUAL SUBSCRIPTION FOR FRESHDESK PROFESSIONAL PLAN	852.84
		TIM WHITTY KITCHEN	COFFEE - AIRPORT MEETING	20.00
		DOMINOS PIZZA	YOUTH EVENT CATERING	101.90
		MAILCHIMP	ELECTRONIC MARKETING -LIBRARY	95.74
		MESSAGE MEDIA	GLC - CUSTOMER RETENTION AND CONTACT SYSTEM	108.68
		SPOTIFY	MUSIC FOR YOUTH EVENTS	18.99
		MAILCHIMP	ELECTRONIC MARKETING -ARTGEO	88.13
		DOMINOS PIZZA	YOUTH EVENT CATERING	85.60
		BUNBURY GEOGRAPHE CHAMBER OF COMMERCE & INDUSTRY	FUTURE JOBS WEBINAR-D. DOWLING	150.00
		DYCCI	DYCCI EOVI LUNCH - D. DOWLING	113.25
		DOMINOS PIZZA	YOUTH EVENT CATERING	93.80
		MAILCHIMP	ELECTRONIC NEWSLETTER PR	461.40
		AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REGIONAL FORUM FOR NATIONAL GENERAL ASSEMBLY REGISTRATOR	2,648.00
		VIRGIN AUSTR7951516784600 BRISBANE	AIRFARE -NATIONAL GENERAL ASSEMBLY- Cr CRONIN & Cr COX	1,812.88
		BUSSELTON CHAMBER OF COMMERCE	BCCI NETWORK LUNCHEON- MAYOR HENLEY	38.01
		WEST AUSTRALIAN NEWSPAPER	WEST AUSTRALIAN DIGITAL SUBSCRIPTION	28.00
		AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REGIONAL FORUM FOR NATONAL GENERAL ASSEMBLY REG- DINNER	350.00
		TICKETS-ALGWA NETWORKING MCMAHONS POIN	TICKET TO ALGWA BREAKFAST Cr. COX	97.88
		MAYORS FOR PEACE	MEMBERSHIP -MAYORS FOR PEACE -4 YEARS	89.14
		PERTH AIRPORT PTY LTD	ATTENDANCE-NATIONAL GENERAL ASSEMBLY 22 - Cr. CRONIN	90.01
		COLES EXPRESS	FUEL - DIRECTOR OF FINANCIAL SERVICES	163.08
		PERSONAL PROPERTY SECURITIES REGISTER	SECURITY REGISTRATION	25.00
		DUNSBOROUGH YALLINGUP CHAMBER COMMERCE & INDUSTRY (DYCCI)	EOFY LUNCH -1 TICKET- MAYOR HENLEY	113.25
		HOOPLA - RE-MEMBER SOFTWARE PTY LTD	JOB ADVERTISEMENT- ENGINEERING TECHNICAL OFFICER	385.22
		AUSTRALIAN HR INSTITUTE	WA STATE CONFERENCE- K. BOX	350.00
		EVENBRITE- ECONOMIC FORUM	ECONOMIC FORUM TICKETS- J.WILSON & J.WILKINSON	230.86
		BOOKTOPIA PTY LTD	BOOK- LEARNED OPTIMISM	27.75
		ADINA APARTMENT HOTEL PERTH	ACCOMMODATION FOR AHRI CONFERENCE - K. BOX	210.14
		HOOPLA - RE-MEMBER SOFTWARE PTY LTD	JOB ADVERTISEMENT- PROJECT MANAGER	249.26
		EVENBRITE-ECONOMIC FORUM	ECONOMIC FORUM TICKETS- M. PALMER	115.43
		EVENBRITE-ECONOMIC FORUM	ECONOMIC FORUM TICKETS- S.WOODFORD-JONES	115.43
		THE FIRE STATION	TEAM REWARD & RECOGNITION	285.00
		KMART	41 CERTIFICATE FRAMES FOR STAFF AWARDS	246.00
		TELSTRA	TELSTRA HOME INTERNET- M.ARCHER- MAY CHARGES	95.00
		LIQUIDFILES	LIQUID FILES ANNUAL LICENCE RENEWAL	1,223.20
		DEPUTY DEPUTY	DEPUTY ROSTERING SYSTEM GLC	768.35
		TELSTRA	TELSTRA HOME INTERNET- M.ARCHER- APRIL CHARGES	95.00
		RAW HABITAT FLORIST	FLOWERS FOR STAFF- BABY CONGRATULATIONS	80.00
		DEPUTY DEPUTY	DEPUTY ROSTERING SYSTEM GLC	780.45
		NEWAY TRANSPORT	TRANSPORT OF PRINTER	1,278.87
		CANVA	ANNUAL FEE- ON LINE GRAPHIC DESIGN PLATFORM	248.99
		ZOOM	MONTHLY SUBSCRIPTION- 6 X PRO LICENSES	129.72
		TECHSMITH	CAMTASIA UPGRADE- LIBRARY	200.95
		HATCH HOME	STAFF FAREWELL GIFT CARD	150.00
		ANZ	ANNUAL CARD FEE	200.00
		ANZ	REWARD FEES	600.00
28/07/2022	4947	BSN LIFESTYLE VILLAGE	APPLICATION REFUND	1,374.00
13/07/2022	4928	C HOMER	REFUND OF HALL & KEY DEPOSITS	200.00
4/07/2022	4935	COMMONWEALTH BANK	BANK FEES	312.78
15/07/2022	4939	COMMONWEALTH BANK	BANK FEES	59.59
12/07/2022	4929	J LOADER	REFUND OF ANIMAL TRAP BOND	100.00
19/07/2022	4940	J MATTHEWS	RATE REFUND	296.55
29/07/2022	4946	L NICHOLS	RATE REFUND	803.47
1/07/2022	4938	LES MILLS ASIA PACIFIC	CONTRACT FEES	605.03
1/07/2022	4948	LES MILLS ASIA PACIFIC	CONTRACT FEES	504.19
20/07/2022	4945	NCY INVESTMENTS	BOND REFUND	38.00
29/07/2022	4946	QUBE PROPERTY	BOND REFUND	261,732.00
27/07/2022	4943	S O'CONNOR	RATE REFUND	3,035.00
19/07/2022	4942	S WARBURTON	APPLICATION REFUND	262.00
22/07/2022	4941	T WALLINGFORD	APPLICATION REFUND	102.00
19/07/2022	4942	TURF & SURF PTY LTD	APPLICATION REFUND	295.00
19/07/2022	4940	V HODGINS	APPLICATION REFUND	262.00
19/07/2022	4942	WISEOWL INV	APPLICATION REFUND	138.00
				<b>406,131.91</b>

PAYROLL PAYMENTS JULY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
12/07/2022	12/07/2022	CITY OF BUSSELTON	PAYROLL & SALARIES	826,565.71
26/07/2022	26/07/2022	CITY OF BUSSELTON	PAYROLL & SALARIES	818,591.57
				<b>1,645,157.28</b>

12.5 Finance Committee - 7/9/2022 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 JULY 2022

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Financial Services
<b>BUSINESS UNIT</b>	Financial Services
<b>REPORTING OFFICER</b>	Manager Financial Services - Paul Sheridan
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Loan Schedule - July 2022   Attachment B Financial Activity Statement - July 2022   Attachment C Investment Report - July 2022  

This item was considered by the Finance Committee at its meeting on 7/9/2022, the recommendations from which have been considered by Council.

The committee decision was moved and carried.

**COUNCIL DECISION**

**C2209/226** Moved Councillor P Carter, seconded Councillor P Cronin

**That the Council receives the statutory financial activity statement reports for the period ending 31 July 2022, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*.**

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

That the Council receives the statutory financial activity statement reports for the period ending 31 July 2022, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*.

**EXECUTIVE SUMMARY**

Pursuant to Section 6.4 of the *Local Government Act 1995* (the Act) and Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* (the Regulations), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the City's financial performance in relation to its adopted / amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis, for the period ending 31 July 2022.

## 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 on 3<sup>rd</sup> August 2022, the Council adopted (C2208/198) the following material variance reporting threshold for the 2022/23 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 2022/23 financial year as follows:*

- *Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and*
- *Reporting of variances only applies for amounts greater than \$50,000.*

## 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 full year basis, and reconciles with the net current position as per the Statement of Financial Activity.

### Capital Acquisition Report

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

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

### **Reserve Movements Report**

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

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

### **Comments on Financial Activity to 31 July 2022**

The Statement of Financial Activity (FAS) for the year to date (YTD) shows an overall Net Current Position of \$127K.

The attached Financial Activity Statement reports only show YTD July actual figures, as well as the full year adopted budget figures.

YTD budget positions are not available as yet, due to on-going issues and delays in finalising the configuration of the updated Chart of Accounts, and the new Enterprise Budgeting tool in the Tech 1 ERP system.

As such, the entire July YTD actual result represents a timing variance to budget. This will be resolved and explained in subsequent months as the new system fully comes online.

### **Investment Report**

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

As at 31<sup>st</sup> July 2022 the value of the City's invested funds increased from \$95.5 as at 30<sup>th</sup> June 2022 to \$97.0M.

As at 31<sup>st</sup> July 2022 the 11AM (an intermediary account which offers immediate access to the funds compared to the term deposits) account balance is \$13.0M, up from \$11.5 M as at 30<sup>th</sup> June 2022.

- Net position increase \$1.5M
- Increase of \$6.5M transferred from cheque account to be held on temporary basis
- Deduction of \$5.0M from the 11AM account, with the funds being transferred to the cheque account to meet normal operating expenses.

During the month of July 2022 six term deposits totalling the amount of \$18M matured. These were renewed for a further 164 days at 2.6% on average.

The official cash rate increased during the month of July by 0.5% from 0.85% to 1.35%. Further increases are expected in the coming months further increasing the cash rate. This will result in higher interest earnings for the City, although future borrowings will incur higher rates also.

### **Borrowings Update**

During the month no new loans were drawn, with \$98K principal and \$6K in interest repaid on existing loans. The attached Loan Schedule outlines the status of all existing loans YTD.

### **Chief Executive Officer – Corporate Credit Card**

Details of transactions made on the Chief Executive Officer's corporate credit card during July 2022 are provided below to ensure there is appropriate oversight and awareness.

Date	Payee	Description	\$ Amount
07/07/22	Local Government Managers Australia	LG Professionals (WA) Membership renewal – M. Archer	\$531.00
12/07/22	Local Government Managers Australia	LG Professionals (WA) Membership renewal – M. Archer – Cancellation	-\$531.00
		<b>TOTAL</b>	<b>\$0.00</b>

### **Donations & Contributions Received**

During the month no non-infrastructure asset (bridges, roads, POS etc), donations or contributions were received.

### **Statutory Environment**

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

### **Relevant Plans and Policies**

There are no relevant plans or policies to consider in relation to this matter.

### **Financial Implications**

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

### **Stakeholder Consultation**

No external stakeholder consultation was required or undertaken in relation to this matter.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

### **Options**

The Statements of Financial Activity are presented in accordance with Section 6.4 of the Act and Regulation 34 of the Regulations and are to be received by Council. Council may wish to make additional resolutions as a result of having received these reports.

### **CONCLUSION**

As at 31<sup>st</sup> July 2022, the City's net current position stands at \$127K. The City's financial performance is considered satisfactory, and cash reserves remain strong.

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

Not applicable.

City of Busseton  
Loan Schedule - as at 31 July 2022

Purpose	Loan Number	Institution	Budgeted Interest Rate %	Term (Years)	Expiry	Actual Interest Rate %	2022/23 Actual New Loans \$	2022/23 Actual Principal Repayments \$	2022/23 Actual Balance of Principal Owning \$	2022/23 Actual Interest Repayments \$	Budget Principal 1 July 2022 \$	2022/23 Budget New Loans \$	2022/23 Budget Principal Repayments \$	Budget Principal Outstanding 30 June 2023 \$	2022/23 Budget Interest Repayments \$
<b>Council Loans</b>															
<b>Administration</b>															
Civic and Administration Centre	207	WATC	4.51	20	Jun-34	4.51			12,595,043		12,595,043		810,406	11,784,637	554,459
<b>Other Property and Services</b>															
Lot 40 Vasse Highway	210	WATC	3.61	10	Dec-25	3.61			850,000		850,000		-	850,000	30,685
<b>Recreation and Culture</b>															
Geothermal Heating GLC	202	WATC	3.98	10	Jun-23	3.98			63,421		63,421		63,421	(0)	1,585
Busseton Foreshore	204	WATC	4.36	15	Jun-29	4.36			604,663		604,663		75,559	529,104	25,139
GLC Extensions	205	WATC	3.92	10	Jun-24	3.92			279,840		279,840		137,191	142,649	8,969
Busseton Foreshore	209	WATC	3.45	12	Jun-27	3.45			3,061,200		3,061,200		569,628	2,491,572	101,430
Busseton Foreshore	211	WATC	2.55	8	Oct-24	2.55		97,536	906,281	6,399	1,003,817		393,889	609,928	21,851
Busseton Foreshore Jetty Precinct	215	WATC	3.25	10	Apr-28	3.25			1,595,480		1,595,480		244,951	1,350,529	49,879
Tennis Club Facility	216	WATC	3.25	10	Apr-28	3.25			1,755,027		1,755,027		269,446	1,485,581	54,867
Lot 10 Commonage Road	217	WATC	3.25	10	Apr-28	3.25			1,021,107		1,021,107		156,769	864,338	31,923
Busseton Tennis Club	218	WATC	2.21	10	Jun-29	2.21			906,314		906,314		121,072	785,242	19,031
Performing Arts / Convention Centre	225	WATC	1.46	10	Dec-31	2.10			4,774,076		4,774,076		459,005	4,315,071	96,611
Performing Arts / Convention Centre	226	WATC	2.02	15	Dec-36	2.39			4,860,472		4,860,472		284,085	4,576,387	113,418
Performing Arts / Convention Centre	228	WATC	3.86	20	Jun-42	3.86			5,000,000		5,000,000		169,393	4,830,607	190,515
Performing Arts / Convention Centre	229	WATC	3.77	17	Jun-39	3.77			5,000,000		5,000,000		214,251	4,785,749	185,387
Performing Arts / Convention Centre	New	Unknown	3.25	20	New				-		-	6,500,000	175,426	6,324,574	157,020
<b>Transport</b>															
Land Acquisition for Parking	203	WATC	4.19	8	Sep-21	4.19			-		-		-	-	-
Airport Jet A1 Installation	206	WATC	3.92	10	Jun-24	3.92			81,620		81,620		40,014	41,606	2,616
Airport Freight Hub Stage 1	219	WATC	2.21	10	Jun-29	2.21			1,073,076		1,073,076		143,350	929,726	22,532
							-	97,536	44,427,619	6,399	44,525,155	6,500,000	4,327,853	46,697,301	1,667,916
<b>Self-Supporting Loans</b>															
<b>Recreation and Culture</b>															
Busseton Bowling Club	199	WATC	5.98		Dec-20	5.98			-		-		-	-	-
Busseton Football and Sportsman's Club	208	WATC	2.93	10.25	Apr-25	2.93			9,705		9,705		3,141	6,564	250
Dunsborough and Districts Country Club	212	WATC	3.04	10	May-27	3.04			61,291		61,291		11,530	49,761	1,776
Geographe Bay Yacht Club	213	WATC	3.04	10	May-27	3.04			53,764		53,764		10,114	43,650	1,558
Dunsborough and Districts Country Club	214	WATC	3.19	10	Sep-27	3.19			64,777		64,777		10,955	53,822	1,980
Busseton Tennis Club	220	WATC	1.37	7	Sep-26	1.37			30,889		30,889		7,107	23,782	387
Busseton Hockey Club Stadium	221	WATC	1.31	10	Jun-30	1.31			36,517		36,517		4,358	32,158	457
Busseton Golf Club	222	WATC	1.45	10	Jun-31	1.45			99,703		99,703		10,447	89,256	1,390
Dunsborough Bay Yacht Club	223	WATC	2.77	5	Dec-26	1.57			22,587		22,587		4,883	17,704	325
Geographe Bay Yacht Club	224	WATC	2.77	10	Dec-31	2.42			47,776		47,776		4,530	43,246	1,114
Community Groups 22/23 \$250K	New	Unknown	1.55	10	New				-		-	250,000	11,603	238,397	1,915
<b>Economic Services</b>															
Geographe Bay Tourism Association	201	WATC	4.76	10	Sep-21	4.76			-		-		-	-	-
MRBTA - Ancient Lands Discovery Park	227	WATC	2.77	10	Mar-32	2.77			1,222,773		1,222,773		110,808	1,111,965	32,742
Jetty AUDC	New	WATC	2.77						-		-		-	-	-
							-	-	1,649,782	-	1,649,782	250,000	189,475	1,710,307	43,895
<b>Total - Council and Self-supporting Loans</b>							-	97,536	46,077,401	6,399	46,174,937	6,750,000	4,517,329	48,407,608	1,711,811

City of BusseltonStatement of Financial ActivityYear to Date As At 31 July 2022

	2021/2022 Actual YTD	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2021/22 YTD Bud (A) Variance
	\$	\$	\$	\$	\$	%
<b>Revenue from Ordinary Activities</b>						
Rates	229	0	0	57,741,408	57,741,408	0.00%
Operating Grants, Subsidies and Contributions	204,106	0	0	3,432,638	3,432,638	0.00%
Fees & Charges	1,105,890	0	0	19,894,021	19,894,021	0.00%
Other Revenue	15,712	0	0	351,906	351,906	0.00%
Interest Earnings	12,528	0	0	2,019,250	2,019,250	0.00%
Gain on Sale of Non-Current Asset	0	0	0	0	0	100.00%
Fair Value Adjustment to Assets	0	0	0	0	0	100.00%
	<b>1,338,466</b>	<b>0</b>	<b>0</b>	<b>83,439,223</b>	<b>83,439,223</b>	<b>0.00%</b>
<b>Expenses from Ordinary Activities</b>						
Employee Costs	(2,677,784)	0	0	(36,307,918)	(36,307,918)	0.00%
Materials & Contracts	(748,174)	0	0	(22,164,077)	(22,164,077)	0.00%
Utilities (Gas, Electricity, Water etc)	(108,832)	0	0	(2,876,680)	(2,876,680)	0.00%
Depreciation on non current assets	(2,165,347)	0	0	(27,439,900)	(27,439,900)	0.00%
Insurance Expenses	0	0	0	(652,369)	(652,369)	0.00%
Other Expenditure	(79,361)	0	0	(7,677,546)	(7,677,546)	0.00%
Allocations	8,673	0	0	2,132,924	2,132,924	0.00%
	<b>(5,770,826)</b>	<b>0</b>	<b>0</b>	<b>(94,985,566)</b>	<b>(94,985,566)</b>	<b>0.00%</b>
<b>Borrowings Cost Expense</b>						
Interest Expenses	(6,399)	0	0	(1,722,673)	(1,722,673)	0.00%
	<b>(6,399)</b>	<b>0</b>	<b>0</b>	<b>(1,722,673)</b>	<b>(1,722,673)</b>	<b>0.00%</b>
Non-Operating Grants, Subsidies and Contributions	48,482	0	0	31,102,583	31,102,583	0.00%
Profit on Asset Disposals	0	0	0	23,632	23,632	0.00%
Loss on Asset Disposals	0	0	0	(45,550)	(45,550)	0.00%
	<b>48,482</b>	<b>0</b>	<b>0</b>	<b>31,080,665</b>	<b>31,080,665</b>	<b>0.00%</b>
<b>Net Result</b>	<b>(4,390,278)</b>	<b>0</b>	<b>0</b>	<b>17,811,649</b>	<b>17,811,649</b>	<b>0.00%</b>
<b>Adjustments for Non-cash Revenue &amp; Expenditure</b>						
Depreciation	2,165,347	0	0	27,439,900	27,439,900	
Donated Assets	0	0	0	(5,740,000)	(5,740,000)	
(Profit)/Loss on Sale of Assets	0	0	0	21,918	21,918	
Allocations & Other Adjustments	(332,089)	0	0	0	0	
Deferred Pensioner Movements (Non-current)	(51,720)	0	0	0	0	
Recording of Employee Benefit and Other Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	(46,409)	0	0	0	0	
Future Obligations Net Movements (NC)	3,580,180	0	0	0	0	
Fair value and Gain on Sale Adjustment	0	0	0	0	0	
<b>Capital Revenue &amp; (Expenditure)</b>						
Land & Buildings	(97,300)	0	0	(40,326,914)	(40,326,914)	0.00%
Plant & Equipment	(514,387)	0	0	(2,451,873)	(2,451,873)	0.00%
Furniture & Equipment	(10,950)	0	0	(1,048,664)	(1,048,664)	0.00%
Infrastructure	(248,038)	0	0	(22,633,157)	(22,633,157)	0.00%
Proceeds from Sale of Assets	0	0	0	613,452	613,452	0.00%
Proceeds from Sale of Non-Current Asset Held for Resale	0	0	0	0	0	100.00%
Proceeds from New Loans	0	0	0	6,750,000	6,750,000	0.00%
Self Supporting Loans - Repayment of Principal	0	0	0	189,476	189,476	0.00%
Total Loan Repayments - Principal	(97,536)	0	0	(4,517,329)	(4,517,329)	0.00%
Repayment Capital Lease	0	0	0	(250,974)	(250,974)	0.00%
Advances to Community Groups	0	0	0	(250,000)	(250,000)	0.00%
Transfer to Restricted Assets	(3,526,228)	0	0	0	0	-100.00%
Transfer from Restricted Assets	0	0	0	12,811,794	12,811,794	100.00%
Transfer to Reserves	0	0	0	(24,477,257)	(24,477,257)	0.00%
Transfer from Reserves	3,189,371	0	0	35,886,464	35,886,464	0.00%
Opening Funds Surplus/ (Deficit)	507,353	507,353	507,353	507,353	507,353	
<b>Net Current Position - Surplus / (Deficit)</b>	<b>127,319</b>	<b>507,353</b>	<b>507,353</b>	<b>335,838</b>	<b>335,838</b>	

City of Busselton

Net Current Position

Year to Date As At 31 July 2022

	2022/23 Actual	2022/23 Amended Budget	2022/23 Original Budget	2021/22 Actual
	\$	\$	\$	\$
<b><u>NET CURRENT ASSETS</u></b>				
<b><u>CURRENT ASSETS</u></b>				
Cash - Unrestricted	299,482	59,525	59,525	0
Cash - Restricted	98,296,407	73,739,212	73,739,212	97,960,213
Sundry Debtors	2,714,975	2,779,261	2,779,261	4,245,922
Rates Outstanding - General	(129,636)	120,739	120,739	120,738
Stock on Hand	926,708	900,000	900,000	935,800
	<u>102,107,936</u>	<u>77,598,737</u>	<u>77,598,737</u>	<u>103,262,673</u>
<b><u>LESS: CURRENT LIABILITIES</u></b>				
Bank Overdraft	0	0	0	304,759
Sundry Creditors	3,684,210	3,523,687	3,523,687	4,490,348
Obligations Liability (C)	0	2,800,000	2,800,000	2,999,485
Performance Bonds	(4,023,029)	4,069,438	4,069,438	4,069,438
	<u>(338,819)</u>	<u>10,393,125</u>	<u>10,393,125</u>	<u>11,864,030</u>
Current Position (inclusive of Restricted Funds)	102,446,755	67,205,612	67,205,612	91,398,643
Add: Cash Backed Obligations Liability (C)	0	2,800,000	2,800,000	2,999,485
Add: Cash Backed Liabilities (Deposits & Bonds)	(4,023,029)	4,069,438	4,069,438	4,069,438
Less: Cash - Restricted Funds	(98,296,407)	(73,739,212)	(73,739,212)	(97,960,213)
<b><u>NET CURRENT ASSET POSITION</u></b>	<u>127,319</u>	<u>335,838</u>	<u>335,838</u>	<u>507,353</u>



City of Busselton Capital Acquisition & Construction For The Period Ending 31 July 2022						
Description	Project	2022/ 23 Actual	2022/23 Amended Budget YTD	2022/23 Original Budget YTD	2022/23 Amended Budget	2022/23 Original Budget
<b>Land</b>						
Purchase Sues Road(C)	12847	-	-	-	500,000	500,000
Property Services Administration(C) (B23)	12936	-	-	-	50,000	50,000
	Total: Land	-	-	-	550,000	550,000
<b>Buildings</b>						
Civic and Administration Centre Minor Upgrades(C)	10016	-	-	-	35,000	35,000
BMRA Hangars(C)	10585	-	-	-	303,790	303,790
Airport Construction, Existing Terminal Upgrade(C)	10589	-	-	-	287,000	287,000
Bovell Construction of Change rooms(C)	10622	-	-	-	72,394	72,394
Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	10642	4,279	-	-	1,284,775	1,284,775
Depot Washdown Facility Upgrades(C)	10688	-	-	-	76,700	76,700
GLC Building Improvements(C)	10788	44,813	-	-	423,934	423,934
GLC CCTV Installation(C)	10789	-	-	-	50,000	50,000
Churchill Park Renew Sports Lights(C)	10972	-	-	-	188,252	188,252
Aged Housing Capital Improvements - Harris Road(C)	12231	-	-	-	12,608	12,608
Aged Housing Capital Improvements - Winderlup(C)	12233	-	-	-	25,215	25,215
Aged Housing Capital Improvements - Winderlup Court (City)(C)	12234	-	-	-	49,000	49,000
Dunsborough Youth Centre Building Construction(C)	12435	900	-	-	36,147	36,147
Energy Efficiency Initiatives (Various Buildings) (C)	12440	15,500	-	-	133,234	133,234
Busselton Jetty Tourist Park Upgrade(C)	12457	-	-	-	45,686	45,686
BPACC - Construction(C)	12471	-	-	-	11,453,899	11,453,899
BPACC - Design of Structure / Professional Fees(C)	12652	-	-	-	98,700	98,700
Point Picquet Toilet Block(C)	12692	309	-	-	-	-
BPACC - IT Hardware & Software (C)	12783	31,500	-	-	-	-
Busselton Library -Lighting Improvements(C)	12789	-	-	-	9,224	9,224
Naturaliste Community Centre Fire Indicator Panel Renewal(C)	12791	-	-	-	30,000	30,000
Dunsborough Hall - Asbestos Management Allocation (C)	12792	-	-	-	17,000	17,000
Bunker Bay Ablution - Improvements(C)	12793	-	-	-	17,000	17,000
Busselton Depot CCTV & Electronic Gate(C)	12795	-	-	-	55,000	55,000
Depot Training Room - Roof Renewal(C)	12796	-	-	-	10,600	10,600
Dunsborough Hall Renewals(C)	12797	-	-	-	26,746	26,746
High Street Hall (C)	12798	-	-	-	6,000	6,000
Old Courthouse and Jail Cells (C)	12800	-	-	-	61,000	61,000
Old Police Quarters - Roof Renewal(C)	12801	-	-	-	60,000	60,000
Seymour Park Toilets(C)	12803	-	-	-	5,400	5,400
Airport Terminal Building(C)	12804	-	-	-	31,787	31,787
Busselton Jetty Tourist Park - Replace Cabin 2 (C)	12868	-	-	-	205,000	205,000
Busselton Jetty Tourist Park - Renewal Works Park 1 Ablut(C)	12869	-	-	-	46,120	46,120
BPACC - Construction(C)	12916	-	-	-	550,000	550,000
BPACC - Loose Furniture & Fittings(C)	12917	-	-	-	250,000	250,000
BPACC - Construction(C)	12918	-	-	-	1,642,703	1,642,703
BPACC - Construction - Funded Federal Government Grant(C)	12919	-	-	-	2,799,000	2,799,000
BPACC - Construction - Funded Loan(C)	12920	-	-	-	6,500,000	6,500,000
BPACC - Construction - Funded RA Unspent Loans(C)	12921	-	-	-	7,187,000	7,187,000
BPACC - Contingency - Funded RA Unspent Loans(C)	12922	-	-	-	2,000,000	2,000,000
BPACC - Design of Structure / Professional Fees - Funded (C)	12923	-	-	-	670,000	670,000
BPACC - Utility Costs - Funded RA Unspent Loans(C)	12924	-	-	-	143,000	143,000
BPACC - Construction - Funded Grant Community Program Pha(C)	12925	-	-	-	1,923,000	1,923,000
BPACC - Construction - Funded RIO Sponsorship(C)	12926	-	-	-	250,000	250,000
BPACC - Construction - Funded Building Asset Renewal Rese(C)	12927	-	-	-	130,000	130,000
BPACC - IT Hardware & Software - Funded Corporate IT Syst(C)	12928	-	-	-	75,000	75,000
BPACC - Landscaping - Funded Parks, Gardens & Reserve Res(C)	12929	-	-	-	500,000	500,000
	Total: Buildings	97,300	-	-	39,776,914	39,776,914
<b>Plant and Equipment</b>						
Animal Control - Toyota Hilux SR Dual Cab Canopy	10018	53,364	-	-	-	-
Dunsborough Cemetery(C)	10700	-	-	-	17,273	17,273
Operations Administration - Ford Escape ST	10901	34,128	-	-	-	-
Plant Purchases (P10) - Volvo FE320	11031	426,679	-	-	-	-
Busselton Jetty Tourist Park- Replace Holden Colorado 4x4(C)	12870	-	-	-	35,000	35,000
Busselton Jetty Tourist Park - Replace Stihl FS110 Brushc(C)	12871	-	-	-	1,000	1,000
Busselton Jetty Tourist Park - Battery Powered Mule(C)	12872	-	-	-	35,000	35,000
Plant Purchases (P11) - Spit water heavy duty high pressu(C)	12879	-	-	-	14,000	14,000
Plant Purchases (P11) - Water Tank 4,500 LT with Pump & (C)	12880	-	-	-	15,000	15,000
Plant Purchases (P11) - HINO FD1024 Beavertail Truck (tur(C)	12881	-	-	-	110,000	110,000
Plant Purchases (P11) - Isuzu NPR65-190 Single Cab (Turf (C)	12882	-	-	-	90,000	90,000
Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	12883	-	-	-	33,000	33,000
Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	12884	-	-	-	33,000	33,000
Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	12885	-	-	-	33,000	33,000
Plant Purchases (P11) - Brush / Tree Chipper(C)	12886	-	-	-	100,000	100,000
Plant Purchases (P11) - Redexim Easyspread 1600 Sand Spre(C)	12887	-	-	-	20,000	20,000
Plant Purchases (P12) - HINO FS2848 Tipper Truck (Constr(C)	12888	-	-	-	230,000	230,000
Plant Purchases (P12) - Speed Display/VMB single axle tra(C)	12889	-	-	-	25,000	25,000
Plant Purchases (P12) - Caterpillar CS56 Rollwe (Constru(C)	12890	-	-	-	180,000	180,000
Plant Purchases (P12) - Ditchwitch Cable Locator(C)	12891	-	-	-	8,000	8,000

City of Busselton Capital Acquisition & Construction For The Period Ending 31 July 2022						
Description	Project	2022/ 23 Actual	2022/23 Amended Budget YTD	2022/23 Original Budget YTD	2022/23 Amended Budget	2022/23 Original Budget
Plant Purchases (P12) - ISUZU FVZ1400 Tipper Truck (Const)(C)	12892	-	-	-	230,000	230,000
Planning and Development Services - Replacement Compliance(C)	12893	-	-	-	41,000	41,000
Plan and Dev - Replacement Comp - Nissan X-trail(C)	12894	-	-	-	35,000	35,000
Engineering and Works Services - Replacement Asset Manage(C)	12895	-	-	-	35,000	35,000
Engineering and Works Services - Replacement Building Fac(C)	12896	-	-	-	42,000	42,000
Engineering and Works Services - Replacement Isuzu D-Max (C)	12897	-	-	-	42,000	42,000
Engineering and Works Services - Replacement Mitsubishi G(C)	12898	-	-	-	42,000	42,000
Engineering and Works Services - Replacement Isuzu D-Max (C)	12899	-	-	-	42,000	42,000
Engineering and Works Services - Replacement Toyota Hilux(C)	12900	-	-	-	42,000	42,000
Engineering and Works Services - Replacement Toyota Hilux(C)	12901	-	-	-	42,000	42,000
Finance and Corporate Services - Replacement Manager Gove(C)	12902	216	-	-	40,000	40,000
Finance and Corporate Services - Replacement IT Coordinat(C)	12903	-	-	-	35,000	35,000
Plant Purchases (P11) - Minor Plant (Capital)(C)	12904	-	-	-	20,000	20,000
Plant Purchases (P11) - Minor Plant (Non-Capital)(C)	12905	-	-	-	40,000	40,000
Plant Purchases (P12) - Minor Plant (Capital)(C)	12906	-	-	-	15,000	15,000
Plant Purchases (P12) - Minor Plant (Non-Capital)(C)	12907	-	-	-	15,000	15,000
Transport - Workshop - Minor Plant(C)	12908	-	-	-	10,000	10,000
Busselton Jetty - Replacement Stihl MS381 Chainsaw(C)	12909	-	-	-	2,000	2,000
Busselton Jetty - Replacement Honda EU20 Generator (Jetty)(C)	12910	-	-	-	3,000	3,000
Waste Management - Replacement of Volvo FE320 6x4 Dual Co(C)	12911	-	-	-	440,000	440,000
Waste Management - Plant Replacement Grab bucket and att(C)	12912	-	-	-	30,000	30,000
Waste Management - Plant Replacement Trailer for bin clea(C)	12913	-	-	-	20,000	20,000
Waste Management - Plant Replacement Minor (Capital)(C)	12914	-	-	-	10,000	10,000
Waste Management - Plant Replacement Minor (Non Capital)(C)	12915	-	-	-	10,000	10,000
Airport Operations - Replacement Ute - Airport Operations(C)	12930	-	-	-	35,000	35,000
Airport Operations - Replacement Deutz/able 75KVA Generat(C)	12931	-	-	-	25,000	25,000
Airport Operations - Replacement Toro Groundmaster 7200 M(C)	12932	-	-	-	30,000	30,000
Airport Operations - Replacement Stihl FS94R CE Brushcut(C)	12933	-	-	-	700	700
Airport Operations - Replacement Bar Petrol 3000PSI Press(C)	12934	-	-	-	1,500	1,500
Airport Operations - Replacement Blower(C)	12935	-	-	-	400	400
Environmental Health Serv Admin-Health Ute(C)	12948	-	-	-	42,000	42,000
Baggage handling system injector belt(C)	14727	-	-	-	55,000	55,000
<b>Total: Plant and Equipment</b>		<b>514,387</b>	<b>-</b>	<b>-</b>	<b>2,451,873</b>	<b>2,451,873</b>
<b>Furniture and Equipment</b>						
Cultural Planning - Ballaarat Photo Capture and 3D Modelling	10677	10,000	-	-	-	-
ICT Services - Equipment & Software Purchases(c) AMD CCTC Aquittal	10811	950	-	-	-	-
P&E - P&G Smart Technologies(C)	10965	-	-	-	100,000	100,000
ICT Services - Equipment & Software Purchases(C)	12876	-	-	-	594,845	594,845
Naturaliste Community Centre (NCC) - Purchase Office Furn(C)	12878	-	-	-	20,000	20,000
Community Resource Centre(C) (B23)	12937	-	-	-	20,000	20,000
YCAB (Youth Precinct Foreshore)(C) (B23)	12938	-	-	-	5,091	5,091
Administration Building- 2-16 Southern Drive(C) (B23)	12939	-	-	-	15,000	15,000
Depot Building-Busselton((C) (B23)	12940	-	-	-	50,000	50,000
Events Furniture & Equipment(C)	14729	-	-	-	200,000	200,000
Geographe Leisure Centre Fitness Equipment(C)	14730	-	-	-	18,160	18,160
Cultural Planning Furniture & Equipment(C)	14731	-	-	-	25,568	25,568
<b>Total: Furniture and Equipment</b>		<b>10,950</b>	<b>-</b>	<b>-</b>	<b>1,048,664</b>	<b>1,048,664</b>
<b>Roads Infrastructure</b>						
Forth Street Groyne Carpark - Formalise and Seal(C)	10610	132	-	-	-	-
Peel & Queen Street Roundabout Service Relocation(C)	10673	2,583	-	-	19,941	19,941
Sayers Street Asphalt Overlay(C)	11145	1,069	-	-	-	-
Barracks Drive Spray Seal(C)	11149	57	-	-	-	-
Chapman Crescent Spray Seal(C)	11151	7,207	-	-	-	-
Wilyabrup Road Resheet(C)	11193	105	-	-	130,000	130,000
Bussell Highway(C)	11199	6,626	-	-	1,330,145	1,330,145
Georgette Street Reconstruction(C)	11207	441	-	-	-	-
Boallia Road Reconstruct and Widen(C)	11980	5,198	-	-	-	-
Caves Road - Median Crossing(C)	11987	-	-	-	17,960	17,960
Chapman Hill Road(C)	11989	39,181	-	-	381,951	381,951
Commonage & Hayes Road intersection Safety works(C)	11991	-	-	-	38,951	38,951
Geographe Bay Road Quindalup(C)	11996	76	-	-	-	-
Gifford Road Reconstruction(C)	11997	20,601	-	-	111,053	111,053
Kaloorup Road(C)	11998	-	-	-	79,690	79,690
Kaloorup Road - Reconstruct and Seal Shoulders(C)	11999	-	-	-	25,472	25,472
Kaloorup Road (Stage 1)(C)	12000	8,539	-	-	69,412	69,412
Payne Road(C)	12005	6,000	-	-	570,000	570,000
Rendezvous Road Spray Seals(C)	12007	20	-	-	150,000	150,000
Road Safety Signage Infrastructure(C)	12008	2,419	-	-	-	-
Sugarloaf Road(C)	12010	1,300	-	-	751,509	751,509
Yongarillup Road - Second Coat Seal(C)	12018	12,375	-	-	-	-
Cape Naturaliste Road(C)	12574	929	-	-	-	-
Gale Street(C)	12602	271	-	-	-	-
Queen Elizabeth Avenue(C)	12605	221	-	-	-	-
Wilyabrup Road(C)	12607	52	-	-	-	-



City of Busselton Capital Acquisition & Construction For The Period Ending 31 July 2022						
Description	Project	2022/ 23 Actual	2022/23 Amended Budget YTD	2022/23 Original Budget YTD	2022/23 Amended Budget	2022/23 Original Budget
Marine Terrace(C)	12645	183	-	-		
Barracks Drive Reseal and Reconstruction(C)	12676	544	-	-		
Tuart Drive(C)	12739	201	-	-		
Ludlow-Hithergreen Second Coat Seal (C)	12823	-	-	-	30,000	30,000
Acton Park Road(C)	12824	-	-	-	1,183,000	1,183,000
Farquar Road Resheet(C)	12825	5,874	-	-	75,000	75,000
Glendon Road Resheet(C)	12826	105	-	-	29,347	29,347
Commonage Road(C)	12827	-	-	-	280,000	280,000
Ludlow-Hithergreen Road(C)	12835	-	-	-	330,000	330,000
Metricup(C)	12836	-	-	-	120,000	120,000
Pre-emptive Design Works (C)	12837	-	-	-	50,000	50,000
Queen Elizabeth Avenue(C)	12838	-	-	-	690,000	690,000
Seista Park Road(C)	12839	-	-	-	198,000	198,000
Sheens Road Apron(C)	12840	-	-	-	8,000	8,000
Strelly Street (C)	12841	-	-	-	60,000	60,000
Nuttman Road (C)	12842	-	-	-	55,235	55,235
Bussell Highway	12851	583	-	-	150,000	150,000
Northerly Street Warden Crossing(C)	13008	1,740	-	-		
<b>Total: Roads Infrastructure</b>		<b>124,633</b>	<b>-</b>	<b>-</b>	<b>6,934,666</b>	<b>6,934,666</b>
<b>Bridges Infrastructure</b>						
Gale Road Bridge 3408A(C)	12377	-	-	-	90,000	90,000
Roy Road - Bridge Construction - Bridge 3373A(C)	12379	-	-	-	87,000	87,000
Layman Road Bridge - 3438(C)	12545	-	-	-	234,000	234,000
<b>Total: Bridges Infrastructure</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>411,000</b>	<b>411,000</b>
<b>Car Parks Infrastructure</b>						
Car Parking - Rear of Hotel Site 1(C)	10605	-	-	-	-	-
Dunsborough Lakes Sporting Precinct (Stage 1) - Carparkin(C)	10606	3,965	-	-	183,373	183,373
Forth Street Groyne Carpark - Formalise and Seal(C)	10610	-	-	-		
Margaret Street Beach Carpark(C)	12806	-	-	-	111,687	111,687
<b>Total: Car Parks Infrastructure</b>		<b>3,965</b>	<b>-</b>	<b>-</b>	<b>295,060</b>	<b>295,060</b>
<b>Footpaths Infrastructure</b>						
Buayanyup Drain Shared Path(C)	10698	5,302	-	-	49,446	49,446
Arnpup Drive Footpath Construction(C)	10736	-	-	-	74,672	74,672
Busselton CBD Footpath Renewal(C)	10741	-	-	-	100,000	100,000
Carey Street Footpath Construction(C)	10742	5,687	-	-	271,724	271,724
End of Trip Footpath Construction(C)	10744	-	-	-	10,000	10,000
Sloan Drive Footpath(C)	10748	431	-	-		
Wayfinding Signage - Footpath & Cycleways(C)	10749	14,410	-	-		
Dunsborough Centennial Park Project(C)	10960	-	-	-	99,384	99,384
Allan Street Cycleway Lighting(C)	10971	744	-	-		
Causeway Road Shared Path(C)	11986	-	-	-	194,455	194,455
Dual Use Path - Dunsborough to Busselton(C)	12480	376	-	-		
Valley Road Footpath(C)	12727	39	-	-		
Busselton Bypass - Fairway to Kangaroo Gully(C)	12731	40	-	-		
Coastal Principled Shares Path (C)	12816	-	-	-	206,333	206,333
Prince Regent Drive (C)	12817	-	-	-	141,000	141,000
Kaloorup Road (C)	12818	-	-	-	78,000	78,000
Principle Shared Path (PSP) Development Approvals (C)	12877	-	-	-	25,000	25,000
<b>Total: Footpaths Infrastructure</b>		<b>27,029</b>	<b>-</b>	<b>-</b>	<b>1,250,014</b>	<b>1,250,014</b>
<b>Parks, Gardens and Reserves</b>						
Meelup Coastal Parking & Landscaping(C)	10613	-	-	-	178,238	178,238
Coastal Adaptation: Mitigation of Coastal Flooding (Drain(C)	10645	97	-	-	-	-
Dunsborough Lakes Sporting Precinct - Outdoor Courts(C)	10674	-	-	-	531,497	531,497
Foreshore Busselton - High Street to Carey Street(C)	10765	41	-	-	10,000	10,000
Port Geographe General Improvements/ Foreshore(C)	10767	-	-	-	82,285	82,285
Coastal Structures (West Busselton Seawall - Stage 2)(C)	10777	3,260	-	-	146,560	146,560
Rotary Park / War Memorial Relocation(C)	10831	-	-	-	525,000	525,000
RBFS Various Grant Applications(C)	10852	-	-	-	31,800	31,800
Mitchell Park Upgrade(C)	10951	-	-	-	37,491	37,491
Youth Skate Park(C)	10953	-	-	-	10,000	10,000
Provence SAR Area General Improvements to the Area(C)	10966	-	-	-	20,000	20,000
Shade Sail Program(C)	10967	-	-	-	196,414	196,414
Vasse SAR Area General Improvements to the Area(C)	10969	2,668	-	-	150,000	150,000
Dunsborough Non-Potable Water Network(C)	11034	40,816	-	-	90,784	90,784
Park Furniture Replacement - Replace aged & unsafe Equip(C)	11035	-	-	-	30,000	30,000
Playgrounds General - Replacement of playground equipment(C)	11036	-	-	-	175,000	175,000
BBQ Placement and Replacement(C)	11109	-	-	-	15,000	15,000
Sand Re-Nourishment(C)	12224	492	-	-	-	-
Cricket Wicket Renewal(C)	12251	-	-	-	39,230	39,230
Townscape Works Dunsborough(C)	12333	7,675	-	-	1,298,490	1,298,490
Rails to Trails - Continuation of Implementation Plan(C)	12382	-	-	-	88,243	88,243

City of Busselton Capital Acquisition & Construction For The Period Ending 31 July 2022						
Description	Project	2022/ 23 Actual	2022/23 Amended Budget YTD	2022/23 Original Budget YTD	2022/23 Amended Budget	2022/23 Original Budget
Bovell - Connection of Services(C)	12402	-	-	-	90,902	90,902
Dunsborough Lakes Sporting Precinct (Stage 1)(C)	12407	480	-	-	594,983	594,983
Vidler Road Waste Site Capital Improvements(C)	12420	21,045	-	-	28,955	28,955
City Lined Landfill Stage 2 - Preliminary Works(C)	12421	9,300	-	-	1,950,000	1,950,000
Busselton Landfill Post-closure Capping, Rehab & Remediat(C)	12425	-	-	-	2,000,000	2,000,000
Transfer Station Development(C)	12428	-	-	-	308,375	308,375
Beach Access Improvements(C)	12526	-	-	-	35,000	35,000
Churchill Park Main Oval redevelopment(C)	12810	-	-	-	168,132	168,132
Coastal Adaptation : Forth St (Stage 2)(C)	12812	-	-	-	125,000	125,000
Coastal Adaptation : Dunsborough Dunnbay Road to Highview(C)	12813	-	-	-	964,798	964,798
Beach Enclosures(C)	12819	-	-	-	100,491	100,491
Bird Crescent Dunsborough POS- improvements(C)	12820	-	-	-	11,000	11,000
Churchill Park - Main Oval Renewal (C)	12821	-	-	-	444,558	444,558
Dunsborough Landfill - Washdown Bay(C)	12844	-	-	-	150,000	150,000
Mitchell Park Landscape Upgrade Stage 2(C)	12846	-	-	-	150,000	150,000
Sport Oval Lighting - Vasse Ovals(C)	12849	-	-	-	475,000	475,000
Dunsborough Lakes Sporting Precinct (Stage 1) - Planning (C)	12850	-	-	-	105,165	105,165
Total: Parks, Gardens and Reserves		85,874	-	-	11,358,391	11,358,391
<b>Jetty Infrastructure</b>						
Busselton Jetty - Capital Expenditure(C)	10818	3,924	-	-	280,632	280,632
Total: Jetty Infrastructure		3,924	-	-	280,632	280,632
<b>Drainage Infrastructure</b>						
Busselton LIA - Geocatch Drain Partnership WSUD Improve(C)	10691	-	-	-	30,000	30,000
Carey Street Drainage Upgrade(C)	10692	-	-	-	220,369	220,369
High View Road Drainage Works(C)	12814	-	-	-	221,559	221,559
North Street Drainage Works(C)	12815	734	-	-	233,056	233,056
Total: Drainage Infrastructure		734	-	-	704,984	704,984
<b>Regional Airport and Industrial Park</b>						
Airport Construction Stage 2, Airfield(C)	10583	-	-	-	1,350,000	1,350,000
Airport Development - Project Expenses(C)	10590	-	-	-	10,410	10,410
Airport Fencing Works(C)	10591	-	-	-	-	-
Busselton Foreshore - Stage 3(C)	10763	295	-	-	-	-
Quindalup Sea Rescue Boat Ramp(C)	12473	454	-	-	-	-
Busselton Foreshore Jetty Precinct(C)	12530	522	-	-	-	-
Elijah Circle POS(C)	12703	607	-	-	-	-
Airport Operations - Buildings(C) (B23)	12941	-	-	-	5,000	5,000
Asbestos Removal & Replacement(C) (B23)	12942	-	-	-	33,000	33,000
Total: Regional Airport and Industrial Park		1,878	-	-	1,398,410	1,398,410
Grand Total		870,675	-	-	66,460,608	66,460,608

City of Busselton Reserves For The Period Ending 31 July 2022					
	Transaction Type	Project		Actual \$	Budget \$
<b>1001: Airport Existing Terminal Building Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	323,125	323,125
	Interest Earned	10904	Other General Purpose Funding(O)	-	7,381
	Transfer From Reserve	12804	Airport Terminal Building(C)	-	(31,787)
	Transfer From Reserve	12941	Airport Operations - Buildings(C) (B23)	-	(5,000)
	Transfer To Reserve	10027	Asset Management Administration(O)	-	133,619
	<b>Closing Balance 30/6/2023</b>			<b>323,125</b>	<b>427,338</b>
<b>1003: Airport Marketing &amp; Incentive Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	6,385,898	6,385,898
	Interest Earned	10904	Other General Purpose Funding(O)	-	124,024
	Transfer From Reserve	10594	Airport Operations(O)	-	(3,349,358)
	Transfer To Reserve	10594	Airport Operations(O)	-	307,694
	<b>Closing Balance 30/6/2023</b>			<b>6,385,898</b>	<b>3,468,258</b>
<b>1005: Barnard Park Sports Pavilion Building Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	105,990	105,990
	Interest Earned	10904	Other General Purpose Funding(O)	-	2,181
				-	-
	Transfer To Reserve	10027	Asset Management Administration(O)	-	36,658
	<b>Closing Balance 30/6/2023</b>			<b>105,990</b>	<b>144,829</b>
<b>1006: Building Asset Renewal Reserve Fund - General Buildings</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	2,691,453	2,691,453
	Interest Earned	10904	Other General Purpose Funding(O)	-	47,425
	Transfer From Reserve	12792	Dunsborough Hall - Asbestos Management Allocation (C)	-	(17,000)
	Transfer From Reserve	12793	Bunker Bay Ablution - Improvements(C)	-	(17,000)
	Transfer From Reserve	12794	Busselton Depot: Workshop (O)	-	(30,000)
	Transfer From Reserve	12795	Busselton Depot CCTV & Electronic Gate(C)	-	(55,000)
	Transfer From Reserve	12796	Depot Training Room - Roof Renewal(C)	-	(10,600)
	Transfer From Reserve	12797	Dunsborough Hall Renewals(C)	-	(26,746)
	Transfer From Reserve	12798	High Street Hall (C)	-	(6,000)
	Transfer From Reserve	12799	High Street Hall - Roof Repairs(O)	-	(12,000)
	Transfer From Reserve	12800	Old Courthouse and Jail Cells (C)	-	(61,000)
	Transfer From Reserve	12801	Old Police Quarters - Roof Renewal(C)	-	(60,000)
	Transfer From Reserve	12802	Old Police Quarters - Re-putty windows and Paint(O)	-	(5,000)
	Transfer From Reserve	12803	Seymour Park Toilets(C)	-	(5,400)
	Transfer From Reserve	12927	BPACC - Construction - Funded Building Asset Renewal Rese(C)	-	(130,000)
	Transfer From Reserve	12942	Asbestos Removal & Replacement(C) (B23)	-	(33,000)
	Transfer From Reserve	12943	Bay View Cres-Toilets(O) (B23)	-	(9,500)
	Transfer From Reserve	12944	Bovell-Toilets & Change Rooms(O) (B23)	-	(25,000)
	Transfer From Reserve	12945	Bunker Bay - Toilet(O) (B23)	-	(5,600)
	Transfer From Reserve	12946	Seymour Park Toilet(O) (B23)	-	(15,000)
	Transfer From Reserve	12947	Old Court House(O) (B23)	-	(15,000)
	Transfer To Reserve	10027	Asset Management Administration(O)	-	856,428
	<b>Closing Balance 30/6/2023</b>			<b>2,691,453</b>	<b>3,066,460</b>
<b>1007: Busselton Area Drainage and Waterways Improvement Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	130,608	130,608
	Interest Earned	10904	Other General Purpose Funding(O)	-	1,362
				-	-
				-	-
	<b>Closing Balance 30/6/2023</b>			<b>130,608</b>	<b>131,970</b>

City of Busselton Reserves For The Period Ending 31 July 2022					
	Transaction Type	Project		Actual \$	Budget \$
<b>1008: Busselton Community Resource Centre Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	422,705	422,705
	Interest Earned	10904	Other General Purpose Funding(O)	-	8,983
	Transfer From Reserve	12937	Community Resource Centre(C) (B23)	-	(20,000)
	Transfer To Reserve	10027	Asset Management Administration(O)	-	104,779
	Closing Balance 30/6/2023			422,705	516,467
<b>1009: Busselton Foreshore Maintenance Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	12,690	12,690
	Interest Earned	10904	Other General Purpose Funding(O)	-	296
				-	-
				-	-
	Closing Balance 30/6/2023			12,690	12,986
<b>1010: Busselton Jetty Tourist Park Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,241,104	1,241,104
	Interest Earned	10904	Other General Purpose Funding(O)	-	18,237
	Transfer From Reserve	10297	Busselton Jetty Tourist Park(O)	-	(170,367)
	Transfer From Reserve	12457	Busselton Jetty Tourist Park Upgrade(C)	-	(45,686)
	Transfer From Reserve	12805	Busselton Jetty Tourist Park Upgrade(O)	-	(25,000)
	Transfer From Reserve	12868	Busselton Jetty Tourist Park - Replace Cabin 2 (C)	-	(205,000)
	Transfer From Reserve	12869	Busselton Jetty Tourist Park - Renewal Works Park 1 Ablut(C)	-	(46,120)
	Transfer From Reserve	12870	Busselton Jetty Tourist Park - Replace Holden Colorado 4x4(C)	-	(25,430)
	Transfer From Reserve	12871	Busselton Jetty Tourist Park - Replace Stihl FS110 Brushc(C)	-	(1,000)
	Transfer From Reserve	12872	Busselton Jetty Tourist Park - Battery Powered Mule(C)	-	(35,000)
	Transfer To Reserve	10297	Busselton Jetty Tourist Park(O)	-	404,788
	Closing Balance 30/6/2023			1,241,104	1,110,526
<b>1011: Busselton Library Building Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	88,925	88,925
	Interest Earned	10904	Other General Purpose Funding(O)	-	1,879
	Transfer From Reserve	12789	Busselton Library - Lighting Improvements(C)	-	(9,224)
	Transfer To Reserve	10027	Asset Management Administration(O)	-	62,114
	Closing Balance 30/6/2023			88,925	143,694
<b>1012: CBD Enhancement Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,333,421	1,333,421
	Interest Earned	10904	Other General Purpose Funding(O)	-	7,422
	Transfer From Reserve	12333	Townscape Works Dunsborough(C)	-	(1,298,490)
	Transfer To Reserve	10438	Fire Station Surrounds(O)	-	56,478
	Closing Balance 30/6/2023			1,333,421	98,831
<b>1013: Cemetery Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	242,001	242,001
	Interest Earned	10904	Other General Purpose Funding(O)	-	1,810
	Transfer From Reserve	10158	Dunsborough Cemetery(O)	-	(17,273)
	Transfer From Reserve	12807	Pioneer Cemetery - Implement Conservation Plan (Reserve (O)	-	(20,757)
	Transfer From Reserve	12808	Dunsborough Cemetery (Reserve Funded)(O)	-	(20,757)
	Transfer From Reserve	12809	Memorial Relocation(O)	-	(50,000)
	Transfer To Reserve	10157	Busselton Cemetery(O)	-	119,000
	Closing Balance 30/6/2023			242,001	254,024



City of Busselton Reserves For The Period Ending 31 July 2022				
Transaction Type	Project		Actual \$	Budget \$
<b>1014: City Car Parking and Access Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,213,889	1,213,889
Interest Earned	10904	Other General Purpose Funding(O)	-	16,626
Transfer From Reserve	12806	Margaret Street Beach Carpark(C)	-	(111,687)
Transfer To Reserve	10027	Asset Management Administration(O)	-	165,137
Closing Balance 30/6/2023			1,213,889	1,283,965
<b>1015: Civic and Administration Building Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	497,009	497,009
Interest Earned	10904	Other General Purpose Funding(O)	-	9,279
Transfer From Reserve	10016	Civic and Administration Centre Minor Upgrades(C)	-	(35,000)
Transfer From Reserve	12790	Administration Building- 2-16 Southern Drive - Major Main(O)	-	(65,000)
Transfer To Reserve	10027	Asset Management Administration(O)	-	433,850
Closing Balance 30/6/2023			497,009	840,138
<b>1016: Coastal and Climate Adaptation Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	566,908	566,908
Interest Earned	10904	Other General Purpose Funding(O)	-	2,882
Transfer From Reserve	10705	Engineering Services Administration(O)	-	(133,380)
Transfer From Reserve	10777	Coastal Structures (West Busselton Seawall - Stage 2)(C)	-	(146,560)
Transfer From Reserve	11034	Dunsborough Non-Potable Water Network(C)	-	(45,392)
Transfer From Reserve	12811	Sand Re-Nourishment(O)	-	(100,000)
Transfer From Reserve	12812	Coastal Adaptation : Forth St (Stage 2)(C)	-	(125,000)
Transfer From Reserve	12813	Coastal Adaptation : Dunsborough Dunnbay Road to Highview(C)	-	(783,750)
Transfer From Reserve	12873	Coast Protection - Beach Monitoring Program(O)	-	(51,250)
Transfer From Reserve	12874	Coastal Protection - Busselton Jetty Wave Monitoring(O)	-	(60,000)
Transfer From Reserve	12875	Coastal Protection - Coastal Structures Inspections and R(O)	-	(30,000)
Transfer To Reserve	10027	Asset Management Administration(O)	-	1,100,911
Transfer To Reserve	10180	Locke Estate(O)	-	64,000
Closing Balance 30/6/2023			566,908	259,370
<b>1017: Commonage Community Facilities Dunsborough Lakes SR</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	74,507	74,507
Interest Earned	10904	Other General Purpose Funding(O)	-	1,739
			-	-
			-	-
Closing Balance 30/6/2023			74,507	76,245
<b>1018: Commonage Community Facilities South Biddle Precinct Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	908,566	908,566
Interest Earned	10904	Other General Purpose Funding(O)	-	21,197
			-	-
			-	-
Closing Balance 30/6/2023			908,566	929,763

City of Busselton Reserves For The Period Ending 31 July 2022					
	Transaction Type	Project		Actual \$	Budget \$
<b>1019: Commonage Precinct Bushfire Facilities Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	58,746	58,746
	Interest Earned	10904	Other General Purpose Funding(O)	-	1,371
				-	-
				-	-
	Closing Balance 30/6/2023			58,746	60,117
<b>1020: Commonage Precinct Infrastructure Road Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	817	817
	Interest Earned	10904	Other General Purpose Funding(O)	-	19
				-	-
				-	-
	Closing Balance 30/6/2023			817	836
<b>1021: Community Facilities - Airport North</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	3,176,663	3,176,663
	Interest Earned	10904	Other General Purpose Funding(O)	-	76,761
				-	-
	Transfer To Reserve	11026	Planning Administration(O)	-	115,809
	Closing Balance 30/6/2023			3,176,663	3,369,232
<b>1022: Community Facilities - Broadwater</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	197,732	197,732
	Interest Earned	10904	Other General Purpose Funding(O)	-	4,696
				-	-
	Transfer To Reserve	11026	Planning Administration(O)	-	15,866
	Closing Balance 30/6/2023			197,732	218,293
<b>1023: Community Facilities - Busselton</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	75,058	75,058
	Interest Earned	10904	Other General Purpose Funding(O)	-	1,427
				-	-
	Transfer To Reserve	11026	Planning Administration(O)	-	21,558
	Closing Balance 30/6/2023			75,058	98,043
<b>1024: Community Facilities - City District</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,116,044	1,116,044
	Interest Earned	10904	Other General Purpose Funding(O)	-	15,862
	Transfer From Reserve	10972	Churchill Park Renew Sports Lights(C)	-	(11,831)
	Transfer From Reserve	12849	Sport Oval Lighting - Vasse Ovals(C)	-	(100,000)
	Transfer From Reserve	12850	Dunsborough Lakes Sporting Precinct (Stage 1) - Planning (C)	-	(105,165)
	Transfer From Reserve	12916	BPACC - Construction(C)	-	(550,000)
	Transfer To Reserve	11026	Planning Administration(O)	-	450,000
	Closing Balance 30/6/2023			1,116,044	814,910



City of Busselton Reserves For The Period Ending 31 July 2022					
	Transaction Type	Project		Actual \$	Budget \$
<b>1025: Community Facilities - Dunsborough</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	465,445	465,445
	Interest Earned	10904	Other General Purpose Funding(O)	-	6,038
				-	-
	Transfer To Reserve	11026	Planning Administration(O)	-	34,155
	Closing Balance 30/6/2023			465,445	505,638
<b>1026: Community Facilities - Dunsborough Lakes</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	712,436	712,436
	Interest Earned	10904	Other General Purpose Funding(O)	-	165
	Transfer From Reserve	10606	Dunsborough Lakes Sporting Precinct (Stage 1) - Carparkin(C)	-	(423,111)
				-	-
	Closing Balance 30/6/2023			712,436	289,490
<b>1027: Community Facilities - Geographe</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	139,274	139,274
	Interest Earned	10904	Other General Purpose Funding(O)	-	2,913
				-	-
	Transfer To Reserve	11026	Planning Administration(O)	-	10,637
	Closing Balance 30/6/2023			139,274	152,824
<b>1028: Community Facilities - Port Geographe</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	352,422	352,422
	Interest Earned	10904	Other General Purpose Funding(O)	-	8,223
				-	-
				-	-
	Closing Balance 30/6/2023			352,422	360,644
<b>1029: Community Facilities - Vasse</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	175,154	175,154
	Interest Earned	10904	Other General Purpose Funding(O)	-	8,575
	Transfer From Reserve	12849	Sport Oval Lighting - Vasse Ovals(C)	-	(275,000)
				-	-
	Closing Balance 30/6/2023			175,154	(91,272)
<b>1030: Corporate IT Systems Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	378,520	378,520
	Interest Earned	10904	Other General Purpose Funding(O)	-	7,998
	Transfer From Reserve	12876	ICT Services - Equipment & Software Purchases(C)	-	(375,000)
	Transfer From Reserve	12928	BPACC - IT Hardware & Software - Funded Corporate IT Syst(C)	-	(75,000)
	Transfer To Reserve	10027	Asset Management Administration(O)	-	137,614
	Closing Balance 30/6/2023			378,520	74,132

City of Busselton Reserves For The Period Ending 31 July 2022					
	Transaction Type	Project		Actual \$	Budget \$
<b>1031: Debt Default Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	102,371	102,371
	Interest Earned	10904	Other General Purpose Funding(O)	-	2,402
				-	-
				-	-
	Closing Balance 30/6/2023			102,371	104,773
<b>1032: Election, Value and Corporate Expense Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	254,330	254,330
	Interest Earned	10904	Other General Purpose Funding(O)	-	5,104
	Transfer From Reserve	11126	Rates Administration(O)	-	(80,000)
	Transfer To Reserve	10830	Members of Council(O)	-	143,640
	Closing Balance 30/6/2023			254,330	323,074
<b>1033: Emergency Disaster Recovery Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	74,954	74,954
	Interest Earned	10904	Other General Purpose Funding(O)	-	3,163
				-	-
	Transfer To Reserve	10007	Emergency Contingency Costs (Other)(O)	-	20,000
	Closing Balance 30/6/2023			74,954	98,117
<b>1034: Energy Sustainability Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	168,407	168,407
	Interest Earned	10904	Other General Purpose Funding(O)	-	3,334
	Transfer From Reserve	12440	Energy Efficiency Initiatives (Various Buildings) (C)	-	(25,282)
	Transfer From Reserve	12440	Energy Efficiency Initiatives (Various Buildings) (C)	-	(107,952)
	Transfer To Reserve	12440	Energy Efficiency Initiatives (Various Buildings) (C)	-	107,793
	Closing Balance 30/6/2023			168,407	146,299
<b>1035: Footpath and Cycleways Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,246,636	1,246,636
	Interest Earned	10904	Other General Purpose Funding(O)	-	5,421
	Transfer From Reserve	10698	Buayanyup Drain Shared Path(C)	-	(31,897)
	Transfer From Reserve	10736	Arnup Drive Footpath Construction(C)	-	(69,672)
	Transfer From Reserve	10736	Arnup Drive Footpath Construction(C)	-	(5,000)
	Transfer From Reserve	10741	Busselton CBD Footpath Renewal(C)	-	(100,000)
	Transfer From Reserve	10742	Carey Street Footpath Construction(C)	-	(271,724)
	Transfer From Reserve	10744	End of Trip Footpath Construction(C)	-	(10,000)
	Transfer From Reserve	10960	Dunsborough Centennial Park Project(C)	-	(99,384)
	Transfer From Reserve	11986	Causeway Road Shared Path(C)	-	(95,955)
	Transfer From Reserve	12382	Rails to Trails - Continuation of Implementation Plan(C)	-	(88,243)
	Transfer From Reserve	12816	Coastal Principled Shares Path (C)	-	(206,333)
	Transfer From Reserve	12817	Prince Regent Drive (C)	-	(141,000)
	Transfer From Reserve	12818	Kaloorup Road (C)	-	(78,000)
	Transfer From Reserve	12877	Principle Shared Path (PSP) Development Approvals (C)	-	(25,000)
	Transfer To Reserve	10027	Asset Management Administration(O)	-	1,277,057
	Closing Balance 30/6/2023			1,246,636	1,306,906

City of Busselton Reserves For The Period Ending 31 July 2022				
	Transaction Type	Project	Actual \$	Budget \$
<b>1036: Furniture and Equipment Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	516,181
	Interest Earned	10904	Other General Purpose Funding(O)	-
	Transfer From Reserve	12876	ICT Services - Equipment & Software Purchases(C)	(219,845)
	Transfer From Reserve	12878	Naturaliste Community Centre (NCC) - Purchase Office Furn(C)	(20,000)
	Transfer From Reserve	12917	BPACC - Loose Furniture & Fittings(C)	(250,000)
	Transfer From Reserve	12938	YCAB (Youth Precinct Foreshore)(C) (B23)	(5,091)
	Transfer From Reserve	12939	Administration Building- 2-16 Southern Drive(C) (B23)	(15,000)
	Transfer From Reserve	12940	Depot Building-Busselton(C) (B23)	(50,000)
	Transfer From Reserve	14730	Geographe Leisure Centre Fitness Equipment(C)	(18,160)
	Transfer To Reserve	10027	Asset Management Administration(O)	-
	<b>Closing Balance 30/6/2023</b>		<b>516,181</b>	<b>54,928</b>
<b>1037: Geographe Leisure Centre Building (GLC) Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	314,128
	Interest Earned	10904	Other General Purpose Funding(O)	-
	Transfer From Reserve	10788	GLC Building Improvements(C)	(189,304)
	Transfer From Reserve	10788	GLC Building Improvements(C)	(234,630)
	Transfer To Reserve	10027	Asset Management Administration(O)	-
	<b>Closing Balance 30/6/2023</b>		<b>314,128</b>	<b>209,066</b>
<b>1038: Jetty Maintenance Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	6,320,301
	Interest Earned	10904	Other General Purpose Funding(O)	-
	Transfer From Reserve	10048	Busselton Jetty(O)	(509,398)
	Transfer From Reserve	10818	Busselton Jetty - Capital Expenditure(C)	(280,632)
	Transfer From Reserve	12909	Busselton Jetty - Replacement Stihl MS381 Chainsaw(C)	(1,891)
	Transfer From Reserve	12910	Busselton Jetty - Replacement Honda EU20 Generator (Jetty)(C)	(2,827)
	Transfer To Reserve	10027	Asset Management Administration(O)	-
	Transfer To Reserve	10048	Busselton Jetty(O)	826,541
	Transfer To Reserve	10160	Equinox Cafe(O)	92,327
	Transfer To Reserve	10161	Goose Cafe(O)	51,178
	Transfer To Reserve	10162	Micro Brewery Building(O)	93,085
	Transfer To Reserve	11704	Busselton Tennis Club Building (Old)(O)	25,000
	Transfer To Reserve	11798	Hotel Site 2(O)	36,474
	<b>Closing Balance 30/6/2023</b>		<b>6,320,301</b>	<b>7,129,229</b>
<b>1039: Jetty Self Insurance Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	573,410
	Interest Earned	10904	Other General Purpose Funding(O)	-
				-
	Transfer To Reserve	10048	Busselton Jetty(O)	-
	<b>Closing Balance 30/6/2023</b>		<b>573,410</b>	<b>665,084</b>
<b>1040: Joint Venture Aged Housing Reserve (Harris/Winderlup)</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,491,225
	Interest Earned	10904	Other General Purpose Funding(O)	-
	Transfer From Reserve	12231	Aged Housing Capital Improvements - Harris Road(C)	(12,608)
	Transfer From Reserve	12233	Aged Housing Capital Improvements - Winderlup(C)	(25,215)
	Transfer To Reserve	11684	Winderlup Court Aged Housing(O)	-
	<b>Closing Balance 30/6/2023</b>		<b>1,491,225</b>	<b>1,670,812</b>

City of Busselton Reserves For The Period Ending 31 July 2022				
	Transaction Type	Project	Actual \$	Budget \$
<b>1041: Legal Expenses Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	638,294
	Interest Earned	10904	Other General Purpose Funding(O)	-
				-
				-
	Closing Balance 30/6/2023		638,294	650,898
<b>1042: Locke Estate Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	6,589
	Interest Earned	10904	Other General Purpose Funding(O)	-
				-
				-
	Closing Balance 30/6/2023		6,589	6,741
<b>1043: Long Service Leave Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	4,054,581
	Interest Earned	10904	Other General Purpose Funding(O)	-
	Transfer From Reserve	10041	Building Services(O)	-
	Transfer From Reserve	10217	Busselton Library(O)	-
	Transfer From Reserve	10461	Geographic Leisure Centre(O)	-
	Transfer From Reserve	10462	Naturalist Community Centre(O)	-
	Transfer From Reserve	10652	Community & Commercial Services Support(O)	-
	Transfer From Reserve	10678	Customer Services(O)	-
	Transfer From Reserve	10704	Engineering & Works Services Support(O)	-
	Transfer From Reserve	10710	Environmental Health Services Administration(O)	-
	Transfer From Reserve	10711	Environmental Management Administration(O)	-
	Transfer From Reserve	10790	Governance Support Services(O)	-
	Transfer From Reserve	10810	Human Resources & Payroll(O)	-
	Transfer From Reserve	10824	Legal and Compliance Services(O)	-
	Transfer From Reserve	10900	Office of the CEO(O)	-
	Transfer From Reserve	10901	Operations Services Administration(O)	-
	Transfer From Reserve	10902	Operations Services Works(O)	-
	Transfer From Reserve	10905	Other Law, Order & Public Safety(O)	-
	Transfer From Reserve	11041	Property Services Administration(O)	-
	Transfer From Reserve	11124	Public Relations(O)	-
	Transfer From Reserve	11126	Rates Administration(O)	-
	Transfer From Reserve	11128	Recreation Administration(O)	-
	Transfer From Reserve	12225	Sanitation Waste Services Administration(O)	-
	Transfer From Reserve	12258	Statutory Planning(O)	-
	Transfer To Reserve	10810	Human Resources & Payroll(O)	-
	Closing Balance 30/6/2023		4,054,581	3,919,609
<b>1044: Major Traffic Improvements Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,184,734
	Interest Earned	10904	Other General Purpose Funding(O)	-
	Transfer From Reserve	10673	Peel & Queen Street Roundabout Service Relocation(C)	-
	Transfer From Reserve	10831	Rotary Park / War Memorial Relocation(C)	-
	Transfer From Reserve	12845	General Design / Modelling Works (O)	-
	Transfer To Reserve	10027	Asset Management Administration(O)	-
	Closing Balance 30/6/2023		1,184,734	857,137



City of Busselton Reserves For The Period Ending 31 July 2022				
Transaction Type	Project		Actual \$	Budget \$
<b>1045: Marketing &amp; Area Promotion Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	655,702	655,702
Interest Earned	10904	Other General Purpose Funding(O)	-	5,138
Transfer From Reserve	10188	Events(O)	-	(212,746)
Transfer From Reserve	10188	Events(O)	-	(1,332,802)
Transfer From Reserve	14729	Events Furniture & Equipment(C)	-	(200,000)
Transfer To Reserve	10188	Events(O)	-	1,332,802
<b>Closing Balance 30/6/2023</b>			<b>655,702</b>	<b>248,094</b>
<b>1046: Naturaliste Community Centre Building (NCC) Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	170,089	170,089
Interest Earned	10904	Other General Purpose Funding(O)	-	2,287
Transfer From Reserve	12791	Naturaliste Community Centre Fire Indicator Panel Renewal(C)	-	(30,000)
Transfer From Reserve	12867	Naturaliste Community Centre - Maintenance External Work(O)	-	(91,000)
Transfer To Reserve	10027	Asset Management Administration(O)	-	72,415
<b>Closing Balance 30/6/2023</b>			<b>170,089</b>	<b>123,791</b>
<b>1047: New Infrastructure Development Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	723,693	723,693
Interest Earned	10904	Other General Purpose Funding(O)	-	6,026
Transfer From Reserve	12407	Dunsborough Lakes Sporting Precinct (Stage 1)(C)	-	(453,487)
Transfer From Reserve	12936	Property Services Administration(C) (B23)	-	(50,000)
			-	-
<b>Closing Balance 30/6/2023</b>			<b>723,693</b>	<b>226,232</b>
<b>1048: Other Infrastructure (Drainage, Signage Etc) Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	403,731	403,731
Interest Earned	10904	Other General Purpose Funding(O)	-	9,360
Transfer From Reserve	10691	Busselton LIA - Geocatch Drain Partnership WSUD Improve(C)	-	(30,000)
Transfer From Reserve	10692	Carey Street Drainage Upgrade(C)	-	(220,369)
Transfer From Reserve	10852	RBFS Various Grant Applications(C)	-	(15,900)
Transfer From Reserve	12786	Newtown Beach Boat Ramp (O)	-	(17,255)
Transfer From Reserve	12787	Dunsborough Boat Ramp(O)	-	(17,382)
Transfer From Reserve	12788	Quindalup Boat Ramp (Sea Rescue)(O)	-	(17,255)
Transfer From Reserve	12814	High View Road Drainage Works(C)	-	(221,559)
Transfer From Reserve	12815	North Street Drainage Works(C)	-	(233,056)
Transfer To Reserve	10027	Asset Management Administration(O)	-	756,876
<b>Closing Balance 30/6/2023</b>			<b>403,731</b>	<b>397,190</b>

City of Busselton Reserves For The Period Ending 31 July 2022				
	Transaction Type	Project	Actual \$	Budget \$
<b>1049: Parks, Gardens and Reserves Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	633,227
	Interest Earned	10904	Other General Purpose Funding(O)	-
	Transfer From Reserve	10765	Foreshore Busselton - High Street to Carey Street(C)	(10,000)
	Transfer From Reserve	10951	Mitchell Park Upgrade(C)	(37,491)
	Transfer From Reserve	10953	Youth Skate Park(C)	(10,000)
	Transfer From Reserve	10965	P&E - P&G Smart Technologies(C)	(100,000)
	Transfer From Reserve	10967	Shade Sail Program(C)	(96,414)
	Transfer From Reserve	10967	Shade Sail Program(C)	(100,000)
	Transfer From Reserve	11035	Park Furniture Replacement - Replace aged & unsafe Equip(C)	(30,000)
	Transfer From Reserve	11036	Playgrounds General - Replacement of playground equipment(C)	(175,000)
	Transfer From Reserve	11109	BBQ Placement and Replacement(C)	(15,000)
	Transfer From Reserve	12251	Cricket Wicket Renewal(C)	(39,230)
	Transfer From Reserve	12526	Beach Access Improvements(C)	(35,000)
	Transfer From Reserve	12819	Beach Enclosures(C)	(100,491)
	Transfer From Reserve	12820	Bird Crescent Dunsborough POS- improvements(C)	(11,000)
	Transfer From Reserve	12821	Churchill Park - Main Oval Renewal (C)	(444,558)
	Transfer From Reserve	12929	BPACC - Landscaping - Funded Parks, Gardens & Reserve Res(C)	(500,000)
	Transfer To Reserve	10027	Asset Management Administration(O)	-
	Closing Balance 30/6/2023		633,227	242,616
<b>1050: Performing Arts and Convention Centre Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	2,386,293
	Interest Earned	10904	Other General Purpose Funding(O)	-
	Transfer From Reserve	10022	BPACC Operations(O)	(46,433)
	Transfer From Reserve	12918	BPACC - Construction(C)	(1,642,703)
	Transfer To Reserve	12918	BPACC - Construction(C)	-
	Closing Balance 30/6/2023		2,386,293	2,537,696
<b>1051: Plant Replacement Reserve</b>				
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	2,698,073
	Interest Earned	10904	Other General Purpose Funding(O)	-
	Transfer From Reserve	12879	Plant Purchases (P11) - Spit water heavy duty high pressu(C)	(13,500)
	Transfer From Reserve	12880	Plant Purchases (P11) - Water Tank 4,500 LT with Pump & (C)	(14,200)
	Transfer From Reserve	12881	Plant Purchases (P11) - HINO FD1024 Beavertail Truck (tur(C)	(61,500)
	Transfer From Reserve	12882	Plant Purchases (P11) - Isuzu NPR65-190 Single Cab (Turf (C)	(65,000)
	Transfer From Reserve	12883	Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	(27,000)
	Transfer From Reserve	12884	Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	(27,000)
	Transfer From Reserve	12885	Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	(27,000)
	Transfer From Reserve	12886	Plant Purchases (P11) - Brush / Tree Chipper(C)	(100,000)
	Transfer From Reserve	12887	Plant Purchases (P11) - Redexim Easyspread 1600 Sand Spre(C)	(19,200)
	Transfer From Reserve	12888	Plant Purchases (P12) - HINO FS2848 Tipper Truck (Constr/(C)	(150,000)
	Transfer From Reserve	12889	Plant Purchases (P12) - Speed Display/VMB single axle tra(C)	(22,500)
	Transfer From Reserve	12890	Plant Purchases (P12) - Caterpillar CS56 Rollwe (Constru(C)	(114,000)
	Transfer From Reserve	12891	Plant Purchases (P12) - Ditchwitch Cable Locator(C)	(7,500)
	Transfer From Reserve	12892	Plant Purchases (P12) - ISUZU FVZ1400 Tipper Truck (Const(C)	(155,000)
	Transfer From Reserve	12893	Planning and Development Services - Replacement Complianc(C)	(23,000)
	Transfer From Reserve	12894	Plan and Dev - Replacement Comp - Nissan X-trail(C)	(18,000)
	Transfer From Reserve	12895	Engineering and Works Services - Replacement Asset Manage(C)	(18,500)
	Transfer From Reserve	12896	Engineering and Works Services - Replacement Building Fac(C)	(23,000)
	Transfer From Reserve	12897	Engineering and Works Services - Replacement Isuzu D-Max (C)	(27,500)
	Transfer From Reserve	12898	Engineering and Works Services - Replacement Mitsubishi G(C)	(27,500)
	Transfer From Reserve	12899	Engineering and Works Services - Replacement Isuzu D-Max (C)	(27,000)
	Transfer From Reserve	12900	Engineering and Works Services - Replacement Toyota Hilux(C)	(22,000)
	Transfer From Reserve	12901	Engineering and Works Services - Replacement Toyota Hilux(C)	(22,000)
	Transfer From Reserve	12902	Finance and Corporate Services - Replacement Manager Gove(C)	(20,000)
	Transfer From Reserve	12903	Finance and Corporate Services - Replacement IT Coordinat(C)	(18,000)
	Transfer From Reserve	12904	Plant Purchases (P11) - Minor Plant (Capital)(C)	(18,000)
	Transfer From Reserve	12905	Plant Purchases (P11) - Minor Plant (Non-Capital)(C)	(36,000)
	Transfer From Reserve	12906	Plant Purchases (P12) - Minor Plant (Capital)(C)	(13,500)
	Transfer From Reserve	12907	Plant Purchases (P12) - Minor Plant (Non-Capital)(C)	(13,500)
	Transfer From Reserve	12908	Transport - Workshop - Minor Plant(C)	(9,000)
	Transfer From Reserve	12948	Environmental Health Serv Admin-Health Ute(C)	(22,000)
	Transfer To Reserve	10027	Asset Management Administration(O)	-
	Closing Balance 30/6/2023		2,698,073	2,681,646

City of Busselton Reserves For The Period Ending 31 July 2022					
	Transaction Type	Project		Actual \$	Budget \$
<b>1052: Port Geographe Development Reserve (Council)</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	126,996	126,996
	Interest Earned	10904	Other General Purpose Funding(O)	-	620
	Transfer From Reserve	10086	Pedestrian Bridge (Port Geographe)(O)	-	(64,152)
	Transfer From Reserve	10767	Port Geographe General Improvements/ Foreshore(C)	-	(30,392)
	Transfer From Reserve	10767	Port Geographe General Improvements/ Foreshore(C)	-	(51,893)
	Transfer To Reserve	10325	Port Geographe(O)	-	58,485
	<b>Closing Balance 30/6/2023</b>			<b>126,996</b>	<b>39,664</b>
<b>1053: Port Geographe Waterways Management Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	3,060,602	3,060,602
	Interest Earned	10904	Other General Purpose Funding(O)	-	70,641
	Transfer From Reserve	10325	Port Geographe(O)	-	(390,547)
	Transfer To Reserve	10325	Port Geographe(O)	-	234,744
	<b>Closing Balance 30/6/2023</b>			<b>3,060,602</b>	<b>2,975,440</b>
<b>1054: Professional Development Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	156,214	156,214
	Interest Earned	10904	Other General Purpose Funding(O)	-	3,184
				-	-
				-	-
	<b>Closing Balance 30/6/2023</b>			<b>156,214</b>	<b>159,398</b>
<b>1055: Provenance Landscape Maintenance Reserve (SAR)</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,323,559	1,323,559
	Interest Earned	10904	Other General Purpose Funding(O)	-	28,911
	Transfer From Reserve	10966	Provenance SAR Area General Improvements to the Area(C)	-	(20,000)
	Transfer From Reserve	12999	Provenance SAR Reserve Funding(O)	-	(132,251)
	Transfer To Reserve	10966	Provenance SAR Area General Improvements to the Area(C)	-	193,983
	<b>Closing Balance 30/6/2023</b>			<b>1,323,559</b>	<b>1,394,202</b>
<b>1056: Public Art Reserve</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	46,666	46,666
	Interest Earned	10904	Other General Purpose Funding(O)	-	1,091
				-	-
				-	-
	<b>Closing Balance 30/6/2023</b>			<b>46,666</b>	<b>47,756</b>
<b>1057: Railway House Building Reserve (50%)</b>					
	Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	63,088	63,088
	Interest Earned	10904	Other General Purpose Funding(O)	-	1,405
				-	-
	Transfer To Reserve	10027	Asset Management Administration(O)	-	23,814
	<b>Closing Balance 30/6/2023</b>			<b>63,088</b>	<b>88,307</b>



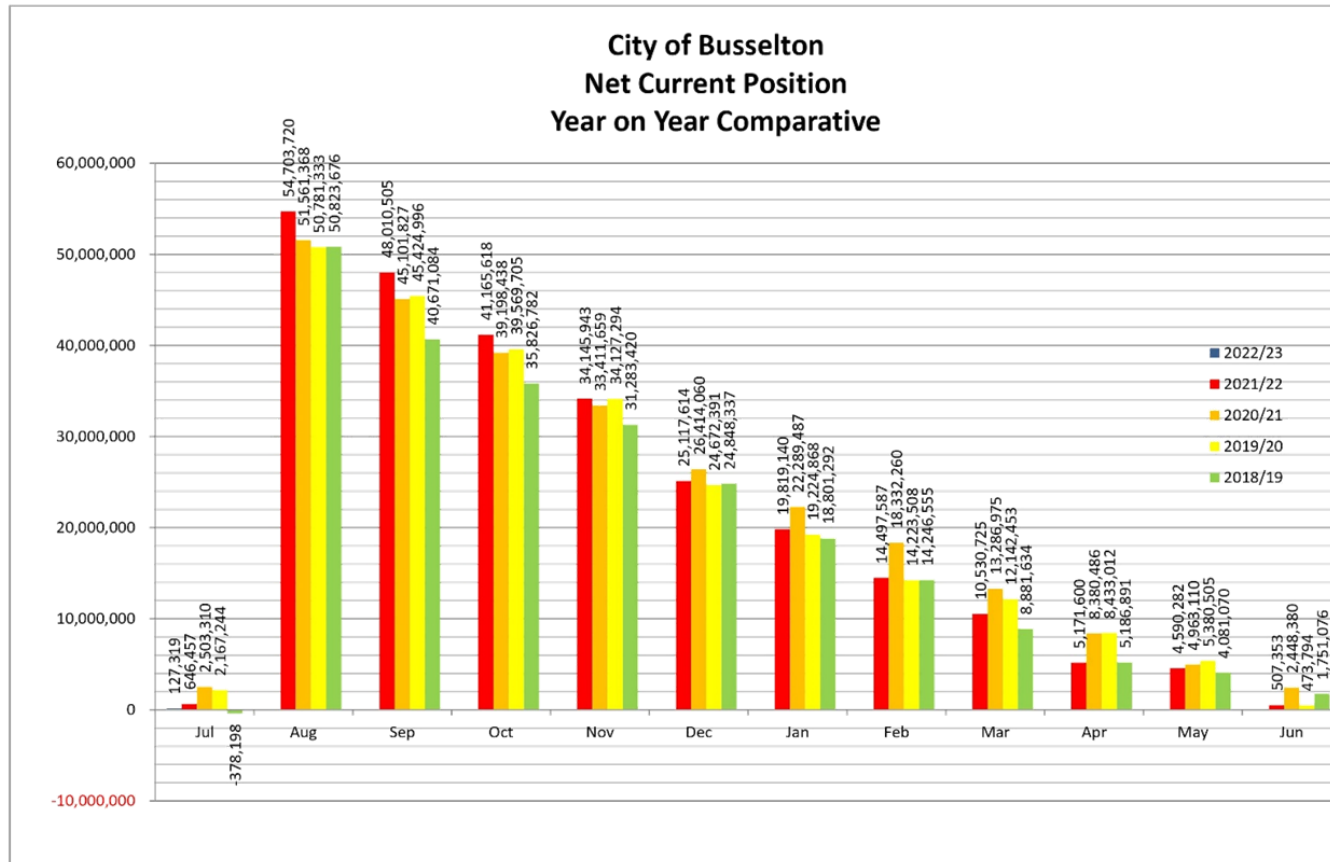
City of Busselton Reserves For The Period Ending 31 July 2022				
Transaction Type	Project		Actual \$	Budget \$
<b>1058: Road Asset Renewal Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,920,213	1,920,213
Interest Earned	10904	Other General Purpose Funding(O)	-	9,796
Transfer From Reserve	10256	Road Maintenance General(O)	(175,000)	(175,000)
Transfer From Reserve	11193	Wilyabrup Road Resheet(C)	(130,000)	(130,000)
Transfer From Reserve	11199	Bussell Highway(C)	-	(193,465)
Transfer From Reserve	11199	Bussell Highway(C)	-	(250,000)
Transfer From Reserve	11987	Caves Road - Median Crossing(C)	-	(17,960)
Transfer From Reserve	11991	Commonage & Hayes Road intersection Safety works(C)	-	(38,951)
Transfer From Reserve	11997	Gifford Road Reconstruction(C)	-	(111,053)
Transfer From Reserve	11999	Kaloorup Road - Reconstruct and Seal Shoulders(C)	-	(25,472)
Transfer From Reserve	12000	Kaloorup Road (Stage 1)(C)	-	(23,137)
Transfer From Reserve	12005	Payne Road(C)	-	(190,000)
Transfer From Reserve	12007	Rendezvous Road Spray Seals(C)	-	(58,218)
Transfer From Reserve	12010	Sugarloaf Road(C)	-	(250,502)
Transfer From Reserve	12824	Acton Park Road(C)	(908,000)	(908,000)
Transfer From Reserve	12825	Farquar Road Resheet(C)	-	(75,000)
Transfer From Reserve	12826	Glendon Road Resheet(C)	-	(29,347)
Transfer From Reserve	12828	Rural road open drain maintenance - Reserve Funded(O)	-	(100,000)
Transfer From Reserve	12829	Rural Verge Maintenance - Reserve Funded(O)	-	(150,000)
Transfer From Reserve	12830	Urban Tree Management - Reserve Funded(O)	-	(70,000)
Transfer From Reserve	12831	Princefield Road - Reserve Funded(O)	-	(40,000)
Transfer From Reserve	12832	Urban Drainage - Reserve Funded(O)	-	(40,000)
Transfer From Reserve	12833	Prewinter stormwater drainage maintenance - Reserve Funded(O)	-	(70,000)
Transfer From Reserve	12834	Urban Compensation Basin Maintenance - Reserve Funded(O)	-	(30,000)
Transfer From Reserve	12835	Ludlow-Hithergreen Road(C)	-	(110,000)
Transfer From Reserve	12837	Pre-emptive Design Works (C)	-	(50,000)
Transfer From Reserve	12838	Queen Elizabeth Avenue(C)	-	(230,000)
Transfer From Reserve	12839	Seista Park Road(C)	-	(198,000)
Transfer From Reserve	12840	Sheens Road Apron(C)	-	(8,000)
Transfer From Reserve	12841	Strelly Street (C)	-	(60,000)
Transfer From Reserve	12842	Nuttman Road (C)	-	(55,235)
Transfer From Reserve	12851	Bussell Highway	-	(150,000)
Transfer To Reserve	10027	Asset Management Administration(O)	-	3,440,347
<b>Closing Balance 30/6/2023</b>			<b>707,213</b>	<b>1,533,016</b>
<b>1059: Sick Pay Incentive Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	79,477	79,477
Interest Earned	10904	Other General Purpose Funding(O)	-	738
Transfer From Reserve	10810	Human Resources & Payroll(O)	-	(15,000)
			-	-
<b>Closing Balance 30/6/2023</b>			<b>79,477</b>	<b>65,215</b>
<b>1060: Strategic Projects Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	2,909,578	2,909,578
Interest Earned	10904	Other General Purpose Funding(O)	-	67,893
Transfer From Reserve	12847	Purchase Sues Road(C)	-	(500,000)
Transfer To Reserve	10830	Members of Council(O)	-	25,000
<b>Closing Balance 30/6/2023</b>			<b>2,909,578</b>	<b>2,502,471</b>
<b>1061: Vasse Newtown Landscape Maintenance Reserve (SAR)</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	668,099	668,099
Interest Earned	10904	Other General Purpose Funding(O)	-	15,140
Transfer From Reserve	10969	Vasse SAR Area General Improvements to the Area(C)	-	(150,000)
Transfer From Reserve	12822	Vasse SAR Area General Improvements to the Area - Tree Re(O)	-	(50,000)
Transfer From Reserve	13000	Vasse SAR Reserve Funding(O)	-	(140,536)
Transfer To Reserve	10969	Vasse SAR Area General Improvements to the Area(C)	-	190,775
<b>Closing Balance 30/6/2023</b>			<b>668,099</b>	<b>533,478</b>



City of Busselton Reserves For The Period Ending 31 July 2022				
Transaction Type	Project		Actual \$	Budget \$
<b>1062: Vasse Sports Pavilion Building Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,685	1,685
Interest Earned	10904	Other General Purpose Funding(O)	-	41
			-	-
Transfer To Reserve	10027	Asset Management Administration(O)	-	649
<b>Closing Balance 30/6/2023</b>			<b>1,685</b>	<b>2,375</b>
<b>1063: Waste Facilities and Plant Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	8,287,152	8,287,152
Interest Earned	10904	Other General Purpose Funding(O)	-	152,487
Transfer From Reserve	10688	Depot Washdown Facility Upgrades(C)	-	(76,700)
Transfer From Reserve	11130	Regional Waste Management Administration(O)	-	(106,780)
Transfer From Reserve	12420	Vidler Road Waste Site Capital Improvements(C)	-	(28,955)
Transfer From Reserve	12421	City Lined Landfill Stage 2 - Preliminary Works(C)	-	(1,950,000)
Transfer From Reserve	12425	Busselton Landfill Post-closure Capping, Rehab & Remediat(C)	-	(2,000,000)
Transfer From Reserve	12427	Dunsborough Waste Facility(O)	-	(284,914)
Transfer From Reserve	12428	Transfer Station Development(C)	-	(158,375)
Transfer From Reserve	12843	SW Regional Waste Group Funding - Regional Waste Hub Devel(O)	-	(50,000)
Transfer From Reserve	12844	Dunsborough Landfill - Washdown Bay(C)	-	(150,000)
Transfer From Reserve	12911	Waste Management - Replacement of Volvo FE320 6x4 Dual Co(C)	-	(440,000)
Transfer From Reserve	12912	Waste Management - Plant Replacement Grab bucket and attal(C)	-	(30,000)
Transfer From Reserve	12913	Waste Management - Plant Replacement Trailer for bin deal(C)	-	(20,000)
Transfer From Reserve	12914	Waste Management - Plant Replacement Minor (Capital)(C)	-	(10,000)
Transfer From Reserve	12915	Waste Management - Plant Replacement Minor (Non Capital)(C)	-	(10,000)
Transfer To Reserve	12412	Domestic & Commercial Waste Collection(O)	-	2,032,658
<b>Closing Balance 30/6/2023</b>			<b>8,287,152</b>	<b>5,156,573</b>
<b>1064: Winderup Aged Housing Reserve (City Controlled)</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	356,904	356,904
Interest Earned	10904	Other General Purpose Funding(O)	-	6,154
Transfer From Reserve	12234	Aged Housing Capital Improvements - Winderup Court (City)(C)	-	(49,000)
Transfer To Reserve	10027	Asset Management Administration(O)	-	62,889
<b>Closing Balance 30/6/2023</b>			<b>356,904</b>	<b>376,946</b>
<b>1065: Workers Compensation and Extended Sick Leave</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	194,219	194,219
Interest Earned	10904	Other General Purpose Funding(O)	-	4,530
Transfer From Reserve	10810	Human Resources & Payroll(O)	-	(193,000)
			-	-
<b>Closing Balance 30/6/2023</b>			<b>194,219</b>	<b>5,750</b>
<b>1066: Youth and Community Activities Building Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	158,158	158,158
Interest Earned	10904	Other General Purpose Funding(O)	-	3,315
			-	-
Transfer To Reserve	10027	Asset Management Administration(O)	-	51,957
<b>Closing Balance 30/6/2023</b>			<b>158,158</b>	<b>213,430</b>

City of Busselton Reserves For The Period Ending 31 July 2022				
Transaction Type	Project		Actual \$	Budget \$
<b>1067: Prepaid Grants and Deferred Works &amp; Services Reserves</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,979,511	1,979,511
			-	-
Transfer From Reserve	10904	Other General Purpose Funding(O)	(1,977,034)	(1,979,511)
				-
Closing Balance 30/6/2023			2,477	0
<b>1069: Airport Infrastructure Renewal and Replacement Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	1,259,815	1,259,815
Interest Earned	10904	Other General Purpose Funding(O)	-	24,294
Transfer From Reserve	10585	BMRA Hangars(C)	-	(182,891)
Transfer From Reserve	12930	Airport Operations - Replacement Ute - Airport Operations(C)	-	(35,000)
Transfer From Reserve	12931	Airport Operations - Replacement Deutz/able 75KVA Generat(C)	-	(19,000)
Transfer From Reserve	12932	Airport Operations - Replacement Toro Groundmaster 7200 M(C)	-	(22,000)
Transfer From Reserve	12933	Airport Operations - Replacement Stihl FS94R CE Brushcut(C)	-	(600)
Transfer From Reserve	12934	Airport Operations - Replacement Bar Pertol 3000PSI Press(C)	-	(1,150)
Transfer From Reserve	12935	Airport Operations - Replacement Blower(C)	-	(350)
Transfer To Reserve	10594	Airport Operations(O)	-	642,013
Closing Balance 30/6/2023			1,259,815	1,665,130
<b>1070: Airport Noise Mitigation Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	683,694	683,694
Interest Earned	10904	Other General Purpose Funding(O)		10,185
Transfer From Reserve	10586	Airport Development Operations(O)		(98,238)
				-
Closing Balance 30/6/2023			683,694	595,641
<b>1071: LED Street Lighting Replacement Program Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	38,098	38,098
Interest Earned	10904	Other General Purpose Funding(O)	-	3
Transfer From Reserve	10251	LED Street Light Replacement Program(O)	-	(37,866)
Transfer From Reserve	10251	LED Street Light Replacement Program(O)	-	(50,000)
Transfer To Reserve	10254	Street Lighting Installations(O)	-	50,000
Closing Balance 30/6/2023			38,098	235
<b>1072: Lou Weston Oval Pavilion Reserve</b>				
			-	-
			-	-
			-	-
Transfer To Reserve	10027	Asset Management Administration(O)	-	12,431
Closing Balance 30/6/2023			-	12,431
<b>1073: Waterways Restoration Reserve</b>				
Opening Balance 1/7/2022	10904	Other General Purpose Funding(O)	10	10
			-	-
Transfer From Reserve	12848	Vasse River - Ongoing Restoration of River Habitat(O)	-	(550,455)
Transfer To Reserve	10711	Environmental Management Administration(O)	-	550,455
Closing Balance 30/6/2023			10	10

City of Busselton Reserves For The Period Ending 31 July 2022					
	Transaction Type	Project		Actual \$	Budget \$
<b>1078: Post Office Tea Rooms Reserve</b>					
				-	-
				-	-
				-	-
	Transfer From Reserve	10020	Art Geo Administration(O)	-	(60,514)
	Transfer From Reserve	10033	Art Geo Building(O)	-	(60,514)
	Transfer To Reserve	10020	Art Geo Administration(O)	-	121,028
	<b>Closing Balance 30/6/2023</b>			-	-
<b>1079: Peel Tce/Causeway Rd Building Reserve</b>					
				-	-
				-	-
				-	-
				-	-
	Transfer To Reserve	10441	Peel Tce Building & Surrounds(O)	-	23,429
	<b>Closing Balance 30/6/2023</b>			-	<b>23,429</b>
<b>Reconciliation</b>					
	Opening Balance 1/7/2022			71,017,796	71,017,796
	Interest Earned			-	1,250,000
	Transfer To Reserve			-	23,227,258
	Transfer From Reserve			(3,190,034)	(35,886,464)
	<b>Closing Balance 30/6/2023</b>			<b>67,827,762</b>	<b>59,608,590</b>





### CITY OF BUSSELTION - INVESTMENT PERFORMANCE REPORT For the month of July 2022



#### 11am Bank Account As at 31 July 2022

INSTITUTION	RATE	AMOUNT
ANZ 11am At Call Deposit	1.25%	\$ 13,000,000

#### Term Deposits - Miscellaneous Funds As at 31 July 2022

INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
ANZ	AA	247	16-Jan-23	2.03%	\$ 3,500,000
Westpac	AA	245	23-Feb-23	2.55%	\$ 1,500,000
Westpac	AA	184	17-Nov-22	1.71%	\$ 1,500,000
Bendigo	BBB	184	23-Sep-22	0.90%	\$ 3,000,000
Westpac	AA	122	06-Aug-22	0.62%	\$ 5,000,000
NAB	AA	180	19-Dec-22	3.00%	\$ 4,000,000
NAB	AA	211	27-Jan-23	3.10%	\$ 2,000,000
Westpac	AA	153	24-Aug-22	0.58%	\$ 3,000,000
Westpac	AA	215	24-Feb-23	3.47%	\$ 2,000,000
Westpac	AA	92	29-Sep-22	1.85%	\$ 4,000,000
NAB	AA	150	16-Sep-22	1.06%	\$ 4,000,000
ANZ	AA	153	25-Dec-22	2.23%	\$ 3,000,000
ANZ	AA	183	25-Oct-22	1.25%	\$ 2,000,000
ANZ	AA	92	26-Aug-22	1.26%	\$ 4,000,000
WBC	AA	215	10-Feb-23	2.58%	\$ 4,000,000
NAB	AA	92	04-Oct-22	2.32%	\$ 3,000,000
NAB	AA	180	29-Nov-22	2.30%	\$ 3,000,000
NAB	AA	90	01-Aug-22	1.05%	\$ 4,000,000
ANZ	AA	183	10-Dec-22	2.25%	\$ 2,000,000
ANZ	AA	215	10-Feb-23	2.46%	\$ 3,000,000
CBA	AA	365	29-Sep-22	0.41%	\$ 5,000,000
MeBank	BBB	180	24-Oct-22	1.75%	\$ 2,000,000
BoQ	BBB	184	02-Nov-22	1.95%	\$ 2,000,000
BoQ	BBB	184	30-Nov-22	2.40%	\$ 2,000,000
ANZ	AA	214	29-Jan-23	2.44%	\$ 4,000,000
ANZ	AA	184	29-Nov-22	1.82%	\$ 2,000,000
CBA	AA	92	28-Oct-22	2.62%	\$ 3,000,000

Total of Term Deposits **\$1,500,000.00**  
Weighted Average Annual Rate of Return **1.81%**

#### Airport Redevelopment Funds As at 31 July 2022

WA Treasury Corp. - Overnight Cash Deposit Facility	1.30%	\$ 1,641,037
---	-------	--------------

Total of Airport Redevelopment Funds - WATC \$ 1,641,037

Total of Airport Redevelopment Funds - Bank Term Deposits	\$0
ANZ Cash Account	\$ 784,422
Total of Airport Redevelopment Funds - Other	\$ 784,422
Total of Airport Redevelopment Funds	\$ 2,425,460

Interest Received 2015/16	\$ 609,666
Interest Received 2016/17	\$ 1,158,623
Interest Received 2017/18	\$ 631,835
Interest Received 2018/19	\$ 121,836
Interest Received 2019/20	\$ 43,093
Interest Received 2020/21	\$ 2,267
Interest Received 2021/22	\$ 1,626
Interest Received 2022/23	\$ 1,647
Interest Accrued but not yet Received	\$ -
Total Interest Airport Funds (Non-Reserve) at month's end	\$ 2,570,593
Interest Transferred out and held in City Reserve Account 136	\$ 1,085,630
Interest Transferred out to Municipal Funds	\$ 25,519
Interest Earned (incl. Accrued) on Funds Held in City Reserve A/c 136	\$ 82,975

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

SUMMARY OF ALL INVESTMENTS HELD	As at 1 year ago	As at 30 June 2022	As at 31 July 2022
11am Bank Account	\$ 5,500,000	\$ 11,500,000	\$ 13,000,000
11am Bank Account - not yet fully processed	\$ -	\$ -	\$ 7,229
Term Deposits - Misc. Funds	\$ 63,500,000	\$ 81,500,000	\$ 81,500,000
Term Deposit Interest - not yet fully processed	\$ -	\$ -	\$ 28,776
Airport Redevelopment - WATC Deposits	\$ 1,639,048	\$ 1,640,116	\$ 1,641,037
Airport Redevelopment - ANZ Cash A/c	\$ 784,422	\$ 784,422	\$ 784,422
Total of all Investments Held	\$ 71,423,471	\$ 95,424,539	\$ 96,889,454
TOTAL INTEREST RECEIVED AND ACCRUED	\$ 16,050	\$ 319,405	\$ 7,870
INTEREST BUDGET	\$ 11,882	\$ 200,000	\$ -

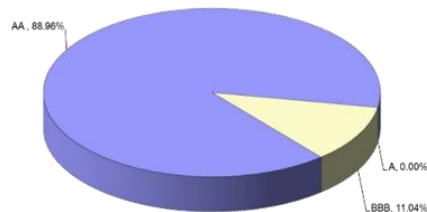
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)

#### Statement of Compliance with Council's Investment Policy 218

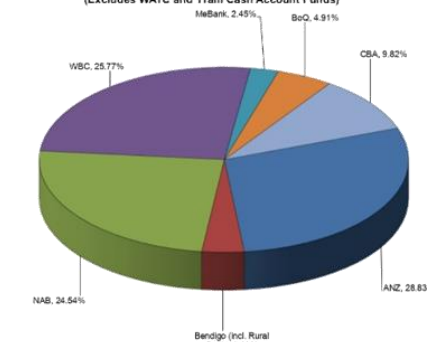
- All funds are to be invested within legislative limits. **Fully Compliant**
- All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value. **Fully Compliant**
- The amount invested based upon the Fund's Rating is not to exceed the set percentages of the total portfolio. **Fully Compliant**
- The amount invested based upon the Investment Horizon is not to exceed the set percentages of the total portfolio. **Fully Compliant**

#### Investment Graphs

Summary of Term Deposits by S & P Rating (Excludes WATC and 11am Cash Account Funds)



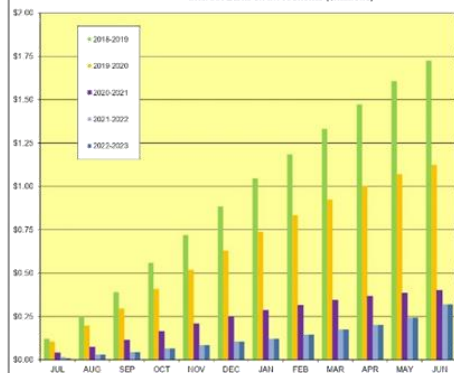
Summary of Term Deposits by Institution (Excludes WATC and 11am Cash Account Funds)





Balance of Investments (\$millions)



Interest Earned on Investments (\$millions)



13.1 AMENDMENT NO. 53 TO LOCAL PLANNING SCHEME NO. 21 (SCHEDULE 9 - EXEMPTED ADVERTISEMENTS) - FINAL ADOPTION

<b>STRATEGIC THEME</b>	LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing
<b>STRATEGIC PRIORITY</b>	2.8 Plan for and facilitate the development of neighbourhoods that are functional, green and provide for diverse and affordable housing choices.
<b>SUBJECT INDEX</b>	Planning Scheme
<b>BUSINESS UNIT</b>	Planning Services
<b>REPORTING OFFICER</b>	Strategic Planner - Noah Scott-McDonald
<b>AUTHORISING OFFICER</b>	Director, Planning and Development Services - Paul Needham
<b>NATURE OF DECISION</b>	Legislative: adoption of “legislative documents” such as local laws, local planning schemes and local planning policies
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Schedule of Submissions  

The officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/227**

Moved Councillor P Carter, seconded Councillor P Cronin

**That the Council:**

1. In pursuance of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt Amendment No. 53 to the City of Busselton Local Planning Scheme No. 21 without modification, for the purposes of:
  - (a) Amending Schedule 9 “Exempted Advertisements” Clause (B) “Any advertisement will require development approval if it” to include an additional provision, requiring development approval for certain forms of signage (including digital signage), as follows:
 

9. Is in the form of:

    - (a) a digital display, illumination or radio;
    - (b) an animation or movement in its design or structure; or
    - (c) retro-reflective or fluorescent materials in its design or structure.
2. Advise the Western Australian Planning Commission that Amendment No. 53 is considered a ‘standard’ amendment pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:
  - (a) the amendment would have minimal impact on land in the Scheme area that is not the subject of the amendment;
  - (b) the amendment would not result in any significant environmental, social, economic or governance impacts on land in the Scheme area; and
  - (c) the amendment is not a complex or basic amendment.
3. Pursuant to r.53 of the Planning and Development (Local Planning Schemes) Regulations 2015, endorses the Schedule of Submissions at Attachment A, which has been prepared in response to the public consultation process undertaken in relation to Amendment No. 53.



4. Upon preparation of the necessary documentation, refers the adopted Amendment No. 53 to the Western Australian Planning Commission for consideration and determination in accordance with the Planning and Development Act 2005.
5. Pursuant to r.56 of the Planning and Development (Local Planning Schemes) Regulations 2015, should directions be given that modifications to Amendment No. 53 are required, direct these modifications to be undertaken accordingly, on behalf of the Council, unless they are considered by officers likely to significantly affect the purpose and intent of the Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination.

**CARRIED 9/0**

**EN BLOC**

#### **OFFICER RECOMMENDATION**

That the Council:

1. In pursuance of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt Amendment No. 53 to the City of Busselton Local Planning Scheme No. 21 without modification, for the purposes of:
  - (a) Amending Schedule 9 “Exempted Advertisements” Clause (B) “Any advertisement will require development approval if it” to include an additional provision, requiring development approval for certain forms of signage (including digital signage), as follows:

9. Is in the form of:

    - (a) a digital display, illumination or radio;
    - (b) an animation or movement in its design or structure; or
    - (c) retro-reflective or fluorescent materials in its design or structure.
2. Advise the Western Australian Planning Commission that Amendment No. 53 is considered a ‘standard’ amendment pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:
  - (a) the amendment would have minimal impact on land in the Scheme area that is not the subject of the amendment;
  - (b) the amendment would not result in any significant environmental, social, economic or governance impacts on land in the Scheme area; and
  - (c) the amendment is not a complex or basic amendment.
3. Pursuant to r.53 of the Planning and Development (Local Planning Schemes) Regulations 2015, endorses the Schedule of Submissions at Attachment A, which has been prepared in response to the public consultation process undertaken in relation to Amendment No. 53.
4. Upon preparation of the necessary documentation, refers the adopted Amendment No. 53 to the Western Australian Planning Commission for consideration and determination in accordance with the Planning and Development Act 2005.
5. Pursuant to r.56 of the Planning and Development (Local Planning Schemes) Regulations 2015, should directions be given that modifications to Amendment No. 53 are required, direct these modifications to be undertaken accordingly, on behalf of the Council, unless they are considered by officers likely to significantly affect the purpose and intent of the Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination.

## EXECUTIVE SUMMARY

Council is requested to consider Scheme Amendment No. 53 (the Amendment) to the City of Busselton Local Planning Scheme No. 21 (the Scheme) for final adoption. The Amendment would clarify that illuminated, animated or digital advertising signage is not exempt from the requirement for development approval. Signage of this nature would need to be considered through the development application process.

Council resolved to initiate the Amendment for community consultation at its Ordinary Meeting of 13 April 2022 (C2204/073). Following advice from the Environmental Protection Authority (EPA) that the Amendment did not require formal assessment, the proposal was advertised for 42 days in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). One agency submission was received during the submission period and no objections or relevant issues were raised.

Officers are recommending that the Amendment be adopted by the Council for final approval, without modification.

## BACKGROUND

Schedule 9 of the Scheme includes sections from the former Signs Local Law, and in conjunction with Local Planning Policy 4.12 'Advertisements and Advertising Signs' (LPP 4.12), regulates signage in the City of Busselton. A recent development application highlighted that certain animated or digital signage may be exempt in some cases, despite the provisions included in Schedule 9 and the guidance provided in LPP 4.12 that seeks to limit this type of signage.

The application in question was considered by the Joint Development Assessment Panel and concerned two large LED signs attached to the wall of a Shop within the Vasse Village. The applicant argued that the signs, which were approximately 6.8-7m in height, ought to be considered favourably for approval on the basis that they would otherwise be exempt had they been limited to no greater than 5m in height.

Schedule 9 of the Scheme exempts advertising for certain signage including For Sale Signs, Wall Signs or Display Home Signs as listed in Part (A) subject to certain conditions, such as the height of the signage above ground level. The definition of "advertisement" in the Deemed Provisions (which form part of every scheme) includes illuminated signs. The unintended consequence is that illuminated wall signs, such as an LED sign, could be argued to be exempt. There are no subsequent provisions in Part (B) of Schedule 9 that specifically trigger the need for a development approval for advertising signage that is illuminated, animated or digital in nature which means that if the signs could reasonably be considered as 'Wall Signs' and limited to no greater than 5m in height (from the ground floor level of the building) they would arguably be exempt.

In light of the above, the City drafted an amendment to the Scheme Amending Schedule 9 "Exempted Advertisements" Clause (B) "Any advertisement will require development approval if it" to include an additional provision requiring development approval for certain forms of signage (including illuminated, animated or digital advertising signage). Council considered the matter at its Ordinary Meeting of 13 April 2022 (C2204/073) and resolved to initiate the Amendment for community consultation following EPA referral. The EPA advised on 7 June 2022 that assessment would not be required.

## OFFICER COMMENT

The purpose of the proposed Amendment is to resolve uncertainty regarding development application requirements and the regulation of animated or digital signage. The Amendment clarifies that illuminated, animated or digital advertising signage is not exempt from the requirement for development approval.



The Amendment does not prohibit such signage, rather to ensure that it be suitably considered in the context of the development, local character and any relevant Scheme and Policy provisions through the development application process.

One agency submission was received during community consultation and no objections or relevant issues were raised. Accordingly, officers consider that the Amendment is an appropriate outcome consistent with the Regulations, key local and State strategic planning documents, and orderly and proper planning within the City of Busselton.

### **Statutory Environment**

The key statutory documents relevant to this proposal include the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the relevant objectives and provisions of the *City of Busselton Local Planning Scheme No. 21*. Each is discussed below under appropriate subheadings.

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

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

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

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

#### **Local Planning Scheme No. 21**

Clause 6.1 ‘Permitted Development’ of LPS 21 outlines development which is exempt from requiring development approval. Exemptions for advertising signage are established Clause 6.1.1 (d) as follows:

- (d) *the erection, placement or display of any advertisement and the use of land or buildings for that purpose as exempted by Schedule 9, except in respect of a place included in the Heritage List or in a heritage area; and*

The exemptions are set out in Schedule 9 (A):

- (A) *Subject to (B) below, the following advertisements located on privately owned land are exempt from requiring development approval:*
  - 1. *A For Sale Sign or an Institutional Sign less than 2.2m<sup>2</sup> in size, with a maximum width / length of 2.0 metres, provided that there is no more than 1 For Sale Sign or an Institutional Sign on each street frontage of a lot.*
  - 2. *An advertisement less than 0.2m<sup>2</sup> in size erected or affixed on the street alignment or between that alignment and the building line to indicate the name and occupation or profession of the occupier of the property.*
  - 3. *Advertisements affixed inside or painted on a shop window by the occupier thereof and relating to the business carried on therein.*
  - 4. *Advertisements which are not visible from a public space outside the boundaries of a property.*

5. *Advertisements containing changeable public notices or information not larger than 0.7 metres by 0.9 metres in size located on advertising pillars or panels approved by or which have the prior approval of the City for the purposes of displaying public notices or information.*
6. *A Wall Sign on a residential multiple dwelling or grouped dwelling indicating the name of the building provided that the advertisement comprises of letters and numbers only, and those letters and numbers do not individually exceed 300mm in height.*
7. *Advertisements used solely for the direction and/or control of people, animals and/or vehicles or to indicate the name, and/or street number of a premises, providing the area of any such advertisement is less than 0.2m<sup>2</sup> in size and the advertisement is located wholly within the boundaries of land owned by a person who erected or who maintains the advertisement.*
8. *An advertisement that is required by the Builders Registration Board or other government or statutory bodies or authorities on building sites, providing any such advertisement is less than 1.5m<sup>2</sup> in size and that any such advertisement is removed within 7 days of completion of the building works on the building site.*
9. *An advertisement which is a heritage or memorial plaque not exceeding 1m<sup>2</sup> in size.*
10. *An advertisement which does nothing other than indicate an exit or exits, warn of the existence of a hazard or indicate that smoking is prohibited on particular premises and which does not exceed 0.5m<sup>2</sup> in size.*
11. *An Information Panel erected within a site used or occupied by a tourist, recreational, cultural, religious or other community organisation that does not exceed 2.0m<sup>2</sup> in size or 1.5 metres in height.*
12. *An advertisement not exceeding 0.6m<sup>2</sup> in size that advertises an approved non-residential land use within the Residential zone.*
13. *A Display Home Sign in the Residential zone not exceeding 2m<sup>2</sup> in size.*
14. *An advertisement attached to or painted on the wall of a building other than a residential building that identifies the name of the building or business operating from the building, where the total area of advertising is not greater than 5m<sup>2</sup> per wall.*
15. *All advertisements affixed to any shop, bulky goods showroom or other uses appropriate to a shopping area, below the top of the awning or, in the absence of an awning, below a line measured at 5 metres from the ground floor level of the building.*
16. *Advertisements within any lot or on any building that is situated in an Industrial Area provided:*
  - (a) *Advertisements applied to or affixed to the walls of the building do not:*
    - (i) *exceed a maximum of four advertisements per building;*
    - (ii) *exceed an area of 6m<sup>2</sup> for individual advertisements;*
    - (iii) *exceed a maximum total area of 10m<sup>2</sup> per building;*
    - (iv) *project above the eaves or the ridge of the roof of the building;*
    - (v) *project from a building whether or not those advertisements are connected to a pole, wall or other building; and*

- (b) *free standing advertisements do not exceed:*
- (i) *a maximum of two free-standing advertisements per lot;*
  - (ii) *5m in height above ground level; and*
  - (iii) *a maximum total area of 15m<sup>2</sup> per lot.*

Schedule 9 (B) sets out specific circumstances where development approval is required for advertisements, and this amendment seeks to include an additional requirement as Clause (B) 9 (as set out in Part 1 (a) of the Officer Recommendation).

(B) *Any advertisement will require development approval if it:*

1. *Advertises goods or services which are not produced, displayed or offered for sale, or which is otherwise not relevant to, the land upon which the advertisement is located.*  
*Note: Advertisements that advertise goods and services which are not produced, displayed or offered for sale, or which is otherwise not relevant to, the land upon which the advertisement is located, are prohibited as specified by clause 4.41.*
2. *Is located so as to cause an unreasonable impediment to the safe operation of an adjoining road or footpath.*
3. *Is likely to be confused with or mistaken for an official traffic light or sign or so as to contravene the Main Roads Act 1930 or the Regulations made thereunder.*
4. *Is located more than 3 metres above the ground level immediately adjacent to it (where a specific height limit is not specified at (A) (1)-(16) above).*
5. *Is located upon or inside a vehicle adapted and exhibited to primarily facilitate advertising.*
6. *Is in the form of a balloon or air blimp.*
7. *Is located to form a part of, or is attached or affixed to a fence or wall which is forward of the approved building setback for any lot in the Industrial zone.*
8. *Is located underneath a verandah and does not afford a minimum head clearance of 2.75 metres above the ground level immediately adjacent."*

### **Relevant Plans and Policies**

Local Planning Policy No. 4.12 Advertisements and Advertising Signs is used to guide the development assessment of advertisements. The intent of LPP 4.12 is to set standards relating to the design and placement of Advertisements and Advertising Signs and where specific types of signage are not permitted.

LPP 4.12 provides development standards for static illumination and animated advertisements which relate to the additional text proposed by this amendment to include digital (eg: LED) signage.

### **Financial Implications**

There are no financial implications associated with the officer recommendation.

### **Stakeholder Consultation**

The Amendment was advertised for a period of 42 days ending on 3 August 2022. There were no public submissions and one agency submission was received from Main Roads Western Australia (MRWA) which did not raise any objections.

The MRWA submission noted that the Amendment does not override the authority of the Commissioner of MRWA under Reg. 87 of the *Road Traffic Act 1974*, to remove any illuminated sign that is confusing or adversely affecting the safety of road traffic. This comment was noted and considered not to have any impact on the proposed Amendment.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

### **Options**

As an alternative to the Officer Recommendation the Council could:

1. Support the amendment with proposed modifications; or
2. Not support the amendment.

The assessment has not revealed any substantive issue or reasonable grounds that would support either of the above options.

### **CONCLUSION**

City officers recommend that the Council resolves to recommend to the Western Australian Planning Commission that Amendment No. 53 be finally approved without modification.

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

The implementation of the officer recommendation will involve the referral of Amendment No. 53 to the Western Australian Planning Commission for final approval and this will occur within one month of the resolution.

**SUMMARY OF SUBMISSIONS**



**PROPOSAL:** AMD21/0053 - Amendment No.53 - Text amendment to Schedule 9 - Exempted Advertisements

**OFFICER:** Noah Scott-McDonald

**SUBMISSIONS CLOSE:** 3<sup>rd</sup> August 2022

No	NAME & ADDRESS	SUBMISSION	COMMENT	RECOMMENDATION
1.	Main Roads Western Australia Robertson Drive Bunbury WA 6231	It is noted that the City's Local Planning Scheme Amendment cannot/does not override the Commissioner of Main Roads authority under Reg. 87 of the Road Traffic Act 1974, to remove any illuminated sign that is confusing or adversely affecting the safety of road traffic. As a consequence, any business using an illuminated sign (including a VMS) for advertising purposes located within a state road reserve, or beyond but visible from a state road, be it with or without LGA approval, can be issued a request to remove the illuminated device. Sign proponents should be advised to contact Main Roads to obtain approval for any such signs/devices to avoid issues.	Noted.	That the submission be noted.

13.2 BUSHFIRE NOTICE REVIEW - DIRECTION ON RECOMMENCEMENT

<b>STRATEGIC THEME</b>	LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing
<b>STRATEGIC PRIORITY</b>	2.2 Work with key partners to facilitate a safe, healthy and capable community.
<b>SUBJECT INDEX</b>	Bushfire Notice Review
<b>BUSINESS UNIT</b>	Regulatory Services
<b>REPORTING OFFICER</b>	Manager Regulatory Services - Rachel Runco
<b>AUTHORISING OFFICER</b>	Director, Planning and Development Services - Paul Needham
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A City submission to Wooroloo Review  

The officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/228** Moved Councillor P Carter, seconded Councillor P Cronin

**That the Council, with respect to the review of the City's Bushfire Notice -**

- 1. Supports the City continuing to progress the review;**
- 2. Supports the development of an engagement strategy and in particular the formation of a reference group by the CEO as part of the review process, comprised of community members, representatives of key stakeholder groups, Bush Fire Advisory Committee and Councillors, to inform the review process;**
- 3. Requests a further report on the matter by the end of the 2023 calendar year;**
- 4. Notes that the current notice is likely to remain in place in substantially similar form for the 23/24 fire season; and**
- 5. Notes that the Councillors asked to participate in the reference group will be those Councillors that are members of the Bush Fire Advisory Committee.**

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

That the Council, with respect to the review of the City's Bushfire Notice -

1. Supports the City continuing to progress the review;
2. Supports the development of an engagement strategy and in particular the formation of a reference group by the CEO as part of the review process, comprised of community members, representatives of key stakeholder groups, Bush Fire Advisory Committee and Councillors, to inform the review process;
3. Requests a further report on the matter by the end of the 2023 calendar year;
4. Notes that the current notice is likely to remain in place in substantially similar form for the 23/24 fire season; and

5. Notes that the Councillors asked to participate in the reference group will be those Councillors that are members of the Bush Fire Advisory Committee.

## EXECUTIVE SUMMARY

In pursuance of a Council decision of August 2021 requesting the CEO present a report to Council seeking direction on whether and how to recommence a review of the City's Bushfire Notice, the Council is asked to consider the proposed approach for recommencing the review process.

## BACKGROUND

On 11 March 2020, Council adopted a revised draft Bushfire Notice for consultation (C2003/084). The draft notice was released for community consultation between 9 April and 31 May 2021, having been deferred during 2020 because of issues associated with the early phases of the Covid-19 pandemic.

There was an overwhelming response to the consultation process by the community, with a high degree of community interest and concern in relation to potential financial, environmental and amenity impacts that could potentially result from implementation of the draft notice. Council then considered a matter of urgent business at its ordinary meeting of 28 April 2021, resolving as follows (C2104/085) -

*That the Council:*

1. *Does not instigate changes to the Bushfire notice for 2021/22; and*
2. *Requests the CEO to:*
  - a. *Continue to collate feedback from the community in balancing the needs of bushfire preparedness with conflicting concerns such as cost, environment and amenity impacts.*
  - b. *Examine existing consultation to ensure the broadest reasonable stakeholder engagement is achieved; and*
  - c. *Before the end of the 2021 calendar year, bring a report to the Council on the draft bushfire notice and proposed amendments for 2022/2023.*

On 24 August 2021 Council further considered the outcomes of the community consultation process, and: acknowledged the level of community concern: endorsed the City advocating with the State Government in relation bushfire policies: and determined that the current notice would remain in place for the 2021/22 and 2022/23 fire seasons (C2108/187). In addition, as part of that resolution it was requested that a further report be brought to Council by no later than 30 June 2022 seeking direction on whether and how to recommence the bushfire notice review.

## OFFICER COMMENT

Bushfires occur each year within the City of Busselton municipal boundaries, posing significant potential risks to the environment, infrastructure, properties, and life. Managing and preparing for these risks is a shared responsibility including individuals, businesses, industries, communities, local and State government which requires a range of activities and approaches. One of the key approaches used by Local Governments in managing these risks is through the setting and enforcement of local government regulations that require landowners to manage fire risk on their own properties. These regulations are set through an annual Bushfire notice.

The City's Bushfire Notice has remained substantially unchanged for over 10 years. During this time there have been significant changes to State level regulations in relation to development of communities within bushfire prone areas. That, combined with substantial new development and changing climatic conditions has triggered a need to review the structure and requirements of the Notice.

Earlier work to review the notice was, when subject to consultation in 2021, met with significant community concern and did not result in the adoption of a new notice. It is, however, still considered that a review is necessary, for the following key reasons –

1. The current Notice is difficult to apply consistently and in many contexts does not clearly specify what is required of landowners;
2. In many urban, especially residential, areas, the current Notice requires vegetation management in areas of quite low bushfire risk and which are not identified by the State as Bushfire Prone Areas;
3. The current Notice creates a situation where the City's Planning and Building functions, reflecting State legislation and policy that the City is required to apply, are making decisions that assume that specific vegetation management objectives are achieved through the City's Bushfire Notice, but the Notice has not actually been designed to achieve those objectives;
4. The current Notice, if fully enforced, would create a situation where landowners were forced to choose between breaching the Notice, securing expensive environmental approvals, or breaching environmental laws;
5. The current Notice applies higher vegetation management obligations on the owners of houses designed to have a degree of protection from bushfire than it does on owners of houses not designed to have such protection; and
6. The current Notice contains a number of provisions that either do not need, or should not be, included in a Bushfire Notice.

Given the above, it is recommended that Council support continuing the review process, but with a different and more structured approach to consultation than has been applied in the earlier phases of the review. The following is proposed -

- i. Develop a reference group comprised of key stakeholders including community members, representatives of key community stakeholder groups, BFAC and Councillors (it is considered that this would most appropriately be the Councillors who are also members of the BFAC).
- ii. Develop a broader engagement strategy to inform the review.
- iii. Engage specialist advice from a qualified bushfire consultant to facilitate the review.
- iv. Undertake a series of meetings with the reference group to discuss and seek feedback in a collaborative and coordinated manner.
- v. In consultation with the reference group develop a draft bushfire notice for consultation.
- vi. Hold a Councillor briefing on the draft changes to the notice.
- vii. Carry out broader community consultation in the form of face to face workshops and online information sessions on the draft notice.
- viii. Incorporate community submissions and further revise the draft bushfire notice for Council consideration.

It is also worth noting in brief why officers were not able to present this report to the Council prior to 30 June 2022, as required by the Council's 26 August 2021 resolution –

- Some of the staff that would need to be involved in the process have had high workloads in other aspects of their roles;



- It had been envisaged that the City would obtain some additional technical advice from bushfire consultants prior to the matter being brought back to the Council for consideration, but suitable bushfire consultants are also experiencing very high levels of demand for their services; and
- There has also been some uncertainty and movement in terms of the State's direction on these issues.

Set out below is some information about the State's direction on these issues, as well as steps taken by the City to advocate with the State, as also required by the Council's 21 August 2021 resolution.

The State Government is currently drafting the Consolidated Emergency Services Act, which will combine the *Fire Brigades Act 1942*, *Bush Fire Act 1954*, and *Fire and Emergency Services Act 1998*. This revised legislation once adopted, will require a revision of the City's bushfire notice, as the statutory framework which allows local governments to impose requirements on land owners in relation management of fuel loads and implementation of firebreaks is pursuant to the *Bush Fires Act 1954* which forms part of this review. It is anticipated the draft consolidated act will be released as a Green Bill for consultation early 2023.

Version 1.4 of the *Guidelines for Planning in Bushfire Prone Areas* was also released by the Western Australian Planning Commission in December 2021. There are understood to be further changes to the State planning framework under development, including a review of the State's Bushfire Prone Area mapping.

The period since August 2021, the State has commissioned and completed a review into the 2021 Wooroloo Fire. The City made a submission to that review, a copy of which is attached. Recommendation 5 of the review did seek to address issues of the kind that had been raised by the City, although there is very little discussion or rationale about that recommendation in the report produced by the review. Recommendation 5 is as follows -

*Any determination that the Fire and Emergency Services Commissioner as the Hazard Management Authority (Bushfire) makes in respect of construction standards or subdivision developments, regarding requirements such as Asset Protection zones, Bushfire Attack Levels etc, should be upheld by the consent authority.*

There are considered to be substantial challenges and problems with implementing that recommendation, and it is in fact one of the review's recommendations that was not accepted by the State Government, it was merely 'noted'. Whilst it is considered that the City should continue to engage with the State on these issues, it is considered that further advocacy at this stage is not a high priority.

### **Statutory Environment**

The statutory framework for the bushfire notice is set out in the *Bush Fires Act 1954* (the Act), specifically section 33(1), which states that, *inter alia* –

- (1) *Subject to subsection (2) a local government...may,...as a measure for preventing the outbreak of a bush fire, or for preventing the spread... of a bush fire... give notice in writing... to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in its newspaper circulating in the area requiring...them...to do...all or any of the following things –*
  - (a) *To...clear upon the land fire-breaks in such manner...as are specified in the notice, and thereafter to maintain the fire-breaks...;*

- (b) *To act as... specified...with respect to anything which is upon the land, and which...is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,*

*And the notice may require the owner or occupier to do so -*

- (c) *As a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighboring land...*

Sections 24G(2) and 25(1a) are also of particular relevance to review of the notice, as they establish powers for local governments to make notices in relation to burning of garden refuse and camp/cooking fires.

In addition, the *Bush fire risk treatment standards 2020*, made by the FES Commissioner under section 35AA of the Act apply to land in the area of the State designated as bush fire prone under the *Fire and Emergency Services Act 1998* section 18p. These standards set out permissible vegetation and clearing treatments within 20m of a relevant building within defined risk treatment areas.

### **Relevant Plans and Policies**

Key policy guidance is set out in *State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP3.7)* and the associated *Guideline for Planning in Bushfire Prone Areas (Guidelines)*.

### **Financial Implications**

A recommendation of this report is to engage a qualified bushfire consultant to facilitate the review. The cost to engage a consultant is anticipated to be between \$5,000 and \$10,000.

### **Stakeholder Consultation**

No external stakeholder consultation was required or undertaken in relation to development of this report.

However, should the officer recommendation be supported, extensive consultation with community, brigades, State agencies such as DBCA and DFES, and qualified bushfire consultants will be required to review and develop a new bushfire notice.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place.

The key risks associated with review of the bushfire notice are reputational damage to the City and Council.			
<b>Risk Category</b>	<b>Risk Consequence</b>	<b>Likelihood of Consequence</b>	<b>Risk Level</b>
Reputation	Moderate	Likely	Medium

The Officer Recommendation serves to mitigate the currently identified risk of reputational damage.

Previous attempts to review the bushfire notice triggered significant interest from community and the media. It is vital that community are provided the opportunity to be comprehensively involved should Council support the officer recommendation to review the current bushfire notice.

There is also reputational risks associated with not reviewing the notice. Continued inconsistency between the development requirements of the planning and building legislation and the bush fire notice requirements also means there is insufficient controls in place to reduce the vulnerability of bushfire risks in the developed locations of the City.

### **Options**

As an alternative to the proposed recommendation the Council could chose to retain the existing bushfire notice, however it should be noted that currently not all of the requirements within the notice are strictly enforced by the City.

### **CONCLUSION**

The recommendation of this report will allow the City to undertake a comprehensive review of the bushfire notice in a manner which ensures that community engagement and values are carefully balanced with mitigation of bushfire risks.

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

Planning for the development of a reference group and engagement of a suitably qualified bush fire consultant to facilitate the review process would commence within one month of Council making a resolution consistent with the officer recommendation of this report. Engagement of a consultant, development of a project plan and stakeholder engagement strategy, along with implementation of the other associated actions, including community stakeholder consultation and public information sessions could begin mid-2023.

This would allow the beginning of the review process to coincide with the planned release of the green bill for the consolidated emergency services act, which will potentially impact the powers of local government to determine and apply statutory obligations for management of bushfire risk on land owners. Given the above, it is suggested that the Council request a further report on the matter by the end of the 2023 calendar year. It is, however, anticipated that there would be informal updates and briefings on the matter prior to that time.

Our Ref: EMGY2004  
Your Ref:  
Contact: Paul Needham  
(08) 9781 0476



23 September 2021

The Wooroloo Review Independent Panel  
c/o Department of the Premier and Cabinet  
Locked Bag 3001  
WEST PERTH WA 6872

Dear Panel Members

## **RE: INDEPENDENT REVIEW OF THE 2021 WOOROLOO BUSHFIRE**

### **1. Introduction**

Thank you for the opportunity to provide a submission to the above Review. The City's submission principally relates to an aspect of the Review's first term of reference; specifically fuel management on private land.

The City does not have any particular insight into fuel management on private land in the Wooroloo locality. The City understands from communication with other submitters with greater knowledge of the Wooroloo context, though, that fuel management on private land, or the absence thereof, may have played a significant role in the challenges associated with fighting the fire.

The City also understands that fuel management on private land has played a significant role in bushfire mitigation and response in many other contexts. It is an issue that has been identified as significant in earlier reviews/inquiries following major bushfires in Western Australia, and elsewhere in Australia. It is also clearly a vital consideration in the development and application of Australian Standard 3959:2018 – Construction of buildings in bushfire-prone areas (AS3959).

The City does have considerable insight into the application of AS3959. The City also has insight into the opportunities and challenges associated with fuel management on private land within its own District. That includes insight into the State level framework associated with fuel management on private land, and how both State and local government approaches to fuel management on private land interact with other bushfire hazard mitigation strategies, as well as with amenity, environmental, financial and practical considerations, all of which are also important. As such, the City feels that it may be able to provide information that could assist the Review.

The City's principal contention is that more proactive State leadership is required in relation to fuel management and bushfire hazard mitigation more broadly, on private land. What is required

#### **All Communications to:**

T (08) 9781 0444 Locked Bag 1 Busselton WA 6280  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au) [www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

*Where environment, lifestyle  
and opportunity meet!*

is an integrated, whole-of-government approach, which identifies practical and sustainable means of mitigating bushfire hazard on private land. Development of such an approach will require, alongside consideration of bushfire hazard, consideration of the broader context, including, as noted above, amenity, environmental, financial and practical considerations.

The City's submission sets out some key background and provides a critique of the current approach to these issues, as well as identifying some opportunities for change that could see the issues better addressed in future.

## 2. Earlier reviews/inquiries in Western Australia

The need for more proactive approaches to fuel management on private land in Western Australia has been recognised for at least ten years. That includes the following recommendations of the first 'Keelty Report' (*A Shared Responsibility: The Report of the Perth Hills Bushfire February 2011 Review*, published in June 2011) -

**Recommendation 38:** Local governments institute a comprehensive program to assess fuel loads and bushfire preparedness on private properties. The program should give reference to the creation and maintenance of a Building Protection Zone, in line with FESA guidelines. This program should be implemented and managed under the Bush Fires Act 1954 in a manner similar to the fire break inspection program.

**Recommendation 39:** State and locals governments: a) recognise that regardless of future declarations of bushfire prone areas, the existing planning and building problems in the Perth Hills related to bushfire risk will persist; b) urge residents in these areas to retrofit their homes and evaporative air conditioners in compliance with AS 3959 - 2009; c) examine options to retrospectively bring these areas into compliance with Planning for Bushfire Protection Guidelines.

At time of writing, other than efforts by some local governments, including the City of Busselton, there has been no significant progress on implementation of those recommendations. In particular, the 'next steps' identified in the last *Bushfire Review Implementation Group (BRIG) Stakeholder Briefing* (August 2014) with respect to those two recommendations do not appear to have been taken. Excerpts from that briefing are set out below -

<p>38. Local governments institute a comprehensive program to assess fuel loads and bushfire preparedness on private properties. The program should give reference to the creation and maintenance of a Building Protection Zone, in line with FESA guidelines. This program should be implemented and managed under the Bush Fires Act 1954 in a manner similar to the fire break inspection program.</p>	<p>DFES</p>	<ul style="list-style-type: none"> <li>In June 2013, the Minister for Emergency Services wrote to local governments identified as falling within high risk bushfire zones to advise them that Government is developing a Bushfire Risk Management Planning (BRMP) process to complete tenure blind assessments of bushfire risks.</li> <li>The State Emergency Management Committee Secretariat consulted 43 local governments on the BRMP process.</li> <li>A Premier's Circular issued throughout government strongly promoted the value of Building Protection Zones (BPZs).</li> <li>Four LGs completed the pilot of the BRMP process (Augusta-Margaret River, Nannup, Boyup Brook and Collie) in July 2014.</li> </ul>	<p><i>Resolutions 38, 21 and 33</i></p> <ul style="list-style-type: none"> <li>Ongoing fuel assessment and risk treatment programs will be developed in collaboration with local government and state agencies and other landholders, as resourcing allows.</li> <li>The guidelines and templates may be amended following the BRMP local government pilots.</li> <li>The BRMP project once complete, will progress the implementation of recommendations 38, 21 and 23.</li> <li>DFES is developing post-pilot review to support an application for further funding to support the implementation of the remaining parts of recommendations 38, 21 and 23 through the BRMP process.</li> </ul>
--	-------------	---	---

### All Communications to:

T (08) 9781 0444  
E city@busselton.wa.gov.au

Locked Bag 1 Busselton WA 6280  
www.busselton.wa.gov.au

*Where environment, lifestyle  
and opportunity meet!*

39. State and local governments: a) recognise that regardless of future declarations of bushfire prone areas, the existing planning and building problems in the Perth Hills related to bushfire risk will persist; b) urge residents in these areas to retrofit their homes and evaporative air conditioners in compliance with AS 3959 - 2009; c) examine options to retrospectively bring these areas into compliance with Planning for Bushfire Protection Guidelines.	Planning	An Information Sheet on AS3959 has been developed and local governments have updated and increased community information; <ul style="list-style-type: none"> <li>The Department of Commerce has published Building for Better Protection Bushfire areas – a Homeowner's Guide;</li> <li>The Department of Commerce has written to the manufacturers of evaporative air conditioners and asked them to provide screens and information. This has been backed up by a request to other jurisdictions to make similar contact and for it to be coordinated by the Australian Building Codes Board;</li> <li>The Department of Education installed ember screens on evaporative cooling units at schools listed on the Department's Bushfire Zone register by the end of 2012;</li> <li>The Building Commission of Western Australia has written to manufacturers of evaporative air conditioners to ask that they (1) ensure that new evaporative air conditioning units are sold to customers in bushfire prone areas with appropriate screens for protection against ember attack and (2) provide retrofitting options to customers seeking ember screens for their units; and</li> <li>DFES, as part of its ongoing community engagement strategy is also promoting the retrofitting of building features to make buildings more bushfire resistant.</li> </ul>	<ul style="list-style-type: none"> <li>Further options for encouraging and facilitating the retrofitting of fire risk reduction features to existing land development and assets to be compliant with contemporary standards such as the AS3959 and the WAPC/DFES Planning for Bushfire Protection will be considered.</li> </ul>
---	----------	--	---

Similar issues were identified in the 'Ferguson Report' (*Report of the Special Inquiry into the January 2016 Waroona Fire*, published in April 2016), which identified the following opportunity

**Opportunity 11:** The Departments of Fire and Emergency Services, Planning, and Environment Regulation to consider policy options with respect to the clearing of vegetation by landholders within a specified distance of an asset or dwelling, for the purposes of bushfire protection.

Again, it does not appear that much has been done to further investigate that opportunity. The following is an excerpt from the last *Ferguson Report Recommendation Progress Table* (July 2019)

<b>Opportunity 11:</b> The Departments of Fire and Emergency Services, Planning, and Environment Regulation to consider policy options with respect to the clearing of vegetation by landholders within a specified distance of an asset or dwelling, for the purposes of bushfire protection.	DFES	<b>In progress</b>  DFES is updating the DFES Asset Protection Zone (APZ) information note to replace the outdated terminology of the Building Protection information notes. However, the focus is on the development and release of the Fire and Emergency Services (FES) Commissioner's Bushfire Risk Treatment Standard for Residential Buildings which needs to occur first as it will inform the final version of the APZ information note.  Proclamation of the <i>Bushfires Amendment Act 2016</i> occurred on 30 June 2017. This amendment enables the FES Commissioner to publish standards regarding bushfire risk treatments.  On the 14th June 2019, 10 local government representatives attended a consultative forum hosted by DFES and WALGA to discuss implementation of the Standard and identify benefits and potential impacts to their local government. It was requested by WALGA and the local government representatives that local governments should be provided	While Drafting of the Commissioner's standard "Commissioners Bushfire Risk Treatment Standard for Residential Buildings" is at an advanced stage it was determined that further consultation with local government was required prior to finalising. This is in line with the State and Local Government consultation agreement.
		adequate lead in time before the Standard is enacted to allow for updating of their planning schemes, 'Significant Tree Registers' and to align their Section 33 Notices issued under the Bush Fires Act 1954 to the methodology used within the Standard.  Consideration is being given to enacting the Standard prior to the 2020/2021 bushfire season to allow local governments time to adequately prepare for the implementation of the Standard.	

#### All Communications to:

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

**Where environment, lifestyle  
and opportunity meet!**



Similar issues were also identified in the '**Buti Review**' (*Bushfire Planning and Policy Review – A Review into the Western Australian Framework for Planning and Development in Bushfire Prone Areas*, published in January 2019), which includes the following recommendation and action –

**Recommendation 14:** Minimum 'best practice' requirements for firebreak notices be developed to standardise assessment practices under AS3959 and provide an enforceable mechanism for bushfire management plan compliance.

**Action 8:** Commence the development of minimum 'best practice' requirements for firebreak notices to standardise assessment practices under AS3959 and provide an enforceable mechanism for bushfire management plan compliance.

The subsequent *Bushfire Framework Review Action Plan 2019* does not, however, appear to identify the recommendation or action above as priorities for implementation.

The City understands from discussions with staff of the Department of Fire & Emergency Services (DFES) that an officer (or officers) had, in fact, been tasked with commencing development of a 'model' bushfire notice or similar. At the time of writing, however, the City has not seen even an informal working draft or discussion paper.

Essentially, despite the need to address this issue having been identified a minimum of ten years ago, and in at least three reviews/inquiries, no substantive progress has been achieved. It is accepted by the City that this is not an easy issue to address. Earlier reviews and inquiries have, however, identified it as an issue that needs to be addressed, and it is not clear why that has not occurred.

### **3. Bush Fires Act, local government bush fire notices and Bushfire Management Plans**

Section 33 of the *Bush Fires Act 1954* ('Bush Fires Act') gives local government powers to require private landowners to undertake fuel management on their land, through what will often be referred to as a 'firebreak notice' or 'bush fire notice' – the latter term is used in this submission. Local governments have issued such notices for many decades. The nature, content and approach to issuing and enforcing such notices has of course varied across time and from place-to-place. The key powers are set out in Section 33 (1), which, *inter alia*, reads as follows (emphasis added) –

*Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –*

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered*

#### **All Communications to:**

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

**Where environment, lifestyle  
and opportunity meet!**



*to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;*

- (b) *to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire...*

Whilst the Bush Fires Act is not recent legislation, is widely considered to be no longer fit-for-purpose, and is understood to be under review, s33(1) does provide the Minister for Emergency Services with a capacity to provide direction to local governments around the nature of bush fire notices. It would therefore appear that there is no legislative impediment to State leadership in relation to determining or guiding the content of bush fire notices.

Through s33(1)(b), the Bush Fires Act also arguably provides a capacity to require establishment and maintenance of an 'asset protection zone' ('APZ') or similar. A number of local governments, including the City of Busselton, have used the provision to that end. Whilst the City is not aware of any case law that clarifies the situation, the State also appears to have assumed that s33(1)(b) does provide that power, including through the following, on page 63 of the *Appendices to the Guidelines for Planning in Bushfire Prone Areas – Version 1.3, December 2017* ('Appendices') –

*It is further recommended that maintenance of APZs is addressed through the local government firebreak notice, issued under s33 of the Bushfires Act 1954, and preferably included in a Bushfire Management Plan specifically as a how-to guide for the landowner.*

What the Bush Fires Act does not do, however, is make any reference to 'fire management plans' or 'bushfire management plans' ('FMPs' or 'BMPs' – the latter term is used in this submission). The quote from the Appendices above assumes, however, that BMPs can be enforced through bush fire notices, and there are numerous other references in the Appendices, and in the body of the *Guidelines for Planning in Bushfire Prone Areas – Version 1.3, December 2017* ('Guidelines'), to the same effect. Again, many local governments, including the City of Busselton, have incorporated references to BMPs in their bush fire notices. That is not without its challenges, however, in particular that –

1. Some BMPs, including many older ones, simply refer back to local government bush fire notices when indicating what needs to be done to manage fuel on an ongoing basis – meaning that someone seeking to comply with or enforce the notice on a particular property must first refer to the bush fire notice, then to the BMP and then back to the notice;
2. Many BMPs, especially but not exclusively older ones, are not clearly drafted, can be very difficult to understand and interpret, and are certainly not drafted to the standard of clarity that would be expected of a legally enforceable document;

Some BMPs, again especially but not exclusively older ones, do not require fuel management that is consistent with contemporary requirements, and that now includes BMPs that can be 30 years old (will such BMPs be 'grandfathered' indefinitely?); and

**All Communications to:**

T (08) 9781 0444

E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280

[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

***Where environment, lifestyle  
and opportunity meet!***

3. Given the inconsistent and often unclear drafting of BMPs, as well as the diversity of approaches they can provide for (often, without a clear or obvious rationale for the differences), it can be very challenging for those seeking to enforce the notice on a particular property to understand and explain the requirements (in the City of Busselton, there are a total of around 24,000 properties -, including around 5,000 in areas where most of the land has been identified by the State as being bushfire prone, and which the City seeks to inspect every year; – to expect that to be done efficiently and consistently when the requirements are so often unclear and inconsistent is not realistic).

The drafting of bush fire notices themselves is also often problematic – and in the main they are also not drafted to the standard of clarity that would be expected of a legally enforceable document. In addition, s33 gives powers to apply and enforce notices to ‘the local government’ – which is generally interpreted as referring to either the Council of the local government, or to the Chief Executive Officer (who could act without a delegation from the Council, and who would also be able to authorise other local government officers to apply such notices).

Given the scope of the power, the absence of review or oversight of its exercise seems incongruous. That is especially the case when compared with the processes associated with some other powers that the State has delegated to local governments, such as the local law making process, or the town planning scheme making (or amendment) process, both of which generally involve compulsory community consultation, followed by Ministerial and Parliamentary oversight. Those processes also require periodic reviews – at least every eight years in the case of local laws and, at least theoretically, every five years in the case of town planning schemes. There is also no system in place to audit local government approaches to developing and enforcing bush fire notices.

Also of note is that it is generally assumed that, where planning or environmental laws exempt clearing or management of vegetation ‘required for bushfire safety purposes’ from normal approval requirements, such exemptions only apply where the clearing or management is required by a bush fire notice. Bush fire notices can, therefore, play a significant role in the application of planning and environmental laws.

#### **4. Australian Standard 3959:2018 – Construction of buildings in bushfire-prone areas**

AS3959 is applied throughout Australia when assessing development in bushfire prone areas. AS3959 has been developed by recognised experts in the field and, in simple terms, seeks to ensure that new buildings are constructed so that they could potentially withstand bushfire hazard without active defence – by the owner or occupant of the property and/or fire-fighting services. Construction standards are referred to as ‘Bushfire Attack Levels’ (‘BALs’), and in increasing order of fire resistance are identified as ‘BAL-Low’ (which is the standard applied where bushfire hazard is not considered to be significant), ‘BAL-12.5’, ‘BAL-19’, ‘BAL-29’, ‘BAL-40’ and ‘BAL-FZ’ (‘Flame Zone’).

#### **All Communications to:**

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

*Where environment, lifestyle  
and opportunity meet!*

Determining the appropriate BAL requires an assessment of the bushfire hazard surrounding the development site – which generally means understanding the nature of vegetation in the vicinity of the site, and the identification of the distance from the building within which the vegetation, or ‘fuel’, can be managed to the standard required in an APZ (more on that standard in subsequent sections of this submission). The excerpt below from AS3959 is from a table that sets out what construction standard would be required, given a particular APZ dimension, on flat land where a ‘Fire Danger Index’ (‘FDI’) of 80 is to be assumed (which is the FDI to be assumed when applying AS3959 in much of Western Australia, including the City of Busselton).

TABLE 2.5					
DETERMINATION OF BUSHFIRE ATTACK LEVEL (BAL)—FDI 80 (1090 K)					
Vegetation classification	BALs				
	BAL—FZ	BAL—40	BAL—29	BAL—19	BAL—12.5
	Distance (m) of the site from the predominant vegetation class				
	All upslopes and flat land (0 degrees)				
A. Forest	<16	16–<21	21–<31	31–<42	42–<100
B. Woodland	<10	10–<14	14–<20	20–<29	29–<100
C. Shrubland	<7	7–<9	9–<13	13–<19	19–<100
D. Scrub	<10	10–<13	13–<19	19–<27	27–<100
E. Mallee/Mulga	<6	6–<8	8–<12	12–<17	17–<100
F. Rainforest	<6	6–<9	9–<13	13–<19	19–<100
G. Grassland	<6	6–<8	8–<12	12–<17	17–<50
Downslope >0 to 5 degrees					
A. Forest	<20	20–<27	27–<37	37–<50	50–<100
B. Woodland	<13	13–<17	17–<25	25–<35	35–<100
C. Shrubland	<7	7–<10	10–<15	15–<22	22–<100
D. Scrub	<11	11–<15	15–<22	22–<31	31–<100
E. Mallee/Mulga	<7	7–<9	9–<13	13–<20	20–<100
F. Rainforest	<8	8–<11	11–<17	17–<24	24–<100
G. Grassland	<7	7–<9	9–<14	14–<20	20–<50

Given that SPP3.7 and the broader State bushfire policy and planning framework (see below) seeks to avoid development occurring where a construction standard of greater than BAL-29 is required, and that most native vegetation in the City of Busselton would be classified as either ‘forest’ or ‘woodland’, an APZ of a minimum of either 21 metres or 14 metres would generally be required on flat land. On the downslope side of a development site, where the slope is less than 5 degrees, an APZ of a minimum of either 27 metres or 17 metres would be required to avoid construction at a standard greater than BAL-29. Larger APZs again would be required on steeper land. AS3959, however, does allow those developing to construct to lesser standards, where a larger APZ can be accommodated, requiring an APZ of as much as 87 metres where a construction standard of BAL-12.5 is proposed with forest vegetation on the downslope side, and a slope of greater than 15 degrees.

#### All Communications to:

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

*Where environment, lifestyle  
and opportunity meet!*

At present, there is no systems in place in Western Australia to ensure that buildings that are built to particular construction standards are maintained to ensure those standards continue to be met over time (for instance, windows could be replaced with those of a lesser standard). That is different to the situation with many commercial buildings and apartment developments, where ongoing compliance checks are required to ensure that fire safety standards continue to be met. The building legislation does, however, provide a basis to introduce those kinds of requirements for buildings in bush fire prone areas through regulations, rather than new legislation.

**5. State Bushfire Policy and Planning Framework, including State Planning Policy 3.7: Planning in Bushfire Prone Areas**

State Planning Policy 3.7: Planning in Bushfire Prone Areas ('SPP 3.7') has the following 'policy intent' -

*The intent of this policy is to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.*

SPP3.7 is supplemented by the Guidelines and Appendices, as well as by provisions in regulations, specifically Part 10A of Schedule 2 (which is known as the 'Deemed Provisions') of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Amongst other things, the planning framework seeks to apply the construction standards set out in AS3959 to development in bushfire prone areas. The broader framework also includes the application, in bushfire prone areas, of construction requirements set out in AS3959 through the building regulation regime, the head of power for which in Western Australia is through the *Building Act 2011*. The identification of bushfire prone areas, for the purposes of both planning and building regulation, is through orders made by the Fire and Emergency Services Commissioner, pursuant to Section 18P of the *Fire and Emergency Services Act 1998*.

Schedule 1 of the Appendices sets out the 'Standards for Asset Protection Zones' ('APZ Standard'), providing the following description -

**All Communications to:**

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

***Where environment, lifestyle  
and opportunity meet!***



**SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES**

- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and/or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

**Figure 18: Tree canopy cover – ranging from 15 to 70 per cent at maturity**

15%                      30%                      70%

- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m<sup>2</sup> in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.

As has already been set out in an earlier section of this submission, the planning framework recommends, and essentially assumes, that the establishment and maintenance of APZs, of dimensions consistent with AS3959, will be achieved through bush fire notices – including through reference to BMPs. There are, however, a range of challenges associated with applying the APZ Standard in the manner envisaged by the planning framework –

1. The challenges associated with BMPs *per se* described in an earlier section of this submission, given that in many cases, the size of the APZ required, and possibly other attributes, would be set out in a BMP;
2. Issues with the drafting of bush fire notices *per se*, described further in both earlier and later sections of this submission;
3. Whilst not the most significant issue – regulation of fencing through bush fire notices is not workable;
4. On smaller sites in bushfire prone areas, not having any trees more than 5 metres high within 6 metres of a building may mean there could be few, or no, trees on some sites

**All Communications to:**

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

*Where environment, lifestyle  
and opportunity meet!*

- which is not consistent with community values (see discussion of the City of Busselton Bush Fire Notice Review in a subsequent section of this submission);
5. Even on larger sites, not having any trees more than 5 metres high within 6 metres of a building, spacing trees a minimum of 5 metres part and keeping canopy cover below 15%, would also significantly restrict the amount of vegetation permitted near houses - which is also not consistent with community values (again, see discussion of the City of Busselton Bush Fire Notice Review in a subsequent section of this submission); and
  6. APZs typically between 14 and 37 metres in dimension would be required (the latter figure being the minimum required with BAL-19 construction with downslope forest vegetation and up to 5 degree slope) which, given the APZ standard, is also inconsistent with community values (once again, see discussion of the City of Busselton Bush Fire Notice Review in a subsequent section of this submission); and
  7. Unless similar APZ requirements were applied to older houses, not built to the standards required by AS3959, a situation is created where older houses, more vulnerable to bushfire, require smaller APZs, or APZs to lesser standards, than what is required for newer houses, designed and constructed to be less vulnerable to bushfire.

In addition and very importantly, the APZ standard set out in the planning framework appears inconsistent with AS3959, which identifies the following exclusions for, inter alia, 'low-threat vegetation' (elements of point (f) in particular look to be at odds with the APZ standard) -

**2.2.3.2 Exclusions—Low threat vegetation and non-vegetated areas**

The following vegetation shall be excluded from a BAL assessment:

- (a) Vegetation of any type that is more than 100 m from the site.
- (b) Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified vegetation.
- (c) Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other or of other areas of vegetation being classified vegetation.
- (d) Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified vegetation.
- (e) Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.
- (f) Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks.

**NOTES:**

- 1 Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognizable as short-cropped grass for example, to a nominal height of 100 mm).
- 2 A windbreak is considered a single row of trees used as a screen or to reduce the effect of wind on the leeward side of the trees.

**All Communications to:**

T (08) 9781 0444  
E city@busselton.wa.gov.au

Locked Bag 1 Busselton WA 6280  
www.busselton.wa.gov.au

*Where environment, lifestyle  
and opportunity meet!*

In short, bush fire notices are not, currently, performing the role expected of them in the planning framework. An effect of that is that the policy intent of SPP3.7 has not been sustainably achieved.

**6. City of Busselton Bush Fire Notice Review**

In March 2020, as a key step in a review of the City's bush fire notice, the Council adopted a draft, revised notice, for consultation purposes. In adopting the draft notice, the Council had been conscious of, *inter alia* -

1. The City had been making, and would continue to make, planning and building regulation decisions that assumed ongoing fuel management around new development would occur to specified standards because of the enforcement of the City's bush fire notice – but the notice did not actually provide for that, even if the notice was consistently enforced and complied with (and the City is no different to most, if not all, local governments in Western Australia in that respect);
2. Consistent enforcement and compliance would not be practicable unless there was some attempt to apply fairly consistent APZ standards to all properties with broadly similar characteristics; and
3. To achieve that, there would need to be an attempt to move away from the indefinite 'grandfathering' of older BMPs.

The draft notice adopted by the Council sought to address the above issues, in the following way

1. Incorporating the APZ Standard, but excluding low-threat vegetation as per AS3959;
2. Establishing that, where it can be accommodated within the subject property and unless modified by a BMP, there should be a 25 metre APZ around dwellings (that figure was selected for a variety of reasons, including: (1) a 25 metre 'Building Protection Zone', of somewhat different specification to the APZ Standard is *recommended* for houses built since 2011 in the current notice; (2) an APZ of that size would, given the prevalent construction standard and vegetation types, be consistent with AS3959 for most dwellings constructed within the last decade or so – noting that the City had started applying AS3959 around seven years prior to that occurring on a Statewide basis; (3) it would also provide some potential benefit in terms of protecting older dwellings from bushfire; and (4) the amenity, environmental and financial costs would be less than would be the case if APZs to meet AS3959 were required for older houses, not built to a BAL standard); and
3. Providing that BMPs would only override the normal provisions of the notice where they had been approved since 2015 – which is when most of the contemporary standards came into effect on a Statewide basis – enabling a move away from the indefinite 'grandfathering' of older BMPs.

Essentially, the City's draft notice sought to achieve some of what multiple reviews/inquiries had recommended the State pursue, and what the planning framework explicitly assumed local

**All Communications to:**

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

***Where environment, lifestyle  
and opportunity meet!***



government bush fire notices would achieve, for development approved from 2015 onwards.

Around the same time as the Council adopted the draft notice, the Covid emergency period began – and it was not an appropriate time to undertake consultation on a matter of such obvious community interest and importance. Consultation eventually commenced in April 2021, concluding at the end of May. During the consultation period, the City received over 1,500 submissions in relation to the draft notice. Even in a local government of the relatively large size of the City of Busselton (by Western Australian standards), that is a very high level response.

Approximately 85% of the submissions were received from owners or occupiers of property in proposed Category 2 ('Urban Bushfire Prone'), Category 3 ('Rural Residential') or Category 4 ('Rural Bushfire Prone') under the draft notice. Those were the three categories in which a 25 metre APZ requirement had been proposed (other than where that was modified by a recently adopted BMP). Between 67.7% and 81.2% of the respondents with properties in each of those categories considered that the draft notice was less appropriate than the current notice. Between only 5.1% and 11.8% of respondents considered that the draft notice was more appropriate ('about the same' was also an option).

The greatest contributing factor to that level of negative response was the proposed APZ Standard. Analysis of the qualitative responses provided indicates very broadly held views that the environmental, amenity and financial costs of managing vegetation to the APZ Standard would be excessive. Analysis of individual submissions also indicates that the concerns were not limited to the owners of older houses or properties, who felt that such standards were being applied 'retrospectively'. In many cases, owners of recently constructed properties, constructed since 2015, and which in some cases are subject of BMPs that require a larger APZ than 25 metres, had also objected to the draft notice for similar reasons.

Whilst there were some communication and understanding challenges that contributed to both the level and nature of the response, as well as some other elements of the draft notice that generated significant community angst, it is very clear from the response that a requirement for an APZ, to the APZ Standard, even if the specified distance had been somewhat less than 25 metres, would not be consistent with the values of a very large proportion of the community in the City of Busselton. Whilst community values do vary across the State, given the level and consistency of response from the City of Busselton community, it seems reasonable to assert that the values of people in areas like the Shire of Augusta-Margaret River, the Perth Hills or in and around Albany or Denmark, and possibly many other places, would be broadly similar.

Given the above, it is considered unlikely that a local government would voluntarily adopt and consistently enforce a bush fire notice that achieves the fuel management outcome envisaged in the planning framework. It is also considered unlikely that the State could require local governments to do so – certainly that would not be achieved without very significant pushback from both the local government sector and communities in bush fire prone areas.

**All Communications to:**

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

*Where environment, lifestyle  
and opportunity meet!*

The Council formally considered the outcomes of the consultation process on the draft notice in August 2014, and resolved as follows –

*That the Council, having considered the outcomes of the consultation process undertaken in April and May 2021 regarding a new bushfire notice for the City:*

1. *Acknowledge the submissions received and thank respondents for their engagement in the process;*
2. *Defer further work on the bushfire notice review, including further community engagement, until at least 30 March 2022;*
3. *Acknowledge that the deferral set in point 2 above means that the current notice will remain in place for both 2021/22 and 2022/23;*
4. *Request that a further report be brought to the Council by no later than 30 June 2022 seeking direction on whether and how to recommence the review; and*
5. *Endorses advocacy with the State Government to address the following key concerns:*
  - (a) Review of the bushfire prone area mapping standard to avoid situations where neighbouring properties are subject to significantly different controls, despite having very similar levels of exposure to bushfire risk;*
  - (b) Introduction of simplified and standardised approaches to planning and building regulation in bushfire prone locations within urban areas;*
  - (c) Identifying that the 'APZ Standard' set out in current State planning policy documents is not consistent with community values, and needs to be reconsidered; and*
  - (d) Identifying that achieving consistency between planning and building control regulation and ongoing compliance through bushfire notices requires proactive State leadership.*

Work consistent with points 5 (a) and 5 (b) above is being advanced by the State, as part of the *Bushfire Framework Review Action Plan 2019*, albeit not as quickly as the City would like to see. It is also worth noting that the City, when it introduced its own regime for implementation of AS3959 prior to that occurring on a Statewide basis, had recognised the problems that would result from application of AS3959 without those matters being addressed, and had addressed the matters in its earlier regime. The City attempted to explain the problems that may arise if these issues were not addressed in the State framework, but was essentially ignored – until the some of the problems were identified and acknowledged through the Buti Review.

This submission has been prepared, though, in part, in pursuance of points 5 (c) and 5 (d) above. Addressing those points would also be broadly consistent with unimplemented recommendations of the Keelty, Ferguson and Buti reviews/inquiries, although it would require greater consciousness of environmental, amenity, financial and practical considerations than appears to have been envisaged. It would also be hoped that the State, if and hopefully when it chooses to address these issues does so in a whole-of-government way, in close collaboration with local government, and that it genuinely listens to local governments like the City of Busselton, which have very considerable experience and knowledge of the issues.

**All Communications to:**

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

***Where environment, lifestyle  
and opportunity meet!***

### **7. Opportunities for change**

The City has identified a number of opportunities, drawing on its knowledge and experience of these issues. Key opportunities identified include –

1. Development of an alternative to the APZ Standard with less amenity, environmental and financial costs, whilst still achieving meaningful bushfire safety benefits and which is broadly consistent with community values – but which may to some degree need to exchange some of the theoretical benefits of applying the current APZ Standard for the real world benefits of a standard consistent with community values, and which could actually be consistently and sustainability applied in the real world;
2. Parallel development of a model bush fire notice, together with amendments to the planning and building regulatory framework (including SPP3.7 and associated documents, and the Deemed Provisions), and potentially environmental regulations, to provide for, or at least begin progress towards, an integrated, whole-of-government, approach to fuel management on private land;
3. Introducing review and auditing regimes with respect to the development and implementation of local government bush fire notices;
4. In areas of highest bushfire risk, noting community concerns with having to clear and / or maintain vegetation to achieve the APZ Standard, consider introduction of minimum construction standards notwithstanding the existing pattern of vegetation, as in Rural-Residential areas especially there is a tendency for vegetation cover to increase over time (BAL-40 may be appropriate as a minimum in some areas); and
5. Also in areas of highest bushfire risk, consider introduction of ongoing compliance checks to ensure that buildings are being maintained to the identified construction standard – that could be achieved by requiring ‘certificates of construction compliance’ once every 3-5 years, with such certificates to be provided by registered building surveyors on a fee for service basis (a similar regime may also be possible for bush fire notice compliance, although unlike the other opportunities identified, that would require legislative change).

Whilst legislative change may assist with the taking of these kinds of opportunities, they could all actually be implemented without legislative change, and could instead be implemented through regulation or, in some cases, Ministerial or administrative decisions.

### **8. Conclusion**

It is clear that Western Australia has not developed consistent and effective approaches to fuel management, and bushfire hazard mitigation more broadly, on private land. As a result, communities and assets across the State have been left more vulnerable to bushfire hazard than is necessary. That is despite the need to address this issue having been identified a minimum of ten years ago, through multiple, earlier reviews/inquiries.

Development of the right approach will require, alongside consideration of bushfire hazard, consideration of the broader context, including amenity, environmental, financial and practical  
**All Communications to:**

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

***Where environment, lifestyle  
and opportunity meet!***

considerations. There needs to be a willingness to recognise that it is not enough to construct a system which, in theory, achieves bushfire safety outcomes on day one of development. There needs to be a willingness to understand and do what is necessary to construct a system that also ensures those outcomes on day one-thousand, day ten-thousand and beyond.

The lack of progress on addressing recommendations of earlier reviews/inquiries relating to fuel management on private land is in contrast to the progress made in implementing other recommendations of those reviews/inquiries. There has been significant progress in introducing controls on new development in bushfire prone areas to deliver better bushfire safety outcomes – albeit problematic in some instances. There has also been significant progress in improving the capacity to fight fire. In more recent times, especially through the Bushfire Risk Management Planning and Mitigation Activity Fund programmes, there has also been significant progress with improving bushfire hazard mitigation on public land. In that context, achieving improved fuel management on private land stands out as a matter that has been consistently identified as important; but where there has been very little progress.

The City would be happy to support the State in addressing these issues. The City would also be happy to provide further information to support the current Review – either in writing or verbally/in-person.

Should you have any queries, please do not hesitate to contact the City's Director of Planning & Development Services, Mr Paul Needham on 9781 0476 or via email at [paul.needham@busselton.wa.gov.au](mailto:paul.needham@busselton.wa.gov.au).

Yours sincerely



Mike Archer  
CEO  
CITY OF BUSSELTON

All Communications to:

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

*Where environment, lifestyle  
and opportunity meet!*



14.1 RFT 07/22 - LANDFILL CELL 2 LINER - SUPPLY AND INSTALL

<b>STRATEGIC THEME</b>	ENVIRONMENT - An environment that is valued, conserved and able to be enjoyed by current and future generations.
<b>STRATEGIC PRIORITY</b>	1.5 Implement best practice waste management strategies with a focus on waste avoidance, reduction, reuse and recycling.
<b>SUBJECT INDEX</b>	Tenders
<b>BUSINESS UNIT</b>	Waste and Fleet Services
<b>REPORTING OFFICER</b>	Manager Waste and Fleet Services - Mark Wong
<b>AUTHORISING OFFICER</b>	Director, Engineering and Works Services - Oliver Darby
<b>NATURE OF DECISION</b>	Contractual: To enter into a contract e.g. a lease or the award of a tender etc.
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Published Under Separate Cover Confidential RFT 07/22 Evaluation Report

The officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/229** Moved Councillor P Carter, seconded Councillor P Cronin

**That the Council endorses the outcome of the evaluation panel's assessment of RFT 07/22 Cell 2 Liner – Supply and Install, and accept the tender from LMI Group Investments Pty Ltd (tendered price of \$778,766.66 exclusive GST) as the most advantageous tender.**

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

That the Council endorses the outcome of the evaluation panel's assessment of RFT 07/22 Cell 2 Liner – Supply and Install, and accept the tender from LMI Group Investments Pty Ltd (tendered price of \$778,766.66 exclusive GST) as the most advantageous tender.

**EXECUTIVE SUMMARY**

Council is requested to consider the tenders received in response to Request for Tender RFT 07/22 – Landfill Cell 2 – Liner and Install at the Dunsborough Waste Facility for the Supply and installation of specialised Geosynthetic materials to line landfill cell 2 at the Dunsborough Waste Facility.

This report summarises the submissions received in response to the RFT and recommends that Council endorse the outcome of the evaluation panel's assessment and delegate power and authority to the CEO to enter into a contract with LMI Group Investments Pty Ltd (**LMI**) as the most advantageous tender.

**BACKGROUND**

The Dunsborough Waste Facility's landfill Cell 1, is approaching capacity (i.e. Cell 1 being the name given to a lined portion of the Dunsborough Waste Facility suitable for the disposal of suitable Municipal Solid Waste). To continue landfilling at the facility, the second cell 2 is required to be constructed. The construction of this cell is calculated to provide a further 4 years of landfill at current disposal rates/volumes (this assumes current growth rates). However, the facility has capacity for at least a further 3 cells providing capacity for a further 14 years.

The City operates under a licence issued by the Department of Water and Environmental Regulation (DWER) pursuant to the Environmental Protection Act 1986. As with cell 1, cell 2's earthworks and liner installation are designed to meet the DWER Works Approval associated with operating licence L7122/1997/12, which is based on Victorian Best Practice Environmental Management (BPEM) standards. The licence and works approval lists the specific requirements pertaining to the liner and installation methodology.

To comply with DWER licence requirements, works approval and specifications a specialist contractor and geosynthetic materials are required. In addition, a third-party Quality Assurance Engineer is required to certify that the construction meets the Quality Assurance standards for earthworks, liner specifications and placement as determined by the Works Approval/licence.

Given the requirement to adhere to the licence and works approval, the City has issued a Tender for a specialist geosynthetic liner company to supply and install the following –

- Cushion Geotextile,
- 2.0 mm High Density Polyethylene (HDPE) geomembrane (smooth/textured);
- Geosynthetic Clay Liner (GCL)

#### OFFICER COMMENT

On Wednesday July 13, 2022, tenders were invited via TenderLink and advertised in both 'The West Australian' and Busselton – Dunsborough Mail newspaper. Tenders closed on 09 August 2022 and six (6) submissions were received:

	<b>Tenderer</b>	<b>Location</b>
1.	Egan Civil Pty Ltd t/a Castle Civil	18 Lionel St, Naval Base WA 6165
2.	Delta Group Pty Ltd	1/32 Ledger Rd, Balcatta WA 6021
3.	Fabtech Australia Pty Ltd	2/170 Fullarton Rd, Dulwich SA 5065
4.	Kenviro Pty Ltd	83-85 Welshpool Rd, Welshpool WA 6106
5.	LMI Group Investments Pty Ltd	1/52 Lyons Rd, Drummoyne NSW 2047
6.	Merit Lining Systems Pty Ltd	43 Kirwan St, Floreat WA 6014

#### Assessment Process

In accordance with the City's procurement practices and procedures, assessments were carried out by an evaluation panel comprising City officers with relevant skills and experience. The assessment process included:

- (a) Assessing submissions received against relevant compliance criteria. The compliance criteria were not point scored. Each submission was assessed on a Yes/No basis as to whether each criterion was satisfactorily met. All tenders were deemed compliant; and
- (b) Assessing submissions received against the Qualitative Criteria weighted as detailed below.

<b>Qualitative Criteria</b>	<b>Weighting</b>
Price	65%
Relevant Experience	15%
Local Content	5%
Demonstrated Understanding	15%

The panel members individually assessed each tender in accordance with the qualitative criteria for each schedule, then met and applied an average to provide a final ranking. The qualitative and price scores were then added together to indicate the rankings.

### Summary of Assessment Outcomes

1. As the Tender Evaluation Report indicates (see Confidential Attachment), an assessment of the tenderers on the overall qualitative criteria and price is as follows:
  - (a) LMI ranked first overall including price, and second in terms of qualitative criteria. They are a specialist lining company (although relatively new) with numerous successful project references in the Eastern States and a good level of understanding and resources for the works.
  - (b) Fabtech ranked second overall. They are a specialist lining company with a large number of existing projects across Australia. They provided a detailed project understanding, however, proposed aspects of liner installation that would not be possible, for example proposed work hours which do not meet the licensed operating hours of the Site. These matters were unable to be clarified by them after the tender closed.
  - (c) Merit Lining systems ranked third overall. They were the first ranked submission on the qualitative criteria, with very good relevant experience in Western Australia and a very good demonstrated understanding of the site geology and scope of works, and adequate use of plant. Their tendered price was fifth most expensive overall, meaning they ultimately ranked third overall.
  - (d) Egan Civil Pty Ltd ranked fourth overall. They had previous experience as the principal contractor for a tailings dam, but has not been directly involved in liner supply, installation and welding. That component was to be sub-contracted to a specialist geosynthetic liner company. They proposed to use an experienced liner company as subcontractor but it was considered that they offered minimal benefit to the project that the specialist subcontractor did not provide.
  - (e) Kenviro ranked fifth overall. They were considered to have very good experience and demonstrated understanding of the works, but were most expensive in terms of price.
  - (f) Delta Group were ranked sixth overall. They were considered to lack experience as a specialist lining company and did not display an appropriate level of demonstrated understanding for the liner supply and installation in comparison to the other tenders received. They proposed to use an experienced liner company as subcontractor but it was considered that they offered minimal benefit to the works that the specialist subcontractor did not provide.
2. LMI Group Investments emerged as the preferred contractor for the following reasons:
  - Although a relatively new company, it has a specialist Geosynthetic lining branch with good range of relevant projects (particularly in the east coast) of a similar nature in terms of the project scope of works;
  - A good team of skilled and experienced staff with a good understanding of the work, the site's geological constraints, and the facility operating hours;
  - After clarification, the tenderer has indicated the inclusion of suitable plant resources to complete the job in accordance with the specifications; and
  - A detailed methodology that satisfies the requirements of the Tender scope of works.
  - Price tendered is cheapest overall.



### **Statutory Environment**

Section 3.57 of the *Local Government Act 1995* (the Act) requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and service. Part 4 of the *Local Government (Functions and General) Regulations 1996*:

- requires that tenders be publicly invited for such contracts where the estimated cost of providing the required goods and/or service exceeds \$250,000; and
- under Regulations 11, 14, 18, 20 and 21A, provides the statutory framework for inviting and assessing tenders and awarding contracts pursuant to this process.

The officer recommendation complies with the above-mentioned legislative requirements.

The estimated expenditure is in excess of \$500,000 which is above the Chief Executive Officer's delegated authority, therefore the award of the tender requires a decision of Council.

### **Relevant Plans and Policies**

The City's Purchasing, Regional Price Preference, Occupational Safety and Health, and Asset Management policies, were all relevant to RFT 07/22, and have been adhered to in the process of requesting and evaluating this tender. Furthermore, the officer recommendation aligns to the following adopted plan or policy:

- Local Government Waste Plan under section 40(4) of the *Waste Avoidance and Resource Recovery Act 2007*

### **Financial Implications**

\$1.95m has been allocated towards the development of Dunsborough Landfill Cell 2 in the adopted 2022/23 budget. The liner supply and installation comprises a major component of the Cell with the remaining budget to be used on Engineering Quality Assurance, Approvals, earthworks and cell associated infrastructure.

### **Stakeholder Consultation**

No external stakeholder consultation was required or undertaken in relation to this matter.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer's recommendation has been undertaken using the City's risk management framework, with the intention being to identify risks which, following implementation of controls, are identified as medium or greater. There are no such risks identified, with the preferred tenderer assessed as being capable of delivering the services to a suitable service level.

### **Options**

As an alternative to the proposed recommendation the Council could:

1. Determine not to accept the tender from LMI Group Investments Pty Ltd and accept a tender(s) from the other Contractor who submitted; or
2. Decline to accept any tender

### **CONCLUSION**

The submission from LMI Group Investments is considered the most advantageous to the City for the above-mentioned reasons. It is recommended that the contract for RFT 07/22 – Landfill Cell 2 Liner – Supply and Install be awarded to LMI Group Investments Pty Ltd.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

If endorsed by Council, it is expected the City will enter into a contract with LMI Group Investments by early October 2022. The works are scheduled to commence in January 2023 and will be completed before April, 2023.

**15.1      COMMUNITY ASSISTANCE PROGRAM (CAP) - 2022 REVIEW AND PROCESS IMPROVEMENTS**

<b>STRATEGIC THEME</b>	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy.
<b>STRATEGIC PRIORITY</b>	3.2 Facilitate an innovative and diversified economy that supports local enterprise, business, investment and employment growth.
<b>SUBJECT INDEX</b>	Community Assistance Program CAP
<b>BUSINESS UNIT</b>	Community Services
<b>REPORTING OFFICER</b>	Manager Community and Recreation Services - Dave Goodwin
<b>AUTHORISING OFFICER</b>	Acting Chief Executive Officer - Naomi Searle
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Nil

The officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/230**      Moved Councillor P Carter, seconded Councillor P Cronin

**That the Council notes the outcome of the review of the Community Assistance Program (CAP) and as part of the process improvements, nominates Cr Love to be appointed as a third member to the Community Assistance Advisory Panel (the Panel).**

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

That the Council notes the outcome of the review of the Community Assistance Program (CAP) and as part of the process improvements, nominates Cr \_\_\_\_\_ to be appointed as a third member to the Community Assistance Advisory Panel (the Panel).

**EXECUTIVE SUMMARY**

The Community Assistance Program (CAP) formerly “Community Bids “ is a City of Busselton grant funding program that supports and facilitates programs, services and projects that contribute to the social, environmental and cultural development of the City of Busselton.

Officers have conducted a detailed review of the CAP process, associated guidelines and application documents. As an outcome of this review, officers recommend that Council endorse the nomination of a third Council member to the Community Assistance Advisory Panel (the Panel).

**BACKGROUND**

In March 2011, Council resolved (C1103/097) to allocate funding to a ‘Community Bids’ program as follows:

1. *Council allocate a total of 0.5% of estimated rates to be levied to Major Project Assistance Grants to be determined as part of the Community Bids assessment process advertised in the first quarter of each year.*

2. *Allocate a total of \$50,000 to Minor Project Assistance Grants to be determined twice each year, once as part of the Community Bids process, and once again in September each year.*
3. *Increases the maximum amount of Minor Project Assistance Grants from \$3,000 to \$5,000 for any one project.*

In 2020, as part of the response to the COVID-19 pandemic, Council supported (C2001/104) a refocused Community Bids Program, known as the Community Assistance Program, to support recovery initiatives that had a social and economic stimulus at a local level, and that complement both State and Federal Government support and stimulus packages. As part of the refocused program, rolling monthly assessment deadlines were introduced and the Community Assistance Advisory Panel made up of two Councillors and City officers was established to review CAP applications and make recommendations to the Chief Executive Officer.

In April 2021, following a further review, Council refined the program to six (6) rounds in the 2021/2022 program and identified three separate funding streams:

- (1) Assistance Grant – assistance to incorporated groups and organisations that provide programs, services or activities to the following sectors: Aged, Youth, Disadvantaged, Early Childhood and Families, Volunteers, Sport, Recreation and Environment. A maximum allocation of 60% of the total project cost, up to \$10,000 per application.
- (2) Revitalisation Grant – assistance to incorporated groups and organisations within the City of Busselton for minor infrastructure development, maintenance and upgrades and revitalisation of facilities. A maximum allocation of 60% of the total project cost, up to \$10,000 per application.
- (3) Revitalisation Grant Plus - assistance to incorporated groups and organisations within the City of Busselton for contributions towards significant infrastructure development and when other funding is obtained (e.g. from Lotterywest; Community Sporting and Recreation Facilities Fund). Grants may value greater than \$10,000 based on one third of the total project cost.

#### **OFFICER COMMENT**

Officers briefed Council on 17 August 2022 and provided highlights of the 2021/2022 CAP funding year and a brief overview of the operational improvements that officers have carried out, or will be carrying out, to improve the CAP process in 2022/2023.

Currently, Community Development and Club Development officers assess the applications and make recommendations to the CEO to approve or decline an application and, if applicable, the amount of the funds to be granted. These recommendations are then assessed by the Panel, membership of which includes the Mayor and Deputy Mayor.

Although it is a rare occurrence, officers have encountered circumstances where the Panel members are not in agreeance and there is a “deadlock” in the assessment of applications. To reduce the chances of this occurring and in case of any conflicts of interest, officers recommend that a third Councillor is appointed to the Panel. A third Panel member will also enable a quorum, should one Councillor be unable to attend the meeting.

#### **Statutory Environment**

The officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

**Relevant Plans and Policies**

The officer recommendation aligns to the City of Busselton 'Sponsorship Arrangements' OPP.

**Financial Implications**

The City's 2022/2023 budget has allocated \$264,600 to the Community Assistance Program.

**Stakeholder Consultation**

Ongoing feedback and information provided by applicants in the acquittal process have given officers a clear understanding of components of the program that are working and those that require improvement.

**Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

**Options**

As an alternative to the proposed recommendation the Council could agree to continue with two Council Members on the Community Assistance Advisory Panel.


**CONCLUSION**

Officers have conducted a detailed review of the CAP process and associated guidelines, application documents and will implement operational improvements. As an outcome of this review, officers recommend that Council endorse the nomination of a third Council member to the Community Assistance Advisory Panel (the Panel).

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The recommendations will be implemented upon endorsement by Council in time for the November 2022 round.

**17.1      COUNCILLORS INFORMATION BULLETIN**

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Councillors' Information Bulletin
<b>BUSINESS UNIT</b>	Executive Services
<b>REPORTING OFFICER</b>	Reporting Officers - Various
<b>AUTHORISING OFFICER</b>	Director, Community and Commercial Services - Naomi Searle
<b>NATURE OF DECISION</b>	Noting: The item is simply for information purposes and noting
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A   Current State Administrative Tribunal Reviews <a href="#">↓</a> 

The officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/231**      Moved Councillor P Carter, seconded Councillor P Cronin

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

**17.1.1    Minor Donations Program – August 2022**

**17.1.2    Current Active Tenders**

**17.1.3    State Administrative Tribunal Reviews**

**17.1.4    E-Scooter Service Update**

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

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

17.1.1    Minor Donations Program – August 2022

17.1.2    Current Active Tenders

17.1.3    State Administrative Tribunal Reviews

17.1.4    E-Scooter Service Update

**EXECUTIVE SUMMARY**

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

### 17.1.1 Minor Donations Program – August 2022

The Council allocates an annual budget allowance to the Minor Donations Program. This is provided such that eligible groups and individuals can apply for and receive sponsorship to assist them in the pursuit of endeavors that bring direct benefit to the broader community.

Allocation of funds is delegated to the Chief Executive Officer, in accordance with the published guidelines and funding availability.

Eight applications were approved in August 2022, totaling \$3,600, as outlined in the table below:

Recipient	Purpose	Amount
Southwest Indonesian Community Inc.	The SW Indonesian community held the Indonesian Bazaar Merdeka community event at Churchill Park on 14 August 2022. The donation assisted with the cost of the stage and sound equipment.	\$1,000
Karen Beynon, Lisa Hodge and Kelley Robinson	Karen, Lisa and Kelley were selected to represent WA in the O50 Women's Masters Hockey Team at the Australian Women's Masters Championships in Cairns, QLD, 19 September – 2 October 2022. The donation will assist with travel related expenses.	\$300 per person
Lacey Heys	Lacey has been selected to represent WA in the U14 State Soccer Team at the National Youth Championships in Coffs Harbour, NSW, 19 – 24 September 2022. The donation will assist with travel related expenses.	\$500
Cooper Bidesi	Cooper has been selected to represent WA in the State U13 Boys Hockey Team at the National Championships in Hobart, TAS, 28 September – 4 October 2022. The donation will assist with travel related expenses.	\$500
Radiance Network SW	The Radiance Network SW are holding their 6th Annual Radiance Festival and Big Pram Walk on 6 November, a free community event to raise awareness of and show support towards peri-natal anxiety and depression. The donation will cover the cost of face painting and sound equipment.	\$400
SW Women's Health and Information Centre	The SW Women's Health and Information Centre are planning on having the coffee van that they own at the Ironman event in Busselton on 3 December, International Day of Disability. The donation will assist the group to have women with a disability from Busselton provide the customer service in the van on the day.	\$300
	<b>August Total</b>	<b>\$3,600</b>



### 17.1.2 Current Active Tenders

Note: Information in *italics* has previously been provided to Council, and is provided again for completeness.

#### PQS 01/22 TRAFFIC MANAGEMENT SERVICES

- *Requirements – a panel of pre-qualified suppliers to supply the City’s ongoing traffic management services.*
- *A request for applications was advertised on 28 May 2022, closing on 16 June 2022.*
- *Four submissions were received and City Officers are in the process of finalising their evaluation.*
- *The CEO has delegated power to appoint contractors to panels of pre-qualified suppliers.*

#### RFT 07/22 Dunsborough Waste Facility – Landfill Liner Cell 2

- *Requirements – a suitable supplier to supply and install a new landfill liner at Dunsborough Waste Facility, Cell 2.*
- *A request for tender was advertised on 13 July 2022, closing on 9 August 2022.*
- Six submissions were received.
- *A report to Council to decide on which tender to accept is contained on this Agenda.*

#### PQS 03/22 SUPPLY QUARRY PRODUCTS

- *Requirements – a panel of pre-qualified suppliers to supply the City’s ongoing requirements for quarry products.*
- *A request for applications was advertised on 16 July 2022, closing on 4 August 2022.*
- *7 applications were received and City Officers are in the process of finalising their evaluation.*
- *The CEO has delegated power to appoint contractors to panels of pre-qualified suppliers.*

#### PQS 04/22 SUPPLY ELECTRICAL SERVICES

- *Requirements – a panel of pre-qualified suppliers to supply the City’s ongoing requirements for electrical services.*
- *A request for applications was advertised on 30 July 2022, closing on 18 August 2022.*
- 10 applications were received and City Officers are in the process of reviewing the submissions.
- *The CEO has delegated power to appoint contractors to panels of pre-qualified suppliers.*

### 17.1.3 State Administrative Tribunal Reviews

The current State Administrative Tribunal Reviews is at Attachment A.

### 17.1.4 E-Scooter Service Update

In March 2022, Council received a briefing on the outcomes of an expression of interest (EOI) process for an e-scooter service trial to operate within the City of Busselton. The EOI was in response to a number of businesses approaching the City to operate an e-scooter service and the opportunity to support the City’s Economic Development Strategy, in particular key objectives to advance transport connectivity and activate the town centres. Three submissions were received from the EOI process from Bird, Neuron Mobility and Green Wave Solar. In keeping with standard operating processes the submissions were evaluated by a panel of City officers with Neuron Mobility selected as the preferred proponent. Discussions with Neuron Mobility subsequently commenced around the detail of how the service will operate.

Since the Council briefing a bout of e-scooter incidences have been reported in the media. There has continued to be some negative publicity surrounding e-scooters with concerns for public safety and abandonment of scooters at the forefront. Officers have investigated the risks of accident and injury to users, pedestrians and cyclists and the risk of inappropriate parking, vandalism and abandonment of e-scooters and are satisfied a negotiated trading permit provides adequate controls to reduce any residual risk levels to low. No risks have been identified as being rated medium or higher in progressing Neuron Mobility as the preferred proponent. Negotiations with Neuron Mobility are proceeding and operational readiness processes will be established with relevant City staff. It is planned to commence a shared e-scooter trial in late November 2022 for a period of 12 months with the option for a further term of 12 months.

*As at 2 September 2022*

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
<b>CITY OF BUSSELTON</b>							
Amber Cloud Pty Ltd v City of Busselton	Lot 101 Wilyabrup Road, Wilyabrup	November 2021	Review of a decision to refuse or conditionally grant an application under a planning scheme  (Single House)	Briony McGinty/Joanna Wilson	<ul style="list-style-type: none"> <li>• Directions hearing on the 12 November 2021 against the decision of the City to refuse a development application. The matter is listed for Mediation on 7 February 2022.</li> <li>• Mediation on 7 February 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>- Additional information would be submitted to the City by 22 March;</li> <li>- Mediation listed for 5 April 2022.</li> </ul> </li> <li>• Mediation on 5 April 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>- Applicant to provide amended application on or before 8 July 2022;</li> <li>- Mediation scheduled 22 July 2022;</li> <li>- Respondent (the City) to reconsider on or before 18 November 2022;</li> <li>- Listed for directions hearing 25 November 2022.</li> </ul> </li> <li>• Mediation on 22 July 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>- Applicant to provide an updated suite of documents on or before 12 August 2022;</li> <li>- By 16 September 2022 the respondent is to provide to the applicant respondent comments and any referral agency comments;</li> <li>- Mediation is adjourned to 20 September 2022;</li> <li>- Respondent to reconsider on or before 18 November 2022; and</li> <li>- Listed for directions hearing 25 November 2022.</li> </ul> </li> </ul>	Mediation on 20 September 2022.	
Mayfly Property Group Pty Ltd v City of Busselton	Lot 21 (No.64) Espinosa Road, Sabina River	February 2022	Review of a decision to refuse or conditionally grant an application under a planning scheme  (Reception Centre / Events)	Ben Whitehill / Joanna Wilson	<ul style="list-style-type: none"> <li>• Directions hearing on the 25 February 2022 against the decision of the City to refuse a development application (has not made a determination within 90 days). The matter is listed for Mediation on 9 March 2022.</li> <li>• Mediation on 9 March 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>- The City would send the applicant a list of concerns by 16 March;</li> <li>- The applicant would submit further information to address the concerns to the City by 30 March 2022</li> <li>- Mediation listed for 5 April 2022.</li> </ul> </li> <li>• Mediation on 5 April 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>- A s31 reconsideration of the matter to be considered by Council at the ordinary Council meeting on 25 May 2022.</li> </ul> </li> <li>• At the Council meeting on 25 May 2022, Council affirms the decision to refuse the development.</li> <li>• Decision of Council to be sent to all parties by 1 June 2022.</li> </ul>	Directions hearing on 9 September 2022.	



APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
					<ul style="list-style-type: none"> <li>Application submitted for a third party to join the appeal.</li> <li>Directions hearing on 10 June 2022 was vacated and listed for a directions hearing on 1 July 2022.</li> <li>Directions hearing on the 1 July 2022 where it was resolved:               <ul style="list-style-type: none"> <li>By 29 July 2022 the respondent must file a statement of issues, facts and contentions along with a bundle of documents;</li> <li>By 10 August 2022 the applicant must file a statement of issues, facts and contentions along with a bundle of documents;</li> <li>Parties are to provide a copy of their statement of issues, facts and contentions to Mr Haddon;</li> <li>The matter is listed for a directions hearing on 12 August 2022</li> </ul> </li> <li>Directions hearing on the 12 August 2022 was vacated and listed for a directions hearing on 9 September 2022 and order 2 of the orders made on the 1 July 2022 has been extended to 16 August 2022.</li> </ul>		
Threadgold Architecture v City of Busselton	Lot 57 (No.157) Haag Road, Yelverton	June 2022	Review of a decision to refuse or conditionally grant an application under a planning scheme  (Extractive Industry)	Ben Whitehill / Joanna Wilson	<ul style="list-style-type: none"> <li>Directions hearing listed for 1 July 2022 against a condition of approval (regarding number of vehicle movements and separation to ground water).</li> <li>Directions hearing on 1 July 2022 was vacated and listed for a directions hearing on 22 July 2022.</li> <li>Matter listed for a further directions hearing on 19 August 2022.</li> <li>Directions hearing on 19 August 2022 was vacated and listed for a directions hearing on 23 September 2022.</li> </ul>	Directions hearing on 23 September 2022	
Four Seasons Holiday Park v City of Busselton	585 Caves Rd Marybrook	August 2022	Review of a decision to reduce the number of sites under the Caravan Parks and Camping Grounds Act 1995.	Ben Whitehill/Dion Spurgeon	<ul style="list-style-type: none"> <li>Directions hearing listed for 23 September 2022 against the City reducing the number of licenced sites.</li> </ul>	Directions hearing on 23 September 2022	
<b>JOINT DEVELOPMENT ASSESSMENT PANEL</b>							
DCSC Pty Ltd v Presiding Member of the Joint Development Assessment Panel	Lot 108 (No. 57) Dunn Bay Road and Lot 109 (No. 6) Cyrillean Way, Dunsborough	January 2022	Review of decision to refuse or conditionally grant an application under a planning scheme  (Mixed Use Development)	Presiding Member of the Regional JDAP	<ul style="list-style-type: none"> <li>Directions hearing on 4 February 2022</li> <li>Mediation on 21 March 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>Amended plans to be submitted to the RJDAP;</li> <li>Further mediation listed for 6 April 2022.</li> </ul> </li> <li>Mediation on 6 April 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>Applicant to provide amended application on or before 18 May 2022;</li> </ul> </li> </ul>	Reconsideration approved by RJDAP on 29 June 2022 and appeal proceedings withdrawn.	

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
					<ul style="list-style-type: none"> <li>- Respondent (the RJDA) invited to reconsider on or before 7 July 2022;</li> <li>- Listed for directions hearing 15 July 2022.</li> <li>• Amended plans have been received on 18 May 2022 and reconsideration approved by RJDA on 29 June 2022, and the appeal has been withdrawn.</li> </ul>		
Frando Pty Ltd v Presiding Member of the Joint Development Assessment Panel	24 Dunn Bay Road, Dunsborough	March 2022	Review of decision to refuse or conditionally grant an application under a planning scheme  (Mixed Use Development)	Presiding Member of the Regional JDAP	<ul style="list-style-type: none"> <li>• Mediation on 26 April 2022 where it was resolved: <ul style="list-style-type: none"> <li>- Applicant to provide additional information on or before 3 May 2022;</li> </ul> </li> <li>• Mediation on 10 May 2022 where it was resolved that: <ul style="list-style-type: none"> <li>- The matter is listed to directions hearing on 20 May 2022, in order to program the matter to final hearing.</li> </ul> </li> <li>• Directions hearing on 20 May 2022 where it was resolved that all parties are to file available dates by 25 May 2022 to list the matter to hearing.</li> <li>• Directions hearing on the 31 May 2022 where it was resolved: <ul style="list-style-type: none"> <li>- By 10 June 2022 the respondent must file a statement of issues, facts and contentions along with a bundle of documents;</li> <li>- By 24 June 2022 the applicant must file a statement of issues, facts and contentions along with a bundle of documents;</li> <li>- By 5 August 2022 both parties must file expert witness statements;</li> <li>- By 15 August 2022 the respondent must file a set of appropriate conditions (draft conditions);</li> <li>- By 25 August 2022 the applicant must file a document outlining which conditions it objects to, including brief reason and alternative / additional conditions;</li> <li>- The matter is listed for a site view on 5 September 2022;</li> <li>- The matter is listed for a final hearing on 6 September 2022 for a duration of 3 days.</li> </ul> </li> <li>• Directions hearing on 8 July 2022 to review programming of the matter, the final hearing dates have been changed to 21 November 2022 for a duration of three days.</li> <li>• Mediation hearing subsequently scheduled for 7 September 2022.</li> </ul>	Mediation on 7 September 2022.	
GDH Enterprises Pty Ltd v Presiding Member of the Joint Development Assessment Panel	Lot 9556 Napoleon Promenade, Vasse	April 2022	Review of decision to refuse or conditionally grant an application under a planning scheme	Presiding Member of the Regional JDAP	<ul style="list-style-type: none"> <li>• Mediation on 18 May 2022 where it was resolved that: <ul style="list-style-type: none"> <li>- Applicant to provide additional information on or before 8 June 2022;</li> <li>- Further mediation 15 June 2022.</li> </ul> </li> <li>• Mediation on 15 June 2022 where it was resolved that:</li> </ul>	Reconsideration approved by RJDA on 12 July 2022 and appeal proceedings	

[illegible]



**ITEMS TO BE DEALT WITH BY SEPARATE RESOLUTION (WITHOUT DEBATE)****12.1 Policy and Legislation Committee - 7/9/2022 - HOLIDAY HOMES AMENDMENT LOCAL LAW 2022**

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Local Laws
<b>BUSINESS UNIT</b>	Corporate Services
<b>REPORTING OFFICER</b>	Acting Legal Services Coordinator - Briony McGinty
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Legislative: adoption of “legislative documents” such as local laws, local planning schemes and local planning policies
<b>VOTING REQUIREMENT</b>	Absolute Majority
<b>ATTACHMENTS</b>	Attachment A Holiday Homes Amendment Local Law 2022  

**This item was considered by the Policy and Legislation Committee at its meeting on 7/9/2022, the recommendations from which have been considered by Council.**

The committee recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/232** Moved Councillor R Paine, seconded Councillor J Richards

**That the Council:**

- 1. Resolves to make the *City of Busselton Holiday Homes Amendment Local Law 2022* in accordance with section 3.12(4) of the *Local Government Act 1995*.**
- 2. Authorises the Chief Executive Officer to carry out the processes required to make the *City of Busselton Holiday Homes Amendment Local Law 2022* in accordance with section 3.12(5) and section 3.12(6) of the *Local Government Act 1995*.**

**CARRIED 9/0**

**BY ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION**

That the Council:

- 1. Resolves to make the *City of Busselton Holiday Homes Amendment Local Law 2022* in accordance with section 3.12(4) of the *Local Government Act 1995*.**
- 2. Authorises the Chief Executive Officer to carry out the processes required to make the *City of Busselton Holiday Homes Amendment Local Law 2022* in accordance with section 3.12(5) and section 3.12(6) of the *Local Government Act 1995*.**

**EXECUTIVE SUMMARY**

In 2012, three interrelated key instruments were introduced by Council to regulate holiday homes – these included provisions in the local planning scheme, a local planning policy, and a local law. The local law has remained unchanged since 2012.

Throughout 2021/22 a full review of the regulatory framework covering holiday homes was conducted, resulting in several opportunities for change. On 23 March 2022, Council resolved to adopt a staged approach for proposed changes to the regulation of holiday homes.

With regard to the *City of Busselton Holiday Homes Local Law 2012* (Local Law), Council resolved that amendments should be presented to Council for consideration as part of Stage 2. Stage 2 also required the development of a Council Policy to guide application of the Local Law, which will be presented via separate report.

In accordance with that resolution, an amendment to the Local Law was prepared (Amendment Local Law) for consideration by the Council. The Council resolved to initiate the law-making process and the matter is now brought back before Council to enable the Council to consider the submissions made and to determine whether to make the Amendment Local Law in accordance with section 3.12(4) of the *Local Government Act* (the Act).

## **BACKGROUND**

The Local Law was first gazetted in April 2012 and further amended in November 2012, (to address issues raised by the JSC during its scrutiny of the Local Law relating to clauses which attempted to regulate the use of waste receptacles). It was introduced as part of a suite of changes to the holiday home regulatory framework which also included a local planning policy and local planning scheme amendments. The Local Law created an annual registration system for those properties which had received development approval. This report only relates to the Local Law.

The Local Law, when introduced, was the second of its type in Western Australia, and largely followed a local law introduced by the City of Fremantle. The only other WA local government known to officers to have a local law dealing with holiday homes is the City of Wanneroo who introduced a local law in 2017.

As development approvals are generally granted in perpetuity, the annual registration system was seen as a way of generating ongoing management responsibility for owners, and allows the City to modify conditions of registration through an annual renewal process (although generally speaking, the conditions must be consistent with the relevant development approval). The Local Law creates an ability to cancel registrations in the event of serious non-compliance.

Over time issues relating to holiday homes have arisen that may not be sufficiently addressed through the current framework. At its meeting of 9 June 2021 Council resolved to conduct a review, by proposing a number of potential changes, and to consult with the community about these changes. Consultation was carried out for a period of seven weeks between 13 August 2021 and 4 October 2021, comprising a number of community information sessions, static displays, an extensive online document library, and an online survey. 553 survey responses and a further 18 written submissions were received and each proposed change gained support from the majority of respondents. The changes relevant to the Local Law (which have not already been addressed as part of Stage 1 through the updating of Conditions of Registration and introduction of a Code of Conduct) were expectations around managers' response times, discussed further under Officer Comment below.

Proposed amendments were presented to Council and, on 8 June 2022, Council resolved to give local public notice of the Amendment Local Law pursuant to section 3.12(3) of the Act. The Amendment Local Law is now referred back to Council for Council to consider any submissions made, and to determine whether to make the Amendment Local Law, in accordance with section 3.12(4) of the Act.

## **OFFICER COMMENT**

### **Reducing Manager Response Time from 24 hours to 12 hours**

The requirement for managers to respond to contact relating to a holiday home is provided through clause 3.4 of the Local Law which states:

*“3.4 Contacting the manager*

*...*

- (1) The manager must respond within a reasonable time but in any event within 24 hours to any contact relating to the holiday home; ...”*

Clauses 2.3(i)(ii), 2.3(j)(ii) and 2.6(k)(ii) also supplement this requirement.

The Amendment Local Law proposes a revised response time of 12 hours because a dilemma arises around a response time that may be considered reasonable. ‘Reasonable’ may be almost immediate for a management agency with multiple staff, but this might not be the case if a sole person is appointed as manager.

The question of reasonableness also applies to the potential to criminalise behaviour (the time to respond to a complaint), which may be disproportionate to the purpose sought to be achieved. For example, it may not be reasonable to criminalise a slow response to a complaint about an excessive number of vehicles parked at a property. It may be considered reasonable to expect a quick response regarding an excessive number of noisy and disruptive holiday home occupants and guests during the night.

When the local law was first introduced, a 24 hour response time was considered reasonable and appropriate. Since then, there has been a rapid increase in the use of instantaneous communication such as smart phones and apps, allowing easier communication between parties. Requiring quicker response times to issues such as overflowing bins, barking dogs, and late night parties is seen as a proportionate response to the benefit of obtaining a holiday home approval.

Given the question of ‘reasonableness’, and the support for at least a maximum 12 hour response time, the proposed Amendment Local Law operates to revise the response time from 24 hours to 12 hours.

### **Updated Infringements Penalties**

Penalties for breaches of the Local Law are currently set at between \$150 and \$400. The Act allows for maximum infringements of up to \$500. Given the current penalties were set some 10 years ago, it is recommended that appropriate increases are made. The Amendment Local Law proposes to raise penalties in line with Perth CPI from when the local law was first introduced (and penalties last amended). This represents an approximate \$50 increase in penalties.

### **Statutory Environment**

Section 3.16 of the Act requires that within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended. The City developed and maintains a local law review program to ensure compliance with the requirements of Section 3.16.

Section 3.5 of the Act provides Council with the head of power for making local laws, which stipulates:

*A local government may make Local Laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.*

The procedure for making local laws is set out in sections 3.12 to 3.17 of the Act and regulation 3 of the *Local Government (Functions and General) Regulations 1996* (WA). The person presiding at a Council meeting is to give notice of the purpose and effect of a proposed local law by ensuring that:

- the purpose and effect of the proposed local law is included in the agenda for that meeting; and
- the minutes of that Council meeting include the purpose and effect of the proposed local law.

The purpose and effect of the Amendment Local Law is as follows:

**Purpose: To regulate the registration and management of holiday homes within the district.**

**Effect: To control the use of holiday homes by reducing the time within which a manager must respond to issues.**

Local public notice is to be given by advertising the Amendment Local Law in accordance with the requirements of sections 3.12(3) of the Act. The submission period must run for a minimum period of six weeks after which Council, having considered any submissions received, may resolve to make the local law as proposed or make a local law that is not significantly different from what was proposed.

### **Parliamentary Scrutiny**

Section 42 of the *Interpretation Act 1984* allows the WA State Parliament to disallow a local law, which is a mechanism to guard against the making of subsidiary legislation that is not authorised or contemplated by the empowering enactment, has an adverse effect on existing rights or ousts or modifies the rules of fairness. Parliament has appointed the Joint Standing Committee on Delegated Legislation (JSC) which is a committee of State politicians from both houses of the Western Australian Parliament, to undertake an overseeing role on its behalf, which includes the power to scrutinise and recommend the disallowance of local laws to the Parliament. After gazettal, a copy of the Amendment Local Law will be sent to the JSC who will examine the local law and determine whether or not it complies with abovementioned criteria.

### **Relevant Plans and Policies**

There is currently no policy guiding the application of the Local Law. However, a policy has been drafted and is the subject of a separate report to Council.

### **Financial Implications**

Costs associated with the advertising and gazettal of the Amendment Local Law will come from the legal budget. These costs are unlikely to exceed \$2,000 and there are sufficient funds in the legal budget for this purpose.

In terms of the increase in modified penalties, the City is unlikely to see any significant increase in income, given the City's approach to its regulatory functions. Proposed increases are minor and based on a review of the City's existing amounts and a comparison of other local governments.

Making and implementing the Amendment Local Law should not have any other financial implications for the City.

### **Stakeholder Consultation**

The Amendment Local Law was advertised publicly in local newspapers, on the City's website, on social media and on public notice boards for a minimum of 6 weeks in accordance with the requirements under section 3.12(3)(a) of the Act.

In accordance with section 3.12(3)(b) of the Act a copy of the Proposed Local Law was forwarded for consideration and comment to the Minister for Local Government. The DLGSC responded on behalf of its Minister and did not raise any concerns with the local law.

The consultation period resulted in 42 submissions providing feedback through the “Your Say” platform. Of those, 8 identified as community members, 2 as managers of one holiday home, 1 as a manager of multiple holiday homes, 20 as neighbours of holiday homes, and 10 as owners of holiday homes.

Some of the submissions spoke to the issue of holiday homes more broadly, such as their impact on housing affordability. Others spoke to issues not addressed by the Amendment Local Law such the existing conditions of registration.

#### Shortened response time

26 submitters stated they broadly supported the changes and 16 did not. However, of those 16 who said they did not support the overall changes, 7 stated they did not support the reduced response time as they felt that an even shorter response time should be required.

In addition, two submitters stated they did not support changes as they opposed the requirement to place a sign at the front of their premises with the number of the contactable manager, and two did not support the requirement to not leave dogs unattended. Neither of these submissions spoke to the issue of the shortened response time. It should be noted that neither of these measures (signage or dogs) relate to this Amendment Local Law currently before Council.

Therefore, in relation to the shortened response time, of those who specifically addressed the issue, 33 supported shortening the response time to either 12 hours or even shorter, and 4 did not support a shortened response time. In relation to those who did not support any shortening of the response time, concerns were raised regarding situations where staff illnesses or other practical issues may create difficulties in responding within that period. However, submissions in support pointed to the commercial benefit obtained by the running of a holiday home and the need to professionalise the industry.

Overall, the submissions indicate broad support for faster resolution of matters seriously impacting on amenity and enjoyment of property.

#### Increase in penalties

While most submissions were supportive of this change, three submissions spoke against it. One submission felt that the penalties should be \$1000. However, under the LG Act, the maximum infringement penalty that can be provided under a local law is \$500. One submission raised the concern that penalties do not provide a real deterrent, as people are unaware of the infringement penalties in any event. Another submission opposed the increase on the basis of the existing cost of living.

Generally this proposed change can also be seen to have broad community support.

#### Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City’s risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

**Options**

As an alternative to the proposed recommendation the Council could:

1. Resolve not to make the local law. However, for the reasons stated above, it is recommended to make the local law.
2. Resolve to make additional changes to the Amendment Local Law. However, if those changes are significant, the local law-making process would need to recommence from the start due to statutory requirements that any changes are not significantly different from what was originally proposed.

**CONCLUSION**

Since its gazettal the registration system created under the Local Law has provided another layer of oversight to the holiday home system. However, the issue of manager response times has been recognised, during the regulatory review, as in need of reconsideration.

The City has undertaken an extensive review of the Holiday Homes Local Law. The Amendment Local Law has been prepared and advertised publicly in accordance with the Act. No changes have been recommended to the Amendment Local Law originally presented to Council. It is recommended that Council resolve to make the Amendment Local Law.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Should Council resolve to make the Amendment Local Law it will need to be gazetted and will come into operation 14 days after publication. The timeframe for completion of the gazettal process is approximately thirty days from the date of the Council resolution.



**LOCAL GOVERNMENT ACT 1995**

**CITY OF BUSSELTON**

**HOLIDAY HOMES AMENDMENT LOCAL LAW 2022**

Under the powers conferred by the *Local Government Act 1995*, and all other powers enabling it, the Council of the City of Busselton resolved on 21 September 2022 to make the following local law.

**1. Title**

This is the *City of Busselton Holiday Homes Amendment Local Law 2022*.

**2. Commencement**

This local law comes into operation 14 days after the day on which it is published in the *Government Gazette*.

**3. Principal local law**

This local law amends the *City of Busselton Holiday Homes Local Law 2012*, published in the *Government Gazette* on 30 April 2012.

**4. Clause 2.3 amended**

In clause 2.3(i)(ii) and 2.3(j)(ii), delete each reference to “24 hours” and insert:

12 hours

**5. Clause 2.6 amended**

In clause 2.6(k)(ii), delete “24 hours” and insert:

12 hours,

**6. Clause 3.4 amended**

In clause 3.4(2), delete “24 hours” and insert:

12 hours

**7. Schedule 2 amended**

In Schedule 2 –

- (a) delete the modified penalty of “\$400.00” and insert:

\$450.00

- (b) delete each modified penalty of “\$300.00” and insert:

\$350.00

- (c) delete the modified penalty of “\$200.00” and insert:

\$250.00

Dated this                      of                      2022.

The Common Seal of the City of Busselton was affixed by authority of a resolution of the Council in the presence of—

---

GRANT DOUGLAS HENLEY, Mayor

---

, A/Chief Executive Officer

**15.2 MARGARET RIVER BUSSELTON TOURISM ASSOCIATION VISITOR SERVICING PROPOSAL**

<b>STRATEGIC THEME</b>	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy
<b>STRATEGIC PRIORITY</b>	3.3 Continue to promote the District as the destination of choice for events and unique tourism experiences.
<b>SUBJECT INDEX</b>	Visitor Servicing
<b>BUSINESS UNIT</b>	Commercial Services
<b>REPORTING OFFICER</b>	Manager Economic and Business Development Services - Jennifer May
<b>AUTHORISING OFFICER</b>	Acting Chief Executive Officer - Naomi Searle
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Absolute Majority
<b>ATTACHMENTS</b>	Nil

The officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/233** Moved Councillor J Richards, seconded Councillor P Cronin

**That the Council authorises the Chief Executive Officer to enter into a two year funding agreement with the Margaret River Busselton Tourism Association for the provision of visitor servicing at the Busselton Foreshore Visitor Service Centre, Ngilgi Cave attraction and through a Collateral Distribution method for the townships of Dunsborough and Yallingup, for an annual amount of \$143,600 in 2023/23, increasing by CPI in 2023/24, to be funded from the 2022/23 – 2024/25 economic development budget.**

**CARRIED 9/0**

**BY ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION**

That the Council authorises the Chief Executive Officer to enter into a two year funding agreement with the Margaret River Busselton Tourism Association for the provision of visitor servicing at the Busselton Foreshore Visitor Service Centre, Ngilgi Cave attraction and through a Collateral Distribution method for the townships of Dunsborough and Yallingup, for an annual amount of \$143,600 in 2023/23, increasing by CPI in 2023/24, to be funded from the 2022/23 – 2024/25 economic development budget.

**EXECUTIVE SUMMARY**

The City of Busselton provides funding to the Margaret River Busselton Tourism Association (MRBTA) to operate the Busselton and Dunsborough Visitor Centres. Following the closure of the Dunsborough Visitor Centre mid-2022, MRBTA presented the City with a visitor servicing proposal for funding under a new three year agreement commencing in 2022/23.

This report provides an overview of the options and recommends Council enters into a two year funding agreement with MRBTA for an annual amount of \$143,600 + CPI to deliver the following services;

- visitor servicing at the Busselton Visitor Centre and Ngilgi Cave,
- visitor information display at the airport, and

- collateral distribution.

## **BACKGROUND**

For more than a decade the City has invested in the provision of visitor information services within the district by providing funding to MRBTA for the operation of Busselton and Dunsborough Visitor Centres.

Generally the City has facilitated this through multi-year funding agreements to provide MRBTA with ongoing certainty for business planning purposes. However, over the past two years the City has entered into single year funding agreements (\$166k in 2021/22). As part of the last funding agreement, the City required MRBTA to review its Visitor Centre operations, particularly for Dunsborough as there has been a noticeable decline in visitor numbers to the centre. In addition to reviewing the operations, MRBTA were also required to investigate future delivery models and provide recommendations to Council to guide future funding agreements.

In late 2021 MRBTA briefed Council on the outcomes of their operations review and concluded that the decline in visitor numbers was due to an increasing number of visitors consuming information through digital channels rather than the traditional bricks and mortar provision. The Council indicated its support for MRBTA to undertake consultation with its members and other stakeholders regarding the possible closure of the centre as it was seemingly no longer providing a value for money service.

Following consultation, MRBTA advised Council there was general support to close the centre and, with the expiry of MRBTA's building lease at 30 June 2022, the Centre was closed.

MRBTA have now presented a proposal for future visitor servicing models.

## **OFFICER COMMENT**

Recognising the economic benefits visitor servicing generates, the following options have been identified for consideration under a three year funding agreement arrangement:

### Busselton Visitor Centre

Located on the Busselton Foreshore, the Busselton Visitor Centre attracts over 100,000 visitors and manages 30,000 messages/calls annually. Recognising the location's high visitation appeal, the City partnered with MRBTA to relocate the visitor centre to the Foreshore as part of the Busselton Foreshore redevelopment project. MRBTA has budgeted \$380k in 2022/23 to staff the centre (excl. overheads) and has traditionally apportioned 75% of the City's annual funding towards the operational costs of the centre.

MRBTA have proposed an annual amount of \$131k to continue the operations of the centre. Officers recommend that this service continues to be funded to ensure this important offering continues.

### Busselton Margaret River Airport

On the commencement of Jetstar Regular Public Transport (RPT) service to Melbourne, MRBTA established a visitor information display at the airport in the newly constructed arrivals hall to welcome visitors to the region. This provides visitors with convenient access to information such as maps, and guides visitors on the commencement of their holiday.

MRBTA have proposed an annual amount of \$2.6k to maintain and restock the display. Officers recommend this service continues as it provides information that is generally found at airports across Australia at minimal cost.

Since the commencement of Jetstar RPT services, MRBTA have watched the way in which passengers arrive at the airport and recommend not to staff the visitor information display. It is considered that this is not the time in the visitor's journey that visitors are seeking to undertake detailed travel planning, with their focus on retrieving luggage and making their way to their accommodation.

Should Council choose to fund the staffing of the display, MRBTA have indicated it would cost \$23k annually based on three RPT services per week, with the amount to increase should services increase. Officers do not recommend this option as staff note there are minimal passenger numbers who seek this service. It is considered a better investment is to improve signage and details of where further information can be sought. Officers are currently working with MRBTA to progress this.

#### Ngligi Cave

MRBTA operates the highly visited Ngligi Cave and as such, already staffs this attraction. Approximately 60k visitors visit the attraction annually, 20k more than the Dunsborough Visitor Centre.

There would be no additional cost to the City for MRBTA to provide visitor servicing at this location, it is therefore recommended that this service is provided as part of the City's funding agreement.

#### Collateral Distribution

MRBTA have indicated that in the absence of the Dunsborough Visitor Centre, there will be no convenient way for businesses to access maps, guides and other visitor information material. MRBTA have indicated that while some visitors will specifically seek out a visitor centre, many will deliberately avoid them not wanting to be seen as a tourist, and are more likely to avail themselves of visitor information in a relaxed and unpressured environment such as their accommodation (including holiday homes), café or restaurant.

MRBTA have proposed to establish a service that will enable Dunsborough and Yallingup businesses (and holiday homes) to 'opt-in' to have visitor information collateral supplied to share with their visitors which would assist in keeping the business community engaged and provide visitors with information at a relevant point in their trip.

MRBTA have proposed an annual amount of \$10k for the distribution service and should the City wish to include other towns, such as Busselton, it would cost an additional \$10k per town. This service could be complemented by a marketing campaign however that would incur additional cost.

MRBTA advise that this proposal would deliver far greater return on investment by reaching a larger number of visitors at a more appropriate time when compared to staffing the information display at the airport. For comparison purposes, there are approximately 100 traditional accommodation providers (13k bed nights and 1k holiday homes (bed nights unknown)) within the City that could benefit from this service, whereas an A320 aircraft holds up to 186 passengers per flight.

It is recommended that the service to Dunsborough and Yallingup, at an annual cost of \$10k, be provided in lieu of the Dunsborough Visitor Centre service provision.

In addition to the above options, it should be acknowledged that MRBTA provides other benefits to the City and tourism industry in their role as a local tourism organisation:

- Direct flights: contribution of \$100k towards marketing the new Jetstar RPT service to Melbourne;
- Cruise ships: cruise ship welcome service (separately funded by the City) and developing experiences for cruise ship passengers;

- Events: advising on the City's events strategy, securing room nights for Ironman, coordinating accommodation for Leavers, and assisting with the attraction of events;
- Brand: evolving the destination brand to create individual brands for Busselton, Dunsborough and Yallingup; and
- Marketing: developing collateral to assist visitors to explore Busselton, Dunsborough and Yallingup via new trail maps, and improving online information.

MRBTA have won numerous awards at state and national levels for the services they provide as an organisation, and are highly regarded in the tourism industry as a leading local tourism organisation.

While MRBTA have proposed the service be funded through a three year funding agreement, Officers recommend the term be limited to two years to enable a review of the collateral distribution option. As this is a new service it will need time for businesses to 'opt' in, a two year term is considered sufficient time to review how successful the service model is.

### **Statutory Environment**

The Officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

### **Relevant Plans and Policies**

The officer recommendation aligns to the City of Busselton Economic Development Strategy 2022-2027.

### **Financial Implications**

\$170,367 is included in the City's 2022/23 adopted budget for visitor servicing. This is funded through the Busselton Jetty Tourist Park Reserve and budgeted for in the economic development budget, therefore any underspend will be transferred back into the Reserve.

### **Stakeholder Consultation**

MRBTA undertook consultation with the Dunsborough Yallingup Chamber of Commerce and Industry, and Dunsborough and Yallingup based businesses.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

### **Options**

As an alternative to the proposed recommendation the Council could:

1. Choose not to fund visitor servicing.
2. Choose to fund alternate visitor servicing options as outlined in the report.

### **CONCLUSION**

The City has funded MRBTA to deliver visitor information services for a number of years. Officers view this as a good investment as MRTBA's operations are professional, efficient, and flexible, and they provide essential tourism and marketing services beyond the City's investment.



It is recommended the investment into visitor servicing continues, via the traditional visitor service centre model at the Busselton Foreshore, through the Ngilgi Cave attraction, and through a new collateral distribution method.

These methods are viewed by Officers as supporting the tourism industry, including the newly established direct Jetstar RPT services to Melbourne. The recommended two year funding term is considered appropriate to review its success.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Officers will advise MRBTA of the Council resolution immediately following the Council meeting and will accordingly enter into a funding agreement.

**16.1      ADOPTION OF CORPORATE BUSINESS PLAN 2022 - 2026**

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.3 Make decisions that respect our strategic vision for the District.
<b>SUBJECT INDEX</b>	Integrated Planning and Reporting
<b>BUSINESS UNIT</b>	Corporate Services
<b>REPORTING OFFICER</b>	Business Performance Officer - Steve Marchesi Manager Governance and Corporate Services - Sarah Pierson
<b>AUTHORISING OFFICER</b>	Director Finance and Corporate Services - Tony Nottle
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Absolute Majority
<b>ATTACHMENTS</b>	Attachment A Corporate Business Plan 2022-2026  

The officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/234** Moved Councillor P Cronin, seconded Councillor P Carter

**That the Council adopts the Corporate Business Plan 2022 - 2026 in the form attached to this report (Attachment A).**

**CARRIED 9/0**

**BY ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION**

That the Council adopts the Corporate Business Plan 2022 - 2026 in the form attached to this report (Attachment A).

**EXECUTIVE SUMMARY**

This report presents the attached City of Busselton Corporate Business Plan 2022–2026 (Attachment A) (CBP) and seeks Council’s adoption of the plan.

**BACKGROUND**

The *Local Government Act 1995* (the Act) sets out requirements for the ‘Plan for the Future’ which requires all Local Government Authorities to have a strategic community plan spanning a minimum ten-year period, and a corporate business plan, spanning a four year period. The legislation also requires a local government to have in place a number of informing plans being:

- a) asset management plans for key asset classes;
- b) a four year workforce plan; and
- c) a ten year long term financial plan.

This report focuses on the City’s Corporate Business Plan (CBP).

The City’s CBP is reviewed annually, informed by the City’s long term financial plan (LTFP) and budget, to determine the priority initiatives for the ensuing four years.



The proposed CBP 2022-2026 was presented in draft to Councillors with discussion and comment invited at a briefing on 7<sup>th</sup> September 2022. As a result, minor amendments were made and the plan is now presented for formal adoption.

### OFFICER COMMENT

The CBP 2022-2026 supports the direction of the City's Strategic Community Plan 2021-2031 (SCP), adopted on 9 June 2021. It integrates all relevant information contained in the currently adopted LTFP.

The CBP is based on the four key themes of the SCP - Environment, Lifestyle, Opportunity and Leadership, and details City services and priority actions that contribute to achievement of each theme, linked on a best fit basis. Each priority action is also aligned to a Council strategic priority (as contained in the SCP), again on a best fit basis.

In total the CBP contains 64 priority actions:

- 10 in Key Theme 1: Environment
- 29 in Key Theme 2: Lifestyle
- 13 in Key Theme 3: Opportunity
- 12 in Key Theme 4: Leadership

Many actions have been carried over, with some minor amendments as required to reflect the current status of the action. In some instances an action has changed more significantly in its direction and so the action has been retired and a new action, more reflective of the current position, has been created.

Retiring actions have this year been documented within each key theme of the plan, providing increased transparency and flow between plans. The reason for each action being retired has been provided, they have either been substantially or fully completed, supplanted by other priority actions or are considered 'business as usual'. In total there are 29 retired actions:

- 3 in Key Theme 1: Environment
- 13 in Key Theme 2: Lifestyle
- 7 in Key Theme 3: Opportunity
- 6 in Key Theme 4: Leadership

There are also 18 new actions included in the CBP this year. The new actions are outlined below.

### ***Key Theme 1 – Environment***

***An environment that is valued, conserved and enjoyed by current and future generations.***

Action Description	Action Owner / Budget / Type	Delivery			
		22/23	23/24	24/25	25/26
Vidler Road Cell 2 Construction of Landfill Cell 2 at Vidler Road Waste Facility to provide for the future management of waste.	Waste Management, Capital Project	•			

**Key Theme 2 – Lifestyle**

***A place that is relaxed, safe and friendly with services and facilitates that support positive lifestyles and wellbeing.***

Description	Action Owner / Budget / Type	Delivery			
		22/23	23/24	24/25	25/26
<i>Local Planning Policy Review</i> Progressively review the City's Local Planning Policies to increase exemptions from the requirement for a development approval while maintaining adequate development controls.	Development and Planning Services, Operational Program	•	•	•	•
<i>Lot 100 Sues Rd</i> Upon acquisition, develop a master plan for the use of Lot 100 Sues Road to accommodate a range of sporting and recreational land uses.	Recreation and Community Development, Operational Program	•	•		
<i>Bushfire Risk Management</i> Develop a four year plan to guide the implementation of bushfire risk treatments for City owned land	Emergency Services, Operational and External Funds	•	•	•	•
<i>Churchill Park</i> Upgrade the oval at Churchill Park	Facilities Maintenance, Capital Project	•			
<i>Dunsborough Recreation and Community Facilities</i> Undertake a master planning exercise to progress the effective delivery of recreation and community facilities across Dunsborough and surrounds.	Engineering and Works Services, Operational Project	•	•		
<i>Sir Stewart Bovell Sports Park</i> Seek funding for the development of a future Sporting Talent Hub at Sir Stewart Bovell Sports Park Precinct.	Recreation and Community Development, Operational Project	•			
<i>Geographe Leisure Centre (GLC) Stadium</i> Assess the need for additional courts at the GLC and the current allocation of funding within the LTFP.	Leisure Services, Operational Program	•			
<i>Community Development Plan</i> Finalise and progressively implement the Community Development Plan.	Recreation and Community Development, Operational Program	•	•	•	•
<i>Cultural Precinct Strategy</i> Develop a Cultural Precinct Strategy to guide achievement of its potential as a significant visitor destination.	Cultural Services, Operational Program	•			
<i>New Local Planning Scheme</i> Develop the City's Local Planning Scheme #22	Strategic Planning, Operational Project	•	•	•	•

<i>Country Roads</i> Continue to upgrade the City's priority narrow country sealed roads.	Construction and Maintenance, Operational Program	•	•		
--	---	---	---	--	--

**Key Theme 3 – Opportunity*****A vibrant City with diverse opportunities and a prosperous economy.***

Description	Action Owner / Budget / Type	Delivery			
		22/23	23/24	24/25	25/26
<i>Townscape Works Dunsborough</i> Complete Stage 6 works to further revitalise the Dunsborough town centre.	Maintenance and Construction, Capital Project	•			
<i>Dunsborough Coastal Node Planning</i> Develop a coastal nodes plan for Dunsborough to identify infrastructure needs that will facilitate opportunity and activate the coastal areas of Dunsborough and surrounds.	Strategic Planning, Operational Project		•	•	•
<i>Economic Development Strategy</i> Implement the Economic Development Strategy and Implementation Plan.	Economic and Business Development, Operational Program	•	•	•	•

**Key Theme 4 – Leadership*****A Council that connects with the community and is accountable in its decision making.***

Action Description	Action Owner / Budget / Type	Delivery			
		22/23	23/24	24/25	25/26
<i>You Choose Community Grants Program</i> Evaluate the pilot You Choose Community Grants Funding program to determine its future application.	Strategic Projects, Operational Project	•			
<i>IT Strategy</i> Develop an IT Strategy to inform organisational direction and decision making in relation to the City's corporate IT systems	Information Technology, Operational Program	•			
<i>Enterprise Budgeting</i> Implement the full Enterprise Budgeting system for the development of the 2023/2024 budget	Financial Services, Operational Program	•	•		
<i>Customer Experience / Service Training</i> Develop an organisational wide customer service program to continuously improve customer experience	Customer Services, Operational Program	•			

Expected timeframes for delivering the actions are shown. As noted in the '*Understanding the Corporate Business Plan*' section of the CBP (page 10), these timeframes are subject to regular review. Where an action is noted as requiring external funding within the plan, progress is also dependent on receipt of the external funding (e.g. grant funding).

The CBP includes a list of the organisational corporate performance indicators. These help to measure the progress and trends of organisational performance, as well as the progress of corporate business plan actions. In the CBP 21-25, the requirement for an outcome report against the plan's priority actions was inadvertently removed. We have been continuing to provide this report and have included it again as an indicator; the measure however has been amended from 'percentage of actions on track' being 90% to the 'percentage of actions off track' (being less than 10%). This takes into account the fact that officers often flag actions as 'monitor' to note that they require some additional focus or that there may be an external delay, but these actions are not off track or cause for material concern. The new measure more accurately captures and measures the number of actions where there is concern.

Some other minor wording amendments have been made to the measures to improve readability and understanding although, as noted during a briefing with Council a more detailed review of the organisation's reporting measures and frameworks is needed, this is an action within the plan for this current year.

### **Statutory Environment**

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

Regulation 19(D)(A) of the *Local Government (Administration) Regulations 1996* (the Regulations) requires a corporate business plan to be created, adopted and relate to the whole of the district over a term of at least four financial years. A corporate business plan must:

- have a minimum four year outlook;
- identify and prioritise the principal strategies and activities the Council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan;
- state the services, operations and projects that a local government will deliver over the period of the plan;
- reference resourcing considerations such as asset management plans, finances and workforce plans; and
- be adopted by an Absolute Majority of the Council.

### **Relevant Plans and Policies**

Guidelines relating to the content and standard of IPR plans are found in the IPR Advisory Standard, published by the Department of Local Government, Sport and Cultural Industries. The Advisory Standard prescribes categories for assessing the competency of IPR plans. A corporate business plan must satisfy the minimum 'Achieving' standard as outlined in the IPR Advisory Standard.

### ***Achieving standard***

The Achieving standard is met when:

- A Council has adopted a corporate business plan that meets all of the listed regulatory requirements
- Year 1 of the corporate business plan establishes the Annual Budget
- The local government also has in place:

- a workforce plan that meets the Achieving standard
- asset management key performance indicators that meet the Standards
- a long term financial plan.

‘Intermediate’ and ‘Advanced’ standard reflect the higher levels of planning and integration practices.

### ***Intermediate Standard***

Intermediate standard is met when:

- The Corporate Business Plan meets the Achieving Standard
- Core informing strategies (Workforce Plan, Asset Management Plans, Long Term Financial Plan) have been integrated to drive activities and service delivery
- The Workforce Plan meets Intermediate Standard
- Asset key performance indicators are at “Standard is improving”
- Financial management key performance indicators meet Achieving Standards

### ***Advanced Standard***

Advanced standard is met when:

- The Corporate Business Plan meets the Achieving Standard and Intermediate Standard
- All activities and services delivered are integrated through the Corporate Business Plan
- Asset key performance indicators are at “Standard is improving”\* and all financial performance indicators meet Advanced Standards (where applicable)
- The Workforce Plan meets Advanced Standard

### **Financial Implications**

There are no budget implications associated with the adoption of the proposed CBP, with the cost of professional publication of the approved plan being provided for within the annual budget.

### **Stakeholder Consultation**

There is no legislative requirement to advertise the CBP for public consultation.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City’s risk management framework, with risks assessed taking into account any controls already in place. Key risks are outlined within the document itself.

### **Options**

As an alternative to the proposed recommendation the Council could choose to alter any of the components or wording of the proposed CBP.

### **CONCLUSION**

The City’s CBP is a key component of the IPR framework. The proposed CBP integrates relevant information from the City’s LTFP and supports the Council’s strategies as outlined in the SCP. It also advances many of the key initiatives that the City is working towards. Importantly, the proposed CBP continues to provide a solid work program to assist with realising the community’s aspirations and objectives.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Once the CBP is adopted, it will come into effect immediately with the services and actions contained implemented over the four year life of the plan as identified. The plan will be professionally published within six weeks of its adoption.



2022-2026

## Corporate Business Plan

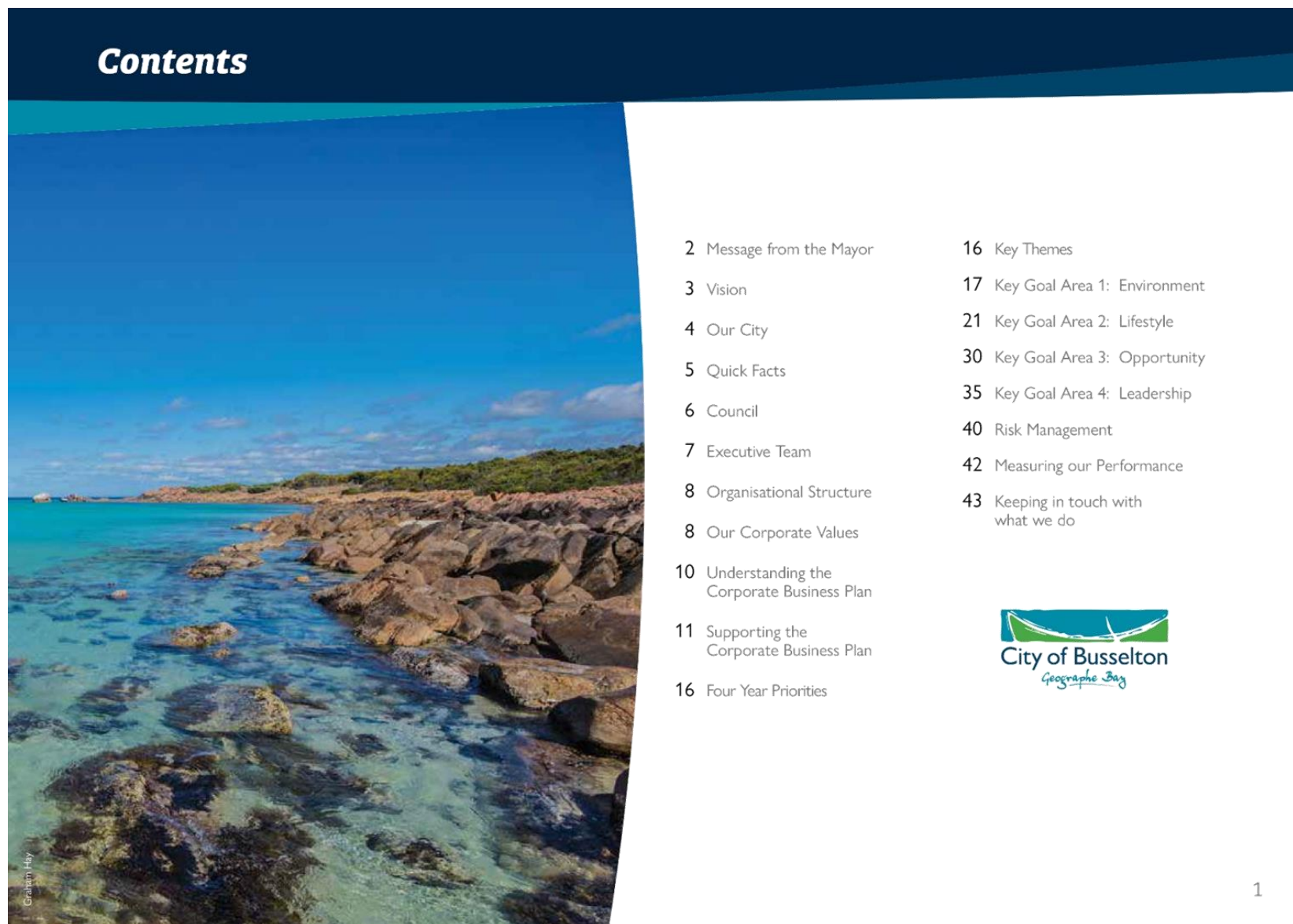




## Acknowledgement of Country

The City of Busselton acknowledges the Traditional Custodians, the Wadandi People, on whose land we are living and pay our respects to their Elders, past, present and emerging.





## ***Message from the Mayor***



This Corporate Business Plan (CBP) has been developed to document the services and priority actions which will be delivered by the City to support its Strategic Community Plan (SCP) 2021 -2031.

Over the course of the next four years, we will continue to invest in sporting and recreation facilities across the District. Guided by the Sport and Recreation Facilities Strategy, we will further support our planning in Dunsborough and surrounds through a recreation and community master planning exercise. Additionally the Dunsborough Precinct Structure Plan will be completed, guiding overall development of the Dunsborough Town Centre.

The health of the Vasse River remains a key priority for the City, and we will continue to work with stakeholders towards initiatives that improve the river. Management of the City's coastlines will be guided by the recently adopted Coastal Hazard Risk Management and Adaptation Strategy.

Construction of the Busseton Performing Arts and Convention Centre is expected to add cultural vibrancy to the Busseton City centre, and development of a Busseton Precinct Structure Plan will guide the broader development and enhancement of the town centre.

Operationally we remain committed to the delivery of quality services and infrastructure to support our growing and diverse community. Where Council's priorities cannot be achieved by the City alone, we will work collaboratively with our partners and stakeholders to achieve the best possible result for the community. This may involve identifying and obtaining State and Federal funding, as well as working with private industry and community groups.

Our aim is to provide the best outcomes for all residents and ratepayers across the City and we will undertake a community survey through the life of this plan to assess how you, our community, are feeling.

GRANT HENLEY  
MAYOR



## ***Vision***

**Where environment,  
lifestyle and opportunity meet!**



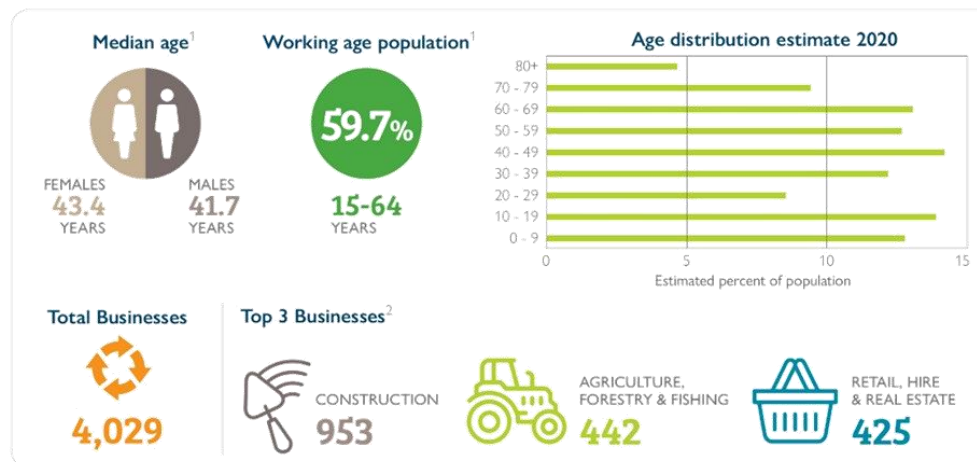
## Our City

**The City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia.**

Our City is part of the Noongar Country that is called the Wadandi Boodja. The Wadandi people are the traditional custodians, and have lived in this area for over 50,000 years. Wadandi Boodja was and continues to be a place of plenty.

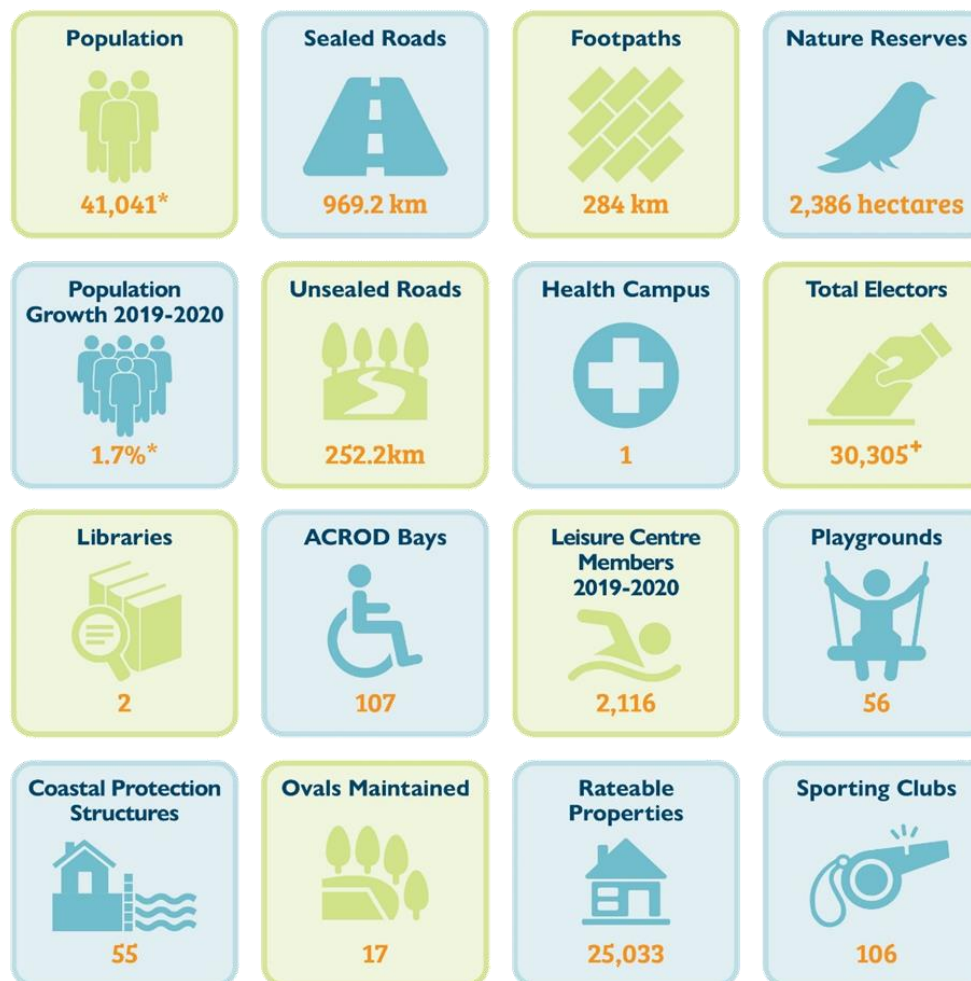
From humble beginnings the population of the District has grown to over 40,000, with many young families now living here. Known for its stunning beaches, tourist attractions and events, the City of Busselton is a place where people can enjoy a beautiful natural environment, relaxed lifestyle and the opportunities of a progressive City.

The nature of our commercial sector has shifted, from predominately rural based industry to businesses connected with construction and retail activities. The redevelopment of the Busselton Margaret River Regional Airport has also increased opportunities in the FIFO sector, and is expected to shape tourism and economic development into the future.



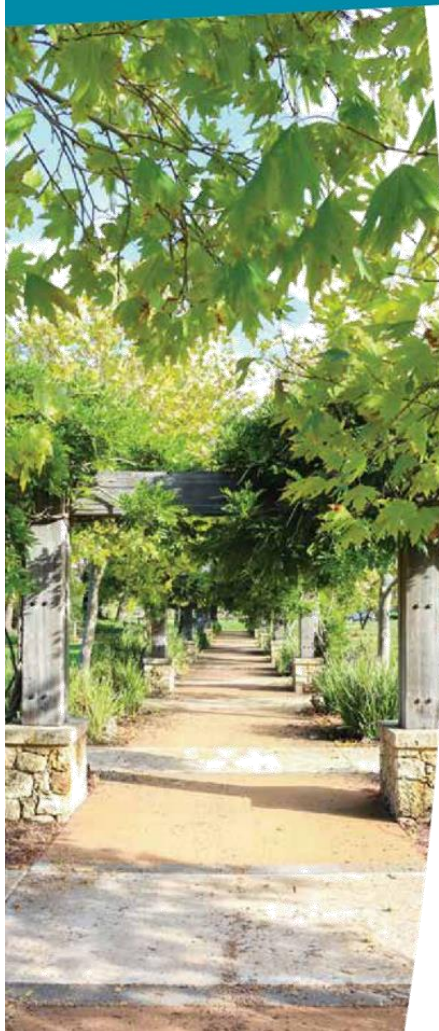
1. ABS ERP by LGA (ASGS 2019), Age and Sex, 2001 to 2019 extracted 16 July 2021. 2. ABS Data by Region LGA Busselton (5120) 30 March 2021.

## Quick Facts



\* Regional population 2020-2021 financial year: <https://www.cabs.gov.au/statistics/people/population/regional-population> - + WA Electoral Commission 31 March 2022

## Council



**Council is responsible for governing the City's activities, overseeing the City's finances and resources and determining the City's policies.**

The City of Busselton Council has nine Councillors, elected for a term of four years and responsible for representing the interests of all electors, residents and ratepayers of our District.

The City's Mayor is elected from among the Councillors. The Mayor is responsible for chairing Council meetings, carrying out civic and ceremonial duties, speaking on behalf of Council and providing leadership and guidance to the community.



MAYOR  
Grant Henley  
Term Expires: Oct 2025



DEPUTY MAYOR  
Paul Carter  
Term Expires: Oct 2023



COUNCILLOR  
Kate Cox  
Term Expires: Oct 2023



COUNCILLOR  
Sue Riccelli  
Term Expires: Oct 2023



COUNCILLOR  
Ross Paine  
Term Expires: Oct 2023



COUNCILLOR  
Phill Cronin  
Term Expires: Oct 2023



COUNCILLOR  
Anne Ryan  
Term Expires: Oct 2025



COUNCILLOR  
Mikayla Love  
Term Expires: Oct 2025



COUNCILLOR  
Jodie Richards  
Term Expires: Oct 2025



## Executive Team



### Chief Executive Officer

The CEO provides leadership to the organisation and implements the Council's strategic direction. The CEO is responsible for managing the day to day operations of the City and ensuring that advice and information is available to Council so that informed decisions can be made.

### Finance and Corporate Services



**DIRECTOR:** **Tony Nottle**

**EMPLOYEES:** 70.58 full time equivalent

Finance and Corporate Services supports the provision of City services by providing professional support, advice and information with regard to customer service, finance and rating, governance and risk, human resources, information technology, records management, public relations, property and legal services.

### Community and Commercial Services



**DIRECTOR:** **Naomi Searle**

**EMPLOYEES:** 56.50 full time equivalent

The Community and Commercial Services directorate is responsible for services aimed at facilitating social and economic development, including community development, leisure centres, libraries, youth services, events and culture, economic development, the Busselton Margaret River Airport, Busselton Jetty and Busselton Jetty Tourist Park.

### Planning and Development Services



**DIRECTOR:** **Paul Needham**

**EMPLOYEES:** 60.37 full time equivalent

Planning and Development is responsible for the City's strategic land use planning and implementing the City's development framework. The directorate also oversees the regulation of public and environmental health services, ranger services and coordinates the City's local emergency management services.

### Engineering and Works Services



**DIRECTOR:** **Oliver Darby**

**EMPLOYEES:** 151.99 full time equivalent

Engineering and Works manages the design, delivery and maintenance of infrastructure assets, including roads, footpaths, cycle ways, drainage, parks and gardens. This directorate is also responsible for the City's waste management services and for the effective management of the City's fleet.

## Organisational Structure







## Understanding the Corporate Business Plan



This plan is shaped around the visions and aspirations of the City's Strategic Community Plan. These are set out in four key themes.



### KEY THEME 1 Environment

An environment that is valued, conserved and enjoyed by current and future generations.



### KEY THEME 2 Lifestyle

A place that is relaxed, safe, and friendly with services and facilities that support positive lifestyles and wellbeing.



### KEY THEME 3 Opportunity

A vibrant City with diverse opportunities and a prosperous economy.



### KEY THEME 4 Leadership

A Council that connects with the community and is accountable in its decision making.

### Strategic Priorities

To support achievement of the community's aspirations, Council has adopted a number of strategic priorities. These priorities are progressed through the services and actions listed in this plan.

### City Services

The City provides a diverse range of services, some of which are statutory, while others respond to the particular needs of our community. Our services are listed under each key theme on the basis of 'best fit' and aligned to the strategic priority they primarily support.

### Corporate Action

These are our priority actions and projects for the next four years. As with our services, the connection between actions, projects and the key themes of the SCP is determined on the basis of 'best fit'.

### Supporting Plans and Strategies

These documents guide the Corporate Business Plan actions and services.

### Action Owner

The Action Owner is the area of the City responsible for monitoring and reporting progress of the action.

### Action Type / Budget

The Action Type is either a project or program. Project actions have a defined scope and time line. Program actions form a more regular part of service delivery.

All actions listed are captured in the City's Long Term Financial Plan – either as part of the operational budget or as a capital item. Where external funding is noted, the progress of the action is dependent upon funds provided by sources external to the organisation.

### Delivery

This is the timeframe for delivering the action, noting that action progress is subject to regular review.

## Supporting the Corporate Business Plan



**This plan is informed by three key resourcing documents - Long Term Financial Plan, Workforce Plan and Asset Management Plan.**

**Combined with the organisation's business unit plans and issue specific plans, these plans form the City's integrated planning and reporting framework.**

### **Long Term Financial Plan**

The Long Term Financial Plan (LTFP) ensures we have the financial resources to deliver the Council's strategic direction and implement the actions contained in this CBP.

The LTFP is reviewed annually taking into account economic factors and trends. It identifies major areas of income and expenditure anticipated over the 10-year time frame along with asset management requirements, supported by robust asset management planning and workforce projections.

Feedback from the community, captured through review of the SCP, informs the LTFP with increased funding allocated in particular to coastal protection, restoration of the

Lower Vasse River, sport and recreation, and in later years of the plan, improved footpaths and cycleways.

The City's financial position is strong. With significant cash reserves and a strong rates base, the City is well positioned to deliver on its strategies. With a debt service coverage ratio well within the Department of Local Government's ratio target the City utilises loan funding budgeted within the LTFP to deliver significant inter-generational facilities and improvements. The City also continues to actively seek external grant funding for many of its initiatives. Actions that require external funding are noted as such in the LTFP.

While the LTFP guides the City's investment decisions and the CBP, careful budgeting each

financial year seeks to achieve returns that are most advantageous to our ratepayers, and can result in adjustments.

### **Workforce Plan**

Our Workforce Plan assesses the resources and skills needed to deliver on the services and actions contained in the CBP and includes strategies to ensure we attract and retain the right people with the right skills at the right time. The Workforce Plan currently focuses on leadership, employee engagement, and the efficient delivery of services to our community.

## Supporting the Corporate Business Plan



### Asset Management Plan

Asset management planning defines the levels of resources needed to maintain, renew, replace and manage new and existing assets and infrastructure. Robust planning ensures the financial resources required to maintain our assets are available now and into the

future, with reserve funds specifically utilised for this purpose.

In total just under \$65 million will be directed into the maintenance and renewal of assets over the life of this plan. The following table provides an overview of the approximate spend on key asset classes:

Asset Class	4 year investment
Boat Ramps Construction	\$215,000
Bridges Construction	\$1,000,000
Buildings Works	\$4,711,311
Car Parking Construction	\$712,403
Coastal Protection Works	\$5,085,134
Footpaths and Cycleways	\$5,509,248
Parks and Gardens / Reserves	\$5,052,803
Roads & Streets Renewal	\$ 20,972,221

### Service Planning

The work plans of each service area inform and drive the success of the CBP. Each year teams review the inputs and outputs of their service delivery, assess the outcomes and produce a service delivery plan for the ensuing years. Over the life of this plan deeper analysis of service outcomes and the identification of continuous improvement opportunities will be a focus.

### Issue or Area Specific Plans

These plans relate to particular projects and serve to complement the broader plans adopted by Council. They can cover matters such as local area plans and issue specific strategies and are often developed with considerable consultation with the community.

## Supporting the Corporate Business Plan

The City's LTFP was endorsed by Council on 23 March 2022. The following rate setting statement represents the projected position for the first four years of that plan.

		City of Busselton Forecast Rate Setting Statement For Financial Years 2022 - 2026				
		2022/2023	2023/2024	2024/2025	2025/2026	TOTAL: YEAR 1- 4 2022 to 2026
Revenue	Rates <sup>1</sup>	57,741,324	60,668,525	63,730,370	66,772,570	248,912,789
	Operating grants, subsidies and contributions	5,273,170	5,490,976	5,594,660	5,710,693	22,069,499
	Profit on asset disposals	-	-	-	-	-
	Fees and charges	19,910,828	21,547,274	23,190,359	24,232,023	88,880,484
	Interest earnings	894,055	1,138,868	1,693,791	1,712,373	5,439,087
	Other revenue	2,860,822	609,960	692,745	815,264	4,978,791
		<b>86,680,199</b>	<b>89,455,603</b>	<b>94,901,925</b>	<b>99,242,923</b>	<b>370,280,650</b>
Expenses	Employee costs <sup>1</sup>	(35,490,141)	(37,477,108)	(38,594,201)	(39,787,053)	(151,348,503)
	Materials and contracts	(19,047,838)	(19,933,510)	(20,604,094)	(21,347,429)	(80,932,871)
	Materials and contracts - Donated Assets	(220,847)	(451,410)	(694,043)	(948,526)	(2,314,826)
	Utility charges (electricity, gas, water etc)	(2,876,803)	(3,122,700)	(3,212,266)	(3,312,175)	(12,523,944)
	Depreciation on non-current assets	(27,094,387)	(28,673,135)	(30,158,589)	(31,880,107)	(117,806,218)
	Interest expense	(1,557,956)	(1,535,923)	(1,535,985)	(1,508,493)	(6,138,357)
	Loss on asset disposal	-	-	-	-	-
	Insurance expense	(796,821)	(874,790)	(901,038)	(923,073)	(3,500,722)
	Other expenditure	(7,300,998)	(6,516,552)	(6,125,709)	(5,306,445)	(25,249,704)
	Discretionary Operational Funding - Unallocated <sup>2</sup>	(137,614)	(144,662)	(304,068)	(318,719)	(905,063)
		<b>2,244,295</b>	<b>2,292,415</b>	<b>2,348,911</b>	<b>2,406,788</b>	<b>9,292,409</b>
		<b>(92,279,110)</b>	<b>(96,437,375)</b>	<b>(99,781,082)</b>	<b>(102,930,232)</b>	<b>(391,427,799)</b>
Gross Funding from Operational Activities						
Funding Position Adjustments	Depreciation on Assets	27,094,387	28,673,135	30,158,589	31,880,107	117,806,218
	(Profit)/Loss on Sale of Assets	-	-	-	-	-
	<b>Net Funding from Operational Activities</b>	<b>21,495,476</b>	<b>21,691,363</b>	<b>25,279,432</b>	<b>28,192,798</b>	<b>96,659,069</b>
Non-Operating Grants	Non-operating grants, subsidies and contributions	14,567,283	33,526,574	7,491,341	7,549,645	63,134,843
	Developer Contributions	712,024	560,322	572,929	945,466	2,790,741
	<b>Net Income Available for Capital</b>	<b>36,774,783</b>	<b>55,778,259</b>	<b>33,343,702</b>	<b>36,687,909</b>	<b>162,584,653</b>

1. Refer to supporting schedule on page 16 of Long Term Financial Plan 2021-2031.

2. Discretionary Operational funding is set at 0.25% of rates levied in Years 1 - 3, and 0.50% of rates levied in Year 4.




## Supporting the Corporate Business Plan

City of Busselton Forecast Rate Setting Statement For Financial Years 2022 - 2026

		2022/2023	2023/2024	2024/2025	2025/2026	TOTAL: YEAR 1- 4 2022 to 2026
Capital and Investing Activities	Purchase - Land	(612,577)	(114,141)	(4,615,585)	(917,060)	(6,259,363)
	Purchase - Buildings	(26,306,707)	(2,468,792)	(6,791,704)	(8,580,209)	(44,147,412)
	Purchase - Plant & Equipment	(2,933,530)	(3,157,980)	(3,230,560)	(3,068,000)	(12,390,040)
	Purchase - Furniture & Equipment	(485,091)	(495,729)	(581,627)	(592,488)	(2,154,935)
	Purchase - Roads	(6,765,582)	(4,535,259)	(5,535,662)	(6,756,719)	(23,592,222)
	Purchase - Bridges	(250,000)	(250,000)	(250,000)	(250,000)	(1,000,000)
	Purchase - Car Parks	(165,137)	(176,594)	(182,441)	(191,231)	(712,403)
	Purchase - Footpaths & Cycleways	(1,173,526)	(1,236,340)	(1,302,369)	(2,005,346)	(5,717,581)
	Purchase - Parks, Gardens & Reserves	(2,630,722)	(2,603,825)	(2,151,011)	(2,371,004)	(12,360,387)
	Purchase - Drainage	(704,948)	(742,605)	(781,828)	(820,759)	(3,050,176)
	Purchase - Regional Airport & Industrial Park Infrastructure		(26,000,000)			(26,000,000)
	Purchase - Other Infrastructure	(6,872,018)	(4,864,506)	(4,499,809)	(2,954,106)	(19,190,439)
	Donated Assets - New Assets from Developers	(5,740,001)	(5,883,500)	(6,015,878)	(6,151,236)	(23,790,615)
	Proceeds From Sale of Assets	834,016	923,182	855,514	913,969	3,526,681
	Principal Elements of Finance Lease Payments	(250,976)	(114,650)			(365,626)
	Repayment of Loan Principal - Council - Existing Loans	(3,768,375)	(3,827,638)	(3,554,564)	(4,311,934)	(15,462,511)
	Repayment of Loan Principal - Council - New Loans	(452,541)	(619,907)	(834,889)	(1,137,166)	(3,044,503)
	Repayment of Loan Principal - Self Supporting Loans - Existing	(194,790)	(198,488)	(202,257)	(202,682)	(798,217)
	Repayment of Loan Principal - Self Supporting Loans - New	(11,605)	(34,805)	(58,035)	(81,647)	(186,092)
	Proceeds from Borrowings	16,750,000	250,000	6,750,000	6,250,000	30,000,000
	Advances to Community Groups	(250,000)	(250,000)	(250,000)	(250,000)	(1,000,000)
	Self-Supporting Loan Principal Income	206,395	233,293	260,292	284,329	984,309
	Transfers to Restricted Assets - Contributions	-	-	-	-	-
	Transfers from Restricted Assets	-	-	-	-	-
	Transfers to Reserves	(25,345,232)	(22,857,740)	(25,648,434)	(28,077,987)	(100,929,393)
	Transfers from Reserves	29,194,844	23,096,079	25,378,358	24,604,954	102,274,235
	<b>Total Capital Expenditure</b>	<b>(36,927,139)</b>	<b>(55,926,916)</b>	<b>(33,242,489)</b>	<b>(36,666,321)</b>	<b>(162,762,865)</b>
Surplus (Deficit) Prior to Adjustments		<b>(152,356)</b>	<b>(148,657)</b>	<b>101,213</b>	<b>21,588</b>	<b>(178,212)</b>

## Four Year Priorities



<b>Lower Vasse River Restoration</b> Projected Capital Funding: <b>\$2.37M</b> Implement actions to significantly improve the health and amenity of the Lower Vasse River.	<b>Busselton Performing Arts and Convention Centre</b> Projected Capital Funding: <b>\$44.55M</b> Construct a dedicated convention, entertainment and performing arts centre in the Busselton Cultural Precinct.	<b>Sport and Recreational Facilities Strategy</b> Projected Capital Funding: <b>\$12.46M</b> Guided by the Strategy, continue to implement improved indoor and outdoor community sport and recreation facilities.	<b>Airport</b> Projected Funding: <b>OPERATIONAL</b> Continue to progress airport development opportunities, including the seeking of funding for expansion of the terminal.
<b>Coastal Management</b> Projected Capital Funding: <b>\$5.08M</b> Supported by the Coastal Hazard and Risk Adaptation Management Strategy, undertake more detailed investigations and implement coastal infrastructure that protects the City from sea level rise and flooding risks.	<b>Local Planning Scheme 22</b> Projected Funding: <b>OPERATIONAL</b> Progress development of a new Local Planning Scheme		







*Key Theme 1*  
**Environment**



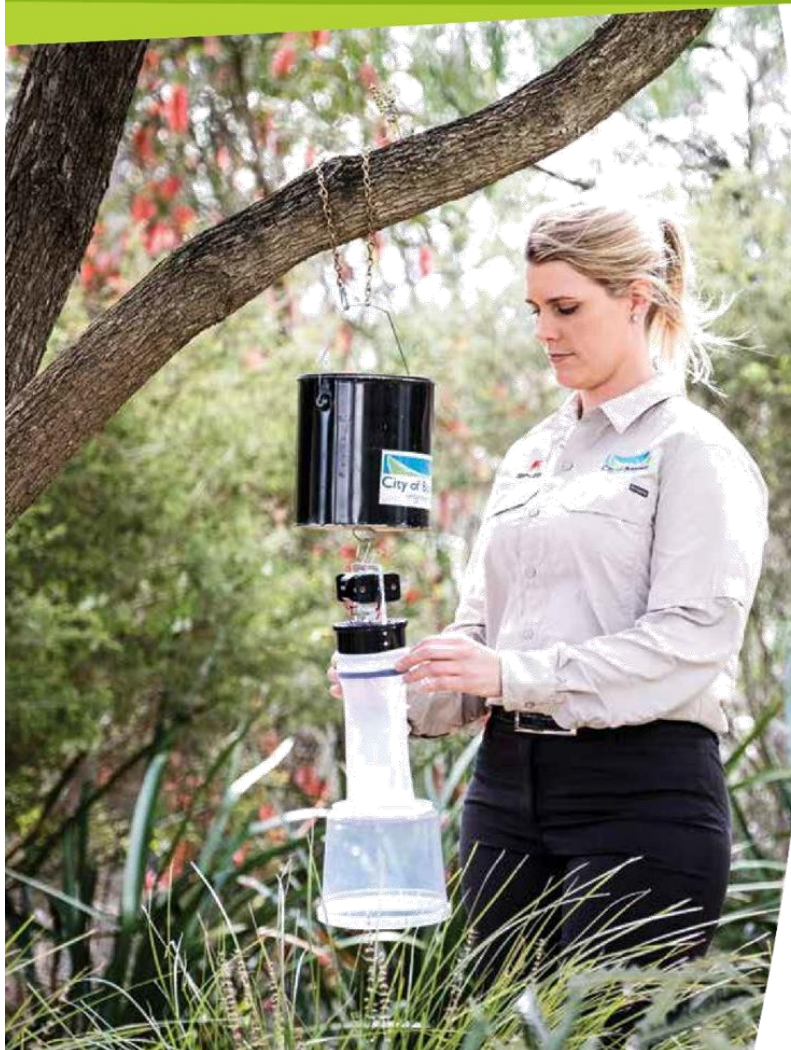
David Binks

***An environment that is valued,  
conserved and able to be enjoyed by  
current and future generations.***

**Council's strategic priorities**

- 1.1 Ensure protection and enhancement of environmental values is a central consideration in land use planning.
- 1.2 Work with the community to manage and enhance natural areas and reserves and their biodiversity.
- 1.3 Work with key partners to improve the health of the Vasse River and other waterways in the Geographe catchment.
- 1.4 Respond to the impacts of climate change on the City's coastlines through informed long term planning and action.
- 1.5 Implement best practice waste management strategies with a focus on waste avoidance, reduction, reuse and recycling.
- 1.6 Promote and facilitate environmentally responsible practices.

## Key Theme 1 **Environment**



### **Primary supporting service areas**

#### **Coastal Construction and Maintenance**

Provide and upgrade coastal protection structures to defend the Busselton coastlines against flooding and erosion and protect infrastructure and property.

#### **Parks and Gardens (Environmental Services)**

Develop and implement plans, policies and strategies for managing natural areas and reserves, including Meelup Regional Park.

#### **Sustainability**

Develop, implement and manage sustainability projects and programs including waterways management.

#### **Meelup Regional Park**

Provide oversight and management of Meelup Regional Park for conservation and environmental enhancement and recreational usage.

#### **Waste Management**

Use best practice principles to provide innovative, efficient and complete waste management services to the community in line with needs and expectations, and aligned to waste minimisation and resource recovery targets.

## Key Theme 1 Environment




### Corporate actions

Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
<b>Western Ringtail Possum Habitat</b> Determine progression of Scheme Amendment no. 49 which proposes a new special control area to protect and enhance Western Ringtail Possum habitat.	<b>1.1</b>	Local Planning Strategy	Development Services	 <b>PROGRAM</b> Operational	●			
<b>Meelup Regional Park Management Plan</b> Complete the review of the Meelup Regional Park Management Plan following consultation with the community.	<b>1.2</b>	Meelup Regional Park Coastal Nodes Management Plan, and Park Trails Management Plan	Parks & Gardens	 <b>PROJECT</b> Operational	●			
<b>Lower Vasse River</b> Continue to work with the Lower Vasse River Management Advisory Group to improve the health and amenity of the Lower Vasse River.	<b>1.3</b>	Lower Vasse River Waterway Management Plan	Sustainability	 <b>PROGRAM</b> Operational and External Funds	●	●	●	●
<b>Toby Inlet</b> Continue to work with key stakeholders to implement management strategies to improve the water quality and amenity of Toby Inlet.	<b>1.3</b>	Toby Inlet Waterway Management Plan	Sustainability	 <b>PROGRAM</b> Operational	●	●	●	●
<b>Coastal Management</b> Progressively implement coastal infrastructure that protects the City's coastlines	<b>1.4</b>	Coastal Hazard Risk Management and Adaptation Plan	Engineering Works and Services	 <b>PROGRAM</b> Capital	●	●	●	●
<b>Food Organics Garden Organics</b> Explore the potential for establishing a Food Organics Garden Organics (FOGO) service, which includes identifying a possible site(s) suitable for processing the collected FOGO material.	<b>1.5</b>	Waste Plan	Waste Management	 <b>PROJECT</b> Operational	●	●		
<b>Vidler Road Cell 2</b> Construction of Landfill Cell 2 at Vidler Road Waste Facility to provide for the future management of waste.	<b>1.5</b>	Waste Plan	Waste Management	 <b>PROJECT</b> Capital	●			



## Key Theme 1 Environment

Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
<b>Regional Waste Management</b> In conjunction with the South West Regional Waste Group continue to investigate regional solutions for the sustainable management of waste.	<b>1.5</b>	<b>Waste Plan</b>	Waste Management	 <b>PROJECT</b> Operational				
<b>LED Lighting Upgrades</b> Progressively convert lighting to LED to improve the energy efficiency of City owned lighting infrastructure.	<b>1.6</b>	<b>Energy Strategy</b>	Facilities Maintenance	 <b>PROGRAM</b> Operational				
<b>Energy Strategy</b> Progress implementation of the City's Energy Strategy including shifting to green power; continued implementation of rooftop solar and exploring the introduction of battery storage and electricity powered fleet.	<b>1.6</b>	<b>Energy Strategy</b>	Sustainability	 <b>PROGRAM</b> Operational				

Retiring Action	Strategic Priority Link	Action Owners	Action Type/ Budget	Comment
<b>Coastal Adaptation Strategy: Coastal Hazard Risk Management and Adaptation Plan (CHRMAP)</b> Undertake a period of public consultation on the draft Coastal Adaptation Strategy and review community feedback prior to Council adoption of the draft strategy. Following consultation complete the coastal adaptation strategy.	<b>1.4</b>	Strategic Planning	 <b>PROJECT</b> Operational	Completed
<b>Solar Farm Construction</b> Establish a solar farm at 131 (Lot 27) Rendezvous Road Vasse to improve the energy efficiency of City owned buildings.	<b>1.6</b>	Planning and Development Services	 <b>PROJECT</b> Capital and External	Deemed not viable at present
<b>Vasse River Enhancement – Bridge to Bridge</b> Progressively restore and enhance the environmental value of the Lower Vasse River foreshore reserve between Peel Terrace and Strelly Street.	<b>1.2</b>	Design and Survey	 <b>PROGRAM</b> Capital	Business as usual





## Key Theme 2 **Lifestyle**



***A place that is relaxed, safe and friendly,  
with services and facilities that support  
healthy lifestyles and wellbeing.***

### **Council's strategic priorities**

- 2.1 Recognise, respect and support community diversity and cultural heritage.
- 2.2 Work with key partners to facilitate a safe, healthy and capable community.
- 2.3 Provide well planned sport and recreation facilities to support healthy and active lifestyles.
- 2.4 Establish a performing arts facility for the District.
- 2.5 Facilitate events and cultural experiences that provide social connection.
- 2.6 Provide for youth development through activities, programs and events.
- 2.7 Advocate for specialist and mental health services within the District, including substance support services.
- 2.8 Plan for and facilitate the development of neighbourhoods that are functional, green, and provide for diverse and affordable housing choices.
- 2.9 Provide accessible and connective pathways and cycleways.
- 2.10 Provide local road networks that allow for the safe movement of people through the District.
- 2.11 Advocate for improved public transport services that allow for the convenient movement of people to and from local destinations.
- 2.12 Provide well maintained community assets through robust asset management practices.

## Key Theme 2 *Lifestyle*

### *Primary supporting service areas*

#### **Asset Planning**

Collect, maintain and assimilate asset condition data to ensure an integrated approach to managing City infrastructure.

#### **Building Services**

Ensure building proposals are compliant with all regulations and are designed to an acceptable standard under the authority of the *Building Act 2011*.

#### **Recreation and Community Development**

Support and assist the local community with initiatives that promote and enhance access to healthy, safe, enjoyable and accessible community facilities, programs and events.

#### **Cultural Services**

Provide residents and visitors with the opportunity to participate in and benefit from art, culture and heritage experiences. Includes the management of ArtGeo and the Cultural Precinct, including planning for the performing arts and convention centre.

#### **Design and Survey**

Plan and deliver survey and engineering design services to support infrastructure development.

#### **Development Compliance**

Uphold compliance with development conditions to ensure the effective regulation of development.

#### **Development Control**

Oversee the engineering aspects of subdivisions to ensure City requirements are met.

#### **Environmental Health**

Protect the health and wellbeing of the community by assessing, correcting, controlling and preventing where possible, factors that have the potential to adversely affect the community.

#### **Facility Maintenance**

Provide timely and efficient construction and maintenance of all City facilities to deliver safe and functional public infrastructure.

#### **Landscape Architecture**

Provide specialist design advice in relation to landscape architecture associated with urban enhancement projects and public open space development.

#### **Leisure Services**

Provide safe and affordable fitness, sport, recreation and leisure experiences where people can meet, have fun, keep fit and learn new skills.

#### **Library Services**

Help to create a literate and informed community by providing responsive and inclusive library services to the community.

#### **Maintenance and Construction**

Construct and maintain civil infrastructure and continually strive to achieve sustainable and best practice management of all City infrastructure assets.

#### **Parks and Gardens**

Maintain the City's parks and gardens network, public open spaces and sporting grounds ensuring optimum presentation and public safety.

#### **Ranger Services**

Assist in the provision of a safe and secure community through proactive surveillance, law enforcement, and community education

#### **Statutory Planning**

Provide a regulatory service administering the use of land, and the design of buildings and building operation under the authority of the *Planning and Development Act 2005*.

#### **Youth Services**

Coordinate and facilitate youth programs, events and activities which support youth development.

## Key Theme 2 *Lifestyle*
















### Corporate actions

Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
<b>Local Planning Policy Review</b> Progressively review the City's Local Planning Policies to increase exemptions from the requirement for a development approval while maintaining adequate development controls.	<b>2.8</b>		Development and Planning Services	 <b>PROGRAM</b> Operational	●	●	●	●
<b>Lot 100 Sues Rd</b> Upon acquisition, develop a master plan for the use of Lot 100 Sues Road.	<b>2.3</b>	<b>Sporting and Recreation Facilities Strategy</b>	Recreation and Community Development	 <b>PROGRAM</b> Operational	●	●		
<b>Reconciliation Action Plan (RAP)</b> Implement the City's Reconciliation Action Plan by strengthening relationships with the Aboriginal community, celebrating and respecting Aboriginal culture and history and collaborating on projects.	<b>2.1</b>	<b>Reconciliation Action Plan</b>	Cultural Services	 <b>PROGRAM</b> Operational	●	●	●	●
<b>Bushfire Risk Management</b> Develop a four year plan to guide the implementation of bushfire risk treatments for City owed land	<b>2.2</b>	<b>Bushfire Risk Management Plan</b>	Emergency Services	 <b>PROGRAM</b> Operational and External Funds	●	●		
<b>Public Health Plan</b> Following consultation with stakeholders, prepare a public health plan that meets the requirement of the Public Health Act 2016 and guides the City's overall planning for public health delivery.	<b>2.2</b>		Environmental Health	 <b>PROJECT</b> Operational	●	●		

## Key Theme 2 *Lifestyle*

Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
Churchill Park Upgrade the oval at Churchill Park	2.12	Sport and Recreation Facilities Strategy	Facilities Maintenance	 <b>PROJECT</b> Capital				
Fire and Community Facilities Building Liaise with stakeholders to determine plans for a fire shed and community facility on City Reserve Lot 401 Balmoral Drive, Quindalup.	2.2		Emergency Services	 <b>PROJECT</b> Operational and External Fund				
Dunsborough Recreation and Community Facilities Undertake a master planning exercise to progress the effective delivery of recreation and community facilities across Dunsborough and surrounds.	2.3	Sport and Recreation Facilities Strategy	Recreation and Community Development	 <b>PROJECT</b> Operational				
Dunsborough Lakes Sports Precinct Construct a pavilion, multi-use outdoor courts and additional car parking at the Dunsborough Lakes Sports Precinct.	2.3	Sport and Recreation Facilities Strategy	Engineering and Works Services	 <b>PROJECT</b> Capital and External Funds				
Geopraphe Leisure Centre (GLC) Aquatic Facilities Develop a project plan to increase the carrying capacity of the indoor pool area by reconfiguring the 25m indoor pool and leisure/learn to swim pool.	2.3	Sport and Recreation Facilities Strategy	Leisure Services	 <b>PROJECT</b> Operational				
Geopraphe Leisure Centre (GLC) Stadium Assess the need for additional courts at the GLC and the current allocation of funding within the LTFP	2.3	Sport and Recreation Facilities Strategy	Leisure Services	 <b>PROJECT</b> Operational				

## Key Theme 2 Lifestyle







Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
Lighting Upgrades Outdoor Playing Spaces Improve the lighting facilities at various ovals and outdoor courts to improve user safety and carrying capacity.	2.3	Sport and Recreation Facilities Strategy	Facilities Maintenance	 PROJECT Capital and External Funds				
Sir Stewart Bovell Sports Park Seek funding for the development of a future Sporting Talent Hub at Sir Stewart Bovell Sports Park Precinct.	2.3	Sport and Recreation Facilities Strategy	Recreation and Community Development	 PROJECT Operational				
Squash Court Facilities Continue planning for the development of new squash court facilities, including the identification of a suitable location.	2.3	Sport and Recreation Facilities Strategy	Recreation and Community Development	 PROJECT Operational				
Vasse Sporting Precinct - Floodlights Install flood lighting to the Vasse playing fields.	2.3	Sport and Recreation Facilities Strategy	Facilities Maintenance	 PROJECT Capital and External Funds				
Performing Arts and Convention Centre - Construction Construct a performing arts and convention space in the Busselton Cultural Precinct.	2.4		Engineering and Works Services	 PROJECT Capital and External Funds				
Performing Arts and Convention Centre Progress planning for commission and operation of the centre.	2.4		Cultural Services	 PROGRAM Operational				



## Key Theme 2 *Lifestyle*








Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
<b>Cultural Precinct Strategy</b> Develop a Cultural Precinct Strategy to guide achievement of its potential as a significant visitor destination.	<b>2.5</b>		Cultural Services	 <b>PROGRAM</b> Operational				
<b>Youth Services Plan</b> Together with stakeholders develop a five year strategic plan for youth services.	<b>2.6</b>	Social Plan/ Community Development Plan	Youth Services	 <b>PROJECT</b> Operational and External Funds				
<b>Community Development Plan</b> Finalise and progressively implement the Community Development Plan.	<b>2.2</b>		Recreation and Community Development	 <b>PROGRAM</b> Operational				
<b>Community Infrastructure Plan</b> Develop a City wide Community Infrastructure Network Plan to assist with informing the review of the City's Development Contributions Framework.	<b>2.8</b>		Strategic Planning	 <b>PROJECT</b> Operational				
<b>Developer Contributions Framework</b> Complete the review of the City's Developer Contributions Framework following release of the updated VWA Planning Commission State Planning Policy 3.6 and completion of the Community Infrastructure Plan.	<b>2.8</b>	Community Infrastructure Plan	Strategic Planning	 <b>PROJECT</b> Operational				
<b>Holiday Homes Regulations</b> Implement changes to the Holiday Homes Regulatory Framework.	<b>2.8</b>		Strategic Planning	 <b>PROJECT</b> Operational				

## Key Theme 2 *Lifestyle*







Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
<b>New Local Planning Scheme</b> Develop a draft Local Planning Scheme # 22 for presentation to Council.	<b>2.8</b>	<b>Local Planning Strategy</b>	Strategic Planning	 <b>PROJECT</b> Operational	●	●		
<b>Shared Path Network Improvements</b> Progressively implement the City of Busselton Cycling and Shared Path Network Strategy 2019-2023.	<b>2.9</b>	<b>Cycling and Shared Network Strategy 2019-2023</b>	Design and Survey	 <b>PROGRAM</b> Capital and External Funds	●	●	●	●
<b>Road Upgrades</b> Continue to implement improvements to the road network in accordance with City's Road Asset Management Plan and traffic modelling.	<b>2.11</b>	<b>Busselton Traffic Study</b>	Construction and Maintenance	 <b>PROGRAM</b> Capital and External Funds	●	●	●	●
<b>Busselton War Memorial Relocation</b> In consultation with stakeholders, relocate the Busselton War Memorial to Rotary Park to improve the aesthetic and use of the war memorial.	<b>2.11</b>		Engineering and Works Services	 <b>PROJECT</b> Capital and External Funds	●	●		
<b>Public Transport</b> Continue to advocate with key stakeholders toward improving public transport services and connections across the District.	<b>2.11</b>		Design and Survey	 <b>PROGRAM</b> Operational	●	●	●	●
<b>Country Roads</b> Continue to upgrade the City's priority narrow country sealed roads.	<b>2.11</b>		Construction and Maintenance	 <b>PROGRAM</b> Operational	●	●		



## Key Theme 2 Lifestyle

Retiring Action	Strategic Priority Link	Action Owners	Action Type/ Budget	Comment
<b>Bushfire Risk Management Plan</b> Complete a Treatment Schedule (Part 2) of the Bushfire Risk Management Plan.	2.2	Emergency Services	 <b>PROGRAM</b> Operational and External Funds	Completed
<b>Social Plan</b> Review the City's Social Plan to guide the delivery of community services.	2.2	Community Development	 <b>PROGRAM</b> Operational	Completed
<b>Local Planning Scheme Review</b> Complete the review of the City's local planning scheme and prepare a new and replacement scheme to support planning policies.	2.8	Strategic Planning	 <b>PROGRAM</b> Operational	Review completed. Development of Scheme is now a separate action
<b>Dunsborough Country Club Extension</b> In partnership with the Dunsborough and Districts Country Club progress the development of a multi-purpose facility at this site.	2.3	Community Development	 <b>PROJECT</b> Operational	Now part of broader master planning action for Dunsborough Recreation and Community Needs
<b>Dunsborough Playground</b> Consult with the community to ascertain the need and location of a new playground in Dunsborough.	2.8	Leisure Services	 <b>PROJECT</b> Operational	Now part of broader master planning action for Dunsborough Recreation and Community Needs
<b>Dunsborough SHIFT Youth Crew</b> Establish a youth crew in Dunsborough and progress plans to construct a new youth facility.	2.6	Youth Development	 <b>PROJECT</b> Operational	Completed
<b>Performing Arts and Convention Centre - Operations</b> Develop a comprehensive operational plan for the management of the Busselton Performing Arts and Convention Centre.	2.4	Cultural Services	 <b>PROJECT</b> Operational	Completed with ongoing review and operational planning part of separate action

## Key Theme 2 Lifestyle

Retiring Action	Strategic Priority Link	Action Owners	Action Type/ Budget	Comment
<b>Holiday Homes Review</b> Prepare and release for public consultation a Draft Holiday Homes Directions Paper as part of the review of the Holiday Homes Regulatory Framework.	<b>2.8</b>	Strategic Planning	 <b>PROJECT</b> Operational	Completed
<b>Busseton Major Traffic Improvements Stage 1A</b> Upgrade the roundabout at the intersection of Peel Terrace and Causeway Road.	<b>2.10</b>	Engineering Works and Services	 <b>PROJECT</b> Capital and External Funds	Completed
<b>Winderlup Court Improvements</b> Continue works to refurbish and improve facilities at the Winderlup Court community housing complex.	<b>2.12</b>	Land and Property Leasing	 <b>PROJECT</b> Capital	Business as usual
<b>Sir Stewart Bovell Sports Park</b> Develop a concept design for a future Sporting Talent Hub at Sir Stewart Bovell Sports Park Precinct.	<b>2.3</b>	Community Development	 <b>PROJECT</b> Operational	Completed
<b>Non Potable Water Supply</b> Continue works to enable the delivery of non potable water supply network to recreation spaces in the Dunsborough Lakes area.	<b>2.3</b>	Parks and Gardens	 <b>PROGRAM</b> Operational	Work completed, pending assessment of further needs
<b>Support for Health Services</b> Advocate for and support the provision of mental health, specialist and community health services and infrastructure in the District.	<b>2.7</b>	Recreation and Community Development	 <b>PROJECT</b> Operational	Included as part of the Community Development Plan action



### Key Theme 3 **Opportunity**



## ***A vibrant City with diverse opportunities and a prosperous economy.***

### **Council's strategic priorities**

- 3.1 Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice.
- 3.2 Facilitate an innovative and diversified economy that supports local enterprise, business, investment and employment growth.
- 3.3 Continue to promote the District as the destination of choice for events and unique tourism experiences.
- 3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
- 3.5 Continue to advocate for the planning of future road and rail infrastructure linking Busselton with Bunbury and Perth.

## Key Theme 3 Opportunity



### Primary supporting service areas

#### Airport Services

Effectively manage and maintain the Busselton Margaret River Airport to provide a safe, compliant, functional and financially viable airport in the region.

#### Busselton Jetty Tourist Park

Oversee the management of the Busselton Jetty Tourist Park to provide quality affordable short term accommodation facilities for tourists.

#### Busselton Jetty

Maintain the Busselton Jetty as an asset of significant importance and continue to partner with Busselton Jetty Incorporated to enhance the cultural and economic benefits of the Busselton Jetty.

#### Economic Development

Advocate with business and industry for development opportunities to improve the economic profile of the District.

#### Events Services

Attract and promote events that attract visitor numbers and produce economic and social benefits for the community.

#### Strategic Planning

Guide, inform and facilitate planned growth and development and prepare, assess, review and implement strategic planning initiatives.






## Key Theme 3 Opportunity

### Corporate actions








Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
Busselton Precinct Structure Plan Complete a plan to guide the overall development and enhancement of the Busselton City Centre.	3.1	Local Planning Strategy	Strategic Planning	 PROJECT Operational				
Dunsborough Precinct Structure Plan Complete a plan to guide the overall development and enhancement of the Dunsborough Town Centre.	3.1	Local Planning Strategy	Strategic Planning	 PROJECT Operational				
Mitchell Park Complete works to redevelop and enhance Mitchell Park in the Busselton City Centre.	3.1	Economic Development Strategy	Parks and Gardens	 PROJECT Capital and External Funds				
Townscape Works Dunsborough Complete Stage 6 works to further revitalise the Dunsborough town centre.	3.1		Maintenance and Construction	 PROJECT Capital				
Dunsborough Foreshore Café Continue to facilitate commercial investment in a café and kiosk development at the Dunsborough foreshore.	3.2	Economic Development Strategy	Economic and Business Development	 PROGRAM Operational				
Dunsborough Coastal Node Planning Develop a coastal nodes plan for Dunsborough to identify infrastructure needs that will facilitate opportunity and activate the coastal areas of Dunsborough and surrounds.	3.2		Strategic Planning	 PROJECT Operational				



## Key Theme 3 Opportunity

Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
Economic Development Strategy Implement the Economic Development Strategy and Implementation Plan.	3.2	Economic Development Strategy	Economic and Business Development	 <b>PROJECT</b> Operational				
Events Strategy Implement the City's Events Strategy to develop the City's position as Events Capital of WA.	3.3	Events Strategy	Events Services	 <b>PROGRAM</b> Operational				
Wadandi Track Continue to progressively develop and enhance the Wadandi Track as an important regional link for tourism and recreation.	3.3		Design and Survey	 <b>PROGRAM</b> Capital and External Funds				
Busselton Jetty Tourist Park Complete the review of the Busselton Jetty Tourist Park Master Plan.	3.3		Busselton Jetty Tourist Park	 <b>PROJECT</b> Operational				
Busselton Margaret River Airport Opportunities Continue to work with stakeholders to progress aviation opportunities, including the construction of general aviation hangars.	3.4		Airport Services	 <b>PROGRAM</b> Operational				
Busselton Margaret River Airport Expansion Continue to pursue funding to enable the construction of a new terminal at the Busselton Margaret River Airport that can cater for both domestic and international travel.	3.4		Airport Services	 <b>PROJECT</b> Operational				
Rail Links to Regional Centres Continue to advocate for a light rail link or similar between Busselton and Bunbury and a rail link between Bunbury to Perth.	3.5		Strategic Planning	 <b>PROGRAM</b> Operational				

## Key Theme 3 Opportunity

Retiring Action	Strategic Priority Link	Action Owners	Action Type/ Budget	Comment
<b>Busselton Foreshore Hotel</b> Continue to facilitate the development of the 4.5 star hotel on the Busselton foreshore.	3.2	Major Projects	 <b>PROJECT</b> Operational	Completed
<b>Old Dunsborough Boat Ramp Precinct</b> In partnership with the community, assess the opportunity to establish a café/kiosk at the boat ramp in old Dunsborough.	3.2	Economic and Business Development	 <b>PROJECT</b> Operational	Replaced by Dunsborough Coastal Nodes Planning action
<b>Australian Underwater Discovery Centre</b> In partnership with Busselton Jetty Inc., continue to support the establishment of the Australian Underwater Discovery Centre.	3.3	Economic and Business Development	 <b>PROJECT</b> Operational	Australian Underwater Discovery Centre is not currently progressing
<b>Industry Sector Analysis</b> Implement the City's Industry Sector Analysis recommendations.	3.2	Economic and Business Development	 <b>PROGRAM</b> Operational	Part of implementing the Economic Development Strategy
<b>Event Attraction and Development</b> Actively target new key events, focussing on the attraction of national level sporting and cultural events.	3.3	Events Services	 <b>PROGRAM</b> Operational and External Funds	Part of implementing Events Strategy
<b>Busselton Margaret River Airport General Aviation Precinct</b> Identify demand and construct two general aviation hangars at the Busselton Margaret River Airport.	3.4	Airport Services	 <b>PROJECT</b> Capital	Consolidated with Busselton Margaret River Airport Opportunities action.
<b>Busselton Foreshore Redevelopment</b> Complete works to improve landscaping and car parking facilities at Barnard Park East.	3.3	Major Projects	 <b>PROJECT</b> Capital	Completed





*Key Theme 4*  
**Leadership**



***A Council that connects with the community and is accountable in its decision making.***

**Council's strategic priorities**

- 4.1 Provide opportunities for the community to engage with Council and contribute to decision making.
- 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
- 4.3 Make decisions that respect our strategic vision for the District.
- 4.4 Govern a professional organisation that is healthy, capable and engaged.
- 4.5 Responsibly manage ratepayer funds to provide for community needs now and in the future.

## Key Theme 4 **Leadership**



### **Primary supporting service areas**

#### **Customer Services**

Provide a first point of contact for information, receipting and telephone enquiries.

#### **Financial Services**

Develop and manage the financial reporting, compliance and accounting functions of the City and provide professional financial advice to the Chief Executive Officer and Council.

#### **Fleet Services**

Provide and manage an efficient and cost effective plant and vehicle fleet, ensuring the cost recovery of plant.

#### **GIS and Mapping**

Continually improve the City's digital mapping information initiatives, identifying and analysing improvements to geographic information, software, business processes, associated workflows and customer service.

#### **Governance**

Coordinate and support Council and corporate governance processes, including the development and review of strategic and corporate plans and corporate reporting.

#### **Human Resources and Risk**

Facilitate the building of a capable, safe and empowered workforce using effective human resource and risk management practices and procedures.

#### **Information Technology**

Manage and maintain the City's information and communication technology infrastructure and enhance the delivery of business objectives by advancing digital business systems.

#### **Land and Property Leasing**

Provide land and property leasing services in relation to City owned or managed property to deliver services and facilities that are advantageous to the community.

#### **Legal Services**

Provide professional internal legal advice services. Coordinate procurement policies, processes and systems, including and Freedom of Information (FOI) assessments.

#### **Public Relations**

Manage and facilitate the City's public relations and community engagement strategies and processes to support the City's strategic and corporate priorities.

#### **Rates**

Manage the City's rating function and provide strategic rating information and associated financial rating models to management and Council to facilitate informed decision making in respect of the City's rating strategy.

#### **Records**

Administer the City's document management system, ensuring staff record keeping practices satisfy all regulatory requirements.

#### **Strategic Projects**

Work with state and federal agencies, key stakeholders and the organisation to ensure the successful implementation of strategic projects.

## Key Theme 4 **Leadership**

### Corporate actions

Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
You Choose Community Grants Program Evaluate the pilot You Choose Community Grants Funding program to determine its future application.	4.1	Community Engagement Framework	Strategic Projects	 PROJECT Operational	●			
Community Engagement Continue to embed the City's Community Engagement Framework across the organisation.	4.1	Community Engagement Framework	Public Relations and Community Engagement	 PROGRAM Operational	●			
Community Survey Conduct a biennial survey to assess the level of community satisfaction with City services and facilities and to help with planning for the future.	4.2		Public Relations and Community Engagement	 PROGRAM Operational	●		●	
Strategic Performance Measures Develop and implement a suite of key performance indicators to assist with measuring the performance and success of the City's Strategic Community Plan.	4.2		Governance	 PROJECT Operational	●			
Service Improvement Review Continue a process of continuous improvement in relation to service delivery.	4.2		Governance	 PROGRAM Operational	●	●	●	●
Strategic Community Plan Undertake a major review of the City's Strategic Community Plan 2021-2031 to ensure it continues to align with community aspirations.	4.2		Governance	 PROGRAM Operational			●	

## Key Theme 4 **Leadership**

Action	Strategic Priority Link	Supporting Plans and Strategies	Action Owners	Action Type/ Budget	Delivery			
					22-23	23-24	24-25	25-26
Employee Engagement Undertake a survey to assess organisational engagement.	4.4	Workforce Plan	Human Resources and Risk	 PROJECT Operational				
IT Strategy Develop an IT Strategy to inform organisational direction and decision making in relation to the City's corporate IT systems.	4.4		Information Technology	 PROGRAM Operational				
Enterprise Budgeting Implement the full Enterprise Budgeting system for the development of the 2023/2024 budget.	4.4		Financial Services	 PROJECT Operational				
Rating Strategy Complete a draft rating strategy that delivers a fair and equitable rating burden and achieves long term financial plan targets.	4.5		Financial Services	 PROJECT Operational				
Website Improvements Review the City's website to ensure information is accessible and informative.	4.1	Small Business Friendly Approvals Program	Public Relations and Community Engagement	 PROGRAM Operational				
Customer Experience / Service Training Develop an organisational wide customer service program to continuously improve customer experience	4.4	Small Business Friendly Approvals Program	Customer Services	 PROGRAM Operational				

## Key Theme 4 **Leadership**

Retiring Action	Strategic Priority Link	Action Owners	Action Type/ Budget	Comment
<b>Community Engagement Framework</b> Finalise the City's community engagement framework and embed the framework across the organisation.	<b>4.1</b>	Public Relations and Community Engagement	 <b>PROJECT</b> Operational	Community Engagement Framework adopted. Embedding an ongoing action
<b>Website Improvements</b> Refresh the City's intranet to improve employee communication and refresh City websites for the airport and the City's libraries.	<b>4.4</b>	Public Relations and Community Engagement	 <b>PROJECT</b> Operational	Intranet and airport complete.
<b>You Choose Community Grants Program</b> Implement the pilot You Choose Community Grants Funding program to improve community engagement.	<b>4.1</b>	Strategic Projects	 <b>PROJECT</b> Operational	Completed
<b>Software Upgrades</b> Upgrade the current Office software suite with Office 365 to improve collaboration and resilience of systems.	<b>4.4</b>	Information Technology	 <b>PROGRAM</b> Operational	Included as part of IT Strategy Action
<b>Systems Improvement</b> Implement improvements to the City's corporate IT system to ensure it meets organisational needs and provides for organisational efficiency.	<b>4.4</b>	Information Technology	 <b>PROJECT</b> Operational	Included as part of IT Strategy Action
<b>Financial Health Indicators</b> Continue to lobby for change to the Financial Health Indicators to ensure the indicators consider cash reserves and adequately reflect a local government's financial standing.	<b>4.5</b>	Financial Services	 <b>PROGRAM</b> Operational and External Funds	Financial Ratio Reporting forms part of the LG Act Reforms announced by the Minister



## Risk Management

The City recognises that it is exposed to a range of risks which, if not properly managed, can adversely impact on the achievement of this plan and broader organisation goals and objectives. Each risk listed has the potential to impact on the success of the strategic priorities outlined in the four key themes.

Risk description	Existing key controls	Current risk level
RISK CATEGORY: ENVIRONMENT		
Climate change and sea level rise	Coastal Hazard Risk Management Adaptation Strategy	MEDIUM
	Coastal Management Works	
	Cooperation with external agencies on sustainability projects	
	Energy Strategy	
Failure to future proof waste management	Development of a regional waste management site	MEDIUM
	Waste Levy and Reserve	
Natural disaster affecting provision of City services	Local Emergency Management Arrangements	MEDIUM
	Bushfire Management Plans	
	Business Continuity Plan	
	Insurance	
RISK CATEGORY: FINANCIAL		
Rate setting and/or recovery failure	Strategic Community Plan	MEDIUM
	Long Term Financial Plan	
	Regular plan reviews	
Revenue shortfall due to limited external funding	Advocacy	MEDIUM
	Alternative income stream	
	Budget process	
	Long Term Financial Plan	



## Risk Management

Risk description	Existing key controls	Current risk level
<b>RISK CATEGORY: OPERATIONAL</b>		
COVID-19 and other contagions threatening major disruption to business as usual activity	Business Continuity Plan	MEDIUM
	Corporate Business Plan	
	Pandemic Plan	
Financial deception and fraud	Financial audits	LOW
	Financial control practices	
	Separation of duties	
Natural disaster affecting delivery of City services	Bushfire Management Plan	MEDIUM
	Business Continuity Plan	
	Insurance	
Non-delivery of Workforce Plan objectives (leading to workforce turnover or inability to maintain required skills)	Local Emergency Management Arrangements	MEDIUM
	Workforce Plan	
	Culture and engagement work	
Major failure of information technology systems	Disaster Recovery Plan	MEDIUM
	Continuous upgrade of information technology infrastructure	
	IT Business Continuity Plan	
Statutory and legislative compliance	Audits	LOW
	Governance structure	
	Qualified staff	
	Staff induction and training	
<b>RISK CATEGORY: REPUTATIONAL</b>		
Community expectations not aligned to resourcing capacity	Community Engagement Policy and Framework	MEDIUM
	Corporate Business Plan	
	Strategic Community Plan	
Inconsistent and incorrect information within community	Media and Public Statements Policy	MEDIUM
	Regular community engagement	
	Staff and Councillor training	
Council related interests	Code of Conduct	MEDIUM
	Compliance audit return	
	Councillor training and induction	
Cyber security	Governance structures	MEDIUM
	Data backup	
	Firewall	
	Employee training	

## Measuring our performance

**As part of the integrated planning framework, our corporate performance is measured twice yearly, with measures reviewed each year to ensure they continue to be relevant.**

The indicators evaluate the sustainability our financial and asset performance, service and workforce performance.

Category	Measure	Reporting Responsibility	Measurement Type	Target / Trend
Corporate Business Plan	Corporate Outcomes	Governance Services	Percentage of actions Off-Track	Less than 10%
Assets	Asset Ratios	Finance Services	Meet Achieving Standard as per Integrated Planning and Reporting Advisory Standard 2016.	100 %
Financials	Financial Ratios	Finance Services	Meet Achieving Standard as per Integrated Planning and Reporting Advisory Standard 2016.	100%
Services	Airport Services	Economic and Business Development	Net cost compared to budget	Budget achieved
	Geographic Leisure Centre	Community and Recreation Services	Charter and regular transport passenger (RPT) numbers	Increasing
			Net cost compared to budget	Budget achieved
			Member numbers	Stable
			% average of members renewing membership within 12 months of expiry date	55%
	Busselton Jetty Tourist Park	Economic and Business Development	Net cost compared to budget	Budget achieved
	Complaints	Information Services	Complaints recorded per head of population	Decreasing
			Average time taken to resolve complaints recorded.	Decreasing
	Waste	Waste Services	% of domestic and commercial municipal solid waste diverted from landfill	25%
	Development Assessment	Development Services	% simple development applications completed in 21 calendar days	90%
% standard development applications completed in 42 calendar days			80%	
% complex development application completed in 70 calendar days			70%	
Energy Strategy	Sustainability	Percent of renewable energy generation report on progress towards target	100% by 2030	
		Reduction in per capita corporate carbon emissions report on progress towards target	50% on 2017-2018 levels by 2030	
Workforce	Safety	Human Resources and Risk	Number of lost time injuries	Less than 10
			Lost time injury frequency rate (LTIFR)	Less than 17



## ***Keeping in touch with what we do***

**Keep up to date with what is happening at the City of Busselton and also within the region through the following websites, plus keep in touch on Facebook and Instagram.**

### ***City of Busselton***

[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

Information about the City of Busselton Council and City services including information for residents, development across the City, investment opportunities, rates, City plans and publications, and community funding.

### ***Art Geo Cultural Complex***

[www.artgeo.com.au](http://www.artgeo.com.au)

What's on at ArtGeo and access to ArtGeo's online shop and gallery.

### ***Geographe Leisure Centre Naturaliste Community Centres***

[www.busseltonleisurecentres.com.au](http://www.busseltonleisurecentres.com.au)

Leisure centre classes, facilities, services and memberships.

### ***Busselton Libraries***

[www.busseltonlibraries.com.au](http://www.busseltonlibraries.com.au)

Information about our libraries, library collections, programs and events.

### ***Community Engagement and Consultation***

[www.yoursay.busselton.wa.gov.au](http://www.yoursay.busselton.wa.gov.au)

The online engagement portal where residents, ratepayers and visitors can share thoughts and ideas on a range of Council activities and community developments.

### ***Busselton Margaret River Airport***

[www.busseltonmargaretriverairport.com.au](http://www.busseltonmargaretriverairport.com.au)

Get flight schedules, airport operations, and commercial opportunities at the airport.

### ***Busselton Jetty***

[www.busseltonjetty.com.au](http://www.busseltonjetty.com.au)

Information about the services and facilities provided at the City's Busselton Jetty Tourist Park.

### ***Sister City Association***

[www.bascca.asn.au](http://www.bascca.asn.au)

Learn about our sister City relationship and exchange program with Sugito, Japan.

## Keeping in touch with what we do

### Connecting with Council

#### Community Access Sessions

Community Access Sessions (CAS) provide an opportunity to raise for discussion any topic that you are passionate about.

#### Public Participation Sessions

Public Participation Sessions provide an opportunity for you to discuss with Council items on the current Council Agenda.

#### Council Meetings

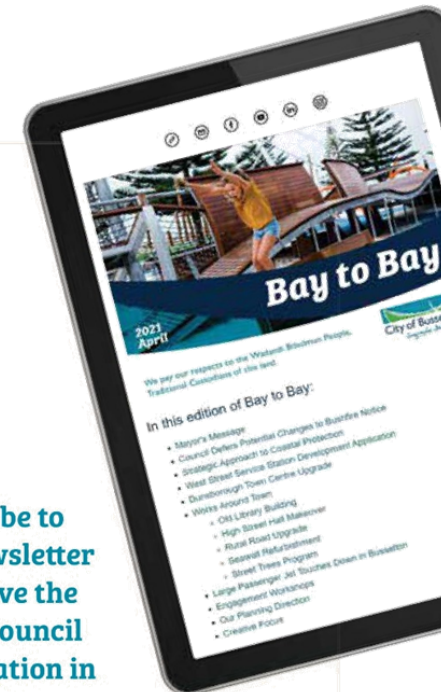
Members of the public can attend Council meetings which are also live streamed on the City's website. There is an allocated public question time at each meeting.

#### When is Council in Session?

Dates of Council Meetings, Public Participation and Community Access sessions are available on the city website.

Subscribe to  
our newsletter  
to receive the  
latest Council  
information in  
your inbox  
each month.

[www.busselton.wa.gov.au/connect/news-and-media/bay-to-bay-e-newsletter](http://www.busselton.wa.gov.au/connect/news-and-media/bay-to-bay-e-newsletter)







*Where environment, lifestyle  
and opportunity meet!*

Corporate Business Plan 2022-2026  
Adopted by Council 21st September 2022



Join Our Community









T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

2 Southern Drive Busselton  
Western Australia

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)



**ITEMS FOR DEBATE****12.3      Policy and Legislation Committee - 7/9/2022 - COUNCIL POLICY AMENDMENT:**  
**COMMUNITY HIRE OF CITY PROPERTY**

<b>STRATEGIC THEME</b>	LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing
<b>STRATEGIC PRIORITY</b>	2.5 Facilitate events and cultural experiences that provide social connection.
<b>SUBJECT INDEX</b>	Council Policies
<b>BUSINESS UNIT</b>	Events and Cultural Services
<b>REPORTING OFFICER</b>	Venue Manager - Cultural Precinct - Sharon Custers
<b>AUTHORISING OFFICER</b>	Manager, Events and Cultural Services - Maxine Palmer
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A    Current Policy: Community Hire of City Property   Attachment B    Proposed Amended Policy: Community Hire of City Property   Attachment C    Proposed Amended Policy - Tracked Changes  

**This item was considered by the Policy and Legislation Committee at its meeting on 7/9/2022, the recommendations from which have been considered by Council.**

Prior to the meeting, officers foreshadowed an amendment to the committee recommendation.

The committee recommendation was considered first.

**COMMITTEE RECOMMENDATION**

**That Council adopt the amended Council policy: Community Hire of City Property (Attachment B) to replace the current policy (Attachment A).**

**LAPSED FOR WANT OF A MOVER**

The amended officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2209/235**

Moved Councillor R Paine, seconded Councillor J Richards

**That Council adopt the amended Council policy: Community Hire of City Property (Attachment B) to replace the current policy (Attachment A), inclusive of the following changes to point 5.6:**

- 5.6.    The City facilitates the hire of the Cultural Precinct facilities for community use. These include:**
- a.        Busselton Performing Arts and Convention Centre (BPACC, working title)**
  - ~~**b.        Weld Theatre**~~
  - ~~**c.        Old Courthouse**~~
  - ~~**d.        Stables Studio**~~
  - ~~**e.        Stables Courtyard**~~
  - ~~**f.        Sergeants Quarters**~~

**CARRIED 9/0**

**OFFICER RECOMMENDATION**

That Council adopt the amended Council policy: Community Hire of City Property (Attachment B) to replace the current policy (Attachment A).

**EXECUTIVE SUMMARY**

This report presents an amended Council policy: Community Hire of City Property (the Policy) (Attachment B), with the policy having been amended to include community hire of the future performing arts and convention centre in Busselton. Officers recommend it replaces the current Council policy (Attachment A).

**BACKGROUND**

The City is undertaking to build a new performing arts and convention facility in Busselton (BPACC working title). The venue will be a space for both commercial and community use and is planned to open at the end of 2023, with bookings expected to start being taken by the end of 2022.

In order to establish an equitable framework in which the BPACC may be able to be hired to community groups, officers are proposing an amendment be made to Council policy: Community Hire of City Property, to add the new performing arts and convention centre as a listed venue available for community hire. The amendment enables a reference for officers when determining how the City will encourage community use of the facility and for the community.

Funding received from Lotterywest in support of the performing arts and convention facility is also contingent on the City having a Council policy that aligns with, and encourages community use and accessibility of the new venue.

The inclusion of the venue as a space made available for community hire also aligns with Council's strategic goals and vision to ensure the BPACC becomes an important part of the fabric of the City of Busselton.

**OFFICER COMMENT**

It is proposed that Council endorse the amended Council policy: Community Hire of City Property, as at Attachment B, with the inclusion of the BPACC as a venue available for community hire; to support the Lotterywest funding requirements; and to provide clarity for the community and City staff regarding the community hire of the venue.

**Statutory Environment**

The officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

**Relevant Plans and Policies**

There are no relevant plans or policies to consider in relation to this matter.

**Financial Implications**

There are no financial implications associated with the Officer Recommendation. The Policy will be administered within the approved budget for the venue and the forecast estimates in the City's Long Term Financial Plan, approved separately by Council on an annual basis.

**Stakeholder Consultation**

The BPACC Community Reference Group has provided feedback towards the development of the Policy, along with individual one-on-one conversations between the Venue Manager and key community stakeholders. Feedback from community stakeholders has been considered and included in the proposed policy.

**Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's Risk Management Framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

**Options**

As an alternative to the proposed recommendation the Council could:

1. Request additional community consultation or review before approving the amendments.
2. Request officers develop a separate Council policy relating to only the use of the new venue.

**CONCLUSION**

Officers recommend Council approve the amendment to Council policy: Community Hire of City Property to provide a framework for the equitable and fair use of the venue by the community.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The Policy will be published on the City's website and implemented immediately upon Council's approval.



## Council Policy

**Council Policy Name:** Community Hire of City Property  
**Responsible Directorate:** Finance and Corporate Services  
**Version:** Adopted

### 1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework for equitable and consistent community access to City Property for one-off and seasonal hire.

### 2. SCOPE

- 2.1. This Policy applies to the one-off and seasonal hire of City Property for community purposes.
- 2.2. This Policy does not relate to events, approved outdoor eating areas, markets, buskers/street entertainers, leasehold use of land owned and managed by the City, or commercial use already covered by Council policy: Commercial use of City Land and Facilities.

### 3. DEFINITIONS

Term	Meaning
Community Facilities	halls, function venues and community centres owned and /or managed by the City
City Property	Community Facilities, Public Open Space, and Sporting Grounds.
Policy	this City of Busselton Council policy titled "Community Hire of City Property"
Public Open Space	parks, beaches and reserves owned and/or managed by the City
Sporting Grounds	ovals, reserves and hard courts owned and/or managed by the City

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 2. – LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priorities:
- a. 2.1: Recognise, respect and support community diversity and cultural heritage; and
  - b. 2.5: Facilitate events and cultural experiences that provide social connection.
- 4.2. This Policy links to Strategic Theme 3. – OPPORTUNITY – A vibrant City with diverse opportunities and a prosperous economy, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
- a. 3.1: Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice.

## 5. POLICY STATEMENT

- 5.1. To facilitate community access and usage, the City makes available a range of Community Facilities, Public Open Spaces and Sporting Grounds for one-off and seasonal hire.
- 5.2. The objectives of this Policy are:
- a. provide a framework for the use of City Property which enables community programs, activities and services that provide social, recreational, health and wellbeing outcomes in line with the Council's Strategic Community Plan;
  - b. ensure fair and equitable access and use of City Property to community groups and residents; and
  - c. support priority use of City Property to locally based organisations, groups, and individuals for community purposes that deliver a direct benefit to the district.

### Sporting Grounds

- 5.3. The City provides Sporting Grounds for seasonal hire in support of organised sport and recreational clubs. These include:
- a. Barnard Park
  - b. Bovell Park
  - c. Churchill Park
  - d. Lou Weston
  - e. Sir Stewart Bovell Sporting Complex
  - f. Vasse Playing Fields
  - g. Dunsborough Playing Fields

### Public Open Spaces

- 5.4. The City facilitates the one-off hire of Public Open Spaces for general community use, including the following parks and beaches:
- a. Parks
    - i. Rotary Park
    - ii. Signal Park
    - iii. Mitchell Park
    - iv. Centennial Park
    - v. Dunsborough Lions Park
  - b. Beaches
    - i. Bunker Bay Beach
    - ii. Busselton Beach and Foreshore
    - iii. Dunsborough Beach and Foreshore
    - iv. Eagle Bay Beach
    - v. Meelup Beach
    - vi. Castle Rock Beach
    - vii. Point Piquet
    - viii. Smiths Beach
    - ix. Yallingup Beach

#### Community Facilities

- 5.5. The City facilitates the one-off hire of Community Facilities for general community and some commercial use. These include:
  - a. Undalup Room (City Civic and Administration Building)
  - b. Busselton Community Resource Centre
  - c. Youth & Community Activities Building (YCAB)
  - d. High Street Hall
  - e. Yallingup Hall
  - f. Churchill Park Hall
- 5.6. Applications for use will be assessed using criteria such as:
  - a. capacity of the venue, facility or public open space;
  - b. compatibility/suitability of the facility or property for the intended usage;
  - c. compatibility of use with other users and the surrounding community;
  - d. demand for the facility or property and usage history;
  - e. alignment of use with objectives of the Council's Community Strategic Plan;
  - f. the principles outlined in this Policy.
- 5.7. The City may limit the use of City Property by groups and organisations to ensure fair and equitable access.
- 5.8. The City may decline requests for bookings that it determines unsuitable.
- 5.9. The City may impose conditions on bookings.
- 5.10. Application forms, information sheets, rules and conditions of use and guidelines will support the implementation and interpretation of this Policy.

#### **6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. *Local Government Act 1995*
- 6.2. *Liquor Licensing Act 1988*
- 6.3. *Shire of Busselton Local Government Property Local Law 2010*
- 6.4. Council Policy: Commercial Use of City Land and Facilities
- 6.5. City of Busselton Contract of Hire Form
- 6.6. Application to Sell and Consume Alcohol
- 6.7. Rules and Regulations – City Venues and Public Open Spaces
- 6.8. Function Facilities for Hire Guidelines

#### **7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	13 May 2020	Resolution #	C2005/128
Previous Adoption	DATE		Resolution #	





## Council Policy

**Council Policy Name:** Community Hire of City Property  
**Responsible Directorate:** Finance and Corporate Services  
**Version:** DRAFT

### 1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework for equitable and consistent community access to City Property for hire.

### 2. SCOPE

- 2.1. This Policy applies to the hire of City Property for community purposes.
- 2.2. This Policy does not relate to events, approved outdoor eating areas, markets, buskers/street entertainers, leasehold use of land owned and managed by the City, or commercial use already covered by Council policy: Commercial use of City Land and Facilities.

### 3. DEFINITIONS

Term	Meaning
Community Facilities	halls, function venues and community centres owned and /or managed by the City
Co-Presentation	when expenses and ticket income are shared between the venue and the hirer at an agreed % split
City Property	Community Facilities, Public Open Space, and Sporting Grounds
In-Kind Use	provision of the venue and/or staff resources without a fee to the user
Policy	this City of Busselton Council policy titled "Community Hire of City Property"
Public Open Space	parks, beaches and reserves owned and/or managed by the City
Sporting Grounds	ovals, reserves and hard courts owned and/or managed by the City

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 2. – LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan and specifically the following Strategic Priorities:
- a. 2.1: Recognise, respect and support community diversity and cultural heritage; and
  - b. 2.5: Facilitate events and cultural experiences that provide social connection.
- 4.2. This Policy also links to Strategic Theme 3. – OPPORTUNITY – A vibrant City with diverse opportunities and a prosperous economy, of the City's Strategic Community Plan and specifically the following Strategic Priority:
- a. 3.1: Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice.

## 5. POLICY STATEMENT

- 5.1. To facilitate community access and usage, the City makes available a range of Community Facilities, Public Open Spaces and Sporting Grounds for hire, including one-off and seasonal hire.
- 5.2. The objectives of this Policy are:
- a. provide a framework for the use of City Property which enables community programs, activities and services that provide social, recreational, health and wellbeing outcomes in line with the Council's Strategic Community Plan;
  - b. ensure fair and equitable access and use of City Property to community groups and residents; and
  - c. support priority use of City Property to locally based organisations, groups, and individuals for community purposes that deliver a direct benefit to the district.

### Sporting Grounds

- 5.3. The City provides Sporting Grounds for seasonal hire in support of organised sport and recreational clubs. These include:
- a. Barnard Park
  - b. Bovell Park
  - c. Churchill Park
  - d. Lou Weston
  - e. Sir Stewart Bovell Sporting Complex
  - f. Vasse Playing Fields
  - g. Dunsborough Playing Fields

### Public Open Spaces

- 5.4. The City facilitates the one-off hire of Public Open Spaces for general community use, including the following parks and beaches:
- a. Parks
    - i. Rotary Park
    - ii. Signal Park
    - iii. Mitchell Park
    - iv. Centennial Park
    - v. Dunsborough Lions Park
  - b. Beaches
    - i. Bunker Bay Beach
    - ii. Busselton Beach and Foreshore
    - iii. Dunsborough Beach and Foreshore
    - iv. Eagle Bay Beach
    - v. Meelup Beach
    - vi. Castle Rock Beach
    - vii. Point Piquet
    - viii. Smiths Beach
    - ix. Yallingup Beach

Community Facilities

- 5.5. The City facilitates the one-off hire of Community Facilities for general community and some commercial use. These include:
- a. Undalup Room (City Civic and Administration Building)
  - b. Busselton Community Resource Centre
  - c. Youth & Community Activities Building (YCAB)
  - d. High Street Hall
  - e. Yallingup Hall
  - f. Churchill Park Hall

Cultural Precinct

- 5.6. The City facilitates the hire of the Cultural Precinct facilities for community use. These include:
- a. Busselton Performing Arts and Convention Centre (BPACC, working title)
  - b. Weld Theatre
  - c. Old Courthouse
  - d. Stables Studios
  - e. Stables Courtyard
  - f. Sergeants Quarters
- 5.7. Applications for community hire of City Property will be assessed using criteria such as:
- a. capacity of the venue, facility or public open space;
  - b. compatibility/suitability of the facility or property for the intended usage;
  - c. compatibility of use with other users and the surrounding community;
  - d. demand for the facility or property and usage history;
  - e. alignment of use with objectives of the Council's Community Strategic Plan;
  - f. the principles outlined in this Policy.
- 5.8. Further, specifically with reference to the Cultural Precinct
- a. applications may be made for In-Kind Use and Co-Presentation of events. The Venue Manager will determine the number of In-Kind Use and Co-Presentation opportunities available annually with In-Kind Use supported where there is demonstration of significant positive social impact;
  - b. fees for the use of meetings rooms within the BPACC will be waived for community hire pre, during and post an event being undertaken in the BPACC Auditorium;
  - c. agreements may be negotiated with resident non-for-profit community groups including free use of rehearsal spaces, dressing rooms and green rooms; and
- 5.9. The City may limit the use of City Property by groups and organisations to ensure fair and equitable access.
- 5.10. The City may decline requests for bookings that it determines unsuitable.
- 5.11. The City may impose conditions on bookings.
- 5.12. Fees and charges for the community hire of City Property will be as per the City's Fees and Charges, reviewed annually.
- 5.13. Application forms, information sheets, rules and conditions of use and guidelines will support the implementation and interpretation of this Policy.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. *Local Government Act 1995*
- 6.2. *Liquor Licensing Act 1988*
- 6.3. *Shire of Busselton Local Government Property Local Law 2010*
- 6.4. Council Policy: Commercial Use of City Land and Facilities
- 6.5. City of Busselton Contract of Hire Form
- 6.6. Application to Sell and Consume Alcohol
- 6.7. Rules and Regulations – City Venues and Public Open Spaces
- 6.8. Function Facilities for Hire Guidelines

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	13 May 2020	Resolution #	C2005/128
Previous Adoption	DATE		Resolution #	



## Council Policy

**Council Policy Name:** Community Hire of City Property  
**Responsible Directorate:** Finance and Corporate Services  
**Version:** Adopted DRAFT

### 1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework for equitable and consistent community access to City Property for ~~one-off and seasonal~~ hire.

### 2. SCOPE

- 2.1. This Policy applies to the ~~one-off and seasonal~~ hire of City Property for community purposes.
- 2.2. This Policy does not relate to events, approved outdoor eating areas, markets, buskers/street entertainers, leasehold use of land owned and managed by the City, or commercial use already covered by Council policy: Commercial use of City Land and Facilities.

### 3. DEFINITIONS

Term	Meaning
Community Facilities	halls, function venues and community centres owned and /or managed by the City
<u>Co-Presentation</u>	<u>when expenses and ticket income are shared between the venue and the hirer at an agreed % split</u>
City Property	Community Facilities, Public Open Space, and Sporting Grounds.
<u>In-Kind Use</u>	<u>provision of the venue and/or staff resources without a fee to the user</u>
Policy	this City of Busselton Council policy titled "Community Hire of City Property"
Public Open Space	parks, beaches and reserves owned and/or managed by the City
Sporting Grounds	ovals, reserves and hard courts owned and/or managed by the City

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 2. – LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan ~~June 2021~~ and specifically the following Strategic Priorities:
- a. 2.1: Recognise, respect and support community diversity and cultural heritage; and
  - b. 2.5: Facilitate events and cultural experiences that provide social connection.
- 4.2. This Policy also links to Strategic Theme 3. – OPPORTUNITY – A vibrant City with diverse opportunities and a prosperous economy, of the City's Strategic Community Plan ~~June 2021~~ and specifically the following Strategic Priority:
- a. 3.1: Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice.

## 5. POLICY STATEMENT

5.1. To facilitate community access and usage, the City makes available a range of Community Facilities, Public Open Spaces and Sporting Grounds for [hire, including](#) one-off and seasonal hire.

5.2. The objectives of this Policy are:

- a. provide a framework for the use of City Property which enables community programs, activities and services that provide social, recreational, health and wellbeing outcomes in line with the Council's Strategic Community Plan;
- b. ensure fair and equitable access and use of City Property to community groups and residents; and
- c. support priority use of City Property to locally based organisations, groups, and individuals for community purposes that deliver a direct benefit to the district.

### Sporting Grounds

5.3. The City provides Sporting Grounds for seasonal hire in support of organised sport and recreational clubs.

These include:

- a. Barnard Park
- b. Bovell Park
- c. Churchill Park
- d. Lou Weston
- e. Sir Stewart Bovell Sporting Complex
- f. Vasse Playing Fields
- g. Dunsborough Playing Fields

### Public Open Spaces

5.4. The City facilitates the one-off hire of Public Open Spaces for general community use, including the following parks and beaches:

- a. Parks
  - i. Rotary Park
  - ii. Signal Park
  - iii. Mitchell Park
  - iv. Centennial Park
  - v. Dunsborough Lions Park
- b. Beaches
  - i. Bunker Bay Beach
  - ii. Busselton Beach and Foreshore
  - iii. Dunsborough Beach and Foreshore
  - iv. Eagle Bay Beach
  - v. Meelup Beach
  - vi. Castle Rock Beach
  - vii. Point Piquet
  - viii. Smiths Beach
  - ix. Yallingup Beach



#### Community Facilities

- 5.5. The City facilitates the one-off hire of Community Facilities for general community and some commercial use. These include:
- Undalup Room (City Civic and Administration Building)
  - Busselton Community Resource Centre
  - Youth & Community Activities Building (YCAB)
  - High Street Hall
  - Yallingup Hall
  - Churchill Park Hall

#### Cultural Precinct

- 5.6. The City facilitates the hire of the Cultural Precinct facilities for community use. These include:

- Busselton Performing Arts and Convention Centre (BPACC, working title)
- Weld Theatre
- Old Courthouse
- Stables Studios
- Stables Courtyard
- Sergeants Quarters

- ~~5.6.5.7.~~ Applications for ~~cCommunity h~~Hire of City Property use will be assessed using criteria such as:

- capacity of the venue, facility or public open space;
- compatibility/suitability of the facility or property for the intended usage;
- compatibility of use with other users and the surrounding community;
- demand for the facility or property and usage history;
- alignment of use with objectives of the Council's Community Strategic Plan;
- the principles outlined in this Policy.

- 5.8. Further, specifically with reference to the Cultural Precinct

- applications may be made for In-Kind Use and Co-Presentation of events. The Venue Manager will determine the number of In-Kind Use and Co-Presentation opportunities available annually with In-Kind Use supported where there is demonstration of significant positive social impact;
- fees for the use of meetings rooms within the BPACC will be waived for community hire pre, during and post an event being undertaken in the BPACC Auditorium;
- agreements may be negotiated with resident non-for-profit community groups including free use of rehearsal spaces, dressing rooms and green rooms; and

- ~~5.7.5.9.~~ The City may limit the use of City Property by groups and organisations to ensure fair and equitable access.

- ~~5.8.5.10.~~ The City may decline requests for bookings that it determines unsuitable.

- ~~5.11.~~ The City may impose conditions on bookings.

- ~~5.9.5.12.~~ Fees and charges for the cCommunity hHire of City Property will be as per the City's Fees and Charges, reviewed annually.

- ~~5.10.5.13.~~ Application forms, information sheets, rules and conditions of use and guidelines will support the implementation and interpretation of this Policy.

## **6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. *Local Government Act 1995*
- 6.2. *Liquor Licensing Act 1988*
- 6.3. *Shire of Busselton Local Government Property Local Law 2010*
- 6.4. Council Policy: Commercial Use of City Land and Facilities
- 6.5. City of Busselton Contract of Hire Form
- 6.6. Application to Sell and Consume Alcohol
- 6.7. Rules and Regulations – City Venues and Public Open Spaces
- 6.8. Function Facilities for Hire Guidelines

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	13 May 2020	Resolution #	C2005/128
Previous Adoption	DATE		Resolution #	

**18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****18.1 NOTICE OF MOTION - AMENDMENT TO THE 2022/2023 ANNUAL BUDGET**

Councillor Anne Ryan gave notice of the following motion to be moved at the Ordinary Council Meeting on 21 September 2022. There was opposition to the motion and debate ensued.

**COUNCIL DECISION**

**C2209/236** Moved Councillor A Ryan, seconded Councillor G Henley

**That the Council amend the 2022/2023 Annual Budget to close the Debt Default Reserve and transfer the balance to the City Car Parking and Access Reserve.**

**CARRIED 9/0**

**MOTION**

That the Council amend the 2022/2023 Annual Budget to close the Debt Default Reserve and transfer the balance to the City Car Parking and Access Reserve.

**REASONS**

Staff advised “there were a lot of unknown’s when we adopted the budget in March/April 2020”. This is acknowledged.

The Car Parking and Access Reserve was deemed to have available funds to be able to access this money and there was no discussion in Full Council, no report from staff, and no individual resolution of Council, just a vote in the Budget. Staff advised “it would be up to Council to determine if it would like to return this \$100k to the Carparking Reserve if it felt necessary”.

Clearly in recent discussions, the CEO singled out this Reserve for another project, indicating that this Reserve is no longer required.

It would therefore be prudent to return the amount to the Car Parking and Access Reserve and if funds are resolved by Council to be used from alternate reserve funds, the Council should decide where and what reserve is to be used.

**OFFICER COMMENT**

The Debt Default Reserve was originally established by Council following the start of the COVID-19 Emergency Management provisions at its Special Meeting held on 24 July 2020 where it adopted its annual budget.

The Budget was endorsed unanimously and specifically included a resolution (C2007/071) in relation to the establishment of the Debt Default Reserve as follows:

*“...8. Pursuant to section 6.11 of the Local Government Act 1995, Council adopt the reserves and reserve fund budget contained at note 7 of the budget including amendment of the Reserve Names and Purposes as indicated in Attachment B including the establishment of three new reserves being:*

*a) Debt Default Reserve*

*Purpose: to provide for potential default on debts owing to the City, particularly in relation negative economic circumstances caused by a declared state of emergency (such as Covid-19)...*”

The funds were transferred from the Car Parking and Access Reserve as it was not required in the short term and the unknown impacts of Covid -19 necessitated the establishment of the Reserve.

As time has passed and the situation with Covid -19 has improved, there is no immediate or short term need for the Debt Default Reserve. Therefore the return of the funds that originated from the Car Parking and Access Reserve would seem logical.

**19. URGENT BUSINESS**

**20. CONFIDENTIAL REPORTS**

Nil

**21. CLOSURE**

The Presiding Member closed the meeting at 6.09pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 185 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 19 OCTOBER 2022.

DATE:

20/10/22

PRESIDING MEMBER:

SH O J