

Finance Committee Agenda

21 November 2019

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 21 NOVEMBER 2019

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Finance Committee will be held in the Committee Room, Administration Building, Southern Drive, Busselton on Thursday, 21 November 2019, commencing at 9.30am.

The attendance of Committee Members is respectfully requested.

DISCLAIMER

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

MIKE ARCHER

CHIEF EXECUTIVE OFFICER

15 November 2019

CITY OF BUSSELTON

AGENDA FOR THE FINANCE COMMITTEE MEETING TO BE HELD ON 21 NOVEMBER 2019

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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

2. ATTENDANCE

Apologies

3. <u>ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER</u>

- 3.1 Mr Tony Nottle will conduct the nomination and voting to elect a Presiding Member of the Finance Committee in accordance with section 5.12 of the *Local Government Act 1995*.
- 3.2 The elected Presiding Member will conduct the nomination and voting to elect a Deputy Presiding Member of the Finance Committee in accordance with section 5.12 of the *Local Government Act 1995*.

4. **DISCLOSURE OF INTERESTS**

5. **CONFIRMATION OF MINUTES**

5.1 <u>Minutes of the Finance Committee Meeting held 17 October 2019</u>

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held 17 October 2019 be confirmed as a true and correct record.

6. REPORTS

6.1 APPLICATION FOR RATE EXEMPTION - ACCESS HOUSING AUSTRALIA LTD

STRATEGIC GOAL 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX Exemptions and Appeals (Rates)

BUSINESS UNIT Rates

REPORTING OFFICER Rates Coordinator - David Nicholson

AUTHORISING OFFICER Director Finance and Corporate Services - Tony Nottle

plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT Simple Majority

ATTACHMENTS Attachment A Access Housing Australia Ltd Rate Exemption

Application Documentation 4

OFFICER RECOMMENDATION

That the Council:

- 1. Approve the rate exemption applications from Access Housing Australia Ltd under section 6.26(2)(g) of the *Local Government Act 1995*, "land used exclusively for charitable purposes", effective 1 July 2019 on properties at:
 - (a) 1/37 Fairbairn Road Busselton
 - (b) 7/78 Ford Road Busselton
 - (c) 3/41 Harris Road Busselton
 - (d) 7 & 9 & 10/4 Maxted Street West Busselton
 - (e) 4/116 Peel Terrace Busselton
 - (f) 1/129 Peel Terrace Busselton
 - (g) 9/22 Thomas Street Busselton
- 2. Agree that this rate exemption is to continue where Access Housing Australia Ltd confirms in writing by 30 April annually that they continue to lease the properties and that they continue to be used for the purposes stated in the applications.

EXECUTIVE SUMMARY

Applications have been received from Access Housing Australia Ltd (AHA) for rate exemptions on nine residential properties that they lease from the WA Housing Authority (WAHA). On the basis of the applications and known rate exemption eligibility legal opinions, this report recommends that the request for exemptions be granted.

BACKGROUND

In June 2018 AHA applied for a rate exemption on 14 residential properties that they owned and 5 residential properties that they leased from WAHA. At its 30 January 2019 meeting, Council granted a rate exemption on these 19 residential properties. Due to an administrative error AHA failed to include in the June 2018 application the nine residential properties that this report seeks a rate exemption on.

AHA is a not for profit Community Housing Organisation, a registered charity and public benevolent institution. It is one of WA's largest non-government social housing tenancy / property managers, with more than 1,800 properties across the Perth metropolitan area, Peel and South West regions under management. Its tenants include seniors, people living with a disability or mental health illness, families and singles.

At the 30 January Meeting, Council also considered the impacts of applying rate exemptions on a holistic basis. It also raised concerns regarding the practice of WAHA leasing its properties to AHA therefore potentially making the properties exempt from rates. At the meeting Council resolved:

That the Council:

- approve Access Housing Australia Ltd rate exemption applications under section 6.26 (2)(g)
 of the Local Government Act 1995, "land used exclusively for charitable purposes", for
 properties at:
 - a) 66 College Avenue West Busselton;
 - b) 2/3 Elliot Street Busselton;
 - c) 12 Melville Court Busselton;
 - d) 2-6 Whitton Street West Busselton;
 - e) 85 Dorset Street West Busselton;
 - f) 2/176 Kent Street Busselton; and
 - g) 3/176 Kent Street Busselton.

effective from the 1st July 2018.

- 2. agree that this rate exemption is to continue whilst Access Housing Australia Ltd continues to lease and/or own these properties and confirms in writing by the 30th April annually of lease continuation and that the properties continue to be used for the purposes stated in the applications.
- 3. agree to write to the Premier, Minister for Housing, Minister for Local Government and the Western Australian Local Government Association, outlining its concern regarding the more recent approach being undertaken by the State Government to lease their properties to Community Housing Organisations such as Access Housing, as it is having a detrimental impact to the local government's rate base and ability to provide services to the community.
- 4. request that the State Government establish a requirement in all new and renewed lease agreements, when state government housing portfolios are being disposed of to Community Housing Organisations, that the Community Housing Organisation be made responsible for the payment of local government rates to the relevant Councils.

The Minister responded to the City's concerns in March 2019 acknowledging the dilemma faced by local government in general and encouraged the City to voice these concerns as part of the Local Government Act 1995 review process currently underway.

As a not-for-profit organisation, AHA reinvests any profits made through its core business into servicing its property portfolio, developing and purchasing additional affordable homes. They also have funding programs supporting tenants to access education, training and employment options. This assists the tenants by increasing their financial resilience and to break welfare dependency. This approach allows the organisation to facilitate pathways into and out of the social housing system for current and prospective tenants, while also providing a high quality, customer focused service.

Housing is provided by AHA to occupants via three programs. These programs are:

	Housing Programs
Community Housing	Subsidised rental housing for Eligible Persons on very low and low to
(CH)	moderate incomes
	Disability Independent Living Units
Community Disability Housing Program	Transitional Housing and Support Program managed by the Drug and Alcohol Office
(CDHP)	Housing for people with mental health support needs through the Independent Living Program (ILP), Independent Supported Accommodation (ISA) or Mental Health Housing Strategy
Crisis Accommodation	Short to medium term crisis accommodation for people who are
Program (CAP)	homeless or at risk of homelessness

Rate exemptions are being sought by AHA on the following WAHA owned residential properties that they lease and manage. These properties are used by AHA for their CDHP program and are therefore considered eligible for rate exemption. This is in addition to the properties previously provided with a rating exemption.

SCHEDULE OF WAHA LEASED PROPERTIES

Number	Street	Suburb	Control
1/37	Fairbairn Road	Busselton	Managed Lease
7/78	Ford Road	Busselton	Managed Lease
3/41	Harris Road	Busselton	Managed Lease
7 & 9 & 10/4	Maxted Street	West Busselton	Managed Lease
4/116	Peel Terrace	Busselton	Managed Lease
1/129	Peel Terrace	Busselton	Managed Lease
9/22	Thomas Street	Busselton	Managed Lease

Documentation provided as part of the applications includes:

- Applications for Rate Exemptions Including Property Use Statutory Declarations.
- Rate Exemption Application Covering Letter
- Supporting Document Organisation Certificate of Registration and Constitution, Australian Tax Office Notice of Endorsement for Charity Tax Concessions and Financial Report Year Ending 30 June 2017 and 30 June 2016

Due to privacy issues, copies of the lease agreements between AHA and tenants were not able to be provided.

OFFICER COMMENT

In accordance with Section 6.26(2)(g) of the Act, land is not rateable if it is used exclusively for charitable purposes. Rate exemption applications need only be considered in two parts – being firstly is the use itself "charitable" and secondly if the use is considered to be charitable, then is the property being used "exclusively" for such use.

In considering the first part, that is, 'are the operations of AHA considered to be a charitable use', legal opinions have been consistent in defining a charitable purpose as land used for:

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

The leased properties are being used by AHA for their Community Disability Housing Program (CDHP) and so are considered to meet the "other purposes beneficial to the community" charitable definition.

In considering the second part, that is, 'is the property being exclusively used for a charitable purpose', this criteria is being met due to the properties, while leased from WAHA, are being used for providing accommodation for people with disabilities, drug and alcohol issues and mental illness.

There has been no physical inspection of the properties due to their residential purpose and that the tenant would need to be interviewed to determine if they meet the CDHP program. Also it is known that other Councils have obtained legal opinions concluding that services provided by AHA and other Community Housing Organisations are considered to be a charitable in nature and therefore eligible for rate exemptions. An in-house survey of other Councils within WA reveal that the majority are granting rate exemption on properties that AHA own or lease.

In terms of the current usage of the properties, there are no known planning, health or building compliance issues.

If rate exemptions are approved then the applicant will be instructed to confirm by 30 April annually that the property continues to be used for the purposes stated in the applications. If a change has occurred and the new use is not eligible for rate exemption then the property will become rateable.

Statutory Environment

Section 6.26 of the *Local Government Act 1995* (the Act) provides broad definitions for rateable and non-rateable land. Moreover, Section 6.26 (2) (g) states that land is not rateable if it is "used exclusively for charitable purposes".

Relevant Plans and Policies

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

Financial Implications

The rate exemption applications were lodged in April 2019 so if approved would be applied effective 1 July 2019. This would see a \$12,800.63 reduction to the 2019/2020 rating income. There would be similar reductions plus annual increases for future financial periods.

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.

Having said that, if Council choses to not approve the applications for rate exemption, then staffing and/or legal costs may be incurred if the applicant refers the matter to the State Administrative Tribunal (SAT) for review of the decision.

Options

As an alternative to the proposed recommendation the Council could decline the rate exemption applications on the basis that it considers that the properties leased by AHA are not providing a charitable service to the community or that the properties are not being used exclusive use of the property. Should the applications be declined for either of these reasons then AHA will have the option to refer the matter to the State Administrative Tribunal for a review of the decision.

However, Council would need to be mindful of any precedent set, as there have already been some properties approved for rate exemption.

CONCLUSION

It is considered, based on the applications and associated documentation provided by AHA, legal opinions obtained by other Councils, that the properties listed in the applications are eligible for rate exemption due to their use being exclusive for charitable purposes.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The proposed effective date for rate exemptions if approved would be 1 July 2019 due to the applications being lodged in April 2019, prior to the issuance of the 2019/2020 annual rate notice.



2 April 2019

Mr David Nicholson Rates Coordinator City of Busselton Via: email david.nicholson@busselton.wa.gov.au

Dear David

Re: Rates Exemptions

Further to our previous correspondence and rates exemption applications, please find attached the applications for the additional properties erroneously omitted from the original application already approved.

For reference, Access Housing Australia Ltd seeks a Rates Exemption under the Local Government Act 1995 – Section 6.26 for properties used for the purpose of Community Housing, owned by Access Housing Australia Ltd and those leased by Access Housing from the Housing Authority.

Access Housing are a Not for Profit Community Housing Organisation, a registered Charity and Public Benevolent Institution. We are one of WA's largest non-government social housing tenancy / property managers, with more than 1,800 properties across the Perth metropolitan area and Peel and South West regions under management. Our tenants include seniors, people living with a disability or mental health illness, families and singles.

As a not-for-profit organisation, Access Housing reinvests any profits made through our core business into servicing our property portfolio, developing and purchasing additional affordable homes and funding programs to support tenants to access education, training and employment options to increase financial resilience and break welfare dependency. This approach allows the company to facilitate pathways into and out of the social housing system for current and prospective tenants while also providing a high quality, customer focused service.

The following properties and documents form part of this submission:

RAS Unit		Number	Street	Suburb
100022846	1	37	Fairbairn Road	Busselton
100019878 7 78 Ford Road		Ford Road	Busselton	
100046052	3	41	Harris Road	Busselton
Unknown	9	4	Maxted Street	West Busselton
Unknown	7	4	Maxted Street	West Busselton
Unknown	10	4	Maxted Street	West Busselton
100018680	4	116	Peel Terrace	Busselton
100020322 1		129	Peel Terrace	Busselton
100019933	9	22	Thomas Street	Busselton

- 1. Application for Rates Exemption
- 2. Supporting Statutory Declarations
- 3. Schedule of Properties inclusive of:
 - a. Rates assessment number (if known)

Head Office

Level 7, 25 Rowe Ave
Rivervale WA 6103
PO Box 105
Burswood WA 6100
P (08) 9430 0900
F (08) 9430 5583
E info@accesshousing.org.au
ABN 67 128 888 157

Peel Office

4 Stevenson St PO Box 1200 Mandurah WA 6210

P (08) 9534 0400 F (08) 9583 5173 E mandurah@accesshousing.org.au accesshousing.org.au

South West Office

1st Floor, 25 Victoria St PO Box 1539 Bunbury WA 6230

P (08) 9722 7200 F (08) 9721 7222 E bunbury@accesshousing.org.au info@accesshousing.org.au

- b. Address
- c. Title details
- d. Program Type (Note: all CDHP)
- e. Control (Managed on behalf of Housing Authority)
- f. Rent received per fortnight
- g. Owner (Housing Authority)
- 4. Extract from Community Housing Agreement (CHA)
- 5. Letter of support from the Dept of Communities (Housing Authority)

 $The following documentation \ was provided in the \ original application \ and \ not included \ again \ within this \ application:$

- 1. Certificate of Incorporation
- 2. Certificate of Tax Exemption
- 3. Constitution
- 4. 2 years audited financial statements

The properties are utilised under the Community Disability Housing Program (CDHP) with the purpose of:

- Disability Independent Living Units
- Transitional Housing and Support Program
- Housing for people with mental health support needs through the Independent Living Program (ILP),
 Independent Supported Accommodation (ISA) or Mental Health Housing Strategy

Access Housing lease these properties to tenants deemed eligible by the Housing Authority and are sourced from the Housing Authorities Joint Wait List. Lease payments are calculated based on 25% to 30% of the primary tenant's eligible assessable income to a maximum of 74.9% of market rental values.

Due to privacy issues, we are not able to provide a copy of the lease agreements between Access Housing and the tenant. The rental amount is included within the Schedule of Properties for reference.

Some properties may be contained within a complex which has not been individually titled. In this event, the Valuer Generals Office is able to provide the individual property GRV to assist with your assessment.

Access Housing manages these properties on behalf of the Housing Authority under multiple confidential individual and master agreements. I have attached an extract from our overarching Community Housing Agreement (CHA) between Access Housing and the Housing Authority plus their Letter of Support to assist with your assessment.

We look forward to your favourable response and should you have any queries please do not hesitate to contact me at any time.

Yours sincerely,

Duane Moroney General Manager Property Assets M: 041 938 2054

E: duane.moroney@accesshousing.org.au



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Access Housing Australia Ltd Rate Exemption Application Documentation

	Schedule of Properties - City of Busselton - Leased from Housing Authority									
LGA	RAS	Unit	Number	Street	Suburb	Title	Program	Control	Rent F/night	Owner
Busselton (WA)	100022846	1	37	Fairbairn Road	Busselton	2665/694	CDHP	Managed Lease	\$336.50	Housing Authority
Busselton (WA)	100019878	7	78	Ford Road	Busselton	2578/307	CDHP	Managed Lease	\$331.68	Housing Authority
Busselton (WA)	100046052	3	41	Harris Road	Busselton	2735/216	CDHP	Managed Lease	\$491.20	Housing Authority
Busselton (WA)	Unknown	9	4	Maxted Street	West Busselton	2730/682	CDHP	Managed Lease	\$330.62	Housing Authority
Busselton (WA)	Unknown	7	4	Maxted Street	West Busselton	2730/682	CDHP	Managed Lease	\$351.33	Housing Authority
Busselton (WA)	Unknown	10	4	Maxted Street	West Busselton	2730/682	CDHP	Managed Lease	\$361.82	Housing Authority
Busselton (WA)	100018680	4	116	Peel Terrace	Busselton	2566/622	CDHP	Managed Lease	\$344.28	Housing Authority
Busselton (WA)	100020322	1	129	Peel Terrace	Busselton	2588/9	CDHP	Managed Lease	\$333.74	Housing Authority
Busselton (WA)	100019933	9	22	Thomas Street	Busselton	2586/409	CDHP	Managed Lease	\$334.28	Housing Authority

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	Program				
Community Housing (CH)	Subsidised rental housing for Eligible Persons on very low, to low to moderate incomes				
	Disability Independent Living Units				
Community Disability Housing	Transitional Housing and Support Program managed by the Drug and Alcohol Office				
Program (CDHP)	Housing for people with mental health support needs through the Independent Living Program (ILP), Independent Supported Accommodation (ISA) or Mental Health Housing Strategy				
Crisis Accommodation Program (CAP)	Short to medium term crisis accommodation for people who are homeless or at risk of homelessness				

5.1 Attachment A

Access Housing Australia Ltd Rate Exemption Application Documentation

EXTRACT OF PAGES RELATING TO PAYMENT OF RATES

- Cover page
- Page 26 for clause 27
- Pages 41 & 42 for reference clause 40.7
- Page 56 execution page

Final

Community Housing Agreement

Department of Housing

Housing Authority

Access Housing Australia Limited (ABN 67 128 888 157) (**Organisation**)



LAWYERS

6.1 Attachment A

Access Housing Australia Ltd Rate Exemption Application Documentation

Access Housing Australia Limited | October 2010

(c) The Risk Management Plan must be provided to the Housing Authority and will be subject to annual review by the Parties.

26.2 Adverse Risk Event

- (a) The Organisation must conduct its business and operations in a manner which seeks to avoid an Adverse Risk Event.
- (b) The Organisation must notify the Housing Authority in writing immediately it becomes aware that an Adverse Risk Event has occurred or is likely to occur.

27. Financial management and budgets

- (a) The Organisation must at all times keep and maintain proper and accurate accounting records that meet the applicable accounting standards under the Corporations Act 2001 (Cth).
- (b) Where the Organisation operates other non-community housing services (including support services or other housing options where the Housing Authority has no interest), it must separate the administrative and financial accounting in relation to the procurement and management of the Land and Premises from these other activities.
- (c) The Organisation may not apply any funds or income related to the procurement or management of the Land and Premises under this Agreement to any other activities, services or initiatives of the Organisation, including client support services, unless it obtains the prior written consent of the Housing Authority.
- (d) Subject to clause 40.7 and unless otherwise agreed between the Parties, the Organisation is responsible for all costs and outgoings associated with and incidental to the Land and Premises including but not limited to staff and administration costs, repairs and Maintenance, long term Maintenance, Local Government rates and licenses, water authority rates, strata company levies, insurances (including workers compensation insurance), all costs associated with and incidental to the Tenancy Agreements and any other costs the Housing Authority may reasonably determine as necessary from time to time.
- (e) If the Housing Authority receives an account or invoice for any fees or charges which are the responsibility of the Organisation under this Agreement, the Housing Authority shall forward the same to the Organisation and the Organisation must make payment by the due date of the account.
- (f) The Organisation must submit to the Housing Authority by no later than 30 June each year in accordance with the guidelines agreed by the Parties a budget for the following Financial Year relating to the Land and Premises, including but not limited to:
 - (i) profit and loss accounts;
 - (ii) cash flow statement;
 - (iii) balance sheet; and
 - (iv) future level of debt servicing obligations of the Organisation

(Annual Budget Forecast).

(g) The Organisation must provide the Housing Authority with audited annual financial statements of its operations for the immediate past Financial Year within four (4) months of the end of each Financial Year, such statements to include:

Access Housing Australia Limited | October 2010

40.4 Alterations

- (a) Other than to satisfy its responsibilities under clause 40.6, the Organisation may only initiate and carry out structural alterations or additions to the Managed Premises (including but not limited to Major Maintenance):
 - (i) with the prior written consent of the Housing Authority; and
 - (ii) at its own cost.
- (b) The Organisation must obtain all necessary approvals prior to making any alterations or additions and must comply with the relevant Law.
- (c) In the event the Organisation is no longer to be responsible for the management of the Managed Premises under the terms of this Agreement, the Housing Authority may require the Organisation at its own cost to remove any additions or alterations to the Managed Premises, make good any damage caused and return the Managed Premises to their original condition.
- (d) In the event the Housing Authority is required to undertake any works contemplated by clause 40.4(c), the Organisation must reimburse the Housing Authority for any costs it incurs unless otherwise agreed in writing.

40.5 Access

The Housing Authority may enter upon the Managed Premises:

- immediately in the case of any emergency or otherwise in the event it is necessary to carry out urgent Maintenance to the Managed Premises;
- (b) with the consent of the Tenant and the Organisation given at or immediately before the time of entry; or
- (c) for inspection annually at a reasonable hour specified in a notice given to the Tenant by the Organisation no less than ten (10) days in advance.

40.6 Organisation's responsibilities

- (a) The Organisation is responsible for managing and maintaining the Managed Premises listed in Schedule B in accordance with the terms of this Agreement, subject only to the exceptions provided for in clause 40.7.
- (b) For the avoidance of doubt, the Organisation is responsible for the cost of repairing or causing to be repaired or compensating the Housing Authority for repairing any damage to the Managed Premises and associated fixtures and fittings which, in the opinion of the Housing Authority, become necessary or desirable as a result of neglect by the Organisation or the Tenant or any careless act or breach of any term of this Agreement by the Organisation, its employees, agents or contractors, the Tenants or any other third party who has gained access to the Premises with the express or implied consent of the Organisation.

40.7 Housing Authority's responsibilities

- (a) Provided that the Managed Premises have at all times been used, managed and maintained in accordance with this Agreement, the Housing Authority is responsible for carrying out or causing to be carried out:
 - any Major Maintenance deemed necessary by the Housing Authority in relation to the Managed Premises from time to time at its own cost; and

6.1 Attachment A

Access Housing Australia Ltd Rate Exemption Application Documentation

Access Housing Australia Limited | October 2010

- subject to clause 40.6(b), any works to repair damage caused to the Managed Premises not otherwise covered by the Insurance Policies.
- (b) The Housing Authority is responsible for carrying out or causing to be carried out any asbestos-related remedial works or removal in relation to the Managed Premises in accordance with the relevant Policy.
- (c) Where required by Law, the Housing Authority is responsible for the installation of Residual Current Devices and smoke alarms in the Managed Premises and the same are maintained in working order.
- (d) For the avoidance of doubt, the Organisation is required to fulfill all other obligations in relation to the Land and Premises the subject of this Agreement (including Managed Premises) save to the extent that the Housing Authority has assumed specific obligations as set out in clause 40.7(a), (b) and (c).

Access Housing Australia Limited | October 2010 Signing page EXECUTED as an agreement The common SEAL of Housing Authority was hereunto affixed in the presence of:

Executed by Access Housing Australia Limited (ABN 67 128 888 157) in accordance with section 127 of the Corporations Act by

Name of Authorised Officer (please print)

authority of its directors

Name of director (print)

15T UCTOBER 2010

GARRY ELLENDOR

Name of Authorised Officer (please print)

HOUSING AUGINER

Common

Seal

C.N. 128 888 15 Signature of director/company secretary

(Please delete as applicable)



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

Dear Mr Archer,

This is a letter in support of Access Housings request for local government rates exemption.

Access Housing is a Registered Provider under the Department of Communities' Regulation and Compliance System. In order to achieve this status, the organisation has undergone an extensive assessment process and they have been recognised as being a high quality social housing manager.

Access Housing is a not for profit and charitable organisation dedicated to housing low income singles and families, persons with a disability, homeless and persons in crisis.

The housing is provided at a subsidised rate to households on low incomes. This significantly restricts Access Housing's rental income and restrains their ability to meet the cost of provision. Your assistance with rates exemption will make a significant difference to Access Housing's financial viability and their ability to assist local people in need.

Access Housing manages the properties under a Lease arrangement that currently operates on a periodic agreement basis. That is, the Lease Agreement is rolled over each week, fortnight or month on an indefinite basis post the initial lease expiry date, much like a periodic residential Tenancy Agreement commonly used in the rental sector.

The Department also has a Community Housing Agreement between the Department and Access Housing which establishes the terms on which the Organisation must discharge its functions as a Community Housing Organisation; facilitates and supports the agreed objectives and establishes robust and consistent standards for service delivery.

If you require any further clarification, please feel free to contact Mr John Hughes of this office on 9222 8167.

Yours sincerely

John Hughes

Property Management Coordinator | Contracting Commissioning and Sector Engagement Department of Communities

14 January 2019

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APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 - Section 6.26

Privacy

The personal information collected on this form will only be used by the **City of Busselton** for the sole purpose of providing requested and related services. Information will be stored securely by us will not be disclosed to any third parties without your express written consent.

CITY OF BUSSELTON LOCKED BAG 1 BUSSELTON WA 6280

ABN 87 285 608 991

Phone: 08 9781 0444 **Fax**: 08 9752 4958

Email: city@busselton.wa.gov.au
Website: www.busselton.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS Street address 1-37 Fairbairn Rd Suburb Busselton Rates Assessment Number (if known) 100022846

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Community Housing for subsidised accommodation for the relief of poverty or distress for people in need

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2	PROP	EDTV		c

3. PROPERTY OF	WNER DETAILS				
Organisation:	Access Housing Australia Ltd				
Property Owner: if different to above	: ent to above Address: PO Box 105 Burswood WA 6100				
Postal Address:	PO Box 105 Burswood WA 6100				
Telephone:	9430 0913	Postcode:	6100		
Mobile:	0419 38 054	Facsimile:			
E-mail:	duane.moroney@accesshousing.org.au				
4. APPLICANT D	ETAILS				
Contact Person:	Duane Moroney				
Position Title:	General Manager Property Assets				
Postal Address:	PO Box 105 Burswood				
Telephone:	9430 0913	Postcode: Facsimile:	6100		
Mobile:	0419 382 054				
E-mail:	duane.moroney@accesshousing.org.au				
Is/does the organ An incorporated (WA)?	ON INFORMATION isation: I body as per the Associations Incorpora a Certificate of Incorporation	ations Act 1987	7 Yes [x No	
Considered "not	Considered "not for profit"?				
Have a tax exer If yes, provide a	Yes	x No			
	perty? a copy of the lease and confirm if the lea payment of the rates	ssee is	Yes	x No	
	approval for the land use of the property in may be required before the application		Yes	x No No	

6.1

Access Housing Australia Ltd Rate Exemption Application Documentation

3

21

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4	Please	provide	a copy of	f (in	addition	to	those	specified	in	Section	4):
---	--------	---------	-----------	-------	----------	----	-------	-----------	----	---------	---	----

Organisation's Constitution

Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- · Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- · Whether payment is received for the service

OR	A plan of the property, showing all buildings and outbuildings
	A floor plan of the leased property area, if only part of the property is the subject of this application
*	A Copy of the current years audited financial statements for the Organisation (If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Duane Moroney		
Position:	General Manager Property Assets		
Organisation:	Access Housing Australia Ltd		
Signature: of CEO / Trustee		Date:	2 / 4 / 2019

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20

(1) Christian name or names and surname of declarant in	(1)		
full	I Duane Roy Moror	ney	
	(2)	owe Ave Rivervale WA	
(2) Address	In the State of Wester		
3) Occupation	(3) General Manage		
5) Occupation	(3) General Manage	of Troperty Assets	- and
Sincerely declare as follows:	-		
The property located at 1-	37 Fairbairn Rd Buss	elton	ar all areas to the tract range.
is used by Access Housing	g Australia Ltd		
for the purposes of Comn	nunity Housing		
Description of the activitie	es Subsidised accomm	nodation for the relief of po	verty
the property is used for	or distress for peop	le in need	
na ana antana ann an Aireann ann a Geann ann ann an ann an ann ann ann ann a			
Constitution of the second	man dan kita man ana ang da kita da kada da kada da manana man man ang manana ang manana ang manana ang manana		
for the period << to	or from 1st July	2018 to 30th June 202	21
	of Home 13t daily	wo to to contradio zor	
The applicant agrees to adv soon as there is ANY change		nent's Rating Services Sectioned above.	on as
This declaration is made under the	Oaths, Affidavits and Statut	ory Declarations Act 2005	
Declared at Mandurah		(4) Signature of person makin declaration	ng the
this 2nd day of April	20 19		
In the presence of Signature of au	thorised witness)	(4)	
Mitchell Zeke Moroney Acco			
(Name of authorised witness and qual	ification as such a witness)		
		1	

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23

APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 - Section 6.26

Privacy

The personal information collected on this form will only be used by the **City of Busselton** for the sole purpose of providing requested and related services. Information will be stored securely by us will not be disclosed to any third parties without your express written consent.

CITY OF BUSSELTON LOCKED BAG 1 BUSSELTON WA 6280

ABN 87 285 608 991

Phone: 08 9781 0444 **Fax**: 08 9752 4958

Email: city@busselton.wa.gov.au
Website: www.busselton.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS Street address 7-78 Ford Road Suburb Busselton Rates Assessment Number (if known) 100019878

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Community Housing for subsidised accommodation for the relief of poverty or distress for people in need

2

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Э.	PK	UPE	RIT	UVV	NEK		AIL	

3. PROPERTY OWNER DETAILS						
Organisation:	Access Housing Australia Ltd					
Property Owner: if different to above						
Postal Address:	Postal Address: PO Box 105 Burswood WA 6100					
Telephone:	9430 0913	Postcode:	6100			
Mobile:	0419 38 054	Facsimile:				
E-mail:	duane.moroney@accesshousing.org.au					
4. APPLICANT D	ETAILS					
Contact Person:	Duane Moroney					
Position Title:	General Manager Property Assets					
Postal Address:	PO Box 105 Burswood					
Telephone:	9430 0913	Postcode: Facsimile:	6100			
Mobile:	0419 382 054					
E-mail:						
5. ORGANISATION Is/does the organ An incorporated (WA)? If yes, provide a	Yes X No					
Considered "not for profit"?			Yes X No			
Have a tax exemption from the Australian Tax Office (ATO)? If yes, provide a certificate of tax exemption from the ATO			Yes No			
Leasing the pro If yes, provide a responsible for	Yes X No					
Have planning a A site inspection	Yes X No					

6.1 Attachment A

Access Housing Australia Ltd Rate Exemption Application Documentation

3

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4)
--

- Organisation's Constitution
- Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- · Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- · Whether payment is received for the service

OR	A plan of the property, showing all buildings and outbuildings
	A floor plan of the leased property area, if only part of the property is the subject of this application
*	A Copy of the current years audited financial statements for the Organisation (If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Duane Moroney		
Position:	General Manager Property Assets		
Organisation:	Access Housing Australia Ltd		
Signature: of CEO / Trustee		Date:	2 / 4 / 2019

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20

(1) Christian name or names	(1)	
and surname of declarant in full	I Duane Roy Moror	ney
	(2)	
(2) Address		owe Ave Rivervale WA
	In the State of Wester	
 Occupation 	(3) General Manage	r Property Assets
Sincerely declare as follows:	-	
The property located at 7.	78 Ford Rd Busseltor	
is used by Access Housin	g Australia Ltd	
for the purposes of Comm	nunity Housing	
Description of the activiti the property is used for	_{es} Subsidised accomn or distress for peop	nodation for the relief of poverty le in need
for the period << to _		
>>	or from 1st July 2	2018 to 30th June 2021 .
The applicant agrees to adv soon as there is ANY change		ent's Rating Services Section as ed above.
This declaration is made under the	Oaths, Affidavits and Statut	ory Declarations Act 2005
Declared at Mandurah		(4) Signature of person making the declaration
this 2nd day of April	20 19	
In the presence of AND	112	
	thorised witness)	(4)
	ountant IPA 215419	
(Name of authorised witness and qual	ification as such a witness)	
		1
		-

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APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 - Section 6.26

Privacy

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CITY OF BUSSELTON LOCKED BAG 1 BUSSELTON WA 6280

ABN 87 285 608 991

Phone: 08 9781 0444 **Fax**: 08 9752 4958

Email: city@busselton.wa.gov.au
Website: www.busselton.wa.gov.au

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Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS Street address 3-41 Harris Rd Suburb Busselton Rates Assessment Number (if known) 100046052

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Community Housing for subsidised accommodation for the relief of poverty or distress for people in need

2

3. PROPERTY OWNER DETAILS

J. PROPERTIO	WINER DETAILS				
Organisation:	Access Housing Australia Ltd				
Property Owner: if different to above					
Postal Address:	PO Box 105 Burswood WA 6100				
Telephone:	9430 0913	Postcode:	6100		
Mobile:	0419 38 054	Facsimile:			
E-mail:	duane.moroney@accesshousing.org.au	I.	•		
4. APPLICANT D					
Contact Person:	Duane Moroney				
Position Title:	General Manager Property Assets				
Postal Address:	PO Box 105 Burswood	Postcode:			
Telephone:	6100				
Mobile: Facsimile:					
E-mail:					
Is/does the organ An incorporated (WA)?	ON INFORMATION isation: I body as per the Associations Incorpora a Certificate of Incorporation	ations Act 198	7 Yes 🗶 No		
Considered "no Have a tax exer If yes, provide a	Yes x No Yes x				
Leasing the pro If yes, provide a responsible for	Yes X No				
	Have planning approval for the land use of the property? A site inspection may be required before the application is processed				

6.1

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29

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4)
--

- Organisation's Constitution
- Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- · Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- · Whether payment is received for the service

OR	A plan of the property, showing all buildings and outbuildings
	A floor plan of the leased property area, if only part of the property is the subject of this application
*	A Copy of the current years audited financial statements for the Organisation (If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Duane Moroney		
Position:	General Manager Property Assets		
Organisation:	Access Housing Australia Ltd		
Signature: of CEO / Trustee		Date:	2 / 4 / 2019

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20

(1) Christian name or names and surname of declarant in	(1)					
full		Duane Roy Moroney				
(2) Address	(2) of C/- Level 7, 25 Rowe Ave Rivervale WA					
(2) Address	In the State of Western Australia					
3) Occupation	(3) General Manage					
Sincerely declare as follows:	-					
The property located at 3	- 41 Harris Rd Busse	Iton				
is used by Access Housin	g Australia Ltd					
for the purposes of Comr	munity Housing					

Description of the activity	ies Subsidised accomr or distress for peop	nodation for the relief of poverty lle in need				
And the state of t						
for the period << to _	or from 1st July	2018 to 30th June 2021 .				
	of from Telebary					
The applicant agrees to advisoon as there is ANY change		nent's Rating Services Section as red above.				
This declaration is made under the						
		_				
Declared at Mandurah		(4) Signature of person making the declaration				
this 2nd day of April	20 19					
In the presence of Signature of a	uthorised witness)	(4)				
, ,	ountant IPA 215419					
mitorion conto morono, 7000	CONTRACTOR OF THE COURT OF					
(Name of authorised witness and qua	lification as such a witness)	1				
(Name of authorised witness and qua	lification as such a witness)	`				

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APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 - Section 6.26

Privacy

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CITY OF BUSSELTON LOCKED BAG 1 BUSSELTON WA 6280

ABN 87 285 608 991

Phone: 08 9781 0444 **Fax**: 08 9752 4958

Email: city@busselton.wa.gov.au
Website: www.busselton.wa.gov.au

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Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Community Housing for subsidised accommodation for the relief of poverty or distress for people in need

2

2	DD	ODE	DTV	OW	NFR	DET	ГАП	C
Э.	PK	UPE	RIT	UVV	NEK		AIL	

3. PROPERTY OWNER DETAILS						
Organisation:	Access Housing Australia Ltd					
Property Owner: if different to above	Housing Authority					
Postal Address:	PO Box 105 Burswood WA 6100					
Telephone:	9430 0913	Postcode:	6100			
Mobile:	0419 38 054	Facsimile:				
E-mail:	duane.moroney@accesshousing.org.au					
4. APPLICANT D	ETAILS					
Contact Person:	Duane Moroney					
Position Title:	General Manager Property Assets					
Postal Address:	PO Box 105 Burswood					
Telephone:	ephone: 9430 0913 Postcode: Facsimile:					
Mobile:	0419 382 054	i addinine.				
E-mail:	duane.moroney@accesshousing.org.au					
5. ORGANISATION INFORMATION Is/does the organisation: An incorporated body as per the Associations Incorporations Act 1987 Yes (WA)? If yes, provide a Certificate of Incorporation						
Considered "not	Yes X No					
Have a tax exer If yes, provide a	Yes No No					
Leasing the pro If yes, provide a responsible for	Yes X No					
Have planning approval for the land use of the property? A site inspection may be required before the application is processed			Yes X No			

6.1

Access Housing Australia Ltd Rate Exemption Application Documentation

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33

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4)
--

Organisation's Constitution

Attachment A

Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- · Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- · Whether payment is received for the service

OR	A plan of the property, showing all buildings and outbuildings
	A floor plan of the leased property area, if only part of the property is the subject of this application
*	A Copy of the current years audited financial statements for the Organisation (If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Duane Moroney		
Position:	General Manager Property Assets		
Organisation:	Access Housing Australia Ltd		
Signature: of CEO / Trustee		Date:	2 / 4 / 2019

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20

(1) Christian name or names and surname of declarant in	(1)				
full	I Duane Roy Moron	ey			
	(2)	anna Anna Directorale MAA			
(2) Address		owe Ave Rivervale WA			
3) Occupation	In the State of Western Australia (3) General Manager Property Assets				
3) Occupation	(3) Concrai Manage	T TODOTTY / 133013			
Sincerely declare as follows	:-				
The property located at	Inits 7,9 & 10 / 4 Maxte	d St Busselton			
is used by Access Housing	ng Australia Ltd				
for the purposes of Com	munity Housing				
Description of the activit the property is used for for the period << to _	or distress for people				
>>	or from 1st July 2	2018 to 30th June 2021			
The applicant agrees to ad soon as there is ANY chang This declaration is made under the	e to the purpose/s as state				
Declared at Mandurah		(4) Signature of person making the declaration			
this 2nd day of April	20 19				
In the presence of AAAA					
, ,	authorised witness)	(4)			
Mitchell Zeke Moroney Acc (Name of authorised witness and que	ountant IPA 215419				
frame or admonioed miness and de	and the second second	1			
		I .			

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APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 - Section 6.26

Privacy

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ABN 87 285 608 991

Phone: 08 9781 0444 **Fax**: 08 9752 4958

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Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS Street address 4/116 Peel Tce Suburb Busselton Rates Assessment Number (if known) 100018680

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Community Housing for subsidised accommodation for the relief of poverty or distress for people in need

2

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.J.	$-\kappa$	UPE	TI	UVVI	N F K		AII.	

3. PROPERTY OWNER DETAILS					
Organisation:	Access Housing Australia Ltd				
Property Owner: if different to above	Housing Authority				
Postal Address:	PO Box 105 Burswood WA 6100				
Telephone:	9430 0913 Postcode: 6100				
Mobile:	0419 38 054	Facsimile:			
E-mail:	duane.moroney@accesshousing.org.au				
4. APPLICANT D	ETAILS				
Contact Person:	Duane Moroney				
Position Title:	General Manager Property Assets				
Postal Address:	PO Box 105 Burswood				
Telephone:	9430 0913	Postcode: Facsimile:	6100		
Mobile:	0419 382 054	i acsimie.			
E-mail:	duane.moroney@accesshousing.org.au				
5. ORGANISATION INFORMATION Is/does the organisation: An incorporated body as per the Associations Incorporations Act 1987 Yes (WA)? If yes, provide a Certificate of Incorporation					
Considered "not for profit"? Yes X No					
Have a tax exemption from the Australian Tax Office (ATO)? If yes, provide a certificate of tax exemption from the ATO X					
Leasing the property? If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates			Yes X No		
Have planning approval for the land use of the property? A site inspection may be required before the application is processed			Yes X No		

6.1

3

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6. DOCUMENTATION REQUIREMENTS

Please provide	a copy of (in addition	to those	specified in	ı Section 4	4):

Organisation's Constitution

Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- · Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- · Whether payment is received for the service

OR	A plan of the property, showing all buildings and outbuildings
	A floor plan of the leased property area, if only part of the property is the subject of this application
*	A Copy of the current years audited financial statements for the Organisation (If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Duane Moroney						
Position:	General Manager Property Assets						
Organisation:	Access Housing Australia Ltd						
Signature: of CEO / Trustee		Date:	2 / 4 / 2019				

Access Housing Australia Ltd Rate Exemption Application Documentation

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20

(1) Christian name or names and surname of declarant in full	(1) I Duane Roy Morone	·
(2) Address	(2) of C/- Level 7, 25 Ro	we Ave Rivervale WA
(4)	In the State of Western	1 Australia
3) Occupation	(3) General Manager	Property Assets
Sincerely declare as follows	:-	
The property located at 4	-116 Peel Tce Busselto	n
is used by Access Housin		
for the purposes of Com	munity Housing	
	C. baldia d. acc	adation for the relief of povertu
Description of the activit the property is used for	or distress for people	odation for the relief of poverty e in need
for the period << to		
>>	or from 1st July 2	018 to 30th June 2021 .
		ent's Rating Services Section as
soon as there is ANY chang	e to the purpose/s as state	d above.
This declaration is made under th	e Oaths, Affidavits and Statuto	ry Declarations Act 2005
Declared at Mandurah		(4) Signature of person making the declaration
this 2nd day of April	20 19	
In the presence of (Signature of	MIX. authorised witness)	(4)
Mitchell Zeke Moroney Acc	ountant IPA 215419 alification as such a witness)	
,		

1

39

APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 - Section 6.26

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ABN 87 285 608 991

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Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS Street address 1/129 Peel Tce Suburb Busselton Rates Assessment Number (if known) 100020322

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Community Housing for subsidised accommodation for the relief of poverty or distress for people in need

Access Housing Australia Ltd Rate Exemption Application Documentation

2

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3. PROPERTIO	WINER DETAILS							
Organisation:	Access Housing Australia Ltd							
Property Owner: if different to above	Housing Authority							
Postal Address:	PO Box 105 Burswood WA 6100							
Telephone:	9430 0913	Postcode:	6100					
Mobile:	0419 38 054	Facsimile:						
E-mail:	duane.moroney@accesshousing.org.au							
4. APPLICANT D	ETAILS							
Contact Person:	Duane Moroney							
Position Title:	General Manager Property Assets							
Postal Address:	PO Box 105 Burswood							
Telephone:	Telephone: 9430 0913 Postcode: Facsimile:							
Mobile:	0419 382 054							
E-mail:	duane.moroney@accesshousing.org.au							
Is/does the organ An incorporated (WA)?	ON INFORMATION isation: I body as per the Associations Incorpora a Certificate of Incorporation	ations Act 1987	7 Yes	X No				
Considered "not	Yes	x No						
Have a tax exemption from the Australian Tax Office (ATO)? If yes, provide a certificate of tax exemption from the ATO Yes X								
If yes, provide a	Leasing the property? If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates							
Have planning a A site inspection	Yes	x No						

6.1

3

41

6. DOCUMENTATION REQUIREMENTS

Please	provide a	copy of (in	addition	to those	specified in	Section 4	I):

Organisation's Constitution

Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- · Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- · Whether payment is received for the service

OR	A plan of the property, showing all buildings and outbuildings
	A floor plan of the leased property area, if only part of the property is the subject of this application
*	A Copy of the current years audited financial statements for the Organisation (If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

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By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Duane Moroney						
Position:	General Manager Property Assets						
Organisation:	ccess Housing Australia Ltd						
Signature: of CEO / Trustee		Date:	2 / 4 / 2019				

Access Housing Australia Ltd Rate Exemption Application Documentation

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROP	ERTY USE FOR THE	E YEAR ENDING 30 JUNE 20
(1) Christian name or names and surname of declarant in full	(1) I Duane Roy Moror	ney
(2) Address	(2) of C/- Level 7, 25 R	Rowe Ave Rivervale WA
3) Occupation	In the State of Weste (3) General Manage	
•		or rioporty Assets
Sincerely declare as follows:	-	
The property located at 1-	-129 Peel Tce Busselt	ton
is used by Access Housing	g Australia Ltd	
for the purposes of Comn	nunity Housing	
Description of the activities the property is used for	es Subsidised accommor distress for peop	nodation for the relief of poverty le in need
for the period << to		
>>	or from 1st July 2	2018 to 30th June 2021 .
The applicant agrees to adv soon as there is ANY change		nent's Rating Services Section as ed above.
This declaration is made under the	Oaths, Affidavits and Statut	ory Declarations Act 2005
Declared at Mandurah		(4) Signature of person making the declaration
this 2nd day of April	20 19	
In the presence of		
	thorised witness)	(4)
Mitchell Zeke Moroney Acco (Name of authorised witness and qual	ification as such a witness)	
		-

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APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 - Section 6.26

Privacy

The personal information collected on this form will only be used by the **City of Busselton** for the sole purpose of providing requested and related services. Information will be stored securely by us will not be disclosed to any third parties without your express written consent.

CITY OF BUSSELTON LOCKED BAG 1 BUSSELTON WA 6280

ABN 87 285 608 991

Phone: 08 9781 0444 **Fax**: 08 9752 4958

Email: city@busselton.wa.gov.au Website: www.busselton.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS Street address 9-22 Thomas St Suburb Busselton Rates Assessment Number (if known) 100019933

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Community Housing for subsidised accommodation for the relief of poverty or distress for people in need

Access Housing Australia Ltd Rate Exemption Application Documentation

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3. PROPERTY OWNER DETAILS								
Organisation:	Access Housing Australia Ltd							
Property Owner: if different to above	Housing Authority							
Postal Address:	PO Box 105 Burswood WA 6100							
Telephone:	9430 0913	Postcode:	6100					
Mobile:	0419 38 054	Facsimile:						
E-mail:	duane.moroney@accesshousing.org.au							
4. APPLICANT D								
Contact Person:	Duane Moroney							
Position Title:	General Manager Property Assets							
Postal Address:	PO Box 105 Burswood	Postcode:						
Telephone:	9430 0913	6100						
Mobile:	0419 382 054 Facsimile:							
E-mail:	duane.moroney@accesshousing.org.au							
5. ORGANISATION INFORMATION Is/does the organisation: An incorporated body as per the Associations Incorporations Act 1987 Yes								
Considered "not	Yes X No							
Have a tax exemption from the Australian Tax Office (ATO)? If yes, provide a certificate of tax exemption from the ATO Yes x No								
If yes, provide a	Leasing the property? If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates							
Have planning approval for the land use of the property? A site inspection may be required before the application is processed Yes X No								

Access Housing Australia Ltd Rate Exemption Application Documentation

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τ). D	ノしし	JIVI EIN I	AIION	NEW	

Please provide a copy of (in	n addition to those s	pecified in Section 4)
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Organisation's Constitution

Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- · Whether payment is received for the service

	A plan of the property, showing all buildings and outbuildings
OR	A floor plan of the leased property area, if only part of the property is the subject of this application
*	A Copy of the current years audited financial statements for the Organisation (If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Duane Moroney			
Position:	General Manager Property Assets			
Organisation:	Access Housing Australia Ltd			
Signature: of CEO / Trustee		Date:	2 / 4 / 2019	

Access Housing Australia Ltd Rate Exemption Application Documentation

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20

and surname of declarant in	(1)	200
full	I Duane Roy Moro (2)	ney
(2) Address		Rowe Ave Rivervale WA
	In the State of Weste	
3) Occupation	(3) General Manage	er Property Assets
Sincerely declare as follows:	-	
200	22 Thomas St Busse	Uton
The property located at 9-	-22 Thomas St busse	RIOI
is used by Access Housing	g Australia Ltd	
C (Comp	ounity Housing	
for the purposes of Comn	nunity Housing	
Description of the activitie	es Subsidised accomr	modation for the relief of poverty
the property is used for	or distress for peop	ole in need
for the period << to		
>> '	or from 1st July	2018 to 30th June 2021.
The emplicant across to adv	ing the Legal Coverns	nent's Rating Services Section as
soon as there is ANY change		0
This declaration is made under the	Oaths, Affidavits and Statut	ory Declarations Act 2005
Declared at Mandurah		(4) Signature of person making the declaration
Decided at the second of the second and the second of the	***************************************	declaration
this 3rd day of April	20 19	1
In the presence of	A final section of the section of th	
(Signature of aut	,	(4)
Mitchell Zeke Moroney Accountant IF (Name of authorised witness and quali		
7 or maniorison minion and dami		
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6.2 APPLICATION FOR RATE EXEMPTION - SOUTH WEST COUNSELLING INC

STRATEGIC GOAL 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX Exemptions & Appeals (Rates)

BUSINESS UNIT Rates

REPORTING OFFICER Rates Coordinator - David Nicholson

AUTHORISING OFFICER Director Finance and Corporate Services - Tony Nottle

NATURE OF DECISION Executive: substantial direction setting, including adopting strategies,

plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT Simple Majority

ATTACHMENTS Attachment A South West Counselling Inc Rate Exemption

Documentation U

OFFICER RECOMMENDATION

That the Council declines the rate exemption application from South West Counselling Inc. for 122 Adelaide Street Busselton under section 6.26(2)(g) of the *Local Government Act 1995*, "land used exclusively for charitable purposes".

EXECUTIVE SUMMARY

An application has been received from South West Counselling Inc. (SWCI) for a rate exemption on 122 Adelaide Street Busselton. This is a residential property that SWCI own and use to provide low fee or no fee counselling, advocacy and support to people across the South West region. SWCI also provide fee for service employee assistance programs and training. On the basis of the application, and background assessment, this report recommends that the application for exemption be declined.

BACKGROUND

SWCI is a not for profit organisation that has a charitable collections licence with Consumer Affairs, is a registered charity with the Australian Charities and Not–for-profits Commission and has deductible gift recipient endorsement with the Australian Taxation Office.

According to SWCI constitution their objects are to:

- Provide counselling, welfare, benevolent and charitable facilities and services for the relief of suffering, distress, destitution, helplessness, and poverty and for meeting the needs of and providing help for individuals requiring support and assistance in the community generally and without discrimination.
- 2) Provide facilities for the support, education and training of staff
- 3) Provide other benevolent and charitable facilities and services for the welfare of the community

They also do provide Employee Assistance Programs on behalf of local employers on a fee-for-service basis.

Areas of Counselling according to SWCI web site are:

- Relationship Issues
- Depression
- Anxiety
- Stress
- Bereavement
- Family Separation
- Trauma
- Family and Domestic Violence
- Gambling Help
- Alcohol and Substance Misuse
- Sexual Abuse
- Grief
- Self Esteem Issues
- Health Issues
- Sexuality
- Workplace issues

The main income derived by SWCI for the 2017/2018 financial year was \$473.9K from the Department of Child Protection, \$71.8K from various grants plus donations and fundraising, and \$59.6k from fees for services.

The property at 122 Adelaide Street Busselton is owned by SWCI and utilised on a full time basis to provide all their counselling, advocacy and support services.

OFFICER COMMENT

In accordance with Section 6.26 (2) (g) of the *Local Government Act 1995* (the Act), land is not rateable if it is used exclusively for charitable purposes. Rate exemption applications need only be considered in two parts – being firstly is the use itself "charitable" and secondly if the use is considered to be charitable, then is the property being used "exclusively" for such use.

In considering the first part, that is, 'are the operations of SWCI considered to be a charitable use'; legal opinions have been consistent in defining a charitable purpose as land used for:

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

The use of 122 Adelaide Street Busselton by SWCI is considered to meet the "relief of poverty", "advancement of education" and "other purposes beneficial to the community" charitable definition.

In considering the second part, that is, 'is the property being exclusively used for a charitable purpose'; it is acknowledged that fee for service is also part of the organisations business model. SWCI are the sole occupants of the property from which they provide their services. Therefore the application does not meet this second part.

No physical inspection of the property has been undertaken as it is not considered that this would alter eligibility for rate exemption. This is also because the SWCI statutory declaration clearly states the purpose of the property.

In terms of the current usage of the property, there are no known planning, health or building compliance issues.

Considering that a commercial element is apparent for the services provided by SWCI and the risks associated with similar organisations claiming rate exemptions, this application is not recommended for approval.

Statutory Environment

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

Relevant Plans and Policies

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

Financial Implications

The rate exemption application was lodged in July 2019 so if approved would be applied effective 1 July 2019. This would see a \$1,869.34 reduction to the 2019/2020 rating income. There would be similar reductions plus annual increases for future financial periods.

In addition, the setting of a precedent for similar organisations is a concern for the City's future rate base.

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 approve the rate exemption application on the basis that it considers that the property used by SWCI is providing a charitable service to the community.

If a rate exemption is approved then the applicant will be instructed to confirm by 30 April annually that they continue to lease the property and that its use remains as per the application. If a change has occurred and the new use is not eligible for rate exemption then the property will become rateable.

CONCLUSION

It is considered, based on the application and associated documentation provided by SWCI, and the fact that a portion of their activity provides fee-for-service arrangements, that the property listed in the application is not eligible for rate exemption.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The applicant would be advised following Council resolution.



Counselling Therapy Life-skills

Mailing Address: 122 Adelaide St, Busselton WA 6280 Telephone: 08 97542052 Email: admin@swcounselling.org.au Website: www.swcounselling.org.au ABN No. 11 899 521 734

23rd July 2019

Mr David Nicholson Rates Coordinator City of Busselton Locked Bag 1 BUSSELTON WA 6280

Dear David

Re: 122 Adelaide St, Busselton

Thank you for your recent email advising the process for South West Counselling's (SWCI) application for rate exemption.

As indicated on the attached Rate Exemption Application SWCI is a not-for-profit charitable institution primarily providing low-fee or no-fee counselling, advocacy and support services to people residing across the South West region. In addition to this, SWCI also provides Employee Assistance Programs on behalf of local employers on a fee-for-service basis. The property at 122 Adelaide Street is utilised on a full-time basis to provide these services; specifically, Monday to Friday from 9am to 5pm, with appointments available on a Tuesday evening to 7pm.

I have attached documentation as requested at question 6 on the Application form.

If you require any further information, please do not hesitate to contact me and I look forward to hearing the outcome of our application in due course.

Yours sincerely

KAREN SOMMERVILLE Chief Executive Officer

Attachments (10)

APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 - Section 6.26

Privacy

The personal information collected on this form will only be used by the City of Busselton for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

Copyright

I authorise the City of Busselton to reproduce any attachments provided with this form for internal purposes only.

City of Busselton 2 Southern Drive Busselton WA 6280 Locked bag 1 Busselton WA 6280

ABN 87 285 608 991

Phone: (08) 9781 0444 Facsimile: (08) 9432 4634

Email: city@busselton.wa.gov.au Web: www.busselton.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach all additional documents requested, as failure to do so may result in the application being refused.

Please note that this exemption application will only be considered where the properties rating assessment is up to date. Any approved exemption will be on rates only with Emergency Services Levy and other service charges such as waste services remaining payable. Any overpayment as a result of rate exemption being approved will be refunded. Properties which are granted rate exemption are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address	122 Adelaide St
Suburb	Busselton
Post code	6280

Property Reference Number (if known)	100003960
--------------------------------------	-----------

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

South West Counselling is a not-for-profit charitable institution providing low fee or no fee counselling, advocacy and support services to people residing in the South West region.

3. PROPERTY OWNER DETAILS

Organisation	South West Counselling Inc.
Property owner (if different to above)	
Postal address (including post code)	122 Adelaide St, Busselton WA 6280
Telephone	9754 2052
Facsimile	9754 7000
Mobile	
E-mail	admin@swcounselling.org.au

4. APPLICANT DETAILS

Contact Person	Karen Sommerville
Position Title	CEO
Postal address (including post code)	122 Adelaide St, Busselton WA 6280
Telephone	9754 2052
Facsimile	9754 7000
Mobile	0412 449 881
E-mail	karen@swcounselling.org.au

5. ORGANISATION INFORMATION

Is/does the organisation:

adocs the organisation.		
An incorporated body as per the Associations Incorporated Act 1987? (If yes, provide a Certificate of Incorporation)	☑ Yes	□ No
Considered "not for profit"?	☑ Yes	□ No
Have a tax exemption from the Australian Tax Office (ATO)? (If yes, provide a certificate of tax exemption from the ATO)	☑ Yes	□ No
Leasing the property? (If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates)	☐ Yes	☑ No
Have planning approval for the land use of the property? (A site inspection may be required before the application is processed)	☑ Yes	□ No

6. DOCUMENTATION REQUIREMENTS

Please provide the following documentation with this application:

- ☑ Formal request for rate exemption on the organisation's letter head that includes a written statement outlining the nature of the Organisation's operations, including the following details:
 - Use and occupancy of the property
 - Type of service provided (e.g. food, accommodation etc)
 - Frequency of service provision (e.g. full-time, daily, weekly etc)
 - · Whether any payment is received for the services provided by the organisation;
- ☑ Copy of the organisation's constitution;
- ☑ Copy of the organisation's current certificate of incorporation;
- ☑ A statutory declaration from the organisation confirming the exact purpose for which the whole of the property is being used for;
- oxdot A plan of the property, showing all buildings and outbuildings ${\bf OR}$
- ☐ Floor plan of the leased property area if only part of the property is the subject of this application.
- ☑ A copy of the organisations current years audited financial statements and details of its financial and funding support;
- ☑ Copies of any other relevant documentation that the organisation considers will support this application;

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name Karen Sommerville	
Position Title	CEO
Organisation	South West Counselling Inc
CEO/Trustee Signature	Emec De

OFFICE USE ONLY

CONSIDERATIONS						
Approval with the City's	Town Planning Scheme?	YES 🗆	NO \square			
Has the property been in	nspected?	YES \square	NO \square			
Recommend for non-rat	eable status?	YES \square	NO \square			
Section 6.26 (2) of the 1995 classification Person/s or Classes of	Local Government Act					
this decision						
Reason for non-rateable		ew of Exemption				
Amount of rates to be ex	kempted and date to be c	ommenced from (if appli	cable):			
Amount: \$		Data (from): Click here to enter a date.				
Rubbish bin changes to	be levied and dates to be	e applicable from:				
Amount: \$		Data (from): Click here to	o enter a date.			
Note: The approval will be for a period of 3 years, unless circumstances change. 2. DECISION – DELEGATED AUTHORITY (3.40)						
	elegated by the CEO to a cal Government Act 1995		ate exemption status in			
Name						
Position						
Signature						
Determination by deleg	Determination by delegated officer:					
☐ DENIED for non-rateable status	APPROVED		APPROVED for non-rateable status			

Attachment A

WESTERN AUSTRALIA	
OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005	
STATUTORY DECLARATION	
APPLICATION FOR RATES EXEMPTION UNDER	
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.	
STATEMENT OF PROPERTY USE	
(1) Christian name or names	40
and surname of declarant in	(1) I Karen Sommerville
full	(2)
(2) Address	Of 122 Adelaide St, Busselton WA 6280
(2) 11001000	In the State of Western Australia
3) Occupation	(3) CEO
Sincerely declare as follows:-	
The property located at	
122 Adelaide St, Busselton WA 6280	
WA 0280	
is used by	
South West Counselling Inc.	
for the purposes of	
providing low-fee or no-fee	
counselling, advocacy and support services to people	
across the South West region.	
del oso the bodds West regions	
for the period from 1998 to ongoing.	
The soulisest seems to advise the City of December is used in the three in ANTY	
The applicant agrees to advise the City of Busselton immediately that there is ANY change to the purpose/s as stated above.	
minibe to the barbone an owner and the	
This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005	
(4) Signature of person making the	
Declared at Busselto	declaration
this 25th day of July	2019
uns of uay of	2011
In the presence of	the first ultrans)
(Signature of authorised witness) (4) Towners	
(Name of authorised witness and qualification as such a witness)	
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MODEL RULES AND GUIDANCE NOTES

This document includes additional summaries of the obligations arising from the Associations Incorporation Act 2015 and other explanatory material. These are presented in the form of 'Guidance Notes' and 'Act Requirements'. These summaries do not form part of the model rules. They have been included to assist associations adopting the model rules or modifying them to create a set of own rules to understand each of the various requirements.

Note for these rules:

If an association or incorporated association approves the adoption of these model rules as its own rules, section 7(4) or 29(5) of the Act, as appropriate, requires the association or incorporated association to notify the Commissioner of the following information -

- (a) the name of the association;
- (b) the objects or purposes of the association;
- (c) the quorum for a general meeting of members of the association;
- (d) the guorum for a meeting of the management committee of the association;
- (e) if relevant, the period of the first financial year of the association.

Guidance Note - Information provided to the Commissioner under section 29(5) - This information is part of the rules of your association and must be attached to the copy of the rules provided to members.

The information provided to the Commissioner should be inserted here:

- The name of the Association is: South West Counselling Inc
- B. The objects of the Association are:
 - (1) To provide counselling, welfare, benevolent and charitable facilities and services for the relief of suffering, distress, destitution, helplessness, and poverty and for meeting the needs of and providing help for individuals requiring support and assistance in the community generally and without discrimination.
 - (2) To provide facilities for the support, education and training of staff.
 - (3) To provide other benevolent and charitable facilities and services for the welfare of
- Any three (3) members personally present (being members entitled to vote under these rules at a general meeting) will constitute a quorum for the conduct of business at a general meeting.
- Any three (3) committee members constitute a quorum for the conduct of the business of a
- The association's financial year will be the period of 12 months commencing on 1st July and ending on 30th June of each year.

THE CONSTITUTION

OF

SOUTH WEST COUNSELLING INCORPORATED

PART 1 — PRELIMINARY

1. TERMS USED

In these rules, unless the contrary intention appears —

Act means the Associations Incorporation Act 2015;

Associate member means a member with the rights referred to in rule 8(6);

Association means the incorporated association to which these rules apply;

Books, of the Association, includes the following -

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

By laws means by-laws made by the Association under rule 64

CEO means the chief executive officer of the Association;

Chairperson means the committee member holding office as the chairperson of the Association;

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

Committee meeting means a meeting of the committee of the Association;

Committee member means a member of the committee;

Deputy Chairperson means the Committee member holding office as the deputy chairperson of the Association.

Financial records includes -

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

Financial report, of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act;

Financial statements means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

Financial year, of the Association, has the meaning of 1st July to 30th June;

General meeting, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

Member means a person who is an ordinary member of the Association;

Ordinary committee member means a member who is not an office holder of the Association under rule 27(3);

Ordinary member means a member with the rights referred to in rule 8(5);

Register of members means the register of members referred to in section 53 of the Act;

Rules mean these rules of the Association, as in force for the time being;

Secretary means the committee member holding office as the secretary of the Association;

Special general meeting means a general meeting of the Association other than the annual general meeting;

Special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

Subcommittee means a subcommittee appointed by the committee under rule 48(1)(a);

Tier 1 association means an incorporated association to which section 64(1) of the Act applies;

Tier 2 association means an incorporated association to which section 64(2) of the Act applies;

Tier 3 association means an incorporated association to which section 64(3) of the Act applies;

Treasurer means the committee member holding office as the treasurer of the Association;

2. FINANCIAL YEAR

- (1) The first financial year of the Association is to be the period notified to the Commissioner under section 7(4)(e) or, if relevant, section 29(5)(e) of the Act.
- (2) Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.
- (3) The association's financial year will be the period of 12 months commencing on 1st July and ending on 30th June of each year.

PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

NOT-FOR-PROFIT BODY

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under sub-rule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is
 - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia;
 - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
 - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

Note for this rule-

Section 5(1) of the Act provides that an association is not eligible to be incorporated under the Act if it is formed or carried on for the purpose of securing pecuniary profit for its members from its transactions, and section 5(3) of the Act provides details about when an association is not ineligible under section 5(1) of the Act.

Act Requirements – Powers of Incorporated Association - Under section 14 of the Act the Association may do all things necessary or convenient for carrying out its objects or purposes. Section 14(1)(a)-(g) provides particular examples.

Attachment A

PART 3 — MEMBERS

Act Requirements - Membership - Under sections 4 and 17 of the Act an association must always have at least 6 members with full voting rights.

Act Requirements – Liabilities of the association - Under section 19 of the Act a member of the management committee, trustee or a member of the association is not liable in respect of the liabilities of the association. This does not apply to liabilities incurred by or on behalf of the association prior to incorporation.

Guidance Note - Liability of Members - A member is only liable for their own outstanding membership fees (if any) payable under rule 12.

DIVISION 1 — MEMBERSHIP

4. ELIGIBILITY FOR MEMBERSHIP

- Any person who supports the objects or purposes of the Association is eligible to apply to become a member.
- (2) An individual who has not reached the age of 15 years is not eligible to apply for a class of membership that confers full voting rights.

Guidance Note - Eligibility for membership

- The by-laws may require members to hold specified educational, trade or professional qualifications.
- The association must comply with all legal and regulatory obligations that may apply to the
 association under any other law when assessing eligibility of an applicant for membership.

5. APPLYING FOR MEMBERSHIP

- (1) A person who wants to become a member must apply in writing to the Association.
- (2) The application must be signed by the applicant and the member nominating the applicant.
- (3) The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

6. DEALING WITH MEMBERSHIP APPLICATIONS

- (1) The committee must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to sub-rule (3), the committee must consider applications in the order in which they are received by the Association.
- (3) The committee may delay its consideration of an application if the Committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The committee must not accept an application unless the applicant
 - (a) is eligible under rule 4; and
 - (b) has applied under rule 5.
- (5) The committee may reject an application even if the applicant —

- (a) is eligible under rule 4; and
- (b) has applied under rule 5.
- (6) The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
- (7) If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

7. BECOMING A MEMBER

An applicant for membership of the Association becomes a member when

- (a) the committee accepts the application; and
- (b) the applicant pays any membership fees payable to the Association under rule 12.

Guidance Note - Becoming a member - The applicant immediately becomes a member, when rule 7 has been fulfilled, and is entitled to exercise all the rights and privileges of membership, including the right to vote (if applicable), and must comply with all of the obligations of membership under these rules.

Act requirement - Member to receive rules - section 36(1)(b) of the Act provides that the association must give each person who become a member of the association of copy of the rules in force at the time their membership commences.

Guidance note - Format of rules provided - It is acceptable for the association to provide a copy of the rules to new members by electronic transmission or providing the details for the website whether the rules may be downloaded. A hard copy must be provided if the member requests that the rules be provided in that manner.

8. CLASSES OF MEMBERSHIP

- (1) The Association consists of ordinary members and any associate members provided for under sub-rule (2).
- (2) The Association may have any class of associate membership approved by resolution at a general meeting, including junior membership, senior membership, honorary membership and life membership.
- (3) An individual who has not reached the age of 15 years is only eligible to be an associate
- (4) A person can only be an ordinary member or belong to one class of associate membership.
- (5) An ordinary member has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the committee
- (6) An associate member has the rights referred to in sub-rule (5) other than full voting rights.
- (7) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting

Guidance Note - Voting rights of Members

- Each ordinary member of the Association has one vote at a general meeting of the Association.
- Each ordinary member of the Association that is a body corporate has one vote at a general meeting of the Association.

9. WHEN MEMBERSHIP CEASES

- (1) A person ceases to be a member when any of the following takes place
 - (a) for a member who is an individual, the individual dies;
 - (b) the person resigns from the Association under rule 10;
 - (c) the person is expelled from the Association under rule 15;
 - (d) the person ceases to be a member under rule 12(4).
- (2) The CEO must keep a record, for at least one year after a person ceases to be a member, of —

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- (a) the date on which the person ceased to be a member; and
- (b) the reason why the person ceased to be a member.

10 RESIGNATION

- A member may resign from membership of the Association by giving written notice of the resignation to the chairperson or CEO.
- (2) The resignation takes effect
 - (a) when the chairperson or CEO receives the notice; or
 - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.
- (4) The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

11. RIGHTS NOT TRANSFERABLE

The rights of a member are not transferable and end when membership ceases.

DIVISION 2 — MEMBERSHIP FEES

12. MEMBERSHIP FEES

- (1) The committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.
- (2) The fees determined under sub-rule (1) may be different for different classes of membership.
- (3) A member must pay the annual membership fee to the CEO or another person authorised by the committee to accept payments, by the date (the *due date*) determined by the committee.
- (4) If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
- (5) If a person who has ceased to be a member under sub-rule (4) offers to pay the annual membership fee after the period referred to in that sub-rule has expired —
 - (a) the committee may, at its discretion, accept that payment; and
 - (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.
- (6) The committee has the option to set or change an annual fee for any class of membership of the Association from time to time.

DIVISION 3 — REGISTER OF MEMBERS

13. REGISTER OF MEMBERS

Act Requirements - Register of members

Section 53 of the Act requires an incorporated association to maintain a register of its members and record in the register any change in the membership of the association. Any change to the register must be recorded within 28 days after the change occurs.

Under section 53(2) of the Act the register of members must include each member's name and a residential, postal or email address.

Under section 54 of the Act a member is entitled to inspect the register free of charge. The member may make a copy of, or take an extract from, the register but has no right to remove the register for

Under section 56 of the Act the management committee is authorised by to determine a reasonable charge for providing a copy of the register.

- (1) The CEO or another person authorised by the committee, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept by the CEO at the Association's primary business address, or at another place determined by the committee.
- (4) A member who wishes to inspect the register of members must contact the CEO to make the necessary arrangements.
- - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

DIVISION 1 — TERM USED

14. TERM USED: MEMBER

In this Part

member, in relation to a member who is expelled from the Association, includes former member.

DIVISION 2 — DISCIPLINARY ACTION

15. SUSPENSION OR EXPULSION

- The committee may decide to suspend a member's membership or to expel a member from the Association if —
 - (a) the member contravenes any of these rules; or
 - (b) the member acts detrimentally to the interests of the Association.
- (2) The chairperson or CEO must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
- (3) The notice given to the member must state
 - (a) when and where the committee meeting is to be held; and
 - (b) the grounds on which the proposed suspension or expulsion is based; and
 - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion;
- (4) At the committee meeting, the committee must
 - (a) give the member, or the member's representative, a reasonable opportunity to make written
 or oral (or both written and oral) submissions to the committee about the proposed
 suspension or expulsion; and
 - (b) give due consideration to any submissions so made; and
 - (c) decide
 - whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - (ii) whether or not to expel the member from the Association.
- (5) A decision of the committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the committee's decision under sub-rule (6), give written notice to the chairperson, secretary or CEO requesting the appointment of a mediator under rule 23.
- (8) If notice is given under sub-rule (7), the member who gives the notice and the committee are the parties to the mediation.

Guidance Note – Suspension or expulsion of a Member - Once the committee has decided to suspend or expel a member under rule 15(5) the member is immediately suspended or expelled.

16. CONSEQUENCES OF SUSPENSION

- (1) During the period a member's membership is suspended, the member
 - (a) loses any rights (including voting rights) arising as a result of membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member's membership is suspended, the CEO or another person authorised by the committee must record in the register of members —
 - (a) that the member's membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.
- (3) When the period of the suspension ends, the CEO or another person authorised by the committee must record in the register of members that the member's membership is no longer suspended.

DIVISION 3 — RESOLVING DISPUTES

17. TERMS USED

In this Division -

grievance procedure means the procedures set out in this Division;

party to a dispute includes a person -

- (a) who is a party to the dispute; and
- (b) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

Guidance Note - Resolving disputes

For the purposes of rules 17 and 18, the term this Division relates to rules 19 – 21.

18. APPLICATION OF DIVISION

The procedure set out in this Division (the grievance procedure) applies to disputes —

- (a) between members; or
- (b) between one or more members and the Association.

19. PARTIES TO ATTEMPT TO RESOLVE DISPUTE

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

20. HOW GRIEVANCE PROCEDURE IS STARTED

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 19, any party to the dispute may start the grievance procedure by giving written notice to the chairperson or CEO of —
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.

- (2) Within 28 days after the chairperson or CEO is given the notice, a committee meeting must be convened to consider and determine the dispute.
- (3) The chairperson or CEO must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state -
 - (a) when and where the committee meeting is to be held; and
 - that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- (5) If
 - (a) the dispute is between one or more members and the Association; and
 - any party to the dispute gives written notice to the chairperson or CEO stating that the party (b)
 - does not agree to the dispute being determined by the committee; and
 - (ii) requests the appointment of a mediator under rule 23,

the committee must not determine the dispute.

21. DETERMINATION OF DISPUTE BY COMMITTEE

- (1) At the committee meeting at which a dispute is to be considered and determined, the committee must -
 - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.
- (2) The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the committee's determination under sub-rule (1)(c), give written notice to the chairperson or CEO requesting the appointment of a mediator under rule 23.
- (4) If notice is given under sub-rule (3), each party to the dispute is a party to the mediation.

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DIIVISION 4 — MEDIATION

Guidance Note - Mediation

For the purposes of rule 22, the term this Division relates to rules 22-25.

22. APPLICATION OF DIVISION

- (1) This Division applies if written notice has been given to the Chairperson or CEO requesting the appointment of a mediator —
 - (a) by a member under rule 15(7); or
 - (b) by a party to a dispute under rule 20(5)(b)(ii) or 21(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 23.

23. APPOINTMENT OF MEDIATOR

- The mediator must be a person chosen
 - (a) if the appointment of a mediator was requested by a member under rule 15(7) by agreement between the member and the Committee; or
 - (b) if the appointment of a mediator was requested by a party to a dispute under rule 20(5)(b)(ii) or 21(3) by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of sub-rule (1)(a) or (b), then, subject to sub-rules (3) and (4), the committee must appoint the mediator.
- (3) The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
 - (a) a member under rule 15(7); or
 - (b) a party to a dispute under rule 20(5)(b)(ii); or
 - (c) a party to a dispute under rule 21(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the committee may be a member or former member of the Association but must not —
 - (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.

24. MEDIATION PROCESS

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.

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- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

Note for this rule:

Section 182(1) of the Act provides that an application may be made to the State Administrative Tribunal to have a dispute determined if the dispute has not been resolved under the procedure provided for in the incorporated association's rules.

25. IF MEDIATION RESULTS IN DECISION TO SUSPEND OR EXPEL BEING REVOKED

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 15(7); and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.

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PART 5 — COMMITTEE

DIVISION 1 — POWERS OF COMMITTEE

26. COMMITTEE

Attachment A

- (1) The committee members are the persons who, as the management committee of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the Association's Corporate Governance Framework and any resolution passed at a general meeting, the Committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The committee must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).
- (4) Each member of the committee shall at all times be indemnified and kept fully and effectively indemnified out of the assets of the Association from and against all liability for losses, costs, expenses and damages resulting from or in any way arising out of any act or omission in the performance by that member of any task or function for or on behalf of the Association or in the furtherance of its objects.

DIVISION 2 — COMPOSITION OF COMMITTEE AND DUTIES OF **MEMBERS**

27. COMMITTEE MEMBERS

- (1) The committee members consist of -
 - (a) the office holders of the Association; and
 - (b) at least one ordinary committee member.
- (2) The committee must determine the maximum number of members who may be ordinary Committee members.
- (3) The following are the office holders of the Association
 - (a) the chairperson;
 - (b) the deputy chairperson;
 - the secretary;
 - (d) the treasurer.
- (4) A person may be a committee member if the person is
 - (a) an individual who has reached 18 years of age; and
 - (b) an ordinary member.
- (5) A person must not hold 2 or more of the offices mentioned in sub-rule (3) at the same time.
- (6) All committee members are required to sign and adhere to the Association's committee member's Code of Conduct.

Act Requirements - Persons who are not to be members of Committee

Under section 39 of the Act the following persons must not, without leave of the Commissioner, accept an appointment or act as a member of a management committee of an association:

a person who is, according to the Interpretation Act 1984 section 13D, a bankrupt or person whose affairs are under insolvency laws;

- - Attachment A
 - a person who has been convicted, within our outside the State, of
 - an indictable offence in relation to the promotion, formation or management of a body
 - an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - an offence under Part 4 Division 3 or section 127 of the Act

Section 39 only applies to a person who has been convicted of the above offences only for a period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.

Act Requirements - Duties of Committee Members and Officers

Section 3 of the Act provides a definition of "officer". The duties provisions will apply to committee members and to those persons who have the ability to influence the management committee but who do not hold a formal committee position

- Under section 44 of the Act an officer of an association must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise if that person
 - were an officer of the association in the association's circumstances; and
 - occupied the office held by, and had the same responsibilities within the association as, the officer.
- Under section 45 of the Act an officer of an association must exercise his or her powers and discharge his or her duties
 - in good faith in the best interests of the Association; and
 - for a proper purpose.
- Under section 46 an officer of an association must not improperly use his or her position to
 - gain an advantage for the officer or another person; or
 - cause detriment to the Association.
- Under section 47 a person who obtains information because the person is, or has been, an officer of an association must not improperly use the information to
 - gain an advantage for the person or another person; or
 - cause detriment to the Association.

28. CHAIRPERSON

- (1) It is the duty of the chairperson to consult with the CEO regarding the business to be conducted at each committee meeting and general meeting.
- (2) The chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

29. SECRETARY

The CEO has delegated responsibility for the following duties on behalf of the secretary of the

- (a) dealing with the Association's correspondence;
- (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;

- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- ensuring there are full and accurate minutes of committee meetings and general meetings;
- carrying out any other duty given to the secretary under these rules or by the committee.

Guidance note - Record of Office Holders - detailed information about what must be included in the record of office holders is included under rule 68.

30. TREASURER

The CEO has delegated responsibility for the following duties on behalf of the treasurer of the

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- ensuring that any amounts paid to the Association are credited to the appropriate account of the Association:
- ensuring that any payments to be made by the Association are made on time;
- ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- carrying out any other duty given to the Treasurer under these rules or by the committee.

DIVISION 3 — ELECTION OF COMMITTEE MEMBERS AND TENURE OF

31. HOW MEMBERS BECOME COMMITTEE MEMBERS

A member becomes a committee member if the member —

- (a) is elected to the committee at an annual general meeting; or
- (b) is appointed to the committee by the committee to fill a casual vacancy under rule 38.

32. NOMINATION OF COMMITTEE MEMBERS

- (1) At least 42 days before an annual general meeting, the CEO must send written notice to all the
 - (a) calling for nominations for election to the committee; and
 - (b) stating the date by which nominations must be received by the CEO to comply with sub-rule
- (2) A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by completing a nomination form and submitting to the CEO at least 14 days before the annual general meeting.
- (3) The nomination form must include a signed nomination by another member in support of the nomination.
- A member may nominate for one specified position of office holder of the Association or to be an ordinary committee member.

(5) A member whose nomination does not comply with this rule is not eligible for election to the committee unless the member is nominated under rule 33(2) or 34(2)(b).

33. ELECTION OF OFFICE HOLDERS

- At the annual general meeting, a separate election must be held for each position of office holder of the Association.
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.
- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the member elected to the position.
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (6) A member who has nominated for the position may vote for himself or herself.
- (7) On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.

34. ELECTION OF ORDINARY COMMITTEE MEMBERS

- At the annual general meeting, the committee must decide by resolution the number of ordinary committee members (if any) to hold office for the next year.
- (2) If the number of members nominating for the position of ordinary committee member is not greater than the number to be elected, the chairperson of the meeting
 - (a) must declare each of those members to be elected to the position; and
 - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If
 - (a) the number of members nominating for the position of ordinary committee member is greater than the number to be elected; or
 - (b) the number of members nominating under sub-rule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the members who are to be elected to the position of ordinary committee member.

(4) A member who has nominated for the position of ordinary committee member may vote in accordance with that nomination.

35. TERM OF OFFICE

- (1) The term of office of a committee member begins when the member
 - (a) is elected at an annual general meeting or under sub-rule 36(3)(b); or
 - (b) is appointed to fill a casual vacancy under rule 38.

- (2) Subject to rule 37, a committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.
- (3) A committee member may be re-elected.

Guidance Note - Committee members upon incorporation - The committee members appointed on incorporation of the association will hold office until the conclusion of the first annual general meeting of the association and will be eligible for re-election.

RESIGNATION AND REMOVAL FROM OFFICE

- (1) A committee member may resign from the Committee by written notice given to the chairperson or CEO.
- (2) The resignation takes effect
 - (a) when the notice is received by the chairperson or CEO; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution
 - (a) remove a committee member from office; and
 - (b) elect a member who is eligible under rule 27(4) to fill the vacant position.
- (4) A committee member who is the subject of a proposed resolution under sub-rule (3)(a) may make written representations (of a reasonable length) to the chairperson or CEO and may ask that the representations be provided to the members.
- (5) The chairperson or CEO may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.

37. WHEN MEMBERSHIP OF COMMITTEE CEASES

A person ceases to be a committee member if the person —

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the committee or is removed from office under rule 36; or
- becomes ineligible to accept an appointment or act as a committee member under section 39 of (c) the Act:
- becomes permanently unable to act as a committee member because of a mental or physical disability; or
- fails to attend 3 consecutive committee meetings, of which the person has been given notice, without having notified the committee that the person will be unable to attend.

Note for this rule:

Section 41 of the Act imposes requirements, arising when a person ceases to be a member of the management committee of an incorporated association, that relate to returning documents and records.

Act requirements - handing over documents and records - where a person ceases to be a member of the association's committee section 41 of the Act requires that person to, as soon as practicable after their membership ceases, deliver to a member of the committee all of the relevant documents and records they hold pertaining to the management of the association's affairs.

38. FILLING CASUAL VACANCIES

- (1) The committee may appoint a member who is eligible under rule 27(4) to fill a position on the Committee that —
 - (a) has become vacant under rule 37; or
 - (b) was not filled by election at the most recent annual general meeting or under rule 36(3)(b).
- (2) If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 27(4) to fill the position within 28 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 45, the committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer committee members than required for a quorum under rule 45, the committee may act only for the purpose of —
 - (a) appointing Committee members under this rule; or
 - (b) convening a general meeting.

39. VALIDITY OF ACTS

The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.

40. PAYMENTS TO COMMITTEE MEMBERS

(1) In this rule —

Committee member includes a member of a subcommittee; **Committee meeting** includes a meeting of a subcommittee.

- (2) A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred
 - (a) in attending a committee meeting or
 - (b) in attending a general meeting; or
 - (c) otherwise in connection with the Association's business.

DIVISION 4 — COMMITTEE MEETINGS

41. COMMITTEE MEETINGS

- (1) The committee must meet at least 6 times in each year on the dates and at the times and places determined by the committee.
- (2) The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.
- (3) Special committee meetings may be convened by the chairperson or any 2 committee members.

42. NOTICE OF COMMITTEE MEETINGS

- (1) Notice of each Committee meeting must be given to each Committee member at least 48 hours before the time of the meeting.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.

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(3) Unless sub-rule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.

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(4) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

43. PROCEDURE AND ORDER OF BUSINESS

- (1) The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each committee meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a committee meeting must be determined from time to time by the committee.
- (4) The order of business at a committee meeting may be determined by the committee members at the meeting.
- (5) A committee member is required to declare any conflict of interest with items listed on the meeting agenda at the commencement of the committee meeting and leave the meeting room when the item is discussed at the meeting.
- (6) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- (7) A person invited under sub-rule (5) to attend a committee meeting
 - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
 - (b) must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

Act Requirements - Material Personal Interests of Committee Members

- Under section 42 of the Act a member of the committee who has a material personal interest in a matter being considered at a committee meeting must:
 - as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee;
 - disclose the nature and extent of the interest at the next general meeting of the association
- Under section 42(3) of the Act this rule does not apply in respect of a material personal interest
 (a) that exists only because the member-
 - · is an employee of the incorporated association; or
 - · is a member of a class of persons for whose benefit the association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.
- Under section 43 of the Act a member of the management committee who has a material
 personal interest in a matter being considered at a meeting of the management committee
 must not be present while the matter is being considered at the meeting or vote on the matter.
- Under section 42(6) of the Act the association must record every disclosure made by a committee member of a material personal interest in the minutes of the committee meeting at which the disclosure is made.

44. USE OF TECHNOLOGY TO BE PRESENT AT COMMITTEE MEETINGS

- (1) The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a committee meeting as allowed under sub-rule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

45. QUORUM FOR COMMITTEE MEETINGS

- Subject to rule 38(4), no business is to be conducted at a committee meeting unless a quorum is present.
- (2) A quorum for committee meetings shall be -
 - (a) three; or
 - (b) half the number of members of the committee provided that if the number of members of the committee is not even the odd number shall be reduced by one for the purpose of the calculation, whichever is the greater.
- (3) If a quorum is not present within 15 minutes after the notified commencement time of a committee meeting —
 - (a) in the case of a special meeting the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to the date of the next scheduled committee meeting.
- (4) If
 - (a) a quorum is not present within 15 minutes after the commencement time of a committee meeting held under sub-rule (2)(b); and
 - (b) at least 2 committee members are present at the meeting,

those members present are taken to constitute a quorum.

Note for this rule:

If these model rules are adopted, the quorum for a committee meeting is as notified to the Commissioner under section 7(4)(d) or 29(5)(d) of the Act.

46. VOTING AT COMMITTEE MEETINGS

- Each committee member present at a committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

47. MINUTES OF COMMITTEE MEETINGS

(1) The committee must ensure that minutes are taken and kept of each committee meeting.

- (2) The minutes must record the following -
 - (a) the names of the committee members present at the meeting;
 - (b) the name of any person attending the meeting under rule 43(5);
 - (c) the business considered at the meeting;
 - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a committee meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a committee meeting are reviewed and signed as correct by
 - the chairperson of the meeting; or
 - (b) the chairperson of the next committee meeting.
- (5) When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

Note for this rule:

Section 42(6) of the Act requires details relating to the disclosure of a committee member's material personal interest in a matter being considered at a committee meeting to be recorded in the minutes of the meeting.

DIVISION 5 — SUBCOMMITTEES AND SUBSIDIARY OFFICES

48. SUBCOMMITTEES AND SUBSIDIARY OFFICES

- (1) To help the committee in the conduct of the Association's business, the committee may, in writing, do either or both of the following
 - (a) appoint one or more subcommittees;
 - (b) create one or more subsidiary offices and appoint people to those offices.
- (2) A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.
- (4) Subject to any directions given by the committee -
 - (a) a subcommittee may meet and conduct business as it considers appropriate; and
 - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

49. DELEGATION TO SUBCOMMITTEES AND HOLDERS OF SUBSIDIARY **OFFICES**

(1) In this rule -

non-delegable duty means a duty imposed on the committee by the Act or another written law.

- The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than
 - (a) the power to delegate; and
 - (b) a non-delegable duty.

- Attachment A
 - (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
 - (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies in the document by which the delegation is made.
 - (5) The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.
 - Any act or thing done by a subcommittee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the committee.
 - (7) The committee may, in writing, amend or revoke the delegation.

PART 6 — GENERAL MEETINGS OF ASSOCIATION

50. ANNUAL GENERAL MEETING

- (1) The committee must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the CEO must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The annual general meeting of the Association shall be held prior to the first day of November in
- The ordinary business of the annual general meeting is as follows
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
 - to receive and consider
 - (i) the committee's annual report on the Association's activities during the preceding financial year; and
 - if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
 - if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
 - if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (c) to elect the office holders of the Association and other committee members;
 - if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
- (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.
- Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

Note for this rule:

Unless the Commissioner allows otherwise, under section 50(3) of the Act the annual general meeting must be held within 6 months after the end of the Association's financial year. If it is the first annual general meeting, section 50(2) of the Act provides that it may be held at any time within 18 months after incorporation.

51. SPECIAL GENERAL MEETINGS

- (1) The Committee may convene a special general meeting.
- (2) The Committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must
 - (a) make the requirement by written notice given to the chairperson or CEO; and
 - (b) state in the notice the business to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under sub-rule (5)
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under sub-rule (5).

52. NOTICE OF GENERAL MEETINGS

- (1) The CEO or, in the case of a special general meeting convened under rule 51(5), the members convening the meeting, must give to each member —
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee under rule 32(2); and
 - (d) if a special resolution is proposed
 - set out the wording of the proposed resolution as required by section 51(4) of the Act;
 and
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (iii) comply with rule 53(7).

Note for this paragraph:

Section 51(1) of the Act states that a resolution is a special resolution if it is passed —

- (a) at a general meeting of an incorporated association; and
- (b) by the votes of not less than three-fourths of the members of the association who cast a vote at the meeting.

Act requirements – Notice to be given to reviewer or auditor – For Tier 2 and 3 associations – under section 86 of the Act a reviewer or auditor of an incorporated association is entitled to receive all notices of and other communications relating to any general meetings of the association that a member is entitled to receive.

6.2 Attachment A

53. PROXIES

- (1) Subject to sub-rule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) An ordinary member may be appointed the proxy for not more than 5 other members.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- (5) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (6) If the committee has approved a form for the appointment of a proxy, the member may use that form or any other form —
 - (a) that clearly identifies the person appointed as the member's proxy; and
 - (b) that has been signed by the member.
- (7) Notice of a general meeting given to an ordinary member under rule 52 must
 - (a) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (8) A form appointing a proxy must be given to the chairperson or CEO before the commencement of the general meeting for which the proxy is appointed.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

54. USE OF TECHNOLOGY TO BE PRESENT AT GENERAL MEETINGS

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under sub-rule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

55. PRESIDING MEMBER AND QUORUM FOR GENERAL MEETINGS

- (1) The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum is present.
- (4) A quorum for meetings of the committee shall be -
 - (a) three; or
 - (b) half the number of members of the committee provided that if the number of members of the committee is not even the odd number shall be reduced by one for the purpose of the calculation, whichever is the greater.

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- (5) If a quorum is not present within 15 minutes after the notified commencement time of a general meeting —
 - (a) in the case of a special general meeting the meeting lapses; or
 - (b) in the case of the annual general meeting the meeting is adjourned to
 - (i) the same time and day in the following week; and
 - (ii) the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- (6) If
 - (a) a quorum is not present within 15 minutes after the commencement time of an annual general meeting held under sub-rule (4)(b); and
 - (b) at least 2 ordinary members are present at the meeting, those members present are taken to constitute a quorum.

Note for this rule:

If these model rules are adopted, the quorum for a general meeting is as notified to the Commissioner under section 7(4)(c) or 29(5)(c) of the Act.

56. ADJOURNMENT OF GENERAL MEETING

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting sub-rule (1), a meeting may be adjourned
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 52.

VOTING AT GENERAL MEETING

- On any question arising at a general meeting
 - (a) subject to sub-rule (6), each ordinary member has one vote unless the member may also vote on behalf of a body corporate under sub-rule (2); and
 - (b) ordinary members may vote personally or by proxy.
- (2) An ordinary member that is a body corporate may, in writing, appoint an individual, whether or not the individual is a member, to vote on behalf of the body corporate on any question at a particular general meeting or at any general meeting, as specified in the document by which the appointment is made.
- (3) A copy of the document by which the appointment is made must be given to the chairperson or CEO before any general meeting to which the appointment applies.
- (4) The appointment has effect until
 - (a) the end of any general meeting to which the appointment applies.
- (5) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.

- (6) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (7) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (8) For a person to be eligible to vote at a general meeting as an ordinary member, or on behalf of an ordinary member that is a body corporate under sub-rule (2), the ordinary member -
 - (a) must have been an ordinary member at the time notice of the meeting was given under rule
 - (b) must have paid any fee or other money payable to the Association by the member.

57. WHEN SPECIAL RESOLUTIONS ARE REQUIRED

- (1) A special resolution is required if it is proposed at a general meeting
 - (a) to affiliate the Association with another body; or
 - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Sub-rule (1) does not limit the matters in relation to which a special resolution may be proposed.

Note for this rule:

Under the Act, a special resolution is required if an incorporated association proposes to do any of the following-

- (a) to adopt these model rules (section 29(1));
- to alter its rules, including changing the name of the association (section 30(1));
- to decide to apply for registration or incorporation as a prescribed body corporate (section 93(1));
- (d) to approve the terms of an amalgamation with one or more other incorporated associations (section 102(4);
- to be wound up voluntarily (section 121(2)) or by the Supreme Court (section 124(a) and Schedule 4 item 9);
- to cancel its incorporation (section 129).

59. DETERMINING WHETHER RESOLUTION CARRIED

- (1) In this rule
 - poll means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to sub-rule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been -
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost.
- (3) If the resolution is a special resolution, the declaration under sub-rule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person or by proxy -
 - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
 - (b) the chairperson must declare the determination of the resolution on the basis of the poll.
- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.

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- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under sub-rule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

60. MINUTES OF GENERAL MEETING

- The secretary, or a person authorised by the committee, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record
 - (a) the names of the ordinary members attending the meeting; and
 - (b) any proxy forms given to the Chairperson of the meeting under rule 53(8); and
 - (c) the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(ii) or (iii); and
 - (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by —
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

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PART 7 — FINANCIAL MATTERS

61. SOURCE OF FUNDS

The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the committee.

62. CONTROL OF FUNDS

- (1) The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the cCommittee may approve expenditure on behalf of the Association.
- (3) The committee may authorise the CEO to expend funds on behalf of the Association up to a specified limit without requiring approval from the committee for each item on which the funds are expended..

63. FINANCIAL STATEMENTS AND FINANCIAL REPORTS

- (1) For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting sub-rule (1), those requirements include
 - (a) if the Association is a tier 1 association, the preparation of the financial statements; and
 - (b) if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
 - (c) if required, the review or auditing of the financial statements or financial report, as applicable; and
 - (d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
 - (e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

Notes for this rule:

- 1. Under section 66 of the Act, an incorporated association must keep financial records that: -
 - (a) correctly record and explain its transactions and financial position and performance; and
 - (b) enable true and fair financial statements to be prepared in accordance with Part 5 Division 3 of the Act.
- Under section 67 of the Act, an incorporated association must retain its financial records for at least 7 years after the transactions covered by the records are completed.

PART 8 — GENERAL MATTERS

64. BY-LAWS

Guidance Note – Status of By-laws - A by-law must be consistent with the Act, the regulations and these rules. The rules of an association bind the association and the members as an enforceable contract between them. By-laws may not have that status. Therefore, the use of by-laws should be reserved for more procedural or administrative matters.

- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may
 - (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 8(2); and
 - (b) impose restrictions on the committee's powers, including the power to dispose of the association's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and
 - (d) provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting sub-rule (3), a by-law made for the purposes of sub-rule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

65. EXECUTING DOCUMENTS AND COMMON SEAL

- (1) The Association may execute a document without using a common seal if the document is signed by —
 - (a) 2 Committee members; or
 - (b) one Committee member and the CEO.
- (2) If the Association has a common seal
 - (a) the name of the Association must appear in legible characters on the common seal; and
 - (b) a document may only be sealed with the common seal by the authority of the Committee and in the presence of —
 - (i) 2 committee members; or
 - (ii) one committee member and the CEO,

and each of them is to sign the document to attest that the document was sealed in their presence.

- (3) The CEO must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the CEO.

66. GIVING NOTICE TO MEMBERS

(1) In this rule —

recorded means recorded in the register of members.

- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and
 - delivered by hand to the recorded address of the member; or
 - sent by prepaid post to the recorded postal address of the member; or
 - sent by facsimile or electronic transmission to an appropriate recorded number or recorded (c) electronic address of the member.

67. CUSTODY OF BOOKS AND SECURITIES

- (1) Subject to sub-rule (2), the books and any securities of the Association must be kept in the CEO's custody at the primary business address of the Association.
- The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the CEO's custody at the primary business address of the Association.
- (3) Sub-rules (1) and (2) have effect except as otherwise decided by the committee.
- (4) The books of the Association must be retained for at least 7 years.

68. RECORD OF OFFICE HOLDERS

Act Requirements - Record of office holders

Under section 58 of the Act an association must maintain a record of -

- the names and addresses of the persons who are members of its management committee; or hold other offices of the association provided for by its rules;
- the name and address of any person who is authorised to use the common seal of the association (if it has a common seal); and
- the name and address of any person who is appointed or acts as trustee on behalf of the association.

Under section 58 of the Act the association must, upon the request of a member of the association, make available the record for the inspection of the member. The member may make a copy of or take an extract from the record but does not have a right to remove the record for that purpose.

The record of committee members and other persons authorised to act on behalf of the Association that is required to be maintained under section 58(2) of the Act must be kept in the CEO's custody or under the CEO's control.

Note for this rule

Section 58 of the Act -

- (a) sets out the details of the record that an incorporated association must maintain of the committee members and certain others; and
- provides for members to inspect, make a copy of or take an extract from the record; and
- (c) prohibits a person from disclosing information in the record except for authorised purposes.

69. INSPECTION OF RECORDS AND DOCUMENTS

- (1) Sub-rule (2) applies to a member who wants to inspect -
 - (a) the register of members under section 54(1) of the Act; or
 - (b) the record of the names and addresses of committee members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or
 - any other record or document of the association.
- (2) The member must contact the CEO to make the necessary arrangements for the inspection.

- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of Committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) The member may make a copy of or take an extract from a record or document referred to in sub-rule (1)(c) but does not have a right to remove the record or document for that purpose.

Note for this sub-rule:

Sections 54(2) and 58(4) of the Act provide for the making of copies of, or the taking of extracts from, the register referred to in sub-rule (1)(a) and the record referred to in sub-rule (1)(b).

- (6) The member must not use or disclose information in a record or document referred to in sub-rule (1)(c) except for a purpose —
 - (a) that is directly connected with the affairs of the Association; or
 - (b) that is related to complying with a requirement of the Act.

Note for this sub-rule:

Sections 57(1) and 58(5) of the Act impose restrictions on the use or disclosure of information in the register referred to in sub-rule (1)(a) and the record referred to in sub-rule (1)(b).

70. PUBLICATION BY COMMITTEE MEMBERS OF STATEMENTS ABOUT ASSOCIATION BUSINESS PROHIBITED

A committee member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or committee meeting unless —

- (a) the Committee member has been authorised to do so at a Committee meeting; and
- (b) the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

71. DISTRIBUTION OF SURPLUS PROPERTY ON CANCELLATION OF INCORPORATION OR WINDING UP

Act Requirements - Distribution of surplus property

Under section 24(1) of the Act surplus property can only be distributed to one or more of the following —

- an incorporated association;
- a company limited by guarantee that is registered as mentioned in the Corporations Act section 150;
- a company holding a licence that continues in force under the Corporations Act section 151;
- a body corporate that at the time of the distribution is the holder of a licence under the Charitable Collections Act 1946;
- a body corporate that
 - is a member or former member of the incorporated association; and
 - at the time of the distribution of surplus property, has rules that prevent the distribution of property to its members;
- a trustee for a body corporate referred to in paragraph (e);
- a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution of surplus property, is a non-distributing co-operative as defined in that Act.

(1) In this rule -

surplus property, in relation to the Association, means property remaining after satisfaction of

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,

but does not include books relating to the management of the Association.

(2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

Note for this rule:

Section 24(1) of the Act sets out a provision that is implied in these rules describing the entities to which the surplus property of an incorporated association may be distributed on the cancellation of the incorporation or the winding up of the association.

Part 9 of the Act deals with the winding up of incorporated associations, and

Part 10 of the Act deals with the cancellation of the incorporation of incorporated associations.

72. ALTERATION OF RULES

If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act

Note for this rule:

Section 31 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to change the name of the association.

Section 33 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to alter the objects or purposes of the association or the manner in which surplus property of the association must be distributed or dealt with if the association is wound up or its incorporation is cancelled.

Guidance Note – Alteration of Rules. Amendments to the rules do not take effect until required documents are lodged with the Commissioner, even if the amendments do not require the approval of the Commissioner under section 31 or section 33. The required documents must be lodged within one month after the special resolution is passed.







THIS CERTIFIES THAT

South West Counselling Incorporated

ABN:11 899 521 734

IS A REGISTERED CHARITY AND HAS BEEN TRANSFERRED FROM THE

Australian Taxation Office

TO THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF 3 December 2012

CERTIFIED BY

Insan Pascoe

Susan Pascoe AM

Commissioner

Australian Charities and Not-for-profits Commission

Copy only. Original available on request

ASSOCIATIONS INCORPORATION ACT 1987 SECTION 18 (6)

Registered No. 820082

Attachment A

Certificate of Incorporation on change of name

This is to certify that MOBILE COUNSELLING INC.

which was on the 12th day of July 1982 incorporated under the Associations Incorporation Act 1987 changed its name to:-SOUTH WEST COUNSELLING INC.

Dated this 14th day of July 1994



FOR THE COMMISSIONER FOR CORPORATE AFFAIRS

04335/10/91—10M—S/11099



CHARITABLE COLLECTIONS LICENCE

CHARITABLE COLLECTIONS ACT 1946 (SECTION 12)

LICENCE NO. CC 17888

This is to certify that, in accordance with the provisions of the *Charitable Collections Act 1946*, a licence has been granted to **South West Counselling Inc.**, a charitable organisation, to collect money or goods for the objects of the organisation being a charitable purpose.

Conditions

- (a) This licence is valid to 12 December 2019.
- (b) An appeal for support of a charitable purpose is to be authorised by the governing body of the charitable organisation or by a person authorised by the governing body to act on their behalf.
- (c) Collectors participating in an appeal should be issued, and display, an identification badge which is consecutively numbered. The badge should indicate the name of the collectors, the name of the charitable organisation and specify the period the authority shall remain in force. The collector shall present the Authority when making the appeal.
- (d) No person under the age of sixteen years (16) shall act or be permitted to act as a collector without the approval of the Minister or their delegate.
- (e) Collectors must give receipts for all monies received and goods sold. The receipts are to be consecutively numbered and bear the name and address of the organisation for which the appeal is being made.
- (f) Collecting boxes are to bear the name of the charitable organisation for which the appeal is being made.

Given under my hand at Perth this 11th day of November 2016

DAVID HILLYARD A/COMMISSIONER FOR CONSUMER PROTECTION

GPO Box 1003, HOBART TAS 7001



Australian Taxation Office

SOUTH WEST COUNSELLING INCORPORATED 122 ADELAIDE ST BUSSELTON WA 6280

Date of Issue 14 August 2000

Client Enquiries Telephone: 13 24 78

Notification for endorsement as a deductible gift recipient

You have recently applied for endorsement as a deductible gift recipient (DGR).

Please find enclosed your DGR notification. The fact that you have been endorsed as a DGR, together with the date or period of effect, will be shown on the Australian Business Register. This information will be publicly available.

Your endorsement is based on the information you have supplied. You are required to notify the Commissioner of Taxation should you cease to be entitled to endorsement as a DGR. This is a requirement of section 30-160 of the *Income Tax Assessment Act 1997*. The Australian Taxation Office (ATO) publication entitled *GiftPack* explains the conditions for entitlement to endorsement.

Should you require any further information the ATO has available a range of publications to assist you. You can obtain a copy of the *GiftPack* and other publications by calling the business Tax Reform Infoline on **13 24 78** or from our website at **www.taxreform.ato.gov.au**. You should contact the Tax Reform Infoline if you need further assistance.

Michael Carmody

Commissioner of Taxation and

Michael Carmade

Registrar of the Australian Business Register

C_ADV184-GDG-0000679

Attachment A



Date of Issue 14 August 2000

Endorsement as a deductible gift recipient

Endorsement as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997* is provided as detailed below.

Name

SOUTH WEST COUNSELLING

INCORPORATED

Australian Business Number

11 899 521 734

Endorsement date of effect

1 July 2000

Provision for gift deductibility

item 1 of the table in section 30-15 of the

Income Tax Assessment Act 1997

Item(s) in Subdivision 30-B of the Income Tax Assessment Act 1997

4.1.1 public benevolent institution

The fact that you have been endorsed, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar.

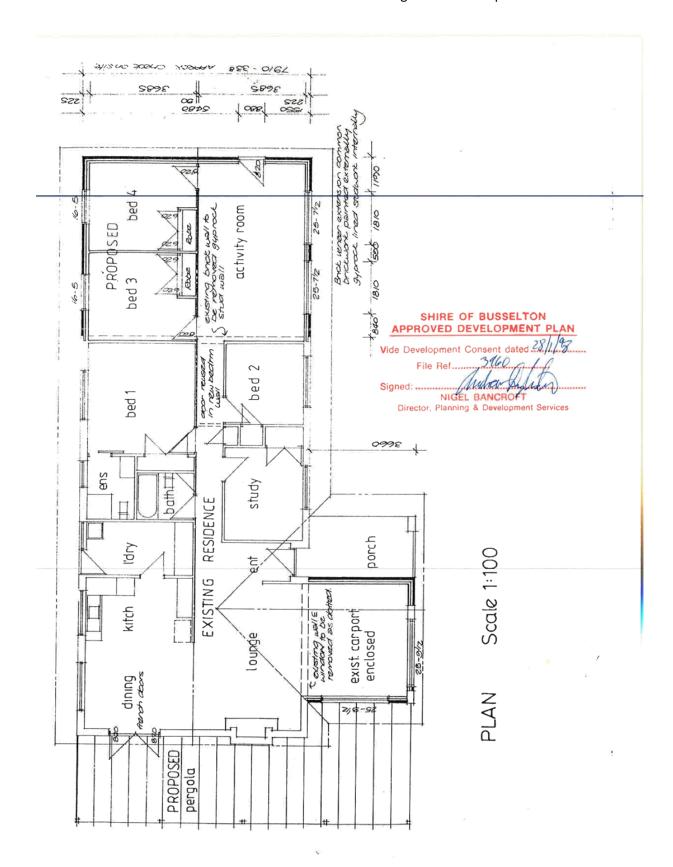
Endorsement imposes certain obligations on the endorsed entity. The obligations include the maintenance of a gift fund, advising the ATO when entitlement to endorsement ceases, and inclusion of certain details on receipts. Each of these is explained in the ATO publication *Giftpack*. These obligations are imposed by sections 30-125, 30-160 and 30-228 of the *Income Tax Assessement Act 1997*.

Michael Carmody

Commissioner of Taxation and

Muchael Carmod

Registrar of the Australian Business Register



6.3 PROPOSED COMMITTEE MEETING DATES 2020

STRATEGIC GOAL 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX BUSINESS UNIT:Committee Meetings
Governance Services

REPORTING OFFICER: Governance Officer - Melissa Egan

AUTHORISING OFFICER: Director Finance and Corporate Services - Tony Nottle

PRIMARY NATURE OF Executive: substantial direction setting, including adopting strategies,

plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

OFFICER RECOMMENDATION

That the Finance Committee adopts the following Committee meeting dates for 2020, to be held at 10.00am in the Wonnerup Committee Room:

Wednesday 22 January 2020

Wednesday 12 February 2020

Wednesday 11 March 2020

Wednesday 8 April 2020

Wednesday 13 May 2020

Wednesday 10 June 2020

Wednesday 24 June 2020

Wednesday 12 August 2020

Wednesday 9 September 2020

Wednesday 14 October 2020

Wednesday 11 November 2020

Wednesday 25 November 2020

EXECUTIVE SUMMARY

This report is presented to the Finance Committee to enable the Committee to schedule its meeting dates for the 2020 calendar year.

BACKGROUND

The Council of the City of Busselton has established a standing committee known as the Finance Committee (the Committee) pursuant to section 5.8 of the *Local Government Act 1995* (the Act).

The Committee is established for the purpose of assisting Council to fulfil its role under section 2.7(2)(a) of the Act, namely to oversee the allocation of the local government's finances and resources.

OFFICER COMMENT

Under its terms of reference, the Committee must meet at least six times per year and report to Council once every two months as a minimum. Following a Committee resolution made in October 2015, the Committee has been meeting on a monthly basis with the meeting schedule prepared accordingly. In October 2019, Councillors indicated a preference that the Committee meetings be held on the same day as Council Meetings or Briefings, being a Wednesday.

It is intended to hold the City's Finance Committee meetings and Policy and Legislation Committee meetings on alternative Council Meeting Wednesdays. Given statutory timelines applicable to the Finance Committee, it is proposed that the Finance Committee meets on the second Wednesday of each month (with the Policy and Legislation Committee to meet on the fourth Wednesday). To accommodate the Council mid-year and end of year recess however, it is necessary to hold Finance Committee meetings on the fourth Wednesday of 24 June 2020 and 25 November 2020. To avoid holding two committee meetings on the same day, there will not be a Policy and Legislation Committee meeting in June, with the November meeting moved to 9 December 2020.

Under regulation 12 of the *Local Government (Administration) Regulations 1996*, if a committee meeting is open to the public or proposed to be open to the public, the Committee must give public notice of the dates, times and place at which the committee meetings are to be held in the next 12 months. Once endorsed by the Committee, the meeting dates will be published on the City of Busselton's website.

The proposed meeting dates, to be held in the Wonnerup Committee Meeting room at 10.00am, are as follows:

Wednesday 22 January 2020

Wednesday 12 February 2020

Wednesday 11 March 2020

Wednesday 8 April 2020

Wednesday 13 May 2020

Wednesday 10 June 2020

Wednesday 24 June 2020

Wednesday 12 August 2020

Wednesday 9 September 2020

Wednesday 14 October 2020

Wednesday 11 November 2020

Wednesday 25 November 2020

Statutory Environment

The governing legislation relevant to this report is:

Local Government Act 1995 Local Government (Administration) Regulations 1996

Relevant Plans and Policies

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

Financial Implications

The holding of Committee meetings on a Wednesday when Councillors are already in attendance at the City administration will likely result in a small cost saving in terms of travel allowances.

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.

There is a risk that Councillors may find the agenda for a second Wednesday (and fourth) to be demanding and in turn tiring. While this is considered to be a low level risk, a review will be conducted after six months to determine how well the meeting arrangement is working.

Options

As an alternative to the proposed recommendation, the Committee could propose different dates or times for its meetings to be held.

CONCLUSION

The Act requires the City to give notice of the dates of its Committee meetings that are open, or proposed to be open, to the public. Councillors have indicated that Wednesday is a more pragmatic day upon which to hold Committee meetings. The proposed 2020 Committee meeting dates have been scheduled accordingly and are presented to the Committee for endorsement.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The schedule of the Finance Committee 2020 meetings will be advertised and published prior to the end of 2019.

6.4 <u>BUDGET AMENDMENT REQUEST / REVIEW - LGIS 2019 Surplus Distribution</u>

STRATEGIC GOAL 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX Budget Planning and Reporting

BUSINESS UNIT Financial Services

REPORTING OFFICER Manager Financial Services - Paul Sheridan

AUTHORISING OFFICER Director Finance and Corporate Services - Tony Nottle

NATURE OF DECISION Executive: substantial direction setting, including adopting strategies,

plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT Absolute Majority

ATTACHMENTS Nil

OFFICER RECOMMENDATION

That the Council endorse the requested budget amendment outlined in Tables 1 below resulting in no change to the budgeted cash position:

Table 1:

Cost Code	Description	Current Budget Change		Resulting Proposed Amended Budget	
Revenue					
211-10200-1509-0000	Reimbursements - Insurance	-\$50,000 -\$50,689		-\$100,689	
Current Assets					
9000-7001	Municipal Cash at Bank	\$50,000	\$50,689	\$100,689	
9000-7001	Municipal Cash at Bank	\$0	-\$50,689	-\$50,689	
9000-7054	Restricted Cash at Bank	\$0	\$50,689	\$50,689	
Reserves					
9000-2500	Transfer from Reserves	\$0	\$50,689	\$50,689	
111-9102	Transfer to Legal Reserve	\$0	-\$50,689	-\$50,689	
	Net Total	\$0	\$0	\$0	

EXECUTIVE SUMMARY

This report seeks recommendation of the Finance Committee to Council for the approval of budget amendments as detailed in this report. Adoption of the officer recommendation will result in no change to the Municipal cash balance.

BACKGROUND

Council adopted its 2019/2020 municipal budget on Wednesday 31 July 2019 with a balanced budget position. Since this time, Council has been advised of certain expense changes that have impacted the original budget. The Finance Committee is now being asked to consider recommending to Council a budget amendment for the following items:

- Recognition of the additional LGIS 2019/20 insurance reimbursement
- The proceeds from a fine received in the 2018/19 financial year into the legal reserve

OFFICER COMMENT

In the 2018/19 year the City received proceeds from a fine of \$76,070 from a supplier in relation to a compliance issue involving unauthorised extraction of sand. At the time it was not transferred into the legal reserve as intended, but rather, remained in Municipal Funds.

During the 2019/20 financial year the City's insurer, LGIS, finalised their 2018/19 result, which realised a surplus distribution to member Local Governments, of which the City's share was \$100,689. This is in excess (\$50,689) of the budgeted distribution of \$50,000.

It was determined by management that the additional funds received from LGIS should be utilised to bring into effect the transfer to legal reserve that should have occurred in the 2018/19 financial year. The City's legal reserve is utilised to engage suitable qualified practitioners to assist with legal matters or procedures that can occur unexpectedly.

While \$50,689 is not the full amount of what was originally paid to the City for the fine, it allows a transfer to happen without a negative impact on our cash position while keeping to the principles of the original intention of transferring funds from the fine into the legal reserve.

Planned Amendment Items

Officers propose that the 2019/2020 adopted budget be amended to reflect the following changes, shown in Table 1.

Table 1:

Cost Code	Description	Current Budget	Change	Resulting Proposed Amended Budget
Revenue				
211-10200-1509-0000	Reimbursements - Insurance	-\$50,000	-\$50,689	-\$100,689
Current Assets				
9000-7001	Municipal Cash at Bank	\$50,000	\$50,689	\$100,689
9000-7001	Municipal Cash at Bank	\$0	-\$50,689	-\$50,689
9000-7054	Restricted Cash at Bank	\$0	\$50,689	\$50,689
Reserves				
9000-2500	Transfer from Reserves	\$0	\$50,689	\$50,689
111-9102	Transfer to Legal Reserve	\$0	-\$50,689	-\$50,689
	Net Total	\$0	\$0	\$0

Statutory Environment

Section 6.8 of the *Local Government Act 1995* refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

Relevant Plans and Policies

There are multiple plans and policies that support the proposed budget amendments.

Financial Implications

The financial implications of this recommendation are contained within the 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.

Options

The Council could decide not to go ahead with the proposed budget amendment request.

CONCLUSION

Council's approval is sought to amend the budget as per the details contained in this report. Upon approval the proposed works will be planned, organised and completed.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

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

6.5 <u>LIST OF PAYMENTS MADE - OCTOBER 2019</u>

STRATEGIC GOAL 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX Financial Operations **BUSINESS UNIT** Financial Services

REPORTING OFFICER Manager Financial Services - Paul Sheridan

AUTHORISING OFFICER Director Finance and Corporate Services - Tony Nottle

NATURE OF DECISION Noting: the item does not require a decision of Council and is simply

for information purposes and noting

VOTING REQUIREMENT Simple Majority

ATTACHMENTS Attachment A Listing of Payments Made October 2019

OFFICER RECOMMENDATION

That the Committee notes payment of voucher numbers M117458 - M117536, EF067525 - EF068002, T007471 - T007488, and DD003925 - DD003947 together totalling \$7,481,509.04

EXECUTIVE SUMMARY

This report provides details of payments made from the City's bank accounts for the month of October 2019, for noting by the Committee and recording in the Committee Minutes.

BACKGROUND

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

OFFICER COMMENT

In accordance with regular custom, the list of payments made for the month of October 2019 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

No risks of a medium or greater level have been identified.

Options

Not applicable.

CONCLUSION

The list of payments made for the month of October 2019 is presented for information.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.





LISTING OF PAYMENTS MADE UNDER DELEGATED AUTHORITY FOR THE MONTH OF OCTOBER 2019

MUNICIPAL ACCOUNT	CHEQUE # 117458 - 117536	\$	229,930.35
ELECTRONIC TRANSFER PAYMENTS	EF067525 - EF068002	\$	5,471,184.84
TRUST ACCOUNT	TRUST ACCOUNT 7471 - 7488	\$	84,736.33
INTERNAL PAYMENT VOUCHERS	DD3925 - DD3947	\$	1,695,657.52
		Ś	7.481.509.04

		CHEQUE PAYMENTS OCT	OBER 2019		
DATE	REF#	NAME	DESCRIPTION	\top	AMOUNT
24/10/2019	117514	AB URQUHART	REFUND OF RATE OVERPAYMENT	\$	729.50
24/10/2019	117517	AL SWEETMAN	REFUND OF RATE OVERPAYMENT	\$	792.00
24/10/2019	117516	BK & MM WINCHCOMBE	REFUND OF RATE OVERPAYMENT	\$	128.70
8/10/2019	117468	BUSSELTON ART SOCIETY INC.	DONATION - 61ST ANNUAL ART IN THE PARK	\$	500.00
9/10/2019	117474	BUSSELTON CITY FOOTBALL CLUB	REFUND OF HALL & KEY DEPOSITS	\$	200.00
24/10/2019	117531	BUSSELTON FOOTBALL & SPORTSMAN'S CLUB	REFUND OF HALL & KEY DEPOSITS	\$	2,000.00
8/10/2019	117472	BUSSELTON LADIES DARTS ASSOCIATION INC.	REFUND OF HALL & KEY DEPOSITS	\$	500.00
15/10/2019	117485	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	\$	119.10
18/10/2019	117496	BUSSELTON WATER CORPORATION	WATER SERVICES	\$	666.12
10/10/2019	117478	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	\$	278.00
24/10/2019	117504	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	\$	278.00
18/10/2019	117497	CALLOWS CORNER NEWSAGENCY	WEEKLY NEWSPAPERS & PERIODICALS	\$	383.10
24/10/2019	117521	CE EDKINS	REFUND OF RATE OVERPAYMENT	\$	792.00
8/10/2019	117471	CINEFESTOZ	REFUND OF HALL & KEY DEPOSITS	\$	2,000.00
10/10/2019	117477	CITY OF BUSSELTON	VARIOUS STAFF PAYROLL REIMBURSEMENTS	\$	6,019.65
22/10/2019	117502	CITY OF BUSSELTON	BUILDING SERVICES LEVY	\$	61.65
24/10/2019	117503	CITY OF BUSSELTON	VARIOUS STAFF PAYROLL REIMBURSEMENTS	\$	5,938.85
30/10/2019	117535	CITY OF BUSSELTON	REFUND OF RATE OVERPAYMENT	\$	583.00
15/10/2019	117484	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	\$	437.70
7/10/2019	117459	DAWN BLANCHARD	DONATION - LIGHT THE NIGHT EVENT	Ś	800.00
30/10/2019	117536	DEPT OF COMMUNITIES	REFUND OF HALL & KEY DEPOSITS	\$	200.00
24/10/2019	117532	DEPT OF TRANSPORT	PLANT REGISTRATION & LICENSING	\$	328.00
25/10/2019	117534	DEPT OF TRANSPORT	JETTY LICENCE FEES	\$	82.80
16/10/2019	117492	DHIANA'S INDONESIAN CATERING	REFUND PAYMENTS - INCORRECTLY CHARGED	\$	66.00
9/10/2019	117476	DIABETES WA	REFUND OF HALL & KEY DEPOSITS	\$	50.00
8/10/2019	117463	DUNSBOROUGH PRIMARY SCHOOL	DONATION - DPS YEAR 6 GRADUATION	\$	100.00
24/10/2019	117525	ELMARI STEYN	CITY OF BUSSELTON ART AWARD PRIZE	Ś	5,000.00
8/10/2019	117469	ELSIE F HATCH	REFUND OF ANIMAL TRAP BOND	Ś	100.00
16/10/2019	117488	EMILY HODDER	DONATION - PARTICIPATION IN 2019 PHUKET CUP	Ś	300.00
24/10/2019	117513	FERDO PRSKALO	REFUND OF RATE OVERPAYMENT	\$	793.89
24/10/2019	117506	FIORI CREDARO	REFUND OF RATE OVERPAYMENT	\$	729.50
18/10/2019	117501	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY & ROADWORKS	\$	13,915.00
24/10/2019	117533	GEOGEORGIANA MOLLY ANGLICAN SCHOOL	REFUND OF HALL & KEY DEPOSITS	\$	1,000.00
8/10/2019	117466	GEOGRAPHE BAY YACHT CLUB	DONATION - PELICAN STATE CHAMPIONSHIPS	\$	250.00
24/10/2019	117515	GF ATKINSON	REFUND OF RATE OVERPAYMENT	\$	794.56
16/10/2019	117486	GP DOWN SOUTH	DONATION - PARTICIPATION IN 2019 SINGA CUP	\$	200.00
8/10/2019	117465	HAMISH HILYARD	DONATION - UNDER WATER HOCKEY CHAMPS 2020	\$	300.00
24/10/2019	117530	IAN MUTCH	CITY OF BUSSELTON ART AWARD PRIZE	Ś	500.00
24/10/2019	117507	J & K PURSE	REFUND OF RATE OVERPAYMENT	\$	121.00
24/10/2019	117528	JENNIFER LOVEROCK	CITY OF BUSSELTON ART AWARD PRIZE	\$	500.00
16/10/2019	117487	JUSTIN HODDER	DONATION - PARTICIPATION IN 2019 SINGA CUP	\$	300.00
24/10/2019	117511	LD MUMME	REFUND OF RATE OVERPAYMENT	\$	799.29
24/10/2019	117505	LESLIE COOPER	REFUND OF RATE OVERPAYMENT	\$	729.50
7/10/2019	117414	LIGHT THE NIGHT	CANCELLED PAYMENT	-\$	800.00
8/10/2019	117470	LINDY CALLAHAN	REFUND OF HALL & KEY DEPOSITS	\$	200.00
8/10/2019	117460	LIONS CLUB OF BUSSELTON INC.	DONATION - LIONS DISTRICT CONVENTION	\$	500.00
24/10/2019	117512	LM REILLY	REFUND OF RATE OVERPAYMENT	\$	808.07
24/10/2019	117526	LORRAINE DEFLEUR	CITY OF BUSSELTON ART AWARD PRIZE	\$	2,500.00
16/10/2019	117491	LOUISE THERRY	REFUND OF ANIMAL TRAP BOND	Ś	100.00
24/10/2019	117509	M & D BLANCHARD	REFUND OF RATE OVERPAYMENT	\$	793.21
24/10/2019	117508	M & E KANIECKI	REFUND OF RATE OVERPAYMENT	\$	771.81
10/10/2019	116900	MARY CRAIGIE	CANCELLED PAYMENT	-\$	509.25
10/10/2019	117482	MARY CRAIGIE	CANCELLED PAYMENT	\$	303.23
11/10/2019	117483	MARY CRAIGIE	BIO-DIVERSITY RATE REBATE	\$	2,009.25
10/10/2019	116901	MARY CRAIGIE MARY CRAIGIE & EILEEN GREGORY	CANCELLED PAYMENT	-\$	1,500.00
24/10/2019	117523	MF & E FAMWORTH	REFUND OF RATE OVERPAYMENT	\$	796.59
24/10/2019	117529	MICHAEL WISE	CITY OF BUSSELTON ART AWARD PRIZE	\$	500.00
8/10/2019	117462	MISS ALESIA RICHES	DONATION - FFA NATIONAL FUTSAL CHAMPS	\$	300.00
24/10/2019	117520	MV BAIN	REFUND OF RATE OVERPAYMENT	\$	793.21
2-1/10/2013	11/320	ITTY OFFICE	THE OND OF IMIC OVERFATIVIER	ý.	733.21

				_	
DATE	REF#	NAME	DESCRIPTION DISCRIPTION	ć	AMOUNT
8/10/2019	117464 117480	OUR LADY OF THE CAPE PRIMARY SCHOOL PAYMENT VOIDED	DONATION - OLOCPS YEAR 6 GRADUATION PAYMENT VOIDED	\$	100.00
10/10/2019 18/10/2019	117480	PAYMENT VOIDED	PAYMENT VOIDED	\$	
24/10/2019	117495	PETER ZAPPA	CITY OF BUSSELTON ART AWARD PRIZE	\$	5,000.00
16/10/2019	117489	RIAN MCDONALD	DONATION - ASSIST ANTI-POVERTY CHRISTMAS LUNCHEON		300.00
24/10/2019	117519	RJ SMITH	REFUND OF RATE OVERPAYMENT	\$	799.29
24/10/2019	117510	ROLAND TAYLOR	REFUND OF RATE OVERPAYMENT	\$	792.00
18/10/2019	117500	SCRIPTURE UNION CAMP GEOGRAPHE	ACCOMMODATION	\$	4.310.35
24/10/2019	117518	SL PERRY	REFUND OF RATE OVERPAYMENT	\$	729.50
16/10/2019	117490	ST MARYS COMMUNITY CARE	DONATION	\$	1,000.00
9/10/2019	117475	STEPHANIE BRAID	REFUND OF HALL & KEY DEPOSITS	\$	1,000.00
10/10/2019	117479	SYNERGY	ELECTRICITY SUPPLIES	\$	100,321.14
18/10/2019	117494	SYNERGY	ELECTRICITY SUPPLIES	\$	39,913.51
10/10/2019	117481	TELSTRA CORPORATION	COMMUNICATION SERVICES	\$	8,463.44
18/10/2019	117498	TELSTRA CORPORATION	COMMUNICATION SERVICES	\$	78.99
18/10/2019	117493	TERRY WHITE CHEMIST	FIRST AID/PPE SUPPLIES	\$	89.90
24/10/2019	117522	TJ BENNETT	REFUND OF RATE OVERPAYMENT	\$	799.29
24/10/2019	117527	TONY DAVIS	CITY OF BUSSELTON ART AWARD PRIZE	\$	500.00
8/10/2019	117467	VASSE PRIMARY SCHOOL P & C	DONATION - VASSE PS 150TH ANNIVERSARY	\$	500.00
8/10/2019	117473	VASSE ROYALS FOOTBALL CLUB	REFUND OF HALL & KEY DEPOSITS	\$	752.50
2/10/2019	117458	WATER CORPORATION	WATER SERVICES	\$	1,044.45
18/10/2019	117499	WATER CORPORATION	WATER SERVICES	\$	5,706.19
8/10/2019		WEST BUSSELTON PRIMARY SCHOOL	DONATION - WBPS YEAR 6 GRADUATION	Ś	100.00
0,20,2025	227 102			\$	229,930.35
				-	
		EFT PAYMENTS OCTOB	ER 2019		
DATE	REF#	NAME	DESCRIPTION		AMOUNT
17/10/2019	67786	AAA WELDING AND FABRICATION SERVICES	WELDING AND FABRICATION SERVICES	\$	874.50
17/10/2019	67811	AC FORSTER & SON	PLUMBING SERVICES	\$	210.00
17/10/2019	67846	ACTIV FOUNDATION INC.	MAINTENANCE SERVICES	\$	49,224.23
17/10/2019	67775	ADAM DAVEY	TURF CONSULTANT	\$	536.25
17/10/2019	67748	ADVANCED DRIVEWAY SEALING	GRAFFITI MAINTENANCE SERVICES	\$	2,311.78
18/10/2019	67925	AFGRI EQUIPMENT	MACHINERY EQUIPMENT PARTS AND SERVICE	\$	1,058.09
17/10/2019	67797	AJ & B DOBBE	SURVEYING SERVICES	\$	5,302.00
10/10/2019	67608	ALINTA SALES PTY LTD	ELECTRICITY	\$	46.40
17/10/2019	67670	ALL 4x4 SERVICES	VEHICLE RECOVERY EQUIPMENT	\$	2,509.30
1/11/2019	67998	ALLAN MILLER	STAFF REIMBURSEMENT	\$	67.20
17/10/2019	67642	ALLMARK & ASSOCIATES PTY LTD	FREIGHT SERVICES	\$	352.00
17/10/2019	67757	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	\$	102.66
17/10/2019	67770	AMD AUDIT & ASSURANCE PTY LTD	ACCOUNTANCY SERVICES	\$	1,078.00
17/10/2019	67666	ANNA FOLEY	WELLNESS SERVICES	\$	900.00
17/10/2019	67743	AQUAVIVA CATERING	CATERING	\$	1,350.00
17/10/2019	67641	AR PLUMBING & GAS SERVICE	PLUMBING SERVICES	\$	795.30
17/10/2019	67644	ARBOR GUY	TREE MAINTENANCE SERVICES	\$	25,892.90
28/10/2019	67951	ARBOR GUY	CANCELLED PAYMENT	\$	-
28/10/2019	67964	ARBOR GUY	TREE MAINTENANCE SERVICES	\$	13,226.40
17/10/2019	67805	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	\$	169.87
17/10/2019	67671	ART MANAGEMENT SERVICES PTY LTD	VALUATIONS	\$	150.00
10/10/2019	67572	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	\$	234,551.00
24/10/2019	67945	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	\$	243,821.00
17/10/2019	67662	AUSQ TRAINING	TRAINING SERVICES	\$	1,444.00
17/10/2019	67836	AUSTRALIA POST	POSTAL SERVICE	\$	3,911.85
17/10/2019	67626	AUSTRALIAN COASTAL COUNCILS ASSOCIATION	MEMBERSHIP	\$	2,935.97
17/10/2019	67796	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	\$	6,193.11
1/11/2019	67991	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	\$	2,464.00
10/10/2019	67573	AUSTRALIAN SERVICES UNION	UNION FEES	\$	25.90
24/10/2019	67946	AUSTRALIAN SERVICES UNION	UNION FEES	\$	25.90
17/10/2019	67881	AUTO ONE	PLANT PURCHASES / SERVICES / PARTS	\$	2,307.82
17/10/2019	67647	AVIATION PROJECTS PTY LTD	CONSULTANCY SERVICES	\$	3,300.00
8/10/2019	67550	AXIIS CONTRACTING PTY LTD	CONCRETE FOOTPATH AND ASSOCIATED WORKS	\$	44,853.82
17/10/2019		AXIIS CONTRACTING PTY LTD	CONCRETE FOOTPATH AND ASSOCIATED WORKS	\$	7,334.25
17/10/2019	67679	AZILITY	IT SOFTWARE	\$	988.90
17/10/2019	67852	B & B STREET SWEEPING	STREET SWEEPING SERVICE	\$	25,420.90
17/10/2019	67820	B & J CATALANO PTY LTD	GRAVEL CRUSHING & SUPPLY	\$	5,813.45
10/10/2019	67617	B & N THOMAS	BJTP REFUND	\$	62.00
17/10/2019	67800	B MILLMAN	TENNIS COACHING	\$	150.00
	67712	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	\$	7,907.90
17/10/2019	67003	BASKETBALL RINGLEADER	SPORTING EQUIPMENT	\$	187.00
1/11/2019	67992		SIGNAGE SERVICES	\$	4,125.00
1/11/2019 2/10/2019	67535	BAY SIGNS			824.50
1/11/2019 2/10/2019 17/10/2019	67535 67845	BAY SIGNS	SIGNAGE SERVICES	\$	
1/11/2019 2/10/2019 17/10/2019 2/10/2019	67535 67845 67526	BAY SIGNS BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES	\$	
1/11/2019 2/10/2019 17/10/2019 2/10/2019 17/10/2019	67535 67845 67526 67690	BAY SIGNS BCP CIVIL & PLANT BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES EXCAVATOR & PLANT HIRE - VARIOUS WORKS	\$	31,989.14
1/11/2019 2/10/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019	67535 67845 67526 67690 67692	BAY SIGNS BCP CIVIL & PLANT BCP LIQUID WASTE	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES EXCAVATOR & PLANT HIRE - VARIOUS WORKS LIQUID WASTE SERVICES	\$	31,989.14 9,451.10
1/11/2019 2/10/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019	67535 67845 67526 67690 67692 67691	BAY SIGNS BCP CIVIL & PLANT BCP LIQUID WASTE BCP MATERIALS PTY LTD	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES EXCAVATOR & PLANT HIRE - VARIOUS WORKS LIQUID WASTE SERVICES SAND & GRAVEL SUPPLY AND DELIVERY	\$ \$	31,989.14 9,451.10 12,031.74
1/11/2019 2/10/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67535 67845 67526 67690 67692 67691 67910	BAY SIGNS BCP CIVIL & PLANT BCP CIVIL & PLANT BCP LIVIL & PLANT BCP LIQUID WASTE BCP MATERIALS PTY LTD BEACHSIDE BUILDING & MAINTENANCE	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES EXCAVATOR & PLANT HIRE - VARIOUS WORKS LIQUID WASTE SERVICES SAND & GRAVEL SUPPLY AND DELIVERY MAINTENANCE SERVICES	\$ \$ \$	31,989.14 9,451.10 12,031.74 8,720.00
1/11/2019 2/10/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67535 67845 67526 67690 67692 67691 67910	BAY SIGNS BCP CIVIL & PLANT BCP LIQUID WASTE BCP LIQUID WASTE BCP MATERIALS PTY LTD BEACHSIDE BUILDING & MAINTENANCE BELLROCK CLEANING SERVICES PTY LTD	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES EXCAVATOR & PLANT HIRE - VARIOUS WORKS LIQUID WASTE SERVICES SAND & GRAVEL SUPPLY AND DELIVERY MAINTENANCE SERVICES CLEANING SERVICES	\$ \$ \$ \$ \$	31,989.14 9,451.10 12,031.74 8,720.00 29,266.54
1/11/2019 2/10/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67535 67845 67526 67690 67692 67691 67910	BAY SIGNS BCP CIVIL & PLANT BCP LIQUID WASTE BCP MATERIALS PTY LTD BEACHSIDE BUILDING & MAINTENANCE BELLROCK CLEANING SERVICES PTY LTD BENARA NURSERY	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES EXCAVATOR & PLANT HIRE - VARIOUS WORKS LIQUID WASTE SERVICES SAND & GRAVEL SUPPLY AND DELIVERY MAINTENANCE SERVICES	\$ \$ \$ \$ \$	35,710.65 31,989.14 9,451.10 12,031.74 8,720.00 29,266.54 4,664.00
1/11/2019 2/10/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67535 67845 67526 67690 67692 67691 67910 67754 67862 67751	BAY SIGNS BCP CIVIL & PLANT BCP LIQUID WASTE BCP MATERIALS PTY LTD BEACHSIDE BUILDING & MAINTENANCE BELLROCK CLEANING SERVICES PTY LTD BENARA NURSERY BENS BOBCAT SERVICE	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES EXCAVATOR & PLANT HIRE - VARIOUS WORKS LIQUID WASTE SERVICES SAND & GRAVEL SUPPLY AND DELIVERY MAINTENANCE SERVICES CLEANING SERVICES UNDERSTRESS SUPPLIES BOBCAT HIRE & EARTHWORKS	\$ \$ \$ \$ \$ \$	31,989.14 9,451.10 12,031.74 8,720.00 29,266.54 4,664.00
1/11/2019 2/10/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 28/10/2019	67535 67845 67526 67690 67692 67691 67910 67754 67862 67751 67955	BAY SIGNS BCP CIVIL & PLANT BCP LIQUID WASTE BCP LIQUID WASTE BCP MATERIALS PTY LTD BEACH-SIDE BUILDING & MAINTENANCE BELLROCK CLEANING SERVICES PTY LTD BENARA NURSERY BENS BOBCAT SERVICE BETTER IMPACT PTY LTD	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES EXCAVATOR & PLANT HIRE - VARIOUS WORKS LIQUID WASTE SERVICES SAND & GRAVEL SUPPLY AND DELIVERY MAINTENANCE SERVICES CLEANING SERVICES CLEANING SERVICES NURSERY SUPPLIES BOBCAT HIRE & EARTHWORKS CANCELLED PAYMENT	\$ \$ \$ \$ \$ \$	31,989.14 9,451.10 12,031.74 8,720.00 29,266.54 4,664.00 1,320.00
1/11/2019 2/10/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67535 67845 67526 67690 67692 67691 67910 67754 67862 67751	BAY SIGNS BCP CIVIL & PLANT BCP LIQUID WASTE BCP MATERIALS PTY LTD BEACHSIDE BUILDING & MAINTENANCE BELLROCK CLEANING SERVICES PTY LTD BENARA NURSERY BENS BOBCAT SERVICE	EXCAVATOR & PLANT HIRE MONTHLY MANAGEMENT FEES EXCAVATOR & PLANT HIRE - VARIOUS WORKS LIQUID WASTE SERVICES SAND & GRAVEL SUPPLY AND DELIVERY MAINTENANCE SERVICES CLEANING SERVICES UNDERSTRESS SUPPLIES BOBCAT HIRE & EARTHWORKS	\$ \$ \$ \$ \$ \$	31,989.14 9,451.10 12,031.74 8,720.00 29,266.54 4,664.00

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DATE	REF#	NAME	DESCRIPTION		AMOUNT
8/10/2019	67554	BILL SMITH	BJTP REFUND	\$	62.00
17/10/2019	67843	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	\$	1,360.45
17/10/2019	67709	BLUE STEEL ENTERPRISES PTY LTD	PPE UNIFORM & EQUIPMENT	\$	271.70
17/10/2019	67645	BLUE TANG (WA) PTY LTD	LANDSCAPE ARCHITECTURAL SERVICES	\$	1,320.0
17/10/2019	67809	BOC GASES AUSTRALIA LTD	GAS SERVICES	\$	18.0
10/10/2019	67620	BOC LIMITED	CO2 AND GAS SERVICES	\$	6,403.4
1/11/2019	67996	BOOMERING	BASKETBALL RING SYSTEMS	\$	27,499.9
17/10/2019	67656	BRIDGESTONE	TYRE SERVICES	\$	513.59
17/10/2019	67906	BROADWATER BRICK PAVING	PAVING SERVICES	\$	2,690.0
17/10/2019	67771	BS & TE CLUNING	WORKSHOP FACILITATION	\$	360.0
17/10/2019	67856	BSEWA	ELECTRICAL SERVICES	\$	116.8
18/10/2019	67935	BSEWA	ELECTRICAL SERVICES	\$	43,491.0
17/10/2019	67859	BSO DEVELOPMENT CONSULTANTS	CONSULTANCY SERVICES	\$	4,887.0
17/10/2019	67774	BULL MOTOR BODIES	INSURANCE EXCESS	\$	499.9
1/11/2019	67986	BULL MOTOR BODIES	LIGHT VEHICLE ACCESSORIES	\$	2,638.9
17/10/2019	67875	BUNBURY HIAB AND TILT TRAY (HOTMAC GOLD PTY LTD)	TILT TRAY SERVICES	\$	863.5
17/10/2019	67649	BUNBURY SUBARU	VEHICLE PURCHASES / SERVICES / PARTS	\$	311.7
8/10/2019	67538	BUNBURY TELECOM SERVICE PTY LTD	TELECOM MAINTENANCE SERVICES	\$	330.0
17/10/2019	67858	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	\$	3,671.4
17/10/2019	67887	BURKE AIR	AIR CONDITIONING SERVICES	\$	473.3
17/10/2019	67724	BUSSELTON AGRICULTURAL SERVICES (WA) PTY	RURAL SUPPLIES	\$	665.0
17/10/2019	67713	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	\$	1,113.4
17/10/2019	67660	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	\$	2,399.9
17/10/2019	67849	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	\$	6,304.1
		BUSSELTON BUILDING PRODUCTS BUSSELTON CHAMBER OF COMMERCE AND INDUSTRY			
17/10/2019	67870	BUSSELTON CHAMBER OF COMMERCE AND INDUSTRY BUSSELTON FLORIST	GRANT FUNDING FLOWERS AND GIFTS	\$	35,337.5
17/10/2019	67851 67874		ELECTRICITY REIMBURSEMENT	\$	80.0
17/10/2019		BUSSELTON FOOTBALL & SPORTSMAN CLUB		\$	171.8
17/10/2019	67633	BUSSELTON HYDRAULIC SERVICES INC.	HYDRAULIC SERVICES	\$	174.0
17/10/2019	67833	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASES / SERVICES / PARTS	\$	71,625.3
17/10/2019	67847	BUSSELTON PEST & WEED CONTROL	PEST & WEED CONTROL VARIOUS LOCATIONS	\$	12,956.0
17/10/2019	67839	BUSSELTON SENIOR CITIZENS CENTRE	QUARTERLY DONATION PAYMENT	\$	23,868.3
17/10/2019	67717	BUSSELTON STOCK FEEDS & PET SUPPLIES	ANIMAL SUPPLIES	\$	269.0
17/10/2019	67838	BUSSELTON TELEPHONES & TECHNOLOGY	COMMUNICATION SERVICES	\$	100.0
8/10/2019	67562	BUSSELTON TENNIS CLUB	CONSTRUCTION SERVICES	\$	50,297.8
17/10/2019	67808	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	\$	1,138.8
18/10/2019	67931	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	\$	155,871.4
8/10/2019	67545	BUTETIMES PTY LTD (FIRE STATION)	FOOD AND BEVERAGES	\$	104.0
17/10/2019	67746	BUTETIMES! PTY LTD T/A FIRE STATION	SPORTING EVENT PRIZES	\$	700.0
17/10/2019	67658	BUZZ MARKETING CONSULTANCY PTY LTD	EVENT SPONSORSHIP - MUDFEST	\$	5,500.0
17/10/2019	67706	CALIBRE PROFESSIONAL SERVICES PTY LTD	ENGINEERING SERVICES	\$	6,270.0
17/10/2019	67773	CAMPBELLS	GLC KIOSK PURCHASES	\$	744.7
17/10/2019	67730	CAPE ABILITIES	DISABILITY EQUIPMENT	\$	11,724.9
17/10/2019	67885	CAPE CELLARS BUSSELTON	REFRESHMENTS	\$	268.0
17/10/2019	67911	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	\$	30.1
17/10/2019	67659	CAPE LIFE PTY LTD	GARDEN SERVICES	\$	5,329.7
17/10/2019	67637	CAPE MOUNTAIN BIKERS INCORPORATED	COMMUNITY BID	\$	3,490.0
17/10/2019	67904	CAPE RURAL CONTRACTING	FIRE CONTROL SERVICES	\$	6,017.0
10/10/2019	67604	CAPITAL GRAZING CO.	COUNCILLOR PAYMENT	\$	8,398.1
17/10/2019	67860	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC.	MEMBERSHIP	\$	125.0
17/10/2019	67678	CHRIS SHEEDY PANEL & PAINT	PANEL REPAIRS & REPLACEMENT	\$	1,000.0
17/10/2019	67865	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	\$	4,886.2
17/10/2019	67897	CITY AND REGIONAL FUELS	FUEL SERVICES	ŝ	3,770.9
10/10/2019	67571	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	Ś	3,957.1
24/10/2019	67944	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	\$	3,957.1
10/10/2019	67576	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	\$	232.0
24/10/2019	67949	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	\$	236.0
17/10/2019	67810	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	\$	11,561.1
10/10/2019	67624	CLEANAWAY	WASTE MANAGEMENT SERVICES	\$	74,037.8
	67878	CLEANAWAY	WASTE MANAGEMENT SERVICES WASTE MANAGEMENT SERVICES	\$	18,601.4
17/10/2019	67829		MAINTENANCE PARTS WASHER	\$	
17/10/2019		CLEANAWAY EQUIPMENT SERVICES		è	947.1
17/10/2019	67632	CLEVERPATCH	VACATION CARE SUPPLIES	0	610.4
28/10/2019		CLINTON LONG PROJECT MANAGEMENT PTY LTD	CANCELLED PAYMENT	\$	115 002 0
28/10/2019		CLINTON LONG PROJECT MANAGEMENT PTY LTD	HERITAGE RESTORATION SPECIALIST-BUTTER FACTORY	\$	115,092.0
17/10/2019	67888	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	\$	1,403.2
17/10/2019		COLES	COUNCIL & STAFF REFRESHMENTS	\$	1,528.8
17/10/2019	67700	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	\$	1,174.2
17/10/2019	67664	COMPLETE PORTABLES	PORTABLE TOILET HIRE	\$	944.9
17/10/2019	67756	COMPUTER WEST	INFORMATION TECHNOLOGY TRAINING	\$	657.5
10/10/2019	67618	CORRINE DONALDSON	BJTP REFUND	\$	62.0
17/10/2019	67728	CORSIGN WA PTY LTD	SIGNAGE AND TRAFFIC ACCESSORIES	\$	1,404.7
18/10/2019		COVENTRY GROUP LTD	MAINTENANCE SUPPLIES	\$	796.7
8/10/2019	67540	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	\$	17,490.0
17/10/2019	67668	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	\$	4,274.6
17/10/2019		CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	\$	2,051.3
0/10/2019	67575	CSA OFFICIAL RECEIPTS ACCOUNT	FAMILY PAYMENT	\$	1,722.0
24/10/2019		CSA OFFICIAL RECEIPTS ACCOUNT	FAMILY PAYMENT	\$	1,715.4
17/10/2019		CURLY'S REMOVALS	FURNITURE & GYM EQUIPMENT TRANSPORT	\$	210.0
1/11/2019	67997	D AGOSTINO + LUFF PTY LTD	ARCHITECTURAL SERVICES	\$	8,800.0
1/11/2019		D MCKENZIE T/A LITORIA ECO SERVICES	LANDSCAPING CONSULTANTS AND SUPPLY	\$	1,292.5
	67533	DANIELLE PAULL	MAYORAL PRAYER BREAKFAST	\$	1,292.5
2/10/2019					

28/10/2019 17/10/2019	REF# 67959 67972 67864 67615 67794 67854 67638 67638 67638 67630 67648 67920 67867 67532 67790 67819 67819	NAME DARRYL JONES DARRYL JONES DAVID MILDWATERS ELECTRICAL DDLS AUSTRALIA PTY LTD DEFO DE FIRE AND EMERGENCY SERVICES DEPT OF FIRE AND EMERGENCY SERVICES DEPT OF PLANNING, LANDS AND HERITAGE DEPT OF PREMIER AND CABINET STATE DEPT OF TRANSPORT DEPT OF WATER AND ENVIRONMENTAL REGULATION DG & DICHOLDEN DIAL BEFORE YOU DIG DIOGENES PROPERTY P/L	DESCRIPTION CANCELLED PAYMENT BJTP REFUND MAINTENANCE SERVICES IT EDUCATION AND TRAINING STEEL GUIDE POST SUPPLIER FIRE AND EMERGENCY SERVICES LEVY CHARGES FOR CENTREPAY FACILITY DEVELOPMENT ASSESSMENT PANEL PAYMENT LEGAL PUBLICATIONS VEHICLE OWNERSHIP SEARCHES TRANSFER WATER LICENCE STAFF REIMBURSEMENT CABLE LOCATION SERVICE	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	110.00 19,295.51 2,970.00 6,820.00 27,000.08 135.63 18,598.00 845.16 85.00
28/10/2019 17/10/2019	67864 67615 67794 67854 67683 67638 67630 67648 67920 67980 67867 67532 67902 67753 67720 67819	DARRYL JONES DAVID MILDWATERS ELECTRICAL DDLS AUSTRALIA PTY LTD DELNORTH PTY LTD DEPT OF FIRE AND EMERGENCY SERVICES DEPT OF PHUMAN SERVICES DEPT OF PLANNING, LANDS AND HERITAGE DEPT OF PREMIER AND CABINET STATE DEPT OF TRANSPORT DEPT OF WATER AND ENVIRONMENTAL REGULATION DG & DK HOLDEN DIAL BEFORE YOU DIG	BJTP REFUND MAINTENANCE SERVICES IT EDUCATION AND TRAINING STEEL GUIDE POST SUPPLIER FIRE AND EMERGENCY SERVICES LEVY CHARGES FOR CENTREPAY FACILITY DEVELOPMENT ASSESSMENT PANEL PAYMENT LEGAL PUBLICATIONS VEHICLE OWNERSHIP SEARCHES TRANSFER WATER LICENCE STAFF REIMBURSEMENT	\$ \$ \$ \$ \$ \$ \$	19,295.51 2,970.00 6,820.00 27,000.08 135.63 18,598.00 845.16 85.00
10/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 18/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67615 67794 67854 67683 67638 67630 67648 67920 67980 67867 67532 67902 67753 67720 67819	DDLS AUSTRALIA PTY LTD DELNORTH PTY LTD DETOORTH PTY LTD DEPT OF FIRE AND EMERGENCY SERVICES DEPT OF HUMAN SERVICES DEPT OF PLANNING, LANDS AND HERITAGE DEPT OF PREMIER AND CABINET STATE DEPT OF TRANSPORT DEPT OF WATER AND ENVIRONMENTAL REGULATION DG & DK HOLDEN DIAL BEFORE YOU DIG	IT EDUCATION AND TRAINING STEEL GUIDE POST SUPPLIER FIRE AND EMERGENCY SERVICES LEVY CHARGES FOR CENTREPAY FACILITY DEVELOPMENT ASSESSMENT PANEL PAYMENT LEGAL PUBLICATIONS VEHICLE OWNERSHIP SEARCHES TRANSFER WATER LICENCE STAFF REIMBURSEMENT	\$ \$ \$ \$ \$ \$	2,970.00 6,820.00 27,000.08 135.63 18,598.00 845.16 85.00
17/10/2019 17/10/2019	67794 67854 67683 67638 67630 67648 67920 67980 67867 67532 67902 67753 67720 67819	DELNORTH PTY LTD DEPT OF FIRE AND EMERGENCY SERVICES DEPT OF HUMAN SERVICES DEPT OF PLANNING, LANDS AND HERITAGE DEPT OF PREMIER AND CABINET STATE DEPT OF TRANSPORT DEPT OF WATER AND ENVIRONMENTAL REGULATION DG & DK HOLDEN DIAL BEFORE YOU DIG	STEEL GUIDE POST SUPPLIER FIRE AND EMERGENCY SERVICES LEVY CHARGES FOR CENTREPAY FACILITY DEVELOPMENT ASSESSMENT PANEL PAYMENT LEGAL PUBLICATIONS VEHICLE OWNERSHIP SEARCHES TRANSFER WATER LICENCE STAFF REIMBURSEMENT	\$ \$ \$ \$ \$ \$	6,820.00 27,000.08 135.63 18,598.00 845.16 85.00
17/10/2019 17/10/2019	67854 67683 67638 67630 67648 67920 67980 67867 67532 67902 67753 67720 67819	DEPT OF FIRE AND EMERGENCY SERVICES DEPT OF HUMAN SERVICES DEPT OF PLANNING, LANDS AND HERITAGE DEPT OF PREMIER AND CABINET STATE DEPT OF TRANSPORT DEPT OF WATER AND ENVIRONMENTAL REGULATION DG & DK HOLDEN DIAL BEFORE YOU DIG	FIRE AND EMERGENCY SERVICES LEVY CHARGES FOR CENTREPAY FACILITY DEVELOPMENT ASSESSMENT PANEL PAYMENT LEGAL PUBLICATIONS VEHICLE OWNERSHIP SEARCHES TRANSFER WATER LICENCE STAFF REIMBURSEMENT	\$ \$ \$ \$ \$	27,000.08 135.63 18,598.00 845.16 85.00
17/10/2019 17/10/2019 17/10/2019 17/10/2019 18/10/2019 18/10/2019 1/11/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67683 67638 67630 67648 67920 67980 67867 67532 67902 67753 67720 67819	DEPT OF HUMAN SERVICES DEPT OF PLANNING, LANDS AND HERITAGE DEPT OF PREMIER AND CABINET STATE DEPT OF TRANSPORT DEPT OF WATER AND ENVIRONMENTAL REGULATION DØ & DK HOLDEN DIAL BEFORE YOU DIG	CHARGES FOR CENTREPAY FACILITY DEVELOPMENT ASSESSMENT PANEL PAYMENT LEGAL PUBLICATIONS VEHICLE OWNERSHIP SEARCHES TRANSFER WATER LICENCE STAFF REIMBURSEMENT	\$ \$ \$ \$	135.63 18,598.00 845.16 85.00
17/10/2019 17/10/2019 17/10/2019 18/10/2019 18/10/2019 1/11/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67638 67630 67648 67920 67980 67867 67532 67902 67753 67720 67819	DEPT OF PLANNING, LANDS AND HERITAGE DEPT OF PREMIER AND CABINET STATE DEPT OF TRANSPORT DEPT OF WATER AND ENVIRONMENTAL REGULATION DG & DK HOLDEN DIAL BEFORE YOU DIG	DEVELOPMENT ASSESSMENT PANEL PAYMENT LEGAL PUBLICATIONS VEHICLE OWNERSHIP SEARCHES TRANSFER WATER LICENCE STAFF REIMBURSEMENT	\$ \$ \$ \$	18,598.00 845.16 85.00
17/10/2019 17/10/2019 18/10/2019 1/11/2019 1/11/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67630 67648 67920 67980 67867 67532 67902 67753 67720 67819	DEPT OF PREMIER AND CABINET STATE DEPT OF TRANSPORT DEPT OF WATER AND ENVIRONMENTAL REGULATION DG & DK HOLDEN DIAL BEFORE YOU DIG	LEGAL PUBLICATIONS VEHICLE OWNERSHIP SEARCHES TRANSFER WATER LICENCE STAFF REIMBURSEMENT	\$ \$ \$	845.16 85.00
17/10/2019 18/10/2019 18/10/2019 1/11/2019 1//10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67648 67920 67980 67867 67532 67902 67753 67720 67819	DEPT OF TRANSPORT DEPT OF WATER AND ENVIRONMENTAL REGULATION DØ & DK HOLDEN DIAL BEFORE YOU DIG	VEHICLE OWNERSHIP SEARCHES TRANSFER WATER LICENCE STAFF REIMBURSEMENT	\$	85.00
18/10/2019 1/11/2019 1/11/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67920 67980 67867 67532 67902 67753 67720 67819	DEPT OF WATER AND ENVIRONMENTAL REGULATION DG & DK HOLDEN DIAL BEFORE YOU DIG	TRANSFER WATER LICENCE STAFF REIMBURSEMENT	\$	
1/11/2019 17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67980 67867 67532 67902 67753 67720 67819	DG & DK HOLDEN DIAL BEFORE YOU DIG	STAFF REIMBURSEMENT	_	200.00
17/10/2019 2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67867 67532 67902 67753 67720 67819	DIAL BEFORE YOU DIG			86.95
2/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67532 67902 67753 67720 67819			s	1,504.25
17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67902 67753 67720 67819		RATES REFUND	\$	3,214.84
17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67753 67720 67819	DOOR HARDWARE SOLUTIONS	DOOR FURNITURE & HARDWARE SUPPLIES	\$	84.37
17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67720 67819	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS GLC CAFÉ	\$	3,109.67
17/10/2019 17/10/2019 17/10/2019 17/10/2019		DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	\$	3,311.00
17/10/2019 17/10/2019 17/10/2019		DUCHESS MEDICAL PRACTICE	MEDICAL SERVICES	\$	136.25
17/10/2019 17/10/2019	67876	DUNSBOROUGH & DISTRICTS PROGRESS ASSOC INC.	EVENT SPONSORSHIP	\$	2,750.00
17/10/2019	67834	DUNSBOROUGH BOBCAT SERVICE	EARTHMOVING - BOBCAT HIRE	\$	11,110.00
	67682	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	\$	159.45
	67882	DUXTON HOTEL	ACCOMMODATION	\$	1,653.00
	67686	DYMOCKS BUSSELTON	LIBRARY RESOURCES	\$	203.92
	67616	DYNAMIC SUBLIMATION PTY LTD	UNIFORMS	\$	1,298.00
	67541	ECHO FIELD PTY LTD	BUSH FIRE INSPECTION WORKS/WEED CONTROL	\$	1,760.00
	67714	ECHO FIELD PTY LTD	BUSH FIRE INSPECTION WORKS/WEED CONTROL	\$	1,628.00
	68002	EF DAY & SN WILLIAMS EIS CONTROL PTY LTD	MAINTENANCE SERVICES	\$	6,190.00
	67764 67627	ELLIOT'S IRRIGATION PTY LTD	ELECTRICAL SERVICES IRRIGATION & IRON FILTER SERVICES	\$	233.75 1,117.60
	67621	ELLIOT'S IRRIGATION PTY LTD ELLIOTT'S SMALL ENGINES	PLANT PURCHASES / SERVICES / PARTS	\$	1,117.60
	67752	EMERGE SOLUTIONS PTY LTD	BROADCAST ALERT DES LICENSES	\$	1,500.00
	67663	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	\$	2,627.41
	67769	ESPLANADE HOTEL	CATERING	\$	100.00
	67812	FENNESSY'S	VEHICLE PURCHASES / SERVICES / PARTS	\$	516.96
	67932	FENNESSY'S	VEHICLE PURCHASES / SERVICES / PARTS	\$	39,666.05
17/10/2019	67635	FIRE AND SAFETY WA	FIRE EQUIPMENT SUPPLIER	\$	312.40
17/10/2019	67687	FOUNDER ENTERPRISES PTY LTD T/AS FORTUS	EARTHMOVING PARTS	\$	144.01
28/10/2019	67963	FREEHILLS EFT ACCOUNT	CANCELLED PAYMENT	\$	-
	67976	FREEHILLS EFT ACCOUNT	LEGAL SERVICES	\$	936.32
	67747	FRESH AS	MILK SUPPLIES GLC	\$	217.30
	67813	FTE ENGINEERING	MAINTENANCE SERVICES	\$	671.00
	67631	FUTURE PLASTICS	CREMATORIUM SUPPLIES	\$	455.65
	67891	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE	\$	740.00
	67738 67893	GEOBOX PTY LTD GEOGRAPHE CAMPING AND TACKLE WORLD	VEHICLE CAMERAS OUTDOOR EQUIPMENT SUPPLIER	\$	264.00 99.90
	67729	GEOGRAPHE CAMPING AND TACKLE WORLD GEOGRAPHE ELECTRICAL & COMMUNICATIONS GE	ELECTRICAL SERVICES	\$	5,305.92
	67934	GEOGRAPHE PETROLEUM	FUEL SERVICES	Š	16,196.70
	67895	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	\$	2,803.15
	67816	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	\$	646.10
	67801	GEOSPREAD	GREEN WASTE MULCHING	\$	28,262.85
	67639	GERALDINE NOMINEES T/A BUNBURY TRUCKS	PLANT PURCHASES / SERVICES / PARTS	\$	244.70
10/10/2019	67568	GR & LC CHRISTIAN	RENTAL LEASE AGREEMENT	\$	1,200.00
24/10/2019	67941	GR & LC CHRISTIAN	RENTAL LEASE AGREEMENT	\$	1,200.00
	67677	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY	STORAGE SERVICES	\$	437.54
	67536	GRANT HENLEY	COUNCILLOR REIMBURSEMENT	\$	69.99
	67602	GRANT HENLEY	COUNCILLOR PAYMENT	\$	10,280.09
	67708	GRASS TREES AUSTRALIA	GARDEN SERVICES	\$	348.00
	67894	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	\$	3,900.00
	67672	GREEN MAN MEDIA PRODUCTIONS	MEDIA PRODUCTIONS	\$	275.00
	67782	GREENWAVE LANDSCAPES GREG AND DIANNE MCLEOD	LANDSCAPING SERVICES	\$	3,630.00
	67790 67534	GREG AND DIANNE MCLEOD GREG SIMPSON	REIMBURSEMENT WATER CHARGES STAFF REIMBURSEMENT	\$	3,541.86 199.00
	67814	GROCOCK GLASS	GLASS WORK SERVICES	\$	1,625.00
	67825	HANSON CONST. MATERIALS PTY LTD	CONCRETE SERVICES & SUPPLY	\$	19,036.93
	67804	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	ELECTRICAL APPLIANCE SUPPLIER	\$	154.00
	67689	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	\$	1,260.00
	67755	HI OPERATIONS PTY LTD T/A IBIS PERTH	ACCOMMODATION	\$	165.00
	67567	HIF	HEALTH INSURANCE	\$	247.85
	67940	HIF	HEALTH INSURANCE	\$	247.85
	67651	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	\$	2,308.28
	67776	ILLION AUSTRALIA PTY LTD	BUSINESS NAME & COMPANY SEARCHES	\$	250.64
	67718	IMAGE ON LINE	PHONE SYSTEM MESSAGE ON HOLD	\$	261.25
	67665	IRONMAN AUSTRALIA	EVENT SERVICES - GRANT FUNDING (C2C)	\$	5,500.00
	67555	J & M TIENHOVEN	BJTP REFUND	\$	124.00
	67817	JASON SIGN MAKERS	SIGNAGE SUPPLIES	\$	682.00
	67927	JBS & G AUSTRALIA PTY LTD	CONSULTANCY SERVICES	\$	11,547.25
	67761	JCW ELECTRICAL GROUP PTY LTD	ELECTRICAL CONTRACTING	\$	207.90
	67744	JESSICA DALEY	STAFF REIMBURSEMENT	\$	126.20
	67688	JIMS FIRST	HARDWARE SUPPLIES	\$	54.80
	67983	JK & RE RICHARDS	LETTER BOX REPLACEMENT	\$	80.95
28/10/2019	67958	JOANNE KENNY	CANCELLED PAYMENT	\$	-

DATE	REF#	NAME	DESCRIPTION		AMOUNT
28/10/2019	67971	JOANNE KENNY	BJTP REFUND	\$	62.00
1/11/2019	67990	JODIE GOLDRING	WORKSHOP FACILITATOR	\$	810.00
10/10/2019	67603	JOHN McCALLUM	COUNCILLOR PAYMENT	\$	4,380.50
17/10/2019	67674	JS ROADSIDE PRODUCTS	ROADSIDE PRODUCTS	\$	6,068.70
10/10/2019	67623	JUDY KING	RATES REFUND	\$	75.00
18/10/2019 17/10/2019	67926	JUNIPER EVENTS	PROFESSIONAL BAR STAFF HIRE	\$	130.00
17/10/2019	67653 67780	KALBAY PTY LTD KARMEL ENTERPRISES	CABLING SERVICES IRRIGATION AND PROJECT MANAGEMENT	\$	1,650.00 550.00
2/10/2019	67529	KATE WESTERN	VACATION CARE CONSUMABLES	\$	31.30
17/10/2019	67733	KATE WESTERN	STAFF REIMBURSEMENT	\$	21.00
1/11/2019	67982	KATE WESTERN	STAFF REIMBURSEMENT	\$	8.37
17/10/2019	67818	KD POWER & CO	WEIGHBRIDGE SERVICES	\$	100.00
17/10/2019	67640	KEEN BOYS TRANSPORT PTY LTD	DRIVER LICENCE TRAINING	\$	895.00
8/10/2019	67546	KELLY LINDA HICK	COUNCILLOR REIMBURSEMENT	\$	239.81
10/10/2019	67613	KELLY LINDA HICK	COUNCILLOR PAYMENT	\$	2,738.53
18/10/2019	67923	KENT LYON ARCHITECT	DESIGN SERVICES	\$	2,975.50
8/10/2019	67544	KITCHEN TAKEOVERS	CATERING	\$	588.00
18/10/2019	67921	KITCHEN TAKEOVERS	CATERING	\$	320.00
1/11/2019	67984	KITCHEN TAKEOVERS	CATERING	\$	795.00
17/10/2019	67857	KLEENHEAT GAS	GAS SERVICES - BOTTLED GAS BJTP	\$	342.27
17/10/2019	67767	KMART BUSSELTON	RETAIL HOME WARES	\$	579.50
17/10/2019	67830	LANDGATE (VALUER GENERAL'S OFFICE)	LAND INFORMATION AND TITLE SEARCHES	\$	1,800.84
17/10/2019	67824 67650	LANDGATE CUSTOMER ACCOUNT LANDSAVE ORGANICS	LAND INFORMATION AND TITLE SEARCHES LANDSCAPING SERVICE	\$	78.60 12,331.00
1/11/2019	67979	LANDSAVE ORGANICS LANDSAVE ORGANICS	LANDSCAPING SERVICE LANDSCAPING SERVICE	\$	23,760.00
17/10/2019	67772	LANDSCAPE AND MAINTENANCE SOLUTIONS PTY	LANDSCAPING SERVICES	\$	2,802.80
17/10/2019	67850	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	\$	6,113.69
17/10/2019	67898	LD TOTAL	LANDSCAPING SERVICES	\$	4,368.10
1/11/2019	67985	LEE REDDELL	STAFF REIMBURSEMENT	\$	875.00
8/10/2019	67537	LEEUWIN CIVIL PTY LTD	HIRE EQUIPMENT & BUILDING SUPPLY SERVICES	\$	75,194.11
17/10/2019	67636	LEEUWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES	\$	35,318.24
17/10/2019	67892	LEEUWIN TRANSPORT	COURIER & FREIGHT SERVICES	\$	896.05
18/10/2019	67929	LEIGH CARROLL	ANIMAL TRAP BOND REFUND	\$	100.00
8/10/2019	67560	LES MILLS ASIA PACIFIC INDUSTRIES	GYM PROGRAMME EQUIPMENT	\$	9,324.57
17/10/2019	67777	LIFE READY PHYSIO & PILATES BUSSELTON	MUSCULOSKELETAL FUNCTIONAL CAPACITY	\$	264.00
17/10/2019	67869	LIGHT IDEAS	LIGHTING SUPPLIER	\$	220.00
8/10/2019	67557	LINDSAY PERRY	REFUND OF ANIMAL TRAP BOND	\$	100.00
17/10/2019 18/10/2019	67815 67939	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	SUBSCRIPTION TRAINING SERVICES	\$	1,660.00
17/10/2019	67915	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA)	TRAINING SERVICES TRAINING SERVICES	\$	3,670.00
17/10/2019	67889	LOCK AROUND THE CLOCK	SECURITY SERVICES	\$	3,047.33
17/10/2019	67669	LOMAX MEDIA	ADVERTISING	\$	649.00
10/10/2019	67612	LYNDON MILES	COUNCILLOR PAYMENT	\$	2,738.53
8/10/2019	67556	M & D CROMMELIN	BJTP REFUND	\$	62.00
28/10/2019	67952	MACQUARIE EQUIPMENT RENTALS	CANCELLED PAYMENT	\$	-
28/10/2019	67965	MACQUARIE EQUIPMENT RENTALS	LEASING PAYMENTS	\$	5,379.00
8/10/2019	67565	MAIA FINANCIAL	I.T. LEASING PAYMENTS	\$	147,022.07
17/10/2019	67821	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	\$	31,856.92
17/10/2019	67877	MALCOLM THOMPSON PUMPS	PUMP SERVICES	\$	745.80
14/10/2019	67558	MARCO GIOVANNINI	PAYMENT CANCELLED	\$	-
17/10/2019	67802	MARCO GIOVANNINI	REFUND FACILITY HIRE BOND	\$	500.00
17/10/2019	67701	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	FINANCIAL ASSISTANCE TO OPERATE VISITOR CENTRE	\$	43,979.10
17/10/2019	67675 67703	MARGARET RIVER FENCING MARKETFORCE PTY LTD	MAINTENANCE SERVICES ADVERTISING SERVICES	\$	2,359.50
17/10/2019 28/10/2019	67956	MATTHEW WHYTE	CANCELLED PAYMENT	\$	2,256.57
28/10/2019	67969	MATTHEW WHYTE	ANIMAL TRAP BOND REFUND	\$	100.00
17/10/2019	67742	MERCURE HOTEL PERTH	ACCOMMODATION	\$	272.00
17/10/2019	67634	MEREDITH DIXON	ANTI-POVERTY WEEK CATERING	\$	140.00
8/10/2019	67549	METROPOLIS PROJECTS GROUP	BUILDING DESIGN & CONSTRUCTION	\$	30,806.49
10/10/2019	67614	MICHAEL VIVIAN	ART SALES	\$	35.00
28/10/2019	67954	MICRO PRODUCTS AUSTRALIA	CANCELLED PAYMENT	\$	-
28/10/2019	67967	MICRO PRODUCTS AUSTRALIA	MICROCHIPS AND RFID SCANNERS	\$	290.00
17/10/2019	67908	MJB INDUSTRIES PTY LTD	DRAINAGE SUPPLIES	\$	25,536.50
17/10/2019	67879	MODERN TEACHING AIDS PTY LTD	LIBRARY RESOURCES	\$	838.31
18/10/2019	67922	MODULAR WA	HOLIDAY CABINS FOR BJTP	\$	24,065.08
17/10/2019	67719	MOORE STEPHENS WA PTY LTD	TRAINING - WALGA WEBINAR SERIES	\$	990.00
2/10/2019	67531	MP EVANS	BJTP REFUND	\$	62.00
17/10/2019	67723 67919	NAJA BUSINESS CONSULTING SERVICES	CANCELLED PAYMENT CONSULTANCY SERVICES	\$	4,290.00
18/10/2019 17/10/2019	67919	NAJA BUSINESS CONSULTING SERVICES NATURALISTE TURF	TURF MAINTENANCE SERVICES	\$	4,290.00
10/10/2019	67619	NATURE CONSERVATION MARGARET RIVER	REFUND FACILITY HIRE BOND	\$	200.00
17/10/2019	67791	NED KELLY HOLDINGS PTY LTD	SOLID PLASTERING	\$	550.00
17/10/2019	67913	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	\$	270.45
17/10/2019	67822	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	\$	1,792.29
17/10/2019	67646	NL & KE SEARLE	STAFF REIMBURSEMENT	\$	90.00
18/10/2019	67924	NORMAN DISNEY & YOUNG	ENGINEERING CONSULTANCY SERVICES	\$	5,087.50
	67930	NP & ML MCCARTHY	BJTP REFUND	\$	186.00
18/10/2019			CANCELLED PAYMENT	6	
	67961	NYOONGAR WELLBEING & SPORTS	CANCELLED PATIVIENT	\$	
18/10/2019 28/10/2019 28/10/2019	67961 67974	NYOONGAR WELLBEING & SPORTS	REFUND FACILITY HIRE BOND	\$	
18/10/2019 28/10/2019	67961				200.00 29,670.85 109.00

DATE	REF#	NAME	DESCRIPTION		AMOUNT
17/10/2019	67725	OFFICE OF THE NATIONAL RAIL SAFETY REGULATION	ANNUAL REGULATORY FEES	s	174.11
10/10/2019	67611	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	\$	1,933.76
17/10/2019	67702	OLDSWEEN FAMILY TRUST	CATERING	\$	97.20
17/10/2019	67912	ONEMUSIC AUSTRALIA	PAYMENT CANCELLED	\$	-
17/10/2019	67765	ONSITE RENTAL GROUP OPERATIONS PTY LTD	PLANT HIRE & EQUIPMENT SERVICES	\$	16,742.34
17/10/2019	67681	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	\$	2,500.00
18/10/2019	67917	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	\$	567.20
17/10/2019	67654	ORANA CINEMAS BUSSELTON	FUND RAISING SERVICES	\$	1,019.00
17/10/2019	67793	OTTELIA ECOLOGY	ENVIRONMENTAL CONSULTANT & FACILITATION	\$	3,080.00
28/10/2019	67962	P & S GOLDRING	CANCELLED PAYMENT	\$	
28/10/2019	67975	P & S GOLDRING	RATES REFUND	\$	544.31
17/10/2019	67726	PARLAN PTY LTD TRADING AS ENVIRONMENTAL	WATER SAMPLING AND TESTING	\$	154.00 539.45
17/10/2019 18/10/2019	67736 67928	PASSMORE AUTOMOTIVE PAUL ENGLAND	VEHICLE MAINTENANCE SERVICES BJTP REFUND	\$	326.00
10/10/2019	67578	PAYMENT VOIDED	PAYMENT VOIDED	5	320.00
10/10/2019	67579	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67580	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67581	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67582	PAYMENT VOIDED	PAYMENT VOIDED	Š	-
10/10/2019	67583	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67584	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67585	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67586	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67587	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67588	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67589	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67590	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67591	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67592	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67593	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67594	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67595	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67596	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67597	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67598	PAYMENT VOIDED	PAYMENT VOIDED	\$	-
10/10/2019	67599	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67600	PAYMENT VOIDED	PAYMENT VOIDED	\$	
10/10/2019	67601 67831	PAYMENT VOIDED	PAYMENT VOIDED	\$	7 122 01
17/10/2019	67766	PENDREY AGENCIES P/L PETER & SHARYN BAKER	CHEMICAL / RURAL SUPPLIES WATER CHARGES REIMBURSEMENT	\$	7,122.01 1,307.10
17/10/2019	67707	PETER KIELY	STAFF REIMBURSEMENT	\$	1,307.10
8/10/2019	67539	PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD	LANDSCAPING SERVICES	\$	51,941.86
8/10/2019	67553	PHOEBE TUCKER	STAFF REIMBURSEMENT	\$	56.00
17/10/2019	67643	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	\$	2,325.40
10/10/2019	67625	PHYSIO SOUTHWEST	WELLNESS PROGRAM SERVICES	\$	1,152.00
2/10/2019	67530	PINDAN PTY LTD	CONSTRUCTION SERVICES	\$	78,615.19
17/10/2019	67807	PK COURIERS	COURIER SERVICES	\$	286.00
17/10/2019	67759	PLANTRITE	PLANT AND TREE SUPPLY	\$	1,397.00
17/10/2019	67778	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	\$	478.50
17/10/2019	67732	PREMIUM PUBLISHERS	ADVERTISING	\$	3,206.50
17/10/2019	67841	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	\$	40.54
17/10/2019	67652	PRIME INDUSTRIAL PRODUCTS PTY LTD	SAFETY EQUIPMENT	\$	822.80
17/10/2019	67749	PRIME MEDIA GROUP	ADVERTISING SERVICES	\$	2,355.10
2/10/2019	67527	PRIME URBAN WA PTY LTD	LANDSCAPE IMPLEMENTATION BOND	\$	459,553.04
17/10/2019	67835	PRO-LINE KERBING	KERBING & CONCRETE SERVICES	\$	33,126.72
10/10/2019	67607	PT CARTER	COUNCILLOR PAYMENT	\$	2,738.53
1/11/2019	67995	R ROBERTS & S GILMORE	BJTP REFUND	\$	110.00
17/10/2019	67880	REECE PTY LIMITED	PLUMBING SERVICES	\$	21.85
17/10/2019	67844	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	\$	693.99
17/10/2019	67909	REPEAT PLASTICS (WA)	PLASTIC PRODUCT SUPPLIER	\$	5,753.47
17/10/2019	67883	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	\$	8,042.62
	67000	DAAC (ALICT) DTV LTD			4,840.55
17/10/2019		RMS (AUST) PTY LTD	SOFTWARE SERVICES	\$	
17/10/2019 10/10/2019	67605	ROBERT REEKIE	COUNCILLOR PAYMENT	\$	
17/10/2019 10/10/2019 17/10/2019	67605 67837	ROBERT REEKIE ROD'S AUTO ELECTRICS	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES	\$	346.91
17/10/2019 10/10/2019 17/10/2019 17/10/2019	67605 67837 67698	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION	\$ \$ \$	346.91 2,285.50
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019	67605 67837 67698 67606	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT	\$ \$ \$ \$	346.91 2,285.50 2,738.53
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019 17/10/2019	67605 67837 67698 67606 67823	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES	\$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019 17/10/2019 17/10/2019	67605 67837 67698 67606 67823 67798	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST.	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT	\$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019 17/10/2019	67605 67837 67698 67606 67823	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FURNITURE & LOCK SETS	\$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019 17/10/2019 17/10/2019 28/10/2019	67605 67837 67698 67606 67823 67798 67960	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FURNITURE & LOCK SETS CANCELLED PAYMENT	\$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019 17/10/2019 17/10/2019 28/10/2019 28/10/2019	67605 67837 67698 67606 67823 67798 67960 67973	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE S GILMORE	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FURNITURE & LOCK SETS CANCELLED PAYMENT CANCELLED PAYMENT	\$ \$ \$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019 17/10/2019 17/10/2019 28/10/2019 28/10/2019 17/10/2019	67605 67837 67698 67606 67823 67798 67960 67973 67896	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE SAFE & SURE SECURITY PTY LTD	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FURNITURE & LOCK SETS CANCELLED PAYMENT CANCELLED PAYMENT SECURITY SERVICES - ALARM OCCURRENCE	\$ \$ \$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60 - - 1,716.00 962.50
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019 17/10/2019 17/10/2019 28/10/2019 28/10/2019 17/10/2019 17/10/2019	67605 67837 67698 67606 67823 67798 67960 67973 67896 67697	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE S GILMORE SAFE & SURE SECURITY PTY LTD SANDGROPER CONTRACTING	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FUNITURE & LOCK SETS CANCELLED PAYMENT CANCELLED PAYMENT SECURITY SERVICES - ALARM OCCURRENCE LIQUID WASTE REMOVAL SERVICE	\$ \$ \$ \$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60 - 1,716.00 962.50 209.98
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019 17/10/2019 17/10/2019 28/10/2019 28/10/2019 17/10/2019 17/10/2019 17/10/2019	67605 67837 67698 67606 67823 67798 67960 67973 67896 67697 67900	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE S GILMORE SAFE & SURE SECURITY PTY LTD SANDGROPER CONTRACTING SANITY - BUSSELTON	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FURNITURE & LOCK SETS CANCELLED PAYMENT CANCELLED PAYMENT SECURITY SERVICES - ALARM OCCURRENCE LIQUID WASTE REMOVAL SERVICE LIBRARY RESOURCES	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60 - 1,716.00 962.50 209.98 250.56
17/10/2019 10/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 28/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67605 67837 67698 67606 67823 67798 67960 67973 67896 67697 67900 67629	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE S GILMORE SAFE & SURE SECURITY PTY LTD SANDGROPER CONTRACTING SANITY - BUSSELTON SARAH PIERSON SCOPE BUSINESS IMAGING SIESTA TIME WA PTY LTD	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FURNITURE & LOCK SETS CANCELLED PAYMENT CANCELLED PAYMENT SECURITY SERVICES - ALARM OCCURRENCE LIQUID WASTE REMOVAL SERVICE LIBRARY RESOURCES STAFF REIMBURSEMENT	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60 - - 1,716.00 962.50 209.98 250.56
17/10/2019 10/10/2019 17/10/2019 17/10/2019 10/10/2019 17/10/2019 17/10/2019 28/10/2019 28/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67605 67837 67698 67606 67823 67798 67960 67973 67896 67697 67900 67629 67667	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE S GILMORE SAPE & SURE SECURITY PTY LTD SANDGROPER CONTRACTING SANITY - BUSSELTON SARAH PIERSON SCOPE BUSINESS IMAGING	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FUNDITURE & LOCK SETS CANCELLED PAYMENT CANCELLED PAYMENT SECURITY SERVICES - ALARM OCCURRENCE LIQUID WASTE REMOVAL SERVICE LIBRARY RESOURCES STAFF REIMBURSEMENT PREVENTATIVE SERVICE PLAN	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60 1,716.00 962.50 209.98 250.56 192.50 302.50
17/10/2019 10/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 18/10/2019 28/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67605 67837 67698 67606 67823 67798 67960 67973 67896 67697 67690 67667 67799 67866 67987	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE S GILMORE SAFE & SURE SECURITY PTY LTD SANDGROPER CONTRACTING SANITY - BUSSELTON SARAH PIERSON SCOPE BUSINESS IMAGING SIESTA TIME WA PTY LTD SIGMA COMPANIES GROUP PTY LTD	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FUNDITURE & LOCK SETS CANCELLED PAYMENT CANCELLED PAYMENT SECURITY SERVICES - ALARM OCCURRENCE LIQUID WASTE REMOVAL SERVICE LIBRARY RESOURCES STAFF REIMBURSEMENT PREVENTATIVE SERVICE PLAN REFRESHMENTS POOL CHEMICALS FOR GLC WATER CHARGES REIMBURSEMENT	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60 - 1,716.00 962.50 209.98 250.56 192.50 302.50 354.20 62.25
17/10/2019 10/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 28/10/2019 28/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67605 67837 67698 67606 67823 67798 67960 67973 67896 67697 67900 67629 67667 67799 67866 67987 67570	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE S GILMORE SAFE & SURE SECURITY PTY LTD SANDGROPER CONTRACTING SANITY - BUSSELTON SARAH PIERSON SCOPE BUSINESS IMAGING SIESTA TIME WA PTY LTD SIGMA COMPANIES GROUP PTY LTD SIMONE NEWMAN SMARTSALARY PTY LTD	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FURNITURE & LOCK SETS CANCELLED PAYMENT CANCELLED PAYMENT SECURITY SERVICES - ALARM OCCURRENCE LIQUID WASTE REMOVAL SERVICE LIBRARY RESOURCES STAFF REIMBURSEMENT PREVENTATIVE SERVICE PLAN REFRESHMENTS POOL CHEMICALS FOR GLC WATER CHAGGES REIMBURSEMENT SALARY PACKAGING SERVICE	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	346.91 2,285.50 2,738.53 745.30 237.60 - 1,716.00 962.50 209.98 250.56 192.50 302.50 354.20 62.25 14,677.96
17/10/2019 10/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 18/10/2019 28/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019 17/10/2019	67605 67837 67698 67606 67823 67798 67960 67973 67896 67697 67690 67667 67799 67866 67987	ROBERT REEKIE ROD'S AUTO ELECTRICS ROSE AND CROWN ROSS PAINE ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA RYNAT INDUSTRIES AUST. S GILMORE S GILMORE SAFE & SURE SECURITY PTY LTD SANDGROPER CONTRACTING SANITY - BUSSELTON SARAH PIERSON SCOPE BUSINESS IMAGING SIESTA TIME WA PTY LTD SIGMA COMPANIES GROUP PTY LTD	COUNCILLOR PAYMENT AUTO ELECTRICAL SERVICES ACCOMMODATION COUNCILLOR PAYMENT SAFETY TRAINING SERVICES & SUPPLIES DOOR FUNDITURE & LOCK SETS CANCELLED PAYMENT CANCELLED PAYMENT SECURITY SERVICES - ALARM OCCURRENCE LIQUID WASTE REMOVAL SERVICE LIBRARY RESOURCES STAFF REIMBURSEMENT PREVENTATIVE SERVICE PLAN REFRESHMENTS POOL CHEMICALS FOR GLC WATER CHARGES REIMBURSEMENT	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	

21 November 2019

DATE	REF#	NAME	DESCRIPTION		AMOUNT
17/10/2019	67750	SONGFEST INCORPORATED	ADVOCATES FOR COMMUNITY SINGING	\$	2,500.0
17/10/2019	67737	SOUTH WEST BOUNCY CASTLES	BOUNCY CASTLES	\$	460.0
17/10/2019	67745	SOUTH WEST COMPRESSORS	COMPRESSOR SALES AND SERVICE	\$	525.1
17/10/2019	67905	SOUTH WEST COUNSELLING	EAP SERVICES	\$	4,447.0
17/10/2019	67842	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	\$	784.4
17/10/2019	67788	SOUTH WEST SAND CLEANING	SAND AND SOFT FALL CLEANING	\$	2,330.6
17/10/2019	67826	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	\$	691.0
1/11/2019	67981	SOUTHERN CROSS AUSTEREO	ADVERTISING	\$	99.0
17/10/2019	67828	SOUTHWEST EVENT HIRE	HIRE EQUIPMENT SERVICES	\$	280.0
17/10/2019	67710	SOUTHWEST OUTDOOR POWER	PLANT PURCHASES / SERVICES / PARTS	\$	19.4
17/10/2019	67863	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	\$	18,690.3
17/10/2019	67704	SPORTFIRST BUSSELTON	UNIFORMS	\$	1,331.0
17/10/2019	67886	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER GLC SHOP	\$	2,115.3
17/10/2019	67696	SPYKER TECHNOLOGIES PTY LTD	CCTV PRODUCTS AND SERVICES	\$	6,745.6
1/11/2019	67978	ST GEORGE ANGLICAN PARISH OF DUNSBOROUGH	COMMUNITY BID	\$	70.0
17/10/2019	67655	ST JOHN AMBULANCE	FIRST AID SUPPLIES	\$	116.9
17/10/2019	67907	ST JOHN AMBULANCE SUB CENTRE DUNSBOROUGH	PAYMENT CANCELLED	\$	-
10/10/2019	67609	STALEY FOOD & PACKAGING	CLEANING CHEMICALS	\$	19,762.5
17/10/2019	67734	STALEY FOOD & PACKAGING	CAFÉ CONSUMABLE GLC	\$	313.8
1/11/2019	67993	STARMIX HOLDINGS PTY LTD	FOOTPATH MAINTENANCE	\$	6,188.6
17/10/2019	67806	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	\$	2,091.1
10/10/2019	67569	STOCKER PRESTON RESIDENTIAL	RENT-T.NOTTLE	\$	860.0
24/10/2019	67942	STOCKER PRESTON RESIDENTIAL	T.NOTTLE - RENT	\$	860.0
18/10/2019	67916	SUMMERS CONSULTING	MOSQUITO BREEDING MONITORING	\$	3,920.4
9/10/2019	67577	SUPERCHOICE	SUPERANNUATION	\$	167,552.0
24/10/2019	67950	SUPERCHOICE	SUPERANNUATION	\$	169,107.3
10/10/2019	67610	SUPPER ROAD	CATERING	\$	3,003.0
17/10/2019	67740	SUPPER ROAD	CATERING	\$	214.
18/10/2019	67937	SURVCON P/L	SURVEY SERVICES	\$	770.0
17/10/2019	67890	SURVCON PTY LTD	SURVEY SERVICES	\$	701.2
17/10/2019	67840	SW PRECISION PRINT	PRINTING SERVICES	\$	2,267.8
17/10/2019	67763	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A L	CONFECTIONERY GLC CAFÉ	\$	188.3
28/10/2019	67957	T & C CURTIS	CANCELLED PAYMENT	\$	-
28/10/2019	67970	T & C CURTIS	BJTP REFUND	\$	112.0
17/10/2019	67695	TAIJI HOUSE	WELLNESS PROGRAM	\$	250.0
17/10/2019	67739	TAMMEX PTY LTD	PRINTER REQUIREMENTS	\$	739.0
17/10/2019	67684	TASK EXCHANGE PTY LTD	COMPUTER SOFTWARE	\$	10.054.0
8/10/2019	67559	TD GASKELL	RATES REFUND	\$	44.7
17/10/2019	67680	TEAM DIGITAL	CANCELLED PAYMENT	\$	-
17/10/2019	67871	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	\$	28,501.0
8/10/2019	67543	TENDERLINK.COM	TENDER ADVERTISING	\$	55.0
17/10/2019	67741	TENDERLINK.COM	TENDER ADVERTISING	\$	165.0
8/10/2019	67547	THE GOOD EGG CAFE	VENUE HIRE AND CATERING	\$	3,180.0
8/10/2019	67542	THE STUDY PTY LTD	ENERGY EFFICIENCY COMPLIANCE CONSULTANCY	\$	220.0
8/10/2019	67548	TOLL TRANSPORT PTY LTD	COURIER SERVICES	\$	219.8
17/10/2019	67785	TOLL TRANSPORT PTY LTD	COURIER & FREIGHT SERVICES	\$	353.2
17/10/2019	67855	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	\$	7,273.6
17/10/2019	67899	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	\$	20,620.0
18/10/2019	67938	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	\$	6,201.7
17/10/2019	67779	TOTAL TOOLS	VARIOUS TOOLS & BATTERIES	\$	3,877.5
17/10/2019	67727	TOX FREE WASTE MANAGEMENT SOLUTIONS	CHEMICAL DISPOSAL SERVICES	\$	6,618.2
17/10/2019	67914	T-QUIP	MOWER AND MINISWEEPER PARTS & SERVICE	\$	165,942.2
8/10/2019	67551	TRACIE WALSH	ART PROGRAM FACILITATOR	\$	720.0
17/10/2019	67901	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	\$	5,153.
17/10/2019	67628	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES	\$	14,769.
7/10/2019	67781	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES	\$	6,130.
17/10/2019	67657	TRANEN REVEGETATION SYSTEMS	REVEGETATION WORKS	\$	31,409.
8/10/2019	67977	TRENTON EAVES	WAGES RE-ISSUE	\$	2,094.
7/10/2019	67762	TRIBE PERTH	ACCOMMODATION	\$	615.
7/10/2019	67705	TROPHIES ON TIME	NAME BADGE SUPPLIER	\$	126.0
7/10/2019	67735	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	Ś	1,410.
7/10/2019		VEENS DESIGN GROUP	DESIGN SERVICES	\$	10,421.
7/10/2019	67787	VERAISON	LEADERSHIP COACHING	\$	17,834.
1/11/2019	67989	VETERAN CAR CLUB OF WA INC.	NEW CLUBHOUSE	\$	20,288.
7/10/2019	67872	WA COMMUNICATIONS PTY LTD	COMMUNICATION SERVICES	\$	803.
7/10/2019		WA MACHINERY BROKERS	MACHINERY SUPPLIES	\$	2,200.
7/10/2019	67673	WA NEWSPAPERS LIMITED	ADVERTISING SERVICES	\$	1,419.
0/10/2019	67574	WA SHIRE COUNCILS	UNION FEES	\$	358.
4/10/2019	67947	WA SHIRE COUNCILS	UNION FEES	\$	358.
7/10/2019	67861	WA TREASURY CORPORATION	LOAN REPAYMENTS	Ś	520,340.
7/10/2019	67784	WALCON MARINE AUSTRALASIA PTY LTD	PORT GEOGRAPHE FINGER JETTY REPLACEMENT	\$	63,128.
1/11/2019		WALCON MARINE AUSTRALASIA PTY LTD	PORT GEOGRAPHE FINGER JETTY PORT GEOGRAPHE FINGER JETTY	\$	
	67988				210,387.
7/10/2019	67721	WALGA ATF LGISWA	WORKER COMPENSATION SERVICES	\$	493,831.
2/10/2019	67525	WAVES ENVIRONMENTAL PTY LTD	BUSSELTON GROUNDWATER INVESTIGATION	\$	7,616.
7/10/2019	67685	WAVES ENVIRONMENTAL PTY LTD	BUSSELTON GROUNDWATER INVESTIGATION	\$	6,029.
	67918	WELARM PTY LTD	BUSSELTON GROUNDWATER INVESTIGATION	\$	54,791.
	67693	WELCOME SITE	PORTABLE TOILET HIRE	\$	1,215.
7/10/2019					
8/10/2019 7/10/2019 7/10/2019	67731	WELL DONE INTERNATIONAL PTY LTD	AFTERHOURS CALL CENTRE SERVICE	\$	2,878.
7/10/2019		WEST AUSTRALIAN MECHANICAL SERVICES WESTERN IRRIGATION PTY LTD	AIR CONDITIONING SERVICES & EXHAUST FANS BORE AND IRRIGATION SERVICES	\$	2,878. 2,519. 6,743.

Listing of Payments Made October 2019

DATE	REF#	NAME	DESCRIPTION	AMOUNT
17/10/2019	67848	WESTRAC EQUIPMENT P/L	PLANT PURCHASES / SERVICES / PARTS	\$ 9,082.39
17/10/2019	67722	WHITCOMBE DRAFTING SERVICES	CIVIL DESIGN AND DRAFTING	\$ 3,120.00
17/10/2019	67832	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	\$ 219.52
8/10/2019	67564	WML CONSULTANTS PTY LTD	CONSULTANCY SERVICES	\$ 28,330.99
8/10/2019	67561	WOOD & GRIEVE ENGINEERS	CONSULTANCY SERVICES	\$ 2,062.50
17/10/2019	67661	WOODLANDS DISTRIBUTORS & AGENCIES PTY LT	COMPOSTABLE DOG BAGS	\$ 7,423.90
17/10/2019	67853	WORK CLOBBER	PROTECTIVE CLOTHING & UNIFORM SUPPLIER	\$ 1,259.90
17/10/2019	67699	WORK METRICS	HEALTH AND SAFETY SOFTWARE	\$ 110.00
17/10/2019	67758	WORKSAFE GUARDIAN AUSTRALIA	WORKSAFE SUBSCRIPTIONS	\$ 891.00
17/10/2019	67884	WREN OIL	WASTE OIL SERVICES	\$ 572.00
1/11/2019	68001	WREN OIL	WASTE OIL SERVICES	\$ 16.50
8/10/2019	67563	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS & CAFÉ SUPPLIES	\$ 1,148.00
10/10/2019	67622	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	\$ 569.55
18/10/2019	67936	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	\$ 309.83
1/11/2019	67999	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	\$ 1,715.89
17/10/2019	67715	YAHAVA KOFFEE WORKS WHOLESALE	COFFEE PRODUCTS GLC CAFE	\$ 746.00
17/10/2019	67795	YALLINGUP BOARD RIDERS INC.	BOARD RIDERS SURFING EVENTS - COMMUNITY BIDS	\$ 2,150.00
8/10/2019	67566	YALLINGUP STEINER SCHOOL	DEFIBRILLATOR FOR CARBANUP HALL	\$ 1,650.00
1/11/2019	68000	YOUTHCARE	SCHOOL CHAPLAINCY	\$ 650.00
				\$ 5,471,184.84

	TRUST ACCOUNT PAYMENTS OCTOBER 2019					
DATE	REF#	NAME	DESCRIPTION		AMOUNT	
30/10/2019	7476	ANNE RYAN	REFUND PAYMENTS - SUNDRY	\$	80.00	
30/10/2019	7477	BEVERLEY STONE	REFUND PAYMENTS - SUNDRY	\$	80.00	
7/10/2019	7473	CITY OF BUSSELTON	BCITF COMMISSION	\$	584.50	
7/10/2019	7472	CONSTRUCTION TRAINING FUND	BCITF LEVY	\$	4,533.40	
30/10/2019	7485	CORALIE TARBOTTON	REFUND PAYMENTS - SUNDRY	\$	80.00	
16/10/2019	7474	CS HF JA & SR WHITCOMBE	CTF & BSL LEVY REFUNDS	\$	61.65	
7/10/2019	7471	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	\$	78,596.78	
30/10/2019	7479	JO BARRETT-LENNARD	REFUND PAYMENTS - SUNDRY	\$	80.00	
30/10/2019	7482	JOHN MCCALLUM	PAYMENT CANCELLED	\$	-	
30/10/2019	7487	JOHN MCCALLUM	REFUND PAYMENTS - SUNDRY	\$	80.00	
30/10/2019	7475	JULIA AVERY	REFUND PAYMENTS - SUNDRY	\$	80.00	
30/10/2019	7481	KATE COX	REFUND PAYMENTS - SUNDRY	\$	80.00	
30/10/2019	7478	PAUL CARTER	REFUND PAYMENTS - SUNDRY	\$	80.00	
30/10/2019	7483	PHILLIP CRONIN	REFUND PAYMENTS - SUNDRY	\$	80.00	
30/10/2019	7480	ROBERT REEKIE	REFUND PAYMENTS - SUNDRY	\$	80.00	
30/10/2019	7486	ROSS PAINE	PAYMENT CANCELLED	\$	-	
30/10/2019	7488	ROSS PAINE	REFUND PAYMENTS - SUNDRY	\$	80.00	
30/10/2019	7484	SUE RICCELLI	REFUND PAYMENTS - SUNDRY	\$	80.00	
				\$	84,736.33	

INTERNAL PAYMENTS OCTOBER 2019					
DATE	REF#	NAME	DESCRIPTION		AMOUNT
30/09/2019	3925	A.N.Z. BANK - VISA CARD	CREDIT CARD PAYMENT	\$	17,105.69
		A.N.Z. BANK - VISA CARD - TRANSACTIONS	CONFERENCE MEAL	\$	28.00
			CONFERENCE MEAL	\$	22.00
			CONFERENCE REFRESHMENTS	\$	62.00
			CONFERENCE MEAL	\$	19.90
			CONFERENCE MEAL	\$	4.50
			CONFERENCE TAXI	\$	14.87
			CONFERENCE TAXI	\$	14.43
			CONFERENCE TAXI	\$	45.95
			POWER POLE STAY RELOCATION	\$	497.92
			WASTE & RECYCLE CONFERENCE	\$	1,875.72
			I-CLOUD STORAGE	\$	1.49
			ENVIRONMENTAL & WASTE REVIEW PDF	\$	59.50
			OPERATIONS SURVEY FEEDBACK MORNING TEA	\$	27.00
			BIKE FLEET MAINTENANCE TOOL	\$	39.88
			BIKE FLEET MAINTENANCE TOOL	\$	50.73
			BIKE FLEET MAINTENANCE TOOL	\$	14.99
			NATIONAL LG AWARDS HOBART VEHICLE HIRE	\$	181.34
			REFUND OF 1 PARTNER CONFERENCE TICKET	-\$	70.00
			ACCOMMODATION TRAINING COURSE	\$	424.00
			ACCOMMODATION TRAINING COURSE	\$	445.21
			LIDAR DATA EXTRACTION	\$	82.50
			ENVIRON HEALTH CONFERENCE ACCOMMODATION	\$	232.62
			ENVIRON HEALTH CONFERENCE ACCOMMODATION	\$	272.90
			ENVIRON HEALTH CONFERENCE MEALS	\$	23.66
			ENVIRON HEALTH CONFERENCE MEALS	\$	23.66
			CATERING REVIEW WORKSHOP	\$	59.50
			RANGERS CONFERENCE ACCOMMODATION	\$	428.00
			RANGERS CONFERENCE ACCOMMODATION	\$	419.00
			RANGERS CONFERENCE ACCOMMODATION	\$	398.00
			MOSQUITO MANAGEMENT TRAINING	\$	868.60
			STATE NRM CONFERENCE REGISTRATION	\$	1,141.88
			AVADA THEME WEBSITE	\$	105.02
			TEAM PROJECT MANAGEMENT WEBSITE	\$	69.01
			GLC ADVERTISING MONTHLY	\$	361.46
			ARTGEO ADVERTISING MONTHLY	\$	30.00

6.5 Attachment A

DATE	REF#	NAME	DESCRIPTION		AMOUNT
			MONTHLY FEE FOR PHOENIX SOFTWARE	\$	22.96
			MONTHLY ARTWORK PURCHASES	\$	3.09
			RSA ONLINE TRAINING COURSE	\$	24.37
			RSA ONLINE TRAINING COURSE	\$	34.48
			RSA ONLINE TRAINING COURSE	\$	24.37
			CRAFT SUPPLIES OCT HOLIDAY PROGRAM	\$	81.00
			BEACH PERTH MEETING ACCOMMODATION	\$	149.25
			RSA ONLINE TRAINING COURSE	\$	59.76
			GLC STAFF TRAINING	\$	652.25
			GLC STAFF TRAINING	\$	652.25
			MENTAL HEALTH FIRST AID TRAINING	\$	275.50
			MEAL EXPENSE AT PA SUMMIT HERVEY BAY	\$	88.86
			PARKING LOCAL GOV PROFESSIONAL FORUM	\$	50.60
			ACCOMMODATION & MEALS LOCAL GOV FORUM	\$	346.10
			TEMPORARY LIQUOR LICENSE FUNCTION	\$	54.00
			STATIONERY - ID STAMPS	\$	101.89
			BAY TO BAY ELECTRONIC NEWSLETTER	\$	232.18
			GAS BOTTLE FOR EVENT	\$	35.00
			WORDPRESS HOSTING - AIRPORT WEBSITE	\$	595.00
			ICLOUD 200GB STORAGE PLAN	\$	4.49
			TP-LINK MR200 AC750 DUAL BAND ROUTER	\$	0.26
			VOUCHER - RETIREMENT GIFT D HAMILTON	\$	100.00
			TP-LINK MR200 AC750 DUAL BAND ROUTER	\$	216.54
			REGISTRATION MENTAL HEALTH FIRST AID	\$	275.50
			ACCOMMODATION RECORDS TRAINING	\$	575.00
			ACCOMMODATION RECORDS TRAINING	\$	600.00
			PRE-BOOKED LONG TERM PARKING	\$	100.69
			BUSHFIRE TRAINING ACCOMMODATION	\$	100.50
			BUSHFIRE TRAINING ACCOMMODATION	\$	106.50
			REGISTRATION MENTAL HEALTH FIRST AID	\$	275.50
			AIRPORT PARKING KARRATHA CONFERENCE	\$	64.45
			VOUCHERS FOR COG WINNERS	\$	70.00
			ADOBE INCOPY TRAINING ARTGEO STAFF	\$	501.68
			WA BUSHFIRE PLANNING TRAINING	\$	350.00
			LG PROF NETWORK FORUM ACCOMMODATION	\$	250.47
			AHRI CONFERENCE TAXI	\$	56.86
			AHRI CONFERENCE MEAL	\$	37.00
			AHRI CONFERENCE MEAL	\$	40.90
			AHRI CONFERENCE MEAL	\$	57.00
			WA BUSHFIRE PLANNING SEMINAR	\$	333.00
			AHRI NATIONAL CONVENTION ACCOMMODATION	\$	1,215.00
			AHRI CONFERENCE TRAIN TICKET	\$	16.20
1/10/2019	3931	ANZ BANK	BANK FEES - MERCHANT FEES	\$	16,812.13
1/10/2019	3933	ANZ BANK	BANK FEES - TRANSACTION FEES	\$	10,127.11
1/10/2019	3934	ANZ BANK	BANK FEES - TRANSACTION FEES	\$	227.10
1/10/2019	3935	ANZ BANK	BANK FEES - STOP PAYMENT FEE	\$	15.00
4/10/2019	3937	ANZ BANK	BANK FEES - TRANSACTION FEES	\$	530.29
4/10/2019	3938	ANZ BANK	BANK FEES - TRANSACTION FEES	\$	255.94
30/10/2019	3947	ANZ BANK	BANK FEES	\$	30.00
8/10/2019	3940	BERNADETTE U PRENTICE	REFUND APPLICATION FEE	\$	295.00
15/10/2019	3941	BROADWATER BOULEVARD PTY LTD	REFUND OVERPAYMENT DA FEE	\$	3,242.00
30/09/2019	3944	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	\$	66,420.83
9/10/2019	3926	CITY OF BUSSELTON	PAYROLL & SALARIES	\$	765,156.52
9/10/2019	3927	CITY OF BUSSELTON	PAYROLL & SALARIES	\$	25,154.50
9/10/2019	3928	CITY OF BUSSELTON	PAYROLL & SALARIES	\$	763,054.19
9/10/2019	3929	CITY OF BUSSELTON	SPECIAL PAY \$349.30 - TO BE LISTED NOVEMBER 2019	\$	
3/10/2019	3936	COMMONWEALTH BANK	BANK FEES - B-PAY FILE FEE	\$	21,530.17
15/10/2019	3942	COMMONWEALTH BANK	BANK FEES	\$	990.83
16/10/2019	3930	IAN WHITE BUILDER	REFUND APPLICATION FEE	Ś	61.65
1/10/2019	3932	LES MILLS ASIA PACIFIC	LES MILLS CONTRACT FEES	\$	478.09
30/10/2019	3946	LES MILLS ASIA PACIFIC	CONTRACT FEES	\$	573.71
8/10/2019	3939	LG & HJ SORTRAS	REFUND OF RATE OVERPAYMENT	\$	2,207.00
0/10/2019		PAYMENT DETAILS NOVEMBER	PAYMENT DETAILS NOVEMBERO	\$	2,207.00
30/10/2019 17/10/2019	3945 3943	RACHEL WOODNAM	REFUND OF RATE OVERPAYMENT	Ś	1,389.77

6.6 FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 OCTOBER 2019

STRATEGIC GOAL 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX Budget Planning and Reporting

BUSINESS UNIT Financial Services

REPORTING OFFICER Manager Financial Services - Paul Sheridan

AUTHORISING OFFICER Director Finance and Corporate Services - Tony Nottle

plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT Simple Majority

ATTACHMENTS Attachment A Investment Report October 2019.

Attachment B Financial Activity Statement Year to Date October

2019 🖫

OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 October 2019, pursuant to Regulation 34(4) of the *Local Government (Financial Management)* Regulations.

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 October 2019.

BACKGROUND

The Regulations detail the form and manner in which financial activity statements are to be presented to the Council on a monthly basis, and are to include the following:

- Annual budget estimates
- Budget estimates to the end of the month in which the statement relates
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates
- Material variances between budget estimates and actual revenue/expenditure (including an explanation of any material variances)
- The net current assets at the end of the month to which the statement relates (including an explanation of the composition of the net current position)

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 31 July 2019, the Council adopted (C1907/131) the following material variance reporting threshold for the 2019/20 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 2019/20 financial year as follows:

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

OFFICER COMMENT

In order to fulfil statutory reporting requirements and to provide the Council with a synopsis of the City's overall financial performance on a full year basis, the following financial reports are attached hereto:

Statement of Financial Activity

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

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

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

Comments on Financial Activity to 31 October 2019

The Statement of Financial Activity for the year to date as at 31 October 2019 shows an overall Net Current Position of \$39.6M as opposed to the amended budget of \$25.9M. The following summarises the major variances in accordance with Council's adopted material variance reporting threshold that collectively make up the above difference:

	Description	2019/20 Actual YTD	2019/20 Amended	2019/20 Amended	2019/20 YTD Bud	2019/20 YTD Bud
			Budget YTD	Budget	Variance	Variance
		\$	\$	\$	%	\$
Rev	venue from Ordinary Activiti	es				
1.	Operating Grants, Subsidies					
	and Contributions	1,722,448	949,758	4,926,958	81.36	772,690
2.	Interest Earnings	831,474	694,405	1,955,000	19.74	137,069
Exp	penses from Ordinary Activit	ies		,		
3.	Materials & Contracts	(4,503,182)	(5,776,747)	(18,298,949)	22.05	1,273,565
4.	Utilities (Gas, Electricity,					
	Water etc)	(778,197)	(911,298)	(2,774,257)	14.61	133,101
5.	Allocations	478,342	721,306	2,161,452	(33.68)	(242,964)
		1		T		
6.	Non-Operating Grants,					
	Subsidies and Contributions	1,713,236	2,231,126	32,050,712	(23.21)	(517,890)
Cap	oital Revenue & (Expenditure	e)				
7.	Land & Buildings	(704,153)	(5,596,608)	(18,097,358)	87.42	4,892,455
	Plant & Equipment	(460,436)	(1,358,332)	(4,493,000)	66.10	897,896
	Furniture & Equipment	(51,552)	(366,352)	(1,113,069)	85.93	314,800
	Infrastructure	(3,661,821)	(8,807,818)	(36,920,295)	58.43	5,145,997
8.	Proceeds from Sale of Assets	242,683	370,550	3,476,580	(34.51)	(127,867)
9.	Repayment Capital Lease	(319,526)	(189,824)	(759,300)	(68.33)	(129,702)
10.	Transfer to Restricted Assets	(83,962)	(20,036)	(60,100)	(319.06)	(63,926)
11.	Transfer from Restricted					
	Assets	484,951	0	6,319,121	100	484,951
12.	Transfer from Reserves	1,232,906	1,657,906	34,970,205	(25.63)	(425,000)

Revenue from Ordinary Activities

Year to date (YTD) actual income from ordinary activities is \$1.454M more than expected when compared to year to date amended budget with the following items meeting the material variance reporting threshold being:

- 1. Operating Grants, Subsidies and Contributions are \$773K (net) better than amended budget. This variance is mainly due to the following:
 - Grants Commission (10152) -\$46K local roads grant, special grants for bridges.
 This variance arose as we did not receive the quarterly grants for the Kaloorup and Boallia roads bridges. It should be noted that as this is a pass through to Main Roads, the related capital expenditure items have not occurred either, so it is a neutral position on cash basis. The Director of EWS advises that should work on these particular bridges actually go ahead, Main Roads may hold the grants directly themselves;
 - Insurance Reimbursements (10200) \$76K Insurance recoveries not yet allocated to correct section and contributions credit (1st and 2nd instalments), received earlier than expected;
 - Legal Fees Reimbursements (10500) -\$26K budget item included for a fine that was received in the 18/19 financial year;
 - Environmental Management Administration (10830) \$170K grant received for the Revitalizing Geographe Waterways Phase 2 project earlier than forecast;
 - Protective burning and firebreaks reserve (10931) \$166K. This variance relates to receiving 50% grant awarded to the City under the mitigation activity fund (Emergency Services Levy) and will be subject to a Council report requesting that the

- 2019/20 budget be amended to reflect this additional income. Details of the cost codes for this amendment are being finalised;
- Bushfire risk management planning (10942) DFES \$115K. This variance relates to the
 payment of grant in full for the bushfire risk planning coordinator position within the
 City of Busselton. This represents a timing difference between budget allocations
 (over 12 months), and actual funds received;
- Fire Prevention DFES (10940) \$49K this is due to a combination of receiving the quarterly ESL grant a month earlier than forecast (\$90K over), and not receiving the prior period grant acquittal adjustment that was forecast in October (\$41K under);
- Reimbursements Old Butter Factory (B1401 & B9610) \$193K timing difference due to difficulties in predicting when LGIS would process the claims;
- 2. Interest earnings is \$137K better than amended budget. This variance is mainly due to the following:
 - Late payment interest (NA1203) \$29K
 - Instalment plan interest (NA1204) \$52K
 - Interest on municipal funds (NA1760) \$72K
 - Interest on reserve funds (NA1761) -\$41K
 - Interest on restricted funds (NA1762) \$25K

Expenses from Ordinary Activities

Expenditure from ordinary activities is \$1.66M less than expected when compared to amended YTD budget, with the following items meeting the material variance reporting threshold:

3. <u>Materials and Contracts \$1.27M</u>
The main contributing items are listed below:

Cost Code	Cost Code Description / GL Activity	Variance YTD \$
Finance and Co	orporate Services	
10000	Members of Council	(33,793)
10250	Information & Communication Technology Services	(113,255)
10500	Legal and Compliance Services	25,554
Community an	d Commercial Services	
10380	Busselton Library	36,298
10600	Busselton Jetty Tourist Park	108,166
Planning and D	Development Services	
10820	Strategic Planning	80,471
10830	Environmental Management Administration	90,897
10850	Implement Management Plans Other	29,649
Engineering ar	nd Works Services	
Various	Busselton Jetty Maintenance	272,830
12620	Rural-Tree Pruning	(114,942)
12621	Urban-Tree Pruning	(54,063)
Various	Bridge Maintenance	66,839
Various	Building Maintenance	77,631
Various	Other Infrastructure Maintenance	32,973
Various	Waste services	235,625
Various	Road Maintenance	(66,270)
Various	Reserve Maintenance	192,017

4. Utilities \$133K better than amended YTD budget:

This relates mainly to a total underspend YTD in the 140 electricity accounts of \$108K, \$14K in water and \$10K in telephones. Anecdotally this relates to timing differences of when the various invoices are received and processed, which, based on previous years, usually resolves itself closer to budget by year end. The accounts are monitored and reviewed with any major anomalies investigated.

5. Allocations

In addition to administration based allocations which clear each month, this category also includes plant and overhead related allocations. Due to the nature of these line items, the activity reflects as a net offset against operating expenditure, in recognition of those expenses that are of a capital nature (and need to be recognised accordingly). It should be noted that performance in the category has no direct impact on the closing position.

Non-Operating Grants, Subsidies and Contributions

6. Non-Operating Grants, Subsidies and Contributions are less than budget by \$518K with the main items impacting on the above result being the timing of the receipt of funding which is also offset with less than anticipated capital expenditure at this time.

Cost Code	Cost Code Description	Variance YTD
Finance and Co	rporate Services	
10239	Contributions - Community Facilities	(250,674)
R0288/R0228	Contributions - Capital Activities - Locke Estate	48,000
Community and	l Commercial Services	
C6099	Airport Development - Project Grant	477,978
Engineering and	Works Services	
C1512	Port Geographe Boat Ramp Renewal Works	(55,000)
C3113	Busselton Tennis Club - Infrastructure	80,000
C3168	Busselton Foreshore Jetty Precinct	(102,740)
C3186	Lou Weston Oval - Courts	(65,000)
F0019	College Avenue	72,000
S0035	Strelly Street / Barlee Street Roundabout	39,158
S0051	Causeway Road / Rosemary Drive Roundabout	(266,668)
S0064	Peel Terrace (Stanley Pl/Cammilleri St Intersection Upgrade)	(66,668)
S0069	Peel Terrace (Brown Street Intersection Upgrades)	(33,332)
S0070	Peel & Queen Street Roundabout Service Relocation	33,332
S0071	Ludlow-Hithergreen Road Safety Improvements	230,600
S0072	Kaloorup Road - Reconstruct and Seal Shoulders	100,000
T0019	Wonnerup South Road - Reconstruct and Widening (narrow	
T0019	seal)	(208,180)
	Yoongarillup Road - Reconstruct Intersection at Vasse H/Way	(70,000)
T0086	Yoongarillup Road - Reconstruct & Widen (Western Section)	(492,700)

Capital Expenditure

7. As at 31 October 2019, there is a variance of 69.8% or \$11.2M in total capital expenditure with YTD actual at \$4.9M against YTD amended budget of \$16.1M.

The attachments to this report include detailed listings of all capital expenditure (project) items, however the main areas of variance are summarised as follows:

- a. Buildings on the whole are \$4.9M below budget with the main variance attributable to the Airport Terminal Stage 2, with a budget amendment pending Council approval at the time of writing;
- b. Plant and equipment is \$897K below budget, however at this stage this is mainly related to budget timing differences. It should be noted that there are budget amendments pending;
- c. Furniture & Office Equipment is \$315K under budget, with major variances attributable to Information & Communication Technology being \$220K below budget, and the delays in the Airport fit-out amounting to \$100K;
- d. Busselton foreshore is \$678K below budget, mainly due to a timing underspend compared to budget for the Busselton Tennis Club Infrastructure;
- e. Administration building carpark \$25K below budget;
- f. Lou Western Oval Courts \$269K below budget;
- g. Various footpaths construction \$131K below budget;
- h. Various car parking construction \$68K below budget;
- i. Townscape works \$226K below budget;
- j. Boat Ramps Construction \$212 over budget;
- k. Depot Construction \$28K below budget;
- I. Beach restoration works \$250K over budget;
- m. Parks and gardens works \$436K below budget;
- n. Beach Front Infrastructure Works \$30K below budget;
- o. Sanitation infrastructure works \$1,081K below budget;
- p. Airport development works (not included in 1. above) \$588K below budget;
- q. Main Roads road construction works \$766K below budget;
- r. Roads to Recovery road works \$760K below budget;
- s. Black spot works \$84K over budget;
- t. Council road initiatives road works \$580K below budget.

Many of these items of under expenditure e.g. Main Roads construction works, also assists in explaining the above current YTD shortfall in Non-Operating Grants. In the main, many of these projects have yet to be commenced at this time of year and represent a timing difference.

Proceeds from Sale of Assets

8. There is a variance for the proceeds from sale of assets of -\$128K, due to delays in the changeover of vehicles.

Repayment of Capital Leases

9. There is a variance for the repayments of capital leases as compared to year to date budget of -\$130k. This variance is a timing issue as this is the first year that the City has brought to account leases as a capital repayment in accordance with the requirements of AASB 16. Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees are now required to bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently did not previously impact the statement of financial position are now required to be capitalised on the statement of financial position. A budget amendment that is pending Council approval will rectify this budget anomaly.

Transfer to Restricted Assets

- 10. There is a variance for transfer to restricted assets of \$64K more than amended budget. The reason for this is as follows:
 - Transfer to deposits and bonds of \$38K as opposed to a budget of \$0. These funds do not have a budget allocation as they are not able to be reliably measured;
 - Interest earned on government grants of \$25K transferred to restricted cash, for which there was no budget allocated as it was expected that the grant would have been utilized by this stage.

Transfer from Restricted Assets

- 11. There is a variance for transfer from restricted assets of \$485K more than amended budget. The reason for this is as follows:
 - Transfer from Roadwork Bonds of \$469K as opposed to a budget of \$0. These funds do not have a budget allocation as they are not able to be reliably measured;

Transfer from Reserves

- 12. There is a variance for transfer from reserves of \$425K less than amended budget. The reason for this is as follows:
 - Transfer from Jetty Maintenance Reserve of \$425K did not occur due to works not being undertaken on cost code C3497 (see 7m above).

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 31st October 2019 the value of the City's invested funds totalled \$84.48M, up slightly from \$84.47M as at 30th September. The increase is due to interest earnings.

During the month of October four term deposits held with three different institutions totalling \$13.5M matured. All were renewed for a further 181 days at 1.55% (on average).

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) remained steady.

The balance of the Airport Development ANZ and WATC cash accounts remained steady, other than a small increase due to interest earnings.

The RBA announced a 0.25% decrease to official rates in September. No change was announced in November. Future movements are unknown at this time although further drops are possible in coming months.

Chief Executive Officer – Corporate Credit Card

Details of monthly (September to October) transactions made on the Chief Executive Officer's corporate credit card are provided below to ensure there is appropriate oversight and awareness of credit card transactions made.

Date	\$ Amount	Payee	Description
7/10/19	1,068.89	Qantas	Flights to attend RCE board meeting Canberra (Grant Henley – cancelled 11/10)
8/10/19	230.00	APVC Ltd / The Sebel	Accom Mayoral Prayer Guest Speaker (Lisa Haste)
9/10/19	50.00	Reg Now Busselton Runner	Bsn Half Marathon - Sister City Participants (Tonia Kilian)
9/10/19	50.00	Reg Now Busselton Runner	Bsn Half Marathon - Sister City Participants (Tonia Kilian)
14/10/19	80.91	Reg Now Jetty Swim 2020	1 Mile Jetty Swim - Sister City Participant (Tonia Kilian)
16/10/19	179.89	Hertz Australia Melbourne	Car Hire - LGCOG Conference (Mike Archer)

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

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. Council may wish to make additional resolutions as a result of having received these reports.

CONCLUSION

As at 31 October 2019, the City's financial performance is considered satisfactory.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

⁺ Allocated against CEO Hospitality Expenses Allowance

CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT For the month of October 2019



INSTITUTION				RATE		AMOUNT
ANZ 11am At Call Dep	osit			0.70%	\$	5,000,000
Term Deposits - Misce	llaneous Funds			As	at 31	October 2019
INSTITUTION	RATING	DAYS	MATURITY	RATE		AMOUNT
NAB	AA	152	11-Nov-19	2.09%	\$	2,000,000
Bendigo	BBB	180	09-Dec-19	2.10%	\$	1,000,000
NAB	AA	182	09-Dec-19	2.10%	\$	2,000,000
Westpac	AA	183	17-Dec-19	2.35%	\$	1,500,000
NAB	AA	150	03-Jan-20	1.63%	\$	2,000,000
Westpac	AA	184	12-Jan-20	2.20%	\$	4,000,000
NAB	AA	184	24-Jan-20	1.90%	\$	3,000,000
NAB	AA	150	21-Feb-20	1.67%	\$	2,000,000
Westpac	AA	184	22-Feb-20	1.85%	\$	1,500,000
Bankwest	AA	181	24-Feb-20	1.65%	\$	4,000,000
Bankwest	AA	182	09-Mar-20	1.60%	\$	4,000,000
Bankwest	AA	181	23-Mar-20	1.55%	\$	4,000,000
Westpac	AA	182	24-Mar-20	1.75%	\$	3,000,000
NAB	AA	182	24-Mar-20	1.66%	\$	2,000,000
NAB	AA	180	01-Apr-20	1.59%	\$	4,000,000
NAB	AA	183	10-Apr-20	1.58%	\$	3,000,000
ANZ	AA	183	15-Apr-20	1.54%	\$	3,500,000
Westpac	AA	213	24-Apr-20	1.75%	\$	4,000,000
ANZ	AA	213	24-Apr-20	1.62%	\$	3,000,000
Bendigo	BBB	180	28-Apr-20	1.50%	\$	3,000,000
Westpac	AA	274	06-May-20	2.10%	\$	5,000,000
Westpac	AA	243	24-May-20	1.75%	\$	4,000,000
ANZ	AA	243	24-May-20	1.62%	\$	3,000,000
Westpac	AA	274	27-May-20	1.80%	\$	2,000,000
NAB	AA	274	24-Jun-20	1.63%	\$	4,000,000
			Total of	Term Deposits	\$	74,500,000

(Excludes WATC and	d 11am Cash Account Funds)
	LA 0.00% BBB. 5.37% The Deposits by Institution and 11am Cash Account Funds)

Summary of Term Deposits by S & P Rating

Weighted Average Annual Rate of Return

Total of Airport Redevelopment Funds - WATC \$ 4,975,742

1.76%

Summary of Term Deposits by Institution (Excludes WATC and 11am Cash Account Funds)		
NAB, 3221%	Westpar, 33.59%	
Bankwest, 16.11%	ANZ, 12.75% Bendigo (incl. Rural Bank), 5.37%	

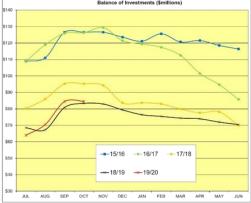
Airport Redevelopment Funds		As	alsi	October 2019
WA Treasury Corp Overnight Cash Deposit Facility		0.70%	\$	4,975,742
WA Treasury Corp State Bonds	02-Sep-19	Matured		

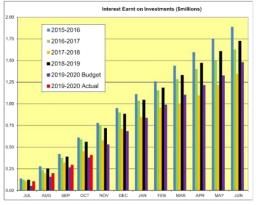
					Nit
Т	otal of Airpo	rt Redevelopr	nent Funds - Bar	k Term Deposits	\$
ANZ Cash Account	AA	NA	NA	0.75%	\$ 2,785
		Total of Airp	ort Redevelopme	ent Funds - Other	\$ 2,785
		Total	of Airport Redev	relopment Funds	\$ 4,978,527
		Interest F	Received 2015/16		\$ 609,666
		Interest F	Received 2016/17		\$ 1,158,623
		Interest F	Received 2017/18		\$ 631,835
		Interest F	Received 2018/19		\$ 121,836
		Interest	Received 2019/20		\$ 25,415
	Intere	st Accrued but	not yet Received		\$ 2,992
Total Interest A	irport Funds	(Non-Reserve) at month's end		\$ 2,550,368
Interest Transfer	red out and h	eld in City Res	erve Account 136		\$ 1,085,630
	Interest Tra	nsferred out to	Municipal Funds		\$ 19,097
Interest Earnt (incl. Ac	crued) on Fun	ds Held in City	Reserve A/c 136		\$ 60,302

Interest Transferred out and held in City R Interest Transferred ou Interest Earnt (incl. Accrued) on Funds Held in C		\$ \$ \$	1,085,630 19,097 60,302			
(Note: Funds held with the WATC are in accordance with Development Contract and are not held within	h the Air	rport Redevelopr				the Foreshore
SUMMARY OF ALL INVESTMENTS HELD		As at 1 year ago	A	s at 30 June 2019	As	at 31 October 2019
11am Bank Account	\$	7,500,000	\$	11,500,000	\$	5,000,000
Term Deposits - Misc. Funds	\$	69,500,000	\$	54,000,000	\$	74,500,000
Foreshore Development Funds - WATC	\$	38,350	\$	-	\$	-
Airport Redevelopment - WATC Deposits	\$	4,850,679	\$	4,950,336	\$	4,975,742
Airport Redevelopment - Bank Term Deposit	\$		\$	-	\$	-
Airport Redevelopment - ANZ Cash A/c	\$	1,460,004	\$	2,785	\$	2,785
Total of all Investments Held	\$	83,349,033	\$	70,453,122	\$	84,478,527

OTAL INTEREST RECEIVED AND ACCRUED	\$ 559,386	\$	1,724,414	\$	408,129
NTEREST BUDGET	\$ 394,588	\$	1,182,760	\$	377,405
(Note: Interest figures relate to City general funds only and		est al	located to speci	fic area	as such as the

Statement of Compliance with Council's Investment Policy 218	
All funds are to be invested within legislative limits.	Fully Compliant
2. All individual funds held within the portfolio are not to exceed	Fully Compliant
a set percentage of the total portfolio value.	
3. The amount invested based upon the Fund's Rating is not to exceed	Fully Compliant
the set percentages of the total portfolio.	
4. The amount invested based upon the Investment Horizon is not	Fully Compliant





Statement of Financial Activity

	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/20
	Actual YTD	Amended	Original	Amended	Original	YTD Bud (A)
		Budget YTD	Budget YTD	Budget	Budget	Variance
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Rates	51,742,508	51,268,453	51,268,453	51,617,412	51,617,412	0.92%
Operating Grants, Subsidies and Contributions	1,722,448	949,758	949,758	4,926,958	4,926,958	81.36%
Fees & Charges	9,686,713	9,629,056	9,629,056	16,292,090	16,292,090	0.60%
Other Revenue	190,438	177,691	177,691	551,510	551,510	7.17%
Interest Earnings	831,474	694,405	694,405	1,955,000	1,955,000	19.74%
	64,173,581	62,719,363	62,719,363	75,342,970	75 242 070	2.32%
	64,173,381	62,719,363	02,719,303	75,342,970	75,342,970	2.32%
Expenses from Ordinary Activities						
Employee Costs	(11,178,007)	(11,680,181)	(11,680,181)	(33.303.930)	(33.303.930)	4.30%
Materials & Contracts	(4,503,182)	(5,776,747)	(5,771,379)	(18,298,949)	(18,226,504)	22.05%
Utilities (Gas, Electricity, Water etc)	(778,197)	(911,298)	(911,298)	(2,774,257)	(2,774,257)	14.61%
Depreciation on non current assets	(7,688,113)	(7,742,690)	(7,742,690)	(22,870,222)	(22,870,222)	0.70%
Insurance Expenses	(727,986)	(678,466)	(678,466)	(733,960)	(733,960)	-7.30%
Other Expenditure	(979,035)	(964,079)	(964,079)	(4,920,811)	(4,920,811)	-1.55%
Allocations	478,342	721,306	721,306	2,161,452	2,161,452	33.68%
Allocations	470,342	721,300	721,300	2,101,452	2,101,432	33.0070
	(25,376,178)	(27,032,155)	(27,026,787)	(80,740,677)	(80,668,232)	6.13%
	(25,570,270)	(27,032,233)	(27,020,707)	(00,740,077)	(00,000,232)	0.1370
Borrowings Cost Expense						
Interest Expenses	(401,977)	(399,300)	(399,300)	(1,273,688)	(1,273,688)	-0.67%
interest expenses	(401,577)	(333,300)	(333,300)	(1,275,000)	(1,273,000)	-0.0770
	(401,977)	(399,300)	(399,300)	(1,273,688)	(1,273,688)	-0.67%
	(402,577)	(333,300)	(333,300)	(2,275,000)	(1,275,000)	-0.0770
Non-Operating Grants, Subsidies and Contributions	1,713,236	2.231.126	2.231.126	32.050,712	32,042,712	-23.21%
Profit on Asset Disposals	15,058	45,243	45,243	78,050	78,050	-66.72%
Loss on Asset Disposals	(42,407)	(10,406)	(10,406)	(161,135)	(161,135)	-307.52%
	(,,	(,,	(//	(,,	(,,	
	1,685,887	2,265,963	2,265,963	31,967,627	31,959,627	-25.60%
	1,685,887	2,265,963	2,265,963	31,967,627	31,959,627	-25.60%
Net Result	1,685,887 40,081,313	2,265,963 37,553,871	2,265,963 37,559,239	31,967,627 25,296,232	31,959,627 25,360,677	-25.60%
Net Result						
Net Result Adjustments for Non-cash Revenue & Expenditure						
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets	7,688,113 0	37,553,871 7,742,690 0	37,559,239 7,742,690 0	25,296,232 22,870,222 (8,224,000)	25,360,677 22,870,222 (8,224,000)	
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit), Loss on Sale of Assets	7,688,113 0 27,349	37,553,871 7,742,690 0 (34,837)	37,559,239 7,742,690 0 (34,837)	25,296,232 22,870,222 (8,224,000) 83,085	25,360,677 22,870,222 (8,224,000) 83,085	
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments	7,688,113 0 27,349 274,078	7,742,690 0 (34,837)	7,742,690 0 (34,837)	25,296,232 22,870,222 (8,224,000) 83,085 0	25,360,677 22,870,222 (8,224,000) 83,085 0	
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current)	7,688,113 0 27,349 274,078 17,421	7,742,690 0 (34,837) 0	7,742,690 0 (34,837) 0	25,296,232 22,870,222 (8,224,000) 83,085 0	25,360,677 22,870,222 (8,224,000) 83,085 0	
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit), Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC)	7,688,113 0 27,349 274,078 17,421	7,742,690 0 (34,837) 0 0	37,559,239 7,742,690 0 (34,837) 0 0	25,296,232 22,870,222 (8,224,000) 83,085 0 0	25,360,677 22,870,222 (8,224,000) 83,085 0 0	
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current)	7,688,113 0 27,349 274,078 17,421	7,742,690 0 (34,837) 0	7,742,690 0 (34,837) 0	25,296,232 22,870,222 (8,224,000) 83,085 0	25,360,677 22,870,222 (8,224,000) 83,085 0	
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC)	7,688,113 0 27,349 274,078 17,421	7,742,690 0 (34,837) 0 0	37,559,239 7,742,690 0 (34,837) 0 0	25,296,232 22,870,222 (8,224,000) 83,085 0 0	25,360,677 22,870,222 (8,224,000) 83,085 0 0	
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure)	7,688,113 0 27,349 274,078 17,421 0 (446,819)	7,742,690 (34,837) 0 0	7,742,690 0 (34,837) 0 0	25,296,232 22,870,222 (8,224,000) 83,085 0 0	25,360,677 22,870,222 (8,224,000) 83,085 0 0	6.73%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings	7,688,113 0 27,349 274,078 17,421 0 (446,819)	7,742,690 0 (34,837) 0 0 0 (5,596,608)	7,742,690 0 (34,837) 0 0 0 (5,596,608)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358)	6.73%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436)	7,742,690 0 (34,837) 0 0 0 0 (5,596,608) (1,358,332)	37,559,239 7,742,690 0 (34,837) 0 0 0 0 (5,596,608) (1,358,332)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 0 (18,097,358) (4,493,000)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 0 (18,097,358) (4,493,000)	6.73% 87.42% 66.10%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552)	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352)	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169)	87.42% 66.10% 85.93%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit), Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Bulldings Plant & Equipment Furniture & Equipment Infrastructure	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821)	7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (8,807,818)	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,295)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,585,773)	87.42% 66.10% 85.93% 58.43%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552)	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352)	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169)	87.42% 66.10% 85.93%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683	7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (366,352) (8,807,818) 370,550	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,295) 3,476,580	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,580	87.42% 66.10% 85.93% 58.43% -34.51%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (8,807,818) 370,550	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,259) 3,476,580	25,360,677 22,870,222 (8,224,000) 83,085 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,580	87.42% 66.10% 85.93% 58.43% -34.51%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (3,807,818) 370,550 0 16,365	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (3,920,295) 3,476,580 150,000 76,055	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,580 150,000 76,055	87.42% 66.10% 85.93% 58.43% -34.51% 0.00%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit), Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal	40,081,313 7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683 0 26,174 (1,086,213)	7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (36,607,818) 370,550 0 16,365 (1,076,406)	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (3,71,720) (8,807,818) 370,550 0 16,365 (1,076,406)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,520,295) 3,476,580 150,000 76,055 (3,297,412)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 (18,097,358) (4,493,000) (1,129,169) (36,581,773) 3,476,580 150,000 76,055 (3,297,412)	87.42% 66.10% 85.93% 58.43% -34.51%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal Repayment Capital Lease	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (3,807,818) 370,550 0 16,365	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,295) 3,476,580 150,000 76,055 (3,297,412) (759,300)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,580 150,000 76,055 (3,297,412) (759,300)	87.42% 66.10% 85.93% 58.43% -34.51% 0.00% 59.94% -0.91%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal Repayment Capital Lease Advances to Community Groups	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683 0 0 26,174 (1,086,213) (319,526)	37,553,871 7,742,690 0 (34,837) 0 0 0 0 (5,596,608) (1,358,332) (366,352) (36	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,295) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000)	87.42% 66.10% 85.93% 58.43% -34.51% 0.00% 59.94% -0.91%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal Repayment Capital Lease Advances to Community Groups Transfer to Restricted Assets	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683 0 26,174 (1,086,213) (319,526) 0 (83,962)	37,553,871 7,742,690 0 (34,837) 0 0 0 0 (5,596,608) (1,358,332) (366,352) (3807,832) 0 16,365 (1,076,406) (189,824) 0 0 (20,036)	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0 0 (20,036)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,295) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,581,773) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (160,100)	87.42% 66.10% 85.93% 58.43% -34.51% 0.00% -0.91% -0.91% -0.91%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal Repayment Capital Lease Advances to Community Groups Transfer for Restricted Assets Transfer from Restricted Assets	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683 0 26,174 (1,086,213) (319,526) 0 (83,962) 484,951	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036)	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,295) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) (61,191,211	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,58 (3,297,412) (759,300) (150,000) (60,100) (6,315,599)	87.42% 66.10% 85.93% 58.43% -34.51% 0.00% -319.06% 0.00%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit), Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal Repayment Capital Lease Advances to Community Groups Transfer to Restricted Assets Transfer from Restricted Assets Transfer from Restricted Assets	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683 0 0 26,174 (1,086,213) (319,526) 0 (83,962) 484,951 (5,441,876)	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (366,3	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036) 0 (5,784,706)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,295) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) 6319,121 (21,878,042)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) (60,100) (63,15,599) (21,878,042)	87.42% 66.10% 85.93% 58.43% -34.51% 0.00% -0.91% 0.00% -319.06% 0.00%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal Repayment Capital Lease Advances to Community Groups Transfer for Restricted Assets Transfer from Restricted Assets	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683 0 26,174 (1,086,213) (319,526) 0 (83,962) 484,951	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036)	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,295) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) (61,191,211	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,58 (3,297,412) (759,300) (150,000) (60,100) (6,315,599)	87.42% 66.10% 85.93% 58.43% -34.51% 0.00% -319.06% 0.00%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal Repayment Capital Lease Advances to Community Groups Transfer to Restricted Assets Transfer from Restricted Assets	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683 0 26,174 (1,086,213) (319,526) 0 (83,962) (444,876) 1,232,906	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (366,352) (366,352) (367,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036) 0 (5,784,706) 1,657,906	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036) 0 (5,784,706) 1,657,906	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (3,920,295) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) (63,19121 (21,878,042) 34,970,205	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) (63,15,599 (21,878,042) 34,856,860	87.42% 66.10% 85.93% 58.43% -34.51% 0.00% -0.91% 0.00% -319.06% 0.00%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit), Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal Repayment Capital Lease Advances to Community Groups Transfer to Restricted Assets Transfer from Restricted Assets Transfer from Restricted Assets	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683 0 0 26,174 (1,086,213) (319,526) 0 (83,962) 484,951 (5,441,876)	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (366,3	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036) 0 (5,784,706)	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (36,920,295) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) 6319,121 (21,878,042)	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) (60,100) (63,15,599) (21,878,042)	87.42% 66.10% 85.93% 58.43% -34.51% 0.00% -0.91% 0.00% -319.06% 0.00%
Adjustments for Non-cash Revenue & Expenditure Depreciation Donated Assets (Profit)/Loss on Sale of Assets Allocations & Other Adjustments Deferred Pensioner Movements (Non-current) Recording of Employee Benefit Provisions (NC) Deposit & Bonds Movements (cash backed NC) Capital Revenue & (Expenditure) Land & Buildings Plant & Equipment Furniture & Equipment Infrastructure Proceeds from Sale of Assets Proceeds from New Loans Self Supporting Loans - Repayment of Principal Total Loan Repayments - Principal Repayment Capital Lease Advances to Community Groups Transfer to Restricted Assets Transfer from Restricted Assets	7,688,113 0 27,349 274,078 17,421 0 (446,819) (704,153) (460,436) (51,552) (3,661,821) 242,683 0 26,174 (1,086,213) (319,526) 0 (83,962) (444,876) 1,232,906	37,553,871 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (366,352) (366,352) (366,352) (367,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036) 0 (5,784,706) 1,657,906	37,559,239 7,742,690 0 (34,837) 0 0 0 (5,596,608) (1,358,332) (371,720) (8,807,818) 370,550 0 16,365 (1,076,406) (189,824) 0 (20,036) 0 (5,784,706) 1,657,906	25,296,232 22,870,222 (8,224,000) 83,085 0 0 0 (18,097,358) (4,493,000) (1,113,069) (3,920,295) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) (63,19121 (21,878,042) 34,970,205	25,360,677 22,870,222 (8,224,000) 83,085 0 0 0 0 (18,097,358) (4,493,000) (1,129,169) (36,851,773) 3,476,580 150,000 76,055 (3,297,412) (759,300) (150,000) (60,100) (63,15,599 (21,878,042) 34,856,860	87.42% 66.10% 85.93% 58.43% -34.51% 0.00% -0.91% 0.00% -319.06% 0.00%

Net Current Position

	2019/20 Actual YTD	2019/20 Amended Budget	2019/20 Original Budget	2018/19 Actual
NET CURRENT ASSETS	\$	\$	\$	\$
CURRENT ASSETS				
Cash - Unrestricted	16,472,595	646,604	646,604	3,204,485
Cash - Restricted	70,915,343	47,716,649	47,833,516	67,067,833
Sundry Debtors	2,136,530	1,800,000	1,800,000	1,809,547
Rates Outstanding - General	24,673,726	1,280,000	1,280,000	1,284,090
Stock on Hand	16,543	24,981	24,981	24,98
	114,214,737	51,468,234	51,585,101	73,390,93
LESS: CURRENT LIABILITIES				
Bank Overdraft	0	0	0	
Sundry Creditors	3,729,689	3,751,585	3,751,585	4,572,020
Performance Bonds	2,496,691	2,943,510	2,943,510	2,943,510
	6,226,380	6,695,095	6,695,095	7,515,53
Current Position (inclusive of Restricted Funds)	107,988,357	44,773,139	44,890,006	65,875,39
Add: Cash Backed Liabilities (Deposits & Bonds)	2,496,691	2,943,510	2,943,510	2,943,510
Less: Cash - Restricted Funds	(70,915,343)	(47,716,649)	(47,833,516)	(67,067,833
NET CURRENT ASSET POSITION	39,569,705	0	0	1,751,076

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2019/ 20 Actual YTD	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
>> Prope	erty, Plant & Equipment	\$	\$	\$	\$	\$	%
	Land						
10370	Busselton Cemetery	4,562	0	0	100,000	100,000	0.00%
10610	Property Services Administration	0	0	0	100,000	100,000	0.00%
	-	4,562	0	0	200,000	200,000	0.00%
	Buildings						
	Major Projects						
	<u>Major Project - Busselton Foreshore</u>						
B9570 B9584	Foreshore East-Youth Precinct Community Youth Building/SLSC Jetty Depot - Maintenance Compound	0 19,870	2,500	2,500	10,000	10,000	-100.00% 0.00%
B9600	Old Vasse Lighthouse	25,755	43,000	43,000	120,000	120,000	-40.10%
		45,625	45,500	45,500	130,000	130,000	0.28%
	Major Project - Library Expansion						
B9516	Busselton Library Upgrade	0	45,125	45,125	361,000	361,000	-100.00%
	_	0	45,125	45,125	361,000	361,000	-100.00%
	Major Project - Administration Building						
B9010	Civic and Administration Centre Minor Upgrades	31,769	17,666	17,666	53,000	53,000	79.83%
	Buildings (Other)	31,769	17,666	17,666	53,000	53,000	79.83%
	bullulings (Other)						
B9109	Hithergreen Building Renovations	0	22,964	22,964	68,890	68,890	-100.00%
B9300 B9301	Aged Housing Capital Improvements - Winderlup Aged Housing Capital Improvements - Harris Road	13,434	20,000 20,000	20,000 20,000	80,000 60,000	80,000 60,000	-32.83% -100.00%
B9302	Aged Housing Capital Improvements - Winderlup Court (City)	5,070	20,000	20,000	151,000	151,000	0.00%
B9407	Busselton Senior Citizens	41,600	387,816	387,816	1,163,450	1,163,450	-89.27%
B9511 B9517	ArtGeo Building GLC - Pool Relining	41,413 0	10,968 16,668	10,968 16,668	32,900 50,000	32,900 50,000	277.58% -100.00%
B9534	Community Resource Centre	3,727	2,578	2,578	5,160	5,160	44.58%
B9556	NCC Upgrade	64	16,666	16,666	50,000	50,000	-99.62%
B9588 B9591	Old Court House Building Upgrade Performing Arts Convention Centre	37,722 8,524	25,000 0	25,000 0	75,000 500,000	75,000 500,000	50.89%
B9596	GLC Building Improvements	58,105	175,300	175,300	525,900	525,900	-66.85%
B9604	Womens Change Facility Bovell	90,174	27,896	27,896	83,685	83,685	223.25%
B9605 B9606	Energy Efficiency Initiatives (Various Buildings King Street Toilets	7,945 0	59,126 0	59,126 0	177,378 200,000	177,378 200,000	-86.56% 0.00%
B9607	General Buildings Asset Renewal Allocation (Various Building	34,920	33,334	33,334	100,000	100,000	4.76%
B9608	Demolition Allocation (Various Buildings)	4,500	4,167	4,167	25,000	25,000	7.99%
B9609 B9610	GLC Stadium Expansion Old Butter Factory	0 177,326	7,500 216,796	7,500 216,796	30,000 650,385	30,000 650,385	-100.00% -18.21%
B9716	Airport Terminal Stage 2	71,468	4,166,668	4,166,668	12,500,000	12,500,000	-98.28%
B9717	Airport Construction, Existing Terminal Upgrade	0	166,668	166,668	500,000	500,000	-100.00%
B9719 B9808	Busselton Works Depot - Toilets and Sewer Busselton Jetty Tourist Park Upgrade	0 26,203	16,666 91,536	16,666 91,536	50,000 274,610	50,000 274,610	-100.00% -71.37%
	-	622,197	5,488,317	5,488,317	17,353,358	17,353,358	-88.66%
	Total Buildings	699,592	5,596,608	5,596,608	17,897,358	17,897,358	-87.50%
	Plant & Equipment	,					
10000		-			10.000	40.000	0.000
10000 10001	Members of Council Office of the CEO	0 61,283	65,000	65,000	40,000 65,000	40,000 65,000	0.00% -5.72%
10115	Major Projects Administration	0	80,000	80,000	80,000	80,000	-100.00%
10200 10250	Financial Services Information & Communication Technology Services	0	40,000 35,000	40,000 35,000	40,000 35.000	40,000 35.000	-100.00% -100.00%
10250	Governance Support Services	0	35,000	35,000	40,000	40,000	0.00%
10521	Human Resources & Payroll	0	0	0	35,000	35,000	0.00%
10530 10591	Community Services Administration Geographe Leisure Centre	6,975 0	0	0	0 35,000	0 35,000	0.00%
10600	Busselton Jetty Tourist Park	0	16,000	16,000	16,000	16,000	-100.00%
10800	Planning Directorate Support	0	0	0	40,000	40,000	0.00%
10910 10950	Building Services Animal Control	0 25,149	35,000 50,000	35,000 50,000	70,000 50,000	70,000 50,000	-100.00% -49.70%
10950	Other Law, Order & Public Safety	75,448	55,000	55,000	55,000	55,000	37.18%
11101	Engineering Services Administration	0	40,000	40,000	40,000	40,000	-100.00%
11107 11150	Engineering Services Design Asset Management Administration	0	0 35,000	0 35,000	9,000 35,000	9,000 35,000	-100.00%
11151	Airport Operations	0	30,000	30,000	30,000	30,000	-100.00%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2019/ 20 Actual YTD	2019/20 Amended	2019/20 Original	2019/20 Amended	2019/20	2019/20 Budget YTD
		Actual YIU	Budget YTD	Budget YTD	Budget	Original Budget	Variance
11156	Airport Development Operations	26,950	0	0	0	0	0.00%
11401	Transport - Workshop	0	10,332	10,332	31,000	31,000	-100.00%
11402	Plant Purchases (P10)	0	325,000	325,000	2,295,000	2,295,000	-100.00%
11403 11404	Plant Purchases (P11)	264,631 0	447,000 95,000	447,000 95,000	632,000 595,000	632,000 595,000	-40.80% -100.00%
11404	Plant Purchases (P12) Plant Purchases (P14)	0	95,000	95,000	40,000	40.000	0.00%
11407	P&E - P&G Smart Technologies	0	0	0	150,000	150,000	0.00%
11500	Operations Services Administration	0	0	0	35,000	35,000	0.00%
	-	460,436	1.358.332	1.358.332	4,493,000	4,493,000	-66.10%
	Furniture & Office Equipment	400,430	1,550,552	1,330,332	4,433,000	4,433,000	00:1070
	Furniture & Onice Equipment						
10250	Information & Communication Technology Services	5,474	226,276	226,276	678,842	678,842	-97.58%
10530	Community Services Administration	0	12,000	12,000	12,000	12,000	-60.42%
10590	Naturaliste Community Centre	7,292	5,408	5,408	19,227	19,227	34.84%
10591 10616	Geographe Leisure Centre Winderlup Villas Aged Housing	5,000	11,000	11,000 2,834	33,000 0	33,000 8,500	-54.55% 0.00%
10617	Harris Road Aged Housing	0	0	2,534	0	7.600	0.00%
10625	Art Geo Administration	10,000	10,000	10,000	10,000	10,000	0.00%
10900	Cultural Planning	23,786	0	0	55,000	55,000	0.00%
11156	Airport Development Operations	0	100,000	100,000	300,000	300,000	-100.00%
B1361	YCAB (Youth Precinct Foreshore)	0	1,668	1,668	5,000	5,000	-100.00%
		51,552	366,352	371,720	1,113,069	1,129,169	-84.63%
	Sub-Total Property, Plant & Equipment	1,220,891	7,321,292	7,326,660	23,703,427	23,719,527	-83.32%
>> Infra:	structure						
	Major Project - Busselton Foreshore						
C0053	Car Parking - Rear of Hotel Site 1	1,297	62,500	62,500	500,000	500,000	-97.92%
C0053	Car Parking - Rear of Hotel Site 1 Barnard East Car Parking	1,297	62,500 6,598	62,500 6,598	79,180	79,180	-97.92% -100.00%
C3094	Busselton Foreshore - Stage 3	46,026	79,024	79,024	237,082	237,082	-41.76%
C3112	Busselton Foreshore - Exercise Equipment	0	41,132	41,132	123,400	123,400	-100.00%
C3113	Busselton Tennis Club - Infrastructure	262,200	687,646	687,646	868,604	868,604	-61.87%
C3168	Busselton Foreshore Jetty Precinct	82,313	60,592	60,592	181,774	181,774	35.85%
C3182	Relocation of Veteran Car Club Fencing Possum Park Barnard East	84,006	105,071 11,250	105,071 11.250	109,640 30.000	109,640 30.000	-20.05%
C3189 C3206	Landscaping - Old Busselton Tennis Club Site	163 0	62,500	62,500	500,000	500,000	-98.55% -100.00%
C3207	Barnard East Underground Power	0	13.854	13,854	166,250	166,250	-100.00%
C3208	Barnard East Landscaping	3,540	20,000	20,000	240,000	240,000	-82.30%
F0089	Barnard East Footpaths	0	7,603	7,603	91,240	91,240	-100.00%
	-	479,545	1,157,770	1,157,770	3,127,170	3,127,170	-58.58%
	Major Project - Administration Building						
C0043	Administration Building Carpark	0	25,000	25,000	100,000	100,000	-100.00%
	-	0	25,000	25,000	100,000	100,000	-100.00%
	Major Project - Lou Weston Oval		,	,		,	
	Major Project - Lou Weston Ovai						
C3186	Lou Weston Oval - Courts	44,434	313,900	313,900	1,883,400	1,883,400	-85.84%
	-	44,434	313,900	313,900	1,883,400	1,883,400	-85.84%
	Footpaths Construction						
F0019	College Avenue	79,088	120,000	120,000	360,000	360,000	-34.09%
F0051	Chester Way Dunsborough - New Footpath	55,335	33,332	33,332	100,000	100,000	66.01%
F0066	Bussell Highway Footpath Sections	168,118	117,680	117,680	353,047	353,047	42.86%
F0080	Margaret St DUP Renewal	661	26,668	26,668	80,000	80,000	-97.52%
F0081 F0082	Windlemere Drive Dunsborough - New Path King Street - New Path	193	49,000 60,000	49,000 60,000	147,000 180,000	147,000 180,000	-99.61% -100.00%
F0082	Bell Drive - New Path Completing Missing Sections	38,957	17,336	17,336	52,000	52,000	124.72%
F0084	Thompson Way - New Path	193	12,336	12,336	37,000	37,000	-98.44%
F0085	Paterson Drive - New Footpath & Foot Bridge	193	25,572	25,572	76,720	76,720	-99.25%
F0086	Holgate Road Path - Renewal as per AMP	0	5,120	5,120	15,360	15,360	-100.00%
F0087 F0088	Sanctuary Grove Path - Renewal as per AMP Ella Gladstone Drive Path - Renewal as per AMP	0 198	13,332 4,576	13,332 4,576	40,000 13,720	40,000 13,720	-100.00% -95.68%
F0090	DAIP - Disability Access	15,618	16,668	16,668	50,000	50,000	-95.68% -6.30%
F0091	Criterion Track Bovell Oval	17,768	5,924	5,924	17,768	17,768	199.94%
	-	376,323	507,544	507,544	1,522,615	1,522,615	-25.85%
	Drainage Construction - Street						
D0009	Busselton LIA - Geocatch Drain Partnership WSUD Improvements	120	0	0	30,000	30.000	0.00%
D0009	Chain Avenue - Drainage Works	35,059	0	0	30,000	0	0.00%
D0020	Glenmeer Ramble Drainage Upgrade	0	16,900	16,900	50,700	50,700	-100.00%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2019/20	2019/20	2019/20	2019/20		2019/20
		Actual YTD	Amended	Original Budaet YTD	Amended	2019/20	Budget YTD
D0021	Chugg Road Drainage Upgrade	180	Budget YTD 33,336	33,336	Budget 100,000	Original Budget 100,000	Variance -99.46%
D0022	West Street Drainage Improvements	12,507	4,184	4,184	12,551	12,551	198.92%
		47,866	54,420	54,420	193,251	193,251	-12.04%
	Car Parking Construction						
C0013	Yallingup Beach Car Park	74.478	22,156	22,156	66.472	66.472	236.15%
C0044	Meelup Coastal Nodes - Carpark upgrade	50,348	0	0	138,270	138,270	0.00%
C0050 C0051	Forth Street Groyne Carpark - Formalise and Seal Vasse Oval Gravel Car Parking - Dawson (Eastern Side)	0	18,200 66,668	18,200 66,668	54,600 200,000	54,600 200,000	-100.00% -100.00%
C0051	Vasse Kaloorup Oval Carpark Development	910	86,668	86,668	260,000	260,000	-98.95%
		125,736	193,692	193,692	719,342	719,342	-35.08%
		123,730	193,092	193,092	713,342	715,542	-33.00%
	Bridges Construction						
A0014	Bussell Highway - 0241	0	0	0	744,000	744,000	0.00%
A0022 A0023	Yallingup Beach Road Bridge - 3347 Kaloorup Road Bridge - 3381	0	0	0	700,000 138,000	700,000 138,000	0.00%
A0024	Boallia Road Bridge - 4854	0	0	0	138,000	138,000	0.00%
		0	0	0	1,720,000	1,720,000	0.00%
	Cycleways Construction						
F1005 F1021	End of Trip Facilities for Cyclists Wayfinding for Cyclists	1,260	11,668 5,000	11,668 5,000	35,000 15,000	35,000 15.000	-89.20% -100.00%
		1.250				50.000	02.440/
		1,260	16,668	16,668	50,000	50,000	-92.44%
	Townscape Construction						
C1001	Queen Street Upgrade - Duchess to Kent Street	0	0	0	120,000	120,000	0.00%
C1024	Dunsborough Road Access Improvements Stage 1	9,316	64,408	64,408	193,221	193,221	-85.54%
C1026	Townscape Works Dunsborough	3,296	174,336	174,336	523,000	523,000	-98.11%
		12,612	238,744	238,744	836,221	836,221	-94.72%
	Boat Ramps Construction						
C1502	Old Dunsborough Boat Ramp Finger Jetty	1,800	0	0	10,000	10,000	0.00%
C1503	Quindalup Sea Rescue Boat Ramp	0	0	0	10,000	10,000	0.00%
C1504	Abbey Boat Ramp Upgrade	0	0	0	10,000	10,000	0.00%
C1512	Port Geographe Boat Ramp Renewal Works	367,082	156,936	156,936	470,810	470,810	133.91%
		368,882	156,936	156,936	500,810	500,810	135.05%
	Depot Construction						
C2006	Depot Washdown Facility Upgrades	0	27,500	27,500	82,500	82,500	-100.00%
			27,500	27,500	82,500	82.500	-100.00%
			27,500	27,500	02,500	02,300	100.0070
	Beach Restoration						
C2504	Groyne Construction	0	7,584	7,584	22,754	22,754	-100.00%
C2512 C2520	Sand Re-Nourishment Coastal Protection Works	202,378 12,360	127,662 18,332	127,662 18,332	259,240 55,000	259,240 55,000	58.53% -32.58%
C2523	Broadwater Beach Coastal Protection Stage 1 of 4	72,105	34,452	34,452	403,355	403,355	109.29%
C2524	Wonnerup Coastal Defence (Groyne)	3,321	0	0	0	0	0.00%
C2525	Wonnerup Groynes 3, 5, & 6	143,696	45,332	45,332	136,000	136,000	216.99%
C2526 C2527	Baudin/ Wonnerup Groynes Storm Damage Renewal of Infrastructure	9,660	96,140 3,896	96,140 3,896	288,419 11,692	288,419 11.692	-89.95% -100.00%
C2527	Craig Street Groyne and Sea Wall	167,724	28,068	28,068	84,209	84,209	497.56%
		611,244	361,466	361,466	1,260,669	1,260,669	69.10%
	Davis Cardons & Decompos						
	Parks, Gardens & Reserves						
C3007	Park Furniture Replacement - Replace aged & unsafe Equip	4,505	10,000	10,000	30,000	30,000	-54.95%
C3017 C3024	Bovell Park - Upgrade Lighting Dunsborough Oval - Lighting Upgrade	59,927 42,591	24,032 18,332	24,032 18,332	72,100 55,000	72,100 55,000	149.36% 132.33%
C3024	Dunsborough - BMX / Skatebowl	42,391	10,532	18,332	5,000	5,000	0.00%
C3048	BBQ Placement and Replacement	128	3,750	3,750	15,000	15,000	-96.59%
C3066	West Swim Jetty	0	0	0	20,000	20,000	0.00%
C3096	Yallingup Park - Upgrades	0	14,000	14,000	14,000	14,000	-100.00%
C3103 C3116	Youth Skate Park Dawson Park (Mcintyre St Pos)	0	0	0	15,000 110,000	15,000 110,000	0.00%
C3110	Rails to Trails - Continuation of Implementation Plan	124,601	46,224	46,224	544,757	544,757	169.56%
C3136	Vasse Oval Kaloorup - Grassing of Existing Oval	279	120,000	120,000	120,000	120,000	-99.77%
C3145	Churchill Park	23,835	27,812	27,812	533,439	533,439	-14.30%
C3146	Dunsborough Town Centre/ Foreshore	0	0	0	15,000	15,000	0.00%

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

	Description	2019/20	2019/20	2019/20	2019/20		2019/20
		Actual YTD	Amended Budget YTD	Original Budget YTD	Amended Budget	2019/20 Original Budget	Budget YTD Variance
C3158	Port Geographe - Casurina Replacements on Layman Road	11,571	5,888	5,888	17,664	17,664	96.53%
C3159 C3160	Port Geographe - Burgee Cove (Western Side of Bridge) Port Geographe - Reticulated POS at Layman Road	23,140 3,189	13,828 11,660	13,828 11,660	24,000 17,500	24,000 17,500	67.34% -72.65%
C3160	Port Geographe - Reticulated POS at Layman Road Port Geographe - Outstanding Minor Repairs	11.571	5,000	5,000	15,000	17,500	131.43%
C3166	Vasse River Foreshore - Bridge to Bridge	20,279	36,468	36,468	109,399	109,399	-44.39%
C3176	Geographe Bay Road (Earnshaw) Coastal Fencing Renewal	0	0	0	10,000	10,000	0.00%
C3177 C3187	Shade Sail Program Dawson Park/ Cloisters Port Geographe Reticulation Upgrades	171 0	22,276	22,276	50,000 66,823	50,000 66,823	0.00% -100.00%
C3192	Foreshore Renewal HighStreet to CareyStreet	0	0	0	26,000	26,000	0.00%
C3193	Cricket Wicket Renewal	186	4,332	4,332	13,000	13,000	-95.70%
C3194 C3195	Meelup Regional Park - Capital Projects Centennial Park (West of Banks Ave) - Lighting Renewal	0	0 3,332	0 3,332	163,000 10,000	163,000 10.000	0.00%
C3196	Centennial Park (West of Banks Av) - Renewal of Beach Shower	0	3,332	3,332	10,000	10,000	-100.00%
C3197	Riverbank POS - Renewal of Riverbank Platform	267	0	0	10,000	10,000	0.00%
C3198 C3199	Vasse SAR Area General Improvements to the Area Vasse SAR Area Installation of Shade Sails	7,815 0	0	0	25,000 25.000	25,000 25,000	0.00%
C3200	Provence SAR Area General Improvements to the Area	0	0	0	75,000	75,000	0.00%
C3201	Port Geographe - Stage 3 Reticulation Upgrade	21,570	50,000	50,000	150,000	150,000	-56.86%
C3202 C3203	Port Geographe Street Light Replacement Port Geographe General Improvements/ Foreshore	0	0	0	50,000 30,000	50,000 30,000	0.00%
C3203	Port Geographe General Improvements/ Foreshore Port Geographe Eastern Side of Footbridge Landscaping Upgrad	0	0	0	20,000	20,000	0.00%
C3205	Port Geographe Native Planting area in front Sensations cafe	0	0	0	15,000	15,000	0.00%
C3209	Busselton Town Centre CBD	0	0	0	15,000	15,000	0.00%
C3210 C3211	McBride Park - POS Upgrade Tulloh St (Geographe Bay Road) - POS Upgrade	0	0	0	32,538 90,332	32,538 90,332	0.00%
C3211	Siesta Park -Beach Acesss - POS Upgrade	0	0	0	13,056	13,056	0.00%
C3213	Cabarita Road - POS Upgrade	0	0	0	100,000	100,000	0.00%
C3214	Kingsford Road - POS Upgrade	0	0	0	150,653	150,653	0.00%
C3215 C3216	Monash Way - POS Upgrade Wagon Road - POS Upgrade	0	0	0	167,174 167,174	167,174 167,174	0.00%
C3217	Limestone Quarry - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3218	Dolphin Road - POS Upgrade	0	0	0	91,000	91,000	0.00%
C3219 C3220	Kingfish/ Costello - POS Upgrade Quindalup Old Tennis Courts Site - POS Upgrade	0	0	0	91,000 149,587	91,000 149,587	0.00%
C3221	Cape Naturalise - POS Upgrade	0	0	0	167,392	167,392	0.00%
C3222	King St Reserve Park - POS Upgrade	0	0	0	147,348	147,348	0.00%
C3497	Busselton Jetty - Capital Expenditure	53,660	425,000	425,000	1,700,000	1,700,000	-87.37%
		409,287	845,266	845,266	5,731,110	5,731,110	-51.58%
	Almost Construction						
	Airport Construction						
C6025	Installation of Bird Netting	0	0	0	185,240	185,240	0.00%
		0	0	0	185,240	185,240	0.00%
	Cemetery Capital Works						
C1604 C1605	Pioneer Cemetery Infrastructure Upgrades Busselton Cemetery Infrastructure Upgrades	6,502 256	16,808 0	16,808	50,425 40.000	50,425 40,000	-61.32% 0.00%
C1608	Dunsborough Cemetery - Car Park & Internal Upgrades	236	0	0	74,000	74,000	0.00%
C1609	Pioneer Cemetery - Implement Conservation Plan	13,500	0	0	20,000	20,000	0.00%
C1610	Dunsborough Cemetery	0	0	0	20,000	20,000	0.00%
		20,258	16,808	16,808	204,425	204,425	20.53%
	Beach Front Infrastructure Works						
C1758	Beach Access Stairs - Bay View Cresent	0	6,636	6,636	19,910	19,910	-100.00%
C1760 C1761	King Street Reserve - Park Upgrade (Coastal Node) Geographe Bay Road (Seagrott Road) Beach Access Renewal	0	23,832	23,832	71,499 25.000	71,499 25.000	-100.00% 0.00%
01/01	acop. apric any rised (scape see rised as see see see see see				,		
		0	30,468	30,468	116,409	116,409	-100.00%
	Aged Housing - Infrastructure Works						
C3451	Aged Housing Infrastructure (Upgrade)	0	6,000	6,000	12,000	12,000	-100.00%
			6,000	6,000	12,000	12.000	-100.00%
			0,000	0,000	12,000	22,000	200,007
	Sanitation Infrastructure						
C3479	Vidler Road Waste Site Capital Improvements	22,725	129,492	129,492	388,480	388,480	-82.45%
C3481	Transfer Station Development	8,324	151,504	151,504	454,510	454,510	-94.51%
C3485 C3487	Site Rehabilitation - Busselton Site Rehabilitation - Dunsborough	2,138 0	333,336 500,000	333,336 500,000	1,000,000 1,500,000	1,000,000 1,500,000	-99.36% -100.00%
		33,188	1,114,332	1,114,332	3,342,990	3,342,990	-97.02%
		33,100	2,227,002	2,227,552	5,546,550	5,542,530	37.02.70
	Airport Development						
C6087 C6091	Airport Construction Stage 2, Landside Civils & Services Inf Airport Construction Stage 2, Noise Management Plan	8,850 0	0 289.852	0 289.852	0 869,550	0 869.550	0.00%
C0091	Compart warm under a remot management rian	0	207,032	203,032	905,550	005,530	-200.00%

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Property, Plant & Equipment, Infrastructure

	Description	2019/ 20 Actual YTD	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
C6092 C6099	Airport Construction Stage 2, Airfield Airport Development - Project Expenses	6,200 82,972	0 396,252	0 396,252	0 1,187,110	0 1,187,110	0.00% -79.06%
	-	98,022	686,104	686,104	2,056,660	2,056,660	-85.71%
	Main Roads						
S0035	Strelly Street / Barlee Street Roundabout	141,128	5,420	5,420	16,259	16,259	2503.84%
S0051	Causeway Road / Rosemary Drive Roundabout	850	468,892	468,892	1,406,680	1,406,680	-99.82%
S0064 S0068	Peel Terrace (Stanley PI/Cammilleri St Intersection Upgrade) Georgiana Molloy Bus Bay Facilities	0 10,848	141,972 0	141,972 0	425,912 0	425,912 0	-100.00% 0.00%
S0069	Peel Terrace (Brown Street Intersection Upgrades)	10,040	81,948	81,948	245,849	245,849	-100.00%
S0070	Peel & Queen Street Roundabout Service Relocation	0	250,000	250,000	750,000	750,000	-100.00%
S0071 S0072	Ludlow-Hithergreen Road Safety Improvements Kaloorup Road - Reconstruct and Seal Shoulders	127,332 240	0 35,000	0 35,000	576,500 420,000	576,500 420,000	0.00% -99.31%
S0317	Naturaliste Terrace Asphalt Overlay	45,291	0	0	0	0	0.00%
S0321 S0322	Yoongarillup Road - Second Coat Seal Wonnerup East Road - Prune re-Shoulder an Reseal	0 1,379	17,000 43,004	17,000 43,004	51,000 129,000	51,000 129.000	-100.00% -96.79%
S0323	Piggot Road - Second Coat Seal	0	4,340	4,340	13,000	13,000	-100.00%
S0324 S0325	Georgette Street - Reconstruction & Kerbs	0 2.895	22,336 22,008	22,336 22.008	67,000	67,000 66.000	-100.00% -86.85%
S0325 S0326	Hansen Road - Asphalt Overlay & Kerbing Pries Road - Gravel Resheet	2,895 4,949	4,420	4,420	66,000 13,250	13,250	-86.85% 11.96%
50327	Florence Road - Gravel Resheet	0	4,264	4,264	12,783	12,783	-100.00%
	-	334,911	1,100,604	1,100,604	4,193,233	4,193,233	-69.57%
	Roads to Recovery						
T0019	Wonnerup South Road - Reconstruct and Widening (narrow seal)	540	208,180	208,180	624,535	624,535	-99.74%
T0085 T0086	Yoongarillup Road - Reconstruct Intersection at Vasse H/Way Yoongarillup Road - Reconstruct & Widen (Western Section)	3,032 7,418	70,000 492,704	70,000 492,704	210,000 1,478,100	210,000 1,478,100	-95.67% -98.49%
	-	10,990	770,884	770,884	2,312,635	2,312,635	-98.57%
	Black Spot						
V0002	Eastern Link - Busselton Traffic Study	38,465	0	0	2,500,000	2,500,000	0.00%
V0002 V0003	Roundabout to Eastern Link Bridge	38,463	0	0	300,000	300,000	0.00%
V0004 V0005	Eastern Link Shared Path & Environmental Offsets Eastern Link Ford Road Environmental Approvals	770 44,800	0	0	200,000 150,000	200,000 150,000	0.00%
	-	84,035	0	0	3,150,000	3,150,000	0.00%
	Council Roads Initiative						
W0003	Franklin Road - Gravel Resheet	18,472	11,668	11,668	35,000	35,000	58.32%
W0015	Gale Road - Reconstruction (50% Council)	4,110	10,000	10,000	30,000	30,000	-58.90%
W0055 W0067	Lindberg Road Ford Road Reconstruct and Asphalt Overlay	29,983 1,120	6,212 96,668	6,212 96,668	18,641 290,000	18,641 290,000	382.67% -98.84%
W0084	Vasse Yallingup Siding Road	18,190	6,672	6,672	20,013	20,013	172.63%
W0091 W0094	Carbunup South Road - Gravel Resheet	12,604 558	6,268 90.000	6,268 90.000	18,800	18,800	101.09%
W0094 W0114	Fairway Drive - Intersection Works Wonnerup South Road - Reconstruct and Widening (narrow seal)	1,379	90,000 235,152	90,000 235,152	270,000 705,465	270,000 705,465	-99.38% -99.41%
W0126	Gulberti Road - Gravel Resheet	148	20,000	20,000	60,000	60,000	-99.26%
W0176 W0195	Signage (Alternate CBD Entry) Yallingup Beach Road	0 43,039	5,332	5,332	16,000	16,000	-100.00% 0.00%
W0216	Fredrick Street Partial Reconstruction	300	13,332	13,332	40,000	40,000	-97.75%
W0224 W0227	Jones Way Asphalt Overlay	92,430 38,531	24,728 57,328	24,728 57.328	74,182	74,182 171.992	273.79% -32.79%
W0227	William Drive - Asphalt Overlay, Kerb & Drainage Short Street - Asphalt Overlay & Kerb	38,531 16,014	22,336	22,336	171,992 67,000	67,000	-32.79%
W0231	Carey Street - Asphalt Overlay & Kerb	931	58,336	58,336	175,000	175,000	-98.40%
W0232 W0233	Stanley Street - Asphalt Overlay, Kerbing & Parking Centurion Way - Asphalt Overlay & Kerbing	0 83,432	49,004 43,336	49,004 43,336	147,000 130,000	147,000 130,000	-100.00% 92.52%
W0233	King Street - Reconstruction, Drainage & Asphalt Overlay	10,155	172,668	172,668	518,000	518,000	-94.12%
W0235 W0236	Eagle Place - Asphalt Overlay & Kerbing	8,815 18,900	10,668 30,008	10,668 30,008	32,000 90,000	32,000 90,000	-17.37% -37.02%
W0236 W0237	Achurch Place - Asphalt Overlay & Kerbing Hovea Cresent - Asphalt Overlay, Kerb & Intersection Works	18,900 152,269	72,000	72,000	216,000	216,000	-37.02% 111.48%
W0238	Sutton Way - Asphalt Overlay & Kerb	42,095	23,664	23,664	71,000	71,000	77.89%
W0239 W0240	Silverglen Avenue - Asphalt Overlay, Kerb & Drainage Metricup Yelverton Road - Gravel Resheet	387 0	13,328 19,000	13,328 19,000	40,000 57,000	40,000 57,000	-97.09% -100.00%
W0240 W0241	Hemsley Road - Gravel Resheet	198	14,004	14,004	42,000	42,000	-98.59%
W0242	Doyle Road - Gravel Resheet	9,048	7,332	7,332	22,000	22,000	23.41%
W0243 W0244	Alfred Road - Gravel Resheet Koorabin Drive - Reconstruction & Intersection	0 120	16,668 48,000	16,668 48,000	50,000 144,000	50,000 144,000	-100.00% -99.75%
W0245	Wilson Avenue Quindalup	0	0	0	68,522	0	0.00%
	-	603,229	1,183,712	1,183,712	3,619,615	3,551,093	-49.04%
	Sub-Total Infrastructure	3,661,821	8,807,818	8,807,818	36,920,295	36,851,773	-58.43%

Reserves Movement Report

		2019/2020 Actual YTD	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
		\$	\$	\$	\$	\$	\$
100							
100	Airport Infrastructure Renewal Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves	1,821,552.89 10,877.54	1,821,552.89 13,516.00	1,821,552.89 13,516.00	1,821,552.89 40,548.00	1,821,552.89 40,548.00	1,325,501.46 41,231.55
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	536,450.00
	Transfer to Muni	0.00	0.00	0.00	(156,250.00)	(156,250.00)	(81,630.12)
		1,832,430.43	1,835,068.89	1,835,068.89	1,705,850.89	1,705,850.89	1,821,552.89
136	Airport Marketing and Incentive Reserve						
	Accumulated Reserves at Start of Year	3,396,150.77	3,396,150.77	3,396,150.77	3,396,150.77	3,396,150.77	1,583,014.10
	Interest transfer to Reserves	21,201.65	25,204.00	25,204.00	75,612.00	75,612.00	77,306.67
	Transfer from Muni Transfer to Muni	129,400.00 0.00	129,400.00 0.00	129,400.00 0.00	526,416.00 (1,360,230.00)	526,416.00 (1,360,230.00)	1,735,830.00 0.00
		3,546,752.42	3,550,754.77	3,550,754.77	2,637,948.77	2,637,948.77	3,396,150.77
143	Airport Noise Mitigation Reserve						
143							
	Accumulated Reserves at Start of Year Interest transfer to Reserves	890,709.89 5,315.09	890,709.89 6,612.00	890,709.89 6,612.00	890,709.89 19,836.00	890,709.89 19,836.00	0.00 21,159.89
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	869,550.00
	Transfer to Muni	0.00	0.00	0.00	(869,550.00)	(869,550.00)	0.00
		896,024.98	897,321.89	897,321.89	40,995.89	40,995.89	890,709.89
147	Airport Development Reserve						
	Interest transfer to Reserves	183.70	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni Transfer to Muni	55,296.00 0.00	55,296.00 0.00	55,296.00 0.00	165,882.00 (165,882.00)	165,882.00 (165,882.00)	0.00
		55,479.70	55,296.00	55,296.00	0.00	0.00	0.00
148	Airport Existing Terminal Building Reserve						
	Accumulated Reserves at Start of Year	39,882.21	39,882.21	39,882.21	39,882.21	39,882.21	0.00
	Interest transfer to Reserves Transfer from Muni	237.98 0.00	296.00 0.00	296.00 0.00	888.00 0.00	888.00 0.00	882.21 39,000.00
		40,120.19	40,178.21	40,178.21	40,770.21	40,770.21	39,882.21
106	Building Asset Renewal Reserve						
	Accumulated Reserves at Start of Year	1,725,055.66	1,725,055.66	1,725,055.66	1,725,055.66	1,725,055.66	1,193,933.21
	Interest transfer to Reserves Transfer from Muni	10,751.95 242,384.00	12,800.00 242,384.00	12,800.00 242,384.00	38,400.00 727,148.00	38,400.00 727,148.00	29,072.58 894,362.38
	Transfer from Muni Transfer to Muni	0.00	0.00	0.00	(751,536.00)	(751,536.00)	(392,312.51)
		1,978,191.61	1,980,239.66	1,980,239.66	1,739,067.66	1,739,067.66	1,725,055.66
404	Barnard Park Sports Pavilion Building Reserve						
		40.000	40.000	40.000	40.000.	40.000.00	
	Accumulated Reserves at Start of Year Interest transfer to Reserves	10,666.20 100.15	10,666.20 80.00	10,666.20 80.00	10,666.20 240.00	10,666.20 240.00	0.00 166.20
	Transfer from Muni	10,076.00	10,076.00	10,076.00	30,226.00	30,226.00	10,500.00
		20,842.35	20,822.20	20,822.20	41,132.20	41,132.20	10,666.20
405	Railway House Building Reserve						
	Accumulated Reserves at Start of Year	16,761.18	16,761.18	16,761.18	16,761.18	16,761.18	0.00
	Interest transfer to Reserves Transfer from Muni	126.52 6,544.00	124.00 6,544.00	124.00 6,544.00	372.00 19,635.00	372.00 19,635.00	261.18 16,500.00
	nower nom wom						
		23,431.70	23,429.18	23,429.18	36,768.18	36,768.18	16,761.18

Reserves Movement Report

		2019/2020 Actual YTD	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
406	Youth and Community Activities Building Reserve	\$	\$	\$	\$	\$	\$
	Accumulated Reserves at Start of Year	45,712.30	45,712.30	45,712.30	45,712.30	45,712.30	0.00
	Interest transfer to Reserves Transfer from Muni	333.22 14.280.00	340.00 14,280.00	340.00 14,280.00	1,020.00 42,840.00	1,020.00 42,840.00	712.30 45,000.00
	Transfer to Muni	0.00	0.00	0.00	(10,000.00)	(10,000.00)	0.00
	-	60,325.52	60,332.30	60,332.30	79,572.30	79,572.30	45,712.30
407	Busselton Library Building Reserve						
	Accumulated Reserves at Start of Year	85,071.29	85,071.29	85,071.29	85,071.29	85,071.29	0.00
	Interest transfer to Reserves	598.42	632.00	632.00	1,896.00	1,896.00	1,440.29
	Transfer from Muni Transfer to Muni	15,232.00 0.00	15,232.00 0.00	15,232.00 0.00	45,696.00 (111,000.00)	45,696.00 (111,000.00)	83,631.00 0.00
	-	100,901.71	100,935.29	100,935.29	21,663.29	21,663.29	85,071.29
131	Busselton Community Resource Centre Reserve						
202		100 075 02	100 075 03	190,875.82	100 075 03	100.075.03	155 553 03
	Accumulated Reserves at Start of Year Interest transfer to Reserves	190,875.82 1,245.61	190,875.82 1,416.00	1,416.00	190,875.82 4,248.00	190,875.82 4,248.00	156,653.93 4,352.89
	Transfer from Muni Transfer to Muni	21,599.00	21,599.00 0.00	21,599.00	86,394.00 (5,160.00)	86,394.00 (5,160.00)	29,869.00
	iransfer to Muni						
		213,720.43	213,890.82	213,890.82	276,357.82	276,357.82	190,875.82
408	Busselton Jetty Tourist Park Reserve						
	Accumulated Reserves at Start of Year	159,725.80	159,725.80	159,725.80	159,725.80	159,725.80	0.00
	Interest transfer to Reserves Transfer from Muni	1,088.85 86,236.00	1,184.00 86.236.00	1,184.00 86.236.00	3,552.00 258.708.00	3,552.00 258.708.00	3,454.93 218.272.00
	Transfer to Muni	0.00	0.00	0.00	(287,610.00)	(287,610.00)	(62,001.13)
	-	247,050.65	247,145.80	247,145.80	134,375.80	134,375.80	159,725.80
409	Geographe Leisure Centre Building Reserve						
	Accumulated Reserves at Start of Year	381,186.42	381,186.42	381,186.42	381,186.42	381,186.42	0.00
	Interest transfer to Reserves Transfer from Muni	2,692.65 86,840.00	2,828.00 86,840.00	2,828.00 86,840.00	8,484.00 260,521.00	8,484.00 260,521.00	7,716.49 476,928.00
	Transfer to Muni	0.00	0.00	0.00	(555,900.00)	(555,900.00)	(103,458.07)
	-	470,719.07	470,854.42	470,854.42	94,291.42	94,291.42	381,186.42
331	Joint Venture Aged Housing Reserve						
	Accumulated Reserves at Start of Year	1,085,870.41	1,085,870.41	1,085,870.41	1,085,870.41	1,085,870.41	997,854.77
	Interest transfer to Reserves Transfer from Muni	6,271.17 42.912.00	8,060.00 42,912.00	8,060.00 42,912.00	24,180.00 128,741.00	24,180.00 128.741.00	27,824.81 182.877.12
	Transfer to Muni	0.00	0.00	0.00	(152,000.00)	(152,000.00)	(122,686.29)
	-	1,135,053.58	1,136,842.41	1,136,842.41	1,086,791.41	1,086,791.41	1,085,870.41
403	Winderlup Aged Housing Resident Funded Reserve						
	Accumulated Reserves at Start of Year	212,501.16	212,501.16	212,501.16	212,501.16	212,501.16	186,717.69
	Interest transfer to Reserves Transfer from Muni	1,340.75 0.00	1,576.00 0.00	1,576.00 0.00	4,728.00 0.00	4,728.00 0.00	4,702.72 63,103.70
	Transfer to Muni	0.00	0.00	0.00	(126,000.00)	(126,000.00)	(42,022.95)
	-	213,841.91	214,077.16	214,077.16	91,229.16	91,229.16	212,501.16
410	Naturaliste Community Centre Building Reserve						
	Accumulated Reserves at Start of Year	63,745.73	63,745.73	63,745.73	63,745.73	63,745.73	0.00
	Interest transfer to Reserves Transfer from Muni	486.19 19.904.00	472.00 19,904.00	472.00 19,904.00	1,416.00 59,708.00	1,416.00 59,708.00	2,078.93 159,147.00
	Transfer to Muni	0.00	0.00	0.00	(12,000.00)	(12,000.00)	(97,480.20)
	-	84,135.92	84,121.73	84,121.73	112,869.73	112,869.73	63,745.73
		,	- ,	-			,

Reserves Movement Report

		2019/2020 Actual YTD	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
		\$	\$	\$	\$	\$	\$
411	Civic and Administration Building Reserve						
	Accumulated Reserves at Start of Year	187,928.40	187,928.40	187,928.40	187,928.40	187,928.40	0.00
	Interest transfer to Reserves Transfer from Muni	1,487.12 94,000.00	1,396.00 94,000.00	1,396.00 94,000.00	4,188.00 282,000.00	4,188.00 282,000.00	2,928.40 185,000.00
	Transfer to Muni	0.00	0.00	0.00	(105,920.00)	(105,920.00)	0.00
		283,415.52	283,324.40	283,324.40	368,196.40	368,196.40	187,928.40
412	Vasse Sports Pavilion Building Reserve						
	Interest transfer to Reserves Transfer from Muni	0.60 180.00	0.00 180.00	0.00 180.00	0.00 536.00	0.00 536.00	0.00
	transfer from Mulii	180.60	180.00	180.00	536.00	536.00	0.00
		200100	200100	200.00		330.00	
110	Jetty Maintenance Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves	4,806,278.94 30,217.34	4,806,278.94 35,668.00	4,806,278.94 35,668.00	4,806,278.94	4,806,278.94 107,004.00	4,193,450.51 108,240.24
	Transfer from Muni	64,440.00	64,440.00	64,440.00	107,004.00 1,286,516.00	1,286,516.00	1,249,044.00
	Transfer to Muni	0.00	(425,000.00)	(425,000.00)	(2,982,095.00)	(2,982,095.00)	(744,455.81)
		4,900,936.28	4,481,386.94	4,481,386.94	3,217,703.94	3,217,703.94	4,806,278.94
150	Jetty Self Insurance Reserve						
	Accumulated Reserves at Start of Year	365,698.37	365,698.37	365,698.37	365,698.37	365,698.37	0.00
	Interest transfer to Reserves Transfer from Muni	2,352.60 20,000.00	2,712.00 20,000.00	2,712.00 20,000.00	8,136.00 60,000.00	8,136.00 60,000.00	5,698.37 360,000.00
	Haisiel Holli Mulli	388,050.97	388,410.37	388,410.37	433,834.37	433,834.37	365,698.37
222	Asset Depreciation Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	563,412.18 14,029.57
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(577,441.75)
		0.00	0.00	0.00	0.00	0.00	0.00
223	Road Asset Renewal Reserve						
	Accumulated Reserves at Start of Year	1,119,116.75	1,119,116.75	1,119,116.75	1,119,116.75	1,119,116.75	1,299,765.50
	Interest transfer to Reserves	9,122.27	8,304.00	8,304.00	24,912.00	24,912.00	49,255.16
	Transfer from Muni Transfer to Muni	1,152,708.00 0.00	1,152,708.00 0.00	1,152,708.00 0.00	3,458,128.00 (4,218,474.00)	3,458,128.00 (4,161,474.00)	2,550,956.00 (2,780,859.91)
		2,280,947.02	2,280,128.75	2,280,128.75	383,682.75	440,682.75	1,119,116.75
224	Footpath/ Cycle Ways Reserve						
	Accumulated Reserves at Start of Year	3,670.90	3,670.90	3,670.90	3,670.90	3,670.90	0.00
	Interest transfer to Reserves	600.99	28.00	28.00	84.00	84.00	3,670.90
	Transfer from Muni Transfer to Muni	394,868.00 0.00	394,868.00 0.00	394,868.00 0.00	1,184,602.00 (1,147,590.00)	1,184,602.00 (1,147,590.00)	231,906.00 (231,906.00)
		399,139.89	398,566.90	398,566.90	40,766.90	40,766.90	3,670.90
226	Other Infrastructure (Declaras Signer 51)						
226	Other Infrastructure (Drainage, Signage, Etc.) Re	serve					
	Interest transfer to Reserves Transfer from Muni	384.29 115,668.00	0.00 115,668.00	0.00 115,668.00	0.00 347,000.00	0.00 347,000.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(316,950.00)	(316,950.00)	0.00
		116,052.29	115,668.00	115,668.00	30,050.00	30,050.00	0.00
			,		,	,	

Reserves Movement Report

		2019/2020 Actual YTD	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
225	Parks, Gardens and Reserves Reserve	\$	\$	\$	\$	\$	\$
223							
	Interest transfer to Reserves Transfer from Muni	1,344.45 404.668.00	0.00	0.00 404,668.00	0.00 1,214,001.00	0.00 1,214,001.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(1,134,000.00)	(1,134,000.00)	0.00
		406,012.45	404,668.00	404,668.00	80,001.00	80,001.00	0.00
151	Furniture and Equipment Reserve						
	Transfer from Muni	0.00	0.00	0.00	364,900.00	364,900.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(364,900.00)	(364,900.00)	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
115	Plant Replacement Reserve						
	Accumulated Reserves at Start of Year	1,205,526.70	1,205,526.70	1,205,526.70	1,205,526.70	1,205,526.70	2,185,395.64
	Interest transfer to Reserves	4,190.08	8,948.00	8,948.00	26,844.00	26,844.00	61,462.25
	Transfer from Muni Transfer to Muni	300,244.00 0.00	300,244.00 0.00	300,244.00 0.00	900,737.00 (1,418,950.00)	900,737.00 (1,418,950.00)	1,115,712.71 (2,157,043.90)
		1,509,960.78	1,514,718.70	1,514,718.70	714,157.70	714,157.70	1,205,526.70
137	Major Traffic Improvements Reserve						
137							
	Accumulated Reserves at Start of Year Interest transfer to Reserves	1,495,577.97 9,852.80	1,495,577.97 11,100.00	1,495,577.97 11,100.00	1,495,577.97 33,300.00	1,495,577.97 33,300.00	432,138.26 30,752.10
	Transfer from Muni	376,236.00	376,236.00	376,236.00	1,128,705.00	1,128,705.00	1,211,110.00
	Transfer to Muni	1,881,666.77	1,882,913.97	1.882.913.97	(2,400,000.00)	(2,400,000.00)	1,495,577.97
		2,002,000.77	1,002,313.37	2,002,020.07	237,302.37	231,302.31	1,433,377.37
132	CBD Enhancement Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves	171,316.34 1,671.73	171,316.34 1,272.00	171,316.34 1,272.00	171,316.34 3,816.00	171,316.34 3,816.00	122,490.23 3,706.11
	Transfer from Muni	182,146.00	182,146.00	182,146.00	560,188.00	560,188.00	45,120.00
	Transfer to Muni	0.00	0.00	0.00	(643,000.00)	(643,000.00)	0.00
		355,134.07	354,734.34	354,734.34	92,320.34	92,320.34	171,316.34
127	New Infrastructure Development Reserve						
	Accumulated Reserves at Start of Year	1,803,171.42	1,803,171.42	1,803,171.42	1,803,171.42	1,803,171.42	1,834,714.76
	Interest transfer to Reserves Transfer from Muni	9,637.96 66,340.60	13,380.00 64,208.00	13,380.00 64,208.00	40,140.00 192,627.00	40,140.00 192,627.00	51,101.03 410,941.00
	Transfer to Muni	0.00	0.00	0.00	(1,259,942.00)	(1,259,942.00)	(493,585.37)
		1,879,149.98	1,880,759.42	1,880,759.42	775,996.42	775,996.42	1,803,171.42
141	Commonage Precinct Infrastructure Road Reserve						
	Accumulated Reserves at Start of Year	231,223.87	231,223.87	231,223.87	231,223.87	231,223.87	225,574.67
	Interest transfer to Reserves	1,379.78	1,716.00	1,716.00	236,371.87	5,148.00	5,649.20
		232,003.05	232,339.07	\0.5c6,7c2	230,3/1.0/	230,3/1.0/	231,223.8/
114	City Car Parking and Access Reserve						
	Accumulated Reserves at Start of Year	1,281,336.70	1,281,336.70	1,281,336.70	1,281,336.70	1,281,336.70	875,925.14
	Interest transfer to Reserves Transfer from Muni	7,799.23 168,396.00	9,508.00 168,396.00	9,508.00 168,396.00	28,524.00 505,188.00	28,524.00 505,188.00	30,250.23 538,024.00
	Transfer to Muni	0.00	0.00	0.00	(427,549.00)	(427,549.00)	(162,862.67)
		1,457,531.93	1,459,240.70	1,459,240.70	1,387,499.70	1,387,499.70	1,281,336.70

Reserves Movement Report

		2019/2020 Actual YTD	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
107	Corporate IT Systems Reserve	\$	\$	\$	\$	\$	\$
	Accumulated Reserves at Start of Year Interest transfer to Reserves	80,398.99 479.75	80,398.99 596.00	80,398.99 596.00	80,398.99 1,788.00	80,398.99 1,788.00	78,625.03 1,773.96
	interest transfer to neserves	80,878.74	80,994.99	80,994.99	82,186.99	82,186.99	80,398.99
133	Election, Valuation and Corporate Expenses Res	serve					
	Accumulated Reserves at Start of Year Interest transfer to Reserves	499,905.97 3,219.52	499,905.97 3,708.00	499,905.97 3,708.00	499,905.97 11,124.00	499,905.97 11,124.00	149,557.64 8,399.33
	Transfer from Muni	50,000.00	50,000.00	50,000.00	150,000.00	150,000.00	350,949.00
	Transfer to Muni	0.00	0.00	0.00	(150,000.00)	(150,000.00)	(9,000.00)
		553,125.49	553,613.97	553,613.97	511,029.97	511,029.97	499,905.97
111	Legal Expenses Reserve						
	Accumulated Reserves at Start of Year	577,255.71	577,255.71	577,255.71	577,255.71	577,255.71	557,904.00
	Interest transfer to Reserves Transfer from Muni	3,247.90	4,284.00	4,284.00	12,852.00 0.00	12,852.00	15,035.07 61,364.00
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(57,047.36)
		580,503.61	581,539.71	581,539.71	590,107.71	590,107.71	577,255.71
135	Performing Arts and Convention Centre Reserve	e					
	Transfer from Muni	0.00	0.00	0.00	2,705,530.00	2,705,530.00	0.00
		0.00	0.00	0.00	2,705,530.00	2,705,530.00	0.00
202	Long Service Leave Reserve						
	Accumulated Reserves at Start of Year	3,096,583.00	3,096,583.00	3,096,583.00	3,096,583.00	3,096,583.00	3,111,698.09
	Interest transfer to Reserves Transfer from Muni	17,588.93 83,332.00	22,980.00 83,332.00	22,980.00 83,332.00	68,940.00 250,000.00	68,940.00 250,000.00	93,949.05 384,190.02
	Transfer to Muni	0.00	0.00	0.00	(653,950.00)	(653,950.00)	(493,254.16)
		3,197,503.93	3,202,895.00	3,202,895.00	2,761,573.00	2,761,573.00	3,096,583.00
203	Professional Development Reserve						
	Accumulated Reserves at Start of Year	122,771.88	122,771.88	122,771.88	122,771.88	122,771.88	113,024.66
	Interest transfer to Reserves	609.55	912.00	912.00	2,736.00	2,736.00	3,777.31
	Transfer from Muni Transfer to Muni	23,332.00 0.00	23,332.00 0.00	23,332.00 0.00	70,000.00 (71,930.00)	70,000.00 (71,930.00)	70,000.00 (64,030.09)
		146,713.43	147,015.88	147,015.88	123,577.88	123,577.88	122,771.88
204	Sick Pay Incentive Reserve						
	Accumulated Reserves at Start of Year	150,403.55	150,403.55	150,403.55	150,403.55	150,403.55	175,935.04
	Interest transfer to Reserves	819.88	1,116.00	1,116.00	3,348.00	3,348.00	5,088.12
	Transfer from Muni Transfer to Muni	5,833.00 0.00	5,833.00 0.00	5,833.00 0.00	70,000.00 (71,930.00)	70,000.00 (71,930.00)	0.00 (30,619.61)
		157,056.43	157,352.55	157,352.55	151,821.55	151,821.55	150,403.55
124	Workers Compensation and Extended Sick Leav	o Coningence Per					
124	-						
	Accumulated Reserves at Start of Year	305,100.95	305,100.95 2,264.00	305,100.95 2,264.00	305,100.95 6,792.00	305,100.95	356,227.48 8,873.47
	Interest transfer to Reserves Transfer to Muni	1,613.70 0.00	0.00	0.00	(28,460.00)	6,792.00 (28,460.00)	(60,000.00)
		306,714.65	307,364.95	307,364.95	283,432.95	283,432.95	305,100.95
		300,714.03	307,304.33	307,304.33	203,432.33	203,432.33	303,100.93

Reserves Movement Report

		2019/2020 Actual YTD	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
302	Community Facilities - City District	\$	\$	\$	\$	\$	\$
302	Community Facilities - City District						
	Accumulated Reserves at Start of Year Interest transfer to Reserves	2,552,707.62	2,552,707.62 18,944.00	2,552,707.62	2,552,707.62	2,552,707.62	2,303,095.83
	Transfer from Muni	15,348.57 35,347.58	18,944.00	18,944.00 109,168.00	56,832.00 361,740.00	56,832.00 361,740.00	60,897.30 306,049.14
	Transfer to Muni	0.00	0.00	0.00	(2,203,795.00)	(2,203,795.00)	(117,334.65)
		2,603,403.77	2,680,819.62	2,680,819.62	767,484.62	767,484.62	2,552,707.62
304	Community Facilities - Broadwater						
	Accumulated Reserves at Start of Year	158,523.04	158,523.04	158,523.04	158,523.04	158,523.04	138,048.48
	Interest transfer to Reserves	951.02	1,176.00	1,176.00	3,528.00	3,528.00	3,656.26
	Transfer from Muni	1,053.54	4,168.00	4,168.00	12,500.00	12,500.00	16,818.30
		160,527.60	163,867.04	163,867.04	174,551.04	174,551.04	158,523.04
303	Community Facilities - Busselton						
	Accumulated Reserves at Start of Year	44,011.77	44,011.77	44,011.77	44,011.77	44,011.77	34,546.40
	Interest transfer to Reserves	269.74	328.00	328.00	984.00	984.00	971.37
	Transfer from Muni Transfer to Muni	1,714.25 0.00	6,668.00 0.00	6,668.00 0.00	20,000.00 (44,000.00)	20,000.00 (44,000.00)	8,494.00
	Transfer to Muni						
		45,995.76	51,007.77	51,007.77	20,995.77	20,995.77	44,011.77
305	Community Facilities - Dunsborough						
	Accumulated Reserves at Start of Year	188,062.67	188,062.67	188,062.67	188,062.67	188,062.67	166,327.12
	Interest transfer to Reserves Transfer from Muni	1,183.66 19,022.60	1,396.00 8,332.00	1,396.00 8,332.00	4,188.00 25,000.00	4,188.00 25,000.00	4,549.89 17,185.66
		208,268.93	197,790.67	197,790.67	217,250.67	217,250.67	188,062.67
311	Community Facilities - Dunsborough Lakes Esta	ite					
	Accumulated Reserves at Start of Year	922,772.84	922,772.84	922,772.84	922,772.84	922,772.84	525,105.39
	Interest transfer to Reserves Transfer from Muni	5,506.43 0.00	6,848.00 92,664.00	6,848.00 92,664.00	20,544.00 277,990.00	20,544.00 277,990.00	19,631.45 378,036.00
	Hansler Hom Muni	928,279.27	1.022.284.84	1,022,284.84	1,221,306.84	1,221,306.84	922,772.84
		520,275.27	1,022,204.04	1,022,204.04	1,221,300.04	1,221,500.04	322,772.04
306	Community Facilities - Geographe						
	Accumulated Reserves at Start of Year	99,175.93	99,175.93	99,175.93	99,175.93	99,175.93	95,061.38
	Interest transfer to Reserves Transfer from Muni	595.88 688.03	736.00 2,500.00	736.00 2,500.00	2,208.00 7,500.00	2,208.00 7,500.00	2,410.78 1,703.77
		100,459.84	102,411.93	102,411.93	108,883.93	108,883.93	99,175.93
310	Community Facilities - Port Geographe						
	Accumulated Reserves at Start of Year	343,509.27	343,509.27	343,509.27	343,509.27	343,509.27	335,116.76
	Interest transfer to Reserves	2,049.81	2,548.00	2,548.00	7,644.00	7,644.00	8,392.51
		345,559.08	346,057.27	346,057.27	351,153.27	351,153.27	343,509.27
309	Community Facilities - Vasse						
	Accumulated Reserves at Start of Year	615,585.54	615,585.54	615,585.54	615,585.54	615,585.54	589,760.45
	Interest transfer to Reserves	3,673.37	4,568.00	4,568.00	13,704.00	13,704.00	14,848.67
	Transfer from Muni Transfer to Muni	0.00	0.00	0.00	0.00 (450,000.00)	0.00 (450,000.00)	10,976.42 0.00
		619,258.91	620,153.54	620,153.54	179,289.54	179,289.54	615,585.54

Reserves Movement Report

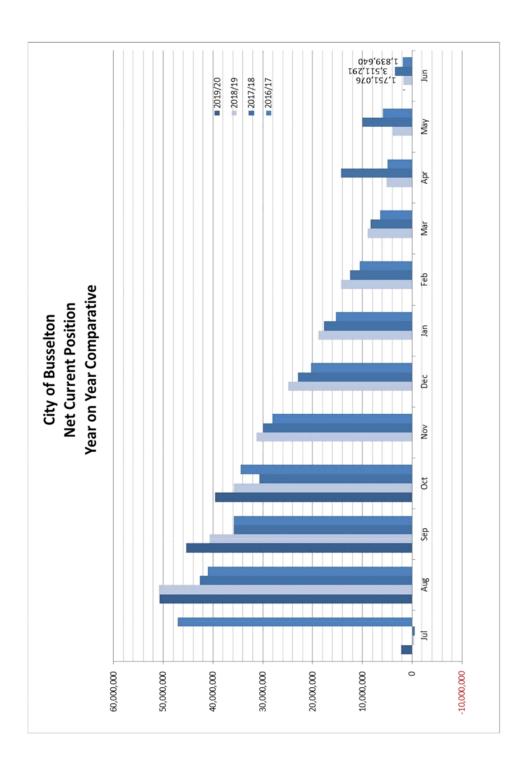
		2019/2020 Actual YTD	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
200	Community Facilitates Almost North	\$	\$	\$	\$	\$	\$
308	Community Facilities - Airport North						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni	2,970,179.38 17,725.00 0.00	2,970,179.38 22,040.00 85,000.00	2,970,179.38 22,040.00 85,000.00	2,970,179.38 66,120.00 255,000.00	2,970,179.38 66,120.00 255,000.00	2,826,296.71 71,258.67 72,624.00
		2,987,904.38	3,077,219.38	3,077,219.38	3,291,299.38	3,291,299.38	2,970,179.38
130	Locke Estate Reserve						
	Accumulated Reserves at Start of Year	1,012.99	1,012.99	1,012.99	1,012.99	1,012.99	0.00
	Interest transfer to Reserves Transfer from Muni Transfer to Muni	(125.29) 21,332.00 0.00	8.00 21,332.00 0.00	8.00 21,332.00 0.00	24.00 64,000.00 (64,000.00)	24.00 64,000.00 (64,000.00)	1,012.99 64,000.00 (64,000.00)
		22,219.70	22,352.99	22,352.99	1,036.99	1,036.99	1,012.99
122	Port Geographe Development Reserve						
	Accumulated Reserves at Start of Year	682,470.41	682,470.41	682,470.41	682,470.41	682,470.41	1,455,440.82
	Interest transfer to Reserves	3,669.92	5,064.00	5,064.00	15,192.00	15,192.00	30,840.83
	Transfer from Muni Transfer to Muni	17,324.00 0.00	17,324.00 0.00	17,324.00 0.00	51,975.00 (599,307.00)	51,975.00 (599,307.00)	50,000.00 (853,811.24)
		703,464.33	704,858.41	704,858.41	150,330.41	150,330.41	682,470.41
123	Port Geographe Waterways Managment Reserve (SAR)						
	Accumulated Reserves at Start of Year	3,349,716.94	3,349,716.94	3,349,716.94	3,349,716.94	3,349,716.94	3,387,485.07
	Interest transfer to Reserves Transfer from Muni	19,270.59 71,648.00	24,860.00 71,648.00	24,860.00 71,648.00	74,580.00 214,942.00	74,580.00 214,942.00	87,609.18 193,747.69
	Transfer trom Muni	0.00	0.00	0.00	(346,800.00)	(346,800.00)	(319,125.00)
		3,440,635.53	3,446,224.94	3,446,224.94	3,292,438.94	3,292,438.94	3,349,716.94
126	Provence Landscape Maintenance Reserve (SAR)						
	Accumulated Reserves at Start of Year	1,194,759.54	1,194,759.54	1,194,759.54	1,194,759.54	1,194,759.54	1,101,707.78
	Interest transfer to Reserves Transfer from Muni	7,015.00 58,788.00	8,868.00 58,788.00	8,868.00 58,788.00	26,604.00 176,363.00	26,604.00 176,363.00	30,061.96 168,461.65
	Transfer from Muni Transfer to Muni	0.00	0.00	0.00	(203,380.00)	(203,380.00)	(105,471.85)
		1,260,562.54	1,262,415.54	1,262,415.54	1,194,346.54	1,194,346.54	1,194,759.54
128	Vasse Newtown Landscape Maintenance Reser	ve (SAR)					
	Accumulated Reserves at Start of Year	575,151,53	575.151.53	575,151.53	575,151.53	575.151.53	535,722.24
	Interest transfer to Reserves	3,175.53	4,268.00	4,268.00	12,804.00	12,804.00	15,770.06
	Transfer from Muni Transfer to Muni	60,268.00 0.00	60,268.00 0.00	60,268.00 0.00	180,801.00 (199,220.00)	180,801.00 (199,220.00)	172,922.26 (149,263.03)
	Transfer to Muni	638,595.06	639,687.53	639,687.53	569,536.53	569,536.53	575,151.53
		020,222.00	000,001.00		300,000.00	502,550.25	3.3,232.33
138	Commonage Precinct Bushfire Facilities Reserve	e					
	Accumulated Reserves at Start of Year Interest transfer to Reserves	57,260.53 341.68	57,260.53 424.00	57,260.53 424.00	57,260.53 1,272.00	57,260.53 1,272.00	55,861.58 1,398.95
		57,602.21	57,684.53	57,684.53	58,532.53	58,532.53	57,260.53
139	Commonage Community Facilities Dunsboroug	h Lakes South Res					
	Accumulated Reserves at Start of Year	72,622.42	72,622.42	72,622.42	72,622.42	72,622.42	70,848.15
	Interest transfer to Reserves	433.35	540.00	540.00	1,620.00	1,620.00	1,774.27
		73,055.77	73,162.42	73,162.42	74,242.42	74,242.42	72,622.42

Reserves Movement Report

		2019/2020 Actual YTD	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
140	Commonage Community Facilities South Biddle P	\$ recinct Reserve	\$	\$	\$	\$	\$
	eominione seminanty i semines south state i	terror reserve					
	Accumulated Reserves at Start of Year	886,172.58	886,172.58	886,172.58	886,172.58	886,172.58	1,030,368.46
	Interest transfer to Reserves Transfer to Muni	4,701.76 0.00	6,576.00 0.00	6,576.00	19,728.00 0.00	19,728.00 0.00	25,804.12 (170,000.00)
	Transfer to Muni						
		890,874.34	892,748.58	892,748.58	905,900.58	905,900.58	886,172.58
321	Busselton Area Drainage and Waterways Improve	ement Reserve					
	Accumulated Reserves at Start of Year	546,471.37	546,471.37	546,471.37	546,471.37	546,471.37	548,820.67
	Interest transfer to Reserves	3,206.44	4,056.00	4,056.00	12,168.00	12,168.00	13,451.35
	Transfer to Muni	0.00	0.00	0.00	(184,399.00)	(184,399.00)	(15,800.65
		549,677.81	550,527.37	550,527.37	374,240.37	374,240.37	546,471.37
102	Coastal and Climate Adaptation Reserve						
	Accumulated Reserves at Start of Year	2,845,578.60	2,845,578.60	2,845,578.60	2,845,578.60	2,845,578.60	2,472,424.34
	Interest transfer to Reserves	17,085.57	21,116.00	21,116.00	63,348.00	63,348.00	69,960.53
	Transfer from Muni Transfer to Muni	158,016.00 0.00	158,016.00 0.00	158,016.00 0.00	538,044.00 (1,316,137.00)	538,044.00 (1,259,792.00)	527,732.00 (224,538.27
	Harster to Willin	3,020,680.17	3,024,710.60	3,024,710.60	2,130,833.60	2,187,178.60	2,845,578.60
		3,020,000.17	3,02-4,710.00	3,024,7 10.00	2,230,033.00	2,207,270.00	2,043,370.00
144	Emergency Disaster Recovery Reserve						
	Accumulated Reserves at Start of Year	72,781.94	72,781.94	72,781.94	72,781.94	72,781.94	50,000.00
	Interest transfer to Reserves Transfer from Muni	462.23 6,668.00	540.00 6,668.00	540.00 6,668.00	1,620.00 20,000.00	1,620.00 20,000.00	1,781.54 21,000.40
	Taisie Ton Wall	79.912.17	79.989.94	79.989.94	94.401.94	94.401.94	72.781.94
		73,312.17	73,303.34	73,303.54	34,402.34	34,402.34	72,701.34
145	Energy Sustainability Reserve						
	Accumulated Reserves at Start of Year	181,852.87	181,852.87	181,852.87	181,852.87	181,852.87	100,000.00
	Interest transfer to Reserves Transfer from Muni	1,146.77 33.332.00	1,348.00 33.332.00	1,348.00 33,332.00	4,044.00 130,000.00	4,044.00 130.000.00	4,474.87
	Transfer to Muni	0.00	0.00	0.00	(177,378.00)	(177,378.00)	(22,622.00
		216,331.64	216,532.87	216,532.87	138,518.87	138,518.87	181,852.8
146	Cemetery Reserve						
140							
	Accumulated Reserves at Start of Year Interest transfer to Reserves	157,626.57 1.038.35	157,626.57 1.168.00	157,626.57 1.168.00	157,626.57 3,504.00	157,626.57 3,504.00	100,000.00 4,098.21
	Transfer from Muni	46,332.00	46,332.00	46,332.00	139,000.00	139,000.00	77,321.99
	Transfer to Muni	0.00	0.00	0.00	(254,000.00)	(254,000.00)	(23,793.59
		204,996.92	205,126.57	205,126.57	46,130.57	46,130.57	157,626.5
341	Public Art Reserve						
	Accumulated Reserves at Start of Year	86,198.07	86,198.07	86,198.07	86,198.07	86,198.07	229,685.2
	Interest transfer to Reserves	(0.11)	640.00	640.00	1,920.00	1,920.00	5,697.86
	Transfer to Muni	0.00	0.00	0.00	(41,060.00)	(41,060.00)	(149,185.00
		86,197.96	86,838.07	86,838.07	47,058.07	47,058.07	86,198.07
121	Waste Management Facility and Plant Reserve						
	Accumulated Reserves at Start of Year	7,867,210.16	7,867,210.16	7,867,210.16	7,867,210.16	7,867,210.16	7,881,068.17
	Interest transfer to Reserves	37,484.64	58,384.00	58,384.00	175,152.00	175,152.00	200,860.10
	Transfer from Muni Transfer to Muni	350,664.00 0.00	350,664.00 0.00	350,664.00 0.00	1,051,994.00 (5,616,140.00)	1,051,994.00 (5,616,140.00)	1,312,610.77
		8,255,358.80	8,276,258.16	8,276,258.16	3,478,216.16	3,478,216.16	7,867,210.16

City of Busselton Reserves Movement Report

		2019/2020 Actual YTD	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
		\$	\$	\$	\$	\$	\$
120	Strategic Projects Reserve						
	Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	257,162.94 1,569.47 8,332.00 0.00	257,162.94 11,064.00 8,332.00 0.00	257,162.94 11,064.00 8,332.00 0.00	257,162.94 33,192.00 31,000.00 (78,925.00)	257,162.94 33,192.00 31,000.00 (78,925.00)	226,213.20 5,949.74 25,000.00 0.00
		267,064.41	276,558.94	276,558.94	242,429.94	242,429.94	257,162.94
129	Untied Grants Reserve Accumulated Reserves at Start of Year Transfer from Muni Transfer to Muni	1,232,906.00 0.00 (1,232,906.00)	1,232,906.00 0.00 (1,232,906.00)	1,232,906.00 0.00 (1,232,906.00)	1,232,906.00 0.00 (1,232,906.00)	1,232,906.00 0.00 (1,232,906.00)	0.00 1,232,906.00 0.00 1,232,906.00
	Total Cash Back Reserves	59,799,187.55	59,717,017.66	59,717,017.66	42,498,054.66	42,611,399.66	55,590,217.66
	Summary Reserves Accumulated Reserves at Start of Year Interest transfer to Reserves Transfer from Muni Transfer to Muni	55,590,217.66 318,251.29 5,123,624.60 (1,232,906.00)	55,590,217.66 412,540.00 5,372,166.00 (1,657,906.00)	55,590,217.66 412,540.00 5,372,166.00 (1,657,906.00)	55,590,217.66 1,237,620.00 20,640,422.00 (34,970,205.00)	55,590,217.66 1,237,620.00 20,640,422.00 (34,856,860.00)	47,978,518.20 1,413,166.97 18,882,926.94 (12,684,394.45)
	Closing Balance	59,799,187.55	59,717,017.66	59,717,017.66	42,498,054.66	42,611,399.66	55,590,217.66



6.7 <u>BUDGET AMENDMENT REQUEST / REVIEW - FLEET CAPITAL ACQUISITIONS</u>

STRATEGIC GOAL 6. LEADERSHIP Visionary, collaborative, accountable

STRATEGIC OBJECTIVE 6.1 Governance systems, process and practices are responsible,

ethical and transparent.

SUBJECT INDEX Budget Planning and Reporting

BUSINESS UNIT Financial Services

REPORTING OFFICER Manager Financial Services - Paul Sheridan

AUTHORISING OFFICER Director Finance and Corporate Services - Tony Nottle

NATURE OF DECISION Executive: substantial direction setting, including adopting strategies,

plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships,

reviewing committee recommendations

VOTING REQUIREMENT Absolute Majority

ATTACHMENTS Attachment A 2019/20 Fleet Capital Acquisition Budget - Amended J



OFFICER RECOMMENDATION

That the Council endorse the requested budget amendment outlined in Table 1 below resulting in a \$0 effect on the City's net current position, recognising that the closing balance in three reserves will be net better off by \$1,052,500:

Table 1:

abic 1.	Table 1:							
Cost Code	Description	Current Amended Budget	Change	Resulting Proposed Amended Budget				
Revenue								
3. 528-11403-1770-0000	Profit on Asset Disposal	(3,000)	3,000	0				
4. 528-11403-1770-0000	Profit on Asset Disposal	(5,000)	5,000	0				
Expenses								
1. 528-11151-3550-0000	Loss on Asset Disposal – Airport Operations	(9,000)	9,000	0				
1. 528-11151-3551-0000	Written Down Book Value on Disposal – Airport Operations	10,800	(10,800)	0				
6. 528-11404-3550-0000	Loss on Asset Disposal – Plant Purchases	(12,500)	12,500	0				
6. 528-11404-3551-0000	Written Down Book Value on Disposal – Plant Purchases	13,900	(13,900)	0				
7. 528-11404-3550-0000	Loss on Asset Disposal – Plant Purchases	(12,500)	12,500	0				
7. 528-11404-3551-0000	Written Down Book Value on Disposal – Plant Purchases	13,900	(13,900)	0				
8. 528-11404-3550-0000	Loss on Asset Disposal – Plant Purchases	(25,500)	25,500	0				

8. 528-11404-3551-0000	Written Down Book Value on Disposal – Plant Purchases	34,766	(34,766)	0
Current Assets				
1. 9000-7054	Cash at Bank – Restricted Funds	(21,000)	21,000	0
2. 9000-7054	Cash at Bank – Restricted Funds	(800,000)	800,000	0
3. 9000-7054	Cash at Bank – Restricted Funds	(12,000)	12,000	0
4. 9000-7054	Cash at Bank – Restricted Funds	(12,000)	12,000	0
5. 9000-7054	Cash at Bank – Restricted Funds	0	(28,000)	(28,000)
6. 9000-7054	Cash at Bank – Restricted Funds	(82,500)	82,500	0
7. 9000-7054	Cash at Bank – Restricted Funds	(82,500)	82,500	0
8. 9000-7054	Cash at Bank – Restricted Funds	(59,500)	59,500	0
9. 9000-7054	Cash at Bank – Restricted Funds	(31,000)	31,000	0
10. 9000-7054	Cash at Bank – Restricted Funds	0	(20,000)	(20,000)
Non-Current Assets				
1. 528-11151-7723-0000	Expense Offset Plant & Equipment – Airport Operations	30,000	(30,000)	0
2. 528-11402-7723-0000	Expense Offset Plant & Equipment – Plant Purchases	800,000	(800,000)	0
3. 528-11403-7723-0000	Expense Offset Plant & Equipment – Plant Purchases	15,000	(15,000)	0
4. 528-11403-7723-0000	Expense Offset Plant & Equipment – Plant Purchases	17,000	(17,000)	0
5. 528-11403-7723-0000	Expense Offset Plant & Equipment – Plant Purchases	0	28,000	28,000
6. 528-11404-7723-0000	Expense Offset Plant & Equipment – Plant Purchases	95,000	(95,000)	0
7. 528-11404-7723-0000	Expense Offset Plant & Equipment – Plant Purchases	95,000	(95,000)	0
8. 528-11404-7723-0000	Expense Offset Plant & Equipment – Plant Purchases	85,000	(85,000)	0
9. 528-11401-7723-0000	Expense Offset Plant & Equipment –	31,000	(31,000)	0

	Transport Workshop			
10. 528-11401-7723-0000	Expense Offset Plant & Equipment – Transport Workshop	0	20,000	20,000
Reserves				
1. 100-9103	Transfer From Reserve – Airport Infrastructure Renewal	21,000	(21,000)	0
2. 121-9103	Transfer From Reserve – Waste Management Facilities & Plant	800,000	(800,000)	0
3. 115-9103	Transfer From Reserve – Plant Replacement	12,000	(12,000)	0
4. 115-9103	Transfer From Reserve – Plant Replacement	12,000	(12,000)	0
5. 115-9103	Transfer From Reserve – Plant Replacement	0	28,000	28,000
6. 115-9103	Transfer From Reserve – Plant Replacement	82,500	(82,500)	0
7. 115-9103	Transfer From Reserve – Plant Replacement	82,500	(82,500)	0
8. 115-9103	Transfer From Reserve – Plant Replacement	59,500	(59,500)	0
9. 115-9103	Transfer From Reserve – Plant Replacement	31,000	(31,000)	0
10. 115-9103	Transfer From Reserve – Plant Replacement	0	20,000	20,000
1. 9000-2000	Transfer From Retained Surplus	(21,000)	21,000	0
2. 9000-2000	Transfer From Retained Surplus	(800,000)	800,000	0
3. 9000-2000	Transfer From Retained Surplus	(12,000)	12,000	0
4. 9000-2000	Transfer From Retained Surplus	(12,000)	12,000	0
5. 9000-2000	Transfer From Retained Surplus	0	(28,000)	(28,000)
6. 9000-2000	Transfer From Retained Surplus	(82,500)	82,500	0
7. 9000-2000	Transfer From Retained Surplus	(82,500)	82,500	0
8. 9000-2000	Transfer From Retained Surplus	(59,500)	59,500	0
9. 9000-2000	Transfer From Retained Surplus	(31,000)	31,000	0
10. 9000-2000	Transfer From Retained Surplus	0	(20,000)	(20,000)
	Net Total	\$73,366	-\$73,366	\$0

EXECUTIVE SUMMARY

This report seeks recommendation of the Finance Committee to Council for the approval of budget amendments as detailed in this report. Adoption of the officer recommendation will result in a \$0 effect on the City's net current position, recognising that the closing balance in three reserves will be net better off by \$1,052,500.

BACKGROUND

Council adopted its 2019/2020 municipal budget on Wednesday 31 July 2019 with a balanced budget position. Since this time, Council has been advised of certain expense changes that have impacted the original budget. The Finance Committee is now being asked to consider recommending to Council a budget amendment for the following item:

2019/20 fleet capital acquisitions.

OFFICER COMMENT

The majority of the discrepancies are due to carryover timing issues that were inadvertently included when the budget was uploaded. Explanations for each item numbered above is provided below:

- Airport Mower this mower has low hours and will be re-scheduled for changeover at a time to be determined, dependent on requirements for the site given the upgrades to the airport to be undertaken this financial year;
- 2. Waste Shredder this was listed as a carryover in the current budget. A reassessment of waste facility requirements has determined that this should be removed from the budget in the short term;
- 3. Sand Spreader this unit is in good condition and was to have been removed from the budget prior to approval and upload, however was inadvertently retained;
- 4. Tandem Trailer for Mini Excavator this unit can be retained for use with the new mini excavator as the dimensions of the new machine are compatible with the specification of the existing trailer;
- 5. Parks Outfront Mower this mower was scheduled for replacement early in the 2020/21 financial year. Replacement of this rough cut mower can be brought forward to the current year and the existing mower provided to the Jarrahwood Community Association for their use in maintaining the public open spaces and reducing the fire risk to the townsite;
- 6. Tri-axle side tipping trailer this was mistakenly listed as a carryover in the current budget. Delivery of the new unit and sale of the old unit was finalised in the 2018/19 financial year;
- 7. Tri-axle side tipping trailer-the purchase and delivery of this trailer was completed in the 2018/19 financial year, the sale of the existing trailer was carried over into the current year due to the timing of the auction;
- 8. Crew cab light truck replacement of this light truck has been deferred to the 2020/21 financial year;
- 9. GPS units for operational fleet these units were delivered in 2018/19, however the attendant installation cost was carried over into the current financial year. With the changed rule relating to capitalisation of assets with a value of greater than \$5,000, this installation cost will be covered within the existing fleet operating budget as it will fall below this threshold;

10. High Band Repeater - the City of Busselton's operational fleet currently use a VHF low band licenced frequency for our City (private) two way radios. Although the frequency is still operational, the manufacturers are no longer making the hardware to suit it. To ensure continuity of communications, we are required to install a replacement repeater to the Dunsborough tower in order to prepare for the phase out of the obsolete equipment. The estimated cost to supply and install this equipment is \$20,000. The spreadsheet attached details the current budget and the amendments.

A summarised version of the above suggestions are provided in attachment A.

Planned Budget Amendment Item

Officers propose that the 2019/2020 adopted budget be amended to reflect the following revenue, expense, current and non-current asset, and reserve funding changes, shown in Table 1.

Table 1:

Table 1	•				Resulting
Cost Co	ode	Description	Current Budget	Change	Proposed Amended Budget
Reven	iue				
3. 0000	528-11403-1770-	Profit on Asset Disposal	(3,000)	3,000	0
4. 0000	528-11403-1770-	Profit on Asset Disposal	(5,000)	5,000	0
Expen	ses				
1. 0000	528-11151-3550-	Loss on Asset Disposal – Airport Operations	(9,000)	9,000	0
1. 0000	528-11151-3551-	Written Down Book Value on Disposal – Airport Operations	10,800	(10,800)	0
6. 0000	528-11404-3550-	Loss on Asset Disposal – Plant Purchases	(12,500)	12,500	0
6. 0000	528-11404-3551-	Written Down Book Value on Disposal – Plant Purchases	13,900	(13,900)	0
7. 0000	528-11404-3550-	Loss on Asset Disposal – Plant Purchases	(12,500)	12,500	0
7. 0000	528-11404-3551-	Written Down Book Value on Disposal – Plant Purchases	13,900	(13,900)	0
8. 0000	528-11404-3550-	Loss on Asset Disposal – Plant Purchases	(25,500)	25,500	0
8. 0000	528-11404-3551-	Written Down Book Value on Disposal – Plant Purchases	34,766	(34,766)	0
Curre	nt Assets				
1. 900	00-7054	Cash at Bank – Restricted Funds	(21,000)	21,000	0
2. 900	00-7054	Cash at Bank – Restricted Funds	(800,000)	800,000	0
3. 900	00-7054	Cash at Bank – Restricted Funds	(12,000)	12,000	0

4. 9000	0-7054	Cash at Bank – Restricted Funds	(12,000)	12,000	0
5. 9000	0-7054	Cash at Bank – Restricted Funds	0	(28,000)	(28,000)
6. 9000	0-7054	Cash at Bank – Restricted Funds	(82,500)	82,500	0
7. 9000	0-7054	Cash at Bank – Restricted Funds	(82,500)	82,500	0
8. 9000	0-7054	Cash at Bank – Restricted Funds	(59,500)	59,500	0
9. 9000	0-7054	Cash at Bank – Restricted Funds	(31,000)	31,000	0
10. 900	00-7054	Cash at Bank – Restricted Funds	0	(20,000)	(20,000)
Non-Cu	irrent Assets				
1. 0000	528-11151-7723-	Expense Offset Plant & Equipment – Airport Operations	30,000	(30,000)	0
2. 0000	528-11402-7723-	Expense Offset Plant & Equipment – Plant Purchases	800,000	(800,000)	0
3. 0000	528-11403-7723-	Expense Offset Plant & Equipment – Plant Purchases	15,000	(15,000)	0
4. 0000	528-11403-7723-	Expense Offset Plant & Equipment – Plant Purchases	17,000	(17,000)	0
5. 0000	528-11403-7723-	Expense Offset Plant & Equipment – Plant Purchases	0	28,000	28,000
6. 0000	528-11404-7723-	Expense Offset Plant & Equipment – Plant Purchases	95,000	(95,000)	0
7. 0000	528-11404-7723-	Expense Offset Plant & Equipment – Plant Purchases	95,000	(95,000)	0
8. 0000	528-11404-7723-	Expense Offset Plant & Equipment – Plant Purchases	85,000	(85,000)	0
9. 0000	528-11401-7723-	Expense Offset Plant & Equipment – Transport Workshop	31,000	(31,000)	0
10. 0000	528-11401-7723-	Expense Offset Plant & Equipment – Transport Workshop	0	20,000	20,000
Reserve	es	-			
1. 100-	-9103	Transfer From Reserve – Airport Infrastructure Renewal	21,000	(21,000)	0
2. 121-	-9103	Transfer From Reserve – Waste Management Facilities & Plant	800,000	(800,000)	0

3. 115-9103	Transfer From Reserve – Plant Replacement	12,000	(12,000)	0
4. 115-9103	Transfer From Reserve – Plant Replacement	12,000	(12,000)	0
5. 115-9103	Transfer From Reserve – Plant Replacement	0	28,000	28,000
6. 115-9103	Transfer From Reserve – Plant Replacement	82,500	(82,500)	0
7. 115-9103	Transfer From Reserve – Plant Replacement	82,500	(82,500)	0
8. 115-9103	Transfer From Reserve – Plant Replacement	59,500	(59,500)	0
9. 115-9103	Transfer From Reserve – Plant Replacement	31,000	(31,000)	0
10. 115-9103	Transfer From Reserve – Plant Replacement	0	20,000	20,000
1. 9000-2000	Transfer From Retained Surplus	(21,000)	21,000	0
2. 9000-2000	Transfer From Retained Surplus	(800,000)	800,000	0
3. 9000-2000	Transfer From Retained Surplus	(12,000)	12,000	0
4. 9000-2000	Transfer From Retained Surplus	(12,000)	12,000	0
5. 9000-2000	Transfer From Retained Surplus	0	(28,000)	(28,000)
6. 9000-2000	Transfer From Retained Surplus	(82,500)	82,500	0
7. 9000-2000	Transfer From Retained Surplus	(82,500)	82,500	0
8. 9000-2000	Transfer From Retained Surplus	(59,500)	59,500	0
9. 9000-2000	Transfer From Retained Surplus	(31,000)	31,000	0
10. 9000-2000	Transfer From Retained Surplus	0	(20,000)	(20,000)
	Net Total	\$73,366	-\$73,366	\$0

Statutory Environment

Section 6.8 of the *Local Government Act 1995* refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

Relevant Plans and Policies

There are multiple plans and policies that support the proposed budget amendments.

Financial Implications

The financial implications of this recommendation are contained within the 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.

City officers have considered the risks associated with the delaying of changeovers and the procurement of new plant items. It is the opinion of the officers that this is a manageable risk.

Options

The Council could decide not to go ahead with the proposed budget amendment request.

CONCLUSION

Council's approval is sought to amend the budget as per the details contained in this report. Upon approval the proposed works will be planned, organised and completed.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

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

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						CURRENT			AMENDED	
Item No.			Plant No.	Asset No.	Purchase	Sale	Required from Reserve	Purchase	Sale	Required from Reserve
 	AIRPORT RESERVE									
A	Airport Operations: 528.11151.7723.0000 Sch 12	000 Sch 12								
8	Ride On Mower	Airport Use **	P183026	1005918	\$30,000.00	\$9,000.00	\$21,000.00	\$0.00	\$0.00	\$0.00
-			IRPORT RESE	RVE TOTAL	AIRPORT RESERVE TOTAL \$30,000.00	\$9,000.00	\$21,000.00	\$0.00	\$0.00	\$0.00
5	WASTE RESERVE									
O	Community Amenities (Waste Disposal) : 528.11402.7723.0000 Sch 10	I): 528.11402.7723.0000 Sch 10								
15	Waste Shredder - NEW	CARRYOVER - DWF	N/A	N/A	\$800,000.00	\$0.00	\$800,000.00	\$0.00	\$0.00	\$0.00
-			WASTE RESE	RVE TOTAL	WASTE RESERVE TOTAL \$800,000.00	\$0.00	\$800,000.00	\$0.00	\$0.00	\$0.00
۵	PLANT RESERVE									
۵	Parks & Gardens: 528,11403,7723.0000 Sch 11	0 Sch 11								
S	Sand Spreader	Turf Maintenance	P136034	1000819	\$15,000.00	\$3,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00
H	Tandem Trailer for Mini Excavator	Irrigation & Cemetery	P173017	1004015	\$17,000.00	\$5,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00
0	Outfront Mower	Turf Maintenance	P183030	1007713	\$0.00	\$0.00	\$0.00	\$28,000.00	\$0.00	\$28,000.00
O	Construction: 528.11404.7723.0000 Sch 12	sh 12								
-	Tri-axle Side Tipping Trailer	CARRYOVER from 18/19 Budget	P174300	1002392	\$95,000.00	\$12,500.00	\$82,500.00	\$0.00	\$0.00	\$0.00
-	Tri-axle Side Tipping Trailer	CARRYOVER from 18/19 Budget	P170100	1002504	\$95,000.00	\$95,000.00 \$12,500.00	\$82,500.00	\$0.00	\$12,500.00	\$0.00
O	Crew Cab light truck	Construction	P160010	1005922	\$85,000.00	\$25,500.00	\$59,500.00	\$0.00	\$0.00	\$0.00
-	Transport - Workshop: 528.11401.7723.0000 Sch 14	3.0000 Sch 14								
G	GPS installation - NEW	CARRYOVER from 18/19 Budget	N/A	N/A	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$0.00	\$0.00
I	High Band Repeater - NEW		N/A	N/A	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
H			DI ANIT DECE		מס מסר מרכל ואדסד דייומדמדם דיואף ומ	410 100 00	00 000 000		\$40 000 00 \$13 E00 00	40,000,00

- 7. GENERAL DISCUSSION ITEMS
- 8. <u>NEXT MEETING DATE</u>
- 9. <u>CLOSURE</u>