

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

CITY OF BUSSELTON

MINUTES FOR THE FINANCE COMMITTEE MEETING HELD ON 14 APRIL 2016

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MINUTES

MINUTES OF FINANCE COMMITTEE HELD IN MEETING ROOM 1, COMMUNITY RESOURCE CENTRE, CAMMILLERI STREET, BUSSELTON, ON 14 APRIL 2016 AT 9.30AM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 9.32am

2. ATTENDANCE

Presiding Member:

Cr John McCallum until 12.05pm
Cr Bleechmore from 12.05pm

Members:

Cr Gordon Bleechmore (Deputy Presiding Member)
Cr Grant Henley
Cr Terry Best
Cr Paul Carter

Officers:

Mr Mike Archer, Chief Executive Officer
Mr Paul Needham, Director, Planning and Development Services (until 11.15am)
Mrs Naomi Searle, Director, Community and Commercial Services (from 9.40am until 11.05am)
Mr Matthew Smith, Director, Finance and Corporate Services
Mrs Victoria Wilmot, Manager, Financial Services
Mr George Workman, Manager, Operations Services (until 11.15am)
Mr Vitor Martins, Manager, Waste and Fleet Services (until 11.15am)
Mr Daniel Hall, Asset Management Coordinator (until 9.36am)
Mr David Goodwin, Recreation Facilities Coordinator (until 10.20am)
Mr Jon Berry, Economic and Business Development Coordinator (from 9.40am until 11.05am)
Mr Shawn Lombard, Facilities Coordinator (from 10.15am until 11.15am)
Mr Jeffrey Corker, Financial Compliance Officer (until 11.15am)
Mr Stephen Wesley, Engineering Management Accountant (until 11.15am)
Mrs Katie Banks, Executive Assistant (until 11.15am)

Apologies

Nil

Approved Leave of Absence

Nil

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Finance Committee held on 7 April 2016

Committee Decision

F1604/017

Moved Councillor P Carter, seconded Councillor G Bleechmore

That the Minutes of the Finance Committee Meeting held 7 April 2016 be confirmed as a true and correct record.

CARRIED 5/0

6. REPORTS

6.1 FINANCE COMMITTEE INFORMATION BULLETIN - FEBRUARY 2016

SUBJECT INDEX:	Councillor's Information
STRATEGIC OBJECTIVE:	Governance systems that deliver responsible, ethical and accountable decision-making.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	Executive Services
REPORTING OFFICER:	Asset Coordinator - Dan Hall Financial Compliance Officer - Jeffrey Corker Governance Support Officer - Lisa Haste
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Investment Performance Report - Period Ending 29 February 2016

PRÉCIS

This report provides an overview of information that is considered of relevance to members of the Finance Committee, and also the Council.

INFORMATION BULLETIN

1. Investment Performance 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 28 February 2016, the value of the City's invested funds totalled \$125.6M.

During the month of February \$24.0M in term deposit funds matured. One deposit in the amount of \$4.5M, being funds allocated for the redevelopment of the Administration Centre; was closed so as to have funds available to commence payments. A deposit in the amount of \$5.0M was previously allocated as being 100% Airport Redevelopment funds. As funds were requested to be available to commence the payment of expenses this Deposit has been renewed however the purpose of the funds has been partially reallocated. As a result, deposits totalling \$19.5M were renegotiated, for an average of 105 days at an average rate of 3.02%.

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) increased by \$6M. This amount consisted of funds that were requested to be on hand to commence payments for the Administration Centre redevelopment and the Airport (to date no payments have been made from these funds).

While official cash rates remain steady, concerns continue within financial markets. Available rates remain volatile, and vary significantly from bank to bank and day to day.

2. Chief Executive Officer – Corporate Credit Card

Details of monthly 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
27-Jan-16	\$558.00	Travel Insurance Direct	*Annual CEO travel insurance + CEO reimbursement towards spouse
28-Jan-16	\$777.25	Travel Managers	*Hire vehicle - Local Govt. CEO Conference in New Zealand
01-Feb-16	\$195.94	Airport Parking Perth	*Parking - Local Govt. CEO Conference in New Zealand
15-Feb-16	\$78.54	Caltex, Rotorua	*Hire car fuel - Local Govt. CEO Conference in New Zealand
16-Feb-16	\$301.99	Createsend	Bay to Bay electronic newsletter
19-Feb-16	\$303.98	Commerce Motel, Whakatane	*Accommodation - Local Govt. CEO Conference in New Zealand

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

3. Voluntary Contributions/Donations (Income)

At its meeting of 22 September 2010, the Council adopted (C1009/329) its Voluntary Contributions/Donations Policy. This Policy requires that the Finance Committee be informed (via an information only bulletin) of any instances whereby voluntary contributions/ donations are approved by the Chief Executive Officer or jointly by the Mayor and Chief Executive Officer.

No voluntary contributions have been approved this financial year to date.

4. Donations/Contributions and Subsidies Fund (Sponsorship Fund – Payment of Funds)

Council resolved in April 2010 (C1004/132) a move towards a tiered system of funding and following the 6 October 2011 Finance Committee meeting, it was recommended to Council that the delegation to determine the allocations of sponsorship and donations from the sponsorship fund be revoked and be returned to the Chief Executive Officer to enable a more timely turnaround of sponsorship applications.

Current expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) reveals:

- 61 applications for sponsorship have been received during this financial year.
- The average donation approved for the financial year is \$405.58
- There were 5 applications for sponsorship received or assessed during February 2016.
- Expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) for the financial year totals \$24,740.91.
- Total budget for the Donations, Contributions and Subsidies Fund (Sponsorship Fund) is \$36,830.00.

App. No.	Recipient	Purpose	Amount
57/1516	Geographe Bay Yacht Club	Geographe Bay Boat Rally 6 - 12 Feb, funds will assist with the Junior Trackers Program for youngsters to learn to sail and develop leadership and life skills	\$500
58/1516	Busselton Old Time Dance	SW Festival of old Time dance and new vogue dancing. Funds to assist with the Busselton band and decorations for the hall.	\$200

App. No.	Recipient	Purpose	Amount
59/1516	Dunsborough Districts Progress Association	Multicultural Festival for Harmony Week being held in Yalyalup, funds assisting with performances throughout the day.	\$500
60/1516	Jacinta Sims	Funding to assist with travel costs associated with a State sailing competition in Geraldton.	Unsuccessful. Not representing State in competition as per guidelines.
61/1516	Connor Smith	Representing WA at the State School cricket competition in Brisbane. Funds to assist with travel costs.	\$200

Asset Management Report

Asset Plans for Street Lights, Signs and Car Parks will be presented to the finance committee at the June 2016 meeting. These asset management plans will be prepared in the context of core asset management working towards advanced asset management planning;

The core approach is a “top down” approach, with decisions made at a systems level using simple analysis processes. It gives an overall snapshot of the asset category a whole but doesn’t generally provide detailed information for each individual asset within that category; this detail is developed as the planning process evolves towards advanced asset management.

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

The plans will contain elements of advanced asset planning, but will essentially be at a core level; giving an overview of the type, amount and location of the assets, general condition and a financial summary providing detailed long and short term renewal forecasts.

The assets covered by the plans will be assets that the City is responsible to maintain i.e. has some form of financial obligation towards in order to provide the long and short term renewal forecasts.

Committee Decision / Officer Recommendation

F1604/018 Moved Councillor P Carter, seconded Councillor G Henley

That the Finance Committee notes the Finance Committee Information Bulletin for the month of February 2016.

CARRIED 5/0

9.36am: At this time the Asset Management Coordinator left the meeting and did not return.

6.2 LIST OF PAYMENTS MADE - FEBRUARY 2016

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

PRÉCIS

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

BACKGROUND

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

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

NA.

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

NA.

CONSULTATION

NA.

OFFICER COMMENT

NA.

CONCLUSION

NA.

OPTIONS

NA.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA.

Committee Recommendation and Officer Recommendation

F1604/019 Moved Councillor G Bleechmore, seconded Councillor T Best

That the Council notes payment of voucher numbers M111623 – M112729, EF044726 – EF045129, T007223 – T007225, and DD002680 – DD002696; together totaling \$4,769,452.00.

CARRIED 5/0

6.3 FINANCIAL ACTIVITY STATEMENTS – PERIOD ENDING 29 FEBRUARY 2016

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

PRÉCIS

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 29 February 2016.

BACKGROUND

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

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 23 July 2015, the Council adopted (C1507/208) the following material variance reporting threshold for the 2015/16 financial year:

That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2015/16 financial year to comprise variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of Financial Activity report, however variances due to timing differences and/ or seasonal adjustments are to be reported on a quarterly basis.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

NA

FINANCIAL IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.3 - ‘An organisation that is managed effectively and achieves positive outcomes for the community’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

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

CONSULTATION

NA

OFFICER COMMENT

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

- Statement of Financial Activity

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

- Net Current Position

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

- Capital Acquisition Report

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

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

- Reserve Movements Report

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

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

COMMENTS ON FINANCIAL ACTIVITY TO 29 FEBRUARY 2016

Comments on the financial activity and a brief explanation of the variances is provided below. For further information, please refer to the report to the Council on the same agenda with regard to the Annual Budget Review, which provides a full analysis of the major variances and projected subsequent impact on the end of year position.

Operating Activity

▪ Operating Revenue

As at 29 February 2016, there is a variance of +5% in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Operating Grants, Subsidies and Contributions	+13%	+\$310
Other Revenue	+585%	+\$1,923
Interest Earnings	+22%	+\$318
Profit on Asset Disposals	+15%	+\$2

Operating Grants, Subsidies and Contributions (+\$310K)

The current variance in this category is primarily attributable to timing differences in the receipt of operating grants, subsidies and contributions +\$92K, coupled with the receipt of additional and/or unbudgeted reimbursements +\$218K.

Other Revenue (+\$1,923K)

This category includes a range of revenue types including fines and penalties, the sale of miscellaneous items and other sundry revenue. The major variance is attributable to the unbudgeted drawdown of the Port Geographe bank guarantees that was the subject of a report to Council at the 23 March 2016 meeting.

Interest Earnings (+\$318K)

There is a current favourable variance of approximately +\$281K in collective municipal, reserve and restricted interest earnings, with individual variances of approximately -\$46K, +\$146K and +\$181K respectively. Also, there is a current favourable variance of approximately +\$37K in relation to rates related interest charges. Late payment interest charges are tracking above year to date budget estimates by +\$27K and instalment plan interest charges are currently tracking approximately +\$10K above year to date budget projections.

Profit on Asset Disposals (+\$2K)

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

▪ Operating Expenditure

As at 29 February 2016, there is a variance of -7% in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Materials and Contracts	-23%	-\$2,347
Other Expenses	-10%	-\$196

Description	Variance %	Variance \$000's
Allocations	+16%	+\$212
Loss on Asset Disposal	+37%	+\$23

Materials and Contracts (-\$2,347K)

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

▪ Maintenance of Buildings

There is a favourable variance of approximately -\$181k in this activity on a year to date basis, with the major contributors being building maintenance services -\$47K and contract cleaning costs -\$134K. A portion of the variance is attributed to timing and is expected to be expended by 30 June 2016.

▪ Contractors

There is a favourable year to date variance of approximately -\$966k in collective contractors' expenditure. This expenditure type is comprised of a significant range of projects, and a number of individual variances (favourable and adverse) are evident throughout. The following contractor expenditure variances have been highlighted for comment:

1. Busselton Jetty contractor costs are under budget year to date by approximately -\$334K. Jetty works are funded from the jetty reserve and hence this variance will have no impact on the City's year end net financial position;
2. Provence Estate maintenance presents a favourable contractor variance of -\$155K as the public open space areas have not yet been handed over to the City. It should be noted that the portion of the budget to be funded from the specified area rates cannot be drawn down if expenditure has not occurred within the area.
3. Vasse Newtown presents a favourable contractor variance of -\$110K; however this saving will be offset against expenditure in other areas of the City.
4. Refuse sites presents a favourable contractor variance of -\$151K. Variances in waste services will be offset against the Waste Reserve and therefore have no impact on the City's net financial position.

▪ Fleet Expenses – Fuel

The fleet fuel expenditure reflects a favourable variance of -\$241K, largely due to lower fuel prices.

▪ Engineering Administration and Projects

Engineering Administration and Projects reflects a favourable variance of -\$300k. This variance represents the annual payment to the Department of Transport in relation to the Port Geographe management deed which was outstanding as at 29 February 2016. It is noted the payment has been processed during March 2016.

Other Expenditure (-\$196K)

Other Expenditure reflects a favourable variance of approximately -\$196K attributable to Members of Council expenses (timing difference) and Community Services administration, events marketing and promotions. Marketing funds have not been fully expended with the halt to the MRBTA recharge campaign as a result of the amalgamation of GBTA/AMRTA and changes to regional branding.

It is noted that Council has resolved (resolution C1510/293) to transfer \$150K from the differential rate marketing funds into new Airport Reserve specifically for marketing/support of Airport development project.

Allocations (+\$212K)

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

Loss on Asset Disposal (+\$23K)

The Loss on Asset Disposal represents adverse book losses on the sale of sundry plant items and vehicles. It should be noted that this is a book entry only, and has no direct impact on the surplus/deficit position.

Capital Activity

- Capital Revenue

As at 29 February 2016, there is a variance of -67% in total capital revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Proceeds from Sale of Assets	-34%	-\$162
Transfer from Restricted Assets	-71%	-\$1,060
Transfer from Reserves	-80%	-\$4,595

Proceeds from Sales (-\$162K)

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

Transfer from Restricted Assets (-\$1,060K)

The variance in Transfers from Restricted Assets results largely from the budgeted \$1.5M transfer associated with the Busselton Regional Airport development. As at 29 February 2016, no transfer has been processed, as project expenditure (year to date actual \$600k) has not yet reached this value (net -\$1.5m).

This variance is partly offset by refunds in bonds and deposits of +\$440K as at the end of February where all obligations have been fulfilled to authorise the return of funds. The City does not budget for these transactions, and as such, any material variance will be reported accordingly.

Transfer from Reserves (-\$4,595K)

The variance in Transfers from Reserves is attributed to the budget transfer of \$4.5M associated with the new Civic and Administration Centre building. A significant timing variance is reflected as at 29 February 2016, as transfers are not processed until after funds have been expended or invoiced. It is anticipated that the end of year position will be in line with the budget.

- Capital Expenditure

As at 29 February 2016, there is a variance of -40% in total capital expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Land and Buildings	-84%	-\$10,409
Plant & Equipment	-41%	-\$821
Furniture and Equipment	-24%	-\$93
Infrastructure	-30%	-\$4,924
Transfers to Restricted Assets	+55%	+\$659

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

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

CONCLUSION

As at 29 February 2015, the overall operating revenue is +\$3M above year to date budget. This is mainly attributable to the unbudgeted additional revenue of +\$1.8M received due to the drawdown of the Port Geographe bank guarantee, and timing differences associated with the receipt of other revenue (i.e. contributions, reimbursements, interest etc.). Expenditure categories are currently tracking below budget by -\$3M, at this time however the majority of variances have been identified as timing issues only. More significant variances are evident in the capital revenue and expenditure categories. Capital revenue performance is highly dependent upon the level of capital expenditure (i.e. acquisitions and construction). Capital expenditure performance to the end of February is below year to date budget projections across a number of classes; which significantly contributes to the reduced capital revenue levels.

Please also refer to the report to the Council on the same agenda with regard to the Annual Budget Review which is based on the City's financial performance to 29 February 2016. The report includes a projection of the City's financial performance to 30 June 2016 and endeavours to identify significant budget variances and if required recommends remedial action to be instigated as necessary prior to financial year end. The Annual Budget Review for 2015/2016 has not identified any specific remedial action and foreshadows an overall net favourable variance to budget.

OPTIONS

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

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA

Committee Recommendation and Officer Recommendation

F1604/020 Moved Councillor G Henley, seconded Councillor G Bleechmore

That the Council receives the statutory financial activity statement reports for the period ending 29 February 2016, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

CARRIED 5/0

9.40am: At this time the Director, Community and Commercial Services and Economic and Business Development Coordinator entered the meeting.

6.4 ANNUAL BUDGET REVIEW - PERIOD ENDING 29 FEBRUARY 2016

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

PRÉCIS

Between January and March in each financial year, a local government is to carry out a review of its annual budget for that year. The Council is required to consider the review submitted to it and determine (by absolute majority) whether or not to adopt the review, any parts of the review or any recommendations made in the review.

This report, based on the City's financial performance for the period ending 29 February 2016, has been compiled to fulfil the statutory reporting requirements of the Local Government Act and associated Regulations in respect of the annual budget review process.

In order to meet regulatory requirements the annual budget review is to be submitted to the Council by **30 April 2016**

BACKGROUND

The requirement for a local government to carry out an annual budget review is prescribed via Regulation 33A of the Local Government (Financial Management) Regulations (the 'Regulations'). A copy of the review, including the Council's determination in respect of the review, is to be provided to the Department of Local Government and Communities within 30 days of the date of the applicable Council Resolution. The Regulations require that the budget review must:

- (a) consider the local government's financial performance in the period beginning on 01 July and ending no earlier than 31 December in that financial year; and
- (b) consider the local government's financial position as at the date of the review; and
- (c) review the outcomes for the end of the financial year that are forecast in the budget.

Essentially, the purpose of an annual budget review is to ensure that a local government conducts a review of its financial performance at an appropriate time in the financial year such that any significant budget variances can be identified and remedial action instigated as necessary; prior to financial year end.

STATUTORY ENVIRONMENT

Regulation 33A of the Local Government (Financial Management) Regulations details the requirement for a formal budget review to be completed annually.

RELEVANT PLANS AND POLICIES

Not applicable.

FINANCIAL IMPLICATIONS

Any short term financial implications attributable to this review are addressed within the context of this report.

Long-term Financial Plan Implications

The primary purpose of this report is to review the City's current and projected financial performance for the financial year ending 30 June 2016. Whilst there is limited direct consideration of long term financial plan implications within the report, the City's current year financial performance will nonetheless assist in informing the development of next year's long term financial plan.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.3 - 'An organisation that is managed effectively and achieves positive outcomes for the community'. The achievement of the above is underpinned by the Council strategy to 'ensure the long term financial sustainability of Council through effective financial management'.

RISK ASSESSMENT

Risk assessments have been previously completed in relation to a number of 'higher level' financial matters, including timely and accurate financial reporting to enable the Council to make fully informed financial decisions. The completion of an annual budget review is a treatment/ control that will assist in addressing this risk.

CONSULTATION

Not applicable.

OFFICER COMMENT

The Annual Budget Review has been compiled, as in previous years, based on the 'Nature and Type' reporting structure to maintain consistency with monthly Financial Activity Statement reporting. The review has concluded that the City's financial performance to 29 February 2016 is satisfactory. Furthermore, as no net overall material adverse variance has been projected as part of the review, specific remedial actions are not required to be implemented.

Notwithstanding this, the report has identified a number of year to date favourable and adverse variances and projects variances will be remain evident as at 30 June 2016. In many instances, the variances relate to items that are fully offset and, as such, will not expected to directly impact on the overall budget performance at financial year end. These matters are discussed within the body of this report, with the following Executive Summary providing a synopsis of those areas projected to potentially impact on the City's overall net budget performance at financial year end.

Executive Summary

Operating Revenue

- Rates revenue is projected to exceed the annual budget estimates by up to +\$50k;
- Operating grants, subsidies and contributions is projected to be largely in line with the annual budget estimates;
- Fees and charges is projected to exceed the annual budget estimates by up to +\$120k;
- Other revenue is projected to be less than the annual budget estimates by up to -\$50k;
- Interest earnings revenue is projected to be less than the annual budget estimates by up to -\$100k;
- Non-operating grants, subsidies and contributions is projected to be cost neutral due to fact that should grants be not received, then the subsequent expenditure will not be incurred.

In summary, net operating revenue is projected to be materially in line with the annual budget estimates.

Operating Expenditure

- Employee Costs is projected to have a slight favourable variance to the annual budget estimates;
- Materials and Contracts will be underspent on the whole however this will not affect the end of year position as material variances within this category will be transferred to equity in accordance with operational practice, with the exception of fuel which is projected to be less than the annual budget estimates by up to -\$200k;
- Utilities (gas, electricity, water etc.) is projected to be less than the annual budget estimates by up to -\$90k;
- Insurance Expenses is projected to be less than the annual budget estimates by up to -\$60k;
- Other Expenditure is projected to have a nominal variance and come in materially in line with the annual budget estimates;
- Interest Expenses is projected to be less than the annual budget estimates by up to -\$10k.

In summary, net operating expenditure is projected to be slightly lower than the annual budget estimates with a projected favourable variance of approximately \$360k.

Capital Revenue

- There is material capital revenue variances estimated as at 30 June 2016, however these are either due to timing issues or are attributable to fully funded projects and therefore will not impact on end of year position.

Capital Expenditure

- There is material capital expenditure variances estimated as at 30 June 2016, however these are either due to timing issues or are attributable to fully funded projects and therefore will not impact on end of year position.

The aforementioned estimation is predicated on numerous assumptions and is also exclusive of any potential/identified carry over items. Carry over items will ultimately form part of the end of year position, but will be allocated as part of the 2016/17 budget. The projected closing surplus position may also be impacted by any extraordinary items that may arise during the remainder of the financial year.

The Executive Summary only highlights variances that are projected to have a material net impact on the City's financial performance as at financial year end. There are numerous other variances estimated as at 30 June 2016, however in most instances, there will be offsetting variances to negate any net budget impact. This includes expenditures (both operating and capital) funded from reserves, grants, contributions, or borrowings. It is nonetheless considered appropriate that the Council is provided with an overview of the projected annual budget performance in all relevant

income and expenditure activities. Accordingly, the following sections of this report provides a more detailed summary of financial performance against each of the operating revenue and expenditure categories (by nature and type), and also the capital revenue and expenditure categories (by classification/ description).

OPERATING REVENUE

As at 29 February 2016, there is a variance of approximately +\$3m (or +5%) in respect of total operating revenue activities. This variance is detailed as follows:

Description	Actual YTD \$	Amended Budget YTD \$	Amended Budget \$	Variance YTD \$	Variance YTD %
Rates	38,992,419	38,783,970	38,998,079	+208,449	+0.54%
Operating Grants, Subsidies and Contributions	2,655,100	2,344,825	3,580,496	+310,275	+13.23%
Fees and Charges	12,154,325	12,053,390	15,099,480	+100,935	+0.84%
Other Revenue	2,251,985	328,596	534,090	+1,923,389	+585.34%
Interest Earnings	1,733,673	1,415,421	2,039,550	+318,252	+22.48%
Non-operating Grants, Subsidies and Contributions	4,854,414	4,720,347	37,451,666	+134,067	+2.84%
Profit on Asset Disposals	12,876	11,207	16,007	+1,669	+14.89%
TOTAL	62,654,792	59,657,756	97,719,368	+2,997,036	+5.02%

An overview of the financial performance in each activity is provided as follows:

Rates (YTD variance: +\$208K)

The current favourable variance is primarily attributable to interim rating, predominantly in the improved residential and commercial rating zone. As at the end of February, the year to date actual is only below the annual budget allocation by \$5k.

Historically, net rates revenue tends to level off towards the end of the financial year, as overpayments and other refunds are processed. However, it is estimated that further valuation schedules will be received prior to financial year end, resulting in a net increase in the current financial year's interim rates revenue. Whilst the financial impact of the new valuations is unable to be accurately determined at this stage, it is anticipated that this could be in the vicinity of \$50k.

For the purpose of this review, it is therefore estimated that Rates revenue will exceed annual budget estimates by up to +\$50k as at financial year end.

Operating Grants, Subsidies and Contributions (YTD variance: +\$310K)

The current variance is primarily attributable to timing differences in the receipt of operating grants, subsidies and contributions +\$92k, coupled with the receipt of additional and/or unbudgeted reimbursements +\$218k.

With respect to operating grants, performance is generally in line with budgeted expenditure therefore it is not expected that there will be any material variances which will impact on the closing surplus/deficit position as at financial year end.

With regards to reimbursements, current favourable variances include the reimbursement of Fire Prevention costs, workers compensation and insurance related matters. Whilst primarily reimbursing expenditures already incurred, the fire prevention reimbursement does include an unbudgeted amount of approximately \$66k that relates to last year's final reconciliation, which will contribute to the closing surplus/deficit position. Current adverse variances in reimbursements include legal expenses associated with rates administration, and the reimbursement of workers compensation costs relating to previous claims years -\$40k.

For the purposes of this budget review, the fire prevention reimbursement of \$66k represents revenue that will assist in the determination of the closing surplus/deficit position as at 30 June 2016. However it is unknown at this stage if the insurance recovery will occur, therefore this may negate any expected surplus. Consequently, performance in this activity is unlikely to have a material net impact of the closing surplus/deficit position.

Fees and Charges (YTD variance: +\$101K)

The current variance in the Fees and Charges is attributable to a range of variances, both favourable and adverse. The major contributors, by dollar value, are as follows:

Description	YTD Variance \$	YTD Variance %
Building Fees	(39,018)	-7.64%
Health Fees	(43,777)	-17.73%
Planning Fees Statutory	155,288	44.92%
Planning Fees Strategic	(38,431)	-57.64%
Rangers Fees	63,349	56.01%
Refuse Service Fees	166,903	2.43%
Council Facility Service Fees	(25,782)	-1.86%
Caravan Park Fees	(213)	-0.02%
Aged Housing	4,713	1.61%
Airport Fees	(160,880)	-20.86%
Cemetery Fees	(10,856)	-9.29%
Other Fees & Charges	29,639	6.26%
	100,935	+0.84%

Responsible Directorates have provided commentaries in relation to the aforementioned variances:

▪ **Building Fees**

The unfavourable year to date variance of -\$39k is attributable to a range of variances including building permits -\$86k, swimming pool inspection fees +\$24k, and R-Codes approval fees +\$23k. Forecast year end variances are building permits -\$40k, swimming pool fees +\$3k, and R-Codes approval fees +\$29k.

Based on the above information it is anticipated that the building fees at year end will report a net nominal variance. Consequently, performance in this activity will not have any net material impact on the closing surplus/deficit position.

▪ **Health Fees**

The adverse year to date variance of -\$44k is attributable to a range of variances including license fees for street traders +\$7k, other health license fees (including S39 Cert.) +\$5k, water sampling fees -\$20k, concert license fee/ service charges -\$12k, inspection fees for food premises +\$32k, and holiday home renewal fee -\$55k. Overall revenue is reported to be consistent with budget, with

variances due to timing differences at this time. Consequently, performance in this activity will not have any net material impact of the closing surplus/deficit position.

- **Statutory Planning Fees**

The favourable year to date variance of +\$155k is attributable to development application fees. It is forecast that at year end development application fees will remain favourable by approximately +\$100k. This is due to once off large commercial applications received in the current year (Coles Vasse, Busselton Central and West Street). Consequently, performance in this activity will have an impact of the closing surplus/deficit position.

- **Strategic Planning Fees**

The unfavourable year to date variance of -\$38k is attributable to rezoning charges -\$23k and process guide plans -\$15k. This includes timing differences and it is uncertain at this stage as to the impact to the yearend position. Consequently, performance in this activity is not anticipated to have a net material impact of the closing surplus/deficit position.

- **Rangers Fees**

The favourable year to date variance of +\$63k is mainly attributable to dog registration fees +\$61k. Overall revenue is reported to be consistent with budget, with variances due to timing differences at this time. Consequently, performance in this activity will not have any net impact of the closing surplus/deficit position.

- **Refuse Service Fees**

The favourable year to date variance of +\$167k is attributable to a range of variances including refuse removal fees (domestic) +\$51k, tipping fees +\$82k, and recycling fees (domestic) +\$26k. The favourable refuse removal and recycling fees (domestic) is due to higher interim rates through property growth compared to relatively conservative growth estimates used for budget purposes. With regard to tipping fees there has been an increase in the amount of commercial waste collected, with some of this attributable to a higher level of building activity and housing construction within the City. All the above variances will have no net impact on the City's year end position as any surplus in excess of budget will form part of the net position of waste, which will be transferred to the Waste Reserve.

- **Council Facility Service Fees**

Of the -\$26k adverse variance, -\$21k relates to the Naturaliste Community Centre (NCC), where certain revenue streams have proven to be unachievable, e.g. a new vacation care program due to licensing delays and kiosk/café services which have not proved viable. The revenue deficit however, will be fully offset by an under-spend in expenses to ensure there is no impact to the net operating position.

The remaining variance is due to a range of variances across Council facilities. Performance in this activity is not anticipated to have any net material impact of the closing surplus/deficit position.

- **Aged Housing Fees**

The favourable year to date variance of +\$5k is attributable to aged housing rental. As a nominal variance is anticipated by financial year end, aged housing fees is not anticipated to have a net impact on the closing surplus/deficit position.

- **Airport Fees**

The adverse year to date variance of -\$161k is attributable to a range of variances including airport hangar leases -\$8k, airport landing and take-off fees -\$65k, airport FIFO car parking income -\$27k, head taxes/passenger fee -\$31k, airport fuel agency fees -\$20k, and airport fuel facility leasing fees -\$9. With regard to airport landing fees and head taxes/passenger fee, these are expected to be on target at the end of the financial year. Car parking fees, airport fuel agency fees, airport fuel facility

leasing fees and hangar leases are expected to be down by similar variance amounts at the end of the financial year due to decreases in car parking patronage and the jet fuel and new hangar projects not commencing. Subsequently the revenue targets will not be met. Expenditure however is also below budget.

The net operating surplus will be less than anticipated however as the Airport surplus is transferred to the Airport Infrastructure Reserve it has a net neutral impact on the net closing position.

▪ **Cemetery Fees**

Cemetery fees have a year to date variance of -\$11k. Cemetery fee revenue is difficult to predict and based on the comparatively immaterial values involved, it is assumed that budget estimates will be achieved. Consequently, performance in this activity will not have any net material impact of the closing surplus/deficit position.

▪ **Other Fees and Charges**

The favourable year to date variance of +\$30k is attributable to a range of fees and charges including the provision of property information -\$30k, license fees revenue -\$10k, lease payments on commercial properties +\$5k, art sales commission +\$14k, and supervision fees +\$50k. With regard to the collection of supervision fees this is highly variable based on the clearance of new subdivision areas linked to housing construction activity and the demand for vacant land. Although difficult to predict, based on current information available, it is anticipated this will represent a surplus to the City in the order of +\$20k over the annual budget. This amount may be higher if a large subdivision is given clearance.

Overall, based on the above analysis of Fees and Charges, a favourable variance is projected of +\$120k, therefore performance in this activity will have an impact on the end of year closing position.

Other Revenue (YTD variance: +\$1.923M)

This category includes a range of revenue types including fines and penalties, the sale of miscellaneous items and other sundry revenue. The current variance in respect of these activities is summarised as follows:

▪ **Fines and Penalties Revenue**

As at 29 February 2016, there is an adverse variance of approximately -\$59k in this area, with the main contributors being Bushfire related fines -\$44k and parking fines -\$11k. Revenue for bushfire related fines is projected to be lower than the budget estimate of \$60k, with inspections undertaken to date indicating a higher level of compliance and less than projected number of infringements issued for non-compliance. The projected budget revenue estimate has therefore been revised down to \$21k, being an expected adverse variance of -\$39k on the end of year financial position. With regard to parking fines, the decrease in revenue may be due to community awareness of parking time restrictions resulting in shopper behavioural changes. Revised projected budget revenue is estimated at \$78k with the resultant adverse variance -\$12k affecting the end of year financial position.

▪ **Sale of Miscellaneous Items**

As at 29 February 2016, there is an adverse variance of approximately -\$51k, primarily due to the sale of scrap metal. Current scrap metal prices are lower than anticipated and at current price, is not expected to meet costs associated with the disposal and therefore metal will be stock piled at this time. Accordingly, scrap metal sales are estimated to finish the year approximately \$90k under budget. This will have no net impact on the City's year end position as any surplus/(deficit) will form part of the net position of waste which is transferred to/from the Waste Reserve.

▪ Other Sundry Revenue

As at 29 February 2016, there is a favourable variance of approximately \$2.034m in this area. This variance is mainly attributable to the unbudgeted drawdown of the Port Geographe bank guarantees. In accordance with Council Resolution (C1603/065), the funds received will be transferred to reserve accounts and as a consequence will not impact on the closing surplus/deficit position.

Based on the analysis of Other Revenue, there will be an overall adverse net impact on the closing position of approximately -\$50k.

Interest Earnings (YTD variance: +\$318K)

The Interest Earnings activity includes interest earnings on municipal, reserve and restricted funds, as well as rates related interest revenue. The year to date and projected end of financial year, performance in each of these areas is summarised as follows:

▪ Municipal, Reserves and Restricted Interest

There is a current overall favourable variance of approximately +\$281k in collective municipal, reserve and restricted interest earnings. However, individual variances reflect an adverse variance for municipal funds of approximately -\$46k, with favourable variances in reserves and restricted funds of +\$146k and +\$181k respectively. This is due to higher than anticipated balances.

Based on current projections, it is expected that by financial year end, municipal interest earnings will fall short of annual budget estimates by up to -\$100k. This shortfall is partially attributable to self-funding the City's overdraft in the early part of the financial year and the lower than anticipated cash flow projections. This adverse variance will affect the end of year financial position.

Reserve interest earnings are estimated to exceed annual budget estimates by up to +\$200k. This is mainly attributable to a higher than anticipated balance which included the \$18m loan funds for the Administration building redevelopment, which at the end of February is yet to be utilised to offset any expenditure.

Interest on Restricted Funds will exceed budget by +\$900k. Although this additional income relates to airport funds which have not been budgeted for, it should be noted that the Airport grant agreement requires these funds be applied towards the Airport project.

Reserve and restricted cash interest earnings do not directly impact on the City's closing surplus/deficit position, as this revenue is reallocated to the 'Transfers to Reserves/ Restricted Assets' capital equity account. Notwithstanding this, the additional interest earnings do represent a further injection of funds to the City's Reserve and Restricted cash accounts. Conversely, municipal interest earnings form part of the City's general revenue and consequently, the estimated shortfall of up to -\$100k will directly impact on the closing position.

▪ Rates Related Interest (Instalment Plan and Late Payment)

There is a current favourable variance of approximately +\$37k in relation to rates related interest charges. Late payment interest charges are tracking above year to date budget estimates by +\$27k and instalment plan interest charges are currently tracking approximately +\$10k above year to date budget projections. This interest is predominantly raised early in the financial year (subsequent to the initial instalment payment date), and as such, the current annual budget variance is not expected to materially increase. For the purpose of this review, it is projected that rates related interest earnings will not exceed annual budget estimates by financial year end.

In summary, it is anticipated that the overall Interest Earnings activity will be in excess of annual budget estimates by up to +\$1m as at 30 June 2016. However, for the purposes of estimating a

closing surplus/deficit position, a net adverse variance of some -\$100k is projected which is attributable to the shortfall of interest earned on municipal funds.

Non-operating Grants, Subsidies and Contributions (YTD variance: +\$134K)

This category reflects a net favourable variance of +\$134k, with significant individual variances summarised below:

- Busselton Foreshore provision of services and auxiliary works is -\$986k. This is due to the \$4.5m Royalties for Regions grant being pending, with likely notification in June or July.
- Foreshore east youth precinct (skate park and adventure playground) is +\$615k. This is due to timing differences;
- Busselton shark net non-operating grant is +\$100k. This is due to a timing difference as the Government Grant was received earlier than initially anticipated;
- Tuart Drive Bridge (0239A) is +\$285k. This is due to timing differences;
- Metricup Road Bridge (0239A) is -\$203k. The City has been informed by Main Roads WA that this project will not go ahead this financial year. The proposed detour around this bridge was deemed excessive (approx. 11kms) and so the bridge works will be carried out next financial year with a temporary detour planned to be constructed on private land;
- Roads to recovery road construction works (23 road works) is net +\$605k. This is a timing difference only with the City claiming the Federal Government Grant in advance of the second payment quarter (Oct-Dec) based on the works predicted to be carried out;
- Main roads road construction projects is net -\$75k, of which the Strelly Street design project is -\$60k. It was anticipated that the City would claim more of the contracted road design works earlier in the year. These designs are linked to deliberations associated with the Busselton traffic study, and thus there have been some delays in finalising designs;
- Busselton bypass – Fairway to Kangaroo Gully is -\$240k. This dual use path project was impacted by delays in obtaining approvals from Main Roads to work within their road reserve. This project has now commenced and represents a timing difference only at this time;
- Bus Bay and Shelters is -\$180k. This project was delayed owing to complex negotiations with the Department of Environment and Conservation regarding the clearing of land. These works have now commenced.

Overall grant funding variances are primarily due to timing differences. However it must be noted that where projects are not proposed to commence in 2015/16, the associated grant funding will not be raised until the expenditure has been incurred.

The above variances will not have any direct impact on the closing surplus/deficit position as long as grants for works completed are raised on or before 30 June 2016. Conversely, where grants are received in advance of works being completed (by 30 June 2016), any unspent component of the associated grant funding will be required to be transferred to restricted assets.

With regards to the favourable variances in contributions of +\$217k, this will not have any direct impact on the closing surplus/deficit position as these funds will be transferred to restricted accounts to be used in the future for the purpose they were taken for.

Profit on Asset Disposals (YTD variance: +\$2K)

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

OPERATING EXPENDITURE

As at 29 February 2016, there is a variance of approximately -\$2.9m (or -7.2%) in respect of total operating expenditure activities. This variance is detailed as follows:

Description	Actual YTD \$	Amended Budget YTD \$	Amended Budget \$	Variance YTD \$	Variance YTD %
Employee Costs	16,679,104	17,331,302	26,413,101	-652,198	-3.76%
Materials and Contracts	7,832,067	10,178,818	15,120,925	-2,346,751	-23.06%
Utilities (Gas, Electricity, Water etc.)	1,454,351	1,547,396	2,321,370	-93,045	-6.01%
Depreciation on Non-current Assets	9,949,433	9,761,600	14,636,430	+187,833	+1.92%
Insurance Expenses	663,483	736,624	737,370	-73,141	-9.93%
Other Expenditure	1,706,456	1,902,406	3,028,622	-195,950	-10.30%
Allocations	-1,089,757	-1,302,140	-1,899,950	+212,383	+16.31%
Interest Expenses	680,845	691,046	1,340,955	-10,201	-1.48%
Loss on Asset Disposals	85,066	62,016	68,867	+23,050	+37.17%
TOTAL	37,961,048	40,909,068	61,767,690	-2,948,020	-7.21%

An overview of the financial performance in each activity is provided as follows:

Employee Costs (YTD variance: -\$652K)

Whilst reflecting an overall favourable variance as at 29 February 2016, this category presently includes numerous individual variances (both favourable and adverse). On the whole however, this category can be broken into three main sections, all of which have favourable variances; salaries - \$436k, wages -\$88k, and other employee costs -\$128k.

In order to project an end of financial year variance, the current expenditure in each account has been extrapolated and then amended for any known adjustments. Impacting factors taken into account include current vacant positions, historical expenditure patterns, known additional costs with regard to workers compensation insurance +\$67k, and the final adjustment attributable to the recognition of accrued employee cost to financial years end. Overall, it is projected there will be a slight favourable variance as at 30 June 2016. There are a range of matters however that can directly impact on the final Employee Costs, and as such it must be reiterated that this projection is based on available information at the time of compiling this report.

Materials and Contracts (YTD variance: -\$2.347M)

The Materials and Contracts category comprises a wide range of expenditure types, and presently incorporates in the order of 142 separate accounts. The current variance is attributable to both favourable and adverse variances (of varying magnitudes) across a range of diverse activities. Consequently, this report will highlight those material variances which are either of interest due to materiality or are expected to have a direct impact on the City's closing surplus/deficit position as at 30 June 2016.

▪ Maintenance of Buildings

There is a favourable variance of approximately -\$181k in this activity on a year to date basis, with the major contributors being building maintenance services -\$47k and contract cleaning costs -\$134k.

It is expected that the building maintenance services expenditure may fall short of annual budget estimates by up to -\$100K as at 30 June 2016. Expenditure against buildings year to date has been less than budgeted due in part to Facility staff spending a considerable amount of their time on relocating staff for the new administration building project. It is anticipated however that the level of expenditure will increase in the second half of the year. To this end it is projected that building maintenance services and overall cleaning costs at years end will come within budget expectations.

▪ Contractors

There is a favourable year to date variance of approximately -\$966k in collective contractors' expenditure, comprised of a significant range of projects and individual variances (favourable and adverse). However, for the purposes of this review, the following contractor expenditure variances have been highlighted for comment.

Busselton Jetty contractor costs are under year to date budget estimates by approximately -\$334k. Jetty works are funded from the jetty reserve and hence this variance will have no impact on the city's year end net financial position. That said, there are significant works to be undertaken on the jetty in the next four months and so much of this budget will be expended.

Contractor costs associated with Provence Estate maintenance are under budget by -\$155k as public open space areas within the estate is yet to be handed over to the City; therefore the maintenance of the area is not yet the responsibility of the City. A portion of the allocated budget is funded from the specified area rates and this draw down can only occur if expenditure is within the specified area. Any portion of the variance that represents a saving to the City will be offset and used to facilitate works in other activity areas within parks and gardens.

There is a favourable contractor cost variance totalling -\$110k attributable to Vasse Newtown. The saving however will offset expenditure in other areas of the City and, similar to Provence Estate the Vasse Newtown budget is linked in part to the specified area rate with a draw down only being possible if relevant expenditure is incurred.

Finally, there is a favourable contractor cost variance totalling -\$151k attributable to refuse sites. It is anticipated there will be significant savings as at 30 June 2016, however this will not impact on the City's net financial position, as any saving will be transferred to the Waste Reserve.

▪ Consultancies

As at 29 February 2016, the collective consultancies budget reflects a favourable year to date variance of approximately -\$201k, with the variance attributable to a range of individual consultancy allocations. Based on projections to 30 June 2016, it is estimated that the annual operating budget allocation of approximately \$677k will be underspent by up to approximately -\$70k. This will not however affect the end of year position as, as outlined below, material variances identified in this category will be transferred to reserves in accordance with operational practice.

The major contributors to the projected variance include:

- Airport operations consultancy budget is on budget compared to the year to date allocation and there may be nominal savings at the end of the year of -\$5-10k;
- Property and business development consultancy budget is down due to delays in progressing the foreshore commercial sites (cafes, hotel and microbrewery sites) and the need to seek either legal/commercial advice. It is expected that some funds will be

expended prior to the end of financial year however there is likely to be unspent funds of approximately -\$10k. This underspend will form part of the end of year airport reconciliation and will therefore will not affect the City's net current position;

- A \$100k consultancy budget was provided to facilitate works towards the development of a future tip site. It is anticipated that \$60k of this budget will not be required. This will have no impact on the City's net financial position as this is being funded from the Waste Reserve.

▪ **Fleet expenses – Fuel**

As at 29 February 2016, the fleet expenditure associated with fuel reflects a favourable year to date variance of -\$241k. This is mainly attributable to decreasing fuel prices with the overall expenditure on fuel being significantly less than what was budgeted for this financial year. That said, overall fuel usage is historically higher in the second half of the year as construction activity is greater. Nonetheless, a fuel saving in the order of -\$200k is anticipated based on current fuel prices.

▪ **Engineering Administration and Projects**

There is a favourable variance within this area of -\$300k. This represents the annual payment that is yet to be made to the Department of Transport in relation to the Port Geographe management deed. It is noted the payment has been processed during March 2016. As this item is fully reserve funded, it will have no impact on the end of year position.

Utilities - Gas, Electricity, Water etc. (YTD variance: -\$93K)

The current variance is attributable to favourable variances in electricity charges -\$37k, telephone charges -\$14k and water charges -\$42k. Whilst due in part to timing differences in the receipt and payment of utility invoices, end of financial year savings are nonetheless projected in several of the utility categories.

▪ **Electricity Charges**

The electricity charges overall favourable variance -\$37k is due to a range of individual variances (both favourable and adverse), with the more significant savings reflected in the major electricity users, including the Geographe Leisure Centre -\$11k, the Kookaburra Caravan Park -\$6k, and the Administration Building -\$26k. An analysis undertaken to forecast end of year expenditure, estimates that a favourable variance of up to -\$40k will be evident in electricity charges as at financial year end.

▪ **Telephone Charges**

The telephone charges overall favourable variance -\$14k is primarily due to the costs associated with mobile phones being -\$4k down and call centre costs -\$1k down as compared to the year to date budget. An analysis at this time indicates that a nominal saving may be evident as at 30 June 2016.

▪ **Water Charges**

The current favourable variance in water charges is primarily attributable to higher budgeted rate increases. At time of budget compilation, the City was advised of likely percentage increases. Actual increases have been below what was quoted, i.e. Busselton water charges were 0.5% below what was initially advised and the Water Corporation increase was 1.8% below that budgeted. An analysis undertaken to forecast end of year expenditure estimates that a favourable variance of up to -\$50k will be evident in water charges as at financial year end.

In summary of the above, it is projected that the Utilities activity will reflect a favourable variance of up to -\$90k as at 30 June 2016.

Depreciation on Non-current Assets (YTD variance: +\$188K)

This variance, which will further increase by 30 June 2016, is primarily attributable to the 2015 infrastructure fair value valuation coupled with the significant value of donated assets also brought to account as at 30 June 2015.

The depreciation budget is required to be calculated reasonably early in the annual budget development process, and has historically been predicated on financial year end projections, along with other known material asset movements. Whilst generally accurate, this approach has this year been impacted by the aforementioned activities.

Whilst depreciation is an expense that the City needs to be fully mindful of, due to its nature, this operating expense is reversed as a non cash adjustment in the Statement of Financial Activity, and as such has no net effect on the surplus/deficit position.

Insurance Expenses (YTD variance: -\$73K)

The current variance in this activity is attributable to a range of variances, primarily property insurance -\$9k, plant insurance premiums -\$46k, public liability insurance -\$14k and other general insurance costs -\$4k. As with depreciation expenses, the insurance budget is required to be developed early in the budget process, to enable other necessary budget activities to progress. Whilst the City's insurer provides preliminary premium ratios, these are subject to subsequent amendment.

Whilst additional insurances expenses are expected to be incurred prior to 30 June 2016, due to insurance schedule additions and amendments, along with excess payments, these are not expected to be material in value. Consequently, a favourable variance of approximately -\$60k is projected in this activity by financial year end.

Other Expenditure (YTD variance: -\$196K)

The favourable variance as at 29 February 2016 includes -\$100k associated with events marketing and promotions relating to MERG which have not been expended due to the amalgamation of GBTA/AMRTA and regional branding discussions. Council has resolved to transfer \$150k from the differential rate marketing funds into a new Airport Reserve specifically for marketing/support of Airport development project, and this \$100k, along with savings made in the remainder of the financial year, will be used for this purpose.

The bulk of the remaining difference is attributable to the members of Council activity area which has a favourable variance of -\$88k. This represents a timing variance only and therefore will not have any net impact of the closing surplus/deficit position.

Not including the above activities, a range of other individual year to date variances (both favourable and adverse) is evident throughout this category. Expectations are that these will largely cancel each other out by financial year end.

Allocations (YTD variance: +\$212K)

This activity incorporates numerous internal accounting allocations. Whilst the majority of individual allocations are administration based and cleared each month, the activity also includes plant and overhead related allocations. Due to the nature of these line items, the activity reflects as a net offset against operating expenditure, in recognition of those expenses that are of a capital nature and need to be recognised accordingly. Due to its 'accounting transaction' nature, performance in this activity has no net impact on the surplus/deficit position.

Interest Expenses (YTD variance: -\$10K)

The current variance is attributable to a timing delay in the drawdown of budgeted loan facilities for Lot 40 Vasse Highway totalling \$850k. The delay in drawdown of this loan will result in a favourable variance of -\$10k in this category as at 30 June 2016.

Loss on Asset Disposals (YTD variance: +\$23K)

This variance is due to book losses on the sale of sundry plant items and a range of vehicles. It should be noted that this is a book entry only, and has no direct impact on the surplus/deficit position.

CAPITAL REVENUE

As at 29 February 2016, there is an adverse variance of approximately -\$5.8m (or -67.29%) in respect of total capital revenue activities. This variance is detailed as follows:

Description	Actual YTD \$	Amended Budget YTD \$	Amended Budget \$	Variance YTD \$	Variance YTD %
Proceeds from Sale of Assets	319,780	482,400	592,200	-\$162,620	-33.71%
Proceeds from New Loans	850,000	850,000	850,000	0	0%
Self-Supporting Loans – Repayment of Principal	36,690	36,690	74,508	0	0%
Transfers from Restricted Assets	440,442	1,500,000	53,267,805	-1,059,558	-70.64%
Transfers from Reserves	1,180,797	5,775,692	24,472,157	-4,594,895	-79.56%
TOTAL	2,827,709	8,644,782	79,256,670	-5,817,073	-67.29%

An overview of the financial performance in each activity is provided as follows:

Proceeds from Sale of Assets (YTD variance: -\$163K)

The Proceeds from Sale of Assets category is directly aligned with the heavy and light plant component of the Plant and Equipment capital expenditure budget, insofar as it recognises the estimated sale/trade-in value of plant items budgeted to be replaced during the financial year. Consequently, the current adverse variance in this category is largely reflective of the lower than projected level of capital expenditure in the Plant and Equipment capital expenditure budget on a year to date basis. Furthermore, and due to the aforementioned alignment, any shortfall in this revenue budget will predominantly be offset by under expenditure in the associated capital expenditure budget line items.

As discussed in the Plant and Equipment capital expenditure category, the Plant and Equipment budget is expected to be fully expended (other than the replacement of the City's road maintenance patching truck) by 30 June, and as such, the current variance in this category should largely reduce by financial year end.

Proceeds from New Loans (YTD variance: \$0)

The budgeted new loan for the 2015/16 financial year has been drawn down, and no further transactions will be incurred in this category.

Self-Supporting Loans –Repayment of Principal (YTD variance: \$0)

Self-supporting repayments are anticipated to be as per budget estimates. Therefore no variance is expected in this category.

Transfers from Restricted Assets (YTD variance: -\$1,060K)

The Transfers from Restricted Assets category represents the equity transfer of previously quarantined monies (e.g. grants, contributions and unspent loans) to assist in funding specified works within the current financial year, along with the refund of bond and deposit payments. Due to the nature of this category, the annual budget allocation is generally spread evenly across the financial year, with the exception of June, where a higher allocation is made to reflect specific end of financial year transactions. Consequently, budget variances will be evident throughout the year.

A transfer from Restricted Assets was budgeted to occur by the 29 February 2016 of \$1.5m, associated with expenditure to be incurred for the Busselton Regional Airport development. To date no transfer has been made as expenditure for the project has not yet reached this value (net - \$1.5m). The remaining +\$440k is attributable to bonds and deposits refunded to the end of February as all obligations have been fulfilled to authorise the return of funds. As the City does not budget for these transactions, any material variance will be reported accordingly.

Transfers from Reserves (YTD variance: -\$4,595K)

Similar to Transfers from Restricted Assets, this category represents equity transfers utilised to fund identified capital and operating expenditures. The annual budget reflects the total value of transfers from reserves occurring in June, to minimise budget variances arising as a result of timing differences.

As with the Transfers from Restricted Assets category, performance in this category will have no direct impact on the closing surplus/deficit position. Where a transfer is not made, it will be due to the associated works not having incurred any expenditure within the financial year. It should be noted however that the timing of transfers does have an impact on associated interest earnings. That is, where transfers can be deferred, this provides the capacity for additional earnings on the respective reserve accounts (albeit this does not impact on the closing surplus/deficit position).

As at 29 February, the 2015/16 budget includes a transfer from reserves of \$4.590m associated with the building of the new Civic and Administration Centre. As this expenditure has not been realised/ invoiced, no transfer has been made and hence the significant variance. At this time however it is anticipated that the Civic and Administration building actual expenditure and subsequent income will be incurred in line with the budget.

CAPITAL EXPENDITURE

As at 29 February 2016, there is a variance of approximately -\$15.4m (or -39.51%) in respect of total capital expenditure activities. This variance is detailed as follows:

Description	Actual YTD \$	Amended Budget YTD \$	Amended Budget \$	Variance YTD \$	Variance YTD %
Land & Buildings	1,929,317	12,337,880	29,548,202	-10,408,563	-84.36%
Plant & Equipment	1,177,576	1,998,664	2,514,500	-821,088	-41.08%
Furniture & Office Equipment	299,622	392,822	2,229,834	-93,200	-23.73%
Infrastructure	11,548,717	16,472,594	69,867,195	-4,923,877	-29.89%

Description	Actual YTD \$	Amended Budget YTD \$	Amended Budget \$	Variance YTD \$	Variance YTD %
Total Loan Repayments-Principal	886,326	886,326	1,823,986	0	0%
Transfers to Restricted Assets	1,864,328	1,205,656	1,808,490	+658,672	+54.63%
Transfers to Reserves	5,945,504	5,804,461	9,483,842	+141,043	+2.43%
TOTAL	23,651,390	39,098,403	117,276,049	-15,447,013	-39.51%

An overview of the financial performance in each activity is provided as follows:

Land & Buildings (YTD variance: -\$10.4M)

The Land and Buildings capital expenditure budget of approximately \$10.4m comprises a number of major projects areas, including:

- Land purchases for Airport Development -\$0.9m;
- Foreshore east youth precinct Community Youth Building (incorporating BSLSC) - \$1.9m;
- Railway House -\$1.2m;
- Multi-purpose community sporting clubhouse -\$0.5m;
- Civic and administration centre (inclusive of relocation costs) -\$5.4m;
- Remainder of Buildings Program - \$0.5m.

▪ **Busselton Airport Development - \$0.9M**

Land acquisition negotiations are currently being finalised. It is anticipated that deposits for three portions of land will be paid this financial year with the balance in 2016/17. As this project is fully grant funded, it will have no effect on the year end net current position.

▪ **Foreshore east youth precinct Community Youth Building (incorporating BSLSC) - \$1.9M**

Due to changes in policy and timing with the Lottery West funding system, the outcome of the grant application submitted to Lottery West has only just been announced. The City has been successful in its application, with Lottery West granting the full estimated costs to construct the building of \$2.881m. This project is due to Commence construction in October 2016.

▪ **Railway House -\$1.2M**

A design and construction tender has been awarded. Construction commenced in February 2016 with the projected completion date during the 2016/17 financial year.

▪ **Multi-purpose community sporting clubhouse -\$0.5M**

City staff are currently working with relevant stakeholders and user groups of the Barnard Park Ovals to develop a suitable concept which meets their requirements. Construction should commence in May 2016 with the project being carried forward and completed in the 2016/17 financial year.

▪ **Civic and administration centre (inclusive of relocation costs) -\$5.4M**

This variance is due to a timing difference in that construction commenced later than reflected in the 2015/16 budget. However given the tight schedule for construction and the anticipated practical completion date of February 2017, it is still anticipated that all of the funds budgeted will be spent.

Based on the above, it is projected that the Land and Buildings capital expenditure category will fall short of annual budget estimates. However, as the projects are fully funded from grants, contributions and/or reserve transfers, the under expenditure will not have any net impact on the closing surplus/deficit position.

Plant & Equipment (YTD variance: -\$821K)

The Plant and Equipment capital expenditure budget of approximately \$2.5m comprises \$2.4m in heavy and light plant replacements and acquisitions, with the balance of the budget for sundry plant and equipment procurements.

At 29 February 2016, the majority of the current variance is primarily attributable to timing in the delivery of the heavy plant replacement program -\$0.6m; including the following:

- A new small rear load waste truck \$200k;
- Parks and Gardens heavy plant \$60k;
- Construction heavy plant \$380k.

It is anticipated that all budgeted items of Plant and Equipment will be replaced by 30 June 2016 other than the replacement of the City's road maintenance patching truck. This specialised vehicle has a long lead-time between ordering & delivery and to this end, will represent a carry over. As this vehicle is funded from the plant replacement reserve, this transaction will have no impact on the net financial year end position.

Furniture & Office Equipment (YTD variance: -\$93K)

The current variance in this category is primarily due to information technology expenditure -\$65k, cultural planning -\$24k, and other minor variances which net to -\$4k.

With regards to the information technology expenditure, the variance is currently attributable to timing differences in relation to specific projects. It is anticipated that the full capital program in this area will be achieved by the end of the financial year.

With regards to the cultural planning expenditure (settlement art project), the variance is currently attributable to timing differences with a purchase order for \$25k currently outstanding for this line item. It is expected that the full budget allocation will be utilised by the end of the financial year.

For the purpose of this review, performance in the Furniture and Office Equipment category is not projected to have any net impact on the closing surplus/deficit position.

Infrastructure (YTD variance: -\$4.924M)

For the purposes of this review, the Infrastructure capital expenditure category is broken down into three specific areas. The year to date performance in each area is summarised as follows:

Description	Actual YTD \$	Amended Budget YTD \$	Amended Budget \$	Variance YTD \$	Variance YTD %
Busselton Foreshore	4,437,524	5,001,363	7,040,318	-563,839	-11.27%
Busselton Regional Airport	451,202	1,200,085	41,645,094	-748,883	-62.40%
Infrastructure - Other	6,659,991	10,271,146	21,181,783	-3,611,155	-35.16%
TOTAL	11,548,717	16,472,594	69,867,195	-4,923,877	-29.89%

Comments relating to the performance in each of the above areas are provided as follows:

- **Busselton Foreshore**

Following the continued success of the Busselton Youth Precinct, the construction projects being undertaken for the Busselton Foreshore are in the main, progressing according to budget and

schedule. An exception is noted for the Busselton Foreshore provision of services and auxiliary works which is pending due to Royalties for Regions grant notification.

▪ **Busselton Regional Airport**

It is noted the progress of the Airport Development Project is on schedule. However, there is a material variance with the timing of the project costs, with funding scheduled to be spent over the three years commencing from the 2015/16 financial year. Key progress and payments to be made in 2015/16 include administration (operations of Project Management Office), preliminary assessments and designs, and land acquisition. It is estimated that approximately \$54.6m will be carried over into the 2016/17 financial year. The project is self-funded and will not adversely affect the net position.

▪ **Infrastructure - Other**

This component of the Infrastructure capital expenditure budget is largely managed by the Engineering and Works Services Directorate and covers a range of different activities. With an annual budget of approximately \$21m and a year to date budget of approximately \$10m, there is a current year to date variance of -\$3.6m. There were a further \$3m in committed costs raised against projects as at the end of February representing orders made to suppliers and anticipated to be receipted and paid in the short to medium term.

The year to date variance is explained by the following major variances;

- -\$1.4m, representing 40% of the unexpended year to date budget variance, is attributable to Sanitation (waste) Infrastructure:
 - Phase one of the New Cell Development, currently under construction, was -\$811k under budget, noting that this project is due for completion by the end of May 2016.
 - The Busselton Transfer Station Development was under budget by -\$600k due to the delays in project commencement. The tendered price for this development is far in excess of budget and hence a budget amendment report is required to be submitted to the Council. This project will likely represent a carry over.

It is noted that any variances in these projects will not impact on the net end of year position as variances will be transferred to/from the Waste Reserve.

- -\$1.080m, representing 30% of the year to date variance is attributable to the Vasse Community & Recreation Precinct - AFL Oval Stage 1 project. This is a timing difference with works now underway and due to be completed by June 2016.
- Capital Bridge projects make up a further -\$487k or 14% of the variance. This is almost exclusively attributed to the Metricup Road bridge works that have been postponed and will represent a carry over to the 2016/17 financial year. Note there is no financial impact to the end of financial year net position as this project is funded from State and Federal grants.
- As at 29 February 2016 road capital projects are -\$357k under expended and make up a further 10% of the year to date budget variance. The Puzey Road reconstruction project, representing -\$223k of the variance was delayed due to vegetation clearing matters and environmental approvals. The project is however scheduled for completion by June 30 2016.

In summary, it is estimated that only a small number of projects may be required to be carried over to the 2016/17 financial year. Whilst this may impact on the final closing surplus/deficit position for 2016/17, this will be offset by the need to re-list these projects in the ensuing draft budget. Additionally, other projects that may be deferred (and particularly in respect of sanitation related expenditure) are reserve funded and as such, will have no net impact on the closing surplus/deficit position.

Total Loan Repayments- Principal (YTD variance: \$0K)

The principal loan repayments are anticipated to be as per budget estimates. Therefore no variance is expected in this category

Transfers to Restricted Assets (YTD variance: +\$658K)

The Transfers to Restricted Assets budget comprises an estimation of funds that could potentially be received during the financial year, primarily from developer contributions. Included are cash in lieu of parking, community and recreation facilities contributions and contributions to works. Due to the nature of the category, the annual budget allocation is spread evenly throughout the financial year. The performance in this activity does not have any direct impact on the surplus/deficit position, as whilst recognised as operating revenue upon receipt (via Non-operating Grants, Subsidies and Contributions), these funds are subsequently quarantined to Restricted Assets, essentially offsetting the initial transaction.

In addition to the above, the Transfers to Restricted Assets category also includes the payment of bonds and deposits, albeit no specific budget allocation is made for these funds.

The favourable financial year to date variance of approximately +\$658k is primarily attributable to the receipt of developer contribution payments totalling +\$260k, and bond and deposit payments totalling approximately +\$400k.

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

Transfers to Reserves (YTD variance: +\$141K)

The Transfers to Reserves budget includes both a base transfer and a projected interest component, which collectively equate to the respective annual budget allocations. Whilst the base transfers are made in terms of the adopted budget, the overall financial performance in any year is impacted by the associated interest earnings performance.

The current favourable variance is attributable to interest earnings on Reserve funds. The reserves balance currently includes the full \$18m loan funds for the Administration building redevelopment which is yet to be utilised to offset any expenditure. Due to the higher than anticipated balance at this point in time, interest earned has exceeded current budget projections. It should be noted of the +\$141k in additional interest, +\$112k is attributable to the Civic and Administration Centre Construction Reserve.

Current projections are that reserve interest earnings will exceed annual budget estimates by approximately +\$200k as at 30 June 2016, which will be reflected in the end of financial year Transfers to Reserves performance. Whilst this will not directly impact on the closing surplus/deficit position, the additional revenue will supplement the projected balance of the City's reserve funds at financial year end.

CONCLUSION

As detailed within this report, it is considered that the City's overall financial performance to 29 February 2016 is satisfactory. Current projections indicate a potential surplus closing position as at 30 June 2016, in the order of approximately +\$360k (exclusive of carry forwards). The Annual Budget Review has not identified any specific adverse financial trends, for which remedial action is required to be instigated prior to financial year end. The projected surplus closing position is primarily due to operating expenditure savings.

As this report also identifies, it is projected that overall capital expenditure will fall well short of annual budget estimates, with this primarily attributable to the Airport Development project. However, as individual projects are essentially fully funded in one form or another, a corresponding short fall in capital revenue will also be evident as at 30 June 2016.

Whilst components of the unspent capital and operating expenditure budgets may need to be considered for re-listing in the Council's 2016/17 draft budget, the current projected surplus closing position of \$360k represents net underspends directly associated with the current financial year's financial performance.

It is noted that the potential surplus closing position at financial year end, including consideration of utilisation, or quarantining of these funds, be will be fully considered as part of the Council's 2016/17 draft budget deliberations.

OPTIONS

The Finance Committee/ Council may determine that additional recommendations are required to be made, or alternatively that the Annual Budget Review not be adopted by the Council at this time, pending clarification of any further matters.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Consequent to endorsement by the Council, with or without amendment, a copy of this report (and the associated Council Resolution) will be forwarded to the Department of Local Government and Communities within 30 days of the date of the Council Resolution.

OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That, pursuant to Regulation 33A of the Local Government (Financial Management) Regulations, the Council adopts the 2015/16 Annual Budget Review.

Note: The Committee felt that it was important to reaffirm the Council decision that any surplus at the end of the 2015/16 Financial year be transferred to the Infrastructure Development Reserve.

Committee Recommendation

F1604/021

Moved Councillor G Bleechmore, seconded Councillor P Carter

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

1. That, pursuant to Regulation 33A of the Local Government (Financial Management) Regulations, the Council adopts the 2015/16 Annual Budget Review.
2. That the Council reaffirms its resolution C1303/074 that any surplus at the end of the 2015/16 Financial year be transferred to the Infrastructure Development Reserve.

CARRIED 5/0

6.5 DRAFT SCHEDULE OF FEES AND CHARGES FOR THE 2016/17 FINANCIAL YEAR

SUBJECT INDEX:	Finance and IT Services
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Finance and IT Services
ACTIVITY UNIT:	Financial Operations
REPORTING OFFICER:	Financial Compliance Officer - Jeffrey Corker
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

In accordance with Regulation 5(2) of the Local Government (Financial Management) Regulations, a local government is to undertake a review of its fees and charges regularly; and not less than once in every financial year. This report provides the Finance Committee with a recommended Schedule of Fees and Charges to apply for the financial year commencing on 01 July 2016, for its consideration and consequent recommendation to the Council.

BACKGROUND

Section 6.16 of the Local Government Act (the “Act”) states that a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.

Section 6.17 of the Act further states that in determining the amount of a fee or charge for goods and services, a local government is to take in to consideration the following factors:

- a) The cost to the local government of providing the service or goods;
- b) The importance of the service or goods to the community; and
- c) The price at which the service or goods could be provided by an alternative provider.

Section 6.18 of the Act clarifies that if the amount of any fee or charge is determined under another written law, then a local government may not charge a fee that is inconsistent with that law.

The above matters have been considered as part of the annual fees and charges review and the fees and charges recommended are in accordance with recent planning and discussions relating to the City’s Long Term Financial Plan.

Finally, whilst Section 6.16(3) of the Act states that a schedule of fees and charges is to be adopted by the Council when adopting the annual budget, fees and charges may also be imposed during a financial year. In order for the 2016/17 schedule of fees and charges to be effective from the commencement of the new financial year, the Council is required to adopt its schedule in advance of 30 June 2016, such that any statutory public notice periods (including gazettal’s where required) can be complied with.

STATUTORY ENVIRONMENT

Sections 6.16 – 6.19 of the Act refer to the imposition, setting the level of, and associated administrative matters pertaining to fees and charges. The requirement to review fees and charges on an annual basis is detailed within Regulation 5 of the Local Government (Financial Management) Regulations.

RELEVANT PLANS AND POLICIES

The Council's endorsed Long Term Financial Plan reflects an annual increase in Fees and Charges revenue of 3.5% (the 10 year average Local Government Cost Index). This matter has been considered as part of the review process.

FINANCIAL IMPLICATIONS

Whilst fees and charges revenue includes items that the Council has no authority to amend, it is important that, where possible, controllable fees and charges are appropriately indexed on an annual basis, to assist in offsetting the increasing costs of providing associated services. This may include increases beyond normal indexation in particular cases in line with Section 6.17 of the Act.

Long-term Financial Plan Implications

In terms of the Council's currently adopted budget, revenue from fees and charges (excluding waste collection charges) equates to approximately 23% of budgeted rates revenue and 15% of total operating revenue (excluding non-operating grants). As such, fees and charges form an integral and important component of the City's overall revenue base in relation to the Long Term Financial Plan.

STRATEGIC COMMUNITY OBJECTIVES

The schedule of fees and charges adopted by the Council encompasses 'whole of organisation' activities. As such, all Key Goal Areas within the Council's Strategic Community Plan 2013 are in some way impacted. More specifically however, this matter aligns with Key Goal Area 6 – 'Open and Collaborative Leadership' and particularly Community Objective 6.3 - 'An organisation that is managed effectively and achieves positive outcomes for the community'.

RISK ASSESSMENT

There are several risks that the Council needs to be mindful of when reviewing its schedule of fees and charges. Firstly, in an effort to assist in recovering costs associated with the provision of services, it is important that, where applicable, fees and charges are increased on an annual basis in line with relevant economic indicators. Should this not occur the provision of services is required to be increasingly subsidised by other funding sources. Conversely however, a balance is also required to ensure that fees and charges are maintained at levels so as not to adversely impact on the financial ability for ratepayers to utilise those services, which may otherwise result in a net reduction in revenue.

CONSULTATION

Business Unit Managers are responsible for reviewing fees and charges associated with activities under their control. As part of the review process, consultation may occur with other local government authorities, in addition to a review of prices offered by alternate service providers (pursuant to Section 6.17 of the Act).

OFFICER COMMENT

The 2016/17 draft Schedule of Fees and Charges has been guided by a general escalation of 3.5% over currently adopted fees and charges, which represents the average of the Local Government Cost Index (LGCI) over the past 10 years. This methodology is consistent with the Fees and Charges revenue extrapolation as comprised within the Council's currently endorsed Long Term Financial Plan. Notwithstanding this however, in numerous instances this principle is not appropriate, with other factors also requiring consideration. The following provides an overview, by Directorate, of

noteworthy instances where an LGCI extrapolation has not been utilised, whilst also discussing, where relevant, newly proposed fees and charges.

Executive Services

No new fees or significant changes

Planning and Development Services

Environmental Health

- Temporary Food Business Assessment Fee (per occasion)
The description of this fee has been changed from 'application for temporary food stall' to 'Temporary Food Business Assessment Fee (per occasion)' to better reflect the purpose of this fee, being the recovery of administration costs associated with the assessment of temporary food businesses that are registered with another local government and apply to operate within the City of Busselton.
- Temporary Food Business Assessment Fee (Annual)
A new 'Temporary Food Business Assessment Fee (Annual)' is proposed to enable the recovery of costs associated with the assessment of temporary food business that are registered with another local government and apply to operate within the City of Busselton for an extended period of up to one (1) year.
- Stallholders (Food Stall)
Subject to Council endorsing the proposed changes to Temporary Food Business Assessment fee and a proposed new annual fee, it is recommended that the 'Stallholders (Food Stall)' fee be deleted as these fees will become superfluous.

Meelup Regional Park

- Event Bonds
In June 2015, Council resolved (resolution C1506/172) that any permits issued for the event (Gourmet Escape) held within Meelup Regional Park include the imposition of a bond in accordance with the City's Schedule of Fees and Charges. The proposed event bond hierarchy is recommended for inclusion in the Schedule of Fees and Charges for the implementation of Council's decision.

Engineering and Works Services

No new fees or significant changes

Finance and Corporate Services

- Busselton Community Resource Centre
In order to encourage community use of the CRC meeting rooms no increase has been applied to the community based rates. Feedback from community groups, and in particular the tenants of the CRC, has indicated that the community rates are currently at the upper end of what such groups can afford. Hence it is felt that increasing them any further, particularly given the current economic environment, will discourage use. Commercial rates have however been increased by 3.5%.

Community and Commercial Services

Events & Casual Ground Hire

- Street Banners – Install and remove (per pole)
This fee has been introduced to replace an existing fee previously based on the hire of 16 street poles. There are now a number of different options for hire including the Queen Street (12 poles), side streets (5 pole) and Busselton Foreshore (7 poles). The fee is to be waived for not for profit community groups (C1002/061).
- Ground Hire Bonds (to be applied to Community Events);
This fee has been introduced to replace an existing fee 'Ground hire Bonds (to be applied to Events and Commercial Usage)' which was based on number of days usage. The new fee for a bond is based on the grounds that the event will be held on such as sporting grounds, foreshore and other reserves. This fee has also been amended to apply to Community events only (compared to previously commercial events) as there are existing commercial event bonds already in place.

Busselton Jetty

- Busselton Jetty Entry Passes
Jetty Entry passes fees have been added to the schedule as The City of Busselton is responsible for the setting of the Busselton Jetty entrance fee in accordance with the Busselton Jetties Local Law (2014). The Collection of Entrance fees is a licensed activity of the Busselton Jetty Environment and Conservation Association Inc. (BJECA) in accordance with the Busselton Jetty License between the City of Busselton and BJECA.
- Commercial Use of Marine Berthing Platforms - Whale Watching / Tour Vessels
New Monthly and Annual fees and Bonds have been proposed for Whale watching / tour vessels utilising the marine berthing platforms. A separate Council agenda item further discusses these fees. The fees have been included in the draft schedule so as to facilitate the advertising requirements enabling a 1 July effective date, however they are reliant upon the separate report.

Naturaliste Community Centre (NCC)

- Various Wording changes as requested so that description better matches fee
- Basketball, netball & volleyball courts charged per court
Deleted as not relevant to NCC Facility
- Volleyball Courts 5 & 6 (i.e. smaller courts)
Deleted as not relevant to NCC Facility
- Casual Basketball (Individual fee*) school student rate per hour conditions apply
New fee introduced as there is a demonstrated need in community for a student rate for after school hours and on school holidays.
- 6 months membership
6 month membership has increased by 11.5% as this membership is reciprocal at GLC and to avoid any disadvantage between Centre's and to align fees. Note: very low volume of sales at both Centre's.
- 3 months membership
3 month membership has increased by 39% as this membership is reciprocal at GLC and to avoid any disadvantage between Centre's and to align fees. Note: very low volume of sales at both Centre's.

- 6 and 3 months membership (concession)
New categories have been added to align with GLC pricing and to avoid any disadvantage between Centre's.
- Seniors Programs
Fee not increased in order to align with seniors program entry at GLC. Hence 10 pass fee also not increased.
- Pay as you go fortnightly direct debit (including concession option)
New fees to align NCC with the GLC.
- Pay as you go cancellation fee
New fee added as this covers administration costs if cancelling after a short period from joining.
- Double Membership per person
New fee added to align with GLC pricing and to avoid any disadvantage between centres.
- City of Busselton staff Group Fitness membership. A 10% discount applies on renewal.
New fee added to align with GLC pricing and to avoid any disadvantage between centres
- Vacation care program, per child per day
New fee added as a new program has been implemented. Fee aligns with GLC.
- Stage Hire (Including Bond)
New fee added as Stage hire requires administration and staff resources to administer and contribution to asset replacement cost.
- Grounds Hire
The NCC has a maintained paved and grassed outdoor area with access to all services, intended for community use in the initial design of the facility. Implementing this fee will recover some fixed maintenance costs and also variable costs associated with hirer's use of services.

Geographe Leisure Centre (GLC)

- Local Swimming clubs and local user groups
This was a negotiated fee mid-year with swim clubs and expectation is that it is negotiated each year and has been increased from \$1 to \$2 this year.
- Lifestyle seniors program
This program is a concession fitness class for seniors.
- Small group Personal Training
New fee added as the GLC is now making the PT space in the gym available and this fee is to cover participants cost of group training.
- Casual Basketball
New fee added as there is a community demonstrated need for accessible service for school age participants at a cheaper price.
- Whole of Stadium Hire and Bond
New fee added so as to be able to charge a whole of stadium fee for events.

- Gym - Pay as you go cancellation fee
New fee covers administration costs if cancelling after a short period from joining.

Kookaburra Caravan Park

- Park Home 6 (site 3) - up to a maximum of 6 people;
A new fee has been entered for the installation of the new cabin completed in FY 2015/16. This includes fees for overnight rates for off-season and peak season, and weekly rates for peak season (up to 27 Days).
- A CPI increase of 3.5% has not been applied to the following KCP fees, with the primary reason being that these fees are essentially within market range compared to other caravan parks. While the KCP offers good quality, affordable accommodation, it does not provide many of the facilities that some other Parks provide such as swimming pools, playgrounds and theatre rooms and as such ensuring that affordable accommodation is a critical factor that can then differentiate the KCP which then continues to remain attractive to visitors.
 - Extra Adults per night for powered sites and cabins during peak, off-peak and weekly rates.
 - Extra Child per night for powered sites and cabins during peak, off-peak and weekly rates.
 - Booking Cancellation Fee
 - Washing Machines/ Dryers
 - Refill of 9kg gas bottle
 - Shower charge
 - Linen hire per site

ArtGeo Cultural Complex

- Storage Fee
A new weekly storage fee will allow temporary use of available spaces to store equipment and works for example when lease arrangements are transitioning.

Busselton Regional Airport

- The following fees have not been increased by CPI;
 - Passenger charge (head tax) for RPT flights (arriving & departing passengers)
 - Passenger Facilitation Fee for Open & Closed Charter Flights (using Ground & BHS services) - Departing Passengers onlyThese two fees have not been increased due to the economic climate within the mining /resource industry at the current time.
- Per motor vehicle / motor bike per day
The City has increased car parking charges at the Airport for the last two financial years. One of the observed impacts of these fee increases was for FIFO passengers to car pool and also for increased drop offs/pick-ups. Officers feel that a further fee increase in 2016/17 would result in additional loss of car parking revenue due to passengers finding alternative means of transport to the Airport and home.
- CEO Non-conforming Activity per hour fee
This per hour fee has been introduced to recover the costs associated with any approved CEO non-conforming activities. These activities are non-scheduled flights that occur outside of normal Airport operating hours and hence require the City to provide staff (ARO's) at overtime rates. The fee has been based on an average per hour overtime rate (outdoor staff level 5/6) and incurs a minimum charge of 1.5 hours allowing for an arrival and departure.

Library Charges

- Public Internet – Guest Pass

A new fee has been proposed in the amount of a \$2.00 charge for all non-library members to use the public internet computers which is hoped will encourage travelers and tourists to use their own devices instead of the public PCs which are in high demand for study and other essential services by local residents.

10.15am: At this time the Facilities Coordinator entered the meeting.

CONCLUSION

As part of the annual fees and charges review, the currently adopted fees and charges have been reviewed in line with the requirements of the Local Government Act and other relevant legislation as applicable. Where considered relevant, fees and charges have been increased by, or above, LGCI estimates in recognition of increased costs associated with the provision of services. In other instances, the prevailing fees and charges are considered adequate (and as such, no changes are recommended). Furthermore, a number of new fees and charges have been proposed, or amendments to existing fees structures recommended. Consequently, it is recommended that the Finance Committee endorses the draft Schedule of Fees and Charges for 2016/17 as recommended, for subsequent consideration by the Council.

OPTIONS

The Finance Committee may determine to recommend amendments to the draft Schedule of Fees and Charges as it deems appropriate.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Consequent to adoption by the Council, the Schedule of Fees and Charges for 2016/17 will become effective from and including 01 July 2016.

Committee Recommendation and Officer Recommendation**F1604/022**

Moved Councillor P Carter, seconded Councillor G Henley

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

1. Endorses the Fees and Charges as detailed in the "Draft Fee 2016/17 (exc. GST)" column of the following Schedule of Fees and Charges, effective from and including 01 July 2016:

DESCRIPTION	ADOPTED FEE 2015/16 (Exc GST)	DRAFT FEE 2016/17 (Exc GST)	DRAFT FEE 2016/17 (Inc GST)
<i>A concession of 50% of the adopted fee or charge may apply (upon application) in relation to those fees and charges shaded and marked with an asterisk (*). The concession is only available to incorporated not for profit organisations and groups where profits raised from the associated activity are to be donated to a local cause or charity.</i>			
<u>EXECUTIVE SERVICES</u>			

<u>SALE OF DOCUMENTS</u>			
<u>Council Minutes</u>			
Subscription on a per annum basis	470.00	470.00	470.00
Single Copy - Agenda	30.00	30.00	30.00
Single Copy - Minutes	20.00	20.00	20.00
<u>Electoral Rolls</u>			
Per copy	62.50	65.00	65.00
<u>Publications</u>			
Cape of Contrasts Book	20.00	20.00	22.00
<u>CITY OF BUSSELTON LICENCE PLATES</u>			
(Not applicable to plates sold at Auction)			
City of Busselton plates (aluminium)	509.09	509.09	560.00
Dunsborough plates (polycarbonate)	509.09	509.09	560.00
Yallingup plates (polycarbonate)	509.09	509.09	560.00
<u>Major Projects</u>			
Consultancy charge out rates subject to Contract negotiation where applicable			
Project Manager Advisor	150.00	154.55	170.00
Chief Executive Officer	220.00	227.27	250.00
Cultural Planner	75.00	77.27	85.00
Strategic Planner	75.00	77.27	85.00
Finance Officer	65.00	67.27	74.00
Administration Officer	65.00	67.27	74.00
Charge-out rates: City staff undertaking consultancy/ contract work for other local government authorities			
- Manager Level	154.55	159.09	175.00
- Co-ordinator Level	118.18	122.73	135.00
- Technical Officer Level	104.55	109.09	120.00
<u>PLANNING & DEVELOPMENT SERVICES</u>			
<u>BUILDING RELATED FEES</u>			
Fees for building services listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012
<u>R-Codes Assessment</u>			

Rcodes variation applications	Planning application fee as per Schedule 2	Planning application fee as per Schedule 2	Planning application fee as per Schedule 2
Planning application consultation (R Code variations)	114.00	118.00	118.00
<u>Demolition Licence</u>			
Performance Bond - site clean-up and verge bond	392.00	420.00	420.00
<u>Building Plan Searches and Research Fee</u>			
Building under construction	72.00	75.00	75.00
Old Archive (Stored at Depot) - under 15 years	108.00	112.00	112.00
Old Archive (Stored at Depot) - over 15 years	142.00	147.00	147.00
Provide copy of Housing Indemnity Insurance Policy	72.00	75.00	75.00
Site Plans	56.00	58.00	58.00
<i>The above fees include the cost of copying up to ten A4 or A3 sheets or equivalent. Any further copies which be charged in accord with the adopted photocopy charges as detailed in this Schedule.</i>			
<u>Provision of Hard Copy of Approved Plans</u>			
A4 Photocopy	13.00	14.00	14.00
A3 Photocopy	16.00	17.00	17.00
<u>Computer Plotting (full colour) per sheet</u>			
A4 Sheet	27.00	30.00	30.00
A3 Sheet	32.00	35.00	35.00
A2 Sheet	42.00	45.00	45.00
A1 Sheet	65.00	68.00	68.00
<u>Building Inspection and Reports</u>			
Building inspection and report preparation (relocated dwelling or similar)	457.27	472.73	520.00
Strata inspection fee - First inspection free. Fee applies to subsequent inspections.	142.73	147.27	162.00
Property Inspection and Report Preparation	427.27	441.82	486.00
Building Call Out Fee. Fee applies where work for which an inspection is requested, was not ready for inspection.	142.73	147.27	162.00
Weekend Call Out Fee - per hour (calculated as a minimum of one hour)	118.18	122.73	135.00
Pool inspection fee on sale of property (if more than 1 year from scheduled inspection)	142.73	147.27	162.00
Building and Pool re-inspection fee for noncompliance.	142.73	147.27	162.00
<u>Subscription for Building Lists</u>			
Annual (supplied monthly) - per annum fee	262.00	272.00	272.00
One Monthly Subscription only - per month fee	44.00	46.00	46.00
<u>Building certificates and written advice (Building Act 2011)</u>			

Certificate of design compliance for class 2-9 buildings construction value up to \$2M	0.09% of the GST inclusive estimated value of works, with a minimum of \$262; plus GST.	0.09% of the GST inclusive estimated value of works, with a minimum of \$262; plus GST.	0.09% of the GST inclusive estimated value of works, with a minimum of \$262; plus GST.
Certificate of design compliance for class 2-9 buildings construction value more than \$2M	\$1,800, plus 0.07% of the GST inclusive estimated value of works for every \$ over \$2M; plus GST.	\$1,800, plus 0.07% of the GST inclusive estimated value of works for every \$ over \$2M; plus GST.	\$1,800, plus 0.07% of the GST inclusive estimated value of works for every \$ over \$2M; plus GST.
Certificate of Construction/ Building Compliance	Hourly fee of \$125, minimum of \$262 plus GST	Hourly fee of \$125, minimum of \$262 plus GST	Hourly fee of \$125, minimum of \$262 plus GST
Provision of written advice confirming compliance with town planning and/or environmental health matters, and/or advising of town planning and environmental health requirements, prior to submissions of an application for issue of a building permit	66.36	68.18	75.00
<u>HEALTH RELATED FEES</u>			
<u>Food Premises Fees</u>			
Application for Registration/ Notification of Food Premises	60.00	62.00	62.00
Review of Registration/Notification of Food Premises	58.00	60.00	60.00
Transfer of Registration Fee	60.00	62.00	62.00
Inspection fee - Low Risk	89.00	92.00	92.00
Inspection fee - Medium Risk	190.00	196.50	196.50
Inspection fee - High Risk	190.00	196.50	196.50
Inspection fee - School Canteens	Exempt	0.00	0.00
Plans Assessment fee - small - residential	75.00	78.00	78.00
Plans Assessment fee	150.00	155.00	155.00
Plans Assessment fee - supermarkets or premises > 2 separate food outlets	229.00	240.00	240.00
Inspection of premises on request	167.00	173.00	173.00
Request for copy of condemnation certificate	78.00	80.00	80.00
Copy of Food Sampling Results Certificate	26.00	27.00	27.00
Temporary Food Business assessment fee (per occasion)	33.00	40.00	40.00
Temporary Food Business assessment fee (annual)	New	180.00	180.00
<u>Stallholders</u>			
Application for Stallholders Permit Fee/Renewal of Stallholder's Permit Fee/ Transfer of Stallholders Permit			
per occasion	30.00	31.00	31.00
Up to 3 months	40.00	41.50	41.50
6 months	60.00	62.00	62.00
12 months	120.00	125.00	125.00
Application for Transfer of Stallholder's Permit	30.00	31.00	31.00

Traders			
Application for Trader's Permit	60.00	62.00	62.00
Traders Permit Fee/Renewal of Trader's Permit Fee			
per occasion	50.00	52.00	52.00
Up to 1 month	100.00	105.00	105.00
1 - 3 months	200.00	210.00	210.00
6 months	400.00	415.00	415.00
12 months	800.00	830.00	830.00
<u>Commercial Trader's Permit (Trading at a designated 'Commercial Trader's Location' defined under 'Trading in Public Places Policy')</u>			
per site/year	1,500.00	1,550.00	1,550.00
Application for Transfer of Commercial Trader's Permit	200.00	210.00	210.00
<u>Outdoor Eating Facility</u>			
Application for Outdoor Eating Facility Permit	100.00	105.00	105.00
Outdoor Eating Facility Permit Fee/Renewal of Outdoor Eating Facility Permit Fee			
Minimum Outdoor Eating Facility Fee/ year - <10m2	50.00	52.00	52.00
Outdoor Eating Facility Fee/ year/ non liquor-licenced area - < 30m2	100.00	105.00	105.00
Outdoor Eating Facility Fee/ year/ non liquor-licenced area - > 30m2	250.00	260.00	260.00
Outdoor Eating Facility Fee/ year/ Liquor-licenced area - < 30m2	300.00	310.00	310.00
Outdoor Eating Facility Fee/ year/ Liquor-licenced area - > 30m2	500.00	518.00	518.00
Application for Transfer of Outdoor Eating Facility Permit	100.00	105.00	105.00
<u>Street Entertainers</u>			
Application for Street Entertainer Permit Fee/Renewal of Street Entertainer Permit Fee	0.00	0.00	0.00
<u>Public Building Fees</u>			
The maximum "Statutory" fee for consideration of an application for approval is \$832 (inc GST)			
< 500 persons	150.00	155.00	155.00
500 - 999 persons	204.00	210.00	210.00
1,000 - 2,999 persons	406.00	420.00	420.00
3,000 - 4,999 persons	677.00	700.00	700.00
> 5,000 persons	792.00	820.00	820.00
Public Building Inspection Fee (including events)	101.00	105.00	105.00
<u>Water Sampling Fee</u>			
Chemical Swimming Pool sample	13.00	14.00	14.00
Micro/ Amoeba Swimming Pool Sample	33.00	34.00	34.00
Private Water Supply Sampling Fee	70.00	72.00	72.00
<u>Park Home, Annexe & Miscellaneous Caravan Park Fees</u>			
Application for Approval of Park Home	225.00	233.00	233.00
Application for Approval of Annexe	225.00	233.00	233.00
Application for approval of other Buildings, Carports, Pergolas and Storage Sheds	225.00	233.00	233.00

<u>Animal Registration Fees</u>			
Application for Registration of Stable	82.00	84.00	84.00
Application to Renew Registration of Stable	48.00	50.00	50.00
Application to Transfer Registration of Stable	24.00	25.00	25.00
Application for Registration of premises to keep pigeons	82.00	84.00	84.00
Application for renewal of Registration to Keep Pigeons	48.00	50.00	50.00
<u>Lodging House Registration Fees</u>			
Application for Registration of Lodging House - less than 15 lodgers	342.00	354.00	354.00
Renewal of Registration of Lodging House - less than 15 lodgers	228.00	236.00	236.00
Application for Registration of Lodging House - 15 or more lodgers	489.00	506.00	506.00
Renewal of Registration of Lodging House - 15 or more lodgers	326.00	338.00	338.00
<u>Temporary Accommodation Approval Fees</u>			
Application for Approval to camp (Regulation 11 Caravan Parks & Camping Grounds Regulations 1997)	227.00	235.00	235.00
<u>Holiday Homes</u>			
Registration of Holiday Homes	342.00	354.00	354.00
Renewal of Holiday Homes Registration	228.00	236.00	236.00
Application to replace manager	31.00	32.00	32.00
<u>Effluent Disposal Fee</u>			
Request for re-inspection	119.00	123.00	123.00
Local Government Report	247.00	255.00	255.00
Copy of Approval - Apparatus for Treatment of Sewage	109.00	113.00	113.00
<u>Noise Monitoring Fees</u>			
The maximum "Statutory" fee for consideration of a Regulation 18 application for approval is \$1000 (inc GST)			
<500 persons	200.00	207.00	207.00
500 - 1,000 persons and 1 performing area only	500.00	518.00	518.00
500 - 1,000 persons and 2 or more performing areas	800.00	828.00	828.00
>1,000 persons and 1 performing area only	800.00	828.00	828.00
>1,000 persons and 2 or more performing areas	1,000.00	1,000.00	1,000.00
Noise monitoring fee - per hour	120.00	125.00	125.00
Noise Monitoring Report	250.00	260.00	260.00
<u>General Fees</u>			
Request for a Section 39 Liquor Licence Certificate	184.00	190.00	190.00
Premises Plan Assessment Fee - miscellaneous	150.00	155.00	155.00
Request for Inspection of Premises - miscellaneous	167.00	173.00	173.00
Request for Premises Inspection Report	148.00	153.00	153.00
Reports to Settlement agents	100.00	103.00	103.00
Copy of Certificate of analysis	26.00	27.00	27.00
<u>TOWN PLANNING RELATED FEES</u>			

Fees for planning services listed in the Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009
Miscellaneous Planning Consent Applications			
Provision of written advice confirming compliance with town planning and/or environmental health matters, and/or advising of town planning and environmental health requirements, prior to submissions of an application (per hour charge).	73.00	75.00	75.00
Research Fee for Planning Information (per hour charge)	98.00	101.00	101.00
Certificate of Local Planning Authority (or Local Government Authority where appropriate)	138.00	142.00	142.00
Extension of term of approval, approval of modified plans or reconsideration of conditions of approval where application is received more than 28 days from the date of the original decision (no fees are payable where application received within 28 days)	20% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	20% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	20% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.
Reconsideration of decision to refuse application for planning consent where application is received more than 28 days from the date of the original decision (no fees are payable where application received within 28 days)	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.
Assessment of plans or detailed documents required pursuant to a DGP, DAP or site-specific zoning provisions prior to development or subdivision.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009, plus GST.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009, plus GST.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009, plus GST.
Permit to use (waived on the first callout or inspection)	152.00	158.00	158.00
Permit to commence (waived on the first callout or inspection)	152.00	158.00	158.00
Landgate Search	Cost plus 30%	Cost plus 30%	Cost plus 30%

Rcodes variation applications	Planning application fee as per Schedule 2 Planning and Development Regulations 2009	Planning application fee as per Schedule 2 Planning and Development Regulations 2009	Planning application fee as per Schedule 2 Planning and Development Regulations 2009
Agency referral fee (in addition to application fee)	115.00	118.00	118.00
Planning application consultation - neighbour and agency only (in addition to application fee)	120.00	114.00	114.00
Planning application consultation - requiring public advertising (in addition to application fee)	350.00	372.00	372.00
Applications for planning approval when required ONLY due to inclusion of property on adopted Heritage List	Full Fee Waiver (\$0)	Full Fee Waiver (\$0)	Full Fee Waiver (\$0)
<u>Provision of Hard Copy of Approved Plans</u>			
A4 Photocopy	13.00	14.00	14.00
A3 Photocopy	16.00	17.00	17.00
<u>Computer Plotting (full colour) per sheet</u>			
A4 Sheet	27.00	30.00	30.00
A3 Sheet	32.00	35.00	35.00
A2 Sheet	42.00	45.00	45.00
A1 Sheet	65.00	68.00	68.00
<u>Legal Agreements</u>			
Planning & Building Agreement Preparation Fees	At cost plus GST	At cost plus GST	At cost plus GST
Planning & Building Agreement Preparation Fees - External	At cost plus GST	At cost plus GST	At cost plus GST
<u>RANGER & FIRE SERVICE RELATED FEES</u>			
<u>ANIMAL CONTROL</u>			
Registration tag re-issue	Nil	Nil	Nil
Other LGA Registration transfer - Dogs & Cats	Nil	Nil	Nil
<u>Cat/ Dog Traps</u>			
Cat/Dog Trap refundable deposit when requesting trap	98.00	100.00	100.00
<u>IMPOUNDING FEES - ANIMALS</u>			
<u>Impounding Fees - Dogs</u>			
Dog - Animal Facility Administration Fee	164.00	170.00	170.00
Sustenance Fees for first 72 hours	0.00	0.00	0.00
Sustenance Fees per day after 72 hours	27.00	28.00	28.00
<u>Impounding Fees - Cats</u>			
Cat Impoundment Fee	164.00	170.00	170.00
Sustenance Fees for first 72 hours	0.00	0.00	0.00
Sustenance Fees per day after 72 hours	27.00	28.00	28.00
<u>Ranger Fees to impound stock</u>			

Stock (1) to include entire horses, mules, asses, camels, bulls or boars, per head			
- if impounded after 6am & before 6pm	105.00	109.00	109.00
- if impounded after 6pm and before 6am	128.00	132.50	132.50
Stock (2) to include mares, gelding, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs - per head			
- if impounded after 6am & before 6pm	105.00	109.00	109.00
- if impounded after 6pm and before 6am	128.00	132.50	132.50
Stock (3) to include wethers, ewes, lambs, goats - per head			
- if impounded after 6am & before 6pm	77.00	80.00	80.00
- if impounded after 6pm and before 6am	99.00	102.50	102.50
<u>Stock Poundage Fee</u>			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years - per head			
- First 24 hours or part	25.00	26.00	26.00
- Subsequently each 24 hours or part	15.00	15.50	15.50
Stock (2) to include entire horses, mules, asses, camels, bulls or boars under age of 2 years - per head			
- First 24 hours or part	25.00	26.00	26.00
- Subsequently each 24 hours or part	15.00	15.50	15.50
Stock (3) to include mares, gelding, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs - per head			
- First 24 hours or part	25.00	26.00	26.00
- Subsequently each 24 hours or part	15.00	15.50	15.50
Stock (4) to include wethers, ewes, lambs, goats - per head			
- First 24 hours or part	25.00	26.00	26.00
- Subsequently each 24 hours or part	15.00	15.50	15.50
<i>No charge is payable in respect of a suckling animal under the age of 6 months running with its mother</i>			
<u>Sustenance of Impounded Stock</u>			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years - per head			
- For each 24 hours or part	13.00	13.50	13.50
Stock (2) pigs of any description - per head			
- For each 24 hours or part	13.00	13.50	13.50
Stock (3) rams, wethers, ewes, lambs or goats per head			
- For each 24 hours or part	13.00	13.50	13.50
<i>No charge is payable in respect of a suckling animal under the age of 6 months running with its mother</i>			
<u>IMPOUNDING FEES - OTHER</u>			

<u>Signs</u>			
Portable Signs	69.00	71.50	71.50
Fixed Sign	130.00	135.00	135.00
<u>Motor Vehicles</u>			
Impounded Motor Vehicle - per vehicle	120.00	124.50	124.50
Daily Impoundment Fee	25.00	26.00	26.00
Impounded Motor Vehicle Towing Fee - at cost	At Cost	At Cost	At Cost
<u>Shopping Trolleys</u>			
Impounded Shopping Trolley - per trolley	66.00	68.50	68.50
<u>RANGER & FIRE SERVICES - ADMIN COSTS</u>			
Ranger time per hour	118.18	122.45	134.70
Ranger travelling costs (mileage): per kilometre	1.18	1.22	1.34
<u>RANGER & FIRE SERVICES - MISCELLANEOUS</u>			
Application for permit for portable sign	200.00	207.00	207.00
Application for permit pursuant to Thoroughfares Local Law where no fee otherwise identified	300.00	310.00	310.00
Application for Temporary Parking Permit - (per day or part thereof)	32.00	33.00	33.00
Application for beach/reserve vehicle access permit - per day	11.00	11.50	11.50
Application for beach/reserve vehicle access permit - annual permit	148.00	153.00	153.00
Application for beach/reserve vehicle access permit - renewal of annual permit	99.00	104.00	104.00
Application for beach/reserve vehicle access permit - transfer of annual permit	80	83.00	83.00
Dog disposal / rehousing fee: voluntary surrender by owner: fee per dog	125.00	129.00	129.00
Fire Hazard Clearing			
- Administration Fee	123.00	127.00	127.00
- Contractors Fee: actual cost	At Cost	At Cost Plus GST	At Cost Plus GST
<u>MEELUP REGIONAL PARK</u>			
<u>Competitor Charges</u>			
Trail events - per competitor For events and activities including mountain biking, off road running, off road triathlon, adventure race.	2.73	2.82	3.10
Site based events - per patron/competitor Charge or fee is imposed on patrons/competitors attending the event and or activity but excluding leavers activities	3.64	3.77	4.15
<u>Event Bonds</u>			
Category 1 (< 500 patrons)	New	2,500.00	2,500.00
Category 2 (500 - 2,500 patrons)	New	5,000.00	5,000.00
Category 3 (> 2,500 patrons)	New	10,000.00	10,000.00

Brochure			
Wildflowers Brochure	2.27	2.27	2.50
<u>ENGINEERING & WORKS SERVICES</u>			
<u>MISCELLANEOUS</u>			
<u>Reinstatements/ Private Works</u>			
Road reserves charge for reinstatement of road reserves is the full cost plus profit margin as per Policy	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
Private works charge for works requested to be undertaken by City resources is the full cost plus profit margin as per Policy	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
<u>Other crossing place related services</u>			
Saw cutting & removal of kerbing/ m (minimum charge \$100)	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
Concrete apron for brick paved crossovers/ m	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
Spray seal pothole repairs/m2 (minimum charge \$100)	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
Asphalt pothole repairs/m2 (minimum charge \$100)	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
<u>Outstanding Works Bond determined by the Chief Executive Officer</u>			
If the number of work items outstanding < 5	Value + 50%	Value + 50%	Value + 50%
If the number of work items outstanding =/> 5	Value + 100%	Value + 100%	Value + 100%
<u>Subdivision Works - Maintenance Bonds</u>			
% of Total value of all Works: held for 12 months from practical completion and until all items are satisfactorily completed			
0 -100,000	5%	5%	5%
100,000 - 200,000	4%	4%	4%
200,000 - 400,000	3.5%	3.5%	3.5%
400,000 - 600,000	3%	3%	3%
over 600,000	2.5%	2.5%	2.5%
<u>ROAD/ TRAFFIC RELATED FEES</u>			
<u>Closure of Roads/ Rights of way/ Public Access Ways</u>			
Road closure Fees (includes administration and advertising)	720.00	745.00	745.00
*Road Closure Application Approval - one off events	72.00	75.00	75.00
Advertising Fee for road issue or works	430.00	445.00	445.00
Road dedication (including advertising and administration)	654.00	677.00	677.00
Legal Fees for road indemnification (document preparation & execution)	710.00	735.00	735.00
<u>Road openings - Works by Contractors</u>			
Application Fee - Trenching and/ or boring on roads and reserves	307.00	318.00	318.00
Administration/Inspection Fee - Road Opening or Underground Boring	74.00	77.00	77.00

Refundable Security Deposit			
Road opening/ m2 (minimum \$250)	105.00	109.00	109.00
- Under road boring	283.00	293.00	293.00
Performance Bond relating to Road Opening & reinstatement by Contractor / m2 (minimum fee \$250)	135.00	140.00	140.00
<u>Exploration Drilling Licence - District Roads/ Reserves</u>			
1-5 holes	279.00	289.00	289.00
6-10 holes	417.00	432.00	432.00
11-30 holes	848.00	878.00	878.00
31-100 holes	1,503.00	1,556.00	1,556.00
more than 100 holes	2,147.00	2,222.00	2,222.00
<i>Bond payable is determined to be equal to the Licence Fee payable</i>			
<u>Traffic Management</u>			
Traffic Count Data - fee per site recording (existing data)	64.00	66.00	66.00
*Traffic Management Plan - Applications	143.00	148.00	148.00
<u>Heavy Haulage Condition Requests</u>			
1-100 Trips per year	143.00	148.00	148.00
>100 Trips per year (extra cost due to Assessment that includes/ requires Council Approval)	710.00	735.00	735.00
<u>Directional Signs for Tourist Attractions and Services</u>			
Application Fee - per application	104.00	108.00	108.00
Annual Licence Fee - per blade	32.00	33.00	33.00
CAT1 and CAT1A - installation per blade	204.55	211.82	233.00
CAT2 and CAT 3 signs - installation per blade	568.18	588.18	647.00
Entrance sign per blade	600.91	621.82	684.00
<u>SUBDIVISION RELATED FEES</u>			
<u>Subdivision Supervision Fees</u>			
<i>Supervision Fee - % of total value of all road & drainage works, other than future lots.</i>			
Consulting Engineer and Clerk of Works fully supervises	1.50%	1.50%	1.50%
Consulting Engineer with no Clerk of Works	3.00%	3.00%	3.00%
Outstanding Works Supervision fees	1,130.00	1,170.00	1,170.00
<u>Early Subdivision Clearance</u>			
Application Fee	615.00	637.00	637.00
Early Subdivision Clearance Fee - % of total value of all outstanding works or minimum plus GST	2.5% or min \$5,016	2.5% or min \$5,016	2.5% or min \$5,016
<u>MISCELLANEOUS FEES</u>			
Gate Permits (per 5 years)	143.00	148.00	148.00
LGA Gate Permits - Application Fee	56.00	58.00	58.00
<u>Road Traffic Warning Signs</u>			
Set of 2 signs, posts and installation	522.73	540.91	595.00

Application Approval Fee	119.00	123.00	123.00
General Sign Works (repair and/or replacement)	Cost plus 30% plus GST	Cost plus 30% plus GST	Cost plus 30% plus GST
Fireworks Application Approval Fee (per application)	124.00	128.00	128.00
<u>WASTE DISPOSAL AND SANITATION FEES</u>			
<u>DOMESTIC WASTE (BUSSELTON AND DUNSBOROUGH)</u>			
<u>General Domestic Waste (Sorted and Separated)</u>			
Wheelie Bins (per bin)	1.82	1.82	2.00
Cars (Sedans) - without tray or trailer	3.64	3.64	4.00
Utes, vans, station wagons, 4WD, crew cab or trailers (6 x 4)	7.27	7.27	8.00
Trailers (over 6 x 4)	13.64	13.64	15.00
Car Trailers with Sides (Cost plus Trailer)	3.64	3.64	4.00
<i>Vehicles containing both general and green waste will be charged for both items if the waste is not separated</i>			
<u>Domestic Bricks and Concrete</u>			
Loads smaller than trailer	2.73	2.73	3.00
Utes, vans, station wagons, 4WD, crew cabs or trailers (6x4)	5.45	5.45	6.00
Car Trailers (over 6 x 4)	10.91	10.91	12.00
<u>Clean Green Domestic Waste</u>			
Domestic grass clippings and sawdust	1.82	1.82	2.00
Wheelie Bins (per bin)	1.82	1.82	2.00
Cars (Sedans) - without tray or trailer (including domestic grass clippings and sawdust)	3.64	3.64	4.00
Utes, vans, station wagons, 4WD, crewcab or trailers (6x4)	5.45	5.45	6.00
Trailers (over 6 x 4)	10.91	10.91	12.00
<i>* Larger vehicles attract commercial rates</i>			
<u>Unsorted Domestic Waste (Mixed Waste Containing Recyclable Material)</u>			
Utes, vans or trailers (not exceeding 6 x 4)	18.18	18.18	20.00
Trailers exceeding 6 x 4	36.36	36.36	40.00
<u>Miscellaneous Domestic Charges</u>			
Electronic Waste	Nil	Nil	Nil
Clean cardboard and paper	Nil	Nil	Nil
Glass bottles and jars	Nil	Nil	Nil
Kerbside Recyclables	Nil	Nil	Nil
Car bodies, trailers, small boats etc.	Nil	Nil	Nil
Truck bodies, large equipment	Nil	Nil	Nil
Gas bottles (per bottle)	Nil	Nil	Nil
Oil	Nil	Nil	Nil
Oily water (per litre) - must be marked on drum	Nil	Nil	Nil
Sale of Mulch - per m3 (self load)	Nil	Nil	Nil
Fridges and Freezers	Nil	Nil	Nil
Car/ light truck tyres - per tyre	6.36	6.36	7.00

Truck/ tractor tyres - per tyre	13.64	13.64	15.00
Bicycle/Motorcycle tyres - per tyre	1.82	1.82	2.00
Native Animals (Eg. Kangaroo's / Possums)	Nil	Nil	Nil
Small Animals (less than 50kg)	37.73	37.73	41.50
Medium Animals (50kg - 100kg)	118.18	118.18	130.00
Large Animals (+100kg)	245.45	245.45	270.00
Sale of grass clippings (per m3)	0.91	0.91	1.00
Rental space for skip bins at waste facilities (per bin per week)	6.36	6.36	7.00
Mattresses (each)	3.64	3.64	4.00
<u>BUSSELTON COMMERCIAL</u>			
<i>Note: Busselton does not accept any commercial waste other than clean green waste and miscellaneous recyclable items as listed below.</i>			
<u>Green Waste (clean)</u>			
Lawn clippings - commercial only	1.82	1.82	2.00
Commercial waste transported by car, utility, van or trailer (6 x 4)	5.45	5.45	6.00
All commercial trailers exceeding 6 x 4	10.91	10.91	12.00
Trucks up to 2 tonnes/ Bulk Bins under 3m3	30.00	31.82	35.00
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	44.55	45.45	50.00
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	64.55	68.18	75.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	87.27	90.91	100.00
Articulated vehicles/ Bulk bins 20m3 and over	147.27	152.73	168.00
<u>Miscellaneous Commercial Charges</u>			
Sale of Mulch -per m3 (self load)	9.09	9.09	10.00
Commercial electronic waste (per item)	7.27	7.27	8.00
Commercial fridges	4.55	4.55	5.00
Commercial cardboard (Utes, vans, station wagons, 4WD, crew cab, trailer)	7.27	7.27	8.00
Commercial cardboard (truck)	15.45	16.36	18.00
<u>DUNSBOROUGH COMMERCIAL</u>			
<u>COMMERCIAL WASTE WITH WEIGHBRIDGE</u>			
General waste including contaminated green waste - per 100kg	5.09	5.27	5.80
Construction and Demolition Waste - per 100kg	5.09	5.27	5.80
Building and construction (unseparated) waste - per 100kg	5.09	5.27	5.80
*Green waste (clean) - per 100kg	2.82	2.91	3.20
Liquid Waste - per 100kg	4.73	4.91	5.40
*Bricks and concrete - per 100kg	2.73	2.82	3.10
Asbestos - per 100kg	11.36	11.82	13.00
*Clean fill	Nil	Nil	Nil
** Minimum weighbridge charge	22.73	23.64	26.00
<i>*Site staff have the authority to make any decision regarding bricks and concrete, clean fill or green waste contamination. If this waste is considered contaminated the higher general waste disposal fee will be charged.</i>			
<i>** The minimum weighbridge charge applies to all loads of asbestos, whether domestic or commercial, and all commercial waste larger than a ute, van, 6 x 4 trailer.</i>			
<u>COMMERCIAL WASTE (WEIGHBRIDGE UNAVAILABLE)</u>			

<i>Note: Commercial waste is only accepted at Dunsborough. The below fees are only required should, for any reason, the weighbridge be inoperable.</i>			
<u>General Waste, Building and Construction unseparated Waste</u>			
Commercial General Waste (Sorted and Separated, 6x4 trailer)	10.91	11.27	12.40
Commercial General Waste (Sorted and Separated, Over 6x4 trailer)	22.73	23.64	26.00
Commercial General Waste (Unsorted, Containing Recyclables, 6x4 trailer)	22.73	23.64	26.00
Commercial General Waste (Unsorted, Containing Recyclables, Over 6x4 trailer)	45.45	47.27	52.00
Trucks up to 2 tonnes/ Bulk Bins under 3m3	54.55	56.36	62.00
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	72.73	75.45	83.00
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	100.00	103.64	114.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	136.36	140.91	155.00
Articulated vehicles/ Bulk bins 20m3 and over	245.45	254.55	280.00
Compactor vehicles - load capacity not exceeding 3m3	109.09	112.73	124.00
Compactor vehicles - load capacity over 3m3	127.27	131.82	145.00
Each additional m3 over 3m3	7.27	7.27	8.00
<u>Green Waste (clean)</u>			
Lawn clippings/ sawdust (all vehicles/ trailers)	1.82	1.82	2.00
Commercial waste transported by car, utility, van or trailer (6 x 4)	5.45	5.45	6.00
All commercial trailers exceeding 6 x 4	10.91	10.91	12.00
Trucks up to 2 tonnes/ Bulk Bins under 3m3	30.00	30.91	34.00
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	44.55	46.36	51.00
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	64.55	67.27	74.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	87.27	90.91	100.00
Articulated vehicles/ Bulk bins 20m3 and over	147.27	152.73	168.00
<u>Bricks and Concrete (uncontaminated) - Dunsborough only</u>			
Commercial waste transported by car, utility, van or trailer (6 x 4)	5.45	5.45	6.00
All commercial trailers exceeding 6 x 4	10.91	10.91	12.00
Trucks up to 2 tonnes/ Bulk Bins under 3m3	40.00	41.82	46.00
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	53.64	55.45	61.00
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	73.64	76.36	84.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	117.27	121.82	134.00
Articulated vehicles/ Bulk bins 20m3 and over	193.64	200.00	220.00
<u>Other Commercial Waste - Dunsborough Only</u>			
Liquid Waste/ Sewage - per kl	47.27	49.09	54.00
Asbestos (per m3)	100.00	103.64	114.00
Special burials (per m3) - prescribed items/ per cubic metre: Asbestos waste, fibreglass insulation and any other waste listed from time to time by the Principal Environmental Health Officer (Medical Waste not accepted)	100.00	103.64	114.00
Timber (demolition or new). Must be milled, uncontaminated and untreated. Acceptance is at the discretion of disposal site attendants and the City may refuse to accept timber.	Nil	Nil	Nil

<u>Bin Hire Charges</u>			
Charge per 240L bin on the condition that bins are collected, emptied, cleaned and returned by the hirer	9.09	9.09	10.00
Charge per 240L lost or damaged bin	113.64	118.18	130.00
<u>FINANCE & CORPORATE SERVICES</u>			
<u>ADMINISTRATION/ MISCELLANEOUS FEES</u>			
<u>Photocopying Charges</u>			
A4 Sheet	0.18	0.23	0.25
A3 Sheet	2.00	2.09	2.30
<u>RATES & FINANCE CHARGES</u>			
<u>Rates/ Property Related Matters</u>			
Ownership Listings - per search	10.00	10.00	10.00
Ownership listings - per locality	17.00	18.00	18.00
Archive Rate Searches - stored at depot	70.00	72.00	72.00
Additional copy of rates notice upon request	16.00	17.00	17.00
Statement of Rates (rates, orders and requisitions)	22.00	23.00	23.00
Payment Arrangement Administration Fee	25.00	26.00	26.00
<u>Loan Raising Fees</u>			
Loan Establishment Fee	563.64	583.64	642.00
<u>MAPPING & PROPERTY INFORMATION</u>			
<u>GIS Mapping and Property Information</u>			
<u>Computer Plotting (Full Colour)</u>			
A4 Sheet	27.00	28.00	28.00
A3 Sheet	32.00	33.00	33.00
A2 Sheet	40.00	42.00	42.00
A1 Sheet	65.00	68.00	68.00
A0 Sheet	76.00	79.00	79.00
<u>Special Mapping</u>			
<u>Provision of printed maps</u>			
Per hour charge	76.00	79.00	79.00
*Printing costs (as per Computer Plotting fees above)			
<i>*Minimum charge of \$70 (inc GST)</i>			
<u>Provision of maps in PDF/ Image form</u>			
Per hour charge	76.00	79.00	79.00
Per PDF or image	24.00	25.00	25.00
<i>*Minimum charge of \$70 (inc GST)</i>			
<u>Aerial Photographs</u>			
A1 - Normal Paper	83.00	86.00	86.00
A1 - Quality Paper	164.00	170.00	170.00
A2 - Normal Paper	68.00	70.00	70.00
A2 - Quality Paper	133.00	138.00	138.00

A3 - Normal Paper	45.00	47.00	47.00
A3 - Quality Paper	83.00	86.00	86.00
A4 - Normal Paper	32.00	33.00	33.00
A4 - Quality Paper	52.00	54.00	54.00
District Town Planning Scheme - Digital Format	380.00	393.00	393.00
Electronic Extraction Fee	88.00	91.00	91.00
<u>Town Planning Scheme No.20</u>			
Scheme Text	103.00	107.00	107.00
A1 Size -			
Per Sheet	65.00	68.00	68.00
Per Full Set (includes full set maps & text)	1,234.00	1,277.00	1,277.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	1,682.00	1,740.00	1,740.00
Annual Renewal charge for Scheme Package	1,234.00	1,277.00	1,277.00
A2 Size -			
Per Sheet	39.00	41.00	41.00
Per Full Set (includes full set maps & text)	786.00	814.00	814.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	1,065.00	1,102.00	1,102.00
Annual Renewal charge for Scheme Package	798.00	826.00	826.00
A3 Size -			
Per Sheet	32.00	33.00	33.00
Per Full Set (includes full set maps & text)	648.00	671.00	671.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	875.00	906.00	906.00
Annual Renewal charge for Scheme Package	648.00	671.00	671.00
<u>CEMETERY FEES</u>			
<u>Land Grant for Right of Burial</u>			
Grant of Right of Burial: Ordinary land for grave 2m x 1.2m where directed (25 years)	1,980.00	2,050.00	2,050.00
Renewal of Grant of Right of Burial : Ordinary land for grave (additional 25 years). Requires proof of Grant Holder's rights	1,980.00	2,050.00	2,050.00
Pre-purchased Grant of Right of Burial: Ordinary land for grave 2m x 1.2m where directed (25 years)	2,180.00	2,260.00	2,260.00
Reservation of specific site: ordinary land (excludes lawn cemetery) in addition to Pre-purchase Grant of Right Of Burial	372.73	386.36	425.00
<u>Burial Charge</u>			
Burial in standard grave to any depth to 2.1m (includes registration and number plate)	1,000.00	1,036.36	1,140.00
Burial in non-standard (oversize) denominational or non-denominational grave - Additional cost per 30cm deeper or wider	90.91	95.45	105.00

Re-open and second burial in standard (2m x 1.2m) denominational or non-denominational grave - Requires proof of Grant Holder's rights	1,000.00	1,036.36	1,140.00
Re-open and second burial in non-standard (oversize) denominational or non-denominational grave - Additional cost per 30cm deeper or wider	90.91	95.45	105.00
Construction of Vault (Does not include building application fees)	At cost plus GST	At cost plus GST	At cost plus GST
Vault Grant of Right of Burial	1,200.00	1,245.00	1,245.00
Vault Interment Fee (each)	945.45	981.82	1,080.00
Vault maintenance fee (annual)	127.27	131.82	145.00
Burial per crypt in mausoleum	872.73	904.55	995.00
Interment of a stillborn child (not to be re-opened for joint burial)	263.64	277.27	305.00
Interment of a child up to 12 years old (not to be reopened for joint burial)	500.00	518.18	570.00
Removal of Headstone (Restrictions apply)	381.82	395.45	435.00
<u>Exhumation</u>			
Re-opening grave for exhumation	1,945.45	2,013.64	2,215.00
Re-interment in new or same grave after exhumation (including registration and number plate) - Other fees may apply	1,000.00	1,036.36	1,140.00
<u>Interment of Ashes</u>			
Grant of Right of Burial: Interment of ashes in designate place (perpetual)	240.00	250.00	250.00
Interment of ashes in NICHE WALL - SINGLE placement	400.00	418.18	460.00
interment of ashes in NICHE WALL - DOUBLE (includes first placement)	509.09	527.27	580.00
Interment of ashes in NICHE WALL - SIDE BY SIDE (includes first placement)	509.09	527.27	580.00
Interment of ashes in EXISTING GRAVE - Placement fee only (Assumes current Grant of Right of Burial. If not current, other fees will apply)	318.18	331.82	365.00
Interment of ashes in ROSE GARDEN (includes first placement) - Space for 2 placements	554.55	577.27	635.00
Interment of ashes in NATIVE GARDEN (includes first placement) - Space for 2 placements	554.55	577.27	635.00
Interment of ashes in MEMORIAL DRIVE (includes first placement) Space for 4 Placements	609.09	631.82	695.00
Interment of ashes in 2-PLOT CONTEMPLATION GARDEN (includes first placement)	554.55	577.27	635.00

Interment of ashes in 4-PLOT CONTEMPLATION GARDEN (includes first placement)	736.36	763.64	840.00
Interment of ashes in CONTEMPLATION GARDEN over 4-plot (cost for each additional plot)	72.73	77.27	85.00
Pre-need purchase of Grant of Right of Burial for Ashes	270.00	280.00	280.00
Reservation of a designated place for ashes interment (includes first placement)	Plot(s) cost plus 10% plus GST	Plot(s) cost plus 10% plus GST	Plot(s) cost plus 10% plus GST
Interment of ashes - additional placement after first interment (Requires proof of Grant Holder's rights)	300.00	313.64	345.00
Interment of ashes for Stillborn CHILDREN'S GARDEN - Placement fee (no Grant of Right of Burial required)	263.64	277.27	305.00
Memorial Placement only CHILDREN'S GARDEN Placement fee (no Grant of Right of Burial required)	At cost plus GST	At cost plus GST	At cost plus GST
Memorial Placement BENCH SEATING (includes cost of bench, concrete footings, freight)	At cost plus GST	At cost plus GST	At cost plus GST
Memorial Placement BENCH SEATING INSTALLATION costs - Hourly rate	36.36	40.91	45.00
Interment of Ashes BENCH SEATING (includes first placement)	300.00	313.64	345.00
Memorial placement only elsewhere within the cemetery (location to be determined upon application) - SINGLE PLACEMENT	554.55	577.27	635.00
Plaques, vases and other monumental works.	At cost plus GST	At cost plus GST	At cost plus GST
Plinth (Small - concrete)	36.36	40.91	45.00
Plinth (Large - concrete)	54.55	59.09	65.00
Administration fee for purchase of plaques, plinths, vases and other monumental works (on product only)	10% of cost plus GST	10% of cost plus GST	10% of cost plus GST
Removal of ashes for return to Grant Holder (requires proof of Grant Holder rights)	263.64	277.27	305.00
Storage of cremated remains per month for remains held longer than 6 months	18.18	22.73	25.00
Positioning & affixing brass vase (if not a part of original placement)	63.64	68.18	75.00
<u>Miscellaneous Charges</u>			
Interment in open ground without due notice, not within usual hours and prescribed or on a Saturday, Sunday or Public Holiday (in addition to Interment costs) Restrictions Apply	863.64	895.45	985.00
Funeral Directors licence fee per annum	340.00	355.00	355.00
Single funeral permit (funeral directors only)	160.00	170.00	170.00
Single funeral permit (other than funeral directors)	400.00	415.00	415.00
Monumental Masons licence fee per annum	290.00	305.00	305.00
Single permit to erect a headstone or kerbing	120.00	125.00	125.00

Single permit to erect a monument	140.00	145.00	145.00
Copy of grant of burial	70.00	75.00	75.00
Refund Administration Fee	15% of original purchase price	15% of original purchase price	15% of original purchase price
<u>BUSSELTON COMMUNITY RESOURCE CENTRE</u>			
<u>Ground Floor Meeting Room (including courtyard)</u>			
Community - per half day/ evening	94.55	94.55	104.00
Community - per full day	177.27	177.27	195.00
Commercial -per half day/ evening	163.64	168.18	185.00
Commercial - per full day	300.00	309.09	340.00
<u>First Floor Meeting Room (half)</u>			
Community - per half day/ evening	70.91	70.91	78.00
Community - per full day	131.82	131.82	145.00
Commercial -per half day/ evening	118.18	122.73	135.00
Commercial - per full day	218.18	227.27	250.00
<u>First Floor Meeting Room (full)</u>			
Community - per half day/ evening	94.55	94.55	104.00
Community - per full day	177.27	177.27	195.00
Commercial -per half day/ evening	163.64	168.18	185.00
Commercial - per full day	300.00	309.09	340.00
<u>Other Charges</u>			
Facility Hire Bond	195.00	200.00	200.00
Security (swipe) card bond	100.00	100.00	100.00
Facility cancellation fee (< 1 weeks notice given)	20%	20%	20%
<u>COMMUNITY & COMMERCIAL SERVICES</u>			
<u>PROPERTY USAGE FEES & CHARGES:</u>			
<u>ONE-OFF EVENTS</u>			
<u>INDOOR COMMUNITY FACILITIES</u>			
<i>Bookings in excess of more than two (2) full days may receive a discount of 50% for the third (3rd) and subsequent days. A full day is charged at a minimum of 8 hours. Set-up and pack-up times will also be charged at a 50% reduced rate but only if required outside of the event date</i>			
<u>Bonds & Cancellations - All indoor facilities</u>			
Facility Hire Bond	185.00	185.00	185.00
Facility Cancellation Fee (< 1 weeks notice given)	20%	20%	20%
Key Bond (relates only to regular users)	100.00	100.00	100.00
<u>Churchill Park Hall</u>			

*Community - per hour	24.55	25.45	28.00
*Community with Food/Drink - per hour	28.18	29.09	32.00
Commercial - per hour	44.09	45.45	50.00
<u>Railway Station Hall & Carbanup Hall</u>			
*Community - per hour	14.55	15.00	16.50
*Community with Food/Drink - per hour	18.18	18.64	20.50
Commercial - per hour	31.36	32.27	35.50
<u>Busselton Youth & Community Centre</u>			
*Community Entire Centre - per hour	46.36	48.18	53.00
*Community with Food/Drink Entire Centre - per hour	55.45	57.27	63.00
Commercial Entire Centre - per hour	80.45	83.18	91.50
*Community Main Hall - per hour	24.55	25.45	28.00
*Community Main Hall with Food/Drinks - per hour	28.18	29.09	32.00
Commercial Main Hall - per hour	44.09	45.45	50.00
*Community Blue Room - per hour	21.82	22.73	25.00
*Community with Food/Drink Blue Room - per hour	25.45	26.36	29.00
Commercial Blue Room - per hour	36.36	37.73	41.50
<u>Other Halls</u>			
*Community - per hour	18.18	18.64	20.50
*Community with food/ drink - per hour	21.82	22.73	25.00
Commercial - per hour	35.00	36.36	40.00
<u>Other Hall Related Charges</u>			
Additional Cleaning Charges (as required)	307.73	318.64	350.50
<u>STAGING OF CONCERTS</u>			
<u>Concert Application Fee</u>	135.00	140.00	140.00
<u>Concert Licence Fee/Service Charge</u>			
Category 1 (< 500 patrons)	0.00	0.00	0.00
Category 2 (500 - 2500 patrons)	1,340.00	1,387.00	1,387.00
Category 3 (2500 - 5000 patrons)	2,570.00	2,660.00	2,660.00
Category 4 (5000 - 8000 patrons)	3,800.00	3,933.00	3,933.00
Category 5 (8000 -12000 patrons)	6,370.00	6,593.00	6,593.00
Category 6 (12000 -17000 patrons)	10,185.00	10,541.00	10,541.00
Category 7 (17000 - 23000 patrons)	15,320.00	15,856.00	15,856.00
Category 8 (23000 -30000 patrons)	21,700.00	22,460.00	22,460.00
<u>Concert Ground Hire Fee</u>			
Category 1 (< 500 patrons)	640.91	663.64	730.00
Category 2 (500 - 2500 patrons)	3,245.45	3,359.09	3,695.00
Category 3 (2500 - 5000 patrons)	6,372.73	6,595.45	7,255.00
Category 4 (5000 - 8000 patrons)	9,618.18	9,954.55	10,950.00
Category 5 (8000 -12000 patrons)	12,754.55	13,200.91	14,521.00
Category 6 (12000 -17000 patrons)	15,990.91	16,550.00	18,205.00
Category 7 (17000 - 23000 patrons)	19,127.27	19,796.36	21,776.00
Category 8 (23000 -30000 patrons)	22,390.91	23,174.55	25,492.00
<u>Concert Community Amenity Bond</u>			
Category 1 (< 500 patrons)	590.00	610.00	610.00

Category 2 (500 - 2500 patrons)	1,175.00	1,216.00	1,216.00
Category 3 (2500 - 5000 patrons)	2,475.00	2,561.00	2,561.00
Category 4 (5000 - 8000 patrons)	7,330.00	7,586.00	7,586.00
Category 5 (8000 -12000 patrons)	12,295.00	12,725.00	12,725.00
Category 6 (12000 -17000 patrons)	18,315.00	18,956.00	18,956.00
Category 7 (17000 - 23000 patrons)	24,445.00	25,300.00	25,300.00
Category 8 (23000 -30000 patrons)	36,650.00	37,933.00	37,933.00
<u>Concert Ground Hire Bond</u>			
Category 1 (< 500 patrons)	2,365.00	2,447.00	2,447.00
Category 2 (500 - 2500 patrons)	7,330.00	7,586.00	7,586.00
Category 3 (2500 - 5000 patrons)	14,650.00	15,163.00	15,163.00
Category 4 (5000 - 8000 patrons)	21,980.00	22,750.00	22,750.00
Category 5 (8000 -12000 patrons)	24,470.00	25,326.00	25,326.00
Category 6 (12000 -17000 patrons)	29,310.00	30,335.00	30,335.00
Category 7 (17000 - 23000 patrons)	39,120.00	40,490.00	40,490.00
Category 8 (23000 -30000 patrons)	44,085.00	45,628.00	45,628.00
<u>Loadings & Allowances</u>			
commercial - 5%			
community - 0%			
charitable - 50% (discount)			
liquor - 5%			
night (per hour after 10pm) - 10%			
<u>GROUND HIRE LEVIES:</u>			
<u>SUMMER/ WINTER SPORTS</u>			
<u>(A) Association of Senior Players</u>			
Charged per team per season plus power etc. where applicable.	225.91	233.64	257.00
A per week surcharge to apply where special ground preparation/maintenance is required, i.e. Cricket.	54.55	56.36	62.00
<u>(B) Association of Junior Players</u>			
<i>50% of Senior rates plus full power costs where applicable.</i>	112.73	116.82	128.50
<u>Exceptions to Categories (A) & (B) above</u>			
<u>1. Busselton Trotting Club</u>			
Per meeting plus power	293.18	303.64	334.00
Track maintenance charged at Private Works rates			
<u>2. Southern Districts Agricultural Society</u>			
Per day plus power costs for actual show days.	302.27	313.64	345.00
Per day during the setup of the show.	92.73	96.36	106.00
<u>3. South West National Football League</u>			
Per home game plus power costs	195.00	201.82	222.00
<u>4. School Groups</u>			
Sports Carnivals etc. - no charge.	Nil	Nil	Nil
<u>COURT HIRE LEVIES</u>			
For training and competition purposes			

<u>SUMMER/ WINTER SPORTS</u>			
<u>(A) Association of Senior Players</u>			
Charged per team per season plus power etc. where applicable.	18.18	18.64	20.50
<u>SUMMER/ WINTER SPORTS</u>			
<u>(A) Association of Junior Players</u>			
Charged per team per season plus power etc. where applicable.	9.09	9.55	10.50
<u>EVENTS & CASUAL GROUND HIRE</u>			
*Event Application Fee	70.00	73.00	73.00
*Event Application Fee - Requiring Multiple Approvals	135.00	140.00	140.00
<u>Commercial Event - City Infrastructure Bond</u>			
Category 1 (< 500 patrons)	2,360.00	2,443.00	2,443.00
Category 2 (500 - 2500 patrons)	7,320.00	7,576.00	7,576.00
Category 3 (2500 - 5000 patrons)	14,645.00	15,158.00	15,158.00
Category 4 (5000 - 8000 patrons)	21,980.00	22,750.00	22,750.00
Category 5 (8000 -12000 patrons)	24,465.00	25,321.00	25,321.00
Category 6 (12000 -17000 patrons)	29,310.00	30,336.00	30,336.00
Category 7 (17000 - 23000 patrons)	39,120.00	40,490.00	40,490.00
Category 8 (23000 -30000 patrons)	44,085.00	45,628.00	45,628.00
<u>Event Works Fees</u>			
Street Banners - install and remove (per pole) - Fee to be waived for not for profit Community Groups (C1002/061)	Fee Basis Altered	137.27	151.00
Beach Volleyball - set up and dismantle	1,081.82	1,120.00	1,232.00
*Litter Clean-up - per hour	659.09	681.82	750.00
*Marking of reticulation and electricity - per hour	245.45	254.55	280.00
<u>Community Use of Sports Grounds</u> (Community fees are limited to maintained sports grounds e.g. Bovell Park. Fees are not charged for Public Reserves e.g. Mitchell Park etc.)			
Community Usage - per full day (excluding schools)	234.55	242.73	267.00
Community Usage - per half day (excluding schools)	119.09	123.18	135.50
<u>Commercial Use of Reserves (Sports Grounds)</u>			
Per day - plus power for use of site	377.27	390.45	429.50
Per half day - plus power for use of site	190.91	197.73	217.50
<u>Commercial Use of Reserves (Other Reserves)</u>			
Per day - plus power	195.45	202.27	222.50
Per half day - plus power	100.00	103.64	114.00
<u>Ground Hire Bonds (to be applied to Community Events)</u>			
Mandatory Bond against rent default, damage etc.:			
Ground Hire Bond (Other Reserves)	Fee Basis Altered	500.00	500.00
Premium Ground Hire Bond (Sporting Grounds, Foreshore)	Fee Basis Altered	1,000.00	1,000.00

<u>Wedding Ceremonies</u>			
Application Administration Fee - Applied to a Council Venue not attracting a facility hire fee e.g. Public Reserves	70.00	72.27	79.50
<u>Outdoor Exercise Classes</u>			
Seasonal permit (in line with Summer / Winter Sports)	187.50	194.00	194.00
Annual permit	312.50	323.00	323.00
<u>Commercial Hire Sites (Seasonal)</u>			
Application Fee (non-refundable)	68.00	70.00	70.00
Permit Fees - Zone 1: Prime Busselton and Dunsborough foreshores- Commercial Hire Sites, including, but not limited, to locations 8, 30, 32, 34 & 41	2,605.00	2,700.00	2,700.00
Permit Fees - Zone 2: All other Commercial Hire Sites not in zone 1	1,563.00	1,620.00	1,620.00
<i>Please Note - The locations and zones can be viewed on the City of Busselton Website</i>			
Bond Fees	1,086.00	1,125.00	1,125.00
<u>Jetty Closure Fee</u>			
Fee to close the Jetty for fireworks, events, functions (>6 hrs)	245.45	254.55	280.00
Fee to close the Jetty for fireworks, events, functions - per hour rate for < 6 hrs	31.82	32.73	36.00
<u>Use of Public Grounds for Markets</u>			
* Per market	109.09	112.73	124.00
<u>EVENTS - EQUIPMENT HIRE & SIGNAGE</u>			
<u>Hire of Stage/ Track Mat</u>			
* Stage - per module (3m2) per day	90.91	94.55	104.00
Stage hire bond	395.00	409.00	409.00
* Track mat - per unit (2.4m x 1.2m) per day	9.09	10.00	11.00
Track Mat Bond per unit	3.00	3.50	3.50
<u>Event Signage</u>			
Large Event Sign	110.00	114.00	114.00
Small Event Sign	105.00	109.00	109.00
<i>(includes sign approval and booking fee for minimum 2 weeks)</i>			
Event Sign Extension	55.00	57.00	57.00
<i>(continued use for an additional minimum of 2 weeks)</i>			
<u>MISCELLANEOUS</u>			
<u>Busselton Jetty</u>			
Placement of Memorial Plaque	110.00	113.85	113.85
Installation of Stinger Net	640.00	662.73	729.00
Removal of Stinger Net	640.00	662.73	729.00
Installation of Beach Matting	1,280.00	1,325.45	1,458.00
Removal of Beach Matting	1,280.00	1,325.45	1,458.00
* Jetty entrance fee for passengers pre-booked on commercial tours operated by vessels issued with a permit to berth at the Busselton Jetty lower platforms is			

to be waived;			
<u>Busselton Jetty Entry Fees</u>			
Jetty Day Pass			
Single Child (0-16 years)	New	0.00	0.00
Single Adult (17 years +)	New	2.73	3.00
<u>Jetty Annual Walk Pass</u>			
Single Adult (17 years +)	New	45.45	50.00
Pensioners:	New	22.73	25.00
<u>Commercial Use of Marine Berthing Platforms - Whale Watching / Tour Vessels</u>			
Monthly Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	New	500.00	500.00
Registered Length of Vessel: 10m to less than 15m	New	550.00	550.00
Registered Length of Vessel: 15m to less than 25m	New	600.00	600.00
Registered Length of Vessel: over 25m	New	700.00	700.00
Annual Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	New	3,500.00	3,500.00
Registered Length of Vessel: 10m to less than 15m	New	4,000.00	4,000.00
Registered Length of Vessel: 15m to less than 25m	New	4,500.00	4,500.00
Registered Length of Vessel: over 25m	New	5,000.00	5,000.00
Refundable Bonds -			
Registered Length of Vessel: 0m to less than 10m	New	5,000.00	5,000.00
Registered Length of Vessel: 10m to less than 15m	New	7,000.00	7,000.00
Registered Length of Vessel: 15m to less than 25m	New	9,000.00	9,000.00
Registered Length of Vessel: over 25m	New	12,000.00	12,000.00
<i>* Bond charge per vessel payable in advance (in addition to insurance requirements)</i>			
<i>* Permit fee payable in advance at issue of notice approval</i>			
<u>NATURALISTE COMMUNITY CENTRE</u>			
<u>Stadium</u>			
Association	43.64	45.45	50.00
Tennis	28.64	30.00	33.00
Sports Court (per hour) Community peak	44.55	46.36	51.00
Sports Court (per hour) Community-Off Peak(9am-3pm Mon-Fri)	35.09	36.36	40.00
Sports Court (per hour) commercial	64.55	66.82	73.50
Community half court - per hour	22.73	23.64	26.00
Badminton Court - per hour	15.45	16.36	18.00
Casual Basketball (Individual fee*) school student rate per hour conditions apply	New	2.73	3.00
Casual Basketball (Individual fee*) per hour conditions apply	5.27	5.45	6.00

<u>Multi-Purpose Activity Room (Full)</u>			
Community - per hour	31.82	32.73	36.00
Commercial - per hour	59.09	61.82	68.00
<u>Multi-Purpose Activity Room (Half)</u>			
Community - per hour	19.09	20.00	22.00
Commercial - per hour	30.91	31.82	35.00
Storage Community - per shelf	20.00	20.91	23.00
Storage Commercial - per shelf	29.09	30.00	33.00
<u>Family Activity Area</u>			
Community - per hour	12.73	13.18	14.50
Commercial - per hour	21.82	22.73	25.00
<u>Community Office Space</u>			
Community - per hour	10.00	10.45	11.50
Commercial - per hour	13.64	14.09	15.50
<u>Kitchen/Servery Area (in addition to other bookings)</u>			
Community - per hour	10.91	11.36	12.50
Commercial - per hour	13.64	14.09	15.50
<u>Kitchen/Servery Area (as single booking)</u>			
Community - per hour	17.27	18.18	20.00
Commercial - per hour	22.73	23.64	26.00
<u>Group Fitness</u>			
Per person per class	14.55	15.45	17.00
Concession per person per class [Health care card, seniors card, f/t student]	10.45	10.91	12.00
Discount tickets book of 10 (valid 3 months, not transferable, not valid at GLC)	123.18	127.27	140.00
12 month Membership (Individual)	590.91	613.64	675.00
12 Month membership Concession [Health care card, seniors card, f/t student]	500.00	518.18	570.00
6 months membership	354.55	395.45	435.00
6 months membership(concession) [Health care card, seniors card, f/t student]	New	348.18	383.00
3 months membership	206.36	284.55	313.00
3 months membership(concession) [Health care card, seniors card, f/t student]	New	275.00	275.00
1 month Membership	59.09	60.91	67.00
Pay as you go fortnightly direct debit	New	21.82	24.00
Pay as you go fortnightly direct debit concession	New	18.18	20.00
Pay as you go cancellation fee	New	45.45	50.00
Double membership - each	New	564.55	621.00
City of Busselton staff Group Fitness membership. A 10% discount applies on renewal.	New	381.82	420.00
<u>Seniors Programs</u>			
<i>Living Longer, Living Stronger; Stretch and Relax</i>			

Per person per class	7.09	7.09	7.80
Discount tickets - book of 10	62.27	62.27	68.50
<u>Casual Sports</u>			
Casual table tennis, badminton (per person)	6.18	6.36	7.00
<u>Crèche/ Activity Room</u>			
Casual use. Per Child per session (paid on day)	5.18	5.45	6.00
Crèche Pass (Book of 5)	21.82	22.73	25.00
Crèche Pass (Book of 10)	31.82	32.73	36.00
<u>Vacation care program, per child per day</u>	New	55.00	55.00
<u>Shower</u>			
Per person not participating in centre activities, per use of shower facilities	3.64	3.82	4.20
<u>Stage Hire</u>			
Commercial hire per day, or part of.	New	90.91	100.00
Community hire per day, or part of.	New	45.45	50.00
Stage hire bond, per use	New	400.00	400.00
<u>NCC Grounds Hire</u>			
Community class (20people or less) per hour	New	18.18	20.00
Commercial class (20people or less) per hour	New	31.82	35.00
Community casual use per hour	New	27.27	30.00
Commercial casual use per hour	New	45.45	50.00
Community half day	New	63.64	70.00
Commercial half day	New	109.09	120.00
<u>GEOGRAPHE LEISURE CENTRE</u>			
<u>Swimming Pool</u>			
Adult Swim	5.73	5.91	6.50
Concession Swim (Health Care card, or child 4-16 years)	4.45	4.55	5.00
Child under 4 y/o (must be accompanied by an adult)	Nil	Nil	Nil
Spectator	0.91	0.91	1.00
In term Swimming - Education Department	3.18	3.27	3.60
Vacation Swimming - Education Department	3.64	3.64	4.00
Sauna/spa (16 years & over only)	9.09	9.55	10.50
Swim/sauna/spa (16 years & over only)	13.64	14.09	15.50
Swimming Pool lane hire - Community (per lane per hour) Individual participants must pay normal pool entry	9.09	9.55	10.50
Swimming Pool lane hire - Commercial (per lane per hour) Individual participants must pay normal pool entry	19.09	20.00	22.00
Local Swimming clubs and local user groups	0.91	1.82	2.00
Swimming Pool Hire (Outdoor - Exclusive use) per hour (min 3 hours)	95.45	98.18	108.00
Group Pass (2 Adults and 2 children)	16.36	16.36	18.00
Swim aid / equipment hire	1.45	1.50	1.65
Discount tickets - book of 10	10% Discount	10% Discount	10% Discount

Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
Learn To Swim - per lesson	13.00	13.50	13.50
Private one on one lesson per 30 mins	New	35.00	35.00
Private one on one lesson per 15 mins	New	18.00	18.00
Large Inflatable Hire - per hour	136.36	140.91	155.00
Small Inflatable Hire - per hour	90.91	95.45	105.00
Bouncy Castle Hire - maximum 3hrs hire	104.55	109.09	120.00
<u>Fitness Centre</u>			
Fitness Centre - Casual	15.45	15.91	17.50
Appraisal and programme	59.09	60.91	67.00
Lifestyle Seniors programme	New	6.82	7.50
<u>Personal/ Group Training</u>			
Assessment Fee	59.09	60.91	67.00
30 minute standard Personal Training session	45.45	47.27	52.00
60 minute standard Personal Training session	63.64	65.91	72.50
Small group Personal training once per week for 6 weeks. Cost is per 6 week block	New	54.55	60.00
Small group Personal training twice per week for 6 weeks cost is per 6 week	New	109.09	120.00
<u>Aerobics/aquarobics</u>			
Per person per class	14.55	15.45	17.00
Per person per class (f/t student, health care card, senior's card concession)	10.45	10.91	12.00
Discount tickets - book of 10	10% Discount	10% Discount	10% Discount
Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
<u>Sports Stadium</u>			
Sports courts (each per hour) - Community peak	44.55	45.45	50.00
Sports courts (each per hour) - Community Off-peak (9am-3pm, Mon-Fri)	35.09	36.36	40.00
# Volleyball Courts 5 & 6 (i.e. smaller courts)	23.64	24.55	27.00
Sports courts (each per hour) commercial	64.55	66.36	73.00
Community half court - per hour	23.64	24.55	27.00
Badminton Court - per hour	15.45	16.36	18.00
Casual Basketball (Individual fee*) conditions apply	5.27	5.45	6.00
Casual Basketball (Individual fee*) school student rate conditions apply	New	2.73	3.00
Whole of stadium hire per day	New	545.45	600.00
Whole of stadium hire bond	New	500.00	500.00
<u>Crèche/Activity Room</u>			
Crèche / activity room per hour (Commercial)	36.36	37.27	41.00

Crèche / activity room per hour (Community)	27.27	28.18	31.00
Crèche / per child per session	5.27	5.45	6.00
Per Child per session (Book of 5)	21.82	22.73	25.00
Per Child per session (Book of 10)	31.82	32.73	36.00
Vacation Care Program	52.00	55.00	55.00
<u>MEMBERSHIP PACKAGES</u>			
Casual Day Pass (Gym/Aerobics/Pool/Spa/Sauna)	19.09	20.00	22.00
<u>Swim membership: [per person per annum]</u>			
Individual (Adult)	497.27	514.55	566.00
Concession (Child, Health care card, seniors card, f/t student)	398.18	411.82	453.00
Double (each)	445.45	460.91	507.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	354.55	367.27	404.00
Direct Debit - fortnightly deduction	19.09	20.00	22.00
<u>Gym: [per person per annum]</u>			
Individual	590.91	612.73	674.00
Concession [Child, Health care card, seniors card, f/t student]	500.00	518.18	570.00
Double (each)	545.45	564.55	621.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	409.09	423.64	466.00
Direct Debit - fortnightly deduction	20.91	21.82	24.00
Pay as you go cancellation fee	New	45.45	50.00
<u>Group Fitness Classes only: [per person per annum]</u>			
Individual	590.91	613.64	675.00
Concession [Child, Health care card, seniors card, f/t student]	500.00	518.18	570.00
Double (each)	545.45	564.55	621.00
Direct Debit - fortnightly deduction	20.91	21.82	24.00
<u>Gym/Swim/Spa/Sauna: [per person per annum]</u>			
Individual	772.73	800.00	880.00
Concession [Child, Health care card, seniors card, f/t student]	681.82	705.45	776.00
Double (each)	727.27	752.73	828.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	590.91	611.82	673.00
6 months membership	500.00	518.18	570.00
3 months membership	359.09	371.82	409.00
1 months membership	109.09	112.73	124.00
Direct Debit - fortnightly deduction	28.18	29.09	32.00
Replacement Membership Card	10.45	10.91	12.00
<u>Corporate Packages</u>			
Swim Club - (Club Access Only) per person per annum	272.73	281.82	310.00
Adult Swim - 10 plus members (each)	341.82	343.64	378.00
Child Swim - 10 plus members (each)	272.73	281.82	310.00
# Corporate member Gym/Swim/Spa/Sauna [per person per annum] 10 plus members (each). A 10% discount applies on renewal.	681.82	705.45	776.00

# City of Busselton staff full membership. A 10% discount applies on renewal.	500.00	518.18	570.00
<u>Health Suites</u>			
Community - per day	54.55	56.36	62.00
Commercial - per day	81.82	84.55	93.00
Storage - per month	72.73	75.45	83.00
<u>Meeting Room Hire</u>			
Community - per hour	18.18	19.09	21.00
Commercial - per hour	31.82	32.73	36.00
<u>Fitness Room Hires</u>			
Community - per hour	31.82	32.73	36.00
Commercial - per hour	59.09	60.91	67.00
<u>KOOKABURRA CARAVAN PARK</u>			
<u>POWERED SITES</u>			
<u>Overnight Rates</u>			
Off Season - (2 Adults per night)	33.64	35.00	38.50
Peak Season - (2 Adults per night)	41.82	43.64	48.00
Pensioner Rate - (2 Adults per night)	29.09	30.00	33.00
Off Season - Single Person Rate (Per night)	26.36	27.27	30.00
Peak Season - Single Person Rate (Per night)	33.64	35.00	38.50
Extra Child per night	9.09	9.09	10.00
Extra Adults per night	11.82	11.82	13.00
Clubs - per site (2 persons) (Rate only applies where off peak season and 15 vans or more)	27.27	28.18	31.00
<u>Weekly Rates - Off Season</u>			
Up to 27 Days:			
2 Adults per week	218.18	225.91	248.50
Pensioner Rate - (2 Adults per week)	189.09	195.91	215.50
Extra Child per week	59.09	59.09	65.00
Extra Adults per week	77.27	77.27	85.00
Single Person per week	170.91	176.82	194.50
Clubs - per site (2 persons) (Rate only applies where off peak season and 15 vans or more)	177.27	183.64	202.00
After 27 Days: (Less than 90 days)			
2 Adults per week	218.01	225.59	238.00
Pensioner Rate (2 Adults per week)	180.09	186.73	197.00
Single Person Rate	167.77	173.46	183.00
<u>Weekly Rate - Peak Season</u>			
<i>No pensioner concessions during peak season</i>			
Up to 27 Days:			
2 Adults per week	272.73	281.82	310.00
Single Person rate per week	218.18	225.91	248.50
After 27 Days: (less than 90 days)			

2 Adults per week	269.67	279.15	294.50
Single Person rate per week	213.27	220.85	233.00
<u>ONSITE PARK HOMES</u>			
<u>Overnight Rates</u>			
Off Season			
Cabin Normal Rate - up to maximum 4 (without ensuite)	72.73	75.45	83.00
Extra Adults per night	11.82	11.82	13.00
Extra Child per night	9.09	9.09	10.00
Park home 9 & 10 (ensuite) - up to maximum 4 people	90.00	93.18	102.50
Park 3 & 4 - up to maximum of 4 people	104.55	108.18	119.00
Park Home 6 (site 3) - up to a maximum of 6 people	New	118.18	130.00
Peak Season			
Cabin Normal Rate - up to maximum 4 (without ensuite)	109.09	113.64	125.00
Extra Adults per night	11.82	11.82	13.00
Extra Child per night	9.09	9.09	10.00
Park home 9 & 10 (ensuite) - up to maximum 4 people	118.18	122.27	134.50
Park 3 & 4 - up to maximum of 4 people	132.73	137.27	151.00
Park Home 6 (site 3) - up to a maximum of 6 people	New	145.45	160.00
<u>Weekly Rates</u>			
Peak Season			
Up to 27 Days:			
Cabin Normal Rate - up to maximum 4 (without ensuite)	745.45	772.73	850.00
Extra Adults per week	77.27	77.27	85.00
Extra Child per week	59.09	59.09	65.00
Park home numbers 9 & 10 (ensuite) - up to maximum 4 people	807.27	835.45	919.00
Park 3 & 4 - up to maximum of 4 people	906.36	938.18	1,032.00
Park Home 6 (site 3) - up to a maximum of 6 people	New	1,014.55	1,116.00
<u>SEMI PERMANENTS</u>			
<i>Resident Leaves Van Onsite</i>			
Annual charge entitles 90 days use for 2 people (includes one parking space only)	3,981.04	4,123.22	4,350.00
Parking fee - One parking space is provided with stay up to 90 days - per week fee for vehicles (including boats) after 90 days	18.18	18.18	20.00
<i>**Patrons selling their caravans or park homes must remove them from the Kookaburra Caravan Park</i>			
<u>MISCELLANEOUS</u>			
Group Booking - more than 15 sites for months of June, July and August only	Nil	0.00	0.00
Booking Cancellation Fee	31.82	31.82	35.00
Washing Machines/ Dryers	3.64	3.64	4.00
Refill of 9kg gas bottle	36.36	36.36	40.00
Shower charge	5.91	6.36	7.00
Linen hire per site	13.64	13.64	15.00

Extra occupants/ extra days charged for at overnight rates (as per powered sites).	Nil	0.00	0.00
Additional charge for electricity use for caravan air conditioners - per day	9.55	10.00	11.00
<u>ARTGEO CULTURAL COMPLEX</u>			
<u>Bonds & Cancellations</u>			
Facility Hire Bond	180.00	180.00	180.00
Facility Cancellation Fee (less than 1 weeks' notice given)	20% of Total Booking Fee	20% of Total Booking Fee	20% of Total Booking Fee
Key Bond (relates only to regular users)	60.00	60.00	60.00
<u>ArtGeo Gallery (7 Queen St)</u>			
**Bond applicable for one-off events			
Per one-off event -includes kitchen access (excluding exhibitions)	300.00	310.91	342.00
Rental for ArtGeo Gallery Exhibition space per week	190.91	198.18	218.00
<i>Additional exhibition costs are based on cost recovery - based on the individual artists requirements</i>			
<u>Commission Rates on Art Sales</u>			
Community Groups	20% of retail sale plus GST	20% of retail sale plus GST	20% of retail sale plus GST
ArtGeo Gallery	34% of retail sale plus GST	34% of retail sale plus GST	34% of retail sale plus GST
<u>Studio Hire (4 Queen St)</u>			
**Bond Applicable			
<u>Stable 1</u>			
Per week	54.55	56.36	62.00
<u>Stable 2</u>			
Per week	90.91	94.55	104.00
<i>Artists required to apply and sign lease with a 6 month minimum term</i>			
<u>Storage Fee</u>			
Storage Fee per week	New	45.45	50.00
<u>Fodder Room (4 Queen St)</u>			
**Bond Applicable			
Per half day (1 to 3 hours)	29.09	30.00	33.00
Per day (4 hours or more)	42.73	45.45	50.00
Per day (on permanent weekly booking)	38.18	40.00	44.00
<u>Courthouse Complex Hire Spaces (4 Queen St)</u>			
**Bond Applicable			
Old Courtroom (per week)	127.27	131.82	145.00
New Courtroom (per week)	174.55	181.82	200.00
Dayroom (per week)	80.00	81.82	90.00

Installation and dismantle fee (per hour)	41.82	43.64	48.00
<i>Artists required to apply & sign booking form. Additional exhibition charges based on cost-recovery are assessed on a case-by-case basis</i>			
<u>Commission Rates on Art Sales</u>			
Rostered Artists	20% of retail sale plus GST	20% of retail sale plus GST	20% of retail sale plus GST
Non-rostered Artists	30% of retail sale plus GST	30% of retail sale plus GST	30% of retail sale plus GST
Resident Artists	10% of retail sale plus GST	10% of retail sale plus GST	10% of retail sale plus GST
<u>Courtyard Hire (4 Queen St)</u>			
**Bond Applicable			
Per hour plus power costs if required	41.82	43.64	48.00
Per half day (1 to 3 hours) plus power costs if required	45.45	45.45	50.00
Per day (4 hours or more) plus power costs if required	90.91	90.91	100.00
Weekly hire	454.55	454.55	500.00
<i>50% discount for Stakeholder events (Cultural Precinct tenants)</i>			
<u>Terrace Garden (4 Queen St)</u>			
**Bond Applicable			
Per hour plus power costs if required	41.82	43.64	48.00
Per half day (1 to 3 hours) plus power costs if required	45.45	45.45	50.00
Per day (4 hours or more) plus power costs if required	90.91	90.91	100.00
<i>50% discount for Stakeholder events (Cultural Precinct tenants)</i>			
<u>BUSSELTON REGIONAL AIRPORT</u>			
<u>Passenger Fees</u>			
Passenger charge (head tax) for RPT flights (arriving & departing passengers)	20.00	20.00	22.00
Passenger Screening charge (departing passengers only). Applies to RPT and passenger requiring screening during the RPT operational period.	20.00	0.00	0.00
Passenger Facilitation Fee for Open & Closed Charter Flights (using Ground & BHS services) - Departing Passengers only	20.00	20.00	22.00
<u>Landing Fees & General Aviation Charges</u>			
Aircraft 0 -999 kg MTOW (Flat fee per landing)	4.09	4.24	4.66
Aircraft 1,000 -1,999 kg MTOW (Flat fee per landing)	7.73	8.00	8.80
Aircraft 2000 - 5699 kg MTOW per part 1000kg	14.18	14.68	16.15
Aircraft greater than 5700 kg MTOW per part 1000kg	18.18	18.82	20.70
An annual landing fee per aircraft (optional to per landing fee), for private aircraft (not including flight training aircraft) for City of Busselton residents and hangar lessees only with aircraft less than 2,000kg MTOW.	182.73	189.09	208.00
An annual landing fee (optional to per landing fee) for commercial operators (including flight training and touch and go's) for City of Busselton residents and/ or hangar lessees only, for aircraft 0 - 1,500kg MTOW.	727.27	752.73	828.00

An annual landing fee (optional to per landing fee) for commercial operators for City of Busselton residents and/ or hangar lessees only, for aircraft 1,500 - 2,000kg MTOW.	1,454.55	1,505.45	1,656.00
Apron parking only per day (0000-2359) - First 6 hrs free	27.27	28.18	31.00
Apron parking only - daily rate for aircraft based at Busselton Regional Airport for 10 plus nights per month	13.64	14.09	15.50
Emergency Services consisting of Royal Flying Doctor Service, Aerorescue, SLSWA Rescue Helicopter, DFES including Water Bombers, Fire Spotters and Helicopters and Police Air Wing	Nil	Nil	Nil
<u>Secure Car Park</u>			
Per motor vehicle / motor bike per day	4.55	4.55	5.00
Lost parking validation ticket	72.73	77.27	85.00
<u>Other Fees</u>			
CEO Nonconforming Activity per hour fee (Cost recovery of ARO staff time for landing/departure). Minimum of 1.5hr charge.	New	60.00	66.00
Flight Training Permits (as defined in the City of Busselton Noise Management Plan on approval by the City only)	180.00	186.00	186.00
Hire Car license fee for operating at the Busselton Regional Airport (in addition to lease)	163.64	169.09	186.00
Fee for any commercial or private activity that requires a City approved permit or licence	163.64	169.09	186.00
Hangar Access Key	24.55	24.55	27.00
Loss of City Issued Visitor Identification Card (VIC-ATSR)	22.73	22.73	25.00
Airport Reporting Officer airside escort, rate per hour for ARO time > 30 minutes (not including Local Standby, Full Emergency, Crash on Airport with ARO in attendance)	36.36	36.36	40.00
<u>Fuel Levy</u>			
To cover bowser maintenance	0.03 per litre	0.03 per litre	0.03 per litre
<u>LIBRARY CHARGES</u>			
Replacement Library Membership Cards	5.00	5.00	5.00
Library Bags - Red	1.36	1.36	1.50
Photocopy Charges (per copy) - black & white	0.18	0.18	0.20
Photocopy Charges (per copy) - colour	1.82	1.82	2.00
Scanning to email / thumb drive / SD card	0.18	0.18	0.20
Image Reproduction - Personal Use - First Image	6.36	6.36	7.00
Image Reproduction - Personal Use - All Subsequent Images	1.36	1.36	1.50
Image Reproduction - Commercial Use - First Image	27.27	27.27	30.00
Image Reproduction - Commercial Use - All Subsequent Images	6.36	6.36	7.00
Printing from the Internet - per A4 copy	0.18	0.18	0.20
USB Sticks	10.91	10.91	12.00
Public Internet - Guest Pass	New	1.82	2.00
Sale of discarded local stock - Adult Non fiction	2.73	2.73	3.00

Sale of discarded local stock - Adult fiction	0.91	1.82	2.00
Sale of discarded local stock - Junior	0.45	0.91	1.00
Sale of discarded local stock - Special Items	Market Rate	Market Rate	Market Rate

CARRIED 5/0

10.20am At this time the Recreation Facilities Coordinator left the meeting and did not return.

6.6 WHALE VIEWING PLATFORM POINT PICQUET - 2015/16 BUDGET AMENDMENT

SUBJECT INDEX:	Committee Meetings
STRATEGIC OBJECTIVE:	Our natural environment is cared for and enhanced for the enjoyment of the community and visitors.
BUSINESS UNIT:	Environmental Services
ACTIVITY UNIT:	Environmental Services
REPORTING OFFICER:	Manager, Environmental Services - Greg Simpson
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

This report recommends that Council amend the 2015/16 Budget by way of a transfer of funding currently allocated for projects within Meelup Regional Park. It is recommended that Council transfer surplus expenditure from the Meelup Beach car parking upgrade project account 541- COO27 which is now completed, to the Whale viewing platform project account 425-C3127-3280, to enable construction of the platform at Point Picquet in Meelup Regional Park.

BACKGROUND

Since 2004, community volunteers from Dunsborough Coast and Land Care Inc (D-CALC), in partnership with Western Whale Research, have been using Point Picquet during the whale migration season as the vantage point for monitoring the whales' southwards passage through Geographe Bay. This land-based monitoring forms part of a wider research program undertaken by SouWEST as part of a south west whale ecology study. SouWEST was formed in 2010, and is a collaborative science program which integrates the research expertise of Western Whale Research, the Centre for Marine Science and Technology at Curtin University and the community through D-CALC, to monitor whale sightings as part of a program for the long-term conservation of whales and their critical habitats along the coast.

In April 2013, D-CALC approached the Meelup Regional Park Management Committee (the Committee) with a proposal to construct a whale viewing platform at Point Picquet to assist their whale monitoring program and for the benefit of the wider public, as this location provides a unique ocean vantage point of Geographe Bay. The D-CALC proposal was presented at the May 2013 Committee meeting and the Committee resolution (MP1305/010) from that meeting is as follows:

That the Committee provides in-principle support for the whale watching deck and walkway, according to the following guidelines:

- 1. That DCALC consults with the Meelup Regional Park Committee on the project's development and implementation;*
- 2. That the materials used for the decking and walkway are consistent with those recommended in the Meelup Beach Master Plan; and*
- 3. That the design of the decking fits into the existing granite rocks to create an organic shape that fits into the landscape, rather than a rectangular-shaped decking.*

In April 2015, Council amended the 2014/15 Budget to receive a \$25,000 National Landcare grant as revenue towards the establishment of a Whale viewing platform at Point Picquet. This decision resulted in corresponding expenditure of \$25,000 towards construction of the Whale viewing platform being included in the 2015/16 Budget.

In August 2015, Council resolved (resolution C1508/215), to endorse concept design and construction drawings for the establishment of a whale viewing platform at Point Picquet for the purpose of public consultation and this design was advertised for a period of four weeks. In response to public advertising three submissions were received, none of which objected to or raised concerns with the proposal.

In December 2015, Council endorsed a proposal to construct a whale viewing platform at Point Picquet within Meelup Regional Park, in accordance with the advertised concept design and construction drawings.

STATUTORY ENVIRONMENT

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

Meelup Regional Park is Reserve 21629, and is Crown Land over which the City has a management order. The reserve purpose is 'Conservation and Recreation'.

RELEVANT PLANS AND POLICIES

The Meelup Regional Park Management Plan (2010) provides direction for the overall management of the Park. However, this Plan does not specifically address coastal management prompting the development of the Meelup Regional Park Coastal Nodes Master Plan in 2013, to guide the sensitive development of the Meelup Regional Park coastal nodes and to manage the impacts that result from increasing visitation to the Park's coastal areas including Point Picquet.

In December 2013, Council resolved (resolution C1312/324) to endorse the Meelup Regional Park Coastal Nodes Master Plan, as an informing strategy for the purpose of planning and managing the Meelup Regional Park.

The Coastal Nodes Master Plan supported a whale viewing platform to be constructed at Point Picquet. The Coastal Nodes Master Plan concept for the upgrade of Point Picquet carpark and surrounds includes an indicative location for the platform at Point Picquet and a notation that the feasibility of a whale viewing platform be investigated further in consultation with D-CALC.

FINANCIAL IMPLICATIONS

Quotations for the construction of the Whale Platform have now been received with the preferred contractor's price being \$63,337 (GST excl).

Council's 2015/16 Budget includes \$279,652 expenditure for the Meelup beach parking upgrade account 541- COO27. The works associated with the Meelup beach carpark upgrade have been completed for less than the 2015/16 budget, which has resulted in a surplus of \$39,145 in account 541- COO27

Council's 2015/16 Budget also includes \$25,000 in account 425-C3127-3280, towards the development of the Whale viewing platform which is the value of the \$25,000 National Landcare grant Council received in April 2015. This report recommends that the construction of the Whale viewing platform continue and that Council amends the 2015/16 Budget and transfer the \$39,145 from the Meelup beach parking upgrade account 541- COO27 to the Whale Viewing Platform – Point Picquet account 425-C3127-3280 as follows:

Description	Account String	2015/2016 Adopted Budget	2015/2016 Amended Budget (Proposed)	Variation to 2015/16 Budget
Expenditure				
Meelup Beach Parking Upgrade	541- COO27	279,652	240,507	39,145
Whale Viewing Platform Point Picquet	425-C3127- 3280	25,000	64,145	(39,145)
Net Exp/Rev		304,652	304,652	0

D-CALC has indicated their intent to contribute funds towards the whale viewing platform, for the installation of interpretive signage. The installation of interpretive signage will occur post construction and following consultation and support from the Meelup Regional Park Committee.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

This matter is considered relevant to Key Goal Area 5 - Cared for and Enhanced Environment and Community Objective 5.1 - Our natural environment is cared for and enhanced for the enjoyment of the community and visitors.

RISK ASSESSMENT

An assessment of the potential implication of implementing the officer recommendation has been undertaken using the City's risk assessment framework. The assessment sought to identify 'downside' risks only rather than 'upside' risks and where the risk, following implementation of controls has been identified, is medium or greater. No such risks were identified.

CONSULTATION

The advertised (September 2012) Meelup Regional Park Coastal Nodes Master Plan concept design for the upgrade of Point Picquet carpark and surrounds included an indicative location at Point Picquet for the establishment of a whale viewing platform. A notation on the plan alerted readers that the feasibility of a whale viewing platform will be further investigated in consultation with D-CALC. No submissions were received in response to the advertising of the Master Plan, objecting to establishing a whale viewing platform at Point Picquet.

The notation in the Meelup Regional Park Coastal Nodes Master Plan that the feasibility of a whale viewing platform be investigated further in consultation with D-CALC, resulted in the formation of a working group to progress the design for the whale viewing platform at Point Picquet. The Whale viewing platform working group comprised:

- One City Environmental Officer and Meelup Environment Officer
- One Dunsborough Coast and Landcare Group representative
- Two Meelup Regional Park Management Committee representatives

In May 2015, the proposed site for the establishment of a whale viewing platform at Point Picquet was inspected by representatives of the Nyungar community as part of an Aboriginal heritage assessment. No Aboriginal heritage sites or places were found to be located within the proposed Point Picquet whale viewing platform area. The assessment concluded that the proposed Whale viewing platform would have a low key impact on the environment and recommended that the City of Busselton proceed with the proposal to construct a whale viewing platform at Point Picquet without risk of breaching Section 17 of the Aboriginal Heritage Act 1972 in relation to Aboriginal heritage sites/places as defined by Section 5 of the Act.

The concept design and construction drawings for a proposed whale viewing platform to be located at Point Picquet were advertised for public comment for a period of 28 days during September 2015. The City received three submissions, none of which objected to or raised concerns with the proposal.

In November 2015, the Committee recommended that the Council endorse the proposal to develop and construct a whale viewing platform at Point Picquet within Meelup Regional Park in accordance with the proposed concept design and construction drawings.

OFFICER COMMENT

Since 2004, community volunteers from Dunsborough Coast and Land Care Inc (D-CALC), in partnership with Western Whale Research, have been using Point Picquet during the whale migration season as the vantage point for monitoring the whales' southwards passage.

Point Picquet is considered to be the best site for whale monitoring as it is the northern projection of the "greater Castle Bay" area with deeper water close to the coast and provides an almost 180-degree view for monitoring passing whales. This site also provides a ready reference point for whale monitoring, in the form of the buoy of the *Swan* wreck dive, north-east of the site.

The concept design for the whale viewing platform due to its low key design and setting into an existing depression in the coastal granite will have low visual impact due to the higher elevation of the surrounding landform.

The materials proposed for construction of the platform include exposed aggregate concrete and locally sourced granite. The use of exposed aggregate concrete is consistent with the material palette in the Meelup Beach Master Plan, and will also allow an 'organically-shaped' structure that fits into the landscape, rather than a rectangular-shaped deck. Locally sourced granite will help blend the structure into the landscape and will continue the granite theme used elsewhere in the Park and seating will be incorporated as part of the granite stone surround to the concrete platform. The proposed platform will provide universal access for disabled and a compass will be embedded into the concrete platform, to assist orientation for the public whilst providing a useful function for whale watching monitors.

There are limited formalised lookouts elsewhere in the Park, these include a timber deck at the termination of the universal trail alongside Meelup Brook, and a lookout car park on Meelup Beach Road. The proposed lookout at Point Picquet is unique in that it will be the only such infrastructure on the coastline in Meelup Regional Park, which will also provide universal access and has an almost 180-degree view of Geopaphe Bay.

CONCLUSION

Point Picquet has been used for the purpose of monitoring Whale migration since 2004 due to its proximity to deeper water close to the coast and almost 180-degree view for monitoring passing whales. Given that Point Picquet is currently the preferred location for whale monitoring activities

and that the development of whale viewing platform will have low visual impact, it is recommended that Council endorse the officer recommendation and proposed 2015/16 Budget amendment.

OPTIONS

Council may require a review of the project design with a view to reducing expenditure on the project and refer the design back to the Whale viewing platform working group and Meelup Regional Park Management Committee, however this process is expected to extend beyond the funding agreement date for completion of this project 30 June 2016, requiring a new completion date to be agreed with the funding body.

Council may resolve not to endorse the officer recommendation to amend the 2015-16 Budget to enable the construction of a Whale Viewing Platform at Point Picquet, in which case Council would forfeit the \$25,000 National Land-care grant to assist the project.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, an amendment to the 2015/2016 adopted budget will be processed by the 30 May 2016.

Committee Recommendation and Officer Recommendation

F1604/023

Moved Councillor G Henley, seconded Councillor T Best

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council Endorses an amendment to the 2015/2016 adopted budget on the following basis to enable construction to proceed on the Point Picquet Whale Viewing Platform:

Description	Account String	2015/2016 Adopted Budget	2015/2016 Amended Budget (Proposed)	Variation to 2015/16 Budget
Expenditure				
Meelup Beach Parking Upgrade	541- COO27	279,652	240,507	39,145
Whale Viewing Platform Point Picquet	425-C3127-3280	25,000	64,145	(39,145)
Net Exp/Rev		304,652	304,652	0

CARRIED 5/0

Note: The Committee also asked that given this additional expenditure being spent on Capital Works at Meelup Regional Park, that an adjustment be made to reduce the capital expenditure proposed for Meelup Park in the 2016/17 to \$150,000 and that over the course of the 10 year Long Term Financial Plan, capital expenditure be more consistent rather than significant variances from year to year as currently proposed in the LTFP.

6.7 PERMIT FEES FOR COMMERCIAL USE OF BERTHING PLATFORMS AT THE BUSSELTON JETTY

SUBJECT INDEX:	Tourism Development
STRATEGIC OBJECTIVE:	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
BUSINESS UNIT:	Commercial Services
ACTIVITY UNIT:	Economic and Business Development
REPORTING OFFICER:	Economic and Business Development Coordinator - Jon Berry
AUTHORISING OFFICER:	Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

To facilitate growth in marine-based tourism, the City of Busselton has completed the construction of two new marine berthing platforms at the Busselton Jetty. The berths (one on the east side and one on the west side) have been constructed with financial assistance of a Federal Tourism Development grant and are intended for use by cruise ship tenders and commercial whale watching and charter/tour vessels.

Council has previously resolved (C1512/369) to defer applying fees and charges for cruise ship tender use of the platforms until the 2017/18 financial year and to set a permit fee for other commercial vessels as part of the 2016/17 budget process (the subject of this report).

This report presents the topic of raising necessary capital to maintain the Jetty through a fee-for-use charge to be paid by commercial operators. It also contemplates options for the introduction of fees from 1 July 2017, for use of the berths by cruise ship companies.

BACKGROUND

In early-2015, the City was successful in its application to the Federal Government's Tourism Demand Driver Infrastructure (TDDI) program and received funding of \$600k, matched by a City contribution of \$600k (a total of \$1.2m) for new marine berthing facilities at the Busselton Jetty. The funds enabled the City to construct a 35m berthing platform on the east side of the Jetty (the principal berthing facility with universal pedestrian access) and a 15m platform on the west side of the Jetty (stair access only). The two platforms will enable the transfer of cruise ship passengers in a range of weather conditions and provide a new pick up and drop off point for commercial whale-watching and charter/tour vessels at Busselton's premier tourist precinct. They are exclusively for tourism based commercial use.

There is also an existing platform toward the end of the Jetty known as '*Alley's Landing*', which was purpose built for visits of tall ships such as the sail training ship "STS Leeuwin II", operated by the not for profit Leeuwin Ocean Adventure Foundation. There is no fee or charge set for use of this landing, with no new fee proposed at this time.

The installation of the two new marine berths will primarily support berthing of vessels operated by two user groups, being cruise ship tenders and whale-watching/tour vessels, with the potential for further commercial use.

1. Whale watching/tour vessels

There are six vessels regularly operating whale watching tours in the Geographe Bay region, which is a popular activity for tourists visiting the Region. Some of these vessels are based at Dunsborough (Quindalup professional fisherman's boat ramp), with the majority being moored at pens at Port Geographe, with seasonal visits from Perth or North West home ports. The

whale-watching season in Geographe Bay primarily runs from September to mid-December, with some of the vessels then operating out of Augusta through to May to experience whale migration and for fishing charters.

It is estimated that these operators service around 5,000 passengers per annum from Geographe Bay. Based on an average cost per passenger of \$75.00, this equates to direct expenditure of \$375,000 per annum for this activity. The multiplier effect increases economic impact significantly, including for example, food and accommodations expenditure.

An existing jet boat operator has been issued a Jetty landing permit and is using the eastern-side platform from January 2016 to the end of April 2016, with passengers paying the Jetty entrance fee to BJECA in the absence of Council setting a designated Jetty landing permit fee.

Preliminary interest has also been received from a yacht charter company interested in using the facility as an embarkation point for corporate/motivational sailing experiences on an 'occasional use' basis.

2. Cruise ship vessels

During the 2014/15 financial year a total of six cruise ships visited Busselton and disembarked passengers via tender vessels at the U-shaped swim Jetty, now enclosed by a beach enclosure and stinger nets.

Independent research commissioned by Cruising Down Under reported passengers spent an estimated \$1.8m in the Region, generating \$0.5m in wages (equivalent of 10 FTEs) and \$0.9m in value add. A total of 8,773 passengers and crew disembarked the vessels with 2,530 undertaking pre-booked tours of the Region.

The Western Australian Cruise Shipping Strategic Plan 2012-2020 produced by Tourism Western Australia aims to maximise the economic benefits of cruise shipping to the state and identifies 10 key cruise ship destinations in the state, one of which is Busselton. Accordingly, all other factors being equal, it is likely cruise ship visits to Busselton will continue to grow into the foreseeable future.

There are seven cruise ship visits scheduled to visit Busselton in 2015/16, a further eight booked for 2016/17 and five pre-booked for 2017/18. Council has previously resolved (C1512/369) to waive berthing fees until 2017/18.

Currently all members of the public using the Jetty during daylight hours are charged an entrance fee. On 25 November 2015, Council resolved (C1511/330) to waive jetty entrance fees for cruise ship passengers. On 9 December 2015 Council also resolved (C1512/369) to waive berthing fees for cruise ship tender vessels until the 2017/18 financial year and to consider a regime of fees for other commercial vessels to be adopted as part of the 2016/17 budget deliberations.

This report recommends a proposed fee schedule for whale watching/tour vessels to be introduced from 1 July 2016 and for context, contemplates a proposed future fee schedule for cruise ship tender berthing from 1 July 2017 (which will be the subject of a separate report following further industry consultation over the next six months).

STATUTORY ENVIRONMENT

Jetties Act 1926

This Act provides for the construction, maintenance, and preservation of jetties and other works, and to make better provision for securing and regulating the use and management of jetties.

Pursuant to section 7 of the Jetties Act, the CEO of the Department of Transport may grant a license for the erection or construction of a jetty or for the maintenance and use of any Jetty. The Busselton Jetty is licensed in accordance with this legislation.

Busselton Jetty License (2009)

The City of Busselton (former Shire) was granted a Jetty License in 2009 by the Department of Transport, with the permitted use being for 'Recreation, Tourism and Heritage'. Section 6.3 requires the City to establish and maintain a Jetty Maintenance Reserve and contribute to the account from income received from existing ground leases on the Busselton foreshore plus a minimum of \$650k (indexed to CPI) sourced from Busselton Jetty Environment and Conservation Association (BJECA), which is licensed to operate tourism enterprises on the Jetty to raise this capital.

City of Busselton and Busselton Jetty Environment and Conservation Association License (2009)

The City of Busselton licenses BJECA to use and manage the Jetty as a commercial enterprise on specified terms and conditions. Licensed activities include operation of commercial enterprises by BJECA including the Interpretative Centre, Underwater Observatory and the Miniature Railway Train. BJECA is also licensed to collect the Jetty Entrance fee that is set by Council.

City of Busselton Jetties Local Law 2014

The Busselton Jetty Local Law (2014) allows the City to control access to berthing at the Jetty. Relevant clauses include:

- **Section 2.2 Mooring of Vessels:**

(1) *A person shall not moor to or berth a vessel at the jetties or moor or berth a vessel on the Land—*

(a) unless the mooring or berthing of the vessel is authorized or permitted by the local government either by way of a sign affixed by the local government to the jetties or by written consent of the local government; (b) other than in accordance with any conditions imposed by the local government under clause 3.2(1)(a).

(2) *Subclause (1) does not apply to—*

(a) a person who needs to moor to or berth a vessel at the jetties or on the Land in an emergency;

(b) a vessel in distress such as that repairs are required and then only to effect the minimum repairs necessary to enable the vessel to be moved elsewhere;

(c) a person who uses the jetties under and in accordance with a written agreement with the local government; and

(d) a person who has been exempted from subclause (1) by the local government.

(3) *A person shall not—*

(a) moor a vessel to the jetties or any part of the jetties except to such moorings or mooring piles as are provided; or

(b) permit a vessel to remain alongside the jetties unless the vessel is so moored or fastened.

- **Section 5.6 Fees and charges:**

(1) *Fees and charges may be imposed by the local government for the purposes of this local law in accordance with the requirements of Part 6, Division 5, Subdivision 2 of the Act.*

- (2) *A person shall not charge admission or seek payment for entering or using the jetties without having first obtained the written consent of the local government.*
- (3) *A person shall not enter upon or use the jetties without first having paid—*
- (a) the fees and charges which may apply to such entry or use, as determined by the local government from time to time; or*
- (b) admission charged by a person who obtained written consent pursuant to subclause (2).*

RELEVANT PLANS AND POLICIES

Busselton Jetty 50-Year Maintenance Plan

The Busselton Jetty 50-Year Maintenance Plan identifies the maintenance, capital replacement and upgrade tasks required to maintain the Busselton Jetty, including the exterior and structural maintenance of the Interpretive Centre and the Underwater Observatory, for the 50-year period from 2013 to 2062. Reconstruction of the existing lower landing fishing platform (known as 2A) was originally scheduled for the year 2020 (with no access ramp) at a forecast cost of ~\$500k, so this work has effectively been bought forward by the new platform replacing existing 2A on the east side of the Jetty.

FINANCIAL IMPLICATIONS

Asset replacement and maintenance of the two new berths will be provided for in the Jetty Maintenance Reserve. Engineering and Works (EWS) estimate the cost at approximately \$25k pa, which is to be reflected in a review of the Busselton Jetty 50-Year Maintenance Plan.

This report proposes the above costs be funded from the introduction of a permit fee for whale watching / tour vessels from 1 July 2016 (estimated income of \$12k-\$20k pa) and supplemented by a future permit fee (from 1 July 2017) from cruise ships (income to be estimated in a report to the Finance Committee within six months). Any surplus funds directed to the Jetty Reserve over \$25k pa, will effectively reduce reliance on municipal funds to support Jetty Reserve income obligations.

No provision is currently made for a swing mooring (estimated at \$10k) that may be required in the future should there be competing demand for use of the berths, resulting in vessels needing to moor temporarily while other vessels are embarking/disembarking passengers. Should this arrangement be deemed necessary, this item would be funded in a future budget or a budget review (dependent on timing).

Additionally, cruise ship visits currently cost the City on average of \$1.8k per visit (~\$13k pa), with these funds used for an onshore visitor welcome program and budgeted in the Economic and Business Development Activity section of the municipal budget. This is a partnering contribution along with separate resources provided by the Margaret River Busselton Tourism Association (MRBTA), Chambers of Commerce and Busselton Jetty Conservation and Environment Association (BJECA) who provide staff resources and volunteer effort. Tourism WA and the South West Development Commission have also provided some additional seed funding for marquees and maps.

These costs to the City would be offset by revenue from the permits that would be directed into the Jetty Reserve, effectively reducing funding required from the municipal fund required to meet the City's Jetty Licence obligations.

Long-term Financial Plan Implications

City of Busselton Engineering and Works staff estimate that the maintenance and provision for the replacement of the two new tender platforms will cost around \$25,000pa over a 50 year period.

These costs are to be integrated into the Long Term Financial Plan, however it revenue generated through future berthing fees and charges will offset this.

Support to a cruise ship visitation program is identified in the City’s Long Term Financial Plan in the Economic and Business Development Activity Unit under marketing and promotion.

STRATEGIC COMMUNITY OBJECTIVES

Key Goal Area2

Well planned, vibrant and active places: An attractive City offering great places and facilities promoting an enjoyable and enriched lifestyle

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

Key Goal Area 3:

Robust local economy: A strong local economy that sustains and attracts existing and new business, industry and employment opportunities.

- 3.1 A strong, innovative and diversified economy that attracts people to live, work, invest and visit;
- 3.2 A City recognised for its high quality events and year round tourist offerings; and,
- 3.3 A community where local business is supported.

RISK ASSESSMENT

The following risks have been rated as either high or moderate.

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
<p>REPUTATIONAL</p> <p>The City’s fees and charges for the new marine berthing platforms are set too high and deter use of the platforms by commercial operators</p>	<p>Consult with commercial tour operators when determining fees.</p> <p>Conduct a comparative assessment of charges by other ports and permit/licensing authorities</p>	Moderate	Possible	M13
<p>FINANCIAL</p> <p>The City’s fees and charges for the new marine berthing platforms are set too low and funds for maintenance and provision for replacement are needed to be sourced from municipal revenues</p>	<p>Set fees on estimated requirement to maintain and replace berthing platforms and other costs associated with supporting cruise ship visits</p>	Moderate	Possible	M13

CONSULTATION

In preparing this report, Officers conducted desktop research and consulted with several operators conducting commercial tours from Port Geographe. The results of the consultation are reflected in the Officer comment and recommendations. The three whale watching vessel operators and one tour boat operator all expressed interest in using the platforms as a pick-up and drop-off point and would likely utilize the facility for at least three pickups and three drop offs in any one day, primarily during the period September to November during whale watching season. The operators consulted

also see future potential in conducting sunset tours in the summer months, particularly once the foreshore redevelopment is complete and tourism numbers potentially grow as a result of the introduction of interstate flights operating out of the developed airport.

Preliminary consultation has also occurred with Carnival Australia (P&O and Princess Cruises) regarding the City's intention to commence applying a berthing Permit fee from 2017/18 financial year. This consultation will continue along with further discussions with Tourism Western Australia regarding setting a reasonable fee that is acceptable to the growing cruise ship industry. The results of these consultations will be included in a separate report and recommendation to the Finance Committee leading into the 2017/18 financial year.

In addition, Officers have consulted with the Busselton Jetty Environment and Conservation Association Inc (BJECA), which prefers to retain the authority to collection the Jetty Entrance fee (currently \$3.00 per adult), for each passenger wanting to walk northward on the Jetty after alighting or departing from a vessel using the new berthing platforms. On 25 November 2015, Council resolved (C1511/330) to waive the Jetty Entrance fee for cruise ship passengers, in part to support a more welcoming environment in an effort to grow cruise ship visits as a new economic activity supporting tourism development across the district.

OFFICER COMMENT

The installation of the two new marine berths at the Busselton Jetty will primarily support berthing of two user groups, being cruise ship tenders and commercial whale-watching/tour vessels, with the potential for further commercial use such as short term yacht charter pickups. Although this report makes recommendations on fees and charges for whale watching/tour vessels, it also contemplates options for the introduction of fees from 1 July 2017, for use of the berths by cruise ships (the subject of a future report to the Finance Committee within six months).

1. Proposed Permit Fees for whale watching / tourist vessels (from 1 July 2016)

There are several considerations for the setting of fees and charges;

- Firstly, it is desirable for the regime to be administratively simple for the City (as owner of the Jetty) and for the operators and/or their booking agents.
- Secondly, fees need to be set with the primary objective of supporting whole of life asset maintenance and replacement of the platforms (est. ~\$25k pa)
- Thirdly, fees should ideally not be set at such a level so as to deter commercial tourism use of the platforms, the very reason they were funded with support from a Federal Government tourism development grant.

When setting the fees, it is important to differentiate between casual or one-off use of the platforms as opposed to commercial businesses who commit to operating at the Jetty for extended periods, effectively value adding to the experience of visitors to the Busselton foreshore, which is destined to be the district's premier tourist precinct.

In order to reduce administrative complexity, but provide some flexibility with commercial use of the new platforms, a fee regime which relates to the characteristics of the vessel (e.g. registered length – which in most cases is also directly proportional to passenger capacity) is recommended, along with charges associated with duration of use, with an annual permit duration being relatively less expensive than monthly use. This type of arrangement reflects the approach taken by the Department of Transport when it sets fees for its facilities, albeit there are limited examples of non-metropolitan jetties that are not enclosed in a marina or other protected space. It also takes account existing charges for pens at Port Geographe, which range from an annual

base fee of approximately \$6,000 (15m vessel) to ~\$11,000 pa (25m vessel), representing an established fixed cost reflected in ticket process for whale watching tours.

The known fleet of six vessels range in size from 16m to 24m and currently operate in the Geographe Bay region. The recommended fees below are based on a primary objective of supporting whole of life asset maintenance and replacement of the two new platforms (est. ~\$25k pa) while at the same time not being too high so as to prohibit commercial interest. Given the platforms are intended for pick up and drop off of paying passengers, one or two swing moorings may also be required for use by vessels prior to pick up of passengers and following disembarkation, prior to the next tour commencing. This will keep the berthing platforms free for use (i.e. not tying up and monopolizing the berths). The cost and ownership of providing a shared mooring requires further discussions with Department of Transport and potential operators, however should one or more be required, the cost is likely to be in the order of \$10k per mooring (*source; MP Rogers Marine Berthing Study 2014*) which if amortized over 10 years amounts to \$1k per annum. This type of logistical arrangement for low draught vessels may also be viable at Scout Road jetty. Consultation with two operators indicates tours would likely commence between 9.00am -10.00am and return between 12noon and 1.00pm (3hr tours).

The following categories are proposed for the issuing of permits to whale watching/tourist vessels, based on duration:

- Monthly Permit: (per calendar month – i.e. from a specified time/date in one month to the same time/date in the next month, or part thereof)
- Annual Permit: A period of 12 consecutive months

Registered Length of vessel	Maximum duration of use permitted		
	Monthly	Annual	Refundable Bond*
0 < 10 m	\$500	\$3,500	\$5,000
10 < 15	\$550	\$4,000	\$7,000
15 < 25	\$600	\$4,500	\$9,000
Over 25m	\$700	\$5,000	\$12,000
Permit Application Fee: \$70.00 (ex GST)			

*Bond charge per vessel payable in advance (in addition to insurance requirements)

Permit fee payable in advance at issue of notice of approval

The above fees would likely generate between \$12k and \$20k per annum, dependent on the number of whale watching vessels committing to using the platforms (early indications suggest four vessels) and the number (if any) extending use beyond the traditional whale watching period (four months of the year) to include sunset and other marine tours (up to eight months of the year).

2. Proposed Future Permit fees for Cruise ship Visits (from 1 July 2017)

Fees and charges for cruise ships vary at destinations and are generally determined by the size of the vessel, number of passengers and duration of use. In making decisions on the choice of destination to berth, shipping companies consider profit maximization (which is based to some extent on port fees and charges along with other factors such as safety and passenger experiences at the destination). Hitherto, the City of Busselton and regional tourism industry has been able to provide an exceptional visitor experience and has established Busselton as a growing cruise ship stop-over destination. This is demonstrated by independent research conducted by Tourism Western Australia, which concluded that three out of five (61 per cent) transit passengers rated their overall experience at the destination as “excellent” while a further 34 per cent rated their experience as “very good.” The remainder rated their experience as

good, meaning 100 per cent of transit passengers had a positive experience in the Region. Two in five (42 per cent) said they would definitely recommend the Region as a holiday destination to family and friends, while a further 54 per cent were “very likely” or “quite likely” to recommend it.

Other cruise ship ports/anchorage points in WA that charge berthing fees for cruise ships and/or their tenders include:

- Albany (port facilities)
- Augusta (anchorage – no visits at this time)
- Broome (port facilities)
- Bunbury (port facilities)
- Busselton (anchorage)
- Esperance (anchorage / port facilities)
- Exmouth (anchorage)
- Fremantle (port facilities)
- Geraldton (anchorage)
- Port Hedland (port facilities)

Port berthing fees vary and generally include navigation fees, berth hire and services fees (water and waste). For example Albany Port charges \$0.2957 per tonne of vessel for navigation fees (min \$9,926) and \$1,266 per 8 hour berth period. If the ship does not come alongside berth it is charged \$1,266 per day for a navigation fee. Similarly, costs at the Port of Bunbury for a large vessel such as the Diamond Princess would include berth hire (\$2,800); pilotage (\$6,800), navigational services (~\$6,500 per hour) and stevedoring charges (~\$2,600 per visit).

The two anchorage ports most similar to Busselton are Exmouth and Geraldton, which are both under the control of the Department of Transport, which calculates its fees inclusive of GST at \$9.93 per metre of the tender vessel plus \$4.24 per passenger.

In the case of Geraldton, DoT contributes to the wage of a cruise co-ordinator, a position shared with the local visitor centre and has invested in some infrastructure on the foreshore. Esperance Port charges \$7,000 per visit for mobilizing a pontoon when anchorage visits are required.

Officer communications with Tourism WA indicate cruise ship companies are generally willing to pay a ‘reasonable fee’ to cover costs of a host port. Preliminary discussions with cruise ship lines have stated they incur additional costs at anchorage ports, including mobilization of tender vessels, fuel, security and staff to manage passengers onshore, which offsets berthing fees typically payable at ports. They also take a view that there are significant economic benefits to the host community that should be taken into consideration when planning berthing fees. They have stated any berthing costs would need to be included in the passengers’ fare, in what is increasingly become a fiercely competitive industry.

Busselton is currently an anomaly in the cruise ship visitation circuit because it does not charge fees for berthing tender vessels, whereas other ports and anchorage locations have established a commercial charge for use of their facilities, primarily using Department of Transport charging policies.

Given the previous Council resolution to defer fees and charges for cruise ship visits until 2017/18, a separate report recommending an appropriate fee will be prepared in late-2016, following further consultation with affected shipping lines (currently Princess Cruises, P&O and Cunard). Two alternative approaches to be considered are:

- use of Department of Transport charging principles for cruise ship tender use of their facilities (charge per passenger of \$4.24 and per metre of tender vessel \$9.93 (typically 14m length with six tenders); or,
- a simple up-front payment of a fixed permit fee per visit, based on the registered passenger and crew capacity of the ship (Officer recommendation).

Feedback from the cruise ship industry will be sought on the above alternative approaches to fees and charges, along with other options. A separate Officer recommendation will be made in a future Finance Committee report.

CONCLUSION

It is timely and prudent for Council to introduce a charge for the use of its Jetty infrastructure to recover the cost of maintenance and administration of commercial activities which benefit from using the facility. This needs to be transparent, equitable and comparable to other destinations.

Officers recommend Council considers as part of the 2016/17 budget preparation (fees and charges schedule) a fee arrangement for whale watching/tour vessels from 1 July 2016.

This report recommends waiving of the Jetty entrance fee in favour of charging a single Permit fee (payable in advance) authorising use of the platforms by commercial tour operators from 2016/17 and cruise ship tenders from 2017/18. This approach will be readily implemented with all revenue achieved by the City from the permit fees being transferred to the Jetty Maintenance Reserve, which is generally, in the mutual interest of BJECA, the City and the ratepayers of the Busselton district.

The recommended fee schedule will likely raise between \$15-20k per annum from whale watching / tour vessels from 2016/17 financial year (based on six vessels using the platforms four months of the year). This may increase to approx. \$30k pa in a best case scenario, if all the operators used the platforms for eight months of the year.

The Officer recommendation also proposes the CEO commence negotiations with cruise ship companies on a mutually acceptable permit fee for use of the marine berthing platforms, with a separate report to be prepared for the Finance Committee within six months.

OPTIONS

Council may wish to incur an alternative fee and charge regime for use of the new marine berthing platforms that differs from the Officer recommendation.

Similarly, Council may elect to forgo (or reduce) fees and charges and fund the required asset however this will result in the City sourcing additional maintenance funds (est \$25k pa) from the municipal budget. This option would require amendments to the LTFP and annual budgeting cycle.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council adopt the Officer recommendation, the 2016/17 Fees and Charges schedule will include the amount specified and be incurred from 1 July 2016 for whale watching / tour vessels.

Officers will then engage further with the cruise ship companies based on feedback from Council on an appropriate methodology for striking fees and charges for disembarking passengers at the new marine berthing platforms from 1 July 2017.

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

That the Council:

1. Waives the Busselton Jetty Entrance fees for passengers pre-booked on commercial tours operated by vessels issued with a permit to berth at the Busselton Jetty lower platforms;
2. Adopts in the 2016/17 Fees and Charges Schedule, the following charges for commercial use of the new marine berthing platforms on the Busselton Jetty under the category 'whale-watching/tour vessels'.

Registered Length of vessel	Maximum duration of use permitted		
	Monthly (ex GST)	Annual (ex GST)	Refundable Bond*
0 < 10 m	\$500	\$3,500	\$5,000
10 < 15	\$550	\$4,000	\$7,000
15 < 25	\$600	\$4,500	\$9,000
Over 25m	\$700	\$5,000	\$12,000
Permit Application Fee: \$70.00 (ex GST)			

**Bond charge per vessel payable in advance (in addition to insurance requirements)
Permit fee payable in advance at issue of notice of approval*

3. Supports the CEO engaging with cruise ship companies on a mutually acceptable flat permit fee per visit for use of the marine berthing platforms and presenting a further report and recommendations to the Finance Committee within six months.

Note: The Committee felt that the refundable bond amounts were too high for a small business to have the capacity to provide and therefore reduced the bond values.

Committee Recommendation

F1604/024

Moved Councillor P Carter, seconded Councillor G Henley

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

1. Waives the Busselton Jetty Entrance fees for passengers pre-booked on commercial tours operated by vessels issued with a permit to berth at the Busselton Jetty lower platforms;
2. Adopts in the 2016/17 Fees and Charges Schedule, the following charges for commercial use of the new marine berthing platforms on the Busselton Jetty under the category 'whale-watching/tour vessels'.

Registered Length of vessel	Maximum duration of use permitted		
	Monthly (ex GST)	Annual (ex GST)	Refundable Bond*
0 < 10 m	\$500	\$3,500	\$2,500
10 < 15	\$550	\$4,000	\$3,500
15 < 25	\$600	\$4,500	\$4,500
Over 25m	\$700	\$5,000	\$6,000
Permit Application Fee: \$70.00 (ex GST)			

**Bond charge per vessel payable in advance (in addition to insurance requirements)
Permit fee payable in advance at issue of notice of approval*

3. Supports the CEO engaging with cruise ship companies on a mutually acceptable flat permit

fee per visit for use of the marine berthing platforms and presenting a further report and recommendations to the Finance Committee within six months.

CARRIED 5/0

6.8 GEOGRAPHE LEISURE CENTRE - BUDGET AMENDMENT REQUEST DRYSIDE CHANGEROOM RENEWAL

SUBJECT INDEX:	Geographe Leisure Centre
STRATEGIC OBJECTIVE:	A community where people feel safe, empowered, included and enjoy a sense of good health and wellbeing.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	Facilities Services
REPORTING OFFICER:	Facilities Coordinator - Shawn Lombard
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

The purpose of this report is to seek approval to amend the 2015-2016 Geographe Leisure Centre (GLC) budget to transfer \$60,000.00 (excl. GST) from the GLC Sports Hall capital budget (522-B9513-3280-0000) to the GLC Changeroom/Toilets budget (522-B9514-3280-000) to undertake the dry side refurbishment works and bring this area up to the same standard as the upgraded wet side change room facilities.

BACKGROUND

In 2015 the City of Busselton undertook a major extension and renovation to portions of the Geographe Leisure Centre. These works were done to a certain standard and product finish and specification.

At the start of 2015, in an effort to keep the facility modern and compliant to the most relevant standards, the wet-side change rooms formed part of the original upgrades done to the Geographe Leisure Centre. At that time, The City of Busselton opted to delay the works required for the dry-side change rooms. The objective of this workscope is to undertake the dry side refurbishment works and bring this area up to the same standard as the upgraded wet side change room facilities.

It is also noted that minor works are required on the dry-side ambulant ablution and store room doors, and therefore this has been added to this project in an effort to consolidate the works and achieve full building certification and compliance.

The City originally advertised this project workscope as RFT18/15, and this process was eventually cancelled under CEO delegation due to:

- Only two submissions were received for RFT18/15, from tenderers of which one was deemed non-compliant due to lack of information.
- The one compliant tender from Innovest Construction submitted a price of \$186,559.00 Ex GST, and is therefore considerably over the original revised budget (\$114,334.00 Ex GST) by an amount of \$72,225 Ex. GST. This did not represent good or best value to the evaluation team.

It was then decided to implement the following process to progress this workscope:

All tenderers were formally notified of this cancellation.

Five (5) new suppliers were identified and approached for a new pricing submission under a new RFQ document. This was done immediately after the cancellation process was formalized.

The timing of the works have been deferred to a later date in the financial year, due to the fact these works can only be delivered between scheduled GLC activities and current usage constraints. The indicative dates for commencement previously provided under RFT18/15 will not provide enough time to re-quote and evaluate.

A revised schedule proposed to commence these works at the end of April 2016, with an anticipated time frame of 10 weeks through to completion. This had been confirmed with GLC staff as being the best time for these works.

Department of Sport and Recreation has been notified of the change in project completion timeframes although their one third funding must still be acquitted by 15 June 2016 or we cannot apply for the July round of CSRFF.

This **RFQ 12/16 GLC Dryside Changeroom Renewal** process is complete and concluded with two submissions received from the original five contractors identified and provided with the relevant quotation documentation.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where budget allocation does exist, expenditure is not to be incurred until such time as it is authorized in advance for allocation to a new capital line item, by an absolute majority decision of the Council.

RELEVANT PLANS AND POLICIES

This proposal aligns to the City's Strategic Community Plan of 2013:

Key Goal Area 2: Well planned, Vibrant and Active Places
 Objective: 2.1 A City where the community has access to quality cultural, recreation, leisure facilities and services.
 2.3 Infrastructure assets are well maintained and responsibly managed to provide for future generations.

FINANCIAL IMPLICATIONS

The following budget amendment is recommended, noting this results in a net neutral outcome to Council.

Description	Account String	2014/15 Adopted Budget \$	2014/15 Amended Budget (PROPOSED) \$	Variance \$
GLC Sports Hall capital budget	522-B9513-3280-0000	\$60,000	\$0	-\$60,000
GLC Changeroom/Toilets budget	522-B9514-3280-000	\$114,334.00	\$174,334	\$60,000
Net Variance		\$0	\$0	\$0

The evaluation Panel recommended that **Quest Holdings Pty Ltd** be awarded the Contract resulting from **RFQ 12/16 GLC Dryside Changeroom Renewal** on the terms and conditions detailed within the RFQ for the lump sum value of **\$149,118.00 (excluding GST)**.

The remaining \$25,216.00 Ex GST budget will be allocated by the Facilities team to address the following associated issues linked to the change rooms:

- Air handling in the wet and dry areas that require minor remediation's to improve airflow.
- Additional floor strip grates to the entry statement of the female ablution to alleviate the water ingress in these areas.
- Minor remedial works to the wet- side ablution vinyl floor to introduce a possible coving element to help correct the water ingress due to the failing silicone bead.

These are all currently being quoted and considered for inclusion into the current workscope period to help deliver an all round solution to the overall ablution environment.

The practical completion date will be set as detailed in the request for quotation, with practical completion being the **30 June 2016**.

Additionally, the award has been made conditional through amended clarification with Quest Holdings Pty. Ltd. to include the following:

- Revised General Terms and Conditions to suit the amended workscope.
- A guarantee that this project will not be subject to variations from the Contractors end, and that their lump sum price (\$149,118.00 (excluding GST) is all inclusive with sufficient contingency being allocated to the specified workscope, noting that any changes made by the Principle will be the only items considered in this regard.

The \$60,000 for the sports hall floor sanding and re-line has been included in the 2016/17 draft budget.

Long Term Financial Plan Implications

Floor sanding has been rescheduled to the 2016/17 capital budget.

STRATEGIC COMMUNITY OBJECTIVES

Referred to earlier in this report within the Relevant Plans and Policies section.

RISK ASSESSMENT

An assessment of the potential implications of implementing the officer recommendations has been undertaken using the City's risk assessment framework. The assessment identifies 'downside' risks only, rather than 'upside' risks as well. The officer recommendation is considered to be "low" risk.

CONSULTATION

Internal consultation with the Manager Community Services (Maxine Palmer) and the Recreation Facilities Coordinator (Dave Goodwin) has been conducted, noting that they are in agreement with the transfer of the funds to help conclude this key project which hinges around service delivery and facility standards. The Busselton Basketball Association, who were previously pressing for the floor to be relined, have also been consulted with and are in agreement that the change rooms take priority.

OFFICER COMMENT

As this project has gone through several rounds of advertising to try to achieve a value for money outcome, it has become evident that this work required additional funding to be able to deliver the outcomes identified.

Additionally this project is addressing:

- Aspects noted during the general maintenance of this venue, with the aim to improve and replace such items with product that will satisfy the use and upkeep of this hard wearing environment.
- Minor fire compliance works identified and reported by the inspector who provides building compliance and certification for this venue. These have been included as part of the works and require additional funding to get done.

Furthermore, from the consultation, it became evident that the dryside change room works are of a higher priority than the floor sanding due to the current condition and usage rates experienced.

The evaluation team is now more confident that they are achieving a value for money outcome from the responses received under RFQ12/16 GLC Dryside Changeroom Renewal.

CONCLUSION

Officer's recommend Council approve to amend the 2015-2016 Geographe Leisure Centre (GLC) budget to transfer \$60,000.00 (excl. GST) from the GLC Sports Hall capital budget (522-B9513-3280-0000) to the GLC Changeroom/Toilets budget (522-B9514-3280-000) to undertake the dry side refurbishment works and bring this area up to the same standard as the upgraded wet side change room facilities. Additionally this amendment will also provide sufficient funds to conclude the fire compliance works required to achieve full building certification as required under law.

OPTIONS

Council may determine not to support the Officer's recommendation and resolve not to amend and re-allocated the funds to this capital line item, noting this would result in:

- The full workscope not being able to be delivered for the Dryside Change rooms , resulting in a high use area not meeting patrons usage and expectation outcomes.
- The fire compliance works required to achieve full certification sign off not being done, resulting in the GLC operating in state of building code non-compliance.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the officer recommendation be endorsed, budget amendments will occur immediately, as the project is awaiting budget amendment award to meet the required commencement date and funding acquittal timeframes.

Committee Recommendation and Officer Recommendation**F1604/025**

Moved Councillor P Carter, seconded Councillor T Best

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

1. Approves an amendment to the 2015/16 budget for the upgrade of the dry side change rooms at the GLC on the following base:

Description	Account String	2014/15 Adopted Budget \$	2014/15 Amended Budget (PROPOSED) \$	Variance \$
GLC Sports Hall capital budget	522-B9513-3280-0000	\$60,000	\$0	-\$60,000
GLC Changeroom/Toilets budget	522-B9514-3280-000	\$114,334.00	\$174,334	\$60,000
Net Variance		\$0	\$0	\$0

CARRIED 5/0

11.15am: At this time the Director, Planning and Development Services, Manager, Waste and Fleet Services, Manager, Operations Services, Facilities Coordinator, Engineering Management Accountant and Executive Assistant left the meeting and did not return.

7. GENERAL DISCUSSION ITEMS

12.05pm: At this time the Presiding member left the meeting and did not return and the Deputy Presiding Member assumed the chair.

7.1 RESTRICTED ASSETS AND RESERVE ACCOUNTS

SUBJECT INDEX:	Finance and IT Services
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Corporate Services; Finance
ACTIVITY UNIT:	Financial Operations
REPORTING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

Information was presented by the Director, Finance and Corporate Services and was discussed with the Committee with a view that a formal report will be tabled for consideration at the May Finance Committee meeting.

7.2 RATING STRATEGIES

SUBJECT INDEX:	Rates
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Corporate Services; Finance
ACTIVITY UNIT:	Rates
REPORTING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

Information was presented by the Director, Finance and Corporate Services and was discussed with the Committee.

7.3 ELECTED MEMBER ALLOWANCES 2016/17

SUBJECT INDEX:	Councillors
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Governance Services; Major Projects
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Chief Executive Officer - Mike Archer
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

Information was presented by the Chief Executive Officer and was discussed with the Committee with a view to a further discussion occurring with Councillors at the Draft 2016/17 Budget meetings.

8. NEXT MEETING DATE

Thursday, 5 May 2016

9. CLOSURE

The meeting closed at 12.49pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 100 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON THURSDAY, 5 MAY 2016.

DATE: _____ PRESIDING MEMBER:
