

Finance Committee Agenda

20 July 2022

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 20 JULY 2022

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Finance Committee will be held in the the Committee Room, Administration Building, Southern Drive, Busselton on Wednesday, 20 July 2022, commencing at 3.15pm.

The attendance of Committee Members is respectfully requested.

DISCLAIMER

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



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

14 July 2022

CITY OF BUSSELTON

AGENDA FOR THE FINANCE COMMITTEE MEETING TO BE HELD ON 20 JULY 2022

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1. **DECLARATION OF OPENING, ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS**

2. **ATTENDANCE**

Apologies

3. **PUBLIC QUESTION TIME**

4. **DISCLOSURE OF INTERESTS**

5. **CONFIRMATION OF MINUTES**



5.1 **Minutes of the Finance Committee Meeting held 8 June 2022**

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held 8 June 2022 be confirmed as a true and correct record.

6. REPORTS

6.1 LIST OF PAYMENTS MADE - MAY 2022

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

OFFICER RECOMMENDATION

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

CHEQUE PAYMENTS	119248 - 119266	92,766.44
ELECTRONIC FUNDS TRANSFER PAYMENTS	87067 - 87323 and 87327 – 87652	7,137,394.20
TRUST ACCOUNT PAYMENTS	CHQ 7589 and EFT 87324 - 87326	25,974.48
PAYROLL PAYMENTS	01.05.2022 - 31.05.2022	2,414,430.14
INTERNAL PAYMENT VOUCHERS	DD 4865 - 4893	180,691.21
TOTAL PAYMENTS		9,851,256.47

EXECUTIVE SUMMARY

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

BACKGROUND

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

OFFICER COMMENT

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

Statutory Environment

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

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

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

Risk Assessment

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

Options

Not applicable.

CONCLUSION

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

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.



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

CHEQUE PAYMENTS	119248 - 119266	92,766.44
ELECTRONIC FUNDS TRANSFER PAYMENTS	87067 - 87323 and 87327 - 87652	7,137,394.20
TRUST ACCOUNT PAYMENTS	CHQ # 7589 and EFT # 87324 - 87326	25,974.48
PAYROLL PAYMENTS	01.05.2022 - 31.05.2022	2,414,430.14
INTERNAL PAYMENT VOUCHERS	DD # 4865 - 4893	180,691.21
		9,851,256.47

CHEQUE PAYMENTS MAY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
11/05/2022	119263	BARBARA INGARFIELD	REFUND OF BUILDING FEE	110.00
11/05/2022	119260	BRADLEY REYNOLDS	CROSSOVER SUBSIDY PAYMENT	134.00
17/05/2022	119264	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	175.65
11/05/2022	119253	CHEEKY MONKEY BREWING CO PTY LTD	REFUND OF ANIMAL TRAP BOND	102.00
17/05/2022	119266	COMMISSIONER OF STATE REVENUE	REFUND OF RATE OVERPAYMENT	44.00
11/05/2022	119251	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	88.55
11/05/2022	119256	DYLAN & JODI STEVENS	CROSSOVER SUBSIDY PAYMENT	405.10
11/05/2022	119250	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY & ROADWORKS	18,612.00
11/05/2022	119255	GRAHAM & CLAIRE ALLEN	CROSSOVER SUBSIDY PAYMENT	323.80
11/05/2022	119259	JEANIE PATTERSON	CROSSOVER SUBSIDY PAYMENT	178.00
11/05/2022	119262	JUDITH ANNE & KENNETH ALAN EVANS	REFUND OF RATE OVERPAYMENT	100.00
11/05/2022	119258	KANE & CHELSEA DAVIES	CROSSOVER SUBSIDY PAYMENT	231.50
11/05/2022	119261	MICHAEL & MELISSA ABRUSCI	CROSSOVER SUBSIDY PAYMENT	188.20
11/05/2022	119254	ROSS ALEXANDER WRIGHT	CROSSOVER SUBSIDY PAYMENT	165.70
11/05/2022	119257	STEPHEN KENT & TRACIE MCKEON	CROSSOVER SUBSIDY PAYMENT	341.90
11/05/2022	119252	SUZANNE OZOLINS	REFUND OF ANIMAL TRAP BOND	102.00
11/05/2022	119249	VOIDED	VOIDED	-
17/05/2022	119265	WALLNER FAMILY TRUST	REFUND OF RATE OVERPAYMENT	3,018.91
11/05/2022	119248	WATER CORPORATION	WATER SERVICES	68,445.13
				92,766.44

EFT PAYMENTS MAY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
5/05/2022	87075	1SPATIAL AUSTRALIA PTY LTD	TRAINING SERVICES	2,035.00
17/05/2022	87479	360 ENVIRONMENTAL	ENVIRONMENTAL CONSULTANCY - LOWER VASSE RIVER	9,240.00
25/05/2022	87620	A G & J M NOTTLE	STAFF REIMBURSEMENT	1,692.67
5/05/2022	87120	A1 BOBCATS BUSSELTON	EARTHWORK SERVICES	3,034.97
11/05/2022	87306	A1 BOBCATS BUSSELTON	EARTHWORK SERVICES	57,363.95
17/05/2022	87391	A1 BOBCATS BUSSELTON	EARTHWORK SERVICES - SUGARLOAF RD	17,055.78
17/05/2022	87460	AAA WELDING AND FABRICATION SERVICES	WELDING AND FABRICATION SERVICES	423.50
5/05/2022	87125	ABEC ENVIRONMENTAL CONSULTING PTY LTD	ENVIRONMENTAL CONSULTING - BSN DEPOT	11,000.00
5/05/2022	87228	AC FORSTER & SON	PLUMBING SERVICES	100.00
5/05/2022	87271	ACROMAT	SPORT EQUIPMENT SUPPLIER	560.00
5/05/2022	87251	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	29,964.60
17/05/2022	87552	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	18,807.80
5/05/2022	87086	ACURIX NETWORKS	INTERNET WIFI ACCESS	3,689.13
17/05/2022	87435	ADAM DAVEY	TURF CONSULTANT	550.00
17/05/2022	87436	ADVAM PTY LTD	AIRPORT CARPARK CREDIT CARD TRANSACTIONS	463.49
5/05/2022	87134	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	1,826.00
17/05/2022	87412	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	935.00
17/05/2022	87453	ADVANCED HEARING WA PTY LTD	HEARING ASSESSMENT	2,415.00
26/05/2022	87634	AEGIS AGED CARE GROUP PTY LTD	REFUND LANDSCAPING BOND	56,944.56
17/05/2022	87408	AEROMETREX PTY LTD	SUBSCRIPTION TO AERIAL PHOTOGRAPHY	65,307.00
17/05/2022	87466	AHOY MANAGEMENT	CABIN FEVER FESTIVAL ACTIVITIES	11,000.00
17/05/2022	87390	ALINTA SALES PTY LTD	ELECTRICITY	786.80
5/05/2022	87143	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	989.80
17/05/2022	87421	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	151.69
17/05/2022	87463	ALTUS GROUP CONSULTING PTY LTD	COST MANAGEMENT SERVICES	3,503.50
17/05/2022	87434	AMD AUDIT & ASSURANCE PTY LTD	ACCOUNTANCY SERVICES	4,862.00
5/05/2022	87257	AMITY SIGNS	SIGNAGE SERVICES	56.65
25/05/2022	87619	ANGELA GRIFFIN	STAFF REIMBURSEMENT	104.93
17/05/2022	87551	ANIMAL PEST MANAGEMENT SERVICES	PEST CONTROL SERVICES	2,125.20
5/05/2022	87087	ANNA FOLEY	WELLNESS SERVICES	780.00
17/05/2022	87413	ANSTEE EARTHMOVING CO	EARTHMOVING SERVICES	392.00
5/05/2022	87209	ANTHONY ROBERTS TA CAR CARE (WA) BUSSELT	CAR DETAILING	255.00
17/05/2022	87517	ANTHONY ROBERTS TA CAR CARE (WA) BUSSELT	CAR DETAILING	88.00
5/05/2022	87288	APEX ENVIROCARE	SEDIMENT REMOVAL - LOWER VASSE RIVER	43,192.05
17/05/2022	87447	AR DEVELOPMENTS	50% NEWPORT GEOGRAPHE BORE	17,256.54
5/05/2022	87077	ARBOR GUY	TREE MAINTENANCE SERVICES	13,382.95
17/05/2022	87335	ARBOR GUY	TREE MAINTENANCE SERVICES - WESTERN POWER CUTTING & GALE RD	44,085.51
5/05/2022	87297	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	242,681.00
19/05/2022	87608	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	228,569.00
31/05/2022	87647	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	230,979.00
25/05/2022	87637	AUSTRALIA POST	POSTAL SERVICE	2,804.01
5/05/2022	87162	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	1,166.50
17/05/2022	87449	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	2,994.86
17/05/2022	87330	AUSTRALIAN LIBRARY AND INFORMATION ASSOC	LIBRARY RESOURCES	750.00
17/05/2022	87512	AUTO ONE TRADING PTY LTD	AUTOMOTIVE	4,877.19
5/05/2022	87167	AV TRUCK SERVICES PTY LTD	VEHICLE PARTS & MAINTENANCE	856.16
5/05/2022	87140	AVIATION ID AUSTRALIA PTY LTD	SUPPLY AVIATION ASIC CARDS	560.00
5/05/2022	87096	AZILITY	IT SOFTWARE	988.90
5/05/2022	87255	B&B STREET SWEEPING	STREET SWEEPING SERVICE	20,491.37
17/05/2022	87557	B&B STREET SWEEPING	STREET SWEEPING SERVICE	13,210.98

6.1

Attachment A

List of Payments - May 2022

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
5/05/2022	87114	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	18,024.25
17/05/2022	87384	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	6,671.64
17/05/2022	87389	BATTERY WORLD BUNBURY	BATTERIES	1,705.00
5/05/2022	87102	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE	6,831.03
5/05/2022	87106	BCP CONTRACTORS PTY LTD	EARTHWORKS - MITCHELL PARK	47,674.77
11/05/2022	87304	BCP CONTRACTORS PTY LTD	EARTHWORKS - BSN FORESHORE EAST DEVELOPMENT	160,133.09
17/05/2022	87372	BCP CONTRACTORS PTY LTD	EARTHWORKS - FORESHORE EAST REDEVELOPMENT	48,380.40
5/05/2022	87168	BE INGRAM	CARPENTRY SERVICES	2,375.00
11/05/2022	87311	BE INGRAM	CARPENTRY SERVICES	1,700.00
25/05/2022	87626	BEACHBOROUGH PTY LTD	ROAD BUILDING AGGREGATE	2,914.36
17/05/2022	87603	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	300.00
5/05/2022	87137	BELLROCK CLEANING SERVICES PTY LTD	CLEANING SERVICES	30,394.34
5/05/2022	87263	BENARA NURSERIES	NURSERY SUPPLIES	9,327.60
5/05/2022	87084	BEST CONSULTANTS PTY LTD	ELECTRICAL CONSULTING SERVICES	2,640.00
5/05/2022	87279	BG&E PTY LTD	CONSULTANCY SERVICES	1,210.00
5/05/2022	87205	BING TECHNOLOGIES PTY LTD	MAILING SERVICES	559.16
5/05/2022	87179	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	6,600.00
5/05/2022	87219	BMI CRANE HIRE PTY LTD	CRANE HIRE SERVICES	968.00
5/05/2022	87227	BOC LIMITED	GAS SERVICES	793.35
17/05/2022	87530	BOC LIMITED	GAS SERVICES	1,289.58
17/05/2022	87343	BR & ND GLOVER	TILING SERVICES	4,972.00
5/05/2022	87178	BRETT TITERTON ELECTRICAL AND AIR CONDI	ELECTRICAL SERVICES	154.00
17/05/2022	87470	BRETT TITERTON ELECTRICAL AND AIR CONDI	ELECTRICAL SERVICES	283.50
5/05/2022	87083	BRIDGESTONE	TYRE SERVICES	1,455.30
17/05/2022	87342	BRIDGESTONE	TYRE SERVICES	619.06
25/05/2022	87629	BROAD CONSTRUCTION PTY LTD	CONSTRUCTION SERVICES - BPACC	869,868.10
17/05/2022	87579	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	1,490.06
5/05/2022	87259	BSEWA	ELECTRICAL SERVICES	1,947.00
17/05/2022	87560	BSEWA	ELECTRICAL SERVICES	9,986.37
17/05/2022	87498	BSN / DUNS ALLIANCE AGAINST DEPRESSION	SUNDRY PAYMENTS	560.00
5/05/2022	87261	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	1,078.71
17/05/2022	87562	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	331.10
25/05/2022	87621	BURGESS RAWSON PTAWA TRUST	LEGAL SERVICES	550.00
17/05/2022	87396	BUSSELTON AGRICULTURAL SERVICES (WA) PTY	RURAL SUPPLIES	1,359.00
17/05/2022	87564	BUSSELTON AND SUGITO SISTER CITIES ASSOC	SISTER CITY COMMITTEE	4,500.00
17/05/2022	87385	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	880.76
17/05/2022	87347	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	2,613.82
5/05/2022	87262	BUSSELTON BITUMEN SERVICE	EARTHMOVING SERVICES - DUNS SPORT PRECINCT	214,174.17
25/05/2022	87638	BUSSELTON BITUMEN SERVICE	EARTHMOVING SERVICES - DUNS SPORT PRECINCT	67,016.80
5/05/2022	87198	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	6,283.73
17/05/2022	87556	BUSSELTON FLORIST	FLOWERS AND GIFTS	240.00
17/05/2022	87474	BUSSELTON FURNITURE PTY LTD	FURNITURE - NCC RECEPTION CABINETRY	3,999.00
17/05/2022	87331	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	99.00
5/05/2022	87080	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	302.50
5/05/2022	87181	BUSSELTON MASTERS SWIMMING CLUB INC	SPORTS GRANT	3,600.00
17/05/2022	87417	BUSSELTON MEDICAL PRACTICE	MEDICAL SERVICES	275.00
5/05/2022	87244	BUSSELTON MOTORS	VEHICLE PURCHASES / SERVICES / PARTS	459.00
5/05/2022	87252	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	721.40
17/05/2022	87553	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	110.00
17/05/2022	87565	BUSSELTON REFRIGERATION & AIRCON	REFRIGERATION/AIR CONDITIONING SERVICES	1,771.00
17/05/2022	87404	BUSSELTON REWINDS	PLANT PURCHASES/SERVICES / PARTS	3,084.86
5/05/2022	87246	BUSSELTON SENIOR CITIZENS CENTRE	QUARTERLY DONATION PAYMENT	24,772.34
17/05/2022	87366	BUSSELTON SPA & POOL	SPA / POOL SUPPLIES	115.00
17/05/2022	87566	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	440.78
5/05/2022	87194	BUSSELTON SUBIE SERVICE	AUTOMOTIVE SERVICE AND REPAIR	373.72
17/05/2022	87505	BUSSELTON SUBIE SERVICE	AUTOMOTIVE SERVICE AND REPAIR	341.77
17/05/2022	87394	BUSSELTON TOWING SERVICE	TOWING SERVICES	1,251.25
5/05/2022	87225	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	39,881.42
5/05/2022	87226	BUSSELTON WATER	WATER SERVICES	289.50
11/05/2022	87317	BUSSELTON WATER	WATER SERVICES	94.00
17/05/2022	87529	BUSSELTON WATER	WATER SERVICES	1,140.41
17/05/2022	87451	CAPE CELLARS	REFRESHMENTS	51.06
5/05/2022	87289	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	34.90
17/05/2022	87398	CAPE SHADES PTY LTD	SHADE SAILS	330.00
26/05/2022	87640	CAPE TO CAPE EXCAVATIONS	BOND REFUNDS	25,000.00
17/05/2022	87358	CAREERSPT PTY LTD	ADVERTISING SERVICES	188.10
26/05/2022	87632	CARINE NOMINEES PTY LTD ATF CR HEATH FAM	BOND REFUND	2,500.00
26/05/2022	87631	CARINE NOMINEES PTY LTD ATF JRP MARKHAM	BOND REFUND	2,500.00
17/05/2022	87467	CARRAMAR COASTAL NURSERY	NURSERY SUPPLIES	11,460.90
5/05/2022	87154	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES - CAREY ST, BUSSELL HWY, BROADWATER	32,344.51
17/05/2022	87442	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES - BUSSELL HWY	11,878.50
17/05/2022	87531	CHADSON ENGINEERING	ENGINEERING SERVICES	922.90
5/05/2022	87093	CHRIS SHEEDY PANEL & PAINT	PANEL REPAIRS & REPLACEMENT	500.00
5/05/2022	87267	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	5,735.72
17/05/2022	87569	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	388.45
11/05/2022	87321	CITY AND REGIONAL FUELS	FUEL SERVICES	6,613.75
5/05/2022	87299	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	5,058.75
19/05/2022	87610	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	4,688.75
31/05/2022	87651	CITY OF BUSSELTON	SOCIAL CLUB REIMBURSEMENT	200.00
31/05/2022	87649	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	4,541.94
5/05/2022	87295	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,932.18
19/05/2022	87605	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,932.18
31/05/2022	87644	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,932.18
5/05/2022	87296	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	174.00
19/05/2022	87606	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	186.00
31/05/2022	87645	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	186.00
5/05/2022	87301	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	216.00
19/05/2022	87612	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	198.00
17/05/2022	87574	CLEANAWAY	WASTE MANAGEMENT SERVICES - KERBSIDE RECYCLING	99,646.82
17/05/2022	87397	CLEANAWAY CO PTY LTD	CHEMICAL DISPOSAL SERVICES	6,883.57
17/05/2022	87543	CLEANAWAY OPERATIONS PTY LTD	MAINTENANCE PARTS WASHER	807.71
5/05/2022	87126	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	39,496.47
17/05/2022	87400	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	37,380.92
17/05/2022	87493	CLINICAL DESIGN SOLUTIONS	BOND REFUND	200.00

6.1

Attachment A

List of Payments - May 2022

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
5/05/2022	87191	CMM TECHNOLOGY	WORKPLACE DRUG & ALCOHOL TESTING	148.50
5/05/2022	87286	COASTAL EARTHMOVING CONTRACTORS	CONTRACTOR - DUNS SPORTING PRECINCT	8,447.80
5/05/2022	87265	COATES HIRE	HIRE EQUIPMENT SERVICES	6,552.70
17/05/2022	87580	COCA-COLA AMATIL	GLC KIOSK PURCHASES	229.32
17/05/2022	87370	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	570.60
17/05/2022	87510	COMBINED METAL INDUSTRIES	STEEL PRODUCTS SUPPLIER	326.49
5/05/2022	87141	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	2,531.10
5/05/2022	87184	CONSTRUCTION SCIENCES PRY LTD	MATERIALS TESTING	2,254.56
17/05/2022	87480	CONSTRUCTION SCIENCES PRY LTD	MATERIALS TESTING	1,127.28
5/05/2022	87208	CR. MIKAYLA LOVE	COUNCILLOR PAYMENT	2,891.34
25/05/2022	87627	CR. MIKAYLA LOVE	COUNCILLOR PAYMENT	619.05
5/05/2022	87113	CR. P CARTER	COUNCILLOR PAYMENT	4,735.56
5/05/2022	87166	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	2,891.34
17/05/2022	87502	CRAIG & MICHELLE DALLACHY	SUNDRY PAYMENTS	167.90
5/05/2022	87089	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	18,677.86
17/05/2022	87354	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	2,517.29
5/05/2022	87180	CREATIVE HEART COUNSELLING	ARTIST WORKSHOP	2,400.00
5/05/2022	87278	CROSS SECURITY SERVICES	SECURITY SERVICES	5,097.12
5/05/2022	87155	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	383.49
31/05/2022	87650	CSA OFFICIAL RECEIPTS	SALARY DEDUCTIONS	711.02
5/05/2022	87300	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	711.02
19/05/2022	87611	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	711.02
5/05/2022	87223	D AGOSTINO + LUFF PTY LTD	ARCHITECTURAL SERVICES - DUNSBOROUGH SPORTING PRECINCT	4,290.00
5/05/2022	87103	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	654.50
17/05/2022	87486	DAMIEN & DENE CRANWELL	BTTP REFUND	60.00
17/05/2022	87485	DAVID & KELSIE WHITCHER	BTTP REFUND	125.00
11/05/2022	87313	DAVID HOLDEN BUILDING INSPECTIONS	BUILDING INSPECTIONS	990.00
5/05/2022	87266	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	2,997.98
17/05/2022	87568	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	3,093.74
11/05/2022	87312	DAVID SANDS	STAFF REIMBURSEMENT	73.72
17/05/2022	87448	DELNORTH PTY LTD	STEEL GUIDE POST SUPPLIER	3,029.57
5/05/2022	87069	DEPARTMENT OF PREMIER & CABINET	LEGAL PUBLICATIONS	571.20
17/05/2022	87337	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	61.50
17/05/2022	87456	DIESEL AND HYDRAULIC SERVICES SOUTH WEST	PLANT REPAIR AND MAINTENANCE	2,925.34
17/05/2022	87477	DONALD CANT WATTS CORKE (WA) PTY LTS	CONSULTANCY SERVICES	7,150.00
5/05/2022	87183	DOOR HARDWARE SOLUTIONS	HARDWARE SUPPLIES	399.03
5/05/2022	87136	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	518.62
17/05/2022	87415	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	1,188.09
5/05/2022	87121	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	99.00
17/05/2022	87393	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	6,918.78
17/05/2022	87356	DR & NK JAMES	BUS CHARTER SERVICE	1,610.00
11/05/2022	87315	DREW MAZALEVSKIS	STAFF REIMBURSEMENT	32.96
17/05/2022	87523	DREW MAZALEVSKIS	STAFF REIMBURSEMENT	116.69
5/05/2022	87144	DSI FENCING & GATES	FENCING SERVICES	660.00
5/05/2022	87233	DUCHESS MEDICAL PRACTICE	MEDICAL SERVICES	288.65
17/05/2022	87534	DUCHESS MEDICAL PRACTICE	MEDICAL SERVICES	164.75
5/05/2022	87138	DUNSBOROUGH CONCRETE	CONCRETE SUPPLIES	9,746.00
17/05/2022	87418	DUNSBOROUGH CONCRETE	CONCRETE SUPPLIES - FOOTPATH BUSSELL HWY	31,391.25
17/05/2022	87490	DUNSBOROUGH CRICKET CLUB	BOND REFUND	100.00
17/05/2022	87500	DUNSBOROUGH CRICKET CLUB	BOND REFUND	100.00
5/05/2022	87098	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	175.05
5/05/2022	87123	DUTCH IMPORTS PTY LTD	CATERING	414.00
17/05/2022	87528	DYLAN ADAMSON	STAFF REIMBURSEMENT	87.00
17/05/2022	87364	DYMOCKS BUSSELTON	LIBRARY RESOURCES	1,243.82
5/05/2022	87172	E & P CRONIN	COUNCILLOR PAYMENTS	2,891.34
5/05/2022	87159	EARTH AND STONE WA	EARTHWORKS - LOWER VASSE RIVER SEDIMENT REMOVAL	80,976.94
25/05/2022	87624	EARTH AND STONE WA	EARTH WORKS - WILDBROOK RD, YALINGUP	15,125.00
5/05/2022	87115	ECHO FIELD PTY LTD	BUSH FIRE INSPECTION WORKS/WEED CONTROL	10,928.33
17/05/2022	87386	ECHO FIELD PTY LTD	BUSH FIRE INSPECTION WORKS/WEED CONTROL	465.96
17/05/2022	87374	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	1,472.00
17/05/2022	87428	EIS CONTROL PTY LTD	ELECTRICAL SERVICES	1,471.25
5/05/2022	87169	EJ & KM COX	COUNCILLOR PAYMENTS	2,891.34
17/05/2022	87489	ELEANOR LINDORES	BOND REFUND	200.00
17/05/2022	87484	ELIZABETH SWANSON	REFUND DOG REGISTRATION	150.00
11/05/2022	87307	EMERG SOLUTIONS PTY LTD	BROADCAST ALERT APP	2,550.00
5/05/2022	87276	EMERGE OFFICE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	396.67
17/05/2022	87575	EMERGE OFFICE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	984.00
17/05/2022	87351	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	2,093.65
5/05/2022	87067	ENVIRONMENTAL HEALTH AUSTRALIA	TRAINING SERVICES	1,300.00
17/05/2022	87432	ESPLANADE HOTEL	ACCOMMODATION	200.00
5/05/2022	87094	EVERGREEN HOLDINGS PTY LTD	INDUSTRIAL SUPPLIES	12.44
5/05/2022	87177	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	158.99
17/05/2022	87433	FASSOM PTY LTD	STATIONERY AND OFFICE SUPPLIES	348.34
5/05/2022	87245	FESTIVAL OF BUSSELTON (INC)	SPONSORSHIP AND OTHER SUPPORT	1,000.00
17/05/2022	87353	FIRE RESCUE SAFETY AUSTRALIA	FIRE SAFETY EQUIPMENT	137.97
17/05/2022	87462	FOODLOSOPHY	CATERING AND COOKING CLASSES	390.00
5/05/2022	87218	FORESTLAND SPRINGS	BOTTLED WATER	132.00
5/05/2022	87099	FOUNDER ENTERPRISES PTY LTD T/AS FORTUS	EARTHMOVING PARTS	3,585.12
17/05/2022	87424	FRASER SUITES PERTH	ACCOMMODATION	380.00
17/05/2022	87583	FREEHILLS EFT ACCOUNT	LEGAL SERVICES	1,908.23
5/05/2022	87133	FRESH AS	REFRESHMENTS	177.70
17/05/2022	87411	FRESH AS	REFRESHMENTS	95.05
5/05/2022	87130	FYFE PTY LTD	CONTAMINATED LAND AUDITOR SERVICES	3,976.50
5/05/2022	87190	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE	231.00
5/05/2022	87131	GEOBOX PTY LTD	VEHICLE CAMERAS	1,630.20
17/05/2022	87405	GEOBOX PTY LTD	VEHICLE CAMERAS	118.80
5/05/2022	87275	GEOGRAPHE CATCHMENT COUNCIL INC.	COMMUNITY WEED PROJECT	27,500.00
17/05/2022	87399	GEOGRAPHE COMMUNITY LANDCARE NURSERY	NURSERY SUPPLIES	24,547.50
25/05/2022	87635	GEOGRAPHE PETROLEUM	FUEL SERVICES	31,481.60
17/05/2022	87585	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	2,224.00
5/05/2022	87229	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	198.35
11/05/2022	87318	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	1,148.80
17/05/2022	87533	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	128.65
17/05/2022	87494	GEORGIA PAYNE	BOND REFUND	102.00

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
17/05/2022	87521	GLOBAL RETAIL BRANDS AUSTRALIA PTY LTD	KITCHEN HOMEWARES	150.00
17/05/2022	87499	GRAHAM MCKELLAR	SUNDRY PAYMENTS	885.15
5/05/2022	87072	GRANT HENLEY	COUNCILLOR PAYMENT	11,570.05
5/05/2022	87280	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	8,800.00
17/05/2022	87395	GRAVITY ETC	VACATION CARE EXCURSION	975.00
17/05/2022	87503	GREGORY & MERRILYN JENKINSON	SUNDRY PAYMENTS	130.20
17/05/2022	87598	GRIFFIN VALUATION ADVISORY	PROPERTY ASSET VALUATIONS	3,080.00
17/05/2022	87532	GROCOCK GLASS	GLASS WORK SERVICES - SLIDING DOORS "THE BREAK"	4,984.00
17/05/2022	87476	GT BRAKE & CLUTCH REPAIRS	VEHICLE SERVICES / PARTS	3,004.10
5/05/2022	87283	GUMPTION PTY LTD	ADVERTISING SERVICES	2,850.00
17/05/2022	87590	GUMPTION PTY LTD	ADVERTISING SERVICES	475.00
5/05/2022	87237	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	660.66
17/05/2022	87539	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	1,481.04
5/05/2022	87150	HARBECKS TRANSPORT	SAND AND GRAVEL SUPPLIES	9,962.15
17/05/2022	87508	HAYLEY OVERTON	STAFF REIMBURSEMENT	71.35
5/05/2022	87101	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	130.00
17/05/2022	87368	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	65.00
5/05/2022	87071	HELEN FOULDS	STAFF REIMBURSEMENT	76.50
5/05/2022	87187	HILARY JOHNSTON	BOND REFUND	102.00
5/05/2022	87290	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	897.35
17/05/2022	87599	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	179.95
25/05/2022	87642	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	428.56
5/05/2022	87238	HOLCIM	CONCRETE SERVICES	1,317.58
5/05/2022	87081	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	11,089.43
17/05/2022	87340	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	2,932.05
17/05/2022	87475	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	627.00
17/05/2022	87478	IG MUIR-CULBURRA CLAY	SOIL FOR WICKET CONSTRUCTION	528.00
17/05/2022	87437	ILION AUSTRALIA PTY LTD	TENDER ADVERTISING AND MANAGEMENT	47.14
17/05/2022	87527	INCLUSION SOLUTIONS LIMITED	INCLUSIVE COMMUNITIES PROJECT	3,520.00
5/05/2022	87216	INDIGO INVESTMENTS WA PTY LTD	KERBING SERVICES	1,475.76
5/05/2022	87174	INSTANT PRODUCTS HIRE	PUBLIC ABULTIONS HIRE AND SALES	2,522.80
17/05/2022	87472	INSTANT TRANSPORTABLE OFFICES PTY LTD	TRANSPORTABLE ABLUTIONS - BOVELL PARK	19,366.60
17/05/2022	87513	INTELLITRAC	GPS TRACKING DEVICES	224.40
5/05/2022	87202	IPEC PTY LTD	COURIER SERVICES	178.19
17/05/2022	87514	IPEC PTY LTD	COURIER SERVICES	98.81
5/05/2022	87163	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	109.48
17/05/2022	87450	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	350.28
5/05/2022	87221	JANI MURPHY PTY LTD	TRAINING	2,915.00
5/05/2022	87231	JASON SIGMAKERS	SIGNAGE SUPPLIES	108.71
5/05/2022	87139	JDM EARTHWORKS	EARTHWORKS - PLANT CELL 2 DUNSBOROUGH	23,331.00
17/05/2022	87419	JDM EARTHWORKS	PLANT HIRE FOR CELL 2 DUNSBOROUGH TIP	56,001.00
17/05/2022	87482	JESIKA J MULLINS	GLC REFUNDS	133.60
5/05/2022	87161	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	302.00
5/05/2022	87100	JIMS FIRST	HARDWARE SUPPLIES	77.90
17/05/2022	87365	JIMS FIRST	HARDWARE SUPPLIES	47.70
11/05/2022	87316	JOANNA WILKINSON	STAFF REIMBURSEMENT	70.00
5/05/2022	87204	JODIE RICHARDS	COUNCILLOR PAYMENT	2,891.34
17/05/2022	87381	JONES MARINE SERVICES SOUTHWEST	DIVING MAINTENANCE	2,640.00
26/05/2022	87630	JOONDEL DEVELOPMENTS PTY LTD	BOND REFUND	5,000.00
5/05/2022	87192	JOSH AND ANNA FOLEY	CARPENTRY AND BUILDING MAINTENANCE	1,366.77
17/05/2022	87504	JOSH AND ANNA FOLEY	CARPENTRY AND BUILDING MAINTENANCE	6,678.92
26/05/2022	87633	JOVIA PTY LTD	BOND REFUND	5,000.00
5/05/2022	87124	KATHERINE M GARNETT	WELLNESS PROGRAM	1,440.00
19/05/2022	87614	KERRY HILL ARCHITECTS	ARCHITECTURAL SERVICES -BPACC	75,830.10
17/05/2022	87483	KERRY SKIPWORTH	REFUND DOG REGISTRATION	100.00
5/05/2022	87211	KI TRAINING AND ASSESSING	TRAINING AND ASSESSING	1,400.00
5/05/2022	87132	KITCHEN TAKEOVERS	CATERING	100.65
17/05/2022	87410	KITCHEN TAKEOVERS	CATERING	210.00
5/05/2022	87147	KMART BUSSELTON	RETAIL HOME WARES	417.25
17/05/2022	87541	KONNECT	MAINTENANCE SUPPLIES	858.61
17/05/2022	87328	LANDGATE	CAVEAT FEE	27.20
5/05/2022	87241	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	1,645.24
17/05/2022	87544	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	54.40
17/05/2022	87538	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	262.90
5/05/2022	87079	LANDSAVE ORGANICS	LANDSCAPING SERVICE	13,992.00
17/05/2022	87338	LANDSAVE ORGANICS	LANDSCAPING SERVICE	6,600.00
5/05/2022	87196	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	492.80
17/05/2022	87507	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	2,140.63
5/05/2022	87281	LD TOTAL	LANDSCAPING SERVICES - PROVENCE ESTATE & VASSE NEWTOWN	30,469.09
17/05/2022	87407	LE DA SECURITY PRODUCTS PTY LTD	SECURITY PRODUCTS	68.75
5/05/2022	87073	LEEWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES - CHAPMAN HILL RD	31,179.50
17/05/2022	87332	LEEWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES - KALOORUP RD	442,370.52
25/05/2022	87616	LEEWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES - CHAPMAN HILL RD	228,026.85
17/05/2022	87581	LEEWIN TRANSPORT	COURIER SERVICES	2,016.63
5/05/2022	87199	LIAM JACKSON	EQUIPMENT HIRE - CAREY ST	12,445.00
17/05/2022	87509	LIAM JACKSON	EQUIPMENT HIRE - CAREY ST	5,820.00
17/05/2022	87443	LIVING MADLY PTY LTD	BAKERY CATERING	118.50
5/05/2022	87292	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	1,825.00
11/05/2022	87323	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	3,050.00
17/05/2022	87602	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	1,320.00
5/05/2022	87173	LOCK AROUND THE CLOCK	SECURITY SERVICES	50.60
17/05/2022	87457	LOCK AROUND THE CLOCK	SECURITY SERVICES	420.20
5/05/2022	87109	LOTIX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	682.87
17/05/2022	87376	LOTIX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	142.46
5/05/2022	87149	LUDLOW TUART FOREST RESTORATION GROUP IN	YOU CHOOSE CONTRIBUTION TO BUILD WALK TRAIL	20,455.60
5/05/2022	87235	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	5,379.00
17/05/2022	87536	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	6,025.60
17/05/2022	87471	MACRO MUSIC	BOND REFUND	10,396.00
5/05/2022	87222	MADELEINE SWEATMAN	STAFF REIMBURSEMENT	73.05
17/05/2022	87339	MAIN ROADS OPERATING	BRIDGE MAINTENANCE - TUART DR	374,724.90
5/05/2022	87248	MAJOR MOTORS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	240.06
17/05/2022	87549	MAJOR MOTORS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	9,091.65
5/05/2022	87234	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES - CAREY ST AND SEASCAPE RISE	22,772.81
17/05/2022	87535	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES - SEASCAPE RISE YALLINGUP	36,487.00

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
5/05/2022	87206	MANGLESU CONTRACTING	LANDSCAPING SERVICES	3,914.79
11/05/2022	87314	MAPIEN PTY LTD	MEDIATOR AND INVESTIGATOR SERVICES	12,134.10
17/05/2022	87592	MARGALAD HOLDINGS PTY LTD	FIRE CONTROL SERVICES	2,090.00
17/05/2022	87371	MARGARET RIVER BUSSELTON TOURISM ASSOCIA	CONTRIBUTION TOWARDS COSTS	2,407.60
17/05/2022	87492	MARGARET RIVER DAIRY CO. SOCIAL CLUB	BOND REFUND	360.00
5/05/2022	87092	MARGARET RIVER FENCING	MAINTENANCE SERVICES	1,210.00
17/05/2022	87357	MARGARET RIVER FENCING	MAINTENANCE SERVICES	302.50
17/05/2022	87348	MARGARET RIVER REGION OPEN STUDIOS INC.	ADVERTISING	800.00
17/05/2022	87375	MARKETFORCE PTY LTD	ADVERTISING SERVICES	899.52
17/05/2022	87473	MATT RILEY STUDIO	VIDEO EDITING AND CREATIONS	350.00
5/05/2022	87195	MAYDAY SERVICES	EQUIPMENT HIRE	495.00
17/05/2022	87506	MAYDAY SERVICES	EQUIPMENT HIRE	2,953.50
5/05/2022	87201	MBA SPORTS COACHING	INCLUSIVE MULTISPORTS GAMES	650.00
5/05/2022	87285	MCGREGOR WJ & J	MANAGEMENT BUSSELTON JETTY TOURIST PARK	44,333.55
5/05/2022	87164	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	349.75
17/05/2022	87452	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	1,366.96
5/05/2022	87160	MECHANICAL PROJECT SERVICES	AIRCONDITIONING & REFRIGERATION SERVICES	7,463.38
5/05/2022	87074	MEDLOSS BRECKEN HEALTH CARE	MEDICAL SERVICES	61.60
17/05/2022	87572	METRO COUNT	BATTERY SUPPLIER	1,094.50
17/05/2022	87497	MIA ANDERSON	SUNDRY PAYMENTS	500.00
25/05/2022	87618	MIKE ARCHER	STAFF REIMBURSEMENT	109.49
17/05/2022	87594	MJB INDUSTRIES	DRAINAGE SUPPLIES	3,797.97
5/05/2022	87176	MUIRS	VEHICLE MAINTENANCE	467.64
17/05/2022	87465	MUIRS	VEHICLE MAINTENANCE	562.37
17/05/2022	87501	NATALIE WILLSON	SUNDRY PAYMENTS	178.00
17/05/2022	87584	NATURALISTE CONSTRUCTION	BOND REFUND	392.00
5/05/2022	87105	NATURALISTE GLASS	GLASS REPAIRS AND MANUFACTURE	250.00
17/05/2022	87379	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	775.00
17/05/2022	87431	NATURALISTE TURF	TURF MAINTENANCE SERVICES - FERTILISER TO OVALS	28,647.38
17/05/2022	87446	NETSTAR AUSTRALIA PTY LTD	GPS TELEMATICS	349.58
5/05/2022	87151	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	5,767.20
17/05/2022	87438	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE - BSN FORESHORE EAST	21,141.10
17/05/2022	87537	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	1,087.67
5/05/2022	87148	NIGHTLIFE MUSIC PTY LTD	MUSIC AND VIDEO SUBSCRIPTION SERVICES	413.92
5/05/2022	87078	NL & KE SEARLE	STAFF REIMBURSEMENT	90.00
17/05/2022	87362	NSCO CONSULTING	CONSULTANCY AND TRAINING	1,050.50
5/05/2022	87274	NUMERO PTY LTS	VEHICLE RENTAL SERVICES	2,464.28
5/05/2022	87111	OCEAN AIR CARPET CARE	CLEANING SERVICES	62,129.65
17/05/2022	87380	OCEAN AIR CARPET CARE	CLEANING SERVICES	484.00
5/05/2022	87170	OCR HOLDINGS PTY LTD	LIQUID WASTE REMOVAL	6,058.48
5/05/2022	87135	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	438.31
17/05/2022	87414	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	369.59
5/05/2022	87146	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DRY HIRE	10,659.00
17/05/2022	87429	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DRY HIRE	9,593.10
17/05/2022	87416	OPRA AUSTRALIA PTY LTD	PSYCHOMETRIC ASSESSMENT SERVICES	1,452.00
5/05/2022	87097	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	2,500.00
17/05/2022	87361	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	567.20
17/05/2022	87522	ORANA CONCRETE PTY LTD	CONCRETE SERVICES - GALE RD BRIDGE	19,745.00
17/05/2022	87582	ORBIT HEALTH & FITNESS SOLUTIONS	GYM EQUIPMENT SUPPLIER	400.00
17/05/2022	87422	PAINT INDUSTRIES PTY LTD	PAINT REQUIREMENTS	601.32
5/05/2022	87182	PAINTING THE BAY	PAINTING COMMON AREAS ADMIN BUILDING	18,810.00
19/05/2022	87607	PAUL AND ALISON MARTIN	RENTAL ACCOMMODATION	1,400.00
31/05/2022	87646	PAUL AND ALISON MARTIN	PAYROLL	1,400.00
19/05/2022	87615	PAUL AND SARA GUNNING	STAFF REIMBURSEMENT	448.04
25/05/2022	87628	PAUL DALLOS	EVENT DJ	120.00
17/05/2022	87525	PELICAN LINEMARKING	LINEMARKING SERVICES	7,920.00
5/05/2022	87242	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	4,811.91
17/05/2022	87545	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	4,419.80
17/05/2022	87333	PEOPLESENSE PTY LTD	EMPLOYEE ASSISTANCE PROGRAM	2,156.00
11/05/2022	87303	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	44,651.16
25/05/2022	87617	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	12,534.57
5/05/2022	87158	PERTH INTERNATIONAL JAZZ FESTIVAL INC	JAZZ FESTIVAL HOSTING	2,200.00
17/05/2022	87600	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	267.45
17/05/2022	87487	PHIL AYNLEY	BUTP REFUND	30.00
5/05/2022	87076	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	896.50
25/05/2022	87625	PINDAN CONTRACTING PTY LTD	RETENTION RETURN- AIRPORT	43,636.68
5/05/2022	87284	PLANNING INSTITUTE OF AUSTRALIA INC	TRAINING SERVICES	920.00
17/05/2022	87423	PLANTRITE	PLANT AND TREE SUPPLY	423.50
17/05/2022	87439	POLYFUSE PTY LTD	HDPE SUPPLY AND INSTALLATION - DUNS NON POTABLE WATER SCHEME	35,869.60
25/05/2022	87622	POLYFUSE PTY LTD	HDPE SUPPLY AND INSTALLATION - CANCELLED PAYMENT	-
5/05/2022	87107	POLYLINK	RETICULATION SUPPLIES	63.80
5/05/2022	87152	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	490.60
17/05/2022	87409	POWERTEX	SOLAR PV DEPOSIT- AIRPORT	17,050.00
11/05/2022	87320	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	8,384.86
5/05/2022	87088	PROCARE LOCKSMITHS	LOCKSMITH SERVICES	45.00
17/05/2022	87458	PROFESSIONAL CABLING SERVICES	CABLING SERVICES	264.00
17/05/2022	87345	PROFESSIONALS SOUTH WEST TRUST ACC NO. 2	RATE REFUND	828.00
5/05/2022	87220	PROGRAMMED PROPERTY SERVICES	MAINTENANCE SERVICES	10,208.00
17/05/2022	87526	PROGRAMMED PROPERTY SERVICES	MAINTENANCE SERVICES	1,595.00
11/05/2022	87319	PRO-LINE KERBING	KERBING SERVICES	3,389.10
17/05/2022	87461	PUBLIK	DESIGN SERVICES - YOGANUP PARK	1,490.78
5/05/2022	87117	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	467.50
17/05/2022	87387	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	1,870.00
17/05/2022	87595	QK TECHNOLOGIES PTY LTD	MEMBERSHIP	306.90
11/05/2022	87322	RAPID ASCENT PTY LTD	BOND REFUND	11,000.00
17/05/2022	87445	REBECCA KING	STAFF REIMBURSEMENT	124.39
5/05/2022	87210	RENTFIND TECHNOLOGIES PTY LTD	PROPERTY INSPECTION SOFTWARE	110.00
5/05/2022	87250	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	87.45
17/05/2022	87596	REPEAT PLASTICS (WA)	PLASTIC PRODUCT SUPPLIER	505.42
17/05/2022	87367	RETRACTABLE TARP'S PTY LTD	TARPAULINS	157.96
17/05/2022	87491	ROBERT HAYWARD	BOND REFUND	360.00
17/05/2022	87392	ROBERT'S TILT TRAY & HIAB SERVICE	FREIGHT	2,299.00
5/05/2022	87188	RODERICK SWALLOW	SUNDRY PAYMENTS	147.00
17/05/2022	87547	RODS AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,590.96

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
5/05/2022	87090	ROMEX AUSTRALIA PTY LTD	AUTOMATED CAR PARK SYSTEM	170.50
5/05/2022	87128	RONCO GROUP PTY LTD	CRANE PARTS	444.66
5/05/2022	87112	ROSS PAINE	COUNCILLOR PAYMENT	2,891.34
5/05/2022	87236	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	TRAINING SERVICES	359.40
17/05/2022	87360	RST WELDING & FABRICATIONS	TRAILER MANUFACTURE	3,000.00
17/05/2022	87563	RUBEK AUTOMATIC DOORS	AUTOMATIC DOOR SERVICES	3,289.00
5/05/2022	87070	RUSSELL GUTHRIE	STAFF REIMBURSEMENT	53.00
17/05/2022	87586	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCE	858.00
17/05/2022	87469	SAGE CONSULTING ENGINEERS PTY LTD	ELECTRICAL CONSULTING ENGINEER	847.00
11/05/2022	87305	SATTERLEY PROPERTY GROUP	DEVELOPER CONTRIBUTION - BEACHFIELDS DR ROUNDABOUT	200,000.00
17/05/2022	87352	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	260.61
5/05/2022	87213	SEEK LIMITED	ADVERTISING SERVICES	929.50
17/05/2022	87519	SEEK LIMITED	ADVERTISING SERVICES	907.50
17/05/2022	87363	SERVICES AUSTRALIA OFFICIAL DEPARTMENT R	CHARGES FOR CENTREPAY FACILITY	134.64
5/05/2022	87287	SHORE COASTAL	COASTAL CONSULTANCY SERVICES	2,068.00
17/05/2022	87597	SHORE COASTAL	COASTAL CONSULTANCY SERVICES	38,027.00
25/05/2022	87641	SHORE COASTAL	COASTAL CONSULTANCY SERVICES	33,181.50
17/05/2022	87336	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANCE - JETTY	48,711.23
17/05/2022	87518	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANCE	9,823.00
5/05/2022	87268	SIGMA CHEMICALS	CHEMICAL SUPPLIER	346.50
17/05/2022	87570	SIGMA CHEMICALS	CHEMICAL SUPPLIER	1,241.24
5/05/2022	87197	SITEIMPROVE AUSTRALIA PTY LTD	WEBSITE MANAGEMENT & MANAGEMENT SOFTWARE	6,639.38
5/05/2022	87171	SKIDATA AUSTRALASIA PTY LTD	CARPARK EQUIPMENT	1,957.34
5/05/2022	87294	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	15,538.08
11/05/2022	87310	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	907.92
19/05/2022	87604	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	15,538.08
31/05/2022	87643	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	16,053.08
5/05/2022	87273	SOILS AINT SOILS	NURSERY SUPPLIES	1,425.00
17/05/2022	87573	SOILS AINT SOILS	NURSERY SUPPLIES	733.40
17/05/2022	87468	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES	1,993.54
5/05/2022	87118	SOUTH REGIONAL TAFE	EDUCATION & TRAINING	400.00
17/05/2022	87593	SOUTH WEST COUNSELLING	COUNSELLING SERVICES	465.00
5/05/2022	87240	SOUTH WEST EVENT HIRE	HIRE EQUIPMENT SERVICES	310.00
5/05/2022	87214	SOUTH WEST IRRIGATION MANAGEMENT Solutio	IRRIGATION AND PROJECT MANAGEMENT	1,738.00
5/05/2022	87239	SOUTH WEST MACHINING CENTRE	PLANT MAINTENANCE SERVICES	1,026.14
17/05/2022	87542	SOUTH WEST MACHINING CENTRE	PLANT MAINTENANCE SERVICES	275.00
5/05/2022	87153	SOUTH WEST OFFICE NATIONAL	STATIONERY	2,699.71
17/05/2022	87441	SOUTH WEST OFFICE NATIONAL	STATIONERY	376.72
11/05/2022	87309	SOUTH WEST POOL TABLES	POOL TABLE	4,270.00
17/05/2022	87540	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	3,818.32
5/05/2022	87095	SOUTH WEST WINDSCREENS & TINT	WINDSCREENS & TINTING	575.00
17/05/2022	87359	SOUTH WEST WINDSCREENS & TINT	WINDSCREENS & TINTING	720.00
17/05/2022	87406	SOUTHERN ATU SERVICES PTY LTD	WASTE MANAGEMENT SERVICES	2,067.00
5/05/2022	87230	SOUTHERN LOCK AND SECURITY	SECURITY SERVICES	484.79
5/05/2022	87272	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	281.38
17/05/2022	87382	SOUTHWEST OUTDOOR POWER	PLANT PURCHASES / SERVICES / PARTS	210.00
5/05/2022	87264	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	18,542.85
17/05/2022	87567	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	27,630.65
5/05/2022	87085	SPECIALTY TIMBER FLOORING WA	TIMBER FLOORING SERVICES - GLC STADIUM FLOORS AND STAIRS ADMIN	25,960.00
17/05/2022	87344	SPECIALTY TIMBER FLOORING WA	TIMBER FLOORING SERVICES	5,445.00
17/05/2022	87377	SPORTFIRST BUSSELTION	SPORTING PRODUCTS	500.50
17/05/2022	87430	SPORTSPOWER	SPORT EQUIPMENT SUPPLIER	545.00
17/05/2022	87578	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	1,309.00
5/05/2022	87104	SPYKER TECHNOLOGIES PTY LTD	CCTV PRODUCTS AND SERVICES	14,010.62
5/05/2022	87082	ST JOHN AMBULANCE	TRAINING SERVICES	80.00
17/05/2022	87341	ST JOHN AMBULANCE	TRAINING SERVICES	814.50
5/05/2022	87175	STANTEC AUSTRALIA PTY LTD	ENGINEERING SERVICES	1,611.50
17/05/2022	87464	STANTEC AUSTRALIA PTY LTD	ENGINEERING SERVICES	1,611.50
5/05/2022	87200	STATEWIDE DOORS	MAINTENANCE SERVICES	810.00
17/05/2022	87511	STATEWIDE DOORS	MAINTENANCE SERVICES	450.00
5/05/2022	87157	STEPHEN AND TRACY PARNHAM	WATER CHARGE REIMBURSEMENT	586.05
5/05/2022	87224	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	196.24
5/05/2022	87293	STOCKER PRESTON RESIDENTIAL	8256 - RENT - A NOTTLE	864.32
17/05/2022	87520	STOCKTON HOLDINGS	MAINTENANCE SERVICES	14,311.00
17/05/2022	87588	STRATAGREEN	NURSERY SUPPLIES	1,113.74
5/05/2022	87207	STUART ST CLAIR & ANNE RYAN	COUNCILLOR PAYMENT	2,891.34
17/05/2022	87402	STUDIO MILTON	BESPOKE FURNITURE AND CABINERY	1,362.50
17/05/2022	87577	SUEZ ENVIRONMENTAL	WASTE MANAGEMENT SERVICES	2,766.81
4/05/2022	87302	SUPERCHOICE	SUPERANNUATION	177,767.68
18/05/2022	87613	SUPERCHOICE	SUPERANNUATION	176,675.45
31/05/2022	87652	SUPERCHOICE	SUPERANNUATION	178,360.40
5/05/2022	87270	SURF LIFE SAVING WESTERN AUSTRALIA INC	LIFE GUARD CONTRACT	50,943.75
17/05/2022	87401	SW ENVIRONMENTAL	ENVIRONMENTAL SERVICES	203.50
5/05/2022	87247	SW PRECISION PRINT	PRINTING SERVICES	1,554.00
17/05/2022	87548	SW PRECISION PRINT	PRINTING SERVICES	303.50
17/05/2022	87427	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A L	CONFECTIONERY	138.88
5/05/2022	87156	SYNERGY	ELECTRICITY SUPPLIES	6,976.65
11/05/2022	87308	SYNERGY	ELECTRICITY SUPPLIES	112,349.48
25/05/2022	87623	SYNERGY	ELECTRICITY SUPPLIES	4,361.46
17/05/2022	87496	T/F THE MOTHERS DAY CLASSIC FOUNDATION	SUNDRY PAYMENTS	330.00
17/05/2022	87488	TAKUYA & MOIRA TSUZUKI	BITP REFUND	42.00
17/05/2022	87495	TALIA GLENDINNING	APPLICATION REFUND	84.00
5/05/2022	87091	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT	CONCEPTUAL DESIGNS - AIRPORT CAR PARK DESIGN	11,121.00
17/05/2022	87355	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT	CONCEPTUAL DESIGNS - AIRPORT CAR PARK DESIGN	10,378.50
5/05/2022	87185	TECHVISION AUSTRALIA PTY LTD	INFORMATION AND COMMUNICATION TECHNOLOGY	7,920.00
17/05/2022	87481	TECHVISION AUSTRALIA PTY LTD	INFORMATION AND COMMUNICATION TECHNOLOGY	1,980.00
25/05/2022	87636	TELSTRA CORPORATION	COMMUNICATION SERVICES	12,863.14
17/05/2022	87334	THAT GUY'S RECYCLING PTY LTD T/A ;TOTAL	RECYCLING E-WASTE SERVICES	5,413.82
5/05/2022	87203	THE DISTRIBUTORS PERTH	GLC KIOSK SUPPLIES	77.15
17/05/2022	87515	THE DISTRIBUTORS PERTH	GLC KIOSK SUPPLIES	190.60
17/05/2022	87425	THE GOOD EGG CAFE	VENUE HIRE AND CATERING	324.00
17/05/2022	87455	THE KEEPER COLLECTIVE	DIGITAL MARKETING WORKSHOP	825.00
5/05/2022	87193	THE LOCKUP COFFEE HOUSE	CATERING	50.00
17/05/2022	87388	THE PLANT SUPPLY CO	NURSERY SERVICES	495.00

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
5/05/2022	87108	THE URBAN COFFEE HOUSE	CATERING	581.00
17/05/2022	87373	THE URBAN COFFEE HOUSE	CATERING	200.00
5/05/2022	87165	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	3,265.04
17/05/2022	87454	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	3,890.91
5/05/2022	87232	TJ DEPIAZZI AND SONS	LAWN SUPPLIES	7,897.47
5/05/2022	87186	TONY GREAY	GLC REFUNDS	358.19
5/05/2022	87258	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES- PUMP/TANK INSTALL DUNS NON POTABLE WATER	106,945.24
17/05/2022	87559	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	1,954.43
5/05/2022	87282	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	14,923.73
17/05/2022	87589	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	6,660.30
5/05/2022	87291	T-QUIP	MOWER PARTS & SERVICE	687.90
17/05/2022	87601	T-QUIP	MOWER PARTS & SERVICE	1,110.90
17/05/2022	87591	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	3,742.04
17/05/2022	87346	TRANEN PTY LTD	VEGETATION REPORT	9,057.40
5/05/2022	87145	TRIBE PERTH	ACCOMMODATION	1,470.00
17/05/2022	87426	TRIBE PERTH	ACCOMMODATION	560.00
5/05/2022	87110	TROPHIES ON TIME	NAME BADGE SUPPLIER	77.00
5/05/2022	87129	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	6,012.50
17/05/2022	87403	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	3,166.78
17/05/2022	87459	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	2,184.11
5/05/2022	87119	TRUE TRACK TRUCK ALIGNING	WHEEL ALIGNMENT SERVICES	351.00
5/05/2022	87212	TUSNO PTY LTD	CIVIL & TRAFFIC ENGINEERING CONSULTANCY	550.00
17/05/2022	87516	TUTT BRYANT HIRE	WORKSHOP SUPPLIES	9,199.42
5/05/2022	87127	UNDALUP ASSOCIATION INC	INDIGENOUS ADVISOR - BPACC	2,476.05
17/05/2022	87378	UNDERCOVERSW	LASER TAG	1,000.00
25/05/2022	87329	UNITING CHURCH PARISH OF BUSSELTON	CANCELLED PAYMENT	150.00
17/05/2022	87350	VORGE PTY LTD	GYM GOODS	1,250.70
5/05/2022	87254	W.A. HINO SALES & SERVICE	PLANT PURCHASES / SERVICES / PARTS	756.60
17/05/2022	87555	W.A. HINO SALES & SERVICE	PLANT PURCHASES / SERVICES / PARTS	3,095.09
5/05/2022	87189	WA ADVANCED TRAINING ACADEMY	TRAINING AND ASSESSMENT	100.00
5/05/2022	87217	WA DISTRIBUTORS PTY LTD	HOSPITALITY EQUIPMENT SUPPLIER	6,968.20
17/05/2022	87524	WA DISTRIBUTORS PTY LTD	HOSPITALITY EQUIPMENT SUPPLIER	7,051.23
5/05/2022	87298	WA SHIRE COUNCILS	UNION FEES	262.50
19/05/2022	87609	WA SHIRE COUNCILS	UNION FEES	262.50
31/05/2022	87648	WA SHIRE COUNCILS	UNION FEES	262.50
5/05/2022	87142	WA STRATA MANAGEMENT	STRATA LEVY FEES & WATER CONSUMPTION	1,417.09
17/05/2022	87420	WA STRATA MANAGEMENT	STRATA LEVY FEES & WATER CONSUMPTION	2,706.90
5/05/2022	87215	WA TANKS PTY LTD	TANK REPAIRS	11,280.00
5/05/2022	87068	WALGA	WALGA TRAINING SERVICES	5,941.50
17/05/2022	87327	WALGA	WALGA TRAINING SERVICES	643.50
17/05/2022	87440	WATERCHEM AUSTRALIA PTY LTD	ODOUR TREATMENT	4,059.00
5/05/2022	87249	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	313.59
17/05/2022	87550	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	507.61
17/05/2022	87561	WESFARMERS KHG	GAS SERVICES	2,844.67
5/05/2022	87253	WEST OZ LINEMARKING	LINE MARKING SERVICES	2,712.60
17/05/2022	87444	WESTBOOKS	LIBRARY RESOURCES	518.91
17/05/2022	87383	WESTERN IRRIGATION PTY LTD	BORE AND IRRIGATION SERVICES	1,485.00
17/05/2022	87554	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	4,288.97
5/05/2022	87260	WHITELAND MILLING	TIMBER SUPPLIES	12,810.40
5/05/2022	87243	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	300.59
17/05/2022	87546	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	138.84
17/05/2022	87349	WOODLANDS DISTRIBUTORS & AGENCIES PTY LT	STREETSCAPE FURNITURE - DOG BAGS	8,386.40
5/05/2022	87256	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	1,134.00
17/05/2022	87558	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	1,452.00
17/05/2022	87369	WORK METRICS	HEALTH AND SAFETY SOFTWARE	187.00
5/05/2022	87277	WREN OIL	WASTE OIL SERVICES	363.00
17/05/2022	87576	WREN OIL	WASTE OIL SERVICES	16.50
5/05/2022	87269	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	340.92
17/05/2022	87571	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	347.55
25/05/2022	87639	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	383.56
5/05/2022	87116	YAHAWA SHOFFEE WORKS WHOLESALE	CATERING	378.00
5/05/2022	87122	YALAMBI SHOW/JUMPING CLASSIC	EQUESTRIAN COMMUNITY EVENT	3,300.00
17/05/2022	87587	YOONGARILLUP VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	178.80
				7,137,394.20




TRUST PAYMENTS MAY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
11/05/2022	7589	BARBARA INGARFIELD	BSL LEVY REFUND	61.65
16/05/2022	87325	CITY OF BUSSELTON - EFT	INTERNAL PAYMENTS / COMMISSIONS	708.75
16/05/2022	87326	CONSTRUCTION TRAINING FUND	CTF LEVY	4,301.58
16/05/2022	87324	DEPARTMENT OF MINES, INDUSTRY REGULATION	BUILDING SERVICES LEVY	20,902.50
				25,974.48

INTERNAL PAYMENT VOUCHERS (DIRECT DEBITS) MAY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
10/05/2022	4874	A & M BROMLEY	REFUND OF RATE OVERPAYMENT	604.11
3/05/2022	4870	AIRPORT PARKING CARD REFUNDS - HEALY	AIRPORT PARKING CARD REFUND	20.00
30/04/2022	4865	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	80,195.97
2/05/2022	4872	ANZ BANK	BANK FEES	4,549.62
2/05/2022	4878	ANZ BANK	BANK FEES	15.25
5/05/2022	4879	ANZ BANK	BANK FEES	707.50
5/05/2022	4880	ANZ BANK	BANK FEES	1,360.91
5/05/2022	4884	ANZ BANK	BANK FEES	251.66
5/05/2022	4885	ANZ BANK	BANK FEES	147.44
31/05/2022	4891	ANZ BANK	BANK FEES	30.00
9/05/2022	4893	ANZ BANK	VISA MAY 2022	19,716.91
		BCCI	BUDGET BREAKFAST TICKETS FOR MAYOR HENLEY AND CR LOVE	65.48
		WESTERN GROWERS	CATERING FOR COUNCIL	255.00
		MAILCHIMP	ELECTRONIC NEWSLETTER	435.87
		WEST AUSTRALIAN NEWSPAPER	DIGITAL SUBSCRIPTION	28.00
		TIM WHITTY	COFFEE FOR COUNCILLORS	35.00
		MWAVE	LOGITECH MEETUP VIDEOCONFERENCING DEVICES X 2	2,838.08
		GO DADDY	FLYBUSSELTON.COM DOMAIN RENEWAL	58.14
		THE GOOD GUYS	USB FLASHDRIVES	25.90

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
		BUNNINGS	POWERBOARDS & LEADS	45.99
		BUNNINGS	CABLES AND HOOKS	28.93
		DELL	USB ETHERNET BOOT DEVICE	100.03
		TONIC BY THE BAY	MEETING REFRESHMENTS	26.00
		FRASER SUITE	MEAL ALLOWANCE	53.00
		SAFETY CULTURE	IAUDITOR SUBSCRIPTION	1,504.80
		BEAN AND GONE	MEETING REFRESHMENTS	20.00
		KITCHEN TAKEOVERS	MORNING TEA - CONSTRUCTION TEAM	19.00
		KITCHEN TAKEOVERS	MORNING TEA - MAINTENANCE TEAM	34.50
		DEPT OF BIODIVERSITY	CORELLA LICENCE	155.00
		WATER CORP	WASTE WATER FEES FOR LOT 40 DUNSBOROUGH LAKES RD, DUNSBOROUGH	5,105.50
		THAI LEMONGRASS	COUNCIL DINNER	460.00
		SENSATIONS CAFÉ	MEETING WITH PGLQA - MAYOR HENLEY, OLIVER DARBY, GEOFF COCKS, PETER BRINSDER	15.80
		ZEST FLOWERS	ANZAC WREATH	150.00
		SENSATIONS CAFÉ	MEETING WITH WRA - MAYOR HENLEY, OLIVER DARBY, PETER D	13.30
		APPLE	ICLOUD STORAGE	4.49
		CURRY POT	COUNCIL DINNER	328.93
		MRWA	OVERSIZE PERMIT	50.00
		MRWA	OVERSIZE PERMIT	50.00
		DOMINOS	YOUTH EVENT CATERING	95.95
		HUMANTIX	REGIONS RISING - ONLINE EVENT	66.00
		OFFICEWORKS	CABINET - YOUTH	648.95
		STRATCO	GIFT CARD - RETIREMENT	200.00
		SPIKEBALL	2 KITS - YOUTH SERVICES	219.98
		FACEBOOK	ADVERTISING - YOUTH SERVICES	8.82
		DOMINOS	YOUTH EVENT CATERING	103.90
		DEPUTY	DIGITAL SUBSCRIPTION - VOLUNTEER SYSTEM ART GEO	105.99
		SENDGRID	GLC CUSTOMER RETENTION SYSTEM	20.45
		SHELTER	JETSTAR/STATE GOVT DISCUSSIONS	387.50
		EVENTBRITE	RSA TRAINING	10.00
		SOUTHWEST LIBRARY CONSORTIA	ONEDRIVE ACC	113.45
		OFFICEWORKS	COOLERS FOR BMRA TERMINAL	440.95
		SHELTER	JETSTAR/STATE GOVT DISCUSSIONS	16.50
		SAFE FIRST TRAINING	WHITE CARDS	158.00
		DOMINOS	YOUTH EVENT CATERING	107.30
		MAILCHIMP	ELECTRONIC NEWSLETTER - LIBRARY	90.72
		MESSAGE MEDIA	GLC	84.83
		SPOTIFY	MUSIC FOR YOUTH EVENTS	18.99
		MAILCHIMP	ELECTRONIC NEWSLETTER - ARTGEO	82.30
		SOUTHWEST LIBRARY CONSORTIA	ONEDRIVE ACC	29.23
		BCCI	BUDGET BREAKFAST TICKETS FOR MIKE ARCHER	32.74
		TEAMVIEWER	ANNUAL SUBSCRIPTION	1,247.00
		DEPUTY	ROSTERING SYSTEM - GLC	671.55
		APPLE	ICLOUD STORAGE - M ARCHER	4.49
		ZOOM	MONTHLY LICENCE	118.91
		TELSTRA	HOME INTERNET - M ARCHER	91.67
		NORTH METRO TAFE	ONLINE TRAINING	457.00
		GP CLINIC	PRE EMPLOYMENT MEDICAL	165.00
		IRIS CONSULTING	RECORDS MANAGEMENT TRAINING - GEMMA HENRY	190.00
		AMAGA NATIONAL CONFERENCE	SHARON WILLIAMS	612.00
		IRIS CONSULTING	RECORDS MANAGEMENT TRAINING - JENNI EDDINGTON	190.00
		NTAA	2022 FBT ONLINE SEMINAR - J SPURGEON	469.00
		AUSTSWIM	SWIM TEACHER COURSE	375.00
		AUST INST MANAGEMENT	NEW WHS LEGISLATION	176.00
6/05/2022	4871	B RYAN	REFUND OF APPLICATION	171.65
31/05/2022	4892	BARE NAKED EVENTS	REFUND OF APPLICATION	1,200.00
10/05/2022	4874	BUSSELTON SHEDS PLUS	REFUND OF APPLICATION	186.45
19/05/2022	4882	C LEE	REFUND OF RATE OVERPAYMENT	499.00
16/05/2022	4876	CAPECARE	REFUND OF RATE OVERPAYMENT	46,851.27
10/05/2022	4874	CMMM PTY LTD	REFUND OF APPLICATION	147.00
16/05/2022	4877	COMMONWEALTH BANK	BANK FEES	53.33
3/05/2022	4883	COMMONWEALTH BANK	BANK FEES	202.16
10/05/2022	4874	D & J COUCH	REFUND OF APPLICATION	110.00
10/05/2022	4873	D LAW	REFUND OF ANIMAL TRAP BOND	102.00
17/05/2022	4889	D O'BRIEN	AIRPORT PARKING CARD REFUND	20.00
20/05/2022	4881	DAVID SLATER	REFUND OF ANIMAL TRAP BOND	102.00
10/05/2022	4874	FAURE PROPERTY PTY LTD	REFUND OF RATE OVERPAYMENT	2,216.89
11/05/2022	4875	FICK AND CHAPMAN	REFUND OF RATE OVERPAYMENT	3,354.96
6/05/2022	4871	FORTESCUE METALS	REFUND OF HALL & KEY DEPOSITS	1,000.00
24/05/2022	4888	G CRAIG	REFUND OF APPLICATION	1,000.00
10/05/2022	4874	GUY FENNEL	REFUND OF RATE OVERPAYMENT	462.12
24/05/2022	4887	JONES	REFUND OF APPLICATION	30.00
10/05/2022	4874	JULIMAR HOLDINGS PTY LTD	REFUND OF APPLICATION	171.65
2/05/2022	4866	LES MILLS ASIA PACIFIC	CONTRACT FEES	605.03
2/05/2022	4867	LES MILLS ASIA PACIFIC	CONTRACT FEES	504.19
10/05/2022	4874	LOWRIE	REFUND OF RATE OVERPAYMENT	604.11
10/05/2022	4874	MAECHLER	REFUND OF RATE OVERPAYMENT	604.11
10/05/2022	4874	MATTHEWS	REFUND OF RATE OVERPAYMENT	604.11
24/05/2022	4887	MRSICH & HAWKING	REFUND OF APPLICATION	150.00
31/05/2022	4892	NCY INVESTMENTS	REFUND OF APPLICATION	500.00
10/05/2022	4874	P & M DOODY	REFUND OF APPLICATION	553.00
30/05/2022	4886	PLANNED FOCUS	REFUND OF APPLICATION	540.00
10/05/2022	4874	QUBE PROPERTY GROUP PTY LTD	REFUND OF DEBTOR OVERPAYMENT	550.00
10/05/2022	4874	R KANE & M SHUGG	REFUND OF RATE OVERPAYMENT	1,205.06
10/05/2022	4874	SAMUEL & STACEY GREEN	REFUND OF APPLICATION	960.00
31/05/2022	4890	SASSAFRAS DEVELOPMENTS	REFUND OF RATE OVERPAYMENT	3,521.25
10/05/2022	4874	SOUTH WEST LUXURY TRANSPORT	REFUND OF APPLICATION	205.00
6/05/2022	4868	SUNDRY - CHQ CREDITOR	REFUND OF ANIMAL TRAP BOND	102.00
9/05/2022	4869	SUNDRY - CHQ CREDITOR	REFUND OF ANIMAL TRAP BOND	102.00
16/05/2022	4876	THOMSON & FETISOW	REFUND OF RATE OVERPAYMENT	2,546.28
10/05/2022	4874	TYRELL	REFUND OF RATE OVERPAYMENT	604.11
10/05/2022	4874	TYRELL	REFUND OF RATE OVERPAYMENT	604.11
24/05/2022	4887	WESTCOAST JETTIES	REFUND OF APPLICATION	147.00
				180,691.21

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
PAYROLL PAYMENTS MAY 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
3/05/2022	3/05/2022	CITY OF BUSSELTON	PAYROLL & SALARIES	834,177.78
17/05/2022	17/05/2022	CITY OF BUSSELTON	PAYROLL & SALARIES	790,218.67
31/05/2022	31/05/2022	CITY OF BUSSELTON	PAYROLL & SALARIES	790,033.69
				2,414,430.14

6.2 FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 MAY 2022

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

OFFICER RECOMMENDATION

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

EXECUTIVE SUMMARY

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

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

BACKGROUND

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

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting on 26 July 2021, the Council adopted (C2107/140) the following material variance reporting threshold for the 2021/22 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 2020/21 financial year as follows:

- *Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and*
- *Reporting of variances only applies for amounts greater than \$25,000.*

OFFICER COMMENT

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

Statement of Financial Activity

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

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

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

Comments on Financial Activity to 31 May 2022

The Statement of Financial Activity (FAS) for the year to date (YTD) shows an overall Net Current Position of \$4.6M as opposed to the budget of **(\$23M)**. This represents a positive variance of \$27.6M YTD.

The following table summarises the major YTD variances that appear on the face of the FAS, which, in accordance with Council's adopted material variance reporting threshold, collectively make up the above difference. Each numbered item in this lead table is explained further in the report.

Description	2021/22 Actual YTD \$	2021/22 Amended Budget YTD \$	2021/22 Amended Budget \$	2021/22 YTD Bud Variance %	2021/22 YTD Bud Variance \$	Change in Variance Current Month \$
Revenue from Ordinary Activities				6.08%	4,683,921	1,005,058
1. Operating Grants, Subsidies and Contributions	6,244,864	4,103,022	4,841,906	52.20%	2,141,842	(342,490)
2. Other Revenue	661,293	271,381	414,950	143.68%	389,912	94,896
3. Interest Earnings	672,055	583,809	609,250	15.12%	88,246	26,216
4. Gain on Sale of Non Current Assets Held for Resale	464,492	0	0	100.00%	464,492	464,492
5. Fair Value Adjustment to Assets	462,502	0	0	100.00%	462,502	462,502
Expenses from Ordinary Activities				9.17%	7,432,056	(270,143)
6. Other Expenditure	(2,783,148)	(8,536,663)	(9,685,100)	67.40%	5,753,515	416,463
7. Non-Operating Grants, Subsidies and Contributions	18,219,244	15,979,529	34,864,437	14.02%	2,239,715	2,135,702
Capital Revenue & (Expenditure)				39.89%	23,747,771	9,054,007
8. Land & Buildings	(4,506,538)	(20,216,837)	(22,802,632)	77.71%	15,710,299	730,840
Plant & Equipment	(973,533)	(2,855,000)	(2,890,000)	65.90%	1,881,467	(44,038)
Furniture & Equipment	(363,211)	(595,109)	(854,368)	38.97%	231,898	20,555
Infrastructure	(19,542,755)	(33,099,676)	(38,537,750)	40.96%	13,556,921	(71,394)
9. Proceeds from Sale of Assets	79,227	776,071	776,071	(89.79%)	(696,844)	50,388
10. Proceeds from New Loans	21,325,000	25,450,000	25,450,000	(16.21%)	(4,125,000)	0
11. Self Supporting Loans - Repayment of Principal	55,517	156,649	267,033	(64.56%)	(101,132)	(10,580)
12. Total Loan Repayments – Principal	(2,720,229)	(3,060,971)	(3,839,418)	11.13%	340,742	10,580

<u>Engineering & Works Services</u>		510,039	105,461	404,578	383.63%	105,870
11107	Engineering Services Design – LSL Contribution from Other LGA	10,897	-	10,897	(100.00%)	-
At the time of Budget development a staff member had not planned to take LSL, which has since changed. We have now received the contribution of the previous employer.						
12642	NCC Standpipe – Sale of Water	25,396	14,509	10,887	75.03%	(5,436)
Sales are based on meter readings for water taken from the standpipe. Over summer there was considerably more volume taken than was originally budgeted.						
G0030 & G0031	Busselton & Dunsborough Transfer Station – Sale of Scrap Materials	452,641	90,952	361,689	397.67%	91,832
Prices received for scrap metal have been favourable affecting the positive result. Due to the more favourable prices, a higher volume of scrap metal was sold from stockpiles.						

3. Interest Earnings

Ahead of YTD budget by \$88K, or 15%, due to an increase in interest rates being offered on investments over the last few months.

4. Gain on Sale of Non Current Assets Held for Resale

This line represents the gain on sale of land that was reclassified in the previous financial year as being held for resale. The amount of \$464K is the difference between the value we had the land recorded at in the books and what we actually received.

The land in question is the Ambergate land, which the auditors determined should be reclassified from Non Current Assets to Held for Resale, due to the published intention of Council to sell prior to year end.

5. Fair Value Adjustments to Assets

This line represents re-recognition of capital work in progress costs for the geothermal works at the GLC that due to a system error were incorrectly written off as P&A assets due to the individual cost amounts being under \$5K.

As part of the 5 year asset revaluation process, whilst examining the costs associated with the GLC building, this discrepancy was uncovered, and the \$462K revenue item is effectively the reversal of the previous incorrect expense write-off.

Expenses from Ordinary Activities

Expenditure from ordinary activities is \$7.4M, or 9.2%, less than expected when compared to the budget YTD. The expense line items on the face of the financial statement that have a YTD variance that meet the material reporting threshold are outlined below.

6. Other Expenditure

\$5.8M, or 67.4%, under the budget YTD. The main contributing items are listed below:

<u>Engineering and Works Services</u>		188,445	156,923	(31,522)	(20.1%)	(1,531)
10830	Environmental Management Administration	16,037	937	(15,100)	(1611.5%)	-
Biodiversity Incentive Rate Rebate costs per allocated and paid in January, however the budget of \$17,650 is allocated to June. Variance will rectify at year end.						
B1223	Micro Brewery - Public Ablution	-	60,000	60,000	100.0%	-
The full contribution of \$120K to the ablutions, in two instalments, was made in the 20/21 financial year, however due to the lateness of the second \$60K instalment, it was inadvertently included again in the 21/22 year budget unnecessarily.						
G0042	BTS External Restoration Works	119,383	50,000	(69,383)	(138.8%)	-
Rendezvous Road Refuse site remedial works.						

7. Non-Operating Grants, Subsidies & Contributions

The positive variance of \$2.2M is mainly due to the items in the table below. It should be noted that any negative variance in this area will approximately correlate to an offsetting positive underspend variance in a capital project tied to these funding sources. This can be seen in the section below that outlines the capital expenditure variances. Where this is not the case, the reconciliation of the projects and the required funding to be recognised in revenue is not completed until closer to year end. The overall positive variance however, due to certain projects in the table below, is due to a reimbursement of the municipal fund required for cashflow purposes a lot earlier than was initially budgeted.

Revenue Code	Revenue Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<u>Finance and Corporate Services</u>		178,370	65,000	113,370	174.4%	117,370
10250	Information & Communication Technology Services – Prepaid Grant Funds Utilised	117,370	-	117,370	100.0%	117,370
<u>Community and Commercial Services</u>		-	178,101	(178,101)	(100.0%)	(13,750)
10540	Recreation Administration	-	76,875	(76,875)	(100.0%)	-
10590	Naturaliste Community Centre	-	70,050	(70,050)	(100.0%)	-
10900	Cultural Planning – Prepaid Grant Funds Utilised	-	13,750	(13,750)	(100.0%)	(13,750)
C6010	Airport Fencing Works	-	17,426	(17,426)	(100.0%)	-
<u>Engineering and Works Services</u>		17,602,913	15,736,428	1,866,485	11.9%	2,012,083
A0001	Kaloorup Road Bridge 3380 – Main Roads Grant	-	39,000	(39,000)	(100.0%)	-
A0022	Yallingup Beach Road Bridge - 3347 – Federal Capital Grant	-	700,000	(700,000)	(100.0%)	-
A0023	Kaloorup Road Bridge – 3381 – Federal Capital Grant	-	663,000	(663,000)	(100.0%)	(234,000)

A0024	Boallia Road Bridge – 4854 – Federal Capital Grant	-	431,250	(431,250)	(100.0%)	(143,750)
A0025	Tuart Drive Bridge 0238 – Developer Cont. Utilised	510,989	2,002,748	(1,491,760)	(74.5%)	(156,594)
B9591	Performing Arts Convention Centre – Federal Capital Grant	-	5,692,500	(5,692,500)	(100.0%)	-
B9612	Churchill Park Renew Sports Lights – State Capital Grant	-	72,850	(72,850)	(100.0%)	-
B9614	Dunsborough Lakes Sporting Precinct- Pavilion/Changeroom Fac. - Developer Cont. Utilised	16,172	-	16,172	100.0%	16,172
C0064	Dunsborough Lakes Sporting Precinct (Stage 1) – Carparking - Developer Cont. Utilised	532,369	-	532,369	100.0%	532,369
C3116	Dawson Park (Mcintyre St Pos) – Developer Cont. Utilised	71,116	-	71,116	100.0%	-
C3211	Tulloh St (Geographe Bay Road) - POS Upgrade – Developer Cont. Utilised	25,043	-	25,043	100.0%	-
C3214	Kingsford Road - POS Upgrade – Developer Cont. Utilised	71,437	-	71,437	100.0%	-
C3215	Monash Way - POS Upgrade – Developer Cont. Utilised	71,939	-	71,939	100.0%	-
C3216	Wagon Road - POS Upgrade – Developer Cont. Utilised	81,341	-	81,341	100.0%	-
C3217	Limestone Quarry - POS Upgrade – Developer Cont. Utilised	119,687	-	119,687	100.0%	-
C3218	Dolphin Road - POS Upgrade – Developer Cont. Utilised	90,634	-	90,634	100.0%	-
C3219	Kingfish/ Costello - POS Upgrade – Developer Cont. Utilised	33,551	-	33,551	100.0%	-
C3220	Quindalup Old Tennis Courts Site - POS Upgrade – Developer Cont. Utilised	34,480	-	34,480	100.0%	-
C3225	Dunsborough Lakes Sporting Precinct (Stage 1) – Developer Cont. Utilised	1,051,007	-	1,051,007	100.0%	106,772
C3243	Vasse River - Ongoing Restoration of River Habitat – State Capital Grant	-	90,000	(90,000)	(100.0%)	-

C3244	Dunsborough Lakes Sporting Precinct - Outdoor Courts – Developer Cont. Utilised	118,503	-	118,503	100.0%	118,503
F0084	Thompson Way - New Path – Contributions	36,818	-	36,818	100.0%	-
F0112	Causeway Road Shared Path – State Capital Grant	-	98,500	(98,500)	(100.0%)	(18,500)
S0005	Buayanyup Drain Shared Path – Developer Cont. Utilised	183,251	-	183,251	100.0%	183,251
S0048	Bussell Highway – Developer Cont. Utilised	137,684	400,000	(262,316)	(65.6%)	137,684
S0070	Kaloorup Road - Reconstruct and Seal Shoulders – Main Roads Grant	331,435	-	331,435	100.0%	331,435
S0072	Causeway Road Duplication – R2R Grant	50,000	-	50,000	100.0%	50,000
S0076	Kaloorup Road (Stage 1) – Main Roads Direct Grant	-	448,800	(448,800)	(100.0%)	-
S0077	Ludlow-Hithergreen Stage 2 Reconstruct & Widen – MR Capital Grant	135,576	192,000	(56,424)	(29.4%)	135,576
S0078	Sugarloaf Road – State Capital Grant	302,993	804,000	(501,007)	(62.3%)	142,191
S0321	Yoongarillup Road - Second Coat Seal – MR Capital Grant	-	100,000	(100,000)	(100.0%)	-
S0331	Barracks Drive Spray Seal – MR Capital Grant	-	130,980	(130,980)	(100.0%)	-
S0332	Inlet Drive Spray Seal – MR Capital Grant	-	47,000	(47,000)	(100.0%)	-
S0333	Chapman Crescent Spray Seal – MR Capital Grant	-	78,000	(78,000)	(100.0%)	-
S0334	Chapman Hill Road – MR Capital Grant	237,620	1,122,000	(884,380)	(78.8%)	237,620
S0335	Kaloorup Road – MR Capital Grant	-	361,425	(361,425)	(100.0%)	56,424
S0336	Wildwood Road – MR Capital Grant	1,801,423	1,406,625	394,798	28.1%	-
W0265	Seascape Rise - Road Safety Upgrade – Developer Cont. Utilised	236,000	-	236,000	100.0%	236,000
W0274	Rendezvous Road Spray Seals – Developer Cont. Utilised	47,916	-	47,916	100.0%	47,916

Various	Drainage	325,053	246,400	(78,653)	(31.9%)	21,313
The City's drainage project on Carey street is reported at \$95K over budget YTD. The budget for the footpath in the same location is under budget \$197K. City Labour costs associated with the footpath may be included in the drainage project; if this is found to be the case the costs will be reallocated.						
Various	Regional Airport & Industrial Park Infrastructure	99,893	286,740	186,847	65.2%	(6,605)
YTD actual is made up of four separate account strings all part of the Airport development project. Some are completed (underspent) and others may not be spent until the end of the FY depending on timing of the works. A nominal amount was budgeted for unforeseen noise mitigation requirements, resulting from the commencement of RPT services. Some of these works have only just commenced.						

9. Proceeds From Sale of Assets

YTD there have been minimal proceeds from sale of assets recorded against the YTD budget of \$776K. This is due to the continuing delays in delivery of acquisitions, and the associated transfer to auction of the vehicles being replaced. Some vehicles that were planned to be traded/auctioned have also been retained and redeployed instead.

10. Proceeds from New Loans

YTD it was forecast that the self-supporting loan to BJINC of \$4M for the AUDC project would have been drawn. This will no longer be proceeding. A further \$125K of self-supporting loans to community groups was also forecasted to have been drawn and on-lent by this stage of the financial year. The combination of these items accounts for the \$4.125M negative variance YTD.

This is offset by a corresponding positive timing variance of \$4.125M in Advances to Community Groups.

11. Self Supporting Loans – Repayments of Principal

This line is \$101K under budget mainly due to the AUDC loan not proceeding, but is offset by part of the positive variance in Total Loan Repayments, where the City is not required to repay those budgeted amounts associated with the un-drawn self-supporting loans.

12. Total Loan Repayments - Principal

Repayments of the principal on loans is \$341K under budget YTD, mainly due to the loan for the BPACC not proceeding in the timeframe as budgeted, as well as the deferment of the AUDC project and hence the non-draw down of the associated self-supporting loan to BJINC (offset per above).

13. Advances to Community Groups

Although it is not possible to predict when these loans will be applied for, the negative variance is 100% offset by the positive variance in Proceeds from New Loans outlined above. YTD the variance is \$4.125M mainly due to the AUDC being put on hold.

14. Transfer to Restricted Assets

There is a YTD variance in transfers to Restricted Assets of \$23.4M because there is usually no budget for this item during the year. The transfers are usually not possible to predict, and are fully reconciled only at year end.

At the time of budgeting it is not possible to predict what grants will be received, and in what timeframe, nor when they will be spent and hence potentially transferred to Restricted Assets (or unspent portions thereof).

YTD, loans of \$20M were received for BPACC that were transferred to restricted assets (\$10M of which was budgeted for per a budget amendment for an additional \$10M borrowing), until utilized, as well as \$9.6M in various government grants, plus \$1.8M in Roadwork Bonds, and \$2M in developer contributions, deposits and bonds.

15. Transfer from Restricted Assets

YTD, there has been \$13.8M transferred from Restricted Assets into the Municipal Account. The transfers are usually not possible to predict, and are fully reconciled only at year end.

This was attributable to \$7.1M of grant money for works completed and reconciled, \$810K of Roadwork Bonds, \$474K of caravan park deposit refunds, utilization of \$3.2M of restricted loan money (BPACC), and \$2.2M of various other bonds and deposits returned or utilised.

16. Transfer to Reserves

YTD, there has been \$4.3M more transferred to reserves than budgeted due to receiving the \$2M of Financial Assistance Grants for the 2022/23 year in advance. This was put aside in the Prepaid Grants Reserve to be utilised next financial year. Also, the \$2.5M proceeds from sale of the Ambergate land was also set aside in the Strategic Projects Reserve, which was not forecast in the original budget.

17. Transfer from Reserves

YTD, there has been \$4.3M more transferred from reserves than budgeted YTD, due to reconciliation of completed reserve funded works occurring earlier than forecast (usually done at year end), for some particularly large projects.

Investment Report

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

As at 31st May 2022 the value of the City's invested funds decreased from \$107M as at 30th April 2022 to \$104.5M.

As at 31st May the 11AM (an intermediary account which offers immediate access to the funds compared to the term deposits) account balance is \$20.5M, down from \$23M as at 30th April 2022.

The decrease of \$2.5M in 11am account is due to:

- Addition of \$2.5M for sale of Land in Ambergate deposited to 11am account;
- Deduction of account to meet \$5M from the 11am account, with the funds being transferred to the cheque normal operating expenses.

During the month of May seven term deposits totalling the amount of \$19M matured. These were renewed for a further 96 days at 1.75% on average.

The official cash rate increased during the month of May by 0.25% to 0.35%. A further increase of 0.5% in June has resulted in the current rate being 0.85%. Further increases are expected in the coming months further increasing the cash rate. This will result in higher interest earnings for the City, although future borrowings will incur higher rates also.

Borrowings Update

During the month no new loans were drawn and no loan repayments were made. The attached Loan Schedule outlines the status of all existing loans YTD.

Chief Executive Officer – Corporate Credit Card

There were no transactions made on the Chief Executive Officer's corporate credit card during May 2022.

Donations & Contributions Received

During the month no donations or contributions were received.

Statutory Environment

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

Relevant Plans and Policies

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

Financial Implications

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

Stakeholder Consultation

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

Risk Assessment

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

Options

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

CONCLUSION

As at 31st May 2022, the City's net current position stands at \$4.6M. The City's financial performance is considered satisfactory, and cash reserves remain strong.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

City of Busseton
Loan Schedule - as at 31st May 2022

Purpose	Loan Number	Institution	Budgeted Interest Rate %	Term (Years)	Expiry	Actual Interest Rate %	2021/22 Actual New Loans \$	2021/22 Actual Principal Repayments \$	2021/22 Actual Balance of Principal Owning \$	2021/22 Actual Interest Repayments \$	Budget Principal 1 July 2021 \$	2021/22 Budget New Loans \$	2021/22 Budget Principal Repayments \$	Budget Principal Outstanding 30 June 2022 \$	2021/22 Budget Interest Repayments \$
Council Loans															
Administration															
Civic and Administration Centre	207	WATC	4.51	20	Jun-34	4.51		577,878	12,792,029	445,770	13,369,907	-	(774,864)	12,595,043	(590,000)
Other Property and Services															
Lot 40 Vasse Highway	210	WATC	3.61	10	Dec-25	3.61		-	850,000	23,014	850,000	-	-	850,000	(30,685)
Recreation and Culture															
Geothermal Heating GLC	202	WATC	3.98	10	Jun-23	3.98		45,491	78,887	3,263	124,379	-	(60,958)	63,421	(4,048)
Busseton Foreshore	204	WATC	4.36	15	Jun-29	4.36		53,969	623,046	21,554	677,015	-	(72,352)	604,663	(28,346)
GLC Extensions	205	WATC	3.92	10	Jun-24	3.92		98,473	313,309	11,148	411,782	-	(131,942)	279,840	(14,218)
Busseton Foreshore	209	WATC	3.45	12	Jun-27	3.45		410,512	3,200,480	92,782	3,610,993	-	(549,793)	3,061,200	(121,266)
Busseton Foreshore	211	WATC	2.55	8	Oct-24	2.55		384,003	1,003,817	31,737	1,387,820	-	(384,003)	1,003,817	(31,737)
Busseton Foreshore Jetty Precinct	215	WATC	3.25	10	Apr-28	3.25		237,180	1,595,480	57,650	1,832,659	-	(237,180)	1,595,480	(57,650)
Tennis Club Facility	216	WATC	3.25	10	Apr-28	3.25		260,898	1,755,027	63,415	2,015,925	-	(260,898)	1,755,027	(63,415)
Lot 10 Commonage Road	217	WATC	3.25	10	Apr-28	3.25		151,795	1,021,107	36,896	1,172,902	-	(151,795)	1,021,107	(36,896)
Busseton Tennis Club	218	WATC	2.21	10	Jun-29	2.21		88,580	936,168	16,498	1,024,747	-	(118,433)	906,314	(21,670)
Performing Arts / Convention Centre	225	WATC	1.46	10	Dec-31	2.10	5,000,000	112,666	4,887,334	18,949	-	5,000,000	(467,852)	4,532,148	(70,446)
Performing Arts / Convention Centre	226	WATC	2.02	15	Dec-36	2.39	5,000,000	69,557	4,930,443	21,536	-	5,000,000	(143,468)	4,856,532	(50,139)
Performing Arts / Convention Centre	228	WATC		20	Jun-42	3.86	5,000,000		5,000,000		-	5,000,000	-	5,000,000	-
Performing Arts / Convention Centre	229	WATC		17	Jun-39	3.77	5,000,000		5,000,000		-	5,000,000	-	5,000,000	-
Transport															
Land Acquisition for Parking	203	WATC	4.19	8	Sep-21	4.19		40,142	-	420	40,142	-	(40,142)	-	(420)
Airport Jet A1 Installation	206	WATC	3.92	10	Jun-24	3.92		28,721	91,382	3,251	120,103	-	(38,483)	81,620	(4,147)
Airport Freight Hub Stage 1	219	WATC	2.21	10	Jun-29	2.21		104,878	1,108,422	19,533	1,213,301	-	(140,225)	1,073,076	(25,657)
							20,000,000	2,664,743	45,186,932	867,416	27,851,675	20,000,000	(3,572,388)	44,279,287	(1,150,740)
Self-Supporting Loans															
Recreation and Culture															
Busseton Football and Sportsman's Club	208	WATC	2.93	10.25	Apr-25	2.93		2,280	10,476	264	12,756	-	(3,051)	9,705	(340)
Dunsborough and Districts Country Club	212	WATC	3.04	10	May-27	3.04		11,187	61,291	2,119	72,479	-	(11,187)	61,291	(2,119)
Geographe Bay Yacht Club	213	WATC	3.04	10	May-27	3.04		9,814	53,764	1,858	63,578	-	(9,813)	53,764	(1,859)
Dunsborough and Districts Country Club	214	WATC	3.19	10	Sep-27	3.19		10,613	64,777	2,321	75,390	-	(10,613)	64,777	(2,321)
Busseton Tennis Club	220	WATC	1.37	7	Sep-26	1.37		5,249	32,651	371	37,900	-	(7,011)	30,889	(483)
Busseton Hockey Club Stadium	221	WATC	1.31	10	Jun-30	1.31		3,221	37,598	391	40,819	-	(4,302)	36,517	(514)
Busseton Golf Club	222	WATC	1.45	10	Jun-31	1.45		7,709	102,291	1,259	110,000	-	(10,297)	99,703	(1,666)
Dunsborough Bay Yacht Club (part of Community Group 21/22 budget)	223	WATC	2.77	5	Dec-26	1.57	25,000	1,204	23,796	146	-	25,000	(2,413)	22,587	(239)
Geographe Bay Yacht Club (part of Community Group 21/22 budget)	224	WATC	2.77	10	Dec-31	2.42	50,000	1,109	48,891	144	-	50,000	(2,224)	47,776	(440)
Community Groups 21/22 \$200K (remaining portion of budget)	New	WATC	2.77								-	125,000	(4,578)	120,422	(1,002)
Economic Services															
Geographe Bay Tourism Association	201	WATC	4.76	10	Sep-21	4.76		3,100	-	37	3,100	-	(3,100)	-	(37)
MRBTA - Ancient Lands Discovery Park	227	WATC	2.77	10	Mar-32	2.77	1,250,000		1,250,000		-	1,250,000	(23,576)	1,226,424	(17,231)
Jetty AUDC	New	WATC	2.77								-	4,000,000	(174,868)	3,825,132	(54,797)
							1,325,000	55,486	1,685,535	8,910	416,021	5,450,000	(267,033)	5,598,988	(83,048)
Total - Council and Self-supporting Loans							21,325,000	2,720,229	46,872,467	876,326	28,267,696	25,450,000	(3,839,421)	49,878,275	(1,233,787)

City of Busselton						
Statement of Financial Activity						
Year to Date As At 31st May 2022						
	2021/2022 Actual YTD	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2021/22 YTD Bud (A) Variance
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Rates	54,831,624	54,899,168	54,899,168	54,933,780	54,933,780	-0.12%
Operating Grants, Subsidies and Contributions	6,244,864	4,103,022	4,091,204	4,841,906	4,730,088	52.20%
Fees & Charges	18,355,641	17,151,170	17,001,597	18,102,218	18,102,218	7.02%
Other Revenue	661,293	271,381	271,381	414,950	414,950	143.68%
Interest Earnings	672,055	583,809	583,809	609,250	609,250	15.12%
Gain on Sale of Non-Current Asset Held for Resale	464,492	0	0	0	0	100.00%
Fair Value Adjustment to Assets	462,502	0	0	0	0	100.00%
	81,692,471	77,008,550	76,847,159	78,902,104	78,790,286	6.08%
Expenses from Ordinary Activities						
Employee Costs	(30,853,761)	(31,726,113)	(31,724,033)	(34,562,209)	(34,562,209)	2.75%
Materials & Contracts	(15,982,855)	(17,022,373)	(16,994,308)	(20,345,296)	(20,245,296)	6.11%
Utilities (Gas, Electricity, Water etc)	(2,386,055)	(2,426,477)	(2,426,477)	(2,774,773)	(2,774,773)	1.67%
Depreciation on non current assets	(22,035,996)	(22,521,308)	(22,521,308)	(24,957,238)	(24,957,238)	2.15%
Insurance Expenses	(783,825)	(777,651)	(777,651)	(777,707)	(777,707)	-0.79%
Other Expenditure	(2,783,148)	(8,536,663)	(8,611,660)	(9,685,100)	(9,685,100)	67.40%
Allocations	1,174,267	1,927,156	1,927,156	2,167,220	2,167,220	39.07%
	(73,651,373)	(81,083,429)	(81,128,281)	(90,935,103)	(90,835,103)	9.17%
Borrowings Cost Expense						
Interest Expenses	(904,326)	(979,975)	(979,975)	(1,262,247)	(1,262,247)	7.72%
	(904,326)	(979,975)	(979,975)	(1,262,247)	(1,262,247)	7.72%
Non-Operating Grants, Subsidies and Contributions	18,219,244	15,979,529	16,008,579	34,864,437	34,846,780	14.02%
Profit on Asset Disposals	16,589	46,714	46,714	46,714	46,714	-64.49%
Loss on Asset Disposals	(692,244)	(65,149)	(65,149)	(65,149)	(65,149)	-962.56%
	17,543,589	15,961,094	15,990,144	34,846,002	34,828,345	9.91%
Net Result	24,680,361	10,906,240	10,729,047	21,550,756	21,521,281	126.30%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	22,035,996	22,521,308	22,521,308	24,957,238	24,957,238	
Donated Assets	(10,836,139)	0	0	(5,600,000)	(5,600,000)	
(Profit)/Loss on Sale of Assets	675,654	18,435	18,435	18,435	18,435	
Allocations & Other Adjustments	(132,992)	0	0	0	0	
Deferred Pensioner Movements (Non-current)	16,694	0	0	0	0	
Recording of Employee Benefit and Other Provisions (NC)	(430,000)	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	788,466	0	0	0	0	
Future Obligations Net Movements (NC)	1,760,206	667,084	667,084	(3,055,520)	(3,008,812)	
Fair value and Gain on Sale Adjustment	(636,855)	0	0	0	0	
Capital Revenue & (Expenditure)						
Land & Buildings	(4,506,538)	(20,216,837)	(20,252,802)	(22,802,632)	(22,838,597)	77.71%
Plant & Equipment	(973,533)	(2,855,000)	(2,835,000)	(2,890,000)	(2,870,000)	65.90%
Furniture & Equipment	(363,211)	(595,109)	(569,541)	(854,368)	(828,800)	38.97%
Infrastructure	(19,542,755)	(33,099,676)	(33,163,271)	(38,537,750)	(38,334,501)	40.96%
Proceeds from Sale of Assets	79,227	776,071	776,071	776,071	776,071	-89.79%
Proceeds from Sale of Non-Current Asset Held for Resale	2,500,000	0	0	0	0	
Proceeds from New Loans	21,325,000	25,450,000	15,450,000	25,450,000	15,450,000	-16.21%
Self Supporting Loans - Repayment of Principal	55,517	156,649	156,649	267,033	267,033	-64.56%
Total Loan Repayments - Principal	(2,720,229)	(3,060,971)	(3,060,971)	(3,839,418)	(3,839,418)	11.13%
Repayment Capital Lease	(465,684)	(489,199)	(489,199)	(489,199)	(489,199)	4.81%
Advances to Community Groups	(1,325,000)	(5,450,000)	(5,450,000)	(5,450,000)	(5,450,000)	75.69%
Transfer to Restricted Assets	(33,377,503)	(10,011,600)	(11,600)	(10,021,740)	(21,740)	-233.39%
Transfer from Restricted Assets	13,755,058	0	0	1,735,682	1,688,974	100.00%
Transfer to Reserves	(23,675,630)	(19,330,836)	(19,330,836)	(23,109,232)	(22,109,232)	-22.48%
Transfer from Reserves	13,455,789	9,199,246	9,199,246	39,544,446	39,381,069	46.27%
Opening Funds Surplus/ (Deficit)	2,448,380	2,448,380	2,448,380	2,448,380	2,448,380	
Net Current Position - Surplus / (Deficit)	4,590,282	(22,965,814)	(23,197,000)	98,182	1,118,182	

City of BusseltonNet Current PositionYear to Date As At 31st May 2022

	2021/22 Actual	2021/22 Amended Budget	2021/22 Original Budget	2020/21 Actual
	\$	\$	\$	\$
<u>NET CURRENT ASSETS</u>				
<u>CURRENT ASSETS</u>				
Cash - Unrestricted	3,709,407	3,147,819	4,167,819	5,498,018
Cash - Restricted	103,735,810	65,484,715	54,720,367	73,659,438
Sundry Debtors	2,633,318	2,263,362	2,263,362	2,229,605
Rates Outstanding - General	906,737	586,388	586,388	586,388
Stock on Hand	908,493	900,000	900,000	936,902
	<u>111,893,765</u>	<u>72,382,284</u>	<u>62,637,936</u>	<u>82,910,351</u>
<u>LESS: CURRENT LIABILITIES</u>				
Bank Overdraft	0	0	0	0
Sundry Creditors	3,567,673	6,799,387	6,799,387	6,802,533
Obligations Liability (C)	0	4,000,000	4,000,000	3,736,544
Performance Bonds	4,212,948	3,424,482	3,424,482	3,424,482
	<u>7,780,621</u>	<u>14,223,869</u>	<u>14,223,869</u>	<u>13,963,559</u>
Current Position (inclusive of Restricted Funds)	104,113,144	58,158,415	48,414,067	68,946,792
Add: Cash Backed Obligations Liability (C)	0	4,000,000	4,000,000	3,736,544
Add: Cash Backed Liabilities (Deposits & Bonds)	4,212,948	3,424,482	3,424,482	3,424,482
Less: Cash - Restricted Funds	(103,735,810)	(65,484,715)	(54,720,367)	(73,659,438)
<u>NET CURRENT ASSET POSITION</u>	<u>4,590,282</u>	<u>98,182</u>	<u>1,118,182</u>	<u>2,448,380</u>

City of Busselton
Capital Construction & Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to date as at 31st May 2022

Description	2020/21 Actual	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
	\$	\$	\$	\$	\$	%
>> Property, Plant & Equipment						
Land						
10610 Property Services Administration	2,599	45,837	45,837	50,000	50,000	-94.33%
	2,599	45,837	45,837	50,000	50,000	-94.33%
Buildings						
Major Projects						
Major Project - Dunsborough Lakes						
B9614 Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom Fac.	16,172	1,095,835	1,095,835	1,300,000	1,300,000	-98.52%
	16,172	1,095,835	1,095,835	1,300,000	1,300,000	-98.52%
Major Project - Administration Building						
B9010 Civic and Administration Centre Minor Upgrades	760	0	0	0	0	0.00%
B9012 Civic and Administration Building Replacement of Cladding	431,771	100,000	100,000	500,000	500,000	331.77%
	432,531	100,000	100,000	500,000	500,000	332.53%
Major Project - BPACC						
B9538 Weld Theatre	0	130,000	130,000	130,000	130,000	-100.00%
B9591 Performing Arts Convention Centre	0	16,885,538	16,885,538	18,420,297	18,420,297	-100.00%
B9623 BPACC - Construction	2,834,287	0	0	0	0	0.00%
B9624 BPACC - Contingency	3,321	0	0	0	0	0.00%
B9626 BPACC - Design of Structure / Professional Fees	336,488	0	0	0	0	0.00%
	3,174,096	17,015,538	17,015,538	18,550,297	18,550,297	-81.35%
Buildings (Other)						
B9200 Mosquito Control Storage Shed	1,210	0	0	95,000	95,000	0.00%
B9300 Aged Housing Capital Improvements - Winderlup	47,006	60,900	60,900	81,200	81,200	-22.82%
B9301 Aged Housing Capital Improvements - Harris Road	2,662	54,750	54,750	73,000	73,000	-95.14%
B9302 Aged Housing Capital Improvements - Winderlup Court (City)	1,368	66,600	66,600	81,600	81,600	-97.95%
B9407 Busselton Senior Citizens	114,966	111,750	111,750	111,750	111,750	2.88%
B9596 GLC Building Improvements	91,045	213,852	213,852	285,150	285,150	-57.43%
B9605 Energy Efficiency Initiatives (Various Buildings)	155,312	164,240	164,240	187,100	187,100	-5.44%
B9608 Demolition Allocation (Various Buildings)	0	20,000	20,000	25,000	25,000	-100.00%
B9610 Old Butter Factory	17,991	6,000	6,000	6,000	6,000	199.85%
B9611 Smiths Beach New Public Toilet	0	250,000	250,000	250,000	250,000	-100.00%
B9612 Churchill Park Renew Sports Lights	144,117	212,850	212,850	212,850	212,850	-32.29%
B9613 CCTV Installation	29,921	50,000	50,000	50,000	50,000	-40.16%
B9615 Naturaliste Community Centre AMP	(495)	72,000	72,000	72,000	72,000	-100.69%
B9616 Buildings Asset Management Plan High Use Allocation	126,714	150,000	150,000	150,000	150,000	-15.52%
B9617 Buildings AMP Renewal Allocation - Meelup Ablution	32,707	200,000	200,000	200,000	200,000	-83.65%
B9619 Railway House Public Ablution Improvements	15,822	14,000	14,000	14,000	14,000	13.01%
B9620 YCAB/ SLSC Improvements	12,914	19,000	19,000	19,000	19,000	-32.03%
B9621 Bovell Construction of Changerooms	17,606	0	0	90,000	90,000	0.00%
B9622 Dunsborough Youth Centre Building Construction	20,664	0	0	80,000	80,000	0.00%
B9711 Busselton Airport - Building	5,629	12,200	12,200	12,200	12,200	-53.86%
B9717 Airport Construction, Existing Terminal Upgrade	39,670	46,485	46,485	46,485	46,485	-14.66%
B9720 BMRA Hangars	0	210,000	210,000	210,000	210,000	-100.00%
B9808 Busselton Jetty Tourist Park Upgrade	4,314	25,000	25,000	50,000	50,000	-82.75%
	881,140	1,959,627	1,995,592	2,402,335	2,438,300	-55.04%
Total Buildings	4,503,939	20,171,000	20,206,965	22,752,632	22,788,597	-77.67%
Plant & Equipment						
10250 Information & Communication Technology Services	0	40,000	40,000	40,000	40,000	-100.00%
10372 Dunsborough Cemetery	2,727	20,000	20,000	20,000	20,000	-86.36%
10380 Busselton Library	31,805	40,000	40,000	40,000	40,000	-20.49%
10540 Recreation Administration	39,931	40,000	40,000	40,000	40,000	-0.17%
10610 Property Services Administration	36,082	35,000	35,000	35,000	35,000	3.09%
10630 Economic and Business Development Administration	0	75,000	75,000	75,000	75,000	-100.00%
10810 Statutory Planning	0	35,000	35,000	35,000	35,000	-100.00%
10830 Environmental Management Administration	34,507	35,000	35,000	35,000	35,000	-1.41%
10920 Environmental Health Services Administration	0	40,000	40,000	40,000	40,000	-100.00%
10950 Animal Control	0	50,000	50,000	50,000	50,000	-100.00%
11000 Engineering & Works Services Support	50,332	50,000	50,000	50,000	50,000	0.66%
11101 Engineering Services Administration	0	35,000	35,000	35,000	35,000	-100.00%
11107 Engineering Services Design	69,015	185,000	185,000	185,000	185,000	-62.69%
11151 Airport Operations	0	15,000	15,000	15,000	15,000	-100.00%
11202 Building Facilities - Weather Station Installations	10,280	20,000	0	20,000	0	-48.60%
11401 Depot Workshop	0	10,000	10,000	10,000	10,000	-100.00%
11402 Plant Purchases (P10)	420,639	896,000	896,000	896,000	896,000	-53.05%
11403 Plant Purchases (P11)	130,486	569,000	569,000	579,000	579,000	-77.07%
11404 Plant Purchases (P12)	88,453	515,000	515,000	515,000	515,000	-82.82%
11407 P&E - P&G Smart Technologies	0	75,000	75,000	100,000	100,000	-100.00%
11500 Operations Services Administration	39,931	75,000	75,000	75,000	75,000	-46.76%
G0013 Domestic Organics Collections (FOGO)	19,346	0	0	0	0	0.00%
	973,533	2,855,000	2,835,000	2,890,000	2,870,000	-65.90%

City of Busselton
Capital Construction & Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to date as at 31st May 2022

Description	2020/21 Actual	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
Furniture & Office Equipment						
10250 Information & Communication Technology Services	187,458	220,891	220,891	441,800	441,800	-15.14%
10380 Busselton Library	24,228	21,150	21,150	21,150	21,150	14.55%
10558 Events	0	200,000	200,000	200,000	200,000	-100.00%
10590 Naturaliste Community Centre	16,326	51,650	51,650	60,000	60,000	-68.39%
10591 Geopraphe Leisure Centre	11,840	0	0	30,000	30,000	0.00%
10625 Art Geo Administration	10,000	10,000	10,000	10,000	10,000	0.00%
10900 Cultural Planning	14,199	50,968	25,400	50,968	25,400	-72.14%
11107 Engineering Services Design	73,211	0	0	0	0	0.00%
B1000 Administration Building- 2-16 Southern Drive	6,104	14,000	14,000	14,000	14,000	-56.40%
B1350 Churchill Park- Other Buildings	0	26,450	26,450	26,450	26,450	-100.00%
B1450 Depot Building-Busselton	19,844	0	0	0	0	0.00%
G0031 Dunsborough Waste Facility	0	0	0	0	0	0.00%
	363,211	595,109	569,541	854,368	828,800	-38.97%
Sub-Total Property, Plant & Equipment	5,843,281	23,666,946	23,657,343	26,547,000	26,537,397	-75.31%
>> Infrastructure						
Roads						
S0020 Blythe Road	287	0	0	0	0	0.00%
S0026 Payne Road	15,586	27,500	27,500	30,000	30,000	-43.32%
S0048 Bussell Highway	573,166	1,103,350	1,103,350	1,197,100	1,197,100	-48.05%
S0070 Peel & Queen Street Roundabout Service Relocation	706,890	610,500	610,500	610,500	610,500	15.79%
S0072 Kaloorup Road - Reconstruct and Seal Shoulders	104,491	130,300	130,300	130,300	130,300	-19.81%
S0075 Local Road and Community Infrastructure Program	57	0	0	0	0	0.00%
S0076 Kaloorup Road (Stage 1)	519,825	874,366	874,366	979,550	979,550	-40.55%
S0077 Ludlow-Hithergreen Stage 2 Reconstruct & Widen	204,963	315,007	315,007	360,000	360,000	-34.93%
S0078 Sugarloaf Road	454,490	904,500	1,105,500	1,206,000	1,206,000	-49.75%
S0321 Yoongarillup Road - Second Coat Seal	38,449	87,500	87,500	100,000	100,000	-56.06%
S0328 Wonnerup South Road Second Coat Seal	202	0	0	0	0	0.00%
S0329 Georgette Street Reconstruction	(3,641)	0	0	0	0	0.00%
S0330 Hakea Way Asphalt Overlay	(1,316)	0	0	0	0	0.00%
S0331 Barracks Drive Spray Seal	50,930	114,607	114,607	130,980	130,980	-55.56%
S0332 Inlet Drive Spray Seal	16,271	41,122	41,122	47,000	47,000	-60.43%
S0333 Chapman Crescent Spray Seal	26,583	68,250	68,250	78,000	78,000	-61.05%
S0334 Chapman Hill Road	237,620	1,122,000	1,122,000	1,496,000	1,496,000	-78.82%
S0335 Kaloorup Road	359,204	361,425	361,425	481,900	481,900	-0.61%
S0336 Wildwood Road	1,801,617	1,406,625	1,406,625	1,875,500	1,875,500	28.08%
T0020 Capel Tutunup Road	16,205	0	0	0	0	0.00%
V0007 Causeway Road - Molloy Street Intersection	2,400	328,125	328,125	375,000	375,000	-99.27%
W0006 Nuttman Road	17,450	0	0	0	0	0.00%
W0067 Ford Road Reconstruct and Asphalt Overlay	36,911	0	0	0	0	0.00%
W0075 Ludlow Hithergreen Road	68,183	49,868	49,868	57,000	57,000	36.73%
W0084 Vasse Yallingup Siding Road	145	0	0	0	0	0.00%
W0121 Geopraphe Bay Road Quindalup	(10,086)	0	0	0	0	0.00%
W0231 Carey Street - Asphalt Overlay & Kerb	10,586	0	0	0	0	0.00%
W0238 Sutton Way - Asphalt Overlay & Kerb	16	0	0	0	0	0.00%
W0246 Barnard Park East Foreshore Stage 2 Capital Works	402,988	369,165	369,165	403,000	403,000	9.16%
W0247 Harvest Road Asphalt Overlay Kerb & Footpath	2,445	0	0	0	0	0.00%
W0254 Bird Crescent Asphalt Overlay	(9,402)	0	0	0	0	0.00%
W0258 Jjingarie Place Reconstruction	(22,661)	0	0	0	0	0.00%

City of Busselton
Capital Construction & Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to date as at 31st May 2022

Description	2020/21 Actual	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
A0001 Kaloorup Road Bridge 3380	0	39,000	0	39,000	0	-100.00%
A0006 Roy Road - Bridge Construction - Bridge 3373A	0	0	0	87,000	87,000	0.00%
A0008 Layman Road Bridge - 3438	0	0	0	234,000	234,000	0.00%
A0014 Bussell Highway - 0241	744,000	744,000	744,000	744,000	744,000	0.00%
A0022 Yallingup Beach Road Bridge - 3347	700	700,000	700,000	700,000	700,000	-99.90%
A0023 Kaloorup Road Bridge - 3381	0	663,000	702,000	936,000	975,000	-100.00%
A0024 Boallia Road Bridge - 4854	0	756,750	756,750	1,009,000	1,009,000	-100.00%
A0025 Tuart Drive Bridge 0238	511,629	2,258,241	2,258,241	3,010,989	3,010,989	-77.34%
A0026 Gale Road Bridge 3408A	532	0	0	90,000	90,000	
	1,256,861	5,160,991	5,160,991	6,849,989	6,849,989	-75.65%
Car Parks						
C0043 Administration Building Carpark	50,737	33,000	33,000	33,000	33,000	53.75%
C0044 Meelup Coastal Nodes - Carpark upgrade	(2,752)	0	0	0	0	0.00%
C0047 Dunsborough Town Centre Carparking	20,319	210,000	210,000	240,000	240,000	-90.32%
C0050 Forth Street Groynes Carpark - Formalise and Seal	0	53,450	53,450	53,450	53,450	-100.00%
C0053 Car Parking - Rear of Hotel Site 1	16,536	33,850	33,850	33,850	33,850	-51.15%
C0054 Barnard East Car Parking	104,950	104,950	104,950	104,950	104,950	0.00%
C0055 Barnard Park East Foreshore Car Parking	292,350	292,350	292,350	292,350	292,350	0.00%
C0056 Hotel Site 2 Carpark	720	230,000	230,000	230,000	230,000	-99.69%
C0064 Dunsborough Lakes Sporting Precinct (Stage 1) - Carparking,	532,369	800,000	800,000	800,000	800,000	-33.45%
C0065 Meelup Coastal Parking & Landscaping	68,406	151,410	151,410	173,000	173,000	-54.82%
	1,083,635	1,909,010	1,909,010	1,960,600	1,960,600	-43.24%
Footpath and Cycleways						
F0067 Beach Road Dunsborough Footpath	9,041	0	0	0	0	0.00%
F0089 Barnard East Footpaths	89,050	89,050	89,050	89,050	89,050	0.00%
F0090 DAIP - Disability Access	15,941	14,875	14,875	17,000	17,000	7.16%
F0094 Georgette Street	(7,792)	12,950	12,950	12,950	12,950	-160.17%
F0096 Stanley Place	(20,710)	0	0	0	0	0.00%
F0098 Dunsborough Centennial Park Project	616	87,500	87,500	100,000	100,000	-99.30%
F0100 Busselton Foreshore Improvements	38,851	39,650	39,650	39,650	39,650	-2.02%
F0102 Busselton CBD Footpath Renewal	72,054	437,500	437,500	500,000	500,000	-83.53%
F0103 Carey Street Footpath Construction	136,882	192,500	192,500	220,000	220,000	-28.89%
F0105 End of Trip Footpath Construction	11,211	8,750	8,750	10,000	10,000	28.12%
F0106 Wayfinding Signage - Footpath & Cycleways	0	10,500	10,500	12,000	12,000	-100.00%
F0107 Arnup Drive Footpath Construction	328	61,250	61,250	70,000	70,000	-99.46%
F0108 Backhouse / Falkingham Footpath Construction	10,303	7,000	7,000	8,000	8,000	47.19%
F0109 Joseph Drive Footpath Construction	15,495	17,500	17,500	20,000	20,000	-11.45%
F0110 Sloan Drive Footpath	81,704	82,691	82,691	94,500	94,500	-1.19%
F0111 Cook Street Footpath	546	29,092	29,092	33,250	33,250	-98.12%
F0112 Causeway Road Shared Path	2,545	197,000	197,000	197,000	197,000	-98.71%
	872,875	1,808,608	1,808,608	1,944,200	1,944,200	-51.74%
Parks, Gardens and Reserves						
Busselton Jetty						
C3497 Busselton Jetty - Capital Expenditure	477,639	681,310	681,310	817,550	817,550	-29.89%
	477,639	681,310	681,310	817,550	817,550	-29.89%
Coastal & Boating						
C0311 Stinger Control	12,616	45,000	45,000	45,000	45,000	-71.96%
C2512 Sand Re-Nourishment	0	80,000	80,000	100,000	100,000	-100.00%
C1511 RBFS Various Grant Applications	2,500	31,800	31,800	31,800	31,800	-92.14%
C2520 Coastal Protection Works	594	0	0	0	0	
C2530 Coastal Structures (West Busselton Seawall - Stage 2)	132,779	390,000	390,000	410,000	410,000	-65.95%
C2532 Coastal Adaptation: Mitigation of Coastal Flooding (Drain M)	44,600	200,000	200,000	200,000	200,000	-77.70%
C2533 Coastal Adaptation: Forth St (Stage 2)	6,761	430,000	430,000	430,000	430,000	-98.43%
	199,850	1,176,800	1,176,800	1,216,800	1,216,800	-83.02%
Waste Services						
C2006 Depot Washdown Facility Upgrades	3,900	82,500	82,500	82,500	82,500	-95.27%
C3474 Regional Waste Hub Development	0	25,000	25,000	50,000	50,000	-100.00%
C3479 Vidler Road Waste Site Capital Improvements	0	50,000	50,000	50,000	50,000	-100.00%
C3481 Transfer Station Development	57,257	200,000	200,000	200,000	200,000	-71.37%
C3489 Liquid Waste Pond Renewal Works	409,599	405,000	405,000	410,000	410,000	1.14%
C3491 Busselton Landfill Post-closure Capping, Rehab & Remediation	93,313	750,000	750,000	1,000,000	1,000,000	-87.56%
C3492 City Lined Landfill Stage 2 - Preliminary Works	534,067	375,000	375,000	500,000	500,000	42.42%
	1,098,136	1,887,500	1,887,500	2,292,500	2,292,500	-41.82%
Townscape & Vasse River						
C1006 Townscape Street Furniture Replacement - Dunsborough	0	15,000	15,000	15,000	15,000	-100.00%
C1012 Townscape Street Furniture Replacement - Busselton	0	5,000	5,000	10,000	10,000	-100.00%
C1026 Townscape Works Dunsborough	54,951	929,013	929,013	1,057,567	1,057,567	-94.09%
C3130 Vasse Birchfields Bore	3,025	0	0	0	0	0.00%
C3166 Vasse River Foreshore - Bridge to Bridge	2,440	0	0	28,000	28,000	0.00%
C3238 Vasse River - General Upgrade	0	21,369	21,369	28,500	28,500	-100.00%
C3243 Vasse River - Ongoing Restoration of River Habitat	294	530,000	530,000	640,000	640,000	-99.94%
	60,710	1,500,382	1,500,382	1,779,067	1,779,067	-95.95%
Other P&G Infrastructure						
C1605 Busselton Cemetery Infrastructure Upgrades	4,935	40,000	40,000	40,000	40,000	-87.66%
C1609 Pioneer Cemetery - Implement Conservation Plan	5,411	13,230	13,230	20,000	20,000	-59.10%

City of Busselton
Capital Construction & Acquisition Report
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Year to date as at 31st May 2022

Description	2020/21 Actual	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
C1610 Dunsborough Cemetery	0	15,225	15,225	20,300	20,300	-100.00%
C1752 Beach Access Improvements	0	40,000	40,000	40,000	40,000	-100.00%
C1753 Eagle Bay Viewing Platform	82,743	95,450	95,450	95,450	95,450	-13.31%
C3006 Playgrounds General - Replacement of playground equipment	15,416	20,835	20,835	25,000	25,000	-26.01%
C3007 Park Furniture Replacement - Replace aged & unsafe Equip	353	18,750	18,750	25,000	25,000	-98.12%
C3046 Dunsborough - BMX / Skatebowl	4,999	10,000	10,000	10,000	10,000	-50.01%
C3048 BBQ Placement and Replacement	9,586	7,500	7,500	10,000	10,000	27.82%
C3116 Dawson Park (Mcintyre St Pos)	155,335	182,200	182,200	182,200	182,200	-14.74%
C3122 Rails to Trails - Continuation of Implementation Plan	314	75,000	75,000	100,000	100,000	-99.58%
C3143 NCC Infrastructure	8,000	0	0	0	0	0.00%
C3177 Shade Sail Program	2,752	87,500	87,500	100,000	100,000	-96.85%
C3189 Barnard East Conservation Area	321	27,500	27,500	30,000	30,000	-98.83%
C3193 Cricket Wicket Renewal	7,364	15,000	15,000	15,000	15,000	-50.91%
C3198 Vasse SAR Area General Improvements to the Area	46,071	32,157	32,157	65,000	65,000	43.27%
C3200 Provence SAR Area General Improvements to the Area	25,287	60,000	60,000	80,000	80,000	-57.85%
C3202 Port Geographe Street Light Replacement	22,013	21,550	21,550	21,550	21,550	2.15%
C3203 Port Geographe General Improvements/ Foreshore	14,282	38,157	38,157	50,875	50,875	-62.57%
C3206 Landscaping - Old Busselton Tennis Club Site	(3,392)	0	0	0	0	0.00%
C3207 Barnard East Underground Power	155,792	158,300	158,300	158,300	158,300	-1.58%
C3208 Barnard East Landscaping	150	150	150	150	150	0.00%
C3210 McBride Park - POS Upgrade	0	1,850	1,850	1,850	1,850	-100.00%
C3211 Tulloh St (Geographe Bay Road) - POS Upgrade	82,944	88,250	88,250	88,250	88,250	-6.01%
C3212 Siesta Park -Beach Access - POS Upgrade	2,111	0	0	0	0	0.00%
C3213 Cabarita Road - POS Upgrade	13,193	28,141	28,141	28,150	28,150	-53.12%
C3214 Kingsford Road - POS Upgrade	139,453	181,400	181,400	181,450	181,450	-23.12%
C3215 Monash Way - POS Upgrade	148,138	161,650	161,650	161,850	161,850	-8.36%
C3216 Wagon Road - POS Upgrade	190,721	161,650	161,650	161,650	161,650	17.98%
C3217 Limestone Quarry - POS Upgrade	140,457	161,650	161,650	161,650	161,650	-13.11%
C3218 Dolphin Road - POS Upgrade	160,790	86,100	86,100	86,100	86,100	86.75%
C3219 Kingfish/ Costello - POS Upgrade	38,628	86,300	86,300	86,300	86,300	-55.24%
C3220 Quindalup Old Tennis Courts Site - POS Upgrade	56,880	48,700	48,700	48,700	48,700	16.80%
C3222 King St Reserve Park - POS Upgrade	0	0	0	0	0	0.00%
C3223 Dunsborough Non-Potable Water Network	1,310,749	1,486,900	1,486,900	1,486,900	1,486,900	-11.85%
C3224 Dunsborough Nature Based Playground	0	40,000	40,000	40,000	40,000	-100.00%
C3225 Dunsborough Lakes Sporting Precinct (Stage 1)	1,256,128	1,941,713	1,941,713	2,117,950	2,117,950	-35.31%
C3226 Mitchell Park Upgrade	799,430	836,300	836,300	836,300	836,300	-4.41%
C3227 Barnard Park East Foreshore Landscaping	908,350	351,100	351,100	351,100	351,100	158.72%
C3229 Hotel Site 2 Landscaping	0	150,000	150,000	150,000	150,000	-100.00%
C3232 Irrigation Renewal	18,466	15,000	15,000	20,000	20,000	23.11%
C3233 Allan Street Cycleway Lighting	7,099	10,000	10,000	10,000	10,000	-29.01%
C3235 Eastern Link Landscaping	221,142	224,750	224,750	224,750	224,750	-1.61%
C3236 Dunsborough Foreshore Lighting	14,565	20,750	20,750	20,750	20,750	-29.81%
C3237 King Street Landscaping Stage 2	6,900	6,900	6,900	6,900	6,900	0.00%
C3239 Foreshore Busselton - High Street to Carey Street	0	20,000	20,000	20,000	20,000	-100.00%
C3240 Foreshore Yallingup Capital	0	10,000	10,000	10,000	10,000	-100.00%
C3241 Outdoor Spaces (Gen cap alloc for courts, flood lights etc.)	259	150,000	150,000	200,000	200,000	-99.83%
C3244 Dunsborough Lakes Sporting Precinct - Outdoor Courts	118,503	650,000	650,000	650,000	650,000	-81.77%
C3246 Bovell - Connection of Services	44,018	0	0	210,000	210,000	0.00%
C3247 King Street POS Shower (inc Dog Shower)	0	5,000	5,000	5,000	5,000	-100.00%
C3248 Beach Shower Morgan Street, Geographe	6,029	7,500	7,500	7,500	7,500	-19.61%
C3451 Aged Housing Infrastructure (Upgrade)	2,672	15,000	15,000	15,000	15,000	-82.19%
	6,245,356	7,905,108	7,905,108	8,476,925	8,476,925	-21.00%
Sub-Total Parks, Gardens & Reserves	8,081,691	13,151,100	13,151,100	14,582,842	14,582,842	-38.55%
Drainage						
D0009 Busselton LIA - Geocatch Drain Partnership WSUD Improvements	5,130	0	0	30,000	30,000	0.00%
D0025 Carey Street Drainage Upgrade	319,923	246,400	246,400	281,605	281,605	
	325,053	246,400	246,400	311,605	311,605	31.92%
Airport Industrial Parks						
C6010 Airport Fencing Works	26,115	23,235	23,235	23,235	23,235	12.40%
C6026 Airport Car Park Reseal	1,049	0	0	0	0	
C6087 Airport Construction Stage 2, Landside Civils & Services Inf	26,857	27,372	88,600	27,372	88,600	-1.88%
C6091 Airport Construction Stage 2, Noise Management Plan	0	160,033	37,500	213,377	50,000	-100.00%
C6099 Airport Development - Project Expenses	45,872	76,100	0	101,100	0	-39.72%
	99,893	286,740	149,335	365,084	161,835	-65.16%
Sub-Total Infrastructure	19,542,755	33,099,676	33,163,271	38,537,750	38,334,501	-40.96%
Grand Total - Capital Acquisitions	25,386,037	56,766,622	56,820,614	65,084,750	64,871,898	-55.28%

City of Busselton**Reserves Movement Report****For The Period Ending 31 May 2022**

	2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
	\$	\$	\$	\$	\$	\$
100 Airport Infrastructure Renewal and Replacement Reserve						
Accumulated Reserves at Start of Year	1,471,766.45	1,471,766.45	1,471,766.45	1,471,766.45	1,471,766.45	1,712,272.40
Interest transfer to Reserves	4,220.50	2,731.00	2,731.00	2,928.00	2,928.00	10,393.54
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,377.68
Transfer to Muni	0.00	0.00	0.00	(435,150.00)	(435,150.00)	(252,277.17)
	1,475,986.95	1,474,497.45	1,474,497.45	1,039,544.45	1,039,544.45	1,471,766.45
136 Airport Marketing and Incentive Reserve						
Accumulated Reserves at Start of Year	5,287,407.24	5,287,407.24	5,287,407.24	5,287,407.24	5,287,407.24	4,073,790.64
Interest transfer to Reserves	17,663.31	9,810.00	9,810.00	10,519.00	10,519.00	26,202.80
Transfer from Muni	880,594.00	880,594.00	880,594.00	960,649.00	960,649.00	1,187,413.80
Transfer to Muni	0.00	0.00	0.00	(2,350,000.00)	(2,350,000.00)	0.00
	6,185,664.55	6,177,811.24	6,177,811.24	3,908,575.24	3,908,575.24	5,287,407.24
143 Airport Noise Mitigation Reserve						
Accumulated Reserves at Start of Year	796,147.75	796,147.75	796,147.75	796,147.75	796,147.75	904,896.43
Interest transfer to Reserves	2,300.32	1,478.00	1,478.00	1,585.00	1,585.00	5,553.88
Transfer to Muni	(100,000.00)	0.00	0.00	(361,927.00)	(198,550.00)	(114,302.56)
	698,448.07	797,625.75	797,625.75	435,805.75	599,182.75	796,147.75
148 Airport Existing Terminal Building Reserve						
Accumulated Reserves at Start of Year	206,250.11	206,250.11	206,250.11	206,250.11	206,250.11	122,795.41
Interest transfer to Reserves	753.19	383.00	383.00	411.00	411.00	1,176.70
Transfer from Muni	111,331.00	111,331.00	111,331.00	121,456.00	121,456.00	82,278.00
Transfer to Muni	0.00	0.00	0.00	(12,200.00)	(12,200.00)	0.00
	318,334.30	317,964.11	317,964.11	315,917.11	315,917.11	206,250.11
106 Building Asset Renewal Reserve - General Buildings						
Accumulated Reserves at Start of Year	2,093,333.64	2,093,333.64	2,093,333.64	2,093,333.64	2,093,333.64	1,483,242.45
Interest transfer to Reserves	7,369.31	3,882.00	3,882.00	4,163.00	4,163.00	9,568.91
Transfer from Muni	736,065.00	736,065.00	736,065.00	802,982.00	802,982.00	1,037,148.00
Transfer to Muni	(67,990.75)	0.00	0.00	(871,000.00)	(871,000.00)	(436,625.72)
	2,768,777.20	2,833,280.64	2,833,280.64	2,029,478.64	2,029,478.64	2,093,333.64
404 Barnard Park Sports Pavilion Building Reserve						
Accumulated Reserves at Start of Year	71,950.91	71,950.91	71,950.91	71,950.91	71,950.91	41,352.43
Interest transfer to Reserves	253.65	132.00	132.00	142.00	142.00	372.48
Transfer from Muni	30,888.00	30,888.00	30,888.00	33,693.00	33,693.00	30,226.00
Transfer to Muni	0.00	0.00	0.00	(12,500.00)	(12,500.00)	0.00
	103,092.56	102,970.91	102,970.91	93,285.91	93,285.91	71,950.91
405 Railway House Building Reserve						
Accumulated Reserves at Start of Year	56,792.82	56,792.82	56,792.82	56,792.82	56,792.82	36,854.54
Interest transfer to Reserves	190.37	106.00	106.00	114.00	114.00	303.28
Transfer from Muni	20,064.00	20,064.00	20,064.00	21,887.00	21,887.00	19,635.00
Transfer to Muni	(15,821.54)	0.00	0.00	(18,600.00)	(18,600.00)	0.00
	61,225.65	76,962.82	76,962.82	60,193.82	60,193.82	56,792.82
406 Youth and Community Activities Building Reserve						
Accumulated Reserves at Start of Year	123,843.84	123,843.84	123,843.84	123,843.84	123,843.84	80,356.10
Interest transfer to Reserves	425.12	230.00	230.00	247.00	247.00	647.74
Transfer from Muni	43,780.00	43,780.00	43,780.00	47,754.00	47,754.00	42,840.00
Transfer to Muni	(12,913.66)	0.00	0.00	(30,000.00)	(30,000.00)	0.00
	155,135.30	167,853.84	167,853.84	141,844.84	141,844.84	123,843.84
407 Busselton Library Building Reserve						
Accumulated Reserves at Start of Year	57,065.29	57,065.29	57,065.29	57,065.29	57,065.29	111,021.85
Interest transfer to Reserves	234.77	106.00	106.00	114.00	114.00	347.44
Transfer from Muni	52,305.00	52,305.00	52,305.00	57,063.00	57,063.00	45,696.00
Transfer to Muni	(25,987.16)	0.00	0.00	(33,900.00)	(33,900.00)	(100,000.00)
	83,617.90	109,476.29	109,476.29	80,342.29	80,342.29	57,065.29
131 Busselton Community Resource Centre Reserve						
Accumulated Reserves at Start of Year	324,998.61	324,998.61	324,998.61	324,998.61	324,998.61	272,693.17
Interest transfer to Reserves	1,055.02	602.00	602.00	646.00	646.00	2,011.12
Transfer from Muni	88,275.00	88,275.00	88,275.00	96,305.00	96,305.00	86,394.00
Transfer to Muni	0.00	0.00	0.00	(37,550.00)	(37,550.00)	(36,099.68)
	414,328.63	413,875.61	413,875.61	384,399.61	384,399.61	324,998.61
408 Busselton Jetty Tourist Park Reserve						
Accumulated Reserves at Start of Year	636,808.00	636,808.00	636,808.00	636,808.00	636,808.00	222,752.80
Interest transfer to Reserves	2,391.77	1,183.00	1,183.00	1,268.00	1,268.00	1,737.99
Transfer from Muni	328,449.00	328,449.00	328,449.00	358,311.00	358,311.00	583,338.21
Transfer to Muni	(166,054.00)	(124,542.00)	(124,542.00)	(216,050.00)	(216,050.00)	(171,021.00)
	801,594.77	841,898.00	841,898.00	780,337.00	780,337.00	636,808.00
409 Geographe Leisure Centre Building (GLC) Reserve						
Accumulated Reserves at Start of Year	119,033.99	119,033.99	119,033.99	119,033.99	119,033.99	615,084.29
Interest transfer to Reserves	238.15	220.00	220.00	236.00	236.00	4,603.24
Transfer from Muni	266,211.00	266,211.00	266,211.00	290,406.00	290,406.00	260,521.00
Transfer to Muni	(85,000.00)	0.00	0.00	(285,150.00)	(285,150.00)	(761,174.54)
	300,483.14	385,464.99	385,464.99	124,525.99	124,525.99	119,033.99

City of Busselton**Reserves Movement Report****For The Period Ending 31 May 2022**

	2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
	\$	\$	\$	\$	\$	\$
331 Joint Venture Aged Housing Reserve (Harris/ Winderup)						
Accumulated Reserves at Start of Year	1,363,306.16	1,363,306.16	1,363,306.16	1,363,306.16	1,363,306.16	1,237,306.78
Interest transfer to Reserves	4,247.38	2,530.00	2,530.00	2,713.00	2,713.00	8,097.32
Transfer from Muni	110,517.00	110,517.00	110,517.00	120,560.00	120,560.00	191,227.10
Transfer to Muni	(30,000.00)	0.00	0.00	(169,200.00)	(169,200.00)	(73,325.04)
	1,448,070.54	1,476,353.16	1,476,353.16	1,317,379.16	1,317,379.16	1,363,306.16
403 Winderup Aged Housing Reserve (City Controlled)						
Accumulated Reserves at Start of Year	292,717.53	292,717.53	292,717.53	292,717.53	292,717.53	212,935.38
Interest transfer to Reserves	959.62	542.00	542.00	581.00	581.00	1,481.30
Transfer from Muni	47,344.00	47,344.00	47,344.00	51,650.00	51,650.00	78,300.85
Transfer to Muni	0.00	0.00	0.00	(81,600.00)	(81,600.00)	0.00
	341,021.15	340,603.53	340,603.53	263,348.53	263,348.53	292,717.53
410 Naturaliste Community Centre Building (NCC) Reserve						
Accumulated Reserves at Start of Year	129,592.17	129,592.17	129,592.17	129,592.17	129,592.17	125,076.60
Interest transfer to Reserves	419.66	241.00	241.00	258.00	258.00	1,002.08
Transfer from Muni	61,017.00	61,017.00	61,017.00	66,558.00	66,558.00	59,708.00
Transfer to Muni	0.00	0.00	0.00	(98,600.00)	(98,600.00)	(56,194.51)
	191,028.83	190,850.17	190,850.17	97,808.17	97,808.17	129,592.17
Accumulated Reserves at Start of Year	670,358.97	670,358.97	670,358.97	670,358.97	670,358.97	429,689.17
Interest transfer to Reserves	2,327.26	1,243.00	1,243.00	1,333.00	1,333.00	3,732.82
Transfer from Muni	312,015.00	312,015.00	312,015.00	340,379.00	340,379.00	282,000.00
Transfer to Muni	(431,770.82)	0.00	0.00	(615,000.00)	(615,000.00)	(45,063.02)
	552,930.41	983,616.97	983,616.97	397,070.97	397,070.97	670,358.97
412 Vasse Sports Pavilion Building Reserve						
Accumulated Reserves at Start of Year	1,082.56	1,082.56	1,082.56	1,082.56	1,082.56	541.14
Interest transfer to Reserves	3.93	0.00	0.00	0.00	0.00	5.42
Transfer from Muni	550.00	550.00	550.00	597.00	597.00	536.00
	1,636.49	1,632.56	1,632.56	1,679.56	1,679.56	1,082.56
110 Jetty Maintenance Reserve						
Accumulated Reserves at Start of Year	5,682,363.59	5,682,363.59	5,682,363.59	5,682,363.59	5,682,363.59	5,239,342.58
Interest transfer to Reserves	17,720.83	10,543.00	10,543.00	11,305.00	11,305.00	34,254.04
Transfer from Muni	557,671.00	632,378.00	632,378.00	1,348,301.00	1,348,301.00	1,325,111.00
Transfer to Muni	0.00	(3,000,000.00)	(3,000,000.00)	(4,221,890.00)	(4,221,890.00)	(916,344.03)
	6,257,755.42	3,325,284.59	3,325,284.59	2,820,079.59	2,820,079.59	5,682,363.59
150 Jetty Self Insurance Reserve						
Accumulated Reserves at Start of Year	495,086.35	495,086.35	495,086.35	495,086.35	495,086.35	432,198.16
Interest transfer to Reserves	1,570.67	917.00	917.00	983.00	983.00	2,888.19
Transfer from Muni	69,949.00	69,949.00	69,949.00	76,313.00	76,313.00	60,000.00
	566,606.02	565,952.35	565,952.35	572,382.35	572,382.35	495,086.35
223 Road Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1,317,210.02	1,317,210.02	1,317,210.02	1,317,210.02	1,317,210.02	1,597,128.65
Interest transfer to Reserves	6,579.68	2,443.00	2,443.00	2,620.00	2,620.00	12,920.05
Transfer from Muni	3,348,642.00	3,348,642.00	3,348,642.00	3,653,058.00	3,653,058.00	3,501,790.00
Transfer to Muni	(2,781,125.28)	0.00	0.00	(4,553,734.00)	(4,553,734.00)	(3,794,628.68)
	1,891,306.42	4,668,295.02	4,668,295.02	419,154.02	419,154.02	1,317,210.02
224 Footpath/ Cycle Ways Reserve						
Accumulated Reserves at Start of Year	838,834.13	838,834.13	838,834.13	838,834.13	838,834.13	408,437.28
Interest transfer to Reserves	3,267.99	1,555.00	1,555.00	1,668.00	1,668.00	6,367.67
Transfer from Muni	1,137,323.00	1,137,323.00	1,137,323.00	1,240,717.00	1,240,717.00	1,216,038.00
Transfer to Muni	(587,305.33)	0.00	0.00	(1,849,206.00)	(1,849,206.00)	(792,008.82)
	1,392,119.79	1,977,712.13	1,977,712.13	232,013.13	232,013.13	838,834.13
226 Other Infrastructure Reserve						
Accumulated Reserves at Start of Year	538,846.85	538,846.85	538,846.85	538,846.85	538,846.85	264,388.99
Interest transfer to Reserves	1,993.45	1,000.00	1,000.00	1,072.00	1,072.00	2,835.34
Transfer from Muni	332,156.00	332,156.00	332,156.00	362,355.00	362,355.00	357,000.00
Transfer to Muni	(468,264.72)	0.00	0.00	(501,705.00)	(501,705.00)	(85,377.48)
	404,731.58	872,002.85	872,002.85	400,568.85	400,568.85	538,846.85
225 Parks, Gardens and Reserves Reserve						
Accumulated Reserves at Start of Year	749,657.07	749,657.07	749,657.07	749,657.07	749,657.07	833,946.23
Interest transfer to Reserves	3,076.94	1,391.00	1,391.00	1,492.00	1,492.00	8,775.04
Transfer from Muni	1,349,931.00	1,349,931.00	1,349,931.00	1,472,656.00	1,472,656.00	1,285,166.00
Transfer to Muni	(1,297,661.42)	0.00	0.00	(1,956,750.00)	(1,956,750.00)	(1,378,230.20)
	805,003.59	2,100,979.07	2,100,979.07	267,055.07	267,055.07	749,657.07
151 Furniture and Equipment Reserve						
Accumulated Reserves at Start of Year	332,482.96	332,482.96	332,482.96	332,482.96	332,482.96	257,784.19
Interest transfer to Reserves	1,336.77	618.00	618.00	663.00	663.00	3,305.12
Transfer from Muni	404,800.00	404,800.00	404,800.00	441,595.00	441,595.00	434,000.00
Transfer to Muni	(156,104.45)	0.00	0.00	(485,800.00)	(485,800.00)	(362,606.35)
	582,515.28	737,900.96	737,900.96	288,940.96	288,940.96	332,482.96

City of Busselton**Reserves Movement Report****For The Period Ending 31 May 2022**

	2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
	\$	\$	\$	\$	\$	\$
115 Plant Replacement Reserve						
Accumulated Reserves at Start of Year	2,114,189.13	2,114,189.13	2,114,189.13	2,114,189.13	2,114,189.13	1,098,441.92
Interest transfer to Reserves	7,495.46	3,923.00	3,923.00	4,207.00	4,207.00	9,266.71
Transfer from Muni	932,712.00	932,712.00	932,712.00	1,076,500.00	1,076,500.00	1,215,217.44
Transfer to Muni	0.00	0.00	0.00	(1,287,969.00)	(1,287,969.00)	(208,736.94)
	3,054,396.59	3,050,824.13	3,050,824.13	1,906,927.13	1,906,927.13	2,114,189.13
137 Major Traffic Improvements Reserve						
Accumulated Reserves at Start of Year	237,210.32	237,210.32	237,210.32	237,210.32	237,210.32	638,845.53
Interest transfer to Reserves	1,876.12	440.00	440.00	472.00	472.00	1,207.39
Transfer from Muni	1,040,226.00	1,040,226.00	1,040,226.00	1,134,788.25	1,134,788.25	1,088,988.00
Transfer to Muni	0.00	0.00	0.00	(375,000.00)	(375,000.00)	(1,491,830.60)
	1,279,312.44	1,277,876.32	1,277,876.32	997,470.57	997,470.57	237,210.32
132 CBD Enhancement Reserve						
Accumulated Reserves at Start of Year	1,269,967.02	1,269,967.02	1,269,967.02	1,269,967.02	1,269,967.02	613,767.47
Interest transfer to Reserves	4,447.72	2,357.00	2,357.00	2,527.00	2,527.00	5,813.79
Transfer from Muni	514,778.00	514,778.00	514,778.00	561,568.00	561,568.00	772,783.80
Transfer to Muni	(470,601.47)	(800,000.00)	(800,000.00)	(1,516,517.00)	(1,516,517.00)	(122,393.04)
	1,318,591.27	987,102.02	987,102.02	317,545.02	317,545.02	1,269,967.02
127 New Infrastructure Development Reserve						
Accumulated Reserves at Start of Year	884,967.24	884,967.24	884,967.24	884,967.24	884,967.24	1,506,175.05
Interest transfer to Reserves	2,363.60	1,641.00	1,641.00	1,760.00	1,760.00	6,661.97
Transfer from Muni	6,397.80	6,397.00	6,397.00	8,530.00	8,530.00	194,761.40
Transfer to Muni	0.00	0.00	0.00	(637,350.00)	(637,350.00)	(822,631.18)
	893,728.64	893,005.24	893,005.24	257,907.24	257,907.24	884,967.24
141 Commonage Precinct Infrastructure Road Reserve						
Accumulated Reserves at Start of Year	236,348.40	236,348.40	236,348.40	236,348.40	236,348.40	234,906.64
Interest transfer to Reserves	0.00	439.00	439.00	471.00	471.00	(340.58)
Transfer from Muni	709.31	0.00	0.00	0.00	0.00	1,782.34
Transfer to Muni	(236,000.00)	0.00	0.00	(236,000.00)	(236,000.00)	0.00
	1,057.71	236,787.40	236,787.40	819.40	819.40	236,348.40
114 City Car Parking and Access Reserve						
Accumulated Reserves at Start of Year	792,733.25	792,733.25	792,733.25	792,733.25	792,733.25	1,555,124.38
Interest transfer to Reserves	3,706.23	1,471.00	1,471.00	1,577.00	1,577.00	7,540.95
Transfer from Muni	889,522.00	889,522.00	889,522.00	934,018.00	934,018.00	52,465.00
Transfer to Muni	(448,037.02)	0.00	0.00	(1,016,812.00)	(1,016,812.00)	(822,397.08)
	1,237,924.46	1,683,726.25	1,683,726.25	711,516.25	711,516.25	792,733.25
154 Debt Default Reserve						
Accumulated Reserves at Start of Year	501,841.13	501,841.13	501,841.13	501,841.13	501,841.13	0.00
Interest transfer to Reserves	458.66	930.00	930.00	997.00	997.00	1,841.13
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	500,000.00
Transfer to Muni	(400,000.00)	(400,000.00)	(400,000.00)	(400,000.00)	(400,000.00)	0.00
	102,299.79	102,771.13	102,771.13	102,838.13	102,838.13	501,841.13
107 Corporate IT Systems Reserve						
Accumulated Reserves at Start of Year	328,721.63	328,721.63	328,721.63	328,721.63	328,721.63	226,750.02
Interest transfer to Reserves	1,272.07	611.00	611.00	655.00	655.00	1,971.61
Transfer from Muni	241,087.00	241,087.00	241,087.00	263,000.00	263,000.00	100,000.00
Transfer to Muni	(182,191.04)	0.00	0.00	(250,050.00)	(250,050.00)	0.00
	388,889.66	570,419.63	570,419.63	342,326.63	342,326.63	328,721.63
133 Election, Valuation and Other Corporate Expenses Reserve						
Accumulated Reserves at Start of Year	715,026.19	715,026.19	715,026.19	715,026.19	715,026.19	560,994.18
Interest transfer to Reserves	2,233.12	1,327.00	1,327.00	1,423.00	1,423.00	4,032.01
Transfer from Muni	128,337.00	128,337.00	128,337.00	140,000.00	140,000.00	150,000.00
Transfer to Muni	(124,742.35)	(128,000.00)	(128,000.00)	(638,000.00)	(638,000.00)	0.00
	720,853.96	716,690.19	716,690.19	218,449.19	218,449.19	715,026.19
111 Legal Expenses Reserve						
Accumulated Reserves at Start of Year	671,629.28	588,129.28	588,129.28	588,129.28	588,129.28	636,940.12
Interest transfer to Reserves	1,771.51	1,091.00	1,091.00	1,170.00	1,170.00	3,983.24
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	110,705.92
Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	(80,000.00)
	673,400.79	589,220.28	589,220.28	539,299.28	539,299.28	671,629.28
152 Marketing & Area Promotion Reserve						
Accumulated Reserves at Start of Year	522,265.79	522,265.79	522,265.79	522,265.79	522,265.79	166,392.00
Interest transfer to Reserves	2,397.10	970.00	970.00	1,040.00	1,040.00	6,020.14
Transfer from Muni	1,278,035.00	1,278,035.00	1,278,035.00	1,394,224.00	1,394,224.00	1,296,295.65
Transfer to Muni	(600,000.00)	0.00	0.00	(1,697,678.00)	(1,697,678.00)	(946,442.00)
	1,202,697.89	1,801,270.79	1,801,270.79	219,851.79	219,851.79	522,265.79

City of Busselton**Reserves Movement Report****For The Period Ending 31 May 2022**

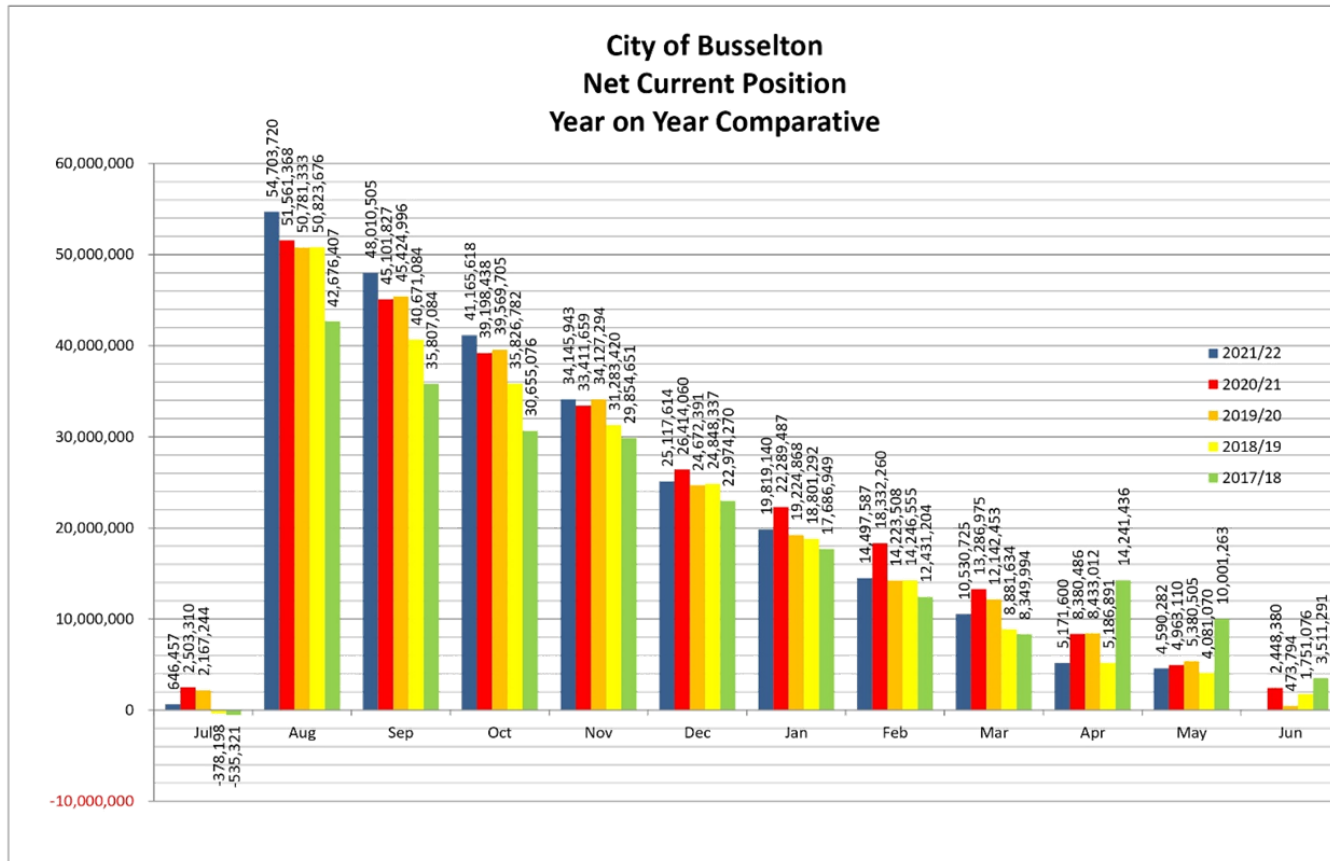
	2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
	\$	\$	\$	\$	\$	\$
135 Performing Arts and Convention Centre Reserve						
Accumulated Reserves at Start of Year	1,332,268.44	1,332,268.44	1,332,268.44	1,332,268.44	1,332,268.44	2,625,599.20
Interest transfer to Reserves	3,031.60	2,473.00	2,473.00	2,652.00	2,652.00	16,129.55
Transfer from Muni	45,837.00	45,837.00	45,837.00	1,319,149.00	319,149.00	50,000.00
Transfer to Muni	0.00	0.00	0.00	(1,188,446.00)	(1,188,446.00)	(1,359,460.31)
	1,381,137.04	1,380,578.44	1,380,578.44	1,465,623.44	465,623.44	1,332,268.44
202 Long Service Leave Reserve						
Accumulated Reserves at Start of Year	3,653,494.00	3,653,494.00	3,653,494.00	3,653,494.00	3,653,494.00	3,482,110.00
Interest transfer to Reserves	11,406.86	6,777.00	6,777.00	7,267.00	7,267.00	22,298.88
Transfer from Muni	412,500.00	412,500.00	412,500.00	450,000.00	450,000.00	550,353.57
Transfer to Muni	0.00	0.00	0.00	(544,808.00)	(544,808.00)	(401,268.45)
	4,077,400.86	4,072,771.00	4,072,771.00	3,565,953.00	3,565,953.00	3,653,494.00
203 Professional Development Reserve						
Accumulated Reserves at Start of Year	185,931.13	185,931.13	185,931.13	185,931.13	185,931.13	145,028.93
Interest transfer to Reserves	539.04	345.00	345.00	370.00	370.00	1,091.73
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	91,278.18
Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	(51,467.71)
	186,470.17	186,276.13	186,276.13	136,301.13	136,301.13	185,931.13
204 Sick Pay Incentive Reserve						
Accumulated Reserves at Start of Year	106,241.30	106,241.30	106,241.30	106,241.30	106,241.30	144,632.39
Interest transfer to Reserves	288.26	196.00	196.00	210.00	210.00	867.30
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	(7,242.10)
Transfer to Muni	0.00	0.00	0.00	(74,850.00)	(74,850.00)	(32,016.29)
	106,529.56	106,437.30	106,437.30	31,601.30	31,601.30	106,241.30
124 Workers Compensation, Extended SL & AL Contingency Reserve						
Accumulated Reserves at Start of Year	218,483.49	218,483.49	218,483.49	218,483.49	218,483.49	309,751.42
Interest transfer to Reserves	583.14	406.00	406.00	435.00	435.00	1,901.13
Transfer to Muni	0.00	0.00	0.00	(25,000.00)	(25,000.00)	(93,169.06)
	219,066.63	218,889.49	218,889.49	193,918.49	193,918.49	218,483.49
302 Community Facilities - City District						
Accumulated Reserves at Start of Year	1,295,065.82	1,295,065.82	1,295,065.82	1,295,065.82	1,295,065.82	1,120,869.85
Interest transfer to Reserves	0.00	2,401.00	2,401.00	2,575.00	2,575.00	(3,294.20)
Transfer from Muni	350,185.51	313,313.00	313,313.00	341,796.00	341,796.00	600,145.17
Transfer to Muni	(726,848.15)	0.00	0.00	(960,650.00)	(960,650.00)	(422,655.00)
	918,403.18	1,610,779.82	1,610,779.82	678,786.82	678,786.82	1,295,065.82
304 Community Facilities - Broadwater						
Accumulated Reserves at Start of Year	185,046.25	185,046.25	185,046.25	185,046.25	185,046.25	166,413.55
Interest transfer to Reserves	0.00	345.00	345.00	370.00	370.00	(240.76)
Transfer from Muni	12,538.53	14,256.00	14,256.00	15,555.00	15,555.00	18,873.46
	197,584.78	199,647.25	199,647.25	200,971.25	200,971.25	185,046.25
303 Community Facilities - Busselton						
Accumulated Reserves at Start of Year	39,788.52	39,788.52	39,788.52	39,788.52	39,788.52	9,177.47
Interest transfer to Reserves	0.00	73.00	73.00	78.00	78.00	(11.03)
Transfer from Muni	34,308.91	19,371.00	19,371.00	21,135.00	21,135.00	30,622.08
	74,097.43	59,232.52	59,232.52	61,001.52	61,001.52	39,788.52
305 Community Facilities - Dunsborough						
Accumulated Reserves at Start of Year	334,281.16	334,281.16	334,281.16	334,281.16	334,281.16	255,152.46
Interest transfer to Reserves	0.00	621.00	621.00	666.00	666.00	(311.90)
Transfer from Muni	130,751.58	30,690.00	30,690.00	33,485.00	33,485.00	79,440.60
Transfer to Muni	0.00	0.00	0.00	(110,000.00)	(110,000.00)	0.00
	465,032.74	365,592.16	365,592.16	258,432.16	258,432.16	334,281.16
311 Community Facilities - Dunsborough Lakes Estate						
Accumulated Reserves at Start of Year	943,223.84	943,223.84	943,223.84	943,223.84	943,223.84	937,470.05
Interest transfer to Reserves	0.00	1,749.00	1,749.00	1,876.00	1,876.00	(1,359.20)
Transfer from Muni	2,557.33	0.00	0.00	0.00	0.00	7,112.99
Transfer to Muni	0.00	0.00	0.00	(938,000.00)	(938,000.00)	0.00
	945,781.17	944,972.84	944,972.84	7,099.84	7,099.84	943,223.84
306 Community Facilities - Geographe						
Accumulated Reserves at Start of Year	114,006.34	114,006.34	114,006.34	114,006.34	114,006.34	101,978.74
Interest transfer to Reserves	0.00	212.00	212.00	227.00	227.00	(147.60)
Transfer from Muni	5,430.56	9,559.00	9,559.00	10,428.00	10,428.00	12,175.20
	119,436.90	123,777.34	123,777.34	124,661.34	124,661.34	114,006.34
310 Community Facilities - Port Geographe						
Accumulated Reserves at Start of Year	351,122.31	351,122.31	351,122.31	351,122.31	351,122.31	348,980.41
Interest transfer to Reserves	0.00	651.00	651.00	698.00	698.00	(505.97)
Transfer from Muni	1,053.76	0.00	0.00	0.00	0.00	2,647.87
	352,176.07	351,773.31	351,773.31	351,820.31	351,820.31	351,122.31

City of Busselton**Reserves Movement Report****For The Period Ending 31 May 2022**







	2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
	\$	\$	\$	\$	\$	\$
309 Community Facilities - Vasse						
Accumulated Reserves at Start of Year	174,754.97	174,754.97	174,754.97	174,754.97	174,754.97	489,904.76
Interest transfer to Reserves	0.00	325.00	325.00	348.00	348.00	(821.04)
Transfer from Muni	276.76	175,813.00	175,813.00	191,794.00	191,794.00	3,716.40
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(318,045.15)
	175,031.73	350,892.97	350,892.97	366,896.97	366,896.97	174,754.97
308 Community Facilities - Airport North						
Accumulated Reserves at Start of Year	3,164,951.91	3,164,951.91	3,164,951.91	3,164,951.91	3,164,951.91	3,017,487.28
Interest transfer to Reserves	0.00	5,871.00	5,871.00	6,296.00	6,296.00	(4,374.94)
Transfer from Muni	9,498.41	104,082.00	104,082.00	113,538.00	113,538.00	151,839.57
	3,174,450.32	3,274,904.91	3,274,904.91	3,284,785.91	3,284,785.91	3,164,951.91
130 Locke Estate Reserve						
Accumulated Reserves at Start of Year	6,458.30	6,458.30	6,458.30	6,458.30	6,458.30	6,269.61
Interest transfer to Reserves	45.52	11.00	11.00	12.00	12.00	188.69
Transfer from Muni	59,587.00	59,587.00	59,587.00	65,000.00	65,000.00	60,000.00
Transfer to Muni	0.00	0.00	0.00	(65,000.00)	(65,000.00)	(60,000.00)
	66,090.82	66,056.30	66,056.30	6,470.30	6,470.30	6,458.30
122 Port Geographe Development Reserve (Council)						
Accumulated Reserves at Start of Year	117,834.82	117,834.82	117,834.82	117,834.82	117,834.82	224,952.38
Interest transfer to Reserves	305.79	219.00	219.00	235.00	235.00	1,335.60
Transfer from Muni	51,029.00	51,029.00	51,029.00	55,672.00	55,672.00	51,975.00
Transfer to Muni	(22,013.00)	0.00	0.00	(147,175.00)	(147,175.00)	(160,428.16)
	147,156.61	169,082.82	169,082.82	26,566.82	26,566.82	117,834.82
123 Port Geographe Waterways Management (SAR) Reserve						
Accumulated Reserves at Start of Year	3,168,295.89	3,168,295.89	3,168,295.89	3,168,295.89	3,168,295.89	3,275,191.63
Interest transfer to Reserves	9,495.06	5,879.00	5,879.00	6,304.00	6,304.00	20,463.13
Transfer from Muni	209,935.00	209,935.00	209,935.00	229,019.00	229,019.00	222,867.58
Transfer to Muni	(347,214.00)	0.00	0.00	(380,650.00)	(380,650.00)	(350,226.45)
	3,040,511.95	3,384,109.89	3,384,109.89	3,022,968.89	3,022,968.89	3,168,295.89
126 Provence Landscape Maintenance (SAR) Reserve						
Accumulated Reserves at Start of Year	1,254,361.98	1,254,361.98	1,254,361.98	1,254,361.98	1,254,361.98	1,308,476.49
Interest transfer to Reserves	3,860.57	2,327.00	2,327.00	2,495.00	2,495.00	8,602.03
Transfer from Muni	173,481.00	173,481.00	173,481.00	189,252.00	189,252.00	182,612.58
Transfer to Muni	(110,499.24)	0.00	0.00	(208,900.00)	(208,900.00)	(245,329.12)
	1,321,204.31	1,430,169.98	1,430,169.98	1,237,208.98	1,237,208.98	1,254,361.98
128 Vasse Newtown Landscape Maintenance (SAR) Reserve						
Accumulated Reserves at Start of Year	667,371.46	667,371.46	667,371.46	667,371.46	667,371.46	636,364.43
Interest transfer to Reserves	2,119.81	1,239.00	1,239.00	1,329.00	1,329.00	4,533.05
Transfer from Muni	170,610.00	170,610.00	170,610.00	186,122.00	186,122.00	182,064.96
Transfer to Muni	(100,651.24)	0.00	0.00	(206,975.00)	(206,975.00)	(155,590.98)
	739,450.03	839,220.46	839,220.46	647,847.46	647,847.46	667,371.46
138 Commonage Precinct Bushfire Facilities Reserve						
Accumulated Reserves at Start of Year	58,529.58	58,529.58	58,529.58	58,529.58	58,529.58	58,172.53
Interest transfer to Reserves	0.00	108.00	108.00	116.00	116.00	(84.34)
Transfer from Muni	175.68	0.00	0.00	0.00	0.00	441.39
	58,705.26	58,637.58	58,637.58	58,645.58	58,645.58	58,529.58
139 Commonage Community Facilities Dunsborough Lakes South Res						
Accumulated Reserves at Start of Year	74,231.91	74,231.91	74,231.91	74,231.91	74,231.91	73,779.08
Interest transfer to Reserves	0.00	137.00	137.00	147.00	147.00	(106.97)
Transfer from Muni	222.78	0.00	0.00	0.00	0.00	559.80
	74,454.69	74,368.91	74,368.91	74,378.91	74,378.91	74,231.91
140 Commonage Community Facilities South Biddle Precinct Reserve						
Accumulated Reserves at Start of Year	905,216.73	905,216.73	905,216.73	905,216.73	905,216.73	899,694.77
Interest transfer to Reserves	0.00	1,678.00	1,678.00	1,799.00	1,799.00	(1,304.43)
Transfer from Muni	2,716.68	0.00	0.00	0.00	0.00	6,826.39
	907,933.41	906,894.73	906,894.73	907,015.73	907,015.73	905,216.73
321 Busselton Area Drainage and Waterways Improvement Reserve						
Accumulated Reserves at Start of Year	448,845.20	448,845.20	448,845.20	448,845.20	448,845.20	475,582.52
Interest transfer to Reserves	0.00	833.00	833.00	893.00	893.00	(754.01)
Transfer from Muni	1,324.00	0.00	0.00	0.00	0.00	3,608.04
Transfer to Muni	0.00	0.00	0.00	(391,500.00)	(391,500.00)	(29,591.35)
	450,169.20	449,678.20	449,678.20	58,238.20	58,238.20	448,845.20
102 Coastal and Climate Adaptation Reserve						
Accumulated Reserves at Start of Year	1,503,540.38	1,503,540.38	1,503,540.38	1,503,540.38	1,503,540.38	2,157,591.81
Interest transfer to Reserves	4,668.22	2,788.00	2,788.00	2,990.00	2,990.00	13,850.94
Transfer from Muni	726,649.00	726,649.00	726,649.00	857,701.00	857,701.00	572,465.00
Transfer to Muni	(924,736.46)	(1,810,900.00)	(1,810,900.00)	(2,240,900.00)	(2,240,900.00)	(1,240,367.37)
	1,310,121.14	422,077.38	422,077.38	123,331.38	123,331.38	1,503,540.38

City of Busselton**Reserves Movement Report****For The Period Ending 31 May 2022**

	2021/2022 Actual	2021/2022 Amended Budget YTD	2021/2022 Original Budget YTD	2021/2022 Amended Budget	2021/2022 Original Budget	2020/2021 Actual
	\$	\$	\$	\$	\$	\$
144 Emergency Disaster Recovery Reserve						
Accumulated Reserves at Start of Year	114,793.40	114,793.40	114,793.40	114,793.40	114,793.40	94,137.10
Interest transfer to Reserves	367.41	212.00	212.00	227.00	227.00	656.30
Transfer from Muni	18,656.00	18,656.00	18,656.00	20,350.00	20,350.00	20,000.00
	133,816.81	133,661.40	133,661.40	135,370.40	135,370.40	114,793.40
145 Energy Sustainability Reserve						
Accumulated Reserves at Start of Year	224,270.68	224,270.68	224,270.68	224,270.68	224,270.68	137,955.03
Interest transfer to Reserves	777.40	418.00	418.00	448.00	448.00	1,292.25
Transfer from Muni	96,305.00	96,305.00	96,305.00	105,062.00	105,062.00	102,750.00
Transfer to Muni	(100,000.00)	0.00	0.00	(187,100.00)	(187,100.00)	(17,726.60)
	221,353.08	320,993.68	320,993.68	142,680.68	142,680.68	224,270.68
146 Cemetery Reserve						
Accumulated Reserves at Start of Year	99,547.84	99,547.84	99,547.84	99,547.84	99,547.84	35,871.90
Interest transfer to Reserves	319.21	184.00	184.00	197.00	197.00	675.67
Transfer from Muni	68,567.00	68,567.00	68,567.00	78,000.00	78,000.00	107,530.07
Transfer to Muni	0.00	0.00	0.00	(100,300.00)	(100,300.00)	(44,529.80)
	168,434.05	168,298.84	168,298.84	77,444.84	77,444.84	99,547.84
341 Public Art Reserve						
Accumulated Reserves at Start of Year	46,525.68	46,525.68	46,525.68	46,525.68	46,525.68	87,051.39
Interest transfer to Reserves	0.00	84.00	84.00	90.00	90.00	(126.21)
Transfer from Muni	107.64	0.00	0.00	0.00	0.00	660.50
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(41,060.00)
	46,633.32	46,609.68	46,609.68	46,615.68	46,615.68	46,525.68
121 Waste Management Facility and Plant Reserve						
Accumulated Reserves at Start of Year	8,486,936.30	8,486,936.30	8,486,936.30	8,486,936.30	8,486,936.30	7,629,358.39
Interest transfer to Reserves	25,251.50	15,744.00	15,744.00	16,873.00	16,873.00	43,419.70
Transfer from Muni	1,014,739.00	1,014,739.00	1,014,739.00	1,106,990.00	1,106,990.00	1,334,825.13
Transfer to Muni	(1,074,734.43)	(1,650,000.00)	(1,650,000.00)	(3,085,500.00)	(3,085,500.00)	(520,666.92)
	8,452,192.37	7,867,419.30	7,867,419.30	6,525,299.30	6,525,299.30	8,486,936.30
120 Strategic Projects Reserve						
Accumulated Reserves at Start of Year	350,906.60	350,906.60	350,906.60	350,906.60	350,906.60	295,560.51
Interest transfer to Reserves	1,113.31	650.00	650.00	697.00	697.00	2,031.09
Transfer from Muni	2,548,159.32	49,269.00	49,269.00	53,751.00	53,751.00	53,315.00
	2,900,179.23	400,825.60	400,825.60	405,354.60	405,354.60	350,906.60
129 Prepaid Grants and Deferred Works & Services Reserve						
Accumulated Reserves at Start of Year	1,361,165.55	1,361,165.55	1,361,165.55	1,361,165.55	1,361,165.55	1,391,422.00
Interest transfer to Reserves	479.71	2,525.00	2,525.00	2,708.00	2,708.00	937.64
Transfer from Muni	1,976,067.00	0.00	0.00	0.00	0.00	1,285,804.00
Transfer to Muni	(1,361,521.18)	(1,285,804.00)	(1,285,804.00)	(1,285,804.00)	(1,285,804.00)	(1,316,998.09)
	1,976,191.08	77,886.55	77,886.55	78,069.55	78,069.55	1,361,165.55
153 Busselton Foreshore Reserve						
Accumulated Reserves at Start of Year	110.76	110.76	110.76	110.76	110.76	100.00
Interest transfer to Reserves	13.67	0.00	0.00	0.00	0.00	0.76
Transfer from Muni	11,506.00	11,506.00	11,506.00	12,550.00	12,550.00	10.00
	11,630.43	11,616.76	11,616.76	12,660.76	12,660.76	110.76
155 LED Street Light Replacement Program Reserve						
Accumulated Reserves at Start of Year	121.22	121.22	121.22	121.22	121.22	0.00
Interest transfer to Reserves	48.88	0.00	0.00	0.00	0.00	121.22
Transfer from Muni	45,837.00	45,837.00	45,837.00	50,000.00	50,000.00	50,000.00
Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	(50,000.00)
	46,007.10	45,958.22	45,958.22	121.22	121.22	121.22
156 Waterways Restoration Reserve						
Interest transfer to Reserves	0.00	2.00	2.00	12.00	12.00	0.00
Transfer from Muni	0.00	(2.00)	(2.00)	10.00	10.00	0.00
	0.00	0.00	0.00	22.00	22.00	0.00
Total Cash Back Reserves	73,139,401.21	72,970,650.15	72,970,650.15	46,400,846.40	45,564,223.40	62,919,560.15
Summary Reserves						
Accumulated Reserves at Start of Year	62,919,560.15	62,836,060.15	62,836,060.15	62,836,060.15	62,836,060.15	59,897,884.76
Interest transfer to Reserves	173,336.21	116,569.00	116,569.00	125,000.00	125,000.00	323,336.90
Transfer from Muni	23,502,293.56	19,217,267.00	19,217,267.00	22,984,232.25	21,984,232.25	23,480,022.62
Transfer to Muni	(13,455,788.71)	(9,199,246.00)	(9,199,246.00)	(39,544,446.00)	(39,381,069.00)	(20,781,684.13)
Closing Balance	73,139,401.21	72,970,650.15	72,970,650.15	46,400,846.40	45,564,223.40	62,919,560.15



6.3 SERVICE AND PROCESS IMPROVEMENT REVIEW - ANNUAL REPORT

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.4 Govern a professional organisation that is healthy, capable and engaged.
SUBJECT INDEX	Governance
BUSINESS UNIT	Corporate Services
REPORTING OFFICER	Manager Governance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Adopted Methodology   Attachment B Example Service Statement   Attachment C Small Business Friendly Approvals Recommendations  

OFFICER RECOMMENDATION

That the Council:

1. **Endorses the Service and Process Improvement Review Annual Report for 2021/2022; and**
2. **Acknowledges the continuation of the Service and Process Improvement Review (SPIR) program as part of the City's continuous improvement approach to organizational performance.**

EXECUTIVE SUMMARY

In determining the CEO's key performance indicators for 2021/2022, the Council and CEO agreed to identify and implement process and service improvement initiatives, including the recommendations of the Small Business Development Corporation's small business friendly approvals program, and provide an annual report of outcomes through this Committee. It was also agreed that stage 1 of the service improvement methodology adopted by Council on 28 April 2021 would resume. Stage 1 is intended as a high level review or analysis of the City's services (as opposed to a 'deep dive' service review).

This report presents an overview of the activities and outcomes of service and process review over the previous 12 months. Discussions around service and process review are reflected in a growing culture of process thinking, and a series of opportunities have been identified and / or actioned through the year. This report provides a summary of some of the more significant organisational improvements.

It is recommended that Council endorses this report, and acknowledge service and process improvement is part of an ongoing continuous improvement approach to organisational performance is also sought.

BACKGROUND

Like many local governments, the City is increasingly challenged with changing community expectations, devolution of services from State Government, and an increasingly complex legislative environment. The City of Busselton district has also undergone significant growth over the last fifteen years, leading to increased service demands.

Maintaining a focus on efficient and effective service delivery is important to meet these needs in a financially sustainable manner; with a clear understanding of the City's customers, their needs, the services delivered and the outcomes achieved underpinning this.

The City currently undertakes internal reviews of its service provision annually through a business planning process. Through this process service units assess their service provision, identify challenges and opportunities for improvement, and forward plan associated actions and priorities. Additional resourcing requirements (to fund improvements or to meet service levels) are identified through a resourcing proposal form, and assessed by Senior Management as part of Long Term Financial Planning and annual budget processes. In addition officers make services improvements as they are identified, within the scope of budget allocations.

In order to continuously improve this process, Council adopted at its meeting on 28 April 2021 (C2104/079) a methodology for the implementation of more focused service improvement reviews (Attachment A) – to gather and collate information on City services in order to better understand, measure and report on the level and quality of service being delivered. The adopted methodology outlines a three stage service improvement review approach. Stage 1 is to conduct a high level review or analysis of the City's identified services, building on the current annual service planning.

Council allocated an additional \$100,000 to the draft 2021/2022 salaries and wages budget for the purposes of resourcing stage 1 of the adopted methodology. Shortly after however, these funds were repurposed to support an additional position within the Planning directorate. As a result the following CEO KPI was set for the 21/22 year:

- a) *Identify and implement process / service improvement initiatives and provide an annual report of outcomes through the finance committee including a report on the SBDC program recommendations.*
- b) *Resume implementation of stage 1 of the service improvement methodology adopted by Council.*

The following outlines the work undertaken this year with respect to service and process improvement.

OFFICER COMMENT

Service and process improvement review activities were undertaken this year through various initiatives.

In accordance with stage 1 of the adopted service improvement methodology, a Service and Process Improvement Review (SPIR) program and project team was established during the year. Two internal part-time secondments from within governance and IT (1 FTE in total) were sourced to form a small project team with guidance of the Manager Governance and Corporate Services. The position of Corporate Planning Officer within Governance was also transitioned through the year to a Business Performance Officer position - to aid in the future implementation of service and process improvement review work. Through natural attrition and recruitment this appointment did not occur until April 2022; moving forward however this position will add much needed resourcing.

The project team undertook a high level analysis of four service areas as part of a 'pilot' for what is intended as an ongoing program:

1. Human Resources (Subservices: HR, Payroll, WHS and Risk)
2. Legal Services (Subservices: Legal, Contract and Tendering)
3. Design and Survey (Subservices: Design, Survey)
4. Ranger Services (Animal Control, Parking Control, Law Enforcement)

The approach was to gather existing information relating to the service function, understand the service drivers (who – customer, what – outputs, and why – outcome), analyse the sub services, benchmark service delivery where possible against relevant local government organisations, identify opportunities for improvement and provide recommendations. This information is included in a Service Statement for each service – an example is attached (Attachment B).

Process mapping of a key process was also undertaken using a new process mapping software, Promapp, which enables a range of data to be captured and collated including triggers and inputs to the process, procedure / steps in the process, timeframes – active and wait times in the process, and the cost to complete the process based on the timeframes. Process mapping has been embraced by staff participating, and while it will take time to integrate Promapp into the organisation, the initial pilot has demonstrated the value and opportunity it presents.

Overall the pilot reviews identified a number of improvements that will have a positive impact on service efficiency and effectiveness. Many of these are operational in nature, such as for instance review of the servicing levels and allocation of responsibility for the filling of dog bag dispensers, or review processes to improve the efficiency of training administration. Broader organisational items for progression, subject to prioritisation and resourcing, are detailed below.

Opportunity	Recommendation
IT Road Map	
A well developed and communicated IT roadmap will reduce tendency of service areas to source IT solutions on their own, creating the potential for duplication and wastage.	<p>Technology plays an important role in improving efficiency and the development of an IT road map has already been recognised by IT as a priority and is being developed, with this to be reviewed as we complete more service reviews.</p> <p>It should be noted that the City's core ERP system, Technology One, is currently going through a process of upgrade. This upgrade is expected to be complete by the end of 2022, after which the City will have more access to online applications and portals.</p>
Project Management Systems and Technology	
<p>The City has a variety of paper based project planning templates. They are not however used consistently and the lack of one project planning / management approach can lead to project delivery delays due to insufficient lead times, and rework. Ownership of projects can also be unclear when they cross over multiple work areas.</p> <p>Lack of centralised project management software to aid project communication, efficiency and delivery.</p>	<p>Develop and implement a consistent project management approach (from idea conception through to planning and delivery) and supporting tools.</p> <p>It is recommended that a software solution be investigated to aid in the application of an organisational wide approach and discipline.</p>

Organisational Reporting	
Organisational reporting is often very manual, with a lack of established data sets, dashboards etc and reports.	<p>Develop service metrics which can be tracked and reported on.</p> <p>Set up self-service dashboards in Tech One and automatic reports.</p>
Measuring Customer Satisfaction	
Customer perceptions of service (both internally and externally) are not captured for a number of service areas.	Develop a process to capture customer feedback.
Online Forms	
Many of the City's internal processes utilise paper based forms which require printing, signing, scanning and registering. There is an opportunity to use Tech One forms to feed data into forms from the system.	Engage Tech One consultant to improve organisational understanding and use of the Tech One modules, including the use of online forms and workflows.
Database Management	
The City's database requires regular management to ensure maximum contact mechanisms. This will assist with the efficiency of consultation and engagement.	<p>Develop and implement a process to improve the City's database.</p> <p>Research future implementation of a customer relationship management system.</p>
Decentralised Procurement	
Decentralised procurement can lead to inconsistency in systems and processes and duplication / wastage.	Undertake a further review of procurement as a broader service area to determine if the current decentralised model is the most efficient.

While progress of the SPIR program was somewhat constrained by the available resourcing and other factors such as staff movements, leave, and the impacts of COVID, the piloting of a small number of service assessments has allowed officers to understand the time commitment involved in the process, and to also recognise the limitations of a high level review, versus a 'deep dive' service review. For instance while we do have some high level benchmarking data through our work with the Regional Capitals Alliance WA, there is currently a lack of detailed service level benchmarking data readily available. Benchmarking across local governments can be difficult even when comparing basic core functions, with organisational structures and the level of service provided varying, and the time required to unravel relevant data and costs to make robust comparisons is more aligned to the complexity of a deep dive investigation (part of stage 2 of the methodology for selected services).

Similarly we currently lack robust service measures (quantitative and qualitative) in some areas, it is recommended as per above that this is an area for focus.

Changes to the chart of accounts, which went live on 4 July 2022, will help the City to link its costings together so that it can report on all of the different types of transactions for each service/project/job undertaken by the City. This critical piece of work, a significant improvement project in and of itself, will allow us to draw out key data and reports to better assist with benchmarking, measurement and also accurate costing of services.

Notwithstanding, the high level benchmarking data we do have indicates that the City is comparatively well placed with other similar regional City Councils. Pleasingly, discussions around process improvement is also leading to a growing culture of organisational process review, with teams looking for ways to streamline what they do. Some examples of improvements made through the year are listed below:

Opportunity	Solution
Chart of Accounts Reconfiguration and Enterprise Budgeting.	<p>As noted above, the City went live with its new chart of accounts on 4 July 2022. This was the culmination of significant work by the business systems improvement team, finance and key stakeholders around the organisation and will greatly improve the organisational access to costing information and ultimately aid in better decision making.</p> <p>The 2022/2023 budget is being formulated aligned to this new chart of accounts within the T1 enterprise budgeting model. While there have been challenges this year running the chart of accounts and enterprise budgeting project concurrently, the online budgeting system will lead to a more efficient budget development process.</p>
Amendments made to after-hours messaging service.	<p>A review of calls received by our after-hours call centre revealed that a large portion (approximately 70%) of calls were non-urgent (people could call back in business hours or email), disconnected on greeting / wrong number, or seeking information available on the website.</p> <p>In an attempt to mitigate costs associated with these types of calls, a revised after-hours message was developed and implemented to be played in between the call to the City, and the redirection to the call centre. Immediately after, a 30% reduction in calls going through to the call centre was noted, equivalent to a reduction in annual expenditure of between \$8,000 and \$10,000.</p>

<p>A review of the bond collection process for low risk bookings.</p>	<p>A trial waiver of low risk bonds for 42 bookings was undertaken with the administration resources reduced by 65 hours and processing costs reduced by \$2,000. There were no instances of damage and customer feedback was positive as they don't need to pay two invoices.</p> <p>A permanent change has now been formalised. It should also be noted that venue bookings are down overall, likely due to COVID. Under normal circumstances the achieved savings would have been higher. In addition a review of the workflows removed redundant steps which were causing staff time and frustrations.</p>
<p>Improved management of facility maintenance requests using SharePoint.</p>	<p>Staff undertook a trial in the use of Microsoft Sharepoint and developed a centralised 'facilities / maintenance request' process, on-line form and system. Anyone across the organisation with access to a phone tablet or desktop PC can now submit a maintenance request and review the status of their requests.</p> <p>This has reduced the number of emails and phone calls to individual facilities officers and provides centralized data for analysis, enabling better tracking and reporting of maintenance requests. The data captured is already providing insights into maintenance trends and improving allocation of work time.</p>
<p>Improvements to Building Condition Reporting (BCR) and Building Inspections.</p>	<p>Improved collaboration across various areas of the organisation has led to an improved and more consistent method of capturing and analyzing building condition data to inform a facilities maintenance plan. As part of the initiative, 60 City owned and managed facilities have been inspected using mobile devices to collect data. Buildings with a greater number of priority items were then inspected in more detail to produce a plan of works for next financial year.</p> <p>Using new applications in Microsoft 365 building inspections are able to be done online capturing data, including photos, in real time. This reduces time spent on administration.</p>
<p>Implementation of CRM module within Rangers.</p>	<p>Rangers commenced using the T1 customer request management (CRM) module to record and track customer requests. This was previously a manual process with it being time consuming to track and report on completed jobs. The use of CRM has increased transparency with completed jobs recorded and registered into ECM in a timely manner.</p>

Implementation of T1 applications to record and track subdivisions under construction.	Use of T1 application processes to record and track subdivisions has provided increased communication and workflow transparency between planning and development control. It has also provided for T1/ECM Connected Content registrations which saves staff a lot of time registering information into the City's document management system.
Implementation of BPay for payments and bonds.	Bpay functionality within T1 was implemented to streamline the payment process. This has reduced the effort of finance and provided customers with more payment options.
Improved management of EWS customer requests.	It was identified that the management of customer requests was better suited to the functions of the customer service team, as opposed to the operations team who are focused on delivery of the works. As a result a new process was implemented with operations supervisors providing completion reports to the customer service team and customer service closing out the requests with customers.
Compliance Workflows.	Updated workflows were implemented within T1 to improve management of holiday home and extractive industry compliance matters. In relation to extractive industries, this has improved transparency and workflow of information between compliance and planning, and has reduced the registration processes for annual audit information with increased efficiency through the T1/ECM Connected Content registration process.
Planning and Building Infringements.	Akin to several of the improvements noted above, T1 is in the process of being configured to enable planning and building infringements to be issued and tracked from the system.
Updating of T1 profiles.	As part of the chart of accounts upgrade, the 400+ profiles in T1 financials has been streamlined, saving time associated with new staff set up and providing staff more access to the chart for reporting purposes.
Good receipt workflow.	The goods receipt workflow in T1 was implemented to sign off on invoices received. This was previously a manual paper based process.
Improved Field Access	Work is progressing to provide operations staff with increased mobility and access to online forms in the field. Paper based forms such as the City's Step Back 5 x 5 form has been translated to a mobile friendly online form using Microsoft applications.

Small Business Friendly Approvals Program

In addition to the above, implementation of the recommendations from the Small Business Friendly Approvals program has been progressed through the implementation team consisting of staff from across the organisation.

Timeframes for completion of the 20 recommendations vary, with a number of actions unable to be commenced as yet and / or not due for completion until late this calendar year. While staff turnover has had some impact, some great progress is being made including changes to the City's website, reshaping the initial new small business enquiries process, improved internal communication platforms, and progressing development of a common language / writing guide. Attachment C provides a summary of progress against each action.

Statutory Environment

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

Relevant Plans and Policies

The officer recommendation, and the implementation of service improvement reviews, aligns closely to the integrated planning and reporting framework and the development of the City's Corporate Business Plan.

It is envisaged that more detailed service information will be incorporated into future iterations of the City's Corporate Business Plan, providing the Council and the Community with a more detailed overview of City services and their contribution to achievement of the City's goals and objectives. The information will also aid Council when considering new services or changes to service provision.

Financial Implications

There are no financial implications associated with the Officer Recommendation. There may however be financial implications associated with identified opportunities for improvement, specifically around technology.

Service and process review work has, and is currently intended to be undertaken within existing resources. Should Council consider deep dive investigations or wish to increase the level of focus on service analysis additional resourcing may be required.

Stakeholder Consultation

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

Risk Assessment

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

Options

Further to the officer recommendation, Council may choose to request more information or to provide specific future direction to the CEO with respect to service and process review.

CONCLUSION

Service and process improvement work is part of a continuous improvement approach which will continue in 2022/2023. Upgrading of the City's Technology One platform will provide greater opportunity to implement improvements through technology and also to improve the customer experience as identified through the Small Business Friendly Approvals program. Once the chart of account and enterprise budgeting are fully bedded in, it is anticipated that the Business Systems Improvement Team will also be able to assist IT with systems improvement.

With respect to service analysis, the intent is to undertake a high level analysis of the remainder of City services in the coming year and to collate a set of Service Statements with more robust service costings. Process mapping and the identification of process champions across the organisation is considered important. A list of opportunities and recommendations will continue to be developed and then prioritised.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

Service and Process Improvement Review Methodology

2021



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Overview

This service improvement review methodology has been developed as part of a continuous improvement approach to organisational performance and to develop a strong and consistent understanding of the City's services, service levels, and service delivery effectiveness. Service improvement reviews are vital processes in ensuring local government services are:

- ✓ appropriate – services meet current community needs and wants, and can be adapted to meet future needs and wants;
- ✓ effective – Councils deliver targeted, quality services; and
- ✓ efficient – Councils make the best use of their resources (people, materials, plant and equipment, infrastructure, buildings)

This document will assist to communicate the purpose, scope and objectives of the service improvement review program.

What are Service Improvement Reviews

Service improvement reviews are a process by which organisations gather information on services so that they better understand and can measure the level and quality of service being delivered.

They are an iterative program of review that drives a culture of continuous improvement and innovation, ensuring the efficient delivery of appropriate services, according to community and stakeholder need.

The establishment of a service improvement review process builds the capacity of Councils to think critically and systematically about current and future service needs in alignment with the Strategic Community Plan (SCP) and to inform the corporate planning.

Service Planning

Service planning is one part of an overall service improvement review process. Service planning is a collation and review of available baseline service data, which can help to identify gaps and highlight where additional or better-quality data is required. In local governments with more mature integrated planning frameworks, service planning is usually done on a systematic and regular basis, and helps to drive an ongoing culture of continuous improvement.

At the City of Busselton we have an annual business planning process where Activity Units, that is Coordinator led service or functional areas, are required to assess their service provision, identify challenges and opportunities for improvement, and forward plan associated actions and priorities. Any identified resourcing requirements over and above recurrent budget provisions are identified through a resourcing proposal form, and assessed by the Management and Senior Management Group as part of Long Term Financial Planning and annual budget processes.

“Deep Dive” Service Improvement Reviews

Service planning utilises known service data and is a high level environmental scan. A “deep dive” service review, such as that detailed in this methodology, is a deeper analysis of a service, looking at service levels, costs and delivery models, to ensure that customer needs are being met now, and can continue to be into the future. A deep dive service improvement review is sometimes done when there is a need to make improvements or changes to the service, or they can be done as part of an organisation wide continuous improvement process.

Deep dive service improvement reviews are resource intensive and so prioritisation is necessary. Resourcing should be allocated over the short and longer term, both to undertake the review and to implement any recommended changes.

Importantly, service improvement reviews should integrate with broader strategic planning and be both informed by, and help to inform, review of the Strategic Community Plan, the Corporate Business Plan, and long term financial planning.

Why undertake Service Improvement Reviews

Effective strategic and corporate planning requires regular and accurate service analysis and forecasting

The pace of change in our operating environment is ever increasing. Local government has moved beyond the traditional 'roads, rates and rubbish' and in particular is challenged by:

- Changing and increasing community expectations;
- Federal and State Government devolution of services;
- Limited understanding by the community of local government services;
- Increased legislative requirements;
- Environmental challenges, including climate change and situations like COVID-19.

The overall effect is that local governments must provide a greater range of services while endeavouring to meet higher standards, and do so more efficiently. 'Value for money' for ratepayers is an increasingly common objective.

Service Improvement Reviews ensure the delivery of appropriate value for money services that meet community and stakeholder needs. Service Improvement Reviews are usually aimed at identifying opportunities for:

- Improved service level understanding;
- Cost savings and income generation;
- Improved efficiency of often limited resources;
- Increased capacity to respond to changing needs of stakeholders.

Service Improvement Reviews can also be used to educate and engage more deeply with the community about the services local government provides. Identifying core and non-core services and agreeing a defined list of services will assist both Councillors and communities in understanding the complexities of local government.

For employees a service improvement review will provide greater clarity around service priorities, how services link to the overall vision, and generate service efficiencies. These outcomes contribute to employee satisfaction and staff retention.

Strategic intent, objectives and scope for City of Busselton Service Improvement Reviews

Strategic Intent

To ensure services provided by the City deliver value to residents and ratepayers in an efficient, effective, safe and sustainable manner.

Objectives

In conducting a service improvement review program, our objectives are to:

- develop a strong and consistent understanding of our services
- identify more efficient and / or alternate ways of providing a service
- identify and recommend service improvement opportunities

Note: engagement with the community around service levels is only intended to occur when the need to significantly change a service level is identified.

Scope

The service improvement reviews will be undertaken through a staged approach.

Stage 1 will be undertaken in 2021/2022 and will entail a high level analysis of key service areas including:

- Service Drivers
- Service Costs
- Benchmarking
- Performance Data
- Barriers and constraints to improvement
- Service relationships and interdependencies
- Quick wins – these are solutions that can be implemented faster than others and have a positive impact on the service/organisation

This analysis will build on the current annual service planning. Following this analysis recommendations will be drafted for consideration including identifying areas that require deeper investigation.

Stage 2 will follow and be in the form of a deep-dive on a service/s as agreed following Stage 1.

Stage 3 focuses on the development of a program for ongoing continuous improvement including deep dives.

Considerations for successful service improvement reviews

The following aspects contribute to successful service improvement reviews:

1. Defining the service outcome and quantifying the level of service from the customer viewpoint.
2. Having appropriate Key Performance Indicators (KPIs) to measure the service level and report on performance. Lead and lag KPIs should be considered; along with timeliness, reliability, responsiveness and accessibility.
3. Identifying direct service costs including FTEs, contractors, assets, vehicles, and other costs directly relating to the service, and corporate overheads as defined through the process.
4. Using benchmarking to make an informed judgement about service delivery or to identify different ways of doing things. Note caution is needed when benchmarking as there are likely to be variances in service levels and modes of delivery across local government, based on differing community needs and organisational practices.
5. Understanding organisational processes in order to reduce bottlenecks, streamline operations, identify repetition and optimise resources. Process mapping of end-to-end processes also helps to break down organisational silos.
6. Assessing all the data collected to determine any changes required to the service and/or service level. These changes could include; increasing the service level, decreasing the service level; or ceasing delivery of the service.
7. At an advanced level, providing opportunity for direct customer feedback to ensure the service level is effective and efficient in meeting needs.

The following will be important to ensure a successful process:

- Strong leadership and open mindedness by all stakeholders concerned
- Involvement of employees in review
- Commitment to continuous improvement
- A whole of organisation approach
- A customer focused approach
- Focus on improving efficiency and effectiveness
- Alignment to the Council's strategic direction.

Terminology

Understanding terminology when talking about services

Use of consistent terminology ensures that everyone involved in the service improvement review process has a shared and common understanding.

A service:

- Delivers outputs and outcomes to a customer grouping – internal or external
- Is customer focused
- It is not a business unit or a function/task;
- Is measurable

A sub service

- Is a cluster of services that comprise the service area
- Is generally when a dedicated Full Time Equivalent (FTE) cannot be attached, with anything below 0.1 FTE considered ancillary

A service output

- Is the tasks that enable the service delivery, what does the service deliver or produce e.g grass mowed, land use plan prepared, waste collected, environmental education provided.

A Statutory service

- Is where legislation requires the local government to deliver a service and / or make decisions on service delivery. Legislation may include the *Local Government Act 1995*, *Local Government Administration Act 1996*, *Planning and Development Act 2005*, *Public Health Act 2016* etc.

A Dependent service

- Is a service that supports statutory services but is not itself a statutory service. For example, while legally you may not be required to have an IT service, you could not realistically deliver statutory services without one.

Service Outcome:

- Is a succinct statement to describe what the service delivers and achieves from a community/customer perspective.

Service Statement:

- Is a collation of the information we know about the service, updated through service planning and / or a deep dive service improvement review.

Methodology for service improvement reviews

The following methodology outlines a staged approach to service improvement reviews at the City of Busselton, commencing with Stage 1 in 2021/2022.

The intent of Stage 1 is to undertake a high level analysis of as many of the identified services as possible (refer Appendix 1 – Service Listing) over a 12 month period. This will enable the City to collate all service information in one place and provide the City with a strong and consistent understanding of its services.

It is also expected that quick win service improvements will be identified and implemented, having a positive impact on the service and organisation generally.

Stage 1 will deliver a report on the outcomes of the review for Council's consideration. *(noting that recommendations within the scope of the CEO's role and duties and which do not have financial or service level implications may be implemented outside of this reporting).*

This report will also assist to determine the direction and focus for Stage 2. This second stage will see the commencement of 'deep dive' service improvement reviews.

Stage 3 will embed this new understanding through a program of continuous improvement.

STAGE 1 – Introduction and high level service review

The process will commence with an organisation wide introduction to the service improvement review process, its purpose, expectations and involvement of employees.

In preparation for the reviews a range of tools and templates will be developed to guide the collection of service data. A methodology in applying costs to services will also be developed to ensure consistency in the allocation of costs.

In prioritising services for review, consideration will be given to the service information and other benchmarking / performance data currently available.

The following outlines the analysis process:

Shared Understanding of Current Situation

- Review background documents and collate data - a range of data is available through the City's business planning process, community satisfaction surveys, workshops and through high level benchmarking processes the City is currently engaged in.
- The information gathered through data collection provides a baseline of information to enable services, subservices and current service levels to be considered.
- Workshops/meetings will be conducted with service owners/key personnel. Each review will commence with preparatory work that includes a review of existing baseline information to ensure a shared understanding of the current situation.

High Level Analysis

This level of analysis includes looking at:

- Current service drivers (for example legislation, policy or customer demand)
- Service costs (what does it cost to deliver this service)

- Benchmarking (how do we compare to other local governments)
- Performance data (community satisfaction surveys including Catalyst Report)
- Barriers and constraints to providing improved services
- Service relationships and interdependencies on others
- Process mapping of a limited number of key processes where identified as an opportunity for improvement
- Service measures

Improvements and Recommendations

- Identify the opportunities that have become apparent as 'quick wins' as well as those identified for further investigation.
- Identify the preferred service for deeper investigation in Year 2 as well as prioritising services for future review.
- Report to Council.

Wrap-up of Stage 1 Service Improvement Review

- A final staff briefing will be held to wrap-up the years' work, communicate outcomes and introduce Stage 2.

Proposed Governance Structure – Stage 1



STAGE 2 – Identified Deep-Dive Service Improvement Review

Stage 2 will build upon the high level understanding developed in Stage 1 with a deeper analysis of a service or a small number of services in order to further explore services levels, and whether the current delivery model is efficient and effective.

Stage 2 is expected to take approximately 8 weeks per service and will involve working with service owners to develop further clarity around service levels, costs, asset utilisation, processes and efficiencies, technology, and customer feedback. Alternate service delivery models may be looked at where appropriate.

It is intended that stage 2 will involve the engagement of an external practitioner experienced in deep-dive service reviews. Working with a practitioner will provide staff with a learning experience, building the organisations capability for the future.

Wrap-up of Stage 2 Deep Dive Service Improvement Review

A report will be drafted for Council documenting the outcomes of each deep dive review. A final staff briefing will be held to wrap-up the work, communicate outcomes and introduce Stage 3.

STAGE 3 – Continuous Improvement

This stage will see the development of a program of continuous improvement that builds upon the City's existing annual baseline service planning to incorporate our learning with service reviews and deep dive practises into the organisations business planning cycle.

Appendix A – Service Listing

The following service listing has been developed to demonstrate how internal and external services have been grouped for review purposes. It is likely throughout the Service Improvement Review that this grouping may alter.

CITY OF BUSSELTON – SERVICES		
● SUBSERVICES (Internal / External)		
Statutory	Non-Statutory	Dependent Service (Supports Statutory)
Civil Construction	Airport Services <ul style="list-style-type: none"> Airport Operations Business Development 	Governance & Risk <ul style="list-style-type: none"> Corporate Governance Council Governance Strategic Planning & Reporting Risk
Emergency Services <ul style="list-style-type: none"> Emergency Management response and recovery Bushfire Mitigation and Prevention Bushfire Brigade Administration Local SES Administration, financial and resourcing procedures 	Customer Services <ul style="list-style-type: none"> First point of contact information service Receipting Telephonist 	Records
Environmental Health <ul style="list-style-type: none"> Mosquito Control Accommodation Assessments Water Quality Testing Noise Control Food Surveillance Effluent Disposal Event Approval Development Compliance Public Building Compliance 	Community Services <ul style="list-style-type: none"> Community Development Recreation Planning Club Development Facility and Ground Hire 	Design and Survey <ul style="list-style-type: none"> Design Landscape Architecture Surveying
Waste Services <ul style="list-style-type: none"> Waste Collection Busselton Transfer Station Management Dunsborough Waste Facility Management Waste Education 	Cultural & Event Services <ul style="list-style-type: none"> Old Court House Operations City Art Collection Indigenous Relations BPACC Operations Exhibitions Sister City Relationships Events 	Fleet Services <ul style="list-style-type: none"> Fleet and Plant Lifecycle Management Fleet and Plant Maintenance
Land Management - Vesting & Management Orders	Cemeteries <ul style="list-style-type: none"> Reservations & Management Burials and Ash Internments 	GIS and Mapping
Library Services <ul style="list-style-type: none"> Library Loans Literary Programs 	Economic Development	IT <ul style="list-style-type: none"> Help Desk Business Systems

CITY OF BUSSELTON – SERVICES		SUBSERVICES	Internal	External
Statutory	Non-Statutory		Dependent Service (Supports Statutory)	
<ul style="list-style-type: none"> E-Services Collection Services Local History Studies 			<ul style="list-style-type: none"> Network Infrastructure Administration 	
Traffic Management Plans/Approvals	Leisure Services <ul style="list-style-type: none"> Fitness Aquatics Facility Hire Vacation Care Sporting Programs Retail 		Design and Survey <ul style="list-style-type: none"> Design Landscape Architecture Surveying 	
Road, Bridge & Carpark Maintenance <ul style="list-style-type: none"> Road Maintenance Bridge Maintenance Carpark Maintenance Drainage 	Youth Services <ul style="list-style-type: none"> Youth Programs, Events and Activities YCAB Operations and Administration 		Procurement	
Building Services <ul style="list-style-type: none"> Certified and Uncertified Permits Demolition Permits Building Advice 	Legal Services		Human Resources <ul style="list-style-type: none"> Training & Development Recruitment Culture and Engagement Employee Relations Industrial Relations OSH Wellness 	
Strategic Planning <ul style="list-style-type: none"> Strategic Initiatives and Studies Structure Planning and Scheme Amendments 	Property Services <ul style="list-style-type: none"> Community Housing Property Management 		Asset Management	
Statutory Planning <ul style="list-style-type: none"> Development Applications Development Advice Engineering Control Property Information and Certification 	Tourism Services <ul style="list-style-type: none"> Tourism Busselton Jetty Tourist Park Busselton Jetty 			
Development Compliance <ul style="list-style-type: none"> Development Compliance Swimming Pool Compliance (Private pools) 	Building Construction			
Ranger Services <ul style="list-style-type: none"> Dog and Cat Control Parking & Traffic Management Local Law Enforcement 	Parks/Gardens, Sport & Recreation Construction			
Finance <ul style="list-style-type: none"> Budget Long Term Financial Plan Account Transactions Banking and Asset Accounting 	Pedestrian and Dual Use Paths and Cycleways (Maintenance) <ul style="list-style-type: none"> Pathways Cycleways Drainage maintenance Gravel Pit 			

CITY OF BUSSELTON – SERVICES		• SUBSERVICES	Internal / External
Statutory	Non-Statutory	Dependent Service (Supports Statutory)	
Rates	Horticulture Maintenance		
<ul style="list-style-type: none"> Rate Roll Updates Rate Recovery State Government Rebate Scheme 	<ul style="list-style-type: none"> Horticulture Tree Management Irrigation 		
Payroll	Turf & Oval Maintenance		
	<ul style="list-style-type: none"> Mowing Turf Maintenance Drainage Irrigation 		
Freedom of Information (FOI)	Coastal Construction		
	Coastal Maintenance		
	<ul style="list-style-type: none"> Coastal Protection Beach Net Enclosures Beach Maintenance and Cleaning Boat Ramp & Jetty Maintenance Sand Nourishment 		
	Hard Landscaping Maintenance		
	<ul style="list-style-type: none"> Signs Playgrounds Street Furniture BBQs Banners and Decorations Public Art 		
	Facility Maintenance		
	<ul style="list-style-type: none"> Building Maintenance Cleaning 		
	Environmental Management & Natural Areas Conservation		
	<ul style="list-style-type: none"> Natural Reserve Management Waterways Management Sustainability Volunteer Management 		
	Public Relations		
	<ul style="list-style-type: none"> Media and Public Relations Community Engagement Communications Civic Engagements / Relations 		
	Corporate Amenities		
	<ul style="list-style-type: none"> Courier Mail Services Corporate Provisions 		
		50 SERVICES	

Acknowledgements:

- *Hunting, Ryan & Robinson 2015
University of Technology Sydney, Centre for Local Government (UTS:CLG) and Australian Centre of Excellence for Local Government (ACELG); Service Delivery Review 'How to Manual' (Second Edition 2015).*
- *South West Integrated Planners Peer Support Network IPR practitioners from 12 local governments across the South West region have been working together to develop a shared understanding of how to best approach iterative service review and planning.*

SERVICE STATEMENT

SERVICE				
Ranger Services				
DIRECTORATE	BUSINESS UNIT	ACTIVITY UNIT	RESPONSIBLE OFFICER	
Planning and Development Services	Regulatory Services	Ranger & Emergency Services - rename Ranger Services	Manager Regulatory Services	
SERVICE ROLE (broadly what does this service do)	OUTPUTS		CUSTOMERS	LEGISLATIVE RESPONSIBILITY TO
To nurture a safe and harmonious environment for our community through education, engagement and enforcement	Community Education and Support Cat and Dog Management and Control Bushfire Risk Mitigation Parking Management Emergency Management Support and Planning		Community State Govt Agencies	YES.
SERVICE OUTCOME (what does this service achieve for our customers)	STRATEGIC PLAN ALIGNMENT & Priorities		SIGNIFICANT INFORMING DOCUMENTS	
A safe and harmonious community	2 Lifestyle 2.2 Work with key partners to facilitate a safe, healthy and capable community		Council Policy: Ranger & Emergency Services Approach to Regulatory Functions <u>State Government Legislation</u> Bush Fires Act 1954 Caravan Parks & Camping Grounds Act 1995 Cat Act 2011 Control of Vehicles (Off-road Areas) Act 1978 Criminal Procedures Act 2004 Dog Act 1976 Emergency Management Act 2004 Local Government Act 1995 Local Government (Parking for People with Disabilities) Regulations 2014 <u>City of Busselton Local Laws</u> Activities in Thoroughfares & Public Places & Trading Local Law 2015 Dogs Local Law 2014 Keeping & Control of Cats Local Law 2014 Local Government Property Local Law 2010 Parking Local Law 2020 Waste Local Law 2016	
SUB-SERVICES	SERVICE DELIVERY	BUDGETED FTE	PROJECT CODE	NETT COST
Dog and Cat Control	Inhouse	0.55	10018	\$15,992.00
Parking Control	Inhouse	1	10956	\$91,843.00
Local Law Enforcement (Litter control; Camping; Bushfire Risk Mitigation; Other Law, Order and Public Safety)	Inhouse	11.2	10905	\$1,527,111.00
Total		12.75		
SERVICE COST BREAKDOWN 21/22				
	REVENUE	EXPENDITURE DIRECT	BUDGETED OVERHEADS	NETT COST OF SERVICE
Dog and Cat Control	-\$201,700.00	\$217,692.00	tbc	\$15,992.00
Parking Control	-\$43,050.00	\$134,893.00	tbc	\$91,843.00
Local Law Enforcement (Litter control; Camping; Bushfire Risk Mitigation; Other Law, Order and Public Safety)	-\$41,350.00	\$1,568,461.00	tbc	\$1,527,111.00
TOTAL COST OF SERVICE				\$1,634,946.00
Notes on Cost Breakdown Service breakdown costs does not include emergency service Cost of Animal Pound not showing				
SERVICE MEASURES / TARGETS				
MEASURE	CURRENT BENCHMARK	TREND	TARGET	DESCRIPTOR
Number of bushfire work orders	601 Work Orders issued in 2020/21 (21%)	Decreasing	Increased compliance with the annual	Based on the number of work orders issued
Number of parking offences	502 infringements issued in 2020/21	Decreasing	Increased compliance with parking	Based on the number of infringements issued
Number of cat and dog offences	111 infringements issued in 2020/21	Decreasing	Increased compliance with relevant	Based on the number of infringements issued
Number of other offences	90 infringements issued on 2020/21	Decreasing	Increased compliance with relevant	Based on the number of infringements issued
SERVICE RELATIONSHIPS/INTERDEPENDENCIES				
INTERNAL		EXTERNAL		
Emergency Services		Nil		

SERVICE STATEMENT

ASSET REQUIREMENTS	NUMBER	COST		
Rangers Vehicles	5			
Mobile Phones	13			
Tablets	8			
BENCHMARKING				
	1	2	3	
ORGANISATION	City of Busselton	City of Bunbury	City of Greater Geraldton	City of Albany
FTE 19/20 <i>(need to confirm if emergency services included in comparative LG's)</i>	12.2 (note now 11.2)	9	12	14.1
SERVICE DELIVERY MODEL	Inhouse	Inhouse	Inhouse	Inhouse
INCOME **	-\$ 1,372,450.00	-\$ 625,648.00	-\$ 503,080.00	-\$ 760,945.00
EXPENDITURE **	\$ 3,086,107.00	\$ 2,005,363.00	\$ 3,042,484.00	\$ 3,250,777.00
TOTAL **	\$ 1,713,657.00	\$ 1,379,715.00	\$ 2,539,404.00	\$ 2,489,832.00
Activity Data				
Ranger Customer Service Requests / 1000 Residents (19/20)	62	85	89	19
Ratio FTE / 1,000 Residents (19/20)	0.31	0.28	0.30	0.37
Notes on Benchmarking	Benchmarking across local governments is quite difficult given the different services LG's provide and the different structure and delivery models. Benchmarking information should be used as a tool to further inform areas for deeper dive and not be relied upon to make decisions on the delivery of a service alone.			
	** Financial information shown is obtained from budgets for program Law, Order and Public Safety and encompasses emergency services revenue (ESL, Grants etc) and expenditure. We have not been in a position to drill further into the information and so the variations may be attributable to a range of factors - further analysis would be required to understand this.			
CUSTOMER SATISFACTION				
SERVICE	IMPORTANCE	PERFORMANCE	TREND (from 2017)	DETERMINED BY
Animal Control	Low	Moderate	Increasing	Catalyse Markty Scorecard 2019/2020
Parking and Traffic Management	Moderate	Low	Increasing	Catalyse Markty Scorecard 2019/2020
Safety and Security	Low	Moderate	Increasing	Catalyse Markty Scorecard 2019/2020

City of Busselton Small Business Friendly Approvals Program



Reform actions and implementation

Based on five specific reform pillars, a series of high-level actions aimed at improving the customer experience, reducing approval times and creating internal efficiencies were developed by the working group. This process included identifying:

- How the reform concept linked to community and corporate aspirations?
- What would be needed to achieve these reforms?
- Who would need to be involved to drive this process?
- How long would the reforms take to implement?
- A summary of the effort, benefit and cost involved.

Following is a summary of each reform pillar and a reference table highlighting the high level actions, needs, responsibilities and timeframes.

To support this document, an implementation plan (separate attachment) has been created to provide clear direction on how to meet the reform action objectives. This bespoke roadmap includes the following:

- **Responsibilities** (who needs to take the lead and who can support us in actioning the tasks)
- **Problem statement** (defining the problem as a reminder of why we need this reform)
- **Tasks** (what we need to do – a step by step guide to achieve our objectives)
- **What does success look like?** (how we will recognise we have met our reform goals)
- **Timeframes** (goal setting)
- **Dependencies** (recognising we may be reliant on other resources, actions or funding to complete this reform outcome)
- **Strategy linkages** (how does this reform align with our strategic goals and community aspirations. This will greatly assist with our reporting back to Council and our community)

Reforms

Reform areas to improve the customer experience, reduce approval times and support small business to establish, grow and thrive in the City of Busselton.

1. **BETTER INFORMATION:** Simplify and clarify information regarding the application processes, customer responsibilities and potential fees associated with starting or growing a small business in the City of Busselton.
2. **BUSINESS SUPPORT SERVICE/CONCIERGE:** To create a better small business customer experience and support customers from the application process right through to launch and growth in the City of Busselton.
3. **AUTOMATED/FAST TRACKED APPROVALS FOR SELECTED APPLICATIONS:** Identify low risk application types and create automated/fast track approvals with clear responsibilities for the small business customer to encourage and accelerate vibrant street scapes and local economy.
4. **STREAMLINE PROCESSES TO IMPROVE THE CUSTOMER EXPERIENCE:** To identify, develop and implement new processes that cut red tape, create internal efficiencies, enhance the customer experience and support new local employment and economic opportunities.
5. **INTERNAL/EXTERNAL COMMUNICATION:** Address the internal and external communication challenges that create on-going inefficiencies through multiple chase points for information, in order to increase capacity of the City of Busselton to deliver quality customer experience to small businesses and foster better relations between the City and business owners.

REFORM AREA 1: BETTER INFORMATION: Simplify and clarify information regarding the application processes, customer responsibilities and potential fees associated with starting or growing a small business in the City of Busselton.

ACTIONS	Resources				Timeframe from the commencement of action - TBD				Return on investment ¹		Progress Comment
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	
1.1 Review the City's website and implement changes that make navigation easier. This will help small businesses determine what approvals are required	●	●	●				●		High	Medium	Changes made to the navigation menu and structure Business pages have been remodelled based on common business types to provide easier to find information on the approvals required for each type. Will be launched live on website in coming weeks.
1.2 Provide small business customers with a clear understanding of adopted scheduled and potential fees prior to application submission	●	●	●			●			High	Low	Typical application costs have been included for each of the business types as part of the above work.
1.3 Investigate and assess the feasibility of making better use of the existing TechnologyOne CRM to manage small business interactions more efficiently, with the aim of improving the customer experience	●	●	●	●				●	High	High	Use of the CRM module has been expanded to Rangers. Further detailed review is pending T1 SAAS implementation – scheduled for completion by the end of 2022.
1.4 Create a common language framework to provide clear meaning in communications and information provided by the City of Busselton to small business	●	●					●		Medium	Medium	A new style / writing guide is in the process of being developed – building on the elements currently in the City's style guide.

¹ Return on investment describes the benefit from the point of view of the small business customer (high, medium or low) where effort is from the point of view of the City of Busselton.

ACTIONS	Resources				Timeframe from the commencement of action - TBD				Return on investment ¹		Progress Comment
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	
											Some common terms have been established as part of the website review – for example consistent use of the term development approval as opposed to planning approval, holiday home as opposed to short stay accommodation and al fresco as opposed to outdoor eating.
1.5 Investigate and assess the feasibility of developing a City of Busselton Portal for small business to provide a one stop shop for information, applications (submission, workflow and approval) and support available	●	●	●	●				●	High	High	This is on hold until post the T1 SAAS implementation, scheduled for completion by the end of 2022.

REFORM AREA 2: BUSINESS SUPPORT SERVICE/CONCIERGE: Create a better small business customer experience. Support customers from the application process right through to launch and growth in the City of Busselton.

ACTIONS	Resources				Timeframe				Return on investment ²		Progress Comment
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	
2.1 Establish a first point of contact for customers wishing to start their business	●	●		● *3	●				High	Medium	Economic Development Officer has been established as key contact. A new business enquiries form is being developed to be added to the website. It is noted that turnover within ED since the recommendations were developed has delayed some of the actions in reform area 2 until more recently.
2.2 Create support information for small business which assists in identifying clear referral pathways, with information to be available on the City's website and through the concierge / customer service	●	●				●			High	Medium	Economic Development Officer provides information as required. Key Contacts are available on the City's website.
2.3 Establish a dedicated business support team, responsible and accountable for guiding and supporting small businesses through relevant application processes	●	●			●				High	Medium	A dedicated support team consisting of planning, building, environmental health and economic development staff has been established and a process / flow chart developed to support its operation.

² Return on investment describes the benefit from the point of view of the small business customer (high, medium or low) where effort is from the point of view of the City of Busselton.

³ Most local government organisations have re-scoped existing roles (e.g. customer service, economic development) to business support/concierge rather than create a new position.

ACTIONS	Resources				Timeframe				Return on investment ²		Progress Comment
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	
2.4 Ensure ongoing touchpoints with small business customers who have started and/or grown their business in the City of Busselton beyond the approvals process	●	●			●				High	Medium	Economic Development Officer has been established as the key liaison.

REFORM AREA 3: AUTOMATED/FAST TRACKED APPROVALS FOR SELECTED APPLICATIONS: Identify low risk application types and create automated/fast track approvals with clear responsibilities for the small business customer, to encourage and accelerate vibrant streetscapes and stimulate the local economy.

ACTIONS	Resources				Timeframe				Return on investment ⁴		Progress Comment
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	
3.1 Fast track Alfresco applications for small business in the City of Busselton to create a vibrant community and business sector through activation. Trial a new approach to alfresco approvals by removing current inefficiencies and creating an automated application process with clear guidance for small business	●	●	●			●			High	Low/ Medium	Completion of this action will be undertaken once the new business pages of the website are live.
3.2 Trial a new approach to signage approval by removing current inefficiencies and creating an automated application process with clear guidance for small business	●	●	●			●			High	Low/ Medium	Completion of this action will be undertaken once the new business pages of the website are live.
3.3 Fast track display of goods on footpath approval for small business in the City of Busselton by trialling a new approach, while maintaining public safety.	●	●	●			●			High	Low/ Medium	This action is not applicable as we do not actively require approvals for this.
3.4 Notification on Title (Section 70A) forms to be pre-filled on behalf of the applicant as part of the Development Approval process	●	●			●				High	Low	The internal process has been reviewed and mapped.

⁴ Return on investment describes the benefit from the point of view of the small business customer (high, medium or low) where effort is from the point of view of the City of Busselton.

REFORM AREA 4: STREAMLINE PROCESSES TO IMPROVE THE CUSTOMER EXPERIENCE: To identify, develop and implement new processes that cut red tape, create internal efficiencies, enhance the customer experience, and support new local employment and economic opportunities.

ACTIONS	Resources				Timeframe				Return on investment ⁵		Progress Comment
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	
4.1 Conduct an audit of online application processes for Planning, Building and Health, and identify changes to make it easier to do business with the City of Busselton	●	●	●				●		High	Medium	Currently being completed.
4.2 Review and amend all application forms, information sheets and checklists to simplify language and remove redundant and unnecessary requests by creating consistency of forms, information required, style and language.	●	●	●					●	High	Medium	On hold post development and implementation of the style / writing guide.

⁵ Return on investment describes the benefit from the point of view of the small business customer (high, medium or low) where effort is from the point of view of the City of Busselton.

REFORM AREA 5: IMPROVE COMMUNICATION (INTERNAL AND EXTERNAL): Address the internal and external communication challenges that create on-going inefficiencies through multiple chase points for information, in order to increase capacity of the City of Busselton to deliver a quality customer experience to small businesses and foster better relations between the City and business owners.

ACTIONS	Resources				Timeframe				Return on investment ⁶		Progress Comment
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	
5.1 Identify initiatives which will aid in improving in internal communications and customer service.	•	•					•		High	Medium	The City's new Intranet contains a number of improved communication mechanisms including a weekly CEO message – updated every Monday, regularly updated organisational news, a projects board containing information on key organisational projects, and a what's on calendar keeping staff updated on key meeting dates. Additionally stronger linkages have been built between PR and Customer Service to improve information available to the community in response to enquiries.
5.2 Request feedback from small business on the City of Busselton's customer experience to promote effective continuous improvement.	•	•	•				•		High	Medium	This is on hold pending achievement of the recommendations contained in this report.
5.3 Engage in effective use and better leverage of existing City of Busselton social media channels. Effectively use social media to get ahead of trending issues, correct misinformation and	•	•	•			•			High	Low	This is ongoing.

⁶ Return on investment describes the benefit from the point of view of the small business customer (high, medium or low) where effort is from the point of view of the City of Busselton.

ACTIONS	Resources				Timeframe				Return on investment ⁶		Progress Comment
	People	Process	Technology	Budget	<3m	<6m	<12m	>12m	Benefit	Effort	
promote small business in the City of Busselton											
5.4 Determine a plan for how the City can better support small business once a new business is launched. Position the City as proactive in supporting small business by providing a number of external communication strategies to promote the diversity and vibrancy of the local business sector.	●	●	●			●			High	Low	This is on hold, given turnover in ED and identification of other priorities taking precedence.
5.5 Provide a better customer experience for small business owners and operators in the City of Busselton through the development of mandatory customer experience training and frontline rostering to gain first-hand insights and understanding of business operational issues and opportunities for improvement	●	●	●				●		High	Medium	A customer service training program is in the process of being developed, noting turnover within customer service will create some delays.

7. GENERAL DISCUSSION ITEMS

8. NEXT MEETING DATE

9. CLOSURE