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

CITY OF BUSSELTON

MINUTES FOR THE FINANCE COMMITTEE MEETING HELD ON 16 NOVEMBER 2017

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MINUTES

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 16 NOVEMBER 2017 AT 11.30AM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 11.30am

2. ATTENDANCE

Presiding Member:

Cr Paul Carter

Members:

Cr Grant Henley Mayor
Cr John McCallum Deputy Mayor
Cr Robert Reekie
Cr Coralie Tarbotton

Officers:

Mr Oliver Darby, Acting Chief Executive Officer (entered at 11.32am)
Mr Cliff Frewing, Director, Finance and Corporate Services
Mr Kim Dolzadelli, Manager, Financial Services
Mr Daniell Abrahams, Manager Engineering and Facilities Services (left at 11.52am)
Mr Dan Hall, Asset Coordinator (left at 11.40am)
Miss Kate Dudley, Administration Officer, Governance

Apologies

Mr Mike Archer, Chief Executive Officer

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Finance Committee Meeting held 2 November 2017

COMMITTEE RECOMMENDATION

F1711/066

Moved Councillor J McCallum, seconded Councillor C Tarbotton

That the Minutes of the Finance Committee Meeting held 2 November 2017 be confirmed as a true and correct record.

CARRIED 5/0

6. REPORTS

6.2 ASSET MANAGEMENT REPORT

SUBJECT INDEX:

STRATEGIC OBJECTIVE:	Assets are well maintained and responsibly managed.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	
REPORTING OFFICER:	Asset Coordinator - Daniel Hall
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

11.32am At this time the Acting Chief Executive Officer entered the meeting.

PRÉCIS

The Purpose of this report is to provide the finance committee with asset management information relevant to the financial management of the City of Busselton. It will outline what the activities are and how they may or may not impact the financial management of the City. It is not intended as an exhaustive list of all the asset management undertakings for the period, rather a targeted report detailing issues relevant to the Finance Committee.

Asset Management Report

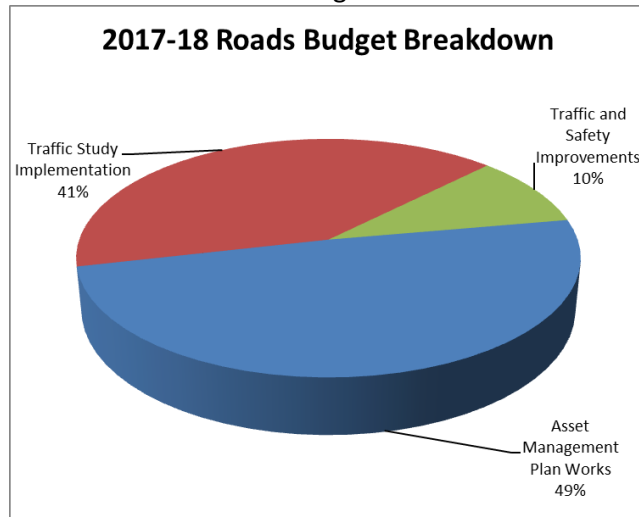
2017/18 Roads Budget

This report provides an overview of the adopted 2017/18 Capital works budget for roads. The report gives a breakdown of the road expenditure based on how the works are generated and the proportion of renewal new and upgrade works. It also provides a progress report of the traffic study projects and also those funded by Main Roads WA

The budget has been compiled to address a number of current issues such as ongoing road renewal (Asset Management Plan Works), Access and inclusion improvements, traffic management and also planning, design and initial ground works of the implementation of the Busselton Traffic Study Improvements.

The total road related expenditure in the 2017/18 Roads budget equates to an amount of \$10.6M. This includes \$5.23M of Asset Management Plan Implementation works, \$4.37M of Traffic Study Implementation Works; and \$1.03M of general traffic and safety improvements.

Chart 1 2017-18 Roads Budget Breakdown



Asset Management Plan Works are those which have been identified as required works by the Roads Asset Management Plan. The aim of the Asset Management Plan works is to reduce the number of poor condition roads within the City. This is to be achieved through regular inspection of the roads, prioritisation of the worst condition roads and the annual allocation of funds to renew these roads. These works are outlined below in Table 1. These are generally renewal based with an element of upgrade.

Table 1 Asset management Plan Works 2017-18 Roads Budget

Cost_C	Funding_Description	Descriptio	Locality	Amount \$
T0004	Asset Management Plan Works	Chapman_Hill_Road	Chapman_Hill	92,000
T0016	Asset Management Plan Works	Puzey_Road	Metricup	155,000
T0026	Asset Management Plan Works	Kaloorup_Road	Kaloorup	43,000
T0061	Asset Management Plan Works	Jindong_Treeton_Road	Kaloorup	25,000
T0077	Asset Management Plan Works	Florence_Road	Vasse	35,000
T0078	Asset Management Plan Works	Taylor_Road	Jindong	48,000
T0079	Asset Management Plan Works	Patton_Tce	Quindalup	269,000
T0080	Asset Management Plan Works	Craig_Street	West_Busselton	152,000
T0083	Asset Management Plan Works	Pinnock_Place	West_Busselton	40,000
W0019	Asset Management Plan Works	Marine_Terrace_Queen_to_Brown	Busselton	500,000
T0084	Asset Management Plan Works	Yelverton_Road_Part_1	Yelverton	589,624
W0108	Asset Management Plan Works	Yelverton_Road_Part_2	Yelverton	1,080,376
W0137	Asset Management Plan Works	Edwards_Road	Ambergate	152,000
W0150	Asset Management Plan Works	Roe_Terrace	Busselton	20,000
W0202	Asset Management Plan Works	Costello_Road	Busselton	71,000
W0203	Asset Management Plan Works	Coates_Road	Busselton	55,000
W0201	Asset Management Plan Works	McDonald_Road	Jindong	50,010
W0200	Asset Management Plan Works	Farquhar_Road	Chapman_Hill	53,000
W0204	Asset Management Plan Works	Greenfields_Road	Dunsborough	56,000
S0067	Asset Management Plan Works	Layman_Road_Stge1	Port_Geographe	600,000
S0315	Asset Management Plan Works	Guerin_Street	Geographe	85,907
S0314	Asset Management Plan Works	Koorabin_Drive	Yallingup	250,000
W0192	Asset Management Plan Works	Valley_Road_Aspahalt_Overlay	Yallingup	46,840
W0208	Asset Management Plan Works	Plover_Court_Aspahalt_Overlay	Geographe	32,500
S0067	Asset Management Plan Works	Layman_Road_Reconstruct_and_Reseal	Wonnerup	included below
S0049	Asset Management Plan Works	Layman_Road_Reconstruct_and_Reseal	Wonnerup	672,701
W0177	Asset Management Plan Works	Strelly Street	Busselton	60,000
			Total	5,233,958

Traffic and Safety Improvements are generally based around traffic and pedestrian management. They consist of items such as bus bay facilities, traffic management items, Access and Inclusion and traffic signage. The projects included in the 2017-18 Budget are shown in Table 2 below.

Table 2 Traffic and Safety Improvements

Cost Code	Details	Amount \$
W0205	Churchill Park construct new carpark entry	74,000
C1024	Dunsborough Reconstruct Rotary nibs additional parking	584,000
W0198	Senior Citizens access road	46,500
S0068	Georgiana Molloy Bus Bay Facilities. This project is fully funded by Main Roads WA	200,000
W0066	Court Street Refuge Island	22,500
W0136	DAIP Issues, ACROD Bay, Ramps, Signs etc.	36,792
W0176	Signage alternative entry to CBD.	60,000
W0207	Bussell Highway – handover to City	10,000
	Total	1,033,792

Traffic Study Implementation Works are those which have been identified by the Busselton Traffic Study. The Traffic Study was commissioned to look at ways of improving traffic flow in and around the Busselton Central Business District (CBD). The Traffic Study has made both short and long recommendations for improvements. The works allocated through the 2017-18 Budget are generally planning and design works, initial ground works and service relocations. Once completed, these works will achieve a major upgrade of specific roads within the network. These works are shown in Table 3 below and further detailed in the second section of this report.

Table 3 2017-18 Busselton Traffic Study Implementation Works

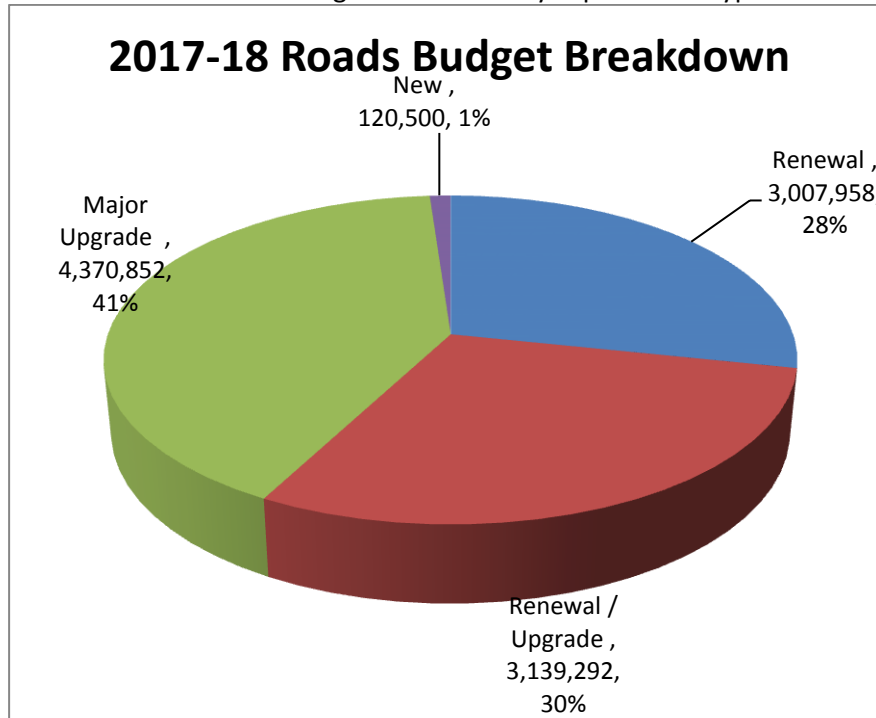
Cost Code	Details	Amount \$
S0035	Strelly / Barlee Intersection. Relocation of services, land purchases, construction of intersection upgrade	549,859
S0051	Causeway Road. Continuing ongoing design development. Minor works and service relocations	139,032
S0064	Peel Terrace. Design works, service relocation and construction of roundabout and intersection treatments associated with the Eastern link on Peel Terrace	1,102,549
S0066	Queen Street. Design services, relocation of services for intersection treatments and road widenings.	254,412
V0002	Busselton / Dunsborough Traffic Implementation Works. Progressive upgrade of the local road network to reduce congestion, increase traffic flow and ease of access.	2,325,000
	Total	4,370,852

The budget expenditure can also be assessed in terms of total renewal, new and upgrade expenditure. Renewal expenditure is that which maintains the asset at its existing service standard i.e. a reseal, reconstruction or gravel re-sheet. These activities don't increase the service provided, rather improve the current condition. An upgrade of an asset will generally include some level of renewal i.e. reconstruction of an existing road that includes a widening element. Works considered as a major upgrade include, duplication of lanes to increase traffic volumes and construction of roundabouts to improve traffic flow. A new asset is the construction of a service that did not previously exist, i.e. a new access road into a reserve or formalisation of an areas into a sealed car park.

Renewal expenditure is a critical element of sound infrastructure asset management as it demonstrates the Council's responsible financial management of its existing assets in line with expenditure for new assets. Renewal expenditure is also the main drive for asset management and also asset management planning.

The breakdown of Renewal, Upgrade and New is shown in Chart 2 below.

Chart 2 2017-18 Roads Budget Breakdown by Expenditure Type



Renewal works are generated from the Asset management Plan and include works such as reseals, reconstruction; gravel re-sheets and second coat seals. The largest renewal projects include \$1.2M for reconstruction and reseal of three sections of Layman Road, Wonnerup; \$269,000 Reconstruction and Overlay Patton Terrace, Quindalup and \$250,000 Reconstruction and Reseal Koorabin Drive, Yallingup.

Renewal / Upgrade works are generated from the Asset Management Plan as well as traffic and safety improvements. The largest Renewal / Upgrade works include \$1.67M for reconstruction and widening of Yelverton Road, undertaken as part of the narrow rural roads upgrades. It also includes \$584,000 for Dunsborough road access improvements and \$500,000 for reconstruction and associated upgrade works to Marine Terrace.

Major Upgrade works are attributed to the works being undertaken as part of the Traffic Study Implementation as these are all part of the overall major upgrade of the traffic network as identified within the study.

As Chart 2 (above) demonstrates, the largest proportion of expenditure is attributed to Major Upgrades, followed by Renewal / Upgrade, Renewal and New. This demonstrates a balanced approach between each element and also the pressures on a growing Council to provide assets for the future as well as maintaining the current network.

Engineering & Works Services – Regional Road Group/Busselton Traffic Study Funding Update

The following information provides a monthly update of the progress of the works and design services of the various roadworks projects funded via the South West Regional Road Group and the Busselton Traffic Study. This information forms part of the CEO's KPI's.

Regional Road Group Road Project Grants Background

There is 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement. The City of Busselton is a member of the South West Group comprising 15 other local government areas, including the Cities of Bunbury and Mandurah and the Shires of Harvey, Collie, Dardanup, Capel, Augusta-Margaret River, Nannup, Manjimup, Bridgetown-Greenbushes, Boyup Brook, Waroona, Boddington, Murray and Donnybrook-Balingup.

The RRG is guided by a document referred to as the Roads 2030; this document identifies roads within the various councils that are of regional significance. These Local Government roads (as contained in the Roads 2030 document) are reviewed on a five yearly interval to assess the effects of changing circumstances and demand on the local road network. New roads can added through this process although the justification can be difficult and is not automatically guaranteed.

The City of Busselton currently has 21 Roads of Regional Significance on the list. **These as detailed in alphabetical order in the table below.**

- | | |
|-----------------------------|-------------------------------|
| ➤ Albert Street | ➤ North Jindong Road |
| ➤ Bussell Highway | ➤ Payne Road |
| ➤ Cape Naturaliste Road | ➤ Peel Terrace |
| ➤ Causeway Road | ➤ Queen Elizabeth Avenue |
| ➤ Commonage Road | ➤ Queen Street |
| ➤ Fairway Drive | ➤ Roy Road |
| ➤ Jindong – Treeton Road | ➤ Strelly Street |
| ➤ Layman Road | ➤ Tuart Drive |
| ➤ Ludlow – Hithergreen Road | ➤ Vasse-Yallingup Siding Road |
| ➤ Metricup Road | ➤ Wildwood Road |
| | ➤ Yallingup Beach Road |

Each year the City applies for funding based on works required derived either from an Asset management perspective or more recently as a result of the Busselton Traffic Study outcomes. All projects applied for by the group are then reviewed, prioritised and ranked based on the South West Regional Road Group Road Project Prioritisation Guidelines.

Funding for eligible projects is based on a 2/3rd RRG and 1/3rd LGA basis. The City is required to contribute the 1/3rd of the cost of any project from its own funds. There is also a maximum per project per year distribution of \$500,000 RRG funding thus no project can exceed \$750,000 combined funding in any given year unless the City contributes in excess of its 1/3rd. Projects can however be staged over multiple years at the maximum allowable amount.

The group has an Expenditure Performance Target of 90% of Grants assigned to be expended annually.

It is important to note that the funding associated with RRG is treated as a funding pool and distributed accordingly above. The pool is treated in two different ways and is dependent on the type of endorsed project. Projects for both funding streams can be either a one off project or a longer

term ongoing project. A one off project may be a reconstruction or reseal of a particular road or section of road, the work is completed in that financial year and no further works are required on that road. Any surplus funds on completion of the one off project are returned to the funding pool where the funding gets redistributed amongst the other RRG local Governments. Or by request (requires RRG approval) the funds can be transferred to other RRG budgeted projects.

Long term projects or ongoing projects are projects that have been budgeted and programmed to complete over a number of years, generally commencing with detailed design work, service relocation and finally construction. Similar to a one off project in any one year unspent funds can be returned to the funding pool. This is however with the knowledge that funding has been allocated for the following year. Or as in the situation the City of Busselton has taken, is to carry funds over in order to retain the funds and bank it with future year's allocations. This allows a larger scale project to be completed in a one off manner. The long term projects are nominated over a set period, generally up to 5 years, where the project exceeds this delivery timeframe it will need to be reapplied for and be assessed against other nominated RRG projects.

Current Year Projects and Progress Commentary

The RRG funding is broken into two (2) separate allocation streams being Preservation or Improvement works:

- Preservation works largely involve the reconditioning of the existing infrastructure with only minor improvements.
- Improvement works are to expand the infrastructure, increase its capacity or other significant works. Improvement works usually required more detailed design and planning, sometimes environmental considerations & service relocations are needed and projects are generally located in high density areas.

In 2017/18 the City has five (5) Roads where there are 11 individual assigned Main Roads RRG project numbers representing 6 separate project scopes. All but one of these project are categorised as improvement projects.

NOTE: Main Roads WA (MRWA) assigned a new project number annually whereby the City consolidates any project carryovers into any new project allocations.

Project Name - Strelly Street**Project Budget \$549,85***Financial information*

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0035 Strelly Street	\$549,859	\$8,495	\$371,367	\$169,997	In progress See detail below

Project Scope

This project is part of Busselton Dunsborough Traffic Implementation Works (Traffic Study)

- Short term- Construction of a direct link from the Busselton Bypass to West Street and essentially the Old Bussell Highway/Albert Street. This is known as the Strelly/ Barlee/West Street Connection which offers alternative access to Busselton Town Centre, the foreshore and the Western portion of the Busselton Township. The first stage involves the relocation of services and possible land resumptions where after the construction of a new roundabout at the intersection of Strelly/Barlee Street will be undertaken.
- Long Term – Construction of Dual carriageway to the above route is envisaged by 2036.

*Progress Report***Works in Progress**

The detailed design for the roundabout is being undertaken by an external Contractor and is expected to be complete by the end of November 2017.

The undergrounding of power lines has been awarded and the undergrounding of the overhead powerlines is scheduled to commence in November 2017 with completion in December 2017. These works will also include the provision of new street lighting for the intersection and will be carried out by a Sub-contractor on behalf of Western Power.

Relocation of services, water main, and upgrade of existing asbestos cement pipes to polyethylene pipes. These works will be done simultaneously with the road works.

Relocation of services other services i.e. Telstra and NBN. Two Telstra pits and associated fibre optic needs to relocate out of the new road alignment. The designs are in progress and a quote for these works is expected towards mid-December '17. It's anticipated that the relocation works will commence in February /March'18. (Worst case scenario.)

Land resumptions – Four (4) parcels of land are required to be able to fit the new reworked (MRWA) roundabout at the intersection of Strelly Street/Barlee Street intersection. City officers have met with the land owners and it was agreed that the City can undertake an independent valuation of the portions of land. The valuations are currently underway to determine the cost of the land resumptions. It's anticipated that the valuations will be completed by mid-November'17. There after further meetings will be scheduled with individual land owners to finalise negotiations.

Community consultation - Once the final design has been received a letter drop will be done to all the property owners in the Light Industrial Area (LIA) advising them of the works. City officers have met with the directly affected landowners earlier this year to discuss the project and will be dealing with them on a one-on-one basis as part of the way forward to progress the project from design to implementation.

Construction works - It's anticipated that the works will be commenced with in the 4th quarter of the 2017/18 FY i.e. March'18-May'18, budget permitting. Noting that further funds are available for this project in the 18-19 financial year.

Project Risks

Services - Not all Telstra services and infrastructure has transferred to NBN yet. We have been advised by the Telstra representative that they find it very hard to get NBN infrastructure moved. This could potentially delay the start time of the project.

Purchase of Land -This could also potentially delay the implementation of the project we only need one of the property owners to not agree to the land purchase and we will then be forced down the road of compulsory land acquisition that could take as long as two years.

There has been a strong push from the four directly affected landowners that Council consider other types of intersection treatments such as traffic signals. Recent meetings with MRWA have indicated that MRWA is against the use of traffic lights if other intersections treatments such as roundabouts can be used. In this case, a roundabout does work and the City will struggle to convince MRWA to consider traffic signals at this location. This is despite the initial and ongoing maintenance cost of traffic signals.

Funding - Construction of the roundabout in the current financial year is dependent on the outcome of the funding remaining after all services have been relocated and the land purchases have been finalised. Note however the City has already secured additional funding via RRG for the 18-19 Financial Year (FY), which equates to \$450,000 (\$300,000 from the RRG and \$150,000 from the City).

Project Name – Layman Road**Project Budget \$672,701*****Financial information***

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0049 Layman Road	\$672,701	\$523,271	\$8,720	\$140,710	Completed

Project Scope-

This project was undertaken over four years and consisted of a full reconstruction, upgrade of drainage, street lighting and minor landscaping. This was from Navigation Way to Ford Road.

Progress Report***Works in Progress-***

This project has been completed. City officers are in communication with MRWA to ascertain the possibility of using the balance of the project funding on other sections of Layman Road. Currently awaiting feedback from MRWA.

Project Risks-

MRWA might not agree with the balance of the funding being used on another section of Layman Road and the City may be required to return the money to the Regional Road Group funding pool.

Project Name – Causeway Road**Project Budget \$139,032*****Financial information***

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0051 Causeway Road	\$139,032	\$54,690	\$28,441	\$55,901	Ongoing

Project Scope-

This project is part of Busselton Dunsborough Traffic Implementation Works (Traffic Study)

- Short Term- Construction of a roundabout on Causeway Road providing access to the new Eastern Link Bridge and Rosemary Drive.
- Long Term – Construction of Dual carriageway from Busselton Bypass to Peel Terrace, 2036.

Note- Funding Received to date is predominantly for the detailed design of the above works that includes the new roundabout at Rosemary Drive.

Progress Report***Works in Progress-***

The majority of this funding is going towards the cost of the detail designs work being undertaken by Calibre. Any savings could be utilised towards the relocation of the Girl Guides and Scout buildings, subject to MRWA approval and for the construction of the roundabout on Causeway Road connecting to the Eastern Link.

Project Risks-

MRWA might not agree with the balance of the funding being used on the relocation of Girl Guides and Scouts and the City will be forced to return the money to the Regional Road Group funding pool.

Note however the City has already secured funding via RRG for the 18-19 FY which equates to \$750,000 (\$500,000 from the RRG and \$250,000 from the City).

Project Name – S0064 Peel Terrace**Project Budget \$1,102,549*****Financial information***

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0064 Peel Terrace	\$1,102,549	\$19,024	\$71,232	\$1,012,293	Ongoing

Project Scope-

This project is part of Busselton Dunsborough Traffic Implementation Works (Traffic Study)

- This is for the reconstruction of the section of road along Peel Terrace from Queen Street to Stanley Place, construction of a new roundabout at the intersection of Peel Terrace and Camilleri Street and construction of a new roundabout at the intersection of Peel Terrace and Brown Street. The project includes all design works and service relocations.

Progress Report- Works in Progress-

Design Works – the design work on the section of Peel Terrace between Queen Street and Brown Street is currently underway and will be with the City by the end of November 2017. These works include the upgrade of the existing road pavement between Queen Street and Stanley Place, as this section of road is in desperate state of repair. A new roundabout at the intersections of Peel Terrace, Stanley Place and Cammilleri Street. As well as a new roundabout at Peel Terrace and Brown Street.

Relocation of services - Western Power undergrounding of power along Peel Terrace has been designed to be delivered in three phases. Phase 1 is the undergrounding of power and new street lights on Peel Terrace between Queen Street and Stanley Place. Phase 2 is the undergrounding of power and new street lighting on Peel Terrace between Stanley Place and Cammilleri Street. Phase 3 will be the undergrounding of power and new street lights on Peel Terrace between Cammilleri Street and Brown Street. The designs for these works have been submitted to Western Power, currently awaiting quotes from Western Power. It's anticipated the quotes will be received before the end of the calendar year. On receipt of quotations purchase orders (PO) will be raised based on stages and funding requirements, based on costs associated with existing quotations from Western Power cost may exceed \$500,000. Works would commence within 45 days of the receipt of a PO.

Relocation of services - Telstra and NBN. Two pits Telstra and Optus and the associated fibre optic needs to be relocated out of the new Eastern Link road alignment. The designs are in progress and a quote for these works is expected towards mid-December '17. It's anticipated that the relocation works will commence in February /March'18. (Worst case scenario.)

Land resumptions - both the two new roundabouts at Peel Terrace/Cammilleri Street and Peel Terrace/Brown Street will be encroaching land that falls outside the existing road reserve. The new roundabout at Cammilleri Street encroaches Reserve 52822 – State WA – Current Purposes – Carpark. The new roundabout at Brown Street encroaches Lot 7 (73 Peel Terrace) of which the owner is City of Busselton.

Environmental Approvals are currently underway. The environmental approval for the new Eastern Link Bridge is currently underway and should be submitted by mid –December 2017 for approval to Environmental Protection Authority (EPA). Although it is expected that a determination by the EPA could be with the City in January 2018, this determination can take upto three months. (A detailed progress report on the Environmental Approval can be provided upon request.) Note that this will not affect the works on Peel Terrace, only the works associated with the Eastern Link and the connection to Peel Terrace. Should there be a delay in the environmental approvals (pending the relocation of WP) these works will commence with the leg of the Eastern link not being completed.

Construction works, it's anticipated that the works will be commenced with in the 4th quarter of the 2017/18 FY i.e. March'18-May'18, budget permitting. Noting that further funds are available for this project in the 18-19 FY.

Project Risks-

Western Power delays in getting the undergrounding of power completed before mid-March 2018. This could potentially delay the road upgrades for the new roundabouts at Peel Terrace /Cammilleri Street and Peel Terrace/Brown Street.

Not all Telstra services and infrastructure has transferred to NBN yet. We have been advised by the Telstra representative that they find it very hard to get NBN infrastructure moved. This could potentially delay the start time of the project.

The environmental approval is currently underway and will be submitted toward mid-December 2017. The Environmental approval could potentially be delayed if the construction of the new Eastern Link Bridge over the Vasse River is objected against. (Note comment above)

Funding - Construction of the roundabouts and the upgrade of Peel Terrace in the current financial year is dependent on the outcome of the funding remaining after all services have been relocated. Note however the City has already secured funding via RRG for the 18-19 FY which equates to \$750,000 (\$500,000 from the RRG and \$250,000 from the City). .

Project Name – S0066 Queen Street

Project Budget \$254,412

Financial information

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0066 Queen Street	\$254,412	\$7,214	\$28,897	\$218,301	Ongoing

Project Scope-

This project is part of Busselton Dunsborough Traffic Implementation Works (Traffic Study)

- Short term- Minor modifications to the road layout and lanes on the section of Queen Street from Peel terrace and Albert street. Detailed design and modelling associated with traffic congestion and the improvement of traffic flow into the town centre. Redesign and re-programming of traffic signal sequencing at the intersection of Queen and Albert and West/Albert.
- Long Term- The intersection to be upgraded to accommodate Causeway Road to be a dual carriage way.

Note- Funding Received to date is predominantly for the detailed design of the above works.

Progress Report***Works in Progress-***

Detailed modelling has been undertaken of numerous options associated with the intersection treatments for this area. No final design has been determined at this point as priority has been given to the completion of the Eastern Link, Peel Terrace upgrade and the Barlee Street/Strelly Street upgrades. Noting that we would expect to complete the detailed design of this area towards the end of the financial year. It is likely that this will not expend all of the current funds allocated to this project.

Minor road upgrades have been completed, lane upgrades and channelization.

Relocation of Services such as Telstra and Western Power is currently being investigated.

City officers have engaged a specialist consultant to do a detailed assessment of the Traffic Signal sequencing along all the entire Bussell Highway to establish if there are options to switch over from normal traffic to peak flow traffic. This investigation is currently underway working in consultation with MRWA.

Project Risks-

A final design of this intersection cannot be completed until further detailed modelling of various options can be finalised. This is in order to develop the most appropriate design that caters for all the associated different factors such as East/West and North/South Access, minimising service relocation, minimising land acquisition, minimising the use of the reserve all with the intention of improving traffic flow. This can only be done when other elements of the traffic study as detailed above are finalised. This will be the most complicated and risky part of the overall project and will require the appropriate attention to finalise. Currently City officers are prioritising the Eastern Link works, Peel Terrace works and the Barlee Street/Strelly Street connection.

The risk is remaining funds may be required to be carried over. However the City will request consideration to use these funds on Barlee Street/Strelly Street intersection works. Noting that RRG approval will be required for this to occur, alternatively to this the funds on completion of design works will have to be returned to the RRG funding pool.

Project Name – Layman Road**Project Budget \$600,000*****Financial information***

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0067 Layman Road	\$600,000	\$2,965	\$1,105	\$595,930	Ongoing

Project Scope-

Reconstruction between SLK 3250 and SLK 3620, Asphalt overlay between SLK 5010 to 5110 and Asphalt overlay with drainage improvements between SLK 6000 to 6500.

Progress Report***Works in Progress-***

Design works completed and ready to be issued for construction. Works to commence in February 2018 after IronMan and school holidays and to be completed in April 2018.

Project Risks-

Unexpected construction issues not identified in the design causing delays to half IronMan in May 2018. Risk is currently low for this issue.

Project Name – S0068 Georgiana Molloy Bus Bay Facilities**Project Budget \$200,000*****Financial information***

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0068 Georgiana Molloy Bus Bay Facilities	\$200,000	\$0	\$0	\$200,000	Ongoing

Project Scope-

Funding provided by State Government via Libby Mettam MLA to assist with congestion associated with School busses around the GMAS School during pick up and drop off.

Progress Report***Works in Progress-***

Numerous designs have been completed to assist Georgiana Molloy Anglican School (GMAS). The City prefers that all works associated with this project are accommodated on the school land. GMAS disagree and wish to have bus infrastructure on the City's road reserve. City officers will be consulting local residents to determine a preferred option, as City officers are concerned that options preferred by the school will have community opposition. Consultation will occur over November 2017. On the basis that an agreed design can be finalised, works will occur over the Easter school holidays.

Project Risks-

Detailed design cannot be finalised, on this basis the funds would be returned to the RRG funding pool.

Project Exceeds budget. On this basis the school will be requested to fund the balance.

Project Name – V0002 Busselton Dunsborough Traffic Implementation Works
Project Budget \$2,325,000

Financial information

Job	Budget	YTD Actual	Commitments	Project Balance	Status
V0002 Busselton Dunsborough Traffic Implementation Works	\$2,325,000	\$0	\$0	\$2,325,000	Ongoing

Project Scope-

Funding has been provided for all elements of Busselton Dunsborough Traffic Implementation Works (Traffic study) noting that the predominant action for this funding is the construction of the Eastern Link, connecting Causeway Road to Peel Terrace via a bridge from Rosemary Drive/Causeway Road to Peel Terrace (between Stanley Place and Cammilleri Street). This link road will provide East Busselton and Geographe-bound traffic with a more direct route.

Indicative estimated cost \$3.8M *This project costing excludes potential land acquisition, relocation of services, draining and landscaping*

Progress Report-**Works in Progress-**

The City has received a grant from the federal bridge renewal program of \$1.25 million towards the construction of the bridge spanning the Vasse River.

The bridge design, roundabout design (Rosemary, Causeway and Eastern Link Connection) and Peel terrace design is in the detailed Design Phase. The design of these works is expected to be completed by mid-December 2017. On receipt of the design the works, predominantly for the eastern link bridge and Causeway Road roundabout will be put out to tender. It is likely that works on the bridge portion of the works will only be able to commence after the winter of 2018, noting that prior to this works on Peel Terrace and on Causeway Road and portions of the Eastern Link can be completed in stages.

The environmental approval for the new Eastern Link Bridge is currently underway and should be submitted by mid-December 2017 for approval to EPA. Although it is expected that a determination by the EPA could be with the City in January 2018, this determination can take up to three months.

City officers are currently in negotiation with Guides WA and Scouts WA to determine the most appropriate way of relocating their facilities, which are currently located on the land where the new road works (roundabout) will be located. It is expected that a final determination on this issue will be resolved in December 2017.

Consultation on these works has commenced and is due to have detailed public and specific resident consultation over November and December 2017.

Project Risks-

Full Project Budget is currently insufficient however the City's Long Term Financial Plan (LTFP) provides a mechanism by which funds can be sourced via reallocation of part of the Waste Levy. To be further reviewed in Feb/March 2018 LTFP review.

Project delayed by the relocation of Guides WA and Scouts WA

Project delayed by EPA approvals.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

F1711/067 Moved Councillor G Henley, seconded Councillor C Tarbotton

That the Council note the Asset Management Report for October 2017.

CARRIED 5/0

11.40am At this time the Asset Coordinator left the meeting.

6.1 PURCHASE OF PRIME MOVER FOR WASTE SERVICES

SUBJECT INDEX:	Waste Management
STRATEGIC OBJECTIVE:	Assets are well maintained and responsibly managed.
BUSINESS UNIT:	Waste and Fleet Services
ACTIVITY UNIT:	Waste Management
REPORTING OFFICER:	Manager, Waste and Fleet Services - Vitor Martins
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

This report seeks approval by Council for the City to purchase a prime mover to operate the transfers of waste between the Busselton Waste Transfer and Recycling Centre and the Dunsborough Waste Facility's waste landfill site.

BACKGROUND

As part of the current financial year's plan, the City has awarded the supply and installation of a waste compactor at the Busselton Waste Transfer and Recycling Centre, including the supply of a suitable trailer. The Compactor has been ordered and delivery will occur in the new year. The Compactor and trailer will require a prime mover to transport the refuse to Vidler road..

The original plan was to contract out the required transport of the compactor and trailer and, therefore, no capital budget provision was considered for the current year for the purchase of a prime mover. Due to operational reasons the proposal is for the City to purchase the prime mover.

STATUTORY ENVIRONMENT

Section 3.57 of Local Government Act 1995 requires "A local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services".

The 'prescribed kind' is contained at Part 4 (Tenders) of the Local Government (Functions and General) Regulations 1996 which requires that tenders be publicly invited for such contracts where the estimated cost of providing the total service exceeds \$ 150,000.

According to the same regulations, tenders do not have to be publicly invited if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

RELEVANT PLANS AND POLICIES

NA

FINANCIAL IMPLICATIONS

The cost of purchase of a prime mover truck is estimated at approximately \$250,000, which has not been budgeted for the current financial year. A budget amendment would be required in order to allocate \$250,000 from the Waste Infrastructure and Plant Reserve to the purchase of the proposed plant where sufficient funds are held for this purpose.

There is no impact on the Municipal Fund or budgeted surplus.

Minor operational savings are expected to be made during the balance of this financial year as the City will not need to hire a Prime Mover from a contractor. Any savings achieved will be transferred into the Waste Management Reserve at year end in accordance with normal practice.

Long-term Financial Plan Implications

The end of year forecast for the Waste Infrastructure and Plant Reserve is \$5.6 million and the proposed budget amendment will not impact the City's Long Term Financial Plan.

STRATEGIC COMMUNITY OBJECTIVES

The relevant Key Goal areas in the Strategic Community Plan are the following:

- 3.1 Development is managed sustainably and our environment valued
- 6.4 Assets are well maintained and responsibly manage

RISK ASSESSMENT

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
Low utilisation rates for the newly acquired prime mover	Prime mover will be fully compatible with the Works Services prime mover and hence fully interchangeable (both items will serve as back-up for each other)	insignificant	Possible	Low

CONSULTATION

There is no need for external consultation to be undertaken.

OFFICER COMMENT

A review of the Plant operation at the Busselton Transfer and Recycling Centre has been conducted which has resulted in a change to the way in which refuse will be transported to the Dunsborough Waste Facility in Vidler road.

When the 2017/18 budget was developed and ultimately adopted in was envisaged that when the Waste Compactor was delivered, the City would hire a Prime Mover to transport waste to the Dunsborough Waste Facility.

On review, this practice has been determined to not be the most beneficial for the City and it is now proposed to acquire a Prime Mover rather than hire one on a needs basis.

One of the benefits of the new Transfer and Recycling Centre is that aggregation and consolidation of waste loads has improved waste collection efficiencies through the reduction of travel time of 4 out of the 5 existing rubbish trucks each day, and associated fuel consumption expense. In addition, with the new plant it is also expected to substantially reduce the trips of the hooklift truck between the transfer station and Dunsborough Waste Facility, thus further improving operating efficiencies.

Further efficiencies can be experienced through the use of a prime Mover.

It is envisaged that one of the operational factors that will be encountered with the use of a contractor provided Prime Mover will not be economical as first envisaged. This is because the prime mover would likely have to be assigned to the waste facility on stand-by, full time allocation basis, as opposed to on-demand and allocated for the actual transfer hours only.

Other reasons why the purchase of the City's own Prime Mover is justified on the basis of the following operational reasons:

1. Expected utilisation rates of about one to two full loads every business day, 250 days a year).
2. This plant item will be critical for the new waste collection operating scheme based on transfers of consolidated loads from the Busselton Waste Transfer and Recycling Centre to Dunsborough Waste Facility, therefore, reliability is key.
3. Transfer of loads will occur only each time the trailer is full. This will vary substantially each day of the week and each season.
4. Full compatibility with Works prime mover will allow flexibility and reliability in overall operations in both Works and Waste services, as both plant items would be able to be used as back-up of each other, further increasing expected utilisation rates.

The proposed Prime Mover can be purchased through the WALGA Preferred Supplier Program. If it is included in the same procurement process as that of the Works prime mover (due for replacement this year) the City will likely be able to benefit from a relevant discount offered by the supplier.

CONCLUSION

Given the newly adopted operational model and the associated requirements pertaining to utilisation rates, reliability and flexibility in the overall provision of operations services (both Works and Waste), the proposed purchase of one prime mover for Waste services is justified.

OPTIONS

The Council can choose not to accept the Officers Recommendation and the transfer of waste from the Busselton Transfer and Recycling Centre to the Dunsborough Waste Facility would be hired out to a contractor. This might, however, not provide the reliability and flexibility that the proposed arrangement would achieve, or even prove beneficial solely from a cost stand point.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The City would immediately go out for quotations, immediately after the Council has endorsed the Officer's recommendation, in order to have the prime mover delivered by March 2018, just on time for the commencement of the new compactor facility.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

F1711/068

Moved Councillor C Tarbotton, seconded Councillor J McCallum

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council approves a budget amendment to provide for:

1. The purchase of a prime mover for Waste Services for approximately \$250,000.
2. Transfer of an amount of \$250,000 from the Waste Management Facility and Plant Reserve to the municipal plant account (528.11402.7723.0000) to allow for the purchase of the prime mover.

CARRIED 5/0

11.52am At this time the Manager Engineering and Facilities Services left the meeting.

6.3 BUDGET AMENDMENT REQUEST - RESOURCING TO SUPPORT DEVELOPMENT OF CITY
'ENERGY MASTER PLAN'

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Environmental Management
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

This report seeks recommendation of the Finance Committee to Council for the approval of budget amendments as detailed in this report. Adoption of the Officers recommendation will result in no change to the City's current Amended Budgeted Surplus Position of \$0.

BACKGROUND

The Council has recently identified, through the most recent CEO Performance Review and the setting of a new CEO Key Performance Indicator (KPI), an intent to develop a City 'Energy Master Plan', described as follows -

"Subject to provision of budget, and working with the Sustainability and Energy Working Group, commence the development of an Energy Master Plan to determine direction for the organisation towards achieving real savings in all energy sources."

Implicit in the KPI is recognition of the fact that the project had not provided for during the development of the current, 2017/18 financial year budget, and that resources, other than existing staff resources which may be able to be reallocated, will be required to ensure that the organisation is able to meet the KPI.

City officers are currently developing a draft project scope and plan, and have begun related research and investigation, with a view to presenting a draft project scope and plan, for feedback and discussion, to the Sustainability and Energy Working Group (which is the same group, just subtly renamed, as the working group referenced in the KPI itself). It is anticipated that will commence in December 2017.

At this stage, it is not entirely clear what resources and /or skills will be required, or the means by which those resources and / or skills may be procured – that will be determined through the development of the project scope and plan, and through the investigations that follow, and is also outlined a little further in this report. The allocation of \$75,000 is, however, seen as appropriate to ensure the project can properly commence and advance during the current financial year. It is recommended those funds be allocated out of the Strategic Projects Reserve. Further funds may be required in future financial years, although the level and nature of the future needs is not known at present.

The \$75,000 to be allocated out of the Strategic Projects Reserve is proposed to be allocated as additional expenditure as follows –

1. \$26,500 as additional salaries expenditure in Environmental Management, allowing for the allocation of an existing officer in that team (who has substantial experience and knowledge in this field, having led the development and review of the City's Energy Action Plan, work they have been leading for around nine years);
2. \$45,000 as additional consultancy budget in Environmental Management, allowing for the contracting of specialist professional services to assist with the project; and
3. \$3,500 to complete the 'Enquiry' phase of the Western Power process associated with potential development of a mid-scale (approximately 6.0 MW) solar project on City land, being portion of the former Rendezvous Road (Busselton) Refuse Disposal facility, the further pursuance of which would potentially be explored as part of the Energy Master Plan process (and has been subject of an earlier Council briefing – also note this is the Western Power assessment fee and it is anticipated that the work required to lodge the enquiry would be completed in-house).

Whilst it is anticipated that the project will result in the development of an 'Energy Master Plan' that is a discrete document, it is considered that the focus should not be primarily on the development of a document, but rather on a process which results in a real understanding of the issues and opportunities, and a greater capacity for the organisation to achieve ongoing savings in energy use, costs and related greenhouse gas emissions.

The following tables show the detail of amendments proposed, these amendments result in no impact on the City's current Amended Budgeted Surplus Position of \$0:

120 - Strategic Projects Reserve:

<i>Natural Account</i>	<i>Current Budget</i>	<i>Proposed Amended Budget</i>
9101 - Accumulated Reserves at Start of Year	(230,337)	(230,337)
9102 - Transfer from Muni	(25,000)	(25,000)
9103 - Transfer to Muni	25,000	100,000
9104 - Interest transfer to Reserves	(5,340)	(5,340)
Balance of Reserve 30/06/2018	(235,677)	(160,677)

Cost Code 10850 - Implement Management Plans Other:

<i>Account Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Proposed Amended Budget</i>
421-10850-3001-000	Salaries	0	26,500
421-10850-3260-000	Consultancy	0	45,000
421-10850-3498-000	Purchase of Materials	25,720	29,220

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

There are multiple Plans and Policies that support the proposed Budget Amendments.

FINANCIAL IMPLICATIONS

Budget amendments being sought will result in no change to Council's Budget Surplus position of \$0.

Long-term Financial Plan Implications

N/A

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with 2 Key Goal Areas being:

- Community Objective 3.3 'Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education, and
- Community Objective 6.1 - 'Governance systems, process and practices are responsible, ethical and transparent'. The achievement of the above is underpinned by the Council strategy to 'ensure the long term financial sustainability of Council through effective financial management'.

RISK ASSESSMENT

There is a risk to the City, as there is with all projects undertaken, that the final cost could exceed budget. If this looks to be the case Council will be notified so a suitable offset / project scope back can be identified.

CONSULTATION

Consultation has occurred with the appropriate City of Busselton officers.

OFFICER COMMENT

The Officer commends the requested Budget Amendment to the Finance Committee for consideration and recommendation to Council.

CONCLUSION

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

OPTIONS

The Council could decide not to go ahead with the proposed budget amendment request, which would mean that the project would have to proceed through the reallocation of resources from other projects.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

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

Committee Recommendation and Officer Recommendation**F1711/069**

Moved Councillor J McCallum, seconded Councillor G Henley

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Finance Committee recommends to Council endorsement of the Requested Budget Amendments contained within this report, resulting in no change to an Amended Budgeted Surplus Position of \$0.

CARRIED 5/0

6.4 BUDGET AMENDMENT REQUEST

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Finance and Corporate Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

This report seeks recommendation of the Finance Committee to Council for the approval of budget amendments as detailed in this report. Adoption of the Officers recommendation will result in no change to the City's current Amended Budgeted Surplus Position of \$0.

It will however result in a reduction to the City's "Budget Surplus Contingency Holding Account" from \$93,980 to \$68,209 (by \$25,671).

BACKGROUND

Council adopted its 2017/2018 Municipal Budget on Wednesday, 26 July 2017 with a balanced Budget position.

Since this time Council has been advised of certain funding changes that have impacted the original Budget and Council is now being asked to consider Budget Amendments for the following Key Areas/Projects:

1. "Recognition of Income"**BACKGROUND**

Officers have located a long term outstanding Creditors Invoice in the amount of \$12,329 which it has been established should not be recorded as an outstanding amount. Officers have transferred this amount to account string 211-10200-1751-000 Misc. Income (no GST) and are requesting an amendment to Budget to recognise this.

PLANNED EXPENDITURE ITEMS

Officers propose to have this amount offset within the City's "Budget Surplus Contingency Holding Account" account string 100-10001-3680-0000 by increasing the current Amended Budget from \$93,880 to \$106,209.

Officers propose that the 2017/2018 Adopted Budget be amended to reflect the following funding changes, shown in Table 1.

Table 1:

<i>Account Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
211-10200-1751-000	Misc. Income (no GST)	(100)	(12,329)	(12,429)
100-10001-3680-0000	Budget Surplus Contingency Holding A/C	93,880	12,329	106,209

PROPOSED OUTCOME

Recognition of additional income offset with the Budget Surplus Contingency Holding Account.

2. “Funding Busselton and Dunsborough Yallingup Chambers of Commerce and Industry”

BACKGROUND

Council adopted its 2017/2018 Municipal Budget on Wednesday, 26 July 2017 with a balanced Budget position.

At the Council meeting held meeting held 28 June 2017 resolution C1706/156 was carried by Council 8/1.

1. *Allocates \$38k from the 2016/17 ‘Budget Surplus Contingency Holding Account’ (100.10001.3680) to the Busselton and Dunsborough Yallingup Chambers of Commerce and Industry and that the Chief Executive Officer enters into a funding agreement with the organisations on the following basis:*
 - a) *a Memorandum of Understanding is executed between the two organisations within one month*
 - b) *achievement of Key Performance Indicators (KPIs) as outlined in this report*
 - c) *that progress reports be presented to the Council in December 2017 and June 2018 outlining the achievement of KPIs*
 - d) *\$25k be allocated to the Busselton Chamber of Commerce and Industry, and \$13k allocated to the Dunsborough Yallingup Chamber of Commerce and Industry*

Officers note that funds were not held from the 2016/2017 Financial year however the City’s *Budget Surplus Contingency Holding Account’ (100.10001.3680) for the 2017/2018 Amended Budget* has enough funds to allow for reallocation to give effect to the above resolution of Council.

PLANNED EXPENDITURE ITEMS

Officers propose to have this amount offset within the City’s “Budget Surplus Contingency Holding Account” account string 100-10001-3680-0000 by increasing the reducing the Amended Budget by \$38,000. The following amendments shown below in Table 2 are being sought for approval.

Table 2:

<i>Account Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
New	Contribution Busselton and Dunsborough Yallingup Chambers of Commerce and Industry	0	38,000	38,000
100-10001-3680-0000	Budget Surplus Contingency Holding Account	106,209	(38,000)	68,209

PROPOSED OUTCOME

Alignment of Budget to actual know commitments.

3. “Bushfire Risk Management Planning - DFES”

BACKGROUND

The Department of Fire and Emergency Services (DFES) recently advised that the Bushfire Risk Management Planning program was successful in securing State Government funding for 2017-18.

The City of Busselton was advised that it had been successful in its application to program funding for the 2017/2018 funding period with \$124,356 excluding GST being approved in the form of an operational grant from DFES.

The Approved Purpose of the Grant is to enable the Organisation to purchase items and pay the salary of the Bushfire Risk Planning Coordinator (BRPC) to undertake Bushfire Risk Management Planning (BRMP) activities.

The BRMP program is the identification and classification of bushfire risk within the respective Local Government(s). The program involves the development of a treatment plan in respect of the identified risk(s), through the utilisation of shared resources and the cooperation between Local Governments, State Agencies and private landowners and occupiers.

PLANNED EXPENDITURE ITEMS

Council’s 2017/18 adopted budget does not include any allocation for the above Grant or matching Expenditure, Officers are proposing the Amended Budget allocations for approval as follows in Table 3:

Table 3:

<i>Account Code</i>	<i>Description</i>	Proposed Amended Budget
411-10942--0000	Grant Income	(124,356)
411-10942-3001-0000	Salaries – Normal	81,665
411-10942-3004-0000	Salaries – Allowances	1,075
411-10942-3006-0000	Salaries – Annual Leave	7,424
411-10942-3025-0000	Superannuation SGC	8,463
411-10942-3076-0000	Workers Compensation Insurance	2,000
411-10942-3078-0000	Journey/Practices & Officers Liability	90
411-10942-3081-0000	Conference Expenses	1,000
411-10942-3156-0000	Vehicle expenses	17,194
411-10942-3209-0000	Photocopying	500
411-10942-3215-0000	Other Administration / Office Expenses	4,945
	Total	0

PROPOSED OUTCOME

To undertake Bushfire Risk Management Planning (BRMP) activities.

4. “Vasse Public Art Cash-in-Lieu”

BACKGROUND

Recent changes have been made to the City’s ‘Percent for Art’ Local Planning Policy. One of the key changes was to identify a ‘Vasse’ Precinct for the purpose of cash-in-lieu contributions. The policy allows for expenditure of cash-in-lieu contributions from development in that Precinct on artwork in the Vasse Village Centre.

Whilst most developers seek to meet the requirements of the policy through in-kind works, some developers do take the option of meeting their obligations through an equivalent cash-in-lieu payment. Several developers in the Vasse Precinct have chosen the cash-in-lieu option. The City currently holds \$238,797 in the Public Art Reserve of which \$143,482 is held for cash-in-lieu contributions from development in that Precinct on artwork in the Vasse Village Centre.

PLANNED EXPENDITURE ITEMS

It is recommended that the Council amend the City’s 2017/18 budget to transfer \$85,000 from restricted assets into expenditure in the Cultural Planning area. This would allow for delivery of planned public art projects this financial year, with other projects likely to follow in future years, as agreed by the City. It is anticipated that would occur in partnership with the Vasse JV, the overall developers of the Vasse Estate, including the Vasse Village Centre.

Officers are proposing the Amended Budget allocations for approval as follows in Table 4 and 5:

Table 4:

<i>Account Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
330-10900-3280-0000	Contractors – Cultural Planning	4,000	85,000	89,000

Table 5:

341 – Public Art Reserve	<i>Current Budget</i>	YTD Actual	Change	Proposed Amended Budget
9101 - Accumulated Reserves at Start of Year	(94,836)	(94,836)	0	(94,836)
9102 - Transfer from Muni	(52,000)	(143,482)	(143,482)	(195,482)
9103 - Transfer to Muni	52,000	0	85,000	137,000
9104 - Interest transfer to Reserves	(2,196)	(480)	(304)	(2,500)
Balance of Reserve 30/06/2018	(97,032)	(238,797)	(58,786)	(155,818)

PROPOSED OUTCOME

Delivery of precinct on artwork in the Vasse Village Centre.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

There are multiple Plans and Policies that support the proposed Budget Amendments.

FINANCIAL IMPLICATIONS

Budget amendments being sought will result in no change to Council's Budget Surplus position of \$0. It will however result in a reduction to the City's "Budget Surplus Contingency Holding Account" from \$93,980 to \$68,209 (by \$25,671).

Long-term Financial Plan Implications

N/A

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.1 - 'Governance systems, process and practices are responsible, ethical and transparent'. The achievement of the above is underpinned by the Council strategy to 'ensure the long term financial sustainability of Council through effective financial management'.

RISK ASSESSMENT

There is a risk to the City, as there is with all projects undertaken, that the final cost could exceed budget. If this looks to be the case Council will be notified so a suitable offset / project scope back can be identified.

CONSULTATION

Consultation has occurred with the appropriate City of Busselton officers.

OFFICER COMMENT

The Officer commends the requested Budget Amendment to the Finance Committee for consideration and recommendation to Council.

CONCLUSION

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

OPTIONS

The Council could decide not to go ahead with any or all of the proposed budget amendment requests.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

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

Committee Recommendation and Officer Recommendation**F1711/070**

Moved Councillor C Tarbotton, seconded Councillor J McCallum

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Finance Committee recommends to Council endorsement of the Requested Budget Amendments contained within this report, resulting in no change to an Amended Budgeted Surplus Position of \$0; noting that the City's "Budget Surplus Contingency Holding Account" would reduce from \$93,980 to \$68,209 (by \$25,671).

CARRIED 5/0

6.5 FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 OCTOBER 2017

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Statement of Financial Activity Period Ending 31 October 2017⇒
	Attachment B Investment Report - Period Ending 31 October 2017⇒

PRÉCIS

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 31 October 2017.

BACKGROUND

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

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 26 July 2017, the Council adopted (C1707/163) the following material variance reporting threshold for the 2017/18 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 2017/18 financial year as follows:

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

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

Not applicable.

FINANCIAL IMPLICATIONS

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

Long-term Financial Plan Implications

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

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.1 - ‘Governance systems, process and practices are responsible, ethical and transparent’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

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

CONSULTATION

Not applicable

OFFICER COMMENT

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

- Statement of Financial Activity

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

- Net Current Position

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

- Capital Acquisition Report

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

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

▪ Reserve Movements Report

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

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

COMMENTS ON FINANCIAL ACTIVITY TO 31 October 2017

The Statement of Financial Activity for the period ending 31 October 2017 shows a better than expected Net Current Position (Surplus) of \$30.65M being \$10.58M more than Year to Date Budget.

The following summarises the major variances in accordance with *Council's adopted material variance reporting threshold* that collectively make up the above difference:

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud (A) Variance	2017/18 YTD Bud (A) Variance
	\$	\$	\$	%	
Revenue	55,546,762	55,160,978	66,213,170	0.70%	385,784
Expenses	(21,777,537)	(23,996,993)	(68,380,282)	9.25%	2,219,456
					0
Non-Operating Grants, Subsidies and Contributions	1,520,741	7,974,542	43,437,175	-80.93%	(6,453,801)
					0
Capital Revenue & (Expenditure)					0
Land & Buildings	(2,531,127)	(5,949,856)	(16,556,693)	57.46%	3,418,729
Plant & Equipment	(756,749)	(1,910,468)	(4,029,400)	60.39%	1,153,719
Furniture & Equipment	(181,703)	(425,543)	(830,212)	57.30%	243,840
Infrastructure	(8,152,160)	(19,256,193)	(60,472,821)	57.66%	11,104,033
Proceeds from Sale of Assets	214,959	125,000	635,150	71.97%	89,959
Transfer to Restricted Assets	(735,016)	(207,501)	(625,751)	-254.22%	(527,515)
Transfer from Restricted Assets	4,062,850	5,354,556	27,808,739	-24.12%	(1,291,706)

Operating Revenue:

Revenue from ordinary activities is \$385K more than expected when compared to Year to Date (YTD) Budget with the following items meeting the material variance reporting threshold set by Council for the 2017/2018 Financial Year.

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud (A) Variance	2017/18 YTD Bud (A) Variance
	\$	\$	\$	%	\$
Revenue from Ordinary Activities					

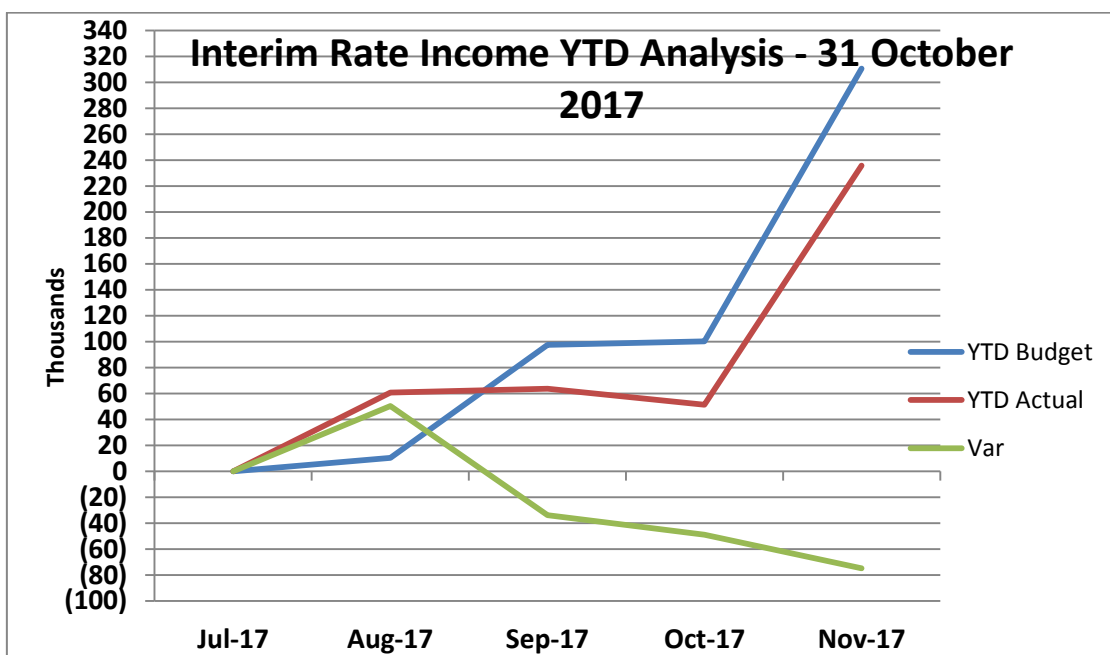
Other Revenue	221,831	136,372	403,838	62.67%	85,459
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The item predominately impacting the above “Other Revenue” performance is CLAG (Contiguous Local Authority Group) Funding in the amount of \$69K, this item is to be transferred to Trust.

The Officer notes that the above positive performance of “Other Revenue” is added to by collective performance of \$292k for Rates, Operating Grants and Subsidies, Fees and Charges and Interest Earnings; these items fall below the Material Variance reporting thresholds. The above variations are considered to be that of a timing difference at this stage of the Budget Year.

Interim Rates:

Officers continue to monitor Interim Rating Income levels and present the following information noting a small variance to YTD Budget:



Operating Expenditure:

Expenditure from ordinary activities is \$2.22M less than expected when compared to Year to Date (YTD) Budget with the following items meeting the material variance reporting threshold set by Council for the 2017/2018 Financial Year.

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud (A) Variance	2017/18 YTD Bud (A) Variance
	\$	\$	\$	%	\$
Expenses from Ordinary Activities					
Materials & Contracts	(3,917,704)	(5,811,760)	(16,676,598)	32.59%	(1,894,056)
Utilities (Gas, Electricity, Water etc)	(742,542)	(866,099)	(2,580,822)	14.27%	(123,557)
Other Expenditure	(952,744)	(833,609)	(3,273,767)	-14.29%	119,135

Materials and Contracts:

The main items affected are list below, at this stage these variance are considered to be that of a timing nature:

Cost Code Description / GL Activity	Variance YTD
Information & Communication Technology Services	198,073
Business Systems	259,699
	457,772
Community Services Administration	36,601
Geographe Leisure Centre	37,310
Kookaburra Caravan Park	56,518
Regional Centres Program	40,000
	170,429
Strategic Planning	63,854
Preventative Services - CLAG	37,397
Meelup Regional Park	38,180
	139,431
Engineering Services Administration	98,119
Street Lighting Installations	50,000
Busselton Jetty	184,157
Pedestrian Bridge (Port Geographe)	30,000
Miscellaneous Bridge Maintenance	44,577
Domestic Recycling Collections	89,480
Busselton Transfer Station	43,170
Rubbish Sites Development	29,202
BTS External Restoration Works	80,970
Road Maintenance Bal Of Budget	130,846
	780,520
Transport - Fleet Management	131,652
	131,652
Total	1,679,804

Utilities:

With over 364 individual accounts at a better than expected result of \$742K, a favourable position of \$123K is considered likely to be a timing difference at this early stage of the reporting year specifically when we are now entering the summer period.

Officers are monitory Utility charges each month and are also happy to note that the new Administration Building is tracking positively against YTD Budget expectations.

Other Expenditure:

Other expenditure is currently tracking above YTD Budget by \$119K with the following items predominately making up this variance. The Officer notes that the 2 main items of "Iron Man" and "Cinefest Oz" have already been finalised or are being funded in readiness for the events.

Cost Code Description / GL Activity	Variance YTD
Iron Man	● (123,332.00)
Cinefest Oz	● (63,332.00)
Peel Tce Building & Surrounds	● (38,125.00)
Recreation Administration	● (20,779.94)
Property and Business Development	● 10,114.55
Public Relations	● 14,633.62
Human Resources & Payroll	● 14,918.09
Half Iron	● 15,400.00
Office of the CEO	● 15,959.74
Community Services Administration	● 17,913.96
Micro Brewery - Public Ablution	● 30,000.00

Non-Operating Grants, Subsidies and Contributions:

The main item impacting on the above result is the timing of the receipt of "Airport Development - Project Grant" with a current negative result of \$6.2M; this is a timing difference in nature only.

Capital Expenditure

As at 31 October 2017, there is a variance of -57.8% or -\$15.94M in total capital expenditure with YTD Actual at -\$11.62M against a YTD Budget of -\$27.54M; with the table below showing those categories exceeding the 10% material variance threshold. The Airport Development makes up for \$10.35M or 72.5% of the overall variance which also assists in explaining the above current YTD shortfall in Non-Operating Grants.

Description	2017/18 Budget YTD Variance
Major Project - Busselton Foreshore	
Foreshore East-Youth Precinct Community Youth Building/SLSC	● 220,416
Major Project - Administration Building	
Civic and Administration Centre Construction	● (336,851)
Buildings (Other)	
GLC - Pool Relining	● (139,506)
Airport Terminal Stage 2	● (3,000,000)
Plant & Equipment	
Plant Purchases (P10)	● (1,462,144)
Major Project - Busselton Foreshore	
Busselton Foreshore - Stage 3	● 1,154,092
Busselton Tennis Club - Infrastructure	● (854,857)
Busselton Foreshore Jetty Precinct	● (842,958)
Major Project - Administration Building	
Administration Building Carpark	● (100,995)
Footpaths Construction	
Bussell Highway Footpath Sections	● (129,940)
Townscape Construction	
Dunsborough Road Access Improvements Stage 1	● (195,478)
Parks, Gardens & Reserves	
Administration Building Landscaping Works	● 270,277
Port Geographe - Reticulation Upgrade Scheme to Bore Water	● (111,954)
Vasse Newtown - AFL Oval Stage 2	● 174,605
Sanitation Infrastructure	
New Cell Development	● (281,859)
Site Rehabilitation - Busselton	● (150,110)
Airport Development	
Airport Construction Stage 2, Landside Civils & Services Inf	● (2,866,664)
Airport Construction Stage 2, Noise Management Plan	● (146,145)
Airport Construction Stage 2, Airfield	● (3,271,984)
Airport Construction Stage 2, External Services	● (865,193)
Airport Construction Stage 1B, Jet Fuel	● (205,000)
Main Roads	
Strelly Street	● (176,739)
Layman Road	● 299,039
Peel Terrace	● (351,970)
Layman Road - Reconstruction Between 3250 and 6190	● (200,861)
Roads to Recovery	
Yelverton Road- Rural reconstruction & widening	● (195,587)
Council Roads Initiative	
Marine Terrace	● (168,400)
Yelverton Road	● (350,533)

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

All capital expenditure variances are considered to be a timing adjustment at this time, with no impact expected against the net current position.

Investment Report

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

As at 31 October 2017, the value of the City's invested funds totalled \$95.24M, steady from the balance as at 1st October.

During the month of September \$19.5M in term deposit funds matured. All deposits were renewed for an average of 91 days at an average rate of 2.32%. The lower than normal result is due to the Airport Development deposits being renewed for shorter periods as funds will be required as the work load increases with the spring weather.

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

The RBA left official rates on hold during September and October with future rate movements are unclear at this stage.

Chief Executive Officer – Corporate Credit Card

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

Date	Amount	Payee	Description
24-Oct-17	\$375.00	Naturaliste Travel	Flights (M Archer) Airport Meetings
24-Oct-17	\$375.00	Naturaliste Travel	* Flights (K Sullivan) Airport Meetings

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

+ Allocated against CEO Hospitality Expenses Allowance

CONCLUSION

As at 31 October 2017, the City's financial performance is considered satisfactory.

Committee Recommendation and Officer Recommendation

F1711/071

Moved Councillor C Tarbotton, seconded Councillor G Henley

That the Council receives the statutory financial activity statement reports for the period ending 31 October 2017, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

CARRIED 5/0

6.6 LIST OF PAYMENTS MADE OCTOBER 2017

SUBJECT INDEX:	Financial Operations
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A List of Payments Period ending 31 October 2017 ⇒

PRÉCIS

This report provides details of payments made from the City's bank accounts for the month of October 2017, for noting by the Council and recording in the Council Minutes.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

NA.

Long-term Financial Plan Implications

STRATEGIC COMMUNITY OBJECTIVES

NA.

RISK ASSESSMENT

NA.

CONSULTATION

NA.

OFFICER COMMENT

In accordance with regular custom, the list of payments made for the month of October 2017 is presented for information.

CONCLUSION

NA.

OPTIONS

NA.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA.

Committee Recommendation and Officer Recommendation

F1711/072 Moved Councillor J McCallum, seconded Councillor R Reekie

That the Council notes payment of voucher numbers M114844 – M115014, EF054750 – EF055244, T007358 – T007375, and DD003258 – DD003288; together totalling \$6,388,975.13.

CARRIED 5/0

6.7 DONATIONS/CONTRIBUTIONS AND SUBSIDIES FUND

SUBJECT INDEX:	Donations/Contributions
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Executive Assistant to Council - Lisa Haste Executive Assistant to Council - Katie Banks
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

PRÉCIS

This report provides an overview of the Donations and Contributions that have been allocated, that is considered of relevance to members of the Finance Committee, and also the Council.

FINANCIAL IMPLICATIONS

The annual budget allowance for the Donations, Contributions and Subsidies Fund (Sponsorship Fund) is \$40,000.

- Total expenditure prior to this report is \$7,978.50
- Current Balance Available is \$32,021.50
- In October 2017 there were 17 applications received for sponsorship totaling \$2,500.00.
- The balance available for future donations is \$29,521.50

App. No.	Recipient	Purpose	Amount
28/1718	Busselton Primary School	End of year graduation/book award	\$100.00
29/1718	Paris Newman	Selected to represent WA in the Netball 15s team at the Pacific Games in Adelaide. Funding to assist with associated travel expenses.	\$200.00
30/1718	SW Counselling Inc.	Funds to assist with purchasing of materials to promote awareness of White Ribbon Day within the local community (White Ribbon Day is a National Campaign to prevent domestic violence against women).	\$200.00
31/1718	Amy Kerr	Selected to represent WA at the Pacific School Games for swimming held in Adelaide in December 2017. Funds to assist with travel and accommodation.	\$200.00
32/1718	Jarred Northover	Selected to represent WA at the Australian Dart Championships in Melbourne. Funds to assist with travel and accommodation.	\$200.00

App. No.	Recipient	Purpose	Amount
33/1718	SW Counselling Inc. for Radiance Network South West	Seeking funds to assist with Facilitator Training for a Mother Baby Nurture Groups (paid workshops). Unsuccessful as SW Counselling Inc. have already received funding this financial year – refer to above application 30/1718	\$0.00
34/1718	Our Lady of the Cape Primary School	End of year graduation/book award	\$100.00
35/1718	Vasse Primary School	End of year graduation/book award	\$100.00
36/1718	Mandy Edwards	Seeking funds to assist with cost to attend the Creating Great Places Workshop as a member of the DDPA and Hannay Lane enhancement group. Application was not supported as it did not meet the general application guidelines.	\$0.00
37/1718	Busselton Ukulele Players	Seeking funds to assist with holding the inaugural 'Strumaganza' 1-4 March 2018 to be held at the Esplanade Hotel. Not supported due to being a ticketed event.	\$0.00
38/1718	Cornerstone Christian College	End of year graduation/book award \$100 Primary School x 2 \$200 Secondary School x 1	\$400.00
39/1718	Yallingup Steiner School	End of year graduation / book award	\$100.00
40/1718	Georgiana Molloy Anglican School	End of year graduation/book award \$100 Primary School / \$200 Secondary School	\$300.00
41/1718	Geographe Primary School	End of year graduation / book award	\$100.00
42/1718	West Busselton Primary School	End of year graduation / book award	\$100.00
43/1718	St Mary MacKillop College	End of year graduation/book award \$100 Primary School / \$200 Secondary School	\$300.00
44/1718	Geographe Education Support Centre	End of year graduation / book award	\$100.00

Committee Recommendation and Officer Recommendation

F1711/073

Moved Councillor C Tarbotton, seconded Councillor J McCallum

That the donations and sponsorships for the month of October 2017 be noted.

CARRIED 5/0

7. GENERAL DISCUSSION ITEMS**PROPOSED MEETING DATES 2018**

Thursday, 18 January
Thursday, 15 February
Thursday, 15 March
Thursday, 19 April
Thursday, 17 May
Thursday, 21 June
Thursday, 19 July
Thursday, 16 August
Thursday, 20 September
Thursday, 18 October
Thursday, 15 November

The Director Finance & Corporate Services mentioned that the City has received detailed correspondence from the Dept of Local Government regarding proposals to change the Local Government Act. A position was currently being complied and it is necessary for Council to approve a response at its Council Meeting on 31 January 2018 (submissions close om 8 February). On this basis, it would be appropriate for a Council workshop to be held on this topic following the Finance Committee Meeting scheduled for Thursday 18 January 2018.

The Councillors present supported this arrangement as it may be unlikely that a Wednesday briefing session will be held.

8. NEXT MEETING DATE

Thursday, 7 December 2017

9. **CLOSURE**

The meeting closed at 12.33pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 45 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON THURSDAY, 7 DECEMBER 2017.

DATE: _____ PRESIDING MEMBER: _____