



City of Bunbury Council

Notice of Meeting and Agenda 23 July 2024



CITY OF BUNBURY

4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
Bunbury WA 6231

Table of Contents

Item No	Subject	Page
1.	Declaration of Opening / Announcements of Visitors	7
2.	Disclaimer.....	8
3.	Announcements from the Presiding Member	8
4.	Attendance	9
4.1	Apologies.....	9
4.2	Approved Leave of Absence.....	9
4.3	Attendance at Previous Meetings	10
5.	Declaration of Interest.....	11
6.	Public Question Time.....	13
6.1	Public Question Time	13
6.2	Responses to Public Questions Taken ‘On Notice’.....	13
7.	Confirmation of Previous Minutes and other Meetings under Clause 19.1	14
7.1	Minutes	14
7.1.1	Minutes – Ordinary Council Meeting	14
7.1.2	Minutes – Council Advisory Committees	15
8.	Petitions, Presentations, Deputations and Delegations	85
8.1	Petitions	85
8.2	Presentations	85
8.3	Deputations.....	85
8.4	Council Delegates’ Reports	85
8.5	Conference Delegates’ Reports.....	85
9.	Method of Dealing with Agenda Business.....	85
10.	Reports.....	86
10.1	Recommendations from Advisory Committees	86
10.1.1	Review of Council Policy: Corporate Revenue Debt Collection.....	86
10.1.2	Review of Council Policy: Elected Member Entitlements	93
10.1.3	Review of Council Policy: Attendance at Events	108
10.1.4	Review of Council Policy: Registration of Freehold Commercial Leases	113
10.1.5	Review of Council Policy: Vandalism Graffiti Management	117
10.1.6	Risk Management Overview and Appetite Statement.....	123
10.1.7	Internal Control Framework	144
10.1.8	CEO Performance Criteria FY2024-25.....	164
10.1.9	CEO Probation Review November 2023 – May 2024.....	167
10.1.10	Inclusion of Alternative Augmentative Communication Boards in all City of Bunbury playgrounds and park refurbishments.....	170
10.2	Chief Executive Officer Reports.....	174
10.3	Director Corporate and Community	175
10.3.1	Evolve Transformation Final Program Update	175
10.3.2	Evolve Transformation – Evolve Benefits Review June 2024	186

Table of Contents

Item No	Subject	Page
10.3.3	Rate Exemption Application – 19 Prinsep Street, Bunbury	216
10.3.4	Schedule of Accounts Paid for the period 1 June 2024 to 30 June 2024	219
10.3.5	Financial Management Report for the Period Ending 31 May 2024.....	217
10.4	Director Sustainable Development	325
10.4.1	State Administrative Tribunal Section 31 - Reconsideration of Proposed Telecommunications Infrastructure at LOT12 #1 Island Queen Street, Withers	325
10.4.2	South West Design Review Panel Referrals.....	475
10.4.3	Proposed Amendment to the City of Bunbury Local Planning Strategy	478
10.4.4	Proposed Scheme Amendment No.13 To City of Bunbury Local Planning Scheme No.8: Proposed Additional Uses At Lot 17 Vittoria Road, Glen Iris.....	499
10.5	Director Infrastructure	522
10.5.1	Appointments to Climate Action and Sustainability Working Group.....	522
11.	Applications for Leave of Absence	525
12.	Motions on Notice.....	526
13.	Questions from Members	527
13.1	Response to Previous Questions from Members taken on Notice	527
13.2	Questions from Members	527
14.	New Business of an Urgent Nature Introduced by Decision of the Meeting.....	527
15.	Meeting Closed to Public	527
15.1	Matters for which the Meeting may be Closed	527
15.2	Public Reading of Resolutions that may be made Public	527
16.	Closure.....	527

Acknowledgement of Country

We acknowledge the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal community and their culture; and to Elders past, present and emerging.

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes

WE ARE OPEN

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance

WE ARE BRAVE

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

Nature of Council’s Role in Decision Making

Advocacy: When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

Executive/Strategic: The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, setting and amending budgets.

Legislative: Includes adopting local laws, town planning schemes and policies.

Quasi-Judicial: When Council determines an application/matter that directly affects a person’s rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Information Purposes: Includes items provided to Council for information purposes only which do not require direction from Council (that is for ‘noting’).

City of Bunbury Council Notice of Meeting

The next Ordinary Meeting of the City of Bunbury Council will be held in the Council Chambers, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on Tuesday, 23 July 2024 at 5.30pm.



Alan Ferris
Chief Executive Officer
(Date of Issue: 18 July 2024)

Agenda

23 July 2024

Note: The recommendations contained in this document are not final and are subject to adoption, amendment (or otherwise) at the meeting.

Council Members:

Mayor Jaysen de San Miguel
Deputy Mayor Tresslyn Smith
Councillor Ben Andrew
Councillor Gabi Ghasseb
Councillor Parthasarathy Ramesh
Councillor Michelle Steck
Councillor Cheryl Kozisek
Councillor Marina Quain
Councillor Karen Steele
Councillor Karen Turner
Councillor Todd Brown

1. Declaration of Opening / Announcements of Visitors

2. Disclaimer

The City of Bunbury accepts no responsibility for any act, omission, statement or intimation that occurs during Council Briefings or Council Meetings. The City refuses liability for any loss caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council Briefings or Council Meetings. Any person or legal entity acting or failing to act in reliance upon any statement, act or omission made during a Council Briefing or Council Meeting does so at their own risk.

Please note the recommendations contained in this document are not final and are subject to adoption, amendment (or otherwise) at the meeting.

Any statement or intimation of approval regarding any planning or development application made during a Council Briefing or Council Meeting is not to be taken as notice of approval from the City. The City advises that anyone who has an application lodged with the City must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attached to the decision made by Council regarding the application.

Copyright

Any plans or documents contained within this Agenda and any associated Appendices are Copyright of the City of Bunbury. The content is protected by Australian and International copyright trademark. Content must not be modified or reproduced without written authorisation of the City of Bunbury.

Recording and Webstreaming of Meetings

- All Ordinary and Special Council Meetings are electronically recorded except when Council resolves to go behind closed doors
- All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office
- The live stream can be accessed at <http://www.bunbury.wa.gov.au/Pages/Live-Stream.aspx>
- Recordings can be accessed at <http://www.bunbury.wa.gov.au/Pages/Council-Meeting-Videos-2022.aspx>
- Images of the public gallery are not included in the streaming, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns regarding the live streaming and recording of meetings, please contact the City's Governance Officer on 9792 7000.

3. Announcements from the Presiding Member

4. Attendance

4.1 Apologies

4.2 Approved Leave of Absence

4.3 Attendance at Previous Meetings

*Data begins from 1 July 2023.

Meeting type	Mayor Miguel	Deputy Mayor Smith	Cr Andrew	Cr Brown	Cr Ghasseb	Cr Kozisek	Cr Quain	Cr Ramesh	Cr Steck	Cr Steele	Cr Turner
Ordinary Council Meeting	15/16	16/16	16/16	10/11	16/16	15/16	15/16	10/11	13/16	15/16	16/16
Special Council Meeting	5/5	5/5	5/5	1/1	4/5	5/5	5/5	1/1	4/5	5/5	5/5
Agenda Briefing	13/16	15/16	16/16	10/11	13/16	15/16	15/16	11/11	12/16	13/16	16/16
Audit Committee	4/4	1/1	2/2	N/A	3/3	1/1	2/3	N/A	2/3	N/A	1/1
Bunbury Events Advisory Committee	N/A	N/A	N/A	N/A	N/A	N/A	2/2	N/A	1/1	N/A	2/2
CEO Performance Review Committee	2/2	1/1	N/A	N/A	1/2	2/2	1/2	N/A	0/2	1/2	N/A
Disability Access and Inclusion Committee	N/A	N/A	1/1	N/A	0/1	N/A	N/A	N/A	N/A	N/A	1/1
Heritage Advisory Committee	N/A	3/3	N/A	3/3	N/A	3/3	1/1	N/A	N/A	N/A	N/A
International Relations Committee	N/A	1/1	N/A	1/1	0/1	N/A	N/A	1/1	N/A	N/A	N/A
Policy Review and Development Committee	N/A	4/4	N/A	N/A	3/3	3/4	4/4	N/A	N/A	4/4	N/A
Youth Advisory Council Committee	N/A	N/A	N/A	N/A	N/A	N/A	1/1	N/A	N/A	N/A	1/1

5. Declaration of Interest

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A: “a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.”

Section 5.60B: “a person has a **proximity interest** in a matter if the matter concerns –

- (a) a proposed change to a planning scheme affecting land that adjoins the person’s land; or
- (b) a proposed change to the zoning or use of land that adjoins the person’s land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.”

Regulation 34C (Impartiality): “**interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.”

Councillor Andrew declared an impartial interest in item 10.4.4 *Proposed Scheme Amendment No.13 To City of Bunbury Local Planning Scheme No.8: Proposed Additional Uses At Lot 17 Vittoria Road, Glen Iris* as he lives in Glen Iris.

Councillor Quain declared an impartial interest in item 10.3.3 *Rate Exemption Application – 19 Prinsep Street, Bunbury* as she is a member of the Bunbury Women’s Club.



Declaration of Interest Form

Sections 5.65, 5.66, 5.67 & 5.68 Local Government Act 1995

This form is for use at meetings of the City of Bunbury Council its Advisory Committees and Working Groups.

Directions:

1. Complete this form and give it to the Presiding Member or an officer at the meeting before the meeting commences.
2. If required, leave the meeting when the agenda item in which you have an interest is discussed
3. The Presiding Member will call you back into the meeting at the conclusion of the discussion, debate and vote on the item.

Discloser's Name:				
Discloser's Title:	<input type="checkbox"/> Mayor <input type="checkbox"/> Councillor <input type="checkbox"/> Committee Member (where not an elected councillor or City employee) <input type="checkbox"/> City of Bunbury Employee - <i>please state your position title below:</i>				
Name & Date of Meeting:	Type of Meeting (tick one) <input type="checkbox"/> Council Meeting (this will also apply to any corresponding agenda briefing session) <input type="checkbox"/> Committee of Council: (insert name of Committee below)	Date of Ordinary Council Meeting:/...../..... Date of Committee Meeting:/...../.....			
Insert the heading (or title) of the agenda report in which you wish to disclose an interest AND state the type of Interest (please tick one of the boxes in Part A or Part B)	Part A (Financial Interest/Proximity Interest) If you consider your interest (Part A) to be trivial you can request to stay and participate in the discussion and vote on the matter. For your request to be considered, you must complete Part C of this form and disclose the full extent of your interest. You will be required to leave the room while your request is put to the vote, and if the meeting agrees with your request you will be called back in.				
	Part B – Impartiality Interest Disclosing an Impartiality Interest (Part B) does not prevent you from participating in the discussion and voting on the matter. Your interest will be recorded in the minutes of the meeting. (Clause 22 Local Government (Model Code of Conduct) Regulations 2021 refers)				
	Item No.	Agenda Title	Part A Fin	Part A Prox	Part B Imp
State the Nature of Your Interest – if you have ticked Part C above outline why you consider your interest to be trivial/insignificant	Item No.	Nature of Interest/Reason for Interest to be Trivial			
				
				
				
Signature:				

6. Public Question Time

In accordance with Reg. 7(4)(a) of the Local Government (Administration) Regulations 1996, members of the public in attendance at the meeting may stand, state aloud their name and address, and ask a question in relation to any matter over which the municipality of Bunbury has jurisdiction or involvement.

In accordance with Standing Order 6.7(3)(a) a person wishing to ask a question, must complete a question form which is provided in the trays at the back of the public gallery and on the City's website. The completed form must include your name and address and contain no more than three (3) questions. If your question requires research or cannot be answered at the meeting, it will be taken on notice and you will receive a written response and a summary of your question (and any responses provided) will be printed in the minutes of the meeting.

6.1 Public Question Time

6.2 Responses to Public Questions Taken 'On Notice'

Nil

7. Confirmation of Previous Minutes and other Meetings under Clause 19.1

7.1 Minutes

7.1.1 Minutes – Ordinary Council Meeting

The minutes of the Ordinary meeting of the City of Bunbury Council held 25 June 2024 have been circulated.

Recommendation

The minutes of the Ordinary meeting of the City of Bunbury Council held 25 June 2024 be confirmed as a true and accurate record.

Voting Requirement: Simple Majority Required

7.1.2 Minutes – Council Advisory Committees

Applicant/Proponent:	Internal Report
Author:	Various
Executive:	Alan Ferris, Chief Executive Officer
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 7.1.2-A: PRDC Minutes Appendix 7.1.2-B Audit Committee Minutes Appendix 7.1.2-C: CEO Performance Review Committee Minutes

Summary

The following Advisory Committee Meeting was held, and the minutes are presented for noting:

1. Title: Policy Review and Development Committee
Author: Liam Murphy, Governance Officer
Appendix: 7.1.2-A
2. Title: Audit Committee
Author: Greg Golinski, Manager Governance and Integrated Planning
Appendix: 7.1.2-B
3. Title: CEO Performance Review Committee
Author: Maureen Keegan, Senior Governance Officer
Appendix: 7.1.2-C

Council Committee Recommendation

The following Advisory Committee meeting minutes listed in the report be accepted and noted:

1. Policy Review and Development Committee 18 June 2024
2. Audit Committee 25 June 2024
3. CEO Performance Review Committee 25 June 2024

Voting Requirement: Simple Majority



Policy Review and Development Committee

Minutes

18 June 2024

Committee Terms of Reference

- 1** *To review all existing Bunbury City Council policies within a two year period, in line with the local government election cycle and facilitate the development of new policies for consideration by Council on an ongoing basis.*
- 2** *To make recommendations to Council on matters of policy, policy and local law review and policy and local law development.*
- 3** *To explore opportunities that promote policy development in all areas that are within Council's jurisdiction.*
- 4** *To allow any draft policy developed and fully considered by another Advisory Committee of Council to be referred directly to Council for consideration.*
- 5** *To provide Bunbury City Councillors with assistance and support to develop new Council policies.*

City of Bunbury
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PRDC

Table of Contents

<u>Item No</u>	<u>Subject</u>	<u>Page No</u>
1.	Declaration of Opening	1
2.	Disclaimer	1
3.	Announcements from the Presiding Member	1
4.	Attendances	1
4.1	Apologies	1
4.2	Approved Leave of Absence	2
5.	Declaration of Interest	2
6.	Confirmation of Minutes	2
7.	Method of Dealing with Agenda Business	2
8.	Reports	3
8.1	Review of Council Policy: Corporate Revenue Debt Collection	3
8.2	Review of Council Policy: Elected Member Entitlements	6
8.3	Review of Council Policy: Attendance at Events	10
8.4	Review of Council Policy: Registration of Freehold Commercial Leases	13
8.5	Review of Council Policy: Vandalism Graffiti Management	15
9.	Questions from Members	17
9.1	Response to Previous Questions from Members taken on Notice	17
9.2	Questions from Members	17
10.	Urgent Business	17
11.	Date of Next Meeting	17
12.	Close of Meeting	17

Acknowledgement of Country

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- Legislative:** Includes adopting local laws, town planning schemes and policies.
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- Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
- Information Purposes:** Includes items provided to Council for information purposes only which do not require direction from Council (that is for ‘noting’).

PRD/C

1. Declaration of Opening

The presiding member declared the meeting open at 11:02am and in doing so acknowledged the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. The presiding member paid their respects to all members of the Aboriginal community and their culture; and to Elders past, present and emerging.

The presiding member advised that Councillor Steele was attending the meeting via electronic means as approved by the Deputy Mayor (whilst acting as Mayor).

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Cr Gabi Ghasseb	City of Bunbury
Cr Karen Steele (Via electronic means)	City of Bunbury
Cr Marina Quain (Presiding Member)	City of Bunbury
Cr Cheryl Kozisek	City of Bunbury
Cr Tresslyn Smith	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Mrs Karin Strachan	Director Corporate and Community

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance and Integrated Planning
Mr Liam Murphy	Governance Officer
Mrs Maureen Keegan	Senior Governance Officer
Ms Corrie Nottle	Manager Waster Operations and Infrastructure Business Services
Ms Leonie Barwick	Team Leader Corporate Revenue
Ms Gemma Stewart	Senior Lands Officer

4.1 Apologies

Nil

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

Nil

6. Confirmation of Minutes

Committee Decision: Moved Cr Kozisek Seconded Cr Smith

The minutes of the Policy Review and Development Committee Meeting held on 24 April 2024 are confirmed as a true and accurate record.

CARRIED UNANIMOUSLY

7. Method of Dealing with Agenda Business

All items were considered in the order which they appeared on the agenda.

PRD/C

8. Reports

8.1 Review of Council Policy: Corporate Revenue Debt Collection

File Ref:	COB/4469
Applicant/Proponent:	Internal
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.1-A: Revised Corporate Revenue Debt Collection Council Policy

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Corporate Revenue Debt Collection Council Policy. The policy was last reviewed in May 2022 and is now due for review.

The policy was presented to the committee for review at the 24 April 2024 committee meeting where the committee resolved to defer the matter to this meeting.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council endorse the revised Council Policy Corporate Revenue Debt Collection as presented at appendix 8.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.3	Effectively manage the City's resources

Regional Impact Statement

This policy only applies within the City of Bunbury.

Background

This Policy was last reviewed by Council in May 2022 and is now presented to Council by the PRDC for its biennial review.

The policy was presented to the committee for review at the 24 April 2024 committee meeting where the committee resolved to defer the matter to this meeting.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

The *Local Government (Financial Management) Regulations 1996* apply.

Officer Comments

Officers have reviewed the current policy and suggest changes to enhance clarity and consistency within the policy, and to reflect best practices. A copy of the revised policy with tracked changes is attached at appendix 8.1-A.

A notable change under point 4 of the policy procedure is the change from the Council's debt collection agency being requested to issue a general procedure claim instead of a minor case claim. The standard practice of the City's legal representation is to issue a General Procedure Claim and has provided the following comparison to support this practice:

Minor Case Claims:

- These are informal & less complex proceedings for Claims up to \$10,000.
- Unless agreed by the parties, legal representation is not permitted and for this reason we nominate to lodge General Procedure Claims.

General Procedure Claims:

- Legal representation is allowed for general procedure claims as it is a more formal process.
- GPCs can be commenced for Claims up to \$75,000.
- Claimants *may* have to pay for their own costs for GPCs with claims under \$10,000, however, Local Governments can claim all their reasonable costs under s6.56 of the *Local Government Act* which allows us to include/recover reasonable costs regardless of the Claim amount.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This matter is presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Following Council endorsement, any revisions to the policy will become effective immediately.

Outcome of Meeting 18 June 2024

Following extensive discussion on this matter, Cr Steel moved, and Cr Steck seconded the motion as written. During debate, Cr Kozisek moved, and Cr Smith seconded an amendment to the motion being:

That the Policy Review and Development Committee recommend that Council endorse the revised Council Policy Corporate Revenue Debt Collection as presented at appendix 8.1-A with modification to clause 4 of the policy procedure for consideration as to whether the City or debt collector would issue the general procedure claim.

Cr Ghasseb moved, and Cr Quain seconded a motion to suspend standing orders. The presiding member put the motion to the vote and it was carried 3 votes for / 2 votes against. Cr Kozisek and Cr Steele voted against.

Following debate, Cr Quain moved, and Cr Kozisek seconded a motion to reinstate the standing orders. The presiding member put the motion to the vote and it was carried unanimously.

The presiding member put the amendment to the vote and it was carried 4 votes for / 1 vote against. Cr Ghasseb voted against.

The presiding member then put the substantive motion to the vote and it was carried 4 votes for / 1 vote against. Cr Ghasseb voted against.

That the Policy Review and Development Committee recommend that Council endorse the revised Council Policy Corporate Revenue Debt Collection as presented at appendix 8.1-A with modification to clause 4 of the policy procedure for consideration as to whether the City or debt collector would issue the general procedure claim.

8.2 Review of Council Policy: Elected Member Entitlements

File Ref:	COB/6306
Applicant/Proponent:	Internal
Responsible Officer:	Liam Murphy, Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.2-A: Revised Council Policy Elected Member Entitlements

Summary

The purpose of this report is to facilitate a review of the Council Member Entitlements Policy. The policy was last reviewed in December 2022 however it was requested at the 28 February 2024 meeting of the PRDC that it be put to the next meeting of the committee for review. The policy was presented to the committee for review at the 24 April 2024 committee meeting where the committee resolved to defer the matter to this meeting pending further information in relation to the provision of ICT hardware to elected members in the context of the ICT allowance.

Executive Recommendation

That the Committee recommend that Council adopt the revised Council Policy: Elected Member Entitlements as presented at Appendix 8.2-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Pillar: Performance
Aspiration: Leading with purpose and robust governance
Outcome 13: A leading local government
Objective 13.1: Provide strong and accountable leadership and governance.

Regional Impact Statement

This policy only applies within the City of Bunbury.

Background

The policy was last reviewed in December 2022 however it was requested at the 28 February 2024 meeting of the PRDC that it be put to the next meeting of the committee for review. The policy was presented to the committee for review at the 24 April 2024 committee meeting where the committee resolved to defer the matter to this meeting pending further information in relation to the provision of ICT hardware to elected members in the context of the ICT allowance.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Local Government Act 1995

Western Australia Salaries and Allowances Act 1975

- Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023

Officer Comments

The *Local Government Act 1995* provides parameters for Elected Member sitting fees and allowances. Further, the SAT determines the levels of sitting fees and allowances payable, with paragraph 22 (Conclusions) of the most recent determination into Local Government CEOs and Elected Members is relevant in this context:

22. *If an annual ICT allowance is preferred over reimbursement of costs, councils must calculate, with consideration to their internal policies and procedures, including asset management, an amount within the ICT allowance range (currently \$500 - \$3,500) that considers the total cost of ICT and ensures payment will not result in a windfall gain for council members. It is not intended for the maximum ICT allowance to be paid in addition to providing equipment and hardware.*

For additional clarity, under section 9.2 of the SAT determination, ICT expenses are defined as follows:

1. *rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
2. *any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or*
3. *any expenses, including the purchase costs, of ICT hardware provided to elected member*

A comparison with other band 1 local governments was conducted and the results are in the table below.

Whilst the table shows that other Local Governments have policies in place that permit both payment of the maximum allowance and separate provision of a device, the SAT determination is clear that the ICT allowance must comprise all ICT equipment and that a Local Government cannot pay the full ICT allowance and separately provide ICT equipment.

Officers have also sought advice from WALGA who advised that their view is in alignment with City staff, that such policies would be inoperable to the extent of any inconsistency with the SAT determination.

Local Government	ICT Allowance Paid*	Devices Provided	Notes
City of Bunbury	\$3,500	Not within policy	
City of Busselton	\$3,500	Standard Issue telephone + portable device	Can choose to keep device at end of term
City of Mandurah	\$3,500	Standard issue device (no sim card)	Devices returned at end of term
City of Melville	\$3,500	1 laptop, desktop or tablet	Devices may be purchased at end of term
City of Geraldton	\$3,500	1 laptop or tablet	Devices returned at end of term
City of Cockburn	\$3,500	1 mobile computer	
City of Canning	\$3,500	Not within policy	
City of Fremantle	\$3,500	Mayor provided with mobile and computer	Councillors have access to computer in admin centre
City of Swan	\$2,400	Laptop or desktop / Tablet / Smart Phone	Can purchase at end of term for depreciated value
Town of Port Hedland	\$3,500	Standard issue device	
City of Rockingham	\$3,500	1 device (no sim card)	Devices returned at end of term. Also have Policy detailing limits of usage

Whilst no changes to this process are recommended should the committee wish to explore other options whereby devices (i.e laptops) are provided by the City in lieu of the full ICT expenses allowance, then it is suggested that such a conversation be held at a strategic workshop where Officers could provide details of the cost implications of the various options.

Whilst preparing this report for the Committee, Officers have taken the opportunity to make some minor referencing amendments within Annexure 4 of the policy, having updated the references which previously read “*Local Government Officers’ (WA) Interim Award 2011*” to “*Local Government Officers’ (Western Australia) Award 2021*”. The figures within the annexure are unchanged.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This matter is presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.

Outcome of Meeting 18 June 2024

Following extensive discussion on this matter, The Manager Governance suggested an update to the executive recommendation to include an additional point as follows:

2. *Advocate to the Salaries and Allowances Tribunal for an increase to the annual ICT allowance during its next review of allowances for Local Governments in 2025.*

The revised recommendation would therefore read:

That the Committee recommend that Council:

1. *Adopt the revised Council Policy: Elected Member Entitlements as presented at Appendix 8.2-A.*
2. *Advocate to the Salaries and Allowances Tribunal for an increase to the annual ICT allowance during its next review of allowances for Local Governments in 2025.*

Cr Smith moved, and Cr Ghaseb seconded the motion, including the additional point 2. The presiding member put the motion to the vote and it was carried 3 votes for / 2 votes against. Cr Kozisek and Cr Steele voted against.

That the Committee recommend that Council

1. ***Adopt the revised Council Policy: Elected Member Entitlements as presented at Appendix 8.2-A.***
2. ***Advocate to the Salaries and Allowances Tribunal for an increase to the annual ICT allowance during its next review of allowances for Local Governments in 2025.***

8.3 Review of Council Policy: Attendance at Events

File Ref:	COB/6306; COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 8.3-A Council Policy Attendance at Events

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Attendance at Events.

A copy of the current policy is contained at Appendix 8.3-A.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Attendance at Events, with no changes recommended.

Voting Requirement: Absolute Majority

Strategic Relevance

Pillar Performance
Aspiration Leading with purpose and robust governance
Outcome 13 A leading local government
Objective 13.1 Provide strong, accountable leadership and governance

Regional Impact Statement

This Policy applies only to the City of Bunbury.

Background

This Policy was adopted in its current form by Council on 23 June 2020 as a statutory requirement pursuant to section 5.90A of the *Local Government Act 1995* (LGA). It was last reviewed by the PRDC/Council in June 2022 where it remained unchanged.

The policy was adopted in line with model text provided by the Department of Local Government, Sport and Cultural Industries for that purpose.

Council Policy Compliance

This report facilitates the review of existing Council Policy Attendance at Events.

Legislative Compliance

Section 5.90A of the LGA requires a local government have in place a policy that deals with matters relating to the attendance of council members and the CEO at events, including:

- a) the provision of tickets to events; and
- b) payments in respect of attendance; and
- c) approval of attendance by the local government and criteria for approval; and
- d) any prescribed matter.

Officer Comments

The purpose of the Attendance at Events Policy is for:

- Council to actively consider the purpose of and benefits to the community from council members attending events.
- To provide a framework for the acceptance of invitations to such events.
- To clarify who pays for tickets to events.
- To provide transparency to the community on the acceptance of tickets to events.

The policy also complements the gift provisions within the LGA, and specifically where gifts may be received that would prevent Elected Members from participating in future decision-making involving the donor/event organiser.

Officers have reviewed the current policy and have determined that no amendments to legislation or the model text has been implemented since the last review, and therefore do not propose any changes.

Analysis of Financial and Budget Implications

Nil as there are no changes proposed to the policy.

Community Consultation

Nil

Councillor/Officer Consultation

This matter is prescribed to the Policy Review and Development Committee for consideration.

Applicant Consultation

No applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.

Outcome of Meeting 18 June 2024

Following general discussion, Cr Kozisek moved and Cr Ghasseb seconded the executive recommendation as written. The presiding member put the motion to the vote and it was carried unanimously.

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Attendance at Events, with no changes recommended.

PRDC

8.4 Review of Council Policy: Registration of Freehold Commercial Leases

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Gemma Stewart, Senior Lands Officer
Responsible Manager:	Jessica Kelly, A/Manager Economic Development
Executive:	Alan Ferris, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.4-A: Registration of Freehold Commercial Leases Council Policy

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Registration of Freehold Commercial Leases. The policy was last reviewed in February 2022 and is now due for its biennial review.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Registration of Freehold Commercial Leases, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.3	Effectively manage the City's resources

Regional Impact Statement

Nil.

Background

This policy was last reviewed in February 2022 and is presented to Council as part of a biennial policy review process. The policy applies to commercial leases on freehold land between the City and third parties.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have undertaken a review of the policy and consider that no changes are necessary at this time.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This policy is presented to the PRDC for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediate once Council have endorsed the recommendation.

Outcome of Meeting 18 June 2024

Cr Ghasseb asked the following question in relation to this item, which was taken on notice:

In relation to this policy, are there any legislative requirements under the retail tenancy act?

Following general discussion, Cr Kozisek moved and Cr Smith seconded the executive recommendation as written. The presiding member put the motion to the vote and it was carried unanimously.

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Registration of Freehold Commercial Leases, with no changes recommended.

8.5 Review of Council Policy: Vandalism Graffiti Management

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Corrie Nottle, Manager Waste Operations and Infrastructure Business Services
Responsible Manager:	Corrie Nottle, Manager Waste Operations and Infrastructure Business Services
Executive:	Gavin Harris, Director Infrastructure
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.5-A: Revised Council Policy Vandalism Graffiti Management

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Vandalism Graffiti Management. The policy was last reviewed by Council in February 2022 and is due for its biennial review.

A copy of the policy is at Appendix 8.5-A.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council endorse the revised Council Policy Vandalism Graffiti Management as presented at appendix 8.5-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.1	Provide strong, accountable leadership and governance

Regional Impact Statement

This policy applies to the City of Bunbury only.

Background

The policy was last reviewed in February 2022 and is now due for its biennial review.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Nil

Officer Comments

Officers have undertaken a review of the Policy and suggest amendments to enhance clarity within the Policy and reflect the current best practices and legislation.

A copy of the policy with tracked changes is attached at appendix 8.5-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This policy is presented to the PRDC for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediate once Council have endorsed the recommendation.

Outcome of Meeting 18 June 2024

Following general discussion, Cr Kozisek moved and Cr Smith seconded the executive recommendation as written. The presiding member put the motion to the vote and it was carried unanimously.

That the Policy Review and Development Committee recommend that Council endorse the revised Council Policy Vandalism Graffiti Management as presented at Appendix 8.5-A.

9. Questions from Members

9.1 Response to Previous Questions from Members taken on Notice

Nil

9.2 Questions from Members

Nil

10. Urgent Business

Nil

11. Date of Next Meeting

The next PRDC meeting is scheduled for Wednesday, 28 August 2024.

12. Close of Meeting

The Presiding Member closed the meeting at 12:14pm.

PRDC



Audit Committee

Minutes

25 June 2024

AUDIT COMMITTEE

City of Bunbury
4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
Bunbury WA 6231

Audit Committee Terms of Reference

The duties and responsibilities of the committee will be:

- a) *Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits and matters related to financial management;*
- b) *Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;*
- c) *Liaise with the CEO to ensure that the local government does everything in its power to:*
 - *assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and*
 - *ensure that audits are conducted successfully and expeditiously;*
- d) *Examine the reports of the auditor after receiving a report from the CEO on the matters to:*
 - *determine if any matters raised require action to be taken by the local government; and*
 - *oversee the implementation of any action so determined in respect of those matters;*
- e) *Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;*
- f) *Review the scope of the internal audit plan and program and its effectiveness;*
- g) *Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or the CEO;*
- h) *Review the level of resources allocated to internal audit and the scope of its authority;*
- i) *Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;*
- j) *Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;*
- k) *Review the local government's draft annual financial report, focusing on:*
 - *accounting policies and practices;*
 - *changes to accounting policies and practices;*
 - *the process used in making significant accounting estimates;*
 - *significant adjustments to the financial report (if any) arising from the audit process;*
 - *compliance with accounting standards and other reporting requirements; and*
 - *significant variances from prior years;*
- l) *Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;*
- m) *Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;*
- n) *Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;*
- o) *Review the annual Compliance Audit Return and report to the council the results of that review,*
- p) *Having regard to the culture and capability of the organisation, consider the CEO's reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews;*
- q) *Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance;*
- r) *Oversee the implementation of any action required following receipt of the review of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance;*
- s) *Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of the appropriateness and effectiveness of the financial management systems and procedures;*
- t) *Oversee the implementation of any action required following receipt of a review of the appropriateness and effectiveness of the financial management systems and procedures.*

Table of Contents

1.	Declaration of Opening.....	4
2.	Disclaimer	4
3.	Announcements from the Presiding Member	4
4.	Attendances.....	4
4.1	Apologies.....	5
4.2	Approved Leave of Absence.....	5
5.	Declaration of Interest.....	5
6.	Public Question Time	5
7.	Confirmation of Minutes	5
8.	Presentations.....	5
9.	Method of Dealing with Agenda Business.....	5
10.	Reports	6
10.1	Managing Employee Leave Balances	6
10.2	Strategic and Annual Internal Audit Plans.....	9
10.3	Risk Management Overview and Appetite Statement	13
10.4	Artificial Intelligence (AI) Plan.....	18
10.5	Internal Control Framework	21
10.6	Payroll Audit Report.....	24
10.7	Internal Audit Database.....	27
10.8	Interim Audit Results for the Year Ending 30 June 2024	31
10.9	Update on the Ocean Pool Project	34
11.	Applications for Leave of Absence	36
12.	Motions of which previous notice has been given.....	36
13.	Questions from Members	36
13.1	Response to Previous Questions from Members taken on Notice.....	36
13.2	Questions from Members.....	36
14.	New business of an urgent nature	36
15.	Matters for which the meeting may be closed	36
16.	Date of next meeting.....	36
17.	Close of Meeting.....	36

Acknowledgement of Country

We acknowledge the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal community and their cultures; and to Elders past, present and emerging.

Audit Committee

Minutes

25 June 2024

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

1. Declaration of Opening

The Presiding Member declared the meeting open at 11.33am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

The Presiding Member took the opportunity to advise Audit Committee members that the Council will be dealing with a number of important matters in the next few months, some of which may be referred to this Committee for some oversight.

4. Attendances

Committee Members:

Member Name	Representing
Mayor Jaysen Miguel	City of Bunbury
Cr Gabi Ghasseb (Presiding Member)	City of Bunbury
Cr Ben Andrew (Deputy Member)	City of Bunbury
Cr Karen Turner (Deputy Member from 11.33-12.04)	City of Bunbury
Cr Tresslyn Smith (Deputy Member from 12.04-12.42)	City of Bunbury
Mr John Barratt	Independent Member
Mr Stuart Eaton	Independent Member

Support Staff/Visitors:

Name	Title
Mr Greg Golinski	Manager Governance
Mr Alan Ferris	Chief Executive Officer
Mrs Karin Strachan	Director Corporate and Community Services
Mr David Ransom	Manager Finance
Mr Jordan Hunt	Team Leader Integrated Planning and Risk
Mrs Delise Fynn	Internal Auditor

4.1 Apologies

Cr Steck

4.2 Approved Leave of Absence

Cr Quain is on approved leave of absence.

5. Declaration of Interest

IMPORTANT: Committee members to complete a "Disclosure of Interest" form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.

Nil

6. Public Question Time

Not applicable to this committee.

7. Confirmation of Minutes

Committee Decision: Moved: Mayor Miguel Seconded: Mr Eaton

The minutes of the Audit Committee Meeting held on 30 May 2024 are confirmed as a true and accurate record.

CARRIED

8. Presentations

Nil

9. Method of Dealing with Agenda Business

Items were dealt with in the order they appeared in the agenda.

10. Reports

10.1 *Managing Employee Leave Balances*

File Ref:	COB/6329
Applicant/Proponent:	Internal
Responsible Officer:	Odetta Robertson, Manager People and Safety
Responsible Manager:	Odetta Robertson, Manager People and Safety
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

The purpose of this report is to furnish the Audit Committee (the Committee) with an update concerning the management of excess annual leave for City staff.

Executive Recommendation

That the Audit Committee note the information provided within the report.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.1	Provide strong, accountable leadership and governance

Regional Impact Statement

N/A

Background

At its meeting held in February 2024, the Committee requested that the CEO provide a report detailing the City's approach around how excess annual leave is managed.

Council Policy Compliance

There are no Council policies relating to this report.

Legislative Compliance

N/A

Officer Comments

Historically, leave balances for City staff were managed through manual processes. Prior to the implementation of HRIS, the payroll officer would generate monthly reports highlighting staff with excessive leave balances. These reports would be emailed to Directors and Managers for action. Based on this information, leave plans were formulated and maintained as leaders were tasked with reducing leave balances.

With the introduction of HRIS, the manual distribution of leave balance reports became unnecessary as line managers gained real-time access to their staff's leave balances.

To ensure effective management of leave balances the following controls are proposed:

- *Training Session to achieve better awareness and skills development* – The Senior Business Partner will develop a short session for Business Partners to deliver to their leaders. This session will focus on leave balances within the payroll system and emphasise the importance of managing leave effectively.
- *Incorporation into Meeting Templates* – Business Partners will include “Leave Balance Checks” in their leader meeting templates with a reminder to review leave balances regularly.
- *Monthly Report Development* – The Payroll Officer will create a report from the payroll system and distribute this to Managers/ Directors on a monthly basis. This report will highlight any excessive leave balances, enabling proactive management by leadership.

The Manager and the Senior Business Partner will conduct a review of this process in six months' time to refine and amend as necessary, ensuring the effective management of leave balances going forward.

Analysis of Financial and Budget Implications

Nil

Community Consultation

N/A

Councillor/Officer Consultation

This matter is presented to the Committee for information.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

This matter is presented to the Committee for information only.

Outcome of Meeting

Following some general discussion in relation to this item, the Executive Recommendation was moved by Mr Eaton and seconded by Cr Turner and was carried unanimously as follows:

That the Audit Committee note the information provided within the report.

AUDIT COMMITTEE

10.2 Strategic and Annual Internal Audit Plans

File Ref:	COB/4914; COB/4748
Applicant/Proponent:	Internal
Responsible Officer:	Delise Fynn, Internal Auditor
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 1: FY25-F28 Strategic Internal Audit Plan Appendix 2: FY25 Annual Internal Audit Plan Appendix 3: Draft Scope Annual Project Report Audit

Summary

The Internal Audit Charter requires the Internal Auditor to submit to senior management and the Audit Committee a Strategic Internal Audit Plan on a four yearly basis and an Annual Internal Audit Plan each fiscal year for review and approval.

It also requires that the Internal Auditor communicate the impact of resource limitations and significant interim changes to senior management and the Audit Committee.

The intention of this report is to inform the Committee of:

- adjustments made to the Strategic Internal Audit Plan due to the vacancy of the Internal Auditor position during FY24; and
- the Internal Audit Plan for FY25.

The Committee will note the inclusion of annual Project Report Audit for each financial year commencing 2024 as agreed to by the CEO at the last meeting of the Committee. To this extent a draft scope for this review is also provided to enable the internal audit function to progress this in a timely manner (see Appendix 3).

Note that scopes of work are not normally provided to the Committee for endorsement prior to implementation, however given that the request for this piece of work resulted from a motion on notice that was ultimately withdrawn on the basis that it would be included administratively in the audit plan, it is considered appropriate in this instance to have the Committee receive the scope.

Executive Recommendation

That the Audit Committee:

- Receives the FY25-F28 Strategic Internal Audit Plan as at Appendix 1.
- Receives the FY25 Annual Internal Audit Plan as at Appendix 2.
- Receives the scope of work for the Annual Project Report Audit as at Appendix 3.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Performance
 Aspiration: Leading with performance and robust governance.
 Outcome: A leading local government.
 Objective: Enhance and protect the City of Bunbury’s value by providing risk-based and objective assurance, advise and insight.

Regional Impact Statement

N/A

Background

The Strategic Internal Audit Plan outlines the areas of focus of the internal audit function for a four-year period FY25 to FY28. The plan is reviewed annually to ensure it remains relevant and effective. Due to resource and organisational changes the following adjustments have been made to the Strategic Internal Audit Plan.

Internal Audit Area	Management Area	Scheduled Audit Date	Rescheduled Audit Date
IT General Information System Controls	Information Communication and Technology	FY25	FY26
Contract Management	Finance	FY24	FY25
Financial Management (Financial Close & Reporting)	Finance	FY24	FY25
Financial Management (Receivables & Revenue)	Finance	FY24	FY25
Lease Management	Economic Growth	FY23	FY25
Risk Management	Governance & Integrated Planning	FY25	FY26
Project Management	Governance & Integrated Planning	FY24	FY25
Strategy	Governance & Integrated Planning	FY25	FY26
Development Assessment	City Growth	FY25	FY26
Environmental Health	Community Wellbeing	FY24	FY26
Asset Management & Maintenance	Projects & Asset Management/Infrastructure Maintenance Services	FY23	FY25

The Annual Internal Audit Plan is derived from the Strategic Internal Audit Plan and sets out the internal audit function’s proposed internal audit specifications for FY25.

Council Policy Compliance

- City of Bunbury Risk Management Framework
- City of Bunbury Compliance Framework
- City of Bunbury Internal Control Framework

Legislative Compliance

Regulation 17 of the *Local Government (Audit) Regulations 1996*

r.17. CEO to review certain systems and procedures.

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
(a) risk management; and
(b) internal control; and
(c) legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review **not less than once in every 3 financial years.***
- (3) *The CEO is to report to the audit committee the results of that review.*

Officer Comments

The documents at appendices 1-3 are presented to the Audit Committee for noting and input as necessary.

Analysis of Financial and Budget Implications

N/A

Community Consultation

N/A

Councillor/Officer Consultation

The report is presented to the Audit Committee for information.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

N/A

Outcome of Meeting

Following some general discussion in relation to this item, the Executive Recommendation was moved by Mayor Miguel and seconded by Mr Eaton and was carried unanimously as follows:

That the Audit Committee:

- 1. Receives the FY25-F28 Strategic Internal Audit Plan as at Appendix 1.***
- 2. Receives the FY25 Annual Internal Audit Plan as at Appendix 2.***
- 3. Receives the scope of work for the Annual Project Report Audit as at Appendix 3.***

10.3 Risk Management Overview and Appetite Statement

File Ref:	COB/6329	
Applicant/Proponent:	Internal	
Responsible Officer:	Jordan Hunt, Team Leader Integrated Planning	
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning	
Executive:	Karin Strachan, Director Corporate and Communities	
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Attachments:	Appendix 4: Draft Risk Appetite Statement Appendix 5: Sample Risk Management Report	

Summary

The purpose of this Report is for the Audit Committee to:

1. Consider and recommend to Council the Risk Appetite Statement.
2. Receive an update as to the current status of the City’s Enterprise Risk Management Service.

Executive Recommendation

That the Audit Committee:

1. Note the update in relation to the status of the City’s Enterprise Risk Management Service; and
2. Recommends that Council endorse the Draft Risk Appetite Statement as presented at Appendix 4, noting that the Risk Tolerance Measures, once determined, will be returned to Council for consideration via the Audit Committee.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar:	Performance
Aspiration:	Leading with purpose and robust governance.
Outcome 13:	A leading local government.
Objective 13.1:	Provide strong, accountable leadership and governance.

Regional Impact Statement

Nil

Background

This Enterprise Risk Management (ERM) report provides an overview of the City of Bunbury's progress in implementing Risk Management as a service against plan. The report also provides further details of the key activities completed and in progress such as the revised risk appetite statement, development of the Pulse Risk Management software system, and assessment of the organisation's strategic and operational risks.

A review of the City's Risk Appetite Statement (RAS) has been completed and is included as an attachment to this report (see Appendix 4). The RAS has been developed based on the City's Opportunity and Risk Matrix as developed by the Executive in collaboration with Councillors.

The RAS details the types and levels of risk the organisation is willing to accept in pursuit of its objectives. The core of the statement includes specific risk categories and the corresponding appetite levels for each, expressed in qualitative terms, being high, moderate, or low as well as quantitative metrics. The quantitative metrics allow the City to monitor how effectively the organisation is in applying the guidance provided by the statement.

The tolerances set within the statement have been initially determined by the Risk Board and will be subject to review at least annually. The risk tolerance measures are all yet to be determined as they are dependent on the risk tolerances being endorsed first. The measures will be initially identified by the Risk Board following Council endorsement of the risk tolerances, after which they will be provided to the Audit Committee for consideration.

Council Policy Compliance

Risk Management Council Policy
Risk Management Framework

Legislative Compliance

The Enterprise Risk Management service is developed in the context of Regulation 17 of the *Local Government (Audit) Regulations 1996*.

Officer Comments

Progress against plan is detailed below:

Phase	Key Deliverables	Timeframe	Status
Phase 1: Establishment of the Enterprise Risk Management service	Development of Framework and Operational Risk Register, identification of Risk Owners, development of Risk Reporting Template (ELT), identification of Risk Team requirements (training, space).	March '23 - Jun '23	Completed

Phase	Key Deliverables	Timeframe	Status
Phase 2: Establishment of the organisational risk approach	Development of process maps, trigger maps, Escalation Framework, and organisational tools & templates.	Jul '23 - Sept '23	In progress (Ongoing development, review and refinement of tools and templates occurring to suit Pulse solution)
Phase 3: Prepare for the implementation of Pulse Software	Identification of user needs, requirements and training, input of system information and update processes in line with software.	Oct '23 - Dec '23	In progress (Pulse solution has been built and is being utilised by the Risk Team as administrators. Role of system to users in progress)
Phase 4: Embedding of Enterprise Risk service and Pulse Software	Internal communications plan and engagement to effectively initiate the embedding of the Enterprise Risk Management service within the organisation.	Jan '24 - Jun '24	In progress (The City has commenced embedding ERM throughout the organisation. The Risk Team is working with Risk Owners to assess risks, capture control information, and learn the Pulse system.
Phase 5: Establishment of Control Assurance Program (BAU)	Schedule, engagement plan and approach for continual improvement of risk controls	Jul '24 - Dec '24	Not started

Phase 2 Update:

Having now established the Risk Board and completed the review of the Risk Appetite statement, the focus of the Risk Team has shifted to the processes for identifying and assessing risks across the business as well as for monitoring and reporting risks in a standardised manner.

Progress is underway in developing the identification and assessment processes and tools of the risk management framework. The team is currently developing a comprehensive risk assessment template designed for staff use. The template is automated through SharePoint and facilitates the identification and evaluation of potential risks across various operations. Once completed by staff, the risk team will review these assessments to ensure accuracy and completeness. This process ensures that all relevant information is appropriately incorporated into the risk register, fostering a more thorough and organised approach to risk management.

The City of Bunbury has made significant progress in developing its monitoring and reporting processes for risk management, ensuring comprehensive oversight and accountability. One of the key advancements includes the development of standardised risk management reports tailored to meet the specific requirements of both the risk board and the audit committee. These reports provide consistent, clear, and detailed insights into risk exposure and mitigation strategies, facilitating more informed decision-making. Additionally, the standardised format ensures that all relevant stakeholders receive uniform information, thereby enhancing transparency and coherence in the organisation's risk management practices. An example/sample of the Audit Committee risk management report that will be provided to the Committee in future is included as an attachment to this agenda report (see Appendix 5).

Phase 3 Update:

The Pulse Risk Management solution is a platform designed to enhance the City's risk identification, assessment, and mitigation capabilities. The system facilitates real-time monitoring, reporting, and analysis of risks, ensuring a proactive and data-driven approach to risk management. The design and build phase of the software has been completed, with the training and onboarding of staff now the focus of the team.

The organisation has made commendable progress towards embedding Risk Management as a service within its operations. The integration of the Pulse Risk Management software system, alignment of the risk appetite statement, review of risk registers, and establishment of the Risk Board contribute to a sustainable and proactive approach to enterprise risk management.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This matter is presented to Council by the Audit Committee for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Not applicable

Outcome of Meeting

Following some general discussion in relation to this item, the Executive Recommendation was moved by Mr Eaton and seconded by Mayor Miguel and was carried unanimously as follows:

That the Audit Committee:

- 1. Note the update in relation to the status of the City's Enterprise Risk Management Service; and***
- 2. Recommends that Council endorse the Draft Risk Appetite Statement as presented at Appendix 4, noting that the Risk Tolerance Measures, once determined, will be returned to Council for consideration via the Audit Committee.***

10.4 Artificial Intelligence (AI) Plan

File Ref:	COB/6329		
Applicant/Proponent:	Elijah Glass – Manager Information Services		
Responsible Officer:	Elijah Glass – Manager Information Services		
Responsible Manager:	Elijah Glass – Manager Information Services		
Executive:	Karin Strachan – Director Strategy and Organisational Performance		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative	<input checked="" type="checkbox"/> Information Purposes	
Attachments:	Appendix 6: City of Bunbury AI Plan		

Summary

The City of Bunbury continues to make significant progress in Digital Innovation. With the recent acceleration in Artificial Intelligence (AI) the City has developed an AI plan to allow for adoption of the new technology.

Executive Recommendation

That the Audit Committee note the City of Bunbury AI Plan.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Reputation
Aspiration	Performance: Leading with purpose and robust governance.
Outcome 13	A leading local government
Objective 13.3	Effectively manage the City’s resources

Regional Impact Statement

Prioritising the adoption of new technologies including AI allow for increased efficiency in the use of City resources and daily operations, which ultimately leads to improved services for the community.

Background

In February 2024 the Audit Committee noted the increased impact of AI globally. It was queried what was being done in the space and the need for a clear plan and guidelines.

Council Policy Compliance

Not applicable

Legislative Compliance

Not applicable

Officer Comments

The City has developed an AI Plan (see Appendix 6) which will allow for the continued implementation of AI tools to staff across the organisation. In conjunction with the recently adopted AI Management Policy, it outlines how this is to be done in a safe and ethical manner. Furthermore, the plan is focused on providing staff with training and understanding, which will facilitate the skills required for staff to remain up to date within a changing global environment.

The outstanding skills and confidence of the data and digital team continue to accelerate the City towards being a leading local government through timely innovation.

Analysis of Financial and Budget Implications

None

Community Consultation

Not applicable

Councillor/Officer Consultation

This matter is presented to the Audit Committee for information.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

Outcome of Meeting

During discussion on this matter, Cr Turner left the meeting at 12.04pm and did not return. Cr Smith assumed the role of Deputy Member from 12.04pm onwards.

It was noted that the AI Taskforce referenced within the Plan would keep Council and this committee informed of relevant matters as the City progresses its use of AI.

Following some general discussion in relation to this item, the Executive Recommendation was moved by Cr Andrew and seconded by Mr Barratt and was carried unanimously as follows:

That the Audit Committee note the City of Bunbury AI Plan.

AUDIT COMMITTEE

10.5 Internal Control Framework

File Ref:	COB/6639		
Applicant/Proponent:	Internal		
Responsible Officer:	Delise Fynn, Internal Auditor		
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning		
Executive:	Karin Strachan, Director Corporate and Community		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes	
Attachments:	Appendix 7: Draft Internal Control Framework		

Summary

An internal control framework has been established for the development of procedures to collectively ensure that financial and non-financial activities of Council are conducted in a proper manner. Through this framework, the City’s Council and management can obtain reasonable assurance regarding the achievement of objectives in relation to:

- Effectiveness and efficiency of financial and operational performance goals;
- Internal and external financial and non-financial reporting; and
- Compliance with relevant laws and regulations.

This will be done by identifying risks that will prevent these goals and objectives from being achieved, and then identify what effective controls are required to mitigate identified risks.

Executive Recommendation

That the Audit Committee request that Council endorse the draft Internal Control Framework as presented at Appendix 7.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Performance
 Aspiration: Leading with purpose and robust governance.
 Outcome 13: A leading local government.
 Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

N/A

Background

The *Local Government (Audit) Regulations 1996* (Regulation 17) requires the following:

1. The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:
 - a. risk management;
 - b. internal control; and
 - c. legislative compliance.
2. The review may relate to any or all the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review no less than once every 3 financial years (with effect 28 June 2018).
3. The CEO is to report to the audit committee the results of that review.

During reporting for the above in FY20 and FY23, the development of an internal control framework for the City of Bunbury was identified as an area of improvement. Both reports were endorsed by the audit committee on 5 March 2020 and 13 June 2023, respectively.

In response to a finding raised in the Regulation 17 review reports, an internal control framework has been developed. The details of the existing Internal Control Management policy have been included in the framework and will therefore be revoked.

The aim of the internal control framework is to guide management in developing procedures that will collectively achieve the City's goals and objectives. This is done by identifying risks that will prevent these goals and objectives being achieved, and then identify what effective controls are required to mitigate identified risks.

Council Policy Compliance

The existing Management Policy on Internal Control will be revoked pending the endorsement of the Internal Control Framework.

Legislative Compliance

Regulation 17 of the *Local Government (Audit) Regulations 1996* applies.

Officer Comments

It is requested that the Audit Committee endorse the Internal Control Framework as provided at Appendix 7.

This Internal Control Framework is based on a pro-active risk management approach that includes regular review and identification of the risks that exist within the City. As part of the framework, an effective Risk Management Framework, which is an integral part of the framework, is maintained.

An effective internal control environment focuses on the following key areas to provide reasonable assurance over Council's activities:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring Activities

Analysis of Financial and Budget Implications

N/A

Community Consultation

N/A

Councillor/Officer Consultation

The Framework is presented to the Audit Committee for consideration.

Applicant Consultation

This matter is presented to the Audit Committee for consideration.

Timeline: Council Decision Implementation

Immediately following decision by Council.

Outcome of Meeting

Following some general discussion in relation to this item, the Executive Recommendation was moved by Mr Barratt and seconded by Mr Eaton and was carried unanimously as follows:

That the Audit Committee request that Council endorse the draft Internal Control Framework as presented at Appendix 7.

10.6 Payroll Audit Report

File Ref:	COB/6353		
Applicant/Proponent:	Internal Audit		
Responsible Officer:	Delise Fynn, Internal Auditor		
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning		
Executive:	Karin Strachan, Director Corporate and Community		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes	
Attachments:	CONFIDENTIAL Appendix 8: Payroll Internal Audit Report		

Summary

Internal audit has completed a review of the City of Bunbury’s payroll controls. The internal audit report summarises the findings identified during the review. This purpose of this report is to communicate how the City of Bunbury has addressed the findings.

A copy of the confidential Internal Audit Report is at Appendix 8.

Executive Recommendation

That the Committee:

1. Note the information within the Internal Audit Report at Confidential Appendix 8; and
2. Endorse the recommendations made within the report at Appendix 8, noting these will be included in the City’s Audit Findings Database.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Performance
 Aspiration: Leading with purpose and robust governance.
 Outcome 13: A leading local government.
 Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

N/A

Background

The Payroll audit was conducted under terms of the approved Internal Audit Plan for FY23/24.

Employee costs for the 2022/23 financial year were \$32 million and the most significant category of expenditure. Given the magnitude of expenditure and importance of the City's employees in driving organisational success, it is important that the Payroll process is operating effectively.

In November 2022, the City of Bunbury's payroll system was moved from Authority to Aurion. As a result, this payroll review has been planned with the key intention of ensuring employees are not only being paid correctly, but also that no issues arose with the transfer of information and entitlements between the old and new systems.

Council Policy Compliance

Nil

Legislative Compliance

Regulation 17 of the *Local Government (Audit) Regulations 1996*

r.17. CEO to review certain systems and procedures.

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.*
- (2) *The review may relate to any or all the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Officer Comments

The payroll audit assessed the key controls pertaining to the payroll process particularly ensuring that employees are paid correctly and that no issues arose from the transfer of information and entitlements between the Authority and Aurion system.

An analysis of the leave balance reports between Authority and Aurion was performed. Management have advised that over the past year, some of these discrepancies were recognised and corrected. A leave balance rectification audit was conducted on 22 September 2023 and 11 October 2023 and all leave has been rectified from these audits. In addition, in the last 6 months, the Payroll and Data and Digital team have been working together to rectify rule sets within the Aurion System.

A copy of the confidential Internal Audit Report is at Appendix 8.

Analysis of Financial and Budget Implications

Nil arising from the recommendations in this report.

Community Consultation

N/A

Councillor/Officer Consultation

This matter is presented to the Audit Committee for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediately following endorsement.

Outcome of Meeting

Following some general discussion in relation to this item, the Executive Recommendation was moved by Mr Eaton and seconded by Mr Barratt and was carried unanimously as follows:

That the Committee:

- 1. Note the information within the Internal Audit Report at Confidential Appendix 8; and***
- 2. Endorse the recommendations made within the report at Appendix 8, noting these will be included in the City's Audit Findings Database.***

10.7 Internal Audit Database

File Ref:	COB/6329	
Applicant/Proponent:	Internal Audit	
Responsible Officer:	Delise Fynn, Internal Auditor	
Responsible Manager:	Greg Golinski, Manager Governance, and Integrated Planning	
Executive:	Karin Strachan, Director Corporate Community	
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Attachments:	CONFIDENTIAL Appendix 9: Database of Audit Findings	

Summary

The City of Bunbury has established a database and follow-up process to monitor and ensure that management’s actions to audit findings (both internal and external) have been effectively implemented.

The database (as presented at Confidential Appendix 9) is presented to the Audit Committee for information and discussion as necessary.

Executive Recommendation

That the Audit Committee note the information provided in this report.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Performance
 Aspiration: Leading with purpose and robust governance.
 Outcome 13: A leading local government.
 Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

N/A

Background

The International Standards for the Professional Practice of Internal Auditing requires the Internal Audit Coordinator to establish a follow-up process to monitor and ensure that management actions have been effectively implemented or that senior management has accepted the risk of not acting.

Confidential Appendix 9 has been developed to capture audit findings from all engagements, both internal and external.

Council Policy Compliance

N/A

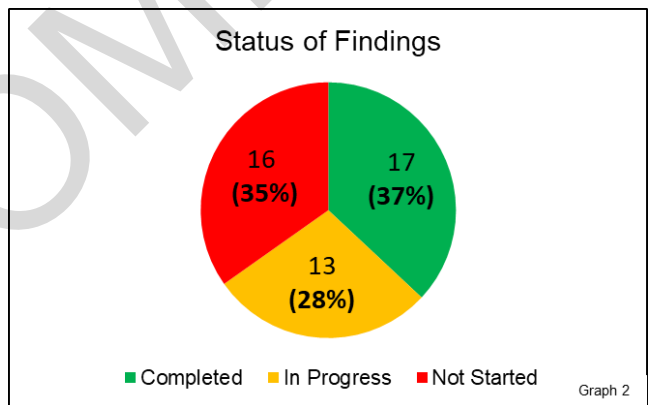
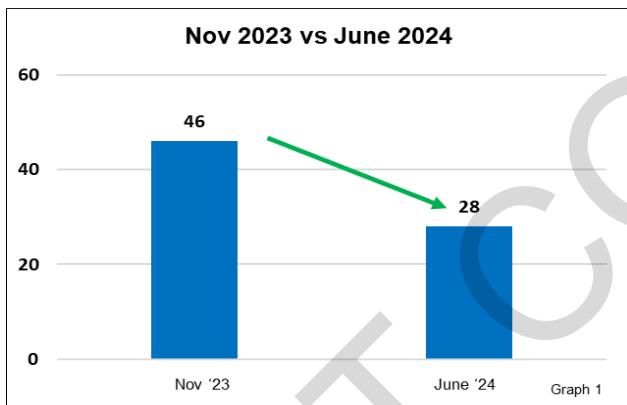
Legislative Compliance

The *International Standards for the Professional Practice of Internal Auditing 2500.A1*
Management Policy: Internal Control

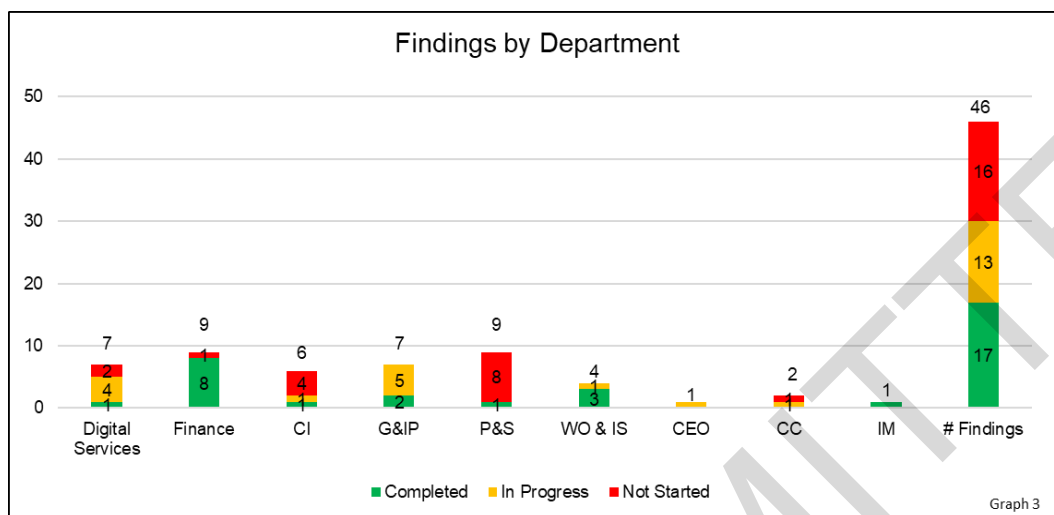
Officer Comments

Of the 46 unresolved findings reported at the November 2023 Audit Committee, 17 have been completed (graph 1), 13 are in progress and 16 have not been addressed (graph 2). Reasons for the findings not yet addressed include:

- Financial considerations.
- Insufficient resources at present.
- Task cannot proceed until other tasks are completed.



Graph 3 shows the number and status of findings per department. The database of findings is also attached for more detail.



Abbreviations:

- CI – Corporate Information
- P&S – People and Safety
- WO & IS – Waste Operations & Infrastructure Services
- CC – Community Connection
- G&IP – Governance & Integrated Planning
- IMS – Infrastructure Maintenance Services

Analysis of Financial and Budget Implications

Any financial implications arising from the implementation of the recommendations will be considered independently in implementing the relevant aspects of each recommendation.

Community Consultation

N/A

Councillor/Officer Consultation

N/A

Applicant Consultation

N/A

Timeline: Council Decision Implementation

N/A

Outcome of Meeting

Following some general discussion in relation to this item, the Executive Recommendation was moved by Cr Andrew and seconded by Mr Eaton and was carried unanimously as follows:

That the Audit Committee note the information provided in this report.

10.8 Interim Audit Results for the Year Ending 30 June 2024

File Ref:	COB/5457	
Applicant/Proponent:	Internal	
Responsible Officer:	David Ransom, Manager Finance	
Responsible Manager:	David Ransom, Manager Finance	
Executive:	Karin Strachan, Director Corporate and Community	
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Attachments:	CONFIDENTIAL Appendix 10: Interim Audit Results for the year ending 30 June 2024	

Summary

The Officer of the Auditor General (OAG) completed the City’s Interim Audit in March 2024 for the year ending 30 June 2024. The Interim Audit found that in two instances the manual journal entries were not appropriately reviewed. The final audit will be undertaken in October 2024.

Executive Recommendation

That the Audit Committee note the Office of the Audit General finding as part of the interim audit for the year ending 30 June 2024.

Voting Requirement: Simple Majority required

Strategic Relevance

Pillar: Performance
 Aspiration: Leading with purpose and robust governance
 Outcome 13: A leading local government
 Objective 13.3: Effectively manage the City’s resources

Regional Impact Statement

N/A

Background

In March 2024, Moore Australia, on behalf of the Office of the Auditor General conducted the Interim Audit for the year ending 30 June 2024. A management letter has been issued following the interim audit with one finding identified, as attached at Confidential Appendix 10.

Council Policy Compliance

Nil

Legislative Compliance

The Interim Audit is completed as part of the Annual Audit required under Section 7.2 of the Local Government Act 1995 that requires the accounts and annual financial report to be audited.

Regulation 5(1) of the Local Government (Financial Management) Regulations 1996 outlines the Chief Executive Officer's duties as to financial management.

Officer Comments

The interim audit found that in two instances (out of 14 tested) manual journal entries were reviewed by a more junior staff member than the preparer. The OAG recommends that a more senior officer than the preparer authorises all journal entries.

Finance staff have been reminded of this requirement and this is now being complied with.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This matter is presented to the Committee for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

N/A as the matter is for noting.

Outcome of Meeting

Following some general discussion in relation to this item, the Executive Recommendation was moved by Mr Eaton and seconded by Mr Barratt and was carried unanimously as follows:

That the Audit Committee note the Office of the Audit General finding as part of the interim audit for the year ending 30 June 2024.

10.9 Update on the Ocean Pool Project

File Ref:	COB/6329	
Applicant/Proponent:	Internal	
Responsible Officer:	Alan Ferris, Chief Executive Officer	
Responsible Manager:	Alan Ferris, Chief Executive Officer	
Executive:	Alan Ferris, Chief Executive Officer	
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Attachments:	Nil	

Summary

Individual members of the Audit Committee have requested an item be placed on this agenda to facilitate discussion around the Ocean Pool project. This follows a confidential memo that was provided to Elected Members and Audit Committee members previously.

Executive Recommendation

That the Audit Committee note the information.

Voting Requirement: Simple Majority required

Strategic Relevance

Pillar: Performance
 Aspiration: Leading with purpose and robust governance
 Outcome 13: A leading local government
 Objective 13.3: Effectively manage the City’s resources

Regional Impact Statement

N/A

Background

Individual members of the Audit Committee have requested an item be placed on this agenda to facilitate discussion around the Ocean Pool project. This follows a confidential memo that was provided to Elected Members and Audit Committee members previously.

Council Policy Compliance

Nil

Legislative Compliance

Nil

Officer Comments

An update on the Engagement process on the Ocean pool project has been sent via email to all Council members and all members of the Audit and Risk Committee. The next step is to consult with GKB to determine any concerns regarding the proposed positioning of the pool. Based on the feedback from GKB a review of the costs will be performed to further inform the Business case. At this point a report will be put to Council, seeking direction from Council with regards to next steps.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This matter is presented to the Committee for information.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

N/A as the matter is for noting.

Outcome of Meeting

Following some general discussion in relation to this item, the Executive Recommendation was moved by Mayor Miguel and seconded by Cr Smith and was carried unanimously as follows:

That the Audit Committee note the information.

It was also noted that elements of the business case for the Ocean Pool would be updated as the project is refined.

11. Applications for Leave of Absence

Nil

12. Motions of which previous notice has been given

Nil

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

Nil

13.2 Questions from Members

Nil

14. New business of an urgent nature

Nil

15. Matters for which the meeting may be closed

Nil

16. Date of next meeting

TBC – late September/early October

17. Close of Meeting

The Presiding Member closed the meeting at 12.42pm.

CEO Performance Review Committee

Minutes

25 June 2024

Committee Terms of Reference

- 1.1 Council to appoint CEO Performance Review Panel following every local government election.***
- 1.2 The panel must comprise of five members. The panel may include an independent observer.***
- 1.3 Council authorises the CEO Performance Review Panel to undertake the CEO performance Review and report findings and recommendations to Council.***
- 1.4 The primary functions of the Panel include:***
 - Developing the initial performance agreement;***
 - Conducting the performance review in line with the Policy requirements;***
 - Reporting the performance review findings and recommendations to Council; and***
 - Regular meetings to discuss and provide feedback if performance issues are identified.***
- 1.5. Responsibilities of panel members:***
 - Be fair, impartial and undertake the process with integrity;***
 - Assessment is made free from bias and based on evidence of the CEO's achievements against documented performance criteria;***
 - Findings and recommendations are impartial and transparent; and***
 - Any information received or produced by the Panel will be kept confidential;***
 - The report for the performance review to Council will be presented in confidence in accordance with section 5.23 of the Act;***
 - Accurate and comprehensive records of the performance management process will be created and registered within the City's Electronic Data Record Management System; and***
 - Manage all records in accordance with the City's Record Keeping Plan.***
- 1.6 The performance review process should commence at least 4 months prior to the required completion date.***
- 1.7 Support, limited to administrative, will be provided by the Executive Assistant to the Mayor and the Manager People and Safety.***



CITY OF BUNBURY
4 Stephen Street
Bunbury WA 6230
Western Australia
Correspondence to:
Post Office Box 21
Bunbury WA 6231

Table of Contents

Item No	Subject	Page No.
1.	Declaration of Opening.....	4
2.	Disclaimer	4
3.	Announcements from the Presiding Member.....	4
4.	Attendances.....	4
4.1	Apologies.....	4
4.2	Approved Leave of Absence.....	4
5.	Declaration of Interest.....	5
6.	Confirmation of Minutes	5
7.	Method of Dealing with Agenda Business.....	5
8.	Reports.....	6
8.1	CEO Probation Review November 2023 – May 2024.....	6
8.2	CEO Performance Criteria FY2024-25	9
9.	Questions from Members.....	12
9.1	Response to Previous Questions from Members taken on Notice	12
9.2	Questions from Members	12
10.	Urgent Business	12
11.	Date of Next Meeting	12
12.	Close of Meeting.....	12

Acknowledgement of Country

We acknowledge the Traditional Custodians of this land, the Wardandi Noongar people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders past, present and emerging.

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes

WE ARE OPEN

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance

WE ARE BRAVE

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

1. Declaration of Opening

The Presiding Member declared the meeting open at 4.30pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Mayor Jaysen Miguel (Presiding Member)	City of Bunbury
Councillor Karen Steele	City of Bunbury
Councillor Cheryl Kozisek	City of Bunbury
Councillor Gabi Ghasseb	City of Bunbury
Councillor Tresslyn Smith (Deputy Member)	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Mr Alan Ferris	CEO

Support Staff:

Name	Title
Mrs Maureen Keegan	Senior Governance Officer

4.1 Apologies

Cr Michelle Steck

4.2 Approved Leave of Absence

Cr Marina Quain is on an approved leave of absence until 7 July 2024.

5. Declaration of Interest

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.

Nil

6. Confirmation of Minutes

Committee Decision: Moved Cr Steele Seconded Cr Kozisek

The minutes of the CEO Performance Review Panel meeting held on 20 September 2023 are confirmed as a true and accurate record.

CARRIED

7. Method of Dealing with Agenda Business

As items are listed.

CEO/PROC

8. Reports

8.1 CEO Probation Review November 2023 – May 2024

File Ref:	COB/515
Applicant/Proponent:	Internal
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Confidential Appendix CRUSC-1 Summary Report CEO Performance and Remuneration Review

Summary

This report considers the probationary review of performance for Mr Alan Ferris, Chief Executive Officer (CEO), for the period November 2023 – May 2024, which has been carried out in accordance with Council’s statutory and contractual obligations. A summary report of the review has been prepared for Council and is presented at Appendix CRUSC-1.

Executive Recommendation

That the CEO Performance Review Committee recommends that Council:

1. Notes that the probationary performance review of Mr Alan Ferris, Chief Executive Officer, has been undertaken for the probationary review period.
2. Endorses the outcome of the probationary review, that is Mr Ferris has met expectations and thanks Mr Ferris for his efforts.
3. Endorses Mr Ferris’ suitability for the role and hence continuation of his contract of employment subject to both parties agreement.

*Voting Requirement: **Absolute Majority***

Strategic Relevance

Pillar: Performance
Aspiration: Leading with purpose and robust governance
Outcome 13: A leading local government
Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

Not applicable

Background

Price Consulting Group Pty Ltd was engaged by the City of Bunbury to conduct the CEO's Probationary Performance Review for the period November 2023 – May 2024.

Initial liaison, inclusive of subsequent telephone conversations and emails, took place with Mayor/Chair, CEO Performance Review Panel and CEO in March 2024 to clarify and agree on the performance appraisal process and timeline. The timeline and process are outlined within confidential **Appendix CRUSC-1**.

A questionnaire was developed and emailed to all Councillors on 2 May 2024 which sought assessment and feedback for:

- Functions of the CEO, in accordance with the Local Government Act
- Delivery of Strategic Outcomes.
- Leadership Attributes.
- the CEO's strengths and development needs, as well as an overall rating of his performance in delivering the City's objectives.

The review outcomes are detailed in the Summary Report to Council at Appendix CRUSC-1.

Council Policy Compliance

The Council Policy CEO Performance and Salary Review authorises the CEO Performance Review Panel to undertake the CEO Performance Review and report findings and recommendations to Council.

Legislative Compliance

The review process was undertaken in accordance with Schedule 2 of the Local Government (Administration) Regulations 1996, being the *Model standards for CEO recruitment, performance and termination*.

Officer Comments

Confidential Appendix CRUSC-1 details the outcomes of the CEO Probationary Performance Review process for November 2023 – May 2024. The report was compiled by the consultant following feedback received and subsequent informal meetings between the Consultant, CEO Performance Review Committee and the CEO on 4 June 2024.

Analysis of Financial and Budget Implications

Not applicable

Community Consultation

Not applicable.

Elected Member/Officer Consultation

The CEO Performance Review Committee is requested to formally consider the report and subsequently, present a Committee recommendation to Council for consideration.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Pursuant to clause 19 of the *Model standards for CEO recruitment, performance and termination*, Council must inform the CEO in writing of:

- The results of the review; and
- If the review identifies any issues about the performance of the CEO – how the local government proposes to address and manage those issues.

Outcome of Meeting – 25 June 2024

The committee recommendation was moved by Cr: Steele and seconded by Cr Kozisek. The Mayor put the motion to the vote and was carried by absolute majority as follows.

That the CEO Performance Review Committee recommends that Council:

- 1. Notes that the probationary performance review of Mr Alan Ferris, Chief Executive Officer, has been undertaken for the probationary review period.***
- 2. Endorses the outcome of the probationary review, that is Mr Ferris has met expectations and thanks Mr Ferris for his efforts.***
- 3. Endorses Mr Ferris' suitability for the role and hence continuation of his contract of employment subject to both parties agreement.***

8.2 CEO Performance Criteria FY2024-25

File Ref:	COB/515
Applicant/Proponent:	Internal
Responsible Officer:	Maureen Keegan Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Confidential Appendix CRUSC-1 Summary Report CEO Performance and Remuneration Review

Summary

This report considers the development process undertaken by Council Members and the proposed set of CEO Key Performance Criteria for the 20274-25 Financial year for endorsement by Council via the CEO Performance Review Committee.

Executive Recommendation

That the CEO Performance Review Committee recommends that Council:

1. Notes the methodology for the development of the 2024-2025FY CEO Performance Criteria and the outcomes between the parties and the CEO’s Performance Review Panel.
2. Endorses the proposed CEO’s Performance Criteria 2024-25FY for use in the 2024-2025FY annual CEO performance review cycle in accordance with the City’s CEO Performance Review policy, as presented at Appendix CRUSC-1.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Performance
 Aspiration: Leading with purpose and robust governance
 Outcome 13: A leading local government
 Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

Not applicable

Background

Development of CEO’s performance criteria is an important task that provides the CEO with clear guidelines about the Council’s performance expectations and strategic priorities for the review period to ensure the Council and the CEO are moving in the same direction, and that the CEO is accountable for the agreed priority outcomes.

Ensuring the CEO meets performance expectations is important due to an increased focus on governance accountability generally. Regular reviews provide Council with early warnings of potential issues/concerns and allow resource allocation or expectations to be renegotiated early if required.

The Council appointed Angie Dominish, Senior Consultant from Price Consulting Group Pty Ltd to assist the Council and CEO with the CEO performance criteria.

The approach regarding the setting of the performance criteria with Council and the CEO was implemented in line with the City's Performance Review schedule to align the activity with the Strategic Community Plan and budget processes. The approach involved:

1. Design and facilitation of the CEO performance criteria workshop with the Council and CEO.
2. Collation and write up of the outcomes from the workshops. Fine tuning of the CEO's Performance Criteria for 2024-2025, including the weightings for each criterion with Councillors and the CEO via an on-line meeting.
3. Council and the CEO considered the proposed suggested KPIs in line with the next financial year's planning and budget decisions.
4. Finalisation of the proposed CEO's Performance Criteria for 2024-2025 with Councillors and the CEO via email.
5. Preparation of the final proposed set of CEO performance criteria for review and endorsement by Council via the CEO Performance Review Panel during the probationary review process.

Council Policy Compliance

The Council Policy CEO Performance and Salary Review authorises the CEO Performance Review Committee to undertake the CEO Performance Review and report findings and recommendations to Council.

Legislative Compliance

Sections 5.38 and 5.39(3)(b) of the *Local Government Act 1995*, which requires that:
Local Government (Administration) Regulations 1996

Officer Comments

The proposed CEO's Performance Criteria have been developed for the 2024/2025 FY performance review cycle in consultation with Council Members and the CEO in line with legislative and regulatory requirements. The performance criteria are aligned to the planning and budget cycle to enable key priorities to be progressed in line with the City's direction and resourcing framework.

The proposed CEO Key Performance Criteria for 2024/2025 is attached at Confidential Appendix CRUSC-1 These performance criteria once endorsed will form the basis for the 2024/2025 FY CEO performance review cycle.

Analysis of Financial and Budget Implications

Not applicable.

Community Consultation

Not applicable.

Elected Member/Officer Consultation

Ms Dominish conducted 2 workshops with Elected Members and the Executive Team to confirm the approach regarding the setting of strategic performance criteria and to define the performance requirements for the criterion relating to the delivery of strategic and corporate plan outcomes.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Upon adopted by Council, the CEO Performance Criteria will form the basis for the 2024/2025 FY performance review cycle and part of the CEO Contract.

Outcome of Meeting – 25 June 2024

The committee recommendation was moved by Cr Steele and seconded by Cr Kozisek. The Mayor put the motion to the vote and was carried unanimously as follows.

That the CEO Performance Review Committee recommends that Council:

- 1. Notes the methodology for the development of the 2024-2025FY CEO Performance Criteria and the outcomes between the parties and the CEO's Performance Review Panel.***
- 2. Endorses the proposed CEO's Performance Criteria 2024-25FY for use in the 2024-2025FY annual CEO performance review cycle in accordance with the City's CEO Performance Review policy, as presented at Appendix CRUSC-1.***

9. Questions from Members

9.1 *Response to Previous Questions from Members taken on Notice*

Nil

9.2 *Questions from Members*

Nil

10. Urgent Business

Nil

11. Date of Next Meeting

TBD

12. Close of Meeting

The Mayor declared the meeting closed at 4.36pm

CEO/PRC

8. Petitions, Presentations, Deputations and Delegations

8.1 Petitions

Pursuant to clause 6.10(2) of the City of Bunbury Standing Orders, upon receiving a petition, the Council is to

- a) Receive the petition and refer to the relevant officer for a report to be submitted within the next two (2) rounds of Council meetings; or
- b) Reject the petition

8.2 Presentations

8.3 Deputations

8.4 Council Delegates' Reports

8.5 Conference Delegates' Reports

9. Method of Dealing with Agenda Business

10. Reports

10.1 Recommendations from Advisory Committees

10.1.1 Review of Council Policy: Corporate Revenue Debt Collection

File Ref:	COB/4469
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.1-A: Revised Corporate Revenue Debt Collection Council Policy

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate a review of current Corporate Revenue Debt Collection Council Policy. The policy was last reviewed in May 2022 and is now due for review.

Committee Recommendation

That Council endorse the revised Council Policy Corporate Revenue Debt Collection as presented at appendix 10.1.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.3	Effectively manage the City's resources

Regional Impact Statement

This policy only applies within the City of Bunbury.

Background

This Policy was last reviewed by Council in May 2022 and is now presented to Council by the PRDC for its biennial review.

The policy was presented to the committee for review at the 24 April 2024 committee meeting where the committee resolved to defer the matter to the 18 June 2024 committee meeting, and is now presented to Council for consideration.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

The *Local Government (Financial Management) Regulations 1996* apply.

Officer Comments

Officers have reviewed the current policy and suggest changes to enhance clarity and consistency within the policy, and to reflect best practices. A copy of the revised policy with tracked changes is attached at appendix 10.1.1-A.

A notable change under point 4 of the policy procedure is the change from the Council's debt collection agency being requested to issue a general procedure claim instead of a minor case claim. The standard practice of the City's legal representation is to issue a General Procedure Claim and has provided the following comparison to support this practice:

Minor Case Claims:

- These are informal & less complex proceedings for Claims up to \$10,000.
- Unless agreed by the parties, legal representation is not permitted and for this reason we nominate to lodge General Procedure Claims.

General Procedure Claims:

- Legal representation is allowed for general procedure claims as it is a more formal process.
- GPCs can be commenced for Claims up to \$75,000.
- Claimants *may* have to pay for their own costs for GPCs with claims under \$10,000, however, Local Governments can claim all their reasonable costs under s6.56 of the *Local Government Act* which allows us to include/recover reasonable costs regardless of the Claim amount.

At the 18 June Policy Review and Development committee, the committee recommended that Council endorse the revised Council Policy Corporate Revenue Debt Collection as presented at appendix 10.1.1-A with considerations as to the modification of clause 4 of the policy procedure as to whether the City or debt collector would issue the general procedure claim.

The CEO has undertaken a further review of clause 4 of the policy procedure and has determined that the clause as currently presented remains best practice as the City does not have staff with the relevant legal expertise to undertake this process.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This matter is presented to Council by the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Following Council endorsement, any revisions to the policy will become effective immediately.



CORPORATE REVENUE DEBT COLLECTION COUNCIL POLICY

POLICY STATEMENT

The City of Bunbury will actively pursue all outstanding rates and sundry debtors. All outstanding rates and sundry debtors will be collected in accordance with the *Local Government Act 1995* and associated regulations.

POLICY SCOPE

This policy applies to Ratepayers and debtors of the City of Bunbury.

POLICY DETAILS

This policy will be applied to all:

- Ratepayers with balances outstanding 14 days after the due date of rates (excluding pensioners and ratepayers that have elected the Instalment option).
- Sundry debtors with balances outstanding greater than 7 days.

POLICY PROCEDURE

The following steps will be taken to recover outstanding rate debt:

1. A Final Notice will be issued to all ratepayers with an outstanding balance fourteen (14) days after the due date (excluding ratepayers that have elected the Instalment option). Final Notice recipients will have fourteen (14) days in which to respond.
2. A Notice of Intention to Summons will be issued by the City to any Final Notice recipient that has not responded within the fourteen (14) day period. Recipients of the Notice of Intention to Summons will have fourteen (14) days in which to respond.
3. At the conclusion of the Notice of Intention to Summon due date, and if the debtor has not entered into an arrangement to pay or made satisfactory efforts to clear the debt the account will be forwarded to a Debt Collection Agency for action.

Before proceeding to this step, the following checks will be undertaken:

- Ownership of the property confirmed through a Title Search;
- Postal address cross referenced with Aqwest or Water Corporation;
- Search of White Pages for a contact number
- Other means deemed appropriate by Management

4. Council's Debt Collection Agency will be requested to issue ~~Minor Case Claim~~General Procedure Claim. During this period, the Bailiff will attempt to deliver the Claim to the ratepayer. The Ratepayer has a further fourteen (14) days to respond to the Claim.
5. The lodgement of a Claim will immediately affect the Ratepayers credit rating by recording the default payment. Legal costs will also be incurred at this time in which the costs will be charged to the property owner's assessment.
6. If the ratepayers fail to acknowledge the service of the Claim, the Debt Collection Agency will be requested to apply for default Judgement.
7. Once Judgment has been entered, the Ratepayer will be issued with a Means Enquiry Summons or Property Sale and Seizure Order, which will be determined on a case by case basis, ~~which will force the Ratepayer to attend a Court and the Court will determine the Ratepayer's means to pay off the debt.~~

Once the debt is settled by either full payment or by entering into a payment arrangement all action will be ceased immediately.

POLICY PROCESS

(a) *Credit File Letter*

If a Ratepayer is referred to Council's Debt Collection Agency and full payment of the outstanding debt is received, the City of Bunbury will issue a Credit File letter to the Ratepayer and Equifax advising that the claim has been satisfied by full payment of the outstanding amount. This will be recorded against the Ratepayer's credit rating.

(b) *Notice of Discontinuance*

The City of Bunbury will not issue a Notice of Discontinuance unless a Claim was issued incorrectly against the Ratepayer.

(c) *Direct Debit*

1. An application for an alternative arrangement other than Option 1 (full payment) or Option 2 (4 instalments) must be entered into via a Direct Debit Request.
2. Payments are to be made on a regular weekly, fortnightly or monthly basis and are to be completed by the due date of the fourth Instalment, as set by Council.
3. An administration fee, as per City of Bunbury adopted Fees and Charges schedule will be debited to the assessment upon acceptance of the Direct Debit Request (eligible Pensioners excluded from this Fee).

(d) *Default Direct Debit*

The following process will apply for default direct debit payments.

1. Telephone or SMS contact will be made with the Ratepayer advising of the default payment and requesting that they make payment of the default amount via alternative means.
2. If the direct debit defaults twice, a Default Direct Debit letter is issued, requesting full payment of the defaulted amount, and advising the Ratepayer that if the dishonored amount is not paid with fourteen (14) days of issue of the letter the direct debit will be cancelled.

3. If payment is not received within ~~seven~~fourteen (14) days of issue of the Default Direct Debit a Cancellation of Direct Debit letter is issued and Debt Recovery Procedure will commence.

(e) *Centrepay*

Eligible ratepayers may elect to have regular deductions taken from their Centrelink payments to pay off outstanding rates and charges.

(f) *Instalments*

1. Ratepayers may elect to pay rates in four equal instalments as detailed on the Original Rate Notice.
2. Where payment of rates on the four instalment option become two instalments in arrears fourteen (14) days after the due date of the third instalment a Final Notice will be issued requesting full payment within fourteen (14) days.
3. If an instalment remains unpaid after the issue of a Final Notice, the City of Bunbury will revoke the Ratepayers right to pay by instalments and issue a letter to the Ratepayer advising of the action.
4. If no contact is made from the Ratepayer after the issue of the letter Debt Recovery will commence.

(g) *Other Courses of Action that may be taken*

Prior approval from Manager or Council is required before proceeding with any of the following actions:

1. If the property is a rental, Section 6.60 Local Government Act – provides that the Council may divert rental payments due to the lessor to the City for payment of outstanding rates.
2. Lodge a caveat on the property so that the property cannot be settled until the debt is paid in full.
- ~~3. Issue a General Procedure Claim that may result in taking possession of the land under Section 6.64 of the Local Government Act 1995 after three years of non-payment.~~
- 4.3. Issue a Property (Seizure and Sale) Order that will authorise a bailiff to seize and sell as much of the ratepayers real or personal property as necessary to satisfy the judgement debt.
- 5.4. If Applicable issue correspondence to the financial institution if there is a mortgage against the property advising of rates outstanding and that the matter be discussed with their client.

(h) *Pensioners and Seniors*

1. Debt Collection will not proceed against eligible persons registered to receive pensioner or senior rebate under the Rates and Charges (Rebates and Deferments) Act 1992 as such persons have until the 30 June in the rating year to make payment.
2. Eligible persons will not incur any interest penalty.
3. Eligible persons will be ~~contacted sent a First Reminder letter in~~ April every year advising that they are required to make full payment by 30 June in order to receive the State Government Rebate.
4. A follow up letter will be sent to all eligible persons during May every year.

- 5.4. Pensioners with arrears (i.e. refuse charges) and who are ineligible to defer payment of rates will be contacted by the City of Bunbury to discuss an alternative payment arrangement.

SUNDRY DEBTORS:

1. All City of Bunbury Sundry Debtor accounts are seven (7) day accounts.
2. Accounts unpaid after the due date will be issued with a Reminder Letter requesting payment within seven (7) days from date of letter.
3. A courtesy phone call and/or email will be made to ensure debtor has received all outstanding invoices/correspondence and requesting a timeframe for outstanding payment.
4. A Final Demand letter will be issued for all outstanding debtors 30+ days overdue requesting immediate payment. An additional phone call will be made at this stage to attempt to contact and arrange payment with debtor.
5. Unless a payment arrangement has been agreed to all accounts overdue at 45 days will be referred to Council's Debt Collection Agency for immediate action.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Rates and Charges (Rebates and Deferments) Act 1992*

INDUSTRY

ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Finance		
Reviewer:	Manager Finance	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 107/13 16 April 2013	Review Frequency:	biennial	Next Due:	2024
Review Version	Decision Reference:	Synopsis:			
DOC/455624[V3.2]	Council Decision 092/22 17 May 2022	Reviewed with no changes			
DOC/455624[v3.1]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised Policy Framework			
DOC/455624[v2]	Council Decision 006/20 21 January 2020	Reviewed with no changes			
CP-018816	Res 7/18 23 January 2018	Reviewed and Amended			
	Res 323/15 15/09/2015	Reviewed and Amended			
Date Printed	12/04/2024				

10.1.2 Review of Council Policy: Elected Member Entitlements

File Ref:	COB/6306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Liam Murphy, Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input checked="" type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.2-A: Revised Council Policy Elected Member Entitlements

Summary

The purpose of this report is to facilitate a review of the Council Member Entitlements Policy. The policy was last reviewed in December 2022 however it was requested at the 28 February 2024 meeting of the PRDC that it be put to the next meeting of the committee for review. The policy was presented to the committee for review at the 24 April 2024 committee meeting where the committee resolved to defer the matter to this meeting pending further information in relation to the provision of ICT hardware to elected members in the context of the ICT allowance.

Committee Recommendation

That Council:

1. Adopt the revised Council Policy: Elected Member Entitlements as presented at Appendix 10.1.2-A.
2. Advocate to the Salaries and Allowances Tribunal for an increase to the annual ICT allowance during its next review of allowances for Local Governments in 2025.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Pillar: Performance
Aspiration: Leading with purpose and robust governance
Outcome 13: A leading local government
Objective 13.1: Provide strong and accountable leadership and governance.

Regional Impact Statement

This policy only applies within the City of Bunbury.

Background

The policy was last reviewed in December 2022 however it was requested at the 28 February 2024 meeting of the PRDC that it be put to the next meeting of the committee for review. The policy was presented to the committee for review at the 24 April 2024 committee meeting where the committee resolved to defer the matter to this meeting pending further information

in relation to the provision of ICT hardware to elected members in the context of the ICT allowance.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Local Government Act 1995

Western Australia Salaries and Allowances Act 1975

- Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023

Officer Comments

The *Local Government Act 1995* provides parameters for Elected Member sitting fees and allowances. Further, the SAT determines the levels of sitting fees and allowances payable, with paragraph 22 (Conclusions) of the most recent determination into Local Government CEOs and Elected Members is relevant in this context:

22. *If an annual ICT allowance is preferred over reimbursement of costs, councils must calculate, with consideration to their internal policies and procedures, including asset management, an amount within the ICT allowance range (currently \$500 - \$3,500) that considers the total cost of ICT and ensures payment will not result in a windfall gain for council members. It is not intended for the maximum ICT allowance to be paid in addition to providing equipment and hardware.*

For additional clarity, under section 9.2 of the SAT determination, ICT expenses are defined as follows:

1. *rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
2. *any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or*
3. *any expenses, including the purchase costs, of ICT hardware provided to elected member*

A comparison with other band 1 local governments was conducted and the results are in the table below.

Whilst the table shows that other Local Governments have policies in place that permit both payment of the maximum allowance and separate provision of a device, the SAT determination is clear that the ICT allowance must comprise all ICT equipment and that a Local Government cannot pay the full ICT allowance and separately provide ICT equipment.

Officers have also sought advice from WALGA who advised that their view is in alignment with City staff, and that such policies would be inoperable to the extent of any inconsistency with the SAT determination.

Local Government	ICT Allowance Paid*	Devices Provided	Notes
City of Bunbury	\$3,500	Not within policy	
City of Busselton	\$3,500	Standard Issue telephone + portable device	Can choose to keep device at end of term
City of Mandurah	\$3,500	Standard issue device (no sim card)	Devices returned at end of term
City of Melville	\$3,500	1 laptop, desktop or tablet	Devices may be purchased at end of term
City of Geraldton	\$3,500	1 laptop or tablet	Devices returned at end of term
City of Cockburn	\$3,500	1 mobile computer	
City of Canning	\$3,500	Not within policy	
City of Fremantle	\$3,500	Mayor provided with mobile and computer	Councillors have access to computer in admin centre
City of Swan	\$2,400	Laptop or desktop / Tablet / Smart Phone	Can purchase at end of term for depreciated value
Town of Port Hedland	\$3,500	Standard issue device	
City of Rockingham	\$3,500	1 device (no sim card)	Devices returned at end of term. Also have Policy detailing limits of usage

Whilst no changes to this process are recommended, should the committee wish to explore other options whereby devices (i.e. laptops) are provided by the City in lieu of the full ICT expenses allowance, then it is suggested that such a conversation be held at a strategic workshop where Officers could provide details of the cost implications of the various options.

Whilst preparing this report for the Committee, Officers have taken the opportunity to make some minor referencing amendments within Annexure 4 of the policy, having updated the references which previously read “*Local Government Officers’ (WA) Interim Award 2011*” to “*Local Government Officers’ (Western Australia) Award 2021*”. The figures within the annexure are unchanged.

At the Policy Review and Development Committee meeting held 18 June 2024, it was asked if Councillors could have membership of the South West Sports Centre included within the policy. Officers note that this would fall outside of the scope of this policy as this would be a payment not reimbursable under regulation 32(1)(c) of the *Local Government (Administration) Regulations*.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

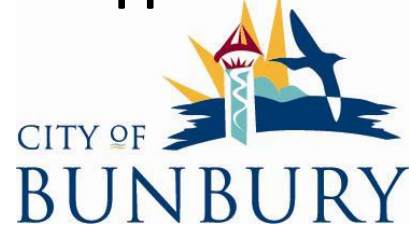
This matter is presented to Council by the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.



ELECTED MEMBER ENTITLEMENTS COUNCIL POLICY

POLICY STATEMENT

To outline the support that will be provided to Elected Members through the payment of allowances, reimbursement of expenses incurred, insurance cover and supplies provided in accordance with the *Local Government Act 1995* while performing the official duties of office.

POLICY SCOPE

This policy applies to Elected Members.

POLICY DETAILS

1. Allowances

1.1 Mayoral Allowance

[Local Government Act 1995 s.5.98(5)]

As a policy position, the Mayor shall be entitled to an annual local government allowance that is the maximum (100%) of the minimum/maximum range as determined annually by the Salaries and Allowances Tribunal. The exact quantum of the Mayoral Allowance is determined annually by Council when adopting the annual budget within the prescribed range.

1.2 Deputy Mayor Allowance

[Local Government Act 1995 s.5.98A]

The Deputy Mayor shall be entitled to an annual local government allowance equivalent to 25% of the Mayoral Allowance.

1.3 Meeting Attendance Allowance

[Local Government Act 1995 s.5.98(1)(b)]

The Mayor and Elected Members shall be entitled to an annual Meeting Attendance Allowance within the applicable band range as determined by the Salaries and Allowances Tribunal.

As a policy position, Councillors shall be entitled to an annual Meeting Attendance Allowance that is the maximum (100%) of the minimum/maximum range as determined annually by the Salaries and Allowances Tribunal.

As a policy position, the Mayor shall be entitled to an annual Meeting Attendance Allowance that is the maximum (100%) of the minimum/maximum range as determined annually by the Salaries and Allowances Tribunal.

The exact quantum of the Meeting Attendance Allowance is determined annually by Council when adopting the annual budget within the prescribed range.

1.4 ICT Expenses Allowance

[Local Government Act 1995 s.5.99A and Local Government (Administration) Regulations 1996 Reg.31 and 32]

Elected Members shall be entitled to an annual Information Communication and Technology (ICT) allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal to cover all information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed as prescribed by Regulations 31(1)(a) and 32(1) of the *Local Government (Administration) Regulations 1996*.

Consistent with the definition of ICT Expenses by the Salaries and Allowances Tribunal, the ICT allowance is intended to cover costs associated with the provision of:

- Rental charges for one facsimile and one telephone as prescribed by Regulation 31(1)(a) of the *Local Government Administration Regulations 1996*;
- Other expenses that relate to ICT (Regulation 32(1)) including, telephone call charges, cost of rental/purchase of a laptop/tablet/mobile device and associated security licencing, internet service provider charges, any related plans or contracts, plus any consumables.

2. Information and Communication Technologies (ICT)

2.1 Electronic Device

The City of Bunbury recognises the benefits of digital communications and information sharing. The City's preferred technology for disseminating and managing Council documentation is via an online format. At the request of individual Elected Members, hard copy material can also be made available.

Each Elected Member is responsible for sourcing a suitable device/s as soon as possible following election to Council (see 1.4 ICT Expenses Allowance). In non-election years, the ICT Allowance will be paid in June of that financial year. In an ordinary election year, retiring and newly Elected Members will receive the annual ICT Allowance on a pro-rata basis, which will be paid as soon as practicable following the election to assist newly Elected Members in purchasing hardware. Continuing Elected Members will be paid their allowance in June as in non-election years.

At the Elected Members request, the City can provide advice regarding the various devices available on the market and their compatibility with City systems, including threat and vulnerability scanning.

The City will install requisite any relevant software (including City of Bunbury email) on individual devices at the earliest opportunity post election, which will facilitate Elected Members being able to access relevant information and discharge the duties of an Elected Member of Council. The software and applications installed on the electronic device by the City are required to remain on the device in usable condition and be readily accessible at all times. From time to time the City may contact Elected Members regarding upgrades or additional software applications, and as such Elected Members are requested to provide their device to the City for periodic updates and synchronising.

It is suggested that electronic devices be replaced every 2 years, to enable City systems to advance at the same or a similar rate as technology.

2.2 Business Cards

The City will provide each Elected Member with a quantity of 500 printed business cards for relevant City business use within each term of office. The business card format will be in accordance with the City's Style Guide.

2.3 Letterhead

An electronic letterhead template will be provided to each Elected Member for relevant City business use within each term of office.

3. Reimbursable Expenses

3.1 Travel Expenses

[Local Government Act 1995 s.5.98(2)(b) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b) and (c)]

Elected Members shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office, subject to claims being related to travel to a destination from their normal place of residence or work and return in respect to the following:

- a. Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by Council, the Mayor or the Chief Executive Officer.
- b. Committees to which the Councillor is appointed a delegate or deputy by Council.
- c. Meetings, training and functions scheduled by the Chief Executive Officer or Directors.
- d. Conferences, community organisations, industry groups and local government associations to which the Elected Member has been appointed by Council as its delegate or a deputy to the delegate.
- e. Functions and presentations attended in the role as an Elected Member or whilst deputising for the Mayor, that are supported by a copy of the relevant invitation or request for attendance.
- f. Gatherings or events (i.e. funerals, local business or community events), approved by the Chief Executive Officer for attendance by the Mayor or the Mayor's nominated deputy as a representative of the City.
- g. Any other occasion in the performance of an act under the express authority of Council.
- h. Site inspections in connection with matters listed on any Council Agenda paper (Members to state the Item Number listed on any Council Agenda paper along with the date and time of the visit on the claim form).
- i. In response to a request to meet with a ratepayer/elector but excluding the day of Council Elections. (Members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).
- j. Completing the compulsory training for Council Members pursuant to section 5.126(1) of the *Local Government Act 1995*.

Reimbursement will be in accordance with the requirements outlined in annexure D.

3.2 Intrastate or Interstate Travel and Accommodation

[Local Government Act 1995 s.5.98(2)(a) and (3) and Local Government (Administration) Regulations 1996 Reg.32(1)]

- a. The cost of accommodation for Elected Members and staff when staying on Council business either:
 - i. overnight in a hotel or motel; or
 - ii. at a place other than a hotel or motel;
 shall be reimbursed to the maximum amount stated in the Public Service Allowance Schedule I – Travelling, Transfer and Relieving Allowance (shown at Annexure C).
- b. All costs are to be fully substantiated by receipts and invoices; or if staying in accommodation other than a hotel or motel, a signed statutory declaration with certification from the owners of the premises shall be provided.
- c. All costs for breakfast, lunch, dinner and other incidental costs shall be paid in accordance with the rates stated in Annexure C.
- d. In addition to the rates contained in Annexure C, Elected Members and staff members shall be reimbursed reasonable incidental expenses such as train, bus and taxi fares, official telephone calls and IT expenses and laundry and dry cleaning expenses, on production of receipts.
- e. Where an Elected Member or staff member is accompanied at an event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, lunch and dinner, registration and/or participation in any event programs, are to be borne by the Elected Member or staff member or accompanying person and not by the City. The cost for an accompanying person attending any official event dinner where partners would normally be expected to attend shall be met by the City.
- f. An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at the time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.
- g. Expenses will generally be reimbursed from the time an Elected Member or staff member leaves home to attend an event to the time the Elected Member or staff member returns home. Should a person extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the person could have returned following the event, reimbursements will be paid:
 - i. for the days of the event only (including travel periods); and
 - ii. for the cost of travel to and from the airport to the accommodation to be used for the event.

3.3 Child Care Costs

[Local Government Act 1995 s.5.98(2)(a) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)]

Elected Members shall be entitled to reimbursement of the lesser amount of actual child care costs or the amount prescribed by the Salaries and Allowances Tribunal for care of children, of which they are parent or legal guardian, whilst attending a Council meeting or a meeting of a committee of which he or she is a member, or completing the compulsory training for council members pursuant to section 5.126(1) of the Act.

Any reimbursement of costs under the terms of this Policy shall be made within 30 days of being invoiced for such expenditure.

4. OTHER SUPPORT / SUPPLIES

4.1 Insurance

The City will insure or provide insurance cover for Elected Members for:

- a. Personal accident whilst engaged in the performance of the official duties of their office, with the cover being limited to non-Medicare medical expenses as defined within the Insurance Policy.
- b. Spouses/partners of Elected Members are entitled to the same level of cover when attending meetings, conferences or functions with the express approval of the Chief Executive Officer.
- c. Professional indemnity for matters arising out of the performance of the official duties of their office provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, against the interests of the City or otherwise in bad faith.
- d. Public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of insurance.

4.2 City Vehicle provided to the Mayor

Private use of the Mayoral Vehicle will be in accordance with the *Council Policy: Private use of Mayor Vehicle*.

4.3 Name badges

The City will provide each Elected Member with a name badge to be worn at official functions and meetings

4.4 Car Parking

The City will provide each Elected Member with an annual car parking permit which enables free car parking whilst on Council-related business within the specified areas of the permit.

4.5 Clothing

The City will provide each Elected Member with an embroidered City of Bunbury blazer upon request. A maximum of two blazers per member per elected term will be made available.

The City will provide each Elected Member with two polo shirts upon request. Options available will be in accordance with the City's nominated colours/style. The City's logo with the word MAYOR or COUNCILLOR underneath the logo will be embroidered on the shirts. A maximum of two polo shirts per member per elected term will be made available.

4.6 General

The Mayor shall, in carrying out the duties and responsibilities of that Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

1. Access to the Marion Hudson room lounge and refreshments;
2. Suitable contemporary office accommodation within the Administration Building; and
3. Administrative assistance associated with any Council functions, meetings, publications and the like, that relate to the discharge of the duties of the Officer of Mayor.

The Deputy Mayor and Elected Members shall, in carrying out the duties and responsibilities of their Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

1. Access to the Marion Hudson room lounge and refreshments;
2. Access to suitably equipped shared office accommodation, reading room, meeting and conference rooms within the Administration Building with photocopying, printing, facsimile, internet and telephone facilities via the Executive Assistant to the Mayor; and
3. Some administrative support as resources allow, including limited word processing, photocopying, and postage, that relate to the discharge of the duties of the Officer of Deputy Mayor or Councillor.

All equipment, facilities and support listed above are provided to the Mayor, Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

COMPLIANCE REQUIREMENTS

LEGISLATION

- [Local Government Act 1995](#)
- [Local Government \(Administration\) Regulations 1996](#)
- [Salaries and Allowances Act 1975](#)
- [Salaries and Allowances Tribunal Determination on Local Government Elected Council Members](#)

INDUSTRY

ORGANISATIONAL

- *Council Policy: Private Use of Mayoral Vehicle*




Private Use of
Mayoral Vehicle Cou

- [Annexure A: Accommodation and Incidental Allowances Claim Form](#)
- [Annexure B: Private Vehicle Allowance Claim Form](#)
- [Annexure C: City of Bunbury Travelling Allowance Schedule](#)
- [Annexure D: City of Bunbury Motor Vehicle Allowance Schedule for Elected Members](#)

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Governance		
Reviewer:	Manager Governance	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 363/17 3 October 2017	Review Frequency:	biennial	Next Due:	2026
Review Version	Decision Reference:	Synopsis:			
DOC/442460[v7]	Council Decision 281/22 20 December 2022	Reviewed and amended – minor changes to ensure consistency with amended legislation.			
DOC/442460[v6]	Council Decision 087/22 17 May 2022	Reviewed and amended – updated policy to clarify definition of ICT allowance and process of Elected Members setting up an ICT device.			
DOC/442460[v5]	Council Decision 045/22 22 February 2022	Reviewed and amended – updated policy position relating to Elected Member payments as a percentage. Increase from 50% to 100%.			
DOC/442460[v4]	Council Decision 261/20 8 December 2020	Reviewed and amended – clarification of personal accident insurance coverage in point 4.1(a)			
DOC/442460[v3]	Council Decision 220/20 29 September 2020	Reviewed and amended – inclusion of a policy position relating to Elected Member payments as a percentage			
DOC/442460[v2]	Council Decision 005/20 21 January 2020	Reviewed and amended – updating technical requirements for electronic devices and clarifying the process for payment of annual ICT Allowance.			
DOC/442460[v1]		Converted from Mydocs to CM9			
CP-039952	Res 305-18 16 October 2018	Review and amended			
Date Printed	12/04/2024				

Annexure A

 <p>CITY OF BUNBURY</p>	<p>Accommodation and Incidental Allowances Claim Form</p>
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DEPARTMENT EMPLOYEE NAME

GL NUMBER ADDRESS.....

CLAIM PARTICULARS – Please ensure receipts or invoices are attached

I hereby make claim for expenses incurred whilst attending the following event:

Conference/Seminar Name:

Name of Town/City and State in which event was held:

Type of Accommodation Claimed: [] Hotel [] Private Accommodation

Hotel Name:

Period Claimed: (from) to

Total Number of Days Claimed

Number of Days @ (daily rate) \$..... **Sub-total** \$.....

Other Incidental Expenses:

Type Amount \$.....

Type Amount \$.....

TOTAL THIS CLAIM \$.....

If claiming for travelling expenses, complete the section below:

Date	Departure Place	Time	Arrival Place	Time

I HEREBY CERTIFY THAT THE EXPENSES CLAIMED WERE INCURRED ON OFFICIAL COUNCIL BUSINESS AND COMPLY WITH COUNCIL POLICY AND ALL COSTS ARE SUBSTANTIATED WITH RECEIPTS AND/OR INVOICES.

SIGNATURE OF APPLICANT: **DATE:**

OFFICE USE ONLY:

SIGNATURE OF AUTHORISING OFFICER:



Private Vehicle Allowance Claim Form

I _____ hereby claim payment for use of my private vehicle on Council business and declare this claim to be true and correct.

Make of Vehicle _____

Registration Number _____

Engine Capacity (CC) _____

DATE	TRIP, JOB OR INSPECTION	KILOMETRES

TOTAL KMS _____
 RATE PER KM _____
 AMOUNT CLAIMED _____ \$

SIGNATURE _____

AUTHORISED – MANAGER _____

Annexure C

City of Bunbury Travelling Allowance Schedule*(An extract from the Public Service Award 1992 Schedule 1 – Travelling, Transfer and Relieving Allowance)***ALLOWANCE TO MEET INCIDENTAL EXPENSES (Must be substantiated with receipts)**

- | | | |
|-----|----------------------------------|---------------------------|
| (1) | WA – South of 26° South Latitude | \$14.55 per day (Maximum) |
| (2) | WA – North of 26° South Latitude | \$21.70 per day (Maximum) |
| (3) | Interstate | \$21.70 per day (Maximum) |

ACCOMMODATION INVOLVING AN OVERNIGHT STAY IN A HOTEL OR MOTEL INCLUDING THE COST OF ALL MEALS (Must be substantiated with receipts or invoice)

- | | | |
|-----|--------------------------------------|------------------------------|
| (4) | WA Metropolitan Hotel or Motel | \$305.45 per day (Maximum) |
| (5) | Locality South of 26° South Latitude | \$208.55 per day (Maximum) |
| (6) | Locality North of 26° South Latitude | \$ Variable Rate (Refer CEO) |
| (7) | Interstate – Capital City: | |
| | Sydney | \$304.90 per day (Maximum) |
| | Melbourne | \$288.55 per day (Maximum) |
| | Other Capitals | \$270.10 per day (Maximum) |
| (8) | Interstate Other than Capital City | \$208.55 per day (Maximum) |

ACCOMMODATION INVOLVING OVERNIGHT STAY AT OTHER THAN HOTEL OR MOTEL INCLUDING THE COST OF ALL MEALS

- | | | |
|------|--------------------------------|----------------------------|
| (9) | WA South of 26° South Latitude | \$93.65 per day (Maximum) |
| (10) | WA North of 26° South Latitude | \$128.25 per day (Maximum) |
| (11) | Interstate | \$128.25 per day (Maximum) |

TRAVEL NOT INVOLVING AN OVERNIGHT STAY (All expenses must be substantiated with receipts)

Location	Breakfast	Lunch	Dinner
WA – South of 26° South Latitude	\$16.30 (Maximum)	\$16.30 (Maximum)	\$46.50 (Maximum)
WA – North of 26° South Latitude	\$21.20 (Maximum)	\$33.20 (Maximum)	\$52.20 (Maximum)
Interstate	\$21.20 (Maximum)	\$33.20 (Maximum)	\$52.20 (Maximum)

**Current as at 28 August 2017*

ANNEXURE D

Extent of expenses to be reimbursed

The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:

- a. if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- b. if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - i. for the person to travel from the person's place of residence or work to the meeting and back; or
 - ii. if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.

Travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

Section 30.6 of the Local Government Officers' (Western Australia) Award 2021

Rates of hire for use of an Officer's own motor vehicle on official business shall be as follows:

Area and Details	Engine displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
	Cents per Kilometre		
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37
Motor cycle	Rate c/km		
Distance travelled	42.55		

30.6.1 Motor vehicles with rotary engines are to be included in the 1600 - 2600 category.

30.6.2 Metropolitan area means that area within a radius of 50 kilometres from the Perth Railway Station.

30.6.3 South West Land Division means the South West Land Division as defined by Section 28 of the Land Act.

30.6.4 Other areas means that area of the State south of 23.5 degrees South Latitude, north of 23.5 degrees South Latitude, excluding the Metropolitan area and the South West Land Division.

10.1.3 Review of Council Policy: Attendance at Events

File Ref:	COB/6306; COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.1.3-A Council Policy Attendance at Events

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Attendance at Events.

A copy of the current policy is contained at Appendix 10.1.3-A.

Committee Recommendation

That Council note the review of existing Council Policy Attendance at Events, with no changes recommended.

*Voting Requirement: **Absolute Majority***

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.1	Provide strong, accountable leadership and governance

Regional Impact Statement

This Policy applies only to the City of Bunbury.

Background

This Policy was adopted in its current form by Council on 23 June 2020 as a statutory requirement pursuant to section 5.90A of the *Local Government Act 1995* (LGA). It was last reviewed by the PRDC/Council in June 2022 where it remained unchanged.

The policy was adopted in line with model text provided by the Department of Local Government, Sport and Cultural Industries for that purpose.

Council Policy Compliance

This report facilitates the review of existing Council Policy Attendance at Events.

Legislative Compliance

Section 5.90A of the LGA requires a local government have in place a policy that deals with matters relating to the attendance of council members and the CEO at events, including:

- a) the provision of tickets to events; and
- b) payments in respect of attendance; and
- c) approval of attendance by the local government and criteria for approval; and
- d) any prescribed matter.

Officer Comments

The purpose of the Attendance at Events Policy is for:

- Council to actively consider the purpose of and benefits to the community from council members attending events.
- To provide a framework for the acceptance of invitations to such events.
- To clarify who pays for tickets to events.
- To provide transparency to the community on the acceptance of tickets to events.

The policy also complements the gift provisions within the LGA, and specifically where gifts may be received that would prevent Elected Members from participating in future decision-making involving the donor/event organiser.

Officers have reviewed the current policy and have determined that no amendments to legislation or the model text has been implemented since the last review, and therefore do not propose any changes.

Analysis of Financial and Budget Implications

Nil as there are no changes proposed to the policy.

Community Consultation

Nil

Councillor/Officer Consultation

This matter is prescribed to Council by the Policy Review and Development Committee for consideration.

Applicant Consultation

No applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.



ATTENDANCE AT EVENTS COUNCIL POLICY

POLICY STATEMENT

The City of Bunbury is required under the *Local Government Act 1995* (the Act) to adopt a policy to govern the attendance at events for Elected Members and the Chief Executive Officer. The purpose of this policy is to outline the process associated with attendance at an event in accordance with section 5.90A of the Act.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Where the value of the ticket exceeds \$300, receipt of the gift will still be required under the gift register provisions.

POLICY SCOPE

This policy applies to Elected Members and the Chief Executive Officer of the City of Bunbury (the City).

POLICY DETAILS

In accordance with Section 5.90A of the *Local Government Act 1995* an event is defined as a:

- Concert;
- Conference;
- Function;
- Sporting event;
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

Elected Members and the Chief Executive Officer attend events to fulfil their leadership role in the community. Elected Members and/or the Chief Executive Officer may receive tickets or invitations to attend events to represent the City. The event may be a paid event or a ticket/invitation may be gifted in kind.

1. Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events must be received by the City.

The City approves attendance at the following events by Elected Members and the Chief Executive Officer:

- a. Meetings of clubs or organisations within the City of Bunbury
- b. Any free event held within the City of Bunbury
- c. Australian or Western Australian Local Government events
- d. Events hosted by Clubs or Not for Profit Organisations within the City of Bunbury to which the Mayor, Elected Member or Chief Executive Officer have been officially invited
- e. City hosted ceremonies and functions
- f. City run tournaments or events
- g. City sponsored functions or events
- h. Community cultural events/festivals within the City
- i. Events run by a Local, State or Federal Government
- j. Major professional bodies associated with local government at a local, state and federal level
- k. Opening or launch of an event or facility within the City of Bunbury
- l. Events where Mayoral or Chief Executive Officer representation has been formally requested

All Elected Members and the Chief Executive Officer are entitled to attend pre-approved events. If there is a fee associated with a pre-approved event, the fee will be paid for by the City out of the City's budget (either beforehand or by way of reimbursement), unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided then the Mayor shall allocate the tickets.

2. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval no later than three business days prior to the event for approval as follows:

- Events for the Mayor will be approved by the Deputy Mayor;
- Events for Councillors will be approved by the Mayor; and
- Events for the Chief Executive Officer will be approved by the Mayor.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval;
- The benefit to the City of the person attending;
- Alignment to the City's Strategic Objectives; and
- The number of City representatives already approved to attend.

Where an Elected Member or Chief Executive Officer have an event approved through this process and there is a fee associated with the event, then the cost of the event will be paid out of the City's budget (either beforehand or by way of reimbursement), unless the event is a conference which is dealt with under clause 4 of this policy.

3. Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

If the event is a free event to the public then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

4. Conferences

The City supports Elected Members and the Chief Executive Officer in attending conferences. Conferences encourage development and networking opportunities. Council policies Continuing Professional Development of Elected Members; and Elected Member Entitlements govern conference entitlements.

5. Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995, section 5.90A*
- *Local Government (Administration) Regulations 1996*

ORGANISATIONAL

- *City of Bunbury Code of Conduct*
- *Council Policy: Elected Member Entitlements*
- *Council Policy: Continuing Professional Development of Council Members*

Document Control					
Document Responsibilities:					
Owner:	Director Strategy & Organisational Performance	Owner Business Unit:	Governance		
Reviewer:	Manager Governance	Decision Maker:	Council		
Document Management:					
Adoption Details	Council Decision 133/20 23 June 2020	Review Frequency:	biennial	Next Due:	2024
Review Version	Decision Reference:	Synopsis:			
DOC/576764[v1]	Council Decision 137/22 28 June 2022	Reviewed with no changes.			
DOC/576764[v1]		Section 5.90A(2) <i>Local Government Legislation Amendment Act 2019</i> requires a local government to have in place a policy that deals with matters relating to the attendance of Council Members and the CEO at events.			
Date Printed	11 June 2024				

10.1.4 Review of Council Policy: Registration of Freehold Commercial Leases

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Gemma Stewart, Senior Lands Officer
Responsible Manager:	Jessica Kelly, A/Manager Economic Development
Executive:	Alan Ferris, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.4-A: Registration of Freehold Commercial Leases Council Policy

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Registration of Freehold Commercial Leases. The policy was last reviewed in February 2022 and is now due for its biennial review.

Committee Recommendation

That Council note the review of existing Council Policy Registration of Freehold Commercial Leases, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.3	Effectively manage the City's resources

Regional Impact Statement

Nil.

Background

This policy was last reviewed in February 2022 and is presented to Council as part of a biennial policy review process. The policy applies to commercial leases on freehold land between the City and third parties.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have undertaken a review of the policy and consider that no changes are necessary at this time.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This policy is presented to Council by the PRDC for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediate once Council have endorsed the recommendation.



REGISTRATION OF FREEHOLD COMMERCIAL LEASES POLICY

POLICY STATEMENT

To ensure that applicable commercial leases on freehold land owned by the City are registered on the Certificate of Title.

POLICY SCOPE

This policy will be applied to all:

1. Commercial leases on freehold land owned by the City;
2. Surrender or termination of existing commercial leases on freehold land.

POLICY DETAILS

It is Council policy that freehold commercial leases over land owned by the City where the market rental exceeds \$40,000 per annum are registered on the Certificate of Title on an approved Landgate form.

The following principles will apply:

- Freehold leases are registered as an encumbrance on a Certificate of Title.
- Leases exceeding three years for freehold are to be registered.
- Unless a lease of freehold land is of a whole lot or lots the consent of the Western Australian Planning Commission is required where:
 - The term of the lease, including any option to renew, exceeds twenty years; and
 - The terms of a lease, in the aggregate, exceed twenty years including any option to renew.
- A variation document of a freehold lease cannot be accepted for registration, however, variations to a freehold lease can be included in an extension of lease, sub-lease or transfer of lease document.
- An expired Lease of freehold land can be removed by Surrender of Lease.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Transfer of Land Act 1893*
- *Western Australian Planning Commission*

INDUSTRY**ORGANISATIONAL**

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Finance		
Reviewer:	Team Leader Property and Procurement	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 233/15 7 July 2015	Review Frequency:	biennial	Next Due:	2024
Review Version	Decision Reference:	Synopsis:			
DOC/440992[v2]	Council Decision 037/22 22 February 2022	Review with minor changes.			
DOC/440992[v1]	Council Decision 250/19 17 September 2019	Reviewed with no changes			
CP-029198	Res 230/1723 June 2017	Reviewed with no changes			
Date Printed	11/06/2024				

10.1.5 Review of Council Policy: Vandalism Graffiti Management

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Corrie Nottle, Manager Waste Operations and Infrastructure Business Services
Responsible Manager:	Corrie Nottle, Manager Waste Operations and Infrastructure Business Services
Executive:	Aileen Clemens, A/Director Infrastructure
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.5-A: Revised Council Policy Vandalism Graffiti Management

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Vandalism Graffiti Management. The policy was last reviewed by Council in February 2022 and is due for its biennial review.

A copy of the policy is at Appendix 10.1.5-A.

Committee Recommendation

That Council endorse the revised Council Policy Vandalism Graffiti Management as presented at appendix 10.1.5-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.1	Provide strong, accountable leadership and governance

Regional Impact Statement

This policy applies to the City of Bunbury only.

Background

The policy was last reviewed in February 2022 and is now due for its biennial review.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Nil

Officer Comments

Officers have undertaken a review of the Policy and suggest amendments to enhance clarity within the Policy and reflect the current best practices and legislation.

A copy of the policy with tracked changes is attached at appendix 10.1.5-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This policy is presented to Council by the PRDC for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediate once Council have endorsed the recommendation.



APPENDIX 8.5-A VANDALISM GRAFFITI MANAGEMENT COUNCIL POLICY - EDIT VERSION VANDALISM AND GRAFFITI MANAGEMENT COUNCIL POLICY

POLICY STATEMENT

The City of Bunbury recognises vandalism, (including graffiti, tagging and public asset destruction) is a costly community problem, not only in monetary terms but also in environmental and social terms. In recognition of this the City of Bunbury adopts a Vandalism and Graffiti Management Policy comprising of four elements: damage repair and graffiti removal, reward for information, community education, and providing activities for young people.

POLICY SCOPE

1. To provide a service to repair, clean, remove or cover incidences of vandalism that is subject to public notice within the City of Bunbury.
2. To provide community members with information to- will empower them to deal with vandalism in a proactive manner.
3. To provide youth with a range of activities that contribute to the alleviation of boredom and feeling of alienation that may lead to petty crimes such as graffiti vandalism.
4. The aim of the Policy is:
 - a) To reduce vandalism in the City of Bunbury.
 - b) To demonstrate to the Community that Council is playing an active part in reducing vandalism.
 - c) To encourage people to provide information which leads to the conviction of vandals who commit vandalism within the City of Bunbury.

POLICY DETAILS

1. Damage Repair and Graffiti Removal

Damage Repair

- Council to repair vandalism damage to Council property
- Need Council to consult with relevant people-parties to encourage repair of vandalism damage to private property

Graffiti Removal

Council will remove graffiti from the following:

- Council Property
- Private property abutting council property [may be considered, subject to the following factors:](#)
 - [Access to graffiti site / location](#)
 - [Visibility of graffiti from the public thoroughfare](#)
 - [Impact to the amenity of the area, including murals or art installations](#)
 - [Full or part cost recovery may apply to reoccurring sites and is to be agreed in advance of removal with the property owner](#)

Private property: Council where possible, will encourage property owners to remove graffiti from private property.

Timeframes

Council staff will endeavour to remove graffiti in accordance with the following rapid removal timeframes:

- Priority 1: Removal within ~~12 hours~~ [one working day](#) of Council being notified, any racist, obscene, or otherwise offensive graffiti.
- Priority 2: Removal within ~~48 hours~~ [two working days](#) of Council being notified, applies to all other graffiti sites.

2. Vandalism Rewards

Procedure

- a) A reward to a maximum of \$1000 may be paid for information, which leads to the conviction of persons committing acts of vandalism against Council property.
- b) Where two or more persons are eligible for a reward under paragraph ~~a)1~~ above, the reward will be split equally between them. Any advertisement regarding the offer of rewards shall state that the sum named is a maximum figure, which would be divided between persons forwarding information relating to any one act of vandalism.
- c) Council will not divulge the name/s of any person giving information [without permission](#).

However, any person eligible for or wishing to receive a reward must be prepared to act as a witness if legal proceedings are commenced and if independent evidence is not readily available.

Payment of the reward, providing the above conditions are met, is delegated to the Chief Executive Officer.

[Rewards will not be paid to City employees, Elected Members or members of the WA Police Service.](#)

3. Community Education

Procedure

[Council will:](#)

- a) Promote vandalism repair and Graffiti removal services to encourage ratepayers to make use of this service.
- b) Promote the State Graffiti Task Force education packages to schools, to educate on issues surrounding graffiti and other types of vandalism.
- c) Inform businesses of initiatives to allow them to decrease the potential for graffiti vandalism and urge businesses to take up such initiatives.
- d) Supply information to retail outlets on request of vandalism management.
- e) Promote Neighbourhood watch displays and information initiatives through the State Graffiti Task Force
- f) Encourage the use of the Graffiti Reporting Form provided by the State Graffiti Taskforce

4. Providing Activities for Young People

Procedure

- a) The City of Bunbury Youth Strategy, events program and the development of the Koolabidi Woola precinct and activities -currently being developed is to includesupports opportunities for low cost recreational and leisure activities and opportunities for youth art/culture expression.
- b) Collaborate with existing agencies, programs to address graffiti hot spots through activities such as:ete.
 - Adopt a bus shelter school project
 - Mural arts projects

COMPLIANCE REQUIREMENTS

LEGISLATION

- Section 65 Police Amendment Act 1998 POLICE ACT 1892 - [09-00-02].pdf (legislation.wa.gov.au)
- Graffiti Vandalism Act 2016

INDUSTRY

- State Graffiti Taskforce: Graffiti Vandalism Strategy | Goodbye Graffiti

ORGANISATIONAL

- DOC/724080 Youth Advisory Strategy Map

Document Control			
Document Responsibilities:			
Owner:	Director Infrastructure	Owner Business Unit:	Director Infrastructure

Reviewer:	Manager Waste Operations and Infrastructure Business Services	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 81/07 1 May 2007 –	Review Frequency:	biennial	Next Due:	2024
Review Version	Decision Reference:	Synopsis:			
DOC/424591		Reviewed with additional detail.			
DOC/424591	Council Decision 041/22 22 February 2022	Reviewed with no changes.			
DOC/424591	Council Decision 209/19 23 July 2019	Reviewed			
CP-026035	Res 95/17 21 March 2017 –	Reviewed			
	Res 15/1521 January 2015 –	Reviewed			
	Res 121/1029 June 2010 –	Reviewed			
Date Printed	11/06/2024 29/04/2024 26/04/2024				

10.1.6 Risk Management Overview and Appetite Statement

File Ref:	COB/6329
Applicant/Proponent:	Audit Committee
Responsible Officer:	Jordan Hunt, Team Leader Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.6-A: Draft Risk Appetite Statement Appendix 10.1.6-B: Sample Risk Management Report

Summary

The purpose of this Report is for the Council to:

1. Consider and recommend to Council the Risk Appetite Statement.
2. Receive an update as to the current status of the City’s Enterprise Risk Management Service.

Committee Recommendation

That Council:

1. Note the update in relation to the status of the City’s Enterprise Risk Management Service; and
2. Endorse the Draft Risk Appetite Statement as presented at Appendix 10.1.6-A, noting that the Risk Tolerance Measures, once determined, will be returned to Council for consideration via the Audit Committee.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Performance
Aspiration: Leading with purpose and robust governance.
Outcome 13: A leading local government.
Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

Nil

Background

This Enterprise Risk Management (ERM) report provides an overview of the City of Bunbury's progress in implementing Risk Management as a service against plan. The report also provides further details of the key activities completed and in progress such as the revised risk appetite statement, development of the Pulse Risk Management software system, and assessment of the organisation’s strategic and operational risks.

A review of the City’s Risk Appetite Statement (RAS) has been completed and is included as an attachment to this report (see Appendix 10.1.6-A). The RAS has been developed based on the City’s Opportunity and Risk Matrix as developed by the Executive in collaboration with Councillors.

The RAS details the types and levels of risk the organisation is willing to accept in pursuit of its objectives. The core of the statement includes specific risk categories and the corresponding appetite levels for each, expressed in qualitative terms, being high, moderate, or low as well as quantitative metrics. The quantitative metrics allow the City to monitor how effectively the organisation is in applying the guidance provided by the statement.

The tolerances set within the statement have been initially determined by the Risk Board and will be subject to review at least annually. The risk tolerance measures are all yet to be determined as they are dependent on the risk tolerances being endorsed first. The measures will be initially identified by the Risk Board following Council endorsement of the risk tolerances, after which they will be provided to the Audit Committee for consideration.

Council Policy Compliance

Risk Management Council Policy
 Risk Management Framework

Legislative Compliance

The Enterprise Risk Management service is developed in the context of Regulation 17 of the *Local Government (Audit) Regulations 1996*.

Officer Comments

Progress against plan is detailed below:

Phase	Key Deliverables	Timeframe	Status
Phase 1: Establishment of the Enterprise Risk Management service	Development of Framework and Operational Risk Register, identification of Risk Owners, development of Risk Reporting Template (ELT), identification of Risk Team requirements (training, space).	March '23 - Jun '23	Completed
Phase 2: Establishment of the organisational risk approach	Development of process maps, trigger maps, Escalation Framework, and organisational tools & templates.	Jul '23 - Sept '23	In progress (Ongoing development, review and refinement of tools and templates occurring to suit Pulse solution)

Phase	Key Deliverables	Timeframe	Status
Phase 3: Prepare for the implementation of Pulse Software	Identification of user needs, requirements and training, input of system information and update processes in line with software.	Oct '23 - Dec '23	In progress (Pulse solution has been built and is being utilised by the Risk Team as administrators. Role of system to users in progress)
Phase 4: Embedding of Enterprise Risk service and Pulse Software	Internal communications plan and engagement to effectively initiate the embedding of the Enterprise Risk Management service within the organisation.	Jan '24 - Jun '24	In progress (The City has commenced embedding ERM throughout the organisation. The Risk Team is working with Risk Owners to assess risks, capture control information, and learn the Pulse system.
Phase 5: Establishment of Control Assurance Program (BAU)	Schedule, engagement plan and approach for continual improvement of risk controls	Jul '24 - Dec '24	Not started

Phase 2 Update:

Having now established the Risk Board and completed the review of the Risk Appetite statement, the focus of the Risk Team has shifted to the processes for identifying and assessing risks across the business as well as for monitoring and reporting risks in a standardised manner.

Progress is underway in developing the identification and assessment processes and tools of the risk management framework. The team is currently developing a comprehensive risk assessment template designed for staff use. The template is automated through SharePoint and facilitates the identification and evaluation of potential risks across various operations. Once completed by staff, the risk team will review these assessments to ensure accuracy and completeness. This process ensures that all relevant information is appropriately incorporated into the risk register, fostering a more thorough and organised approach to risk management.

The City of Bunbury has made significant progress in developing its monitoring and reporting processes for risk management, ensuring comprehensive oversight and accountability. One of the key advancements includes the development of standardised risk management reports tailored to meet the specific requirements of both the risk board and the audit committee. These reports provide consistent, clear, and detailed insights into risk exposure and mitigation strategies, facilitating more informed decision-making. Additionally, the standardised format ensures that all relevant stakeholders receive uniform information, thereby enhancing transparency and coherence in the organisation's risk management practices. An example/sample of the Audit Committee risk management

report that will be provided to the Committee in future is included as an attachment to this agenda report (see Appendix 10.1.6-B).

Phase 3 Update:

The Pulse Risk Management solution is a platform designed to enhance the City's risk identification, assessment, and mitigation capabilities. The system facilitates real-time monitoring, reporting, and analysis of risks, ensuring a proactive and data-driven approach to risk management. The design and build phase of the software has been completed, with the training and onboarding of staff now the focus of the team.

The organisation has made commendable progress towards embedding Risk Management as a service within its operations. The integration of the Pulse Risk Management software system, alignment of the risk appetite statement, review of risk registers, and establishment of the Risk Board contribute to a sustainable and proactive approach to enterprise risk management.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This matter is presented to Council by the Audit Committee for consideration.

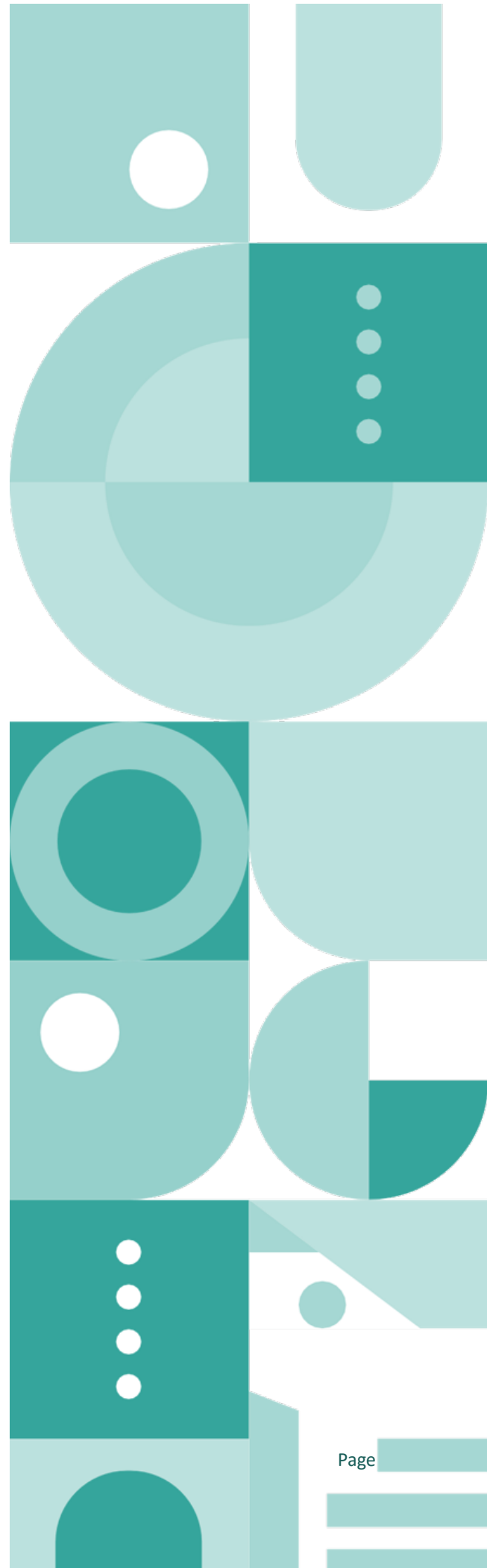
Applicant Consultation

N/A

Timeline: Council Decision Implementation

Not applicable

Risk Appetite Statement



City of Bunbury Risk Appetite Statement

Introduction

The City of Bunbury is committed to achieving its objectives and delivering quality services to the community. To effectively manage risks and make informed decisions, the organisation recognises the importance of establishing a clear risk appetite.

Definition of Risk Appetite

Risk appetite is the level of risk that the City of Bunbury is willing to accept in the pursuit of its strategic and operational objectives. It represents a balance between being proactive and innovative while maintaining responsible and sustainable practices.

Whilst the City's Risk Appetite Statements are broad in their guidance, they offer insight to staff about:

- Risk areas where caution is required in carrying out their activities.
- Risk areas within the Delegation of Authority Policy where they should feel comfortable about embracing risk and being innovative.

As a public authority, the City has a natural, and in some cases, statutory disposition to a conservative appetite for risk. However, the City provides a large and diverse range of services to a diverse population, and to provide these services effectively, must accept some prudent level of risk.

Key Risk Categories

- External Relationships
- Asset Management
- People / Organisation
- Finance / Commercial
- Service Quality

Risk Tolerance Levels

Council categorises its level of risk appetite into three ratings per the below.

RISK APPETITE STATEMENT



Risk Category	Strategic Objectives	Risk Appetite Rating	Risk Tolerance Statements	Risk Tolerance Measures			
			<i>Behaviours in line with guidance</i>	<i>Metric</i>	<i>Tolerable Range</i>	<i>Actual</i>	<i>Status</i>
External Relationships	<p><u>Community Engagement</u> Effectively inform and engage the community about local issues, facilities, services, and events. Cultivate a high community perception of the City of Bunbury as a leading local government. Listen and respond to community needs.</p>	High	<p>We are committed to transparent communication with external stakeholders, providing accurate and timely information regarding initiatives, decisions, and policies. We actively seek out feedback from a diverse range of stakeholders, ensuring that the voices of all community members are heard and considered in the decision-making processes. We strive to make external engagement opportunities accessible and inclusive to all members of the community, including marginalised or underrepresented groups.</p>	TBD			
	<p><u>Advocacy and Strategic Partnerships</u> Build awareness and recognition that Bunbury is a great place in which to live, work, study, holiday, play and invest. Attract diversified investment, industry, and businesses. Improve access to quality health and community services. Improve safety and crime prevention services. Encourage greater use of public and shared transport services.</p>	High	<p>We prioritise the interests and well-being of the community in all advocacy efforts and strategic partnerships, seeking to achieve tangible, positive outcomes that benefit residents and stakeholders. We foster collaborative relationships with external stakeholders, recognising that their involvement is essential to the success of local government initiatives and projects. We hold ourselves accountable for the outcomes of our advocacy efforts and partnerships, regularly evaluating their effectiveness and impact on the community.</p>	TBD			

Risk Category	Strategic Objectives	Risk Appetite Rating	Risk Tolerance Statements	Risk Tolerance Measures				
			<i>Behaviours in line with guidance</i>	<i>Metric</i>	<i>Tolerable Range</i>	<i>Actual</i>	<i>Status</i>	
	<p>Community Support Support vulnerable groups, including aged persons and those with disability.</p> <p>Promote and celebrate Noongar culture.</p> <p>Encourage participation in sport, recreation, and leisure activities.</p> <p>Improve road safety, connectivity, and traffic flow.</p> <p>Modify the physical environment to improve community safety.</p> <p>Beautify streetscapes.</p>	Moderate	<p>We treat all members of vulnerable groups with respect, dignity, and sensitivity, valuing their unique strengths, experiences, and contributions to our community.</p> <p>We are committed to ensuring that the services, programs, and resources we provide are accessible and inclusive to all members of vulnerable groups, including those with disabilities, language barriers, or other barriers to access.</p> <p>We collaborate with community organisations, service providers, and advocacy groups to leverage collective resources and expertise in supporting vulnerable groups within our community.</p>	TBD				

Risk Category	Strategic Objectives	Risk Appetite Rating	Risk Tolerance Statements	Risk Tolerance Measures			
			<i>Behaviours in line with guidance</i>	<i>Metric</i>	<i>Tolerable Range</i>	<i>Actual</i>	<i>Status</i>
Asset Management	<p><u>Environment and Sustainability</u> Sustainably manage, conserve, and enhance our natural habitats.</p> <p>Revitalise the coastline, foreshores, parks, and playgrounds.</p> <p>Conserve and manage water resources.</p> <p>Minimise risks and impacts from fires, flood, heat waves, and other natural disasters.</p> <p>Encourage the adoption of sustainable practices.</p>	Moderate	<p>We are committed to protecting and preserving the natural environment within our jurisdiction, recognising our responsibility as stewards of the land, air, and water for current and future generations.</p> <p>We integrate principles of sustainability into all aspects of our operations and activities, promoting resource efficiency, waste reduction, and renewable energy adoption to minimise environmental impact.</p> <p>We take proactive measures to address climate change and enhance community resilience to its impacts, implementing climate mitigation and adaptation strategies that reduce greenhouse gas emissions and build adaptive capacity.</p>	TBD			
	<p><u>Community Infrastructure</u> Improve community infrastructure and facilities.</p> <p>Maintain quality community assets.</p>		Moderate	<p>We adopt a lifecycle approach to asset management, considering the entire lifespan of assets from acquisition to disposal and incorporating strategies for maintenance, renewal, and replacement to optimise asset performance and longevity.</p> <p>We prioritise investments in asset maintenance and renewal to prevent deterioration and extend the useful life of public assets, minimizing the need for costly repairs or replacements in the future.</p>	TBD		

Risk Category	Strategic Objectives	Risk Appetite Rating	Risk Tolerance Statements	Risk Tolerance Measures			
			<i>Behaviours in line with guidance</i>	<i>Metric</i>	<i>Tolerable Range</i>	<i>Actual</i>	<i>Status</i>
People / Organisation	<p>Workplace Health and Safety Provide a safe work environment for staff, contractors, volunteers, and visitors.</p> <p>Provide an environment that supports workforce wellbeing.</p>	Low	<p>Be responsive to the wellbeing challenges of our people and provide support where possible.</p> <p>No tolerance for any circumstances that could lead to the death or serious injury of our staff, contractors, volunteers, or visitors.</p> <p>Be committed to keeping our staff safe while they are in our employment, improving their working conditions, their education on safety practices and their understanding of our collective responsibility to stay safe and monitor safety performance.</p>	TBD			
	<p>Culture and Productivity Provide strong, accountable leadership and governance.</p> <p>Provide a culture of respect, understanding, and constructive behaviour.</p> <p>Provide clear roles, expectations, and accountability for staff.</p> <p>Provide an inclusive workplace, that allows for a diversity of people.</p>		Low	<p>We actively seek opportunities to collaborate across departments and disciplines, recognising that teamwork is essential to achieving our collective goals and objectives.</p> <p>We communicate openly and transparently with colleagues, supervisors, and stakeholders, sharing information, feedback, and updates in a timely and respectful manner.</p> <p>We hold ourselves and each other accountable for our actions, outcomes, and commitments, taking responsibility for our actions.</p>	TBD		

Risk Category	Strategic Objectives	Risk Appetite Rating					
			<i>Behaviours in line with guidance</i>	<i>Metric</i>	<i>Tolerable Range</i>	<i>Actual</i>	<i>Status</i>
	<p>Process and Strategy Provide a jointly created clear vision for the organisation and community. Provide transparency around why, how, and when we do things.</p>	Low	<p>We prioritise initiatives and allocate resources in accordance with strategic priorities, seeking opportunities to maximise impact and value for the community.</p> <p>We base our decisions on reliable data, evidence, and analysis, leveraging quantitative and qualitative information to inform strategic planning, policy development, and resource allocation.</p> <p>We optimise processes and workflows to enhance efficiency and effectiveness, eliminating unnecessary bureaucracy, duplication of effort, and inefficiencies that impede progress and productivity.</p>	TBD			
Financial / Commercial	<p>Financial Management Effectively manage the City's resources Transparent budget process that aligns with Integrated Strategic Planning Framework Diversified revenue base Delivering optimal return on community investment</p>	Low	<p>We prioritise long-term financial sustainability, balancing short-term needs with the need to maintain financial health and resilience for future generations.</p> <p>We develop and implement comprehensive budgeting and planning processes that align with organisational goals, and community needs, prioritising investments that deliver value and support the achievement of strategic objectives.</p> <p>We conduct ourselves with honesty, integrity, and ethical behaviour in all financial transactions and interactions, avoiding conflicts of interest and ensuring that personal or political interests do not influence financial decision-making.</p>	TBD			

Risk Category	Strategic Objectives	Risk Appetite Rating	Risk Tolerance Statements	Risk Tolerance Measures			
			<i>Behaviours in line with guidance</i>	<i>Metric</i>	<i>Tolerable Range</i>	<i>Actual</i>	<i>Status</i>
	<p>Economic Development Support local business innovation and success. Develop and promote a competitive tourism offer to attract more visitors. Promote responsible planning and development. Grow participation in arts, culture, and community events.</p>	<p>Moderate</p>	<p>We actively promote the local government as a desirable destination for businesses and investors, showcasing our competitive advantages, infrastructure, workforce, and quality of life amenities.</p> <p>We work to retain and expand existing businesses through targeted support, incentives, and assistance programs that address their needs and challenges, fostering long-term relationships and partnerships.</p> <p>We invest in critical infrastructure projects and site development efforts that enhance connectivity, accessibility, and competitiveness, making the local government an attractive location for businesses to locate, expand, and grow.</p>	<p>TBD</p>			

Risk Category	Strategic Objectives	Risk Appetite Rating	Risk Tolerance Statements	Risk Tolerance Measures			
			<i>Behaviours in line with guidance</i>	<i>Metric</i>	<i>Tolerable Range</i>	<i>Actual</i>	<i>Status</i>
Service Delivery	Customer Experience Adopt innovations to improve business efficiencies and the customer experience.	High	<p>We deliver services with a commitment to excellence, maintaining high standards of quality, accuracy, and reliability in all interactions and transactions with residents and stakeholders.</p> <p>We listen actively to feedback and input from the community, incorporating it into service design and delivery to ensure that services are responsive to the diverse needs of our constituents.</p> <p>We respond promptly to inquiries, requests, and service needs from residents and stakeholders, acknowledging receipt and providing updates on progress or resolution in a timely manner.</p> <p>We establish clear service standards and performance metrics to measure and monitor response times, ensuring that service delivery remains efficient and responsive to community needs.</p> <p>We ensure that services are accessible to all residents, including those with disabilities, language barriers, or other accessibility needs, by providing multiple channels of access and accommodation options.</p>	TBD			



SAMPLE

Audit Committee Report

Q4 2024

Audit Committee Report

Strategic Risks

Risk Category	Risk	Risk Description	Risk Area	Residual Risk
Asset Management	Cyber Security	City of Bunbury's business is disrupted due to cyber breach.	Office of the CEO	High
	Climate Change Impacts	Effects of climate change negatively affects the City's assets and liabilities.	Office of the CEO	Extreme
	Going Concern	The organisation is unable to meet its obligations and continue its business for the foreseeable future.	Office of the CEO	Moderate
	CoB Identity/Brand	Lack of clear identity and brand positioning does not attract opportunities for the City.	Office of the CEO	Moderate
External Relationships	Community Expectations	City of Bunbury unable to meet the increasing expectations of the community.	Office of the CEO	Moderate
	Attracting Investors	City of Bunbury unable to attract investors and private/public partnerships to advance strategic priorities.	Office of the CEO	Moderate
	Advocacy Impact	City of Bunbury's advocacy efforts do not deliver the impact or the ability to influence required to advance strategic priorities.	Office of the CEO	Moderate
Finance/Commercial	Funding Access	Inability to access capital to support asset renewal and growth opportunities.	Office of the CEO	Moderate
	Cash Reserves	Declining cash reserves expose the City to financial limitations.	Office of the CEO	Moderate
	Balance Sheet Structure	Structure of the City's balance sheet limits future opportunities.	Office of the CEO	Low
	Industry Diversification	Lack of diversification of industry hampers growth and to-servicing sustainability.	Office of the CEO	Low
People/Organisation	Organisation Structure	Organisation structure is not fit for purpose to support the delivery of its strategic objectives	Office of the CEO	Moderate
	Executive Team Performance	Poor performance of the executive team in delivering strategy and leading people.	Office of the CEO	Moderate

Risk Category	Risk	Risk Description	Risk Area	Residual Risk
Service Quality	Community Social Challenges	Community social challenges negatively impacts the City's attractiveness for people to live and work within.	Office of the CEO	High
	New Technology	Missed opportunities to improve service delivery through a lack of uptake of new technologies.	Office of the CEO	Moderate
	Transport Options	Lack of transport options serving the City restricts activation and growth opportunities.	Office of the CEO	High
	Amalgamation	Amalgamation with other council(s) does not deliver increased service delivery or cost efficiency to the community.	Office of the CEO	Moderate

SAMPLE

Inherent Risk Matrix

	Low	Minor	Moderate	Major	Extreme	Not yet assessed
Rare	0	0	0	0	1	68
Unlikely	1	0	0	0	0	
Moderate	0	1	0	2	0	
Likely	1	2	3	2	4	
Almost Certain	0	0	1	12	8	

Extreme Inherent Risks

Risk Code	Risk Description	Risk Owner	Category	Inherent Risk	Residual Risk	Mitigation Strategy	Comment
AM2	Asset Renewal – Inability to renew assets in acceptable timeframe	Manager Finance	Asset Management	Extreme	Extreme		
FC6	Budget Delivery – Inability to deliver the approved budget.	Manager Finance	Finance / Commercial	Extreme	Extreme		

Residual Risk Matrix

	Low	Minor	Moderate	Major	Extreme	Not yet assessed
Rare	0	0	0	0	1	68
Unlikely	6	8	6	3	0	
Moderate	4		7	2	0	
Likely	0	1	0	0	1	
Almost Certain	0	0		2	0	

Extreme Residual Risks

Risk Code	Risk Description	Risk Owner	Category	Inherent Risk	Residual Risk	Mitigation Strategy	Comment
AM2	Asset Renewal – Inability to renew assets in acceptable timeframe.	Manager Finance	Asset Management	Extreme	Extreme		
FC6	Budget Delivery – Inability to deliver the approved budget.	Manager Finance	Finance / Commercial	Extreme	Extreme		

Risks Above Tolerance

Risk Area	Risk Name	Inherent Risk	Mitigation Strategy	Measured Likelihood	Measured Consequence	Residual	Target	Comment

SAMPLE

10.1.7 Internal Control Framework

File Ref:	COB/6639
Applicant/Proponent:	Audit Committee
Responsible Officer:	Delise Fynn, Internal Auditor
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.7: Draft Internal Control Framework

Summary

An internal control framework has been established for the development of procedures to collectively ensure that financial and non-financial activities of Council are conducted in a proper manner. Through this framework, the City’s Council and management can obtain reasonable assurance regarding the achievement of objectives in relation to:

- Effectiveness and efficiency of financial and operational performance goals;
- Internal and external financial and non-financial reporting; and
- Compliance with relevant laws and regulations.

This will be done by identifying risks that will prevent these goals and objectives from being achieved, and then identify what effective controls are required to mitigate identified risks.

Committee Recommendation

That Council endorse the draft Internal Control Framework as presented at Appendix 10.1.7-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Performance
Aspiration: Leading with purpose and robust governance.
Outcome 13: A leading local government.
Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

N/A

Background

The *Local Government (Audit) Regulations 1996* (Regulation 17) requires the following:

1. *The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to:*
 - a. *risk management;*
 - b. *internal control; and*
 - c. *legislative compliance.*

2. *The review may relate to any or all the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review no less than once every 3 financial years (with effect 28 June 2018).*
3. *The CEO is to report to the audit committee the results of that review.*

During reporting for the above in FY20 and FY23, the development of an internal control framework for the City of Bunbury was identified as an area of improvement. Both reports were endorsed by the audit committee on 5 March 2020 and 13 June 2023, respectively.

In response to a finding raised in the Regulation 17 review reports, an internal control framework has been developed. The details of the existing Internal Control Management policy have been included in the framework and will therefore be revoked.

The aim of the internal control framework is to guide management in developing procedures that will collectively achieve the City's goals and objectives. This is done by identifying risks that will prevent these goals and objectives being achieved, and then identify what effective controls are required to mitigate identified risks.

Council Policy Compliance

The existing Management Policy on Internal Control will be revoked pending the endorsement of the Internal Control Framework.

Legislative Compliance

Regulation 17 of the *Local Government (Audit) Regulations 1996* applies.

Officer Comments

It is requested that Council endorse the Internal Control Framework as recommended by the Audit Committee and provided at Appendix 10.1.7-A.

This Internal Control Framework is based on a pro-active risk management approach that includes regular review and identification of the risks that exist within the City. As part of the framework, an effective Risk Management Framework, which is an integral part of the framework, is maintained.

An effective internal control environment focuses on the following key areas to provide reasonable assurance over Council's activities:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring Activities

Analysis of Financial and Budget Implications

N/A

Community Consultation

N/A

Councillor/Officer Consultation

The Framework is presented to Council by the Audit Committee for consideration.

Applicant Consultation

The Framework is presented to Council by the Audit Committee for consideration.

Timeline: Council Decision Implementation

Immediately following decision by Council.



Internal Control Framework

Contents

1.	Introduction	3
2.	Components of the Internal Control Framework	5
2.1	Control Environment.....	5
2.2	Risk Assessment.....	6
2.3	Control Activities	7
2.4	Information and Communication.....	7
2.5	Monitoring Activities	8
3.	Limitations of Internal Control	9
4.	Roles & Responsibilities	10
5.	Compliance Requirements	16

1. Introduction

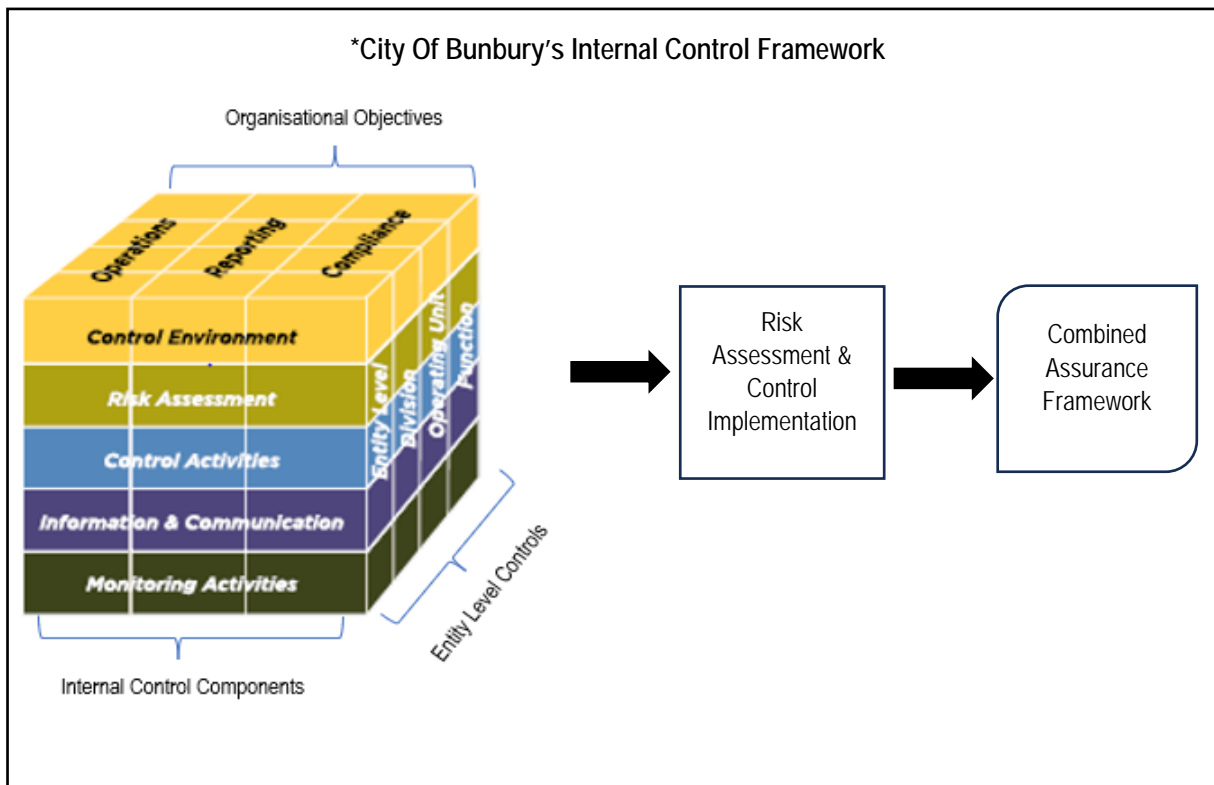
Consistent with the objectives and requirements of the *Local Government Act 1995 and Local Government (Financial Management) Regulations 1996*, Council has a responsibility to ensure that its activities are conducted in an efficient, compliant, risk effective and transparent manner.

The City of Bunbury ("the City/City's") has established an Internal Control Framework for the development of procedures to collectively ensure that financial and non-financial activities of Council are conducted in a proper manner. Through this framework, the City's Council and management can obtain reasonable assurance regarding the achievement of objectives in relation to:

- □ Effectiveness and efficiency of financial and operational performance goals;
- □ Internal and external financial and non-financial reporting; and
- □ Compliance with relevant laws and regulations.

The objectives are supported by appropriately designed entity level controls which determine management's attitude towards internal controls.

The City of Bunbury Internal Control Framework (Diagram 1) is applied at every level of the organisation where management continually seeks to identify and prioritise risks followed by the implementation of appropriate preventative and detective controls to mitigate those risks. The Audit, Risk and Governance mandate is to provide reasonable assurance of this system of internal control through a Combined Assurance Model as illustrated on the next page (Diagram 2).



*Adaptation from the COSO Integrated Control Framework

Diagram 1

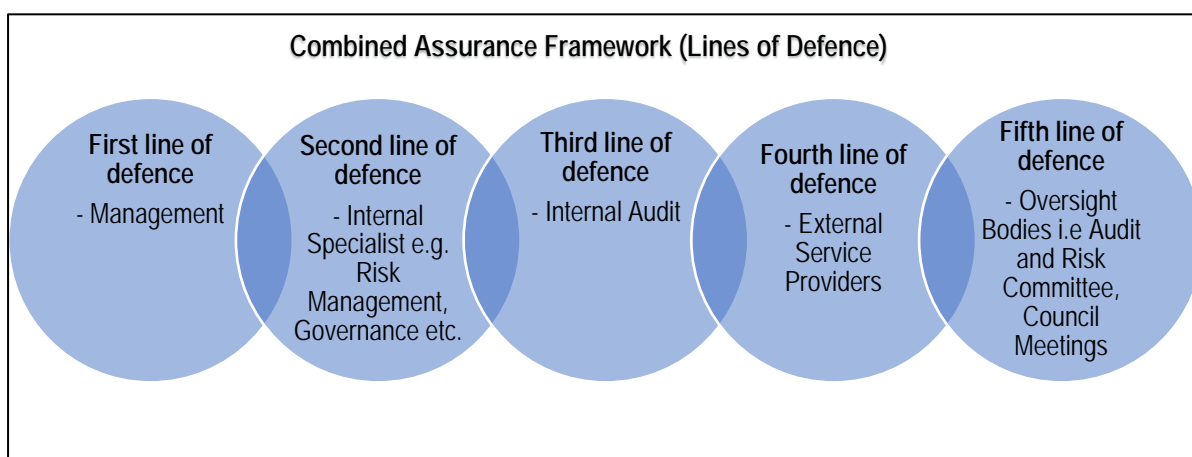


Diagram 2

Effective risk management typically applies the five lines of defence model in a mature organisation:

- □ The first line of defence is the level at which management owns and monitors their risk as well as ensuring that an appropriate system of internal controls has been developed and implemented within the organisation.
- □ The second line of defence is the level at which specialists facilitate and oversee risk and opportunity management i.e. enterprise-wide risk management, compliance, and governance.
- □ The third line of defence is where internal assurance specialists provide independent assurance over the system of internal controls e.g. internal audit.
- □ The fourth line of defence is provided by external assurance service providers, e.g. external audit, external consultants and local government departments and any other external service providers.
- □ The fifth line of defence is provided by governing bodies such as Audit and Risk Committee and Council, which perform an oversight role.

2. Components of the Internal Control Framework

2.1 Control Environment

The Council and Management at all levels of the City of Bunbury demonstrate through their directives, actions, and behaviour the importance of integrity and ethical values to support the functioning of the system of internal control.

Council and Management Responsibilities

- The City's Council has ultimate responsibility for ensuring that an adequate system of internal control is established and maintained.
- A Risk Management framework has been established which complies with the requirements of AS/ISO 31000.
- Management is accountable to the Council for designing, implementing, and monitoring the process of risk management and integrating it into the day-to-day activities of the organisation.
- The City of Bunbury's Enterprise Risk Board is responsible for overseeing the adequacy and overall effectiveness of the organisations risk management function and its implementation by management.
- The Executive Leadership Team (ELT) provide oversight over the organisations material risks and controls and assist in developing and enhancing risk management practices.

Control Culture

- The City's Code of Conduct governs the conduct of all employees and adherence to the core values documented in the Strategic Community Plan. Both documents are available to all employees on the organisation's intranet.
- The City's induction programme educates new employees on the ethics, values, and the culture of the City.
- The City adopts a Combined Assurance Model to ensure that the effectiveness of internal controls is tested in an effective and efficient manner.
- Public Interest Disclosures Framework is available to all employees and demonstrates the City's commitment to maintaining an ethical and effective control culture□

2.2 Risk Assessment

In line with the City's Enterprise Risk Management methodology, risk assessment reviews are performed using approved strategic and functional/operational risk registers. The risk reviews will cover all aspects of the risk management process to:

- Ensure that controls are effective and efficient in design and operation.
- Obtain further information to improve risk assessments.
- Analyse and learn from risk events and near misses, changes, trends, successes, and failures.
- Detecting change in the external and internal context of the City including changes to risk criteria
- Identifying emerging risks

Risk registers will be updated and assessed on a quarterly basis and will summarise the significant risks faced by the organisation, considering the likelihood of occurrence, the potential impact, related mitigating factors and compensating controls. The monitoring function will remain active between reporting cycles.

The City's risk appetite statement provides guidance on how to make decisions that balance risk and reward. It stipulates the amount of risk the City is willing to accept and reasonably manage in pursuit of the City's long-term objectives. With this guidance, management have developed and implemented appropriate risk response strategies in relation to the organisation's major risks and the adequacy and effectiveness of these strategies are reviewed on an on-going basis.

Internal audits are also conducted to assess the status of internal controls, including controls to minimise the risk of fraud.

Note: Reference can be made to the Risk Management Framework for more detail

2.3 Control Activities

Executive Management ensure that appropriate control activities are in place at every level within the organisation. These include:

- □ Presentations and performance reports to the Enterprise Risk Board, Audit Committee and Council to enable them to review the City's progress towards their targets.
- □ Remote working protocols & physical and logical access controls to City premises and information systems.
- □ Approvals and authorisations – A organisational and functional “levels of authority” is in place to ensure that transactions are approved by the relevant level of authority.
- □ Verifications and reconciliation – Various financial and operational reconciliations are performed on a regular basis and are reported to the appropriate levels of management.
- □ Activity and analytic controls – Managers receive and reviews standard performance and exception reports on a weekly, fortnightly, or monthly basis, e.g. budget reports, spending, health, and safety etc.
- □ Assessment and control reviews of the City's information systems e.g. Threat and Vulnerability Assessment, Information Security Maturity Assessment, IT General Control and Application Control Reviews.
- □ Policies and procedures that address organisational risks and provide detailed guidelines for carrying out activities include:
 - □ Structure of Council
 - □ Reconciliations and verifications.
 - □ Physical asset controls and regular revaluation.
 - □ Financial accounting procedures including segregation of duties.
 - □ Information technology controls.
 - □ Budgeting and reporting procedures.
 - □ Record and data security.
 - □ Risk assessments.
 - □ Compliance management (Attain Software).

2.4 Information and Communication

The City has established effective communication channels of information flow upward, downward and across the organisation to ensure that the necessary information reaches the appropriate people. This process ensures that information flows upward so that the Council and Executive Management are aware of the risks and operating performance of the various companies within the City. Information flowing downward through the organisation ensures that the City's objectives, strategies, targets as well as policies and procedures are communicated to lower-level management and functional/operational personnel.

2.5 Monitoring Activities

Management systems and internal activities need to be monitored to assess the quality of their performance over time. This will include:

- Audit Committee performing a review and monitoring role.
- Review of risk management, internal control and legislative compliance undertaken by the CEO.
- An internal audit program that regularly reviews and monitors the City's activities.
- A risk register that is monitored with risks having a rating of extreme or high being reviewed on a regular basis to ensure that relevant treatment plans are implemented and work effectively.
- Reviewing the adequacy and implementation of Council's Strategic Community Plan including the Asset Management Plan, Integrated Financial Plan, Corporate Business Plan, and annual budget.
- Regular monitoring of the Strategic Community Plan Key Priority Areas and objectives to ensure desired outcomes are being achieved.
- Reviewing documents that are provided to the community for accuracy and completeness, including Council policies, budget review, annual financial statements, and the annual report.
- Insurance/property risk management reviews undertaken annually by LGIS.
- Reviewing, assessing, and reporting on controls as part of the financial management systems review.
- Completion of an annual Compliance Audit Return.

The combined assurance approach co-ordinates the efforts of management, internal assurance providers (including internal audit) and external assurance providers in a manner that ensures collaboration and assists in bringing about a holistic view of the City's risk profile and assurance activities. The key assurance providers to the City include:

- Management including Risk Management and Governance.
- Internal Assurance providers
 - Internal Audit
- External Assurance providers
 - External Audit
 - Government Departments

All key assurance providers develop annual audit plans and results of control deficiencies are communicated to the appropriate personnel, levels of management and Committees on a regular basis.

3. Limitations of Internal Control

While it is recognised that this framework may provide reasonable assurance that Council and City's operations are efficiently and effectively managed and that all resources are properly deployed, limitations do exist. These limitations may include:

- Controls are designed for routine transactions – abnormal or non-routine transactions may bypass control mechanisms.
- The internal control system is operated by people, so there is potential for human error, poor judgement, lack of knowledge or misunderstanding of instructions and bias.
- People may act together in collusion to undermine the system of internal control.
- The ability of management, employees and/or third parties to circumvent the internal control system through collusion.
- External events beyond the organisations control.

The purpose of internal control is to provide reasonable assurance that the irregularities are prevented. If they occur, that they can be detected and corrected and that internal risks faced by Council are to acceptable levels.

4. Roles & Responsibilities

Roles	Responsibilities
Council	<ul style="list-style-type: none"> ▪□ Council retains ultimate responsibility for internal control. ▪□ Establish and maintain an Audit Committee as per the <i>Local Government Act 1995</i>. ▪□ Receive and note the triennial review in accordance with Reg 17(c), Local Government (Audit) Regulation 1996 and make decisions when required. ▪□ Attend risk awareness training sessions as organised by the City. ▪□ Undertake ongoing monitoring and review of risk management by receiving and noting reports from the Audit Committee, receiving regular updates via the Councillor Portal, and attending Strategic Briefing Sessions <p>External Accountability</p> <ul style="list-style-type: none"> ▪□ Council, along with the CEO, are ultimately accountable for incidents/events (realisations of risks) that occur where the management of the risk has been found to be ineffective
Audit Committee	<ul style="list-style-type: none"> ▪□ Endorse the Internal Control Framework ▪□ Review the effectiveness of the City's approach to corporate governance matters including internal control. ▪□ Assess the Reg 17 review of risk management appropriateness and effectiveness. ▪□ Maintain oversight of all matters that relate to the conduct of audits (internal and external) by receiving and endorsing the internal audit framework documents and internal audits as presented.
Enterprise Risk Board	<ul style="list-style-type: none"> ▪□ Escalate indicators of risk discussed with ELT, with ultimate responsibility sitting with the CEO. ▪□ Determine the strategic and enterprise approach to risk by considering the context of the City and best practice principles of ISO 31000 -2018 risk management. ▪□ Show commitment and leadership to the organisation by actively communicating ELT's support of the risk management service through the City's communication channels, thereby driving risk culture for the organisation.

Roles	Responsibilities
Chief Executive Officer	<ul style="list-style-type: none"> ▪ □ Drives the risk culture for the organisation and is accountable to Council for effective and appropriate corporate governance of the organisation in accordance with legislative requirements. ▪ □ Provide support for the development and implementation of appropriate systems to achieve accountability and integrity. ▪ □ Oversee and monitor the strategic and enterprise risk registers. ▪ □ Report to the Audit Committee on internal control effectiveness and appropriateness. ▪ □ Communicate necessary risk information to and from Council and Audit Committee. ▪ □ Report via the triennial review in accordance with Reg17(c) of the Local Government (Audit) Regulation 1996 to the Audit Committee on risk management effectiveness and appropriateness. <p>External Accountability</p> <p>The CEO, along with Council, are ultimately accountable for incidents/events (realisation of risks) that occur where the management of the risk has been found to be ineffective.</p>
The Executive (CEO/Directors)	<ul style="list-style-type: none"> ▪ □ Endorse the Internal Control Framework ▪ □ Commit to demonstrate professional behaviour consistent with roles and values, and operate in an environment of openness, probity, and accountability. ▪ □ Oversight of adequate internal controls and their implementation, evaluation, and revisions on an ongoing basis. ▪ □ Promote a best practice approach in support of effective business practices and properly functioning controls. ▪ □ Incorporate risk management into strategic and business planning. ▪ □ Show commitment and leadership by actively promoting risk management to build a risk culture. ▪ □ Build risk management capability within the City by supporting employee's attendance at training sessions and/or as members of user groups.

Roles	Responsibilities
Managers	<ul style="list-style-type: none"> ▪ □ Ensure that the City's Internal Control Framework is applied to the internal controls within their area of responsibility showing commitment to drive a risk aware culture. ▪ □ Development an adequate system of internal control and their implementation, evaluation, and revision on an ongoing basis in respect to all their area of responsibility to ensure as far as reasonable that: <ul style="list-style-type: none"> ○ □ Financial records and other relevant databases completely and accurately reflect the actual operational activities and the timely preparation of reports. ○ □ Assets are safeguarded from unauthorised use or disposal. ○ □ Irregularities are prevented, or detected and corrected if they occur. ○ □ Legislative compliance is maintained. ▪ □ Be aware of and understand the most significant risks of the organisation by actively reading provided risk reports. ▪ □ Build risk management capability within their department by attending and participating in and/or supporting employee's attendance at training sessions and/or as members of user groups. ▪ □ Incorporate risk management into business planning and strategy development by ▪ □ Regularly monitor risk as part of a standing agenda item for manager and/or team meetings to discuss: <ul style="list-style-type: none"> ○ □ Any new or emerging risks ○ □ Any potential issue that can impact the likelihood and/or consequence of a risk. ○ □ Monitor and review existing risks. ▪ □ Control effectiveness
Team Leaders	<ul style="list-style-type: none"> ▪ □ Show commitment to risk management to drive a risk culture. ▪ □ Build risk management capability within their team by attending and participating in and/or supporting employee's attendance at training sessions and/or as members of user groups. ▪ □ Assist in the assessment of control effectiveness as per the process in the risk management framework. ▪ □ Regularly monitor risk as a part of a standing agenda item for the team meetings to discuss: <ul style="list-style-type: none"> ○ □ Any new or emerging risks ○ □ Any potential issue that can impact the likelihood and/or consequence of a risk. ○ □ Monitor and review existing risks

Roles	Responsibilities
Internal Audit	<ul style="list-style-type: none"> ▪□ Coordinate and lead independent audits and assessments to determine the effectiveness of internal controls and processes and recommend appropriate improvements. ▪□ Provide advice and guidance to customers and stakeholders on appropriate internal controls to safeguard the City's assets in accordance with relevant legislation and standards as well as policies and procedures.
Team Integrated Planning	<ul style="list-style-type: none"> ▪□ Keep up to date with developments in risk management by monitoring the environment, researching new and emerging potential risks, and signing up for regular updates from leading practitioners. ▪□ Overall coordination of the City's risk exposure by overseeing the implementation of an effective risk management framework ▪□ Work in liaison with Governance and Internal Audit functions to ensure the City is meeting its governance, internal control, and legislative compliance requirements. ▪□ Build a risk aware culture within the City through the creation of risk management processes documented in the risk management framework. ▪□ Coordinate the reporting of identified strategic and operational risks. ▪□ Oversee the management and administration of organisational risks registers and system. ▪□ Facilitate risks management training as required. ▪□ Lead and support the capabilities of control owners in developing and monitoring relevant risk strategies and plans. ▪□ Provide risk management support and advice to leaders to embed change. ▪□ Coordinate the assembly of the City's Business Continuity Plan and disaster recovery processes. ▪□ Oversee the compilation of risk reports as per the reporting schedule.

Roles	Responsibilities
Enterprise Risk Management Officer	<ul style="list-style-type: none"> ▪□ Build and champion a risk aware culture across the City through coordinating the process of identifying and assessing risks. ▪□ Facilitate the identification and reporting of strategic and operational risks across the organisation through the management of the City's risk register. ▪□ Provide reports as identified in the risk management framework. ▪□ Using the risk management framework processes, develop a training package to assist workers to identify and assess risk using the processes outlined in the risk management framework. ▪□ Work in liaison with the Governance and Internal Audit functions to ensure the City meets its governance, internal control, and legislative compliance requirements. ▪□ Keep up to date with developments in risk management and sign up for regular updates with leading practitioners. ▪□ Manage and administer organisational risk registers and system. ▪□ Provide risk management support and advice for leadership in implementing risk identification, monitoring, and controls. ▪□ Provide risk management support and advice to leadership to embed the change.
Risk Owners	<ul style="list-style-type: none"> ▪□ Monitor the environment to identify if there are any indicators the risk owned by them might eventuate, escalating to the attention of Enterprise Risk Board via the process outlined in the risk management framework. ▪□ Embrace ownership and management of the City's operational risks by making decisions on the acceptance of risks on behalf of the City. ▪□ Analyse and discuss emerging risks, issues, and trends at least every six months, as per the process outlined in the risk management framework. ▪□ Document decisions and actions arising from risk-related matters, as per the process outlined in the risk management framework. <p>Internal Accountabilities</p> <ul style="list-style-type: none"> ▪□ Coordinate and be accountable to the CEO for the management of risks assigned to them, by receiving assurance that controls are effective and that treatments are completed
Control Owners	<ul style="list-style-type: none"> ▪□ Ensure the controls they are responsible for are effective via assurance and performance measurement as per the process documented in the risk management framework. ▪□ Report to the Risk Owner on the status of the control and ongoing status of the risk treatment as per the process outlined in the risk management framework. <p>Internal Accountabilities</p> <ul style="list-style-type: none"> ▪□ Effective oversight and management of the control.

Roles	Responsibilities
Employees	<ul style="list-style-type: none"> ▪□ Conducting their duties in accordance with the Management Policy and processes for internal control. ▪□ Reporting to Management instances where they consider that internal control processes are inadequate or are not being met. ▪□ Contribute to the improvement or implementation of treatment strategies where appropriate as directed by their line manager. ▪□ Actively participate in the identification of potential risks in their workplace and report them to their line manager. ▪□ Embed risk management culture within work areas by applying risk management practices by: <ul style="list-style-type: none"> ○□ Following procedures outlined in the risk management framework. ○□ Following procedures outlined in the Safety Management Plan ○□ Completing JSAs/SWMS/task assessments ○□ Attending risk meetings ○□ Attending risk management training

5. Compliance Requirements

Legislation

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Audit) Regulations 1996*

Industry

- *WA Local Government Accounting Manual*
- *Local Government Integrated Planning and Reporting Framework and Guidelines*
- *AS/NZS ISO 31000:2009 Risk Management Principles*
- *COSO (Committee of Sponsoring Organisations of the Treadway Commission) – Internal Control integrated Framework 2013*

Organisation

- *City of Bunbury Policy – Risk Management*
- *City of Bunbury Risk Management Framework*
- *City of Bunbury Framework – Public Interest Disclosure*
- *City of Bunbury Code of Conduct*

10.1.8 CEO Performance Criteria FY2024-25

File Ref:	COB/515
Applicant/Proponent:	CEO Performance Review Committee
Responsible Officer:	Maureen Keegan Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Confidential Appendix 10.1.8-A Summary Report CEO Performance and Remuneration Review

Summary

This report considers the development process undertaken by Council Members and the proposed set of CEO Key Performance Criteria for the 2024-25 Financial year for endorsement by Council via the CEO Performance Review Committee.

Committee Recommendation

That Council:

- Notes the methodology for the development of the 2024-2025FY CEO Performance Criteria and the outcomes between the parties and the CEO's Performance Review Panel.
- Endorses the proposed CEO's Performance Criteria 2024-25FY for use in the 2024-2025FY annual CEO performance review cycle in accordance with the City's CEO Performance Review policy, as presented at Confidential Appendix 10.1.8-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Performance
Aspiration: Leading with purpose and robust governance
Outcome 13: A leading local government
Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

Not applicable

Background

Development of CEO's performance criteria is an important task that provides the CEO with clear guidelines about the Council's performance expectations and strategic priorities for the review period to ensure the Council and the CEO are moving in the same direction, and that the CEO is accountable for the agreed priority outcomes.

Ensuring the CEO meets performance expectations is important due to an increased focus on governance accountability generally. Regular reviews provide Council with early warnings of

potential issues/concerns and allow resource allocation or expectations to be renegotiated early if required.

The Council appointed Angie Dominish, Senior Consultant from Price Consulting Group Pty Ltd to assist the Council and CEO with the CEO performance criteria.

The approach regarding the setting of the performance criteria with Council and the CEO was implemented in line with the City's Performance Review schedule to align the activity with the Strategic Community Plan and budget processes. The approach involved:

1. Design and facilitation of the CEO performance criteria workshop with the Council and CEO.
2. Collation and write up of the outcomes from the workshops. Fine tuning of the CEO's Performance Criteria for 2024-2025, including the weightings for each criterion with Councillors and the CEO via an on-line meeting.
3. Council and the CEO considered the proposed suggested KPIs in line with the next financial year's planning and budget decisions.
4. Finalisation of the proposed CEO's Performance Criteria for 2024-2025 with Councillors and the CEO via email.
5. Preparation of the final proposed set of CEO performance criteria for review and endorsement by Council via the CEO Performance Review Panel during the probationary review process.

Council Policy Compliance

The Council Policy CEO Performance and Salary Review authorises the CEO Performance Review Committee to undertake the CEO Performance Review and report findings and recommendations to Council.

Legislative Compliance

Sections 5.38 and 5.39(3)(b) of the *Local Government Act 1995*, which requires that:
Local Government (Administration) Regulations 1996

Officer Comments

The proposed CEO's Performance Criteria have been developed for the 2024/2025 FY performance review cycle in consultation with Council Members and the CEO in line with legislative and regulatory requirements. The performance criteria are aligned to the planning and budget cycle to enable key priorities to be progressed in line with the City's direction and resourcing framework.

The proposed CEO Key Performance Criteria for 2024/2025 is attached at Confidential Appendix 10.1.8-A These performance criteria once endorsed will form the basis for the 2024/2025 FY CEO performance review cycle.

Analysis of Financial and Budget Implications

Not applicable.

Community Consultation

Not applicable.

Elected Member/Officer Consultation

Ms Dominish conducted 2 workshops with Elected Members and the Executive Team to confirm the approach regarding the setting of strategic performance criteria and to define the performance requirements for the criterion relating to the delivery of strategic and corporate plan outcomes.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Upon adopted by Council, the CEO Performance Criteria will form the basis for the 2024/2025 FY performance review cycle and part of the CEO Contract.

10.1.9 CEO Probation Review November 2023 – May 2024

File Ref:	COB/515
Applicant/Proponent:	CEO Performance Review Committee
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Confidential Appendix 10.1.8-A Summary Report CEO Performance and Remuneration Review

Summary

This report considers the probationary review of performance for Mr Alan Ferris, Chief Executive Officer (CEO), for the period November 2023 – May 2024, which has been carried out in accordance with Council’s statutory and contractual obligations. A summary report of the review has been prepared for Council and is presented at Confidential Appendix 10.1.8-A.

Committee Recommendation

That Council:

1. Notes that the probationary performance review of Mr Alan Ferris, Chief Executive Officer, has been undertaken for the probationary review period.
2. Endorses the outcome of the probationary review, that is Mr Ferris has met expectations and thanks Mr Ferris for his efforts.
3. Endorses Mr Ferris’ suitability for the role and hence continuation of his contract of employment subject to both parties agreement.

*Voting Requirement: **Absolute Majority***

Strategic Relevance

Pillar: Performance
Aspiration: Leading with purpose and robust governance
Outcome 13: A leading local government
Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

Not applicable

Background

Price Consulting Group Pty Ltd was engaged by the City of Bunbury to conduct the CEO’s Probationary Performance Review for the period November 2023 – May 2024.

Initial liaison, inclusive of subsequent telephone conversations and emails, took place with Mayor/Chair, CEO Performance Review Panel and CEO in March 2024 to clarify and agree on the performance appraisal process and timeline. The timeline and process are outlined within confidential Appendix 10.1.8-A.

A questionnaire was developed and emailed to all Councillors on 2 May 2024 which sought assessment and feedback for:

- Functions of the CEO, in accordance with the Local Government Act
- Delivery of Strategic Outcomes.
- Leadership Attributes.
- the CEO's strengths and development needs, as well as an overall rating of his performance in delivering the City's objectives.

The review outcomes are detailed in the Summary Report to Council at Confidential Appendix 10.1.8-A.

Council Policy Compliance

The Council Policy CEO Performance and Salary Review authorises the CEO Performance Review Panel to undertake the CEO Performance Review and report findings and recommendations to Council.

Legislative Compliance

The review process was undertaken in accordance with Schedule 2 of the Local Government (Administration) Regulations 1996, being the *Model standards for CEO recruitment, performance and termination*.

Officer Comments

Confidential Appendix 10.1.8-A details the outcomes of the CEO Probationary Performance Review process for November 2023 – May 2024. The report was compiled by the consultant following feedback received and subsequent informal meetings between the Consultant, CEO Performance Review Committee and the CEO on 4 June 2024.

Analysis of Financial and Budget Implications

Not applicable

Community Consultation

Not applicable.

Elected Member/Officer Consultation

The CEO Performance Review Committee is requested to formally consider the report and subsequently, present a Committee recommendation to Council for consideration.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Pursuant to clause 19 of the *Model standards for CEO recruitment, performance and termination*, Council must inform the CEO in writing of:

- The results of the review; and
- If the review identifies any issues about the performance of the CEO – how the local government proposes to address and manage those issues.

10.1.10 Inclusion of Alternative Augmentative Communication Boards in all City of Bunbury playgrounds and park refurbishments.

File Ref:	COB/5471 and COB/1774
Applicant/Proponent:	Disability, Access and Inclusion Committee (DAIC)
Responsible Officer:	Sue Alexander, Community Development Officer – Inclusion
Responsible Manager:	Georgia-Mae O’Brien, Acting Manager Community Connection
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.10-A Example of Augmentative Alternative Communication Boards

Summary

The purpose of this report is for Council to endorse recommendations from the Disability Access and Inclusion Committee (DAIC) meeting held 22 May 2024 relating to installing Augmentative Alternative Communication in all City of Bunbury playgrounds and park renewals and refurbishments.

Committee Recommendation

That Council:

1. Endorse the inclusion of Alternative Augmentative Communication Boards in all City of Bunbury playground and park renewals and refurbishments, in alignment with DAIP 2023-2028 Action 2.2.4: Consider intellectual, neurological, and developmental disabilities in new playground designs.
2. Endorse that the budget for the renewal and refurbishment of City of Bunbury owned playgrounds and parks incorporates funding for the installation of Alternative Augmentative Communication Boards.

Executive Recommendation

That Council:

1. Requests the CEO to prepare a report to be presented to the 13 August 2024 ordinary Council meeting that considers the financial resources required for the inclusion of Alternative Augmentative Communication boards in all City of Bunbury playground and park renewals and refurbishments

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	People
Aspiration	A safe, healthy, and connected community
Outcome 4	A compassionate and inclusive community
Objective 4.2	Support vulnerable groups, including aged person and those with disability.

Regional Impact Statement

The Disability Access and Inclusion Committee provides opportunity for community members to contribute to decisions that benefit Bunbury, through input on the provision of accessible and inclusive facilities, open spaces, programs, and services. This ensures that Bunbury is welcoming and inclusive for all who visit and live in the Greater Bunbury region.

Background

Communication Boards are a form of augmentative and alternative communication (AAC) that utilise images, symbols, and illustrations to assist individuals with communication difficulties in expressing themselves. Users can gesture or point at images to convey their messages. Additionally, these boards incorporate core key-word signs to promote community awareness and facilitate the modelling of this communication method.

The City of Bunbury has installed Communication Boards at two playgrounds featuring accessible facilities: Big Swamp Playground and Koombana Bay Foreshore Playground. These Communication Boards were developed through a collaborative initiative led by a member of the City of Bunbury's Co-Design Panel and a local speech pathologist, with substantial support from the City of Bunbury.

The support provided by the City of Bunbury included:

- **Financial Support:** Funding for the manufacturing of the Communication Board frames, printing, installation, and ongoing maintenance.
- **Graphic Design:** In-house design services from the City of Bunbury's Marketing and Communication Team.
- **Project Coordination:** Oversight by the Community Development Inclusion Officer.

The City of Bunbury has also created additional Communication Board resources, including downloadable versions for events, which are available to the community free of charge. Furthermore, the City has donated Communication Board resources to Enable for the Accessible Events Trailer.

Council Policy Compliance

The DAIC operates under the Council's Code of Conduct.

Legislative Compliance

Disability Services Act 1993 (amended 2004)
Local Government Act 1995

Officer Comments

Effective communication is a fundamental human right. Individuals who experience difficulties in communication may face challenges in accessing information, building relationships, participating in employment and educational opportunities, and ensuring their safety within the community. Augmentative and Alternative Communication (AAC) serves as a critical tool to facilitate understanding and enable individuals to express their thoughts and feelings.

AAC provides a means for everyone to have their needs, wants, and opinions heard. It fosters new social connections and friendships and supports the development of existing skills.

Research has shown that AAC can enhance developmental skills and improve communication abilities.

AAC is beneficial for a wide range of community members, including those who cannot use speech to communicate effectively, those with developmental delays or disorders, and those whose speech may be difficult for others to understand. AAC can be advantageous for people of all ages, from young children to adults with varying degrees of disabilities.

City of Bunbury Communication Boards have been designed with the following objectives:

- **Facilitate Expression:** Provide opportunities for individuals to share their thoughts and experiences while engaging in community activities.
- **Enhance Communication:** Promote communication experiences across our community.
- **Educate the Community:** Increase understanding of alternative communication systems and offer practical experiences in using them.
- **Foster Inclusivity:** Strengthen the community’s capacity to offer inclusive and meaningful opportunities for all its members.

The recommendations for the implementation of Communication Boards align closely with the City of Bunbury Disability Access and Inclusion Plan (DAIP) 2023-2028 actions. Specifically, the following actions are pertinent:

- **Action 2.4.2 (2024-2025):** Conduct an accessibility audit of the City’s existing playgrounds and playground infrastructure to gather detailed information on accessible features within each playground. This action also includes the continuous updating of information as new accessible features are implemented.
- **Action 2.4.5 (2024-2025):** Support the implementation of aided language displays in all City playgrounds.

These actions underscore the City of Bunbury commitment to enhancing accessibility and inclusivity within our community spaces. The integration of Communication Boards as a form of aided language display is a proactive step towards fulfilling these goals, ensuring that all individuals, regardless of their communication abilities, can participate fully in our community activities and enjoy the use of our playgrounds.

Analysis of Financial and Budget Implications

If endorsed a further report will be presented to Council that considers the financial resources required.

Community Consultation

Not applicable.

Councillor/Officer Consultation

This item was tabled at DAIC meeting held 22 May 2024.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Appendix 10.1.10-A



Image 1: Emily Northcott and Laura Reincourt pictured with the City of Bunbury Communication Board at Koombana Foreshore.



Image 2: City of Bunbury Communication Board located at the Big Swamp Accessible Playground.

10.2 Chief Executive Officer Reports

Nil

10.3 Director Corporate and Community

10.3.1 Evolve Transformation Final Program Update

File Ref:	DOC/1324767
Applicant/Proponent:	Internal
Responsible Officer:	Jordan Hunt, Team Leader Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.3.1-A Evolve Final Program Update – June 2024

Summary

The attached report provides an update on the progress of the City’s Evolve Transformation Program for the past quarter and is the final update report for the program. It details the progress against the schedule, key achievements and intended activities for the next period, proportion of budget spent, benefits achieved, and details of the social responsibility agreement with technology partner Mastek (previously Evolutionary Systems, “Evosys”).

Executive Recommendation

That Council receive and note the Evolve Transformation Final Program Update, as provided at Appendix 10.3.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust performance.
Outcome 13	A leading local government.
Objective 13.2	Adopt innovations to improve business efficiencies and the customer experience.

Regional Impact Statement

The Evolve Transformation Program (“Evolve”) will make the City of Bunbury the best local government in regional WA and enable us to build a Better Bunbury now and into the future.

Background

The Evolve Transformation Program seeks to deliver various levels of efficiencies across all teams. As many of these projects have not yet been completed or fully embedded, the anticipated efficiencies are yet to be fully realised. This has had an impact on the workload of current staff, as this program has required staff to complete significant and ongoing additional activities over and above business as usual, as well as to familiarise themselves with new systems and ways of working. Over time, transformational project completions will continue to provide workplace efficiencies.

A benefits and lessons learnt report will be submitted to Council at the July OCM.

Council Policy Compliance

Tendering for goods and services is conducted in accordance with:

- Purchasing Council Policy; and
- Access and Inclusion Policy.

Legislative Compliance

All elements of the Evolve Transformation Program are developed and rolled out in line with or exceeding the required Legislation.

Officer Comments

Key achievements for the previous period are detailed in the report for the technology and business streams of the program.

Analysis of Financial and Budget Implications

N/A

Community Consultation

N/A

Councillor/Officer Consultation

Ongoing

Applicant Consultation

N/A

Timeline: Council Decision Implementation

It is anticipated that all elements of the Evolve Transformation Program will be implemented over the next 1-2 months, with ongoing culture and change management in the 24 months following to ensure the acquired processes and tools are embedded into the organisation.

EVOLVE



Final Program Update June 2024



Contents

Topic	Page
Glossary	3
Projects List	4
Program Schedule	5
Key Achievements and Future Activities	
• Technology Stream	6
• Business Stream	
Project Shine Financials	8
Benefits and Social Responsibility	9



Glossary

CX	Customer Experience (CRM System).
Evolve Program	Program encompassing Project Shine and all business and process updates.
HRIS	Human Resource Information System (HR System).
Mastek	Technology partner for Project Shine (previously “Evosys”).
PMO	Project Management Office.
Project Shine	Project encompassing all technology streams.
SOW	Statement of Work.
Sponsor	Member of Executive responsible for leading the project.



Evolve Program

Technology Stream Projects (Project Shine)

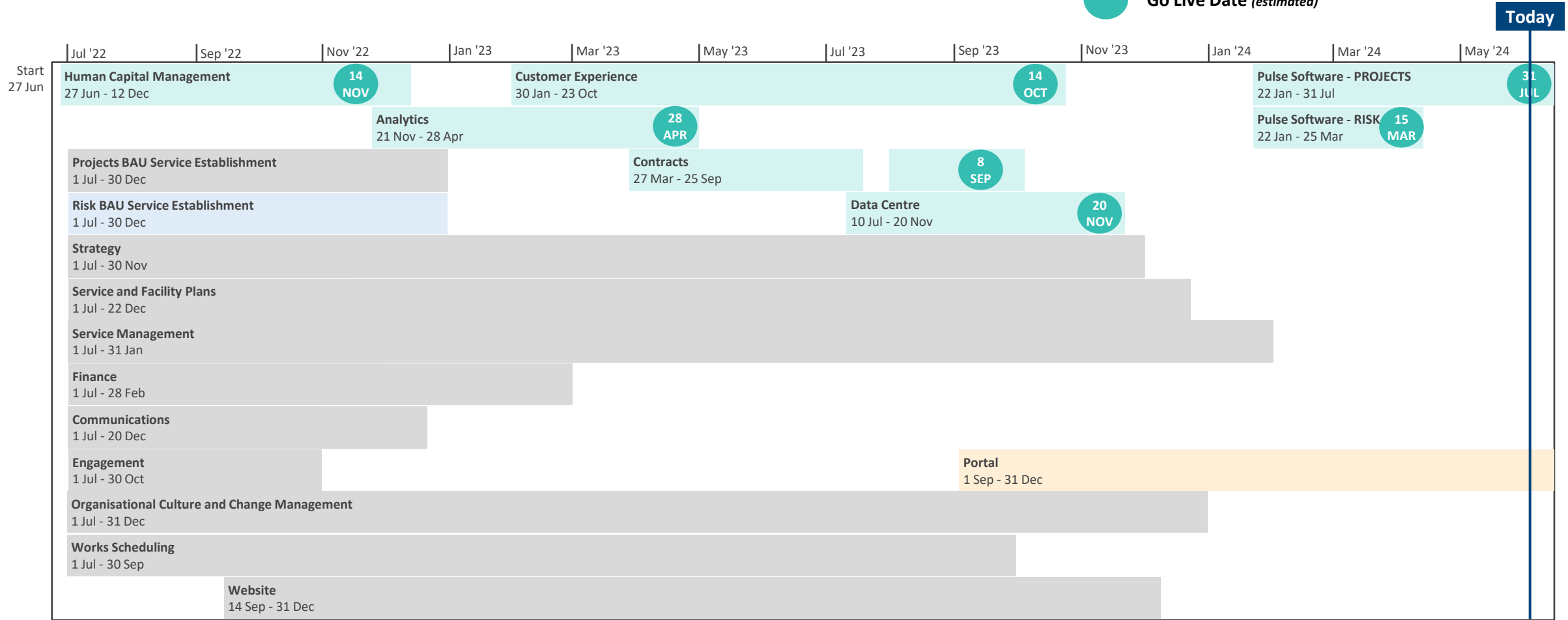
- HRIS (Oracle HCM & Aurion Payroll) ✓
- Customer Experience/CRM (Oracle CX) ✓
- HR Reporting and Analytics (HCM Fusion Analytics) ✓
- Data Centre Migration
- Project Management (Pulse)
- Risk Management (Pulse) ✓
- Contract Management (Oracle Contract Management) ✓

Business Stream Projects

- Strategy ✓
- Integrated Planning ✓
- Risk ✓
- Projects ✓
- Service Management ✓
- Finance ✓
- Website and Elected Member Portal ✓
- Communication ✓
- Engagement ✓
- Organisational Culture and Change Management ✓

Evolve Program Schedule

- Complete and ongoing as BAU
- Project Shine
- BAU Project
- Go Live Date *(estimated)*



Technology Stream

Key Achievements This Period	Activities Next Period
<ul style="list-style-type: none"> • CX module launched to internal staff and in active use. • Pulse Risk Management system finalised. • Pulse Project Management system build underway. • Hardware ordered for data centre. • Testing for Community Portal completed with staff, community members, and three Elected Members with essential optimisation points identified. 	<ul style="list-style-type: none"> • User acceptance testing for Pulse Project Management module. • Develop delivery schedule for data centre. • Develop automated auditing of the contracts registers. • Ongoing tracking of the benefits from the HCM project of the past 6 months in terms of hours saved. • Launch of the Community Portal to organisation and community. • Resolve minor issues and develop identified enhancements for the CX system. Launch internal request form for internal work requests. • Training for risk owners in the Pulse Risk Management system. • Determine and procure the best option for role expectation and evaluation tool.

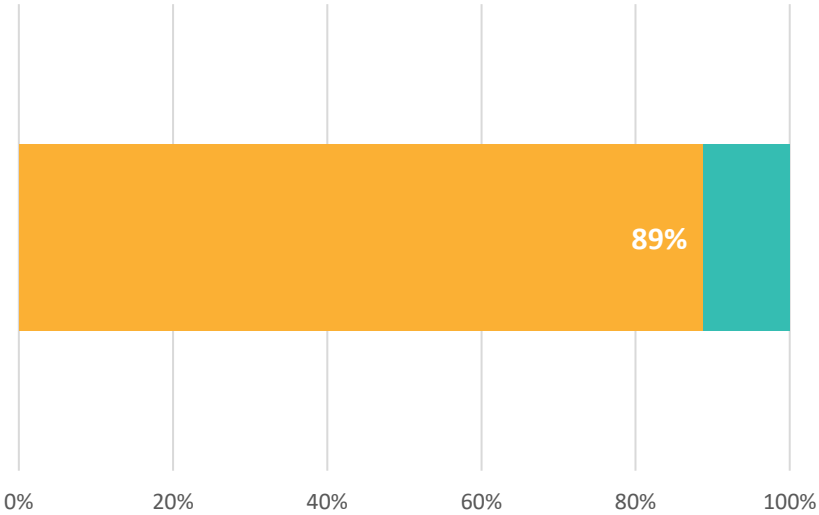
Business Stream

Key Achievements This Period	Activities Next Period
<ul style="list-style-type: none">• Risk Appetite Statement and Strategic Risk Register finalised.• Majority of culture action plans completed.• Performance and Clarity project team allocated and initial project documentation developed.	<ul style="list-style-type: none">• Continue establishing a relationship with Oracle for long term service support and integration enhancements.• Ongoing roll out of the Risk Management Framework with a focus on ease of understanding and application. Update the operational risk register in consultation with risk owners.• Ongoing optimisation of service review and the community engagement processes.• Develop project plan for the Role Clarity and Performance project.• Change management framework to be reviewed and simplified before rollout.• Comprehensive benefits report to be prepared and presented.

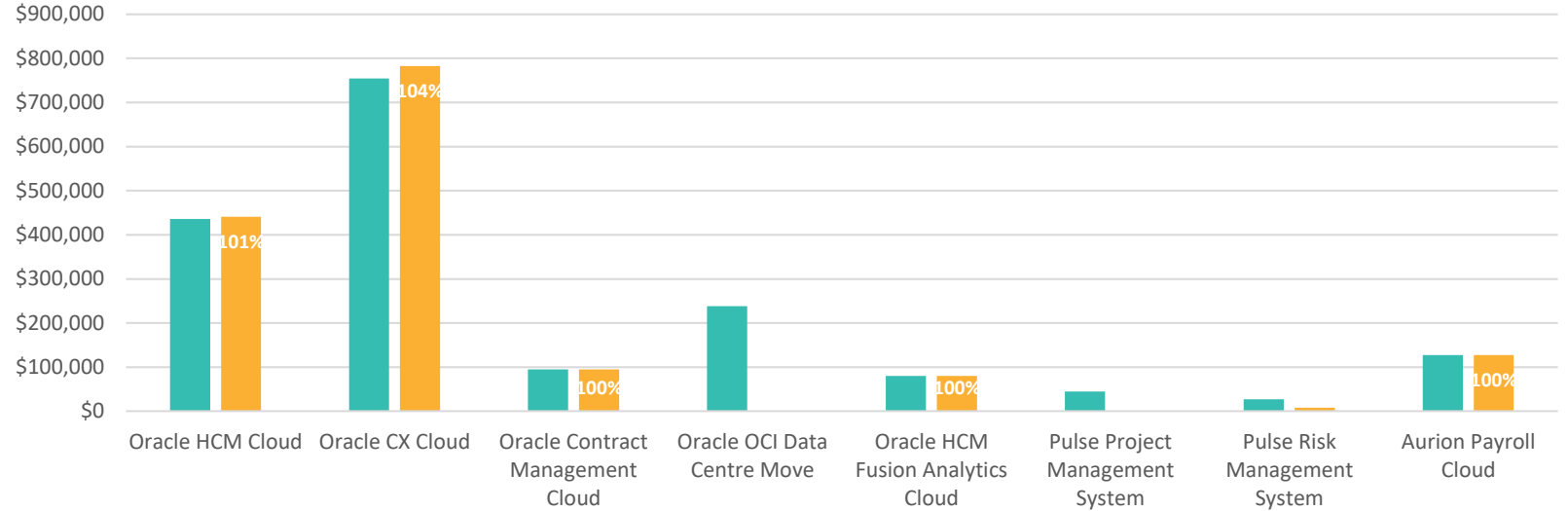
Project Shine Financials

● Budget ● Actual

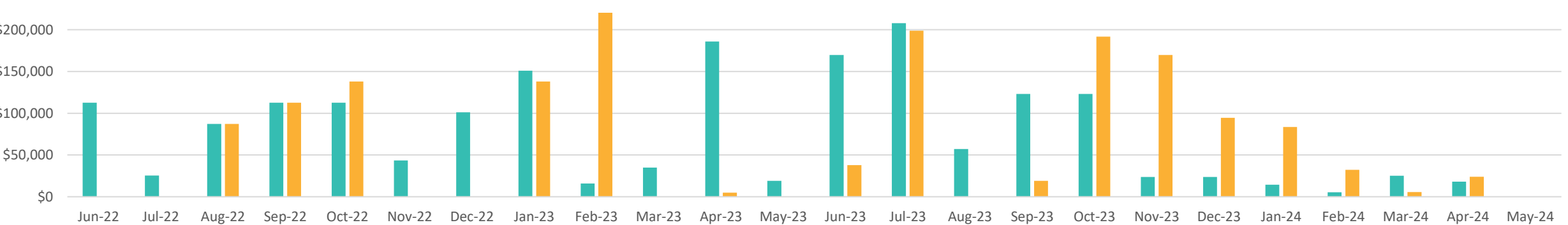
Actual vs Budget Spend



Stream Module - Actual vs Budget



Cashflow Actual vs Budget



Benefits and Final Reporting

This Evolve program update will be the final report presented in this format. A comprehensive Evolve benefits report is currently being prepared and is scheduled to be presented at the end of July.

This detailed report will capture a wide range of benefits including time savings, cost reductions, and other key performance indicators. The report also details valuable lessons learned from the program.

To ensure that all benefits are captured, a subsequent report will be produced in the following financial year to account for any benefits not yet realised.

This approach underscores our commitment to thorough analysis and continuous improvement in achieving our objectives as a City.

Social Responsibility

Internship Opportunity

In collaboration with ECU, an intern has been identified and appointed. The intern is working with the Data and Digital and Business Systems Support teams as well as being mentored by Mastek to better understand the Oracle platform.

Local Spend

Mastek was regularly sending their consultants to spend time on-site in Bunbury during software builds. During these stays, the consultants stayed in Bunbury accommodation and spent money on food and other purchases locally.

10.3.2 Evolve Transformation – Evolve Benefits Review June 2024

File Ref:	DOC/1328615
Applicant/Proponent:	Internal
Responsible Officer:	Jordan Hunt, Team Leader Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.3.2-A Evolve Benefits Review 2023-24

Summary

The attached report provides an overview of the benefits and lessons learned realised from the City’s Evolve Transformation Program for the period 2021 to June 2024. It details the benefits that were set at the beginning of the program, relevant project deliverables, and lessons learned.

Executive Recommendation

That Council receive and note the Evolve Benefits Review 2023-24, as provided at Appendix 10.3.2-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust performance.
Outcome 13	A leading local government.
Objective 13.2	Adopt innovations to improve business efficiencies and the customer experience.

Regional Impact Statement

The Evolve Transformation Program’s (“Evolve”) goal is to make the City of Bunbury the best local government in regional WA and enable us to build a Better Bunbury now and into the future.

Background

The Evolve Transformation Program seeks to deliver various levels of benefits across all teams. As many of these projects have not yet been completed or fully embedded, the anticipated benefits are yet to be fully realised. This has had an impact on the workload of current staff, as this program has required staff to complete significant and ongoing additional activities over and above business as usual, as well as to familiarise themselves with new systems and ways of working. Over time, transformational project completions will continue to provide workplace efficiencies.

Council Policy Compliance

Tendering for goods and services is conducted in accordance with:

- Purchasing Council Policy; and
- Access and Inclusion Policy.

Legislative Compliance

All elements of the Evolve Transformation Program are developed and rolled out in line with or exceeding the required legislation.

Officer Comments

The Evolve Program has generated substantial benefits for both the City of Bunbury and the community. These benefits align with the Evolve objectives aimed at creating a stronger, more efficient organisation. Each identified benefit has a specific target goal, which serves as a benchmark to direct program activities and investments.

The Evolve Benefits Review June 2024 is the first report to undertake a comprehensive analysis of the benefits realised since the commencement of the Evolve Transformation Program. It highlights and celebrates the significant efforts the City has put into building a better organisation. While designed to be a thorough account of the organisation's transformation process, it is important to note that the program's extensive scope means not all valuable contributions could be captured in this report.

The report is structured around the nine benefits identified in *the Evolve: Transformation Plan to Build a Better Bunbury 2022*: Better Community Engagement, Improved Service Delivery, Increased Ability to Meet Customer Expectations, More Effective Use of Resources, A More Adaptable Organisation, Enhanced Decision Making, Improved Reputation Within Our Community, Improved Staff Engagement and Satisfaction, and Improved Professional Reputation for the City of Bunbury. Each benefit section details the program components that have contributed to its achievement, supported by both quantitative and qualitative data analysis.

While the report primarily focuses on the tangible and intangible benefits realised through the Evolve Program, it also includes a Lessons Learned summary to support the overarching goal of continuous improvement.

Analysis of Financial and Budget Implications

N/A

Community Consultation

N/A

Councillor/Officer Consultation

Ongoing

Applicant Consultation

N/A

Timeline: Council Decision Implementation

All elements of the Evolve Transformation Program are expected to be in place by the end of 2024. Following this, there will be ongoing culture and change management efforts for the next 24 months to ensure that the new processes and tools are fully embedded into the organisation.

The Evolve Benefits Review will be conducted annually at the end of the financial year throughout the duration of the program.



CITY OF
BUNBURY

EVOLVE



BENEFITS REVIEW

30 June 2024



CONTENTS

1

Introduction

- 01 Acknowledgement of Country
 - 02 Executive Overview
 - 03 The Benefits Overview
-

2

The Benefits

- 04 Better Community Engagement
 - 06 Improved Service Delivery
 - 08 Increased Ability to Meet Customer Expectations
 - 10 More Effective Use of Resources
 - 13 A More Adaptable Organisation
 - 15 Enhanced Decision Making
 - 17 Improved Reputation Within Our Community
 - 19 Improved Staff Engagement and Satisfaction
 - 21 Improved Professional Reputation for the City of Bunbury
-

3

Conclusion

- 23 Lessons Learned
-



ACKNOWLEDGEMENT OF COUNTRY

The City of Bunbury acknowledge the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past, present and emerging.





EXECUTIVE OVERVIEW

The City of Bunbury wants to evolve. We want to bring our aspiration of Building a Better Bunbury to life. We want to deliver improved and innovative services and value to our community. We want to make a difference today and into the future. We want to empower our staff, leverage new technology, and build capability to meet the financial, environmental and community challenges of the future in the best possible way.

The aspiration of the Evolve Program (“Evolve”) is to make the City of Bunbury (CoB) the best local government in regional WA and enable us to Build a Better Bunbury now and into the future. Evolve has and continues to significantly enhance our ability to engage our community, improve the impact of our services and build the reputation of our organisation and Bunbury. The Evolve Program continues to build our organisational adaptability and sustainability, towards a target 7% organisational capacity increase, equivalent to more than 36,000 hours a year of productivity*. This capacity can be reinvested into services and initiatives to meet the expectations of our community and **Build a Better Bunbury**.

Evolve enables us to make fundamental changes to people, processes, and technology, in addition to implementing new and improved business capabilities into the organisation. This enhances our ability to impact the community, build reputation and operate sustainably – now and into the future.













The Evolve Program is a holistic approach to advance and transform the organisation in the following key areas, delivered through a total of eleven identified projects:



*Source: City of Bunbury, *Evolve: Transformation to Build a Better Bunbury* (January 2022), p2.
[Page 192 of 527](#)

THE BENEFITS

The Evolve Program has delivered significant benefits to our organisation and community. The benefits are aligned to the Evolve objectives for building a better organisation. Each benefit has an identified target goal to evolve to, which has been used to guide program activity and investment.

Drivers	Program Outcomes	Benefits	Better Organisation
Community Expectations	<p>Clear vision, strategy and priorities</p> <p>Improved access to data and information</p> <p>Capability to deliver and support digital services</p>	<p> Better Community Engagement Target: Community engagement increased by 30%</p> <p> Improved Service Delivery Target: Quality, speed and access to services improved by 10%</p> <p> Increased Ability to Meet Customer Expectations Target: Customer satisfaction Improved by 20%</p>	<p> The City of Bunbury is able to have a greater impact on the community</p>
Sustainability	<p>Improved management of projects, services and organisational performance</p> <p>Enhanced core organisational capabilities</p> <p>Improved decision making processes</p>	<p> More Effective Use of Resources Target: Organisational capacity increased by 5%</p> <p> A More Adaptable Organisation Target: Improved ability to rapidly deploy new or improved services</p> <p> Enhanced Decision Making Target: Improved focus - organisational capacity increased by 2%</p>	<p> The City of Bunbury is a more sustainable organisation</p>
Digital Opportunities	<p>Simplified, digital and automated process for staff and customers</p> <p>Empowered staff with modern practice and tools</p> <p>Clear roles, responsibilities and accountability for staff</p>	<p> Improved Reputation Within our Community Target: Reputation in the community improved by 10%</p> <p> Improved Staff Engagement and Satisfaction Target: Staff satisfaction and engagement increased by 10%</p> <p> Improved Professional Reputation for the City of Bunbury Target: Professional recognition of CoB improvements</p>	<p> The reputation of the City of Bunbury is improved</p>

The Program aims to deliver three Strategic Objectives:

Community Impact: The community is engaged and informed like never before.

Sustainability: The City of Bunbury can efficiently service the community now and into the future with less red tape, more effective use of resources and a professional workforce.

Reputation: The City of Bunbury is used as a reference case in how to engage the community and support local business through innovative practice and leading-edge technology.





BETTER COMMUNITY ENGAGEMENT

Purpose

The community is engaged and informed through a City and Council that is connected with its community. Community members are engaged through the new and improved CoB digital platform (comprising website and community portal) and have access to fast and efficient services and information. The City of Bunbury will provide high-level consultation to the community for the strategic community plan and community related projects through the Strategy and Projects teams.

Related Projects



6. CoB Website

Community Connect



9. Engagement and Communication
(Internal and External)

Strategic Engagement Officer

MARKYT® Community Scorecard

COMMUNITY CONNECT

Community Connect is the City's online community engagement hub, purposefully designed to strengthen engagement performance and support sustainable outcomes for the community. Since its launch in July 2022, the portal has successfully engaged and informed thousands of local residents on a wide array of projects. By providing a centralised platform for communication and participation, Community Connect empowers residents to stay informed, share their input, and collaborate on initiatives that shape the future of our community.

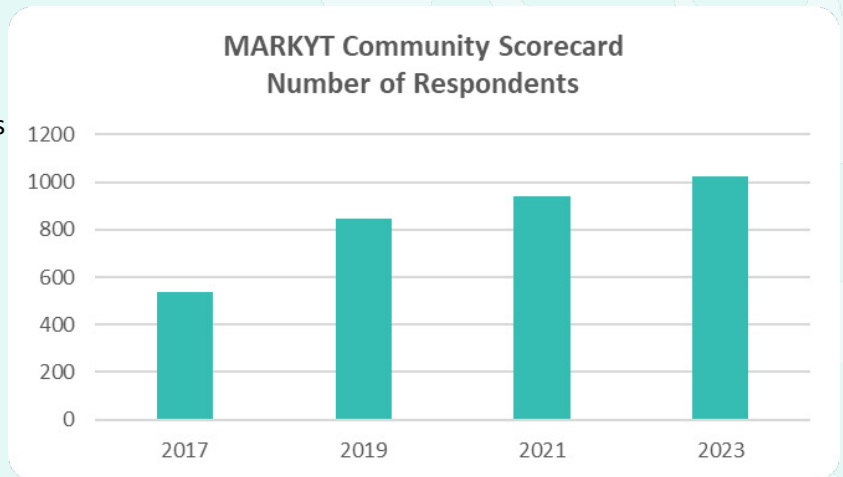


MARKYT® COMMUNITY SCORECARD

The City conducts a MARKYT® Community Scorecard survey every two years to gather feedback on how well the City is meeting the commitments outlined in the Corporate Business Plan. In partnership with independent survey specialists CATALYSE®, the City reaches out to community members to understand what is being done well and identify areas for improvement.

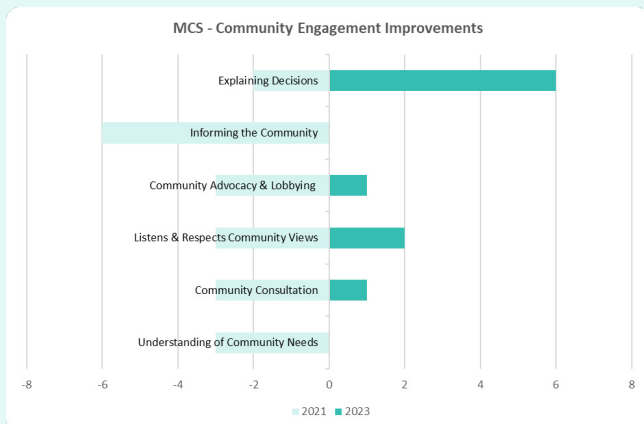
Feedback from residents is crucial in shaping the City's priorities and provides valuable performance benchmarks across a range of City services. This comprehensive approach ensures that the City's strategic planning and service delivery are closely aligned with the needs and expectations of the community, driving continuous improvement and enhancing overall community satisfaction.

By actively engaging with residents through the survey, the City demonstrates its commitment to transparency, accountability, and continuous improvement. As we continue to prioritise and respond to the voices of our residents, we build a stronger, more responsive, and more connected community.



Community participation in the survey has systematically increased each time it has been conducted. The most recent survey taken in 2023 had a participation rate 91% higher than the first survey in 2017.

STRATEGIC ENGAGEMENT OFFICER



This graph compares CoB scores against Industry Averages for Community Engagement related questions for the last two MARKYT® Community Scorecards (2021 vs 2023).

In 2021, the organisation established and filled the Strategic Engagement Officer role, significantly enhancing the City's capacity to meet and exceed community engagement targets. This dedicated position has integrated strategic engagement principles at the organisational level, enabling the City to implement a broader range of community engagement strategies, adhere to best practices, and break down departmental silos.

Since the introduction of the Strategic Engagement Officer, the City's performance on community engagement questions in the last two MARKYT® Community Scorecards (2021 vs. 2023) has shown substantial improvement, reflecting the positive impact of focused and strategic engagement efforts. This role has been instrumental in driving meaningful community participation and enhancing overall satisfaction with the City's initiatives.



IMPROVED SERVICE DELIVERY

Purpose

Staff are able to spend more time with internal and external customers and provide a higher level of service. The new digital and data capability will provide responsive and customer-focused services to the community and employees. Staff are more engaged with their work and are supported by modern digital and data services to provide effective service delivery. Improving the effectiveness, focus, and accountability of activity within the organisation will improve service delivery.

Related Projects



1. Strategy and Risk

Service Design and Improvement Officer



3. Performance and Service Management

Service Catalogue



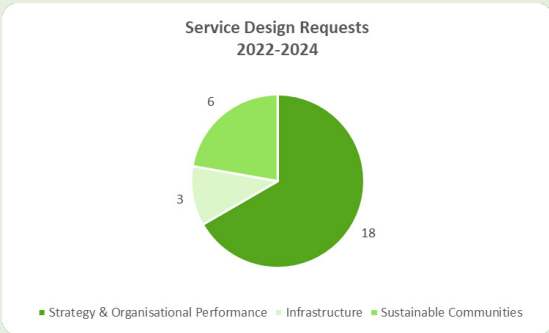
10. CRM and Customer Service

Oracle Customer Experience System



SERVICE DESIGN & IMPROVEMENT OFFICER

Service Management is a key function of the Service Design and Improvement Officer role, which was established and filled in 2021. This role supports the organisation in the design, improvement, evaluation, and impact assessment of the City's services on customers and the community. The City's service design approach prioritises the customer experience at every touchpoint, ensuring services are user-friendly, accessible, and add value to their lives.

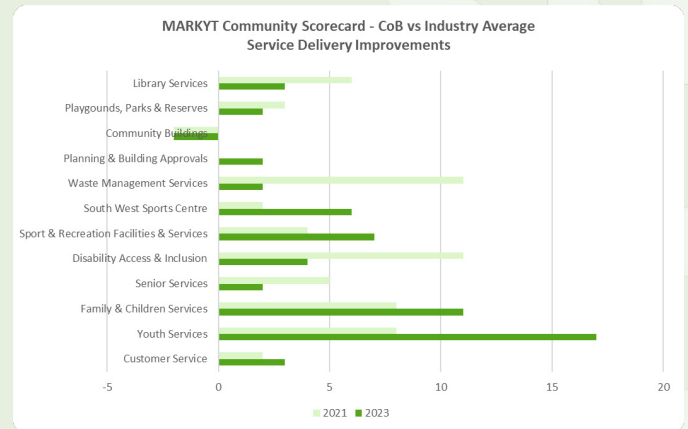


Since 2022, 27 Service Design requests have been received. 19 reviews have been performed, impacting 82 services across the organisation.

SERVICE CATALOGUE

The service catalogue is a comprehensive repository detailing all the services provided by the City of Bunbury to both the community and internal stakeholders. Serving as a central reference point, it ensures that services are clearly defined, easily accessible, and effectively managed.

By outlining defined standards and processes, the service catalogue guarantees that all services are delivered consistently and reliably. Additionally, it facilitates regular monitoring and evaluation, helping to maintain high standards of quality. This centralised approach not only streamlines service delivery but also promotes transparency and accountability, ensuring that the needs of the community are met.

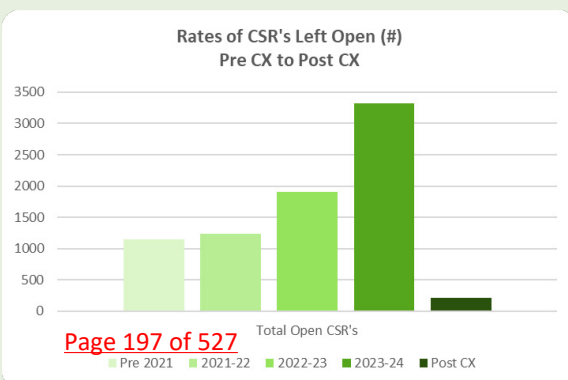


Since the establishment of the service management function within the organisation the City has demonstrated improvement in the service delivery scores measured through the MARKYT® Community Scorecard.

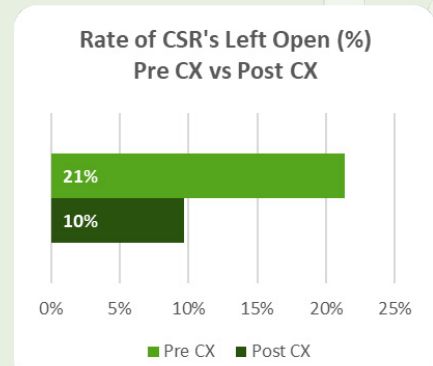
ORACLE CUSTOMER EXPERIENCE SYSTEM: CX

A key deliverable within the Evolve Program was the implementation of the Oracle Customer Experience (CX) system. The aim of the CX project was to improve community access to City services and support, as well as to enhance organisational responsiveness to community needs.

Fifty services have been automated through the system, which has allowed the City to significantly streamline its service delivery processes. Customer Service staff can now raise tickets easily, track service request progress, and issue customer notifications upon resolution, providing a transparent and efficient experience. This automation leads to quicker resolution and higher satisfaction for residents. It is acknowledged that certain internal teams, such as the Corporate Information team, are currently experiencing increased workloads as they process requests on behalf of community members. This is a temporary situation that will improve significantly when the CX Portal is made available to the community in August 2024. The portal is designed to facilitate self-service for community members, which will lead to a gradual and steady increase in uptake and reduce the request processing burden on the teams.



The amount of Customer Service Requests (CSR's) that remain open in the system has seen considerable reduction since the introduction of CX in April 2024. Post CX refers to the time period of April 2024 to June 2024.





INCREASED ABILITY TO MEET CUSTOMER EXPECTATIONS

Purpose

Modernised data and digital technology systems will allow for customer needs to be better met. Staff are better equipped to meet customer expectations through improved tools and processes to support customer service activities. Clear ownership of customer service response outcomes will support staff to provide improved service to the community.

Related Projects



**5. Technology
(Digital and Data Services)**

Data and Digital Team



**9. Engagement and
Communication
(Internal and External)**

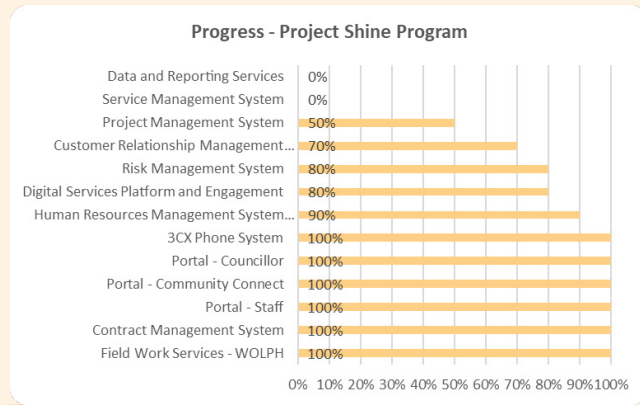
Customer Relationship Management



**10. CRM and
Customer Service**

MARKYT Community Scorecard

DATA AND DIGITAL TEAM



Digital Solutions (Project Shine) progress as of May 2024.

In 2022, the City established a Digital Information and Communication Technology (ICT) Plan and accompanying Digital Delivery Framework in order to support the transformation of the Data & Digital Team into a Centre of ICT Excellence. The Digital ICT Plan builds on the outcomes of the Project Shine and Evolve projects, with a specific emphasis on end-to-end digital products and enhancing user experience.

Since the team's establishment the organisation has made better use of its data to gain deeper insights into community preferences and pain points, enabling more responsive and targeted service delivery. By developing and implementing digital solutions, the team has streamlined interactions between the organisation and the community, making services more accessible and user-friendly.

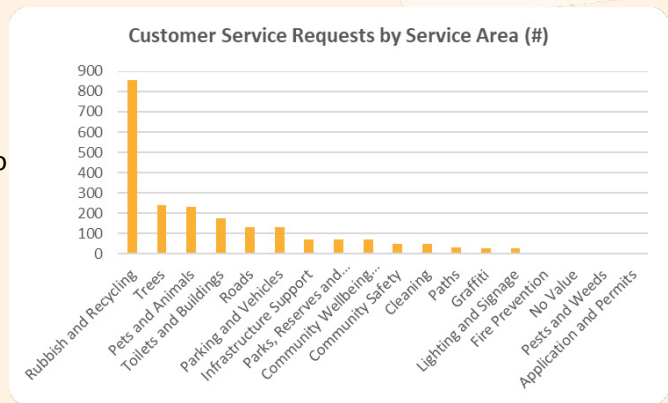
A recent milestone occurred when the Data and Digital team was invited by a solutions architect provider to showcase some of the City's internal ICT projects. This recognition underscores the City's growing reputation for digital innovation and leadership in the sector.

CUSTOMER RELATIONSHIP MANAGEMENT

The Customer Relationship Management (CRM) system (CX) was launched internally in April 2024. Since its implementation, staff have processed a total of 1,211 community requests through the CX system, significantly enhancing customer service levels and response times. The project is progressing well and is on target to launch the public-facing channel, the Community Portal, by late 2024.

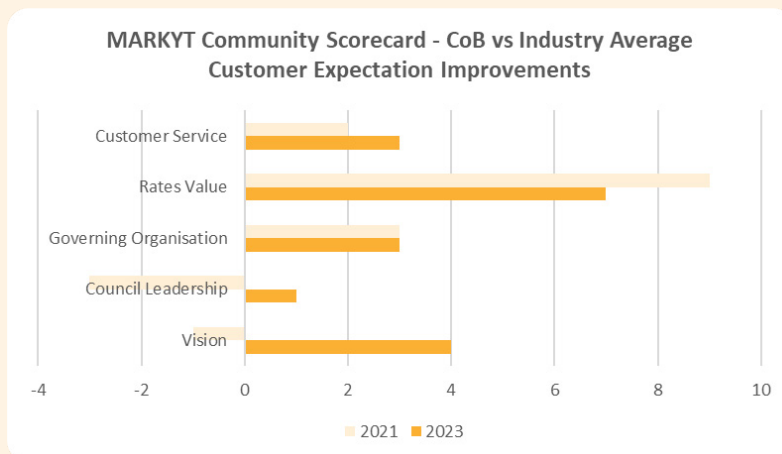
The CX system provides robust data collection and analysis capabilities, allowing the City to identify trends and address issues proactively. By leveraging these insights, the City can continuously improve service quality and ensure more efficient and effective responses to community needs. Furthermore, the enhanced data analytics support better decision-making and resource allocation, ultimately leading to a higher standard of service for residents.

This strategic initiative represents a significant step forward in modernising our customer service infrastructure and underscores our commitment to transparency, efficiency, and community satisfaction.



This graph demonstrates current trends in Customer Service Requests for the period of April - May 2024. Data analytics will enable CoB to consistently refine service delivery and respond to community needs more efficiently and effectively.

MARKYT® COMMUNITY SCORECARD



This graph compares CoB scores against Industry Averages for Customer Expectations related questions for the last two MARKYT® Community Scorecards (2021 vs 2023). Customer Service and Vision demonstrated clear improvements and the next scorecard should provide further insights into the City's Performance in this space.

Participation in the MARKYT® Community Scorecard has provided numerous benefits for the organisation in meeting customer expectations.

Through analysis of the survey's data, the City has identified areas of strength and specific aspects needing improvement.

This direct feedback loop has informed business planning that ensures the organisation's services align more closely with community needs and expectations.

Furthermore, the scorecard fosters transparency and accountability, as residents can see how their input directly impacts the City's actions.



MORE EFFECTIVE USE OF RESOURCES

Purpose

City resources are better focused and more efficiently used. Efficient use of resources enables the City of Bunbury to improve service delivery now and into the future. Modernised core technology systems will decrease time spent by staff on “busy work”, such as manually completing timesheets and waiting around for deployment.

Related Projects



1. Strategy and Risk

Service Design



2. Projects

Project Management Office (PMO)



7. People

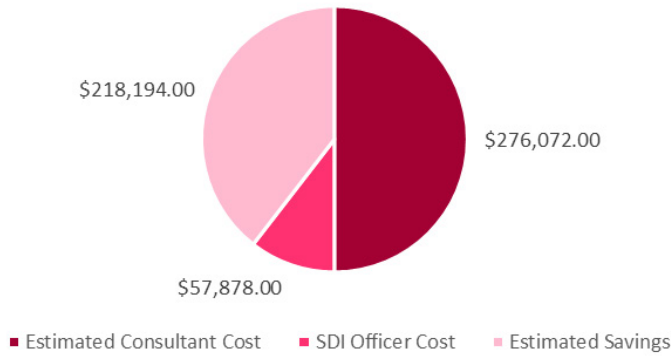
Aurion Self Service

WOLPH Project



SERVICE DESIGN

**Estimated Cost Savings
Internal Service Design**



A cost savings breakdown for 2022-23 fiscal year. Calculations were based on the average salary for internal vs external Service Design delivery. This indicates that significant savings are being realised and allows CoB to predict future savings in this space.

Service design is a specialised skill, and by employing this expertise internally, the City has avoided the significant costs associated with hiring external consultants. Having a service design specialist on staff ensures the retention of corporate knowledge, eliminating the need to bring external consultants up to speed with the organisation's unique nuances.

This internal capability enhances efficiency and allows for more agile and responsive service improvements. By leveraging in-house expertise, the City can swiftly address service design challenges, implement tailored solutions, and continuously refine processes to better meet the needs of the community.

PROJECT MANAGEMENT OFFICE

The establishment of the Project Management Office (PMO) in 2021 has significantly enhanced the effective use of the organisation's resources by providing the oversight, guidance, and tools necessary for a consistent, controlled, and rigorous approach to managing projects.

The PMO standardises project management practices throughout the business, ensuring that all projects follow a unified methodology, which improves efficiency and reduces duplication of efforts. This structured approach allows for better planning and resource allocation, ensuring that resources are directed to where they are most needed and can be used most effectively.

The PMO facilitates improved coordination and communication among various departments, leading to a more strategic and cohesive use of resources. By continuously monitoring project progress and performance, the PMO identifies potential issues early and reallocates resources as needed to keep projects on track, minimising delays, and cost overruns.

Projects Governed by PMO



Percentage of Projects governed by the PMO framework (by \$ value) has increased from 20% in 2023 to 57% in 2024.

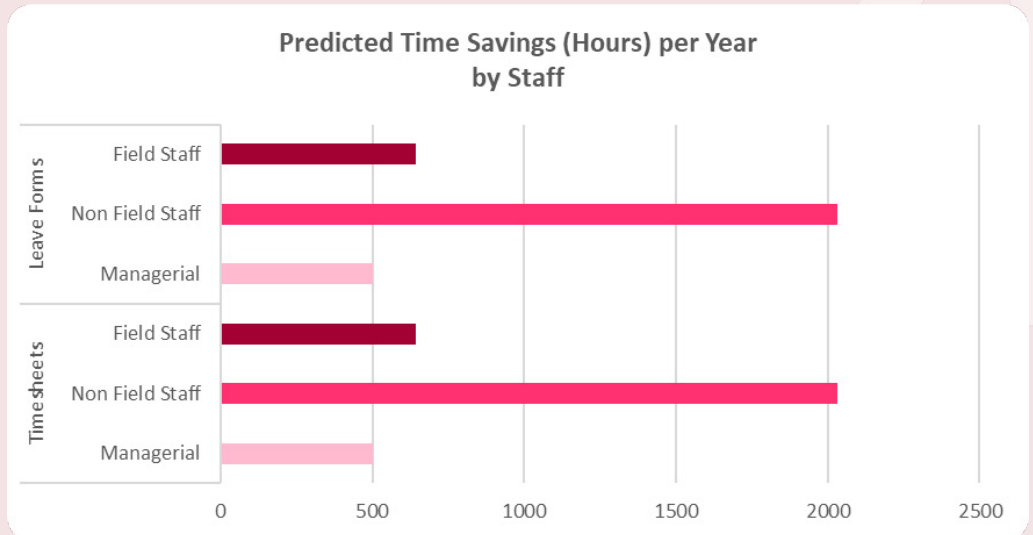
MORE EFFECTIVE USE OF RESOURCES

AURION SELF SERVICE

The Aurion Self Service portal, which came online in November of 2022, has automated payroll processes, leading to measurable time and cost savings.

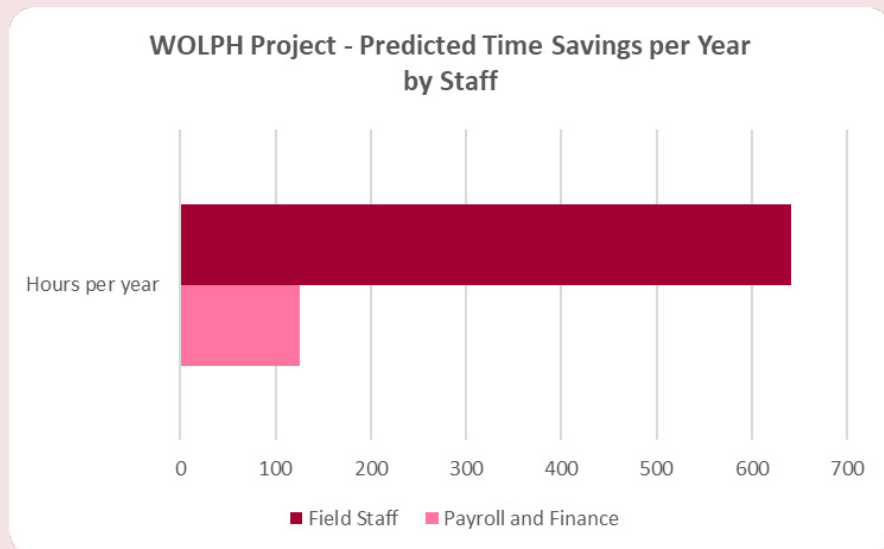
Automation has drastically reduced the time required for payroll administration by eliminating the need for manual data entry and processing. This allows HR and payroll staff to focus on more strategic tasks rather than being bogged down by routine administrative work.

The accuracy of payroll calculations has also improved, as automation minimises the risk of human error in data entry and processing, ensuring that employees are paid correctly and on time.



Since automating payroll processes with the Aurion Self Service system, the organisation has saved approximately 6,350 administrative hours annually. As detailed data becomes available for other solutions, this will be provided in a more comprehensive report that is scheduled for June 2025. It is anticipated this report will further demonstrate our progress towards achieving the targeted 36,000 hours in savings.

WOLPH PROJECT



Since the implementation of the WOLPH solution the organisation has saved approximately 760 administrative hours per year.

The implementation of the Work Orders, Labour, and Plant Hours Capturing Solution (WOLPH) aimed to provide a digital platform for outside workers to submit timesheets and record their use of plant and machinery.

This project successfully streamlined processes, improved data accuracy, and ensured comprehensive reporting capabilities.

Cost reviews demonstrated prudent procurement practices and significant financial benefits, yielding a robust return on investment of 49%.

Tangible benefits included increased operational efficiency and cost savings, while intangible benefits comprised improved interdepartmental relationships, enhanced compliance monitoring, and better communication and convenience for outside workers.

40%
Internal Rate of Return

16 Months
Payback Period



49%
Return on Investment

\$13,389
Total Savings



A MORE ADAPTABLE ORGANISATION

Purpose

The City of Bunbury can quickly respond to new ideas, leverage new technology and adapt to new challenges. The City of Bunbury can rapidly adapt to change, continuously improving and deploying new services using contemporary technology. Future opportunities are embraced and built into concept designs.

Related Projects



1. Strategy and Risk

Integrated Strategic Planner



5. Technology
(Digital and Data Services)

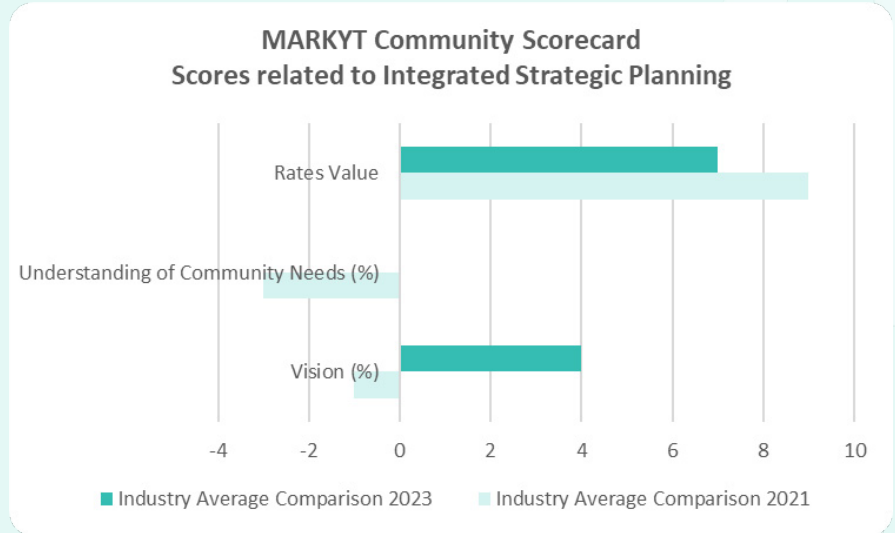
Data and Digital Team



INTEGRATED STRATEGIC PLANNER

In 2021, the City took a significant step forward by establishing and filling the full-time position of Integrated Strategic Planner. This pivotal role is dedicated to integrating the City's overarching vision with its day-to-day operations, ensuring that all departments work cohesively towards common goals.

The Integrated Strategic Planner plays an important role in guiding the organisation towards agility and resilience. By diligently monitoring and analysing emerging trends and challenges, they equip the City with the foresight needed to swiftly adapt and respond effectively to evolving circumstances.

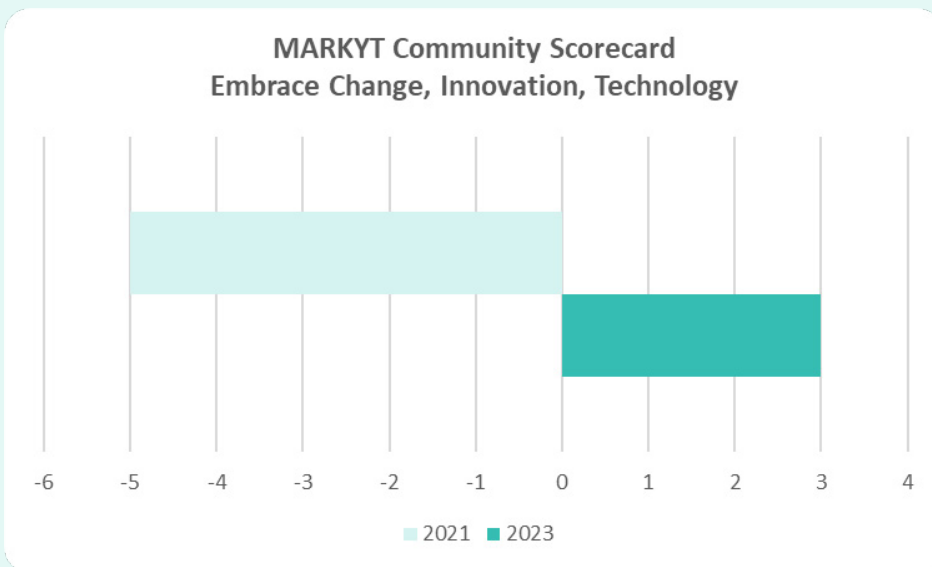


MCS Performance Ratings for the areas related to Integrated Strategic Planning, compared to Industry Average. Rates Value remains strong, and there have been improvements in Vision and Understanding Community Needs.

DATA AND DIGITAL TEAM

The establishment of the Data and Digital Team represents a significant advancement for the City of Bunbury. This function allows the organisation to harness the full potential of data analytics and digital technologies to drive meaningful insights and efficiencies across the business. By monitoring and analysing the data at its disposal, ranging from community feedback to operational metrics, the team can readily identify emerging trends and anticipate future challenges. Armed with these insights, the organisation is equipped to proactively address evolving needs and opportunities, ensuring that its services continue to add value to the community.

Through the integration of technologies, the Data and Digital Team has successfully streamlined cumbersome processes, reducing response times and enhancing service delivery.



This graph compares CoB scores against Industry Averages for the Innovation and Technology question for the last two MARKYT® Community Scorecards (2021 vs 2023). CoB has demonstrated clear improvements in this area, going from -5 in 2021, to 3 points above industry average in 2023.

The most transformative aspect of establishing this specialised skill set lies in the enhanced adaptability and readiness for the future. By fostering a culture of innovation and digital literacy within the organisation, a dynamic culture is cultivated where the adoption of new technologies is not merely a necessity but an advantage. This proactive stance ensures that the organisation is always at the forefront of technological advancements, continually refining its services to meet the evolving needs and expectations of the community.



ENHANCED DECISION MAKING

Purpose

Through the establishment of the City of Bunbury digital platform, the leadership team will have access to real-time data to support their decision-making. City of Bunbury decisions and investments better support long-term goals through greater insight and knowledge of community patterns. Good decision-making results in improved employee satisfaction and engagement and assists with saving money and time.

Related Projects



1. Strategy and Risk

Service and Facility Planning



2. Projects

Concept Brief Process



6. CoB Website

Councillor Portal



SERVICE AND FACILITY PLANNING

In 2022, the organisation implemented a consistent and structured process for service and facility planning. This systematic approach has proven instrumental in elevating decision-making capabilities across the business.

The cornerstone of this initiative lies in ensuring alignment with the organisation's strategic objectives and the evolving needs of the community. By standardising the planning process, the City can meticulously assess the demand for various services and facilities while concurrently evaluating the requisite resource allocations.

The structured planning approach fosters greater transparency and accountability within the City. Clear criteria for evaluating project viability and alignment with strategic objectives facilitates consensus-building among stakeholders. As a result, decisions are not only well-informed but also enjoy broader support and buy-in from key stakeholders across the organisation.

In essence, the implementation of a standardised planning process represents a significant milestone in the City's journey towards community focussed service delivery. By embedding a culture of rigorous planning and data-driven decision-making, the City is better positioned to address the evolving needs of its stakeholders while maximising the impact of its initiatives.

CONCEPT BRIEF PROCESS

This methodical approach ensures that each potential project is thoroughly vetted and evaluated before any resources are committed. The concept brief outlines a project's objectives, scope, benefits, costs, and risks, providing a comprehensive overview that aids in making informed decisions.

This process encourages transparency and accountability, as it necessitates clear justification and strategic alignment with the City's goals and priorities. Additionally, it facilitates better resource allocation by allowing Elected Members and the Executive Team to compare and prioritise projects based on their potential impact and feasibility.

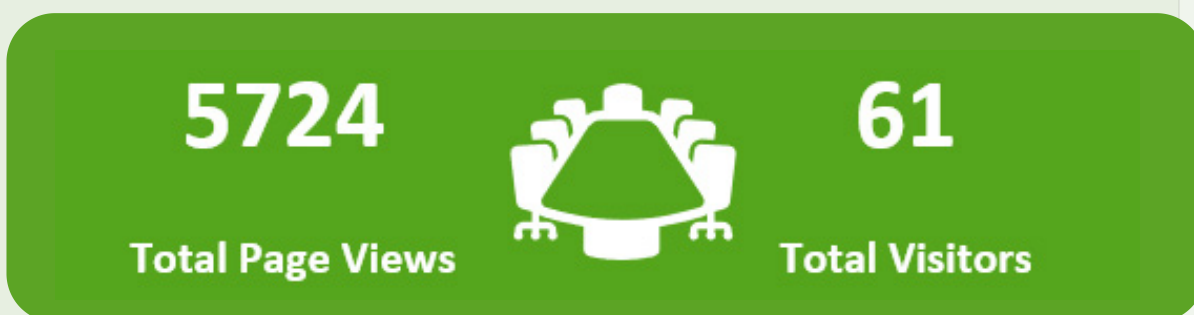
Overall, the mandate for a concept brief instills a disciplined and strategic approach to project selection. This, in turn, results in the judicious use of resources and ultimately leads to improved outcomes for the community. By adhering to this rigorous framework, the City ensures that its initiatives are not only effective but also in line with its overarching objectives, thus maximising the benefits for all stakeholders involved.



In 2024 100% of potential projects completed a concept brief.

COUNCILLOR PORTAL

The Councillor Portal, launched in May 2022, replaced Docs On Tap to provide an enhanced user experience for Council Members. Built on SharePoint for its robust internal communication capabilities and scalability, the portal offers seamless access to essential information and updates on Council Meetings, committee meetings, strategic workshops, and policies. It also simplifies administrative tasks such as managing parking and leave requests, while maintaining comprehensive records of Council Member contact details. The portal features the Operational Dashboard, ensuring Council Members stay informed about organisational performance and integrated strategic planning frameworks. This facilitates more informed decision-making and enhances the efficiency of governance processes. Additionally, the portal contributes to cost savings through streamlined administrative processes and improved resource allocation.





IMPROVED REPUTATION WITHIN OUR COMMUNITY

Purpose

The City of Bunbury is used as a reference case in how to engage the community and support local business through innovative practice and leading-edge technology. The community has improved appreciation and connection to the council through greater engagement and improved visibility of value.

Related Projects



6. CoB Website

Website



9. Engagement and
Communication
(Internal and
External)

Communications & Marketing Strategy

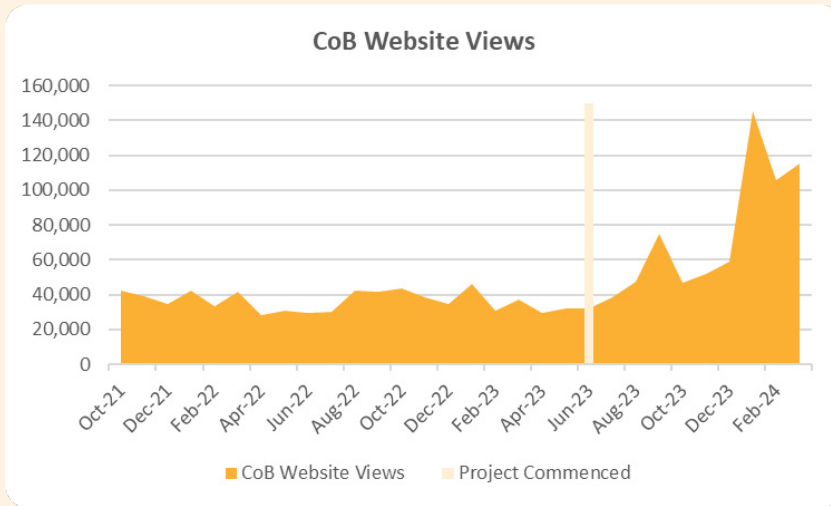
Oracle CX



WEBSITE

In 2023, the City of Bunbury website underwent redevelopment to significantly improve the digital experience for residents. This comprehensive overhaul included enhancing functionality, design, and integration, consolidating all CoB facilities and services into a centralised digital hub.

The website's redesign prioritised user-friendliness, accessibility, and efficiency, ensuring residents can easily navigate and access vital information and services. It surpasses industry standards by achieving level AAA in many of the Web Content Accessibility Guidelines (WCAG), which exceeds the minimum AA level required for local government. This accomplishment underscores our commitment to accessibility and inclusivity, enabling more users to effectively engage with our digital services.



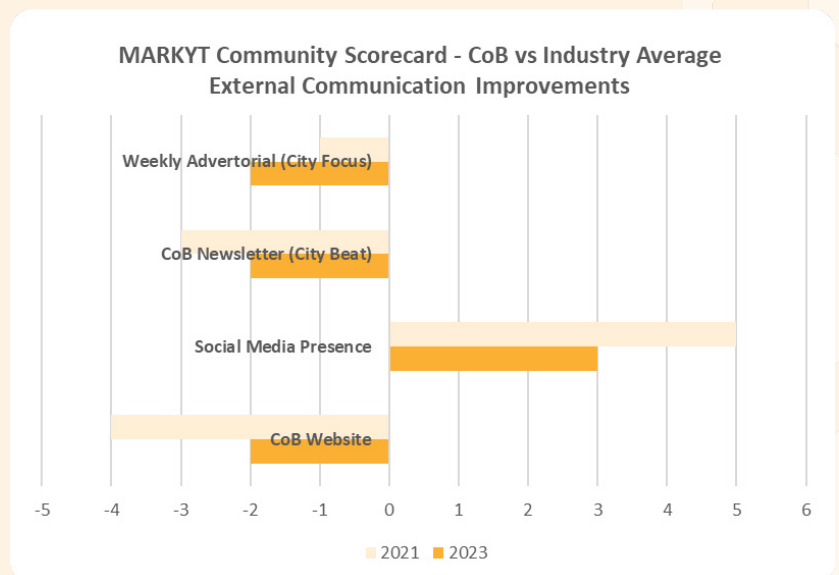
These enhancements have resulted in a notable increase in user engagement and activity on the website. With intuitive navigation, responsive design, and a unified platform showcasing the full spectrum of CoB offerings, residents now find it easier than ever to interact with the City and access the resources they need.

The website optimisation project commenced in June 2023 and was completed in October 2023. Average monthly views have more than doubled since the project was finalised.

COMMUNICATIONS & MARKETING STRATEGY

In 2022 CoB developed a Communications & Marketing Strategy with the goal to enhance transparency, engagement, and the efficient dissemination of information. It strives to support strategic goals, improve public perception, and foster a well-informed, involved, and satisfied community. Through targeted and consistent messaging, the City can effectively communicate its values, achievements, and plans, ultimately contributing to better governance and stronger community relations.

This proactive approach ensures that residents are not only aware of but also engaged in the City's initiatives, fostering a deeper sense of trust and collaboration between CoB and the community. Through innovative digital platforms, interactive community events, and proactive outreach efforts, the strategy empowers residents to actively participate in decision-making processes, shaping the future of their city.



This graph compares CoB scores against Industry Averages for External Communication related questions for the last two MARKYT® Community Scorecards (2021 vs 2023). CoB has demonstrated moderate improvement in this area, particularly with the website.



IMPROVED STAFF ENGAGEMENT AND SATISFACTION

Purpose

The City of Bunbury is known as an employer of choice for a great culture, engaged people, modern technology, and a place where best practice can be fostered and developed. Staff retention is improved through engagement, opportunity for skill development and a progressive workplace. Attraction of talent is easier as the City of Bunbury is known as a progressive, digitally enabled council. Modernised core technology systems allow for a more engaged workforce with staff having access to the tools required to effectively deliver services.

Related Projects



7. People

Internal Communications Officer



8. Organisational Culture

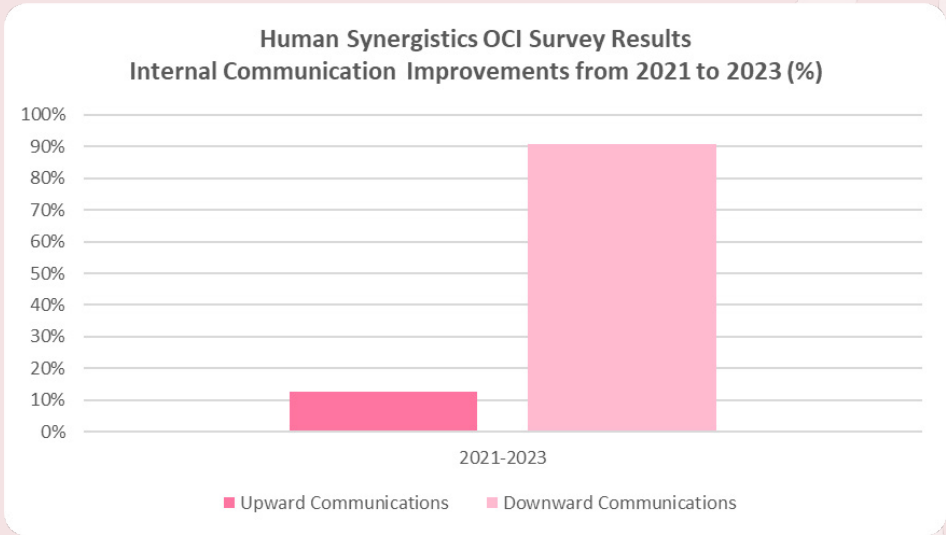
Organisational Culture Program

INTERNAL COMMUNICATIONS OFFICER

Employing an internal communications officer within the City of Bunbury has delivered substantial benefits in staff engagement and satisfaction.

By establishing this role, the organisation has prioritised effective communication within its internal operations.

This proactive approach has led to notable improvements in information flow, ensuring that staff members are consistently informed about relevant updates, initiatives, and organisational developments.



OCI results show improvements in both upward and downward communications from 2021 to 2023.

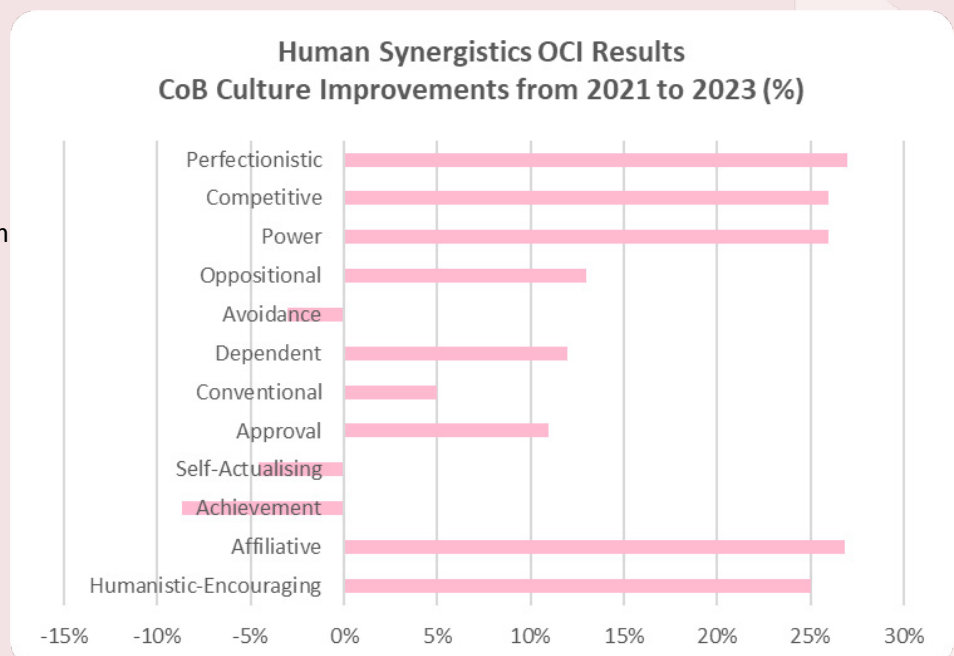
The implementation of a suite of deliberate communication channels has facilitated this improved information flow, enabling employees to access pertinent information easily and in a timely manner. These channels have encouraged open dialogue and feedback, empowering staff members to contribute ideas, voice concerns, and actively participate in decision-making processes. Additionally, the emphasis on two-way communication has facilitated a more collaborative and cohesive work environment, where individuals feel heard, supported, and engaged in the organisation's mission and objectives.

ORGANISATIONAL CULTURE

The City's journey to improve organisational culture and values continues through the Evolve program. Human Synergistics methodology has been adopted by the City, which has had an international reputation for innovation in the field of organisational development for 50 years.

Outcomes of the program include a dedicated Senior Organisational Development Officer, department-led Culture Coaches, team-based Culture Action Plans and internal Culture Surveys that take place every two years. Survey data from 2021 and 2023 indicate that positive cultural shifts are taking place across the organisation, with 75% of the examined metrics (made up of 12 behaviours) showing improved scores since the program commenced.

Implementing an internal culture program grounded in Human Synergistics methodology has notably enhanced staff satisfaction and engagement. This initiative has cultivated a positive work environment, improved communication, fostered team cohesion, and promoted professional development, ultimately driving the overall success of the organisation.



This graph demonstrates the percentage change for CoB Culture Survey scores between 2021 to 2023, with 9 of 12 behaviour styles showing improvement.



IMPROVED PROFESSIONAL REPUTATION FOR THE CITY OF BUNBURY

Purpose

The City of Bunbury can quickly respond to new ideas, leverage new technology and adapt to new challenges. The City of Bunbury can rapidly adapt to change, continuously improving and deploying new services using contemporary technology. Future opportunities are embraced and built into concept designs.

Related Projects



**9. Engagement and Communication
(Internal and External)**

Evolve Business Improvement Program



8. Organisational Culture

Organisational Culture Program



EVOLVE BUSINESS IMPROVEMENT PROGRAM

The implementation of the City of Bunbury's Evolve business improvement program has significantly enhanced the organisation's professional reputation by setting a benchmark for efficiency and innovation within the local government sector. Through a strategic focus on optimising processes and embracing contemporary technology, the Evolve program has established new standards for operational excellence.

The success of the Evolve program has garnered considerable attention from other local governments eager to undertake similar initiatives. Consequently, these organisations have been reaching out to the City of Bunbury for guidance and advice on best practices and lessons learned. This influx of inquiries highlights the City's role as a thought leader in the realm of business improvement.

The Evolve business improvement program has not only elevated the City of Bunbury's operational capabilities but has also helped position the organisation as a leading regional local government. By sharing its successes and methodologies, Bunbury is helping to drive progress and excellence across the region.

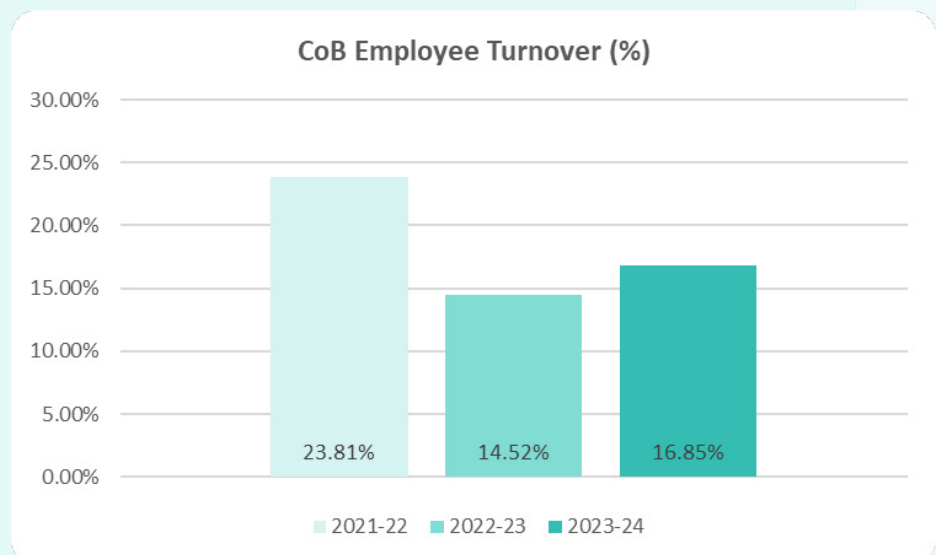


ORGANISATIONAL CULTURE

The City of Bunbury's organisational culture improvement program has significantly enhanced the organisation's professional reputation, particularly in becoming an employer of choice.

By implementing initiatives that prioritise employee well-being, professional development, and a supportive work environment, the program has transformed the workplace culture into one that attracts and retains top talent. From 2021 to 2023, this focus on values such as inclusivity, recognition, and continuous learning has led to a marked decrease in employee turnover. The emphasis on these core values has resulted in higher job satisfaction and employee engagement, making the City of Bunbury an attractive prospect for employees.

In conclusion, the success of the City of Bunbury's culture improvement program highlights the importance of investing in organisational culture. By prioritising the well-being and development of employees, the City has not only reduced turnover but also established itself as a leading employer in the region, poised for continued growth and success.



Employee turnover rates have decreased annually by an average of 8.21% since the commencement of the Culture Program in 2021.



LESSONS LEARNED



The City of Bunbury's Evolve Program focuses on adapting to change and improving through challenges. It has faced issues like skill deficits, inadequate methodologies, and increased staff workloads. These challenges provided opportunities for growth and helped improve organisational practices, preparing the program for future initiatives with greater resilience. Key lessons learned include:

Business Readiness

Skills and Methodologies: The program highlighted the organisation's limited experience and lack of appropriate skills, methodologies, and tools necessary to deliver a program of this scale and complexity. This gap necessitated a comprehensive capacity-building initiative, where skill development had to occur concurrently with the program's implementation. Balancing skill development with ongoing project requirements placed a significant strain on human and financial resources. Program team members had to split their focus between acquiring new competencies and fulfilling their project responsibilities. This situation often led to extended working hours, increased workloads, and heightened stress levels among staff.

Business Process Documentation and Workflows: The program revealed that rushing into multiple projects without adequate preparation was a critical misstep. The absence of robust workflows and procedures led to inefficiencies and project delays. For future process improvement initiatives, ensuring that business processes are well-documented and workflows are established is essential to prevent similar issues and enhance project efficiency.

Requirements Gathering and Needs Analysis: The initial phase of the program was marked by a lack of comprehensive requirements gathering. This gap stemmed from an insufficient understanding of the actual needs and expectations of the various stakeholders involved. Without a clear picture of these requirements, the solutions procured and implemented often fell short of addressing the core issues and specific needs of the business units. This mismatch became apparent during the implementation phase, leading to numerous adjustments and retrofitting efforts to make the solutions work within the existing framework.

The tendency to retrofit solutions also had a broader impact on project outcomes. The continuous adjustments and modifications delayed project timelines and escalated costs. The constant need for re-evaluation and reworking diverted the focus from achieving strategic goals to resolving operational mismatches. This approach not only strained the project team but also affected stakeholder confidence and satisfaction, as the delivered outcomes did not consistently meet the expected standards or timelines.





LESSONS LEARNED



Organisational Capacity

Overestimating Organisational Capacity: The program's initial planning phase suffered from an overestimation of the organisation's capacity to manage and execute the projects. This overestimation led to the setting of unrealistic expectations with various stakeholders, who anticipated timely and high-quality deliverables based on these ambitious plans. However, the disparity between the planned objectives and the actual capabilities of the organisation soon became evident as projects progressed.

This experience highlighted the critical importance of realistic planning in project management. Setting achievable goals that are aligned with the organisation's actual capacity and capability is essential for ensuring sustainable progress and high-quality outcomes. Realistic planning involves a thorough assessment of available resources, skills, and timeframes, as well as a clear understanding of potential risks and challenges.

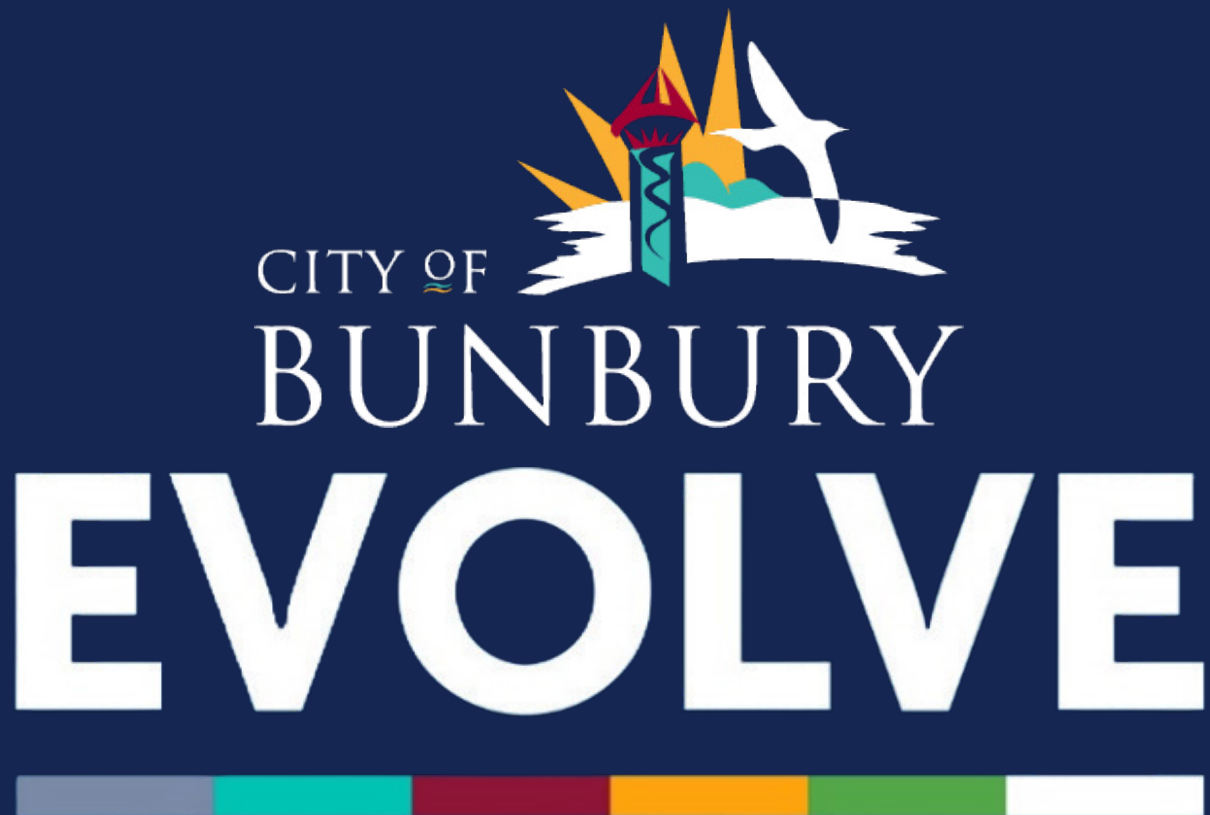
Appropriate Resourcing: It is critical to appropriately resource the project delivery team, covering not only the initial project phases but also ensuring sufficient support post-implementation. Initially, projects were expected to be delivered in addition to individual's regular business-as-usual (BAU) responsibilities, which proved unsustainable. Later projects were specifically resourced to ensure dedicated focus and adequate support throughout the project lifecycle.

Change Management

Impact on Staff Workload: The program underestimated the impact of multiple projects on staff workload, significantly adding to their day-to-day responsibilities. Whether it involved learning new online timesheet systems, understanding new project management frameworks, or adapting to new risk management expectations, staff faced considerable additional burdens. This unanticipated surge in workload created a stressful and overwhelming environment for many employees, leading to a decline in productivity and morale. Additionally, this oversight led to change fatigue and hindered the effective adoption of changes. Recognising and planning for the full scope of change impacts on staff is essential to ensure smoother transitions and higher levels of change adoption in future projects.

By reflecting on these lessons, the City of Bunbury will enhance its approach to the remainder of the Evolve program and future business improvement initiatives, ensuring better preparation, realistic planning, appropriate resourcing, and effective change management to achieve desired outcomes.





Transformation Plan to a Better Bunury

www.bunbury.wa.gov.au

10.3.3 Rate Exemption Application – 19 Prinsep Street, Bunbury

File Ref:	COB/1130
Applicant/Proponent:	Bunbury Women’s Club Inc
Responsible Officer:	Leonie Barwick, Team Leader Corporate Revenue
Responsible Manager:	David Ransom, Finance Manager
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Nil

Summary

An application for rate exemption has been received from The Bunbury Women’s Club Inc for 19 Prinsep Street, Bunbury, under Section 6.26 (g) of the *Local Government Act 1995* – land used exclusively for charitable purposes.

Executive Recommendation

That Council grants a rate exemption to Bunbury Women’s Club Inc under Section 6.26 (g) of the *Local Government Act 1995* for 19 Prinsep Street, Bunbury effective from 1 July 2024.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.3	Effectively manage the City’s resources

Regional Impact Statement

Accepting the rate exemption application from Bunbury Women’s Club Inc will not have a regional impact.

Background

The Bunbury Women’s Club Inc have advised they are a not-for-profit organisation. The objects of the Association include:

- Promote and enhance healthy lifestyles, emotional well-being and mental health of members;
- A safe, happy inclusive and constant place of contact for senior women in particular, who may otherwise experience chronic loneliness or have limited social contact due to physical, financial or other constraints; and
- Encourage the development and sharing of skills of members.

The Australian Government and Australian Charities and Not-for-profits Commission confirms that The Bunbury Women’s Club Inc is a registered charitable organisation.

Council Policy Compliance

Council does not have a policy for the exemption of rates as this is provided for under Section 6.26 of the *Local Government Act 1995*.

Legislative Compliance

The *Local Government Act 1995* – Section 6.26 (g) states:

6.26. Rateable land

- (1) *Except as provided in this section all land within a district is rateable land.*
- (2) *The following land is not rateable land -*
 - (g) *land used exclusively for charitable purposes.*

Officer Comments

The Bunbury Women’s Club Inc have provided the requested supporting documentation for their application and based on the internal assessment by officers, meets all criteria for a rate exemption. This assessment is based on the WALGA “Rate Exemptions Guidelines” which have been developed in consultation with the WA Rates Officer’s Association.

Should the application be declined, the organisation has the option to take this matter to the State Administrative Tribunal (SAT).

All rate exempt properties are reviewed on a 2 yearly basis, with the next review scheduled for November 2024. The City currently has 430 properties that are exempt which is a loss of rate income of \$1,586,160 per annum.

The City has made numerous representations to the Department of Local Government, Sport and Cultural Industries on the growth of the rate exemption applications and the impact this has on other ratepayers.

Analysis of Financial and Budget Implications

Approval of this exemption will result in a loss of rates income of \$3,772. However, this rates exemption application has been included in the draft 2024/2025 Budget so will not affect the City’s financial position.

Community Consultation

There is no requirement for community consultation on this application.

Councillor/Officer Consultation

Councillors have previously been briefed on rate exemptions under the *Local Government Act 1995*.

Applicant Consultation

Not Applicable.

Timeline: Council Decision Implementation

The Applicant will be notified of Councils decision and that the exemption will apply from 1 July 2024.

10.3.4 Schedule of Accounts Paid for the period 1 June 2024 to 30 June 2024

File Ref:	COB/4736	
Applicant/Proponent:	Internal Report	
Responsible Officer:	David Ransom, Manager Finance	
Responsible Manager:	David Ransom, Manager Finance	
Executive:	Karin Strachan, Director Corporate and Community	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Attachments:	Appendix 10.3.4-A: Schedule of Accounts Paid	

Summary

The City of Bunbury "*Schedule of Accounts Paid*" covering the period 1 June 2024 to 30 June 2024 is attached at Appendix 10.3.4-A. The schedule contains details of the following transactions;

1. Municipal Account – payments totalling \$18,556,759.63
2. Trust Account – payments totalling \$57,204.93
3. Visitor Information Centre Trust Account – payments totalling \$8,892.20

Executive Recommendation

The Schedule of Accounts Paid for the period 1 June 2024 to 30 June 2024 be received.

Voting Requirement: Simple Majority

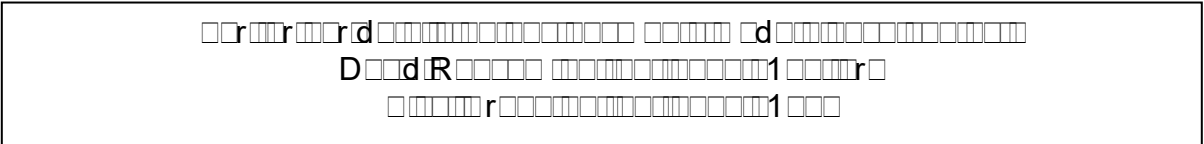


SCHEDULE OF ACCOUNTS PAID

For the period 01 June 2024 to 30 June 2024

CITY OF BUNBURY

Municipal Account	2 - 48
Trust Account	49 - 50
Visitor Information Centre Trust Account	51



City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
Cheque Payments				
00153783	19/06/2024	Department of Transport		
			INV B9805 2024/25 2024/25 Vehicle Registration Renewals	33,590.30
00153784	19/06/2024	Shire of Dardanup		176.68
			INV 34486 Contribution to Library Consortia	176.68
00153785	19/06/2024	Water Corporation		2,429.97
			INV 9011486107/MAY24 SWSC Trade Waste Permit	2,429.97
00153786	19/06/2024	Petty Cash Recoup - Art Gallery		227.00
			INV 06062024 Petty Cash	227.00
00156782	06/06/2024	City of Bunbury Arc Infrastructure Pty Ltd		13,461.50
			INV 2023/24 Koombana Railway Infrastructure Trust 2023/24 Contribution	13,461.50
00156787	25/06/2024	BNMT Holdings Pty Ltd T/A Southwest Brakes		695.00
			INV 8505 Brake Parts - BY765	695.00
			Total: Cheque Payments	\$50,580.45
EFT Payments				
7869.6879-01	30/06/2024	BCP Contractors Pty Ltd		146,106.04
			INV 2900-001 Lillydale Road Widening & Reseal	146,106.04
7870.10565-01	05/06/2024	Groven Legal Pty Ltd		247.84
			INV ASN6289 Rates Refund	247.84
7870.10776-01	05/06/2024	A Jansen		1,000.00
			INV ASN51850 Rates Refund	1,000.00
7870.11209-01	05/06/2024	J Smith		547.99
			INV ASN11561 Rates Refund	547.99
7870.11210-01	05/06/2024	2 States Pty Ltd		6,077.39
			INV ASN3167 Rates Refund	6,077.39
7870.11211-01	05/06/2024	J Birkett		204.50
			INV ASN5551 Rates Refund	204.50
7870.6846-01	05/06/2024	Councillor T Brown		789.47
			INV Allowance210524 Accommodation & Incidental Allowance Claim - WALGA Training	789.47
7870.9577-01	05/06/2024	CS Legal Bunbury		360.00
			INV ASN8784 Rates Refund	360.00
7872.10065-01	05/06/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		485.00
			INV SINV04986 Greenwaste Fee	385.00
			INV SINV05006 Asphalt	100.00
7872.10085-01	05/06/2024	Cornerstone Legal WA Pty LTD		1,243.00
			INV 22493 Legal Fees	1,243.00
7872.10123-01	05/06/2024	Southwest Irish Community Group Inc		5,000.00
			INV INV-0009 Grant Funding - St Patrick's Festival	5,000.00
7872.10314-01	05/06/2024	Davenport Plumbing		3,612.29
			INV 17083 Plumbing Repairs - Payne Park	1,205.84
			INV 17088 Plumbing Repairs - Pelican Point	588.79
			INV 17092 Plumbing Repairs - Pelican Point	163.52
			INV 16873 Plumbing Repairs - Koolambidi Woola	233.92
			INV 17084 Plumbing Repairs - Ned Myles	222.45
			INV 17085 Plumbing Repairs - Back Beach	188.82
			INV 17087 Plumbing Repairs - Big Swamp Park	143.72

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 17089 Plumbing Repairs - Glen Iris Skate Park	134.92
			INV 17090 Plumbing Repairs - Evedone Street	322.59
			INV 17082 Plumbing Repairs - BRAG	407.72
7872.10345-01	05/06/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury		283.53
			INV INV-4415 Laundry Services for Meat Inspectors	144.82
			INV INV-4453 Laundry Services for Meat Inspectors	138.71
7872.10383-01	05/06/2024	Fiore Family Trust T/A LD Total		3,499.76
			INV 136661 Landscape Works - Parade Road	3,499.76
7872.10474-02	05/06/2024	Cleanaway Operations Pty Ltd		1,363.45
			INV 3081896 Disposal of Oil in Drums	1,363.45
7872.10502-01	05/06/2024	CS Legal		2,139.94
			INV 33530 Rates Debt Collection	1,672.00
			INV 33547 Rates Debt Collection	467.94
7872.10608-01	05/06/2024	Candice Nannup		400.00
			INV 29052024 Noongar Arts Program Workshop Facilitation - BRAG	400.00
7872.10640-01	05/06/2024	WA Laser Engraving		462.00
			INV D1526 Award Engraving	16.50
			INV D1407 Staff Awards - 2024	445.50
7872.10676-01	05/06/2024	West Oz Linemarking Pty Ltd		6,349.20
			INV 9612 Linemarking - Zoe Street Car Parking Bays	649.00
			INV 9622 Linemarking - Rose Street	1,340.90
			INV 9624 Linemarking - Lovegrove Avenue	4,359.30
7872.10722-01	05/06/2024	Ready Industries Pty Ltd T/A 1300TempFence		3,892.57
			INV 695117 Temporary Fencing - Frank Buswell Foreshore	3,892.57
7872.10766-01	05/06/2024	Omnicom Media Group Australia Pty Ltd		780.49
			INV 1743565 Public Notice - Local Government Tenders	405.53
			INV 1743564 Public Notice - Local Government Tenders	374.96
7872.10781-01	05/06/2024	South West Pets Bunbury Pty Ltd		1,509.75
			INV 10000001911 BWP Animal Supplies	678.00
			INV 10000001921 BWP Animal Supplies	831.75
7872.10831-01	05/06/2024	JH Computer Services WA Pty Ltd		711.70
			INV 2875-D01 Expansion Desktop Hard Drive	711.70
7872.10879-01	05/06/2024	The Trustee for Auscam Family Trust T/A Totally Sound		624.25
			INV 16521 Speaker System/Microphone/Channel Receiver - Museum	624.25
7872.10898-01	05/06/2024	Naja Business Consulting Services		12,732.50
			INV INV-00805 Strategic Property Evaluation & Optimisation	12,732.50
7872.10930-01	05/06/2024	West Coast Block Supply Pty Ltd		1,328.25
			INV 919 Cartage of Blocks	1,328.25
7872.10942-01	05/06/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin		162.00
			INV 4449 Top Dressing	108.00
			INV 4808 Top Dressing	54.00
7872.10992-01	05/06/2024	Work Clobber Bunbury - Infrastructure		2,549.74
			INV 24-00005436 Staff Uniforms - Infrastructure	146.50
			INV 24-00010278 Staff Uniforms - Infrastructure	220.00
			INV 24-00009568 Staff Uniforms - Infrastructure	199.88
			INV 24-00009356 Staff Uniforms - Infrastructure	326.06

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 24-00010853 Staff Uniforms - Infrastructure	187.20
			INV 24-00009650 Staff Uniforms - Infrastructure	153.58
			INV 24-00009540 Staff Uniforms - Infrastructure	226.80
			INV 24-00010668 Staff Uniforms - Infrastructure	216.90
			INV 24-00009777 Staff Uniforms - Infrastructure	146.50
			INV 24-00009779 Staff Uniforms - Infrastructure	150.29
			INV 24-00009560 Staff Uniforms - Infrastructure	353.99
			INV 24-00009572 Staff Uniforms - Infrastructure	222.04
7872.11035-01	05/06/2024	Liven Australia Pty Ltd		129.80
			INV 2024-76431 BWP Monthly Subscription - June 2024	129.80
7872.11050-01	05/06/2024	Busselton Farmers Market		427.86
			INV 1203784 SWSC Cafe Supplies	89.41
			INV 1204014 BWP Kiosk Supplies	77.63
			INV 1204267 SWSC Cafe Supplies	260.82
7872.11173-01	05/06/2024	EVenergi Pty Ltd		12,629.10
			INV INV-0889 Zero Emission Fleet Transition Plan	7,217.10
			INV INV-0884 Zero Emission Fleet Transition Plan	5,412.00
7872.1206-01	05/06/2024	Modern Teaching Aids Pty Ltd		2,102.16
			INV 45942667 Literacy Program Supplies - Library	2,102.16
7872.1419-01	05/06/2024	Holcim Australia Pty Ltd		319.44
			INV 9409248508 Concrete - Clarke Street	319.44
7872.1502-01	05/06/2024	Shire of Capel		3,095.62
			INV 31045 Transfer of Long Service Leave Entitlements	3,095.62
7872.1555-01	05/06/2024	Spurling Engineering		5,192.00
			INV 13516 Nursery Benches	5,005.00
			INV 13532 Aluminium Plates	187.00
7872.1613-01	05/06/2024	South West Locksmiths		119.75
			INV 21032 Keys - Graham Bricknell Music Shell	119.75
7872.1709-01	05/06/2024	Total Eden Pty Ltd / Nutrien Water		1,346.41
			INV 413178165 Retic Parts	249.70
			INV 413177529 Retic Parts	274.18
			INV 413175578 Retic Parts	822.53
7872.174-01	05/06/2024	Benara Nurseries		7,226.91
			INV 550471 Trees Supply	5,510.91
			INV 549299 Trees Supply	1,716.00
7872.1798-01	05/06/2024	Western Australia Police Force		17.00
			INV 127090593 Volunteer Police Checks	17.00
7872.1827-01	05/06/2024	Wesfarmers Kleenheat Gas Pty Ltd		20,908.57
			INV 963451 SWSC Gas Charges - May 2024	20,908.57
7872.1838-01	05/06/2024	Synergy		124,163.49
			INV 737718910/MAY24 Electricity Charges - 15/03/2024 to 16/05/2024	131.74
			INV 988423140/MAY24 Electricity Charges - 14/03/2024 to 15/05/2024	304.03
			INV 716747120/MAY24 Electricity Charges - 16/03/2024 to 20/05/2024	130.15
			INV 734367830/MAY24 Electricity Charges - 22/03/2024 to 21/05/2024	351.95
			INV 650277130/MAY24 Electricity Charges - 21/03/2024 to 21/05/2024	195.61
			INV 991840270/MAY24 Electricity Charges - 13/03/2024 to 14/05/2024	515.10

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
INV	228505830/MAY24		Electricity Charges - 16/04/2024 to 20/05/2024	178.10
INV	407491810/MAY24		Electricity Charges - 16/04/2024 to 20/05/2024	223.76
INV	960071230/MAY24		Electricity Charges - 16/04/2024 to 20/05/2024	113.03
INV	804080240/MAY24		Electricity Charges - 16/04/2024 to 20/05/2024	3,227.07
INV	297214110/MAY24		Electricity Charges - 16/04/2024 to 20/05/2024	828.17
INV	218944510/MAY24		Electricity Charges - 16/04/2024 to 20/05/2024	28,290.25
INV	194258760/MAY24		Electricity Charges - 16/04/2024 to 20/05/2024	785.10
INV	526183150/MAY24		Electricity Charges - 16/04/2024 to 20/05/2024	4,505.30
INV	772901230/MAY24		Electricity Charges - 19/03/2024 to 20/05/2024	874.65
INV	520407430/MAY24		Electricity Charges - 15/03/2024 to 17/05/2024	399.32
INV	963942590/MAY24		Electricity Charges - 21/03/2024 to 22/05/2024	192.37
INV	262006000/MAY24		Electricity Charges - 19/03/2024 to 20/05/2024	131.30
INV	444045800/MAY24		Electricity Charges - 19/03/2024 to 21/05/2024	126.51
INV	191682160/MAY24		Electricity Charges - 22/03/2024 to 22/05/2024	149.27
INV	866641150/MAY24		Electricity Charges - 20/03/2024 to 21/05/2024	124.23
INV	684226670/MAY24		Electricity Charges - 16/04/2024 to 20/05/2024	160.23
INV	984979080/MAY24		Electricity Charges - 22/03/2024 to 22/05/2024	169.21
INV	156409070/MAY24		Electricity Charges - 22/03/2024 to 22/05/2024	122.27
INV	338023710/MAY24		Electricity Charges - 13/03/2024 to 14/05/2024	238.35
INV	701425140/MAY24		Electricity Charges - 20/03/2024 to 21/05/2024	206.17
INV	126185130/MAY24		Electricity Charges - 20/03/2024 to 21/05/2024	547.72
INV	946266110/MAY24		Electricity Charges - 25/02/2024 to 24/03/2024	75,971.17
INV	662925340/MAY24		Electricity Charges - 19/03/2024 to 20/05/2024	247.50
INV	540682140/MAY24		Electricity Charges - 21/03/2024 to 21/05/2024	521.20
INV	755435850/MAY24		Electricity Charges - 19/03/2024 to 20/05/2024	246.68
INV	519245540/MAY24		Electricity Charges - 20/03/2024 to 21/05/2024	846.16
INV	461237950/MAY24		Electricity Charges - 20/03/2024 to 21/05/2024	201.56
INV	227600500/MAY24		Electricity Charges - 20/03/2024 to 21/05/2024	737.70
INV	985652130/MAY24		Electricity Charges - 20/03/2024 to 21/05/2024	300.07
INV	418948140/MAY24		Electricity Charges - 19/03/2024 to 20/05/2024	407.52
INV	968765110/MAY24		Electricity Charges - 20/03/2024 to 21/05/2024	521.06
INV	270127590/MAY24		Electricity Charges - 22/03/2024 to 28/05/2024	941.91
7872.1867-01	05/06/2024	Work Clobber - Bunbury		2,735.06
INV	24-00010007		Staff Uniforms - Administration	91.65
INV	24-00002327		Staff Uniforms - Administration	276.10
INV	24-00009561		Staff Uniforms - Administration	274.00
INV	24-00007298		Staff Uniforms - Administration	213.00
INV	24-00008006		Staff Uniforms - Administration	266.20
INV	24-00010012		Staff Uniforms - Administration	136.70
INV	24-00009566		Staff Uniforms - Administration	68.64
INV	24-00006911		Staff Uniforms - Administration	222.82
INV	24-00006972		Staff Uniforms - Administration	244.80
INV	24-00008020		Staff Uniforms - Administration	341.85
INV	24-00008010		Staff Uniforms - Administration	367.40
INV	24-00006592		Staff Uniforms - Administration	231.90
7872.2022-01	05/06/2024	Main Roads Western Australia		623.78

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 8022451 Dump Point Signage - Forrest Highway	623.78
7872.2209-01	05/06/2024	Bidfood Australia (SWSC)		1,378.76
			INV I62835636.BRY SWSC Cafe Supplies	1,378.76
7872.2218-01	05/06/2024	True Blue Turf		132.00
			INV G17460 Turf	132.00
7872.2267-01	05/06/2024	Les Mills Asia Pacific		1,624.81
			INV LMB1256217 SWSC Gym Licence Fee - June 2024	1,624.81
7872.2273-01	05/06/2024	ABC Filters		55.00
			INV 33825 Filters - SWSC	55.00
7872.240-01	05/06/2024	Bunbury Auto One T/A South West Filter Supplies		81.49
			INV 3084971 Engine Oil - BY0758A	81.49
7872.2453-01	05/06/2024	Dormakaba Australia Pty Ltd		559.90
			INV 35WA1215027 Automatic Door Maintenance - Koombana Bay Kiosk	93.50
			INV 35WA1213889 Automatic Door Maintenance - Council Chambers	198.00
			INV 35WA1214962 Automatic Door Maintenance - SWSC	268.40
7872.2579-01	05/06/2024	TJ Depiazzi & Sons		1,991.00
			INV 136346 Bushland Mulch	1,991.00
7872.2645-01	05/06/2024	Edith Cowan University - Joondalup Campus		22,175.60
			INV 10046075 Support ECU Creative Tech Village	22,000.00
			INV 10045673 Creative Tech Village Conference - Room Hire	175.60
7872.2653-01	05/06/2024	Boyanup Botanical Nursery		2,842.40
			INV 24-00003539 Supply Trees	2,842.40
7872.2703-01	05/06/2024	South West Women's Health & Information		1,626.90
			INV 1321 Grant Funding - Seniors Week	1,626.90
7872.3-01	05/06/2024	A & L Printers		1,754.00
			INV 64235 Banners - CoB Place Activation Team	1,055.00
			INV 64376 Winter Warmers Program Brochures	281.00
			INV 63979 Plaques Frank Norton - BRAG	418.00
7872.306-01	05/06/2024	Bunbury Regional Entertainment Centre		17,964.00
			INV 1916 Venue Hire - Bunbury Geographe Sports Star of the Year Event	17,964.00
7872.306-02	05/06/2024	Bunbury Regional Entertainment Centre		1,000.00
			INV D6572 Maker's Film Festival Screening - Venue Hire Deposit	1,000.00
7872.3093-01	05/06/2024	RTS Diesel South West		36,807.05
			INV 4038 Plant Maintenance - BY792	447.15
			INV 4043 Plant Maintenance - BY2892A	1,196.06
			INV 4028 Plant Maintenance - BY2433A	881.58
			INV 4029 Plant Maintenance - BY775	2,350.59
			INV 4035 Plant Maintenance - BY716B	911.35
			INV 4036 Plant Maintenance - BY716B	259.60
			INV 4037 Plant Maintenance - BY605	384.45
			INV 4041 Plant Service - BY749	4,479.75
			INV 4032 Plant Parts - BY763	9,846.32
			INV 4033 Plant Parts - BY751	7,706.82
			INV 4034 Plant Parts - BY775	8,343.38
7872.311-01	05/06/2024	Bunbury Runners Club Inc		8,000.00
			INV 2405291 Grant Funding - 2024 Bunbury Three Waters Running Festival	8,000.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7872.313-01	05/06/2024	Bunbury Senior High School		100.00
			INV Donation27052024 Donation - Presentation Ceremony 2024	100.00
7872.3167-01	05/06/2024	Perfect Landscapes		1,342.00
			INV INV-8609 Lawnmowing	1,342.00
7872.3279-01	05/06/2024	Bunbury Multicultural Group Inc		2,200.00
			INV 2324-074 Grant Funding - South West Multicultural Festival	2,200.00
7872.335-01	05/06/2024	Bunnings Group Limited		892.36
			INV 2179/01676502 Leaf Scoops	42.00
			INV 2179/01676500 Leaf Rakes	218.00
			INV 2179/01403769 Door Closer - Big Swamp Toilets	124.93
			INV 2179/01403771 Gyprock/Recessed Edge - Depot	159.57
			INV 2179/01404377 Paint/Concrete/Paving/Non Slip Stair Tread - BRAG	264.60
			INV 2179/01498443 Brutus Safety Flag Reel - Hands Oval Redevelopment	83.26
7872.3376-01	05/06/2024	Sonic HealthPlus		913.00
			INV 3257631 Pre-Employment Medicals	456.50
			INV 3253891 Pre-Employment Medicals	456.50
7872.3619-01	05/06/2024	Artists Chronicle		1,540.00
			INV INV-0501 SWAN Advertising - BRAG	940.00
			INV INV-0463 Advertising / Annual Listing On View Section - BRAG	600.00
7872.3655-01	05/06/2024	Better Life Centre		300.00
			INV 313597 Wheelchair Hire - COB Day Activities	300.00
7872.3665-01	05/06/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		329.45
			INV 260262723 Orange Reflective Road Cones	170.50
			INV 260263054 Soudal Multibond - CBD Planter Boxes	158.95
7872.3753-01	05/06/2024	Bunbury Triathlon Club		8,000.00
			INV 13/2023(23/24) Grant Funding - City Classic Triathlon	8,000.00
7872.3845-01	05/06/2024	Felton Industries		12,844.92
			INV 38093 Bench Seat Covers - Depot	12,844.92
7872.3958-01	05/06/2024	JCW Electrical Pty Ltd		15,359.83
			INV 24564 Electrical Maintenance - Hands Oval	378.15
			INV 24633 Electrical Maintenance - Koombana North Pump	746.30
			INV 24727 Electrical Maintenance - Ocean Drive Path Lights	2,935.16
			INV 24715 Electrical Maintenance - Council Chambers	247.96
			INV 24716 Electrical Maintenance - Rocky Point	215.40
			INV 24684 Electrical Maintenance - Senior Computer Building	5,914.02
			INV 24668 Electrical Maintenance - Bicentennial Square	149.60
			INV 24651 Electrical Maintenance - SWSC	186.45
			INV 24584 Electrical Maintenance - Withers Library	448.80
			INV 24560 Electrical Maintenance - Library	224.40
			INV 24748 Electrical Maintenance - Horseshoe Lake Pump Station	528.28
			INV 24762 Electrical Maintenance - Estuary Drive Pump Station	234.19
			INV 24819 Electrical Maintenance - Depot	1,615.63
			INV 24815 Electrical Maintenance - SWSC	217.53
			INV 24835 Electrical Maintenance - SWSC	155.38
			INV 24800 Electrical Maintenance - Koombana Beach	372.90
			INV 24790 Electrical Maintenance - Powerboat Club	263.62

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 24789 Electrical Maintenance - Administration	526.06
7872.415-01	05/06/2024	City & Regional Fuels		290.84
			INV 975894 Unleaded Fuel	290.84
7872.4167-01	05/06/2024	The Print Shop Bunbury		244.00
			INV 1649928 Wearable Art Posters - Library	244.00
7872.4296-01	05/06/2024	ThinkWater Bunbury		6,920.28
			INV 76681313 Albert Road Pump Station	6,920.28
7872.4456-01	05/06/2024	Hotweld Fabrication Pty Ltd		894.63
			INV 12261 Manufacture Sign Frame - Stirling St Boat Ramp	894.63
7872.462-02	05/06/2024	Coca Cola Amatil (Aust) Pty Ltd		3,042.74
			INV 234143885 SWSC Cafe Supplies	3,042.74
7872.48-01	05/06/2024	Alinta Energy		1,454.85
			INV 195001594/MAY24 Gas Charges - 22/03/2024 to 24/05/2024	28.25
			INV 022001613/MAY24 Gas Charges - 22/02/2024 to 27/05/2024	1,334.80
			INV 309001384/MAY24 Gas Charges - 22/02/2024 to 28/05/2024	91.80
7872.4858-01	05/06/2024	Arbor Guy		21,565.01
			INV 92157 Street Tree Maintenance - Caladenia Way	665.28
			INV 92158 Street Tree Maintenance - Ocean Drive	332.64
			INV 92159 Street Tree Maintenance - Lakes Entrance	1,347.19
			INV 92160 Street Tree Maintenance - Mindalong Close	665.28
			INV 92161 Street Tree Maintenance - Hamersley Drive	547.67
			INV 92162 Street Tree Maintenance - Orchid Drive	1,418.47
			INV 92163 Street Tree Maintenance - Westwood Street	174.64
			INV 92164 Street Tree Maintenance - Gibbs Street	332.64
			INV 92165 Street Tree Maintenance - Wisbey Street	332.64
			INV 92166 Street Tree Maintenance - Doolan Street	1,347.19
			INV 92167 Street Tree Maintenance - Harwood Street	472.82
			INV 92206 Street Tree Maintenance - BWP	440.00
			INV 92168 Street Tree Maintenance - Carey Street	332.64
			INV 92169 Street Tree Maintenance - Mouarn Steet	541.73
			INV 92170 Street Tree Maintenance - Bussell Highway	2,328.48
			INV 92171 Street Tree Maintenance - Roman Road	332.64
			INV 92172 Street Tree Maintenance - Parkdale Avenue	665.28
			INV 92173 Street Tree Maintenance - Chadd Court	332.64
			INV 92174 Street Tree Maintenance - Salvia Link	332.64
			INV 92175 Street Tree Maintenance - Armanta Drive	361.15
			INV 92176 Street Tree Maintenance - Gurinda Street	498.96
			INV 92177 Street Tree Maintenance - Henley Drive	332.64
			INV 92156 Street Tree Maintenance - Spencer Street	4,407.48
			INV 92208 Street Tree Maintenance - King Road	332.64
			INV 92207 Street Tree Maintenance - Jipse Crescent	332.64
			INV 92209 Street Tree Maintenance - Nuytsia Avenue	332.64
			INV 92213 Street Tree Maintenance - Estuary Drive	1,663.20
			INV 92210 Street Tree Maintenance - Balgore Way	361.15
7872.5036-01	05/06/2024	Environex International Pty Ltd		238.79
			INV 321591 SWSC Chemicals and Cleaning Supplies	238.79

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7872.5146-01	05/06/2024	Westside Windscreens		209.00
			INV 33665 Window Replacement - BY745	209.00
7872.5412-01	05/06/2024	Picton Civil Pty Ltd		4,114.00
			INV P19602 Soil Removal - Hands Oval	4,114.00
7872.5467-01	05/06/2024	JB Hi-Fi Group Pty Ltd		1,294.00
			INV BD1464416 IT Equipment - Laptop	1,294.00
7872.5741-01	05/06/2024	Picton Tyre Centre Pty Ltd		2,036.00
			INV M82510 Tyre Service - BY775	60.00
			INV M82509 Tyre Service - BY749	1,976.00
7872.6045-01	05/06/2024	IXOM Operations Pty Ltd		348.50
			INV 6822199 Chlorine Gas - SWSC	348.50
7872.6137-01	05/06/2024	Woodlands Distributors & Agencies Pty Ltd		6,389.46
			INV INV-0195 Compostable Dog Bags	6,389.46
7872.6221-01	05/06/2024	West Australian Newspapers Ltd - SWSC		194.35
			INV 73619052024 Newspapers - SWSC	92.22
			INV 73626052024 Newspapers - SWSC	102.13
7872.6266-01	05/06/2024	CB Traffic Solutions Pty Ltd		24,584.45
			INV 15796 Traffic Management - Leschenault Drive	685.30
			INV 15914 Traffic Management - Stallard Place	15,975.85
			INV 15913 Traffic Management - Rose Street	950.40
			INV 15912 Traffic Management - Rose Street	4,020.50
			INV 16002 Traffic Management - Halsey Street	391.60
			INV 15970 Traffic Management - Stephan Street	1,875.50
			INV 16004 Traffic Management Plan - Reconciliation Walk 2024	685.30
7872.6290-01	05/06/2024	Civil and Structural Engineers		808.50
			INV INV-2013 Cracked Stairway - SWSC / Storm Damage - PCYC	808.50
7872.6333-01	05/06/2024	Equans Mechanical Services Australia Pty Ltd		183.87
			INV 2585150 Air-Con Maintenance / Repairs - Council Chambers	183.87
7872.6391-01	05/06/2024	Sports Marketing Australia Pty Ltd		2,200.00
			INV 3619 Finder's Fee - 2024 Athletics Championships	2,200.00
7872.6452-01	05/06/2024	Waterchem Australia Pty Ltd		7,756.98
			INV 3723 Plant Maintenance Repairs - SWSC	2,320.78
			INV 3574 Service Spa Plant Room - SWSC	5,436.20
7872.6549-01	05/06/2024	Roadshow Films Pty Ltd		308.00
			INV 10581363 2021 Annual Licence - Library	308.00
7872.6592-01	05/06/2024	StrataGreen		4,395.60
			INV 165006 Tree Stakes	4,395.60
7872.6599-01	05/06/2024	K's Home Kitchen		475.00
			INV 3268 Catering - Bunbury Heritage Festival	475.00
7872.67-01	05/06/2024	Collins Booksellers Bunbury		350.00
			INV 486326 Library Local Stock	350.00
7872.6713-01	05/06/2024	David James Goodwin		9.57
			INV 270524 Refund - SWSC Membership	9.57
7872.6798-01	05/06/2024	WINC Australia Pty Ltd		57.09
			INV 9045291189 Stationery & Staff Amenities - Administration	57.09
7872.6847-01	05/06/2024	Trophies West		87.60

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 7131 SWSC Name Badges	87.60
7872.7002-01	05/06/2024	Bianca Turri Photographer		907.50
			INV INV-0552 Photography Services - Reconciliation Walk 2024	907.50
7872.7060-01	05/06/2024	Storite Equipment Pty Ltd		429.00
			INV 16743 Pallet Racking Audit 2024	429.00
7872.7150-01	05/06/2024	Safe T Card Australia Pty Ltd		3,395.70
			INV INV-37803 Alarm System Monitoring Safetcard - Quarterly Fees	3,395.70
7872.7151-01	05/06/2024	Procure Locksmiths		345.00
			INV 17987 Key/Lock Repairs - SWSC	205.00
			INV 17872 Key/Lock Repairs - BWP	140.00
7872.7173-01	05/06/2024	GC Sales WA		8,693.43
			INV 13566 Bins	8,693.43
7872.7283-01	05/06/2024	Team Global Express (IPEC) Pty Ltd		58.38
			INV 0645-0209150 Freight	58.38
7872.7332-01	05/06/2024	Palmfield Holdings Pty Ltd T/A Warrick Welding		3,603.05
			INV S58753 Refurbish Bus Shelters	3,603.05
7872.7357-01	05/06/2024	West Coast Waste Pty Ltd		220.00
			INV A11871295 Greenwaste	220.00
7872.739-01	05/06/2024	Brownes Food Operations Pty Ltd		1,162.42
			INV 17829777 SWSC Cafe Supplies	933.80
			INV 17840139 SWSC Cafe Supplies	228.62
7872.7760-01	05/06/2024	The Flynn Family Trust T/A South West Cleaning		5,434.17
			INV 7293 BBQ Cleaning Services	1,217.87
			INV 7453 SWSC Contract Cleaners - May 2024	4,216.30
7872.7767-01	05/06/2024	Netstar Australia Pty Ltd		49.50
			INV 191786 GPS Unit Upgrade - BY906W	49.50
7872.777-01	05/06/2024	Garage Doors South West		16,840.00
			INV 23697 Roller Shutter Replacement - SWSC	15,590.00
			INV 24209 Automatic Doors Servicing - Animal Shelter/Library/VBFB	1,250.00
7872.7971-01	05/06/2024	Charlotte Anne White		1,100.00
			INV INV-0133 Workshop Facilitation - BRAG	1,100.00
7872.799-01	05/06/2024	Glenn Buck Milk Distribution		736.80
			INV 1201 Milk - Depot	200.00
			INV 1200 Milk - Administration	536.80
7872.8033-01	05/06/2024	Essential Coffee Pty Ltd		1,109.57
			INV SI-00305767 SWSC Café Supplies	1,109.57
7872.806-01	05/06/2024	Go West Tours		506.00
			INV 55170 Bus Hire	506.00
7872.8111-01	05/06/2024	Protector Fire Services Pty Ltd		17,149.00
			INV 10090391 Fire Extinguisher - BY725	53.35
			INV 10090385 Fire Detection Control & Indicating Equipment Isolate/De-isolate - SWSC	869.00
			INV 10090574 Faulty Fire Hose Reel Investigation - SLSC	306.90
			INV 10090634 Fire Alarm Evacuation Test - SWSC	153.45
			INV 10090602 Service Fire Equipment - Administration & Council Chambers	15,766.30
7872.8144-01	05/06/2024	WA Mechanical and Site Services		8,983.36
			INV INV-2180 Plant Maintenance - Tractor Mower	419.58

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV-2179 Plant Maintenance - 1TZE951	1,043.67
			INV INV-2187 Generator Monthly Services & Refills - Various	7,520.11
7872.8193-01	05/06/2024	St Aidan Wines Pty Ltd		163.80
			INV 2093 Refreshments - BRAG Exhibition	163.80
7872.8226-01	05/06/2024	Nutrien Ag Solutions Limited		3,602.50
			INV 910857852 Herbicide	2,640.00
			INV 910874307 Fencing Supplies - BWP	385.00
			INV 910728606 Black Star Pickets - Hands Oval	577.50
7872.8349-01	05/06/2024	Glen Flood Group Pty Ltd t/as GFG Consulting		2,195.60
			INV INV-3499 Consultation - On-Call Working Group Review	2,195.60
7872.8940-01	05/06/2024	BIC Services Pty Ltd		37,866.59
			INV 121351 Cleaning Services - May 2024	37,866.59
7872.906-01	05/06/2024	Huggable Toys		543.84
			INV 52201 BWP Merchandise	543.84
7872.908-01	05/06/2024	Veolia Environmental Services		17,022.45
			INV 2960240626 Storm Drain Cleaning	17,022.45
7872.9097-01	05/06/2024	Flick Anticimix Pty Ltd		962.50
			INV 601168311C Pest Control - SWSC	962.50
7872.929-01	05/06/2024	Institute of Public Works Engineering Australasia		1,705.00
			INV 81793-SP0524 2024/25 Annual Subscription	1,705.00
7872.9316-01	05/06/2024	West Australian Newspapers Ltd - Libraries		19.20
			INV 95928/MAY24 Newspapers - Library	19.20
7872.9459-01	05/06/2024	West Australian Newspapers Ltd - BRAG		25.20
			INV 363675/MAY24 Newspapers - BRAG	25.20
7872.9541-01	05/06/2024	The Big Coffee Van		500.00
			INV 93 Coffee Van - Staff Service Awards	500.00
7872.957-01	05/06/2024	Henderson Photographics		379.50
			INV 1608 Photography Services - Citizenship Ceremony	379.50
7872.958-01	05/06/2024	South West Isuzu		134.08
			INV 1539988 Plant Maintenance - BY115	134.08
7872.959-01	05/06/2024	Jetline Kerbing Contractors		3,234.00
			INV INV-1437 Kerbing - Zoe Street Carpark	3,234.00
7872.9788-01	05/06/2024	Patrick Godsell Construction		8,443.60
			INV 288 Upgrade of Generator Enclosure - Willow Drive	8,443.60
7872.9922-01	05/06/2024	The Trustee for the Easton Family Trust (Blue Steel Roofing)		9,986.90
			INV INV-0386 Roof Maintenance - SWSC	419.10
			INV INV-0385 Roof/Window Maintenance - Museum	419.10
			INV INV-0384 Roof Maintenance - Administration	320.10
			INV INV-0383 Roof Maintenance - Administration	1,321.65
			INV INV-0382 Roof Maintenance - SWSC	628.65
			INV INV-0381 Roof Maintenance - BREC	1,257.30
			INV INV-0372 Gutter Cleaning - Various Locations	5,621.00
7872.9939-01	05/06/2024	The Trustee for Zephyr Park Trust T/A Bunbury Batteries & Radiators		575.95
			INV 136476 Battery - BY1143	575.95
7872.9954-01	05/06/2024	Sapio Pty Ltd		3,259.74
			INV 269341 CCTV Installation - Museum	3,259.74

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7874.10470-01	06/06/2024	Aware Super Clearing House		168,470.27
			INV PP24-24 Superannuation - F/E 21/05/2024	168,470.27
7875.136-01	06/06/2024	Australian Taxation Office		264,680.76
			INV PP24-24 PAYG for COB Staff - F/E 21/05/2024	264,680.76
7876.136-01	06/06/2024	Australian Taxation Office		275,427.36
			INV PP24-25 PAYG for COB Staff - F/E 04/06/2024	275,427.36
7877.10470-01	06/06/2024	Aware Super Clearing House		172,546.01
			INV PP24-25 Superannuation - F/E 04/06/2024	172,546.01
7879.10894-01	28/06/2024	Councillor P Ramesh		2,746.67
			INV SITTING 2023/24 2023/24 Councillor Sitting Fees	2,746.67
7879.5425-01	28/06/2024	Mayor J De San Miguel		11,901.25
			INV SITTING 23/24 2023/24 Mayoral Allowance & Sitting Fees	11,901.25
7879.5612-01	28/06/2024	Councillor M Steck		2,746.67
			INV SITTING 2023/24 2023/24 Councillor Sitting Fees	2,746.67
7879.5614-01	28/06/2024	Councillor K Steele		2,746.67
			INV SITTING 2023/24 2023/24 Councillor Sitting Fees	2,746.67
7879.6845-01	28/06/2024	Councillor T Smith		4,692.09
			INV SITTING 2023/24 2023/24 Deputy Mayoral Allowance & Sitting Fees	4,692.09
7879.6846-01	28/06/2024	Councillor T Brown		2,746.67
			INV SITTING 2023/24 2023/24 Councillor Sitting Fees	2,746.67
7879.7978-01	28/06/2024	Councillor K Turner		2,746.67
			INV SITTING 2023/24 2023/24 Councillor Sitting Fees	2,746.67
7879.7980-01	28/06/2024	Councillor C Kozisek		2,746.67
			INV SITTING 2023/24 2023/24 Councillor Sitting Fees	2,746.67
7879.9521-01	28/06/2024	Councillor M Quain		2,746.67
			INV SITTING 2023/24 2023/24 Councillor Sitting Fees	2,746.67
7879.9522-01	28/06/2024	Councillor G Ghasseb		2,746.67
			INV SITTING 2023/24 2023/24 Councillor Sitting Fees	2,746.67
7879.9523-01	28/06/2024	Councillor B Andrew		2,746.67
			INV SITTING 2023/24 2023/24 Councillor Sitting Fees	2,746.67
7880.10065-01	12/06/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		1,370.00
			INV SINV05023 Greenwaste Fee	600.00
			INV SINV05029 Asphalt	400.00
			INV SINV05048 Greenwaste Fee	370.00
7880.10314-01	12/06/2024	Davenport Plumbing		2,881.76
			INV 17123 Plumbing Repairs - Knight Street/Parade Road Round	2,881.76
7880.10327-01	12/06/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW		4,118.95
			INV INV-2746 Alarm Response - April 2024	2,821.50
			INV INV-2908 Alarm Response - May 2024	1,297.45
7880.10437-01	12/06/2024	Telstra Limited		64.88
			INV 9774657700/JUN24 Telephone Charges - BVIC	31.81
			INV 9774657700/APR24 Telephone Charges - BVIC	33.07
7880.1061-01	12/06/2024	Leschenault Community Nursery Incorporated		3,430.17
			INV I0000000166 Native Seedling Supply	3,430.17
7880.10831-01	12/06/2024	JH Computer Services WA Pty Ltd		594.00
			INV 2993-D01 IT Equipment - AC Adapter Cord	594.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7880.10875-01	12/06/2024	AAHR Investments Pty Ltd T/A Poolwerx Bunbury		276.63
			INV INVBBY9080 Public Art Service - Revolving Ball	276.63
7880.109-01	12/06/2024	Australia Post		8,175.22
			INV 1013279700 Postage - May 2024	8,175.22
7880.11049-01	12/06/2024	Certavation Pty Ltd		3,984.20
			INV INV02-YBUN Airport Survey	3,984.20
7880.11050-01	12/06/2024	Busselton Farmers Market		250.19
			INV 1204397 BWP Animal Feed	150.27
			INV 1204067 SWSC Cafe Supplies	99.92
7880.11057-01	12/06/2024	EIS Control Pty Ltd		11,657.64
			INV INV-1179 Supply & Installation - VFD and Sine Wave Filter	11,657.64
7880.11121-01	12/06/2024	Ben Yew Photography		1,155.00
			INV INV-0182 Photography Services - BRAG Noongar Arts Program Fashion Parade Artworks	1,155.00
7880.11208-01	12/06/2024	Human Skills Pty Ltd		5,153.50
			INV INV-0076 Professional Development Workshop - Infrastructure	5,153.50
7880.1479-01	12/06/2024	S Upton		96.90
			INV REIMBURSE/290524 Reimbursement - EHA Conference Car Parking & Meal Expenses	96.90
7880.1536-01	12/06/2024	SOS Office Equipment		750.66
			INV SOS630703 Photocopier Meter Readings - Library	304.30
			INV SOS630720 Photocopier Meter Readings - Administration	280.34
			INV SOS630718 Photocopier Meter Readings - Depot	47.80
			INV SOS630716 Photocopier Meter Readings - Administration	65.77
			INV SOS630722 Photocopier Meter Readings - SWSC	52.45
7880.1709-01	12/06/2024	Total Eden Pty Ltd / Nutrien Water		10,646.80
			INV 413188891 Retic Parts	8,951.80
			INV 413188897 Retic Parts	1,695.00
7880.1836-01	12/06/2024	Western Allpest Services Pty Ltd		4,120.00
			INV 45724 Pest Control - Koombana Footbridge	520.00
			INV 45696 Pigeon Control - BRAG/Museum/Administration	3,600.00
7880.1838-01	12/06/2024	Synergy		81,335.31
			INV 224851820/MAY24 Electricity Charges - 28/04/2024 to 27/05/2024	1,488.99
			INV 946266110/MAY24 Electricity Charges - 25/04/2024 to 24/05/2024	78,271.69
			INV 506257720/MAY24 Electricity Charges - 01/05/2024 to 31/05/2024	1,574.63
7880.1867-01	12/06/2024	Work Clobber - Bunbury		82.35
			INV 24-00009741 Staff Uniforms - Rangers	82.35
7880.2202-01	12/06/2024	Woolworths Limited		607.40
			INV 8435072 Youth Group Drinks & Snacks - Library	75.80
			INV 8500295 WoW Group Quiz Night Prizes	168.60
			INV 8561494 Storage Equipment for Library Makerspace Shelving	363.00
7880.2430-01	12/06/2024	Picton Automotive Engineering		645.00
			INV 40351 Plant Service - BY705	645.00
7880.283-01	12/06/2024	Bunbury Machinery		3,170.00
			INV SIB54894 Purchase of Vertical Rammer and Wheel Kit	3,170.00
7880.289-01	12/06/2024	Bunbury Mower Service Pty Ltd		513.00
			INV 73324 Mower Parts/Repairs	513.00
7880.3204-01	12/06/2024	PFD Food Services Pty Ltd		3,357.45

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV LL632236 SWSC Cafe Supplies	1,641.95
			INV LL686920 SWSC Cafe Supplies	1,715.50
7880.335-01	12/06/2024	Bunnings Group Limited		1,235.24
			INV 2179/01406782 Spring Clamps	43.12
			INV 2179/01406784 General Purpose Cement	73.14
			INV 2179/01107541 Boards for Noongar Arts Program - BRAG	39.90
			INV 2179/00289225 Adhesive Hooks/Parafix Wood Glue - BRAG	42.10
			INV 2179/01271451 Expander Foam - Bill Beaton Park	28.47
			INV 2179/01109251 Pound Supplies	163.14
			INV 2179/00155105 Grunt Plastic Builders Film - Storm Damage Clean Up	188.96
			INV 2179/01406948 Gloves/Rak/Insecticide/WD-40 - BWP	145.03
			INV 2179/01406468 DIY Fiberglass Kit - Signage	50.83
			INV 2179/01110567 Storage Equipment - Library Makerspace	242.69
			INV 2179/01677223 Spray Paint	88.88
			INV 2179/01677401 Sand Bag Gazebo Weights Kit - Waste	128.98
7880.3549-01	12/06/2024	Repco		41.80
			INV 4310390134 Loctite	41.80
7880.3655-01	12/06/2024	Better Life Centre		480.00
			INV 317128 Wheelchair - SWSC	480.00
7880.3665-01	12/06/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		1,318.28
			INV 240422612 Cold Fighter Gloves	506.22
			INV 240423033 Wet Weather HI-VIS Set	812.06
7880.3834-01	12/06/2024	SecurePay Pty Ltd		30.69
			INV 602781 eServices Online Transactions	30.69
7880.3901-01	12/06/2024	JG Abberton & Others T/A Lavan		7,942.00
			INV 722072 Legal Fees	5,797.00
			INV 722099 Legal Fees	2,145.00
7880.4167-01	12/06/2024	The Print Shop Bunbury		1,230.60
			INV 1650753 Withers Community Services Map	575.00
			INV 1651168 Wearable Art Corflute Display - Library	655.60
7880.454-01	12/06/2024	Cleanaway Pty Ltd (SWSC)		28.93
			INV 21793301 Bin Hire - SWSC	28.93
7880.4858-01	12/06/2024	Arbor Guy		21,242.00
			INV 92236 Street Tree Maintenance - Trott Street	498.96
			INV 92237 Street Tree Maintenance - Lincoln Grove	507.28
			INV 92238 Street Tree Maintenance - Kinkella Drive	1,347.19
			INV 92239 Street Tree Maintenance - Latreille Road	1,014.55
			INV 92240 Street Tree Maintenance - Goldsmith Street	1,418.47
			INV 92241 Street Tree Maintenance - Tasman Place	945.65
			INV 92243 Street Tree Maintenance - Oriel Court	472.82
			INV 92244 Street Tree Maintenance - Beach Road	332.64
			INV 92245 Street Tree Maintenance - Ramillies Street	1,038.31
			INV 92246 Street Tree Maintenance - Sampson Road	332.64
			INV 92247 Street Tree Maintenance - Washington Avenue	332.64
			INV 92248 Street Tree Maintenance - Ocean Drive	519.16
			INV 92249 Street Tree Maintenance - Eades Street	166.32

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 92254 Street Tree Maintenance - Jacaranda Crescent	665.28
			INV 92255 Street Tree Maintenance - Bunning Boulevard	519.16
			INV 92256 Street Tree Maintenance - Erica Entrance	349.27
			INV 92257 Street Tree Maintenance - Hakea Crescent	332.64
			INV 92258 Street Tree Maintenance - Adam Road	332.64
			INV 92259 Street Tree Maintenance - Forum Way	332.64
			INV 92260 Street Tree Maintenance - Hayes Street	5,699.34
			INV 92261 Street Tree Maintenance - Thomas Street	332.64
			INV 92262 Street Tree Maintenance - Charles Street	839.92
			INV 92264 Street Tree Maintenance - Barker Boulevard	839.92
			INV 92263 Street Tree Maintenance - Shanahan Road	839.92
			INV 92242 Street Tree Maintenance - Beach Road	1,232.00
7880.5412-01	12/06/2024	Picton Civil Pty Ltd		1,925.00
			INV P19601 Asbestos Disposal	165.00
			INV P19639 Machinery Hire - Parade Road	880.00
			INV P19640 Machinery Hire - Parade Road	880.00
7880.5425-01	12/06/2024	Mayor J De San Miguel		321.97
			INV Allowance050624 Private Vehicle Allowance Claim	321.97
7880.5725-01	12/06/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		240.03
			INV 614560867 Winter Warmers Afternoon Tea - Museum	119.77
			INV 606924461 Stationery - Library	120.26
7880.5741-01	12/06/2024	Picton Tyre Centre Pty Ltd		1,318.00
			INV M82514 Tyre Service - BY749	1,318.00
7880.591-01	12/06/2024	Landgate		6,607.29
			INV 1385240 Title Searches & Slip Subscription - May 2024	5,218.50
			INV 393545 2023/2024 Interim Rates Schedule	1,388.79
7880.6230-01	12/06/2024	Bunbury Towing & Busselton Towing Service		140.00
			INV INV-51741 Vehicle Towing Charges	140.00
7880.6266-01	12/06/2024	CB Traffic Solutions Pty Ltd		3,603.60
			INV 16076 Traffic Management - Reconciliation Walk 2024	2,970.00
			INV 16040 Traffic Management - Koombana Drive	633.60
7880.6333-01	12/06/2024	Equans Mechanical Services Australia Pty Ltd		5,935.61
			INV 2585119 Aircon Maintenance - Hay Park Pavilion	200.72
			INV 2585131 Aircon Maintenance - Withers Library	82.73
			INV 2585132 Aircon Maintenance - Administration	727.82
			INV 2585135 Aircon Maintenance - Parade Road Community Hall	45.96
			INV 2585140 Aircon Maintenance - BREC	727.82
			INV 2585151 Aircon Maintenance - Council Chambers	33.70
			INV 2585154 Aircon Maintenance - Waste Depot	114.92
			INV 2585155 Aircon Maintenance - RFDS Airport	68.95
			INV 2585157 Aircon Maintenance - BRAG	160.88
			INV 2585166 Aircon Maintenance - SES Facility	64.35
			INV 25851 Volunteer Bushfire Brigade	22.98
			INV 2585161 Aircon Maintenance - Animal Shelter	43.08
			INV 2585152 Aircon Maintenance - Library	623.61
			INV 2585158 Aircon Maintenance - Shoe String Café	45.96

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 2585160 Aircon Maintenance - Senior Citizens Centre	107.25
			INV 2585162 Aircon Maintenance - Bowling Club	183.87
			INV 2590596 Aircon Maintenance - Bowling Club	313.40
			INV 2590595 Aircon Maintenance - Depot	672.51
			INV 2590562 Aircon Maintenance - Museum	966.74
			INV 2590561 Aircon Maintenance - Library	435.71
			INV 2585165 Aircon Maintenance - Multi Sports Pavilion	200.72
			INV 2585141 Aircon Maintenance - BREC	91.93
7880.6391-01	12/06/2024	Sports Marketing Australia Pty Ltd		8,800.00
			INV 3616 SMA Finder's Fee - 2024 PADWA Para Dance Sport Competition	2,200.00
			INV 3615 SMA Finder's Fee - 2024 SLSWA Country Championships	2,200.00
			INV 3617 SMA Finder's Fee - 2024 Darts Grand Prix	2,200.00
			INV 3618 SMA Finder's Fee - 2024 Oceania Parkour Summit	2,200.00
7880.6532-01	12/06/2024	SG Fleet Australia Pty Ltd - Novated Leases		66.57
			INV GST817140 GST on Novated Lease Payments - April 2024	42.13
			INV GST819996 GST on Novated Lease Payments - May 2024	24.44
7880.6798-01	12/06/2024	WINC Australia Pty Ltd		703.31
			INV 9045465057 Stationery - SWSC	703.31
7880.6936-01	12/06/2024	Maia Financial Pty Limited		59,758.47
			INV C44553 Smart Parking Management System - June 2024	9,785.92
			INV C44552 SWSC Gym Equipment Lease - July to September 2024	49,972.55
7880.7151-01	12/06/2024	Procure Locksmiths		110.00
			INV 18085 Key/Lock Repairs - Glen Iris Skate Park	110.00
7880.7173-01	12/06/2024	GC Sales WA		25,411.02
			INV 13632 Waste Bins	14,180.02
			INV 13576 Waste Bins	11,231.00
7880.7211-01	12/06/2024	Brunswick Bakery (Trustee for Brunswick Unit Trust)		540.30
			INV INV-59794 SWSC Cafe Supplies	38.63
			INV INV-59692 SWSC Cafe Supplies	38.63
			INV INV-59588 SWSC Cafe Supplies	38.57
			INV INV-59528 SWSC Cafe Supplies	38.57
			INV INV-59447 SWSC Cafe Supplies	38.63
			INV INV-59379 SWSC Cafe Supplies	38.63
			INV INV-59319 SWSC Cafe Supplies	38.63
			INV INV-59210 SWSC Cafe Supplies	38.63
			INV INV-59142 SWSC Cafe Supplies	25.70
			INV INV-59046 SWSC Cafe Supplies	25.70
			INV INV-58923 SWSC Cafe Supplies	38.57
			INV INV-58890 SWSC Cafe Supplies	38.57
			INV INV-58871 SWSC Cafe Supplies	38.57
			INV INV-58619 SWSC Cafe Supplies	38.57
			INV INV-59015 SWSC Cafe Supplies	25.70
7880.7269-01	12/06/2024	Kleen Conscience		311.03
			INV INV-2577 Cleaning Meat Inspectors Offices	311.03
7880.7326-01	12/06/2024	The Information Management Group Pty Ltd (TIMG)		578.13
			INV 93764334 Records Offsite Storage Fee - May 2024	578.13

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7880.739-01	12/06/2024	Brownes Food Operations Pty Ltd		444.51
			INV 17844552 SWSC Cafe Supplies	444.51
7880.7486-01	12/06/2024	Bliers Pty Ltd T/A Bunbury Floorworld		996.00
			INV 3245 SWSC Pool Entrance Matting Replaced	996.00
7880.7980-01	12/06/2024	Councillor C Kozisek		317.47
			INV Allowance060624 Reimbursement of Expenses - Placemaking Summit Conference Melbourne	317.47
7880.8033-01	12/06/2024	Essential Coffee Pty Ltd		1,211.21
			INV SI-00306340 SWSC - Coffee Supplies for Cafe	1,211.21
7880.8111-01	12/06/2024	Protector Fire Services Pty Ltd		12,581.80
			INV 10090596 Engine Mount Bolts Replacement - SWSC	676.50
			INV 10090593 Fire Pump Radiator Replacement - SWSC	5,769.50
			INV 10090592 Fire Hose Reels Replacement - SWSC	6,135.80
7880.8144-01	12/06/2024	WA Mechanical and Site Services		13,081.42
			INV INV-2222 Plant Maintenance - Skid Steer	985.14
			INV INV-2217 Plant Maintenance - BY906W	732.84
			INV INV-2216 Plant Maintenance - BY2778A	219.27
			INV INV-2215 Plant Maintenance - BY2516A	255.20
			INV INV-2212 Plant Service - BY445V	1,871.31
			INV INV-2211 Plant Maintenance - BY793	2,378.75
			INV INV-2210 Plant Maintenance - BY793	194.70
			INV INV-2209 Plant Maintenance - 1TTA593	264.18
			INV INV-2208 Plant Maintenance - BY706	2,329.15
			INV INV-2203 Plant Maintenance - BY81669	207.90
			INV INV-2221 Plant Service - BY85472	198.66
			INV INV-2220 Plant Service - BY27497	198.66
			INV INV-2214 Plant Service - 1TZE951	190.74
			INV INV-2213 Plant Service - BY83670	190.74
			INV INV-2207 Trailer Service - 1TTB999	190.74
			INV INV-2206 Plant Service - BY85920	194.70
			INV INV-2205 Plant Service - BY83795	190.74
			INV INV-2226 Generator Monthly Service - Various	2,288.00
7880.8868-01	12/06/2024	Fuller New & Secondhand		2,187.00
			INV 2834 Stationery Cabinet - Library	2,187.00
7880.9116-01	12/06/2024	Cloutz Event Hire T/A Dj Cloutz		3,478.20
			INV 3993-2736 Amusement Rides/Inflatables Hire - Grandfamilies Fun Day	3,478.20
7880.9372-01	12/06/2024	Lamotte Pacific Pty Limited		299.20
			INV 78957 Environmental Health Pool Testing Equipment - Spin Disks	299.20
7880.9851-01	12/06/2024	Fagan Motors Pty Ltd t/as Bunbury Mitsubishi & Bunbury Holden		192.47
			INV 812668 Wipers - BY794	192.47
7881.10065-01	12/06/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		200.00
			INV SINV05050 Asphalt	200.00
7881.10383-01	12/06/2024	Fiore Family Trust T/A LD Total		3,143.25
			INV 136663 Stickland Street Median Works	3,143.25
7881.10781-01	12/06/2024	South West Pets Bunbury Pty Ltd		590.45
			INV I0000001922 BWP Animal Supplies	590.45
7881.10789-01	12/06/2024	Fleet Network Pty Ltd		2,643.39

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 133181 Novated Lease Payment - F/E 04/06/2024	2,643.39
7881.10801-01	12/06/2024	Adapt-A-Lift Group Pty Ltd T/A Forkwest		3,046.07
			INV 1481285 Plant Service - BY746	3,046.07
7881.10992-01	12/06/2024	Work Clobber Bunbury - Infrastructure		278.44
			INV 24-00009055 Staff Uniforms - Infrastructure	13.75
			INV 24-00011341 Staff Uniforms - Infrastructure	114.40
			INV 24-00009278 Staff Uniforms - Infrastructure	150.29
7881.11172-01	12/06/2024	Martins Environmental Services Pty Ltd		25,960.00
			INV 3174 Supply of Plant/Equipment - Frank Buswell Foreshore	25,960.00
7881.1746-01	12/06/2024	Bunbury Tyrepower		140.00
			INV 1400351 Disposal of Tyres	140.00
7881.292-01	12/06/2024	Bunbury Nissan		287.00
			INV 333072 Plant Service - BY231Y	287.00
7881.335-01	12/06/2024	Bunnings Group Limited		1,310.38
			INV 2179/01407375 External Angle - Administration	10.40
			INV 2179/01407060 Grooved Decking - Street Furniture	810.50
			INV 2179/01406285 Paint - SWSC	58.81
			INV 2179/01407193 Plasterboard/Plaster Tool/Plaster Adhesive Stud - Administration	73.47
			INV 2179/01409641 Full Boar Air Compressor - BWP	357.20
7881.3848-01	12/06/2024	Bunbury Farmers Market		45.96
			INV 10814740054 Catering - Tokyo Talent Tour Meeting	45.96
7881.3958-01	12/06/2024	JCW Electrical Pty Ltd		543.95
			INV 24873 Electrical Maintenance - SWSC	357.50
			INV 24859 Electrical Maintenance - Withers Library	186.45
7881.415-01	12/06/2024	City & Regional Fuels		368.72
			INV 978730 Unleaded Fuel	368.72
7881.4167-01	12/06/2024	The Print Shop Bunbury		266.20
			INV 1650292 Window Decals - Museum	266.20
7881.5036-01	12/06/2024	Environex International Pty Ltd		3,907.12
			INV 321842 SWSC Chemicals and Cleaning Supplies	3,907.12
7881.5073-01	12/06/2024	Archival Survival Pty Ltd		58.74
			INV 72869 Archive Supplies - Museum	58.74
7881.5224-01	12/06/2024	Commercial Aquatics Australia Pty Ltd		3,360.50
			INV 32164 SWSC - Supply and Install Soda Ash Mixer	3,360.50
7881.6087-01	12/06/2024	Taj Kempe		452.50
			INV INV-0326 Photography Services - Reconciliation Walk 2024	452.50
7881.6202-01	12/06/2024	Easisalary (Easifleet)		1,577.47
			INV 174225 Novated Lease Payment - F/E 04/06/2024	1,577.47
7881.7663-01	12/06/2024	Amanda Bell		200.00
			INV 4062024 Noongar Art Program Workshop Facilitation - BRAG	200.00
7881.777-01	12/06/2024	Garage Doors South West		500.00
			INV 24926 DFES Building Roller Door Repairs	500.00
7881.8144-01	12/06/2024	WA Mechanical and Site Services		2,638.75
			INV INV-2228 Plant Maintenance - BY906W	691.71
			INV INV-2235 Plant Maintenance - BY4404A	702.06
			INV INV-2223 Plant Maintenance - BY445V	205.70

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV-2229 Plant Service - BY745	207.90
			INV INV-2231 Plant Service - 1TSJ986	190.74
			INV INV-2232 Plant Service - BY81669	251.24
			INV INV-2233 Plant Service - BY85519	194.70
			INV INV-2234 Plant Service - BY85471	194.70
7881.8311-01	12/06/2024	Marchese Enterprises Pty Ltd t/as MJ Goods		3,274.40
			INV N17928 Urinal Mats and Toilets Rolls	3,274.40
7881.949-01	12/06/2024	Jacksons Drawing Supplies		31.50
			INV 24-00036740 Kids Classes Materials	31.50
7882.10248-01	12/06/2024	Karyn Rowe		260.00
			INV UMPIRE.06/06/24 SWSC Umpire Netball - 27/05/2024 to 6/06/2024	260.00
7882.11046-01	12/06/2024	Maddison Leyshon		130.00
			INV UMPIRE.06/06/24 SWSC Umpire Netball - 27/05/2024 to 6/06/2024	130.00
7882.11075-01	12/06/2024	Koopa Evans		156.00
			INV UMPIRE.06/06/24 SWSC Umpire Netball - 27/05/2024 to 6/06/2024	156.00
7882.7622-01	12/06/2024	Centaman Systems Pty Ltd		1,581.25
			INV IN215434 SWSC Software System - Paperless Module Annual Maintenance	1,581.25
7882.7738-01	12/06/2024	Maxxia Pty Ltd		424.02
			INV 2419 HARRIS Novated Lease Payment	424.02
7882.8503-01	12/06/2024	Capri Di Candilo		52.00
			INV UMPIRE.06/06/24 SWSC Umpire Netball - 27/05/2024 to 6/06/2024	52.00
7882.8505-01	12/06/2024	Danielle Louise Butson		156.00
			INV UMPIRE.06/06/24 SWSC Umpire Netball - 27/05/2024 to 6/06/2024	156.00
7882.8506-01	12/06/2024	Teresa Maria Halligan		52.00
			INV UMPIRE.06/06/24 SWSC Umpire Netball - 27/05/2024 to 6/06/2024	52.00
7882.8507-01	12/06/2024	Julie Combes		468.00
			INV UMPIRE.06/06/24 SWSC Umpire Netball - 27/05/2024 to 6/06/2024	468.00
7882.9525-01	12/06/2024	Vanessa Rose Black		130.00
			INV UMPIRE.06/06/24 SWSC Umpire Netball - 27/05/2024 to 6/06/2024	130.00
7882.9882-01	12/06/2024	Darby Sidebotham		78.00
			INV UMPIRE.06/06/24 SWSC Umpire Netball - 27/05/2024 to 6/06/2024	78.00
7883.5425-01	28/06/2024	Mayor J De San Miguel		3,500.00
			INV 2023/24 IT ALLOW 2023/24 Councillor ICT Allowances	3,500.00
7883.5612-01	28/06/2024	Councillor M Steck		3,500.00
			INV 2023/24 IT ALLOW 2023/24 Councillor ICT Allowance	3,500.00
7883.5614-01	28/06/2024	Councillor K Steele		3,500.00
			INV 2023/24 IT ALLOW 2023/24 Councillor ICT Allowance	3,500.00
7883.6845-01	28/06/2024	Councillor T Smith		3,500.00
			INV 2023/24 IT ALLOW 2023/24 Councillor ICT Allowances	3,500.00
7883.7978-01	28/06/2024	Councillor K Turner		3,500.00
			INV 2023/24 IT ALLOW 2023/24 Councillor ICT Allowance	3,500.00
7883.7980-01	28/06/2024	Councillor C Kozisek		3,500.00
			INV 2023/24 IT ALLOW 2023/24 Councillor ICT Allowance	3,500.00
7883.9521-01	28/06/2024	Councillor M Quain		3,500.00
			INV 2023/24 IT ALLOW 2023/24 Councillor ICT Allowance	3,500.00
7883.9522-01	28/06/2024	Councillor G Ghasseb		3,500.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 2023/24 IT ALLOW 2023/24 Councillor ICT Allowance	3,500.00
7883.9523-01	28/06/2024	Councillor B Andrew		3,500.00
			INV 2023/24 IT ALLOW 2023/24 Councillor ICT Allowance	3,500.00
7884.11084-01	12/06/2024	T Carkeek		253.00
			INV REIMBURSE JUNE24 Reimbursement - Museum Exhibition Items	253.00
7884.11214-01	12/06/2024	B Patterson		94.66
			INV ASN1551 Rates Refund	94.66
7884.11215-01	12/06/2024	K Edwards		36.50
			INV 300524 Refund - SWSC Membership	36.50
7884.11217-01	12/06/2024	L Hay		50.00
			INV 050624 Refund - SWSC Birthday Party	50.00
7884.11218-01	12/06/2024	A Sissoev		30.00
			INV Refund01062024 Refund - SWSC Membership	30.00
7884.11219-01	12/06/2024	C & S DeCampo		2,287.46
			INV ASN1731 Rates Refund	2,287.46
7884.9048-01	12/06/2024	Bunbury Multicultural Group		389.80
			RFD 2868368 Bond Refund - Graham Bricknell Music Shell	389.80
7885.5062-01	21/06/2024	Department of Fire & Emergency Services		457,725.05
			INV 157365 Emergency Services Levy	457,725.05
7886.10383-01	28/06/2024	Fiore Family Trust T/A LD Total		200,779.36
			INV 136634 Withers Connector Road	200,779.36
7886.4826-01	28/06/2024	SMC Marine Pty Ltd T/A Swan Marine Construction		237,502.40
			INV 9243 Leschenault Marine Wall Renewal	237,502.40
7887.10065-01	19/06/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		7,490.00
			INV SIN05024 Greenwaste Fee	7,490.00
7887.10246-01	19/06/2024	Decorative Lighting and Display		9,264.92
			INV 16299 Festive Season/Promotional Lighting Equipment	9,264.92
7887.10314-01	19/06/2024	Davenport Plumbing		2,305.06
			INV 17086 Plumbing Repairs - Koolamdididi Woola	134.92
			INV 17119 Plumbing Repairs - Glen Iris Skake Park	134.92
			INV 17107 Plumbing Repairs - Stephen Street Exeloos	188.82
			INV 17108 Plumbing Repairs - Old Railway Station Toilets	64.90
			INV 17109 Plumbing Repairs - Ocean Drive Toilets	118.42
			INV 17110 Plumbing Repairs - Big Swamp Toilets	313.12
			INV 17118 Plumbing Repairs - Ocean Drive Toilets	134.92
			INV 17111 Plumbing Repairs - Holman Street	134.92
			INV 17112 Plumbing Repairs - Jaycee Park	134.92
			INV 17113 Plumbing Repairs - Koolmabidi Woola	134.92
			INV 17114 Plumbing Repairs - Ned Myles Pavilion Hay Park	134.92
			INV 17115 Plumbing Repairs - Ocean Drive Toilets	134.92
			INV 17117 Plumbing Repairs - Koolambidi Woola	134.92
			INV 17116 Plumbing Repairs - Big Swamp Toilets	55.00
			INV 17120 Plumbing Repairs - Maidens Park Reserve Toilets	104.50
			INV 17091 Plumbing Repairs - Big Swamp Toilets	191.02
			INV 17121 Plumbing Repairs - Blair Street/Koombana Drive	55.00
7887.10383-01	19/06/2024	Fiore Family Trust T/A LD Total		49,570.80

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 135576 Footpath Weed Management - Various Locations	11,451.29
			INV 135577 Weed Management of Un-Kerbed Road - Various Locations	1,202.85
			INV 135575 Weed Management of Kerbed Roads & Traffic Islands	17,859.16
			INV 135578 Pre-Emergent Weed Spraying to Medians & Road Reserves	17,737.50
			INV 136656 Irrigation Design - Hands Oval	1,320.00
7887.10437-01	19/06/2024	Telstra Limited		5,764.26
			INV 2405239282/JUN24 Telephone Charges - Rates SMS	28.50
			INV 4771557305/JUN24 Telephone Charges - COB Mobiles	5,247.24
			INV 4771557545/JUN24 Telephone Charges - Mobiles Rainman SIMs	488.52
7887.10490-01	19/06/2024	WA Distributors Pty Ltd T/A Harcher Southwest Bunbury		365.20
			INV 966287 BWP Kiosk Supplies	365.20
7887.10676-01	19/06/2024	West Oz Linemarking Pty Ltd		27,263.50
			INV 9638 Aluminium Numbers on Kerbs and Hotmix	27,263.50
7887.10722-01	19/06/2024	Ready Industries Pty Ltd T/A 1300TempFence		902.06
			INV 699782 Temporary Fence Hire - Frank Buswell Foreshore	902.06
7887.10766-01	19/06/2024	Omnicom Media Group Australia Pty Ltd		266.86
			INV 1743561 Public Notice - Local Government Tenders	266.86
7887.10781-01	19/06/2024	South West Pets Bunbury Pty Ltd		140.00
			INV I0000001923 BWP Animal Supplies	140.00
7887.10875-01	19/06/2024	AAHR Investments Pty Ltd T/A Poolwerx Bunbury		342.50
			INV INVBBY9240 Public Art Service - Brother and Sister	342.50
7887.10905-01	19/06/2024	Holly Stubbs		500.00
			INV 23 Writing Workshop - Library	500.00
7887.10992-01	19/06/2024	Work Clobber Bunbury - Infrastructure		1,893.73
			INV 24-00010279 Staff Uniforms - Infrastructure	227.82
			INV 24-00010494 Staff Uniforms - Infrastructure	300.04
			INV 24-00010988 Staff Uniform - Infrastructure	344.89
			INV 24-00011348 Staff Uniforms - Infrastructure	95.70
			INV 24-00010744 Staff Uniforms - Infrastructure	255.50
			INV 24-00006268 Staff Uniforms - Infrastructure	299.30
			INV 24-00011895 Staff Uniform - Infrastructure	216.90
			INV 24-00012550 Staff Uniforms - Infrastructure	153.58
7887.11050-01	19/06/2024	Busselton Farmers Market		50.42
			INV 1204682 BWP Animal Feed	50.42
7887.11155-01	19/06/2024	Pregnancy Care with Clare		200.00
			INV 0013 Infant Massage Workshop June 2024	200.00
7887.11166-01	19/06/2024	Para and Ability Dance WA		2,000.00
			INV 20240524PADWA Hosting Fee - PADWA Para Dance Sport Competition 2024	2,000.00
7887.11182-01	19/06/2024	CJM Attachments Pty Ltd		31,493.00
			INV INV-4046 K-9 Kube Compartment Animal Lifter & Toolbox - BY762	31,493.00
7887.11188-01	19/06/2024	Project Building Supplies South West Pty Ltd		643.50
			INV 16187 Fine Fissured Ceiling Tile - SWSC	643.50
7887.11229-01	19/06/2024	Ati-Mirage		387.00
			INV INV-7025 Staff Training - Microsoft Excel / Intermediate Course	387.00
7887.1225-01	19/06/2024	Museums Australia Inc		589.00
			INV 2114 AMGA Annual Subscription	589.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7887.1289-01	19/06/2024	Magicorp Pty Ltd		103.49
			INV INV-42595 Onhold Monthly Subscription - June 2024	103.49
7887.1410-01	19/06/2024	Raeco		781.44
			INV 596620 Book Covering Materials - Library	781.44
7887.1536-01	19/06/2024	SOS Office Equipment		4,341.41
			INV SOS630705 Photocopier Meter Readings - Museum	82.42
			INV SOS630713 Photocopier Meter Readings - Library	278.38
			INV SOS630711 Photocopier Meter Readings - Library	126.64
			INV SOS630721 Photocopier Meter Readings - SWSC	138.38
			INV SOS630719 Photocopier Meter Readings - SWSC	344.11
			INV SOS630715 Photocopier Meter Readings - Depot	581.34
			INV SOS630714 Photocopier Meter Readings - Administration	575.41
			INV SOS630710 Photocopier Meter Readings - Administration	386.48
			INV SOS630709 Photocopier Meter Readings - Administration	369.16
			INV SOS630708 Photocopier Meter Readings - Administration	67.21
			INV SOS630707 Photocopier Meter Readings - Administration	891.88
			INV SOS630704 Photocopier Meter Readings - Administration	50.30
			INV SOS630706 Photocopier Meter Readings - Administration	313.78
			INV SOS630717 Photocopier Meter Readings - BWP	110.22
			INV SOS631662 Photocopier Meter Readings - Museum	25.70
7887.1710-01	19/06/2024	Total Hygiene Services		6,484.23
			INV INV-8584 Sanitary Disposal Service - 1/2/2024 to 31/5/2024	6,484.23
7887.1830-01	19/06/2024	West Australian Newspapers Ltd - Advertising		4,433.00
			INV 1009146220240531 Advertising - May 2024	4,433.00
7887.1836-01	19/06/2024	Western Allpest Services Pty Ltd		1,900.00
			INV 45695 Pest Control - Administration	260.00
			INV 45688 Pest Control - Withers Library	380.00
			INV 45690 Pest Control - BWP	290.00
			INV 45693 Pest Control - Administration	310.00
			INV 45692 Pest Control - BREC	420.00
			INV 45694 Pest Control - Depot	240.00
7887.1838-01	19/06/2024	Synergy		10,546.83
			INV 804050300/JUNE24 Electricity Charges - 16/04/2024 to 20/05/2024	2,080.20
			INV 167537070/JUNE24 Electricity Charges - 29/03/2024 to 31/05/2024	911.49
			INV 894693950/MAY24 Electricity Charges - 16/04/2024 to 20/05/2024	3,786.64
			INV 337812770/MAY24 Electricity Charges - 16/04/2024 to 20/05/2024	1,777.06
			INV 463688910/JUNE24 Electricity Charges - 29/03/2024 to 31/05/2024	241.89
			INV 247197470/JUNE24 Electricity Charges - 29/03/2024 to 31/05/2024	155.66
			INV 809687540/JUNE24 Electricity Charges - 03/04/2024 to 31/05/2024	404.97
			INV 116862430/JUNE24 Electricity Charges - 03/04/2024 to 31/05/2024	292.44
			INV 564984350/JUNE24 Electricity Charges - 28/03/2024 to 30/05/2024	738.74
			INV 454831070/JUNE24 Electricity Charges - 04/04/2024 to 04/06/2024	157.74
7887.1867-01	19/06/2024	Work Clobber - Bunbury		731.81
			INV 24-00007287 Staff Uniforms - Administration	220.39
			INV 24-00010386 Staff Uniforms - Administration	63.20
			INV 24-00009565 Staff Uniforms - Administration	272.62

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 24-00008019 Staff Uniforms - Administration	175.60
7887.2109-01	19/06/2024	ALS Library Services Pty Ltd		1,980.05
			INV 108957 Library Local Stock	258.63
			INV 109220 Library Local Stock	302.09
			INV 109222 Library Local Stock	172.88
			INV 109413 Library Local Stock	169.05
			INV 109414 Library Local Stock	599.67
			INV 109415 Library Local Stock	477.73
7887.2126-01	19/06/2024	Western Power - Electricity Networks		141,208.45
			INV CORPB0725687 Estuary Drive Street Lighting	107,127.00
			INV CORPB0723325 Withers Connector Roads Street Lighting Design	8,258.05
			INV CORPB0723322 Connector Roads Street Lighting - Withers	25,823.40
7887.2136-01	19/06/2024	Leschenault Catchment Council (LCC) Incorporated		20,577.98
			INV 288 Post-Storm Clean Up Hartley Anderson Reserve	4,454.18
			INV 287 Natural Resource Management Services	16,123.80
7887.2202-01	19/06/2024	Woolworths Limited		460.18
			INV 8625923 BWP - Milk	5.85
			INV 8715621 Library Supplies	429.33
			INV 8610054 Wearable Art Festivals Social Competition Prize - Library	25.00
7887.2209-01	19/06/2024	Bidfood Australia (SWSC)		6,190.62
			INV I62890013.BRY SWSC Cafe Supplies	2,623.49
			INV I62943853.BRY SWSC Cafe Supplies	1,553.04
			INV I62984437.BRY SWSC Cafe Supplies	1,365.32
			INV I62997976.BRY SWSC Cafe Supplies	648.77
7887.2267-01	19/06/2024	Les Mills Asia Pacific		759.00
			INV 1256091 Training Resource Fee	759.00
7887.2268-01	19/06/2024	Otis Elevator Company Pty Limited		1,294.54
			INV 1993270 SWSC Lift Maintenance - 01/07/2024 to 30/09/2024	1,294.54
7887.2301-01	19/06/2024	BookEasy Australia Pty Ltd		397.88
			INV 24522 BookEasy Commission - May 2024	397.88
7887.2453-01	19/06/2024	Dormakaba Australia Pty Ltd		374.00
			INV 35WA1217166 Automatic Door Maintenance - Administration	374.00
7887.2690-01	19/06/2024	Bunbury Toyworld		498.78
			INV 30 Puzzles	498.78
7887.2693-01	19/06/2024	Kmart		229.00
			INV 216623 Indoor/Outdoor Sport Equipment - Koolambidi Woola	229.00
7887.271-01	19/06/2024	Bunbury Harvey Regional Council		34,735.68
			INV INV-4794 Organics Disposal - Banksia Road	34,735.68
7887.289-01	19/06/2024	Bunbury Mower Service Pty Ltd		4,428.70
			INV 73359 Tooling - Stihl TS420 Cut-off Machine & Stihl HT135 Telescopic Pole Saw	2,888.30
			INV 72902 Tooling - Cordless Pruner & Battery	1,540.40
7887.3-01	19/06/2024	A & L Printers		275.00
			INV 64276 A-Frame Sign - Acknowledgement of Country	275.00
7887.3167-01	19/06/2024	Perfect Landscapes		21,077.10
			INV INV-8624 Lawnmowing - Glen Iris	2,926.00
			INV INV-8625 Lawnmowing - Picton	891.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV-8620 Lawnmowing - Carey Park	5,472.50
			INV INV-8621 Lawnmowing - East Bunbury	4,912.60
			INV INV-8622 Lawnmowing - Pelican Point	1,309.00
			INV INV-8623 Lawnmowing - Vittoria	1,094.50
			INV INV-8669 Lawnmowing - Airport	4,471.50
7887.3204-01	19/06/2024	PFD Food Services Pty Ltd		991.95
			INV LL751214 SWSC Cafe Supplies	991.95
7887.335-01	19/06/2024	Bunnings Group Limited		2,317.79
			INV 2179/01678417 Wire Brushes/Spirit Level/Dustpan/Face Shield	397.23
			INV 2179/01570742 Metal Blades	42.30
			INV 2179/01678459 Paint/Gap Filler/Liquid Nails - Administration	132.54
			INV 2179/01409470 Grid Mesh for Pigeon Guarding - Queens Gardens Toilets	506.88
			INV 2179/99833479 Paint/Sunlite Polycarb Roofing Sheet- BWP	136.22
			INV 2179/00172970 Plastic Tubs/Tarps/Straps/Tape - SWSC	201.26
			INV 2179/01276643 Padlocks - SWSC	49.22
			INV 2179/99833403 Headlamps - Waste	156.00
			INV 2179/01280599 Outdoor Lounges - YACWA Grant /Youth Engagement at Koolambidi Woola	390.00
			INV 2179/01412358 Light/Insecticide/Hedge Trim Kit/Hose Joiners - BWP	306.14
7887.3665-01	19/06/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		898.94
			INV 240422798 Gloves & Metal Cutting Disc	648.12
			INV 240423961 Gloves	23.76
			INV 260265337 Galvanised Tube	146.96
			INV 260265569 Auger Drill Bits	80.10
7887.371-01	19/06/2024	Carbone Bros Pty Ltd		11,564.19
			INV I106990 Gravel	2,177.37
			INV I107010 Limestone	9,386.82
7887.3845-01	19/06/2024	Felton Industries		36,359.40
			INV 38084 Above Ground Bench Seats - Hands Oval	36,359.40
7887.3848-01	19/06/2024	Bunbury Farmers Market		246.46
			INV 10810940132 Catering - Museum Exhibition	199.95
			INV 10710740088 SWSC Cafe Supplies	46.51
7887.3958-01	19/06/2024	JCW Electrical Pty Ltd		20,885.15
			INV 24721 Electrical Maintenance - Hay Park Community Hall	20,338.08
			INV 24832 Electrical Maintenance - Hands Oval	547.07
7887.4167-01	19/06/2024	The Print Shop Bunbury		899.80
			INV 1651167 Library Bookmarks	899.80
7887.4296-01	19/06/2024	ThinkWater Bunbury		6,920.28
			INV 718302 Albert Road Modifications to Base of Pump Station	6,920.28
7887.4440-01	19/06/2024	Dynamic Gift International Pty Ltd		4,921.40
			INV MF10244 Towels/Drink Bottles/Pens - SWSC	4,921.40
7887.4546-01	19/06/2024	Jackson McDonald Services Pty Ltd		7,155.06
			INV 542750 Sale and Development Agreement - Lot 330 Ocean Drive, Bunbury	7,155.06
7887.4712-01	19/06/2024	Light Application Pty Ltd		1,936.00
			INV 88506 Koombana Foreshore Light Repairs	1,584.00
			INV 88505 Koombana Bridge & Artwork Light Repairs	352.00
7887.48-01	19/06/2024	Alinta Energy		41.50

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 167537070/JUNE24 Gas Charges - 05/03/2024 to 07/06/2024	41.50
7887.4858-01	19/06/2024	Arbor Guy		8,028.51
			INV 92097 Street Tree Maintenance - Mangles Park	5,322.24
			INV 92298 Street Tree Maintenance - Westwood Street	839.92
			INV 92297 Street Tree Maintenance - Tuart Street	1,026.43
			INV 92296 Street Tree Maintenance - Hudson Road	839.92
7887.4993-01	19/06/2024	Vorgee		3,778.50
			INV 186105 SWSC - Goggles/Ear Bands/Kickboards	1,894.20
			INV 186104 Goggles - SWSC	1,884.30
7887.5113-01	19/06/2024	Subway Bunbury Homemaker Centre		115.00
			INV 2024:042 Catering - Emergency Management Workshops	115.00
7887.5412-01	19/06/2024	Picton Civil Pty Ltd		12,432.20
			INV P19642 Asbestos Clean Up - Storm Damage	1,247.40
			INV P19593 Asbestos Clean Up - Storm Damage	2,126.30
			INV P19678 Drain Clean - Blair Street	7,947.50
			INV P19679 Stump Removal - Hudson Road	1,111.00
7887.5467-01	19/06/2024	JB Hi-Fi Group Pty Ltd		7,601.00
			INV BD1469018 IT Equipment - Laptop	2,363.00
			INV BD1468884 IT Equipment - Laptops	5,238.00
7887.559-01	19/06/2024	Davric Australia Pty Ltd		161.26
			INV 215260 BVIC Merchandise	161.26
7887.5725-01	19/06/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		2,602.23
			INV 614487589 Stationery - Depot	273.95
			INV 606616733 Stationery - Library	1,356.88
			INV 614753541 History's Mysteries Prize Vouchers	529.75
			INV 614753752 History's Mysteries Prize Vouchers	111.90
			INV 614753758 History's Mysteries Prize Vouchers	329.75
7887.5834-01	19/06/2024	Westbooks		29.58
			INV 341346 Library Local Stock	29.58
7887.5931-01	19/06/2024	Nathan Gardiner		5,000.00
			INV 325 Noongar Arts Program Fashion Show Facilitator Fees - BRAG	5,000.00
7887.6221-01	19/06/2024	West Australian Newspapers Ltd - SWSC		94.15
			INV 73602062024 Newspapers - SWSC	94.15
7887.6266-01	19/06/2024	CB Traffic Solutions Pty Ltd		2,886.40
			INV 16003 Traffic Management - Estuary Drive	391.60
			INV 16123 Traffic Management - Various Locations	2,494.80
7887.6290-01	19/06/2024	Civil and Structural Engineers		1,672.00
			INV INV-2008 Balustrades - BREC	1,672.00
7887.6333-01	19/06/2024	Equans Mechanical Services Australia Pty Ltd		1,056.67
			INV 2585149 Air-Con Maintenance / Repairs - SWSC	736.24
			INV 2590706 Air-Con Maintenance / Repairs - Bowling Club	320.43
7887.6367-01	19/06/2024	Monique Tippett		500.00
			INV 10052024 SWAN Artist Fee	500.00
7887.6453-01	19/06/2024	ASP Security Personnel / Alliance Security Personnel		1,711.05
			INV 5736 Banking & Mail Services - May 2024	1,711.05
7887.6532-01	19/06/2024	SG Fleet Australia Pty Ltd - Novated Leases		432.95

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV PP24-25 Novated Lease Payment - F/E 04/06/2024	432.95
7887.6603-01	19/06/2024	Capel Crane Hire		567.60
			INV 199551 Crane Hire to Relocate Surf Life Saving Hut - Koombana Bay	567.60
7887.6798-01	19/06/2024	WINC Australia Pty Ltd		275.74
			INV 9045477873 Stationery - SWSC	85.49
			INV 9045493503 Stationery - Depot	190.25
7887.6973-01	19/06/2024	Jaycar Electronics		391.80
			INV 2212512 BigBelly Batteries - Waste	391.80
7887.707-01	19/06/2024	Executive Media Pty Ltd		2,350.00
			INV 165065 Advertising - Caravanning Australia Spring 2024	2,350.00
7887.7151-01	19/06/2024	Procure Locksmiths		634.00
			INV 18111 Keys & Padlocks - Maidens Park Reserve Toilets	634.00
7887.7254-01	19/06/2024	Bossea Pty Ltd T/A South West Recycling		66.00
			INV INV-8904 Confidential Bins Disposal	66.00
7887.7330-01	19/06/2024	Tuff Stuff Washrooms		1,094.50
			INV 2850 Indicator Bolts - Sykes Foreshore Toilets	1,094.50
7887.739-01	19/06/2024	Brownes Food Operations Pty Ltd		747.24
			INV 17852380 SWSC Cafe Supplies	747.24
7887.7538-01	19/06/2024	Erinca Lindsay T/A Aquila Foodforest		500.00
			INV 2024-011 Grow Your Own Groceries Workshop - Library	500.00
7887.7622-01	19/06/2024	Centaman Systems Pty Ltd		1,980.00
			INV GINV4620 Business & Process Analysis - SWSC	1,980.00
7887.7638-01	19/06/2024	Eazy Azz Pty Ltd T/A Gifts Made Eazy		770.00
			INV 4869 Keychains BWP	770.00
7887.7663-01	19/06/2024	Amanda Bell		300.00
			INV 12062024 Noongar Arts Program Workshop Facilitation - BRAG	300.00
7887.7760-01	19/06/2024	The Flynn Family Trust T/A South West Cleaning		1,217.87
			INV 7454 BBQ Cleaning Services - May 2024	1,217.87
7887.8089-01	19/06/2024	Paradigm Cleaning and Professional Services Pty Ltd		275.00
			INV INV-0335 Cleaning Services - Old Railway Station Building	275.00
7887.8694-01	19/06/2024	Karen Morgan		337.50
			INV 080624 Noongar Arts Program Workshop - BRAG	337.50
7887.8729-01	19/06/2024	Logiwest Express		220.39
			INV 377254 Freight	220.39
7887.8880-01	19/06/2024	Iconic Property Services Pty Ltd		1,072.72
			INV PSIO36525 Cleaning Services - Hay Park South Pavilion	1,072.72
7887.8940-01	19/06/2024	BIC Services Pty Ltd		36,808.37
			INV 122559 Contract Cleaning Services - June 2024	36,808.37
7887.894-01	19/06/2024	Hospitality House Aust		288.00
			INV 153495 Bain Marie Door	288.00
7887.9097-01	19/06/2024	Flick Anticimix Pty Ltd		2,860.00
			INV 601168226C Pest Control - SWSC	495.00
			INV 603081923 Pest Control - Administration	110.00
			INV 603081922 Pest Control - Morrissey Homestead	110.00
			INV 601171011C Pest Control - BRAG	220.00
			INV 601171004C Pest Control - Kings Cottage	55.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 601171005C Pest Control - Kings Cottage	55.00
			INV 6011710060C Pest Control - Kings Cottage Buggy Shelter	55.00
			INV 601171007C Pest Control - Kings Cottage Trevena Annex	55.00
			INV 601171008C Pest Control - SWSC	495.00
			INV 601171009C Pest Control - SWSC	275.00
			INV 601171010C Pest Control - Soccerroos Place Hay Park	110.00
			INV 601171003C Pest Control - Shoestring Cafe	110.00
			INV 601171002C Pest Control - Council Chambers	110.00
			INV 601171001C Pest Control - Administration	110.00
			INV 601170998C Pest Control - Lady Mitchell Infant Health Centre	110.00
			INV 601170999C Pest Control - Museum	110.00
			INV 601171000C Pest Control - Paisley Street Toilets	55.00
			INV 603070139 Pest Control - Bill Beaton Park	220.00
7887.9116-01	19/06/2024	Cloutz Event Hire T/A Dj Cloutz		11,000.00
			INV 4299-2875 Grant Funding - WA Day Fun Fair	11,000.00
7887.9205-01	19/06/2024	Jodie Marie Riley		1,200.00
			INV 108 Koondarm Dance Performance - Walk for Reconciliation	1,200.00
7887.9422-01	19/06/2024	DJ Emma		890.00
			INV DJE591 Entertainment / South West Science Fair - Library	890.00
7887.949-01	19/06/2024	Jacksons Drawing Supplies		126.80
			INV 24-00043729 Paint Stock Up	126.80
7887.959-01	19/06/2024	Jetline Kerbing Contractors		16,764.00
			INV INV-1416 Remove Kerb and Pavers - Brittain Road	16,764.00
7887.993-01	19/06/2024	Wild Republic Australasia Pty Ltd		2,116.40
			INV S1524964 Retail Merchandise - BWP	2,116.40
7889.446-01	18/06/2024	Civica Pty Ltd		229,390.07
			INV M/LG0027311 Annual Licence Fees - 01/07/2024 to 30/06/2025	229,390.07
7890.2753-01	20/06/2024	BP Australia Ltd		40,161.05
			INV 13223454 BP Fuel - May 2024	40,161.05
7890.3048-01	20/06/2024	Ampol (Caltex) Australia Petroleum Pty Ltd		12,177.42
			INV 307844 Ampol Fuel - May 2024	12,177.42
7891.9753-01	26/06/2024	Perkins WA Pty Ltd T/A Perkins Builders		1,424,654.35
			INV 12617 Hands Oval Stadium Claim	1,424,654.35
7893.10065-01	19/06/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		4,920.00
			INV SINV05068 Greenwaste Fee	40.00
			INV SINV05069 Greenwaste Fee	4,790.00
			INV SINV05107 Greenwaste Fee	90.00
7893.10314-01	19/06/2024	Davenport Plumbing		6,562.52
			INV 17143 Plumbing Repairs - Runners Club	3,268.58
			INV 17140 Plumbing Repairs - Ocean Drive Toilets	108.52
			INV 17166 Plumbing Repairs - Ocean Drive Toilets	126.12
			INV 17165 Plumbing Repairs - Queens Gardens	126.12
			INV 17164 Plumbing Repairs - Ocean Drive Toilets	134.92
			INV 17137 Plumbing Repairs - Queen Gardens	126.12
			INV 17136 Plumbing Repairs - Ocean Drive Toilets	126.12
			INV 17139 Plumbing Repairs - Pelican Point	189.53

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 17141 Plumbing Repairs - Koombana Bay Changerooms	212.92
			INV 17138 Plumbing Repairs - SSAC	81.40
			INV 17145 Plumbing Repairs - SWSC	249.84
			INV 17142 Plumbing Repairs - Runners Club	315.37
			INV 17147 Plumbing Repairs - Payne Park	834.76
			INV 17144 Plumbing Repairs - Spencer Street Stormwater Blockage	662.20
7893.10437-01	19/06/2024	Telstra Limited		11,225.80
			INV 2079665000/JUN24 Telephone Charges - Switchboard	11,225.80
7893.10499-01	19/06/2024	Leanne Shaw		2,128.94
			INV INV-0177 Professional Development - Art of Confident Leadership Training	2,128.94
7893.10676-01	19/06/2024	West Oz Linemarking Pty Ltd		5,100.70
			INV 9553 Hands Oval Carpark Linemarking	4,435.20
			INV 9554 Hands Oval Carpark Linemarking	665.50
7893.10781-01	19/06/2024	South West Pets Bunbury Pty Ltd		1,125.45
			INV 10000001925 BWP Animal Supplies	1,125.45
7893.10879-01	19/06/2024	The Trustee for Auscam Family Trust T/A Totally Sound		198.00
			INV INV-16572 SWSC Temporary PA Installation	198.00
7893.10958-01	19/06/2024	Chester D Nealie & Janice H Irvine-Nealie		5,564.00
			INV 281 Curator Fee - Chester Nealie Ceramics Exhibition	3,000.00
			INV 281 Curator Fee - Chester Nealie Ceramics Exhibition	2,564.00
7893.10961-01	19/06/2024	Alexandra T Desebrock T/A Maybe Together		411.70
			INV 248 Iluka Visions Workshops - BRAG	411.70
7893.10983-01	19/06/2024	Aussie Broadband Limited		1,763.09
			INV 39141719 Telephone/Mobile Charges - 17/06/2024 to 16/07/202	1,763.09
7893.11050-01	19/06/2024	Busselton Farmers Market		266.79
			INV 1204938 SWSC Cafe Supplies	266.79
7893.11057-01	19/06/2024	EIS Control Pty Ltd		12,956.41
			INV INV-1180 Sine Wave Filter/Thermostat/Fan/Cabinet Houses - Various Recreation Grounds	12,956.41
7893.11169-01	19/06/2024	Wattleup Tractors - Bunbury		127.63
			INV 1306260 Silvan Sprayer Repairs	127.63
7893.11206-01	19/06/2024	Maker & Smith		550.00
			INV INV-0064 Maker's Film Festival Screening	550.00
7893.150-01	19/06/2024	Baileys Fertilisers		1,229.80
			INV 48842 Tree Planting Mix	1,229.80
7893.1536-01	19/06/2024	SOS Office Equipment		73.10
			INV SOS630712 Photocopier Meter Readings - BRAG	73.10
7893.1613-01	19/06/2024	South West Locksmiths		23.95
			INV 21095 Keys - Koombana Bay Kiosk	23.95
7893.1722-01	19/06/2024	Townsend Paint Supplies		119.50
			INV 125345 Paint - Rocky Point Toilets	119.50
7893.174-01	19/06/2024	Benara Nurseries		41,071.60
			INV 551019 Trees Supply	5,424.80
			INV 552231 Trees Supply	3,487.37
			INV 549548 Plant Supply	5,266.80
			INV 553329 Trees Supply	3,861.00
			INV 553371 Trees Supply	3,487.37

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 553594 Plants Supply	19,544.26
7893.1838-01	19/06/2024	Synergy		502.12
			INV 641939350/JUNE24 Electricity Charges - 29/03/2024 to 30/05/2024	126.07
			INV 786114270/JUNE24 Electricity Charges - 03/04/2024 to 31/05/2024	200.43
			INV 146492400/JUNE24 Electricity Charges - 29/03/2024 to 31/05/2024	175.62
7893.2109-01	19/06/2024	ALS Library Services Pty Ltd		629.80
			INV 109787 Library Local Stock	132.16
			INV 109786 Library Local Stock	197.50
			INV 109785 Library Local Stock	101.75
			INV 108960 Library Local Stock	198.39
7893.2202-01	19/06/2024	Woolworths Limited		1,672.70
			INV 8730629 Giant Games - Youth Engagement/Koolambidi Woola	59.00
			INV 8728491 BWP Animal Supplies	26.70
			INV 8631207 Library Local Stock	1,125.00
			INV 8631320 Library Local Stock	381.00
			INV 8664323 Drawers - Library	81.00
7893.2218-01	19/06/2024	True Blue Turf		147.84
			INV G17520 Turf - Payne Park Sportsground	147.84
7893.2604-01	19/06/2024	Sunny Industrial Brushware Pty Ltd		1,210.00
			INV 28844 Main Broom/Gutter Broom	1,210.00
7893.2653-01	19/06/2024	Boyanup Botanical Nursery		5,436.20
			INV 24-00003897 Supply Trees	3,491.40
			INV 24-00004188 Tree Stock Supply	1,944.80
7893.2685-01	19/06/2024	Youth Affairs Council WA Inc		300.00
			INV INV-4304 YACWA Membership 2024-2025	300.00
7893.2693-01	19/06/2024	Kmart		642.70
			INV 215865 Fitness Equipment for Youth Activation Project - SWSC	246.00
			INV 215394 SWSC Creche Supplies	111.20
			INV 216657 Wearable Art Festival Display Supplies - Library	285.50
7893.271-01	19/06/2024	Bunbury Harvey Regional Council		49,654.61
			INV INV-4786 Waste Disposal Cleanaway - May 2024	49,654.61
7893.289-01	19/06/2024	Bunbury Mower Service Pty Ltd		180.00
			INV 73479 Mower Parts - Blades	180.00
7893.297-01	19/06/2024	Bunbury Plastics		435.60
			INV 86768 Rangers & Emergency Management Supplies	435.60
7893.3021-01	19/06/2024	Geographe Civil Pty Ltd		21,725.00
			INV 173791 Storm Damage - Hard & Greenwaste Clean Up	21,725.00
7893.3093-01	19/06/2024	RTS Diesel South West		22,923.45
			INV 4055 Plant Maintenance - BY751	16,873.45
			INV 4056 Plant Maintenance - BY751	6,050.00
7893.3167-01	19/06/2024	Perfect Landscapes		12,686.85
			INV INV-8682 Herbicide Spraying Services	12,686.85
7893.3204-01	19/06/2024	PFD Food Services Pty Ltd		1,119.30
			INV LL792425 SWSC Cafe Supplies	1,041.90
			INV LL792427 SWSC Cafe Supplies	77.40
7893.3307-01	19/06/2024	Kone Elevators Pty Ltd		671.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 198198818 Elevator Maintenance - SES Depot	671.00
7893.335-01	19/06/2024	Bunnings Group Limited		48.16
			INV 2179/00166046 Revegetation Materials and Tools	48.16
7893.3665-01	19/06/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		488.84
			INV 260266182 Traffic Cones	488.84
7893.3848-01	19/06/2024	Bunbury Farmers Market		286.99
			INV 10315840004 Catering - Emergency Management Workshops	210.09
			INV 10810740010 Catering - Community Safety and Rangers Training	76.90
7893.3935-01	19/06/2024	Pressure Masters		130.90
			INV 72394 Hose Swivel	130.90
7893.3958-01	19/06/2024	JCW Electrical Pty Ltd		721.92
			INV 24996 Electrical Maintenance - Victoria Street	304.47
			INV 24991 Electrical Maintenance - Rocky Point	417.45
7893.4437-01	19/06/2024	Department of Transport		46.25
			INV 8053845 Vehicle Searches - May 2024	46.25
7893.462-02	19/06/2024	Coca Cola Amatil (Aust) Pty Ltd		1,354.86
			INV 234234252 SWSC Cafe Supplies	1,354.86
7893.4795-01	19/06/2024	Proludic Pty Ltd		5,567.23
			INV 27248 Hurricane Seat/Hanger/Chain - Replacement Playground Equipment	5,567.23
7893.4834-01	19/06/2024	Construction Information Systems Limited		3,509.00
			INV 74979 Annual Building Subscription 2024/2025	3,509.00
7893.4960-01	19/06/2024	Superior Pak Pty Ltd		2,346.08
			INV 257468 Plant Repairs - BY763	2,346.08
7893.5329-01	19/06/2024	Scott Print		529.10
			INV 181615 Printing - 'Permit to Burn' Books	529.10
7893.559-01	19/06/2024	Davric Australia Pty Ltd		201.30
			INV 215350 Merchandise - BWP	201.30
7893.5725-01	19/06/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		272.90
			INV 606201675 Stationery - Library	145.61
			INV 606208181 Lanyards - Library	25.92
			INV 614586860 Stationery - Museum	65.79
			INV 614586604 Stationery - Museum	8.58
			INV 606317604 IT Equipment - Thumb Drive	27.00
7893.5741-01	19/06/2024	Picton Tyre Centre Pty Ltd		486.00
			INV J82517 Tyre Service - BY115U	426.00
			INV J82518 New Tyres - BY749	60.00
7893.6221-01	19/06/2024	West Australian Newspapers Ltd - SWSC		67.89
			INV 73609062024 SWSC Newspapers	67.89
7893.6333-01	19/06/2024	Equans Mechanical Services Australia Pty Ltd		587.46
			INV 2591004 Aircon Maintenance - Shoestring Cafe/Intown Lunch	160.22
			INV 2591692 Aircon Maintenance - SWSC	427.24
7893.6344-01	19/06/2024	Intersport Bunbury		79.99
			INV 24-00011835 Cricket Set - Young Engagement Koolambidi Woola	79.99
7893.6381-01	19/06/2024	Holiday Guide Pty Ltd		550.00
			INV INV-3931 Museum Annual Listing Renewal - 01/06/2024 to 01/06/2025	550.00
7893.647-01	19/06/2024	E & MJ Rosher Pty Ltd		10,529.20

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 1474265 Mower Purchase	5,264.60
			INV 1474263 Mower Purchase	5,264.60
7893.6833-01	19/06/2024	Chris Young Design		1,200.00
			INV 1830 Frank Norton Catalogue Design - BRAG	1,200.00
7893.69-01	19/06/2024	Animal Pest Management Services		1,094.50
			INV INV-04587 Corella Management Program 2023/24	1,094.50
7893.7122-01	19/06/2024	Integra WaterTreatment Solutions		198.00
			INV PB686802 SWSC Solar System - Closed Loop Water Treatment	198.00
7893.7497-01	19/06/2024	Picton Trailer Hire		130.00
			INV 1540 Hire of Scissor Lift	130.00
7893.7860-01	19/06/2024	South West Sand Cleaning		4,935.00
			INV INV-SW00175 Top Up Wood Chips	3,945.00
			INV INV-SW00176 Sand Screening - Koombana	990.00
7893.8033-01	19/06/2024	Essential Coffee Pty Ltd		238.33
			INV SI-00307055 BWP Kiosk Coffee Machine Rental	238.33
7893.8111-01	19/06/2024	Protector Fire Services Pty Ltd		763.13
			INV 10091182 Fire Extinguisher - Library	179.30
			INV 10091188 Fire Extinguisher - BY4150A	147.13
			INV 10091181 Fire Extinguisher Services - Airport	436.70
7893.8226-01	19/06/2024	Nutrien Ag Solutions Limited		660.00
			INV 910963774 Herbicide	660.00
7893.8349-01	19/06/2024	Glen Flood Group Pty Ltd t/as GFG Consulting		3,430.35
			INV INV-3509 Contaminated Site Investigation - Trinity Rise	3,430.35
7893.871-01	19/06/2024	Helen Seiver		3,886.00
			INV 190524 Acquisition of Artwork for City Collection	3,886.00
7893.8771-01	19/06/2024	Heritage Way Pty Ltd T/A Domus Nursery		13,761.40
			INV 180516 Plant Seedlings Supply	4,965.40
			INV 180668 Plant Seedlings Supply	5,431.36
			INV 181193 Plant Seedlings Supply	3,364.64
7893.8940-01	19/06/2024	BIC Services Pty Ltd		99.37
			INV 122986 Additional Cleaning - Bus Station	99.37
7893.906-01	19/06/2024	Huggable Toys		199.54
			INV 50876 BWP Merchandise	199.54
7893.926-01	19/06/2024	Call Associates Pty Ltd		973.83
			INV 116944 Call Centre Fees - May 2024	973.83
7893.9300-02	19/06/2024	Katelyn Whitehurst		900.00
			INV 28/04/2024 Commission for Canvas Artwork - Swim School	900.00
7893.9316-01	19/06/2024	West Australian Newspapers Ltd - Libraries		54.78
			INV 296068/JUN24 Newspapers - Withers Library	54.78
7893.958-01	19/06/2024	South West Isuzu		508.90
			INV 1546552 Scheduled Service - BY068V	508.90
7893.9976-01	19/06/2024	Oracle Corporation Australia Pty Ltd		21,285.00
			INV 820084218 Project Shine Software Suite Hosting & Licensing - 18/05/2024 to 17/05/2025	21,285.00
7893.9981-01	19/06/2024	Aurion Corporation Pty Ltd		4,803.01
			INV HOS0023511 Aurion Software Licence - April 2024	4,803.01
7894.1750-01	19/06/2024	Underground Power Development Pty Ltd		2,794.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 15372 Underground Power Electrical Design & Western Power Application - Blair St	2,794.00
7896.11174-01	19/06/2024	Wealth Management Partners (WMP)		384.00
			INV Refund Refund for Booking Cancellation	384.00
7896.11230-01	19/06/2024	N Sawyer		751.00
			INV ASN52614 Rates Refund	751.00
7896.11236-01	19/06/2024	T Reichstein		383.43
			INV ASN16621 Rates Refund	383.43
7896.11237-01	19/06/2024	M & T English		1,687.67
			INV ASN13887 Rates Refund	1,687.67
7896.11238-01	19/06/2024	W Astuti		1,043.75
			INV ASN8679 Rates Refund	1,043.75
7896.11239-01	19/06/2024	B Ofa		900.00
			INV ASN13001 Rates Refund	900.00
7896.588-01	19/06/2024	Housing Authority		10,260.49
			INV ASN3957 Rates Refund	6,072.44
			INV ASN5017 Rates Refund	609.43
			INV ASN9849 Rates Refund	3,578.62
7896.9485-01	19/06/2024	Nathan Daniel Barnden		1,778.00
			INV ASN3310 Rates Refund	1,778.00
7896.9505-01	19/06/2024	M & M Knuckey		369.10
			INV ASN6738 Rates Refund	369.10
7897.1236-02	19/06/2024	National Australia Bank		8,000,000.00
			INV INVEST Term Deposit	8,000,000.00
7898.136-01	20/06/2024	Australian Taxation Office		306,610.76
			INV PP24-26 PAYG for COB Staff - F/E 18/06/2024	306,610.76
7899.10470-01	19/06/2024	Aware Super Clearing House		171,739.38
			INV PP24-26 Superannuation - F/E 18/06/2024	171,739.38
7900.10219-01	20/06/2024	Max & Claire Pty Ltd T/A Ergolink		176.00
			INV SI-00084495/4 Freight/Packaging for Office Furniture	176.00
7900.10816-01	20/06/2024	Christine Joy Mogg T/A South West Pop UP Shops and Events		200.00
			INV 418911264 Grant Funding - New Markers Sunset Markets	200.00
7900.10935-01	20/06/2024	Darts Western Australia Inc		7,700.00
			INV 14/2024 Event Hosting Fee - Darts Grand Prix 2024	7,700.00
7900.271-01	20/06/2024	Bunbury Harvey Regional Council		467,526.00
			INV INV-4851 Member Council Contribution - Operational Expense	237,500.00
			INV INV-4849 Member Council Contribution - Disposal of Mattress	230,026.00
7900.2779-01	20/06/2024	City of Bunbury Volunteer Bushfire Brigade		7,500.00
			INV 118 2023/24 ESL Funding - 4th Quarter	7,500.00
7900.306-02	20/06/2024	Bunbury Regional Entertainment Centre		772.00
			INV D6740 Boardroom Hire for Director Interviews	772.00
7900.3093-01	20/06/2024	RTS Diesel South West		871.44
			INV 4011 Plant Maintenance - BY2892A	486.44
			INV 4010 Plant Maintenance - 1EZ305	385.00
7900.4588-01	20/06/2024	Brecken Health Care		660.00
			INV 1696960 Pre-Employment Medicals	660.00
7900.6087-01	20/06/2024	Taj Kempe		400.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 221 Photography Services - Noongar Country 2023	400.00
7900.9822-01	20/06/2024	Forge Civil		75,780.02
			INV 1553 Blair & Clarke Street Intersection Upgrade Claim	75,780.02
7901.10065-01	26/06/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		86,570.00
			INV SINV05112 Supply & Lay Asphalt - Lillydale Road	86,570.00
7901.10219-01	26/06/2024	Max & Claire Pty Ltd T/A Ergolink		176.00
			INV SI-0008449514 Freight/Packaging - Ergonomic Furniture	176.00
7901.10333-01	26/06/2024	DV Battams & Others T/A Hopgood Ganim		235.90
			INV 500019 Legal Fees	235.90
7901.10608-01	26/06/2024	Candice Nannup		300.00
			INV 17062024 Noongar Arts Program Fashion Show - BRAG	300.00
7901.10766-01	26/06/2024	Omnicom Media Group Australia Pty Ltd		739.12
			INV 1743563 Public Notice - Local Government Tenders	413.17
			INV 1743562 Public Notice - Local Government Tenders	325.95
7901.10801-01	26/06/2024	Adapt-A-Lift Group Pty Ltd T/A Forkwest		60.98
			INV 1487755 Gas for Stores Forklift	60.98
7901.10831-01	26/06/2024	JH Computer Services WA Pty Ltd		4,697.00
			INV 3163-D01 Microsoft Surface Laptop	4,697.00
7901.10925-01	26/06/2024	Kate Alida Mullen		341.30
			INV 3 Artists in Conversation - South West Art Now Event	341.30
7901.10930-01	26/06/2024	West Coast Block Supply Pty Ltd		2,277.00
			INV 990 Cartage of Blocks	2,277.00
7901.10942-01	26/06/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin		108.00
			INV 5156 Top Dressing	108.00
7901.10992-01	26/06/2024	Work Clobber Bunbury - Infrastructure		378.16
			INV 24-00010495 Staff Uniform - Infrastructure	378.16
7901.11050-01	26/06/2024	Busseton Farmers Market		111.94
			INV 1205066 BWP Animal Feed	111.94
7901.11199-01	26/06/2024	Kingston First Response		450.00
			INV 3 First Aid Service Providers - Reconciliation Walk 2024	450.00
7901.1552-01	26/06/2024	Spotlight		498.70
			INV 84060137760 Library Craft Materials	498.70
7901.1555-01	26/06/2024	Spurling Engineering		830.50
			INV 13540 Aluminium Sprayer Box Fitted - BY846Z	830.50
7901.1613-01	26/06/2024	South West Locksmiths		222.23
			INV 21136 Key Lock/Repairs - BREC	222.23
7901.1838-01	26/06/2024	Synergy		15,689.91
			INV 776565900/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	1,847.26
			INV 178228490/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	2,343.43
			INV 969869630/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	5,191.19
			INV 958319710/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	827.68
			INV 401316100/JUNE24 Electricity Charges - 17/04/2024 to 17/06/2024	360.59
			INV 230906380/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	2,048.68
			INV 361833700/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	1,004.58
			INV 376056180/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	512.64
			INV 376056750/JUNE24 Electricity Charges - 25/05/2024 to 17/06/2024	617.08

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 953020910/MAY24 Electricity Charges - 03/05/2024 to 20/05/2024	814.51
			INV 794473390/JUNE24 Electricity Charges - 17/04/2024 to 17/06/2024	122.27
7901.1867-01	26/06/2024	Work Clobber - Bunbury		822.59
			INV 24-00009563 Staff Uniforms - Administration	385.99
			INV 24-00011872 Staff Uniforms - Administration	56.60
			INV 24-00012210 Staff Uniforms - Administration	323.40
			INV 24-00012212 Staff Uniforms - Administration	56.60
7901.2109-01	26/06/2024	ALS Library Services Pty Ltd		37.49
			INV 109221 Library Local Stock	37.49
7901.2112-01	26/06/2024	Art on the Move		4,150.00
			INV INV-0014 Exhibition Fee for Tributaries	4,000.00
			INV INV-0017 Champions Membership	150.00
7901.2202-01	26/06/2024	Woolworths Limited		1,019.60
			INV 8812305 Library Programs Supplies	45.00
			INV 8820944 BWP Staff Amenities Supplies	7.60
			INV 8840604 Library Children Programs Supplies	103.00
			INV 8840592 Library Local Stock	752.00
			INV 8840596 Library Local Stock	112.00
7901.2209-01	26/06/2024	Bidfood Australia (SWSC)		559.50
			INV 163043040.BRY SWSC Cafe Supplies	559.50
7901.283-01	26/06/2024	Bunbury Machinery		140.00
			INV SIB54187 Survey Pegs	140.00
7901.301-01	26/06/2024	Bunbury Print		120.00
			INV 30904 Printing - Emergency Response Shirts	120.00
7901.3093-01	26/06/2024	RTS Diesel South West		1,732.50
			INV 4026 Plant Maintenance - BY763	1,025.20
			INV 4025 Plant Maintenance - BY763	322.30
			INV 4014 Plant Maintenance - BY749	385.00
7901.3167-01	26/06/2024	Perfect Landscapes		48,087.80
			INV INV-8681 Herbicide Spraying Services	30,144.40
			INV INV-8670 Lawnmowing - South Bunbury	5,129.40
			INV INV-8671 Lawnmowing - Withers	5,191.00
			INV INV-8672 Lawnmowing - College Grove	1,232.00
			INV INV-8673 Lawnmowing - Usher	2,271.50
			INV INV-8674 Lawnmowing - Bunbury	748.00
			INV INV-8675 Lawnmowing - Davenport	3,371.50
7901.3204-01	26/06/2024	PFD Food Services Pty Ltd		1,229.85
			INV LL846123 SWSC Cafe Supplies	1,229.85
7901.335-01	26/06/2024	Bunnings Group Limited		1,503.76
			INV 2179/01412814 Paint Buckets/Spray Bottle/Blade Saw/Fibreglass	352.52
			INV 2179/01413355 Vandal Proof Tape/Clear Silicone	98.76
			INV 2179/01413481 Herbicide	447.84
			INV 2179/99832656 Safety Cones	377.50
			INV 2179/00297231 Tape - SWSC	31.63
			INV 2179/01413977 Weedkiller/Fly Spray - BWP	73.12
			INV 2179/01285335 Hedge Trimmer/Masking Tape/Painting Rollers - BWP	122.39

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7901.3376-01	26/06/2024	Sonic HealthPlus		2,282.50
			INV 3270755 Pre-Employment Medicals	456.50
			INV 3280422 Pre-Employment Medicals	456.50
			INV 3281376 Pre-Employment Medicals	456.50
			INV 3283779 Pre-Employment Medicals	456.50
			INV 3284860 Pre-Employment Medicals	456.50
7901.3665-01	26/06/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		224.84
			INV 260267026 Large Riggers Gloves	81.84
			INV 260267027 Sanding Discs	143.00
7901.4296-01	26/06/2024	ThinkWater Bunbury		5,155.68
			INV 718495 Pump Station Servicing - Haywood Street	549.53
			INV 718490 Pump Station Servicing - Horseshoe Lake	462.25
			INV 718491 Pump Station Servicing - Rathmines	822.25
			INV 718493 Pump Station Servicing - Willow Drive	882.25
			INV 718494 Pump Station Servicing - Horseshoe Lake	2,439.40
7901.4858-01	26/06/2024	Arbor Guy		14,771.99
			INV 92344 Street Tree Maintenance - Armanta Drive	361.15
			INV 92345 Street Tree Maintenance - Woodley Road	485.10
			INV 92346 Street Tree Maintenance - Bussell Highway	665.28
			INV 92347 Street Tree Maintenance - Letts Place	507.28
			INV 92348 Street Tree Maintenance - Hester Place	945.65
			INV 92352 Street Tree Maintenance - Stallard Place & Parade Road	460.94
			INV 92350 Street Tree Maintenance - Oriel Court	665.28
			INV 92349 Street Tree Maintenance - Mindalong Close	2,364.12
			INV 92332 Street Tree Maintenance - Forrest Highway	8,317.19
7901.4984-01	26/06/2024	Talent Propeller Trust		11,520.97
			INV IN794965 Website Job Vacancy Advertising - May 2024	4,251.34
			INV IN795638 Website Job Vacancy Advertising - May 2024	742.50
			INV IN795658 Website Job Vacancy Advertising - May 2024	3,850.00
			INV IN795700 Website Job Vacancy Advertising - May 2024	55.00
			INV IN794398 Website Monthly Subscription & Phone Interviews - May 2024	704.00
			INV IN794539 Website Job Vacancy Advertising Subscription - May	55.00
			INV IN794722 Website Monthly Subscription - May 2024	55.00
			INV IN794804 Website Job Vacancy Advertising - May 2024	598.13
			INV IN794962 Website Job Vacancy Advertising - April 2024	495.00
			INV IN795664 Competitor Analysis - Recruitment	715.00
7901.5036-01	26/06/2024	Environex International Pty Ltd		1,216.79
			INV 322227 SWSC Chemicals and Cleaning Supplies	1,140.44
			INV 322226 SWSC Chemicals and Cleaning Supplies	76.35
7901.5412-01	26/06/2024	Picton Civil Pty Ltd		1,320.00
			INV P19603 Sand Removal - Kelly Park to Dog Pound	1,320.00
7901.5725-01	26/06/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		1,666.78
			INV 606633114 Stationery - Library	351.97
			INV 606721510 Evacuation Centre Tubs	1,314.81
7901.6247-01	26/06/2024	Octy Water Pty Ltd T/A Aquamonix		6,322.80
			INV 75206 Water Controller Repair - Nuytsia Avenue	6,322.80

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7901.6266-01	26/06/2024	CB Traffic Solutions Pty Ltd		33,331.65
			INV 16103 Traffic Management - Bunbury	2,788.50
			INV 16116 Traffic Management - College Grove	522.50
			INV 16117 Traffic Management - Koombana Drive	2,453.00
			INV 16121 Traffic Management - Sutherland Way	5,983.45
			INV 16122 Traffic Management - Various Locations	3,762.00
			INV 16171 Traffic Management - Various Locations	585.20
			INV 16209 Traffic Management - College Grove	1,031.80
			INV 16210 Traffic Management - Various Locations	831.60
			INV 16169 Traffic Management - Koombana Drive	6,821.10
			INV 16172 Traffic Management - Various Locations	8,552.50
7901.6592-01	26/06/2024	StrataGreen		10,251.23
			INV 165589 Wire/Tree Tie/Gripper Pin/Mesh Matting	5,470.63
			INV 165650 Hardwood Tree Stakes	4,780.60
7901.6599-01	26/06/2024	K's Home Kitchen		650.00
			INV 3269 Staff Service Awards - Refreshments	650.00
7901.6671-01	26/06/2024	Country Framers		1,660.00
			INV 16179 Reframing - BRAG Art Collection	1,660.00
7901.6787-01	26/06/2024	McDonald Fencing		11,242.00
			INV INV-7248 Fence Repairs - Withers Library	11,242.00
7901.6798-01	26/06/2024	WINC Australia Pty Ltd		1,087.78
			INV 9045523106 Stationery - Infrastructure	264.74
			INV 9045542327 Staff Amenities & Stationery - Museum	823.04
7901.6858-01	26/06/2024	Work Metrics Pty Ltd		154.00
			INV 40131 Monthly Subscription Fee - Online Induction Portal	154.00
7901.6973-01	26/06/2024	Jaycar Electronics		217.10
			INV 2213344 Mini Rocker Switch	17.80
			INV 2212881 Library Supplies	199.30
7901.7150-01	26/06/2024	Safe T Card Australia Pty Ltd		65.95
			INV INV-38000 SafetCard Charges	65.95
7901.7151-01	26/06/2024	Procure Locksmiths		135.00
			INV 18554 Lock Repairs - BY913U	135.00
7901.7188-01	26/06/2024	Ladelle Pty Ltd		760.17
			INV IN-724615 BWP Merchandise	760.17
7901.7201-01	26/06/2024	Karen Jetta T/A Bilya Moorditjabing		1,500.00
			INV 18062024 Cultural Workshops Facilitation	1,000.00
			INV 19062024 Cultural Heritage Session	500.00
7901.7444-01	26/06/2024	Progress Printing West Pty Ltd		1,747.68
			INV INV-0185432 Ear Plugs & Tote Bags	1,197.68
			INV INV-0185431 Kids Colouring Pencil Set	550.00
7901.7663-01	26/06/2024	Amanda Bell		411.60
			INV 17062024 Margaret River Artist Talks - BRAG	411.60
7901.799-01	26/06/2024	Glenn Buck Milk Distribution		742.00
			INV 1226 Milk - Depot	216.20
			INV 1225 Milk - Administration	525.80
7901.8111-01	26/06/2024	Protector Fire Services Pty Ltd		93.50

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 10091394 Fire Equipment Maintenance - BRAG	93.50
7901.8663-01	26/06/2024	Bunbury Trucks		448.30
			INV 206079 Key - BY751	448.30
7901.8880-01	26/06/2024	Iconic Property Services Pty Ltd		17,408.49
			INV PSIO36875 Cleaning Services - Library	275.00
			INV PSIO36836 Cleaning Services - Council Chambers	256.22
			INV PSIO36524 Contract Cleaning - May 2024	16,877.27
7901.9097-01	26/06/2024	Flick Anticimix Pty Ltd		1,265.00
			INV 601171112C Pest Control - Depot	110.00
			INV 601171107C Pest Control - SSAC	110.00
			INV 603106194 Pest Control - BWP	110.00
			INV 601171115C Pest Control - BWP	110.00
			INV 601171114C Pest Control - Animal Shelter	110.00
			INV 601171116C Pest Control - Senior Citizens Centre	220.00
			INV 601171110C Pest Control - Depot	110.00
			INV 601171113C Pest Control - Waste Depot	110.00
			INV 601171108C Pest Control - SSAC Pottery	55.00
			INV 601171109C Pest Control - SSAC Art Gallery	110.00
			INV 601171111C Pest Control - Depot	110.00
7901.9359-01	26/06/2024	3D HR Legal Pty Ltd		1,315.60
			INV INV-1878 Legal Fees	1,315.60
7901.949-01	26/06/2024	Jacksons Drawing Supplies		351.50
			INV 24-00050969 Noongar Arts Program Workshop Supplies - BRAG	114.05
			INV 24-00048919 Noongar Arts Program Workshop Supplies - BRAG	237.45
7901.954-01	26/06/2024	Jason Signmakers		52.80
			INV 38317 Fire Danger Rating Signs	52.80
7901.9720-01	26/06/2024	Lori Jane Pensini		500.00
			INV 6June2024 SWAN Artist Fee - BRAG	500.00
7901.9822-01	26/06/2024	Forge Civil		429.00
			INV 1599 Machinery Hire - Storm Damage Clean Up	429.00
7901.9922-01	26/06/2024	The Trustee for the Easton Family Trust (Blue Steel Roofing)		5,485.70
			INV INV-0404 Roof Maintenance - Hay Park South Pavilion	331.65
			INV INV-0402 Roof Maintenance - SWSC	1,070.85
			INV INV-0398 Roof Maintenance - BREC	529.65
			INV INV-0400 Roof Maintenance - SWSC	1,089.00
			INV INV-0401 Roof Maintenance - Koombana Kiosk	418.00
			INV INV-0403 Roof Maintenance - Withers Library	1,177.00
			INV INV-0405 Roof Maintenance - Bunbury Bowling Club	209.55
			INV INV-0397 Gutter Cleaning - Museum	660.00
7902.10065-01	26/06/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		680.00
			INV SINV05142 Asphalt	300.00
			INV SINV05171 Asphalt	380.00
7902.10314-01	26/06/2024	Davenport Plumbing		6,259.72
			INV 17174 Plumbing Repairs - Stephen Street/Koombana Bay	660.62
			INV 17170 Plumbing Repairs - Pelican Point	233.92
			INV 17172 Plumbing Repairs - Des Ugle Park Toilets	765.82

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 17173 Plumbing Repairs - Koombana Bay	108.52
			INV 17175 Plumbing Repairs - Jaycee Park	108.52
			INV 17176 Plumbing Repairs - Pelican Point	1,585.43
			INV 17169 Plumbing Repairs - Jaycee Park	189.13
			INV 17178 Plumbing Repairs - Power Boat Club	175.62
			INV 17168 Plumbing Repairs - Payne Park	2,052.34
			INV 17171 Plumbing Repairs - SWSC	379.80
7902.10345-01	26/06/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury		239.70
			INV INV-4497 Laundry Services for Meat Inspectors	107.14
			INV INV-4591 Laundry Services for Meat Inspectors	132.56
7902.10390-01	26/06/2024	OverDrive Australia Pty Ltd		529.34
			INV 03616C024159869 Library Local Stock E-Resources	529.34
7902.10460-01	26/06/2024	Cutting Cart Pty Ltd t/as Dardanup Butchering Co		130.68
			INV BW376899 BWP Animal Feed	130.68
7902.10502-01	26/06/2024	CS Legal		1,889.70
			INV 33605 Rates Debt Collection	1,889.70
7902.10608-01	26/06/2024	Candice Nannup		500.00
			INV 12062024 Noongar Arts Program Workshop Facilitation - BRAG	500.00
7902.10789-01	26/06/2024	Fleet Network Pty Ltd		2,643.39
			INV 133683 Novated Lease Payment - F/E 18/06/2024	2,643.39
7902.10856-01	26/06/2024	Price Consulting Group		10,798.70
			INV INV-0451 CEO Annual Performance Review	10,798.70
7902.10879-01	26/06/2024	The Trustee for Auscam Family Trust T/A Totally Sound		1,000.00
			INV 16567 Equipment Hire - Reconciliation Walk 2024	1,000.00
7902.10992-01	26/06/2024	Work Clobber Bunbury - Infrastructure		896.36
			INV 24-00011906 Staff Uniforms - Infrastructure	382.65
			INV 24-00011347 Staff Uniforms - Infrastructure	200.01
			INV 24-00012203 Staff Uniforms -Infrastructure	55.55
			INV 24-00012507 Staff Uniforms - Administration	61.05
			INV 24-00012670 Staff Uniforms - Infrastructure	197.10
7902.11014-01	26/06/2024	James Henry Hughes T/A Seamus Hughes		250.00
			INV 21062024 Artist Talk Fee - BRAG	250.00
7902.11102-01	26/06/2024	Aptella Pty Ltd		5,688.10
			INV INV00004644 Toraka Survey & Alldayrkt GPS Annual Subscription	5,688.10
7902.11163-01	26/06/2024	Indian Ocean Craft Triennial Inc		4,950.00
			INV INV-IOTA-2314 Freight - Madoda Fani Exhibition	4,950.00
7902.11232-01	26/06/2024	AllCare Massage		400.00
			INV INV-0345 Quiz Night Prizes - Events	400.00
7902.11233-01	26/06/2024	All Flags and Signs Pty Ltd		4,504.50
			INV 93354 Australian Flags	4,504.50
7902.11234-01	26/06/2024	Stephen William Cope T/as SWC Urban Planning		6,554.00
			INV 12024 Consulting Services - Review of Inception Briefing	6,554.00
7902.120-01	26/06/2024	Australian Institue of Landscape Architects		711.00
			INV 3178 Annual Membership Fee	711.00
7902.1555-01	26/06/2024	Spurling Engineering		2,370.50
			INV 13539 Hydraulic Tank Box Door Fabrication - BY86290	500.50

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 13541 Water Truck Repairs - BY763	1,870.00
7902.1623-01	26/06/2024	South West Septics		297.00
			INV IV0000007265 Empty Greasetrap - SSAC	297.00
7902.1678-01	26/06/2024	Plant Supply Co		1,760.00
			INV 8681 Plants Supply	1,760.00
7902.1838-01	26/06/2024	Synergy		42,575.29
			INV 274079010/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	7,362.42
			INV 407491810/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	406.57
			INV 960071230/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	148.01
			INV 228505830/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	772.10
			INV 202454690/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	3,696.06
			INV 201238210/JUNE24 Electricity Charges - 18/04/2024 to 18/06/2024	501.73
			INV 894693950/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	2,434.70
			INV 194258760/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	722.56
			INV 337812770/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	1,029.19
			INV 804080240/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	2,132.84
			INV 297214110/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	414.21
			INV 218944510/JUNE24 Electricity Charges - 21/05/2024 to 17/06/2024	22,636.53
			INV 665683150/JUNE24 Electricity Charges - 04/04/2024 to 04/06/2024	137.53
			INV 367176740/JUNE24 Electricity Charges - 19/04/2024 to 19/06/2024	180.84
7902.1867-01	26/06/2024	Work Clobber - Bunbury		146.70
			INV 24-00012017 Staff Uniforms - Rangers	146.70
7902.2109-01	26/06/2024	ALS Library Services Pty Ltd		301.75
			INV 110337 Library Local Stock	131.90
			INV 110338 Library Local Stock	17.93
			INV 110339 Library Local Stock	43.48
			INV 110340 Library Local Stock	108.44
7902.2202-01	26/06/2024	Woolworths Limited		50.50
			INV 8864978 BWP Animal Supplies	50.50
7902.2605-01	26/06/2024	Wren Oil		253.00
			INV 171843 Waste Oil Collection	253.00
7902.2693-01	26/06/2024	Kmart		43.00
			INV 215633 Noongar Art Program - Supplies	43.00
7902.2779-01	26/06/2024	City of Bunbury Volunteer Bushfire Brigade		10,135.31
			INV 117 2023/2024 ESL Funding	10,135.31
7902.2847-01	26/06/2024	University of Western Australia		1,311.20
			INV 297000051 Digitisation of Rate Books	1,311.20
7902.3093-01	26/06/2024	RTS Diesel South West		3,036.66
			INV 4040 Plant Maintenance - BY792	385.00
			INV 4042 Plant Maintenance - BY749	1,037.30
			INV 4044 Plant Maintenance - BY751	1,614.36
7902.3167-01	26/06/2024	Perfect Landscapes		33,050.49
			INV INV-8685 Herbicide Spraying - Various Locations	33,050.49
7902.3204-01	26/06/2024	PFD Food Services Pty Ltd		1,394.95
			INV LL898509 SWSC Cafe Supplies	1,394.95
7902.335-01	26/06/2024	Bunnings Group Limited		897.04

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 2179/01416850 Rakes/Cutting Discs - BWP	78.15
			INV 2179/01287560 Courtyard Furniture - Library	540.74
			INV 2179/01287976 Umbrella/Stand & Scotch Guard - Library	278.15
7902.3622-01	26/06/2024	Deanna Mosca t/as D-Ranged		4,150.40
			INV 295 Visions Workshops	4,150.40
7902.4089-01	26/06/2024	West Coast Shade Pty Ltd		18,249.00
			INV 13264 Shade Sail Installation - Back Beach BBQ Area	18,249.00
7902.415-01	26/06/2024	City & Regional Fuels		570.88
			INV 983417 Unleaded Fuel	570.88
7902.4296-01	26/06/2024	ThinkWater Bunbury		2,876.38
			INV 718546 Bore Pump Repairs - Koombana North	2,876.38
7902.4546-01	26/06/2024	Jackson McDonald Services Pty Ltd		16,049.66
			INV 541875 Sale and Development Agreement - Lot 3 Blair Street, Bunbury	13,330.24
			INV 542844 Sale and Development Agreement - Lot 3 Blair Street, Bunbury	2,719.42
7902.462-02	26/06/2024	Coca Cola Amatil (Aust) Pty Ltd		1,641.48
			INV 234285599 SWSC Cafe Supplies	1,641.48
7902.4858-01	26/06/2024	Arbor Guy		67,248.12
			INV 92362 Weed Removal - Mile Brook	39,044.56
			INV 92363 Emergency Tornado Clean Up - College Grove	25,595.90
			INV 92364 Emergency Tornado Clean Up - Mindalong Close	1,767.74
			INV 92351 Street Tree Maintenance - Bonnefoi Boulevard	839.92
7902.5062-01	26/06/2024	Department of Fire & Emergency Services		10,594.36
			INV 2023/24 ESL Emergency Services Levy Adjustment 2023/2024	10,594.36
7902.5326-01	26/06/2024	Lewis Winter		13,800.00
			INV 2407 Emergency Management Planning Training & Consultancy Services	13,800.00
7902.5412-01	26/06/2024	Picton Civil Pty Ltd		31,389.60
			INV P19584 Asbestos Clean Up	31,389.60
7902.5536-01	26/06/2024	CNW Pty Ltd		2,068.26
			INV 161204121 Electrical Supplies	2,068.26
7902.5725-01	26/06/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		817.95
			INV 606912560 Stationery - BRAG	40.22
			INV 614897588 Stationery - Infrastructure	43.43
			INV 606021917 Stationery - Library	734.30
7902.5741-01	26/06/2024	Picton Tyre Centre Pty Ltd		3,567.00
			INV J82722 Tractor Tyre Disposal	220.00
			INV J82680 Tyre Repairs - 1GUT326	25.00
			INV J82515 Retread Tyres - BY2892A	1,976.00
			INV J82522 Tyre Changeover - 1TTA593	319.00
			INV M82426 Tyres & Wheel Alignment - BY755	1,027.00
7902.591-01	26/06/2024	Landgate		802.90
			INV 394269 2023/2024 Interim Rates Schedule	802.90
7902.6202-01	26/06/2024	Easisalary (Easifleet)		1,577.47
			INV 174248 Novated Lease Payment - F/E 18/06/2024	1,577.47
7902.6221-01	26/06/2024	West Australian Newspapers Ltd - SWSC		85.88
			INV 73616062024 Newspapers - SWSC	85.88
7902.6365-01	26/06/2024	Corsign WA Pty Ltd		3,415.50

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 86408 Signs - Depot	3,415.50
7902.67-01	26/06/2024	Collins Booksellers Bunbury		1,314.12
			INV 487573 Library Local Stock	1,314.12
7902.6798-01	26/06/2024	WINC Australia Pty Ltd		1,065.46
			INV 9045553658 Stationery - Library	664.41
			INV 9045574289 Stationery - SWSC	401.05
7902.69-01	26/06/2024	Animal Pest Management Services		1,895.85
			INV INV-04609 Rabbit Control Revegetation Sites	1,895.85
7902.7151-01	26/06/2024	Procure Locksmiths		497.00
			INV 18534 Rekey Electrical Cabinet Lock - Austral Parade	145.00
			INV 18535 Rekey New Electrical Cabinet Lock - Payne Park	352.00
7902.7201-01	26/06/2024	Karen Jetta T/A Bilya Moorditjabin		1,000.00
			INV 24062024 Walk for Reconciliation - Smoking Ceremony	1,000.00
7902.7254-01	26/06/2024	Bossea Pty Ltd T/A South West Recycling		132.00
			INV INV-8954 Confidential Bin Collection & Destruction	132.00
7902.7317-01	26/06/2024	VROC Australia Pty Ltd		8,805.51
			INV INV-0407 Outdoor Lighting - Marlston Hill	8,805.51
7902.7364-01	26/06/2024	Mackay Urban Design		825.00
			INV 2402/March2024 Design Review for Prinsep Street Design	825.00
7902.739-01	26/06/2024	Brownes Food Operations Pty Ltd		776.34
			INV 17864137 SWSC Cafe Supplies	776.34
7902.7971-01	26/06/2024	Charlotte Anne White		3,241.60
			INV INV-0134 BRAG Workshop Facilitation - Art Tutoring	1,300.00
			INV INV-0136 BRAG Workshop Facilitation - Iluka Visions Workshop	1,941.60
7902.8111-01	26/06/2024	Protector Fire Services Pty Ltd		4,864.75
			INV 10091435 Monthly Emergency Exit Light Maintenance - Various	4,864.75
7902.8144-01	26/06/2024	WA Mechanical and Site Services		4,034.18
			INV INV-2266 Plant Maintenance - BY85308	131.23
			INV INV-2264 Plant Maintenance - BY85909	234.82
			INV INV-2263 Plant Maintenance - BY90900	272.36
			INV INV-2262 Plant Maintenance - BY123X	435.78
			INV INV-2245 Plant Maintenance - BY87139	218.66
			INV INV-2244 Plant Maintenance - 1TUE400	158.16
			INV INV-2242 Plant Maintenance - BY906W	500.39
			INV INV-2240 Plant Maintenance - BY762S	1,681.33
			INV INV-2241 Plant Maintenance - 1TZE951	207.90
			INV INV-2261 Plant Maintenance - BY793	193.55
7902.8256-01	26/06/2024	WA Library Supplies		3,313.31
			INV 137925 Library Shelving	3,099.21
			INV 138415 Book Adhesive Glue/Book Cover Smooth Tool & Tape	214.10
7902.869-01	26/06/2024	Acumentis South West - Southpoint Nominees Pty Ltd		6,745.00
			INV 2403009098.1 Valuation Report - Lot 66 & 497 Ocean Drive, Bunbury	1,795.00
			INV 2404000638.1 Valuation Report - Airport Kerbside Assessment	4,950.00
7902.9014-01	26/06/2024	Davida Palmer		160.00
			INV 1575946 Pottery Firing Fee	160.00
7903.10615-01	26/06/2024	Russell Woods		110.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 6.2022.37916.2 Building Permit Refund	110.00
7903.10735-01	26/06/2024	Irene Ann Back		30.00
			INV AID325518 Refund - Dog Sterilisation	30.00
7903.11249-01	26/06/2024	L Baillie		87.00
			INV 24062024 Reimbursement - Working With Children Check	87.00
7903.11250-01	26/06/2024	Ausden Nominees Pty Ltd		4,378.35
			INV ASN4018 Rates Refund	4,378.35
7905.5560-01	01/06/2024	City of Bunbury Credit Card - Manager Finance		1,868.58
			INV 50012089 Brixton Trestle Desks - Museum	362.98
			INV 538561WEB GoFax Monthly Fee	14.95
			INV SPONSORSHIP Sponsorship of World Vision Child	48.00
			INV ACOC2B95-0006 Eventbrite Ticketing Fee - Museum Shipwrecks Talk	9.99
			INV 233421855 BRAG Shopify Subscription	9.44
			INV MC19585243 SWSC - Mailchimp Subscription	199.61
			INV 10889304 SWSC - Spotify Subscription	41.33
			INV 140765591 Library NBN Monthly Charge	141.99
			INV ACOC2B95-0007 Eventbrite Ticketing Fee - Museum Winter Warmer	9.99
			INV 189617891 Infrastructure Depot - Staff Amenities	678.80
			INV 4148-15169031 Canva Pro Subscription - Media & Marketing	153.50
			INV 31963 Parks & Leisure Australia - 2024 WA Awards Attendance	198.00
7905.5563-01	01/06/2024	City of Bunbury Credit Card - Director Corporate & Community		257.34
			INV zzL5 Meal Expenses - CD Development Day	230.00
			INV 17052024 Meeting Refreshments - Mentor & Mentee Catchup	13.60
			INV 18 Meeting Refreshments - Mentor & Mentee Catchup	13.74
7905.5565-01	01/06/2024	City of Bunbury Credit Card - Director Infrastructure		94.64
			INV U2589 Travel Expenses - IPWEA Conference Melbourne	94.64
7905.5566-01	01/06/2024	City of Bunbury Credit Card - Assistant to Director Corporate & Community		4,721.37
			INV 3719 Strategic Briefing Catering	61.30
			INV 035463-246299 Staff Training - Cyberwest Summit 2024 Registration	660.00
			INV BSEM3T6 Training Registration - Aboriginal Cultural Competence	1,890.00
			INV 10126562 Strategic Briefing Catering	274.00
			INV 1840 CoB Staff Catchup Catering	11.90
			INV Q82WVND9 Training Registration - Establishing & Running a Successful Youth Advisory Group	103.00
			INV 4909 Storm Clean up Appreciation Event Catering	70.43
			INV CI4UUPKJ-1 Staff Training Accommodation & Parking Expenses	262.98
			INV 8146 Ignite Training Catering	260.25
			INV 293299452 Ignite Training Catering	80.00
			INV 1121662487 Ignite Training Catering	204.00
			INV 2016963117 Ignite Training Catering	90.00
			INV 1961689119 Ignite Training Catering	119.00
			INV 4924 Strategic Briefing Catering	90.18
			INV 1295 Community Session Catering	27.95
			INV 3760718503 Staff Training Accommodation Expenses - Cyberwest	258.19
			INV 3761729299 Staff Training Accommodation Expenses - Cyberwest	258.19
7905.5567-01	01/06/2024	City of Bunbury Credit Card - Chief Executive Officer		91.28
			INV 09052024 Meal Expenses - Meeting with City of Busselton	40.80

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 184285 Parking Expenses - Legal Meeting	25.24
			INV 184287 Parking Expenses - Legal Meeting	25.24
7905.5568-01	01/06/2024	City of Bunbury Credit Card - Assistant to Chief Executive Officer		3,854.68
			INV 4746556 Catering for Storm/Tornado Disaster Relief	122.00
			INV 4744931 Catering for Storm/Tornado Disaster Relief	150.00
			INV Alan_Fe-d276d9f6 Catering for Storm/Tornado Disaster Relief	458.45
			INV 02/04840 CoB Catch up May 2024 Staff Service Awards	2,633.30
			INV 01/00613 CoB Catch up May 2024 Staff Service Awards	423.80
			INV 8C358NK3 2024/25 State Budge Breakfast with Don Punch MLA Registration	67.13
7905.5569-01	01/06/2024	City of Bunbury Credit Card - Assistant to Mayor		1,264.99
			INV 24-00243372 Council Function Room Supplies - Urn Tray	9.95
			INV 3694 Council Function Room Cleaning Supplies	3.40
			INV 7148 Catering Supplies for CoB Catch Up	14.65
			INV 30065173008 Council Function Room Supplies - Containers	7.00
			INV 186620552 Council Function Room Supplies	119.52
			INV 291920298 Ordinary Council Meeting Catering	292.10
			INV 66433848 Withers Community Meeting - Ice	12.00
			INV 2024:040 Tornado Community Meeting Catering	194.00
			INV 16144 Certificate Framing - Mayors Office	129.82
			INV 01052024 Bunbury Geographe Sports Awards - MC Meeting	18.00
			INV 7040 Community Meeting & Council Function Room Supplies	112.70
			INV 13505308 Councillor Accommodation & Meal Expenses - Placemaking Summit Melbourne	316.00
			INV 1158 Executives & Elected Members City Bus Tour & Citizenship Ceremony Catering	35.85
7905.6129-01	01/06/2024	City of Bunbury Credit Card - Manager People & Safety		384.00
			INV 45633799 Survey Monkey Subscription Renewal	384.00
7905.6491-01	01/06/2024	City of Bunbury Credit Card - Marketing & Communications		1,662.30
			INV MC18458317 CoB Mailchimp Subscription 2023/2024	200.49
			INV MC09765185 BRAG Mailchimp Subscription 2024	113.91
			INV KJUTU4C7J2 Advertising - SWSC/BWP	56.74
			INV 4975996138 Advertising - SWSC/BRAG/Museum	499.48
			INV G4JXS3UAM2 Advertising - Museum/BWP	97.77
			INV XZQ7J3UAM2 Advertising - BRAG/Museum/BWP	500.24
			INV 7WGCC2CL22 Advertising - Greening Bunbury/Frank Buswell Foreshore/Youth Woola Boola Event	168.67
			INV 4397 0666 333 Hands Oval Screen Image	25.00
7905.6618-01	01/06/2024	City of Bunbury Credit Card - Sport & Recreation (SWSC)		1,249.36
			INV 602122AU Youthfit & Teen Tai Chill Signs - SWSC	270.43
			INV DGS021740 SWSC Dangerous Goods Annual Licence Fee	258.00
			INV 20052024 SWSC Gym Supplies	81.30
			INV 0453 SWSC Creche Supplies	158.70
			INV 15052024 SWSC Creche Supplies	8.99
			INV 190564552 SWSC Cafe Supplies	177.50
			INV 3851 Cleaning Supplies - SWSC	137.20
			INV INV14129714 SWSC SendGrid Monthly Subscription	142.24
			INV 04052024 SWSC Cafe Supplies	15.00
7905.6619-01	01/06/2024	City of Bunbury Credit Card - Bunbury Wildlife Park (BWP)		29.00
			INV 969E1ACE-0008 Eventbrite Marketing - BWP	29.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7905.6620-01	01/06/2024	City of Bunbury Credit Card - Fleet		239.95
			INV 1696565 Plant Annual Inspection - BY931B	239.95
7905.7068-01	01/06/2024	City of Bunbury Credit Card - Libraries & Learning		978.17
			INV 9114D1AE-0009 Library Eventbrite Subscription	29.00
			INV 501999178 Wearable Art Festival Activity Templates for Children's Programs - Library	46.23
			INV 22052024 Library Youth Group Event Catering	235.50
			INV 110279478 Rubbish Bins - Library	667.44
7905.7858-01	01/06/2024	City of Bunbury Credit Card - Assistant to Director Sustainable Development		992.67
			INV 16052024 Depot Storm/Tornado Recovery Breakfast	194.97
			INV 27028981 Staff Training Accommodation Expenses - PIA Conference	777.70
			INV 168755 PIA Registration Event Recording	20.00
7905.9181-01	01/06/2024	City of Bunbury Credit Card - Information Services		876.30
			INV AT-315700297 Bitbucket 2019 Standard Subscriptions - 17/05/2024 to 17/06/2024	45.77
			INV AT-317938553 Confluence (Cloud) Standard Subscription	121.51
			INV 212405581139 Algolia Web Search Subscription	358.92
			INV in_PJ5aAHBax7 1Password Subscription	120.58
			INV G047288333 Microsoft Azure Standard - Storage April 2024	0.32
			INV 09052024 Ako Dual Port USB Car Charger	40.00
			INV 03-11552-54332 Samsung Galaxy A12 Screen Protectors	19.29
			INV 92713EA7-0004 Windmill Monthly Subscription	169.91
7906.1802-01	03/06/2024	Western Australian Treasury Corporation		15,989.24
			INV 391/3 Loan Repayment 391 - Bunbury & Districts Hockey S/S Lighting	15,989.24
7907.1802-01	17/06/2024	Western Australian Treasury Corporation		284,915.27
			INV 387/8 Loan Repayment 387 - Marine Walls	40,181.79
			INV 370/18 Loan Repayment 370 - Airport Upgrades	14,536.26
			INV 369/18 Loan Repayment 369 - Urban Stormwater Drainage	94,724.01
			INV 368/18 Loan Repayment 368 - Path and Road Construction	59,574.85
			INV 365/18 Loan Repayment 365 - Hay Park S Multi Purpose Sports Pavilion	75,898.36
7908.6749-01	28/06/2024	Smith Constructions WA		337,921.07
			INV INV-02408 Forrest Park Sports Pavilion Claim	337,921.07
7909.1802-01	18/06/2024	Western Australian Treasury Corporation		176,551.19
			INV 381/12 Loan Repayment 381 - Depot Construction	176,551.19
7910.1802-01	20/06/2024	Western Australian Treasury Corporation		79,271.44
			INV 383/10 Loan Repayment 383 - Road Construction	28,311.23
			INV 382/10 Loan Repayment 382 - Stirling Street Arts Centre	50,960.21
7911.1802-01	24/06/2024	Western Australian Treasury Corporation		300,793.82
			INV 390/4 Loan Repayment 390 - Athletics Track Surface	33,623.68
			INV 389/4 Loan Repayment 389 - Youth Precinct	188,740.89
			INV 388/4 Loan Repayment 388 - Hay Park (North) Pavilion	59,767.95
			INV 372/16 Loan Repayment 372 - Hay Park Sports Pavilions	18,661.30
7912.11043-01	28/06/2024	Kilpatrick Developments Pty Ltd		716.22
			INV ASN51822 Rates Refund	347.42
			INV ASN6651 Rates Refund	368.80
7912.11251-01	28/06/2024	C Graham		129.12
			INV Reimburse270624 Reimbursement for Fuel - BY913U	129.12
7912.11258-01	28/06/2024	Shubha Khadka		98.11

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV Refund25062024 Refund - SWSC Membership	98.11
7913.1802-01	26/06/2024	Western Australian Treasury Corporation		73,818.32
			INV 379/14 Loan Repayment 379 - Public Facilities Upgrade	11,597.54
			INV 378/14 Loan Repayment 378 - Roadworks & Path Construction	45,230.39
			INV 373/14 Loan Repayment 373 - Museum and Heritage Centre	16,990.39
7914.10840-01	28/06/2024	Brianna Binning		78.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	78.00
7914.11046-01	28/06/2024	Maddison Leyshon		156.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	156.00
7914.11075-01	28/06/2024	Koopa Evans		182.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	182.00
7914.11248-01	28/06/2024	Panelworx		500.00
			INV 8432 Insurance Excess Claim - BY2433A	500.00
7914.1579-01	28/06/2024	Stirling Street Arts Centre		21,254.67
			INV 9264 Capital Funding 2023/2024	21,254.67
7914.2377-01	28/06/2024	Bunbury State Emergency Service Unit		15,639.08
			INV 2024-26 2023/24 LGGs Grant Funding - Q4 Final	15,639.08
7914.2849-01	28/06/2024	Waterlogic Australia Pty Ltd		562.10
			INV CD-3796104 SWSC Equipment Rental Service	562.10
7914.313-01	28/06/2024	Bunbury Senior High School		500.00
			INV 3082023 Donation - Iluka Visions South West High Schools Exhibition	500.00
7914.5614-01	28/06/2024	Councillor K Steele		151.65
			INV Allowance060624 Allowance Claim - Placemaking Summit Melbourne	151.65
7914.587-01	28/06/2024	Department of Health of WA		1,528.46
			INV INV-HU468VFX Staff Training - Aerated Wastewater Treatment System Servicing & Maintenance Course	1,528.46
7914.7767-01	28/06/2024	Netstar Australia Pty Ltd		2,541.33
			INV 193570 Netstar 4-G GPS Devices - June 2024	2,037.53
			INV 193569 Netstar 4-G GPS Devices - April 2024	125.40
			INV 193568 Netstar 4-G GPS Devices - May 2024	378.40
7914.8498-01	28/06/2024	Kerrie Louise Bassett		156.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	156.00
7914.8503-01	28/06/2024	Capri Di Candilo		78.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	78.00
7914.8505-01	28/06/2024	Danielle Louise Butson		416.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	416.00
7914.8506-01	28/06/2024	Teresa Maria Halligan		182.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	182.00
7914.8507-01	28/06/2024	Julie Combes		598.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball- 10/06/2024 to 20/06/2024	598.00
7914.8508-01	28/06/2024	Rebekka Flockton		52.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	52.00
7914.9489-01	28/06/2024	Suzanne Howard		130.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	130.00
7914.9525-01	28/06/2024	Vanessa Rose Black		156.00
			INV UMPIRE.20/06/24 SWSC Umpire Netball - 10/06/2024 to 20/06/2024	156.00
7914.9676-01	28/06/2024	Dennis Jetta		500.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 31052024 Welcome to Country - Walk for Reconciliation 2024	500.00
7918.5560-01	28/06/2024	City of Bunbury Credit Card - Manager Finance		1,685.34
			INV 2024/25 REGO-3M 2024/25 Fleet Registration Renewals - 3 Months	534.50
			INV 10897912 SWSC Spotify Fee	41.15
			INV MC19825033 SWSC Mailchimp Fee	199.46
			INV 2413886 BRAG Annual Subscription - Issuu	391.66
			INV 243505079 BRAG Shopify Fee	18.27
			INV ACOC2B95-0008 Eventbrite Fee - Sharing Noongar Place Names BHMC	9.00
			INV DMCHVPUJ Futuring Craft 2024 Conference - BRAG	204.45
			INV INV260215196 Zoom Annual Subscription - Library	223.90
			INV SPONSORSHIP World Vision Sponsorship	48.00
			INV 553303WEB GoFax Monthly Fees 2023/2024	14.95
7918.5565-01	28/06/2024	City of Bunbury Credit Card - Director Infrastructure		94.00
			INV 14062024 Catering - Infrastructure Team Storm Clean Up Thank You	94.00
7918.5566-01	28/06/2024	City of Bunbury Credit Card - Assistant to Director Corporate & Community		2,743.29
			INV CSXQRHTP Staff Training - Navigating LG Procedures & Processes	495.00
			INV 8444 Staff Amenities	156.00
			INV YFWAXW9P Staff Training - The Art of Confident Leadership	367.00
			INV 9130 Staff Amenities	132.00
			INV 5 Catering - Strategic Briefing & Storm Cleanup Meetings	525.00
			INV 5006013 Catering - BRAG Advisory Meeting	259.00
			INV 823572 Accommodation for Staff Training	469.25
			INV 5FGF3LLV 2024 Southern Forests & Valleys Tourism Conference	86.07
			INV S0970367298 Microphones - Reconciliation Week Walk	149.00
			INV 9759 Catering for Youth Advisory Council	104.97
7918.5567-01	28/06/2024	City of Bunbury Credit Card - Chief Executive Officer		197.56
			INV GDBHJFA-0001356 Travel Expenses - RACWA Meeting with Mayor & CEO	51.30
			INV 14062024 Meeting Expenses - Mayor, CEO & Don Punch	25.50
			INV 20062024 Travel Expenses - RACWA Meeting with Mayor & CEO	35.06
			INV 13062024 Meeting Expenses - Mayor & CEO	22.60
			INV 41010 Director Sustainable Development Interviews	44.40
			INV 06062024 Meeting Expenses - Staff Planning	18.70
7918.5568-01	28/06/2024	City of Bunbury Credit Card - Assistant to Chief Executive Officer		845.38
			INV 1-1289 Gifts for Chinese Delegation	100.00
			INV 21062024 Chinese Delegation Lunch	745.38
7918.5569-01	28/06/2024	City of Bunbury Credit Card - Assistant to Mayor		2,035.40
			INV 527 Catering for Ordinary Council Meeting	345.52
			INV 24062024 Rubber Backed Mats - Civil Foyer Area	220.00
			INV 38843 Training - Critical Thinking Improves Decision Making Course	670.00
			INV 13 Catering for Ordinary Council Meeting	234.00
			INV 001-28768 Mayoral Chain Clean/Repairs/Attach Brooch Pins	500.00
			INV UT7XA5KD Rotary Business Dinner Councillor Registration	56.88
			INV 31052024 Sports Forum Catering	9.00
7918.6491-01	28/06/2024	City of Bunbury Credit Card - Marketing & Communications		2,383.15
			INV MC18681374 CoB Mailchimp Subscription 2023/2024	201.31
			INV 4995786709 Advertising - BRAB/Museum/SWSC	487.28

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV SMRLK28L22 Advertising - Greening Bunbury/Walk for Reconciliation	105.78
			INV LP9DH7YAM2 Advertising - BRAG/Library/BWP	5.87
			INV KHD7D5L6J2 Advertising - SWSC	200.00
			INV MC09857061 BRAG Mailchimp Subscription 2024	114.38
			INV 98AFU5UAM2 Advertising - BRAG/Library/BWP	450.79
			INV 26S756QAM2 Advertising - Museum/BWP/Library	450.00
			INV 9TE976C7J2 Advertising - SWSC	167.74
			INV 8VHWP6G7J2 Advertising - SWSC	200.00
7918.6618-01	28/06/2024	City of Bunbury Credit Card - Sport & Recreation (SWSC)		578.63
			INV 21062024 SWSC Cafe Supplies	29.90
			INV 192754463 SWSC Cafe Supplies	179.53
			INV 31052024 SWSC Cafe Supplies	27.50
			INV 191632726 SWSC Cafe Supplies	183.52
			INV 02062024 SWSC Cafe Supplies	19.10
			INV INV14129714* SWSC SendGrid Monthly Subscription	139.08
7918.6619-01	28/06/2024	City of Bunbury Credit Card - Bunbury Wildlife Park (BWP)		1,917.99
			INV 969E1ACE-0009 Eventbrite Marketing - BWP	29.00
			INV 105454 Table & Chairs for Library Courtyard	1,888.99
7918.7068-01	28/06/2024	City of Bunbury Credit Card - Libraries & Learning		1,535.30
			INV DS-INV-GB-503 Library Children's Programs and Display Materials	105.97
			INV 6521605893452 Wearable Art Festival Supplies - Library	18.00
			INV 391960 Library Wearable Art Festival Social Competition Prize	25.00
			INV 13783 Library Wearable Art Festival Social Competition Prize	25.00
			INV 9515-2901-0032 Library Wearable Art Festival Social Competition Prize	25.00
			INV 1306510 Library Wearable Art Festival Social Competition Prize	25.00
			INV 65 Library Wearable Art Festival Social Competition Prize	25.00
			INV 1960604054015 Library Wearable Art Festival Social Competition Prize	25.00
			INV 01227/01-8453 Library Wearable Art Festival Social Competition Prize	25.00
			INV 46679 Library Wearable Art Festival Social Competition Prize	25.00
			INV 8406013778 Platter Plates for Library Events/Programs	30.00
			INV 8402041157 Wearable Art Festival Supplies & Library Display Materials	122.00
			INV 20240617a Children's Program & Library Display Materials	12.03
			INV 503-8661044-5222 Children's Program & Library Display Materials	137.87
			INV 12484342-INV-AU Children's Program & Library Display Materials	45.40
			INV 503-8768750 Children's Program & Library Display Materials	29.99
			INV 95285173008 Black T-Shirt for Wearable Art Mannequin Display - Library	15.30
			INV 12484342* Children's Program & Library Display Materials	33.00
			INV 0453 Storage Containers - Library	44.99
			INV 12484342 Table Arch - Library	293.43
			INV R30030 Stationery - Library	186.55
			INV 9114D1AE-0010 Library Eventbrite Ticketing - South West Science	19.00
			INV 9114D1AE-0011 Library Eventbrite Subscription	29.00
			INV 12484342-INV Children's Program & Library Display Materials	101.15
			INV 04062024 Stationery - Library	111.62
7918.7858-01	28/06/2024	City of Bunbury Credit Card - Assistant to Director Sustainable Development		237.00
			INV 414722 Bluedog Training - WA Construction White Card	79.00

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 414768 Blue dog Training - WA Construction White Card	79.00
			INV 414934 Blue dog Training - WA Construction White Card	79.00
7918.9181-01	28/06/2024	City of Bunbury Credit Card - Information Services		1,089.09
			INV 77242808 Grammarly Subscription (1 User) - 14/06/2024 to 13/06/2025	222.62
			INV G049664497 Microsoft Azure Standard - Storage May 2024	0.54
			INV S1208642 Laptop Bag	18.45
			INV 92713EA7-0005 Windmill Monthly Subscription - 08/06/2024 to 08/07/2024	170.07
			INV 503760924 Annual ACMA Renewal License 10233856/1	119.00
			INV IN20001125601-1 Domain Renewal southwestsportscentre.com.au - June 2024/May 2025	19.37
			INV IN20001125600-1 Domain Renewal brag.or.au - June 2024 to May 2025	19.37
			INV 2.124E+11 Algolia Web Search Subscription (Website) 23/05/2024 to 22/06/2024	352.77
			INV AT-325018701 Confluence (Cloud) Standard Subscription	120.70
			INV c Bitbucket 2019 Standard Subscription - 17/05/2024 to 22/06/2024	46.20

Total: EFT Payments \$16,752,719.32

Payroll Transfers

PY24-25	04/06/2024	COB Municipal Account	Payroll - F/E 04/06/2024	\$857,846.72
PY24-26	18/06/2024	COB Municipal Account	Payroll - F/E 18/06/2024	\$895,613.14

Total: Payroll Transfers \$1,753,459.86

Total: COB Municipal Account **\$18,556,759.63**

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 23/07/2024 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings.



D. RANSOM
MANAGER FINANCE

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Trust Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
EFT Payments						
7888.10608-01	14/06/2024	Candice Nannup				39.00
			INV	1310-CN13	BRAG - Sale of Artwork	39.00
7888.419-01	14/06/2024	City of Bunbury				373.05
			INV	1314-SC30	BRAG - Commission on Artwork	17.60
			INV	1304-RW82	BRAG - Commission on Artwork	17.60
			INV	1310-CN13	BRAG - Commission on Artwork	11.00
			INV	1309-DA02	BRAG - Commission of Artwork	17.60
			INV	May 2024	Commission on BSL Levies - May 2024	235.00
			INV	229659-M7S0H8	Commission on CTF Levies - May 2024	74.25
7888.6042-01	14/06/2024	CPR Outdoor Centre				61.65
			INV	6.2024.38714.1	BSL Levy Refund - Lot 8, 121 Mosedale Avenue, Usher	61.65
7888.7534-01	14/06/2024	Building and Construction Industry Training Board				6,653.95
			INV	229659-M7S0H8	CTF Levies - May 2024	6,653.95
7888.7535-01	14/06/2024	Department of Mines, Industry Regulation and Safety				14,033.23
			INV	MAY 2024	BSL Levies - May 2024	14,033.23
7888.8181-01	14/06/2024	Rhona Wallam				62.40
			INV	1304-RW82	BRAG - Sale of Artwork	62.40
7888.8649-01	14/06/2024	Dawn Alone				62.40
			INV	1309-DA02	BRAG - Sale of Artwork	62.40
7888.8732-01	14/06/2024	Shannon Jade Clohessy				62.40
			INV	1314-SC30	BRAG - Sale of Artwork	62.40
7904.10418-01	27/06/2024	Maintech Solutions Pty Ltd				61.65
			INV	6.2023.38544.2	Building Services Levy Refund - Lot 12, 1 Island Queen Street, Withers	61.65
7904.10608-01	27/06/2024	Candice Nannup				62.40
			INV	1320-CN03	BRAG - Sale of Artwork	62.40
7904.419-01	27/06/2024	City of Bunbury				183.70
			INV	217	BRAG - Consignment on Artwork	35.20
			INV	1316-BT45	BRAG - Commission on Artwork	20.90
			INV	1317-CU13	BRAG - Commission on Artwork	17.60
			INV	1317-SC26	BRAG - Commission on Artwork	17.60
			INV	1318-MU02	BRAG - Commission on Artwork	8.80
			INV	1322-RW70	BRAG - Commission on Artwork	26.40
			INV	1320-MR01	BRAG - Commission on Artwork	17.60
			INV	1320-CN03	BRAG - Commission on Artwork	17.60
			INV	1236-MU22	BRAG - Commission on Artwork	4.40
			INV	1236-MU26	BRAG - Commission on Artwork	8.80
			INV	1323-MU19	BRAG - Commission on Artwork	8.80
7904.8018-01	27/06/2024	Tracy Elizabeth Bellotti				124.80
			INV	271	BRAG - Sale of Artwork	124.80
7904.8129-01	27/06/2024	Beverly Thomson				74.10
			INV	1316-BT45	BRAG - Sale of Artwork	74.10

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

COB Trust Account

Reference No.	Date	Payee	Description	Amount
7904.8181-01	27/06/2024	Rhona Wallam		93.60
			INV 1322-RW70 BRAG - Sale of Artwork	93.60
7904.8675-01	27/06/2024	Marjorie Elizabeth Ugle		109.20
			INV 1318-MU02 BRAG - Sale of Artwork	31.20
			INV 1236-MU22 BRAG - Sale of Artwork	15.60
			INV 1236-MU26 BRAG - Sale of Artwork	31.20
			INV 1323-MU19 BRAG - Sale of Artwork	31.20
7904.8732-01	27/06/2024	Shannon Jade Clohessy		62.40
			INV 1317-SC26 BRAG - Sale of Artwork	62.40
7904.9325-01	27/06/2024	Melissa Riley		62.40
			INV 1320-MR01 BRAG - Sale of Artwork	62.40
7904.9963-01	27/06/2024	Charlotte Marie Ugle		62.40
			INV 1317-CU13 BRAG - Sale of Artwork	62.40
7915.7534-01	30/06/2024	Building and Construction Industry Training Board		10,922.64
			INV 233386-J4R0G8 CTF Levies - June 2024	10,922.64
7915.7535-01	30/06/2024	Department of Mines, Industry Regulation and Safety		23,811.56
			INV JUNE 2024 BSL Levies - June 2024	23,811.56
7915.419-01	30/06/2024	City of Bunbury		226.00
			INV 233386-J4R0G8 Commission on CTF Levies - June 2024	66.00
			INV JUNE 2024 Commission on BSL Levies - June 2024	160.00
Total: EFT Payments				<u>\$57,204.93</u>

Total: COB Trust Account

\$57,204.93

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 23/07/2024 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings.



D. RANSOM
MANAGER FINANCE

City of Bunbury
Schedule of Accounts Paid for Period
1/06/2024 to 30/06/2024

BVIC Trust Account

Reference No.	Date	Payee	Description	Amount
EFT Payments				
7871.419-01	05/06/2024	City of Bunbury		17.93
			INV 12948893 The Clifton/Maber	17.93
7871.8808-01	05/06/2024	Clifton Motel & Grittelton Lodge		145.07
			INV 12948893 Maber	145.07
7873.419-01	05/06/2024	City of Bunbury		312.86
			INV 310424 Commission 01.03.2024 - 31.03.24	312.86
7873.5945-01	05/06/2024	South West Transit Group		1,773.14
			INV 050324 Consignment Sales	2,086.00
			C/N 5945 Commission 01.03.2024 - 31.03.2024	-312.86
7878.419-01	06/06/2024	City of Bunbury		379.91
			INV 300424 Commission 01.04.2024 - 30.04.2024	379.91
7878.5945-01	06/06/2024	South West Transit Group		2,153.09
			INV 020424 Consignment Sales	2,533.00
			C/N 300424 Commission 01.04.2024 - 30.04.2024	-379.91
7892.1281-01	19/06/2024	Ocean Drive Motel		627.45
			INV 12948392 Cooper	627.45
7892.419-01	19/06/2024	City of Bunbury		96.58
			INV 12948392 Commission 15.05.2024 - 31.05.2024	96.58
7892.8808-01	19/06/2024	Clifton Motel & Grittelton Lodge		153.97
			INV 13015917 Armstrong	153.97
7895.419-01	18/06/2024	City of Bunbury		484.83
			INV 310524 Commission 01.05.2024 - 31.05.2024	484.83
7895.5945-01	18/06/2024	South West Transit Group		2,747.37
			INV 010524 Consignment Sales	3,232.20
			C/N 310524-COM Commission 01.05.2024 - 31.05.2024	-484.83
			Total: EFT Payments	<u>\$8,892.20</u>

Total: BVIC Trust Account

\$8,892.20

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 23/07/2024 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings.



D. RANSOM
MANAGER FINANCE

10.3.5 Financial Management Report for the Period Ending 31 May 2024

File Ref:	COB/5709
Applicant/Proponent:	Internal Report
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.3.5-A: Statement of Comprehensive Income Appendix 10.3.5-B: Statement of Financial Activity Appendix 10.3.5-C: Statement of Net Current Assets Appendix 10.3.5-D: Statement of Financial Position Appendix 10.3.5-E: Capital Projects Expenditure Summary Appendix 10.3.5-F: Operating Projects Expenditure Summary Appendix 10.3.5-G: Monthly Community Financial Report

Summary

The following comments are provided on the key elements of the City’s financial performance.

1. Statement of Comprehensive Income (**attached** at Appendix DSOP-1)
 Actual Financial Performance to 31 May 2024 (refer explanations within the report)
 - Actual operating income of \$66.28M is \$1.14M more than the year-to-date budgeted income of \$65.14M.
 - Actual operating expenditure of \$66.68M is \$2.70M under the year-to-date budgeted expenditure of \$69.38M.
 - Actual operating deficit of \$399K is \$3.84M less than the year-to-date budgeted operating deficit of \$4.24M.

2. Statement of Financial Activity (**attached** at Appendix DSOP-2)

Closing funding surplus forecast to 30 June 2024 has increased to \$2.85M, which is \$2.62M higher than the current budget of \$240K, mainly due to higher than anticipated income from financial assistance grants and subsidies – received in advance for 2024/25 (\$1.86M), additional contributions & reimbursements received (\$199K), interest received (\$474K), and higher than anticipated interim rates (\$80K). Note the Closing surplus of \$2.85M is required for funding the 2024/25 budget.

3. Statement of Financial Position (**attached** at Appendix DSOP-4)

The City’s year-to-date actuals and end of financial year (F/Y) forecast balances are as follows:

	Year-to-date	Forecast
* Current Assets of \$33.65M includes:		
- Cash and Investments	\$31.01M	\$27.31M
- Rates Receivable	\$1.07M	\$1.93M
- Other Current Assets	\$1.57M	\$2.28M

* Current Liabilities of \$13.19M includes:		
- Trade and Other Payables	\$5.42M	\$8.48M
- Annual Leave and LSL Provisions	\$5.22M	\$5.59M
* Working Capital (Current Assets less Current Liabilities)	\$20.46M	\$14.78M
* Equity (Total Assets less Total Liabilities)	\$495.46M	\$494.43M

4. Capital Works (**attached** at Appendix DSOP-5)

- Actual capital works of \$21.95M is \$7.28M less than the year-to-date budgeted capital works of \$29.23M (refer explanation within report).
- The progress of capital works is monitored monthly.
- Capital works include a combination of funding sources including municipal, reserve and grant funds.

5. Operating Project Expenditure (**attached** at Appendix DSOP-6)

- Actual operating project expenditure of \$4.42M is \$1.84M less than the year-to-date budgeted operating project expenditure of \$6.26M.
- Operating projects include a combination of funding sources including municipal, reserve and grant funds.

Executive Recommendation

The Financial Management Report for the period ending 31 May 2024 be received.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13	A leading local government
Objective 13.3	Effectively manage the City's resources

Background

A financial management report is provided to Councillors monthly which includes the following summaries:

- Statement of Comprehensive Income (**attached** at Appendix DSOP-1)
- Statement of Financial Activity (**attached** at Appendix DSOP-2)
- Statement of Net Current Assets (**attached** at Appendix DSOP-3)
- Statement of Financial Position (**attached** at Appendix DSOP-4)
- Capital Projects Expenditure Summary (**attached** at Appendix DSOP-5)
- Operating Projects Summary (**attached** at Appendix DSOP-6)
- Monthly Community Financial Report (**attached** at Appendix DSOP-7)

These summaries include end-of-year forecasts based on a monthly review of year-to-date income and expenditure for all accounts.

Council Policy Compliance

Not applicable.

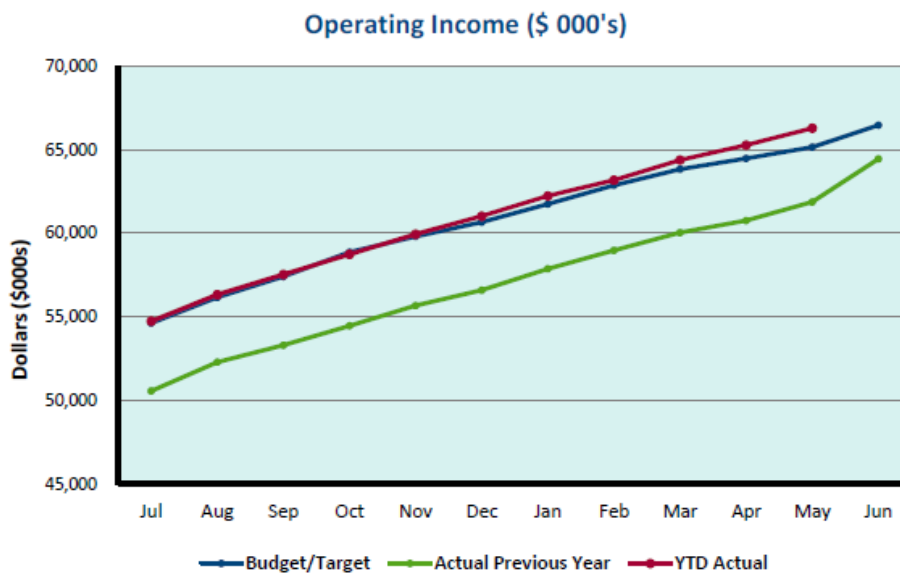
Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (**attached** at Appendix DSOP-2) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Special Council Meeting 25 July 2023, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and \$25,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2023/24.

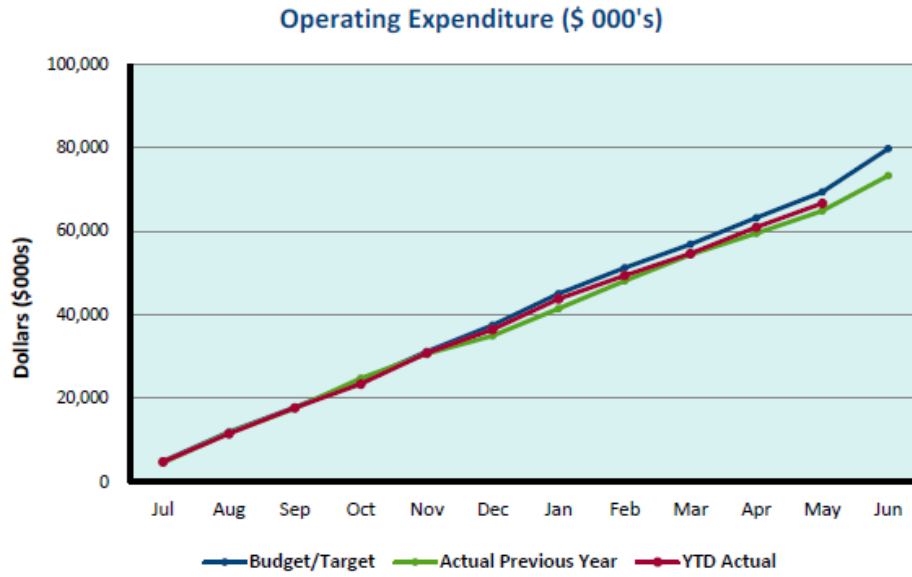
Officer Comments

The Operating Income, Operating Expenditure and Capital Expenditure graphs provide an overview on how the actual income/expenditure is tracking to budget and the previous financial year. Comments are provided on each graph regarding the current financial position.

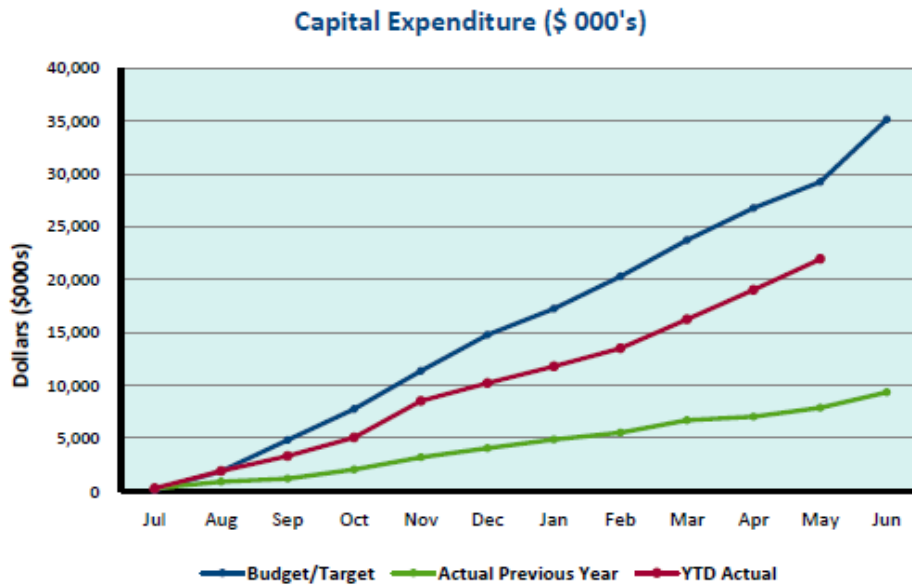


Note: Operating income includes: rates, fees and charges, operating grants and subsidies, contributions, reimbursements and donations, interest and other revenue.

Actual operating income of \$66.28M is \$1.14M more than the year-to-date budgeted income of \$65.14M.



Note: Actual operating expenditure is below the year-to-date budget by \$2.70M.



Note: The actual capital expenditure at the end of May 2024 of \$21.95M is \$7.28M less than the year-to-date budget of \$29.23M. The monthly Capital Projects Summary report provides more detail on all capital projects.

The following is an explanation of significant variances identified in the statement of Financial Activity. Please refer to Appendices DSOP-5 and DSOP-6 for more detailed information regarding projects:

Statement of Financial Activity	YTD Actual to Budget Variance
Operating Revenue	
<p><i>Contributions Reimbursements and Donations</i> – Favourable year-to-date variance of \$218K mainly due to higher than expected workers compensation reimbursements (\$71K), insurance reimbursements (\$44K), government paid parental leave (\$39K), coordinate debt recovery (\$29K), process property utility recoups (\$21K), operate and maintain electric car charging stations (\$5K). End of year forecasts have been entered.</p>	<p>\$218,018 26%</p>
<p><i>Interest received</i> – Favourable year-to-date variance of \$433K mainly due to higher than anticipated Investment interest (\$352K) and rates debtor Interest (\$81K). End of year forecasts have been entered.</p>	<p>\$433,468 21%</p>
Operating Expenses	
<p><i>Materials and Contracts</i> – Favourable year-to-date variance of \$2.54M mainly due to consultant expenses \$1.40M, contractor expenses \$825K, material expenses \$190K, and software and licencing expenses of \$121K. These are monitored on a monthly basis.</p>	<p>\$2,548,344 13%</p>
Capital Revenues	
<p><i>Proceeds on Disposal of Assets</i> – Unfavourable year-to-date variance of \$46K as vehicles have not been sold due to wait times of new vehicles.</p>	<p>\$46,715 15%</p>
Capital Expenses	
<p><i>Acquisition of Assets</i> – year-to-date variance due to the timing of capital expenditure. The capital projects are monitored monthly. Key project variances include:</p> <ul style="list-style-type: none"> PR-3720 Hands Oval Redevelopment - \$2.47M PR-5113 Blackspot Roadworks 2023/24 - \$527K PR-5038 Withers Regional Renewal - \$455K PR-1543 Boulters Heights Redevelopment - \$450K PR-2403 Replace Forrest Park Pavilion - \$320K PR-4881 Replace corporate vehicles - \$291K PR-5105 Renew foreshore marine walls 2023/24 - \$285K PR-4858 Expand cycleways 2023/24 - \$238K PR-5111 Bunbury Airport apron expansion - \$229K PR-4924 Regional Roadworks Program - Lillydale Road - \$216K PR-3830 Subdivision and sale of part Lot 3 Blair St - \$209K PR-5117 Regional Roadworks program – Leschenault Dr - \$207K PR-4871 Renew, resleeve and improve drainage network 2023/24 - \$195K PR-4865 Asset replacement – Personal Computers - \$166K PR-5090 Waterfront Public Art Installation - \$153K PR-5114 Beautifying Bunbury Streetscapes 23/24 - \$148K 	<p>\$7,275,224 25%</p>

PR-4696 Replace boardwalks, lookouts and beach access stairs - \$126K PR-5112 Bunbury Airport compass swinging bay - \$105K PR-5075 Implement Greening Bunbury Plan - \$100K PR-4886 Replace playground equipment 2023/2024 - \$93K PR-4890 Renew irrigation infrastructure 2023/24 - \$85K	
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Analysis of Financial and Budget Implications

This Financial Management Report on the financial performance of the City is provided for Councillors information and does not have any financial or budget implications for the 2023/24 financial year.

Community Consultation

There is no requirement for community consultation on this report. A Monthly Community Financial Report (attached at Appendix DSOP-7) has been prepared to give the community an easy-to-understand summary of the City’s financial performance. This report is available on the City’s website for community information.

Councillor/Officer Consultation

The City’s Executive Team, Department Managers and Finance staff monitor the City’s monthly revenue and expenditure and (as required) refers any variances requiring remedial action to Council.

Approved budget amendments are recorded in the financial statements to always reflect the City’s current budget and financial position.



STATEMENT of COMPREHENSIVE INCOME

Period Ending May 2024

Monday, 1 July, 2024

City of Bunbury
Statement of Comprehensive Income
Period Ending May 2024

Year to Date
 Monday, 1 July, 2024
Actual Budget % Original Current Forecast
Var Budget Budget

	Actual	Budget	%	Original Budget	Current Budget	Forecast
Rates						
Rates General Inc	46,025,397	46,025,397	0	46,025,871	46,025,397	46,025,397
Rates Interim Inc	234,620	154,167	(52)	126,095	154,167	234,620
Rates Specified Area Inc	56,189	56,081	0	56,081	56,081	56,081
	46,316,206	46,235,645	0	46,208,047	46,235,645	46,316,098
Operating Grants and Subsidies						
Operating Grant Inc	1,052,157	1,126,293	7	1,717,666	1,962,847	3,799,213
	1,052,157	1,126,293	7	1,717,666	1,962,847	3,799,213
Contributions Reimbursements and Donation						
Contribution Inc	274,278	272,141	(1)	234,050	279,402	279,402
Donation Inc	6,684	6,476	(3)	3,500	6,706	6,706
Reimbursement Inc	780,047	564,374	(38)	258,197	584,186	783,676
	1,061,009	842,991	(26)	495,747	870,294	1,069,784
Fees and Charges						
Building and Planning Fee Inc	446,469	412,633	(8)	422,250	428,433	428,433
Fine and Penalty Fee Inc	79,667	90,936	12	85,000	99,235	99,235
General Hire Fee Inc	82,209	78,437	(5)	79,625	79,625	82,225
Miscellaneous Fee and Charge Inc	1,669,808	1,544,760	(8)	1,594,758	1,607,523	1,677,523
Parking Fee Inc	160,688	191,549	16	275,000	214,338	214,338
Property Lease and Rental Fee Inc	828,416	773,378	(7)	798,500	798,500	825,500
Rating Fee Inc	134,765	138,193	2	132,500	138,193	138,193
Sports Facility Fee Inc	3,943,176	3,615,516	(9)	3,773,445	3,894,048	3,961,048
Waste Collection Charge Inc	7,714,999	7,713,302	0	7,703,821	7,713,302	7,713,302
	15,060,198	14,558,704	(3)	14,864,899	14,973,197	15,139,797
Interest Received						
Cash and Investment Interest Inc	1,874,461	1,522,500	(23)	1,522,500	1,522,500	1,915,543
Rates Debtor Interest Inc	581,728	500,221	(16)	429,500	500,221	582,120
	2,456,189	2,022,721	(21)	1,952,000	2,022,721	2,497,663
Other Revenue						
Miscellaneous Inc	339,480	362,403	6	443,600	397,943	397,943
	339,480	362,403	6	443,600	397,943	397,943
Total	66,285,239	65,148,757		65,681,959	66,462,647	69,220,498

City of Bunbury
Statement of Comprehensive Income
Period Ending May 2024

	Year to Date			Monday, 1 July, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Employee Costs						
Other Employee Related Exp	(4,544,195)	(4,866,208)	7	(5,171,302)	(5,384,932)	(5,384,932)
Salary Accruals Exp	-	-	0	(376,492)	(376,492)	(376,492)
Salary Exp	(26,501,952)	(26,185,271)	(1)	(29,256,051)	(29,256,051)	(29,300,051)
	(31,046,148)	(31,051,479)	0	(34,803,845)	(35,017,475)	(35,061,475)
Material and Contracts						
Bank Fee and Charges Exp	(105,044)	(110,047)	5	(128,275)	(128,275)	(128,275)
Consultants Exp	(2,336,376)	(3,735,516)	37	(4,226,765)	(4,849,482)	(4,651,409)
Contractors Exp	(9,617,692)	(10,442,912)	8	(12,337,918)	(12,364,393)	(12,387,772)
Equipment Lease or Hire Exp	(88,737)	(92,586)	4	(55,250)	(92,586)	(92,586)
Fuel Exp	(517,708)	(521,258)	1	(563,000)	(563,000)	(563,000)
Material Exp	(2,074,468)	(2,265,031)	8	(2,541,628)	(2,518,497)	(2,558,497)
Software License or Maintenance Exp	(1,756,840)	(1,877,859)	6	(2,032,054)	(2,115,554)	(2,115,554)
	(16,496,865)	(19,045,209)	13	(21,884,890)	(22,631,787)	(22,497,093)
Insurance						
Insurance Exp	(773,152)	(786,922)	2	(787,335)	(787,335)	(787,335)
	(773,152)	(786,922)	2	(787,335)	(787,335)	(787,335)
Interest Expense						
Interest Accrual Exp	-	-	0	(1,441)	(1,441)	(1,441)
Interest Loan Borrowings Exp	(331,533)	(339,569)	2	(514,985)	(514,985)	(514,985)
	(331,533)	(339,569)	2	(516,426)	(516,426)	(516,426)
Utilities						
Electricity Exp	(1,634,809)	(1,643,900)	1	(1,903,370)	(1,903,370)	(1,903,370)
Gas Exp	(152,803)	(172,262)	11	(191,350)	(191,350)	(191,350)
Sewerage Exp	(74,669)	(73,775)	(1)	(73,775)	(73,775)	(73,775)
Water Exp	(592,125)	(596,375)	1	(596,375)	(596,375)	(609,375)
	(2,454,405)	(2,486,312)	1	(2,764,870)	(2,764,870)	(2,777,870)
Depreciation						
Depreciation Bridges Exp	(147,934)	(147,931)	0	(161,382)	(161,382)	(161,382)
Depreciation Building Exp	(2,400,390)	(2,411,574)	0	(2,630,804)	(2,630,804)	(2,630,804)
Depreciation Equipment Exp	(577,876)	(580,800)	1	(698,666)	(698,666)	(698,666)
Depreciation Furniture and Fittings Exp	(8,388)	(7,504)	(12)	(8,008)	(8,008)	(8,008)
Depreciation Lease Expense	(196,059)	(196,059)	0	(222,821)	(222,821)	(222,821)
Depreciation Marine Exp	(644,830)	(644,831)	0	(703,451)	(703,451)	(703,451)
Depreciation Open Space Exp	(882,691)	(882,695)	0	(962,936)	(962,936)	(962,936)
Depreciation Other Infrastructure Exp	(618,958)	(618,959)	0	(675,227)	(675,227)	(675,227)
Depreciation Pathways Exp	(996,121)	(996,120)	0	(1,086,677)	(1,086,677)	(1,086,677)
Depreciation Plant and Vehicle Exp	(811,382)	(853,789)	5	(991,526)	(991,526)	(991,526)
Depreciation Roads Exp	(3,715,104)	(3,715,107)	0	(4,052,841)	(4,052,841)	(4,052,841)
Depreciation Stormwater Exp	(1,102,326)	(1,102,325)	0	(1,202,537)	(1,202,537)	(1,202,537)
Depreciation Structures Exp	(345,708)	(345,708)	0	(377,136)	(377,136)	(377,136)
	(12,447,766)	(12,503,402)	0	(13,774,012)	(13,774,012)	(13,774,012)

City of Bunbury Statement of Comprehensive Income Period Ending May 2024	Year to Date			Monday, 1 July, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Other Expense						
Contrib, Donation and Sponsorship Exp	(2,145,546)	(2,173,557)	1	(1,526,864)	(2,974,312)	(2,954,312)
Elected Member Exp	(528,525)	(574,849)	8	(699,818)	(699,818)	(699,818)
Miscellaneous Exp	(379,433)	(346,956)	(9)	(379,499)	(436,894)	(486,894)
Taxation and Levy Exp	(75,849)	(75,849)	0	(88,495)	(88,495)	(88,495)
Write-Off Exp	(4,821)	(3,000)	(61)	(58,445)	(58,445)	(58,445)
	(3,134,174)	(3,174,211)	1	(2,753,121)	(4,257,964)	(4,287,964)
Total	(66,684,043)	(69,387,104)		(77,284,499)	(79,749,869)	(79,702,175)
OPERATING SURPLUS or (DEFICIT)	(398,804)	(4,238,347)		(11,602,540)	(13,287,222)	(10,481,677)

	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Grants and Contributions for the Development of Assets						
Capital Grant Subsidy and Contrib Inc	7,779,099	7,881,575	1	16,661,409	16,421,977	16,573,149
Self Supporting Loans - Debtors	(66,732)	(66,732)	0	(66,732)	(66,732)	(66,732)
Self Supporting Loans Inc	66,732	66,732	0	66,732	66,732	66,732
	7,779,099	7,881,575	1	16,661,409	16,421,977	16,573,149
Proceeds from Disposal of Assets						
Proceeds Land Disposal	-	-	0	150,000	150,000	150,000
Proceeds Plant and Vehicle Disposals	257,942	304,657	15	702,182	461,328	461,328
	257,942	304,657	15	852,182	611,328	611,328
Value of Assets Disposed						
Value of Plant and Vehicles Disposed	(155,890)	(155,890)	0	(246,977)	(246,977)	(246,977)
	(155,890)	(155,890)	0	(246,977)	(246,977)	(246,977)
Total	7,881,151	8,030,342		17,266,614	16,786,328	16,937,500
NET RESULT	7,482,347	3,791,995		5,664,074	3,499,106	6,455,823

STATEMENT of FINANCIAL ACTIVITY

Period Ending 31 May 2024

Thursday, 4 July, 2024

City of Bunbury Statement of Financial Activity Period Ending 31 May 2024	Year to Date			Thursday, 4 July, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	End Year Forecast
Operating Revenues						
Grants and Subsidies - Operating	1,052,157	1,126,293	7	1,717,666	1,962,847	3,799,213
Contributions Reimbursements and Donations	1,061,009	842,991	(26) ⚠	495,747	870,294	1,069,784
Fees and Charges	15,060,198	14,558,704	(3)	14,864,899	14,973,197	15,139,797
Interest Received	2,456,189	2,022,721	(21) ⚠	1,952,000	2,022,721	2,497,663
Other Revenue	339,480	362,403	6	443,600	397,943	397,943
Total Revenues (Excluding Rates)	19,969,033	18,913,112		19,473,912	20,227,002	22,904,400
Operating Expenses						
Employee Costs	(31,046,148)	(31,051,479)	0	(34,803,845)	(35,017,475)	(35,061,475)
Material and Contracts	(16,496,865)	(19,045,209)	13 ⚠	(21,884,890)	(22,631,787)	(22,497,093)
Depreciation	(12,447,766)	(12,503,402)	0	(13,774,012)	(13,774,012)	(13,774,012)
Interest Expense	(331,533)	(339,569)	2	(516,426)	(516,426)	(516,426)
Utilities	(2,454,405)	(2,486,312)	1	(2,764,870)	(2,764,870)	(2,777,870)
Insurance	(773,152)	(786,922)	2	(787,335)	(787,335)	(787,335)
Other Expense	(3,134,174)	(3,174,211)	1	(2,753,121)	(4,257,964)	(4,287,964)
Total	(66,684,043)	(69,387,104)		(77,284,499)	(79,749,869)	(79,702,175)
Funding Balance Adjustments						
Add Back Depreciation	12,447,766	12,503,402	0	13,774,012	13,774,012	13,774,012
Net Operating (Excluding Rates)	(34,267,244)	(37,970,590)		(44,036,575)	(45,748,855)	(43,023,763)
Movement in Non-Current Assets and Liabilities						
Movement in Non Current Provisions				62,100	62,100	62,100
Movement in Deferred Pensioner Rates	79,107					
Total	79,107	(0)		62,100	62,100	62,100
Capital Revenues						
Grants and Contributions for the Development of Assets	7,779,099	7,881,575	1	16,661,409	16,421,977	16,531,498
Proceeds from New Debentures				8,182,000	8,182,000	8,182,000
Proceeds on Disposal of Assets	257,942	304,657	15 ⚠	852,182	611,328	611,328
Transfers from Restricted Cash	(288,131)	(280,000)	(3)	6,874,207	7,208,748	6,985,154
Loan Repayments - Self Supporting	66,732	66,732	0	66,732	66,732	66,732
Total	7,815,642	7,972,964		32,636,530	32,490,785	32,376,712
Capital Expenses						
Acquisition of Assets	(21,956,674)	(29,231,898)	25 ⚠	(36,645,384)	(35,151,177)	(35,223,596)
Repayment of Debentures	(1,557,554)	(1,557,556)	0	(2,345,114)	(2,345,114)	(2,345,114)
Right of Use Lease Payments	(193,940)	(186,483)	(4)	(203,434)	(203,434)	(203,434)
Total	(23,708,167)	(30,975,937)		(39,193,932)	(37,699,725)	(37,772,144)
Total Net Operating and Capital	(50,080,662)	(60,973,563)		(50,531,877)	(50,895,695)	(48,357,095)
Rates	46,316,206	46,235,645	(0)	46,208,047	46,235,645	46,316,098
Add Surplus (Deficit) July 1 Brought Forward	4,900,127	4,900,127	0	4,484,016	4,900,127	4,900,127
Closing Funding Surplus (Deficit)	1,135,671	(9,837,791)		160,186	240,077	2,859,130



STATEMENT of NET CURRENT ASSETS

Period Ending 31 May 2024

Thursday, 4 July, 2024

City of Bunbury		Thursday, 4 July, 2024			
Statement of Net Current Assets		Opening		Current	End Year
Period Ending 31 May 2024		Balance	Actual	Budget	Forecast
Current Assets					
Cash Unrestricted	14,502,887	9,211,452	10,157,229	12,776,282	
Cash Restricted	21,517,127	21,805,258	14,308,379	14,531,973	
Trade and Other Receivables	4,067,420	2,495,829	4,067,420	4,067,420	
Inventories	148,840	143,177	148,840	148,840	
	40,236,274	33,655,715	28,681,868	31,524,515	
Current Liabilities					
Trade and Other Payables	6,047,310	3,277,586	6,332,672	6,332,672	
Contract Liabilities	2,436,308	2,144,570	2,150,946	2,150,946	
Provisions	5,268,671	5,225,900	5,583,063	5,583,063	
	13,752,289	10,648,056	14,066,681	14,066,681	
NET CURRENT ASSETS	26,483,985	23,007,659	14,615,187	17,457,834	
Less					
Cash - Restricted	21,517,127	21,805,258	14,308,379	14,531,973	
Receivables	66,732	66,732	66,732	66,732	
NET CURRENT ASSET POSITION	4,900,127	1,135,671	240,077	2,859,130	



STATEMENT of FINANCIAL POSITION

Period Ending 31 May 2024

Thursday, 4 July, 2024

Statement of Financial Position
Period Ending 31 May 2024Opening
Balance

Actual

Current
BudgetEnd Year
Forecast**Current Assets**

Cash and Investments	36,020,014	31,016,710	24,465,608	27,308,255
Trade and Other Receivables	4,067,420	2,495,829	4,067,420	4,067,420
Inventories	148,840	143,177	148,840	148,840
	40,236,274	33,655,715	28,681,868	31,524,515

Current Liabilities

Trade and Other Payables	8,483,618	5,422,156	8,483,618	8,483,618
Current Provisions	5,268,671	5,225,900	5,583,063	5,583,063
Current Loan Liability	2,436,308	2,546,802	1,580,567	2,677,127
	16,188,597	13,194,858	15,647,248	16,743,808

Non Current Assets

Non Current Receivables	4,424,444	4,278,606	4,357,712	4,357,712
Property, Plant and Equipment	239,729,141	236,372,905	234,930,339	234,930,339
Infrastructure	227,747,224	219,293,552	218,525,037	218,525,037
Work in Progress	1,597,993	23,554,666	36,749,170	36,863,240
	473,498,801	483,499,729	494,562,257	494,676,327

Non Current Liabilities

Non Current Payables	401,519	401,519	401,519	401,519
Non Current Provisions	585,111	585,111	647,211	647,211
Non Current Loan Liability	8,580,772	7,512,533	15,069,965	13,973,405
	9,567,402	8,499,163	16,118,695	15,022,135

Equity

Retained Surplus	188,238,888	195,435,248	198,946,742	201,679,865
Reserves - Cash Backed	21,517,127	21,803,113	14,308,379	14,531,973
Reserves - Asset Revaluation	278,223,062	278,223,062	278,223,062	278,223,062
	487,979,076	495,461,423	491,478,182	494,434,899



Capital Projects Summary
(With Comments)

Period Ending May 2024

Monday, 1 July, 2024

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Airport									
PR-5111 Bunbury Airport apron expansion	<i>Progress 10%</i>	215,804	3,796	233,000	<i>(98)%</i>	150,000	233,000	233,000	-
<i>Project Progress Comments:</i>									
<i>Works in progress, anticipated completion September 2024.</i>									
<i>This project will be carried forward to next financial year.</i>									
PR-5112 Bunbury Airport compass swinging bay	<i>Progress 5%</i>	108,080	-	105,000	<i>(100)%</i>	62,330	105,000	105,000	-
<i>Project Progress Comments:</i>									
<i>Works in progress, anticipated completion September 2024.</i>									
<i>This project will be carried forward to next financial year.</i>									
Total for Airport		323,884	3,796	338,000		212,330	338,000	338,000	-
Bunbury Regional Art Gallery									
PR-4844 Purchase artworks for the City Art Collection 2023/24	<i>Progress 80%</i>	-	30,095	30,360	<i>(1)%</i>	33,115	33,115	33,115	-
PR-5343 Purchase of Laser Projector for gallery exhibitions	<i>Progress 100%</i>	-	5,375	5,375	<i>0%</i>	-	5,375	5,375	-
Total for Bunbury Regional Art Gallery		-	35,470	35,735		33,115	38,490	38,490	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-3830 Subdivision and sale of part Lot 3 Blair Street	<i>Progress</i> 5%	16,715	21,048	230,920	(91)%	250,920	250,920	250,920	-
<i>Project Progress Comments:</i>									
<i>The City's Lawyer Jackson McDonald have been progressing Sales and Development contract negotiations working with the CEO and Property Team. Draft contract has been finalised with City lawyers sending this to the buyers lawyers for review and approval to progress to finalisation/signing by parties.</i>									
<i>Subdivision process has continued to progress with planning and engineering teams with City's development Engineer is currently seek quotes from providers to undertake works to meet conditions of the subdivision.</i>									
<i>This project will be carried forward to next financial year.</i>									
PR-5078 Sale of Lot 618 (11) Nyabing Way	<i>Progress</i> 5%	4,450	545	5,000	(89)%	5,000	5,000	5,000	-
<i>Project Progress Comments:</i>									
<i>Property team have commenced initiating marketing campaign for collective potential land sales including this site.</i>									
<i>This project will be carried forward to next financial year.</i>									
PR-5082 Relocate Bunbury Visitor Centre	<i>Progress</i> 20%	-	4,546	78,945	(94)%	88,945	88,945	88,945	-
<i>Project Progress Comments:</i>									
<i>This project will be carried forward to next financial year.</i>									
Total for Economic Development		21,165	26,139	314,865		344,865	344,865	344,865	-
Environmental Health									
PR-5345 Dual sided UV Meter	<i>Progress</i> 100%	-	6,102	6,102	0%	-	6,102	6,102	-
Total for Environmental Health		-	6,102	6,102		-	6,102	6,102	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Executive Leadership - CEO										
PR-5106 World Class South West Regional Gallery - Stage 1	Progress 15%	93,250	-	-	0 %	125,000	125,000	125,000	-	
<i>Project Progress Comments:</i>										
<i>Preliminary project management framework discussions held, pending decision by Council at the November meeting regarding development of the new gallery.</i>										
<i>01/05/2024 - Feasibility Study approach confirmed through Council - BRAG Advisory Group in nomination/appointment stage, Special Counsel Art and Culture appointed to project manage feasibility study.</i>										
Total for Executive Leadership - CEO		93,250	-	-		125,000	125,000	125,000	-	
Executive Leadership - Infrastructure										
PR-3898 Construct heritage interpretation, Bunbury Timber Jetty	Progress 0%	-	-	-	0 %	86,726	86,726	86,726	-	
Total for Executive Leadership - Infrastructure		-	-	-		86,726	86,726	86,726	-	
Fleet										
PR-2293 Replace corporate heavy plant	Progress 100%	-	163,098	163,098	0 %	220,982	163,098	163,098	-	
PR-4710 Replace corporate heavy plant 2022/23	Progress 100%	-	637,074	646,973	(2)%	670,959	646,973	646,973	-	
PR-4712 Replace waste vehicles and plant	Progress 100%	-	63,254	63,254	0 %	539,577	63,254	63,254	-	
PR-4881 Replace corporate vehicles 2023/24	Progress 70%	381,605	173,583	465,000	(63)%	756,000	626,000	626,000	-	
<i>Project Progress Comments:</i>										
<i>This project will be carried forward to next financial year.</i>										
PR-4882 Replace corporate heavy plant 2023/24	Progress 100%	-	172,710	64,000	170 %	234,000	172,710	172,710	-	
Total for Fleet		381,605	1,209,719	1,402,325		2,421,518	1,672,035	1,672,035	-	

			Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Information Technology										
PR-4864 Asset Replacement - Corporate Printers and Photocopiers 2023/24	Progress	55%	-	-	39,104	(100)%	39,104	39,104	39,104	-
<i>Project Progress Comments:</i>										
<i>This project will be carried forward to next financial year.</i>										
PR-4865 Asset Replacement - Personal Computers 2023/24	Progress	75%	-	35,837	202,500	(82)%	202,500	202,500	202,500	-
<i>Project Progress Comments:</i>										
<i>Computers purchased under lease agreement.</i>										
PR-4866 Replacement of networking equipment 2023/24	Progress	85%	20	32,962	60,638	(46)%	60,638	60,638	60,638	-
PR-5107 Expansion of CCTV Network	Progress	5%	-	-	50,000	(100)%	50,000	50,000	-	(50,000)
<i>Project Progress Comments:</i>										
<i>Consultation to take place with community safety team as to locations.</i>										
<i>This project will be carried forward to next financial year.</i>										
PR-5122 Replace ranger infringement devices	Progress	10%	-	-	20,000	(100)%	20,000	20,000	20,000	-
<i>Project Progress Comments:</i>										
<i>This project will be carried forward to next financial year.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Information Technology									
PR-5124 Replace sound meter	Progress 0%	-	-	-	0%	40,000	-	-	-
<i>Project Progress Comments:</i>									
CSEM have indicated that this project will need to be deferred until next FY. We have been advised by the NVMS the company who we need to buy SLM from is that the latest model is not compatible with our current software/hardware ("yellow brick" for A/H monitoring) so we were going to purchase the same SLM model that we currently have. We have just been told they are no longer making this model and they have suggested to us to wait 1-2 years until the new software is ready and we can buy the latest model.									
Total for Information Technology		20	68,799	372,242		412,242	372,242	322,242	(50,000)
Lead Department - Infrastructure Maintenance Servi									
PR-3720 Hands Oval Redevelopment	Progress 50%	7,745,493	9,428,635	11,908,000	(21)%	15,234,201	15,234,201	15,234,201	-
<i>Project Progress Comments:</i>									
Construction in progress. This project will be carried forward to next financial year.									
Total for Lead Department - Infrastructure Maintenance Servi		7,745,493	9,428,635	11,908,000		15,234,201	15,234,201	15,234,201	-
Libraries & Learning									
PR-1418 Procure and install Radio Frequency Identification (RFID) and self loans technology at Bunbury Library	Progress 20%	-	-	80,000	(100)%	80,000	80,000	80,000	-
<i>Project Progress Comments:</i>									
RFQ being finalised for release to the WALGA preferred supplier list RFQ publication delayed - funds will need to be rolled over.									
Total for Libraries & Learning		-	-	80,000		80,000	80,000	80,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Parks & Reserves										
PR-1883 Water Resource Recovery	Progress 100%	3,459	37,393	37,393	0 %	23,300	37,393	37,393	-	
PR-4701 Replace playground equipment 2022/23	Progress 100%	-	202,768	193,588	5 %	205,711	193,588	202,768	9,180	
<i>Project Progress Comments: Bellmore playground completed</i>										
PR-4886 Replace playground equipment 2023/24	Progress 95%	93,087	331,956	425,000	(22)%	425,000	425,000	415,820	(9,180)	
PR-4888 Renew open space infrastructure 2023/24	Progress 95%	28,991	156,908	200,000	(22)%	200,000	200,000	200,000	-	
PR-4890 Renew irrigation infrastructure 2023/24	Progress 90%	14,940	64,945	150,000	(57)%	150,000	150,000	150,000	-	
PR-5075 Implement Greening Bunbury Plan	Progress 75%	65,899	107,119	206,726	(48)%	256,726	256,726	256,726	-	
PR-5114 Beautifying Bunbury Streetscapes 2023/24	Progress 75%	9,156	51,536	200,000	(74)%	200,000	200,000	200,000	-	
PR-5126 Install fencing Hay Park United Soccer	Progress 100%	-	52,136	52,136	0 %	75,000	52,136	52,136	-	
Total for Parks & Reserves		215,532	1,004,761	1,464,843		1,535,737	1,514,843	1,514,843	-	
Project Coordination & Landscape Architecture Des										
PR-1809 Construct Hay Park North Pavilion	Progress 90%	13,836	79,541	100,000	(20)%	521,361	271,361	271,361	-	
<i>Project Progress Comments: Finalising carpark landscaping.</i>										
PR-4786 Detailed design, contract documentation and construction of Youth Precinct	Progress 100%	-	36,977	35,086	5 %	35,086	35,086	36,977	1,891	
<i>Project Progress Comments: Blair Street crossing pavement art complete.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Project Coordination & Landscape Architecture Des										
PR-4799 Upgrade Halifax Business Park infrastructure	Progress 100%	-	51,781	51,781	0%	50,822	51,781	51,781	-	
<i>Project Progress Comments:</i>										
<i>Installation of ANPR cameras completed in July 2023. Gifting of existing cameras by BGCCI ongoing.</i>										
PR-5038 Withers Regional Renewal	Progress 5%	192,712	2,059,163	2,515,000	(18)%	2,543,797	2,543,797	2,543,797	-	
<i>Project Progress Comments:</i>										
<i>Landscaping works complete. Awaiting Western Power to complete final electrical works.</i>										
PR-5090 Waterfront Public Art Installation	Progress 20%	150,000	57,500	210,000	(73)%	210,000	210,000	210,000	-	
<i>Project Progress Comments:</i>										
<i>Assessment Panel has considered 3 EOI applications with panel report pending progress to award of contract. This project will roll over into 24/25 financial year with all 3 artists indicating a likely completion date of November in their presentations.</i>										
<i>Update responsible officer</i>										
PR-5105 Renew foreshore marine walls 2023/24	Progress 10%	77,063	1,114,173	1,400,000	(20)%	1,200,000	1,400,000	1,400,000	-	
<i>Project Progress Comments:</i>										
<i>Construction underway. Stage 4 (final stage of works) in progress. This project will be carried forward to next financial year.</i>										
Total for Project Coordination & Landscape Architecture Des		433,611	3,399,135	4,311,867		4,561,066	4,512,025	4,513,916	1,891	
Project Planning & Assets										
PR-4875 Renewal of bus stops, bus shelters and public transport 2023/24	Progress 0%	-	-	10,000	(100)%	10,000	10,000	-	(10,000)	
PR-5123 Replace asset drainage camera	Progress 100%	-	30,000	30,000	0%	30,000	30,000	30,000	-	
Total for Project Planning & Assets		-	30,000	40,000		40,000	40,000	30,000	(10,000)	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-1543 Boulters Heights Redevelopment	<i>Progress 95%</i>	-	416,987	492,456	<i>(15)%</i>	592,456	492,456	492,456	-
<i>Project Progress Comments:</i>									
<i>Staircase & lighting completed. Landscaping and speed cushions to be completed under maintenance.</i>									
PR-2403 Replace Forrest Park Pavilion	<i>Progress 70%</i>	1,097,515	1,839,750	2,160,000	<i>(15)%</i>	3,611,797	3,611,797	3,611,797	-
<i>Project Progress Comments:</i>									
<i>At lockup - internal works commencing</i>									
PR-4001 Renew Ned Myles Pavilion, Hay Park	<i>Progress 100%</i>	-	178,685	148,775	<i>20 %</i>	148,775	148,775	148,775	-
PR-4695 Renew or refurbish community, corporate, sport and leisure buildings as per AMP 2022/23	<i>Progress 95%</i>	11,480	89,261	113,325	<i>(21)%</i>	67,171	113,325	113,325	-
<i>Project Progress Comments:</i>									
<i>1. SSAC Pottery Shed Roof Replacement. Completed.</i>									
<i>2. Ned Myles Refurbishment. Completed.</i>									
<i>3. Air vent and range hood filter replacement at in Town Centre. Completed.</i>									
<i>4. Replace the humidifiers and precision cooling unit at BRAG. Completed.</i>									
<i>5. Refit Hydrants, replace 3 aged fire hose reel and signage installation FID F30818, F30815 and F27315 at Admin Building. Completed.</i>									
PR-4696 Replace boardwalks, lookouts and beach access stairs 2023/24	<i>Progress 90%</i>	68,926	132,718	259,535	<i>(49)%</i>	109,535	259,535	259,535	-
<i>Project Progress Comments:</i>									
<i>1. Design for Hastie Staircase completed.</i>									
<i>2. Construction is underway.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-4758 Renew South West Sports Centre (SWSC) plant and machinery 2022/23	Progress 100%	-	49,231	-	0%	-	48,700	49,231	531
<i>Project Progress Comments:</i>									
1. Supply and installation of a 15KW sauna Heater at SWSC. Completed.									
2. Supply 3 windsocks at SWSC. Completed.									
3. Replace Squash Court toilet EAF fan motors. Completed.									
4. Replace cooling pads on the squash court fitness room Evap AC system. Completed.									
5. Replace aircon from the old physio office. Completed.									
6. Replace aircon from the old swim school office. Completed.									
7. Replace the failed panic bar and supply and installation of new 3 point locking bar. Completed.									
8. Replace Roller Shutter near water slide. Completed.									
PR-4867 Renew or refurbish community, corporate, sport and leisure buildings as per AMP 2023/24	Progress 85%	-	447,540	453,846	(1)%	500,000	453,846	453,846	-
<i>Project Progress Comments:</i>									
1. Carpet replacement at BRAG. Completed.									
2. Surf Life Saving Club Patio replacement. Completed.									
3. SSAC power upgradation. PROGRESSING.									
4. Admin Building Ground Floor Carpet Replacement. Completed.									
5. SWSC Tile Replacement. Tiles procurement completed									
6. Surf Life Saving Club Decking and Sub Floor Refurbishment. Completed.									
7. Old part Ceiling Plaster SSAC. Completed									
8. Installation of 7kw split system as back up unit in the art storeroom at BRAG. Completed.									
9. Repair AC 1 Upper Gallery and AC 2 State Gallery at BRAG. Completed.									
10. BREC Technician Office A/C Replacement. Completed.									
PR-4868 Replace boardwalks, lookouts and beach access stairs 22/23	Progress 100%	-	-	-	0%	150,000	-	-	-
PR-4891 Support the Stirling Street Arts Centre 2023/24	Progress 0%	-	-	-	0%	20,000	20,000	20,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Property Management & Maintenance										
PR-4902 Refurbish City Facilities changerooms and public conveniences 2021/22	Progress 100%	-	33,900	33,900	0 %	33,374	33,900	33,900	-	
PR-4904 Refurbish City Facilities changerooms and public conveniences 2023/24	Progress 90%	497	76,956	99,474	(23)%	100,000	99,474	99,474	-	
<u>Project Progress Comments:</u>										
1.Refurbish BMX Toilet. Completed.										
2.Paisely Centre Ceiling Replacement. Completed.										
3.Hungry Hollow Toilet - External and Internal Paint. Completed.										
4. Mangles/Hastie Street Toilet - External Paint. Progressing.										
5.Maidens Reserve Toilet - External Paint. Completed,										
6.Hands Oval Toilet Block – Repaint and Internal Fixtures. Completed.										
PR-4909 Renew City Facilities lighting 2023/24	Progress 100%	-	21,309	30,000	(29)%	30,000	30,000	30,000	-	
<u>Project Progress Comments:</u>										
1.Admin Building internal light upgradation to energy savings/LED. Completed.										
2.Replace the main switchboard at Senior Citizen Centre. Completed.										
PR-4915 Install lighting 2023/24	Progress 100%	-	48,464	50,000	(3)%	50,000	50,000	50,000	-	
<u>Project Progress Comments:</u>										
1. Nightscape-Koombana Bay Artwork.Completed										
2. Decorative-Stephen Street. Completed										
3. Pedestrian- Horseshoe Lake Completed.										
4. Pedestrian- Koombana Drive Bridge to Quest. Completed										
PR-4990 Renew South West Sports Centre (SWSC) plant and machinery 2023/24	Progress 95%	9,860	103,149	133,000	(22)%	133,000	133,000	132,469	(531)	
PR-5089 Replace administration building air-conditioner chiller unit	Progress 100%	-	269,947	269,947	0 %	339,623	269,947	269,947	-	
PR-5109 Install Electric Vehicle charging stations	Progress 100%	-	42,109	60,000	(30)%	60,000	60,000	60,000	-	
<u>Project Progress Comments:</u>										
Project Completed.										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-5382 Renew SES roof	<i>Progress</i> 100%	-	25,045	-	0 %	-	-	41,651	41,651
Total for Property Management & Maintenance		1,188,279	3,775,050	4,304,258		5,945,731	5,824,755	5,866,406	41,651
Rangers & Emergency Management									
PR-4521 Replace parking machines and upgrade infrastructure Smart Parking	<i>Progress</i> 95%	-	89,242	141,850	(37)%	141,850	141,850	141,850	-
<i>Project Progress Comments:</i>									
<i>Project Completed and Invoiced by contractor who conducted line marking works and expanded the service into Ocean Drive. Purchase Orders raised for invoices received at start of June.</i>									
Total for Rangers & Emergency Management		-	89,242	141,850		141,850	141,850	141,850	-
Waste Services									
PR-4878 Annual bin replacement program 2023/24	<i>Progress</i> 90%	5,364	72,054	50,000	44 %	66,000	66,000	66,000	-
<i>Project Progress Comments:</i>									
<i>Replacement bins ordered due to storm damage.</i>									
PR-4880 Renew bin enclosures 2023/24	<i>Progress</i> 100%	-	28,000	28,000	0 %	28,000	28,000	28,000	-
Total for Waste Services		5,364	100,054	78,000		94,000	94,000	94,000	-
Works									
PR-1103 Realign and widen Ocean Drive, South Bunbury	<i>Progress</i> 95%	-	783,254	750,000	4 %	750,000	750,000	783,247	33,247
PR-4671 Traffic calming and minor intersection treatments 2022/23	<i>Progress</i> 10%	-	8,606	75,000	(89)%	79,041	79,041	79,041	-
<i>Project Progress Comments:</i>									
<i>This project will be carried forward to next financial year.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Works										
PR-4688 Repair jetties 2023/24	Progress 10%	19,800	15,000	30,000	(50)%	60,000	60,000	60,000	-	
PR-4690 Renew, resleeve and improve drainage network 2022/23	Progress 100%	-	112,584	112,322	0 %	72,758	112,322	112,322	-	
PR-4858 Expand cycleways (implement Bunbury Bike Plan) 2023/24	Progress 25%	29,565	5,771	244,000	(98)%	244,000	244,000	244,000	-	
<u>Project Progress Comments:</u> This project will be carried forward to next financial year.										
PR-4859 Expand Path Network 2023/24	Progress 95%	-	450,326	520,000	(13)%	520,000	520,000	520,000	-	
<u>Project Progress Comments:</u> This project will be carried forward to next financial year.										
PR-4860 Traffic calming and minor intersection treatments 2023/24	Progress 100%	-	97,692	100,000	(2)%	100,000	100,000	100,000	-	
PR-4870 Renew and Upgrade Paths as per Asset Management Plan 2023/24	Progress 100%	-	221,567	221,119	0 %	200,000	221,119	221,119	-	
PR-4871 Renew, resleeve and improve drainage network 2023/24	Progress 40%	18,963	56,060	251,792	(78)%	300,000	251,792	251,792	-	
PR-4874 Roads to Recovery Road Reseals 2023/24	Progress 85%	-	325,170	150,000	117 %	150,000	150,000	324,219	174,219	
PR-4877 Renew / Upgrade Local Roads - Strickland Street	Progress 95%	-	194,380	200,000	(3)%	200,000	200,000	200,000	-	
PR-4924 Regional Roadworks program - Lillydale Road	Progress 85%	4,312	143,443	360,000	(60)%	360,000	360,000	300,000	(60,000)	
PR-4936 CBD Road Works	Progress 100%	2,727	56,746	25,000	127 %	98,181	89,191	89,191	-	
PR-5084 Sandridge / Hennessy left turn slip lane	Progress 100%	-	380	13,923	(97)%	18,368	13,923	13,923	-	

Project Progress Comments:
Completed

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Works										
PR-5085 Upgrade street lighting, Estuary Drive	Progress 90%	-	-	60,000	(100)%	94,000	94,000	113,062	19,062	
<i>Project Progress Comments:</i>										
<i>Works complete, awaiting final invoicing. Progress 90%</i>										
PR-5108 Dog Exercise Area and Park Renewal	Progress 25%	10,020	27,235	-	0 %	130,000	130,000	130,000	-	
<i>Project Progress Comments:</i>										
<i>Detailed design has been completed.</i>										
PR-5113 Blackspot Roadworks 2023/24	Progress 10%	-	1,896	529,000	(100)%	559,000	559,000	659,000	100,000	
PR-5115 Regional Roadworks program - Casuarina Drive	Progress 10%	31,468	-	90,000	(100)%	90,000	90,000	90,000	-	
PR-5116 Regional Roadworks program - Clifton Street	Progress 100%	-	-	136,000	(100)%	136,000	136,000	-	(136,000)	
PR-5117 Regional Roadworks program - Leschenault Drive	Progress 5%	-	1,080	209,000	(99)%	209,000	209,000	209,000	-	
PR-5118 Regional Roadworks program - Bussell Highway	Progress 95%	-	225,317	266,000	(15)%	266,000	266,000	266,000	-	
PR-5119 Construct Koombana car park	Progress 100%	-	-	-	0 %	450,000	-	-	-	
PR-5120 Renew / Upgrade Carparks - SWSC & Zoe Street	Progress 75%	3,227	53,050	90,655	(41)%	90,655	90,655	90,655	-	
PR-5125 Resurface Hay Park Netball Courts	Progress 100%	-	-	-	0 %	200,000	-	-	-	
Total for Works		120,083	2,779,557	4,433,811		5,377,003	4,726,043	4,856,571	130,528	
Capital Projects Expenditure Total		10,528,288	21,956,459	29,231,898	(25)%	36,645,384	35,151,177	35,265,247	114,070	

Operating Projects Summary
(With Comments)

Period Ending May 2024

Monday, 1 July, 2024

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Bunbury Museum & Heritage Centre									
PR-3858 Acquire Bunbury Museum and Heritage Centre collection items	<i>Progress 50%</i>	-	1,746	9,166	<i>(81)%</i>	10,000	10,000	10,000	-
<i>Project Progress Comments:</i>									
<i>Collection items include replica Wardian cases and refurbishment of Bunbury's old town clock.</i>									
Total for Bunbury Museum & Heritage Centre		-	1,746	9,166		10,000	10,000	10,000	-
Bunbury Regional Art Gallery									
PR-4386 Conduct Indigenous Arts Program at BRAG	<i>Progress 85%</i>	2,056	109,283	117,004	<i>(7)%</i>	110,000	127,976	127,976	-
<i>Project Progress Comments:</i>									
<i>This program is continuing to be delivered with external funding secured to ensure it is operational for a further 3 years.</i>									
PR-5099 Bunbury Heritage Building and Urban Art Trails	<i>Progress 0%</i>	-	-	5,000	<i>(100)%</i>	5,000	5,000	5,000	-
<i>Project Progress Comments:</i>									
<i>Project Officer (Danika Stevenson, Team Leader Community Partnerships) appointed. Internal working group meeting held to define scope and inform relevant teams of project. Project on hold</i>									
PR-5100 Storage for cultural collections	<i>Progress 20%</i>	-	3,219	30,000	<i>(89)%</i>	30,000	30,000	30,000	-
<i>Project Progress Comments:</i>									
<i>Funds to be carried over</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Bunbury Regional Art Gallery									
PR-5101 Frame Frank Norton artworks	<i>Progress 90%</i>	1,636	40,561	50,000	(19)%	50,000	50,000	50,000	-
<i>Project Progress Comments:</i>									
<i>Tender for these works will be commenced in December 2023.</i>									
<i>Works have been professionally documented and framed. Bespoke crates have been manufactured, and all works are now stored in crates and housed as part of CoB Art Collection in BRAG.</i>									
<i>Labels have been printed for each work. A publication about the work is proposed to be printed.</i>									
Total for Bunbury Regional Art Gallery		3,692	153,063	202,004		195,000	212,976	212,976	-
Bunbury Wildlife Park									
PR-3294 Conduct Grandfamilies Fun Day	<i>Progress 100%</i>	-	12,262	14,750	(17)%	14,750	14,750	14,750	-
<i>Project Progress Comments:</i>									
<i>Grand Families Day Delivered successfully</i>									
Total for Bunbury Wildlife Park		-	12,262	14,750		14,750	14,750	14,750	-
Business Partners									
PR-5093 Volunteer awards program	<i>Progress 0%</i>	-	-	1,000	(100)%	2,000	2,000	2,000	-
Total for Business Partners		-	-	1,000		2,000	2,000	2,000	-

	Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
City Planning								
PR-3584 Review Local Planning Strategy	-	-	50,000	(100)%	100,000	100,000	100,000	-

Project Progress Comments:

Preparing, adopting and maintaining (through regular amendment and periodic review) a local planning strategy and a local planning scheme is a legislative requirement – to be undertaken in accordance with the Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015. Maintaining the rigor of these documents over time and preparing for their formal review (major review scheduled for 2028) requires on-going monitoring supported by data and information from dedicated research and analysis.

While the ‘First Cycle’ Report of Review (minor review 2023/24) was undertaken without directly expending current project funds new research and analysis is required, and the following emerged as priorities to be carried out over the immediate term (and the focus of budget expenditure):

PR 3584 - Local Planning Strategy

- Audit (and recommendations): local public open space

PR 3585 - Local Planning Scheme

- Audit: short term housing rental market trends and analysis
- Review: Schedule 4 car parking table/standards

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
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City Planning

PR-3585 Review Local Planning Scheme	<i>Progress 0%</i>	-	-	25,000	<i>(100)%</i>	50,000	50,000	50,000	-
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Project Progress Comments:

Preparing, adopting and maintaining (through regular amendment and periodic review) a local planning strategy and a local planning scheme is a legislative requirement – to be undertaken in accordance with the Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015. Maintaining the rigor of these documents over time and preparing for their formal review (major review scheduled for 2028) requires on-going monitoring supported by data and information from dedicated research and analysis.

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- PR 3584 - Local Planning Strategy
 - Audit (and recommendations): local public open space
- PR 3585 - Local Planning Scheme
 - Audit: short term housing rental market trends and analysis
 - Review: Schedule 4 car parking table/standards

PR-5006 Housing Strategy Focus Area 2.3 - Back Beach Precinct	<i>Progress 5%</i>	-	-	-	<i>0%</i>	50,000	50,000	50,000	-
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Project Progress Comments:

The City is reviewing the Back Beach Structure Plan and working with landowners to discuss the future of the Precinct. Any changes or future scheme amendment is subject to the process outlined in the Planning and Development (Local Planning Scheme) Regulations which will be subject to public consultation.

Funds are expected to be spent on engaging a consultant to assist with the scheme amendment which is likely to be next financial year.

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
City Planning									
PR-5012 Ocean Beach Heritage Trail Implementation	Progress 80%	-	-	7,000	(100)%	14,521	14,521	14,521	-
<i>Project Progress Comments:</i>									
Met with Elders on 30/1/2024 for recommended actions to progress project. Coordinating input with the Language Centre on Place Names (site visit 21/2/2024) and any associated stories then presenting to the Cultural Advisory Committee prior to signoff by Elders.									
No response from Language Centre as yet. This project will be carried forward to next financial year.									
PR-5096 City Centre Analysis and Urban Design Framework	Progress 30%	-	-	35,000	(100)%	50,000	50,000	50,000	-
<i>Project Progress Comments:</i>									
This project has commenced (analysis of City Centre) and will be completed over two financial years. Funds will be spent next financial year on peer design review of document, assistance with the graphic design of the document and/or engagement with Aboriginal stakeholders.									
PR-5097 Local Heritage Survey Report	Progress 0%	-	-	15,000	(100)%	15,000	15,000	15,000	-
<i>Project Progress Comments:</i>									
This project will be carried forward to next financial year.									
Total for City Planning		-	-	132,000		279,521	279,521	279,521	-
Community Development									
PR-4337 Prepare, Implement and Deliver Reconciliation Action Plan Initiatives	Progress 5%	7,122	7,277	19,152	(62)%	21,282	21,282	21,282	-
<i>Project Progress Comments:</i>									
Preliminary forum successfully completed in December 2023 with second scheduled for March 2024 to identify progress regarding actions and strategy development. Reconciliation Week Walk successfully implemented - payments in progress									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Community Development									
PR-5081 Implement Withers Placemaking	<i>Progress 30%</i>	4,805	46,977	55,800	<i>(16)%</i>	55,800	55,800	55,800	-
<i>Project Progress Comments:</i>									
<i>Orders have been placed, contractor work currently in progress.</i>									
<i>Works delayed due to severe weather and resource availability - project may need to be rolled over</i>									
PR-5348 Youth Initiatives - Youth Advisory Council of WA	<i>Progress 5%</i>	1,043	6,646	7,500	<i>(11)%</i>	-	10,000	10,000	-
<i>Project Progress Comments:</i>									
<i>Ongoing initiatives within YAC with Youth Officer</i>									
Total for Community Development		12,970	60,900	82,452		77,082	87,082	87,082	-
Corporate Governance									
PR-2431 Conduct Council elections	<i>Progress 100%</i>	-	113,027	113,027	<i>0 %</i>	140,000	113,027	113,027	-
Total for Corporate Governance		-	113,027	113,027		140,000	113,027	113,027	-
Corporate Information									
PR-5092 Scanning plans and records	<i>Progress 100%</i>	-	17,773	17,000	<i>5 %</i>	20,000	20,000	17,773	(2,227)
Total for Corporate Information		-	17,773	17,000		20,000	20,000	17,773	(2,227)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Council Support									
PR-5132 Art, Photos and Honour Board - Council Chambers and Function Area	Progress 50%	1,097	5,432	20,000	(73)%	20,000	20,000	20,000	-
<i>Project Progress Comments:</i>									
<i>Procurement currently underway for provision and installation of large honor boards in the function room. The timing of installation (either pre-August 2024 or post October 2024) will depend on contractor availability in the context of the Noongar exhibition that may be held in the function room later this calendar year</i>									
PR-5158 Provide Elected member and Executive AICD	Progress 100%	-	19,824	19,823	0 %	-	19,823	19,823	-
Total for Council Support		1,097	25,256	39,823		20,000	39,823	39,823	-
Data & Digital									
PR-4290 Develop new website and digital platform for City of Bunbury	Progress 95%	-	37,525	115,000	(67)%	125,548	125,548	87,525	(38,023)
<i>Project Progress Comments:</i>									
<i>Majority of work has been completed with final testing underway</i>									
Total for Data & Digital		-	37,525	115,000		125,548	125,548	87,525	(38,023)
Economic Development									
PR-4249 Implement Economic Development Strategy	Progress 30%	-	19,170	163,656	(88)%	178,656	178,656	178,656	-
<i>Project Progress Comments:</i>									
<i>Economic Development Strategy has been identified as key priority project for the City with new strategy development planning commencing. Supporting projects continue to progress including land rationalisation, tourism plan, local partnerships and other economic development opportunities for the city.</i>									
<i>This project will be carried forward to next financial year.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Economic Development										
PR-5001 Implementation of the Bunbury Geographe Tourism Partnership Strategy	<i>Progress 100%</i>	-	210,000	215,000	<i>(2)%</i>	215,000	215,000	215,000	-	
<i>Project Progress Comments:</i>										
<i>MOU review commenced with current agreement due to cease in October 2024.</i>										
PR-5095 Bicentennial Square Precinct Plan	<i>Progress 20%</i>	-	-	50,000	<i>(100)%</i>	50,000	50,000	50,000	-	
<i>Project Progress Comments:</i>										
<i>The City has successfully secured funds in an additional an additional \$100,000 to assist with the precinct planning for Bicentennial Square. A project control group has been formed in collaboration with SWDC and stakeholder engagement mapping has begun. Draft PID has been finalised.</i>										
<i>A significant funding opportunity is also being pursued through the 'Regional Partnerships and Precincts Program' being offered through the federal Department of Infrastructure, Transport, Regional Development, Communications and the Arts. The City is collaborating with the South West Development Commission and Regional Development Australia to progress a submission for funding through this program for future delivery of the project.</i>										
<i>To date background and historical research have been undertaken in relation to Bicentennial Square and some preliminary design options investigated.</i>										
PR-5152 Bunbury Tourism Plan Working Group	<i>Progress 80%</i>	6,350	33,650	-	<i>0 %</i>	-	40,000	40,000	-	
<i>Project Progress Comments:</i>										
<i>Tourism Plan development is on track and in draft. Working group is collaborating and meeting regularly and consultants presented research findings and draft opportunities in May. Plan is now in draft with working group conducting final review before taking to council strategic workshop for feedback.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-5156 Support ECU Creative Tech Village	<i>Progress 40%</i>	-	20,000	-	0 %	-	40,000	40,000	-
<i>Project Progress Comments:</i>									
<i>Project has kicked off and internal feedback provided. CTV conducting research and engaging for input on lighting and sound activation opportunities across CBD. 50% payment to be invoiced May, with further 50% by June 30.</i>									
<i>This project may be carried forward to next financial year.</i>									
Total for Economic Development		6,350	282,820	428,656		443,656	523,656	523,656	-
Engineering Design									
PR-4624 Undertake drainage catchment studies	<i>Progress 40%</i>	-	31,919	131,919	(76)%	168,943	131,919	131,919	-
<i>Project Progress Comments:</i>									
<i>Drainage catchment study in progress. Residual budget to be used to pick up unknown drainage information throughout our network.</i>									
PR-4627 Support Industry Road Safety Initiatives	<i>Progress 5%</i>	-	-	3,000	(100)%	3,000	3,000	3,000	-
<i>Project Progress Comments:</i>									
<i>Annual membership to be paid in June.</i>									
Total for Engineering Design		-	31,919	134,919		171,943	134,919	134,919	-
Executive Leadership - CEO									
PR-3875 Support Regional Cities Alliance	<i>Progress 100%</i>	-	15,000	15,000	0 %	15,000	15,000	15,000	-
PR-4504 Provide disaster assistance	<i>Progress 0%</i>	-	-	-	0 %	20,000	20,000	-	(20,000)
PR-4573 Contribution towards Busselton Margaret River Regional Airport Marketing Fund	<i>Progress 100%</i>	-	10,000	10,000	0 %	10,000	10,000	10,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Executive Leadership - CEO									
PR-4631 Commission business cases and strategic studies	Progress 5%	5,376	27,102	-	0 %	90,000	30,759	30,759	-
PR-5039 South West Cities	Progress 5%	-	600	5,000	(88)%	5,000	5,000	5,000	-
PR-5083 Discretionary funding allocation	Progress 25%	-	6,000	24,000	(75)%	30,000	24,000	24,000	-
PR-5346 Economic Development Implementation Fund	Progress 5%	-	-	-	0 %	-	155,000	100,000	(55,000)
Total for Executive Leadership - CEO		5,376	58,702	54,000		170,000	259,759	184,759	(75,000)
Executive Leadership - Infrastructure									
PR-1831 Ocean Pool feasibility study and concept design	Progress 20%	14,764	3,718	-	0 %	65,440	65,440	65,440	-
<i>Project Progress Comments:</i>									
<i>Community engagement in progress.</i>									
Total for Executive Leadership - Infrastructure		14,764	3,718	-		65,440	65,440	65,440	-
Executive Leadership - Sustainable Development									
PR-3868 Undertake City Parking Strategy	Progress 25%	22,275	15,750	40,000	(61)%	78,500	78,500	78,500	-
<i>Project Progress Comments:</i>									
<i>Variation issued to amend original report, expected for completion by end of June 2024.</i>									
Total for Executive Leadership - Sustainable Development		22,275	15,750	40,000		78,500	78,500	78,500	-
Financial Accounting									
PR-4356 Contribute to a rail-line reinstatement trust with Arc Infrastructure	Progress 10%	-	-	-	0 %	13,461	13,461	13,461	-
PR-5073 Provide financial support to the BHRC	Progress 100%	47,000	835,474	950,000	(12)%	-	1,350,000	1,350,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Total for	Financial Accounting	47,000	835,474	950,000		13,461	1,363,461	1,363,461	-
Fleet									
	PR-2308 Replace corporate minor plant		24,540	23,750	3 %	30,750	30,750	30,750	-
	<i>Progress 85%</i>	-							
Total for	Fleet	-	24,540	23,750		30,750	30,750	30,750	-
Information Technology									
	PR-2249 Asset Replacement - Fixed and mobile phones and devices		25,871	21,772	19 %	24,099	25,871	25,871	-
	<i>Progress 95%</i>	-							
	<i>Project Progress Comments:</i> <i>Ongoing replacements as required</i>								
	PR-5008 City of Bunbury "Project Shine" Transformation	35,236	676,886	819,630	(17)%	1,089,159	851,159	851,159	-
	<i>Progress 60%</i>								
	<i>Project Progress Comments:</i> <i>Project progressing. Modules complete include HRIS, HCM analytics CX, Contracts). Project management and Risk to be completed.</i>								
	PR-5150 Data Centre Exit & Cloud Migration	-	-	199,500	(100)%	-	285,000	200,000	(85,000)
	<i>Progress 30%</i>								
	<i>Project Progress Comments:</i> <i>Acquiring hardware taken longer than expected. Will need to be pushed to next FY</i> <i>This project will be carried forward to next financial year.</i>								
Total for	Information Technology	35,236	702,757	1,040,902		1,113,258	1,162,030	1,077,030	(85,000)
Integrated Planning									
	PR-4301 Undertake community satisfaction and perception survey		13,371	-	0 %	33,255	33,255	13,371	(19,884)
	<i>Progress 100%</i>	-							
Total for	Integrated Planning	-	13,371	-		33,255	33,255	13,371	(19,884)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Lead Department - Community Connection									
PR-3840 Support King Cottage Museum	Progress 95%	-	31,544	31,544	0 %	31,544	31,544	31,544	-
PR-3844 Support Bunbury City Band	Progress 95%	-	10,000	10,000	0 %	10,000	10,000	10,000	-
PR-3848 Support Bunbury Regional Entertainment Centre (BREC) - operating and capital subsidies	Progress 60%	-	598,478	474,478	26 %	598,478	598,478	598,478	-
PR-3852 Support Stirling Street Arts Centre (SSAC) - operating subsidy	Progress 95%	-	66,625	66,625	0 %	66,625	66,625	66,625	-
PR-3860 Support RSL in the delivery of Anzac Day	Progress 95%	-	20,000	20,000	0 %	20,000	20,000	20,000	-
PR-4349 Provide support to Bunbury Regional YouthCare	Progress 95%	-	12,000	12,000	0 %	12,000	12,000	12,000	-
PR-4350 Youth Program Support (MOU)	Progress 95%	-	15,000	15,000	0 %	15,000	15,000	15,000	-
<i>Project Progress Comments:</i>									
<i>Support Youth Programs.</i>									
<i>MOU - 2017/18 to 2023/24 - South West Clontarf Academy (Newton Moore College). 2023/2024 paid October 2023</i>									
<i>2024/25 onwards - to be determined.</i>									
PR-4517 Bunbury Geographe Seniors and Community Centre Financial Support	Progress 95%	12,500	37,500	37,500	0 %	50,000	50,000	50,000	-
Total for Lead Department - Community Connection		12,500	791,147	667,147		803,647	803,647	803,647	-
Libraries & Learning									
PR-4554 Replacement of children's toys in City Library Children's Area	Progress 80%	-	1,935	3,000	(35)%	3,000	3,000	3,000	-
Total for Libraries & Learning		-	1,935	3,000		3,000	3,000	3,000	-
Marketing & Communications									
PR-4010 Update digital library	Progress 5%	-	5,950	6,000	(1)%	6,000	6,000	5,950	(50)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Marketing & Communications									
PR-4299 Bunbury Brighter Campaign	Progress 10%	-	11,395	53,394	(79)%	53,394	83,394	83,394	-
Total for Marketing & Communications		-	17,345	59,394		59,394	89,394	89,344	(50)
Natural Environment & Sustainability									
PR-2590 Participate in Peron Naturaliste Partnership	Progress 100%	-	18,568	18,568	0 %	20,000	20,000	20,000	-
PR-4456 Implement Sustainability Strategy Action Plan	Progress 80%	5,701	9,808	27,500	(64)%	50,000	50,000	50,000	-
PR-4604 Implement culling of introduced Corellas	Progress 95%	-	14,556	8,000	82 %	20,000	20,000	20,000	-
PR-5128 Implement CHRMAP	Progress 20%	-	32,423	65,000	(50)%	220,000	220,000	220,000	-
Total for Natural Environment & Sustainability		5,701	75,355	119,068		310,000	310,000	310,000	-
Organisational Design									
PR-5157 Role Clarity and Performance Framework	Progress 5%	-	-	-	0 %	-	30,000	30,000	-
<i>Project Progress Comments:</i>									
<i>This project will be carried forward to next financial year.</i>									
Total for Organisational Design		-	-	-		-	30,000	30,000	-
Place Activation									
PR-1402 Mayoral delegation visit to Setagaya Sister City	Progress 0%	-	-	-	0 %	35,000	-	-	-
PR-4160 Provide funding for "Minor Community Grants"	Progress 0%	-	-	-	0 %	10,000	-	-	-
PR-4189 Provide funding for a "New Maker" Grant Round	Progress 95%	-	2,300	4,587	(50)%	5,000	5,000	5,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Place Activation									
PR-4190 Provide funding for a "Neighbourhood Connect" Grant Round	Progress 10%	-	2,770	6,000	(54)%	22,000	7,000	7,000	-
PR-4198 Provide funding for a "Community Connect" Grant Round	Progress 10%	27,000	74,632	64,050	17 %	152,100	115,100	115,100	-
PR-4211 Provide funding for "Signature Events" Grant Round	Progress 10%	67,068	199,224	132,578	50 %	265,156	265,156	265,156	-
PR-4241 Funding to secure state, national and international sporting or cultural events	Progress 10%	10,000	110,500	100,000	11 %	100,000	160,000	160,000	-
PR-4470 Bunbury Setagaya Biennial Photographic Competition	Progress 5%	664	2,353	3,016	(22)%	9,000	3,016	3,016	-
<i>Project Progress Comments:</i>									
<i>The project date and venue has been confirmed for September 2023 with work progressing on the exhibition/competition development.</i>									
PR-4658 Support incoming/outgoing delegations and activities that develop international relations	Progress 5%	-	1,716	1,716	0 %	45,000	1,716	1,716	-
PR-4762 Conduct City of Bunbury Staff Conference	Progress 90%	1,549	33,923	30,000	13 %	30,000	36,804	36,804	-
PR-5133 Support City of Bunbury Eisteddfod	Progress 95%	-	20,000	20,000	0 %	20,000	20,000	20,000	-
PR-5155 Support South Bunbury Rotary Club for Dunstan St Christmas Lights Event	Progress 0%	-	-	6,000	(100)%	-	6,000	6,000	-
PR-5159 Promotion of Bunbury around the Bunbury Cup	Progress 0%	-	5,000	20,000	(75)%	-	20,000	20,000	-
Total for Place Activation		106,281	452,417	387,947		693,256	639,792	639,792	-
Project Planning & Assets									
PR-4589 Survey and monitoring of Pelican Point Grand Canals	Progress 5%	-	13,980	14,000	0 %	10,000	14,000	14,000	-
Total for Project Planning & Assets		-	13,980	14,000		10,000	14,000	14,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-1168 Replace signs and linemarking	Progress 70%	6,016	6,347	15,000	(58)%	25,000	15,000	15,000	-
PR-4268 Renewable Energy and Energy Efficient Projects	Progress 50%	166,017	79,319	255,000	(69)%	289,969	289,969	289,969	-
PR-4673 Replace office furniture and equipment	Progress 80%	-	34,468	45,000	(23)%	25,000	50,000	50,000	-
PR-4935 Replace Christmas street decorations	Progress 100%	-	31,806	40,000	(20)%	40,000	40,000	40,000	-
PR-5103 Install AFDRS signage	Progress 95%	756	14,571	20,000	(27)%	20,000	20,000	20,000	-
PR-5110 Replace CBD parking signs	Progress 75%	4,037	38,559	103,217	(63)%	110,000	103,217	103,217	-
<i>Project Progress Comments:</i>									
<i>Signage material procurement and signs fabrication done. Installation is underway.</i>									
<i>Carpark signs have been made and installed, waiting for confirmation of CBD street parking signs.</i>									
<i>This project will be carried forward to next financial year.</i>									
Total for Property Management & Maintenance		176,826	205,070	478,217		509,969	518,186	518,186	-

Rangers & Emergency Management

PR-4947 Undertake Department of Fire and Emergency Services Mitigation Activity program	Progress 80%	-	183,134	202,430	(10)%	200,000	202,430	202,430	-
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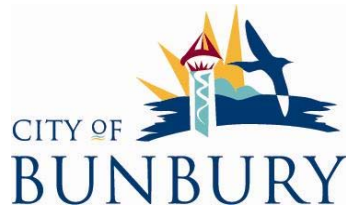
Project Progress Comments:

All works have been completed and contractor has invoiced us for those. Purchases Orders have been created to arrange payment and we are currently acquitting the grant funding as per DFES requirements.

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Rangers & Emergency Management									
PR-5344 All West Australians Reducing Emergencies (AWARE) Program	<i>Progress 15%</i>	-	-	-	0 %	-	17,200	17,200	-
<i>Project Progress Comments:</i>									
<i>Draft Local Emergency Management Arrangements have been workshopped and tested with local emergency agencies and internal stakeholders. Currently finalising arrangements for submission to State Emergency Management Committee and Council for formal adoption. Consultant likely to submit invoice 30 June.</i>									
Total for Rangers & Emergency Management		-	183,134	202,430		200,000	219,630	219,630	-
Sport & Recreation									
PR-3829 Support South West Academy of Sport (SWAS)	<i>Progress 95%</i>	-	10,000	10,000	0 %	11,000	10,000	10,000	-
<i>Project Progress Comments:</i>									
<i>This project is now complete with full support being administered to the South West Academy of Sport athletes by way of funding support for their athletes training programs at the South West Sports Centre.</i>									
PR-4532 Renew South West Sports Centre (SWSC) furnishings and equipment	<i>Progress 50%</i>	69	75,757	77,000	(2)%	77,000	77,000	77,000	-
<i>Project Progress Comments:</i>									
<i>Pool Cleaner purchased, Basketball backboards purchased and installed, dish washer installed in café, old swim school office refurbished into a useable training room/meeting room and Aquatics Risk Assessment.</i>									
PR-4717 Deliver Department of Sport and Recreation "Every Club" funding program	<i>Progress 95%</i>	-	57,605	44,872	28 %	51,668	44,872	44,872	-
<i>Project Progress Comments:</i>									
<i>Club specific workshops delivered to sporting clubs and also one on one strategic planning workshops with certain clubs also delivered. Acquittal for this project has been submitted to Department of Local Government, Sport and Cultural Industries with us awaiting final confirmation and release of new financial year funds for the 'Every Club' funding program.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Sport & Recreation										
PR-5086 Detailed Design Hay Park Indoor Courts	Progress 25%	6,200	6,400	550,000	(99)%	650,000	650,000	650,000	-	
<i>Project Progress Comments:</i>										
RFQ is under assessment for a Project Manager to be appointed by Bunbury Basketball Association to commence the initial design work on functional requirements and then progression to detailed design and refined cost estimates.										
This project will be carried forward to next financial year.										
PR-5087 Prepare Sport & Recreation Facilities Plan	Progress 45%	-	-	40,000	(100)%	40,000	40,000	40,000	-	
<i>Project Progress Comments:</i>										
There has been a slight delay in Phase 2 being implemented in January 2024 due to the various acting roles in the directorate. Questionnaire surveys have been sent to surrounding LGA's, State Sporting Associations and key Community Organisations to gather information for development on the strategy. The next stage will be for a consultant to be appointed to conduct further engagement and draft the strategy with the consultant being appointed by June 2024.										
This project will be carried forward to next financial year.										
PR-5102 Physically Activating Our Community	Progress 90%	182	246	10,000	(98)%	10,000	10,000	10,000	-	
<i>Project Progress Comments:</i>										
Activation programs commenced in April 2024 and will conclude in June 2024. Main cost is staffing with journal entries to carried out as there has been actual project spend for this activation project.										
PR-5153 Support Carey Park Football Lights Program CSRFF application	Progress 100%	-	62,640	62,640	0 %	-	62,640	62,640	-	
<i>Project Progress Comments:</i>										
Carey Park Football Club completed their light tower upgrades at the end of February 2024 and in time for the new football season.										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Sport & Recreation									
PR-5154 Support Colts Cricket Club CSRFF application	<i>Progress 25%</i>	-	-	57,808	<i>(100)%</i>	-	57,808	57,808	-
<i>Project Progress Comments:</i>									
<i>The City was successful in its CSRFF application to support the Colts Cricket Club (although announced late). Grant agreement did not come in until May 2024 and this work will be carried out in May/June and July of 2024 to upgrade the existing practice nets.</i>									
Total for Sport & Recreation		6,451	212,647	852,320		839,668	952,320	952,320	-
Waste Services									
PR-5000 Better Bins Plus "Go FOGO" Kerbside Collection program	<i>Progress 100%</i>	-	76,165	76,165	<i>0 %</i>	73,010	76,165	76,165	-
PR-5007 Increase E-Waste collections, enabling infrastructure and media campaign	<i>Progress 100%</i>	-	-	-	<i>0 %</i>	68,770	-	-	-
PR-5104 Site Assessment and Feasibility Study - McCombe Road	<i>Progress 0%</i>	-	-	-	<i>0 %</i>	50,000	50,000	-	(50,000)
<i>Project Progress Comments:</i>									
<i>Project is not proceeding.</i>									
<i>A review of the services will be conducted in-house.</i>									
Total for Waste Services		-	76,165	76,165		191,780	126,165	76,165	(50,000)
Operating Projects Expenditure Total		456,517	4,419,798	6,258,137	<i>(29)%</i>	6,624,878	8,262,631	7,992,447	(270,184)



MONTHLY COMMUNITY FINANCIAL REPORT

As at 31 May 2024

Highlighting how the City of Bunbury is tracking against financial ratios

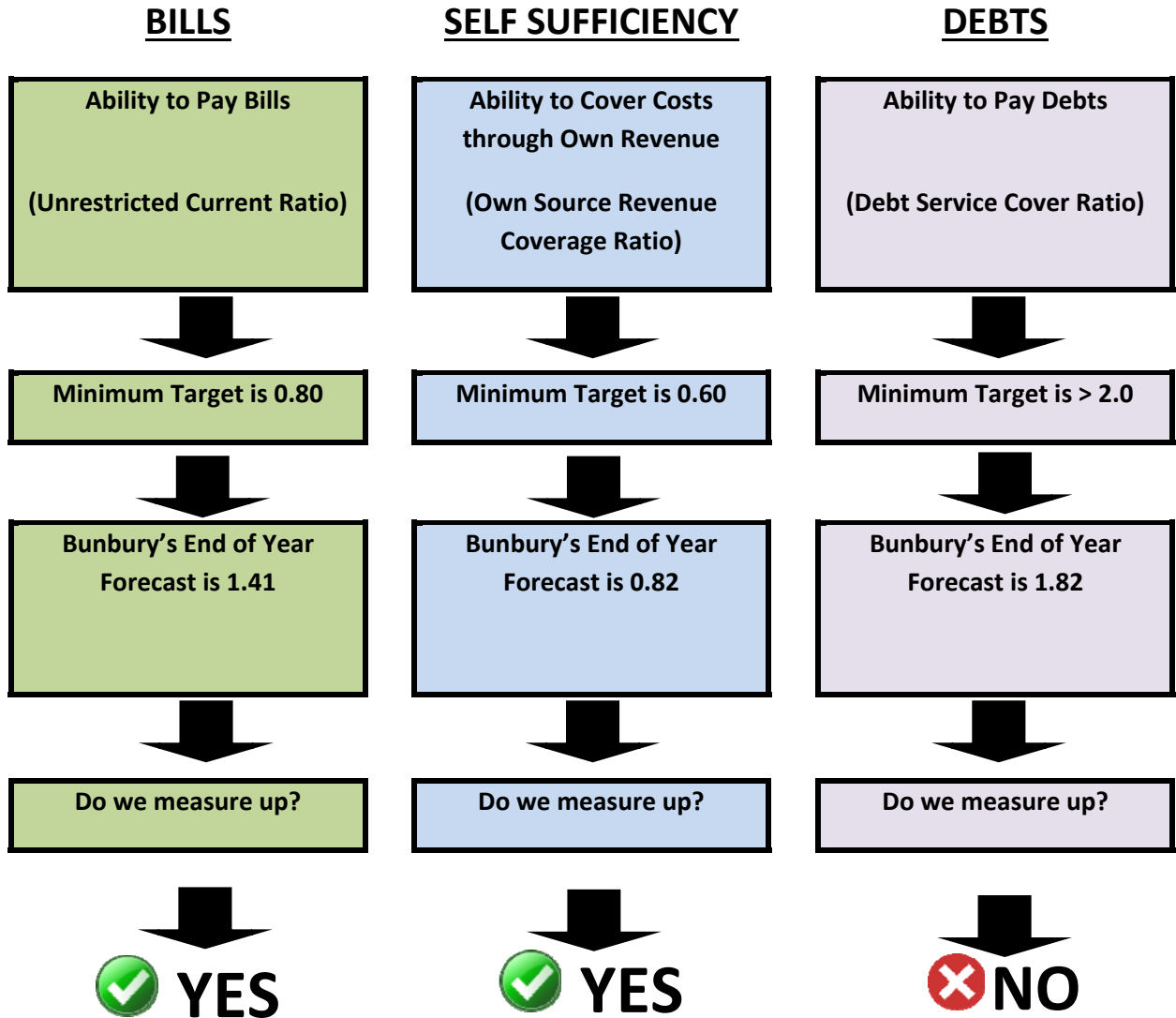


Financial Snapshot (Year to Date)	Actual (000's)
Operating Revenue	\$66,285
Operating Expenditure (Including Non-Cash Items)	\$66,684
Non-Cash Items	\$12,447
Capital Revenue	\$7,816
Capital Expenditure	\$21,957
Loan and Lease Repayments	\$1,751
Transfers (to)/from Restricted Cash	(\$288)
Unallocated Surplus Brought Forward 1 July 2023	\$4,900
Net Forecast Surplus Position at 30 June 2024	\$2.86M

Did you know?

The City sets aside cash for specific use in the future. For example, reserve funds are held for the City Growth and Major Development, Asset Management and Canal Management. It is forecast that the City will have \$14.53M in reserves at 30 June 2024.

➤ Financial Health Indicators



➤ Cash in the Bank (at 31 May 2024)



➤ How are we tracking against our budgeted targets?

Operating Surplus Ratio

A measure of the City's ability to cover its operational costs including depreciation and have funds left over to cover capital expenditure (including principal loan repayments) without relying on debt or reserves.

Minimum Target is > 1

Bunbury's Performance is (0.13)

Do we meet the target?

 **NO**

The reason that the Operating Surplus Ratio does not meet the minimum target is that operating revenue doesn't exceed own source operating revenue. This is being addressed with the following actions:

1. All operating expenditure is subject to review with the aim to reduce costs.
2. A significant amount of operating expenditure is in depreciation (\$13.77M or 18% of total operating expenditure).
3. Operating revenue is also subject to review.

Asset Sustainability Ratio

Measures if the City is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

Depreciation for 2023/24 is \$13.77M.

Capital expenditure (renewal and upgrade) for 2023/24 is \$29.51M.

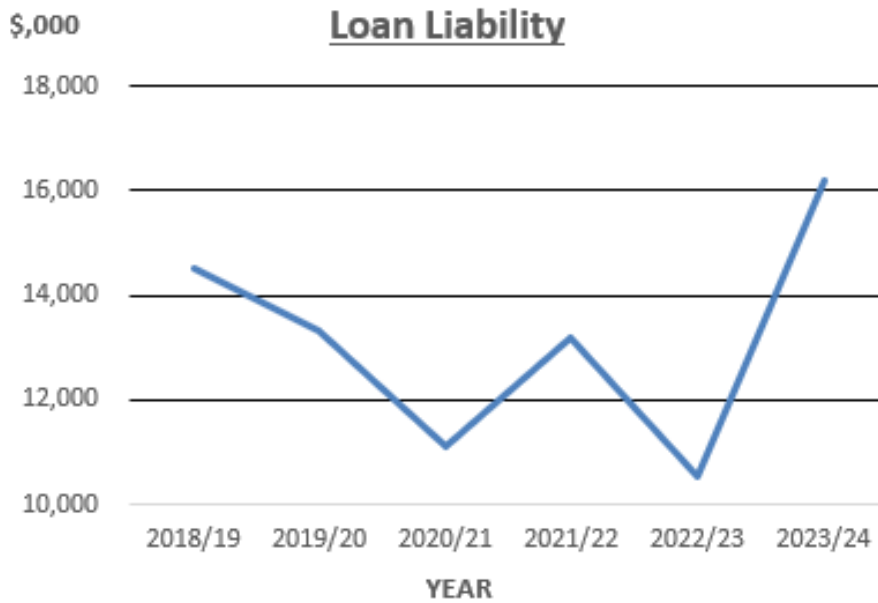
Minimum Target is > 0.90

Bunbury's Performance is 2.14

Do we meet the target?

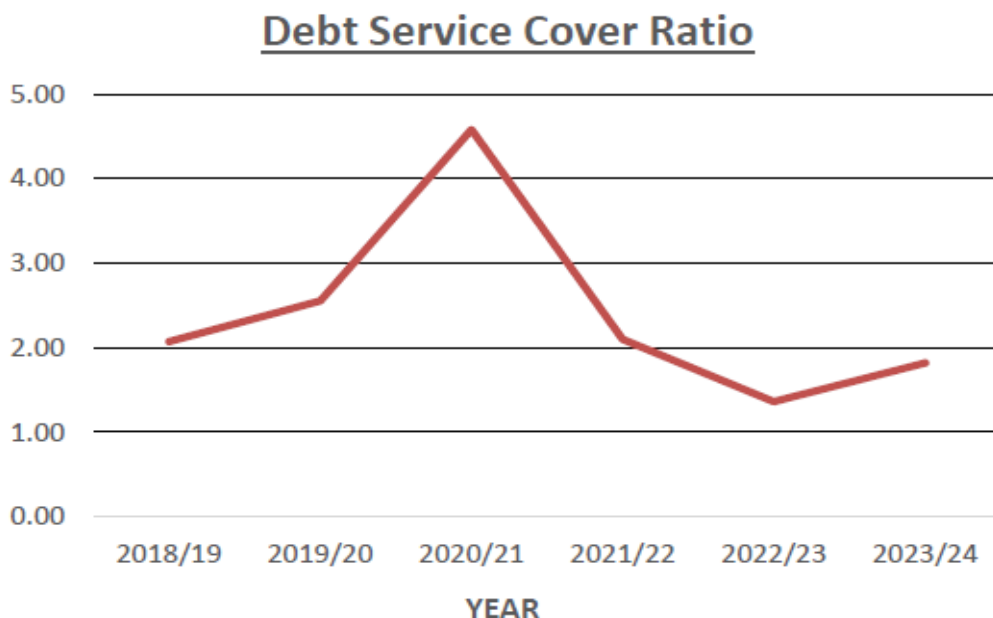
 **Yes**

➤ Debt Levels



The City requires \$8.18M in loan borrowings in 2023/24. As at 30 June 2024 the City's loan liability is forecast at \$16.17M. This includes the following loans:

- Hands Oval Upgrade - \$4.71M
- Forrest Park Pavilion - \$2.47M
- Road & Path Construction - \$1M



The Debt Service Cover Ratio measures the City's ability to service debt. The higher the ratio the stronger the position the City is in to repay annual principal and interest repayments.

Any feedback in this document is greatly appreciated and can be emailed to records@bunbury.wa.gov.au

10.4 Director Sustainable Development

10.4.1 State Administrative Tribunal Section 31 - Reconsideration of Proposed Telecommunications Infrastructure at LOT12 #1 Island Queen Street, Withers

File Ref:	DA/2023/166/2
Applicant/Proponent:	Amplitel Pty Ltd
Responsible Officer:	Alice Baldock, Senior Planning Officer
Responsible Manager:	Barbara Macaulay, Manager Planning and Building
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.4.1-A: Original Development Application Appendix 10.4.1-B: Council Minutes 12 December 2023 Appendix 10.4.1-C: Reconsideration Cover Letter Appendix 10.4.1-D: Revised Development Plans Appendix 10.4.1-E: Revised Photo Montage CONFIDENTIAL Appendix 10.4.1-F: Alternative Site Assessment Appendix 10.4.1-G: EME Report and Drawings Appendix 10.4.1-H: Arborist Advice

Summary

At its meeting of 12 December 2023, Council resolved to refuse an application for development approval for ‘Telecommunication infrastructure’ comprising of a 36.5m high monopole and associated equipment shelter at Lot 12 (#1) Island Queen Street, Withers. After Council’s determination, the applicant pursued their right to appeal the decision with the State Administrative Tribunal (SAT). Following two mediation sessions, and pursuant to s 31 (1) of the State Administrative Tribunal Act 2004 (WA), the SAT has invited Council to reconsider its decision to refuse the development application on or before 31 July 2024

Council has the option to:

1. Affirm the previous decision;
2. Vary the decision; or
3. Set aside the decision and substitute a new decision.

The Executive recommend is for Council to set aside the decision and approve the proposal subject to conditions.

Executive Recommendation

That Council pursuant to Section 31 of the *State Administrative Tribunal Act 2004* in respect of the SAT application DR 18/2024, resolves to:

1. Reconsider its decision dated 12 December 2023 and set aside the decision and approve proposed Telecommunication infrastructure and amended plans in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the City of Bunbury Local Planning Scheme No. 8, subject to the following conditions:

- a. At all times, the development the subject of this development approval must comply with the definition of ‘Telecommunications infrastructure’ as attached at Part 6, Division 2 of the City of Bunbury Local Planning Scheme 8.
- b. All development shall be in accordance with the approved development plans (attached) which form part of this development approval.
- c. This development approval will expire if the approved development has not substantially commenced within two (2) years from the date of issue of the approval, or, within any extended period of time for which the City of Bunbury has granted prior written consent.
- d. Before the development commences (including any soil disturbance), a Tree Protection Management Plan (TPMP) is to be prepared by a suitably qualified arborist and submitted to the City for approval. The Tree Protection Management Plan should include measures to be taken to protect the adjacent tree(s) during excavation works associated with the construction of the telecommunication infrastructure and the pruning of branches.

The recommendations attached at the approved TPMP are to be implemented prior to and during the construction of the development.

- e. Before the development commences, a contribution of \$1,500 must be made to the City of Bunbury for the provision of landscaping in the verge area adjacent to the subject development.
- f. Before the development is operational, the part of the existing brick face wall of the shopping centre building facing Devonshire Street and which is located directly behind and runs the length of the lease area is to be painted with anti-graffiti finish to a height of 3 metres above ground level.
- g. Prior to the issuing a building permit, the equipment compound fencing materials shall be amended to tubular steel fencing.
- h. Within 14 days of completion of construction, any alterations, relocation or damage of existing infrastructure within the road reserve must be completed and reinstated to the specification and satisfaction of the City of Bunbury.
- i. All water draining from roofs or other impermeable surfaces shall be directed to garden areas, sumps, or rainwater tanks within the subject lot, to the satisfaction of the City of Bunbury

Advice Notes:

- a. With regard to Condition d), the Tree Protection Management Plan should be consistent with AS 4970-2009 – Australian Standard Protection of Trees on Development Sites and include identification and establishment of a tree protection zone and appropriate measures to be put in place to protect the trees during the soil disturbing stages of the development. It should also address the proposed pruning of the tree branches.
- b. This is a development approval only. The applicant/owner is advised that it is their responsibility to ensure that the proposed development complies with all other applicable legislation, local laws and/or license requirements that may

relate to the development.

- c. The development the subject of this development approval is also regulated by the Western Australia Building Act 2011, Building Regulations 2012 and Building Code of Australia. A separate building permit must be granted before the development commences, where offences occur statutory penalties apply. The owner is advised to liaise further with the City of Bunbury.
- d. The development the subject of this development approval is required to comply with the:
 - i. Australian Communication and Media Authority’s mandatory limits for general public exposure to radio frequency electromagnetic radiation;
 - ii. Telecommunications Code of Practice 1997; and
 - iii. *Environmental Protection (Noise) Regulations 1997*.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant and well planned city.
Outcome 7	A community with high quality urban design and housing diversity.
Objective 7.1	Promote responsible planning and development.

Regional Impact Statement

The proposal relates to an individual property and is not considered to have a regional impact.

Background

On 28 August 2023 the City of Bunbury received an application for development approval for the construction of a 35m high monopole with a circular head frame and 3 panel antennas, with a total overall height of 36.5m. A full copy of the original development application package is **attached** at Appendix 10.4.1-A. Following public advertising the application was referred to Council for determination on 12 December 2023. At the meeting Council resolved to refuse the application, against the executive recommendation, with the following reason for refusal being given:

“The Mayor noted the reasons that Council did not approve the application (based on the debate) was due to amenity concerns of the local residents, the suitability of the location, the need for the development and health concerns.”

A copy of the Council Minutes are **attached** at Appendix 10.4.1-B.

Application to the State Administrative Tribunal

An application seeking review of the Council decision was lodged with the State Administrative Tribunal (SAT) on 29 January 2024. Following two mediation sessions held on 23 April 2024 and 22 May 2024, the SAT invited Council to reconsider its decision to refuse the development

application pursuant to Section 31 of the *State Administrative Tribunal Act 2004* (SAT Act). The amended plans and additional information were subsequently submitted to the City on 10 June 2024 for reconsideration.

Reconsideration

The revised proposal comprises of the following:

- Additional information addressing the reasons for refusal, particularly with regards to network capacity, alternative site investigations, Electromagnetic Energy (EME) concerns and updated photo montages of the proposal.
- Justification for the height of the monopole and size of the compound.
- Revised plans providing additional detail with regards to existing structures and the headframe of the monopole.

A copy of the revised plans and additional information **attached** at Appendices 10.4.1-C to 10.4.1-H.

Council Policy Compliance

Council's Policy Town Planning Appeal Applications for Review Council is applicable when Council's decision is contrary to the recommendation of the City's administration.

Legislative Compliance

- *State Administrative Tribunal Act 2004*
- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*.
- State Planning Policy 5.2 - Telecommunications Infrastructure (SPP 5.2).
- City of Bunbury Local Planning Strategy;
- City of Bunbury Local Planning Scheme No.8 (LPS8); and
- Local Planning Policy 3.0 – Zone Development Requirements (LPP3.0).

Officer Comments

Additional information has been provided by the applicant to address Council's reasons for refusal. Each reason for refusal is addressed in turn below.

1. Impacts on Amenity

a) *Impact on Existing Vegetation*

The applicant has engaged a qualified arborist to undertake a site visit and review the development plans for the proposed 'Telecommunications infrastructure'. The arborist has reviewed the proposal and advised that it will not require the removal of any tree branches and will not be of detriment to the existing Tuart or Peppermint tree. A full copy of the arborist advice is **attached** at Appendix 10.4.1-H.

b) *Landscaping*

The majority of the ground level telecommunications infrastructure will be screened by existing mature vegetation when viewed from Devonshire Street facing north (refer to site photos **attached** at Appendix 10.4.1-A). However, it is noted that the lease area for the telecommunications infrastructure is restricted in size (77m²) and there is limited

opportunity to landscape within the subject lot boundary due to lease arrangements and site constraints. The applicant has acknowledged concerns relating to amenity impact on the adjoining residential properties along Devonshire Street and has agreed to provide a monetary contribution for the City to undertake landscaping within the verge.

The City has previously considered landscaping within the verge area when development proposals are unable to provide landscaping within the lot boundaries. Whilst the City is supportive of verge landscaping, it is noted that in this case that the City will be responsible for the ongoing maintenance of the landscaping. Upon consultation with the City's Parks and Reserves team, there is limited scope for full landscaping of the verge area due to the dry soil conditions of the verge and sightlines for service vehicles accessing the Shopping Centre loading dock. A condition requiring a monetary contribution of \$1,500 is requested to allow the City to undertake suitable landscaping and mulching of the verge area.

c) *Fencing*

The original application proposed 2.36m high chain mesh fencing for the ground level equipment compound. The applicant has advised that there is opportunity to amend the fencing to 2.1m high garrison style tubular steel fencing (refer to Appendix 10.4.1-C) if it is the City's preference. In terms of durability and amenity, it is considered that the garrison style fencing is the preferred option and is recommended as a condition of approval.

d) *Painting*

The applicant has advised they are prepared to paint the monopole and part of the rear wall directly behind the equipment compound to Council's satisfaction. Officers consider the current proposed cement finish of the pole will blend into the sky more so than a painted finish. However, it is recommended that a condition is imposed requiring the rear wall directly behind the proposed development is to be painted with anti-graffiti paint.

2. Suitability of the location and the need for the development

a) *Existing Network Capacity*

The applicant has provided additional information (contained section 1.1 of Appendix 10.4.1-C) to address the need for the development. As a result of growing numbers of users and devices, the current mobile network is approaching its capacity limit, meaning that some users will be unable to maintain data speeds or access to the network at all.

Telstra's network is constantly monitored for data loads and speeds. Currently, a majority (greater than 70%) of the mobile traffic in the area between Mangles and Dalyellup is located within 3kms of the College Grove mobile site (known as the Carey Park tower under Telstra's network). In the past 5 years there has been a shift from voice calls to devices that use higher volumes of data, and as such the network traffic carried by this site currently has resulted in slower data speeds in this area. Based on confidential data and mapping presented during SAT mediation, it is acknowledged that there is a need for the development within this area.

b) *Alternative Site Investigations*

To address the above network capacity issue, additional telecommunication infrastructure is required within the vicinity of the customers the infrastructure is designed to service. Due to commercial confidentiality, the applicant has provided a confidential alternative site assessment which is **attached** at Confidential Appendix 10.4.1-F. The assessment outlines additional alternative sites which were investigated prior to selecting this site, including their suitability and engagement outcomes with the relevant landowners. The alternative site candidates were either not suitable from a radio frequency network capacity perspective, or the relevant landowner was unwilling to lease a portion of their site.

As part of the mediation process, the City investigated if there were any suitable City owned lots, or reserves within the relevant search area. Upon review, the alternative sites were considered to have a greater impact on residential properties or would prejudice future redevelopment of these sites under the Central Withers Structure Plan.

3. Concerns regarding EME emissions

The applicant has provided additional information to address the health concerns raised through community consultation with regards to EME emissions. A copy of the EME report and drawings are **attached** at Appendix 10.4.1-G.

a) *EME Emissions on Residential Dwellings*

Mobile carriers must comply with the Australian Standard on exposure to EME set by the Australian Communications and Media Authority (ACMA). The standard, known as the Radiocommunications (Electromagnetic Radiation – Human Exposure) Standard 2003, was prepared by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). ARPANSA is the primary Commonwealth agency responsible for protecting the health and safety of people and the environment from the harmful effects of radiation.

The EME report predicts that the maximum EME level calculated for the proposed facility is 238m from its proposed location, being 0.46% out of 100% of the public exposure limit.

b) *EME Emissions on the Existing Tuart Tree*

The height of the existing mature Tuart tree is 21m and a qualified arborist estimates the maximum height of that tree to be 25m. The submitted EME drawings indicate the horizontal and vertical cross sections of the emission patterns from transmitting antennas. The bottom of the EME emission plume will extend 7m above the maximum height of the tree (25m).

It is noted that in accordance with SPP5.2, telecommunication infrastructure is required to be designed to facilitate co-location of carriers. The height of the proposed structure will allow for another carrier to co-locate antennas on the telecommunications infrastructure and achieve a 2m separation from the maximum height of the tree and the EME emission plume. The tree and any birds nesting or roosting in the tree will be outside any areas of EME intensity.

The applicant has advised that the poles for telecommunication infrastructure are only built in standard heights of 30m or 35m. Any reduction in the height of the monopole would result in the Tuart tree being directly within the passage of the EME emission plume emanating from co-located infrastructure.

Analysis of Financial and Budget Implications

In accordance with Council Policy, the Council is currently being represented by separate legal Council which has budget implications. If Council reaffirms its decision for refusal, the decision may be forwarded to a full hearing by the SAT which will incur further legal costs.

Community Consultation

The SAT application does not require public consultation under the Scheme, the *Planning and Development Act 2005* or associated *Planning and Development (Local Planning Schemes) Regulations 2015*. The original submitters have been notified of the reconsideration and invited to attend the Council meeting.

Councillor/Officer Consultation

In accordance with Council Policy Town Planning Appeal Application for Review, Councillor Turner and Mayor de San Miguel were the Council representatives involved in the two SAT mediations.

Applicant Consultation

The applicant has been advised of the officer recommendation and conditions.

Timeline: Council Decision Implementation

In accordance with the SAT Order dated 22 May 2024, the City is invited to reconsider its decision on or before 31 July 2024. The SAT matter is listed for a directions hearing on 2 August 2024.

PLANNING ASSESSMENT REPORT

Planning Permit Application for a Telecommunications Facility

1 Island Queen Street, Withers WA 6230
(Lot 12 on Diagram 68552)

Prepared by Ventia Pty Ltd
On behalf of Amplitel

Project No: WA09265.01
November 2023

CONTENTS

1.0	EXECUTIVE SUMMARY	1
1.1	Site and Proposal Details.....	1
1.2	Applicant Details.....	1
2.0	INTRODUCTION.....	2
3.0	PROPOSED SCOPE OF WORKS.....	2
4.0	PURPOSE OF THE PROPOSAL	3
5.0	THE NEED FOR THE PROPOSAL	4
6.0	MOBILE TELECOMMUNICATIONS NETWORKS	5
7.0	SITE SELECTION PROCESS	6
8.0	CANDIDATE SITES	6
8.1	Colocation opportunities.....	7
8.2	Candidates considered.....	9
8.3	Nominated Candidate	10
8.4	Site context	11
8.5	Site details	12
9.0	PROPOSAL DETAILS	15
9.1	Facility and Equipment Overview.....	15
9.2	Access, traffic and parking	16
9.3	Utilities.....	17
9.4	Construction schedule	18
9.5	Acoustic	18
10.0	RELEVANT FEDERAL LEGISLATION	18
10.1	Telecommunications Act 1997.....	19
10.2	Telecommunications Code of Practice 2018.....	19
10.3	Telecommunications (Low-impact Facilities) Determination 2018.....	19
10.4	Communications Alliance Ltd. Industry Code C564: 2020 – Mobile Phone Base Station Deployment.....	20
10.5	Environment Protection and Biodiversity Conservation Act 1999.....	20
10.6	Native Title Act 1993	21
11.0	STATE REGULATORY FRAMEWORK	22
11.1	Aboriginal Heritage Act 1972	22
11.2	Planning and Development Act 2005.....	23
11.3	State Planning Policy No. 5.2 – Telecommunications Infrastructure (WAPC)	23
11.4	Statement of Planning Policy No. 5.2 – Telecommunications Infrastructures (WAPC)	26
12.0	LOCAL REGULATORY FRAMEWORK	30
12.1	City of Bunbury Local Planning Scheme No. 8.....	30
12.2	Neighbourhood Centre Zone Objectives.....	31

13.0	GENERAL PROVISIONS	32
13.1	Visual Impacts	33
13.2	Heritage	38
13.3	Flora and Fauna.....	40
13.4	Bushfire	41
13.5	Health and Safety	41
13.6	Social and Economic Impact	42
14.0	CONCLUSION	43
	APPENDIX A – PLANS OF THE PROPOSAL.....	44
	APPENDIX B – CERTIFICATES OF TITLE	45
	APPENDIX C – ENVIRONMENTAL ANALYSIS REPORT	46
	APPENDIX D – EME REPORT	47
	APPENDIX E – GUIDE TO EME REPORT	48

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1.0 EXECUTIVE SUMMARY

1.1 Site and Proposal Details

Address of Site	1 Island Queen Street, Withers WA 6230.
Legal Property Description	Lot 12 on Diagram 68552
Coordinates	-33.362157, 115.630685
Site Area	9557m ²
Registered Owner	SBMP PTY LTD
Local Authority	City of Bunbury
Proposal	35m high monopole tower, three (3) panel antennas on a circular headframe, one (1) equipment shelter not more than 3m high with a base area of not more than 7.5m ² at the base of the tower and ancillary equipment. This is to be installed within a new 5.5m x 14m (77m ²) fenced compound.
Planning Instrument	City of Bunbury Local Planning Scheme No. 8
Zone	Neighbourhood Centre Zone
Overlays	Historic Heritage Place
Application seeking	Development permit for a Telecommunications Facility
Use definition	Telecommunications Facility

1.2 Applicant Details

Applicant	Amplitel C/- Ventia Australia Pty Ltd
Contact Person	Marc Bays (02) 6124 4423 Marc.bays@ventia.com
Our Reference	WA09265.01 South Bunbury

□

2.0 INTRODUCTION

This report has been prepared by Ventia on behalf of Amplitel as supporting information to a Planning Permit Application for the works and use of a Telecommunications Facility at 1 Island Queen Street, Withers WA 6230. The property is formally described as Lot 12 on Diagram 68552.

Amplitel, a new company part of the Telstra Group is currently undertaking work across Australia to support and expand the new mobile phone infrastructure and coverage for Telstra and other Carrier to improve customer experience through faster and more reliable voice and data services.

Due to an industry-specific network requirement, Amplitel have identified the need to install a telecommunications facility on the site to improve both voice and data services within the surrounding area. Furthermore, the facility will provide 4G and 5G services to the surrounding South Bunbury area.

All mobile phone network operators are bound by the operational provisions of the federal *Telecommunications Act 1997* ("The Act") and the *Telecommunications Code of Practice 2018*. The proposed telecommunications facility installation is not defined as a low-impact facility and is therefore subject to relevant State and local planning provisions.

An extensive site selection process has been completed prior to selecting the subject site as the nominated candidate for a new Telecommunications Facility. This site selection process included considering a variety of factors including planning scheme considerations technical and coverage objectives, cost considerations, land tenure, visual impact and engineering/design criteria. The site was selected as the most appropriate location based on the above considerations, which are outlined in **Section 7** of the report.

The proposal is subject to the provisions of the WA Planning and Development Act 2005 and the provisions of the *City of Bunbury Local Planning Scheme No. 8*.

3.0 PROPOSED SCOPE OF WORKS

The proposal is inclusive of the following scope of works:

- Installation of one (1) new 35m high monopole;
- Installation of one (1) new circular headframe;
- Installation of three (3) new panel antennas (no greater than 2.8m in length);
- Installation of one (1) Telstra Equipment Shelter that is not more than 3m high with a base area of not more than 7.5m² at the base of the aforementioned tower; and
- Installation of associated ancillary cabling and equipment.
- Installation of new 5.5m x 14m fenced compound.

Refer to Plans attached in **Appendix A** for further details and **Appendix B** for Land Titles.

All mobile phone network operators are bound by the operational provisions of the Federal Telecommunications Act 1997 (the "Act") and the Telecommunications Code of Practice 1997. The proposed telecommunications facility installation **is not defined as a low-impact facility** and is therefore subject to relevant State and local planning provisions.

Pursuant to the *Planning and Development Act 2005 (PDA)*, the proposal constitutes a change of use and requires a development application to be made to City of Bunbury (**Council**) for approval.

The proposal is subject to the *City of Bunbury Local Planning Scheme No. 8* (the **local planning scheme**). The proposal has addressed the applicable provisions of the planning scheme in **Section 12** of this report.

Under the planning scheme, the proposed scope of works meet the definition for 'telecommunications infrastructure' and the site is within a 'neighbourhood centre' zone and subject to a historic heritage overlay in the municipal inventory. As such, the use will not be permitted unless Council has exercised its discretion by granting development approval.

This Planning Assessment Report demonstrates compliance of the proposal against the local planning scheme and the applicable overlay provisions.

Based on the above, the proposed application to install a Telecommunications Facility at 1 Island Queen Street, Withers is considered appropriate for the site and warrants favourable consideration by Council.

4.0 PURPOSE OF THE PROPOSAL

To cater for the growing demand for mobile services, Telstra has embarked on a nationwide rollout to deliver an improved, reliable telecommunications network to the Australian public. The rollout will provide improved mobile coverage and enhanced services in metropolitan, regional and rural areas throughout Australia. This rollout consists of the upgrade of existing telecommunications facilities and where required the installation of new mobile base stations to expand the coverage footprint and offer seamless mobile services.

Additional base stations are required where surrounding facilities cannot provide sufficient coverage to a target area. New facilities are also required when existing base stations are fully utilised and cannot serve additional users in the area. Amplitel and Telstra have undertaken analysis of the Telstra mobile network in South Bunbury and has identified areas where coverage and network quality needs to be improved. These include existing commercial and residential areas, as well as the future residential areas to the west. If this investment is not made, the following main issues will arise:

1. □ Users may have difficulty connecting to the mobile network or the call may drop out. This impacts businesses, residents, visitors to the area and the ability of the user to contact emergency services.
2. □ Users may experience reduced data speeds, longer download times and poor network performance at busy times of the day with data intensive and time sensitive applications (e.g. newscasts, social media, mobile banking, weather forecasts, sports highlights etc).

As noted above, the lack of telecommunications facilities in South Bunbury does not only deprive existing users of signal, but also puts at risk the availability of 21st century services to facilitate residential expansion.

Once a need for improved network performance has been identified, the optimisation of existing facilities throughout the region is explored and undertaken where required. In some cases this option resolves network deficiencies in an area. However, in this situation the optimisation of surrounding facilities has not been able to achieve a satisfactory outcome for the network in South Bunbury. Further investigations into the use of other Carrier and broadcast facilities within the area has also been completed. This is discussed in the Site Selection Process of this report.

5.0 THE NEED FOR THE PROPOSAL

Access to wireless services is a critical requirement in the modern era. While Australia has among the fastest mobile networks speeds across the globe, there is an identified coverage disparity between urban and rural areas. This disparity is due to the population concentration in urban areas, with existing wireless services covering 99% of the population but only 33% of the total landmass. As a result, major transport routes and large landholdings miss out on the critical wireless services available in urban areas.

While satellite services for mobile phone and data are available in some rural areas, the steep cost for landholders, unreliability and low data caps are all significant impediments to their daily use.

The 2018 Regional Telecommunications Review (the **Edwards Review**) brought these issues into clear focus, with important findings relating to:

- economic benefits; and
- social benefits

The Edwards Review found that economic benefits in regional areas are increasingly linked to wireless services, with regional businesses in a weak position to take advantage of new digital applications and economic opportunities. The Australian Government Response to the review strengthened this argument, stating that “*digital agriculture could increase the gross value of Australian agricultural production by \$20.3 billion, a 25% increase over 2014-15 levels. The greatest gains are expected to come from remote monitoring, automation, better tailoring of inputs such as fertiliser and seed, and environmental benefits such as efficiencies in water and pest management*”.

Tourism is often touted as a key asset to Australia as a whole, with the emerging areas of agritourism and eco-tourism combining with the rich and unique history and experiences available in outback areas to provide new economic opportunities for regional areas. Connectivity is a driver of such economic opportunities, even in rural areas. Data from Tourism Australia shows that 289 million visitor nights were spent in regional Australia in 2017, up from 234 million in 2012. The Edwards Report includes first-hand examples from regional tourism operators on the challenges they have faced and how technologies have or could improve their businesses.

The education opportunities in regional areas of Australia have lagged behind those in urban areas for several decades (Karmel, 1973 and Lamb et al. 2014). The need to send children and young adults to cities to obtain the education available in urban areas was long seen as a necessity. The advent of digital education services has proven a boon in ensuring that families in regional areas can stay together while still receiving a high-quality education. Irrespective of students being educated via distance or at local schools, education is increasingly digital. With video being a key component of lessons, access to wireless services is essential.

Social cohesion and connectivity is another important aspect of the digital age. Expanded wireless services allow for regional and rural communities more options to communicate with each other and with relatives and/or friends in other cities and countries. Additionally, rural and remote communities are less likely to have access to a range of health care services (Rural Health Standing Committee, 2016: National Strategic Framework for Rural and Remote Health). Given the natural hazards such as drought, bushfires and floods that are a frequent and ongoing occurrence in Australia, access to mental health services can be of critical importance. Wireless

services allow for more communications opportunities in regional areas and opens additional avenues for mental health services (National Mental Health Commission, 2018).

Wireless services are also important for safety reasons, particularly in relation to the aforementioned natural hazards present in Australia. The 2017-2018 ACMA Communications Report showed that in 2017-2018 there were nine (9) million calls made to emergency services numbers, and increase of 4.8 per cent from 2016-2017, with the majority made from mobile phones. This increase in emergency numbers calls from mobile phones is a continuing trend, with the share increase by approximately 2-3% on average every year from 2012-2014. In regional and remote communities, where potentially dangerous tasks are undertaken on a daily basis, but where neighbours or family members are oftentimes out of earshot, the ability to call for assistance from a mobile phone can be critical.

The proposal is an important aspect of bridging the digital disparity between denser urban area and regional communities, and in doing so better supporting their communities in a range of areas, including economic, education, social and safety.

6.0 MOBILE TELECOMMUNICATIONS NETWORKS

A mobile telecommunications network is made up of multiple base stations covering a geographic area. They work by sending and receiving radio signals from their antennas to mobile phones and other mobile devices such as tablet computers, wireless dongles etc. Base stations are designed to provide service to the area immediately surrounding the base station which can be up to several kilometers in distance. Depending on the technical objectives of a base station, the physical characteristics of each telecommunications facility; such as its height, number and size of antennas, equipment, cabling etc. will vary.

As a general rule, the higher the antennas of a base station the greater the range of coverage and the ability to relieve capacity issues. If this height is compromised then additional facilities, and thus more infrastructure, will be required for any given locality. The further a facility is located away from its technically optimum position the greater the compromise of the service. This may result in coverage gaps and require additional or taller base stations to provide adequate service.

Each base station transmits and receives signals to and from mobile devices in the area. As the mobile device users move around their devices will communicate with the nearest base station facility to them at all times. If the users cannot pick up a signal, or the nearest base station is congested because it is already handling the maximum number of phone calls or maximum level of data usage, then the users may not be able to place a call, they may experience call "drop outs" or they might experience a slow data rate while attempting to download content.

There are three main factors that can cause the above:

- You may be too far away from a facility to receive a signal, or there may be objects blocking the signal from the nearest facility; such as hills and large trees. To ensure optimum service the radio signals transmitted between the facility's antennas and mobile devices need to be unimpeded, maintaining a "line-of-sight" between them.
- The facility may be transmitting as much data and calls as it can handle. This can result in call drop-outs and slower data rates when too many users are connected to a facility at once.
- The depth of coverage, which affects the ability to make calls inside buildings, may be insufficient in some local areas.

The current proposal will form part of Telstra's 4G and 5G network solution to the South Bunbury locality and will deliver essential mobile services (voice calling, SMS), as well as live video calling, video-based content including; news, finance and sports highlights, and high-speed wireless internet – wireless broadband. With a coverage footprint of more than 2.1 million square kilometers and covering more than 99% of the Australian population, Telstra's 4GX is Australia's largest and fastest national mobile broadband network and as such requires more network facilities, located closer together to ensure a high-quality signal strength to achieve reliable service and the fastest possible data transfer rates.

7.0 SITE SELECTION PROCESS

Amplitel commences the site selection process with a search of potential sites that meet the network's technical requirements, with a view to also having the least possible impact on the amenity of the surrounding locality. Amplitel applies and evaluates a range of criteria as part of this site selection process.

Telstra and Amplitel assess the technical viability of potential sites through the use of computer modelling tools that produce predictions of the coverage that may be expected from these sites as well as from the experience and knowledge of the radio engineers.

There are also a number of other important criteria that Telstra uses to assess options and select sites that may be suitable for a proposed new facility. These take into account factors other than the technical performance of the site, and include:

- The potential to co-locate on an existing telecommunications facility.
- The potential to locate on an existing building or structure.
- Visual impact and the potential to obtain relevant town planning approvals.
- Proximity to community sensitive locations and areas of environmental heritage.
- The potential to obtain tenure at the site.
- The cost of developing the site and the provision of utilities (power, access to the facility and transmission links).

In making the proposal for this site at South Bunbury, Amplitel has carefully weighed all of the aforementioned criteria. This analysis is detailed in the next section.

8.0 CANDIDATE SITES

Amplitel carefully examined a range of possible deployment options in the area before concluding that a new mobile base station at 1 Island Queen Street, Withers would be the most appropriate solution to provide necessary mobile phone coverage to the South Bunbury locality.

Accordingly, this section of the report will demonstrate the following:

- Colocation opportunities and existing telecommunications infrastructure within proximity to the proposed installation; and
- An analysis of the locations considered when determining an appropriate location for a new telecommunications installation within the required coverage area.

8.1 Colocation opportunities

The Communications Alliance Ltd. (formerly Australian Communications Industry Forum Ltd. - ACIF) Industry Code C564:2020 – Mobile Phone Base Station Deployment promotes the use of existing sites in order to mitigate the effects of facilities on the landscape. It should also be noted that as a first preference, Amplitel attempts to utilise, where possible, any existing infrastructure or co-location opportunities. Co-location is the beneficial reuse of an existing tall structure to negate a need for a new tower in the area, with antennas and equipment being placed on the existing tall structure and the immediate ground area. Co-locations will commonly include an existing Telecommunications Facility, but can include tall residential buildings, radio towers, or government assets such as water tanks.

Figure 1 shows all existing tall infrastructure and existing and proposed telecommunications facilities within the surrounding area.

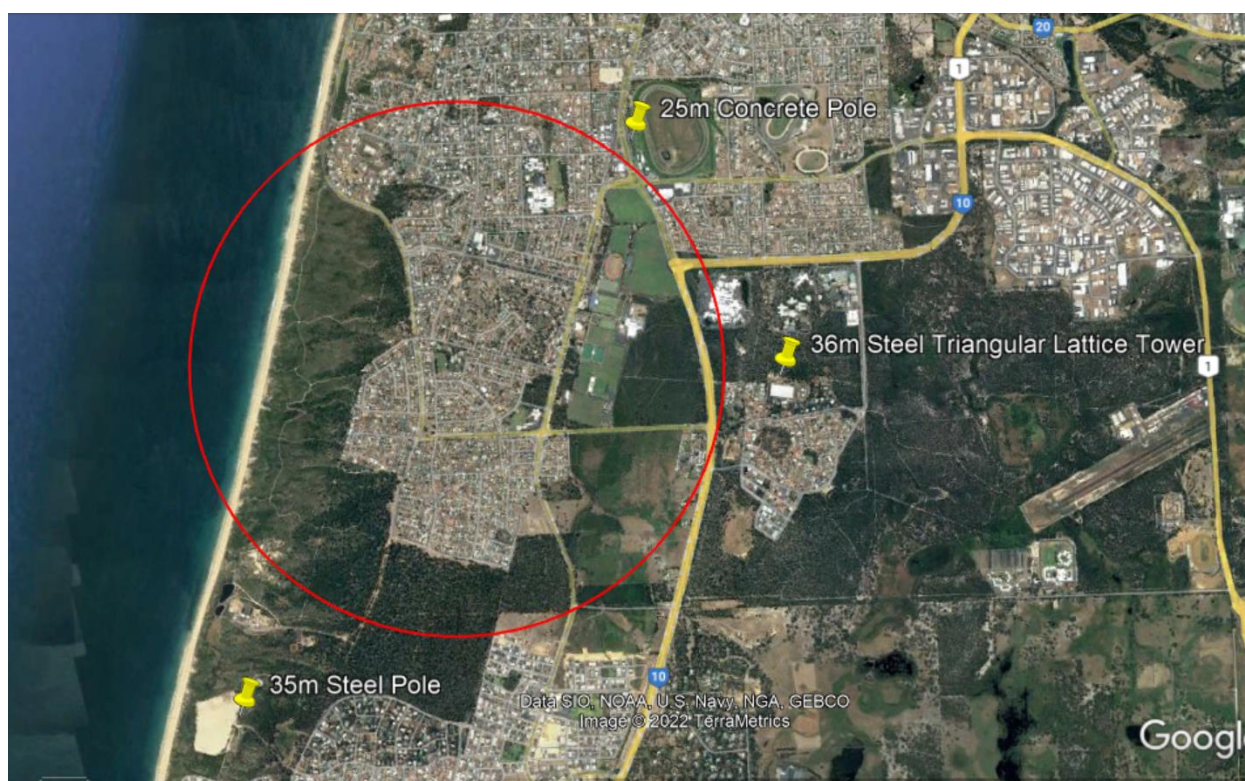


Figure 1: Location of candidates for co-location in relation to target coverage area circled in red
 - Source: www.rfnsa.com.au and Google Earth 2023

The characteristics of the co-location candidates identified in **Figure 1** are provided below in **Table 1**.

Table 1: Summary of co-location opportunities within or closest to the South Bunbury area

RFNSA Site No.	Site Address	Structure type	Is site constructed?	Suitable for co-location?	Comments
6230007	9006 Plan P30102 Maidment Parade Dalyellup WA 6230	35m Steel Pole	Yes	No	Tower in Dalyellup is approximately 3KM away from the centre of the target coverage area and has existing Telstra, Vodafone and Optus antennas on it. It is not able to provide adequate coverage to the target coverage area of South Bunbury which includes Usher and Withers.
6230006	Edith Cowan University, off Robertson Drive College Grove WA 6230	36m Steel Triangular Lattice Tower	Yes	No	Tower in College Grove is approximately 2KM away from the centre of the target coverage area and has existing Telstra, Vodafone and Optus antennas on it. It is not able to provide adequate coverage to the target coverage area of South Bunbury which includes Usher and Withers.
6230019	Bussell Highway Carey Park WA 6230	25m Concrete Pole	Yes	No	Tower in Carey Park is approximately 2KM away from the centre of the target coverage area and has just Telstra antennas on it. It is not able to provide adequate coverage to the target coverage

					area, particularly Usher and Withers.
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As indicated in **Figure 1**, the closest existing telecommunications facility is located at Bussell Highway Carey Park WA 6230 (RFNSA 6230019) which is over 2KM from the approximate centre of the targeted coverage area. As this facility is unable to provide coverage to the targeted coverage area it was not considered a feasible co-location option.

8.2 Candidates considered

The site selected is deemed to be the most optimal location to achieve the required coverage for the targeted coverage area and requires the installation of a new mobile base station. Alternative candidates were considered, though the residential zones and park reserves in between the candidates were excluded due to issues with amenity, land size and existing use conflicts. The target coverage area was identified as largely comprising predominantly single dwelling residential unit lots, parks and reserves, with commercial areas and schools making up a small portion of the areas. No industrial premises were found in the site selection search ring.

Figure 2 provides a map of the non-colocation candidates considered for the proposed facility. Details on these alternative candidates are further outlined in **Table 2** along with the balance of alternative candidates considered as part of the site selection process.

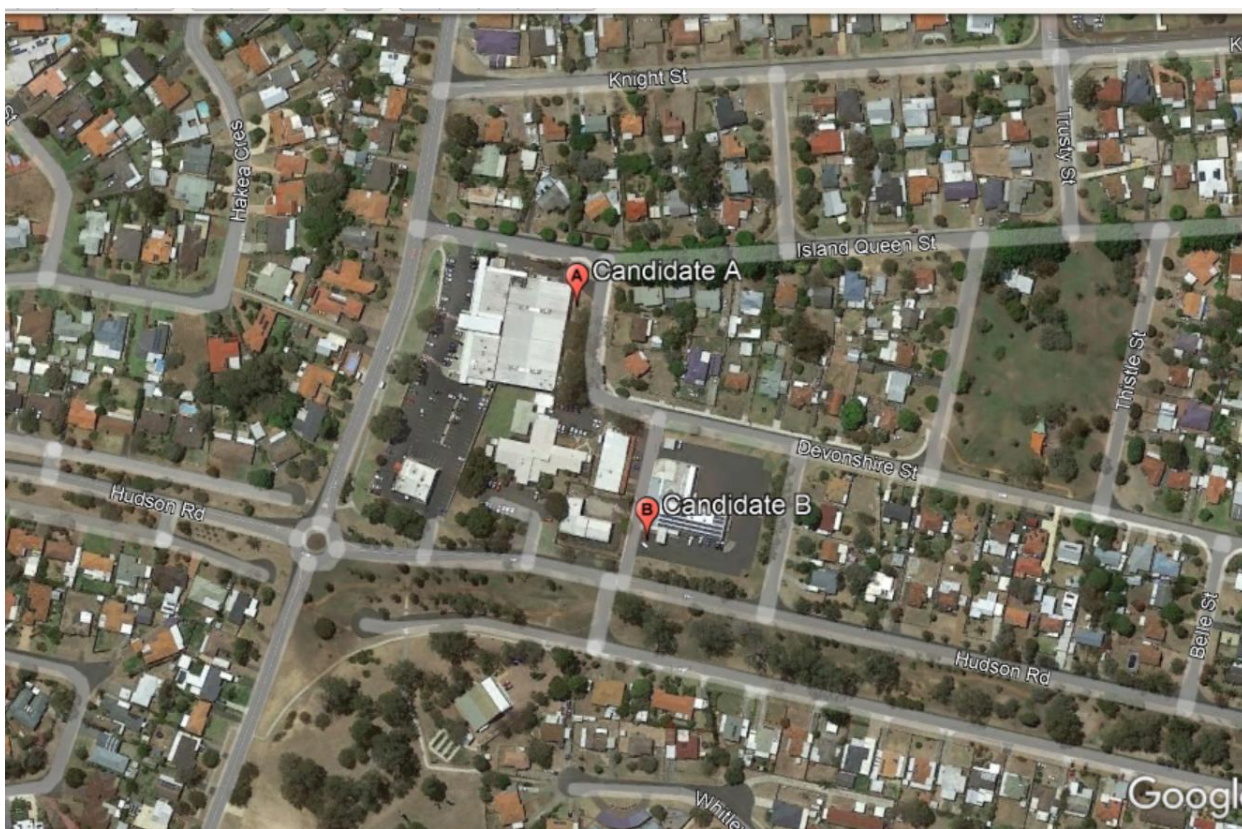


Figure 2: Location of non-colocation candidates - Source: Google Earth 2023

Table 2: Summary of non-colocation candidates considered

Candidate	Location	Proposal	Zoning	Reason for exclusion/comments
Candidate A	1 Island Queen Street, Withers WA 6230 Lat: -33.362157° Long: 115.630685°	Greenfield 35m monopole	Neighbourhood Centre Zone	This is the preferred candidate and the subject of this application. The subject site keeps great separation from the nearest community sensitive places and achieves the coverage objectives of Telstra. Some pruning of branches from the nearest tree will be required, however the site is not subject to environmental protections.
Candidate B	26 Hudson Road, Withers WA 6230 Lat: -33.363371° Long: 115.631015°	Greenfield 30-40m monopole	Neighbourhood Centre Zone	This site keeps great separation from the nearest residences and community sensitive places and achieves the coverage objectives of Telstra, however there were constraints around achieving landowner support.

8.3 Nominated Candidate

A preferred nominated candidate was selected for the proposed facility based on the radiofrequency objectives, property tenure, planning and environmental issues, potential community sensitive uses and engineering criteria as noted above. For this project, co-location on an existing telecommunications facility is not considered feasible and a new macro tower is considered suitable given:

- the site is technically feasible and can achieve Amplitel's coverage and capacity objectives by installing the new mobile base station;
- the site will provide improved coverage to the South Bunbury area;
- the proposed monopole will be located in a site with favourable zoning;
- the facility will maintain good separation from community sensitive places of interest such as Newton Moore Senior High School and Adam Road Primary School;
- the facility will not alter the land use and will support future carrier co-located facilities;
- the site is not located within a state register for heritage or environmental conservation;
- the site is appropriately serviced and has access to the electricity supply network and existing transport network;
- the site will require only minimal trimming of branches from the nearest street tree;

- the costs associated with delivering the site and constructing the facility are considered by Amplitel to be reasonable.

As stated above, the site selection process carefully considered environmental and visual constraints, existing and future land use characteristics, the orderly planning of the area and the design of the facility. On balance, it is considered that the location and height of the facility ensure optimal service provision to the area whilst minimising any perceived impacts. The proposed Amplitel site has been sited and designed to minimise any adverse impact on the amenity of the surrounding locality and has been located away from sensitive sites such as schools and childcare centres.

As a result of the aforementioned points it is considered that the siting and design effectively responds to the landscape setting in the area.

8.4 Site context

The proposed facility is located outside South Bunbury Marketplace of South Bunbury township, inside the local planning scheme map '7' for 'Withers Locality'.

The subject site is 1 Island Queen Street, Withers WA 6230. The entrance to the property is taken directly off Island Queen Street, Devonshire Street and Hudson Road. Within the large 9557m² lot is the South Bunbury Marketplace Shopping Mall, a large parking lot, a loading bay area between Devonshire and Island Queen Street and a narrow strip of reserve adjacent to Devonshire Street which is the subject of this application for proposed telecommunication facilities.

Directly North and East of the proposed structures location in the immediate vicinity are premises zoned 'mixed use residential' under the local planning scheme, which separate the areas abundance of R20 and R40 density 'residential' houses from the proposal. South and West of the site are large lots zoned as 'neighbourhood centre' in the planning scheme, which contain several retail shops within the Marketplace Shopping Mall, convenience stores and the Bunbury Masjid Islamic Association Mussalah. These built community places of interest will provide a buffer and visual screening between the nearest residences 200m south from the proposal and 100m west from the proposal.

Other than the two schools identified, the only other community sensitive place in the vicinity is the Bunbury Community Health Centre, approximately 60m away from the proposal. No childcare centres were found within a search radius of 500m from the proposed monopole.

While the site fully intersects with the 'Withers Homeswest South Bunbury Housing Estate' (place no. 5630) historic heritage curtilage listed in the municipal inventory, it is noted that between this large heritage area and the adjacent 'Withers Homestead Housing Estate' (place no. 5621) also listed only in municipal inventory, over half of the candidate search area is overlaid by either items. None of the historic heritage items in the vicinity are featured in the Western Australian heritage register, including the 'Withers Branch Public Library' (place no. 5622) located over 200m South of the proposal.

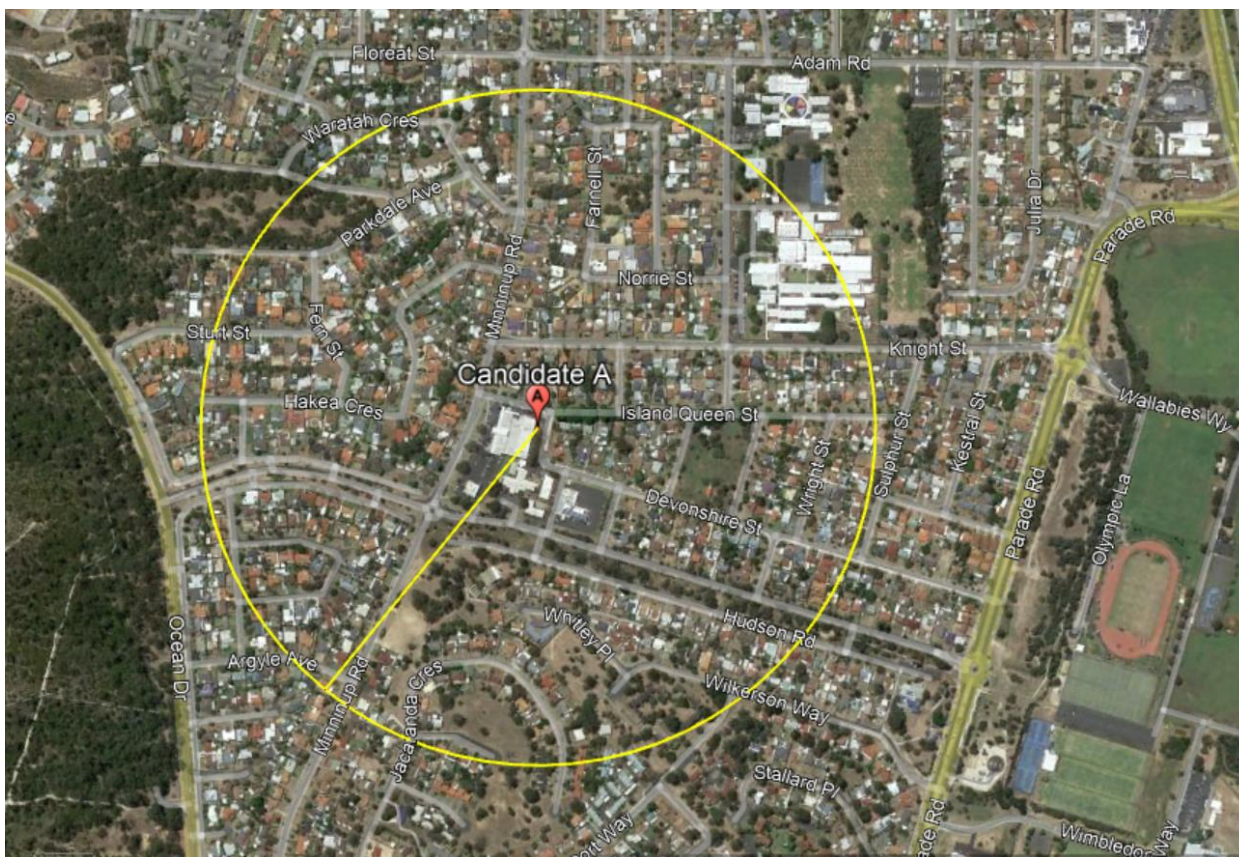


Figure 3: Aerial view of subject site and surrounds at a 500m radius - Source: Google Earth, 2023

The subject site at 1 Island Queen Street, Withers is surrounded by mix of a residential and commercial uses. The with specific cardinal borders are provided in **Table 3**

Table 3: Summary of adjoining land uses

North	Mixed Residential. Residential.
East	Mixed Residential. Residential.
South	Neighbourhood Centre. Primary Regional Road Reserve.
West	Neighbourhood Centre. Primary Regional Road Reserve.

The surrounding area can be described as a built-up, small suburban neighbourhood centre with tree lined streets and predominantly one storey premises. The below figures show the surrounding areas from the proposed tower’s location

8.5 Site details

Site Details	
Site address	1 Island Queen Street, Withers WA 6230
Real property description	Lot 12 on Diagram 68552
Coordinates	-33.362157, 115.630685
Site area	9557m ²
Registered owner	SBMP PTY LTD

Existing land use	Neighbourhood Centre Zone
Vegetation	Some tall mature trees.
Topography	The proposal area is relatively flat
Services	Site has access to power and an existing access.

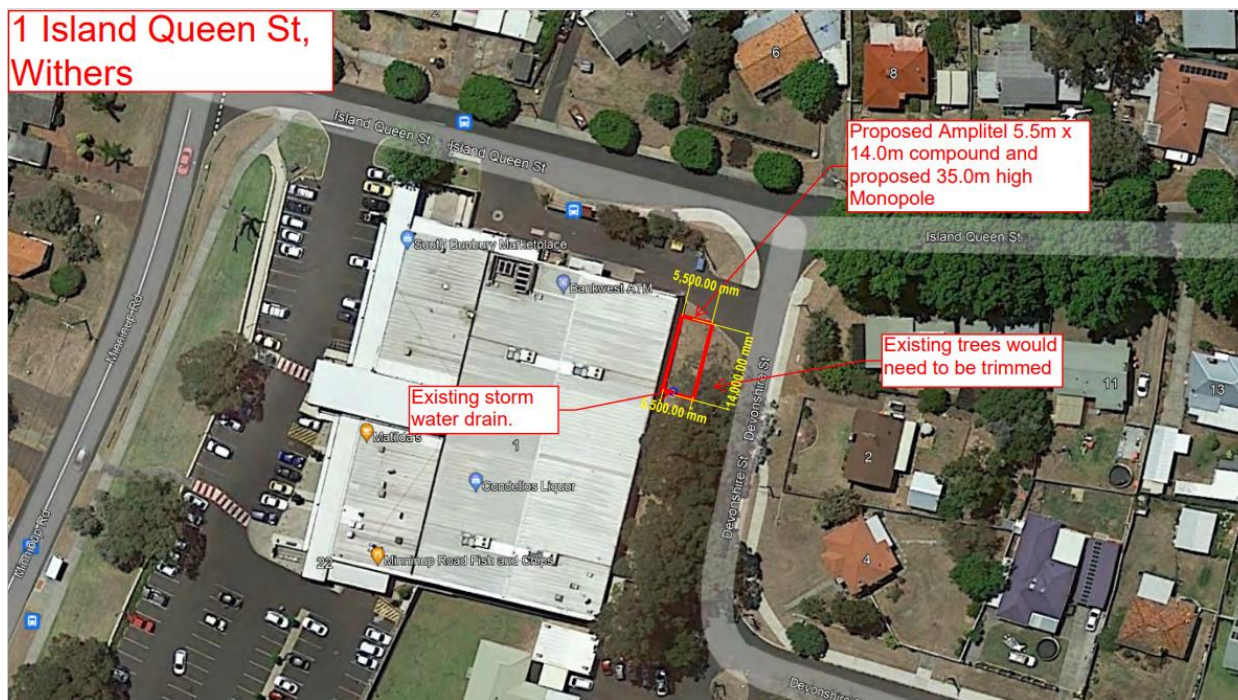


Figure 4: Subject site for Amplitel proposal - Google Earth Markup – 1 Island Queen Street, Withers
 - Source: Google Earth 2023

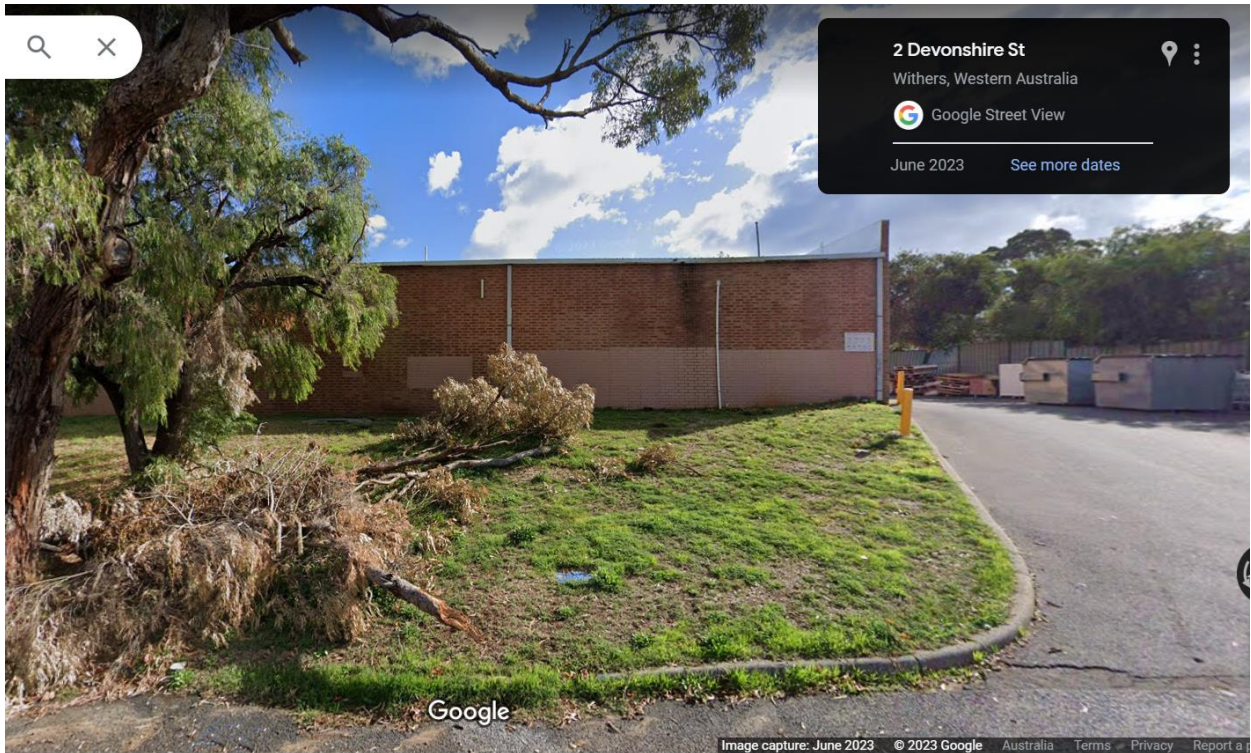


Figure 5: Subject site for Amplitel proposal (looking west from Devonshire Street) – 1 Island Queen Street, Withers - Source: Google Earth June 2023

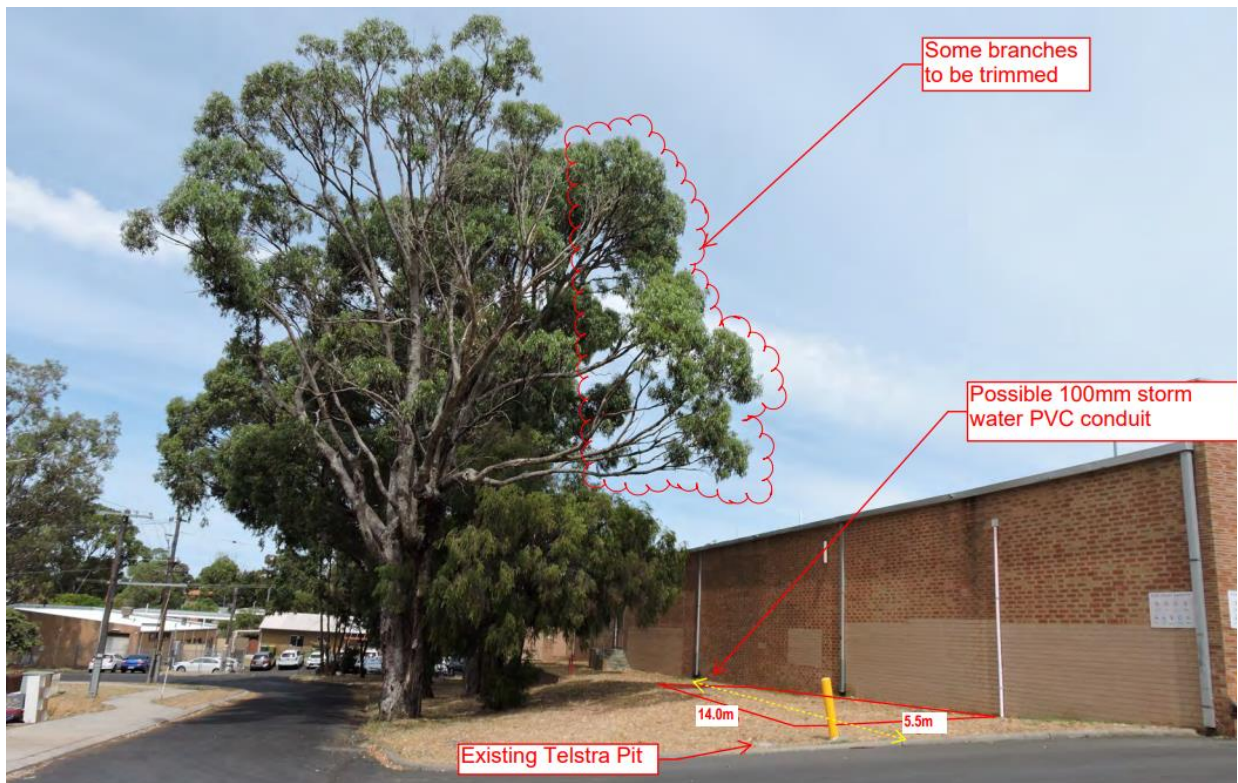


Figure 6: Subject site for Amplitel proposal (looking south from Island Queen Street) – 1 Island Queen Street, Withers - Source: Ventia 2022



Figure 7: Subject site for Amplitel proposal (looking North from Devonshire Street) – 1 Island Queen Street, Withers - Source: Google Earth June 2023

9.0 PROPOSAL DETAILS

The proposal is necessary to provide improved 4G and 5G telecommunications services within the South Bunbury area. The proposal is part of Telstra's network coverage expansion program however through Amplitel will support additional Carriers to co-locate on to the proposed structure.

9.1 Facility and Equipment Overview

The proposed telecommunication installation requires the following works:

- Installation of one (1) new 35m high monopole;
- Installation of one (1) circular headframe;
- Installation of three (3) new panel antennas (no greater than 2.8m in length);
- Installation of one (1) Telstra Equipment Shelter that is not more than 3m high with a base area of not more than 7.5m² at the base of the aforementioned tower;
- Installation of associated ancillary cabling and equipment; and
- Installation of a 10m by 10m fenced compound.

The proposed monopole will be an unpainted/untreated concrete monopole with a light neutral grey appearance so that its colour blends in with the sky backdrop and surrounding light and electricity poles when seen from a distance. This is considered appropriate given the moderate level of visual impact from the proposed facility. The proposed Telstra equipment shelter will utilise a paper bark colour which corresponds better with its surrounding and the brick wall it will be placed close to.

The proposal is demonstrated through the proposal plans, attached in **Appendix A**.

9.2 Access, traffic and parking

The subject site can be accessed from Devonshire Street, Hudson Road and Island Queen Street, Withers. (Figure).



Figure 8 Existing access to subject site Source: Nearmap 2022

Access to the facility will be via Devonshire Street. (Figure).



Figure 9 - Space for temporary crane and works setup corner Devonshire Street and Island Queen Street, Withers Source: Google Earth 2018

Mobile phone base stations require only infrequent maintenance visits (i.e. only two (2) to four (4) times per year) and this site will operate continually on an unmanned basis, therefore the proposal will not be a significant generator of vehicular and/or pedestrian traffic. As such, the addition of parking spaces will not be necessary.

During the construction phase various vehicles will be used to deliver equipment and construct the proposed development. Any traffic impacts associated with construction and establishment will be of a short-term in duration (i.e. approximately five weeks over non-consecutive periods) and will be temporary in nature and will not affect existing traffic flows of the surrounding area. In the event a road closure is required, Telstra will apply to the relevant authorities for permission and apply a traffic management plan.

9.3 Utilities

The proposal will connect to the nearest existing below ground Telstra fibre and pit on Devonshire Street, with power sourced from the existing electrical network.

The unmanned nature of the proposed mobile base station removes the need for connection to water or sewer services.

Furthermore, the proposal incorporates very minimal hard surfaces and therefore will generate insignificant stormwater runoff from the site. As such, the proposal does not require connection to the stormwater network, however the existing stormwater, retic and firemain PVC conduits will need to be relocated within 1 metre from the edge of the proposed Amplitel fence.

9.4 Construction schedule

The construction of the mobile base station will take approximately five to six weeks over non-consecutive periods, subject to weather.

The construction of the proposed mobile phone base station primarily consists of the following processes:

- Site preparation and foundation earthworks – Including site clearing and access track preparation
- Tower foundation installation – Concreting of foundations and installation of underground conduits.
- Tower assembly including head frame and equipment shelter – Crane on site for duration of tower assembly
- Installation of new equipment using an EWP and laying of cabling – reflective of the scope of works outlined within this Development Application; and
- Network Integration – Ensuring that the mobile phone base station can connect with both end users and other sites within the Telstra network.

If temporary road closures are required for the erection and installation of equipment, Amplitel will liaise with authorities beforehand and seek permission before applying traffic management plan.

9.5 Acoustic

Noise and vibration emissions associated with the proposed facility would be limited to the construction/demolition phase outlined above. The works are to be concluded in a timely manner with construction occurring over a period of 4 weeks, so that residents in the surrounding area should not be inconvenienced in the long term.

During normal operation the noise emanating from the air- conditioning equipment would be similar to those used in domestic situations and will comply with the background noise levels given in *Australian Standard AS 1055*.

10.0 RELEVANT FEDERAL LEGISLATION

The following information provides a summary of the Federal legislation relevant to telecommunications deployment.

While Amplitel is not a Carrier itself, it is part of the Telstra Group and the proposed facility will serve Telstra initially. As a licensed telecommunications carrier, Telstra must operate under the provisions of the *Telecommunications Act 1997* and the following legislation and industry codes:

- The Telecommunications Code of Practice 2018;
- The Telecommunications (Low-impact Facilities) Determination 2018 (as amended);
- Mobile Phone Base Station Deployment Code; and
- The Environment Protection and Biodiversity Conservation (EPBC) Act 1999

10.1 Telecommunications Act 1997

The *Telecommunications Act 1997* (the Act) came into operation on 1 July 1997. The Act provides a system for regulating telecommunications and the activities of carriers and service providers. The aim of the *Telecommunications Act 1997* is to provide a regulatory framework that promotes:

- The long-term interests of end users of carriage services or of services provided by means of carriage services; and
- The efficiency and international competitiveness of the Australian Telecommunications Industry.

Under the Act, telecommunications carriers are no longer exempt from State and Territory planning laws except in three limited instances:

- 1.□ There are exemptions for the inspection of land, maintenance of facilities, installation of “low impact facilities”, subscriber connections and temporary defense facilities. These exemptions are detailed in the Telecommunications (Low-impact Facilities) Determination 2018 and these exemptions are subject to the Telecommunications Code of Practice 2018;
- 2.□ A limited case-by-case appeals process exists to cover the installation of facilities in situations of national significance; and
- 3.□ There are some specific powers and immunities from the previous Telecommunications Act 1991.

10.2 Telecommunications Code of Practice 2018

The Telecommunications Code of Practice 2018 (The Code) authorizes a carrier to enter land, inspect land and install and maintain a facility. The Code emphasizes “best practice” for the installation of facilities, compliance with industry standards and minimization of adverse impacts, particularly in terms of degradation of the environment and visual impact. The proposal is considered to comply with “best practice” given the proposal will:

- provide improved telecommunications and wireless internet coverage in the South Bunbury area;
- be located on a non-residential site within the local area, which maximizes separation to residential and other sensitive uses; and
- Comprises the smallest configuration possible for the site to reduce the visual impact of the proposal, while providing appropriate coverage to the surrounding area.

10.3 Telecommunications (Low-impact Facilities) Determination 2018

The Telecommunications (Low-impact Facilities) Determination 2018 came into effect in March 2018.

The *Determination* contains a list of Telecommunications Facilities that the Commonwealth will continue to regulate. These are facilities that are essential to maintaining telecommunications networks and are unlikely to cause significant community disruption during their installation or operation. These facilities are therefore considered to be ‘Low-impact’ and do not require planning approval under State or Territory laws.

The proposed facility at South Bunbury does not fall under the *Determination* and, therefore, requires approval under State planning legislation.

10.4 Communications Alliance Ltd. Industry Code C564: 2020 – Mobile Phone Base Station Deployment

The Communications Alliance Limited – *Mobile Phone Base Station Deployment C564:2020* (the Deployment Code) is an industry code of practice registered by the Australian Communications and Media Authority. All licensed telecommunications carriers must abide by the Deployment Code provisions.

The code does not change any regulations at a local, State or Federal level, but supplements these regulations applying to telecommunications carriers, including Telstra. The code sets guidelines for site selection, community consultation, design, installation and operation of telecommunication facilities.

The subject proposal, not being designated a 'Low-impact' Facility', is not subject to the notification or consultation requirements associated with the Deployment Code. These processes are handled within the relevant State and Local consent procedures.

Though the Code does not apply to the proposed development, the intent of the Code is to ensure Carriers follow a 'precautionary approach' to the siting of infrastructure away from sensitive land uses and this approach has been followed in the selection of this site, as demonstrated in the *Deployment Code* section 4.1 and 4.2 Precautionary Approach Checklists. The checklists will be uploaded to the RFNSA website, reference number 6230023.

Included in these section's Checklist is a statement of how the public's exposure to EME from the site has been minimised. All emissions from the site will be well within the requirements of the relevant Australian Standard. Details of this standard are contained in the following section.

This site has been selected and designed to comply with the requirements of the *Deployment Code* in so much as the precautionary approach has been adhered to and, as a result, the best design solution has been achieved.

10.5 Environment Protection and Biodiversity Conservation Act 1999

The *Environment Protection Biodiversity Conservation Act 1999* (the EPBC Act) controls matters of national environmental significance. The key objectives of the EPBC Act include:

- a. □ "To provide for the protection of the environment, especially those aspects of the environment that are matters of national environmental significance; and
- b. □ To promote ecologically sustainable development through the conservation and ecologically sustainable use of natural resources; and
- c. □ To promote the conservation of biodiversity; and
- d. □ To provide for the protection and conservation of heritage..."

Amongst other aspects, the EPBC Act relates to matters of national environmental significance, including world heritage areas, natural heritage places (including declared RAMSAR wetland areas), listed threatened species in communities, listed migratory species, protection of environment on nuclear actions, and environment matters.

The proposal is **not** identified as having a significant impact on any of the above matters of national environmental significance. Therefore, the proposal will not require referral to the Government Minister for the Environment for assessment.

10.6 Native Title Act 1993

The *Native Title Act 1993* (the **Native Title Act**) was given effect on 1 January 1994 and recognises the rights and interests of Aboriginal and Torres Strait Islander people in land and waters according to their traditional laws and customs. The Native Title Act also sets out processes through which development as a Future Act can proceed with regards to the rights and interests of Traditional Owners.

The subject site is identified on a site that is the subject of a single Native Title claim. (WCD2021/010) A determination has last been made 3 December 2021 that Native Title does not exist over the claim area (**Figure 10**).

Under section 23B of the Native Title Act, native title can be extinguished by previous exclusive possession, where that previous exclusive possession includes a grant or vesting that was granted or created on or before 23 December 1996. The current land title shows the land has been freehold since before this date. Accordingly, Native Title is not considered to be extinguished based on previous exclusive possession under the existing Title.

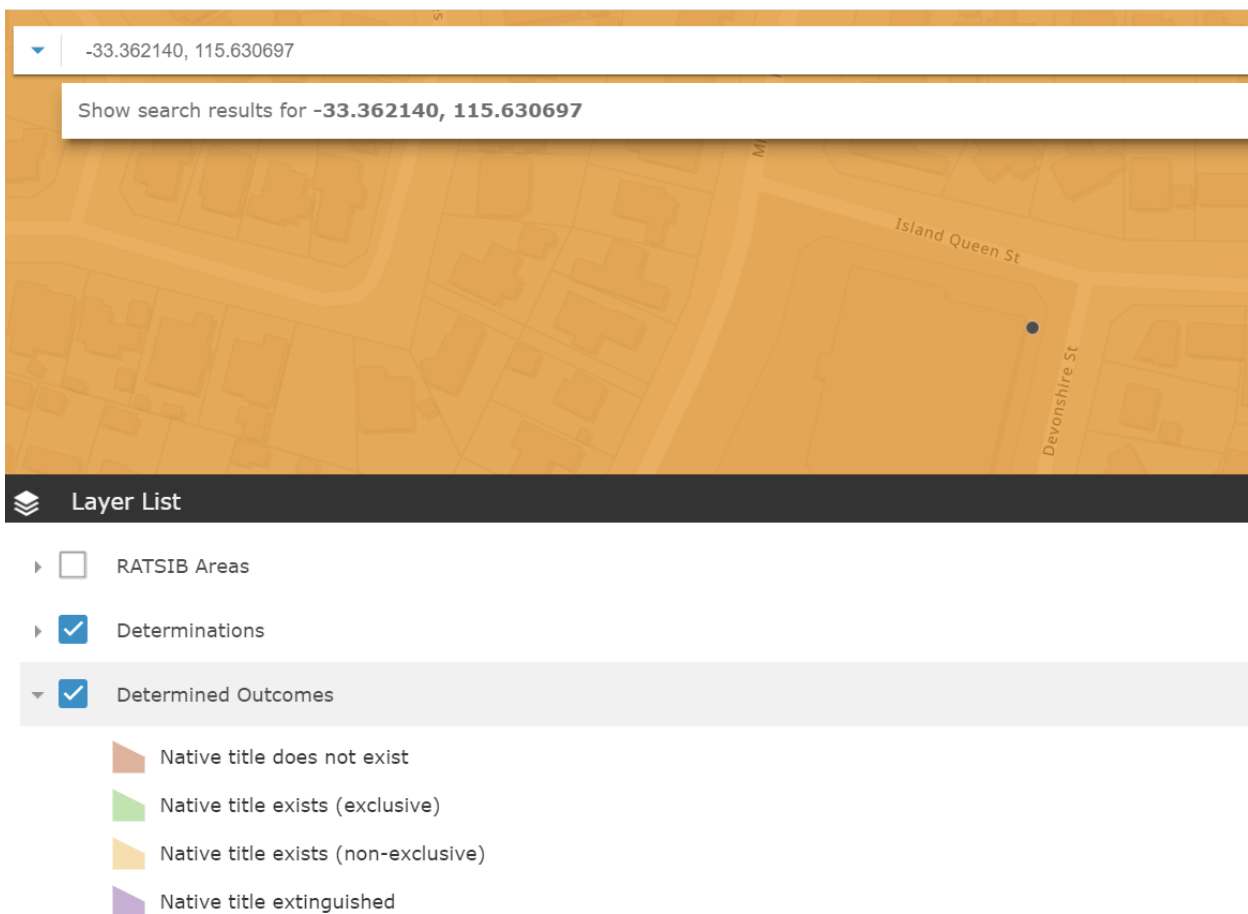


Figure 10: Excerpt of Native Title Tribunal Vision showing relevant Native Title determination in area surrounding subject site Source: *Native Title Tribunal Vision, 2022*

11.0 STATE REGULATORY FRAMEWORK

The following information provides a summary of the State legislation/guidelines relevant to telecommunications development proposals.

11.1 Aboriginal Heritage Act 1972

The Aboriginal Heritage Act 1972 (the **Aboriginal Heritage Act**) is the main piece of legislation within Western Australia with regards to Aboriginal cultural heritage. The Aboriginal Heritage Act sets out the requirements for ensuring that Aboriginal heritage is appropriately identified and protected.

Under the Aboriginal Heritage Act the Western Australian must maintain an Aboriginal Sites Register where specific places of importance and significance to Aboriginal people are recorded and protected by Law.

Section 5 of the Aboriginal Heritage Act defines an Aboriginal site as;

- a) Any place of importance or significance where people of Aboriginal descent have, or appear to have, left any object, natural or artificial, used for, or made or adapted for use for, any purpose connected with the traditional cultural life of Aboriginal people, past or present;
- b) Any sacred, ritual or ceremonial site, which is of importance and special significance to people of Aboriginal descent;
- c) Any place which, in the opinion of the committee, is or was associated with Aboriginal people and which is of historical, anthropological, archaeological or ethnographical interest and should be preserved because of its importance and significance to the cultural heritage of the State; and
- d) Any place where objects to which this Act applies are traditionally stored, or to which, under the provisions of the Act, such objects have been taken or removed.

As a result of this definition a breach of Section 17 of the Aboriginal Heritage Act occurs when a person excavates, destroys, damages, conceals or in any way alters any Aboriginal site; or who deals with in a manner not sanctioned by relevant custom, or assumes the possession, custody or control of, any object on or under an Aboriginal site, commits an offence unless he is acting with the authorization of the Registrar under Section 16 or the consent of the Minister under Section 18.

Regulation 10 Consent can be granted by authorization by the Registrar or Minister under the AHA, usually granted for non-deleterious, site-preservation land uses (rehabilitation) or in emergencies. Aboriginal sites broadly fall into two categories, archaeological and anthropological or ethnographic sites. Archaeological sites are generally where material evidence of Aboriginal people's traditional cultural life is found. Sites of this type consist of artefact scatters, stone structures, marked trees, fish traps, middens, cave or rock paintings/engravings, arranged stones and burial sites. Most archaeological sites are prehistoric, but some are also more contemporary in nature and are where Aboriginal cultural material objects from the post settlement period are found.

Ventia has conducted an assessment of the area against the Aboriginal Heritage Due Diligence guidelines (the **Guidelines**), as published originally by the Department of Aboriginal Affairs & Department of the Premier and Cabinet. This assessment considered that the Aboriginal Heritage

Inquiry System did not show any aboriginal heritage matters in the area, the previous disturbance of the land, the current use of the land, the proximity of potential risk factors including freshwater, elevated lookouts, exposed stone or rock and other relevant factors.

The assessment considered the area where works (including ground disturbance) are proposed (the **works area**) will not exceed 100m² within the nature strip area between the back of South Bunbury Marketplace and the sealed section of Devonshire Street. Given the characteristics of the immediate area and existing assets present, it is noted that ground disturbance of the works area has occurred in the past.

This assessment has determined the area is not of high or medium risk for aboriginal heritage and so the works may proceed without further approval.

11.2 Planning and Development Act 2005

The Minister of Planning and Infrastructure has ultimate authority for town planning in Western Australia. Development within Western Australia is controlled by the *Planning and Development Act 2005* through the application of environmental planning instruments. Under the *Planning and Development Act 2005*, the Western Australian Planning Commission (**WAPC**) is the responsible authority for land use planning and development matters and this report seeks to demonstrate compliance with the WAPC and other items of relevant legislation which pertain to the subject application.

11.3 State Planning Policy No. 5.2 – Telecommunications Infrastructure (WAPC)

State Planning Policy 5.2: Telecommunications Infrastructure Policy aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas. The SPP applies for above and below telecommunications infrastructure, other than those exempted under the Commonwealth Telecommunications Act 1997.

Under section 5.1.1 of the State Planning Policy 5.2: Telecommunications Infrastructure Policy the West Australian Planning Commission provides a set of measures in assessing the visual impact of a proposed telecommunications facility.

An assessment of these guidelines below has found that the proposed Telstra Mobile Phone Base Station is compliant with the intent and requirements of the State Planning Policy 5.2: Telecommunication Infrastructure Policy.

Table 4: Assessment against State Planning Policy 5.2, Policy Measure 5.1.1

Measures	Comments	Complies
Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;	The proposed 35m monopole has been sited to maintain the primary use of the land whilst considering the impact to the surrounding locality. The site carefully considered environmental and visual constraints, existing and future land use characteristics, the orderly planning of the area and the design of the facility. On balance, it is considered that the location and height of the facility ensure optimal service provision to the area	✓

	<p>whilst minimising any perceived impacts. Furthermore, the proposed 35m facility will have the height to allow numerous other Carriers to co-locate in the future which helps to reduce the need for more structures to be built in the area which in turn helps to reduce impacts upon the amenity of the area.</p>	
<p>Be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;</p>	<p>Amplitel has selected a site and location that seeks to minimise perceived negative impacts on the visual amenity of the area. In doing that, it has settled on a specific location within the nature strip at 1 Island Queen Street, Withers as the prime candidate site.</p> <p>While the site fully intersects with the 'Withers Homeswest South Bunbury Housing Estate' (place no. 5630) historic heritage curtilage listed in the municipal inventory, it is noted that between this large heritage area and the adjacent 'Withers Homestead Housing Estate' (place no. 5621) also listed only in municipal inventory, over half of the candidate search area is overlaid by both items. None of the historic heritage items in the vicinity are featured in the Western Australian heritage register, including the 'Withers Branch Public Library' (place no. 5622) located over 200m South of the proposal. As such, Amplitel consider the location to be acceptably sympathetic to the heritage area, as it abuts the back face of the brick South Bunbury Marketplace, occupying an unremarkable position within Devonshire Street next to a loading bay area. No individual premises inspired by the 1969 State Housing comission Withers Housing Estate project will be materially affected by the works or significantly visually detracted from.</p>	<p>✓</p>
<p>Not be located on sites where environmental, cultural heritage, social and visual landscape values may be compromised;</p>	<p>While the site fully intersects with the 'Withers Homeswest South Bunbury Housing Estate' (place no. 5630) historic heritage curtilage listed in the municipal inventory, it is noted that between this large heritage area and the adjacent 'Withers Homestead Housing Estate' (place no. 5621) also listed only in municipal inventory, over half of the candidate search area is overlaid by either items. None of the historic heritage items in the vicinity are featured in the Western Australian heritage register, including the 'Withers Branch Public Library' (place no. 5622) located over 200m South of the proposal. As such, Amplitel consider the location to be acceptably sympathetic to the heritage area, as it abuts the back face of the brick South Bunbury Marketplace, occupying an unremarkable position within Devonshire Street next to a loading bay entrance. No individual premises inspired by the 1969 State Housing comission Withers Housing Estate project will be</p>	<p>✓</p>

	<p>materially affected by the works or significantly visually detracted from.</p> <p>The chosen compound area for the new monopole and shelter keeps great separation also from the 'Withers Branch Public Library' at a distance of approximately 190m away.</p>	
<p>Display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;</p>	<p>The proposed 35m concrete monopole will remain unpainted (dull grey in colour) blending in with the sky. It will have a slimmer body than the typical lattice tower and will be positioned at the back of South Bunbury Marketplace so that it is less visually obtrusive towards the community and partially concealed by the brick wall it abuts and the tall mature trees along Devonshire Street. No trees will need to be cleared, only some branches of the nearest tree will need to be pruned.</p>	✓
<p>Be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community;</p>	<p>The proposed location at 1 Island Queen Street, Withers is strategically well positioned within the candidate search area and will provide improved and continuous coverage to the locality, also providing other Carriers with the opportunity to co-locate their infrastructure in the future.</p>	✓
<p>Telecommunications infrastructure should be co-located and whenever possible: Cables and lines should be located within an existing underground conduit or duct; and Overhead lines and towers should be co-located with existing infrastructure and/or within an existing infrastructure corridor and/or mounted on existing or proposed buildings.</p>	<p>As per Section 8 of this report, no suitable opportunities for co-location were identified in the area and it has been assessed that the proposed Amplitel site location is the preferred site location. Co-location was investigated; however, the locations are too far from the subject area to meet the coverage objectives of the project or lack the structural capacity to support a new headframe, panel antennas and other facilities.</p> <p>As per Section 8 of this report, no suitable opportunities for co-location were identified in the area and it has been assessed that the proposed Amplitel site location is the preferred site location. Co-location was investigated; however, the locations are too far from the subject area to meet the coverage objectives of the project or lack the structural capacity to support a new headframe, panel antennas and other facilities.</p> <p>Overhead lines are not applicable to this application.</p>	✓

Overall the proposed development application is consistent with the intent and requirements of the SPP 5.2.

11.4 Statement of Planning Policy No. 5.2 – Telecommunications Infrastructures (WAPC)

With the gazettal of State Planning Policy 5.2, the WAPC *Statement of Planning Policy No. 5.2 – Telecommunications Infrastructure (Statement 5.2)* has been repealed. However, it is recognised that the Statement 5.2 provides a more holistic set of criteria than SPP 5.2 which largely focuses on visual impacts. Given this, an assessment of the guiding principles of Statement 5.2 is provided in **Table 5**.

Table 5 Assessment against Statement 5.2 Guiding Principles

Principles	Comments	Complies
There should be a co-ordinated approach to the planning and development of telecommunications infrastructure, although changes in the location and demand for services require a flexible approach.	Telstra undertakes a carefully co-ordinated and planned approach to the development of their network.	✓
Telecommunications infrastructure should be strategically planned and co-ordinated, similar to planning for other essential infrastructure such as networks and energy supply.	<p>The proposed facility is strategically planned and co-ordinated to ensure that the facility will provide high level coverage to the South Bunbury area.</p> <p>The proposed facility will allow for future co-location by other telecommunication providers, ensuring no other similar scale facilities are required in the future to provide essential telecommunication services.</p>	✓
Telecommunications facilities should be located and designed to meet the communication needs of the community.	The proposed facility is strategically planned and co-ordinated to ensure that the facility will provide high level coverage to the South Bunbury area.	✓
Telecommunications facilities should be designed and sited to minimise any potential adverse visual impact on the character and amenity of the local environment, in particular, impacts on prominent landscape features, general views in the locality and individual significant views.	The proposed 35m monopole has been sited to maintain the primary use of the land whilst considering the impact to the surrounding locality. The site carefully considered environmental and visual constraints, existing and future land use characteristics, the orderly planning of the area and the design of the facility. On balance, it is considered that the location and height of the facility ensure optimal service provision to the area whilst minimising any perceived impacts. Furthermore, the proposed 35m facility will have the height to allow numerous other Carriers to co-locate in the future which helps to reduce the need for more structures to be built in the area which	✓

	in turn helps to reduce impacts upon the amenity of the area.	
Telecommunications facilities should be designed and sited to minimise impacts on areas of natural conservation value and places of heritage significance or where declared rare flora are located.	<p>Amplitel has selected a site and location which is not within an environmentally sensitive area or a heritage area of state significance.</p> <p>No vegetation will need to be cleared, just the nearest tree will need to have some of its branches pruned. None of the nearby and affected flora belongs to a threatened or priority ecological community.</p> <p>While the site fully intersects with the 'Withers Homeswest South Bunbury Housing Estate' (place no. 5630) historic heritage curtilage listed in the municipal inventory, it is noted that between this large heritage area and the adjacent 'Withers Homestead Housing Estate' (place no. 5621) also listed only in municipal inventory, over half of the candidate search area is overlaid by either items. None of the historic heritage items in the vicinity are featured in the Western Australian heritage register, including the 'Withers Branch Public Library' (place no. 5622) located over 200m South of the proposal. As such, Amplitel consider the location to be acceptably sympathetic to the heritage area, as it abuts the back face of the brick South Bunbury Marketplace occupying an unremarkable position within Devonshire Street next to a loading bay area. No individual premises inspired by the 1969 State Housing commission Withers Housing Estate project will be materially affected by the works or significantly visually detracted from.</p>	✓
Telecommunications facilities should be designed and sited with specific consideration of water catchment protection requirements and the need to minimise land degradation.	Prior to the commencement of work Telstra will undertake such measures as deemed necessary by Council to effectively protect water catchments within the immediate area, though none are identified in available planning documents.	✓
Telecommunications facilities should be designed and sited to minimise adverse impacts on the visual character and amenity of residential area.	The proposed 35m concrete monopole achieves acceptable separation from residences in South Bunbury considering land within the search area was predominantly zoned as residential. Using the location abutting the tall brick wall behind South Bunbury Marketplace, the proposal is effectively sited within a 'neighbourhood centre' zone and achieves excellent separation from the nearest	✓

	<p>residences 200m south and 100m west of it. While it may be immediately adjacent at 30-50m proximity to residences North and East of it, Amplitel has sought to avoid prejudicing any of the nearest residences more over another, by using a tree lined nature strip separated from the residences by the Island Queen and Devonshire Street T-junction. Furthermore, from a planning perspective, Amplitel considers the location more appropriate for being adjacent to nearest residences zoned as R20/R50 density 'mixed use residential' under the local planning scheme, as opposed to being placed next to the surrounding bulk of houses zoned R20/R40 density 'residential'.</p> <p>The monopole will remain unpainted (dull grey in colour) blending in with the sky and power lines and trees from a distance, with a slimmer body than the typical lattice tower. The compound and facilities would also occupy a quieter, less visually characteristic section of South Bunbury Marketplace, away from its façade and much of the main pedestrian traffic and thoroughfare, sitting next to a loading bay driveway.</p>	
<p>Telecommunications cables should be placed underground, unless it is impractical to do so and there would be no significant effect on visual amenity or, in the case of regional areas, it can be demonstrated that there are long-term benefits to the community that outweigh the visual impact.</p>	<p>Overhead cabling is not proposed for this site.</p>	<p>N/A</p>
<p>Telecommunications cables that are installed overhead with other infrastructure such as electricity cables should be removed and placed underground when it can be demonstrated and agreed by the carrier that it is technically feasible and practical to do so.</p>	<p>This principle does not apply to the subject of this application.</p>	<p>N/A</p>
<p>Unless it is impractical to do so telecommunications towers should be located within commercial, business, industrial and rural areas and</p>	<p>The proposed site has been effectively selected within a 'Neighbourhood Centre Zone as identified by the <i>City of Bunbury Local Planning Scheme No. 8</i>.</p>	<p>✓</p>

<p>areas outside identified conservation areas.</p>	<p>Whilst the subject lot is not a natural conservation area it is overlaid in entirety by the 'Withers Homeswest South Bunbury Housing Estate' (place no. 5630) historic heritage curtilage listed in the municipal inventory. As over half of the candidate search area is overlaid by municipal inventory listed heritage areas, Amplitel consider it impractical on this basis to reject this candidate and opt for a candidate further away from the centre of the targeted coverage area, compromising the delivery and quality of Telstra 4G and 5G coverage to South Bunbury.</p>	
<p>The design and siting of telecommunications towers and ancillary facilities should be integrated with existing buildings and structures, unless it is impractical to do so, in which case they should be sited and designed so as to minimise any adverse impact on the amenity of the surrounding area.</p>	<p>As per Section 8 of this report, no suitable opportunities for co-location were identified in the area and it has been assessed that the proposed Amplitel site location is the preferred site location. Co-location was investigated; however, the locations are too far from the subject area to meet the coverage objectives of the project or lack the structural capacity to support a new headframe, panel antennas and other facilities.</p>	<p>✓</p>
<p>Co-location of telecommunications facilities should generally be sought, unless such an arrangement would detract from local amenities or where operation of the facilities would be significantly compromised as a result.</p>	<p>As per Section 8 of this report, no suitable opportunities for co-location were identified in the area and it has been assessed that the proposed Amplitel site location is the preferred site location. Co-location was investigated; however, the locations are too far from the subject area to meet the coverage objectives of the project or lack the structural capacity to support a new headframe, panel antennas and other facilities.</p>	<p>✓</p>
<p>Measures such as surface mounting, concealment, colour co-ordination, camouflage and landscaping to screen at least the base of towers and ancillary structures, and to draw attention away from the tower, should be used, where appropriate, to minimise the visual impact of telecommunications facilities.</p>	<p>The proposed 35m concrete monopole will remain unpainted (dull grey in colour) blending in with the sky, trees and powerlines from a distance and will have a slimmer body than the typical lattice tower.</p> <p>The proposed Telstra equipment shelter will utilise a paper bark colour which corresponds better with its surrounding and the brick wall it will be placed close to.</p> <p>Both the new 35m concrete monopole and equipment shelter will be significantly concealed by existing natural features within the area, including the cluster of tall, mature trees lining Devonshire Street and existing built features, such as the South Bunbury Market Place brick wall the compound abuts.</p>	<p>✓</p>

<p>Design and operation of a telecommunications facility should accord with the licensing requirements of the Australian Communications Authority, with physical isolation and control of public access to emission hazard zones and use of minimum power levels consistent with quality services.</p>	<p>Telecommunications facilities include radio transmitters that radiate electromagnetic energy (EME) into the surrounding area. The levels of these electromagnetic fields must comply with safety limits imposed by the Australian Communications and Media Authority (ACMA, previously ACA). All Telstra installations are designed to operate within these limits.</p>	<p>✓</p>
<p>Construction of a telecommunications facility (including access to a facility) should be undertaken so as to minimise adverse effects on the natural environment and the amenity of users or occupiers of adjacent property and to ensure compliance with relevant health and safety standards.</p>	<p>During construction Telstra contractors will endeavour to minimise the impact of their works on the amenity of the nearest residents and on the surrounding environment. As the proposed site is located in a reserve area, adverse effects on the nearest properties will be minimal. Following construction, maintenance (excluding emergency repair work) activities should not interfere with the amenity of users. All Health and Safety standards will be adhered to.</p>	<p>✓</p>

Overall the proposed development application is consistent with the intent and requirements of the Statement 5.2

12.0 LOCAL REGULATORY FRAMEWORK

The following information provides a summary of the local provisions relevant to telecommunications development proposal.

12.1 City of Bunbury Local Planning Scheme No. 8

The *City of Bunbury Local Planning Scheme No. 8* provides the basis for planning in the City of Bunbury local government area.

The proposed site is within the Neighbourhood Centre Zone (**Figure**) further outlined in **section 12** of this report.

Within the City of Bunbury's Local Planning Scheme text, 'telecommunications infrastructure' is listed and defined as including a tower and several other facilities relevant to this proposal. This use and development class is assigned a 'D' if within a Neighbourhood Centre Zone per the schemes table 3 zoning table. Under section 18 of Part 3 of the local planning scheme, category 'D' details that such an activity within this designated landuse 'is not permitted unless the local government has exercised its discretion by granting development approval'. An assessment of the proposal against section 16, part 3 of the local planning schemes 'Neighbourhood Centre Zone' objectives suggests the proposal shall comply with the general requirements and that the nature of the development should be deemed appropriate relative to the zoning controls.

While the *City of Bunbury Local Planning Strategy 2018* does not make mention of telecommunications facilities, the proposal is considered to compliment the strategies vision for the promotion of community services, business and commerce, tourism and community resilience via improved mobile coverage.

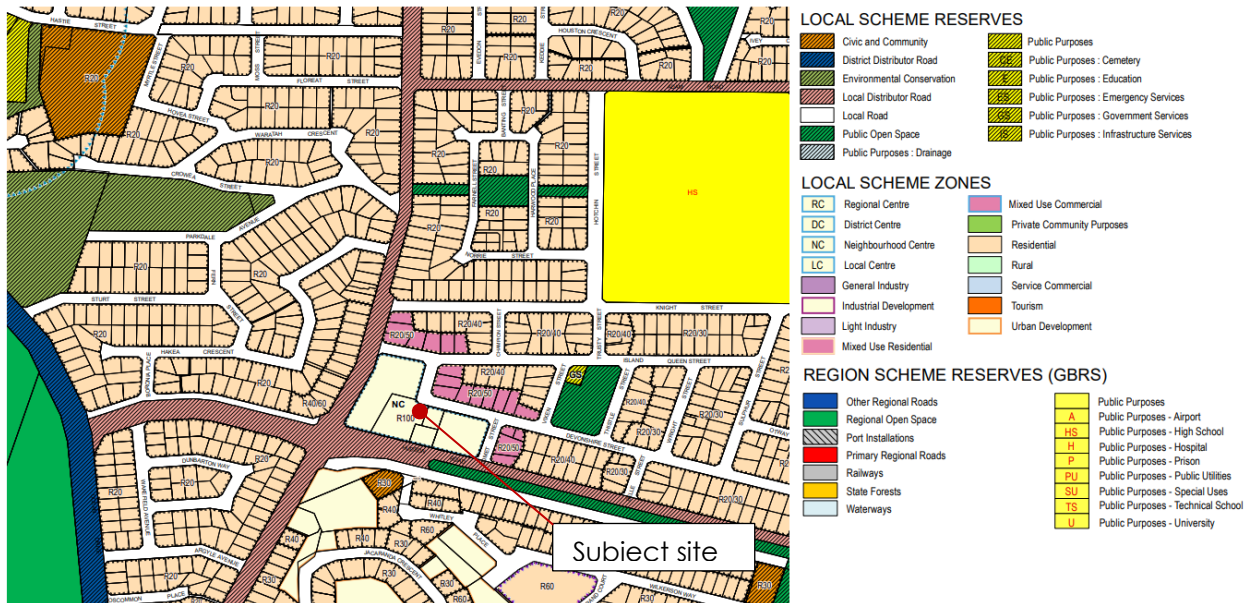


Figure 11: Zoning Map No. 07 Bunbury Withers Locality Source: *City of Bunbury Local Planning Scheme No. 8*

12.2 Neighbourhood Centre Zone Objectives

Development within the Neighbourhood Centre Zone is required to demonstrate compliance with the objectives and site requirements of the zone within the local planning scheme.

As such, this proposal can be assessed against the Neighbourhood Centre Zone objectives set out in section 16 of Part 3 Zones and Use of Land of the *City of Bunbury Local Planning Scheme No. 8* in **Table 6** below.

Objectives	Comments	Complies
To designate land for future development as a Neighbourhood Centre.	The proposal will comprise an area of only 77m2 and will not compromise future development within the subject land use and adjoining land uses, or the sites existing function as a neighbourhood centre. If required, it can easily be decommissioned and removed in future, reinstating the area back to its original state.	✓
To provide a variety of retail shopping, commercial and recreational facilities and services that meet the daily needs of the retail catchment area population.	The development of this site will not impede any future development relating to a variety of retail shopping, commercial and recreational facilities and services within the Neighbourhood Centre Zone. Improved reception in the immediate vicinity and South Bunbury area for SMS/calls and mobile data download speeds will enhance both the operation of retailers and	✓

	various small businesses, together with the consumers experience.	
To offer a range of supporting health, welfare and community facilities and services in conjunction with opportunities for medium density living within a walkable distance of the Neighbourhood Centre.	The proposal will facilitate the provision of health, welfare and community services and accommodate the potential for medium density living within the surrounding. The new telecommunications site can also be upgraded and maintained over time to align with short term, long term and temporary future coverage demands.	✓
To ensure the design and landscaping of development provides a high standard of safety, convenience and amenity and contributes towards a sense of place and community.	The proposal will see only minimal pruning of branches from the one nearest tree and will occupy an unremarkable area next to a loading bay driveway, behind the shopping centres brick wall. The site will have ample room for maintenance vehicles and temporary EWP and will not be a significant generator of vehicular and pedestrian traffic. It will operate on an unmanned basis and require maintenance visits just 2-4 times annually. The development will seek to draw as little attention as possible within its immediate vicinity, incorporating a modern and standardised design using bland and neutral colours to blend in with existing features.	✓
To provide a basis for future detailed planning in the form of local development plans in accordance with the provisions of this Scheme and the Activity Centres for Greater Bunbury Policy.	The proposal will comprise an area of only 77m ² and will not compromise future development within the subject land use and adjoining land uses, or the sites existing function as a neighbourhood centre. If required, it can easily be decommissioned and removed in future, reinstating the area back to its original state.	✓

On the whole, the proposed development application is consistent with the intent and requirements of the *Western Australian Planning Commission SPP 5.2, City of Bunbury Local Planning Strategy 2018* and the *City of Bunbury Local Planning Scheme No. 8*.

13.0 GENERAL PROVISIONS

This proposal is for a new Telstra Mobile Base Station Facility in the South Bunbury area.

Amplitel considers the proposal to be appropriate for the locality which will not threaten the existing and anticipated uses of surrounding land.

Environmental considerations such as visual impact, heritage, flora and fauna, bushfire, social and economic aspects, health and safety have been discussed within the below sub sections.

13.1 Visual Impacts

The 'Neighbourhood Centre' zoned subject site is within an area of grass abutting the Eastern brick face of the Minninup Forum Shopping Centre. This grass corridor contains a few tall mature trees and is adjacent to a loading bay driveway and Devonshire Street Road Reserve, separating the site from existing one storey R20/R50 density residential homes across from it. Amplitel as such can acknowledge that despite the site being within a favourable zoning area, it is in the immediate vicinity of residences. It is therefore Amplitel's intention to soften the extent of visual impact of the proposed structure towards the nearest residences and community without contravening Telstra's mobile coverage goals.

In order to ascertain the degree of potential visual impact towards different sites in the immediate area, a basic Google Earth desktop visual impact assessment was done using a few google street view locations shown from Figure 1 to Figure 10 which were selected as being key areas to garner the potential levels of visual disturbance. While this analysis did not factor in the visibility of antennas, solely overlaying just the whole 35m monopole, fenced compound and equipment shelter base area and height, it allows for the examination and comparison of the proposals probable impacts from the areas selected. In reality, the monopole will appear thinner than the below illustrations.

Based on the **Figure 12** aerial surrounds of the site, it is evident the closest residences are all predominantly one storey single dwelling houses with majority of their facades facing away from the tower, except for a couple of houses on Devonshire Street and a few on Minninup Road. The proposal is therefore anticipated to be visible when looking on from some windows and verandahs of private homes, though not focal due to the monopoles slim frame and dull grey, neutral colour. It will not disrupt existing streetscape surveillance enjoyed by properties or conceal a significant landscape view of neighbourhood features.

As shown between **Figures 13 to 19**, the proposal when looking on from many distances will likely blend in with foreground and background views of trees, electricity lines, street lights and existing antenna arrays. The Minninup Forum Shopping Centre, other 'neighbourhood centre' zoned buildings and existing tall vegetation, will also obscure a significant portion of the proposal, particularly with the cluster of street trees along Devonshire Street and Island Queen Street which have a denser foliage.



Figure 12: Viewing locations assessed towards the proposal - Source: Google Earth



Figure 13: View looking SW towards the proposal from corner Island Queen Street and Devonshire Street approximately 30m away - Source: Google Earth



Figure 14: View looking East towards the proposal from Minnipup Road approximately 95m away - Source: Google Earth



Figure 15: View looking South towards the proposal from Knight Street approximately 120m away - Source: Google Earth



Figure 16: View looking East towards the proposal from Hakea Crescent approximately 195m away - Source: Google Earth



Figure 17: View looking NE towards the proposal from Hudson Road approximately 220m away - Source: Google Earth



Figure 18: View looking North towards the proposal from Hudson Road approximately 180m away - Source: Google Earth



Figure 19: View looking West towards the proposal from corner Comet Street & Devonshire Street approximately 145m away - Source: Google Earth

In order to ensure the telecommunications site is as sympathetic to its surrounds with as little disturbance possible, Amplitel and Telstra will apply a series of design measures to offset the impact towards the neighbourhood where practical. As an example, the 35m structure has been sited within a neighbourhood centre zone, taking into consideration the neighbouring higher density mixed residential zones, whilst taking advantage of previously discussed natural and built-up features which will provide some relief to neighbourhood views when looking on. The structure will also adopt a slimmer monopole frame, robust and tall enough to promote the co-location of other carriers and achieve the projects mobile coverage goals. This in turn will mitigate the need for other carriers to consider deploying multiple similar structures across the area to service the neighbourhood, particularly in more sensitive residential zones and park reserves.

The antennas, headframe and monopole will be colour treated a neutral grey colour reminiscent of other telecommunications and structures within the City of Bunbury locality, blending in with surrounding electricity lines, streetlights, trees and other antenna arrays when viewed from a distance. All other above ground facilities such as the proposed equipment shelter and other ancillary features like the compound fencing will also be largely hidden from all views away from the Devonshire Street and Island Queen Street T-Junction.

On the whole, Amplitel accepts there is a moderate to high level of visual impact to the nearby community, though when balanced against the immediate and future potential mobile coverage improvements, the outcome of this proposal is seen to generate social and economic benefits which outweigh the visual detriment associated. The structure will have the capacity to be upgraded over time and support the co-location of other carrier facilities to adapt to the mobile coverage needs of the community. The structure and facilities are also easily reversible, without permanently altering the immediate vicinity with their decommissioning and removal.

13.2 Heritage

The subject site of this application is overlaid with the 'Withers Homeswest South Bunbury Housing Estate', heritage place no. 5630 which although listed in the municipal inventory, is not binded by any statutory listings or protections under the *Heritage Act 2018*, which pertains to items featured on the state heritage register. The 'Withers Housing Estate' was developed by the City of Bunbury as part of an initiative by the State Housing Commission to provide affordable housing during the post war period. The Withers Housing Estate was completed in 1975, housing 100 homes and was the first state housing estate to adopt the New Jersey based Radburn principal which saw the single dwelling homes being built around and facing public spaces and landscaped walkways.

Since the proposed site will abut the Minninup Forum Shopping Centre and reasonably avoid surrounding open spaces and residences, none of which are individually heritage listed, considerable impact to the heritage curtilage area is not anticipated. As the built-environment within the estate has also been relatively modified since its inception, with the reorienting of houses towards street frontages and the closure of pedestrian accessways, the estate as a whole is not considered any longer to wholly retain it's heritage features uniquely shaped by the Radburn principle.

As such, the proposed works will not materially affect any heritage items or considerably visually threaten the heritage significance of the estate or Withers Branch Public Library'.



Figure 20: Location of the proposed 35m monopole relative to the City of Bunbury Withers housing estate municipal inventory heritage item: Google Earth / WA Inherit 2023



Figure 21: Location of the proposed 35m monopole relative to the City of Bunbury 'Withers Branch Public Library' municipal inventory heritage item: Google Earth / WA Inherit 2023

13.3 Flora and Fauna

In order to determine any possible natural Flora and Fauna significance associated with the site, a search was conducted during a visit to the subject site and an online search conducted through the relevant environmental registers.

The Protected Matters Search Tool from the Department of the Environment and Energy shows matters of national environmental significance or other matters protected by the *Environment Protection and Biodiversity Conservation Act 1999*. A search using this tool using a 1 KM buffer radius from the proposed monopole found that there are significant environmental matters within 1 KM from the site. These include three miscellaneous threatened ecological communities of coastal plains. Further details regarding the report findings can be found in **Appendix C** which identifies 38 threatened species and 25 migratory species which may occur within the area.

As the subject site is the grass strip behind the shopping centre brick wall, adjoining Devonshire Street road reserve, the site can be regarded as having been significantly disturbed, with existing underground assets in close proximity. As there will be no clearing of shrubbery, with just the one nearest mature tree needing some of its branches pruned, very minimal impact to unregulated flora is anticipated. Further, there is no apparent fauna on the site given the lack of habitat for animals beyond rats or mice.

On the whole, very minimal disturbance to communities of flora and fauna is anticipated, with pruning of vegetation kept to a minimum.

13.4 Bushfire

The specific site location is identified as being within a Bush Fire Prone Area by the Fire and Emergency Services Commissioner (**Figure 22**).

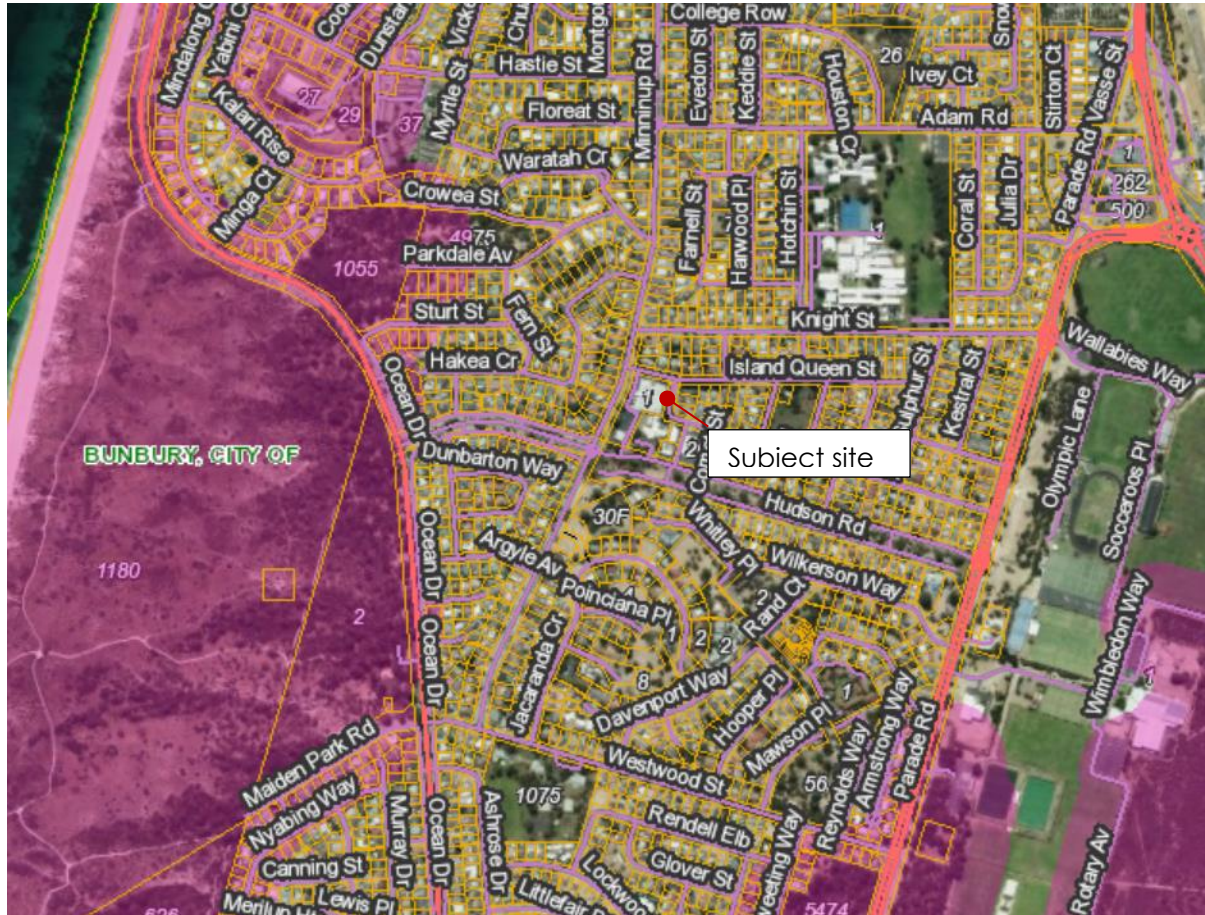


Figure 22: Bushfire Prone Areas Mapping Source: SLIP Map of Bushfire Prone Areas

The subject site is on a flat terrain, predominately cleared and not adjoining large, vegetated areas which could cause high bushfire risk. Additionally, the proposed facility will operate on an unmanned basis, requiring only 2-4 maintenance visits per year. As such, the proposed works do not increase the extent of bushfire risk currently affecting the land.

13.5 Health and Safety

Telstra acknowledges some people are genuinely concerned about the possible health effects of electromagnetic energy (EME) from mobile phone base stations and is committed to addressing these concerns responsibly.

Telstra, along with the other mobile phone carriers, must strictly adhere to Commonwealth Legislation and regulations regarding mobile phone facilities and equipment administered by the Australian Communications and Media Authority (ACMA).

In 2003 the ACMA adopted a technical standard for continuous exposure of the general public to RF EME from mobile base stations. The standard, known as the *Radiocommunications*

(*Electromagnetic Radiation – Human Exposure*) Standard 2003, was prepared by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and is the same as that recommended by ICNIRP (International Commission for Non- Ionising Radiation Protection), an agency associated with the World Health Organisation (WHO). Mobile carriers must comply with the Australian Standard on exposure to EME set by the ACMA.

The Standard operates by placing a limit on the strength of the signal (or RF EME) that any Carrier can transmit to and from any network base station. The general public health standard is not based on distance limitations or the creation of “buffer zones”. The environmental standard restricts the signal strength to a level low enough to protect everyone at all times. It has a significant safety margin, or precautionary approach, built into it.

In order to demonstrate compliance with the standard, the ARPANSA created a prediction report using a standard methodology to analyse the maximum potential impact of any new telecommunications facility. Carriers are obliged to undertake this analysis for each new facility and make it publicly available.

Importantly, the ARPANSA-created compliance report demonstrates the maximum signal strength of a proposed facility, assuming that it is handling the maximum number of users 24-hours a day.

In this way, the ARPANSA requires network carriers to demonstrate the greatest possible impact that a new telecommunications facility could have on the environment to give the community greater peace of mind. In reality base stations are designed to operate at the lowest possible power level to accommodate only the number of customers using the facility at any one time. This design function is called “adaptive power control” and ensures that the base station operates at minimum, not maximum, power levels at all times.

Using the ARPANSA standard methodology, Telstra is required to complete and make available an EME report which predicts the maximum environmental EME level the facility will emit. Telstra has completed this EME report and it shows that the maximum level of EME emitted by the proposed facility is 0.46% (1/217) (**Appendix D**). To better understand the information within this EME report, an ARPANSA published *A Guide to the Environmental EME Report* (**Appendix E**).

Amplitel and Telstra rely on the expert advice of national and international health authorities such as the ARPANSA and the WHO for overall assessments of health and safety impacts.

The WHO advises that all expert reviews on the health effects of exposure to radiofrequency fields have concluded that no adverse health effects have been established from exposure to radiofrequency fields at levels below the international safety guidelines that have been adopted in Australia.

Telstra has strict procedures in place to ensure its mobile phones and base stations comply with these guidelines. Compliance with all applicable EME standards is part of Telstra's responsible approach to EME and mobile phone technology.

13.6 Social and Economic Impact

Reliable mobile phone coverage is important to ensure the economic growth of communities. It is not expected to have any adverse social or economic impacts as a result of the development. Indeed, it is anticipated that there would be positive impacts because of the mobile telephone

coverage, and the proposed facility could also be utilised in the event of an emergency with reference to mobile phone and internet use.

The proposed development is essential to enable Carriers to remain competitive and increase the choice of mobile telephone services to consumers. Additional competition in the market will have economic benefits for individual consumers and the community as a whole. The development is consistent, with the objectives of the *Telecommunications Act 1997*, namely:

- To promote “the efficiency and international competitiveness of the Australian telecommunications industry” (s.3 (1)); and
- To ensure that telecommunications services “are supplied as efficiently and economically as practicable” (s.3 (2) (a) (ii).

14.0 CONCLUSION

This application is a direct result of the community's requests for reliable telecommunications to be provided to the South Bunbury area. There is strong State policy support for telecommunications facilities if, when balancing improved telecommunications services with environmental impacts; including for example, visual impact and flood or fire hazard, a particular proposal provides a net community benefit.

The proposed works provide the community with reliable 4G and 5G access which in turn supports the various residential customers and commercial uses in the area and forms part of a wider plan to ensure reliable and accessible coverage during emergency situations such as in the event of bush fires or any other natural disaster.

Ventia on behalf of Telstra and Amplitel has undertaken an assessment of the relevant matters as required by the *Telecommunications Act 1997*, State Legislation and the *City of Bunbury Local Planning Scheme No. 8*. The proposal is considered appropriate in light of the relevant legislative, environmental, technical, radio coverage and public safety requirements.

The proposed development is considered appropriate for the subject site for the following reasons:

- The proposed works will provide reliable mobile phone service to South Bunbury. The improved coverage is increasing access to new technologies for key regional sectors and communities, which rely on a fast, reliable and affordable mobile network.
- The proposal is within favourable ‘neighbourhood centre’ zoning and adjoins ‘mixed use residential’ lots as opposed to more sensitive ‘residential’ zoned premises.
- The proposal will not detract from the heritage significance of the ‘Withers Homeswest South Bunbury Housing Estate’ municipal inventory item or any others in proximity.
- The proposal achieves great separation from schools and childcare centres.
- The proposal will mitigate visual impact through various design measures employed, relating to the material and colours used, along with the size and positioning of facilities without compromising the proposals structure and coverage objectives.
- The proposal is consistent with the relevant provisions of the *City of Bunbury Local Planning Scheme No. 8* or presents only minor conflicts with them.
- The proposal will improve Telstra 4G and 5G communications services to the area, including voice calls, video calling and Wireless Broadband, and allow or other Carriers to provide similar services.

- The proposal will require minimal vegetation clearing and pruning, confined only to non-environmentally significant flora.
- The proposal will not affect the existing site or adjacent sites land uses or their potential to be developed or redeveloped.
- Emissions from the proposed facility will be significantly below the Australian Radiation Protection and Nuclear Safety Agency standards adopted by the Australian Communications and Media Authority.

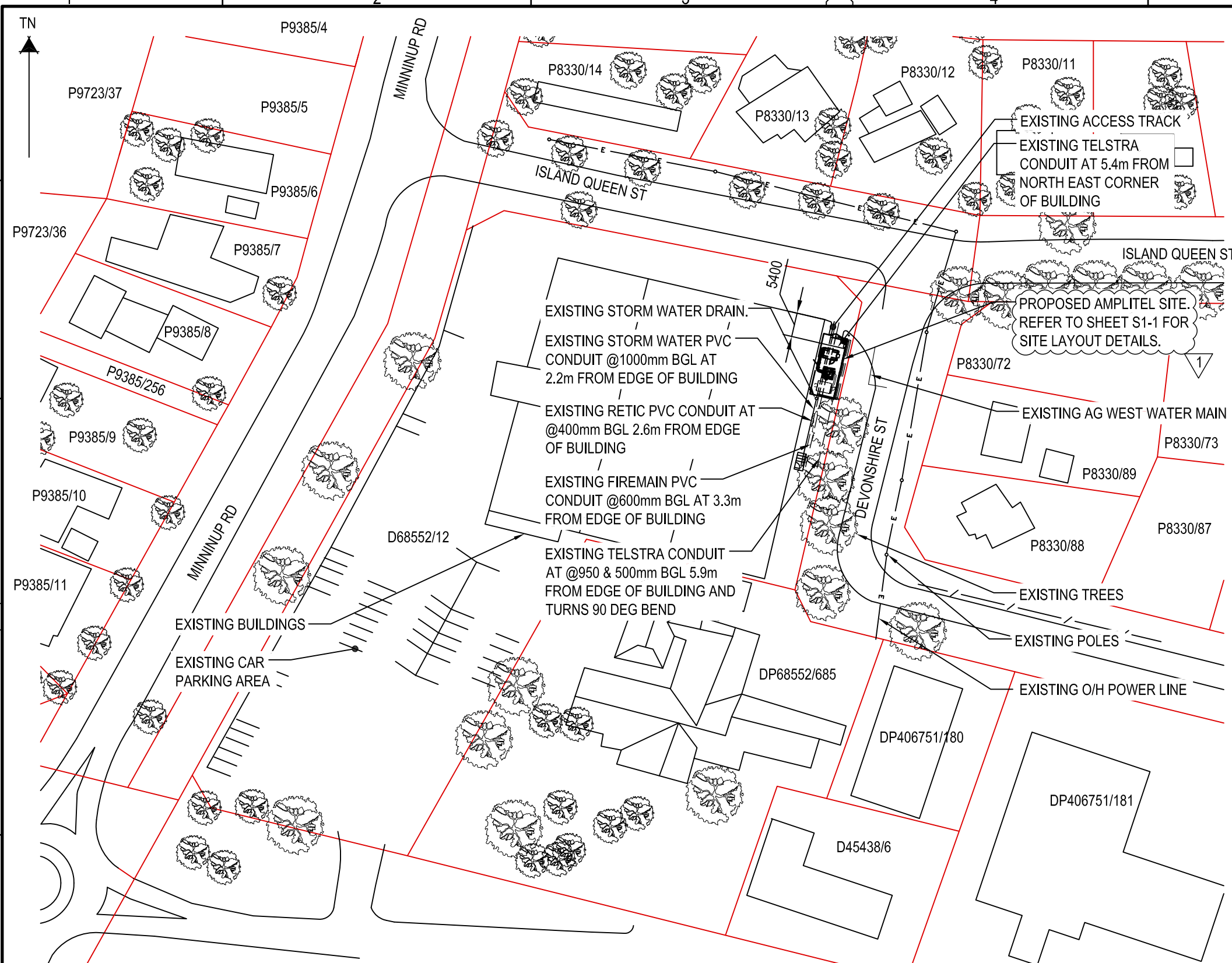
The assessment of the works demonstrates that the proposal represents sound and proper town planning and it is respectfully requested that consent is granted for this development application.

Should Council have any further queries regarding the subject application, please do not hesitate to contact the nominated representative outlined within this document.

□

APPENDIX A – PLANS OF THE PROPOSAL

□



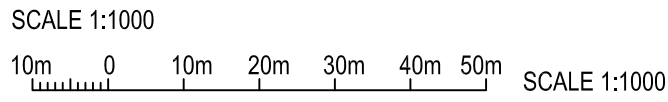
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SITE PLAN
NOT TO SCALE

SERVICES LEGEND

- T — T — T — OPTICAL FIBRE ABOVE GROUND
- T - - - T - - - T - - - OPTICAL FIBRE BELOW GROUND
- E — E — E — ABOVE GROUND ELECTRICAL SUPPLY
- E - - - E - - - E - - - BELOW GROUND ELECTRICAL SUPPLY
- FE — FE — FE — ABOVE GROUND FEEDER CABLES
- FE - - - FE - - - FE - - - BELOW GROUND FEEDER CABLES
- SW — SW — SW — STORM WATER

SITE ACCESS



COMPLIANCE BOX
 COMPLETED AS PER DESIGN
 ALTERATIONS IN RED
 NAME (PRINT) _____ DATE _____
 SIGNATURE _____

TO BE READ IN CONJUNCTION WITH SHEETS S1-1, S1-2, S1-3, S3 & S3-1.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09285.01	SI	AH	PRELIM - 30095329W0023VENTIA-LTE700/1800/2100/2600/NR850/NR2600	MM	SC	08.08.23	1

PROPERTY DESCRIPTION

PART OF LOT 12 ON DIAGRAM 68552
 VOLUME 1705 FOLIO 78
 CITY OF BUNBURY

SITE STRUCTURE CO-ORDINATES (GDA94)

GPS READING ACCURACY: ±10m
 CENTRE OF MONOPOLE

LATITUDE	-33.36216° (GDA94)
LONGITUDE	115.63069° (GDA94)



PRELIMINARY



TOWER AMS SITE WA008182
SOUTH BUNBURY
 SITE ACCESS AND LOCALITY PLAN
 REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230

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DWG NO.	WA008182	SHT NO.	S1
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PROPOSED PROPERTY SIGN (1 OFF) & EME SIGN SECURED TO AMPLITEL COMPOUND GATE USING STAINLESS STEEL STRAPS #13

EXISTING TELSTRA CONDUIT AT 5.9m FROM EDGE OF BUILDING AND TURNS 90 DEG BEND TO RUN WEST

PROPOSED TELSTRA LTE700 GPS ANTENNA (1 OFF A200) TO BE INSTALLED ON PROPOSED ICS SHELTER USING STANDARD MOUNTING BRACKET.

PROPOSED TELSTRA 450mm WIDE CABLE LADDER WITH SUPPORT POSTS (3 OFF) TO ACCOMMODATE PROPOSED TELSTRA LCF78-50JA FEEDERS (12 OFF) & 7/8" HYBRID CABLES (3 OFF)

PROPOSED TELSTRA EQUIPMENT SHELTER IN PAPER BARK COLOUR ON PROPOSED STRIP FOOTING

PROPOSED AMPLITEL 35.0m HIGH CONCRETE MONOPOLE

PROPOSED AMPLITEL CONCRETE SCREW PILE FOOTING FOR PROPOSED 35.0m HIGH MONOPOLE.

PROPOSED AMPLITEL LEASE AREA (14.0m x 5.5m)

EXISTING BUILDING EDGE

INDICATIVE LOCATION OF OTHER CARRIER'S EQUIPMENT SHELTER

PROPOSED AMPLITEL BRANDED SIGN INSTALL. JABAC PART NO TEMC2005-M.

EXISTING BOLARD

PROPOSED AMPLITEL 14.0m x 5.5m COMPOUND SECURITY FENCE WITH 3.0m WIDE DOUBLE ACCESS GATE

PROPOSED STANDARD GRADE BLACK WOVEN POLYPROPYLENE WEED MAT, COVERED WITH 75mm DEEP 20mm AGGREGATE & RETAINED USING CCA TREATED TIMBER.

EXISTING STORM WATER PVC CONDUIT TO BE RELOCATED WITHIN 1.0m FROM EDGE OF AMPLITEL FENCE

EXISTING TELSTRA PIT

EXISTING RETIC PVC CONDUIT TO BE RELOCATED WITHIN 1.0m FROM EDGE OF AMPLITEL FENCE

EXISTING FIREMAIN PVC CONDUIT TO BE RELOCATED WITHIN 1.0m FROM EDGE OF AMPLITEL FENCE

PROPOSED SIGNS TO BE UV STABLE STICKERS AND FIXED TO REAR OF ALL TELSTRA PANEL ANTENNAS (3 OFF) # 2

PROPOSED SIGN TO BE SECURED AT 1.5m AGL TO MONOPOLE USING STAINLESS STEEL STRAP # 4

INDICATIVE LOCATION OF OTHER CARRIER'S CABLE LADDER

SOME BRANCHES TO BE TRIMMED

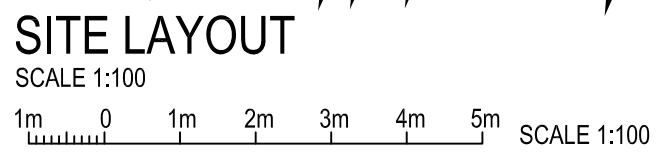
COMPLIANCE BOX

COMPLETED AS PER DESIGN

ALTERATIONS IN RED

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SIGNATURE _____ DATE _____



NOTES :

1. ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
3. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
4. PROPOSED AMPLITEL LEASE AREA.
5. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.



TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-2, S1-3, S3 & S3-1

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
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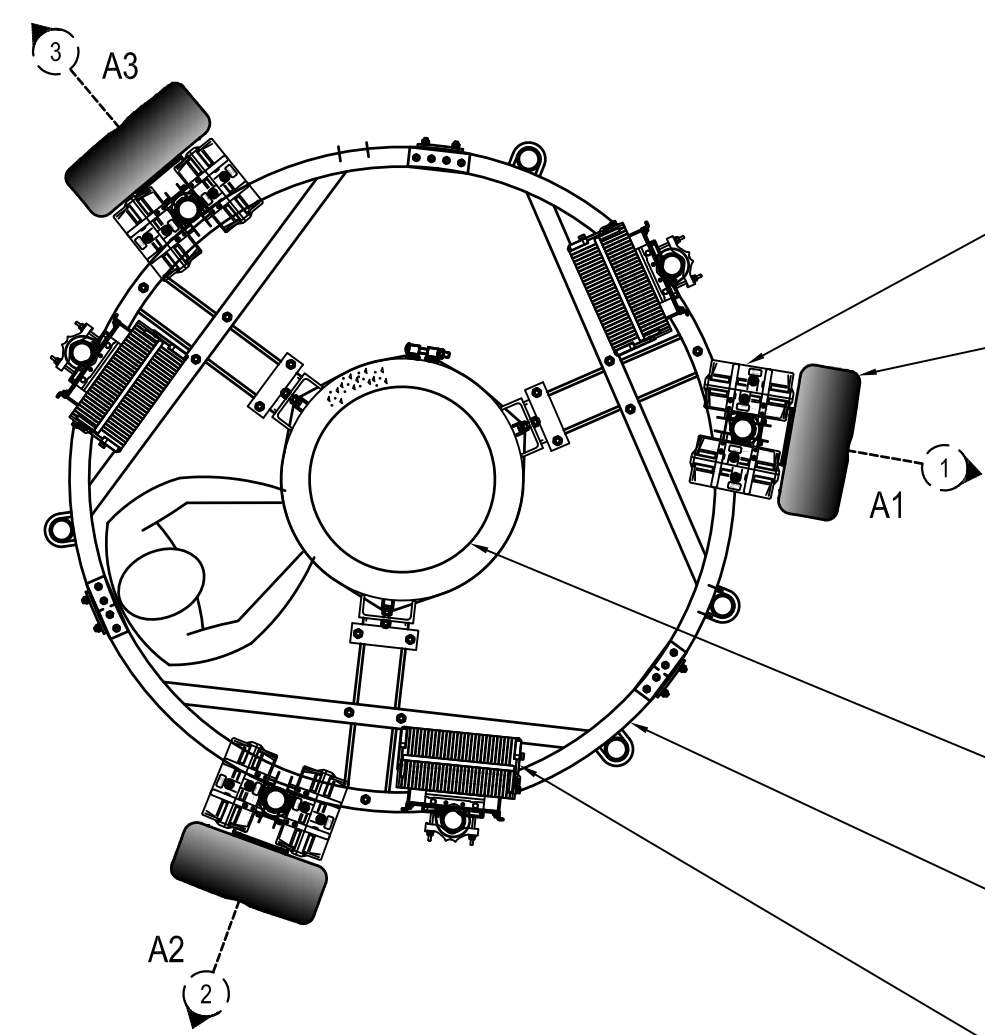
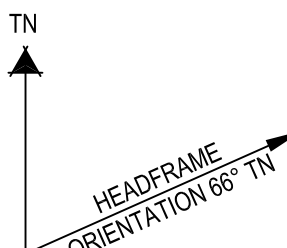
PRELIMINARY



TOWER AMS SITE WA008182
SOUTH BUNBURY
SITE LAYOUT
REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230

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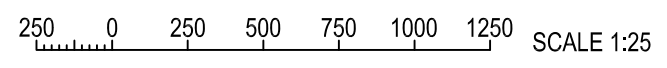
DWG NO.	WA008182	SHT NO.	S1-1
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- PROPOSED TELSTRA LTE700 / NR850 TMA'S (6 OFF) TO BE INSTALLED ON PROPOSED MOUNTS BEHIND PANEL ANTENNAS (A1, A2 & A3) (BY OTHERS)
- PROPOSED TELSTRA LTE700/NR850/LTE1800/LTE2100/LTE2600/NR2600 PANEL ANTENNAS (3 OFF A1, A2 & A3) TO BE INSTALLED ON PROPOSED MOUNTS ON PROPOSED CIRCULAR HEADFRAME.
- PROPOSED AMPLITEL 35.0m HIGH CONCRETE MONOPOLE.
- PROPOSED TELSTRA CIRCULAR HEADFRAME TO ACCOMMODATE PROPOSED ANTENNAS, TMA'S & RRU'S (BY OTHERS)
- PROPOSED TELSTRA LTE1800/LTE2100/LTE2600 RADIO 4466 (B1/B3/B7) (3 OFF) ON MOUNT & PROPOSED INTERFACE JUNCTION BOXES (3 OFF) BELOW TO BE INSTALLED ON PROPOSED MOUNTS ON PROPOSED HEADFRAME (BY OTHERS)

COMPLIANCE BOX
 COMPLETED AS PER DESIGN
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**ANTENNA LAYOUT AT EL 35.0m AND
 RRU LAYOUT AT EL 35.5m**
 SCALE 1:25



PRELIMINARY

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-3, S3 & S3-1.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09285.01	SI	AH	PRELIM - 30095329W0023VENTIA-LTE700/1800/2100/2600/NR850/NR2600	MM	SC	08.08.23	1

Telstra

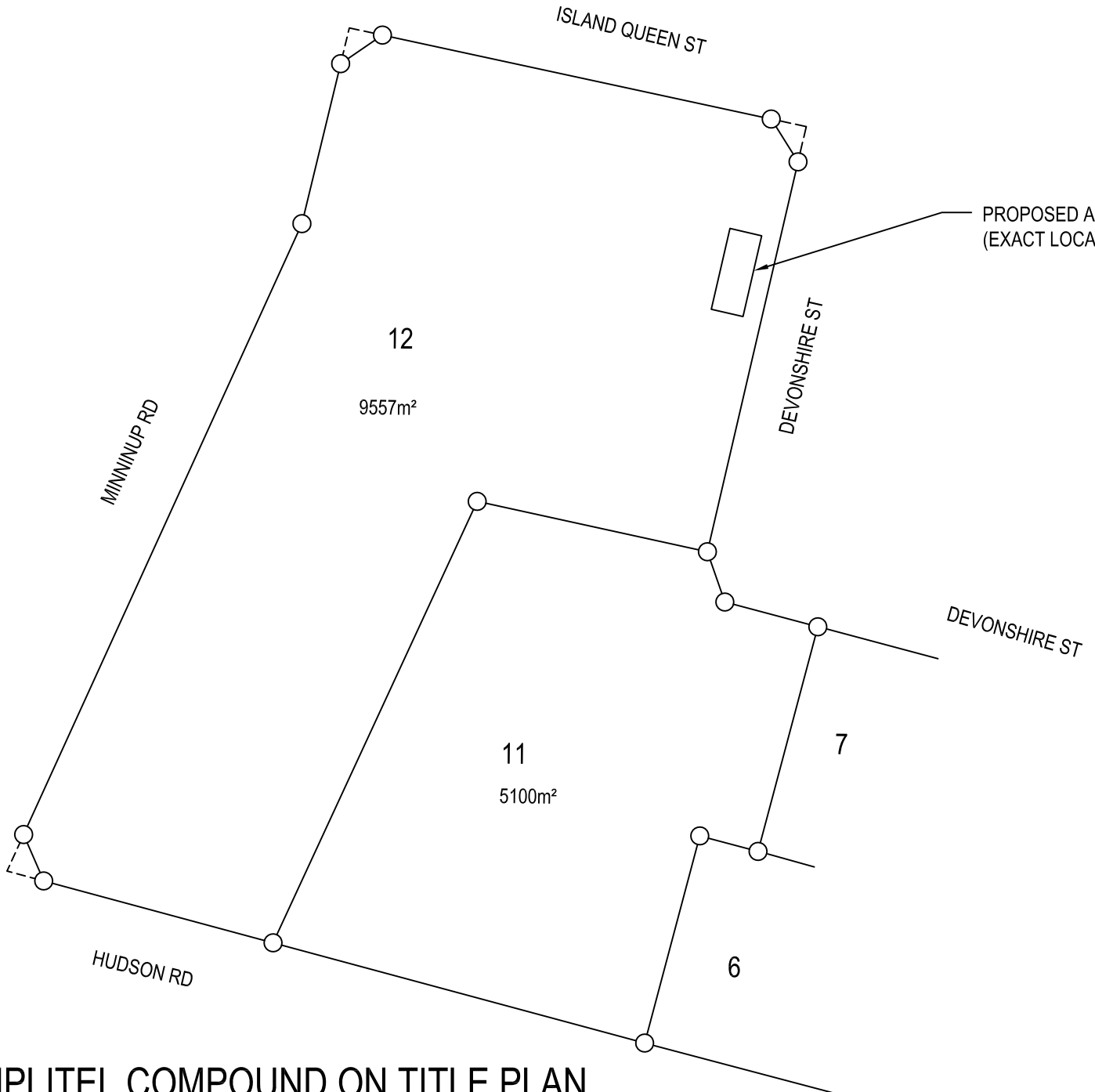
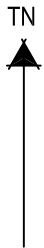
**MOBILE NETWORK SITE 326124
 SOUTH BUNBURY**
 ANTENNA LAYOUT
 REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230



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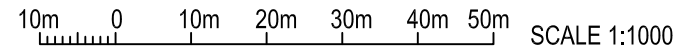
DWG NO. **WXXXXXX** SHT NO. S1-2

Plot date: 26 September 2023 - 10:22 AM



PROPOSED AMPLITEL COMPOUND ON TITLE PLAN

SCALE 1:1000



PRELIMINARY

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-2, S3 & S3-1.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09285.01	SI	AH	PRELIM - 30095329W0023VENTIA-LTE700/1800/2100/2600/NR850/NR2600	MM	SC	08.08.23	1



TOWER AMS SITE WA008182
SOUTH BUNBURY
 PROPOSED AMPLITEL COMPOUND ON TITLE PLAN
 REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230

COMPLIANCE BOX
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DWG NO. **WA008182** SHT NO. S1-3

- ▽ E.L. 36.41m (±100mm) RL 52.41m A.H.D.
OVERALL HEIGHT
- ▽ E.L. 35.5m (±100mm) RL 51.5m A.H.D.
C/L PROPOSED TELSTRA LTE1800/LTE2100/LTE2600
RADIO 4466 (B1/B3/B7) (3 OFF)
- ▽ E.L. 35.0m (±100mm) RL 51.0m A.H.D.
TOP OF PROPOSED MONOPOLE
C/L PROPOSED TELSTRA
LTE700/NR850/LTE1800/LTE2100/LTE2600/NR2600
PANEL ANTENNAS (3 OFF A1, A2 & A3)
- ▽ E.L. 34.5m (±100mm) RL 50.5m A.H.D.
C/L PROPOSED TELSTRA RRU JUNCTION BOXES (3 OFF)
- ▽ E.L. 34.2m (±100mm) RL 50.2m A.H.D.
C/L PROPOSED TELSTRA LTE700 / NR850 TMA'S (3 OFF)
- ▽ E.L. 34.0m (±100mm) RL 50.0m A.H.D.
C/L PROPOSED TELSTRA LTE700 / NR850 TMA'S (3 OFF)

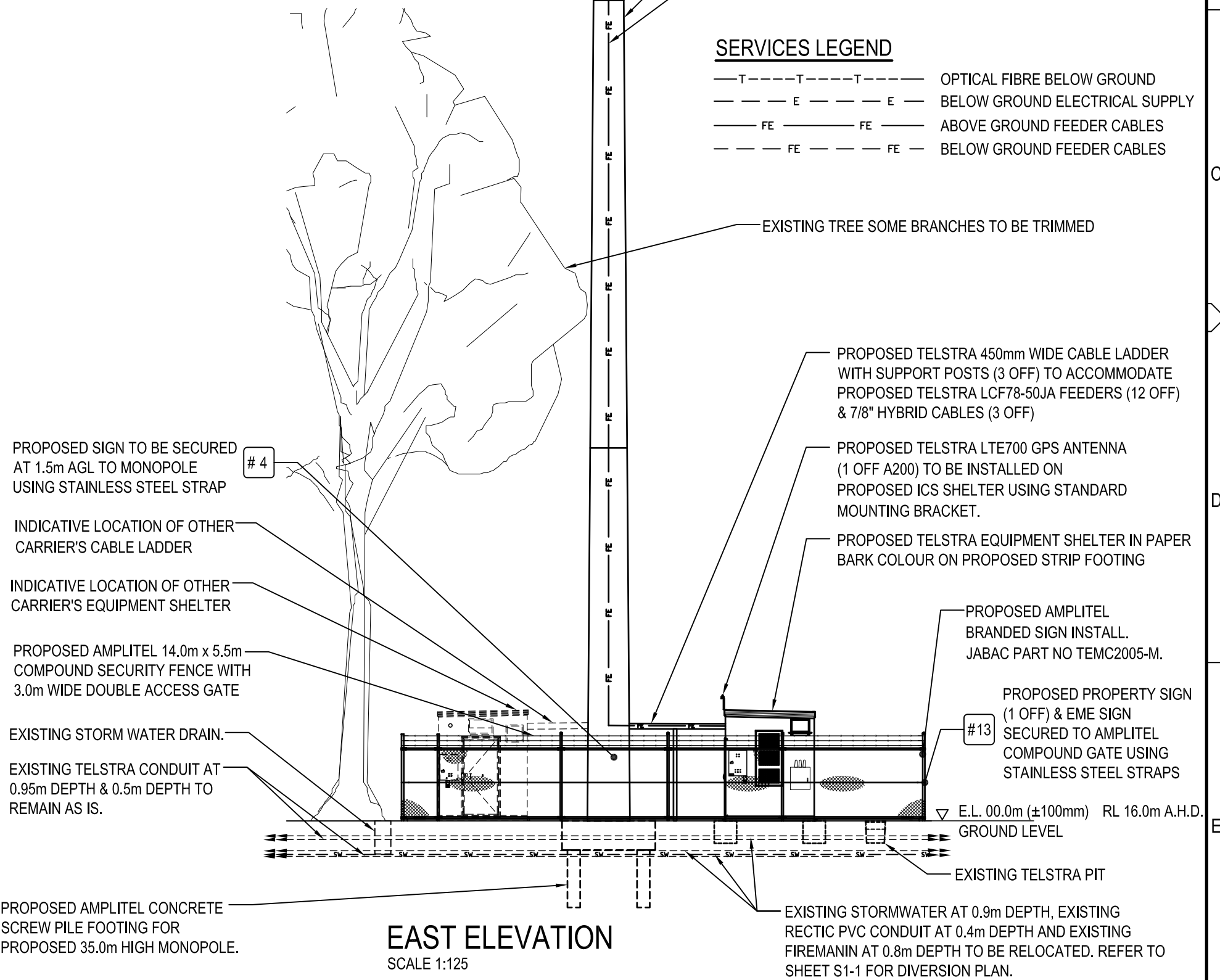
- PROPOSED TELSTRA
LTE700/NR850/LTE1800/LTE2100/LTE2600/2600
PANEL ANTENNAS (3 OFF A1, A2 & A3)
TO BE INSTALLED ON PROPOSED MOUNTS ON
PROPOSED CIRCULAR HEADFRAME.
- PROPOSED TELSTRA LTE1800/LTE2100/LTE2600 RADIO 4466
(B1/B3/B7) (3 OFF) ON MOUNT & PROPOSED INTERFACE
JUNCTION BOXES (3 OFF) BELOW TO BE INSTALLED ON
PROPOSED MOUNTS ON PROPOSED HEADFRAME (BY OTHERS)
- # 2 PROPOSED SIGNS TO BE UV STABLE
STICKERS AND FIXED TO REAR OF ALL
TELSTRA PANEL ANTENNAS (3 OFF)
- PROPOSED TELSTRA CIRCULAR HEADFRAME
TO ACCOMMODATE PROPOSED ANTENNAS,
TMA'S & RRU'S (BY OTHERS)
- PROPOSED TELSTRA LTE700 / NR850 TMA'S (6 OFF) TO
BE INSTALLED ON PROPOSED MOUNTS BEHIND
PANEL ANTENNAS (A1, A2 & A3) (BY OTHERS)

NOTES :

1. ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTED AS (#X) REFER TO 005486 DOCUMENTS FOR DETAILS.
3. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
4. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.

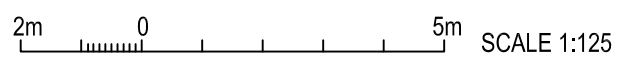
SERVICES LEGEND

- T — — — — — T — — — — — T — — — — — OPTICAL FIBRE BELOW GROUND
- — — — — E — — — — — E — — — — — BELOW GROUND ELECTRICAL SUPPLY
- FE — — — — — FE — — — — — ABOVE GROUND FEEDER CABLES
- — — — — FE — — — — — FE — — — — — BELOW GROUND FEEDER CABLES



EAST ELEVATION

SCALE 1:125



PRELIMINARY

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-2, S1-3 & S3-1.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09265.01	SI	AH	PRELIM - 30095329\W0023\VENTIA-LTE700\1800\2100\2600\NR850\NR2600	MM	SC	08.08.23	1



TOWER AMS SITE WA008182
SOUTH BUNBURY
EAST ELEVATION
REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230

DWG NO.	WA008182	SHT NO.	S3
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TELSTRA ANTENNA CONFIGURATION TABLE

ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA ACTION REQUIRED	ANTENNA HEIGHT C/L A.G.L.	ANTENNA BEARING (x°T)	SECTOR NO. & TECHNOLOGY
A1	COMMSCOPE RRVV-65D-R6D PANEL 2688 x 498 x 197mm	INSTALL	35.0m	100°	S1: LTE700 / NR850
					S1: LTE700 / NR850
					S1: LTE1800 / LTE2100 / LTE2600 / NR2600
					S1: LTE1800 / LTE2100 / LTE2600 / NR2600
A2	COMMSCOPE RRVV-65D-R6D PANEL 2688 x 498 x 197mm	INSTALL	35.0m	200°	S2: LTE700 / NR850
					S2: LTE700 / NR850
					S2: LTE1800 / LTE2100 / LTE2600 / NR2600
					S2: LTE1800 / LTE2100 / LTE2600 / NR2600
A3	COMMSCOPE RRVV-65D-R6D PANEL 2688 x 498 x 197mm	INSTALL	35.0m	320°	S3: LTE700 / NR850
					S3: LTE700 / NR850
					S3: LTE1800 / LTE2100 / LTE2600 / NR2600
					S3: LTE1800 / LTE2100 / LTE2600 / NR2600
A200	GPS ANTENNA KRE 101 2082/1 Ø68 x 96mm	INSTALL	BASE OF GPS 3.3m	0°	-

COMPLIANCE BOX

COMPLETED AS PER DESIGN

ALTERATIONS IN RED

NAME (PRINT) _____

SIGNATURE _____ DATE _____

PRELIMINARY

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-2, S1-3 & S3

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09265.01	SI	AH	PRELIM - 30095329W0023VENTIA-LTE700/1800/2100/2600/NR850/NR2600	MM	SC	08.08.23	1



MOBILE NETWORK SITE 326124
SOUTH BUNBURY
ANTENNA CONFIGURATION TABLE
REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230



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DWG NO.

WXXXXXX

SHT NO. S3-1

APPENDIX B – CERTIFICATES OF TITLE



Application D98358

Volume 1705 Folio 76

WESTERN



AUSTRALIA

1705 078

CERTIFICATE OF TITLE



UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

I certify that the person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements and encumbrances shown in the Second Schedule hereto.

N. J. Smyth



REGISTRAR OF TITLES

Dated 28th August, 1985

ESTATE AND LAND REFERRED TO

Estate in fee simple in portion of Wellington Location 41 and being Lot 12 on Diagram 68552, delineated and coloured green on the map in the Third Schedule hereto, together with a right of carriageway over the portions coloured brown on Plan 3097 as set out in Transfer 2756/1212.

FIRST SCHEDULE (continued overleaf)

~~The State Housing Commission of Perth~~

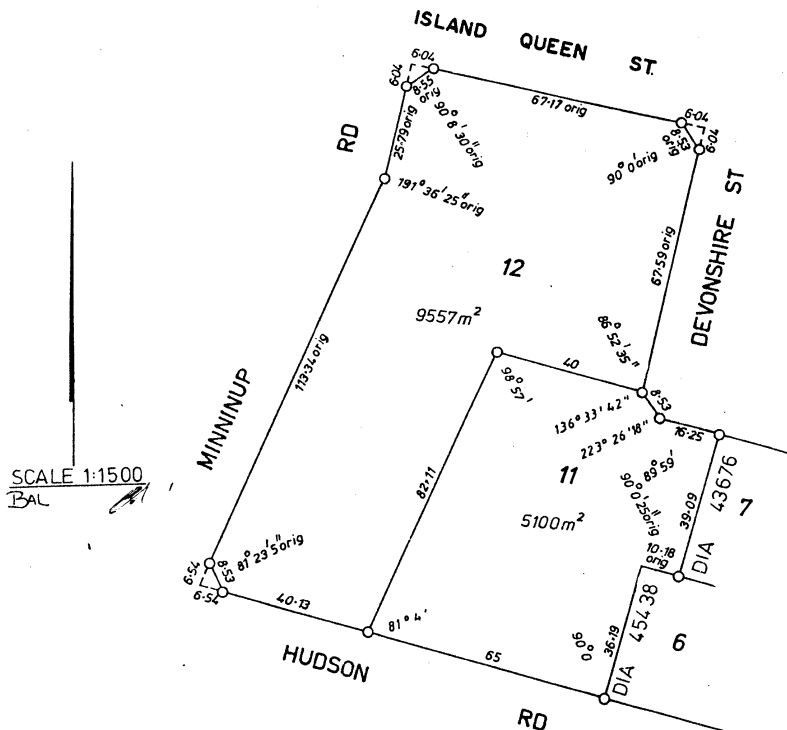
SECOND SCHEDULE (continued overleaf)

NIL

N. J. Smyth

REGISTRAR OF TITLES

THIRD SCHEDULE



NOTE: RULING THROUGH AND SEALING WITH THE OFFICE SEAL INDICATES THAT AN ENTRY NO LONGER HAS EFFECT. ENTRIES NOT RULED THROUGH MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS.

72009/12/77-45M-S/2860

Superseded - Copy for Sketch Only

PERSONS ARE CAUTIONED AGAINST ALTERING OR ADDING TO THIS CERTIFICATE OR ANY NOTIFICATION HEREON

NOTE: RULING THROUGH AND SEALING WITH THE OFFICE SEAL INDICATES THAT AN ENTRY NO LONGER HAS EFFECT.
ENTRIES NOT RULED THROUGH MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS.

FIRST SCHEDULE (continued)

REGISTERED PROPRIETOR	INSTRUMENT		REGISTERED	TIME	SEAL	INITIALS
	NATURE	NUMBER				
Prosser Automotive Engineers Pty. Ltd. of 19 Hennessy Road, Bunbury.	Transfer	D496049	15.6.87	11.30		
The correct address of the registered proprietor is now 7 Sandridge Road, Bunbury	By	F736444	23.11.94	8.35		

NOTE: RULING THROUGH AND SEALING WITH THE OFFICE SEAL INDICATES THAT AN ENTRY NO LONGER HAS EFFECT.
ENTRIES NOT RULED THROUGH MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS.

SECOND SCHEDULE (continued)

INSTRUMENT NATURE	PARTICULARS	REGISTERED	TIME	SEAL	INITIALS	CANCELLATION	NUMBER	REGISTERED OR LODGED	SEAL	INITIALS
Mortgage	to National Australia Bank Ltd.									
Caveat	Lodged 24.8.87 at 10.24 o'clock.									
Caveat	Lodged 11.11.1987 at 14.03 hrs.									
Caveat	Lodged 29.2.88 at 14.45 Hrs. As to portion only.									
Lease	As to portion only; to Charlie Carter Pty Ltd of 11th Floor, 40 The Esplanade, Perth, for 10 years from 7th January 1988.	22.3.88	11.08			Withdrawn	E584688	12.4.91		
Notice	Pollution Abatement Notice - Environmental Protection Act, 1986 (Sec. 66).	25.5.88	9.21							
Caveat	Lodged 23.5.88 at 14.08 hrs.									
Mortgage	to Commonwealth Bank of Australia.									
Caveat	As to portion only. Lodged 12.8.91 at 15.47 hrs.	24.1.90	15.41			Discharged	F736443	23.11.94		
Memorial	Pollution Abatement Notice, Environmental Protection Act 1986.	18.6.92	12.45							
Mortgage	to National Australia Bank Ltd.	23.11.94	8.35							



APPENDIX C – ENVIRONMENTAL ANALYSIS REPORT



EPBC Act Protected Matters Report

This report provides general guidance on matters of national environmental significance and other matters protected by the EPBC Act in the area you have selected. Please see the caveat for interpretation of information provided here.

Report created: 20-Jan-2023

[Summary](#)

[Details](#)

[Matters of NES](#)

[Other Matters Protected by the EPBC Act](#)

[Extra Information](#)

[Caveat](#)

[Acknowledgements](#)

Summary

Matters of National Environment Significance

This part of the report summarises the matters of national environmental significance that may occur in, or may relate to, the area you nominated. Further information is available in the detail part of the report, which can be accessed by scrolling or following the links below. If you are proposing to undertake an activity that may have a significant impact on one or more matters of national environmental significance then you should consider the [Administrative Guidelines on Significance](#).

World Heritage Properties:	None
National Heritage Places:	None
Wetlands of International Importance (Ramsar)	None
Great Barrier Reef Marine Park:	None
Commonwealth Marine Area:	None
Listed Threatened Ecological Communities:	3
Listed Threatened Species:	38
Listed Migratory Species:	25

Other Matters Protected by the EPBC Act

This part of the report summarises other matters protected under the Act that may relate to the area you nominated. Approval may be required for a proposed activity that significantly affects the environment on Commonwealth land, when the action is outside the Commonwealth land, or the environment anywhere when the action is taken on Commonwealth land. Approval may also be required for the Commonwealth or Commonwealth agencies proposing to take an action that is likely to have a significant impact on the environment anywhere.

The EPBC Act protects the environment on Commonwealth land, the environment from the actions taken on Commonwealth land, and the environment from actions taken by Commonwealth agencies. As heritage values of a place are part of the 'environment', these aspects of the EPBC Act protect the Commonwealth Heritage values of a Commonwealth Heritage place. Information on the new heritage laws can be found at <https://www.dcceew.gov.au/parks-heritage/heritage>

A [permit](#) may be required for activities in or on a Commonwealth area that may affect a member of a listed threatened species or ecological community, a member of a listed migratory species, whales and other cetaceans, or a member of a listed marine species.

Commonwealth Lands:	2
Commonwealth Heritage Places:	None
Listed Marine Species:	29
Whales and Other Cetaceans:	None
Critical Habitats:	None
Commonwealth Reserves Terrestrial:	None
Australian Marine Parks:	None
Habitat Critical to the Survival of Marine Turtles:	None

Extra Information

This part of the report provides information that may also be relevant to the area you have

State and Territory Reserves:	None
Regional Forest Agreements:	None
Nationally Important Wetlands:	None
EPBC Act Referrals:	6
Key Ecological Features (Marine):	None
Biologically Important Areas:	None
Bioregional Assessments:	None
Geological and Bioregional Assessments:	None

Details

Matters of National Environmental Significance

Listed Threatened Ecological Communities

[[Resource Information](#)]

For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Status of Vulnerable, Disallowed and Ineligible are not MNES under the EPBC Act.

Community Name	Threatened Category	Presence Text	Buffer Status
Banksia Woodlands of the Swan Coastal Plain ecological community	Endangered	Community likely to occur within area	In feature area
Clay Pans of the Swan Coastal Plain	Critically Endangered	Community likely to occur within area	In feature area
Tuart (<i>Eucalyptus gomphocephala</i>) Woodlands and Forests of the Swan Coastal Plain ecological community	Critically Endangered	Community likely to occur within area	In feature area

Listed Threatened Species

[[Resource Information](#)]

Status of Conservation Dependent and Extinct are not MNES under the EPBC Act.

Number is the current name ID.

Scientific Name	Threatened Category	Presence Text	Buffer Status
BIRD			
Botaurus poiciloptilus Australasian Bittern [1001]	Endangered	Species or species habitat likely to occur within area	In feature area
Calidris canutus Red Knot, Knot [855]	Endangered	Species or species habitat known to occur within area	In feature area
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area	In feature area
Calyptorhynchus banksii naso Forest Red-tailed Black-Cockatoo, Karrak [67034]	Vulnerable	Species or species habitat known to occur within area	In feature area

Scientific Name	Threatened Category	Presence Text	Buffer Status
Charadrius leschenaultii Greater Sand Plover, Large Sand Plover [877]	Vulnerable	Species or species habitat likely to occur within area	In feature area
Diomedea amsterdamensis Amsterdam Albatross [64405]	Endangered	Species or species habitat may occur within area	In buffer area only
Diomedea dabbenena Tristan Albatross [66471]	Endangered	Species or species habitat may occur within area	In buffer area only
Diomedea epomophora Southern Royal Albatross [89221]	Vulnerable	Species or species habitat may occur within area	In buffer area only
Diomedea sanfordi Northern Royal Albatross [64456]	Endangered	Species or species habitat may occur within area	In buffer area only
Falco hypoleucos Grey Falcon [929]	Vulnerable	Species or species habitat may occur within area	In feature area
Limosa lapponica menzbieri Northern Siberian Bar-tailed Godwit, Russkoye Bar-tailed Godwit [86432]	Critically Endangered	Species or species habitat known to occur within area	In feature area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat may occur within area	In feature area
Pachyptila turtur subantarctica Fairy Prion (southern) [64445]	Vulnerable	Species or species habitat likely to occur within area	In buffer area only
Sternula nereis nereis Australian Fairy Tern [82950]	Vulnerable	Species or species habitat may occur within area	In feature area
Thalassarche cauta Shy Albatross [89224]	Endangered	Foraging, feeding or related behaviour likely to occur within area	In buffer area only

Scientific Name	Threatened Category	Presence Text	Buffer Status
Thalassarche melanophris Black-browed Albatross [66472]	Vulnerable	Foraging, feeding or related behaviour likely to occur within area	In buffer area only
Thalassarche steadi White-capped Albatross [64462]	Vulnerable	Species or species habitat may occur within area	In buffer area only
Zanda baudinii listed as Calyptorhynchus baudinii Baudin's Black-Cockatoo, Long-billed Black-cockatoo [87736]	Endangered	Breeding known to occur within area	In feature area
Zanda latirostris listed as Calyptorhynchus latirostris Carnaby's Black Cockatoo, Short-billed Black-cockatoo [87737]	Endangered	Species or species habitat known to occur within area	In feature area
MAMMAL			
Dasyurus geoffroii Chuditch, Western Quoll [330]	Vulnerable	Species or species habitat likely to occur within area	In feature area
Pseudocheirus occidentalis Western Ringtail Possum, Ngwayir, Womp, Woder, Ngoor, Ngoolangit [25911]	Critically Endangered	Species or species habitat known to occur within area	In feature area
Setonix brachyurus Quokka [229]	Vulnerable	Species or species habitat may occur within area	In feature area
PLANT			
Andersonia gracilis Slender Andersonia [14470]	Endangered	Species or species habitat may occur within area	In buffer area only
Austrostipa bronweniae listed as Austrostipa bronwenae [92773]	Endangered	Species or species habitat may occur within area	In feature area
Austrostipa jacobsiana [87809]	Critically Endangered	Species or species habitat likely to occur within area	In feature area
Caladenia huegelii King Spider-orchid, Grand Spider-orchid, Rusty Spider-orchid [7309]	Endangered	Species or species habitat likely to occur within area	In feature area

Scientific Name	Threatened Category	Presence Text	Buffer Status
Diuris drummondii Tall Donkey Orchid [4365]	Vulnerable	Species or species habitat may occur within area	In feature area
Diuris micrantha Dwarf Bee-orchid [55082]	Vulnerable	Species or species habitat likely to occur within area	In feature area
Diuris purdiei Purdie's Donkey-orchid [12950]	Endangered	Species or species habitat may occur within area	In feature area
Drakaea elastica Glossy-leafed Hammer Orchid, Glossy-leafed Hammer Orchid, Warty Hammer Orchid [16753]	Endangered	Species or species habitat may occur within area	In buffer area only
Drakaea micrantha Dwarf Hammer-orchid [56755]	Vulnerable	Species or species habitat likely to occur within area	In feature area
Lambertia echinata subsp. occidentalis Western Prickly Honeysuckle [64528]	Endangered	Species or species habitat may occur within area	In feature area
Synaphea sp. Fairbridge Farm (D. Papenfus 696) Selena's Synaphea [82881]	Critically Endangered	Species or species habitat likely to occur within area	In feature area
REPTILE			
Caretta caretta Loggerhead Turtle [1763]	Endangered	Breeding likely to occur within area	In buffer area only
Chelonia mydas Green Turtle [1765]	Vulnerable	Breeding likely to occur within area	In buffer area only
Dermochelys coriacea Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Breeding likely to occur within area	In buffer area only
Natator depressus Flatback Turtle [59257]	Vulnerable	Breeding likely to occur within area	In buffer area only
SHARK			
Pristis pristis Freshwater Sawfish, Largetooth Sawfish, River Sawfish, Leichhardt's Sawfish, Northern Sawfish [60756]	Vulnerable	Species or species habitat may occur within area	In feature area

Listed Migratory Species [Resource Information]

Scientific Name	Threatened Category	Presence Text	Buffer Status
Migratory Marine Birds			
Apus pacificus Fork-tailed Swift [678]		Species or species habitat likely to occur within area	In feature area
Ardenna carneipes Flesh-footed Shearwater, Fleshy-footed Shearwater [82404]		Species or species habitat likely to occur within area	In feature area
Diomedea amsterdamensis Amsterdam Albatross [64405]	Endangered	Species or species habitat may occur within area	In buffer area only
Diomedea dabbenena Tristan Albatross [66471]	Endangered	Species or species habitat may occur within area	In buffer area only
Diomedea epomophora Southern Royal Albatross [89221]	Vulnerable	Species or species habitat may occur within area	In buffer area only
Diomedea sanfordi Northern Royal Albatross [64456]	Endangered	Species or species habitat may occur within area	In buffer area only
Thalassarche cauta Shy Albatross [89224]	Endangered	Foraging, feeding or related behaviour likely to occur within area	In buffer area only
Thalassarche melanophris Black-browed Albatross [66472]	Vulnerable	Foraging, feeding or related behaviour likely to occur within area	In buffer area only
Thalassarche steadi White-capped Albatross [64462]	Vulnerable	Species or species habitat may occur within area	In buffer area only
Migratory Marine Species			
Caretta caretta Loggerhead Turtle [1763]	Endangered	Breeding likely to occur within area	In buffer area only

Scientific Name	Threatened Category	Presence Text	Buffer Status
Chelonia mydas Green Turtle [1765]	Vulnerable	Breeding likely to occur within area	In buffer area only
Dermochelys coriacea Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Breeding likely to occur within area	In buffer area only
Natator depressus Flatback Turtle [59257]	Vulnerable	Breeding likely to occur within area	In buffer area only
Pristis pristis Freshwater Sawfish, Largetooth Sawfish, River Sawfish, Leichhardt's Sawfish, Northern Sawfish [60756]	Vulnerable	Species or species habitat may occur within area	In feature area
Migratory Terrestrial Species			
Motacilla cinerea Grey Wagtail [642]		Species or species habitat may occur within area	In feature area
Migratory Wetlands Species			
Actitis hypoleucos Common Sandpiper [59309]		Species or species habitat may occur within area	In feature area
Calidris acuminata Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area	In feature area
Calidris canutus Red Knot, Knot [855]	Endangered	Species or species habitat known to occur within area	In feature area
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area	In feature area
Calidris melanotos Pectoral Sandpiper [858]		Species or species habitat may occur within area	In feature area
Charadrius leschenaultii Greater Sand Plover, Large Sand Plover [877]	Vulnerable	Species or species habitat likely to occur within area	In feature area

Scientific Name	Threatened Category	Presence Text	Buffer Status
Limosa lapponica Bar-tailed Godwit [844]		Species or species habitat known to occur within area	In feature area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat may occur within area	In feature area
Pandion haliaetus Osprey [952]		Species or species habitat known to occur within area	In buffer area only
Tringa nebularia Common Greenshank, Greenshank [832]		Species or species habitat likely to occur within area	In feature area

Other Matters Protected by the EPBC Act

Commonwealth Lands [\[Resource Information \]](#)

The Commonwealth area listed below may indicate the presence of Commonwealth land in this vicinity. Due to the unreliability of the data source, all proposals should be checked as to whether it impacts on a Commonwealth area, before making a definitive decision. Contact the State or Territory government land department for further information.

Commonwealth Land Name	State	Buffer Status
Unknown		
Commonwealth Land - [50400]	WA	In buffer area only
Commonwealth Land - [50399]	WA	In buffer area only

Listed Marine Species [\[Resource Information \]](#)

Scientific Name	Threatened Category	Presence Text	Buffer Status
Bird			
Actitis hypoleucos Common Sandpiper [59309]		Species or species habitat may occur within area	In feature area
Apus pacificus Fork-tailed Swift [678]		Species or species habitat likely to occur within area overfly marine area	In feature area
Ardenna carneipes as Puffinus carneipes Flesh-footed Shearwater, Fleshy-footed Shearwater [82404]		Species or species habitat likely to occur within area	In feature area

Scientific Name	Threatened Category	Presence Text	Buffer Status
Bubulcus ibis as Ardea ibis Cattle Egret [66521]		Species or species habitat may occur within area overfly marine area	In feature area
Calidris acuminata Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area	In feature area
Calidris canutus Red Knot, Knot [855]	Endangered	Species or species habitat known to occur within area overfly marine area	In feature area
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area overfly marine area	In feature area
Calidris melanotos Pectoral Sandpiper [858]		Species or species habitat may occur within area overfly marine area	In feature area
Charadrius leschenaultii Greater Sand Plover, Large Sand Plover [877]	Vulnerable	Species or species habitat likely to occur within area	In feature area
Diomedea amsterdamensis Amsterdam Albatross [64405]	Endangered	Species or species habitat may occur within area	In buffer area only
Diomedea dabbenena Tristan Albatross [66471]	Endangered	Species or species habitat may occur within area	In buffer area only
Diomedea epomophora Southern Royal Albatross [89221]	Vulnerable	Species or species habitat may occur within area	In buffer area only
Diomedea sanfordi Northern Royal Albatross [64456]	Endangered	Species or species habitat may occur within area	In buffer area only

Scientific Name	Threatened Category	Presence Text	Buffer Status
Haliaeetus leucogaster White-bellied Sea-Eagle [943]		Species or species habitat likely to occur within area	In feature area
Limosa lapponica Bar-tailed Godwit [844]		Species or species habitat known to occur within area	In feature area
Merops ornatus Rainbow Bee-eater [670]		Species or species habitat may occur within area overfly marine area	In feature area
Motacilla cinerea Grey Wagtail [642]		Species or species habitat may occur within area overfly marine area	In feature area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat may occur within area	In feature area
Pachyptila turtur Fairy Prion [1066]		Species or species habitat likely to occur within area	In buffer area only
Pandion haliaetus Osprey [952]		Species or species habitat known to occur within area	In buffer area only
Thalassarche cauta Shy Albatross [89224]	Endangered	Foraging, feeding or related behaviour likely to occur within area	In buffer area only
Thalassarche melanophris Black-browed Albatross [66472]	Vulnerable	Foraging, feeding or related behaviour likely to occur within area	In buffer area only
Thalassarche steadi White-capped Albatross [64462]	Vulnerable	Species or species habitat may occur within area	In buffer area only

Scientific Name	Threatened Category	Presence Text	Buffer Status
Thinornis cucullatus as Thinornis rubricollis Hooded Plover, Hooded Dotterel [87735]		Species or species habitat may occur within area overfly marine area	In buffer area only
Tringa nebularia Common Greenshank, Greenshank [832]		Species or species habitat likely to occur within area overfly marine area	In feature area

Reptile

Caretta caretta Loggerhead Turtle [1763]	Endangered	Breeding likely to occur within area	In buffer area only
Chelonia mydas Green Turtle [1765]	Vulnerable	Breeding likely to occur within area	In buffer area only
Dermochelys coriacea Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Breeding likely to occur within area	In buffer area only
Natator depressus Flatback Turtle [59257]	Vulnerable	Breeding likely to occur within area	In buffer area only

Extra Information

EPBC Act Referrals				[Resource Information]	
Title of referral	Reference	Referral Outcome	Assessment Status	Buffer Status	
Not controlled action					
Improving rabbit biocontrol: releasing another strain of RHDV, sthrn two thirds of Australia	2015/7522	Not Controlled Action	Completed	In feature area	
INDIGO Central Submarine Telecommunications Cable	2017/8127	Not Controlled Action	Completed	In feature area	
Residential Development - Assorted Lots Parade Rd, Washington Av & Bussell Hwy, Usher WA	2013/6935	Not Controlled Action	Completed	In buffer area only	
Not controlled action (particular manner)					
INDIGO Marine Cable Route Survey (INDIGO)	2017/7996	Not Controlled Action (Particular Manner)	Post-Approval	In feature area	

Referral decision

Title of referral	Reference	Referral Outcome	Assessment Status	Buffer Status
Referral decision				
Bunbury Water Resource Recovery Scheme - Stage 2 Pipeline	2022/9145	Referral Decision	Referral Publication	In buffer area only
Bunbury WRRS - Stage 2 Pipeline	2021/9092	Referral Decision	Completed	In buffer area only

Caveat

1 PURPOSE

This report is designed to assist in identifying the location of matters of national environmental significance (MNES) and other matters protected by the Environment Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act) which may be relevant in determining obligations and requirements under the EPBC Act.

The report contains the mapped locations of:

- World and National Heritage properties;
- Wetlands of International and National Importance;
- Commonwealth and State/Territory reserves;
- distribution of listed threatened, migratory and marine species;
- listed threatened ecological communities; and
- other information that may be useful as an indicator of potential habitat value.

2 DISCLAIMER

This report is not intended to be exhaustive and should only be relied upon as a general guide as mapped data is not available for all species or ecological communities listed under the EPBC Act (see below). Persons seeking to use the information contained in this report to inform the referral of a proposed action under the EPBC Act should consider the limitations noted below and whether additional information is required to determine the existence and location of MNES and other protected matters.

Where data are available to inform the mapping of protected species, the presence type (e.g. known, likely or may occur) that can be determined from the data is indicated in general terms. It is the responsibility of any person using or relying on the information in this report to ensure that it is suitable for the circumstances of any proposed use. The Commonwealth cannot accept responsibility for the consequences of any use of the report or any part thereof. To the maximum extent allowed under governing law, the Commonwealth will not be liable for any loss or damage that may be occasioned directly or indirectly through the use of, or reliance

3 DATA SOURCES

Threatened ecological communities

For threatened ecological communities where the distribution is well known, maps are generated based on information contained in recovery plans, State vegetation maps and remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Threatened, migratory and marine species

Threatened, migratory and marine species distributions have been discerned through a variety of methods. Where distributions are well known and if time permits, distributions are inferred from either thematic spatial data (i.e. vegetation, soils, geology, elevation, aspect, terrain, etc.) together with point locations and described habitat; or modelled (MAXENT or BIOCLIM habitat modelling) using

Where little information is available for a species or large number of maps are required in a short time-frame, maps are derived either from 0.04 or 0.02 decimal degree cells; by an automated process using polygon capture techniques (static two kilometre grid cells, alpha-hull and convex hull); or captured manually or by using topographic features (national park boundaries, islands, etc.).

In the early stages of the distribution mapping process (1999-early 2000s) distributions were defined by degree blocks, 100K or 250K map sheets to rapidly create distribution maps. More detailed distribution mapping methods are used to update these distributions

4 LIMITATIONS

The following species and ecological communities have not been mapped and do not appear in this report:

- threatened species listed as extinct or considered vagrants;
- some recently listed species and ecological communities;
- some listed migratory and listed marine species, which are not listed as threatened species; and
- migratory species that are very widespread, vagrant, or only occur in Australia in small numbers.

The following groups have been mapped, but may not cover the complete distribution of the species:

- listed migratory and/or listed marine seabirds, which are not listed as threatened, have only been mapped for recorded
- seals which have only been mapped for breeding sites near the Australian continent

The breeding sites may be important for the protection of the Commonwealth Marine environment.

Refer to the metadata for the feature group (using the Resource Information link) for the currency of the information.

Acknowledgements

This database has been compiled from a range of data sources. The department acknowledges the following custodians who have contributed valuable data and advice:

- [-Office of Environment and Heritage, New South Wales](#)
- [-Department of Environment and Primary Industries, Victoria](#)
- [-Department of Primary Industries, Parks, Water and Environment, Tasmania](#)
- [-Department of Environment, Water and Natural Resources, South Australia](#)
- [-Department of Land and Resource Management, Northern Territory](#)
- [-Department of Environmental and Heritage Protection, Queensland](#)
- [-Department of Parks and Wildlife, Western Australia](#)
- [-Environment and Planning Directorate, ACT](#)
- [-Birdlife Australia](#)
- [-Australian Bird and Bat Banding Scheme](#)
- [-Australian National Wildlife Collection](#)
- [-Natural history museums of Australia](#)
- [-Museum Victoria](#)
- [-Australian Museum](#)
- [-South Australian Museum](#)
- [-Queensland Museum](#)
- [-Online Zoological Collections of Australian Museums](#)
- [-Queensland Herbarium](#)
- [-National Herbarium of NSW](#)
- [-Royal Botanic Gardens and National Herbarium of Victoria](#)
- [-Tasmanian Herbarium](#)
- [-State Herbarium of South Australia](#)
- [-Northern Territory Herbarium](#)
- [-Western Australian Herbarium](#)
- [-Australian National Herbarium, Canberra](#)
- [-University of New England](#)
- [-Ocean Biogeographic Information System](#)
- [-Australian Government, Department of Defence](#)
- [Forestry Corporation, NSW](#)
- [-Geoscience Australia](#)
- [-CSIRO](#)
- [-Australian Tropical Herbarium, Cairns](#)
- [-eBird Australia](#)
- [-Australian Government – Australian Antarctic Data Centre](#)
- [-Museum and Art Gallery of the Northern Territory](#)
- [-Australian Government National Environmental Science Program](#)
- [-Australian Institute of Marine Science](#)
- [-Reef Life Survey Australia](#)
- [-American Museum of Natural History](#)
- [-Queen Victoria Museum and Art Gallery, Inveresk, Tasmania](#)
- [-Tasmanian Museum and Art Gallery, Hobart, Tasmania](#)
- Other groups and individuals

The Department is extremely grateful to the many organisations and individuals who provided expert advice and information on numerous draft distributions.

Please feel free to provide feedback via the [Contact us](#) page.

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APPENDIX D – EME REPORT

Environmental EME Report

Location	1 Island Queen Street, WITHERS WA 6230		
Date	18/08/2023	RFNSA No.	6230023

How does this report work?

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the wireless base station at 1 Island Queen Street, WITHERS WA 6230. These levels have been calculated by Ventia - IRFA using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

A document describing how to interpret this report is available at ARPANSA’s website:

[A Guide to the Environmental Report.](#)

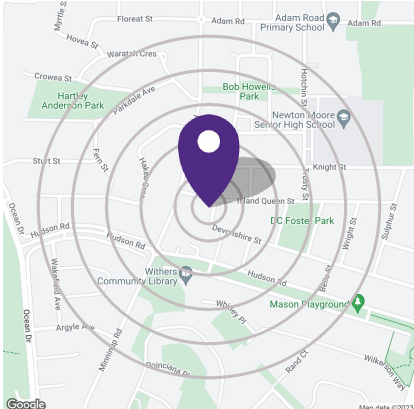
A snapshot of calculated EME levels at this site

There are currently no existing radio systems for this site.

The maximum EME level calculated for the **proposed** changes at this site is

0.46%

out of 100% of the public exposure limit, 238 m from the location.



EME levels with the proposed changes	
Distance from the site	Percentage of the public exposure limit
0-50 m	0.38%
50-100 m	0.28%
100-200 m	0.35%
200-300 m	0.46%
300-400 m	0.35%
400-500 m	0.20%

For additional information please refer to the EME ARPANSA Report annexure for this site which can be found at <http://www.rfnsa.com.au/6230023>.

Radio systems at the site

This base station currently has equipment for transmitting the services listed under the existing configuration. The proposal would modify the base station to include all the services listed under the proposed configuration.

		Existing		Proposed	
Carrier	Systems	Configuration		Systems	Configuration
Telstra				4G, 5G	LTE700 (proposed), LTE1800 (proposed), LTE2100 (proposed), NR/LTE2600 (proposed), NR850 (proposed)

An in-depth look at calculated EME levels at this site

This table provides calculations of RF EME at different distances from the base station for emissions from existing equipment alone and for emissions from existing equipment and proposed equipment combined. All EME levels are relative to 1.5 m above ground and all distances from the site are in 360° circular bands.

Distance from the site	Existing configuration			Proposed configuration		
	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit
0-50m				3.02	24.13	0.38%
50-100m				2.58	17.70	0.28%
100-200m				2.82	21.16	0.35%
200-300m				3.34	29.64	0.46%
300-400m				2.98	23.59	0.35%
400-500m				2.26	13.58	0.20%

Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest, identified through consultation requirements of the [Communications Alliance Ltd Deployment Code C564:2020](#) or other means. Calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site.

Maximum cumulative EME level for the proposed configuration

Location	Height range	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit
Newton Moore Senior High School	0-3 m	1.30	4.48	0.07%
Adam Road Primary School	0-3 m	0.60	0.97	0.02%



APPENDIX E – GUIDE TO EME REPORT



A Guide to the Environmental EME Report

What is an Environmental EME Report?

The Environmental EME Report provides calculations of the maximum levels of radiofrequency (RF) electromagnetic energy (EME) around an existing and/or proposed wireless base station that may include mobile telephony, broadband and data services. The report is generally produced by a network operator (such as a mobile phone company) or consultants working on their behalf.

All deployment of public mobile telecommunications service infrastructure in Australia, which includes wireless base stations, small cells and antennas, must be carried out according to the Industry Code C564:2020 Mobile Phone Base Station Deployment (the Code)¹. The Code requires the supply of certain information as part of the consultative process with the local community and local government authority. The environmental EME report is part of this process and is produced according to a methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)². It provides objective estimates of the maximum levels of EME from a wireless base station or small cell for both existing and proposed upgrades to telecommunications systems at the site. There are two types of environmental EME report, each representing either a wireless base station or a small cell.

Why is there an EME Report?

Wireless base stations and small cells work by sending out RF EME in the form of waves carrying information. When the RF EME reaches objects, including people and animals, some of the energy carried by the waves is deposited in the object³. This can lead to heating of the object and, if levels are too high, can cause harmful effects. The ARPANSA RF Standard⁴ provides limits of exposure which must be complied with by all radio installations, including wireless base stations and small cells. The limits for EME exposure given in the ARPANSA Standard are intended to provide protection for people of all ages and medical conditions when exposed 24 hours per day, 7 days per week. The EME Report shows the maximum

¹ The Communications Alliance Ltd Industry Code C564:2011 'Mobile Phone Base Station Deployment' is available from the Communications Alliance Ltd website, <http://commsalliance.com.au>.

² The ARPANSA methodology produces overconservative calculations for multiple-input and multiple-output (MIMO) systems

³ Information on RF EME and its effects is available from ARPANSA <http://www.arpansa.gov.au/RadiationProtection/basics/rf.cfm>

⁴ The ARPANSA RF Standard is available from <http://www.arpansa.gov.au/Publications/Codes/rps3.cfm>

calculated levels for a specific installation and compares them against the exposure limits in the ARPANSA Standard.

What information is on the report?

The report gives the address of the installation, together with a list of the companies using the site and the types of mobile network currently installed and being proposed. It also includes details of calculated levels of RF EME. If the site already has antennas in place, the report includes separate information on the existing and the combined existing and proposed installations. The report estimates RF EME from all of the identified wireless transmitters at this site; it does not estimate RF EME from all surrounding sites. The calculated levels do not include RF EME from other types of radio transmitters (that are not subject to the industry Code) which may be installed on the same structure, e.g. AM and FM radio, TV etc.

EME Levels

The tables of calculated EME levels on the report provide maximum levels of EME found at various distances from the base of the tower or supporting structure for wireless base stations. Within each range of distances, the highest value is given regardless of direction. For small cells mounted on light and power poles or other structures, the report shows the maximum EME level and the distance where this occurs. This provides more relevant exposure information to account for the lower overall power and the much shorter range of the transmitted radio signals from small cells.

For wireless base stations the values of EME are presented in 3 different units:

- volts per metre (V/m) – the electric field component of the RF wave
- milliwatts per square metre (mW/m²) – the power density (or rate of flow of RF energy per unit area)⁵
- percentage (%) of the ARPANSA Standard

In reports for small cells the EME levels are only presented as a percentage of the ARPANSA Standard.

When expressed as a percentage, a value of 100% corresponds to the general public exposure limit. For example, a typical highest value of 1% means that the total EME level from all wireless network transmitters on the site, all operating at their maximum power, will be no more than one hundredth (1/100) of the limit set by the ARPANSA Standard for members of the public.

The table below shows the actual EME limits in the ARPANSA RF Standard used for the frequency bands representing different types of mobile network. At frequencies below 2000 megahertz (MHz) the limits vary across the band and the limit values shown in the table have been determined at the Assessment Frequency indicated. The table shows the three equivalent exposure limit figures in V/m, mW/m² and % ARPANSA Standard.

⁵ Power density is often expressed in units other than mW/m², other common units are watts per square metre (W/m²) and microwatts per square centimetre (µW/cm²). Where conversion is required: 1 watt per square metre (W/m²) = 100 microwatts per square centimetre (µW/cm²) = 1000 milliwatts per square metre (mW/m²).

Radio Systems	Frequency Band	Assessment Frequency	ARPANSA Standard public exposure limits at the Assessment Frequency		
			Electric Field V/m	Power Density mW/m ²	% of ARPANSA exposure limits
LTE700	758 – 803 MHz	750 MHz	37.5 V/m	3750 mW/m ²	100%
WCDMA850	870 – 890 MHz	900 MHz	41.1 V/m	4500 mW/m ²	100%
GSM900, LTE900, WCDMA900	935 – 960 MHz	900 MHz	41.1 V/m	4500 mW/m ²	100%
GSM1800, LTE1800	1805 – 1880 MHz	1800 MHz	58.1 V/m	9000 mW/m ²	100%
LTE2100, WCDMA2100	2110 – 2170 MHz	2100 MHz	61.4 V/m	10000 mW/m ²	100%
LTE2300	2302 – 2400 MHz	2300 MHz	61.4 V/m	10000 mW/m ²	100%
LTE2600	2620 – 2690 MHz	2600 MHz	61.4 V/m	10000 mW/m ²	100%
LTE3500	3425 – 3575 MHz	3500 MHz	61.4 V/m	10000 mW/m ²	100%

Effect of Landscape (topography)

The tables of calculated EME levels provide values at 1.5 m above a flat landscape. Commonly, wireless base stations and small cells are located on a high point and the assumption of flat ground provides a worst-case estimate for these situations. Sometimes, however, the ground may slope upwards away from the installation and this can cause concern that levels may be higher than calculated. In these cases the 'Calculated EME levels at other areas of interest' table should include the levels of EME at a selection of heights where maximum levels are expected.

Generally, locations very close to the base of the antenna will experience very low levels of EME compared to the surrounding areas. This may not be true if a location is both close, say within 100 m, and elevated above the height of the base of the antenna structure. This may occur because a building is located nearby or the ground rises sharply. In either of these circumstances, EME levels may actually be higher than found at the height of flat ground or a community member may have reasonable concerns that this is so. If such locations exist, carefully calculated estimates in a representative sample of such situations should be provided in the 'Calculated EME levels at other areas of interest' table. It is important to note that in many cases the location may not be in the direction of significant radiated EME and the EME levels may be very low.

Other Areas of Interest

The Code requires the mobile network companies to take account of Community Sensitive Locations. The Code defines Community Sensitive Location to include land uses such as residential areas, childcare centres, schools, aged care centres, hospitals and regional icons which may be considered as sensitive uses in some communities. It is acknowledged that each location should be evaluated on a site by site basis to determine community sensitive locations.

The table 'Calculated EME levels at other areas of interest' on the report provides additional estimates of EME levels at a small number of such locations. These locations may be identified as being of particular concern to the community during the consultation process required by the Code. Typically, levels may be given for the closest point of a children's facility, or for a small number of other locations. It is expected that for an average report, there may be 3 to 5 additional areas of interest calculations. These should be chosen to be representative of both community concern and locations where higher levels of EME may actually be expected on technical grounds. Community Sensitive Locations would be expected to include a small number of floors of a multistorey building if it is close to the antennas and in the direction of significant radiated EME. For some sites there may be no indication for other areas of interest, such as where there is flat ground, no elevated buildings and no locations identified as being of particular community concern. In these cases, after checking:

- the Code's community consultation plan
- topography or buildings near the antennas
- other locations, such as those identified as being of significant previous community concern

no other areas of interest will have been identified. In this case, the EME Report should include the statement 'No locations identified' in the 'Calculated EME levels at other areas of interest' table.

Can I expect to have an EME calculation done for my house?

Whilst the Environmental EME report is a basic report, members of the public are free to request (in writing) a Carrier to provide additional information under section 3.3 of the Code

The Carrier will choose how best to service that request, but it will not be considered as part of the ARPANSA EME report.

Why do the EME levels vary with distance?

The calculations of the maximum EME levels are based on well understood principles of physics that deal with how electromagnetic waves travel and spread out. The total amount of energy emitted from the antenna is limited by the power of the amplifier used to drive the antenna. As the energy leaves the antenna, it spreads out to cover bigger and bigger areas and so gets less intense the further away it gets, this is illustrated in Figure 1 which shows a basic 2-dimensional view of what happens to the EME around a real base station.

The antenna is usually designed to direct most of the energy out towards the horizon, or a few degrees below, so that most of the energy goes where it is needed to communicate with the mobile phone handsets or other user equipment. As one moves away from a base station at ground level, the levels first increase before reaching a maximum and then get less as you move still further away. Typically, the maximum EME level at ground level will occur between 75 m and 200 m from the base of the antenna.

The mobile network companies sometimes need to adjust the angle of the antennas to obtain the best coverage and this can alter slightly the distance at which the maximum occurs and exactly what EME level is found there. Often, the ARPANSA EME Report will take likely alterations into account and include the

highest levels that might occur if the antenna is moved in the future. Some antennas use self-tilt and pan to dynamically change direction; in these situations the orientation that produces the highest maximum EME level is used for the calculation.

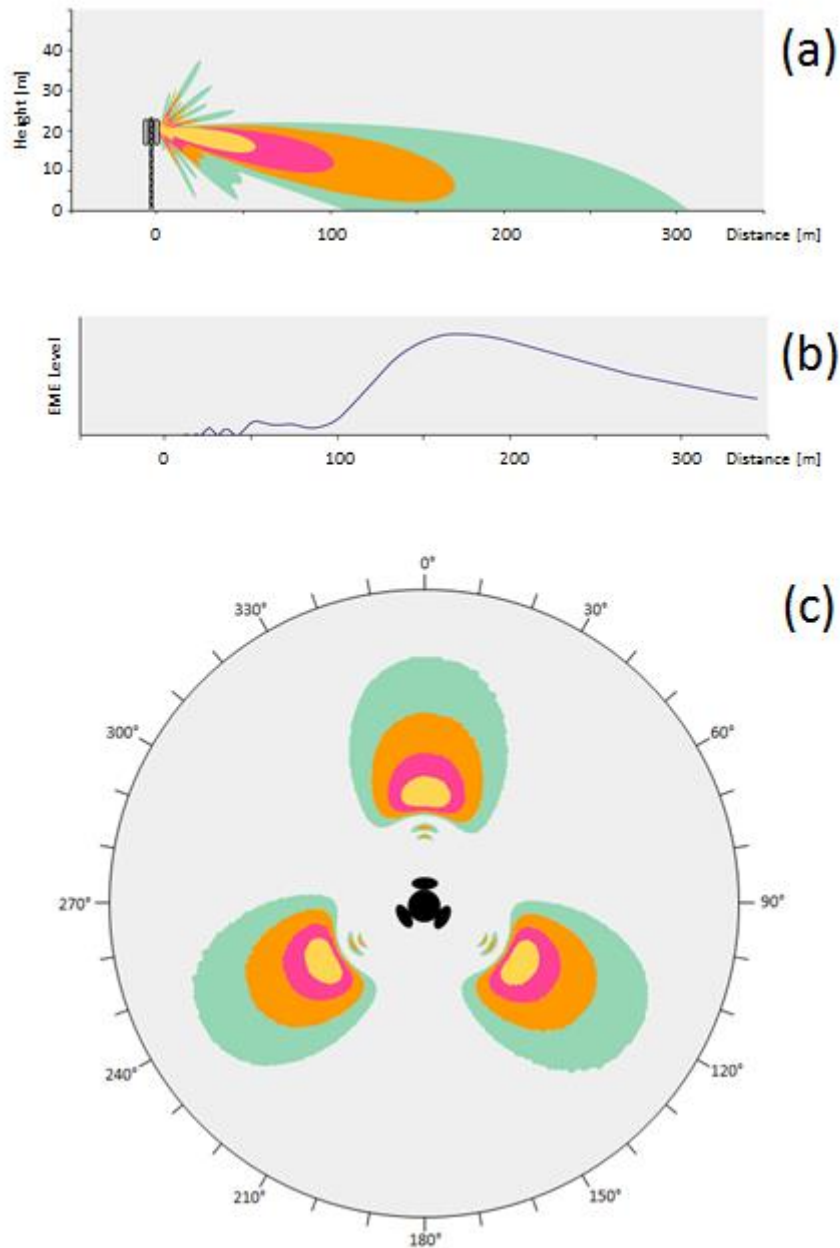


Figure 1. How the EME levels vary as you move away from a base station tower.
(a) Side view of a single antenna pattern. (b) EME level at 1.5 m above ground.
(c) Aerial view of three sector antenna pattern

The EME transmitted from small cells is more localised and, depending on its configuration, may not follow the same emission profile as a larger base station. Typically, the EME levels are very low and they decrease rapidly with distance away from the source much like the larger base stations.

How Accurate are the Calculated Values?

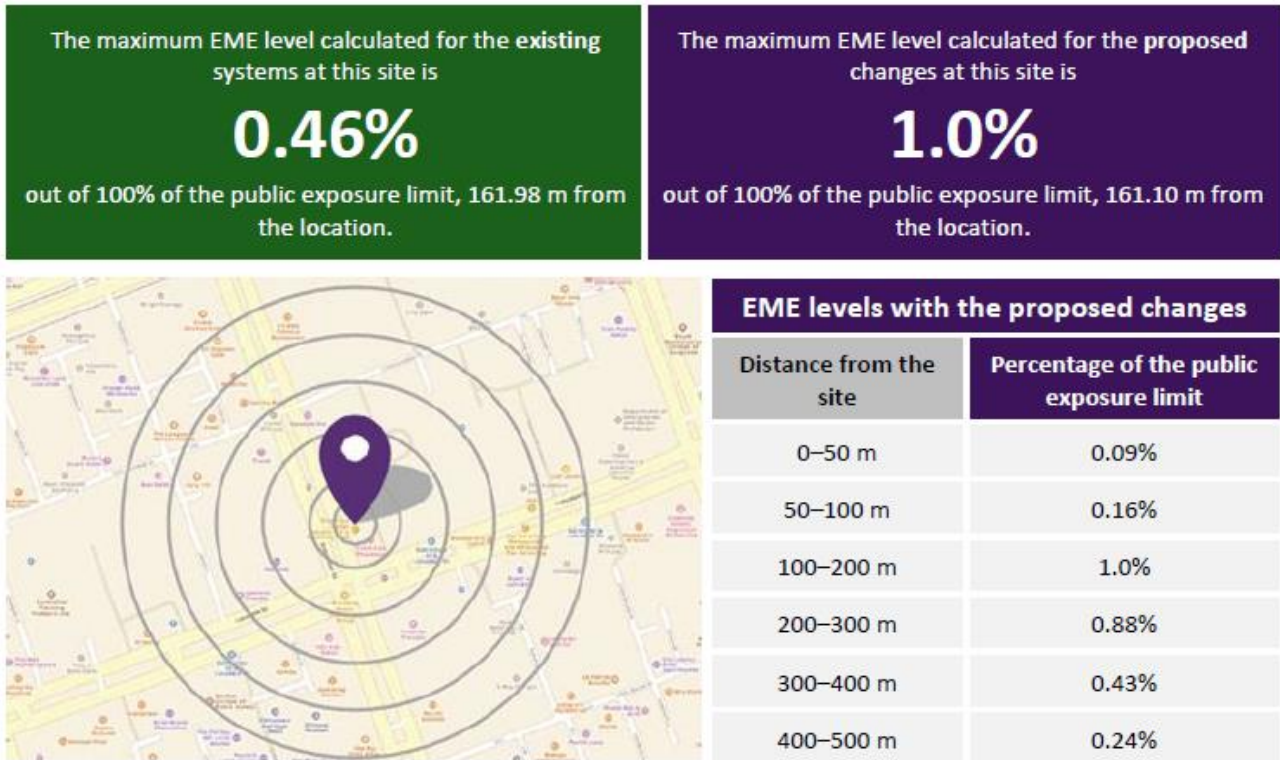
The values of EME provided in the report are intended to be maximum levels that can almost never be exceeded when the base station is operating. The values assume, for example, that all the planned transmitters are installed and are all operating at maximum power. Some of the transmitters at a base station are only used when there are a certain number of telephone calls or data transmissions actually in progress; otherwise they are turned off. Even when a call is in progress, the power transmitted is adjusted to be only as high as necessary to communicate with the handset. If the handset is close, or in a good signal area, the base station transmitter will reduce its power automatically.

The calculations do not take into account trees, vegetation or buildings which may alter the EME levels, generally decreasing them. Some of the EME is reflected from buildings and the ground and often this signal is used by a handset when the direct signal is blocked by a building. When the reflected signal and direct signal combine the overall level can be lower or higher than the direct signal alone depending on the exact location.

Measurements around base stations have shown actual values of EME are usually less than calculation by factors of 10 to 1000 or even more. Values of EME indoors will typically be even lower as walls, windows and roofs absorb or reflect the energy.

A similar situation applies to the emissions from small cells. The EME emissions from small cells follow the same physical process and are similarly affected by surrounding objects.

Example Snapshot of Calculated EME Levels



The example snapshot above applies to the calculated EME levels around a typical base station and provides the following information:

- The highest calculated level of RF EME coming from the existing equipment at this base station is found at a distance of approximately 161.98 m and is 0.46% or less than 1/200 of the ARPANSA Standard exposure limit.
- Subsequent to the proposed alterations to the equipment at this site, the highest calculated level of RF EME rises to 1.04%, which is found at a distance of 161.10 m from the base of the tower.

The information detailing EME levels at radial distances from the installation is not included in EME reports for small cells due to the more localised emission of the antennas. In this case, information about the highest calculated EME level at the corresponding distance associated with the small cell is included. This is reported for both existing and proposed systems at the site in the same way as wireless base stations.

Example Table of an In-depth Look at Calculated EME Levels

Distance from the site	Existing configuration			Proposed configuration		
	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit
0–50 m	0.57	0.87	0.01%	1.7	7.2	0.09%
50–100 m	0.96	2.5	0.04%	1.9	9.2	0.16%
100–200 m	3.4	31	0.46%	5.0	66	1.0%
200–300 m	3.2	27	0.40%	4.6	56	0.88%
300–400 m	2.3	13	0.20%	3.2	28	0.43%
400–500 m	1.7	7.7	0.11%	2.4	16	0.24%

The example table above provides the following information:

- At any location on level ground within 50 m of the base of the tower, the highest calculated level of RF EME coming from the existing equipment at this base station is 0.01% or approximately 1/10000 of the ARPANSA Standard exposure limit. In physical units this is a power density of 0.87 milliwatts per metre squared (mW/m²), equivalent to an electric field strength of 0.57 volts per metre (V/m).
- Subsequent to the proposed alterations to the equipment at this site, at any location on level ground within 50 m of the base of the tower, the highest calculated level of RF EME rises to a power density of 7.18 mW/m² or an electric field strength of 1.65 V/m which is equivalent to 0.09% of the ARPANSA Standard exposure limit (or less than 1/1000 of the limit).
- The values reported here are only expected to occur when the transmitters are all operating at full power and where there is clear line-of-sight to all antennas. Levels indoors will be lower.
- At any distance within 500 m of the tower the table can be used to determine the maximum level. For example at a location 330 m from the tower, that is between 300 m and 400 m, the calculated level will be less than 0.2% of the ARPANSA Standard exposure limit for the existing equipment and 0.43% of the ARPANSA Standard exposure limit for the existing and proposed equipment. In many directions, and at most times, the actual level will be much lower than this calculated level.
- For a new wireless base station where there are no antennas already installed, the above table will only contain data under the 'Proposed Configuration' columns. Similarly, for a wireless base station that is not being upgraded, the table will only contain data under the 'Existing Configuration' columns.

This table is not included in EME reports for small cells due to the more localised emission from these installations.

It should be noted that all values quoted in the above two tables are calculated at 1.5 m above ground level in a flat landscape. As stated in the section “Effects of Landscape (topography)”, If the ground height changes enough to cause significant under estimation of the worst case environmental levels, further calculations shall be reported in the “Other Areas Of Interest” section.

Example Table of Calculated EME levels at Other Areas of Interest

Location	Height range	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit
ABC Primary School	0–6 m	2.6	18	0.29%
123 Sports Centre	0–6 m	2.4	15	0.23%
XYZ Community Centre	0–6 m	2.6	18	0.29%

The 'Calculated EME levels at other areas of interest' table provides calculated levels of RF EME at locations considered to be of special community interest or at elevated locations where there may be concern about higher levels of EME. The calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site. This table is included in reports for both wireless base stations and small cells. In reports for small cells the EME levels are only presented as a percentage of the ARPANSA Standard.

Further Information

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is a Federal Government agency incorporated under the Health portfolio. ARPANSA is charged with responsibility for protecting the health and safety of people, and the environment, from the harmful effects of radiation (ionising and non-ionising).

Information about RF EME can be accessed at the ARPANSA website, <http://www.arpansa.gov.au>, including:

- The procedure used for the calculations in this report is documented in the ARPANSA Technical Report; "Radio Frequency EME Exposure Levels - Prediction Methodologies" ²
- The ARPANSA RF Standard⁴

The Australian Communications and Media Authority (ACMA) is responsible for the regulation of broadcasting, radiocommunications, telecommunications and online content. Information on EME is available at <https://www.acma.gov.au/our-rules-eme>.

The Communications Alliance Ltd Industry Code C564:2020 Mobile Phone Base Station Deployment is available from the Communications Alliance Ltd website, <http://commsalliance.com.au>.

Contact details for the Carriers (mobile network companies) operating in Australia and the most recent version of each site's Environmental EME Report are available online at the Radio Frequency National Site Archive, <http://www.rfnsa.com.au>.

1. □ The Communications Alliance Ltd Industry Code C564:2020 Mobile Phone Base Station Deployment is available from the Communications Alliance Ltd website, <https://www.commsalliance.com.au/Documents/all/codes/c564>
2. The ARPANSA methodology produces overconservative calculations for multiple-input and multiple-output (MIMO) systems. ([Radio frequency EME exposure levels - prediction methodologies technical report.](#))
3. Information on RF and its effects is available from ARPANSA <https://www.arpansa.gov.au/understanding-radiation/what-is-radiation/non...>
4. The ARPANSA RF Standard is available from <https://www.arpansa.gov.au/regulation-and-licensing/regulatory-publications/radiation-protection-series/codes-and-standards/rpss-1>
5. Power density is often expressed in units other than mW/m^2 , other common units are watts per square meter (W/m^2) and microwatts per square centimetre ($\mu\text{W}/\text{cm}^2$). Where conversion is required: 1 watt per square metre (W/m^2) = 100 microwatts per square centimetre ($\mu\text{W}/\text{cm}^2$) = 1000 milliwatts per square metre (mW/m^2).

**SITE PHOTOS – LOT12 (#1) ISLAND QUEEN STREET, WITHERS
VIEW FROM DEVONSHIRE STREET - PROPOSED LOCATION OF TELECOMMUNICATIONS INFRASTRUCTURE**



Devonshire Street Facing Proposed Location of Telecommunications Infrastructure



Devonshire Street Facing Proposed Location of Telecommunications Infrastructure



Devonshire Street Looking North towards Proposed Location of Telecommunications Infrastructure



Devonshire Street Facing Vehicle Entry to Loading Dock Area



Devonshire Street Looking North



Devonshire Street Looking South



Intersection of Devonshire Street and Island Queen Street

10.15 Proposed Telecommunications Infrastructure At Lot 12 (#1) Island Queen Street Withers (listed as 10.4.1 in the agenda)

File Ref:	DA/2023/166/1
Applicant/Proponent:	Ampitel Pty Ltd C/- Ventia Pty Ltd
Responsible Officer:	Maureen Hegarty, Planning Officer
Responsible Manager:	Felicity Anderson, Manager City Growth
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.4.1-A: Executive Recommendation Appendix 10.4.1-B: Location Plan Appendix 10.4.1-C: Planning Assessment Report Appendix 10.4.1-D: Development Plans Appendix 10.4.1-E: Schedule of Submissions Appendix 10.4.1-F: Attachments to Schedule of Submissions Appendix 10.4.1-G: Site Photographs

Summary

Development approval is sought for ‘Telecommunication infrastructure’ comprising of a 36.5m high monopole and associated equipment shelter at Lot 12 (#1) Island Queen Street, Withers.

The proposal was advertised to adjoining landowners and occupiers within 200m, with one submission of no comment and 16 submissions of objections being received. Accordingly, the application is referred to Council for determination.

The proposal has been assessed against the relevant planning framework and is considered generally compliant subject to conditions to address the impacts on visual amenity. Officers only have delegation to grant development approval where a valid planning objection can be addressed through the application of a condition and/or modification of the design, which does not apply in this instance due concerns regarding amenity. Accordingly, the application is referred to Council for determination with a recommendation of conditional approval.

Executive Recommendation

That Council, in accordance with clause 68 (2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the City of Bunbury Local Planning Scheme No. 8, resolves to approve the application for ‘Telecommunications infrastructure’ at Lot 12 (#1) Island Queen Street, Withers in accordance with conditions attached at Appendix 10.4.1-A

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant and well planned city
Outcome 7	A community with high quality urban design and housing diversity
Objective 7.1	Promote responsible planning and development.

Regional Impact Statement

The proposal relates to an individual property and is not considered to have a regional impact.

Background

The subject site is zoned 'Neighbourhood Centre' under Local Planning Scheme No. 8 (LPS8) with a residential density of R100. A location plan is attached at Appendix 10.4.1-B. A summary table of details relating to the subject site is as follows:

Property Address:	Lot 12 (#1) Island Queen Street, Withers
Zoning:	Neighbourhood Centre (R100)
Existing Land Use:	'Shop' – Minninup Forum Neighbourhood Centre
Lot Area:	9558 m ²

The development includes the construction of a 35m high monopole with a circular head frame and 3 panel antennas which will have a total overall height of 36.5m. A 3m high equipment shelter with associated ancillary cabling is proposed at the base of the tower which will be located within a 5.5m x 14.0m open style fenced compound. The proposed fencing is 2.35m high chain mesh fencing with a galvanised finish. The fenced compound includes sufficient area for a second equipment shelter to be constructed in the future should a second carrier need to co-locate their services on the site.

The subject site currently consists of a shopping centre in the north-east portion of the site with the remainder of the site consisting of car parking. The proposed 'Telecommunications infrastructure' is to be located at the rear of the shopping centre, fronting Devonshire Street. To the east of the site is a community health centre, disused service station, place of worship and a liquor store, also included within the Neighbourhood Centre zone. Land directly opposite the proposed location of the 'telecommunication infrastructure', to the north and east is zoned 'Mixed Use-Residential' (R20/50). The properties within the adjoining 'Mixed Use-Residential' zone are typically single storey, single houses constructed in the 1960's. This zoning provides for a range of medium density residential and non-residential uses and it is considered likely that over time these properties will be redeveloped.

The proposed location of the development currently lacks visual appeal and is somewhat degraded being the 'back end' of the existing shopping centre. Whilst the Minninup Road frontage of the shopping centre has been refurbished, the rear/side facades have remained in their original condition. These rear facades are predominantly solid brick walls where openings have been bricked in resulting in a patchwork of brick colours that are a target for graffiti. The service area/loading dock for the shopping centre is located on the corner of Devonshire Street and Island Queen Street.

A copy of the planning report (with associated appendices), development plans and site photographs are attached at Appendix 10.4.1-C, 10.4.1-D and 10.4.1-G.

Legislative Compliance

The following legislation and statutory planning instruments of the State and Local Planning Framework are applicable to the assessment of this application:

Legislation

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- State Planning Policy 5.2 - Telecommunications Infrastructure (SPP 5.2).
- City of Bunbury Local Planning Strategy;
- City of Bunbury Local Planning Scheme No.8 (LPS8); and
- Local Planning Policy 3.0 – Zone Development Requirements (LPP3.0).

Officer Comments

Land Use

The proposed ‘Telecommunications infrastructure’ is a ‘D’ – discretionary land use in the Neighbourhood Centre zone. Due to the proximity of the proposed site to existing residential development the application was advertised to surrounding owners and occupiers.

Built Form Requirements

The proposal has been assessed against the relevant built form requirements under LPS8 and Local Planning Policy No.3 Zone Development Requirements for the Neighbourhood Centre zone. The maximum building height for the subject site is 12m and the street setback requirement is nil for the ground floor. The proposed equipment shelter at the base of the monopole structure is a max of 3m high and setback 1.5m which meets these requirements. These requirements apply to proposed buildings, and the proposal is generally compliant with these requirements, with conditions recommended to address visual impacts.

Matters to be Considered

State Planning Policy 5.2 – Telecommunications Infrastructure (SPP 5.2) is a Western Australian Planning Commission (WAPC) Policy that is to be given due regard when determining the application. SPP 5.2 acknowledges the visual impacts a telecommunications proposal may have on an area, whilst recognising the importance of telecommunication infrastructure for the community.

Clause 5.11 of SPP 5.2 sets out policy measures to guide the location, siting and design of the structure. The table below identifies the relevant policy measures and how the proposal responds to these measures.

SPP 5.2 Policy Measure	Proposal	Comments
i) Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case by case basis;	Section 13.1 of the Planning Assessment Report – Attachment 10.4.1-C addresses the visual impact of the proposal.	Satisfies subject to conditions. Officers consider that the monopole will have the greatest visual impact on the properties directly opposite the proposed location in Devonshire Street and Island Queen Street where the base of the monopole and the equipment shelter can be seen from these properties. The closest

		<p>dwelling will be setback 30m from the proposal.</p> <p>To mitigate the visual impacts of the proposal, the City has recommended the following conditions:</p> <ul style="list-style-type: none"> • screen planting around the equipment compound to reduce the visual impact to Devonshire Street; • painting of the monopole to a neutral grey colour rather than a cement finish to improve the appearance. • painting of the rear wall of the shopping centre with anti-graffiti paint with a consistent neutral colour to assist with the equipment compound blending into the environment.
<p>ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:</p>	<p>Section 13.1 of the Planning Assessment Report – Attachment 10.4.1-C addresses the visual impact of the proposal.</p>	<p>Satisfies subject to conditions.</p> <p>The visual impact assessment includes photos from a number of locations looking towards the proposed location of the monopole. The monopole structure is superimposed on the photos with the visible portion if the monopole identified.</p> <p>These photos demonstrate that in most instances the visible portion of the monopole when viewed from a distance, blends in with other background features such as trees, power poles and lines, street lights and clouds.</p>
<p>a) be located where it will not be</p>	<p>The proposed location is in an urban area. There are no</p>	<p>Not applicable.</p>

<p>prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;</p>	<p>significant viewing locations in the surrounding area.</p>	
<p>b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or panorama, whether viewed from public or private land;</p>	<p>The proposed location does not detract from any significant views.</p>	<p>Not applicable. The proposal is not considered to detract from any significant view, landmark or heritage item. The proposal will be located at the rear of an existing shopping centre.</p>
<p>c) not be located on sites where environmental cultural heritage, social and visual landscape values maybe compromised; and</p>	<p>The site does not have any environmental cultural heritage, or social values. The existing trees in the Devonshire Street verge do contribute to local visual landscape.</p>	<p>Satisfies. The proposed facility will not require the removal of the existing street trees in Devonshire Street and will not compromise the visual landscape of these trees.</p>
<p>d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape.</p>	<p>The proposed infrastructure is a slimline monopole with a circular headframe and 3 vertical antenna placed around the headframe at the top of the pole. The compound will be fenced with open link mesh fencing. The equipment shelter a colorbond structure in paperbark colour and will be a maximum of 3m high and be</p>	<p>Satisfies subject to conditions. The monopole will be composed of a very slim-line figure, with a peak diameter no greater than 1.1m, with just 3 panel antennas neatly arrange around a symmetrical circular headframe to reduce visual bulk. In order to blend in better with blue and overcast skies, powerlines, light poles and some of the leafier streetscapes when viewed from a distance, a recommended conditions has been included for the monopole to be painted either a neutral grey or mist green colour.</p>
<p>iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications</p>	<p>Existing ‘Telecommunication Infrastructure’ in the area are unable to provide sufficient coverage to the area. The location of the proposed new facility will provide improved coverage and network quality to this area.</p>	<p>Noted.</p>

services to the community		
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In addition to SPP 5.2, Clause 67 of Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015* (Regulations) sets out ‘matters to be considered by local government’ when determining an application. The proposal has been assessed against the relevant matters including the compatibility of the development in its setting and the amenity of the locality.

Clause 67 criteria	Proposal	Comments
(c) any approved State Planning Policy;	SPP 5.2 as addressed above.	Addressed above.
(m) the compatibility of the development with its setting including the relationship of the development to adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	Conditions have been recommended which are considered to mitigate the visual impact of the structure.	<p>Satisfies subject to conditions.</p> <p>The proposal is considered to be appropriately located to minimise the visual impact for the surrounding area and to reduce the bulk and scale of the development. The monopole will be partially screened by the mature verge trees along Devonshire Street and by the existing shopping centre from Minninup Road.</p> <p>Four houses will directly face the proposed development. To further mitigate visual impacts for these residences, the City has recommended conditions to ensure that screen planting is implemented around the base of the compound and that the monopole is painted a neutral colour.</p>
(n) the amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	Conditions have been recommended which are considered to mitigate the visual impact of the structure.	<p>Satisfies subject to conditions.</p> <p>The proposal does not result in the removal of any mature vegetation.</p> <p>It is acknowledged that four houses will directly face the proposed development location and</p>

		to assist in mitigating the visual impacts, the City have recommended conditions relating the colours and screen landscaping.
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	Conditions have been recommended which are considered to mitigate the visual impact of the structure.	Satisfies. The proposal does not result in the removal of any of the existing large verge trees along Devonshire Street. The City's tree officer has reviewed the proposal to ensure that any excavation works will not impact the tree root protection zone. A condition has been imposed which will require a qualified arborist to ensure that the excavations will not impact the structural root zone. In addition, a recommended condition will require additional screen landscaping around the base of the compound.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	Mobile carriers must comply with the Australian Standard on exposure to Electromagnetic Energy set by the Australian Communications and Media Authority (ACMA). This is not a local government responsibility.	Exposure to Electromagnetic Energy (EME) is not controlled through the local government. This is addressed through separate legislation and further addressed below.
(s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	The proposal is not considered to impact sightlines for vehicles on Devonshire Street or Island Queen Street.	Satisfies. The proposed location of the development is not considered to impact sightlines for service vehicles for the existing shopping centre or impact the intersection of Devonshire Street and Island Queen Street.
(t) the amount of traffic likely to be generated by the development,	The facility is unmanned. It is visited a few times a year for maintenance purposes. The traffic	Not applicable.

<p>particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;</p>	<p>generated by the facility will not adversely affect the capacity of the existing road system.</p>	
<p>(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;</p>	<p>Conditions have been recommended which are considered to mitigate the visual impact of the structure. The facility will provide improved coverage and network quality to this area.</p>	<p>Satisfies subject to conditions. It is considered that the proposal has been appropriately conditioned to reduce the visual impact of the proposed development.</p>
<p>(y) any submissions received on the application;</p>	<p>Submissions received are addressed in the attachment to this report Appendix 10.4.1-E and 10.4.1-F</p>	<p>It is considered that the key concerns raised through the public submissions in relation to visual impact and retention of the trees has been addressed. Property values are not a valid planning consideration and Electromagnetic Energy (EME) is controlled through separate legislation.</p>

Health Impacts

Mobile carriers must comply with the Australian Standard on exposure to Electromagnetic Energy (EME) set by the Australian Communications and Media Authority (ACMA). The standard, known as the Radiocommunications (Electromagnetic Radiation – Human Exposure) Standard 2003, was prepared by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). ARPANSA is the primary Commonwealth agency responsible for protecting the health and safety of people and the environment from the harmful effects of radiation.

Mobile carriers are required to undertake an EME analysis using ARPANSA’s standard methodology and make this publicly available. The analysis predicts the maximum environmental EME level the proposed facility will emit. The analysis must demonstrate that the facility will comply with the Australian Standard on exposure to EME. The EME Report is included as an appendix (Appendix D) to the applicants Planning Report (Attachment 10.4.1-C). The EME report predicts that the maximum EME level calculated for the proposed facility is 0.46% out of 100% of the public exposure limit which is less than one percent the permissible limit. The proposed facility therefore satisfies this standard.

Analysis of Financial and Budget Implications

This application for planning approval relates to private property, and therefore, the effect of the recommendation has no direct budgetary or financial implications for the City of Bunbury.

If the applicant is aggrieved by Council's decision they may apply for a review of the decision through State Administrative Tribunal (SAT). If the decision is forwarded to SAT for appeal, the City of Bunbury may incur legal costs.

Community Consultation

The proposal was advertised in accordance with clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 21 days. The following methods of advertising were undertaken:

- letters to surrounding landowners and occupiers within 200m of the proposed site
- public notification signs erected onsite
- public notice of proposal posted on the City of Bunbury's website
- public notices in the local newspaper

The public advertising of the application commenced on 2 October 2023 and closed on 23 October 2023, with 16 submissions of objection and 1 submission of comment being received. This includes one late submission received on 3 November 2023. The key concerns raised in the objections related to the impact of the proposed facility on:

- visual amenity
- human health
- property values
- verge trees.

The Schedule of Submissions and officer comments is attached at Appendix 10.4.1-E and 10.4.1-F.

Councillor/Officer Consultation

The proposal has been referred to the City of Bunbury's Development Coordination Unit (DCU) for professional advice and technical assessment prior to the finalisation of this report.

Applicant Consultation

The applicant has been advised of the officer recommendation and conditions.

Timeline: Council Decision Implementation

Should Council refuse the application the applicant will be formally notified in writing within five business days. The applicant has the option to lodge an appeal (request for review of the City's decision) with 28 days of the date of the Council decision to the State Administrative Tribunal.

Outcome of Meeting 12 December 2023

Councillor Steck left the meeting at 5:57pm.

Deputations in relation to this item were provided by the following persons:

- Marc Bays (via electronic means)
- Anthony Mibus
- Samantha Craig
- Jill Thompson

The recommendation (as written) was moved by Cr Andrew and seconded by Cr Brown.

The Mayor put the motion to the vote, and it was LOST 4 votes “for” / 6 votes “against”
Mayor Miguel and Councillors Andrew, Brown and Ghasseb voted “for.”
Councillors Kozisek, Quain, Ramesh, Smith, Steele and Turner voted “against.”

REASON: The Mayor noted the reasons that Council did not approve the application (based on the debate) was due to amenity concerns of the local residents, the suitability of the location, the need for the development and health concerns.

No further decision was made in relation to this matter.

Councillor Steck returned to the chamber at 6:45pm.

TO Alex McGlue
Lavan
1 William Street
PERTH WA 6000
alex.mcglue@lavan.com.au

10 JUNE 2024

Dear Mr McGlue

DR 18 of 2024 | Amplitel Pty Ltd v City of Bunbury

- 1□ We refer to Order 1 of the orders of the Tribunal (Member Charmian Barton) made on 27 May 2024 requiring the applicant to file with the Tribunal and give to the respondent its amended application (to be in addendum form between the applicant and the respondent), including revised plans and any supporting documentation in respect of the application for the proposed telecommunications infrastructure (**Proposed Development**).
- 2□ The applicant's amended application which is to be the subject of a reconsideration by the Council at the Ordinary Council Meeting on 23 July 2024 is provided by way of this covering letter and Annexures 1 to 7 of this letter. The headings below align with requests for information made in respect of the Proposed Development by the City of Bunbury.
 - 1.1 An explanation as to why there is currently a gap in network coverage in this particular locality (a plan addressing this point has already been provided on a confidential basis, but it would be useful to have something that can be used openly, should reconsideration orders be made in this matter, especially since the provision of such information is contemplated by clause 6.3.1(b) of SPP5.2).
- 3□ The issue with the network in the particular locality of the Proposed Development is not that there is a gap in network coverage. Rather, the network in this particular locality lacks capacity.
- 4□ Network coverage and network capacity are two different and distinct, but related, concepts.
- 5□ Network coverage refers to the geographical area within which a device is able to communicate with the relevant network via one or more base stations.
- 6□ Network capacity refers to the ability of the network, via the base stations covering a geographical area, to service the total amount of data that needs to be transmitted over the network at any given time. It is a measure of the volume of data per second that can be handled by that part of the network.
- 7□ A gap in network coverage means that the network is not able to send and receive radio signals over the relevant area. That is what might commonly happen between remote country towns, for instance. That is not what we are concerned with in the present case.
- 8□ While there may be sufficient network coverage for the whole of a given area, as there is in Withers and in most other urban areas, if, as a result of a growing number of users and devices, and the corresponding increase in network traffic in that location, the mobile network reaches its capacity

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10 JUN 2024

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Page 436 of 527
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limit, some users will be unable to maintain data speeds and in some cases the users will be unable to access the mobile network at all.

- 9□ Modern remote-working, tele-health and video-streaming applications such as Microsoft Teams, Zoom, FaceTime, Skype, Netflix, Spotify and YouTube generally require a network data speed of at least 5Mb/sec of data per user to provide stable video communication.
- 10□ As the overall data load on a base station increases, the base stations reduce the data rates available to each connected device so as to share the capacity of the base station. Eventually, the data rate will fall below the speeds required to maintain stable connectivity. Users will experience buffering delays and dropped connections. If the load increases even further, the base station will automatically prioritise the stronger signals from devices closer to the base station, or those outdoors that are not as affected by obstructions such as walls and roofs. More distant users, or those indoors, may have difficulty maintaining a stable data connection at all.
- 11□ Telstra's network is constantly monitored for data loads and speeds. Those performance monitoring systems currently display poor data transmission rates at existing sites surrounding the Proposed Development due to the high number of users and devices and significant demands for data in this particular locality of Bunbury, particularly during peak periods, for example during business hours and during the evening.
- 12□ Telstra has shown to the Council's representatives at mediation, on a confidential basis, graphs and coverage plots demonstrating data throughput for the Carey Park mobile site (which is the main mobile site serving the area between Mangles and Dalyellup) which show the impact on data rates for devices serviced by this site throughout the day. The detail contained in those graphs and coverage plots is commercially confidential and cannot be reproduced in this letter, but it is sufficient to note that the current and future forecast capacity is sufficiently impacted as to warrant Amplitel making a substantial financial investment in the Proposed Development.
- 13□ A majority of the mobile traffic in the area (more than 70%) between Mangles and Dalyellup is located within 2 to 3kms of the Carey Park mobile site, and the burden of the traffic is therefore carried by this site, which has resulted in slower data throughput rates in this area. This is on account of increased network data traffic resulting from growth in population, devices and data loads in the area. For instance, where 5 years ago there may have been less devices than people in this area and those devices were mostly used for voice calls, today the population has increased, every person has multiple network-connected devices, and those devices are each sending and receiving a much greater volume of data throughout the day.
- 14□ The current lack of network capacity in the area is a potential safety risk to the community of the City of Bunbury. A lack of network capacity during an emergency has safety implications for residents who rely on network devices for their physical health, wellbeing and safety. For example, devices such as medical alert devices, fire alarms, burglar and safety alarms and devices used by emergency services (including automated SMS messaging during the course of a natural disaster) rely on access to a consistent and stable network. Other commercial devices apart from conventional devices such as mobile phones are also reliant on a consistently functioning network, and include security cameras, tracking and monitoring devices, eftpos machines and remotely controlled sprinklers.
- 15□ As Councillors will see from the table at **Confidential Annexure 1**, a recurring reason that alternative sites were discounted or eliminated is because the location for that alternate candidate did not fully address the network capacity issue set out above.

1.2 Further details as to the site selection process, including what other sites in the area have been considered and why it is said that those other sites were not viable options.

- 16 Amplitel's approach to site selection is set out in detail at Parts 7 and 8 of the development application.
- 17 **Confidential Annexure 1** sets out information on the additional alternative site candidates which were considered by our client, and the reasons they were discounted as potential sites. That table demonstrates that the location of the Proposed Development as set out in the original development application was, after a process of elimination, the only conceivable and available site for the Proposed Development.
- 18 Alternative site candidates were either not suitable from a radiofrequency (RF) perspective, because they did not address or resolve the network capacity issue described above, or the relevant landowner for the site was unwilling to lease their property to Telstra.
- 19 Given the commercially sensitive nature of the information set out in Confidential Annexure 1, it has been marked confidential and not included as a publicly-available annexure to this letter.
- 20 We note also that Council representatives have been afforded multiple opportunities to suggest alternative sites but have been unable to identify any potential locations that would be preferable, in terms of community impact, than this site.
- 21 In the circumstances, the State Administrative Tribunal's observations in *Telstra Corporation Ltd and City of Mandurah* [2013] WASAT 135 at [46] are directly applicable, namely that, "If it were clearly established that there was one site, and one site only, available for the tower, then this would be a most significant consideration, because to refuse the tower on the basis of its impact on visual amenity would strike at the introductory statement at clause 2.1 of SPP 5.2 ..." (as SPP 5.2 then was; see now clause 3).

1.3 Information to confirm the impact (if any) of the Proposed Development on the nearby mature trees, including confirmation as to whether any trees or tree branches would need to be removed.

Arborist's Assessment

- 22 Amplitel have obtained an assessment from an arborist addressing the impact (if any) of the Proposed Development on the nearby mature trees, including confirmation as to whether any trees or tree branches would need to be removed.
- 23 In response to the above queries:
- a. we are instructed that no trees or tree branches will require removal; and
 - b. a qualified arborist has assessed the potential impact of the proposed works on the nearby Tuart and Peppermint trees and has determined that the proposed works will not be of any detriment to either of those trees. A copy of the advice is **Annexure 2** to this letter.
- 24 We note that it is stated at part 10.5 of our client's Planning Assessment Report, prepared by Ventia and dated 21 November 2023, that it is considered that the Proposed Development will not have a significant impact on matters of national environmental significance and therefore does not require referral under the *Environment Protection and Biodiversity Act 1999 (EPBC Act)*. This conclusion is further supported by the arborist's assessment.

EME Impacts on the Tuart Tree

- 25□ Further to the above, preliminary RF EME Drawings (**RF EME Drawings**) have also been prepared by Ventia addressing the RF EME safety of the Proposed Development. The EME Drawings are at **Annexure 3** to this letter.
- 26□ At page 4 of that Annexure, you will see an explanation of how to read the RF EME Drawings. What is relevant to understand for present purposes is, firstly, that the EME propagates in a broad manner horizontally, but in a relatively narrow manner vertically; and, secondly, that the EME intensity dissipates very quickly as the distance to the antenna increases.
- 27□ The drawings show a “red zone” close to the antennas. This is the zone in which the EME is above ARPANSA recommended limits. Technical staff are not permitted to enter this zone without confirmed power reduction or transmitter shutdown. As is indicated by the drawings at page 9 of the Annexure, this zone extends only slightly more than 5m from the antennas, and directly in front of them.
- 28□ Outside of the “red zone” is a larger “yellow zone”. Technicians are permitted to work in this area for up to 8 hours without power reduction or shutdown of the transmitters. That zone extends to around 15m from the antennas, again in front of them.
- 29□ Importantly, the RF EME Drawings indicate that the horizontal emissions of EME from the Proposed Development will be a clear distance above the canopy of the nearby Tuart tree. The emission patterns from transmitting antennas extend horizontally, and not downwards, meaning they will extend over the top of (and will not intercept) with the Tuart tree. The estimated tree height of the Tuart tree is 21m, which is well below the 35m height of the Proposed Development. That is, any birds nesting or roosting in the trees will be well outside of any areas of EME intensity.
- 30□ We also refer to the following publicly available statements from government, regulatory and environmental bodies, indicating that there is no conclusive evidence of adverse environmental impacts as a result of EME:
- a.□ The website to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts indicates that *‘[t]o date, there is also no verifiable evidence of adverse effects on animals and plants from exposure to EME from telecommunications sources, including 5G’*.¹
 - b.□ ARPANSA acknowledges that an assessment of the existing research indicates that the exposure limits set within the ARPANSA RF Standard are adequate in providing protection to the environment.²
 - c.□ In 2019, the German Federal Office for Radiation Protection (**BfS**) organised an international workshop titled “Environmental effects of electric, magnetic and electromagnetic fields: flora and fauna”. Leading international researchers were invited and the outcomes for frequencies as used by Telstra’s infrastructure and devices were published in the paper titled *‘Biological*

¹ <https://www.infrastructure.gov.au/media-communications-arts/spectrum/5g-and-eme/safe#:~:text=To%20date%2C%20there%20is%20also,from%20telecommunications%20sources%2C%20including%205G>.

² <https://www.arpansa.gov.au/regulation-and-licensing/regulatory-publications/radiation-protection-series/codes-and-standards/rpss-1-qa>.

Effects of Radiofrequency Electromagnetic Fields above 100 MHz on Fauna and Flora: Workshop Report'.³ It was noted in that paper that:

- i. The results presented at the workshop did not show any sound scientific evidence of adverse effects of low-level anthropogenic radiofrequency electromagnetic fields at frequencies exceeding 100 MHz on animals or plants under realistic environmental conditions; and
- ii. Extrapolations from laboratory animal studies, often performed at higher exposure levels, do not allow conclusion of ecological effects of RF-EMFs at low levels.

1.4 A survey of the relevant part of the subject land and a clearer set of plans for the proposed development (addressing, where relevant, those details listed in clause 63 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (WA)*).

31 An updated set of plans are provided at **Annexure 4** of this letter.

32 We note that the plans:

- a. reflect that the Proposed Development will be installed with a compact circular headframe (rather than the triangular headframe depicted in the previous photo montages included in the planning report); and
- b. provide additional detail about existing structures (such as the rear wall of the shopping centre) at Sheet No. 3.

1.5 More reliable images showing what the proposed tower would actually look like in this context, bearing in mind that the existing images in the development application report (at part 13.1) appear to be rather basic (clause 6.3.1(d) of SPP5.2 contemplates the provision of such information with a development application for telecommunications infrastructure).

33 An updated set of photo montages is provided at **Annexure 5** of this letter.

1.6 Confirmation that the proposal at this location (in proximity to residential dwellings) will be compliant with any legal requirements surrounding electromagnetic emissions, noting that the development application report appears to only contain generic commentary on this topic and nothing that is specific to this proposal.

34 An Environmental Electromagnetic Energy (EME) Report (**EME Report**), which provides a summary of levels of radiofrequency (RF) and EME around the proposed wireless base station at the Proposed Development, is **Annexure 6** of this letter.

35 The levels in the EME Report are calculated using the methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**), which sets the limits for exposure to EME.

36 As indicated in the Planning Report, Amplitel and Telstra strictly adhere to Commonwealth legislation and regulations regarding mobile phone facilities and equipment administered by the Australian Communications and Media Authority (**AMCA**). AMCA requires that an EME Report is calculated according to the methodology developed by ARPANSA. This is prescribed by the Mobile Phone Base Station Deployment Industry Code (C564:2020).

³ Pophof, Blanka; Henschenmacher, Bernd; Kattinig, Daniel R.; Kuhne, Jens; Vian, Alain; Ziegelberger, Gunde. Biological Effects of Radiofrequency Electromagnetic Fields above 100 MHz on Fauna and Flora: Workshop Report. Health Physics 124(1):p 31-38, January 2023. [Biological Effects of Radiofrequency Electromagnetic Fields... : Health Physics \(lww.com\)](#)

- 37□ The EME Report provides that the maximum predicted EME level calculated for the Proposed Development is 238m from its proposed location, being 0.46%, out of 100% of the public exposure limit. This means that the maximum predicted EME level for the Proposed Development at its proposed location is equivalent to less than 1/200 of the ARPANSA Standard exposure limit.
- 38□ Further, because of the vertical beam shape as shown in Annexure 3, the EME levels closer to the Proposed Development are actually less than those at a 238m distance, which is approximately where the beam meets the ground. We note that the EME Report indicates that the EME level between 0m and 50m from the Proposed Development (which includes the houses directly across the street) is 0.38% of the ARPANSA Standard exposure limit. As discussed at the on-site mediation session, the transmissions effectively pass over those houses. Accordingly, residential dwellings such as 2 Devonshire Street, will be subject to negligible EME levels.
- 39□ Given that the predicted EME levels fall well below 1% of public exposure limits, the Proposed Development will be sufficiently compliant with legal and regulatory requirements surrounding EME.
- 40□ Further, we note that in *Telstra Corporation Ltd and Shire of Murray* [2009] WASAT 117 at [65], the Tribunal observed that objectors' "perceptions" of health risks of EME "... without more, are an unsuitable basis for elevating amenity concerns to the point where a proposal, which is otherwise justified and compliant, should be refused planning approval".
- 1.7 Details as to how the proposed development could be landscaped to provide screening, bearing in mind that the officer report to Council relied quite heavily on landscaping in relation to the topic of visual impact.**
- 41□ The Planning Officer's report recommended the Proposed Development for approval, subject to conditions which were directed at minimising the visual impact of the Proposed Development, and included:
- a. □ Painting of the monopole to a neutral grey colour (rather than a cement finish) to improve appearance;
 - b. □ Painting of the rear wall of the shopping centre with anti-graffiti paint with a consistent neutral colour to assist with the equipment compound blending into the environment; and
 - c. □ Screen planting around the equipment compound to reduce the visual impact to Devonshire Street.
- 42□ Our client is prepared to paint the monopole in a manner to the Council's satisfaction and to paint that part of the rear wall which is directly behind the equipment compound (but not the entirety of the rear wall) to assist with the blend of the Proposed Development into the environment. Telstra and Amplitel would require the approval of relevant landowners to paint the full rear wall, and are therefore limited to painting that part of the wall which sits directly behind the equipment compound.
- 43□ We note that the Proposed Development will be significantly concealed by existing natural features, including the cluster of the mature trees lining Devonshire Street.
- 44□ There is no opportunity to carry out landscaping within the fenced area which houses the equipment compound.
- 45□ Outside of this fenced area, the southern end of the Proposed Development is land belonging to the owner of the supermarket and the northern end will be the access point to the equipment compound

and includes the shopping centre loading bay. Accordingly, the only opportunity for landscaping is on the eastern side of the Proposed Development, which is Council land.

46□ Amplitel would be prepared to consider the provision of reasonable and modest financial assistance to the Council to carry out landscaping on its land at its own discretion for the purposes of screening the Proposed Development. However, Telstra and Amplitel are unable to take on ongoing responsibility for provision and maintenance of landscaping on Council land, and we would, in any event, not expect that the Council would itself be willing to permit such work given its legal responsibility for that land.

1.8 Further information to be provided to the city after the conclusion of the mediation on 22 May 2024

47□ The City has queried whether there is any ability to reduce the height of the Proposed Development below the current proposed height of 35 metres. Referring to the EME Drawings at Annexure 3 of this letter, we set out why there is no capacity to reduce the height of the Proposed Development:

- a.□ The current height of the mature Tuart tree is 21 metres. The arborist estimates the maximum height of that tree to be 25 metres.
- b.□ The EME Drawings indicate that the bottom of the RF EME plume extending horizontally from the proposed 35 metre tower sit at 32 metres, which is 7 metres above the maximum height of the Tuart tree.
- c.□ SPP 5.2 requires telecommunications infrastructure to be designed so as to facilitate co-location, and accordingly, consideration needs to be had, and space made, for another carrier to install further telecommunications infrastructure below the antenna of the Proposed Development should they seek to do so in the future. The antenna structures which sit on the monopole are 4.8 metres in height, which leaves, in respect of a 35 metre tower, only around a 2 metre buffer between the maximum height of the tree and the bottom of the plumes which will emanate from any co-located antennas.
- d.□ If the Proposed Development is reduced to 30 metres, the Tuart tree will be directly within the passage of RF EME plumes emanating from co-located infrastructure. Accordingly, there is no scope to reduce the height of the Proposed Development to 30 metres. There is no scope to reduce the height of the Proposed Development to a height between 30 and 35 metres, as the poles for telecommunications infrastructure are only built in standard heights of 30 metres or 35 metres.

48□ Other than the provision of modest financial assistance, there is nothing that can be done by the applicant at a ground level to improve the visual impact of the Proposed Development. The applicant is unable to assume responsibility for the provision of landscaping itself as it does not have the relevant consent of adjoining landowners, nor does it have the capabilities to provide the landscaping requested.

49□ Alternative fencing materials, such as concrete or brick, will not go any way to further mitigating visual impact of the Proposed Development at ground level. Alternative fencing materials of this nature would likely only increase the risk of adverse impact on visual amenity in the area, as the current state of the rear wall for the shopping centre suggests there is a real risk that screening which uses such materials would become a tagging target for graffiti. If the City prefers, there is the opportunity to use tubular steel fencing as an alternative to the current proposed chain mesh fencing

for the Proposed Development. Images of the alternative tubular fencing material are at **Annexure 7** to this letter.

1.9 Concluding remarks

- 50□ We trust that the above further information will be sufficient to allay the concerns that some Councillors had with the Proposed Development when the matter was previously considered. We have now addressed, on behalf of the applicant, the critical issues of:
- a.□ perceived EME impacts;
 - b.□ perceived impacts to nearby trees;
 - c.□ whether approval is required under separate environmental approval processes; and
 - d.□ whether more can be done by the applicant to mitigate against potential visual impacts.
- 51□ With the benefit of this further information, there should be no further need for the Council to incur the significant costs of further proceedings in the State Administrative Tribunal, including the risk of liability for the applicant's costs in the event that the Proposed Development is again refused and the matter has to be determined by the Tribunal without the Council having any objective evidentiary basis to contradict the matters set out above.

Yours sincerely

King & Wood Mallesons

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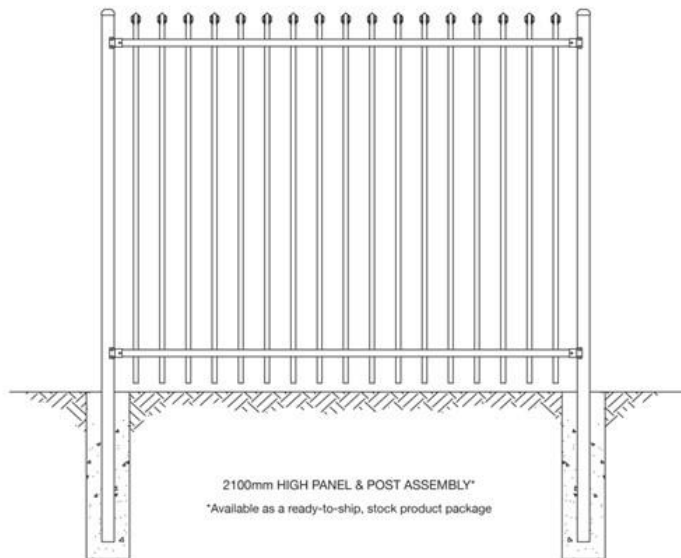
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E olivia.everett@au.kwm.com

Level 30, QV1 Building, 250 St Georges Terrace, Perth WA 6000

Annexure 7



FILED

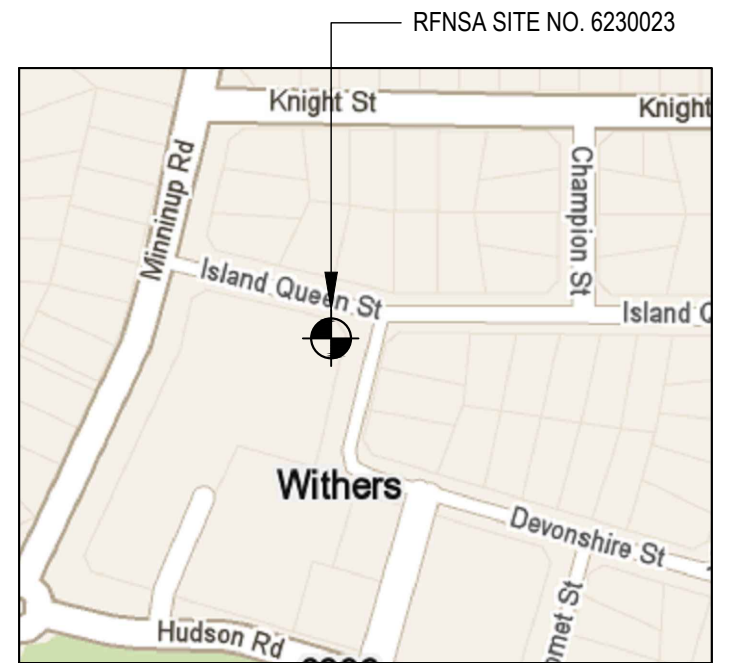
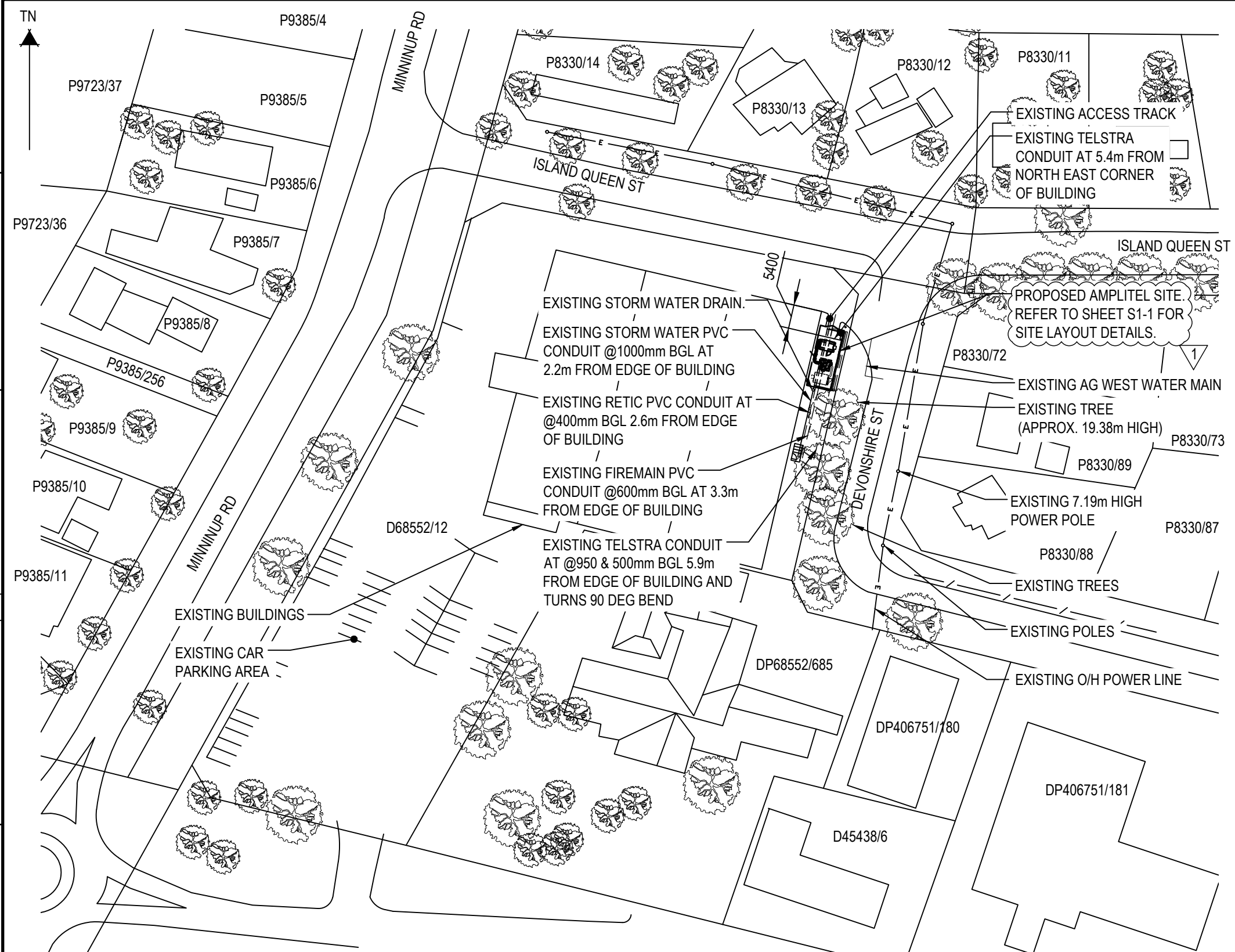
10 JUN 2024

Via eLodgment

STATE ADMINISTRATIVE
TRIBUNAL

Page 444 of 527

Plot date: 13 May 2024 - 11:56 AM



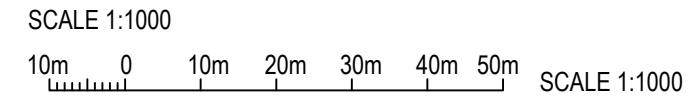
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SITE PLAN
NOT TO SCALE

SERVICES LEGEND

- T — T — T — OPTICAL FIBRE ABOVE GROUND
- - - T - - - T - - - T - - - OPTICAL FIBRE BELOW GROUND
- E — E — E — ABOVE GROUND ELECTRICAL SUPPLY
- - - E - - - E - - - E - - - BELOW GROUND ELECTRICAL SUPPLY
- FE — FE — FE — ABOVE GROUND FEEDER CABLES
- - - FE - - - FE - - - FE - - - BELOW GROUND FEEDER CABLES
- - - SW - - - SW - - - SW - - - STORM WATER

SITE ACCESS



COMPLIANCE BOX
 COMPLETED AS PER DESIGN
 ALTERATIONS IN RED

NAME (PRINT) _____ DATE _____
 SIGNATURE _____

TO BE READ IN CONJUNCTION WITH SHEETS S1-1, S1-2, S1-3, S3 & S3-1.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09265.01	SI	AH	PRELIM - 30095329W0023VENTIA-LTE700/1800/2100/2600/NR850/NR2600	MM	SC	08.08.23	1

PRELIMINARY



TOWER AMS SITE WA008182
SOUTH BUNBURY
 SITE ACCESS AND LOCALITY PLAN
 REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230

PROPERTY DESCRIPTION
 PART OF LOT 12 ON DIAGRAM 68552
 VOLUME 1705 FOLIO 78
 CITY OF BUNBURY

SITE STRUCTURE CO-ORDINATES (GDA94)	
GPS READING ACCURACY: ±10m	
CENTRE OF MONOPOLE	
LATITUDE	-33.36216° (GDA94)
LONGITUDE	115.63069° (GDA94)



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DWG NO. **WA008182** SHT NO. S1

Plot date: 13 May 2024 - 11:56 AM

TN

PROPOSED PROPERTY SIGN (1 OFF) & EME SIGN SECURED TO AMPLITEL COMPOUND GATE USING STAINLESS STEEL STRAPS #13

EXISTING TELSTRA CONDUIT AT 5.9m FROM EDGE OF BUILDING AND TURNS 90 DEG BEND TO RUN WEST

PROPOSED TELSTRA LTE700 GPS ANTENNA (1 OFF A200) TO BE INSTALLED ON PROPOSED ICS SHELTER USING STANDARD MOUNTING BRACKET.

PROPOSED TELSTRA 450mm WIDE CABLE LADDER WITH SUPPORT POSTS (3 OFF) TO ACCOMMODATE PROPOSED TELSTRA LCF78-50JA FEEDERS (12 OFF) & 7/8" HYBRID CABLES (3 OFF)

PROPOSED TELSTRA EQUIPMENT SHELTER IN PAPER BARK COLOUR ON PROPOSED STRIP FOOTING

PROPOSED AMPLITEL 35.0m HIGH CONCRETE MONOPOLE

PROPOSED AMPLITEL CONCRETE SCREW PILE FOOTING FOR PROPOSED 35.0m HIGH MONOPOLE.

PROPOSED AMPLITEL LEASE AREA (14.0m x 5.5m)

EXISTING BUILDING EDGE

INDICATIVE LOCATION OF OTHER CARRIER'S EQUIPMENT SHELTER

PROPOSED AMPLITEL BRANDED SIGN INSTALL. JABAC PART NO TEMC2005-M.

EXISTING BOLARD

PROPOSED AMPLITEL 14.0m x 5.5m COMPOUND SECURITY FENCE WITH 3.0m WIDE DOUBLE ACCESS GATE

PROPOSED STANDARD GRADE BLACK WOVEN POLYPROPYLENE WEED MAT, COVERED WITH 75mm DEEP 20mm AGGREGATE & RETAINED USING CCA TREATED TIMBER.

EXISTING STORM WATER PVC CONDUIT TO BE RELOCATED WITHIN 1.0m FROM EDGE OF AMPLITEL FENCE

EXISTING TELSTRA PIT

EXISTING RETIC PVC CONDUIT TO BE RELOCATED WITHIN 1.0m FROM EDGE OF AMPLITEL FENCE

EXISTING FIREMAIN PVC CONDUIT TO BE RELOCATED WITHIN 1.0m FROM EDGE OF AMPLITEL FENCE

PROPOSED SIGNS TO BE UV STABLE STICKERS AND FIXED TO REAR OF ALL TELSTRA PANEL ANTENNAS (3 OFF) # 2

PROPOSED SIGN TO BE SECURED AT 1.5m AGL TO MONOPOLE USING STAINLESS STEEL STRAP # 4

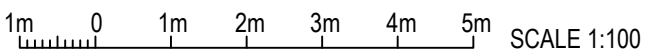
INDICATIVE LOCATION OF OTHER CARRIER'S CABLE LADDER

EXISTING TREE (APPROX 21.0m HIGH)

COMPLIANCE BOX
 COMPLETED AS PER DESIGN
 ALTERATIONS IN RED
 NAME (PRINT) _____
 SIGNATURE _____ DATE _____

SITE LAYOUT

SCALE 1:100



NOTES :

- ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
- FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
- ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
- PROPOSED AMPLITEL LEASE AREA.
- THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.



TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-2, S1-3, S3 & S3-1

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09265.01	SI	AH	PRELIM - 30095329W0023VENTIA-LTE700/1800/2100/2600/NR850/NR2600	MM	SC	08.08.23	1

PRELIMINARY



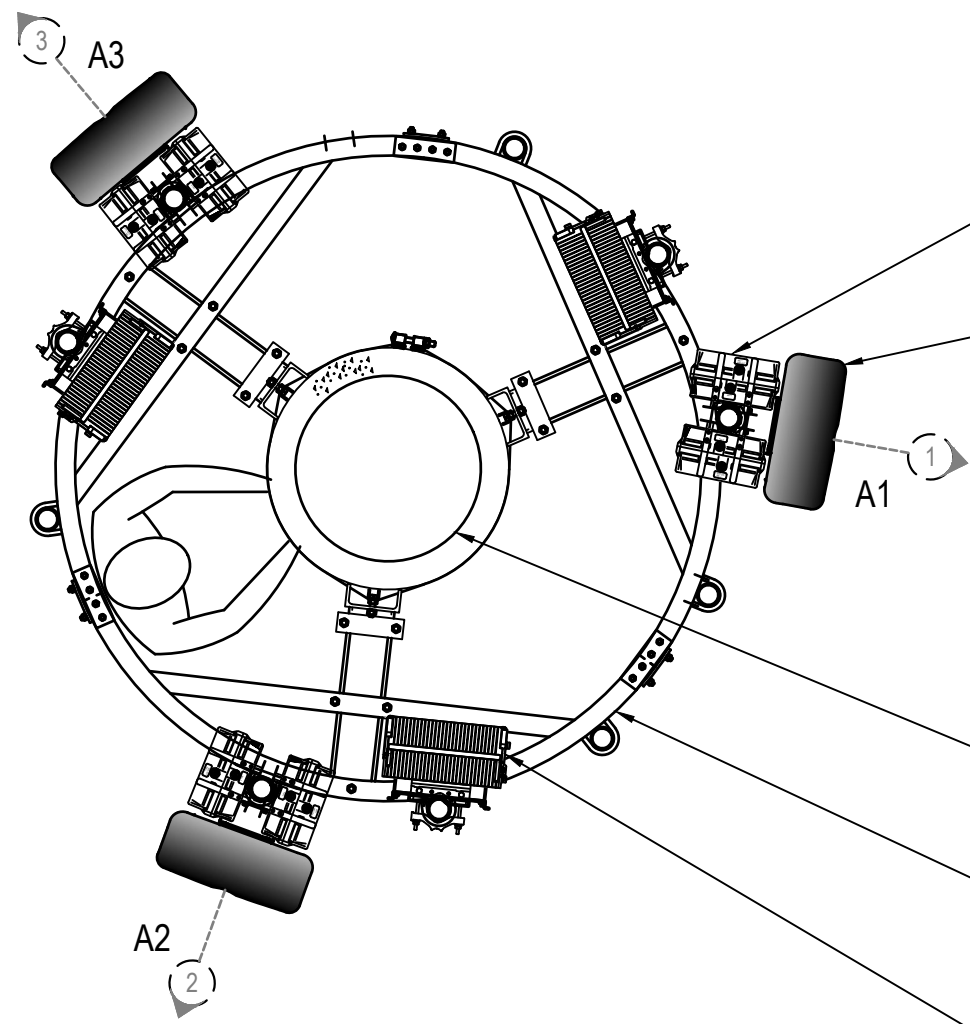
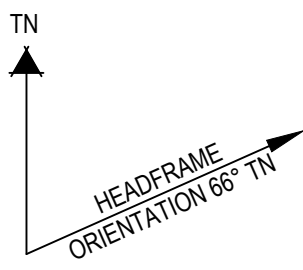
TOWER AMS SITE WA008182
SOUTH BUNBURY
 SITE LAYOUT
 REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230

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DWG NO. **WA008182** SHT NO. S1-1

Plot date: 13 May 2024 - 11:57 AM

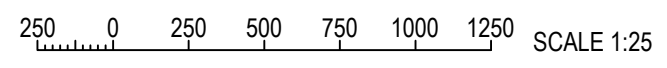
Telstra Networks Wireless Program Delivery Template - 017868P02 issue 12 11 /04/ 2016



- PROPOSED TELSTRA LTE700 / NR850 TMA'S (6 OFF) TO BE INSTALLED ON PROPOSED MOUNTS BEHIND PANEL ANTENNAS (A1, A2 & A3) (BY OTHERS)
- PROPOSED TELSTRA LTE700/NR850/LTE1800/LTE2100/LTE2600/NR2600 PANEL ANTENNAS (3 OFF A1, A2 & A3) TO BE INSTALLED ON PROPOSED MOUNTS ON PROPOSED CIRCULAR HEADFRAME.
- PROPOSED AMPLITEL 35.0m HIGH CONCRETE MONOPOLE.
- PROPOSED TELSTRA CIRCULAR HEADFRAME TO ACCOMMODATE PROPOSED ANTENNAS, TMA'S & RRU'S (BY OTHERS)
- PROPOSED TELSTRA LTE1800/LTE2100/LTE2600 RADIO 4466 (B1/B3/B7) (3 OFF) ON MOUNT & PROPOSED INTERFACE JUNCTION BOXES (3 OFF) BELOW TO BE INSTALLED ON PROPOSED MOUNTS ON PROPOSED HEADFRAME (BY OTHERS)

COMPLIANCE BOX
 COMPLETED AS PER DESIGN
 ALTERATIONS IN RED
 NAME (PRINT) _____
 SIGNATURE _____ DATE _____

**ANTENNA LAYOUT AT EL 35.0m AND
 RRU LAYOUT AT EL 35.5m**
 SCALE 1:25



PRELIMINARY

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-3, S3 & S3-1.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
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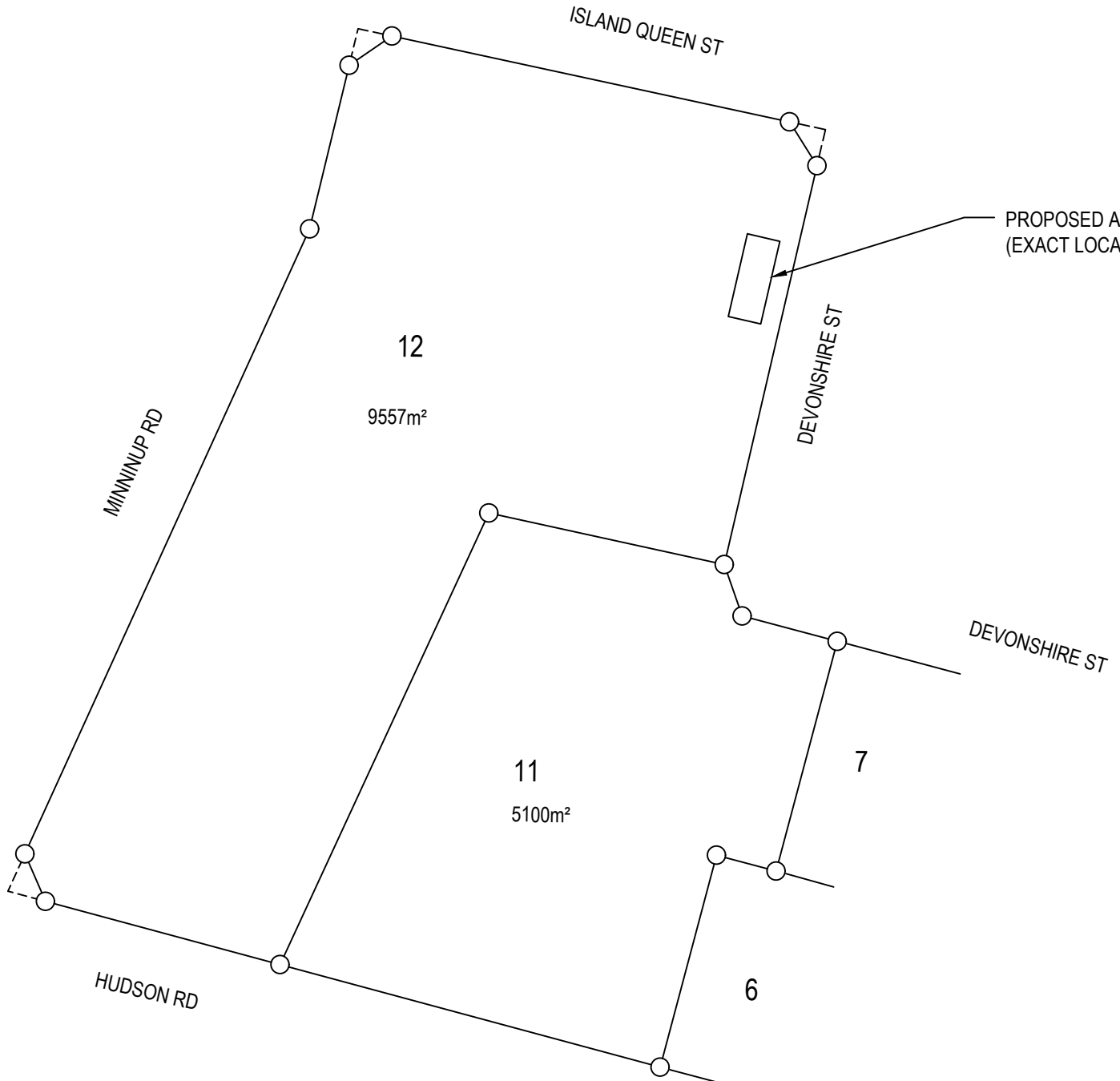
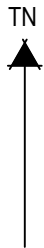
Telstra

**MOBILE NETWORK SITE 326124
 SOUTH BUNBURY**
 ANTENNA LAYOUT
 REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230



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DWG NO. **WXXXXXX** SHT NO. S1-2



PROPOSED AMPLITEL COMPOUND ON TITLE PLAN

SCALE 1:1000
 10m 0 10m 20m 30m 40m 50m SCALE 1:1000

PRELIMINARY

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-2, S3 & S3-1.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09265.01	SI	AH	PRELIM - 30095329W0023VENTIA-LTE700/1800/2100/2600/NR850/NR2600	MM	SC	08.08.23	1



TOWER AMS SITE WA008182
SOUTH BUNBURY
 PROPOSED AMPLITEL COMPOUND ON TITLE PLAN
 REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230

COMPLIANCE BOX
 COMPLETED AS PER DESIGN
 ALTERATIONS IN RED
 NAME (PRINT) _____
 SIGNATURE _____ DATE _____



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DWG NO. **WA008182** SHT NO. S1-3

- ▽ E.L. 36.41m (±100mm) RL 52.41m A.H.D.
OVERALL HEIGHT
- ▽ E.L. 35.5m (±100mm) RL 51.5m A.H.D.
C/L PROPOSED TELSTRA LTE1800/LTE2100/LTE2600
RADIO 4466 (B1/B3/B7) (3 OFF)
- ▽ E.L. 35.0m (±100mm) RL 51.0m A.H.D.
TOP OF PROPOSED MONOPOLE
C/L PROPOSED TELSTRA
LTE700/NR850/LTE1800/LTE2100/LTE2600/NR2600
PANEL ANTENNAS (3 OFF A1, A2 & A3)
- ▽ E.L. 34.5m (±100mm) RL 50.5m A.H.D.
C/L PROPOSED TELSTRA RRU JUNCTION BOXES (3 OFF)
- ▽ E.L. 34.2m (±100mm) RL 50.2m A.H.D.
C/L PROPOSED TELSTRA LTE700 / NR850 TMA'S (3 OFF)
- ▽ E.L. 34.0m (±100mm) RL 50.0m A.H.D.
C/L PROPOSED TELSTRA LTE700 / NR850 TMA'S (3 OFF)

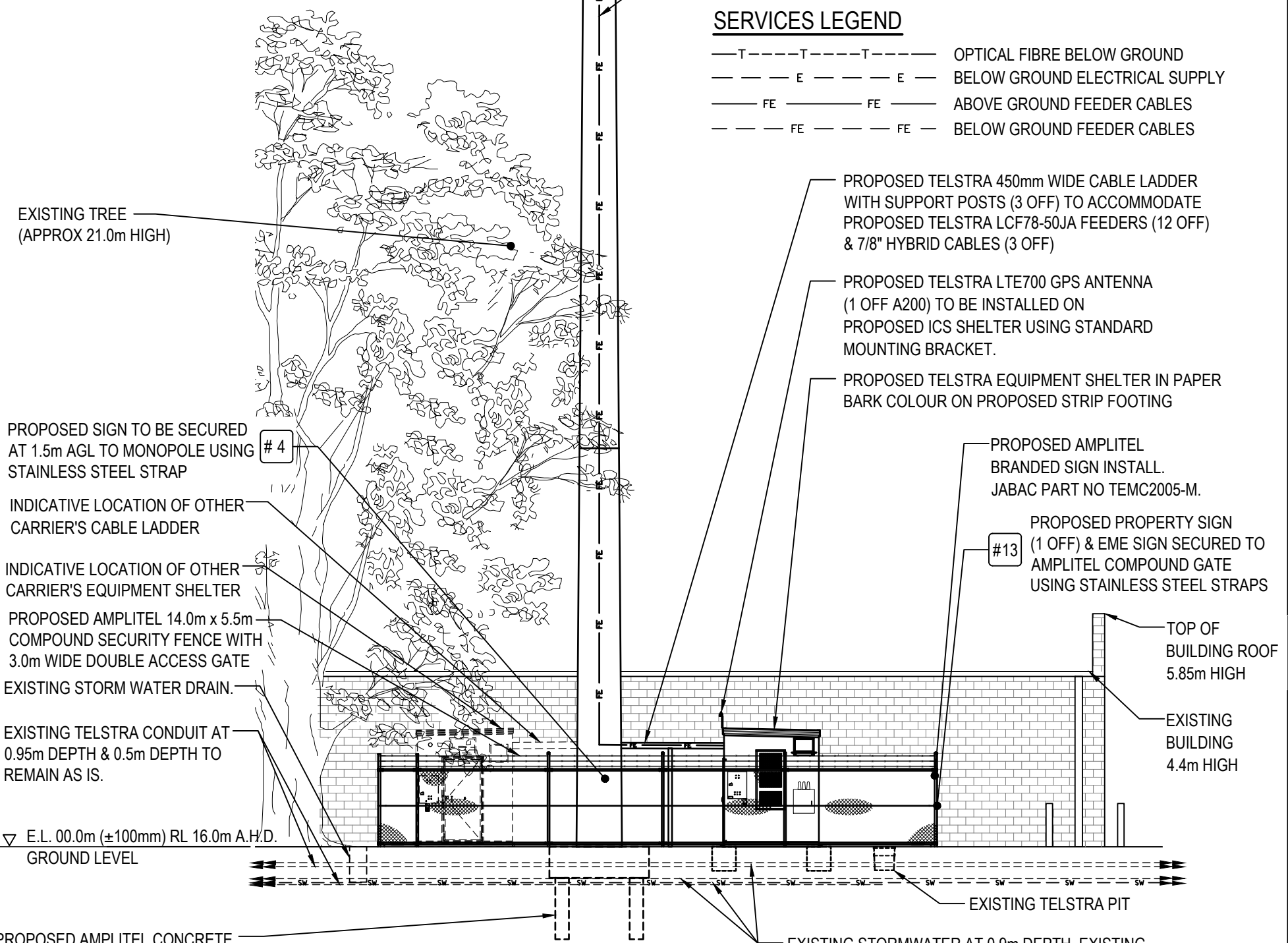
- PROPOSED TELSTRA
LTE700/NR850/LTE1800/LTE2100/LTE2600/2600
PANEL ANTENNAS (3 OFF A1, A2 & A3)
TO BE INSTALLED ON PROPOSED MOUNTS ON
PROPOSED CIRCULAR HEADFRAME.
- PROPOSED TELSTRA LTE1800/LTE2100/LTE2600 RADIO 4466
(B1/B3/B7) (3 OFF) ON MOUNT & PROPOSED INTERFACE
JUNCTION BOXES (3 OFF) BELOW TO BE INSTALLED ON
PROPOSED MOUNTS ON PROPOSED HEADFRAME (BY OTHERS)
- # 2 PROPOSED SIGNS TO BE UV STABLE
STICKERS AND FIXED TO REAR OF ALL
TELSTRA PANEL ANTENNAS (3 OFF)
- PROPOSED TELSTRA CIRCULAR HEADFRAME
TO ACCOMMODATE PROPOSED ANTENNAS,
TMA'S & RRU'S (BY OTHERS)
- PROPOSED TELSTRA LTE700 / NR850 TMA'S (6 OFF) TO
BE INSTALLED ON PROPOSED MOUNTS BEHIND
PANEL ANTENNAS (A1, A2 & A3) (BY OTHERS)

NOTES :

- ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
- FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
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SERVICES LEGEND

- T — — — — T — — — — T — — — — OPTICAL FIBRE BELOW GROUND
- E — — — — E — — — — E — — — — BELOW GROUND ELECTRICAL SUPPLY
- FE — — — — FE — — — — FE — — — — ABOVE GROUND FEEDER CABLES
- - - - FE - - - - FE - - - - FE - - - - BELOW GROUND FEEDER CABLES



EAST ELEVATION
SCALE 1:125

PRELIMINARY

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-2, S1-3 & S3-1.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09265.01	SI	AH	PRELIM - 30095329W0023VENTIA-LTE700/1800/2100/2600/NR850/NR2600	MM	SC	08.08.23	1

AMPLITEL
Part of the Telstra Group

TOWER AMS SITE WA008182
SOUTH BUNBURY
EAST ELEVATION
REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230

DWG NO. **WA008182** SHT NO. **S3**



Telstra Networks Wireless Program Delivery Template - 017666P02 Issue 12 11/04/2016

TELSTRA ANTENNA CONFIGURATION TABLE

ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA ACTION REQUIRED	ANTENNA HEIGHT C/L A.G.L.	ANTENNA BEARING (x°T)	SECTOR NO. & TECHNOLOGY
A1	COMMSCOPE RRVV-65D-R6D PANEL 2688 x 498 x 197mm	INSTALL	35.0m	100°	S1: LTE700 / NR850
					S1: LTE700 / NR850
					S1: LTE1800 / LTE2100 / LTE2600 / NR2600
					S1: LTE1800 / LTE2100 / LTE2600 / NR2600
A2	COMMSCOPE RRVV-65D-R6D PANEL 2688 x 498 x 197mm	INSTALL	35.0m	200°	S2: LTE700 / NR850
					S2: LTE700 / NR850
					S2: LTE1800 / LTE2100 / LTE2600 / NR2600
					S2: LTE1800 / LTE2100 / LTE2600 / NR2600
A3	COMMSCOPE RRVV-65D-R6D PANEL 2688 x 498 x 197mm	INSTALL	35.0m	320°	S3: LTE700 / NR850
					S3: LTE700 / NR850
					S3: LTE1800 / LTE2100 / LTE2600 / NR2600
					S3: LTE1800 / LTE2100 / LTE2600 / NR2600
A200	GPS ANTENNA KRE 101 2082/1 Ø68 x 96mm	INSTALL	BASE OF GPS 3.3m	0°	-

COMPLIANCE BOX

COMPLETED AS PER DESIGN

ALTERATIONS IN RED

NAME (PRINT) _____

SIGNATURE _____ DATE _____

PRELIMINARY

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-2, S1-3 & S3

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA09265.01	SI	AH	PRELIM - 30095329W0023VENTIA-LTE700/1800/2100/2600/NR850/NR2600	MM	SC	08.08.23	1

MOBILE NETWORK SITE 326124

SOUTH BUNBURY

ANTENNA CONFIGURATION TABLE

REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230

DWG NO. WXXXXXX	SHT NO. S3-1
------------------------	--------------



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Amplitel
Proposed
Facility

View looking West from Devonshire Street



Before



After – 35m structure

FILED

10 JUN 2024

Via eLodgment

INTERNAL

STATE ADMINISTRATIVE
TRIBUNAL

View looking East from Minninup Road



Before



After – 35m structure

Proposed
Amptel
Facility

View looking West South West from corner Devonshire Street & Island Queen Street



Before



After – 35m structure

Proposed
Amplitel
Facility

Environmental EME Report

Location	1 Island Queen Street, WITHERS WA 6230		
Date	18/08/2023	RFNSA No.	6230023

How does this report work?

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the wireless base station at 1 Island Queen Street, WITHERS WA 6230. These levels have been calculated by Ventia - IRFA using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

A document describing how to interpret this report is available at ARPANSA's website:

[A Guide to the Environmental Report.](#)

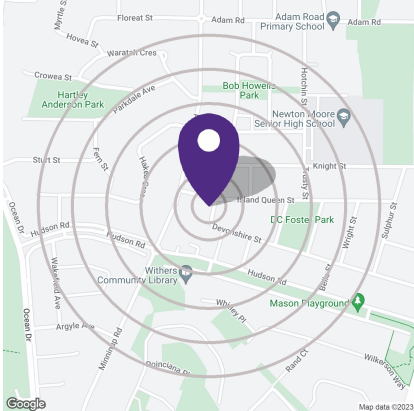
A snapshot of calculated EME levels at this site

There are currently no existing radio systems for this site.

The maximum EME level calculated for the **proposed** changes at this site is

0.46%

out of 100% of the public exposure limit, 238 m from the location.



EME levels with the proposed changes	
Distance from the site	Percentage of the public exposure limit
0-50 m	0.38%
50-100 m	0.28%
100-200 m	0.35%
200-300 m	0.46%
300-400 m	0.35%
400-500 m	0.20%

For additional information please refer to the EME ARPANSA Report annexure for this site which can be found at <http://www.rfnsa.com.au/6230023>.

Radio systems at the site

This base station currently has equipment for transmitting the services listed under the existing configuration. The proposal would modify the base station to include all the services listed under the proposed configuration.

Carrier	Existing		Proposed	
	Systems	Configuration	Systems	Configuration
			4G, 5G	LTE700 (proposed), LTE1800 (proposed), LTE2100 (proposed), NR/LTE2600 (proposed), NR850 (proposed)



An in-depth look at calculated EME levels at this site

This table provides calculations of RF EME at different distances from the base station for emissions from existing equipment alone and for emissions from existing equipment and proposed equipment combined. All EME levels are relative to 1.5 m above ground and all distances from the site are in 360° circular bands.

Distance from the site	Existing configuration			Proposed configuration		
	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit
0-50m				3.02	24.13	0.38%
50-100m				2.58	17.70	0.28%
100-200m				2.82	21.16	0.35%
200-300m				3.34	29.64	0.46%
300-400m				2.98	23.59	0.35%
400-500m				2.26	13.58	0.20%

Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest, identified through consultation requirements of the [Communications Alliance Ltd Deployment Code C564:2020](#) or other means. Calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site.

Maximum cumulative EME level for the proposed configuration

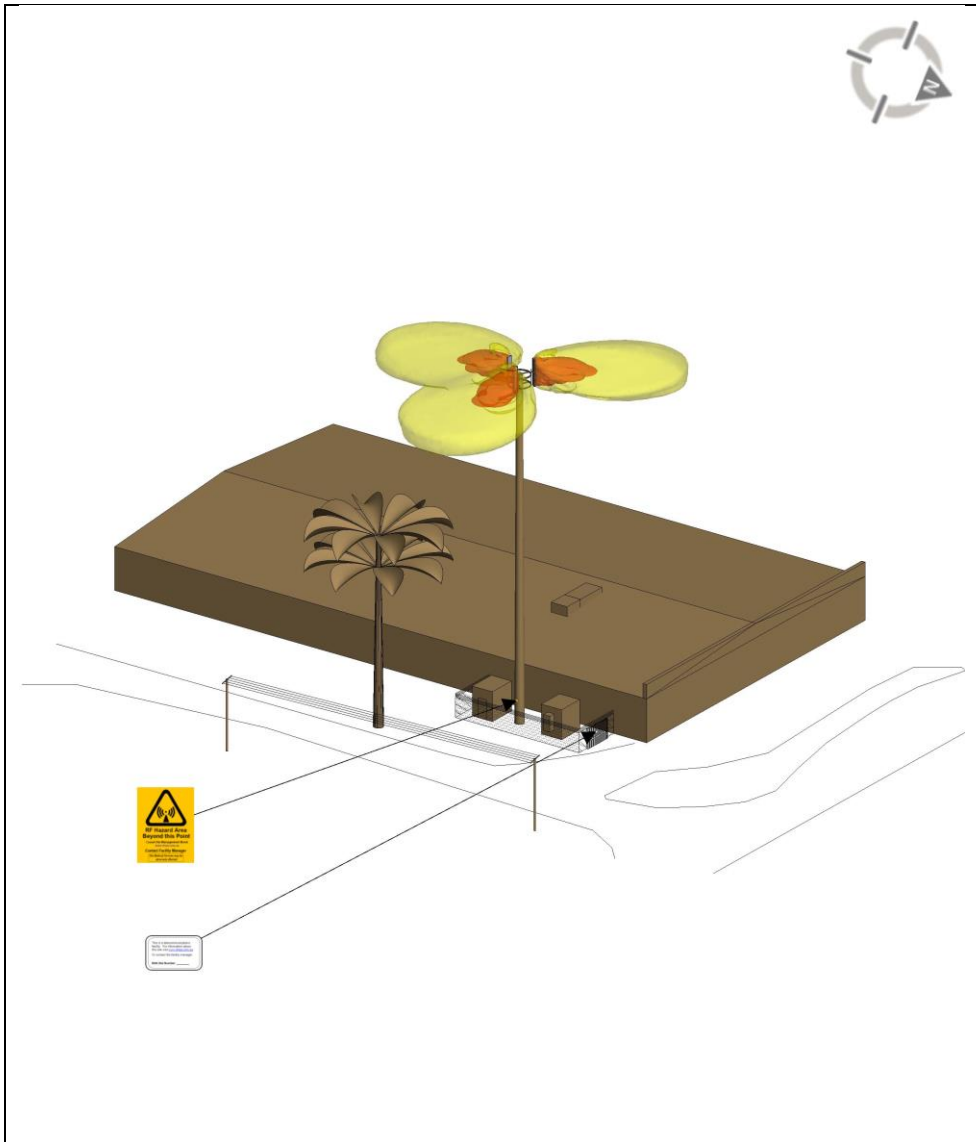
Location	Height range	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit
Newton Moore Senior High School	0-3 m	1.30	4.48	0.07%
Adam Road Primary School	0-3 m	0.60	0.97	0.02%

Preliminary RF EME Drawings

Site Name: [redacted] R [redacted]

Site No: [redacted]

Address: 1 [redacted] d [redacted] r [redacted] [redacted] R [redacted] [redacted]
[redacted]



FILED

10 JUN 2024

Via e-filing

STATE JUDICIAL TRIBUNAL

[redacted] d [redacted]

[redacted] R [redacted] Dr [redacted]
[redacted] r [redacted]
[redacted] [redacted]

Introduction

The modelling methodology used in this report is based on the following assumptions and parameters:

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Details of Modelling Methodology

<p>Assumptions and parameters</p>	<p>The modelling methodology used in this report is based on the following assumptions and parameters:</p>																			
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<p>Assumptions and parameters</p>	<p>The modelling methodology used in this report is based on the following assumptions and parameters:</p> <table border="1" data-bbox="392 1120 1390 1509"> <thead> <tr> <th data-bbox="392 1120 834 1243"><i>Expanded uncertainty U</i></th> <th data-bbox="834 1120 1070 1243"><i>Panels and Omnis</i> <i>k=1.65</i></th> <th data-bbox="1070 1120 1225 1243"><i>Parabolic reflectors</i> <i>k=1.65</i></th> <th data-bbox="1225 1120 1390 1243"><i>Other antennas</i> <i>k=2</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="392 1243 834 1326"> <p>Assumptions and parameters</p> </td> <td data-bbox="834 1243 1070 1326"> <p>Assumptions and parameters</p> </td> <td data-bbox="1070 1243 1225 1326"> <p>Assumptions and parameters</p> </td> <td data-bbox="1225 1243 1390 1326"> <p>Assumptions and parameters</p> </td> </tr> <tr> <td data-bbox="392 1326 834 1408"> <p>Assumptions and parameters</p> </td> <td data-bbox="834 1326 1070 1408"> <p>Assumptions and parameters</p> </td> <td data-bbox="1070 1326 1225 1408"> <p>Assumptions and parameters</p> </td> <td data-bbox="1225 1326 1390 1408"> <p>Assumptions and parameters</p> </td> </tr> <tr> <td data-bbox="392 1408 834 1509"> <p>Assumptions and parameters</p> </td> <td data-bbox="834 1408 1070 1509"> <p>Assumptions and parameters</p> </td> <td data-bbox="1070 1408 1225 1509"> <p>Assumptions and parameters</p> </td> <td data-bbox="1225 1408 1390 1509"> <p>Assumptions and parameters</p> </td> </tr> </tbody> </table> <p>The modelling methodology used in this report is based on the following assumptions and parameters:</p>				<i>Expanded uncertainty U</i>	<i>Panels and Omnis</i> <i>k=1.65</i>	<i>Parabolic reflectors</i> <i>k=1.65</i>	<i>Other antennas</i> <i>k=2</i>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>	<p>Assumptions and parameters</p>
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<p>Assumptions and parameters</p>	<p>The modelling methodology used in this report is based on the following assumptions and parameters:</p>																			

Site RF EME Diagrams

How to read the RF EME Diagrams – see example below

Diagram illustrating the layout of the site and the location of the antenna array.

Diagram illustrating the layout of the site and the location of the antenna array.

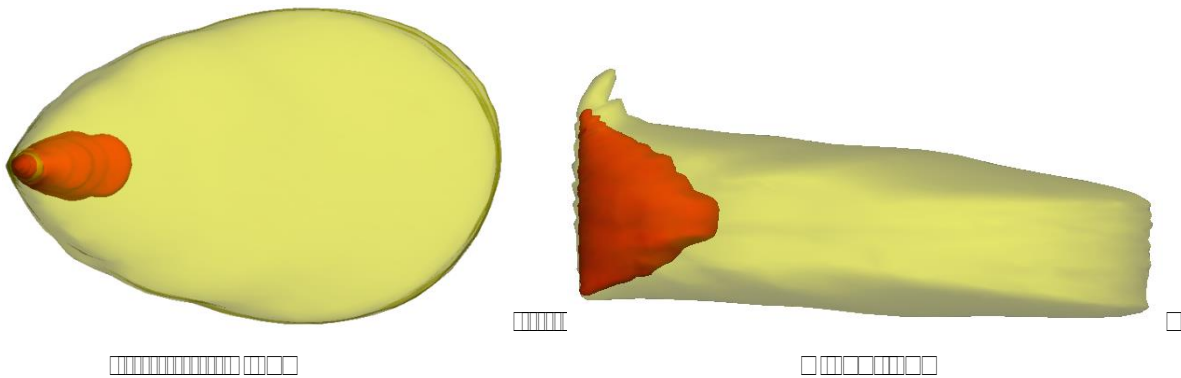
Diagram illustrating the layout of the site and the location of the antenna array.

Red Zone: This area is designated as a high-risk zone where electromagnetic fields (EMF) are expected to be above the general public and maintenance personnel exposure limits. Access is restricted.

Yellow Zone: This area is designated as a low-risk zone where electromagnetic fields (EMF) are expected to be below the general public and maintenance personnel exposure limits. Access is restricted.

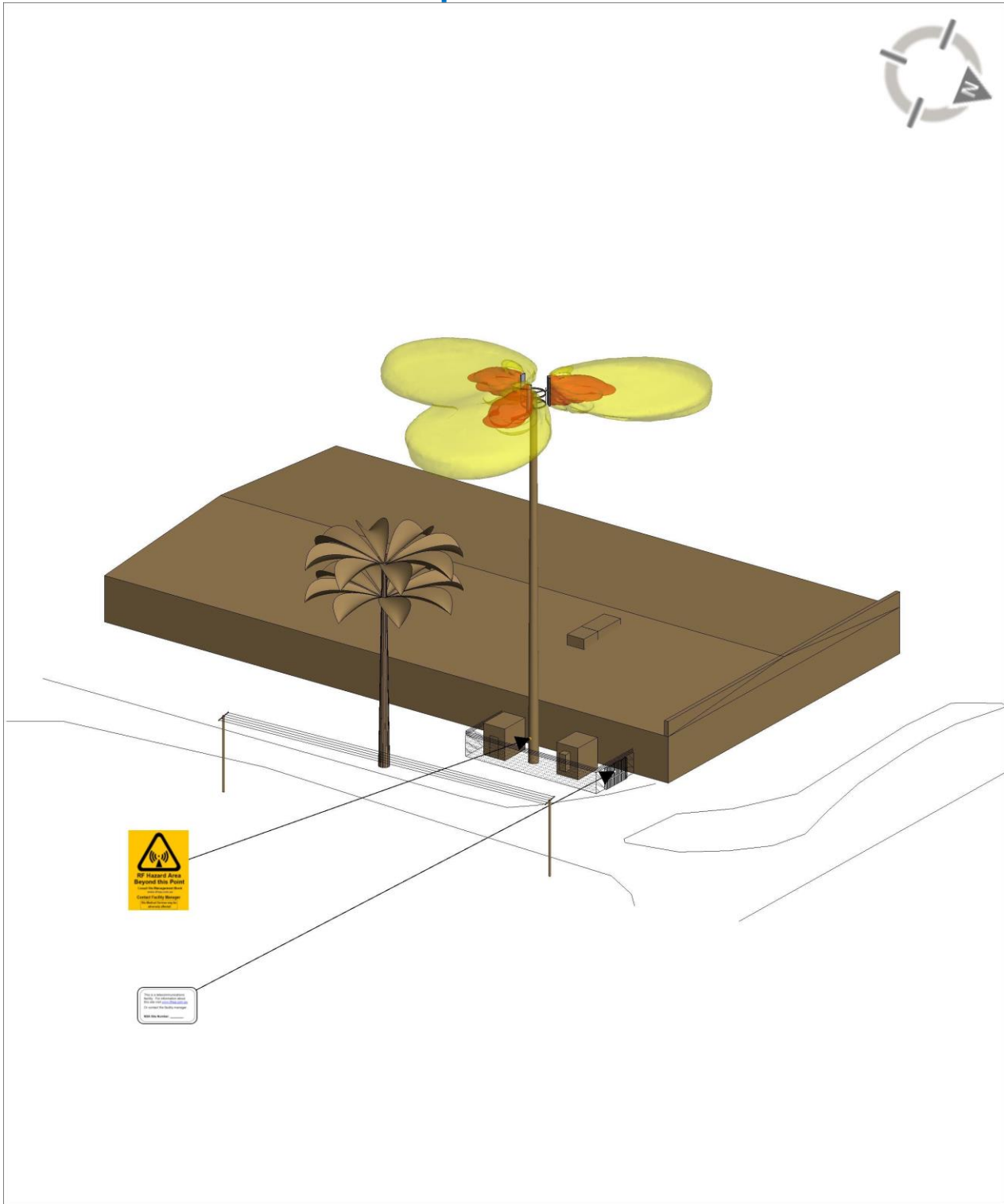
Blue Zone: This area is designated as a low-risk zone where electromagnetic fields (EMF) are expected to be below the general public and maintenance personnel exposure limits. Access is restricted.

Green Zone: This area is designated as a low-risk zone where electromagnetic fields (EMF) are expected to be below the general public and maintenance personnel exposure limits. Access is unrestricted.



Important:
General Public and Maintenance Personnel do not enter red or yellow zones.

Perspective View

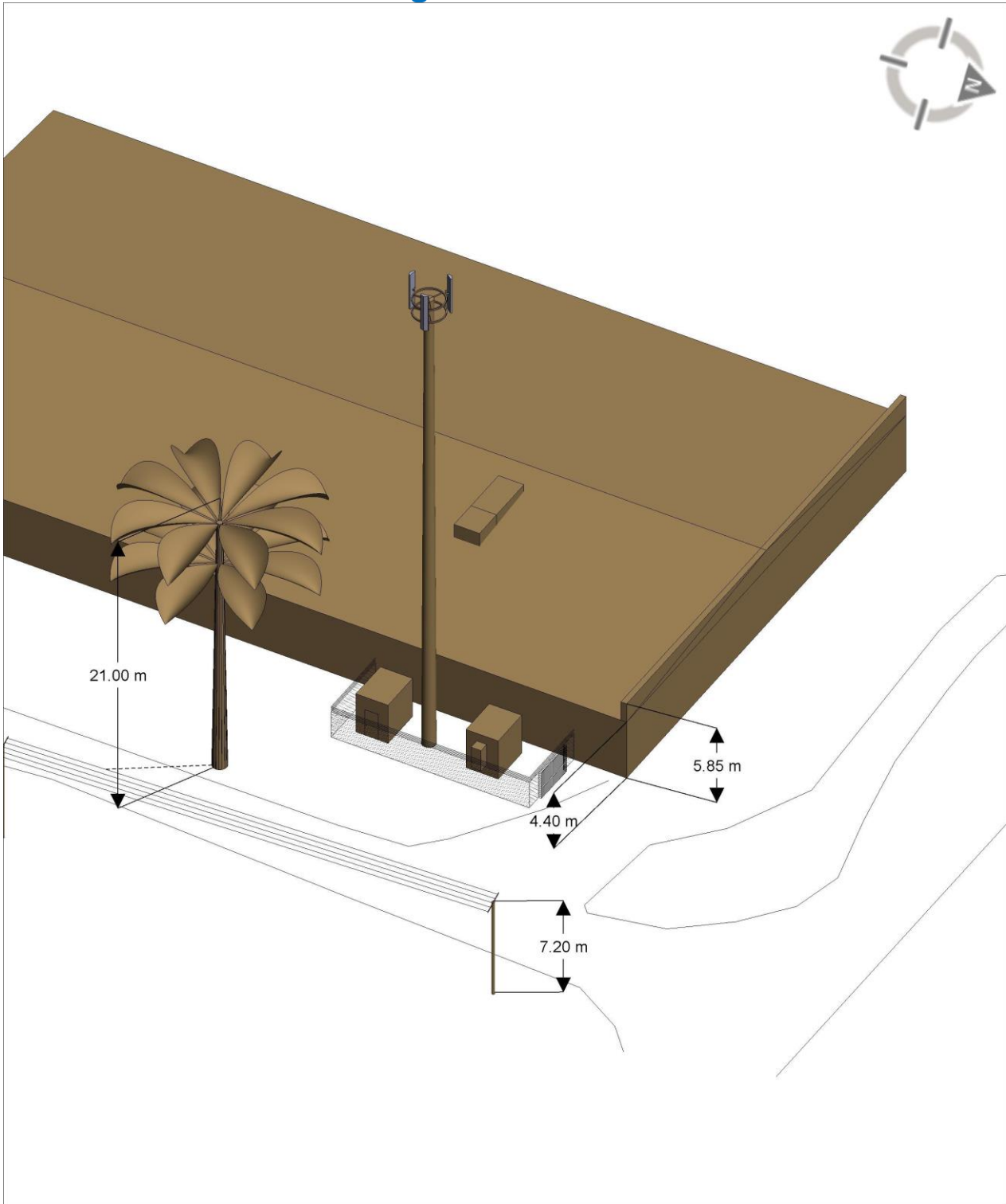


Exclusion zone Legend

- Areas above RPS S-1 public limits
-
- Areas above RPS S-1 occupational limits



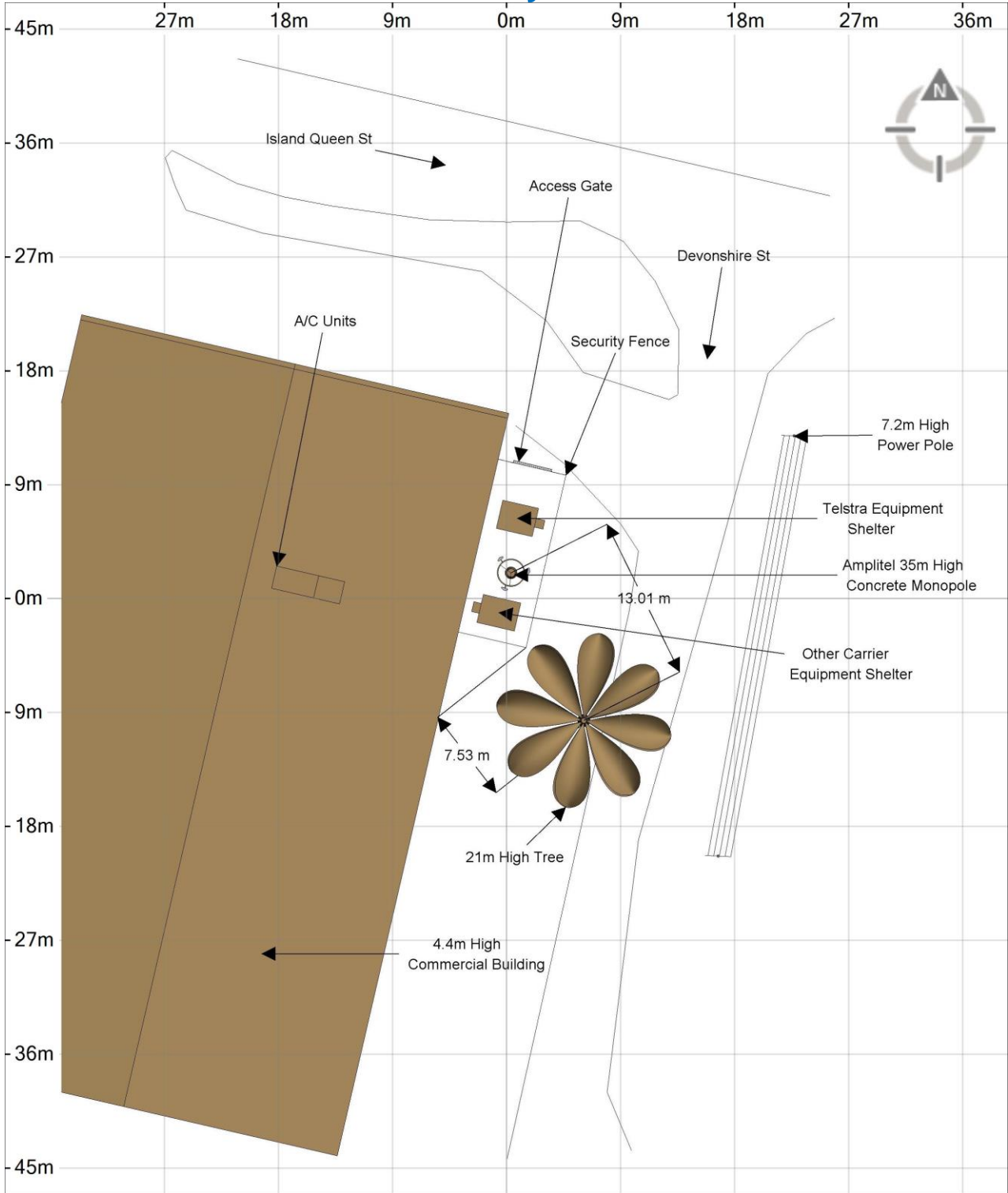
Height References



Exclusion zone Legend

- Areas above RPS S-1 public limits
-
- Areas above RPS S-1 occupational limits

Site Layout

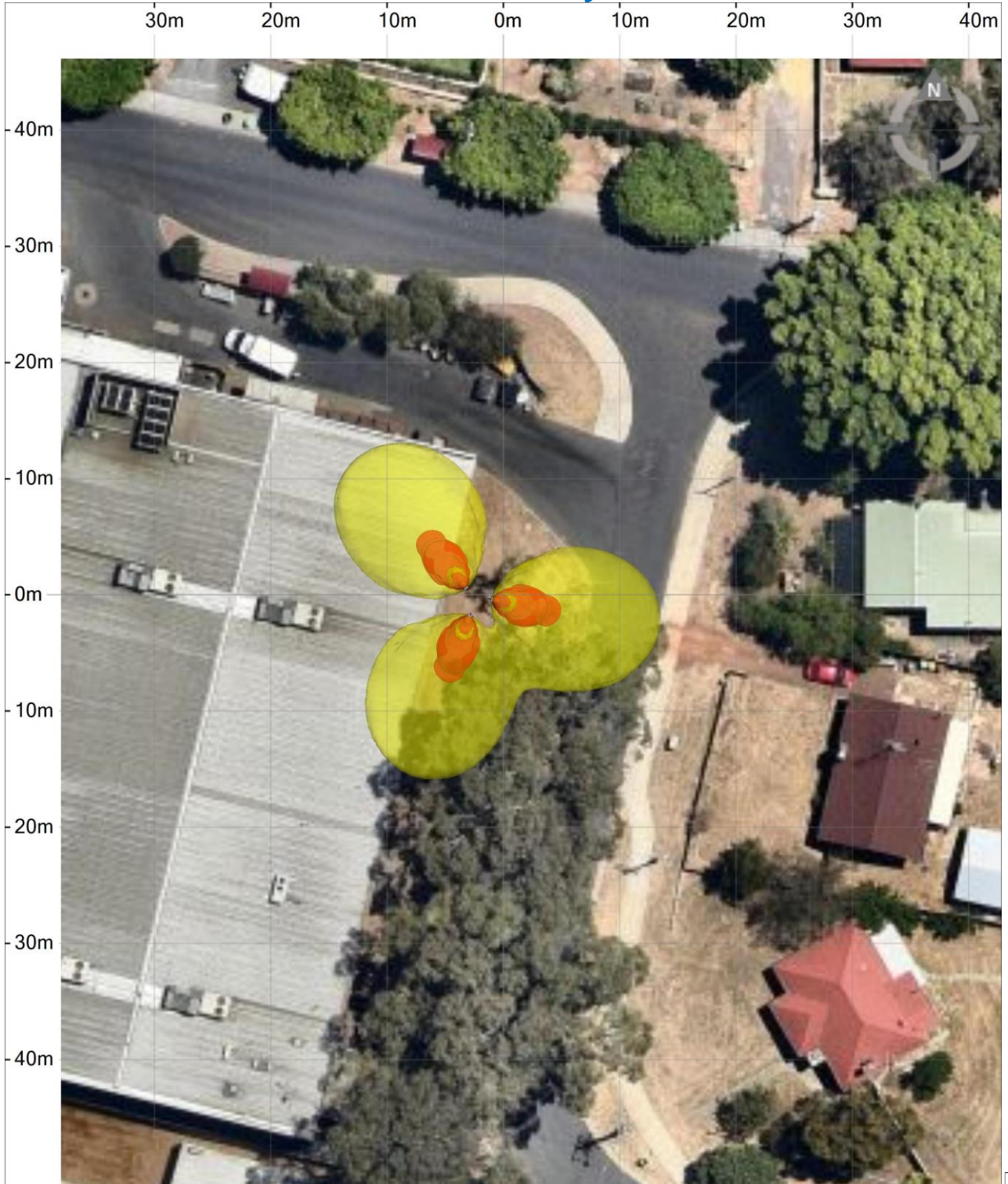


Exclusion zone Legend

- Areas above RPS S-1 public limits
- Areas above RPS S-1 occupational limits



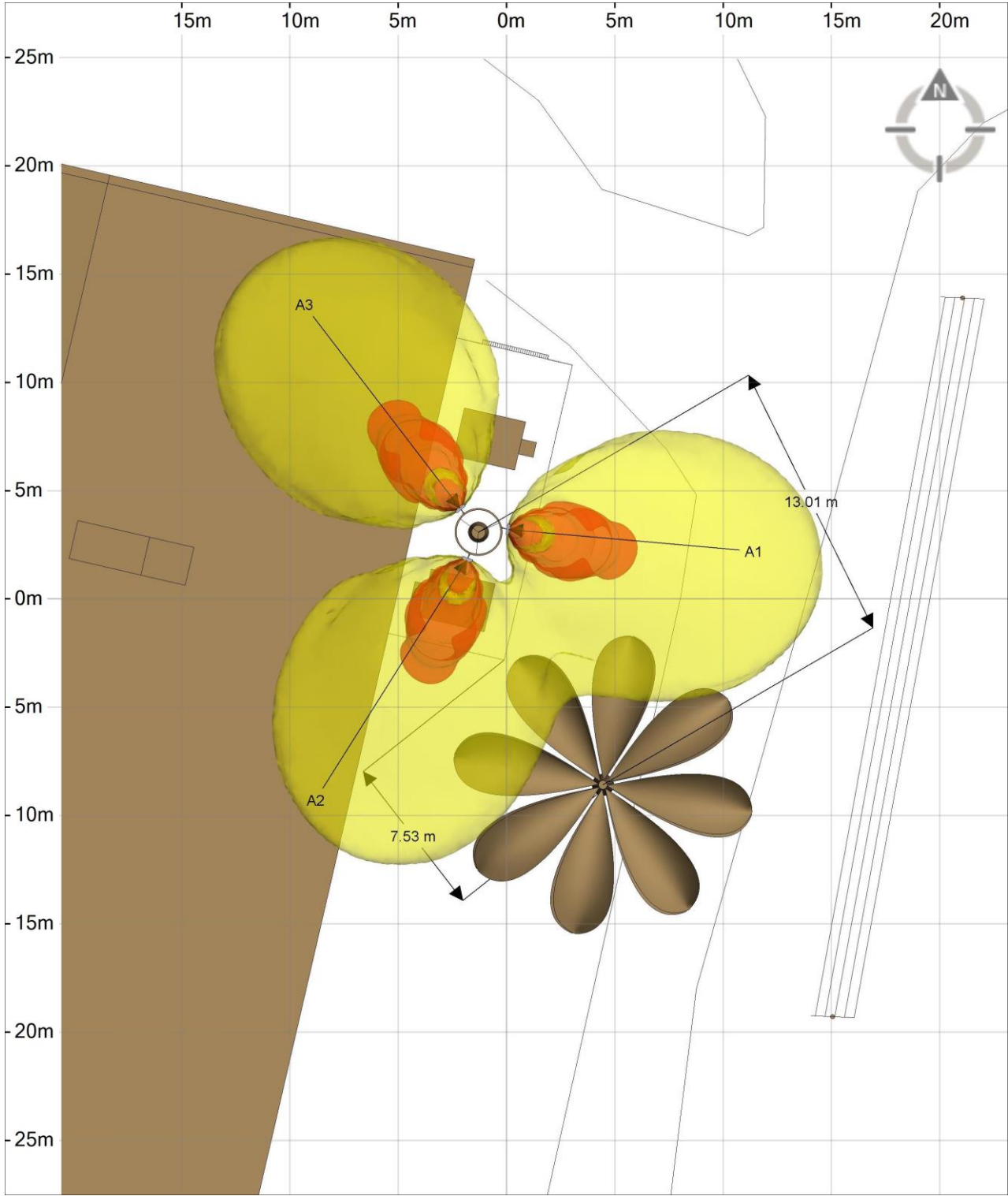
Site Locality



Exclusion zone Legend

- Areas above RPS S-1 public limits
- Areas above RPS S-1 occupational limits

Plan View

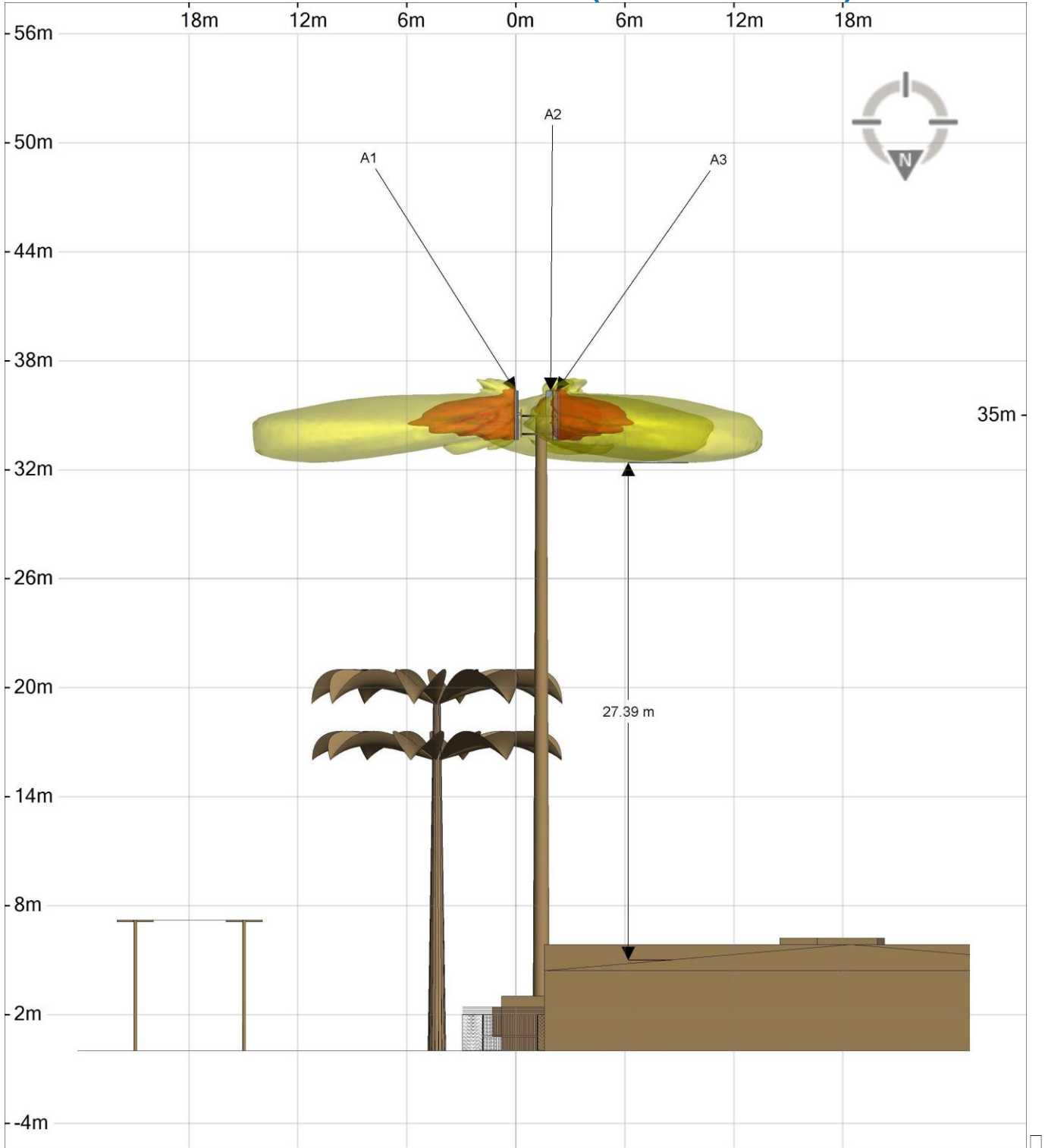


Exclusion zone Legend

- Areas above RPS S-1 public limits
- Areas above RPS S-1 occupational limits



Elevation View from North (Island Queen St)

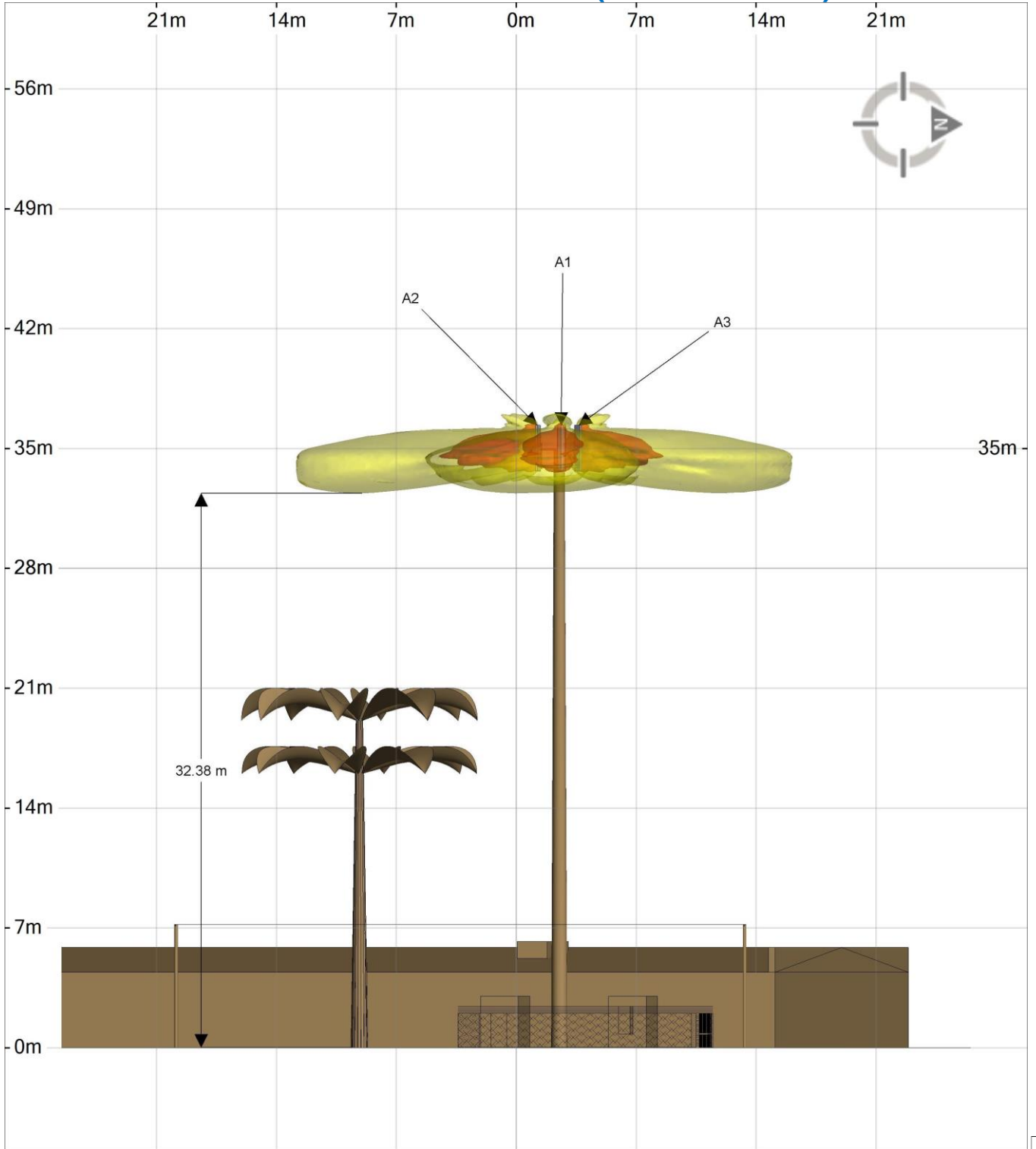


Exclusion zone Legend

- Areas above RPS S-1 public limits
-
- Areas above RPS S-1 occupational limits



Elevation View from East (Devonshire St)



Exclusion zone Legend

- Areas above RPS S-1 public limits
- Areas above RPS S-1 occupational limits

Equipment Installed at this Site

Modelled Equipment List

Diagram Ref	Owner Ref	Owner	Type/Make/Model	Height (m)	Bearing (°)	Mech. Tilt (°)	Elec. Tilt (°)	Pol	System/Sector	Power (Watts)
010	010	000000	000000 RR0000D0 R00	000	1000	00	100011	0r0000	0000000010	100001000000 100001000000
							100011	0r0000	0R00000010	100100100100
							000010	0r0000	0001000010	010000100000 010000100000
							000010	0r0000	0000100010	0000000000
							000010	0r0000	0R000000000010	010000100000 010000100000
000	000	000000	000000 RR0000D0 R00	000	0000	00	100011	0r0000	0000000000	100001000000 100001000000
							100011	0r0000	0R00000000	100100100100

Design Trigger Register

Detailed Information of Possible Design Triggers Identified

Item Number	Design Trigger Identified	Possible Solutions Suggested
[redacted]	[redacted]	[redacted]

Photographs of Possible Design Triggers Identified

From: Mark Short <mark@westworksconsultancy.com.au>
Sent: Thursday, 16 May 2024 2:59 PM
To: Halls, Steven (AU)
Cc: Marc Bays
Subject: 1 Island Queen St, Withers
Attachments: South Bunbury WA008182 Plan.pdf; Agonis flexuosa.jpg; Eucalyptus gomphocephala.jpg

EXTERNAL

Good afternoon Steven and Marc

Following receipt of the attached development plan within a parcel of land adjacent 1 Island Queen St, Withers. Westworks Consultancy have undertaken an inspection of the trees (*Agonis flexuosa* and *Eucalyptus gomphocephala* – photos attached for your reference) adjacent the proposed site with consideration for these plans. Following initial consultation with yourselves, I am now satisfied that no removal of tree branches is required and that the proposed works will not be of any detriment to either tree.

In regards to your specific questions, please see my answers below.

1. Can the works be carried out with appropriate management measures without detrimentally impacting the current condition of the WA Peppermint tree (*Agonis flexuosa*)?

After review of the plans and measurements taken of the Tree Protection Zone (**TPZ**) and Structural Root Zone (**SRZ**), I am satisfied that there will not be any detrimental impacts to this tree. This is based upon the fact that there is no encroachment in the Structural Root Zone (**SRZ**) with area of excavation encroachment into the Tree Protection Zone (**TPZ**) being only 1.2%, which is significantly below the Australian Standard threshold of 10%. In my view, the proposed works can be carried out without detrimentally impacting the current condition of the WA Peppermint tree.

2. Can the works be carried out with appropriate management measures without detrimentally impacting the current condition of the Tuart tree (*Eucalyptus gomphocephala*)?

The plans I've been given indicate that there is no encroachment in the SRZ for the Tuart tree and indicate an area of excavation encroachment into the TPZ of the Tuart tree of 4.5%, which is below the Australian Standard threshold of 10%. In my view, the works can be carried out with appropriate management measures without detrimentally impacting the current condition of the Tuart. Appropriate management measures would need to be addressed in a Tree Protection Management Plan and could be limited to requiring watering (with 5% Bioprime Trace and a soil wetting agent) prior to construction, should excavation be undertaken in the months from October to April, and then additional watering for two months after construction would be required.

3. How tall is the Tuart tree likely to grow?

The current estimated height of the Tuart is 21m. However, due to the current condition of the tree and the environmental conditions it is growing in, it is not likely that the specimen will exceed a height of 25m.

Kind regards,

Mark Short

Consulting Manager

Grad Cert Arb, Dip Arb, Dip Hort



PO Box 173, MUNDIJONG WA 6121

Mobile: 0417 011 426

mark@westworksconsultancy.com.au

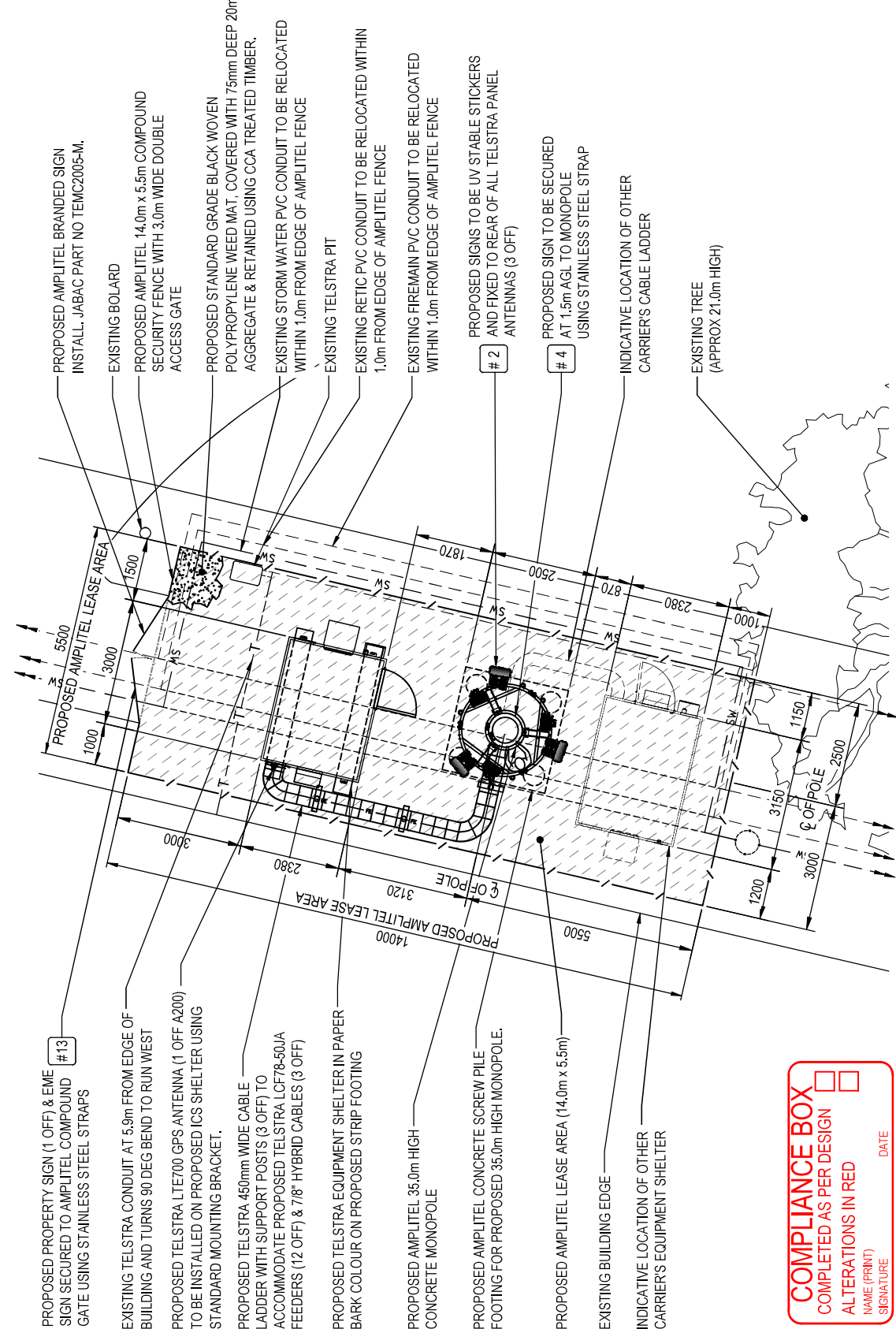
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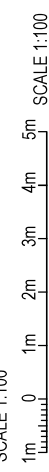


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COMPLIANCE BOX
 COMPLETED AS PER DESIGN
 ALTERATIONS IN RED
 NAME (PRINT) _____ DATE _____
 SIGNATURE _____

SITE LAYOUT
 SCALE 1:100



NOTES :

1. ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTED AS REF REFER TO 005486 DOCUMENTS FOR DETAILS.
3. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
4. PROPOSED AMPLITEL LEASE AREA.
5. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-2, S1-3, S3 & S3-1

PRELIMINARY

ORDER / DRAWN / CHKD / AMENDMENT	ISS
WA008182.01 / S1 / AH / PRELIM - 30053260202/ENTHAL/TECH/3000/0202030/RB/MC200	1
EXAM / APPD / DATE	
MM / SC / 08/08/23	
<p style="text-align: center;">AMPLITEL <small>PERMITTING DIVISION</small></p>	
<p>TOWER AMS SITE WA008182 SOUTH BUNBURY SITE LAYOUT</p>	
<p>REAR 1 ISLAND QUEEN ST, WITHERS, WA 6230</p>	
DWG NO.	SHT NO.
WA008182	S1-1
<p style="text-align: right;">Cat file: WXXXXXX_PD.dwg 6</p>	







10.4.2 South West Design Review Panel Referrals

File Ref:	COB/6641 and DD/11/2024/23/1
Applicant/Proponent:	Confidential
Responsible Officer:	Matilda Hodge, Acting Team Leader City Planning
Responsible Manager:	Barbara Macaulay, Manager Planning and Building
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	CONFIDENTIAL Appendix 10.4.2-A: South West Joint Design Review Panel Report

Summary

Details of a proposal referred to the South West Joint Design Review Panel (SWDRP) for design advice are **attached** at Confidential Appendix 10.4.2-A.

Executive Recommendation

That Council note the information **attached** at Confidential Appendix 10.4.2-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant, and well-planned City.
Outcome No. 7	A community with high-quality urban design and housing diversity.
Objective No.7.1	Promote responsible planning and development.

Regional Impact Statement

Not applicable.

Background

The City's Housing Strategy (adopted by Council May 2021) included a recommendation to establish a SWDRP.

The SWDRP is a joint venture between the Shire of Augusta-Margaret River, City of Bunbury, City of Busselton, Shire of Collie and Shire of Harvey for the benefit of providing independent design review advice for development applications and major projects. The advice is provided in accordance with the 10 Principles of Good Design included in State Planning Policy 7.0 Design of the Built Environment (SPP7). The SWDRP provides advice only and is not a decision maker.

Local Planning Policy 1.4 Design Review (LPP) was adopted by Council in November 2021. Clause 6 of the LPP outlines the criteria for which items may be referred to the SWDRP. This includes:

- (a) *All applications that meet the mandatory or optional requirement for Development Assessment Panels applications, where there is a design element that may impact on the character, appearance, or streetscape of an area.*
- (b) *Major development proposals where there is a design element that may have a significant impact on the character, appearance, or streetscape of an area at the discretion of the Director of Sustainable Communities.*
- (c) *Any other planning proposal (e.g. Scheme Amendment, Structure Plan, Precinct Plan, Local Planning Policy, Local Development Plan, Design Guidelines; or City project) relating to the design of development and places may be referred to the Design Review Panel at the discretion of the Director of Sustainable Communities.*

In accordance with Clause 8 of the LPP, all outcomes of the SWDRP are to be reported to Council for noting at the first Ordinary Council Meeting following the SWDRP meeting, and prior to going to development approval or the Joint Development Assessment Panel.

Council Policy Compliance

Not applicable.

Legislative Compliance

- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *State Planning Policy 7.0 – Design of the Built Environment (SPP 7.0);*
- *City of Bunbury Housing Strategy;*
- *City of Bunbury Local Planning Scheme No.8 (LPS8); and*
- *Local Planning Policy 1.4 –Design Review (LPP1.4).*

Officer Comments

Under the Terms of Reference for the SWDRP, the details of any proposal are to remain confidential unless such details are authorised to be disclosed, or presented in a report that is available to the public. Design review advice may be sought prior or post lodgement of an application for development approval. All SWDRP reports received prior to lodgement of an application are to remain confidential due to the commercial sensitive nature of the information. Once an application is submitted, the recommendations from the SWDRP will be included in any report prepared for Council or the Development Assessment Panel as the decision maker.

Analysis of Financial and Budget Implications

The cost of the SWDRP has been accommodated in the City of Bunbury budget.

Community Consultation

Not applicable.

Councillor/Officer Consultation

Not applicable.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

10.4.3 Proposed Amendment to the City of Bunbury Local Planning Strategy

File Ref:	COB/6681
Applicant/Proponent:	Internal Report
Responsible Officer:	Kelvin Storey, Principal Planning Officer
Responsible Manager:	Barbara Macaulay, Manager Planning and Building
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.4.3-A: Strategy Amendment No.3 Report

Summary

The City of Bunbury Local Housing Strategy was adopted by Council in 2021 and serves to enhance and supplement strategic direction provided by the City’s Local Planning Strategy 2018 (LPS – ‘the Strategy’).

In order that key recommendations and actions identified within the Local Housing Strategy are more broadly acknowledged and provided with greater statutory weight in decision making (especially at the State level) these need to be captured by way of an update to the LPS.

Executive Recommendation

That Council, in accordance with the *Planning and Development Act 2005* and the Planning and Development (Local Planning Schemes) Regulations 2015 resolves to:

1. Initiate for the purpose of public advertising ‘Strategy Amendment No.3 – Housing Theme Update’ to the City of Bunbury Local Planning Strategy 2018 that proposes to:
 - a) amend strategy text by:
 - i) modifying the text box on page 23 by revising and updating the list of documents appearing under ‘Relevant State strategies, plans or policies’, and by inserting a new entry under ‘Relevant Local strategies, plans or policies’ that acknowledges the ‘City of Bunbury Local Housing Strategy 2021’
 - ii) modifying strategy text boxes appearing on page 24 under ‘Strategies’
 - iii) modifying text on page 24 that provides the detail associated with each numbered strategy
 - b) modifying the Housing Theme Strategy Map on Page 25 by:
 - i) including identified ‘Housing Focus Areas’ as a graphic insert

as depicted within the draft Strategy Amendment No.3 report as **attached** at Appendix 10.4.3-A.

2. Refer a copy of the amending documentation to the Western Australian Planning Commission and request their permission to proceed to public advertising.
3. Further consider the Strategy amendment proposal together with any submissions lodged with the City of Bunbury following the completion of the statutory public advertising period.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated vibrant and well planned city
Outcome No. 7	A community with high-quality urban design and housing diversity
Objective No. 7.1	Promote responsible planning and development

Regional Impact Statement

The amendments proposed align with and support strategic directions and population growth aspirations contained within the Bunbury Geographe Sub-regional Strategy 2022 (BGSrS), most notably:

BGSrS Theme - Growth:

- 2. Provide for the growth of the sub-region's population to 200,000 by identifying sufficient residential and employment land to cater for this target population.*
- 3. Recognise the broader aspiration for a population of 300,000 in the subregion and respond to accelerated rates of growth by identifying additional residential and employment land, through regular monitoring and updating the Strategy as required.*

BGSrS Theme – Urban Settlement:

- 10. Promote a consolidated urban form for the Bunbury Metropolitan Area through urban infill and increased residential densities around activity centres and other areas identified in a local planning strategy, while respecting heritage values and the distinctive character of each locality.*

Background

Prepared by City of Bunbury staff in consultation with key stakeholder groups and the local community the Local Housing Strategy 2021 considers the housing needs of the City over the next 15 to 20 years. In implementation it seeks to encourage the development of a mix of housing types within suitable locations of the City in a manner that respects local amenity and established character.

The adopted Local Housing Strategy incorporates 'Actions' and identifies housing 'Focus Areas' within which further planning investigations are to be undertaken. While activities associated with a number of the stated actions have commenced (notably within Glen Iris, Withers, Spencer/Blair and Back Beach precincts) in order to provide greater statutory weight to key aspects of the Local Housing Strategy an amendment to the Local Planning Strategy is required by modifying and updating text and mapping within LPS Part 1 - Housing Theme.

Council Policy Compliance

The Strategy amendment as drafted is consistent with the Local Housing Strategy adopted by Council in 2021.

Legislative Compliance

The Strategy amendment documentation will be progressed in accordance with requirements of the *Planning and Development Act 2005* and the Planning and Development (Local Planning Schemes) Regulations 2015.

Officer Comments

The scope of the amendment is set out within the Strategy Amendment No.3 report (as **attached** at Appendix 10.4.3-A). In particular the Strategy amendment seeks to:

- (a) recognise the Focus Areas identified within the Local Housing Strategy
- (b) demonstrate support for a greater diversity of housing types
- (c) facilitate better alignment between housing supply and demand

Accommodating further growth in focus areas will, as stated in the Local Housing Strategy:

“...allow the areas retained at lower density to maintain a balance in the mix and availability of housing type. It is intended that the resulting mix will provide a range of choice for families with dependents while enabling growth in the city centre and other activity centres to provide different opportunities for all sectors of Bunbury’s community, especially singles and older residents looking to downsize within the local area.”

Analysis of Financial and Budget Implications

Subject to the need for undertaking statutory public advertising, there are no financial or budgetary implications in progressing with the LPS amendment.

Community Consultation

Subject to the Western Australian Planning Commission’s prior approval, the draft Local Planning Strategy Amendment No. 3 draft document will be publicly advertised for community comment (for not less than 21 days) in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

Councillor/Officer Consultation

The proposed Strategy amendment is consistent with the Local Housing Strategy. Prior to the Local Housing Strategy’s adoption by Council in 2021 consultation was undertaken in line with a Communication and Engagement Plan that included:

- survey responses / comment via the City’s social pinpoint platform
- community and BGCCI briefings
- individual stakeholder teleconferences and meetings
- advertising via social and printed media
- direct email and mail contact.

The Local Planning Strategy amendment as proposed was a recommended action (Action 3) in the ‘Strategy and Scheme – First Cycle Review 2018-2023’ report that was prepared by City Officers and presented to elected Members at an information session held on 27 February 2024.

Timeline: Council Decision Implementation

Subject to Council supporting the Strategy amendment for the purpose of public advertising, the proposal will be referred to the Western Australian Planning Commission seeking their permission to proceed with public advertising and consultation – which would be undertaken as directed by the Commission, and otherwise in accordance with requirements of the Planning and Development (Local Planning Schemes) Regulations 2015.



Strategy Amendment No. 3
City of Bunbury Local Planning Strategy
Housing Theme Update

May 2024

Cover image: City of Bunbury

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Contents

Production Details..... ii

Certification, Recommendation & Endorsement 1

Summary Information 2

1 Background 3

 1.1 Purpose of a Local Planning Strategy 3

 1.2 Amending a Local Planning Strategy 3

 1.3 Spatial Context..... 3

 1.4 Planning Context 3

 1.5 Strategy Amendment Procedure..... 5

 1.6 Community and Stakeholder Consultation 5

2 Proposal 6

 2.1 Rationale for Strategy Amendment..... 6

 2.2 Scope of Amendment..... 8

 2.3 Summary of Amendment 10

Amending Pages 11

Figures

Figure 1: City of Bunbury and Surrounding Area..... 4

Figure 2: Housing Focus Areas..... 7

Certification, Recommendation & Endorsement

Advertising

In accordance with regulation 12(4) of the Planning and Development (Local Planning Schemes) Regulations 2015, the City of Bunbury Local Planning Strategy Amendment No. 3 was certified for advertising on the _____ day of _____, 20__.

Signed for and on behalf of the Western Australian Planning Commission:

An officer of the Commission duly authorised by the Commission (pursuant to the <i>Planning and Development Act 2005</i>)	Signed:
--	---------------

Local Government Recommendation

In accordance with regulation 14(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, by resolution of the City of Bunbury at its ordinary meeting of the Council held on the _____ day of _____ 20__ (Decision Number: ___ / ___), the City of Bunbury Local Planning Strategy Amendment No. 3 is supported:

- (a) without modifications; or
- (b) with modifications.

WAPC Endorsement

Endorsed by the Western Australian Planning Commission on the _____ day of _____, 20__:

An officer of the Commission duly authorised by the Commission (pursuant to the <i>Planning and Development Act 2005</i>)	Signed:
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Summary Information

Proposal

Strategy TEXT:	<p>a) Amending Strategy Text (Part One – Housing Theme) by:</p> <ul style="list-style-type: none"> i) modifying the text box on page 23 by revising and updating the list of documents appearing under ‘Relevant State strategies, plans or policies’, and by inserting a new entry under ‘Relevant Local strategies, plans or policies’ that acknowledges the ‘City of Bunbury Local Housing Strategy 2021 ii) adding and modifying strategy text boxes appearing on page 24 under ‘Strategies’ iii) adding and modifying text on page 24 that provides the detail associated with each numbered strategy, as set out in the amending pages of this document.
Strategy MAP:	<p>b) Modifying the Housing Theme Strategy Map by:</p> <ul style="list-style-type: none"> iv) including identified ‘Housing Focus Areas’ (extract from Local Housing Strategy 2021) as a graphic insert.

State Planning Framework

State Planning Strategy:	State Planning Strategy 2050, WAPC
Regional Strategies and Policies:	Bunbury Geographe Sub-regional Strategy 2022, WAPC
Region Scheme:	Greater Bunbury Region Scheme 2008, WAPC
Other:	-

Local Planning Framework

Local Planning Strategy:	City of Bunbury Local Planning Strategy (2018)
Local Planning Scheme:	City of Bunbury Local Planning Scheme No. 8 (LPS8)
Other (as relevant):	City of Bunbury Local Housing Strategy 2021

1 Background

1.1 Purpose of a Local Planning Strategy

Prepared in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 a local planning strategy is required to:

- set out the local government's long term planning directions
- apply state and regional policies
- provide the rationale for the zones and other Scheme provisions.

The City of Bunbury Local Planning Strategy (LPS) was endorsed by the Western Australian Planning Commission (WAPC) in 2018. It undertakes the following:

- presents strategic land use planning concepts within a number of theme areas across the whole city
- provides a bridge between the high level goals and vision found within Council's Strategic Community Plan, the zoning found within the Scheme and directions for individual areas of the city
- communicates a purpose, functions and principles of land use planning and design
- presents a guiding rationale for Local Planning Scheme No. 8 (LPS8)
- provides a context and framework for Council actions and prioritisation.

1.2 Amending a Local Planning Strategy

The City of Bunbury's LPS establishes a flexible principles based approach to strategic planning throughout the life of LPS8 in order to ensure that the Scheme remains relevant and aligned with the rationale that guided its preparation. Accordingly in appropriate circumstances, as determined by the WAPC, the LPS may be amended in accordance with Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.

1.3 Spatial Context

The LPS extends over the administrative jurisdiction of the City of Bunbury which occupies a land area of 65.7km² and is located 175km south of Perth.

The City of Bunbury is home to approximately 32,500 people (ABS 2021) and forms an integral part of the Bunbury Metropolitan Area as recognised within the Bunbury Geographe Sub-regional Strategy (Figure 1).

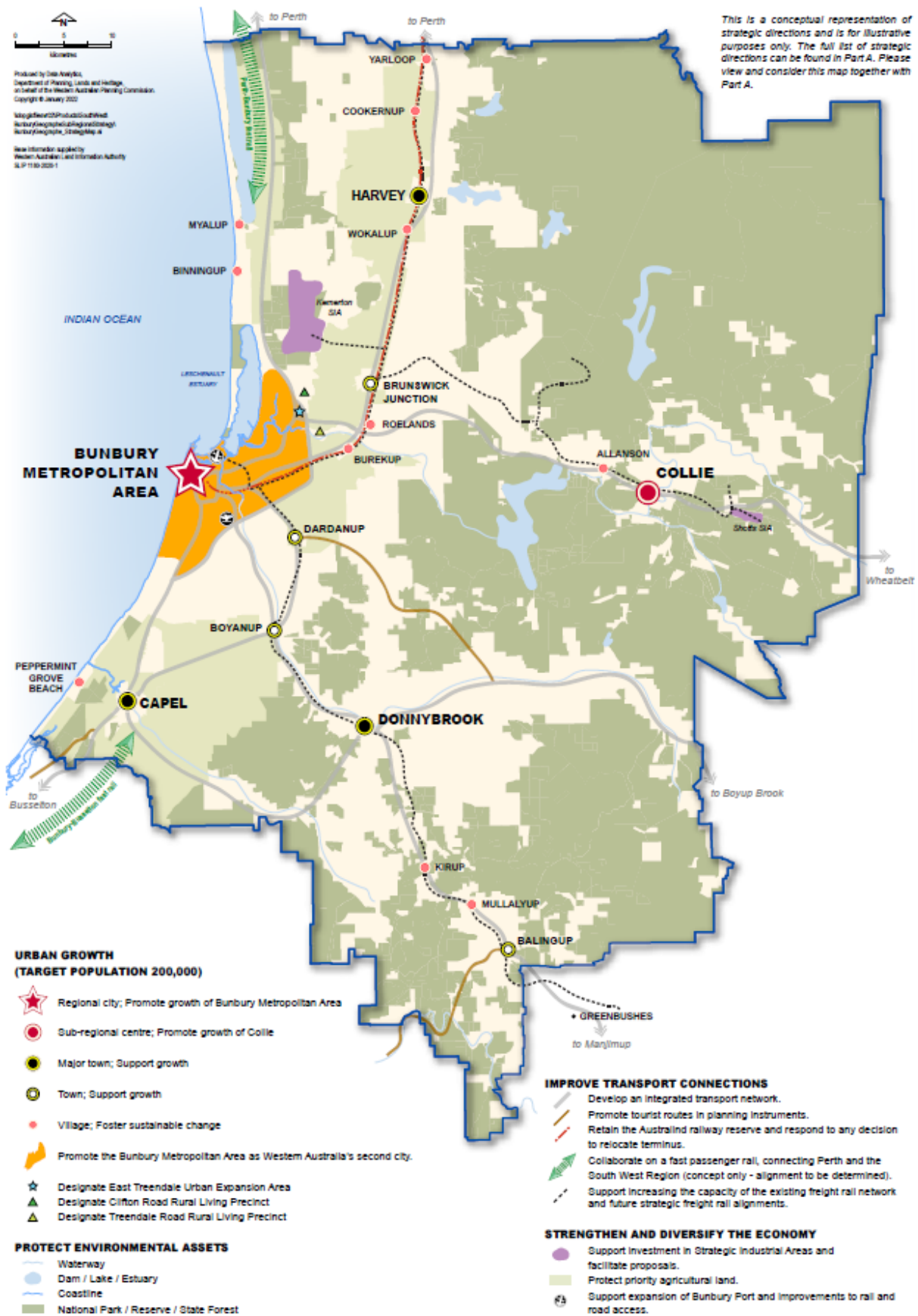
1.4 Planning Context

The City of Bunbury LPS is required to be consistent with the State Planning Framework. The guiding principles of the following overarching strategy and policy documents are of particular relevance to the amendment proposal:

- (a) State Planning Strategy 2050
- (b) Bunbury Geographe Sub-regional Strategy 2022
- (c) Greater Bunbury Region Scheme 2008.

Figure 1: City of Bunbury and Surrounding Area

Strategy map



Source: Bunbury-Geographe Sub-regional Strategy 2022

The Strategic Community Plan is the Council's highest level policy document and recognises key priority areas with which the LPS is to remain aligned. In implementation the LPS endeavours to deliver outcomes that reflect priority area objectives identified within the Strategic Community Plan (largely through the translation of spatial intent to LPS8). Amendments proposed to the LPS and any resultant changes to other planning instruments forming part of the local planning framework are expected to retain consistency with the Strategic Community Plan (as updated from time to time).

1.5 Strategy Amendment Procedure

The proposed amendment has been prepared by the City of Bunbury and is to be progressed in accordance with Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Subject to certification by the WAPC, in proceeding with the amendment the proposal is to be advertised for public comment for a period of not less than 21 days. On completion of public advertising, the strategy amending documentation is to be referred back to Council together with submissions received for further consideration. Council is then required to determine to either:

- (a) support the local planning strategy amendment as proposed, or
- (b) support the local planning strategy amendment with proposed modifications to address issues raised in the submissions.

The strategy amending documentation, along with the schedule of submissions (and a schedule of modifications if relevant) is then referred to the WAPC for its consideration and endorsement as a revision to the LPS.

1.6 Community and Stakeholder Consultation

Once the WAPC provides certification to the local government (allowing public advertising of the proposed amendment), public notices will be placed in locally circulated newspapers once a week for at least two consecutive weeks and the proposed amendment referred to all relevant state government agencies and publicly advertised for comment during a formal advertising period of not less than 21 days. Council must consider any submissions received during the public advertising period prior to making their recommendation to WAPC.

Public advertising dates and submission forms can be downloaded from the public notices and advertisements page of the City of Bunbury's website at www.bunbury.wa.gov.au. Submissions can be lodged during the public advertising period in person at Council's administration centre located at 4 Stephen Street, Bunbury, or alternatively posted to:

Chief Executive Officer
City of Bunbury
PO Box 21
Bunbury WA 6231

Submissions can also be emailed to: info@bunbury.wa.gov.au

2 Proposal

2.1 Rationale for Strategy Amendment

The City of Bunbury Local Housing Strategy (LHS) was adopted in 2021¹ and serves to enhance and supplement information contained within City of Bunbury LPS 2018. Prepared by City of Bunbury staff in consultation with key stakeholder groups and the local community the LHS considers the housing needs of the City over the next 15 to 20 years. In implementation it seeks to encourage the development of a mix of housing types within suitable locations of the City in a manner that respects local amenity and established character.

The formulation of the Local Housing Strategy was prepared generally in accordance with the Western Australian Local Government Association's Local Government Housing Strategy Guide (WALGA, draft 2017), and prior to its adoption consultation was undertaken in line with a Communication and Engagement Plan and this included:

- survey responses / comment via the City's social pinpoint platform
- community and BGCCI briefings
- individual stakeholder teleconferences and meetings
- advertising via social and printed media²
- direct email and mail contact.

The adopted LHS incorporates 'Actions' and identifies housing 'Focus Areas' within which further planning investigations are to be undertaken. While activities associated with a number of the stated actions have commenced, in order to provide greater statutory weight to key aspects of the LHS an amendment is proposed that modifies and updates existing text and mapping within LPS Part 1 - Housing Theme. In particular the amendment seeks to:

- (a) recognise identified Focus Areas
- (b) demonstrate support for a greater diversity of housing types
- (c) facilitate better alignment between housing supply and demand.

The Focus Areas identified for further investigation and review (with respect to potential for an increase in the housing yield, range and diversity) are listed below and captured within Figure 2 overleaf.

Focus area 1 - Regional Centre

Focus area 2 - Regional Centre frame area:

2.1 Contained between Spencer St, Blair St, Cornwall St and Strickland St

2.2 Homemaker Centre

2.3 Back Beach precinct

Focus area 3 - Bunbury Forum District Centre frame area

Focus area 4 - Bunbury Transit (Train) Station

Focus area 5 - Glen Iris District Structure Plan Area

Focus area 6 - Usher (Tuart Brook) Structure Plan Area

Focus area 7 - Withers (Central Withers) Structure Plan Area

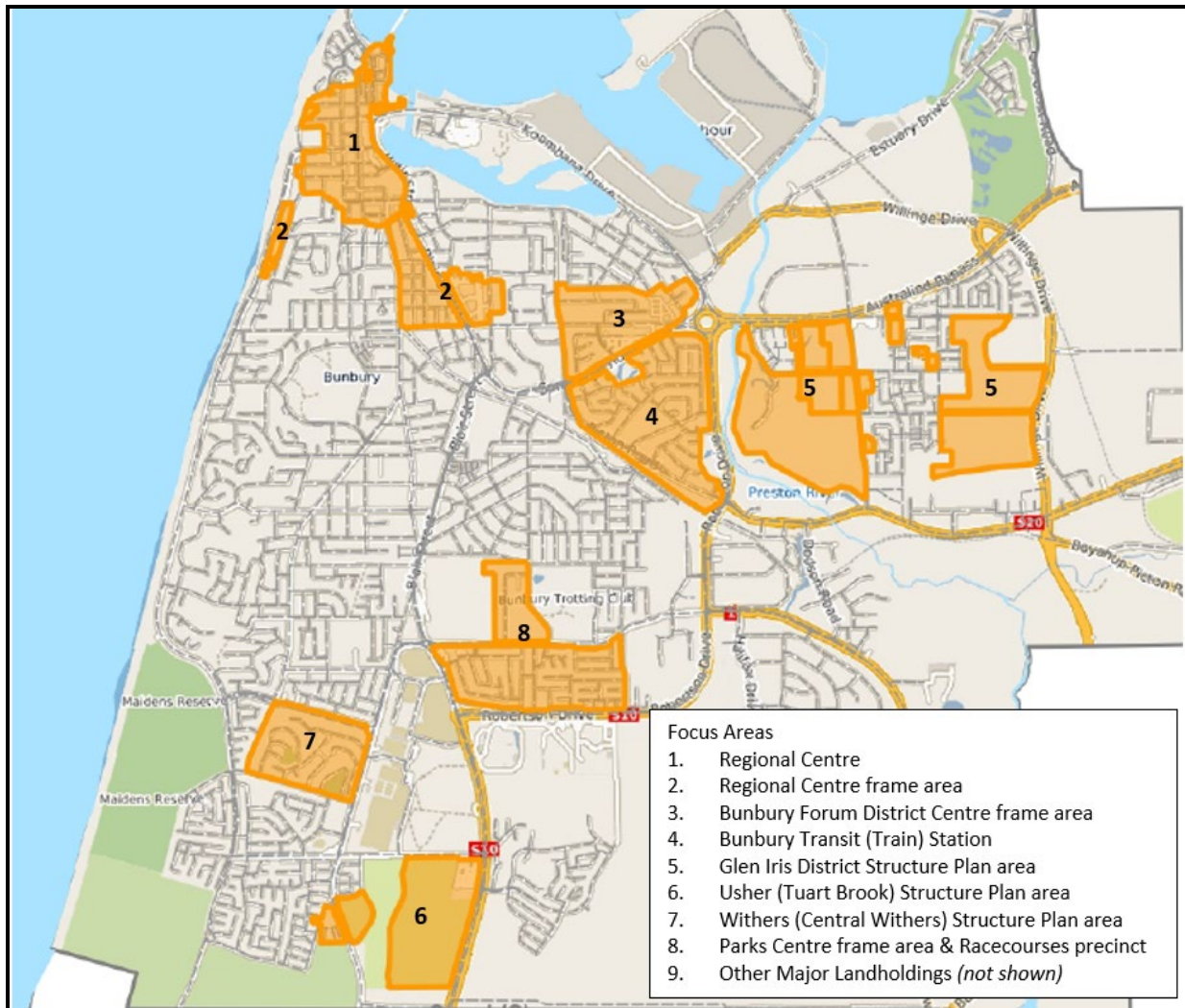
Focus area 8 - Parks Centre frame area, including the Racecourses Precinct

Focus area 9 - Other major land holdings or consolidated sites

¹ The Local Housing Strategy 2021 may be viewed on /downloaded from the following City of Bunbury webpage:
<https://communityconnect.bunbury.wa.gov.au/housingstrategy>

² Formal advertising took place between 8 February 2021 – 22 March 2021.

Figure 2: Housing Focus Areas



City of Bunbury Local Housing Strategy 2021

The LHS intends that:

“Accommodating further growth in the above areas will allow the areas retained at lower density to maintain a balance in the mix and availability of housing type. It is intended that the resulting mix will provide a range of choice for families with dependents while enabling growth in the city centre and other activity centres to provide different opportunities for all sectors of Bunbury’s community, especially singles and older residents looking to downsize within the local area.”

Investigations into matters such as movement and transport, zoning changes and development controls are anticipated to be undertaken (over a short, medium or long term) to guide future development within each Focus Area. The City’s main structure planning areas are included as these offer the best opportunity to increase potential housing yields while at the same time delivering a comprehensively planned and well serviced community. Planning response(s) will be further informed by consultation with the community and key stakeholders at the appropriate time.

The adopted LHS and the changes proposed to be introduced into the LPS align with strategic directions of the Bunbury-Geopraphe Sub-regional Strategy (BGSrS), most notably:

Theme - Growth:

2. Provide for the growth of the sub-region’s population to 200,000 by identifying sufficient residential and employment land to cater for this target population.

3. *Recognise the broader aspiration for a population of 300,000 in the subregion and respond to accelerated rates of growth by identifying additional residential and employment land, through regular monitoring and updating the Strategy as required.*

Theme – Urban Settlement:

10. *Promote a consolidated urban form for the Bunbury Metropolitan Area through urban infill and increased residential densities around activity centres and other areas identified in a local planning strategy, while respecting heritage values and the distinctive character of each locality.*

2.2 Scope of Amendment

(a) LPS Part 1 - Housing Theme Text

- i) The “MOST STRONGLY RELATES TO” text box that appears to the left on page 23 is proposed to be updated under the sub-heading ‘Relevant Local strategies, plans or policies’ to acknowledge the preparation and adoption (by the City) of the Local Housing Strategy 2021. Reference to the ‘Bunbury-Geographe Sub-regional Strategy 2022’ is also intended to be added below the sub-heading ‘Relevant State strategies, plans or policies’. As some of the documents listed under this heading have also been revised or updated since 2018 their publishing dates are removed, and an asterisk inserted to reflect an ‘as updated’ status.

Housing

2

MOST STRONGLY RELATES TO:

Relevant State strategies, plans or policies:

- State Planning Strategy 2010 (2014)
- SPP 3.0 Urban Growth and Settlement (2006)
- SPP 3.1 Residential Design Codes (2013)
- SPP 4.2 Activity Centres for Perth and Peel (2018)
- Liveable Neighbourhoods (Edition 4, October 2007, 2009 update)
- Greater Bunbury Strategy 2013 and Sub-regional Structure Plan (2013)
- South West Regional Planning and Infrastructure Framework (March 2014)
- Activity Centres for Greater Bunbury Policy (April 2012)

Strategic Community Plan key priority areas:

- 2** KEY PRIORITY AREA Transport and Infrastructure
- 3** KEY PRIORITY AREA Natural and Built Environment
- 4** KEY PRIORITY AREA Regional Economy

Strategic Community Plan objectives:

- Objective 2.3 Maintain a high standard of community infrastructure
- Objective 3.4 Facilitate urban design, diversity of land uses, and enabling infrastructure
- Objective 3.5 Deliver sustainable waste management services
- Objective 4.8 Promote Bunbury as a place that supports commercial, residential and social development

Strategic Community Plan community themes:

- Theme Two - Sustainability
- Theme Seven - Community connection
- Theme Ten - Health

Relevant Local strategies, plans or policies:

- Local Planning Strategy: Activity Centres and Neighbourhoods (LPS-ACN) (2011)

Neighbourhoods need to be safe, accessible and vibrant, and offer residents with diverse lifestyle needs opportunities to live in a range of house types.

Introduction

Population, housing trends and the demand for future dwellings in Bunbury need to be considered in context. The City of Bunbury is not a 'stand-alone town', rather it is in effect the 'inner city' for the Greater Bunbury urban area. As such, Bunbury's demographics and housing characteristics are somewhat different to those of the wider region. The trends most relevant to Bunbury can be briefly summarised as follows:

- steady population and dwellings growth over time
- significant ageing of the population
- rapidly increasing numbers of one and two person households
- the dominance of the separate house type to remain
- flats, units, apartments, semi-detached dwellings and townhouses to be the main focus of future housing demand.

Broad Strategic Intent

The LPS-ACN was adopted by the City in 2011 and supported through the subsequent approval by the Minister for Planning of the R-Codes Omnibus Amendment (Scheme Amendment No. 38). It introduced an integrated strategic approach that essentially put in place the spatial framework that is intended to underpin the growth and development of residential neighbourhoods and housing densities (alongside activity centres and mixed use precincts) into the foreseeable future.

Using a trend-based estimate for future demand, LPS-ACN provided the following projections:

- The total number of dwellings in the City is likely to increase by 24% from 13,444 to some 16,670 by 2026
- Although the number of separate houses is expected to increase 13.4%, the proportion of separate houses relative to total dwellings is likely to continue decreasing, from 74% in 2006 to 68% by 2026

Whilst acknowledging the above estimates, the approach adopted with LPS-ACN is not dependent upon any particular forecast of future demand as it is designed to be sufficiently flexible to respond to whatever actual situation unfolds. It is the intent of the LPS to consolidate this established approach which is regarded as well placed to address relevant 'challenges' identified within the Greater Bunbury Region Strategy.

as updated

Add Local Housing Strategy 2021

Modify list

23

- ii) Strategies relevant to Intentions 2A, 2B and 2C appearing on page 24 are proposed to be modified as follows:

Strategies 2A-1.1 and 2A-2.1 promote higher residential densities in and around designated activity centres and along mixed use activity corridors. While this general intent remains valid and relevant, restricting residential densities to a maximum of R20 in all other locations limits opportunities for both increased housing yields to occur in greenfield/structure planning settings, and for residential infill to become a significant source of new housing. In keeping with the strategic directions adopted in the Bunbury-Geographe Sub-regional Strategy and the thrust of the LHS, it is proposed to remove the reference to a 'Base Code R20' and replace this with more flexible wording that facilitates a range of both low and medium densities:

Base R20 coding
Accommodate low and medium density in residential areas while safeguarding residential character

Intention 2B 'Housing Diversity and Need' is proposed to be supplemented with an additional strategy '2B-5.1' that is intended to demonstrate support for initiatives that emerge aimed at delivering greater housing choice.

Facilitate greater housing choice

Intention 2C 'Residential Character' is proposed to be supplemented with an additional strategy '2C-3.1' that demonstrates support for initiatives that, in appropriate circumstances, facilitate consideration of variances to minimum and average lot sizes.

Applying variations to minimum standards in appropriate circumstances

While adding strategies 2B-5.1 and 2C-3.1 encourages the development of initiatives that assist in delivering greater housing choice and opportunity in accordance with recommendations of the LHS, it is recognised that since the strategy's adoption in 2021 the State has investigated significant time in preparing and instigating changes to the Residential Design Codes that in part seek to deliver similar outcomes. Following a period of implementation, monitoring and review of outcomes driven by the recently revised Residential Design Codes will assist in gauging to what extent developing additional initiatives may be required/suitable.

iii) Text on page 24 that provides the detail / action underpinning each strategy is proposed to be modified as follows (where red/strikethrough text is intended to be deleted and blue text is new):

Strategy 2A-1.1:

Apply medium or high-density R-codes appropriate to each level of the activity centres hierarchy within the walkable catchments of the activity centres (including City Centre) and the mixed-use activity corridors ~~(and nowhere else)~~.

Strategy 2A-2.1:

Respecting established character, ~~Apply a~~ ~~base R Code of R20~~ ~~balanced~~ range of low to medium (R40) density over all residential zoned areas, except:

- a) in the vicinity of designated activity centres
- b) where co-locating new residential development alongside a major transport hub in keeping with transport orientated (TOD) principles
- c) subject to comprehensive planning and investigation, appropriate land parcels within a recognised Housing Focus Area.

Strategy 2B-4.1:

Assist the State government in the preparation of population and settlement ~~housing need~~ studies and implementation of related projects ~~as identified ('actions') within the Greater Bunbury Strategy~~, as contemplated by the Bunbury-Geographic Sub-regional Strategy.

Strategy 2B-5.1:

Investigate, trial, and implement initiatives within established urban areas that will improve the range, availability, and affordability of local housing stock.

Strategy 2C-2.1:

In planning for new residential neighbourhoods ensure ~~that any residential density coding above R20 is applied only within an easy walking distance from an activity centre, and that sufficient~~ residential or mixed-use land adjacent to or in the vicinity (walkable pedshed) of an activity centre is ~~always~~ appropriately coded for medium or high residential density.

Strategy 2C-3.1:

The support of variations to minimum and average lot sizes will be considered in accordance with the State Planning Code Regulations where this achieves satisfactory infill design and development outcomes.

(b) LPS Part 1 - Housing Theme Strategy Map

- iv) Housing Focus Areas, as identified within the Local Housing Strategy 2021 (captured within this report as Figure 2) are intended to be recognised within a new graphic insert placed upon the Housing Theme Strategy Map at Page 25.

2.3 Summary of Amendment

In accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, the City of Bunbury requests that the WAPC amend the LPS at Part 1 - Housing Theme by:

(a) Text:

- modifying the text box on page 23 by revising and updating the list of documents appearing under ‘Relevant State strategies, plans or policies’, and by inserting a new entry under ‘Relevant Local strategies, plans or policies’ that acknowledges the ‘City of Bunbury Local Housing Strategy 2021’
- adding and modifying strategy of text boxes appearing on page 24 under ‘Strategies’
- adding to and modifying text on page 24 that provides the detail associated with each numbered strategy

(b) Mapping:

- adding ‘Housing Focus Areas’ as a graphic insert to the Housing Theme Strategy Map on Page 25

as set out within the Amending Pages of this report.

Amending Pages

- i) Modifying the “MOST STRONGLY RELATES TO” text box on page 23 by revising and updating the list of documents under the sub-heading ‘Relevant State strategies, plans or policies’, and by inserting a new entry under ‘Relevant Local strategies, plans or policies’ that acknowledges the ‘City of Bunbury Local Housing Strategy 2021, such that the page appears as follows:

Housing

2

MOST STRONGLY RELATES TO:

Relevant State strategies, plans or policies*:

- State Planning Strategy 2050
- SPP 3.0: Urban Growth and Settlement
- SPP 4.2: Activity Centres
- SPP 7.0 Design of the Built Environment
- Residential Design Codes
- Liveable Neighbourhoods
- Bunbury-Geopraphe Sub-regional Strategy 2022
- South West Regional Planning and Infrastructure Framework

Strategic Community Plan key priority areas:

KEY PRIORITY AREA
2 Transport and Infrastructure

KEY PRIORITY AREA
3 Natural and Built Environment

KEY PRIORITY AREA
4 Regional Economy

Strategic Community Plan objectives:

Objective 2.3: Maintain a high standard of community infrastructure
Objective 3.4: Facilitate urban design, diversity of land uses, and enabling infrastructure
Objective 3.5: Deliver sustainable waste management services
Objective 4.3: Promote Bunbury as a place that supports commercial, residential and social development

Strategic Community Plan community themes:

Theme Two - Sustainability
Theme Seven - Community connection
Theme Ten - Health

Relevant Local strategies, plans or policies:

- Local Planning Strategy: Activity Centres and Neighbourhoods (LPS-ACN) (2011)
- Bunbury Local Housing Strategy 2021

* as updated

Neighbourhoods need to be safe, accessible and vibrant, and offer residents with diverse lifestyle needs opportunities to live in a range of house types.

Introduction

Population, housing trends and the demand for future dwellings in Bunbury need to be considered in context. The City of Bunbury is not a ‘stand-alone town’, rather it is in effect the ‘inner city’ for the Greater Bunbury urban area. As such, Bunbury’s demographics and housing characteristics are somewhat different to those of the wider region. The trends most relevant to Bunbury can be briefly summarised as follows:

- steady population and dwellings growth over time
- significant ageing of the population
- rapidly increasing numbers of one and two person households
- the dominance of the separate house type to remain
- flats, units, apartments, semi-detached dwellings and townhouses to be the main focus of future housing demand.

Broad Strategic Intent

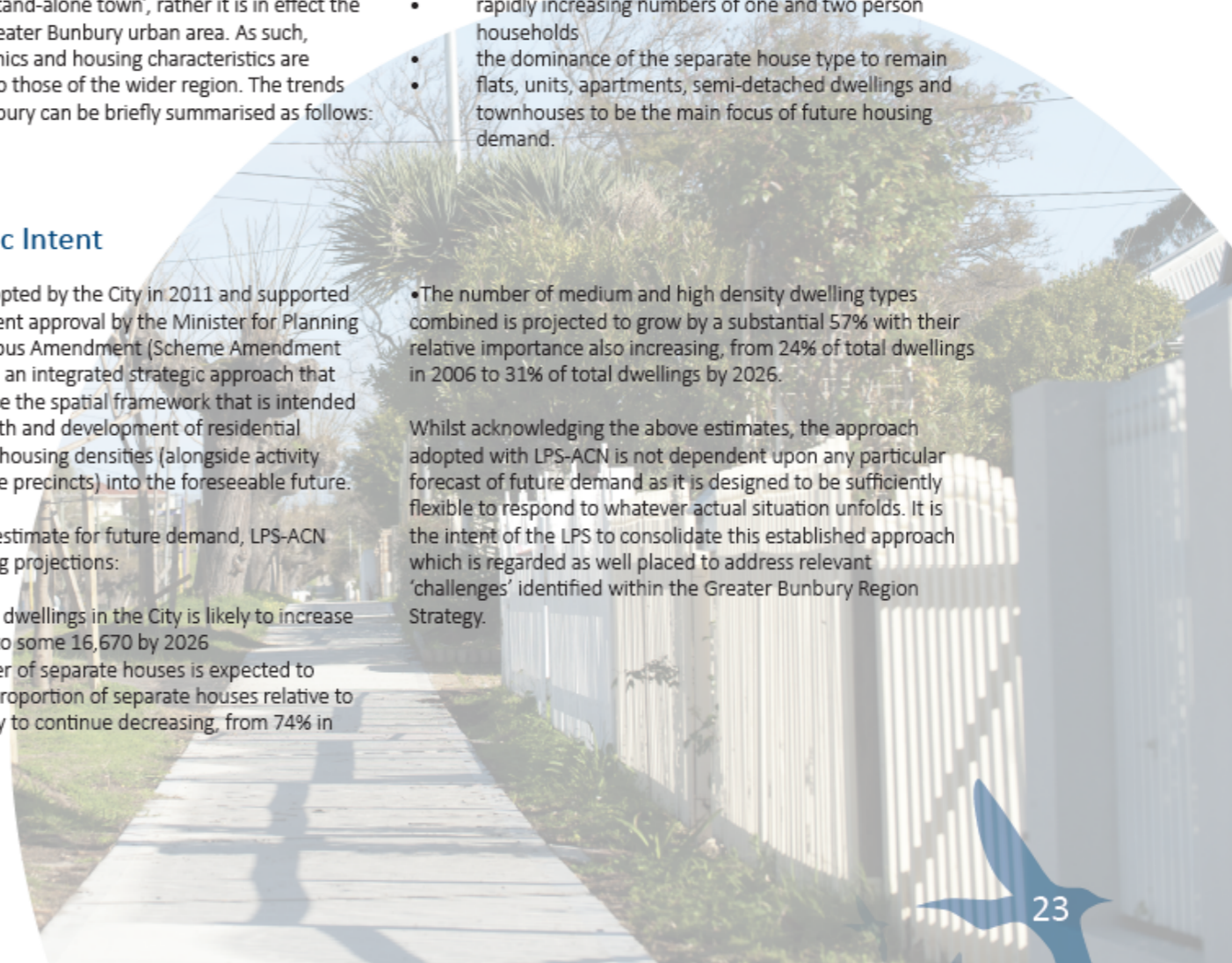
The LPS-ACN was adopted by the City in 2011 and supported through the subsequent approval by the Minister for Planning of the R-Codes Omnibus Amendment (Scheme Amendment No. 38). It introduced an integrated strategic approach that essentially put in place the spatial framework that is intended to underpin the growth and development of residential neighbourhoods and housing densities (alongside activity centres and mixed use precincts) into the foreseeable future.

Using a trend-based estimate for future demand, LPS-ACN provided the following projections:

- The total number of dwellings in the City is likely to increase by 24% from 13,444 to some 16,670 by 2026
- Although the number of separate houses is expected to increase 13.4%, the proportion of separate houses relative to total dwellings is likely to continue decreasing, from 74% in 2006 to 68% by 2026

• The number of medium and high density dwelling types combined is projected to grow by a substantial 57% with their relative importance also increasing, from 24% of total dwellings in 2006 to 31% of total dwellings by 2026.


Whilst acknowledging the above estimates, the approach adopted with LPS-ACN is not dependent upon any particular forecast of future demand as it is designed to be sufficiently flexible to respond to whatever actual situation unfolds. It is the intent of the LPS to consolidate this established approach which is regarded as well placed to address relevant ‘challenges’ identified within the Greater Bunbury Region Strategy.



ii) Adding and modifying strategy text boxes appearing under ‘Strategies’, and iii) Text that provides the detail associated with each numbered strategy on page 24, such that the page appears as follows:

2

- 2A-1.1** Apply medium or high density R-codes appropriate to each level of the activity centres hierarchy within the walkable catchments of the activity centres (including City Centre) and the mixed use activity corridors.
- 2A-2.1** Respecting established character, apply a balanced range of low to medium (R40) density over all residential areas, except:
 - a) in the vicinity of designated activity centres
 - b) where co-locating new residential development alongside a major transport hub in keeping with transport orientated (TOD) principles
 - c) subject to comprehensive planning and investigation, appropriate land parcels within a recognised Housing Focus Area.
- 2B-1.1** Support initiatives geared towards the provision of special needs housing including affordable housing, social housing and housing for the aged.
- 2B-2.1** Consider housing need, including adaptability and affordability in the preparation of local structure plans.
- 2B-3.1** Introduce provisions into the Scheme that addresses housing for aged persons and guides opportunities for appropriate housing development within community purpose zoning.
- 2B-4.1** Assist the State government in the preparation of population and settlement studies and implementation of related projects as contemplated by the Bunbury-Geographe Sub-regional Strategy.
- 2B-5.1** Investigate, trial and implement initiatives within established urban areas that will improve the range, availability and affordability of local housing stock.
- 2C-1.1** Prepare and apply design standards and policy area guidelines as appropriate within residential precincts and neighbourhoods that ensure new development, including higher density infill development, maintains or improves streetscapes and the established (or intended) character and amenity of the locality.
- 2C-2.1** In planning for new residential neighbourhoods ensure that residential or mixed-use land adjacent to or in the vicinity (walkable pedshed) of an activity centre is appropriately coded for medium or high residential density.
- 2C-3.1** The support of variations to minimum and average lot sizes will be considered in accordance with State Planning Code Regulations where this achieves satisfactory infill design and development outcomes.



Strategies

- Higher density R-codes in activity centres
- Accommodate low and medium density in residential areas while safeguarding residential character
- Activity centre planning information
- Housing need consideration in structure planning
- Support for aged persons accommodation
- Assist housing needs assessment projects
- Facilitate greater housing choice
- Residential design standards and guidance
- Appropriate R-Coding in new residential neighbourhoods
- Applying variations to minimum standards in appropriate circumstances

Intentions

General

2A: To facilitate the evolution of a pattern of mutually supportive residential neighbourhoods and their activity centres, that contribute to the economic, social and environmental sustainability of Bunbury.

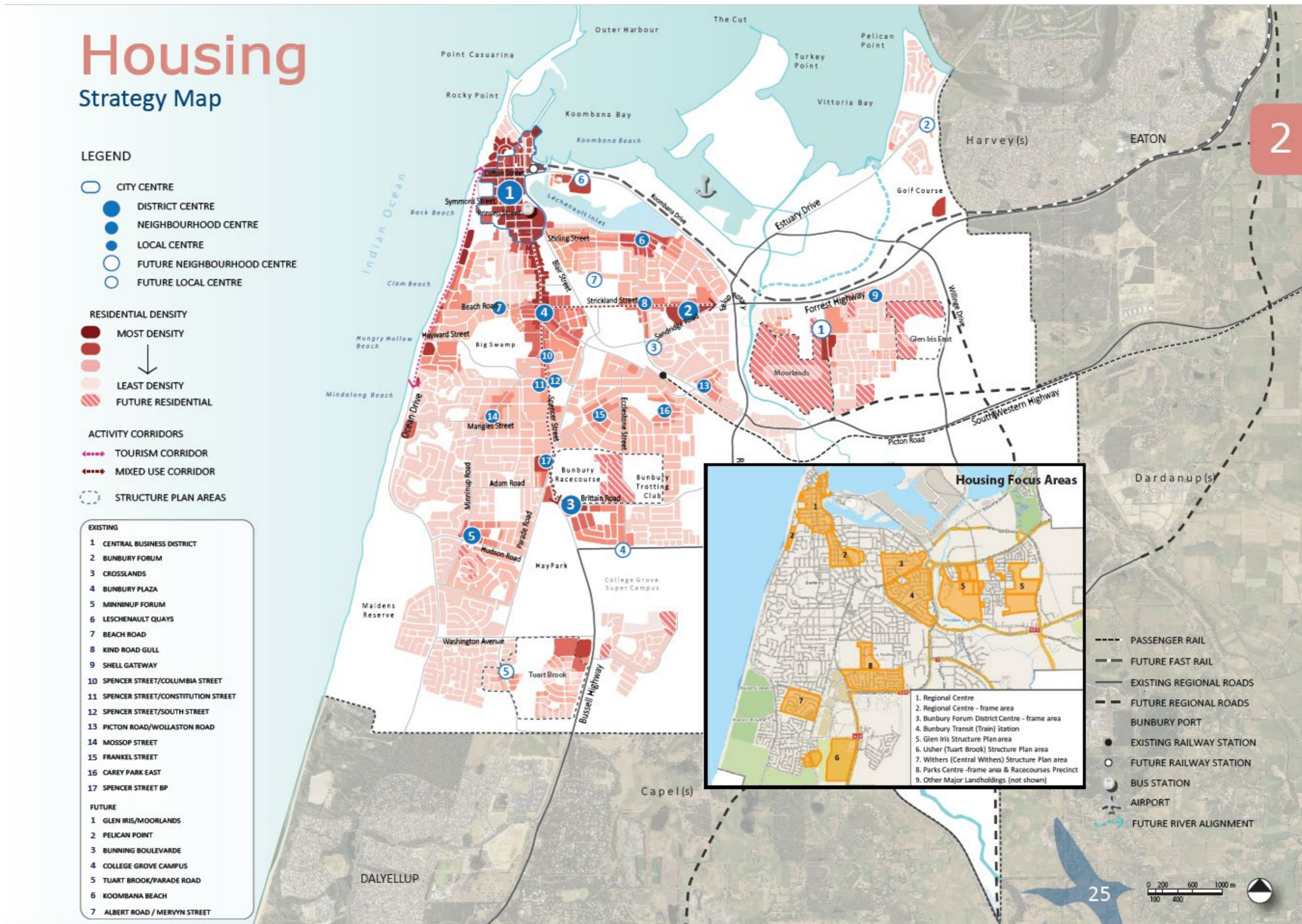
Housing Diversity and Need

2B: To provide a diverse range of housing in terms of lot sizes and housing types that reflect changing demographics, housing need and lifestyle preferences.

Residential Character

2C: To safeguard and enhance the valued individual character and amenity of established residential neighbourhoods whilst accommodating change that delivers or contributes to, an improved quality of place over time.

iv) Modifying the Housing Theme Strategy Map on page 25 by including identified 'Housing Focus Areas' as a graphic insert, such that the page appears as follows:



**10.4.4 Proposed Scheme Amendment No.13 To City of Bunbury Local Planning Scheme No.8:
 Proposed Additional Uses At Lot 17 Vittoria Road, Glen Iris**

File Ref:	DD/12/2024/1/1
Applicant/Proponent:	Tecon Australia
Responsible Officer:	Alice Baldock, Senior Planning Officer
Responsible Manager:	Barbara Macaulay, Manager Planning and Building
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.4.4-A: Local Planning Strategy Map Appendix 10.4.4-B: Scheme Amendment No.13 Report

Summary

Scheme Amendment No.13 has been prepared by Tecon Australia on behalf of the landowner of Lot 17 (#17) Vittoria Road, Glen Iris. The proposal is referred to Council for adoption for the purpose of advertising. Following advertising, the proposal will be referred back to Council along with any submissions for consideration.

The proposal seeks to amend the City of Bunbury’s Local Planning Scheme No.8 (LPS8) to include the additional use rights for the subject site under Schedule 1 – Schedule of Additional Uses. The purpose of the amendment is to rationalise the ‘Tavern’ land use which is currently being considered as part of a development application under assessment by the State Development Assessment Unit (SDAU) through the Part 17 Significant Development Pathway.

The amendment is considered a standard amendment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Executive Recommendation

That Council, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* resolves to:

1. Adopt for the purpose of advertising, modifications by inserting Lot 17 Vittoria Road as a new entry within Schedule 1 – Table 4 Additional Uses Table and identifying ‘Tavern’ as a discretionary ‘D’ land use in accordance with the amending pages of the Scheme Amendment No.13 Report.
2. Refer a copy of the proposed Standard Scheme Amendment No.13 to the Department of Planning, Lands and Heritage (DPLH) for review in accordance with section 83A of the *Planning and Development Act 2005*.
3. Refer a copy of the proposed Standard Scheme Amendment No.13 to the Environmental Protection Agency (EPA) for review in accordance with section 81 of the *Planning and Development Act 2005*.
4. Determine that proposed Scheme Amendment No. 13 is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
 - (a) The amendment is not a complex or basic amendment; and

- (b) it does not result in any significant environmental, social or economic impacts on the land or surrounding area.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Prosperity
Aspiration	A strong and diversified economy.
Outcome 11	A strong, resilient and diverse economic hub for the South West region.
Objective 11.3	Support local business innovation and success.

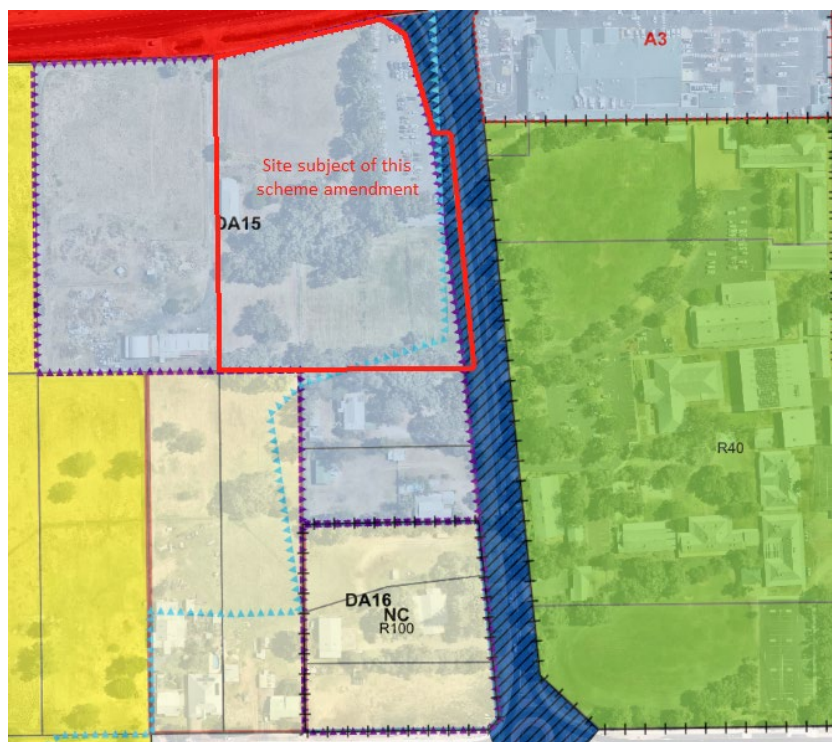
Pillar	Place
Aspiration	An integrated, vibrant and well planned City.
Outcome 7	A community with high quality urban design and housing diversity.
Objective 7.1	Promote responsible planning and development.

Regional Impact Statement

The proposed amendment will not have a regional impact.

Background

The subject site is zoned Service Commercial with a portion of the site reserved as District Distributor Road under LPS8. In addition, the site is located within a Development Area Special Control Area (DA15) and Flood Prone Land Special Control Area. The subject site abuts Service Commercial zoned properties to the south and west, the Forrest Highway to the north and Vittoria Road to the east. The Service Commercial zoned lots to the south further adjoin Neighbourhood Centre zoned lots, with these southern lots being identified as the future commercial centre for Glen Iris.



The lot is subject to a development application which is currently being considered by the Western Australian Planning Commission's (WAPC) SDAU team through the Part 17 Significant Development Pathway. The Part 17 Significant Development Pathway was a temporary initiative introduced by the State Government in 2020 to encourage major developments as part of its COVID-19 economic recovery program. The SDAU must have due regard for the local planning framework in determining Part 17 applications. However, it also undertakes a more strategic assessment to consider non-planning related matters in the public interest and the broader economic, social and environmental benefits. As part of this application process, the SDAU can consider a 'Tavern' land use on the site, despite it currently being a nonpermitted ('X') land use, if a Scheme amendment is run concurrently.

The development subject of the SDAU application, known as the Glen Iris Village project, has been summarised by the applicant as a mixed-use development which is designed around a central urban village green. The development will include innovative architectural design, a high level of landscaping and pedestrian connectivity throughout the site.

The City of Bunbury Local Planning Strategy 2018 (Strategy) contains a Business and Commerce strategy map which identifies the subject lot as having the potential to be consider with a 'Tavern' land use through the scheme amendment process (**attached** at Appendix 10.4.4-A). The Strategy identifies that a 'Tavern' land use may be suitable for this specific locality, however such a land use activity is not necessarily appropriate across the entire Service Commercial Zone. The reason being that the 'Service Commercial Zone' is primarily car dependent and therefore should not include land uses that are dependent on or require public transport and pedestrian amenities.

A full copy of the Scheme Amendment report is **attached** in Appendix 10.4.4-B.

Council Policy Compliance

There is no Council policy that relates to the assessment of the Scheme Amendment.

Legislative Compliance

The following statutory planning instruments of the State Planning Framework and Local Planning Framework are of relevance to considering this proposed standard amendment to the Scheme:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- State Planning Policy 7.3 Residential Design Codes Volume 1 (R-Codes)
- City of Bunbury Local Planning Strategy 2018;
- City of Bunbury Local Planning Scheme No. 8 (LPS8); and
- Local Planning Policy 1.2 Special Control Area – Development Areas.

Officer Comments

The proposed scheme amendment has been assessed against the relevant State and Local policy framework and is generally consistent with the framework. The amendment is therefore considered to be a standard scheme amendment under the *Planning and Development (Local Planning Schemes) Regulations 2015*. The purpose of the amendment is to introduce the additional land use of 'Tavern' concurrently with the consideration and public advertising of the Part 17 application.

Local Planning Policy 1.2: Special Control Area – Development Areas (LPP 1.2) sets out the orderly and proper development outcomes for each Development Area Special Control Area. LPP 1.2 identifies this site (DA15) as the ‘Glen Iris Gateway’, with the following aspiration:

“An attractive integrated node of bulky goods showrooming and commercial services forming part of a gateway precinct to Glen Iris – Moorlands and the city, which is accessed by an efficient, legible and safe pedestrian and vehicular movement network that adequately caters for employee and visitor parking and provides suitable servicing, loading and unloading arrangements”

This is further reinforced by the endorsed Glen Iris District Structure Plan which identifies the Service Commercial zoned site, together with the future Neighbourhood Centre located south of this site as forming a business and community hub for Glen Iris. On this basis it is reasonable to consider a ‘Tavern’ land use as compatible within a comprehensively developed ‘pedestrian friendly’ commercial hub which supports the designated Neighbourhood Centre Zone.

The scheme amendment report has undertaken assessment of the proposed land use with regards to traffic, amenity and public interest in accordance with the notation on the Strategic map. It is considered that these items would be addressed and considered through the assessment of a development application for the land use.

City officers have identified that a modification to the proposed land use permissibility (from a ‘D’ to an ‘A’ use) for the ‘Tavern’ may require review to control the impact on amenity for any future development proposals. It is noted that following advertising of the proposal, any recommended modifications to the scheme amendment will be presented to Council for decision.

Analysis of Financial and Budget Implications

There are no known financial or budgetary implications of progressing a standard amendment to the Local Planning Scheme.

Community Consultation

Standard amendments are publicly advertised for a period of not less than 42 days in accordance with *the Planning and Development (Local Planning Schemes) Regulations 2015*. The community consultation for this scheme amendment is intended to be undertaken concurrently by the SDUA with the public consultation for the Part 17 application.

Following public advertising, the amendment proposal would be returned to Council for its further consideration, together with any submissions received during the statutory advertising period.

Councillor/Officer Consultation

The proposal has been referred to the City of Bunbury’s Development Coordination Unit (DCU) for professional advice and technical assessment prior to the finalisation of this report.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

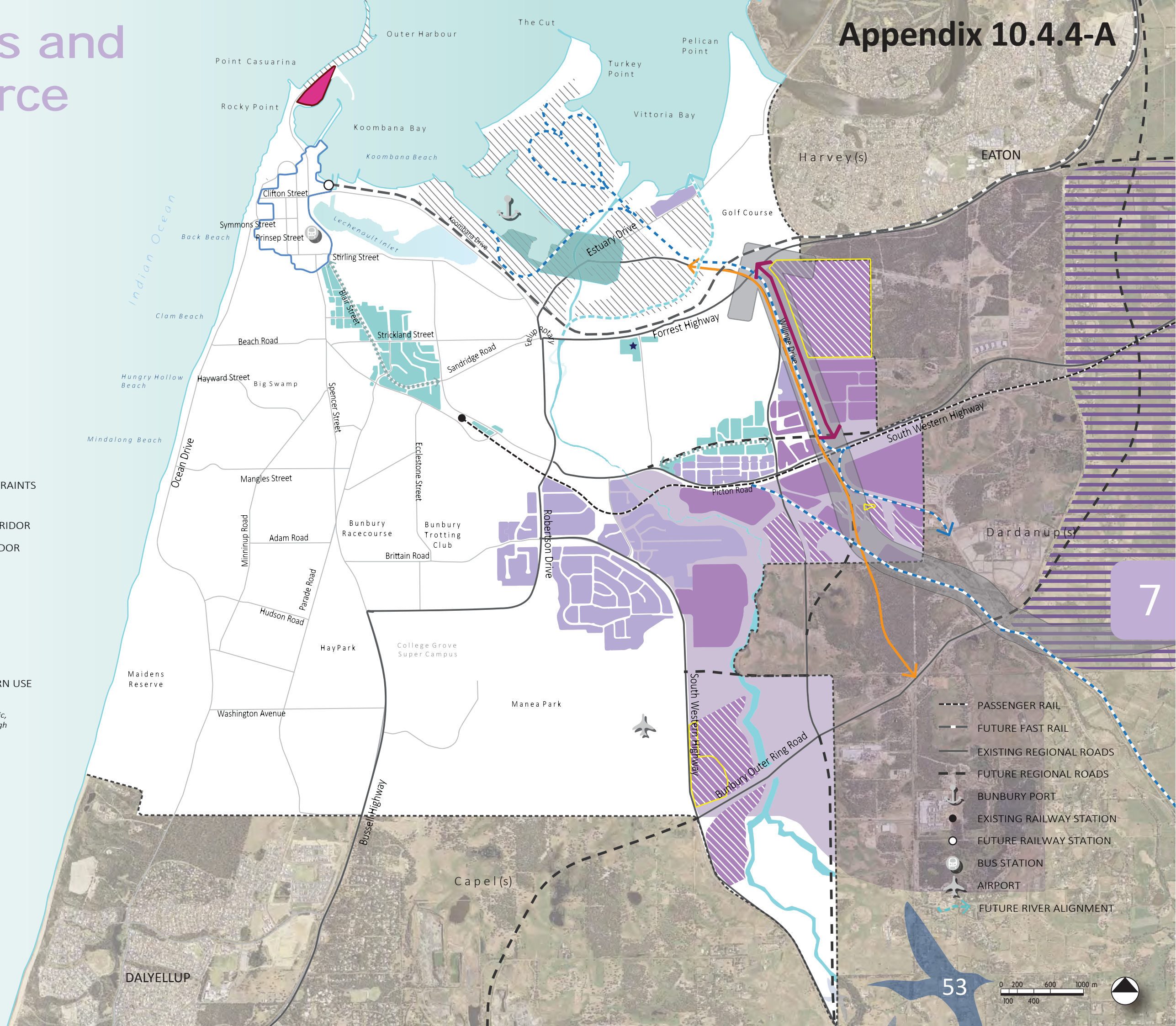
Subject to adoption by Council, the amendment documentation will be forwarded to the EPA and DPLH for 30 days for review and advertised for not less than 42 days following their response.

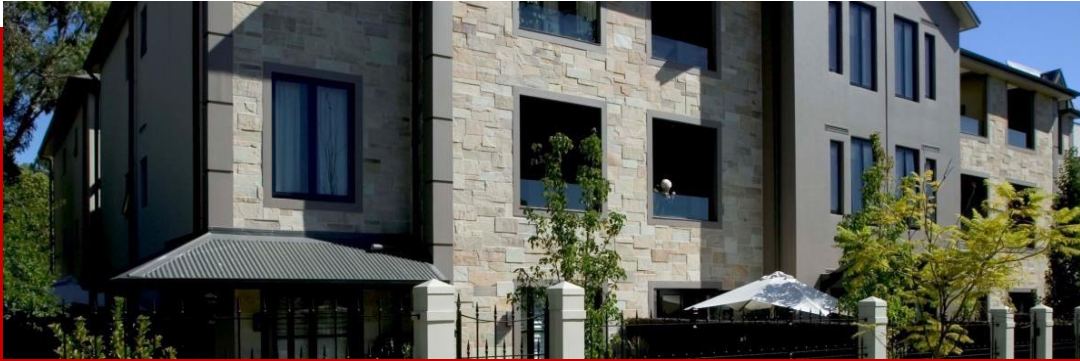
Business and Commerce Strategy map

LEGEND

-  CITY CENTRE
-  PORT LAND
-  FUTURE PORT EXPANSION
-  PROPOSED HARBOUR PRECINCT
-  SERVICE COMMERCIAL AREAS
-  SERVICE COMMERCIAL CORRIDOR
-  HIGHER IMPACT INDUSTRIAL AREAS
-  LOWER IMPACT INDUSTRIAL AREAS
-  FUTURE INDUSTRIAL AREAS
-  POTENTIAL ENVIRONMENTAL CONSTRAINTS
-  PROPOSED WATERLOO SERVICE CORRIDOR
-  GLEN IRIS (PRESTON) SERVICE CORRIDOR
-  PROPOSED PORT ACCESS ROAD
-  FREIGHT RAILWAY LINE
-  PRESTON INDUSTRIAL PARK
-  WATERLOO INDUSTRIAL PARK
-  MAY INCORPORATE A FUTURE TAVERN USE
(Subject to further detailed investigation and assessment. This use should not be implied as a 'use of right' given the need to address traffic, public interest, amenity and related issues through a scheme amendment process)

-  PASSENGER RAIL
-  FUTURE FAST RAIL
-  EXISTING REGIONAL ROADS
-  FUTURE REGIONAL ROADS
-  BUNBURY PORT
-  EXISTING RAILWAY STATION
-  FUTURE RAILWAY STATION
-  BUS STATION
-  AIRPORT
-  FUTURE RIVER ALIGNMENT





City of Bunbury Local Planning Scheme No.8 Amendment 13

Tecon Ref: 180102

Date: 28 May 2024

Rev: 1

Tecon Australia

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AUSTRALIA

Building Surveyors, Certifiers, Town Planning Consultants

Title:	City of Bunbury Local Planning Scheme No.8 Amendment 13
Production Date:	May 2024
Prepared By:	Tecon Australia
Author:	K Richardson
Editor:	G Fitzgerald
Review Status:	
Project Name:	Glen Iris Village
Project Number / File Reference:	180102

Modifications List:

Version:	Date:	Amendments:	Prepared by:

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Planning and Development Act 2005

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

**City of Bunbury Local Planning Scheme No. 8
Scheme Amendment No. 13**

Resolved that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

- (i) Amending Local Planning Scheme No.8 map to identify Lot 17 on Plan 1856 As Additional Use No.20.
- (ii) Amending Local Planning Scheme No.8 text at Schedule 1 – Schedule of Additional Uses by adding in the following text:

"No.	Description of Land	Additional Use	Conditions
A.U. 20	Glen Iris Village Lot 17 Vittoria Road, Glen Iris	The following land use classes are listed as discretionary "D" uses: - <input type="checkbox"/> Tavern	1. <input type="checkbox"/> Development in accordance with that made under Part 17 of the Planning and Development Act 2005 (part 17B).

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it serves to:

- (a) reflect the notation as presented in The City of Bunbury Local Planning Strategy.
- (b) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme amendment; and
- (c) This is not a complex or basic amendment.

Dated this day of 20xx

.....
(Chief Executive Officer)

1 Preliminary

1.1 Introduction

This local planning scheme amendment report has been prepared for the purposes of effecting an amendment to the City of Bunbury Local Planning Scheme No.8 (LPS8) by modifying the Scheme Text and Scheme Map to:

- a) Include at Schedule 1 – Additional Use Table No 4 – Additional Uses Table, an additional use class of ‘Tavern’ to Lot 17 Vittoria Road, Glen Iris; and
- b) Modify the scheme map accordingly.

The report has been prepared by Tecon Australia on behalf of Greentime Holdings Pty Ltd, the registered proprietor of Lot 17 Vittoria Road, Glen Iris.

The proposed scheme amendment seeks to add an additional use class specific to Lot 17 Vittoria Road. Such a modification is necessary to ensure consistency with the Local Planning Strategy.

This report will discuss various issues pertinent to the proposal, including:

- Site details
- Town Planning considerations
- Proposed scheme amendment
- Context with proposed development of the site and immediately surrounding area.

We respectfully seek the support of the City of Bunbury, Western Australian Planning Commission (WAPC) and the Minister for Planning for the proposed scheme amendment.

2 Site details

2.1 Land description

The site is described in Table 1 below.

Street Address	Lot Number	Plan	Certificate of Title	Landowner
17 Vittoria Road	17	P1856	1809/567	Greentime Holdings Pty Ltd

Certificate of Title is provided at Appendix 1.

2.2 Location and site context

The suburb of Glen Iris is located within the City of Bunbury which is a local government area in the Southwest Region of Western Australia and the Bunbury Geographe subregion. The City is 180 kilometres south of Perth,

covers an area of 65.7 square kilometres with a long western boundary of Geographe Bay. It has a population of 34,000 people. The adjoining hinterland is largely agricultural land with scattered small towns, mining operations and rural lifestyle living areas.

The City of Bunbury includes a major port and is a significant service centre for the region. The State Planning Strategy defines Bunbury as the State’s second city and a regional centre with high order economic and social infrastructure.

Glen Iris is a discrete suburban area defined by the Forrest Highway and the Port to the North, the South West Highway to the South, the Port Service Corridor to the East and the Preston River to the West.

The site itself is location on the corner of Forrest Highway and Vittoria Road and acts as a gateway entrance location to the City of Bunbury.



Figure 1 – Location

3 Proposed scheme amendment

3.1 Background and key issues

The proposed “Tavern” forms part of an application that is currently before the State Development Assessment Unit (SDAU).

The significant development application is for the establishment of a mixed use urban village at Glen Iris in the City of Bunbury. The Glen Iris Village has an estimated value of \$33.5 million and will make a major contribution to the economic and social recovery needed with the on-going impact of the Covid 19 virus and its variants. The financial value and significant economic impact of the project qualifies it as a Form 17B application to be assessed and determined by the State Development Assessment Unit and the Western Australian Planning Commission.

The Glen Iris Village will provide a unique commercial and civic environment through innovative architectural design, extensive landscaping with a heavy emphasis on native trees and plants dual use paths connecting the key elements and open space areas where people can meet, eat and recreate.

There have been many planning matters that have delayed the orderly and proper planning of the Glen Iris suburban area. The Glen Iris Village project has addressed the major impediments to development through extensive consultation with key stakeholders and the appointment of consultants in the areas of civil and traffic engineering, architecture, surveying, landscaping, hydrology, economic modelling, bushfire assessment, waste management and sustainability. When completed, the village will provide a much-needed community focus for the current and a future population of Glen Iris that will grow to 10,000 people. It will also facilitate the continued investment and growth of the area currently undeveloped.

The proposed Tavern has been located on the North-east corner of the site to provide a corner statement piece and landmark, becoming a wayfinding piece of architecture on the gateway to the south-west. The intention of the tavern is to showcase locally made beverages and produce and will provide a full dining experience. The uses of a natural local material palette, including stone, aggregate concrete, wood-look aluminium and corrugated iron assists in grounding the building into its location and highlighting its south-west identity.

Access to the tavern is from the Village Green side of the building, to the south. An outdoor dining space overlooks and interacts with the Village Green, ensuring there is a visual connection. Although there is a vehicular access path to the building, this is limited to suppliers and drop off/pick up zone only.

3.2 Future Tavern Use

It is a common hospitality business model to provide licensed venues that are targeted as safe and comfortable venues for not just men and women, but also for children. Laws around smoking and unaccompanied access to venues, means that Taverns can be considered family safe venues that provide a community with a space that facilitates gatherings, strengthens community relationships and encourages wider social interaction.

As identified by the notation in the Local Planning Strategy, while identification of the land use "Tavern" at this site has been nominated, detailed assessment of the Tavern use is to be further investigated. This has been undertaken through both the Part 17 Significant Development Application and the subject scheme amendment.

Assessment of this proposed use focused on the following:

Traffic

Amenity

Public Interest

Traffic

Traffic Impact has been extensively examined as part of the Part 17 application and included the preparation of a Transport Impact Assessment (TIA). The TIA examined the impacts of the proposed Glen Iris Village development, inclusive of the proposed tavern use, upon the adjacent transport network with a focus on traffic operations, circulations and car parking requirements.

The TIA was prepared in accordance with the Western Australian Planning Commission (WAPC) *Transport Assessment Guidelines for Developments: Volume 3* and concluded the following:

- The Site is anticipated to generate 246 vehicle trips in the AM peak, 700 vehicle trips in the PM peak and 587 trips in the Friday Midday peak.
- The Site will include a parking supply of 236 parking bays, which represents a surplus of 13 bays when compared to the statutory requirements of 223 parking bays. In specific relation to the ‘Tavern’ land use, the NLA proposed results in the need for 37 car bays, which have been accounted for in the overall provision of bays for the site.
- Swept path analysis undertaken for an 8.8m Medium Rigid Vehicle (MRV) confirms that a MRV is able to circulate within the Site and manoeuvre to/from the proposed waste collection and service areas. Furthermore, a swept path for a 17.2m fuel tanker entering and exiting the services station was also conducted with no conflicts identified.

Based on the SIDRA intersection analysis, the following conclusions have been reached:

- The model results suggest that blocking back from the existing BFM entry results in substantial impacts on the surrounding road network across all scenarios. However, it is beyond the scope of this TIA to propose potential mitigation measures to resolve this issue as it primarily revolves around parking arrangements internal to the BFM site.
- Vittoria Rd/Forrest Hwy intersection operates beyond practical capacity without the east-west link
- All intersections along the East-West link through the Glen Iris Village, as well as the proposed left-in, left-out access on Vittoria Road, are shown to operate best for Scenarios 1+2 as the East-West Road assumed in these scenarios allows for a better distribution of traffic to the intersections on Forrest Highway.
- The new signalised intersection is shown to operate satisfactorily for all scenarios.
- The introduction of the new road funded by the state and federal governments will have a substantial positive impact on the existing road network.
- The further assessment scenario shows that the Vittoria Road/School Access/Development Access intersection will operate satisfactorily as a 4-way priority-controlled intersection, on the assumption that the East-West link will be provided.

Amenity

The Glen Iris suburb has evolved through ad hoc development projects which have resulted in pockets of independent urban areas with poor connectivity with the suburb as a whole. There is no community focus, limited retail choice and social infrastructure to support the current and future population of 10,000 people.

The Glen Iris Village project will make a significant contribution to creating a sense of community through a range of retail uses and community infrastructure including the proposed tavern overlooking a village green.

The Glen Iris Village has been designed as a community project, with the facilities planned to provide a sense of community and belonging. To avoid creating a concrete jungle and a wide expanse of car parking, the project, including the Tavern, is designed around a central village green. This area will provide a safe and pleasant connection with the Farmer’s Market and an attractive and comfortable space for people to relax and interact. This will be the first licensed venue in the suburb of Glen Iris.

The developer is a believer in developing strong relationships and opportunities for local farmers and retailers to showcase the best produce from the South West Region. Creating opportunities such as the tavern throughout the project area to give effect to this objective, is a commitment by the developer.

Public Interest

Public Interest Assessment (PIA) are undertaken as a separate process to support applications made to the Department of Local Government, Sport and Cultural Industries (Director of Liquor Licensing) for various liquor license proposals.

Liquor License proposals are not made until such time approvals are received for the land use.

Elements of Public Interest have been considered in the formulation of the subject scheme amendment and part 17 application and will be refined and documented as part of the formal application process at the appropriate stage. It is important to highlight that there are no current licensed venues in Glen Iris. Notwithstanding the separate process for PIA, the main elements can be summarised below.

Manner of Trade and target client base:

The proposed tavern is intended to be a family friendly venue show casing locally made beverages and products and will provide a full dining experience.

The premises will attract a diverse group of people, including but not limited to:

- Tourists: visitors to Bunbury who are staying in nearby accommodation enjoying attractions within walking distance to the premises.
- Families: families looking for a safe and comfortable setting for a relaxed lunch or dinner experience.
- The premises will be able to cater for customers seeking the convenience of both an extended meal in the sit-down restaurant or a quick drink and / or meal.

Identification of At Risk Groups (harm or Ill Health):

The following groups have been identified as possible 'at risk' groups.

Youth (Under 18)

Children and young people need to be protected from any potential of harm or ill health that may be attributed to alcohol. Staff training and internal policy around responsible service of alcohol or theft of alcohol by under 18s takes priority. Training with regards to ID checks and by securing alcohol from theft. Liquor to be used during service will be stored behind bar service areas and in refrigerators with clear glass doors behind the bar and also within the "tap" systems.

Bulk Liquor stock will be stored in designated storage areas which are not accessible to the general public.

It is acknowledged the venue is in close proximity to other facilities frequented by youth, including a School. The operator will need to pay particular attention to daytime attendance at the venue (i.e. when children should be attending school) and will not permit entrance to the facility for any juvenile who is not accompanied by or under supervision of a responsible adult. The following documents are the only forms of identification that will be accepted by the proponent and their employees to prove age in circumstances where they suspect a person is juvenile:

- A current Australian driver's license with a photograph.
- A current passport. - A current Australian learner's drivers permit with photograph.
- WA Proof of Age car or equivalent issued in an Australian State or Territory.

A number of strategies can be implemented to minimise the harm or ill health associated with alcohol consumption. Including

- As per responsible service of alcohol, staff will refuse service to intoxicated persons and they will be asked to leave the premises if it safe for them to do so.
- Free water is available. - Menu provides for a range of low or no alcohol options.
- Food availability at all times which can minimise the potential for intoxication.
- At all times the premises is open, an Approved Manager will be on site.
- CCTV throughout the premises as well as at the entrance.

- Provision of security on weekends from 9.30pm until close.
- Further to the RSA qualifications required by all staff, the applicant will also provide staff training which will address:
 - Knowledge of the relevant legislation
 - How to identify and refuse service to intoxicated customers
 - Checking of identification
 - Customer service
 - Emergency and evacuation procedures

The Department of Health website (https://ww2.health.wa.gov.au/Articles/F_I/Factors-contributing-toalcohol-related-harm-or-ill-health) provides examples of factors that may reduce the risk of alcohol related harm or ill-health. These include:

- Venue Design: comfortable drinking venues with adequate seating are associated with lower levels of alcohol consumption and associated violence and disorder.
- Food availability: Food availability can minimise the potential for intoxication.

3.3 Proposed amendment to LPS No.8

The application relating to Glen Iris Village was made following the amendments to the *Planning and Development Act 2005* (WA) (PD Act) and in particular Part 17 of the PD Act - special provisions for COVID-19 pandemic relating to development applications (Part 17).

The purpose of the amendments, are noted as being particularly aimed at facilitating investment and economic activity by developers in a response to COVID 19 pandemic and to stimulate the economy. In addition the part 17 provisions are aimed at providing a streamlined assessment pathway for significant developments.

In brief, the recent amendments incorporate a new Part 17 into the PD Act, which relevantly provides:

1. a definition of ‘significant development’
2. during the recovery period, applications for approval of ‘significant developments’ may be made to the WAPC (pursuant to sections 271 and 272 of the PD Act);
2. the WAPC to determine applications for ‘significant developments’ as soon as is reasonably practicable (pursuant to s274(3) of the PD Act);
3. the effect of a decision made by the WAPC on a development application is the same as if it had been made by the normal decision-maker (see s277(2)); and
4. the decision can be reviewed in the State Administrative Tribunal.

Importantly, in accordance with s275 of the PD Act, while the WAPC may have regard to a legal instrument when making their decision, they are not bound or restricted by such instruments (as a decision-maker ordinarily would be). Relevantly a ‘legal instrument’ is defined in s269 of the PD Act and includes (amongst other things) legislation, planning schemes, plans, policies and local laws.

The WAPC must have due regard to the planning framework however it also undertakes a more strategic assessment to consider non-planning related matters in the public interest and the broader economic, social and environmental benefits that can be delivered for the State in response to the ongoing impacts of the COVID 19 pandemic.

Notwithstanding the ability for the land use ‘Tavern’ to be considered in the Part 17 application, despite being a non-permitted land use, the proponent is keen to pursue a scheme amendment to rationalise the land use concurrently to Part 17 application being considered and formally advertised.

As such, the proposed amendment to City of Bunbury Local Planning Scheme No.8 would see the land use Tavern applied as an Additional Use and included as such in Schedule 1 (Table 4) of the scheme text.

This would be applicable to Lot 17 Vittoria Road only and be conditioned to be in accordance with that approval sought under 17B of the Planning and Development Act 2005.

4 Strategic Planning Framework

4.1 Greater Bunbury Region Scheme

The Glen Iris Village project including the proposed Tavern is subject to the Greater Bunbury Region Scheme (GBRS). The project land is zoned Urban and abuts Forrest Highway which is reserved as a Primary Regional Road. The Urban zoning provides for residential development and associated local employment, recreation and open space, shopping, schools and other community facilities. The Primary Regional Road forms part of a regional road network which will accommodate current and future transport needs on roads declared under the Main Roads Act 1930. The City of Bunbury Local Planning Scheme must be in conformity with the Greater Bunbury Region Scheme.

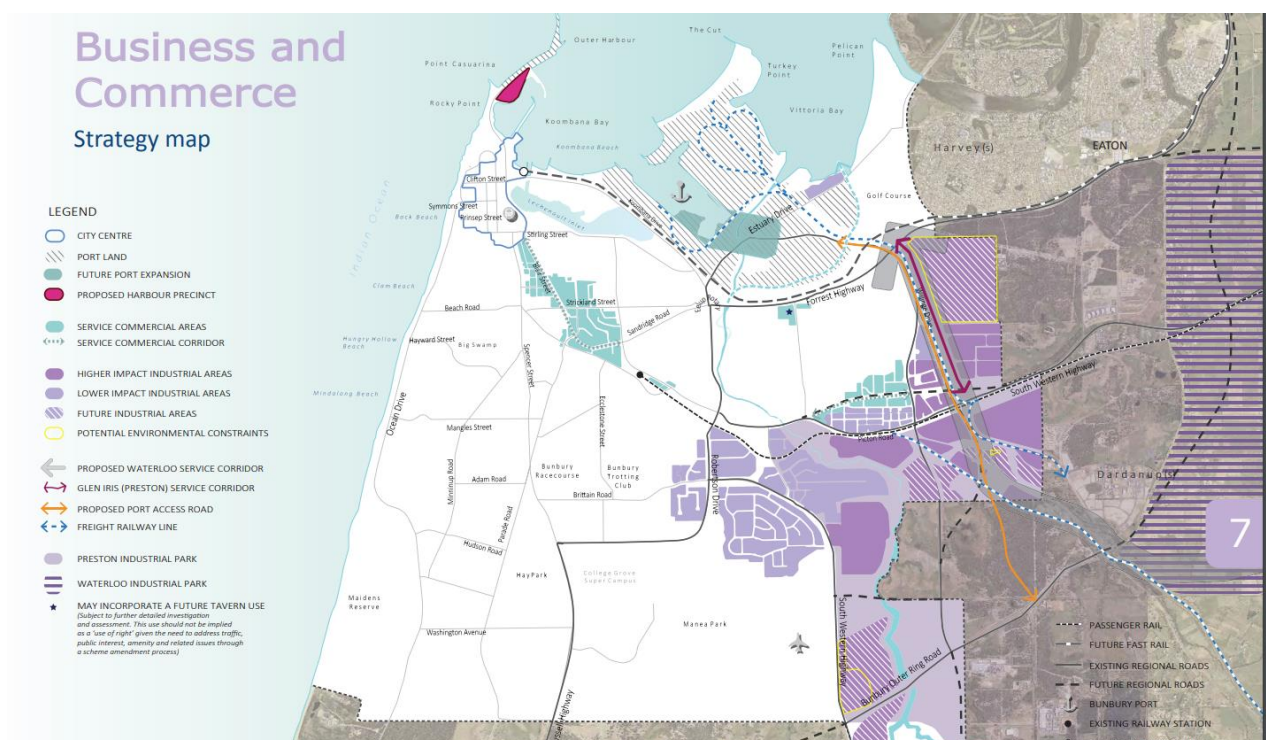
4.2 Local Planning

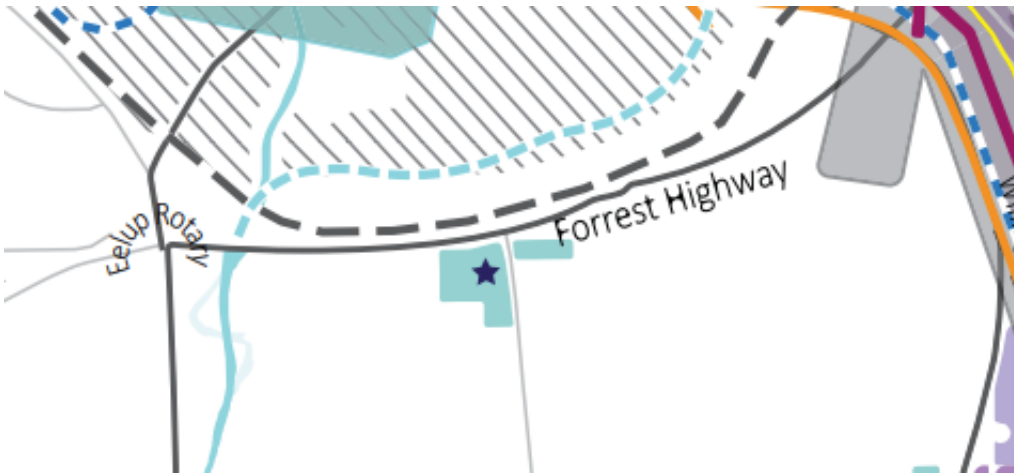
City of Bunbury Local Planning Strategy

The Strategy provides for the long-term strategic planning direction for the City of Bunbury and presents a guiding rationale for the Local Planning Scheme.

The subject land is identified as Service Commercial which allows for mixed business development. The Strategy also shows, on the Business and Commerce Map (See Fig. 2) a notation relating to the potential for a future Tavern use on Lot 17 subject to conditions relating to traffic, amenity and public interest.

The Tavern use forms part of the Glen Iris Village masterplan and is designed as an adjunct to the adjoining village green, an entry statement to the Village and the City and, a facility that will encourage social interaction. Traffic is managed within the total project area with adequate parking provision and safe access.





★ **MAY INCORPORATE A FUTURE TAVERN USE**
(Subject to further detailed investigation and assessment. This use should not be implied as a 'use of right' given the need to address traffic, public interest, amenity and related issues through a scheme amendment process)

Figure 2 – City of Bunbury Local Planning Strategy

City of Bunbury Local Planning Scheme No.8

The subject site is zoned 'Service Commercial' and contained within a SCA Development Area (See Fig. 3).

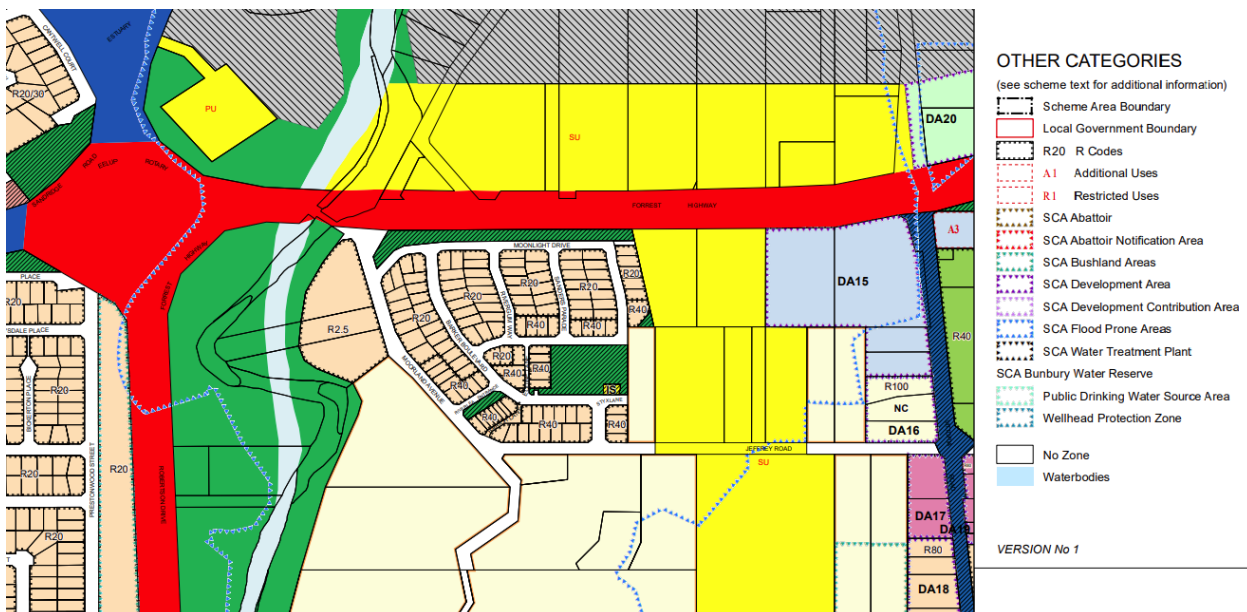


Figure 3 – City of Bunbury Local Planning Scheme Map

The objective of the Service Commercial Area is:

- To accommodate commercial activities which, because of the nature of the business, require good vehicular access and/or large sites.
- To provide for a range of wholesale sales, showrooms, trade and services which, by reason of their scale, character, operational or land requirements, are not generally appropriate in, or cannot conveniently or economically be accommodated in the regional centre, other activity centres or industrial zones.

Glen Iris Village development area is the subject of ‘Special Control Area – Development Areas’ and Schedule 3 No.4 Glen Iris “Additional Site and Development Requirements” as set out in the City of Bunbury Local Planning Scheme No.8.

<p>4.</p>	<p>Glen Iris: Lots 18 (No. 9885) Forrest Highway; and Lots 17, Lot 30 (No. 27) and Lot 31 (No. 33) Vittoria Road. AMD 1 GG 13/8/19</p>	<p>1. Land Use Requirements:</p> <p>1.1 The use of premises is to be for general commercial activities, and is to be designed, constructed and operated in a manner that does not result in land use conflict with adjoining premises and does not compete with the function of the proposed Glen Iris Neighbourhood Centre on the adjoining properties to the south.</p> <p>1.2 Uses are not to be operated in a manner that would otherwise be located in a designated activity centre within the defined hierarchy of centres under the State Planning Framework and the Local Planning Framework.</p> <p>1.3 The maximum net lettable area of the total floorspace of a ‘bulky goods showroom’ use on any individual lot (including a strata or survey strata lot) or tenancy is 1,000m².</p> <p>1.4 A ‘pharmacy’ may only be considered in conjunction with an application for a ‘medical centre’ or where a ‘medical centre’ has already been approved.</p> <p><i>Note: The use definition of a ‘pharmacy’ means premises used for the production and sale of medicines by a qualified pharmacist but does not include a ‘shop’.</i></p> <p>2. Development Standards:</p> <p>2.1 All development is to be undertaken in a manner which is generally consistent with an adopted local development plan.</p> <p>2.2 Setbacks to Streets:</p> <p>(a) The minimum setback distances to lot boundaries with frontage to a street for all development is 6m.</p> <p>(b) Minimum setback to any other accessway or right-of-way is not less than 3m.</p>
<p>4. (Cont’d)</p>		<p>2.3 Vehicle Access and Parking:</p> <p>(a) Vehicle access, circulation and on-site parking provision for all uses is to be provided in accordance with the Scheme, and located in accordance with an adopted local development plan.</p> <p>(b) No direct vehicle access is to be provided to the Forrest Highway. AMD 1 GG 13/8/19</p> <p>2.4 Signage:</p> <p>(a) A precinct signage plan is required as a component of the local development plan, which is to regulate the location and area of signage, the type of signage, its unified style and quality of presentation.</p> <p>(b) Applications for development approval for the development of premises will require a detailed development signage plan, which is to be approved by the local government prior to commencement of works.</p> <p>2.5 Drainage:</p> <p>An urban water management strategy is to be prepared as part of the local development plan to the satisfaction of the Department of Water and the local government.</p>

Table 2 – Excerpt from Local Planning Scheme text

The land use ‘Tavern’ is defined by the City of Bunbury Local Planning Scheme No8 as:

<p>Tavern</p>	<p>means premises the subject of a tavern licence granted under the <i>Liquor Control Act 1988</i>.</p>
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It is considered an “ X “ use in the Service Commercial zone.

5 Conclusion

5.1 Recommendations

The following recommendations are made with respect to progressing the proposed Scheme Amendment 13 to the City of Bunbury Local Planning Scheme No. 8:

A.	Amend the Local Planning Scheme by making the following modifications to the Scheme: <ul style="list-style-type: none">• <input type="checkbox"/> Amending the scheme map to identify Lot 17 on Plan 1856 As Additional Use No.20.• <input type="checkbox"/> Amending the scheme text at Schedule 1 – Schedule of Additional Uses by listing ‘Tavern’ as a discretionary land use on Lot 17 Vittoria Road, Glen Iris.
B.	A copy of the proposed Scheme Amendment No. 13 documentation to be referred to the Environmental Protection Authority for review in accordance with section 81 of the <i>Planning and Development Act 2005</i> .
C.	Subject to formal assessment not being required by the Environmental Protection Authority (EPA), refer a copy of the proposed Scheme Amendment No.13 documentation to the Western Australian Planning Commission for final approval in accordance with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .

2.4 Conclusion

The proposal is consistent with and meets the obligations found within state and local government planning policies and strategies.

Amending Pages

Planning and Development Act 2005

City of Bunbury Local Planning Scheme No. 8
Scheme Amendment No.13

The City of Bunbury under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above Local Planning Scheme at:

1. Amending Local Planning Scheme No.8 map to identify Lot 17 on Plan 1856 As Additional Use No.20.
2. Amending Local Planning Scheme No.8 text at Schedule 1 – Schedule of Additional Uses by adding in the following text:



"No.	Description of Land	Additional Use	Conditions
A.U. 20	Glen Iris Village Lot 17 Vittoria Road, Glen Iris	The following land use classes are listed as discretionary "D" uses: - <input type="checkbox"/> tavern	2. <input type="checkbox"/> Development in accordance with that made under Part 17 of the Planning and Development Act 2005 (part 17B).

City of Bunbury Local Planning Scheme No. 8

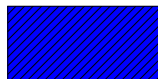

Amendment No. 13

LEGEND

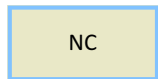


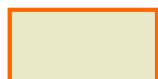
REGION SCHEME RESERVES (GBRS)

-  Public Purpose
-  Primary Regional Roads

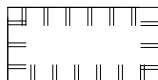



LOCAL SCHEME RESERVES

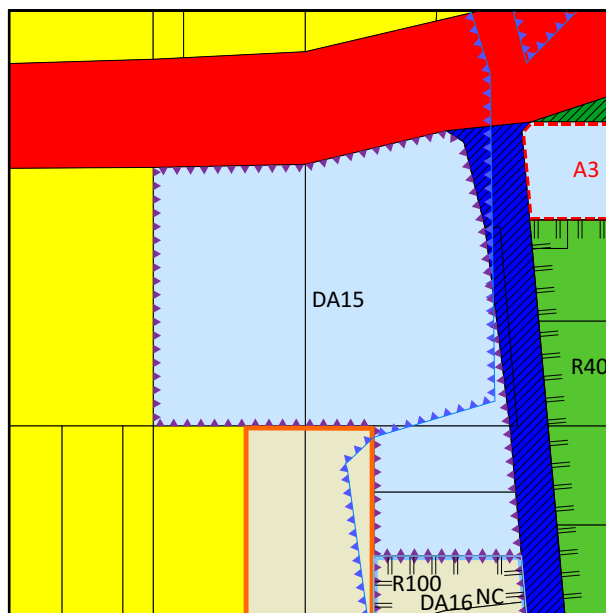
-  District Distributor Road
-  Public Open Space

LOCAL SCHEME ZONES

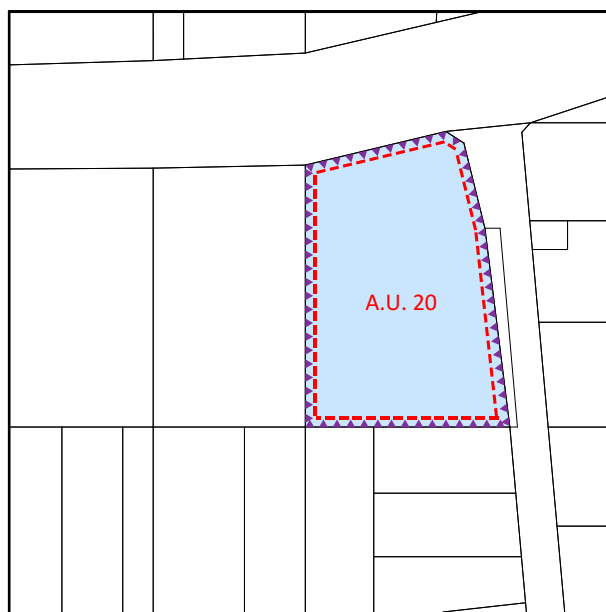
-  Neighbourhood Centre
-  Private Community Purpose
-  Service Commercial
-  Urban Development

OTHER CATEGORIES

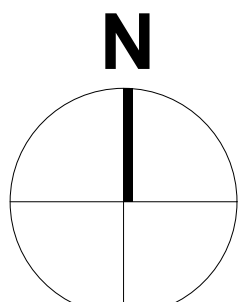
-  R20 R Codes
-  A1 Additional Use
-  SCA Development Area
-  SCA Flood Prone Areas



Existing Zoning



Proposed Zoning



Adoption Page

Final Approval

Adopted for final approval by resolution of the City of Bunbury at its Ordinary Meeting of the Council held on the day of, 2024 (Decision number /.....); and the Common Seal of the City of Bunbury was hereunto affixed by the authority of a resolution of the Council in the presence of:

Mayor

Jaysen de San Miguel

.....

Chief Executive Officer

Alan Ferris

.....



Recommended/Submitted for Final Approval

Delegated under section 16 of the *Planning and Development Act 2005*

..... D.....

Final Approval Granted

Minister for Planning

..... D.....

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10.5 Director Infrastructure

10.5.1 Appointments to Climate Action and Sustainability Working Group

File Ref:	COB/5493
Applicant/Proponent:	Internal
Responsible Officer:	Saphron Wheeler, Environmental Sustainability Officer
Responsible Manager:	Aaron Lindsay, Manager Projects and Asset Management
Executive:	Aileen Clemens, A/Director Infrastructure Services
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Nil

Summary

At the Ordinary Council Meeting on 25 June 2024, Council resolved to appoint the seven (7) community representative positions and Councillor Turner to represent Council on the Climate Action and Sustainability Working Group (CASWG) (Council Decision 116/24). This report is presented to Council to appoint one (1) additional Council Member to represent Council on the CASWG.

Executive Recommendation

That Council:

1. Notes Councillor Turner as a Councillor representative on the Climate Action and Sustainability Working Group.
2. Appoints _____ to represent Council on the Climate Action and Sustainability Working Group.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Planet
Aspiration	Healthy and sustainable ecosystem.
Outcome 5:	A natural environmental that is cared for and preserved.
Objective 5.1	Sustainably manage, conserve and enhance our natural habitats.
Objective 5.2	Encourage the adoption of sustainable practices.
Objective 5.3	Develop a sustainable, low waste, circular economy.
Objective 5.4	Conserve and manage water resources.
Objective 5.5	Move to net zero gas emissions.
Outcomes 6:	An aware and resilient community equipped to respond to natural disasters and emergencies.
Objective 6.1	Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.

Regional Impact Statement

The CASWG will focus on climate action, sustainability, local climate mitigation and adaptation measures would enrich engagement and collaboration between the City of Bunbury (City), community representatives, local organisations and Council Members.

Background

At the Ordinary Council Meeting on 2 April 2024, Council resolved to support the establishment of the CASWG and the advertisement for six (6) community representatives (Council Decision 052/24). Nominations for the CASWG were advertised from the 6 May 2024 and closed on 3 June 2024.

At the Ordinary Council Meeting on 25 June 2024, Council resolved to appoint the preferred candidates as identified at the seven (7) community representative positions. The Mayor called for two (2) Council Member nominations for the CASWG and Councillor Turner nominated to be a member. There were no further nominations. However, as there were a number of Councillors absent from the meeting, the Council Decision was amended to recommend the CEO present an item at the next Ordinary Council Meeting to appoint an additional Council Member representative (Council Decision 116/24).

Council Policy Compliance

The City's Governance Framework makes provision for the establishment of Advisory Committees and Working Groups as a mechanism for facilitating and improving broader participation in the City's decision-making process.

Legislative Compliance

The requirements of the *Local Government Act 1995* Section 1.3, states:

(1) The general function of a local government is to provide for the good government of persons in its district.

(1A) Without limiting subsection (1), the general function of a local government must be performed having regard to the following —

(a) the need —

(i) to promote the economic, social and environmental sustainability of the district; and

(ii) to plan for, and to plan for mitigating, risks associated with climate change; and

(iii) in making decisions, to consider potential long-term consequences and impacts on future generations.

Officer Comments

The City received fourteen (14) nominations for the CASWG through the SmartyGrants platform and three (3) Expressions of Interest (EOI) via email, with seventeen (17) nominations and EOIs in total.

City officers recommended that the membership of the CASWG was expanded from six (6) to seven (7) community representatives to capture the range of diversity and experience presented in the applicant pool.

The City used the below criteria to assess the nominees' applications:

- Background, experience and qualifications
- Areas of expertise or experience (Energy and emissions reduction; Water management, quality and conservation; Biodiversity and ecosystem protection and enhancement; Sustainable transport and urban infrastructure; Circular economy and waste management; Climate resilience and adaptation; Community engagement and behaviour change; other)
- Reason for interest in becoming a member of the Climate Action and Sustainability Working Group.
- Experience in previous or current community organisations, Council Committees or Working Groups.
- General comments made in support of the nomination.

Opportunity for engagement on the Coastal Hazard Risk Management Adaptation Plan (CHRMAP)

City officers have identified that the establishment of the CASWG will also provide an opportunity for the City to engage with community representatives on the CHRMAP implementation, from a climate change adaptation lens.

Analysis of Financial and Budget Implications

Nil

Community Consultation

The advertisement featured on the City's social media platforms, e-newsletter and City Focus editions. In addition, the advertisement was distributed through targeted emails to various City networks.

Councillor/Officer Consultation

Nil

Applicant Consultation

Nil

Timeline: Council Decision Implementation

If Council resolve to appoint an additional (1) Council Member to represent Council on the CASWG, the City aims to hosts its first meeting in July or August 2024.

11. Applications for Leave of Absence

Nil

12. Motions on Notice

Nil

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

Nil

13.2 Questions from Members

14. New Business of an Urgent Nature Introduced by Decision of the Meeting

15. Meeting Closed to Public

15.1 Matters for which the Meeting may be Closed

Nil

15.2 Public Reading of Resolutions that may be made Public

16. Closure