



## City of Bunbury Council

# Notice of Meeting and Agenda 13 August 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 .....	6
2.	Disclaimer.....	7
3.	Announcements from the Presiding Member .....	7
4.	Attendance.....	8
4.1	Apologies.....	8
4.2	Approved Leave of Absence.....	8
4.3	Attendance at Previous Meetings.....	9
5.	Declaration of Interest .....	10
6.	Public Question Time.....	12
6.1	Public Question Time .....	12
6.2	Responses to Public Questions Taken ‘On Notice’ .....	12
7.	Confirmation of Previous Minutes and other Meetings under Clause 19.1 .....	13
7.1	Minutes .....	13
7.1.1	Minutes – Ordinary Council Meeting.....	13
7.1.2	Minutes – Council Advisory Committees .....	13
7.1.3	Minutes – Special Council Meeting.....	13
8.	Petitions, Presentations, Deputations and Delegations .....	14
8.1	Petitions .....	14
8.2	Presentations.....	14
8.3	Deputations.....	14
8.4	Council Delegates’ Reports .....	14
8.5	Conference Delegates’ Reports .....	14
9.	Method of Dealing with Agenda Business.....	14
10.	Reports .....	15
10.1	Recommendations from Advisory Committees .....	15
10.2	Chief Executive Officer Reports .....	16
10.2.1	CEO Key Performance Indicators Quarter 4 2023-24.....	16
10.3	Director Corporate and Community.....	24
10.3.1	Corporate Business Plan Quarter 4 2023-24 .....	24
10.3.2	Rate Exemption Application – 2/196 Forrest Avenue, South Bunbury, 3/196 Forrest Avenue and 6A St Marks Place, East Bunbury.....	52
10.3.3	Bushire Brigades Local Law 2024 .....	54
10.3.4	Preliminary Financial Management report for the period ending 30 June 2024 .....	88
10.4	Director Sustainable Development .....	146
10.4.1	Proposed Scheme Amendment No.11 to City of Bunbury Local Planning Scheme No.8: Proposed Additional Uses at Lot 150 (#1) Austral Parade, East Bunbury .....	146

## Table of Contents

Item No	Subject	Page
10.4.2	Department of Local Government, Sport and Cultural Industries Community Sport and Recreation Facilities Fund (CSRFF) Program – Bunbury Sports Shooting Club – August 2024.....	206
10.5	Director Infrastructure.....	212
10.5.1	RFT2324/033 – Street Tree Maintenance Services .....	212
10.5.2	Strategic Asset Management Plan Working Group .....	215
11.	Applications for Leave of Absence .....	220
11.1	Mayor Miguel.....	220
12.	Motions on Notice .....	221
12.1	Cr Ghasseb - Pensioner and Seniors Rebate Advocacy .....	221
12.2	Cr Ghasseb – Shire of Capel.....	223
13.	Questions from Members.....	226
13.1	Response to Previous Questions from Members taken on Notice .....	226
13.2	Questions from Members .....	226
14.	New Business of an Urgent Nature Introduced by Decision of the Meeting .....	226
15.	Meeting Closed to Public .....	227
15.1	Matters for which the Meeting may be Closed .....	227
15.1.1	Appointment of Director Infrastructure.....	227
15.1.2	Lot 330 Ocean Drive, Bunbury.....	227
15.2	Public Reading of Resolutions that may be made Public .....	228
16.	Closure .....	228

## 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, 13 August 2024 at 5.30pm.



Alan Ferris  
Chief Executive Officer  
(Date of Issue: 8 August 2024)

### Agenda 13 August 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	16/17	17/17	17/17	11/12	16/17	16/17	16/17	11/12	14/17	16/17	17/17
Special Council Meeting	6/6	6/6	6/6	2/2	5/6	6/6	6/6	2/2	5/6	6/6	6/6
Agenda Briefing	15/18	17/18	18/18	12/13	14/18	17/18	17/18	13/13	13/18	13/18	18/18
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.”



## 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:	<b>Type of Meeting (tick one)</b> <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) .....		<b>Date of Ordinary Council Meeting:</b> ...../...../..... <b>Date of Committee Meeting:</b> ...../...../.....	
	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)			
	<b>Part A (Financial Interest/Proximity Interest)</b> 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.			
	<b>Part B – Impartiality Interest</b> 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	Part B
			Fin	Prox
			Imp	Trivial
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 23 July 2024 have been circulated.

#### **Recommendation**

The minutes of the Ordinary meeting of the City of Bunbury Council held 23 July 2024 be confirmed as a true and accurate record.

*Voting Requirement: Simple Majority Required*

#### **7.1.2 Minutes – Council Advisory Committees**

Nil

#### **7.1.3 Minutes – Special Council Meeting**

The minutes of the Special meeting of the City of Bunbury Council held 23 July 2024 have been circulated.

#### **Recommendation**

The minutes of the Special meeting of the City of Bunbury Council held 23 July 2024 be confirmed as a true and accurate record.

*Voting Requirement: Simple Majority Required*

## **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**

Nil

## 10.2 Chief Executive Officer Reports

### 10.2.1 CEO Key Performance Indicators Quarter 4 2023-24

<b>File Ref:</b>	COB/6080
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Alan Ferris, Chief Executive Officer
<b>Responsible Manager:</b>	Alan Ferris, Chief Executive Officer
<b>Executive:</b>	Alan Ferris, Chief Executive Officer
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 10.2.1-A CEO KPIs Report – Period ending 30 June 2024

#### Summary

Each year the CEO Performance Review Committee, in consultation with the Chief Executive Officer, meets and develops Key Performance Indicators (KPIs) for the City of Bunbury to adopt and report on.

The purpose of this report is to provide an update on the KPIs for Quarter 4, 2023-24.

#### Executive Recommendation

That Council notes the CEO KPIs Quarter 4 2023-24 Report. For the period ending 30 June 2024, as presented in Appendix 10.2.1-A.

*Voting Requirement: Simple Majority*

#### Strategic Relevance

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

#### Regional Impact Statement

Nil

#### Background

Council resolved to endorse the Adopted CEO Performance Criteria 2023-24 at the Ordinary Council Meeting on 26 April 2023, Council Decision 061/23, and all CEO KPIs are to be formally reported to Council via an Agenda Item quarterly.

#### Council Policy Compliance

No Council Policy applies in this instance.



**Legislative Compliance**

No Legislative Compliance applies in this instance.

**Officer Comments**

The next CEO KPIs Update Report is scheduled to be presented in the Council Agenda at the Ordinary Council Meeting in November 2024, which will be reporting on Quarter 1 2024-25.

**Analysis of Financial and Budget Implications**

Nil

**Community Consultation**

Nil

**Councillor/Officer Consultation**

Elected Members adopted the 2023-24 CEO KPIs at the Ordinary Council Meeting held on 24 April 2023 and Officers have assisted with the compilation of the Quarter 3 2023-24 report.

# CEO Key Performance Indicators

Update Report

*Quarter 4 2023-24*

Appendix 10.2.1-A

CITY OF

BUNBURY








# Achievements of the Functions of the CEO in S.5.41 of LG Act

**Key**  
● Completed  
● On Target  
● Behind Schedule  
● Not Started

#	Performance Requirement	#	Performance Standards	Progress Status	Status - Comment	Next Steps
1	Advise the Council in relation to the functions of a Local Government under the LG Act and other written laws.	1.1	Deliver at least 6 Council workshops aimed at providing increased discussion and timely information relating to the corporate budget prior to the Corporate Plan being presented in March 2024.	<span style="color: blue;">●</span>	Complete - a total of 8 Councillor budget workshops were held between October 2023 and June 2024 to discuss the Corporate Business Plan, Long Term Financial Plan and Annual Budget. These reports are scheduled to be adopted at the Special Council Meeting on 23 July 2024.	N/A. KPI completed.
1	Advise the Council in relation to the functions of a Local Government under the LG Act and other written laws.	1.2	Provide Council with a pre-budget review workshop twice a year.	<span style="color: blue;">●</span>	Complete - Council was provided with a pre-budget review workshop on both the October 2023 and February 2024 Budget Reviews.	N/A. KPI completed.
2	Ensure that advice and information is available to the Council so that informed decisions can be made.	2.1	Community Portal accessible by December 2023.	<span style="color: green;">●</span>	Resourcing has been impacted with other business priorities however configuration updates ongoing prior to retesting and business readiness in July. Targeting a sign off for deployment in August.	User testing and go live preparations.
3	Cause Council decisions to be implemented.	3.1	Report on outstanding resolutions including reasons why resolutions have not been finalised in line with the implementation timeframe on a quarterly basis.	<span style="color: blue;">●</span>	Complete – reporting will be ongoing as per the Council Resolution Register.	N/A. KPI completed.
4	Manage the day-to-day operations of the Local Government.	4.1	Deliver a presentation from each service area including information on proposed operating projects to Council by April 2024.	<span style="color: blue;">●</span>	Complete - Business Unit presentations delivered to Council in November 2023.	N/A. KPI completed.
5	Liaise with the Mayor on the Local Government's affairs and the performance of the Local Government's functions.	5.1	Appropriate liaison between Mayor and Council is maintained across the performance reporting period, namely weekly meetings with Mayor and monthly briefings with Council.	<span style="color: blue;">●</span>	Complete - ongoing weekly meeting held each Tuesday.	N/A. KPI completed.
6	Speak on behalf of the local government if the Mayor agrees.	6.1	As required by the Mayor over the performance reporting period.	<span style="color: blue;">●</span>	Complete - communications on behalf of the local government are ongoing in alignment with established processes.	N/A. KPI completed.
7	Be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees).	7.1	Review the City's Workforce Plan and present to Council an annual update alongside the Corporate Business and Financial Plans during May-June 2024.	<span style="color: blue;">●</span>	Complete - a Councillor workshop on the Work Force Plan was provided to the Elected Members on the 18th June 2024. The Workforce Plan is scheduled to be adopted by the Council on the 23rd July 2024.	N/A. KPI completed.
8	Ensure that records and documents of the local government are properly kept for the purposes of the LGAct and any other written law.	8.1	Annual Compliance report considered by Audit Committee and Council.	<span style="color: blue;">●</span>	Complete - went to OCM on 12 March 2024.	N/A. KPI completed.
8	Ensure that records and documents of the local government are properly kept for the purposes of the LGAct and any other written law.	8.2	Annual Audit report considered by Audit Committee and Council.	<span style="color: blue;">●</span>	Complete - the Annual Audit Report for 2022/23 was received by the Audit Committee on 29 November 2023.	N/A. KPI completed.

# Strategic Community Plan (SCP) Outcomes

**Key**  
 Completed  
 On Target  
 Behind Schedule  
 Not Started

#	Performance Requirement	#	Measure of Success	Progress Status	Status - Comment	Next Steps
<b>Place</b>						
1	Place Activations and Attraction Strategy	1.1	Develop and implement an approach and resource plan for management of the CBD amenities in line with community expectations by December 2023.		Complete - Resource Plan for management of CBD amenities presented to Council 13/02/2024. Commitment to assign dedicated resources from July 2024.	Review of services to be completed at end of 2024 and presented to Council Jan 2025.
1	Place Activations and Attraction Strategy	1.2	Present to Council data and information arising from CBD action plan activities for consideration and decision making by October 2023.		The Draft Project Initiation Document has been finalised for Executive approval. Projects have been prioritised and relevant project managers identified to progress relevant plans. Stakeholder mapping process has also commenced.	The Project Control Group will now meet to collaborate on all relevant sub-projects ready for Council presentation and understanding.
<b>People</b>						
2	Wellness and Safety Strategy	2.1	Present an implementation plan and an overview of the progress of key community safety priorities to Council by October 2023.		The Community Safety Advisory Group (CSAG) meeting scheduled for 23 May 2024 was cancelled as many of the CSAG members were also involved with the response and recovery activities for the "Bunbury Storms". The meeting is yet to be rescheduled but proposed for August 2024. The agenda will focus on community engagement and communication, partnership opportunities with WA Alliance to End Homelessness to facilitate training for staff to manage homelessness, implementation of a new internal work procedure to assist with rough sleepers and antisocial behaviours and community feedback from the Markyt Scorecard.	CSAG meeting proposed for August 2024. The agenda will be sent to members by end of July 2024.
2	Wellness and Safety Strategy	2.2	Conduct a minimum of 10 community meetings by June 2024 with regular quarterly updates via the CEO KPI quarterly report on the number, type, and outcome of the respective meetings.		Complete. The following community meetings have been held during Q4 of FY24. <ul style="list-style-type: none"> <li>Guest Speaker at Bunbury Women's Group 17 April - Meet and greet opportunity for the new CEO</li> <li>Noongar Arts Community Session 29 April and 2 May - Information Sharing</li> <li>6 x Community Recovery Meetings post 10 May Storm - Information Sharing</li> </ul>	Further community meetings to be held in Q1 2024/25 and will be reported on.
2	Wellness and Safety Strategy	2.3	Formalise draft concepts around MARCIA 2.0 defining how the City will advance to become the Most Accessible Regional Capital in Australia, together with the identification of partners and funding requirements by April 2024.		A summary of MARCIA 2018 report has been completed. Key Actions have been summarised to inform DAIP consideration of MARCIA 2.0. DAIP action reporting has occurred - review is being undertaken at upcoming DAIC workshop to ensure prioritisation.	Budget and resource discussions are underway to support MARCIA 2.0 ongoing.

# Strategic Community Plan (SCP) Outcomes

**Key**  
● Completed ● Behind Schedule  
● On Target ● Not Started

#	Performance Requirement	#	Measure of Success	Progress Status	Status - Comment	Next Steps
<b>Performance</b>						
3	Organisational Performance Strategy	3.1	Establish 5 key organisational performance metrics and undertake a thorough investigation and analysis of the metrics by November 2023.	●	Complete - 5 key organisational performance metrics have been endorsed.	Implementation plans are to commence being delivered by relevant responsible stakeholders through the support of the Integrated Planning team, supporting delivery of the organisation's performance metrics.
3	Organisational Performance Strategy	3.2	Develop and implement strategies to address and improve performance by March 2024.	●	Complete - 1Team Strategy has been endorsed and implementation plans in place.	Implementation plans are to commence being delivered by relevant responsible stakeholders through the support of the Integrated Planning team.
<b>Planet</b>						
4	Sustainability and Environment Strategy	4.1 (a)	Develop a community engagement plan on climate change by November 2023.	●	Complete - a project plan has been completed. The development of a Climate Action and Sustainability Working Group (CASWG) was supported by Council on 02/04/2024.	Internal staff engagement, including advertising for CASWG membership, will commence.
4	Sustainability and Environment Strategy	4.1 (b)	Provide a progress report on climate change targets every 12-months with a first report being presented by April 2024.	●	A Sustainability and Environmental Action Plan will be developed by December 2024 which will guide the implementation of the strategy and will be reported on annually. The action plan annual report will include corporate emissions. Reporting for the 23/24 FY will be completed in Q1 24/25 to enable the capture of 23/24 corporate emissions.	Develop a corporate emissions reporting tool to facilitate reporting on climate change targets. Finalisation of the action plan to incorporate executive feedback prior to submission to Council.
4	Sustainability and Environment Strategy	4.2	Provide reports on the Greening Strategy and the Coastal Hazard Risk Management Adaptation Plan (CHRMAP) by April 2024.	●	Complete - the final CHRMAP was endorsed by Council at the 23/04/2024 OCM. The public-facing CHRMAP Summary document has been completed and is available on the City's website.	CHRMAP Implementation (progress the Short-Term Coastal Action Plan).

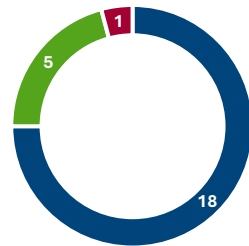
# Strategic Community Plan (SCP) Outcomes

**Key**  
● Completed ● Behind Schedule  
● On Target ● Not Started

#	Performance Requirement	#	Measure of Success	Progress Status	Status - Comment	Next Steps
<b>Prosperity</b>						
5	Innovation and Economic Strategy	5.1	Prepare a simple status report relating to the top 10 topics/projects contained within the Advocacy Framework/Canvas before October 2023 with 4 monthly status updates thereafter.	<span style="color: blue;">●</span>	Complete - the second Strategic Advocacy Priorities Status Report was received by Council at OCM 25/06/2024.	Reporting will continue periodically.
5	Innovation and Economic Strategy	5.2	Commission the undertaking of a communications/marketing audit to: (i) Assess the return on investment of City campaigns/investments, (ii) Inform Council in its investment decision-making, (iii) Identify gaps in marketing and promotion, and (iv) Demonstrate value for money in the City's marketing/promotion investments and provide the audit report to elected members by October 2023.	<span style="color: blue;">●</span>	Complete - audit undertaken.	Results of audit to be used in consideration of future strategic planning including destination marketing.
5	Innovation and Economic Strategy	5.3 (a)	Perform an audit of the City's facilities against benchmark standards and workshop with Elected Members to identify gaps (2023).	<span style="color: blue;">●</span>	Complete - assessment has been completed and Council briefed in December 2023.	Nothing further needed other than the continuous improvement of assets as required.
5	Innovation and Economic Strategy	5.3 (b)	(i) Workshops with EM's as and when Asset Plans (9 in total) are updated to discuss. (ii) Determine Asset Management Gap and Asset Management Replacement levels. (iii) Develop dashboard only after the 9 Plans have all been updated (by July 2024). (iv) Develop Strategic Asset Management Plan that integrates into the budgeting process (by end of 2024).	<span style="color: green;">●</span>	Second Asset Management Plan workshop (roads, bridges and SWSC) presented on 9 April 2024. Third Asset Management Plan workshop (Buildings, Marine, Stormwater and Open Space) was undertaken on 11 June 2024.	Fourth workshop is scheduled for 30/07/2024. The purpose of this workshop is to present the combined asset renewal funding gap in preparation for the development of the Asset Management Strategy - due by end of December 2024. It is envisaged that this will require formulation of a working group consisting of staff and Council representative/s.

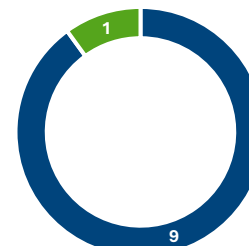
## Progress Snapshot

Overall Progress Status as of Q4 2023/24



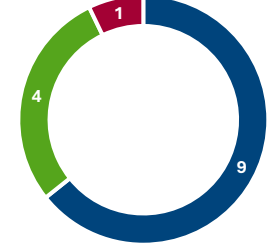
■ Complete ■ On Target ■ Behind Schedule

Functions of the CEO Progress Status as of Q4 2023/24



■ Complete ■ On Target

SCP Outcomes Progress Status as of Q4 2023/24



■ Complete ■ On Target ■ Behind Schedule



### 10.3 Director Corporate and Community

#### 10.3.1 Corporate Business Plan Quarter 4 2023-24

<b>File Ref:</b>	COB/6080
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Natalie Passmore, Corporate Reporting Officer
<b>Responsible Manager:</b>	Greg Golinski, Manager Governance and Integrated Planning
<b>Executive:</b>	Karin Strachan, Director Corporate and Community
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 10.3.1-A Corporate Business Plan Report – Period ending 30 June 2024

#### Summary

The Corporate Business Plan 2023 - 2027 provides the Bunbury community with a plan to deliver the vision, goals, and objectives of the Strategic Community Plan.

The purpose of this report is to provide Council with an update on the progress toward key objectives and actions outlined in the Corporate Business Plan for Quarter 4 2023-24.

#### Executive Recommendation

That Council notes the Corporate Business Plan Quarter 4 2023-24 Report. For the ending 30 June 2024, as presented in Appendix 10.3.1-A.

*Voting Requirement: Simple Majority*

#### Strategic Relevance

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

#### Regional Impact Statement

The Corporate Business Plan impacts the actions undertaken by the City of Bunbury and therefore has a direct impact on the work of the City, including facility and service management. As many of the City's services and facilities are accessed by residents from surrounding local areas, this resulting indirect regional impact of this plan is also substantial.

#### Background

Council resolved to endorse The Corporate Business Plan 2023 - 2027 at the Special Council Meeting held on 25 July 2023. Quarterly reporting against progress toward the Corporate Business Plan is undertaken as part of the City's Integrated Strategic Planning and Reporting Framework for each quarter.



### **Council Policy Compliance**

Not applicable.

### **Legislative Compliance**

Regulation 19DA of the Local Government (Administration) Regulations outlines the requirements for a Corporate Business Plan.

### **Officer Comments**

The Corporate Business Plan communicates the City's plan for the next four years for delivering the aspirations and objectives of the community as set out in the Strategic Community Plan.

A report on progress toward achieving the outcomes of the Corporate Business Plan is presented to Council quarterly. This is intended to ensure transparency to Council and the community, and that implementation is done on time and on budget thereby maximising effectiveness and positive community impact.

The report is organised by each of the core performance area pillars - People, Plant, Place, Prosperity, and Performance - and includes for each action the overall status; budget and budget status indicator; the quarter in the financial year by which the action is due to be completed; and a Manager or Executive comment.

The report outlines progress towards actions scheduled for completion within the 2023-2024 financial year.

### **Analysis of Financial and Budget Implications**

Budget figures included in the Report are aligned with the operating and capital project expenditure outlined in the Corporate Business Plan 2023 -2027, and Annual Budget 2023-2024.

### **Community Consultation**

Nil

### **Councillor/Officer Consultation**

Elected Members adopted The Corporate Business Plan 2023 - 2027 at the Special Council Meeting held on 25 July 2023. The Plan was developed in consultation with Executives, Managers, and Officers. Executive and Managers were engaged by Officers in compilation of the Quarter 4 2023-24 report.



# CORPORATE BUSINESS PLAN

Update Report  
Quarter 4 2023-24



# Contents

Introduction	2
Snapshot of Progress	3
Our Vision	4
People	5
Planet	9
Place	11
Prosperity	18
Performance	21



The City of Bunbury acknowledges 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 cultures; and to Elders past, present and emerging.



# Introduction



## Welcome to the City of Bunbury's Corporate Business Plan – Quarterly Report.

The Corporate Business Plan is a strategic business tool that translates Council priorities into actions within the resources available.

This document is a quarterly report, designed to provide an update on progress towards the objectives in the Corporate Business Plan 2023-2027 and outlines progress towards actions to be completed within the 2023-24 financial year.

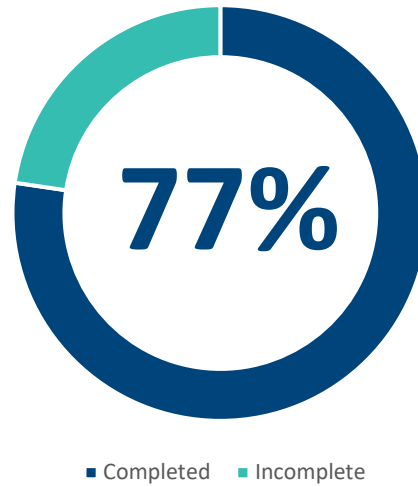
The report is broken down into each core performance area of the Corporate Business Plan (People, Planet, Place, Prosperity, and Performance) and outlines the budget, budget status, forecast completion, and progress of each action.

Budgets are aligned with the Operating and Capital Project Expenditure outlines in the Corporate Business Plan 2023-2027 and the Annual Budget 2023-24.

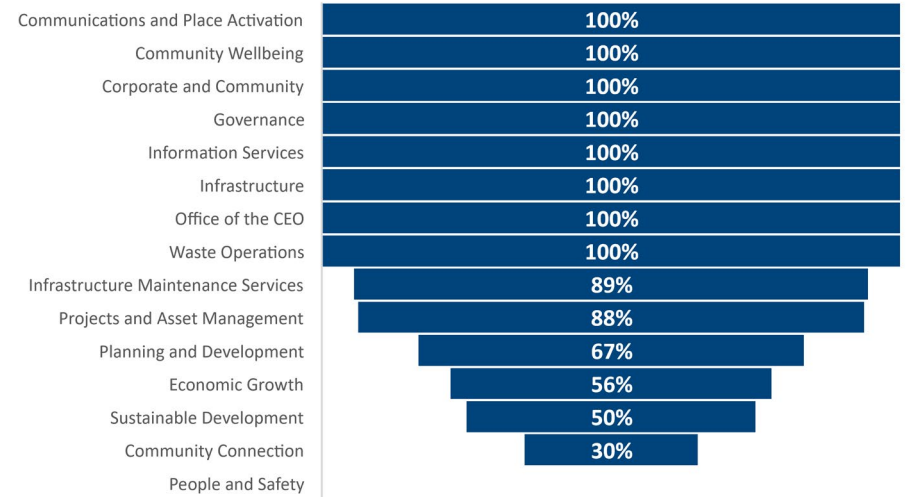
# Snapshot of Progress

toward completion of the Corporate Business Plan's 2023/24 actions

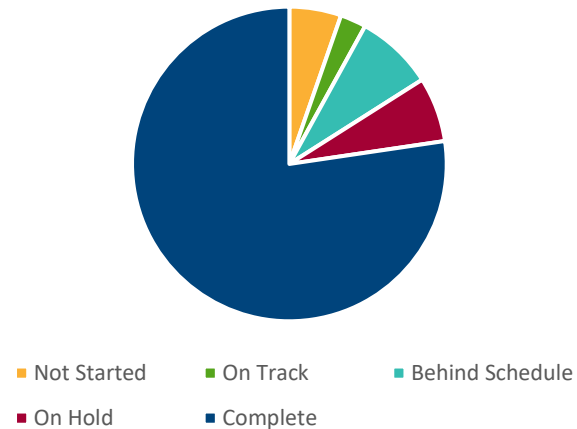
## Actions Completed for 2023/24



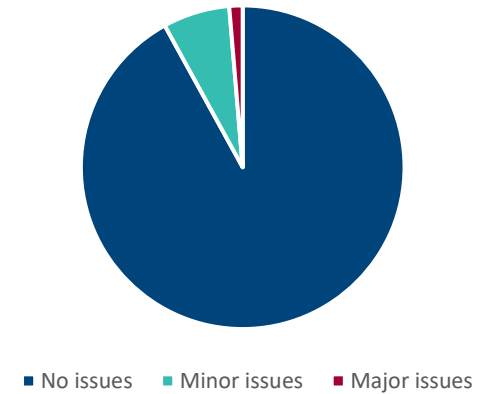
## Completion Rate by Department



## Action Progress for Q4



## Budget Status for Q4



# Our Vision



**BUNBURY:**  
Welcoming and full of opportunities

# People - *a safe, healthy and connected community.*



## Outcome 1. A safe community

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
1.1 Increase safety and crime prevention services.	Review the current CCTV coverage, and if relevant, seek funding to expand and improve the CCTV system.	Information Services	\$50,000	No issues	Q4	Complete
1.2 Modify the physical environment to improve community safety.		Review of current system complete, with improvement opportunity identified as CCTV server requiring upgrade. Procurement process underway.				
1.3 Reduce the harmful use of alcohol and other drugs.		Partner with relevant agencies to implement the Community Safety Plan.	Community Wellbeing	N/A	No issues	Q4
	Continue Alcohol Accord including supporting key stakeholders in reducing alcohol related harms and antisocial behavior.	Community Wellbeing	N/A	No issues	Q4	Complete

## Outcome 2. A growing hub of culture and creativity

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
2.1 Increase safety and crime prevention services. 2.2 Promote and celebrate Noongar culture.	Develop and promote app guided tours of the Bunbury Heritage Building Trail and Urban Art Trail.	Community Connection	\$5,000	No issues	Q4	Not started
		Not being progressed.				
	Implement the Framing of Frank Norton Artworks for the City Collection.	Community Connection	\$50,000	No issues	Q4	In progress – behind schedule
		Works delayed - final works by contractor to be completed by September 2025.				
	Deliver major public art acquisition (specific project/s to be identified)	Community Connection	\$50,000	No issues	Q4	Complete
	Exploration of Stormie Mills donated artwork underway.					
	Develop and implement dual naming of significant landmarks and places.	Community Connection	N/A	Minor issues	Q4	On hold
	Remains on hold due to review of feedback collated at forum. Conducting a follow up forum in July 2024 to identifying priority focus areas of our local Noongar community with regards to resource allocation and prioritisation.					
	Develop reconciliation and cultural plan initiatives.	Community Connection	\$15,000	No issues	Q4	In progress – behind schedule
	The City is exploring a Cultural Safety Framework in place of a RAP. Initial forum was conducted and have commenced ongoing schedule of forums, consultation, and conversation to inform what type of plan and initiatives our local Noongar community wish to see developed.					



### Outcome 3. A healthy and active community

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
3.1 Improve access to high quality health and community services.	Develop a revised Sport and Recreational Facilities Plan.	Sustainable Development	N/A	No issues	Q4	In progress – behind schedule
3.2 Encourage participation in sport, recreation, and leisure activities.		This is approximately 40% complete with community engagement Round 1 completed. This will be finished in the 2024/25 financial year with a consultant to write the plan for adoption by Council.				
	Redevelop the Forrest Park Pavilion with modern, unisex changing facilities and upgraded power supply.	Infrastructure Maintenance Services	\$3,495,879	No issues	Q4	Complete
	Full construction completion date still set for October 2024.					
	Redevelop Hands Oval SWFL facilities to a standard required for WAFL and AFL fixtures, in partnership with stakeholders.	Projects and Asset Management	\$15,321,644	No issues	Q4	In progress – behind schedule
	Develop and implement a program for increasing participation in passive recreation in our community.	Sustainable Development	\$10,000	No issues	Q4	Complete
	This project has been completed with a number of programs developed both on site and off site for various demographics to increase physical participation in the community.					

## Outcome 4. A compassionate and inclusive community

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
4.1 Listen and respond to community needs at all stages of life.	Partner with neighboring councils, peak bodies and the Youth Advisory Council to develop a Greater Bunbury Youth Action Plan.	Community Connection	N/A	No issues	Q4	In progress – behind schedule
4.2 Support vulnerable groups, including aged persons and those with disability.		A draft framework has been developed in consultation with Shires of Dardanup, Capel and Harvey. It will continue to be refined over the coming months. Youth Officer appointed May 2024, reviewing priorities to implement action plan.				
4.3 Build a stronger sense of belonging through volunteering.	Disability Access and Inclusion Committee (DAIC) to explore MARCIA 2.0.	Community Connection	N/A *	No issues	Q4	In progress – behind schedule
	Develop an awards program to promote volunteering and recognition of volunteers.	People and Safety	N/A	No issues	Q4	Not started
	Program did not progress as resourcing is an issue.					
	Implement Disability Access and Inclusion Plan.	Community Connection	N/A	No issues	Q4	Complete
	Renewed focus as first annual report is due 31 July 2024. New managerial reporting tool implemented to assist in identification of ongoing actions across multiple projects and business areas.					

\* Additional funding is required or some of project funding is dependent on sources external to the City of Bunbury.

# Planet – a healthy and sustainable ecosystem



## Outcome 5. A natural environment that is cared for and preserved.

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
5.1 Sustainably manage, conserve and enhance our natural habitats.	Implement program to manage introduced Corellas.	Projects and Asset Management	\$20,000	No issues	Q4	Complete
5.2 Encourage the adoption of sustainable practices.						
5.3 Develop a sustainable, low circular economy.	Implement the actions of the Environmental Sustainability Strategy.	Projects and Asset Management	\$50,000	Minor issues	Q4	Complete
5.4 Move to net zero emissions.						
	Assess McCombe Road Resource Drop Off Centre.	Waste Operations and Infrastructure Business Services Completed in Q3.	\$50,000	No issues	Q3	Complete
	Install electric vehicle charging stations at City Depot and Administration Building.	Infrastructure Maintenance Services Completed in Q1.	\$60,000	No issues	Q1	Complete

Outcome 6. An aware and resilient community equipped to respond to natural disasters and emergencies.

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
6.1 Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.	Implement the Coastal Hazard Risk Management & Adaption Plan (CHRMAP).	Projects and Asset Management	\$220,000	Minor issues	Q4	Complete
	Continue involvement in the Local Emergency Management Committee (LEMC).	Community Wellbeing	N/A	No issues	Q4	Complete
	Implement the approved Department of Fire and Emergency Services Bushfire Mitigation Activity program.	Community Wellbeing	\$200,000 *	No issues	Q4	Complete
	Review annually the City of Bunbury Local Emergency Management Arrangements (LEMA) that was endorsed by the State Emergency Management Committee (SEMC) in 2020. A major review of the LEMA is currently being planned for 2023/2024.	Community Wellbeing	N/A	No issues	Q4	Complete

\* Additional funding is required or some of project funding is dependent on sources external to the City of Bunbury.



## Outcome 7. A community with high quality urban design and housing diversity.

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
7.1 Promote responsible planning and development. 7.2 Grow recognition and respect for local history and heritage. 7.3 Increase access to safe, affordable and diverse housing options.	Review the Local Planning Strategy.	Planning and Building	\$100,000	No issues	Q4	Complete
	Review the Local Planning Scheme.	Planning and Building	\$50,000	No issues	Q4	Complete
	Conduct a local heritage survey in accordance with Heritage Act 2018.	Planning and Building	\$15,000	No issues	Q4	Not started
	Investigate City landholdings for potential key worker accommodation sites.	Economic Growth	*	No issues	Q4	Complete
		Executive and Officers have identified potential land opportunities and have commenced mapping out processes to minimise constraints. Project approach is being taken in identifying best use of land and social/economic impact from activation.				

## Outcome 8. A place with attractive and welcoming community spaces where people want to live.

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
8.1 Create a strong and vibrant City Centre.	Implement the Bunbury City Centre Action Plan.	Economic Growth	\$50,000	No issues	Q4	Complete
8.2 Beautify streetscapes.						
8.3 Maintain quality community buildings, halls and toilets.						
8.4 Revitalise the coastline, foreshores, parks and playgrounds.	Develop Bicentennial Square Precinct Plan.	Economic Growth	\$50,000 *	No issues	Q4	In progress – on track
	Implement Dog Park and Exercise Area Upgrades.	Infrastructure Maintenance Services	\$130,000	No issues	Q4	In progress – behind schedule
	Research new regional art gallery.	Community Connection	\$125,000	No issues	Q4	Complete

Project working group has met to reprioritise focusses and planning for the 2024/25 financial year ahead. Revitalise Bunbury program being finalised internally.

Confirmation of funding support has been received. Project initiation has taken place and RFQ's opened.

50% construction of the carpark completed. Delayed due to cyclone clean-up.

BRAG Advisory Group implemented - kicked off June 2024. Concept Development phase of the project is being undertaken with external consultant.

Outcome 8. A place with attractive and welcoming community spaces where people want to live.

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
8.1 Create a strong and vibrant City Centre.	Implement the Beautifying of Bunbury Streetscapes.	Infrastructure Maintenance Services	\$200,000	No issues	Q4	Complete
8.2 Beautify streetscapes.						
8.3 Maintain quality community buildings, halls and toilets.						
8.4 Revitalise the coastline, foreshores, parks and playgrounds.	Implement the Greening Bunbury Plan.	Infrastructure Maintenance Services	\$240,000	No issues	Q4	Complete
	Continue research on the viability of an Ocean Pool.	Infrastructure	N/A	No issues	Q4	Complete
	Renew foreshore marine walls at the Leschenault Inlet.	Projects and Asset Management	\$1,200,000	Minor issues	Q4	Complete

Outcome 9. A city that is easy to get around safely and sustainably.

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
9.1 Increase the use of active transport with improved paths, cycleways, and end-of-trip facilities.	Expand the footpath network across the City of Bunbury.	Infrastructure Maintenance Services	\$520,000	No issues	Q4	Complete
9.2 Encourage greater use of public and shared transport services.		2023/24 works component completed.				
9.3 Improve road safety, connectivity, and traffic flow.	Partner with Roads to Recovery to implement the Reseal Road Improvement program.	Infrastructure Maintenance Services	\$150,000 *	No issues	Q4	Complete
9.4 Provide sufficient parking.		2023/24 works component completed.				
9.5 Improve aviation infrastructure and services.	Review, renew and upgrade local roads.	Infrastructure Maintenance Services	\$200,000	No issues	Q4	Complete
		2023/24 works component completed.				
	Implement State Blackspot Funding to deliver upgrades to roads.	Infrastructure Maintenance Services	\$559,000 *	No issues	Q4	Complete
		2023/24 works component completed. Blair/Clarke Street roundabout completed. Austral Parade deferred to 2025/26.				
	Deliver Regional Road Group upgrades.	Infrastructure Maintenance Services	\$1,061,000*	No issues	Q4	Complete
		2023/24 works component completed. Lillydale Road completed. Leschenault Drive deferred to 2024/25 due to Hands Oval works and tornado clean-up.				



## Outcome 9. A city that is easy to get around safely and sustainably.

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
9.1 Increase the use of active transport with improved paths, cycleways, and end-of-trip facilities.	Renew Withers regional roads.	Projects and Asset Management 2023/24 works component completed.	\$2,449,564*	No issues	Q4	Complete
9.2 Encourage greater use of public and shared transport services.	Develop and implement new carpark on Koombana Drive.	Infrastructure Maintenance Services Deferred to 2025/26.	\$450,000	No issues	Q4	On hold
9.3 Improve road safety, connectivity, and traffic flow.	Install Australian Fire Danger Rating System (AFDRS) signs.	Infrastructure Maintenance Services	\$20,000	No issues	Q2	Complete
9.4 Provide sufficient parking.		Completed in Q2.				
9.5 Improve aviation infrastructure and services.	Replacement of CBD parking signs.	Infrastructure Maintenance Services 2023/24 works component completed.	\$110,000	No issues	Q4	Complete

Outcome 9. A city that is easy to get around safely and sustainably.

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
9.1 Increase the use of active transport with improved paths, cycleways, and end-of-trip facilities.	Implement carpark renewals.	Infrastructure Maintenance Services  2023/24 works component completed.	\$90,655	No issues	Q4	Complete
9.2 Encourage greater use of public and shared transport services.	Implement the Bunbury Airport apron expansion.	Projects and Asset Management	\$150,000	No issues	Q4	Complete
9.3 Improve road safety, connectivity, and traffic flow.	Implement a Compass Swinging Bay at Bunbury Airport.	Projects and Asset Management	\$62,330	No issues	Q4	Complete
9.4 Provide sufficient parking.						
9.5 Improve aviation infrastructure and services.	Replace playground equipment.	Infrastructure Maintenance Services  . 2023/24 works component completed.	\$425,000	No issues	Q4	Complete

Outcome 9. A city that is easy to get around safely and sustainably.

Objectives	Action	Responsible	Budget 23-24	Budget Status	Forecast Completion	Progress
9.1 Increase the use of active transport with improved paths, cycleways, and end-of-trip facilities.	Renew, resleeve and improve drainage network (including compensation basins).	Infrastructure Maintenance Services	\$300,000	No issues	Q4	Complete
						2023/24 works component completed.
9.2 Encourage greater use of public and shared transport services.	Renew and upgrade paths as per Asset Management Plan.	Infrastructure Maintenance Services	\$200,000	No issues	Q4	Complete
9.3 Improve road safety, connectivity, and traffic flow.						2023/24 works component completed.
9.4 Provide sufficient parking.	Implement traffic calming and minor intersection treatments.	Infrastructure Maintenance Services	\$100,000	No issues	Q4	Complete
9.5 Improve aviation infrastructure and services.						2023/24 works component completed. Alyxia Drive deferred to 2024/25.

\* Additional funding is required or some of project funding is dependent on sources external to the City of Bunbury.



## Outcome 10. The premier city of regional Western Australia.

Objectives	Action	Responsible	23-24 Budget	Budget Status	Forecast Completion	Progress
10.1 Build awareness and recognition that Bunbury is a great place to live, work, study, holiday, play and invest in.	Implement the Bunbury Brighter campaign to promote Bunbury as destination of choice to live, play, work, Invest and visit.	Communications and Place Activation	\$50,000	No issues	Q4	Complete
	Ambassador stories have been developed and will be launching across the quarter. Review of the Bunbury Brighter brand approach will commence from July 2024, with further review and redevelopment of the strategy following. This is intended to ensure clear links with the Tourism Plan, work of the Bunbury-Geographe partnership and City priorities.					
	Review and implement Economic Development Action Plan.	Economic Growth	N/A	No issues	Q4	Complete
Economic Development Strategy to be developed to further strategically support the EDAP and City priority ED focus. Project Initiation currently being undertaken.						

## Outcome 11. A strong, resilient and diverse economic hub for the South West.

Objectives	Action	Responsible	23-24 Budget	Budget Status	Forecast Completion	Progress
11.1 Be Australia's first regional Digital City.	Collaborate with Edith Cowan University on opportunities for the development of local resources and for research and development projects that will benefit the economy and community, including the Digital Innovation Hub.	Corporate and Community	\$40,000	No issues	Q4	Complete
11.2 Attract diversified investment, industry, and businesses, innovation and success.						
11.3 Position Bunbury to capitalise on future employment trends and needs.	Develop an Investment Incentive Policy to attract and accelerate property and economic development.	Economic Growth	N/A	No issues	Q3	Complete
						Completed in Q3.
	Establish a policy position to build the capacity of Indigenous businesses and increase training and employment opportunities for local Aboriginal and Torres Strait Islander people.	Economic Growth	N/A	Minor issues	Q4	On hold
						To be reviewed and developed in 2024/25.
	Partner with service providers to deliver a program of business training and support services.	Economic Growth	N/A	No issues	Q4	On hold
						To be reviewed and developed in 2024/25.

## Outcome 12. A unique and desirable destination within the South West Region.

Objectives	Action	Responsible	23-24 Budget	Budget Status	Forecast Completion	Progress
12.1 Develop and promote a competitive tourism offer to attract more visitors.	Partner with other local governments in the region to support Bunbury Geographe Tourism.	Economic Growth	\$215,000 *	No issues	Q4	Complete
	Ongoing collaboration taking place supporting the delivery of the BunGeo campaign.					
	Partner with local service providers to retain, develop and attract new arts and culture events.	Communications and Place Activation	N/A	No issues	Q4	Complete
	Although completed for the financial year, this work is ongoing. The City continues to work in alignment with providers to diversify offerings for community.					
	Contribute towards Busselton Margaret River Regional Airport Marketing Fund.	Office of the CEO	\$10,000	Minor issues	Q2	Complete
	Completed in Q2.					
	Continue Sister City relationships with incoming and outgoing tours.	Communications and Place Activation	\$45,000	No issues	Q4	Complete
	Although completed for the financial year, this work is ongoing. The City continues to support incoming and outgoing delegations and continues significant work to implement the Tokyo Talent Tour for 2024.					

\* Additional funding is required or some of project funding is dependent on sources external to the City of Bunbury.

# Performance — leading with purpose and robust governance



## Outcome 13. A leading local government.

Objectives	Action	Responsible	23-24 Budget	Budget Status	Forecast Completion	Progress
13.1 Provide strong accountable leadership and governance.	Conduct Mayoral and Council Elections.	Governance	\$140,000	No issues	Q2	Complete
	Completed in Q2.					
13.2 Adopt innovations to improve business efficiencies and the customer experience.	Proceed with completing the City's Evolve program of Organisational and Digital Transformation, with the introduction and entrenchment of new key services and online functionality.	Corporate and Community	N/A	No issues	Q4	Complete
	The Evolve Benefits Review has been issued, with only a small handful of elements in this program yet to be delivered. A follow-up Benefits report will be issued in June 2025.					
13.3 Effectively manage the City's resources.	Further optimise the City's community website, including the integration of the five facility websites within this umbrella.	Communications and Place Activation	*	No issues	Q2	Complete
	Comprehensive internal work was done to optimise the website and integrate all five community websites. This work was completed in Q2 ahead of schedule.					
	Develop and launch stage one of the community online portal, with ongoing updates as new functionalities are developed.	Corporate and Community	N/A	No issues	Q4	Complete
The portal has been completed and tested by staff, community members and elected members. Feedback was applied to enhance the portal. The portal will be delivered to the community in August 2024 and promoted through ongoing communication and marketing. Both the community and staff will benefit from the automation and transparency the portal provides.						
Develop business cases for future capital works.	Economic Growth	\$40,000	No issues	Q4	Not started	
	Preliminary research in progress to determine relevant projects for business cases to be developed.					
Prepare a Collections Storage Feasibility Study for BRAG and Museum.	Community Connection	\$30,000	No issues	Q4	On hold	
	Project has been renamed to allow for exploration of storage options. External consultant currently undertaking research to determine appropriate avenues of investigation.					

## Outcome 13. A leading local government.

Objectives	Action	Responsible	23-24 Budget	Budget Status	Forecast Completion	Progress
13.1 Provide strong accountable leadership and governance.	Digitisation of existing infrastructure and building plans.	Governance	\$20,000	No issues	Q3	Complete
		Completed in Q3.				
13.2 Adopt innovations to improve business efficiencies and the customer experience.	Implement the upgrade of Art, Photos, Honour Board: Council Chambers, Function Room, Lounge and Foyer.	Office of the CEO	\$20,000	Major issues	Q4	Complete
		The honour board is under design and will be installed in the function room as there is not enough space in the foyer.				
13.3 Effectively manage the City's resources.	Develop and implement the City's Organisational Performance Strategy (known as the ITeam strategy), inclusive of the Optimisation Plan and the Rates and Revenue Plan identified in the ITeam strategy.	Governance	N/A	No issues	Q4	Complete
		ITeam Strategy has been endorsed and implementation plans in place.				
	Operationalise the City's Risk Management Framework, including the implementation of online Pulse software for the ongoing management and reporting of risks.	Governance	N/A	No issues	Q4	Complete
		The build of the Pulse system has been completed, as has the revision of the City's Risk Management Framework and Risk Appetite Statement. The Risk Team is currently working with risk owners across the organisation to train them in the use of the Pulse system to manage and report on their assigned risks.				



## Outcome 14. A well informed community that is deeply engaged in decision making.

Objectives	Action	Responsible	23-24 Budget	Budget Status	Forecast Completion	Progress
14.1 Effectively inform and engage the community about local issues, facilities, services, and events.	Undertake a community perceptions survey to assess the City's performance levels and community priorities.	Governance	\$25,000	No issues	Q2	Complete
		Completed in Q2.				
	Continue implementing the City's approach to project management through the newly established Project Management Office (PMO), including the implementation of software to deliver real-time progress reports on the City's major projects.	Governance	N/A	No issues	Q4	Complete
		Newly developed project management methodologies have been applied to the City's FY24 major projects. Governance and reporting is occurring on a consistent basis with a focus on cost management. The build of the Pulse Project Management software has commenced. The project is in its solution design phase. Planned completion is expected for July 2025.				
	Continue the implementation of the City's Engagement Framework across the business in alignment with the LG legislative reform requirements.	Governance	N/A	No issues	Q4	Complete
		Engagement Framework continues to be applied across the organisation.				

\* Additional funding is required or some of project funding is dependent on sources external to the City of Bunbury.





CITY OF  
**BUNBURY**

## How to Get Involved

### Want to help build a better, brighter Bunbury?

Please reach out to your Elected Member or the responsible officer at the City of Bunbury to share your thoughts and ideas.

A: 4 Stephen Street, Bunbury, WA, 6230

T: 08 9792 7000

E: [mayor@bunbury.wa.gov.au](mailto:mayor@bunbury.wa.gov.au)  
[info@bunbury.wa.gov.au](mailto:info@bunbury.wa.gov.au)

[www.bunbury.wa.gov.au](http://www.bunbury.wa.gov.au)



### 10.3.2 Rate Exemption Application – 2/196 Forrest Avenue, South Bunbury, 3/196 Forrest Avenue and 6A St Marks Place, East Bunbury

<b>File Ref:</b>	COB/1130
<b>Applicant/Proponent:</b>	Housing Choices Australia
<b>Responsible Officer:</b>	Leonie Barwick, Team Leader Corporate Revenue
<b>Responsible Manager:</b>	David Ransom, Finance Manager
<b>Executive:</b>	Karin Strachan, Director Corporate and Community
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
<b>Attachments:</b>	Nil

#### Summary

An application for rate exemption has been received from Housing Choices Australia who currently lease 2/196 Forrest Avenue and 3/196 Forrest Avenue, South Bunbury from the Department of Communities – Housing, and 6A St Marks Place, East Bunbury, totalling \$5,587 per annum (24/25 rates) 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 Housing Choices Australia under Section 6.26 (g) of the *Local Government Act 1995* for 2/196 Forrest Avenue and 3/196 Forrest Avenue, South Bunbury and 6A St Marks Place, East 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 Housing Choices Australia will reduce the City’s rate revenue but will not have a regional impact.

#### Background

Housing Choices Australia have advised they are a not-for-profit organisation and that the properties are used to provide subsidised accommodation for the relief of poverty or distress for people in need.

#### 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**

Housing Choices Australia 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. The City currently has 431 properties that are exempt which is a loss of rate income of \$1,668,267 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 reduction of rates income of \$5,587 per annum.

As the proposed exemption is to be granted effective from 1 July 2024, this application, if approved will have an effect on the forecast Closing Surplus Position to 30 June 2025.

## **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.

### 10.3.3 Bushire Brigades Local Law 2024

<b>File Ref:</b>	COB/5421
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Mark Allies, Team Leader Rangers and Emergency Management Maureen Keegan, Senior Governance Officer
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Wellbeing Greg Golinski, Manager Governance and Integrated Planning
<b>Executive:</b>	Andrew McRobert, Director Sustainable Development Karin Strachan, Director Corporate and Community
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Appendix 10.3.3-A: Proposed City of Bunbury Bush Fire Brigades Local Law 2024

#### Summary

The purpose of this item is for Council to adopt the Bush Fire Brigades Local Law 2024 following undertakings requested by the Joint Standing Committee on Delegated Legislation (JSCDL) and committed to by Council at its 12 March 2024 meeting.

Local laws would ordinarily be channelled through Council’s Policy Review and Development Committee (PRDC), however given the timing of this request by the JSCDL and the next scheduled PRDC meeting, the matter is presented directly to Council to ensure timeframes are met.

A copy of the proposed local law is at Appendix 10.3.3-A.

#### Executive Recommendation

That Council:

1. Notes that two submissions were received during the statutory advertising period regarding the City of Bunbury Bush Fire Brigades Local Law 2024.
2. Agrees to the amendments to the proposed City of Bunbury Bush Fire Brigades Local Law 2024 as detailed within this report and reflected in Appendix 10.3.3-A.
3. Agrees that the amended City of Bunbury Bush Fire Brigades Local Law 2024 is not significantly different from what was previously proposed.
4. Adopts the City of Bunbury Bush Fire Brigades Local Law 2024 as presented at Appendix 10.3.3-A.
5. Requests the Chief Executive Officer undertake all relevant statutory advertising in this regard.

#### **Voting Requirement: Absolute Majority**

### **Strategic Relevance**

Pillar	Planet
Aspiration	A healthy and sustainable ecosystem
Outcome 6	An aware and resilient community equipped to respond to natural disasters and emergencies
Objective 6.1	Minimise risks and impacts from fires, floods, heatwaves and other natural disasters.

### **Regional Impact Statement**

Fire and other emergencies are prevalent right across Western Australia, particularly the Southwest due to its high density of rural spaces and natural bushland. Bushfire Brigades (BFBS) are necessary to minimise the impact of fire and other natural disasters within our community and the Greater Bunbury/Geopraphe regions.

Creation of a relative local law ensure the BFBS have the necessary guidance, and personal liability protection, to ensure continuity of service in addition to the health & wellbeing of all volunteers.

### **Background**

At its ordinary meeting held on 26 September 2023, Council resolved to make the City of Bunbury Bush Fire Brigade Local Law 2023 (refer decision 201/23). The Local Law was gazetted on 24 October 2023 and came into operation on 6 November 2023.

The JSCDL provided undertaking to the Local Law which Council resolved to undertake at the 12 March 2024 meeting.

Due to extent of the undertaking, it was determined to repeal the existing Bush Fire Brigade Local Law and replace it with the Bush Fire Brigades Local Law 2024.

Public Notice was undertaken on the City website, and noticeboards with submissions due 17 July 2024

Two submissions were received from the Department of Local Government Sport and Cultural Industries (DLGSCI) and the Department of Fire and Emergency Services (DFES) containing comment and edits outlined in this report.

### **Council Policy and Legislative Compliance**

Section 3.12 of the *Local Government Act 1995* outlines the process for the creation of a new local law and is applicable.

### **Officer Comments**

The City received two formal submissions during the consultation period, being from the DLGSCI and DFES. The comments and officer response are summarised in the table below.

#	DLGSCI Comment	CoB Officer Response
1	Clause 1.2 re-format the clause for consistency and change “Government Gazette” to italics.	Accepted. Document amended accordingly.
2	Clause 1.3 – Change the citation title and “Government Gazette” to italics.	Accepted. Document amended accordingly.
3	Clause 1.4 – - in the definition of <b>Act</b> change the citation to italics. - In the definition of Brigade, change the defined term to bold and italics. - In the definition of <b>brigade Member</b> remove the capital letter from “Member”. - In the definition of <b>Department</b> change “on” to “of”.	Accepted. Document amended accordingly for each of the recommendations.
4	Clause 2.2(1)(c) – redesignate the subparagraphs as bracketed roman numerals “(i), (ii), etc” rather than bullet points.	Accepted. Document amended accordingly.
5	Clause 2.5(1) – change the paragraph designators to closed brackets for consistency.	Accepted. Document amended accordingly.
6	Clause 4.1 – Change the subparagraphs to “(a), (b), (c)” rather than “(1), (2), (3)”.	Accepted. Document amended accordingly.
7	Schedule 1 – Ensure consistent formatting and designation of clauses, subclauses and paragraphs.	Accepted. Document amended accordingly.
#	DFES Comment	CoB Officer Response
1	The City may wish to consider the comments of the JSCDL in: - <i>Report 4: City of Gosnells Bush Fire Brigade Local Law 2023 (published November 2023)</i> ; and - <i>Report 16: City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (published June 2019)</i> .	City Officers read these 2 documents however it was considered the reports did not correlate with the JSCDL undertakings.
2	The Western Australian Local Government Association ( <b>WALGA</b> ) has developed a comprehensive "model local law" for use by local authorities that has been consistently approved by the JSCDL. The City may wish to consider the WALGA model local law (while also considering the comments below);	The City of Bunbury Bush Fire Brigades Local Law is consistent with the WALGA “model local law”.



#	DLGSCI Comment	CoB Officer Response
3	<p>DFES recommends naming the local law <i>City of Bunbury Bush Fire Brigades Local Law 2024</i>. The City's Proposed Local Law refers to 'brigades' plural. This change would be consistent with the WALGA's "model local law" and use in the <i>Bush Fires Act 1954 (BF Act)</i>.</p>	<p>Accepted. Document amended accordingly.</p>
4	<p>DFES notes that section 41(1) of the BF Act provides that a local government may, <i>in accordance with its local laws</i>, equip each brigade established under the local laws with appliances, equipment and apparatus (emphasis added). Under clause 6.1. of the Proposed Local Law, the City has provided that the local government may provide equipment pursuant to local government policy. DFES notes the City's 12 March 2024 OCM minutes and the reference therein to the JSDCL's feedback on the 2023 BFB Local Law - relevantly: "When an Act requires a local law to prescribe any matter, this means it must be set out in the local law. It must not be contained in another document that does not form part of the local law ...". The City may wish to consider amending the Proposed Local Law so that the local law provides for the equipping of brigades with appliances, equipment and apparatus.</p>	<p>Accepted. The document is amended accordingly.</p>
5	<p>The <i>Fire Brigades Regulations 1943</i> stipulate eligibility criteria for volunteer brigades formed under the <i>Fire Brigades Act 1954</i>. Regulation 159C provides for eligibility of probationary members from 16 years if they have parental/guardian consent and the brigade's captain is satisfied that the prospective member is able to perform the requisite duties. As a matter of policy, the City may wish to consider adding these protective mechanisms within their "Membership Criteria".</p>	<p>Accepted. The document is amended accordingly.</p>
6	<p>The City may wish to consider moving Part 3, 4 and 5 of the First Schedule into policy and/or procedure documents for ease of amendment (if necessary).</p>	<p>Accepted. Sections 3, 4 and 5 of the First Schedule was moved to the Local Law. Officers consider this amendment as minor as the sections were originally referenced in the Local Law.</p>

#	DLGSCI Comment	CoB Officer Response
7	DFES recommends careful editing/formatting to ensure consistency throughout, including in terms of numbering	Accepted. The document has been reviewed with changes to formatting for consistency and accuracy.

Noting the amendments to the Local Law to meet the recommendations listed above it is recommended that Council adopts the proposed City of Bunbury Bush Fire Brigades Local Law 2024 as presented at Appendix 10.3.3-A.

**Analysis of Financial and Budget Implications**

Gazettal and advertising costs will be accommodated in the 2024/25 budget.

**Community Consultation**

Advertising was undertaken on the City website, social media, and newspaper.

**Councillor/Officer Consultation**

Nil

**Applicant Consultation**

Nil

**Timeline: Council Decision Implementation**

Pending Council endorsement of the Executive Recommendation, the Local Law will be gazetted as soon as practicable.

# Appendix 10.3.3-A

## BUSH FIRE BRIGADES LOCAL LAW LOCAL GOVERNMENT ACT 1995 CITY OF BUNBURY BUSH FIRE BRIGADES LOCAL LAW 2024

Under the powers conferred by the *Bush Fire Act 1954* the *Local Government Act 1995* and by all other powers enabling it, the Council of the City of Bunbury resolved on **DATE** to make the following local law.

### PART 1 - PRELIMINARY

#### 1.1 Citation and Application

- (1) (This local law may be cited as the *City of Bunbury Bush Fire Brigades Local Law 2024*.)
- (2) This local law applies throughout the district.

#### 1.2 Commencement

This local law comes into operation 14 days after the day of its publication in the *Government Gazette*.

#### 1.3 Repeal Provisions

The *City of Bunbury Bush Fire Brigade Local Law 2023* published in the *Government Gazette* dated 24 October 2023, is repealed.

#### 1.4 Interpretation

- (1) This local law unless the context specifies otherwise –
  - Act** means the *Bush Fires Act 1954*;
  - Brigade** means the Bunbury Volunteer Bush Fire Brigade;
  - brigade member** means any member referred to in Clause 4.1;
  - bush fire brigade** is defined in section 7 of the Act;
  - bush fire brigade area** is defined in Clause 2.2(1)(b);
  - CEO** means the Chief Executive Officer of the local government;
  - Chief Bush Fire Control Officer** is as defined in the Act;
  - Department** means the Department of Fire and Emergency Services of Western Australia;
  - district** means the district of the local government;
  - local government** means the City of Bunbury;
  - normal brigade activities** is defined by section 35A of the Act;
  - Regulations** means Regulations made under the Act;
  - Rules** means the Rules Governing the Operations of Bush Fire Brigade set out in the First Schedule.
- (2) In this local law, unless the context otherwise requires, a reference to –
  - (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;

- (e) an Equipment Officer;
- (f) a Secretary;
- (g) a Treasurer;
- (h) a Secretary/Treasurer combined.

Means a person holding that position in a bush fire brigade.

## **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADE**

### ***Division 1 – Establishment of a bush fire brigade***

#### **2.1 Establishment of a bush fire brigade**

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

#### **2.2 Name and officers of bush fire brigade**

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
  - (c) appoint –
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary;
    - (v) an Equipment Officer;
    - (vi) a Secretary; and
    - (vii) a Treasurer; or
    - (viii) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

## ***Division 2 – Command at a fire***

### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.
- (2) In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (3) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

## ***Division 3 – Application of Rules to a bush fire brigade***

### **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in the First Schedule.

## ***Division 4 – Transitional***

### **2.5 Existing Bush Fire Brigade**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –

**“commencement day”** means the day on which this local law comes into operation.

## ***Division 5 – Dissolution of bush fire brigade***

### **2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law or is not achieving the objectives for which it was established.

## **2.7 New arrangement after dissolution**

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

# **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADE**

## ***Division 1 – Local government responsibility***

### **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire Brigade is maintained.

### **3.2 Officers to be supplied with Act**

The local government is to supply each brigade officer with a copy of the Act, the Regulations this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

## ***Division 2 – Chief Bush Fire Control Officer***

### **3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire Brigade.

### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire Brigade;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire Brigade or brigade officers;
- (d) ensure that bush fire Brigade are registered with the local government and that lists of brigade members are maintained.

## ***Division 3 – Annual general meetings of bush fire Brigade***

### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of July each year.

### **3.7 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

### **3.8 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee,following their receipt under subclause (1).

## ***Division 4 – Bush Fire Advisory Committee***

### **3.9 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire Brigade as is determined by the local government.

### **3.10 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

### **3.11 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee but is not bound to appoint the persons nominated.

### **3.12 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire Brigade.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1. Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) active members;
- (b) probationary members;
- (c) auxiliary members;
- (d) cadet members; and

- (e) honorary life members.

#### **4.2 Active Members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

#### **4.3 Probationary Members**

The duties of a probationary member of the Brigade are as follows –

- (a) Are to attend meetings; and may take part in discussions but are not entitled to vote;
- (b) Required to fulfill at least three (3) months minimum attendance requirements before being considered for active membership;
- (c) Expected to attend as many Brigade activities as possible including training and maintenance throughout their probationary period;
- (d) Can attend emergency calls when able to, but only under the direct supervision of a Brigade Officer.
- (e) Required to update any document, records, information, or systems that may be used by the Brigade for establishing the availability or unavailability of members to attend incidents;
- (f) Responsible for keeping the 'Crew Availability System' up to date.

#### **4.4 Auxiliary Members**

Auxiliary Members are those persons who are required to attend the monthly meetings and may attend Brigade activities if able to do so.

#### **4.5 Cadet Members**

- (1) Cadet members are --
  - (a) To be aged 11 years to 18 years of age; and
  - (b) Has the written consent of his or her parent or guardian to be registered as a cadet member; and
  - (c) The Brigade's captain has informed the FES Commissioner that he or she is satisfied that the member is able to perform appropriately the duties of a cadet member.
- (2) A member who is eligible to be registered as a cadet member of a Brigade may instead be registered as a probationary member or an active member of the Brigade if –
  - (a) The member has reached 16 years of age; and
  - (b) Has the written consent of his or her parent or guardian to be registered as a probationary member; and
  - (c) The Brigade's captain has informed the FES Commissioner that he or she is satisfied that the member is able to perform the duties of an active member of the Brigade.

#### **4.6 Honorary Life Members**

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member



## **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

### **5.1 Rules to govern**

The appointment, dismissal, and management of brigade members by the bush fire brigade are governed by the Rules set out in the First Schedule.

## **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADE**

### **6.1 Policies of local government**

The local government may –

- (1) **provide** funding to bush fire Brigade for the purchase of protective clothing, equipment, and appliances; and
- (2) **keep** bush fire Brigade informed of opportunities for funding from other bodies.

### **6.2 Equipment in brigade area**

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

### **6.4 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

## **PART 7 – RESPONSIBILITIES OF FIRE BRIGADE OFFICERS**

### **7.1 Code of Conduct**

- (1) The Brigade will establish a Code of Conduct (the Code) that will include the following:
  - (a) Establishes the Purpose, Scope and Principles of the Code;
  - (b) The type of conduct and behaviour by Brigade members that will be considered as acceptable conduct and behaviour;
  - (c) The type of conduct and behaviour by Brigade members that will be considered as unacceptable conduct and behaviour;
  - (d) Determine what will be considered as Serious Misconduct and the ramifications of such Serious Misconduct;

- (e) Establishes procedures for the compliance with the Code and management of alleged breaches of the Code.
- (2) Any Code established by the Brigade will not be ultra vires to any Code of Conduct as established by the City or DFES;
- (3) Where any part of the Code is contrary to a Code of Conduct as established by the City or as established by DFES, as far as the context of the Code allows, where the Code is –
  - (a) contrary to the Code of Conduct established by the City, the City's Code of Conduct will prevail; or
  - (b) the Brigade will review the Code at intervals as determined by the Brigade from time to time;
  - (c) the determination of any amendments of the Code will be determined at an ordinary meeting of the brigade by a majority vote of eligible members present at the meeting.

## **7.2 Drugs, Alcohol and Smoking**

- (1) Members are restricted from all operational and training activities if they have consumed any alcohol or drugs or are suspected by a Brigade Officer to have consumed or be under the influence of alcohol or drugs;
- (2) Members are to inform the Captain or any other Brigade Officers if they have consumed alcohol or drugs;
- (3) The Captain or any Brigade Officers can stand down any member should they suspect that the member is unfit to undertake their membership role due to being considered by the Captain or any Brigade Officer to be under the influence of alcohol or any drug.

Contravention of any of the above Clauses may be grounds for instant dismissal from the Brigade.

- (1) Smoking is not permitted in vehicles or within five (5) metres of any entrance or access points to the fire station. At an incident, smokers need to obtain permission from the Captain, Brigade Officer or Incident Controller;
- (2) Smokers are responsible for ensuring that all cigarette butts are totally extinguished and appropriately disposed of into a suitable bin or container.

## **7.3 Responding to Incidents**

- (1) When responding to the fire station for an incident, members are still bound by the Road Traffic Code 2000 and are not exempt under any circumstances;
- (2) Members are not to use a fire-call to justify the contravention of any law or to justify receiving traffic infringements;
- (3) No member is to respond in their own vehicle 'directly' to any emergency incident without the prior consent of the Captain or without first attending the station;
- (4) When mobilising to an incident, probationary members may be required to relinquish their position to active members should there be more crew than seats on vehicles. The same applies to all active members with regards to their qualifications in relation to the type of incident being attended;
- (5) The Captain or Brigade Officers present will determine the make-up of crews and which vehicles crew members will respond in;

- (6) The driver of a Brigade vehicle is to ensure that they at all times adhere to the instructions of the Captains or Brigade Officers present and adhere to DFES Policy relating to driving of vehicles;
- (7) Other than the Captain or Brigade Officers, no crew members other than the vehicle driver are to determine the operations of the vehicle.

#### **7.4 Parking**

- (1) All vehicles are to be parked in a safe and secure manner within the car parking area as provided;
- (2) Vehicles are not to be parked outside a secure fenced parking area unless prior consent has been obtained from the Captain or another Brigade Officer;
- (3) Members must ensure sufficient access/egress is available to any vehicles at the fire station;
- (4) No vehicles are to be parked in such a way to cause an obstruction to the access/egress of Brigade firefighting appliances to the fire station;
- (5) Vehicles that a driven within the station yard must not exceed a speed of 5km/hr;
- (6) A member may void their insurance if a vehicle is not parked within the designated areas where vehicles are to be parked or if driven in excess of the speed limit as stated in sub clause (5);
- (7) Members are to ensure that their vehicle is locked and made secure whilst at the fire station or whilst at a Brigade sanctioned activity and that all valuables are kept out of sight and remain in a secure location either in the vehicle or in the fire station;
- (8) The Brigade will not be liable for any loss or damage that may be caused to any private vehicle or goods whilst they are at a Brigade sanctioned activity or whilst kept on station.

#### **7.5 Occurrence Book**

- (1) All Brigade members, visitors and guests are to record in the occurrence book their name, date, time on and off station together with the reason for being on station;
- (2) Incidents are to be entered in the occurrence book by the Captain, Brigade Officer or a member nominated by the Captain or Brigade Officer;
- (3) The occurrence book must not be removed from the station unless prior approval has been obtained from the Captain, Brigade Officer or the occurrence book has expressly been requested by the City or DFES.

#### **7.6 Brigade Vehicles and Equipment**

- (1) Vehicles can be driven under normal road conditions by any active member who holds a current and appropriate class of motor driver's license for the class of vehicle that is to be driven;
- (2) Drivers who hold a Provisional License (P-Plate) of the appropriate class level for the class of vehicle are permitted to drive Brigade vehicles under normal road conditions;
- (3) Drivers who hold a learner permit (L – Plate) or Provisional license (P-Plate) of the appropriate class level are not permitted to drive Brigade vehicles to or from any incident or drive any vehicle under emergency conditions;
- (4) Vehicles may only be driven under emergency conditions –
  - (a) under the direction of the OIC;

- (b) by a member who has completed the appropriate training course and has all relevant approvals, qualifications and driver's license for the class of vehicle that is to be driven;
  - (c) if the Brigade vehicle is sufficiently crewed for the incident being attended;
  - (d) if the vehicle is fully crewed without a driver who is authorised to drive under operational conditions, the crew is to proceed under 'Normal Road' conditions to the incident and the Brigade vehicle can be driven by a member who holds a current and appropriate class of motor driver's license for the class of vehicle that is to be driven.
- (5) Damaged, faulty or lost equipment is to be immediately reported to the Captain or the appropriate Brigade Officer;
  - (6) At the end of an incident, training drill or other Brigade activity, it is the responsibility of the OIC, driver and the crew to ensure all vehicles and equipment are returned to a state of operational readiness;
  - (7) The OIC has ultimate responsibility to ensure all vehicles and equipment are returned to a state of operational readiness;
  - (8) No equipment is to be swapped between vehicles, lockers or added or removed from vehicles without prior consent of the Captain;
  - (9) Equipment that is borrowed from the station (e.g. tables and chairs) must be approved by the Captain and signed off station and on station via the occurrence book when the equipment is borrowed and returned;
  - (10) No other personal other than Brigade members are permitted on station or on vehicles without the prior consent of the Captain.

### **7.8 Group Call, Short Message Service (SMS)**

- (1) With the approval of the Captain, all Brigade members are entitled to be enrolled on the Brigade SMS system;
- (2) Probationary members are added to the Brigade SMS at the discretion of the Captain;
- (3) The placement of active members on the Brigade Group Call service shall be at the discretion of the Captain;
- (4) The Captain may arrange to include active members on the Brigade Group Call service who have fulfilled the following requirements –
  - (a) Completed the minimum training requirements as specified in Part 5 (clause 5.1);
  - (b) Fulfilled all membership requirements, roles and responsibilities.
- (5) Members, who are not attending the incident, are not to answer the Group Call;
- (6) Members are to adhere to the Group Call Procedure;
- (7) If required, at the cessation of membership the member shall be immediately removed from the Brigade Group Call and SMS;
- (8) Group Call and SMS shall be used for Brigade business purposes only.

### **7.9 Use of Mobile Phones and other Media Devices**

- (1) The use of personal mobile phones during training or meetings is prohibited, unless permission is granted by the Captain or OIC and if necessary, the Brigade Member will excuse themselves from the training or meeting;

- (2) Mobile phones or other media devices are prohibited at Brigade activities including meetings, training or at any incident without the prior approval of the Captain or OIC present;
- (3) Any photographs or videos that are taken by Brigade members whilst at Brigade activities remain the intellectual property of the Brigade and therefore the unauthorized use and/or distribution of such photos and/or videos is strictly prohibited;
- (4) Any public advertising, promotion, circulation or posting of any photos or videos depicting Brigade members, any incidents or other Brigade activities, DFES/Brigade equipment, property and/or Brigade members in uniform, PPC/PPE shall require the prior approval of the Captain and if required, DFES;
  - (a) Mobile phones and other media devices, including hands-free, are not to be used by the driver whilst driving vehicles;
  - (b) Personal mobile phones lost or damaged during any Brigade activity including training, meetings or at an incident will not be covered by insurance.

## **PART 8 - UNIFORMS/PERSONAL PROTECTIVE EQUIPMENT/PERSONAL PROTECTIVE CLOTHING**

### **8.1 General**

- (1) When members are wearing Brigade provided uniform/PPE/PPC, they are deemed to be “on duty” and therefore members are to act in such a manner to ensure that they do not cause disrepute to the City, DFES, the Brigade or the service;
- (2) All uniforms/PPE/PPC issued to a Brigade member remain the property of DFES and the Brigade. If a Brigade member transfers to another Brigade, group or unit then any uniforms/PPE/PPC shall remain with the Brigade;
- (3) No dress uniform shall be provided to any probationary member;
- (4) Auxiliary members may be provided dress uniform as determined by the Brigade from time to time or the Captain;
- (5) Uniforms/PPE/PPC are not to be used by non-members of the Brigade;
- (6) Members shall not remove any PPE or PPC from the station unless prior consent has been given by the Captain or another Brigade Officer;
- (7) Members may keep their Dress Uniform at their place of residence except for their firefighting boots which are to be kept at the station;
- (8) Members shall exercise reasonable care in keeping uniforms/PPE/PPC clean and in good order at all times;
- (9) Members are not to mix uniforms/PPE/PPC with any personal clothing;
- (10) Members shall not wear uniforms/PPE/PPC in public unless on official duty and only with the prior consent of the Captain;
- (11) All uniforms/PPE/PPC shall be returned immediately upon the cessation of membership, or when an active member becomes an auxiliary member;
- (12) Members with hair longer than shoulder-length must have their hair tied back at all times;

- (13) The only jewellery permitted to be worn when members are on duty is a wedding ring and a wrist watch. Females are also permitted to wear earrings. Body piercings are strictly prohibited. No jewellery should be worn to an incident;
- (14) All Brigade property must be surrendered if the requirements for holding an active or reserve position are not met over a period not exceeding three consecutive months unless prior arrangements have been made (i.e. a letter notifying of Leave of Absence). Brigade property will then be returned to the member on an availability basis once the member meets the required obligations;
- (15) Members are required to wear the correct level of always issued PPC and PPE whilst on duty;
- (16) Whilst undertaking maintenance, training or drills, members are required to wear sufficient PPE and PPC as directed by the OIC.

## **8.2 Working Dress**

- (1) All members are entitled to be issued with a Working Dress Uniform consisting of –
  - (a) Level 1 Jacket and Trousers;
  - (b) Level 1 gloves;
  - (c) Level 1 helmet;
  - (d) Issued boots;
  - (e) BFS Polo Shirt and/or Brigade T-shirt.
- (2) Members are also permitted to wear –
  - (a) BFS or plain peaked cap (outdoors only); or
  - (b) BFS broad-brimmed hat (outdoors only).

## **8.3 Dress Uniform**

- (1) All active members are to be issued with Dress Uniform consisting of –
  - (a) BFS Polo Shirt (Informal functions and Brigade activities);
  - (b) Dress Trousers (Clean and pressed);
  - (c) Black belt with BFS buckle or standard belt buckle;
  - (d) Light Blue BFS dress shirt (Clean and pressed);
  - (e) BFS Neck Tie (Only to be worn when instructed);
  - (f) Softshell Jacket (Bomber Jacket);
  - (g) Black shoes (if issued) (clean and polished); or
  - (h) Firefighting boots (clean and polished);
  - (i) Blue BFS Akubra broad-brimmed hat with BFS badge and Puggaree;
  - (j) Appropriate Epaulettes;
  - (k) Name badge (if issued);
  - (l) Dress Uniform is to be worn as directed by the Captain.

## **8.4 Personal Protective Clothing (PPC) Personal Protective Equipment (PPE)**

- (1) PPC remains the property of the Brigade at all times and is to be returned upon the cessation of membership or upon downgrading from 'Active' to 'Auxiliary' Member;
- (2) Members are responsible for maintaining their issued PPC/PPE;

- (3) Repairs to PPC/PPE are not to be done by members. Items in need of repair are to be submitted to an appropriate Brigade Officer, and arrangements for temporary PPC/PPE will be made;
- (4) Members are responsible for donning the correct PPC/PPE as determined by the type of incident to be attended (See PPC/PPE Matrix);
- (5) Members are not to don any PPC/PPE in a Brigade vehicle which requires them to undo their seatbelt;
- (6) PPC/PPE is not to be worn inside the station in areas that are determined as being "Clean Areas";
- (7) Access to emergency PPC/PPE is only to be done under the direction of a Brigade Officer. Emergency PPC/PPE is to be clean before it is returned.

## **PART 9 - ATTENDANCE, TRAINING AND MAINTENANCE**

### **9.1 Minimum Requirements**

- (1) All active and probationary members are required to attend a minimum of 75% of all Brigade activities. All Auxiliary members are required to attend at least 50% of all Brigade activities except for incidents;
- (2) If a member is not able to attend or is going to be late to any Brigade activity, it is requested that they place a courtesy call or message beforehand to a Brigade Officer notifying of their non-attendance or their lateness;
- (3) Members are to attend all Brigade activities in working dress unless directed otherwise;
- (4) Members who need to leave any Brigade activity early, are to obtain prior consent from the Captain or other Brigade Officer in attendance prior to the start of any Brigade activity.

### **9.2 Inability to meet minimum attendance requirements**

- (1) Members who are unable to fulfill their minimum attendance requirements, for certain periods of time are required to make the following submissions -
  - (a) Absence for up to one (1) month – Written notification to the Captain;
  - (b) Absence for up to (3) three months - Complete Leave of Absence form for submitting to the Captain for approval;
  - (c) Absence for up to six (6) months - Complete Leave of Absence form for submitting to the Captain for approval.
  - (d) Absence for greater than six (6) months –
    - (i) Complete Leave of Absence form for submitting to the Captain for approval;
    - (ii) downgrade to an auxiliary member status; and
    - (iii) return all uniforms, PPE and PPC.

### **9.3 Action on non-attendance.**

- (1) If a member fails to make the appropriate submissions for their absence, they will receive a notice from the Captain after three (3) months in regard to an explanation for their lack of attendance;
- (2) If the member does not attend as required or supply the Brigade with the appropriate submissions as stated in Clause 5.3 within 2 weeks of the notice, they will receive a letter stating that they have a further two weeks to speak with a Brigade Officer in regards to their intentions or be removed from the active member list, removed from the SMS list and required to return their PPC/PPE;
- (3) If the member makes no response to this correspondence, they may be asked to resign or arrangements to remove them as a member of the Brigade will commence. Where this action occurs, it must be voted on at a Brigade meeting;

#### **9.4 DFES Training Courses**

- (1) Subject to the availability of training courses, a new member is expected to complete the following training in the probationary period -
  - (a) Induction;
  - (b) Bushfire Safety Awareness;
  - (c) Bushfire Fighting Skills;
  - (d) AIIMS Awareness;
  - (e) Basic WAERN Radio Communications.
- (2) It is then expected that a new member will apply for other courses as applicable;
- (3) Enrolment to any DFES training course shall be completed via the DFES Training System. It is expected that Active Firefighters will work to complete the DFES BFS Bush Firefighter which is included in the following DFES Bush Fire Service Training Program –
  - (a) BFS Bush Firefighter;
  - (b) BFS Advanced Firefighter – Role Based;
  - (c) BFS Leadership; and
  - (d) Specialist/Optional Courses.
- (4) At least one (1) month prior to the closing date for nominations for the course, all course nominations shall be submitted to DFES and approved by the Captain, or Training Coordinator. An application is not a guarantee of acceptance onto a course and the Captain, Training Coordinator or DFES staff can decline a course nomination;
- (5) Members who are accepted to attend a course are to remember that they are representing the Brigade and are therefore to act in a manner that will not cause disrepute;
- (6) Should members need to withdraw from a course, members must immediately inform the Course Coordinator prior to the course as well as the Captain or Training Coordinator of the Brigade. Members are also required to inform the Course Coordinator as well as the Captain or Training Coordinator of the Brigade if they will be unexpectedly absent or late for a course. Failure to notify as per requirements may jeopardise a member's attendance at other subsequent training courses;
- (7) Members are responsible for following the joining instructions for a course; including wearing the correct uniform and having the correct PPE/PPC for the type of course being conducted. If the member has not yet been issued with required PPE/PPC they will need to arrange their PPE/PPC through an appropriate Brigade Officer beforehand.



### **9.5 Brigade Contribution toward Qualification, License or Training**

- (1) Where the Brigade requires a member to obtain a certain qualification, licence or training that will assist the Brigade fulfil its operational profile, achieve the Brigade operational readiness and the Brigade objectives, the Brigade may determine to contribute towards the out of pocket expenses of a member who has obtained the Brigade required qualification, training, or licence;
- (2) Sub clause (1) shall only apply to members that have been a Brigade member for a continual period of at least 24 months;
- (3) The amount of contribution, the terms and conditions of the contribution shall be determined by the Brigade from time to time;
- (4) Any contribution towards a member's qualification, licence or training out of pocket expenses are to be determined at a meeting of the Brigade by a majority vote of Brigade members present at the meeting;
- (5) In accordance with sub clause (1) to sub clause (4), the Brigade may contribute up to \$500 towards the cost of a member who obtains their MR or HR class WA Drivers Licence;
- (6) Any contribution towards any reimbursement in accordance with Clause (v) may either be as a once off payment, by instalments or by another method of payment as determined by the Brigade;
- (7) Any contribution towards any reimbursement in accordance with Clause (v) will only be for one Brigade member per month or a period of time as otherwise determined by the Brigade from time to time.

### **9.6 Brigade Training**

- (1) Training drills are held at a time as determined by the Brigade or the Captain, but as a minimum must be held at least once per month.

### **9.7 Vehicle and Equipment Maintenance/Checks**

- (1) Vehicle and Equipment Maintenance/Checks are to be conducted by all active and probationary members on a regular basis as determined by the Captain. Auxiliary members are also able to conduct Vehicle and Equipment Maintenance/Checks with the approval of the Captain.

**FIRST SCHEDULE**  
**RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADE**

**PART 1 - PRELIMINARY**

**1. Interpretations**

(1) In these rules unless the context otherwise requires, where a term is used in these rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.

(2) In these Rules, unless the context otherwise requires –

**Appliance** means a Brigade vehicle as provided by the City or DFES and used by the Brigade for firefighting and associated purposes;

**Area Officer** means a person in the position of Area Officer as appointed and employed by **DFES** means the Department of Fire and Emergency Services;

**Association of Volunteer Bush Fire Brigade (AVBFB)** means the AVBFB as established and incorporated to represent the Bush Fire Volunteers of WA;

**Brigade Activity** has the same meaning as Normal Brigade Activities as defined in Section 35A of the Act;

**Commissioner** means the FES Commissioner;

**Committee** means a advisory committee established by the Brigade to undertake a specific or supportive role as defined in Section 67 of the Act;

**DFES** means the Department Fire Emergency Services

**Fire Station** means the Bunbury Bushfire Brigade Fire Station located at Clements Street, Davenport;

**Personal Protective Clothing (PPC)** means the Personal Protective Clothing as provided to members by the Brigade;

**Personal Protective Equipment (PPE)** means the Personal Protective Equipment as provided to members by the Brigade;

**OIC** means Officer in Charge;

**Station** has the same meaning as 'Fire Station';

**Vehicle** has the same meaning as 'Appliance' where the context requires;

**Vehicle Fault Report (VFR)** means the Vehicle Fault Report that is required to be completed to record any damage, faults to Brigade Vehicles or equipment.

## PART 2 – OBJECTS AND MEMBERSHIP OF A BUSH FIRE BRIGADE

### 2.1 Objects of bush fire brigade

- (1) The objects of the bush fire brigade are to carry out –
- (2) The normal brigade activities; and
- (3) The function of the bush fire brigaded which are specified in the Act, the Regulations, and the local law.

### 2.2 Membership Levels and Brigade Memberships

- (1) The total number of members of the Brigade, or of categories of membership of the Brigade, may be determined by the Brigade from time to time and may be set or varied by a simple majority vote at an ordinary meeting or the AGM of the Brigade.
- (2) The total number of active members, probationary or auxiliary members of the Brigade is not to be greater than the number that is determined by the Brigade from time to time.
- (3) The number of active members of the Brigade is to be greater than the number of members of any other category of membership of the Brigade (excluding cadet members), and the active members are to include the Brigade Officers.
- (4) For the purposes of sub clause (1), a member of a Brigade who has been granted a Leave of Absence for a period greater than 3 months is not to be counted towards the total number of members of the Brigade while the member is on leave.

### 2.3 Membership Criteria

To become a member of the Brigade, a person must fit the following criteria:

- (1) Be in good health;
- (2) Be at a level of fitness to undertake the relevant membership roles and responsibilities;
- (3) Be of good moral character;
- (4) Be over the age of 16;
- (5) Have not been struck off, had their membership terminated, removed or cancelled from any organisation, club, Brigade, group or unit;
- (6) Be able to fulfill the minimum attendance requirements.
- (7) Members from 16 years are eligible if they have parental/guardian consent and the brigade's captain is satisfied that the prospective member is able to perform the requisite duties.

### 2.4 Membership Application Process

- (1) Any enquiry for membership of the Brigade will be followed up by a Brigade elected officer as determined by the Brigade from time to time;
- (2) The Brigade Officer shall issue the following to the new applicant –
  - (a) expression of Interest Form;
  - (b) the 'Expectations of an active member of the Bunbury Volunteer Bushfire Brigade';
  - (c) any other information for new membership applicants as determined by the Brigade from time to time.

- (3) Upon receipt of the information stated in sub clause (2) if the applicant wants to progress with their application;
- (4) An interview with the new applicant shall be arranged with Brigade Officers at which time the Interview Form as determined by the Brigade from time to time shall be completed with all relevant information;
- (5) Brigade Officers shall determine whether the new applicant is a “suitable person” from the information provided at interview by the new applicant;
- (6) The term “suitable person” shall be determined by the following –
  - (a) of the required age to be a member in accordance with DFES and Brigade requirements;
  - (b) reside within a suitable distance of the fire station to facilitate attendance and mobilisation to emergency incidents. A suitable distance refers to 15-kilometre radius of the fire station;
  - (c) be of good health – without past or pre-existing illness or injury that may preclude the applicant from contributing to the Brigade and fulfil the requirements as a Brigade member;
  - (d) have not had their membership terminated, removed, or cancelled from another organisation, club, emergency services Brigade, Group or Unit;
  - (e) applicant can provide a “Transfer Clearance” in the prescribed form from a previous Brigade, group or unit to which the applicant was a member;
  - (f) if required by the Brigade, the applicant can provide at least 2 referees from another Brigade, group or unit and/or an employer;
  - (g) applicant would be able to apply for and receive a National Police Clearance Certificate free from convictions and if required by the Brigade, a Working with Children’s Clearance.

## **2.5 Decision on application for membership**

- (1) the Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.

## **2.6 DFES to be notified of registrations**

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

## **2.7 Probationary Period**

- (1) Subject to Clause 2.6, the Brigade shall determine if the applicant should become a probationary member of the Brigade and the Brigade shall determine the period of the probation, which is to be a minimum of 3 months;
- (2) If the applicant has previously been an active member of another Brigade, group or unit, they may progress straight to the active ranks; if –
  - (a) the applicant has been a member of another Brigade, group or unit for more than twelve (12) months and has completed the training as described at Clause 5.5; and

- (b) at the Brigade meeting the majority of the members present agree to the applicant being an active member of the Brigade.

## **2.8 Termination of Membership**

- (1) Membership of the bush fire brigade terminates if the member -
  - (a) Dies;
  - (b) Gives written notice of resignation to the Secretary;
  - (c) Is, in the opinion of the Committee, permanently incapacitated by mental or physical ill health;
  - (d) Is dismissed by the Committee.; or
  - (e) Ceases to be a member.

## **2.9 Suspension of Membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member;
- (2) The period of suspension shall be at the discretion of the Committee;
- (3) Upon the expiry of the period of suspension the Committee may -
  - (a) Extend the period of suspension;
  - (b) Terminate the membership: or
  - (c) Reinststate the membership.

## **2.10 Existing Liabilities to continue**

- (1) The resignation or dismissal of a member under clause 2.9 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

## **2.11 Member has right of defence**

- (1) A brigade member is not to be dismissed without being given the opportunity to meet with the committee and answer any charges which might give grounds for dismissal.

## **2.12 Objection Right**

- (1) A person whose –
  - (a) Application for membership is refused under clause 2.6(1)(b)
  - (b) Membership is terminated under clause 2.9(1)(c), clause 2.9(1)(b); or
  - (c) Membership is suspended under clause 2.10(1) or clause 2.10(3)(a).
- (2) Has the right of objection to the local government which may dispose of the objection by –
  - (a) Dismissing the objection;
  - (b) Varying the decision objected to; or
  - (c) Revoking the decision objected to, with or without –
    - (i) substituting for it another decision; or
    - (ii) referring the matter, with or without directions, for another decision by the Committee.

## **2.13 Life Membership**

- (1) A nomination for Life Membership can be submitted to the Brigade by any member of the Brigade;

- (2) A nomination for Life Membership shall be in writing and shall adequately address the following criteria –
  - (a) the member being nominated has demonstrated significant, sustained and exemplary service to the Brigade;
  - (b) the member being nominated has fulfilled significant service as a fire fighter or a Brigade Officer or an Office Bearer;
  - (c) the member being nominated has demonstrated the attitude, demeanour and dedication to the Brigade and the service;
  - (d) the member being nominated has demonstrated leadership qualities and has been an excellent role model, has diligently undertaken their role and responsibilities and enhanced the reputation for the Brigade and the service;
- (3) A nomination for Life Membership shall be presented to the Committee for consideration;
- (4) The Committee shall consider the nomination for Life Membership in accordance with the criteria and present a recommendation to the Brigade at the next ordinary meeting of the Brigade to either accept or not to accept the nomination;
- (5) The Brigade shall consider the recommendation as presented by the Committee and the Brigade shall determine to either accept or not accept the nomination for Life Membership by majority vote of the Brigade;
- (6) If the Brigade accepts the nomination for Life Membership, the Secretary shall apply to the AVFBF for the Life Membership medallion;
- (7) The Brigade shall arrange to present the Life Membership medallion at the next available formal function of the Brigade;
- (8) If required, the Brigade shall ensure that the details of the Life Member are inscribed on the Life Membership board of the Brigade.

## **PART 3 - BRIGADE MEETINGS**

### **3.1 Monthly Meetings**

- (1) Ordinary meetings of the Brigade shall be held at least four times per year at a day and a time as determined by the Brigade or the Captain from time to time;
- (2) The Captain shall preside at each of the Brigade monthly meetings. If the Captain is absent from the monthly meeting, then the 1st Lieutenant shall preside and if the Captain and 1st Lieutenant are both absent then the Chairperson shall be the next senior member of the Brigade that is present at the meeting;
- (3) All active, probationary and auxiliary members are to attend or submit their apology to the Captain prior to the meeting;
- (4) Members are to be in uniform, neat tidy casual clothing or in work attire if attending the meeting directly from their place of work;
- (5) Only active and auxiliary members are entitled to one vote each on any motions put at the Brigade meeting;
- (6) Probationary members are not entitled to move or second any motions put at a Brigade meeting and are not entitled to vote on any motions put at a Brigade meeting;
- (7) Life Members are welcome to attend Brigade meetings, however they are not entitled to vote unless they are an active or auxiliary member of the Brigade;
- (8) With the approval of the Captain, visitors are welcome to attend Brigade meetings, however they are not permitted to take part in discussions, are not to be disruptive to the meeting and shall immediately leave the meeting if requested to do so by the Captain or the Brigade member who is presiding over the meeting;
- (9) Any Brigade member who wants to speak on any item on the agenda of the Brigade meeting shall only do so once invited by the Captain or the Brigade member who is presiding over the meeting;
- (10) The Captain or the Brigade member who is presiding over the meeting may request that a Brigade member leave a Brigade meeting should the Captain determine that the Brigade member is being disruptive, overly argumentative or acting in a manner that is not conducive to the benefit of the othermembers present at the meeting or beneficial to the overall outcome of a matter that is being presented or debated at the meeting.

### **3.2 Annual General Meetings (AGM)**

- (1) The Brigade AGM shall be held in July annually or at a time as determined by the Brigade or the Captain from time to time;
- (2) Notification of the Brigade AGM shall be circulated to all Brigade members by the Secretary at least 14 days prior to the AGM;
- (3) Nomination forms for the Brigade Officers and office bearer positions will be in the prescribed form as at APPENDIX 1 and circulated to all members in June annually and at least fourteen (14) days prior to the date of the AGM;
- (4) An Eligible member of the Brigade can nominate for any one of the Brigade Officer positions or any one of the office bearer positions;
- (5) Nomination forms for the Brigade Officers or office bearer positions shall be submitted to the Brigade Secretary no more than fourteen (14) days prior to the AGM;

- (6) Nomination forms received by the Secretary after the closing time for nominations to be received shall be deemed invalid;
- (7) Nomination forms shall be completed and signed by a member who is nominating for a particular Brigade Officer position or office bearer position and no other member of the Brigade can nominate another member of the Brigade for a Brigade Officer position or office bearer position;
- (8) A Selection Panel shall be established and appointed by the Brigade to determine each nomination and the suitability of the nominee to fulfil the position as nominated.
- (9) The Selection Panel shall consist of the following –
  - (a) Captain;
  - (b) Lieutenants;
  - (c) Secretary; and
  - (d) Two (2) active members as elected by the Brigade.
- (10) The Selection Panel shall be appointed by the Brigade to meet to determine each nomination and the suitability of the nominee to fulfil the position as nominated. This shall apply even if there is only one (1) nomination received for any of the Brigade Officer position or office bearer positions;
- (11) The Selection Panel shall determine the suitability of any nominee for a Brigade Officer position in accordance with the selection criteria and shall determine the suitability of any nominee for any of the other office bearer positions;
- (12) Should a nominee for a particular position be from the Selection Panel then they are to be excused from determining the particular position that they have nominated for and leave the meeting until such time as the nominations for the particular position that they have nominated for have been determined by the remaining Selection Panel members;
- (13) Any nominee that is determined by the Selection Panel as not fulfilling the criteria for a Brigade Officer position or any of the other office bearer positions shall be advised prior to the AGM;
- (14) All nominations shall be circulated to all Brigade members prior to the AGM stating the name of each of the nominees, the position that they have nominated for and the reasons for their suitability or unsuitability;
- (15) Members are to wear Dress Uniform or neat, tidy clothing to the AGM. With the approval of the Captain, work attire shall be permitted should members attend the AGM directly from their place of work;
- (16) All active, probationary and auxiliary members must attend the AGM or submit their apology in writing to the Captain prior to the AGM;
- (17) Life Members are welcome to attend the AGM, however they may not vote unless they are an active, or auxiliary member of the Brigade;
- (18) Only active and auxiliary members are entitled to only one vote on any motion put at the AGM;
- (19) Only active and auxiliary members are entitled to only one vote in the election of each of the positions for Brigade Officers and office bearer positions.

### **3.3 Election of Brigade Officers and Office Bearers**



- (1) At the AGM, the Captain shall call upon two (2) suitable members present at the AGM for the holding of elections. One (1) of the suitable members shall act as the Returning Officer and the other suitable member shall assist the Returning Officer. Should no suitable members be present, the Captain shall preside with the assistance of a Brigade member as selected by the majority of the members present;
- (2) The Returning Officer shall call for all positions to be vacant and read aloud the nominations received for each Brigade Officers and office bearer positions;
- (3) The election of Brigade Officers and office bearer positions will be in the following order –
  - (a) Captain;
  - (b) Lieutenants;
  - (c) Secretary;
  - (d) Treasurer;
  - (e) Auditors (x 2);
  - (f) Training Coordinator;
  - (g) Equipment Coordinator;
  - (h) PPE/PPC Coordinator;
  - (i) Personnel Coordinator;
  - (j) Social & Fundraising Coordinator;
  - (k) Any other positions as determined necessary by the Brigade.
- (4) The Returning Officer shall determine from the majority vote of the Brigade members present at the AGM whether a vote for the election of Brigade Officers and office bearer positions will be undertaken by a show of hands or by secret ballot;
- (5) If the decision of the Brigade is that the voting shall be conducted by secret ballot the nominees that may be subject to the voting shall remain and may participate in the secret ballot;
- (6) If the decision of the Brigade is that the voting shall be conducted by a show of hands the nominees that may be subject to the voting shall be asked to leave the meeting at the appropriate time to enable the vote to be conducted;
- (7) Once the voting for the position that was subject to voting by a show of hands has been concluded the nominees shall be invited to return to the AGM and be informed as to the outcome of the vote;
- (8) All votes for each nominee, for each position shall be tallied and shall be recorded in the minutes of the AGM;
- (9) Should there be a tie in the voting for any of the Brigade Officers and office bearer positions the voting shall continue until such time as one of the nominees has received the majority of votes of the members present;
- (10) The outcome from voting shall be determined by a simple majority;
- (11) Within seven (7) days of the date of the AGM, the Brigade Secretary shall inform the City and DFES the details of the Brigade member that has been elected to each of the Brigade Officers and office bearer positions as listed at sub clause (3).

### **3.4 Extraordinary Elections**

- (1) An extraordinary election shall be held where a Brigade Officer or office bearer position as described in sub clause (3) is vacated at any stage; and
  - (a) the Brigade determines by resolution that the Brigade Officer or office bearer position shall be filled; or
  - (b) the City directs the Brigade that the Brigade Officer or office bearer position shall be filled;
- (2) When it is determined that a Brigade Officer or Office Bearer position is to be filled, in accordance with Clause (6.3) (4), the Secretary shall cause a notice to be issued to all members informing, of the extraordinary election;
- (3) The notice informing of the extraordinary election shall specify the day, time and location at which the election is to be held and inviting nominations for the vacant Brigade Officer or Office Bearer position;
- (4) The process for the issuing and processing of nominations for the vacant Brigade Officer or Office Bearer position shall be in accordance with in Clause (6.2);
- (5) The procedure for the holding of an election shall be in accordance with sub clause 6.2;
- (6) Within seven (7) days of the date of the extraordinary election, the Brigade Secretary shall inform the City and DFES the details of the Brigade member that has been elected to the position that had previously been declared vacant.

### **3.5 Special Brigade Meeting**

- (1) A special meeting of the Brigade may be convened by the Captain or Secretary;
- (2) The Secretary must convene a special meeting of the Brigade if requested in writing to do so by at least five (5) active members of the Brigade;
- (3) A special meeting must be held within fourteen (14) days after the request (under (ii) above) is received by the Secretary;
- (4) At least five (5) days prior to the commencement of the meeting, a notice of any special meeting of the Brigade must be given to all active, probationary and auxiliary members of the Brigade;
- (5) Notice of a special meeting –
  - (a) must be given by the Secretary;
  - (b) given by written notice to each member personally or by postal or electronic mail;
  - (c) must set out the date, time and location of the special meeting;
  - (d) must be approved and authorised by the Captain; and
  - (e) must describe the reason/s for the special meeting and set out an agenda for the meeting.

### **3.6 Executive Management Committee**

- (1) The Brigade will establish an Executive Management Committee that shall consist of the following positions –
  - (a) Captain;
  - (b) Secretary
  - (c) Treasurer;
  - (d) Lieutenants;

- (2) The Management Committee shall meet at least one (1) week prior to a Brigade meeting, or more often, as determined by the Executive Management Committee or the Brigade;
- (3) The Executive Management Committee shall be responsible to consider any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade and to make recommendations to the Brigade meetings on such matters;
- (4) With the approval of the Brigade, members of the Executive Management Committee may be responsible to represent the Brigade and only the views of the Brigade at meetings, events, workshops, seminars, and other such events where any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade may be raised, discussed, debated or negotiated;
- (5) When members of the Executive Management Committee attend any events as described in sub clause (2), where any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade may be raised, discussed, debated or negotiated the members of the Executive Management Committee are not to provide their own opinion and are to only provide the views of the Brigade;
- (6) In these circumstances, members of the Executive Management Committee are not to make any decisions on behalf of the Brigade unless a decision from the Brigade has already been made and if not, members of the Executive Management Committee are to refer any matters back to the Brigade for determination that have been raised relating to the financial, administrative, operational, general management or strategic direction of the Brigade;
- (7) The Captain will, if present at a meeting of the Executive Management Committee, preside at the meetings and, in the absence of the Captain, the highest ranked Lieutenant present at the meeting shall preside;
- (8) The quorum of the Executive Management Committee shall be at least one presiding member and at least four other members;
- (9) A decision carried by the votes of at least four members present at a meeting of the Executive Management Committee shall be determined as the decision of the Executive Management Committee;
- (10) Each member present at a meeting of the Executive Management Committee is entitled to one vote on a matter arising for decision by the Executive Management Committee (and the person presiding at the meeting shall not have, in the event of an equality of votes, a second or casting vote). Should there be an equality of votes in any matter being decided by the Executive Management Committee then the matter shall lapse;
- (11) The Executive Management Committee shall keep minutes of its proceedings, including any decisions made by the Executive Management Committee and these minutes shall be tabled at the next ordinary meeting of the Brigade;
- (12) Subject to this Clause, and any direction of the Brigade, the City or DFES, a meeting of the Executive Management Committee will be conducted in such a manner as the Executive Management Committee may determine and as approved by the Brigade.

#### **Part 4 - GENERAL ADMINISTRATIVE MATTERS**

##### **4.1 Brigade Organisational Structure**

- (1) The Brigade shall determine from time to time the organisation structure of the Brigade for the positions as stated at sub clause 6.3 (3);
- (2) The Brigade organisational structure shall be determined at an ordinary meeting of the Brigade or at Brigade AGM or at a special meeting of the Brigade;
- (3) Once determined in accordance with (ii), the organisational structure of the Brigade shall be circulated to all Brigade members.

#### **4.2 Brigade Financial Records.**

- (1) The requirements for the management of the Brigade financial records and the recording of all Brigade financial transactions and events is the duty of the Treasurer and the Brigade appointed auditors;
- (2) The financial compliance requirements for the Brigade will be as follows;
- (3) In conjunction with the Captain or delegate, the Treasurer shall manage all finances on behalf of the Brigade and provide all information, records, documents, books relating to all Brigade income and expenditure.

#### **4.3 Brigade Accounts at Financial Institutions**

- (1) The Brigade shall, at each AGM, determine where it will maintain its accounts for the ensuing financial year;
- (2) The Brigade shall appoint three (3) Brigade Members as signatories on its accounts. The signatories shall be;
  - (a) Captain
  - (b) Treasurer
  - (c) One other Brigade Member appointed by the Brigade;
- (3) A minimum of two (2) signatories, one of which must be the Captain, shall sign any cheques, account withdrawal forms or conduct Electronic Funds Transfer;
- (4) No two (2) members of the same family are to be co-signatories for the purpose of signing cheques, account withdrawal forms or conducting Electronic Funds Transfer.

#### **4.4 Expenditure of Brigade Funds**

- (1) No Brigade funds shall be expended without the prior approval of the Captain or the Brigade;
- (2) For 'urgent operational purposes' only, the Captain may approve the expenditure of up to \$300 to ensure the ongoing administration and operation of the Brigade. Prior to the expending of any funds the Captain shall seek the approval of the Executive Management Committee identifying the reason for the expenditure, the amount of the expenditure and the reason as to why the expenditure cannot wait for the next Brigade meeting;
- (3) The term 'urgent operational purposes' shall mean the expending of funds on any items that are deemed necessary to allow the Brigade to function administratively, operationally and the purchase of any item or items that cannot wait for the next Brigade meeting;
- (4) The Treasurer shall arrange with the Secretary to post on the agenda for the next Brigade meeting information relating to any funds that have been expended.

#### **4.5 Purchase of Goods or Services by Members**

- (1) If required, members may purchase goods or services by expending their own funds;

- (2) The purchase of goods or services by the expending of a Brigade members own funds shall only be considered once all other avenues of purchasing the goods or services by the Brigade i.e. cash, EFT, cheque have been exhausted;
- (3) Members shall not purchase any goods or services without prior approval of the Captain or in the absence of the Captain, the 1st Lieutenant;
- (4) A member may purchase the goods or services as approved and shall complete the Expenditure Reimbursement Form, and immediately submit the form to the Treasurer for reimbursement;
- (5) Information relating to any funds that have been expended in accordance with Clause (2) shall be placed on the agenda at the next ordinary meeting of the Brigade Members shall not purchase any goods or services without prior approval of the Captain or in the absence of the Captain, the 1st Lieutenant;
- (6) The Brigade may determine not to reimburse any member who has purchased goods or services contrary to sub clause 3.

#### **4.6 SERVICE COMPETITIONS (GAMES)**

- (1) The Brigade shall determine from time to time by a majority vote of the Brigade whether or not the Brigade will be involved with the service type competitions and games;
- (2) Participants in competition or games must be an active, reserve, probationary or auxiliary member of the Brigade;
- (3) Dependent upon membership status, participants in the service competitions must contribute to Brigade operations and activities including attending incidents, training, maintenance, fundraising, social and other Brigade activities as determined by the Brigade from time to time;
- (4) Participants must live within the Bunbury district unless otherwise approved by the Brigade;
- (5) The Brigade shall not attend interstate competitions unless approved at a Brigade meeting by the majority vote of the Brigade members present at the Brigade meeting;
- (6) The cost of attending any competitions or games shall be borne by those members competing unless otherwise approved by the Brigade;
- (7) Any expenditure required for competition or games related costs shall require the approval of the Brigade;
- (8) Any person being a member of the Brigade shall require the approval of the Captain or the Brigade to compete as a representative of the Brigade and/or wear, use, lend, transfer any clothing or any equipment bearing the Brigade name or belonging to the Brigade.

#### **4.7 DFES and City Staff Visits**

- (1) DFES and City staff may visit the Brigade from time to time to discuss operational and administrative matters pertaining to the Brigade;
- (2) If required, members shall attend all such visits or submit their apology in writing to the Captain beforehand.

**Bunbury Volunteer Bushfire Brigade  
XXXX Annual General Meeting  
Brigade Officer & Office Bearer Nomination Form**

<b>Election Nomination Form</b> <b>Only Complete 1 nomination form per position</b>	
I, _____ <i>(Insert your name)</i>	
<b>Hereby nominate for the following position.</b>	
<input checked="" type="checkbox"/> <b>Please place a tick in the box of the position that you are nominating for</b>	
<input type="checkbox"/> <b>Captain</b> <input type="checkbox"/> <b>1<sup>st</sup> Lieutenant</b> <input type="checkbox"/> <b>2<sup>nd</sup> Lieutenant</b> <input type="checkbox"/> <b>3<sup>rd</sup> Lieutenant</b> <input type="checkbox"/> <b>4<sup>th</sup> Lieutenant</b>	
<input type="checkbox"/> <b>Secretary</b> <input type="checkbox"/> <b>Treasurer</b> <input type="checkbox"/> <b>Auditor</b>	
<input type="checkbox"/> <b>Training Coordinator</b> <input type="checkbox"/> <b>Equipment Coordinator</b>	
<input type="checkbox"/> <b>PPE/PPC Coordinator</b> <input type="checkbox"/> <b>Personnel Coordinator</b> <input type="checkbox"/> <b>Social Coordinator</b>	
<input type="checkbox"/> <b>Fundraising Coordinator</b>	
_____ <b>Signature</b>	<b>Date</b> ____/____/2020

Please complete the form, ensure that it is signed and dated and return to the completed form to the Secretary prior to nominations closing date.

Nominations received after the closing date/time for nominations to be received will not be accepted.

Dated: **DATE**

The Common Seal of the City of Bunbury was affixed under the authority of a resolution of Council in the presence of–

\_\_\_\_\_ JAYSEN de SAN MIGUEL, Mayor.

\_\_\_\_\_ ALAN FERRIS, Chief Executive Officer.

**10.3.4 Preliminary Financial Management report for the period ending 30 June 2024**

<b>File Ref:</b>	COB/5709
<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	David Ransom, Manager Finance
<b>Responsible Manager:</b>	David Ransom, Manager Finance
<b>Executive:</b>	Karin Strachan, Director Corporate and Community
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Appendix 10.3.4-A: Statement of Comprehensive Income Appendix 10.3.4-B: Statement of Financial Activity Appendix 10.3.4-C: Statement of Net Current Assets Appendix 10.3.4-D: Statement of Financial Position Appendix 10.3.4-E: Capital Projects Expenditure Summary Appendix 10.3.4-F: Operating Projects Expenditure Summary Appendix 10.3.4-G: Monthly Community Financial Report

**Note that this is a preliminary report to 30 June 2024 and is subject to change as end-of-year figures have not been finalised including transfers to and from reserves, restricted cash, final calculation of depreciation and asset revaluation. Council will receive a final report after the annual audit due to commence 30 September 2024.**

**Summary**

The following comments are provided on the key elements of the City’s financial performance.

- Statement of Comprehensive Income (**attached** at Appendix 10.3.4-A)  
 Actual Financial Performance to 30 June 2024 (refer explanations within the report)
  - Actual operating income of \$69.29M is \$2.83M more than the annual budgeted income of \$66.46M.
  - Actual operating expenditure of \$75.48M is \$4.26M under the annual budgeted expenditure of \$79.74M.
  - Actual operating deficit of \$6.19M is \$7.10M less than the annual budgeted operating deficit of \$13.29M.

- Statement of Financial Activity (**attached** at Appendix 10.3.4-B)  
  
 The preliminary Closing Funding Surplus to 30 June 2024 is \$4.97M. This is \$622K higher than forecasted in the 2024/25 Budget, after accounting for Financial Assistance Grants received in advance for 2024/25 of \$1.84M, cash attributed to carry forward projects of \$1.50M, and funding required for the 2024/25 Budget. The additional funds of \$622K will be included in the October 2024 Budget Review.

- Statement of Financial Position (**attached** at Appendix 10.3.4-D)

	Actual
* Current Assets of \$43.01M includes:	
- Cash and Investments	\$34.48M
- Rates Receivable	\$2.21M
- Other Current Assets	\$6.32M



- \* Current Liabilities of \$18.43M includes:
    - Trade and Other Payables \$10.28M
    - Annual Leave and LSL Provisions \$5.31M
  
  - \* Working Capital  
(Current Assets less Current Liabilities) \$24.59M
  
  - \* Equity  
(Total Assets less Total Liabilities) \$496.71M
4. Capital Works (**attached** at Appendix 10.3.4-E)
- Actual capital works of \$27.31M is \$7.84M less than the annual budgeted capital works of \$35.15M (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 10.3.4-F)
- Actual operating project expenditure of \$5.24M is \$3.02M less than the annual budgeted operating project expenditure of \$8.26M.
  - Operating projects include a combination of funding sources including municipal, reserve and grant funds.

### **Executive Recommendation**

The Preliminary Financial Management Report for the period ending 30 June 2024 be received.

*Voting requirements: 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 10.3.4-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.4-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.4-C)
- Statement of Financial Position (**attached** at Appendix 10.3.4-D)
- Capital Projects Expenditure Summary (**attached** at Appendix 10.3.4-E)
- Operating Projects Summary (**attached** at Appendix 10.3.4-F)
- Monthly Community Financial Report (**attached** at Appendix 10.3.4-G)

These summaries include end-of-year forecasts based on the income and expenditure for all accounts.

### **Council Policy Compliance**

Not applicable.

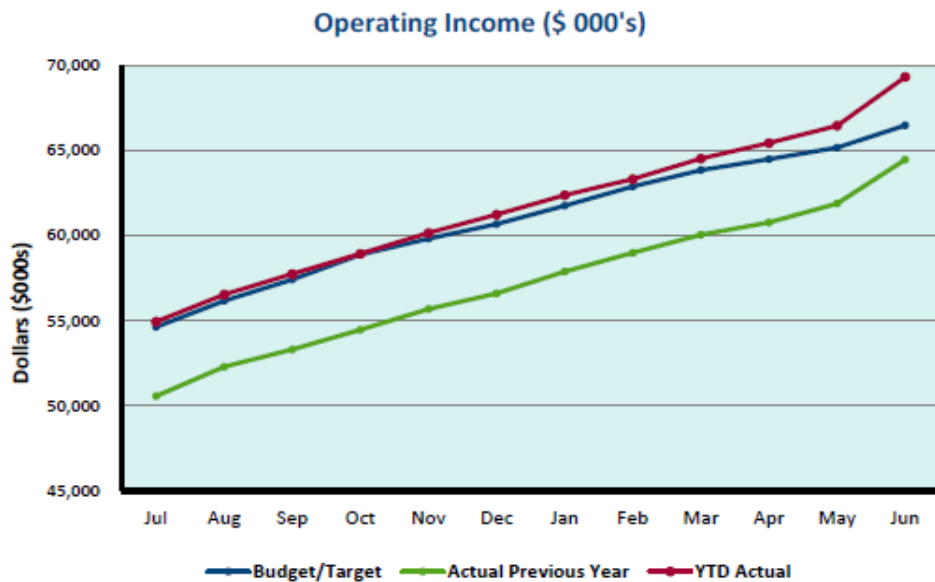
### Legislative Compliance

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 10.3.4-B) 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.

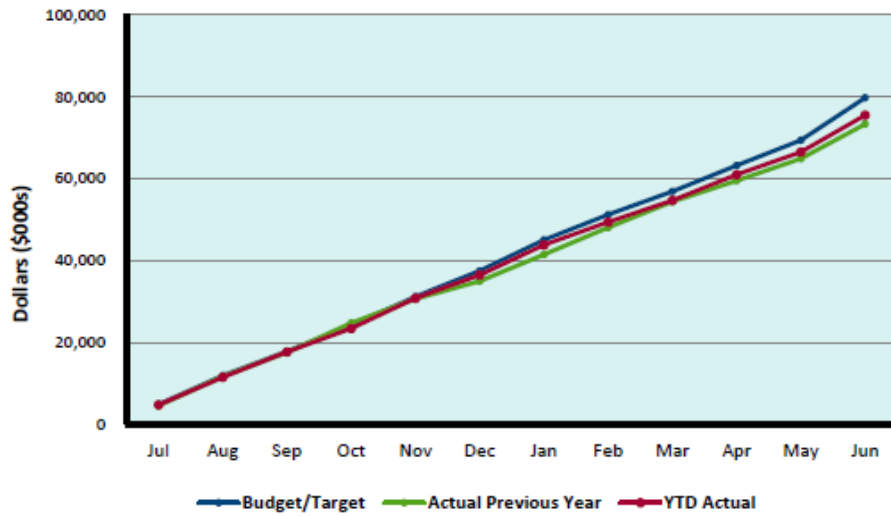


---

**Note:** Operating income includes: rates, fees and charges, operating grants and subsidies, contributions, reimbursements and donations, interest and other revenue.

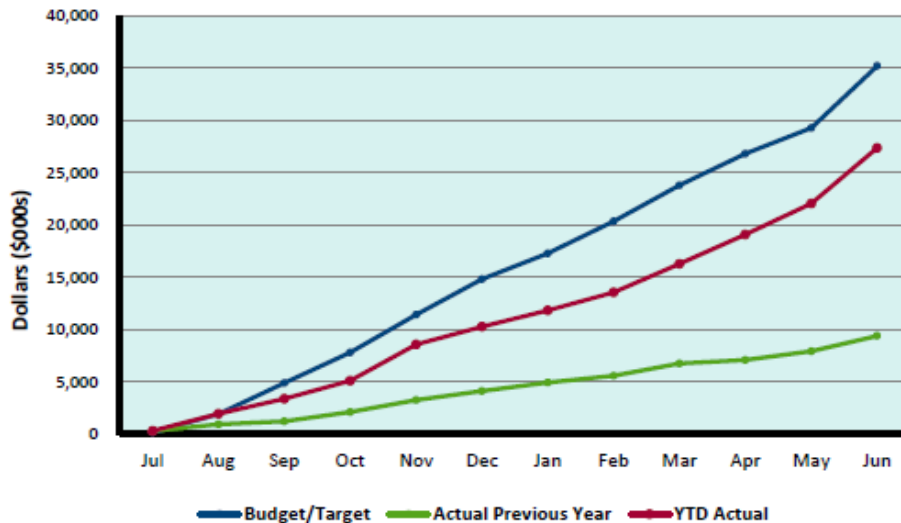
Actual operating income of \$69.29M is \$2.83M more than the annual budgeted income of \$66.46M.

**Operating Expenditure (\$ 000's)**



**Note:** Actual operating expenditure is below the year-to-date budget by \$4.26M.

**Capital Expenditure (\$ 000's)**



**Note:** The actual capital expenditure at the end of June 2024 of \$27.31M is \$7.84M less than the annual budget of \$35.15M. 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 10.3.4-E and 10.3.4-F for more detailed information regarding projects:

Statement of Financial Activity	YTD Actual to Budget Variance
<b>Operating Revenue</b>	
<i>Grants and Subsidies</i> – Favourable variance due to receiving the Federal Assistance Grants in advance of \$1.84M offset by grants not yet received or utilised for the Detailed design of the Hay Park Courts (\$639K), DFES Mitigation activity program (\$19K) and Indigenous arts program (\$14K).	\$1,152,666 59%

<p><i>Contributions Reimbursements and Donations</i> – Favourable variance of \$351K mainly due to higher than expected workers compensation reimbursements (\$90K), insurance reimbursements (\$77K), government paid parental leave (\$54K), fuel tax credit rebates of (\$50K), process property utility recoups (\$37K), coordinate debt recovery (\$32K), operate and maintain electric car charging stations (\$6K).</p>	<p>\$350,738 40%</p>
<p><i>Interest received</i> – Favourable variance of \$553K mainly due to higher than anticipated Investment interest (\$450K) and rates debtor Interest (\$81K).</p>	<p>\$553,332 27%</p>
<p><b>Operating Expenses</b></p>	
<p><i>Materials and Contracts</i> – Favourable variance of \$3.71M mainly due to the following:</p> <p><i>Significant Items carried forward to the 2024/25 financial year:</i>                  PR-5086 Detailed design Hay Park Indoor Courts - \$639K                  Maintain Project Shine applications - \$300K                  PR-5150 Data centre and Cloud migration - \$285K                  PR-5128 Implement CHRMAP - \$188K                  PR-5008 Project Shine transformation - \$174K                  PR-5346 Economic Development Implementation Fund - \$149K                  PR-4268 Renewable Energy Efficient Projects - \$136K                  PR-4249 Implement Economic Development Strategy- \$127K                  PR-3584 Review - Local Planning Strategy 2020-2025 - \$100K                  PR-4624 Undertake drainage catchment studies - \$100K                  PR-4290 Develop new website for City of Bunbury - \$91K</p> <p><i>Saving identified:</i>                  Maintain paths and cycleways - \$177K                  Collect residential waste - \$169K                  Dispose residential recyclable materials - \$134K                  Collect commercial general waste - \$114K                  Maintain turf surfaces - Non-sporting - \$88K</p>	<p>\$3,705,882 16%</p>
<p><i>Other Expenses</i> – Favourable variance of \$487K mainly due to the following:</p> <p><i>Significant Items carried forward to the 2024/25 financial year:</i>                  PR-5154 Support Colts Cricket Club CSRFF - \$58K                  PR-4211 Provide funding for "Signature Events" Grants - \$50K                  PR-4807 Deliver "The Makerspace" digital and technology - \$47K                  PR-4198 Community Connect Grant Round - \$26K                  PR-5156 Support ECU Creative Tech Village - \$20K                  PR-5083 Discretionary funding allocation - \$18K                  PR-4673 Replace office furniture and equipment - \$15K</p> <p><i>Saving identified:</i>                  Undertake elected member training - \$83K                  Write-offs - \$47K                  Economic Development research and support - \$15K</p>	<p>\$487,575 11%</p>

<b>Capital Revenues</b>	
<i>Grants and Contributions to the Development of Assets</i> – Unfavourable variance of \$1.61M mainly due to not receiving grant funds for projects that have been carried forward to the 2024/25 financial year.	(\$1,612,977) (10%)
<i>Proceeds on Disposal of Assets</i> – Unfavourable variance of \$240K mainly due to Lot 618 Nyabing Way not proceeding (\$150K) and vehicles have not being sold due to wait times of new vehicles \$90K.	(\$240,477) (39%)
<i>Transfers to/from Restricted Cash</i> – Variance of \$8.06M due to unspent loans of \$1.9M, unanticipated savings from waste resulting in a higher transfer to reserves of \$900K (inclusive of carry forward projects), and transfers not required for projects in 2023/24 which have been carried forward to the 2024/25 financial year.	\$8,056,451 112%
<b>Capital Expenses</b>	
<i>Acquisition of Assets</i> – Variance due to the timing of capital expenditure. The capital projects are monitored monthly. Key project variances include:  <i>Projects carried forward to the 2024/25 financial year:</i>  PR-3720 Hands Oval Redevelopment - \$2.87M PR-2403 Replace Forrest Park Pavilion - \$1.22M PR-4881 Replace corporate vehicles - \$367K PR-5113 Blackspot Roadworks 2023/24 - \$293K PR-3830 Subdivision and sale of part Lot 3 Blair St - \$221K PR-5117 Regional Roadworks program – Leschenault Dr - \$208K PR-5038 Withers Regional Renewal - \$183K PR-4865 Asset replacement – Personal Computers - \$167K PR-5111 Bunbury Airport apron expansion - \$164K PR-5090 Waterfront Public Art Installation - \$153K PR-4858 Expand cycleways 2023/24 - \$139K PR-4696 Replace boardwalks, lookouts and beach access stairs - \$127K PR-4871 Renew, resleeve and improve drainage network 2023/24 - \$123K PR-5112 Bunbury Airport compass swinging bay - \$105K PR-5105 Renew foreshore marine walls 2023/24 - \$94K PR-4924 Regional Roadworks Program - Lillydale Road - \$90K PR-5115 Regional Roadworks program - Casuarina Dve - \$90K  <i>Projects that have been deferred:</i> PR-5116 Regional Roadworks program – Clifton Street - \$136K	\$7,839,315 22%

**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.

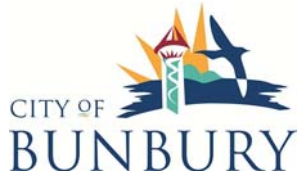
### **Community Consultation**

There is no requirement for community consultation on this report. A Monthly Community Financial Report (attached at Appendix 10.3.4-G) has been prepared to give the community an easy-to-understand summary of the City's financial performance. This report is made 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 June 2024**

**Thursday, 1 August, 2024**

City of Bunbury Statement of Comprehensive Income Period Ending June 2024	Year to Date			Thursday, 1 August, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
<b>Rates</b>						
Rates General Inc	46,025,397	46,025,397	0	46,025,871	46,025,397	46,025,398
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	56,189
	<b>46,316,206</b>	<b>46,235,645</b>	<b>0</b>	<b>46,208,047</b>	<b>46,235,645</b>	<b>46,316,207</b>
<b>Operating Grants and Subsidies</b>						
Operating Grant Inc	3,115,513	1,962,847	(59)	1,717,666	1,962,847	3,115,514
	<b>3,115,513</b>	<b>1,962,847</b>	<b>(59)</b>	<b>1,717,666</b>	<b>1,962,847</b>	<b>3,115,514</b>
<b>Contributions Reimbursements and Donation</b>						
Contribution Inc	332,330	279,402	(19)	234,050	279,402	332,330
Donation Inc	6,997	6,706	(4)	3,500	6,706	6,998
Reimbursement Inc	881,705	584,186	(51)	258,197	584,186	881,705
	<b>1,221,032</b>	<b>870,294</b>	<b>(40)</b>	<b>495,747</b>	<b>870,294</b>	<b>1,221,033</b>
<b>Fees and Charges</b>						
Building and Planning Fee Inc	485,419	428,433	(13)	422,250	428,433	485,419
Fine and Penalty Fee Inc	77,036	99,235	22	85,000	99,235	77,035
General Hire Fee Inc	108,368	79,625	(36)	79,625	79,625	108,366
Miscellaneous Fee and Charge Inc	1,808,047	1,607,523	(12)	1,594,758	1,607,523	1,808,044
Parking Fee Inc	171,560	214,338	20	275,000	214,338	171,560
Property Lease and Rental Fee Inc	892,243	798,500	(12)	798,500	798,500	892,243
Rating Fee Inc	134,765	138,193	2	132,500	138,193	134,765
Sports Facility Fee Inc	4,289,943	3,894,048	(10)	3,773,445	3,894,048	4,289,943
Waste Collection Charge Inc	7,714,754	7,713,302	0	7,703,821	7,713,302	7,714,753
	<b>15,682,134</b>	<b>14,973,197</b>	<b>(5)</b>	<b>14,864,899</b>	<b>14,973,197</b>	<b>15,682,128</b>
<b>Interest Received</b>						
Cash and Investment Interest Inc	1,972,787	1,522,500	(30)	1,522,500	1,522,500	1,972,787
Rates Debtor Interest Inc	603,266	500,221	(21)	429,500	500,221	603,266
	<b>2,576,053</b>	<b>2,022,721</b>	<b>(27)</b>	<b>1,952,000</b>	<b>2,022,721</b>	<b>2,576,053</b>
<b>Other Revenue</b>						
Miscellaneous Inc	383,124	397,943	4	443,600	397,943	383,124
	<b>383,124</b>	<b>397,943</b>	<b>4</b>	<b>443,600</b>	<b>397,943</b>	<b>383,124</b>
<b>Total</b>	<b>69,294,061</b>	<b>66,462,647</b>		<b>65,681,959</b>	<b>66,462,647</b>	<b>69,294,059</b>



	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
<b>Employee Costs</b>						
Other Employee Related Exp	(5,116,173)	(5,384,932)	5	(5,171,302)	(5,384,932)	(5,116,171)
Salary Accruals Exp	(151,357)	(376,492)	60	(376,492)	(376,492)	(151,355)
Salary Exp	(29,859,492)	(29,256,051)	(2)	(29,256,051)	(29,256,051)	(29,859,490)
	<b>(35,127,022)</b>	<b>(35,017,475)</b>	<b>0</b>	<b>(34,803,845)</b>	<b>(35,017,475)</b>	<b>(35,127,016)</b>
<b>Material and Contracts</b>						
Bank Fee and Charges Exp	(109,199)	(128,275)	15	(128,275)	(128,275)	(109,199)
Consultants Exp	(2,653,543)	(4,849,482)	45	(4,226,765)	(4,849,482)	(2,653,545)
Contractors Exp	(11,519,850)	(12,364,393)	7	(12,337,918)	(12,364,393)	(11,519,853)
Equipment Lease or Hire Exp	(88,737)	(92,586)	4	(55,250)	(92,586)	(88,737)
Fuel Exp	(562,227)	(563,000)	0	(563,000)	(563,000)	(562,227)
Material Exp	(2,400,834)	(2,518,497)	5	(2,541,628)	(2,518,497)	(2,400,829)
Software License or Maintenance Exp	(1,591,514)	(2,115,554)	25	(2,032,054)	(2,115,554)	(1,591,512)
	<b>(18,925,905)</b>	<b>(22,631,787)</b>	<b>16</b>	<b>(21,884,890)</b>	<b>(22,631,787)</b>	<b>(18,925,902)</b>
<b>Insurance</b>						
Insurance Exp	(773,607)	(787,335)	2	(787,335)	(787,335)	(773,606)
	<b>(773,607)</b>	<b>(787,335)</b>	<b>2</b>	<b>(787,335)</b>	<b>(787,335)</b>	<b>(773,606)</b>
<b>Interest Expense</b>						
Interest Accrual Exp	(4,165)	(1,441)	(189)	(1,441)	(1,441)	(4,165)
Interest Loan Borrowings Exp	(506,771)	(514,985)	2	(514,985)	(514,985)	(506,772)
	<b>(510,936)</b>	<b>(516,426)</b>	<b>1</b>	<b>(516,426)</b>	<b>(516,426)</b>	<b>(510,937)</b>
<b>Utilities</b>						
Electricity Exp	(1,837,369)	(1,903,370)	3	(1,903,370)	(1,903,370)	(1,887,369)
Gas Exp	(197,480)	(191,350)	(3)	(191,350)	(191,350)	(197,481)
Sewerage Exp	(77,099)	(73,775)	(5)	(73,775)	(73,775)	(77,099)
Water Exp	(688,901)	(596,375)	(16)	(596,375)	(596,375)	(688,900)
	<b>(2,800,850)</b>	<b>(2,764,870)</b>	<b>(1)</b>	<b>(2,764,870)</b>	<b>(2,764,870)</b>	<b>(2,850,849)</b>
<b>Depreciation</b>						
Depreciation Bridges Exp	(161,382)	(161,382)	0	(161,382)	(161,382)	(161,382)
Depreciation Building Exp	(2,618,607)	(2,630,804)	0	(2,630,804)	(2,630,804)	(2,618,607)
Depreciation Equipment Exp	(628,275)	(698,666)	10	(698,666)	(698,666)	(628,275)
Depreciation Furniture and Fittings Exp	(9,150)	(8,008)	(14)	(8,008)	(8,008)	(9,150)
Depreciation Lease Expense	(217,566)	(222,821)	2	(222,821)	(222,821)	(217,566)
Depreciation Marine Exp	(703,451)	(703,451)	0	(703,451)	(703,451)	(703,451)
Depreciation Open Space Exp	(962,936)	(962,936)	0	(962,936)	(962,936)	(962,936)
Depreciation Other Infrastructure Exp	(675,227)	(675,227)	0	(675,227)	(675,227)	(675,227)
Depreciation Pathways Exp	(1,086,677)	(1,086,677)	0	(1,086,677)	(1,086,677)	(1,086,677)
Depreciation Plant and Vehicle Exp	(880,394)	(991,526)	11	(991,526)	(991,526)	(880,394)
Depreciation Roads Exp	(4,052,841)	(4,052,841)	0	(4,052,841)	(4,052,841)	(4,052,841)
Depreciation Stormwater Exp	(1,202,537)	(1,202,537)	0	(1,202,537)	(1,202,537)	(1,202,537)
Depreciation Structures Exp	(377,136)	(377,136)	0	(377,136)	(377,136)	(377,136)
	<b>(13,576,179)</b>	<b>(13,774,012)</b>	<b>1</b>	<b>(13,774,012)</b>	<b>(13,774,012)</b>	<b>(13,576,179)</b>

City of Bunbury Statement of Comprehensive Income Period Ending June 2024	Year to Date			Thursday, 1 August, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
<b>Other Expense</b>						
Contrib, Donation and Sponsorship Exp	(2,669,510)	(2,974,312)	10	(1,526,864)	(2,974,312)	(2,669,512)
Elected Member Exp	(602,909)	(699,818)	14	(699,818)	(699,818)	(602,909)
Miscellaneous Exp	(410,942)	(436,894)	6	(379,499)	(436,894)	(410,943)
Taxation and Levy Exp	(75,849)	(88,495)	14	(88,495)	(88,495)	(75,849)
Write-Off Exp	(11,178)	(58,445)	81	(58,445)	(58,445)	(11,178)
	<b>(3,770,389)</b>	<b>(4,257,964)</b>	<b>11</b>	<b>(2,753,121)</b>	<b>(4,257,964)</b>	<b>(3,770,391)</b>
<b>Total</b>	<b>(75,484,889)</b>	<b>(79,749,869)</b>		<b>(77,284,499)</b>	<b>(79,749,869)</b>	<b>(75,534,880)</b>
<b>OPERATING SURPLUS or (DEFICIT)</b>	<b>(6,190,827)</b>	<b>(13,287,222)</b>		<b>(11,602,540)</b>	<b>(13,287,222)</b>	<b>(6,240,821)</b>

City of Bunbury Statement of Comprehensive Income Period Ending June 2024	Year to Date			Thursday, 1 August, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
<b>Grants and Contributions for the Development of Assets</b>						
Capital Grant Subsidy and Contrib Inc	14,809,000	16,421,977	10	16,661,409	16,421,977	14,809,002
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
	<b>14,809,000</b>	<b>16,421,977</b>	<b>10</b>	<b>16,661,409</b>	<b>16,421,977</b>	<b>14,809,002</b>
<b>Proceeds from Disposal of Assets</b>						
Proceeds Land Disposal	-	150,000	0	150,000	150,000	-
Proceeds Plant and Vehicle Disposals	370,851	461,328	20	702,182	461,328	370,851
	<b>370,851</b>	<b>611,328</b>	<b>39</b>	<b>852,182</b>	<b>611,328</b>	<b>370,851</b>
<b>Value of Assets Disposed</b>						
Value of Plant and Vehicles Disposed	(257,429)	(246,977)	(4)	(246,977)	(246,977)	(257,429)
	<b>(257,429)</b>	<b>(246,977)</b>	<b>(4)</b>	<b>(246,977)</b>	<b>(246,977)</b>	<b>(257,429)</b>
<b>Total</b>	<b>14,922,422</b>	<b>16,786,328</b>		<b>17,266,614</b>	<b>16,786,328</b>	<b>14,922,424</b>
<b>NET RESULT</b>	<b>8,731,595</b>	<b>3,499,106</b>		<b>5,664,074</b>	<b>3,499,106</b>	<b>8,681,603</b>

# **STATEMENT of FINANCIAL ACTIVITY**

**Period Ending 30 June 2024**

**Thursday, 1 August, 2024**

City of Bunbury Statement of Financial Activity Period Ending 30 June 2024	Year to Date			Original Budget	Thursday, 1 August, 2024	
	Actual	Budget	% Var		Current Budget	End Year Forecast
<b>Operating Revenues</b>						
Grants and Subsidies - Operating	3,115,513	1,962,847	(59) ⚠️	1,717,666	1,962,847	3,115,514
Contributions Reimbursements and Donations	1,221,032	870,294	(40) ⚠️	495,747	870,294	1,221,033
Fees and Charges	15,682,134	14,973,197	(5)	14,864,899	14,973,197	15,682,128
Interest Received	2,576,053	2,022,721	(27) ⚠️	1,952,000	2,022,721	2,576,053
Other Revenue	383,124	397,943	4	443,600	397,943	383,124
<b>Total Revenues (Excluding Rates)</b>	<b>22,977,856</b>	<b>20,227,002</b>		<b>19,473,912</b>	<b>20,227,002</b>	<b>22,977,852</b>
<b>Operating Expenses</b>						
Employee Costs	(35,127,022)	(35,017,475)	(0)	(34,803,845)	(35,017,475)	(35,127,016)
Material and Contracts	(18,925,905)	(22,631,787)	16 ⚠️	(21,884,890)	(22,631,787)	(18,925,902)
Depreciation	(13,576,179)	(13,774,012)	1	(13,774,012)	(13,774,012)	(13,576,179)
Interest Expense	(510,936)	(516,426)	1	(516,426)	(516,426)	(510,937)
Utilities	(2,800,850)	(2,764,870)	(1)	(2,764,870)	(2,764,870)	(2,850,849)
Insurance	(773,607)	(787,335)	2	(787,335)	(787,335)	(773,606)
Other Expense	(3,770,389)	(4,257,964)	11 ⚠️	(2,753,121)	(4,257,964)	(3,770,391)
<b>Total</b>	<b>(75,484,888)</b>	<b>(79,749,869)</b>		<b>(77,284,499)</b>	<b>(79,749,869)</b>	<b>(75,534,880)</b>
<b>Funding Balance Adjustments</b>						
Add Back Depreciation	13,576,179	13,774,012	1	13,774,012	13,774,012	13,576,179
<b>Net Operating (Excluding Rates)</b>	<b>(38,930,853)</b>	<b>(45,748,855)</b>		<b>(44,036,575)</b>	<b>(45,748,855)</b>	<b>(38,980,849)</b>
<b>Movement in Non-Current Assets and Liabilities</b>						
Movement in Non Current Provisions	85,347			62,100	62,100	85,347
Movement in Deferred Pensioner Rates	(74,062)					(74,063)
<b>Total</b>	<b>11,285</b>	<b>(0)</b>		<b>62,100</b>	<b>62,100</b>	<b>11,284</b>
<b>Capital Revenues</b>						
Grants and Contributions for the Development of Assets	14,809,000	16,421,977	10 ⚠️	16,661,409	16,421,977	14,809,002
Proceeds from New Debentures	8,182,000	8,182,000	0	8,182,000	8,182,000	8,182,000
Proceeds on Disposal of Assets	370,851	611,328	39 ⚠️	852,182	611,328	370,851
Transfers from Restricted Cash	(847,703)	7,208,748	112 ⚠️	6,874,207	7,208,748	(847,704)
Loan Repayments - Self Supporting	66,732	66,732	0	66,732	66,732	66,732
<b>Total</b>	<b>22,580,880</b>	<b>32,490,785</b>		<b>32,636,530</b>	<b>32,490,785</b>	<b>22,580,881</b>
<b>Capital Expenses</b>						
Acquisition of Assets	(27,311,862)	(35,151,177)	22 ⚠️	(36,645,384)	(35,151,177)	(27,311,647)
Repayment of Debentures	(2,345,114)	(2,345,114)	0	(2,345,114)	(2,345,114)	(2,345,114)
Right of Use Lease Payments	(201,688)	(203,434)	1	(203,434)	(203,434)	(201,688)
<b>Total</b>	<b>(29,858,664)</b>	<b>(37,699,725)</b>		<b>(39,193,932)</b>	<b>(37,699,725)</b>	<b>(29,858,449)</b>
<b>Total Net Operating and Capital</b>	<b>(46,197,352)</b>	<b>(50,957,795)</b>		<b>(50,531,877)</b>	<b>(50,895,695)</b>	<b>(46,247,133)</b>
Rates	46,316,206	46,235,645	(0)	46,208,047	46,235,645	46,316,207
Add Surplus (Deficit) July 1 Brought Forward	4,900,127	4,900,127	0	4,484,016	4,900,127	4,900,127
<b>Closing Funding Surplus (Deficit)</b>	<b>5,018,981</b>	<b>177,977</b>		<b>160,186</b>	<b>240,077</b>	<b>4,969,201</b>
<b>Less:</b>						
Federal Assistance Grants in Advance	(1,836,367)					(1,836,367)
Carry forward cash (projects)	(1,504,765)					(1,504,765)
Funds required for 2024/25	(1,006,045)					(1,006,045)
<b>Unallocated Surplus</b>	<b>671,804</b>					<b>622,024</b>



## **STATEMENT of NET CURRENT ASSETS**

**Period Ending 30 June 2024**

**Thursday, 1 August, 2024**

City of Bunbury			Thursday, 1 August, 2024	
Statement of Net Current Assets	Opening		Current	End Year
Period Ending 30 June 2024	Balance	Actual	Budget	Forecast
<b>Current Assets</b>				
Cash Unrestricted	14,502,887	12,113,644	10,157,229	12,063,864
Cash Restricted	21,517,127	22,364,829	14,308,379	22,364,829
Trade and Other Receivables	4,067,420	8,402,500	4,067,420	8,402,500
Inventories	148,840	132,154	148,840	132,154
	<b>40,236,274</b>	<b>43,013,126</b>	<b>28,681,868</b>	<b>42,963,347</b>
<b>Current Liabilities</b>				
Trade and Other Payables	6,047,310	9,079,813	6,332,672	9,079,813
Contract Liabilities	2,436,308	1,199,825	2,150,946	1,199,825
Provisions	5,268,671	5,312,864	5,583,063	5,312,864
	<b>13,752,289</b>	<b>15,592,502</b>	<b>14,066,681</b>	<b>15,592,502</b>
<b>NET CURRENT ASSETS</b>	<b>26,483,985</b>	<b>27,420,624</b>	<b>14,615,187</b>	<b>27,370,845</b>
<b>Less</b>				
Cash - Restricted	21,517,127	22,364,829	14,308,379	22,364,829
Receivables	66,732	36,816	66,732	36,816
<b>NET CURRENT ASSET POSITION</b>	<b>4,900,127</b>	<b>5,018,981</b>	<b>240,077</b>	<b>4,969,201</b>



## Appendix 10.3.4-D

# STATEMENT of FINANCIAL POSITION

Period Ending 30 June 2024

Thursday, 1 August, 2024



**Current Assets**

Cash and Investments	36,020,014	34,478,473	24,465,608	34,428,693
Trade and Other Receivables	4,067,420	8,402,500	4,067,420	8,402,500
Inventories	148,840	132,154	148,840	132,154
	<b>40,236,274</b>	<b>43,013,126</b>	<b>28,681,868</b>	<b>42,963,347</b>

**Current Liabilities**

Trade and Other Payables	8,483,618	10,279,638	8,483,618	10,279,638
Current Provisions	5,268,671	5,312,864	5,583,063	5,312,864
Current Loan Liability	2,436,308	2,834,401	1,580,567	2,834,401
	<b>16,188,597</b>	<b>18,426,903</b>	<b>15,647,248</b>	<b>18,426,903</b>

**Non Current Assets**

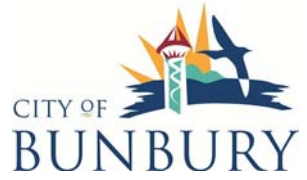
Non Current Receivables	4,424,444	4,461,690	4,357,712	4,461,690
Property, Plant and Equipment	239,729,141	235,911,468	234,930,339	235,911,468
Infrastructure	227,747,224	218,525,036	218,525,037	218,525,036
Work in Progress	1,597,993	28,909,854	36,749,170	28,909,854
	<b>473,498,801</b>	<b>487,808,048</b>	<b>494,562,257</b>	<b>487,808,047</b>

**Non Current Liabilities**

Non Current Payables	401,519	401,519	401,519	401,519
Non Current Provisions	585,111	670,458	647,211	670,458
Non Current Loan Liability	8,580,772	14,611,626	15,069,965	14,611,626
	<b>9,567,402</b>	<b>15,683,602</b>	<b>16,118,695</b>	<b>15,683,603</b>

**Equity**

Retained Surplus	188,238,888	198,037,996	198,946,742	197,988,216
Reserves - Cash Backed	21,517,127	20,449,613	14,308,379	20,449,613
Reserves - Asset Revaluation	278,223,062	278,223,062	278,223,062	278,223,062
	<b>487,979,076</b>	<b>496,710,671</b>	<b>491,478,182</b>	<b>496,660,890</b>



# **Capital Projects Summary**

**(With Comments)**

**Period Ending June 2024**

**Thursday, 1 August, 2024**

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Airport</b>									
PR-5111 Bunbury Airport apron expansion	Progress 25%	-	69,244	233,000	(70)%	150,000	233,000	69,244	(163,756)
<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	Progress 85%	-	222	105,000	(100)%	62,330	105,000	222	(104,778)
<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>									
<b>Total for Airport</b>		-	<b>69,466</b>	<b>338,000</b>		<b>212,330</b>	<b>338,000</b>	<b>69,466</b>	<b>(268,534)</b>
<b>Bunbury Regional Art Gallery</b>									
PR-4844 Purchase artworks for the City Art Collection 2023/24	Progress 100%	-	31,100	33,115	(6)%	33,115	33,115	31,100	(2,015)
PR-5343 Purchase of Laser Projector for gallery exhibitions	Progress 100%	-	5,375	5,375	0%	-	5,375	5,375	-
<b>Total for Bunbury Regional Art Gallery</b>		-	<b>36,475</b>	<b>38,490</b>		<b>33,115</b>	<b>38,490</b>	<b>36,475</b>	<b>(2,015)</b>

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
<b>Economic Development</b>										
PR-3830 Subdivision and sale of part Lot 3 Blair Street	Progress 5%	-	29,588	250,920	(88)%	250,920	250,920	29,588	(221,332)	
<i>Project Progress Comments:</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.										
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.										
This project will be carried forward to next financial year.										
PR-5078 Sale of Lot 618 (11) Nyabing Way	Progress 5%	-	545	5,000	(89)%	5,000	5,000	545	(4,455)	
<i>Project Progress Comments:</i>										
Property team have commenced initiating marketing campaign for collective potential land sales including this site.										
This project will be carried forward to next financial year.										
PR-5082 Relocate Bunbury Visitor Centre	Progress 20%	-	4,546	88,945	(95)%	88,945	88,945	4,546	(84,399)	
<i>Project Progress Comments:</i>										
This project will be carried forward to next financial year.										
<b>Total for Economic Development</b>		-	<b>34,679</b>	<b>344,865</b>		<b>344,865</b>	<b>344,865</b>	<b>34,679</b>	<b>(310,186)</b>	
<b>Environmental Health</b>										
PR-5345 Dual sided UV Meter	Progress 100%	-	6,102	6,102	0 %	-	6,102	6,102	-	
<b>Total for Environmental Health</b>		-	<b>6,102</b>	<b>6,102</b>		-	<b>6,102</b>	<b>6,102</b>	-	

			Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Executive Leadership - CEO</b>										
PR-5106 World Class South West Regional Gallery - Stage 1	Progress	15%	-	-	125,000	(100)%	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>										
<b>Total for Executive Leadership - CEO</b>			-	-	<b>125,000</b>		<b>125,000</b>	<b>125,000</b>	-	<b>(125,000)</b>
<b>Executive Leadership - Infrastructure</b>										
PR-3898 Construct heritage interpretation, Bunbury Timber Jetty	Progress	0%	-	-	86,726	(100)%	86,726	86,726	-	(86,726)
<b>Total for Executive Leadership - Infrastructure</b>			-	-	<b>86,726</b>		<b>86,726</b>	<b>86,726</b>	-	<b>(86,726)</b>
<b>Fleet</b>										
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%	-	646,646	646,973	0%	670,959	646,973	646,646	(327)
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%	-	258,824	626,000	(59)%	756,000	626,000	258,824	(367,176)
<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	172,710	0%	234,000	172,710	172,710	-
<b>Total for Fleet</b>			-	<b>1,304,532</b>	<b>1,672,035</b>		<b>2,421,518</b>	<b>1,672,035</b>	<b>1,304,532</b>	<b>(367,503)</b>

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Information Technology</b>									
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	35,837	(166,663)
<i>Project Progress Comments:</i>									
<i>Computers purchased under lease agreement.</i>									
PR-4866 Replacement of networking equipment 2023/24	Progress 85%	-	32,962	60,638	(46)%	60,638	60,638	32,962	(27,676)
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
<b>Information Technology</b>									
PR-5124 Replace sound meter	<i>Progress 0%</i>	-	-	-	0%	40,000	-	-	-
<i>Project Progress Comments:</i>									
<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.</i>									
<b>Total for Information Technology</b>		-	<b>68,799</b>	<b>372,242</b>		<b>412,242</b>	<b>372,242</b>	<b>68,799</b>	<b>(303,443)</b>
<b>Lead Department - Infrastructure Maintenance Servi</b>									
PR-3720 Hands Oval Redevelopment	<i>Progress 60%</i>	-	12,360,113	15,234,201	(19)%	15,234,201	15,234,201	12,360,113	(2,874,088)
<i>Project Progress Comments:</i>									
<i>Construction in progress. This project will be carried forward to next financial year.</i>									
<b>Total for Lead Department - Infrastructure Maintenance Servi</b>		-	<b>12,360,113</b>	<b>15,234,201</b>		<b>15,234,201</b>	<b>15,234,201</b>	<b>12,360,113</b>	<b>(2,874,088)</b>
<b>Libraries &amp; Learning</b>									
PR-1418 Procure and install Radio Frequency Identification (RFID) and self loans technology at Bunbury Library	<i>Progress 20%</i>	-	-	80,000	(100)%	80,000	80,000	-	(80,000)
<i>Project Progress Comments:</i>									
<i>RFQ being finalised for release to the WALGA preferred supplier list RFQ publication delayed - funds will be rolled over.</i>									
<b>Total for Libraries &amp; Learning</b>		-	-	<b>80,000</b>		<b>80,000</b>	<b>80,000</b>	-	<b>(80,000)</b>

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Parks &amp; Reserves</b>									
PR-1883 Water Resource Recovery	Progress 100%	-	39,537	37,393	6 %	23,300	37,393	39,537	2,144
PR-4701 Replace playground equipment 2022/23	Progress 100%	-	205,388	193,588	6 %	205,711	193,588	205,388	11,800
<i>Project Progress Comments: Bellmore playground completed</i>									
PR-4886 Replace playground equipment 2023/24	Progress 100%	-	428,952	425,000	1 %	425,000	425,000	428,952	3,952
PR-4888 Renew open space infrastructure 2023/24	Progress 100%	-	202,017	200,000	1 %	200,000	200,000	202,017	2,017
PR-4890 Renew irrigation infrastructure 2023/24	Progress 100%	-	145,209	150,000	(3)%	150,000	150,000	145,209	(4,791)
PR-5075 Implement Greening Bunbury Plan	Progress 75%	-	187,957	256,726	(27)%	256,726	256,726	187,957	(68,769)
PR-5114 Beautifying Bunbury Streetscapes 2023/24	Progress 75%	-	189,682	200,000	(5)%	200,000	200,000	189,682	(10,318)
PR-5126 Install fencing Hay Park United Soccer	Progress 100%	-	52,136	52,136	0 %	75,000	52,136	52,136	-
<b>Total for Parks &amp; Reserves</b>		-	<b>1,450,878</b>	<b>1,514,843</b>		<b>1,535,737</b>	<b>1,514,843</b>	<b>1,450,878</b>	<b>(63,965)</b>
<b>Project Coordination &amp; Landscape Architecture Des</b>									
PR-1809 Construct Hay Park North Pavilion	Progress 90%	-	79,541	271,361	(71)%	521,361	271,361	109,746	(161,615)
<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	
<b>Project Coordination &amp; Landscape Architecture Des</b>										
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> Installation of ANPR cameras completed in July 2023. Gifting of existing cameras by BGCCI ongoing.										
PR-5038 Withers Regional Renewal	Progress 90%	-	2,360,555	2,543,797	(7)%	2,543,797	2,543,797	2,360,555	(183,242)	
<i>Project Progress Comments:</i> Landscaping works complete. Awaiting Western Power to complete final electrical works.										
PR-5090 Waterfront Public Art Installation	Progress 20%	-	57,500	210,000	(73)%	210,000	210,000	57,500	(152,500)	
<i>Project Progress Comments:</i> Artist appointed, artwork in fabrication. This project will be carried forward.										
PR-5105 Renew foreshore marine walls 2023/24	Progress 90%	-	1,305,711	1,400,000	(7)%	1,200,000	1,400,000	1,305,711	(94,289)	
<i>Project Progress Comments:</i> Works completed, demobilisation and cleaning underway. This project will be carried forward to next financial year.										
<b>Total for Project Coordination &amp; Landscape Architecture Des</b>		-	<b>3,892,065</b>	<b>4,512,025</b>		<b>4,561,066</b>	<b>4,512,025</b>	<b>3,922,270</b>	<b>(589,755)</b>	
<b>Project Planning &amp; Assets</b>										
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	-	
<b>Total for Project Planning &amp; Assets</b>		-	<b>30,000</b>	<b>40,000</b>		<b>40,000</b>	<b>40,000</b>	<b>30,000</b>	<b>(10,000)</b>	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
<b>Property Management &amp; Maintenance</b>										
PR-1543 Boulters Heights Redevelopment	Progress	100%	-	416,987	492,456	(15)%	592,456	492,456	416,987	(75,469)
PR-2403 Replace Forrest Park Pavilion	Progress	70%	-	2,391,150	3,611,797	(34)%	3,611,797	3,611,797	2,391,150	(1,220,647)
<u>Project Progress Comments:</u>										
At lockup - internal works commencing										
PR-4001 Renew Ned Myles Pavilion, Hay Park	Progress	100%	-	178,685	148,775	20 %	148,775	148,775	148,480	(295)
PR-4695 Renew or refurbish community, corporate, sport and leisure buildings as per AMP 2022/23	Progress	95%	-	100,745	113,325	(11)%	67,171	113,325	100,745	(12,580)
<u>Project Progress Comments:</u>										
1. SSAC Pottery Shed Roof Replacement. Completed.										
2. Ned Myles Refurbishment. Completed.										
3. Air vent and range hood filter replacement at in Town Centre. Completed.										
4. Replace the humidifiers and precision cooling unit at BRAG. Completed.										
5. Refit Hydrants, replace 3 aged fire hose reel and signage installation FID F30818, F30815 and F27315 at Admin Building. Completed.										
PR-4696 Replace boardwalks, lookouts and beach access stairs 2023/24	Progress	90%	-	132,718	259,535	(49)%	109,535	259,535	132,718	(126,817)
<u>Project Progress Comments:</u>										
1. Design for Hastie Staircase completed.										
2. Construction is underway.										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
<b>Property Management &amp; Maintenance</b>										
PR-4758 Renew South West Sports Centre (SWSC) plant and machinery 2022/23	Progress 100%	-	49,231	48,700	1 %	-	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 100%	-	448,810	453,846	(1)%	500,000	453,846	448,810	(5,036)	
<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 100%	-	19,792	20,000	(1)%	20,000	20,000	19,792	(208)	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
<b>Property Management &amp; Maintenance</b>										
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 100%	-	97,783	99,474	(2)%	100,000	99,474	97,783	(1,691)	
<i>Project Progress Comments:</i>										
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. Completed.										
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	21,309	(8,691)	
<i>Project Progress Comments:</i>										
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	48,464	(1,536)	
<i>Project Progress Comments:</i>										
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 100%	-	110,029	133,000	(17)%	133,000	133,000	110,029	(22,971)	
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	42,109	(17,891)	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Property Management &amp; Maintenance</b>									
PR-5382 Renew SES roof	Progress 100%	-	25,045	-	0 %	-	-	25,045	25,045
<b>Total for Property Management &amp; Maintenance</b>		-	<b>4,386,704</b>	<b>5,824,755</b>		<b>5,945,731</b>	<b>5,824,755</b>	<b>4,356,499</b>	<b>(1,468,256)</b>
<b>Rangers &amp; Emergency Management</b>									
PR-4521 Replace parking machines and upgrade infrastructure Smart Parking	Progress 100%	-	114,027	141,850	(20)%	141,850	141,850	114,027	(27,823)
<i>Project Progress Comments:</i>									
<i>Project Completed and Invoiced by contractor who conducted line marking works and expanded the service into Ocean Drive.</i>									
<b>Total for Rangers &amp; Emergency Management</b>		-	<b>114,027</b>	<b>141,850</b>		<b>141,850</b>	<b>141,850</b>	<b>114,027</b>	<b>(27,823)</b>
<b>Waste Services</b>									
PR-4878 Annual bin replacement program 2023/24	Progress 90%	-	77,748	66,000	18 %	66,000	66,000	77,748	11,748
<i>Project Progress Comments:</i>									
<i>Replacement bins ordered due to storm damage.</i>									
PR-4880 Renew bin enclosures 2023/24	Progress 100%	-	28,000	28,000	0 %	28,000	28,000	28,000	-
<b>Total for Waste Services</b>		-	<b>105,748</b>	<b>94,000</b>		<b>94,000</b>	<b>94,000</b>	<b>105,748</b>	<b>11,748</b>
<b>Works</b>									
PR-1103 Realign and widen Ocean Drive, South Bunbury	Progress 100%	-	779,644	750,000	4 %	750,000	750,000	779,644	29,644
PR-4671 Traffic calming and minor intersection treatments 2022/23	Progress 10%	-	8,606	79,041	(89)%	79,041	79,041	8,606	(70,435)
<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
<b>Works</b>										
PR-4688 Repair jetties 2023/24	Progress	10%	-	15,000	60,000	(75)%	60,000	60,000	15,000	(45,000)
PR-4690 Renew, resleeve and improve drainage network 2022/23	Progress	100%	-	112,584	112,322	0 %	72,758	112,322	112,584	262
PR-4858 Expand cycleways (implement Bunbury Bike Plan) 2023/24	Progress	35%	-	105,353	244,000	(57)%	244,000	244,000	105,353	(138,647)
<i>Project Progress Comments:</i> This project will be carried forward to next financial year.										
PR-4859 Expand Path Network 2023/24	Progress	70%	-	437,872	520,000	(16)%	520,000	520,000	437,872	(82,128)
<i>Project Progress Comments:</i> 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	97,692	(2,308)
PR-4870 Renew and Upgrade Paths as per Asset Management Plan 2023/24	Progress	100%	-	221,567	221,119	0 %	200,000	221,119	221,567	448
PR-4871 Renew, resleeve and improve drainage network 2023/24	Progress	100%	-	129,102	251,792	(49)%	300,000	251,792	129,102	(122,690)
PR-4874 Roads to Recovery Road Reseals 2023/24	Progress	100%	-	325,170	150,000	117 %	150,000	150,000	325,170	175,170
PR-4877 Renew / Upgrade Local Roads - Strickland Street	Progress	75%	-	194,380	200,000	(3)%	200,000	200,000	194,380	(5,620)
<i>Project Progress Comments:</i> Completed Parnell Wisbey and Perkins under this. Strickland is carry forward. LRCI funded.										
PR-4924 Regional Roadworks program - Lillydale Road	Progress	100%	-	270,244	360,000	(25)%	360,000	360,000	270,244	(89,756)

			Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Works</b>										
PR-4936 CBD Road Works	Progress	100%	-	57,369	89,191	(36)%	98,181	89,191	57,369	(31,822)
PR-5084 Sandridge / Hennessy left turn slip lane	Progress	100%	-	380	13,923	(97)%	18,368	13,923	380	(13,543)
<u>Project Progress Comments:</u> Completed										
PR-5085 Upgrade street lighting, Estuary Drive	Progress	100%	-	107,127	94,000	14 %	94,000	94,000	107,127	13,127
PR-5108 Dog Exercise Area and Park Renewal	Progress	65%	-	44,511	130,000	(66)%	130,000	130,000	44,511	(85,489)
<u>Project Progress Comments:</u> Mid construction -delayed due to tornado clean-up works.										
PR-5113 Blackspot Roadworks 2023/24	Progress	50%	-	266,011	559,000	(52)%	559,000	559,000	266,011	(292,989)
<u>Project Progress Comments:</u> Blair Street / Clarke Street intersection is complete. Austral Parade commenced but will be carried forward to next financial year.										
PR-5115 Regional Roadworks program - Casuarina Drive	Progress	10%	-	-	90,000	(100)%	90,000	90,000	-	(90,000)
PR-5116 Regional Roadworks program - Clifton Street	Progress	0%	-	-	136,000	(100)%	136,000	136,000	-	(136,000)
<u>Project Progress Comments:</u> Project no longer being undertaken.										
PR-5117 Regional Roadworks program - Leschenault Drive	Progress	25%	-	1,080	209,000	(99)%	209,000	209,000	1,080	(207,920)
<u>Project Progress Comments:</u> This project will be carried forward to next financial year.										
PR-5118 Regional Roadworks program - Bussell Highway	Progress	100%	-	225,317	266,000	(15)%	266,000	266,000	225,317	(40,683)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Works</b>									
PR-5119 Construct Koombana car park	Progress 0%	-	-	-	0 %	450,000	-	-	-
<i>Project Progress Comments:</i>									
<i>Deferred to 25/26</i>									
PR-5120 Renew / Upgrade Carparks - SWSC & Zoe Street	Progress 75%	-	53,050	90,655	(41)%	90,655	90,655	53,050	(37,605)
PR-5125 Resurface Hay Park Netball Courts	Progress 0%	-	-	-	0 %	200,000	-	-	-
<i>Project Progress Comments:</i>									
<i>Deferred to 24/25</i>									
<b>Total for Works</b>		-	<b>3,452,059</b>	<b>4,726,043</b>		<b>5,377,003</b>	<b>4,726,043</b>	<b>3,452,059</b>	<b>(1,273,984)</b>
<b>Capital Projects Expenditure Total</b>		-	<b>27,311,862</b>	<b>35,151,177</b>	<b>(22)%</b>	<b>36,645,384</b>	<b>35,151,177</b>	<b>27,311,647</b>	<b>(7,839,530)</b>



## **Operating Projects Summary** (With Comments)

**Period Ending June 2024**

**Thursday, 1 August, 2024**

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Bunbury Museum &amp; Heritage Centre</b>									
PR-3858 Acquire Bunbury Museum and Heritage Centre collection items	Progress 50%	-	2,620	10,000	(74)%	10,000	10,000	2,620	(7,380)
<i>Project Progress Comments:</i>									
Collection items include replica Wardian cases and refurbishment of Bunbury's old town clock.									
<b>Total for Bunbury Museum &amp; Heritage Centre</b>		-	<b>2,620</b>	<b>10,000</b>		<b>10,000</b>	<b>10,000</b>	<b>2,620</b>	<b>(7,380)</b>
<b>Bunbury Regional Art Gallery</b>									
PR-4386 Conduct Indigenous Arts Program at BRAG	Progress 85%	-	116,575	127,976	(9)%	110,000	127,976	116,575	(11,401)
<i>Project Progress Comments:</i>									
This program is continuing to be delivered with external funding secured to ensure it is operational for a further 3 years.									
PR-5099 Bunbury Heritage Building and Urban Art Trails	Progress 0%	-	-	5,000	(100)%	5,000	5,000	-	(5,000)
<i>Project Progress Comments:</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.									
PR-5100 Storage for cultural collections	Progress 20%	-	8,070	30,000	(73)%	30,000	30,000	8,070	(21,930)
<i>Project Progress Comments:</i>									
Funds to be carried over									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Bunbury Regional Art Gallery</b>									
PR-5101 Frame Frank Norton artworks	Progress 90%	-	41,652	50,000	(17)%	50,000	50,000	41,652	(8,348)
<i>Project Progress Comments:</i>									
<i>Tender for these works 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>									
<b>Total for Bunbury Regional Art Gallery</b>		-	<b>166,297</b>	<b>212,976</b>		<b>195,000</b>	<b>212,976</b>	<b>166,297</b>	<b>(46,679)</b>
<b>Bunbury Wildlife Park</b>									
PR-3294 Conduct Grandfamilies Fun Day	Progress 100%	-	12,585	14,750	(15)%	14,750	14,750	12,585	(2,165)
<i>Project Progress Comments:</i>									
<i>Grand Families Day Delivered successfully</i>									
<b>Total for Bunbury Wildlife Park</b>		-	<b>12,585</b>	<b>14,750</b>		<b>14,750</b>	<b>14,750</b>	<b>12,585</b>	<b>(2,165)</b>
<b>Business Partners</b>									
PR-5093 Volunteer awards program	Progress 0%	-	-	2,000	(100)%	2,000	2,000	-	(2,000)
<b>Total for Business Partners</b>		-	-	<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	-	<b>(2,000)</b>

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>City Planning</b>									
PR-3584 Review Local Planning Strategy	<i>Progress 5%</i>	-	-	100,000	<i>(100)%</i>	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
<b>City Planning</b>									
PR-3585 Review Local Planning Scheme	<i>Progress 30%</i>	-	-	50,000	<i>(100)%</i>	50,000	50,000	-	(50,000)

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*

PR-5006 Housing Strategy Focus Area 2.3 - Back Beach Precinct	<i>Progress 30%</i>	-	-	50,000	<i>(100)%</i>	50,000	50,000	-	(50,000)
---	---------------------	---	---	--------	---------------	--------	--------	---	----------

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
<b>City Planning</b>									
PR-5012 Ocean Beach Heritage Trail Implementation	Progress 80%	-	-	14,521	(100)%	14,521	14,521	-	(14,521)
<i>Project Progress Comments:</i>									
<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.</i>									
<i>No response from Language Centre as yet. This project will be carried forward to next financial year.</i>									
<i>Language Centre CEO and Community Development Officer - First Nations, are revisiting trail 28/6.</i>									
PR-5096 City Centre Analysis and Urban Design Framework	Progress 30%	-	-	50,000	(100)%	50,000	50,000	-	(50,000)
<i>Project Progress Comments:</i>									
<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.</i>									
PR-5097 Local Heritage Survey Report	Progress 5%	-	-	15,000	(100)%	15,000	15,000	-	(15,000)
<i>Project Progress Comments:</i>									
<i>Scoping in preparation for State funding announcement.</i>									
<b>Total for City Planning</b>		-	-	<b>279,521</b>		<b>279,521</b>	<b>279,521</b>	-	<b>(279,521)</b>

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Community Development</b>									
PR-4337 Prepare, Implement and Deliver Reconciliation Action Plan Initiatives	<i>Progress 80%</i>	-	20,116	21,282	<i>(5)%</i>	21,282	21,282	20,116	(1,166)
<i>Project Progress Comments:</i>									
<i>Preliminary forum successfully completed in December 2023 with second scheduled for March 2024 to identify progress regarding actions and strategy development.</i>									
<i>Reconciliation Week Walk successfully implemented - payments in progress.</i>									
PR-5081 Implement Withers Placemaking	<i>Progress 80%</i>	-	47,500	55,800	<i>(15)%</i>	55,800	55,800	47,500	(8,300)
<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 has been carried forward.</i>									
PR-5348 Youth Initiatives - Youth Advisory Council of WA	<i>Progress 5%</i>	-	7,319	10,000	<i>(27)%</i>	-	10,000	7,319	(2,681)
<i>Project Progress Comments:</i>									
<i>Ongoing initiatives within YAC with Youth Officer</i>									
<b>Total for Community Development</b>		-	<b>74,935</b>	<b>87,082</b>		<b>77,082</b>	<b>87,082</b>	<b>74,935</b>	<b>(12,147)</b>
<b>Corporate Governance</b>									
PR-2431 Conduct Council elections	<i>Progress 100%</i>	-	113,027	113,027	<i>0 %</i>	140,000	113,027	113,027	-
<b>Total for Corporate Governance</b>		-	<b>113,027</b>	<b>113,027</b>		<b>140,000</b>	<b>113,027</b>	<b>113,027</b>	-
<b>Corporate Information</b>									
PR-5092 Scanning plans and records	<i>Progress 100%</i>	-	17,773	20,000	<i>(11)%</i>	20,000	20,000	17,773	(2,227)
<b>Total for Corporate Information</b>		-	<b>17,773</b>	<b>20,000</b>		<b>20,000</b>	<b>20,000</b>	<b>17,773</b>	<b>(2,227)</b>

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Council Support</b>									
PR-5132 Art, Photos and Honour Board - Council Chambers and Function Area	Progress 75%	-	5,432	20,000	(73)%	20,000	20,000	5,432	(14,568)
<i>Project Progress Comments:</i>									
<i>Procurement complete installation of honour boards to occur following the Noongar exhibition later this calendar year.</i>									
PR-5158 Provide Elected member and Executive AICD	Progress 100%	-	19,824	19,823	0 %	-	19,823	19,824	1
<b>Total for Council Support</b>		-	<b>25,256</b>	<b>39,823</b>		<b>20,000</b>	<b>39,823</b>	<b>25,256</b>	<b>(14,567)</b>
<b>Data &amp; Digital</b>									
PR-4290 Develop new website and digital platform for City of Bunbury	Progress 95%	-	34,274	125,548	(73)%	125,548	125,548	34,274	(91,274)
<i>Project Progress Comments:</i>									
<i>Majority of work has been completed with final testing underway</i>									
<b>Total for Data &amp; Digital</b>		-	<b>34,274</b>	<b>125,548</b>		<b>125,548</b>	<b>125,548</b>	<b>34,274</b>	<b>(91,274)</b>
<b>Economic Development</b>									
PR-4249 Implement Economic Development Strategy	Progress 30%	-	51,528	178,656	(71)%	178,656	178,656	51,528	(127,128)
<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. This project will be carried forward to next financial year.</i>									
PR-5001 Implementation of the Bunbury Geographe Tourism Partnership Strategy	Progress 100%	-	210,000	215,000	(2)%	215,000	215,000	210,000	(5,000)
<i>Project Progress Comments:</i>									
<i>MOU review commenced with current agreement due to cease in October 2024.</i>									



		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Economic Development</b>									
PR-5095 Bicentennial Square Precinct Plan	<i>Progress 20%</i>	-	-	50,000	<i>(100)%</i>	50,000	50,000	-	(50,000)
<u>Project Progress Comments:</u>									
<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>	-	33,650	40,000	<i>(16)%</i>	-	40,000	33,650	(6,350)
<u>Project Progress Comments:</u>									
<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>									
PR-5156 Support ECU Creative Tech Village	<i>Progress 20%</i>	-	20,000	40,000	<i>(50)%</i>	-	40,000	20,000	(20,000)
<u>Project Progress Comments:</u>									
<i>Project has kicked off and internal feedback provided. CTV conducting research and engaging for input on lighting and sound activation opportunities across CBD.</i>									
<i>This project will be carried forward to next financial year.</i>									
<b>Total for Economic Development</b>		-	<b>315,178</b>	<b>523,656</b>		<b>443,656</b>	<b>523,656</b>	<b>315,178</b>	<b>(208,478)</b>

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Engineering Design</b>									
PR-4624 Undertake drainage catchment studies	Progress 40%	-	31,919	131,919	(76)%	168,943	131,919	31,919	(100,000)
<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	Progress 0%	-	-	3,000	(100)%	3,000	3,000	-	(3,000)
<b>Total for Engineering Design</b>		-	<b>31,919</b>	<b>134,919</b>		<b>171,943</b>	<b>134,919</b>	<b>31,919</b>	<b>(103,000)</b>
<b>Executive Leadership - CEO</b>									
PR-3875 Support Regional Cities Alliance	Progress 100%	-	15,000	15,000	0 %	15,000	15,000	15,000	-
PR-4504 Provide disaster assistance	Progress 0%	-	-	20,000	(100)%	20,000	20,000	-	(20,000)
PR-4573 Contribution towards Busselton Margaret River Regional Airport Marketing Fund	Progress 100%	-	10,000	10,000	0 %	10,000	10,000	10,000	-
PR-4631 Commission business cases and strategic studies	Progress 5%	-	27,102	30,759	(12)%	90,000	30,759	27,102	(3,657)
PR-5039 South West Cities	Progress 5%	-	600	5,000	(88)%	5,000	5,000	600	(4,400)
PR-5083 Discretionary funding allocation	Progress 25%	-	6,000	24,000	(75)%	30,000	24,000	6,000	(18,000)
PR-5346 Economic Development Implementation Fund	Progress 5%	-	6,215	155,000	(96)%	-	155,000	6,215	(148,785)
<b>Total for Executive Leadership - CEO</b>		-	<b>64,917</b>	<b>259,759</b>		<b>170,000</b>	<b>259,759</b>	<b>64,917</b>	<b>(194,842)</b>

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Executive Leadership - Infrastructure</b>									
PR-1831 Ocean Pool feasibility study and concept design	Progress 20%	-	3,718	65,440	(94)%	65,440	65,440	3,718	(61,722)
<b>Total for Executive Leadership - Infrastructure</b>		-	<b>3,718</b>	<b>65,440</b>		<b>65,440</b>	<b>65,440</b>	<b>3,718</b>	<b>(61,722)</b>
<b>Executive Leadership - Sustainable Development</b>									
PR-3868 Undertake City Parking Strategy	Progress 25%	-	20,318	78,500	(74)%	78,500	78,500	20,318	(58,182)
<i>Project Progress Comments:</i> Variation issued to amend original report, expected for completion by end of June 2024.									
<b>Total for Executive Leadership - Sustainable Development</b>		-	<b>20,318</b>	<b>78,500</b>		<b>78,500</b>	<b>78,500</b>	<b>20,318</b>	<b>(58,182)</b>
<b>Financial Accounting</b>									
PR-4356 Contribute to a rail-line reinstatement trust with Arc Infrastructure	Progress 100%	-	13,462	13,461	0 %	13,461	13,461	13,462	1
PR-5073 Provide financial support to the BHRC	Progress 100%	-	1,303,000	1,350,000	(3)%	-	1,350,000	1,303,000	(47,000)
<b>Total for Financial Accounting</b>		-	<b>1,316,462</b>	<b>1,363,461</b>		<b>13,461</b>	<b>1,363,461</b>	<b>1,316,462</b>	<b>(46,999)</b>
<b>Fleet</b>									
PR-2308 Replace corporate minor plant	Progress 100%	-	31,425	30,750	2 %	30,750	30,750	31,425	675
<b>Total for Fleet</b>		-	<b>31,425</b>	<b>30,750</b>		<b>30,750</b>	<b>30,750</b>	<b>31,425</b>	<b>675</b>
<b>Information Technology</b>									
PR-2249 Asset Replacement - Fixed and mobile phones and devices	Progress 100%	-	25,871	25,871	0 %	24,099	25,871	25,871	-

*Project Progress Comments:*  
Ongoing replacements as required

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Information Technology</b>									
PR-5008 City of Bunbury "Project Shine" Transformation	Progress 60%	-	676,886	851,159	(20)%	1,089,159	851,159	676,886	(174,273)
<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	Progress 30%	-	-	285,000	(100)%	-	285,000	-	(285,000)
<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>									
<b>Total for Information Technology</b>		-	<b>702,757</b>	<b>1,162,030</b>		<b>1,113,258</b>	<b>1,162,030</b>	<b>702,757</b>	<b>(459,273)</b>
<b>Integrated Planning</b>									
PR-4301 Undertake community satisfaction and perception survey	Progress 100%	-	13,371	33,255	(60)%	33,255	33,255	13,371	(19,884)
<b>Total for Integrated Planning</b>		-	<b>13,371</b>	<b>33,255</b>		<b>33,255</b>	<b>33,255</b>	<b>13,371</b>	<b>(19,884)</b>
<b>Lead Department - Community Connection</b>									
PR-3840 Support King Cottage Museum	Progress 100%	-	31,544	31,544	0%	31,544	31,544	31,544	-
PR-3844 Support Bunbury City Band	Progress 100%	-	10,000	10,000	0%	10,000	10,000	10,000	-
PR-3848 Support Bunbury Regional Entertainment Centre (BREC) - operating and capital subsidies	Progress 100%	-	598,478	598,478	0%	598,478	598,478	598,478	-
PR-3852 Support Stirling Street Arts Centre (SSAC) - operating subsidy	Progress 100%	-	66,625	66,625	0%	66,625	66,625	66,625	-
PR-3860 Support RSL in the delivery of Anzac Day	Progress 100%	-	20,000	20,000	0%	20,000	20,000	20,000	-
PR-4349 Provide support to Bunbury Regional YouthCare	Progress 100%	-	12,000	12,000	0%	12,000	12,000	12,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Lead Department - Community Connection</b>									
PR-4350 Youth Program Support (MOU)	Progress 100%	-	15,000	15,000	0 %	15,000	15,000	15,000	-
<i>Project Progress Comments:</i>									
Support Youth Programs.									
MOU - 2017/18 to 2023/24 - South West Clontarf Academy (Newton Moore College). 2023/2024 paid October 2023									
2024/25 onwards - to be determined.									
PR-4517 Bunbury Geographe Seniors and Community Centre Financial Support	Progress 100%	-	50,000	50,000	0 %	50,000	50,000	50,000	-
<b>Total for Lead Department - Community Connection</b>		-	<b>803,647</b>	<b>803,647</b>		<b>803,647</b>	<b>803,647</b>	<b>803,647</b>	-
<b>Libraries &amp; Learning</b>									
PR-4554 Replacement of children's toys in City Library Children's Area	Progress 100%	-	4,621	3,000	54 %	3,000	3,000	4,621	1,621
<b>Total for Libraries &amp; Learning</b>		-	<b>4,621</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>4,621</b>	<b>1,621</b>
<b>Marketing &amp; Communications</b>									
PR-4010 Update digital library	Progress 100%	-	5,950	6,000	(1)%	6,000	6,000	5,950	(50)
PR-4299 Bunbury Brighter Campaign	Progress 100%	-	51,001	83,394	(39)%	53,394	83,394	51,001	(32,393)
<b>Total for Marketing &amp; Communications</b>		-	<b>56,951</b>	<b>89,394</b>		<b>59,394</b>	<b>89,394</b>	<b>56,951</b>	<b>(32,443)</b>
<b>Natural Environment &amp; Sustainability</b>									
PR-2590 Participate in Peron Naturaliste Partnership	Progress 100%	-	18,568	20,000	(7)%	20,000	20,000	18,568	(1,432)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Natural Environment &amp; Sustainability</b>									
PR-4456 Implement Sustainability Strategy Action Plan	Progress 90%	-	25,349	50,000	(49)%	50,000	50,000	25,349	(24,651)
<i>Project Progress Comments:</i>									
<i>Climate Action and Sustainability Working Group has been assembled and will review the draft Sustainability and Environmental Action Plan prior the Plan being tabled for Council consideration.</i>									
PR-4604 Implement culling of introduced Corellas	Progress 100%	-	17,993	20,000	(10)%	20,000	20,000	17,993	(2,007)
<i>Project Progress Comments:</i>									
<i>Corella season has closed.</i>									
PR-5128 Implement CHRMAP	Progress 20%	-	32,423	220,000	(85)%	220,000	220,000	32,423	(187,577)
<i>Project Progress Comments:</i>									
<i>CHRMAP Summary and Short-term Action Plan finalised. Implementation progressing.</i>									
<b>Total for Natural Environment &amp; Sustainability</b>		-	<b>94,333</b>	<b>310,000</b>		<b>310,000</b>	<b>310,000</b>	<b>94,333</b>	<b>(215,667)</b>
<b>Organisational Design</b>									
PR-5157 Role Clarity and Performance Framework	Progress 5%	-	-	30,000	(100)%	-	30,000	-	(30,000)
<i>Project Progress Comments:</i>									
<i>This project will be carried forward to next financial year.</i>									
<b>Total for Organisational Design</b>		-	-	<b>30,000</b>		-	<b>30,000</b>	-	<b>(30,000)</b>
<b>Place Activation</b>									
PR-1402 Mayoral delegation visit to Setagaya Sister City	Progress 100%	-	-	-	0%	35,000	-	-	-
<i>Project Progress Comments:</i>									
<i>The Mayor visited Setagaya on a private trip in 2023, and therefore did not use this budget.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Place Activation</b>									
PR-4160 Provide funding for "Minor Community Grants"	<i>Progress 100%</i>	-	-	-	0 %	10,000	-	-	-
<i>Project Progress Comments:</i>									
<i>This grant category was abolished. Remove for 24/25.</i>									
PR-4189 Provide funding for a "New Maker" Grant Round	<i>Progress 100%</i>	-	2,500	5,000	(50)%	5,000	5,000	2,500	(2,500)
<i>Project Progress Comments:</i>									
<i>This grant round is complete.</i>									
PR-4190 Provide funding for a "Neighbourhood Connect" Grant Round	<i>Progress 100%</i>	-	2,770	7,000	(60)%	22,000	7,000	2,770	(4,230)
<i>Project Progress Comments:</i>									
<i>This grant round is now complete. This project will be combined with PR 4189 and will be renamed to "Active Places" Grant Round in 24/25.</i>									
PR-4198 Provide funding for a "Community Connect" Grant Round	<i>Progress 100%</i>	-	89,111	115,100	(23)%	152,100	115,100	89,111	(25,989)
<i>Project Progress Comments:</i>									
<i>A small number of events have yet to delivered. Waiting for applicants to acquit their funding.</i>									
PR-4211 Provide funding for "Signature Events" Grant Round	<i>Progress 95%</i>	-	214,224	265,156	(19)%	265,156	265,156	214,224	(50,932)
<i>Project Progress Comments:</i>									
<i>A small number of events have yet to be delivered. Waiting for acquittal reports to be completed and returned to the City.</i>									
PR-4241 Funding to secure state, national and international sporting or cultural events	<i>Progress 100%</i>	-	152,000	160,000	(5)%	100,000	160,000	152,000	(8,000)
PR-4470 Bunbury Setagaya Biennial Photographic Competition	<i>Progress 5%</i>	-	2,353	3,016	(22)%	9,000	3,016	2,353	(663)
<i>Project Progress Comments:</i>									
<i>Project takes place bi-annually, and therefore will take place in 2025.</i>									
PR-4658 Support incoming/outgoing delegations and activities that develop international relations	<i>Progress 100%</i>	-	1,716	1,716	0 %	45,000	1,716	1,716	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Place Activation</b>									
PR-4762 Conduct City of Bunbury Staff Conference	Progress 100%	-	34,950	36,804	(5)%	30,000	36,804	34,950	(1,854)
PR-5133 Support City of Bunbury Eisteddfod	Progress 100%	-	20,000	20,000	0 %	20,000	20,000	20,000	-
PR-5155 Support Greater Bunbury Rotary Club for Dunstan St Christmas Lights Event	Progress 95%	-	-	6,000	(100)%	-	6,000	-	(6,000)
PR-5159 Promotion of Bunbury around the Bunbury Cup	Progress 100%	-	5,000	20,000	(75)%	-	20,000	5,000	(15,000)
<b>Total for Place Activation</b>		-	<b>524,623</b>	<b>639,792</b>		<b>693,256</b>	<b>639,792</b>	<b>524,624</b>	<b>(115,168)</b>
<b>Project Planning &amp; Assets</b>									
PR-4589 Survey and monitoring of Pelican Point Grand Canals	Progress 100%	-	13,980	14,000	0 %	10,000	14,000	13,980	(20)
<b>Total for Project Planning &amp; Assets</b>		-	<b>13,980</b>	<b>14,000</b>		<b>10,000</b>	<b>14,000</b>	<b>13,980</b>	<b>(20)</b>
<b>Property Management &amp; Maintenance</b>									
PR-4268 Renewable Energy and Energy Efficient Projects	Progress 50%	-	153,885	289,969	(47)%	289,969	289,969	153,885	(136,084)
PR-4673 Replace office furniture and equipment	Progress 80%	-	34,628	50,000	(31)%	25,000	50,000	34,628	(15,372)
PR-4935 Replace Christmas street decorations	Progress 100%	-	40,229	40,000	1 %	40,000	40,000	40,229	229
PR-5103 Install AFDRS signage	Progress 100%	-	14,571	20,000	(27)%	20,000	20,000	14,571	(5,429)

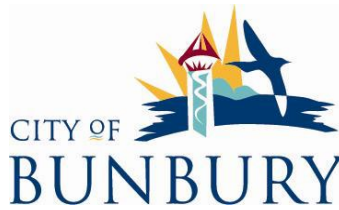


		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Property Management &amp; Maintenance</b>									
PR-5110 Replace CBD parking signs	<i>Progress 75%</i>	-	55,036	103,217	(47)%	110,000	103,217	55,036	(48,181)
<i>Project Progress Comments:</i>									
<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>									
<b>Total for Property Management &amp; Maintenance</b>		-	<b>298,350</b>	<b>503,186</b>		<b>484,969</b>	<b>503,186</b>	<b>298,349</b>	<b>(204,837)</b>
<b>Rangers &amp; Emergency Management</b>									
PR-4947 Undertake Department of Fire and Emergency Services Mitigation Activity program	<i>Progress 80%</i>	-	183,134	202,430	(10)%	200,000	202,430	183,134	(19,296)
PR-5344 All West Australians Reducing Emergencies (AWARE) Program	<i>Progress 80%</i>	-	13,800	17,200	(20)%	-	17,200	13,800	(3,400)
<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.</i>									
<b>Total for Rangers &amp; Emergency Management</b>		-	<b>196,934</b>	<b>219,630</b>		<b>200,000</b>	<b>219,630</b>	<b>196,934</b>	<b>(22,696)</b>
<b>Sport &amp; Recreation</b>									
PR-3829 Support South West Academy of Sport (SWAS)	<i>Progress 100%</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>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
<b>Sport &amp; Recreation</b>										
PR-4532 Renew South West Sports Centre (SWSC) furnishings and equipment	Progress 100%	-	75,757	77,000	(2)%	77,000	77,000	75,757	(1,243)	
<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	Progress 100%	-	46,871	44,872	4 %	51,668	44,872	46,871	1,999	
<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>										
PR-5086 Detailed Design Hay Park Indoor Courts	Progress 15%	-	11,400	650,000	(98)%	650,000	650,000	11,400	(638,600)	
PR-5087 Prepare Sport & Recreation Facilities Plan	Progress 45%	-	-	40,000	(100)%	40,000	40,000	-	(40,000)	
<i>Project Progress Comments:</i>										
<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 procurement to be issued in July 2024. This project will be carried forward to 24/25 financial year.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Sport &amp; Recreation</b>									
PR-5102 Physically Activating Our Community	Progress 100%	-	8,013	10,000	(20)%	10,000	10,000	8,013	(1,987)
<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.									
PR-5154 Support Colts Cricket Club CSRFF application	Progress 25%	-	-	57,808	(100)%	-	57,808	-	(57,808)
<i>Project Progress Comments:</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 and due for completion by September 2024.									
<b>Total for Sport &amp; Recreation</b>		-	<b>214,681</b>	<b>952,320</b>		<b>839,668</b>	<b>952,320</b>	<b>214,681</b>	<b>(737,639)</b>
<b>Waste Services</b>									
PR-5000 Better Bins Plus "Go FOGO" Kerbside Collection program	Progress 100%	-	76,165	76,165	0 %	73,010	76,165	76,165	-
PR-5007 Increase E-Waste collections, enabling infrastructure and media campaign	Progress 100%	-	-	-	0 %	68,770	-	-	-
PR-5104 Site Assessment and Feasibility Study - McCombe Road	Progress 0%	-	-	50,000	(100)%	50,000	50,000	-	(50,000)
<i>Project Progress Comments:</i>									
Project is not proceeding. A review of the services will be conducted in-house.									
<b>Total for Waste Services</b>		-	<b>76,165</b>	<b>126,165</b>		<b>191,780</b>	<b>126,165</b>	<b>76,165</b>	<b>(50,000)</b>

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
<b>Works</b>									
PR-1168 Replace signs and linemarking	<i>Progress 100%</i>	-	13,910	15,000	<i>(7)%</i>	25,000	15,000	13,910	(1,090)
<b>Total for Works</b>		-	<b>13,910</b>	<b>15,000</b>		<b>25,000</b>	<b>15,000</b>	<b>13,910</b>	<b>(1,090)</b>
<b>Operating Projects Expenditure Total</b>		-	<b>5,245,024</b>	<b>8,262,631</b>	<i>(37)%</i>	<b>6,624,878</b>	<b>8,262,631</b>	<b>5,245,027</b>	<b>(3,017,604)</b>



## MONTHLY COMMUNITY FINANCIAL REPORT

### As at 30 June 2024

**Highlighting how the City of Bunbury is tracking against financial ratios**

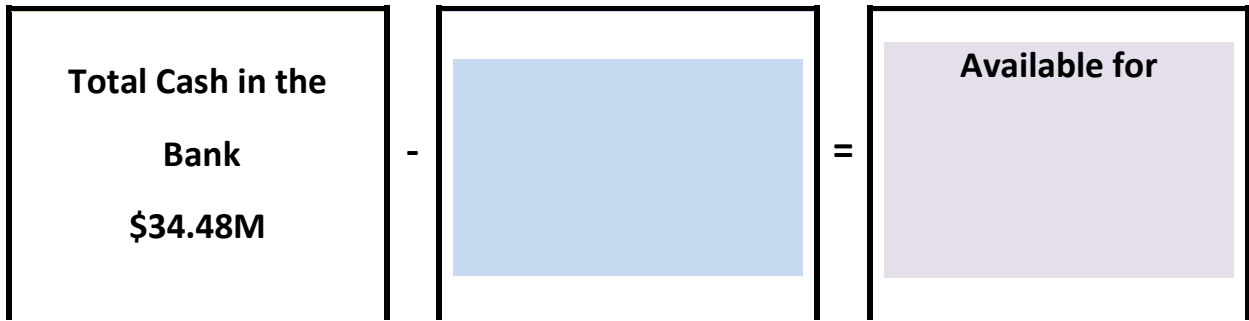


Financial Snapshot (Year to Date)	Actual (000's)
<b>Operating Revenue</b>	<b>\$69,294</b>
<b>Operating Expenditure (Including Non-Cash Items)</b>	<b>\$75,485</b>
<b>Non-Cash Items</b>	<b>\$13,576</b>
<b>Capital Revenue</b>	<b>\$22,581</b>
<b>Capital Expenditure</b>	<b>\$27,312</b>
<b>Loan and Lease Repayments</b>	<b>\$2,547</b>
<b>Transfers (to)/from Restricted Cash</b>	<b>(\$848)</b>
<b>Unallocated Surplus Brought Forward 1 July 2023</b>	<b>\$4,900</b>
<b>Net Forecast Surplus Position at 30 June 2024</b>	<b>\$622K</b>
<i>(after adjustments for Financial Assistance Grants in Advance, Carry forward projects and funds required for 2024/25 financial year)</i>	

#### **Did you know?**

The City of Bunbury's annual budget for 2024/25 was adopted on the 23<sup>rd</sup> July 2024. Total Budgeted expenditure is \$93.8M. It comprises of \$67.0M in operating expenditure, \$23.9M in capital works and \$2.9M in debt repayments.

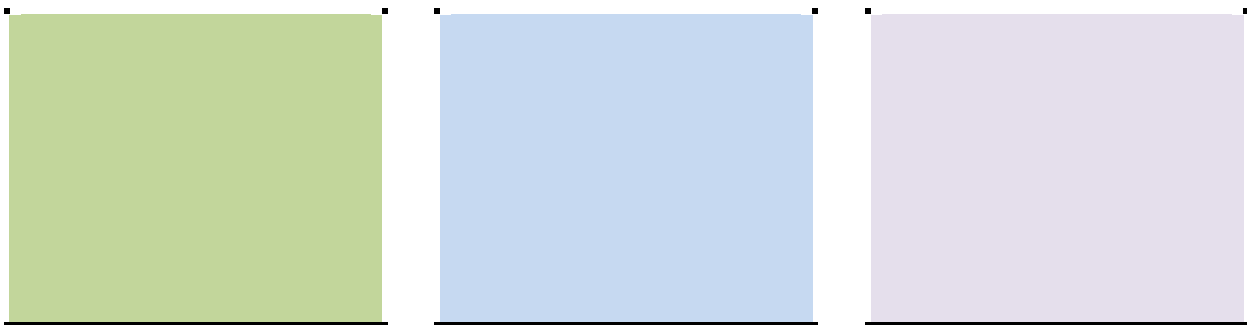
➤ Cash in the Bank (at 30 June 2024)

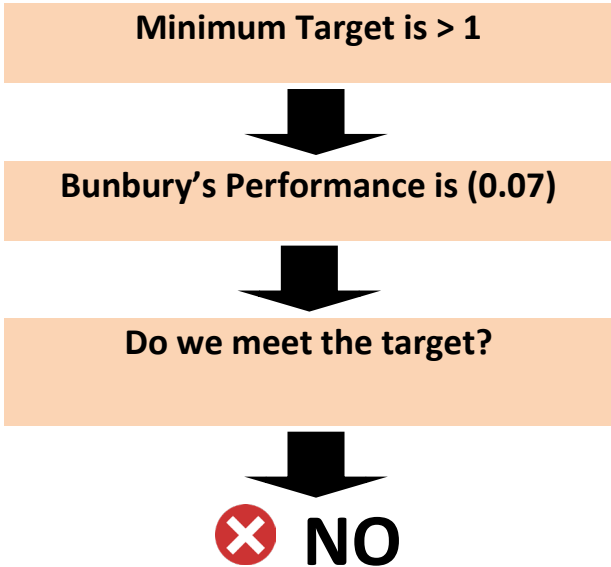


➤ How are we tracking against our budgeted targets?



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.





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 (\$13.58M 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 \$13.58M.

Capital expenditure (renewal and upgrade) for 2023/24 is \$23.09M.

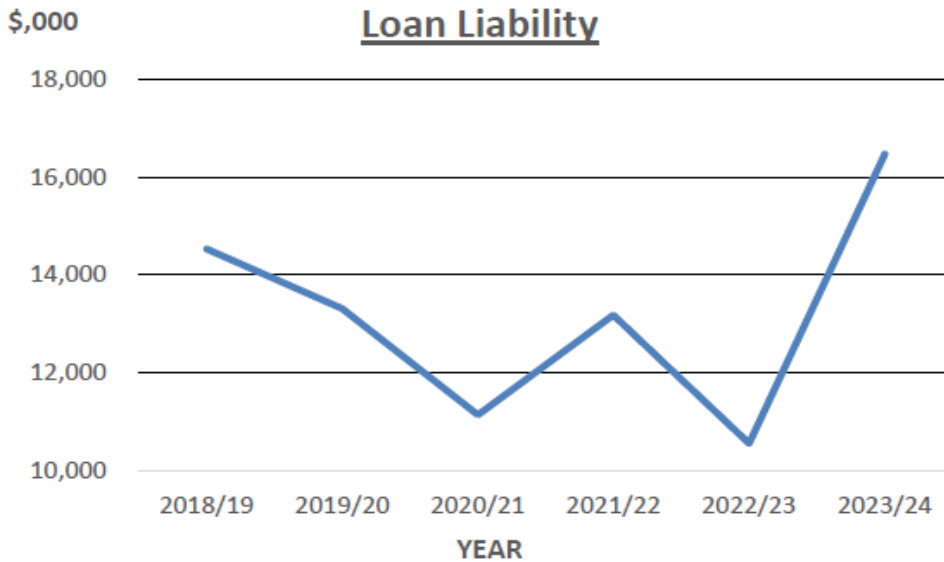
**Minimum Target is > 0.90**

**Bunbury's Performance is 1.7**

**Do we meet the target?**

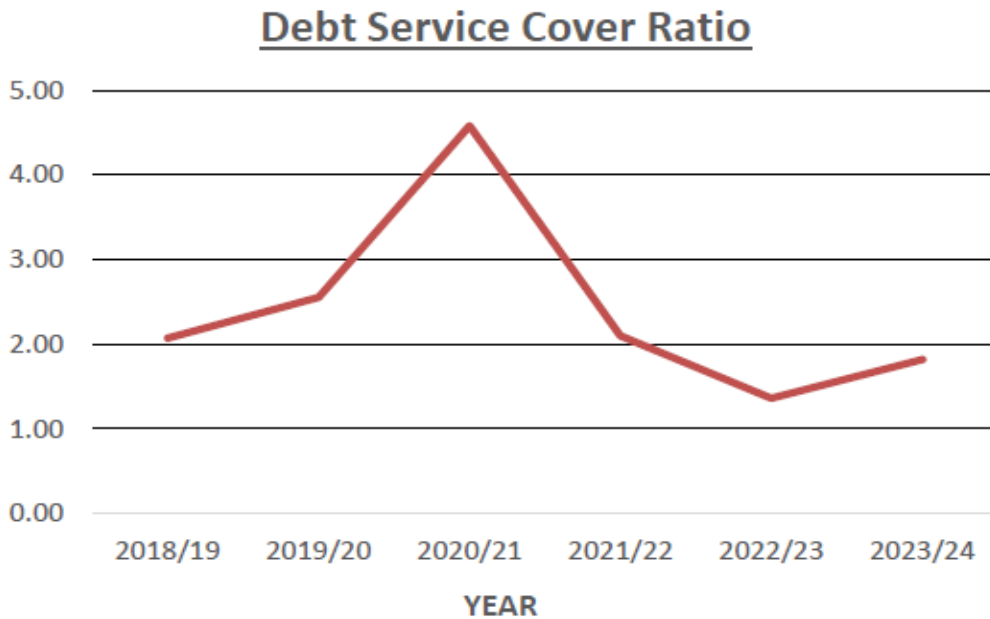
 **Yes**

➤ **Debt Levels**



The City required \$8.18M in loan borrowings in 2023/24. As at 30 June 2024 the City's loan liability is forecast at \$16.47M. 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](mailto:records@bunbury.wa.gov.au)





## 10.4 Director Sustainable Development

### 10.4.1 Proposed Scheme Amendment No.11 to City of Bunbury Local Planning Scheme No.8: Proposed Additional Uses at Lot 150 (#1) Austral Parade, East Bunbury

<b>File Ref:</b>	DD/12/2023/4/1
<b>Applicant/Proponent:</b>	Kanella Hope, Planned Focus
<b>Responsible Officer:</b>	Gareth Webber, Planning Officer
<b>Responsible Manager:</b>	Alice Baldock, Acting Manager Planning and Building
<b>Executive:</b>	Andrew McRobert, Director Sustainable Development
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	10.4.1-A – Scheme Amendment No.11 Report 10.4.1-B – Proposed Modifications 10.4.1-C – Schedule of Submissions

#### Summary

Scheme Amendment No. 11 has been prepared by Planned Focus on behalf of the landowner of Lot 150 (#1) Austral Parade, East Bunbury. At its Ordinary Meeting of 7 November 2023, Council resolved to adopt and advertise the proposed standard scheme amendment for public comment.

The amendment has been publicly advertised and referred to the relevant service authorities for comment. The proposed standard amendment is now presented to Council in order to seek a resolution to support the amendment subject to the recommended modifications prior to being referred to the Western Australian Planning Commission (WAPC) for its consideration and recommendation to the Minister.

Officers recommend modification of the amendment to include an additional condition which restricts the sale of alcohol for public consumption on the premises to the portion of the property located on the north side of Austral Parade (the existing Parade Hotel). The intent of this modification is to limit any impact on the amenity of the neighbouring residential properties on the southern portion of the lot, by way of not selling alcohol for public consumption from this southern portion (the existing carpark site).

#### Executive Recommendation

That Council, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* resolves to:

1. Advise the Western Australian Planning Commission that the local government resolves to support the proposed standard Scheme Amendment No. 11 to the City of Bunbury Local Planning Scheme No. 8 subject to modifications contained in Appendix 10.4.1-B.
2. Provide the advertised scheme amendment documentation to the Western Australian Planning Commission.

*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.

Pillar	Prosperity
Aspiration	A strong and diversified economy.
Outcome 11	A strong, resilient and diverse economic hub for the South West.
Objective 11.3	Support local business innovation and success.

### Regional Impact Statement

The proposed amendment will not have a regional impact.

### Background

The subject land is zoned ‘Local Centre’ with a residential density coding of R80 (to the north of Austral Parade) and R100 (to the south of Austral Parade). The subject land has been recently amalgamated into one title, with the lot being separated by Austral Parade. The northern portion of the lot contains the Parade Hotel which includes the hotel with bar and bistro, accommodation, bottle shop and associated car park. The southern portion of the lot contains the main hotel car park which provides 54 bays for the existing hotel use.

The subject site is surrounded by residential properties to the south and east which are zoned ‘Mixed Use – Residential’ R40/80 and ‘Residential’ R40/80. ‘Local Centre’ zoned properties are located to the west (refer to figure below). The Additional Uses proposed through this amendment are being sought over the entire lot (the northern and southern portion).

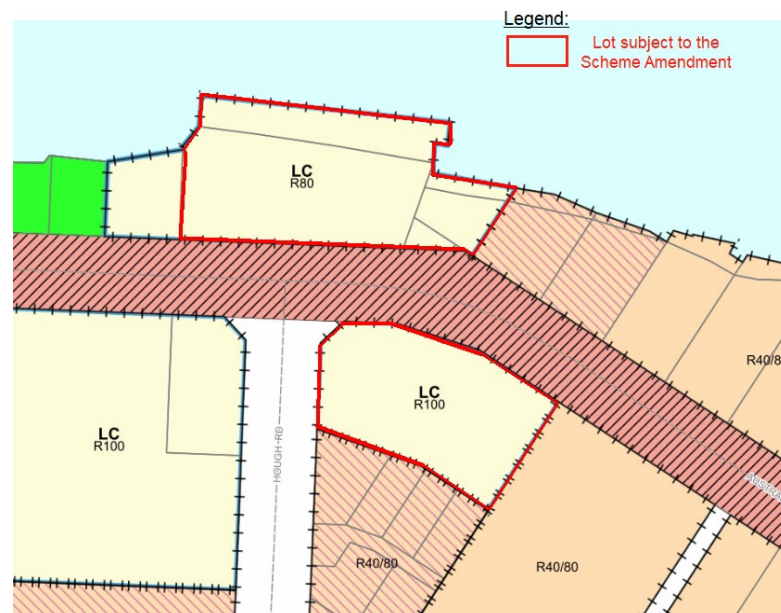


Figure 1 – Lots subject to the Scheme Amendment

The subject site is listed on the Local Heritage List (Place No. 05718), with the original Parade Hotel building constructed in 1897. The Parade Hotel was extended in 1947 with additions at each end of the hotel and additional extensive renovations in 1966. The Parade Hotel is a

Victorian Georgian style two-storey brick and iron hotel with painted render walls and a corrugated iron hipped roof.

Prior to the submission and acceptance of the scheme amendment, the applicant met with City officers and sought preliminary comments with regards to the proposed additional land uses and associated conditions. The proposed range of land uses has been refined to reflect the historic use of the site and facilitate the development of the southern portion of the site for additional accommodation uses.

A full copy of the Scheme Amendment report can be found at Appendix 10.4.1-A.

### **Council Policy Compliance**

There is no Council policy that related 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 relevant to considering this proposed standard amendment to the Scheme:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Bunbury Local Planning Strategy 2018; and
- City of Bunbury Local Planning Scheme No. 8 (LPS8).

### **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 this amendment is to introduce Additional Uses as follows:

- Hotel (Discretionary 'A' use);
- Motel (Discretionary 'A' use); and
- Serviced Apartment (Discretionary 'A' use).

It is acknowledged that the subject site has been used as a 'Hotel' land use since its construction. The introduction of the additional uses will formalise the currently non-conforming use of 'Hotel' and introduce 'Motel' and 'Serviced apartment' land uses. These land uses are considered to align with the existing tourist value of the site. The scheme amendment does not remove the 'Local Centre' zoning and land use permissibility associated with this zone, with the additional uses facilitating an extension of how the site currently operates without the need for hotel licensing.

A condition of the scheme amendment states that any proposed 'Serviced apartment' will be developed in accordance with the R-Codes and Building Code of Australia requirements, in the form of a 'Multiple dwelling' and may be occupied permanently, or for short term purposes.

Upon assessment of the proposed land uses and to address concerns from adjoining landowners regarding potential impacts of potential land uses, City officers recommend that the following condition is added to the Additional Use:

The licensed sale of alcohol for public consumption on the premises shall be restricted to that portion of the property located on the north side of Austral Parade.

The reason for the proposed additional condition is to contain the sale of alcohol to the north side of Austral Parade, within the existing Parade Hotel and to maintain a distance from adjoining residential properties. However, it will still allow discretion for a ‘Hotel’ or ‘Motel’ and accommodation aspects of those land uses to be considered on the southern side of Austral Parade.

### Local Planning Strategy

The City of Bunbury Local Planning Strategy (LPS) was endorsed by the Western Australian Planning Commission (WAPC) in 2018 and establishes the City’s long term strategic planning direction. The area subject to the scheme amendment is identified as an activity centre under the LPS, with the broad strategic intent for activity centres being:

‘Activity centres and corridors act as a major focus of economic activity and urban living. They are destinations for a multitude of activities – employments, housing, community and entertainment – with good public transport accessibility.’

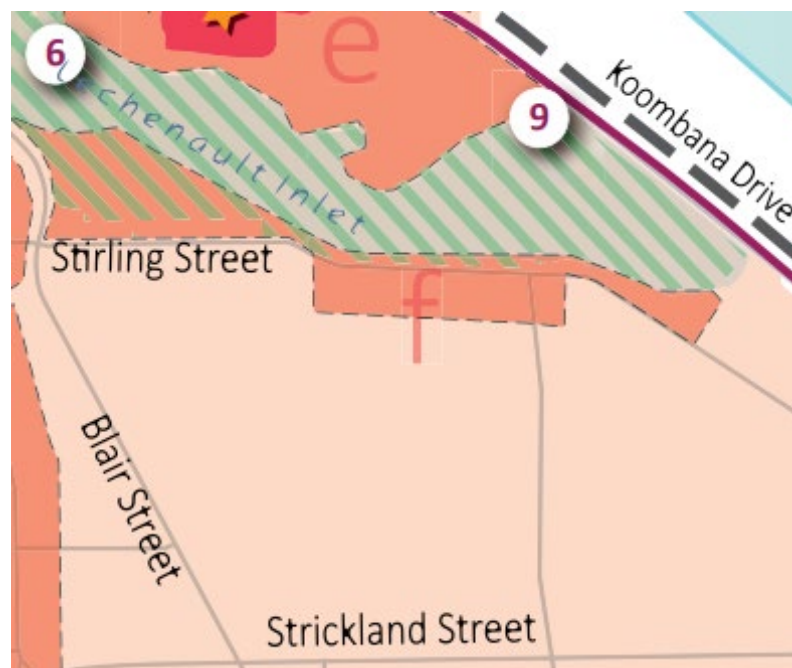


Figure 2 – Extract from LPS showing the ‘Inlet South’ tourism precinct

The LPS also identifies the area subject to the scheme amendment as being within an area with tourism value, as it forms part of the ‘Inlet South’ tourism precinct under the LPS. The main planning intention for the tourism precinct under the LPS is:

‘To encourage and facilitate appropriate forms of tourism facilities and development, in appropriate locations, that will assist Bunbury in realising its full potential as a tourism destination for domestic, interstate and international visitors.’

Furthermore, a specific strategy within the LPS states:

‘Enable the consolidation and integration of a range of compatible uses with tourist accommodation within activity centres and tourism locations to make them an appealing destination for visitors through appropriate land use permissibility and design requirements.’

It is noted that the proposed additional uses are not fully consistent with the objectives of the ‘Local Centre’ zone, however the proposed scheme amendment and recommended modifications are considered consistent with the broader strategic intentions for the area.

Objectives of the Local Centre Zone

The proposed additional land uses have been assessed against the objectives of the ‘Local Centre’ zone under LPS8 and are considered to partially meet the objectives of the zone. Officers have recommended modifications in the form of additional conditions to further align the proposal with the relevant objectives.

It is noted that an application for development approval would be required prior to any of the land uses occupying the site. Any future development of the subject site would need to demonstrate compliance with the development standards of the ‘Local Centre’ zone under LPS8 and the City’s local planning policies.

Objective	Assessment
To designate land for future development as a Local Centre.	Not applicable.
To provide services for the immediate neighbourhoods, that are easily accessible, which do not adversely impact on adjoining residential areas.	<p>The proposed tourism land uses, whilst accessible to the immediate neighbourhood, would predominantly serve a wider catchment. Consistent with the wider serving use that is established with the existing Parade Hotel.</p> <p>The expansion of certain uses onto the southern side of Austral Parade has the potential to impact on adjoining residential areas if not appropriately managed or controlled. As such, Officers have recommended modifications to the amendment to address this.</p>
To provide for Local Centres to focus on the main daily household shopping and community needs.	<p>The proposed tourism land uses are not considered to be consistent with providing for the main daily household shopping and community needs. However, it is noted that the existing tourism land uses have been on site for a long period of time.</p> <p>Furthermore, the proposed additional land uses will not alter the permissibility of other shopping based land uses within the Local Zone such as ‘Shop’ and ‘Convenience store’.</p>

<p>To encourage high quality, pedestrian-friendly, street-orientated development.</p>	<p>The northern side of Austral Parade, the southern side of Austral Parade (to the west of Hough Road) and the eastern side of Hough Road all contain footpaths which connect to the wider pedestrian network. There are also two pedestrian connections across Austral Parade on either side of Hough Road.</p> <p>Pedestrian connectivity of any future development would be assessed at the development application stage.</p>
<p>To provide a focus for medium density housing.</p>	<p>A condition of the Additional Use will require 'Multiple dwelling' and 'Serviced apartment' land uses to be developed in accordance with the R-Codes and specific requirements of Building Class 1a, 2 or 3 of the Building Code of Australia to allow for occupation either permanently as a dwelling or temporarily for short term purposes.</p>
<p>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.</p>	<p>The long-established Parade Hotel contributes towards a sense of place and community for the local area. The existing design is of a high standard, with any further development being subject to assessment against relevant policies regarding built form and design.</p> <p>It is noted that the existing built form precludes a high level of landscaping, however any future development would be required to consider landscaping as part of a development application.</p>
<p>To provide a basis for future detailed planning in the form of local development plans in accordance with the provisions of this Scheme and Activity Centres for Greater Bunbury Policy.</p>	<p>Not applicable.</p>

Reforms for Short-Term Rental Accommodation (STRA)

The Western Australian Planning Commission (WAPC) has released the *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* which includes recommendations to better regulate short-term rental accommodation as a land use in the state planning system. To support the Position Statement, amendments to the *Planning and Development (Local Planning Scheme) Regulations 2015* are proposed.

The proposed amendments include the deletion of the 'Motel' and 'Serviced apartment' land uses and the addition of new land uses of 'Tourist complex' and 'Visitor accommodation'. All

local governments will be required to amend their local planning schemes to include the new STRA land uses classes prior to 1 January 2026.

It is acknowledged that the Position Statement recommends short-term rental accommodation should only be prohibited in areas with low residential amenity such as industrial zones. The City will be required to review the current land use permissibility's in light of the Position Statement and determine the most appropriate discretion for these short-term accommodation uses in the 'Local Centre' zone (and all other zones).

It is considered that whilst each individual land use does not fully meet the current objectives of the Local Centre zone, the nature of the proposal for additional tourism uses is consistent with the intent for the area under the LPS and will be considered in more detail at the development application stage. Each proposal will be assessed against the Scheme requirements and relevant matters to be considered under clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which addresses traffic, amenity impacts and compatibility of the development in its setting.

### **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**

The scheme amendment was advertised to surrounding landowners/occupiers and relevant service authorities for a period of 42 days. A notice was placed on the website and newspaper and a sign was placed on site in accordance with clause 64 of the deemed provisions.

### Public Submissions

A total of 7 submissions were received during public advertising, with 6 submissions of objection and 1 submission of support for the proposal. One of the submissions of objection was submitted in the form of a petition with 17 signatures.

The main issues raised in the submissions are summarised as follows:

- Concerns of potential noise impacts;
- Concerns relating to an increase to the number of alcohol servicing establishments in the East Bunbury area;
- Concerns relating to increased traffic and limited carparking;
- Concerns regarding the current car park to becoming a hotel, motel or high rise car park;
- Concerns regarding the cumulative impact of the potential development and the neighbouring Leschenault Quays development;
- The scale of advertising undertaken, the size of the site, and potential building height.

### Service Authorities

The proposal was referred to Department of Planning, Lands and Heritage (DPLH), Department of Biodiversity, Conservation and Attractions (DBCAs), Department of Water and Environmental Regulation (DWER), Department of Fire and Emergency Services (DFES), Water Corporation, ATCO Gas and Aqwest. None of the service authorities raised any objections to the proposal.

A full copy of the submissions is contained in Appendix 10.4.1-C.



### **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. The City’s Engineering, Environmental Health, Building and Heritage departments raised no comments.

### **Applicant Consultation**

A copy of the Schedule of Submissions and officer’s recommended modifications have been provided to the applicant.

### **Timeline: Council Decision Implementation**

Council’s resolution (recommendations) together with the amendment documentation will be submitted to the WAPC. Referral to the Commission can be expected to be undertaken within 21 days of the Council decision.



Proposed Scheme Amendment No.10  
The Parade Hotel, East Bunbury

#### DOCUMENT CONTROL

ISSUE	DATE	ISSUE DETAILS
0	11 April 2023	Draft for client review
1	18 April 2023	Draft for City and DPLH review
2	15 May 2023	Lodged with City to initiate
3	22 September 2023	Amended as per City input

#### Disclaimer & copyright:

This document was commissioned by and prepared for the exclusive use of Andrew Harris and the Parade Hotel.

This document has been prepared in good faith and with care, and all information and documents used to compile this document are assumed to be reliable. Planned Focus disclaims any responsibility or liability for any errors or omissions or loss or damages which may be sustained by any persons and/or entity acting on this document.

This document cannot be copied or reproduced in whole or part for any purpose other than consideration of this Scheme Amendment without the prior written consent of Andrew Harris or Planned Focus.

**PLANNING AND DEVELOPMENT ACT 2005**

**RESOLUTION TO PREPARE AMENDMENT TO  
LOCAL PLANNING SCHEME**

**CITY OF BUNBURY PLANNING SCHEME NO. 8  
AMENDMENT NO. 11**

**RESOLVED** that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Planning Scheme by:

1. Amending Local Planning Scheme No.8 map to identify Lot 150 on Deposited Plan 426215 and Lot 5753 on diagram 93514 as Additional Use No. A18.
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
A18	Lot 150 on Deposited Plan 426215 and Lot 5753 on Diagram 93514, known as 1 Austral Parade, East Bunbury	The following land use classes are listed as discretionary 'A' uses: <ul style="list-style-type: none"> <li>• Hotel</li> <li>• Motel</li> <li>• Serviced Apartment</li> </ul>	Subject to the local government having exercised its discretion by granting development approval, Multiple Dwelling and Serviced Apartment land use, developed in accordance with the R-Codes and specific requirements of Building Class 1a, 2 or 3 of the Building Code of Australia, may be occupied either permanently as a dwelling, or temporarily for short term purposes.

The amendment is Standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

1. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area,
2. This is not a complex or basic amendment.

Dated ..... day of..... 20.....

.....  
Chief Executive Officer

# TABLE OF CONTENTS

1	Summary and purpose .....	5
2	Introduction .....	6
3	Context.....	8
4	History.....	8
5	Proposal .....	9
6	Planning Framework .....	9
6.1	City of Bunbury Local Planning Scheme No. 8 .....	10
6.2	Greater Bunbury Region Scheme.....	12
6.3	Bunbury-Geographe Sub-regional Strategy.....	13
6.4	City of Bunbury Local Planning Strategy.....	14
6.5	LPP-3 Local Planning Policy for Zone Development Requirements.....	15
7	Assessment .....	16
7.1	Compatibility with Local Centre and adjoining Zones .....	16
7.2	Land use .....	16
7.3	Development outcome .....	17
7.4	Other .....	18
8	Conclusion.....	18
	Appendix 1: Certificates of Title.....	20
	Appendix 2: Approved Plan of Amalgamation.....	21

# 1 SUMMARY AND PURPOSE

Planned Focus has been engaged by the owner of the Parade Hotel to initiate an Amendment to the City of Bunbury's Local Planning Scheme No.8.

The Parade Hotel is located on the Leschenault Inlet and consists of a Hotel with bar, bistro, accommodation, bottle shop, and car parks. The Hotel was established and has operated on the subject land since circa 1897. The Hotel is recognised under the City of Bunbury Local Heritage Survey however only a small part of the hotel effectively has recognised and intact heritage value, and this is at a local and not State level.

Under the current Local Planning Scheme No.8, the Parade Hotel operates with non-Conforming use rights as a hotel noting Hotel is presently an X prohibited land use in the Local Centre Zone that applies.

Clauses 22 to 24 of the City of Bunbury Local Planning Scheme No.8 recognise the inherent right of a non-Conforming use to continue, to be altered and extended, and subject to satisfying certain conditions, to be changed to another use that is not permitted by the Scheme.

Under the separate Liquor Control Act 1988, a Hotel Licence authorises the sale and supply of liquor, for consumption on and off the premises, and must provide accommodation.

Given these circumstances, this Scheme Amendment is seeking to make the existing non-Conforming 'Hotel' use a discretionary land use under the Scheme and at the same time, create discretion for limited additional, compatible accommodation uses to be considered on the balance Hotel land.



## 2 INTRODUCTION

The Parade Hotel is located along the Leschenault Inlet, on Austral Parade, East Bunbury.

Refer Figure 1: Location Plan.

The subject land formerly comprised 4 Titles, however WAPC Approval 163266 enabled 3 of these 4 lots to be amalgamated into a single Title. This was 2 small lots alongside the Hotel building, amalgamated with the primary title straddling Austral Parade. This new single Title is the land subject to this Scheme Amendment in addition to adjoining Lot 5753 DP93514 which is not part of the amalgamation. Lot 5753 comprises part of the existing Hotel that extends north into and over the high tide water area of the Leschenault Inlet. This lot is Crown Land under a lease to the Parade Hotel.

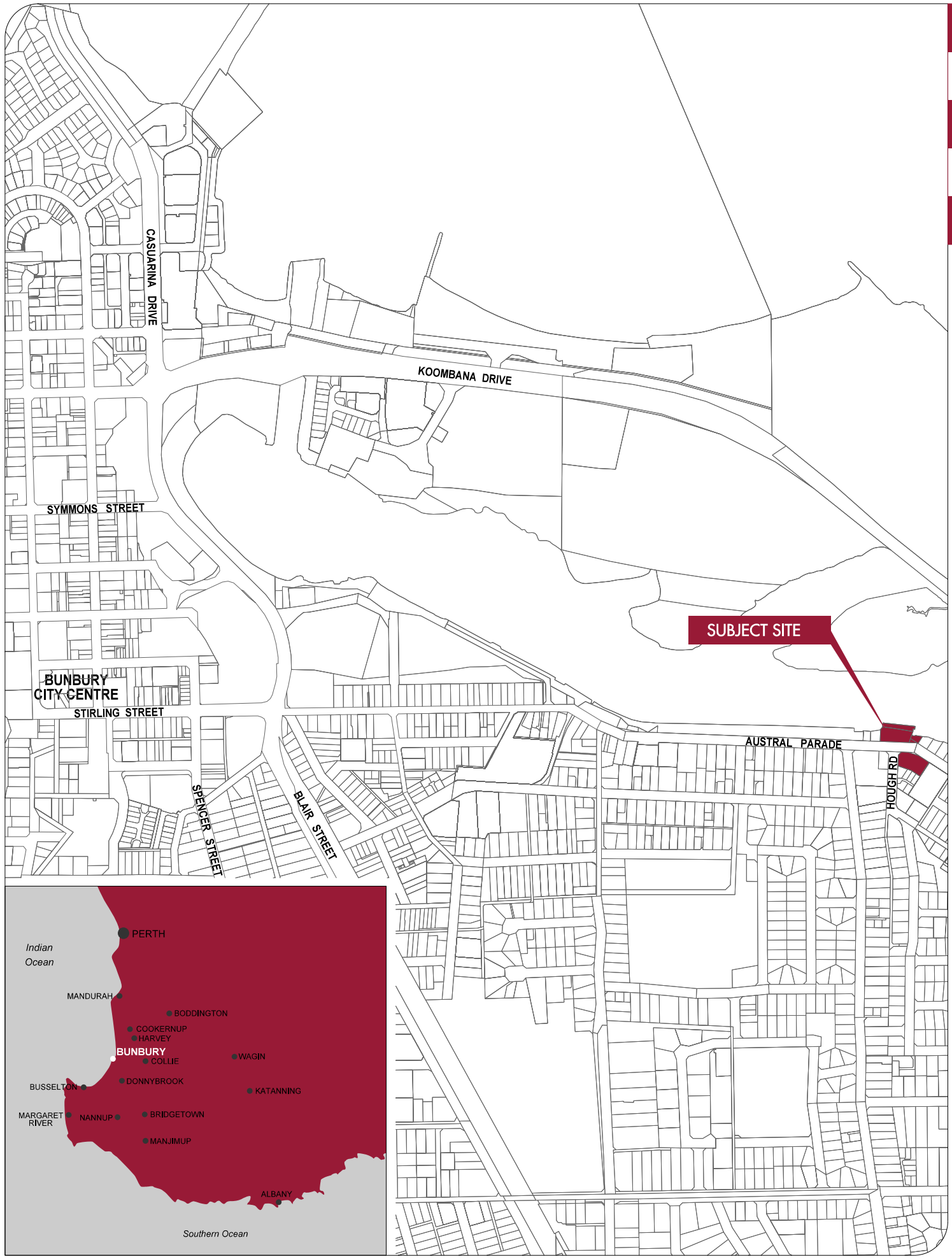
Table 1 sets out the Title particulars.

Appendix 1 contains Certificates of Title.

Appendix 2 sets out approved Plan of Amalgamation under WAPC Approval 133266.

*Table 1: Title arrangement*

Lot number	Plan	Area m2
Lot 150	Deposited Plan 426215	Hotel – 2417m2 Hotel Carpark – 1998m2 Total 4415m2
Lot 5753 Crown Land lease	Diagram 93514	658m2
Total Parade Hotel Land area		5073m2





### 3 Context

The Parade Hotel was established in circa 1897 and continues to provide a range of popular and well-known hotel-based uses including bar, bistro, accommodation, and bottle shop. The Parade Hotel has recently been refurbished, including post fire in the commercial kitchen and main bar / bistro areas, renovation of the bottle shop and resurfacing and line marking of the Hotel car parks.

The primary Parade Hotel land is in 2 parts, located either side of Austral Parade. The main Hotel building is north of Austral Parade alongside the Leschenault Inlet, with the associated main Hotel car park located opposite on the southern side of Austral Parade. The Hotel includes the former TAB betting agency and which continues to be used for hotel storage alongside a small forecourt / loading and staff parking area.

The Parade Hotel building is positioned close to Austral Parade and the rear of the building capitalizes on being located alongside the Leschenault Inlet, with the hotel's main dining and outdoor area located to the north side of the two-storey building effectively over the water into the Crown lease. The bottle shop is a small liquor store with a frontage and direct access from Austral Parade.

The subject site is serviced by reticulated water, sewer, and power.

### 4 History

The Parade Hotel is recognised as Place B180 in the City of Bunbury heritage list and Local Heritage Survey. It does not have any State listing. The following extracts are taken from Inherit WA:

#### Statement of Significance

*The Parade Hotel, a two-storey brick and iron hotel, has cultural heritage significance because:*

- *It is representative of a substantial Victorian Georgian hotel providing accommodation at the start of the Gold Boom and the turn of the century,*
- *It has landmark and aesthetic qualities due to its location on the estuary,*
- *It has been a popular meeting place for locals since 1897, due to its attractive and convenient location on the then major road north out of Bunbury.*

*The Parade Hotel has continued to be a popular social venue over the years and has been the terminus of the annual 'Barrett Swim Thru' for a long time.*

#### History

*The Parade Hotel was built in 1897. Its location on the banks of the estuary meant that it was an attractive meeting place for locals and caught passing traffic on the then major road north out of Bunbury towards Australind.*

*In 1904, the hotel was described as a brick structure "fitted with the ordinary up-to-date hotel conveniences" located on the White Road on the banks of the Estuary commanding one of the prettiest views in the State. At this time, the hotel was operated by Mr Ward. By 1925, the Hotel was operated by William Marsh.*

*At some stage, the staircase from the shipwrecked 'Carbet Castle' was incorporated into the hotel. It was later removed. The Parade Hotel was one of the first in Bunbury to incorporate a beer garden and there is a small jetty on the foreshore for river craft to berth.*

*The Hotel has been the meeting place for many local groups for many years. It is also the terminal venue for the annual 'Barrett Swim Thru', which ends on the Inlet side of the Parade Hotel. It is believed that the first swim through Bunbury was held as early as 1917, with swimmers going upstream from the railway yards to the Parade Hotel. In later years, races were organised between swimmers and horses, finishing at the Hotel for celebrations.*

*The Parade Hotel was extended in 1947. Extensive renovations were undertaken in 1966 and the verandah on the Inlet side was rebuilt in 1972.*

#### Physical Description

*The Parade Hotel, Stirling Street, is a two-storey brick and iron hotel built in the late 1890s in the Victorian Georgian style of architecture. Additions have been built at each end. The walls are painted render. The roof is hipped and clad with corrugated iron. Windows and door openings to the original building have arched heads. The top floor has no balcony, and there is no verandah awning, except for over the main entrance doors (not original). There is a two-storey addition in brick and iron with a flat roof at one end, and a two-storey brick and iron addition with a hipped roof but at a lower level to the original, at the other end.*

#### Integrity / Authenticity

*Integrity and authenticity is low as the Hotel has been extended, renovated, and altered over the years. Original cast-iron lace verandahs have been removed.*

## 5 Proposal

This Scheme Amendment will apply an Additional Use to all of the subject land and Crown Lot 5753.

This amendment comprises a Scheme mapping and text change, the composition of which has been guided by a range of statutory provisions in the Scheme as well as Local Planning Policies and the WA planning framework more generally, plus pre-lodgement advice from relevant authorities.

The Additional Use consolidates the existing and currently non-conforming use of 'Hotel' as an 'A' use and introduces the new, yet aligned uses of Motel and Serviced Apartment as further permissible 'A' uses.

Further, a condition of the Additional Use is proposed to require the Residential Design Codes (R-Codes) to apply for Serviced Apartment and Multiple Dwellings, and to create discretion, subject to approval of the Local Government, for such accommodation to be used for either permanent residential and/or temporary holiday accommodation.

Presently, Local Planning Scheme No. 8 only allows discretion for this option in the Tourism Zone. Like land in the Tourism Zone, the Parade Hotel, positioned on and overlooking the Leschenault Inlet, within a Local Centre, is well positioned for this purpose.

## 6 Planning Framework

The following sections set out the Local and State level planning framework that applies to the Scheme Amendment. As set out, the amendment is consistent and suited within this framework.

## 6.1 City of Bunbury Local Planning Scheme No. 8

The subject site is presently zoned Local Centre – R80 over the existing Hotel north of Austral Parade, and Local Centre – R100 over the car park under the City of Bunbury Local Planning Scheme No. 8 (LPS8). Refer Figure 4: LPS8 extract.

Figure 1: LPS8 extract



The purpose of the Local Centre zone is:

- To designate land for future development as a Local Centre.
- To provide services for the immediate neighbourhoods, that are easily accessible, which do not adversely impact on adjoining residential areas.
- To provide for Local Centres to focus on the main daily household shopping and community needs.
- To encourage high quality, pedestrian-friendly, street-orientated development.
- To provide a focus for medium density housing.
- 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.
- 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 Additional Use, in this context, is considered compatible.

The Local Centre zone here is adjoined by the Mixed Use Residential zone, and this provides transition to the broader residential neighbourhoods the Local Centre services.

Amongst a range of matters, LPS8 also includes Clause 37 and Schedule 6 – Additional Zone Development Requirements which sets out generic requirements for new development in the Local Centre Zone, including floor space restrictions for uses such as Office, Shop, Trade Supplies, Warehouse/Storage, along with several development requirements for setbacks. Clause 39 of LPS8 states building height shall be determined having regard to any local planning policy setting out standards for building height. This amendment does not change these existing requirements.

It is noted that the proposed Additional Uses are X prohibited in the Local Centre Zone. Multiple Dwellings (apartment style residential development) are a discretionary A use. R80 and R100 allows for considerable redevelopment, including in height, of the Parade Hotel land.

This Scheme Amendment seeks to apply an Additional Use to the subject land via a mapping update and additional text in Schedule 1 of LPS8. Clause 19 of LPS8 Additional Uses sets out the following:

1. *The Table in Schedule 1 sets out –*
  - a. *classes of use for specified land that are additional to the classes of use that are permissible in the zone in which the land is located; and*
  - b. *the conditions that apply to that additional use.*
2. *Despite anything contained in the Zoning Table, land that is specified in the Additional Uses Table referred to in subclause (1) may be used for the additional class of use set out in respect of that land subject to the conditions that apply to that use.*

As indicated, the existing Parade Hotel is acknowledged as having non-Conforming use rights. This is understood to arguably apply to the primary Hotel site, noting the City's Local Heritage Survey identifies the Parade Hotel as all land north of Austral Parade including the Crown land lot and Lots 50 and 14, comprising the eastern TAB annexe building and forecourt.

As per the *Planning and Development Act 2005* a non-Conforming use means “*a use of land which, though lawful immediately before the coming into operation of a planning scheme or amendment to a planning scheme, is not in conformity with a provision of that scheme...*”.

Clause 22 Non-Conforming Use of LPS8 states:

1. *Unless specifically provided, this Scheme does not prevent -*
  - a. *the continued use of any land, or any structure or building on land, for the purpose for which it was being lawfully used immediately before the commencement of this Scheme; or*
  - b. *the carrying out of development on land if –*
    - i. *before the commencement of this Scheme, the development was lawfully approved; and*
    - ii. *the approval has not expired or been cancelled etc.*

Clause 23 Changes to Non-Conforming Use of LPS8 then goes on to state:

1. *A person must not, without development approval –*
  - a. *alter or extend a non-conforming use of land; or*
  - b. *erect, alter or extend a building used for, or in conjunction with, a non-conforming use;*
  - c. *repair, rebuild, alter, or extend a building used for a non-conforming use that is destroyed to the extent of 75 percent or more of its value; or*
  - d. *change the use of land from a non-conforming use to another use that is not permitted by the Scheme.*

2. *An application for development approval for the purposes of this clause must be advertised in accordance with clause 64 of the deemed provisions.*
3. *A local government may only grant development approval for a change of use of land referred to in subclause (1)(d) if, in the opinion of the local government, the proposed use –*
  - a. *is less detrimental to the amenity of the locality than the existing non-conforming use; and*
  - b. *is closer to the intended purpose of the zone in which the land is situated.*

This is arguably a narrower scope of considerations than for a typical discretionary application for Development Approval.

Clause 41 of LPS8 refers to Car Parking Requirements whereby:

*(1) Subject to the provisions of the Scheme, the Car Parking Table in Schedule 4 indicates the minimum number of car parking bays required for each land use class specified therein within the Scheme area.*

*(9) For a mixed-use development, the number of car parking bays required for the overall development may be reduced by a maximum of up to 30 percent provided that the peak hours of operation of the different uses on the lot/development site are different or do not substantially overlap and the bays are clearly marked limiting the purpose for which the parking may be used at different times of the day.*

The existing car park south of Austral Parade provides for 54-line marked bays for the existing Hotel use. There are an additional 3 formal parking bays on the western side of the Hotel, and an additional 4 informal bays on the eastern side.

## 6.2 Greater Bunbury Region Scheme

The Parade Hotel is within the Urban zone of the Greater Bunbury Region Scheme (BGRS).

The purpose of the Urban zone is to provide for residential development and associated local employment, recreation and open space, shopping, schools, and other community facilities.

The Additional Use is considered consistent with the BGRS. See Figure 3: BGRS extract.

Figure 5: Greater Bunbury Region Scheme extract



### 6.3 Bunbury-Geographe Sub-regional Strategy

The Bunbury-Geography Sub-regional Strategy (BGSRS) was endorsed by the WAPC in 2022. The BGSRS includes a range of themes, principles, and strategies. Those that are relevant to the amendment are detailed below:

#### Growth

*Principle: Go beyond a business-as-usual approach to help the sub-region reach its full potential. A conscious step away from business as usual, seeking a deliberate step change that builds on the past but approaches the future differently, to provide a prosperous and sustainable future for Bunbury-Geographe.*

1. *Promote the Bunbury Metropolitan Area as Western Australia’s second city, offering a range of employment and services as a genuine urban alternative to metropolitan Perth.*

In working towards the growth of Bunbury as Western Australia’s second city, the amendment provides an opportunity to align and further enhance the subject sites potential.

#### Economy

*Strengthen and diversify the economy. Bunbury-Geographe’s economic strengths and competitive advantages make the sub-region poised for prosperity. Expanding the economy and pursuing opportunities based on emerging and existing strengths will make Bunbury-Geographe more attractive to potential investors and will drive diversity and adaptability.*

The amendment will provide an opportunity to further strengthen and diversify the economy of Bunbury by making a non-conforming land use discretionary and facilitating redevelopment opportunities for commercial economic development if not tourism purposes.

#### Lifestyle

*Retain, protect, and leverage the sub-regional character and the Bunbury-Geographe lifestyle. The character and lifestyle of Bunbury-Geographe are defining factors that set the sub-region apart from other areas and are critical in attracting and retaining residents. Growth will be carefully managed to capitalise upon and ensure key features of character, diversity of housing choice and lifestyle are not lost.*

The character and lifestyle of Bunbury, particularly those found within the inner urban areas adjacent to the Leschenault Inlet are a unique feature of Bunbury. The amendment provides an opportunity to firstly address and we say correct what is largely an administrative anomaly of the Scheme for the existing Hotel, and secondly further enhance the character of the place by securing potential for the future for tourists and residents.

## 6.4 City of Bunbury Local Planning Strategy

The City of Bunbury Local Planning Strategy (LPS) was endorsed by the WAPC in 2018.

The proposed Amendment is consistent with the LPS because it upholds the general intentions of the Local Centre, albeit introducing additional mixed-use opportunity. This retains the focus of this locality for both tourism and economic activity alongside urban living. The Additional Use also facilitates compatible recognition of the existing land use for the ongoing and historic use of the site as a hotel.

The broad strategic intent for Activity Centres within the LPS is:

*Activity centres and corridors acts as a major focus of economic activity and urban living. They are destinations for a multitude of activities – employment, housing, community, and entertainment, with good public transport accessibility.*

The Strategy also identifies the subject site and its surrounds as having Tourism value. The subject site is located within location F – Inlet South, which provides for high amenity and activities adjacent to the regional event space of the Leschenault Inlet.

The main strategic planning intention for ‘Tourism’ under the LPS is:

*To encourage and facilitate appropriate forms of development in suitable locations, that will be useful in realising Bunbury’s full potential as a tourist destination for domestic, interstate, and international visitors.*

The Scheme Amendment will enable the continued and coordinated use of the site for commercial and tourism purposes. As A uses, any redevelopment is subject to further Development Approval.

A specific strategy identified in the LPS is 8A-6.1 states:

*Enable the consolidation and integration of a range of compatible uses with tourist accommodation within activity centres and tourism locations to make them an appealing destination for visitors through appropriate land use permissibility and design requirements.*

The Scheme Amendment will enable the consolidation of the subject site, providing potential for Local Centre as well as residential and tourist accommodation opportunities within an activity centre and identified tourism location.

## 6.5 LPP-3 Local Planning Policy for Zone Development Requirements

LPP-3 applies to all zoned land within the local government district and supplements the provisions of LPS8.

Table 3 includes a range of provisions to guide development within the Local Centre and other zones. The additional use does not impact LPP-3 which will continue to apply.





## 7 ASSESSMENT

A range of matters have been considered as part of preparing this Scheme Amendment, including pre-application consultation with the City of Bunbury and the Department of Planning, Lands and Heritage (DPLH). Different options have been explored with application of the Additional Use provision considered preferable to other options such as changing the underlying zone.

Following is an assessment of key issues not already addressed:

### 7.1 Compatibility with Local Centre and adjoining Zones

The amendment does not change the underlying zone or adjoining zones.

Although Local Centre may not align perfectly with hotel given 'Hotel' use is an X prohibited use in the Local Centre zone, the Parade Hotel is an historic place where people gather. This type of activity generation for the community and visitors alike is an object of the Local Centre zone, and a desirable one to continue to facilitate in the East Bunbury local centre.

Other like hotel premises in Bunbury, including historic ones, are typically within the Regional Centre or Mixed Use or Tourism zones in which Hotel is a 'D' discretionary use. The proposed Additional Use effectively removes this anomaly that exists for the Parade Hotel and makes this premises commensurate but via alternate means.

Like all land, the Parade Hotel also has opportunity for redevelopment in the future, including the at grade carpark south of Austral Parade which has been deliberately zoned in LPS8 Local Centre R100.

The existing Local Centre Zone is bound by the Mixed-Use Residential Zone south and the Residential Zone east. This zone arrangement in hand with sensitive redevelopment design on the subject land is considered to buffer to more typical residential neighbourhoods that exist beyond. This status quo is also unchanged.

This Scheme Amendment is proactive. Whilst there are presently no plans to change anything at the Parade Hotel, should redevelopment eventuate, the Planning Scheme will be aligned to allow for due consideration through a typical Development Approval process.

### 7.2 Land use

The land uses proposed to be included in the Additional Use reflect permissibility's already established in LPS8 under the Mixed-Use Zones and Tourism Zone. It is considered appropriate to leverage from this for consistency but not to change the underlying Local Centre Zone which would have other unintended consequences for the broader East Bunbury Local Centre as well as the Parade Hotel.

The proposed Additional Use creates discretion to consider accommodation that may or may not be operated as part of the Hotel licence. Multiple Dwellings are an 'A' use in the existing Local Centre Zone, so it is considered appropriate for Serviced Apartment to also be added as 'A' uses. This creates discretion to consider, should it be desired, this style of accommodation effectively for either short stay as well as permanent use.

It is recognised that opportunity to use apartment style accommodation for either temporary or permanent residential occupation is afforded to land in the Tourism Zone in LPS8, identified as Unrestricted and Restricted accommodation. There are also applicable Local Planning policies already in place to guide the application of discretion should applications for either option be made.

This existing planning framework enables this flexibility, in specified locations only, for what is apartment style residential development to be used for either permanent or short stay, but on proviso both outcomes are catered for (or with ability to adapt) in the design of the development. Replicating this ability is considered appropriate at the Parade Hotel and particularly the car park land that has potential for redevelopment, because it also fulfills a similar tourism potential and function to land in the Tourism Zone.

As set out in the planning framework above, attracting, and accommodating visitors to the city is identified as a planning objective, alongside providing a range of residential housing options for the Bunbury community to live in. Higher densities of residential development is encouraged in and around activity centres, with access to services. Unlike other Local Centres, the East Bunbury Local Centre on the Leschenault inlet, plus the Parade Hotel site, readily lends itself to more than just a local centre shopping function. A mixed-use level of activity is considered to already exist and be well suited and appropriate to this location.

For completeness and future proofing, discretionary 'A' use of Motel is also proposed in the Additional Use alongside Hotel, noting all are discretionary uses in the comparable Mixed Use Commercial Zone, if not also the Tourism Zone in LPS8. Motel has similarity to if not alignment to the existing Hotel use, which has an acknowledged non-Conforming use right, however this inclusion provides a level of flexibility should a Hotel licencing outcome not be sought over the entire site in the future, including for the R100 car park opposite.

In preparing this Scheme Amendment, the city suggested the Mixed Use Commercial zone may be appropriate. This was discounted as there was no basis to downgrade from the higher order Local Centre zone but it was acknowledged that the Mixed Use Commercial zone would automatically allow the proposed Additional Uses, as well as many others not sought, to be discretionary. The Additional Use approach was determined to be more nuanced.

### 7.3 Development outcome

Provisions in LPS8 and the planning framework, including LPP-3 planning policy for zone development requirements are unchanged by the proposed Additional Use. These continue to apply realistic built form aspirations and considerations should redevelopment of the Parade Hotel site be pursued.

It is not considered beneficial to seek any adjustments in this regard noting these matters will be duly considered as a matter of course in any future application for Development Approval. Further, it is noted that State Planning Policy 7.0 Design of the Built Environment (SPP 7.0) will also apply, as will the R-Codes to any residential, as well as apartment style accommodation proposals.

The condition of the Additional Use requires the R-Codes to be applied to residential apartment style redevelopment and the R-Codes set out established built form obligations. SPP 7.0 sets out a further range of urban design considerations such as for built form, streetscape, activity, and landscaping, as does Clause 67 amenity considerations. All of these cater towards considering a sensitive interface with surrounding land.

The existing Parade Hotel building is double storey height. LPP-3 envisages up to 21m height on the primary Hotel building site, bounded by 15m height on each side and on the car park. LPP-3 guides the application of discretion duly through an application for Development Approval and this is not sought to be changed.

## 7.4 Other

The Crown land lease arrangement for Lot 5753 remains unaltered however the Additional Use proposed will also apply to this lot. This maintains the status quo of the Local Centre zone which also applies to this lot. The Department of Planning, Lands and Heritage administer the Crown lease and they have provided consent for this Amendment to be considered.

## 8 CONCLUSION

Amendment 11 to the City of Bunbury LPS8 is considered appropriate, reflecting the acknowledged non-Conforming use right which applies to the Parade Hotel, as well as applying quasi-mixed-use / tourism / accommodation permissibility's that recognise and acknowledge the unique characteristics and opportunities of the subject land.

As a result of the Additional Use, the same standard, Development Approval assessment framework will continue to apply to any future applications for redevelopment or expansion, including for the acknowledged non-Conforming use.

The Amendment is considered to represent a contemporary planning framework and outcome for land with acknowledged attributes.



# Appendices

## Appendix 1: Certificates of Title

**Plan Information**

Tenure Type	Freehold
Plan Type	Deposited Plan
Plan Purpose	Subdivision

**Plan Heading**

Lot 150

**Locality & Local Government**

Locality	EAST BUNBURY
Local Government	CITY OF BUNBURY

**Department of Planning, Lands and Heritage**

File Number

**Examination**

Examined \_\_\_\_\_ Date \_\_\_\_\_

**Planning Approval**

Planning Authority	WAPC
Reference	163226

Delegated under S. 16 P&amp;D Act 2005 \_\_\_\_\_ Date \_\_\_\_\_

**In Order For Dealings**

Subject To \_\_\_\_\_

For Inspector of Plans and Surveys \_\_\_\_\_ Date \_\_\_\_\_

**Plan Approved**

Inspector of Plans and Surveys / Authorised Land Officer \_\_\_\_\_ Date \_\_\_\_\_

**Survey Details**

Field Records	COMPILED
Declared as Special Survey Area	NO

**Survey and Plan Notation****Survey Certificate - Regulation 4 Compiled Plan**

I, KIM P. ANDERSON  
 hereby certify that this plan is accurate and is correct representation of the -  
 (a) is a correct and accurate representation of the survey(s) of the subject land; and  
 (b) is in accordance with the relevant law in relation to which it is lodged.

Licensed Surveyor \_\_\_\_\_ Date \_\_\_\_\_

**Survey Organisation**

Name	BCE Surveying
Address	24 Molloy Street, Bunbury 6230
Phone	9791 7411
Fax	9791 9315
Email	admin@bcesurveying.com.au
Reference	R1876

**Former Tenure**

New Lot / Land	Parent Plan Number	Parent Lot Number	Title Reference	Subject Land Description
150	P3734(1)	14	1256/285	
	D72555	60	2140/345	
	D4183	50	2072/571	



PERTH  
 4/7 KINTAIL ST  
 APPECROSS WA 6153  
 Ph:(08) 9364 6408  
 Fax:(08) 9364 8394  
 admin@bcesurveying.com.au

BUNBURY  
 24 MOLLOY STREET  
 BUNBURY WA 6230  
 Ph:(08) 9791 7411  
 Fax:(08) 9791 9315  
 admin@bcesurveying.com.au

CAD File: DP426215\_V1.dwg  
 R1876

SHEET SHEETS  
 1 OF 2

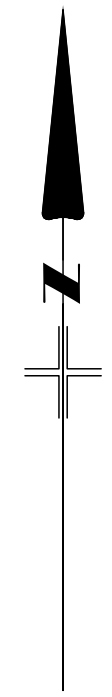
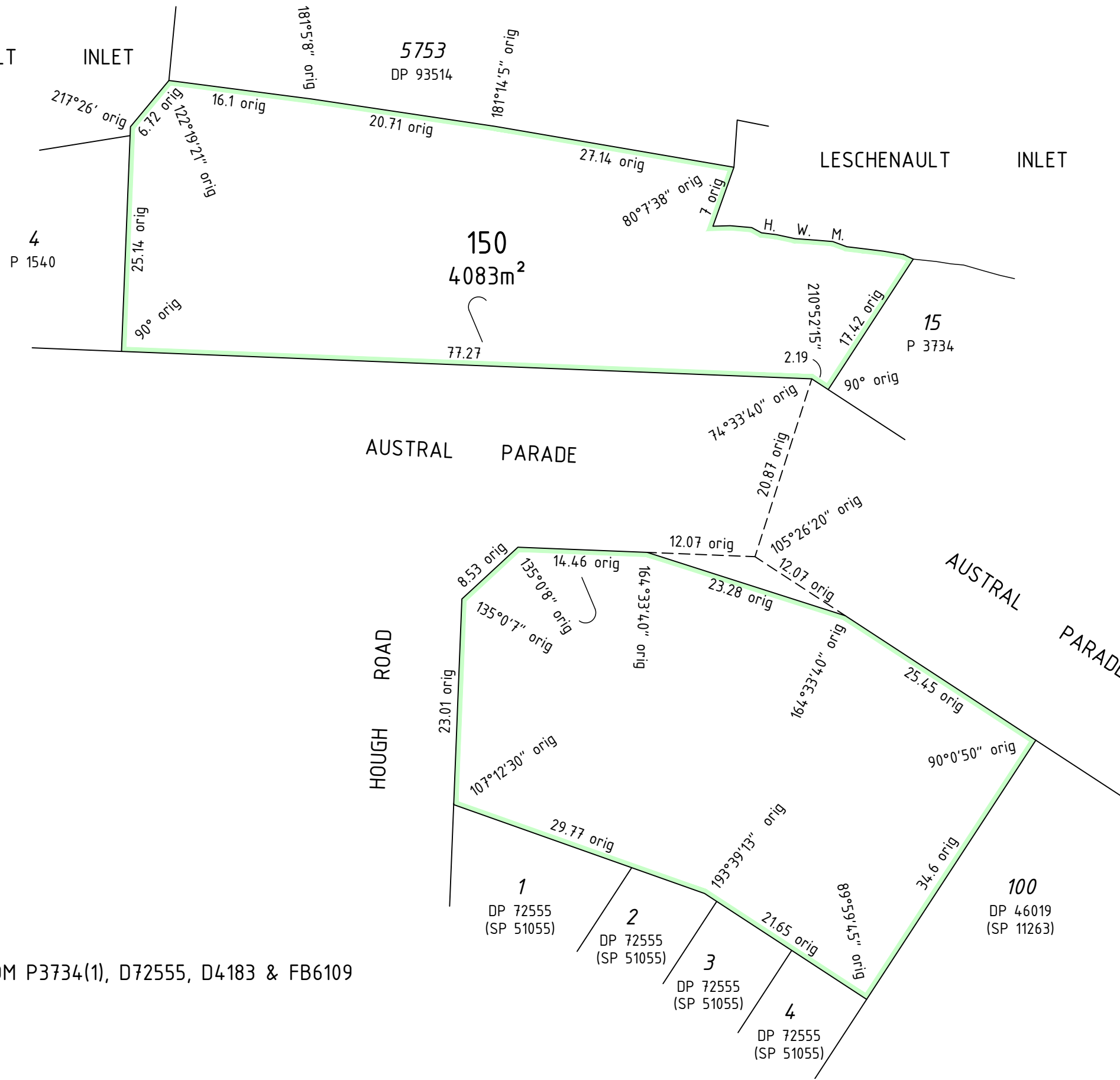
VERSION NUMBER  
 1

DEPOSITED PLAN  
 426215

LESCHENAULT

INLET

LESCHENAULT INLET



COMPILED FROM P3734(1), D72555, D4183 & FB6109



1:500 @ A3



PERTH  
4/7 KINTAIL ST  
APPLECROSS WA 6153  
Ph:(08) 9364 6408  
Fax:(08) 9364 8394  
admin@bc surveying.com.au

BUNBURY  
24 MOLLOY STREET  
BUNBURY WA 6230  
Ph:(08) 9791 7411  
Fax:(08) 9791 9315  
admin@bc surveying.com.au

CAD File: DP426215\_V1.dwg  
R1876

SHEET 2 OF 2

SHEETS 2  
VERSION NUMBER 1

DEPOSITED PLAN  
426215

WESTERN



AUSTRALIA

REGISTER NUMBER <b>5753/DP93514</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

**RECORD OF CERTIFICATE  
OF  
CROWN LAND TITLE  
UNDER THE TRANSFER OF LAND ACT 1893  
AND THE LAND ADMINISTRATION ACT 1997  
NO DUPLICATE CREATED**

VOLUME      FOLIO  
**LR3127      144**

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 5753 ON DEPOSITED PLAN 93514

**STATUS ORDER AND PRIMARY INTEREST HOLDER:  
(FIRST SCHEDULE)**

**STATUS ORDER/INTEREST:** LEASEHOLD

**PRIMARY INTEREST HOLDER:** ANDREW HARRIS OF 186 SOUTHERN ESTUARY ROAD HERRON WA 6211  
(TL N943925 ) REGISTERED 16/7/2018

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:  
(SECOND SCHEDULE)**

- 1. I134688 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE. REGISTERED 11/6/2002.
- I205923 TRANSFER OF LEASE I134688. REGISTERED 15/8/2002.
- M731607 CHANGE OF ADDRESS AFFECTING LEASE I134688. THE CORRECT ADDRESS OF THE LESSEE IS NOW PO BOX 856, CLAREMONT. REGISTERED 8/8/2014.
- N943925 TRANSFER OF LEASE I134688. REGISTERED 16/7/2018.
- N943930 MORTGAGE OF LEASE I134688 TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 16/7/2018.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP93514  
PREVIOUS TITLE: LR3087-835  
PROPERTY STREET ADDRESS: LOT 5753 AUSTRAL PDE, EAST BUNBURY.

END OF PAGE 1 - CONTINUED OVER



ORIGINAL CERTIFICATE OF CROWN LAND TITLE

REGISTER NUMBER: 5753/DP93514

VOLUME/FOLIO: LR3127-144

PAGE 2

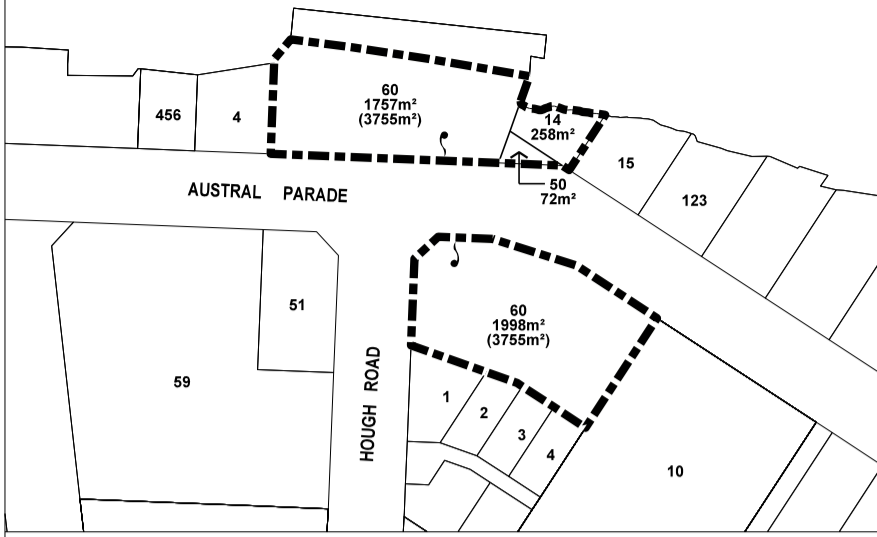
LOCAL GOVERNMENT AUTHORITY: CITY OF BUNBURY

RESPONSIBLE AGENCY: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

- NOTE 1: A000001A CORRESPONDENCE FILE 02699-1987-01RO.  
NOTE 2: SUBJECT TO SURVEY - NOT FOR ALIENATION PURPOSES  
NOTE 3: LAND PARCEL IDENTIFIER OF WELLINGTON LOCATION 5753 ON SUPERSEDED PAPER  
CERTIFICATE OF CROWN LAND TITLE CHANGED TO LOT 5753 ON DEPOSITED PLAN  
93514 ON 09-SEP-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.  
NOTE 4: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE  
OF TITLE.  
NOTE 5: I205923 THE NUMBER I205923 IN THE SECOND SCHEDULE HAS BEEN USED TO ENABLE  
DIGITAL CAPTURE OF TRANSFER G555088 OF LEASE I134688 OF THE ABOVE LAND.

## Appendix 2: Approved Plan of Amalgamation

### ORIGINAL LANDHOLDING PLAN



### LEGEND

- SUBJECT LAND
- EXISTING BOUNDARY TO BE REMOVED
- EXISTING BUILDING TO BE RETAINED
- EXISTING VEGETATION
- EXISTING AQWEST INFRASTRUCTURE (WATER)
- EXISTING WATER CORP. INFRASTRUCTURE (SEWER)
- EXISTING WESTERN POWER INFRASTRUCTURE

**DEPARTMENT OF PLANNING, LANDS AND HERITAGE**

DATE <b>24-Jan-2023</b>	FILE <b>163226</b>
----------------------------	-----------------------



**PLANNING AND DEVELOPMENT ACT 2005**

**RESOLUTION DECIDING TO AMEND**

**A LOCAL PLANNING SCHEME**

**City of Bunbury**

**LOCAL PLANNING SCHEME NO.8**

**AMENDMENT NO. 11**

The City of Bunbury under and by virtue of the powers conferred upon it on that behalf by the Planning and Development Act, 2005 hereby amends the above Local Planning Scheme by:

3. Amending Local Planning Scheme No.8 map to identify Lot 150 on Deposited Plan 426215 and Lot 5753 on diagram 93514 as Additional Use No. A18.
4. Amending Local Planning Scheme No.8 text at Schedule 1 – Schedule of Additional Uses by adding in the following text:

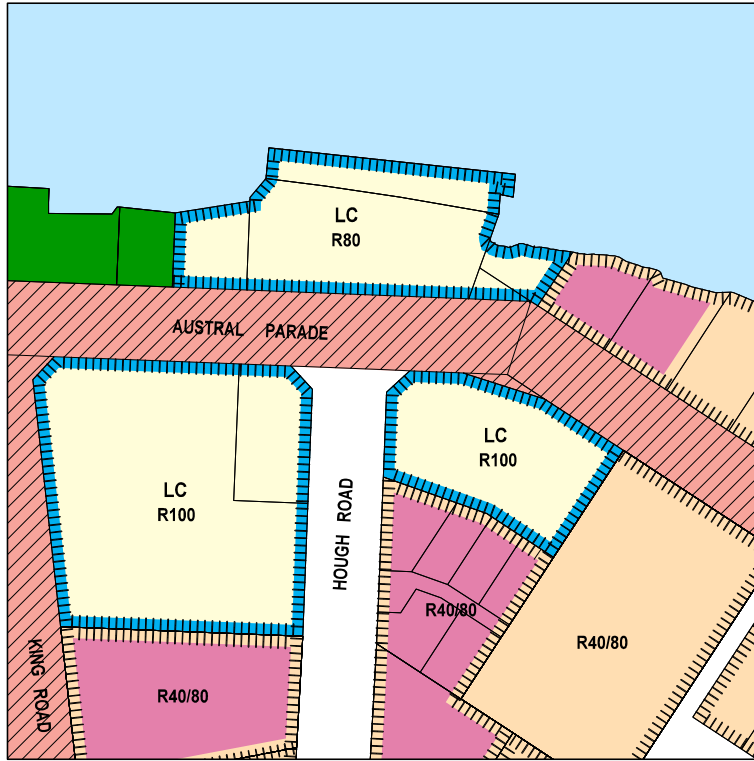
<b>No.</b>	<b>Description of Land</b>	<b>Additional Use</b>	<b>Conditions</b>
A18	Lot 150 on Deposited Plan 426215 and Lot 5753 on Diagram 93514, known as 1 Austral Parade, East Bunbury	The following land use classes are listed as discretionary 'A' uses: <ul style="list-style-type: none"><li>• Hotel</li><li>• Motel</li><li>• Serviced Apartment</li></ul>	Subject to the local government having exercised its discretion by granting development approval, Multiple Dwelling and Serviced Apartment land use, developed in accordance with the R-Codes and specific requirements of Building Class 1a, 2 or 3 of the Building Code of Australia, may be occupied either permanently as a dwelling, or temporarily for short term purposes.

The amendment is Standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

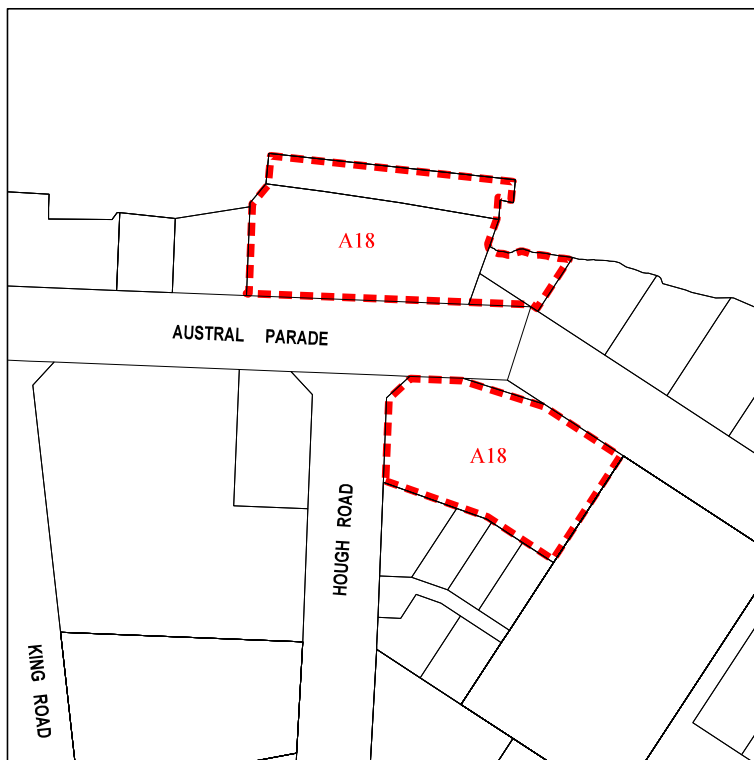
1. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area,
2. This is not a complex or basic amendment.

# SCHEME AMENDMENT MAP

## CITY OF BUNBURY LOCAL PLANNING SCHEME No.8 AMENDMENT No. ???





**EXISTING ZONING**




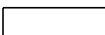
**PROPOSED ZONING**

### LEGEND




#### REGION SCHEME RESERVES (GBRS)

-  PARKS AND RECREATION
-  WATERWAYS



#### LOCAL SCHEME RESERVES

-  LOCAL DISTRIBUTOR ROAD
-  LOCAL ROAD

#### LOCAL SCHEME ZONES

-  **LC** LOCAL CENTRE
-  MIXED USE RESIDENTIAL
-  RESIDENTIAL

#### OTHER CATEGORIES

-  **R80** RCODES
-  **A18** ADDITIONAL USES



APRIL 2023

ADOPTION

Dated ..... day of ..... 20.....

..... Chief Executive Officer

FINAL APPROVAL

Adopted for final approval by resolution of the City of Bunbury at the Ordinary Meeting of the Council held on the ..... day of 202... and the Common Seal of the City of Bunbury was here unto affixed by the authority of a resolution of the Council in the presence of:

.....

[MAYOR]

.....

CHIEF EXECUTIVE OFFICER

Recommended/Submitted for Final Approval

.....

DELEGATED UNDER S.16 OF PD ACT 2005

DATE .....

Final Approval Granted

.....

MINISTER FOR PLANNING

DATE .....



Kanella Hope Pty Ltd  
Trading as Planned Focus  
ACN 630 552 466  
ABN 773 722 49 856

PO Box 6082  
South Bunbury WA 6230  
W: [www.plannedfocus.com.au](http://www.plannedfocus.com.au)  
E: [enquiries@plannedfocus.com.au](mailto:enquiries@plannedfocus.com.au)  
M: 0401 046 852

## SCHEDULE OF MODIFICATIONS

### CITY OF BUNBURY LOCAL PLANNING SCHEME NO. 8 AMENDMENT NO. 11

#	Section / Page	Reference	Explanation / Issue	Correction / Modification
1.	Resolution to Prepare Amendment to Local Planning Scheme  Page 3	Condition 1	Addition of numbering as multiple conditions are now proposed.	<b>Modification to include:</b>  1. Subject to the local government having exercised its discretion by granting development approval, Multiple Dwelling and Serviced Apartment land use, developed in accordance with the R-Codes and specific requirements of Building Class 1a, 2 or 3 of the Building Code of Australia, may be occupied either permanently as a dwelling, or temporarily for short term purposes.
2.	Resolution to Prepare Amendment to Local Planning Scheme  Page 3	Condition 2	To address concerns from adjoining landowners regarding potential impacts of the proposed land uses, specifically with regards to an ancillary bar/tavern associated with a 'Hotel' or 'Motel' being located on the south side of Austral Parade, officers have recommended an additional condition.  The reason for the proposed additional condition is to contain the sale of alcohol to the north side of Austral Parade, within the existing Parade Hotel and to maintain a distance from adjoining residential properties. The condition will still allow	<b>Modification to include:</b>  2. The licensed sale of alcohol for public consumption on the premises shall be restricted to that portion of the property located on the north side of Austral Parade.



#	Section / Page	Reference	Explanation / Issue	Correction / Modification
			discretion for a 'Hotel' or 'Motel' and accommodation aspects of those land uses to be considered on the southern side of Austral Parade.	



## Schedule of Submissions

### Proposed Scheme Amendment 11 – Proposed Additional Uses

#### #1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
<b>Government / Service Agency Comments</b>				
1.	Water Corporation	<p>We offer the following comments regarding this proposal.</p> <p>Reticulated sewerage is currently available to the subject area. The developer may be required to fund new works or the upgrading of existing works and protection of all works. Please provide the above comments to the landowner, developer and/or their representative.</p> <p>Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact us.</p>	No comment.	Noted.
2.	ATCO, Gas Division, Australia	ATCO Gas Australia (ATCO) has no objection to the proposed application, based on the information and plan provided.	No comment.	Noted.
3.	Department of Fire and Emergency Services (DFES)	The Department of Fire & Emergency Services (DFES) provides the following comments pursuant to State Planning Policy 3.7 Planning in Bushfire Prone	No comment.	Noted.

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>Areas (SPP 3.7) and the Guidelines for Planning in Bushfire Prone Areas (Guidelines):-</p> <p><i>i.</i> The proposed scheme amendment does not fall into an area designated as bushfire prone pursuant to the Fire and Emergency Services Act 1998 (as amended) as identified on the Map of Bush Fire Prone Areas.</p> <p><i>ii.</i> If there is some other reason which has given you cause to consider a referral to DFES, could you please provide detail on the attached 'Referral to DFES Checklist'.</p>		
4.	Department of Planning, Lands and Heritage (DPLH)	<p>Thank you for your enquiry dated 02 April 2024 seeking comment from the Department of Planning, Lands and Heritage (DPLH), Aboriginal Heritage Conservation, regarding the proposed scheme amendment 11, Lot 5567 on DP 400401.</p> <p>A review of the Register of Places and Objects, as well as the DPLH Aboriginal</p>	No comment.	Noted.

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>Heritage Database, concludes that the subject lot does not intersect the boundary of any registered Aboriginal Sites or Heritage places as administered by DPLH.</p> <p>Therefore, based on the current information held by DPLH, no approvals are required under the Aboriginal Heritage Act 1972 (AHA) in this instance. Please note, limited surveys have been conducted on the subject land and as such unreported cultural material may be present on the land. As such, the City of Bunbury needs to be aware of their obligations under the AHA.</p> <p>DPLH advises City of Bunbury to regularly check Aboriginal Heritage Act 1972 Guidelines for updated information on the AHA and its guidelines. It is also advised to regularly check the Aboriginal Cultural Heritage Inquiry System (ACHIS) should new Aboriginal Cultural Heritage be reported within the subject area. Please see attached search results reports and maps generated from ACHIS for your information.</p>		
5.	Department of Water and	Thank you for referring Amendment 11	No comment.	Noted.

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
	Environmental Regulation (DWER)	to the City's Local Planning Scheme No. 8 for the Department of Water and Environmental Regulation (Department) to consider.  The Department has no comment.		
6.	Aqwest	With regards to the abovementioned proposed scheme, Aqwest wish to advise the following condition(s) will apply:  Please be advised that Aqwest has no comments in relation to the above matter.	No comment.	Noted.
7.	Department of Biodiversity, Conservation and Attractions (DBCA)	Based on the information provided, the Department of Biodiversity, Conservation and Attractions' Parks and Wildlife Service South West Region has no comments on the above proposal.  It is considered that the proposal and any potential environmental impacts will be appropriately addressed through the existing planning framework.	No comment.	Noted.
<b>Public Comments – OBJECTION</b>				
8.	Miranda Divine East Bunbury	OBJECTION  Attention Town Planning	The 3 Additional Uses sought do not approve a development. The proponent agrees the Leschenault	Noted.  <u>Public Advertising</u>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>I wish to object to the proposal to amend the Scheme so that the Parade site and the carpark opposite would be upgrade substantially to permit Hotel motel and short or long term housing. The additional uses in the proposed zoning will give extra benefits to the proponent who obviously desires to maximise their development potential and financial gains.</p> <p>The recent amalgamation of the lots which are divided by Austral Parade and Hough Street would have been done to maximise development potential. Not regarding the fact that these lots both are alongside low density residential lots where we have and enjoy a quiet neighbourhood.</p> <p>I am only about 6 or 7 houses south of the carpark on Perkins Ave and can't believe that I did not get a letter about the proposal which is very biased and makes no care for the local amenity.</p> <p>The proposal makes a claim that the historic hotel use should be acknowledged in the amendment...claiming that it was probably an oversight in the TP</p>	<p>Inlet and East Bunbury has a valuable and valued amenity.</p> <p>The Additional Uses proposed create discretion to enable an application for Development Approval to be considered. Any future application would be compelled to have due regard to context and amenity, including relationship to the streetscape and particularly to the neighbouring properties, as well as matters such as parking, traffic, new landscaping etc.</p> <p>It is anticipated that were any redevelopment proposal pursued, it would be peer reviewed through the Design Review Panel.</p> <p>The existing City Local Planning Scheme already permits various commercial use and development of the Parade Hotel land, inclusive of the car park site.</p> <p>This amendment seeks to add carefully selected additional uses to those already permitted. These are uses that are considered to align with the existing zone, the existing</p>	<p>The application was advertised for a period of 42 days in accordance with clause 64(1)(b) and (7)(a) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>The consultation period commenced on 4 April 2024 and concluded on 17 May 2024, with advertising being undertaken in the following methods:</p> <ul style="list-style-type: none"> <li>- Letter sent to landowners and occupiers located within approximately 100m of the site;</li> <li>- Public notification signs displayed on site;</li> <li>- Public notice of proposal published in a local circulated newspaper;</li> <li>- Public notice of proposal posted on the City of Bunbury's website; and</li> <li>- Copies of plans and supporting information made available at the City of Bunbury's customer service centre.</li> </ul> <p><u>Zoning</u></p>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>scheme...however even the Highway hotel near the plaza is also not zoned for hotel and motel use!!! I would say that the Scheme actually has these sites zoned Local Centre zone for the very reason that it was intended to be lower scale and more relevant to the surrounding residential neighbourhood.</p> <p>I reject and hope Council rejects this amendment application on the entire lots as the existing zoning and permitted non-conforming use re historic hotel is and would continue to be workable.</p> <p>Huge redevelopment potential under the proposal would impact on the local area, noise, increased alcohol venues and traffic and more parking concerns, not to mention potential environmental impacts on site and in the estuary. Already our street is impacted by overflow parking for activities at the pub which does not have enough parking now!</p> <p>Please make sure my objection is registered among others that you receive.</p>	<p>Hotel and particularly the accommodation (both permanent and short term) potential of this location.</p> <p>This Local Centre zone (R-Code 100) is surrounded by Mixed-use Residential Zone (R-Code R40/80).</p> <p>This amendment does not change the density or height in this locality that is already permissible.</p> <p>The existing zone regime encourages a mix of land uses here, with a focus on medium density housing if not accommodation, which the amendment is consistent with.</p> <p>Prior to the recent amalgamation of lots, the car park was already part of / on the same Title as the primary Hotel site. The recent amalgamation combined the 2 small lot's east that already functioned as part of the Hotel onto the same Title. The car park was not a new addition.</p>	<p>The Highway Hotel is located within the 'Mixed Use – Commercial' zone under LPS8. Both 'Hotel' and 'Motel' are A uses and can be considered within this zone.</p> <p><u>Potential Development</u></p> <p>The proposed scheme amendment would create discretion for 'Hotel', 'Motel' and 'Serviced apartment' land uses to be considered on the lot. An application for development approval addressing traffic, amenity impacts and compatibility of the development with its setting would be required prior to any of the land uses occupying the site.</p> <p><u>Alcohol Venues</u></p> <p>Officers recommend modification to add an additional condition to limit the sale of alcohol for public consumption to the portion of the property located on the north side of Austral Parade.</p>
9.	Dot Sargent	Hello, I am 89 and my daughter is my	The existing City Local Planning	Noted.

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
	East Bunbury	full time carer. I would not want any change to the zoning of the property and carpark which we are close to. This is a quiet place with local amenity and aesthetics. I would hate it if the carpark became a hotel or motel or high rise carpark. It is perfect as is.	<p>Scheme already permits various commercial use and development of the Parade Hotel land, inclusive of the car park site.</p> <p>The Additional Uses sought do not approve a development. The Additional Uses create discretion to enable an application for Development Approval to be considered. Any future application would be compelled to have due regard to context and amenity, including relationship to the streetscape and neighbouring properties.</p>	<p><u>Potential Development</u></p> <p>A 'Car park' is already a discretionary use within the 'Local Centre' zone. The proposed scheme amendment would create discretion for 'Hotel', 'Motel' and 'Serviced apartment' land uses to be considered on the lot, in addition to the existing land uses that can be considered within the 'Local Centre' zone. An application for development approval addressing traffic, amenity impacts and compatibility of the development with its setting would be required prior to any of the land uses occupying the site.</p>
10.	John Collingridge East Bunbury	As an owner, rate payer and resident living close by this proposed amendment, I wish to express my concern that progression with developments that would be permitted under the adjusted zoning may negatively impact the quality of life in our local area. I raise this matter in the context that the site of the current Leschenault Quays shopping area across the road is already proposed for an intended major residential and commercial development. Should both areas be developed as the new zoning would allow, this would result in a	<p>The existing City Local Planning Scheme already permits various commercial use and development of the Parade Hotel land, inclusive of the car park site.</p> <p>The Additional Uses sought do not approve a development. The Additional Uses create discretion to enable an application for Development Approval to be considered. Any future application would be compelled to have due regard to context and amenity, including relationship to the</p>	<p>Noted.</p> <p><u>Potential Development</u></p> <p>The proposed scheme amendment would create discretion for 'Hotel', 'Motel' and 'Serviced apartment' land uses to be considered on the lot in addition to the existing land uses that can be considered within the 'Local Centre' zone. An application for development approval addressing traffic, amenity impacts and compatibility of the development with its setting would be required prior to any of the land uses occupying the site.</p>



Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>major injection of residents and traffic in the area.</p> <p>The area along the Leschenault Inlet, including the site of the Parade Hotel, is a valuable and valued amenity for outdoor exercise, walking and peaceful outdoor activities. Our neighbourhood is quiet in terms of vehicle traffic and pedestrian traffic. I would be opposed to further loss of trees and lawn area along the Leschenault Inlet to make space for additional parking as a result of the increased population density resulting from the proposed Leschenault Quays redevelopment in conjunction with any additional developments that this proposed rezoning may initiate. Development of the sites at the intersection of Hough Street and Austral Parade risk having negative implications for parking, congestion at the intersection and noise issues for locals who choose to live here for the current amenity.</p> <p>I desire that the hotel be retained to reflect its historic scale and aesthetic and would be very concerned if the carpark were developed into a hotel motel high rise alcohol establishment. This site adjoins quiet, primarily low rise</p>	<p>streetscape and neighbouring properties, as well as matters such as parking, traffic, new landscaping etc.</p> <p>The proponent agrees the Leschenault Inlet and East Bunbury has a valuable and valued amenity.</p> <p>It is anticipated that were any redevelopment proposal pursued, it would be peer reviewed through the Design Review Panel.</p>	<p>The proposed scheme amendment does not approve a development. An application for development approval would be required to demonstrate sufficient car parking on site or cash-in-lieu for any proposed land uses.</p> <p><u>Heritage Considerations</u></p> <p>The Parade Hotel is on the City of Bunbury heritage list. Any application for development approval would need to address the heritage considerations of the site.</p> <p><u>Alcohol Venues</u></p> <p>Officers recommend modification to add an additional condition to restrict the sale of alcohol for public consumption on the premises to the portion of the property located on the north side of Austral Parade.</p> <p><u>Public Advertising</u></p> <p>The application was advertised for a period of 42 days in accordance with clause 64(1)(b) and (7)(a) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>residential housing and the existing zoning is more fitting in this neighbourhood.</p> <p>Please keep me informed of the progress of the rezoning application; of any proposed developments resulting from it should the rezoning be successful; and of the plans to redevelop the Leschenault Quays site as they progress.</p> <p>In my view, any redevelopment of the Parade Hotel sites need to be considered in the context of the proposed redevelopment of the Leschenault Quays redevelopment; and needs to be done carefully and sensitively with extensive consultation with residents living at least within a two kilometre radius of any proposed developments on these sites.</p> <p>Thank you. I hope the views of the public and of local residents are given serious consideration in the redevelopment of the Leschenault Quays site and any future development proposals on Lot 60 (11) Austral Parade, including redevelopment of the current Parade Hotel, to ensure that future developments remain in harmony with</p>		<p>The consultation period commenced on 4 April 2024 and concluded on 17 May 2024, with advertising being undertaken in the following methods:</p> <ul style="list-style-type: none"> <li>- Letter sent to landowners and occupiers located within approximately 100m of the site;</li> <li>- Public notification signs displayed on site;</li> <li>- Public notice of proposal published in a local circulated newspaper;</li> <li>- Public notice of proposal posted on the City of Bunbury’s website; and</li> <li>- Copies of plans and supporting information made available at the City of Bunbury’s customer service centre.</li> </ul> <p><u>Traffic</u></p> <p>Any application for development approval will be required to address potential traffic impacts of any proposed development. It is noted that the City is in the concept planning for a possible Safe Active Street</p>


Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		the theme and character of our local area.		project along this portion of Austral Parade. This portion of road would include raised intersections Austral Parade/King Road and Hough Road to promote slower vehicle speeds and improve pedestrian crossings.
11.	Dr Marilyn Palmer East Bunbury	<p>Attached please find a partially completed Submission Form which sets out my objection to the proposed scheme amendment for the Parade Hotel site at #1 Austral Pde in Bunbury.</p> <p>I have tried several times to complete the submission form. However, it has repeatedly frozen as I have tried to complete it, and will not accept my electronic signature. The final objection I was prevented from including on the form is in relation to parking and traffic congestion, particularly in light of the approval for a large scale residential development opposite the hotel on the Quays site.</p> <p>Please accept this email and the attached partially completed form as my submission, in which I object to this proposal in the strongest terms.</p> <p>I object to this proposed amendment which seeks to allow for the additional</p>	<p>The existing City Local Planning Scheme already permits various commercial use and development of the Parade Hotel land, inclusive of the car park site.</p> <p>The Additional Uses sought do not approve a development. The Additional Uses create discretion to enable an application for Development Approval to be considered. Any future application would be compelled to have due regard to context and amenity, including relationship to the streetscape and neighbouring properties, as well as matters such as parking, traffic, new landscaping etc.</p> <p>The proponent agrees the Leschenault Inlet and East Bunbury has a valuable and valued amenity.</p> <p>It is anticipated that were any</p>	<p>Noted.</p> <p><u>Potential Development</u></p> <p>The proposed scheme amendment would create discretion for 'Hotel', 'Motel' and 'Serviced apartment' land uses to be considered on the lot, in addition to the existing land uses that can be considered within the 'Local Centre' zone. An application for development approval addressing traffic, amenity impacts and compatibility of the development with its setting would be required prior to any of the land uses occupying the site.</p> <p>There are no minimum lot sizes required for 'Hotel', 'Motel' or 'Serviced apartment' land uses. Any development would be required to comply with relevant planning framework with regard to plot ratio and setbacks.</p> <p><u>Noise</u></p>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>uses on the site of a hotel, motel and serviced apartments on the following grounds:</p> <ol style="list-style-type: none"> <li>1. The site is too small for the large scale developments which are being allowed for</li> <li>2. The works required for demolition and new buildings would be noisy and disruptive</li> <li>3. The sub-structure in this area is fragile (nb. DWER's concern about acid sulphate soils in relation to the development application on the Quays site opposite) and I do not believe Bunbury City Council has the expertise, will or capacity to adequately assess or supervise a major development on this.</li> </ol>	<p>redevelopment proposal pursued, it would be peer reviewed through the Design Review Panel.</p>	<p>All demolition and construction activities will be required to comply with the requirements of the <i>Environmental Protection (Noise) Regulations 2019</i>.</p> <p><u>DWER Comment</u></p> <p>The application for development approval for the Leschenault Quays redevelopment was referred to DWER as it was identified as a contaminated site. The scheme amendment was also referred to DWER for comment, with DWER advising that they have no comment on the proposal. Any application for development approval will also be referred to any relevant service authority for comment prior to a decision being made.</p>
12.	Diane Cavanagh East Bunbury	<p>Please see appended Submission form and additional comments relating to the proposed rezoning of Lot 60 Austral Parade.</p> <p>As a resident of East Bunbury I am grateful for the opportunity to provide feedback on this proposal.</p> <p>The proposed rezoning of Lot 60 Austral Parade would allow applications for approval for buildings to 15 m and 21m high. Buildings of 5 and 7 storeys high</p>	<p>The existing City Local Planning Scheme already permits various commercial use and development of the Parade Hotel land, inclusive of the car park site.</p> <p>This Local Centre zone (R-Code 100) is surrounded by Mixed-use Residential Zone (R-Code R40/80). This amendment does not change the density or height in this locality that is already permissible.</p>	<p>Noted.</p> <p><u>Building Height</u></p> <p>The scheme amendment does not propose any changes to the permissible building heights. The City's Local Planning Policy: Zone Development Requirements already allows buildings of up to 21m (the Parade Hotel site) and buildings up to 15m (the old TAB site and carpark site). These heights would not change as part of this scheme amendment.</p>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>would be quite out of keeping with the current residential profile of East Bunbury. Parking capacity is already marginal when the hotel site is busy. Residential and/or temporary accommodation expansion on the site beyond that which would be consistent with current Local Centre zoning would require a significant uplift in parking capacity. Whilst a multistorey carpark might help alleviate this, it would not improve the ambience or appearance from a resident's or visitor's perspective. Traffic implications are also of concern. (Please see additional appended commentary)</p> <p>Additional commentary with respect to Submission Form, City of Bunbury. I live in Austral Parade East Bunbury. I value living in a residential area close to the city centre. The proposed planning changes to enable East Bunbury to be developed and promoted as a tourist precinct is not consistent with retaining the residential focus and amenity of the area.</p> <p>The current Local Centre zoning ambitions, as outlined in 6.1 page 10 of the Scheme Amendment Proposal report, well suit the community</p>	<p>The Additional Uses sought do not approve a development. The Additional Uses create discretion to enable an application for Development Approval to be considered. Any future application would be compelled to have due regard to context and amenity, including relationship to the streetscape and neighbouring properties, as well as matters such as parking, traffic, new landscaping etc.</p> <p>The proponent agrees the Leschenault Inlet and East Bunbury has a valuable and valued amenity.</p> <p>It is anticipated that were any redevelopment proposal pursued, it would be peer reviewed through the Design Review Panel.</p> <p>The CHRMAP does not discourage development in East Bunbury. The CHRMAP sets out proposed actions to protect East Bunbury including by increasing the height of storm barrier at the plug.</p>	<div data-bbox="1585 316 2101 654"> <p><b>Legend</b></p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #00AEEF; border: 1px solid black; margin-right: 5px;"></span> 21m</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #003366; border: 1px solid black; margin-right: 5px;"></span> 16m</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #008080; border: 1px solid black; margin-right: 5px;"></span> 15m</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #8B4513; border: 1px solid black; margin-right: 5px;"></span> 12m</li> </ul>  </div> <p><u>Potential Development</u></p> <p>The proposed scheme amendment would create discretion for 'Hotel', 'Motel' and 'Serviced apartment' land uses to be considered on the lot. An application for development approval addressing traffic, amenity impacts and compatibility of the development with its setting would be required prior to any of the land uses occupying the site.</p> <p><u>Tourist Development</u></p> <p>The proposed tourism land uses are not fully consistent with the objectives of the 'Local Centre' zone. However, the area is identified as having tourism value under the Local Planning Strategy. The broader strategic intentions for the area encourage</p>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>focused commercial enterprises currently established around the junction of King Road, Austral Parade and Stirling Street. The current zoning also sits well with the plans for development of the Leschenault Quays site at this road junction. The 'Additional Use' provision would allow development well beyond that which currently exists.</p> <p>Austral Parade is already a busier traffic thoroughfare than it should be for a residential area. It is to be hoped that the planned streetscaping upgrades to Stirling St and Austral Parade which have been supported by the Bunbury City Council will further enhance the roadway as a safe thoroughfare for residents and people accessing community focussed commercial enterprises at the Stirling St/Austral Parade junction. The upgrades should also see the roadway transformed into a less attractive rat run for commuters using it to access the central business district instead of using the established main roads of Koombana Drive and Sandridge Road. Developing the current community focussed commercial centre into an area promoted as a tourist precinct would</p>		<p>appropriate forms of tourism facilities and development.</p> <p><u>Traffic</u></p> <p>Any application for development approval will be required to address potential traffic impacts of any proposed development. It is noted that the City is in the concept planning for a possible Safe Active Street project along this portion of Austral Parade. This portion of road would include raised intersections Austral Parade/King Road and Hough Road to promote slower vehicle speeds and improve pedestrian crossings.</p> <p><u>Flood Risk</u></p> <p>Any application for development approval will be required to address potential flood impacts. Proposed development will be required to achieve minimum finished floor level requirements as per Local Planning Policy: Development in Flood Affected Areas.</p> <p><u>Public Advertising</u></p> <p>The application was advertised for a period of 42 days in accordance with clause 64(1)(b) and (7)(a) of the <i>Planning</i></p>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>encourage additional unwanted traffic for local residents.</p> <p>The road junctions at the northern end of King Road and Hough Road onto Austral Parade are both dangerous. When turning into Austral Parade there is poor visibility of traffic from the east. It is not clear that the planned streetscaping project will mitigate the current risk, let alone the added risk of extra traffic if intensive tourist focussed commercial activity is promoted in the precinct. The addition of the proposed, and welcome, cycleway along Austral Parade should be signalling the need to reduce traffic, not encourage enterprises which will increase traffic in the area.</p> <p>Bunbury has ample scope for tourism focussed developments in and around the central business district and along Ocean Drive beachfront. There is no necessity to allow tourism focussed development in East Bunbury.</p> <p>Another consideration should be the anticipated increased flood risk in coming decades for East Bunbury as identified in the Coastal Hazard Risk Management and Adaptation Planning</p>		<p><i>and Development (Local Planning Schemes) Regulations 2015.</i></p> <p>The consultation period commenced on 4 April 2024 and concluded on 17 May 2024, with advertising being undertaken in the following methods:</p> <ul style="list-style-type: none"> <li>- Letter sent to landowners and occupiers located within approximately 100m of the site;</li> <li>- Public notification signs displayed on site;</li> <li>- Public notice of proposal published in a local circulated newspaper;</li> <li>- Public notice of proposal posted on the City of Bunbury’s website; and</li> <li>- Copies of plans and supporting information made available at the City of Bunbury’s customer service centre.</li> </ul>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>draft report for the Bunbury coastline circulated for public comment in 2023. Allowing for excessive development of the Stirling St/Austral Parade precinct would undoubtedly add to the expense and complexity of risk mitigation required in this area to adapt to climate change and rising sea levels.</p> <p>I see disadvantages and no advantages for local residents in the proposed local planning scheme amendments relating to Lot 60, (#1) Austral Parade East Bunbury. I oppose the proposed local planning scheme amendment relating to this site.</p> <p>Concern regarding determination of community opinion:  I take exception to the wording on the City of Bunbury website which states "Please be aware that by not commenting on the proposal the City will assume you have no objection." How extremely presumptuous and disrespectful of the views of City of Bunbury residents. This sweeping assumption cannot be justified.</p> <p>This statement assumes that all residents who may have a view on the proposed planning scheme changes</p>		



Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>have been made aware of the proposal. It presumes that all residents who may have a view have the capacity to read through the planning proposal document, understand its content, formulate a response which accurately reflects their views and to be able to submit it as per the required procedure. If the City is truly interested in the views of the public it would provide a plain language summary of the potential implications, and particularly those elements which would allow development well beyond that which is within current planning provisions. It would distribute relevant information to East Bunbury residents in multiple ways including a letter drop incorporating a plain language explanation of the implications of the proposed planning scheme change. If the views of residents were to be truly of interest to the City then an option for residents to convey their views verbally as well as in written form would also be offered.</p>		
13.	Signed Petition (17 signatories)	We, the undersigned, are concerned neighbours and members of the public who feel the proposed changes will seriously impact the local community in the long term and cause traffic	This Local Centre zone (R-Code 100) is surrounded by Mixed-use Residential Zone (R-Code R40/80). This amendment does not change the density or height in this locality	Noted. <u>Potential Development</u> The proposed scheme amendment would

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>congestion and parking problems. The current zoning allows ample opportunity for the operation of the hotel. We are concerned that the proposed changes to the zoning will benefit the owner immensely at the expense of the local community and environment. Please protect our local amenity.</p> <p><i>Petition signed as per DOC/1308147</i></p>	<p>that is already permissible / discretionary.</p> <p>The Additional Uses sought do not approve a development. The Additional Uses create discretion to enable an application for Development Approval to be considered. Any future application would be compelled to have due regard to context and amenity, including relationship to the streetscape and neighbouring properties, as well as matters such as parking, traffic, new landscaping etc.</p> <p>The proponent agrees the Leschenault Inlet and East Bunbury has a valuable and valued amenity.</p> <p>It is anticipated that were any redevelopment proposal pursued, it would be peer reviewed through the Design Review Panel.</p>	<p>create discretion for 'Hotel', 'Motel' and 'Serviced apartment' land uses to be considered on the lot, in addition to the existing land uses that can be considered within the 'Local Centre' zone. An application for development approval addressing traffic, amenity impacts and compatibility of the development with its setting would be required prior to any of the land uses occupying the site.</p>
<b>Public Comments – NO OBJECTION / SUPPORT</b>				
14.	Elva Scully East Bunbury	<p>SUPPORT</p> <p>Form states:</p>	<p>Noted.</p> <p>The Additional Uses sought do not approve a development. The</p>	<p>Noted.</p> <p><u>Potential Development</u></p>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>I am the owner of a property on King Road, 300m from the Leschenault Inlet, Parade Hotel and Leschenault Quays.</p> <p>I personally don't object to any planning changes to the Parade Hotel or the land use change from carpark to Hotel, Short Term Accommodation or Permanent Accommodation.</p> <p>My concerns however relating to the developments if and when approved is the increase of car traffic on Austral Parade, Stirling Street and King Road. Already these three (3) roads are busy and an increase in resident population including tourism accommodation will only increase the traffic congestion.</p> <p>I personally don't object to any planning changes to the Parade Hotel or the land use from carpark to Hotel, Short Term Accommodation or Permanent Accommodation. I welcome the development and excited about living near a vibrant inner-city precinct.</p> <p>However, I do have concerns relating to the volume of cars and traffic in and around the new developments taking place in this area. My concern is mostly to do with the increase of car traffic on</p>	<p>Additional Uses create discretion to enable an application for Development Approval to be considered. Any future application would be compelled to have due regard to context and amenity, including relationship to the streetscape and neighbouring properties, as well as matters such as parking, traffic, new landscaping etc.</p> <p>The proponent agrees the Leschenault Inlet and East Bunbury has a valuable and valued amenity.</p> <p>It is anticipated that were any redevelopment proposal pursued, it would be peer reviewed through the Design Review Panel.</p>	<p>The proposed scheme amendment would create discretion for 'Hotel', 'Motel' and 'Serviced apartment' land uses to be considered on the lot. An application for development approval addressing traffic, amenity impacts and compatibility of the development with its setting would be required prior to any of the land uses occupying the site.</p> <p><u>Traffic</u></p> <p>Any application for development approval will be required to address potential traffic impacts of any proposed development. It is noted that the City is in the concept planning for a possible Safe Active Street project along this portion of Austral Parade. This portion of road would include raised intersections Austral Parade/King Road and Hough Road to promote slower vehicle speeds and improve pedestrian crossings.</p>

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>Austral Parade, Stirling Street and King Road. Already these three roads are extremely busy during the weekdays, at night and on weekends. In the last four years there have been two incidents on King Road where cars driving at excessive speeds have lost control and crashed into either trees or into people’s homes. If the City is unaware of these incidents, then they should contact the Bunbury Police for more information.</p> <p>The new playground upgrade at Frank Buswell reserve off Stirling Street would also be affected by the increase of traffic when the developments are completed and consideration around child safety should be paramount.</p> <p>I would like to know that the City has plans to implement and mitigate traffic in this area and install some type of traffic calming devices that will slow down the excessive traffic to avoid accidents before the developments are completed.</p> <p>This is my only concern at this stage. As a side note, has the City of Bunbury thought about removing the overhead powerlines and installing underground</p>		

Schedule of Submissions  
Proposed Scheme Amendment 11 – Proposed Additional Uses  
#1 Austral Parade East Bunbury

#	Name / Address	Summary of Submission	Proponent Response to Submission	Officer Comments on Submission
		<p>power to homes and businesses in the area so we can plant more trees and make the East Bunbury Area a more leafy suburb?</p> <p>It's also a great way to support our net zero emission targets for the City. I was wondering if the city could consider putting out a community survey to homeowners and businesses to see if they would pay for it over say a five-year period which gets added to our rates? Personally, I'd rather have more trees in the area to keep the suburb cooler and have more shade. We just don't have enough trees in the area!  Thanks City of Bunbury.</p> <p>You're Doing A Great Job Making Our City Beautiful x</p>		

**10.4.2 Department of Local Government, Sport and Cultural Industries Community Sport and Recreation Facilities Fund (CSRFF) Program – Bunbury Sports Shooting Club – August 2024**

<b>File Ref:</b>	DOC/1342449, COB/3023
<b>Applicant/Proponent:</b>	Bunbury Sports Shooting Club
<b>Responsible Officer:</b>	Gary Thompson, Team Leader Sport and Recreation
<b>Responsible Manager:</b>	Dave Russell, Manager Sport and Recreation
<b>Executive:</b>	Andrew McRobert, Director Sustainable Development
<b>Authority/Discretion</b>	<input checked="checked" type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 10.4.2-A Bunbury Sports Shooting Club Rifle Range Images Confidential Appendix 10.4.2-B CSRFF Grant Application

**Summary**

The Bunbury Sports Shooting Club are seeking the City’s support to enable a Community Sporting and Recreation Facilities Fund (CSRFF) small grants application for the August 2024 round of funding submissions. This is for works to be carried out in the 2024/2025 financial year. The application is for upgrading their existing rifle range to make the ranges more accessible for the benefit of both existing and future members as well as to assist with increasing participation numbers within their club.

**Executive Recommendation**

That Council:

1. Support the Bunbury Sports Shooting Club Community Sport and Recreation Facility Fund (CSRFF) Small Grant application.
2. Support the allocation of \$5,000 excluding GST from the 2024/2025 budget in the October budget review subject to the grant application being successful through the Department of Local Government, Sport and Cultural Industries (DLGSCI).

*Voting Requirement: Simple Majority*

**Strategic Relevance**

Pillar	People
Aspiration	A safe, health and connected community
Outcome 3	A healthy and active community
Objective 2	Encourage participation in sport, recreation and leisure activities.
Pillar	Place
Aspiration	An integrated, vibrant and well planned City
Outcome 8	A place with attractive and welcoming community spaces, where people want to live.
Objective 2	Maintain quality community buildings, halls and toilets.

### **Regional Impact Statement**

The Bunbury Sports Shooting Club have members from all over Bunbury and the South West. The club have members who participate at State level and with the improved riffle range it will allow those members to train at a facility that meets the standards for their training requirements at a State level.

### **Background**

The Department of Local Government, Sport and Cultural Industries (DLGSCI) administer the CSRFF grants for small, annual and forward planning grants. This category of grant focuses on providing financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well utilised facilities. The funding includes a small grant round for projects that are under \$500,000. Applications for the small grant round are to be submitted to the DLGSCI Southwest Regional Office by 30 August 2024. Successful applications are expected to be advised by November/December 2024.

The Bunbury Sports Shooting Club CSRFF grant application is attached with this agenda item along with photo's of the existing rifle range. The grant will be submitted prior to 30 August 2024 pending Council approval.

The CSRFF program operates on a reimbursement system with grants paid to the grantee only. The maximum grant approved by the State Government will be no greater than fifty percent of the total estimated cost of the applicant's project and must have contributions made by the applicant's and/or local governments own cash or in-kind contribution to ensure enough funds are available.

It is a requirement that the applicant first discuss their proposal with the DLGSCI Regional Manager to enable the receipt of the formal CSRFF application. This process includes the DLGSCI assistance to support the application meeting the required application criteria.

The DLGSCI requires Council to provide its support for any project to be considered in the application process.

The Bunbury Sports Shooting Club requests support for upgrading their existing riffle range to a standard that is fit for purpose and is comfortable, professional and accessible for small bore riffle shooting. The improvements will encourage new and existing members to access and utilise the facility on non-match days for practise and training.

### **Council Policy Compliance**

There are no Council policies applicable to CSRFF Program applications.

### **Legislative Compliance**

Not applicable.

### **Officer Comments**

The Bunbury Sports Shooting Club have advised the City of Bunbury of their intention to submit a CSRFF small grant application in the August 2024 round of funding to upgrade their existing rifle range to be able to meet the needs and requirements of all their members, specifically in

relation to meeting the needs associated with access and inclusion. As part of the upgrades, the club will replace the adjustable safety baffles with a design that is easier and safer to manoeuvre as well as lay a concrete floor that is the length of the range shed to provide a safer, cleaner and more comfortable surface to shoot from in a prone, sitting and standing position. The current flooring is old carpets and rugs placed either directly on the sand or atop a dilapidated asphalt surface.

The Bunbury Sports Shooting Club cater for a variety of members (current membership numbers are 218) and offer various forms of shooting practise such as riffle shooting and hand gun shooting in a controlled and safe environment.

The Bunbury Sports Shooting Club have for many years contributed club funds to upgrading the safety on the ranges for the benefit of all members. The club has future plans to re-develop two other ranges at their club location and the grant assistance for this project will help with their future budgeting for these additional upgrades.

The total cost of this project is \$47,806 excluding GST to be expended in the 2024/2025 financial year and the Bunbury Sports Shooting Club will be supported by the City to submit an application by the closing date of 30 August 2024.

The Executive Recommendation seeks approval to firstly support the Club CSRFF small grant application as well as supporting the funding contribution of \$5,000 ex GST for the 2024/2025 financial year to be included in the budget review in October 2024. This is subject to the Club being successful in obtaining funding from DLGSCI with announcements expected to be made in November/December 2024. The Club will provide a financial contribution (\$18,903 excluding GST) towards the project.

### **Analysis of Financial and Budget Implications**

The proposed funding sources is as follows:

DLGSCI	\$23,903
City of Bunbury	\$5,000
Bunbury Sports Shooting Club	\$18,903
<b>TOTAL</b>	<b>\$47,806 excluding GST</b>

### **Community Consultation**

Nil.

### **Councillor/Officer Consultation**

The Manager Sport and Recreation and the Team Leader Sport and Recreation were consulted as part of this process and attended on site with the club to work through the project proposal.

### **Applicant Consultation**

The Bunbury Sports Shooting Club have liaised with the City and the Department of Local Government, Sport and Cultural Industries in this application process.

### **Timeline: Council Decision Implementation**

If approved by Council, the application will be submitted to the CSRFF small grants funding round prior to 30 August 2024 closing date.



## APPENDIX 10.4.2-A



*Figure 1 An adjustable baffle*



*Figure 2 The three adjustable baffles*



*Figure 4 View down the full length of the shed*



*Figure 3 Use of carpets to cover poor floor surface*



**Figure 5** Half the shed showing shooting bays



**Figure 6** Rifle storage (Safe Area on left) and bag table



**Figure 7** Benchrest tables - windy day



**Figure 8** Benchrest area - windy day



*Figure 9 An evening shoot at Benchrest*



*Figure 10 The Rifle Range Shed*

## 10.5 Director Infrastructure

### 10.5.1 RFT2324/033 – Street Tree Maintenance Services

<b>File Ref:</b>	RFT2324/033
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Alec Williams - Contracts and Procurement Officer Kale Faulkner – Coordinator Parks and Reserves
<b>Responsible Manager:</b>	David Ransom - Manager Finance Tristan Davenport – Manager Infrastructure Maintenance Services (Acting)
<b>Executive:</b>	Aileen Clemens - Director Infrastructure (Acting)
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
<b>Attachments:</b>	Confidential Report 10.5.1-A RFT2324/033 – Street Tree Maintenance Services

#### Summary

The City of Bunbury issued a Request for Tender RFT2324/033 to engage a suitably experienced and qualified contractor to perform programmed pruning services, primarily on trees located within the road reserve and under power lines but also any other required locations within the City as requested by the principal.

The City received two (2) tender submissions and it is recommended that Council accept the response recommended in the *Evaluation Report* attached at *Confidential Appendix 10.5.1-A*

#### Executive Recommendation

That the Council:

1. Accepts the recommendation as contained in the *Evaluation Report attached at Confidential Appendix 10.5.1-A*
2. Authorise the Chief Executive Officer to enter into a contract with the recommended respondent to provide street tree maintenance services.
3. Upon resolution of the recommendation, directs that the successful respondents' name, and the estimated total consideration under the resulting contract be made public, and included within the minutes of this meeting.

*Voting Requirement: Simple Majority*

#### Strategic Relevance

Pillar	Planet
Aspiration	A safe and sustainable ecosystem
Outcome 5	A natural Environment that is cared for and preserved.
Objective 5.1	Sustainably manage, conserve and enhance our natural habitats.

## Regional Impact Statement

The proposed works under this tender will ensure the City’s urban forest is maintained in a safe, healthy and attractive condition for local residents and visitors to the region to enjoy.

## Background

The tender was advertised in the West Australian and the Bunbury South West Times newspapers on Wednesday 29 May 2024 and Thursday 30 May 2024 respectively. The tender document was also made available via the City’s procurement portal through VendorPanel.

A total of thirty-nine (39) suppliers viewed the advertisement and at closing two (2) responses were received from:

Respondent Entity Name	Registered Address
Arbor Guy Pty Ltd	134 Kaloorup Road Vasse 6280
The Trustee for Usseridan Trust T/As Westworks Consultancy	490 Gossage Road Oldbury 6121

T

The tenders were evaluated using the following criterion:

Qualitative Criteria	Weighting
Relevant Experience and Key Personnel	20%
Tenderer’s Resources	20%
Demonstrated Understanding	30%
<b>Price</b>	<b>30%</b>
<b>Total</b>	<b>100%</b>

## Council Policy Compliance

Tendering for goods and services is conducted in accordance with:

- Purchasing Council Policy; and
- Local Supplier Preference Council Policy.

## Legislative Compliance

In terms of section 3.57 of the Act, a Local Government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and service. Part 4 of the FG Regulations:

- Requires that tenders be publicly invited for such contracts where the estimated cost of providing the required goods and/or service exceeds \$250,000; and
- Under Regulations 11, 14, 18, 20 and 21A provides the statutory framework for inviting and assessing tenders and awarding contracts pursuant to this process.

The total consideration under the resulting contract is greater than \$400,000, or \$1,200,000 for a multi-year contract. Therefore, in accordance with section 5.43(b) of the *Local Government Act 1995* (the Act) read with Delegation 1.1.11, the tender is required to go before the Council. With regard to RFT2324/033, City officers have complied with abovementioned legislative requirements.

### **Officer Comments**

All members of the evaluation panel have signed a declaration of confidentiality and interest to ensure probity.

### **Analysis of Financial and Budget Implications**

Expenditure for this tender is allocated within the City's Annual Base Operating budget under Parks and Reserves – Maintain Trees.

Evaluation of the tender prices (and ranking) has been assessed but as the results are "commercial in confidence" details are listed in the *Evaluation Report* attached at *Confidential Appendix 10.5.1-A*

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

Consultation took place with Manager Infrastructure Maintenance Services, and members of the Parks and Reserves team to ensure the resulting contract delivers tree maintenance services to a high standard.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

The Contract is expected to commence within two weeks of this decision.

### 10.5.2 Strategic Asset Management Plan Working Group

<b>File Ref:</b>	COB/2239
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Dan Hall, Coordinator Engineering – Infrastructure Asset Planning
<b>Responsible Manager:</b>	Aaron Lindsay, Manager Projects and Asset Management
<b>Executive:</b>	Aileen Clemens, A/ Director Infrastructure
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 10.5.2-A: Strategic Asset Management Plan Working Group Proposed Terms of Reference

#### Summary

This report seeks endorsement of the terms of reference for the Asset Management Strategy Working Group.

#### Executive Recommendation

That Council:

1. Endorse Cr \_\_\_\_\_, Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as Council representatives on the Strategic Asset Management Plan Working Group.
2. Endorse the attached Draft Terms of Reference (as **attached** at Appendix 10.5.2-A) for the Strategic Asset Management Plan Working Group.

*Voting Requirement: Simple Majority*

#### Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant and well-planned City
Outcome	A city that is easy to get around safely and sustainably
Objective	Improve road safety, connectivity and traffic flow. Increase the use of active transport with improved paths, cycleways and end-of-trip facilities
Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome	A leading local government
Objective	Provide strong, accountable leadership and governance Effectively manage the City’s resources
Pillar	Planet
Aspiration	A healthy and sustainable ecosystem.
Outcome	A natural environment that is cared for and preserved
Objective	Encourage the adoption of sustainable practices Move to net zero gas emissions.

## **Background**

CEO KPI 5.3b sets out the requirements for review and update of asset management plans as well as development of a Strategic Asset Management Plan and Asset Management dashboard. The plans were required to be updated by July 2024 and the dashboard and Strategic Asset Plan are to be completed by December 2024.

Review and update of 9 Asset Management Plans has recently been completed, as well as stage 1 of an individual asset management plan for South West Sports Centre. These plans have been workshopped with the Council and the next step in the KPI is the development of the dashboard and the strategic asset plan.

## **Council Policy Compliance**

The City's Governance Framework makes provision for the establishment of Working Groups as a mechanism for facilitating and improving broader participation in the City's decision-making process.

## **Legislative Compliance**

Not applicable.

## **Officer Comments**

It is proposed that the Strategic Asset Management Plan Working Group include key staff from the Infrastructure and Finance Directorates who can help facilitate the group being successful in undertaking its key activities. These will include, but not be limited to: Manager Projects and Asset Management, Manager Finance, Coordinator Engineering – Infrastructure Asset Planning and Asset Management Finance and Insurance Officer.

The representative makeup of the group are listed in Appendix 10.5.2-A for Elected Members to consider.

As the Strategic Asset Management Plan Working Group is not an official Advisory Committee the adherence to *Local Government Act 1995* requirements regarding establishment are not applicable. This will allow the group to liaise directly with key stakeholders who have a strong interest in Asset Management solutions to assist in working towards the delivery of the key activities listed in the Terms of Reference.

## **Analysis of Financial and Budget Implications**

Nil

## **Community Consultation**

Nil

## **Councillor/Officer Consultation**

Elected Members were made aware of this proposal at the Council briefing session, conducted on 30 July 2024.



**Applicant Consultation**

Not applicable

**Timeline: Council Decision Implementation**

Once Council approves the Terms of Reference and Membership of the Group, it envisaged that the inaugural meeting of the Group will occur in August 2024.

**City of Bunbury Strategic Asset Management Plan Working Group Proposed Terms of Reference**

This Group Reports to: City of Bunbury

**1. Purpose of the Working Group**

The purpose of this Working Group is to guide the development of the City’s Strategic Asset Management Plan. The Primary outcomes of the Working Group would be:

- Provide advice for the creation of the Strategic Asset Management Plan to ensure linkage with the overall strategic direction planned for the City; and other competing priorities.
- Provide inputs and direction when needed during the preparation of the Strategic Asset Management Plan.
- Upon completion and endorsement of the Strategic Asset Management Plan, determine the role of this working group forward.

**2. Representation**

Representation on this group will come from internal City staff and Councillors will be appointed by Council for participation on this Working Group.

*(i) Council Membership*

- Up to three elected members

*(ii) Support Staff*

- Manager, Finance
- Manager, Projects and Asset Management
- Coordinator Engineering – Infrastructure Asset Planning
- Finance and Insurance Officer

**3. Key Activities**

*(i) Strategic Asset Management Plan*

The Strategic Asset Management Plan will integrate into the budgeting process and overall corporate planning process. It will act as the conduit between Asset Management Plan outputs and corporate planning documents.

**4. Key Timelines**

The timeline provided to Council for endorsement were:

August 2024	Establish Working Group and determining scope of Strategic Asset Management Plan.
Aug/ Sept 2024	Review outputs of Asset Management Plans and undertake additional data collection and modelling as required.
Oct/Nov 2024	Drafting and workshopping of Strategic Asset Management Plan within working group.

December 2024      Strategic Asset Management Plan to be finalised and presented to the Council.

**5. Meeting Frequency**

Following endorsement of the membership and Terms of Reference, the Working Group will liaise with the staff representatives during the compilation of the Strategic Asset Management Plan whilst meeting on a regular basis. Considerations from the meetings will be provided back to Council throughout the process as necessary. It is proposed that Working Group Meetings will be held on a monthly basis as a minimum; or more regularly if required.

## **11. Applications for Leave of Absence**

### **11.1 Mayor Miguel**

The Mayor requests a leave of absence from all Council-related business for the period 7 to 26 August 2024 inclusive.

Section 2.25 of the *Local Government Act 1995* allows a council to grant leave of absence to one of its members provided that the period of leave does not exceed six (6) consecutive ordinary meetings of the Council.

#### **Executive Recommendation**

Pursuant to Section 2.25 of the *Local Government Act 1995*, the Mayor is granted leave of absence from all Council-related business for the rom all Council-related business for the period 7 to 26 August 2024 inclusive.

## 12. Motions on Notice

### 12.1 Cr Ghasseb - Pensioner and Seniors Rebate Advocacy

<b>File Ref:</b>	COB/4309		
<b>Applicant/Proponent:</b>	Councillor Gabi Ghasseb		
<b>Responsible Officer:</b>	Alan Ferris, Chief Executive Officer		
<b>Responsible Manager:</b>	Alan Ferris, Chief Executive Officer		
<b>Executive:</b>	Alan Ferris, Chief Executive Officer		
<b>Authority/Discretion:</b>	<input checked="" type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative		
<b>Attachments:</b>	Nil		

#### Cr Ghasseb's Motion

That the City of Bunbury write to the State Government to advocate for increased rebates to eligible Pensioners and Seniors in relation to their local government rates charges, water service charges, emergency services levy and underground electricity connection charges, as suggested in the three tables below.

<b>Pensioner Concession Card or State Concession Card</b>	
<i>Rates and charges</i>	<i>Rebate amount</i>
<i>Local government rates</i>	<i>Up to 50%, limited (capped) to a maximum of \$750 <b>(proposed \$1000)</b></i>
<i>Emergency services levy</i>	<i>Up to 50%</i>
<i>Underground electricity connection charges</i>	<i>Up to 50% on charges raised by the Local Government Authority</i>
<i>Water service charges</i>	<i>Up to 50%, limited (capped) to a maximum of \$600 <b>(proposed \$800)</b></i>
<i>May defer local government rates, emergency services levy, underground electricity connection or water service charges.</i>	

<b>WA Seniors Card and Commonwealth Seniors Health Card (both cards must be held)</b>	
<i>Rates and charges</i>	<i>Rebate amount</i>
<i>Local government rates</i>	<i>Up to 50%, limited (capped) to a maximum of \$750 <b>(proposed \$1000)</b></i>
<i>Emergency services levy</i>	<i>Up to 50%</i>
<i>Underground electricity connection charges</i>	<i>Up to 50% on charges raised by the Local Government Authority</i>
<i>Water service charges</i>	<i>Up to 50%, limited (capped) to a maximum of \$600 <b>(proposed \$800)</b></i>
<i>May defer local government rates, emergency services levy, underground electricity connection or water service charges.</i>	

<b>WA Seniors Card</b>	
<i>Rates and charges</i>	<i>Rebate amount</i>
<i>Local government rates</i>	<i>Up to 25%, limited (capped) to a maximum of \$100 <b>(proposed</b></i>

<b>WA Seniors Card</b>	
Rates and charges	Rebate amount
	<b>\$200)</b>
Emergency services levy	Up to 25%
Underground electricity connection charges	Up to 25%, limited (capped) to a maximum of \$100 ( <b>proposed \$200</b> ) on charges raised by the Local Government Authority for the first year or part thereof that the charge is or was to be made
Water service charges	Up to 25%, limited (capped) to a maximum of \$100 ( <b>proposed \$200</b> )
Cannot defer local government rates, emergency services levy, underground electricity connection or water service charges	

**Cr Ghasseb’s Comments**

The rebate, capped at \$750 is now less than 50% of the minimum rates of many LGA’s. This is because rates have escalated across LGA’s. Brining the rebates up to \$1000 from \$750 will assist eligible applicants as per the original intent of the rebate scheme.

In terms of costs to Government, both State and Federal Governments use cash injections, or stimulus, as a financial lever to help manage the economy as well as to target the community’s needs. In this instance, a cash injection in the form of increased Pensioners and Seniors rebates, is likely to be spent by the recipients rather than be banked. This spending results in the multiplier effect, as the spent money cycles through the economy and has a larger impact than the initial dollar amount. This multiplier effect in turn creates an environment where the injected cash (rebates) can eventually be recouped by Government treasuries in the form of revenue such as taxation, stamp duty and levies, as the on-spending flows through the economy.

Further, as an alternative to writing to the Government, the City of Bunbury can opt to direct the request through the South West WALGA Zone. There is also the option that the suggested advocacy for increased Pensioners and Seniors rebates be focussed in the regional areas of Western Australia, if practical.

**Officer Comments**

Advocacy in relation to a particular matter is within the scope of the Council’s powers. Note that any changes by the WA Government in relation to pensioner and seniors rebates under the terms of the proposed advocacy will not have a direct financial impact on the City of Bunbury, as the concessions are borne by the State.

## 12.2 Cr Ghasseb – Shire of Capel

<b>File Ref:</b>	COB/4309		
<b>Applicant/Proponent:</b>	Councillor Gabi Ghasseb		
<b>Responsible Officer:</b>	Alan Ferris, Chief Executive Officer		
<b>Responsible Manager:</b>	Alan Ferris, Chief Executive Officer		
<b>Executive:</b>	Alan Ferris, Chief Executive Officer		
<b>Authority/Discretion:</b>	<input checked="" type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative		
<b>Attachments:</b>	Nil		

### Cr Ghasseb's Motion

That the City of Bunbury invite the Shire of Capel to engage in discussions on a full merger of the two Local Government Authorities.

### Cr Ghasseb's Comments

High Level Commentary on the Advantages and Disadvantages of a Merger  
(with permission from B. Hastie, Stratham)

#### *Advantages of merging the Shire of Capel with the City of Bunbury*

- **Economic Benefits and Economies of Scale**  
Combining resources could lead to cost savings in administration, infrastructure, and service delivery.
- **Increased Funding**  
A larger, unified council might have more influence and attract more funding from state and federal governments.
- **Economic Growth**  
A larger population and combined resources could attract businesses and investments, promoting economic growth in the region.
- **Improved Services and Enhanced Services**  
Merging could improve the quality and range of services provided to residents, such as waste management, public transportation, and recreational facilities.
- **Better Infrastructure**  
Pooling resources could lead to better maintenance and development of infrastructure, including roads, parks, and public buildings.
- **Stronger Governance and Unified Planning**  
A single council could streamline planning and development processes, leading to more coherent regional development.
- **Greater Representation**  
A larger council might better represent the diverse needs of the combined population.
- **Community Development and Shared Resources**

Cultural and community resources, such as libraries and community centres, could be better utilised and enhanced.

- **Social Cohesion**  
A merger could foster a greater sense of community identity and belonging among residents.

*Disadvantages of merging the Shire of Capel with the City Of Bunbury*

- **Loss of Local Identity and Community Identity**  
Residents of the Shire of Capel might feel a loss of their local identity and heritage as part of a larger city.
- **Representation Issues**  
Smaller communities might feel underrepresented in a larger council, leading to concerns about their specific needs being overlooked.
- **Administrative Challenges and Integration Issues**  
Merging administrative systems, policies, and procedures can be complex and time-consuming.
- **Possible Executive Reduction and Elected Member Reduction**  
Streamlining services and administration could lead to reduction in executive administration roles.
- **Financial Concerns and Initial Costs**  
The process of merging can incur significant costs, including legal fees, restructuring expenses, and aligning infrastructure.
- **Uneven Benefits**  
The financial benefits of a merger might not be evenly distributed, potentially disadvantaging certain areas.
- **Service Disruptions and Transition Period**  
During the transition period, there might be disruptions to services and confusion among residents about new administrative processes.
- **Political Opposition and Resistance from Residents**  
Some residents and local leaders might oppose the merger, leading to political friction and potential conflicts.
- **Differing Priorities**  
The two councils might have different priorities and visions for the region, making it challenging to create a unified strategy.

*Summary*

While merging the Shire of Capel with the City of Bunbury could bring significant economic and administrative benefits, it also poses challenges related to community identity, administrative integration, and potential service disruptions. Careful planning and community engagement would be crucial to address these challenges and ensure a successful merger.



## **Officer Comments**

It is important to note that the practical effect of Cr Ghasseb's motion is to simply invite the Shire of Capel for a discussion on the topic of amalgamation, as opposed to formally initiating the process of amalgamation via the Local Government Advisory Board (LGAB).

Schedule 2.1 of the *Local Government Act 1995* details provisions about creating and changing the boundaries of, and abolishing districts.

Procedurally, a proposal may be made to the LGAB by either the Minister for Local Government (the Minister), an affected local government, two or more affected local governments jointly, or affected electors. A proposal is to set out the nature of the proposal, the reasons for making the proposal, and the effects of the proposal on the affected local governments, as well as be accompanied by a plan illustrating any proposed changes to the boundaries of a district.

The LGAB is to consider any proposal, and on the assumption that such a proposal is not considered minor in nature, it may either recommend to the Minister that the proposal be rejected if it is frivolous or not in the interests of good government, or it will formally inquire into the proposal.

Where a formal inquiry is required, the LGAB will give notice to affected local governments and electors. The notice will advise that there will be a formal inquiry into the proposal and set out details of the inquiry and its proposed scope, and invite submissions into the proposal for a minimum period of 6 weeks. Submissions may relate to the proposal itself, or the scope of the inquiry.

If a formal inquiry is to be carried out, any hearings for the purposes of the inquiry are to be conducted in a way that makes it as easy as possible for interested parties to participate fully. In carrying out a formal inquiry the LGAB is to consider submissions made to it, and have regard, where applicable, to:

- (a) community of interests; and
- (b) physical and topographic features; and
- (c) demographic trends; and
- (d) economic factors; and
- (e) the history of the area; and
- (f) transport and communication; and
- (g) matters affecting the viability of local governments; and
- (h) the effective delivery of local government services,

noting this does not limit the matters that it may take into consideration.

After formally inquiring into a proposal, the LGAB, in a written report to the Minister will recommend that either the Minister reject the proposal; or that an order be made in accordance with the proposal; or if it thinks fit, the making of some other order that may be made in this regard.

Note that in order to assist in deciding whether or not to accept a recommendation of the LGAB, the Minister may require that the LGAB's recommendation be put to a poll of the electors of districts directly affected by the recommendation.

### **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

#### 15.1.1 Appointment of Director Infrastructure

<b>File Ref:</b>	Personal File
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Alan Ferris, Chief Executive Officer
<b>Responsible Manager:</b>	Alan Ferris, Chief Executive Officer
<b>Executive:</b>	Alan Ferris, Chief Executive Officer
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Confidential Report CRUSC-1: Appointment of Director Infrastructure

This report is confidential in accordance with section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(c), a matter affecting an employee or employees

A confidential report and recommendation will be circulated to members **under separate cover** (Confidential Report CRUSC-1). The report is not for circulation.

#### 15.1.2 Lot 330 Ocean Drive, Bunbury

<b>File Ref:</b>	COB/2881
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Felicity Anderson, Manager Economic Growth
<b>Responsible Manager:</b>	Felicity Anderson, Manager Economic Growth
<b>Executive:</b>	Alan Ferris, Chief Executive Officer
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
<b>Attachments:</b>	Confidential Report CRUSC-1: Appointment of Director Infrastructure

This report is confidential in accordance with section 5.23(2)(e)(ii) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

A confidential report and recommendation will be circulated to members **under separate cover** (Confidential Report CRUSC-2). The report is not for circulation.

**15.2 Public Reading of Resolutions that may be made Public**

**16. Closure**