

City of Bunbury Council Notice of Agenda Briefing

The next Agenda Briefing of the City of Bunbury Council will be held in the Council Chambers, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on Tuesday, 17 September 2024 at 5.30pm.

Members of the public are advised that no public question time is included in the Agenda Briefing, however, should you wish to deputise to any of the Officer reports on the Agenda, you are welcome to complete a Request for Deputation form (<http://www.bunbury.wa.gov.au>).

ORDER OF BUSINESS

1. Attendance and apologies
2. Announcements by the Chair/Presiding Member
3. Disclosures of Interest
4. Review of items listed under sections 10 - 15 of the Draft Agenda for the Ordinary Council Meeting of 24 September 2024 (***attached***)
 - 4.1 Questions from Elected Members
5. Closure of Agenda Briefing



CITY OF BUNBURY

4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
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City of Bunbury Council

Notice of Meeting and Agenda 24 September 2024



CITY OF BUNBURY

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Table of Contents

Item No	Subject	Page
1.	Declaration of Opening / Announcements of Visitors	7
2.	Disclaimer.....	8
3.	Announcements from the Presiding Member	8
4.	Attendance.....	9
4.1	Apologies.....	9
4.2	Approved Leave of Absence.....	9
4.3	Attendance at Previous Meetings.....	10
5.	Declaration of Interest	11
6.	Public Question Time.....	13
6.1	Public Question Time	13
6.2	Responses to Public Questions Taken ‘On Notice’	13
7.	Confirmation of Previous Minutes and other Meetings under Clause 19.1	14
7.1	Minutes	14
7.1.1	Minutes – Ordinary Council Meeting.....	14
7.1.2	Minutes – Council Advisory Committees	14
8.	Petitions, Presentations, Deputations and Delegations	40
8.1	Petitions	40
8.2	Presentations.....	40
8.3	Deputations.....	40
8.4	Council Delegates’ Reports	40
8.5	Conference Delegates’ Reports	40
9.	Method of Dealing with Agenda Business.....	40
10.	Reports	41
10.1	Recommendations from Advisory Committees	41
10.1.1	Review of Council Policy: Sustainability	41
10.1.2	Review of Council Policy: Reserve Areas Set Aside for the Riding of Horses	48
10.1.3	Review of Council Policy: Food Regulation Compliance and Enforcement.....	54
10.1.4	Review of Council Policy: Tree Management.....	78
10.1.5	Review of Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy.....	97
10.1.6	New Council Policy: Personal Memorials in Public Spaces.....	108
10.2	Chief Executive Officer Reports	118
10.3	Director Corporate and Community.....	119
10.3.1	Council Meeting Schedule for 2025.....	119
10.3.2	Appointment to Morrissey Homestead Board	122
10.3.3	Rate Exemption Application – 4 Trusty Street, Withers & 4A Trusty Street, Withers	124

Table of Contents

Item No	Subject	Page
10.3.4	Request for Quotation - Supply & Delivery of Two Side Loader Compactor Waste Trucks.....	126
10.3.5	Schedule of Accounts Paid for the period 1 August 2024 to 31 August 2024	129
10.4	Director Sustainable Development	173
10.4.1	Proposed Change to Parking Time Limit on Edward Street.....	173
10.4.2	City of Bunbury Strategic Advocacy Priorities.....	178
10.5	Director Infrastructure.....	181
11.	Applications for Leave of Absence.....	182
11.1	Cr Quain	182
12.	Motions on Notice	183
13.	Questions from Members.....	183
13.1	Response to Previous Questions from Members taken on Notice.....	183
13.2	Questions from Members	183
14.	New Business of an Urgent Nature Introduced by Decision of the Meeting	183
15.	Meeting Closed to Public	183
15.1	Matters for which the Meeting may be Closed	183
15.2	Public Reading of Resolutions that may be made Public	183
16.	Closure	183

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’).

DRAFT
For review at the Council
Briefing Session
17 September 2024

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, 24 September 2024 at 5.30pm.



Alan Ferris
Chief Executive Officer
(Date of Issue: 19 September 2024)

Agenda

24 September 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

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For review at the Council
Briefing Session
17 September 2024

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	17/19	19/19	19/19	13/14	18/19	18/19	18/19	13/14	16/19	18/19	19/19
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	16/19	18/19	19/19	13/14	15/19	18/19	18/19	14/14	14/19	14/19	19/19
Audit Committee	4/4	1/1	2/2	N/A	4/4	1/1	3/4	N/A	3/4	N/A	1/1
Bunbury Events Advisory Committee	N/A	N/A	N/A	N/A	1/1	N/A	2/3	2/2	1/1	N/A	3/3
CEO Performance Review Committee	2/2	1/1	N/A	N/A	1/2	2/2	1/1	N/A	0/2	1/2	N/A
Disability Access and Inclusion Committee	N/A	N/A	2/2	N/A	1/2	N/A	N/A	N/A	N/A	N/A	2/2
Heritage Advisory Committee	N/A	4/4	N/A	2/3	N/A	3/4	1/1	N/A	1/1	N/A	N/A
International Relations Committee	N/A	2/2	N/A	2/2	0/2	N/A	N/A	2/2	N/A	N/A	N/A
Policy Review and Development Committee	N/A	5/5	N/A	N/A	4/4	4/5	5/5	N/A	N/A	5/5	N/A
Youth Advisory Council Committee	N/A	N/A	1/1	N/A	N/A	N/A	1/1	N/A	N/A	N/A	2/2

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.”

DRAFT
For review at the Council
Briefing Session
17 September 2024



Declaration of Interest Form

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

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

Directions:

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

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

6. Public Question Time

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

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

6.1 Public Question Time

6.2 Responses to Public Questions Taken 'On Notice'

Nil

DRAFT
For review at the Council
Briefing Session
17 September 2024

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 3 September 2024 have been circulated.

Recommendation

The minutes of the Ordinary meeting of the City of Bunbury Council held 3 September 2024 be confirmed as a true and accurate record.

Voting Requirement: Simple Majority Required

7.1.2 Minutes – Council Advisory Committees

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

Summary

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

- Title: Policy Review and Development Committee Minutes
Author: Liam Murphy, Governance Officer
Appendix: 7.1.2-A

Council Committee Recommendation

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

- Policy Review and Development Committee Minutes 28 August 2024

Voting Requirement: Simple Majority



Policy Review and Development Committee

Minutes

28 August 2024

Committee Terms of Reference

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

City of Bunbury
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Table of Contents

<u>Item No</u>	<u>Subject</u>	<u>Page No</u>
1.	Declaration of Opening	1
2.	Disclaimer	1
3.	Announcements from the Presiding Member	1
4.	Attendances	1
4.1	Apologies.....	2
4.2	Approved Leave of Absence.....	2
5.	Declaration of Interest	2
6.	Confirmation of Minutes	2
7.	Method of Dealing with Agenda Business	2
8.	Reports	3
8.1	Review of Council Policy: Naming Conventions	3
8.2	Review of Council Policy: Sustainability	6
8.3	Review of Council Policy: Reserve Areas Set Aside for the Riding of Horses	9
8.4	Review of Council Policy: Food Regulation Compliance and Enforcement.....	11
8.5	Review of Council Policy: Tree Management.....	13
8.6	Review of Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy..	15
8.7	New Council Policy: Personal Memorials in Public Spaces.....	17
9.	Questions from Members	20
9.1	Response to Previous Questions from Members taken on Notice.....	20
9.2	Questions from Members	20
10.	Urgent Business	21
11.	Date of Next Meeting	21
12.	Close of Meeting	21

Acknowledgement of Country

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

1. Declaration of Opening

The Presiding Member declared the meeting open at 5.30pm and in doing so acknowledged the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. She paid her respects to all members of the Aboriginal community and their culture; and to Elders past, present and emerging.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances

Committee Members:

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

Ex-officio Members (non-voting):

Member Name	Representing
Ms Aileen Clemens	A/Director Infrastructure

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance and Integrated Planning
Mr Liam Murphy	Governance Officer
Ms Georgia-Mae O'Brien	A/Manager Community Connection
Mr Mark Allies	A/Manager Community Wellbeing

4.1 Apologies

The CEO and Director Corporate and Community Services were apologies.

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

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

Nil

6. Confirmation of Minutes

Committee Decision: Moved Cr Steele Seconded Cr Kozisek

The minutes of the Policy Review and Development Committee Meeting held on 18 June 2024 are confirmed as a true and accurate record.

CARRIED

7. Method of Dealing with Agenda Business

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

8. Reports

8.1 Review of Council Policy: Naming Conventions

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Aaron Lindsay, Manager Projects and Asset Management
Responsible Manager:	Aaron Lindsay, Manager Projects and Asset Management
Executive:	Aileen Clemens, A/Director Infrastructure
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.1-A: Revised Council Policy Naming Conventions

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Naming Conventions.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy: Naming Conventions as presented at Appendix 8.1-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

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

Regional Impact Statement

N/A

Background

The Policy was first endorsed by Council in 2014, and was previously known as the Naming of Roads, Reserves, Bridges and Other Places Council Policy.

At the Ordinary Council Meeting held on 29 June 2021, Council requested (via a motion on notice from Cr Steele) *that the Policy Review and Development Committee review existing Council Policy Naming of Roads, Reserves, Bridges and Other Places in the context of recognising Aboriginal history and language, as well as initiating a process for the naming or dual naming of landmarks, sites and streets.*

The Policy was last reviewed at the 12 October 2021 Council Meeting, where the policy was significantly amended to include information regarding Aboriginal and dual naming, as well as to retitle the policy to its current name.

The policy is now due for its bi-annual review.

Council Policy Compliance

This report facilitates the review of an existing Council Policy. The City's Reconciliation Action Plan is also applicable in this regard.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the Policy and suggest only minimal changes to ensure references to industry guidelines are up to date.

A copy of the revised policy with tracked changes is attached at appendix 8.1-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 28 August 2024

During discussion, the following question was taken on notice:

How can the City have additional names included on the list of approved names.

Following general discussion, a motion to defer this item until the next Policy Review and Development Committee meeting was moved by Cr Ghasseb and Seconded by Cr Kozisek. The Presiding member put the motion to the vote and it was carried unanimously.

The reason for deferring the motion was to allow additional wording to be drafted to encourage gender equity when considering naming roads, reserves, bridges and other places.

That the Policy Review and Development Committee defer item 8.1 Review of Council Policy: Naming Conventions to the 30 October 2024 meeting.

Carried Unanimously

8.2 Review of Council Policy: Sustainability

Fine No.	COB/306		
Applicant:	Internal		
Responsible Officer:	Saphron Wheeler, Environmental Sustainability Officer		
Responsible Manager:	Aaron Lindsay, Manager Projects and Asset Management		
Executive:	Aileen Clemens, A/Director Infrastructure		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input type="checkbox"/> Information Purposes
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	
	<input type="checkbox"/> Legislative		
Attachments:	Appendix 8.2-A: Revised Council Policy Sustainability		

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Sustainability.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy: Sustainability as presented at Appendix 8.2-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

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

Pillar Planet
 Aspiration A healthy 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.
 Objective 5.2 Encourage the adoption of sustainable practices.
 Objective 5.3 Develop a sustainable, low waste, circular economy.
 Objective 5.4 Conserve and manage water resources.
 Objective 5.4 Move to net zero gas emissions.

Regional Impact Statement

N/A

Background

On 14th December 2021, an Agenda Item was raised regarding the Sustainability and Climate Change Action Frameworks, with the Council Decision (278/21) as follows:

“That Council request the Chief Executive Officer prepare a City of Bunbury Sustainability Strategy for Council consideration, including climate change actions and recommendations based on informed corporate net zero emission target scenarios.”

This policy relates to Council Decision (278/21) in that the Policy informed the focus of the Sustainability Strategy (now *Sustainability and Environment Strategy 2023-2028*) through establishing a sustainability definition and model, along with guiding principles for Council and the organisation.

This policy was first endorsed by Council at the Ordinary Council Meeting held 28 June 2022, and is now due for its bi-annual review.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the Policy and suggest only minimal changes to ensure references to legislative, industry, and organisational compliance requirements are up to date.

A copy of the revised policy with tracked changes is attached at appendix 8.2-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council’s determination.

Outcome of Meeting 28 August 2024

The executive recommendation was moved by Cr Steele and seconded by Cr Smith. The presiding member put the motion to the vote and it was carried unanimously.

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy: Sustainability as presented at Appendix 8.2-A.

Carried Unanimously

8.3 Review of Council Policy: Reserve Areas Set Aside for the Riding of Horses

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Mark Allies, Team Leader Community Safety & Emergency Management
Responsible Manager:	Sarah Upton, Manager Community Wellbeing
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.3-A: Reserve Areas Set Aside for the Riding of Horses

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Reserve Areas Set Aside for the Riding of Horses.

Executive Recommendation

That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Reserve Areas Set Aside for the Riding of Horses, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in October 2021 and is presented to the Policy Review and Development Committee for discussion and review as part of Council’s policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the Policy and suggest that the content is appropriate and does not require amendment.

A copy of the current policy is attached at appendix 8.3-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 28 August 2024

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

That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Reserve Areas Set Aside for the Riding of Horses, with no changes recommended.

Carried Unanimously

8.4 Review of Council Policy: Food Regulation Compliance and Enforcement

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Johan van Zyl, Team Leader Environmental Health
Responsible Manager:	Sarah Upton, Manager Community Wellbeing
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.4-A: Food Regulation Compliance and Enforcement

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Food Regulation Compliance and Enforcement.

Executive Recommendation

That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Food Regulation Compliance and Enforcement, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in August 2022 and is presented to the Policy Review and Development Committee for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the Policy and suggest that the content is appropriate and does not require amendment.

A copy of the current policy is attached at appendix 8.4-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 28 August 2024

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

That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Food Regulation Compliance and Enforcement, with no changes recommended.

Carried Unanimously

8.5 Review of Council Policy: Tree Management

File Ref:	COB/306; COB/802; COB/6306
Applicant/Proponent:	Internal
Responsible Officer:	Kale Faulkner, Coordinator Parks and Reserves
Responsible Manager:	Tristan Davenport, Acting Manager Infrastructure Services
Executive:	Aileen Clemens, Acting Director Infrastructure
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 8.5-A Tree Management Council Policy

Summary

This report is presented to the Policy Review and Development Committee to facilitate a review of the Council’s current Tree Management Policy.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

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 8.2	Beautifying Streetscapes

Regional Impact Statement

Nil

Background

This policy was last reviewed in July 2021 and is presented to Council as part of a biennial policy review process.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Nil

Officer Comments

Officers have reviewed the current policy and suggested changes to be in line with the WALGA Street trees guidance report and City of Melville’s Tree Policy as recommended in the WALGA document.

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

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Following Council endorsement, any revisions will become effective immediately.

Outcome of Meeting 28 August 2024

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

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

Carried Unanimously

8.6 Review of Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Georgia-Mae O’Brien, A/Manager Community Connection
Responsible Manager:	Georgia-Mae O’Brien, A/Manager Community Connection
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.6-A: Bunbury Museum, Heritage Centre, and Local Studies Policy

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy.

Executive Recommendation

That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in September 2021 and is presented to the Policy Review and Development Committee for discussion and review as part of Council’s policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the Policy and suggest that the content is appropriate and does not require amendment.

A copy of the current policy is attached at appendix 8.6-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 28 August 2024

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

That the Policy Review and Development Committee recommend Council note the review of existing Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy, with no changes recommended.

Carried Unanimously

8.7 New Council Policy: Personal Memorials in Public Spaces

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Georgia-Mae O'Brien, A/Manager Community Connection
Responsible Manager:	Georgia-Mae O'Brien, A/Manager Community Connection
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.7-A Council Policy Personal Memorials in Public Spaces Appendix 8.7-B Application Form

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to consider a new Council Policy: Personal Memorials in Public Spaces.

A copy of the proposed policy is presented at Appendix 8.7-A.

Executive Recommendation

That the Policy Review and Development Committee recommend for Council to endorse the proposed Council Policy: Personal Memorials in Public Spaces as presented at appendix 8.7-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

This Policy applies only to the City of Bunbury.

Background

The City of Bunbury does not have current a policy that relates to personal memorials in public spaces. In recent history there have been several requests to have personal memorials placed in public spaces, with requests including trees, benches, and plaques.

Whilst the City primarily supports memorials being placed in pre-existing memorial sites such as cemeteries, the City is also conscious that members of our community build strong connections to various sites across the City. In aligning with other local governments, the most appropriate way to ensure that these memorials are placed in such a way that supports

the broader community of Bunbury is to create a policy that assesses each application against a set of criteria.

The policy is intended to be inclusive of all members of our community, whilst ensuring it is reflective of those members of our community that had a strong connection to the location or site the memorial is requested for.

Notwithstanding the above, it is also recognised that the installation of memorials within public open space must be managed in a way to maintain local amenity, ensure the safety of residents and minimise maintenance requirements.

Council Policy Compliance

This report is presented to Council to consider a new Council policy.

Legislative Compliance

Local Government Act 1995

Officer Comments

The purpose of the Personal Memorials in Public Spaces policy is to provide residents of Bunbury a clear process on how to request personal memorials in public spaces within the City.

When drafting this policy, several other local government's policies were reviewed to determine efficacy of criteria, process, and costs, There is no universal approach to personal memorial policies, with each local government having different criteria, costs, and processes. The key themes show the importance of allowing community members the opportunity to make an application and provide evidence to support the deceased's connection to the proposed site and their community.

The proposed policy allows the CEO to decide on the outcome of applications but allows for community members to request a review by council should they disagree with outcome. The proposed policy also includes that community consultation may be required depending on the requested site/location of the memorial.

Analysis of Financial and Budget Implications

The proposed policy includes an application fee – this is currently undefined, however in line with other local governments, the proposed fee would be \$150. The cost of the memorial will depend on several factors and will need to be assessed on a case-by-case basis.

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

No applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.

Outcome of Meeting 28 August 2024

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

That the Policy Review and Development Committee recommend for Council to endorse the proposed Council Policy: Personal Memorials in Public Spaces as presented at appendix 8.7-A.

Carried Unanimously

9. Questions from Members

9.1 Response to Previous Questions from Members taken on Notice

At the Policy Review and Development Committee Meeting held on 18 June 2024, Cr Ghasseb asked a question which was taken on notice and is now presented below with a response.

Question

In relation to this policy [Registration of Freehold Commercial Leases], are there any legislative requirements under the retail tenancy act?

Response

No.

9.2 Questions from Members

Cr Quain asked the following question which was taken on notice:

Can the CEO investigate a new Inclusion & Equity Policy which covers the following areas:

- *Disability*
- *Women*
- *Gender*
- *First Nations*
- *Multi-Cultural Community*
- *Youth*
- *Seniors*

10. Urgent Business

Nil

11. Date of Next Meeting

The next PRDC meeting is scheduled for Wednesday, 30 October 2024.

12. Close of Meeting

The Presiding Member closed the meeting at 10:38am.

Confirmed on 30 October 2024 as a true and accurate record of proceedings of the Policy Review and Development Committee meeting held on 28 August 2024.

Cr Marina Quain
Presiding Member

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

DRAFT
For review at the Council
Briefing Session
17 September 2024

10. Reports

10.1 Recommendations from Advisory Committees

10.1.1 Review of Council Policy: Sustainability

Fine No.	COB/306		
Applicant:	Policy Review and Development Committee		
Responsible Officer:	Saphron Wheeler, Environmental Sustainability Officer		
Responsible Manager:	Aaron Lindsay, Manager Projects and Asset Management		
Executive:	Aileen Clemens, A/Director Infrastructure		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	
	<input type="checkbox"/> Legislative		
Attachments:	Appendix 10.1.1-A: Revised Council Policy Sustainability		

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Sustainability.

Committee & Executive Recommendation

That Council adopt revised Council Policy: Sustainability as presented at Appendix 10.1.1-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

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

Pillar: Planet
 Aspiration: A healthy 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.
 Objective 5.2: Encourage the adoption of sustainable practices.
 Objective 5.3: Develop a sustainable, low waste, circular economy.
 Objective 5.4: Conserve and manage water resources.
 Objective 5.4: Move to net zero gas emissions.

Regional Impact Statement

N/A

Background

On 14th December 2021, an Agenda Item was raised regarding the Sustainability and Climate Change Action Frameworks, with the Council Decision (278/21) as follows:

“That Council request the Chief Executive Officer prepare a City of Bunbury Sustainability Strategy for Council consideration, including climate change actions and recommendations based on informed corporate net zero emission target scenarios.”

This policy relates to Council Decision (278/21) in that the Policy informed the focus of the Sustainability Strategy (now *Sustainability and Environment Strategy 2023-2028*) through establishing a sustainability definition and model, along with guiding principles for Council and the organisation.

This policy was first endorsed by Council at the Ordinary Council Meeting held 28 June 2022, and is now due for its bi-annual review.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the Policy and suggest only minimal changes to ensure references to legislative, industry, and organisational compliance requirements are up to date.

A copy of the revised policy with tracked changes is attached at appendix 10.1.1-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

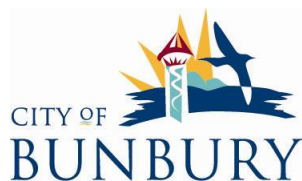
This matter is presented to Council by the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council’s determination.



SUSTAINABILITY COUNCIL POLICY

POLICY STATEMENT

The Sustainability Council Policy (Policy) demonstrates the City of Bunbury’s (the City) commitment to embedding environmental sustainability into its operations, services, infrastructure, and facilities for the benefit of our community now and into the future.

POLICY SCOPE

This Policy applies to: Elected Members, Committee Members, and staff.

The objectives of the Policy are to:

- Provide a clear definition and model for sustainability; and
- Outline sustainability principles to guide decision-making and prompt consideration of sustainability across all areas of the organisation.

POLICY DETAILS

Sustainability Definition and Model

For the City, ‘sustainability’ means:

‘Meeting the needs of the current and future generations through the integration of environmental protection, social advancement, economic prosperity and accountable and transparent governance.’

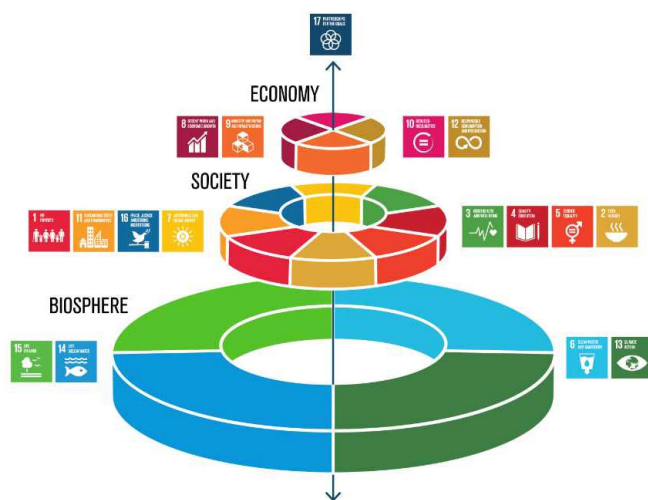


Figure 1 Sustainable Development Goals Wedding Cake Illustration

The Stockholm Resilience Centre's *Sustainable Development Goals Wedding Cake*¹(Model) (Figure 1) has been included as an illustrating Model to support the City's sustainability definition. The Model organises the United Nation's Sustainable Development Goals (SDGs) into three layers with the biosphere as the foundation, supporting society, which supports the economy. The Model recognises that societies and their economies are dependent on the biosphere's capacity to provide natural resources (clean air, water, food, materials) and to recycle or absorb waste and pollutants.

The inclusion of the Model within this Policy acknowledges that community and economy activity occur within environmental limits, known as planetary boundaries²; and the interdependence of our environment, community and economy must be considered in planning and decision-making.

Sustainability Principles

The City will apply the following sustainability principles to guide decision-making and to prompt consideration of sustainability across all areas of the organisation:

1. Inter and intra-generational equity

Acknowledge the City's responsibility to both current and future generations of our community, as well as potential impacts on communities beyond the City's boundaries. Ensure that the City works to meet the needs of the community now, without compromising future generations' ability to meet their own needs.

2. Precautionary principle³

Where there are threats of serious or irreversible damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation. In the application of the precautionary principle, decisions should be guided by:

- a) careful evaluation to avoid, where practicable, serious or irreversible damage to the environment; and
- b) an assessment of the risk-weighted consequences of various options.

3. Integrated and long-term decision-making

Apply a long-term view to decisions and actions, through considering the long and short-term implications on our community, environment, and economy.

4. Biological diversity and ecological integrity

Sustainably manage, conserve, and enhance the biological diversity and integrity of native species and local ecosystems within the City.

5. Leadership in innovation and sustainable practices

Commit to continuous learning on innovation and sustainable practices. Lead by example through demonstrating innovations in policy and practice; empower community to take a shared leadership approach to sustainability challenges and opportunities; and advocate for increased community access to innovative sustainable solutions.

6. Strive for a circular economy

¹ [The SDGs wedding cake - Stockholm Resilience Centre](#)

² [Planetary boundaries - Stockholm Resilience Centre](#)

³ [Statement of Environmental Principles, factors and objectives Dec16 1.pdf \(epa.wa.gov.au\)](#)

Ensure responsible resource management, procurement, and impact reduction through striving towards a sustainable, low waste, circular economy.

7. Protect and conserve water

Conserve and sustainably manage local water resources for current, emerging and future generations.

8. Action on climate change

Respond to climate change by working to reduce emissions and build community and corporate resilience through appropriate climate change mitigation and adaptation strategies.

9. Environmental lifecycle costing and planning for reduced impact and quality of life

For future City developments:

- Understand the environmental lifecycle costs in early planning.
- Incorporate Environmentally Sustainable Design (ESD); sustainable landscape and urban design; and use of sustainable construction materials and processes, to minimise environmental impacts, and deliver positive environmental, social and economic outcomes.
- Facilitate safe, resilient and inclusive communities.

For existing City-owned buildings, prioritise retrofits to reduce environmental impacts and deliver positive environmental, social and economic outcomes.

10. Inclusion and diversity for sustainability

Provide the opportunity for all members of the community to be part of the conversation, planning and decision-making to improve sustainable outcomes for the City and our community. To ensure the process is inclusive, take into consideration the needs for people to adequately participate, for example people from culturally and linguistically diverse backgrounds, people with disability, access to transport or technology.

Acknowledge the Traditional Owners, Knowledge Holders and Elders' past, present and ongoing connection to country, both land and waterways. Ensure engagement is undertaken and approval sought as required as part of planning and decision-making.

11. Good governance

Apply good governance principles in the provision of its services and facilities as outlined in the City's Governance Framework. Good governance ensures that the City is able to manage its many complex responsibilities effectively and in the best interests of the community.

12. Support the City's Strategic Community Plan Aspirations

In alignment with the City's Strategic Community Plan ~~2022~~-2032, commit to promote and facilitate the achievement of the 5 Core Performance areas:






	 People	 Planet	 Place	 Prosperity	 Performance
ASPIRATION	A safe, healthy and connected community.	A healthy and sustainable ecosystem.	An integrated, vibrant and well planned City.	A strong and diversified economy.	Leading with purpose and robust governance.
DESIRED OUTCOMES	<ol style="list-style-type: none"> 1. A safe community. 2. A growing hub of culture and creativity. 3. A healthy and active community. 4. A compassionate and inclusive community. 	<ol style="list-style-type: none"> 5. A natural environment that is cared for and preserved. 6. An aware and resilient community equipped to respond to natural disasters and emergencies. 	<ol style="list-style-type: none"> 7. A community with high quality urban design and housing diversity. 8. A place with attractive and welcoming community spaces, where people want to live. 9. A city that is easy to get around safely and sustainably. 	<ol style="list-style-type: none"> 10. The premier city of regional Western Australia. 11. A strong, resilient and diverse economic hub for the South West. 12. A unique and desirable destination within the South West region. 	<ol style="list-style-type: none"> 13. A leading local government. 14. A well-informed community that is deeply engaged in decision making.

Figure 2 Core Performance Areas – City’s Strategic Community Plan 2022-2032

COMPLIANCE REQUIREMENTS

LEGISLATION

- ~~Section 1.3(3) of the~~ Local Government Act 1995

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INDUSTRY

- ~~United Nations’ Sustainable Development Goals~~
- ~~Western Australian Recovery Plan~~

ORGANISATIONAL

- ~~City of Bunbury~~ Strategic Community Plan 2022-2032
- ~~Sustainability and Environmental Strategy 2023-2028~~
- ~~City of Bunbury~~ Local Planning Strategy 2018
- ~~City of Bunbury~~ Long-term Financial Plan
- ~~City of Bunbury~~ Corporate Business Plan
- Climate Change Council Policy ~~(To Be Adopted)~~
- Welcome to and Acknowledgement of Country Council Policy ~~(DOC/491895)~~
- Purchasing Council Policy ~~(DOC/455742)~~
- Governance Framework ~~(DOC/896408)~~

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Document Control			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Projects and Asset Management
Reviewer:	Environmental Sustainability Officer	Decision Maker:	Council
Document Management:			
Adoption Details		Review Frequency:	Bi-Annual
Review Version		Next Due:	2023
Decision Reference:	[decision date / TRIM Ref]	Synopsis:	[brief description of the adoption / changes approved]
Date Printed	19-Aug-24		

10.1.2 Review of Council Policy: Reserve Areas Set Aside for the Riding of Horses

Fine No.	COB/306
Applicant:	Policy Review and Development Committee
Responsible Officer:	Mark Allies, Team Leader Community Safety & Emergency Management
Responsible Manager:	Sarah Upton, Manager Community Wellbeing
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.2-A: Reserve Areas Set Aside for the Riding of Horses

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Reserve Areas Set Aside for the Riding of Horses.

Committee & Executive Recommendation

That Council note the review of existing Council Policy: Reserve Areas Set Aside for the Riding of Horses, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in October 2021 and was presented to the Policy Review and Development Committee for discussion and review as part of Council’s policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the Policy and suggest that the content is appropriate and does not require amendment.

A copy of the current policy is attached at appendix 10.1.2-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

DRAFT
For review at the Council
Briefing Session
17 September 2024



RESERVE AREAS SET ASIDE FOR THE RIDING OF HORSES COUNCIL POLICY

POLICY STATEMENT

1. To provide a comprehensive framework for the management and control of activities involving horses being walked, ridden or driven in areas that fall under the care, control and management of the City.
2. To ensure that the walking, riding or driving of horses does not interfere with or cause a nuisance to users of an area.
3. To ensure environmental controls are considered for the future sustainability in areas that may be subject to an application.

POLICY SCOPE

This policy applies to areas within the City of Bunbury that come under the care, control and management of the City.

Nothing within this Policy shall prohibit the walking or riding of horses in a public place, road reserve or verge if the person in charge of the horse is in compliance with any written law.

POLICY DETAILS

1. An application shall be required by person who walk, ride or drive horses for commercial purposes, financial gain and/or participate in the harness racing or turf racing industry.
2. Persons who walk, ride or drive horses for recreational purposes shall not be required to make application, however those person shall adhere to any restrictions or conditions posted at a location and where applicable, the conditions of this Policy.
3. An application shall be in the form that is determined by an Authorised Person from time to time.
4. An application may require the payment of a fee. All fees are specified in the City's Schedule of Fees and Charges.
5. Following the assessment of an application by an Authorised Person, an approval may be provided to the applicant in the form determined by the Authorised Person.
6. The Chief Executive Officer may from time to time, set or vary the times for the use of those areas set aside for horses to be swam, walked, ridden or driven in Bunbury.
7. Any changes or variations to this policy or any changes to any activity times/dates/locations shall require local public notice to be given of not less than 28 days requesting public submission relating to the proposed changes or variations.
8. An application determined in accordance with this Policy may include, but not be limited to

uncontrolled and should be verified as current version.

the following conditions:

- a. The applicant shall only operate during the approved times as stipulated in an approval.
- b. The Applicant shall provide proof and a copy of certificate of currency of public liability insurance for the minimum sum of \$10,000,000, workers compensation insurance and personal accident insurance.
- c. The approval is not transferrable however nothing precludes the direct agent or employee of the applicant also being a party to an approval.
- d. The applicant shall ensure that they, their agent or their employees are trained and qualified to ensure the safe operation and handling of any horse and/or equipment.
- e. The applicant, agent or employee shall ensure that all equipment used for the training of horses is maintained in a safe manner.
- f. The applicant, agent or employee shall ensure that no nuisance of any kind whatsoever is created by the activity and must act and carry on the activity in a safe and responsible manner.
- g. The applicant, agent or employee shall ensure the removal of any litter, debris or horse excrement associated with their activities and comply with any condition relating to the protection of the environment i.e. dieback control.
- h. The applicant, agent or employee shall only be in the approved area/s specified on a permit and only during such times/dates as stated on a permit.
- i. The applicant, agent or employee must produce an Approval if requested to do so by an Authorised Person within the time as stipulated by the Authorised Person.
- j. An Authorised Person may at any time remove a person from an approved area and/or revoke an Approval if it is determined that the applicant, agent or employee acted in contravention of any condition as stipulated as part of an approval, or is found to be or have acted in contravention of a Local Law.
- k. An Authorised Person shall cause written notification to be forwarded to the applicant stating reasons as to why an approval has been revoked.
- l. The applicant shall not be entitled to any refund of any fees or charges if an approval is revoked.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*

INDUSTRY

ORGANISATIONAL

- *City of Bunbury Local Government and Public Property Local Law*
- *Application Form*

Document Control					
Document Responsibilities:					
Owner:	Director Sustainable Communities	Owner Business Unit:	Rangers and Emergency Management		
Reviewer:	Manager Community Services	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 196/0329 July 2003	Review Frequency:	biennial	Next Due:	2023
Review Version	Decision Reference:	Synopsis:			
DOC/424590[v1.1]	Council Decision 203/21 12 October 2021	Reviewed with no changes			
DOC/424590	Council Decision 208/19 23 July 2019	Reviewed			
<u>CP-026034 v1.0</u>	Res 172/1716 May 2017	Reviewed and amended			
<u>CP-026034</u>	Res 212/1029 June 2010	Reviewed			
Date Printed	19 August 2024				

10.1.3 Review of Council Policy: Food Regulation Compliance and Enforcement

Fine No.	COB/306
Applicant:	Policy Review and Development Committee
Responsible Officer:	Johan van Zyl, Team Leader Environmental Health
Responsible Manager:	Sarah Upton, Manager Community Wellbeing
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.3-A: Food Regulation Compliance and Enforcement

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Food Regulation Compliance and Enforcement.

Committee & Executive Recommendation

That Council note the review of existing Council Policy: Food Regulation Compliance and Enforcement, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in August 2022 and was presented to the Policy Review and Development Committee for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the Policy and suggest that the content is appropriate and does not require amendment.

A copy of the current policy is attached at appendix 10.1.3-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

DRAFT
For review at the Council
Briefing Session
17 September 2024



FOOD REGULATION COMPLIANCE AND ENFORCEMENT COUNCIL POLICY

POLICY STATEMENT

This Policy sets out the City's approach to food regulatory enforcement activity for food businesses within the City as an enforcement agency in accordance with the *Food Act 2008*. It also provides a range of prescribed compliance and enforcement options in response to food safety compliance failures.

POLICY SCOPE

This policy applies to: Food Business Operators in Bunbury, City of Bunbury Staff.

POLICY DETAILS

The City of Bunbury Food Regulation Compliance and Enforcement Policy is in accordance with the national Enforcement Guideline and the WA Department of Health's Compliance and Enforcement Guideline. The guideline requires the graduated application of enforcement measures. The objectives of the guideline are as follows:

1. To be consistent with the risk based approach to the enforcement activity.
2. To be efficient in enforcement approach.
3. To provide transparency to consumers and the food industry on how the City makes decisions on enforcement action.
4. To guide decision making and actions by the City in the consistent use of enforcement options commensurate with the risk.
5. To use compliance and enforcement strategies in such a way as to best achieve legislated objectives and encourage compliance with legislated provisions.
6. To provide a framework to implement a cooperative and collaborative approach to enforcement action to achieve compliance in a manner that protects consumers.
7. To provide protection for consumers from inappropriate and/or misleading trade practices.

POLICY PROCEDURE

The objectives of the procedure are:

- To provide for a consistent, risk-based, efficient approach to food regulation enforcement through adoption of a graduated and proportionate response to legislative noncompliance.
- To provide transparency to consumers and food businesses on how the City makes decisions on enforcement action.

- To guide decision making and action by the City's authorised officers in the consistent use of enforcement options proportionate with risk.
- To use compliance and enforcement strategies in the best way possible to achieve legislated objectives and encourage compliance with food legislation.

KEY ENFORCEMENT GUIDELINE PRINCIPLES:

The following principles are required to be applied to achieve ethical and effective enforcement of food law:

1. A Graduated and Proportionate Approach

Food legislation provides a range of enforcement options that vary in their severity. Choosing the appropriate option for the situation requires the application of the principle that the response should be commensurate with the severity of the non-compliance.

The graduated enforcement approach makes use initially of milder enforcement options to achieve compliance, such as improvement notices or warning letters or increased frequency of assessments. If compliance is not achieved through those measures, the authorised officer shall implement more significant enforcement actions such as the issuing of infringement notices and prohibition orders.

However, response measures must be balanced by the severity of the non-compliance and will be influenced by factors including:

- The impact of the offence on stakeholders.
- The particular circumstances of the offence and the circumstances of the food business involved.
- The compliance history of the food business, both in general and in relation to the specific offence committed.
- The cooperation of the offending food business, with respect to both investigations conducted on the offender's premises relating to the offence and following commencement of enforcement action.
- Any remedial action implemented by the offender to address the non-compliance.
- The timeframe over which the offence was committed.

Therefore, should the severity of the offence justify it, immediate and serious enforcement action should be taken by authorised officers.

2. Authorised by Law

Authorised officers should not exceed their statutory powers. Evidence collected must be able to substantiate the alleged offence. Evidence shall be properly obtained within legislative requirements and be admissible in a court of law. The evidence gathered shall be sufficient to be able to support the case against any appeal e.g. an infringement notice that is referred to court for a defended hearing or a matter that is appealable to the State Administrative Tribunal (SAT).

Evidence need not be assembled into a full prosecution brief for minor enforcement action. However, evidence collected should be sufficient to substantiate the offence if questioned.

3. Impartial and Procedurally Fair

Enforcement agencies shall be consistent in the way in which enforcement actions are applied.

Ethnicity, race, age or gender shall have no bearing when undertaking enforcement action.

Decision making shall not be influenced by political advantage or disadvantage to any individual or group; the consequences of a decision the personal or professional circumstances of the authorised officer making the decision; or the personal feelings of the authorised officer towards the offender.

Enforcement action shall be timely so that the food business associates the action with the non-compliance in order to undertake any necessary remedial action.

If statutory procedures are initiated, the food business proprietor shall be notified in writing of any statutory right of appeal available within the food legislation.

4. Accountable and Transparent

The City, as an enforcement agency, must be professional, accountable and transparent in actions regarding the implementation of enforcement actions on food businesses.

The following actions will be implemented by the City to achieve this:

- Ensure legislation, enforcement policies, complaints procedures and relevant information is easily accessible to food businesses and the public;
- Use clear and understandable language when communicating with the public and industry;
- Advise of any process of complaint or appeal that is available, with details of the process and likely timeframes; and
- Advise of any fees and charges that will be applied in discharging obligations or services under the relevant legislation.

5. Consistency

Consistent enforcement of food legislation is fundamental to ensure that consumers and food businesses are not unfairly advantaged or disadvantaged.

The City will ensure that all staff are adequately trained, and monitor performance of authorised officers to ensure that food businesses are handled in a consistent manner.

6. In the Public Interest

The overriding consideration in taking enforcement action will always be the protection of public health and safety.

7. Allow for Application of Multiple Enforcement Options under Appropriate Circumstances

Under the appropriate circumstances, the simultaneous application of multiple enforcement options may be required e.g., a serious hygiene breach where the concurrent issue of an infringement notice and prohibition order is considered appropriate.

There may also be circumstances where there are multiple non-compliances detected, of varying degrees of significance. In those circumstances the use of varied enforcement options may be warranted. Equally, the existence of multiple breaches may indicate system failure that may result in the use of more significant enforcement options.

ENFORCEMENT OPTIONS:

The food legislation provides a number of enforcement options. These options are listed below in a graduated order of seriousness that generally reflect the order in which they will usually be applied (refer to figure 1).

High-quality records are integral for authorised officers to maintain as part of their role in upholding food safety. It is the responsibility of authorised officers to maintain comprehensive records of food businesses including assessment reports, records of verbal directions, photographs, complaints, food sampling results, and any written notices and orders.

1. Informal and Internal Mediation and Conciliation/Verbal Warnings

This can be implemented at any stage in the enforcement process. Mediation and conciliation generally follow identification of non-compliance and provide an opportunity for the proprietors of a food business to offer an explanation or outline mitigating circumstances to authorised officers. Authorised officers can then make a determination on appropriate enforcement action or reach an agreed outcome with the proprietor regarding future compliance activities.

Notes relating to the above should be documented on the assessment form.

2. Warning Letters

Discretion shall be exercised when issuing warning letters as opposed to improvement notices. Warning letters shall only be used for breach(es) where the issuing of an improvement notice is not appropriate or warranted in the first instance.

The letter is to detail the exact nature of the offence; cite the relevant legislation and specific clauses breached; state the required remedial action in terms of desired outcome; the timeframe for compliance; specify the maximum penalty for the offence; and the intention of the City to enforce the legislation should the business fail to ensure the required actions have been undertaken (refer template in Appendix 1).

For example:

1. *Soap was not provided for the hand washing facility in the food preparation area. Clause 17 of Food Safety Standard 3.2.2 requires that food businesses maintain a supply of soap at or near each hand washing facility. Soap is to be provided for the hand wash basin in the food preparation area at all times **(24 hours)**;*
2. *The surface of the laminate chipboard shelf next to the stove is deteriorated and peeling. Clause 21 of Food Safety Standard 3.2.2 requires that a food business must maintain fixtures, fittings and equipment in a good state of repair. The shelf shall be repaired or replaced such that the surface is smooth, durable, impervious and easily cleanable **(21 days)**.*

A warning letter must be followed-up at the expiry of the timeframe to ensure the required actions have been taken. Failure to comply with a warning letter will result in further action. Further written warnings should not be issued for continued non-compliance or a subsequent similar offence.

3. Improvement Notices

Improvement notices are statutory notices that must only address prescribed issues and have prescribed content. An authorised officer may issue an improvement notice to the proprietor of a food business if it is believed that the business is acting in contravention to the Act, Regulations or Food Standards Code. Improvement notices should only be issued when it is considered to be an appropriate option (i.e. capable of providing sufficient incentive to the food business to address the matter). The improvement notice shall contain the following information:

- The provision(s) of the Act, Regulations or Food Standards Code that the authorised officer believes is being, or has been, contravened;
- A brief description of how the relevant legislative provision(s) have been or are being breached;
- The particular action in terms of desired outcome that the proprietor of the food business should undertake in order to rectify the observed noncompliance; and
- The timeframe in which the contravention should be resolved by the proprietor of the food business; within 24 hours for more serious issues and only specify a longer period if considered appropriate by the authorised officer. Timeframes allowed for compliance should consider the risk to public health associated with continued non-compliance.

The authorised officer shall conduct follow-up assessments at the timeframes nominated in the notice. Extensions to the date of compliance provided in an improvement notice may be granted at the discretion of the authorised officer. However, it is recommended that extensions are only provided in instances where the food business requests an extension before the expiry date of the notice. Extensions should only be considered for more minor matters such as repairs to equipment or replacement of equipment parts, or for minor revision of a food business food safety management system.

Food businesses shall be advised that failure to comply with an improvement notice will generally result in implementation of more serious enforcement action such as a prohibition order, infringement notice, or both.

Refer template in Appendix 2.

4. Infringement Notices

An infringement notice is a notice to the effect that the person to whom it is directed has committed a specified offence under the Act, Regulations or Food Standards Code. It requires payment of a specified monetary amount for the offence within a specified time. Infringement notices may be served by a designated officer (Section 126(2) of the Food Act) in the prescribed form (Schedule 4 of the Food Regulations).

Not complying with an infringement notice can result in referral to a court for hearing. While it is not essential that this evidence is used to develop a full brief of evidence, it should be logged and the chain of evidence secured as for legal action.

Infringement notices provide a cost effective and efficient method of dealing with offences. These are not appropriate for significant breaches (serious or imminent threat to food safety or public health) of the Act, Regulations or Food Standards Code.

If an infringement notice is withdrawn after the modified penalty has been paid, the amount paid must be refunded.

The provision to withdraw an infringement notice is in place to allow for the event that:

- an infringement notice was not justified after the payment was made; or
- as this was a first time offence that the person should be given the benefit of the doubt; or
- on review a notice was not an appropriate compliance/ enforcement response to the issue.

An infringement notice can only be withdrawn by the Manager Community Wellbeing or the Director Sustainable Communities.

The *Fines, Penalties and Infringement Notices Enforcement Act 1994* provides that the effect of payment of an infringement notice is that:

- no further prosecution of that matter can take place; and
- that payment is not to be taken as admission of any kind.

The effect of this is that once payment of the fine has occurred any ability to prosecute on that matter is lost. It does not matter if later the fine is refunded, because the original payment extinguished any ability to prosecute.

Refer templates in Appendices 3 and 4.

5. Prohibition Orders

Prohibition orders may be issued where it is necessary to prevent or mitigate a serious danger to public health or where an improvement notice has not been complied with.

A prohibition order will prohibit the handling of food on specified food premises, vehicles or equipment. It may also prohibit the handling of food in a specified way or for a specified purpose. [NB: Section 70 of the Act provides for compensation to be paid if there were insufficient grounds for the making of the prohibition order]

A prohibition order may be made with respect to any one or more of the following:

- any premises or any part of any premises, any food transport vehicle or any equipment specified in the notice or order;
- all equipment, or any specified equipment, contained on any premises or any part of any premises, or in a food transport vehicle, specified in the notice or order;
- the handling of food intended for sale by a food business in a specified way or for a specified purpose;
- the carrying out of activities specified in the notice or order in relation to food intended for sale.

A prohibition order must specify any provision of the Food Standards Code to which it relates; and may specify particular action to be taken by a proprietor to ensure compliance with the provision of the Code to which it relates.

Prohibition orders shall be signed by the Team Leader Environmental Health or the Manager Community Wellbeing (original signature only, no electronic signatures to be used).

A brief of evidence sufficient to prove all elements of a prosecution is the standard required prior to issue of a prohibition order. Breach of a prohibition order is an offence and will usually result in further enforcement action, such as prosecution.

A prohibition order will remain in place until a certificate of clearance is issued following a written request for inspection from the food business. A certificate of clearance shall be signed by the Team Leader Environmental Health or the Manager Community Wellbeing. The City may refuse to issue a certificate of clearance. This refusal can be appealed to the SAT.

The proprietor of the food business whose premises (other than a vehicle) are affected by a prohibition order may at any time after the order has been served make a written request to the City to cause the premises to be inspected by an authorised officer. The proprietor of the food business whose vehicle or equipment is affected by a prohibition order may at any time after the order has been served make a written request to the City to cause the vehicle or equipment to be inspected by an authorised officer:

- at the place where it was originally inspected; or
- if it is not convenient for it to be inspected at that place, at some other place that the City has agreed to.

If a request for inspection is made under this section and the premises, vehicle or equipment concerned, through no fault of the proprietor of the food business, are not inspected by an authorised officer within **48 hours** after the request is received by the City, a certificate of clearance is taken to have been given to the proprietor of the food business.

A certificate of clearance must be given if, after an inspection by an authorised officer there is no longer found to be a serious danger to public health, and any improvement notices served on the person whom the prohibition order was served have been complied with. The City may refuse to issue a certificate of clearance. Written notification must be given to the proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection has occurred.

Refer templates in Appendices 5, 6 and 7.

6. Legal Action through the Courts

Prosecution will normally be reserved for the more serious breaches or matters where less severe enforcement action has not changed the noncompliant behaviour.

Evidence supporting prosecution should be objective and as comprehensive as possible. Briefs of evidence for the commencement of proceedings may include the following:

- Physical evidence (seized material).
- Photographs or video recordings of evidence.
- Video or sound recordings of conversations and interviews with alleged offenders.

- Records of interviews signed by all parties.

Full documentation of the chain of evidence and secure storage of all exhibits submitted as evidence should further form part of the brief of evidence.

Submissions to a Court on penalty should include details about the risk to public health and take into account the economic benefit gained by the food business in not complying with the legislation.

Proceedings must be commenced within twelve (12) months after the date of the alleged offence and, for food samples, within six (6) months after the date on which the sample was obtained.

7. Corrective Advertising

Requests may be made for court orders for corrective advertising should a person found guilty of an offence where there is potential ongoing risk to public health, or where it has been proven that a food has been promoted through advertising in an inappropriate or intentionally misleading way eg deliberately incorrect country of origin labelling.

8. Injunctions or Injunctive Relief

It is possible for enforcement agencies to seek an injunction or injunctive relief to prevent continuing activity that does not comply with the food legislation. Consideration should however be given to the potential for compensation following failure of any subsequent related prosecution.

9. Publication of the Names of Offenders

Section 121(2) of the Act places an obligation on the City to forward the details of any proceedings for an offence under the Act taken by an Authorised Officer within one month after the proceedings have been finally dealt with.

In the event that any proceedings lead to a conviction, the City must notify the CEO of the Department of Health (DoH) within **fourteen (14) days** from the date of the final order of the conviction. The 'Notification of Conviction' form is to be used for this purpose and can be found at <http://www.public.health.wa.gov.au>. This form is designed to be completed electronically and must be emailed to the Food Unit of the DoH at foodunit@health.wa.gov.au within the 14 day time period.

10. Action against Registration

In WA, food legislation requires food businesses to be registered. Operation of a food business without current registration issued by the enforcement agency is an offence.

A food business that fails to comply with regulatory requirements is subject to enforcement action. Registration can be cancelled under the following circumstances only:

- as a result of any annual or other fee not being paid by the date prescribed by the enforcement agency; or
- as a result of the food business ceasing to be conducted; or
- as the request of the holder of the certificate of food business registration.

Registration is a once-off activity and cannot be used as an enforcement option by enforcement agencies for non-compliance with food safety requirements.

POWERS OF ENTRY, INSPECTION AND SEIZURE

1. Entry and inspection

Under Part 5 Division 1 of the Food Act, an authorised officer has wide powers to enter and inspect a food transport vehicle or premises at a reasonable time where the officer believes that it is being used in connection with the handling of any food intended for sale, or for sale, in order to make any investigations and inquiries that may be necessary to ascertain whether an offence under the Food Act has been or is being committed; Section 38 of the Food Act sets out the extent of those powers.

An authorised officer may, however, only enter and inspect that part of the premises being used solely for residential purposes with the occupier's consent, or where a search warrant has been issued under Section 42 of the Food Act, or where that part of the premises is being used for the preparation or service of meals provided with paid accommodation.

2. Seizure

The severity of seizure as an evidence gathering measure can vary considerably, dependent upon not only the value of the food, equipment or materials seized, but the subsequent impact of the loss of the food, equipment or materials on the conduct of the business.

Authorised officers have seizure powers under the Act to seize food, vehicles, equipment, packages and labelling, advertising materials or any other thing that the authorised officer reasonably believes is evidence that a provision of the Act, Regulations or Code has been contravened.

The impact of a seizure should be considered in the application of any other enforcement action. The authorised officer shall document how they reached their decision and collect evidence as detailed in Figure 2.

[NB: the Act provides for compensation to be paid if there were no grounds for the making of the seizure. In circumstances where an enforcement agency reviews a seizure action and it becomes evident that there has been no contravention of the Act, Regulations or Code in relation to items which have been seized they should be returned as soon as possible to the person from whom the items were seized]

The authorised officer shall provide written notification to the person from whom the item/s was seized of the following information:

- description of the item/s seized;
- reason for the seizure;
- explanation of rights of appeal;
- address of the place where the item/s are being held, if removed from the premises where they were seized; and
- the name of the enforcement agency ie City of Bunbury

Seized goods forfeited to the City shall be destroyed or disposed of in a manner that ensures there can be no allegation of improper conduct or corruption, and does not pose a risk to public health and safety (eg does not re-enter the food chain). Records should be kept of how, when and where seized goods are disposed. Disposals of seized goods shall be witnessed by at least two authorised officers.

Refer seizure notice template in Appendix 8.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Food Act 2008*
- *Food Regulations 2009*
- *Food Standards Code*

INDUSTRY

- Department of Health WA Compliance and Enforcement Guideline
- Australia and New Zealand Food Regulation Enforcement Guideline

ORGANISATIONAL

- [Appendix 1 Letter of Non-compliance](#)
- [Appendix 2 Improvement Notice](#)
- Appendix 3 Hard copy Infringement Notice
- [Appendix 4 Withdrawal of Infringement Notice](#)
- [Appendix 5 Letter with Prohibition Order](#)
- [Appendix 6 Certificate of Clearance](#)
- [Appendix 7 Notification to not issue certificate of clearance](#)
- [Appendix 8 Seizure Notice](#)

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Community Wellbeing		
Reviewer:	Manager Community Wellbeing	Decision Maker:	Council		
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Adoption Details	Res278/12 25 September 2012	Review Frequency:	biennial	Next Due:	2021
Review Version	Decision Reference:	Synopsis:			
DOC/455720[v3]	Council Decision 168/22 16 August 2022	Policy reviewed and updated with amendments to position titles and delegations, and clarifications.			
DOC/455720[v2]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised Policy Framework.			
DOC/455720[v1]		Converted from Mydocs to CM9			
CP-026036	Res 132/19 28 May 2019	Reviewed with no changes			
CP-026036	Res 104/17 21 March 2017	Reviewed with no changes			
CP-026036	Res 82/15 17 March 2015	Reviewed			
Date Printed	19 August 2024				

Figure 1 Graduated and Proportionate Use of Enforcement Options

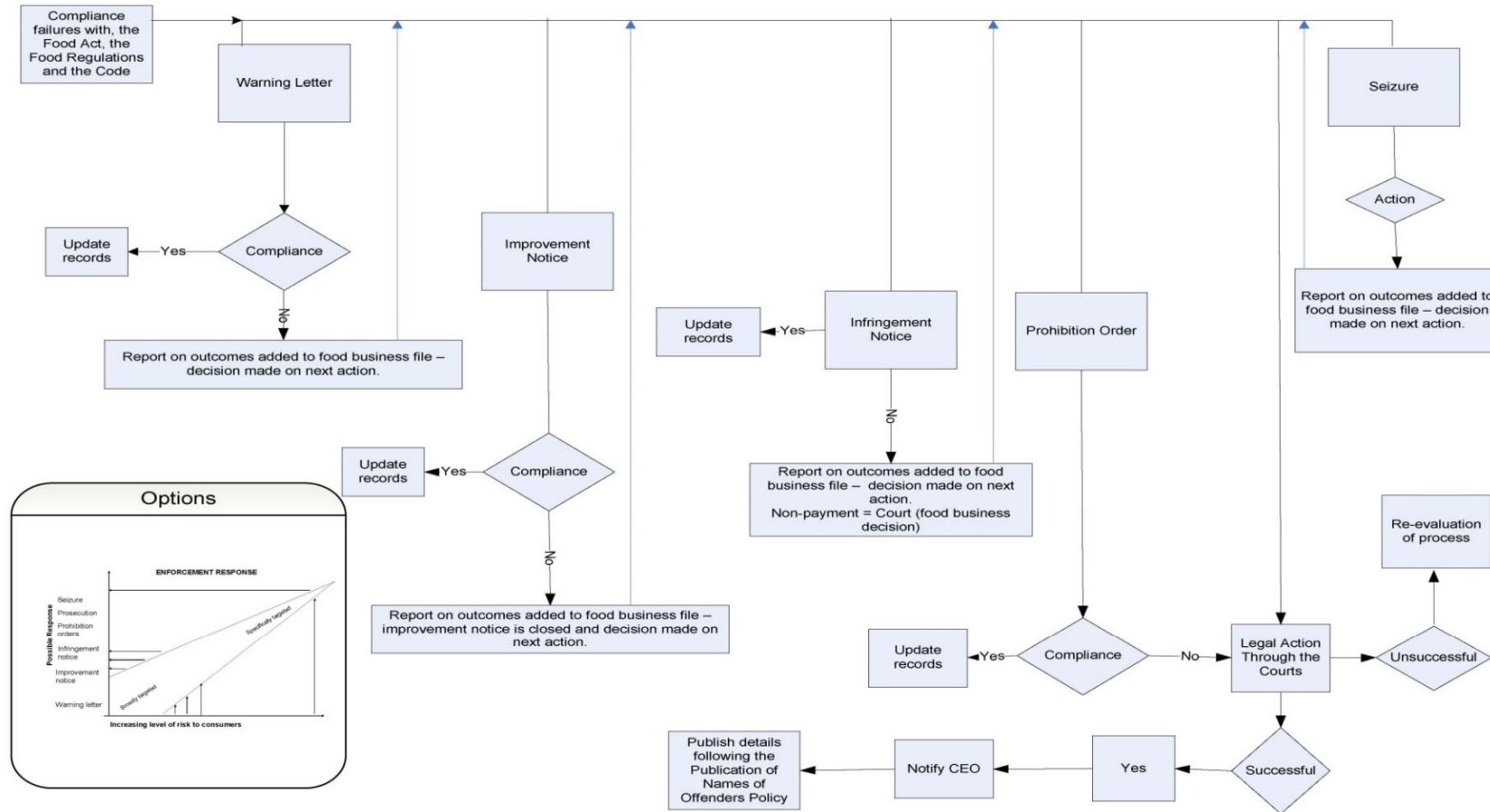
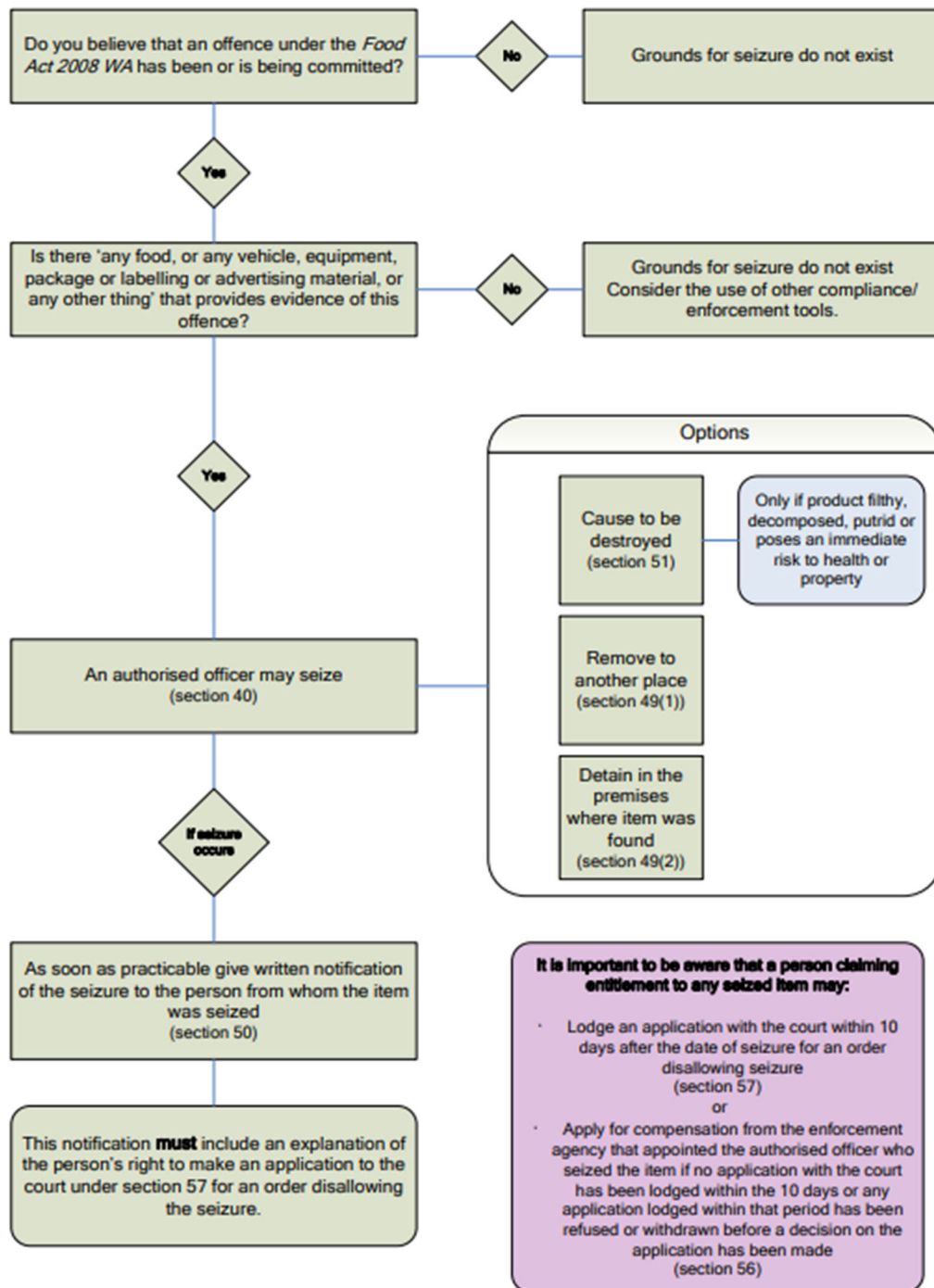


Figure 2 - Seizure process



APPENDIX 1

Our Ref:

Your Ref:

Enquiries: ☎ (08) 9792 7

E-Mail: {email name}@bunbury.wa.gov.au

{ Click on here and type Date - Date Month Year }

{ Click on here and type Address }

Dear

RE: (PREMISES NAME), (PREMISES ADDRESS) – NON-COMPLIANCE WITH FOOD LEGISLATION

An assessment of the above mentioned premises was conducted on **(DATE)** by City Authorised Officer, **(NAME)**. At this time, the following items were observed as requiring attention in order for the food business to comply with the *Food Act 2008*, the *Food Regulations 2009* and the *Australia New Zealand Food Standards Code*:

Exact nature of breach, specific clause breached, required remedial action in terms of desired outcome (timeframe for compliance).

These works shall be completed within the timeframes specified in brackets. Should the works not be completed within the allocated timeframes, further action will be taken in the form of an improvement notice and/or infringement notice in accordance with the *Food Act 2008*. A reassessment of the premises will be conducted of the food business to ascertain compliance.

Please note, offences under the aforementioned legislation incur maximum penalties ranging from \$5,000 to \$100,000 for an individual and from \$5,000 to \$500,000 for a body corporate.


Should you have any queries regarding this matter or extenuating circumstances that you are not able to complete the works within the required timeframe, please contact **(NAME)** on **(PHONE NO)**.

Yours faithfully

{Click on here and type Name }

{CLICK ON HERE AND TYPE POSITION }

APPENDIX 2

 <p>CITY OF BUNBURY</p>	<p>IMPROVEMENT NOTICE <i>Food Act 2008 Part 6 Division 1</i></p>
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Issued to:

Name of Proprietor:

Name of Food Business:

Address of Premises:

State:

Post Code:

Take notice that an assessment of the above mentioned premises by City of Bunbury’s Authorised Officer **(insert name)** on the **(insert date)** revealed that, in accordance with Part 6 Division 1 Section 62 of the *Food Act 2008*, there are reasonable grounds to serve an Improvement Notice under Section 63. These grounds are detailed within the following table:

Item	Issue(s) of non-compliance to be rectified:	Action to be completed (date):	Compliance observed	
			Y/N	Date
Number of additional pages attached:				
Notice served:		Date:	Time:	

Take further notice that the above matters must be rectified within the time specified and non-compliance with this notice may result in issue of a Prohibition Order under section 65 of the *Food Act 2008* which may prohibit the handling or conveyance of food or the use of specified equipment or other actions within the food business premises.

Signature: _____

APPENDIX 3

Refer hard copy Infringement Notice

APPENDIX 4

 CITY OF BUNBURY WITHDRAWAL OF INFRINGEMENT NOTICE <i>Food Act 2008</i> Section 126(7) and <i>Food Regulations 2009</i> Regulation 54(2)		Notice No.
Alleged Offender	Family name or body corporate name and ACN:	
	Other names:	
	Address:	No. Street Name:
		Postcode:
Infringement notice	Infringement Notice No.:	
	Date of issue:	
Alleged offence <i>[*delete whichever is not applicable]</i>	Description of offence:	
	<i>*Food Act 2008 Section</i> _____ <i>*Food Regulations 2009 Regulation</i> _____	
Designated officer withdrawing notice	Name:	
	Title:	
	City of Bunbury	
	Signature:	
	Date of notice:	
Withdrawal of infringement notice <i>[*delete whichever is not applicable]</i>	The above infringement notice issued against you has been withdrawn. If you have already paid the modified penalty for the alleged offence you are entitled to a refund. *Your refund is enclosed.	
	<i>or</i> *If you have paid the modified penalty, but a refund is not enclosed, to claim your refund sign this notice and post it to: City of Bunbury PO Box 21 BUNBURY WA 6231 Signature:	

APPENDIX 5

Our Ref:

Enquiries: ☎ (08) 9792 7

<Proprietor name>

<Food business name>

<Proprietor address>

<Suburb> <State> <Postcode>

To <Proprietor name>,

FOOD ACT 2008

PROHIBITION ORDER UNDER SECTION 65

WHEREAS:

1. You are the registered proprietor of a food business trading as <name of food business> located at <address of food premises>; and
2. The City of Bunbury is satisfied from an assessment of the above mentioned premises on the <date> that reasonable grounds (refer to attached schedule for details) exist in accordance with section 65 (1) for the service of a prohibition notice.

TAKE NOTICE THEREFORE that pursuant to section 65 of the *Food Act 2008*, the City of Bunbury orders that –

Provide details of prohibition; for example –

- *no food intended for sale is to be handled on specified premises or a specified part of specified premises;*
- *no food intended for sale is to be conveyed in a specified vehicle;*
- *specified equipment is not to be used in connection with food intended for sale;*
- *no food intended for sale is to be handled by a food business in a specified way or for a specified purpose; or*
- *no other specified activities in relation to food intended for sale are to be carried out on specified premises or a specified part of specified premises.*

This prohibition will remain in force until a certificate of clearance has been issued to you by the City of Bunbury.

FURTHER TAKE NOTICE that failure to comply with this order may result in:

- the issue of an infringement notice under the *Food Regulations 2009* which carries penalties of \$500 for an individual or \$1,000 in the case of a body corporate; or
- legal action through the Courts for contravention of section 68 of the *Food Act 2008* which carries maximum penalties of \$50,000 for an individual or \$250,000 for a body corporate.

Signed:

Name: <insert full name of authorised delegate>

Title: TEAM LEADER ENVIRONMENTAL HEALTH/MANAGER COMMUNITY WELLBEING

DATE:

CERTIFICATE OF CLEARANCE – SECTION 66

This prohibition remains in force until a certificate of clearance has been provided by the City of Bunbury.

In order to obtain a certificate of clearance you may request an authorised officer to reinspect the premises affected by this prohibition order at any time after the order has been served. A certificate of clearance will only be issued if the inspection reveals that the premises are (a) not a serious danger to public health and (b) the person on whom the prohibition order was served has complied with the prohibition order and any improvement notices served on the person.

In accordance with section 67 the request for re-inspection must be in writing and is to be forwarded to:

CITY OF BUNBURY
MANAGER COMMUNITY WELLBEING
PO BOX 21
BUNBURY WA 6231
FAX: 08 9792 7184

or presented in person during office hours (Monday to Friday 8.30am to 5.00pm) to:

CITY OF BUNBURY ADMINISTRATION OFFICE
4 STEPHEN STREET, BUNBURY WA

GROUNDS FOR ISSUING PROHIBITION ORDER

<insert grounds here>

APPENDIX 6

Our Ref:

Enquiries: ☎ (08) 9792 7

<Proprietor name>

<Food business name>

<Proprietor address>

<Suburb> <State> <Postcode>

FOOD ACT 2008

CERTIFICATE OF CLEARANCE UNDER SECTION 66

Following an assessment of the food business registered to:

[name of proprietor]

located at:

[address of food business]

by the City of Bunbury's authorised officer:

[name of officer]

on the:

[date of assessment]

the City of Bunbury is satisfied that:

[provide details of the premises/part of the premises, vehicle or equipment/the handling of food by the food business in a specified way or for the specified purpose or the carrying out of the specified activities]

are not/is not [delete appropriate] a serious danger to public health; and the person on whom the prohibition order dated:

[date of prohibition order]

was served has complied with the prohibition order and improvement notices dated:

[date of improvement notices if applicable]

served on the person.

Signed:

[name of authorised delegate]

**TEAM LEADER ENVIRONMENTAL HEALTH/MANAGER COMMUNITY WELLBEING
CITY OF BUNBURY**

DATE: [insert date]

APPENDIX 7

Our Ref:

Your Ref:

Enquiries: ☎ (08) 9792 7

E-Mail: {email name}@bunbury.wa.gov.au

{ Click on here and type Date - Date Month Year }

{ Click on here and type Address }

Dear

RE: (PREMISES NAME), (PREMISES ADDRESS) – NOTIFICATION TO NOT ISSUE CERTIFICATE OF CLEARANCE

An assessment of your food business by City Authorised Officer, (NAME), on (DATE) was conducted in response to your written request, following the issue of a prohibition order under the *Food Act 2008* on (DATE).

In accordance with Section 67 of the *Food Act 2008*, a Certificate of Clearance will not be issued in relation to the abovementioned prohibition order as the assessment revealed that <insert information> is/are a serious danger to public health and the prohibition order and improvement notices have not been complied with.

As such, the prohibition order remains in place and shall be complied with until a Certificate of Clearance is issued.

Failure to comply with a prohibition order incurs a maximum penalty of \$50,000 for an individual and \$250,000 for a body corporate.

You may apply to the State Administrative Tribunal for a review of a decision of the City to refuse to give a certificate of clearance within 28 days after the day on which notification of the decision was received.

Please contact me on (PHONE NO.) should you have any queries.

Yours faithfully

{Click on here and type Name }

TEAM LEADER ENVIRONMENTAL HEALTH/MANAGER COMMUNITY WELLBEING

APPENDIX 8

 CITY OF BUNBURY SEIZURE NOTICE <i>Food Act 2008 Section 50</i>		Notice No.
Alleged Offender	Family name or body corporate name and ACN:	
	Other names:	
	Address:	No. Street Name:
		Postcode:
Seizure notice	Seizure Notice No:	
	Date of issue:	
Alleged offence [*delete whichever is not applicable]	Description of offence:	
	*Food Act 2008 Section _____ *Food Regulations 2009 Regulation _____	
Description of items seized		
Location where seized items are being held		
Designated officer issuing notice	Name:	
	Title:	
	City of Bunbury	
	Signature:	
	Date of notice:	
Right of appeal	In accordance with Section 57 of the <i>Food Act 2008</i> , a person claiming to be entitled to any item seized under the Act may, <u>within ten (10) days after the date on which the seizure took place</u> , lodge an application with the court for an order disallowing the seizure. The application to the court cannot be heard unless the applicant has served a copy of the application on the City of Bunbury.	

10.1.4 Review of Council Policy: Tree Management

File Ref:	COB/306; COB/802; COB/6306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Kale Faulkner, Coordinator Parks and Reserves
Responsible Manager:	Tristan Davenport, Acting Manager Infrastructure Services
Executive:	Aileen Clemens, Acting Director Infrastructure
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.4-A Tree Management Council Policy

Summary

This report is presented to Council by the Policy Review and Development Committee to facilitate a review of the Council’s current Tree Management Policy.

Committee & Executive Recommendation

That Council endorse the revised Council Policy: Tree Management as presented at appendix 10.1.4-A.

Voting Requirement: Simple Majority

Strategic Relevance

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 10.1.1	Beautifying Streetscapes

Regional Impact Statement

Nil

Background

This policy was last reviewed in July 2021 and was presented to Council as part of a biennial policy review process.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Nil

Officer Comments

Officers have reviewed the current policy and suggested changes to be in line with the WALGA Street trees guidance report and City of Melville’s Tree Policy as recommended in the WALGA document.

A copy of the revised policy with tracked changes is attached at appendix 10.1.4-A

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

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

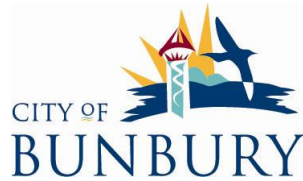
Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Following Council endorsement, any revisions will become effective immediately.

DRAFT
For review at the Council
Briefing Session
17 September 2024



TREE MANAGEMENT COUNCIL POLICY

POLICY STATEMENT

This [Policy provides guidance and direction in the management of all Council owned trees.](#)

POLICY SCOPE

[This policy sets out the processes and conditions by which Council owned trees are managed in the City of Bunbury. This policy applies to all trees located on land vested in the City of Bunbury, and all trees on land managed by the City of Bunbury.](#) ~~This Policy will:~~

- ~~• provide guidance in relation to the management of the City's tree assets;~~
- ~~• increase and retain the City's tree canopy cover;~~
- ~~• protect and increase the long term viability of City trees on verges, reserves, public open spaces, and including those adjacent to development sites;~~
- ~~• provide safe amenity to pedestrians, road traffic and property;~~
- ~~• improve the cooling of the City in summer and help reduce the Urban heat Island Effect;~~
- ~~• enhance the amenity of trees and reserves through the planting of new trees; and~~
- ~~• define the circumstances under which the City's trees may be removed or pruned.~~

POLICY DETAILS

[The City is responsible for managing and removing all Council owned trees.](#)

[The City recognises and values the significance of trees within the urban setting for the many social, environmental, cultural, aesthetic, and economic benefits they provide. Trees contribute to the wellbeing of the community and to the natural environment. The City is committed to protecting, maintaining, and enhancing its tree population, in line with the objectives and actions in the City of Bunbury Greening Plan.](#)

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~~1. Council may consider the removal of trees for the following reasons:~~

- ~~• The tree is dead;~~
- ~~• The tree is dying from disease that cannot be successfully treated unless it is defined that they must remain in the landscape for habitat provision or other purposes;~~
- ~~• The tree is structurally weak or dangerous and places public at unacceptable risk;~~
- ~~• The tree affects sight distance as per Austroads Guide to Road Design: Part4A;~~
- ~~• The tree interferes with essential services i.e. Western Power, AlintaGas, Aqwest, Water Corporation, MainRoads;~~
- ~~• The tree is causing or likely to cause significant damage to property or infrastructure i.e. road surfaces, walls, fences, buildings, footpaths, kerbing and drainage.~~
- ~~• Where development approval has been granted. The applicant will be required to pay removal costs and the amenity value of the tree, calculated in accordance with the City's Amenity Formula, and reinstatement costs of replacement tree prior to removal.~~

~~Note: In the case of clauses 1.3, 1.4, 1.5 and 1.6 removal will only be considered after alternatives have been identified and evaluated by an appropriately trained City officer or qualified arborist e.g. root barriers, redesign of structure, crown pruning, root pruning, tree relocation.~~

~~2. Requests for the removal of trees will not be considered for the following circumstances:~~

- ~~• When the removal is requested to improve or create views;~~
- ~~• Where a tree is considered to have some significant value i.e. an historic tree, conservation value and is habitat for native and threatened species; a rare species or form of species;~~
- ~~• Where proposed development can be altered to avoid conflict with existing trees;~~

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- ~~Due to the creation of natural litter e.g. leaves, twigs, flowers, sap, fruit;~~
 - ~~Due to unwanted shading of lawns, gardens or infrastructure;~~
 - ~~Due to unjustified property damage claims;~~
 - ~~Due to causing minor allergenic or irritant responses.~~
3. ~~Requests for tree removal from the public will only be considered when a request has been submitted and in accordance with the Council Policy Tree Management~~

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PROCEDURE

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1. Tree Maintenance Requests, Tree Pruning and Tree Removal

1.1 General

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All tree works are to be undertaken by qualified City of Bunbury staff members or by contracted arborists appointed by the City. All works are to comply with AS4373 (2007) – Pruning of Amenity Trees.

Annually, the City's contracted arborists undertake a ground up visual inspection on each Council owned street tree. Reserve trees are inspected on an individual basis when a hazard has been reported by a resident or staff member.

Pruning of trees located beneath overhead power lines is undertaken to comply with Western Power exclusions zones around the aerial lines. The City often undertakes this pruning; however Western Power has authority to prune Council owned trees without consulting the City.

Residents are not permitted to prune or remove a Council owned tree, under Section 5 and Part 8 of the City of Bunbury Public Property Local Law and the Local Government Act, 1995. The City can issue infringement notices and/or prosecute residents found in breach of this law and/or regulation. Residents who breach this law and/or regulation, may be responsible for the replacement and establishment costs of a reinstatement tree.

1.2 Tree Maintenance Requests - General

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A tree maintenance application for Council owned trees can be submitted by residents. The City will respond to all requests for tree maintenance. The following points will not be considered as justifiable reasons to prune or remove a City owned tree.

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Tree removal or pruning will **not be considered** when:

- The tree obstructs views partially or entirely.
- Proposed verge developments such as non-essential crossovers or new hardstand areas can be designed to avoid conflict with existing trees.

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- [The tree produces natural litter e.g. leaves, twigs, flowers, sap, fruit.](#)
- [The tree overshadows private gardens or infrastructure.](#)
- [Damage to property claims based on Council owned tree are unjustified.](#)
- [The tree is perceived to aggravate minor allergenic or irritant responses.](#)
- [The tree is disliked and is considered inappropriate for the site by residents.](#)
- [There is a perceived risk of damage to property or person, including perceived fire risk by the resident.](#)
- [The tree is overhanging a property boundary.](#)

[Pruning or removal will not be considered where a Council owned tree has value as determined by Council staff. Values include:](#)

- [Conservation value.](#)
- [Habitat provision for native and threatened species.](#)
- [Cultural value and significance.](#)
- [Is a rare species or form of species.](#)

1.3 Tree Pruning

[Pruning is generally undertaken by the City to remove structural hazards or to extend the useful life expectancy of a Council owned tree.](#)

[A tree pruning request for a Council owned tree can be submitted by residents. The City will consider pruning of Council owned trees, after an assessment by a contracted arborist or qualified staff member. Pruning can take place to:](#)

- [Reduce the proven risk of harm to persons or property.](#)
- [Ensure safe and clear traffic and pedestrian access on footpaths, roads, and crossovers.](#)
- [Manage the health and well-being of the tree if the tree is dead or in irreversible decline.](#)
- [Manage the form of the tree.](#)
- [Mitigate contact between trees and built infrastructure.](#)
- [Maintain views from public lookouts.](#)
- [Protect public art and signage.](#)

1.4 Tree Removal

[A tree removal request application can be submitted by residents. The City will consider the application after an assessment by a contracted arborist or qualified staff member. Each tree removed by the City will be replaced by a minimum of one tree at the subsequent planting season, at the City's discretion. See section 2.2 below.](#)

[Council will consider the removal of Council owned trees if the tree is:](#)

- [Dead or in irreversible decline.](#)
- [Significantly damaged and beyond remediation.](#)

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- Inappropriate for the site considering section 2.3.
- An unauthorised planting.
- Dying from disease that cannot be successfully treated unless deemed it must remain in the landscape for habitat provision or other purposes, if safe.
- The tree is structurally weak or dangerous and places public at unacceptable risk.
- Impacting sight distance as per Austroads Guide to Road Design: Part4A.
- Interferes with essential services i.e. Western Power, AlintaGas, Aqwest, Water Corporation, MainRoads.
- Determined to be structurally unsound by a contracted arborist or a qualified member of staff.
- Not in keeping with streetscape aesthetics as determined by the City.
- Causing or likely to cause significant damage to property or infrastructure i.e. road surfaces, walls, fences, buildings, footpaths, kerbing and drainage, as determined by the City.
- Damaged by any development, or where retention or relocation is not a viable option. See section 4.
- Where development approval has been granted. The applicant will be required to pay for removal costs, the loss of amenity value resulting from the trees removal, and or the reinstatement costs, prior to removal. See section 4.

Planting, pruning and removal of City trees is the responsibility of the City of Bunbury, the City bares this responsibility for various reasons. Trees are an important social (environmental and aesthetic) utility.

The City spends considerable funds on its annual maintenance program and utilises qualified arborists. The City has a duty to exercise reasonable care in the management of vegetation for which it is responsible, including verge trees, to avoid creating a hazard or allowing one to manifest.

The City does not support residents pruning trees due to risk of injury to oneself and other residents, but also injury and spread of diseases to the tree and poor practice that could lead to weakening of the tree.

The City has 16,477 rateable/non rateable land assessments and 14,575 street tree assets captured (Feb 2016). Residents are not permitted to plant, prune or remove City trees.

The City of Bunbury actively manages its tree assets to ensure the City's residents receive all the economic, environmental, and social and health benefits that trees afford our community. These include:

- Reducing air pollution and airborne particulates
- Storing and sequestering of carbon from the atmosphere
- Reducing heat from built environment
- Creating microclimates that reduce the effects of summer heat, reflection and glare, ultra-violet radiation, wind and evaporation.

- Helping to control erosion, dust, atmospheric pollution, smoke from fires, noise, and fire risks.
- Reducing energy costs due to shading in summer decreasing the need for air conditioning
- Providing habitat for native fauna
- Providing a sense of place and creation of local identity and character
- Increasing property values
- Architectural abilities for delineating space, screening, linking and providing privacy.
- Potential to contribute towards traffic calming
- Aesthetic qualities in terms of form, texture, colour, seasonal change, movement, sound and perfume.
- Heritage value, through recognition of historic, cultural and local significance
- Defining areas

2 Tree Planting

2.

2.1 Winter Street Tree Programme

The City will undertake is responsible for the planting of trees on land vested in the City and Cityon City-managed land under its annual tree planting program. This program includes new tree planting in areas such as parks, road verges, medians, roundabouts, reserves and natural areas on Council owned land. Residents are also able to can order a verge tree for planting in front of their property. The City will determine the species and select the location of the tree in consideration of site conditions, infrastructure, utility services, sight lines and other constraints. Generally, one tree will be planted per verge, while properties with large verges with adequate room could receive more than one tree. Property owners will be given the opportunity to discuss can provide input on the species selection and positioning of the tree on the verge. The City will undertake all activities required to establish new trees and provide ongoing maintenance.

The City is responsible for the post planting watering of all newly planted street trees as per watering schedules, until they are deemed by the city to be established. Residents/owners are encouraged to water street trees to assist in the establishment of the street tree.

2.2 New Trees – Where a new tree is proposed for a verge that is not a replacement tree, the City will plant the tree unless requested otherwise by the adjacent property owner. Generally, one tree will be planted per verge abutting private property, while properties with larger or corner frontages may receive more.

Replacement Trees

Where a tree has been removed from residential verges under this policy, –The City will endeavour to plant a new tree for each tree that has been removed from residential verges under this policy replacement tree on the same verge. Where it is not possible to plant a replacement tree on the same verge, the City will plant the new tree in a suitable location as near as possible to the original location.

2.3 Tree planting considerations

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When planting a tree, the City will allocate tree species in consideration of:

- Mature size and form.
- Suitability to the site.
- Existing street tree pattern and structure.
- Range of tolerances and
- Contribution to species diversity.

The City will determine the location of the new tree through consideration of:

- Existing street tree alignment.
- Potential impact on road and pedestrian safety.
- The presence of below and above ground infrastructure.
- Agreed outcomes between the property owner and the City through engagement.

3. Unauthorised Tree Planting

Trees are not permitted to be privately planted on the verge without prior written approval from the City. Where an unauthorised tree planting is identified, the City will determine whether the planting will be retained or removed. Where an unauthorised planting will not be retained, the resident will be given the opportunity to relocate the tree onto their own property prior to removal.

To access removal or retention of unauthorised tree planting, Council will consider if the planting is:

- An appropriate species for location.
- Aligned in relation to other street trees.
- Self – germinated or planted.

4. Trees and Developments

4.1 Tree protection for Building and Development Applications

All developments are to use the Australian Standard 4970-2009 – Protection of trees on development sites as a guide where there is a requirement to protect adjoining verge trees.

4.2 Tree Protection Zone (TPZ) Requirements at Development Sites

For all demolition and construction works the applicant is responsible for the protection of all City owned trees adjacent to the development property by:

- Installing a fence to create a TPZ at the cost of the applicant.
- Fencing must be in line with the Australian Standard 4970 for Protection of Trees on Development Sites.

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- The size of the TPZ will be determined using the tree tec formula http://www.treetec.net.au/TPZ_SRZ_DBH_calculator.php.

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- At minimum, the TPZ will cover two metres by two metres around the tree trunk- any lesser exceptions will be subject to approval by the City.

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- The TPZ should not obstruct roads or footpaths unless approved alternatives are in place.

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4.3 Tree Assessment Process for Building and Development Applications

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All City owned trees adjoining proposed development sites will be formally assessed and documented prior to planning approval.

The assessment will note:

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- The amenity value of each tree as calculated using the City's Amenity valuation method formula:

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Tree value = basic value x tree size x aesthetics x species x special species x form x condition x habitat x significance.

- The existing condition and health of the tree for comparison before and after the development process.
- Any advice notes or conditions included as part of the development approval.

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4.4 Tree Removals for Developments

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The City will not consider removal of a healthy managed Council owned tree for development except when:

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- There is insufficient space to accommodate a compliant crossover.
- The proximity of the works will significantly compromise the tree's amenity, form or longevity as determined by the City.

If the applicant does not agree with any tree assessment and recommendations, with clear and justifiable reason, then section 1.3 of this policy can be applied.

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Permission for the removal of a City tree may be granted by the City staff, under this Policy. If a tree removal is approved, the amenity value of the tree using the above calculation, removal costs and reinstatement costs will be paid by the applicant, prior to removal. All tree removals are to be undertaken by the City's appointed contracted arborist.

The applicant will pay the invoice for the tree removal which includes:

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- Tree removal.
- Stump grinding to 30mm below ground level.
- Traffic management cost as required.
- Costs for loss in amenity value: calculated in accordance with the City's amenity valuation method formula; and or
- Reinstatement Greening Costs: calculated in accordance with the greening required to replace the loss incurred by removal as determined by Council, taking into consideration the location, significance, and the amenity of the tree. This will specify the number of replacement trees to mitigate the loss of removals.

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- Establishment of replacement trees (2 years).

Upon receipt of this payment the City will arrange:

- Tree removal and stump grinding within approximately 10 weeks.
- Tree replacement timing and amount to be arranged.

4.5 Intentional Damage to a Council owned tree

Under Section 5 and Part 8 of the *City of Bunbury Public Property Local Law and the Local Government Act*, it is prohibited for developers to damage Council owned trees.

The City of Bunbury can issue infringement notices or prosecute applicants found in breach of this law and/or regulation. Applicants who breach this law and/or regulation may also be responsible for the planting and establishment costs of a suitable replacement tree.

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Tree planting bolsters ecological linkages in the urban forest. Landscape and Open Space (LOS) undertakes tree planting in winter, subject to funding. Property owners may request that a tree be planted on the verge. The species provided is as selected by the City and in most cases this is determined by the predominant suitable tree species in the existing streetscape.

Any request will be assessed by the City and crossovers, intersections, powerlines, environmental factors and existing street trees are all considered as part of the assessment. The applicant is responsible for watering the tree during its establishment period.

The below table outlines the clearance required between trees and infrastructure:

Planting Locations

Prior to planting, the City may liaise with service providers to ensure below ground assets are not compromised.

Infrastructure	Clearance Required – Metres
Street intersection	10
Traffic signals (from pole)	10
Crossovers	3
Power pole	3
Underground services pits	2 from edge
Storm water inlet	2 from edge
Bus stop	10 – subject to site conditions
Signs – Stop, Give Way & Speed	5 if in front or 2 if behind the sign
Signs – Other	2
Roadside kerbline	1.5

The below table outlines preferred tree spacing and heights in verges

Tree Spacing in Verges

Verge Width Type	Verge Width Metres	Approximate Tree Height Metres	Approximate Tree Spacing Metres
Very Narrow	Up to 2	Small Trees to 5	3-5
Narrow	2-3	Small Trees to 9	5-7
Medium	4-6	Medium Trees to 15	7-10
Wide	7-10	Tall Trees to 22	10-13
Very Wide	Over 10	Very Tall Trees Over 22	13-17

1.5 Street Tree Watering

Street trees installed by the City will receive an initial watering at time of planting and the City encourages property owners to water the street tree during its establishment period

The City is responsible for the post-planting watering of all newly planted street trees as per watering schedules, until they are deemed by the city to be established. Residents/owners are encouraged to water street trees to assist in the establishment of the street tree.

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2. Unauthorised Tree Planting

Trees planted without the City's approval are considered unauthorised plantings and will be considered as one of the following:

- A tree planted of an inappropriate species for location.
- A tree planted out of desired alignment.
- A tree of an undesirable species.
- A tree that has self-germinated.

Where an unauthorised tree planting is identified, the City will determine whether the planting will be retained or removed dependent on its suitability for the location. Where an unauthorised planting will not be retained, the resident will be given the opportunity to relocate the tree onto their own property prior to removal.

Trees are not to be privately planted on the verge without prior written approval from the City.

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3. Pruning of Trees

Pruning is generally only undertaken by the City to remove structural hazards or to extend a tree's useful life expectancy.

Pruning of trees unaffected by powerlines does not normally occur, however pruning may be undertaken in the interests of:

- Public safety;
- Traffic and pedestrian access;
- Removing growth abnormality or disease;
- Maintaining views from public lookouts;
- Protecting public art and signage; and
- Managing the health and well-being of the tree.

The City's qualified arboricultural contractors undertake an annual ground up visual inspection on each street tree in the City. For trees other than street trees, where a hazard has been reported, a visual ground up inspection will be undertaken by arboricultural contractors or an appropriately trained Officer of the City.

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Pruning of trees located near aerial power lines is necessary to prevent trees from growing into the Western Power exclusions zones around the aerial lines. The City undertakes these works to comply with Western Power statutory requirements, although, Western Power has authority to prune without consulting the City.

Any tree works are to comply with AS4373 (2007) — Pruning of Amenity Trees and should be undertaken by suitably qualified/trained City of Bunbury staff members or by suitably qualified/trained arborists as appointed by the City.

The following reasons will not warrant consideration for pruning:

- Too tall or wide;
- Ugly;
- Perceived fire risk;
- Due to leaf litter, bark, twigs, flowers, sap, fruit;
- Tree shades lawns, gardens, houses, pools, solar panels etc.;
- Overhanging property boundary;
- A perceived and unwarranted danger that the tree or a limb may fail;
- Unsubstantiated damage to infrastructure;
- Perceived risk of damage to property;
- To enhance or clear views, inclusive of advertising signage;
- The tree attracts birdlife or other fauna;
- The tree causes allergies or health problems;
- The tree is dropping litter on footpath;
- The tree shape and structure is not liked;
- For the installation of non essential crossovers or verge paving.

Residents are not permitted to prune city trees

Section 5.2(h) of the *City of Bunbury Local Government and Public Property Local Law* states: "a person must not, without a permit — (h) fell any tree on or across any public place...".

Section 5(1)(a) of the *Local Government (Uniform Local Provisions) Regulations 1996* states: "a person must not, without lawful authority — interfere with the soil of, or anything on, land that is local government property".

Part 8.8 of the *City of Bunbury Local Government and Public Property Local Law* states: "A person shall not on, in or from any local government property, without having first obtained a written approval from the local government to do so — (m) — cut, break, injure, deface, pull up, pick, remove, or destroy any tree, shrub, flower, grass or plant of any kind...".

The City of Bunbury can issue infringement notices or prosecute people found in breach of this law and/or regulation. Parties who breach the regulation and/or this Local Law may also be responsible for the amenity value, replacement and establishment costs of a suitable replacement tree.

4. Significant Trees Register

The City maintains a Significant Tree Register as part of the City of Bunbury Municipal Inventory 2001.

5. Tree Removals

Trees are assessed by suitably qualified City staff, where possible, using the Quantified Tree Risk Assessment method—an internationally accepted approach to tree assessment. QTRA measures the probability of failure against the likelihood of harm based on the Tolerability of Risk framework (HSE 2001).

Council may consider the removal of trees for the following reasons:

- a) The tree is dead;
- b) The tree is dying from disease that cannot be successfully treated unless it is defined that they must remain in the landscape for habitat provision, conservation value or other purposes;
- c) The tree is structurally weak or dangerous and places public at unacceptable risk;
- d) The tree affects sight distance as per Austroads Guide to Road Design: Part 4A;
- e) The tree interferes with essential services i.e. Western Power, AlintaGas, Aqwest, Water Corporation, Main Roads;
- f) The tree is causing or likely to cause significant structural damage to property or infrastructure i.e. road surfaces, walls, fences, buildings, footpaths, kerbing and drainage.
- g) Where development approval has been granted. The applicant is required to pay removal costs, amenity value calculated in accordance with the City's Amenity Formula and reinstatement costs prior to removal.

Note: In the case of clauses d, e, f and g removal will only be considered after alternatives have been identified and evaluated e.g. root barriers, redesign of structure, crown pruning, root pruning, tree relocation.

Trees will not be considered for removal under the following circumstances:

- h) When the removal is requested to improve or create views;
- i) Where a tree is considered to have some significant value i.e. an historic tree, conservation value, a rare species or form of species, and its removal will detract from the aesthetics of the area;
- j) Where proposed development can be altered to avoid conflict with existing trees;
- k) Due to the creation of natural litter e.g. leaves, twigs, flowers, sap, fruit;
- l) Due to unwanted shading of lawns, gardens or infrastructure;
- m) Due to unjustified property damage claims;

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n) Due to causing minor allergenic or irritant responses.

6.1 General tree removal procedure:

The following process will be followed after a tree removal request is submitted:

- 3.1. Acknowledgement sent to the applicant informing receipt of application;
- 3.2. Initial inspection by a qualified City of Bunbury officer or person appointed by the City of Bunbury to undertake the inspection;
- 3.3. Where a tree is removed under the Tree Management Policy a replacement tree shall, wherever possible, be provided in its place or nearby. The replacement tree species is that provided by the City and specified as an appropriate species for the location.

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6. Tree Removal for Development

Where a City tree prevents the impending development of an abutting property, and all possible design solutions have been deemed exhausted by an authorised planning officer, a request for assessment will be forwarded to a LOS Officer. Permission for the removal of a City tree may be granted by the LOS officer under this Policy. If approved, the associated cost of the tree (as calculated using the City's Amenity valuation method) is to be paid to the local government or representative prior to removal by the City's authorised arboricultural contractor.

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Process:

- i. Initial planning application assessed by a planning officer;
- ii. Where the development cannot be altered to accommodate the tree, planning submits an assessment request to LOS officer and the tree is valued.
- iii. LOS Officer advises planning of the valuation and planning process the transaction. LOS notified once payment is received and action removal.

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The costs associated with the removal of a tree include:

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- a) Removal costs: amounting to the fees incurred by the City for assessing and removing the tree;
- b) Amenity value: calculated in accordance with the City's amenity formula; and or
- c) Reinstatement Greening Costs: calculated in accordance with the greening required to replace the loss incurred by removal as determined by Council, taking into consideration the location, significance and the amenity of the tree.

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The VALUATION of a tree is calculated using the City of Bunbury tree valuation formula:

Tree Value= Basic Value x Tree Size x Aesthetics X Locality x Species x Special Species X Form X Condition X Habitat X Significance.

7. — Development

Trees can be killed or damaged by a wide range of construction activities and need to be protected at development sites. All developments, where trees may be affected will need to comply with Australian Standard 4970 2009 — Protection of trees on development sites. Developments will include a suitable advice note and/or condition of approval and bonds may be held.

Tree Protection Zone (TPZ) Requirements at Development Sites

For all demolition and construction works the developer/owner is responsible for the protection of all City trees on City managed land adjacent to the property by adhering to the following:

- A fence must be installed to create a TPZ at the cost of the applicant.
- The type of fencing must be in line with the Australian Standard 4970 for Protection of Trees on Development Sites.
- The size of the TPZ will be determined by the use of the tree tec formula http://www.treetec.net.au/TPZ_SRZ_DBH_calculator.php.
- At minimum, the TPZ will cover two metres by two metres around the tree trunk — any lesser exceptions must first be approved by the City of Bunbury.
- The TPZ should not obstruct roads or footpaths unless approved alternatives are in place

8. — Intentional Damage

Section 5(1)(a) of the *Local Government (Uniform Local Provisions) Regulations 1996* states: "a person must not, without lawful authority — interfere with the soil of, or anything on, land that is local government property".

Part 8.8 of the *City of Bunbury Local Government and Public Property Local Law* states: "A person shall not on, in or from any local government property, without having first obtained a written approval from the local government to do so —
(m) — cut, break, injure, deface, pull up, pick, remove, or destroy any tree, shrub, flower, grass or plant of any kind..".

The City of Bunbury can issue infringement notices or prosecute people found in breach of this law and/or regulation. Parties who breach the regulation and/or this Local Law may also be responsible for the amenity value, replacement and establishment costs of a suitable replacement tree.

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9. Native Vegetation

Under the *Environmental Protection Act 1986*, which is administered by the Department of Water and Environmental Regulation, a permit may be required to remove or prune native vegetation.

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COMPLIANCE REQUIREMENTS

LEGISLATION

- Local Government Act 1995
- Environmental Protection Act 1986
- Aboriginal Heritage Act 1972

INDUSTRY

- Australian Standards – AS 4373-2007 Pruning of Amenity Trees, AS 4970-2009 Protection of Trees on Development Sites
- Austroads Guide to Road Design: Part4A
- Quantified Tree Risk Assessment Practice Note V5.2.3 (Au) 2017

ORGANISATIONAL

- [City of Bunbury Significant Tree Register](#) (In Development)
- City of Bunbury Local Planning Policies
- [City of Bunbury Local Government and Public Property Local Law](#)
- [City of Bunbury Greening Plan](#)
- [City of Bunbury Sustainability Strategy](#)

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Document Control					
Document Responsibilities:					
Owner:	Director Infrastructure	Owner Business Unit:	Landscape and Open Space Parks and Reserves		
Reviewer:	Manager Landscape and Open Space Infrastructure Maintenance Services	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 386/0421 December 2014 –	Review Frequency:	biennial	Next Due:	2022
Review Version	Decision Reference:	Synopsis:			
DOC/455753[v3]	Council Decision 123/20 23 June 2020	Policy revised with minor amendments			
DOC/455753[v2]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised Policy Framework.			
CP-011265 v2	Res 135/181 May 2018 –	Reviewed with changes			
CP-011265 v1	Res 59/168 March 2016 –	Reviewed with changes			
	Res 80/1517 March 2015 –	Reviewed with changes			
	Res 121/1029 June 2010 –				
	July 2007				
	22 February 2005				
Date Printed	19/08/2024 22/07/2024 28/05/2024 27/05/2024				

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10.1.5 Review of Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy

Fine No.	COB/306
Applicant:	Policy Review and Development Committee
Responsible Officer:	Georgia-Mae O'Brien, A/Manager Community Connection
Responsible Manager:	Georgia-Mae O'Brien, A/Manager Community Connection
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.5-A: Bunbury Museum, Heritage Centre, and Local Studies Policy

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy.

Committee & Executive Recommendation

That Council note the review of existing Council Policy: Bunbury Museum, Heritage Centre, and Local Studies Policy, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in September 2021 and was presented to the Policy Review and Development Committee for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the Policy and suggest that the content is appropriate and does not require amendment.

A copy of the current policy is attached at appendix 10.1.5-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

DRAFT
For review at the Council
Briefing Session
17 September 2024



BUNBURY MUSEUM AND HERITAGE CENTRE AND LOCAL STUDIES COLLECTIONS COUNCIL POLICY

POLICY STATEMENT

This policy guides the development and management of the Bunbury Museum and Heritage Centre and Local Studies collections, including acquisition, deaccession, conservation and loans.

POLICY SCOPE

This policy applies to City of Bunbury employees.

POLICY DETAILS

The Bunbury Museum and Heritage Centre and Local Studies collections are owned and managed by the City of Bunbury, through the Bunbury Museum and Heritage Centre, on behalf of the people of the City of Bunbury.

The Bunbury Museum and Heritage Centre will apply professional museum standards of best practice to develop and manage the collections, as guided by the *National Standards for Australian Museums and Galleries* (Version 1.5, September 2016) and *Spectrum 5.0 Collection Management Standards* (2017).

Acquisitions will be made by purchase, commission, donation, gift, bequest, or transfer. Any deaccession recommendations will be made by the Curator Bunbury Museum and Heritage Centre with approval of the Manager Community Facilities and presented as a report to Council for consideration and endorsement.

Objects will be identified for potential acquisition by the Curator Bunbury Museum and Heritage Centre.

Items identified for potential acquisition fall into two categories:

- Category 1: Minor items with a value up to \$1,000; and
- Category 2: Substantial items with a value of \$1,000 or more.

Category 1 items will be assessed under the criteria detailed within the Policy for relevance to the collections and can be acquired by the Curator Bunbury Museum and Heritage Centre within the adopted budget.

If a category 2 item has been identified as a potential acquisition under the criteria detailed within the Policy, an acquisition proposal form will be completed as soon as possible detailing the rationale for inclusion against the selection criteria within the adopted budget for consideration.

Acquisition of objects for the collections will be enabled through an annual acquisition budget allocation by the City of Bunbury and, where possible, by corporate, private and public sources.

POLICY PROCEDURE

1. The Collections

1.1 Mission

The Bunbury Museum and Heritage Centre seeks to inspire, entertain, and educate visitors and the local community about the social history and cultural heritage of the Bunbury region on Wardandi Noongar Boodja.

The Museum is committed to developing, managing and enriching its unique collections as an accessible and lifelong educational and research resource, for community participation through exhibitions and public programs, to encourage a local sense of belonging and place, and to engage and provoke visitors and residents to consider how aspects of the past relate to their present and future.

1.2 The Collections

The Bunbury Museum and Heritage Centre collection was established in 2013. The collection initially focussed on objects and documents that supported the first planned permanent exhibitions of the museum, which opened in 2016. The museum collection encompasses 'primary' and 'secondary' (or handling) sub-collections, which are comprised of objects and artefacts.

The Local Studies collection was established as a response to the interest in Australia's history at the time of Bicentenary celebrations in 1988, before Bunbury had a city-focused Museum and Heritage Centre. This collection contains paper-based and digital items including archival records, photographs, Council documents, oral history recordings and transcripts, maps, books and other ephemera.

1.3 Scope

This Policy applies to material owned and managed by the City of Bunbury as part of the Bunbury Museum and Heritage Centre Collection and the City of Bunbury Local Studies Collection.

This Policy does not apply to items held in the other City of Bunbury collections such as the City of Bunbury Art Collection and the City of Bunbury Sister Cities Collections.

2. Policy Guidelines

2.1 Acquisition and Collection Development

2.1.1 Acquisition Criteria

A wide variety of material relevant to the key collection themes below, demonstrating change over time, will be collected in order to tell the stories of Bunbury up to the present day. Exploration of these themes may cross current local government boundaries.

Key Collection Themes

The Bunbury Museum and Heritage Centre has developed a primary collection based on the following three (3) key themes, each with sub themes:

Land and Environment

- Environmental context and change;

- Indigenous communities; and
- Explorers, early settlers and land use.

Developing Bunbury

- Agriculture and rural history;
- Growth of Bunbury;
- Local business and industry including the Port, maritime and shipwrecks;
- Secondary industries including, tourism, communications; and
- Governance and Authority.

Community

Domestic life including

- Arts and Culture;
- Schools, education and religion;
- Health and Hospitals;
- Recreation, Sport and Holidays;
- Family Life;
- Retail and Shopping;
- War service;
- Migration;
- Contemporary events and subjects; and
- Significant people, business or social groups.

Additional themes may be developed and prioritised as specific gaps are identified and active collecting strategies will be reviewed regularly.

The Bunbury Museum and Heritage Centre will not seek to collect items that:

- Are well represented in other public collections;
- require storage, display or conservation beyond the City's capacity;
- are duplicates of items already in the collection unless these are suitable for:
 - the 'secondary' or handling collection
 - for spare parts; or
 - are of superior condition and/or historical value and therefore replace the original item.

2.2 Acquisition Guidelines

All collection acquisitions will be subject to a process of due diligence to ensure that material acquired for the collection:

- is consistent with one or more of the key collection themes;
- has clear legal title (proof of ownership and provenance) to enable full transfer of title to the Bunbury Museum and Heritage Centre;
- is able to be appropriately stored and cared for by the City of Bunbury and is available for research and display;
- is in good condition, or is able to be conserved and stabilised;
- is unlikely, in the future, to result in major expense (for conservation, storage, display and security) unless such likelihood is identified and considered in the approval process;

- is unlikely to cause occupational safety and health problems in the course of handling, storage, display and accessibility; and
- complies with the *ICOM Code of Ethics for Museums* (2004) .

Acquisitions will also be assessed according to the following criteria laid out in *Significance 2.0* (2009) before being accepted into the collections;

- Significance;
- Provenance and documentation;
- Rarity or representativeness;
- Condition, and;
- Interpretive capacity.

The Bunbury Museum and Heritage Centre also maintains a ‘secondary’ or handling collection, which contains materials of low significance that still link to the key themes of the collection policy. The items in this collection may be used as educational resources, and for research, outreach, or repair purposes.

The City of Bunbury and Bunbury Museum and Heritage Centre will be mindful of religious and/or cultural sanctions attached to objects and will not acquire or exhibit an object in breach of the *Aboriginal Heritage Act 2006*.

In accordance with *First Peoples A Roadmap for Enhancing Indigenous Engagement in Museums and Galleries* (2018), the City will commit to engaging meaningfully with the appropriate individuals, groups and organisations with regards to Aboriginal cultural material.

All donations will be accompanied by a Deed of Gift, completed and signed by the donor.

All acquisitions will be subject to consistent museum standard registration procedures before they are stored or displayed.

2.3 Acquisition Approval Process and Procedures

Items will be identified for potential acquisition by the Curator Bunbury Museum and Heritage Centre, with advice from other staff of the Museum.

Items identified for potential acquisition fall into two categories:

- Category 1: Minor items with a value up to \$1,000; and
- Category 2: Substantial items with a value of \$1,000 or more.

Category 1 items will be assessed under the criteria detailed in this Policy for relevance to the collections and can be acquired by the Curator Bunbury Museum and Heritage Centre within the adopted budget.

If a Category 2 item has been identified as a potential acquisition under the criteria detailed within the Policy, an acquisition proposal form will be completed as soon as possible detailing the rationale for inclusion against the selection criteria within the adopted budget for consideration.

The proposal form will be forwarded to and discussed with the Department Manager for approval.

2.4 Donations and Bequests

Bequests and donations are encouraged to further enhance the collections but must comply with the acquisition criteria, processes and guidelines detailed in this policy.

All proposed donations and bequests must be examined by the Curator before deciding on acceptance of the item. If physical examination is not possible, photographs accompanied by information on the item may suffice.

The museum will not accept donations with conditions attached such as permanent display, as an entire collection only, or for the donor to recall at will.

Long term loans will not be considered.

2.5 Deductible Gift Recipient (DGR) status from the Australian Tax Office

Bunbury Museum and Heritage Centre will maintain endorsement for Deductible Gift Recipient DGR status with the Australian Tax Office for the Bunbury Museum and Heritage Centre collections to enable donors to obtain a deductible tax incentive.

As a pre-requisite for DGR status the City of Bunbury will establish and maintain a gift fund for any monies or artworks to be accountable and separately identified and be for the sole purpose of the Bunbury Museum and Heritage Centre collections.

Winding up clause: In the unlikely event of the gift fund being wound up, or revoked, any surplus assets of the gift fund remaining after the payment of liabilities attributed to it, shall be transferred to a fund, authority or institution with similar objectives to the Bunbury Museum and Heritage Centre and under the guidance of the Australian Museums and Galleries Association to which income tax deductible gifts can be made.

2.6 De-accessioning and Disposal of Collection Items

De-accessioning should only occur in rare cases, consistent with the role of a public museum collection as a valuable community resource.

A recommendation to deaccession an item must include the item's catalogue information, a statement of justification, proposed method of disposal and, if the item has been lost or stolen the date it was last seen, by whom, and steps taken to locate the item.

Any recommendation to deaccession an item(s) will be presented as a report to Council for consideration and endorsement.

Items may be considered for removal from the collections under the following criteria:

- The item does not meet the acquisition criteria for the collections;
- The item does not have historical merit as determined by appropriate experts;
- The item is in poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation;
- The item is irreparably damaged or destroyed, or is missing or stolen without hope of return;
- The item lacks any supporting information to enable proper identification or to establish its relevance to the collection, or is of insignificant historical or archival value;
- The item poses a hazard to other items in the collections;
- The item is a duplicate or forgery that serves no specific cultural function;
- The item proves to be not authentic;
- A substantiated request for the return of the item to its owner/donor is received; and

- In this instance the donor may be required make restitution of any unreasonable financial loss to the collections.

After deaccessioning the following shall be maintained:

- Record of deaccession against the object in the accession register; and
- A record of all previous documentation, including catalogues, cards, correspondence and research, to be placed in a separate deaccession file housed with the accession and registration records.

2.7 Method of Disposal

Disposal of collection materials will only be considered once they have been formally deaccessioned.

The proceeds of items/objects sold should be used for further acquisitions or maintenance of other items/objects as indicated and placed in the reserve.

Items/objects acquired by donation will be offered in the first instance to the donor or the family of the donor if deceased.

Other than above, disposal shall be carried out in line with the disposal of asset legislation under the *Local Government Act 1995* and the City of Bunbury Disposal of Minor Assets Management Policy.

Disposal will be approached in the following order of priority:

- offered to the donor or the family of the donor if deceased;
- offered to another not-for-profit museum or collecting institution;
- sold as per the City's Disposal of Minor Asset Management Policy and the Local Government Act (1995); and
- thrown away.

City of Bunbury Staff and their families, are prohibited from purchasing or otherwise acquiring de-accessioned items due for disposal (other than auction).

3 Collection Management, Care and Conservation

Collection objects will be exhibited, stored, and otherwise maintained in accordance with the *National Standards for Australian Museums and Galleries* (2016) and shall not be stored in situations where conditions are detrimental to the objects or have the potential to be harmful to the public.

The display of items with cultural and/or religious significance will be in accordance with the *Code of Ethics for Art, History and Science Museums* (1999).

Where items are held or displayed outside of Bunbury Museum and Heritage Centre or Local Studies facilities the ambient environment and the works shall be closely monitored.

Only personnel trained in museum materials handling will handle Collections items.

Professional registration procedures and appropriate records of the collection will be maintained, including cataloguing, documentation, continued research and loans management. All items will be documented in a suitable database system.

A conservation management plan will be established using the expertise of an appropriate conservator(s) and maintained to ensure necessary work is completed in a timely manner. The conservation management plan will be regularly reviewed.

Only appropriately trained and accredited conservators will be contracted to advise or work on the collections.

Collection storage facilities will be climate monitored and maintained at appropriate established industry levels of temperature and humidity.

Storage facilities will be inspected at least once every quarter for security, damp, pests, and any other condition that may pose a risk to the collection items.

A Collection Disaster Management Plan will be prepared, and a fully equipped disaster management kit will be maintained in an appropriate location.

4. Loans

4.1 Rights and Responsibilities

Bunbury Museum and Heritage Centre will consider requests for loans in accordance with this Policy and the Department shall have authority to approve requests which comply with the Policy.

The museum requesting the loan will be responsible for all costs associated with the loan, including all packing, transport and insurance requirements during the term of the loan.

When making any decision on requests for loan of items from the collections, the Curator will take into consideration the physical condition of the item and its ability to withstand the rigours of travel. This consideration must also be made in relation to loans which include touring.

4.2 Parameters

Any requests for loans which are outside the guidelines of this Policy will be referred to the CEO.

4.3 Procedure

Consideration for outgoing loans of items will be undertaken in the context of the development of meaningful reciprocal arrangements that are in the best interests of Council.

Requests will be considered and approved by the Department Manager, subject to an Outward Loan Agreement being signed by the applicant.

Appropriate transport, packing and courier services are to be approved by the Curator and will be detailed in the Loan Agreement.

Prior to an agreement being signed, applicants must provide a satisfactory facilities report detailing the conditions under which the loaned item will be handled and exhibited including environmental control (climate), security and display standards.

Applicants must also provide documentation proving adequate insurance cover for the borrowed item for the loan period including when in transit, during exhibition preparation and display period.

Before a loaned object leaves the City a condition report will be completed by a suitably trained staff member. The borrower(s) will also complete a condition report supplied by the Bunbury Museum and Heritage Centre on arrival and unpacking and immediately before packing and return to Bunbury Museum and Heritage Centre. Copies of these reports will be forwarded to the Bunbury Museum and Heritage Centre as soon as possible.

4.4 Inward Loans

As part of the Bunbury Museum and Heritage Centre exhibition program, the City of Bunbury may enter into arrangements with other institutions and/or individuals to borrow items to complement public exhibitions of the Bunbury Museum and Heritage Centre.

All borrowed items will be covered by an extended insurance through the City of Bunbury.

All lenders will be acknowledged in any public display, marketing and promotions.

A formal loan agreement, including the Terms and Conditions of the loan must be completed by both the Lender and the City of Bunbury. This agreement will record the conditions of the loan and the period of the loan.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Income Tax Assessment Act 1997 Division 376 – Gifts or Contributions*
- *Aboriginal Heritage Act 2006*
- *Copyright Act 1968*
- *Underwater Cultural Heritage Act 2018*

INDUSTRY

- *Australian Government's Cultural Gifts Program Guide (2019)*
- *ICOM Code of Ethics for Museums (2004)*
- *National Standards for Australian Museums and Galleries (Version 1.5, September 2016)*
- *Continuous Cultures, Ongoing Responsibilities: Principles and guidelines for Australian museums working with Aboriginal and Torres Strait Islander cultural heritage (2005)*
- *First Peoples: A Roadmap for Enhancing Indigenous Engagement in Museums and Galleries (2018)*
- *Spectrum 5.0 Collection Management Standards (2017)*
- *Significance 2.0: a guide to assessing the significance of collections (2009)*

ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Director Sustainable Communities	Owner Business Unit:	Community Facilities		
Reviewer:	Curator Bunbury Museum and Heritage Centre	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 52/13 15 March 2013	Review Frequency:	biennial	Next Due:	2023
Review Version	Decision Reference:	Synopsis:			
DOC/424295[v3]	Council Decision 205/21 12 October 2021	Reviewed and amended to establish greater clarity and simplification where possible.			
DOC/424295[v2]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised Policy framework.			
DOC/424295[v1]	Council Decision 207/19 23 July 2019	Reviewed and amended			
CP-037586	Res 437/16 13 December 2016				
	Res 14/15 20 January 2015				
	Res 174/13 11 June 2013				
Date Printed	19 August 2024				

The policy is intended to be inclusive of all members of our community, whilst ensuring it is reflective of those members of our community that had a strong connection to the location or site the memorial is requested for.

Notwithstanding the above, it is also recognised that the installation of memorials within public open space must be managed in a way to maintain local amenity, ensure the safety of residents and minimise maintenance requirements.

Council Policy Compliance

This report is presented to Council to consider a new Council policy.

Legislative Compliance

Local Government Act 1995

Officer Comments

The purpose of the Personal Memorials in Public Spaces policy is to provide residents of Bunbury a clear process on how to request personal memorials in public spaces within the City.

When drafting this policy, several other local government's policies were reviewed to determine efficacy of criteria, process, and costs. There is no universal approach to personal memorial policies, with each local government having different criteria, costs, and processes. The key themes show the importance of allowing community members the opportunity to make an application and provide evidence to support the deceased's connection to the proposed site and their community.

The proposed policy allows the CEO to decide on the outcome of applications but allows for community members to request a review by council should they disagree with outcome. The proposed policy also includes that community consultation may be required depending on the requested site/location of the memorial.

Analysis of Financial and Budget Implications

The proposed policy includes an application fee – this is currently undefined, however in line with other local governments, the proposed fee would be \$150. The cost of the memorial will depend on several factors and will need to be assessed on a case-by-case basis.

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

No applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.

DRAFT
For review at the Council
Briefing Session
17 September 2024



Personal Memorials In Public Place Council Policy

POLICY STATEMENT

The City of Bunbury (the City) acknowledges the use of memorials as a means of assisting people to grieve for loved ones and to honour the past contributions of deceased persons within their local community.

Notwithstanding the above, it is also recognised that the installation of memorials within public open space must be managed in a way to maintain local amenity, ensure the safety of residents and minimise maintenance requirements.

It is the City's position that persons be encouraged to install memorials within designated memorial facilities, such as cemeteries. However, applications for the installation of suitable memorials, plaques, trees and furniture in public parks and reserves within the City may be considered in accordance with the conditions of this Policy.

POLICY SCOPE

This policy is applicable to requests or applications for plaques 'personal memorials' in various formats, to be installed in public open spaces within the City of Bunbury.

This policy does not cover:

- Plaques and memorials on private land
- Roadside memorials
- Public Art
- Signage, display boards, banners – temporary or permanent.
- Naming of places
- Signage associated with Council-developed heritage walks or interpretive projects

POLICY DETAILS

The City of Bunbury provides an opportunity to acknowledge deceased persons that have made a significant social and/or cultural contribution to the City of Bunbury.

Approval must be obtained from the City of Bunbury prior to the installation of any personal memorials. Any existing plaque or memorial cannot be taken as a precedent for future approvals. All applications for memorials will be considered on an individual basis by the City.

No new personal memorials will be considered for persons already memorialised in the City of Bunbury unless there are exceptional circumstances and there is a demonstrated justification and need.

The number of personal memorials within a public open space cannot impact on the primary role of the area or the community's use and enjoyment of the public open space. The City of Bunbury may determine that specific areas are not suitable for the inclusion of additional personal memorials. Such areas will be designated as 'fully allocated'.

Should a proposed site be of substantial community significance, community consultation may be required and will be determined on a case-by-case basis. Applications will be considered within the context of existing asset management plans, potentially allowing applicants to utilise existing assets for the proposed memorial.

A memorial plaque will not be approved where it is for a religious or political affiliation. Approval will not be granted if the City of Bunbury is of the opinion the memorial plaque is considered offensive or has the potential to offend.

The City of Bunbury will not permit the burial or interment of ashes of deceased persons on Council owned or managed land.

i) Eligibility for Personal Memorials

The City will consider on its merits any request for personal memorials to be installed within the City's public open spaces or road reserves. The criteria to be considered shall include: -

- a) A personal memorial shall only commemorate a person who is no longer living and has been deceased for a minimum of twelve (12) months at the date of application.
- b) Personal memorials will not be approved for animals.
- c) The commemorated person must have had a relevant relationship to the proposed site.
- d) Applications for personal memorials shall demonstrate the individual's significant social and or cultural contribution* to the City of Bunbury, and their connection to the proposed site.
- e) All applications made by community members must be supported by a family member of the deceased person and shall include the signature of the spouse, children, or other family representative of the deceased.

**Full eligibility criteria (including examples) are outlined within the application form "Application for Personal Memorial in a Public Space".*

ii) Characteristics of Personal Memorials

- a) Personal memorials shall be functionally and aesthetically appropriate to their purpose and place.
- b) Personal memorials shall provide amenity to the community.
- c) Personal memorials shall be durable items and shall conform to the City's standard specification for that item, if applicable.

iii) Location of Personal Memorials

- a) Applicants may nominate a location for a personal memorial.
- b) Personal memorials will not be installed in Anzac Park.
- c) With the exception of existing trees, applicants may nominate an existing non-commemorative asset as the location for a personal memorial. If the location is approved, and relocation is required, the applicant may be required to pay the costs associated with the relocation of the existing asset and the provision of a new asset at the location.
- d) The City will assess the suitability of a nominated location regarding the purpose of the area, the number and type of existing assets and the impact that the provision of an additional asset will have on the functionality and management of the space.
- e) Where an application is submitted for an area that is designated as 'fully allocated' the City will liaise with the applicant to identify alternative options suitable for the area or alternative locations for the proposed memorial.
- f) The City reserves the right to relocate a personal memorial when the area in which it is placed is to be redeveloped. The relocation of a personal memorial requires the approval of the Chief Executive Officer. The City will attempt to contact the applicant to determine an acceptable alternative location for affected memorials.

iv) Commemorative Plaques

- a) A personal memorial may have a commemorative plaque affixed or located nearby, as appropriate.
- b) The size, material, text, and any other content (illustration, symbol etc.) of a commemorative plaque requires the approval of the Chief Executive Officer. The City will liaise with applicants to determine appropriate content for a plaque.
- c) Applications for personal memorials which do not meet the requirements of the policy may be referred to Council for a decision upon request by the applicant.

v) Duration of Personal Memorials

- a) Personal memorials shall remain as memorials for the useful life of the asset or for a maximum period of 25 years from the date of approval.
- b) At least 3 months prior to the end of the 25-year period or the end of the asset's useful life, the City will attempt to contact the applicant to advise the expiry date of the memorial.
- c) The City will assess whether the asset is still in good condition, suitable to the location and the benefit to the community. If applicable, the item will remain but will no longer be classified as a memorial and any plaques associated with it will be returned to the applicant if possible.
- d) Provided the expired memorial is not in a location which is classified as 'fully allocated', the applicant may apply for an extension. Except for trees, this may require the replacement of the asset. Extensions will be subject to the conditions of the policy current at the time of the new application.
- e) If the expiring memorial is in an area designated as 'fully allocated' an extension will not be granted for an existing memorial. With the exception of trees, if the item or structure is

still appropriate for the area, the location of the expired memorial will be made available to new applicants.

vi) Costs

- a) Applicants will be required to pay an application fee.
- b) If an application is approved, the applicant will be provided with the expected costs associated with the provision of the personal memorial, which will include an allocation toward the cost of the routine maintenance of the item or facility.
- c) For personal memorials approved for an existing asset the applicant will be provided with the breakdown of costs associated with the existing asset or its relocation (if applicable).
- d) The City will be responsible for the supply, installation, maintenance, and repair of memorial items within the lifespan of the memorial.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Land Administration Act 1997*
- *Cemeteries Act 1986*
- *Local Government (Uniform Local Provisions) Regulations 1996 - Regulation 6: Public Places and Local Government Property Local Law 2018*

INDUSTRY

- Policies and Standards for Geographical Naming in Western Australia

ORGANISATIONAL

- City of Bunbury Naming Conventions Council Policy

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Community Connection		
Reviewer:	Manager Community Connection	Decision Maker:	Council		
Document Management:					
Adoption Details		Review Frequency:	biennial	Next Due:	[20##]
Review Version	Decision Reference:	Synopsis:			
	[decision date / TRIM Ref]	[brief description of the adoption / changes approved]			
Date Printed	19-Aug-24				

Personal Memorial Application Form

Application Date									
Applicant Information									
First Name									
Surname									
Email Address									
Phone Number									
Residential Address									
Relationship to Deceased									
<input type="checkbox"/>	Parent	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	Sibling	<input type="checkbox"/>	Child	<input type="checkbox"/>	Other (please complete familial information below)
Family Member Information (if 'other' chosen above)									
First Name									
Surname									
Email Address									
Phone Number									
Residential Address									
Relationship to Deceased									
<input type="checkbox"/>	Parent	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	Sibling	<input type="checkbox"/>	Child	<input type="checkbox"/>	Other:
Information of the person to be memorialised									
First Name									
Surname									
Date of Death									
Plaque Information									

Length (top to bottom) 100mm-150mm	
Width (left to right) 100mm-150mm	
Requested Location	
Relationship to Location	
Details for plaque Name / Date of birth & death / Epitaph	

Eligibility for Personal Memorial in Public Place

The City will consider on its merits any request for personal memorials to be installed within the City's public open spaces or road reserves. The criteria to be considered shall include: -

- Applications for personal memorials shall provide information with relevant supporting evidence about the person to be commemorated that demonstrates the significant social and or cultural contribution to the City of Bunbury, and their connection to the proposed site.

“Significant social and or cultural contribution” may include (but is not limited to):

- Longstanding/significant contribution to:
 - Local sporting clubs;
 - Community organisations;
 - Local cultural or arts organisations;
 - Other City of Bunbury organisations, industries, or businesses.
- Local community leaders.
- An individual who has left a tangible legacy that has resonance with the broader Bunbury community.

Response to Criteria

Signatures

Relative of the Deceased		Date	
Applicant (if different from above)		Date	

DRAFT

10.2 Chief Executive Officer Reports

Nil

DRAFT
For review at the Council
Briefing Session
17 September 2024

10.3 Director Corporate and Community

10.3.1 Council Meeting Schedule for 2025

File Ref:	COB/3667
Applicant/Proponent:	Internal
Responsible Officer:	Liam Murphy, Governance Officer
Responsible Manager:	Greg Golinski, Manger Governance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Nil

Summary

Regulation 12(1) of the *Local Government (Administration) Regulations 1996* requires a local government to each year give public notice of the dates on which Ordinary Council Meetings are to be held for the next 12 months. The purpose of this report is for Council to consider the meeting schedule for 2025.

Executive Recommendation

That Council:

1. Adopt a three-weekly Council Meeting Schedule for 2024, beginning 28 January 2025 and ending 16 December 2025, incorporating a two-week recess period aligning with the Term 2 school holidays, in the following pattern:
Week 1: Agenda Briefing
Week 2: Ordinary Council Meeting
Week 3: No meeting
2. Note that each meeting will take place on a Tuesday in the Council Chambers, 4 Stephen Street Bunbury, commencing at 5.30pm.
3. Request that the Chief Executive Officer undertake all statutory advertising in this regard.

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 currently operates on a three-weekly meeting schedule, incorporating, Council Agenda Briefing Sessions (week 1), Ordinary Meetings (week 2), and Elected Member Strategic Briefings (week 3). Council has historically gone into recess over the Christmas / New Year period, with the last Ordinary Meeting of Council typically being held in mid-December, reconvening in January.

At the Ordinary Council Meeting held on 10 November 2020, Council resolved to move from a fortnightly cycle of meetings to a three-weekly meeting cycle. This decision was made given the decline in items and duration of meetings, and the ability for the third week to be utilised for information strategic meetings between the Council and the Executive.

The 2023 and 2024 schedules, based on a rolling three-weekly cycle, also included a two-week mid-year recess, which aligned with the mid-year school holidays.

Council Policy Compliance

Nil

Legislative Compliance

Regulation 12(1) of the *Local Government (Administration) Regulations 1996* requires local governments to give public notice of the dates on which it intends to hold its Ordinary Council meetings for the ensuing 12 month period.

Officer Comments

Officers are proposing that Council continue the existing three-weekly schedule, incorporating a mid-year recess aligning with the term 2 school holidays (5 July to 20 July 2025). The proposed schedule will provide for a total of 16 Ordinary Council Meetings.

Currently, an informal Strategic Workshop is held in the third week of the three-weekly cycle. It is suggested that a discussion be held with the Council to determine the Strategic Workshop format for 2025. There is no requirement for Strategic Workshop dates to be advertised to the public and they will not be included in the public schedule.

Analysis of Financial and Budget Implications

All advertising costs can be accommodated within the 2024/25 budget.

Community Consultation

Not Applicable

Elected Member/Officer Consultation

Nil

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

All relevant statutory advertising will be made as soon as practicable following Council’s decision in this regard.

DRAFT
For review at the Council
Briefing Session
17 September 2024

10.3.2 Appointment to Morrissey Homestead Board

File Ref:	COB/3667
Applicant/Proponent:	Morrissey Homestead
Responsible Officer:	Liam Murphy, Governance Officer
Responsible Manager:	Greg Golinski, Manger Governance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Nil

Summary

The purpose of this report is to facilitate Council making new appointments to the Morrissey Homestead Board.

Executive Recommendation

That Council nominates Councillor _____ as a member of the Morrissey Homestead Board, and Councillor _____ as a deputy member.

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

The Morrissey Homestead Board is not a committee of Council established pursuant to the provisions of section 5.8 of the *Local Government Act 1995* (the Act), but is an external board of management that are either constitutionally required to have City of Bunbury Councillors as members, or have requested that Council nominate an elected representative to become a member.

At the 7 November 2023 Ordinary Council Meeting, Cr Steele was nominated as member of the Morrissey Homestead Board, and Cr Turner as a deputy member.

Council Policy Compliance

Nil

Legislative Compliance

Nil

Officer Comments

Officers have received correspondence from the Morrissey Homestead Board advising that the current Councillor representative are no longer able to attend meetings due to other commitments, and therefore request new Councillor representatives.

Morrissey Board meetings are held on the third Monday of each month at 12:00pm to 2:00pm.

A review into arrangements for Council committees, working groups, and external advisory groups will be undertaken prior to the 2025 Local Government Election.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not Applicable

Elected Member/Officer Consultation

Nil

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Morrissey Homestead will be made aware of Council’s appointments in this regard immediately following appointment.

DRAFT
For review at the Council
Briefing Session
17 September 2024

10.3.3 Rate Exemption Application – 4 Trusty Street, Withers & 4A Trusty Street, Withers

File Ref:	COB/1130		
Applicant/Proponent:	South West Refuge Inc		
Responsible Officer:	Leonie Barwick, Team Leader Corporate Revenue		
Responsible Manager:	David Ransom, Finance Manager		
Executive:	Karin Strachan, Director Strategy and Organisational Performance		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	
	<input checked="" type="checkbox"/> Legislative		
Attachments:	Nil		

Summary

An application for rate exemption has been received from South West Refuge, trading as Harbour Refuge & Support Services for 4 Trusty Street & 4A Trusty Street, Withers, totalling \$3,365 per annum under Section 6.26 (g) of the *Local Government Act 1995* – land used exclusively for charitable purposes. South West Refuge current have 6 exempt properties within the City of Bunbury.

Executive Recommendation

That Council grants a rate exemption to South West Refuge under Section 6.26 (g) of the Local Government Act 1995 for 4 Trusty Street & 4A Trusty Street, Withers 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 South West Refuge will reduce the City’s rate revenue but will not have a regional impact.

Background

South West Refuge have advised they are a not-for-profit organisation and that the properties are used to provide Safe houses for Women & Children escaping family and/or domestic violence.

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

South West Refuge 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 434 properties that are exempt which is a loss of rate income of \$1,673,854 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 \$3,365 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.

10.3.4 Request for Quotation - Supply & Delivery of Two Side Loader Compactor Waste Trucks

File Ref:	COB/6729
Applicant/Proponent:	Internal
Responsible Officer:	Karen Urkko, Contracts and Procurement Officer Corrie Nottle, Manager Waste Operations & IBS Karen McQueen, Coordinator IBS
Responsible Manager:	David Ransom, Manager Finance
Executive:	Aileen Clemens, Acting Director Infrastructure
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Confidential Appendix 10.3.4-A: Evaluation Report

Summary

The City of Bunbury issued a Request for Quotation COB/6729 via Vendor Panel on the WALGA Panel list (PSP006) Fleet and (PSP006) (NPN04-13) Trucks with a view to engaging a suitably qualified supplier to supply and deliver two side loader compactor waste trucks to replace BY2892A and BY749.

The City received two (2) tender submissions and it is recommended that Council accept the response recommended in the *Confidential Appendix 10.3.4-A Evaluation Report*.

Executive Recommendation

That the Council:

1. Accepts the recommendation as contained in the *Confidential Appendix 10.3.4-A*
2. Authorise the Chief Executive Officer to;
 - a. negotiate and agree minor variations with the recommended respondent; and
 - b. enter into a contract with the recommended respondent
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	Provision
Aspiration	Performance: Leading with purpose and robust governance
Outcome No 13	A Leading Local Government
Objective No 13.3	Effectively manage the City's resources

Regional Impact Statement

Not applicable for this procurement.

Background

Please refer to the attached “commercial in confidence” Evaluation Report for information relating to this tender.

As this tender was advertised on Vendor Panel to the WALGA Prequalified Supplier Panel list (PSP006) Fleet and (PSP006) (NPN04-13) Trucks, public advertisements in newspapers were not required. The tender document was made available via the City’s procurement portal through Vendor Panel.

A total of twelve suppliers viewed the advertisement and at closing two responses were received.

Tenders Received from:
AV TRUCKS SERVICES PTY LTD [ABN 17 009 090 466] (TRADING UNDER IVECO TRUCKS AUSTRALIA PTY LTD [ABN 86 004 065 061]) 485 Great Eastern Highway, REDCLIFFE WA 6104
PENSKE AUSTRALIA PTY LTD, (PERTH) [ABN 47 073 690 990] 22 Stockyards Lane, HAZELMERE WA 6055

The tenders were evaluated using the following criteria:

Qualitative Criteria	Weighting
Alignment to Specification	30%
Lead Time	20%
Price	50%
Total	100%

Council Policy Compliance

Tendering for goods and services is conducted in accordance with:

- Purchasing Council Policy
- Access and Inclusion Policy
- Local Supplier Preference Council Policy
- Statement of Business Ethics

Legislative Compliance

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 1.1.12, the quotation is required to go before the

Council.

The request was conducted in accordance with:

- Local Government (Functions and General) Regulations 1996, r11(2) When tenders have to be publicly invited (exemptions); and
- Local Government Act 1995.

With regard to COB/6729 Supply & Delivery of Two Side Loader Compactor Waste Trucks, 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.

Details of the evaluation and officer comments can be viewed in *Confidential Appendix 10.3.4-A*.

Analysis of Financial and Budget Implications

The budget for this procurement is \$1,040,000 through PR-5251. Any additional funds required are to be drawn from the Waste Reserve.

Community Consultation

Community consultation was not applicable for this tender.

Councillor/Officer Consultation

Consultation has taken place with the Manager Waste Operations and Infrastructure Business Services, Coordinator IBS, Fleet Officer and Supervisor Waste Operations to ensure the resulting contract delivers a good community outcome.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

If endorsed by Council, the City anticipates that this Contract will be awarded within two weeks, with the current lead time of 7-10 months for delivery of the trucks.

For review at the Council
Briefing Session
17 September 2024

10.3.5 Schedule of Accounts Paid for the period 1 August 2024 to 31 August 2024

File Ref:	COB/6615	
Applicant/Proponent:	Internal Report	
Responsible Officer:	David Ransom, Manager Finance	
Responsible Manager:	David Ransom, Manager Finance	
Executive:	Karin Strachan, Director Corporate and Community	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Attachments:	Appendix 10.3.5-A Schedule of Accounts Paid	

Summary

The City of Bunbury "Schedule of Accounts Paid" covering the period 1 August 2024 to 31 August 2024 is attached at Appendix 10.3.5-A. The schedule contains details of the following transactions;

1. Municipal Account – payments totalling \$21,102,379.44
2. Trust Account – payments totalling \$61,497.65
3. Visitor Information Centre Trust Account – payments totalling \$2,157.00

Executive Recommendation

The Schedule of Accounts Paid for the period 1 August 2024 to 31 August 2024 be received.

DRAFT
For review at the Council
Briefing Session
17 September 2024



SCHEDULE OF ACCOUNTS PAID

For the period 01 August 2024 to 31 August 2024

CITY OF BUNBURY

Municipal Account	2 - 40
Trust Account	41 - 42
Visitor Information Centre Trust Account	43

For further details on any payments made please contact
David Ransom on (08) 9792 7160; or
Vicki Gregg on (08) 9792 7162

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
Cheque Payments				
00156806	15/08/2024	Hudson Road Family Centre		2,000.00
			INV 6126 Community Connect Expo Grant Funding	2,000.00
00156807	15/08/2024	Petty Cash Recoup - Bunbury Wildlife Park		65.85
			INV 230724 Petty Cash	65.85
00156808	15/08/2024	Petty Cash Recoup - City of Bunbury		300.00
			INV 050824 Petty Cash	300.00
00156809	15/08/2024	Water Corporation		706.27
			INV 9011486107/JUL24 SWSC Trade Waste Permit 2024/2025	353.13
			INV 9024712222/JUL24 Trade Waste Permit 2024/25 - Hay Park North Sports Pavilion	353.14
00156810	22/08/2024	D Caffin		42.50
			INV REFUND01082024 Refund - Dog Registration Fee	42.50
			Total: Cheque Payments	\$3,114.62
EFT Payments				
7946.1055-01	07/08/2024	ABCorp Australasia Pty Ltd		1,364.00
			INV 36458 Barcode Labels - Library	1,364.00
7948.10065-01	07/08/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		18,204.80
			INV SINV05389 Asphalt	200.00
			INV SINV05377 Asphalt	200.00
			INV SINV05364 Greenwaste Fee	445.00
			INV SINV05406 Greenwaste Fee	675.00
			INV SINV05322 Supply & Lay Asphalt - Parade Road Dog Park	16,684.80
7948.10219-01	07/08/2024	Max & Claire Pty Ltd T/A Ergolink		1,205.86
			INV SI-00087225 Desk Chair	1,205.86
7948.10314-01	07/08/2024	Davenport Plumbing		12,946.52
			INV 17330 Plumbing Repairs - Jetty Ports	188.09
			INV 17340 Plumbing Repairs - SWSC	4,429.53
			INV 17335 Plumbing Repairs - Barnes Crescent Park	168.89
			INV 17328 Plumbing Repairs - Sykes Foreshore Toilets	143.72
			INV 17327 Plumbing Repairs - Power Boat Club	143.72
			INV 17329 Plumbing Repairs - Koombana Bay Changerooms	188.82
			INV 17326 Plumbing Repairs - Koolambidi Woola	112.20
			INV 17323 Plumbing Repairs - Intown Centre	202.95
			INV 17322 Plumbing Repairs - Payne Park	188.82
			INV 17325 Plumbing Repairs - Koolambidi Woola	143.72
			INV 17324 Plumbing Repairs - Council Chambers	188.68
			INV 17331 Plumbing Repairs - SWSC	143.45
			INV 17338 Plumbing Repairs - Big Swamp Toilets	90.20
			INV 17337 Plumbing Repairs - SWSC	135.30
			INV 17333 Plumbing Repairs - Administration	333.47
			INV 17332 Plumbing Repairs - Wyalup Rocky Point Toilets	215.77
			INV 17334 Plumbing Repairs - Koolambidi Woola	118.42
			INV 17339 Solar Hot Water Air Vents - SWSC	4,763.98
			INV 17341 Solar Hot Water Air Vents - SWSC	1,046.79
7948.10383-01	07/08/2024	Fiore Family Trust T/A LD Total		52,024.50
			INV 137108 Winter Tree Planting Claim	52,024.50
7948.10591-01	07/08/2024	4Park Pty Ltd T/A Forpark Australia		1,852.40
			INV INV100208 Playground Equipment	1,852.40

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7948.10750-01	07/08/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges		101.15
			INV 27349 Staff Name Badges	101.15
7948.10781-01	07/08/2024	South West Pets Bunbury Pty Ltd		1,360.60
			INV I000001941 BWP Animal Feed	763.30
			INV I000001944 BWP Animal Feed	597.30
7948.1088-01	07/08/2024	Local Government Works Association of Western Australia Inc		400.00
			INV 4034 Annual Membership	400.00
7948.11050-01	07/08/2024	Busseton Farmers Market		244.20
			INV IN00002191 SWSC Cafe Supplies	129.28
			INV IN00002372 BWP Animal Feed	114.92
7948.11106-01	07/08/2024	The Trustee for TDCS Unit Trust (Clubmap Pty Ltd)		5,497.80
			INV INV-0640 Planning & Implementation of Workshop - Bunbury & Districts Athletics	5,497.80
7948.11140-01	07/08/2024	Vogue Office Furniture		1,100.00
			INV 79 Office Chairs	1,100.00
7948.11235-01	07/08/2024	Wight and Emmett (Bensarcosa Pty Ltd)		270.20
			INV I0000013716 BWP Animal Feed	270.20
7948.11242-01	07/08/2024	Rod Quin and Associates		223.92
			INV 3July2024 Books - Museum	223.92
7948.11278-01	07/08/2024	Learn Sewing Online		400.00
			INV 1 Noongar Arts Program Classes - BRAG	400.00
7948.11280-01	07/08/2024	Arbor Guy		62,880.12
			INV 100133 Stump Grinding - Cambridge Crescent	349.27
			INV 100032 Street Tree Maintenance - Caladenia Way	332.64
			INV 100117 Street Tree Maintenance - Perkins Avenue	997.92
			INV 100115 Street Tree Maintenance - Koombana Drive	945.65
			INV 100109 June 2024 Tornado Storm Clean Up - Forrest Highway	8,288.95
			INV 100140 Street Tree Maintenance - Houston Crescent	1,014.55
			INV 100104 June 2024 Tornado Storm Clean Up - Eelup Roundabout	43,364.57
			INV 100181 Powerline Tree Cutting - Adam Road	361.15
			INV 100182 Powerline Tree Cutting - Goldsmith Street	501.34
			INV 100183 Powerline Tree Cutting - Dyinda Street	361.15
			INV 100185 Tree Removal - Baudin Terrace	2,694.38
			INV 100186 Tree Removal - Strickland Street	507.28
			INV 100188 Powerline Tree Pruning - Frankel Street	361.15
			INV 100189 Street Tree Maintenance - Marmion Crescent	945.65
			INV 100190 Tree Removal - Ecclestone Street	1,854.47
7948.11290-01	07/08/2024	Avantgarde Technologies		2,420.00
			INV 3493 ITC Network Maintenance	2,420.00
7948.11294-01	07/08/2024	Richmond Wellbeing		4,550.00
			INV IN45121 Staff Training - Trauma Informed De-escalation Course	4,550.00
7948.11297-01	07/08/2024	Aqua Chill		686.40
			INV 1514 Water Cooler Hire - Administration	686.40
7948.1206-01	07/08/2024	Modern Teaching Aids Pty Ltd		417.73
			INV 46022853 Literacy Program Supplies - Library	197.78
			INV 46016524 Literacy Program Supplies - Library	219.95
7948.1361-01	07/08/2024	Fulton Hogan Industries Pty Ltd		1,795.20
			INV 19309403 Ezstreet	1,795.20
7948.1437-01	07/08/2024	Ricoh Business Centre (Emerge Office)		74.45

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 4864 Photocopier Meter Readings - Withers Library	74.45
7948.1536-01	07/08/2024	SOS Office Equipment		202.15
			INV SOS635352 Photocopier Ink Cartridge - Library	202.15
7948.171-01	07/08/2024	Bell Fire Equipment Company Pty Ltd		385.00
			INV INV-19698 SCBA Cylinder Refills - SWSC	165.00
			INV INV-19633 SCBA Cylinder Refills - SWSC	220.00
7948.1827-01	07/08/2024	Wesfarmers Kleenheat Gas Pty Ltd		26,050.15
			INV 963488 SWSC Gas Charges - June 2024	26,050.15
7948.1838-01	07/08/2024	Synergy		52,173.81
			INV 894693950/JUL24 Electricity Charges - 18/06/2024 to 15/07/2024	2,082.22
			INV 337812770/JUL24 Electricity Charges - 18/06/2024 to 15/07/2024	905.64
			INV 526183150/JUL24 Electricity Charges - 18/06/2024 to 15/07/2024	4,744.96
			INV 218944510/JUL24 Electricity Charges - 18/06/2024 to 15/07/2024	22,144.50
			INV 274079010/JUL24 Electricity Charges - 18/06/2024 to 15/07/2024	9,607.40
			INV 969869630/JUL24 Electricity Charges - 18/06/2024 to 15/07/2024	5,084.96
			INV 776565900/JUL24 Electricity Charges - 18/06/2024 to 15/07/2024	2,031.13
			INV 202454690/JUL24 Electricity Charges - 18/06/2024 to 15/07/2024	4,525.04
			INV 361833700/JUL24 Electricity Charges - 18/06/2024 to 15/07/2024	1,047.96
7948.2273-01	07/08/2024	ABC Filters		55.00
			INV 34642 Filters - SWSC	55.00
7948.2788-01	07/08/2024	City of Busselton		19,920.25
			INV 27735 One Library Shared Administrator - Annual Contribution to Salaries	19,920.25
7948.283-01	07/08/2024	Bunbury Machinery		1,019.96
			INV SIB55914 Fosroc Conbextra HES - Concrete Expanding Grout	1,019.96
7948.3204-01	07/08/2024	PFD Food Services Pty Ltd		757.95
			INV LM426945 SWSC Cafe Supplies	757.95
7948.335-01	07/08/2024	Bunnings Group Limited		1,103.34
			INV 2179/00215601 Storage Boxes for PACE Items - Library	314.00
			INV 2179/01429481 Safety Flag Reel - Depot	41.63
			INV 2179/01431195 Paint Tray/Roller Kit/Hose/Cable Ties - Depot	216.92
			INV 2179/01429520 Ear Muffs/Safety Glasses/Tarps - Depot	356.26
			INV 2179/01429617 Hose Joiner/Tape - BWP	19.16
			INV 2179/01431341 Screws/Adhesive/Gate Latch - BWP	58.94
			INV 2179/01430994 Paint - Koolambidi Woola Parkour	96.43
7948.3901-01	07/08/2024	JG Abberton & Others T/A Lavan		231.00
			INV 724586 Legal Fees	231.00
7948.3958-01	07/08/2024	JCW Electrical Pty Ltd		9,999.27
			INV 25781 Electrical Maintenance - Pump Station Stubbs Close	933.99
			INV 25821 Electrical Maintenance - BWP	670.99
			INV 25820 Electrical Maintenance - SSAC	291.65
			INV 25785 Electrical Maintenance - Waste Depot	219.36
			INV 25784 Electrical Maintenance - SWSC	527.22
			INV 25773 Electrical Maintenance - Airport	155.38
			INV 25994 Electrical Maintenance - Withers Library	74.80
			INV 25983 Electrical Maintenance - Library	5,614.54
			INV 25981 Electrical Maintenance - Hands Oval	897.60
			INV 25951 Electrical Maintenance - Administration	201.74
			INV 25950 Electrical Maintenance - Library	208.22

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 25949 Electrical Maintenance - SWSC	203.78
7948.4167-01	07/08/2024	The Print Shop Bunbury		187.00
			INV 1657316 Library Posters	187.00
7948.48-01	07/08/2024	Alinta Energy		772.85
			INV 565998968/JUL24 Gas Charges - 18/04/2024 to 18/07/2024	772.85
7948.4891-01	07/08/2024	Data#3 Ltd		9,784.91
			INV SIN000220546 Microsoft 365 Subscription - Unified ShrdServer ALNG	9,784.91
7948.5132-01	07/08/2024	Slimline Warehouse Display Shop		500.47
			INV 495032 Ballot Box for Donations/Feedback - Museum	287.92
			INV 494579 Lectern Stand/Menu Display - Museum	212.55
7948.527-01	07/08/2024	Cross Security Services		1,992.92
			INV INV-33036 Alarm System Maintenance - Library	148.50
			INV INV-33035 Alarm System Maintenance - Depot	1,494.62
			INV INV-33033 Alarm System Maintenance - Depot Environmental Shed	148.50
			INV INV-33032 Alarm System Maintenance - BWP	201.30
7948.5725-01	07/08/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		491.83
			INV 606417738 IT Equipment - Studio A1 Pro Earbuds	79.00
			INV 606502846 Stationery - Finance	6.17
			INV 615450480 Art Supplies - Museum Exhibition	70.97
			INV 615451603 Art Supplies - Museum Exhibition	98.69
			INV 606522978 IT Equipment - Logitech Wireless Combo	237.00
7948.6230-01	07/08/2024	Bunbury Towing & Busselton Towing Service		140.00
			INV INV-53064 Vehicle Towing Charges	140.00
7948.6266-01	07/08/2024	CB Traffic Solutions Pty Ltd		9,210.85
			INV 16486 Traffic Management - Halifax Drive	2,428.80
			INV 16488 Traffic Management - Forrest Highway	6,535.65
			INV 16487 Traffic Management - Clifton Street	246.40
7948.6333-01	07/08/2024	Equans Mechanical Services Australia Pty Ltd		367.73
			INV 2593306 Aircon Preventative Maintenance - Library	367.73
7948.6592-01	07/08/2024	StrataGreen		2,153.42
			INV 166632 Polynet Mesh Sapling Guard/Bamboo Canes/Tree Ties	2,153.42
7948.6798-01	07/08/2024	WINC Australia Pty Ltd		1,656.18
			INV 9045774532 Stationery - Library	159.12
			INV 9045795632 Stationery - Administration	1,216.43
			INV 9045818758 Stationery - SWSC	280.63
7948.7173-01	07/08/2024	GC Sales WA		6,263.40
			INV 13673 Bins Hot Stamped with Lids	6,263.40
7948.7283-01	07/08/2024	Team Global Express (IPEC) Pty Ltd		232.02
			INV 0652-C209150 Freight	232.02
7948.7321-01	07/08/2024	Moshi Moshi Marketing		24,992.00
			INV MMM-6628 Developer Support Software - Data and Digital	24,992.00
7948.739-01	07/08/2024	Brownes Food Operations Pty Ltd		493.80
			INV 17933867 SWSC Cafe Supplies	493.80
7948.8033-01	07/08/2024	Essential Coffee Pty Ltd		93.89
			INV SI-00310281 SWSC Cafe Supplies	93.89
7948.8111-01	07/08/2024	Protector Fire Services Pty Ltd		4,849.35
			INV 10093416 Emergency Lighting Maintenance - Museum	776.05
			INV 10093382 Emergency Lighting Maintenance - BRAG	1,775.40

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 10093320 Diesel Fire Pump Set Maintenance - SWSC	2,297.90
7948.83-01	07/08/2024	Aqwest		58,791.35
			INV 41193665/JULY24 Supply Charge 2024/2025 & Consumption	32,354.19
			INV 41193657/JULY24 Supply Charge 2024/2025 & Consumption	10,123.40
			INV 41131111/JULY24 Supply Charge 2024/2025 & Consumption	1,513.38
			INV 41193277/JULY24 Supply Charge 2024/2025 & Consumption	1,638.31
			INV 41167388/JULY24 Supply Charge 2024/2025 & Consumption	2,037.91
			INV 41200270/JULY24 Supply Charge 2024/2025 & Consumption	1,893.70
			INV 41217753/JULY24 Supply Charge 2024/2025 & Consumption	748.09
			INV 41109273/JULY24 Supply Charge 2024/2025 & Consumption	2,544.93
			INV 41103565/JULY24 Supply Charge 2024/2025 & Consumption	2,668.49
			INV 41100256/JULY24 Supply Charge 2024/2025 & Consumption	871.39
			INV 41203688/JULY24 Supply Charge 2024/2025 & Consumption	2,397.56
7948.8551-01	07/08/2024	The Potters Market		115.70
			INV 40578 Clay for Madoda Workshop - BRAG	115.70
7948.9097-01	07/08/2024	Flick Anticimix Pty Ltd		990.00
			INV 601174378C Pest Control - Hay Park South Multi Sports Changerooms	495.00
			INV 601174379C Pest Control - Hay Park Multi Sports Pavilion	495.00
7948.9922-01	07/08/2024	The Trustee for the Easton Family Trust (Blue Steel Roofing)		3,003.00
			INV INV-0433 Roof Maintenance - Hay Park Community Hall	453.20
			INV INV-0453 Roof Maintenance - RFDS Bunbury Airport	369.60
			INV INV-0430 Roof Maintenance - Bowling Club	282.70
			INV INV-0431 Roof Maintenance - Withers Library	544.50
			INV INV-0432 Roof Maintenance - Motor Museum	693.00
			INV INV-0454 Clean Gutters - Museum	660.00
7950.10070-01	07/08/2024	Before You Dig Australia Ltd		3,466.85
			INV INV-2694 Membership & Referral Fees 2024/2025	3,466.85
7950.10248-01	07/08/2024	Karyn Rowe		504.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	504.00
7950.10502-01	07/08/2024	CS Legal		2,508.74
			INV 33740 Legal Fees	2,508.74
7950.10789-01	07/08/2024	Fleet Network Pty Ltd		3,412.45
			INV 135223 Novated Lease Payment - F/E 30/07/2024	3,412.45
7950.10833-01	07/08/2024	R Arachcige		23.50
			INV REIMBURSE Reimbursement of Staff Training - Fundamentals of Geometric Road Design Course	23.50
7950.10836-01	07/08/2024	C Scott		145.50
			INV REIMBURSE Reimbursement of Staff Training - Fundamentals of Geometric Road Design Course	145.50
7950.10855-01	07/08/2024	Bridgeford Group Pty Ltd		10,912.00
			INV INV-1142 Net Zero Roadmap Implementation Report	10,912.00
7950.10992-01	07/08/2024	Work Clobber Bunbury - Infrastructure		931.96
			INV 24-00013916 Staff Uniform - Infrastructure	417.35
			INV 24-00011903 Staff Uniform - Infrastructure	310.31
			INV 24-00014135 PPE Boots - Infrastructure	204.30
7950.11046-01	07/08/2024	Maddison Leyshon		84.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	84.00
7950.11050-01	07/08/2024	Busseton Farmers Market		176.61
			INV IN00002744 SWSC Cafe Supplies	176.61
7950.11075-01	07/08/2024	Koopa Evans		84.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	84.00
7950.11252-01	07/08/2024	Cassandra Ward		112.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	112.00
7950.11280-01	07/08/2024	Arbor Guy		31,224.90
			INV 100113 Street Tree Maintenance - Montgomery Road	8,983.66
			INV 100114 Street Tree Maintenance - Haig Crescent	1,330.56
			INV 100116 Street Tree Maintenance - Blair Street	997.92
			INV 100118 Street Tree Maintenance - Firebush Glen	997.92
			INV 100018 Tree Removal - Des Ugle Park	839.92
			INV 100024 Stump Grinding - Preston Street	791.21
			INV 100019 Tree Removal - Mary Street	839.92
			INV 100021 Street Tree Maintenance - Minnip Road	1,978.02
			INV 100110 June 2024 Tornado Storm Clean Up - Forrest Highway	14,465.77
7950.1555-01	07/08/2024	Spurling Engineering		3,531.00
			INV 13566 Bore Pump Cage Repairs - Hay Park Athletics	1,210.00
			INV 13567 Bollard Repair	154.00
			INV 13574 Oversize Road Grates	2,167.00
7950.2023-01	07/08/2024	SirsiDynix		28,581.51
			INV INV17046 SirsiDynix Library Management System 2024/25	28,581.51
7950.335-01	07/08/2024	Bunnings Group Limited		776.07
			INV 2179/01432853 PVC Pipe/Gate Latch/Spray Paint/Brush - BWP	507.12
			INV 2179/01432676 Trojan Scraper/Blades - Depot	268.95
7950.3958-01	07/08/2024	JCW Electrical Pty Ltd		743.19
			INV 25919 Electrical Maintenance - SWSC	186.45
			INV 25941 Electrical Maintenance - Library	183.84
			INV 25979 Electrical Maintenance - SWSC	372.90
7950.460-01	07/08/2024	Coates Hire Operations Pty Ltd		162.47
			INV 23442019 Scissor Lift Hire - Tornado Storm Cleanup	162.47
7950.462-02	07/08/2024	Coca Cola Amatil (Aust) Pty Ltd		623.92
			INV 234574644 SWSC Cafe Supplies	623.92
7950.5704-01	07/08/2024	Department of Fire & Emergency Services		15,048.00
			INV 71729 DFES DBA Annual Monitoring 2024/25 - Museum	1,881.00
			INV 71720 DFES DBA Annual Monitoring 2024/25 - Senior Citizens Centre	1,881.00
			INV 71707 DFES DBA Annual Monitoring 2024/25 - SWSC	1,881.00
			INV 71694 DFES DBA Annual Monitoring 2024/25 - Withers Library	1,881.00
			INV 71689 DFES DBA Annual Monitoring 2024/25 - BREC	1,881.00
			INV 71682 DFES DBA Annual Monitoring 2024/25 - BRAG	1,881.00
			INV 71677 DFES DBA Annual Monitoring 2024/25 - Library	1,881.00
			INV 71673 DFES DBA Annual Monitoring 2024/25 - Administration	1,881.00
7950.6202-01	07/08/2024	Easisalary (Easifleet)		1,691.44
			INV 174323 Novated Lease Payment - F/E 30/07/2024	1,691.44
7950.6333-01	07/08/2024	Equans Mechanical Services Australia Pty Ltd		53.61
			INV 2593325 Aircon Maintenance - SES Facility	53.61
7950.6532-01	07/08/2024	SG Fleet Australia Pty Ltd - Novated Leases		77.02
			INV 3315436 GST on Novated Leases - June 2024	51.78
			INV 3362721 GST on Novated Leases - July 2024	25.24
7950.7211-01	07/08/2024	Brunswick Bakery (Trustee for Brunswick Unit Trust)		266.51
			INV INV-61022 SWSC Cafe Supplies	34.73

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV-60939 SWSC Cafe Supplies	38.63
			INV INV-60840 SWSC Cafe Supplies	38.63
			INV INV-61071 SWSC Cafe Supplies	38.63
			INV INV-60894 SWSC Cafe Supplies	38.63
			INV INV-61214 SWSC Cafe Supplies	38.63
			INV INV-61146 SWSC Cafe Supplies	38.63
7950.83-01	07/08/2024	Aqwest		
			INV 41203746/JUL24 Consumption & Supply Charges - 2023/2024	2,303.14
7950.8311-01	07/08/2024	Marchese Enterprises Pty Ltd t/as MJ Goods		6,051.20
			INV N18713 Toilet Paper Supplies	5,171.20
			INV N18727 PPE - Stores	638.00
			INV N18809 PPE Supplies - Stores	242.00
7950.8498-01	07/08/2024	Kerrie Louise Bassett		168.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	168.00
7950.8505-01	07/08/2024	Danielle Louise Butson		112.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	112.00
7950.8506-01	07/08/2024	Teresa Maria Halligan		168.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	168.00
7950.8507-01	07/08/2024	Julie Combes		504.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	504.00
7950.8508-01	07/08/2024	Rebekka Flockton		364.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	364.00
7950.9097-01	07/08/2024	Flick Anticimix Pty Ltd		1,375.00
			INV 601174441C Pest Control - Koolambidi Woola	440.00
			INV 601174442C Pest Control - Graham Bricknell Shell	440.00
			INV 601174439C Pest Control - SSAC Band Room	385.00
			INV 601174440C Pest Control - SSAC Band Room	110.00
7950.9488-01	07/08/2024	Libby Pense		140.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	140.00
7950.9489-01	07/08/2024	Suzanne Howard		84.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	84.00
7950.9525-01	07/08/2024	Vanessa Rose Black		84.00
			INV UMPIRE.01/08/24 SWSC Umpire Netball - 22/07/2024 to 1/08/2024	84.00
7950.959-01	07/08/2024	Jetline Kerbing Contractors		1,430.00
			INV INV-1483 Supply & Lay Grass - Birch Street Path	1,430.00
7951.136-01	07/08/2024	Australian Taxation Office		246,435.76
			INV PP25-03 PAYG for COB Staff - F/E 30/07/2024	246,435.76
7952.11312-01	08/08/2024	Mindarie Marina Hotel		500.00
			INV 139501105 Accommodation for Staff Training	250.00
			INV 139501104 Accommodation for Staff Training	250.00
7953.6749-01	07/08/2024	Smith Constructions WA		23,938.74
			INV INV-02434 Retention Refund - Forrest Park Pavilion	23,938.74
7954.10470-01	08/08/2024	Aware Super Clearing House		186,101.37
			INV PP25-03 Superannuation for COB Staff - F/E 30/07/2024	186,101.37
7956.10065-01	14/08/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		1,950.00
			INV SINV05461 Asphalt	200.00
			INV SINV05452 Asphalt	200.00
			INV SINV05445 Asphalt	200.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV SINV05409 Asphalt	400.00
			INV SINV05432 Asphalt	200.00
			INV SINV05440 Greenwaste Fee	135.00
			INV SINV05431 Greenwaste Fee	225.00
			INV SINV05415 Asphalt & Cationic Emulsion	390.00
7956.10314-01	14/08/2024	Davenport Plumbing		11,620.46
			INV 17367 Plumbing Repairs - Depot	551.12
			INV 17365 Plumbing Repairs - Pelican Point	150.87
			INV 17353 Plumbing Repairs - Jaycee Park	188.82
			INV 17354 Plumbing Repairs - Stirling Street	90.20
			INV 17355 Plumbing Repairs - Koolambidi Woola	112.20
			INV 17356 Plumbing Repairs - Stephen Street Exeloos	188.82
			INV 17357 Plumbing Repairs - Big Swamp	143.72
			INV 17364 Plumbing Repairs - Koombana Bay	143.72
			INV 17358 Plumbing Repairs - Pelican Point	188.82
			INV 17360 Plumbing Repairs - Lyons Cove	376.80
			INV 17363 Plumbing Repairs - Pelican Point	188.82
			INV 17361 Plumbing Repairs - Back Beach	143.72
			INV 17362 Plumbing Repairs - Croquet Club	5,495.60
			INV 17366 Plumbing Repairs - SWSC	73.13
			INV 17397 Plumbing Repairs - Jaycee Park	143.72
			INV 17379 Plumbing Repairs - SWSC	112.20
			INV 17382 Plumbing Repairs - Lyons Cove	143.72
			INV 17383 Plumbing Repairs - Jaycee Park	72.60
			INV 17386 Plumbing Repairs - SWSC	489.52
			INV 17387 Plumbing Repairs - Koombana Bay	126.12
			INV 17389 Plumbing Repairs - Hands Oval	113.10
			INV 17390 Plumbing Repairs - Koombana Bay	126.12
			INV 17391 Plumbing Repairs - Pelican Point	523.12
			INV 17395 Plumbing Repairs - SWSC	113.64
			INV 17393 Plumbing Repairs - St Marks Park	324.68
			INV 17392 Plumbing Repairs - Back Beach	313.12
			INV 17385 Plumbing Repairs - Pelican Point	162.42
			INV 17384 Plumbing Repairs - SWSC	180.40
			INV 17381 Plumbing Repairs - In Town Lunch Centre	266.74
			INV 17380 Plumbing Repairs - Koombana Bay Changerooms	188.82
			INV 17359 Plumbing Repairs - Surf Life Saving Club	184.06
7956.10333-01	14/08/2024	DV Battams & Others T/A Hopgood Ganim		2,692.05
			INV 504049 Legal Fees	1,798.30
			INV 504427 Legal Fees	893.75
7956.10345-01	14/08/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury		291.40
			INV INV-4832 Laundry Services for Meat Inspectors	156.37
			INV INV-4796 Laundry Services for Meat Inspectors	135.03
7956.10383-01	14/08/2024	Fiore Family Trust T/A LD Total		6,617.70
			INV 137524 Landscaping for Withers Connector Road	6,617.70
7956.10437-01	14/08/2024	Telstra Limited		34.54
			INV 9774657700/AUG24 Telephone Charges - BVIC	29.14
			INV 2405239282/AUG24 Telephone Charges - Rates SMS	5.40

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7956.10502-01	14/08/2024	CS Legal		2,460.90
			INV 33787 Rates Debt Collection	2,460.90
7956.10775-01	14/08/2024	Technogym Australia Pty Ltd		1,031.12
			INV 34003264 Onsite Training Support Technogym Program SWSC	1,031.12
7956.10783-01	14/08/2024	Hafele Australia Pty Ltd		639.25
			INV 218159566 Hafele Locks - SWSC	639.25
7956.10801-01	14/08/2024	Adapt-A-Lift Group Pty Ltd T/A Forkwest		309.65
			INV 1500705 Forklift Hire	309.65
7956.109-01	14/08/2024	Australia Post		4,125.60
			INV 1013408999 Postage - July 2024	4,125.60
7956.10983-01	14/08/2024	Aussie Broadband Limited		3,055.81
			INV 40809418 Mobile Charges - 17/07/2024 to 16/08/2024	3,055.81
7956.11000-01	14/08/2024	Executive Compass Pty Ltd		6,941.00
			INV INV-748 City of Bunbury Tourism Plan Consultancy	6,941.00
7956.11050-01	14/08/2024	Busseton Farmers Market		233.08
			INV IN00002479 SWSC Cafe Supplies	117.77
			INV IN00002794 SWSC Cafe Supplies	115.31
7956.11248-01	14/08/2024	Panelworx		550.00
			INV 8481 Insurance Excess Claim - 1DYW776	550.00
7956.11273-01	14/08/2024	Antoinette Black Consulting		4,095.00
			INV AB115 Consultancy Service - Acting Manager People and Safety	4,095.00
7956.11280-01	14/08/2024	Arbor Guy		170,200.90
			INV 100187 Street Tree Maintenance - Thomas Street	3,296.70
			INV 100193 Street Tree Maintenance - Hudson Road	472.82
			INV 100194 Street Tree Maintenance - Jacksonia Street	1,891.30
			INV 100196 Street Tree Maintenance - Mary Street	1,769.53
			INV 100197 Powerline Pruning - Frankel Street	1,408.33
			INV 100198 Tree Maintenance - Forrest Avenue	1,408.37
			INV 100202 Powerline Pruning - Bryant Close	361.15
			INV 100203 Street Tree Maintenance - Bryant Street	2,364.12
			INV 100204 Powerline Pruning - Bushell Street	1,083.46
			INV 100205 Powerline Pruning - Carey Street	547.67
			INV 100206 Street Tree Maintenance - Charterhouse Close	945.65
			INV 100207 Street Tree Maintenance - Poplar Brace	332.64
			INV 100212 June 2024 Storm Damage Cleanup - Big Swamp Park	997.92
			INV 100220 Street Tree Maintenance - Wakefield Avenue	945.65
			INV 100224 Street Tree Maintenance - John Boyle O'Reilly Park	945.65
			INV 100023 Western Power Cutting List - Bunbury	1,083.46
			INV 100106 June 2024 Tornado Storm Clean Up - Koombana Drive	44,237.18
			INV 100107 June 2024 Tornado Storm Clean Up - Estuary Drive	23,673.19
			INV 100025 Stump Grinding - Letts Place	523.91
			INV 100026 Stump Grinding - Letts Place	349.27
			INV 100108 June 2024 Tornado Storm Clean Up - Roeger Place	5,542.32
			INV 100022 Stump Grinding - Austral Parade	174.64
			INV 100027 Stump Grinding - Barker Boulevard	349.27
			INV 100033 Street Tree Maintenance - Brand Avenue	722.30
			INV 100034 Street Tree Maintenance - Orchid Drive	1,418.47
			INV 100035 Street Tree Maintenance - Kendle Close	945.65

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 100036 Street Tree Maintenance - Celosia Way	332.64
			INV 100038 Street Tree Maintenance - Minnipup Road	1,038.31
			INV 100039 Street Tree Maintenance - Mangles Street	3,029.40
			INV 100040 Street Tree Maintenance - Tuart Street	547.67
			INV 100041 Street Tree Maintenance - Island Queen Street	12,459.74
			INV 100042 Street Tree Maintenance - Wexford Lane	472.82
			INV 100043 Tree Pruning - Mangles Street	547.67
			INV 100060 Street Tree Maintenance - Boulders Heights	2,708.64
			INV 100062 Street Tree Maintenance - Moolyean Road	1,891.30
			INV 100063 Street Tree Maintenance - Honey Lane	472.82
			INV 100064 Street Tree Maintenance - Forum Way	332.64
			INV 100065 Street Tree Maintenance - Parade Road	1,663.20
			INV 100067 Street Tree Maintenance - Moonlight Drive	839.92
			INV 100069 Street Tree Maintenance - Simpson Avenue	1,418.47
			INV 100066 Street Tree Maintenance - Forum Way	945.65
			INV 100070 Street Tree Maintenance - Cross Street	332.64
			INV 100071 Street Tree Maintenance - Nuytsia Avenue	519.16
			INV 100073 Street Tree Maintenance - Forrest Highway	332.64
			INV 100075 June 2024 Tornado Storm Clean Up - Forrest Street	5,493.46
			INV 100119 June 2024 Tornado Storm Clean Up - South West Highway	1,596.67
			INV 100120 Powerline Clearance Cutting - Lowe Street	4,555.98
			INV 100124 Stump Grinding - Minga Court	349.27
			INV 100125 Street Tree Maintenance - Craigie Street	665.28
			INV 100127 Stump Grinding - Upper Esplanade	349.27
			INV 100126 June 2024 Tornado Storm Clean Up - Cambridge Crescent	3,294.32
			INV 100128 Street Tree Maintenance - Timperley Road	332.64
			INV 100130 Street Tree Maintenance - Withers Library	3,689.93
			INV 100132 Stump Grinding - Salvia Link	174.64
			INV 100139 Tree Removal - Ocean Drive	507.28
			INV 100143 Street Tree Maintenance - Jindee Street	332.64
			INV 100151 Street Tree Maintenance - Stockley Road	472.82
			INV 100148 Tree Removal - Sandridge Road	4,041.58
			INV 100154 Street Tree Maintenance - Ocean Drive	5,322.24
			INV 100155 Street Tree Maintenance - Baudin Terrace	308.00
			INV 100163 Street Tree Maintenance - Constitution Street	4,728.24
			INV 100165 Street Tree Maintenance - Halifax Drive	997.92
			INV 100166 Street Tree Maintenance - Eelup Roundabout	665.28
			INV 100167 Powerline Pruning - Bunbury	722.30
			INV 100184 June 2024 Storm Damage Clean Up - Venn Street	1,221.00
			INV 100210 June 2024 Storm Damage Cleanup - Koombana Drive	2,704.19
7956.11293-01	14/08/2024	Nurul-Hannah Seddon		1,084.60
			INV 1 Art Installation - BRAG	1,084.60
7956.1221-01	14/08/2024	LGISWA - Local Government Insurance Services WA Scheme		759,717.20
			INV 100-158574-01 2024/25 Insurance Renewals	759,717.20
7956.1289-01	14/08/2024	Magicorp Pty Ltd		206.98
			INV INV-42877 OnHold Monthly Subscription - July 2024	103.49
			INV INV-43140 OnHold Monthly Subscription - August 2024	103.49
7956.1410-01	14/08/2024	Raeco		136.95

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 135195 Book Covering Supplies - Library	136.95
7956.1419-01	14/08/2024	Holcim Australia Pty Ltd		2,335.30
			INV 9409367228 Concrete	266.20
			INV 9409354793 Concrete	798.60
			INV 9409357621 Concrete	383.46
			INV 9409374150 Concrete	887.04
7956.1536-01	14/08/2024	SOS Office Equipment		2,437.83
			INV SOS637433 Photocopier Meter Readings - SWSC	531.56
			INV SOS637437 Photocopier Meter Readings - SWSC	57.11
			INV SOS637436 Photocopier Meter Readings - SWSC	285.03
			INV SOS637416 Photocopier Meter Readings - Administration	32.08
			INV SOS637435 Photocopier Meter Readings - Administration	108.46
			INV SOS637432 Photocopier Meter Readings - Depot	66.98
			INV SOS637429 Photocopier Meter Readings - Depot	798.48
			INV SOS637430 Photocopier Meter Readings - Administration	75.26
			INV SOS637428 Photocopier Meter Readings - Administration	482.87
7956.1581-01	14/08/2024	Stratco WA Pty Ltd		68.44
			INV 2076116 General Building/Maintenance Supplies	68.44
7956.1838-01	14/08/2024	Synergy		90,641.95
			INV 636506250/JUL24 Electricity Charges - 14/05/2024 to 16/07/2024	391.25
			INV 520407430/JUL24 Electricity Charges - 18/05/2024 to 17/07/2024	154.81
			INV 747890830/JUL24 Electricity Charges - 16/05/2024 to 18/07/2024	135.45
			INV 772901230/JUL24 Electricity Charges - 21/05/2024 to 18/07/2024	212.47
			INV 684226670/JUL24 Electricity Charges - 21/05/2024 to 18/07/2024	140.75
			INV 126185130/JUL24 Electricity Charges - 22/05/2024 to 19/07/2024	284.55
			INV 716747120/JUL24 Electricity Charges - 21/05/2024 to 18/07/2024	117.24
			INV 496865330/JUL24 Electricity Charges - 15/05/2024 to 12/07/2024	3,081.84
			INV 953020910/JUL24 Electricity Charges - 22/05/2024 to 19/07/2024	108.76
			INV 963942590/JUL24 Electricity Charges - 23/05/2024 to 22/07/2024	133.86
			INV 262006000/JUL24 Electricity Charges - 21/05/2024 to 23/07/2024	135.07
			INV 444045800/JUL24 Electricity Charges - 22/05/2024 to 22/07/2024	123.35
			INV 191682160/JUL24 Electricity Charges - 23/05/2024 to 22/07/2024	135.01
			INV 984979080/JUL24 Electricity Charges - 03/05/2024 to 24/07/2024	128.83
			INV 156409070/JUL24 Electricity Charges - 23/05/2024 to 24/07/2024	125.42
			INV 506257720/JUL24 Electricity Charges - 01/07/2024 to 31/07/2024	1,671.48
			INV 701425140/JUL24 Electricity Charges - 22/05/2024 to 26/07/2024	141.05
			INV 866641150/JUL24 Electricity Charges - 22/05/2024 to 27/07/2024	127.39
			INV 564984350/AUG24 Electricity Charges - 31/05/2024 to 30/07/2024	438.99
			INV 116862430/AUG24 Electricity Charges - 01/06/2024 to 31/07/2024	227.00
			INV 809687540/AUG24 Electricity Charges - 01/06/2024 to 31/07/2024	304.47
			INV 454831070/AUG24 Electricity Charges - 05/06/2024 to 01/08/2024	125.59
			INV 641939350/AUG24 Electricity Charges - 31/05/2024 to 31/07/2024	125.35
			INV 146492400/AUG24 Electricity Charges - 01/06/2024 to 01/08/2024	173.57
			INV 786114270/AUG24 Electricity Charges - 01/06/2024 to 01/08/2024	175.13
			INV 946266110/AUG24 Electricity Charges - 25/06/2024 to 24/07/2024	80,377.35
			INV 665683150/AUG24 Electricity Charges - 05/06/2024 to 01/08/2024	131.04
			INV 167537070/AUG24 Electricity Charges - 01/06/2024 to 01/08/2024	1,198.09
			INV 362135790/JUL24 Gas Charges - 03/07/2024 to 26/07/2024	16.79

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7956.1867-01	14/08/2024	Work Clobber - Bunbury		271.75
			INV 24-00012594 Staff Uniforms - Rangers	271.75
7956.2166-01	14/08/2024	Perth Scientific Pty Ltd		192.50
			INV INV0082470 Environmental Health - HACH Chlorine Free DPD	192.50
7956.2209-01	14/08/2024	Bidfood Australia (SWSC)		2,970.74
			INV I63505071.BRY SWSC Cafe Supplies	1,665.92
			INV I63579495.BRY SWSC Cafe Supplies	1,304.82
7956.2231-01	14/08/2024	Reece Pty Ltd		327.62
			INV 1005638893 PVC Pipe	327.62
7956.2453-01	14/08/2024	Dormakaba Australia Pty Ltd		1,309.00
			INV 35WA1241735 Automatic Door Maintenance - BREC	374.00
			INV 35WA1241712 Automatic Door Maintenance - SWSC	935.00
7956.2653-01	14/08/2024	Boyanup Botanical Nursery		1,366.53
			INV 24-00006544 Plants for BWP Animal Enclosures & Walkthroughs	1,366.53
7956.2703-01	14/08/2024	South West Women's Health & Information		2,200.00
			INV 1348 Grounded in the Garden Grant Funding	2,200.00
7956.2780-01	14/08/2024	Tarvia Pty Ltd		8,862.70
			INV 857 Hastie Street Beach Access Stairs - Tread Nosings	8,862.70
7956.3-01	14/08/2024	A & L Printers		99.00
			INV 64978 Artwork Printing - BRAG	99.00
7956.3167-01	14/08/2024	Perfect Landscapes		16,605.60
			INV INV-8777 Lawnmowing - Pelican Point	1,309.00
			INV INV-8776 Lawnmowing - Vittoria	1,094.50
			INV INV-8775 Lawnmowing - Glen Iris	2,926.00
			INV INV-8774 Lawnmowing - Picton	891.00
			INV INV-8778 Lawnmowing - East Bunbury	4,912.60
			INV INV-8769 Lawnmowing - Carey Park	5,472.50
7956.3204-01	14/08/2024	PFD Food Services Pty Ltd		3,801.25
			INV LM525357 SWSC Cafe Supplies	1,110.40
			INV LM506864 SWSC Cafe Supplies	1,067.30
			INV LM469096 SWSC Cafe Supplies	1,623.55
7956.335-01	14/08/2024	Bunnings Group Limited		1,048.74
			INV 2179/01432956 PVC Cap/Pipe - BWP	100.55
			INV 2179/01432670 Plasterboard - Depot	85.48
			INV 2179/01432672 Plasterboard/Screws - Depot	25.27
			INV 2179/01432284 Ladder - Depot	240.08
			INV 2179/01432286 Plywood - Depot	88.08
			INV 2179/01131978 Storage Container/Hooks/Broom/Plugs - Library	160.60
			INV 2179/01433302 Jigsaw Ryobi/Paint/Blade - BWP	166.45
			INV 2179/01434188 Tarpaulin - Depot	166.92
			INV 2179/01433813 Washers - Depot	15.31
7956.346-01	14/08/2024	Bunbury Ventilation & Airconditioning (BVA Metal Fabrications)		412.70
			INV 44381-10167 Stainless Steel Angles - Mangles Street	412.70
7956.3637-01	14/08/2024	MJB Industries Pty Ltd		683.36
			INV 14011 Drainage Materials - Grated Cover	683.36
7956.3753-01	14/08/2024	Bunbury Triathlon Club		7,500.00
			INV 05/2024(24/25) Bunbury Women's Triathlon Grant Funding	3,500.00
			INV 06/2024(24/25) City Classic Triathlon 2025 Grant Funding	4,000.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7956.3834-01	14/08/2024	SecurePay Pty Ltd		434.50
			INV 604420 eService Online Payments - 2024/2025 Annual Fee	434.50
7956.3888-01	14/08/2024	Greenacres Turf Farm		3,093.00
			INV 66883 Turf Supply - Frank Buswell Foreshore	1,152.00
			INV 66878 Turf Supply - Frank Buswell Foreshore	1,941.00
7956.3901-01	14/08/2024	JG Abberton & Others T/A Lavan		3,786.75
			INV 724581 Legal Fees	3,786.75
7956.3958-01	14/08/2024	JCW Electrical Pty Ltd		5,122.98
			INV 26048 Electrical Maintenance - Depot	652.85
			INV 25993 Electrical Maintenance - Administration	358.05
			INV 26105 Electrical Maintenance - Albert Road Pump Station	419.33
			INV 26152 Electrical Maintenance - BREC	823.47
			INV 26151 Electrical Maintenance - BREC	467.06
			INV 26108 Electrical Maintenance - Museum	424.69
			INV 26103 Electrical Maintenance - Forrest Park	515.53
			INV 26083 Electrical Maintenance - Hands Oval	336.60
			INV 26078 Electrical Maintenance - Airport RFDS	301.50
			INV 26077 Irrigation Controller Electrical Repairs - Pelican Point	823.90
7956.415-01	14/08/2024	City & Regional Fuels		502.00
			INV 996734 Unleaded Fuel	502.00
7956.527-01	14/08/2024	Cross Security Services		1,438.25
			INV INV-33053 Faulty Smoke Detector Replacement - BWP	374.00
			INV INV-33059 Alarm System Reset/Repair - Administration	1,064.25
7956.5536-01	14/08/2024	CNW Pty Ltd		2,264.05
			INV 161214712 Gas Butane and Torch	105.30
			INV 161213709 Electrical Supplies - Flood Lights	2,158.75
7956.5866-01	14/08/2024	Taman Diamond Tool Solutions		182.60
			INV INV-52427 Water Tank Caps	182.60
7956.590-01	14/08/2024	Department of Justice		100.00
			INV FER REFUND Refund of Fines Enforcement Overpayment	100.00
7956.5931-01	14/08/2024	Nathan Gardiner		3,181.60
			INV 334 Creative Connections Workshop - BRAG	2,000.00
			INV 336 Flower Mural NAIDOC Exhibition Installation - BRAG	300.00
			INV 337 Noongar Arts Program Supplies - BRAG	881.60
7956.6045-01	14/08/2024	IXOM Operations Pty Ltd		4,112.90
			INV 6841025 Chlorine Gas - SWSC	4,112.90
7956.6139-01	14/08/2024	Better Telco Solutions Pty Ltd		1,265.00
			INV 104643 Prime Business Phone Fanvil V65	708.40
			INV 104642 Wireless Headsets - Phone System	556.60
7956.6173-01	14/08/2024	BM & JP Watts Pty Ltd		1,000.02
			INV 16358/2 Insurance Excess Claim - BY705	500.01
			INV 16375/2 Insurance Excess Claim - BY0758A	500.01
7956.6221-01	14/08/2024	West Australian Newspapers Ltd - SWSC		185.92
			INV 73604082024 Newspapers - SWSC	100.65
			INV 73628072024 Newspapers - SWSC	85.27
7956.6333-01	14/08/2024	Equans Mechanical Services Australia Pty Ltd		5,642.64
			INV 2593304 Aircon Maintenance - SWSC	557.73
			INV 2593303 Aircon Maintenance - Depot	280.40

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 2593318 Aircon Maintenance - BREC	127.17
			INV 2593322 Aircon Maintenance - SSAC	22.98
			INV 2593324 Aircon Maintenance - Volunteer Fire Bush Brigade	22.98
			INV 2597731 Aircon Maintenance - BREC	770.66
			INV 2597503 Aircon Maintenance - Administration	213.62
			INV 2597455 Aircon Maintenance - Library	567.22
			INV 2597454 Aircon Maintenance - Administration	534.05
			INV 2597435 Aircon Maintenance - BREC	660.00
			INV 2597377 Aircon Maintenance - SWSC	1,885.83
7956.6475-01	14/08/2024	St John Ambulance Western Australia Ltd		300.00
			INV FAINV01210903 First Aid Course Babies for Public - Library	300.00
7956.6645-01	14/08/2024	Daniels Health Services Pty Ltd		1,199.26
			INV 2304651 Clinical Waste Bin Collections	1,199.26
7956.6798-01	14/08/2024	WINC Australia Pty Ltd		871.70
			INV 9045890436 Stationery - Infrastructure	425.76
			INV 9045903153 Stationery - Library	445.94
7956.6847-01	14/08/2024	Trophies West		67.20
			INV 7313 Netball Shield Engraving - SWSC	67.20
7956.6864-01	14/08/2024	Brad Brooksby Consulting		3,190.00
			INV bbc2024.285 Blair Street Clarke Street Roundabout Road Safety	3,190.00
7956.6875-01	14/08/2024	Country Landscaping Pty Ltd		38.28
			INV 26821 Retic Parts for Repairs	38.28
7956.7060-01	14/08/2024	Storite Equipment Pty Ltd		633.48
			INV 16819 Racking Parts for Audit Repairs	633.48
7956.7211-01	14/08/2024	Brunswick Bakery (Trustee for Brunswick Unit Trust)		193.15
			INV INV-61569 SWSC Cafe Supplies	38.63
			INV INV-61495 SWSC Cafe Supplies	38.63
			INV INV-61441 SWSC Cafe Supplies	38.63
			INV INV-61356 SWSC Cafe Supplies	38.63
			INV INV-61289 SWSC Cafe Supplies	38.63
7956.7289-01	14/08/2024	The Trustee for Bunbury TT Unit Trust T/A Total Tools Bunbury		103.30
			INV 199748 Star Post Driver - Depot	69.00
			INV 199646 Plasterboard Corner Tool - Depot	34.30
7956.7760-01	14/08/2024	The Flynn Family Trust T/A South West Cleaning		6,736.40
			INV 7764 SWSC Contract Cleaners - July 2024	6,736.40
7956.777-01	14/08/2024	Garage Doors South West		90.00
			INV 20129 Roller Door Repairs - PCYC	90.00
7956.7971-01	14/08/2024	Charlotte Anne White		1,100.00
			INV INV-0139 Workshop Facilitation - Art Tutoring	1,100.00
7956.83-01	14/08/2024	Aqwest		2,492.90
			INV 41202540/JULY24 Supply Charges - 01/07/2024 to 30/06/2025	478.95
			INV 41204082/JULY24 Supply Charges - 01/07/2024 to 30/06/2025	307.00
			INV 41208596/JUL24 Supply Charges - 04/04/2024 to 30/06/2025	307.00
			INV 41233503/JULY24 Supply Charges - 01/07/2024 to 30/06/2025	307.00
			INV 41107400/JULY24 Supply Charges - 01/07/2024 to 30/06/2025	1,092.95
7956.908-01	14/08/2024	Veolia Environmental Services		1,525.00
			INV 2960242525 Drain Cleaning - Turner Street	1,525.00
7956.9097-01	14/08/2024	Flick Anticimix Pty Ltd		1,210.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 601174643C Pest Control - Soccerdrome Hay Park	550.00
			INV 601174642C Pest Control - Bowling Club	660.00
7956.959-01	14/08/2024	Jetline Kerbing Contractors		6,292.00
			INV INV-1489 Kerbing & Concrete - Tingle Street	6,292.00
7956.9804-01	14/08/2024	R K Arnold & G Dowd & M B Dunphy & Others T/A Hall & Wilcox		5,159.00
			INV 759463 Legal Fees	5,159.00
7956.986-01	14/08/2024	J Tagz Pty Ltd		2,770.08
			INV 31650 Rangers Animal Registration Tags	2,770.08
7956.9904-01	14/08/2024	Engineering Technology Services Pty Ltd		6,248.00
			INV ETS-INV-0341 Stabilise Pelican Point Jetty	968.00
			INV ETS-INV-0339 Pelican Point Jetty - Investigative Works	5,280.00
7956.9963-01	14/08/2024	Charlotte Marie Ugle		546.00
			INV REVEALED Sales from Revealed Exhibition - Fremantle Arts Centre Noongar Arts Program	546.00
7956.9992-01	14/08/2024	Compelling Economics Pty Ltd T/A REMPLAN		27,500.00
			INV 4681 REMPLAN Forecast Suite (Economy & Community) Annual Subscription 2024/2025	27,500.00
7957.6749-01	14/08/2024	Smith Constructions WA		401,787.21
			INV INV-02474 Forrest Park Sports Pavilion Claim	401,787.21
7958.11042-01	14/08/2024	Norjon Pty Ltd		315.35
			INV ASN12069 Rates Refund	315.35
7958.11084-01	14/08/2024	T Carkeek		205.13
			INV REIMBURSE Reimbursement - Expenses for Museum Supplies	205.13
7958.11313-01	14/08/2024	Norm Hart Settlements		11.03
			INV ASN53172 Rates Refund	11.03
7958.11314-01	14/08/2024	R Dowson		379.30
			INV ASN532 Rates Refund	379.30
7959.10894-01	28/08/2024	Councillor P Ramesh		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
7959.5425-01	28/08/2024	Mayor J De San Miguel		12,377.25
			INV SITTING 2024/25 2024/25 Mayoral Allowance & Sitting Fees	12,377.25
7959.5612-01	28/08/2024	Councillor M Steck		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
7959.5614-01	28/08/2024	Councillor K Steele		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
7959.6845-01	28/08/2024	Councillor T Smith		4,879.73
			INV SITTING 2024/25 2024/25 Deputy Mayoral Allowance & Sitting Fees	4,879.73
7959.6846-01	28/08/2024	Councillor T Brown		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
7959.7978-01	28/08/2024	Councillor K Turner		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
7959.7980-01	28/08/2024	Councillor C Kozisek		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
7959.9521-01	28/08/2024	Councillor M Quain		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
7959.9522-01	28/08/2024	Councillor G Ghasseb		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
7959.9523-01	28/08/2024	Councillor B Andrew		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
7960.5930-01	14/08/2024	OSHGROUPT Pty Ltd		3,623.40

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV E011896 Fitness for Work & Report	3,623.40
7961.10051-01	16/08/2024	My Business App Pty Ltd T/A Engagement Hub		14,817.00
			INV INV-0650 Engagement Hub Software License - 01/08/2024 to 31/07/2025	14,817.00
7961.11200-01	16/08/2024	EVDealer Group Pty Ltd		56,979.13
			INV 11149 Vehicle Purchase - 1IHA238	56,979.13
7961.11259-01	16/08/2024	PFI Supplies		615.20
			INV 821 Cleaning Supplies - SWSC	514.40
			INV 2789 Cleaning Supplies - SWSC	100.80
7961.2693-01	16/08/2024	Kmart		548.00
			INV 216863 Towels - SWSC	100.00
			INV 215386 Forks - SWSC	45.00
			INV 218661 Hair Ties - SWSC	4.00
			INV 218091 Towels - SWSC	60.00
			INV 215641 Glue - BRAG	29.00
			INV 214180 Iluka Visions Artists in Schools Workshops Supplies - BRAG	174.50
			INV 217671 Spray Bottles & Strainer - SWSC	15.50
			INV 217837 Cube Storage Units - SWSC	120.00
7961.474-01	16/08/2024	Geographe Ford		109,389.73
			INV L1939 Vehicle Purchase - BY734	63,178.22
			INV L1987 Vehicle Purchase - BY765	46,211.51
7961.7767-01	16/08/2024	Netstar Australia Pty Ltd		62.70
			INV 190360 GPS Monthly Subscriptions	62.70
7963.136-01	20/08/2024	Australian Taxation Office		256,026.76
			INV PP25-04 PAYG for COB Staff - F/E 13/08/2024	256,026.76
7964.10470-01	20/08/2024	Aware Super Clearing House		186,587.82
			INV PP25-04 Superannuation for COB Staff - F/E 13/08/2024	186,587.82
7966.2753-01	20/08/2024	BP Australia Ltd		33,521.12
			INV 13318093 BP Fuel - July 2024	33,521.12
7966.3048-01	20/08/2024	Ampol (Caltex) Australia Petroleum Pty Ltd		12,018.09
			INV 12018.09 Ampol Fuel - July 2024	12,018.09
7967.10065-01	21/08/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		12,582.90
			INV SINV05441 Prinsep Street Speed Humps	11,482.90
			INV SINV05418 Asphalt	400.00
			INV SINV05502 Asphalt	200.00
			INV SINV05493 Asphalt	300.00
			INV SINV05471 Asphalt	200.00
7967.10085-01	21/08/2024	Cornerstone Legal WA Pty LTD		1,320.00
			INV 22733 Legal Fees	1,320.00
7967.10098-01	21/08/2024	UAP Australia Pty Ltd		4,418.70
			INV 17249 Port Seat/Bench/Table - Koombana Foreshore	4,418.70
7967.10118-01	21/08/2024	Consolidated Productions Pty Ltd & The Lawrence Family Trust		880.00
			INV 35569 World Wide Swim School Hub Annual Subscription - SWSC	880.00
7967.10314-01	21/08/2024	Davenport Plumbing		8,338.80
			INV 17422 Plumbing Repairs - Pelican Point	188.82
			INV 17423 Plumbing Repairs - Koombana Bay	363.72
			INV 17429 Plumbing Repairs - Koombana Bay	188.82
			INV 17421 Plumbing Repairs - Centenary Gardens	457.50
			INV 17424 Plumbing Repairs - Koombana Bay	522.51

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 17425 Plumbing Repairs - Jaycee Park	132.72
			INV 17427 Plumbing Repairs - BWP	135.30
			INV 17428 Plumbing Repairs - Library	135.30
			INV 17439 Plumbing Repairs - SWSC	1,000.91
			INV 17431 Plumbing Repairs - Sykes Foreshore Splash Park	90.20
			INV 17438 Plumbing Repairs - SWSC Heat Exchanger	2,400.75
			INV 17437 Plumbing Repairs - SWSC	326.87
			INV 17433 Plumbing Repairs - Koombana Bay Changerooms	143.72
			INV 17442 Plumbing Repairs - Jaycee Park	754.90
			INV 17434 Plumbing Repairs - Sykes Foreshore Toilets	143.72
			INV 17441 Plumbing Repairs - Wyalup Rocky Point	545.90
			INV 17440 Plumbing Repairs - BREC Backflow Testing	136.90
			INV 17436 Plumbing Repairs - Hay Park South Pavilion	202.40
			INV 17432 Plumbing Repairs - Paisley Centre Public Toilets	90.20
			INV 17430 Plumbing Repairs - Pelican Point Toilets	188.82
			INV 17435 Plumbing Repairs - Stirling Street Boat Ramp	188.82
7967.10327-01	21/08/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW	INV INV-3275 Security Alarm Responses - July 2024	2,295.70
7967.10345-01	21/08/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury	INV INV-4667 Laundry Services - Council Chambers	41.80
7967.10365-01	21/08/2024	Roy Galvin & Co Pty Ltd	INV 1343149 Eye / Face Wash Outlet	160.60
			INV 1335395 Ploy Prodder Insulated	264.00
7967.10447-02	21/08/2024	Cleanaway Pty Ltd (WASTE)	INV 21801329 Recyclable Materials Disposal	54,957.89
7967.10447-03	21/08/2024	Cleanaway Pty Ltd (WASTE)	INV 21803468 Sideloader Hire - July 2024	2,522.78
7967.10499-01	21/08/2024	Leanne Shaw t/as Reboot Mindset Coaching	INV INV-1190 Staff Professional Development Sessions	1,332.00
7967.10608-01	21/08/2024	Candice Nannup	INV 01082024 NAP Class Facilitation - BRAG	600.00
7967.10717-01	21/08/2024	Sigma Telford Group	INV 184248/01 Pool Testing Tabs - SWSC	1,229.25
7967.10942-01	21/08/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin	INV 6539 Native Soil Mix - BWP	180.00
			INV 6743 Gravel - BWP	172.00
			INV 6511 Top Dress Soil	52.00
			INV 6308 Top Dress Soil	52.00
7967.10961-01	21/08/2024	Alexandra T Desebrock T/A Maybe Together	INV 256 Iluka Visions Post Workshop Collation/Writing - BRAG	3,158.14
			INV 257 Iluka Visions Reimbursement Materials - BRAG	320.36
7967.10992-01	21/08/2024	Work Clobber Bunbury - Infrastructure	INV 24-00015849 Staff Uniforms - Infrastructure	216.90
			INV 24-00016131 Staff Uniforms - Infrastructure	200.70
			INV 24-00016130 PPE Boots - Infrastructure	200.70
			INV 24-00015363 PPE Boots - Infrastructure	211.50
			INV 24-00016032 PPE Boots - Infrastructure	200.70
			INV 24-00017116 PPE Boots - Infrastructure	190.80

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 24-00014058 PPE Boots - Infrastructure	239.88
7967.11035-01	21/08/2024	Liven Australia Pty Ltd		129.80
			INV 2024-82281 BWP Monthly Subscription - August 2024	129.80
7967.11050-01	21/08/2024	Busselton Farmers Market		286.85
			INV IN00003124 BWP Cafe Supplies	122.98
			INV IN00003188 Cafe Supplies - SWSC	163.87
7967.11100-01	21/08/2024	Bunbury Sea Shanty Festival Inc		2,000.00
			INV 6 Bunbury Sea Shanty Festival Grant Funding	2,000.00
7967.11134-01	21/08/2024	Michael Bianco (Bianco Art Consulting)		13,885.38
			INV 300724-4-12 Consulting Services - Arts and Culture	13,885.38
7967.11188-01	21/08/2024	Project Building Supplies South West Pty Ltd		282.85
			INV 17155 BREC Ceiling Tiles	282.85
7967.11234-01	21/08/2024	Stephen William Cope T/as SWC Urban Planning		14,125.00
			INV 5 Consulting Services - Strategic Urban Planning	6,780.00
			INV 6 Consulting Services - Strategic Urban Planning	7,345.00
7967.11235-01	21/08/2024	Wight and Emmett (Bensarcosa Pty Ltd)		283.50
			INV I0000013749 BWP Animal Feed	94.50
			INV I0000013668 BWP Animal Feed	189.00
7967.11264-01	21/08/2024	Zali R Morgan		1,000.00
			INV 31 Noongar Country Curator Fee - BRAG	1,000.00
7967.11276-01	21/08/2024	Forest Explorers		300.00
			INV FE00WM86 Wellington Dam & Wildflower Guided Tour for Setagaya Tour	300.00
7967.11280-01	21/08/2024	Arbor Guy		47,218.62
			INV 100256 Street Tree Maintenance - Pennant Road	472.82
			INV 100255 Street Tree Maintenance - Mosedale Avenue	472.82
			INV 100253 Street Tree Removal - Sutherland Way	1,347.19
			INV 100252 Powerline Pruning - Absolon Street	722.30
			INV 100251 Street Tree Removal - Barker Boulevard	1,347.19
			INV 100250 Powerline Pruning - Gibbs Street	361.15
			INV 100244 Street Tree Maintenance - Davenport Way	2,836.94
			INV 100243 Powerline Pruning - Various Locations	1,817.64
			INV 100242 Street Tree Maintenance - Southwest Hwy Davenport	997.92
			INV 100241 Street Tree Maintenance - Moorland Avenue	1,418.47
			INV 100240 Street Tree Maintenance - Charterhouse Close	1,557.47
			INV 100239 Street Tree Maintenance - Blair Street	1,418.47
			INV 100238 Street Tree Maintenance - Woodley Road	1,418.47
			INV 100237 Street Tree Maintenance - Xavier Street	945.65
			INV 100236 Street Tree Maintenance - Doolan Street	2,681.32
			INV 100235 Street Tree Maintenance - Sungrove Avenue	2,738.34
			INV 100234 Street Tree Maintenance - Payne Park	1,126.22
			INV 100254 June 2024 Storm Damage Cleanup - Crowes Street	13,464.00
			INV 100105 Grass Clearing - Boulters Heights	10,074.24
7967.11301-01	21/08/2024	Bunbury Indoor Beach Volleyball		31.62
			INV 1111 SWSC Cafe Supplies	31.62
7967.11302-01	21/08/2024	Trellis Technologies		19,991.37
			INV INV-20131053 Carbon Accounting Software Subscription	19,991.37
7967.11304-01	21/08/2024	Viv Warren Consulting		6,677.00
			INV INV-0103 Staff Training - IAP2 Essentials of Engagement	6,677.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7967.11309-01	21/08/2024	Hayden Dix		3,000.00
			INV 10 Purchase of Blue and Gold Macaw for BWP	3,000.00
7967.11317-01	21/08/2024	Furlife Vet Bunbury & Bunbury Equine Hospital		264.00
			INV 5550871 Veterinary Consultations - Rangers	264.00
7967.124-01	21/08/2024	Australian Institute of Management Western Australia		49.00
			INV M698012-24 Annual Membership - 1/09/2024 - 31/08/2025	49.00
7967.1536-01	21/08/2024	SOS Office Equipment		3,710.12
			INV SOS637423 Photocopier Meter Readings - Administration	322.32
			INV SOS637421 Photocopier Meter Readings - Administration	129.26
			INV SOS637420 Photocopier Meter Readings - Administration	148.13
			INV SOS637419 Photocopier Meter Readings - Administration	1,285.13
			INV SOS637418 Photocopier Meter Readings - Administration	348.18
			INV SOS637427 Photocopier Meter Readings - Museum	24.75
			INV SOS637415 Photocopier Meter Readings - Library	310.42
			INV SOS637426 Photocopier Meter Readings - Library	270.28
			INV SOS637431 Photocopier Meter Readings - BWP	157.03
			INV SOS637216 Photocopier Meter Readings - Administration	282.91
			INV SOS637424 Photocopier Meter Readings - Library	138.93
			INV SOS637617 Photocopier Meter Readings - Administration	75.14
			INV SOS637505 Staples for Photocopier - Administration	217.64
7967.161-01	21/08/2024	BCE Surveying Pty Ltd		825.00
			INV 15273 Surveying Services - Acacia Street/Upper Esplanade	825.00
7967.1629-01	21/08/2024	Cleanaway Solid Waste Pty Ltd (TPI)		943.10
			INV 21802892 Bin Hire	943.10
7967.1771-01	21/08/2024	Earth 2 Ocean Communications		184.00
			INV INV/2024/00817 Battery Replacement for Tait TP8100	184.00
7967.1798-01	21/08/2024	Western Australia Police Force		18.00
			INV 127091199 Volunteer Police Checks	18.00
7967.1827-01	21/08/2024	Wesfarmers Kleenheat Gas Pty Ltd		31,941.76
			INV 963526 SWSC Gas Charges - July 2024	31,941.76
7967.1830-01	21/08/2024	West Australian Newspapers Ltd - Advertising		5,150.64
			INV 1009146220240731 Advertising - July 2024	5,150.64
7967.1838-01	21/08/2024	Synergy		2,018.61
			INV 804050300/AUG24 Electricity Charges - 18/06/2024 to 15/07/2024	2,018.61
7967.1867-01	21/08/2024	Work Clobber - Bunbury		274.05
			INV 24-00017089 Staff Uniform - ICT	165.80
			INV 24-00016896 Staff Uniform - BWP	108.25
7967.2202-01	21/08/2024	Woolworths Limited		66.05
			INV 9347535 Catering for eServices Event - Library	66.05
7967.2209-01	21/08/2024	Bidfood Australia (SWSC)		886.18
			INV I63639393.BRY SWSC Cafe Supplies	886.18
7967.2301-01	21/08/2024	BookEasy Australia Pty Ltd		355.94
			INV 24769 BookEasy Commission - July 2024	355.94
7967.2339-01	21/08/2024	Concept Media		1,013.86
			INV 62291 Family History Expo Advertisement - Museum	1,013.86
7967.243-01	21/08/2024	Bunbury Bearings		344.30
			INV 3495133 Drive Belts	344.30
7967.2579-01	21/08/2024	TJ Depiazzi & Sons		4,695.90

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV-1402 Mulch & Soil Delivered - Depot	4,695.90
7967.2645-01	21/08/2024	Edith Cowan University - Joondalup Campus		22,000.00
			INV 10046394 Creative Tech Village and City of Bunbury Lighting	22,000.00
7967.2653-01	21/08/2024	Boyanup Botanical Nursery		224.40
			INV 24-00006618 Tree Stock Supply	224.40
7967.271-01	21/08/2024	Bunbury Harvey Regional Council		39,486.72
			INV INV-4979 Organics Disposal July 2024	39,486.72
7967.2780-01	21/08/2024	Tarvia Pty Ltd		7,137.90
			INV 858 Hastie Street Beach Access Stairs Construction - Practical Completion	4,343.90
			INV 859 Hastie Street Beach Access Stairs Construction - Variation 1 & 2	2,794.00
7967.2788-01	21/08/2024	City of Busselton		11,000.00
			INV 27666 2024/2025 Marketing Contribution for Busselton Margaret River Airport	11,000.00
7967.2847-01	21/08/2024	University of Western Australia		1,639.00
			INV 297000057 Digitisation of Books & Photo Album - Museum	1,639.00
7967.2849-01	21/08/2024	Waterlogic Australia Pty Ltd		562.10
			INV CD-3839050 SWSC Equipment Rental Service - August 2024	562.10
7967.289-01	21/08/2024	Bunbury Mower Service Pty Ltd		3.00
			INV 74122#6 Mower Parts/Repairs	3.00
7967.29-01	21/08/2024	Agencies for South West Accommodation		15,001.80
			INV 2705 Stormwater Line Upgrade - Forrest Avenue	15,001.80
7967.3093-01	21/08/2024	RTS Diesel South West		3,408.41
			INV 4101 Vehicle Repairs - 1GHY540	3,408.41
7967.3204-01	21/08/2024	PFD Food Services Pty Ltd		2,632.30
			INV LM562795 SWSC Cafe Supplies	1,974.25
			INV LM562761 BWP Cafe Supplies	658.05
7967.335-01	21/08/2024	Bunnings Group Limited		7,485.44
			INV 2179/01436646 Garden Edge/Gloves/Turps/Concrete - BWP	316.24
			INV 2179/01515568 Wrench/Socket Set - Depot	213.44
			INV 2179/01137918 Gloves/Thread Tape/Ant Killer/Bin Bags - Rangers	341.40
			INV 2179/01437308 Padlock/Bracket/Silicone/Super Glue - BWP	173.19
			INV 2179/01221205 Air Compressor - SWSC	247.13
			INV 2179/99839793 Plasterboard Materials/Pine - Koolambidi Woola	5,885.90
			INV 2179/01435376 Screws/Circular Blade Saw - Koolambidi Woola	164.30
			INV 2179/01435928 Paint - Depot	143.84
7967.3376-01	21/08/2024	Sonic HealthPlus		379.50
			INV 3340312 Pre-Employment Medicals	319.00
			INV 3340311 Pre-Employment Medicals	60.50
7967.3549-01	21/08/2024	Repco		99.00
			INV 4310397202 Degreaser	99.00
7967.3637-01	21/08/2024	MJB Industries Pty Ltd		658.00
			INV 14051 Drainage Materials - Grated Cover	658.00
7967.3665-01	21/08/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		1,226.74
			INV 260276330 Drywall Screw Gun	447.70
			INV 240442582 Tek Screws	122.72
			INV 240437374 Flammable Item Stickers & No Smoking Signs	66.72
			INV 240437538 Circular Saw	468.60
			INV 260279820 Ladder Inspection	121.00
7967.3848-01	21/08/2024	Bunbury Farmers Market		350.78

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 10420040014 Catering - Red Cross Storm LEMC Workshop	350.78
7967.3958-01	21/08/2024	JCW Electrical Pty Ltd		13,549.17
			INV 26165 Electrical Maintenance - Airport	5,720.00
			INV 26166 Electrical Maintenance - SWSC	294.81
			INV 26164 Electrical Maintenance - SWSC	2,300.90
			INV 26037 Electrical Maintenance - Frank Buswell Foreshore	5,233.46
7967.4167-01	21/08/2024	The Print Shop Bunbury		84.00
			INV 878246 Family History Expo Posters	84.00
7967.4437-01	21/08/2024	Department of Transport		59.15
			INV 8055832 Vehicle Searches - July 2024	59.15
7967.454-01	21/08/2024	Cleanaway Pty Ltd (SWSC)		292.40
			INV 21803349 Bin Hire - SWSC	292.40
7967.4564-01	21/08/2024	Print Ideas - Art Guide Australia		4,004.00
			INV INV-27540 Advertising - BRAG	4,004.00
7967.4567-01	21/08/2024	People Sense		1,507.12
			INV 40332 EAP Counselling	1,507.12
7967.462-02	21/08/2024	Coca Cola Amatil (Aust) Pty Ltd		1,402.68
			INV 234623463 SWSC Cafe Supplies	1,402.68
7967.4712-01	21/08/2024	Light Application Pty Ltd		1,316.93
			INV 88713 Bunbury Waterfront LPC1 Light Repairs	1,316.93
7967.4826-01	21/08/2024	SMC Marine Pty Ltd T/A Swan Marine Construction		103,855.25
			INV 9325 Leschenault Marine Wall Renewal Claim	103,855.25
7967.4891-01	21/08/2024	Data#3 Ltd		58.32
			INV SIN000227755 Adobe Acrobat Pro DC for Teams Subscription	58.32
7967.4984-01	21/08/2024	Talent Propeller Trust		967.90
			INV IN797827 Recruitment Reference Checks - July 24	76.95
			INV IN796501 Website Job Vacancy Subscription - July 2024	55.00
			INV IN796498 Website Job Vacancy Advertising - July 2024	55.00
			INV IN796363 Monthly Website Subscription - July 2024	780.95
7967.5073-01	21/08/2024	Archival Survival Pty Ltd		664.79
			INV 73763 Archival Supplies - Museum	664.79
7967.5725-01	21/08/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		811.51
			INV 606801074 Stationery - Library	192.34
			INV 606724513 Stationery - BRAG	144.00
			INV 615782950 Stationery - Youth Advisory Council	127.80
			INV 615791672 Stationery - Youth Advisory Council	24.00
			INV 615782465 Stationery - Youth Advisory Council	170.37
			INV 606509424 Stationery - Visitor Centre	153.00
7967.5813-01	21/08/2024	Green Door Wines		277.20
			INV 5913 Refreshments IOTA Exhibition Opening BRAG	277.20
7967.5866-01	21/08/2024	Taman Diamond Tool Solutions		113.52
			INV INV-54095 Air Filters	113.52
7967.6045-01	21/08/2024	IXOM Operations Pty Ltd		342.88
			INV 6843208 Chlorine Gas - SWSC	342.88
7967.6247-01	21/08/2024	Octy Water Pty Ltd T/A Aquamonix		3,135.00
			INV 75896 Retic Controllers - Baldock Street & Hay Park North Pavilion	3,135.00
7967.6258-01	21/08/2024	Tarmac Events WA Pty Ltd		4,400.00
			INV INV-0678 GT Fabrication Rallysprint Grant Funding	4,400.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7967.6266-01	21/08/2024	CB Traffic Solutions Pty Ltd		7,077.13
			INV 16518 Traffic Management - Various Locations	677.60
			INV 16601 Traffic Management - Various Locations	697.13
			INV 16641 Traffic Management - Preston Street	712.80
			INV 16643 Traffic Management - Willoughby Street	4,989.60
7967.6333-01	21/08/2024	Equans Mechanical Services Australia Pty Ltd		2,240.87
			INV 2593320 Aircon Maintenance - Bowling Club	183.87
			INV 2597966 Aircon Maintenance - BRAG	2,057.00
7967.6362-01	21/08/2024	Market Eating House		875.00
			INV INV-1411 Catering for IOTA Exhibition + Iluka Visions Opening BRAG	875.00
7967.6492-01	21/08/2024	Robert's Tilt Tray & Hiab Service		308.00
			INV 35172 Pickup & Delivery Portable Toilets - Hands Oval	308.00
7967.6538-01	21/08/2024	Local Government Professionals Australia - WA		300.00
			INV 33610 2024-2025 Young Professional Membership	150.00
			INV 33585 2024-2025 Young Professional Membership	150.00
7967.6592-01	21/08/2024	StrataGreen		9,503.12
			INV 167110 Fertiliser Injection System/Connections	4,829.00
			INV 166839 Hardwood Tree Stakes/Soil Improver	4,674.12
7967.670-01	21/08/2024	Elliotts Irrigation		2,803.90
			INV F31195 Iron Filter Services - July 2024	2,803.90
7967.6721-01	21/08/2024	Department of Local Government, Sport and Cultural Industries		108.35
			INV RI038370 Kidsport Refund	108.35
7967.6787-01	21/08/2024	McDonald Fencing		28,495.50
			INV INV-7408 Fence Repairs - Hay Park	1,303.50
			INV INV-7432 Fence Repairs - Storm Damage Hay Park Hockey Stadium	25,157.00
			INV INV-7396 Fencing Repairs - Hands Oval	2,035.00
7967.6798-01	21/08/2024	WINC Australia Pty Ltd		447.05
			INV 9045977808 Stationery - SWSC	447.05
7967.6807-01	21/08/2024	4 Heathcare Pty Ltd		2,087.36
			INV 24130414 Annual Service of Guldmann Hoists - SWSC/Koombana Bay Ablutions	2,087.36
7967.6858-01	21/08/2024	Work Metrics Pty Ltd		154.00
			INV 40928 Subscription - On-line Induction Portal	154.00
7967.6880-01	21/08/2024	Western Australian Regional Capitals Alliance Inc		280.00
			INV 110 WARCA Forum	280.00
7967.6973-01	21/08/2024	Jaycar Electronics		215.80
			INV 2216535 Low Cost Gas Soldering Iron - Depot	215.80
7967.7005-01	21/08/2024	Your Turn Events		19,800.00
			INV INV-513 Grant Program 2023/24 - Festival of Japan 2024	19,800.00
7967.7036-01	21/08/2024	Octagon Lifts Pty Ltd		8,415.00
			INV 66797 Elevator Servicing - 02/08/2024 to 01/11/2024	8,415.00
7967.7065-01	21/08/2024	Dynamic Security Management Pty Ltd		1,673.10
			INV INV-0106 Security Services - BRAG	1,673.10
7967.7151-01	21/08/2024	Procure Locksmiths		345.00
			INV 19134 Lock Repair - Hamersley Drive Park	200.00
			INV 19381 Lock Repair - Back Beach	145.00
7967.7211-01	21/08/2024	Brunswick Bakery (Trustee for Brunswick Unit Trust)		193.15
			INV INV-61900 SWSC Cafe Supplies	38.63
			INV INV-61767 SWSC Cafe Supplies	38.63

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV-61767 SWSC Cafe Supplies	38.63
			INV INV-61668 SWSC Cafe Supplies	38.63
			INV INV-61644 SWSC Cafe Supplies	38.63
7967.7283-01	21/08/2024	Team Global Express (IPEC) Pty Ltd		82.67
			INV 0653-C209150 Freight	82.67
7967.7302-01	21/08/2024	Auscoinswest		575.30
			INV 3575 BVIC Merchandise	575.30
7967.7357-01	21/08/2024	West Coast Waste Pty Ltd		880.00
			INV 50312 Concrete/Sand/Rubble Removal	880.00
7967.739-01	21/08/2024	Brownes Food Operations Pty Ltd		742.08
			INV 17957359 SWSC Cafe Supplies	742.08
7967.7760-01	21/08/2024	The Flynn Family Trust T/A South West Cleaning		405.96
			INV 7765 BBQ Cleaning Services - July 2024	405.96
7967.7980-01	21/08/2024	Councillor C Kozisek		22.68
			INV ALLOWANCE 270624 Private Vehicle Allowance Claim	22.68
7967.799-01	21/08/2024	Glenn Buck Milk Distribution		758.70
			INV 1276 Milk - Administration	536.80
			INV 1277 Milk - Depot	221.90
7967.8033-01	21/08/2024	Essential Coffee Pty Ltd		1,405.02
			INV SI-00310666 BWP Kiosk Supplies	395.65
			INV SI-00310977 SWSC Cafe Supplies	1,009.37
7967.8089-01	21/08/2024	Paradigm Cleaning and Professional Services Pty Ltd		275.00
			INV INV-0517 Cleaning Services - Bunbury Bus Station	275.00
7967.8111-01	21/08/2024	Protector Fire Services Pty Ltd		6,364.38
			INV 10093695 Emergency Lighting Maintenance - BREC	2,358.51
			INV 10093705 Emergency Lighting Maintenance - SWSC	1,289.42
			INV 10093689 Emergency Lighting Maintenance - Hay Park Multi Sports Pavilion	842.05
			INV 10093683 Emergency Lighting Maintenance - Library	1,874.40
7967.8226-01	21/08/2024	Nutrien Ag Solutions Limited		159.50
			INV 911281837 Revegetation Equipment	159.50
7967.8231-01	21/08/2024	Our Charnley Pty Ltd T/A CAF'FEZ		487.00
			INV INV-0055 Catering - Depot	487.00
7967.845-01	21/08/2024	Halifax Crane Hire Pty Ltd		2,200.00
			INV 65389 Crane Hire & Dogman/Rigger - Forrest Park	2,200.00
7967.8880-01	21/08/2024	Iconic Property Services Pty Ltd		18,316.25
			INV PSIO38070 Cleaning Services - Hay Park South Pavilion	965.45
			INV PSIO38069 Cleaning Services - July 2024	16,933.02
			INV PSIO38098 Window Cleaning - July 2024	417.78
7967.906-01	21/08/2024	Huggable Toys		779.35
			INV 52208 BWP Merchandise	779.35
7967.9097-01	21/08/2024	Flick Anticimix Pty Ltd		220.00
			INV 601171421C Pest Control - Koolambidi Woola	220.00
7967.9245-01	21/08/2024	Professional Arts Management		2,750.00
			INV PAM0438 Public Art Maintenance 2024	2,750.00
7967.9300-02	21/08/2024	Katelyn Whitehurst		4,000.00
			INV 12082024 Swim School Artwork - SWSC	2,000.00
			INV 14082024 Curator Fee - BRAG	2,000.00
7967.9316-01	21/08/2024	West Australian Newspapers Ltd - Libraries		25.20

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	95929/AUG24 Newspapers - Library	25.20
7967.949-01	21/08/2024	Jacksons Drawing Supplies			1,180.50
			INV	24-00066044 Kids Classes Materials - BRAG	94.50
			INV	24-00067142 Clay Supplies - BRAG	186.00
			INV	24-00067763 BRAG Visions Prizes	900.00
7967.959-01	21/08/2024	Jetline Kerbing Contractors			31,605.20
			INV	INV-1482 Supply & Lay Concrete - Dog Exercise Area Parade Road	31,605.20
7967.9625-01	21/08/2024	ATC Work Smart Inc			260.00
			INV	INV012073 Staff First Aid Training	150.00
			INV	INV012147 Staff First Aid Training	55.00
			INV	INV012146 Staff First Aid Training	55.00
7967.9880-01	21/08/2024	Abbey Murray Photography			362.78
			INV	INV-946 Photography Services - BRAG	362.78
7967.993-01	21/08/2024	Wild Republic Australasia Pty Ltd			890.56
			INV	S1526789 BWP Retail Merchandise	890.56
7967.9954-01	21/08/2024	Sapio Pty Ltd			1,942.71
			INV	275886 CCTV Maintenance - Administration/Police Station	1,942.71
7968.10012-01	21/08/2024	Mrs S Wheeler			50.00
			INV	Remburse250724 Reimbursement - Port Access Card	50.00
7968.11160-01	21/08/2024	Stepnell Building & Renovations			475.00
			INV	6.2023.38591.1 Building Permit Application Partial Refund	475.00
7968.11308-01	21/08/2024	R Sciacca			174.00
			INV	REFUND05082024 Refund - SWSC Swimming Lessons	174.00
7969.9753-01	23/08/2024	Perkins WA Pty Ltd T/A Perkins Builders			2,106,194.03
			INV	12682 Hands Oval Stadium Claim	2,106,194.03
7970.10248-01	21/08/2024	Karyn Rowe			364.00
			INV	UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	364.00
7970.10671-01	21/08/2024	Therese Marie Price			168.00
			INV	UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	168.00
7970.10789-01	21/08/2024	Fleet Network Pty Ltd			3,412.45
			INV	135775 Novated Lease Payment - F/E 13/08/2024	3,412.45
7970.10801-01	21/08/2024	Adapt-A-Lift Group Pty Ltd T/A Forkwest			60.98
			INV	1502846 Gas for Stores Forklift	60.98
7970.10875-01	21/08/2024	AAHR Investments Pty Ltd T/A Poolwerx Bunbury			372.31
			INV	BAT-4 Public Service Art - Brother & Sister / Revolving	372.31
7970.11046-01	21/08/2024	Maddison Leyshon			56.00
			INV	UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	56.00
7970.11075-01	21/08/2024	Koopa Evans			224.00
			INV	UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	224.00
7970.11252-01	21/08/2024	Cassandra Ward			112.00
			INV	UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	112.00
7970.11265-01	21/08/2024	Jeremy Rae			8,560.00
			INV	JR0001 Strategic Property Consulting Services & Advice	8,560.00
7970.11318-01	21/08/2024	E Neill			775.00
			INV	REFUND Refund of Duplicate Payment of Animal Registration	775.00
7970.1552-01	21/08/2024	Spotlight			63.30
			INV	84010431030 South West Science Fair Supplies - Library	63.30
7970.1771-01	21/08/2024	Earth 2 Ocean Communications			367.99

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV/2024/00914 Battery Replacement for Tait Hand Held Radios	367.99
7970.2202-01	21/08/2024	Woolworths Limited		124.65
			INV 9549392 Library Supplies	124.65
7970.271-01	21/08/2024	Bunbury Harvey Regional Council		41,399.91
			INV INV-4975 Waste Disposal Cleanaway - July 2024	41,399.91
7970.283-01	21/08/2024	Bunbury Machinery		132.00
			INV SIB56742 Safety Equipment	132.00
7970.289-01	21/08/2024	Bunbury Mower Service Pty Ltd		513.00
			INV 74204#6 Mower Parts/Repairs	513.00
7970.327-01	21/08/2024	Bunbury Veterinary Clinic		140.00
			INV 1/471734 Veterinary Services	70.00
			INV 1/471733 Veterinary Services	70.00
7970.3665-01	21/08/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		412.68
			INV 260278158 Hand Cleaner/Masonry Drill Bits	243.28
			INV 240443037 Cordless Compact Blower	169.40
7970.591-01	21/08/2024	Landgate		2,381.14
			INV 395625 2024/2025 Interim Rates Schedule	2,381.14
7970.6202-01	21/08/2024	Easisalary (Easifleet)		1,691.44
			INV 174348 Novated Lease Payment - F/E 13/08/2024	1,691.44
7970.6356-01	21/08/2024	Les Mills Asia Pacific Industries		1,793.97
			INV CXQ2988 Resistance Bands - SWSC	1,793.97
7970.6453-01	21/08/2024	ASP Security Personnel / Alliance Security Personnel		1,925.00
			INV 5801 Banking & Mail Services - July 2024	1,925.00
7970.7269-01	21/08/2024	Kleen Conscience		311.03
			INV INV-2595 Cleaning Meat Inspectors Offices	311.03
7970.7283-01	21/08/2024	Team Global Express (IPEC) Pty Ltd		170.15
			INV 0655-C209150 Freight	42.90
			INV 0654-C209150 Freight	127.25
7970.8054-01	21/08/2024	Eaton Veterinary Clinic		63.00
			INV 1/471060 Veterinary Services	63.00
7970.8144-01	21/08/2024	WA Mechanical and Site Services		18,492.55
			INV INV-2346 Genset Fuel Gauge Repair - SES	517.26
			INV INV-2331 Monthly Generator Inspection & Service - Various	2,024.00
			INV INV-2288 Vehicle Repairs - BY85519	275.66
			INV INV-2300 Vehicle Repairs - BY4898A	393.14
			INV INV-2299 Vehicle Repairs - BY2516A	375.66
			INV INV-2298 Vehicle Service - BY6557A	441.45
			INV INV-2297 Vehicle Service - BY6558A	441.45
			INV INV-2309 Trailer Inspection & Service - BY86290	193.55
			INV INV-2308 Trailer Inspection & Service - BY86152	193.55
			INV INV-2307 Trailer Inspection & Service - BY80205	193.55
			INV INV-2296 Replace Mower Blades & Service - BY87076	258.50
			INV INV-2345 Vehicle Service - BY4404A	1,181.79
			INV INV-2311 Plant Service - 1GUT326	437.51
			INV INV-2314 Mower Blades - BY2516A	196.19
			INV INV-2310 Vehicle Repairs - BY762S	2,659.91
			INV INV-2317 Vehicle Repairs - BY2516A	262.46
			INV INV-2306 Trailer Inspection & Service - 1TLR436	193.55

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV-2305 Trailer Inspection & Service - 1TJX772	193.55
			INV INV-2342 Trailer Inspection & Service - BY85808	193.55
			INV INV-2343 Vehicle Repairs - BY4898A	133.87
			INV INV-2344 Vehicle Repairs - BY2778A	133.87
			INV INV-2323 Trailer Inspection & Service - BY85265	196.19
			INV INV-2289 Plant Inspection & Service - BY793	1,726.71
			INV INV-2335 Trailer Inspection & Service - BY83920	193.55
			INV INV-2341 Vehicle Repairs - BY2562A	276.33
			INV INV-2315 Vehicle Service - BY90900	1,101.43
			INV INV-2333 Vehicle Service - BY793	2,305.53
			INV INV-2327 Plant Repairs & Service - BY713	1,660.96
			INV INV-2325 Trailer Inspection & Service - BY83670	137.83
7970.8498-01	21/08/2024	Kerrie Louise Bassett		140.00
			INV UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	140.00
7970.8505-01	21/08/2024	Danielle Louise Butson		224.00
			INV UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	224.00
7970.8506-01	21/08/2024	Teresa Maria Halligan		196.00
			INV UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	196.00
7970.8507-01	21/08/2024	Julie Combes		364.00
			INV UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	364.00
7970.8508-01	21/08/2024	Rebekka Flockton		280.00
			INV UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	280.00
7970.9488-01	21/08/2024	Libby Pense		56.00
			INV UMPIRE.15/08/24 SWSC Umpire Netball - 05/08/2024 to 15/08/2024	56.00
7970.9583-01	21/08/2024	Tech Park Pty Ltd T/A Last Slice Pizza		877.50
			INV INV-0111 Catering Visions Opening Night - BRAG	877.50
7971.10065-01	28/08/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		10,789.20
			INV SINV05526 Asphalt	200.00
			INV SINV05513 Asphalt	200.00
			INV SINV05549 Asphalt	200.00
			INV SINV05553 Asphalt	200.00
			INV SINV05557 Asphalt	200.00
			INV SINV05489 Greenwaste Fee	980.00
			INV SINV05544 Greenwaste Fee	315.00
			INV SINV05546 Supply & Lay Asphalt - Bunbury Airport	8,494.20
7971.10345-01	28/08/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury		304.32
			INV INV-4924 Laundry Services for Meat Inspectors	158.02
			INV INV-4880 Laundry Services for Meat Inspectors	146.30
7971.10499-01	28/08/2024	Leanne Shaw t/as Reboot Mindset Coaching		726.00
			INV INV-0190 Staff Professional Development Sessions	726.00
7971.10608-01	28/08/2024	Candice Nannup		725.00
			INV 262070 Noongar Arts Program Facilitation - BRAG	725.00
7971.10623-01	28/08/2024	The Trustee for the Wame Trust T/A When Adam Met Eve		847.00
			INV INV-0331 Graphic Design - Noongar Country Instagram Tile	847.00
7971.10676-01	28/08/2024	West Oz Linemarking Pty Ltd		1,532.30
			INV 9743 Linemarking - Koombana Drive Path	735.90
			INV 9674 Linemarking - Stirling Street & Koombana Bay	796.40
7971.10769-01	28/08/2024	Owners of Bunbury Silos Strata Plan 43451		509.74

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 1082024 Bunbury Foreshore Silos Reticulation for April - July 2024	509.74
7971.10781-01	28/08/2024	South West Pets Bunbury Pty Ltd		963.65
			INV I0000001952 BWP Animal Feed	963.65
7971.10879-01	28/08/2024	The Trustee for Auscam Family Trust T/A Totally Sound		1,474.00
			INV 16638 Equipment Hire - South West Science Fair Library	1,474.00
7971.10942-01	28/08/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin		52.00
			INV 6879 Top Dress Sand	52.00
7971.10961-01	28/08/2024	Alexandra T Desebrock T/A Maybe Together		1,127.81
			INV 260 Iluka Visions BRAG	32.31
			INV 259 Exhibition Install & Recordings Iluka Visions BRAG	1,095.50
7971.10992-01	28/08/2024	Work Clobber Bunbury - Infrastructure		3,550.07
			INV 24-00017685 PPE Boots - Infrastructure	200.70
			INV 24-00017684 PPE Boots - Infrastructure	216.90
			INV 24-00017606 Staff Uniform - Infrastructure	206.10
			INV 24-00016361 Staff Uniforms - Infrastructure	268.80
			INV 24-00017098 Staff Uniform - Infrastructure	63.25
			INV 24-00016653 Staff Uniform - Infrastructure	515.04
			INV 24-00016534 Staff Uniform - Infrastructure	468.12
			INV 24-00016453 Staff Uniform - Infrastructure	532.30
			INV 24-00016369 Staff Uniform - Infrastructure	270.66
			INV 24-00017686 PPE Boots - Infrastructure	200.70
			INV 24-00017925 PPE Boots - Infrastructure	206.10
			INV 24-00017929 Staff Uniform - Infrastructure	200.70
			INV 24-00015389 PPE Boots - Infrastructure	200.70
7971.11050-01	28/08/2024	Busseton Farmers Market		343.87
			INV IN00003601 SWSC Cafe Supplies	205.78
			INV IN00003547 BWP Animal Feed	138.09
7971.1107-01	28/08/2024	Bucher Municipal		1,601.68
			INV 1103841 Vehicle Maintenance - BY746	1,601.68
7971.11191-01	28/08/2024	Ellenby Tree Farm		4,109.87
			INV 36015/SO44760 Supply & Delivery of Plants	4,109.87
7971.11235-01	28/08/2024	Wight and Emmett (Bensarcosa Pty Ltd)		103.50
			INV I0000013762 BWP Animal Feed	103.50
7971.11273-01	28/08/2024	Antoinette Black Consulting		4,560.00
			INV AB116 Consultancy Service - Acting Manager People & Safety	4,560.00
7971.11277-01	28/08/2024	Textilelab		6,979.50
			INV INV-1929 Consulting Services - BRAG	1,622.50
			INV INV-1915 Artwork Preparation for Noongar Arts Program Fashion Show - BRAG	5,357.00
7971.11280-01	28/08/2024	Arbor Guy		36,002.43
			INV 100273 Street Tree Maintenance - Honey Lane	665.28
			INV 100274 Street Tree Maintenance - Mckenna Place	332.64
			INV 100299 Street Tree Maintenance - St Andrews Drive	2,364.12
			INV 100297 Street Tree Maintenance - Stirling Street	945.65
			INV 100296 Street Tree Maintenance - Stephen Street	332.64
			INV 100284 Street Tree Maintenance - Rodsted Street	3,953.40
			INV 100283 Street Tree Maintenance - Oldham Place	332.64
			INV 100277 Street Tree Maintenance - Queens Gardens	1,663.20
			INV 100275 Street Tree Maintenance - SWSC	665.28

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 100295 Street Tree Removal - Jarrah Street	6,947.42
			INV 100276 Street Tree Removal - Forrest Highway	997.92
			INV 100298 June 2024 Storm Damage Clean Up - Forrest Highway	16,802.24
7971.11283-01	28/08/2024	Ben Yew Pty Ltd		1,864.50
			INV INV-0014 Photography Services - BRAG	1,864.50
7971.11300-01	28/08/2024	Digitales		218.90
			INV #INV-001460 Clue Detective Puzzle Agency Subscription - Library	218.90
7971.11301-01	28/08/2024	Bunbury Indoor Beach Volleyball		94.86
			INV 1102 SWSC Cafe Supplies	31.62
			INV 1101 SWSC Cafe Supplies	31.62
			INV 1100 SWSC Cafe Supplies	31.62
7971.11305-01	28/08/2024	Imogino		2,598.00
			INV 4649 Noongar Arts Program Fashion Show Make Up Supplies - BRAG	1,296.00
			INV 4651 Noongar Arts Program Fashion Show Make Up Supplies - BRAG	1,302.00
7971.11320-01	28/08/2024	Eaton Community College		488.00
			INV 10884 Iluka Visions Exhibition Framing - BRAG	488.00
7971.1463-01	28/08/2024	The Royal Life Saving Society WA Inc		1,750.00
			INV AX-6028 Pool Lifeguard Licence Renewal	1,750.00
7971.1536-01	28/08/2024	SOS Office Equipment		107.94
			INV SOS637417 Photocopier Meter Readings - Museum	107.94
7971.1555-01	28/08/2024	Spurling Engineering		379.50
			INV 13577 Plant Maintenance - BY2778A	154.00
			INV 13576 Plant Maintenance - BY86290	225.50
7971.1613-01	28/08/2024	South West Locksmiths		23.96
			INV 21328 Restricted Key - Museum	23.96
7971.1623-01	28/08/2024	South West Septics		410.00
			INV IV0000007729 Empty Greasetrap - BWP	410.00
7971.1629-01	28/08/2024	Cleanaway Solid Waste Pty Ltd (TPI)		3,057.73
			INV 21802830 Waste Disposal for Tornado	3,057.73
7971.1747-01	28/08/2024	U R Safe Pty Ltd		1,094.50
			INV 22226 Electric Fence Service - Depot	1,094.50
7971.1771-01	28/08/2024	Earth 2 Ocean Communications		1,252.00
			INV INV/2024/00855 UHF Radio Repairs - 1GJQ438	713.00
			INV INV/2024/00856 GPS Unit Removal & Installation - 1HIA238/BY794	539.00
7971.1838-01	28/08/2024	Synergy		4,829.50
			INV 212450510/AUG24 Electricity Charges - 20/06/2024 to 16/08/2024	760.72
			INV 794473390/AUG24 Electricity Charges - 18/06/2024 to 14/08/2024	116.60
			INV 268250110/AUG24 Electricity Charges - 19/06/2024 to 15/08/2024	129.26
			INV 923704110/AUG24 Electricity Charges - 20/06/2024 to 16/08/2024	119.14
			INV 345740930/AUG24 Electricity Charges - 20/06/2024 to 16/08/2024	153.04
			INV 228505830/AUG24 Electricity Charges - 16/07/2024 to 19/08/2024	923.55
			INV 960071230/AUG24 Electricity Charges - 16/07/2024 to 19/08/2024	224.50
			INV 230906380/AUG24 Electricity Charges - 16/07/2024 to 19/08/2024	1,755.37
			INV 201238210/AUG24 Electricity Charges - 19/06/2024 to 15/08/2024	473.21
			INV 367176740/AUG24 Electricity Charges - 20/06/2024 to 16/08/2024	174.11
7971.1845-01	28/08/2024	Westrac Pty Ltd		151.64
			INV PI9879925 Coolant - Various Plant	151.64
7971.2209-01	28/08/2024	Bidfood Australia (SWSC)		648.56

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV I63697896.BRY SWSC Cafe Supplies	648.56
7971.2267-01	28/08/2024	Les Mills Asia Pacific		1,624.81
			INV LMB1260273 SWSC Gym Licence Fee - August 2024	1,624.81
7971.2430-01	28/08/2024	Picton Automotive Engineering		1,911.00
			INV 40654 Vehicle Service - BY743	657.00
			INV 40494 Vehicle Service - BY768	485.00
			INV 40524 Vehicle Service - BY724	326.50
			INV 40513 Vehicle Service - BY740	442.50
7971.2453-01	28/08/2024	Dormakaba Australia Pty Ltd		7,224.99
			INV 35WA1245689 Automatic Door Maintenance - Administration	7,224.99
7971.2604-01	28/08/2024	Sunny Industrial Brushware Pty Ltd		407.00
			INV 29082 Road Sweeper Brushes - 1GJQ438	407.00
7971.283-01	28/08/2024	Bunbury Machinery		210.01
			INV S1B56091 Plant Maintenance - Various Vehicles	210.01
7971.289-01	28/08/2024	Bunbury Mower Service Pty Ltd		601.00
			INV 74214 Mower Repairs - BY2562A	216.00
			INV 74138 Mower Blade Replacement	180.00
			INV 73964 Mower Blade Replacement	180.00
			INV 74408#6 Mower Parts/Repairs	25.00
7971.3-01	28/08/2024	A & L Printers		7,774.00
			INV 64976 Business Cards	293.00
			INV 64964 Letterheads	3,590.00
			INV 65019 Bunbury City Maps	1,368.00
			INV 64963 Iluka Visions Posters - BRAG	682.00
			INV 64989 Iluka Visions Didactics - BRAG	110.00
			INV 65003 Interview Art Pads - BRAG	608.00
			INV 65063 History Brochures - BVIC	1,123.00
7971.308-01	28/08/2024	Bunbury Retravision		106.95
			INV 63281814 Kettle - Depot	106.95
7971.3093-01	28/08/2024	RTS Diesel South West		15,881.82
			INV 4016 Vehicle Repairs - BY775	1,663.20
			INV 4108 Vehicle Repairs - BY763	1,078.00
			INV 4107 Vehicle Repairs - BY775	1,078.00
			INV 4062 Vehicle Repairs - 1EZW305	599.50
			INV 4092 Vehicle Repairs - BY2892A	384.45
			INV 4089 Vehicle Repairs - BY751	1,886.50
			INV 4086 Vehicle Repairs - BY775	385.00
			INV 4085 Vehicle Repairs - 1GHY540	1,155.00
			INV 4078 Vehicle Repairs - BY749	2,920.96
			INV 4068 Vehicle Repairs - BY749	3,328.05
			INV 4063 Vehicle Repairs - BY763	1,403.16
7971.3167-01	28/08/2024	Perfect Landscapes		20,137.90
			INV INV-8818 Lawnmowing - Bunbury	748.00
			INV INV-8817 Lawnmowing - Withers	5,191.00
			INV INV-8816 Lawnmowing - Usher	2,271.50
			INV INV-8815 Lawnmowing - South Bunbury	7,323.90
			INV INV-8820 Lawnmowing - Davenport	3,371.50
			INV INV-8819 Lawnmowing - College Grove	1,232.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7971.3204-01	28/08/2024	PFD Food Services Pty Ltd		4,066.50
			INV LM631683 SWSC Cafe Supplies	1,677.40
			INV LM662435 SWSC Cafe Supplies	1,365.50
			INV LM616076 SWSC Cafe Supplies	1,023.60
7971.327-01	28/08/2024	Bunbury Veterinary Clinic		64.75
			INV 1/488782 Veterinary Services	64.75
7971.335-01	28/08/2024	Bunnings Group Limited		3,568.19
			INV 2179/99840700 Postcrete	589.20
			INV 2179/99840701 Ties Down Pull Straps - Depot	60.00
			INV 2179/01141640 Key Storage - Animal Facility	17.01
			INV 2179/99840702 Oregon Twist Trimmer Lines - Depot	2,109.00
			INV 2179/01439392 Rose Fertiliser - CBD	84.60
			INV 2179/00169227 Spakfilla/Corded Blower Vac - Museum	75.79
			INV 2179/01438731 Bolts - Depot	65.62
			INV 2179/01688258 Exterior Paint - BWP	75.91
			INV 2179/01139887 Play Sand/Pebbles/Liquid Chalk/Hooks - Library	126.89
			INV 2179/00170853 Kerosene - BY785	46.86
			INV 2179/01438366 Bucket/Washer/Bolts/Snips - Koolambidi Woola	204.18
			INV 2179/01438788 Plaster/Tools - Koolambidi Woola	72.32
			INV 2179/01141347 Tape Measure/Measuring Wheel - Animal Facility	40.81
7971.3376-01	28/08/2024	Sonic HealthPlus		89.10
			INV 3345691 Pre-Employment Medicals	89.10
7971.3549-01	28/08/2024	Repco		1,102.68
			INV 4310402561 Secure Towing Kit - BY797	346.50
			INV 4310402237 Tongue Kit & Towball - BY737	115.50
			INV 4310399546 Rotary Drum Pump - BY785	174.90
			INV 4310399545 Electric Charging Cable - 1IHA238	250.00
			INV 4310399345 Headlight Globes - BY775	59.13
			INV 4310399030 Headlight Globes - BY775	23.65
			INV 4310397135 Truck Wash	133.00
7971.3665-01	28/08/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		155.93
			INV 240441018 Safety Triangles	155.93
7971.3766-01	28/08/2024	Thommo's Community Garden Inc		1,540.00
			INV 02 Active Places Spring 2024/25 Grant Funding	1,540.00
7971.3834-01	28/08/2024	SecurePay Pty Ltd		41.09
			INV 604996 eServices Online Transactions	41.09
7971.3935-01	28/08/2024	Pressure Masters		223.85
			INV 72966 Hose Swivels - 1TZE951	223.85
7971.3958-01	28/08/2024	JCW Electrical Pty Ltd		8,453.55
			INV 26309 Electrical Maintenance - Forrest Park	554.22
			INV 26308 Electrical Maintenance - Depot	248.60
			INV 26307 Electrical Maintenance - SWSC	248.60
			INV 26287 Electrical Maintenance - Depot	666.48
			INV 26356 Electrical Maintenance - Albert Road Pump Station	618.75
			INV 26282 Electrical Maintenance - Runners Club	1,048.51
			INV 26328 Electrical Maintenance - Payne Park	112.20
			INV 26311 Electrical Maintenance - Library	248.60
			INV 25018 Electrical Maintenance - Airport	168.30

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 26409 Electrical Maintenance - Stuart Street Carpark	263.82
			INV 26385 Electrical Maintenance - Bonnefoi Boulevard	357.50
			INV 26380 Electrical Maintenance - SWSC	1,664.30
			INV 26378 Electrical Maintenance - PCYC	2,253.67
7971.415-01	28/08/2024	City & Regional Fuels		431.87
			INV 1001412 Unleaded Fuel	431.87
7971.4167-01	28/08/2024	The Print Shop Bunbury		415.80
			INV 1659698 South West Science Fair Activity Booklets - Library	415.80
7971.462-02	28/08/2024	Coca Cola Amatil (Aust) Pty Ltd		2,168.17
			INV 234677964 Cafe Supplies SWSC	2,168.17
7971.474-01	28/08/2024	Geographe Ford		2,818.71
			INV F0MSB102259 Vehicle Service - BY757	400.00
			INV F0MSB100750 Vehicle Service - BY790	570.00
			INV F0MSB101092 Vehicle Service - BY786	330.00
			INV F0MSB101549 Vehicle Service - BY750	725.00
			INV F0MSB101466 Vehicle Service - BY721	600.00
			INV 59744B Wiper Blades - BY0942A	193.71
7971.4984-01	28/08/2024	Talent Propeller Trust		4,371.31
			INV 1N797165 Website Job Vacancy Advertising July 2024	2,750.00
			INV IN796997 Website Job Vacancy Advertising July 2024	1,621.31
7971.5238-01	28/08/2024	Beyond Bricks WA Pty Ltd		456.00
			INV 136005 Bricks	456.00
7971.526-01	28/08/2024	Toolmart Australia Pty Ltd		538.60
			INV BY-172564 Impact Driver & Battery - Depot	538.60
7971.527-01	28/08/2024	Cross Security Services		3,800.00
			INV INV-33115 Alarm Monitoring - 01/07/2024 to 30/09/2024	3,800.00
7971.5412-01	28/08/2024	Picton Civil Pty Ltd		39,380.00
			INV P19810 Machinery Hire - Loader	3,080.00
			INV P19842 Machinery Hire Semi Tipper - Animal Facility	36,300.00
7971.5467-01	28/08/2024	JB Hi-Fi Group Pty Ltd		3,170.00
			INV BD1530516 IT Equipment - Transceiver Module	3,170.00
7971.5725-01	28/08/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		4.80
			INV 615490590 Stationery - Museum	4.80
7971.5733-01	28/08/2024	Ferguson Glass Supplies		3,949.87
			INV INV-4106 Window & Door Repairs - BWP/Administration/Hay Park Community Hall	3,949.87
7971.5741-01	28/08/2024	Picton Tyre Centre Pty Ltd		9,258.00
			INV J82992 Tyre Repair - BY83670	119.50
			INV J82545 Tyre Repair - BY749	120.00
			INV J82550 Tyre Repair - 1GJQ438	584.00
			INV J82537 Tyre Repair - BY762S	181.50
			INV J82542 Tyre Replacement - BY763	1,816.00
			INV J83079 Tyre Repair - BY2778A	50.00
			INV J83090 Tyre Repair - BY86658	279.50
			INV J82925 Tyre Replacement - BY762S	1,034.00
			INV J82536 Tyre Replacement - BY775	1,816.00
			INV A83233 Mower Tyre Repairs - BY2562A	69.00
			INV A83104 Tyre Replacement - BY775	1,378.00
			INV A83105 Tyre Repairs - BY749	719.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV A83270 Tyre Repairs - BY906W	55.00
			INV A83234 Tyre Repairs - BY2433A	916.50
			INV A83109 Tyre Repairs - BY2433A	120.00
7971.591-01	28/08/2024	Landgate		379.20
			INV 1401240 Title Searches - July 2024	347.60
			INV 1403430 Transfer of Land Act Document	31.60
7971.6095-01	28/08/2024	PVR Industrial Pty Ltd		2,115.74
			INV R21361 Pump Maintenance - SWSC	928.14
			INV R21359 Supply & Lay Bungy Cord - Administration	1,187.60
7971.6122-01	28/08/2024	The Trustee for the Tecon WA Unit Trust T/A Tecon Australia		1,650.00
			INV INV-3615 Building Surveying Services	1,650.00
7971.6230-01	28/08/2024	Bunbury Towing & Busselton Towing Service		150.00
			INV INV-52707 Vehicle Towing - BY754U	150.00
7971.6266-01	28/08/2024	CB Traffic Solutions Pty Ltd		5,842.10
			INV 16696 Traffic Management - Various Locations	2,340.80
			INV 16642 Traffic Management - Alyxia Drive	2,929.30
			INV 16697 Traffic Management - Harris Road	572.00
7971.6333-01	28/08/2024	Equans Mechanical Services Australia Pty Ltd		3,509.00
			INV 2598940 Aircon Maintenance - Depot	3,509.00
7971.6462-01	28/08/2024	Global Spill Control Pty Ltd		586.14
			INV 224443 Absorbent Roll for Mechanics Shed	293.07
			INV 222551 Absorbent Roll for Mechanics Shed	293.07
7971.6475-01	28/08/2024	St John Ambulance Western Australia Ltd		90.70
			INV STKINV00053901 First Aid Kit & Snakebite Kit - Airport	90.70
7971.6538-01	28/08/2024	Local Government Professionals Australia - WA		1,100.00
			INV 40830 Local Government Career Campaign Support	1,100.00
7971.6669-01	28/08/2024	Technology One Limited		38,896.37
			INV 238282 IntraMaps Annual Licence - 30/09/2024 - 29/09/2025	38,896.37
7971.6798-01	28/08/2024	WINC Australia Pty Ltd		79.22
			INV 9045970406 Stationery - BRAG	10.38
			INV 9045964184 Stationery - Administration	68.84
7971.6875-01	28/08/2024	Country Landscaping Pty Ltd		27.04
			INV 26924 Poly Pipe	27.04
7971.7018-01	28/08/2024	On2it Graphics		770.00
			INV INV-4649 Wayfinding Signs - BREC & Blair Street	770.00
7971.7254-01	28/08/2024	Bossea Pty Ltd T/A South West Recycling		132.00
			INV INV-9388 Confidential Waste Bin Disposal	132.00
7971.7326-01	28/08/2024	The Information Management Group Pty Ltd (TIMG)		691.34
			INV 95044884 Scanning of Records August 2024	55.00
			INV 93809537 Offsite Records Storage Fee - July 2024	636.34
7971.7357-01	28/08/2024	West Coast Waste Pty Ltd		979.11
			INV INV-4467 Concrete/Sand/Rubble Removal	979.11
7971.739-01	28/08/2024	Brownes Food Operations Pty Ltd		698.43
			INV 17969289 SWSC Cafe Supplies	698.43
7971.7744-01	28/08/2024	Super Cheap Auto Pty Ltd		18.09
			INV 814900001597777 Oil Cleaner	18.09
7971.777-01	28/08/2024	Garage Doors South West		550.00
			INV 25259 Roller Doors Servicing - Library/Surf Life Saving Club	550.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7971.7791-01	28/08/2024	Marrak Holdings Pty Ltd		3,366.00
			INV INV-1208 Children's Cultural Awareness Program August 2024	3,366.00
7971.8033-01	28/08/2024	Essential Coffee Pty Ltd		238.33
			INV SI-00311892 BWP - Coffee Machine Rental	238.33
7971.8144-01	28/08/2024	WA Mechanical and Site Services		8,487.15
			INV INV-2328 Trailer Repairs - 1TZE951	289.74
			INV INV-2334 Trailer Inspection & Service - BY86687	193.55
			INV INV-2330 Trailer Inspection & Service - BY86658	196.19
			INV INV-2329 Plant Repairs - BY745	938.73
			INV INV-2324 Trailer Inspection & Repairs - 1TTA593	487.06
			INV INV-2320 Trailer Inspection & Repairs - BY81475	196.19
			INV INV-2318 Vehicle Service - BY745	137.83
			INV INV-2319 Trailer Inspection & Service - 1TJX773	196.19
			INV INV-2340 Plant Repairs - BY87076	383.13
			INV INV-2321 Trailer Inspection & Service - 1TTA593	196.19
			INV INV-2339 Plant Service - BY2562A	1,177.83
			INV INV-2359 Plant Service - BY6557A	139.37
			INV INV-2316 Plant Service - BY445V	2,556.61
			INV INV-2338 Plant Service - BY2778A	1,398.54
7971.8226-01	28/08/2024	Nutrien Ag Solutions Limited		669.90
			INV 911246874 Pound Supplies - Animal Feed	669.90
7971.8311-01	28/08/2024	Marchese Enterprises Pty Ltd t/as MJ Goods		142.80
			INV N19369 Soap Dispensers - SWSC	142.80
7971.8349-01	28/08/2024	Glen Flood Group Pty Ltd t/as GFG Consulting		7,886.26
			INV INV-3627 Detailed Site Investigation - Contaminated Sites	3,799.21
			INV INV-3665 On-Call Working Group Review Consultation	4,087.05
7971.8663-01	28/08/2024	Bunbury Trucks		75.50
			INV 207081 Wiper Blades - BY751	75.50
7971.8940-01	28/08/2024	BIC Services Pty Ltd		38,517.90
			INV 126399 Cleaning Services - August 2024	38,517.90
7971.926-01	28/08/2024	Call Associates Pty Ltd		637.07
			INV 117384 Call Centre Fees - July 2024	637.07
7971.9359-01	28/08/2024	3D HR Legal Pty Ltd		3,845.60
			INV INV-1924 Legal Fees	3,845.60
7971.9541-01	28/08/2024	The Big Coffee Van		78.10
			INV 99 Coffee Van - Science Fair Library	78.10
7971.957-01	28/08/2024	Henderson Photographics		807.50
			INV 1628 Photography Services - Library South West Science	807.50
7971.958-01	28/08/2024	South West Isuzu		2,498.46
			INV 1567525 Vehicle Service - BY115V	1,205.00
			INV 1566140 Vehicle Service - BY723	723.46
			INV 1565677 Vehicle Service - BY701	570.00
7971.9603-01	28/08/2024	Clark Rubber Bunbury		162.80
			INV 157682 Rubber Mat for Canopy - BY765	162.80
7971.9638-01	28/08/2024	Smart Parking Limited		8,228.70
			INV AU-IN000680 Smartcloud Licence & Hosting Fee - August 2024	8,228.70
7971.9822-01	28/08/2024	Forge Civil		40,320.32
			INV 1721 Machine Wet Hire - Forrest Park Pavilion	24,254.82

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 1749 Machine Wet Hire - Forrest Park Pavilion	16,065.50
7971.9922-01	28/08/2024	The Trustee for the Easton Family Trust (Blue Steel Roofing)		739.20
			INV INV-0458 Clean Gutters - Withers Library	739.20
7971.9939-01	28/08/2024	The Trustee for Zephyr Park Trust T/A Bunbury Batteries & Radiators		653.40
			INV 137484 Battery - 1HPZ897	231.00
			INV 137433 Battery - BY86658	220.00
			INV 136977 Battery - BY763	202.40
7972.10013-01	28/08/2024	Axon Public Safety Australia Pty Ltd		5,464.80
			INV INAU002694 Body Worn Cameras	4,923.60
			INV INAU002710 Body Worn Cameras	541.20
7972.10785-01	28/08/2024	Advanced Spatial Technologies Pty Ltd		24,794.00
			INV 3704 Architecture Engineering & Construction Collection	24,794.00
7972.10992-01	28/08/2024	Work Clobber Bunbury - Infrastructure		115.06
			INV 24-00016588 Staff Uniforms - Infrastructure	115.06
7972.11191-01	28/08/2024	Ellenby Tree Farm		18,389.52
			INV 36014/SO44031 Delivery & Supply of Plants	18,389.52
7972.1623-01	28/08/2024	South West Septics		891.00
			INV IV000007735 Empty Greasetrap - SWSC & Hay Park Multi Sport Pavilion	891.00
7972.1673-01	28/08/2024	Hotel Lord Forrest		1,255.00
			INV 110110/15366 Artist Accommodation - BRAG	1,255.00
7972.1790-01	28/08/2024	Western Australian Local Government Association (WALGA)		61,046.14
			INV SI-010872 WALGA Subscriptions 2024/2025	61,046.14
7972.1838-01	28/08/2024	Synergy		1,943.61
			INV 224851820/AUG24 Electricity Charges - 28/06/2024 to 27/07/2024	1,549.70
			INV 463688910/AUG24 Electricity Charges - 01/06/2024 to 31/07/2024	238.05
			INV 247197470/AUG24 Electricity Charges - 01/06/2024 to 01/08/2024	155.86
7972.246-01	28/08/2024	Bunbury Car Club Inc		4,004.00
			INV INV-0480 Contribution for NCC Compliance Audit - Bunbury Speedway	4,004.00
7972.2873-01	28/08/2024	Smart Urban		3,410.00
			INV 30557 Fan Motor	1,705.00
			INV 30551 Fan Motor	1,705.00
7972.292-01	28/08/2024	Bunbury Nissan		658.01
			INV 335072 Vehicle Service - BY725	658.01
7972.292-02	28/08/2024	Bunbury Nissan		545.00
			INV 334669 Vehicle Service - BY756	255.00
			INV 334571 Vehicle Service - BY702	290.00
7972.3549-01	28/08/2024	Repco		21.73
			INV 4310398423 Narva Battery Clamps to Anderson Plug	21.73
7972.371-01	28/08/2024	Carbone Bros Pty Ltd		97,927.03
			INV CLAIM#02202401 Bunbury Airport Apron Expansion Claim	97,927.03
7972.4167-01	28/08/2024	The Print Shop Bunbury		125.40
			INV 1661562 Vacation Swim Multi-pass Cards - SWSC	125.40
7972.4296-01	28/08/2024	ThinkWater Bunbury		360.00
			INV 718779 Pump Maintenance - Albert Road	360.00
7972.5036-01	28/08/2024	Environex International Pty Ltd		995.65
			INV 323654 SWSC Chemicals & Cleaning Supplies	995.65
7972.5280-01	28/08/2024	Global Synthetics Pty Ltd		2,603.28
			INV 4455900 ProFab Non Woven Geotextile - Forrest Park Pavilion	2,603.28

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7972.5345-01	28/08/2024	Joondalup Resort		645.00
			INV 2208241131 Accommodation for Staff Training	645.00
7972.6221-01	28/08/2024	West Australian Newspapers Ltd - SWSC		87.58
			INV 73611082024 SWSC Newspapers	87.58
7972.6266-01	28/08/2024	CB Traffic Solutions Pty Ltd		1,299.10
			INV 16602 Traffic Management - Prinsep Street	1,299.10
7972.6787-01	28/08/2024	McDonald Fencing		6,550.50
			INV INV-7454 Fencing Repairs - Hands Oval	775.50
			INV INV-7448 Fencing Repairs - John Banks Memorial Dog Park	3,289.00
			INV INV-7447 Fencing Repairs - John Banks Memorial Dog Park	2,486.00
7972.6798-01	28/08/2024	WINC Australia Pty Ltd		540.21
			INV 9045969310 Stationery - BRAG	540.21
7972.6880-01	28/08/2024	Western Australian Regional Capitals Alliance Inc		16,500.00
			INV 120 Membership Fee 2024/25	16,500.00
7972.8226-01	28/08/2024	Nutrien Ag Solutions Limited		405.90
			INV 911282170 Revegetation Equipment	405.90
7972.9459-01	28/08/2024	West Australian Newspapers Ltd - BRAG		25.20
			INV 363675/AUG24 Newspapers - BRAG	25.20
7972.959-01	28/08/2024	Jetline Kerbing Contractors		1,689.60
			INV INV-1507 Kerbing - Halifax Drive	1,689.60
7973.10103-01	28/08/2024	N Manalaysay		742.95
			INV ASN14162 Rates Refund	742.95
7973.10127-01	28/08/2024	Molly Werner		188.86
			INV Reimburse200824 Reimbursement - BRAG Workshop Supplies	48.39
			INV Reimburse200824 Reimbursement - Catering for Artist Visit BRAG	97.90
			INV Reimburse200824 Reimbursement - BRAG Office Supplies	42.57
7973.10164-01	28/08/2024	D Ashwin & M Jovanovic		1,675.35
			INV ASN10965 Rates Refund	1,675.35
7973.10780-01	28/08/2024	K Collins & G Collins		1,211.73
			INV ASN8090 Rates Refund	1,211.73
7973.11084-01	28/08/2024	T Carkeek		233.28
			INV Reimburse210824 Reimbursement - Concrete Swan for Museum Collection	80.00
			INV Refund2108243 Reimbursement - Museum Halloween Decorations	99.34
			INV Reimburse2108242 Reimbursement - Museum Branded Pencils	53.94
7973.11325-01	28/08/2024	L & S Laing		916.51
			INV ASN14066 Rates Refund	916.51
7973.11326-01	28/08/2024	D Clark		839.91
			INV ASN10847 Rates Refund	839.91
7973.11327-01	28/08/2024	T Blythe		1,003.62
			INV ASN11895 Rates Refund	1,003.62
7973.11328-01	28/08/2024	M Wood		991.77
			INV ASN51955 Rates Refund	991.77
7973.11329-01	28/08/2024	S Ketteridge		1,114.70
			INV ASN8536 Rates Refund	1,114.70
7973.11330-01	28/08/2024	B & B Bott		1,372.93
			INV ASN14722 Rates Refund	1,372.93
7973.11331-01	28/08/2024	A Freeman		3,397.61
			INV ASN6019 Rates Refund	3,397.61

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7973.11335-01	28/08/2024	B & F Honorio		850.00
			INV 53165 Verge Crossover Contribution	850.00
7973.11337-01	28/08/2024	J Gaunt		379.30
			INV 53159 Verge Crossover Contribution	379.30
7973.11338-01	28/08/2024	J Cantatore		125.00
			INV REFUND22082024 Refund - Dog Registration	125.00
7973.11339-01	28/08/2024	B Couzner		30.00
			INV REFUND220824 Refund FOI Application Fee	30.00
7973.11340-01	28/08/2024	R & M Elphick		72.00
			INV ASN8667 Rates Refund	72.00
7973.11341-01	28/08/2024	N Mitchell		903.28
			INV ASN6419 Rates Refund	903.28
7973.11342-01	28/08/2024	J & T Sharpe		763.63
			INV ASN5572 Rates Refund	763.63
7973.11344-01	28/08/2024	B Crabb		438.55
			INV ASN8461 Rates Refund	438.55
7973.1295-01	28/08/2024	Outdoor World Bunbury (Stelcon Pty Ltd)		147.00
			INV 5.2024.164.1 Planning Application Fee Refund	147.00
7973.3022-01	28/08/2024	Jannine Delia Wass		995.59
			INV ASN17114 Rates Refund	995.59
7973.7820-01	28/08/2024	S & G Klem		1,073.73
			INV ASN6635 Rates Refund	1,073.73
7973.7824-01	28/08/2024	R Grant		3,000.00
			INV ASN6719 Rates Refund	3,000.00
7973.7826-01	28/08/2024	F & R Albacite		790.59
			INV ASN7137 Rates Refund	790.59
7973.7925-01	28/08/2024	C Waters		1,724.11
			INV ASN5022 Rates Refund	1,724.11
7973.8063-01	28/08/2024	T Anderson		770.24
			INV ASN8144 Rates Refund	770.24
7973.8452-01	28/08/2024	C White		938.88
			INV ASN11716 Rates Refund	938.88
7973.8571-01	28/08/2024	C Gunn		1,818.01
			INV ASN6422 Rates Refund	1,818.01
7973.8597-01	28/08/2024	D Senderu		1,840.55
			INV ASN12463 Rates Refund	1,840.55
7973.8607-01	28/08/2024	P Thompson		600.00
			INV ASN13467 Rates Refund	600.00
7973.8660-01	28/08/2024	A Silver		1,876.85
			INV ASN52524 Rates Refund	1,876.85
7973.9380-01	28/08/2024	A Riches		893.74
			INV ASN9703 Rates Refund	893.74
7973.9497-01	28/08/2024	V Decker		3,475.83
			INV ASN10954 Rates Refund	3,475.83
7974.5560-01	01/08/2024	City of Bunbury Credit Card - Manager Finance		3,617.31
			INV 141066749 Library NBN Monthly Charge - June 2024	109.99
			INV SI-00087191 Ergonomic Computer Mouse - Finance	147.50
			INV 560672WEB GoFax Monthly Fee - July 2024	14.95

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 24/25SPONSOR Sponsorship of World Vision Child - July 2024	48.00
			INV 12562472 Accommodation for BRAG Exhibition - SWAN 2024	310.00
			INV E0512577 Working With Children Card - M Allies	87.00
			INV RWK2RHCS SW Leadership Conference Attendance - SWSC	288.01
			INV 253290824 BRAG Shopify Subscription - July 2024	9.03
			INV 12579961 Accommodation for BRAG Exhibition - M Fani	1,320.00
			INV AC0C2B95-0009 Eventbrite Capacity Increase - Family History Expo	9.00
			INV MC20091985 SWSC Mailchimp Subscription - July 2024	198.63
			INV 10906609 SWSC Spotify Subscription - July 2024	41.08
			INV 415433 White Card Training - Planning	79.00
			INV 141364578 Library NBN Monthly Charge - July 2024	109.99
			INV AC0C2B95-0010 Eventbrite Capacity Increase - History's Mysteries	9.00
			INV KWBM59EQ SW Leadership Conference Attendance - Health	149.13
			INV 5146669 Accommodation for Staff Training - Engineering	229.00
			INV 5146668 Accommodation for Staff Training - Engineering	229.00
			INV 5146667 Accommodation for Staff Training - Engineering	229.00
7974.5563-01	01/08/2024	City of Bunbury Credit Card - Director Corporate & Community		24.71
			INV 6-076 Meeting Refreshments	13.60
			INV 67731 Meeting Refreshments	11.11
7974.5566-01	01/08/2024	City of Bunbury Credit Card - Assistant to Director Corporate & Community		3,399.51
			INV 599328 Picnic Rug - Youth Advisory Council	99.95
			INV NTD5CTJH South West Leaders Conference Registration	149.13
			INV 9955 Strategic Briefing Meeting Catering	129.98
			INV 19072024 Staff Amenities - Administration	111.80
			INV 40131009 Staff Training - Essentials of Crafting a Capability Framework Course	1,080.00
			INV 25072024 Catering for BRAG Meeting	143.75
			INV 40812 South West Professional Development Forum 2024 Registrations	1,320.00
			INV 29512 Staff Training - Council Planning Network Session	180.00
			INV 02072024 Youth Advisory Council Workshop Catering	54.00
			INV 17 Catering for Japanese Delegation - Setagaya	130.90
7974.5567-01	01/08/2024	City of Bunbury Credit Card - Chief Executive Officer		50.11
			INV 6-892 Meeting Refreshments - Bunbury Police/Mayor/CEO	16.00
			INV 3 Meeting Refreshments - RCAWA/Mayor/CEO	16.70
			INV 21 Meeting Refreshments - B Small/Mayor/CEO	17.41
7974.5568-01	01/08/2024	City of Bunbury Credit Card - Assistant to Chief Executive Officer		4,169.89
			INV 8041 NAIDOC Ball 2024 Tickets - Mayor	240.00
			INV QYFMV9A SEGRA Conference 2024 Busselton Registration	1,150.00
			INV 20138087 CEO Travel Expenses - Return Flights Perth to Canberra	1,262.72
			INV 5566 Staff Training - Managing Crisis Communication Course	747.00
			INV 603 Ordinary Council Meeting Catering	343.28
			INV A8XVG5TY South West Leaders Conference Registrations	426.89
7974.6491-01	01/08/2024	City of Bunbury Credit Card - Marketing & Communications		1,332.77
			INV MC09947937 BRAG Mailchimp Subscription 2024	111.67
			INV MC18905518 CoB Mailchimp Subscription 2023/2024	196.54
			INV 354838/JUL24 'The West' Digital Subscription	84.00
			INV D7PDG687J2 Advertising - SWSC	154.43
			INV 8WE6A6GBM2 Advertising - BRAG/Library/Museum	288.28
			INV 5014996696 Advertising - BRAG/Museum/SWSC	497.85

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
7974.6618-01	01/08/2024	City of Bunbury Credit Card - Sport & Recreation (SWSC)		940.80
		INV INV14301457	SWSC SendGrid Monthly Subscription	138.58
		INV 194271715	SWSC Cafe Supplies	206.40
		INV 196198026	SWSC Cafe Supplies	127.10
		INV 195550062	SWSC Cafe Supplies	58.70
		INV 194834408	SWSC Cafe Supplies	72.85
		INV 194684504	SWSC Cafe Supplies	71.60
		INV 2420	SWSC Cafe Supplies	11.40
		INV 2390	SWSC Cafe Supplies	28.00
		INV 40486	Cash Drawer Insert - SWSC	176.40
		INV 1250518	Sunscreen - SWSC	17.97
		INV 24072024	World Drowning Day Promotion Decoration Supplies - SWSC	31.80
7974.6619-01	01/08/2024	City of Bunbury Credit Card - Bunbury Wildlife Park (BWP)		428.80
		INV MPS2704	Power Charges for Young Adult Area - Library	399.80
		INV 9114D1AE-0012	Library Subscription	29.00
7974.6620-01	01/08/2024	City of Bunbury Credit Card - Fleet		134.60
		INV 147373237	Remake Number Plate - BY87076	47.90
		INV 147908859	Number Plate Swaps - 1IHA238/BY794 & BY794/1IHA238	38.80
		INV 147908884	Remake Number Plates - BY794	47.90
7974.7068-01	01/08/2024	City of Bunbury Credit Card - Libraries & Learning		729.74
		INV 8401041675	Children's Markers for Library Event	41.25
		INV 9114D1AE-0012	Library Eventbrite Subscription	29.00
		INV GSHNH64Q001661	Library & Learning Program Supplies	95.92
		INV 45793699	Advantage Subscription Annual Plan 29/06/2024 to 28/06/2025	349.09
		INV BBQG000243342	Cantilever Resign Base	130.00
		INV Officeworks	South West Science Fair 2024 Supplies	84.48
7974.7858-01	01/08/2024	City of Bunbury Credit Card - Assistant to Director Sustainable Development		2,110.14
		INV 415072	Staff Training - Online Construction White Card	79.00
		INV 173077	Contractual Manager Membership - PIA WA	717.00
		INV 173096	Contractual Training & Membership - PIA WA	709.14
		INV 174446911720	Contractual Manager Training - PIA WA State Conference	605.00
7974.9181-01	01/08/2024	City of Bunbury Credit Card - Information Services		903.87
		INV G052848455	Microsoft Azure Standard - Storage June 2024	0.53
		INV AT-329856349	Bitbucket Standard Subscription	25.19
		INV in_1PeTFqHBax7L5	1Password Subscription	93.82
		INV 2I2407598351	Algolia Web Search Subscription (Website)	271.33
		INV 78360244	Grammarly Subscription	223.33
		INV AT-331958471	Confluence (Cloud) Std 5 Users and Jira Software Standard	122.95
		INV 92713EA7-0006	Windmill Monthly Subscription	166.72
7974.9565-01	01/08/2024	City of Bunbury Credit Card - Environmental Health		50.00
		INV 934860600642	SD Cards for Sound Level Meter Noise Investigation	50.00
7974.9566-01	01/08/2024	City of Bunbury Credit Card - Community Law, Safety & Emergency Management		119.94
		INV 707101036415	Binoculars - Rangers	119.94
7975.4958-01	21/08/2024	Westpac Banking Corporation		8,000,000.00
		INV TD 20.08.2024	Term Deposit	8,000,000.00
7976.136-01	30/08/2024	Australian Taxation Office		245,637.76
		INV PP25-05	PAYG for COB Staff - F/E 27/08/2024	245,637.76
7977.1236-01	29/08/2024	National Australia Bank		4,000,000.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INVESTMENT Term Deposit	4,000,000.00
7978.10470-01	30/08/2024	Aware Super Clearing House		185,528.94
			INV PP25-05 Superannuation for COB Staff - F/E 27/08/2024	185,528.94
Total: EFT Payments				\$19,344,526.79

Payroll Transfers

PY25-04	14/08/2024	COB Municipal Account	Payroll - F/E 13/08/2024	\$891,540.57
PY25-05P	20/08/2024	COB Municipal Account	Payroll - F/E 13/08/2024	\$1,065.62
PY25-05	28/08/2024	COB Municipal Account	Payroll - F/E 27/08/2024	\$862,131.84
Total: Payroll Transfers				\$1,754,738.03

Total: COB Municipal Account

\$21,102,379.44

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 24 September 2024 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings.



D. RANSOM
MANAGER FINANCE

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Trust Account

Reference No.	Date	Payee	Description	Amount
EFT Payments				
7955.10389-01	08/08/2024	Rhonda Maureen Norman		650.00
			INV 1348-KTFB15 BRAG - Sale of Artwork	650.00
7955.10608-01	08/08/2024	Candice Nannup		1,385.80
			INV 1326-CN02 BRAG - Sale of Artwork	85.80
			INV 1347-KTFB14 BRAG - Sale of Artwork	650.00
			INV 1347-KTFB13 BRAG - Sale of Artwork	650.00
7955.11160-01	08/08/2024	Stepnell Building & Renovations		1,685.00
			INV 6.2024.38854.1 BSL & CTF Levy Refund	1,685.00
7955.419-01	08/08/2024	City of Bunbury		642.75
			INV August2024 BRAG - Commission on Artwork	242.00
			INV 238297-D8Z0Q2 Commission on CTF Levies - July 2024	90.75
			INV JULY 2024 Commission on BSL Levies - July 2024	310.00
7955.7534-01	08/08/2024	Building and Construction Industry Training Board		12,828.73
			INV 238297-D8Z0Q2 CTF Levies - July 2024	12,828.73
7955.7535-01	08/08/2024	Department of Mines, Industry Regulation and Safety		23,681.07
			INV JULY 2024 BSL Levies - July 2024	23,681.07
7955.8018-01	08/08/2024	Tracy Elizabeth Bellotti		140.40
			INV 1350-TB41 BRAG - Sale of Artwork	140.40
7955.8059-01	08/08/2024	Dellas Bennell		750.00
			INV 1337-KTFFB06 BRAG - Sale of Artwork	750.00
7955.8181-01	08/08/2024	Rhona Wallam		1,720.00
			INV 1347-KTFB21 BRAG - Sale of Artwork	860.00
			INV 1347-KTFB22 BRAG - Sale of Artwork	860.00
7955.8649-01	08/08/2024	Dawn Alone		124.80
			INV 1326-DA81 BRAG - Sale of Artwork	62.40
			INV 1326-DA32 BRAG - Sale of Artwork	62.40
7955.8675-01	08/08/2024	Marjorie Elizabeth Ugle		124.80
			INV 1326-MU12 BRAG - Sale of Artwork	31.20
			INV 1332-MU29 BRAG - Sale of Artwork	31.20
			INV 1340-MU06 BRAG - Sale of Artwork	62.40
7955.8732-01	08/08/2024	Shannon Jade Clohessy		124.80
			INV 1342-SC31 BRAG - Sale of Artwork	62.40
			INV 1342-SC33 BRAG - Sale of Artwork	62.40
7955.9205-01	08/08/2024	Jodie Marie Riley		1,170.00
			INV 1338-JR20 BRAG - Sale of Artwork	1,170.00
7955.9963-01	08/08/2024	Charlotte Marie Ugle		171.60
			INV 1324-CU01 BRAG - Sale of Artwork	39.00
			INV 1326-CU37 BRAG - Sale of Artwork	93.60
			INV 1330-CU06 BRAG - Sale of Artwork	39.00
7955.9964-01	08/08/2024	Katherine Ugle		85.80
			INV 1324-KU09 BRAG - Sale of Artwork	39.00
			INV 1349-KU04 BRAG - Sale of Artwork	46.80
7965.2736-01	19/08/2024	Run Wild		3,851.10
			INV TT2024-2736 Setagaya Tour 2024 - Uniforms	3,851.10
7965.419-01	19/08/2024	City of Bunbury		330.00
			INV 1338-JR20 BRAG - Commission on Artwork	330.00

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

COB Trust Account

Reference No.	Date	Payee	Description	Amount
7965.5277-01	19/08/2024	Department of Planning, Lands & Heritage		9,522.00
			INV DAP/24/02734 DAP Application Fee - Ocean Drive Bunbury	9,522.00
7965.7078-01	19/08/2024	Kintetsu International Express (Oceania) Pty Ltd		2,509.00
			INV G240076 Setagaya Tour 2024 - Ghibli Museum Tickets	212.00
			INV G240075 Setagaya Tour 2024 - Final Balance for Tokyo Talent Tour	2,297.00
Total: EFT Payments				<u>\$61,497.65</u>
Total:	COB Trust Account			\$61,497.65

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 24 September 2024 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings.



D. RANSOM
MANAGER FINANCE

City of Bunbury
Schedule of Accounts Paid for Period
1/08/2024 to 31/08/2024

BVIC Trust Account

Reference No.	Date	Payee	Description	Amount
EFT Payments				
7947.1682-01	02/08/2024	The Rose Hotel		431.65
			INV 13108565 BRAG - Josef Quinn	275.90
			INV 13124612 Denzil/King	155.75
7947.419-01	02/08/2024	City of Bunbury		53.35
			INV 13108565 The Rose Hotel - BRAG Josef Quinn	34.10
			INV 13124612 Denzil/King - The Rose Hotel	19.25
7962.1682-01	19/08/2024	The Rose Hotel		1,183.70
			INV 13138039 Elliot	155.75
			INV 13126455 BRAG - Fani	1,027.95
7962.419-01	19/08/2024	City of Bunbury		183.92
			INV 13138039 The Rose Hotel/Elliot	19.25
			INV 13158507 The Clifton/BRAG-TeAotonga	19.36
			INV 13126455 The Rose Hotel - BRAG/Fani	127.05
			INV 13172101 The Clifton Hotel - Alex	18.26
7962.8808-01	19/08/2024	Clifton Motel & Grittelton Lodge		304.38
			INV 13158507 BRAG - TeAotonga	156.64
			INV 13172101 Alex	147.74
Total: EFT Payments				<u>\$2,157.00</u>

Total: BVIC Trust Account

\$2,157.00

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 24 September 2024 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings.



D. RANSOM
MANAGER FINANCE

Objective 14.1 Effectively inform and engage the community about local issues, facilities, services and events.

Regional Impact Statement

The new timeframe (2P) on Edward Street will increase turnover of available parking bays for members of the public utilising local businesses and services.

Background

The City of Bunbury is in receipt of numerous complaints regarding the availability of parking on Edward Street, Bunbury. Despite increased, regular patrols, the parking is often subject to vehicles overstaying the current four-hour (4P) timeframe.

With an increase of local traffic to the area, Community Consultation has been undertaken to understand the needs of the local community members that frequent Edward Street.

Council Policy Compliance

The *City of Bunbury Parking Local Law 2023* states:

2.7 Application of signs

- (2) For the purposes of this local law a sign may, by the use of any symbol or other traffic control device specified in accordance with AS 1742.11-2016 –
- (a) prohibit or regulate parking and stopping; or
 - (b) specify maximum times; or
 - (c) specify permitted classes of vehicles.

Legislative Compliance

Section 3.1 of the *City of Bunbury Parking Local Law 2023* states:

- (2) The local government may by resolution establish, determine, vary and indicate by signs
- (a) parking facilities; or
 - (b) permitted times and conditions of stopping and parking which may vary with the locality; or
 - (c) permitted persons who may stop or park their vehicles; or
 - (d) permitted classes of vehicles which may stop or park; and (e) the manner of stopping or parking.
- (3) Where the local government makes a determination under this clause it shall erect signs to give effect to the determination.

Officer Comments

We have sought feedback from local businesses, customers, and residents, on the current parking timeframes on Edward Street, Bunbury. We have gathered input from those directly impacted to determine the most suitable parking arrangements for Edward Street. The collated data shows a majority of 94% of effected local community members, suggest a 2-hour timeframe will alleviate the current lack of parking availability.

The new 2P timeframe will help facilitate churn and increase parking capacity along Edward Street, whilst also assisting the City to achieve parking compliance in the area. A 2P restriction facilitates easier enforcement with Smart Parking sensors being able to report overstays at more frequent intervals.

Analysis of Financial and Budget Implications

Sufficient funds are held within current parking reserves to facilitate the amendment to street signage and required changes within the Smart Parking Software system.

The City also has an established budget for parking signage maintenance that is managed by the Infrastructure team and can be utilised to fund this project.

Community Consultation

To enable the community to contribute to the Council's decision making, through open and accountable processes, the City of Bunbury offered a Community Consultation period between 16 July 2024 and 12 August 2024. During this period, we received a total of 195 responses from Business Owners, Employees, Customers and Residents.

Councillor/Officer Consultation

This process has been completed in consultation with Manager Community Wellbeing and Team Leader Rangers & Emergency Management who are responsible for the management and enforcement of Parking within the City of Bunbury.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

As soon as practicable following Council's decision on this matter.

DRAFT
For review at the Council
Briefing Session
17 September 2024



COMMUNITY CONSULTATION

RESULTS: EDWARD STREET - BUNBURY

RESULTS

Responses received: 195

94% of feedback in support of 2P

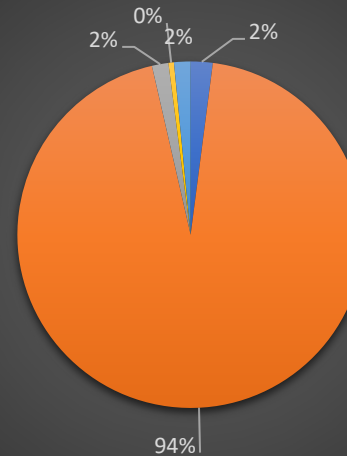
FEEDBACK



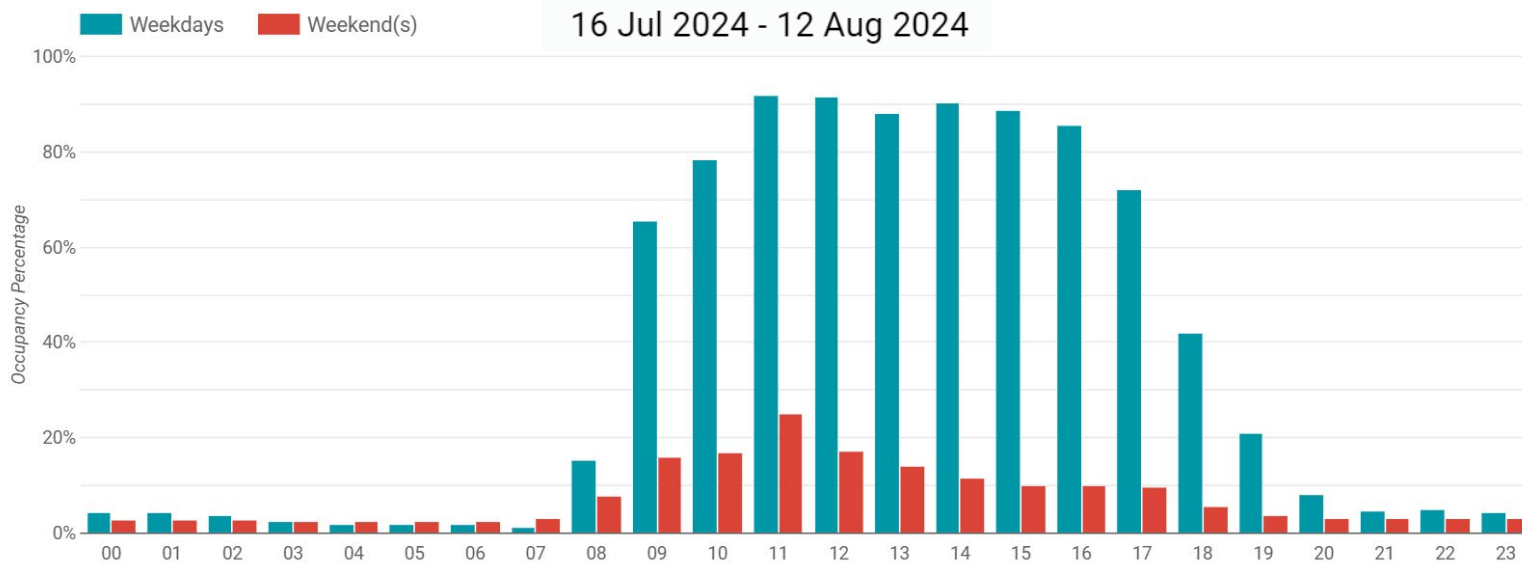
FEEDBACK RECEIVED FROM:

1P 2P 3P 4P Other

PREFERENCES



1P 2P 3P 4P Other



Smart Parking Data for hourly occupation percentage in Edward Street (4P) bays for the consultation period 16 July 2024 – 12 August 2024.

Advocacy Topic	The City of Bunbury is advocating for
Advocate for increased investment in infrastructure, services and land releases to enable housing options in Bunbury.	State and Federal government to commit direct investment into housing options within the City of Bunbury, including where State government funded projects impact on housing availability in Bunbury.
Advocate for sustainability, climate change initiatives and a South West regional waste management solution.	The City to be a leader in sustainability, achieve corporate net zero emissions and acquire funding for the BHRC Waste Management Facility as a key regional waste solution for the South West.
Advocate for funding for a Bunbury destination marketing campaign to leverage from the investment being made in the BORR.	State government commitment of capital to fund tourism and signage infrastructure with the goal of building awareness of Bunbury as a preferred visitation destination for those using the completed Bunbury Outer Ring Road.
Advocate for initiatives to revitalise Bunbury to attract investment and economic growth.	Enhance the liveability of the City and ensure Bunbury remains a premier regional city for living, working and investing.
Advocate for a Tourism Precinct that creates a gateway entry into Bunbury.	Invigorating Bunbury tourism by providing opportunities for visitors to experience our leading tourist assets in one location.

Council Policy Compliance

No Council Policy applies in this instance.

Legislative Compliance

Not applicable.

Officer Comments

It is requested that Council endorses the strategic advocacy priorities noted in this report on the basis that to formally advocate priorities as a City, we are supporting the needs, desires and wants of our Bunbury community by being their voice. The City advocates daily across all pillars of the Corporate Business Plan, to support achieving the outcomes of our Strategic Community Plan.

Analysis of Financial and Budget Implications

Not applicable.

Community Consultation

Community priorities as identified in the *MARKYT® Community Scorecard*.

Councillor/Officer Consultation

Elected Members were presented with the City of Bunbury’s strategic advocacy priorities for feedback and consultation at a workshop held 20 August 2024.

Applicant Consultation

The Chief Executive Officer, Director Sustainable Development, Director Corporate and Community and Director Infrastructure participated in an advocacy workshop held 23 July 2024 with the Manager Economic Growth and the Senior Strategic Partnerships, Advocacy and Funding Officer.

Timeline: Council Decision Implementation

Immediate once Council have endorsed the recommendation.

DRAFT
For review at the Council
Briefing Session
17 September 2024

10.5 Director Infrastructure

Nil

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For review at the Council
Briefing Session
17 September 2024

11. Applications for Leave of Absence

11.1 Cr Quain

Cr Quain requests a leave of absence from all Council-related business on 15 October 2024.

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*, Cr Quain is granted leave of absence from all Council-related business on 15 October 2024.

DRAFT
For review at the Council
Briefing Session
17 September 2024

12. Motions on Notice

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

Nil

13.2 Questions from Members

14. New Business of an Urgent Nature Introduced by Decision of the Meeting

15. Meeting Closed to Public

15.1 Matters for which the Meeting may be Closed

Nil

15.2 Public Reading of Resolutions that may be made Public

16. Closure

DRAFT
For review at the Council
Briefing Session
17 September 2024