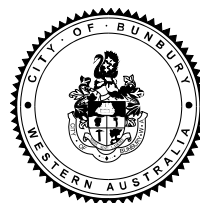




City of Bunbury Council

Notice of Meeting and Agenda 26 November 2024



CITY OF BUNBURY

4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
Bunbury WA 6231

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Acknowledgement of Country

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

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

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

WE ARE OPEN

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

WE ARE BRAVE

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

Nature of Council’s Role in Decision Making

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

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

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

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

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

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

City of Bunbury Council Notice of Meeting

The next Ordinary Meeting of the City of Bunbury Council will be held in the Council Chambers, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on Monday, 26 November 2024 at 5.30pm.



Alan Ferris
Chief Executive Officer
(Date of Issue: 21 November 2024)

Agenda

26 November 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 Ghaseb
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

5. Declaration of Interest

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

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

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

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

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



Declaration of Interest Form

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

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

Directions:

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

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

6. Public Question Time

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

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

6.1 Public Question Time

6.2 Responses to Public Questions Taken 'On Notice'

Nil

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

7.1 Minutes

7.1.1 Minutes – Ordinary Council Meeting

The minutes of the Ordinary meeting of the City of Bunbury Council held 4 November 2024 have been circulated.

Recommendation

The minutes of the Ordinary meeting of the City of Bunbury Council held 4 November 2024 be confirmed as a true and accurate record.

Voting Requirement: Simple Majority Required

7.1.2 Minutes – Council Advisory Committees

Applicant/Proponent:	Internal Report
Author:	Various
Executive:	Alan Ferris, Chief Executive Officer
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 7.1.2-A: PRDC Minutes 30 October 2024 Appendix 7.1.2-B Audit Committee Minutes 19 November 2024

Summary

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

- Title: Policy Review and Development Committee
Author: Liam Murphy, Governance Officer
Appendix: 7.1.2-A
- Title: Audit Committee
Author: Greg Golinski, Manager Governance and Integrated Planning
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 30 October 2024.
- Audit Committee Minutes 19 November 2024

Voting Requirement: Simple Majority



Policy Review and Development Committee

Minutes

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

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

PRDC Minutes

1. Declaration of Opening

The Presiding Member declared the meeting open at 10.01am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
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
Mrs Karin Strachan	Director Corporate and Community

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance and Integrated Planning
Mr Liam Murphy	Governance Officer
Mrs Maureen Keegan	Senior Governance Officer
Ms Sarah Upton	Manager Community Wellbeing
Ms Barbara Macaulay	Manager Planning and Building
Mr David Ransom	Manager Finance
Ms Jane Parson	Team Leader Procurement
Ms Gemma Stewart	Senior Lands Officer
Mr Mark Allies	Team Leader Community Safety and Emergency Management

4.1 Apologies

Cr Ghasseb was an apology for the meeting.

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.

6. Confirmation of Minutes

Committee Decision: Moved Cr Kozisek Seconded Cr Steele

The minutes of the Policy Review and Development Committee Meeting held on 28 August 2024 are confirmed as a true and accurate record.

CARRIED UNANIMOUSLY

7. Method of Dealing with Agenda Business

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

PRDC Minutes

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:	Brendan Smith, 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 was deferred at the 28 August 2024 Policy Review and Development Committee Meeting and is now presented the Committee for consideration.

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.

At the 28 August 2024 PRDC meeting, this item was deferred to include additional wording in the policy to promote gender equality when considering naming proposals. This has now been included in the policy.

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 Policy Review and Development Committee Meeting 30 October 2024

During discussion, it was suggested that the revised policy be amended to state the following within the policy procedure:

That all naming proposals are to be considered equally.

It was also noted that a workshop would be held with Councillors to discuss this policy and the addition of new names for consideration on the City's approved list of names.

The executive recommendation, incorporating this minor amendment, 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 adopt revised Council Policy Naming Conventions as presented at Appendix 8.1-A.

PRDC Minutes

8.2 Review of Council Policy: Local Supplier Preference and Purchasing

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Jane Parsons, Team Leader Procurement
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.2-A REVISED Purchasing Council Policy Appendix 8.2-B CURRENT Purchasing Council Policy Appendix 8.3-C Local Supplier Preference Council Policy

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate the bi-annual review of the Local Supplier Preference Council Policy and the Purchasing Council Policy.

The report is also seeking the Policy Review and Development Committees guidance on whether Art Acquisition, Indigenous or Aboriginal Business and Australian Disability Enterprise exemptions should be listed separately in Table 3 Exemptions List as they can also be exercised under the Discretionary Exemption.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council:

1. Note the review of existing Council Policy: Local Supplier Preference Council Policy, with no changes; and
2. Endorse the revised the Purchasing Council Policy as presented at Appendix 8.2-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.
Objective 13.3	Effectively manage the City's resources.

Regional Impact Statement

The Local Supplier Preference Policy will provide regional and local suppliers price preferences.

Background

These policies were last reviewed by Council in July 2022 (with a minor review to the Purchasing Council Policy in 2023) 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 existing Council Policies.

Legislative Compliance

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Officer Comments

Local Supplier Preference Council Policy

Officers have reviewed the policy and believe it effectively supports local suppliers and the economy and recommend that no amendments are necessary. The preference percentages are already at the maximum allowable in the Local Government (Functions and General) Regulations 1996

A copy of the current policy is attached at Appendix 8.2-C

Purchasing Council Policy

The intent of the proposed changes is to ensure that the Policy serves an overriding public policy document.

Officers compared and reviewed the current Purchasing Council Policy to the Western Australian Local Government (WALGA) Policy template, along with similar policies from a diverse range of local governments including:

- [City of Wanneroo](#)
- [City of Albany](#)
- [City of Melville](#)
- [City of Vincent](#)
- [Town of Victoria Park](#)
- [City of Swan](#)
- [City of Stirling](#)
- [City of Kalgoorlie Boulder](#)
- [City of Mandurah](#)
- [City of Rockingham](#)
- [City of Busselton](#)

The review focused on improvements including:

- Reducing duplication and improving readability
- Replaced the exemptions for vehicles and software with improvements to discretionary purchasing which will increase operational efficiencies.

- Remove restrictions on contract approval periods that exceed regulatory requirements allowing officers more flexibility to negotiate more favourable terms over longer periods.

The changes seek to deliver flexibility and efficiency, balanced with accountability and good governance for City expenditure.

As this review represents a significant overhaul of the existing policy, a marked up copy of the policy has not been provided. Instead, analysis of the amendments has been included in the table below, along with copies of the current policy in Appendix 8.2-B and the revised policy in Appendix 8.2-A.

Original Section	Amendment Analysis
POLICY STATEMENT	No change
POLICY SCOPE	New – added in line with other Council Policies
POLICY OBJECTIVES	Now contains 1. Definitions 2. Principles of Procurement and 3. Compliance Requirements There was significant overlap between the Principles of Procurement and Policy Objectives so this has been consolidated into the Principles of Procurement and simplified.
POLICY DETAILS	Has been removed and incorporated into POLICY OBJECTIVES to have section headings consistent with other COB Council policies.
1. Definitions	Has been expended to cover more terms, and is found in POLICY OBJECTIVES
2. Ethics & Integrity	This section has been removed due to overlap, and the content has been condensed and included in 2. Principles of Procurement. All relevant legislation and policies have been identified in 3. Compliance Requirements
3. Principles of Procurement	Renumbered to 2. Principles of Procurement, and now incorporates the original Policy Objectives, Ethics & Integrity and the application of Value for Money. Formatting has changed to table format
4. Value for money	The information has been moved to 2. Principles of Procurement
5. Purchasing Requirements	<i>This has been promoted to a separate section heading PURCHASING REQUIREMENTS rather than a heading.</i> New sub heading added for 5. Purchasing Value Thresholds. The thresholds table has been simplified to make it easier to navigate based on Purchasing Threshold

Original Section	Amendment Analysis
5.1 Purchasing Conditions	Now 7. Purchasing Conditions The content is now: <ul style="list-style-type: none"> a. (original). is now found in Table 3. b. (now a.) has been simplified. c. (now b.) has been updates to reflect the correct documentation. d. has now been appended to Table 1. and simplified. e. has been expanded and now can be found in 3. Compliance Requirements.
5.2 Records Management	Promoted to heading 14. Records Management and simplified.
5.3 Requests for Tender where value is less than the Tender Threshold	Removed as this is already covered in Functions and General Regulation 13.
5.5 Minor Variations	New Section heading added CONTRACT MANAGEMENT REQUIREMENTS Now 9 Minor Variation before entry into contract. Name changed to better explain the purpose while still linking to the regulatory requirements for minor variations in accordance with Regulation 20. Minor wording changes to improve readability.
5.6 Variation after Contract Commencement	Now 10. Variation after Contract Commencement. Minor wording changes to improve readability.
5.7 Elected Members and Designated Senior Employees	Now 16 Elected Members and Designated Senior Employees
5.8 Contract Extension	Now 11 Contract Extension Minor wording changes to simplify
5.9 Contract Novation	Now 12 Contract Novation Minor wording changes to simplify and improve readability.
5.10 Contract Expiry	Removed. The requirement to review the purchasing requirements and commencing a new competitive purchasing process in accordance with the policy is already covered within the Purchasing Requirements.
5.11 Conflicts of Interest	New section heading added OTHER REQUIREMENTS Now 13 Conflict of Interest. No change to content
5.12 Education & training	Now 8. Education & Training Minor changes to wording in a. to note that refresher training will be offered on a bi-annual basis

Original Section	Amendment Analysis
<p>6. Exceptions to Procurement Requirements</p>	<p>Now a section heading EXEMPTIONS TO PURCHASING REQUIREMENTS.</p> <p>Significant formatting changes to better present the information and improve readability.</p> <p>The current section had a number of very specific carve outs, notably for software and vehicles. In reviewing other Local government Policies, Officers have revised the exceptions to procurement requirements by:</p> <ol style="list-style-type: none"> a. Revising the Discretionary exemption to remove the once-off requirement. This will allow the software and vehicle exemptions to be incorporated into this process. b. Provide guidance to officers on example operational reasons for a discretionary exemption, and what doesn't justify a discretionary purchase. <p>These changes are in line with policies from City of Perth, City of Busselton, City of Melville, City of Wanneroo, Town of Victoria Park, City of Swan, City of Mandurah, City of Rockingham.</p> <p>Sole supplier exemption has removed the 2 year cap on the approval to allow the Delegated Authority to determine the period of approval.</p> <p>There are three options marked for optional removal as they can be addressed by the discretionary purchase exemption. The Policy Committees guidance on this is requested.</p>
<p>7. Panels of Pre-Qualified Suppliers Established by the City</p>	<p>Now a section heading PANELS OF PRE-QUALIFIED SUPPLIERS ESTABLISHED BY THE CITY</p> <p>Content has been simplified significantly, based on the City of Perth clause.</p> <p>The 3-year maximum term for a panel has also been removed as this is not a regulatory requirement, with the term to now be decided by Delegated Authority.</p> <p>The addition of the panel purchasing rules taking precedence over the quotation process requirements in Table 1.</p>
<p>8. Authorisation to approve and issue purchase orders</p>	<p>Now covered in Purchasing Authority and Purchasing Conditions</p>
<p>9. Purchasing Policy non-compliance</p>	<p>Now 17. Purchasing Policy non-compliance.</p> <p>Now includes an additional treatment for a breach of policy to include the suspension or termination of procurement activities.</p>

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

The Policy changes have been reviewed by the Executive Leadership Team on 5 September 2024.

The policy is now presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

Not Applicable

Timeline: Council Decision Implementation

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

Outcome of Policy Review and Development Committee Meeting 30 October 2024

The Team Leader Procurement provided a presentation to the Committee detailing the proposed changes to the Purchasing Council Policy.

During discussion, a minor amendment was suggested under the Exemptions to Purchasing Requirements section to refer to Bunbury Museum and Heritage Centre in addition to art acquisitions.

The executive recommendation, incorporating this minor amendment, 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 that Council:

- 1. *Note the review of existing Council Policy: Local Supplier Preference Council Policy, with no changes; and***
- 2. *Endorse the revised the Purchasing Council Policy as presented at Appendix 8.2-A.***

8.3 Review of Council Policy: Sporting and Community Leases and Licences

File Ref:	COB/306	
Applicant/Proponent:	Internal	
Responsible Officer:	Gemma Stewart, Senior Lands Officer	
Responsible Manager:	Felicity Anderson, Manager Economic Development	
Executive:	Andrew McRobert, Director Sustainable Development	
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Attachments:	Appendix 8.3-A: Council Policy: Sporting and Community Leases and Licences	

Summary

The purpose of this report is for the Policy Review and Development Committee to review existing Council Policy: Sporting and Community Leases and Licences.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Sporting and Community Leases and Licences, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Nil, the policy only applies within the City of Bunbury.

Background

The existing policy was last reviewed in December 2022 and is now presented to Council by the Policy Review and Development Committee for its biennial review.

Officers have reviewed the existing policy and do not propose any changes.

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.

Analysis of Financial and Budget Implications

Nil as there are no changes proposed to the existing policy.

Community Consultation

Nil

Elected Member/Officer Consultation

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

Timeline: Council Decision Implementation

Any changes to the policy will become effective immediately once adopted by Council.

Outcome of Policy Review and Development Committee Meeting 30 October 2024

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 note the review of existing Council Policy Sporting and Community Leases and Licences, with no changes recommended.

8.4 Review of Council Policy: Commercial Leases and Licenses

File Ref:	COB/306						
Applicant/Proponent:	Internal						
Responsible Officer:	Gemma Stewart, Senior Lands Officer						
Responsible Manager:	Felicity Anderson, Manager Economic Development						
Executive:	Andrew McRobert, Director Sustainable Development						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information</td></tr><tr><td><input type="checkbox"/> Legislative</td><td>Purposes</td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information	<input type="checkbox"/> Legislative	Purposes
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information						
<input type="checkbox"/> Legislative	Purposes						
Attachments:	Appendix 8.4-A: Council Policy: Sporting and Community Leases and Licences						

Summary

The purpose of this report is for the Policy Review and Development Committee to review existing Council Policy: Commercial Leases and Licenses

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Nil, the policy only applies within the City of Bunbury.

Background

The Commercial Leases and Licenses Council Policy was last reviewed by Council in December 2022.

The Policy outlines the procedures for providing leases/licences to commercial entities to undertake commercial activities during negotiations for the granting of a new lease/licence or when Expressions of Interest (EOI) are sought for commercial tenants on vacant premises.

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.

Analysis of Financial and Budget Implications

Nil as there are no changes proposed to the existing policy.

Community Consultation

Nil

Elected Member/Officer Consultation

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

Timeline: Council Decision Implementation

Any changes to the policy will become effective immediately once adopted by Council.

Outcome of Policy Review and Development Committee Meeting 30 October 2024

During discussion, Cr Quain asked if it was possible to include additional clauses in the policy to ensure that City leases remain current, all lessees have current insurance, and that all City properties receive property inspections. Cr Kozisek moved, and Cr Smith seconded a motion to defer this policy to the next meeting of the committee to allow time for the executive to respond to this question. The presiding member put the motion to the vote, and it was carried unanimously.

That the Policy Review and Development Committee defer item 8.4 Review of Council Policy: Commercial Leases and Licenses to the Policy Review and Development Committee meeting scheduled for 29 January 2025.

8.5 Review of Council Policy: Town Planning Appeal Applications for Review

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Barbara Macaulay, Manager Planning and Building
Responsible Manager:	Barbara Macaulay, Manager Planning and Building
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 8.5-A REVISED Town Planning Appeal Applications for Review Council Policy

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate updates to the existing Council Policy. The changes proposed are:

1. Update terminology from ‘Town Planning Appeal Applications for Review’ to ‘State Administrative Tribunal Development Applications for Review’.
2. Introduce requirements for the City to advise parties who have made a submission on an Application for Development Approval that an application for review has been made to the State Administrative Tribunal (SAT).
3. Introduce the requirement for the City to notify all parties who made a submission the outcome of the SAT review.

Executive Recommendation

That the Policy Review and Development Committee recommends that Council adopt the revised Town Planning Appeal Applications for Review Council Policy as attached at appendix 8.5-A, noting the change of name to State Administrative Tribunal Development Applications for Review Council Policy.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant and well planned City.
Outcome	A community with high quality urban design and housing diversity.
Objective 7.1	Promote responsible planning and development.
Pillar	Prosperity
Aspiration	A strong and diversified economy.
Outcome 11	A strong, resilient and diverse economic hub for the South West.
Objective 11.2	Attract diversified investment, industry and businesses.

Regional Impact Statement

Not applicable.

Background

The Policy was last reviewed in December 2022.

Council Policy Compliance

Nil.

Legislative Compliance

State Administrative Tribunal Act 2004
Local Government Act 1995

Officer Comments

There is no legislative requirement to notify submitters to an application for development approval that the applicant has sought review of the decision through the State Administrative Tribunal. In the interest of transparency and best practice, it is recommended that parties are notified when a decision of Council is under review by the SAT.

Analysis of Financial and Budget Implications

Nil.

Community Consultation

Nil.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.

Outcome of Policy Review and Development Committee Meeting 30 October 2024

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 recommends that Council adopt the revised Town Planning Appeal Applications for Review Council Policy as attached at appendix 8.5-A, noting the change of name to State Administrative Tribunal Development Applications for Review Council Policy.

8.6 Review of Council Policy: Worker Wellbeing

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Odetta Robertson, Manager People and Safety
Responsible Manager:	Odetta Robertson, Manager People and Safety
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information <input type="checkbox"/> Legislative Purposes
Attachments:	Appendix 8.6-A: REVISED Council Policy: Worker Wellbeing

Summary

The purpose of this report is for the Policy Review and Development committee to review the Worker Wellbeing Council Policy.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Worker Wellbeing Council Policy as presented at Appendix 8.6-A

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Not applicable to this report.

Background

The existing Policy was adopted by Council on 23 January 2018 and was last reviewed on 20 December 2022. This Policy is now presented to the Committee for its biennial review.

The recommended changes are to bring the Policy into alignment with the recently introduced Work Health and Safety (WHS) legislation. This includes the change from term of ‘employee’ to ‘worker’ and all other WHS legislation references. Other changes include an increase in options for Southwest Sorts Centre Membership, and the addition of mental health activities as Health and Wellbeing initiatives.

Council Policy Compliance

The report facilitates a review of an existing Council Policy.

Legislative Compliance

Not applicable to this report.

Officer Comments

The purpose of this policy is to ensure that staff have the opportunity to access health and wellbeing initiatives and choices in the workplace as identified in the City's Enterprise Agreement, as well as demonstrating Council's commitment to staff health and well-being.

The Policy delivers on the purpose of the Working on Wellness Committee to discuss, develop and assist in the delivery of a Wellness Program that will help the City of Bunbury's employees to be more aware, motivated, and skilled around life decisions to increase their own and other's emotional, mental and physical wellbeing.

Officers have reviewed the policy and suggest changes minor changes as presented at appendix 8.6-A.

Analysis of Financial and Budget Implications

Not applicable to this report.

Community Consultation

Not applicable

Elected Member/Officer Consultation

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

Timeline: Council Decision Implementation

Following Council endorsement, the revised policy will become effective immediately.

Outcome of Policy Review and Development Committee Meeting 30 October 2024

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 that Council adopt the revised Worker Wellbeing Council Policy as presented at Appendix 8.6-A

8.7 Review of Council Policy: Bushfire Inspection and Mitigation

File No.	COB/
Applicant:	Internal
Responsible Officer:	Mark Allies, Team Leader Rangers and 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 8.7-A: REVISED Council Policy Bushfire Inspection and Mitigation

Summary

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

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Bushfire Inspection and Mitigation as presented at appendix 8.7-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

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

Regional Impact Statement

Not applicable.

Background

The Council Policy Bushfire Inspection and Mitigation was adopted on 2 September 2014, refer Council Decision 334/14. It was last reviewed on 26 September 2023, Council Decision 188/23 but has been reviewed following consultation with Department of Fire & Emergency Services and City of Bunbury Community Partnerships team to incorporate and expand on systematic changes impacting this policy.

The Policy provides how the City of Bunbury will assess the risk of bush fire to properties, apply treatments, and collaborate with the Department of Fire and Emergency Services to engage and educated the community.

Council Policy Compliance

This report facilitates the review of existing Council Policy Bushfire Inspection and Mitigation.

Legislative Compliance

Pursuant to section 33 of the *Bush Fires Act 1954* local governments can develop local laws, being customised strategies to reduce the risk and impact from bush fire.

Officer Comments

Officers have undertaken a comprehensive review of the Council Policy Bushfire Inspection and Mitigation and proposed significant changes as presented in appendix 8.7-A.

The Policy has been revised in response to an increase in risk associated with fire and new requirements for cultural ceremonies impacted by this policy. The review also provided additional clarification regarding fire related activities already incorporated in the Policy, such as Campfires, Firepits, Pizza Ovens, Barbecues, Smokers, Cooking, Cultural Ceremonies and Permits.

The Review also reduced the content in the s 1.4 which relates to Annual Residential Inspections. The changes considered Councillor recommendations from the previous review to modify the content and make it less procedural. An operational procedure exists for Ranger Fire Control officers that provides necessary detail to internal officers.

The review was conducted in consultation with the City's First Nations Officer and Community Partnerships team to ensure alignment with our own Welcome to Country policy, inclusive of planned updates, and current cultural ceremony practices. The Elder Community representatives from the Richmond Wellbeing centre were also consulted on the City's behalf by First Nation officer Karen Jetta.

Department of Fire & Emergency Services to ensure the legislation was accurate and aligns with best practice.

This was to ensure the City's practices and procedures in engaging with the community, assessing risks and applying treatments are consistent and lawful with the intent to reduce risk from individual properties, leading to a reduction of risk of bush fire to the whole community and surrounding local governments.

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 Policy Review and Development Committee Meeting 30 October 2024

The executive recommendation was moved by Cr Smith 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 that Council adopt revised Council Policy Bushfire Inspection and Mitigation as presented at appendix 8.7-A.

8.8 Review of Council Policy: Privacy

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Elijah Glass, Manager Information Services Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.8-A Revised Council Information Privacy Policy

Summary

The purpose of this report is to facilitate a review of the Council policy on Privacy in accordance with the new Privacy and Responsible Information Sharing legislation being introduced.

Executive Recommendation

That the Policy Review and Development Committee recommends that Council:

1. Adopt the revised and renamed Information Privacy Policy as presented at Appendix 8.8-A
2. Authorise the CEO to remove the advisory notice from the Information Privacy Policy once the Privacy and Responsible Information Sharing legislation comes into effect.

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

This policy only applies within the City of Bunbury.

Background

The WA State Government is implementing new Privacy and Responsible Information Sharing (PRIS) legislation that reforms personal privacy protection for all Western Australians and increases accountability of information sharing within government.

The Office of the Information Commission (OIC) has outlined 18 actions that need to be completed to ensure compliance. One of these actions is to create a Privacy Policy that is accessible to the public.

The City has updated its Privacy Policy to align with the new legislation requirements.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

As detailed above, new legislation will soon be enacted which will govern privacy and responsible information sharing.

Officer Comments

At the 24 April 2024 Policy Review and Development Committee meeting, it was noted that an extensive review of the Privacy policy would be conducted after the implementation of new privacy legislation, which was originally scheduled for 30 June 2024. However, the new legislation has been delayed. In the meantime, the OIC has released Guidance Note No 10 – Privacy Policy will allow agencies to develop or modify their Privacy policies to align with the upcoming legislation.

An advice note is provided on the policy informing the following:

'The requirements of the Privacy and Responsible Information Sharing (PRIS) legislation have not yet commenced, but the City of Bunbury has drafted this Information Privacy Policy in anticipation of the law coming into effect.'

The policy has been updated to include the 11 Information Privacy Principles (IPPS). Some these principles were already covered in the existing policy and have been incorporated into the new policy, while outdated information has been removed.

The title of the policy has been updated to align with the new legislation.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediately following Council decision.

Outcome of Policy Review and Development Committee Meeting 30 October 2024

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 recommends that Council:

- 1. Adopt the revised and renamed Information Privacy Policy as presented at Appendix 8.8-A***
- 2. Authorise the CEO to remove the advisory notice from the Information Privacy Policy once the Privacy and Responsible Information Sharing legislation comes into effect.***

PRDC Minutes

8.9 Review of Council Policy: Professional Development of Council Members

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachn, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 8.9-A: Professional Development of Council Members Council Policy

Summary

This report is presented to the Policy Review and Development Committee to facilitate a review of current Council Policy – Professional Development of Council Members. There are no changes or amendment to the Policy.

A copy of the policy is contained at appendix 8.9-A.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of Council Policy Professional Development of Council Members with no changes recommended.

*Voting Requirement: **Absolute Majority***

Strategic Relevance

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

Regional Impact Statement

This Policy applies only to the City of Bunbury.

Background

This Policy was adopted by Council on 23 June 2020 as a statutory requirement pursuant to section 5.128 of the Local Government Act 1995 (LGA).

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

The policy was reviewed by the Policy Review and Development Committee on 30 November 2022 and adopted with revisions by Council at the with amendments on the 22 December 2022.

Council Policy Compliance

This report facilitates the review of existing Council Policy Professional Development of Council Members.

Legislative Compliance

Section 5.128(1) of the Local Government Act 1995 provides that a local government must have in place a policy in relation to the continuing professional development of council members. Section 5.128 (2) of the Local Government Act 1995 provides that a local government may amend the policy, with an absolute majority vote required.

Officer Comments

The Professional Development Policy aims to help the Council fulfill its legislative requirement for training Elected Members and to proactively assess development opportunities for each Elected Member. It also includes a statement about the extent of payment by the City.

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

Analysis of Financial and Budget Implications

The annual allowance for Elected Members professional development will be paid by the City from the Elected Member Training budget GL 500517.0820.4304.

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Immediately following Council decision.

Outcome of Policy Review and Development Committee Meeting 30 October 2024

During discussion, the committee suggested the following amendments to the Policy:

- That the annual allowance for each elected member be increased to \$5,000.

- That any elected member wishing to undertake the Elected Member Diploma of Local Government can do so, with the funds being taken from outside of their individual allowance.

A motion to adopt the policy as presented, incorporating the changes outlined above 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 Professional Development of Council Members.

PRDC Minutes

8.10 Review of Council Policy: Public Interest Disclosure

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachn, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 8.10-A REVISED Public Interest Disclosure Policy

Summary

The purpose of this report is for the Policy Review and Development Committee (PRDC) to review the existing Council policy relating to Public Interest Disclosure.

Executive Recommendation

That the Policy Review and Development committee recommend that Council endorse the revised Council Policy Public Interest Disclosure presented at Appendix 8.10-A

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Not applicable to this report.

Background

The Western Australian *Public Interest Disclosure Act 2003* (the PID Act) came into effect on 1 July 2003. Under the PID Act, people can make disclosures about certain types of wrongdoing covered by the PID Act within the State public sector, local government, some boards and committees, and public universities.

The PID Act only applies to disclosures of public interest information. Public interest information must:

- * relate to a public authority, public officer or public sector contract (“a public body”);
- * relate to the performance of a public function of the public body;
- * tend to show that the public body is, has been or proposes to be, involved in improper conduct.

The PID Act protects those who make appropriate disclosures of public interest information. The PID Act makes provision for proper authorities to receive disclosures about certain types of wrongdoing.

In accordance with the PID Act public authorities must prepare and publish internal procedures relating to their obligations under the PID Act. This Policy was last reviewed by Council on 20 December 2022.

Council Policy Compliance

The report facilitates a review of an existing Council Policy.

Legislative Compliance

Pursuant to sections 23(1)(e) and 23(2) of the *Public Interest Disclosure Act 2003* public authorities are to prepare and publish internal procedures relating to their obligations under the PID Act. Internal procedures must be consistent with the PID Act and Public Sector Commission Guidelines.

Officer Comments

The Policy outlines the City's commitment to public interest disclosures as well as documenting internal procedures relating to our obligations under the PID Act. The Policy also provides information on the rights and obligations of persons under the PID Act.

Any person may make a disclosure of public interest information. While public officers may make disclosures of public interest information, the PID Act also allows for members of the public to make these disclosures.

Two minor amendments were made to the policy, updating the role and name of the current PID Officer.

Analysis of Financial and Budget Implications

Not applicable to this report.

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 to this report.

Timeline: Council Decision Implementation

Following Council endorsement, the revised policy will become effective immediately.

Outcome of Policy Review and Development Committee Meeting 30 October 2024

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 Public Interest Disclosure presented at Appendix 8.10-A

PRDC Minutes

8.11 Review of Council Policy: Elected Member Entitlements

File Ref:	COB/6306
Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance and Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input checked="" type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.11-A: REVISED Council Policy Elected Member Entitlements

Summary

The purpose of this report is to facilitate a review of the Council Member Entitlements Policy. Following general discussion in relation to this matter at previous meetings of this committee, as well as at Council and also strategic workshops, Officers have made proposed updates to the policy reflecting the sentiment of these discussions.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council:

1. Adopt the revised Council Policy: Elected Member Entitlements as presented at Appendix 8.11-A.
2. Agree that the provision of ICT hardware as per clause 2.1 of the policy will take effect from 1 July 2025.

Voting Requirement: Simple Majority Vote

Strategic Relevance

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

Regional Impact Statement

This policy only applies within the City of Bunbury.

Background

The policy was last reviewed in December 2022. At the OCM held on 3 September 2024, the policy was referred back to the Policy Review and Development Committee for further deliberation.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Local Government Act 1995

Western Australia Salaries and Allowances Act 1975

- Local Government Chief Executive Officers and Elected Members Determination No 1 of 2024

Officer Comments

Following general discussion in relation to this matter at previous meetings of the Policy Review and Development Committee, as well as at Council, and strategic workshops, Officers have made proposed updates to the policy reflecting the sentiment of these discussions (see tracked changes at Appendix 8.11-A).

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

The policy will apply immediately following Council decision, noting that recommendation point 2 stipulates that the provision of ICT hardware as per clause 2.1 of the policy will take effect from 1 July 2025.

Outcome of Policy Review and Development Committee Meeting 30 October 2024

During discussion it was asked if the policy could include clauses to allow for the purchase of the elected member devices following the conclusion of that members term. To allow time for the executive to provide a response Cr Kozisek moved, and Cr Steele seconded a motion to defer this item to the next Committee meeting. The presiding member put the motion to the vote, and it was carried unanimously.

That the Policy Review and Development Committee defer item 8.11 Review of Council Policy: Elected Member Entitlements to the Policy Review and Development Committee meeting scheduled for 29 January 2025.

PRDC Minutes

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 28 August 2024, Cr Quain asked a question which was taken on notice and is now presented below with a response.

Question

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

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

Response

In addition to adhering to the requirements of the *Equal Opportunity Act 1984*, the City currently has various policies and documents which address these areas including the Equal Opportunity Council Policy, Disability Access and Inclusion Policy, and the Reconciliation Action Plan.

It is proposed that at a future date a discussion paper could be developed and presented to the Committee for consideration, however the City is not resourced to undertake this at this time. The City is currently recruiting the Manager responsible for this work area, and they could potentially undertake this work in the new year.

9.2 Questions from Members

Cr Quain asked the following questions which were taken on notice:

Question 1

Which policy speaks to the provision of soap in public bathrooms and can this be presented to the Committee for review.

Question 2

Which policy speaks to the provision of hot water in public ablutions and can this be presented to the Committee for review.

10. Urgent Business

Nil

11. Date of Next Meeting

The next PRDC meeting is scheduled for Wednesday, 29 January 2025.

12. Close of Meeting

The Presiding Member closed the meeting at 11:02am.

Confirmed on 29 January 2025 as a true and accurate record of proceedings of the Policy Review and Development Committee meeting held on 30 October 2024.

**Cr Marina Quain
Presiding Member**

PRDC Minutes



Audit Committee

Minutes

19 November 2024

Audit Committee Minutes

City of Bunbury
4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
Bunbury WA 6231

Audit Committee Terms of Reference

The duties and responsibilities of the committee will be:

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

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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 communities and their cultures; and to Elders past, present and emerging.

Audit Committee

Minutes

19 November 2024

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

1. Declaration of Opening

The Manager Governance declared the meeting open at 9.30am, as the Presiding Member has advised the Mayor/CEO that he would be an apology for the meeting.

As the Committee had not previously appointed a Deputy Presiding Member, those Committee Members present unanimously chose Mr Stuart Eaton to preside over this meeting in accordance with section 5.14 of the *Local Government Act 1995*.

Mr Eaton assumed the role of Presiding Member at 9.31am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Mayor Jaysen Miguel	City of Bunbury
Cr Ben Andrew (Deputy Member)	City of Bunbury
Cr Marina Quain	City of Bunbury
Cr Michelle Steck	City of Bunbury
Mr John Barratt	Independent Member
Mr Stuart Eaton	Independent Member

Support Staff/Visitors:

Name	Title
Mr Greg Golinski	Manager Governance
Mr Alan Ferris	Chief Executive Officer
Mr David Ransom	Manager Finance
Mrs Karin Strachan	Director Strategy and Organisational Performance
Ms Donelle Bruton	Team Leader Financial Accounting
Ms Sandra Labuschagne (online)	Deputy Auditor General, OAG
Ms Carly Meagher (online)	Director Financial Audit, OAG
Mr James Arthur (online)	Moore Australia

4.1 Apologies

Cr Ghasseb

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. Public Question Time

Not applicable to this committee.

7. Confirmation of Minutes

Committee Decision: Moved: Cr Quain Seconded: Mayor Miguel

The minutes of the Audit Committee Meeting held on 24 September 2024 are confirmed as a true and accurate record.

CARRIED

8. Presentations

Representatives from the OAG and Moore Australia will be in attendance to discuss the City's annual financial audit for the 2023/24 financial year. Moore Australia have provided a Concluding Report to help facilitate this conversation (see Appendix 10.1B). Items 10.1 and 10.2 on the agenda then relate to the outcomes of the annual financial audit.

Further, the Deputy Auditor General and COO of the OAG, Sandra Labuschagne will be in attendance to make a presentation to the committee.

Note that Section 7.12A(2) of the *Local Government Act 1995* requires a local government to meet with its auditor at least once in every year, and clause (b) of the Audit Committee terms of reference nominates the Committee as being the Council's representative in this regard.

Outcome of Meeting 19 November 2024

Cr Quain moved and Cr Steck seconded that Standing Orders be suspended to enable discussion during the presentations by OAG and Moore Australia. The Presiding Member put the motion to the vote and it was CARRIED unanimously.

Mr James Arthur from Moore Australia presented to the Committee an overview of the Audit Concluding Report (Appendix 10.1B). Mr Arthur stressed that an unmodified audit opinion has been issued, followed by a brief overview of each of the key audit risks and focus areas as detailed within Appendix 10.1B, being: revenue recognition, completeness and accuracy of liabilities and expenses, valuation of property, plant and equipment and infrastructure assets, accounting for joint arrangements, accounting for employee related provisions, accounting for rehabilitation costs, disclosures in the financial report, fraud risk and management override of controls, and the review of the system of internal control (general IT controls).

Ms Sandra Labuschagne from the OAG provided the committee with a brief overview of the functions of the audit committee in the context of local government legislation, the OAG better practice guide, and the Department of Local Government operational guideline relating to Audit Committees.

General discussion and questions took place during both presentations, which were aligned with items 10.1 and 10.2 of this agenda.

Cr Steck moved and Cr Quain seconded that Standing Orders be resumed. The Presiding Member put the motion to the vote and it was CARRIED unanimously.

9. Method of Dealing with Agenda Business

All items were dealt with in the order they appeared in the agenda.

10. Reports

10.1 Draft Auditors Report and Annual Financial Report for the year ending 30 June 2024

File Ref:	COB/5574
Applicant/Proponent:	Internal
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.1A: Draft Annual Financial Report and Auditor’s Report Appendix 10.1B: 2024 Audit Concluding Report

Summary

The Auditor’s Report and Annual Financial Report of the City of Bunbury for the financial year ending 30 June 2024 are attached at Appendix 10.1A for the information of the Audit Committee.

The Auditor’s Report (refer Pages 63 - 65 in the attached Annual Financial Report) is in ‘draft’ as Ms Carly Meagher, Director Financial Audit, from the Office of the Auditor General WA is required to meet with the Audit Committee prior to the signing of the Auditor’s Report. Ms Meagher will be attending this meeting to brief the Committee on the audit and to answer any questions. Following this meeting the Auditor’s Report will be signed and then presented to Council at its meeting on 26 November 2024.

The Auditor General Independent Auditor’s Report has confirmed that the financial report is based on proper accounts and records, and fairly represents, in all material respects, the results of the operations and the financial position of the City for the year ended 30 June 2024.

A copy of the 2024 Audit Concluding Report is also attached at Appendix 10.1B for the information of the Committee.

Executive Recommendation

That the Audit Committee recommends that Council accept the Auditor General Independent Auditor’s Report and the Audited Annual Financial Report of the City of Bunbury for the financial year ending 30 June 2024.

Voting Requirements: Simple Majority

Background

The Auditor General has audited the 2023/24 Annual Financial Report and have provided an Independent Auditor’s Report as required under the relevant provisions of the *Local Government Act 1995* (the Act). The Auditor’s Report and Annual Financial Report are now presented to the Audit Committee.

Furthermore, section 7.12A(2) of the Act requires a local government to meet with its Auditor at least once in every year.

Ms Carly Meagher, Director Financial Audit, from the Office of the Auditor General WA, who is representing the Auditor General will be in attendance to discuss with the Committee the audit and any queries arising from the 2023/24 Audit.

Council Policy Compliance

N/A

Legislative Compliance

Section 7.9(1) of the Act requires the Auditor to submit a report to the local government by 31 December each year.

Section 7.12A(2) of the Act requires a local government to meet with its Auditor at least once each year.

Officer Comments

There are five (5) primary financial statements:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows
- Rate Setting Statement

Statement of Comprehensive Income: The Statement of Comprehensive Income (Page 5 of the Financial Report) shows the extent to which operating income has exceeded operating expenditure during the financial year.

Key financial figures within the audited Annual Financial Report for the year ended 30 June 2024 include:

	<u>2024</u>	<u>2023</u>
Operating Revenue	\$70,268,392	\$64,419,665
Operating Expenses	<u>\$(79,587,393)</u>	<u>\$(75,286,324)</u>
Operating Surplus / (Deficit)	\$(9,319,001)	\$(10,866,659)
Net Result	\$1,042,475	\$(6,536,423)

For the year ending 30 June 2024, the operating deficit was \$9.3M compared to an operating deficit of \$10.8M in 2022/23, a decrease of \$1.5M. Revenue increased by \$5.8M and expenditure increased by \$4.3M.

Operating Revenue – The City received \$5.8M more in 2023/24 than in 2022/23. This was mainly due to receiving \$3.3M more in Rates, an increase in Fees and Charges of \$1.7M and higher Interest Revenue of \$579K. In 2023/24 \$46.3M of rates were raised, an increase of \$3.3M or 7.7% on 2022/23. Note: the property rate increase was 7.0%. The increase in Fees and Charges income was mainly due to higher

waste collection charges of \$913K (e.g. higher contract charges for recycling passed on to users), and higher sports facility fees (including South West Sport Centre memberships, café sales and admission income).

Operating Expenditure – The increase in operating expenditure of \$4.3M from the previous year was mainly due to increases in Employees Costs of \$3.1M mainly due to the EBA increase of 4.0% and increase in FTE's, Materials and Contracts of \$3.2M mainly due to a \$2.9M increase in contractors expenditure (including storm damage clean up, building maintenance and Withers regional renewal project costs), and increase in material expenditure of \$337K; and Depreciation increased by \$753K. This was offset by a decrease in Other Expenditure of \$2.9M, as the contribution to the Bunbury Harvey Regional Council in 2022/23 for cell capping was a one-off expense.

Net Result - The Net Result was \$1.0M which includes the Operating Revenue and Expenditure results above, plus Capital Grants of \$13.9M (including \$9.1M for the Hands Oval Redevelopment), Net Loss on Asset Disposal of \$3.8M, and Share of Net Profit in Associates (i.e. Bunbury Harvey Regional Council) \$242K. This compares to a loss of \$6.5M in 2022/23.

This Statement also accounts for the Changes on Revaluation of Non-Current assets which was an increase of \$90.4M, mainly from the revaluation increment of stormwater assets of \$90.0M. This resulted in Total Comprehensive Income for 2023/24 of \$91.5M. In 2022/23 this was \$(1.6M).

Statement of Financial Position: The Statement of Financial Position (Page 6 of the Financial Report) shows the assets and liabilities which make up the Community Equity as at the 30 June 2024.

Key financial figures within the Annual Financial Report for the year ended 30 June 2024 include:

	<u>2024</u>	<u>2023</u>
Current Assets	\$43,775,439	\$41,207,536
Current Liabilities	<u>\$(19,385,078)</u>	<u>\$(17,159,859)</u>
Current Assets over Current Liabilities	\$24,390,361	\$24,047,677
Non-Current Assets	\$570,768,390	\$473,498,801
Non-Current Liabilities	<u>\$(15,693,051)</u>	<u>\$(9,567,402)</u>
Total Equity	\$579,465,700	\$487,979,076

The City's Current Assets exceed Current Liabilities in 2023/24 by \$24.4M, compared to \$24.0M in 2022/23, an increase of \$343K.

Non-Current Assets increased by \$97.3M mainly due to an increase in Stormwater assets of \$88.3M (\$90.0 in revaluation increment) and increase in capital works in progress \$13.3M (including Hands Oval and Forrest Park Pavilion and foreshore marine walls).

Non-Current Liabilities decreased by \$6.1M mainly due to a decrease in borrowings.

These changes contributed to the increase in total Community Equity at 30 June 2024 by \$91.5M to \$579.5M.

Statement of Changes in Equity: The Statement of Changes in Equity (Page 7 of the Financial Report) shows the extent to which the Community Equity has been increased by the net result of the year's activities. For the year ending 30 June 2024, the Community Equity increased from \$488.0M to \$579.5M,

an increase of \$91.5M as explained in the Statement of Financial Position and the Statement of Comprehensive Income above.

Statement of Cash Flows: The Statement of Cash Flows (Page 8 of the Financial Report) shows the nature and amount of the City’s cash inflows and outflows from all activities. At the end of the reporting period the City’s cash holdings were \$34.5M compared to \$36.0M in 2022/23, a decrease of \$1.5M.

Statement of Financial Activity: The Statement of Financial Activity (Pages 9 and 10 of the Financial Report) shows the surplus position after income and expenditure activity during the year. At the end of 2023/24 the Surplus After Imposition of General Rates was \$4.8M. This was \$79K less than last year.

The Surplus of \$4.8M includes the following items to result in an unallocated closing surplus of \$473K.

Closing Surplus Funds	\$4,820,575
<u>Less:</u>	
Projects not finalised in 2023/24 carried forward to 2024/25	\$(1,505,205)
Amount required to fund the 2024/25 Budget	\$(1,006,045)
2024/25 Financial Assistance Grants received in advance	<u>\$(1,836,367)</u>
Unallocated Closing Surplus Funds	\$472,958

Analysis of Financial and Budget Implications

There are no financial or budget implications for the Committee to accept the Annual Financial Statements and Auditor’s Report.

Community Consultation

The Annual Financial Report will be included in the City’s 2023/24 Annual Report and will be available on the City’s website.

Elected Member/Officer Consultation

This matter is presented to the Audit Committee for consideration.

Timeline: Council Decision Implementation

Effective immediately once adopted by Council.

Outcome of Meeting 19 November 2024

The recommendation as printed was moved by Mayor Miguel and seconded by Mr Barratt and was CARRIED unanimously as follows:

That the Audit Committee recommends that Council accept the Auditor General Independent Auditor’s Report and the Audited Annual Financial Report of the City of Bunbury for the financial year ending 30 June 2024.

10.2 Audit Management Letter for the year ending 30 June 2024

File Ref:	COB/5574
Applicant/Proponent:	Internal
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.2A: Audit Management Letter

Summary

Following the 30 June 2024 financial audit, the City's auditor, the Auditor General, has issued their Management Letter (attached at Appendix 10.2A). The Management Letter comments on matters noted during the audit and provides recommendations to be considered.

The following three matters were raised in the Management Letter:

1. Bunbury Harvey Regional Council
2. Information Technology Controls
3. Procurement – Segregation of Duties

A management comment responding each of these finding is included in the Management Letter attached.

Executive Recommendation

That the Audit Committee recommends that Council notes the Management Letter for the City of Bunbury annual financial audit for the year ending 30 June 2024.

Voting Requirements: Simple Majority

Background

At the completion of the annual financial audit the Auditor (if required) will provide a list of deficiencies in internal control and other matters that were identified during the audit.

Council Policy Compliance

There are no Council policies relating to this report.

Legislative Compliance

Section 7.9(1) of the Act requires the auditor to submit a report to the local government by 31 December each year.

Section 7.12A(2) of the Act requires a local government to meet with its Auditor at least once each year.

Officer Comments

Officer comments on the three items identified by Auditor General have been included in the Management Letter attachment.

Analysis of Financial and Budget Implications

There are no financial or budget implications for Council to note the Management Letter.

Community Consultation

Not required.

Elected Member/Officer Consultation

This matter is presented to the Committee for consideration.

Timeline: Council Decision Implementation

Effective immediately once adopted by Council.

Outcome of Meeting 19 November 2024

The recommendation as printed was moved by Cr Andrew and seconded by Cr Quain and was CARRIED unanimously as follows:

That the Audit Committee recommends that Council notes the Management Letter for the City of Bunbury annual financial audit for the year ending 30 June 2024.

10.3 Financial Trend Analysis Report

File Ref:	COB/5574
Applicant/Proponent:	Internal
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Corporate & Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.3A: Financial Trend Analysis Report

Summary

A Financial Trend Analysis Report (Report) has been prepared at the request of the Audit Committee and is based on the audited Annual Financial Report to 30 June 2024. It includes the past 5 years financial data and looks forward to the next 12 years based on the adopted 2024/25 Annual Budget and the Long Term Financial Plan (LTFP) 2024/25 – 2035/36.

The key findings, and what actions the City is currently implementing to addressing these findings are included in the report.

Executive Recommendation

That the Audit Committee receives the Financial Trend Analysis Report.

Voting Requirements: Simple Majority

Background

At the Audit Committee Meeting on 24 September 2024 the Committee requested that a financial trend analysis report be developed and reported to the Audit Committee in conjunction with the Annual Financial Report.

Council Policy Compliance

There are no Council policies relating to this report.

Legislative Compliance

Not applicable.

Officer Comments

The Report provides an analysis of the City's financial performance and financial position. It looks at the financial trend for income and expenditure, capital expenditure, loans, reserve funds, and financial ratios.

The financial ratios compare how the City is performing to benchmarks set by the Western Australian Department of Local Government, Sport and Cultural Industries.

This report focuses on the key aspects to give a high level view, and to highlight the major findings from this analysis.

Analysis of Financial and Budget Implications

There are no financial or budget implications for Council to receive this report.

Community Consultation

Not required.

Elected Member/Officer Consultation

This matter is presented to the Committee for information.

Timeline: Council Decision Implementation

N/A

Outcome of Meeting 19 November 2024

The recommendation as printed was moved by Mr Barratt and seconded by Mayor Miguel and was CARRIED unanimously as follows:

That the Audit Committee receives the Financial Trend Analysis Report.

10.4 Internal Audit Report – Project Management

File Ref:	COB/6823
Applicant/Proponent:	Internal Audit Department
Responsible Officer:	Delise Fynn, Internal Auditor
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	CONFIDENTIAL Appendix 10.4A: Final Project Management Internal Audit Report

Summary

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

A copy of the confidential Internal Audit Report is at Appendix 10.4A.

Executive Recommendation

That the Audit Committee:

1. Note the information within the Internal Audit Report at Appendix 10.4A; and
2. Endorse the recommendations made within the report at Appendix 10.4A, noting these will be included in the City’s Audit Findings Database

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust government.
Outcome 1.	A leading local government
Objective 2.	Provide strong, accountable leadership and governance. Effectively manage the City’s resources

Regional Impact Statement

N/A

Background

The project management audit was conducted in terms of the FY24/25 internal audit plan. The City of Bunbury delivers a large and diverse range of projects each year. In FY23/24 approximately \$24.6m was budgeted for major projects for the City of Bunbury. In general, the City's major projects carry more risk and complexity than operational activities therefore, close monitoring of the City's project portfolio is important to ensure project risks and issues are managed effectively and the portfolio continues to deliver on the organisation's strategic objectives.

Council Policy Compliance

City of Bunbury Risk Management Framework

- Council Policy Risk Management
- City of Bunbury Risk Management Strategy
- City of Bunbury Risk Management Plan

City of Bunbury Compliance Framework

- Management Policy: Legislative Compliance

City of Bunbury Internal Control Framework

Legislative Compliance

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

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

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

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

Officer Comments

The objective of the Project Management audit was to evaluate and assess the effectiveness, efficiency, and compliance of project management practices within the City of Bunbury. Specifically, it aimed to:

- **Ensure Compliance:** Verify that projects are being managed in accordance with established the project management framework and governance structures.
- **Evaluate Project Performance:** Assess whether projects are being executed as planned, in terms of scope, schedule, budget, and quality. This includes identifying any deviations from the project plan and providing insights into corrective actions or improvements needed.

- **Risk Management:** Review the effectiveness of risk management processes in place to identify, assess, and mitigate risks. The audit seeks to ensure that risks are properly documented, monitored, and addressed throughout the project lifecycle.
- **Verify Financial Controls:** Ensure that project budgets are being managed properly, with appropriate financial controls in place to track costs and prevent overspending or fraud.

Below is a summary of findings identified during the project management audit and management actions have been documented for each:

- Project documentation for standard and minor projects were not available for review
- Project budgets are not tracked throughout the project life cycle
- Training on governance and project management required for all projects

Analysis of Financial and Budget Implications

N/A

Community Consultation

N/A

Councillor/Officer Consultation

N/A

Applicant Consultation

N/A

Timeline: Council Decision Implementation

N/A

Outcome of Meeting 19 November 2024

The recommendation as printed was moved by Cr Andrew and seconded by Mr Eaton and was CARRIED unanimously as follows:

That the Audit Committee:

1. ***Note the information within the Internal Audit Report at Appendix 10.4A; and***
2. ***Endorse the recommendations made within the report at Appendix 10.4A, noting these will be included in the City's Audit Findings Database.***

10.5 City Leases – Public Liability Insurance

File Ref:	COB/5574
Applicant/Proponent:	Council
Responsible Officer:	Gemma Stewart, Senior Lands Officer
Responsible Manager:	Felicity Anderson, Manager Economic Growth
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Nil

Summary

At the Ordinary Council Meeting held 15 October 2024, Council resolved as follows following a motion on notice from Cr Michelle Steck (refer decision 222/24):

“That Council... identify all leases that do not have a valid public liability insurance certificate of currency to operate and provide a report to the Audit Committee.”

This report is provided in response to the above resolution.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

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

Background

At the Ordinary Council Meeting held 15 October 2024, Council resolved as follows following a motion on notice from Cr Michelle Steck (refer decision 222/24):

“That Council... identify all leases that do not have a valid public liability insurance certificate of currency to operate and provide a report to the Audit Committee.”

This report is provided in response to the above resolution.

Council Policy Compliance

Not applicable.

Legislative Compliance

Not applicable.

Officer Comments

City Officers undertake quarterly assessments of its leases database to ensure lessee's are compliant with the terms of their lease. At the time of drafting this report, 28 of the City's 160 lessee's have expired general insurance certificates of currency.

As per the City's internal processes, all 28 lessees have been contacted but have not yet submitted an updated general liability certificate of currency, which Officers' are actively following up.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This matter is presented to the Audit Committee for information.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

This item is simply for noting.

Outcome of Meeting 19 November 2024

The recommendation as printed was moved by Mr Barratt and seconded by Mayor Miguel and was CARRIED unanimously as follows:

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

10.6 Risk Management Report

File Ref:	COB/5574
Applicant/Proponent:	Internal
Responsible Officer:	Jordan Hunt, Team Leader Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	CONFIDENTIAL Appendix 10.6A: Risk Management Summary Report CONFIDENTIAL Appendix 10.6B: Risk Appetite Statement

Summary

The purpose of this Report is for the Audit Committee to receive the Q2 FY25 Enterprise Risk Management Report.

Executive Recommendation

That the Audit Committee note the information provided within the Q2 FY25 Enterprise Risk Management Report at Appendix 10.6A.

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 City of Bunbury is still in the early stages of its risk management journey, currently operating at a low level of maturity in this area, noting that this is the inaugural Risk Summary Report as presented to the Committee. As the organisation continues to develop and refine its processes, the integrity and reliability of the data provided within the Enterprise Risk Management Report will progressively improve. Over time, more in-depth analysis of the risks identified in the organisation’s risk register will occur which will allow us to develop clearer, more actionable mitigation strategies, ensuring that our approach to risk management becomes increasingly robust and data driven.

Progress against the City’s implementation plan for risk management is detailed below:

Phase	Key Deliverables	Timeframe	Status
Phase 1: Establishment of the Enterprise Risk Management service	Development of Framework and Operational Risk Register, identification of Risk Owners, development of Risk Reporting Template (ELT), identification of Risk Team requirements (training, space).	March '23 - Jun '23	Completed
Phase 2: Establishment of the organisational risk approach	Development of process maps, trigger maps, Escalation Framework, and organisational tools & templates.	Jul '23 - Sept '23	Completed
Phase 3: Prepare for the implementation of Pulse Software	Identification of user needs, requirements and training, input of system information and update processes in line with software.	Oct '23 - Dec '23	Completed
Phase 4: Embedding of Enterprise Risk service and Pulse Software	Internal communications plan and engagement to effectively initiate the embedding of the Enterprise Risk Management service within the organisation.	Jan '24 - Jun '24	In progress (The City has commenced embedding ERM throughout the organisation. The Risk Team is working with Risk Owners to assess risks, capture control information, and learn the Pulse system.
Phase 5: Establishment of Control Assurance Program (BAU)	Schedule, engagement plan and approach for continual improvement of risk controls	Jul '24 - Ongoing	Not started

Council Policy Compliance

Risk Management Council Policy
Risk Management Framework

Legislative Compliance

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

Officer Comments

The Enterprise Risk Management (ERM) Report at Appendix 10.6A outlines the risks that the City of Bunbury is facing as an organisation. The purpose of the report is to provide the Risk Board and Audit Committee with a clear view of the potential challenges to the organisation's goals to help facilitate strong decision making in addressing them.

The report outlines the key organisational risks across the City of Bunbury. These risks are classified as strategic risks and operational risks. The report allows the Risk Board to assess and prioritise risks based on likelihood and impact, which helps in determining which risks require immediate attention.

In terms of the strategic risks, the Committee will note that these were developed by Council and the Executive in facilitated sessions with an external consultant during the visioning workshop held in February 2024. Residual risk ratings are reviewed quarterly for all risks by the Risk Board. Strategic risks will be reviewed at least annually by the Risk Board and Council, noting that reporting will occur quarterly via the Audit Committee.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Not applicable

Outcome of Meeting 19 November 2024

General discussion took place in relation to this item, with the CEO emphasising that the City is still developing its maturity in terms of its formalised risk management processes, and that the attached report is the inaugural risk report provided to the Audit Committee.

The recommendation as printed was moved by Mr Barratt and seconded by Cr Andrew and was CARRIED unanimously as follows:

That the Audit Committee note the information provided within the Q2 FY25 Enterprise Risk Management Report at Appendix 10.6A.

10.7 Audit Findings Database

File Ref:	COB/603		
Applicant/Proponent:	Internal		
Responsible Officer:	Delise Fynn, Internal Auditor		
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning		
Executive:	Karin Strachan, Director and Corporate Community		
Authority/Discretion	<input type="checkbox"/>	Advocacy	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	Executive/Strategic	<input type="checkbox"/>
	<input type="checkbox"/>	Legislative	<input type="checkbox"/>
			Review
			Quasi-Judicial
			Information Purposes
Attachments:	CONFIDENTIAL Appendix 10.7A Database of Findings		

Summary

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

The database (as presented at Appendix 10.7A) is presented to the Audit Committee for information and discussion as necessary.

Executive Recommendation

That the Committee note the information provided in this report.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Performance
Aspiration	Leading with purpose and robust governance.
Outcome	A leading local government
Objective 1.	Provide strong, accountable leadership and governance.
Objective 2.	Adopt innovations to improve business efficiencies and the customer experience.
Objective 3.	Effectively manage the City’s resources

Regional Impact Statement

N/A

Background

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

Appendix 10.7A has been developed to capture audit findings from all engagements, both internal and external.

Council Policy Compliance

N/A

Legislative Compliance

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

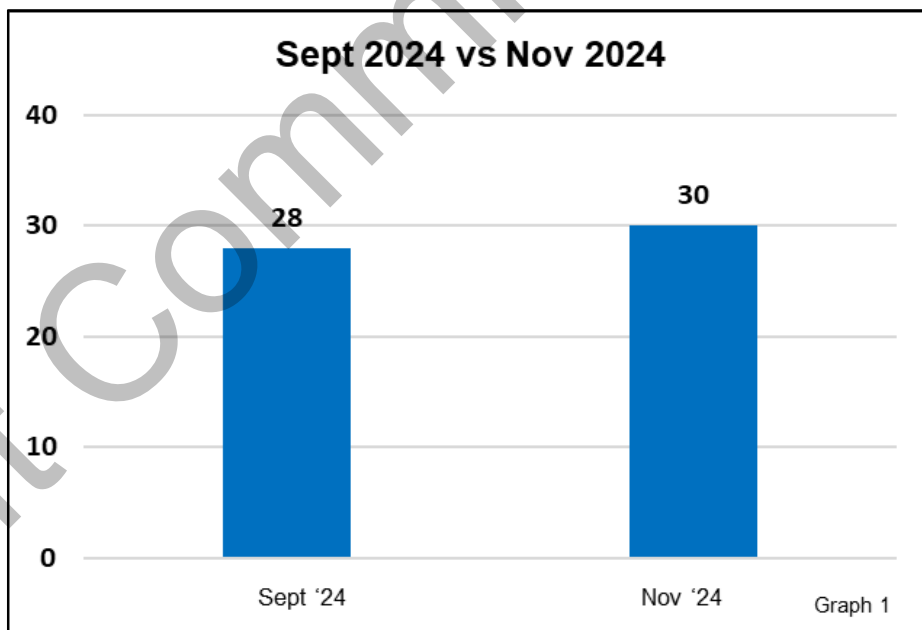
Officer Comments

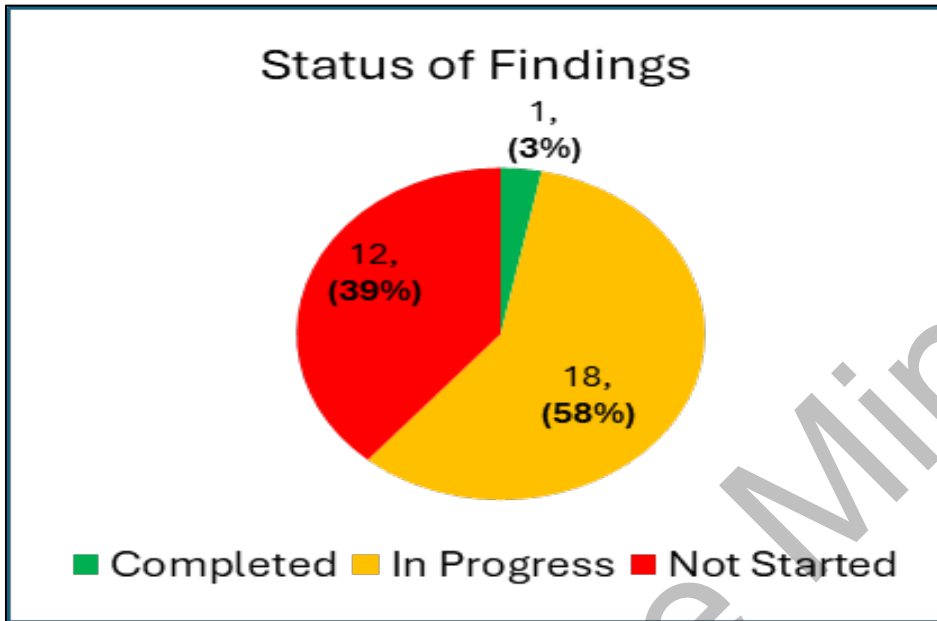
Of the 28 unresolved findings reported at the November 2023 Audit Committee, 1 has been completed (graph 1), 18 are in progress and 12 have not been addressed (graph 2). Reasons for the findings not yet addressed include:

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

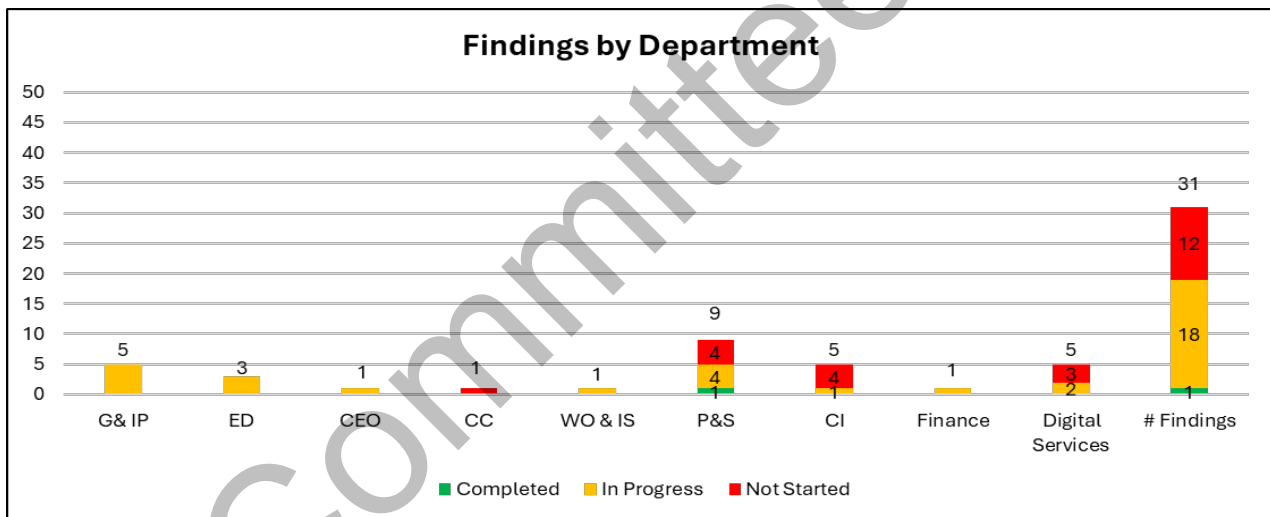
Findings from the Lease Management audit report (3) in September 2024 have been added to the audit findings database for monitoring.

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





Graph 2



Graph 3

Abbreviations:

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

Analysis of Financial and Budget Implications

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

Community Consultation

N/A

Councillor/Officer Consultation

N/A

Applicant Consultation

N/A

Timeline: Council Decision Implementation

N/A

Outcome of Meeting 19 November 2024

The recommendation as printed was moved by Cr Andrew and seconded by Cr Steck and was CARRIED unanimously as follows:

That the Committee note the information provided in this report.

11. Questions from Members

11.1 Response to Previous Questions from Members taken on Notice

Nil

11.2 Questions from Members

Nil

12. Urgent Business

Nil

13. Date of Next Meeting

TBC pending compliance audit being completed, likely late February/early March 2025

14. Close of Meeting

The Presiding Member closed the meeting at 11.01am.

8. Petitions, Presentations, Deputations and Delegations

8.1 Petitions

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

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

8.2 Presentations

8.3 Deputations

8.4 Council Delegates' Reports

8.5 Conference Delegates' Reports

9. Method of Dealing with Agenda Business

10. Reports

10.1 Recommendations from Advisory Committees

10.1.1 Review of Council Policy: Naming Conventions

Fine No.	COB/306
Applicant:	Policy Review and Development Committee
Responsible Officer:	Aaron Lindsay, Manager Projects and Asset Management
Responsible Manager:	Aaron Lindsay, Manager Projects and Asset Management
Executive:	Brendan Smith, 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 Naming Conventions

Summary

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

Committee & Executive Recommendation

That Council adopt revised Council Policy Naming Conventions 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.

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 biennial 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.

At the 28 August 2024 PRDC meeting, this item was deferred to include additional wording in the policy to promote gender equality when considering naming proposals. This has now been included in the policy.

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.



NAMING CONVENTIONS COUNCIL POLICY

POLICY STATEMENT

The names of Bunbury's geographic features are an important part of our community's identity and what it values as part of its heritage and cultural past, present and future. They provide not only an important tool for way finding but are also essential to our 'sense of place'. This Policy defines the standards and procedures for the naming of roads, reserves, bridges and other places within the City of Bunbury.

POLICY SCOPE

This policy applies to elected members and staff regarding the consideration of naming proposals for geographic features and, for new road, bridge and reserve naming proposals.

POLICY DETAILS

The City of Bunbury recognises Noongar people as the traditional owners of the South West. This Policy acknowledges that natural features and places in Bunbury were named by the traditional owners, the Wardandi people, long before European settlement. This Policy seeks to encourage the enduring use of Aboriginal language for geographic features, roads, reserves, bridges and other places that either do not already have an official name or that are considered for renaming.

It is acknowledged that Aboriginal names which may appear at first to be complex in spelling or pronunciation will, over time, become familiar and easy to use by Bunbury's community, as proudly a landmark of the South West.

Applications for naming proposals must be prepared in accordance with Landgate's Aboriginal and Dual Naming Guidelines ([Version 02:2023](#)), and Policies and Standards for Geographical Naming in Western Australia ([Version 03:2017](#)), ~~as amended~~, and require a resolution of endorsement by Council prior to a submission being lodged with Landgate for its approval.

Applications for the naming of roads must additionally be prepared in conformity with the provisions of AS/NZS 4819:2011 Rural and Urban Addressing (~~as amended~~).

POLICY PROCEDURES

Any person, community group or organisation may present a proposal in writing to the City of Bunbury for comment and/or support on a new name or an amendment to an existing name within the local government's municipal boundaries.

Applications are checked against the Policies and Standards for Geographical Naming in Western Australia. Initial advice from Landgate may be requested as part of this investigation.

In the case where the request for a name submitted is a person's name the submission must include details of the significance / contribution to Bunbury and not be a living person. If the applicant is not an immediate relative, written permission of the family is to be included in submission. All naming proposals are to be considered equally.

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Submissions for naming proposals involving traditional Aboriginal names, or contemporary names derived from Aboriginal language, must have demonstrated consultation with the relevant Aboriginal groups prior to submitting the naming proposal for Council's consideration to endorse.

Names originating from Aboriginal language should be indigenous to the locality of the geographic feature and should be written in a standard recognised format for administrative boundaries, localities, roads and reserves.

The naming of new roads and reserves in contemporary Aboriginal language local to the area is encouraged, subject to being written in a standard recognised format and with generic descriptor (e.g. 'street').

Dual naming of cultural and natural topographic features and crown land reserves is supported as a means of giving concurrent and shared recognition of two cultures. Dual naming enables the assignment of an additional name to a feature that already has an official name that is widely accepted and in long use and when a name change is not possible or acceptable. Dual naming submissions will be given consideration when a feature already has either an official or established name of non-Aboriginal origin and that a recognised Aboriginal name should also apply.

Following assessment against the Policies and Standards for Geographical Naming in Western Australia, a report to Council will be prepared for consideration.

If the request is supported by Council, the name will be submitted to Landgate for approval.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Land Administration Act 1997*

INDUSTRY

- Landgate, Policies and Standards for Geographical Naming in Western Australia ([Version 03:2017](#))
- Aboriginal Naming: A guideline to Aboriginal naming and dual naming of geographic features and places in Western Australia ([Version 02:2023](#)) (~~2020~~)
- Australian Standard AS/NZS 4819:2011 Rural and Urban Addressing

ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Director Sustainable Communities	Owner Business Unit:	Community Partnerships		
Reviewer:	Manager Community Services	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 234/14 8 July 2014	Review Frequency:	biennial	Next Due:	2023
Review Version	Decision Reference:	Synopsis:			
DOC/455731[v3]	Council Decision 204/21 12 October 2021	Policy reviewed and amended 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.			
DOC/455731[v2]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised Policy Framework.			
DOC/455731[v1]		Converted from Mydocs to CM9			
CP-023761					
Date Printed	8 November 2024 23 July 2024				

10.1.2 Review of Council Policy: Local Supplier Preference and Purchasing

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Jane Parsons, Team Leader Procurement
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.2-A REVISED Purchasing Council Policy Appendix 10.1.2-B CURRENT Purchasing Council Policy Appendix 10.1.3-C Local Supplier Preference Council Policy

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate the bi-annual review of the Local Supplier Preference Council Policy and the Purchasing Council Policy.

Committee & Executive Recommendation

That Council:

1. Note the review of existing Council Policy: Local Supplier Preference Council Policy, with no changes; and
2. Endorse the revised the Purchasing Council Policy as presented at Appendix 10.1.2-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.
Objective 13.3	Effectively manage the City's resources.

Regional Impact Statement

The Local Supplier Preference Policy will provide regional and local suppliers price preferences.

Background

These policies were last reviewed by Council in July 2022 (with a minor review to the Purchasing Council Policy in 2023) 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 existing Council Policies.

Legislative Compliance

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Officer Comments

Local Supplier Preference Council Policy

Officers have reviewed the policy and believe it effectively supports local suppliers and the economy and recommend that no amendments are necessary. The preference percentages are already at the maximum allowable in the Local Government (Functions and General) Regulations 1996

A copy of the current policy is attached at Appendix 10.1.2-C

Purchasing Council Policy

The intent of the proposed changes is to ensure that the Policy serves an overriding public policy document.

Officers compared and reviewed the current Purchasing Council Policy to the Western Australian Local Government (WALGA) Policy template, along with similar policies from a diverse range of local governments including:

- [City of Wanneroo](#)
- [City of Albany](#)
- [City of Melville](#)
- [City of Vincent](#)
- [Town of Victoria Park](#)
- [City of Swan](#)
- [City of Stirling](#)
- [City of Kalgoorlie Boulder](#)
- [City of Mandurah](#)
- [City of Rockingham](#)
- [City of Busselton](#)

The review focused on improvements including:

- Reducing duplication and improving readability
- Replaced the exemptions for vehicles and software with improvements to discretionary purchasing which will increase operational efficiencies.
- Remove restrictions on contract approval periods that exceed regulatory requirements allowing officers more flexibility to negotiate more favourable terms over longer periods.

The changes seek to deliver flexibility and efficiency, balanced with accountability and good governance for City expenditure.

As this review represents a significant overhaul of the existing policy, a marked up copy of the policy has not been provided. Instead, analysis of the amendments has been included in the table below, along with copies of the current policy in Appendix 10.1.2-B and the revised policy in Appendix 10.1.2-A.

Original Section	Amendment Analysis
POLICY STATEMENT	No change
POLICY SCOPE	New – added in line with other Council Policies
POLICY OBJECTIVES	Now contains 1. Definitions 2. Principles of Procurement and 3. Compliance Requirements There was significant overlap between the Principles of Procurement and Policy Objectives so this has been consolidated into the Principles of Procurement and simplified.
POLICY DETAILS	Has been removed and incorporated into POLICY OBJECTIVES to have section headings consistent with other COB Council policies.
1. Definitions	Has been expended to cover more terms, and is found in POLICY OBJECTIVES
2. Ethics & Integrity	This section has been removed due to overlap, and the content has been condensed and included in 2. Principles of Procurement. All relevant legislation and policies have been identified in 3. Compliance Requirements
3. Principles of Procurement	Renumbered to 2. Principles of Procurement, and now incorporates the original Policy Objectives, Ethics & Integrity and the application of Value for Money. Formatting has changed to table format
4. Value for money	The information has been moved to 2. Principles of Procurement
5. Purchasing Requirements	<i>This has been promoted to a separate section heading PURCHASING REQUIREMENTS rather than a heading.</i> New sub heading added for 5. Purchasing Value Thresholds. The thresholds table has been simplified to make it easier to navigate based on Purchasing Threshold
5.1 Purchasing Conditions	Now 7. Purchasing Conditions The content is now: <ol style="list-style-type: none"> a. (original). is now found in Table 3. b. (now a.) has been simplified. c. (now b.) has been updates to reflect the correct documentation. d. has now been appended to Table 1. and simplified. e. has been expanded and now can be found in 3. Compliance Requirements.
5.2 Records Management	Promoted to heading 14. Records Management and simplified.
5.3 Requests for Tender where value is less than the Tender Threshold	Removed as this is already covered in Functions and General Regulation 13.

Original Section	Amendment Analysis
5.5 Minor Variations	<p>New Section heading added CONTRACT MANAGEMENT REQUIREMENTS</p> <p>Now 9 Minor Variation before entry into contract.</p> <p>Name changed to better explain the purpose while still linking to the regulatory requirements for minor variations in accordance with Regulation 20.</p> <p>Minor wording changes to improve readability.</p>
5.6 Variation after Contract Commencement	<p>Now 10. Variation after Contract Commencement.</p> <p>Minor wording changes to improve readability.</p>
5.7 Elected Members and Designated Senior Employees	<p>Now 16 Elected Members and Designated Senior Employees</p>
5.8 Contract Extension	<p>Now 11 Contract Extension</p> <p>Minor wording changes to simplify</p>
5.9 Contract Novation	<p>Now 12 Contract Novation</p> <p>Minor wording changes to simplify and improve readability.</p>
5.10 Contract Expiry	<p>Removed. The requirement to review the purchasing requirements and commencing a new competitive purchasing process in accordance with the policy is already covered within the Purchasing Requirements.</p>
5.11 Conflicts of Interest	<p>New section heading added OTHER REQUIREMENTS</p> <p>Now 13 Conflict of Interest.</p> <p>No change to content</p>
5.12 Education & training	<p>Now 8. Education & Training</p> <p>Minor changes to wording in a. to note that refresher training will be offered on a bi-annual basis</p>

Original Section	Amendment Analysis
<p>6. Exceptions to Procurement Requirements</p>	<p>Now a section heading <i>EXEMPTIONS TO PURCHASING REQUIREMENTS.</i></p> <p>Significant formatting changes to better present the information and improve readability.</p> <p>The current section had a number of very specific carve outs, notably for software and vehicles. In reviewing other Local government Policies, Officers have revised the exceptions to procurement requirements by:</p> <ul style="list-style-type: none"> a. Revising the Discretionary exemption to remove the once-off requirement. This will allow the software and vehicle exemptions to be incorporated into this process. b. Provide guidance to officers on example operational reasons for a discretionary exemption, and what doesn't justify a discretionary purchase. <p>These changes are in line with policies from City of Perth, City of Busselton, City of Melville, City of Wanneroo, Town of Victoria Park, City of Swan, City of Mandurah, City of Rockingham.</p> <p>Sole supplier exemption has removed the 2 year cap on the approval to allow the Delegated Authority to determine the period of approval.</p> <p>There are three options marked for optional removal as they can be addressed by the discretionary purchase exemption. The Policy Committees guidance on this is requested.</p>
<p>7. Panels of Pre-Qualified Suppliers Established by the City</p>	<p>Now a section heading <i>PANELS OF PRE-QUALIFIED SUPPLIERS ESTABLISHED BY THE CITY</i></p> <p>Content has been simplified significantly, based on the City of Perth clause.</p> <p>The 3-year maximum term for a panel has also been removed as this is not a regulatory requirement, with the term to now be decided by Delegated Authority.</p> <p>The addition of the panel purchasing rules taking precedence over the quotation process requirements in Table 1.</p>
<p>8. Authorisation to approve and issue purchase orders</p>	<p>Now covered in Purchasing Authority and Purchasing Conditions</p>
<p>9. Purchasing Policy non-compliance</p>	<p>Now 17. Purchasing Policy non-compliance.</p> <p>Now includes an additional treatment for a breach of policy to include the suspension or termination of procurement activities.</p>

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

The Policy changes have been reviewed by the Executive Leadership Team on 5 September 2024.

The policy is now presented to Council by the Policy Review and Development Committee for consideration.

Applicant Consultation

Not Applicable

Timeline: Council Decision Implementation

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



PURCHASING COUNCIL POLICY

POLICY STATEMENT

The City of Bunbury is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance.

This policy is developed in accordance with the *Local Government Act 1995 (WA)* and Part 4 of the *Local Government (Functions and General) Regulations 1996*.

POLICY SCOPE

This policy applies to all purchasing activity undertaken by the City.

POLICY OBJECTIVES

1. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1995 (WA)</i> .
CUA	Department of Finance Common Use Arrangement.
GST	The goods and services tax under the <i>A New Tax System (Goods and Services Tax) Act 1999 (Cth)</i> .
Panel	A Panel of Pre-Qualified Suppliers established by the City under the Regulations.
Policy	This City of Bunbury Council Policy titled "Purchasing Council Policy".
Purchase Value	1. the actual or estimated value of the purchase/contract; or 2. the actual or estimated value over the full term and/or quantity of supply, including all options to extend either quantity or term
Purchasing Structure Permissions (Authority)	The purchasing authority limits as set up in Authority
Regulations	<i>Local Government (Functions and General) Regulations 1996</i>
RFQ	A Request for Quotation that contains pre-determined evaluation criteria to assess all value for money considerations, evaluated by a panel consisting of at least 2 City officers.
VendorPanel	Online quotation tool used by City officers to seek quotations and tenders from potential suppliers.
WALGA	Western Australian Local Government Association.

2. PRINCIPLES OF PROCUREMENT

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

Principle	Standards and Behaviours
Compliance	All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the City's Policies and Code of Conduct.
Integrity	Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
Accountability	Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies.
Financial	All purchases of goods and services must have the required Council budget appropriation prior to purchase.
Value for Money	Value for money is achieved through the critical assessment of factors including: <ul style="list-style-type: none"> • total cost of ownership; • risk ; • timeliness; • positive local, economic, environmental, and social impacts; • qualitative factors; and • safety requirements to determine the most advantageous outcome that contributes to the City achieving its strategic and operational objectives.
Risk Mitigation	Risks are identified and managed within the City's Risk Management Framework.
Confidentiality	Any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3. COMPLIANCE REQUIREMENTS

- a. The City must comply with the requirement prescribed in the Regulations, this Policy, the Local Supplier Preference Council Policy, the Procurement Toolkit and associated purchasing procedures in effect at the City.
- b. Delegated authority functions and conditions for calling tenders, accepting and rejecting tenders, varying contracts, exercising contract extension options, tender exempt procurement and panels of pre-qualified suppliers may be obtained from the Delegation Register.

PURCHASING REQUIREMENTS

4. PURCHASING VALUE DEFINITION

- a. Determining purchasing value is to be based on the following considerations:
 - i. The actual or estimated value of the purchase/contract; or
 - ii. the actual or estimated value over the full term and/or quantity of supply, including all options to extend either quantity or term.

5. PURCHASING VALUE THRESHOLDS

- a. Table 1 prescribes the purchasing processes that the City must follow, based on the Purchase Value Threshold.

Table 1. Purchasing Thresholds

Purchase Value Threshold	Process Required	Sourcing Options
Up to \$5,000	Purchase directly from a supplier after obtaining at least one (1) oral or written quotation from that supplier.	a. Local and open market suppliers registered with VendorPanel; or b. WALGA Preferred Supplier Program (PSP); or
\$5,000 to \$75,000	Seek a minimum of three (3) written quotations from suppliers after providing a brief outlining the specified requirement.	c. State Common User Agreement (CUA); or d. Australian Disability Enterprise; or
\$75,000 to \$250,000	Seek a minimum of three (3) written quotations from suppliers by formal RFQ. Note: City officers must engage the Procurement Team to coordinate the procurement.	e. Registered on the Aboriginal Business Directory WA; or f. A person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation).
\$250,000 and above	Conduct a public tender process in accordance with the Act and the Regulations. Note: City officers must engage the Procurement Team to coordinate the procurement.	Public tender via VendorPanel.
	Seek three (3) or more written quotations through tender exempt supply arrangements in accordance with Regulation 11(2). Note: City officers must engage the Procurement Team to coordinate the procurement.	Process is <u>only</u> required for the listed tender exempt sources: <ul style="list-style-type: none"> • WALGA PSP; or • State CUA; or • Australian Disability Enterprise.

Where the minimum number of quotations sought cannot be achieved, the decision to continue with the evaluation and selection must be documented and clearly demonstrate the achievement of value for money.

6. PURCHASING AUTHORITY

- a. Purchasing Authority has been granted to City officers to support the review and approval of purchases. Purchasing Authority applies (but is not limited) to:
- Approving purchases;
 - Approving and/or signing agreements or contracts (unless otherwise authorised by the Execution of Documents Council Policy);
 - Approving variations/extensions; and
 - Various other financial transactions.

- b. The Purchasing Authority Limits for Council and Chief Executive Officer (CEO) is reflective of the Purchasing Authority authorised by Council in accordance with the Act.
- c. Purchasing Authority limits for the remaining roles are set by the CEO and may be varied from those listed in Table 2.
- d. City officers cannot exceed their Purchasing Authority limit unless specifically authorised in writing by the CEO i.e. under periods of higher duties.
- e. The Purchasing Authority Limit is the value of the contract, inclusive of any extensions, and options (exclusive of GST)

Table 2. Purchasing Authority Limits

Role	Purchasing Authority Limit	Discretionary Limit
Council	Greater than \$400,000 for a once off Greater than \$1,200,000 for a multi-year	Greater than \$400,000 for a once off Greater than \$1,200,000 for a multi-year
CEO	\$400,000 for a once off purchase \$1,200,000 for a multi-year contract	\$400,000 for a once off purchase \$1,200,000 for a multi-year contract
Director	\$250,000 for both once off and multi-year	\$250,000 for both once off and multi-year
Manager	\$75,000 for both once off and multi-year	\$75,000 for both once off and multi-year
Other City officers	Please refer to Purchasing Structure Permissions (Authority)	\$0

7. PURCHASING CONDITIONS

- a. The supply of goods and services must not commence until a purchase order has been issued.
 - i. A purchase order is unnecessary in the case of insurances, payroll, utilities, statutory fees, loan repayments, freight & postal charges, fuel charges, petty cash, and other statutory damages, infringements and penalties.
- b. All procurement activity must be carried out in accordance with the Procurement Toolkit.

8. ANTI-AVOIDANCE

Multiple purchasing activities must not be entered into with the intent (inadvertent or otherwise) of "splitting" the purchase value to avoid a public tender being called or to avoid quoting threshold requirements. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

CONTRACT MANAGEMENT REQUIREMENTS

9. MINOR VARIATION BEFORE ENTRY INTO CONTRACT

- a. The City may make Minor Variations to the goods/services required, prior to entering into a contract with the successful supplier.
 - i. A Minor Variation has been determined by the City to mean a variation that doesn't significantly alter the nature of the goods or services included in the initial procurement.
- b. Minor Variations are approved in accordance with the Delegation Register and the City's Purchasing Authority limits.
- c. Minor Variations before entry into contract as a result of a public tender must comply with Regulation 20.

10. VARIATION AFTER CONTRACT COMMENCEMENT

- a. A variation can be made to a contract where the variation is:
 - i. Necessary in order for the goods and/or services to be supplied; and does not materially change the scope of the contract; and
 - ii. The variation is within the budget allocated for the project.
- b. Consideration must also be given to the original procurement process conducted and whether a different procurement process would have been required due to the increased expenditure.
- c. Variations are approved in accordance with the Delegation Register and the City's Purchasing Authority limits.
- d. Variations to contracts entered as a result of a public tender must comply with Regulation 21A.

11. CONTRACT EXTENSION (RENEWAL)

- a. Contracts may only be extended if the original contract includes an extension option.
- b. Contract extensions are approved in accordance with the Delegation Register and the City's Purchasing Authority limits.
- c. Extensions to contracts entered as a result of a public tender must comply with Regulation 11(2).and 21A

12. CONTRACT NOVATION

- a. The City has the ability to novate contracts in accordance with the Delegation Register and the City's Purchasing Authority limits.
- b. The City is not obligated to agree to a novation or assignment and must consider the details, risks and contractual obligations of such requests.

EXEMPTIONS TO PURCHASING REQUIREMENTS

From time to time there will be circumstances where it is not appropriate or not reasonably practicable to adhere to the purchasing requirements set out in this Policy. Table 3 outlines exemptions and their source of exemption.

Table 3: Exemptions List

Exemption	Source of Exemption	Details
Existing Contract	Regulation 11(2)	<ol style="list-style-type: none"> a. Where the City has an existing contract in place, and the works are within scope, the procurement is exempt from requiring quotes (unless required by the contract). b. Refer to the Contract Register and the City's Policies and procedures.
Tender Exempt Procurement	Regulation 11(2) Delegation 1.1.12	<ol style="list-style-type: none"> a. Procurements above the tender threshold and sourced through tender exempt supply arrangements, must be in accordance with the Regulation 11(2) and the City's policies and procedures. b. City officers must engage the Procurement Team to coordinate the procurement

Exemption	Source of Exemption	Details
Sole Supplier	Regulation 11(2) This Policy Delegation 1.1.12	<p>a. Regulation 11(2)(f) states that If the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; and</p> <p>b. Once determined, regardless of the value of the procurement the information and justifications must be detailed in a City Sole Supplier Memo prior to a contract being entered into.</p>
Emergency Purchases	Regulation 11(2)	<p>a. A local emergency and the expenditure is required:</p> <ol style="list-style-type: none"> i. Within existing budget allocations to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; or ii. With no relevant available budget allocation to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Act and Regulation 11(2)(a); <p>b. A State of Emergency declared under the <i>Emergency Management Act 2005</i> and therefore, Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.</p> <p>c. Where possible, existing City Contracts should be utilised for emergency purchases.</p>
Discretionary	This Policy	<p>a. CEO, Directors and Managers may, at their discretion, and subject to their Purchasing Authority, waive the requirements to obtain the required number of quotations.</p> <p>b. Operational reasons for a discretionary exemption may include:</p> <ol style="list-style-type: none"> i. Delays resulting in increased costs to the City; ii. Acquisition of an existing artwork; iii. Supplier has intrinsic, established knowledge of City information, and engaging another supplier would substantially increase cost through additional effort. <p>Time constraints, poor planning, administrative omissions and errors do not justify a discretionary purchase.</p> <p>c. Once determined, regardless of the value of the procurement the information and justifications must be detailed in a City Discretionary Memo approved by the relevant Purchasing Authority, prior to a contract being entered into.</p>
<u>Art and Museum Acquisition</u>	Public Art Council Policy Bunbury Museum and Heritage Centre and Local Studies Collections Council Policy This Policy	<p>a. Procurement for public art projects and programs will be in alignment with the Public Art Council Policy.</p> <p>a. Acquisitions for the Museum will be in accordance with the Bunbury Museum and Heritage Centre and Local Studies Collections Council Policy.</p> <p>b. CEO, Directors and Managers may, at their discretion, and subject to their Purchasing Authority, waive the requirements to obtain the required number of quotations.</p>

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Exemption	Source of Exemption	Details
Indigenous or Aboriginal Business	Regulation 11(2) This Policy	<p>a. The goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA or by Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation). Subject to a maximum of \$250,000 and where the procurement represents value for money.</p> <p>b. *OPTIONAL A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Indigenous or Aboriginal Business.</p> <p>c. CEO, Directors and Managers may, at their discretion, and subject to their Purchasing Authority, waive the requirements to obtain the required number of quotations up to a maximum of \$250,000.</p>
Australian Disability Enterprise	Regulation 11(2) This Policy	<p>a. Where the goods or services are to be supplied by an Australian Disability Enterprise and where the procurement represents value for money.</p> <p>b. *OPTIONAL A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.</p> <p>c. CEO, Directors and Managers may, at their discretion, and subject to their Purchasing Authority, waive the requirements to obtain the required number of quotations.</p>

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All exempt procurement activity must be carried out in accordance with the Procurement Toolkit.

PANELS OF PRE-QUALIFIED SUPPLIERS ESTABLISHED BY THE CITY

The City may establish a Panel of pre-qualified suppliers in accordance with Part 4, Division 3 of the Regulations.

In establishing and using a Panel, the City must:

- a. Clearly articulate the goods or services to be provided by the Panel;
- b. Provide instructions to Panel members regarding how the Panel will work, including advice on how quotes will be requested, work awarded, and supplier changes managed;
- c. Regularly performance manage and proactively engage Panel members;
- d. Register all Panel agreements in the City’s contract register; and
- e. Not enter into Contract with a Panel member (i.e. Purchase Order) for a scope of work which covers a period of more than 12 months or which contains options to extend past 12 months (Division 3, reg 24AJ(2) of the Regulations). For clarity, the Panel itself can exist for a term longer than 12 months.
- f. Individual Panel purchasing rules take precedence over the general quotation process requirements noted in Table 1. Purchasing Thresholds.

OTHER REQUIREMENTS

13. CONFLICT OF INTEREST

- a. Actual or perceived interests are to be declared using the City's prescribed form (Conflicts of Interest Management Policy).
- b. Where there is a perceived or actual conflict of interest in accordance with the Act, the officer may be removed from any further procurement activity.

14. RECORDS MANAGEMENT

All purchasing activity (including variations), communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the City's Record Keeping Plan.

15. EDUCATION AND TRAINING

- a. The CEO is required to implement a procurement education and training program. This will include both induction training, and refresher training to be offered on a bi-annual basis.
- b. Employees who undertake procurement activities will be required to attend training.

16. ELECTED MEMBERS AND DESIGNATED SENIOR EMPLOYEES

Where the result of any procurement process undertaken in accordance with this policy is that the preferred supplier is a business that has been disclosed (by an Elected Member or Designated Senior Employee) in either a Primary or Annual Return in accordance with sections 5.75 and 5.76 of the Act, or a Related Party Disclosure in accordance with *AASB 124*, the CEO will notify Elected Members as soon as practicable following the engagement of that business.

17. PURCHASING POLICY NON-COMPLIANCE

Purchasing activities are subject to financial and performance audits, which review compliance with legislative requirements and compliance with the City's policies and procedures.

Failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as one or more of the following:

- An opportunity for additional training to be provided.
- A requirement to suspend or terminate procurement activities.
- A disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*.
- Misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Functions and General) Regulations 1996*
- *Corruption Crime and Misconduct Act 2003*
- *State Records Act 2000*

ORGANISATIONAL

- City of Bunbury Employee Code of Conduct (DOC/896853)
- City of Bunbury Delegation Register
- Local Supplier Preference Council Policy (DOC/938230)
- Statement of Business Ethics
- Conflicts of Interest Management Policy (DOC/456378)
- Procurement Toolkit
- Corporate Credit Card Facility Management Policy (DOC/456380)
- Motor Vehicle Management Policy (DOC/456643)

Document Control					
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Reviewer:	Manager Finance	Decision Maker:	Council		
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Review Version	Decision Reference:	Synopsis:			
DOC/455742[V5]	TBA	Extensive review of Purchasing Council Policy, including amendments to Purchasing Authority limits.			
DOC/455742[v4]	Council Decision 111/23 27 June 2023	Associated with the Annual Review of Delegations 2023, amend Policy to add section 5.9 Contract Novation, 6.3 Software Licensing, maintenance and support, and 6.4 Supply of passenger and light commercial vehicles, plus grammatical updates.			
DOC/455742[v3.1]	Senior Governance & Risk Officer	Amended section 6.3 Sole Supplier to refer to delegate or relevant subdelegate pursuant to Delegation 1.1.12 (as adopted by Council 28/06/22)			
DOC/455742[v3]	Council Decision 139/22 28 June 2022	Extensive review of Purchasing Council Policy adopted, including the creation of a new Local Supplier Preference Council Policy.			
DOC/455742[v2]	Council Decision 122/20 23 June 2020	Amendments to Tender Threshold, Emergency Purchases and Purchasing from Aboriginal Businesses sections			
DOC/455742[v1]		Converted from Mydocs to CM9			
CP-037588	063/19 19 March 2019	Reviewed and amended			
Date Printed	7-Nov-24 Oct 24				



PURCHASING COUNCIL POLICY

POLICY STATEMENT

The City of Bunbury is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance.

This Policy is developed in accordance with the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*

POLICY OBJECTIVES

This policy is directed to meet the following objectives:

- Achieving value for money with respect to all procurement activities;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Mitigating probity risk by establishing consistent and demonstrated processes that promote transparency, probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Act and the Regulations and the City’s policies and procedures;
- Compliance with the *State Records Act 2000* and City of Bunbury Record Keeping Plan and procedures;
- Ensure that the sustainable benefits, such as social and local economic factors are considered in the overall value for money assessment;
- Encourage effective competition with the supply of goods and services from local businesses;
- Risks identified and managed within the City’s Risk Management Framework; and
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

POLICY DETAILS

1. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1995 (WA).</i>
GST	The goods and services tax under the <i>A New Tax System (Goods and Services Tax) Act 1999 (Cth).</i>
Panel	A Panel of Pre-Qualified Suppliers established by the City under the

Term	Meaning
	Regulations.
Policy	This City of Bunbury Council Policy titled "Purchasing Council Policy".
RFQ	A Request for Quotation that contains pre-determined evaluation criteria to assess all value for money considerations, evaluated by a panel consisting of at least 2 City officers.
WALGA	Western Australian Local Government Association.

2. ETHICS AND INTEGRITY

a. Misconduct

All officers and employees of the City undertaking purchasing activities must:

- Apply accountable and ethical decision making principles within the work environment;
- Behave in accordance with legislation, City of Bunbury Council Policies, procurement processes and Employee Code of Conduct;
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003; and
- Report any information about actual or potentially fraudulent, corrupt or illegal activities, including breaches of the City's Employee Code of Conduct, to your Manager, Director or CEO.

3. PRINCIPLES OF PROCUREMENT

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- All purchases of goods and services must have the required Council budget appropriation prior to purchase.
- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the City's Policies and Code of Conduct;
- Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. VALUE FOR MONEY

Value for money is achieved through the critical assessment of price, risk, timeliness, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the City achieving its strategic and operational objectives.

The City will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

a. Application

An assessment of the best value for money outcome for any purchasing process should consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance, residual value, supplier changeover costs and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant City Policy; and
- Providing opportunities for businesses within the Bunbury/Wellington Group of Councils to be given the opportunity to quote for providing goods and services wherever possible through the Vendor Panel system.

5. PURCHASING REQUIREMENTS

- a. The requirements that must be complied with by the City, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy, the Local Supplier Preference Council Policy, and associated purchasing procedures in effect at the City.
- b. Determining purchasing value is to be based on the following considerations:
 - i. Exclusive of GST;
 - ii. Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works.

- iii. Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period.
- iv. The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.
- c. Officers must use Vendor Panel when seeking quotations above \$5,000.
- d. Delegated authority functions and conditions for calling tenders, accepting and rejecting tenders, varying contracts, exercising contract extension options, exempt tender procurement and panels of pre-qualified suppliers may be obtained from the Delegation Register.
- e. The table below prescribes the purchasing processes that the City must follow, based on the purchase value;

Monetary threshold of the contract value, including extension and options (exclusive of GST)	Process Required	Source
Up to \$4,999	Purchase directly from a supplier after obtaining at least one (1) oral or written quotation from that supplier.	Local supplier where practical. If no local suppliers seek one(1) quote through: <ul style="list-style-type: none"> • WALGA Preferred Supplier Program (PSP); or • State Common User Agreement (CUA); or • Australian Disability Enterprise; or • Aboriginal owned business; or • Open market
\$5,000 to \$74,999	Obtain a minimum of three (3) written quotations from suppliers after providing a brief outlining the specified requirement.*	Where practical a minimum of two (2) local suppliers to be invited along with open market suppliers. If no local suppliers, seek three (3) or more quotes through either: <ul style="list-style-type: none"> • WALGA PSP; or • State CUA; or • Australian Disability Enterprise; or • Aboriginal owned business; or • Open market
\$75,000 to \$250,000	Obtain a minimum of three (3) written quotations from suppliers by formal RFQ*. <u>Note: Officers must engage the Procurement Team to coordinate the procurement</u>	Where practical a minimum of two (2) local suppliers to be invited along with open market suppliers. If no local suppliers, seek three (3) or more quotes through either: <ul style="list-style-type: none"> • WALGA PSP; or • State CUA; or • Australian Disability Enterprise; or • Aboriginal owned business; or

Monetary threshold of the contract value, including extension and options (exclusive of GST)	Process Required	Source
		Open market
\$250,000 and above Tender Exempt via <ul style="list-style-type: none"> • WALGA PSP; or • State CUA; or Australian Disability Enterprise	Seek three (3) or more written quotations * Note: Formal Request for Quote to be issued by the Procurement Team.	Process is <u>only</u> required for the listed tender exempt sources <ul style="list-style-type: none"> • WALGA PSP; or • State CUA; or • Australian Disability Enterprise;
\$250,000 and above All other tender exempt sources	Sourced through tender exempt supply arrangements in accordance with the Regulation 11(2) and the City's Policies and procedures.	

*If unable to secure the minimum number of quotations required, refer to section 5.1(d).

5.1 Purchasing Conditions

- a. Where the City has an existing contract in place, the City must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Officer must consult the Contract Register in Authority
- b. Supply of goods and services must not commence until a purchase order has been issued unless exempt from this requirement. A purchase order is unnecessary in the case of the following:
 - i. Insurances;
 - ii. Payments made through payroll;
 - iii. Utilities (service and/or consumption charges/fees only);
 - iv. Fees and payments that are statutory, this includes bank fees;
 - v. Other statutory damages, infringements and penalties;
 - vi. Loan repayments;
 - vii. Freight, postal charges and fuel cards;
 - viii. Goods purchased through petty cash;
 - ix. Credit card payment requests;
- c. All procurement activity must be carried out in accordance with the relevant purchasing procedures in effect at the City.
- d. Where the stated number of minimum quotations to be obtained cannot be achieved due to;
 - i. Limited responses (all thresholds); and/or
 - ii. Lack of supplier availability (tender exempt panel supply arrangements only i.e. WALGA or State CUA); and/or
 - iii. Software licensing, maintenance and support (section 6.3)
 - iv. Supply of passenger and light commercial vehicles (section 6.4)

the decision to continue with the evaluation and selection must be documented and clearly demonstrate the achievement of value for money.

- e. Officer must refer to the Delegation Register for the CEO approval limits in relation to Tenders, including WALGA and multi-year contracts.

5.2 Records Management

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the City's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers

5.3 Requests for Tender where value is less than the Tender Threshold

The City may elect to invite tenders in lieu of undertaking quotations for procurements under the tender threshold where it is considered appropriate and beneficial. This decision should be made after considering the commercial and probity benefits of this approach in comparison to cost and efficiency. Where a tender is called, the Regulations relating to tender requirements must be followed.

5.4 Anti-Avoidance

Multiple purchasing activities must not be entered into with the intent (inadvertent or otherwise) of "splitting" the purchase value to avoid a public tender being called or to avoid threshold quoting requirements under \$250,000. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

5.5 Minor Variations

- a. In accordance with regulation 20 of the Regulations, a minor variation may be made to a contract following a tender process, by the City, prior to the City and the preferred tendered formalising the contract.
- b. A minor variation has been determined by the City to mean a variation which does not materially alter the specification or structure provided for by the initial tender.
- b. Where the initial procurement required Council approval, and the variation does not meet the above condition, then the variation must be presented to Council for consideration.
- c. The above conditions also apply to procurements under \$250,000 and are required to be undertaken in accordance with the internal procurement practice document –Procurement Toolkit.
- d. All decisions regarding minor variations must be documented and recorded.

5.6 Variation after Contract Commencement

- a. If the City has entered into a contract for the supply of goods and/or services with a successful tenderer, in accordance with Regulation 21A of the Regulations, the contract must not be varied unless;
 - i. The variation is necessary in order for the goods and/or services to be supplied; and does not change the scope of the contract; or
 - ii. The variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j); and
 - iii. The variation is within the budget allocated for the project;
- b. Consideration must also be given to the original procurement process conducted and whether the combined value of the original price, any subsequent variations and proposed variation

(which includes term extension) would have resulted in a different procurement process being undertaken due to the increased expenditure.

- c. All contract variations are to be recorded and supported by adequate documentation describing the nature and reasons for the variations, including the associated costs, time and scope implications.
- d. Contract variations are to be approved in accordance with the CEO approved authorised limits.
- e. These conditions also apply to contracts valued under \$250,000 and are required to be undertaken in accordance with the internal procurement practice document – Procurement Toolkit.

5.7 Elected Members and Designated Senior Employees

Where the result of any procurement process undertaken in accordance with this policy is that the preferred supplier is a business that has been disclosed (by an Elected Member or Designated Senior Employee) in either a Primary or Annual Return in accordance with sections 5.75 and 5.76 of the *Local Government Act 1995*, or a Related Party Disclosure in accordance with AASB 124, the Chief Executive Officer will notify Elected Members as soon as practicable following the engagement of that business.

5.8 Contract Extensions

- a. Contracts may only be extended if the original contract includes an extension option (unless State of Emergency provisions apply).
- b. Contract extension must be approved before the expiration date of the original contract or previously extended term. Contract extensions are approved in accordance with the City's authorisation limits.

5.9 Contract Novation

The City is required to assess all requests for contract novation by:

- a. Review of the request to determine if there are any changes to the original contract scope/terms in the Deed of Novation. Seek legal advice if required;
- b. Undertake a compliance check and risk of failure score on the Novatee.
- c. Confirmation that there is no change to the total consideration under the novated contract.

Contract Novation's are approved in accordance with the City's authorisation limits.

5.10 Contract Expiry

Prior to the expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the City is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

5.11 Conflict of Interest

Actual or perceived interests are to be declared using the City's prescribed Form (Conflicts of Interest Management Policy). Where there is a perceived or actual conflict of interest in accordance with the Act, the officer may be removed from any further procurement activity.

5.12 Education and Training

- a. The CEO is required to implement a procurement education and training program. This will include both induction and refresher training to be delivered on an annual basis.
- b. Employees who undertake procurement activities will be required to attend training.

6. EXCEPTIONS TO PROCUREMENT REQUIREMENTS

6.1 Tendering Exemptions

Procurements above the tender threshold and sourced through tender exempt supply arrangements, must be in accordance with the Regulations and the City's Policies and procedures. The exemptions are set out in the Regulations and include:

- Pre-qualified suppliers under the WALGA Preferred Supply Program [r.11(2)(b)];
- Suppliers under the State Government or the Commonwealth or by a regional local government or another local government [r.11(2)(e)];
- The goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA or by Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) (subject to a maximum of \$250,000 and the City being satisfied as to 'value for money') [r.11(2)(h)];
- Where the goods or services are to be supplied by an Australian Disability Enterprise and where the procurement represents value for money [r.11(2)(i)];
- Where the contract is for petrol, oil or other liquid or gas used for internal combustion engines [r.11(2)(g)];
- Where the supply of goods or services is to be obtained from expenditure authorised in a local emergency under section 6.8(1)(c) of the Act [r.11(2)(a)]
- The supply of goods or services associated with a State of Emergency in accordance with section 11(2)(aa), (ja) and (3) of the Regulations; or
- Where the contract is formed by the novation of a contract entered into through a public tender process [r.11(2)(ia)]; or
- Suppliers under a Panel established by the City [r.11(2)(k)]; and
- Procurements covered by any other exclusions under Regulation 11 of the Regulations.

6.2 Emergency Purchases

- a. A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- b. A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR

- c. A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

6.3 Software Licensing, Maintenance and Support

Where software licensing, maintenance and support is purchased annually, this is considered a *series* of one-year contracts. The total contract spend (Section 5.b.) may exceed the regulatory tender threshold or purchasing process thresholds in this policy.

It is reasonable to anticipate a longer contract term for the licensing and support of integral business systems, however the original procurement process may not have taken this into account.

Where an existing business software license, maintenance or support agreement is due for renewal, within the approved budget adopted by Council, the following information must be obtained and recorded:

- a. An assessment is to be undertaken to review the performance of the current software and to confirm the ongoing requirements; and
- b. Once determined, the above information and justifications must be detailed in a City Memorandum and approved in accordance with the City's authorisation limits.

If the total consideration under the resulting contract is over the tender threshold, and the software license, maintenance or support agreement cannot be sourced through tender exempt supply arrangement [r.11(2)], the City must undertake a public tender process.

6.4 Supply of Passenger & Light Commercial vehicles

Where passenger & light commercial vehicles are sourced through tender exempt supply arrangement [r.11(2)], the following information must be obtained and recorded:

- a. Develop a shortlist of potential vehicle make/models based on the vehicle requirements including: vehicle category (e.g. small passenger vehicles), and/or various specification requirements (body type, fuel type, 4x4 etc); and
- b. Undertake Whole of Life (WOL) cost modelling on shortlisted vehicles to determine which vehicle(s) demonstrate the achievement of value for money; and
- c. Purchase directly from a supplier after obtaining at least one (1) written quotation from that supplier.

Purchasing of passenger & light commercial vehicles is approved in accordance with the City's authorisation limits.

6.5 Sole Source of Supply

A sole source of supply is goods or services of a unique nature that can only be supplied from one supplier.

In order to determine that a source of supply is a sole source of supply the following information must be obtained and recorded:

- Purchasing requirement has been documented in a detailed specification; and
- Specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and

- Market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

Once determined, regardless of the value of the procurement the above information and justifications must be detailed in a City sole supplier Memorandum approved by Delegate or relevant Subdelegate (pursuant to Delegation 1.1.12), prior to a contract being entered into.

A sole source of supply arrangement will only be approved for a period not exceeding two (2) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

6.6 Discretionary Purchases (CEO, Directors and Managers)

- a. Where it is not practical to obtain multiple written and/or verbal quotations for a once off purchase, the following discretionary purchasing is permitted (prices excluding GST).
 - Chef Executive Officer up to \$150,000
 - Directors up to \$100,000
 - Managers up to \$50,000
- b. The request must be in writing from the relevant Officer and outline the justification for purchase without multiple quotations. The written request shall be saved in the records management system and notated in the requisition system at the time of undertaking the purchase order. Information shall be readily available upon request for internal / external auditing requirements.

7. PANELS OF PRE-QUALIFIED SUPPLIERS ESTABLISHED BY THE CITY

7.1 Policy Objectives

Where there is a continuing need for a particular type of goods and/or services to be supplied, the City may determine it is beneficial to do so by means of a Panel. The creation and operation of a Panel must be undertaken in accordance with the Regulations.

7.2 Establishing a Panel

- a. Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.
- b. Panels may be established for a maximum of three (3) years. The length of time of a Panel is decided with the approval of the CEO/ Executive Director.
- c. Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.
- d. In each invitation to apply to become a pre-qualified supplier, the City will state the expected number of suppliers it intends to put on the panel.
- e. A Panel is required to be managed by the City Project officer to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed; and

- f. The City's Regional Price Preference may be applied when assessing applications to join a Panel.

7.3 Distributing Work Amongst Panel Members

Procuring from a Panel will be outlined in detail in the invitation to establish the Panel but in general will be undertaken as follows:

- a. Each Panel member will be requested to quote for each item of work under the Panel unless the Panel is operating using a ranking system (see (b) below). The City will obtain written quotations through electronic means, principally through the use of its online procurement portal. Quotes received will be assessed using pre-determined evaluation criteria to evaluate each quote;
- b. Where Panel members are ranked, prices may be fixed by means of a pricing schedule or through a quotation on each occasion. The City will invite the highest ranked panel member, who will accept or decline the request. If declined, the next ranked Panel member will be invited and so forth until a Panel member accepts a Contract;
- c. Award of work shall be evidenced by an official Purchase Order, which will represent the "contract", governed by the Panel terms; and
- d. Contracts issued must not be formed for the supply of goods and/or services for a term exceeding 12 months nor contain an option to renew or extend its term.

7.4 Purchasing from the Panel

The invitation to apply to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

7.5 Recordkeeping - Panels

Records of all communications with Panel members, with respect to the procurement processes and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes the downloaded Vendor Panel request information that shall be stored in the City's Electronic Records Management System.

Purchase orders raised must reference the Panel reference number for the purposes of monitoring expenditure.

8. Authorisation to approve and issue purchase orders

Employees are authorised to approve and issue purchase orders in accordance with the Purchasing Structure Permissions (Authority).

- a. An employee cannot exceed their financial authorisation as set out in the Purchasing Structure Permissions (Authority) unless specifically authorised in writing by the CEO i.e. under periods of higher duties;
- b. The conditions of approving purchase requisitions and orders is in accordance with the internal Procurement Toolkit and purchases must be within the approved budget adopted by Council. The authorisation limit is the value of the contract, inclusive of extensions, variations and options (exclusive of GST); and
- c. The Purchasing Structure Permissions (Authority) is subject to review and approval by the CEO, such review to occur annually or as otherwise required.

9. Purchasing Policy Non-Compliance

Purchasing activities are subject to financial and performance audits, which review compliance with legislative requirements and compliance with the City’s policies and procedures.

Failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person’s training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- An opportunity for additional training to be provided;
- A disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;
- Misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Local Government Act (Financial Management) Amended Regulations 2015*
- *Local Government (Functions and General) Regulations 1996*
- *Corruption Crime and Misconduct Act 2003*
- *State Records Act 2000*

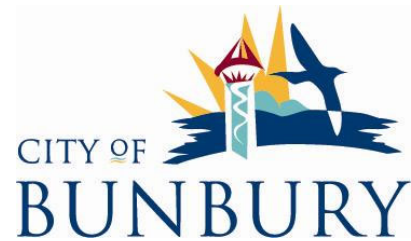
ORGANISATIONAL

- City of Bunbury Employee Code of Conduct (DOC/896853)
- City of Bunbury Delegation Register
- Local Supplier Council Policy (DOC/938230)
- Conflicts of Interest Management Policy (DOC/456378[v3])
- Purchasing Structure Permissions (Authority) (DOC/896707)
- Procurement Toolkit
- Corporate Credit Card Facility Management Policy (DOC/456380[v2])
- Motor Vehicle Management Policy (DOC/456643[v2])

Document Control					
Document Responsibilities:					
Owner:	Director Strategy and Organisational Performance		Owner Business Unit:	Finance	
Reviewer:	Manager Finance		Decision Maker:	Council	
Document Management:					
Adoption Details	Res 440/16 13 December 2016		Review Frequency:	biennial	Next Due: 2025
Review Version	Decision Reference:				
DOC/455742[v4]	Council Decision 111/23 27 June 2023		Synopsis: Associated with the Annual Review of Delegations 2023, amend Policy to add section 5.9 Contract Novation, 6.3 Software Licensing, maintenance and support, and 6.4 Supply of passenger and light commercial vehicles, plus grammatical updates.		
DOC/455742[v3.1]	Senior Governance & Risk Officer		Amended section 6.3 Sole Supplier to refer to delegate or relevant subdelegate pursuant to Delegation 1.1.12 (as adopted by Council 28/06/22)		
DOC/455742[v3]	Council Decision 139/22 28 June 2022		Extensive review of Purchasing Council Policy adopted, including the creation of a new Local Supplier Preference Council Policy.		

DOC/455742[v2]	Council Decision 122/20 23 June 2020	Amendments to Tender Threshold, Emergency Purchases and Purchasing from Aboriginal Businesses sections
DOC/455742[v1]		Converted from Mydocs to CM9
CP-037588	063/19 19 March 2019	Reviewed and amended
Date Printed	18-Oct-24	

CURRENT



LOCAL SUPPLIER PREFERENCE POLICY

POLICY STATEMENT AND OBJECTIVES

The City of Bunbury recognises the contribution local businesses make in building a better Bunbury. This Policy outlines the process for City officers to apply preferences to Local Suppliers in a fair and equitable manner. The objectives of the Policy are:

- To promote economic development by maximising participation of local businesses in the delivery of goods and services;
- Encourage effective competition with the supply of goods and services from local businesses;
- Promote the inclusion of local businesses and the employment of local residents.

This Policy outlines the process for the application of a regional price preference for Local Suppliers and the application of a preference for goods and services which are identified as being sourced from Local Suppliers.

This Policy is developed in accordance with Part 4A of the *Local Government (Functions and General) Regulations 1996 (Regulations)*.

POLICY SCOPE

This Policy will apply to procurements greater than \$75,000 (ex GST) invited by the City of Bunbury.

In relation to this Policy, a supplier is considered a “Local Supplier” if:

- (a) The supplier is located within the Bunbury/Wellington Group of Councils; and
- (b) The supplier has a permanent office and staff located in the Bunbury/Wellington Group of Councils for a period of at least six (6) months prior to the closing date of the procurement.

POLICY DETAILS

1. Applicability

A regional price preference is applicable when evaluating submissions for procurements (according to the Purchasing Policy) \$75,000 (excluding GST) and over.

A local content price preference will apply to local content components of goods and services sourced from Local Supplier businesses for all procurements \$75,000 (ex GST) and over.

The City’s Regional Price Preference may be applied when assessing applications to join a Panel.

2. Regional Price Preference for Procurements \$75,000 and over

In accordance with regulation 24D of the Regulations, the following price preferences will be applied for each procurement (where applicable):

- (a) 10% where the contract is for goods or services up to a maximum price reduction of \$50,000;
- (b) 5% where the contract is for construction services, up to a maximum price reduction of \$50,000; and
- (c) 10% where the contract is for goods and services or construction services tendered for the first time (in circumstances where the goods or services or construction services were previously supplied by Council) up to a maximum price reduction of \$500,000.

3. Local Content Price Preference for Procurements \$75,000 and over

A price preference will apply to local content components of goods and services sourced from Local Suppliers for non-regional (metropolitan) businesses in respect of all procurements \$75,000 and over as follows:

- (a) 10% where the contract is for goods or services up to a maximum price reduction of \$50,000; and
- (b) 5% where the contract is for construction services, up to a maximum price reduction of \$50,000.

Local content components of goods and services can include goods, materials, labour, sub-contractors, professional services and employment of residents, but cannot include travel costs.

Written evidence of the local content components, including how it relates to the price submitted must be provided. Where possible, Contract managers will monitor local content components to ensure compliance by consulting with Contractors during delivery and requesting evidence of compliance.

4. Local Supplier procurement practices

As much as practicable, the City will endeavour to:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage Local Suppliers;
- avoid bias in the design and specifications for Request for Quotation and Tenders – all requests must be structured to encourage local businesses to bid;
- consider indirect benefits that have flow on benefits for Local Suppliers (i.e. servicing and support);
- ensure that procurement plans consider Local Suppliers, explore the capability of Local Supplier to meet requirements and ensure that procurements are designed to accommodate the capabilities of Local Suppliers;
- provide adequate and consistent information to Local Suppliers; and
- utilise VendorPanel when conducting a procurement in accordance with the Council Purchasing Policy and the City's internal procurement practice document – procurement management policy.

5. Transparency and probity

Where regional price preferences and/or local content price preferences are to be applied during procurement processes, they must be notified within the relevant procurement documents. All suppliers must be treated fairly and consistently when evaluating procurement outcomes.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Local Government Act (Financial Management) Amended Regulations 2015*
- *Local Government (Functions and General) Regulations 1996*
- *Corruption Crime and Misconduct Act 2003*
- *State Records Act 2000*

INDUSTRY

ORGANISATIONAL

- City of Bunbury Employee Code of Conduct
- Council Policy: Purchasing

Document Control			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Finance Department
Reviewer:	Team Leader Property and Procurement	Decision Maker:	Council
Document Management:			
Adoption Details	Council Decision 139/22 28 June 2022	Review Frequency:	biennial
Next Due:	2024		
Review Version	Decision Reference:	Synopsis:	
DOC/938230	A/Manager Governance 15/08/2022	No submissions received at the close of advertising period, being 08.08.22. Policy is now considered adopted by Council and will be advertised as such on 17.08.22 (the West) and 18.08.22 (South Western Times).	
DOC/938230	Council Decision 139/22 28 June 2022	Council adopted the proposed new Council Policy for the purpose of giving notice to the public in accordance with section 24E of the Local Government (Functions and General Regulations). Should no submissions be received after the expiration of the public notice period, the Policy is adopted. Should any submission be received, the proposed policy and any submissions received will be presented to Council for further consideration.	
Date Printed	18-Oct-24		

10.1.3 Review of Council Policy: Sporting and Community Leases and Licences

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Gemma Stewart, Senior Lands Officer
Responsible Manager:	Felicity Anderson, Manager Economic Development
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: CURRENT Council Policy: Sporting and Community Leases and Licences Appendix 10.1.3-B: REVISED Council Policy: Sporting and Community Leases and Licences

Summary

The purpose of this report is for Council to review existing Council Policy: Sporting and Community Leases and Licences.

During discussion at the Agenda Briefing held 19 November 2024, it was suggested by Cr Andrew that an additional clause be included to require sporting and community groups with leases to undertake accessibility and inclusion audits. Officers are supportive of this inclusion and have presented an amended policy including this change at appendix 10.1.3-B.

Executive Recommendation

That Council endorse the revised Sporting and Community Leases and Licences Council Policy as presented at Appendix 10.1.3-B.

Committee Recommendation

That Council note the review of existing Council Policy Sporting and Community Leases and Licences, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Nil, the policy only applies within the City of Bunbury.

Background

The existing policy was last reviewed in December 2022 and is now presented to Council by the Policy Review and Development Committee for its biennial review.

Officers have reviewed the existing policy and do not propose any changes.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

At the Policy Review and Development Committee meeting held 30 October 2024, the Committee supported the Executive recommendation, being that Council note the review of existing Council Policy Sporting and Community Leases and Licences, with no changes recommended.

During discussion at the Agenda Briefing held 19 November 2024, it was suggested by Cr Andrew that an additional clause be included to require sporting and community groups with leases to undertake accessibility and inclusion audits. Officers are supportive of this inclusion and have presented an amended policy including this change at appendix 10.1.3-B.

Analysis of Financial and Budget Implications

Nil as there are no changes proposed to the existing policy.

Community Consultation

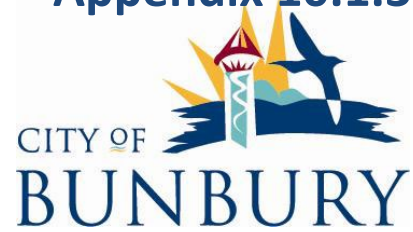
Nil

Elected Member/Officer Consultation

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

Timeline: Council Decision Implementation

Any changes to the policy will become effective immediately once adopted by Council.



SPORTING AND COMMUNITY LEASES AND LICENCES COUNCIL POLICY

POLICY STATEMENT

Council acknowledges the societal and economic value sporting and community groups provide to the city. Council is committed to supporting sporting and community groups that enter into lease or license arrangements with the City, to ensure they are affordable.

POLICY SCOPE

This policy applies to sporting and community groups in the City of Bunbury

POLICY DETAILS

Sporting groups may be defined as a group of people formed for the purpose of playing sports. Community groups may be defined as a group of people formed, at a community level, for the purpose of working towards the creation or enhancement of their community. Sporting and community groups do not earn profits for their administrators or members.

The City of Bunbury may provide leases and licenses to organisations which cover land and buildings owned or managed by the City including Crown land.

It is acknowledged that the cost of providing affordable leases and licenses to sporting and community groups is subsidised by the ratepayers of Bunbury. This Policy is not intended to generate a revenue stream.

To protect the City's interests all leases and licenses are to include two non-negotiable clauses those being:

1. unless otherwise agreed, a redevelopment clause, providing a twelve month notice period; and
2. a remediation clause to ensure buildings and assets not owned or approved by the City are appropriately dealt with when any lease or license arrangement ends.

Sporting or community groups that enter into a lease or license arrangement with the City will not be charged a rental fee.

Sporting and community groups will be charged a fee for the preparation of documents, including variations, extensions, assignments and surrenders to existing leases/licenses.

Sporting and community groups with existing "peppercorn" leases/licenses will remain as such and not be charged a fee for the preparation of documents.

All sporting and community groups that enter into lease or license arrangements with the City will be charged minimum rates.

Sporting and community groups that do not pay rates due to existing lease or license terms or legislative exemptions will remain as such and not be charged rates.

Sporting and community groups that enter into lease or license arrangements over storage facilities less than 300sqm and have a permitted use consistent with storage of equipment and goods only, as outlined in their lease or license, will not be charged rates.

No concessions will be given to the Emergency Services Levy and waste services charges.

The City provides substantial infrastructure to its lessees and licensees. The upkeep and maintenance of the leased/licensed premises will continue to be undertaken by sporting and community groups in accordance with the terms contained within their lease or license, which will make clear the responsibilities of all parties to the lease or license. This Policy does not incorporate;

- Leasing of airport sites or casual hire of City of Bunbury facilities;
- Government funded entities; or
- Commercial leasing and licensing arrangements.

COMPLIANCE REQUIREMENTS

LEGISLATION

INDUSTRY

ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Director Strategy and Organisational Performance	Owner Business Unit:	Finance		
Reviewer:	Manager Finance	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 419/1411 November 2014	Review Frequency:	biennial	Next Due:	2022
Review Version	Decision Reference:	Synopsis:			
DOC/455747	Council Decision 277/22 20 December 2022	Reviewed with no changes			
DOC/455747	Council Decision 211/20 29 September 2020	Reviewed with no changes			
CP-035756	Res 186/18 28 June 2018	Major Review and Changes including name change from Leases and Licences Council Policy to Sporting and Community Leases and Licences Council Policy.			
CP-035756	Res 238/16 12 July 2016	Reviewed with changes			
Date Printed	18 October 2024				



SPORTING AND COMMUNITY LEASES AND LICENCES COUNCIL POLICY

POLICY STATEMENT

Council acknowledges the societal and economic value sporting and community groups provide to the city. Council is committed to supporting sporting and community groups that enter into lease or license arrangements with the City, to ensure they are affordable.

POLICY SCOPE

This policy applies to sporting and community groups in the City of Bunbury

POLICY DETAILS

Sporting groups may be defined as a group of people formed for the purpose of playing sports. Community groups may be defined as a group of people formed, at a community level, for the purpose of working towards the creation or enhancement of their community. Sporting and community groups do not earn profits for their administrators or members.

The City of Bunbury may provide leases and licenses to organisations which cover land and buildings owned or managed by the City including Crown land.

The City of Bunbury aspires to be the most accessible regional City in Australia. To support this vision, the City encourages all lessees to adopt best practices in accessibility and inclusion. The City welcomes collaboration and will provide guidance and resources where possible to assist lessees in creating inclusive environments

It is acknowledged that the cost of providing affordable leases and licenses to sporting and community groups is subsidised by the ratepayers of Bunbury. This Policy is not intended to generate a revenue stream.

To protect the City's interests all leases and licenses are to include ~~two~~three non-negotiable clauses, those being:

1. unless otherwise agreed, a redevelopment clause, providing a twelve month notice period; and
2. a remediation clause to ensure buildings and assets not owned or approved by the City are appropriately dealt with when any lease or license arrangement ends.
3. an accessibility clause that the sporting and community group is required to attend one access and inclusion information session delivered by the City each year, for the duration of the lease agreement.

The three non-negotiable clauses will apply at the point of renegotiation of the lease agreement.

Sporting or community groups that enter into a lease or license arrangement with the City will not be charged a rental fee.

Sporting and community groups will be charged a fee for the preparation of documents, including variations, extensions, assignments and surrenders to existing leases/licenses.

Sporting and community groups with existing “peppercorn” leases/licenses will remain as such and not be charged a fee for the preparation of documents.

All sporting and community groups that enter into lease or license arrangements with the City will be charged minimum rates.

Sporting and community groups that do not pay rates due to existing lease or license terms or legislative exemptions will remain as such and not be charged rates.

Sporting and community groups that enter into lease or license arrangements over storage facilities less than 300sqm and have a permitted use consistent with storage of equipment and goods only, as outlined in their lease or license, will not be charged rates.

No concessions will be given to the Emergency Services Levy and waste services charges.

The City provides substantial infrastructure to its lessees and licensees. The upkeep and maintenance of the leased/licensed premises will continue to be undertaken by sporting and community groups in accordance with the terms contained within their lease or license, which will make clear the responsibilities of all parties to the lease or license. This Policy does not incorporate;

- Leasing of airport sites or casual hire of City of Bunbury facilities;
- Government funded entities; or
- Commercial leasing and licensing arrangements.

COMPLIANCE REQUIREMENTS

LEGISLATION

INDUSTRY

ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Director Strategy and Organisational Performance	Owner Business Unit:	Finance		
Reviewer:	Manager Finance	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 419/1411 November 2014	Review Frequency:	biennial	Next Due:	2022
Review Version	Decision Reference:	Synopsis:			

DOC/455747	Council Decision 277/22 20 December 2022	Reviewed with no changes
DOC/455747	Council Decision 211/20 29 September 2020	Reviewed with no changes
CP-035756	Res 186/18 28 June 2018	Major Review and Changes including name change from Leases and Licences Council Policy to Sporting and Community Leases and Licences Council Policy.
CP-035756	Res 238/16 12 July 2016	Reviewed with changes
Date Printed	21 November 2024	

10.1.4 Review of Council Policy: Town Planning Appeal Applications for Review

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Barbara Macaulay, Manager Planning and Building
Responsible Manager:	Barbara Macaulay, Manager Planning and Building
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.1.4-A REVISED Town Planning Appeal Applications for Review Council Policy

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate updates to the existing Council Policy. The changes proposed are:

1. Update terminology from ‘Town Planning Appeal Applications for Review’ to ‘State Administrative Tribunal Development Applications for Review’.
2. Introduce requirements for the City to advise parties who have made a submission on an Application for Development Approval that an application for review has been made to the State Administrative Tribunal (SAT).
3. Introduce the requirement for the City to notify all parties who made a submission the outcome of the SAT review.

Committee & Executive Recommendation

That Council adopt the revised Town Planning Appeal Applications for Review Council Policy as attached at appendix 10.1.4-A, noting the change of name to State Administrative Tribunal Development Applications for Review Council Policy.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant and well planned City.
Outcome	A community with high quality urban design and housing diversity.
Objective 7.1	Promote responsible planning and development.

Pillar	Prosperity
Aspiration	A strong and diversified economy.
Outcome 11	A strong, resilient and diverse economic hub for the South West.
Objective 11.2	Attract diversified investment, industry and businesses.

Regional Impact Statement

Not applicable.

Background

The Policy was last reviewed in December 2022.

Council Policy Compliance

Nil.

Legislative Compliance

State Administrative Tribunal Act 2004
Local Government Act 1995

Officer Comments

There is no legislative requirement to notify submitters to an application for development approval that the applicant has sought review of the decision through the State Administrative Tribunal. In the interest of transparency and best practice, it is recommended that parties are notified when a decision of Council is under review by the SAT.

Analysis of Financial and Budget Implications

Nil.

Community Consultation

Nil.

Councillor/Officer Consultation

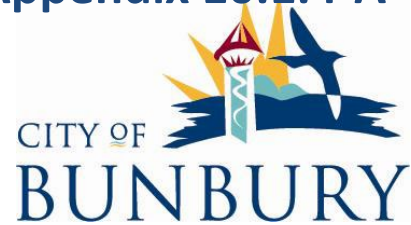
This matter is presented to Council by the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.



STATE ADMINISTRATIVE TRIBUNAL DEVELOPMENT APPLICATIONS FOR REVIEW COUNCIL POLICY

POLICY STATEMENT

Elected Members will represent Council's decision at the State Administrative Tribunal when that decision is contrary to the recommendation of the City's administration.

POLICY SCOPE

The State Administrative Tribunal (SAT) was established in 2005 as an independent body that makes and reviews a range of administrative decisions. Decisions on an Application for Development Approval made by the City Administration and/ or the Council are subject to the State Administrative Tribunal Act 2004 and the State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004 (Conferral Act). Decisions made by the City Administration and/or the Council can be appealed. They are:

- Decisions made by the Council aligned with the Administration recommendation.
- Decisions made by Council contrary to the Administration recommendation.

This policy will be applied to:

- a. Decisions made by the Council aligned to the Administration recommendation
Where a Council decision is essentially the same as the Administration recommendation, an officer as nominated by the CEO shall act on behalf of the Council and attend a mediation or tribunal hearing to represent the Council's position.
- b. Decisions made by the Council contrary to the Administration recommendation.
Where a decision of the Council is contrary to the recommendation of Administration the Council may be represented by up to two (2) Elected Members that moved and seconded, or by a Consultant. Administration will not be requested to represent the City.

POLICY DETAILS

1. Where a decision of the Council is the subject of a right of review by the SAT and that decision is contrary to the recommendation of Administration the CEO shall arrange for Council to be represented in the following ways:
 - a. The Mover and Secunder of the relevant motion may be responsible for attending as a witness or in any other capacity necessary to a mediation or tribunal hearings and represent the Council's position.
 - b. Where the Mover and/or Secunder are not available an alternative Elected Member supporting the Council's position may act in this capacity.

- c. Where no members of Council are prepared to represent the Council's position at mediation and/or tribunal hearings then the CEO shall appoint an independent consultant acting on the Council's behalf and to attend any mediation and/or tribunal hearings as an expert witness.
 - d. Council officers shall provide all necessary information to the nominated Member of the Council, consultant or advocate assisting in the compilation of a response or a witness statement.
 - e. Council officers, if required, or subpoenaed can give evidence at a tribunal hearing in support of the officers recommendation despite the fact that the evidence given may be contrary to the Council's decision, and the subject of an appeal.
 - f. Class 1 Applications – In accordance with the SAT Act 2004, the Council can receive legal representation only if the applicant chooses to elect that parties be represented by a lawyer.
 - g. Class 2 Applications – In accordance with the SAT Act 2004, the Council may choose to be represented by a legal representative in place of, or in addition to, an independent consultant or advocate.
 - h. Upon receipt of an invitation from the SAT to consider the matter under s31 of the SAT Act 2004, the officer and/or the Council representative shall write a report for Council's reconsideration.
2. For all decisions, legal representation and/ or relevant consultant(s) may be appointed to deal with SAT matters to support the officer or the Council representatives, in accordance with the State Administration Act 2004 and Regulations.
 3. Where legal representation is so engaged, no elected member participating in a SAT hearing shall act contrary to legal advice provided by the Council's appointed lawyer.
 4. Where Elected Members are representing the Council's position at the SAT they are not permitted to discuss the application with any person not directly involved in the SAT process.
 5. Elected Members and employees involved in SAT matters are reminded that they are to adhere to the City of Bunbury [Code of Conduct for Council Members, Committee Members and Candidates](#), and the Employee Code of Conduct [accordingly](#).
 6. [The City will advise parties who have made a submission on a development application that an application for review has been made to the SAT.](#)
 - 5-7. [The City will notify all parties who made a submission on an application the outcome of the SAT application.](#)

COMPLIANCE REQUIREMENTS

LEGISLATION

- *The State Administrative Tribunal established in 2005, as an independent body that makes and reviews a range of administrative decisions. Decisions on development applications made by the City of Bunbury are subject to the State Administrative Tribunal Act 2004, and the State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004 (Conferral Act).*

- *Planning and Development Act 2005*

INDUSTRY

ORGANISATIONAL

- *City of Bunbury Town Planning Scheme (as amended)*

Document Control					
Document Responsibilities:					
Owner:	Director Sustainable Communities	Owner Business Unit:	Manager City Growth		
Reviewer:	Team Leader Development Assessment & Compliance	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 336/142 September 2014 –	Review Frequency:	biennial	Next Due:	2022
Review Version	Decision Reference:	Synopsis:			
DOC/455751	Council Decision 288/22 20 December 2022	Reviewed with no changes			
DOC/455751	Council Decision 258/20 8 December 2020	Reviewed with no changes			
CP-025637	Res 306-18 16 October 2018	Reviewed with grammar corrections			
CP-025637	Res 159/1617 May 2016 –	Reviewed			
Date Printed	21/11/2024				

10.1.5 Review of Council Policy: Worker Wellbeing

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Odetta Robertson, Manager People and Safety
Responsible Manager:	Odetta Robertson, Manager People and Safety
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.5-A: REVISED Council Policy: Worker Wellbeing

Summary

The purpose of this report is for Council to review the Worker Wellbeing Council Policy.

Committee & Executive Recommendation

That Council adopt the revised Worker Wellbeing Council Policy as presented at Appendix 10.1.5-A

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Not applicable to this report.

Background

The existing Policy was adopted by Council on 23 January 2018 and was last reviewed on 20 December 2022. This Policy is now presented to the Committee for its biennial review.

The recommended changes are to bring the Policy into alignment with the recently introduced Work Health and Safety (WHS) legislation. This includes the change from term of ‘employee’ to ‘worker’ and all other WHS legislation references. Other changes include an increase in options for Southwest Sorts Centre Membership, and the addition of mental health activities as Health and Wellbeing initiatives.

Council Policy Compliance

The report facilitates a review of an existing Council Policy.

Legislative Compliance

Not applicable to this report.

Officer Comments

The purpose of this policy is to ensure that staff have the opportunity to access health and wellbeing initiatives and choices in the workplace as identified in the City's Enterprise Agreement, as well as demonstrating Council's commitment to staff health and well-being.

The Policy delivers on the purpose of the Working on Wellness Committee to discuss, develop and assist in the delivery of a Wellness Program that will help the City of Bunbury's employees to be more aware, motivated, and skilled around life decisions to increase their own and other's emotional, mental and physical wellbeing.

Officers have reviewed the policy and suggest changes minor changes as presented at appendix 10.1.5-A.

Analysis of Financial and Budget Implications

Not applicable to this report.

Community Consultation

Not applicable

Elected Member/Officer Consultation

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

Timeline: Council Decision Implementation

Following Council endorsement, the revised policy will become effective immediately.



WORKER WELLBEING COUNCIL POLICY

POLICY STATEMENT

At the City of Bunbury (the 'City'), wellbeing encompasses the health and, safety of our workers. The City recognises the importance of supporting improved health and wellbeing for staff and the mutual benefit this offers.

The purpose of this policy is to ensure that staff have the opportunity to access health and wellbeing initiatives and choices in the workplace as identified in the City's Enterprise Agreement, which demonstrate Council's commitment to staff health and wellbeing.

POLICY SCOPE

This policy applies to: City of Bunbury Staff.

POLICY DETAILS

This policy serves as a commitment by the City to support a workplace culture that educates and encourages healthy lifestyle choices. To enhance this process the City will promote and encourage staff to participate in opportunities to improve their health, safety and wellbeing in the workplace via the Work on Wellness [CommitteeGroup](#), People and Safety Department or in consultation with the Work Health and Safety (WHS) Committee.

Staff benefits include but are not limited to:

- South West Sports Centre membership
- Worker benefits with Private Health Insurance Providers and other beneficial services
- Employee Assistance Program
- Activities as per the Work on Wellness [Committees-Group](#) program
- Initiatives by the (WHS) Committee or People and Safety
- Blood donations
- For further information regarding the staff wellbeing program refer to Worker Wellbeing Procedure WHS-WWB-001.

The City of Bunbury will endorse and support the implementation of the worker wellbeing program and show commitment to improving the health and wellbeing of its staff by implementing and supporting the following items;

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1. South West Sports Centre (SWSC) Membership

This membership excludes personal training, and the following processes apply:

- 1.1 Workers will be eligible to access this membership once they have successfully completed their probationary period.
- 1.2 Workers must undergo an appraisal before accessing this membership. The cost of this appraisal is as per the adopted Annual Schedule of Fees and Charges and is payable by the employee.
- 1.3 These will need to be renewed every 6 months, with the fee applying to each renewal.
- 1.4 The "COB Workers Membership" excludes personal training which will need to be purchased separately.

~~1.5 Attendance must be outside of paid working hours.~~

~~1.5~~

~~The procedure to initiate your COB Workers memberships is:~~

- ~~a) Book an appointment with the Membership Consultants at SWSC.~~
- ~~b) Once signed up, the Membership Consultants will advise the date of your appraisal (you will need to pay for this).~~
- ~~c) Once the appraisal has been completed, you will be issued with a card which will allow you to access the SWSC.~~
- ~~d) You will need to renew after 6 months, as per the SWSC guidelines for renewal. Attendance will be reviewed at this point also.~~

Commented [RV1]: Consider removing. There are occasions when injured workers are supported to join the gym through their rehab management

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2. Health and Wellbeing Initiatives

The City will support the initiatives and programs of the Work on Wellness Committee.

These initiatives may include (but are not limited to) programs, such as;

- 2.1 Skin cancer checks
- 2.2 Health checks
- ~~2.3 Weight management~~
- 2.3 Fitness classes
- 2.4 Quit smoking strategies
- 2.5 Nutrition and healthy eating
- 2.6 Information sessions/ Seminars regarding health and wellbeing (including things such as building resilience, sleeping better)
- 2.7 Activities highlighting and supporting mental health both inside the workplace and education about outside of work support options.

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3. Blood Donations

The City actively promotes workers to make blood donations through the Australian Red Cross Blood Service and encourages participation in Blood Donation Challenges held throughout the year.

Part-time and Full-time City of Bunbury workers are entitled to 2.5 hours of paid work time to donate blood, platelets or plasma per 3 month period. These hours cannot be over and above their contracted hours, and they must seek approval from their Manager at least 48 hours prior.

4. Worker Benefits

The City of Bunbury offers a number of benefits available to all staff members, things such as discounted private health memberships, and discounted travel insurance. All worker benefits are listed on the "Worker Benefits" tab on the intranet, [and are included in the Employee Benefits Management Policy](#) and are updated as new offers become available.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Work Health and Safety Act 2020*
- *Work Health and Safety Regulations 2022*

INDUSTRY

ORGANISATIONAL

- *City of Bunbury Employees 2022 Enterprise Agreement*

Document Control					
Document Responsibilities:					
Owner:	Director Strategy & Organisational Performance	Owner Business Unit:	People & Safety		
Reviewer:	Manager People & Safety	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 319/15 15 September 2015	Review Frequency:	biennial	Next Due:	2024
Review Version	Decision Reference:	Synopsis:			
DOC/455717[v4]	Council Decision 278/22 20 December 2022	Reviewed with modifications including reference to Work Health and Safety legislation. Separation of Policy and procedure to streamline wellness management			
DOC/455717[v3]	Council Decision 260/20 8 December 2020	Reviewed with minor changes to include the Work on Wellness Committee			
DOC/455717[v2]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised Policy Framework. Convert CG to Management Policies			
DOC/455717[v1]		Converted from Mydocs to CM9			
CP-043257	Res 8/18 23 January 2018				
Date Printed	18/10/2024 25/09/2024 16/09/2024 13/09/2024				

10.1.6 Review of Council Policy: Bushfire Inspection and Mitigation

File No.	COB/
Applicant:	Policy Review and Development Committee
Responsible Officer:	Mark Allies, Team Leader Rangers and 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 10.1.6-A: REVISED Council Policy Bushfire Inspection and Mitigation

Summary

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

Committee & Executive Recommendation

That Council adopt revised Council Policy Bushfire Inspection and Mitigation as presented at appendix 10.1.6-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

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

Regional Impact Statement

Not applicable.

Background

The Council Policy Bushfire Inspection and Mitigation was adopted on 2 September 2014, refer Council Decision 334/14. It was last reviewed on 26 September 2023, Council Decision 188/23 but has been reviewed following consultation with Department of Fire & Emergency Services and City of Bunbury Community Partnerships team to incorporate and expand on systematic changes impacting this policy.

The Policy provides how the City of Bunbury will assess the risk of bush fire to properties, apply treatments, and collaborate with the Department of Fire and Emergency Services to engage and educated the community.

Council Policy Compliance

This report facilitates the review of existing Council Policy Bushfire Inspection and Mitigation.

Legislative Compliance

Pursuant to section 33 of the *Bush Fires Act 1954* local governments can develop local laws, being customised strategies to reduce the risk and impact from bush fire.

Officer Comments

Officers have undertaken a comprehensive review of the Council Policy Bushfire Inspection and Mitigation and proposed significant changes as presented in appendix 10.1.6-A.

The Policy has been revised in response to an increase in risk associated with fire and new requirements for cultural ceremonies impacted by this policy. The review also provided additional clarification regarding fire related activities already incorporated in the Policy, such as Campfires, Firepits, Pizza Ovens, Barbecues, Smokers, Cooking, Cultural Ceremonies and Permits.

The Review also reduced the content in the s 1.4 which relates to Annual Residential Inspections. The changes considered Councillor recommendations from the previous review to modify the content and make it less procedural. An operational procedure exists for Ranger Fire Control officers that provides necessary detail to internal officers.

The review was conducted in consultation with the City's First Nations Officer and Community Partnerships team to ensure alignment with our own Welcome to Country policy, inclusive of planned updates, and current cultural ceremony practices. The Elder Community representatives from the Richmond Wellbeing centre were also consulted on the City's behalf by First Nation officer Karen Jetta.

Department of Fire & Emergency Services to ensure the legislation was accurate and aligns with best practice.

This was to ensure the City's practices and procedures in engaging with the community, assessing risks and applying treatments are consistent and lawful with the intent to reduce risk from individual properties, leading to a reduction of risk of bush fire to the whole community and surrounding local governments.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

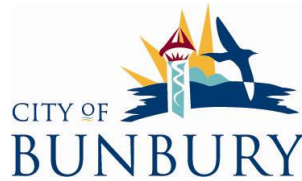
This matter is presented to Council by the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

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



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BUSHFIRE INSPECTION & MITIGATION COUNCIL POLICY

POLICY STATEMENT

The City is committed to managing exposure to bush fire risk, through:

- Applying treatments to council assets that align with requirements of the Bush Fires Act 1954 with consideration to ecological communities under consultation with the Department of Conservation, Biodiversity and Attractions (DBCAs) and City Environmental officers.
- Engage and educate the community and enforce only when necessary, to achieve compliance with the requirements of the Bush Fires Act 1954.
- Collaborate with Department of Fire and Emergency Services (DFES) to educate community members and stakeholders on current fire risk mitigation responsibilities.

POLICY SCOPE

This policy applies to:

- All properties within the City of Bunbury.
- Extend consultation with owners of bush land properties that present risk to others within the community. The intent would be to reduce risk from these individual properties, leading to a reduction of risk of bush fire to the whole community and surrounding local governments.

POLICY DETAILS

The *Bush Fires Act:1954* (the Act), specifically *section 33 (1)*, enables local governments to develop local laws, being customised strategies to reduce the risk and impact from bush fire.

- Properties are identified for assessment utilising the City's own database software. This allows us to prepare a list of all vacant lots and recent demolitions in the City. Residents who have been previously identified as non-compliant with the requirements of the Act are also added to the list along with properties reported by community members, agencies and Authorised Officers.
- A community engagement program -is part of this strategy. All residents are provided with a Fire Control Public Notice, listing compliance requirements in August of each year plus advertisements in the newspaper and online are posted. In partnership with the Department of Fire and Emergency Services (DFES), the City continuously provides additional information through an ongoing educational campaign to assist the community to understand their own

potential risk exposure while fostering a greater community awareness and support for fire risk mitigation.

POLICY REQUIREMENTS - FIRE PREVENTION:

1. Annual Schedule and City of Bunbury practices

1.1 Work Procedures Review - The Team Leader Rangers & Emergency Management (TLREM) / Deputy Chief Bush Fire Control Officer (DCBFCO) shall review this procedure and current practices in September of each year.

1.2 Joint Meeting - The TLREM shall convene and attend a meeting with other Fire Control Officers and other relevant staff, prior to the fire season each year. The meeting will assess the situation for the coming season and a list of Council properties shall be identified including treatments required to minimise fire hazards (e.g., chemical spraying, slashing, firebreaks).

If required, advice on implementing fire hazard reduction strategies shall be sought from relevant organisations, such as DFES and/or the Department of Biodiversity Conservation and Attractions (DBCA).

Where the estimated cost of proposed works cannot be accommodated within the annual budget, the annual risk treatment schedule recommended by the TLREM shall be referred to the Executive Leadership Team (ELT) with recommendations, regarding any rescheduled risk priorities in the fire hazard reduction programme.

1.3 Implementation of the hazard reduction program will be prepared following consultation with DFES, DBCA and the Chief (CBFCO) & Deputy Chief Bush Fire Control (BCBFCO) officers in collaboration with relevant internal stakeholders. This program will consist of managed land under the care of the Emergency Management team and compliance action for privately owned land administered by the Ranger team.

The TLREM-City will arrange required hazard reduction work. The Mitigation Activities Fund (MAF) grant program administered by DFES, will be utilised where possible, to fund treatments associated with State Government owned land that is managed by the City.

1.4 Annual Residential Inspections

In September of every year, the City will place the annual Fire Control Notice in the local newspaper to advise the community of all compliance requirements. A list of City Fire Control Officers will also be provided, so community members are made aware of which members are authorised representatives of the City.

Compliance inspections shall commence immediately following the commencement of Fire Season which has been gazetted to start 18 November and will continue until the season concludes on 5 May. The City also reserves the right to extend the season if conditions are such that an extended risk exists. Any extension shall be communicated in the newspaper and on the City of Bunbury website.

Any lands that do not comply with the requirements as defined in section 3 (Standard Requirements) of this Policy, the owner of that land may be subject to an infringement notice as per s. 33 (3) of the Bush Fires Act 1954.

Continued non-compliance may result in the City engaging the services of a contractor to complete the required works on the property and the invoice will be forwarded to the owner of the land. A Ranger Fire Control Officer will be present while the works are conducted as per s.33, 4 (b) of the Bush Fires Act 1954.

The City may also consider prosecution where the owner of the land refuses to comply and/or the risk to other community members is increased due to excessive fuel loads and no genuine effort on the part of the landowner made to reduce the risk.

~~1.4.1 In June every year, the TLREM will prepare the statutory advertisements for publishing in the local newspaper and online at the City's website. This is to be checked by the Manager Community Wellbeing and approved by the Chief Executive Officer.~~

~~The physical advertisement should be provided to the Administration Officer and the digital version supplied to Public Relations. Where possible, a brochure shall be placed in the annual rates notices to all property owners before August.~~

~~1.4.2 In early October every year, the Ranger Administration Officer will prepare a List of vacant lots and recent demolitions within the City.~~

~~1.4.3 All properties on the List are to be checked by Rangers to determine whether they require a notice to clear land.~~

~~1.4.4 Any other properties observed or reported that fall into the category of a fire hazard should be added to the List for inclusion in the fire break Notice mail merge by the Ranger Administration Officer. All properties are to be initially inspected commencing the first day as stated in annual Fire Control Notice.~~

~~1.4.5 A Register of vacant properties is to be prepared and attached to the Fire Control Notice for that year by the Ranger Administration Officer. All documentation is to be presented to the TLREM for signing under delegated authority. Once all documentation has been approved, the original Notice with the Team Leader's signature and the Register of vacant properties is to be scanned and registered in Content Manager (CM).~~

~~1.4.6 A Notice along with a "Firebreak Tips" leaflet is to be mailed to all affected landowner(s) requesting them within 14 days to clear and then maintain the required fire break up to and including the final day of compliance period as stated on Fire Control Notice.~~

~~1.4.7 On or after the expiry of the 14 day period, all vacant/over grown land that was subject to a Notice should be re inspected by a Ranger to assess whether compliance has been achieved.~~

~~1.4.8 Where non compliance is observed, the Ranger is to photograph the property as evidence. All photographs are to be registered in CM (to the property, Owner and subject).~~

~~1.4.9 If the land has been cleared or is no longer a fire hazard, no further action is required.~~

~~1.4.10 If the land has not been cleared, then:~~

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~~(a) a follow up Notice and standard letter must be sent to the landowner notifying them of possible further action including infringement Notices and/or work orders to clear their property of all flammable material by the City's nominated contractor.~~

~~(b) the Owner is to be given a further 14 days to comply.~~

~~1.4.11 After the 14 days has expired from the date of issue of the follow up Notice the land should be re-inspected. If the land has been cleared or is no longer a fire hazard and complies, no further action is required.~~

~~1.4.12 If the land has not been cleared and no action has been taken:~~

~~(a) if no valid reason or explanation is provided, an Infringement Notice may be issued to the landowner, under section 33 (3) of the Bush Fires Act 1954.~~

~~(b) with the approval of the Team Leader Rangers & Emergency Management, the Senior Ranger should seek three quotes by appropriately trained professional(s) to clear the block to the City's specifications. The acceptance of quotes will be in accordance with the City's procurement processes.~~

~~(c) a Ranger must be present at the time of clearing as per the Bush Fires Act 1954, Section 33, 4(b).~~

~~(d) when the Contractor's invoice has been received, an inspection must be undertaken by a Ranger to confirm that the property has been satisfactorily cleared. The invoice is to be authorised by the Team Leader and can then be passed to the finance section for processing.~~

~~1.4.13 A Report detailing all infringements and escalations for non compliant properties must be submitted by the Senior Ranger to the TLREM at the end of the Fire Season or once all properties have been confirmed to be compliant (whichever comes first).~~

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The City's procurement processes will be followed with regards to engaging and paying contractors to undertake work.

2. Permits to Burn

The CBFCO/DCBFCO and Chief Executive Officer (CEO), are delegated the authority to extend the Restricted Burning Period for up to fourteen days, in accordance with provisions of the Act.

Permits are required to burn within the Restricted Burning Period, and these will be issued (subject to the Act) to the public, by the Rangers/Fire Control Officers.

Permits issued will carry specific risk minimisation conditions and shall comply with the Act.

Notification of intention to commence a permitted burn must be given to all abutting landowners and occupiers, between a minimum of 4 days and a maximum of 28 days, prior to commencement of any burning.

Notification of the intention to burn must be provided by the permit holder to City's Ranger department, DFES and where stipulated on the permit, to Department of Primary Industries & Regional Development (DPIRD) on the morning of the day of commencement. This requirement shall be noted on the permit.

Ranger Fire Control Officers shall be responsible for ensuring that the permit holder is made aware of all conditions and requirements.

On days where DFES has issued a 'Total Fire Ban' for that day it is the responsibility of the landowner to check the status from the DFES website.

In order to conduct any of the Total Fire Ban Prescribed Activities during a Total Fire Ban (TFB), there are specific conditions which need to be complied with:

- Blasting
- Gas flaring
- Hot work
- Road work (grading and bituminising)
- Off-road activity
- Catering activity

Before conducting any of the above activities during a Total Fire Ban, DFES must be notified via the Online Notification Form at least 30 minutes prior to the activity commencing.

If the activity is occurring within 3 kilometres from land managed by the DBCA, the respective local District or Regional Duty Officer from DBCA must be notified at least 30 minutes prior to the activity commencing.

3. Standard Requirements

3.1 Private property (includes residential, commercial and industrial) To protect from the risk of ember attack, from bushfire:

Fire Prevention is everyone's responsibility, and all property owners/occupiers have a duty to help us reduce the risk of fire.

Pursuant to Section 33 of the Bush Fires Act 1954, all City of Bunbury residents have a legal requirement to undertake fire prevention works on their property by 13 November and this standard must be maintained until 5 May.

- (a) Where the area of land is 2024m² or less, occupants must slash/mow all grass to a height no greater than ten (10) centimetres and remove all slashed materials and other flammable matter from the land.
- (b) Where the area of land is greater than 2024m² firebreaks free of all flammable material and at least three (3) metres wide and four (4) metres high, are to be installed immediately inside all external boundaries of the land and ~~also~~ immediately surrounding all buildings on the land.

Firebreak Specifications

- _must be not less than three (3) metres wide immediately inside and along all boundaries (Including boundaries adjacent to roads and open spaces)
- _must be not more than four (4) metres wide
- _must have a vertical clearance height of four (4) metres, with all overhanging vegetation trimmed back clear of the firebreak.
- _must be a mineral earth firebreak or maintained living lawn with a continuous trafficable surface for a 4WD vehicle, clear of any obstructions and must not terminate in a dead end

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3.2 Fuel and Gas Depots

In respect of land owned and/or occupied, on which is situated any container normally used to contain liquid or gas fuel, including the land on which any ramp or supports are constructed, you shall have the land clear of all flammable material.

3.3 Burning Permits, Burning of Bush, Grass and Garden Refuse

Each year burning is not permitted from 11 December to 24 March inclusive.

A Burning Permit must be obtained for the burning of any materials (including garden refuse) from 1 November to 10 December inclusive and from 25 March to 5 May inclusive.

Permits are automatically cancelled on days of very high and extreme fire danger as no burning of any type is permitted, not even in incinerators.

Permits to burn must be obtained from the City of Bunbury and all conditions imposed by the City's Fire Control Officers and Authorised Persons must be followed. Conditions may include:

- Three adults always present at the fire.
- Neighbouring property owners and occupiers notified at least four days before burning or on the day if agreed.
- Running water, or a fire unit with water pump and at least 500 litres of water, at the fire always.
- Time and wind conditions restrictions are also specified in the permit.

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Permits to burn will not be issued, or permitted at any time, in Residential Areas or on land less than 2024²m, due to the increased hazard the activity presents.

Persons burning without a permit or approval, may receive an on the spot fine or be liable for fines up to \$2,000 plus costs and/or imprisonment. In the case of a running or escaping fire, the responsible person may be liable to prosecution or civil action and may be required to pay damages and the cost of firefighting, even if a permit or approval has been obtained.

Total Fire Bans

Total Fire Bans are declared on days when fires will be very difficult to control and are most likely to threaten lives and property because there is extreme fire weather or widespread bushfires that are seriously stretching firefighting resources.

Total Fire Bans prohibit lighting open air fires which includes deliberately lit fires, burn offs, cooking with open-fire appliances or campfires; or carrying out business activities that could start a fire including incinerators, welding, grinding, soldering or gas cutting.

As of 2018 the State Government has increased penalties for anyone breaching a Total Fire Ban. An offence can incur an on-the-spot infringement of \$1000. Repeat offenders or offences of a serious nature could result in prosecution with a fine of up to \$25,000 and / or imprisonment for 12 months.

3.4 Campfires, Cooking and Cultural Ceremonies/Fire Pits/Pizza Ovens

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3.4

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Use of Campfires & Firepits (Open Air)

Due to the increased risk from open flame, radiant heat and ember exposure, the use of campfires and firepits in the open air are **restricted** within the whole of the District of the City of Bunbury as per the following:

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- on any land greater than 20242m from 1 November until 5 May (inclusive), annually;

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The use of campfires and firepits in the open air, are **prohibited** within the whole of the District of the City of Bunbury as per the following:

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- on any land less than 20242m at all times;
- on any public lands including City Reserves, beaches, caravan parks, holiday properties, vacant land or roadside parking bays unless a permit has been issued.

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The defining feature of a fire pit is that they are designed to contain fire, prevent it from spreading and preferably raised off the ground.

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Note that any fire that exists under a patio, or other external shelter, is still considered open-air.

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Use of Pizza Ovens, Barbecues and Smokers (Solid Fuel)

For the purpose of cooking, BBQ's, pizza ovens and smokers etc that require a solid fuel such as wood, pellets or charcoal, are **not permitted at all** during the Prohibited Burning period between 11 December and 24 March.

During other permitted periods of use, all flames must be extinguished as soon as the cooking process has been completed.

Note that Between 1 November and 5 May or during Total Fire Bans in any year, pizza ovens used for a commercial "catering activity", where fire is required, will require an approved Department of Fire & Emergency Services (DFES) exemption to conduct the activity.

Cultural Ceremonies

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Cultural ceremonies that involve fire are permitted under certain conditions. Elders or appointed event organisers are required to contact the City of Bunbury for approval at least 24 hours prior to the event between 6 May and 31 October of any year. To minimise the risk, all materials must be within a metal container of at least 10 litres of capacity with a minimum of 20 litres of water and a portable fire extinguisher present. Between 1 November and 5 May or during Total Fire Bans in any year, all cultural ceremonies, where fire is required, will require an approved Department of Fire & Emergency Services (DFES) exemption.

Note, exemption applications can take up to eight (8) weeks to process and must be approved prior to the planned commencement of the activity. Further information is available on the DFES website.

Permits

Permits are required for permitted activities during the Restricted Burning period, and it would constitute an offence to light a fire without a valid permit. Permits are cancelled and no burning is allowed if the Fire Danger Rating is High or Above.

Additionally, permits can also be cancelled should changes in weather conditions occur or other risks present themselves.

A Total Fire Ban would also cancel any permit and community members must check the DFES webpage to see if one is in effect in your area prior to lighting any fire.

These activities are never permitted on any public land without permission from the City of Bunbury and doing so would constitute an offence.

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Campfires are totally banned within the whole of the District of the City of Bunbury from 15 November until 10 May (inclusive), annually.

Fire pits, pizza ovens and wood-fuelled barbecues are not permitted at all during the Prohibited Burning period.

Permits are required during the Restricted Burning period, and it would constitute an offence to light one without a valid permit. Permits can also be cancelled should changes in weather conditions or other risks present themselves.

A Total Fire Ban would also cancel any permit and community members must check the DFES webpage to see if one is in effect in your area prior to lighting any fire.

These activities are never permitted on any public land without permission from the City of Bunbury and would constitute an offence.

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3.5 Prohibited and Restricted Burning Periods

Prohibited Burning Period, as it applies within the Bunbury District, is from 11 December to 24 March (inclusive) annually.

Restricted Burning Periods, as they apply within the Bunbury District, are 1 November to 10 December (inclusive) and 25 March to 5 May (inclusive), annually. These dates may be subject to variation according to seasonal conditions, but any changes shall be advertised in a newspaper, circulating the Bunbury District.

If it is considered for any reason to be impractical to clear firebreaks or if natural features render fire-breaks unnecessary, a property owner/occupier may apply to the Council or its duly authorised officer, not later than 1 November annually, for permission to provide firebreaks in alternative positions, or to take alternative action to abate fire hazards on the land. If permission is not granted by the City of Bunbury or its duly authorised officer, the requirements as stipulated in the City's Fire Control Notice shall be complied with. If the requirements of the Fire Control Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Act.

4. City of Bunbury Notification Practice:

General Notification - Because of the complexity of this Policy and the impact of changing weather conditions, the City will follow these steps to notify the general public:

- Make the residents aware of the City's burn-off period and conditions, through the City's website and through the DFES www.emergencywa.gov.au website.
- Specific Notification - Team Leader Rangers and Emergency Management/DCBFCO shall ensure that property owners/occupiers in the area of a proposed hazard reduction burn will receive specific notification of the intended burn, in accordance with the Act.

5. Appointment, Qualifications and Training for City Bushfire Control Officers

Training:

Where required, all bushfire brigade members and relevant City staff, shall be trained by suitably qualified instructors from DFES and other suitable/recognised training organisations.

Unless stipulated otherwise, all training shall be valid for a period not exceeding 5 years after which time the brigade member or City staff, shall be required to again undertake the relevant training course, or demonstrate relevant competency maintenance activity, through logbooks or endorsement from the Brigade Captain.

Drivers of emergency vehicles shall be required to undertake relevant DFES driving courses, to enable the driving of emergency vehicles in emergency and off-road situations.

The ~~TLEM~~ City shall ensure that all Council fire personnel are trained and qualified to perform their duties, in accordance with the Act and this work procedure.

Annual Appointment of Fire Control Officers:

Council shall appoint Fire Control Officers in accordance with the Act and the relevant appointments shall be advertised in newspapers circulating the Bunbury District annually.

6. Annual Firebreak Notifications:

Pursuant to Section 33 of the *Bush Fires Act 1954*, the City shall post annual Fire Control Notices on the City Website, local Newspaper publications and on noticeboards in the City of Bunbury Administration building. This public notice will provide residents with the legislated requirements of each property.

Procedure:

Council will fulfil its obligations under the Act in accordance with the following guidelines:

First Adopted: (28) (a) – Council – 16 September, 1991

Review by EMT: 24 July, 2024

Source of Procedure: Senior Administration Officer,

Review Date: Annually, in July

Review Responsibility: Team Leader Rangers & Emergency Management

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POLICY PROCEDURE

Using the City of Bunbury Fire Control procedure and Bushfire Risk Assessment process the risk of fire can be reasonably mitigated and will ensure activities comply with the Bush Fires Act 1954. Acting in accordance with the Act will ensure any treatments or remedial activities are both reasonable and effective. Any actions that require federal exemptions, especially in any area primarily populated by people, should only be considered when the treatments offered in the Bush Fires Act are proven ineffective.

The second stage is to concentrate on the community engagement and education component of the process which aligns with educational material provided by DFES, public notices provided within the Bush Fire Act 1954 and consistent with the activities of other Local Governments. The City Ranger team is committed to education and consultation with the Community to achieve compliance. Enforcement options are utilised only in the event the landowner/occupier chooses not to comply following the education process outlined in the procedure.

Risk Assessment

All identified properties are assessed as per the requirements of the *Bush Fires Act 1954*. They will be risk assessed as per the requirements listed in section 3 of this document.

Conclusion

Community members throughout Western Australia have become increasingly aware of Fire and the impacts on communities and the Country. Most recently the devastation in NSW caused by fires in 2019 and domestic fires in areas like Yarloop and Roleystone that ravished entire towns.

These catastrophic events have increased the awareness of residents and the knowledge required to mitigate the risk. It has also increased the community's expectations on local governments to proactively employ quality systems and process to reduce the risk and assist in protecting their lives and assets.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Bush Fires Act:1954, section 33 (1)*
- *Australian Standard 3959:2009 – Construction of Buildings in Bush Fire Prone Areas*
- *International Standard 31 000 – Risk Management -Principles and Guidelines*
- *Local Government Act:1995*
- *The City of Bunbury Bush Fire Brigade Local Law 2023~~4~~*

INDUSTRY

- *National Risk Assessment Guidelines (NERAG) 2015*

ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Director Sustainable Communities	Owner Business Unit:	Manager Community Wellbeing		
Reviewer:	Team Leader, Rangers and Emergency Management	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 334/14 2 September 2014	Review Frequency:	biennial	Next Due:	2025
Review Version	Decision Reference:	Synopsis:			
DOC/455536[v4]	Council Decision 188/23 26 September 2023	Policy reviewed with significant changes made.			
DOC/455536[v3]	Council Decision 179/21 31 August 2021	Policy reviewed with significant changes made.			
DOC/455536[v2]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised			

		Policy Framework.
DOC/455536[v1]		Converted from Mydocs to CM9
CP-037583	Res 053/19 19 March 2019	Minor amendments
CP-037583	Res 439/19 13 December 2016	[brief description of the adoption / changes approved]
Date Printed	18 October 2024 September 2024	

- *City of Bunbury Fire Control Notice*
- *City of Bunbury Fire Breaks and Inspections procedure*

10.1.7 Review of Council Policy: Privacy

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Elijah Glass, Manager Information Services Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.7-A Revised Council Information Privacy Policy

Summary

The purpose of this report is to facilitate a review of the Council policy on Privacy in accordance with the new Privacy and Responsible Information Sharing legislation being introduced.

Committee & Executive Recommendation

That Council:

1. Adopt the revised and renamed Information Privacy Policy as presented at Appendix 10.1.7-A
2. Authorise the CEO to remove the advisory notice from the Information Privacy Policy once the Privacy and Responsible Information Sharing legislation comes into effect.

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

This policy only applies within the City of Bunbury.

Background

The WA State Government is implementing new Privacy and Responsible Information Sharing (PRIS) legislation that reforms personal privacy protection for all Western Australians and increases accountability of information sharing within government.

The Office of the Information Commission (OIC) has outlined 18 actions that need to be completed to ensure compliance. One of these actions is to create a Privacy Policy that is accessible to the public.

The City has updated its Privacy Policy to align with the new legislation requirements.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

As detailed above, new legislation will soon be enacted which will govern privacy and responsible information sharing.

Officer Comments

At the 24 April 2024 Policy Review and Development Committee meeting, it was noted that an extensive review of the Privacy policy would be conducted after the implementation of new privacy legislation, which was originally scheduled for 30 June 2024. However, the new legislation has been delayed. In the meantime, the OIC has released Guidance Note No 10 – Privacy Policy will allow agencies to develop or modify their Privacy policies to align with the upcoming legislation.

An advice note is provided on the policy informing the following:

‘The requirements of the Privacy and Responsible Information Sharing (PRIS) legislation have not yet commenced, but the City of Bunbury has drafted this Information Privacy Policy in anticipation of the law coming into effect.’

The policy has been updated to include the 11 Information Privacy Principles (IPPS). Some of these principles were already covered in the existing policy and have been incorporated into the new policy, while outdated information has been removed.

The title of the policy has been updated to align with the new legislation.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediately following Council decision.



The requirements of the Privacy and Responsible Information Sharing (PRIS) legislation have not yet commenced, but the City of Bunbury has drafted this Privacy Policy in anticipation of the law coming into effect.

INFORMATION PRIVACY POLICY

POLICY STATEMENT

The City of Bunbury (the City) values the privacy of our residents, customers, and stakeholders. It views protecting your privacy as integral to our commitment to complete accountability and integrity in all our activities and programs. This information privacy policy outlines how the City collects, stores, and manages personal information in the course of performing its activities, function and services in accordance with privacy and responsible information sharing legislation.

POLICY SCOPE

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

POLICY DETAILS

Definition

The Privacy Act defines Personal information as “information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.”

The City complies with the 11 Privacy and Responsible Information Sharing Principles (IPPS) when collecting and handling personal information.

COLLECTION

The City collects information about our customers and stakeholders in the performance of our services and functions, as required by law.

The types of information collected are:

- Names and addresses
- Telephone numbers
- Email address
- Next of Kin
- Gender
- Signature
- Date of Birth
- Personal Image

- Voice recognition
- Medicare details
- Driver's license
- Concession Cards
- Credit Cards
- Bank Account
- Health Information
- Police Clearance
- Tax File Numbers

This information is collected in various formats when you conduct business with us:

- hardcopy
- electronic fillable forms
- online web based forms
- recorded meetings
- CCTV

Information collected is used for the sole purpose it is collected and is not transferred for other purposes, unless a form involves another agency such as the State Government. You will be informed if information you are providing is collected on behalf of another agency.

Automatically generated information

When you engage with the City through Social Media such as Facebook, LinkedIn, Instagram, your information is used to gather statistics to enable the City to focus communications. The social networking service will also handle your personal information for its purposes. These sites have their own privacy policies.

The City's website may use cookies to collect anonymous traffic data from users who access this website. Additionally, our web servers may collect information such as browser type, IP address, and domain name of clients accessing the site. Where you provide details to us due to an interest in services provided by the City of Bunbury, you consent to us sending commercial electronic messages to any address you provide.

Browsing any website, including the Bunbury City Council site, generates a trail of the pages visited, known as 'Click Streams', these are a user's path when navigating a website and the Internet.

When you visit our site, our servers may record the following information for statistical purposes:

- The user's server (IP) address and machine name
- The date and time of the visit to the site
- The pages accessed and documents downloaded
- The number of bytes transmitted and received for each request
- The address of the referring page visited
- Search terms used
- The type of browser used

The City may examine this information to determine the traffic through the server, specific pages, and applications to deliver better information.

No attempt is made to identify users or their browsing activities except in the unlikely event of an investigation or the need to determine details related to a security breach or other inappropriate activity.

A 'Cookie' is a piece of data stored on the user's computer tied to information about the user. Bunbury City Council uses only session ID cookies, and once users close the browser, the cookie terminates. Cookies can be easily blocked on your computer by changing your cookies preference in your web browser settings.

The City of Bunbury website may contain links to domains other than www.bunbury.wa.gov.au. Such sites may be controlled or provided by third parties. Links to these sites in no way comprise an endorsement, approval, recommendation, or preference for these sites. Use of any third-party sites may be subject to terms and conditions different from this site. Use of any linked sites is entirely at your own risk.

USE AND DISCLOSURE

The City will only use Personal information collected for the purpose it has been collected or for a purpose you would reasonably expect in carrying out the City's activities and functions, including:

- To maintain the assessment record (rates) and other records of local government nature;
- To provide you with information about the City's services and facilities;
- To determine and provide appropriate services and facilities;
- To administer and manage processes such as permit applications, animal ownership, billing and collection of levies and charges, parking controls, and development proposals.

UNIQUE IDENTIFIERS

Unique identifiers created by the City of Bunbury are for internal use only and are not disclosed or used outside of the systems they are created.

STORAGE AND PROTECTION

Storage and protection of information is handled as per the WA State Records Act 2000 and associated Standards, Principles and Schedules.

Personal information is stored electronically and paper copies of information is scanned and the paper copy is destroyed.

When providing credit card details to the City to make a payment, the card details will be redacted once the transaction has been processed.

The City maintains a database of properties within the City of Bunbury, which includes personal information relating to property owners such as names, addresses, and also records of any complaints and enquiries related to a property.

Storage locations include:

- City Records Management System: Content Manager
- One Drive
- Community Portal
- Authority
- City issued computers

SHARING

In complying with its obligations under subclause 9.12 of the Privacy Act the City of Bunbury will not disclose personal information that relates to an individual to a person (other than the individual) outside Australia.

The City will take reasonable steps to ensure that your personal information is not disclosed to third parties except in the following circumstances:

- To undertake market research for the City, in which case the supplier is prohibited from using your personal information except to provide these services to the City of Bunbury.
- If, on an application by a person for information under the *Freedom of Information Act 1992*, the City (or the Western Australian Information Commissioner on appeal) adjudges that disclosure of that personal information would, on balance, be in the public interest.
- As required by a court order
- As otherwise required or authorised by law
- To complete the purpose or function for which the information is provided, which includes when submissions supplied as part of a report (or an attachment to a report) presented to the Council for decision
- For collecting monies owed to the City
- In the recovery of outstanding library materials or monies through a contracted debt collection agency
- Otherwise, only with the customer or stakeholder's consent, express or implied.

Information received by the City of Bunbury is protected from unauthorised use and disclosure by virtue of specific provisions in the *Crime Act 1914*, *Public Service Act 1999*, and the *Public Service Regulations 1999*.

PUBLIC REGISTERS

The City will not disclose Personal Information kept in a Public Register unless the information is to be used for a purpose relating to the purpose of the Register, or an Act under which the Register is kept.

The City requires that any person who applies for information from a Public Register completes a statutory declaration describing the intended use of any information obtained from the public register.

ANONYMITY

An individual can remain anonymous when dealing with the City, unless required by law to deal with identified individuals or it is impractical to deal with unidentified individuals.

ACCESS AND COMPLAINTS

An individual may seek to access their personal information or seek a review of how their information is handled and shared.

When requesting a copy of your information, or to update your information this must be in writing and emailed to info@bunbury.wa.gov.au. Formal identification will be required prior to any information being given or amended.

To make a complaint please email info@bunbury.wa.gov.au

Forms are available on the City website or from the Customer Service at the Administration building.

COMPLIANCE REQUIREMENTS

LEGISLATION

- Privacy and Responsible Information Sharing
- Western Australia State Records Act
- *Crime Act 1914*,
- *Freedom of Information Act 1992*
- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *State Records Act 2000*

INDUSTRY

N/A

ORGANISATIONAL

City of Bunbury Record Keeping Plan 2023 – 2028

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Governance		
Reviewer:	Manager Governance	Decision Maker:	Council		
Document Management:					
Adoption Details	17/03/2020 Council Decision 048/20	Review Frequency:	biennial	Next Due:	2026
Review Version	Decision Reference:		Synopsis:		
DOC/479215[v1.3]	Council Decision 076/24 14 May 2024		Reviewed with minor change to contact details.		
DOC/479215[v1.2]	Council Decision 089/22 17 May 2022		Reviewed with no changes		
DOC/479215[v1.1]	Council Decision 048/20 17 March 2020				
Date Printed	18/10/2024				

10.1.8 Review of Council Policy: Professional Development of Council Members

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachn, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.1.8-A: Professional Development of Council Members Council Policy

Summary

This report is presented to Council by the Policy Review and Development Committee to facilitate a review of current Council Policy – Professional Development of Council Members.

A copy of the policy is contained at appendix 10.1.8-A.

Committee & Executive Recommendation

That Council endorse the revised Council Policy Professional Development of Council Members as presented at appendix 10.1.8-A.

*Voting Requirement: **Absolute Majority***

Strategic Relevance

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

Regional Impact Statement

This Policy applies only to the City of Bunbury.

Background

This Policy was adopted by Council on 23 June 2020 as a statutory requirement pursuant to section 5.128 of the Local Government Act 1995 (LGA).

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

The policy was reviewed by the Policy Review and Development Committee on 30 November 2022 and adopted with revisions by Council at the with amendments on the 22 December 2022.

Council Policy Compliance

This report facilitates the review of existing Council Policy Professional Development of Council Members.

Legislative Compliance

Section 5.128(1) of the Local Government Act 1995 provides that a local government must have in place a policy in relation to the continuing professional development of council members. Section 5.128 (2) of the Local Government Act 1995 provides that a local government may amend the policy, with an absolute majority vote required.

Officer Comments

The Professional Development Policy aims to help the Council fulfill its legislative requirement for training Elected Members and to proactively assess development opportunities for each Elected Member. It also includes a statement about the extent of payment by the City.

At the Policy Review and Development Committee meeting held 30 October 2024, the committee endorsed the following amendments to the policy:

- That the annual allowance for each elected member be increased to \$5,000.
- That any elected member wishing to undertake the Elected Member Diploma of Local Government can do so, with the funds being taken from outside of their individual allowance.

A copy of the revised policy with tracked changes is presented at appendix 10.1.8-A.

Analysis of Financial and Budget Implications

The annual allowance for Elected Members professional development will be paid by the City from the Elected Member Training budget GL 500517.0820.4304.

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Immediately following Council decision.



PROFESSIONAL DEVELOPMENT OF COUNCIL MEMBERS COUNCIL POLICY

POLICY STATEMENT

This policy describes the City of Bunbury's approach to enable Elected Members to meet their statutory obligations in relation to Elected Member training and gives effect to the requirement to adopt a continuing professional development policy.

Part 5, Division 10 of the *Local Government Act 1995* (the Act) describes provisions related to the universal training of Elected Members:

- under section 5.126 of the Act, each Elected Member must complete training in accordance with the Regulations;
- under section 5.127 of the Act, the CEO must publish a report on the local government's website within 1 month of the end of the financial year detailing the training completed by Elected Members;
- under section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of Elected Members.

POLICY SCOPE

This policy applies to Elected Members of the City of Bunbury (the City).

POLICY DETAILS

Introduction

Elected Members have a unique and challenging role performing their functions under the Act. The City recognises the value of training and continuing professional development to build and supplement Elected Member skills and experience.

Training can take several forms including formal qualifications, short-courses, seminars and conferences. Training paid for in accordance with this policy must have benefit to Council, the City and the community. Training must relate to the professional development of Elected Members in their role as an elected representative of the City.

Examples of organisations that provide training relating to the professional development of Elected Members, includes, but is not restricted to:

- Western Australian Local Government Association (WALGA)
- Australian Local Government Association (ALGA)
- Special 'one-off' conferences called for or sponsored by the WALGA and/or ALGA on important issues

- Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- Accredited organisations offering training relevant to the role and responsibilities of Elected Members
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.
- Subscriptions for professional memberships that assist an Elected Member in fulfilling their role on Council.
- Conferences or study tours that address the initiatives and projects that have been outlined in the City of Bunbury's Strategic Community Plan or Council Decisions

Mandatory Training Requirements

The *Local Government (Administration) Regulations 1996* (the Regulations) requires Elected Members to complete a *Council Member Essentials* course consisting of five modules. Certain exemptions, specified in the Regulations, apply.

Training must be completed by all Elected Members following their election within 12 months of taking office and is valid for five years. The Regulations require that the course is completed through either North Metropolitan TAFE, South Metropolitan TAFE, or WALGA.

An Elected Member is exempt from the requirements outlined in section 5.126(1) of the *Local Government Act 1995* if the Elected Member passed either of the following courses within the period of five years ending immediately before the day on which the Elected Member commences their term of office:

- *Council Member Essentials*;
- *52756WA Diploma of Local Government (Elected Member)*;
- *LGAS0220 Diploma of Local Government – Elected Member*;
- *LGASS00007 Elected Member*
- The Elected Member passed the course titled LGASS00002 Council Member Skill Set

before 1 July 2019 and within a period of five years ending immediately before the day on which the Elected Member commences their term of office.

Elected Members have a responsibility to complete training in accordance with legislation. Following each ordinary election, Elected Members will be provided with relevant information on training options from the approved training providers. Elected Members will be able to select a training option to meet their learning style and availability.

Training that an Elected Member is required to complete under section 5.126 of the Act will be paid for by the City from the general Elected Member training account as budgeted by Council each financial year. This includes any actual costs (including registration, accommodation, meals and travel) which has been incurred.

Elected Member Professional Development Annual Allowance

1. City of Bunbury Elected Members are entitled to an Annual Professional Development Allowance.

2. The amount will be set annually, as part of the Budget Adoption process. For planning purposes an amount of ~~\$4,000~~\$5,000 will be allocated to each Elected Member per annum. This allocation will cover any actual costs (including registration, accommodation, meals and travel) which have been incurred.
3. Unspent funds for individual elected members from each year will carry over for a maximum of two years, after which time any unspent funds may be returned to the elected member training account. Within the two year period, Elected Members may request forward access to the next years training funds, if required.
4. Reimbursement of expenses incurred by elected members for professional development will only be made where the training is considered relevant to their role as an elected member.
5. The training undertaken must be relevant to the role of an elected member, and enhance or develop their knowledge, understanding and performance of their role, in order to make informed decisions and effectively represent their constituents.
6. Subject to budgeted funds being available, the Chief Executive Officer is provided with the authority to approve and arrange the registration and associated travel, accommodation and reimbursement of approved expenses necessary for an elected member to attend training.
7. All requests to participate in training or professional development activities are to be forwarded to the CEO in reasonable time to meet the registration deadline. Where practicable the City will utilise the 'early bird' registration option.
8. An elected member, with the approval of the CEO, may make their own arrangements for travel and accommodation, and reimbursement will be made on presentation of appropriate receipts.
9. All claims for reimbursement must be submitted within one month from the Elected Member or CEO returning from the training and professional development. Final claims relating to the financial year must be submitted within 14 days after the end of the financial year.
10. The costs of the following professional development opportunities will be met from the general elected member training account and not deducted from individual member's allocation.
 - a. Elected Member Professional Development arranged by the CEO as part of the induction of newly elected members and any subsequent training arranged by the CEO for current serving elected members ~~costs associated with~~
 - b. Attendance by Elected Members at the Annual WALGA State Conference ~~will also be met from the general elected member training account.~~
 - 10-c. Diploma of Local Government – Elected Members
11. Travel, accommodation and meals costs will be applied as per the Elected Member Entitlements Council Policy.
12. Elected Members may elect to utilise a portion of their allocation for Professional Membership. Professional Membership must relate to their role as an Elected Member in local government and be approved by the CEO.
13. Elected Members who request professional membership to be paid in a year that their term of office is not a full financial year will only have the proportion paid for the days of the membership period they hold office.
14. Internal workshops, strategic planning days, whole of Council training and development and internal training programs are not included in an Elected Member's training and professional development allocation.

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Conditions of Approval for Elected Member Professional Development

Approval must be obtained from Council where:

- Training is requested after 30 June in the year an elected member's term of office ends;
- Where the elected member does not have sufficient funds available in their Professional Development allocation to meet all training and associated costs.
- The request to attend does not comply with this Policy; or
- The event is to be held outside of Australia or New Zealand.

Elected Members cannot enrol in courses that provide a formal qualification (or accreditation) within six months of their term of office concluding.

There is no limit on the number of Elected Members attending a particular training or development activity outside Western Australia at the same time, however, approval of attendance should not impede a quorum at any scheduled Council or Committee meetings.

Reporting on Training

Reports detailing the proceedings, knowledge gained and outcomes (for the City of Bunbury) are to be prepared by attendees and tabled at the subsequent meeting of Council.

In accordance with section 5.127 of the Act, the City will publish a report on the local government's website within one month of the end of the financial year detailing the training completed by Elected Members.

In order to complete the register, Elected Members shall, following completion of the training, provide evidence of completion of the training to the Executive Assistant to the Mayor. Elected Members must forward records of completion of professional development to the City for inclusion in the Elected Members Training Register on the City's website within 10 days of completion.

The register will state:

- Elected Members name;
- Each training course or module completed;
- The training provider or conference name; and
- The date attended or completed.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995, Part 5 Division 10*
- *Local Government (Administration) Regulations 1996, Part 10*

ORGANISATIONAL

- *City of Bunbury Code of Conduct*
- *Council Policy: Elected Member Entitlements*
- *Council Policy: Elected Member and CEO Attendance at Events*

Document Control					
Document Responsibilities:					
Owner:	Director Strategy & Organisational Performance	Owner Business Unit:	Governance		
Reviewer:	Manager Governance	Decision Maker:	Council		
Document Management:					
Adoption Details	Council Decision 133/20 23 June 2020	Review Frequency:	biennial	Next Due:	2024
Review Version	Decision Reference:	Synopsis:			
DOC/576750[v2]	Council Decision 291/22 20 December 2022	Reviewed with significant changes including implementing a training allowance for each Council Member.			
DOC/576750[v1]		Section 5.128 <i>Local Government Legislation Amendment Act 2019</i> requires a local government to have in place a policy in relation to continuing professional development of Council Members.			
Date Printed	8 November 2024				

10.1.9 Review of Council Policy: Public Interest Disclosure

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachn, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.1.9-A REVISED Public Interest Disclosure Policy

Summary

The purpose of this report is for Council to review the existing Council policy relating to Public Interest Disclosure.

Committee & Executive Recommendation

That Council endorse the revised Council Policy Public Interest Disclosure presented at Appendix 10.1.9-A

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Not applicable to this report.

Background

The Western Australian *Public Interest Disclosure Act 2003* (the PID Act) came into effect on 1 July 2003. Under the PID Act, people can make disclosures about certain types of wrongdoing covered by the PID Act within the State public sector, local government, some boards and committees, and public universities.

The PID Act only applies to disclosures of public interest information. Public interest information must:

- * relate to a public authority, public officer or public sector contract (“a public body”);
- * relate to the performance of a public function of the public body;
- * tend to show that the public body is, has been or proposes to be, involved in improper conduct.

The PID Act protects those who make appropriate disclosures of public interest information. The PID Act makes provision for proper authorities to receive disclosures about certain types of wrongdoing.

In accordance with the PID Act public authorities must prepare and publish internal procedures relating to their obligations under the PID Act. This Policy was last reviewed by Council on 20 December 2022.

Council Policy Compliance

The report facilitates a review of an existing Council Policy.

Legislative Compliance

Pursuant to sections 23(1)(e) and 23(2) of the *Public Interest Disclosure Act 2003* public authorities are to prepare and publish internal procedures relating to their obligations under the PID Act. Internal procedures must be consistent with the PID Act and Public Sector Commission Guidelines.

Officer Comments

The Policy outlines the City's commitment to public interest disclosures as well as documenting internal procedures relating to our obligations under the PID Act. The Policy also provides information on the rights and obligations of persons under the PID Act.

Any person may make a disclosure of public interest information. While public officers may make disclosures of public interest information, the PID Act also allows for members of the public to make these disclosures.

Two minor amendments were made to the policy, updating the role and name of the current PID Officer.

Analysis of Financial and Budget Implications

Not applicable to this report.

Community Consultation

Not applicable.

Councillor/Officer Consultation

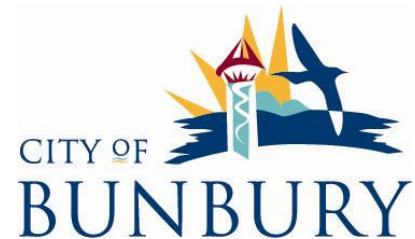
This matter is presented to Council by the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable to this report.

Timeline: Council Decision Implementation

Following Council endorsement, the revised policy will become effective immediately.



PUBLIC INTEREST DISCLOSURE COUNCIL POLICY

POLICY STATEMENT

The City of Bunbury will receive disclosures of public interest information in accordance with the provisions of the *Public Interest Disclosure Act 2003*.

POLICY SCOPE

This policy applies to employees of the City of Bunbury.

POLICY DETAILS

The City of Bunbury does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the City of Bunbury and its officers, employees and contractors.

The City of Bunbury is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). It recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

As a property authority, the City of Bunbury is responsible for:

- receiving disclosures;
- investigating disclosures;
- taking appropriate action; and
- reporting.

The City of Bunbury will take all reasonable steps to provide protection to employees who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The City of Bunbury does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

POLICY PROCEDURE

The following are the procedures which the City of the Bunbury will comply with under the *Public Interest Disclosure Act 2003*. They provide for the manner in which:

- disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer);
- the PID Officer shall investigate the information disclosed, or cause that information to be investigated;
- the PID Officer may take action following the completion of the investigation;

- the PID Officer shall report to the discloser as to the progress and outcome of that investigation and the action taken as a consequence;
- the confidentiality of the discloser, and any person who may be the subject of a public interest disclosure, shall be maintained;
- records as to public interest disclosures shall be maintained and reporting obligations complied with.

A. Organisational commitment for reporting public interest information

The City of Bunbury does not tolerate corrupt or other improper conduct.

The City of Bunbury is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The PID Act recognises the value and importance of reporting as a means to identify and address wrongdoing.

We strongly support disclosures being made by employees about corrupt or other improper conduct. We also strongly support contractors and members of the community making disclosures about corrupt or improper conduct.

The City of Bunbury does not tolerate any of its employees, contractors or subcontractors taking reprisal action against anyone who makes or proposes to make a public interest disclosure.

The City of Bunbury will take all reasonable steps to protect employees from any detrimental action in reprisal for the making of a public interest disclosure.

The commitment to effectively manage public interest disclosures extends to a proper authority of the City of Bunbury. The persons responsible for receiving disclosures of public interest information designated under s. 23(1)(a) of the PID Act will abide by the [PID Code of conduct and integrity](#) in performing their duties.

The City of Bunbury is also committed to responding to the disclosure thoroughly and impartially. We will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.

The City of Bunbury will provide as much information as possible to people considering making a public interest disclosure. These internal procedures are accessible to all employees and contractors. Copies are available from the designated person appointed as the proper authority (Public Interest Disclosure (PID) Officer) and will be kept on the intranet and the City's electronic document managing systems.

General information about public interest disclosures and how the City of Bunbury will manage a disclosure is available for external clients and members of the community on our website www.bunbury.wa.gov.au.

While these procedures focus on public interest disclosures, we are committed to dealing with all reports of suspected wrongdoing. We encourage people to report, if they witness any such behaviour. The City of Bunbury will consider each matter under the appropriate reporting pathway and make every attempt to protect staff members making reports from any reprisals.

B. Purpose of the internal procedures

Our Chief Executive Officer must prepare and publish these internal procedures under s. 23(1)(e) of the PID Act.

These procedures outline how we will meet our obligations under the PID Act. They cover the roles and responsibilities of the Chief Executive Officer, the person designated as the proper authority in accordance with s. 23(1)(a) and s. 5(3) (h) referred to in this document as the PID Officer, the discloser and the subject of the disclosure.

The procedures are to be read in conjunction with the PID Act, *Public Interest Disclosure Regulations 2003* and [Don't be afraid to speak up](#).

C. Scope and application of internal procedures

These procedures apply to all people involved in the public interest disclosure process, including our Chief Executive Officer, PID Officer(s), employees of the City of Bunbury and/or any person making a public interest disclosure and any subject(s) of a disclosure.

These procedures should be read in conjunction with:

Public Interest Disclosure Act 2003

Public Interest Disclosure Regulations 2003

City of Bunbury Code of Conduct for Elected Members, Committee Members and Candidates

City of Bunbury Employee Code of Conduct

Council Policy: Public Interest Disclosure

The behaviour of all employees involved in the public interest disclosure process must accord with our Code of conduct at all times. A breach of the Code of conduct may result in disciplinary action.

D. Overview of roles and responsibilities of parties involved in the disclosure process at the City of Bunbury

Person / role	Responsibilities
Principal executive officer (s. 23) (in City of Bunbury, the Chief Executive Officer)	<ul style="list-style-type: none"> • Designates the occupant of a specified position (a PID Officer) to receive public interest disclosures related to the City of Bunbury (s. 23(1)(a)). • Provides protection from detrimental action or the threat of detrimental action for any employee of the City of Bunbury who makes a public interest disclosure (s. 23(1)(b)). • Ensures the City of Bunbury complies with the PID Act and the code of conduct and integrity established by the Public Sector Commissioner (ss. 23(1)(c) and (d)). • Prepares and publishes internal procedures, consistent with those prepared by the Public Sector Commission, detailing how the City of Bunbury will meet its obligations under the PID Act (s. 23(1)(e)). • Provides information (s. 23(1)(f)) to the Public Sector Commissioner on the: <ul style="list-style-type: none"> ○ number of disclosures received by the City of Bunbury. ○ results of any investigations conducted as a result of the disclosures ○ action, if any taken, as a result of each disclosure ○ any matters as prescribed. • May have a role in enabling an investigation to be undertaken or taking disciplinary action against individuals under functions and powers separately from the PID Act.
The Proper Authority (s.5(3), s.7 and s.18) or PID Officer (s.23(1)(a))	<ul style="list-style-type: none"> • As is designated by ss. 5(3)(a-g) or by the Chief Executive Officer of the City of Bunbury, under s. 23(1)(a) the PID Officer is to receive disclosures related to the City of Bunbury. • Provides information to potential disclosers about their

Person / role	Responsibilities
	<p>rights and responsibilities consistent with the Code of conduct and integrity established under s. 20(1).</p> <ul style="list-style-type: none"> • Receives and manages public interest disclosures in accordance with the PID Act (s. 5(3)). • Notifies the discloser within three months of the disclosure being made about what action is planned in dealing with the disclosure (s. 10(1)). • Where appropriate, investigates, or causes an investigation of, the matters in the disclosures (s. 8(1)). • Where appropriate, provides information to subjects of a disclosure about their rights, responsibilities, duties and potential offences (s. 9(2), s. 14, s. 15, s. 16 and s. 24). • Where appropriate, takes such action as is necessary and reasonable, within their functions and powers in accordance with s. 9. • Maintains confidentiality of the identity of the discloser and subject(s) of disclosures, in accordance with the requirements of the PID Act (s. 11 and s. 16). • Provides progress reports where requested and a final report to the discloser in accordance with s. 10. • Creates and maintains proper and secure records in relation to the disclosures in accordance with the Code of conduct and integrity established under s. 20(1) and the <i>State Records Act 2000</i>. • Completes a PID Register for each disclosure lodged (s. 23(1)(f)). • Acts in accordance with the rules of natural justice (s. 9(2) and s. 16(1)(b)). • Acts in accordance with the code of conduct and integrity established by the Public Sector Commissioner (s. 20(1)) and any authority-specific code of conduct established separately from the PID Act.
The discloser	<ul style="list-style-type: none"> • Makes a public interest disclosure to a proper authority or our PID Officer if the matter relates to the City of Bunbury (s. 5(1)). • Believes on reasonable grounds the information in their disclosure is, or may be, true (s. 5(2)). • Does not disclose information subject to legal professional privilege (s. 5(6)). • Does not knowingly and recklessly make a false or misleading disclosure (s. 24(1)). • Maintains confidentiality of the information disclosed and the identity of the person(s) to whom the information relates, in accordance with the requirements of the PID Act (s. 16 and s. 17(1)(b)). • Assists any person investigating the matter to which the disclosure relates by supplying the person with any information requested (s. 17(1)(a)).
The subject of the disclosure (person about whom disclosure is made):	<ul style="list-style-type: none"> • Is afforded the opportunity to make a submission, either orally or in writing, in relation to the matter before preventative or disciplinary action is taken (s. 9(2)).

Changes to this document can only be made by the document owner. The electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled and should be verified as current version.

Person / role	Responsibilities
	<ul style="list-style-type: none"> • Maintains confidentiality of the identity of the discloser, in accordance with the requirements of the PID Act (s. 16(1)). • Is to be treated in accordance with the rules of natural justice (s. 16(1)(b)). • Does not take or threaten to take detrimental action (defined in s. 3) against a person because they have made or intend to make a disclosure (s. 14(1)). • Does not incite another person to take detrimental action against another because they have made or intend to make a disclosure (s. 14(2)). • Does not commit an act of victimisation by taking or threatening to take detrimental action against the person making or intending to make a disclosure (s. 15(1)).
An investigating officer:	<ul style="list-style-type: none"> • May investigate matters of public interest information on behalf of a proper authority of the City of Bunbury, in accordance with the terms of reference given to them. • Maintains confidentiality of the identity of the disclosure and any persons subject to the disclosure, in accordance with s. 16. • Makes, and keeps secure, comprehensive records of any investigation undertaken.

E. Managing public interest disclosures

The following procedures describe how the City of Bunbury will manage the public interest disclosure process.

1. Overarching requirements of the Public Interest Disclosure Act 2003

The PID Act has some overarching requirements for handling disclosures. These requirements separate the public interest disclosure process from other reporting or complaint handling processes. The PID Act does not, however, displace the notification or reporting requirements of the *Corruption, Crime and Misconduct Act 2003*, which are paramount. The following section outlines how we will meet these requirements, as well as expectations of you, as a discloser, and any subject(s) of your disclosure.

2. What is 'public interest information'?

The PID Act only applies to disclosures of public interest information (defined in s. 3). Public interest information means information that:

- relates to the performance of a public function by a public authority, public officer or public sector contractor (either before or after the commencement of the PID Act) and
- shows or tends to show that a public authority, a public officer, or a public sector contractor is, has been or proposes to be involved in improper conduct or
 - an act or omission that constitutes an offence under a written (State) law or
 - substantial unauthorised or irregular use of, or substantial mismanagement of, public resources or
 - an act done or omission that involves a substantial and specific risk of
 - injury to public health or
 - prejudice to public safety or
 - harm to the environment or

- a matter of administration that can be investigated under section 14 of the *Parliamentary Commissioner Act 1971* by the Parliamentary Commissioner (Ombudsman Western Australia).

3. Confidentiality

Maintaining confidentiality is an important part of managing a disclosure. The confidentiality requirements of the PID Act (s. 16) not only protects the discloser, but also any other people affected by the disclosure.

The confidentiality requirements do not apply to all information in a disclosure, although, we are committed to maintaining confidentiality around:

- any information that may identify the discloser or any person who may be the subject of a disclosure, including the fact a disclosure has been made
- information relating to a disclosure that, if known, may cause detriment.

Throughout the disclosure process and after its completion, the PID Act provides for the disclosers identity and the identity of any persons, that is, any subject of the disclosure to be kept confidential, except in certain circumstances. Disclosing information which might identify, or tend to identify the disclosers s. 16(1)) or any person, that is, the subject(s) (s. 16(3)) of your disclosure, except in accordance with the PID Act, is an offence punishable with a penalty of a \$24 000 fine or imprisonment for two years.

4. Confidentiality regarding the discloser

Maintaining confidentiality is an important part of protecting the discloser, from any detrimental action in reprisal for making or intending to make a disclosure.

If the discloser consents to having their identity revealed to assist us in dealing with the disclosure, our PID Officer will record this using the [Consent to disclosure of identifying information form](#).

Sometimes we may need to identify the discloser, without the discloser's consent s. 16(1) (b)-(f) but only where:

- it is necessary to do so having regard to the rules of natural justice or
- it is necessary to do so to enable the matter to be investigated effectively or
- we are ordered by a court or any other person or body having authority to hear, receive or examine evidence or
- we are required by ss.152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

Before we identify the discloser for any of the reasons above, our PID Officer will take all reasonable steps to inform the discloser that this will happen and the reasons why. Our PID Officer will use the [Notification of disclosure of identifying information form](#) to do this.

If we need to provide information about the identity of the discloser to another person for the reasons above, our PID Officer will inform the other person that further disclosure to a third person may put them at risk of committing an offence.

Our PID Officer will also consider whether it is necessary to inform any external investigator about the identity of the discloser. Where it is necessary to provide this identifying information, our PID Officer will notify as described above.

5. Confidentiality regarding the person, that is, the subject of the disclosure

The subject of a disclosure may consent to having their identity revealed to assist with the disclosure process s. 16(3)(a). Our PID Officer will use the [Consent to disclosure of identifying information form](#) to record this.

Additionally, we may need to reveal identifying information about the subject(s) of a disclosure without their consent, ss. 16(3)(b)-(g) where:

- it is necessary to do so to enable the matter to be investigated effectively
- it is necessary to do so in the course of taking action under s. 9
- there are reasonable grounds to believe that it is necessary to prevent or minimise the risk of injury to any person or damage to any property
- we are ordered by a court or any other person or body having authority to hear, receive or examine evidence or
- we are required by ss. 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

There is no obligation to advise the subject of a disclosure that identifying information will be released.

6. Protections

The PID Act provides a range of protections for disclosers (Part 3). It also requires that our Chief Executive Officer provides protection for any employees who make disclosures (s. 23(1(b))).

Don't be afraid to speak up contains general information about the protections provided by the PID Act. Our PID Officer will be able to expand on this information specific to the City of Bunbury.

We are committed to ensuring that no detrimental action, including workplace reprisals by managers or other employees, occurs as a result of a person making a disclosure. If any of the above does occur, the discloser can request that we take action to protect them. Tell the PID Officer who is handling the disclosure immediately.

The PID Act also provides that the discloser may lose the protections provided in s. 13 in some circumstances, including where they on-disclose information or fail, without reasonable excuse, to assist any person investigating the matters of the disclosure.

7. Notification requirements

The PID Officer will ensure that we complete all reporting in accordance with the legislative and administrative requirements of the PID Act.

Provided it is not an anonymous disclosure, our PID Officer will provide the following reports:

- within three months of making a disclosure, the action taken, or propose to take, in relation to the disclosure (s. 10(1))
- when the disclosure process has concluded, the outcome of the investigation and the reasons for taking any action following the investigation (s. 10(4)).

Our PID Officer may also provide a progress report during any investigation, either on their initiative or upon your request (ss. 10(2) and (3)).

Our PID Officer has some limits on what they can include in their reports. Section 11 prevents provision of information that would be likely to adversely affect:

- any person's safety s(1)(a) or
- the investigation of an offence or possible offences s(1)(b) or
- confidentiality as to the existence or identity of any other person who made a public interest disclosure s(1)(c).

Our PID Officer is also prevented from giving any information they must not disclose under ss. 151, 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

8. Record keeping

During the investigation our PID Officer may make comprehensive and contemporaneous records of any discussions and interviews. These records along with any other documentation or files relating to the disclosure, whether paper or electronic, will be stored securely and only accessed by authorised persons.

9. PID Register

To assist with annual reporting to the Public Sector Commissioner we will maintain a public interest disclosure register. We will assign a unique register number to each disclosure and record key information about your disclosure, any investigation and the outcome in the public interest disclosure register. This register (paper and/or electronic) is kept strictly confidential and maintained in a secure location.

F. How to make a public interest disclosure

1. Before you make a disclosure

We strongly encourage anyone thinking about making a public interest disclosure to seek advice from our PID Officer ('proper authority') before they do. A disclosure must be made to a proper authority for it to be covered by the PID Act.

A number of other requirements apply to the discloser, so it is important to understand the rights and responsibilities in the process. This information is outlined generally in [Don't be afraid to speak up](#), available from the Public Sector Commission website at <https://www.wa.gov.au/organisation/public-sector-commission> and www.bunbury.wa.gov.au.

At the City of Bunbury the occupant(s) of the following designated position(s) are specified with the authority as the person(s) responsible for receiving disclosures of public interest information in accordance with s. 23(1)(a).

For the purposes of this procedure a PID Officer(s) is the proper authority designated under s. 5(3)(h) for dealing with information that falls within the sphere of responsibility for the City of Bunbury.

Their names and contact details are:

Position	Name of PID Officer	Contact details
Senior Governance and Risk Officer	Leanne French Maureen Keegan	Tel. 08 9792 7233 Email: lfrenchmkeegan@bunbury.wa.gov.au

Initial discussions between the discloser and the PID Officer should be general in nature and should not discuss the specific details of the disclosure until the discloser understands their rights and responsibilities under the PID Act. Our PID Officer will also let the discloser know that they need to make the disclosure voluntarily and consciously – we will never force a person to make a disclosure. This is because they cannot withdraw the disclosure once it is made. Once we receive your disclosure, our PID Officer is obliged to take action and we may continue to look into the matters within your disclosure irrespective of your continued approval.

These initial discussions with our PID Officer may help in deciding whether to make a public interest disclosure and also enable the PID Officer to ascertain if the information would be covered by the PID Act. If the information appears not to be the type covered by the PID Act, our PID Officer will discuss other mechanisms through which issues may be made, for example, our general complaints or grievance resolution process.

Our PID Officer will be able to provide more detailed information about the City of Bunbury's disclosure process and what people can expect from it.

You can also contact the Public Sector Commission Advisory Service on (08) 6552 8888 for general information about the disclosure process.

What is 'sphere of responsibility'?

Under s. 5(3)(h) the PID Officer for an authority can receive information relating to a matter which falls within the 'sphere of responsibility' for their public authority. 'Sphere of responsibility' is not defined in the PID Act but may include:

- matters that relate to the City of Bunbury or
- a public officer or public sector contractor of the City of Bunbury or
- a matter or person that the City of Bunbury has a function or power to investigate.

The proper authority to which you need to make the disclosure depends on the type of disclosure information. Where the information is outside of our PID Officer's sphere of responsibility, it may need to be made to another proper authority for it to be considered as a public interest disclosure and for the discloser to receive the protections of the PID Act. A list of proper authorities and the information they can receive is covered in *Don't be afraid to speak up*.

2. Making the disclosure

A discloser needs to clearly identify that they are making a public interest disclosure. For the purposes of accountability and certainty, persons wishing to make a disclosure of public interest information under the PID Act are encouraged to do so in writing. As we expect that most disclosures will be made in writing the City of Bunbury has developed a form which can be used for the purpose of making such a disclosure. There is no requirement to use the form. The form will help to define the details of the disclosure. A discloser may fill out the form themselves or our PID Officer may complete the form if they are speaking with the discloser and then have them sign the form to acknowledge they are making a disclosure voluntarily and consciously.

We must accept anonymous disclosures, but if a discloser decides to make an anonymous disclosure they should understand that it may be more difficult for our PID Officer to investigate or take action about the disclosure. This is because they cannot come back to seek any further information. We are also not required to provide any reports about the progress or final outcome of the disclosure, if the discloser chooses to remain anonymous.

An anonymous disclosure may not prevent the discloser from being identified during an investigation. Additionally, if our PID Officer does not know who made the disclosure, it will be difficult for them to ensure the discloser is protected and to prevent any reprisal or detrimental action.

3. Determining whether your matter is an appropriate disclosure

Once our PID Officer has received the disclosure they will assess whether it meets the requirements under the PID Act. It may be that our PID Officer undertakes initial inquiries and decides not to take the matter any further, as it does not constitute an appropriate public interest disclosure.

If the disclosure is not one to which the PID Act applies, our PID Officer will let the discloser know the reasons for their decision (unless you made an anonymous disclosure) and make proper and adequate records about it. Some matters raised within the disclosure may not be matters to which the PID Act applies and the PID Officer may discuss with the discloser other pathways to report these matters.

If the disclosure is one to which the PID Act applies, our PID Officer will ensure proper and adequate records are made and will communicate with the discloser further, unless it is an anonymous disclosure.

Our PID Officer will notify the discloser within three months about what we plan to do in dealing with the disclosure, unless it is an anonymous disclosure.

4. Determining whether your public interest disclosure will be investigated

After assessing the disclosure as one to which the PID Act applies, our PID Officer will consider whether it will be investigated, guided by the requirements in s. 8. The reasons a PID Officer may not investigate the disclosure include:

- the matter is trivial
- the disclosure is vexatious or frivolous
- there is no reasonable prospect of obtaining sufficient evidence due to the time that has elapsed since the matter(s) occurred
- the matter is being or has been adequately or properly investigated by another proper authority, s. 5(3).

Our PID Officer will make proper and adequate records of their decision and reasons about whether to investigate or not.

5. Referring public interest matters

Where our PID Officer assesses the disclosure as one to which the PID Act applies, but they do not have the functions or power to investigate one or more matters within the disclosure, they will refer the information to the appropriate authority for investigation as provided for under the PID Act. Alternatively, a discloser may also be able to make a disclosure directly to this new authority, if they wish to receive reports from them about the disclosure. For example, our PID Officer may need to refer an allegation of an offence supported by evidence to the Western Australia Police for investigation.

6. Investigating the disclosure

Our PID Officer will investigate, or cause to be investigated, any matters in the disclosure within the sphere of responsibility. Our PID Officer may cause the disclosure to be investigated by engaging a suitably skilled staff member within the City of Bunbury or an externally contracted investigator.

If causing the disclosure to be investigated, our PID Officer will ensure that the person undertaking the investigation understands the requirements of the PID Act, in particular the confidentiality requirements and protections for disclosers. Our PID Officer will only provide the name of the discloser and that of the subject of the disclosure to the investigator in accordance with s. 16 of the PID Act.

When investigating the disclosure, our PID Officer or investigator is limited by the functions and powers derived from our operating legislation. The PID Act does not provide for any additional investigative powers.

If you are an employee, you are expected to cooperate with any investigation into the disclosure to maintain the protections under the PID Act. A discloser is also expected to act in accordance with our Code of conduct at all times.

Employees who are the subject of the disclosure can clarify the process and what to expect with our PID Officer.

Our PID Officer may also decide to discontinue an investigation, in accordance with s. 8(2). If this happens, they will give the discloser reasons for their decision in accordance with s. 8(3), unless they made an anonymous disclosure. The PID Officer may also notify any subject(s) of the disclosure, if they discontinue the investigation.

To ensure the disclosure is adequately and properly investigated our PID Officer, or other investigator, will be guided by the procedures below.

Internal investigative procedures

Where the PID Officer determines that the disclosure is a public interest disclosure that should be investigated, the officer must investigate the disclosed matter himself or herself or engage another person to carry out the investigation.

In conducting an investigation, relevant to the City of Bunbury, the following investigative procedures will apply:-

- Drawing up terms of reference, which should clarify the key issues identified by the disclosure;
- Specifying a date by which the investigation should be completed and a report provided to the discloser about the final outcome;
- Ensuring the objectives of the investigation include collecting and collating information relating to the disclosure, considering the information collected and drawing conclusions objectively and impartially;
- Maintaining procedure fairness for the person who is the subject of the disclosure;
- Giving information to the person who is the subject of a disclosure about their rights and obligations under the Act, the City of Bunbury Code of Conduct and PID Code of Conduct and Integrity and the law;
- The investigator making contemporaneous notes of discussions and interviews and, where practicable and appropriate, recording discussions and interviews on audio or videotape;
- Ensuring strict security with all investigations, so as to maintain the confidentiality requirements of the Act.

If a disclosure is withdrawn, a City of Bunbury may still continue to investigate the issues raised.

What are your responsibilities if you are the subject of a disclosure?

A subject of a disclosure is a person of interest about whom an allegation of a public interest disclosure has been made.

We will treat the person fairly and impartially throughout the process, and inform them of their rights and obligations. We will generally keep the parties involved informed during any investigation, although we cannot release any information to the person that may prejudice our investigation. As an employee it is expected that they will act in accordance with our Code of conduct at all times.

The PID Act provides the person with some rights and obligations as a person subject to a disclosure. Firstly, the subject has a right to have their identity kept confidential under s. 16(3), unless one of the following conditions apply:

- you consent to your identity being disclosed
- it is necessary to enable the matter to be investigated effectively
- it is necessary to do so in taking action within s. 9
- there are reasonable grounds to believe that it is necessary to prevent or minimise the risk of injury to any person or damage to any property
- is made in accordance with a court order or other body having authority to hear evidence

- it is made in accordance with ss. 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

We will also provide appropriate natural justice. This means that, before we take any disciplinary or other action against the person under s. 9, we will give you the opportunity to:

- be informed of the substance of the allegations and
- make a submission either verbally or in writing in relation to the matter.

If you are the subject of a disclosure, you must not identify or tend to identify the identity of the discloser or a person who they think might be the discloser, as they also have rights to confidentiality under the PID Act. It is an offence under s. 16 to identify or tend to identify any person who has made a disclosure under the PID Act.

Also, you must not engage in reprisal action, threaten anyone with reprisal action or have someone else conduct this action on your behalf because someone has made, or intends to make, a disclosure. It is still an offence to conduct this action against any person you believe has made the disclosure even if they were not the individual who actually made the disclosure. This is an offence under s. 14(1) of the PID Act.

7. Taking action

Our PID Officer will take action where they form the opinion that a person may be, may have been or may in the future be involved in conduct which may be the subject of a public interest disclosure. Usually, our PID Officer will form this opinion at the conclusion of an investigation, although there may be instances where they need to take immediate action and the PID Act enables them to do this.

Action our PID Officer may take under s. 9 includes, but is not limited to:

- preventing the matter disclosed from continuing or occurring
- referring the matter to the Western Australia Police or other appropriate body or
- taking disciplinary action against a person responsible for the matter.

The options above are not mutually exclusive. Our PID Officer may take more than one action depending on the circumstances. For example, our PID Officer may seek to terminate the employment of an employee caught stealing and refer the matter to the Western Australia Police.

In taking action our PID Officer and/or the City of Bunbury is limited by the powers and functions derived from our operating legislation. The PID Act does not provide for any additional powers to take action. We are also guided by what is necessary and reasonable in the circumstances.

Before taking any action we will give the person against whom the action is to be taken (the subject of the disclosure) an opportunity to respond, either verbally or in writing, to ensure procedural fairness.

Confidentiality and record keeping when taking action

We will maintain confidentiality in accordance with the PID Act when taking action.

Our PID Officer will keep appropriate records about any action taken, as well as recording a summary of this action in the public interest disclosure register.

8. After the public interest disclosure process has been finalised

The PID Act places no further obligations on the City of Bunbury or our PID Officers after the disclosure process is complete. The confidentiality requirements of the PID Act, however, continue to apply to you and all other people involved with the disclosure.

The PID Act does not provide for you to appeal the outcome of the disclosure process. You may be able to make another disclosure to another proper authority, if the information relates to their functions or

sphere of responsibility (s. 5). See [Don't be afraid to speak up](#) for the correct proper authority for your disclosure.

However, this 'new' proper authority may be able to decline to investigate the disclosure under s. 8, if they consider the matter(s) has already been properly or adequately investigated (as a public interest disclosure).

9. Making a disclosure to a journalist

The PID Act provides for certain circumstances where a discloser may be able to make a protected disclosure to a journalist s. 7A(d). These circumstances apply where the discloser has first made a disclosure to the PID Officer or another proper authority named in the PID Act (outlined in s. 5 or Don't be afraid to speak up).

Importantly, the PID Act states that to attract the privileges and protections of the PID Act when disclosing to a journalist, the discloser must disclose information that is substantially the same as what was disclosed in the original disclosure and the PID Officer that received the original disclosure:

- did not notify the discloser within three months of making the disclosure about actions they propose to take or have already taken or
- refused to investigate, or discontinued the investigation of, a matter raised in the disclosure or
- did not complete an investigation within six months of the discloser making the disclosure or
- completed an investigation but did not recommend that action be taken or
- did not provide the discloser with a report stating the outcome of any investigation or any action proposed or taken and the reasons for those actions.

We are committed to ensuring that we provide the notifications required under the PID Act and that the discloser understands the reasons for our decisions and actions. If a discloser is considering making a disclosure to a journalist because they believe their circumstances meet one or more of the requirements outlined above, we would encourage the discloser to discuss this with the PID Officer prior to disclosure to a journalist.

It is also recommended that the discloser seek their own legal advice before taking any action in relation to matters that have been disclosed under the PID Act.

If a discloser makes an anonymous disclosure they may not be able to demonstrate they meet the above requirements and we are not obliged to provide the discloser with any notifications about what happens to the disclosure.

10. Contact details and further information

For further information you may:

- contact the City's PID Officer, Senior Governance and Risk Officer on 08 9792 7233 or
- visit the City's website at www.bunbury.wa.gov.au
- visit the Public Sector Commission's website at <https://www.wa.gov.au/organisation/public-sector-commission> or alternatively contact their Advisory Line on (08) 6552 8888.

** All references to sections (that is, 's' and 'ss.') in these procedures relate to the PID Act, unless stated otherwise.*

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Public Interest Disclosure Act 2003*
- *Public Interest Disclosure Regulations 2003*
- *State Records Act 2000*
- *Corruption Crime and Misconduct Act 2003*

INDUSTRY

- Public Sector Commission <https://www.wa.gov.au/organisation/public-sector-commission>
- [Don't be afraid to speak up – PSC Publication](#)
-

ORGANISATIONAL

- City of Bunbury Code of Conduct



City of Bunbury
Code of Conduct 20

- [Appendix 1 - PID Code of Conduct and Integrity](#)
- [Appendix 2 – Consent to disclosure of identifying information form](#)
- [Appendix 3 – Notification of disclosure of identifying information form](#)
- [Appendix 4 – Public interest disclosure lodgement form](#)

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Governance		
Reviewer:	Manager Governance	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 335/14 2 September 2014	Review Frequency:	biennial	Next Due:	2022
Review Version	Decision Reference:	Synopsis:			
DOC/455740[v4]	Council Decision 28579/22	Reviewed with minor grammatical changes and updates to references.			
DOC/455740[v3]	Council Decision 257/20 8 December 2020	Reviewed and amended with minor grammatical changes			
DOC/455740[v2]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised Policy Framework. Convert CG to Management Policies			
DOC/455740[v1]		Converted from Mydocs to CM9			
CP-025635 v 1	Res 299/18 16 October 2018	Reviewed with no changes			
CP-025635	Res 233/16 12 July 2016	Reviewed with no changes			
Date Printed	18 October 2024 It can only be made by the document owner uncontrolled and should be verified as current version.	The electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled and should be verified as current version.			

[Appendix 1](#)

Code of conduct and integrity

Established by the Public Sector Commissioner under Section 20 of the *Public Interest Disclosure Act 2003* (PID Act).

The Code operates from 1 July 2003.

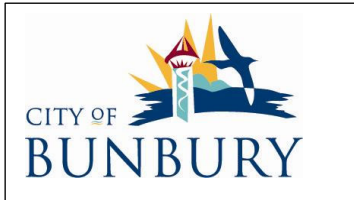
The Code is to be complied with by any person to whom a disclosure is made under the PID Act.

The Code

The Code uses as its ethical base the principles of personal integrity, relationships with others and accountability as referred to in the Western Australian Public Sector Code of Ethics.

Consistent with those principles, to meet the minimum standards of conduct and integrity, persons receiving disclosures, must:

- be professional and courteous to those involved in a disclosure, and give prompt attention to all their lawful requirements
- not use any circumstance or information connected to a disclosure for personal profit or gain
- take all reasonable steps to seek to ensure informants who make a public interest disclosure are protected in accordance with the provisions specified in the PID Act
- take all reasonable steps to seek to ensure that persons who are the subject of a disclosure are also provided with appropriate safeguards and protections as specified in the PID Act
- maintain records that ensure all action taken about the receipt and processing of a disclosure is reviewable
- declare to an appropriate person, in writing, any interests that may conflict with their obligations to impartially receive and process disclosures
- immediately report corrupt behaviour that has been, or may be occurring, to an appropriate authority
- provide information to the informant about their rights and responsibilities and the possible implications of lodging a public interest disclosure.



Appendix 2

OFFICE USE ONLY

Register No: #

Date: / /

Consent to disclosure of identifying information form

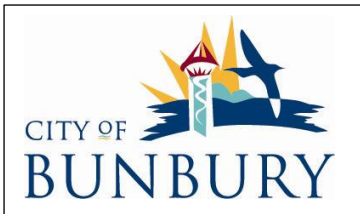
Public Interest Disclosure Act 2003

Personal details	
Family name	
Given name	
Disclosure No.	(to be completed by proper authority/Public Interest Disclosure (PID) Officer)

Consent	
<p>Consent to disclosure of identifying information by discloser</p> <p>I consent to the disclosure of information that might identify or tend to identify me as a person who has made an appropriate disclosure of public interest information under section 16(1)(a) of the <i>Public Interest Disclosure Act 2003</i>.</p>	<input type="checkbox"/>
<p>Consent to disclosure of identifying information by subject</p> <p>I consent to the disclosure of information that might identify or tend to identify me as a person in respect of whom a disclosure of public interest information has been made (subject) under section 16(3)(a) of the <i>Public Interest Disclosure Act 2003</i>.</p>	<input type="checkbox"/>

Limitations on consent	
This consent only applies to disclosures made to the following persons	
This consent only applies to the following information	

Authorisation	
Signature of discloser/subject: (delete as appropriate)	
Date	
Signature of proper authority/PID Officer	
Date	



Appendix 3

OFFICE USE ONLY
 Register No: #
 Date: / /

Notification of disclosure of identifying information form

Public Interest Disclosure Act 2003

To					
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr	<input type="checkbox"/> Other:
Given name					
Family name					
Provided by	<input type="checkbox"/> email	<input type="checkbox"/> mail	<input type="checkbox"/> in person		

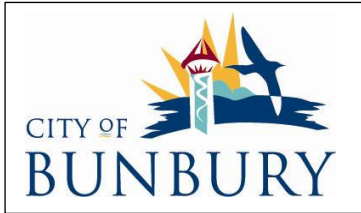
I intend to make a disclosure of information that might identify or tend to identify you as a person who has made an appropriate disclosure of public interest information under section 16 of the *Public Interest Disclosure Act 2003*.

The disclosure of this information

Is necessary, having regard to the rules of natural justice (section 16(1)(b))	<input type="checkbox"/>
Is necessary to enable the matter to be investigated effectively (section 16(1)(c))	<input type="checkbox"/>
The reason(s) why the disclosure of this information is necessary is (specify reason(s))	
Important: A person making an identifying disclosure for these reasons must take all reasonable steps to provide this information to the discloser within a reasonable time before making the disclosure in accordance with section 16(2).	

Authorisation

Signature of person proposing to make disclosure	
Name	
Position	
Contact details	
Date	



Appendix 4

OFFICE USE ONLY

Register No: #

Date: / /

Public interest disclosure lodgement form

Public Interest Disclosure Act 2003

City of Bunbury strongly encourages anyone thinking about making a public interest disclosure to seek out a nominated proper authority to discuss their issues first. Our proper authority(ies) (Public Interest Disclosure (PID) Officer(s)) are:

Position	
Name of PID Officer	
Contact details	
<p>Ensure you understand your rights and responsibilities under the <i>Public Interest Disclosure Act 2003</i> (PID Act) before you sign this lodgement form. You may wish to seek external legal advice about those rights and responsibilities. Lodge your public interest disclosure form with [City of Bunbury]'s proper authority (PID Officer), not the Public Sector Commission.</p>	

Personal details

Family name					
Given name					
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr	<input type="checkbox"/> Other
Address					
Work phone					
Mobile					
Email					
<input type="checkbox"/>	<p>I wish to make an anonymous public interest disclosure. I understand that:</p> <ul style="list-style-type: none"> I will not receive any information about what happens to this disclosure it may be more difficult for the proper authority to look into the matter(s) as they cannot come back to me for further information it may be more difficult for the proper authority/public authority to protect me this anonymous disclosure may not prevent me from being identified during any investigation or when action is being taken. 				

Categories of public interest information	Tick relevant box(es)
Improper conduct	<input type="checkbox"/>
An offence under written State law	<input type="checkbox"/>
Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources	<input type="checkbox"/>
Conduct involving a substantial and specific risk of injury to public health, or prejudice to public safety or harm to the environment	<input type="checkbox"/>
Administration matter(s) affecting you personally	<input type="checkbox"/>

Disclosure details	
Name of the public authority(ies) the disclosure relates to	
Do you work for a public authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which public authority and what is your position title?
Does the disclosure relate to one or more individuals?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name(s) and position(s) held by person(s) in the public authority
When did the alleged events occur?	
Summary of the matters to disclose	

Additional information	
Description of any documents provided or names of witnesses	
Have you reported this information to any other person or agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, did you report this information as a Public Interest Disclosure matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details

You should read the following information and sign this form prior to lodgement.

Acknowledgement

I believe on reasonable grounds that the information contained in this disclosure is or may be true. I have been informed and I am aware that:

- I will commit an offence under section 24 of the PID Act, if I know that the information contained in this disclosure is false or misleading in a material particular, or I am reckless as to whether it is false or misleading in a material particular.
Penalty: \$12 000 or imprisonment for one (1) year.
- I will forfeit the protection provided by section 13 of the PID Act, if I fail, without reasonable excuse, to assist a person investigating the matter by supplying requested information (s17).
- I will forfeit the protection provided by section 13 of the PID Act, if I subsequently disclose this information to any person other than a proper authority under the PID Act (s17).
- I will commit an offence, if I subsequently make a disclosure of information that might identify or tend to identify anyone as a person in respect of whom this disclosure has been made under the PID Act, except in accordance with section 16(3) of the PID Act.
Penalty: \$24 000 or imprisonment for two (2) years.
- I cannot withdraw my disclosure after I have made it.

Authorisation	
Discloser's signature	
Date	

10.1.10 Draft Auditors Report and Annual Financial Report for the year ending 30 June 2024

File Ref:	COB/5574
Applicant/Proponent:	Audit Committee
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.1.10-A: Draft Annual Financial Report and Auditor's Report

Summary

The Auditor's Report and Annual Financial Report of the City of Bunbury for the financial year ending 30 June 2024 are attached at Appendix 10.1.10-A for the information Council.

The Auditor's Report (refer Pages 62 - 64 in the attached Annual Financial Report) is in 'draft' as Ms Carly Meagher, Director Financial Audit, from the Office of the Auditor General WA is required to meet with the Audit Committee prior to the signing of the Auditor's Report. Ms Meagher attended the meeting of the Audit Committee on 19 November to answer any questions, as did Mr James Arthur from Moore Australia.

The Auditor General Independent Auditor's Report has confirmed that the financial report is based on proper accounts and records, and fairly represents, in all material respects, the results of the operations and the financial position of the City for the year ended 30 June 2024.

Committee & Executive Recommendation

That Council accept the Auditor General Independent Auditor's Report and the Audited Annual Financial Report of the City of Bunbury for the financial year ending 30 June 2024.

Voting Requirements: Simple Majority

Background

The Auditor General has audited the 2023/24 Annual Financial Report and have provided an Independent Auditor's Report as required under the relevant provisions of the *Local Government Act 1995* (the Act). The Auditor's Report and Annual Financial Report are now presented to the Audit Committee.

Furthermore, section 7.12A(2) of the Act requires a local government to meet with its Auditor at least once in every year.

Council Policy Compliance

N/A

Legislative Compliance

Section 7.9(1) of the Act requires the Auditor to submit a report to the local government by 31 December each year.

Section 7.12A(2) of the Act requires a local government to meet with its Auditor at least once each year.

Officer Comments

There are five (5) primary financial statements:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows
- Rate Setting Statement
-

Statement of Comprehensive Income: The Statement of Comprehensive Income (Page 4 of the Financial Report) shows the extent to which operating income has exceeded operating expenditure during the financial year.

Key financial figures within the audited Annual Financial Report for the year ended 30 June 2024 include:

	<u>2024</u>	<u>2023</u>
Operating Revenue	\$70,268,392	\$64,419,665
Operating Expenses	\$(79,587,393)	\$(75,286,324)
Operating Surplus / (Deficit)	\$(9,319,001)	\$(10,866,659)
Net Result	\$1,042,475	\$(6,536,423)

For the year ending 30 June 2024, the operating deficit was \$9.3M compared to an operating deficit of \$10.8M in 2022/23, a decrease of \$1.5M. Revenue increased by \$5.8M and expenditure increased by \$4.3M.

Operating Revenue – The City received \$5.8M more in 2023/24 than in 2022/23. This was mainly due to receiving \$3.3M more in Rates, an increase in Fees and Charges of \$1.7M and higher Interest Revenue of \$579K. In 2023/24 \$46.3M of rates were raised, an increase of \$3.3M or 7.7% on 2022/23. Note: the property rate increase was 7.0%. The increase in Fees and Charges income was mainly due to higher waste collection charges of \$913K (e.g. higher contract charges for recycling passed on to users), and higher sports facility fees (including South West Sport Centre memberships, café sales and admission income).

Operating Expenditure – The increase in operating expenditure of \$4.3M from the previous year was mainly due to increases in Employees Costs of \$3.1M mainly due to the EBA increase of 4.0% and increase in FTE's, Materials and Contracts of \$3.2M mainly due to a \$2.9M increase in contractors expenditure (including storm damage clean up, building maintenance and Withers regional renewal project costs), and increase in material expenditure of \$337K; and Depreciation increased by \$753K. This was offset by a decrease in Other Expenditure of \$2.9M, as the contribution to the Bunbury Harvey Regional Council in 2022/23 for cell capping was a one-off expense.

Net Result - The Net Result was \$1.0M which includes the Operating Revenue and Expenditure results above, plus Capital Grants of \$13.9M (including \$9.1M for the Hands Oval

Redevelopment), Net Loss on Asset Disposal of \$3.8M, and Share of Net Profit in Associates (i.e. Bunbury Harvey Regional Council) \$242K. This compares to a loss of \$6.5M in 2022/23.

This Statement also accounts for the Changes on Revaluation of Non-Current assets which was an increase of \$90.4M, mainly from the revaluation increment of stormwater assets of \$90.0M. This resulted in Total Comprehensive Income for 2023/24 of \$91.5M. In 2022/23 this was \$(1.6M).

Statement of Financial Position: The Statement of Financial Position (Page 5 of the Financial Report) shows the assets and liabilities which make up the Community Equity as at the 30 June 2024.

Key financial figures within the Annual Financial Report for the year ended 30 June 2024 include:

	<u>2024</u>	<u>2023</u>
Current Assets	\$43,775,439	\$41,207,536
Current Liabilities	<u>\$(19,385,078)</u>	<u>\$(17,159,859)</u>
Current Assets over Current Liabilities	\$24,390,361	\$24,047,677
Non-Current Assets	\$570,768,390	\$473,498,801
Non-Current Liabilities	<u>\$(15,693,051)</u>	<u>\$(9,567,402)</u>
Total Equity	\$579,465,700	\$487,979,076

The City's Current Assets exceed Current Liabilities in 2023/24 by \$24.4M, compared to \$24.0M in 2022/23, an increase of \$343K.

Non-Current Assets increased by \$97.3M mainly due to an increase in Stormwater assets of \$88.3M (\$90.0 in revaluation increment) and increase in capital works in progress \$13.3M (including Hands Oval and Forrest Park Pavilion and foreshore marine walls).

Non-Current Liabilities increased by \$6.1M mainly due to an increase in borrowings.

These changes contributed to the increase in total Community Equity at 30 June 2024 by \$91.5M to \$579.5M.

Statement of Changes in Equity: The Statement of Changes in Equity (Page 6 of the Financial Report) shows the extent to which the Community Equity has been increased by the net result of the year's activities. For the year ending 30 June 2024, the Community Equity increased from \$488.0M to \$579.5M, an increase of \$91.5M as explained in the Statement of Financial Position and the Statement of Comprehensive Income above.

Statement of Cash Flows: The Statement of Cash Flows (Page 7 of the Financial Report) shows the nature and amount of the City's cash inflows and outflows from all activities. At the end of the reporting period the City's cash holdings were \$34.5M compared to \$36.0M in 2022/23, a decrease of \$1.5M.

Statement of Financial Activity: The Statement of Financial Activity (Pages 8 and 9 of the Financial Report) shows the surplus position after income and expenditure activity during the year. At the end of 2023/24 the Surplus After Imposition of General Rates was \$4.8M. This was \$79K less than last year.

The Surplus of \$4.8M includes the following items to result in an unallocated closing surplus of \$473K.

Closing Surplus Funds	\$4,820,575
<u>Less:</u>	
Projects not finalised in 2023/24 carried forward to 2024/25	\$(1,505,205)
Amount required to fund the 2024/25 Budget	\$(1,006,045)
2024/25 Financial Assistance Grants received in advance	<u>\$(1,836,367)</u>
Unallocated Closing Surplus Funds	\$472,958

Analysis of Financial and Budget Implications

There are no financial or budget implications for the Committee to accept the Annual Financial Statements and Auditor’s Report.

Community Consultation

The Annual Financial Report will be included in the City’s 2023/24 Annual Report and will be available on the City’s website.

Elected Member/Officer Consultation

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

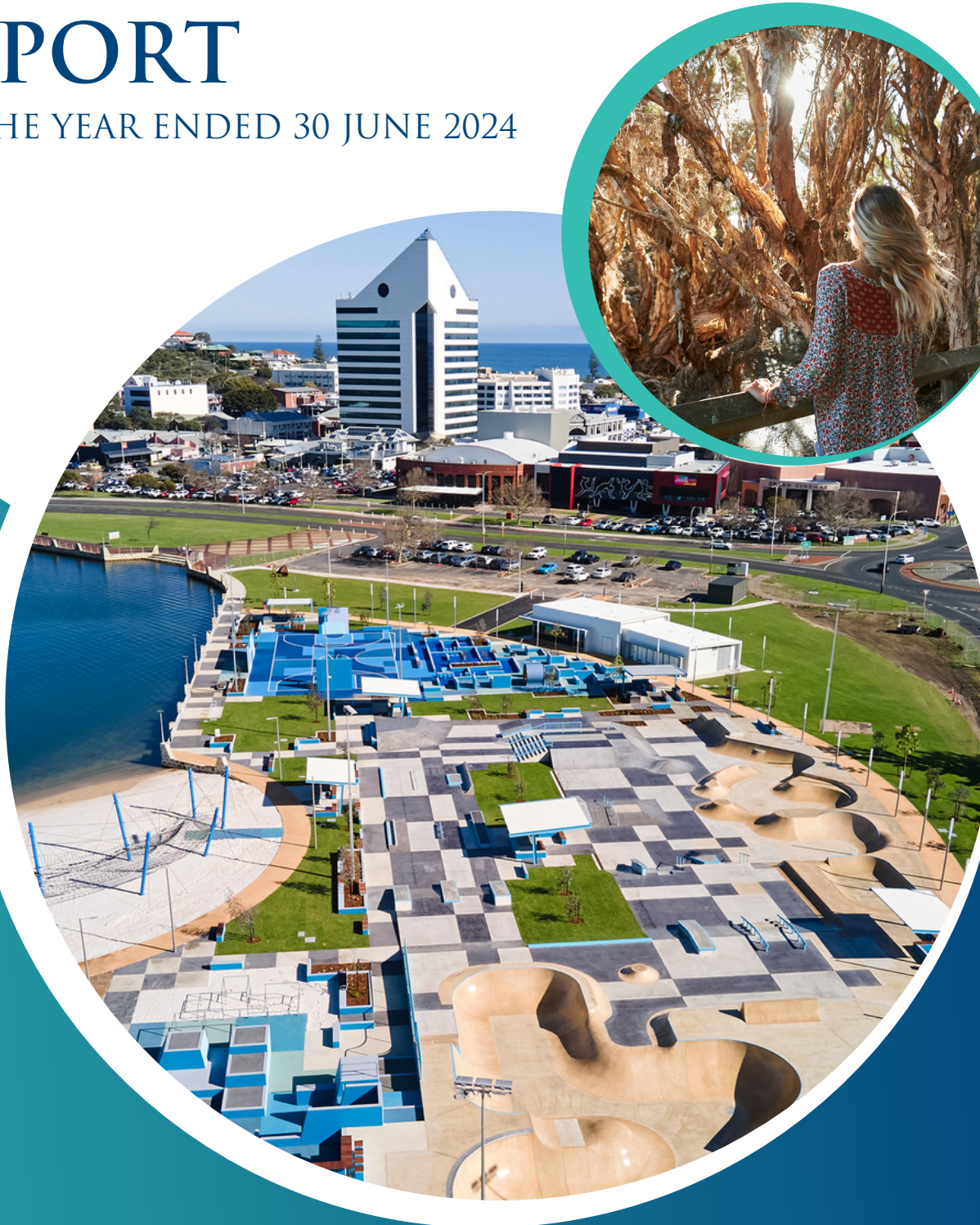
Timeline: Council Decision Implementation

Effective immediately once adopted by Council.



ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024



**CITY OF BUNBURY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

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The City of Bunbury conducts the operations of a local government with the following community vision:

Welcoming and full of opportunities

Principal place of business:

4 Stephen Street
Bunbury WA 6230

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**CITY OF BUNBURY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The accompanying financial report of the City of Bunbury has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2024 and the financial position as at 30 June 2024.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 19 day of November 2024

Alan Ferris
Chief Executive Officer

CITY OF BUNBURY
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
Revenue				
Rates	26	46,316,206	46,208,047	43,007,394
Grants and Subsidies	2(a)	4,089,950	1,717,666	3,518,591
Contributions, Reimbursements and Donations	2(a)	1,221,032	495,747	1,268,515
Fees and Charges	2(a)	15,682,134	14,864,899	13,988,202
Interest Revenue	2(a)	2,576,053	1,952,000	1,997,323
Other Revenue	2(a)	383,017	443,600	639,640
		<u>70,268,392</u>	<u>65,681,959</u>	<u>64,419,665</u>
Expenses				
Employee Costs	2(b)	(35,123,323)	(34,803,845)	(32,036,058)
Consultants		(2,678,134)	(4,226,765)	(2,596,584)
Materials and Contracts		(18,651,795)	(17,658,125)	(15,444,742)
Utility Charges		(2,822,832)	(2,764,871)	(2,749,036)
Depreciation on Non-Current Assets		(15,234,735)	(13,774,012)	(14,481,576)
Insurance Expenses		(773,607)	(787,335)	(726,784)
Interest Expenses	2(b)	(510,936)	(516,426)	(585,666)
Other Expenditure	2(b)	(3,792,031)	(2,753,121)	(6,665,878)
		<u>(79,587,393)</u>	<u>(77,284,500)</u>	<u>(75,286,324)</u>
		(9,319,001)	(11,602,541)	(10,866,659)
Capital Grants, Subsidies and Contributions	2(a)	13,934,564	16,661,409	2,847,136
Fair Value adjustments to Financial Assets at				
Fair Value through Profit or Loss	4(b)	3,363	-	7,372
Share of Profit/(Loss) of Associates and Joint Ventures				
accounted for using the Equity Method	21(b)	242,000	-	2,662,508
Disposal of Lease Liability		-	-	4,995
Profit on Asset Disposals		138,080	605,205	267,322
Loss on Asset Disposals		<u>(3,956,531)</u>	<u>-</u>	<u>(1,459,097)</u>
Net Result for the Period	25(b)	1,042,475	5,664,073	(6,536,423)
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in Asset Revaluation Surplus	16	90,444,149	-	4,908,145
Total Other Comprehensive Income for the Period		<u>90,444,149</u>	<u>-</u>	<u>4,908,145</u>
Total Comprehensive Income for the Period		<u>91,486,624</u>	<u>5,664,073</u>	<u>(1,628,278)</u>

This statement is to be read in conjunction with the accompanying notes.

CITY OF BUNBURY
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2024

	NOTE	2024 \$	2023 \$
CURRENT ASSETS			
Cash and Cash Equivalents - Unrestricted	3	10,911,277	12,351,941
Cash and Cash Equivalents - Restricted	3	23,567,196	23,668,073
Trade and Other Receivables	5	7,572,941	3,986,390
Inventories	6	135,898	148,840
Other Current Assets	7	1,551,311	985,560
Other Financial Assets	4(a)	36,816	66,732
TOTAL CURRENT ASSETS		43,775,439	41,207,536
NON-CURRENT ASSETS			
Trade and Other Receivables	5	825,678	751,616
Other Financial Assets	4(b)	255,145	288,598
Investment in Associates	21(b)	3,626,230	3,384,230
Property, Plant and Equipment	8	250,039,792	240,780,070
Infrastructure	9	315,045,346	227,894,271
Right of Use Assets	11	976,199	400,016
TOTAL NON-CURRENT ASSETS		570,768,390	473,498,801
TOTAL ASSETS		614,543,829	514,706,337
CURRENT LIABILITIES			
Trade and Other Payables	12	10,037,988	7,303,934
Other Liabilities	13	1,199,825	2,150,946
Lease Liabilities	11(b)	248,418	91,194
Borrowings	14	2,585,983	2,345,114
Employee Related Provisions	15	5,312,864	5,268,671
TOTAL CURRENT LIABILITIES		19,385,078	17,159,859
NON-CURRENT LIABILITIES			
Trade and Other Payables	12	410,966	401,519
Lease Liabilities	11(b)	750,573	315,736
Borrowings	14	13,861,053	8,265,036
Employee Related Provisions	15	670,459	585,111
TOTAL NON-CURRENT LIABILITIES		15,693,051	9,567,402
TOTAL LIABILITIES		35,078,129	26,727,261
NET ASSETS		579,465,700	487,979,076
EQUITY			
Retained Surplus		190,350,695	188,238,887
Reserves - Cash Backed	29	20,447,794	21,517,127
Revaluation Surplus	16	368,667,211	278,223,062
TOTAL EQUITY		579,465,700	487,979,076

This statement is to be read in conjunction with the accompanying notes.

**CITY OF BUNBURY
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2022		190,843,873	25,448,564	273,314,917	489,607,354
Comprehensive Income for the Period					
Net Result for the Period		(6,536,423)	-	-	(6,536,423)
Other Comprehensive Income for the Period	16	-	-	4,908,145	4,908,145
Total Comprehensive Income for the Period		<u>(6,536,423)</u>	<u>-</u>	<u>4,908,145</u>	<u>(1,628,278)</u>
Transfers from/(to) Reserves	29	3,931,437	(3,931,437)	-	-
Balance as at 30 June 2023		<u>188,238,887</u>	<u>21,517,127</u>	<u>278,223,062</u>	<u>487,979,076</u>
Comprehensive Income for the Period					
Net Result for the Period		1,042,475	-	-	1,042,475
Other Comprehensive Income for the Period	16	-	-	90,444,149	90,444,149
Total Comprehensive Income for the Period		<u>1,042,475</u>	<u>-</u>	<u>90,444,149</u>	<u>91,486,624</u>
Transfers from/(to) Reserves	29	1,069,333	(1,069,333)	-	-
Balance as at 30 June 2024		<u><u>190,350,695</u></u>	<u><u>20,447,794</u></u>	<u><u>368,667,211</u></u>	<u><u>579,465,700</u></u>

This statement is to be read in conjunction with the accompanying notes.

**CITY OF BUNBURY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2024 Actual \$	2023 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		45,962,277	42,761,963
Grants and Subsidies		874,271	4,519,500
Contributions, Reimbursements and Donations		1,221,032	1,268,515
Fees and Charges		15,889,559	14,141,215
Interest Revenue		2,576,053	1,997,323
Other Revenue		383,017	639,640
		<u>66,906,209</u>	<u>65,328,156</u>
Payments			
Employee Costs		(34,885,317)	(31,657,679)
Consultants		(2,678,134)	(2,596,584)
Materials and Contracts		(16,783,291)	(16,047,766)
Utility Charges		(2,822,832)	(2,749,036)
Interest Expenses		(506,771)	(594,698)
Insurance Expenses		(773,607)	(726,784)
Goods and Services Tax (GST)		(80,535)	(151,073)
Other Expenditure		(3,782,584)	(6,655,517)
		<u>(62,313,071)</u>	<u>(61,179,137)</u>
Net Cash Provided By (Used In) Operating Activities	17(b)	<u>4,593,138</u>	<u>4,149,019</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for the Purchase of Property, Plant and Equipment	8	(16,531,392)	(3,176,824)
Payment for Construction of Infrastructure	9	(8,642,727)	(5,329,182)
Capital Grants, Subsidies and Contributions		12,965,659	2,847,136
Proceeds from Self-Supporting Loans		66,732	(30,481)
Proceeds from Sale of Fixed Assets		371,851	376,268
		<u>371,851</u>	<u>376,268</u>
Net Cash Provided By (Used In) Investing Activities		<u>(11,769,877)</u>	<u>(5,313,083)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of Borrowings	28(a)	(2,345,114)	(2,662,941)
Payments for principal portion of lease liabilities	28(d)	(201,688)	(123,364)
Proceeds from New Borrowings	28(b)	8,182,000	144,000
		<u>8,182,000</u>	<u>144,000</u>
Net Cash Provided By (Used In) Financing Activities		<u>5,635,198</u>	<u>(2,642,305)</u>
Net Increase (Decrease) In Cash Held		(1,541,541)	(3,806,369)
Cash at Beginning of Year		36,020,014	39,826,383
Cash and Cash Equivalents at the End of the Year	17(a)	<u><u>34,478,473</u></u>	<u><u>36,020,014</u></u>

This statement is to be read in conjunction with the accompanying notes.

CITY OF BUNBURY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
OPERATING ACTIVITIES				
Revenue from Operating Activities				
Rates	26	46,260,016	46,151,966	42,954,988
Specified Area Rates	26	56,190	56,081	52,406
Operating Grants and Subsidies		4,089,950	1,717,666	3,518,591
Contributions, Reimbursements and Donations		1,221,032	495,747	1,268,515
Fees and Charges		15,682,134	14,864,899	13,988,202
Interest Revenue		2,576,053	1,952,000	1,997,323
Other Revenue		383,017	443,600	639,640
Share of Net Profit of Associates and Joint Ventures accounted for using the Equity Method	21(b)	242,000	-	2,662,508
Profit on Disposal of Assets		138,080	605,205	267,322
Disposal of Lease Liability		-	-	4,995
		70,648,472	66,287,164	67,354,490
Expenses from Operating Activities				
Employee Costs		(35,123,323)	(34,803,845)	(32,036,058)
Consultants		(2,678,134)	(4,226,765)	(2,596,584)
Materials and Contracts		(18,651,795)	(17,658,125)	(15,444,742)
Utility Charges		(2,822,832)	(2,764,871)	(2,749,036)
Depreciation on Non-Current Assets		(15,234,735)	(13,774,012)	(14,481,576)
Insurance Expenses		(773,607)	(787,335)	(726,784)
Interest Expenses		(510,936)	(516,426)	(585,666)
Other Expenses		(3,792,031)	(2,753,121)	(6,665,878)
Loss on Disposal of Assets		(3,956,531)	-	(1,459,097)
		(83,543,924)	(77,284,500)	(76,745,421)
Non-Cash Amounts Excluded from Operating Activities	27(a)	18,828,556	13,230,907	12,900,448
Amount Attributable to Operating Activities		5,933,104	2,233,571	3,509,517
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital Grants, Subsidies and Contributions		13,934,564	16,661,409	2,847,136
Fair Value Adjustment to Financial Assets at Fair Value through Profit or Loss	4(b)	3,363	-	7,372
Proceeds from Disposal of Assets		371,851	852,182	376,268
Proceeds from Self-Supporting Loans		66,732	66,732	(30,481)
		14,376,510	17,580,323	3,200,295
Outflows from investing activities				
Purchase of property, plant and equipment	8(a)	(16,531,392)	(24,567,892)	(3,176,824)
Purchase Infrastructure Assets	9(a)	(8,642,727)	(12,077,492)	(5,329,182)
		(25,174,119)	(36,645,384)	(8,506,006)
Amount Attributable to Investing Activities		(10,797,609)	(19,065,061)	(5,305,711)

This statement is to be read in conjunction with the accompanying notes.

CITY OF BUNBURY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from Borrowings	28(b)	8,182,000	8,182,000	144,000
Transfers from Reserves (Restricted Assets)	29	14,176,936	19,798,865	15,451,539
		22,358,936	27,980,865	15,595,539
Outflows from financing activities				
Repayment of Borrowings	28(a)	(2,345,114)	(2,345,115)	(2,662,941)
Payments for principal portion of lease liabilities	28(d)	(201,688)	(203,434)	(123,364)
Movement in Unspent Loans	28(c)	(1,919,577)	-	-
Transfers to Reserves (Restricted Assets)	29	(13,107,603)	(12,924,658)	(11,520,102)
		(17,573,982)	(15,473,207)	(14,306,407)
Amount Attributable to Financing Activities		4,784,954	12,507,658	1,289,132
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year		4,900,126	4,484,016	5,407,188
Amount attributable to operating activities		5,933,104	2,233,571	3,509,517
Amount attributable to investing activities		(10,797,609)	(19,065,061)	(5,305,711)
Amount attributable to financing activities		4,784,954	12,507,658	1,289,132
SURPLUS/(DEFICIT) AFTER IMPOSITION OF GENERAL RATES	27(d)	4,820,575	160,184	4,900,126

This statement is to be read in conjunction with the accompanying notes.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

1. BASIS OF PREPARATION

The financial report of the City of Bunbury which is a Class 1 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

LOCAL GOVERNMENT ACT 1995 REQUIREMENTS

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:

- land and buildings classified as property, plant and equipment; or
 - infrastructure; or
 - vested improvements that the local government controls;
- are measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 *Property, Plant and Equipment*, which would have required the City to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment - Note 8
 - Infrastructure - Note 9

CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS (cont.)

- Expected credit losses on financial assets - Note 4
- Assets held for sale
- Impairment losses of non-financial assets - Note 8 and 9
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits - Note 15
- Measurement of provisions

Fair value hierarchy information can be found in Note 24.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 30 of the financial report.

INITIAL APPLICATION OF ACCOUNTING STANDARDS

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2021-2 *Amendments to Australian Accounting Standards – Disclosure of Accounting Policies or Definition of Accounting Estimates.*

This standard resulted in terminology changes relating to material accounting policies (formerly referred to as significant accounting policies).

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 *Amendments to Australian Accounting Standards - Sale or Contribution to Assets between an Investor and its Associate or Joint Venture*

- AASB 2020-1 *Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-Current.*

- AASB 2021-7c *Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*

- AASB 2022-5 *Amendments to Australian Accounting Standards - Lease Liability in Sale and Leaseback*

- AASB 2022-6 *Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 *Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets for Not-for-Profit Public Section Entities*

This amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

- AASB 2023-1 *Amendments to Australian Accounting Standards - Supplier Finance Arrangements*

This amendment may result in additional disclosures in the case of applicable finance arrangements.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with Customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of Goods and Services	When Obligations Typically Satisfied	Payment Terms	Returns/Refunds/Warranties	Timing of revenue recognition
Grants and subsidies	Grant contracts with customers - with and without agreements and subsidies.	Over time or no obligations. Dependant upon arrangement.	Fixed term transfer for funds based on agreed milestones and reporting or not applicable. Dependant upon arrangement.	Contract obligation if project not complete or not applicable. Dependant upon arrangement.	Output method based on project milestone and/or completion date matched to performance obligations, or when asset is controlled. Dependant upon arrangement.
Capital Grants	Construction or acquisition of recognisable non-financial assets.	Over time.	Fixed term transfer for funds based on agreed milestones and reporting.	Contract obligation if project not complete.	Output method based on project milestone and/or completion date matched to performance obligations.
Fees and Charges	Charges made for council provided services, facility hire, fines, sale of goods, and licences.	Single point in time and over time. Dependant upon fee.	In full, in advance, or on normal credit trading terms. Dependant upon fee.	Dependant upon good or service provided.	Output method based on provision of service or completion of works.
Other Revenue	Other revenue that cannot be classified into the above categories.	Single point in time and over time. Dependant upon fee.	In full, in advance, or on normal credit trading terms. Dependant upon fee.	Dependant upon good or service provided.	Output method based on provision of service or completion of works.

Consideration from contracts with customers is included in the transaction price.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUE AND EXPENSES (continued)

(a) Revenue (continued)

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature of goods and services is provided in the table below:

For the year ended 30 June 2024

Nature	Contracts with Customers \$	Capital Grant/ Contributions \$	Statutory Requirements \$	Other \$	Total \$
Rates	-	-	46,316,206	-	46,316,206
Grants, subsidies and contributions	2,188,624	-	-	3,122,358	5,310,982
Fees and Charges	7,865,879	-	7,816,255	-	15,682,134
Interest revenue	-	-	603,266	1,972,787	2,576,053
Other Revenue	361,299	-	-	21,718	383,017
Capital Grants, subsidies and contributions	-	13,934,564	-	-	13,934,564
Total	10,415,802	13,934,564	54,735,727	5,116,863	84,202,956

For the year ended 30 June 2023

Nature	Contracts with Customers \$	Capital Grant/ Contributions \$	Statutory Requirements \$	Other \$	Total \$
Rates	-	-	43,007,394	-	43,007,394
Grants, subsidies and contributions	1,088,462	-	-	3,698,644	4,787,106
Fees and Charges	7,090,826	-	6,897,376	-	13,988,202
Interest revenue	-	-	432,123	1,565,200	1,997,323
Other Revenue	456,247	-	165,000	18,393	639,640
Capital Grants, subsidies and contributions	-	2,847,136	-	-	2,847,136
Total	8,635,535	2,847,136	50,501,893	5,282,237	67,266,801

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUES AND EXPENSES (continued)

(a) Revenue (continued)

	NOTE	2024 \$	2023 \$
Interest Revenue			
Interest on Reserve Account Funds		293,993	271,443
Other interest Revenue		2,282,060	1,725,880
		<u>2,576,053</u>	<u>1,997,323</u>
Fees and Charges related to rates receivable			
Charges on instalment plan		105,693	101,640

The 2024 original budget estimate in relation to:
Charges on instalment plan was \$100,000

(b) Expenses

	NOTE	2024 \$	2023 \$
Auditors Remuneration			
- Audit of the Annual Financial Report		91,850	83,500
		<u>91,850</u>	<u>83,500</u>
Employee Costs			
Employee Benefit Costs		33,906,273	30,812,975
Other Employee costs		1,217,050	1,223,083
		<u>35,123,323</u>	<u>32,036,058</u>
Finance Costs			
Borrowings	28(a)	461,971	565,515
Borrowings - self-supporting	28(a)	7,609	2,497
Lease Liabilities	28(d)	41,356	17,654
		<u>510,936</u>	<u>585,666</u>
Other Expenditure			
Contributions, Donations and Sponsorships		2,680,453	5,346,045
Miscellaneous (refunds, subscriptions, recoupables)		412,195	527,287
Elected Members		602,909	626,178
Write Offs		11,178	69,031
Taxation and Levies		75,849	86,976
Other Expenses		9,447	10,361
		<u>3,792,031</u>	<u>6,665,878</u>

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

3. CASH AND CASH EQUIVALENTS

	NOTE	2024 \$	2023 \$
Cash at bank and on hand		9,880,418	7,718,096
Term deposits		24,598,055	28,301,918
Total cash and cash equivalents	17(a)	<u>34,478,473</u>	<u>36,020,014</u>
Held as			
Unrestricted cash and cash equivalents		10,911,277	12,351,941
Restricted cash and cash equivalents	17(a)	<u>23,567,196</u>	<u>23,668,073</u>
		<u>34,478,473</u>	<u>36,020,014</u>

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

CITY OF BUNBURY
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4. OTHER FINANCIAL ASSETS

	2024	2023
	\$	\$
(a) Current assets		
Financial assets at amortised cost	36,816	66,732
	36,816	66,732
Other financial assets at amortised cost		
Self supporting loans receivable	36,816	66,732
	36,816	66,732
(b) Non-current assets		
Financial assets at amortised cost	88,803	125,619
Financial assets at fair value through profit and loss	166,342	162,979
	255,145	288,598
Financial assets at amortised cost		
Self supporting loans receivable	88,803	125,619
	88,803	125,619
Financial Assets at fair value through profit and loss		
Units in Local Government House Trust - Opening balance	162,979	155,607
Movement attributable to fair value	3,363	7,372
Units in Local Government House Trust - Closing balance	166,342	162,979

Loans receivable from clubs / institutions have the same terms and conditions as the related borrowing disclosed in Note 28(a) as self supporting loans. Fair value of financial assets at fair value through profit and loss is determined from the net asset value of the units held in the Trust at balance date as compiled by WALGA.

MATERIAL ACCOUNTING POLICIES

Other financial assets at amortised cost

The City classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 26(i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit and loss

The City classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the City has elected to recognise fair value gains and losses through profit or loss.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 22.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

5. TRADE AND OTHER RECEIVABLES

	2024	2023
	\$	\$
Current		
Rates Receivables	2,214,805	1,934,938
Sundry Debtors	4,928,330	1,694,867
GST Receivable	399,171	318,636
Infringements	30,635	37,949
BHRC Debtor	231,000	231,000
Allowance for credit losses of trade and other receivables (BHRC)	(231,000)	(231,000)
	<u>7,572,941</u>	<u>3,986,390</u>
Non-Current		
Pensioner Rates and ESL Deferred	825,678	751,616
	<u>825,678</u>	<u>751,616</u>

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the City measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 22.

CITY OF BUNBURY
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FOR THE YEAR ENDED 30 JUNE 2024

6. INVENTORIES

	2024	2023
	\$	\$
Current		
Construction Materials	87,643	104,329
Bunbury Visitor Information Centre Stock Held for Sale	3,834	6,660
Bunbury Wildlife Park Stock Held for Sale	20,296	15,232
South West Sports Centre Stock Held for Sale	24,125	22,619
	135,898	148,840
	135,898	148,840

The following movements in inventories occurred during the year:

Balance at beginning of year	148,840	140,010
Inventories expensed during the year	465,859	(382,282)
Additions to inventory	(478,801)	391,112
Balance at end of year	135,898	148,840
	135,898	148,840

MATERIAL ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

7. OTHER ASSETS

	2024	2023
	\$	\$
Other Assets - Current		
Prepayments	722,661	820,810
Contract assets	716,565	-
Accrued income	112,085	164,750
	1,551,311	985,560
	1,551,311	985,560

MATERIAL ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Contract Assets

Contract assets primarily relate to the City's right to consideration for work completed but not billed at the end of the reporting period.

Impairment of assets associated with contracts with customers are detailed in Note 2(b).

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land \$	Buildings \$	Plant and Vehicles \$	Equipment \$	Furniture and Fittings \$	Arts and Culture \$	Capital WIP Movement \$	TOTAL \$
Balance at 1 July 2022	112,998,300	118,748,152	5,506,171	2,228,413	62,447	2,325,047	104,080	241,972,610
Additions	48,306	446,455	726,286	534,143	37,825	21,885	1,361,924	3,176,824
Works in Progress Movement	-	15,059	-	-	-	-	(15,059)	-
Internal Re-classifications	-	-	120,702	-	-	-	-	120,702
Disposals	(44,470)	(187,335)	(83,834)	-	-	-	-	(315,639)
Depreciation (expense)	-	(2,627,486)	(810,356)	(728,577)	(8,008)	-	-	(4,174,427)
Balance at 30 June 2023	113,002,136	116,394,845	5,458,969	2,033,979	92,264	2,346,932	1,450,945	240,780,070
Comprises, as at 30 June 2023								
Gross balance amount	113,002,136	193,631,128	8,456,731	6,810,566	137,173	2,350,723	1,450,945	325,839,402
Accumulated depreciation	-	(77,236,283)	(2,997,762)	(4,776,587)	(44,909)	(3,791)	-	(85,059,332)
Balance at 30 June 2023	113,002,136	116,394,845	5,458,969	2,033,979	92,264	2,346,932	1,450,945	240,780,070
Balance at 1 July 2023	113,002,136	116,394,845	5,458,969	2,033,979	92,264	2,346,932	1,450,945	240,780,070
Additions	-	784,249	1,720,455	212,738	11,021	31,100	13,771,829	16,531,392
Works in Progress Movement	479,384	17,831	-	-	-	-	(497,215)	-
Internal Re-classifications	-	-	54,125	-	-	-	-	54,125
Disposals	-	(2,882,059)	(257,429)	-	-	-	-	(3,139,488)
Depreciation (expense)	-	(2,565,213)	(936,135)	(672,300)	(12,659)	-	-	(4,186,307)
Balance at 30 June 2024	113,481,520	111,749,653	6,039,985	1,574,417	90,626	2,378,032	14,725,559	250,039,792
Comprises, as at 30 June 2024								
Gross carrying amount	113,481,520	186,505,208	9,810,344	7,023,304	148,194	2,381,823	14,725,559	334,075,952
Accumulated depreciation	-	(74,755,555)	(3,770,359)	(5,448,887)	(57,568)	(3,791)	-	(84,036,160)
Balance at 30 June 2024	113,481,520	111,749,653	6,039,985	1,574,417	90,626	2,378,032	14,725,559	250,039,792

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

8. PROPERTY, PLANT AND EQUIPMENT (continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value as determined at the last valuation date					
Land	2	Sales comparison (market) approach using recent observable market data for similar properties	Independent registered valuer	June 2021	Price per hectare
Buildings; non-specialised	3	Improvements to land valued using cost approach using depreciated replacement cost and Market approach using recent observable market data for similar properties	Independent registered valuer	June 2021	Improvements to land using construction costs (level 2) and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Buildings; specialised	3	Improvements to land valued using cost approach using depreciated replacement cost and Market approach using recent observable market data for similar properties	Independent registered valuer	June 2021	Improvements to land using construction costs (level 2) and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

(ii) Cost

Plant and equipment	Not applicable	Cost	N/A	Not applicable
Equipment	Not applicable	Cost	N/A	Not applicable
Furniture and Fittings	Not applicable	Cost	N/A	Not applicable
Arts and Culture	Not applicable	Cost	N/A	Not applicable

CITY OF BUNBURY
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9. INFRASTRUCTURE

(a) Movement in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Roads	Paths	Stormwater	Open Space	Marine	Structures	Bridges	Other Infrastructure	Capital WIP Movement	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2022	73,922,628	26,165,985	65,264,755	19,325,296	14,761,279	16,703,754	5,368,555	7,808,255	479,300	229,799,807
Additions	1,791,705	1,227,578	499,285	888,324	-	379,970	80,475	314,797	147,048	5,329,182
Works in Progress Movement	137,919	55,262	8,485	29,165	-	-	81,607	166,862	(479,300)	-
Disposals	(156,891)	(700,809)	(242,211)	(58,145)	-	(57,241)	-	(37,107)	-	(1,252,404)
Reclassifications	-	-	-	-	-	(365,705)	377,549	(132,546)	-	(120,702)
Reval increments/(decrements) transferred to reval surplus	350,967	(684,008)	678,430	(853,816)	3,228,278	291,952	(18,909)	1,325,038	-	4,317,932
Depreciation (expense)	(3,980,606)	(1,367,380)	(1,229,247)	(1,187,336)	(776,665)	(403,882)	(120,319)	(1,114,109)	-	(10,179,544)
Balance 30 June 2023	72,065,722	24,696,628	64,979,497	18,143,488	17,212,892	16,548,848	5,768,958	8,331,190	147,048	227,894,271
Comprises, at 30 June 2023										
Gross balance amount	223,610,689	48,464,463	109,629,299	30,281,230	35,261,789	22,073,024	8,459,726	9,482,406	147,048	487,409,674
Accumulated depreciation	(151,544,967)	(23,767,835)	(44,649,802)	(12,137,742)	(18,048,897)	(5,524,176)	(2,690,768)	(1,151,216)	-	(259,515,403)
Balance 30 June 2023	72,065,722	24,696,628	64,979,497	18,143,488	17,212,892	16,548,848	5,768,958	8,331,190	147,048	227,894,271
Balance at 1 July 2023	72,065,722	24,696,628	64,979,497	18,143,488	17,212,892	16,548,848	5,768,958	8,331,190	147,048	227,894,271
Additions	3,015,939	1,278,057	729,557	941,006	-	516,978	-	422,353	1,738,837	8,642,727
Works in Progress Movement	126,927	-	-	-	-	13,646	-	-	(140,573)	-
Disposals	(139,505)	(207,908)	(201,269)	(110,088)	(169,887)	(18,638)	(159,897)	(43,622)	-	(1,050,814)
Reclassifications	-	-	(54,125)	-	-	-	-	-	-	(54,125)
Reval increments/(decrements) transferred to reval surplus	(474,503)	914,585	90,336,337 ⁽¹⁾	(383,648)	(22,952)	51,879	-	22,451	-	90,444,149
Depreciation (expense)	(3,673,494)	(1,328,364)	(2,519,175)	(1,113,246)	(760,815)	(642,096)	(114,683)	(678,989)	-	(10,830,862)
Balance at 30 June 2024	70,921,086	25,352,998	153,270,822	17,477,512	16,259,238	16,470,617	5,494,378	8,053,383	1,745,312	315,045,346
Comprises, at 30 June 2024										
Gross balance amount	224,071,249	48,749,414	244,542,523	30,026,650	33,711,790	25,612,263	8,297,645	16,982,053	1,745,312	633,738,899
Accumulated depreciation	(153,150,163)	(23,396,416)	(91,271,701)	(12,549,138)	(17,452,552)	(9,141,646)	(2,803,267)	(8,928,670)	-	(318,693,553)
Balance at 30 June 2024	70,921,086	25,352,998	153,270,822	17,477,512	16,259,238	16,470,617	5,494,378	8,053,383	1,745,312	315,045,346

(1) Increase in Stormwater revaluation due to the update of unit rates.

CITY OF BUNBURY
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FOR THE YEAR ENDED 30 JUNE 2024

9. INFRASTRUCTURE (continued)
(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs Used
(i) Fair value - as determined at the last valuation date					
Roads	3	Cost approach using depreciated replacement cost	Management valuation	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs
Paths	3	Cost approach using depreciated replacement cost	Management valuation	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs
Stormwater	3	Cost approach using depreciated replacement cost	Management valuation	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs
Open Space	3	Cost approach using depreciated replacement cost	Management valuation	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs
Marine	3	Cost approach using depreciated replacement cost	Management valuation	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs
Structures	3	Cost approach using depreciated replacement cost	Management valuation	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs
Bridges	3	Cost approach using depreciated replacement cost	Management valuation	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs
Other Infrastructure	3	Cost approach using depreciated replacement cost	Management valuation	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of infrastructure using level 3 inputs.

CITY OF BUNBURY
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10. FIXED ASSETS

(a) Depreciation Rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

<i>Asset Class</i>	<i>Useful Life</i>
Buildings	10 to 80 years
Furniture and Fittings	7 to 13 years
Equipment	4 to 60 years
Plant and Vehicles	4 to 30 years
Arts and Culture	4 to 100 years
Roads	20 to 75 years
Road Formation	Not Depreciated
Stormwater	10 to 100 years
Open Space	10 to 100 years
Pathways	10 to 50 years
Bridges	20 to 75 years
Marine	8 to 80 years
Structures	10 to 100 years
Other Infrastructure	5 to 100 years
Right of Use	Based on remaining lease term

Revision of useful lives

The City did not revise any useful lives for Property, Plant and Equipment during the 2023/24 financial year.

(b) Temporary Idle or retired from use assets

	<u>2024</u>	<u>2023</u>
	\$	\$
The City does not currently hold any idle or retired assets from use.	-	-

(c) Fully Depreciated Assets in Use

The gross carrying value of assets held by the City which are currently in use yet fully depreciated are shown in the table below:

Plant and Vehicles	1,166,165	1,121,665
Equipment	2,530,217	2,515,579
Furniture and Fittings	13,401	13,401
Arts and Culture	3,791	3,791
	<u>3,713,574</u>	<u>3,654,436</u>

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10. FIXED ASSETS (continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the City's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation

Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the City.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the City to revalue earlier if it chooses to do so.

Revaluation (continued)

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit and loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
- ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment

In accordance with *Local Government (Financial Management) Regulations 17A(4C)*, the City is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

CITY OF BUNBURY
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FOR THE YEAR ENDED 30 JUNE 2024

11. LEASES

(a) Right-of-Use Assets

Movement in the balance each class of right of use asset between the beginning and the end of the current financial year:

	Right-of-use assets - plant and equipment	Right-of-use assets Total
	\$	\$
Balance at 1 July 2022	47,601	47,601
Additions	480,020	480,020
Depreciation	(127,605)	(127,605)
Balance at 30 June 2023	400,016	400,016
Additions	793,749	793,749
Depreciation	(217,566)	(217,566)
Balance at 30 June 2024	976,199	976,199
Gross balance amount as at 30 June 2024	1,273,769	1,273,769
Accumulated depreciation at 30 June 2024	(297,570)	(297,570)
Balance at 30 June 2024	976,199	976,199

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is a lessee:

	2024 Actual \$	2023 Actual \$
NOTE		
Depreciation on right-of-use assets	(217,566)	(127,605)
Interest expense on lease liabilities	(41,356)	(17,654)
Short-term lease payments recognised as expense	(37,336)	(59,954)
Total amount recognised in the statement of comprehensive income	(296,258)	(205,213)
Total cash outflow from leases	(243,044)	(141,019)

(b) Lease Liabilities

Current	248,418	91,194
Non-Current	750,573	315,736
	28(d) 998,991	406,930

The City has three leases relating to plant and equipment. The lease term for these leases are between 5 - 6 years. The plant and equipment leases have fixed lease payments. The measurement of lease liabilities does not include any future cash outflows associated with leases not yet commenced to which the City is committed.

MATERIAL ACCOUNTING POLICIES

Leases

At inception of a contract, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Details of individual lease liabilities required by regulations are provided at Note 28(d).

Right-of-use assets - measurement

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

CITY OF BUNBURY
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FOR THE YEAR ENDED 30 JUNE 2024

12. TRADE AND OTHER PAYABLES

	NOTE	2024 \$	2023 \$
Current			
Sundry Creditors		6,064,399	3,616,352
Accrued Interest on Loans		30,466	26,301
Accrued Salaries and Wages		1,123,014	1,014,549
Deposits and Prepayments		570,228	596,962
Income Received in Advance		233,673	193,706
Prepaid Rates		2,016,208	1,856,064
		<u>10,037,988</u>	<u>7,303,934</u>
Non-Current			
College Grove Subdivision Profit Share	21(a)	410,966	401,519
		<u>410,966</u>	<u>401,519</u>

MATERIAL ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the City becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises income for the prepaid rates that have not been refunded.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

13. OTHER LIABILITIES

	2024	2023
	\$	\$
Current		
Contract liabilities	338,683	320,899
Capital grant / contributions liabilities	861,142	1,830,047
	<u>1,199,825</u>	<u>2,150,946</u>

Reconciliation of changes in contract liabilities

Opening Balance	320,899	723,424
Additions	50,000	168,179
Revenue from contracts with customers included as a contract liabilities at the start of the period	(32,216)	(570,704)
	<u>338,683</u>	<u>320,899</u>

The City expects to satisfy the performance obligations, from contracts with customers unsatisfied at the end of the reporting period, within the next 12 months.

Reconciliation of changes in capital grant/contribution liabilities

Opening Balance	1,830,047	1,205,674
Additions	2,754,648	1,990,003
Revenue from capital grant/contributions held at a liability at the start of the period	(3,723,553)	(1,365,630)
	<u>861,142</u>	<u>1,830,047</u>

Expected satisfaction of capital grant/contribution liabilities

Less than 1 year	861,142	1,830,047
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Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

MATERIAL ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the City's obligations to transfer goods or services to a customer for which the City has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant / contribution liabilities

Capital grant / contribution liabilities represent the City's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the City which are yet to be satisfied. Capital grant / contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values of non-current capital grant / contribution liabilities not expected to be extinguished within 12 months, are based on discounted cash flows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

14. BORROWINGS

	NOTE	2024 \$	2023 \$
Secured			
Current		2,585,983	2,345,114
Non-current		13,861,053	8,265,036
Total secured borrowings	28(a)	<u>16,447,036</u>	<u>10,610,150</u>

Secured liabilities and assets pledged as security

Debentures and bank loans are secured by a floating charge over the assets of the City.

MATERIAL ACCOUNTING POLICIES

Borrowing costs

The City has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short-term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

Risk

Information regarding exposure to risk can be found at Note 22.

Details of individual borrowings required by regulations are provided at Note 28(a).

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

15. EMPLOYEE RELATED PROVISIONS

	2024	2023
	\$	\$
Current provisions		
Employee benefit provisions		
Annual Leave	2,659,456	2,399,974
Long Service Leave	2,485,473	2,669,497
Other Employee Leave Provision	167,935	199,200
	5,312,864	5,268,671
Non-current provisions		
Employee benefit provisions		
Long Service Leave	670,459	585,111
	670,459	585,111
	5,983,323	5,853,782

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2024	2023
	\$	\$
Amounts are expected to be settled on the following basis:		
Less than 12 months after the reporting date	4,684,216	4,640,022
More than 12 months from the reporting date	1,299,107	1,213,760
	5,983,323	5,853,782
Expected reimbursements from other WA local governments	(224,867)	(164,581)

MATERIAL ACCOUNTING POLICIES

Employee benefits

The City's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the Statement of Financial Position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations.

Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its Statement of Financial Position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

16. REVALUATION SURPLUS

Revaluation surpluses have arisen on revaluation of the following classes of non-current assets:

	2024	2023
	\$	\$
(i) Land		
Opening Balance	103,654,230	103,654,230
Revaluation Increment	-	-
Revaluation Decrement	-	-
	<u>103,654,230</u>	<u>103,654,230</u>
(ii) Buildings		
Opening Balance	78,593,299	78,593,299
Revaluation Increment	-	-
Revaluation Decrement	-	-
	<u>78,593,299</u>	<u>78,593,299</u>
(iii) Equipment		
Opening Balance	378,880	378,880
Revaluation Increment	-	-
Revaluation Decrement	-	-
	<u>378,880</u>	<u>378,880</u>
(iv) Furniture and Fittings		
Opening Balance	144,435	144,435
Revaluation Increment	-	-
Revaluation Decrement	-	-
	<u>144,435</u>	<u>144,435</u>
(v) Arts and Culture		
Opening Balance	754,849	754,849
Revaluation Increment	-	-
Revaluation Decrement	-	-
	<u>754,849</u>	<u>754,849</u>
(vi) Roads		
Opening Balance	8,608,008	8,257,041
Revaluation Increment	-	350,967
Revaluation Decrement	(474,503)	-
	<u>8,133,505</u>	<u>8,608,008</u>
(vii) Paths		
Opening Balance	10,639,680	11,323,688
Revaluation Increment	914,585	-
Revaluation Decrement	-	(684,008)
	<u>11,554,265</u>	<u>10,639,680</u>

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

16. REVALUATION SURPLUS (continued)

	2024 \$	2023 \$
(viii) Stormwater		
Opening Balance	38,809,464	38,131,034
Revaluation Increment	90,336,337	678,430
Revaluation Decrement	-	-
	129,145,801	38,809,464
(ix) Open Space		
Opening Balance	3,160,752	4,014,568
Revaluation Increment	-	-
Revaluation Decrement	(383,648)	(853,816)
	2,777,104	3,160,752
(x) Marine		
Opening Balance	15,467,848	12,239,570
Revaluation Increment	-	3,228,278
Revaluation Decrement	(22,952)	-
	15,444,896	15,467,848
(xi) Bridges		
Opening Balance	1,949,205	1,968,114
Revaluation Increment	-	-
Revaluation Decrement	-	(18,909)
	1,949,205	1,949,205
(xii) Structures		
Opening Balance	13,478,487	13,186,535
Revaluation Increment	51,879	291,952
Revaluation Decrement	-	-
	13,530,366	13,478,487
(xiii) Other Infrastructure		
Opening Balance	1,993,712	668,674
Revaluation Increment	22,451	1,325,038
Revaluation Decrement	-	-
	2,016,163	1,993,712
(xiv) Investment in Associates		
Opening Balance	590,213	-
Revaluation Increment	-	590,213
Revaluation Decrement	-	-
	590,213	590,213
TOTAL ASSET REVALUATION SURPLUS	368,667,211	278,223,062
Revaluation Surplus Summary		
Total Opening Balance	278,223,062	273,314,917
Revaluation Increment	91,325,252	6,464,878
Revaluation Decrement	(881,103)	(1,556,733)
TOTAL ASSET REVALUATION SURPLUS	368,667,211	278,223,062

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

17. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	NOTE	2024 \$	2023 \$
Cash and Cash Equivalents	3	<u><u>34,478,473</u></u>	<u><u>36,020,014</u></u>

Restrictions

The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

Cash and cash equivalents	3	<u>23,567,196</u>	<u>23,668,073</u>
		23,567,196	23,668,073

The restricted financial assets are a result of the following specific purposes to which the asset may be used:

Restricted reserve accounts	29	20,447,794	21,517,127
Contract Liabilities	13	338,683	320,899
Capital Grant Liabilities	13	861,142	1,830,047
Unspent Loans	28(b)	<u>1,919,577</u>	-
Total restricted financial assets		23,567,196	23,668,073

(b) Reconciliation of Net Result to Net Cash Provided by Operating Activities

Net Result		1,042,475	(6,536,423)
Non-cash items:			
Depreciation/Amortisation		15,234,735	14,481,576
Adjustments to write-off of lease		-	(4,995)
(Profit)/Loss on Sale of Asset		3,818,451	1,191,775
Share of Profits/Loss of Associates		(242,000)	(2,662,508)
Changes in assets and liabilities:			
(Increase)/Decrease in Trade and Other Receivables		(4,226,364)	243,712
(Increase)/Decrease in Inventories		12,942	(8,830)
Increase/(Decrease) in Trade and Other Payables		2,743,501	(99,556)
Increase/(Decrease) in Employee Related Provisions		129,541	176,928
Increase/(Decrease) in Other Liabilities		(951,121)	221,848
Grants and Contributions for the Development of Assets		(12,965,659)	(2,847,136)
Change of Investment in LG House		<u>(3,363)</u>	<u>(7,372)</u>
Net Cash Provided by/(used in) Operating Activities		4,593,138	4,149,019

(c) Undrawn Borrowing Facilities

Credit Standby Arrangements

Credit card limit		150,000	100,000
Credit card balance at balance date		<u>(257)</u>	<u>(821)</u>
Total amount of credit unused		149,743	99,179

Loan Facilities

Loan facilities - current		2,585,983	2,345,114
Loan facilities - non-current		<u>13,861,053</u>	<u>8,265,036</u>
Total facilities in use at balance date	28(a)	16,447,036	10,610,150

Unused Loan Facilities at Balance Date

NIL

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

18. CONTINGENT LIABILITIES

Contaminated Sites

In compliance with the *Contaminated Sites Act 2003*, the City has listed sites to be possible sources of contamination. Details of those sites are:

- | | | |
|-----------------|-------------------------------|----------------------------------|
| * Nuytsia Ave | * Spencer St Road Reserve | * Spencer/Minninup Road Reserve |
| * Jaycee Park | * Queens Gardens | * Bunbury Cemetery |
| * Stanley Rd | * Stirling Street Arts Centre | * Pioneer Park Cemetery |
| * Big Swamp POS | * Marlston Hill | * Trinity Rise |
| * Turkey Point | * Picton Rd Laneway | * Prosser/Alexander Road Reserve |
| * Rawling Rd | * Donaldson Park | |

Until the City conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with the Department of Water and Environmental Regulation on the need and criteria for remediation of a risk based approach, the City is unable to estimate the potentials costs associated with remediation of these sites. This approach is consistent with the Department of Water and Environmental Regulation Guidelines.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

19. CAPITAL COMMITMENTS

The City of Bunbury has the following capital expenditure commitments contracted for as at 30 June 2024 which have not been recognised as a liability in the Statement of Financial Position:

	2024	2023
	\$	\$
Contracted for:		
Hands Oval redevelopment	6,037,865	16,757,062
Replace Forrest Park Pavilion	803,812	34,750
Replace corporate vehicles	322,162	-
Waterfront Public Art Installation	150,000	-
Bunbury Airport apron expansion	143,056	-
Bunbury Airport compass swining bay	108,080	-
World Class SW Regional Gallery - Stage 1	93,250	-
Replace boardwalks, lookouts, access stairs	77,097	-
Renew foreshore marine walls	76,296	-
Withers Regional renewal	41,625	1,633,402
Replace corporate heavy plant	-	816,299
Boulters Heights redevelopment	-	395,971
Replace administration chiller unit	-	277,655
Replace playground equipment	-	235,041
Renew Ned Myles pavilion	-	148,480
Replace waste vehicles and plant	-	63,810
Replace parking infrastructure and upgrade Smart Parking	-	51,850
Replace South West Sports Centre plant and machinery	-	48,700
Implement Greening Bunbury Plan	-	38,830
Construct Hay Park North Pavilion	-	36,775
Renew/refurbish community, corporate, sport & leisure buildings	-	31,100
	<u>7,853,243</u>	<u>20,569,725</u>
Payable:		
- not later than one year	7,853,243	15,499,725
- later than one year but not later than two years	-	5,070,000
	<u>7,853,243</u>	<u>20,569,725</u>

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

20. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.	2024 Actual \$	2024 Budget \$	2023 Actual \$
Mayor's annual allowance	93,380	93,380	91,997
Mayor's meeting attendance fees	49,435	49,435	48,704
Mayor's annual allowance for ICT expenses	3,500	3,500	3,500
Mayor's travel and accommodation expenses	1,705	4,000	134
	<u>148,020</u>	<u>150,315</u>	<u>144,335</u>
Deputy Mayor's annual allowance	22,717	23,345	22,999
Deputy Mayor's meeting attendance fees	32,960	32,960	32,470
Deputy Mayor's annual allowance for ICT expenses	3,500	3,500	3,500
Deputy Mayor's travel and accommodation expenses	920	4,000	2,064
	<u>60,097</u>	<u>63,805</u>	<u>61,033</u>
All other council member's meeting attendance fees	306,741	318,614	343,640
All other council member's allowance for ICT expenses	32,629	33,834	37,042
All other council member's travel and accommodation expenses	7,570	44,000	432
	<u>555,057</u>	<u>610,568</u>	<u>586,482</u>

(b) Key Management Personnel (KMP) Compensation

The total remuneration paid to KMP of the City during the year are as follows:	2024 \$	2023 \$
Short-term employee benefits	1,474,729	1,110,896
Post-employment benefits	144,514	110,730
Employee - other long-term benefits	53,161	62,259
Employee - termination benefits	21,000	-
Council member costs	555,057	586,482
	<u>2,248,461</u>	<u>1,870,367</u>

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's estimated cost of the City's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

20. RELATED PARTY TRANSACTIONS (continued)

Transactions with Related Parties

Transactions between related parties and the City are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above, the following transactions occurred with related parties:

	2024	2023
	\$	\$

Associated Entities / Individuals:

Sale of goods and services ¹	101,683	66,432
Purchase of goods and services ²	(900,506)	(866,264)
Contributions	(1,303,000)	(3,849,333)

Joint Venture Entities:

Management Fees	893	138
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Amounts Outstanding from Related Parties:

Trade and other receivables	231,000	231,000
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Amounts Payable to Related Parties:

Trade and other payables	(76,544)	(76,597)
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Note:

(1) Sale of goods and services

This is mainly being for the accounting and payroll services provided to the Bunbury-Harvey Regional Council.

(2) Purchase of goods and services

This mainly includes normal commercial transactions for the disposal of waste received by the Bunbury-Harvey Regional Council.

Related Parties

The City's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel.

ii. Entities subject to significant influence by the City

Any entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

iii. Joint venture entities accounts for under the equity method

The City has two joint venture arrangements, one with Bunbury-Harvey Regional Council and one with the Department of Primary Industries and Regional Development. For details of interest held in joint venture arrangements, refer Note 21.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

21. JOINT ARRANGEMENTS & INVESTMENT IN ASSOCIATES

(a) Joint Venture - Land Development Agreements

Under the original Joint Venture Agreement, the City and the Department of Primary Industries and Regional Development entered into a joint venture for the development, subdivision and sale of certain land in College Grove, Bunbury. The original Joint Venture Agreement operated for approximately ten (10) years with the City having a 36.33% equity and the Department of Primary Industries and Regional Development having a 63.67% equity in the subdivision.

A second Joint Venture Agreement between Landcorp, the City and the Minister on behalf of the State was subsequently entered into for the development, subdivision and sale of additional land in College Grove, Bunbury. The second Joint Venture Agreement covered an area of land primarily being the southern portion of the area of land covered by the original Joint Venture Agreement.

It was intended by the parties that the original Joint Venture Agreement would be terminated when the second Joint Venture Agreement was entered into but this did not occur because some land covered by the original Joint Venture Agreement had not been disposed of by the time the second Joint Venture Agreement was entered into by the parties.

Due to part of the land comprised in the second Joint Venture Agreement being ceded as Regional Open Space, as part of the proclamation of the Greater Bunbury Region Scheme and commitments made by the State Government that it would not undertake further development in College Grove, the development potential of the land comprised in the second Joint Venture Agreement was reduced. The State Government provided in lieu of the reduced area of the College Grove Subdivision, alternate land for development.

In an agreement dated 31 October 2013, the parties agreed to terminate the second Joint Venture Agreement so as to remove Landcorp from any further involvement, with the intent that the State Government and the City will continue to work together to achieve the remaining outcomes under the original Joint Venture Agreement and the second Joint Venture Agreement by entering into a new amended Joint Venture Agreement. The amended Joint Venture Agreement also terminates the original Joint Venture Agreement and compensates the City for its equity in the second Joint Venture by the transfer of freehold land to the City.

Under the amended College Grove Joint Venture Agreement the City of Bunbury has a one third (33.33%) equity in the subdivision and the Department of Primary Industries and Regional Development two thirds (66.67%) equity in the subdivision. The City of Bunbury is the appointed manager of the subdivision. The funds originally held in the College Grove Land subdivision Reserve Account represented proceeds from sales to date less development costs and have now been transferred to the amended College Grove Joint Venture Reserve to provide for the funding of future stages of the subdivision on behalf of the joint venture partners, eliminating the need to utilise borrowed funds.

After development costs and management fees are deducted from surplus income, profit on the subdivision will be distributed to the joint venture partners in proportion to their equities. No dividends were declared during 2023/24.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

21. JOINT ARRANGEMENTS & INVESTMENT IN ASSOCIATES (continued)

(a) Joint Ventures - Land Development Agreements (continued)

At 30 June 2024 the undistributed profits of the subdivision, which are held in Amended College Grove Joint Venture Reserve amount to:

		2024	2023
	NOTE	\$	\$
Dept of Primary Industries & Regional Development	66.67%	410,966 *	401,519 *
City of Bunbury	33.33%	214,221	209,498
		<u>625,187</u>	<u>611,017</u>

* Included as a non-creditor - Refer Note 12

The assets and liabilities associated with this joint venture are:

<i>Current Assets</i>			
Investments		625,187	611,017
Total Assets		<u>625,187</u>	<u>611,017</u>
<i>Current Liabilities</i>			
Total Liabilities		<u>-</u>	<u>-</u>

The income and expenses associated with this joint venture are:

Statement of Comprehensive Income

Other Revenue		32,927	18,429
Other Expenditure		(18,757)	(2,888)
Net Result for the Period		<u>14,170</u>	<u>15,541</u>

Other Comprehensive Income

Items that will not be reclassified subsequently to profit or loss

Changes in Asset Revaluation Surplus		-	-
Total Other Comprehensive Income for the Period		<u>-</u>	<u>-</u>

Total Comprehensive Income for the Period

	<u>14,170</u>	<u>15,541</u>
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(b) Investment in Associate - Bunbury Harvey Regional Council

The City of Bunbury has a share in the Net Assets in the Bunbury Harvey Regional Council (BHRC) as a member council together with the Shire of Harvey and has a commitment to fund the BHRC under the Regional Council Constitution Agreement. The BHRC provides services in waste management, resource recovery and environmental management and was established in accordance with the Local Government Act 1995.

In accordance with AASB128 the City's investment has been accounted for using the equity method. The value of this investment is based on the City's share of 50% Net Assets as disclosed in the Financial Statements of the BHRC for 2023/24. The City's equity share (i.e. ownership interest) is based on the City's estimated interest in BHRC and is subject to final negotiation with the Shire of Harvey during 2024/25.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

21. JOINT ARRANGEMENTS & INVESTMENT IN ASSOCIATES (continued)

(b) Investment in Associate - Bunbury Harvey Regional Council (continued)

	2024	2023
	\$	\$
Summarised Statement of Comprehensive Income		
Revenue	7,677,445	12,766,785
Interest Revenue	88,350	84,414
Finance Charge	(956)	(580)
Depreciation	<u>(482,945)</u>	<u>(596,787)</u>
Profit/(Loss) from continuing operations	483,999	5,325,016
Profit/(Loss) for the period	483,999	5,325,016
Changes in asset revaluations surplus	-	<u>1,180,426</u>
Total comprehensive income for the period	483,999	6,505,442
Summarised statement of financial position		
Cash and cash equivalents	5,190,506	3,438,772
Other current assets	<u>776,912</u>	<u>541,106</u>
Total Current Assets	5,967,418	3,979,878
Non-current Assets	<u>4,842,400</u>	<u>5,459,522</u>
Total Assets	10,809,818	9,439,400
Current financial liabilities	15,133	13,946
Other Current Liabilities	<u>3,497,321</u>	<u>2,629,897</u>
Total Current Liabilities	3,512,454	2,643,843
Non-current liabilities	<u>44,904</u>	<u>27,096</u>
Total Liabilities	3,557,358	2,670,939
Net Assets	7,252,460	6,768,461
Reconciliation to carrying amounts		
Opening net assets 1 July	6,768,461	263,019
Profit/(Loss) for the period	483,999	5,325,016
Other Comprehensive income	-	<u>1,180,426</u>
Closing net assets 30 June	7,252,460	6,768,461
Carrying amount at 1 July	3,384,230	131,509
- Share of associates net profit(loss) for the period	242,000	2,662,508
- Share of associates other comprehensive income arising during the period	<u>-</u>	<u>590,213</u>
Carrying amount at 30 June	3,626,230	3,384,230

MATERIAL ACCOUNTING POLICIES

Investments in associates

An associate is an entity over which the City has significant influence, that is it has the power to participate in the financial and operating policy decisions of the investee but does not have control or joint control of those policies.

Investments in associates are accounted for using the equity method. The equity method of accounting is whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

22. FINANCIAL RISK MANAGEMENT

This note explains the City's exposure to financial risks and how these risks could affect the City's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates.	Sensitivity analysis	Utilise fixed interest rate borrowings.
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments.	Ageing analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy.
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities.

The City does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance department under policies approved by the Council. The finance department identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The City's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the City of cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the City to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, and term deposits held disclosed as financial assets at amortised cost are reflected in the following table.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

22. FINANCIAL RISK MANAGEMENT (continued)

(a) Interest rate risk (continued)

	Weighted Average Interest Rate %	Carrying Amounts \$	Fixed Interest Rate \$	Variable Interest Rate \$	Non Interest Bearing \$
2024					
Cash and cash equivalents	4.65%	34,478,473	24,598,055	9,880,418	-
2023					
Cash and cash equivalents	4.52%	36,020,014	28,301,918	7,718,096	-

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2024 \$	2023 \$
Impact of a 1% movement in interest rates on profit and loss and equity ⁽¹⁾	344,785	360,200

Notes:

⁽¹⁾ Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rate could adversely affect funding costs. The City manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The City does not consider there to be any interest rate risk in relation to borrowings.

Details of interest rates applicable to each borrowing may be found at Note 28(a).

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

22. FINANCIAL RISK MANAGEMENT (continued)

(b) Credit risk

Trade and Other Receivables

The City's major trade and other receivables comprise contractual non-statutory user fees and charges, grants, contributions and reimbursements. The major risk associated with these receivables is credit risk - the risk that the debts may not be repaid. The City manages this risk by monitoring outstanding debt and employing debt recovery policies.

Credit risk on rates and annual charges is minimised by the ability of the City to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The City is able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The City applies the AASB 9 Financial Instruments simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade and other receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2023 or 1 July 2024 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment of rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2024 and 30 June 2023 for rates receivable was determined as follows:

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2024					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	1,356,962	569,018	306,653	807,850	3,040,483
Loss allowance	-	-	-	-	-
30 June 2023					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	1,233,955	480,126	281,268	691,205	2,686,554
Loss allowance	-	-	-	-	-

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

22. FINANCIAL RISK MANAGEMENT (continued)

(b) Credit risk (continued)

Trade and Other Receivables (continued)

The loss allowance as at 30 June 2024 and 30 June 2023 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2024					
Sundry receivables and infringements					
Expected credit loss	4.59%	0.00%	0.00%	0.00%	
Gross carrying amount	5,036,831	50,041	50,041	53,052	5,189,965
Loss allowance	231,000	-	-	-	231,000
30 June 2023					
Sundry receivables and infringements					
Expected credit loss	15.94%	0.00%	0.00%	0.00%	
Gross carrying amount	1,448,983	40,768	187,235	286,830	1,963,816
Loss allowance	231,000	-	-	-	231,000

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

22. FINANCIAL RISK MANAGEMENT (continued)

(b) Credit risk (continued)

Trade, other receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the City, and a failure to make contractual payments for the period of greater than 120 days past due.

Impairment losses on rates and statutory receivables, trade, other receivables and contract assets are presented as net impairment losses within other expenditure. Subsequent recoveries of amounts previously written off are credited against the same line item.

Contract Assets

The City's contract assets represent work completed, which have not been invoiced at year end. This is due to the City not having met all the performance obligations in the contract which give an unconditional right to receive consideration. The City applies the simplified approach to measure expected credit losses which uses a lifetime expected loss allowance for all contract assets. To measure the expected credit losses, contract assets have been grouped based on shared credit risk characteristics and the days past due. Contract assets have substantially the same risk characteristics as the trade receivables for the same types of contracts. The City has therefore concluded that the expected loss rates for trade receivables are a reasonable approximation of the loss rates for the contract assets.

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk - that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The City manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 17(c).

The contractual undiscounted cash flows of the City's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total Contractual cash flows \$	Carrying values \$
2024 Payables	10,037,988	410,966	-	10,448,954	10,448,954
Borrowings	3,328,613	11,819,943	4,652,881	19,801,437	16,447,036
Lease Liabilities	288,474	807,211	-	1,095,685	998,991
	13,655,075	13,038,120	4,652,881	31,346,076	27,894,981
2023 Payables	7,303,933	401,519	-	7,705,452	7,705,452
Borrowings	2,808,403	7,957,934	1,588,822	12,355,159	10,610,150
Lease Liabilities	106,755	338,059	-	444,814	406,929
	10,219,091	8,697,512	1,588,822	20,505,425	18,722,531

**CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There were no material events after 30 June 2024 that require inclusion in the notes to the Financial Statements.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

24. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the City's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of the financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

24. OTHER SIGNIFICANT ACCOUNTING POLICIES (continued)

i) Fair value hierarchy (continued)

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

i) Fair value hierarchy (continued)

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the City's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

25. FUNCTION AND ACTIVITY

a) Service objectives and descriptions

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
LAW, ORDER AND PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
EDUCATION AND WELFARE	To provide services to disadvantaged persons, the elderly, children and youth.	Elderly person's activities and support, community services planning, disabled persons, youth services, aboriginal issues, Meal on Wheels centre, other welfare and voluntary persons.
COMMUNITY AMENITIES	To provide services required by the community.	Refuse collection services, including recycling, greenwaste and hardwaste. Administration of the Town Planning Scheme, public amenities and urban stormwater drainage works. Protection of the environment, coastline and waterways. Environmental planning.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resource which will help the social wellbeing of the community.	Maintenance of halls, recreation and cultural facilities, including sportsgrounds, parks, gardens, reserves, playgrounds and foreshore amenities. Maintenance of boat ramps and jetties. Townscape works. Operation of the Libraries, South West Sports Centre, Bunbury Wildlife Park, Bunbury Regional Art Gallery, Bunbury Regional Entertainment Centre, Bunbury Museum and Heritage Centre and other cultural activities.
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, drainage, footpaths, bridges and traffic signs. Maintenance of pump stations and road verges, strategic planning for transport and traffic flows, street lighting and street cleaning, airport operation; parking control and car park maintenance.
ECONOMIC SERVICES	To help promote the City and its economic well-being.	Tourism and area promotion, operation of the Visitor Centre, International relationship expenses, City marketing and economic development, implementation of building control, operation of plant nursery.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

25. FUNCTION AND ACTIVITY (continued)

b) Income and expenses	2024	2023
	Actual	Actual
	\$	\$
Income excluding grants, subsidies and contributions and capital grants, subsidies and contributions		
General Purpose Funding	49,232,625	45,320,622
Governance	2,173	1,759
Law, Order and Public Safety	153,518	176,802
Health	491,567	455,917
Education and Welfare	3,729	3,313
Community Amenities	8,271,055	9,810,945
Recreation and Culture	5,573,413	4,929,315
Transport	303,889	237,367
Economic Services	284,183	263,688
Other Property and Services	1,024,701	1,375,028
	<hr/>	<hr/>
	65,340,853	62,574,756
 Grants, subsidies and contributions and capital grants, subsidies and contributions		
General Purpose Funding	2,276,146	2,595,043
Governance	8,182	7,045
Law, Order and Public Safety	330,504	257,111
Health	1,417	1,925
Education and Welfare	1,020	-
Community Amenities	379,333	257,033
Recreation and Culture	11,251,852	1,655,196
Transport	3,995,463	2,138,337
Economic Services	107,447	88,000
Other Property and Services	894,182	634,552
	<hr/>	<hr/>
	19,245,546	7,634,242
 Total Income	 <hr/> 84,586,399	 <hr/> 70,208,998
 Expenses		
General Purpose Funding	(736,807)	(847,625)
Governance	(4,991,667)	(3,956,853)
Law, Order and Public Safety	(2,140,216)	(1,988,454)
Health	(1,542,904)	(1,317,310)
Education and Welfare	(1,300,455)	(844,100)
Community Amenities	(13,842,766)	(14,325,810)
Recreation and Culture	(34,048,229)	(26,519,922)
Transport	(10,415,252)	(10,180,621)
Economic Services	(4,109,413)	(3,366,288)
Other Property and Services	(10,416,215)	(13,398,438)
	<hr/>	<hr/>
Total Expenses	(83,543,924)	(76,745,421)
 Net result for the period	 <hr/> 1,042,475	 <hr/> (6,536,423)

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

25. FUNCTION AND ACTIVITY (continued)

(c) Total Assets	2024	2023
	Actual	Actual
	\$	\$
General Purpose Funding	3,080,180	2,688,054
Governance	12,140,622	12,185,996
Law, Order and Public Safety	6,390,423	6,353,968
Health	2,919,423	2,981,821
Education and Welfare	3,239,753	3,334,305
Community Amenities	165,385,374	76,469,584
Recreation and Culture	227,569,545	212,839,575
Transport	140,076,865	140,074,378
Economic Services	12,127,043	12,218,912
Other Property and Services	21,958,378	22,447,830
Unallocated	19,656,223	23,111,914
	614,543,829	514,706,337

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

26. RATING INFORMATION

RATE TYPE	Rate in \$ (cents)	Number of Properties	2023/24 Actual Rateable Value* (\$)	2023/24 Actual Rate Revenue (\$)	2023/24 Actual Interim Rates (\$)	2023/24 Actual Back Rates (\$)	2023/24 Actual Total Revenue (\$)	2023/24 Budget Rate Revenue (\$)	2023/24 Budget Interims (\$)	2023/24 Budget Back Rates (\$)	2023/24 Budget Total Revenue (\$)	2022/23 Actual Total Revenue (\$)
General rate												
Gross rental valuations												
General	10.6900	14,316	400,042,731	42,764,568	234,620	-	42,999,188	42,767,348	126,095	-	42,893,443	39,880,572
Sub - Total		14,316	400,042,731	42,764,568	234,620	-	42,999,188	42,767,348	126,095	-	42,893,443	39,880,572
	Minimum \$											
Minimum payment	1,423	2,393	24,842,290	3,405,239	-	-	3,405,239	3,402,393	-	-	3,402,393	3,214,610
Sub - Total		2,393	24,842,290	3,405,239	-	-	3,405,239	3,402,393	-	-	3,402,393	3,214,610
Total general rates and minimum payments		16,709	424,885,021	46,169,807	234,620	-	46,404,427	46,169,741	126,095	-	46,295,836	43,095,182
Specified Area Rates												
Gross Rental Valuations												
Pelican Point Grand Canal	1.3660	169	4,105,500	56,082	108	-	56,190	56,081	-	-	56,081	52,406
Total Amount raised from rates (excluding general rates)							56,190				56,081	52,406
Concessions							(144,411)				(143,870)	(140,194)
TOTAL RATES							46,316,206				46,208,047	43,007,394
Rate instalment interest							278,176				240,000	237,631
Rate overdue interest							298,050				175,000	180,530

The rate revenue was recognised from the rate record as soon as practicable after the City resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

* Rateable value at time of raising of rate.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

27. DETERMINATION OF SURPLUS OR DEFICIT

		2024	2024	2023
		(30 June 2024	Budget	(30 June 2023
	NOTE	Carried	Carried	Carried Forward)
		Forward)	Forward)	Carried Forward)
		\$	\$	\$
(a) Non-Cash Amounts Excluded from Operating Activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to Operating Activities				
Less: Profit on Asset Disposals		(138,080)	(605,205)	(267,322)
Less: Fair Value Adjustments to financial assets at fair value through profit and loss	4(b)	(3,363)	-	(7,372)
Less: Share of net profit of associates and joint ventures accounted for using the equity method	12	9,447	-	10,361
Add: Disposal of lease		-	-	(4,995)
Add: Loss on Disposal of Assets		3,956,531	-	1,459,097
Add: Share of net profit of associates and joint ventures accounted for using the equity method	21(b)	(242,000)	-	(2,662,508)
Add: Depreciation on Assets		15,234,735	13,774,012	14,481,576
Non-cash movements in non-current assets and liabilities				
Deferred Pensioner Rates	5	(74,062)	-	(98,759)
Employee Benefit Provisions	15	85,348	62,100	(9,630)
Non-Cash Amounts Excluded from Operating Activities		18,828,556	13,230,907	12,900,448
(b) Surplus / (Deficit) After Imposition of General Rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to Net Current Assets				
Less: Reserves/Unspent loans - Restricted Cash	28(c)/29	(22,367,371)	(14,832,211)	(21,517,127)
Less: Financial Assets at Amortised Cost				
- Self-Supporting Loans	4(a)	(36,816)	(47,468)	(66,732)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	14	2,585,983	2,293,800	2,345,114
- Current portion lease liabilities	11(b)	248,418	-	91,194
Total Adjustments to Net Current Assets		(19,569,786)	(12,585,879)	(19,147,551)
Net Current Assets Used in the Statement of Financial Activity				
Total Current Assets		43,775,439	29,895,213	41,207,536
Less: Total Current Liabilities		(19,385,078)	(17,149,150)	(17,159,859)
Less: Total Adjustments to Net Current Assets		(19,569,786)	(12,585,879)	(19,147,551)
Surplus of deficit after imposition of general rates		4,820,575	160,184	4,900,126

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

28. BORROWINGS AND LEASE LIABILITIES

(a) Loan Principal and Interest Repayments

Particulars	Institution	Interest Rate %	Principal 01-Jul-23 \$	New Loans \$	Principal Repayments		Principal 30-Jun-24		Interest Repayments	
					Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Community Amenities										
369 Urban Stormwater Drainage	WATC ⁽¹⁾	3.46	363,059	-	178,416	178,416	184,643	184,643	13,224	13,224
379 Public Amenities	WATC ⁽¹⁾	2.91	86,989	-	20,814	20,814	66,175	66,175	2,953	2,954
Sub Total			450,048	-	199,230	199,230	250,818	250,818	16,177	16,178
Recreation and Culture										
362 Bunbury Entertainment Centre Expansion	WATC ⁽¹⁾	4.36	521,479	-	521,479	521,479	-	-	17,310	19,682
365 Hay Park South Multi Sports Pavilion	WATC ⁽¹⁾	3.46	290,904	-	142,957	142,957	147,947	147,947	10,595	10,595
367 Glen Iris Skate Park	WATC ⁽¹⁾	4.36	30,725	-	30,725	30,726	-	-	1,020	1,160
372 Hay Park Sports Pavilion	WATC ⁽¹⁾	2.68	106,899	-	34,689	34,689	72,210	72,210	3,320	3,320
373 Bunbury Museum & Heritage	WATC ⁽¹⁾	2.91	127,438	-	30,493	30,493	96,945	96,945	4,327	4,327
380 Bunbury Bowling Club*	WATC ⁽¹⁾	2.55	30,332	-	8,394	8,394	21,938	21,938	909	909
382 Stirling Street Arts Centre	WATC ⁽¹⁾	2.43	565,846	-	88,706	88,706	477,140	477,140	17,013	17,013
385 Bunbury and Districts Hockey Club*	WATC ⁽¹⁾	1.99	31,200	-	31,200	31,200	-	-	578	578
388 Hay Park North Pavilion	WATC ⁽¹⁾	5.29	873,204	-	80,362	80,362	792,842	792,842	45,152	45,148
389 Youth Precinct	WATC ⁽¹⁾	5.29	2,757,488	-	253,773	253,773	2,503,715	2,503,715	142,585	142,572
390 Athletics Track Surface	WATC ⁽¹⁾	4.96	244,946	-	57,423	57,423	187,523	187,523	11,436	11,449
391 Bunbury and Districts Hockey Club*	WATC ⁽¹⁾	3.90	130,819	-	27,138	27,138	103,681	103,681	5,697	5,710
392 Forrest Park Pavilion	WATC ⁽¹⁾	4.80	-	2,470,000	-	-	2,470,000	2,470,000	616	-
393 Hands Oval Upgrade	WATC ⁽¹⁾	4.80	-	4,712,000	-	-	4,712,000	4,712,000	1,174	-
Sub Total			5,711,280	7,182,000	1,307,339	1,307,340	11,585,941	11,585,941	261,732	262,463
Sub Total			6,161,328	7,182,000	1,506,569	1,506,570	11,836,759	11,836,759	277,909	278,641

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

28. BORROWINGS AND LEASE LIABILITIES (continued)

(a) Loan Principal and Interest Repayments (continued)

Particulars	Institution	Interest Rate %	Principal 01-Jul-23 \$	New Loans \$	Principal Repayments		Principal 30-Jun-24		Interest Repayments	
					Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Transport										
368 Path and Road Construction	WATC ⁽¹⁾	3.46	228,339	-	112,211	112,211	116,128	116,128	8,317	8,317
370 Airport Upgrades	WATC ⁽¹⁾	3.46	55,715	-	27,380	27,380	28,335	28,335	2,029	2,029
378 Roadworks and Path Construction	WATC ⁽¹⁾	2.91	339,256	-	81,175	81,175	258,081	258,081	11,519	11,519
383 Road Construction	WATC ⁽¹⁾	2.43	314,358	-	49,281	49,281	265,077	265,077	9,452	9,452
387 Marine Walls	WATC ⁽¹⁾	2.03	535,377	-	73,465	73,465	461,912	461,912	10,509	10,509
394 Road & Path Construction	WATC ⁽¹⁾	4.50	-	1,000,000	-	-	1,000,000	1,000,000	248	-
Sub Total			1,473,045	1,000,000	343,512	343,512	2,129,533	2,129,533	42,074	41,826
Other Property and Services										
319 Civic Administration Building	CBA ⁽²⁾	6.48	1,356,610	-	191,489	191,489	1,165,121	1,165,121	85,112	85,112
381 Depot Construction	WATC ⁽¹⁾	3.21	1,619,167	-	303,544	303,544	1,315,623	1,315,623	60,320	60,320
Sub Total			2,975,777	-	495,033	495,033	2,480,744	2,480,744	145,432	145,432
TOTAL			10,610,150	8,182,000	2,345,114	2,345,115	16,447,036	16,447,036	465,415	465,899

⁽¹⁾ WA Treasury Corporation

⁽²⁾ Commonwealth Bank of Australia

* Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

<u>Total Interest 2023/24</u>	
Actual	465,415
Accrued	4,165
	<u><u>469,580</u></u>

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

28. BORROWINGS AND LEASE LIABILITIES (continued)

(b) New Borrowings 2023/24

Particulars / Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges \$	Interest Rate * %	Amount Used		Balance Unspent \$
	Actual \$	Budget \$						Actual \$	Budget \$	
Recreation and Culture										
392 Forrest Park Pavilion	2,470,000	2,470,000	WATC	Debenture	10	766,448	4.80	2,184,289	2,470,000	285,711
393 Hands Oval Upgrade	4,712,000	4,712,000	WATC	Debenture	10	1,462,147	4.80	3,078,134	4,712,000	1,633,866
394 Road & Path Construction	1,000,000	1,000,000	WATC	Debenture	5	147,909	4.50	1,000,000	1,000,000	-
	8,182,000	8,182,000						6,262,423	8,182,000	1,919,577

* Inclusive of Government Guarantee Fee - currently 0.70% pa

(c) Unspent Borrowings

Particulars / Purpose	Institution	Date Borrowed	Unspent Balance 1 July 2023 \$	Borrowed During Year \$	Expended During Year \$	Unspent Balance 30 June 2024 \$
392 Forrest Park Pavilion	WATC	18/06/2024	-	2,470,000	(2,184,289)	285,711
393 Hands Oval Upgrade	WATC	18/06/2024	-	4,712,000	(3,078,134)	1,633,866
			-	7,182,000	(5,262,423)	1,919,577

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

28. BORROWINGS AND LEASE LIABILITIES (continued)

(d) Lease Liabilities

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Actual Lease Principal 1 July 2023 \$	New Leases \$	Principal Repayments		Principal 30-Jun-24		Interest Repayments	
							Actual \$	Budgeted \$	Actual \$	Budgeted \$	Actual \$	Budgeted \$
Recreation and Culture												
Gym Equipment	E6TEC64058	Maia Financial	4.52%	48 mths	-	357,490	62,227	63,974	295,263	293,516	11,421	19,152
Gym Equipment	E6TEC64059	Maia Financial	4.56%	72 mths	-	436,259	48,267	48,266	387,992	387,993	14,374	14,374
Transport												
Smart Parking	E6N0163811	Maia Financial	4.26%	60 mths	406,930	-	91,194	91,194	315,736	315,736	15,561	15,561
TOTAL					406,930	793,749	201,688	203,434	998,991	997,245	41,356	49,087

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

29. RESERVES - CASH BACKED

	2024 Actual \$	2024 Budget \$	2023 Actual \$
Airport			
<i>Purpose: To receipt funds from airport leases for the future provision of asset management and expansion projects at the airport</i>			
Opening Balance	349,200	346,329	311,416
Amount Set Aside / Transfer to Reserve	244,431	237,500	240,472
Amount Used / Transfer from Reserve	(277,653)	(298,838)	(202,688)
	315,978	284,991	349,200
Asset Management and Renewal			
<i>Purpose: To provide funding for future asset management and renewal programs and projects</i>			
Opening Balance	4,098,161	4,088,712	5,385,279
Amount Set Aside / Transfer to Reserve	1,400,789	1,237,461	1,242,794
Amount Used / Transfer from Reserve	(2,071,972)	(3,493,242)	(2,529,912)
	3,426,978	1,832,931	4,098,161
Bunbury Museum and Heritage Centre			
<i>Purpose: To provide funding for the Bunbury Museum and Heritage Centre</i>			
Opening Balance	14,107	15,130	12,665
Amount Set Aside / Transfer to Reserve	7,380	-	1,442
Amount Used / Transfer from Reserve	-	-	-
	21,487	15,130	14,107
Canal Management			
<i>Purpose: To receipt specific area rating from the Pelican Point Canal Development to provide for the ongoing management and maintenance of the canal residential and commercial area</i>			
Opening Balance	685,482	668,595	645,389
Amount Set Aside / Transfer to Reserve	85,615	56,060	69,291
Amount Used / Transfer from Reserve	(13,980)	(10,000)	(29,198)
	757,117	714,655	685,482
City Arts Collection			
<i>Purpose: For the purchase and upgrade of City Art Collections</i>			
Opening Balance	30,046	30,046	45,046
Amount Set Aside / Transfer to Reserve	2,015	-	-
Amount Used / Transfer from Reserve	-	-	(15,000)
	32,061	30,046	30,046
City Growth and Major Development			
<i>Purpose: To provide funds for the development and implementation of strategic projects</i>			
Opening Balance	3,339,755	3,370,252	3,607,520
Amount Set Aside / Transfer to Reserve	747,961	897,961	417,201
Amount Used / Transfer from Reserve	(1,024,051)	(2,780,409)	(684,966)
	3,063,665	1,487,804	3,339,755

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

29. RESERVES - CASH BACKED (continued)

	2024 Actual \$	2024 Budget \$	2023 Actual \$
City of Bunbury General Parking			
<i>Purpose: To fund motor vehicle parking requirements within the City of Bunbury and promotion of the CBD</i>			
Opening Balance	5,340,196	5,316,181	8,232,541
Amount Set Aside / Transfer to Reserve	580,225	562,000	355,673
Amount Used / Transfer from Reserve	(646,608)	(1,966,085)	(3,248,018)
	5,273,813	3,912,096	5,340,196
College Grove Subdivision Amended Joint Venture			
<i>Purpose: To provide funding for the development of land relating to the amended College Grove joint venture</i>			
Opening Balance	611,017	615,476	595,476
Amount Set Aside / Transfer to Reserve	17,058	22,500	18,429
Amount Used / Transfer from Reserve	(2,888)	-	(2,888)
	625,187	637,976	611,017
Disaster Relief Fund - (City of Bunbury)			
<i>Purpose: To provide relief of personal hardship and distress arising from natural disasters</i>			
Opening Balance	100,000	100,000	100,000
Amount Set Aside / Transfer to Reserve	-	20,000	-
Amount Used / Transfer from Reserve	-	(20,000)	-
	100,000	100,000	100,000
Employee Entitlements and Insurance			
<i>Purpose: To provide future funds for employee related entitlements and insurance liabilities</i>			
Opening Balance	1,166,618	1,166,618	1,180,372
Amount Set Aside / Transfer to Reserve	37,000	-	-
Amount Used / Transfer from Reserve	(84,961)	-	(13,754)
	1,118,657	1,166,618	1,166,618
Environmental			
<i>Purpose: For the future provision of environmental management and associated projects</i>			
Opening Balance	9,359	9,359	9,359
Amount Set Aside / Transfer to Reserve	187,577	-	-
Amount Used / Transfer from Reserve	-	-	-
	196,936	9,359	9,359
Hay Park Regional Athletics Track			
<i>Purpose: To retain funds for the future replacement of the regional athletics track</i>			
Opening Balance	217,824	217,824	117,824
Amount Set Aside / Transfer to Reserve	100,000	100,000	100,000
Amount Used / Transfer from Reserve	-	-	-
	317,824	317,824	217,824

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

29. RESERVES - CASH BACKED (continued)

	2024 Actual \$	2024 Budget \$	2023 Actual \$
Heritage Building Maintenance			
<i>Purpose: To provide funding for the maintenance of heritage buildings</i>			
Opening Balance	27,500	27,500	27,500
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	-	-	-
	27,500	27,500	27,500
Infrastructure Development			
<i>Purpose: To receipt funds specifically raised from the annual rates levied for the renewal and upgrade of existing infrastructure assets</i>			
Opening Balance	1,741,231	1,761,171	1,193,969
Amount Set Aside / Transfer to Reserve	1,502,355	1,502,355	1,502,335
Amount Used / Transfer from Reserve	(2,362,325)	(3,013,376)	(955,073)
	881,261	250,150	1,741,231
Land Subdivision and Development			
<i>Purpose: To provide funding for land subdivision development</i>			
Opening Balance	100,000	100,000	327,130
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	(28,668)	(100,000)	(227,130)
	71,332	-	100,000
Local Planning Policy Framework			
<i>Purpose: To provide funding for Local Planning Policy Framework</i>			
Opening Balance	267,874	267,874	217,874
Amount Set Aside / Transfer to Reserve	-	-	50,000
Amount Used / Transfer from Reserve	-	(150,000)	-
	267,874	117,874	267,874
Meat Inspection			
<i>Purpose: To make funds available to enable the monitoring of annual meat inspection income and expenditure to ensure as far as possible the service is carried out on a self-balancing basis</i>			
Opening Balance	400,224	373,328	413,957
Amount Set Aside / Transfer to Reserve	348,635	347,200	316,185
Amount Used / Transfer from Reserve	(377,684)	(376,249)	(329,918)
	371,175	344,279	400,224

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

29. RESERVES - CASH BACKED (continued)

	2024	2024	2023
	Actual	Budget	Actual
	\$	\$	\$
Planning and Development Act Developer Contributions			
<i>Purpose: To hold cash in lieu of open space contributions from property developers, to be used in accordance with Section 154(2) of the Planning and Development Act 2005</i>			
Opening Balance	293,805	284,387	120,387
Amount Set Aside / Transfer to Reserve	13,545	10,000	173,418
Amount Used / Transfer from Reserve	-	-	-
	307,350	294,387	293,805
Public Art			
<i>Purpose: To provide funding for the installation of artworks in public spaces</i>			
Opening Balance	187,433	187,433	162,433
Amount Set Aside / Transfer to Reserve	50,000	50,000	25,000
Amount Used / Transfer from Reserve	-	-	-
	237,433	237,433	187,433
Refuse Collection and Waste Minimisation			
<i>Purpose: To receipt any annual surplus from the City's waste collection/minimisation program to provide funding for the City's sanitation program</i>			
Opening Balance	1,901,510	2,124,418	2,030,336
Amount Set Aside / Transfer to Reserve	7,783,017	7,881,621	7,007,862
Amount Used / Transfer from Reserve	(7,234,160)	(7,460,666)	(7,136,688)
	2,450,367	2,545,373	1,901,510
Road Upgrade Contributions			
<i>Purpose: To receipt funds received from the City's subdivision conditions for the future provision of road improvements and traffic management measures to benefit road infrastructure</i>			
Opening Balance	190,578	190,578	190,578
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	-	-	-
	190,578	190,578	190,578
Town Planning Scheme Land Acquisition and Compensation			
<i>Purpose: For land acquisitions and compensation payable in respect to the implementation of the City's Town Planning Schemes</i>			
Opening Balance	132,505	132,505	132,505
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	(7,475)	-	-
	125,030	132,505	132,505

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

29. RESERVES - CASH BACKED (continued)

	2024	2024	2023
	Actual	Budget	Actual
	\$	\$	\$
Withers			
<i>Purpose: To provide funding for the implementation of the Withers Action Plan</i>			
Opening Balance	312,702	312,702	389,008
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	(44,511)	(130,000)	(76,306)
	<u>268,191</u>	<u>182,702</u>	<u>312,702</u>
TOTAL RESERVES	<u>20,447,794</u>	<u>14,832,211</u>	<u>21,517,127</u>
Reserves Summary			
Total Opening Balance	<u>21,517,127</u>	<u>21,706,418</u>	<u>25,448,564</u>
Total Amount Set Aside / Transfer to Reserve	13,107,603	12,924,658	11,520,102
Total Amount Used / Transfer from Reserve	(14,176,936)	(19,798,865)	(15,451,539)
Net Transfers to / (from) Reserves	<u>(1,069,333)</u>	<u>(6,874,207)</u>	<u>(3,931,437)</u>
TOTAL RESERVES	<u>20,447,794</u>	<u>14,832,211</u>	<u>21,517,127</u>

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

Reserve funds are anticipated to be utilised as forecast in the City's adopted Corporate Business Plan and Long Term Financial Plans.

CITY OF BUNBURY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

30. TRUST FUNDS

(a) Cash Funds held in Trust

Funds held at balance date over which the City of Bunbury has no control and which are not included in the financial statements are as follows:

	Balance 1-Jul-23 \$	Amounts Received \$	Amounts Paid \$	Balance 30-Jun-24 \$
Glen Iris Structure Plan	1,667,938	77,651	-	1,745,589
Donations and Grants	2,473	-	-	2,473
Unclaimed Monies	66,624	4,587	(18,424)	52,787
Fees Collected	50,336	377,182	(354,446)	73,072
Miscellaneous	6,466	147	(147)	6,466
Artist Payments	5,795	52,333	(57,423)	705
Tuart Brook Local Structure Plan	168,694	7,852	-	176,546
Planning and Development Act s154	12,326	665	-	12,991
Mosquito Control (CLAG)	36,260	902	-	37,162
Setagaya Student Payments	-	15,050	(8,500)	6,550
SW Emergency Management	5,540	-	-	5,540
Security Camera Contributions	5,000	-	-	5,000
Brookfield Rail Agreement	99,233	18,875	-	118,108
	2,126,685	555,244	(438,940)	2,242,989

(b) Assets held in Trust

The City of Bunbury holds in trust various equipment, furniture and fittings for charitable purposes as listed in the Deed of Declaration of Charitable Trust: Bunbury Regional Art Gallery, dated 15th September 2014.



Auditor General

INDEPENDENT AUDITOR'S REPORT

2024

City of Bunbury

To the Council of the City of Bunbury

Opinion

I have audited the financial report of the City of Bunbury (City) which comprises:

- the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the City for the year ended 30 June 2024 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2024, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the City is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the City's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the City.

The Council is responsible for overseeing the City's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the City of Bunbury for the year ended 30 June 2024 included in the annual report on the City's website. The City's management is responsible for the integrity of the City's website. This audit does not provide assurance on the integrity of the City's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the City to confirm the information contained in the website version.

Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
20 November 2024

10.1.11 Audit Management Letter for the year ending 30 June 2024

File Ref:	COB/5574
Applicant/Proponent:	Audit Committee
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.1.11-A: Audit Management Letter

Summary

Following the 30 June 2024 financial audit, the City’s auditor, the Auditor General, has issued their Management Letter (attached at Appendix 10.1.11-A). The Management Letter comments on matters noted during the audit and provides recommendations to be considered.

The following three matters were raised in the Management Letter:

1. Bunbury Harvey Regional Council
2. Information Technology Controls
3. Procurement – Segregation of Duties

A management comment responding each of these finding is included in the Management Letter attached.

Committee & Executive Recommendation

That Council notes the Management Letter for the City of Bunbury annual financial audit for the year ending 30 June 2024.

Voting Requirements: Simple Majority

Background

At the completion of the annual financial audit the Auditor (if required) will provide a list of deficiencies in internal control and other matters that were identified during the audit.

Council Policy Compliance

There are no Council policies relating to this report.

Legislative Compliance

Section 7.9(1) of the Act requires the auditor to submit a report to the local government by 31 December each year.

Section 7.12A(2) of the Act requires a local government to meet with its Auditor at least once each year.

Officer Comments

Officer comments on the three items identified by Auditor General have been included in the Management Letter attachment.

Analysis of Financial and Budget Implications

There are no financial or budget implications for Council to note the Management Letter.

Community Consultation

Not required.

Elected Member/Officer Consultation

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

Timeline: Council Decision Implementation

Effective immediately once adopted by Council.

CITY OF BUNBURY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Bunbury Harvey Regional Council (BHRC) Joint Venture	No	✓			✓
2. Information Technology Controls	No		✓		
3. Procurement – Segregation of Duties	No		✓		

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

CITY OF BUNBURY**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****1. Bunbury Harvey Regional Council (BHRC) Joint Venture****Finding 2024**

We noted that although the City did account for their investment in BHRC using the equity method in accordance with AASB 128, a concrete agreement determining the actual split between the City of Bunbury and the Shire of Harvey is still yet to be finalised.

Therefore, the issue is still not resolved. This issue has now been outstanding for a number of years.

Finding 2023

We noted that although the City did account for their investment in BHRC using the equity method in accordance with AASB 128, a concrete agreement determining the actual split between the City of Bunbury and the Shire of Harvey is still yet to be finalised.

Rating: Significant

Implication

The City's share of net assets as disclosed in the financial statement of BHRC is reflected in their accounts, however a reasonable split has been used as opposed to an agreed split as determined by a concrete agreement, hence potentially misstates the City's net asset position and corresponding profit/loss position.

Recommendation

The City should come to an agreement with the Shire of Harvey to seek final clarification of its share in BHRC to be able to include its interest in the BHRC accurately in the future.

Management comment

The process to reach an agreement between the City and Shire of Harvey on the equity split of the BHRC is still on-going. In September 2024, BHRC engaged consultant Mark Newman to conduct a review of BHRC and to assist both the Shire of Harvey and the City resolve the share of equity issue. Unfortunately, Mr Newman resigned before completing this project. Negotiations are continuing between the Shire of Harvey and the City.

Responsible person: Alan Ferris, CEO
Completion date: 30 June 2024

CITY OF BUNBURY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. Information Technology Controls**Finding**

During our review of information technology systems and controls, we identified the following weaknesses to be addressed:

1. IT personnel performance indicators have not been established and therefore not being reported on a regular basis; and
2. The business continuity plan is not tested on a periodic basis.

Rating: Moderate

Implication

Lack of IT performance indicators increases the risk of the IT resources not being aligned to the City's strategies and priorities.

The identified weaknesses in the City's IT framework leaves the City vulnerable to potential cyber security threats and data breaches. Without proper processes to follow, employees may not have the knowledge and skills to recognise and respond to security incidents, making them more susceptible to phishing attacks, malware infections, and other cybersecurity risks.

Recommendation

The City should look to address the above weaknesses to help reduce risks relating to IT to an acceptable level.

Management comment

1. Performance indicators are present in the form of achieving key outcomes through projects and other initiatives established in the ICT plan, the IT team's performance is regularly monitored against these objectives. We will continue to refine our performance indicators as needed to ensure alignment with the City's strategies and priorities.
2. Correct, not tested due to major uplift project in progress which will significantly change the plan.

Responsible person: Elijah Glass, Manager Information Services
Completion date: N/A

CITY OF BUNBURY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. Procurement – Segregation of Duties**Finding**

Our sample testing of expenditure internal controls noted the following:

1. an instance (out of six transactions tested) where the purchase order was dated after the date of the corresponding supplier invoice was received.
2. two instances (out of six transactions tested) where the purchase order was raised, approved and matched to the supplier invoice by the same employee.

Rating: Moderate

Implication

Purchases made without authorised purchase orders or proper segregation of duties increases the risk of unauthorised purchases being made.

Recommendation

All purchase orders are to be raised prior to the authorising of works/services or ordering goods. This will help to ensure works/services or goods have been appropriately authorised,

The City should also review its current procurement processes by mandating independent reviews to ensure appropriate segregation of duties.

Management comment

1. The supplier, Picton Civil are contracted by the City to provide for Wet/Dry Plant Hire. So while a Purchase Order was not raised, the plant hire rates were known.

The Coordinator Works has advised that there were 3 POs raised previously for the same site undertaking the same works, they were 253701, 251768, and 251417. The explanation from the team was that they believed a PO was still open covering the works. Unfortunately, as Picton Civil has a habit of invoicing months later, it resulted in those open POs being used for other late invoices and this invoice ending up having no PO.

2. The City's purchasing procedures allow for the same employee to raise a Purchase Order and to confirm receipt of the goods/services as shown on the invoice, to allow payment to be made. The City mitigates this loss of segregation of duties by allocating purchasing limits according to requirements of that position. This control together with the City's Purchasing Policy allows for the efficient purchase of goods and services.

Responsible person: David Ransom, Manager Finance
Completion date: N/A

10.2 Chief Executive Officer Reports

10.2.1 CEO Key Performance Indicators Quarter 1 2024-25

File Ref:	COB/515
Applicant/Proponent:	CEO Performance Review Panel
Responsible Officer:	Alan Ferris, Chief Executive Officer
Responsible Manager:	Alan Ferris, Chief Executive Officer
Executive:	Alan Ferris, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.2.1-A CEO KPIs Report – Period ending 30 September 2024

Summary

Each year, the CEO Performance Review Committee collaborates with the Chief Executive Officer to establish Key Performance Indicators (KPIs) for the City of Bunbury. These KPIs guide the City's priorities and reporting commitments.

This report provides an update on the City's progress toward achieving these KPIs for Quarter 1 of the 2024-25 period.

Executive Recommendation

That Council notes the CEO KPIs Quarter 1 2024-25 Report for the period ending 30 September 2024, as presented in Appendix 10.2.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Nil

Background

The CEO's performance criteria outline Council's expectations and strategic priorities for the review period, ensuring alignment between the Council and CEO on priority outcomes and accountability standards. Regular reviews enable Council to address potential issues early and adjust resources or expectations as needed.

The performance criteria were developed in line with the City's Performance Review schedule, aligning with the Strategic Community Plan and budget processes. Council resolved to endorse the adopted CEO Performance Criteria for 2024-25 at the Ordinary Council Meeting

on 23 July 2024, with PC1 and PC2 KPIs to be formally reported to Council via a quarterly agenda item.

Council Policy Compliance

No Council Policy applies in this instance.

Legislative Compliance

No Legislative Compliance applies in this instance.

Officer Comments

The next CEO KPIs report is scheduled to be presented in the Council Agenda at the Ordinary Council Meeting in February 2025, which will be reporting on Quarter 2 2024-25.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

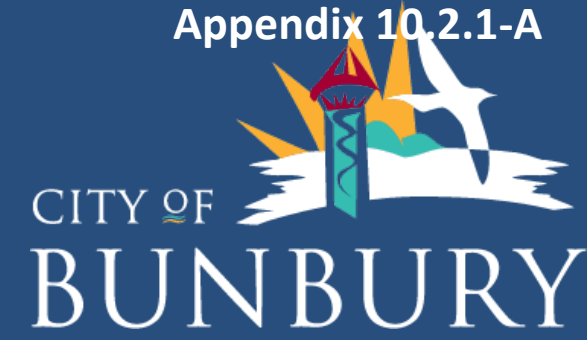
Councillor/Officer Consultation

Elected Members adopted the 2024-25 CEO KPIs at the Ordinary Council Meeting held on 23 July 2024 and Officers have assisted with the compilation of the Quarter 1 2024-25 report.

CEO Performance Indicators

Progress Report

Quarter 1 2024-25



Introduction

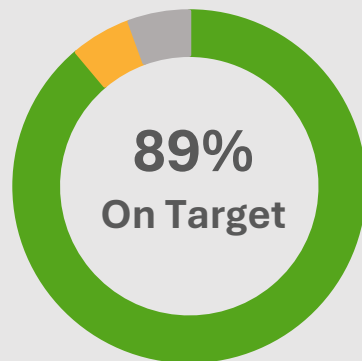
Welcome to the City of Bunbury's CEO Key Performance Indicator (KPI) Quarterly Report.

This report provides an overview of the progress made toward the CEO's Performance Criteria, which are structured around two essential strategic outcomes: fulfilling the statutory *Functions of the CEO under s5.41 of the Local Government Act*, and advancing key objectives aligned with the *Strategic Community and Corporate Outcomes* across our core pillars - People, Planet, Place, Prosperity, and Performance.

Each quarter, this report presents a status update for each KPI, indicating progress alongside detailed comments. This structured approach ensures that the City's leadership remains aligned with Council priorities, statutory requirements, and Bunbury's broader vision, tracking our achievements and ongoing work for the community's benefit.

Snapshot of Progress

Overall Progress Status
as of Q1 2024/25



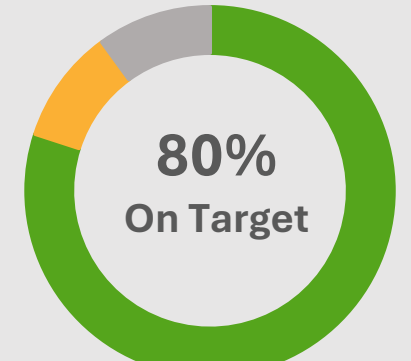
■ Complete ■ On Target
■ Behind Schedule ■ Not Started

Functions of CEO Progress Status
as of Q1 2024/25



■ Complete ■ On Target
■ Behind Schedule ■ Not Started

Strategic Outcomes Progress Status
as of Q1 2024/25



■ Complete ■ On Target
■ Behind Schedule ■ Not Started

Achievement of the Functions of the CEO in s5.42 of the LG Act

Performance Requirement	Performance Standards	Progress	Comment
1. Council Governance and Relationships	Accurate and timely advice - Advise the Council in relation to the functions of a local government under the LG Act and other written laws.	On Target	Ongoing advice was provided throughout Q1 as needed, with strategic workshops continuing regularly.
	Facilitate informed decision-making through accessibility and transparency of information - Ensure that advice and information is available to the Council so that informed decisions can be made.	On Target	In Q1, all Council agenda reports were thoroughly vetted through agenda settlement processes. Additional relevant information was provided to Elected Members through strategic workshops and the Councillor Portal.
	Monitor and follow through on Council decision - Cause Council decisions to be implemented.	On Target	The Council decision register was made available to Elected Members at the end of Q1.
	Maintain effective communication with Mayor - Liaise with the Mayor on the local government's affairs and the performance of the local government's functions.	On Target	Throughout Q1, the Mayor and CEO held multiple weekly meetings to review local government affairs and assess the performance of its functions.
	Uphold Legal Requirements - Ensure that records and documents of the local government are properly kept for the purposes of the LG Act and any other written law.	On Target	New legislation is being rolled out by the State Government, and the PRIS project to ensure compliance for the City of Bunbury is on track.
2. Representation	Effective representation and communication - Speak on behalf of the local government if the Mayor agrees.	On Target	In Q1, the CEO actively accepted invitations to serve as a guest speaker at various events to promote the local government. A notable recent event was the BGCCI Rotary Dinner.
3. Service Delivery and Administration	Operational efficiency - Manage the day-to-day operations of the local government.	On Target	In Q1, the management of day-to-day operations for the local government was effectively carried out.
	Effective employee management - Be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees).	On Target	Q1 saw the commencement of several key initiatives, including the Clarity and Performance Project, the advancement of Enterprise Bargaining negotiations, and progress towards completing the Organisational Development Plan. Additionally, the HRIS Learn Module Project began during this period.

Strategic Community and Corporate Outcomes

	Performance Requirement	Performance Standards	Progress	Comment
People	1. BBA Indoor Basketball Facility	Partnership with the BBA to finalise the functional requirements and project costs working collaboratively to secure a project manager to: (a) prepare and confirm the functional requirements and funding readiness. (b) prepare comprehensive tender and contract documentation and a robust evaluation process to ensure informed decision-making.	On Target	In Q1, Ochre was appointed as the Project Manager by the Bunbury Basketball Association, and project team meetings were established. Regular meetings were held between the City of Bunbury and the Association, including updates from Don Punch to keep the local member informed. A Project Control Group (PCG) meeting was held in August 2024, and an architect has been appointed. Discussions focused on the timeline for a quantity surveyor to ensure any further funding requests could be submitted before the State Government enters caretaker mode. Additionally, a funding assessment was completed and prepared for discussion with Minister Punch.
	2. Community Safety Plan	Provide a report to Council on the effective implementation and monitoring of the safety initiatives within the Community Safety Plan.	On Target	The Community Safety Advisory Group met in Q1 to review the Community Safety and Crime Prevention Plan, which was endorsed by the council in October 2023. Tri-annual meetings have been established, with the last Advisory Group meeting held on 25 July 2024.

Strategic Community and Corporate Outcomes

	Performance Requirement	Performance Standards	Progress	Comment
Place	1. Revitalisation of Bunbury - Stage 1	Facilitate the successful revitalisation of Bunbury Stage 1 projects through: (a) a review of current plans and well-informed decision-making premised on effective stakeholder engagement, resource availability and alignment with community needs. (b) the planning and delivery of the master planning, business case development, concept planning and the development of project plans.	On Target	Current plans were consistently reviewed in Q1, with investigations and conversations ongoing regarding opportunities for Precinct Planning. A spatial framework for the CBD advanced during this period, and the Spencer/Blair Street Precinct Plan is being developed in partnership with the Department of Planning, Lands and Heritage (DPLH).
		Ocean Pool Back Beach Precinct Revitalisation	On Target	In Q1, the draft business case review, including an economic impact analysis, was underway. Cultural and heritage consultations, including with GKB for the Ocean Pool, are progressing. The business case, covering capital and operating costs, has been prepared and reviewed. Funding opportunities for feasibility, detailed design, and future applications have been identified, with a precinct land plan for the area included in stage 2.
		CBD Revitalisation Art Gallery	On Target	In Q1, the Concept Development project for a new Regional Art Gallery remained on track, with seven preferred sites selected. Advisory groups have been formed, and concept development and site evaluation are underway. A site selection matrix has been finalised, with group members set to rate the top sites to identify two to four final options. Site visits to AGWA, the City of Wanneroo Art Gallery, and selected sites are scheduled for October 2024 to aid in decision-making.
		Bicentennial Square Redevelopment	On Target	During Q1, geotechnical studies and traffic surveys progressed, and the Bi-Centennial Square project commenced, with completion due by March 2025. The precinct concept design and report phase is scheduled to begin in November 2024, with the first stage involving significant stakeholder engagement.
	2. Bunbury, Harvey Regional Council (BHRC) Stanley Road Site Initiative	Develop a robust and thoroughly researched BHRC masterplan and business case for the Stanley Road site initiative. Present the proposal to the Council for approval and progression.	On Target	The first project meeting was held in Q1, where issues, risks, opportunities, and data requirements were identified through a workshop-style format with the BHRC CEO, highlighting key actions. Plans include establishing a project team and appointing a Project Manager to address the operating model, conduct a financial analysis, and focus on cost reduction and potential partnerships.

Strategic Community and Corporate Outcomes

	Performance Requirement	Performance Standards	Progress	Comment
Prosperity	Advocacy Outcomes	Assess and prioritise key advocacy areas within the Advocacy Strategy in consultation with Council and provide concise reports that summarise advocacy outcomes, challenges and opportunities for the agreed prioritised areas.	On Target	In Q1, the City's new strategic advocacy priorities were discussed at a strategic workshop and subsequently endorsed by Council at the September OCM on 24 September 2024.
	Land Development Review and Reporting	Establish a clear process for prioritising land development initiatives/projects and provide concise reports to Council summarising the project status in terms of the value each development brings to the City and the opportunities for optimisation, collaboration or adjustment to land development strategies.	Behind Schedule	In Q1, additional resourcing was provided to support Economic Development, and Stage 1 priority sites for land rationalisation were presented to Elected Members on 10 September 2024, with three land parcels approved to progress to the registration of interest phase. A Housing and Homelessness working group was also established, and a presentation on Lot 3 Blair Street was delivered to Council. A report on key findings related to land rationalisation is being prepared.
	Integrated Economic Development	Develop and present an Economic Development Strategy within 6 months with regular updates to Council on stakeholder engagement and its alignment and cross-linkage with existing City plans and other strategic objectives.	Not Started	In Q1, research was undertaken, and a draft Request for Quotation (RFQ) to engage professional services for developing an Economic Development Strategy and a separate supporting Action Plan was prepared. This draft was internally reviewed in October 2024 and is currently being revised. The timeframe for this process needs to be reviewed, with officers expecting the RFQ to go to market in the week commencing 11 November 2024.
	Digital Strategy Efficiency and Effectiveness Reporting	Provide a report to Council on the assessment, progress, efficiency and impact of the key Digital City project initiatives.	On Target	During Q1, work was undertaken to prepare a report for Council on the assessment, progress, efficiency, and impact of key Digital City project initiatives, with the report expected to be delivered by the end of November 2024. This requires discussion at ELT. The ICT Digital Strategy has been successfully implemented, with a benefits report delivered. The portal is set to launch in November 2024, and the IT Governance Committee has been implemented. Priorities and resourcing are currently being reviewed.

Strategic Community and Corporate Outcomes

	Performance Requirement	Performance Standards	Progress	Comment
Performance	Stakeholder Engagement - Partnership Clarity and Monitoring	Assess and document the City's rationale for each partnership including engaging with Council to validate partnerships goals and outcomes and establish a system for monitoring partnership outcomes.	On Target	A framework and proposed way forward were developed in Q1 and will be tested with Elected Members for input during a strategy session in November 2024. A briefing paper will be distributed prior to the session. Key relationships are being identified, including with the Local Member/Minister, SWDC, BGGC, State Agencies, BGCCI, and BGEA. The framework is still under development, and a report will be prepared.
	Financial Sustainability Options	Prepare and present well-researched, strategic options in relation to financial aspects such as revenue-growth alternatives, efficiency proposals, expenditure scenarios including affordability assessments to Council.	On Target	In Q1, various optimisation opportunities were pursued, including an update of the Long-Term Financial Plan (LTFP), grants success such as DRF funding, and business cases like the Ocean Pool. Service reviews were conducted for the Wildlife Centre and BHRC, while work progressed on the Traffic Management function and land rationalisation.

This page marks the completion of the CEO Performance Indicator Q1 Progress Report.

10.3 Director Corporate and Community

10.3.1 Update on the implementation of the City’s Digital Strategy

File Ref:	COB/6321
Applicant/Proponent:	Internal
Responsible Officer:	Elijah Glass – Manager Information Services
Responsible Manager:	Elijah Glass – Manager Information Services
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Nil

Summary

This update aligns with Key Performance Indicator (KPI) 8: Prosperity - Digital Strategy Efficiency and Effectiveness Reporting, which aims to assess the impact and efficiency of the City's Digital ICT Strategy. This agenda item provides an update on the City of Bunbury's ICT Delivery, including the establishment of the ICT Board for decision-making, final stages of completion of the current Digital ICT Strategy, and opportunities to continue developing the City’s digital capabilities.

Executive Recommendation

That Council note the ongoing benefits achieved through delivery of the 2022 Digital ICT Strategy and the Evolve program.

Voting Requirement: Simple majority

Strategic Relevance

Pillar	Reputation
Aspiration	Performance
Outcome 13	A Leading local Government
Objective 13.2	Adopt innovations to improve business efficiencies and the customer experience

Regional Impact Statement

The ICT Strategy aims to improve the efficiency and digital capabilities of the City of Bunbury, positively impacting service delivery for the Bunbury-Geopraphe region.

Background

In 2022, the City of Bunbury adopted an ambitious Digital ICT Strategy to enhance its digital capabilities and create a centre of excellence. Key accomplishments under the delivery of this strategy include improved user experiences, digital innovation projects, informed decision making and enhancements in data integration. The team has truly developed into a centre of excellence, with many of the digital products (*such as the Elected Member portal, Community Portal, digital tools for outside staff, chat bot*) developed in-house by the team. This delivery of

this strategy is in its final stages of completion, positioning Bunbury with a good foundation for continued innovation and the developed of a new Digital ICT Strategy in 2025.

Council Policy Compliance

No specific council policy requirements apply.

Legislative Compliance

No specific legislative requirements apply.

Officer Comments

As the 2022 Digital ICT Strategy reaches its final stages of completion, the City will now commence work on the 2025 Digital ICT Strategy. The 2025 Strategy will aim at building on these achievements by incorporating lessons learned and setting new priorities to continue advancing the City's digital transformation.

To support the Council's key performance indicator (KPI) regarding Digital Strategy Efficiency and Effectiveness, provided below are examples of key digital initiatives that have been delivered by the team over the past months:

- **Oracle Customer Experience (CX) System:** Enhances service delivery through streamlined customer interaction processes.
- **Community Portal:** The portal went live a week ago, enabling customer ownership and transparency by providing a direct interface for community interactions.
- **Data Hub Project:** Improves data-driven decision-making by consolidating key data sources.
- **Devices for Outside Staff:** Enabled better field data collection and provided real-time connectivity, resulting in greater transparency and efficiency.
- **Online Leave and Timesheets:** Introduced transparency in staff management processes and improved administrative efficiency.
- **Pulse for Risk and Projects:** Supports informed decision-making across the organisation, facilitating better risk management and project tracking.
- **DocuSign for Recordkeeping:** Streamlined approval processes and improved compliance with record-keeping requirements.

These digital initiatives align with our goals of informed decision-making, improved service delivery, and increased community engagement as outlined in our Digital ICT Strategy. The progress on these projects demonstrates measurable milestones, such as enhanced efficiency metrics, improved turnaround times, and greater community engagement through our digital platforms.

A notable recent accomplishment is the establishment of the ICT Board, which now oversees ICT-related decision-making to ensure alignment with the City's strategic goals.

The establishment of the ICT Board represents a critical step forward in modernising the City's digital governance, ensuring that ICT investments and initiatives are properly prioritised and aligned with strategic objectives. One of the key decisions endorsed by the ICT Board, based on recommendations from KPMG, is the scoping and planning for the replacement of the current ERP system to further enhance operational efficiency and integration. A project team has been established for this work, and it is anticipated that up to 12 months of Business

needs analysis and scoping will take place prior to any decisions coming to Council on how to proceed with the City's ERP.

Analysis of Financial and Budget Implications

The Digital ICT Strategy delivery initiatives are funded under the approved Digital Transformation budget for 2024.

Community Consultation

No specific community consultation was undertaken for this agenda item.

Councillor/Officer Consultation

Consultation occurred with members of the ICT Board and the Director of Corporate and Community.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

10.3.2 2023/24 Annual Report and Annual General Meeting of Electors

File Ref:	COB/6321		
Applicant/Proponent:	Internal Report		
Responsible Officer:	Maureen Keegan, Senior Governance Officer		
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning		
Executive:	Karin Strachan, Director Corporate & Community Services		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes	
Attachments:	Appendix 10.3.2-A: City of Bunbury Annual Report 2023/2024		

Summary

The purpose of this report is for Council to consider accepting the 2023/2024 Annual Report for the City of Bunbury and to confirm a date for the Annual Meeting of Electors.

Note that the draft report provided at Appendix 10.3.2-A is an abridged version that will have the Auditors Report and Annual Financial Report added to it once these finalised and signed by the OAG (see item 10.1.10 of this agenda).

Executive Recommendation

That Council:

1. Accept the 2023/24 Annual Report as presented at Appendix 10.3.2-A;
2. Schedules the 2024 Annual Meeting of Electors for Tuesday 17 December 2024, commencing at 5.00pm in the City of Bunbury Council Function Room, 4 Stephen Street Bunbury; and
3. Request 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

N/A

Background

In accordance with the provisions of section 5.27 of the *Local Government Act 1995* (the Act), a general meeting of electors of a district is to be held once every financial year, but not more than 56 days after the local government accepts the annual report for the previous financial year.

In addition, section 5.29(1) of the Act requires a minimum 14 day notice period of the annual meeting of electors be given via local public notice.

Council Policy Compliance

Nil

Legislative Compliance

Subdivision 4 of Division 2 of Part 5 of the *Local Government Act 1995* deals with meetings of electors.

Division 5 of Part 5 of the *Local Government Act 1995* deals with Annual Reports and Planning.

Officer Comments

The City's 2023/24 Annual Report is attached at Appendix 10.3.2-A for the consideration of Council. The report contains an overview of the City's achievements during the past financial year, as well as all requisite statutory aspects.

It is suggested that the 2023/24 Annual General Meeting of Electors be held on Tuesday, 17 December 2024 commencing at 5.00pm. This would enable any outcomes from the meeting to be dealt with by Council at the first Ordinary Council Meeting (OCM) for 2025.

Pending Council adoption of the executive recommendation, the latest date the Annual General Meeting of Electors can be held is Tuesday, 21 January 2025 given the 56 day requirement.

Analysis of Financial and Budget Implications

All advertising costs for the Annual Meeting of Electors can be accommodated within the current 2024/25 budget.

Community Consultation

Nil

Councillor/Officer Consultation

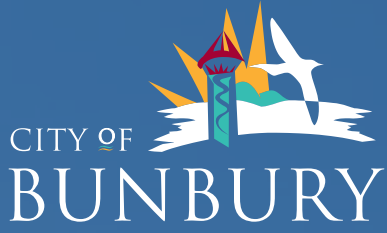
This matter is presented to Council for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Advertising for the Electors' Meeting will take place as soon as practicable following Council's decision, with the meeting itself to be held on the date resolved by Council.



Annual Report 2023/24



ACKNOWLEDGMENT OF COUNTRY

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





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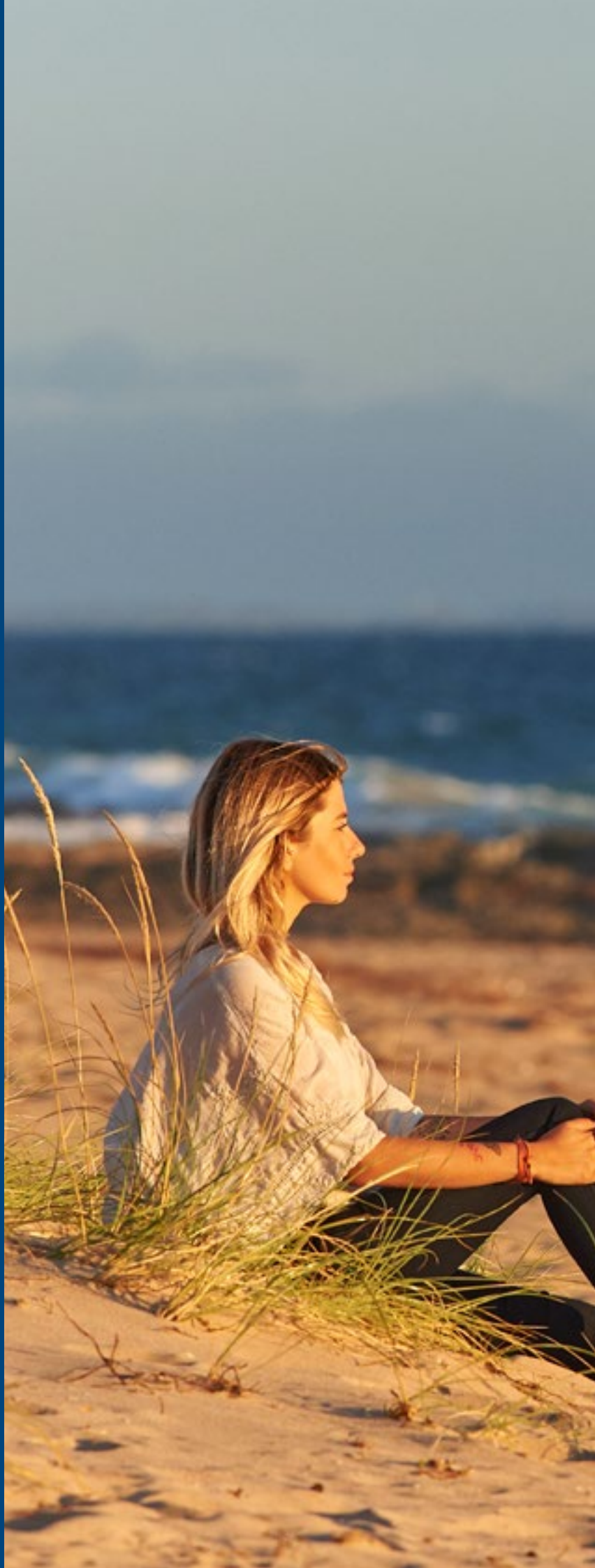
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Welcome to Bunbury Wandju

With its stunning coastal landscapes, bustling port, and Mediterranean climate, the City of Bunbury continues to thrive as a vibrant regional hub, offering an exceptional quality of life. Known for its unique blend of rich heritage and modern outlook, Bunbury boasts the largest collection of street and public art in regional Australia, reflecting its diverse cultural landscape.

As of 2024, Bunbury's population is estimated at about 44,972 (2021 ABS Census), contributing to a dynamic and growing community. The Bunbury Geopraphe region, encompassing the surrounding shires of Harvey, Dardanup, and Capel, now collectively supports a population of more than 106,000 residents. As the heart of the South West region, which houses a total of around 193,000 people, Bunbury serves as a central point for trade, education, health services, and recreation.

Bunbury remains an exceptional place to live, work, and visit, offering a wealth of facilities, schools, shops, and beaches, all within easy reach. It caters to families with a variety of educational institutions, both public and private, alongside comprehensive health services and a packed events calendar. The City's ongoing development, coupled with its significant potential for future growth, ensures that Bunbury will continue to flourish, attracting new residents and investors alike.



VISION

Bunbury: Welcoming and full of opportunities.

OUR 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**



Mayor's Message

On behalf of Bunbury City Council, it is my pleasure to present the 2023-24 Annual Report.

The 2023-24 year has certainly been full of highs and lows, but what has stood out is Bunbury's community spirit and resilience.

As always, the City kept its focus on maintaining the level of services our community expects while providing improvements and initiatives that make Bunbury the brighter choice to live, visit and invest.

We welcomed the first edition of the City's new-look events season, Summer Lovin'. This well-received program brought together an incredible line-up of events, cultural celebrations and summer activities and initiatives.

Bunbury comes alive in summer, and with a focus on activation and inclusion, I cannot wait to see Summer Lovin' return for the 2024-25 season.

Of course, the year had some big challenges, including two significant weather events. While life is back to normal for most, there are still some in our community dealing with the devastating impacts of the tornado that hit in May, followed by the June storm.

The damage from both events was extensive, impacting property, infrastructure, and our natural environment. The cost is expected to be in the millions of dollars, but the City is working through processes for State and Federal funding to help recover this cost.

With the invaluable support of the departments of Fire and Emergency Services and Communities, local police and other outreach agencies, City staff, including our Emergency Management Team, responded quickly and worked hard to help our community.

I am proud of the work the City did in this space and, as is the Bunbury way, out of these devastating incidents came incredible stories of community spirit, resilience and connection.

Major infrastructure projects continued to progress throughout the year, including the impressive Hands Oval and Forrest Park Pavilion redevelopments. I look forward to officially opening these community assets in the 2024-25 year.

Important upgrades also continued at our iconic Boulders Heights, along with the City's everyday work such as parks and reserves maintenance, waste, asset maintenance, and so much more.

The City again received invaluable support through funding of grants from the State and Federal governments, and I thank both for their ongoing support and confidence in Bunbury.

I would like to acknowledge the ongoing efforts of City staff who take great pride in what they do for Bunbury, along with my fellow Elected Members who continue to represent and advocate for our community.

I look forward to another exciting year ahead, as we continue to build a better and brighter Bunbury.

Jaysen de San Miguel,
Mayor
City of Bunbury





Elected Members and Council



Mayor
 Jaysen de San Miguel
Term expires October 2025



Deputy Mayor
 Tresslyn Smith
Term expires October 2025



Councillor
 Gabi Ghasseb
Term expires October 2025



Councillor
 Marina Quain
Term expires October 2025



Councillor
 Michelle Steck
Term expires October 2025



Councillor
 Karen Steele
Term expires October 2025



Councillor
 Ben Andrew
Term expires October 2025



Councillor
 Karen Turner
Term expires October 2027



Councillor
 Cheryl Kozisek
Term expires October 2027



Councillor
 Todd Brown
Term expires October 2027



Councillor
 Dr Parthasarathy Ramesh
Term expires October 2027

Council

The Council of the City of Bunbury comprises 11 elected representatives, including 10 Councillors and a popularly elected Mayor. The Deputy Mayor is elected by the Council following each ordinary Local Government election.

Councillors are elected for a four-year term, with half of their terms expiring every two years. Local Government elections are held on the third Saturday in October every two years; the next ordinary election is scheduled for 18 October 2025.

Council meetings occur on Tuesday evenings in a three-weekly cycle, with strategic and agenda briefings taking place on the alternate Tuesdays.

As part of a planned reduction in Council numbers, the total number of elected representatives will decrease from 11 to 9 following the election in October 2025.

Councillor Remuneration

In accordance with the *Local Government Act 1995*, during the 2023-24 financial year, Mayor Jaysen Miguel received a Mayoral allowance of \$93,380, complemented by a meeting attendance fee of \$49,435 and a communications and IT allowance of \$3,500. Each Councillor was provided with a meeting attendance fee of \$32,960, alongside a communications and IT allowance of \$3,500. In addition, Deputy Mayor Tresslyn Smith received a supplementary Deputy Mayoral allowance of \$23,345.

Councillor Meeting Attendance

The number of Council and Committee meetings held during the year ending 30 June 2024 and the numbers of those meetings attended by each Elected Member is as follows:

	Ordinary Council Meeting	Special Council Meeting	Audit Committee	Bunbury Events Advisory Committee	CEO Performance Review Committee	Disability Access and Inclusion Committee	Heritage Advisory Committee	International Relations Committee	Policy Review and Development Committee	Youth Advisory Council Committee
Mayor Jaysen de San Miguel	15/16	5/5	4/4	N/A	2/2	N/A	N/A	N/A	N/A	N/A
Deputy Mayor Tresslyn Smith	16/16	5/5	1/1 (as deputy)	N/A	1/1 (as deputy)	N/A	4/4	2/2	5/5	N/A
Councillor Ben Andrew	16/16	5/5	2/2 (1 as deputy)	N/A	N/A	2/2	N/A	N/A	N/A	1/1
Councillor Todd Brown	10/11	1/1	N/A	N/A	N/A	N/A	2/3	2/2	N/A	N/A
Councillor Gabi Ghasseb	16/16	4/5	4/4	1/1 (as deputy)	1/2	1/2	N/A	0/2	4/4	N/A
Councillor Cheryl Kozisek	15/16	5/5	1/1	N/A	2/2	N/A	3/4	N/A	4/5	N/A
Councillor Marina Quain	15/16	5/5	3/4	2/3	1/1	N/A	1/1	N/A	5/5	1/1
Councillor Dr Parthasarathy Ramesh	10/11	1/1	N/A	2/2	N/A	N/A	N/A	2/2	N/A	N/A
Councillor Michelle Steck	13/16	4/5	3/4	1/1	0/2	N/A	1/1 (as deputy)	N/A	N/A	N/A
Councillor Karen Steele	15/16	5/5	N/A	N/A	½	N/A	N/A	N/A	5/5	N/A
Councillor Karen Turner	16/16	5/5	1/1 (as deputy)	3/3	N/A	2/2	N/A	N/A	N/A	2/2





CEO's Message

I am proud to present my first Annual Report as Chief Executive Officer of the City of Bunbury, reflecting on the accomplishments of 2023-24.

This year, I've had the privilege of witnessing the incredible commitment of our staff and community. While it has been a year of growth and progress, it has also been a challenging one, with two devastating storm events causing significant damage. These events affected more than 300 properties, community landmarks and local businesses, with 19 properties totally destroyed.

The City launched cleanup initiatives across various departments and established local recovery subgroups dedicated to addressing human and social needs, built and natural environments and economic recovery. We partnered with organisations such as Department of Fire and Emergency Services, Department of Communities, Red Cross, Salvation Army and Disaster Relief Australia to deliver vital support, including help with funding applications and sociological assistance. The recovery has truly been a community effort, with both the City and residents coming together to rebuild and support each other.

In addition to responding to these immediate challenges, my first year as CEO has been focused on understanding the City's key challenges, developing strong relationships and

providing clarity around Bunbury's direction and priorities. Together, we have achieved significant milestones, including:

- Conducting a comprehensive review and realignment of the City and Council's long-term vision.
- Moving forward with land rationalisation efforts to increase Bunbury's appeal to developers and address our ongoing housing demand.
- Partnering with the State Government on the redevelopment of Bicentennial Square to create more vibrant community spaces.
- Making substantial progress on the Hands Oval redevelopment, which is now nearing completion, bringing exciting new possibilities for local sports and recreation.

Although the primary goal remains delivering exceptional services to the community, we are also placing a strong emphasis on attracting and securing further business and industry investment in Bunbury. Creating job opportunities is vital for our collective growth and success. With a vibrant City Centre, excellent infrastructure and an outstanding lifestyle, Bunbury has many positive features to

leverage. It's crucial that we capitalise on these strengths to ensure the ongoing development of our city.

I'd like to warmly welcome Andrew McRobert, Director of Sustainable Development, to our Executive Team and also thank Karin and Gavin for their hard work and support during the year. Whilst we have had changes at the Executive level it's exciting to now have Andrew join the Executive team and I'm eager to see what we can accomplish together for Bunbury. I would also like to thank the City staff for their hard work in delivering our services and programs. A special commendation goes to the management group for their diligent navigation of both strategic and operational challenges.

I am eager to continue working alongside City staff, key stakeholders, Elected Members and the community to pave the way for a brighter Bunbury.



Alan Ferris,
Chief Executive Officer



Corporate Structure



Chief Executive Officer
Mal Osborne
(July 2023 - October 2023)



Chief Executive Officer
Alan Ferris
(November 2023 – June 2024)



Director
Karin Strachan
Corporate and Community

- Finance
- People and Safety
- Governance and Integrated Planning
- Information Services
- Community Connection



Director
Gavin Harris
Infrastructure

- Waste Operations and Infrastructure Business Services
- Infrastructure Maintenance Services
- Projects and Asset Management



Director
Gary Barbour
Sustainable Development

- Community Wellbeing
- Economic Growth
- Sport and Recreation
- Planning and Development

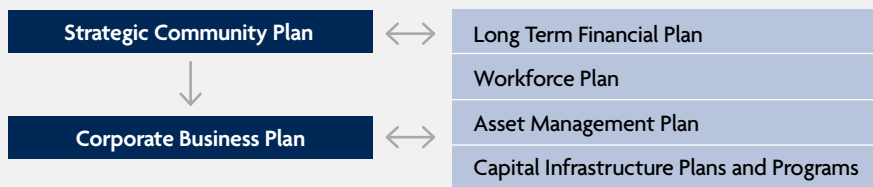
Planning for the Future

The City of Bunbury’s plan for the future is guided by our **Integrated Strategic Planning and Reporting Framework (ISPRF)**, which ensures that our planning processes are holistic, integrated, and community driven. At the heart of this framework is the 10-year **Strategic Community Plan (SCP)**, structured around five key Pillars: People, Planet, Place, Prosperity, and Performance.

These Pillars reflect the core priorities identified by our community through the **MARKYT Community Scorecard** survey, which highlighted five specific areas of focus: Safety, Housing, Climate Change, City Centre, and Tourism. These community priorities were integral in shaping the aspirations, objectives, and actions within each Pillar of the SCP.

Beneath the SCP lies the Corporate Business Plan (CBP), which translates the long-term strategic direction of the SCP into actionable, short- to medium-term priorities. The CBP serves as a bridge between strategic vision and operational execution, ensuring that the City’s day-to-day activities align with the broader community goals outlined in the SCP.

Integrated Planning Strategy Map



PILLARS	PEOPLE		PLANET	PLACE	PROSPERITY	PERFORMANCE
Informing Strategies	Culture & Connection Strategy	Wellness & Safety Strategy	Sustainability & Environment Strategy	Place Activation and Attraction Strategy	Innovation & Economic Strategy	Organisational Performance Strategy
	<ol style="list-style-type: none"> Disability Access and Inclusion Plan (DAIP) (Statutory) Reconciliation Action Plan (RAP) Heritage Plan (Economy) 	<ol style="list-style-type: none"> NEW Community Safety Plan Sport & Recreation Plan Community Health & Wellness Plan (Economy/Culture) 	<ol style="list-style-type: none"> NEW Climate Change Action Plan Greening Action Plan Parks and Open Spaces Action Plan Waste Plan (Statutory) 	<ol style="list-style-type: none"> NEW Events Plan (Culture/Economy) Bunbury City Centre Action Plan (Culture/Economy) Local Planning Strategy (Statutory) (Economy/Sustainability) <ul style="list-style-type: none"> Housing Strategy Employment Plan Integrated Transport Plan 	<ol style="list-style-type: none"> NEW SW Regional Innovation Plan NEW Marketing & Comms Plan (Economy) BGEA Plan Economic Development Action Plan (EDAP) 	<ol style="list-style-type: none"> ICT/Digital Plan Business Continuity Plan Equal Employment Opportunity Plan (Statutory) Work Health and Safety Plan Transformation Plan (“Evolve”)

GUIDING PRINCIPLES	FRAMEWORKS		
Ratings & Revenue	<ol style="list-style-type: none"> Risk Management Integrated Strategic Planning & Reporting Community Engagement 	<ol style="list-style-type: none"> Project Management Change Management 	<ol style="list-style-type: none"> Service Management Performance Management
Informing Strategies	Service and Facility Plans		
	Team Planning		

The ISPRF fosters consistency and alignment across all facets of the City's operations, linking performance monitoring with strategic planning to enable the City to respond effectively to evolving community needs and the broader business environment. This approach ensures that community input is systematically incorporated into our planning, providing clear long-term strategic direction and objectives. With the necessary resources identified and performance reporting firmly in place, the ISPRF has established a robust framework for our ongoing efforts. As we reflect on the year that was 2023–24, our progress and achievements across the five Pillars underscore the effectiveness of this approach.

Council did not consider or make any changes to the SCP during the 2023-24 financial year. Major projects within our Corporate Business Plan set to either begin or continue in 2024/2025 include:

- Bicentennial Square Precinct Plan
- Coastal Hazard Risk Management & Adaption Plan (CHRM-AP) implementation
- Boulders Heights redevelopment
- City Centre analysis and urban design framework
- Detailed design Hay Park indoor courts
- Forrest Park Pavilion upgrades
- Hands Oval redevelopment
- New art gallery concept development
- Ocean Pool feasibility study and concept design



Our Priorities

Safety

A Resilient Bunbury: Emergency Management and Community Safety

The City of Bunbury is committed to keeping its community safe, especially in the face of Western Australia's unpredictable and extreme weather conditions. With stunning natural landscapes come significant risks from emergency situations, such as storms, floods, fires, and heatwaves. In response, the City of Bunbury's **Local Emergency Management Committee (LEMC)**, established under the provisions of the **Emergency Management Act 2005**, plays a vital role in ensuring the community is well-prepared and resilient when faced with these emergencies.

The LEMC works closely with key partners, including **WA Police, Department of Fire and Emergency Services (DFES), St John Ambulance**, and other essential State departments. Together, these organisations form the backbone of the City's emergency preparedness, developing **Local Emergency Management Arrangements (LEMA)** that allow for swift, effective responses when disasters strike. These arrangements are not just theoretical frameworks but are reviewed regularly and tested through annual risk exercises designed to enhance incident management and community safety.

This commitment to safety was put to the test during the extreme weather events of May and June 2024, including a tornado on 10 May. The devastation left in the wake of these storms was

widespread, with significant damage to property, infrastructure, and natural environments. However, thanks to the preparedness efforts coordinated by the City of Bunbury and its partners, the community was able to respond swiftly and effectively, ensuring that recovery efforts began as soon as the storms subsided.

In the aftermath of the weather events, the City of Bunbury's **Emergency Management Team** worked around the clock to restore normalcy, assessing damage, coordinating clean-up efforts, and providing support to affected residents. The City's Rangers, emergency services personnel, and volunteers played an essential role in assisting with evacuations, road closures, and power restoration. Their dedication and rapid response helped to limit the impact on the community and ensured that critical services were up and running in record time.

The recovery highlighted not only the strength and resilience of the Bunbury community but also the importance of **emergency preparedness**. The City's LEMC continues to hold **quarterly meetings** to assess risks, review emergency management arrangements, and fine-tune incident response protocols. By participating in **workshops and training sessions** on risk management, evacuation procedures, and recovery strategies, the City of

Bunbury remains at the forefront of community safety.

While the City is prepared to respond to emergencies, **community preparedness** is equally important. Every resident plays a part in ensuring Bunbury's resilience in the face of extreme weather. Simple actions like preparing an emergency kit, understanding evacuation routes, and staying informed about weather warnings are crucial steps towards personal safety. The City encourages all community members to visit the **Prepare - Emergency WA Warnings & Incidents** website to learn more about preparedness tips and ensure that their homes and families are ready for any potential emergency.

As the weather becomes increasingly unpredictable, Bunbury's proactive approach to emergency management ensures that the City is always ready to face the challenges of nature head-on. Together, as a community, Bunbury stands resilient, prepared, and united in its mission to keep everyone safe.





Housing

Building Our Future: Community-Centric Housing Initiatives in Bunbury

During the 2023-2024 financial year, the City of Bunbury made significant strides in addressing housing needs, with a strong focus on streamlining processes, advocating for vulnerable populations, and collaborating with key stakeholders to implement solutions for the community.

One of the key achievements this year was the **cutting of red tape** in the City's planning and approvals process. Through a series of reforms aimed at simplifying and expediting development applications, the City continues to process statutory applications well below legislative timeframes. These changes not only benefited developers but also helped to fast-track projects that contribute to Bunbury's broader housing strategy, ensuring that a steady supply of homes is available to meet the growing demand.

The City's **Housing Strategy** continued to be a priority throughout the year, with a focus on increasing housing diversity and affordability

across Bunbury. By encouraging the development of a variety of housing types—from single-family homes to multi-unit dwellings—the strategy supports the City's goal of creating a more inclusive and accessible housing market. The City worked closely with developers and urban planners to align new projects with these objectives, while also promoting sustainable urban design principles to enhance the liveability of new neighbourhoods.

In addition to improving housing supply, the City has been a dedicated advocate for addressing homelessness in the community. Through partnerships with State Government agencies and local support organisations, the City has continued to prioritise the development of programs aimed at supporting homeless individuals and families. This includes providing access to emergency housing, collaborating on long-term housing solutions, and working with service providers to offer a range of support services.

A significant focus of the City's advocacy efforts this year has been the coordination with external stakeholders to increase the availability of **social and affordable housing**. These partnerships are essential for addressing Bunbury's housing needs, particularly for vulnerable populations. The City has played an active role in advocating for funding and policy support from the State Government to ensure that more housing options are available for those at risk of homelessness.

Throughout 2023-2024, the City has also been involved in initiatives to improve housing security for residents, including housing assistance programs and support for low-income families. By working with local support agencies, the City ensured that individuals experiencing housing instability had access to vital resources, such as rental assistance and crisis accommodation.





Climate Change

Greening Bunbury: A Commitment to a Sustainable Future

During 2023-24, the City of Bunbury took significant strides toward its goal of creating a greener, more sustainable urban environment through the **Greening Bunbury Plan**. This plan, which aims to increase the City's canopy cover and enhance its Urban Forest, has been actively implemented across various neighbourhoods, with a range of activities designed to meet the City's ambitious environmental targets.

In addition to these efforts, the Bunbury City Council adopted the **Sustainability and Environmental Strategy 2023-2028**, a pivotal plan that outlines the City's path toward tackling climate change. The strategy, unanimously supported by the Council, sets an organisational target to achieve net zero corporate emissions by 2040, with an aspirational goal of reaching this target by 2035. It focuses on eight key areas, including governance, energy and emissions, sustainable water, circular economy and waste, sustainable transport and infrastructure, greening and biodiversity, climate resilience, and community wellbeing. The strategy was developed in alignment with the 'Planet' pillar of the City's Strategic Community Plan, incorporating community feedback through workshops, surveys, and public consultation. A Sustainability and Environmental Action Plan will guide its implementation, with annual updates provided to track progress.

Throughout the year, the City prioritised tree-planting programs and vegetation restoration projects, which played a key

role in expanding green spaces in public areas and streetscapes. This included planting more than 1,000 native trees and shrubs in priority areas, such as Back Beach, Big Swamp Wetlands, and along major streets. These efforts not only contribute to increasing canopy cover but also enhance biodiversity and improve the **ecological resilience** of Bunbury's natural environment.

In alignment with the Greening Bunbury Plan, a **community tree-planting initiative** was launched in mid-2023, encouraging residents to actively participate in the greening process. The initiative saw strong community involvement, with volunteers from schools, businesses, and community groups taking part in planting events that helped to create new green corridors and increase shade coverage in urban areas. This program has been a vital part of fostering a sense of ownership and pride in Bunbury's green spaces, ensuring that the City's vision for a greener future is shared by all.

One of the key focuses for the City this year has been improving tree planting in new residential developments to ensure future growth aligns with the Greening Bunbury Plan. A review of the City's development guidelines now includes provisions that require new subdivisions to meet minimum tree canopy standards. This policy change represents a long-term commitment to expanding the City's green spaces as Bunbury continues to grow.

Additionally, several tree preservation initiatives were put into action, with the City working to protect mature trees across key areas. These measures are crucial for maintaining existing canopy cover and ensuring that Bunbury's oldest and most iconic trees remain a valued part of the landscape for future generations.

As part of the City's focus on **education and awareness**, Bunbury also hosted several community workshops and seminars on sustainable gardening and urban greening, helping residents adopt practices that contribute to the health and growth of the Urban Forest. These workshops provided practical advice on tree care, water conservation, and the importance of urban vegetation in mitigating the impacts of climate change.

The Greening Bunbury Plan continues to drive the City's efforts to increase canopy cover, with a long-term goal of a 10% increase over 20 years. The 2023-2024 financial year has laid a strong foundation for future growth, with plans for even greater community involvement and strategic planting programs in the coming years.

By focusing on these initiatives, the City of Bunbury is ensuring a sustainable, greener future for its residents while tackling the pressing challenges posed by climate change.

City Centre

Summer Lovin': Bringing the City Centre to Life

From December 3, 2023, to January 31, 2024, Bunbury transformed into a vibrant hub of festive fun, cultural celebrations, and community spirit during the **Summer Lovin' program**. As part of the City's ongoing efforts to activate the City Centre, this program of events offered a spectacular line-up of activities that brought locals and visitors together to celebrate the very best of Bunbury in summer.

Mayor Jaysen de San Miguel kicked off the season with a message full of excitement for the program's offerings: "I am thrilled to present a festival of Summer Lovin' to both our community and those who have chosen to visit the beautiful city of Bunbury. Renowned for its incredible waterways and jam-packed events calendar, Bunbury comes alive in summer with festive celebrations, cultural experiences, and grassroots events."

Among the major highlights of the program were two flagship events – Christmas in the City and Skyfest – that truly captured the heart and soul of Bunbury. On 10 December **Christmas in the City** returned to its beloved one-day format, filling the streets with the warmth of community cheer. The Street Parade, Carols Concert, food trucks, market stalls, and Christmas workshops ensured

there was something for everyone. Held at Bicentennial Square and the Graham Bricknell Music Shell, the event culminated in a concert that drew families together in the spirit of celebration. A special screening of *The Grinch* added a festive touch, while the LiSTNR Street Parade showcased the creativity and participation of local groups.

Skyfest followed on 26 January, lighting up the skies above Koombana Foreshore with a stunning fireworks display. This signature event is an annual crowd favourite, drawing thousands to the waterfront to enjoy a day of family-friendly fun, live performances, and an unforgettable night under the stars.

Cultural celebrations also took centre stage during the festival with **Bunbury Fringe** and the **International Film Festival** providing enriching experiences for all. Bunbury Fringe brought a bold and dynamic program of performances, showcasing local and visiting talent across various artistic disciplines, while the International Film Festival offered a window to global cinema, captivating audiences with a diverse selection of films. These cultural mainstays anchored the program's appeal, further highlighting Bunbury as a thriving centre for the arts.

In addition to these standout celebrations, Summer Lovin' showcased a wide variety of smaller but equally engaging activities, including Sunset Markets at Koombana, Dinner at Dusk, and Beach Flix at Koombana Bay.

Summer Lovin' was made possible thanks to the collaboration of local businesses, volunteers, and community groups. The City of Bunbury thanks all those who contributed to the success of Summer Lovin', making it a memorable and vibrant celebration of our City Centre and community.

Bunbury's Summer Lovin' program has set a high bar for City Centre activation, creating a sense of unity, celebration, and joy that will continue to be the hallmark of Bunbury's summers for years to come.







Tourism

Promoting Bunbury: A Destination for Discovery and Growth

In 2023-24, the City of Bunbury strengthened its position as a vibrant tourism hub, focusing on enhancing infrastructure, promoting sustainable practices, and leveraging key partnerships to attract visitors and boost the local economy. The **Bunbury Visitor Centre**, located on a trial basis at both Bunbury Museum and Heritage Centre and Dolphin Discovery Centre, continued to provide vital services, guiding tourists through the city's array of attractions and experiences. This move has further enriched the visitor experience by creating a seamless connection between some of Bunbury's most iconic destinations.

Upgrades to significant public spaces, such as the **Koombana Bay Foreshore** and **Big Swamp Wildlife Park**, ensured

that Bunbury remains an attractive and family-friendly destination. These improvements not only enhance the liveability of the city but also increase its appeal as a destination for domestic and international visitors alike. The completion of projects like Bellemore Park also added to the city's portfolio of quality recreational areas, providing new opportunities for locals and tourists to enjoy Bunbury's scenic surroundings.

Sustainability remained at the forefront of the City's tourism strategy, with ongoing efforts to preserve natural assets while encouraging environmentally responsible practices among businesses and visitors. Bunbury's leadership in waste management, particularly through

the promotion of its FOGO program, showcased the City's commitment to balancing tourism growth with environmental stewardship.

Bunbury's strategic partnerships also played a critical role in positioning the city as a key destination within the South West region. The collaboration with **Edith Cowan University** helped raise the profile of Bunbury as a centre for innovation, arts, and education, further broadening its appeal to both tourists and prospective residents. These initiatives, combined with targeted marketing efforts, have ensured Bunbury's continued growth as a dynamic tourism destination, attracting visitors while fostering a strong sense of community pride.

Our Pillars

People

Aspiration:

A safe, healthy and connected community.

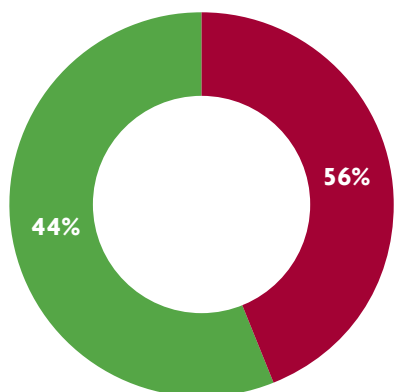
Desired Outcomes:

1. A safe community.
2. A growing hub of culture and creativity.
3. A healthy and active community.
4. A compassionate and inclusive community.



Corporate Business Plan - Progress at a Glance

COMPLETION RATE OF ACTIONS BY PILLAR



● Not Completed ● Completed

The chart shows the percentage of Corporate Business Plan actions completed vs. not completed under the People Pillar, providing a snapshot of progress toward key objectives for the year.



Our Services and Facilities

(STATS: FACILITY VISITATION / 2023-24 ATTENDANCE)

BUNBURY WILDLIFE PARK



34,609

BUNBURY REGIONAL ART GALLERY



13,071

BUNBURY MUSEUM AND HERITAGE CENTRE



14,034

SOUTH WEST SPORTS CENTRE



579,171

BUNBURY CITY LIBRARY



123,486

WITHERS COMMUNITY LIBRARY



6,315



Bunbury Wildlife Park: A Year of Engagement and Education



MONTHLY AVERAGE VISITORS

2,884

In 2023-24, the Bunbury Wildlife Park continued to be a hub of community engagement and wildlife education, offering a range of activities that captivated visitors. The park upheld its tradition of hosting **Interactive Keeper Talks, Reptile Rendezvous, and Birds of Prey Shows**—popular events that allowed visitors to connect with the animals and learn about their care, behaviour, and ecological importance.

New initiatives this year included an **Animal Scavenger Hunt**, which provided a fun and educational way for families to explore the park and discover its diverse wildlife. The **Turtle Tracker** training program further highlighted the park's commitment to conservation education, while **Grandfamilies Day** in April 2024 offered a special day out for grandparents and their grandchildren. The arrival of new alpacas, **Cappa and Chino**, quickly made them visitor favourites.

A special recognition goes to the park's dedicated volunteers, whose tireless efforts throughout the year were instrumental in ensuring the smooth operation and continued success of the park. Their contributions have been invaluable in enhancing the visitor experience and supporting the park's mission of wildlife conservation.

Bunbury Regional Art Gallery: A Year of Cultural Celebration and Creativity



MONTHLY AVERAGE VISITORS

1,089

In 2023-24, the Bunbury Regional Art Gallery (BRAG) continued to enrich the local arts scene with a series of significant events. Key highlights included the **2023 Iluka Visions Opening & Awards Day** in September, which celebrated the artistic achievements of South West youth and recognised the year's winners. The gallery also hosted the **Noongar Country: For Our Elders** exhibition from June to September, honouring Indigenous artists from the Noongar region and paying tribute to Elders, thereby highlighting the deep cultural connections and storytelling traditions within the local Indigenous community.

Additionally, BRAG featured the **South West Art Now 2024 - A New Constellation** exhibition, which showcased contemporary works by local artists and demonstrated the gallery's ongoing commitment to supporting and providing a platform for creative expression in the South West. These events collectively underscored BRAG's dedication to celebrating both emerging and established talent while engaging the community through culturally significant programming.



Bunbury Museum Heritage Centre: Preserving and Showcasing Local History



MONTHLY AVERAGE VISITORS

2,884



TOTAL EVENTS HELD

100



TOTAL EVENT ATTENDEES

2,315

In 2023-24, the Bunbury Museum Heritage Centre continued to be a vital institution in preserving and showcasing the rich history of Bunbury and the South West region. The museum's **exhibitions and displays** offered an immersive experience into the area's past, covering themes such as shipwrecks, early settler struggles, convict history, and the evolution of Bunbury as a dynamic port city. By incorporating historical artifacts, interactive displays, and multimedia elements, the museum engaged visitors of all ages.

The museum also remained dedicated to providing valuable **educational programs**, aligning with the Western Australian Curriculum to offer school students an in-depth look at local history. These programs included hands-on activities designed to enhance students' understanding of Bunbury's heritage and meet educational standards.

The **Winter Warmer Program**, a continuation from previous years, featured special tours, talks, and interactive sessions aimed at engaging the local community during the winter months. This initiative successfully attracted a broader audience and highlighted the museum's ongoing commitment to cultural education and community engagement.



South West Sports Centre: A Hub of Community Wellness and Fitness



MONTHLY AVERAGE VISITORS

48,264



TOTAL MEMBERSHIPS AS OF JUNE 2024

3,213



MEMBERSHIP INCREASE IN 2023-24

342



TOTAL POOL ATTENDANCE

283,477

In 2023-24, the South West Sports Centre (SWSC) in Bunbury continued to play a vital role in the community, hosting a variety of significant events and maintaining its commitment to health and fitness. A major highlight was the **Providence State Youth Games**, held from 2 May to 5 May 2024, bringing together young athletes from across regions to compete in multiple sports, fostering community spirit and showcasing local talent.

Another standout event was the **National Artistic Skating Championships**, held from 1 July to 7 July 2023. Australia's best artistic skaters gathered at the SWSC, with competitors ranging from 'tots' to advanced masters. This event also served as a selection opportunity for athletes aiming to represent Australia at the Artistic Skating World Championships in Colombia, attracting an estimated 2,800 competitors and spectators and highlighting the Centre's capacity to host large-scale national events.

The centre also offered a wide range of regular programs and services, including swimming lessons through the Little Lappers Swim School, group fitness classes, aqua fitness sessions, and personal training. Recreational facilities such as the giant waterslide and indoor sports courts continued to attract visitors. As a hub for health and wellness, the centre promoted fitness across all age groups with initiatives such as **Wellness Week** in April 2024, supporting the community in maintaining a healthy lifestyle. The introduction of **Wheelchair Basketball** further enhanced the centre's inclusive approach to sports, collectively illustrating the SWSC's ongoing dedication to community engagement and personal fitness.



Bunbury Libraries: Fostering Literacy, Creativity, and Digital Skills



MONTHLY AVERAGE VISITORS - CITY

10,290



MONTHLY AVERAGE VISITORS – WITHERS

526



TOTAL PROGRAMS HELD

342



TOTAL PROGRAM ATTENDEES

9,387

In 2023-24, the **Bunbury City Library** and Withers Library engaged the community with diverse programs focused on literacy, creativity, and digital skills. Key initiatives included **Book Chat** for book discussions, **Crafty Yarners** for social crafting, and **Rhyme Time** for early literacy. The **STEAM programs** introduced children to science, technology, engineering, arts, and mathematics, while **Tech Help Friday** and **Tech Talk** improved digital skills.

The libraries also hosted special events such as the **Wearable Art Festival** in July and the **Teddy Bears Roadshow**. Additionally, the **Inclusive Book Club** and **Community Education Program**, which focused on seniors, parents, and legal issues, further supported the community's diverse needs and interests. These activities reflect the libraries' commitment to educating, empowering, and inspiring the local community.



A Safe Community

In 2023-24, Bunbury has made significant strides in enhancing community safety through both road upgrades and the dedicated efforts of our City Rangers.

Key road safety initiatives included major upgrades at the **Haley and Prinsep Streets and Carmody Place** intersection, which featured a new roundabout, street paving, and improved green spaces. Similarly, the **Blair and Clarke Streets intersection** in South Bunbury underwent a road realignment and reseal to enhance safety and usability. **Rose Street** was resealed, and **Lillydale Road** saw shoulder widening and resurfacing to improve travel between Bussell Highway and Parade Road. Additionally, a vibrant pavement mural on Blair Street, designed by Martin Frazer, has improved connectivity and safety between Koolambidi Woola and the City Centre.

Complementing these infrastructure improvements, our City Rangers have been actively working to ensure public safety. They patrol public spaces, manage hazards, and enforce local regulations, all while engaging with the community to provide guidance and support. Their diligent efforts contribute to a safer, cleaner, and more secure environment, reinforcing our commitment to creating a safe and welcoming community for everyone.

A Growing Hub of Culture and Creativity

In 2023-24, Bunbury has continued to flourish as a vibrant centre for cultural and creative events, with a diverse range of festivals hosted by dedicated stakeholders, supported by the City of Bunbury.

The **South West Multicultural Festival** celebrated the region's rich cultural diversity with performances, food, and activities that connected different communities. The Chinese Lantern Festival 2024 offered an enchanting evening of lights and music, highlighting the beauty of Chinese culture. The South West Indian Group Bunbury Diwali 2023 - Festival of Lights was another popular event held annually and supported by the City.

Other notable events included the **Bunbury Fringe Festival** and the **St Patrick's Festival**, both of which contributed to the city's dynamic cultural scene with diverse performances and festivities.

While these events were hosted by external organisations, the City of Bunbury through its Grant Funding program provided crucial support to ensure their success, reinforcing the City's role in fostering a thriving cultural environment.



A Healthy and Active Community

In 2023-24, Bunbury has made significant strides in promoting health and activity within the community. The installation of a **UV Index Sensor** at Koombana Bay under the Sun Smart in the City initiative provides beachgoers with real-time UV index readings, enhancing sun safety.

The **Koolambidi Woola Youth Program**, launched in December 2023, provided engaging activities for young people and supported their wellbeing. Additionally, the Youth Woola Boola event, held in collaboration with Anglicare and the Youth Affairs Council, offered further opportunities for youth engagement.

Throughout the year, Bunbury hosted an array of community sporting events, including the **Three Waters Running Festival 2024**, organised by the Bunbury Runners Club. This annual event, along with other activities, reflects Bunbury's commitment to fostering a vibrant, healthy, and active community.

In partnership with **Sports Marketing Australia (SMA)**, the City of Bunbury successfully hosted six major sporting events in 2023-24, generating an estimated revenue impact of \$3,762,048. These events attracted a total of 1,569 participants, including competitors and officials, further highlighting Bunbury's capacity to host large-scale sporting activities. The collaboration with SMA not only enhances the local sporting landscape but also contributes to the economic vitality of the region, reinforcing Bunbury's reputation as a hub for health, fitness, and community engagement.

A Compassionate and Inclusive Community

In 2023-24, Bunbury has demonstrated a strong commitment to fostering a compassionate and inclusive community. The **Reconciliation Bridge Walk** held on 31 May 2024, brought people together to celebrate and reflect on the journey of reconciliation. The City has continued its dedication to genuine reconciliation by updating its Acknowledgment of Country statement, developed in consultation with the South West Aboriginal Land and Sea Council and the Greater Bunbury Elders Group. This update aligns with practices observed by various government levels.

The **Freedom Trax**, a device designed to enhance wheelchair accessibility, has been made available, allowing users to access previously challenging areas like sand and trails, promoting greater inclusivity.

In line with growing compassion, the City endorsed the **Compassionate Bunbury Charter**, which encourages the values of compassion in daily life. This Charter outlines 10 key themes, including mobilising care networks and acknowledging compassionate acts, supported by a toolkit developed through community consultation.

Additionally, the collaboration between **Enable WA** and the City of Bunbury has led to the enhancement of local event accessibility through an **accessible events trailer**. This initiative, supported by a donation of communication boards from the City, further increases inclusivity at community events.



Disability Services Act Report

The City's **Disability, Access and Inclusion Plan (DAIP) 2023–2028** was officially endorsed by Council on April 4, 2023, and launched internally in July 2023. This updated DAIP reflects on the achievements of the previous plan and sets forth new, progressive actions to enhance accessibility and inclusion across all City services. Developed by the Community Partnerships team, this plan involved extensive collaboration with both community members and City staff to ensure its effectiveness and relevance.

The City remains dedicated to improving accessibility and inclusion throughout Bunbury. Our ongoing partnerships and collaborative efforts with various organisations and community members are vital to this commitment. The DAIP supports our goal to become the **Most Accessible Regional City in Australia (MARCIA)**, highlighting our dedication to creating an inclusive environment for all.

The guidance from the City's Disability Access and Inclusion Committee (DAIC) and the **Co-Design Access Panel (CoDAP)** has been crucial in implementing high-quality initiatives and driving improvements across different departments.

Key achievements in the 2023-24 period include:

- **Accessible Events:** Enhancements for accessibility and inclusivity were integrated into the City's Skyfest and Christmas in the City events. This included Event Communication Boards, additional ACROD parking, accessible bus stops, and Closed Captions for Christmas Carols.
- **Waste Services Innovations:** In response to community needs, the City of Bunbury's waste services introduced several innovative measures such as tactile symbols on bin lids, special bin placement stickers, and translated waste guides to improve accessibility.

DAIP Actions - Progress at a Glance

DAIP Actions - # Completed	17
DAIP Actions - # In Progress	18
DAIP Actions - # Not Progressed	8
DAIP Actions - Total	43



Planet



Aspiration:

A healthy and sustainable ecosystem.

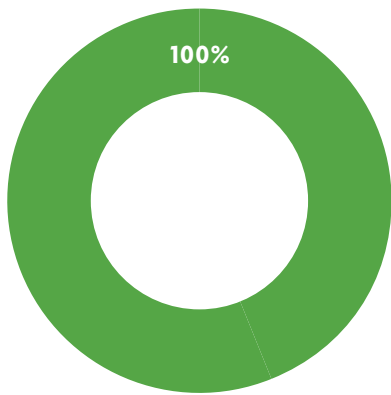
Desired Outcomes:

1. A natural environment that is cared for and preserved.
2. An aware and resilient community equipped to respond to natural disasters and emergencies.



Corporate Business Plan - Progress at a Glance

COMPLETION RATE OF ACTIONS BY PILLAR



● Not Completed ● Completed

The chart shows the percentage of Corporate Business Plan actions completed vs. not completed under the Planet Pillar, providing a snapshot of progress toward key objectives for the year.



Our Services and Facilities

Waste Management

RESIDENTIAL WASTE STATISTICS

Total residential tonnes collected FY 23/24	
General Waste	7,277 t
FOGO Waste	6,093 t
Recycle Waste	2,541 t

Average Waste Per Bin (kg)	
General Waste	13.46kg
FOGO Waste	14kg
Recycle Waste	8.14kg

Community Waste Education Attendees stats	
2023-24	1500 + people
Monthly Average	150 people

In 2023-24, the City of Bunbury continued to provide a comprehensive waste management service with three bins for residents: a red lid general waste bin collected fortnightly, a yellow lid recycling bin collected on the alternate fortnight, and a lime green lid FOGO (food and garden organics) bin collected weekly. Residents have the option to swap their standard 240L landfill bin for a 140L bin, which helps reduce waste to landfill and can lead to savings on rates.

This year marked a significant milestone as the City celebrated **10 years of FOGO** collection services, having first implemented the system in 2013. The City of Bunbury, a leader in waste management, hosted several community events and activities to celebrate this achievement, fostering greater awareness of the importance of FOGO in sustainable waste practices.

In addition to regular bin collections, two green and hard waste collections were conducted during the year. The **McCombe Road Resource Drop Off Centre** remains a crucial facility for disposing of items not suitable for the three-bin system, such as car batteries, white goods, and televisions.

Several waste education and engagement programs were implemented, including Adopt a Spot, workshops for Managing Your Three Bins with a Baby, and educational initiatives for schools.



Emergency Management

In 2023-24, the City of Bunbury's emergency management efforts were marked by proactive responses and community preparedness initiatives. A significant event was the response to a tornado in May 2024, where the City coordinated an effective clean-up operation to restore affected areas and support the community.

Additionally, the City continued to prioritise **bushfire readiness** by conducting information sessions aimed at equipping residents with essential knowledge and strategies for managing bushfire risks. These sessions were part of a broader commitment to ensuring community safety and resilience in the face of emergencies.

Land Management

In the 2023-24 period, the City of Bunbury advanced its **Coastal Hazard Risk Management and Adaptation Plan (CHRMAP)** with the release of a summary report. This report provides an accessible overview of the CHRMAP, designed to inform and engage the community in understanding and addressing coastal hazard risks. The summary helps residents grasp key aspects of the plan and the City's ongoing efforts to manage and adapt to coastal challenges.

A Natural Environment that is Cared for and Preserved

In 2023-24, the City of Bunbury undertook several key initiatives to enhance and preserve the natural environment. The **Winter Street Tree Program** continued to expand the urban tree canopy, providing residential areas with free tree planting on verges. Residents are encouraged to water the newly planted trees regularly during their establishment period.

The **Habitat Bunbury** program returned to support local sustainability projects, offering up to \$5,000 in funding for community groups, not-for-profit organisations, and educational institutions. This initiative aims to boost local biodiversity and environmental awareness. The City also continued its **Corella Management Program** to manage the impact of nuisance corellas, which have been causing significant damage to infrastructure and disrupting local wildlife.

An Aware and Resilient Community Equipped to Respond to Natural Disasters and Emergencies

To bolster community safety and resilience, several key initiatives were undertaken in 2023-24. New **Australian Fire Danger Rating** signs were installed at key locations, including South West Highway, Forrest Highway, Bussell Highway and Ocean Drive, enhancing the community's ability to stay informed about fire risks. Additionally, **coastal erosion fencing** was installed along Ocean Drive, in partnership with Bunbury Regional Prison, to help protect our coastlines.

In May and June 2024, Bunbury experienced severe weather events, including a tornado, resulting in significant damage to community facilities, housing, and natural landscapes. Recovery teams prioritised communication with affected residents by door knocking, hosting community information sessions, and providing updates via the City of Bunbury Facebook page and website. The community demonstrated remarkable resilience, and heartfelt thanks are extended to the rangers, volunteers, and everyone who contributed to the recovery efforts.



Place



Aspiration:

An integrated, vibrant and well planned City.

Desired Outcomes:

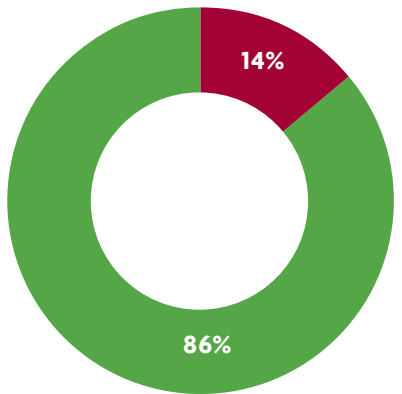
1. A community with high quality urban design and housing diversity.
2. A place with attractive and welcoming community space, where people want to live.
3. A city that is easy to get around safely and sustainably.





Corporate Business Plan - Progress at a Glance

COMPLETION RATE OF ACTIONS BY PILLAR



● Not Completed ● Completed

The chart shows the percentage of Corporate Business Plan actions completed vs. not completed under the Place Pillar, providing a snapshot of progress toward key objectives for the year.

Our Services and Facilities

Bunbury Airport

In 2023-24, **Bunbury Airport** continued to play a pivotal role in the South West region. It remained a crucial base for emergency services, including the permanent RAC rescue helicopter and seasonal Water Bomber operations, as well as supporting significant traffic for the Royal Flying Doctor Service (RFDS). The airport served as a central hub for general aviation, housing about 100 aircraft in 70 hangars, and hosting three pilot training organisations: Bunbury Aero Club, Bunbury Flying School, and AirSports WA.

The airport's infrastructure, including a sealed 1,015-metre runway with PAL activated LED lighting, a full-length taxiway, and fuel facilities (AVGAS and Jet A1), underscores its importance in both regional aviation and emergency services. These facilities support the local aviation community and reflect the airport's ongoing contribution to pilot education and general aviation in the region.



City Parks, Gardens and Open Spaces

The City of Bunbury has made significant strides in enhancing its parks, gardens, and open spaces over the 2023-24 period. Bellemore Park and Garvey Park were two that received a major upgrade. The parks now feature **revamped playgrounds** with interactive elements that focus on safety and accessibility for children of all ages and abilities. At Big Swamp Playground, repairs were undertaken to address wear and tear, ensuring continued enjoyment and safety for visitors. Ongoing maintenance and upgrades across various parks, including lawn replacement, irrigation system enhancements, and new plantings, ensure that public spaces remain inviting and functional for all residents.

Additionally, as part of the **Greening Bunbury Plan**, extensive tree planting has been carried out across various parks and public spaces. This initiative aims to expand the urban canopy, enhance environmental sustainability, and improve the City's green spaces.

These improvements reflect the City of Bunbury's commitment to creating vibrant, accessible, and well-maintained public spaces for the enjoyment and benefit of the community.

A Community with High Quality Urban Design and Housing Diversity

The **Hands Oval redevelopment** progressed significantly during the year, with work continuing on the new stadium and the surrounding landscaping and parking. Redevelopment of this important sporting asset includes a new 750-seat, two-storey stadium to accommodate year-round sport, recreation and community activities catering for participation by both females and males, including people living with disability. Funding for the redevelopment totals \$19.2 million, comprising \$6.8 million from the City of Bunbury, \$4.4 million from the Federal Government's Building Better Regions Fund, \$8 million from the Department of Local Government, Sport and Cultural Industries' WA Recovery Plan, \$150,000 from the South West Football League, and \$200,000 from the West Australian Football Commission. Construction of the Hands Oval redevelopment is well underway, with a major milestone reached in June 2024 as all structural steel work has been completed. The project is on track for completion in time for the 2024 South West Football League finals, enhancing the sports and recreation facilities in South Bunbury.

The **Tree Street Art Safari**, a popular free self-guided walking tour, returned this year, showcasing not only the area's local architecture and heritage properties but also a range of art displays. Local residents opened their homes to feature the works of various artists, contributing to Bunbury's cultural richness. This event was made possible through support from the City's grant program.

Key initiatives in urban design and housing diversity included a focus on enhancing the variety and quality of housing options. The City supported efforts to increase housing stock and improve design standards, reflecting a commitment to creating a dynamic and inclusive community environment.



A Place with Attractive and Welcoming Community Space, Where People Want to Live

Koolambidi Woola continued to garner widespread attention in the 2023-24 period, receiving national recognition for its stunning design. The City of Bunbury, along with Playce—the designers of this popular precinct—was honoured with the Parks and Leisure Australia 2023 National Awards of Excellence Playspace Award on 24 October 2023. This award, which acknowledges projects over \$500,000, celebrates effective stakeholder engagement, the creation of a sense of ‘place’ for the community, and design innovation that supports childhood development.

The **Splish Splash Family Fun Day**, organised by Bunbury Public Libraries, returned in early 2024, offering a vibrant day of activities and entertainment for families.

Additional activities and initiatives that contributed to creating an attractive and welcoming community space included various enhancements to public areas, community events, and infrastructure projects aimed at improving the liveability and appeal of Bunbury. These efforts reflect the City’s commitment to fostering an environment where people feel invited and inspired to live.

A City that is Easy to Get Around Safely and Sustainably

Throughout the 2023-24 period, several key initiatives have been undertaken to enhance the ease of getting around Bunbury safely and sustainably.

New lighting was installed along the pathway at **Horseshoe Lake** in East Bunbury. This path connects Sandridge Road to Bunning Boulevard, serving as a vital thoroughfare for pedestrians heading to the Bunbury Forum shopping centre.

The **Ocean Drive upgrades** were completed, featuring road widening and an extended bicycle lane that improves safety for both cyclists and motorists. Landscaping, including new turf and planting, was also incorporated into the project, enhancing the area between Scott Street and William Street.

Maidens Reserve, a beloved local spot, saw improvements with the introduction of a 670-metre assisted wheelchair-accessible pathway. Designed with input from the City’s Co-Design Access Panel, this path offers visitors access to the 45-metre high lower lookout and the 67-metre upper lookout, which is accessible via 153 steps.

The City of Bunbury has continued to improve accessibility across its playgrounds and open spaces. Notable sites such as Big Swamp Playground, Koombana Foreshore Playground, and Koolambidi Woola now feature **accessible play elements**.

Boulter’s Heights received a major upgrade with the replacement of the old staircase from Haig Crescent to Prinsep Street. The new staircase enhances safety and provides improved access to one of Bunbury’s iconic lookouts.

In a move towards sustainability, Bunbury has expanded its **electric vehicle infrastructure** with the installation of a fast charger at the Cobblestone Drive carpark, part of a State Government initiative on municipal land. This addition connects Bunbury to Australia’s longest electric vehicle network, reinforcing the city’s commitment to sustainable transportation.

Prosperity



Aspiration:

A strong and diversified economy.

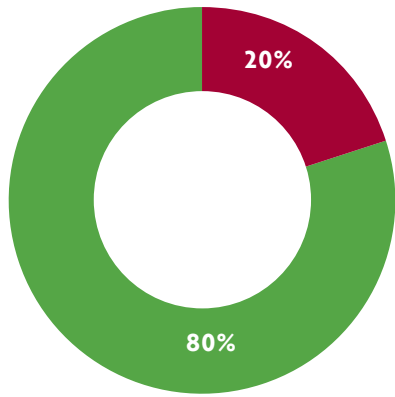
Desired Outcomes:

1. The premier city of regional Western Australia.
2. A strong, resilient and diverse economic hub for the South West.
3. A unique and desirable destination within the South West region.



Corporate Business Plan - Progress at a Glance

COMPLETION RATE OF ACTIONS BY PILLAR



● Not Completed ● Completed

The chart shows the percentage of Corporate Business Plan actions completed vs. not completed under the Prosperity Pillar, providing a snapshot of progress toward key objectives for the year.



Our Services and Facilities

Bunbury Visitor Centre

Visitor Centre Attendance	
Average Monthly Attendance	989
Total Interstate Visitors 2023-24	1397
Total International Visitors 2023-24	60
Total Attendees 2023-24	11,869

Recreational Vehicle Permits	
Total RV Permits issued 2023-24	2121

During the 2023-24 period, the Bunbury Visitor Centre has continued to enhance its services through its relocation and expansion. The Centre began operating from two key locations: the Bunbury Museum and Heritage Centre and the Dolphin Discovery Centre on a trial basis.

The relocation has allowed for improved visitor services, including extended operating hours at both locations. The Centre has focused on enhancing technology use and service availability, offering amenities such as free Wi-Fi, tour bookings, accommodation advice, and coach bookings with Southwest Coachlines. Additionally, the Centre issues **Recreational Vehicle (RV) permits** and provides information on the RV waypoint along Ocean Drive, which supports travelling tourists.

The Bunbury Visitor Centre has actively engaged in promoting **local tourism** through various partnerships with local businesses and organisations. These initiatives aim to showcase the Bunbury Geopraphe region and attract more visitors, thereby supporting the local economy and enhancing the overall visitor experience. For more information, refer to the City of Bunbury's official updates and the Visit Bunbury Geopraphe website.



International Relations

In the 2023-24 year, the City of Bunbury has actively engaged in international relations, focusing on strengthening existing partnerships and preparing for new opportunities.

The City has continued to nurture its Sister City relationship with **Setagaya, Japan**. This long-standing partnership has facilitated cultural exchanges and collaborative projects that have reinforced the bond between the two cities and fostered greater understanding and cooperation. Key activities included the annual **South West Japan Festival**, which celebrated Japanese culture and promoted community engagement. The festival featured traditional Japanese performances, culinary experiences, and cultural displays, and has been a highlight in promoting Bunbury's connection with Japan.

A significant initiative for the year is the **Tokyo Talent Tour**, which refers to a student delegation travelling to Japan in October 2024 as part of a student exchange program. This tour aims to provide students with valuable international experience, foster cross-cultural understanding, and strengthen ties between Bunbury and Setagaya. Preparations for the tour have included coordinating with educational institutions and local stakeholders to ensure a meaningful and impactful exchange experience for participating students.

In addition to these initiatives, the City of Bunbury has engaged in various other international relations activities. This includes participating in global forums and conferences, exploring potential new Sister City partnerships, and promoting Bunbury's tourism and economic opportunities abroad. These efforts reflect Bunbury's commitment to fostering international connections, enhancing cultural understanding, and promoting global engagement.



Grants

The City of Bunbury's Grants Program continues to play a vital role in enhancing the community and promoting Bunbury as a desirable place to live, visit, and invest. The program supports a variety of initiatives across four categories: **Community Connect**, fostering community engagement and participation; **Signature Events**, which boost Bunbury's reputation as a major events destination; **Neighbourhood Connect**, supporting local initiatives to strengthen community bonds; and **Achievement**, recognising and funding projects that contribute significantly to Bunbury's social and cultural landscape.

In the 2023-24 financial year, the City awarded a total of \$305,270.00 to an impressive range of events and projects. This included cultural celebrations such as the **Bunbury Chinese Lantern Festival**, **SWIG Bunbury Diwali Festival of Lights**, **South West Japan Festival**, and **NAIDOC Family Fun Day**, which brought together diverse communities to celebrate heritage and inclusion. Community favourites like the **Bunbury Show**, **Bunbury Fringe Festival**, **Bunbury Sea Shanty Festival**, and **Meet You @ Maidens** highlighted the City's rich cultural tapestry.

The program also supported a number of unique artistic and community initiatives, including **Art in the Garden**, **Tree Street Art Safari**, **Pirates of Penzance**, and **Bumpers & Beats**. Events like **BeachFlix at Koombana Beach**, **Smart2Ask Expo**, **Seniors Have a Go Day**, and **Our Shout @ Maidens** fostered inclusivity and active community involvement.

Sporting events played a key role, with grants supporting the **Bunbury 3 Waters Running Festival**, **Bunbury Women's Triathlon**, **Bunbury City Classic Triathlon**, and **GT Fabrication Targa Bunbury Sprint**. Other notable sports-focused events included **Bricktopia**, **Bunbury BMX Have a Go Day**, **Relay for Life**, and the **World Croquet Federation Over 50 Golf Croquet World Championships**.

A wide array of additional events—such as **Cinefest Oz**, **the Drive to Make a Difference**, **the Bunbury Sunset Markets**, and the **33rd FB-EK Holden Nationals**—rounded out the diverse projects that received funding, contributing to Bunbury's dynamic community life and economic vibrancy.

Through this wide-ranging support, the City's Grants Program continues to enrich Bunbury's community, fostering growth, connection, and vibrancy across all sectors.



The Premier City of Regional Western Australia

To reinforce its status as the premier city of regional Western Australia, Bunbury has focused on initiatives designed to elevate the City's profile and appeal.

The **Bunbury Brighter** campaign is a vital marketing initiative that captures the essence of Bunbury through storytelling and community engagement. Launched to enhance the city's visibility, the campaign showcases inspiring local figures who reflect Bunbury's vibrant spirit and cultural richness. By highlighting diverse ambassadors—from event organisers to entrepreneurs—the campaign celebrates the unique contributions of residents and promotes a sense of pride within the community. Its strong digital presence on platforms like Instagram, YouTube, and a dedicated website allows for widespread dissemination of these stories, helping to position Bunbury as a dynamic and welcoming destination.

Additionally, the City of Bunbury has continued to support regional development through various infrastructure improvements and community initiatives that enhance the City's appeal and functionality. Key activities include the ongoing efforts to upgrade public spaces and facilities, such as parks and recreational areas, which contribute to Bunbury's reputation as a vibrant and attractive place to live and work.

These efforts collectively aim to solidify Bunbury's position as a premier city in regional Western Australia, showcasing its strengths and opportunities for residents, visitors, and potential investors.

A Strong, Resilient and Diverse Economic Hub for the South West

The City of Bunbury continues to solidify its position as a robust economic hub for the South West through various initiatives and partnerships.

A notable highlight of the year has been the strengthened partnership with **Edith Cowan University**, which has fostered collaboration on several fronts, including research, community engagement, and educational opportunities. This partnership is set to enhance Bunbury's educational landscape and drive local economic growth.

In June 2024, Bunbury garnered significant attention when it was featured on Destination WA. The episode, broadcast on Channel 9 Perth, showcased Bunbury's arts and culture, vibrant café scene, and beautiful beaches. It also highlighted the Bunbury Cup, one of the city's premier annual events, reinforcing Bunbury's status as a premier destination in Western Australia.



A Unique and Desirable Destination Within the South West Region

The City of Bunbury enhanced its status as a unique and desirable destination within the South West region through a series of impactful initiatives and events. In a move to strengthen global ties, the City invited community members to join the **International Relations Committee**. With nine positions available for a two-year term, appointments were formalised by the Council in December 2023. The committee engages in collaborative initiatives, cultural exchanges, and strategic partnerships, all aimed at enhancing Bunbury's visibility and influence on the global stage.

Bunbury offers a diverse array of attractions that highlight its rich cultural heritage and natural beauty, making it a compelling destination for visitors and residents. The City's facilities, such as the **Bunbury Regional Art Gallery**, **Bunbury Wildlife Park**, and the **Bunbury Museum and Heritage Centre**, serve as unique features that enhance the local experience. These venues not only provide insights into the region's history and artistic talent but also promote conservation efforts and education about local wildlife.

Outdoor enthusiasts will appreciate **Koombana Bay**, which features beautiful beaches, picnic areas, and walking trails, creating a perfect environment for families and nature lovers. The scenic **Leschenault Inlet** invites visitors to enjoy kayaking, paddleboarding, and birdwatching, allowing for an immersive experience in the area's natural landscapes.

Bunbury's **Heritage Trail** encourages exploration of historical sites, including the iconic **Bunbury Lighthouse** and **Wellington Square**, where guests can learn about the city's maritime history and architectural heritage. The vibrant **Mangrove Boardwalk** provides a unique perspective of the local ecosystem, showcasing the rich biodiversity of the area.

Additionally, the City hosts various local markets and artisan shops, offering visitors a chance to experience Bunbury's unique culture through locally made products and crafts. These attractions not only enhance the visitor experience but also support local artisans and businesses, fostering a strong sense of community.

Together, these local attractions position Bunbury as a destination that caters to diverse interests, from adventure seekers and culture enthusiasts to families looking for a relaxing getaway. Each experience contributes to Bunbury's reputation as a unique and desirable place to visit within the South West region.

Performance

Aspiration:

*Leading with purpose
and robust governance.*

Desired Outcomes:

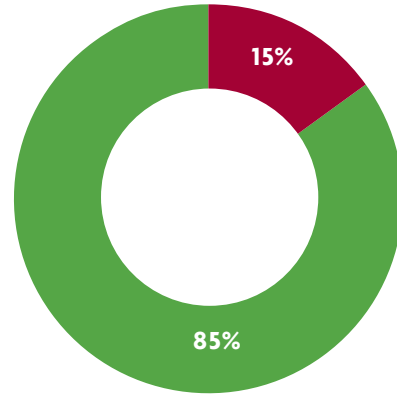
1. A leading local government.
2. A well-informed community that is deeply engaged in decision making.





Corporate Business Plan - Progress at a Glance

COMPLETION RATE OF ACTIONS BY PILLAR



● Not Completed ● Completed

The chart shows the percentage of Corporate Business Plan actions completed vs. not completed under the Performance Pillar, providing a snapshot of progress toward key objectives for the year.

Our Services and Facilities

Corporate Governance

In August 2023, the City hosted the **Bunbury Budget Breakfast** in collaboration with the Bunbury Geopraphe Chamber of Commerce and Industry. During the event, the City of Bunbury Mayor and CEO presented an overview of the City's 2023-24 budget, providing transparency and insight into the financial planning and priorities of the Bunbury City Council.

October 2023 saw the ordinary **local government elections**, held every two years. This year's election, conducted on 21 October, involved the election of four Bunbury City Council members for a four-year term. These elections followed recent changes to the Local Government Act, emphasising the City's commitment to democratic processes.

Community Engagement

In 2023 the City encouraged residents to participate in the **MARKYT Community Scorecard** survey. This independent survey, conducted by CATALYSE, allowed residents to share their needs and rate local services, facilities, and programs. The feedback collected through this survey played a crucial role in informing the City's planning efforts, particularly in shaping the Strategic Community Plan 2032.



A Leading Local Government

The City of Bunbury continued to set the standard as a leading Local Government, with several key developments and initiatives in 2023-24.

In August 2023, Alan Ferris was appointed as the **City's new Chief Executive Officer** following a rigorous recruitment process. Ferris, a community-focused leader with extensive Local Government experience, was selected from a highly competitive pool of 186 applicants. His appointment is set to steer Bunbury towards an even brighter future.

In a significant step towards inclusivity, the City of Bunbury made its websites more accessible by implementing the **UserWay Accessibility Widget**, the world's leading accessibility and compliance solution. This new plugin ensures that City websites are easier to navigate for all users, reflecting Bunbury's commitment to accessibility and community engagement.

The **Evolve Digital Transformation** program also continued its momentum throughout the year. This ongoing initiative focuses on modernising the City's digital infrastructure, improving services, and ensuring that Bunbury remains at the forefront of digital innovation in Local Government. Key advancements included streamlining Customer Relationship Management (CRM) processes to enhance efficiency and responsiveness. Additionally, the enhancement of digital spaces, such as the City's website and the Community Connect engagement portal, has improved accessibility for residents, making it easier for the community to access information and services. These initiatives collectively contribute to a more connected and responsive local government.

The City also made strides towards sustainability and reducing its carbon footprint by acquiring two additional Nissan Leaf electric vehicles, bringing the fleet to a total of three electric vehicles. This initiative is part of the City's ongoing commitment to sustainable operations. Additionally, the City engaged with an industry consultant to explore cost-effective strategies and the latest technologies for transitioning to a zero-emission fleet in the future.

A Well-Informed Community that is Deeply Engaged in Decision Making

The City of Bunbury demonstrated its commitment to fostering a well-informed and engaged community through several key initiatives and events in 2023-24.

The City encouraged community participation by inviting nominations for the annual City of Bunbury **Community Awards**. These prestigious awards recognise the efforts of outstanding individuals and groups across three categories: Citizen of the Year, Young Citizen of the Year, and Community Group or Community Event of the Year.

The City also introduced **Community Access Sessions** as a new way for residents to voice their concerns and ideas. Held every third Tuesday at Council Chambers, these informal public sessions provided a platform for the community to discuss topics they are passionate about directly with Council members.

To further engage the community, the City continued to enhance the **Community Connect** digital engagement platform, which was launched in the previous year. This platform offers residents an effective way to participate in decision-making processes and share their views on local issues. Throughout 2023-24, the City connected with the community on specific projects, including the development of Dog Exercise Areas, the Ocean Pool initiative, and Corella Management strategies, ensuring that resident feedback played a vital role in shaping these important initiatives.

Payments to Employees

In accordance with the provisions of regulation 19B of the Local Government (Administration) Regulations 1996, set out below in bands of \$10,000 are the number of employees who were entitled to an annual salary package of \$130,000 or more in 2023-24.

In accordance with regulation 19B(2)(e), the total remuneration paid to the CEO in 2023-24 was \$364,039.00.

2023-24 Salary Band	Number of Employees
\$170,000 - \$179,999	12
\$180,000 - \$189,999	1
\$270,000 - \$279,999	3
\$360,000 - \$369,999	1

Complaint Handling

In accordance with section 5.53 (2) (hb) of the *Local Government Act*, the following entry was made in the City's complaints register in the 2023-24 financial year.

On 21 October 2022, a complaint was lodged concerning an alleged breach by Councillor Marina Quain. Councillor Quain was alleged to have disclosed confidential information following a confidential Council briefing session regarding a commercial lease arrangement, which tainted commercial negotiations.

The Local Government Standards Panel finalised its dealing with the Complaint and in accordance with section 5.110(6)(b)(i) of the Local Government Act 1995 (the Act), ordered that public censure be imposed.

On 22 June 2023 Cr Quain gave notice to begin an appeal of the decision of the Standards Panel to the State Administrative Tribunal in accordance with section 5.125 of the Local Government Act 1995.

On 16 November 2023, the Tribunal issued a ruling that revoked the respondent's decision from 22 June 2023, which had imposed a Public Sanction on the applicant. Instead, the Tribunal substituted this decision with a new sanction requiring the applicant to issue a Public Apology.

Cr Quain provided an apology to Council at the 20 February 2024 Ordinary Council Meeting.

Freedom of Information

The City of Bunbury will, if possible, provide access to documents held by the City outside the *Freedom of Information Act 1992* process, however if we are unable to supply this information by less formal means, a Freedom of Information request can be made.

In accordance with the *Freedom of Information Act 1992* the City publishes a Freedom of Information Statement on the City's website. The statement outlines the City's functions, the kind of documents held by the City, how those documents can be accessed and details the process of applying for information under the *Freedom of Information Act 1992*.

A total of 12 Freedom of Information applications were received in the 2023-24 financial year and were processed at an average of nine days per application.

Records Management

During the 2023-24 period City staff created 204,635 records in our approved records management system. Of this number 49,537 of the records created were incoming from City customers.

All staff are required to complete the Recordkeeping Induction on commencement at the City. Online training is offered to staff who require full access to Content Manager, this is regularly reviewed and modified, as necessary.

The State Records Office has now released the updated Retention and Disposal Authority, determining the retention schedules for all records at the City. The Corporate Information team will be reviewing the application of the schedule on existing records, ensuring we remain compliant with the State Records Act.

In an information-on-demand era, the Corporate Information team continues to assist in capturing better data to enhance decision-making processes and outcomes for the City.

Customer Enquiries	
Customer Enquiries: In Person	9557
Customer Enquiries: Receipted Payments	5603
Customer Enquiries: Phone Calls	25,750
Customer Enquiries: Digital	31,187
Total Customer Enquiries Received 2023-24	43,293



How to Get Involved

Want to help build a better, brighter Bunbury?

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

A: 4 Stephen Street, Bunbury, WA, 6230

T: 08 9792 7000

E: mayor@bunbury.wa.gov.au
info@bunbury.wa.gov.au

www.bunbury.wa.gov.au



10.3.3 Corporate Business Plan Quarter 1 2024-25

File Ref:	COB/6080
Applicant/Proponent:	Internal
Responsible Officer:	Natalie Passmore, Corporate Reporting Officer
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.3.3-A Corporate Business Plan Report – Period ending 31 March 2024

Summary

The Corporate Business Plan 2024 - 2028 provides the Bunbury community with a plan to deliver the vision, goals, and objectives of the Strategic Community Plan.

The purpose of this report is to provide Council with an update on the progress toward key objectives and actions outlined in the Corporate Business Plan for Quarter 1 2024-25.

Executive Recommendation

That Council notes the Corporate Business Plan Quarter 1 2024-25 Report. For the period ending 30 September 2024, as presented in Appendix 10.3.3-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

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

Background

Council resolved to endorse The Corporate Business Plan 2024 - 2028 at the Special Council Meeting held on 24 July 2024. Quarterly reporting against progress toward the Corporate Business Plan is undertaken as part of the City's Integrated Strategic Planning and Reporting Framework for each quarter.

Council Policy Compliance

Not applicable.

Legislative Compliance

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

Officer Comments

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

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

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

The report outlines progress towards actions scheduled for completion within the 2024-2025 financial year.

Analysis of Financial and Budget Implications

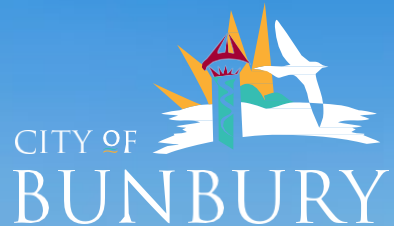
Budget figures included in the Report are aligned with the operating and capital project expenditure outlined in the Corporate Business Plan 2024 -2028, and Annual Budget 2024-2028.

Community Consultation

Nil

Councillor/Officer Consultation

Elected Members adopted The Corporate Business Plan 2024 - 2028 at the Special Council Meeting held on 24 July 2024. The Plan was developed in consultation with Executives, Managers, and Officers. Executive and Managers were engaged by Officers in compilation of the Quarter 1 2024-25 report.



CORPORATE BUSINESS PLAN

Progress Report
2024 – 2025



Contents

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Snapshot of Progress	3
People	4
Planet	9
Place	12
Prosperity	17
Performance	21



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



Introduction



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

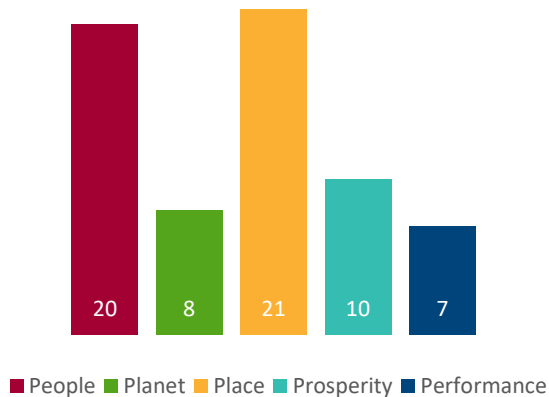
The Corporate Business Plan serves as a vital strategic tool, translating Council priorities into actionable steps while optimising available resources. This quarterly report provides an updated overview of the progress made toward achieving the objectives outlined in the Corporate Business Plan 2024-2028, focusing on actions scheduled for completion during the 2024-2025 financial year.

The report is structured around the key performance areas of the Corporate Business Plan: People, Planet, Place, Prosperity, and Performance. It offers a detailed update on each area, including the Budget, Budget Status, Forecast Completion, and Progress of all actions undertaken.

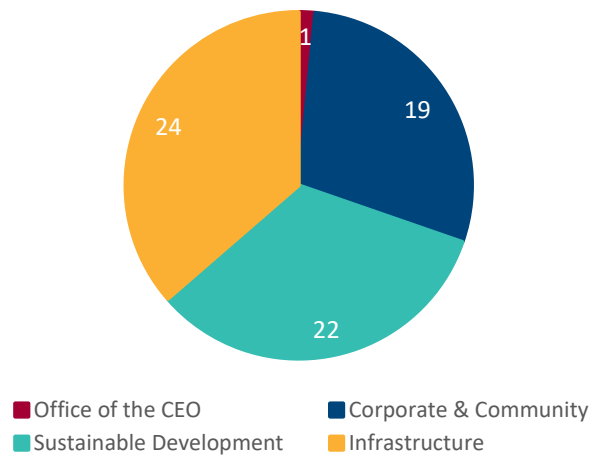
Budgets presented in this report are aligned with both the Operating and Capital Project Expenditure defined in the Corporate Business Plan 2024-2028 and the Annual Budget 2024-2025.

This report provides an update against 66 actions in the Corporate Business Plan.

Distribution of Actions by Pillar



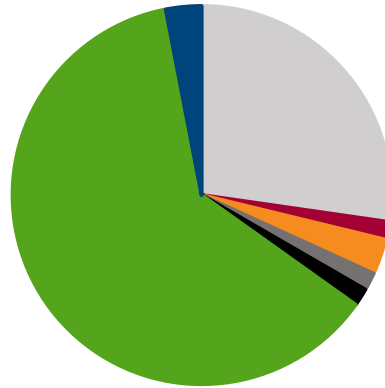
Distribution of Actions by Directorate



Snapshot of Progress

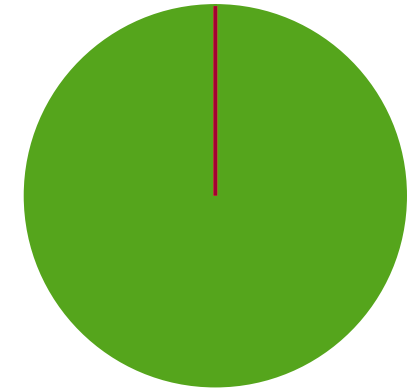


Status: Progress
Q1 2024-25



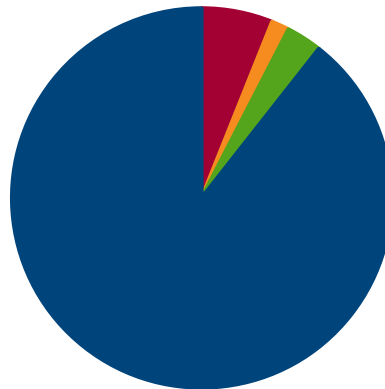
- Not Started
- Behind Schedule
- On Hold
- Deferred
- Discontinued
- On Track
- Complete

Status: Budget
Q1 2024-25



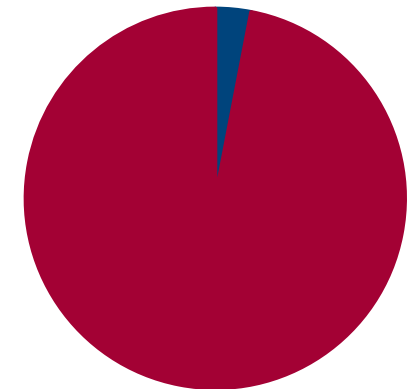
- No issues
- Minor issues
- Major issues

Forecast Completion
Q1 2024-25



- Q1
- Q2
- Q3
- Q4

Completion to Date
YTD 2024-25



- Complete
- Incomplete

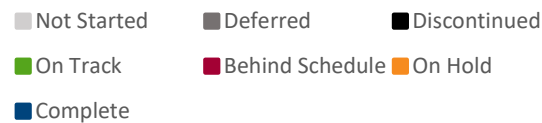
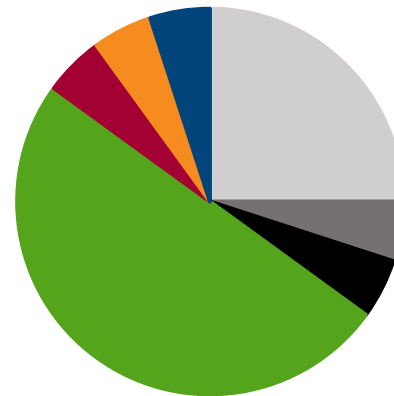
People

A safe, healthy and connected community

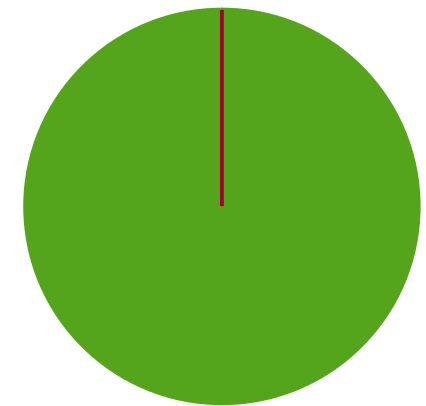


YTD Progress Snapshot | 20 Actions

Progress Status



Budget Status





Outcome 1. A safe community

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Increase safety and crime prevention services. 2. Modify the physical environment to improve community safety. 3. Reduce the harmful use of alcohol and other drugs. 4. Encourage responsible animal management.	Review the current CCTV coverage, and if relevant, seek funding to expand and improve the CCTV system.	Information Services	\$50,000	No Issues	Q4	Not Started
		Not scheduled to start until Q3.				
	Partner with relevant agencies to implement the Community Safety Plan.	Community Wellbeing	✓	No Issues	Q4	On Track
		CSAG meeting held in July 2024 with Actions in the CSCPP presented to the group. Next quarter activities include a focus on domestic violence. Next meeting scheduled for 24/10/2024.				
		Community Wellbeing	✓	No Issues	Q4	On Track
		Bi-monthly meetings occurring with stakeholders.				
Upgrade Ranger and Emergency Management Two-Way Radios.	Information Services	\$30,000	No Issues	Q4	Not Started	
	Not scheduled to start until Q3.					

✓ Planned for financial year but does not require funding.

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



Outcome 2. A growing hub of culture and creativity

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Grow participation in arts, culture, and community events. 2. Promote and celebrate Noongar culture.	Develop and implement dual naming of significant landmarks and places.	Community Connection	*	No Issues	Q4	On Hold
		Awaiting connection with local Noongar language expert, expert has been uncontactable for a few months due to working interstate. Intended to kick off discussions in Q2.				
	Develop a City of Bunbury specific Reconciliation Action Plan.	Community Connection	\$15,000	No Issues	Q4	On Track
		The City is exploring a Cultural Safety Framework in place of a RAP. Initial forum was conducted and have commenced ongoing schedule of forums, consultation and conversation to inform what type of plan and initiatives our local Noongar community wish to see developed. Connection with local Senior Elders and community organisations have assisted in ongoing consultation processes.				
	Establish and engage with a First Nations Advisory Group on opportunities and projects relating to First Nations peoples.	Community Connection	✓	No Issues	Q4	Not Started
		This project is intended to begin Q3 2025.				
	Develop and deliver local history and culture-based programs.	Community Connection	✓	No Issues	Q4	On Track
		The Bunbury Museum and Heritage Centre has begun preparing for an exhibition based on the history of Carey Park (Bunbury's oldest suburb) and has received high interest from the community, with offers of donations and information sharing for several prominent residents. The BMHC also ran the highly successful Family History Expo, highlighting local history.				



Outcome 3. A healthy and active community

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Improve access to high quality health and community services. 2. Encourage participation in sport, recreation, and leisure activities.	Plan and deliver additional indoor courts at Hay Park in partnership with stakeholders.	Sport & Recreation	\$350,000	No Issues	Q4	On Track
		Project Manager appointed and open tender has been issued by BBA for architectural services.				
	Provide replacement of the Forrest Park Pavilion with modern, unisex changing facilities and upgraded power supply.	Infrastructure Maintenance	\$1,000,000	No Issues	Q4	On Track
		Construction of building completed awaiting power and PC. Carpark construction currently underway.				
	Redevelop Hands Oval SWFL facilities to a standard required for WAFL and AFL fixtures, in partnership with stakeholders.	Projects & Asset Management	\$3,327,000	No Issues	Q4	Behind Schedule
		Perkins have submitted an updated program indicating final completion in December 2024. A separable contract portion was proposed to ensure the stadium was open for the SWAFL Grand Final.				
	Support Bunbury Tennis Club rebound wall.	Sport & Recreation	\$10,000	No Issues	Q1	Complete
		Complete.				
	Renew Hay Park cricket nets.	Sport and Recreation	\$42,000	Major Issues	-	Deferred
		Deferred due to budget constraints.				
Support Bunbury Motorcross Club new ablutions.	Sport & Recreation	\$45,000	No Issues	Q2	On Track	
	Support in monies only (not construction) as this will be undertaken by the club.					
Plan and deliver refurbishment of netball courts.	Infrastructure Maintenance	\$1,616,510	No Issues	Q4	On Track	
	No progress reported for Q1 as work is scheduled to begin in subsequent quarters.					
Support Bunbury Central Croquet Club night lights.	Sport & Recreation	\$3,446	Major Issues	-	Discontinued	
	The Club Night Light grant was not supported therefore the club is not currently progressing this project through the grant.					



Outcome 4. A compassionate and inclusive community

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Listen and respond to community needs at all stages of life. 2. Support vulnerable groups, including aged persons and those with disability. 3. Build a stronger sense of belonging through volunteering.	Disability Access and Inclusion Committee (DAIC) to explore MARCIA 2.0.	Community Connection	*	No Issues	Q4	On Track
		The Community Development, Activation and Communications department are seeking additional funding through the budget review process to launch MARCIA 2.0 as an official major project for the City, allowing for effective allocation of resources.				
	Develop an awards program to promote volunteering and recognition of volunteers.	People & Safety	\$2,000	No Issues	Q4	Not Started
		Review of Volunteer Framework completed now commencing roll out. Awards program to be reviewed once roll out of Framework completed.				
	Implement Disability Access and Inclusion Plan.	Community Connection	✓	No Issues	Q4	On Track
		Integrated DAIP reporting and action tracking is occurring across several departments within the City. The annual DAIP report was provided to the Department of Communities and showed a strong result for the City across several focus areas.				
	Conduct Grandfamilies Fun Day.	Sport & Recreation	\$14,750	No Issues	Q3	On Track
		Not due to commence until January 2025.				

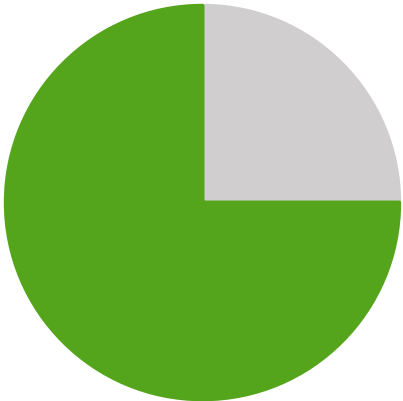
Planet

A healthy and sustainable ecosystem



YTD Progress Snapshot | 8 Actions

Progress Status



■ Not Started ■ On Track

Budget Status



■ No Issues ■ Minor Issues ■ Major Issues



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Sustainably manage, conserve and enhance our natural habitats. 2. Encourage the adoption of sustainable practices. 3. Develop a sustainable, low circular economy. 4. Move to net zero emissions.	Installation of charging infrastructure for City of Bunbury Corporate Fleet.	Infrastructure Maintenance	\$40,000	No Issues	Q4	Not Started
		Scheduled to take place in Q4.				
	Implement the Greening Bunbury Plan.	Infrastructure Maintenance	\$240,000	No Issues	Q4	On Track
		Next orders will be placed March 2025 for winter planting program.				
	Sustainability and Environmental Action Plan Implementation.	Projects & Asset Management	\$250,000	No Issues	Q4	On Track
		No activities scheduled for Q1.				

✓ Planned for financial year but does not require funding.

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



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.	Implement the Coastal Hazard Risk Management & Adaption Plan (CHRMAP).	Projects & Asset Management	\$440,000	No Issues	Q4	On Track
		CHRMAP Summary Report finalised, advertised and uploaded to the City's CHRMAP webpage. While there are delays to some projects for various reasons outside of the City's control, it is expected the project will still be completed within the overall program schedule.				
	Renew foreshore marine walls at the Leschenault Inlet. (south of Storm Surge Barrier).	Projects & Asset Management	\$300,000	No Issues	Q4	Not Started
		Project has not commenced yet.				
	Continue involvement in the Local Emergency Management Committee (LEMC).	Community Wellbeing	✓	No Issues	Q4	On Track
		Quarterly meeting held in August 2024.				
Implement the approved Department of Fire and Emergency Services Bushfire Mitigation Program.	Community Wellbeing	\$250,000	No Issues	Q4	On Track	
	Grant funding secured. Works planned to commence in October 2024.					
Review annually the City of Bunbury Local Emergency Management Arrangements (LEMA).	Community Wellbeing	✓	No Issues	Q3	On Track	
	The LEMA has been reviewed, tested (both desktop and live during the storms) and drafted. The draft was then checked by the DFES District Emergency Management Advisor (DEMA) and shared with our Local Emergency Management Committee (LEMA).					

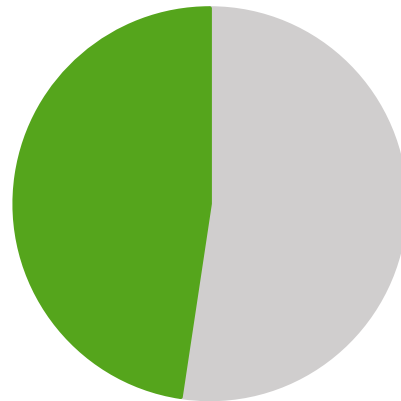
Place

*An
integrated,
vibrant and
well-planned City*



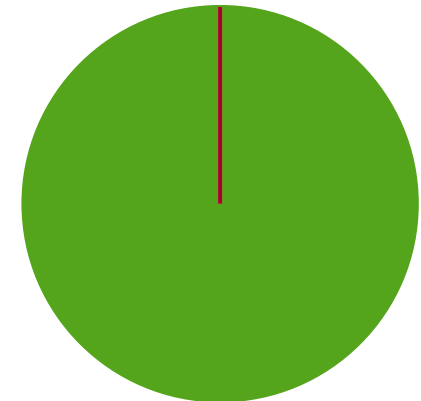
YTD Progress Snapshot | 21 Actions

Progress Status



■ Not Started ■ On Track

Budget Status



■ No Issues ■ Minor Issues ■ Major Issues



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Promote responsible planning and development. 2. Grow recognition and respect for local history and heritage.	Complete a local heritage survey in accordance with Heritage Act 2018.	Planning & Development	\$100,000	No Issues	Q4	On Track
		Currently completing Project Plan and RFQ. Funding application due by 1 November 2024.				
3. Increase access to safe, affordable, and diverse housing options.	Investigate Spencer Street Inner City Precinct in conjunction with the Department of Lands Planning and Heritage.	Planning & Development	\$50,000*	No Issues	Q4	On Track
DPLH have proposed a joint venture to do a precinct structure plan in the Spencer/Blair area. DPLH will be project managing and funding the majority of the project, but the City will be contributing \$50,000.00 for community engagement for the project.						

✓ Planned for financial year but does not require funding.

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



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Create a strong and vibrant City Centre. 2. Beautify streetscapes. 3. Maintain quality community buildings, halls, and toilets. 4. Revitalise the coastline, foreshores, parks, and playgrounds. 5. Improve marine infrastructure and facilities.	Develop the City Centre Spatial Framework.	Planning & Development	*	No Issues	Q4	On Track
		The analysis for the City Centre Spatial Framework is currently being reviewed and the project plan for the next stage is being prepared.				
	Develop Bicentennial Square Precinct Plan.	Economic Development	*	No Issues	Q4	On Track
		Additional funding secured. A Project Control Group has been formed in collaboration with SWDC and stakeholder engagement mapping has begun.				
	Research new regional art gallery.	Community Connection	\$100,000*	No Issues	Q4	On Track
		The Concept Development process continues to progress, with the Special Counsel Arts and Culture visiting and researching several internationally acclaimed galleries, the Advisory Group identifying potential locations and discussions with the State government surrounding potential avenues for support.				
	Implement the Beautifying of Bunbury Streetscapes Program.	Infrastructure Maintenance	\$200,000	No Issues	Q4	On Track
		Blair Street trees and design currently underway.				
	Continue research on the viability of an ocean pool.	Projects & Asset Management	*	No Issues	Q4	On Track
	Cultural consultation continuing. PMP and action development underway. Business case review in progress including economic analysis requirement.					
	Implement Boulters Heights Master Plan.	Infrastructure Maintenance	\$600,000	No Issues	Q4	On Track
	The Design and Construction RFT is now closed and tender evaluation is underway.					



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress	
1. Increase the use of active transport with improved paths, cycleways, and end-of-trip facilities. 2. Encourage greater use of public and shared transport services. 3. Improve road safety, connectivity, and traffic flow. 4. Provide sufficient parking. 5. Improve aviation infrastructure and services.	Expand the footpath network across the City of Bunbury.	Infrastructure Maintenance	\$520,000	No Issues	Q4	Not Started	
			2024/25 program not started as yet.				
	Renew and upgrade paths as per Asset Management Plan.	Infrastructure Maintenance	\$200,000	No Issues	Q4	Not Started	
			2024/25 program not started as yet.				
	Partner with Roads to Recovery to implement the Reseal Road Improvement program.	Infrastructure Maintenance	\$650,000*	No Issues	Q4	Not Started	
			2024/25 program not started as yet.				
	Review, renew and upgrade local roads.	Infrastructure Maintenance	\$500,000	No Issues	Q4	Not Started	
			2024/25 program not started as yet.				
	Renew and upgrade industrial roads.	Infrastructure Maintenance	\$350,000	No Issues	Q4	Not Started	
			2024/25 program not started as yet.				
Implement Prinsep Street redevelopment.	Infrastructure Maintenance	\$400,000	No Issues	Q4	Not Started		
		2024/25 program not started as yet.					
Implement State Blackspot Funding to deliver upgrades to roads.	Infrastructure Maintenance	\$427,000*	No Issues	Q4	Not Started		
		2024/25 program not started as yet.					
Deliver Regional Road Group upgrades..	Infrastructure Maintenance	\$1,129,500*	No Issues	Q4	Not Started		
		2024/25 program not started as yet.					



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Increase the use of active transport with improved paths, cycleways, and end-of-trip facilities. 2. Encourage greater use of public and shared transport services. 3. Improve road safety, connectivity, and traffic flow. 4. Provide sufficient parking. 5. Improve aviation infrastructure and services.	Develop and implement new carpark on Koombana Drive.	Infrastructure Maintenance	\$450,000	No Issues	Q4	Not Started
	2024/25 program not started as yet.					
	Implement carpark renewals.	Infrastructure Maintenance	\$275,000	No Issues	Q4	Not Started
	2024/25 program not started as yet.					
	Replace playground equipment.	Infrastructure Maintenance	\$400,000	No Issues	Q4	On Track
	Procurement currently in progress.					
	Renew, re-sleeve and improve drainage network (including compensation basins).	Infrastructure Maintenance	\$300,000	No Issues	Q4	Not Started
	2024/25 program not started as yet.					
	Implement traffic calming and minor intersection treatments.	Infrastructure Maintenance	\$200,000	No Issues	Q4	On Track
	Drainage works currently underway for the Alyxia LATM.					

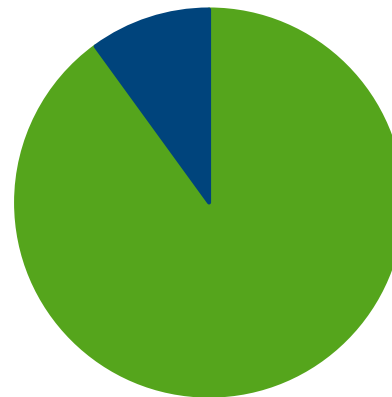
Prosperity

A strong and diversified economy



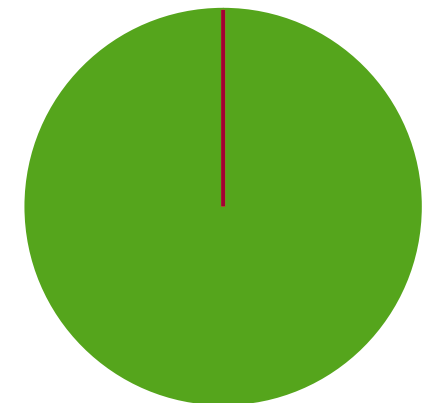
YTD Progress Snapshot | 10 Actions

Progress Status



■ On Track ■ Complete

Budget Status



■ No Issues ■ Minor Issues ■ Major Issues



Outcome 10. The premier city of regional Western Australia

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1 Build awareness and recognition that Bunbury is a great place to live, work, study, holiday, play and invest in.	Fund Bunbury Brighter campaign to promote Bunbury as destination of choice to live, play, work. Invest and visit.	Communications & Place Activation	\$70,000	No Issues	Q4	On Track
	Develop and implement the Economic Development Strategy.	Economic Growth	\$100,000	No Issues	Q4	On Track
	Deliver the City of Bunbury Tourism Plan.	Economic Growth	*	No Issues	Q4	On Track

Ambassador stories continuing through to end Q4. Bunbury Brighter brand research has been completed. Consultant Agency has been appointed to provide inputs into the development of the Bunbury Brighter strategy 2025- 2027, with a destination marketing focus. An Elected Member workshop will be held early in 2025 which will allow Elected Members inputs to feed into the development of the strategy.

The Strategy is being finalised.

The Plan is being finalised with the majority of actions and implementation to occur in January - June 2025.

✓ Planned for financial year but does not require funding.

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



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Be Australia's first regional Digital City.	Collaborate with Edith Cowan University on opportunities for the development of local resources and for research and development projects that will benefit the economy and community, including the Digital Innovation Hub.	Economic Growth	✓	No Issues	Q4	On Track
		No progress reported for Q1 as work is ongoing.				
2. Attract diversified investment, industry, and businesses.	Establish a policy position to build the capacity of Indigenous businesses and increase training and employment opportunities for local Aboriginal and Torres Strait Islander people.	Economic Growth	✓	No Issues	Q4	On Track
		No progress reported for Q1 as work is scheduled to begin in subsequent quarters.				
3. Support local business innovation and success.	Partner with service providers to deliver a program of business training and support services.	Economic Growth	*	No Issues	Q4	On Track
		No progress reported for Q1 as work is scheduled to begin in subsequent quarters.				



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1 Develop and promote a competitive tourism offer to attract more visitors.	Partner with other local governments in the region to support Bunbury Geographe Tourism.	City Growth	\$60,000*	No Issues	Q4	On Track
		Current agreement was extended to continue with ongoing review and assessment of activities and deliverables which is being undertaken by BGGC.				
	Partner with local service providers to support events that activate our CBD.	Place Activation	✓	No Issues	Q4	On Track
		17 external partners have been secured to activate the CBD, through the <i>Summer Lovin'</i> campaign, to be held in December and January.				
	Contribute towards Busselton Margaret River Regional Airport Marketing Fund.	Office of the CEO	\$10,000	No Issues	Q1	Complete
		Funding issued in July 2024.				
	Support activities that promote and develop sister city relations.	Place Activation	\$25,000	No Issues	Q4	On Track
		The City recently sent a student delegation, from 22 September to 3 October, to promote cultural exchange, foster goodwill, and deepen the long-standing friendship between Bunbury and Setagaya.				

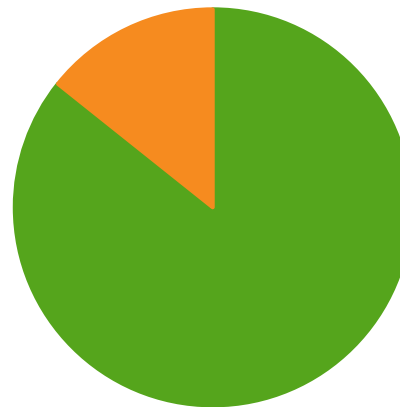
Performance

Leading with purpose and robust governance



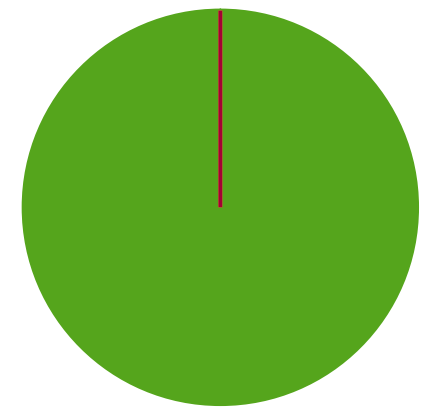
YTD Progress Snapshot | 7 Actions

Progress Status



■ On Track ■ On Hold

Budget Status



■ No Issues ■ Minor Issues ■ Major Issues



Outcome 13. A leading local government

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Provide strong accountable leadership and governance. 2. Adopt innovations to improve business efficiencies and the customer experience. 3. Effectively manage the City's resources.	Creation of Business Cases and Strategic Studies to support priorities and major projects.	Economic Growth	\$40,000	No Issues	Q4	On Track
		No progress reported for Q1 as work is scheduled to begin in subsequent quarters.				
	Prepare a Collections Storage Feasibility Study for Bunbury Regional Art Gallery and Museum.	Community Connection	*	No Issues	Q4	On Track
		Ongoing investigation into feasibility of storage options in existing City facilities occurring in conjunction with the Special Counsel Arts and Culture.				
	Populate Human Resource Information System Learn Module.	People & Safety	\$25,000	No Issues	Q4	On Track
		Kick off meeting held in October, PID and PMP to be developed and approved through Sponsor.				
	Implement the Role Clarity and Performance Project.	People & Safety	\$60,000	No Issues	Q4	On Track
	Commenced implementation phase of the project during this period. Phase 1 including the roll out of the Role Expectations Guide to be undertaken during October/November.					
	Operationalise the City's Risk Management Framework.	Integrated Planning	✓	No Issues	Q4	On Track
	The build of the Pulse system has been completed, as has the revision of the City's Risk Management Framework and Risk Appetite Statement. The Risk Team is currently working with risk owners across the organisation to train them in the use of the Pulse system in order to manage and report on their assigned risks.					

✓ Planned for financial year but does not require funding.

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



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Effectively inform and engage the community about local issues, facilities, services and events.	Continue implementing the City's approach to project management through the newly established Project Management Office.	Integrated Planning	✓	No Issues	Q4	On Track
		Newly developed project management methodologies have been applied to the City's FY25 major projects. Governance and reporting is occurring on a consistent basis with a focus on cost management. The build of the Pulse Project Management software has commenced. The project is in its implementation phase. Planned completion is expected for July 2025.				
	Plan, coordinate and deliver community outreach sessions in collaboration with the Mayor.	Marketing & Communications	✓	No Issues	Q4	On Hold
		On hold during Q1 while recruitment for Mayor's EA was conducted.				



How to Get Involved

Want to help build a better, brighter Bunbury?

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

A: 4 Stephen Street, Bunbury, WA, 6230

T: 08 9792 7000

E: info@bunbury.wa.gov.au

www.bunbury.wa.gov.au



10.3.4 Schedule of Accounts Paid for the period 1 October 2024 to 31 October 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"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Attachments:	Appendix 10.3.4-A: Schedule of Accounts Paid	

Summary

The City of Bunbury "*Schedule of Accounts Paid*" covering the period 1 October 2024 to 31 October 2024 is attached at Appendix 10.3.4-A. The schedule contains details of the following transactions;

1. Municipal Account – payments totalling \$18,866,055.62
2. Trust Account – payments totalling \$24,650.08
3. Visitor Information Centre Trust Account – payments totalling \$7,648.30

Executive Recommendation

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

Voting Requirement: Simple Majority



SCHEDULE OF ACCOUNTS PAID

For the period 01 October 2024 to 31 October 2024

CITY OF BUNBURY

Municipal Account	2 - 59
Trust Account	60 - 61
Visitor Information Centre Trust Account	62 - 63

For further details on any payments made please contact
David Ransom on (08) 9792 7160; or
Donelle Bruton on (08) 9792 7140

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
Cheque Payments				
00156832	09/10/2024	Australian Communications and Media Authority		913.00
			INV 503883857 Annual ACMA Renewal License	913.00
00156833	09/10/2024	IMEX Solutions WA Pty Ltd		2,722.50
			INV INV-0003 Records Management System - Investigate Retention Errors	2,722.50
00156834	16/10/2024	Alice Collard		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
00156835	16/10/2024	Cancelled	Cancelled	0.00
00156836	17/10/2024	Troy Bennell		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
00156837	17/10/2024	Chris Collard		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
00156838	17/10/2024	Department of Transport - Marine Registrations		92.90
			INV 41000121463 Jetty Renewal Fee - LM1051	46.45
			INV 41000121462 Jetty Renewal Fee - LM0853	46.45
00156839	17/10/2024	Maya Hume		312.00
			INV 261536 Noongar Artist Program Fashion Artist Fee	312.00
00156840	17/10/2024	Carrol Johns		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
00156841	17/10/2024	Sandra Rose Nebro		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
00156842	17/10/2024	Robyn Jean Templeton		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
00156843	17/10/2024	Marjorie Elizabeth Ugle		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
00156844	29/10/2024	Petty Cash Recoup - City of Bunbury		668.30
			INV 181024 Petty Cash	668.30
00156845	30/10/2024	J Broome		570.48
			INV ASN6767 Rates Refund	570.48
			Total: Cheque Payments	\$9,024.18
EFT Payments				
8005.10065-02	02/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		38,391.00
			INV SINV05741 Asphalt	200.00
			INV SINV05747 Asphalt	200.00
			INV SINV05778 Asphalt	200.00
			INV SINV05770 Greenwaste Fee	330.00
			INV SINV05731 Asphalt & Cationic Emulsion	336.00
			INV SINV05739 Supply & Lay Asphalt - Forrest Park	28,413.00
			INV SINV05779 Supply & Lay Asphalt - Alyxia Drive Glen Iris	8,712.00
8005.10314-01	02/10/2024	Davenport Plumbing		6,029.65

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV 17607	Plumbing Repairs - Jetty Bath	375.69
			INV 17603	Plumbing Repairs - Back Beach	125.44
			INV 17602	Plumbing Repairs - Koolambidi Woola	125.44
			INV 17601	Plumbing Repairs - Lyons Cove	125.44
			INV 17600	Plumbing Repairs - Pelican Point/Lyons Cove	250.88
			INV 17605	Plumbing Repairs - SWSC	363.43
			INV 17606	Plumbing Repairs - Filter Change Various Locations	2,456.74
			INV 17608	Plumbing Repairs - O'Reilly Park Glen Iris	1,765.29
			INV 17604	Plumbing Repairs - Hands Oval	441.30
8005.10383-01	02/10/2024	Fiore Family Trust T/A LD Total			6,818.23
			INV 138587	Landscaping for Withers Connector Roads Claim	6,818.23
8005.10437-01	02/10/2024	Telstra Limited			226.08
			INV 2079665000/SEP24	Telephone Charges - Switchboard	226.08
8005.10608-01	02/10/2024	Candice Nannup			750.00
			INV 11092024	Noongar Arts Program Facilitation - BRAG	750.00
8005.10643-02	02/10/2024	Superior Food Group T/A Staley Food & Packaging			23.52
			INV 6674125	SWSC Cafe Supplies	23.52
8005.10781-01	02/10/2024	South West Pets Bunbury Pty Ltd			383.40
			INV I0000001975	BWP Animal Supplies	383.40
8005.10804-01	02/10/2024	Bidfood Australia (BWP)			192.40
			INV I64031407.BRY	BWP Animal Supplies	192.40
8005.10879-01	02/10/2024	The Trustee for Auscam Family Trust T/A Totally Sound			239.80
			INV INV-16686	Equipment Hire - BRAG	239.80
8005.1089-01	02/10/2024	Local Health Authorities Analytical Committee			8,176.56
			INV MA2024 016	Annual Analytical Services 2024/2025	8,176.56
8005.10983-01	02/10/2024	Aussie Broadband Limited			5,094.11
			INV 42720528	Telephone Charges - Mobiles	5,094.11
8005.10992-01	02/10/2024	Work Clobber Bunbury - Infrastructure			1,993.25
			INV 24-00016536	Staff Uniform - Infrastructure	450.81
			INV 24-00018492	Staff Uniform - Infrastructure	455.49
			INV 24-00019350	Staff Uniform - Infrastructure	208.80
			INV 24-00020022	Staff Uniform - Infrastructure	294.05
			INV 24-00019729	PPE Boots - Infrastructure	216.90
			INV 24-00019790	PPE Boots - Infrastructure	190.80
			INV 24-00019837	PPE Boots - Infrastructure	176.40
8005.110-01	02/10/2024	Australia's South West Inc			1,087.50
			INV W000170	Annual Ultimate Membership - BWP/BRAG/Museum	1,087.50
8005.11245-01	02/10/2024	Shelle's Fancy Face Painting and Artistry (Michelle Glover)			700.00
			INV 183	Face Painting South West Science Fair - Library	700.00
8005.11253-01	02/10/2024	Emineo Engineering Services			48,446.20
			INV 5202	Koombana Bay Surf Lifesaving Patrol Tower Replacement - Completion	48,446.20

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
8005.11277-01	02/10/2024	Textilelab			3,805.43
			INV	INV-1952 Noongar Arts Program Fashion Show Textile Productions	3,805.43
8005.11280-01	02/10/2024	Arbor Guy			5,732.11
			INV	100496 Street Tree Maintenance - Jacaranda Crescent	4,384.91
			INV	100497 Street Tree Maintenance - Clewlow Court	1,347.20
8005.11301-01	02/10/2024	Bunbury Indoor Beach Volleyball			31.62
			INV	1210 SWSC Cafe Supplies	31.62
8005.11336-01	02/10/2024	Smalltree Farm			53.91
			INV	30/7/2024 Books - Museum	53.91
8005.11350-01	02/10/2024	Brett Nannup			392.89
			INV	027-2024BN Noongar Country Judging Fee - BRAG	392.89
8005.11373-01	02/10/2024	Elizabeth Wohlrab			7,000.60
			INV	05/09/2024 Noongar Arts Program Sewing & Designing - BRAG	7,000.60
8005.11381-01	02/10/2024	DM & S Curtin Refrigeration & Air Conditioning			14,539.00
			INV	17299 Electrical Repairs - Old Station Complex	14,539.00
8005.11396-01	02/10/2024	Diesel Force (The Trustee for the Cowan Family Trust)			535.65
			INV	211 Plant Service - BY715	304.95
			INV	212 Plant Service - BY1143	230.70
8005.11407-01	02/10/2024	Hastie Waste			363.00
			INV	97172 Skip Bin Hire - Koolambidi Woola	363.00
8005.1555-01	02/10/2024	Spurling Engineering			110.00
			INV	13611 Bollard Holder Repairs	110.00
8005.1567-01	02/10/2024	State Library of Western Australia			1,875.50
			INV	RI038654 Library Better Beginnings	1,875.50
8005.161-01	02/10/2024	BCE Surveying Pty Ltd			2,585.00
			INV	15360 Forrest Park Asset Locations	2,585.00
8005.171-01	02/10/2024	Bell Fire Equipment Company Pty Ltd			264.00
			INV	INV-20266 Hose Connection for Water Tanks	132.00
			INV	INV-20301 Hose and Connector	132.00
8005.1838-01	02/10/2024	Synergy			67,096.66
			INV	408907350/AUG24 Electricity Charges - 02/07/2024 to 28/08/2024	348.94
			INV	250842960/SEP24 Electricity Charges - 19/07/2024 to 12/09/2024	259.14
			INV	987904520/SEP24 Electricity Charges - 16/07/2024 to 10/09/2024	619.44
			INV	699527730/SEP24 Electricity Charges - 20/07/2024 to 17/09/2024	537.87
			INV	260868030/SEP24 Electricity Charges - 19/07/2024 to 16/09/2024	121.28
			INV	076277840/SEP24 Electricity Charges - 23/07/2024 to 17/09/2024	362.13
			INV	776565900/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	1,847.58
			INV	706549630/SEP24 Electricity Charges - 20/07/2024 to 17/09/2024	162.27
			INV	376056180/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	501.31
			INV	376056750/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	523.68
			INV	274079010/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	8,762.25

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 969869630/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	5,376.83
			INV 202454690/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	4,269.25
			INV 257625210/SEP24 Electricity Charges - 20/07/2024 to 17/09/2024	283.37
			INV 989444460/SEP24 Electricity Charges - 19/07/2024 to 13/09/2024	704.07
			INV 498870050/SEP24 Electricity Charges - 19/07/2024 to 13/09/2024	122.13
			INV 351335650/SEP24 Electricity Charges - 19/07/2024 to 16/09/2024	426.77
			INV 991840270/SEP24 Electricity Charges - 13/07/2024 to 10/09/2024	422.81
			INV 178228490/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	1,878.67
			INV 598166830/SEP24 Electricity Charges - 23/07/2024 to 17/09/2024	120.88
			INV 568480510/SEP24 Electricity Charges - 23/07/2024 to 17/09/2024	829.76
			INV 939616540/SEP24 Electricity Charges - 23/07/2024 to 17/09/2024	513.83
			INV 804080240/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	2,212.27
			INV 228505830/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	405.06
			INV 218944510/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	24,266.46
			INV 960071230/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	135.16
			INV 649993300/SEP24 Electricity Charges - 17/07/2024 to 09/09/2024	111.17
			INV 194258760/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	502.00
			INV 297214110/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	245.27
			INV 894693950/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	2,479.06
			INV 337812770/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	850.27
			INV 324624410/SEP24 Electricity Charges - 19/07/2024 to 16/09/2024	1,321.34
			INV 404999390/SEP24 Electricity Charges - 23/07/2024 to 17/09/2024	577.92
			INV 795625870/SEP24 Electricity Charges - 23/07/2024 to 13/09/2024	963.64
			INV 804935070/SEP24 Electricity Charges - 23/07/2024 to 13/09/2024	196.14
			INV 958319710/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	820.92
			INV 361833700/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	906.57
			INV 230906380/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	1,557.44
			INV 270127590/SEP24 Electricity Charges - 24/07/2024 to 18/09/2024	551.71
8005.1867-01	02/10/2024	Work Clobber - Bunbury		252.53
			INV 24-00016898 Staff Uniform - BRAG	252.53
8005.2136-01	02/10/2024	Leschenault Catchment Council (LCC) Incorporated		9,891.84
			INV 310 Arum Lily and Cotton Bush Control - Halifax	3,742.84
			INV 309 Contaminated Site Works - Trinity Rise	6,149.00
8005.2209-01	02/10/2024	Bidfood Australia (SWSC)		1,272.53
			INV I64006894.BRY SWSC Cafe Supplies	1,272.53
8005.2273-01	02/10/2024	ABC Filters		55.00
			INV 35371 Filters - SWSC	55.00
8005.2453-01	02/10/2024	Dormakaba Australia Pty Ltd		198.00
			INV 35WA1258021 Automatic Door Maintenance - Administration	198.00
8005.2579-01	02/10/2024	TJ Depiazzi & Sons		4,695.90
			INV INV-2400 Mulch & Soil Delivered - Depot	4,695.90

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
8005.2849-01	02/10/2024	Waterlogic Australia Pty Ltd			562.10
			INV	4463194 SWSC Equipment Rental Service - September 2024	562.10
8005.289-01	02/10/2024	Bunbury Mower Service Pty Ltd			130.00
			INV	74799#6 Mower Parts/Repairs	130.00
8005.301-01	02/10/2024	Bunbury Print			415.36
			INV	31125 Business Cards - SWSC	415.36
8005.3167-01	02/10/2024	Perfect Landscapes			17,943.40
			INV	INV-8882 Lawnmowing - South Bunbury	5,129.40
			INV	INV-8883 Lawnmowing - Withers	5,191.00
			INV	INV-8884 Lawnmowing - Davenport	3,371.50
			INV	INV-8888 Lawnmowing - College Grove	1,232.00
			INV	INV-8887 Lawnmowing - Bunbury	748.00
			INV	INV-8886 Lawnmowing - Usher	2,271.50
8005.335-01	02/10/2024	Bunnings Group Limited			1,384.06
			INV	2179/01859636 Plants - BWP	163.56
			INV	2179/01455520 Pave-lok	83.04
			INV	2179/01454639 Dynabolt/Grout/Screws - Koolambidi Woola	52.16
			INV	2179/01455049 Bins/Lid/Digital Spirit Level/Gloves	258.90
			INV	2179/01453996 Water Containers/Chisel Set	376.16
			INV	2179/01453938 Plastic Storage Tubs	153.28
			INV	2179/00245877 Soil Probes	168.00
			INV	2179/01453981 Cement Sheeting/Screws/Wall Plugs	128.96
8005.3376-01	02/10/2024	Sonic HealthPlus			775.83
			INV	3377863 Pre-Employment Medicals	490.49
			INV	3379337 Pre-Employment Medicals	285.34
8005.3473-01	02/10/2024	Instant Racking			332.00
			INV	72205 Long Span Shelving	332.00
8005.3888-01	02/10/2024	Greenacres Turf Farm			1,553.00
			INV	67295 Turf - Hay Park	1,553.00
8005.3958-01	02/10/2024	JCW Electrical Pty Ltd			3,538.29
			INV	100331 Electrical Maintenance - SWSC	658.86
			INV	100329 Electrical Maintenance - Depot	149.60
			INV	100328 Electrical Maintenance - SWSC	74.80
			INV	100213 Electrical Maintenance - SWSC	833.91
			INV	100252 Electrical Maintenance - Baldock Street	329.52
			INV	100214 Generator Testing - Airport/Library/BRAG/Depot	1,491.60
8005.4534-01	02/10/2024	Bunbury United Soccer Club			10,751.65
			INV	442 Reimbursement of Generator Hire	10,751.65
8005.4613-01	02/10/2024	Water Technology Pty Ltd			8,019.00
			INV	WT016150 CHRMAP Mapping Reformat	8,019.00
8005.462-02	02/10/2024	Coca Cola Amatil (Aust) Pty Ltd			2,316.48

City of Bunbury
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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 234932183 SWSC Cafe Supplies	2,316.48
8005.527-01	02/10/2024	Cross Security Services		1,491.88
			INV INV-33403 Alarm System Maintenance - BWP	360.25
			INV INV-33402 Alarm System Maintenance - Athletics Track	757.63
			INV INV-33401 Alarm System Maintenance - PCYC	374.00
8005.5467-01	02/10/2024	JB Hi-Fi Group Pty Ltd		2,344.52
			INV BD1550008 FortiGate-40F Unified Threat Protection	2,344.52
8005.5536-01	02/10/2024	CNW Pty Ltd		1,389.98
			INV 161219163 Electrical Supplies	578.33
			INV 161219516 Electrical Supplies	727.30
			INV 161219334 Electrical Supplies	84.35
8005.5610-01	02/10/2024	Bolinda Publishing Pty Ltd		3,000.00
			INV 122776 Books Local Stock - Library	3,000.00
8005.5725-01	02/10/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		227.46
			INV 606810739 Stationery - Library	104.92
			INV 606209358 Stationery - Depot	3.00
			INV 606908595 Stationery - BRAG	76.01
			INV 606010558 Stationery - BRAG	2.15
			INV 606031094 Stationery - Museum	41.38
8005.5741-01	02/10/2024	Picton Tyre Centre Pty Ltd		1,378.00
			INV S83150 Tyre Repairs - BY763	1,378.00
8005.5911-01	02/10/2024	Josh Byrne & Associates		4,793.80
			INV 3535 Environmental Sustainable Design Guideline	4,793.80
8005.6266-01	02/10/2024	CB Traffic Solutions Pty Ltd		3,120.15
			INV 17030 Traffic Management - Alyxia Drive	1,764.95
			INV 17031 Traffic Management - Forrest Park	1,108.80
			INV 17029 Traffic Management - Flora Way	246.40
8005.6333-01	02/10/2024	Equans Mechanical Services Australia Pty Ltd		19,000.01
			INV 2602345 Aircon Maintenance - BREC	7,876.00
			INV 2602505 Aircon Maintenance - SWSC	3,630.00
			INV 2602514 Aircon Maintenance - SWSC	803.00
			INV 2602527 Aircon Maintenance - BREC	1,507.00
			INV 2602584 Aircon Maintenance - Library	3,102.00
			INV 2598556 Aircon Maintenance - RFDS Airport	68.95
			INV 2598518 Aircon Maintenance - Hay Park Pavilion	176.21
			INV 2598550 Aircon Maintenance - Depot	280.40
			INV 2598551 Aircon Maintenance - SWSC	557.73
			INV 2598563 Aircon Maintenance - Shoe String Cafe	36.77
			INV 2598519 Aircon Maintenance - Koolambidi Woola	53.61
			INV 2598541 Aircon Maintenance - Lady Mitchell Health Clinic	91.93
			INV 2598548 Aircon Maintenance - Senior Citizens Centre	107.25

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV 2598568	Aircon Maintenance - Animal Facility	45.96
			INV 2598558	Aircon Maintenance - BREC	450.22
			INV 2598565	Aircon Maintenance - SSAC	212.98
8005.6671-01	02/10/2024	Country Framers			313.00
			INV I6458	Reframing - BRAG Art Collection	313.00
8005.6798-01	02/10/2024	WINC Australia Pty Ltd			866.01
			INV 9046196622	Stationery - BRAG	352.04
			INV 9046234640	Stationery - Library and Learning	328.42
			INV 9046211877	Stationery - Depot	28.93
			INV 9046211969	Stationery - Depot	156.62
8005.6875-01	02/10/2024	Country Landscaping Pty Ltd			803.30
			INV 27519	Retic Parts	10.16
			INV 27471	Retic Parts	106.48
			INV 27426	Retic Controller	686.66
8005.7005-01	02/10/2024	Your Turn Events			38.50
			INV INV-522	South West Festival of Japan - Stallholder Fee	38.50
8005.739-01	02/10/2024	Brownes Food Operations Pty Ltd			89.38
			INV 18023776	SWSC Cafe Supplies	89.38
8005.7894-01	02/10/2024	Phillip Hansen			4,000.00
			INV NOONGARCOUNTRY24	Noongar Country 2024 Prize Winner - Noongar Maaman Overall Winner	4,000.00
8005.7918-01	02/10/2024	Tutt Bryant Hire Pty Ltd			512.33
			INV 5237492	Machinery Hire - Multi Tyre Roller	512.33
8005.868-01	02/10/2024	Heatley Sales Pty Ltd			127.16
			INV Y640413	Caution Tape	127.16
8005.8687-01	02/10/2024	Arthur Graham Eades			2,000.00
			INV NOONGARCOUNTRY24	Noongar Country 2024 Prize Winner - Noongar Maaman Runner Up	2,000.00
8005.9014-01	02/10/2024	Davida Palmer			80.00
			INV 199884	Ceramics Firing - BRAG	80.00
8005.9422-01	02/10/2024	DJ Emma			990.00
			INV DJE679	Noongar Arts Program Fashion Show Entertainment - BRAG	990.00
8005.949-01	02/10/2024	Jacksons Drawing Supplies			448.40
			INV 24-00074968	Art Supplies - Noongar Arts Program BRAG	102.95
			INV 24-00079488	Art Supplies - Noongar Arts Program BRAG	345.45
8005.9822-01	02/10/2024	Forge Civil			7,213.25
			INV 1807	Machine Wet Hire - Bobcat	7,213.25
8005.9971-01	02/10/2024	Nature Play Solutions Pty Ltd T/A Nature Play Solutions			529.10
			INV 3329	Playground Parts/Repairs - Catalpa Park	529.10
8005.9981-01	02/10/2024	Aurion Corporation Pty Ltd			4,977.47
			INV HOS0024375	Aurion Licensing - August 2024	4,977.47
8009.10314-01	02/10/2024	Davenport Plumbing			2,310.70
			INV 17642	Plumbing Repairs - Depot	534.89

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Reference No.	Date	Payee	Description	Amount
			INV 17636 Plumbing Repairs - Administration	177.85
			INV 17633 Plumbing Repairs - Old Railway Station Cafe	1,597.96
8009.10389-01	02/10/2024	Rhonda Maureen Norman		200.00
			INV 21082024 NAIDOC Painting at BREC	200.00
8009.10413-01	02/10/2024	Maria Vanessa Alonso Dominguez		1,605.00
			INV 2024-03 SWSC Yoga Instructor - July & August 2024	1,605.00
8009.10502-01	02/10/2024	CS Legal		1,547.41
			INV 33898 2024/2025 Rates Debt Collection	946.00
			INV 33903 2024/2025 Rates Debt Collection	601.41
8009.10559-01	02/10/2024	The Trustee for Bunbury Centa No2 Trust T/A Harvey Norman AV/IT Bunbury		129.00
			INV 1699452 Sandwich Toaster - SWSC	129.00
8009.10766-01	02/10/2024	Omnicom Media Group Australia Pty Ltd		287.02
			INV 1780127 Public Notice - Local Government Tenders	287.02
8009.10789-01	02/10/2024	Fleet Network Pty Ltd		4,148.28
			INV 137254 Novated Lease Payment - F/E 24/09/2024	4,148.28
8009.10992-01	02/10/2024	Work Clobber Bunbury - Infrastructure		200.70
			INV 24-00020689 Staff Uniform PPE Boots - Infrastructure	200.70
8009.11050-01	02/10/2024	Busselton Farmers Market		200.67
			INV IN00005923 SWSC Cafe Supplies	200.67
8009.11280-01	02/10/2024	Arbor Guy		27,139.93
			INV 100511 Street Tree Maintenance - St Peters Green	14,076.82
			INV 100475 Street Tree Maintenance - Wollaston Street	7,560.29
			INV 100468 Street Tree Maintenance - Thomas Street	5,502.82
8009.11283-01	02/10/2024	Ben Yew Pty Ltd		434.50
			INV INV-0030 Photograph Canvas Artwork for Swim School	434.50
8009.11323-01	02/10/2024	Ampol Petroleum Distributors Pty Ltd		485.60
			INV SI4752697 Unleaded Fuel	247.30
			INV SI4752812 Grease	238.30
8009.1437-01	02/10/2024	Ricoh Business Centre (Emerge Office)		147.15
			INV 6826 Photocopier Meter Readings - Withers Library	147.15
8009.150-01	02/10/2024	Baileys Fertilisers		6,985.00
			INV 51259 Fertiliser	4,196.50
			INV 51227 Soil Analysis Various Sites	2,788.50
8009.1555-01	02/10/2024	Spurling Engineering		77.00
			INV 13612 Plant Repairs - BY6558A	77.00
8009.1838-01	02/10/2024	Synergy		1,419.77
			INV 613497450/SEP24 Electricity Charges - 18/07/2024 to 13/09/2024	121.67
			INV 747890830/SEP24 Electricity Charges - 19/07/2024 to 12/09/2024	121.36
			INV 772901230/SEP24 Electricity Charges - 19/07/2024 to 16/09/2024	138.36
			INV 520407430/SEP24 Electricity Charges - 18/07/2024 to 11/09/2024	136.15
			INV 684226670/SEP24 Electricity Charges - 19/07/2024 to 13/09/2024	136.60

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	126185130/SEP24 Electricity Charges - 20/07/2024 to 17/09/2024	320.30
			INV	716747120/SEP24 Electricity Charges - 19/07/2024 to 13/09/2024	115.21
			INV	963942590/SEP24 Electricity Charges - 23/07/2024 to 18/09/2024	128.63
			INV	953020910/SEP24 Electricity Charges - 19/08/2024 to 17/09/2024	201.49
8009.2653-01	02/10/2024	Boyanup Botanical Nursery			167.40
			INV	24-00008028 Native Seedlings Supply	167.40
8009.335-01	02/10/2024	Bunnings Group Limited			205.71
			INV	2179/01454168 Door Closer - SWSC	205.71
8009.3665-01	02/10/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies			133.32
			INV	240460336 Sunscreen - Depot	133.32
8009.4505-01	02/10/2024	CipherTel Pty Ltd			3,300.00
			INV	16661 Depot Microwave Link - September 2024	3,300.00
8009.4984-01	02/10/2024	Talent Propeller Trust			4,521.00
			INV	IN798215 Recruitment Advertising	3,751.00
			INV	IN798626 Recruitment Advertising	770.00
8009.5725-01	02/10/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)			798.00
			INV	616627019 Stationery - Infrastructure	798.00
8009.5741-01	02/10/2024	Picton Tyre Centre Pty Ltd			51.00
			INV	S83503 Tyre Repairs - BY743	51.00
8009.6139-02	02/10/2024	Better Telco Solutions Pty Ltd			3,845.71
			INV	498609-264 Telephone Charges - Switchboard	3,845.71
8009.6202-01	02/10/2024	Easisalary (Easifleet)			2,489.72
			INV	174425 Novated Lease Payment - F/E 24/09/2024	2,489.72
8009.6718-01	02/10/2024	ASM Eclipse Pty Ltd			1,204.04
			INV	INV159587 BWP Merchandise	1,204.04
8009.6875-01	02/10/2024	Country Landscaping Pty Ltd			41,851.95
			INV	27602 Retic Parts - Stock	41,851.95
8009.739-01	02/10/2024	Brownes Food Operations Pty Ltd			678.06
			INV	18032532 SWSC Cafe Supplies	678.06
8009.7498-01	02/10/2024	MSPD WA Pty Ltd			7,683.50
			INV	INV-2498 Internal Painting - PCYC	7,683.50
8009.8144-01	02/10/2024	WA Mechanical and Site Services			196.19
			INV	INV-2400 Vehicle Repairs - BY85308	196.19
8009.8506-01	02/10/2024	Teresa Maria Halligan			28.00
			INV	UMPIRE.12/09/24 SWSC Umpire Netball - 02/09/2024 to 12/09/2024	28.00
8009.8508-01	02/10/2024	Rebekka Flockton			28.00
			INV	UMPIRE.12/09/24 SWSC Umpire Netball - 02/09/2024 to 12/09/2024	28.00
8009.8649-01	02/10/2024	Dawn Alone			200.00
			INV	21082024 NAIDOC Painting for BREC	200.00
8009.9822-01	02/10/2024	Forge Civil			3,572.25
			INV	1833 Machinery Hire - Forrest Park Pavilion	3,572.25

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Reference No.	Date	Payee	Description	Amount
8010.11408-01	02/10/2024	Michael Prosser		147.00
			INV 5.2024.189.1 Planning Application Fee Refund	147.00
8010.11410-01	02/10/2024	JD PG Hewton		715.42
			INV ASN9792 Rates Refund	715.42
8010.11411-01	02/10/2024	E Mitchell		71.51
			INV ASN16607 Rates Refund	71.51
8010.11412-01	02/10/2024	A Stone		59.14
			INV ASN50292 Rates Refund	59.14
8010.11413-01	02/10/2024	R Haberfield		4,842.32
			INV ASN7141 Rates Refund	4,842.32
8010.1558-01	02/10/2024	St John Ambulance Western Australia Ltd - Bunbury		1,587.51
			INV ASN11625 Rates Refund	1,587.51
8010.2961-01	02/10/2024	Commercial Realty		375.40
			INV ASN6535 Rates Refund	375.40
8011.10065-02	09/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta	Road Paving & Hot Mix	720.00
			INV SINV05799 Asphalt	400.00
			INV SINV05805 Asphalt	200.00
			INV SINV05825 Greenwaste Fee	120.00
8011.10314-01	09/10/2024	Davenport Plumbing		2,834.66
			INV 17641 Plumbing Repairs - Pelican Point Venezia Toilets	188.85
			INV 17640 Plumbing Repairs - Back Beach	140.07
			INV 17639 Plumbing Repairs - Power Boat Club	97.55
			INV 17638 Plumbing Repairs - Lyon Sykes Toilets	140.07
			INV 17637 Plumbing Repairs - Kelly Park Toilets	177.85
			INV 17635 Plumbing Repairs - Koolambidi Woola	1,373.33
			INV 17634 Plumbing Repairs - Hay Park South	716.94
8011.10345-01	09/10/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury		443.48
			INV INV-5081 Laundry Services for Meat Inspectors	156.37
			INV INV-5120 Laundry Services for Meat Inspectors	151.86
			INV INV-5157 Laundry Services for Meat Inspectors	135.25
8011.10427-01	09/10/2024	Kurt Roy Cadman		1,650.00
			INV INV-0136 Graffiti Removal - Hungry Hollow	1,650.00
8011.10437-01	09/10/2024	Telstra Limited		34.95
			INV 9855808400/SEP24 Telephone Charges - BVIC	34.95
8011.10722-01	09/10/2024	Ready Industries Pty Ltd T/A 1300TempFence		225.06
			INV 722319 Temporary Fencing Hire - Hands Oval	225.06
8011.10766-01	09/10/2024	Omnicom Media Group Australia Pty Ltd		1,679.78
			INV 1780132 Public Notice - Local Government Tenders	503.16
			INV 1780130 Public Notice - Local Government Tenders	503.16
			INV 1780129 Public Notice - Local Government Tenders	336.73
			INV 1780128 Public Notice - Local Government Tenders	336.73

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Reference No.	Date	Payee	Description	Amount
8011.10875-01	09/10/2024	AAHR Investments Pty Ltd T/A Poolwex Bunbury		741.73
			INV BAT-41 Public Art Service - Brother & Sister / Revolving Ball	741.73
8011.109-01	09/10/2024	Australia Post		1,983.16
			INV 1013544041 Postage - September 2024	1,983.16
8011.10942-01	09/10/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin		324.00
			INV 8033 Top Dress Soil	108.00
			INV 8348 Top Dress Soil	108.00
			INV 8580 Top Dress Soil	108.00
8011.10992-01	09/10/2024	Work Clobber Bunbury - Infrastructure		539.57
			INV 24-00018489 Staff Uniform - Infrastructure	184.73
			INV 24-00019456 Staff Uniform - Infrastructure	354.84
8011.11050-01	09/10/2024	Busselton Farmers Market		171.86
			INV IN00006212 SWSC Cafe Supplies	171.86
8011.11134-01	09/10/2024	Michael Bianco (Bianco Art Consulting)		12,109.09
			INV 240924-6-12 Consulting Services - Arts and Culture	12,109.09
8011.11169-01	09/10/2024	Wattleup Tractors - Bunbury		1,632.21
			INV 1309911 Rechargeable Backpack Spray	840.00
			INV 1309569 Spray Gun with Extendable Lance Suit	163.01
			INV 1309914 Blades/Nuts/Bolts	629.20
8011.11172-02	09/10/2024	Martins Environmental Services Pty Ltd		38,940.00
			INV 3246 Frank Buswell Foreshore Earthworks	38,940.00
8011.11259-01	09/10/2024	PFI Supplies		82.20
			INV 4690 Rapid Clean and Urinal Mats	82.20
8011.11273-01	09/10/2024	Antoinette Black Consulting		2,000.00
			INV AB117 Consultancy Service - Acting Manager People & Safety	2,000.00
8011.11280-01	09/10/2024	Arbor Guy		16,438.38
			INV 100513 Street Tree Maintenance - Sandridge Road	2,470.47
			INV 100530 Street Tree Maintenance - Cnr Elliot & Victoria Street	332.64
			INV 100294 Street Tree Maintenance - Eades Street	1,418.47
			INV 100522 Street Tree Maintenance - Blair Street	3,571.72
			INV 100529 Street Tree Maintenance - Sutherland Way	361.15
			INV 100527 Street Tree Maintenance - Vickery Crescent	945.65
			INV 100526 Street Tree Maintenance - Possum Way	1,891.30
			INV 100525 Street Tree Maintenance - Rose Hotel Wellington Street	1,071.58
			INV 100528 Powerline Pruning - Wetherly Drive	722.30
			INV 100524 Powerline Pruning - Ocean Drive	3,653.10
8011.11301-01	09/10/2024	Bunbury Indoor Beach Volleyball		94.86
			INV 1228 SWSC Cafe Supplies	31.62
			INV 1227 SWSC Cafe Supplies	31.62
			INV 1226 SWSC Cafe Supplies	31.62
8011.11323-01	09/10/2024	Ampol Petroleum Distributors Pty Ltd		632.78

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Reference No.	Date	Payee	Description	Amount
			INV SI4753261 Kerosene	632.78
8011.11345-01	09/10/2024	FVS Fire Services t/as Protector Fire Services		10,547.35
			INV 10095600 Fire Hose Reel & Cabinet - Surf Life Saving Club	8,217.55
			INV 10095599 Diesel Pump Maintenance - SWSC	2,329.80
8011.11352-01	09/10/2024	PTG Consulting Pty Ltd		4,792.70
			INV INV-1247 Bicentennial Square Precinct Plan Project - Traffic Study	4,792.70
8011.11382-01	09/10/2024	C.A Australia Pty Ltd		822.97
			INV 99905 BWP Merchandise	822.97
8011.11389-01	09/10/2024	Amy Leigh Binder		312.00
			INV 261535 Noongar Art Program Fashion Artist Fee - BRAG	312.00
8011.11393-01	09/10/2024	Chocco Enterprises t/as Equipets		4,680.00
			INV A0572 BWP Animal Feed	4,680.00
8011.14-01	09/10/2024	Activ Foundation Incorporated		3,995.73
			INV INV129370 Sand Removal Ocean Drive	3,424.92
			INV INV129371 Sand Removal Ocean Drive	570.81
8011.1536-01	09/10/2024	SOS Office Equipment		1,203.37
			INV SOS643625 Photocopier Meter Readings - SWSC	624.93
			INV SOS643623 Photocopier Meter Readings - SWSC	51.69
			INV SOS643610 Photocopier Meter Readings - SWSC	113.64
			INV SOS643618 Photocopier Meter Readings - Library	279.34
			INV SOS643613 Photocopier Meter Readings - Library	133.77
8011.1555-01	09/10/2024	Spurling Engineering		632.50
			INV 13617 Lawnmower Repairs	632.50
8011.161-01	09/10/2024	BCE Surveying Pty Ltd		880.00
			INV 15355 Survey - Locate Services Hands Oval	880.00
8011.1838-01	09/10/2024	Synergy		4,642.00
			INV 117021740/SEP24 Electricity Charges - 24/07/2024 to 19/09/2024	61.94
			INV 418948140/SEP24 Electricity Charges - 24/07/2024 to 19/09/2024	398.04
			INV 519245540/SEP24 Electricity Charges - 23/07/2024 to 19/09/2024	739.46
			INV 227600500/SEP24 Electricity Charges - 23/07/2024 to 19/09/2024	768.28
			INV 755435850/SEP24 Electricity Charges - 24/07/2024 to 19/09/2024	280.81
			INV 461237950/SEP24 Electricity Charges - 23/07/2024 to 18/09/2024	189.90
			INV 968765110/SEP24 Electricity Charges - 23/07/2024 to 19/09/2024	498.59
			INV 540682140/SEP24 Electricity Charges - 23/07/2024 to 19/09/2024	493.89
			INV 985652130/SEP24 Electricity Charges - 23/07/2024 to 19/09/2024	401.73
			INV 662925340/SEP24 Electricity Charges - 24/07/2024 to 19/09/2024	265.96
			INV 650277130/SEP24 Electricity Charges - 23/07/2024 to 19/09/2024	173.36
			INV 734367830/SEP24 Electricity Charges - 23/07/2024 to 19/09/2024	244.72
			INV 156409070/SEP24 Electricity Charges - 25/07/2024 to 24/09/2024	125.32
8011.197-01	09/10/2024	BOC Limited		243.36
			INV 4037627313 Gas Charges - SWSC	243.36

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Reference No.	Date	Payee	Description	Amount
8011.2123-01	09/10/2024	Bunbury Basketball Association		8,185.06
			INV INV-0206 Community Courts - Project Management Services 2024	8,185.06
8011.2136-01	09/10/2024	Leschenault Catchment Council (LCC) Incorporated		8,659.20
			INV 311 Natural Resource Management Services August 2024	8,659.20
8011.2202-01	09/10/2024	Woolworths Limited		280.65
			INV 10202740 Chocolates for Wearable Art Festival Prizes - Library	42.25
			INV 10110438 Catering & Bouquet for Mayoral Farewell Ceremony - Tokyo Talent Tour 2024	164.60
			INV 10124311 School Holiday Programs Supplies - Library	73.80
8011.2209-01	09/10/2024	Bidfood Australia (SWSC)		1,373.98
			INV I64104625.BRY SWSC Cafe Supplies	1,373.98
8011.2453-01	09/10/2024	Dormakaba Australia Pty Ltd		6,051.22
			INV 35WA1259865 Automatic Door Maintenance - SWSC	298.25
			INV 35WA1259858 Automatic Door Maintenance - SWSC	298.25
			INV 35WA1259866 Automatic Door Maintenance - SWSC	860.84
			INV 35WA1259869 Automatic Door Maintenance - SWSC	4,593.88
8011.2693-01	09/10/2024	Kmart		221.50
			INV 219172 Cordless Vacuum - SWSC	79.00
			INV 219867 Swim School Event Supplies - SWSC	18.50
			INV 220260 Kettle - SWSC	24.00
			INV 219817 Towels - SWSC	100.00
8011.283-01	09/10/2024	Bunbury Machinery		1,193.61
			INV SIB58634 Star Picket Caps Packs	134.64
			INV SIB58868 Concrete Grinder Discs	903.98
			INV SIB58689 Plastic Bags Dust Master	154.99
8011.289-01	09/10/2024	Bunbury Mower Service Pty Ltd		97.50
			INV 74996#6 Mower Parts/Repairs	97.50
8011.3-01	09/10/2024	A & L Printers		2,617.50
			INV 65441 Staff Business Cards	178.00
			INV 65406 Noongar Country 2024 Catalogue BRAG	2,439.50
8011.3093-01	09/10/2024	RTS Diesel South West		12,301.00
			INV 4111 Plant Maintenance - BY2433A	555.78
			INV 4118 Plant Maintenance - 1GHY540	385.00
			INV 4120 Plant Maintenance - BY2892A	1,995.40
			INV 4121 Plant Maintenance - BY742	144.65
			INV 4122 Plant Maintenance - BY715	144.65
			INV 4124 Plant Maintenance - BY775	2,922.70
			INV 4125 Plant Maintenance - BY775	5,048.31
			INV 4127 Plant Maintenance - BY785	1,104.51
8011.3167-01	09/10/2024	Perfect Landscapes		16,605.60
			INV INV-8903 Lawnmowing - Carey Park	5,472.50
			INV INV-8904 Lawnmowing - East Bunbury	4,912.60

City of Bunbury
Schedule of Accounts Paid for Period
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COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV-8906 Lawnmowing - Vittoria	1,094.50
			INV INV-8907 Lawnmowing - Glen Iris	2,926.00
			INV INV-8905 Lawnmowing - Pelican Point	1,309.00
			INV INV-8908 Lawnmowing - Picton	891.00
8011.3204-01	09/10/2024	PFD Food Services Pty Ltd		7,027.05
			INV LM950276 SWSC Cafe Supplies	888.60
			INV LN263813 SWSC Cafe Supplies	73.75
			INV LN263807 SWSC Cafe Supplies	630.65
			INV LN247941 SWSC Cafe Supplies	61.90
			INV LN247940 SWSC Cafe Supplies	442.65
			INV LM975752 SWSC Cafe Supplies	1,128.00
			INV LN264009 SWSC Cafe Supplies	315.00
			INV LN279737 SWSC Cafe Supplies	1,820.10
			INV LN264075 SWSC Cafe Supplies	347.40
			INV LN222231 SWSC Cafe Supplies	1,319.00
8011.3303-01	09/10/2024	Vineyard 28		336.00
			INV INV-2928 Catering Refreshments - BRAG Events	336.00
8011.335-01	09/10/2024	Bunnings Group Limited		775.19
			INV 2179/01458813 Storage Tub/Paint Brushes/Inox/Broom	726.80
			INV 2179/01458814 Batteries	48.39
8011.3376-01	09/10/2024	Sonic HealthPlus		1,357.65
			INV 3385413 Pre-Employment Medicals	490.49
			INV 3385411 Pre-Employment Medicals	499.29
			INV 3385412 Pre-Employment Medicals	367.87
8011.3640-01	09/10/2024	Cleverpatch		636.41
			INV 554907 Art Supplies - Library	636.41
8011.3665-01	09/10/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		2,378.41
			INV 240460997 Gloves/Coveralls	549.10
			INV 240462568 Cup Head Bolts	148.30
			INV 240464368 Timber Seal Protector	288.82
			INV 240464382 Megapoxy Kits	292.85
			INV 260288426 Safety Specs	190.00
			INV 240462353 Cutting Disc/Metal Grinding Disc/Fixtec Nut	385.01
			INV 240463622 Inspection Services - Harness Test & Tag	121.00
			INV 260288231 Cup Head Bolt & Nut	387.09
			INV 240464052 Flange Nut for Grinder	16.24
8011.371-01	09/10/2024	Carbone Bros Pty Ltd		28,187.44
			INV I107918 Limestone	26,208.04
			INV I108027 Select Sand Fill	1,979.40
8011.3958-01	09/10/2024	JCW Electrical Pty Ltd		70,496.93
			INV 100576 Electrical Maintenance - Bicentennial Square	216.98

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 100575 Electrical Maintenance - Museum	256.25
			INV 100394 Electrical Maintenance - Old Railway Station	165.00
			INV 100419 Electrical Maintenance - Marlston Waterfront	246.40
			INV 100569 Electrical Maintenance - Hands Oval	20,899.11
			INV 100543 Electrical Maintenance - Hay Park Soccer Club	12,167.33
			INV 26035 Electrical Maintenance - Hay Park Soccer Club	36,545.86
8011.4014-01	09/10/2024	Bunbury Geographe Seniors and Community Centre Inc.		13,750.00
			INV INV-2878 2024/2025 Financial Support - 1st Quarter	13,750.00
8011.4296-01	09/10/2024	ThinkWater Bunbury		1,698.53
			INV 719720 Repairs Pump Station - Albert Road	720.00
			INV 719719 Pump Repairs & Fittings - Estuary Drive	978.53
8011.50-01	09/10/2024	Onsite Rental Group Operations Pty Ltd		4,678.56
			INV 3882509 Portable Toilets Hire - Hands Oval	356.17
			INV 3882507 Portable Toilets Hire - Forrest Park	3,457.87
			INV 3882508 Portable Toilets Hire - Hands Oval	864.52
8011.5036-01	09/10/2024	Environex International Pty Ltd		1,360.03
			INV 324685 SWSC Chemicals and Cleaning Supplies	493.68
			INV 324938 SWSC Chemicals and Cleaning Supplies	866.35
8011.5040-01	09/10/2024	Australia Post - Rates		2,247.12
			INV 1013533300 Commission on Rate Payments - September 2024	2,247.12
8011.527-01	09/10/2024	Cross Security Services		211.75
			INV INV-33406 Alarm System Maintenance - Hay Park North Pavilion	211.75
8011.5381-01	09/10/2024	A S Edmundson		349.60
			INV Reimburse130924 Reimbursement - Travel Expenses for BRAG Gallery Research in Perth	349.60
8011.5412-01	09/10/2024	Picton Civil Pty Ltd		1,518.00
			INV P19916 Machinery Hire Excavator - Trinity Rise	1,518.00
8011.5536-01	09/10/2024	CNW Pty Ltd		24,377.07
			INV 161219828 Electrical Supplies	9.37
			INV 161220283 Electrical Supplies	6,832.51
			INV 161220130 Electrical Supplies	17,373.85
			INV 161220727 Electrical Supplies	161.34
8011.5725-01	09/10/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		40.31
			INV 606817897 Stationery - SWSC	40.31
8011.6045-01	09/10/2024	IXOM Operations Pty Ltd		337.26
			INV 6868159 Chlorine Gas - SWSC	337.26
8011.617-01	09/10/2024	Bunbury Dolphin Discovery Incorporated		69.00
			INV INV-9259 Japan Delegation Visit	69.00
8011.6196-01	09/10/2024	M L Mepham		126.82
			INV Reimburse180924 Reimbursement - Food Purchased for Training Catering	126.82
8011.6221-01	09/10/2024	West Australian Newspapers Ltd - SWSC		198.55
			INV 73615092024 SWSC Newspapers	102.42

City of Bunbury
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1/10/2024 to 31/10/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	73622092024 SWSC Newspapers	96.13
8011.6247-01	09/10/2024	Octy Water Pty Ltd T/A Aquamonix			4,211.90
			INV	76202 Catalpa Park Irrigation Controller Repairs	4,211.90
8011.6266-01	09/10/2024	CB Traffic Solutions Pty Ltd			965.80
			INV	17104 Traffic Management - Blair Street & Stirling Street	719.40
			INV	17028 Traffic Management - Hakea Crescent	246.40
8011.6333-01	09/10/2024	Equans Mechanical Services Australia Pty Ltd			271.19
			INV	2598554 Aircon Maintenance - Museum	27.57
			INV	2598566 Aircon Maintenance - SSAC	22.98
			INV	2598552 Aircon Maintenance - Council Chambers	91.93
			INV	2598547 Aircon Maintenance - BWP	128.71
8011.6365-01	09/10/2024	Corsign WA Pty Ltd			2,970.00
			INV	88873 Keep Left Signs & Posts	2,970.00
8011.6492-01	09/10/2024	Robert's Tilt Tray & Hiab Service			1,456.40
			INV	36009 Pickup & Deliver Portable Toilets - Hands Oval	1,456.40
8011.6749-01	09/10/2024	Smith Constructions WA			107,545.06
			INV	INV-02503 Forrest Park Sports Pavilion	107,545.06
8011.6798-01	09/10/2024	WINC Australia Pty Ltd			2,628.53
			INV	9046284993 Stationery - SWSC	437.02
			INV	9046262186 Stationery - Library and Learning	19.79
			INV	9046245611 Stationery - Administration	1,699.86
			INV	9046248183 Stationery - Administration	132.90
			INV	9046290915 Stationery - Administration	124.54
			INV	9046301754 Stationery - Administration	214.42
8011.6847-01	09/10/2024	Trophies West			115.80
			INV	7461 Name Badges - SWSC	43.80
			INV	7499 SWSC Update Perpetuals	72.00
8011.6858-01	09/10/2024	Work Metrics Pty Ltd			154.00
			INV	41642 Subscription - On-line Induction Portal	154.00
8011.6875-01	09/10/2024	Country Landscaping Pty Ltd			341.00
			INV	27599 Retic Parts	341.00
8011.7254-01	09/10/2024	Bossea Pty Ltd T/A South West Recycling			132.00
			INV	INV-9534 Confidential Bin Collection & Destruction	132.00
8011.7283-01	09/10/2024	Team Global Express (IPEC) Pty Ltd			129.42
			INV	0660-C209150 Freight	129.42
8011.7357-01	09/10/2024	West Coast Waste Pty Ltd			880.00
			INV	51500 Hook Bin Emptied - Depot	880.00
8011.739-01	09/10/2024	Brownes Food Operations Pty Ltd			672.32
			INV	18040038 SWSC Cafe Supplies	672.32
8011.792-01	09/10/2024	GHD Pty Ltd			5,854.20
			INV	112-0218570 Turkey Point Sampling & Analysis Quality Plan	5,854.20

City of Bunbury
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COB Municipal Account

Reference No.	Date	Payee	Description	Amount
8011.7971-01	09/10/2024	Charlotte Anne White		67.60
			INV INV-0146 Workshop Facilitation - BRAG	67.60
8011.8129-01	09/10/2024	Beverly Thomson		312.00
			INV 261529 Noongar Art Program Fashion Artist Fee - BRAG	312.00
8011.8144-01	09/10/2024	WA Mechanical and Site Services		10,745.06
			INV INV-2415 Plant Maintenance - BY732	262.46
			INV INV-2381 Plant Maintenance - BY86290	1,659.52
			INV INV-2404 Plant Maintenance - BY2516A	262.46
			INV INV-2405 Plant Maintenance - BY4898A	445.83
			INV INV-2406 Plant Maintenance - BY2778A	209.72
			INV INV-2407 Plant Maintenance - 1TZE951	204.18
			INV INV-2408 Plant Maintenance - BY445V	196.19
			INV INV-2409 Plant Maintenance - BY706	1,448.46
			INV INV-2422 Plant Maintenance - BY83670	1,038.64
			INV INV-2418 Plant Maintenance - BY313J	957.55
			INV INV-2410 Plant Maintenance - Generators	2,024.00
			INV INV-2411 Plant Maintenance - BY86167	196.19
			INV INV-2412 Plant Maintenance - BY80714	212.89
			INV INV-2413 Plant Maintenance - BY81474	196.19
			INV INV-2414 Plant Maintenance - 1TUE400	196.19
			INV INV-2426 Plant Maintenance - BY2778A	133.87
			INV INV-2424 Plant Maintenance - BY87076	383.13
			INV INV-2423 Plant Maintenance - BY6557A	717.59
8011.8181-01	09/10/2024	Rhona Wallam		512.00
			INV 261524 NAIDOC Painting at BREC Exhibition	200.00
			INV 261538 Noongar Art Program Fashion Artist Fee - BRAG	312.00
8011.8649-01	09/10/2024	Dawn Alone		312.00
			INV 261533 Noongar Art Program Fashion Artist Fee - BRAG	312.00
8011.8675-01	09/10/2024	Marjorie Elizabeth Ugle		312.00
			INV 261530 Noongar Art Program Artist Fee - BRAG	312.00
8011.8880-01	09/10/2024	Iconic Property Services Pty Ltd		19,039.53
			INV PSI039370 Cleaning Services - Hay Park South Pavilion	858.18
			INV PSI039380 Cleaning Services - Post Woman's SWFL	1,172.88
			INV PSI039379 Cleaning Services - Event Hay Park South Pavilion	851.46
			INV PSI039369 Cleaning Services - September 2024	15,781.69
			INV PSI039310 Cleaning Services - Adhoc Library	375.32
8011.906-01	09/10/2024	Huggable Toys		728.26
			INV 52463 BWP Merchandise	728.26
8011.908-01	09/10/2024	Veolia Environmental Services		7,225.56
			INV 2960244031 Drainage Pipe Jetting & Vacuum	7,225.56
8011.9097-01	09/10/2024	Flick Anticimix Pty Ltd		4,015.00

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 601180744C Pest Control - Council Chambers	324.50
			INV 601180736C Pest Control - BWP	1,232.00
			INV 601180737C Pest Control - BWP	1,232.00
			INV 601180738C Pest Control - Administration	110.00
			INV 601180739C Pest Control - Administration	291.50
			INV 601180740C Pest Control - Marlston Hill	132.00
			INV 601180741C Pest Control - Boulters Heights	176.00
			INV 601180742C Pest Control - Mangles Street Staircase	132.00
			INV 601180743C Pest Control - Council Chambers	110.00
			INV 601180745C Pest Control - Hay Park SWSC	275.00
8011.958-01	09/10/2024	South West Isuzu		1,123.82
			INV 1598265 Plant Service - BY796	1,123.82
8011.959-01	09/10/2024	Jetline Kerbing Contractors		5,434.00
			INV INV-1548 Kerbing - Sutherland Way	5,434.00
8011.9804-01	09/10/2024	R K Arnold & G Dowd & M B Dunphy & Others T/A Hall & Wilcox		1,633.50
			INV 770710 Legal Fees	1,633.50
8011.9822-01	09/10/2024	Forge Civil		3,784.00
			INV 1856 Machinery Hire - Forrest Park Pavilion	3,784.00
8011.9963-01	09/10/2024	Charlotte Marie Ugle		312.00
			INV 261528 Noongar Art Program Fashion Artist Fee - BRAG	312.00
8011.9964-01	09/10/2024	Katherine Ugle		312.00
			INV 261532 Noongar Art Program Fashion Artist Fee - BRAG	312.00
8012.10894-01	28/10/2024	Councillor P Ramesh		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8012.5425-01	28/10/2024	Mayor J De San Miguel		12,377.25
			INV SITTING 2024/25 2024/25 Mayoral Allowance & Sitting Fees	12,377.25
8012.5612-01	28/10/2024	Councillor M Steck		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8012.5614-01	28/10/2024	Councillor K Steele		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8012.6845-01	28/10/2024	Councillor T Smith		4,879.73
			INV SITTING 2024/25 2024/25 Deputy Mayoral Allowance & Sitting Fees	4,879.73
8012.6846-01	28/10/2024	Councillor T Brown		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8012.7978-01	28/10/2024	Councillor K Turner		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8012.7980-01	28/10/2024	Councillor C Kozisek		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8012.9521-01	28/10/2024	Councillor M Quain		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8012.9522-01	28/10/2024	Councillor G Ghasseb		2,856.50

City of Bunbury
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COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8012.9523-01	28/10/2024	Councillor B Andrew		2,856.50
			INV SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8013.10065-01	09/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta	Road Paving & Hot Mix	190.00
			INV SIN05862 Asphalt	100.00
			INV SIN05877 Greenwaste Fee	90.00
8013.10065-02	09/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta	Road Paving & Hot Mix	290.00
			INV SIN05834 Asphalt	290.00
8013.10314-01	09/10/2024	Davenport Plumbing		795.47
			INV 17652 Plumbing Repairs - Back Beach	140.07
			INV 17653 Plumbing Repairs - Maidens Park	140.07
			INV 17654 Plumbing Repairs - Hands Oval	140.07
			INV 17655 Plumbing Repairs - Pelican Point Riviera Way	375.26
8013.10608-01	09/10/2024	Candice Nannup		416.58
			INV 25092024 Noongar Art Program Fashion Show Supplies - BRAG	416.58
8013.10781-01	09/10/2024	South West Pets Bunbury Pty Ltd		662.95
			INV I0000001977 BWP Animal Supplies	662.95
8013.11163-01	09/10/2024	Indian Ocean Craft Triennial Inc		600.00
			INV INV-IOTA-2323 Madoda Fani Artwork	600.00
8013.11234-01	09/10/2024	Stephen William Cope T/as SWC Urban Planning		8,249.00
			INV 9 Consulting Services - Strategic Urban Planning	8,249.00
8013.11280-01	09/10/2024	Arbor Guy		30,380.16
			INV 100563 Street Tree Maintenance - Halsey Street	2,106.77
			INV 100523 Street Tree Maintenance - Parade Road	7,565.18
			INV 100514 Street Tree Maintenance - Sandridge Road	8,159.37
			INV 100458 Western Power Cutting List - Bunbury	12,548.84
8013.11323-01	09/10/2024	Ampol Petroleum Distributors Pty Ltd		1,180.62
			INV SI4757767 Grease	290.64
			INV SI4756430 Kerosene	889.98
8013.11345-01	09/10/2024	FVS Fire Services t/as Protector Fire Services		3,919.52
			INV 10095749 Isolate/De-Isolate Fire Panel - BREC	401.50
			INV 10095762 Fire Detection Control & Indicating Equipment Maintenance - Library	484.77
			INV 10095760 Fire Detection Control & Indicating Equipment Maintenance - Library	211.75
			INV 10095675 Emergency & Exit Lighting Maintenance & Load Testing - Various Sites	2,821.50
8013.1384-01	09/10/2024	Programmed Property Services Pty Ltd		2,772.00
			INV SIN0686172 Front Window Repairs - Paisley Centre	2,772.00
8013.1546-01	09/10/2024	Souwest Communications		300.00
			INV G3803 Dash Cam	120.00
			INV G3802 Anderson Plug	180.00
8013.1746-01	09/10/2024	Bunbury Tyrepower		20.00
			INV 1411578 Tyre Disposal	20.00

City of Bunbury
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COB Municipal Account

Reference No.	Date	Payee	Description	Amount
8013.1838-01	09/10/2024	Synergy		92,130.44
			INV 866641150/SEP24 Electricity Charges - 25/07/2024 to 19/09/2024	115.21
			INV 496865330/SEP24 Electricity Charges - 13/07/2024 to 10/09/2024	3,123.98
			INV 984979080/SEP24 Electricity Charges - 25/07/2024 to 24/09/2024	160.86
			INV 191682160/SEP24 Electricity Charges - 23/07/2024 to 19/09/2024	135.94
			INV 701425140/SEP24 Electricity Charges - 27/07/2024 to 20/09/2024	121.36
			INV 444045800/SEP24 Electricity Charges - 23/07/2024 to 18/09/2024	117.24
			INV 262006000/SEP24 Electricity Charges - 24/07/2024 to 19/09/2024	124.16
			INV 247197470/OCT24 Electricity Charges - 01/08/2024 to 02/10/2024	154.26
			INV 463688910/OCT24 Electricity Charges - 01/08/2024 to 02/10/2024	355.40
			INV 946266110/OCT24 Electricity Charges - 25/08/2024 to 24/09/2024	83,997.85
			INV 224851820/OCT24 Electricity Charges - 28/08/2024 to 27/09/2024	1,608.29
			INV 506257720/SEP24 Electricity Charges - 01/09/2024 to 30/09/2024	1,617.56
			INV 407491810/OCT24 Electricity Charges - 20/08/2024 to 16/09/2024	498.33
8013.1915-01	09/10/2024	Australasian Performing Right Association Limited		4,356.01
			INV 505025 SWSC Licence Fees - 01/10/2024 to 31/12/2024	4,356.01
8013.197-01	09/10/2024	BOC Limited		12.89
			INV 4037640104 Gas Charges	12.89
8013.2109-01	09/10/2024	ALS Library Services Pty Ltd		111.10
			INV 112227/28/29/30 Local Stock Bunbury & Withers Library	27.74
			INV 113174/75 Local Stock Bunbury & Withers Library	83.36
8013.2206-01	09/10/2024	Dardanup Removals		1,050.00
			INV INV-4499 Furniture Removal - Depot to Hands Oval Pavilion	1,050.00
8013.2209-01	09/10/2024	Bidfood Australia (SWSC)		913.79
			INV I64147858.BRY SWSC Cafe Supplies	913.79
8013.2267-01	09/10/2024	Les Mills Asia Pacific		1,624.81
			INV LMB1264332 SWSC Gym Licence Fee - October 2024	1,624.81
8013.2430-01	09/10/2024	Picton Automotive Engineering		698.50
			INV 40806 Plant Service - BY741	698.50
8013.2579-01	09/10/2024	TJ Depiazzi & Sons		4,695.90
			INV INV-2586 Pinebark Mulch	4,695.90
8013.289-01	09/10/2024	Bunbury Mower Service Pty Ltd		216.00
			INV 74962 Mower Parts	216.00
8013.3093-01	09/10/2024	RTS Diesel South West		3,765.37
			INV 4128 Plant Maintenance - BY763	1,111.55
			INV 4129 Plant Maintenance - BY2892A	447.70
			INV 4135 Plant Service - BY763	1,098.42
			INV 4150 Plant Maintenance - Various	553.85
			INV 4151 Plant Maintenance - Various	553.85
8013.3204-01	09/10/2024	PFD Food Services Pty Ltd		1,618.15
			INV LN305548 BWP Kiosk Supplies	1,618.15

City of Bunbury
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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
8013.335-01	09/10/2024	Bunnings Group Limited				212.09
			INV	2179/01460060	Paint/Liquid Nails/Gladding/Gap Filler	212.09
8013.371-01	09/10/2024	Carbone Bros Pty Ltd				1,643.15
			INV	I108098	Crushed Limestone Basecourse	1,643.15
8013.3834-01	09/10/2024	SecurePay Pty Ltd				43.56
			INV	607242	eServices Online Transactions	43.56
8013.3958-01	09/10/2024	JCW Electrical Pty Ltd				399.00
			INV	100520	Electrical Maintenance - Museum	399.00
8013.4167-01	09/10/2024	The Print Shop Bunbury				207.90
			INV	1667281	Carey Park Exhibition Callout Flyers	207.90
8013.4534-01	09/10/2024	Bunbury United Soccer Club				4,400.00
			INV	445	Grant Funding 2024 Kambarang Junior Soccer Carnival	4,400.00
8013.462-02	09/10/2024	Coca Cola Amatil (Aust) Pty Ltd				2,041.51
			INV	235032964	SWSC Cafe Supplies	2,041.51
8013.5036-01	09/10/2024	Environex International Pty Ltd				866.59
			INV	324923	SWSC Chemicals and Cleaning Supplies	866.59
8013.5725-01	09/10/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)				54.07
			INV	606623293	Stationery - BRAG	54.07
8013.5741-01	09/10/2024	Picton Tyre Centre Pty Ltd				4,091.00
			INV	S83654	Tyres - BY754U	612.00
			INV	S83545	Tyre Repairs - BY2778A	25.00
			INV	S83605	Tyre Repairs - BY751	165.00
			INV	S83603	Tyres - BY2892A	3,174.00
			INV	S83542	Tyre Repairs - BY744	51.00
			INV	S83703	Tyre Repairs - BY6557A	39.00
			INV	S83533	Tyre Repairs - BY2516A	25.00
8013.6221-01	09/10/2024	West Australian Newspapers Ltd - SWSC				67.72
			INV	73629092024	SWSC Newspapers	67.72
8013.6333-01	09/10/2024	Equans Mechanical Services Australia Pty Ltd				3,751.00
			INV	2603503	Aircon Maintenance - Library	3,751.00
8013.6344-01	09/10/2024	Intersport Bunbury				200.00
			INV	24-00016966	Prizes for Group Fitness Launch Event - SWSC	200.00
8013.6638-01	09/10/2024	Parlan Pty Ltd T/A Environmental and Agricultural Testing Services				5,126.00
			INV	INV-6500	Groundwater Monitoring & Reporting	5,126.00
8013.6645-01	09/10/2024	Daniels Health Services Pty Ltd				1,300.33
			INV	2321190	Bio Cans Supplies	1,300.33
8013.670-01	09/10/2024	Elliotts Irrigation				2,803.90
			INV	F31438	Iron Filter Services - September 2024	2,803.90
8013.6787-01	09/10/2024	McDonald Fencing				242.00
			INV	INV-7641	Fencing Repairs - Soccer Pavilion	242.00
8013.6798-01	09/10/2024	WINC Australia Pty Ltd				972.31

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	9046234554 Stationery - Depot	278.43
			INV	9046279919 Stationery - Depot	693.88
8013.7065-01	09/10/2024	Dynamic Security Management Pty Ltd			1,673.10
			INV	INV0008 Security Services - BRAG	1,673.10
8013.7151-01	09/10/2024	Procure Locksmiths			3,272.00
			INV	20073 Key/Lock Repairs - Withers Library	732.00
			INV	20104 Padlocks/Keys	2,280.00
			INV	19871 Padlocks - Athletics Track	260.00
8013.7251-01	09/10/2024	Bunbury Fringe Inc			35,200.00
			INV	INV-0148 2024/25 Grant Program - Bunbury Fringe 2025	35,200.00
8013.7326-01	09/10/2024	The Information Management Group Pty Ltd (TIMG)			636.34
			INV	93856276 Offsite Records Storage - September 2024	636.34
8013.7867-01	09/10/2024	JBS&G Australia Pty Ltd			3,689.40
			INV	110736 Regional Advanced Offset Desktop Assessment	3,689.40
8013.8521-01	09/10/2024	Mowers Plus			59.05
			INV	1324#0 Air Filters	59.05
8013.8528-01	09/10/2024	J Walker			87.00
			INV	Reimburse240924 Reimbursement - Working with Children Check	87.00
8013.8940-01	09/10/2024	BIC Services Pty Ltd			643.50
			INV	128754 Cleaning Services - Koolambidi Woola	643.50
8013.9148-01	09/10/2024	Zarah Sarina Schluter			450.00
			INV	21 Entertainment - BRAG Event	450.00
8013.9574-01	09/10/2024	Karin Strachan			1,500.00
			INV	TELECOM 2024 Telecommunications Allowance	1,500.00
8013.9625-01	09/10/2024	ATC Work Smart Inc			1,025.00
			INV	INV012470 Staff First Aid Course	716.00
			INV	INV012588 Staff First Aid Course	65.00
			INV	INV012531 Staff First Aid Course	179.00
			INV	INV012582 Staff First Aid Course	65.00
8013.9954-01	09/10/2024	Sapio Pty Ltd			468.60
			INV	282930 CCTV Maintenance- Library/Stirling & Parkfield Street	468.60
8014.2753-01	20/10/2024	BP Australia Ltd			32,725.30
			INV	13431753 BP Fuel - September 2024	32,725.30
8014.3048-01	20/10/2024	Ampol (Caltex) Australia Petroleum Pty Ltd			10,349.60
			INV	544080 Ampol Fuel - September 2024	10,349.60
8016.10127-01	09/10/2024	M Werner			124.92
			INV	Reimburse071024 Reimbursement - BRAG Teacher Exhibition Opening Catering	124.92
8016.11390-01	09/10/2024	Mr B J Byass			130.00
			INV	Reimburse180924 Reimbursement - Meal Expenses for Waste Conference	130.00
8016.11417-01	09/10/2024	Robert Dupree			147.00
			INV	5.2024.151 Planning Application Fee Refund	147.00

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
8016.11418-01	09/10/2024	S & W Delaporte			900.00
			INV 4210	Verge Crossover Contribution	900.00
8016.11425-01	09/10/2024	S Earl			1,281.20
			INV ASN4745	Rates Refund	1,281.20
8016.11426-01	09/10/2024	R Hubber			64,816.00
			INV ASN6481	Rates Refund	64,816.00
8016.11427-01	09/10/2024	P & M Hogarth			744.82
			INV ASN52276	Rates Refund	744.82
8016.11432-01	09/10/2024	N & R Verbrugge			1,496.16
			INV ASN11431	Rates Refund	1,496.16
8016.11433-01	09/10/2024	J De Graaf			850.00
			INV 53101	Verge Crossover Contribution	850.00
8016.11435-01	09/10/2024	Paul Douglas Sidon			900.00
			INV 5474	Verge Crossover Contribution	900.00
8016.11437-01	09/10/2024	Glenys Dawn French			850.00
			INV 8677	Verge Crossover Contribution	850.00
8016.11439-01	09/10/2024	K Italiano			61.91
			INV ASN8001	Rates Refund	61.91
8017.136-01	14/10/2024	Australian Taxation Office			252,732.76
			INV PP25-08	PAYG for COB Staff - F/E 08/10/2024	252,732.76
8018.10470-01	15/10/2024	Aware Super Clearing House			187,194.74
			INV PP25-08	Superannuation - October 2024	187,194.74
8020.10065-01	16/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta		Road Paving & Hot Mix	400.00
			INV SINV05884	Asphalt	100.00
			INV SINV05905	Asphalt	200.00
			INV SINV05887	Asphalt	100.00
8020.10314-01	16/10/2024	Davenport Plumbing			506.76
			INV 17651	Plumbing Repairs - Koolambidi Woola	129.07
			INV 17650	Plumbing Repairs - Koombana Bay	140.07
			INV 17649	Plumbing Repairs - Glen Iris	237.62
8020.10345-01	16/10/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury			157.19
			INV INV-5200	Laundry Services for Meat Inspectors	157.19
8020.10365-01	16/10/2024	Roy Galvin & Co Pty Ltd			441.10
			INV 1412030	Drainage Cover	386.76
			INV 1410035	PVC DWV Access Cap	54.34
8020.10608-01	16/10/2024	Candice Nannup			400.00
			INV 03102024	Noongar Art Program Group Facilitation - BRAG	400.00
8020.10608-02	16/10/2024	Candice Nannup			312.00
			INV 261534	Noongar Art Program Fashion Artist Fee - BRAG	312.00
8020.10640-01	16/10/2024	WA Laser Engraving			785.95
			INV 240279	Engraving - Staff Service Awards	785.95

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8020.10781-01	16/10/2024	South West Pets Bunbury Pty Ltd			828.15
			INV	I0000001980 BWP Animal Supplies	275.00
			INV	I0000001979 BWP Animal Supplies	553.15
8020.1091-01	16/10/2024	Lomax Media			214.50
			INV	INV-1668 Photography Aerials - Hands Oval	214.50
8020.10942-01	16/10/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin			172.00
			INV	8993 BWP - Mulch	172.00
8020.10992-01	16/10/2024	Work Clobber Bunbury - Infrastructure			753.29
			INV	24-00019256 Staff Uniform - Infrastructure	366.00
			INV	24-00020152 Staff Uniform - Infrastructure	387.29
8020.11035-01	16/10/2024	Liven Australia Pty Ltd			129.80
			INV	2024-88231 BWP Monthly Subscription - October 2024	129.80
8020.11050-01	16/10/2024	Busselton Farmers Market			163.73
			INV	IN00006665 SWSC Cafe Supplies	163.73
8020.11213-01	16/10/2024	Caroline James Event Pty Ltd / Atelier - House of Events Pty Ltd			19,800.00
			INV	INV-1308 Grant Funding - Lost & Found Festival 2024	19,800.00
8020.11231-01	16/10/2024	Perdaman Advanced Energy Pty Ltd			24,738.34
			INV	1845 Administration Building - Solar Panel Installation	24,738.34
8020.11301-01	16/10/2024	Bunbury Indoor Beach Volleyball			126.48
			INV	1247 SWSC Cafe Supplies	31.62
			INV	1239 SWSC Cafe Supplies	31.62
			INV	1234 SWSC Cafe Supplies	31.62
			INV	1235 SWSC Cafe Supplies	31.62
8020.11322-01	16/10/2024	Play Check Pty Ltd			11,385.00
			INV	HD616388769 Comprehensive Annual Playground Audit	11,385.00
8020.11323-01	16/10/2024	Ampol Petroleum Distributors Pty Ltd			247.85
			INV	SI4759006 Unleaded Fuel	247.85
8020.11415-01	16/10/2024	Maaladjiny			1,210.00
			INV	126 Noongar Arts Program Fashion Show - BRAG	1,210.00
8020.11420-01	16/10/2024	Artoble			400.00
			INV	INV-0002 Exhibition Listing 12 Month Membership	400.00
8020.11421-01	16/10/2024	Electronic Scoring Australia			345.40
			INV	INV-0156 Cables - SWSC	345.40
8020.1384-01	16/10/2024	Programmed Property Services Pty Ltd			13,805.00
			INV	SINV687379 Painting - Youth Precinct Toilets	4,180.00
			INV	SINV687380 Painting - Youth Precinct Toilets	9,625.00
8020.1536-01	16/10/2024	SOS Office Equipment			3,141.40
			INV	SOS643616 Photocopier Meter Readings - BRAG	230.03
			INV	SOS643628 Photocopier Meter Readings - Museum	95.88
			INV	SOS643612 Photocopier Meter Readings - BWP	122.32
			INV	SOS643617 Photocopier Meter Readings - Museum	25.06

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV SOS643611 Photocopier Meter Readings - Administration	114.90
			INV SOS643614 Photocopier Meter Readings - Administration	187.28
			INV SOS643615 Photocopier Meter Readings - Administration	219.61
			INV SOS643619 Photocopier Meter Readings - Administration	296.09
			INV SOS643620 Photocopier Meter Readings - Administration	398.69
			INV SOS643621 Photocopier Meter Readings - Administration	47.99
			INV SOS643622 Photocopier Meter Readings - Depot	48.95
			INV SOS643624 Photocopier Meter Readings - Depot	605.84
			INV SOS643626 Photocopier Meter Readings - Administration	668.68
			INV S0S643627 Photocopier Meter Readings - Administration	80.08
8020.171-01	16/10/2024	Bell Fire Equipment Company Pty Ltd		227.70
			INV INV-20419 Yellow Lay Flat Hose	227.70
8020.1827-01	16/10/2024	Wesfarmers Kleenheat Gas Pty Ltd		26,059.23
			INV 963602 SWSC Gas Charges September 2024	26,059.23
8020.1838-01	16/10/2024	Synergy		2,132.01
			INV 665683150/OCT24 Electricity Charges - 02/08/2024 to 01/10/2024	138.94
			INV 167537070/OCT24 Electricity Charges - 02/08/2024 to 02/10/2024	1,250.46
			INV 417384740/SEP24 Electricity Charges - 16/08/2024 to 18/09/2024	171.39
			INV 809687540/OCT24 Electricity Charges - 01/08/2024 to 30/09/2024	302.32
			INV 116862430/OCT24 Electricity Charges - 01/08/2024 to 30/09/2024	255.15
			INV 362135790/OCT24 Gas Charges - 28/08/2024 to 27/09/2024	13.75
8020.1867-01	16/10/2024	Work Clobber - Bunbury		51.14
			INV 24-00020079 Staff Uniform - BWP	51.14
8020.2202-01	16/10/2024	Woolworths Limited		187.15
			INV 10132820 BWP Supplies	88.15
			INV 10358724 Catering for Information Session for Host Families	99.00
8020.2209-01	16/10/2024	Bidfood Australia (SWSC)		3,106.71
			INV I64191838.BRY SWSC Cafe Supplies	1,712.99
			INV I64215326.BRY SWSC Cafe Supplies	347.76
			INV I64215325.BRY SWSC Cafe Supplies	1,045.96
8020.2395-01	16/10/2024	Returned Services League Bunbury		22,000.00
			INV 8 Cultural Facilities & Organisational Funding - 2025 ANZAC Day	22,000.00
8020.2453-01	16/10/2024	Dormakaba Australia Pty Ltd		840.04
			INV 35WA1263093 Automatic Door Maintenance - SSAC	420.02
			INV 35WA1263092 Automatic Door Maintenance - SSAC	420.02
8020.2579-01	16/10/2024	TJ Depiazzi & Sons		4,695.90
			INV INV-2833 Pinebark Mulch	4,695.90
8020.2844-01	16/10/2024	Aftex Technology NZ Ltd		16,315.20
			INV 13257 Giant Inflatable - SWSC	16,315.20
8020.2849-01	16/10/2024	Waterlogic Australia Pty Ltd		562.10
			INV 4520909 SWSC Equipment Rental Service - October 2024	562.10

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8020.306-02	16/10/2024	Bunbury Regional Entertainment Centre			2,230.00
			INV 1987	Australian Citizenship Ceremony Room Hire	2,230.00
8020.3204-01	16/10/2024	PFD Food Services Pty Ltd			5,785.00
			INV LN316402	SWSC Cafe Supplies	1,916.60
			INV LN319261	SWSC Cafe Supplies	1,874.25
			INV LN346109	SWSC Cafe Supplies	1,047.05
			INV LN224592	BWP Kiosk Supplies	947.10
8020.327-01	16/10/2024	Bunbury Veterinary Clinic			70.00
			INV 1/494079	Veterinary Consultations	70.00
8020.335-01	16/10/2024	Bunnings Group Limited			2,112.90
			INV 2179/01695581	Silicone/Fibreglass Kit/Rust Guard/Sikaflex	560.64
			INV 2179/01695225	Gloves/Sprinkler/Safety Glasses/Retic Fittings	113.03
			INV 2179/01457564	Press PVC Brush Reducing - BWP	2.93
			INV 2179/01695584	Dy-Mark Dispenser/Hand Trolley/Cloth Tape	180.01
			INV 2179/01695582	Pink Dy Mark Paint - Hay Park	85.45
			INV 2179/01461136	Various Sockets/Spanner Set/Storage/Screws	604.65
			INV 2179/01461330	Castor Wheels & Paint - Events Mikoshi	55.96
			INV 2179/01461328	Spray Paint/Caster Wheels - Events Mikoshi	261.18
			INV 2179/01461096	Stainless Steel Screws	34.44
			INV 2179/01460827	Paint - Paisley Toilets	93.96
			INV 2179/99847062	Fertiliser Spreader	120.65
8020.3502-01	16/10/2024	Busiclean Australia			580.00
			INV INV-18131	Swim Nappies - SWSC	580.00
8020.3637-01	16/10/2024	MJB Industries Pty Ltd			6,528.04
			INV 14334	Drainage Materials	3,461.94
			INV 14333	Drainage Materials	3,066.10
8020.3665-01	16/10/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies			825.33
			INV 240465406	Drill Bits & Screws	306.90
			INV 240465991	Shockwave Locking Bit Holder	59.07
			INV 240466249	Swift Lift & Lens Wipes	208.56
			INV 240466354	Ear Plugs/Laser Lite	122.10
			INV 260290126	Screwbolt Galvanised Hex	128.70
8020.371-01	16/10/2024	Carbone Bros Pty Ltd			25,114.43
			INV I108170	Metal / Cracker Dust	728.75
			INV I108169	Limestone - Stock	24,385.68
8020.3848-01	16/10/2024	Bunbury Farmers Market			88.96
			INV 10626440205	SWSC Cafe Supplies	88.96
8020.4108-01	16/10/2024	Elliott's Small Engines			219.00
			INV IN289672	Mower Repairs - Brush Cutter Harness	219.00
8020.4437-01	16/10/2024	Department of Transport			13.65
			INV 8057432	Vehicle Details Search Requests - September 2024	13.65

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8020.454-01	16/10/2024	Cleanaway Pty Ltd (SWSC)			30.38
			INV	21812799 Bin Hire - SWSC	30.38
8020.462-01	16/10/2024	Coca Cola Amatil (Aust) Pty Ltd			755.99
			INV	235033911 BWP Kiosk Supplies	755.99
8020.4716-01	16/10/2024	College Row School			100.00
			INV	1706 Donation 2024 Graduation	100.00
8020.5073-01	16/10/2024	Archival Survival Pty Ltd			53.96
			INV	74010 Archive Supplies - Museum	53.96
8020.5208-01	16/10/2024	Jeffrey Peirce			417.00
			INV	1155 ANZAC Heroes Web Site Hosting	417.00
8020.527-01	16/10/2024	Cross Security Services			148.50
			INV	INV-33446 Alarm System Maintenance - Administration	148.50
8020.5392-01	16/10/2024	Acurix Networks Pty Ltd			4,319.70
			INV	3950 WiFi Service & Installation - Hands Oval	1,564.20
			INV	3946 WiFi Access Service - 01/10/2024 to 31/12/2024	2,755.50
8020.5412-01	16/10/2024	Picton Civil Pty Ltd			9,575.50
			INV	P20061 Machinery Hire - Forrest Avenue	5,951.00
			INV	P20060 Machinery Hire - Blair Street	302.50
			INV	P20033 Machinery Hire - Animal Facility	3,322.00
8020.5467-01	16/10/2024	JB Hi-Fi Group Pty Ltd			670.00
			INV	BD1572961 IT Equipment - Keyboard & Mouse Combos	670.00
8020.5536-01	16/10/2024	CNW Pty Ltd			102.37
			INV	161221012 Electrical Supplies	78.94
			INV	161221215 Electrical Supplies	23.43
8020.5725-01	16/10/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)			289.11
			INV	615990546 Stationery - Youth Engagement	136.38
			INV	615989987 Stationery - Youth Engagement	17.45
			INV	616090950 Stationery - Administration	47.30
			INV	616379636 Stationery - Museum	87.98
8020.5866-01	16/10/2024	Taman Diamond Tool Solutions			841.39
			INV	INV-55263 Pulley's & Drive Belt for Walking Saw	595.65
			INV	INV-55340 Parts for Walking Saw FS150P	245.74
8020.591-01	16/10/2024	Landgate			1,176.46
			INV	397240 Interim Rates Schedule	1,113.26
			INV	1417240 Title Searches - September 2024	31.60
			INV	1419430 Copy of Transfer of Land Act Document	31.60
8020.5931-01	16/10/2024	Nathan Gardiner			15,000.00
			INV	340 Noongar Art Program Fashion Show Project Facilitator - BRAG	15,000.00
8020.6139-01	16/10/2024	Better Telco Solutions Pty Ltd			6,693.02
			INV	105238 Telephone Charges 2024/2025 - UCaaS	6,693.02
8020.6139-02	16/10/2024	Better Telco Solutions Pty Ltd			3,848.41

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 498609-265 Internet Service Charges - September 2024	3,848.41
8020.6230-01	16/10/2024	Bunbury Towing & Busselton Towing Service		140.00
			INV INV-54586 Vehicle Towing Charges	140.00
8020.6247-01	16/10/2024	Octy Water Pty Ltd T/A Aquamonix		902.00
			INV 76263 Water Controller Repair	902.00
8020.6266-01	16/10/2024	CB Traffic Solutions Pty Ltd		1,111.00
			INV 17225 Traffic Management - Forrest Park	1,111.00
8020.6333-01	16/10/2024	Equans Mechanical Services Australia Pty Ltd		1,034.21
			INV 2598571 Aircon Maintenance - SES Facility	53.61
			INV 2598569 Aircon Maintenance - Volunteer Fire Brigade	22.98
			INV 2598543 Aircon Maintenance - Administration	513.29
			INV 2598555 Aircon Maintenance - Waste Office McCombe Road	76.60
			INV 2598553 Aircon Maintenance - Library	367.73
8020.6391-01	16/10/2024	Sports Marketing Australia Pty Ltd		2,200.00
			INV 3723 SMA Finder's Fee - 2024 Perth Glory Pre-Season Game	2,200.00
8020.6475-01	16/10/2024	St John Ambulance Western Australia Ltd		938.61
			INV FAINV01230720 First Aid Kit Supplies - SWSC	938.61
8020.6492-01	16/10/2024	Robert's Tilt Tray & Hiab Service		440.00
			INV 36199 Transport Sea Container from Forrest Park to Depot	440.00
8020.6787-01	16/10/2024	McDonald Fencing		3,481.50
			INV INV-7652 Fencing Repairs - Hay Park Pavilion	3,481.50
8020.6798-01	16/10/2024	WINC Australia Pty Ltd		373.34
			INV 9046346524 Stationery - SWSC	139.44
			INV 9046351409 Stationery - Administration	233.90
8020.7018-01	16/10/2024	On2it Graphics		3,960.00
			INV INV-4710 Window Tinting - Administration CEO Office	924.00
			INV INV-4711 Signage - Halifax LIA	3,036.00
8020.7036-01	16/10/2024	Octagon Lifts Pty Ltd		1,202.14
			INV 67628 SWSC Quarterly Lift Maintenance	1,202.14
8020.7151-01	16/10/2024	Procure Locksmiths		1,450.00
			INV 19969 Padlocks - Wyalup Rocky Point, St Marks, Sykes Foreshore, Stirling Street Boat Ramp	1,450.00
8020.7254-01	16/10/2024	Bossea Pty Ltd T/A South West Recycling		132.00
			INV INV-9592 Confidential Bin Collection & Destruction	132.00
8020.7269-01	16/10/2024	Kleen Conscience		311.03
			INV INV-2618 Cleaning Meat Inspectors Offices	311.03
8020.7326-01	16/10/2024	The Information Management Group Pty Ltd (TIMG)		228.80
			INV 95045290 Scanning of Records September 2024	228.80
8020.739-01	16/10/2024	Brownes Food Operations Pty Ltd		873.93
			INV 18051514 SWSC Cafe Supplies	873.93
8020.7566-01	16/10/2024	The Trustee for Coughlan Nirgude Family Trust T/A Barton Jones Wines		786.59
			INV INV-0551 Refreshments - Noongar Country 2024 BRAG	786.59

City of Bunbury
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COB Municipal Account

Reference No.	Date	Payee	Description	Amount
8020.7663-01	16/10/2024	Amanda Bell		722.00
			INV 20082024 Noongar Art Program BREC NAIDOC Week Exhibition Artist Fee - BRAG	200.00
			INV 27092024 Workshop Fees Noongar Art Program - BRAG	210.00
			INV 18092024 Noongar Art Program Fashion 2024 Artist Fee - BRAG	312.00
8020.7760-01	16/10/2024	The Flynn Family Trust T/A South West Cleaning		5,393.30
			INV 8122 SWSC Contract Cleaners - September 2024	5,393.30
8020.7777-01	16/10/2024	Christine Binyon T/A Silk Wholesalers		1,085.70
			INV INV#1564 Art Material for Silk Painting Workshops BRAG	1,085.70
8020.8033-01	16/10/2024	Essential Coffee Pty Ltd		1,265.92
			INV SI-00315114 SWSC Cafe Supplies	1,265.92
8020.8089-01	16/10/2024	Paradigm Cleaning and Professional Services Pty Ltd		275.00
			INV INV-0639 Cleaning Services - Old Railway Station	275.00
8020.8311-01	16/10/2024	Marchese Enterprises Pty Ltd t/as MJ Goods		340.00
			INV N20248 Wet Wipes - SWSC	340.00
8020.8544-01	16/10/2024	Sentrient Pty Ltd		15,929.98
			INV INV-185024 E-Learning Annual Subscription	15,929.98
8020.8880-01	16/10/2024	Iconic Property Services Pty Ltd		1,642.03
			INV PSI039831 Cleaning Services - SWFL Post Women's Grand Final	1,642.03
8020.8940-01	16/10/2024	BIC Services Pty Ltd		38,517.90
			INV 127181 Cleaning Services - September 2024	38,517.90
8020.906-01	16/10/2024	Huggable Toys		396.06
			INV 52683 BWP Merchandise	396.06
8020.9097-01	16/10/2024	Flick Anticimix Pty Ltd		1,442.84
			INV 601181092C Pest Control - BWP	205.34
			INV 601181091C Pest Control - BWP	231.00
			INV 601183419C Pest Control - Administration	291.50
			INV 601183417C Pest Control - Scott Street Beach Lookout	121.00
			INV 601183418C Pest Control - Big Swamp Parkland	264.00
			INV 601183420C Pest Control - Hay Park North	110.00
			INV 601183416C Pest Control - Koolambidi Woola	220.00
8020.9346-01	16/10/2024	MM Plastics Pty Ltd T/A Graphic Art Mart		3,094.67
			INV GSSI1137462 Black Vinyl - Depot	3,094.67
8020.9359-01	16/10/2024	3D HR Legal Pty Ltd		17,413.00
			INV INV-1964 Psychosocial Hazards Training - Elected Members	2,167.00
			INV INV-1966 Psychosocial Hazards Training - Leadership Team	3,652.00
			INV INV-1965 Psychosocial Hazards Training - Frontline Leader Sessions	7,304.00
			INV INV-1967 Business Partner Workshop Sessions	4,290.00
8020.949-01	16/10/2024	Jacksons Drawing Supplies		35.00
			INV 24-00074971 Noongar Arts Program Workshop Art Supplies - BRAG	35.00
8020.9804-01	16/10/2024	R K Arnold & G Dowd & M B Dunphy & Others T/A Hall & Wilcox		5,461.50
			INV 746151 EBA Negotiations 2024	5,461.50

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Reference No.	Date	Payee	Description	Amount
8020.9922-01	16/10/2024	The Trustee for the Easton Family Trust (Blue Steel Roofing)		2,080.65
			INV INV-0491 Gutter Cleaning - Museum	660.00
			INV INV-0493 Roof Repairs - SSAC	430.65
			INV INV-0492 Gutter Clean - Senior Citizens Centre	990.00
8020.993-01	16/10/2024	Wild Republic Australasia Pty Ltd		2,885.52
			INV SI528348 BWP Merchandise	1,680.36
			INV SI528349 BWP Merchandise	1,205.16
8023.11424-01	16/10/2024	L Nelson		2,743.76
			INV ASN13100 Rates Refund	2,743.76
8023.11434-01	16/10/2024	BBS Building Group Pty Ltd		110.00
			INV 6.2024.38839.1 Building Permit Application Refund	110.00
8023.1295-01	16/10/2024	Outdoor World Bunbury (Stellcon Pty Ltd)		110.00
			INV 6.2024.39190.1 Building Permit Application Refund	110.00
8025.11428-01	16/10/2024	Yvonne Garlett		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8025.11429-01	16/10/2024	Annette Garlett		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8025.11441-01	16/10/2024	Josephine Gail Hill		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8025.11445-01	16/10/2024	K Munnings		269.58
			INV ASN8892 Rates Refund	269.58
8025.11446-01	16/10/2024	P Hillman		145.16
			INV ASN8892 Rates Refund	145.16
8025.11447-01	16/10/2024	M & S Klem		4,000.00
			INV ASN14790 Rates Refund	4,000.00
8026.10039-01	16/10/2024	Delphine Schwarze		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.10065-01	16/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta	Road Paving & Hot Mix	38,410.00
			INV SINV05908 Supply & Lay Red Asphalt - Frank Buswell Foreshore	37,510.00
			INV SINV05913 Asphalt	300.00
			INV SINV05923 Asphalt	600.00
8026.10065-02	16/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta	Road Paving & Hot Mix	75.00
			INV SINV05857 Greenwaste Fee	75.00
8026.10114-01	16/10/2024	Benjamin Lawrence Green		235.20
			INV Allowance7102024 Private Vehicle Allowance - 01/07/2024 to 30/09/2024	235.20
8026.10141-01	16/10/2024	Melba Wallam		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.10219-01	16/10/2024	Max & Claire Pty Ltd T/A Ergolink		1,370.49
			INV SI-00088372 Adjustable Height Desk	1,370.49
8026.10246-01	16/10/2024	Decorative Lighting and Display		808.30
			INV 16552 Colour Controllers for Lighting - Victoria Street	808.30

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Reference No.	Date	Payee	Description	Amount
8026.10248-01	16/10/2024	Karyn Rowe		196.00
			INV UMPIRE.17/10/24 SWSC Umpire Netball - 07/10/2024 to 17/10/2024	196.00
8026.10314-01	16/10/2024	Davenport Plumbing		13,861.18
			INV 17681 Plumbing Repairs - Surf Life Saving Club	362.16
			INV 17668 Plumbing Repairs - Kings Cottage	295.08
			INV 17670 Plumbing Repairs - Holman Street	125.44
			INV 17672 Plumbing Repairs - Queens Garden	3,465.27
			INV 17674 Plumbing Repairs - Back Beach	617.12
			INV 17665 Plumbing Repairs - Jaycee Park	97.55
			INV 17669 Plumbing Repairs - Old Railway Station Toilets	166.90
			INV 17676 Plumbing Repairs - Pelican Point	486.72
			INV 17678 Plumbing Repairs - Powerboat Club	120.57
			INV 17677 Plumbing Repairs - Pelican Point	159.60
			INV 17675 Plumbing Repairs - Hay Park North Pavilion	156.10
			INV 17680 Plumbing Repairs - Lakes Estuary Entrance	513.56
			INV 17679 Plumbing Repairs - St Peters Green	400.45
			INV 17673 Solar Repairs - SWSC	6,233.66
			INV 17682 Soda Ash Manual Cleaning Line - SWSC	661.00
8026.10325-01	16/10/2024	Family Pet Care Pty Ltd T/A Lawnswood Pty Ltd		40.00
			INV CINV0009991 Animal Cremations	40.00
8026.10327-01	16/10/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW		1,823.25
			INV INV-3652 Security Alarm Responses - September 2024	1,823.25
8026.10333-01	16/10/2024	DV Battams & Others T/A Hopgood Ganim		8,228.00
			INV 507609 Legal Fees	7,823.75
			INV 506599 Legal Fees	404.25
8026.10365-01	16/10/2024	Roy Galvin & Co Pty Ltd		5.45
			INV 1418302 PVC Pipe Coupling	5.45
8026.10389-01	16/10/2024	Rhonda Maureen Norman		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.10437-01	16/10/2024	Telstra Limited		519.80
			INV 9774657700/OCT24 Telephone Charges - BVIC	31.99
			INV 2405239282/OCT24 Telephone Charges - Rates SMS	2.40
			INV 4771557545/OCT24 Telephone Charges - Rainman SIMs	485.41
8026.10510-01	16/10/2024	Cat Haven		11.00
			INV CH280558 Cat Adoption Report - September 2024	11.00
8026.10522-01	16/10/2024	Public Libraries Western Australia Inc		400.00
			INV 42D15D7E0E PLWA Membership Renewal Tier 3	400.00
8026.10559-01	16/10/2024	The Trustee for Bunbury Centa No2 Trust T/A Harvey Norman AV/IT Bunbury		800.00
			INV 1701248 Headphones & Mini Spheros - Library	800.00
8026.10629-01	16/10/2024	Sharyn May Egan		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00

City of Bunbury
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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
8026.10766-01	16/10/2024	Omnicom Media Group Australia Pty Ltd		452.89
			INV 1780131 Public Notice - Tender FOGO Construction	452.89
8026.10789-01	16/10/2024	Fleet Network Pty Ltd		4,148.28
			INV 137781 Novated Lease Payment - F/E 08/10/2024	4,148.28
8026.10920-01	16/10/2024	South West Compressors		793.98
			INV 1682 Service Air Compressors/Parts - Depot	793.98
8026.11001-01	16/10/2024	BMT Commercial Australia Pty Ltd		20,997.35
			INV 38678 Marlston Jetty Design Concept Assessment	20,997.35
8026.1104-01	16/10/2024	M & B Sales Pty Ltd		536.31
			INV 315750 Maintenance Supplies	146.38
			INV 316129 Maintenance Supplies	389.93
8026.11075-01	16/10/2024	Koopa Evans		196.00
			INV UMPIRE.17/10/24 SWSC Umpire Netball - 07/10/2024 to 17/10/2024	196.00
8026.11076-01	16/10/2024	Jemma Godfrey		112.00
			INV UMPIRE.17/10/24 SWSC Umpire Netball - 07/10/2024 to 17/10/2024	112.00
8026.11131-01	16/10/2024	CHG-Meridan Australia Pty Ltd		19,571.84
			INV 690002992 Smart Parking Equipment Lease - August 2024	9,785.92
			INV 690003614 Smart Parking Equipment Lease - September 2024	9,785.92
8026.11252-01	16/10/2024	Cassandra Ward		168.00
			INV UMPIRE.17/10/24 SWSC Umpire Netball - 07/10/2024 to 17/10/2024	168.00
8026.11268-01	16/10/2024	Work Health Professionals Pty Ltd		4,191.00
			INV 420403945 Onsite Audiometric Testing	4,191.00
8026.11345-01	16/10/2024	FVS Fire Services t/as Protector Fire Services		1,484.45
			INV 10095916 Fire Pump Pressure Switch - Administration	1,484.45
8026.11396-01	16/10/2024	Diesel Force (The Trustee for the Cowan Family Trust)		1,548.54
			INV I430 Plant Maintenance - BY1143	1,548.54
8026.11399-01	16/10/2024	Jordan Brady		84.00
			INV UMPIRE.17/10/24 SWSC Umpire Netball - 07/10/2024 to 17/10/2024	84.00
8026.11400-01	16/10/2024	Subway Bunbury Parks (the Trustee for the Anderson Family Trust)		198.00
			INV COB160924 Catering - De-escalation Training	198.00
8026.11405-01	16/10/2024	James Riley		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.11416-01	16/10/2024	Megan Hill		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.1289-01	16/10/2024	Magicorp Pty Ltd		103.49
			INV INV-43670 Monthly Subscription - October 2024	103.49
8026.1361-01	16/10/2024	Fulton Hogan Industries Pty Ltd		541.75
			INV 19572086 Ezstreet	541.75
8026.1463-01	16/10/2024	The Royal Life Saving Society WA Inc		525.00
			INV AX-7664 Pool Lifeguard Licence Renewal - SWSC	175.00
			INV AX-7663 Pool Lifeguard Licence Renewal - SWSC	350.00

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Reference No.	Date	Payee	Description	Amount
8026.1830-01	16/10/2024	West Australian Newspapers Ltd - Advertising		3,872.88
			INV 1009146220240930 Advertising - September 2024	3,872.88
8026.1838-01	16/10/2024	Synergy		2,490.06
			INV 435956610/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	676.63
			INV 804050300/OCT24 Electricity Charges - 20/08/2024 to 16/09/2024	1,813.43
8026.2136-01	16/10/2024	Leschenault Catchment Council (LCC) Incorporated		11,134.17
			INV 317 Natural Resource Management Services September 2024	11,134.17
8026.2209-01	16/10/2024	Bidfood Australia (SWSC)		1,105.72
			INV I64243397.BRY SWSC Cafe Supplies	1,105.72
8026.2231-01	16/10/2024	Reece Pty Ltd		676.87
			INV 1007335369 PVC Pipe	676.87
8026.2366-01	16/10/2024	T-Quip		933.20
			INV 133010#32 Plant Parts - BY4898A	903.20
			INV 133011#32 Plant Parts - BY4898A	30.00
8026.2377-01	16/10/2024	Bunbury State Emergency Service Unit		15,000.00
			INV 2024-29 2024/25 ESL Funding - 2nd Instalment	15,000.00
8026.2430-01	16/10/2024	Picton Automotive Engineering		824.00
			INV 40848 Plant Service - BY771	824.00
8026.283-01	16/10/2024	Bunbury Machinery		231.00
			INV SIB59332 Mower Repairs - New Blades	231.00
8026.289-01	16/10/2024	Bunbury Mower Service Pty Ltd		1,992.00
			INV 75167#6 Mower Parts/Repairs	255.00
			INV 75153#6 Mower Parts/Repairs	1,377.00
			INV 75141 Mower Parts/Repairs	180.00
			INV 75190 Mower Parts/Repairs	180.00
8026.292-01	16/10/2024	Bunbury Nissan		129.98
			INV 334356 Wiper Blades - BY725	129.98
8026.3093-01	16/10/2024	RTS Diesel South West		2,769.25
			INV 4149 Plant Weekly Maintenance - Various	553.85
			INV 4152 Plant Weekly Maintenance - Various	553.85
			INV 4153 Plant Weekly Maintenance - Various	553.85
			INV 4154 Plant Weekly Maintenance - Various	553.85
			INV 4155 Plant Weekly Maintenance - Various	553.85
8026.3204-01	16/10/2024	PFD Food Services Pty Ltd		1,275.70
			INV LN387960 SWSC Cafe Supplies	1,275.70
8026.335-01	16/10/2024	Bunnings Group Limited		692.09
			INV 2179/01162671 Containers for Inside Canopy - BY740	79.47
			INV 2179/01696415 BWP Maintenance Supplies	356.02
			INV 2179/01464475 BWP Maintenance Supplies	18.89
			INV 2179/01259946 Cloth Tape - Library	35.24
			INV 2179/01459241 Mat/Door Wedge/Tape - SWSC	202.47

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8026.3376-01	16/10/2024	Sonic HealthPlus		2,229.26
			INV 3393866 Pre-Employment Medical	89.10
			INV 3393867 Pre-Employment Medicals	490.49
			INV 3396669 Pre-Employment Medicals	490.49
			INV 3397835 Pre-Employment Medicals	89.10
			INV 3397836 Pre-Employment Medicals	490.49
			INV 3399813 Pre-Employment Medicals	490.49
			INV 3402209 Pre-Employment Medicals	89.10
8026.3549-01	16/10/2024	Repco		277.45
			INV 4310411715 Standard Blade Fuses - BY715	14.30
			INV 4310412221 Green Coolant Premix - BY749	116.02
			INV 4310413346 Hose Clamps	147.13
8026.359-01	16/10/2024	Cancer Council of Western Australia Inc		8,800.00
			INV 1937911 2024/25 Grant Program - Relay For Life Event	8,800.00
8026.3622-01	16/10/2024	Deanna Mosca t/as D-Ranged		3,710.00
			INV 304 Art Materials Workshop Noongar Arts Program - BRAG	300.00
			INV 303 Artist Fees Iluka Visions 2024 - BRAG	3,410.00
8026.3665-01	16/10/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		878.91
			INV 240465819 Black Nitrile Shield Gloves	596.75
			INV 240467960 PPE Gloves	58.27
			INV 260291204 Threadlocker	62.57
			INV 240467411 Drill bits, Screws	90.66
			INV 260291383 Anti Vibe Gloves	70.66
8026.3958-01	16/10/2024	JCW Electrical Pty Ltd		8,105.82
			INV 100743 Electrical Maintenance - Museum	1,114.01
			INV 100592 Electrical Maintenance - SWSC	155.38
			INV 100677 Electrical Maintenance - Forrest Park	149.60
			INV 100718 Electrical Maintenance - SWSC	2,155.93
			INV 100681 Electrical Maintenance - BY785	130.90
			INV 100690 IT Server Rack & UPS Unit Installation - Administration	4,400.00
8026.4014-01	16/10/2024	Bunbury Geographe Seniors and Community Centre Inc.		13,750.00
			INV INV-2890 2024/2025 Operational Funding Support - Quarter 2	13,750.00
8026.4167-01	16/10/2024	The Print Shop Bunbury		77.00
			INV 1668257 Little Explorer Posters - Library	77.00
8026.4567-01	16/10/2024	People Sense		2,583.62
			INV 41275 EAP Counselling	1,076.52
			INV 50451 EAP Counselling	1,507.10
8026.462-02	16/10/2024	Coca Cola Amatil (Aust) Pty Ltd		1,251.04
			INV 235081787 SWSC Cafe Supplies	1,251.04
8026.474-01	16/10/2024	Geographe Ford		1,385.00
			INV 61052B Taillight Assembly - BY5089A	1,385.00

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Reference No.	Date	Payee	Description	Amount
8026.48-01	16/10/2024	Alinta Energy		1,890.80
			INV 786114270/OCT24 Gas Charges - 11/07/2024 to 04/10/2024	260.50
			INV 481999540/OCT24 Gas Charges - 10/07/2024 to 07/10/2024	48.55
			INV 552000358/SEP24 Gas Charges - 24/06/2024 to 18/09/2024	1,581.75
8026.4984-01	16/10/2024	Talent Propeller Trust		5,885.00
			INV IN798445 Website Job Vacancy Subscription	704.00
			INV IN798913 Recruitment Advertising	363.00
			INV IN798577 Monthly Website Subscription	55.00
			INV IN798580 Recruitment Advertising	55.00
			INV IN799010 Recruitment Advertising	2,398.00
			INV IN798869 Recruitment Advertising	2,310.00
8026.5012-01	16/10/2024	Geographe French Australian Festivals Inc		8,800.00
			INV INV-0806 Grant Funding - Cinefest Oz	8,800.00
8026.5132-01	16/10/2024	Slimline Warehouse Display Shop		24.01
			INV 495032 Ballot Box - Museum	24.01
8026.5224-01	16/10/2024	Commercial Aquatics Australia Pty Ltd		341.00
			INV 32896 SWSC Waste Water Sock	341.00
8026.5536-01	16/10/2024	CNW Pty Ltd		341.00
			INV 161221589 Electrical Supplies	341.00
8026.5725-01	16/10/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		125.64
			INV 615962874 Stationery - Museum	8.39
			INV 616271093 Stationery - Museum	95.17
			INV 606108375 Stationery - BRAG	22.08
8026.5741-01	16/10/2024	Picton Tyre Centre Pty Ltd		3,070.50
			INV O83609 Tyre Retread & Disposal - BY749	1,976.00
			INV O83610 Tyre Repairs - BY751	206.00
			INV O83773 Tyre Replacement - BY771	367.00
			INV O83729 Tyre Repairs - BY6557A	189.00
			INV O83665 Tyre Repairs & Disposal - 1GUT326	305.00
			INV O83666 Tyre Repairs - BY732	27.50
8026.5911-01	16/10/2024	Josh Byrne & Associates		7,876.55
			INV 3568 Environmental Sustainable Design Guideline	4,230.05
			INV 3569 Environmental Sustainable Design Guideline	3,646.50
8026.6173-01	16/10/2024	BM & JP Watts Pty Ltd		500.01
			INV 16478/2 Insurance Excess Claim - BY766	500.01
8026.6202-01	16/10/2024	Easisalary (Easifleet)		2,489.72
			INV 174450 Novated Lease Payment - F/E 08/10/2024	2,489.72
8026.6221-01	16/10/2024	West Australian Newspapers Ltd - SWSC		89.24
			INV 73606102024 Newspapers - SWSC	89.24
8026.6230-01	16/10/2024	Bunbury Towing & Busselton Towing Service		280.00
			INV INV-54750 Vehicle Towing Charges	140.00

City of Bunbury
Schedule of Accounts Paid for Period
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COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV INV-54500 Vehicle Towing Charges	140.00
8026.6266-01	16/10/2024	CB Traffic Solutions Pty Ltd		616.00
			INV 17226 Traffic Management - Austral Parade	616.00
8026.6290-01	16/10/2024	Civil and Structural Engineers		682.00
			INV INV-2185 Engineering Services - Design Check PCYC	682.00
8026.6333-01	16/10/2024	Equans Mechanical Services Australia Pty Ltd		4,394.50
			INV 2603700 Aircon Maintenance - Administration	786.50
			INV 2604194 HVAC Plant After Hours Push Button Switch Installation	3,608.00
8026.6453-01	16/10/2024	ASP Security Personnel / Alliance Security Personnel		5,744.75
			INV 5927 Security Guards as Fire Wardens Hands Oval Event	3,960.00
			INV 5901 Banking & Mail Deliveries - September 2024	1,784.75
8026.6492-01	16/10/2024	Robert's Tilt Tray & Hiab Service		2,317.70
			INV 36239 Pickup of Temporary Toilets Hands Oval	1,456.40
			INV 36259 Pickup of Temporary Toilets Forrest Park	399.30
			INV 36292 Delivery of Temporary Toilets to Forrest Park	462.00
8026.6532-01	16/10/2024	SG Fleet Australia Pty Ltd - Novated Leases		9.74
			INV 3458110 GST on Novated Leases - September 2024	9.74
8026.6592-01	16/10/2024	StrataGreen		1,466.26
			INV 168889 Revegetation Supplies	1,466.26
8026.6730-01	16/10/2024	Kustom Engineering Pty Ltd		1,716.00
			INV INV-240742 DRAINS Software Annual Maintenance & Support	1,716.00
8026.6789-01	16/10/2024	Bunbury Floral Art Society Inc		105.00
			INV 26092024 BRAG Foyer Flower Display	105.00
8026.6798-01	16/10/2024	WINC Australia Pty Ltd		1,008.11
			INV 9046301514 Stationery - Infrastructure	299.64
			INV 9046374125 Stationery - Infrastructure	257.81
			INV 9046305871 Stationery - Infrastructure	90.65
			INV 9046384750 Stationery - SWSC	360.01
8026.6847-01	16/10/2024	Trophies West		180.20
			INV 7475 Trophies for Wearable Art Festival Library	180.20
8026.7036-01	16/10/2024	Octagon Lifts Pty Ltd		1,437.22
			INV 67830 4G GSM Unit Installation in Lift - BRAG	1,437.22
8026.7122-01	16/10/2024	Integra WaterTreatment Solutions		336.60
			INV SI436614 Inspection & Treatment of Closed Loop Water Solar - SWSC	336.60
8026.7151-01	16/10/2024	Procure Locksmiths		1,312.50
			INV 20223 Key/Lock Repairs - Withers Library	110.00
			INV 20199 Restricted Key - Hay Park South Pavilion Changerooms	144.00
			INV 20244 Padlocks	1,058.50
8026.7173-01	16/10/2024	GC Sales WA		15,609.94
			INV 13782 Waste Bins	15,609.94
8026.7283-01	16/10/2024	Team Global Express (IPEC) Pty Ltd		179.64

City of Bunbury
Schedule of Accounts Paid for Period
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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 0662-C209150 Freight	134.01
			INV 0661-C209150 Freight	45.63
8026.7791-01	16/10/2024	Marrak Holdings Pty Ltd		1,100.00
			INV INV-1235 Children's Cultural Awareness Program - Boat Tour	1,100.00
8026.7894-01	16/10/2024	Phillip Hansen		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.799-01	16/10/2024	Glenn Buck Milk Distribution		778.00
			INV 1326 Milk - Depot	226.00
			INV 1325 Milk - Administration	552.00
8026.83-01	16/10/2024	Aqwest		5,691.84
			INV 41187451/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	863.52
			INV 41233156/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	282.24
			INV 41203704/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	67.20
			INV 41203738/OCT24 Consumption Charges - 03/07/2024 to 08/10/2024	571.20
			INV 41203696/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	36.96
			INV 41203688/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	772.80
			INV 41201419/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	23.52
			INV 41200916/OCT24 Consumption Charges - 03/07/2024 to 09/10/2024	30.24
			INV 41193392/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	1,014.72
			INV 41193251/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	477.12
			INV 41143959/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	104.16
			INV 41193319/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	1,266.72
			INV 41264680/OCT24 Consumption Charges - 12/08/2024 to 08/10/2024	171.36
			INV 41264680/AUG24 Consumption Charges - 02/07/2024 to 12/08/2024	10.08
8026.8465-01	16/10/2024	Phyllis Bennell		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.8506-01	16/10/2024	Teresa Maria Halligan		112.00
			INV UMPIRE.17/10/24 SWSC Umpire Netball - 07/10/2024 to 17/10/2024	112.00
8026.8507-01	16/10/2024	Julie Combes		308.00
			INV UMPIRE.17/10/24 SWSC Umpire Netball - 07/10/2024 to 17/10/2024	308.00
8026.8508-01	16/10/2024	Rebekka Flockton		56.00
			INV UMPIRE.17/10/24 SWSC Umpire Netball - 07/10/2024 to 17/10/2024	56.00
8026.8663-01	16/10/2024	Bunbury Trucks		579.00
			INV 207589 Seat Covers & Floor Mats - BY716B	579.00
8026.8687-01	16/10/2024	Arthur Graham Eades		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.9316-01	16/10/2024	West Australian Newspapers Ltd - Libraries		164.34
			INV 296068/OCT24 Newspapers - Withers Library	164.34
8026.9317-01	16/10/2024	West Australian Newspapers Ltd - Administration		142.38
			INV 95916/SEPT24 Newspapers - Administration	142.38
8026.9318-01	16/10/2024	Wendy Jean Hayden		535.00

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			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.9367-01	16/10/2024	Jennifer Riley		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.9441-01	16/10/2024	Charmaine Dianne Councillor		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.9592-01	16/10/2024	Prime Television Southern Pty Ltd		865.70
			INV 518340 Advertising - Mosquito Awareness	865.70
8026.9625-01	16/10/2024	ATC Work Smart Inc		65.00
			INV INV012637 Staff First Aid Course	65.00
8026.9638-01	16/10/2024	Smart Parking Limited		8,228.70
			INV AU-IN000736 Smartcloud Licence and Hosting Fee - November 2024	8,228.70
8026.9822-01	16/10/2024	Forge Civil		7,818.25
			INV 1877 Forrest Park Pavilion Carpark Upgrades	7,818.25
8026.9963-01	16/10/2024	Charlotte Marie Ugle		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.9964-01	16/10/2024	Katherine Ugle		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8026.9981-01	16/10/2024	Aurion Corporation Pty Ltd		2,200.00
			INV PS128705 Query Tool Training	2,200.00
8029.10065-01	23/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta	Road Paving & Hot Mix	810.00
			INV SIN05950 Greenwaste Fee	510.00
			INV SIN05952 Asphalt	300.00
8029.10345-01	23/10/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury		134.21
			INV INV-5243 Laundry Services for Meat Inspectors	134.21
8029.10447-02	23/10/2024	Cleanaway Pty Ltd (WASTE)		51,213.44
			INV 21810897 Recyclable Materials Disposal	51,213.44
8029.10608-02	23/10/2024	Candice Nannup		200.00
			INV 11102024 BRAG - Sale of Artwork	200.00
8029.10750-01	23/10/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges		101.15
			INV 28691 Staff Badges	101.15
8029.11050-01	23/10/2024	Busselton Farmers Market		200.38
			INV IN00007009 SWSC Cafe Supplies	200.38
8029.11317-01	23/10/2024	Furlife Vet Bunbury & Bunbury Equine Hospital		792.00
			INV 9432938 Veterinary Consultations - Rangers	528.00
			INV 9432940 Veterinary Consultations - Rangers	264.00
8029.11389-01	23/10/2024	Amy Leigh Binder		200.00
			INV 09102024 NAIDOC Artist Fee BREC	200.00
8029.150-01	23/10/2024	Baileys Fertilisers		4,196.50
			INV 51511 Fertiliser	4,196.50
8029.1798-01	23/10/2024	Western Australia Police Force		144.00
			INV 127091428 Volunteer Police Checks	144.00

City of Bunbury
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COB Municipal Account

Reference No.	Date	Payee	Description	Amount
8029.1838-01	23/10/2024	Synergy		607.31
			INV 564984350/OCT24 Electricity Charges - 01/08/2024 to 30/09/2024	482.44
			INV 641939350/OCT24 Electricity Charges - 01/08/2024 to 30/09/2024	124.87
8029.2693-01	23/10/2024	Kmart		344.00
			INV 221747 SWSC Creche Supplies	344.00
8029.271-01	23/10/2024	Bunbury Harvey Regional Council		104,689.55
			INV INV-5152 Waste Disposal Cleanaway - September 2024	45,180.23
			INV INV-5161 Organics Disposal Banksia Road - September 2024	57,691.92
			INV INV-5191 Organics Disposal Banksia Road - August 2024	1,817.40
8029.3-01	23/10/2024	A & L Printers		99.00
			INV 64938 Didactic Printing for IOTA Exhibitions - BRAG	99.00
8029.327-01	23/10/2024	Bunbury Veterinary Clinic		259.00
			INV 1/490683 Veterinary Consultations	259.00
8029.335-01	23/10/2024	Bunnings Group Limited		705.96
			INV 2179/01463464 Garden Hose and Connections	46.00
			INV 2179/01696659 Tie Downs/Cloth Tape/Duct Tape/Masking Tape	347.13
			INV 2179/01166373 Wall Fixings/Cable Ties/Power Adaptor/Nails	202.81
			INV 2179/00151655 Surface Cleaner & Tidy Bags	110.02
8029.371-01	23/10/2024	Carbone Bros Pty Ltd		5,621.24
			INV I108255 Select Sand Fill	3,590.41
			INV I108256 Select Sand Fill	2,030.83
8029.5036-01	23/10/2024	Environex International Pty Ltd		2,194.65
			INV 325424 SWSC Chemicals and Cleaning Supplies	839.19
			INV 325425 SWSC Chemicals and Cleaning Supplies	1,035.81
			INV 325376 BWP Chemicals and Cleaning Supplies	319.65
8029.5102-01	23/10/2024	C-Wise Custom Composts		18,054.30
			INV 439024 Sports Boost Supply & Application to Sportsgrounds	18,054.30
8029.5467-01	23/10/2024	JB Hi-Fi Group Pty Ltd		4,755.00
			INV BD1578837 Samsung Galaxy Phone Covers	4,755.00
8029.5733-01	23/10/2024	Ferguson Glass Supplies		3,020.20
			INV INV-4112 Window Reglaze and Lock Repairs - Various Location	3,020.20
8029.6290-01	23/10/2024	Civil and Structural Engineers		1,886.50
			INV INV-2205 Moisture Ingress Assessment & Report - Lady Mitchell Clinic	808.50
			INV INV-2195 Hungry Hollow Structural Report	1,078.00
8029.6333-01	23/10/2024	Equans Mechanical Services Australia Pty Ltd		2,585.00
			INV 2604297 Aircon Maintenance - Administration	2,585.00
8029.6462-01	23/10/2024	Global Spill Control Pty Ltd		536.59
			INV 229560 Oil & Fuel Spill Roll	536.59
8029.6603-01	23/10/2024	Capel Crane Hire		1,158.30
			INV 200242 Move Toilet Block - Forest Park Sports Pavilion	1,158.30
8029.6707-01	23/10/2024	DDL Australia Pty Ltd		2,057.00

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Reference No.	Date	Payee	Description	Amount
			INV DOC0064490 Staff Training - Agile Project Management Course	2,057.00
8029.7018-01	23/10/2024	On2it Graphics		264.00
			INV INV-4729 Communication Board for Koombana Bay Playground	264.00
8029.7151-01	23/10/2024	Procure Locksmiths		424.00
			INV 20245 Padlocks	424.00
8029.7497-01	23/10/2024	Picton Trailer Hire		130.00
			INV 1590 Scissor Lift Hire	130.00
8029.83-01	23/10/2024	Aqwest		7,960.31
			INV 41275140/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	537.60
			INV 41109638/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	302.40
			INV 41140567/OCT24 Consumption Charges - 09/07/2024 to 10/10/2024	1,377.60
			INV 41107400/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	3.36
			INV 41228099/OCT24 Consumption Charges - 02/07/2024 to 02/10/2024	117.60
			INV 41214073/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	383.04
			INV 41207911/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	127.68
			INV 41207341/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	43.68
			INV 41206061/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	204.96
			INV 41204652/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	332.64
			INV 41203787/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	63.84
			INV 41203779/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	235.20
			INV 41203753/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	164.64
			INV 41193632/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	13.44
			INV 41193657/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	688.80
			INV 41193517/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	47.04
			INV 41109273/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	692.16
			INV 41108903/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	937.44
			INV 41103383/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	80.64
			INV 41106089/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	1,082.39
			INV 41103565/OCT24 Consumption Charges - 02/07/2024 to 02/10/2024	295.68
			INV 41100256/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	198.24
			INV 41103227/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	26.88
			INV 41143942/OCT24 Consumption Charges - 02/07/2024 to 02/10/2024	3.36
8029.8311-01	23/10/2024	Marchese Enterprises Pty Ltd t/as MJ Goods		652.50
			INV N20420 Bin Bags - Depot	652.50
8029.894-01	23/10/2024	Hospitality House Aust		85.00
			INV 154802 Milk Thermometer & Fryer Basket - SWSC	85.00
8029.9359-01	23/10/2024	3D HR Legal Pty Ltd		8,839.05
			INV INV-1958 Legal Fees	3,960.00
			INV INV-1957 Legal Fees	4,879.05
8029.958-01	23/10/2024	South West Isuzu		513.90
			INV 1610337 Plant Service - BY112V	513.90

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Reference No.	Date	Payee	Description	Amount
8029.9922-01	23/10/2024	The Trustee for the Easton Family Trust (Blue Steel Roofing)		6,094.00
			INV INV-0498 Roof Repairs - BREC	6,094.00
8030.9753-01	24/10/2024	Perkins WA Pty Ltd T/A Perkins Builders		1,163,503.85
			INV 12750 Hands Oval Stadium Claim	1,163,503.85
8031.10327-01	23/10/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW		10,319.38
			INV INV-3864 Security Guard Library	10,319.38
8031.10499-01	23/10/2024	Leanne Shaw t/as Reboot Mindset Coaching		1,100.00
			INV INV-0213 Professional Development Sessions	1,100.00
8031.10781-01	23/10/2024	South West Pets Bunbury Pty Ltd		527.25
			INV I0000001985 BWP Animal Supplies	527.25
8031.11280-01	23/10/2024	Arbor Guy		42,392.11
			INV 100578 Street Tree Maintenance - Timperley Road	1,026.43
			INV 100580 Street Tree Maintenance - Lockwood Crescent	1,878.23
			INV 100579 Street Tree Maintenance - Washington Avenue	23,958.99
			INV 100581 Street Tree Maintenance - Xavier Street	472.82
			INV 100582 Street Tree Maintenance - Ocean Drive	2,336.31
			INV 100607 Street Tree Maintenance - Gorman Loop	709.24
			INV 100610 Street Tree Maintenance - Hoylake Avenue	7,706.56
			INV 100583 Street Tree Maintenance - Guthrie Street	472.82
			INV 100577 Powerline Pruning - Clifton Street	2,999.11
			INV 100609 Tree Report - Hester Place	831.60
8031.1419-01	23/10/2024	Holcim Australia Pty Ltd		283.36
			INV 9409478422 Concrete	283.36
8031.1838-01	23/10/2024	Synergy		25,435.37
			INV 454831070/OCT24 Electricity Charges - 02/08/2024 to 01/10/2024	134.44
			INV 146492400/OCT24 Electricity Charges - 02/08/2024 to 02/10/2024	176.28
			INV 786114270/OCT24 Electricity Charges - 02/08/2024 to 01/10/2024	189.98
			INV 178228490/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	1,151.50
			INV 776565900/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	1,820.26
			INV 804080240/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	2,795.46
			INV 201238210/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	484.52
			INV 376056750/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	532.88
			INV 376056180/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	715.15
			INV 969869630/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	5,505.68
			INV 958319710/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	762.86
			INV 401316100/OCT24 Electricity Charges - 15/08/2024 to 14/10/2024	317.41
			INV 274079010/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	7,947.85
			INV 960071230/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	122.67
			INV 423428390/OCT24 Electricity Charges - 15/09/2024 to 14/10/2024	436.78
			INV 370360330/OCT24 Electricity Charges - 17/08/2024 to 16/10/2024	1,127.62
			INV 407491810/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	399.04

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Reference No.	Date	Payee	Description	Amount
			INV 212450510/OCT24 Electricity Charges - 17/08/2024 to 16/10/2024	814.99
8031.271-01	23/10/2024	Bunbury Harvey Regional Council		173.16
			INV INV-5051 Organics Disposal Banksia Road - August 2024	173.16
8031.335-01	23/10/2024	Bunnings Group Limited		230.31
			INV 2179/01463915 Filler Spakfilla Rapid	11.20
			INV 2179/01463808 Pine Moulding/Screws/PVA Adhesive	133.88
			INV 2179/01465288 Dulux Ceiling White Paint	60.23
			INV 2179/01465289 Self Closing Heavy Duty Gate Hinges	25.00
8031.5725-01	23/10/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		25.50
			INV 617010018 Stationery - Museum	25.50
8031.6333-01	23/10/2024	Equans Mechanical Services Australia Pty Ltd		2,893.00
			INV 2604330 Aircon Maintenance - Council Chambers	1,166.00
			INV 2604327 Aircon Maintenance - Senior Citizens Centre	649.00
			INV 2604325 Aircon Maintenance - Senior Citizens Centre	1,078.00
8031.6721-01	23/10/2024	Department of Local Government, Sport and Cultural Industries		563.20
			INV RI038952 Local Government Standard Panel Fees 2023/2024	563.20
8031.83-01	23/10/2024	Aqwest		26,537.28
			INV 41193665/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	22,804.32
			INV 41109737/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	16.80
			INV 41104233/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	3,413.76
			INV 41104241/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	20.16
			INV 41107194/OCT24 Consumption Charges - 02/07/2024 to 02/10/2024	282.24
8031.8399-01	23/10/2024	Bolinda Digital Pty Ltd		3,000.00
			INV P73538 E-Book & Audio Resources - Library	3,000.00
8031.9359-01	23/10/2024	3D HR Legal Pty Ltd		4,290.00
			INV INV-1956 Legal Fees	4,290.00
8032.1221-01	31/10/2024	LGISWA - Local Government Insurance Services WA Scheme		759,717.20
			INV 100-158574-02 Insurance Premiums 2024/2025 - 2nd Instalment	759,717.20
8033.10012-01	23/10/2024	Mrs S Wheeler		69.97
			INV Reimburse151024 Reimbursement - Catering for Climate Action Sustainability Working Group Meeting	69.97
8033.11384-02	23/10/2024	Elders Real Estate Bunbury		349.85
			INV ASN14951 Rates Refund	349.85
8033.11454-01	23/10/2024	C & K Tinsley		850.00
			INV 53071 Verge Crossover Contribution	850.00
8033.11455-01	23/10/2024	J & C Lotti		358.69
			INV ASN4582 Rates Refund	358.69
8033.11457-01	23/10/2024	Anthony Papas		171.00
			INV 5.2022.209.2 Planning Application Refund	171.00
8033.11462-01	23/10/2024	Simon William Cox & Cara Leigh Cox		850.00
			INV 296 Verge Crossover Contribution	850.00
8033.11465-01	23/10/2024	Robert Nicolas Schmidt		900.00

City of Bunbury
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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 4705 Verge Crossover Contribution	900.00
8033.11467-01	23/10/2024	Archana Arun		244.50
			INV REIMBURSE Reimbursement for Purchase of Staff Amenities	244.50
8033.2735-01	23/10/2024	Rarecoast Pty Ltd		869.70
			INV ASN17130 Rates Refund	869.70
8034.10988-01	24/10/2024	MF Hospitality Management Ltd T/A The Sebel Mandurah		896.40
			INV 10066 Staff Accommodation Expenses - Mosquito Management Training	896.40
8034.11265-01	24/10/2024	Jeremy Rae		7,440.00
			INV JR0003 Consulting Services for Development & Disposal City Land	7,440.00
8034.11315-01	24/10/2024	Euphoria Events		22,000.00
			INV INV-0058 Grant Funding - Wild West Fest	22,000.00
8034.11443-01	24/10/2024	Rhonda Taylor		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8034.317-01	24/10/2024	City of Bunbury Surf Life Saving Club Inc		3,336.51
			INV 2024/25 Q2 2024/25 Capital Equipment Grant - Quarter 2	3,336.51
8034.7172-01	24/10/2024	The Trustee for Illion Australia Unit Trust T/A Dun & Bradstreet P/L		141.22
			INV 1022156 Credit Check - Risk of Failure Report	141.22
8034.7498-01	24/10/2024	MSPD WA Pty Ltd		1,430.00
			INV INV-2457 Paint Walls - BRAG	1,430.00
8034.9422-01	24/10/2024	DJ Emma		412.50
			INV DJE638 DJ Entertainment - Christmas In the City	412.50
8034.9541-01	24/10/2024	The Big Coffee Van		550.00
			INV 112 CoB Catch up Day - Coffee Refreshments	550.00
8034.959-01	24/10/2024	Jetline Kerbing Contractors		40,128.00
			INV INV-1549 Kerbing - Frank Buswell Reserve	40,128.00
8034.9983-01	24/10/2024	Graham Taylor		535.00
			INV NC2024 Noongar Country 2024 Artist Fee	535.00
8035.10065-01	30/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta	Road Paving & Hot Mix	65,278.00
			INV SINV05982 Asphalt	200.00
			INV SINV06015 Asphalt	200.00
			INV SINV06010 Greenwaste Fee	165.00
			INV SINV05974 Supply & Lay Asphalt - Forrest Park	29,799.00
			INV SINV05989 Supply & Lay Asphalt - Sandridge/King Road	34,914.00
8035.10240-01	30/10/2024	Wilbro & Co Pty Ltd T/A Worlds Best Graffiti Removers		660.00
			INV INV-24566 Safewipes for Graffiti Removal	660.00
8035.10314-01	30/10/2024	Davenport Plumbing		7,299.59
			INV 17706 Plumbing Repairs - Administration	357.28
			INV 17710 Plumbing Repairs - SWSC	1,409.10
			INV 17705 Plumbing Repairs - Bus Station	125.44
			INV 17704 Plumbing Repairs - SWSC	138.92
			INV 17696 Plumbing Repairs - Back Beach Hungry Hollow	130.31

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 17697 Plumbing Repairs - Koolambidi Woola	130.31
			INV 17698 Plumbing Repairs - Koombana Bay	174.21
			INV 17699 Plumbing Repairs - Back Beach	590.25
			INV 17700 Plumbing Repairs - Bunbury Museum	1,060.01
			INV 17703 Plumbing Repairs - Koombana Bay	125.44
			INV 17701 Plumbing Repairs - Koolambidi Woola	125.44
			INV 17702 Plumbing Repairs - Hay Park North	315.92
			INV 17708 Plumbing Repairs - SWSC	1,022.43
			INV 17709 Plumbing Repairs - Payne Park.	592.51
			INV 17711 Plumbing Repairs - Anzac Park	1,002.02
8035.10383-01	30/10/2024	Fiore Family Trust T/A LD Total		12,815.00
			INV 139781 Irrigation Supply & Installation - Back Beach	12,815.00
8035.10437-01	30/10/2024	Telstra Limited		4,543.87
			INV 4771557305/OCT24 Telephone Charges - Mobiles	4,543.87
8035.10643-02	30/10/2024	Superior Food Group T/A Staley Food & Packaging		171.58
			INV 6794150 SWSC Cafe Supplies	171.58
8035.10676-01	30/10/2024	West Oz Linemarking Pty Ltd		385.00
			INV 9848 Linemarking - Churchill/West Road	385.00
8035.10722-01	30/10/2024	Ready Industries Pty Ltd T/A 1300TempFence		388.52
			INV 743739 Temporary Fencing - Forrest Park Pavilion	388.52
8035.10781-01	30/10/2024	South West Pets Bunbury Pty Ltd		533.80
			INV I0000001987 BWP Animal Supplies	533.80
8035.10801-01	30/10/2024	Adapt-A-Lift Group Pty Ltd T/A Forkwest		60.98
			INV 1524410 Gas for Stores Forklift	60.98
8035.10845-01	30/10/2024	Mobile Sentinel Pty Ltd T/A Little Rippers Technology		1,958.00
			INV 937155 Compostable Dog Waste Bags	1,958.00
8035.10983-01	30/10/2024	Aussie Broadband Limited		6,027.92
			INV 43470011 Telephone Charges - Mobiles	6,027.92
8035.10992-01	30/10/2024	Work Clobber Bunbury - Infrastructure		1,163.32
			INV 24-00021185 PPE Boots - Infrastructure	176.40
			INV 24-00021431 PPE Boots - Infrastructure	200.70
			INV 24-00020133 PPE Boots - Infrastructure	319.20
			INV 24-00019260 Staff Uniform - Infrastructure	467.02
8035.11015-01	30/10/2024	Build Environment Collective Pty Ltd T/A Geoff Nines Fong & Partner		7,700.00
			INV I05267 SWSC Pool Liner Inspection & Report	7,700.00
8035.11050-01	30/10/2024	Busselton Farmers Market		370.22
			INV IN00007162 SWSC Cafe Supplies	169.51
			INV IN00007518 SWSC Cafe Supplies	200.71
8035.11134-01	30/10/2024	Michael Bianco (Bianco Art Consulting)		17,553.32
			INV 240824-5-12 Consulting Services - Arts and Culture	17,553.32
8035.11234-01	30/10/2024	Stephen William Cope T/as SWC Urban Planning		1,469.00

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Reference No.	Date	Payee	Description	Amount
			INV 10 Consulting Services - Strategic Urban Planning	1,469.00
8035.11235-01	30/10/2024	Wight and Emmett (Bensarcosa Pty Ltd)		323.60
			INV I0000013873 BWP Animal Supplies	323.60
8035.11280-01	30/10/2024	Arbor Guy		3,678.40
			INV 100650 Street Tree Maintenance - Holywell Street	3,678.40
8035.11283-01	30/10/2024	Ben Yew Pty Ltd		3,844.50
			INV INV-0034 Noongar Art Program Fashion Interviews Videography	3,844.50
8035.11301-01	30/10/2024	Bunbury Indoor Beach Volleyball		189.72
			INV 1268 SWSC Cafe Supplies	31.62
			INV 1266 SWSC Cafe Supplies	31.62
			INV 1267 SWSC Cafe Supplies	31.62
			INV 1293 SWSC Cafe Supplies	31.62
			INV 1284 SWSC Cafe Supplies	31.62
			INV 1275 SWSC Cafe Supplies	31.62
8035.11372-01	30/10/2024	Nixon Bunbury Pty Ltd		1,474.11
			INV 100860 Electrical Maintenance - Old Railway Station Building	151.80
			INV 100857 Electrical Maintenance - SSAC	135.63
			INV 100855 Electrical Maintenance - Forrest Park	385.88
			INV 100720 Electrical Maintenance - Stephen Street Exeloo	227.70
			INV 100868 Electrical Maintenance - Bus Station Toilets	303.60
			INV 100862 Electrical Maintenance - SWSC	269.50
8035.11409-01	30/10/2024	Royal Rooster		4,249.80
			INV 38173 Avian Palace with Large Extension - BWP	4,249.80
8035.11451-01	30/10/2024	Perth Glory Football Pty Ltd		58,300.00
			INV 119 Radio Costs for Community Activation	3,300.00
			INV 118 Pre-Season Game Hosting Fees	55,000.00
8035.11456-01	30/10/2024	McLeods Lawyers		1,027.84
			INV 141451 Legal Fees	1,027.84
8035.1555-01	30/10/2024	Spurling Engineering		3,597.00
			INV 13626 Mounting Brackets Photo Frames	847.00
			INV 13627 Basketball Frame Repair - St Peters Green	2,750.00
8035.1771-01	30/10/2024	Earth 2 Ocean Communications		77.00
			INV INV/2024/01494 Water Unit Remote Repairs	77.00
8035.1838-01	30/10/2024	Synergy		32,171.05
			INV 194258760/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	324.50
			INV 361833700/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	821.18
			INV 367176740/OCT24 Electricity Charges - 17/08/2024 to 16/10/2024	183.50
			INV 297214110/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	495.31
			INV 337812770/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	1,320.25
			INV 218944510/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	24,686.91
			INV 228505830/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	246.63

City of Bunbury
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Reference No.	Date	Payee	Description	Amount
			INV 202454690/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	4,092.77
8035.1867-01	30/10/2024	Work Clobber - Bunbury	INV 24-00021870 Staff Uniform PPE Boots - BWP	197.10
8035.2123-01	30/10/2024	Bunbury Basketball Association	INV INV-0207 Community Courts -Project Management Services 2024	6,776.00
8035.2202-01	30/10/2024	Woolworths Limited	INV 10515987 Wrapping Paper for Courtesy Gifts - Inbound Goodwill Delegation from Setagaya 2024	14.74
			INV 10496390 Tea Bags for Young Engagement Activity	81.25
			INV 10456758 SWSC Cafe Supplies	171.13
			INV 10456840 SWSC Cafe Supplies	19.00
8035.2209-01	30/10/2024	Bidfood Australia (SWSC)	INV I64290609.BRY SWSC Cafe Supplies	1,114.23
			INV I64353992.BRY SWSC Cafe Supplies	880.71
8035.2366-01	30/10/2024	T-Quip	INV 133492#32 Bedknife Tool - BY4898A	177.39
			INV 133510#14 Freight	30.00
8035.2430-01	30/10/2024	Picton Automotive Engineering	INV 40858 Plant Service - BY0758A	731.20
			INV 40861 Plant Service - BY724	659.80
			INV 40884 Plant Service - BY0942A	660.50
			INV 40873 Plant Service - BY018V	677.00
			INV 40874 Plant Service - BY756Q	651.25
8035.2453-01	30/10/2024	Dormakaba Australia Pty Ltd	INV 35WA1262168 Automatic Door Maintenance - Youth Precinct	144.25
			INV 35WA1262172 Automatic Door Maintenance - Koolambidi Woola	93.50
8035.2579-01	30/10/2024	TJ Depiazzi & Sons	INV INV-3226 Mulch & Soil Delivered - Depot	4,115.76
8035.2693-01	30/10/2024	Kmart	INV 221812 Have a Go Expo Youth Engagement Activity Materials	18.00
			INV 221953 Towels - SWSC	75.00
8035.283-01	30/10/2024	Bunbury Machinery	INV SIB59628 Replacement Pressure Cleaner Parts	435.77
8035.2859-01	30/10/2024	Promote You	INV 136261 Printing	1,028.50
8035.289-01	30/10/2024	Bunbury Mower Service Pty Ltd	INV 75323#6 Mower Parts/Repairs	102.00
8035.3167-01	30/10/2024	Perfect Landscapes	INV INV-8959 Lawnmowing - South Bunbury	5,129.40
			INV INV-8960 Lawnmowing - Usher	2,271.50
			INV INV-8961 Lawnmowing - Withers	5,191.00
			INV INV-8962 Lawnmowing - Bunbury	748.00

City of Bunbury
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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	INV-8963	Lawnmowing - College Grove	1,232.00
			INV	INV-8964	Lawnmowing - Davenport	3,371.50
8035.3204-01	30/10/2024	PFD Food Services Pty Ltd				7,905.35
			INV	LN446162	BWP Kiosk Supplies	491.35
			INV	LN419946	SWSC Cafe Supplies	1,945.30
			INV	LN419073	SWSC Cafe Supplies	781.50
			INV	LN492103	SWSC Cafe Supplies	411.50
			INV	LN460020	SWSC Cafe Supplies	1,820.05
			INV	LN492102	SWSC Cafe Supplies	992.25
			INV	LN491029	SWSC Cafe Supplies	1,463.40
8035.3322-01	30/10/2024	Relationships Australia Western Australia Incorporated				60.00
			INV	446562	Staff Training - Accidental Counsellor	60.00
8035.335-01	30/10/2024	Bunnings Group Limited				2,184.89
			INV	2179/01463901	Electrical Enclosures/Spray Bottles	93.70
			INV	2179/01164988	Shade Cloth	261.86
			INV	2179/00261050	Planter Box and Wood for Enclosure Design	58.50
			INV	2179/01697268	Jigsaw Blades	49.31
			INV	2179/01468695	Seasol/Cable Ties/Blade/Spray Paint	585.29
			INV	2179/01468694	Step Ladder/Fuel Can	107.20
			INV	2179/01466636	Toilet Seat	22.51
			INV	2179/01468692	Kerosene - BY785	114.69
			INV	2179/01468452	Kwikset Concrete - BWP	156.80
			INV	2179/01467171	Fencing Wire	184.30
			INV	2179/01565823	Loose Socket Kincome	39.92
			INV	2179/01697706	Multi Tool Blades	99.73
			INV	2706/01305406	Concrete Primer	411.08
8035.3376-01	30/10/2024	Sonic HealthPlus				579.59
			INV	3406772	Pre-Employment Medicals	89.10
			INV	3400999	Pre-Employment Medicals	490.49
8035.3665-01	30/10/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies				610.98
			INV	240471343	Milwaukee Jigsaw and Blades	455.82
			INV	240471350	Lip Balm/Sunscreen	155.16
8035.3958-01	30/10/2024	JCW Electrical Pty Ltd				2,352.88
			INV	100851	Electrical Maintenance - Hay Park South Pavilion	2,352.88
8035.4391-01	30/10/2024	Battery World Bunbury				103.80
			INV	IN6100073626	Battery	103.80
8035.462-01	30/10/2024	Coca Cola Amatil (Aust) Pty Ltd				1,836.22
			INV	235191027	BWP Kiosk Supplies	1,836.22
8035.462-02	30/10/2024	Coca Cola Amatil (Aust) Pty Ltd				1,978.19
			INV	235136758	SWSC Cafe Supplies	1,978.19
8035.48-01	30/10/2024	Alinta Energy				475.15

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Reference No.	Date	Payee	Description	Amount
			INV 565998968/OCT24 Gas Charges - 18/07/2024 to 11/10/2024	475.15
8035.4993-01	30/10/2024	Vorgee		3,207.60
			INV 189000 SWSC Merchandise	1,782.00
			INV 188999 SWSC Merchandise	1,425.60
8035.50-01	30/10/2024	Onsite Rental Group Operations Pty Ltd		3,994.53
			INV 3883534 Hands Oval Temporary Toilets for SWFL Grand Final	3,994.53
8035.5119-01	30/10/2024	Seashore Engineering Pty Ltd		17,466.35
			INV SE25015 Concept Design - Pelican Point Fishing Platform	17,466.35
8035.5146-01	30/10/2024	Westside Windscreens		550.00
			INV 34766 Windscreen Replacement - BY797	550.00
8035.5536-01	30/10/2024	CNW Pty Ltd		359.18
			INV 161222035 Conduit/Tape/PVC Solvent Cement	359.18
8035.5725-01	30/10/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		206.42
			INV 616989850 Have a Go Expo Youth Engagement Activity Supplies	12.00
			INV 616985269 Have a Go Expo Youth Engagement Activity Supplies	8.95
			INV 606820478 Stationery - BRAG	185.47
8035.5741-01	30/10/2024	Picton Tyre Centre Pty Ltd		1,659.00
			INV O83614 Tyre Repairs - 1GHY540	206.00
			INV O83790 Tyre Repairs & Disposal - BY750	1,453.00
8035.617-01	30/10/2024	Bunbury Dolphin Discovery Incorporated		1,370.00
			INV INV-9280 Youth Engagement Project - Dolphin Eco Cruise	1,370.00
8035.6230-01	30/10/2024	Bunbury Towing & Busselton Towing Service		140.00
			INV INV-55334 Vehicle Towing Charges	140.00
8035.6266-01	30/10/2024	CB Traffic Solutions Pty Ltd		11,986.70
			INV 17295 Traffic Management - Austral Parade	3,660.80
			INV 17296 Traffic Management - Alyxia Drive	5,599.00
			INV 17294 Traffic Management - Forrest Park	963.60
			INV 17267 Traffic Management Plan - Christmas in the City 2024	1,763.30
8035.6333-01	30/10/2024	Equans Mechanical Services Australia Pty Ltd		1,868.13
			INV 2604831 Aircon Maintenance - SWSC	713.13
			INV 2604765 Aircon Maintenance - Intown Lunch Centre	1,155.00
8035.6365-01	30/10/2024	Corsign WA Pty Ltd		1,051.60
			INV 89701 Roundabout Signs and Posts	732.60
			INV 89764 Signs - City Buildings Private Property Trespass	319.00
8035.6599-01	30/10/2024	K's Home Kitchen		1,450.00
			INV 3297 Catering COB Catchup	1,450.00
8035.6798-01	30/10/2024	WINC Australia Pty Ltd		3,083.14
			INV 9046413723 Stationery - BRAG	218.87
			INV 9046445290 Stationery - Administration	2,864.27
8035.6875-01	30/10/2024	Country Landscaping Pty Ltd		1,043.87
			INV 28123 Retic Parts	308.00

City of Bunbury
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Reference No.	Date	Payee	Description	Amount
			INV 28066 Retic Parts	93.16
			INV 27856 Retic Parts	642.71
8035.7151-01	30/10/2024	Procure Locksmiths		14.00
			INV 20441 Keys Cut For Toolbox - BY785	14.00
8035.7173-01	30/10/2024	GC Sales WA		5,495.60
			INV 13794 Waste Bins	5,495.60
8035.7283-01	30/10/2024	Team Global Express (IPEC) Pty Ltd		39.61
			INV 0663-C209150 Freight	39.61
8035.739-01	30/10/2024	Brownes Food Operations Pty Ltd		1,765.70
			INV 18063462 SWSC Cafe Supplies	880.17
			INV 18075294 SWSC Cafe Supplies	885.53
8035.8033-01	30/10/2024	Essential Coffee Pty Ltd		969.37
			INV SI-00315961 BWP Coffee Machine Rental	238.33
			INV SI-00315876 BWP Kiosk Supplies	731.04
8035.806-01	30/10/2024	Go West Tours		550.00
			INV 59414 Bus Hire - RCAWA Bunbury Visit	550.00
8035.8144-01	30/10/2024	WA Mechanical and Site Services		1,644.20
			INV INV-2425 Plant Service - BY443V	1,644.20
8035.83-01	30/10/2024	Aqwest		4,902.24
			INV 41217753/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	319.20
			INV 41269267/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	567.84
			INV 41200288/OCT24 Consumption Charges - 03/07/2024 to 03/10/2024	678.72
			INV 41193277/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	342.72
			INV 41191487/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	322.56
			INV 41167388/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	1,844.64
			INV 41131558/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	493.92
			INV 41125071/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	40.32
			INV 41200270/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	94.08
			INV 41269176/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	198.24
8035.8311-01	30/10/2024	Marchese Enterprises Pty Ltd t/as MJ Goods		340.00
			INV N20479 Wet Wipes	340.00
8035.869-01	30/10/2024	Acumentis South West - Southpoint Nominees Pty Ltd		1,540.00
			INV 2409011488.1 Valuation Reports - Nyabing Way & Fielder Street	1,540.00
8035.8925-01	30/10/2024	Curtin University		5,500.00
			INV 152418 Sponsorship - Southwest GoSHackathon November 2024	5,500.00
8035.8940-01	30/10/2024	BIC Services Pty Ltd		38,112.05
			INV 129444 Cleaning Services - October 2024	38,112.05
8035.894-01	30/10/2024	Hospitality House Aust		217.10
			INV 154868 Knives/Bowls/Napkin Holders - SWSC	217.10
8035.9097-01	30/10/2024	Flick Anticimix Pty Ltd		599.50
			INV 601183475C Pest Control - Council Chambers	291.50

City of Bunbury
Schedule of Accounts Paid for Period
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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 603186691 Pest Control - Big Swamp	308.00
8035.949-01	30/10/2024	Jacksons Drawing Supplies		68.80
			INV 24-00088038 Art Supplies - BRAG	68.80
8035.958-01	30/10/2024	South West Isuzu		769.49
			INV 1611902 Plant Service - BY797	769.49
8035.9625-01	30/10/2024	ATC Work Smart Inc		195.00
			INV INV012672 Staff First Aid Courses	195.00
8035.9638-01	30/10/2024	Smart Parking Limited		620.73
			INV AU-IN000742 Touch Screen Sensor Parking Meter Replacement	620.73
8035.9758-01	30/10/2024	Fiona Margaret Rafferty		1,644.00
			INV 1580 Workshop Facilitation - BRAG	1,644.00
8035.9784-01	30/10/2024	Slip Guard Pty Ltd		957.00
			INV INV-2510 Slip Test at SWSC Preliminary Test	957.00
8035.9822-01	30/10/2024	Forge Civil		20,015.88
			INV 1900 Forrest Park Pavilion Carpark Upgrades	9,933.00
			INV 1913 Machinery Hire - Forrest Park Pavilion	10,082.88
8035.9981-01	30/10/2024	Aurion Corporation Pty Ltd		5,100.53
			INV HOS0024534 Aurion Licensing - September 2024	5,100.53
8036.136-01	28/10/2024	Australian Taxation Office		252,708.76
			INV PP25-09 PAYG for COB Staff F/E 22/10/2024	252,708.76
8037.10470-01	28/10/2024	Aware Super Clearing House		188,003.01
			INV PP25-09 Superannuation - October 2024	188,003.01
8038.10065-01	30/10/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta	Road Paving & Hot Mix	31,954.50
			INV SINV06029 Supply & Lay Asphalt - Forrest Park	31,454.50
			INV SINV06031 Asphalt	300.00
			INV SINV06024 Asphalt	200.00
8038.10248-01	30/10/2024	Karyn Rowe		280.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	280.00
8038.10314-01	30/10/2024	Davenport Plumbing		1,546.67
			INV 17744 Plumbing Repairs - Forrest Park	244.19
			INV 17741 Plumbing Repairs - Depot	1,302.48
8038.10502-01	30/10/2024	CS Legal		3,396.79
			INV 33955 2024/2025 Rates Debt Collection	3,396.79
8038.10671-01	30/10/2024	Therese Marie Price		308.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	308.00
8038.10722-01	30/10/2024	Ready Industries Pty Ltd T/A 1300TempFence		1,237.83
			INV 744716 Temporary Fencing - Frank Buswell Reserve	1,237.83
8038.10942-01	30/10/2024	The Trustee for The Fletcher Family Trust T/A Southwest	Soils and Landscapin	107.80
			INV 9443 Premium Top Dressing	107.80
8038.11046-01	30/10/2024	Maddison Leyshon		196.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	196.00

City of Bunbury
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COB Municipal Account

Reference No.	Date	Payee	Description	Amount
8038.11050-01	30/10/2024	Busselton Farmers Market		117.90
			INV IN00007875 SWSC Cafe Supplies	117.90
8038.11075-01	30/10/2024	Koopa Evans		280.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	280.00
8038.11076-01	30/10/2024	Jemma Godfrey		224.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	224.00
8038.11134-01	30/10/2024	Michael Bianco (Bianco Art Consulting)		12,109.09
			INV 241024-7-12 Consulting Services - Arts and Culture	12,109.09
8038.11252-01	30/10/2024	Cassandra Ward		196.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	196.00
8038.11345-01	30/10/2024	FVS Fire Services t/as Protector Fire Services		2,893.44
			INV 10096507 Investigate & Replace Detectors & Bases - Library	2,578.40
			INV 10096505 Investigate & Repair Fault on Fire Panel - Library	315.04
8038.11372-01	30/10/2024	Nixon Bunbury Pty Ltd		625.90
			INV 101039 Electrical Maintenance - BREC	625.90
8038.11399-01	30/10/2024	Jordan Brady		196.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	196.00
8038.1310-01	30/10/2024	Parks & Leisure Australia		381.24
			INV PLA42849 Corporate Membership 2024/2025	381.24
8038.1419-01	30/10/2024	Holcim Australia Pty Ltd		2,395.80
			INV 9409497507 Concrete	2,395.80
8038.161-01	30/10/2024	BCE Surveying Pty Ltd		5,489.00
			INV 15296 Survey Services - Lot 3 Blair Street	5,489.00
8038.1838-01	30/10/2024	Synergy		4,061.22
			INV 160946670/OCT24 Electricity Charges - 20/08/2024 to 17/10/2024	1,684.34
			INV 268250110/OCT24 Electricity Charges - 16/08/2024 to 15/10/2024	145.56
			INV 394648190/OCT24 Electricity Charges - 21/08/2024 to 16/10/2024	213.98
			INV 230906380/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	1,645.06
			INV 436541150/OCT24 Electricity Charges - 23/08/2024 to 22/10/2024	123.30
			INV 292738910/OCT24 Electricity Charges - 22/08/2024 to 21/10/2024	127.70
			INV 249645210/OCT24 Electricity Charges - 23/08/2024 to 21/10/2024	121.28
8038.2065-01	30/10/2024	Instant Weighing		1,973.93
			INV 5182 Annual Calibration & Test of Loader - BY793	1,973.93
8038.289-01	30/10/2024	Bunbury Mower Service Pty Ltd		180.00
			INV 75261 Mower Parts/Repairs	180.00
8038.292-01	30/10/2024	Bunbury Nissan		637.92
			INV 336899 Plant Repairs - BY226Y	637.92
8038.3-01	30/10/2024	A & L Printers		416.00
			INV 65725 Printing - Kelsey Ashe / BRAG	208.00
			INV 65726 Printing - Chester Nealie / BRAG	208.00
8038.3093-01	30/10/2024	RTS Diesel South West		4,095.75

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 4134 Plant Maintenance - BY716B	1,807.42
			INV 4137 Plant Maintenance - BY792	509.74
			INV 4148 Plant Maintenance - BY749	1,778.59
8038.3167-01	30/10/2024	Perfect Landscapes		3,173.50
			INV INV-8952 Lawnmowing - Airport	3,173.50
8038.327-01	30/10/2024	Bunbury Veterinary Clinic		70.00
			INV 1/496005 Veterinary Consultations	70.00
8038.335-01	30/10/2024	Bunnings Group Limited		111.67
			INV 2179/01875837 Potting Mix/Pots/Pruner Ratchet/Gloves	111.67
8038.3376-01	30/10/2024	Sonic HealthPlus		989.78
			INV 3407849 Pre-Employment Medicals	490.49
			INV 3413063 Pre-Employment Medicals	499.29
8038.3637-01	30/10/2024	MJB Industries Pty Ltd		650.42
			INV 14479 Carpark Wheel Stops for Hay Park Dog Park	650.42
8038.371-01	30/10/2024	Carbone Bros Pty Ltd		2,069.16
			INV I108286 Select Sand Fill	2,069.16
8038.3958-01	30/10/2024	JCW Electrical Pty Ltd		8,160.56
			INV 100929 Electrical Maintenance - Airport	8,160.56
8038.462-02	30/10/2024	Coca Cola Amatil (Aust) Pty Ltd		2,184.63
			INV 235191032 SWSC Cafe Supplies	2,184.63
8038.527-01	30/10/2024	Cross Security Services		3,800.00
			INV INV-33523 Alarm Monitoring - 01/10/2024 to 31/12/2024	3,800.00
8038.5273-01	30/10/2024	First 5 Minutes Pty Ltd		2,860.00
			INV F046961 Staff Training - Emergency Response/Chief Warden Course	2,860.00
8038.5412-01	30/10/2024	Picton Civil Pty Ltd		1,045.00
			INV P20133 Machinery Hire & Labour - Forrest Park	1,045.00
8038.5467-01	30/10/2024	JB Hi-Fi Group Pty Ltd		705.00
			INV BD1584116 IT Equipment - Dell 24 Touch USB-C Hub Monitor	705.00
8038.5536-01	30/10/2024	CNW Pty Ltd		9,011.20
			INV 161222844 Electrical Supplies	4,948.68
			INV 161223062 Electrical Supplies	4,062.52
8038.5739-01	30/10/2024	Revrite Automotive		495.00
			INV INV-8266 Plant Service - BY71345 Bushfire Brigade	495.00
8038.6122-01	30/10/2024	The Trustee for the Tecon WA Unit Trust T/A Tecon Australia		858.00
			INV INV-3717 PCYC Signage Certificate of Design Compliance	858.00
8038.6221-01	30/10/2024	West Australian Newspapers Ltd - SWSC		101.88
			INV 73613102024 SWSC Newspapers	101.88
8038.6230-01	30/10/2024	Bunbury Towing & Busseton Towing Service		165.00
			INV INV-55187 Vehicle Towing Charges	165.00
8038.6266-01	30/10/2024	CB Traffic Solutions Pty Ltd		3,664.93
			INV 17374 Traffic Management - Forrest Park	666.60

City of Bunbury
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Reference No.	Date	Payee	Description	Amount
			INV 17375 Traffic Management - Sandridge Road	2,998.33
8038.6333-01	30/10/2024	Equans Mechanical Services Australia Pty Ltd		12,596.43
			INV 2605242 Aircon Maintenance - Bunbury Museum	12,276.00
			INV 2605107 Aircon Maintenance - SWSC PCYC	320.43
8038.6787-01	30/10/2024	McDonald Fencing		3,498.00
			INV INV-7721 Fencing & Gates Replacement - Forrest Park	3,498.00
8038.7151-01	30/10/2024	Procure Locksmiths		84.00
			INV 20442 Duplicate Keys - Forrest Park Pavilion	84.00
8038.7393-01	30/10/2024	Bunbury Geographe Economic Alliance		31,625.00
			INV 1357 2024/2025 Membership Renewal	31,625.00
8038.8226-01	30/10/2024	Nutrien Ag Solutions Limited		398.20
			INV 911558064 Wire & Fencing Parts	199.30
			INV 911624341 Pine Poles for Enclosure Upgrade - BWP	198.90
8038.83-01	30/10/2024	Aqwest		17,095.68
			INV 41193616/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	1,034.88
			INV 41193368/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	1,968.96
			INV 41128612/OCT24 Consumption Charges - 02/07/2024 to 09/10/2024	10.08
			INV 41108291/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	104.16
			INV 41118936/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	6.72
			INV 41133935/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	13.44
			INV 41138231/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	36.96
			INV 41169095/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	3.36
			INV 41181371/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	36.96
			INV 41131111/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	416.64
			INV 41185463/OCT24 Consumption Charges - 02/07/2024 to 02/10/2024	389.76
			INV 41138678/OCT24 Consumption Charges - 30/07/2024 to 07/10/2024	752.64
			INV 41185802/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	1,075.20
			INV 41193228/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	10.08
			INV 41193236/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	1,172.64
			INV 41193285/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	3.36
			INV 41193327/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	2,328.48
			INV 41193376/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	1,145.76
			INV 41193400/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	50.40
			INV 41109240/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	36.96
			INV 41222209/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	13.44
			INV 41193640/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	1,743.84
			INV 41200189/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	443.52
			INV 41195009/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	608.16
			INV 41202540/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	3.36
			INV 41203670/OCT24 Consumption Charges - 03/07/2024 to 09/10/2024	114.24
			INV 41201617/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	3.36

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Reference No.	Date	Payee	Description	Amount
			INV 41203712/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	26.88
			INV 41253287/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	3.36
			INV 41252560/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	73.92
			INV 41242140/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	1,260.00
			INV 41241803/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	77.28
			INV 41241332/OCT24 Consumption Charges - 02/07/2024 to 04/10/2024	588.00
			INV 41236878/OCT24 Consumption Charges - 02/07/2024 to 07/10/2024	245.28
			INV 41218181/OCT24 Consumption Charges - 02/07/2024 to 08/10/2024	265.44
			INV 41218579/OCT24 Consumption Charges - 02/07/2024 to 03/10/2024	104.16
			INV 41111956/OCT24 Consumption Charges - 02/07/2024 to 10/10/2024	924.00
8038.8506-01	30/10/2024	Teresa Maria Halligan		84.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	84.00
8038.8507-01	30/10/2024	Julie Combes		616.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	616.00
8038.8508-01	30/10/2024	Rebekka Flockton		84.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	84.00
8038.926-01	30/10/2024	Call Associates Pty Ltd		1,056.77
			INV 117778 Call Centre Fees - September 2024	1,056.77
8038.9525-01	30/10/2024	Vanessa Rose Black		112.00
			INV UMPIRE.24/10/24 SWSC Umpire Netball - 14/10/2024 to 24/10/2024	112.00
8038.958-01	30/10/2024	South West Isuzu		1,039.19
			INV 1613161 Wiper Blades - BY796	49.61
			INV 1615135 Plant Service Kit - BY718	989.58
8038.9625-01	30/10/2024	ATC Work Smart Inc		179.00
			INV INV012695 Staff First Aid Courses	179.00
8038.9922-01	30/10/2024	The Trustee for the Easton Family Trust (Blue Steel Roofing)		660.00
			INV INV-0504 Gutter Clean - Museum	660.00
8039.4958-01	25/10/2024	Westpac Banking Corporation		635,449.08
			INV TERM DEPOSIT Term Deposit - College Grove Reserve	635,449.08
8040.10894-01	30/10/2024	Councillor P Ramesh		678.72
			INV Reimburse241024 Reimbursement - WALGA Conference Accommodation & Parking Expenses	678.72
8040.11458-01	30/10/2024	I Childs		41.60
			INV Refund151024 Refund - SWSC Membership	41.60
8040.11466-01	30/10/2024	S Wilson		63.50
			INV Refund161024 Refund - SWSC Membership	63.50
8040.11468-01	30/10/2024	B T King		195.00
			INV Refund221024 Refund - SWSC Swimming Lessons	195.00
8040.11469-01	30/10/2024	S & T Cheney		141.60
			INV Refund231024 Refund - SWSC Birthday Party	141.60
8040.11471-01	30/10/2024	S & M Young		1,302.40
			INV ASN16943 Rates Refund	1,302.40

City of Bunbury
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Reference No.	Date	Payee	Description	Amount
8040.8583-01	30/10/2024	Aboriginal Art Centre Hub of Western Australia (AACHWA)		1,320.00
			INV Refund Refund of Duplicate Payment	1,320.00
8040.9305-02	30/10/2024	S O'Connor & D Cahill		374.00
			INV Refund AR 6145 Street Trading Licence Refund - Bunbury Surf School	374.00
8040.9521-01	30/10/2024	Councillor M Quain		800.50
			INV Allowance0810-2 Reimbursement - 2024 WALGA Conference Accommodation/Parking & Meal Expenses	800.50
8041.10789-01	30/10/2024	Fleet Network Pty Ltd		4,218.27
			INV 138305 Novated Lease Payment - F/E 22/10/2024	4,218.27
8041.6202-01	30/10/2024	Easisalary (Easifleet)		2,489.72
			INV 174475 Novated Lease Payment - F/E 22/10/2024	2,489.72
8041.7663-01	30/10/2024	Amanda Bell		2,500.00
			INV 14102024 Noongar Country 2024 Curator Fee BRAG	2,500.00
8042.11220-01	01/10/2024	City of Bunbury Credit Card - Manager Waste Operations		902.00
			INV 15773 Staff Training - Snake Handling Course	902.00
8042.11221-01	01/10/2024	City of Bunbury Credit Card - Manager Infrastructure Maintenance		1,410.71
			INV 30082024 Card for Staff Appreciation of Service	3.00
			INV 05092024C Staff Service 40 Years Appreciation Event Catering	46.51
			INV 06092024W Staff Service 40 Years Appreciation Event Catering	128.83
			INV 05092024W Staff Service 40 Years Appreciation Event Catering	24.00
			INV 05092024 Staff Service 40 Years Appreciation Event Catering	87.19
			INV 511973 Staff Service 40 Years Appreciation Event Catering	113.84
			INV 06092024 Staff Service 40 Years Appreciation Event Catering	228.85
			INV 830039 Accommodation & Meals Expenses for Staff Training	374.35
			INV 830038 Accommodation/Meals & Parking Expenses for Staff Training	404.14
8042.11222-01	01/10/2024	City of Bunbury Credit Card - Manager Projects & Asset Management		4,822.26
			INV 2179/998843171 Bins - Hands Oval	448.89
			INV 2706/99884885 Bins - Hands Oval	109.98
			INV 93345 Folding Wheelchair - Hands Oval	213.90
			INV TF1166 LED Examination Light - Hands Oval	529.00
			INV 1854 Sharps Disposal Containers & Oxygen Resuscitation - Hands Oval	643.45
			INV OS139800 Office Desk - Hands Oval	803.05
			INV 11553 Defibrillator/Cabinet, AED Prep Kit & 3D Wall Sign - Hands Oval	2,073.99
8042.11223-01	01/10/2024	City of Bunbury Credit Card - Manager Economic Growth		2,844.42
			INV DUKHHFML Staff Training - National Regional & Economic Development Summit 2024	600.00
			INV 493 Culture Training Notebooks	42.00
			INV GHBLMI Professional Development - Travel Flight Expenses - EDA Conference	667.92
			INV 036395-340226 Professional Development - National Economic Development Conference Registration	1,534.50
8042.11226-01	01/10/2024	City of Bunbury Credit Card - Manager Communication & Place Activation		105.49
			INV 10324537359 Staff Training - Unleash the Power of Your Community	105.49
8042.5560-01	01/10/2024	City of Bunbury Credit Card - Manager Finance		4,132.05
			INV DisneySea Tokyo Disney Sea Tickets - Setagaya 2024 Talent Tour	1,471.13

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Reference No.	Date	Payee	Description	Amount
			INV 66358 Arts Law Centre - Aboriginal Curator or Project Contract Template	150.00
			INV DWERPERMIT Halifax Drain Clearing Permit Application Fee	400.00
			INV 10923868 SWSC - Spotify Subscription	41.50
			INV MC20636141 SWSC - Mailchimp Subscription	196.80
			INV 274815044 BRAG Shopify Subscription - 2024/25	9.07
			INV S7C862NY Zero Homelessness Summit LGA Event Attendance	105.60
			INV LSSDT3X5 Homelessness National Summit Event Attendance	275.00
			INV 12711207 Accommodation for 2024 Noongar Country Judges	235.00
			INV 12711230 Accommodation for 2024 Noongar Country Judges	470.00
			INV 12711144 Accommodation for 2024 Noongar Country Judges	235.00
			INV 12711119 Accommodation for 2024 Noongar Country Judges	205.00
			INV 12721096 Accommodation for 2024 Noongar Country Judges	275.00
			INV SPONSORSHIP Sponsorship of World Vision Child 2024/2025	48.00
			INV 575456WEB GoFax Monthly Fees 2024/2025	14.95
8042.5563-01	01/10/2024	City of Bunbury Credit Card - Director Corporate & Community		615.27
			INV 8916472 Noongar Country Travelling Judges & Artists Meal Expenses	30.45
			INV 8916470 Noongar Country Travelling Judges & Artists Meal Expenses	131.44
			INV 8916468 Noongar Country Travelling Judges & Artists Meal Expenses	76.13
			INV 8926725 Noongar Country Travelling Judges & Artists Meal Expenses	79.17
			INV 8916469 Noongar Country Travelling Judges & Artists Meal Expenses	235.48
			INV 17OUTSIDE Meeting Refreshments	14.80
			INV 6-837 Meeting Refreshments - Mentee	13.60
			INV 6-328 Meeting Refreshments	14.80
			INV 869387 Meeting Refreshments - Director City of Wanneroo	12.20
			INV 6-965 Meeting Refreshments - BREC	7.20
8042.5566-01	01/10/2024	City of Bunbury Credit Card - Assistant to Director Corporate & Community		2,282.55
			INV 9TH6SJKA Staff Training - The Art of Confident Leadership Event	367.00
			INV 11606083 AICD Membership Renewal - Finance Manager	810.00
			INV 41203 Staff Training - Community Development in Local Government	480.00
			INV 20092024 Meeting Refreshments - Don Punch	26.31
			INV 24092024 Catering - Ordinary Council Meeting	217.46
			INV INV-1246 Wreath for Police Remembrance Day	85.00
			INV 10324569469 Staff Training - Unleash the Power of Community	316.47
			INV 15143 Accommodation Expenses for Conference	225.00
			INV 340377543 Catering - Strategic Briefing Session	127.50
			INV 7120 Staff Amenities - Coffee	146.00
			C/N 10092024 Refund for Cancelled Staff Training	-518.19
8042.5567-01	01/10/2024	City of Bunbury Credit Card - Chief Executive Officer		76.40
			INV 0388 Parking Expenses for Meeting - Glen Dougal	2.00
			INV 0386 Parking Expenses for Meeting - Glen Dougal	3.00
			INV 268318 Meeting Refreshments - Glen Dougal	10.90

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 12092024 RCAWA Meeting Refreshments - Phillipa Maughan / Circuit West	10.00
			INV MC#01 Staff Meeting Refreshments - CEO & Director	10.00
			INV 6-334 Meeting Refreshments - CEO/Mayor & Police	16.00
			INV 11 Meeting Refreshments - CEO & Shire President of Capel	24.50
8042.5568-01	01/10/2024	City of Bunbury Credit Card - Assistant to Chief Executive Officer		1,148.80
			INV 09092024 Tokyo Talent Tour Supplies	12.40
			INV 001-29619 Mayoral Chain Maintenance	450.00
			INV 3090990 Medical Supplies for Tokyo Talent Tour	45.01
			INV S-1e79b0c7 Leadership Team Meeting Catering	188.95
			INV 299156987 Ordinary Council Meeting Catering	356.94
			INV 13092024 Councillor Registration - 2024 Women in Local Government Forum	95.50
8042.6129-01	01/10/2024	City of Bunbury Credit Card - Manager People & Safety		6,000.00
			INV CCActivation Credit Card Activation Fee	1.00
			INV 92624015405 Frontline Leader Print	1,986.70
			INV 92624014829 Frontline Leader Print	3,973.40
			INV INV-1951 Staff Training - Book	38.90
8042.6491-01	01/10/2024	City of Bunbury Credit Card - Marketing & Communications		721.59
			INV MC10126355 BRAG Mailchimp Subscription 2024	112.67
			INV MC19363863 CoB Mailchimp Subscription 2023/2024	198.30
			INV 9QHY5CYAM2 Advertising - SWSC/BRAG/Museum/BWP/Host Families	410.62
8042.6618-01	01/10/2024	City of Bunbury Credit Card - Sport & Recreation (SWSC)		941.13
			INV 4326 SWSC Cafe Supplies	53.55
			INV 8124 SWSC Cafe Supplies	51.70
			INV 3256 SWSC Cafe Supplies	25.95
			INV 4538 SWSC Cafe Supplies	95.90
			INV 4041 SWSC Cafe Supplies	66.15
			INV 199393486 SWSC Cafe Supplies	178.46
			INV 198637490 SWSC Cafe Supplies	180.50
			INV INV14640740 SWSC SendGrid Monthly Subscription	137.40
			INV 14547268 Fraudulent Transactions - Case # 14547268 (Refunded October 2024)	151.52
8042.6619-01	01/10/2024	City of Bunbury Credit Card - Bunbury Wildlife Park (BWP)		793.32
			INV 150058 BWP Animal Feed	218.21
			INV 892562 BWP Animal Feed	95.89
			INV 462732 BWP Animal Feed	111.57
			INV 6007 BWP Animal Feed	120.15
			INV 16199 BWP Supplies - Rope	247.50
8042.6620-01	01/10/2024	City of Bunbury Credit Card - Fleet		429.20
			INV 149004787 License & Motor Injury Insurance Renewal - 1IJE887	117.40
			INV 149236112 License & Motor Injury Insurance Renewal - BY744	311.80
8042.7068-01	01/10/2024	City of Bunbury Credit Card - Libraries & Learning		15.00
			INV 9114D1AE-0014 Eventbrite Subscriptions Library	15.00

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
8042.7069-01	01/10/2024	City of Bunbury Credit Card - Community Development		374.91
			INV 111024COB Catering for Town Teams Workshop	374.91
8042.7858-01	01/10/2024	City of Bunbury Credit Card - Assistant to Director Sustainable Development		446.50
			INV 6V32Q6QD Australian Zero Homelessness Summit 2024 Registration	401.50
			INV 286018 Shire of Capel - FOI Application	45.00
8042.9181-01	01/10/2024	City of Bunbury Credit Card - Information Services		760.19
			INV 92713EA7-0008 Windmill Monthly Subscription	167.72
			INV G058719565 Microsoft Azure Standard - Storage August 2024	0.53
			INV AT-344557480 Bitbucket 2019 Standard Subscription	35.39
			INV 948B5E54-0001 Anthropic Monthly Subscription	301.47
			INV 2U2409616968 Algolia Web Search Subscription	255.08
8042.9564-01	01/10/2024	City of Bunbury Credit Card - Manager Sport & Recreation		81.98
			INV Q33339 Bird Harness for Macaw - BWP	81.98
8042.9565-01	01/10/2024	City of Bunbury Credit Card - Environmental Health		62.40
			INV 2175 Insect Repellent	62.40
8044.1802-01	31/10/2024	Western Australian Treasury Corporation		4,556.96
			INV 380/16 Loan Repayment 380 - Bunbury Bowling & Social Club	4,556.96
8051.4958-01	31/10/2024	Westpac Banking Corporation		10,500,000.00
			INV WESTPAC TD Term Deposit - Municipal Funds	10,500,000.00
			Total: EFT Payments	\$17,108,597.85
Payroll Transfers				
PY25-08A	02/10/2024	COB Municipal Account	Payroll - F/E 08/10/2024	358.00
PY25-08	09/10/2024	COB Municipal Account	Payroll - F/E 08/10/2024	870,386.15
PY25-09	23/10/2024	COB Municipal Account	Payroll - F/E 22/10/2024	877,689.44
			Total: Payroll Transfers	\$ 1,748,433.59
Total:		COB Municipal Account		\$18,866,055.62

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 26 November 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
1/10/2024 to 31/10/2024

COB Trust Account

Reference No.	Date	Payee	Description	Amount
Cheque Payments				
00010827	24/10/2024	Sandra Rose Nebro		250.00
			INV 1373-NC24-172 BRAG - Sale of Artwork	250.00
00010828	24/10/2024	Josh Panuccio		61.65
			INV 6.2024.38828.1 Building Services Levy (BSL) Refund	61.65
00010829	31/10/2024	Marjorie Elizabeth Ugle		250.00
			INV 1369-NC24-14 BRAG - Sale of Artwork	250.00
			Total: Cheque Payments	\$561.65

EFT Payments

8019.11436-01	14/10/2024	Sheds Unlimited SW		61.65
			INV 6.2024.38987.1 Building Services Levy (BSL) Refund	61.65
8019.1295-01	14/10/2024	Outdoor World Bunbury (Stellcon Pty Ltd)		61.65
			INV 6.2024.39190.1 Building Services Levy (BSL) Refund	61.65
8019.419-01	14/10/2024	City of Bunbury		340.75
			INV SEPTEMBER 2024 Commission on BSL Levies - September 2024	250.00
			INV 246350-V1J6P4 Commission on CTF Levies - September 2024	90.75
8019.7534-01	14/10/2024	Building and Construction Industry Training Board		3,732.81
			INV 246350-V16P4 CTF Levies - September 2024	3,732.81
8019.7535-01	14/10/2024	Department of Mines, Industry Regulation and Safety		8,717.77
			INV SEPTEMBER 2024 BSL Levies - September 2024	8,717.77
8019.7690-02	14/10/2024	Barr & Standley Real Estate		500.00
			INV 2785013 Bond Refund - Family Fun Day	500.00
8027.11389-01	17/10/2024	Amy Leigh Binder		450.00
			INV 1347-KTFB08 BRAG - Sale of Artwork	450.00
8027.11405-01	17/10/2024	James Riley		180.00
			INV 1374-NC24-06 BRAG - Sale of Artwork	180.00
8027.11442-01	17/10/2024	Ms Q Ye		927.00
			INV SETAGAYA Return of Setagaya 2024 Tour Funds - Donation Not Required	927.00
8027.11443-01	17/10/2024	Rhonda Taylor		1,100.00
			INV 1371-NC24-18 BRAG - Sale of Artwork	1,100.00
8027.419-01	17/10/2024	City of Bunbury		101.20
			INV 15/10/2024 BRAG - Commission on Artwork	101.20
8027.7894-01	17/10/2024	Phillip Hansen		1,700.00
			INV 1368-NC24-03 BRAG - Sale of Artwork	1,700.00
8027.806-01	17/10/2024	Go West Tours		1,984.40
			INV 59264 Bus Hire - Setagaya Incoming Tour	1,984.40
8027.8131-01	17/10/2024	Lera Bennell		163.80
			INV 1377-LB72 BRAG - Sale of Artwork	70.20
			INV 1380-LB73 BRAG - Sale of Artwork	93.60
8027.8181-01	17/10/2024	Rhona Wallam		171.60
			INV 1384-RW109 BRAG - Sale of Artwork	39.00

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

COB Trust Account

Reference No.	Date	Payee	Description	Amount
			INV 1-1346-RW114 BRAG - Sale of Artwork	46.80
			INV 1377-RW71 BRAG - Sale of Artwork	85.80
8027.8649-01	17/10/2024	Dawn Alone		23.40
			INV 1379-DA75 BRAG - Sale of Artwork	23.40
8027.9964-01	17/10/2024	Katherine Ugle		350.00
			INV 1381-NC24-02 BRAG - Sale of Artwork	350.00
8043.10039-01	31/10/2024	Delphine Schwarze		2,200.00
			INV 1385-NC24-05 BRAG - Sale of Artwork	2,200.00
8043.10608-01	31/10/2024	Candice Nannup		210.60
			INV 1385-CN10 BRAG - Sale of Artwork	62.40
			INV 1393-CN12 BRAG - Sale of Artwork	54.60
			INV 1392-CN16 BRAG - Sale of Artwork	93.60
8043.419-01	31/10/2024	City of Bunbury		193.80
			INV 31/10/2024 BRAG - Commission on Artwork	193.80
8043.7894-01	31/10/2024	Phillip Hansen		343.00
			INV 1385-PH02 BRAG - Sale of Artwork	343.00
8043.8182-01	31/10/2024	Korrine Rose Bennell		62.40
			INV 1392-KB05 BRAG - Sale of Artwork	62.40
8043.8649-01	31/10/2024	Dawn Alone		85.80
			INV 1385-DA88 BRAG - Sale of Artwork	85.80
8043.9367-01	31/10/2024	Jennifer Riley		300.00
			INV 1367-NC24-07 BRAG - Sale of Artwork	300.00
8043.9561-01	31/10/2024	David Kerr		80.00
			INV 156359 Reissue of Nomination Bond Refund - 2021 Council Election	80.00
8043.9964-01	31/10/2024	Katherine Ugle		46.80
			INV 1385-KU11 BRAG - Sale of Artwork	46.80
Total: EFT Payments				<u>\$24,088.43</u>

Total: COB Trust Account

\$24,650.08

CERTIFICATION BY MANAGER FINANCE

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D. RANSOM
MANAGER FINANCE

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

BVIC Trust Account

Reference No.	Date	Payee	Description	Amount
Cheque Payments				
00009525	10/10/2024	Brian Simpson		180.00
			INV 13262643 Refund of Accommodation Due to Cancellation	180.00
Total: Cheque Payments				<u>180.00</u>

Reference No.	Date	Payee	Description	Amount
EFT Payments				
8015.419-01	11/10/2024	City of Bunbury		377.79
			INV 310824 Commission 01.08.2024 - 31.08.2024	377.79
8015.5945-01	11/10/2024	South West Transit Group		2,141.01
			INV 010824 Consignment Sales	166.40
			INV 070824 Consignment Sales	90.30
			INV 090824 Consignment Sales	199.60
			INV 100824 Consignment Sales	30.00
			INV 120824 Consignment Sales	81.20
			INV 130824 Consignment Sales	214.60
			INV 140824 Consignment Sales	42.00
			INV 150824 Consignment Sales	30.00
			INV 170824 Consignment Sales	40.60
			INV 210824 Consignment Sales	117.40
			INV 220824 Consignment Sales	213.70
			INV 240824 Consignment Sales	60.00
			INV 250824 Consignment Sales	60.00
			INV 260824 Consignment Sales	218.00
			INV 270824 Consignment Sales	40.60
			INV 280824 Consignment Sales	419.20
			INV 290824 Consignment Sales	252.00
			INV 300824 Consignment Sales	243.20
			C/N 310824 Commission 01.08.2024 - 31.08.2024	-377.79
8021.419-01	11/10/2024	City of Bunbury		442.81
			INV 300924 Commission 01.09.2024 - 30.09.2024	442.81
8021.5945-01	11/10/2024	South West Transit Group		2,509.69
			INV 020924 Consignment Sales	361.20
			INV 030924 Consignment Sales	258.00
			INV 040924 Consignment Sales	63.40
			INV 060924 Consignment Sales	101.00
			INV 070924 Consignment Sales	28.70
			INV 090924 Consignment Sales	88.70
			INV 100924 Consignment Sales	168.00
			INV 110924 Consignment Sales	60.00
			INV 120924 Consignment Sales	88.70
			INV 130924 Consignment Sales	350.10
			INV 150924 Consignment Sales	60.00

City of Bunbury
Schedule of Accounts Paid for Period
1/10/2024 to 31/10/2024

BVIC Trust Account

Reference No.	Date	Payee	Description	Amount
			INV 160924 Consignment Sales	156.60
			INV 170924 Consignment Sales	204.00
			INV 180924 Consignment Sales	28.70
			INV 200924 Consignment Sales	362.00
			INV 210924 Consignment Sales	42.00
			INV 240924 Consignment Sales	57.40
			INV 250924 Consignment Sales	42.00
			INV 270924 Consignment Sales	144.00
			INV 300924 Consignment Sales	288.00
			C/N 300924 Commission 01.09.2024 - 30.09.2024	-442.81
8028.11444-01	18/10/2024	Rhonda Wolfe		652.00
			INV 12961334 Refund of Accommodation - Cancellation	652.00
8028.1683-01	18/10/2024	Mercure Sanctuary Golf Resort		271.45
			INV 13357654 Paterson	271.45
8028.419-01	18/10/2024	City of Bunbury		147.95
			INV 12821127 The Clifton/Gresham	36.96
			INV 13310846 The Clifton/Walker	36.52
			INV 13357654 Mecure Sanctuary/Paterson	33.55
			INV 13381909 The Clifton/Flinders	40.92
8028.8808-01	18/10/2024	Clifton Motel & Grittelton Lodge		925.60
			INV 12821127 Gresham	299.04
			INV 13310846 Walker	295.48
			INV 13381909 Flinders	331.08
Total: EFT Payments				\$7,468.30
Total:		BVIC Trust Account		\$7,648.30

CERTIFICATION BY MANAGER FINANCE

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D. RANSOM
MANAGER FINANCE

10.3.5 Financial Management Report for the Period Ending 31 October 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"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Appendix 10.3.5-A: Statement of Comprehensive Income Appendix 10.3.5-B: Statement of Financial Activity Appendix 10.3.5-C: Statement of Net Current Assets Appendix 10.3.5-D: Statement of Financial Position Appendix 10.3.5-E: Capital Projects Expenditure Summary Appendix 10.3.5-F: Operating Projects Expenditure Summary Appendix 10.3.5-G: Monthly Community Financial Report

Summary

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

- Statement of Comprehensive Income (**attached** at Appendix 10.3.5-A)
 Actual Financial Performance to 31 October 2024 (refer explanations within the report)
 - Actual operating income of \$64.62M is \$455K more than the year-to-date budgeted income of \$64.17M.
 - Actual operating expenditure of \$25.32M is \$467K under the year-to-date budgeted expenditure of \$25.78M.
 - Actual operating surplus of \$39.30M is \$922K more than the year-to-date budgeted operating surplus of \$38.38M.

- Statement of Financial Activity (**attached** at Appendix 10.3.5-B)

After taking into account the increase in the City’s closing position of \$473K from the audited financial statements 30th June 2024 and the changes noted in the October 2024 Budget Review, the 2024/25 Budget returns to a fully funded position.

- Statement of Financial Position (**attached** at Appendix 10.3.5-D)

The City’s year-to-date actuals and end of financial year (F/Y) forecast balances are as follows:

	Year-to-date	Forecast
* Current Assets of \$86.57M includes:		
- Cash and Investments	\$55.33M	\$23.46M
- Rates Receivable	\$25.56M	\$1.93M
- Other Current Assets	\$5.68M	\$6.95M
* Current Liabilities of \$24.72M includes:		
- Trade and Other Payables	\$16.59M	\$10.82M
- Annual Leave and LSL Provisions	\$5.30M	\$5.61M
* Working Capital		

(Current Assets less Current Liabilities)	\$61.85M	\$12.92M
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* Equity (Total Assets less Total Liabilities)	\$619.08M	\$576.08M
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4. Capital Works (**attached** at Appendix 10.3.5-E)
 - Actual capital works of \$7.12M is \$1.26M less than the year-to-date budgeted capital works of \$8.38M (refer explanation within report).
 - The progress of capital works is monitored monthly.
 - Capital works include a combination of funding sources including municipal, reserve and grant funds.

5. Operating Project Expenditure (**attached** at Appendix 10.3.5-F)
 - Actual operating project expenditure of \$1.32M is \$287K less than the year-to-date budgeted operating project expenditure of \$1.61M.
 - Operating projects include a combination of funding sources including municipal, reserve and grant funds.

Executive Recommendation

The Financial Management Report for the period ending 31 October 2024 be received.

Voting Requirement: Simple Majority

Strategic Relevance

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

Background

A financial management report is provided to Councillors monthly which includes the following summaries:

- Statement of Comprehensive Income (**attached** at Appendix 10.3.5-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.5-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.5-C)
- Statement of Financial Position (**attached** at Appendix 10.3.5-D)
- Capital Projects Expenditure Summary (**attached** at Appendix 10.3.5-E)
- Operating Projects Summary (**attached** at Appendix 10.3.5-F)
- Monthly Community Financial Report (**attached** at Appendix 10.3.5-G)

These summaries include end-of-year forecasts based on a monthly review of year-to-date income and expenditure for all accounts.

Council Policy Compliance

Not applicable.

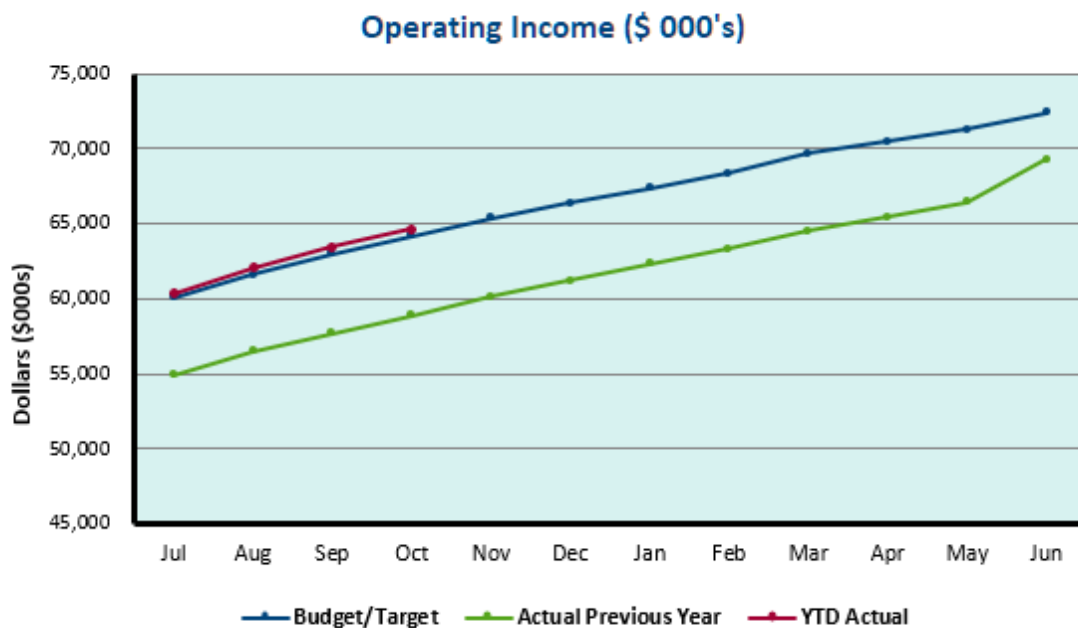
Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (**attached** at Appendix 10.3.5-B) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Special Council Meeting 23 July 2024, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and \$25,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2024/25.

Officer Comments

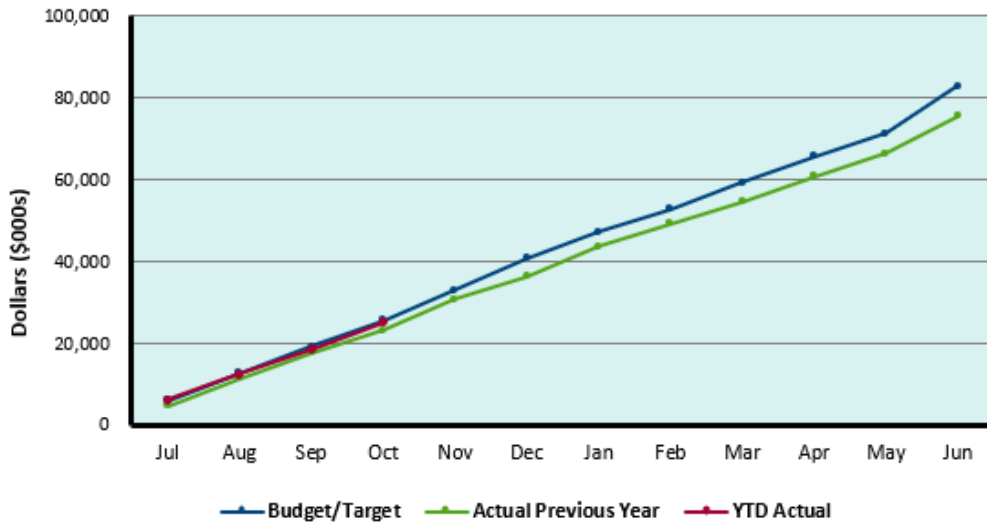
The Operating Income, Operating Expenditure and Capital Expenditure graphs provide an overview on how the actual income/expenditure is tracking to budget and the previous financial year. Comments are provided on each graph regarding the current financial position.



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

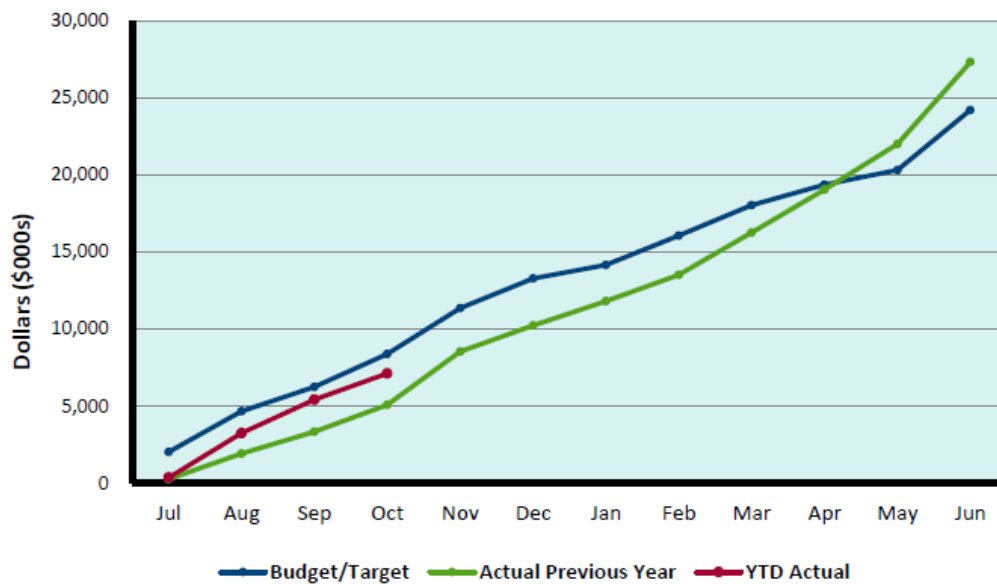
Actual operating income of \$64.62M is \$455K more than the year-to-date budgeted income of \$64.17M.

Operating Expenditure (\$ 000's)



Note: Actual operating expenditure is below the year-to-date budget by \$467K.

Capital Expenditure (\$ 000's)



Note: The actual capital expenditure at the end of October 2024 of \$7.12M is \$1.26M less than the year-to-date budget of \$8.38M. The monthly Capital Projects Summary report provides more detail on all capital projects.

The following is an explanation of significant variances identified in the statement of Financial Activity. Please refer to Appendices 10.3.5-E and 10.3.5-F for more detailed information regarding projects:

Statement of Financial Activity	YTD Actual to Budget Variance
Operating Revenue	
<i>Contributions Reimbursements and Donations</i> – Favourable year-to-date variance of \$304K mainly due to higher than expected, workers compensation reimbursements (\$117K), government paid parental leave (\$66K), deceased estate donation to Bunbury Wildlife Park of (\$27K) and contribution towards City Road Network (\$26K). Forecasts have been updated.	\$304,929 194%
<i>Interest Received</i> – Favourable year-to-date variance of \$89K mainly due to higher than expected returns on investments and rate debtor non-payment penalty interest. Forecasts have been update.	\$89,208 10%
Capital Expenses	
<p><i>Acquisition of Assets</i> – Favourable year-to-date variance due to the timing of capital expenditure. The capital projects are monitored monthly. Key project variances include:</p> <p>PR-5118 Regional Roadworks program - Bussell Highway - \$200K PR-5278 Renew and upgrade local roads (Industrial) as per AMP 2024/25 - \$150K PR-5291 Blackspot roadworks 2024/25 - \$115K PR-5164 Renew or refurbish community, corporate, sport and leisure buildings, as per AMP 2024/25 - \$102K PR-5113 Blackspot Roadworks 2023/24 - \$100K PR-5322 Netball Court Refurbishment - \$80K PR-5219 Renew open space infrastructure 2024/25 - \$76K PR-1543 Boulters Heights Redevelopment - \$65K PR-4671 Traffic calming and minor intersection treatments 2022/23 - \$58K PR-5247 Renew, resleeve and improve drainage network 2024/25 - \$41K PR-5111 Bunbury Airport apron expansion - \$38K PR-5296 Traffic calming and minor intersection treatments 2024/25 - \$33K PR-5108 Dog Exercise Area and Park Renewal - \$26K</p>	\$1,257,217 15%

Analysis of Financial and Budget Implications

This Financial Management Report on the financial performance of the City is provided for Councillors information and does not have any financial or budget implications for the 2024/25 financial year. Any forecasts changes noted have been included in the October 2024 Budget review.

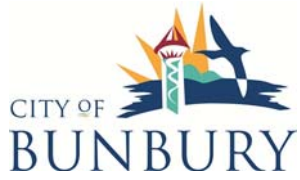
Community Consultation

There is no requirement for community consultation on this report. A Monthly Community Financial Report (attached at Appendix 10.3.5-G) has been prepared to give the community an easy-to-understand summary of the City's financial performance. This report is made available on the City's website for community information.

Councillor/Officer Consultation

The City's Executive Team, Department Managers and Finance staff monitor the City's monthly revenue and expenditure and (as required) refers any variances requiring remedial action to Council.

Approved budget amendments are recorded in the financial statements to always reflect the City's current budget and financial position.



STATEMENT of COMPREHENSIVE INCOME

Period Ending October 2024

Tuesday, 12 November, 2024

City of Bunbury Statement of Comprehensive Income Period Ending October 2024	Year to Date			Tuesday, 12 November, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Rates						
Rates General Inc	49,551,409	49,549,799	0	49,549,799	49,549,799	49,549,799
Rates Interim Inc	109,571	88,988	(23)	141,197	141,197	141,197
Rates Specified Area Inc	61,272	61,272	0	61,272	61,272	61,272
	49,722,251	49,700,059	0	49,752,268	49,752,268	49,752,268
Operating Grants and Subsidies						
Operating Grant Inc	849,304	902,260	6	2,507,658	2,507,658	2,547,768
	849,304	902,260	6	2,507,658	2,507,658	2,547,768
Contributions Reimbursements and Donation						
Contribution Inc	98,051	45,000	(118)	119,050	119,050	193,434
Donation Inc	28,141	1,103	(2451)	3,500	3,500	31,000
Reimbursement Inc	335,885	111,045	(202)	308,834	308,834	531,874
	462,077	157,148	(194)	431,384	431,384	756,308
Fees and Charges						
Building and Planning Fee Inc	224,303	217,592	(3)	438,720	438,720	441,669
Fine and Penalty Fee Inc	30,890	34,024	9	80,000	80,000	80,000
General Hire Fee Inc	42,302	40,000	(6)	85,950	85,950	86,573
Miscellaneous Fee and Charge Inc	658,569	572,321	(15)	1,692,273	1,692,273	1,693,145
Parking Fee Inc	77,116	92,870	17	242,870	242,870	242,870
Property Lease and Rental Fee Inc	318,466	307,432	(4)	870,380	870,380	870,380
Rating Fee Inc	119,208	117,677	(1)	152,750	152,750	152,750
Sports Facility Fee Inc	1,710,813	1,616,764	(6)	4,135,750	4,135,750	4,135,750
Waste Collection Charge Inc	9,340,447	9,427,938	1	9,427,938	9,427,938	9,427,938
	12,522,114	12,426,618	(1)	17,126,631	17,126,631	17,131,075
Interest Received						
Cash and Investment Interest Inc	557,326	520,876	(7)	1,832,651	1,832,651	1,832,651
Rates Debtor Interest Inc	401,124	348,367	(15)	429,500	429,500	481,135
	958,451	869,243	(10)	2,262,151	2,262,151	2,313,786
Other Revenue						
Miscellaneous Inc	107,558	111,548	4	343,350	343,350	351,679
	107,558	111,548	4	343,350	343,350	351,679
Total	64,621,755	64,166,876		72,423,442	72,423,442	72,852,884

	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Employee Costs						
Other Employee Related Exp	(2,002,002)	(1,765,682)	(13)	(5,597,967)	(5,597,967)	(5,597,967)
Salary Accruals Exp	-	-	0	(362,721)	(362,721)	(362,721)
Salary Exp	(9,363,726)	(9,912,519)	6	(31,335,733)	(31,335,733)	(31,438,898)
	(11,365,728)	(11,678,201)	3	(37,296,421)	(37,296,421)	(37,399,586)
Material and Contracts						
Bank Fee and Charges Exp	(49,660)	(56,087)	11	(129,565)	(129,565)	(129,565)
Consultants Exp	(597,701)	(712,145)	16	(4,249,906)	(4,249,906)	(4,634,496)
Contractors Exp	(3,316,639)	(3,223,959)	(3)	(12,430,133)	(12,430,133)	(12,703,789)
Equipment Lease or Hire Exp	(27,318)	(34,707)	21	(80,250)	(80,250)	(65,250)
Fuel Exp	(169,144)	(169,018)	0	(607,145)	(607,145)	(607,145)
Material Exp	(648,540)	(761,824)	15	(2,542,302)	(2,542,302)	(2,546,925)
Software License or Maintenance Exp	(1,166,309)	(1,180,846)	1	(1,926,855)	(1,926,855)	(1,941,855)
	(5,975,311)	(6,138,586)	3	(21,966,156)	(21,966,156)	(22,629,025)
Insurance						
Insurance Exp	(826,447)	(787,060)	(5)	(836,211)	(836,211)	(836,211)
	(826,447)	(787,060)	(5)	(836,211)	(836,211)	(836,211)
Interest Expense						
Interest Accrual Exp	-	-	0	(901)	(901)	(901)
Interest Loan Borrowings Exp	(11,345)	(14,356)	21	(850,486)	(850,486)	(850,486)
	(11,345)	(14,356)	21	(851,387)	(851,387)	(851,387)
Utilities						
Electricity Exp	(593,800)	(574,482)	(3)	(1,879,000)	(1,879,000)	(1,879,000)
Gas Exp	(85,246)	(95,311)	11	(285,000)	(285,000)	(285,000)
Sewerage Exp	(27,389)	(34,353)	20	(84,250)	(84,250)	(84,250)
Water Exp	(255,711)	(263,639)	3	(676,350)	(676,350)	(676,350)
	(962,146)	(967,785)	1	(2,924,600)	(2,924,600)	(2,924,600)
Depreciation						
Depreciation Bridges Exp	(40,107)	(40,104)	0	(120,320)	(120,320)	(120,320)
Depreciation Building Exp	(892,034)	(891,944)	0	(2,676,102)	(2,676,102)	(2,676,102)
Depreciation Equipment Exp	(229,506)	(229,484)	0	(688,518)	(688,518)	(688,518)
Depreciation Furniture and Fittings Exp	(3,052)	(3,053)	0	(9,156)	(9,156)	(9,156)
Depreciation Lease Expense	(86,029)	(90,615)	5	(310,874)	(310,874)	(310,874)
Depreciation Marine Exp	(263,359)	(263,332)	0	(790,078)	(790,078)	(790,078)
Depreciation Open Space Exp	(456,254)	(456,209)	0	(1,368,761)	(1,368,761)	(1,368,761)
Depreciation Other Infrastructure Exp	(371,370)	(371,332)	0	(1,114,110)	(1,114,110)	(1,114,110)
Depreciation Pathways Exp	(461,260)	(461,214)	0	(1,383,780)	(1,383,780)	(1,383,780)
Depreciation Plant and Vehicle Exp	(301,783)	(301,751)	0	(905,348)	(905,348)	(905,348)
Depreciation Roads Exp	(1,347,241)	(1,347,105)	0	(4,041,722)	(4,041,722)	(4,041,722)
Depreciation Stormwater Exp	(410,248)	(410,207)	0	(1,230,745)	(1,230,745)	(1,230,745)
Depreciation Structures Exp	(135,539)	(135,525)	0	(406,618)	(406,618)	(406,618)
	(4,997,781)	(5,001,875)	0	(15,046,132)	(15,046,132)	(15,046,132)

City of Bunbury Statement of Comprehensive Income Period Ending October 2024	Year to Date			Tuesday, 12 November, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Other Expense						
Contrib, Donation and Sponsorship Exp	(766,597)	(792,731)	3	(1,947,191)	(2,847,191)	(2,840,006)
Elected Member Exp	(194,290)	(206,277)	6	(687,336)	(687,336)	(687,336)
Miscellaneous Exp	(215,961)	(198,043)	(9)	(341,916)	(341,916)	(406,616)
Taxation and Levy Exp	-	-	0	(88,495)	(88,495)	(88,495)
Write-Off Exp	(3,141)	(630)	(399)	(58,445)	(58,445)	(58,445)
	(1,179,989)	(1,197,681)	1	(3,123,383)	(4,023,383)	(4,080,898)
Total	(25,318,748)	(25,785,544)		(82,044,290)	(82,944,290)	(83,767,839)
OPERATING SURPLUS or (DEFICIT)	39,303,007	38,381,332		(9,620,848)	(10,520,848)	(10,914,955)

City of Bunbury Statement of Comprehensive Income Period Ending October 2024	Year to Date			Tuesday, 12 November, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Grants and Contributions for the Development of Assets						
Capital Grant Subsidy and Contrib Inc	310,134	315,940	2	7,286,842	7,366,842	7,405,060
Self Supporting Loans - Debtors	(4,277)	(4,277)	0	(36,816)	(36,816)	(36,816)
Self Supporting Loans Inc	4,277	4,277	0	36,816	36,816	36,816
	310,134	315,940	2	7,286,842	7,366,842	7,405,060
Proceeds from Disposal of Assets						
Proceeds Land Disposal	-	-	0	150,000	150,000	150,000
Proceeds Plant and Vehicle Disposals	-	-	0	452,126	452,126	452,126
	-	-		602,126	602,126	602,126
Value of Assets Disposed						
Value of Plant and Vehicles Disposed	-	-	0	(377,301)	(377,301)	(377,301)
	-	-		(377,301)	(377,301)	(377,301)
Total	310,134	315,940		7,511,667	7,591,667	7,629,885
NET RESULT	39,613,141	38,697,272		(2,109,181)	(2,929,181)	(3,285,070)

STATEMENT of FINANCIAL ACTIVITY

Period Ending 31 October 2024

Tuesday, 12 November, 2024

City of Bunbury Statement of Financial Activity Period Ending 31 October 2024	Year to Date			Tuesday, 12 November, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	End Year Forecast
Operating Revenues						
Grants and Subsidies - Operating	849,304	902,260	6	2,507,658	2,507,658	2,547,768
Contributions Reimbursements and Donations	462,077	157,148	(194) ⚠	431,384	431,384	756,308
Fees and Charges	12,522,114	12,426,618	(1)	17,126,631	17,126,631	17,131,075
Interest Received	958,451	869,243	(10) ⚠	2,262,151	2,262,151	2,313,786
Other Revenue	107,558	111,548	4	343,350	343,350	351,679
Total Revenues (Excluding Rates)	14,899,504	14,466,817		22,671,174	22,671,174	23,100,616
Operating Expenses						
Employee Costs	(11,365,728)	(11,678,201)	3	(37,296,421)	(37,296,421)	(37,399,586)
Material and Contracts	(5,975,311)	(6,138,586)	3	(21,966,156)	(21,966,156)	(22,629,025)
Depreciation	(4,997,781)	(5,001,875)	0	(15,046,132)	(15,046,132)	(15,046,132)
Interest Expense	(11,345)	(14,356)	21	(851,387)	(851,387)	(851,387)
Utilities	(962,146)	(967,785)	1	(2,924,600)	(2,924,600)	(2,924,600)
Insurance	(826,447)	(787,060)	(5)	(836,211)	(836,211)	(836,211)
Other Expense	(1,179,989)	(1,197,681)	1	(3,123,383)	(4,023,383)	(4,080,898)
Total	(25,318,747)	(25,785,544)		(82,044,290)	(82,944,290)	(83,767,839)
Funding Balance Adjustments						
Add Back Depreciation	4,997,781	5,001,875	0	15,046,132	15,046,132	15,046,132
Net Operating (Excluding Rates)	(5,421,462)	(6,316,852)		(44,326,984)	(45,226,984)	(45,621,091)
Movement in Non-Current Assets and Liabilities						
Movement in Non Current Provisions				62,100	62,100	62,100
Movement in Deferred Pensioner Rates	29,988					(0)
Total	29,988	(0)		62,100	62,100	62,100
Capital Revenues						
Grants and Contributions for the Development of Assets	310,134	315,940		7,286,842	7,366,842	7,405,060
Proceeds from New Debentures	(0)	(0)		4,000,000	4,000,000	4,000,000
Proceeds on Disposal of Assets	(0)	(0)		602,126	602,126	602,126
Transfers from Restricted Cash	(67,443)	(0)		5,034,495	6,144,025	6,395,370
Loan Repayments - Self Supporting	4,277	4,277	0	36,816	36,816	36,816
Total	246,968	320,217		16,960,279	18,149,809	18,439,372
Capital Expenses						
Acquisition of Assets	(7,120,327)	(8,377,544)	15 ⚠	(23,910,870)	(24,200,400)	(24,568,814)
Repayment of Debentures	(4,277)	(4,277)	0	(2,585,933)	(2,585,933)	(2,585,933)
Right of Use Lease Payments	(61,053)	(119,337)	49 ⚠	(298,477)	(298,477)	(298,477)
Total	(7,185,658)	(8,501,158)		(26,795,280)	(27,084,810)	(27,453,224)
Total Net Operating and Capital	(12,330,164)	(14,497,793)		(54,099,885)	(54,099,885)	(54,572,843)
Rates	49,722,251	49,700,059	(0)	49,752,268	49,752,268	49,752,268
Add Surplus (Deficit) July 1 Brought Forward	4,820,575	4,347,617	(11) ⚠	4,347,617	4,347,617	4,820,575
Closing Funding Surplus (Deficit)	42,212,661	39,549,883		0	0	0



STATEMENT of NET CURRENT ASSETS

Period Ending 31 October 2024

Tuesday, 12 November, 2024

City of Bunbury			Tuesday, 12 November, 2024	
Statement of Net Current Assets	Opening		Current	End Year
Period Ending 31 October 2024	Balance	Actual	Budget	Forecast
Current Assets				
Cash Unrestricted	12,111,102	32,895,767	10,217,773	7,591,148
Cash Restricted	22,367,371	22,434,814	15,367,413	15,872,365
Trade and Other Receivables	8,744,235	31,056,679	4,037,504	8,744,235
Inventories	135,897	183,655	148,840	135,897
	43,358,605	86,570,915	29,771,530	32,343,645
Current Liabilities				
Trade and Other Payables	9,621,154	15,386,512	6,332,672	9,621,154
Contract Liabilities	1,199,825	1,199,825	2,150,946	1,199,825
Provisions	5,312,864	5,300,288	5,883,684	5,613,485
	16,133,843	21,886,625	14,367,302	16,434,464
NET CURRENT ASSETS	27,224,762	64,684,290	15,404,228	15,909,181
Less				
Cash - Restricted	22,367,371	22,434,814	15,367,413	15,872,365
Receivables	36,816	36,816	36,816	36,816
NET CURRENT ASSET POSITION	4,820,575	42,212,661	0	0



STATEMENT of FINANCIAL POSITION

Period Ending 31 October 2024

Tuesday, 12 November, 2024

Statement of Financial Position
Period Ending 31 October 2024Opening
Balance

Actual

Current
BudgetEnd Year
Forecast**Current Assets**

Cash and Investments	34,478,473	55,330,581	25,585,186	23,463,513
Trade and Other Receivables	8,744,235	31,056,680	4,037,504	8,744,235
Inventories	135,897	183,655	148,840	135,897
	43,358,605	86,570,915	29,771,530	32,343,645

Current Liabilities

Trade and Other Payables	10,820,979	16,586,337	8,483,618	10,820,979
Current Provisions	5,312,864	5,300,288	5,883,684	5,613,485
Current Loan Liability	2,834,401	2,834,401	2,986,849	2,986,899
	18,968,244	24,721,026	17,354,151	19,421,363

Non Current Assets

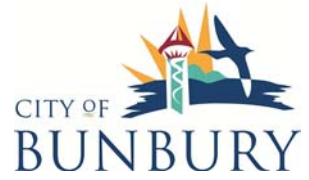
Non Current Receivables	4,707,053	4,672,788	4,350,812	4,670,237
Property, Plant and Equipment	236,290,433	234,778,030	230,934,040	231,495,130
Infrastructure	313,300,035	309,814,657	208,068,903	302,843,901
Work in Progress	16,470,871	23,591,198	52,917,853	41,039,685
	570,768,391	572,856,672	496,271,608	580,048,952

Non Current Liabilities

Non Current Payables	410,966	410,966	401,519	473,066
Non Current Provisions	670,458	670,458	709,311	670,458
Non Current Loan Liability	14,611,626	14,546,296	15,746,764	15,746,714
	15,693,050	15,627,720	16,857,594	16,890,238

Equity

Retained Surplus	190,350,697	229,877,637	198,240,918	191,541,420
Reserves - Cash Backed	20,447,794	20,533,995	15,367,413	15,872,365
Reserves - Asset Revaluation	368,667,211	368,667,211	278,223,062	368,667,211
	579,465,702	619,078,843	491,831,393	576,080,996



Capital Projects Summary

(With Comments)

Period Ending October 2024

Tuesday, 12 November, 2024

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Airport										
PR-5111 Bunbury Airport apron expansion	<i>Progress 85%</i>	10	190,021	228,982	<i>(17)%</i>	228,982	228,982	190,125	(38,857)	
<i>Project Progress Comments:</i>										
<i>Works in construction - Punchlist items to be completed.</i>										
PR-5112 Bunbury Airport compass swinging bay	<i>Progress 85%</i>	28,068	99,668	104,778	<i>(5)%</i>	104,778	104,778	127,736	22,958	
<i>Project Progress Comments:</i>										
<i>Works in construction. Pending punch list items to be completed.</i>										
Total for Airport		28,079	289,689	333,760		333,760	333,760	317,861	(15,899)	
Bunbury Museum & Heritage Centre										
PR-5393 Installation of staff facilities for museum & heritage centre, and visitor centre	<i>Progress 90%</i>	-	-	-	<i>0%</i>	-	-	100,000	100,000	
Total for Bunbury Museum & Heritage Centre		-	-	-		-	-	100,000	100,000	
Bunbury Regional Art Gallery										
PR-5160 Purchase artworks for the City Art Collection 2024/25	<i>Progress 20%</i>	1,100	7,195	12,000	<i>(40)%</i>	40,000	40,000	40,000	-	
<i>Project Progress Comments:</i>										
<i>Acquisition policy is currently being reviewed due to organisational changes - three potential artworks identified for acquisition</i>										
<i>3 x additional artworks awaiting approval from acquisition panel. 1 x artwork acquired</i>										
Total for Bunbury Regional Art Gallery		1,100	7,195	12,000		40,000	40,000	40,000	-	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Bunbury Wildlife Park									
PR-5340 Bunbury Wildlife Park bulk feed storage	<i>Progress</i> 10%	-	-	-	0 %	7,000	7,000	7,000	-
<i>Project Progress Comments:</i>									
<i>Pricing being obtained to make bulk feed more efficient.</i>									
Total for Bunbury Wildlife Park		-	-	-		7,000	7,000	7,000	-

Economic Development

PR-3830 Subdivision and sale of part Lot 3 Blair Street	<i>Progress</i> 10%	18,365	4,990	-	0 %	221,332	221,332	221,332	-
<i>Project Progress Comments:</i>									
<i>The proposed buyer and architect presented the proposed concept plans at a Council briefing on 10 September 2024, where they informed of positive relations and goodwill relating to negotiations and Planning aspects</i>									
<i>Subdivision is progressing with no concerns from either party. The Western Power application has been submitted seeking quote for works as required for subdivision.</i>									
<i>The City's Lawyer, Director Sustainable Development and relevant officers met Monday 28th October to respond to some minor amendments requested by the buyer. The City provided instruction to it's Lawyer to progress the Agreement with the buyer.</i>									
PR-5078 Sale of Lot 618 (11) Nyabing Way	<i>Progress</i> 5%	4,450	-	-	0 %	4,455	4,455	4,455	-
<i>Project Progress Comments:</i>									
<i>The site is currently listed with an agent (Summitt) for sale and marketing.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-5082 Relocate Bunbury Visitor Centre	<i>Progress 75%</i>	172	836	-	0 %	84,399	84,399	84,399	-
<i>Project Progress Comments:</i>									
<i>The Bunbury Dolphin Discover Centre was advised of Councils decision and arrangements have been made for the Visitor Centre to complete relocation to the Museum on Monday 7th October. Internal design and functionality aspects are still in progress, with the Visitor Centre and Museum teams collaborating to achieve satisfactory working arrangements for both. to offer a seamless experience for Visitors and museum attendees.</i>									
Total for Economic Development		22,988	5,826	-		310,186	310,186	310,186	-
Executive Leadership - CEO									
PR-5106 World Class South West Regional Gallery - Stage 1	<i>Progress 15%</i>	70,601	22,649	-	0 %	225,000	225,000	225,000	-
<i>Project Progress Comments:</i>									
<i>Preliminary project management framework discussions held, pending decision by Council at the November meeting regarding development of the new gallery.</i>									
<i>01/05/2024 - Feasibility Study approach confirmed through Council - BRAG Advisory Group in nomination/appointment stage, Special Counsel Art and Culture appointed to project manage feasibility study. Concept development approach being undertaken - further engagement with external stakeholders being undertaken, alignment with BRAG Advisory Group in progress</i>									
<i>Project plan approved - reporting to project board occurring from October.</i>									
Total for Executive Leadership - CEO		70,601	22,649	-		225,000	225,000	225,000	-
Executive Leadership - Infrastructure									
PR-3898 Construct heritage interpretation, Bunbury Timber Jetty	<i>Progress 0%</i>	-	-	-	0 %	86,726	86,726	86,726	-
Total for Executive Leadership - Infrastructure		-	-	-		86,726	86,726	86,726	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change		
Fleet											
PR-4881	Replace corporate vehicles 2023/24										
			<i>Progress 80%</i>	45,243	211,022	223,740	(6)%	367,176	367,176	367,176	-
PR-5251	Replace waste vehicles and plant 2024/25		<i>Progress 35%</i>	909,558	-	-	0%	1,085,939	1,085,939	1,085,939	-
PR-5255	Replace corporate heavy plant 2024/25		<i>Progress 30%</i>	-	-	-	0%	533,800	533,800	533,800	-
PR-5260	Replace corporate vehicles 2024/25		<i>Progress 35%</i>	-	-	-	0%	516,800	516,800	516,800	-
Total for	Fleet			954,801	211,022	223,740		2,503,715	2,503,715	2,503,715	-
Information Technology											
PR-5122	Replace ranger infringement devices		<i>Progress 50%</i>	-	-	10,000	(100)%	20,000	20,000	20,000	-
PR-5181	Expansion of CCTV Network 2024/25		<i>Progress 10%</i>	-	-	-	0%	50,000	50,000	50,000	-
PR-5186	IT network and equipment renewals, as per AMP 2024/25		<i>Progress 5%</i>	920	-	40,000	(100)%	381,245	381,245	381,245	-
Total for	Information Technology			920	-	50,000		451,245	451,245	451,245	-
Lead Department - Infrastructure Maintenance Services											
PR-3720	Hands Oval Redevelopment		<i>Progress 70%</i>	1,008,555	4,500,544	4,600,000	(2)%	6,201,088	6,201,088	6,201,088	-
<i>Project Progress Comments:</i>											
<i>To be completed by December 2024</i>											
Total for	Lead Department - Infrastructure Maintenance Services			1,008,555	4,500,544	4,600,000		6,201,088	6,201,088	6,201,088	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Libraries & Learning										
PR-1418 Procure and install Radio Frequency Identification (RFID) and self loans technology at Bunbury Library	<i>Progress</i>	20%	-	-	10,000	(100)%	80,000	80,000	130,000	50,000
<i>Project Progress Comments:</i>										
<i>RFQ being finalised for release to the WALGA preferred supplier list</i>										
<i>RFQ publication delayed - funds will need to be rolled over.</i>										
<i>RFQ finalised, assessments in process - budget review required as current funds will not cover project</i>										
<i>Preferred supplier identified, budget review request submitted to ensure coverage of works and implementation of the project</i>										
<i>Awaiting budget review</i>										
Total for Libraries & Learning			-	-	10,000		80,000	80,000	130,000	50,000
Parks & Reserves										
PR-5114 Beautifying Bunbury Streetscapes 2023/24	<i>Progress</i>	100%	-	4,373	-	0%	10,318	10,318	4,373	(5,945)
PR-5209 Implement Greening Bunbury Plan 2024/25	<i>Progress</i>	5%	20,979	13,668	15,000	(9)%	240,000	240,000	240,000	-
<i>Project Progress Comments:</i>										
<i>Planning phase.</i>										
<i>Contract Tree Watering and UFPP Pre-procurement.</i>										
<i>Tree Procurement</i>										
PR-5214 Renew irrigation infrastructure 2024/25	<i>Progress</i>	5%	45,199	38,843	-	0%	230,000	230,000	230,000	-
<i>Project Progress Comments:</i>										
<i>Planning Phase. Renewals following playground upgrades are reliant on designs/path locations.</i>										
<i>Pelican Point Filtration - Not started</i>										
<i>VFD Installations (Bore sites) - Not started</i>										
<i>Ray Bain Systems Upgrade - Not started</i>										
<i>Bob Howells Systems Upgrade - Not started</i>										
<i>Ken Cantwell System Upgrade - Not started</i>										
PR-5219 Renew open space infrastructure 2024/25	<i>Progress</i>	5%	18,961	3,165	80,000	(96)%	200,000	200,000	200,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Parks & Reserves										
PR-5223 Renew playground equipment, as per AMP 2024/25	Progress 5%	249,999	1,684	-	0%	400,000	400,000	400,000	-	
<i>Project Progress Comments:</i>										
<i>Frank Buswell - Public consultation review</i>										
<i>Ken Cantwell - Not started</i>										
<i>Loughton - Not started</i>										
PR-5305 Beautifying Bunbury Streetscapes 2024/25	Progress 5%	9,850	-	-	0%	200,000	200,000	205,945	5,945	
<i>Project Progress Comments:</i>										
<i>Eelup RAB Makeover - Not started</i>										
<i>Koombana Landscaping - Not started</i>										
<i>Ocean Drive Temporary Caravan Parking Landscape - Not started</i>										
<i>Frank Buswell Landscaping - Not started</i>										
Total for Parks & Reserves		344,987	61,734	95,000		1,280,318	1,280,318	1,280,318	-	
Project Coordination & Landscape Architecture Des										
PR-5038 Withers Regional Renewal	Progress 90%	77,157	12,214	30,000	(59)%	183,242	183,242	183,242	-	
<i>Project Progress Comments:</i>										
<i>Landscaping works complete. Awaiting Western Power to complete final electrical works.</i>										
PR-5090 Waterfront Public Art Installation	Progress 20%	150,000	-	25,000	(100)%	152,500	152,500	152,500	-	
<i>Project Progress Comments:</i>										
<i>Artist appointed, artwork in fabrication.</i>										
PR-5105 Renew foreshore marine walls 2023/24	Progress 100%	13,636	100,889	94,289	7%	94,289	94,289	100,889	6,600	
Total for Project Coordination & Landscape Architecture Des		240,794	113,104	149,289		430,031	430,031	436,631	6,600	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Property Management & Maintenance										
PR-1543 Boulters Heights Redevelopment	Progress 5%	736	1,772	67,547	(97)%	675,469	675,469	675,469	-	
<i>Project Progress Comments:</i>										
1. Design and construction of Boulters Height boardwalk and Staircase										
Stage 2. Procurement stage										
2. Lighting installation on Stage 1 Staircase- Haig Crescent to Prinsep Street. Not started.										
3. Planting and landscaping work as outlined in Boulters Height Master Plan. Not started.										
PR-2403 Replace Forrest Park Pavilion	Progress 95%	242,704	1,194,646	1,282,991	(7)%	2,220,647	2,220,647	2,225,008	4,361	
<i>Project Progress Comments:</i>										
Building Completed and handed over to the clubs.										
Car park completed. Line marking and minor landscaping works is underway.										
PR-4696 Replace boardwalks, lookouts and beach access stairs 2023/24	Progress 95%	-	86,717	126,817	(32)%	126,817	126,817	126,817	-	
PR-5164 Renew or refurbish community, corporate, sport and leisure buildings, as per AMP 2024/25	Progress 20%	93,318	47,692	150,000	(68)%	500,000	500,000	500,000	-	
<i>Project Progress Comments:</i>										
1. Air conditioner unit at Bunbury Museum Reception area. Completed.										
2.SSAC power upgradation- In progress.										
3.Old Station Café- Cool Room- Started										
4.BREC- Smoke and Thermal Detector Replacement. Started										
5.BREC- Orchestra Pit Lift Upgradation. Completed.										
6.SWSC Pool Liner Replacement- Started										
7. Replacement of failed 7.1KWA C unit in the BREC Stage A control room(AC 17). Completed.										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Property Management & Maintenance										
PR-5168 Refurbish City Facilities changerooms and public conveniences 2024/25	Progress 30%	3,904	27,447	40,000	(31)%	100,000	100,000	100,000	-	
<i>Project Progress Comments:</i>										
1.Hungry Hollow Toilet Block- Refurbish Roof Steel. Started but pushed to next year due to budget constraint. Quoted price is over than budget.										
2.Koolambidi Woola Toilet Block- Internal wall upgrade. Materials procured. Completed.										
3.Hay Park Community Hall Toilets Internal fixture upgrade and repaint. Started.										
PR-5176 Support the Stirling Street Arts Centre (Capital support) 2024/25	Progress 5%	-	-	-	0 %	20,000	20,000	20,000	-	
PR-5190 City lighting expansion 2024/25	Progress 25%	7,937	8,192	-	0 %	70,000	70,000	70,000	-	
<i>Project Progress Comments:</i>										
Path light- around Horseshoe lake and along the Duncan way the western path between Sandridge Rd and Duncan Way.										
PR-5195 Renew City Facilities lighting, as per AMP 2024/25	Progress 10%	-	12	-	0 %	60,000	60,000	60,000	-	
<i>Project Progress Comments:</i>										
1.Admin Building internal light upgrade. Procurement is in progress.										
PR-5243 Replace boardwalks, lookouts, and access stairs 2024/25	Progress 5%	21	779	15,000	(95)%	150,000	150,000	270,000	120,000	
<i>Project Progress Comments:</i>										
Design and construct Ramillies Street Beach Access Stair case. Started. Procurement in progress.										

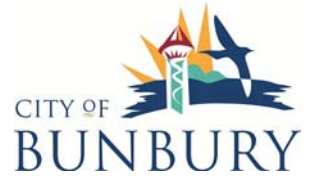
		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-5265 Renew South West Sports Centre (SWSC) plant and machinery 2024/25	Progress 20%	22,115	13,474	27,000	(50)%	180,000	180,000	180,000	-
<i>Project Progress Comments:</i>									
1. Supply and install of replacement public address system at the South West Sports Centre. Started.									
2. SWSC Fire Panel Upgrade and Smoke and thermal Detector Replacement. Started.									
3. Replace the outdoor fan motors on CU-9 outdoor units serving childcare centre creche. Started.									
4. Replacement of the kitchen power distribution board. Started									
PR-5323 Expansion of electric vehicle charging infrastructure 2024/25	Progress 0%	-	-	-	0%	40,000	40,000	40,000	-
Total for Property Management & Maintenance		370,735	1,380,731	1,709,355		4,142,933	4,142,933	4,267,294	124,361
Sport & Recreation									
PR-5130 South West Sports Centre Court Expansion	Progress 0%	-	-	-	0%	350,000	350,000	350,000	-
<i>Project Progress Comments:</i>									
Not commenced via preliminary estimation until mid 2025 - and will be subject to review. This project is sperate to the design project that is underway.									
Total for Sport & Recreation		-	-	-		350,000	350,000	350,000	-
Waste Services									
PR-4878 Annual bin replacement program 2023/24	Progress 90%	-	-	-	0%	-	-	-	-
<i>Project Progress Comments:</i>									
Replacement bins ordered due to storm damage.									
PR-5269 Renew bin enclosures 2024/25	Progress 0%	-	-	-	0%	40,700	40,700	40,700	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Waste Services										
PR-5274 Annual bin replacement program 2024/25	Progress 65%	7,494	27,236	35,000	(22)%	66,500	66,500	66,500	-	
Total for Waste Services		7,494	27,236	35,000		107,200	107,200	107,200	-	
Works										
PR-4671 Traffic calming and minor intersection treatments 2022/23	Progress 10%	14,236	12,021	70,435	(83)%	70,435	70,435	70,435	-	
<i>Project Progress Comments:</i>										
To be delivered in conjunction with PR-5296. 2024/25 - Xavier/Boylla Not started.										
PR-4688 Repair jetties 2023/24	Progress 20%	13,782	72,338	45,000	61 %	45,000	45,000	86,120	41,120	
PR-4858 Expand cycleways (implement Bunbury Bike Plan) 2023/24	Progress 90%	31,364	170,414	138,647	23 %	138,647	138,647	233,647	95,000	
<i>Project Progress Comments:</i>										
Stage 1 completed Stage 2 completed										
PR-4871 Renew, resleeve and improve drainage network 2023/24	Progress 10%	52,703	55,789	-	0 %	122,690	122,690	122,690	-	
PR-4877 Renew / Upgrade Local Roads - Strickland Street	Progress 0%	-	-	-	0 %	200,000	200,000	200,000	-	
PR-4936 CBD Road Works	Progress 5%	-	675	-	0 %	400,000	400,000	400,000	-	
<i>Project Progress Comments:</i>										
Haley, Princep, Carmondy										
PR-5108 Dog Exercise Area and Park Renewal	Progress 90%	318	58,895	85,489	(31)%	85,489	85,489	85,489	-	
<i>Project Progress Comments:</i>										
End of construction period, minor clean-ups and final invoicing to be completed - delayed due to tornado clean-up works.										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Works										
PR-5113 Blackspot Roadworks 2023/24	Progress 85%	9,130	81,298	182,272	(55)%	392,346	392,346	392,346	-	
<i>Project Progress Comments:</i>										
<i>Austral Parade in construction</i>										
PR-5115 Regional Roadworks program - Casuarina Drive	Progress 5%	31,468	-	-	0%	90,000	90,000	90,000	-	
<i>Project Progress Comments:</i>										
<i>Pending services lowering</i>										
PR-5117 Regional Roadworks program - Leschenault Drive	Progress 25%	-	-	-	0%	417,920	417,920	417,920	-	
<i>Project Progress Comments:</i>										
<i>Planning stages</i>										
PR-5118 Regional Roadworks program - Bussell Highway	Progress 30%	223,852	-	200,000	(100)%	223,000	223,000	223,000	-	
PR-5204 Leschenault Inlet wall repairs (south of storm surge barrier)	Progress 0%	-	-	-	0%	300,000	300,000	80,000	(220,000)	
PR-5230 Expand path network 2024/25	Progress 5%	22,727	275	-	0%	520,000	520,000	520,000	-	
<i>Project Progress Comments:</i>										
<i>Cousins Avenue (Crampton to Cranbrook) - not started</i>										
<i>Cranbrook Way (Cousins to Parade) - not started</i>										
<i>Whitley Place - not started</i>										
<i>Plaza Street - not started</i>										
PR-5239 Renew and upgrade paths, as per AMP 2024/25	Progress 33%	-	28,373	-	0%	200,000	200,000	200,000	-	
<i>Project Progress Comments:</i>										
<i>Ecclestone East (Hands to Winton) - not started</i>										
<i>Fielder (Spencer to end) - not started</i>										
<i>PAW 1800 (Timperley to Willoughby) - Completed</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Works										
PR-5247 Renew, resleeve and improve drainage network 2024/25	Progress 15%	74,256	655	42,000	(98)%	300,000	300,000	300,000	-	
<u>Project Progress Comments:</u>										
Albert Road:										
Pump Upgrade - Started										
New Draft Tube - Not started										
Install and Ancillaries - Not started										
5 Mile Brook Works - Not Started										
General Pipe Maintenance - Not Started										
Creek Street Drainage - Not Started										
PR-5278 Renew and upgrade local roads (Industrial) as per AMP 2024/25	Progress 0%	-	-	150,000	(100)%	350,000	350,000	48,400	(301,600)	
<u>Project Progress Comments:</u>										
Craigie/Profit/Wilson Stage 1										
PR-5291 Blackspot roadworks 2024/25	Progress 0%	-	-	115,000	(100)%	412,000	412,000	412,000	-	
<u>Project Progress Comments:</u>										
Parade Road Lighting - Not started										
Ecclestone /Wisbey Roundabout - Not started										
PR-5296 Traffic calming and minor intersection treatments 2024/25	Progress 20%	-	19,184	50,000	(62)%	200,000	200,000	200,000	-	
<u>Project Progress Comments:</u>										
Alyxia Drive - In Progress										
Milligan Street - Not started										
Big Swamp - Not started										
Xavier/Boyalla - Not started										
PR-5301 Reseal roads projects for Roads to Recovery 2024/25	Progress 5%	12,873	-	-	0%	650,000	650,000	723,193	73,193	
<u>Project Progress Comments:</u>										
Dixon Street - Not started										
Eccelstone Street - Not started										
Fielder Street - Not started										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Works										
PR-5314 Renew and upgrade carparks 2024/25	Progress 0%	-	-	-	0 %	75,000	75,000	75,000	-	
<i>Project Progress Comments:</i>										
<i>Vat 2 / Jetty Road - Not Started</i>										
PR-5322 Netball Court Refurbishment	Progress 25%	-	-	80,557	(100)%	1,611,141	1,900,671	1,896,310	(4,361)	
PR-5327 Roads projects for Regional Roadworks program 2024/25	Progress 5%	66,546	1,199	-	0 %	558,000	558,000	558,000	-	
<i>Project Progress Comments:</i>										
<i>Fielder Street – Spencer to end of Fielder - Not started</i>										
<i>Dixon Street – Kimber to Absolon - Not started</i>										
<i>Ecclestone Street – Hands to Brittain –Not started</i>										
<i>Spencer Street – Halsey to Mangles - Not started</i>										
<i>Parade Road – Lillydale to Bus Stop South of Crampton - Not started</i>										
<i>Bussell Highway – Timperley to Robertson (North bound) - Not started</i>										
<i>Strickland Street – Albert Road to King Road (East bound) - Not started</i>										
PR-5396 Repair retaining walls, Acacia Street laneway	Progress 0%	-	-	-	0 %	-	-	350,000	350,000	
PR-5397 Renew drainage, Spencer Street	Progress 5%	-	-	-	0 %	-	-	70,000	70,000	
Total for Works		553,255	501,115	1,159,400		7,361,668	7,651,198	7,754,550	103,352	
Capital Projects Expenditure Total		3,604,307	7,120,327	8,377,544	(15)%	23,910,870	24,200,400	24,568,814	368,414	



Operating Projects Summary

(With Comments)

Period Ending October 2024

Tuesday, 12 November, 2024

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Bunbury Museum & Heritage Centre										
PR-3858 Acquire Bunbury Museum and Heritage Centre collection items	Progress 25%	-	144	3,500	(96)%	10,000	10,000	10,000	-	
<i>Project Progress Comments:</i>										
Collection items to be determine via acquisition reviews										
Collection items purchased - likely to be a small hold on this as the conservation room is utilised differently whilst the Visitor Centre merger occurs.										
Total for Bunbury Museum & Heritage Centre		-	144	3,500		10,000	10,000	10,000	-	
Bunbury Regional Art Gallery										
PR-4386 Conduct Indigenous Arts Program at BRAG	Progress 50%	2,094	97,067	40,673	139 %	123,645	123,645	138,619	14,974	
<i>Project Progress Comments:</i>										
This program is continuing to be delivered with external funding secured to ensure it is operational for a further 3 years.										
PR-5100 Storage for cultural collections	Progress 20%	-	2,034	11,000	(82)%	21,930	21,930	21,930	-	
<i>Project Progress Comments:</i>										
Exploration of storage options being undertaken, including demountable options and pre-existing storage at the works depot. Discussion occurring with depot regarding installation of furnishings and storage shelves										
PR-5101 Frame Frank Norton artworks	Progress 90%	4,406	3,000	8,348	(64)%	8,348	8,348	8,348	-	
<i>Project Progress Comments:</i>										
Tender for these works will be commenced in December 2023. Works have been professionally documented and framed. Bespoke crates have been manufactured, and all works are now stored in crates and housed as part of CoB Art Collection in BRAG. Labels have been printed for each work. A publication about the work is proposed to be printed. Final works to be completed by October 24										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Bunbury Regional Art Gallery									
PR-5349 Conduct Noongar Country art exhibition	Progress 45%	5,895	64,425	65,000	(1)%	85,000	85,000	82,000	(3,000)
<i>Project Progress Comments:</i>									
Curators brought on board July 24									
Exhibition opened September 24									
Artist payments, judges payments, opening event, curator payments and catalogue due to be finalised October 24. Closing event being investigated									
Exhibition completed, final invoices/actions being undertaken - residual budget will align to NC25 and/or NAP as per discussions with community.									
PR-5385 Indigenous Curatorial Development Residency Program	Progress 10%	-	-	-	0 %	-	-	80,000	80,000
<i>Project Progress Comments:</i>									
Call out has been completed and published as of 3rd October 24									
Curator likely to be onboard by Nov 24.									
Final panel decision on curator occurring first week of November, Curator will be on board by end Nov 24.									
PR-5395 Develop arts and culture strategy	Progress 45%	-	-	-	0 %	-	-	70,000	70,000
Total for Bunbury Regional Art Gallery		12,395	166,525	125,021		238,923	238,923	400,897	161,974

Bunbury Wildlife Park

PR-3294 Conduct Grandfamilies Fun Day	Progress 0%	-	-	-	0 %	14,750	14,750	14,750	-
<i>Project Progress Comments:</i>									
Event in April 2025, not due to commence this project until December 2024									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Bunbury Wildlife Park									
PR-5339 Renew wildlife park furnishings and equipment	<i>Progress 50%</i>	-	3,863	3,500	10 %	7,500	7,500	7,500	-
<i>Project Progress Comments:</i>									
<i>Purchase of items has commenced with 50% of funds already committed - awaiting delivery and installation. Further items to be ordered in November.</i>									
Total for Bunbury Wildlife Park		-	3,863	3,500		22,250	22,250	22,250	-
Business Partners									
PR-5093 Volunteer awards program	<i>Progress 0%</i>	-	-	-	0 %	4,000	4,000	4,000	-
PR-5094 HRIS Learn Module content	<i>Progress 15%</i>	-	-	-	0 %	25,000	25,000	25,000	-
<i>Project Progress Comments:</i>									
<i>Project Management Plan being prepared and will be presented for endorsement in November/December.</i>									
Total for Business Partners		-	-	-		29,000	29,000	29,000	-

	Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
City Planning								
PR-3584 Review Local Planning Strategy				0 %	100,000	100,000	100,000	-

Progress 10%

Project Progress Comments:

Preparing, adopting and maintaining (through regular amendment and periodic review) a local planning strategy and a local planning scheme is a legislative requirement – to be undertaken in accordance with the Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015. Maintaining the rigor of these documents over time and preparing for their formal review (major review scheduled for 2028) requires on-going monitoring supported by data and information from dedicated research and analysis.

While the ‘First Cycle’ Report of Review (minor review 2023/24) was undertaken without directly expending current project funds new research and analysis is required, and the following emerged as priorities to be carried out over the immediate term (and the focus of budget expenditure):

PR 3584 - Local Planning Strategy

- Audit (and recommendations): local public open space*

PR 3585 - Local Planning Scheme

- Audit: short term housing rental market trends and analysis*
- Review: Schedule 4 car parking table/standards*

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
City Planning										
PR-3585 Review Local Planning Scheme	<i>Progress 30%</i>	20,000	-	-	0 %	50,000	50,000	50,000	-	
<u>Project Progress Comments:</u>										
<p><i>Preparing, adopting and maintaining (through regular amendment and periodic review) a local planning strategy and a local planning scheme is a legislative requirement – to be undertaken in accordance with the Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015. Maintaining the rigor of these documents over time and preparing for their formal review (major review scheduled for 2028) requires on-going monitoring supported by data and information from dedicated research and analysis.</i></p> <p><i>While the ‘First Cycle’ Report of Review (minor review 2023/24) was undertaken without directly expending current project funds new research and analysis is required, and the following emerged as priorities to be carried out over the immediate term (and the focus of budget expenditure):</i></p> <ul style="list-style-type: none"> <i>PR 3584 - Local Planning Strategy</i> <ul style="list-style-type: none"> <i>- Audit (and recommendations): local public open space</i> <i>PR 3585 - Local Planning Scheme</i> <ul style="list-style-type: none"> <i>- Audit: short term housing rental market trends and analysis</i> <i>- Review: Schedule 4 car parking table/standards</i> 										
PR-5006 Housing Strategy Focus Area 2.3 - Back Beach Precinct	<i>Progress 35%</i>	-	-	-	0 %	50,000	50,000	50,000	-	
<u>Project Progress Comments:</u>										
<p><i>The City is reviewing the Back Beach Structure Plan and working with landowners to discuss the future of the Precinct. Any changes or future scheme amendment is subject to the process outlined in the Planning and Development (Local Planning Scheme) Regulations which will be subject to public consultation.</i></p>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
City Planning										
PR-5012 Ocean Beach Heritage Trail Implementation	<i>Progress 80%</i>	-	-	2,500	<i>(100)%</i>	14,521	14,521	14,521	-	
<u>Project Progress Comments:</u>										
<i>Met with Elders on 30/1/2024 for recommended actions to progress project. Coordinating input with the Language Centre on Place Names (site visit 21/2/2024) and any associated stories then presenting to the Cultural Advisory Committee prior to signoff by Elders.</i>										
<i>No response from Language Centre as yet. This project will be carried forward to next financial year (24/25).</i>										
<i>Language Centre CEO and Community Development Officer - First Nations, are revisiting trail 28/6.</i>										
<i>Met with Community Development (27/8) to discuss way forward for project.</i>										
PR-5096 City Centre Analysis and Urban Design Framework	<i>Progress 35%</i>	-	-	-	<i>0 %</i>	50,000	50,000	50,000	-	
<u>Project Progress Comments:</u>										
<i>This project has commenced (analysis of City Centre) and will be completed over two financial years. Funds will be spent next financial year on peer design review of document, assistance with the graphic design of the document and/or engagement with Aboriginal stakeholders.</i>										
<i>The analysis is being reviewed and the project plan for the next stage is being reviewed.</i>										
PR-5097 Local Heritage Survey Report	<i>Progress 10%</i>	-	-	-	<i>0 %</i>	15,000	15,000	15,000	-	
<u>Project Progress Comments:</u>										
<i>Funding grant submissions to DPLH close 1 November 2024. Preparing scope in accordance with guidelines.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
City Planning										
PR-5332 Spencer/Blair Precinct Plan Engagement (JV)	Progress 10%	-	-	-	0 %	50,000	50,000	50,000	-	
<i>Project Progress Comments:</i>										
<i>DPLH have proposed a joint venture to do a precinct structure plan in the Spencer/Blair area. DPLH will be project managing and funding the majority of the project but the City will be contributing \$50,000.00 for community engagement.</i>										
Total for City Planning		20,000	-	2,500		329,521	329,521	329,521	-	
Community Development										
PR-4337 Prepare, Implement and Deliver Reconciliation Action Plan Initiatives	Progress 20%	3,193	6,279	10,000	(37)%	20,215	20,215	19,775	(440)	
<i>Project Progress Comments:</i>										
<i>AACHWA sponsorship paid</i>										
<i>Preparation for Reconciliation Week 25 due to begin October/November.</i>										
<i>Cultural Competency Training held September 24</i>										
PR-5081 Implement Withers Placemaking	Progress 80%	4,450	-	4,500	(100)%	8,300	8,300	8,300	-	
<i>Project Progress Comments:</i>										
<i>Orders have been placed, contractor work currently in progress.</i>										
<i>Works delayed due to severe weather and resource availability - Grant acquittal extended to EOY 24 - resource limitation affecting outcomes related to the project</i>										
PR-5348 Youth Initiatives - Youth Advisory Council of WA	Progress 25%	744	613	600	2 %	2,530	2,530	2,681	151	
<i>Project Progress Comments:</i>										
<i>Ongoing initiatives within YAC with Youth Officer</i>										
<i>YACWA Grant being utilised</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Community Development										
PR-5352 Youth engagement initiatives	Progress 75%	-	5,755	3,000	92 %	10,000	10,000	10,000	-	
<i>Project Progress Comments:</i>										
Youth activity held in September and October 2025 partnership with Education Department and local schools to support young people's engagement with Noongar history/culture for year 5 and 6 students. Meeting held with YAC 6 November to co-design workshop for 12-25 years to be held in March 2025.										
PR-5390 Implement MARCIA recommendations (Most Accessible Regional City In Australia)	Progress 0%	-	-	-	0 %	-	-	40,000	40,000	
PR-5392 Develop City Reconciliation Action Plan and Cultural Safety Framework	Progress 5%	-	-	-	0 %	-	-	30,000	30,000	
<i>Project Progress Comments:</i>										
RFQ to be planned for a local consultant to work in partnership with First Nation Officers, local Elders and community for the development of the City's RAP and Cultural Safety Framework.										
Total for Community Development		8,387	12,647	18,100		41,045	41,045	110,756	69,711	
Council Support										
PR-5132 Art, Photos and Honour Board - Council Chambers and Function Area	Progress 75%	10,897	-	-	0 %	14,568	14,568	14,568	-	
<i>Project Progress Comments:</i>										
Procurement complete installation of honour boards to occur following the Noongar exhibition later this calendar year.										
Total for Council Support		10,897	-	-		14,568	14,568	14,568	-	
Data & Digital										
PR-4290 Develop new website and digital platform for City of Bunbury	Progress 20%	-	17,581	53,251	(67)%	53,251	53,251	53,251	-	
<i>Project Progress Comments:</i>										
Majority of work has been completed with final testing underway										

	Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Total for Data & Digital	-	17,581	53,251		53,251	53,251	53,251	-

Economic Development

PR-1831 Ocean Pool feasibility study and concept design	<i>Progress 35%</i>	46,711	-	-	0%	61,722	61,722	61,722	-
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Project Progress Comments:

Next stage of project scope mapped including further feasibility, cultural consultation, relevant local authority engagement and funding opportunities.

Consultation with GKB is in progress. Business case is under review with economic impact analysis to be completed next project phase supporting capital funding applications.

PR-4249 Economic Development Initiatives	<i>Progress 10%</i>	-	30,722	57,000	(46)%	127,128	127,128	143,170	16,042
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Project Progress Comments:

A priority project for the City will be a Economic Development Strategy for the City. Supporting projects and activities aligned to the EDAP and key economic projects progressing such as land rationalisation, tourism plan, local partnerships will be delivered from this implementation project. Officer are currently finalising the Bunbury Tourism Plan and Economic Development Strategy, the majority of activities and implementation will occur during the period January - June 2025.

PR-5001 Implementation of the Bunbury Geographe Tourism Partnership Strategy	<i>Progress 10%</i>	-	-	30,000	(100)%	60,000	60,000	60,000	-
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Project Progress Comments:

Current Agreement was extended to continue with ongoing review and assessment of activities and deliverables which is being undertaken by the Bunbury Geographe Group of Councils (BGGC). Meeting held Monday between BGTP and Bunbury Geographe Group of Councils 28th October to discuss direction, expectations and deliverables in order to provide scope for any further discussion and any future agreement.

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-5095 Bicentennial Square Precinct Plan	<i>Progress 45%</i>	28,380	12,068	-	0 %	150,000	150,000	150,000	-
<u>Project Progress Comments:</u>									
<i>The City has successfully secured funds with an additional \$100K to assist with the precinct planning for Bicentennial Square. A project control group has been formed in collaboration with SWDC and stakeholder engagement mapping complete.</i>									
<i>Geotechnical report is complete and traffic studies are being finalised.</i>									
<i>Precinct Design & Report Consultant request for quote has now closed to be appointed soon.</i>									
<i>Extensive engagement with internal/external stakeholders, council and community (stage 1) tentatively scheduled for throughout November/December.</i>									
<i>A significant funding opportunity is also being pursued through the 'Regional Partnerships and Precincts Program' being offered through the federal Department of Infrastructure, Transport, Regional Development, Communications and the Arts. The City is collaborating with the South West Development Commission and Regional Development Australia to progress a submission for funding through this program for future delivery of the project.</i>									
PR-5152 Bunbury Tourism Plan Working Group	<i>Progress 95%</i>	-	6,310	6,350	(1)%	6,350	6,350	6,310	(40)
<u>Project Progress Comments:</u>									
<i>The Tourism Plan Working group is temporarily deferred until officers have completed the second Phase of the Draft Bunbury Tourism Plan as per Council Decision.</i>									
<i>The final plan will then be shared with the TWG and other stakeholders. Once the Plan is completed and endorsed the TWG will meet and determine the future of the TWG as per the Terms of Reference.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-5156 Support ECU Creative Tech Village	Progress 100%	-	20,000	20,000	0 %	20,000	20,000	20,000	-
<i>Project Progress Comments:</i>									
Through the City's funding support and agreement in 23/24 the City of Bunbury Creative Lighting Report has been received. This has been shared with internal stakeholders and with the Elected Members by way of a Briefing Note that has been uploaded to the Portal.									
PR-5391 Develop Economic Development Strategy	Progress 10%	-	-	-	0 %	-	-	75,000	75,000
<i>Project Progress Comments:</i>									
Draft scope has been developed and presentation for Executive review and approval. Draft RFQ document prepared ready to go to Vendor Panel once Executive approve scope.									
Total for Economic Development		75,091	69,100	113,350		425,200	425,200	516,202	91,002
Engineering Design									
PR-4627 Support Industry Road Safety Initiatives	Progress 0%	-	-	-	0 %	3,000	3,000	3,000	-
Total for Engineering Design		-	-	-		3,000	3,000	3,000	-
Executive Leadership - CEO									
PR-3875 Support Regional Cities Alliance	Progress 100%	-	15,000	15,000	0 %	15,000	15,000	15,000	-
PR-4504 Provide disaster assistance	Progress 0%	-	-	-	0 %	20,000	20,000	20,000	-
PR-4573 Contribution towards Busselton Margaret River Regional Airport Marketing Fund	Progress 100%	-	10,000	10,000	0 %	10,000	10,000	10,000	-
PR-5083 Discretionary funding allocation	Progress 5%	-	6,640	-	0 %	96,057	96,057	96,057	-
PR-5346 Economic Development Implementation Fund	Progress 5%	4,050	62,992	32,500	94 %	120,000	120,000	120,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Executive Leadership - CEO									
PR-5351 Innovative Industries of the Future Conference	Progress 5%	-	2,825	100,000	(97)%	100,000	100,000	100,000	-
PR-5383 Strategic Reviews	Progress 5%	-	45,000	25,000	80 %	150,000	150,000	150,000	-
Total for Executive Leadership - CEO		4,050	142,457	182,500		511,057	511,057	511,057	-
Executive Leadership - Sustainable Development									
PR-3868 Undertake City Parking Strategy	Progress 25%	15,750	1,958	2,500	(22)%	58,182	58,182	58,182	-
<i>Project Progress Comments: Report received and reviewed by ELT.</i>									
Total for Executive Leadership - Sustainable Development		15,750	1,958	2,500		58,182	58,182	58,182	-
Financial Accounting									
PR-3168 Undertake GRV Property revaluation in accordance with legislation	Progress 10%	-	-	-	0 %	470,000	470,000	470,000	-
PR-4356 Contribute to a rail-line reinstatement trust with Arc Infrastructure	Progress 0%	-	-	-	0 %	13,462	13,462	13,462	-
<i>Project Progress Comments: This is an annual payment into a trust with Arc Infrastructure, which is completed in June each financial year.</i>									
PR-5073 Provide financial support to the BHRC	Progress 10%	-	-	-	0 %	47,000	947,000	947,000	-
Total for Financial Accounting		-	-	-		530,462	1,430,462	1,430,462	-
Fleet									
PR-2308 Replace corporate minor plant	Progress 65%	-	16,212	22,000	(26)%	31,519	31,519	31,519	-
Total for Fleet		-	16,212	22,000		31,519	31,519	31,519	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Information Technology									
PR-2249 Asset Replacement - Fixed and mobile phones and devices	Progress 30%	-	4,323	6,000	(28)%	20,000	20,000	20,000	-
<i>Project Progress Comments:</i>									
<i>Ongoing replacements as required</i>									
PR-5008 City of Bunbury "Project Shine" Transformation	Progress 60%	34,350	-	-	0%	174,273	174,273	174,273	-
<i>Project Progress Comments:</i>									
<i>Project progressing. Modules complete include HRIS, HCM analytics CX, Contracts). Project management and Risk to be completed.</i>									
PR-5150 Data Centre Exit & Cloud Migration	Progress 50%	31,792	-	40,000	(100)%	200,000	200,000	200,000	-
<i>Project Progress Comments:</i>									
<i>Hardware has been acquired and installation is in progress.</i>									
PR-5318 Ranger and emergency management two-way radio upgrade	Progress 0%	-	-	-	0%	30,000	30,000	30,000	-
Total for Information Technology		66,142	4,323	46,000		424,273	424,273	424,273	-

Integrated Planning

PR-4301 Undertake community satisfaction and perception survey	Progress 5%	-	-	-	0%	-	-	30,000	30,000
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Project Progress Comments:

Planning for new council plan is underway for which we will commence a new market survey 2025.

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Integrated Planning										
PR-4389 Review and development of City of Bunbury Strategic Plan in line with legislative requirements	Progress 5%	-	-	-	0 %	5,000	5,000	5,000	-	
<u>Project Progress Comments:</u>										
<i>Requirements being ascertained as to what the new Council Plan will need to include pending legislative reform in this area. Essentially the SCP and CBP as we know it will be combined into a new Council Plan. Engagement to commence in 2025 with target of new document being effective as at 1 July 2026, ie project will span 2 financial years. Project plan being developed.</i>										
Total for Integrated Planning		-	-	-		5,000	5,000	35,000	30,000	
Lead Department - Community Connection										
PR-3840 Support King Cottage Museum	Progress 95%	-	31,544	31,544	0 %	31,544	31,544	31,544	-	
<u>Project Progress Comments:</u>										
<i>24/25 Documentation is being collated for dissemination to relevant community groups. A review with Council is being planned for ongoing funding. Payment made September 24.</i>										
PR-3844 Support Bunbury City Band	Progress 5%	10,000	-	10,000	(100)%	10,000	10,000	10,000	-	
<u>Project Progress Comments:</u>										
<i>24/25 Documentation is being collated for dissemination to relevant community groups. A review with Council is being planned for ongoing funding.</i>										
PR-3848 Support Bunbury Regional Entertainment Centre (BREC) - operating and capital subsidies	Progress 95%	388,671	229,557	229,557	0 %	618,228	618,228	618,228	-	
<u>Project Progress Comments:</u>										
<i>24/25 Documentation is being drafted for MOU for BREC to inc, operating and capital costs. Payment made September 24.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Lead Department - Community Connection										
PR-3852 Support Stirling Street Arts Centre (SSAC) - operating subsidy	<i>Progress 95%</i>	-	66,625	66,625	0 %	66,625	66,625	100,000	33,375	
<i><u>Project Progress Comments:</u></i>										
<i>24/25 Documentation is being collated for dissemination to relevant community groups.</i>										
<i>A review with Council is being planned for ongoing funding - an increase to \$100k per annum is being requested as part of the October budget review</i>										
<i>Payment made September 24</i>										
PR-3860 Support RSL in the delivery of Anzac Day	<i>Progress 5%</i>	-	20,000	-	0 %	20,000	20,000	20,000	-	
<i><u>Project Progress Comments:</u></i>										
<i>24/25 Documentation is being collated for dissemination to relevant community groups.</i>										
<i>A review with Council is being planned for ongoing funding.</i>										
PR-4349 Provide support to Bunbury Regional YouthCare	<i>Progress 95%</i>	-	12,000	12,000	0 %	12,000	12,000	12,000	-	
<i><u>Project Progress Comments:</u></i>										
<i>24/25 Documentation is being collated for dissemination to relevant community groups.</i>										
<i>A review with Council is being planned for ongoing funding.</i>										
<i>Payment made September 24.</i>										
PR-4350 Youth Program Support (MOU)	<i>Progress 5%</i>	15,000	-	-	0 %	15,000	15,000	30,000	15,000	
<i><u>Project Progress Comments:</u></i>										
<i>Support Youth Programs.</i>										
<i>MOU - 2017/18 to 2023/24 - South West Clontarf Academy (Newton Moore College). 2023/2024 paid October 2023</i>										
<i>2024/25 onwards - will be paid to Clontarf - reviews occurring with Council for ongoing funding/MOU</i>										
<i>An additional amount will be requested at the October Budget review to be set aside for a "girls" program (to be identified by Council).</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Lead Department - Community Connection									
PR-4517 Bunbury Geographe Seniors and Community Centre Financial Support	Progress 50%	25,000	25,000	25,000	0 %	50,000	50,000	50,000	-
<i>Project Progress Comments:</i>									
24/25 Documentation is being collated for dissemination to relevant community groups.									
A review with Council is being planned for ongoing funding.									
Total for Lead Department - Community Connection		438,671	384,726	374,726		823,397	823,397	871,772	48,375
Libraries & Learning									
PR-4554 Replacement of children's toys in City Library Children's Area	Progress 10%	-	-	1,000	(100)%	3,000	3,000	3,000	-
PR-5333 Renew libraries furnishings and equipment	Progress 10%	-	-	2,500	(100)%	7,500	7,500	7,500	-
PR-5334 Replace library digital customer devices	Progress 10%	-	177	1,500	(88)%	5,000	5,000	5,000	-
Total for Libraries & Learning		-	177	5,000		15,500	15,500	15,500	-
Marketing & Communications									
PR-4299 Bunbury Brighter Campaign	Progress 35%	38,118	1,280	52,393	(98)%	102,393	102,393	102,393	-
<i>Project Progress Comments:</i>									
Marketing Agency appointed to develop 3-year destination marketing strategy.									
Planning underway for a summer destination campaign targeting the Perth market.									
Total for Marketing & Communications		38,118	1,280	52,393		102,393	102,393	102,393	-
Natural Environment & Sustainability									
PR-2590 Participate in Peron Naturaliste Partnership	Progress 100%	-	19,452	19,617	(1)%	20,000	20,000	20,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Natural Environment & Sustainability										
PR-4456 Implement Sustainability Strategy Action Plan	Progress 90%	-	24,651	24,651	0 %	24,651	24,651	24,651	-	
PR-4604 Implement culling of introduced Corellas	Progress 0%	-	-	-	0 %	20,000	20,000	20,000	-	
PR-5128 Implement CHRMAP	Progress 5%	58,091	7,290	-	0 %	440,000	440,000	440,000	-	
<i>Project Progress Comments:</i> CHRMAP Summary and Short-term Action Plan finalised. Implementation progressing.										
PR-5129 Sustainability & Environmental Action Plan Implementation	Progress 5%	20,481	5,105	17,500	(71)%	250,000	250,000	250,000	-	
Total for Natural Environment & Sustainability		78,571	56,498	61,768		754,651	754,651	754,651	-	
Organisational Design										
PR-5157 Role Clarity and Performance Framework	Progress 25%	-	-	30,000	(100)%	90,000	90,000	90,000	-	
<i>Project Progress Comments:</i> Commenced communications plan roll out. Project deliverable number one - Role Expectations Guide awareness sessions, are underway.										
Total for Organisational Design		-	-	30,000		90,000	90,000	90,000	-	
Place Activation										
PR-4160 Provide funding for "Minor Community Grants"	Progress 0%	-	-	-	0 %	10,000	10,000	-	(10,000)	
PR-4189 Provide funding for a "Active Places" Grant Round	Progress 90%	3,600	1,400	1,250	12 %	5,000	5,000	5,000	-	
<i>Project Progress Comments:</i> This budget has been fully expended. Awaiting post event report from successful applicants to reconcile the funding contribution.										
PR-4190 Provide funding for a "Neighbourhood Connect" Grant Round	Progress 90%	-	-	5,500	(100)%	22,000	22,000	-	(22,000)	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Place Activation									
PR-4198 Provide funding for a "Community Connect" Grant Round	Progress 70%	26,200	52,618	54,378	(3)%	162,000	162,000	114,000	(48,000)
<i>Project Progress Comments:</i>									
<i>Grant Program currently open for Round 2, with funds expected to be fully spent by June 2025.</i>									
PR-4211 Provide funding for "Signature Events" Grant Round	Progress 70%	168,568	162,000	95,799	69 %	321,651	321,651	401,651	80,000
<i>Project Progress Comments:</i>									
<i>Grant Program currently open for Round 2, with funds expected to be fully spent by June 2025.</i>									
PR-4241 Funding to secure state, national and international sporting or cultural events	Progress 95%	33,500	55,000	-	0 %	106,922	106,922	156,922	50,000
PR-4658 Support incoming/outgoing delegations and activities that develop international relations	Progress 35%	3,429	1,374	10,000	(86)%	25,000	25,000	25,000	-
<i>Project Progress Comments:</i>									
<i>Welcoming student delegation from Setagaya between 1-7 November 2024.</i>									
PR-4762 Conduct City of Bunbury Staff Conference	Progress 20%	-	-	-	0 %	30,000	30,000	39,000	9,000
<i>Project Progress Comments:</i>									
<i>BREC has been appointed as the venue host, currently liaising with program/activity providers, with PO's aimed to be raised in December.</i>									
PR-5133 Support City of Bunbury Eisteddfod	Progress 0%	-	-	-	0 %	20,000	20,000	20,000	-
PR-5155 Support Greater Bunbury Rotary Club for Dunstan St Christmas Lights Event	Progress 95%	5,373	-	-	0 %	6,000	6,000	5,864	(136)
<i>Project Progress Comments:</i>									
<i>TMP provider locked in and PO raised.</i>									

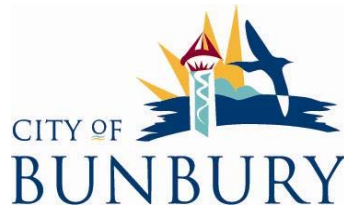
		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Place Activation									
PR-5384 Christmas Lights Display	Progress 35%	-	-	-	0 %	-	-	2,500	2,500
<i>Project Progress Comments:</i>									
<i>Advertising for the competition has just commenced.</i>									
Total for Place Activation		240,670	272,392	166,927		708,573	708,573	769,937	61,364
Project Planning & Assets									
PR-4589 Survey and monitoring of Pelican Point Grand Canals	Progress 0%	-	-	-	0 %	20,000	20,000	20,000	-
PR-5321 Koombana Bridge (Bridge 1319) renewals	Progress 0%	-	-	-	0 %	249,000	249,000	202,000	(47,000)
Total for Project Planning & Assets		-	-	-		269,000	269,000	222,000	(47,000)
Property Management & Maintenance									
PR-4268 Renewable Energy and Energy Efficient Projects	Progress 95%	16,867	94,255	136,084	(31)%	136,084	136,084	136,084	-
<i>Project Progress Comments:</i>									
<i>1. Renewable Energy and Energy Reduction Framework. Project Completed</i>									
<i>2. Administration Building Solar Panel Installation. Project Underway, expected completion November 2024</i>									
PR-4673 Replace office furniture and equipment	Progress 40%	15,225	4,697	16,148	(71)%	40,372	40,372	40,372	-
<i>Project Progress Comments:</i>									
<i>Replacing office furniture as required.</i>									
PR-4935 Replace Christmas street decorations	Progress 5%	3,229	770	-	0 %	40,000	40,000	40,000	-
<i>Project Progress Comments:</i>									
<i>New Decoration will be ordered at January 2025</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-5110 Replace CBD parking signs	<i>Progress 85%</i>	18,287	7,061	9,636	<i>(27)%</i>	48,181	48,181	48,181	-
<i>Project Progress Comments:</i>									
<i>Signage material procurement and signs fabrication done. Installation is underway.</i>									
<i>Carpark signs have been made and installed, waiting for confirmation of CBD street parking signs.</i>									
Total for Property Management & Maintenance		53,609	106,783	161,868		264,637	264,637	264,637	-
Rangers & Emergency Management									
PR-4947 Undertake Department of Fire and Emergency Services Mitigation Activity program	<i>Progress 15%</i>	-	-	-	<i>0 %</i>	175,957	175,957	175,957	-
<i>Project Progress Comments:</i>									
<i>\$175,956 awarded in grant funding under the Mitigation Activities Fund (MAF) for treatments on Crown Land during the 24/25 Fire Season. CEO has signed Funding agreement and initial meeting held with contractor Arbor Guy who was awarded the contract. Actual works planned to commence in October with acquittal due 15 July 2025.</i>									
<i>Visited locations with DBCA on 2 October to determine if any environmental or conservation related exemptions are needed.</i>									
PR-5344 All West Australians Reducing Emergencies (AWARE) Program	<i>Progress 85%</i>	-	-	-	<i>0 %</i>	3,400	3,400	3,400	-
<i>Project Progress Comments:</i>									
<i>At the Local Emergency Management Committee meeting on 29 August 2024, the draft Local Emergency Management Arrangements (LEMA) were endorsed for submission to State Emergency Management Committee for approval. Once approved the LEMA will be presented to Council for formal adoption. The acquittal of the grant is due end of Sept 2024.</i>									
<i>The District Emergency Management Advisor (DEMA) has reviewed and offered minor changes before it gets submitted for Council endorsement in November. Acquittal extension approved by DFES until 2025.</i>									
Total for Rangers & Emergency Management		-	-	-		179,357	179,357	179,357	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Sport & Recreation										
PR-3829 Support South West Academy of Sport (SWAS)	<i>Progress 100%</i>	-	10,000	10,000	0%	10,000	10,000	10,000	-	
<i>Project Progress Comments:</i>										
<i>Project completed - invoice paid for SWAS</i>										
PR-4532 Renew South West Sports Centre (SWSC) furnishings and equipment	<i>Progress 25%</i>	-	15,189	18,000	(16)%	75,500	75,500	75,500	-	
<i>Project Progress Comments:</i>										
<i>Purchasing of some items has commenced with funds committed and finalising quotations for other quotes so orders can be placed.</i>										
PR-4717 Deliver Department of Sport and Recreation "Every Club" funding program	<i>Progress 40%</i>	-	14,724	16,152	(9)%	38,460	38,460	38,460	-	
<i>Project Progress Comments:</i>										
<i>Club specific workshops have been delivered (food safety) and further support workshops being planned.</i>										
PR-5086 Detailed Design Hay Park Indoor Courts	<i>Progress 30%</i>	1,200	13,601	120,000	(89)%	638,600	638,600	638,600	-	
<i>Project Progress Comments:</i>										
<i>Project Manager has closed RFT for Architectural services procurement and is currently under assessment so that the design phase can progress.</i>										
PR-5087 Prepare Sport & Recreation Facilities Plan	<i>Progress 35%</i>	-	-	4,000	(100)%	40,000	40,000	40,000	-	
<i>Project Progress Comments:</i>										
<i>Procurement for the consultant to do the needs assessment and write the plan has been issued.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Sport & Recreation									
PR-5154 Support Colts Cricket Club CSRFF application	Progress 25%	2,000	-	-	0%	57,808	57,808	137,504	79,696
<u>Project Progress Comments:</u>									
<i>The City was successful in its CSRFF grant application. Work will be carried out in and due for completion by end January 2025. Procurement to be issued in October. Is behind where the original desired completion schedule prior to season commencement.</i>									
PR-5336 Support Bunbury Tennis Club CSRFF application	Progress 100%	-	9,091	10,000	(9)%	10,000	10,000	9,091	(909)
<u>Project Progress Comments:</u>									
<i>Completed, invoice paid</i>									
PR-5337 Support Bunbury Motorcross Club CSRFF application	Progress 35%	-	-	-	0%	45,000	45,000	45,000	-
<u>Project Progress Comments:</u>									
<i>Not due for commencement until October 2024 now that the club has found out it was successful in late August 2024. Club to invoice City as construction commences.</i>									
PR-5338 Renew other sport and recreation furnishings and equipment	Progress 10%	3,132	535	-	0%	7,500	7,500	7,500	-
<u>Project Progress Comments:</u>									
<i>Not due for commencement until October 2024. Some items purchased and further scoping and quotes to be sought.</i>									
PR-5350 Support Bunbury Central Croquet Club DLGSCI Club Night Light application	Progress 100%	-	-	-	0%	3,446	3,446	-	(3,446)
<u>Project Progress Comments:</u>									
<i>The club were not successful in their grant application so this money is proposed to be transferred during the Oct/Nov budget review. The funding provided was subject on the grant being approved by DLGSC</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Sport & Recreation									
PR-5389 Support Bunbury Sports Shooting Club CSRFF application	<i>Progress 0%</i>	-	-	-	0 %	-	-	5,000	5,000
<i>Project Progress Comments:</i>									
<i>Grant submitted end of August 2024. DLGSC not set to announce grant status until November 2024.</i>									
Total for Sport & Recreation		6,332	63,140	178,152		926,314	926,314	1,006,655	80,341
Works									
PR-1168 Replace signs and linemarking	<i>Progress 10%</i>	5,686	4,512	7,500	(40)%	25,000	25,000	25,000	-
Total for Works		5,686	4,512	7,500		25,000	25,000	25,000	-
Operating Projects Expenditure Total		1,074,367	1,324,319	1,610,556	<i>(18)%</i>	6,886,073	7,786,073	8,281,840	495,767



MONTHLY COMMUNITY FINANCIAL REPORT

As at 31 October 2024

Highlighting how the City of Bunbury is tracking against financial ratios

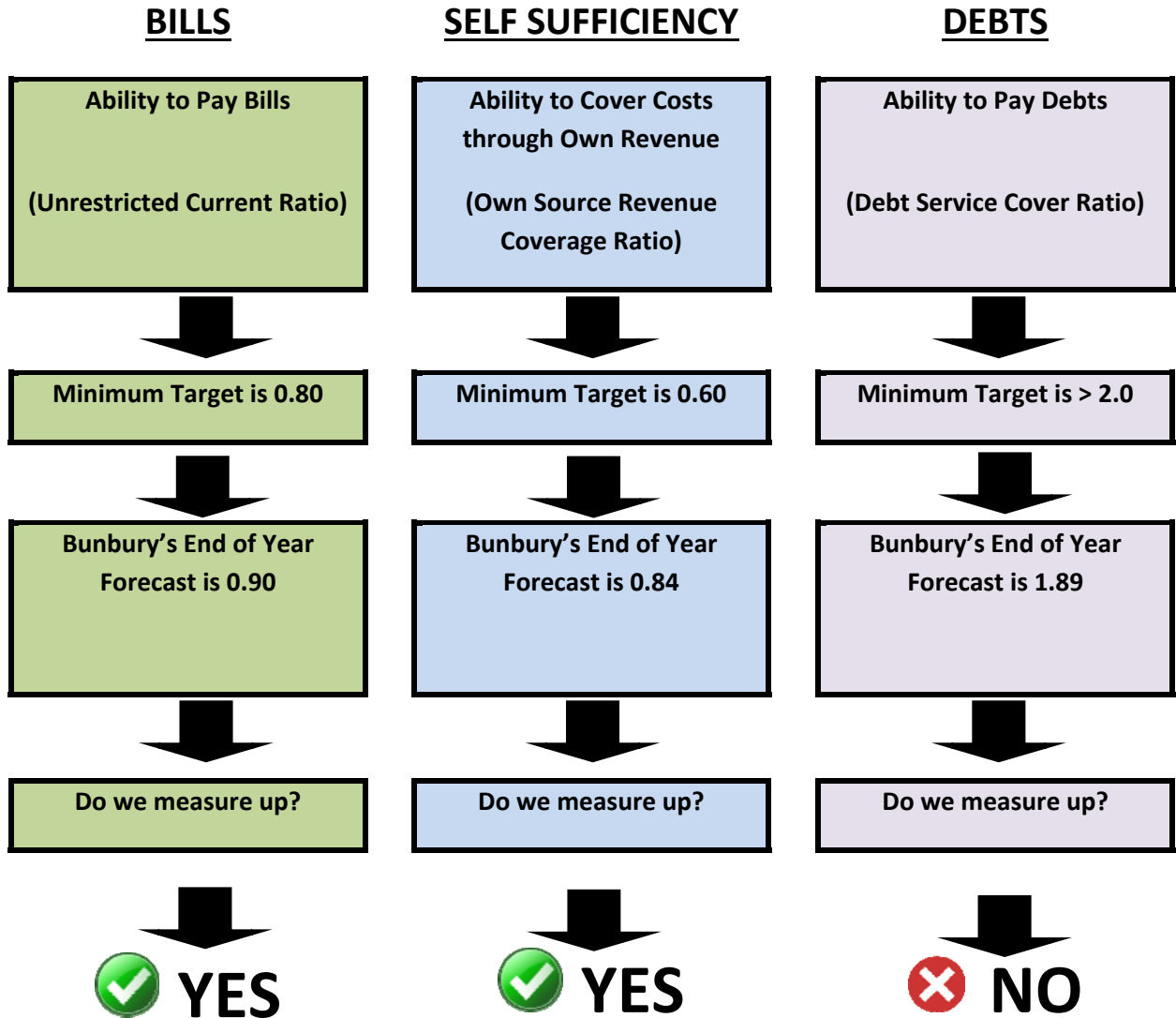


Financial Snapshot (Year to Date)	Actual (000's)
Operating Revenue	\$64,621
Operating Expenditure (Including Non-Cash Items)	\$25,318
Non-Cash Items	\$4,997
Capital Revenue	\$310
Capital Expenditure	\$7,120
Loan and Lease Repayments	\$65
Transfers (to)/from Restricted Cash	(\$67)
Unallocated Surplus Brought Forward 1 July 2024	\$4,820
Net Forecast Surplus/(Deficit) Position at 30 June 2025	0

Did you know?

During October the City undertakes its Annual Financial Audit. Once the financial information is confirmed, the final financial statements are submitted to the Audit Committee and Council.

➤ Financial Health Indicators



➤ Cash in the Bank (at 31 October 2024)



➤ How are we tracking against our budgeted targets?

Operating Surplus Ratio

A measure of the City's ability to cover its operational costs including depreciation and have funds left over to cover capital expenditure (including principal loan repayments) without relying on debt or reserves.

Minimum Target is > 1

Bunbury's Performance is (0.13)

Do we meet the target?

 **NO**

The reason that the Operating Surplus Ratio does not meet the minimum target is that operating revenue doesn't exceed own source operating revenue. This is being addressed with the following actions:

1. All operating expenditure is subject to review with the aim to reduce costs.
2. A significant amount of operating expenditure is in depreciation (\$15.05M or 18% of total operating expenditure).
3. Operating revenue is also subject to review.

Asset Sustainability Ratio

Measures if the City is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

Depreciation for 2024/25 is \$15.05M.

Capital expenditure (renewal and upgrade) for 2024/25 is \$20.85M.

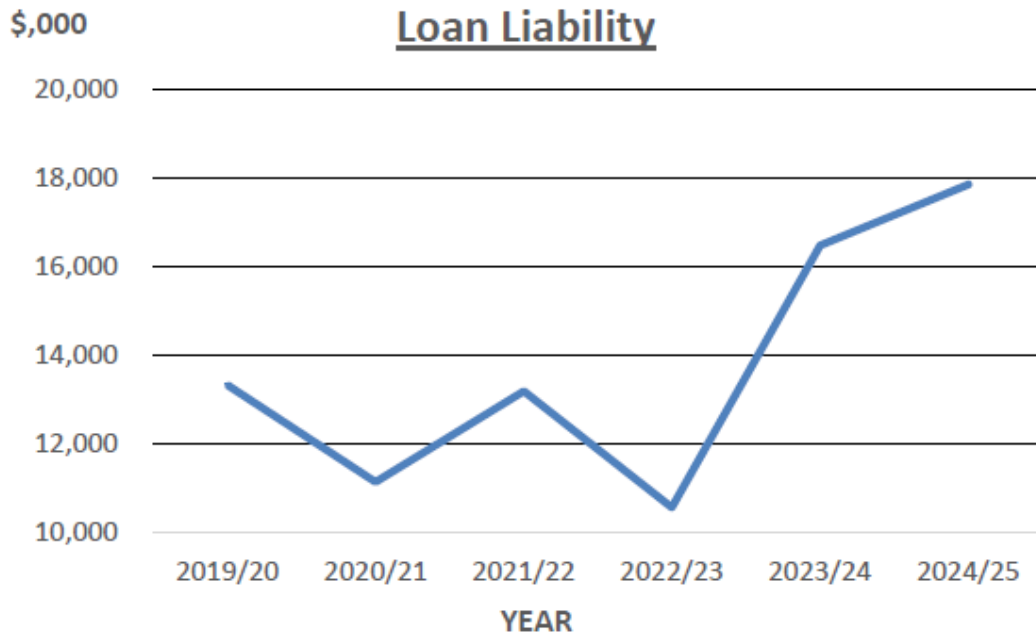
Minimum Target is > 0.90

Bunbury's Performance is 1.39

Do we meet the target?

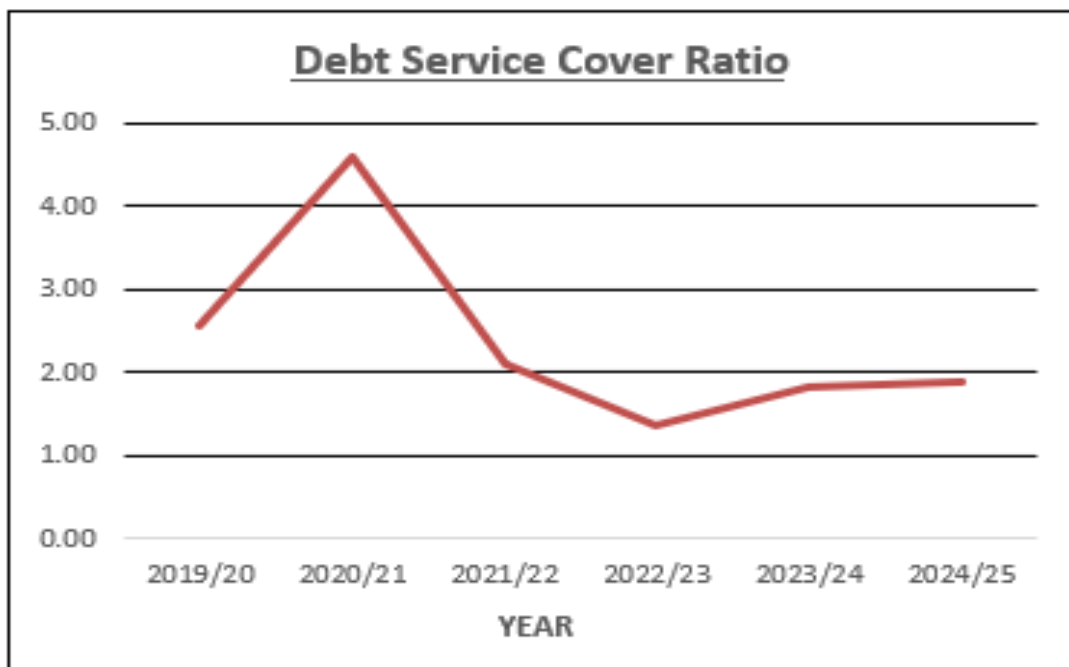
 **Yes**

➤ Debt Levels



The City requires \$4M in loan borrowings in 2024/25. As at 30 June 2025 the City's loan liability is forecast at \$17.86M. This includes the following loans:

- Infrastructure Assets - \$3M
- Netball Courts - \$1M



The Debt Service Cover Ratio measures the City's ability to service debt. The higher the ratio the stronger the position the City is in to repay annual principal and interest repayments.

Any feedback in this document is greatly appreciated and can be emailed to records@bunbury.wa.gov.au

10.3.6 October 2024 Budget Review

File Ref:	COB/5556
Applicant/Proponent:	Internal Report
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Corporate & Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Appendix 10.3.5-A: Statement of Comprehensive Income Appendix 10.3.5-B: Statement of Financial Activity Appendix 10.3.5-C: Statement of Net Current Assets Appendix 10.3.5-D: Statement of Financial Position Appendix 10.3.6-A: Budget Review October 2024

Summary

Council adopted the 2024/25 Budget on 23 July 2024 totalling \$93.8M, comprising \$23.9M of capital works, \$2.9M debt reduction and \$67.0M in operating expenditure (excluding depreciation).

A review of this budget has been conducted with the purpose of adjusting the budgeted opening surplus position as at 1 July 2024 to agree with the actual opening surplus position; to provide any adjustments to existing budgets and to recommend any additional projects.

The opening surplus position as at 1 July 2024 increased by \$473K following the preparation of the 2023/24 Annual Financial Statements for audit in October 2024. The changes to existing budget items and the new capital and operating projects are detailed in the Budget Review October 2024 report (refer Appendix 10.3.6-A) and has resulted in no change to the City's forecast closing surplus as at 30 June 2025, i.e. the 2024/25 Budget is still fully funded.

The budget review resulted in an increase in the total 2024/25 budget from \$93.8M to \$96.2M, an increase of \$2.4M. The Operating Deficit will increase from \$9.6M to \$10.9M, an increase of \$1.3M, and Capital Expenditure will result in an increase of \$658K from \$23.9M to \$24.6M, these increases are inclusive of the City's contributions to the Bunbury Harvey Regional Council of \$900K as per Council Decision 218/24, and changes to PR-5322 Netball Court refurbishment of \$290K as per Council Decision 188/24.

The following supporting documents are attached for the 2024/25 Revised Budget:

- Budget Review October 2024 (**attached** at Appendix 10.3.6-A)
- Statement of Comprehensive Income (**attached** at Appendix 10.3.5-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.5-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.5-C)
- Statement of Financial Position (**attached** at Appendix 10.3.5-D)

Executive Recommendation

Council adopt the October 2024 Budget Review with the following budget variations and amends the current budget accordingly:

Original Budget Surplus Closing Funds	\$0
Increase in Opening Funds (<i>to adjust budgeted position at 30 June 2024 to agree with the actual financial position</i>)	\$472,958
	\$472,958

October 2024 Budget Review Changes

Operating Revenue:	
- Increase Operating Grants and Subsidies	\$40,110
- Increase Fees and Charges	\$4,444
- Increase Contributions, Reimbursements and Donations	\$324,924
- Increase Interest Received	\$51,635
- Increase Other Revenue	\$8,329
	\$429,442
Operating Expenses:	
- Increase Employee Costs	(\$103,165)
- Increase Material and Contracts	(\$662,869)
- Increase Other Expense	(\$57,515)
	(\$823,549)
Capital Revenue:	
- Increase Grant/Contributions for Assets	\$38,218
- Increase Transfers from Reserves (Restricted Cash)	\$246,984
- Increase Transfers from Unspent Loans (Restricted Cash)	\$4,361
	\$289,563
Capital Expenditure:	
- Decrease in Employee Costs	\$2,500
- Increase in Materials and Contracts	(\$370,914)
	(\$368,414)
Net Change in Closing Funding Surplus from Budget Review	\$0
Revised Budgeted Surplus Closing Funds at 30 June 2025	\$0

*Voting Requirements: **Absolute Majority Required.***

Strategic Relevance

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

Background

The Executive Leadership Team, Managers and Finance Staff have reviewed the 2024/25 Budget. Budget review items have been identified and supporting financial statements prepared incorporating budget forecasts to 30 June 2025.

The October 2024 Budget Review is presented to Council for consideration.

Council Policy Compliance

Not applicable.

Legislative Compliance

Regulation 33A of the *Local Government (Financial Management) Regulations* 1996 requires:

(1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*

(2A) *The review of an annual budget for a financial year must –*

(a) *consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*

(b) *consider the local government’s financial position as at the date of the review; and*

(c) *review the outcomes for the end of that financial year that are forecast in the budget.*

(2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*

(3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) *Within 30 days after Council has adopted the Budget Review, a copy of the review and Council’s decision is to be provided to the Department of Local Government.*

The October Budget Review is in addition to the above legislative requirements, which will be fulfilled with the February 2025 Budget Review.

Officer Comments

Council’s Executive Leadership Team together with Finance Staff monitor the City’s monthly revenue and expenditure activities and (as required) refer any variances requiring remedial action to the Council.

Approved budget amendments are recorded in the financial statements to reflect Council’s current budget and financial position at all times.

Analysis of Financial and Budget Implications

The opening surplus position as at 1 July 2024 will increase by \$473K. The changes to the existing budget items and the new capital and operating projects as detailed in the Budget

Review October 2024 report (refer Appendix 10.3.6-A) will result in net cash decrease of \$473K.

The budget review resulted in an increase in the total 2024/25 budget from \$93.8M to \$96.2M, an increase of \$2.4M. The Operating Deficit will increase from \$9.6M to \$10.9M, an increase of \$1.3M, and Capital Expenditure will result in an increase of \$658K from \$23.9M to \$24.6M, these increases are inclusive of the City’s contributions to the Bunbury Harvey Regional Council of \$900K as per Council Decision 218/24, and changes to PR-5322 Netball Court refurbishment of \$290K as per Council Decision 188/24.

As a result of the above changes, the adopted budgeted closing surplus at 30 June 2025 will remain unchanged and is fully funded.

The following summary shows the cash adjustments required to fund the decrease in the closing surplus.

1.	Increase in Funds required from Budget Review Report (attached at Appendix 10.3.6-A)	(\$724,303)
2.	<u>Reserve Adjustments:</u>	
	<i>Less Reserve funds not required (increase in reserves):</i>	
	Employee Entitlements and Insurance	(\$31,938)
	Refuse Collection and Waste Minimisation	(\$29,424)
	<i>Add additional reserve funds required (decrease in reserve):</i>	
	Airport	\$9,076
	Asset Management and Renewal	\$28,906
	Infrastructure Development	\$270,364
	Total Reserve Adjustments	\$246,984
	<i>Add increase in unspent loan funds used</i>	\$4,361
	Total Decrease in Closing Funds from October Budget Review	(\$472,958)

Details of the budget changes contained within this budget review are shown in the Budget Review October 2024 report **attached** at Appendix 10.3.6-A and the Financial Statements **attached** at Appendices 10.3.5-A-10.3.5-D.

Community Consultation

There is no requirement for community consultation on this report.

Councillor/Officer Consultation

The Executive Leadership Team have reviewed the October 2024 Budget Review which has been presented to Council in a workshop on the 19th November 2024.



**BUDGET REVIEW
OCTOBER 2024**

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments
REVENUE					
Operating Grants & Subsidies					
¹ Department Local Government, Sport & Cultural Industries; Indigenous Curatorial Development Residency	-	-	70,000	70,000	New Grant; To partially fund the Indigenous Curatorial Development Residency (refer item 31) of \$80K.
² Department Local Government, Sport & Cultural Industries; Arts & Culture Strategy	-	-	50,000	50,000	New Grant; To partially fund the development of the Arts & Culture Strategy (refer item 34) of \$70K.
³ Dept Local Government, Sport & Cultural Industries; Colts Cricket Club (CSRFF)	-	-	45,341	45,341	Grant funds to be received for Colts Cricket Club CSRFF program; Offset by increase in expenditure (refer item 29).
⁴ Department Local Government, Sport & Cultural Industries; KidSport	-	-	3,636	3,636	Funding received for administration of KidSport program.
⁵ Lotterywest; Youth Initiatives	2,530	2,530	2,681	151	Minor adjustment to carried forward grants. Related expenditure also adjusted (refer item 41).
⁶ Dept Infrastructure, Transport, Regional Development, Communications & Arts; Indigenous Arts program	123,645	123,645	123,619	(26)	Minor adjustment to carried forward grants. Related expenditure also adjusted (refer item 38).
⁷ Department Local Government, Sport & Cultural Industries; General Purpose Grants	133,362	133,362	133,172	(190)	Decrease in general purpose grant funds to be received.
⁸ Main Roads; Koombana Bridge Renewal	249,000	249,000	202,000	(47,000)	Decrease in grant funds to be received for Koombana Bridge Renewal; Offset by decrease in expenditure (refer item 46).
⁹ Department Local Government, Sport & Cultural Industries; General Purpose Grants - Local Roads	190,697	190,697	108,895	(81,802)	Decrease in general purpose grant funds (for local roads) to be received.
Forecast increase / (decrease) in Operating Grants & Subsidies				40,110	
Fees & Charges					
¹⁰ Building & Planning Fee Inc	438,720	438,720	441,669	2,949	WA Planning Commission conditions; to be transferred to reserve for specific use at a later date.
¹¹ Miscellaneous Fee & Charge Inc	1,692,273	1,692,273	1,693,145	872	Recognition of minor additional revenue received to date.
¹² General Hire Fee Inc	85,950	85,950	86,573	623	Recognition of minor additional revenue received to date.
Forecast increase / (decrease) in Fees & Charges				4,444	

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments
Contributions, Reimbursements and Donations					
13 Reimbursements Inc; Workers Compensation	-	-	100,665	100,665	Reimbursements received, offset by matching expenditure (refer item 28).
14 Contributions Inc; Colts Cricket Club	-	-	30,000	30,000	Recognition of contribution from Colts Cricket Club (refer item 29).
15 Reimbursements Inc; Government Paid Parental Leave	10,000	10,000	70,000	60,000	Reimbursements received, offset by matching expenditure (refer item 64).
16 Reimbursements Inc; Workers Compensation Insurances	-	-	31,938	31,938	Reimbursement received for Worker's Compensation Insurance; transferred to Employee Entitlement and Insurance Reserve.
17 Donations Inc; Wildlife Park	3,500	3,500	31,000	27,500	Bequest received from Bunbury resident; portion to be spent to procure animal management software, with the remainder transferred to reserve for specific use at a later date (refer item 65).
18 Contributions Inc;	-	-	26,475	26,475	Contributions received and transferred to Road Upgrade Contributions Reserve for specific use at a later date.
19 Reimbursements Inc; Community Storm Recovery Resource Support	-	-	15,000	15,000	Reimbursement to be received, offset by matching expenditure (refer item 49 and 52).
20 Contributions Inc; Noongar Country Arts exhibition	-	-	12,000	12,000	Contribution received, offset by matching expenditure (refer item 45).
21 Reimbursements Inc; Legal	-	-	11,901	11,901	Recognition of revenue received for legal fee reimbursements.
22 Contributions Inc; Australia Day	5,000	5,000	9,545	4,545	Additional contributions received, offset by matching expenditure (refer item 49).
23 Reimbursements Inc;	-	-	3,536	3,536	Recognition of minor additional revenue received to date.
24 Contributions Inc; Christmas Lights Display	-	-	1,364	1,364	Contribution received, offset by matching expenditure (refer item 40).
Forecast increase / (decrease) in Contributions, Reimbursements and Donations				324,924	
Interest Received					
25 Rates Debtor Interest Inc	429,500	429,500	481,135	51,635	Interest received higher than anticipated.
Forecast increase / (decrease) in Interest Received				51,635	

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Other Revenue						
26	Miscellaneous Inc;	343,350	343,350	351,679	8,329	Recognition of revenue received for planning/development engineering services \$5K, and scrap metal sales \$3K.
Forecast increase / (decrease) in Other Revenue				8,329		
REVENUE - Sub Total - Budget Review Changes		increase / (decrease)		429,442		

EXPENDITURE

Employee Costs						
27	Salary Exp - General	(26,266,639)	(26,266,639)	(26,269,139)	(2,500)	Adjustment to recognise internal staff allocation; offset by reduction in Materials & Contracts (refer item 44).
28	Salary Exp - Workers Compensation	-	-	(100,665)	(100,665)	Worker's Compensation expenditure, offset by reimbursements (refer item 13).
Forecast (increase) / decrease in Employee Costs				(103,165)		
Materials & Contracts						
29	Support Colts Cricket Club CSRFF	-	-	(137,504)	(137,504)	Works to be undertaken by City of Bunbury, rather than an external contribution. Offset by recognition of CSRFF grant revenue (refer item 3), Colts Cricket Club contribution (refer item 14), reallocation of contribution expense (refer item 63), and minor budget reallocations (refer items 61 and 62).
30	Funding for sporting/cultural events	(106,922)	(106,922)	(156,922)	(50,000)	Additional expenditure to support the following events; 2025 Coastal Rowing Beach Sprints, 2025 Australia Cricketers Association Masters Tour, 2025 Darts Australia Grand Prix, 2025 Women in Sport Summit Roadshow.
31	Indigenous Curatorial Development Residency	-	-	(80,000)	(80,000)	New; Grant funds received \$70K (refer item 1), plus \$10K City of Bunbury contribution.
32	Implement MARCIA recommendations	-	-	(40,000)	(40,000)	New; to commence implementation of MARCIA/DAIP roadmap recommendations
33	Develop Economic Development Strategy	-	-	(75,000)	(75,000)	New; to commence Economic Development strategic actions.
34	Develop arts and culture strategy	-	-	(70,000)	(70,000)	New; Grant funds to be received \$50K (refer item 2), plus \$20K City of Bunbury contribution.

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Materials & Contracts (continued)						
35	Undertake an annual community satisfaction survey	-	-	(30,000)	(30,000)	Community satisfaction survey to be undertaken this financial year to enable development of Council Plan in 2025/26.
36	Develop Reconciliation Action Plan & Cultural Safety Framework	-	-	(30,000)	(30,000)	New; Collaborative work with City's First Nations officers, local Elders and the community to develop Bunbury-specific plan.
37	Economic Development Initiatives	(65,128)	(65,128)	(81,170)	(16,042)	Adjustment to carried forward values.
38	Indigenous Arts Program for BRAG	(43,521)	(43,521)	(58,495)	(14,974)	Minor adjustment to carried forward values (\$26, refer item 6), plus a budget reallocation (\$15K) from Noongar Country art exhibition (refer item 45).
39	Conduct City of Bunbury Staff Conference	(30,000)	(30,000)	(39,000)	(9,000)	Additional budget allocation to cover an increase in Materials and Contracts expenditure.
40	Christmas Lights Display	-	-	(2,500)	(2,500)	Expenditure for 2024 Christmas Lights Display; offset by revenue (refer item 24) and budget reallocations (refer items 51 and 60).
41	Youth Initiatives	(2,530)	(2,530)	(2,681)	(151)	Minor adjustment to carried forward values (refer item 5).
42	Bunbury Tourism Plan Working Group	(6,350)	(6,350)	(6,310)	40	Project complete, minor underspend.
43	Prepare, Implement and Deliver RAP initiatives	(20,215)	(20,215)	(19,775)	440	Adjustment to carried forward values.
44	Replace CBD parking signs	(48,181)	(48,181)	(45,681)	2,500	Adjustment to recognise internal staff allocation (refer item 27).
45	Conduct Noongar Country art exhibition	(85,000)	(85,000)	(82,000)	3,000	Additional revenue received (\$12K, refer item 20), adjusted by a budget reallocation of \$15K to Indigenous Arts program (refer item 38).
46	Koombana Bridge renewal	(249,000)	(249,000)	(202,000)	47,000	Reduction in grant funds to be received (refer item 8).
47	Contract Exp - Security	(92,830)	(92,830)	(162,830)	(70,000)	Additional expenditure required for security services at City libraries due to anti-social behaviour.
48	Contract Exp - Legal Fees	(158,450)	(158,450)	(193,450)	(35,000)	Increase in legal costs associated with debt collection services (\$20K) and EA negotiations (\$15K).
49	Contract Exp - Labour & Materials	(8,793,917)	(8,793,917)	(8,827,465)	(33,548)	\$40K expenditure required for tornado cleanup activities in nature areas; additional budget allocation for both Australia Day (\$15K, offset by \$4K revenue - refer item 22) and Christmas Carnival (\$6K) due to an increase in traffic management and equipment hire costs; \$10K expenditure for storm recovery community events (offset by reimbursements, refer item 19); less budget reallocation of \$41K to jetty repairs (refer item 77).
50	Contract Exp - Professional Services	(1,071,805)	(1,071,805)	(1,089,935)	(18,130)	Increase in expenditure required to undertake land and building revaluations.

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Materials & Contracts (continued)						
51	Contract Exp - Advertising	(332,060)	(332,060)	(331,060)	1,000	Budget reallocation to offset 2025 Christmas Lights Display (refer item 40).
52	Material Exp - General	(904,060)	(904,060)	(909,060)	(5,000)	Expenditure to cover printing for storm recovery brochures, offset by reimbursements (refer item 19).
Forecast (increase) / decrease in Materials & Contracts				(662,869)		
Other Expenses						
53	Signature Events Grants	(321,651)	(321,651)	(401,651)	(80,000)	Budget reallocations from other grant funding pools; refer items 54, 55, and 56.
54	Minor Community Grants	(10,000)	(10,000)	-	10,000	Budget reallocated to Signature events, refer item 53.
55	Neighbourhood Connect Grants	(22,000)	(22,000)	-	22,000	Budget reallocated to Signature events, refer item 53.
56	Community Connect Grants	(162,000)	(162,000)	(114,000)	48,000	Budget reallocated to Signature events, refer item 53.
57	Support Stirling Street Arts Centre	(66,625)	(66,625)	(100,000)	(33,375)	Increase in annual contribution for Stirling Street Arts Centre
58	Youth Program Support	(15,000)	(15,000)	(30,000)	(15,000)	Increase in annual allocation to provide for a girl's youth group application.
59	Support Bunbury Shooting Club CSRFF	-	-	(5,000)	(5,000)	New; City of Bunbury contribution to support in CSRFF application.
60	Support Dunstan Street Christmas Lights	(6,000)	(6,000)	(5,864)	136	Unused budget reallocated to offset 2025 Christmas Lights Display (refer item 40).
61	Support Bunbury Tennis Club CSRFF	(10,000)	(10,000)	(9,091)	909	Unused budget reallocated to offset expenditure for Colts Cricket Club activity (refer item 29).
62	Support Bunbury Central Croquet Club Night Lights	(3,446)	(3,446)	-	3,446	Application unsuccessful, and budget reallocated to offset expenditure for Colts Cricket Club activity (refer item 29).
63	Support Colts Cricket Club CSRFF	(57,808)	(57,808)	-	57,808	As works will now be undertaken by the City of Bunbury, expenditure type is amended from Contribution to Materials & Contracts (refer item 29).
64	Government Paid Parental Leave	(10,000)	(10,000)	(70,000)	(60,000)	Additional expenditure matched by reimbursements (refer item 15).
65	Other Exp - Sundry; Wildlife Park	-	-	(4,700)	(4,700)	Procure specific animal management software, offset by income received (refer item 17).

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments
Other Expenses (continued)					
66 Contributions Exp; Libraries & Learning	(16,370)	(16,370)	(18,109)	(1,739)	Increase in annual regional libraries Consortia commitment.
Forecast (increase) / decrease in Other Expenses				(57,515)	

EXPENDITURE - Sub Total - Budget Review Changes	(increase) / decrease			(823,549)	
--	------------------------------	--	--	------------------	--

Capital Revenue					
67 Waterfront Public Art Installation	152,500	152,500	142,500	(10,000)	Adjustment to carried forward grants to be received.
68 Bunbury Airport Apron Expansion	100,000	100,000	75,025	(24,975)	Adjustment to carried forward grants to be received; matching decrease in expenditure (refer item 82).
69 Roads to Recovery reseals	650,000	65,000	138,193	73,193	Additional grant funds to be received; matched by increase in related expenditure (refer item 76).
Forecast increase / (decrease) in Capital Revenue				38,218	

CAPITAL REVENUE - Sub Total - Budget Review Changes	increase / (decrease)			38,218	
--	------------------------------	--	--	---------------	--

Capital Expenditure					
70 Repair retaining wall, Acacia Street laneway	-	-	(350,000)	(350,000)	New; emergency works to be undertaken to repair collapsing laneway retaining wall. Funded by Infrastructure Development Reserve.
71 Replace boardwalks, lookouts, stairs	(150,000)	(150,000)	(270,000)	(120,000)	Increase in expenditure required to undertake construction offset by budget reallocation from 'Renew and upgrade roads (industrial) (refer item 84).
72 Staff facilities museum & heritage centre, and visitor centre	-	-	(100,000)	(100,000)	New; to provide staff facilities at combined museum & heritage centre and visitor centre.
73 Expand cycleways	(138,647)	(138,647)	(233,647)	(95,000)	Increase in expenditure required to undertake construction offset by budget reallocation from 'Renew and upgrade roads (industrial) (refer item 84).
74 Repair drainage, Spencer Street	-	-	(70,000)	(70,000)	New; emergency works to be undertaken to repair drainage on Spencer Street. Funded by Infrastructure Development Reserve.

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Capital Expenditure (continued)						
75	Procure and install RFID	(80,000)	(80,000)	(130,000)	(50,000)	Increase in expenditure required, funded by Asset Management & Renewal Reserve.
76	Roads to Recovery reseals	(650,000)	(650,000)	(723,193)	(73,193)	Increase in expenditure to match additional grant funding (refer item 69).
77	Repair jetties	(45,000)	(45,000)	(86,120)	(41,120)	Additional expenditure required to complete jetty repairs, offset by budget reallocation from 'Maintain Marine Assets' (refer item 49).
78	Bunbury Airport compass swinging bay	(104,778)	(104,778)	(127,736)	(22,958)	Additional expenditure required to finalise works, funded from Airport Reserve.
79	Renew foreshore marine walls	(94,289)	(94,289)	(100,889)	(6,600)	Additional expenditure required, offset by budget reallocation from 'Renew and upgrade roads (industrial)' (refer item 84).
80	Replace Forrest Park Pavilion	(2,220,647)	(2,220,647)	(2,225,008)	(4,361)	Minor adjustment to carried forward values.
81	Netball Court refurbishment	(1,611,141)	(1,900,671)	(1,896,310)	4,361	Minor adjustment to carried forward values.
82	Bunbury Airport apron expansion	(228,982)	(228,982)	(190,125)	38,857	Adjustment to carried forward grants to be received (refer item 68); also partially funded through Airport Reserve.
83	Leschenault Inlet wall repairs	(300,000)	(300,000)	(80,000)	220,000	Original \$300K budget for construction will now be undertaken in 2025/26 (funds returned to the Infrastructure Development Reserve for future use); Repair works (\$80K) will be completed this financial year, prior to major construction, funded by budget reallocation from 'Renew and upgrade roads (Industrial)' (refer item 84).
84	Renew and upgrade roads (industrial)	(350,000)	(350,000)	(48,400)	301,600	Budget reduced and reallocated to accommodate additional expenditure in other works (refer items 71, 73, 79, and 83).
Forecast (increase) / decrease in Capital Expenditure				(368,414)		
CAPITAL EXPENDITURE - Sub Total - Budget Review Changes		(increase) / decrease		(368,414)		

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments
SUMMARY OF BUDGET REVIEW CHANGES					
Sub Total - Additional funds required for proposed Budget Review changes				724,303	
<hr/>					
	add Transfers To / (From) Reserves			(246,984)	
			<i>Airport</i>	(9,076)	
			<i>Asset Management and Renewal</i>	(28,906)	
			<i>Canal Management</i>	-	
			<i>City Growth and Major Development</i>	-	
			<i>College Grove Subdivision</i>	-	
			<i>Employee Entitlements and Insurance</i>	31,938	
			<i>General Parking</i>	-	
			<i>Infrastructure Development</i>	(270,364)	
			<i>Planning and Development Act</i>	-	
			<i>Refuse Collection and Waste Minimisation</i>	-	
			<i>Road Upgrade Contributions</i>	29,424	
	less Other Adjustments			(4,361)	
			<i>Movement in Unspent Loans</i>	(4,361)	
				-	
UNRESTRICTED CASH INCREASE RESULTING FROM PROPOSED BUDGET REVIEW CHANGES				472,958	

10.4 Director Sustainable Development

10.4.1 Internal Audit Report - Lease Management

File Ref:	COB/6329
Applicant/Proponent:	Audit Committee
Responsible Officer:	Gemma Stewart, Senior Property and Lands Officer
Responsible Manager:	Felicity Anderson, Manager Economic Growth
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:	Nil

Summary

This agenda item outlines the proposed next steps and timelines to support the Lease Management Report presented to the Audit Committee on 24 September 2024.

Executive Recommendation

That Council notes the information provided in this report.

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, when people want to live.
Objective 3	Maintain quality community buildings, halls and toilets.

Regional Impact Statement

Not applicable.

Background

At the Audit Committee meeting held on 24 September 2024, it was requested that the CEO provide a detailed report to Council by 26 November 2024 detailing how the recommendations within the *Internal Audit Report – Lease Management* would be addressed, including timeframes and details of the processes around how the City manages its leases.

“Request the CEO provide a detailed report to Council by latest 26 November 2024 detailing how the recommendations within the Internal Audit Report – Lease Management will be addressed, including timeframes and details of the processes around how the City manages its leases.”

Council Policy Compliance

Not applicable.

Legislative Compliance

Not applicable.

Officer Comments

Please see the below information outlining the process for each finding of the audit report.

Detailed Finding 1 – Property inspections are not conducted.

Phase	Key Delivery	Time Frame	Status
1. Investigate and identify the cost for any additional resources required to conduct inspections.	During the 25/26 Services Facilities Plan process, seek, and identify the additional resources, estimated 0.2 FTE at level 4.	Commenced process October 2024 – Adopted by Council July 2025	Ongoing
2. Engage with the Data and Digital Team to undertake Management System research.	Investigation of a Property Management System.	Data and Digital commenced research on 25 October 2024 and will present software options by 7 November 2024.	Ongoing

After the system is in place and the resource has been identified, property inspections will be conducted on a regular schedule.

Detailed Finding 2 – Lease agreement supporting documentation.

Phase	Key Delivery	Time Frame	Status
1. Registration of all legal documents in the City’s Record Management System.	Registration of all legal documents within two (2) business days receiving executed documentation from all parties.	Already Implemented	Ongoing
2. The Property Team is reviewing the use of Microsoft Teams Planner to help with reminders and record keeping.	The use of this software will assist the Team with reminders to obtain updated information from Lessee.	Commenced September 2024 and aiming to implement system by end of December 2024.	Ongoing

Detailed Finding 3 – List of assets the City is responsible for is not included in lease agreements.

Phase	Key Delivery	Time Frame	Status
1. A table specifying asset and maintenance responsibilities is provided as an appendix to the new Deed of Lease.	This clarifies which party is responsible for the maintenance of each asset.	Was implemented in January 2024	Completed
2. Annual asset review meeting with Property Management and Maintenance Team	Plan and review the City's asset strategy annually in line with the City's Service Facilities Plan.	First meeting held on 12 November 2024.	Annual meetings

Analysis of Financial and Budget Implications

The City is responsible for all costs related to implementing the recommendations from the audit report. This includes funding for resourcing an officer to undertake property inspections that will be requested in the Service Facilities Plan for the 2005/26 budget.

Community Consultation

Not applicable.

Councillor/Officer Consultation

The Senior Property and Lands Officer has engaged in discussions with the relevant City Officers to implement the recommendations from the audit report.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Following the Council's decision, the next step is to implement or proceed with the actions outlined in the office's comments.

10.5 Director Infrastructure

10.5.1 Endorsement of Proclamation of Rotary at South Western Highway H009 Intersection with Vittoria Road

File Ref:	COB/1381499
Applicant/Proponent:	Internal report
Responsible Officer:	Cameron Scott – Coordinator Engineering Design
Responsible Manager:	Aaron Lindsay – Manager Projects and Asset Management
Executive:	Brendan Smith, 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 10.5.1-A Request from MRWA for Endorsement of Proclamation of Rotary at South Western Highway H009 Intersection with Vittoria Road

Summary

Following the construction of the rotary (roundabout) at the intersection of South Western Highway and Vittoria Road, Main Roads Western Australia (MRWA) is now required to proclaim the rotary and realignment. The project was completed May 2024.

In accordance with Section 13 of the Main Roads Act, the Commissioner of Main Roads intends to make a recommendation to the Hon. Minister of Transport to proclaim the rotary and realignment.

Before making the recommendation to the Minister, the Commissioner requires endorsement by Council of the proclamation drawings. Subject to Council's agreement, City of Bunbury is to endorse the drawings with details of the Council's resolution number and date of meeting in support of the proposal, including the CEO's signature.

Executive Recommendation

That Council endorse the Proclamation of Rotary and Realignment at South Western Highway H009 Intersection with Vittoria Road, as shown on drawings; 202421-000012-00 and 202421-000013-00 attached at Appendix 10.5.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant, and well - planned City.
Outcome 9	A city that is easy to get around safely and sustainably.
Objective 9.3	Improve road safety, connectivity and traffic flow.

Regional Impact Statement

N/A

Background

Funded under the State Government’s Safer Roads Program, the South Western Highway & Vittoria Road Roundabout was designed to reduce driver frustration, risk taking and crashes by:

- Providing a safer right turn movement from Vittoria Road on to South Western Highway;
- Providing a dedicated left turn lane onto South Western Highway from Vittoria Road;
- Reducing queuing and improving efficiency; and
- Providing slower environment at the intersection.

Pre-construction on the roundabout commenced in 2021, followed by construction commencement in early 2022. The roundabout was completed in May 2024.

Council Policy Compliance

N/A

Legislative Compliance

N/A

Officer Comments

N/A

Analysis of Financial and Budget Implications

The proclamation will have no financial or budget implications to the City of Bunbury, any associated costs are the responsibility of MRWA. The new intersection is an MRWA asset with the WA State Government being responsible for the ongoing operation and maintenance.

Community Consultation

N/A

Applicant Consultation

N/A

Timeline: Council Decision Implementation

If endorsed by Council, Officers will proceed to endorse the drawings with details of the Council's resolution number and date of meeting in support of the proposal, including the CEO's signature.

**PLEASE DO NOT DESTROY
PLANS**



Enquiries: Joanne Cammack on (08) 9323 4743
 Our Ref: (D24#1145122) 21/9339
 Your Ref: N/A

24 September 2024

Mr Alan Ferris
 Chief Executive Officer
 City of Bunbury
 PO Box 21
 Bunbury, WA 6231



Dear Mr Alan,

Proclamation of rotary at South Western Highway (H009) intersection with Vittoria Road

Following the construction of the rotary at the intersection of South Western Highway and Vittoria Road Main Roads is now required to proclaim the rotary and realignment. The project was completed May 2024.

In accordance with Section 13 of the Main Roads Act, the Commissioner of Main Roads intends to make a recommendation to the Hon. Minister of Transport to proclaim the rotary and realignment as shown on drawings; 202421-000012-00 and 202421-000013-00 (enclosed).

Before making the recommendation to the Minister, the Commissioner requires endorsement by Council of the enclosed proclamation drawings. Subject to Council's agreement, please endorse the drawings with details of the Council's resolution number and date of meeting in support of the proposal including the CEO's signature.

Please note endorsement without council resolution is acceptable provided the CEO has the adequate delegated authority.

Two **original** proclamation plans have been provided for endorsement. **Please return one set of the original signed drawings** and retain the other set for the Council's interim records, pending formal proclamation. Following proclamation, a copy of the final drawings showing gazettal details will be forwarded for your records.

In the event that Council does not support the changes, Section 13A (2) of the Main Roads Act makes the provision for Council to lodge an objection with the Commissioner of Main Roads. Any objection to the proclamation is required to be lodged with Main Roads by 25 November 2024.

Any enquiries relating to management of the road and delineation of responsibility between Main Roads and your Council are to be directed to the Asset Manager Operations, South West Region on 9724 5600.

Should you require any further information regarding this proclamation action, please do not hesitate to contact Joanne Cammack on 9323 4743.



Yours sincerely

A handwritten signature in blue ink, appearing to read "Doug Morgan".

Doug Morgan
EXECUTIVE DIRECTOR
PLANNING AND TECHNICAL SERVICES

Encl: Main Roads proclamation plans numbered; 202421-000012-00 and 202421-000013-00

PROCLAMATION LEGEND

EXISTING PROCLAIMED ROUTE

H006 Highway

(^ Road Name)

M042 Main Road

(^ Road Name)

SECTION TO BE DEPROCLAIMED

~~H002 M012~~

SECTION TO BE PROCLAIMED

H006 Highway

(^ Road Name)

M042 Main Road

(^ Road Name)

^ Landgate approved local usage name.

PATHWAY RESPONSIBILITY

P018 Main Roads Controlled Path

Other Path

~~P018~~ MR Controlled Path Removed

Controlled paths (shared, pedestrian or bicycle) depicted on this drawing are those for which Main Roads Western Australia has responsibility.

Paths, shared, pedestrian or bicycle, the responsibility of other entities are not shown.

This is to certify that Council endorses the proposal shown on this plan.

Council Resolution:.....of

Council Meeting Held On:

OR DELEGATED AUTHORITY
in accordance with Section 5.41(d) of
the Local Government Act 1995.

Chief Executive Officer

Date:.....

Gazette:.....

Page No:.....

DATE OF ORIGINAL ISSUE 19 MAY 2023

DRAWING AMENDMENT DATE 30 August 2024

THIS DRAWING SUPERSEDES 1021-0163-03

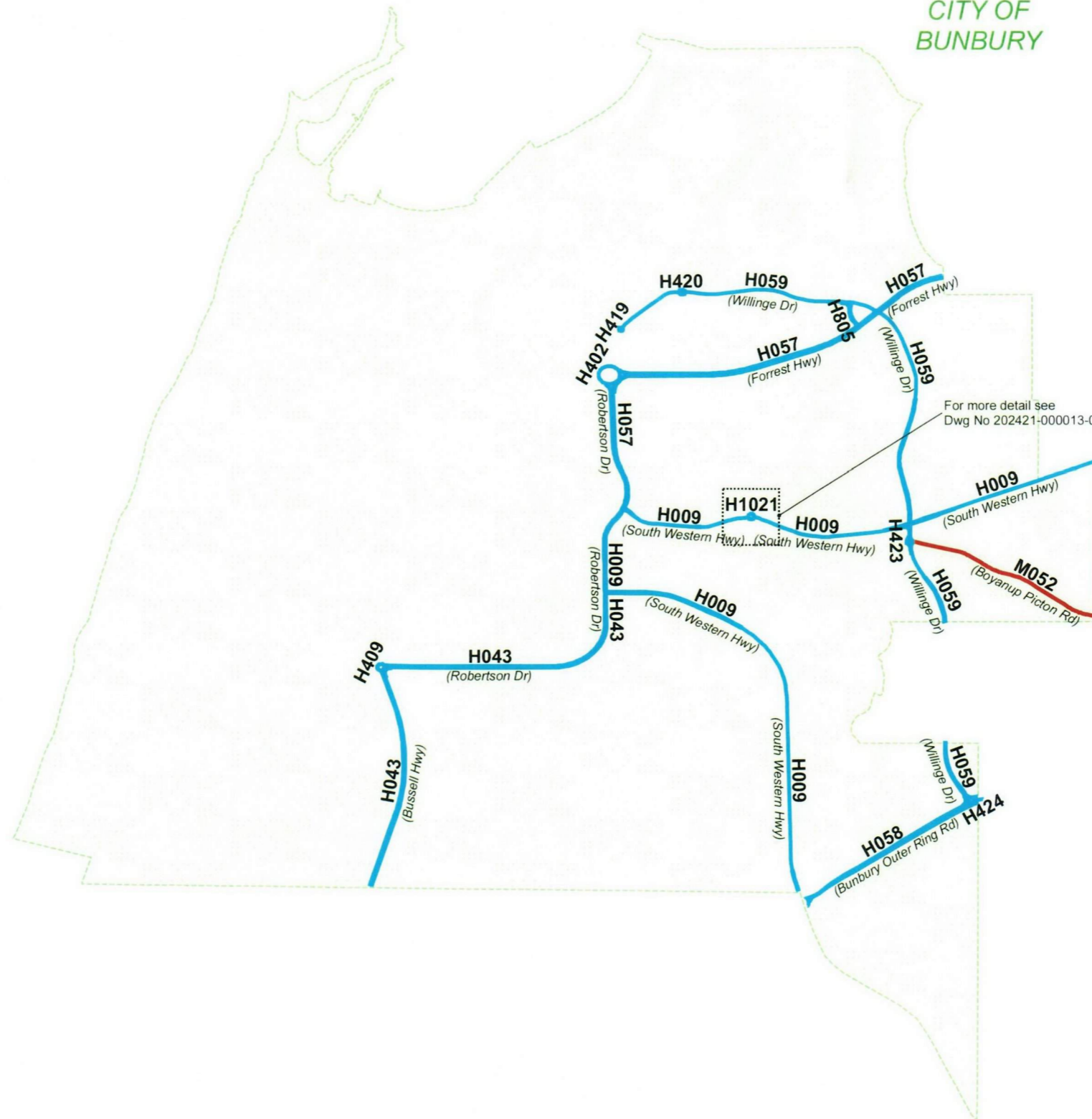
NOTES:

Roads and/or paths are represented by centrelines which are a notional reference line that generates and approximates the centre of the pavement extent.

Ramp intersections are shown schematically. The point at which the lines meet represents the end of the median which separates the converging or diverging carriageways.

Slip lanes where ramps intersect other roads are not shown.

CITY OF BUNBURY



SOUTH WEST REGION



CITY OF BUNBURY

BASE MAP LEGEND

- Town Site Area And Boundary
- Local Government Area And Boundary
- Cadastre
- Local Road

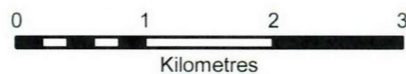
NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWINGS

PROCLAMATION PLAN

Declared Roads
CITY OF BUNBURY

MAIN ROADS WESTERN AUSTRALIA

DWG TYPE	FILE No	DWG NUMBER
20:00	21/9339	202421-000012-00



Planning and Technical Services Directorate

CITY OF BUNBURY- LG No. 204

SHEET 1 of 1

RECOMMENDED
Signature: *I. To*
Position: NPDM
Date: 24/9/2024

APPROVED
Signature: *George*
Position: RDPIS
Date: 25/9/24

AMENDMENTS

PROCLAMATION LEGEND

EXISTING PROCLAIMED ROUTE

- H006** Highway
(^ Road Name)
- M042** Main Road
(^ Road Name)

SECTION TO BE DE-PROCLAIMED

- ~~H002~~
- ~~M012~~

SECTION TO BE PROCLAIMED

- H006** Highway
- M042** Main Road

^ Landgate approved local usage name.

PATHWAY RESPONSIBILITY

- P018** Main Roads Controlled Path
 - P018** Other Path
 - ~~P018~~ MR Controlled Path Removed
- Controlled paths (shared, pedestrian or bicycle) depicted on this drawing are those for which Main Roads Western Australia has responsibility.

Paths, shared, pedestrian or bicycle, the responsibility of other entities are not shown.

This is to certify that Council endorses the proposal shown on this plan.

Council Resolution:.....of

Council Meeting Held On:

OR DELEGATED AUTHORITY
in accordance with Section 5.41(d) of
the Local Government Act 1995.

Chief Executive Officer

Date:.....

Gazette:.....

Page No:.....

DATE OF ORIGINAL ISSUE 30 August 2024

DRAWING AMENDMENT DATE

THIS DRAWING SUPERSEDES

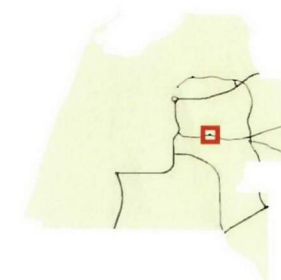
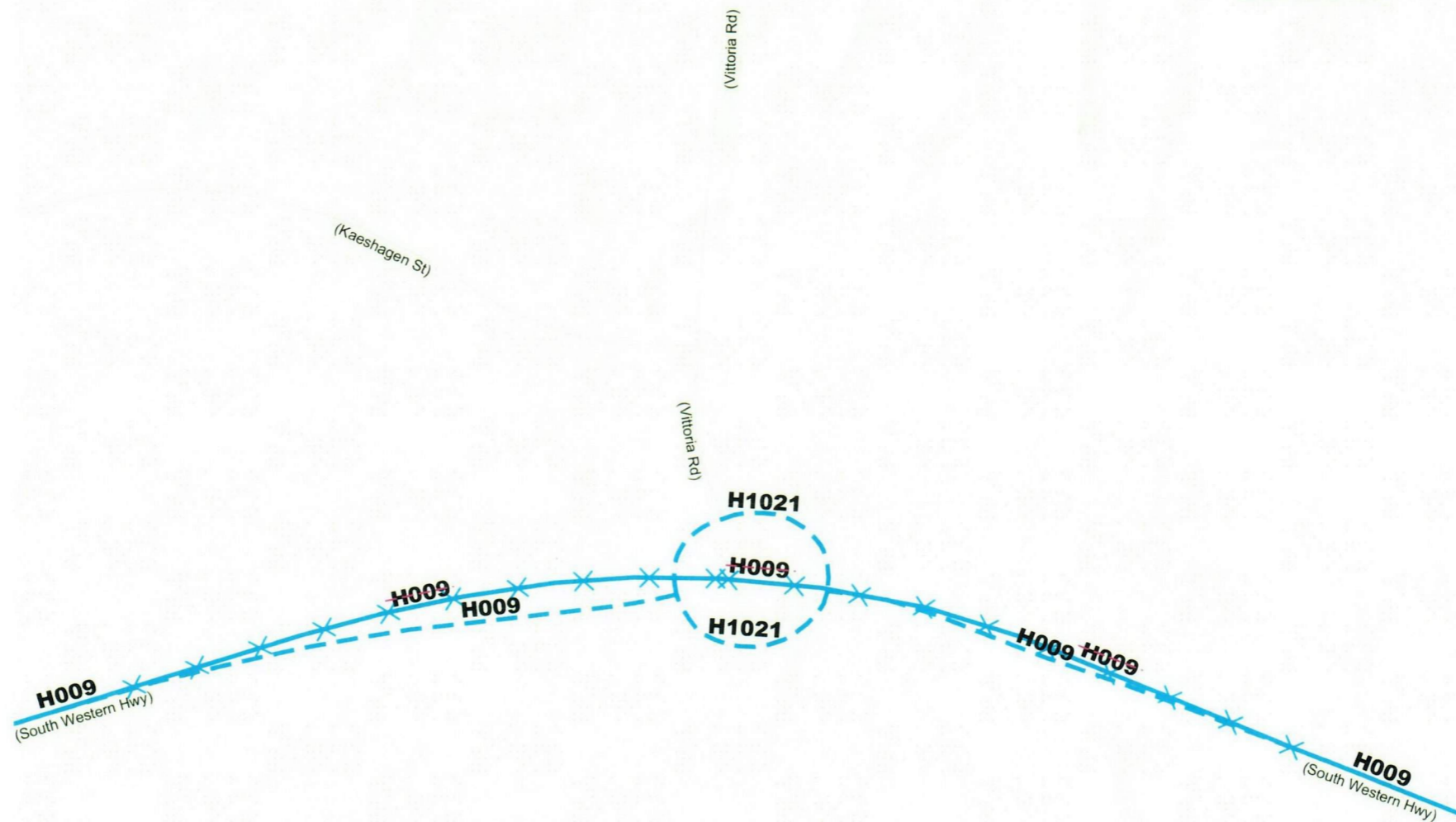
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Ramp intersections are shown schematically. The point at which the lines meet represents the end of the median which separates the converging or diverging carriageways.

Slip lanes where ramps intersect other roads are not shown.

CITY OF BUNBURY



CITY OF BUNBURY

BASE MAP LEGEND

- Local Government Boundary
- Town Site Area And Boundary
- Cadastre
- Local Road

NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWINGS

RECOMMENDED
Signature: *[Signature]*
Position: NPM
Date: 24/9/2024

APPROVED
Signature: *[Signature]*
Position: RPTS
Date: 25/9/24

0 50 100
Metres
Planning and Technical Services Directorate

PROCLAMATION PLAN
Declared Roads
Proclaim Highways - H009 - South Western Hwy, H1021 - Vittoria Rd Rty
Deproclaim Highway - H009 - South Western Hwy
CITY of BUNBURY - LG No. 204 SHEET 1 of 1

MAIN ROADS WESTERN AUSTRALIA
DWG TYPE: 20:00
FILE No: 21/9339
DWG NUMBER: 202421-000013-00

AMENDMENTS

PROCLAMATION LEGEND

EXISTING PROCLAIMED ROUTE

- H006** Highway
(^ Road Name)
- M042** Main Road
(^ Road Name)

SECTION TO BE DE-PROCLAIMED

- ~~H002~~
- ~~M012~~

SECTION TO BE PROCLAIMED

- H006** Highway
- M042** Main Road

^ Landgate approved local usage name.

PATHWAY RESPONSIBILITY

- P018** Main Roads Controlled Path
- P018** Other Path
- ~~P018~~ MR Controlled Path Removed

Controlled paths (shared, pedestrian or bicycle) depicted on this drawing are those for which Main Roads Western Australia has responsibility.

Paths, shared, pedestrian or bicycle, the responsibility of other entities are not shown.

This is to certify that Council endorses the proposal shown on this plan.

Council Resolution:.....of

Council Meeting Held On:

OR DELEGATED AUTHORITY
in accordance with Section 5.41(d) of
the Local Government Act 1995.

Chief Executive Officer

Date:.....

Gazette:.....

Page No:.....

DATE OF ORIGINAL ISSUE 30 August 2024

DRAWING AMENDMENT DATE

THIS DRAWING SUPERSEDES

NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWINGS

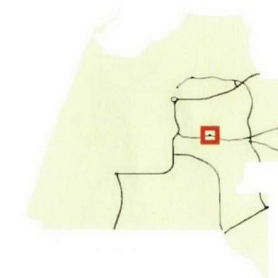
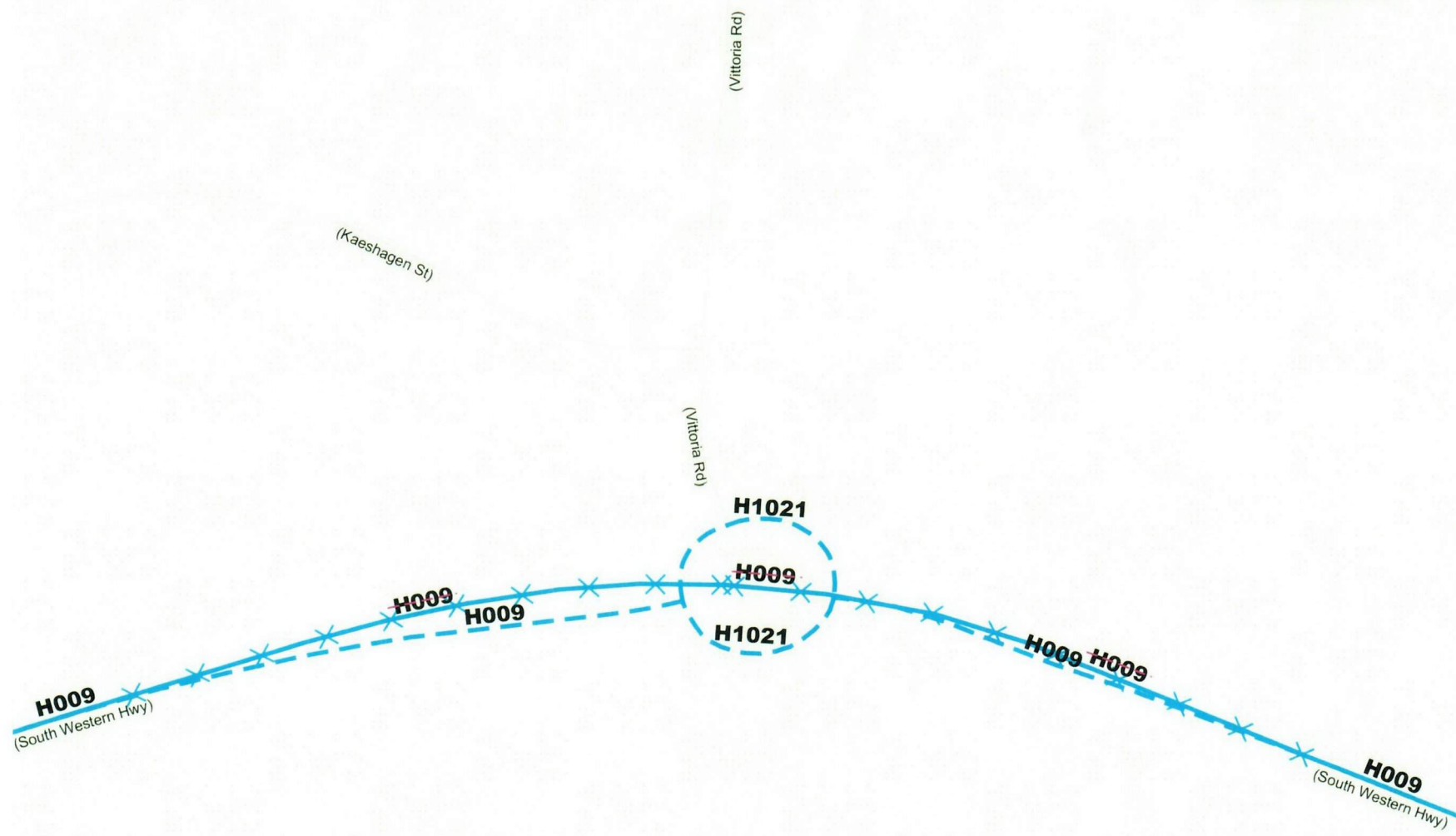
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Slip lanes where ramps intersect other roads are not shown.

CITY OF BUNBURY



CITY OF BUNBURY

BASE MAP LEGEND

- Local Government Boundary
- Town Site Area And Boundary
- Cadastre
- Local Road

PROCLAMATION PLAN

Declared Roads

Proclaim Highways - H009 - South Western Hwy, H1021 - Vittoria Rd Rty
Deproclaim Highway - H009 - South Western Hwy

CITY OF BUNBURY - LG No. 204

SHEET 1 of 1

MAIN ROADS WESTERN AUSTRALIA

DWG TYPE	FILE No	DWG NUMBER
20:00	21/9339	202421-000013-00



Planning and Technical Services Directorate

RECOMMENDED
Signature: *[Signature]*
Position: NPDM
Date: 24/9/2024

APPROVED
Signature: *[Signature]*
Position: ED, PTS
Date: 25/9/24

10.5.2 Sustainability and Environmental Action Plan 2024-2028

File Ref:	COB/2851
Applicant/Proponent:	Internal
Responsible Officer:	Saphron Wheeler, Environmental Sustainability Officer
Responsible Manager:	Aaron Lindsay, Manager Projects and Asset Management
Executive:	Brendan Smith, Director Infrastructure
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.5.2-A City of Bunbury Sustainability and Environmental Action Plan 2024-2028 Appendix 10.5.2-B Climate Action and Sustainability Working Group Submissions

Summary

This report requests Council adopt the City of Bunbury Sustainability and Environmental Action Plan 2024-2028, which supports the implementation of the City of Bunbury Sustainability and Environmental Strategy 2023-2028.

Executive Recommendation

That Council adopt the City of Bunbury Sustainability and Environmental Action Plan 2024-2028 as presented at Appendix 10.5.2-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar Planet
 Aspiration Healthy and sustainable ecosystem.

Outcome 5: A natural environmental that is cared for and preserved.
 Objective 5.1 Sustainably manage, conserve and enhance our natural habitats.
 Objective 5.2 Encourage the adoption of sustainable practices.
 Objective 5.3 Develop a sustainable, low waste, circular economy.
 Objective 5.4 Conserve and manage water resources.
 Objective 5.4 Move to net zero gas emissions.

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

Objective 6.1 Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.

Regional Impact Statement

Adoption of a sustainability and environmental action plan will result in benefits to the region, such as local emissions reductions, strengthening climate adaptation measures and a healthier and cleaner environment for the community and visitors. Some actions also support collaboration with surrounding local governments and organisations to strengthen the City's impact and reach of measures.

Background

The Sustainability and Environmental Strategy 2023-2028 (strategy) was adopted by Council at the OCM on 5 September 2023 (Council Decision 173/23). The strategy provides desired outcomes, objectives and targets for both the organisation and community, with the overarching goal of achieving sustainable outcomes to meet the needs of current and future generations. One of the strategy's key targets for the City is to reach corporate net zero emissions by 2040, and aspire for 2035. The Sustainability and Environmental Action Plan (action plan) has been developed to outline how the strategy's commitments will be addressed by the City.

The action plan provides high priority actions that have been assessed for their desirability, feasibility and viability and are Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART). Each action is allocated to a responsible City of Bunbury team and outlines budget requirements for specific financial years. The action plan will be used to inform the City's Corporate Business Plan, Long Term Financial Plan and Annual Budgets for the period 2024-2028.

Council Policy Compliance

The following Council Policies apply:

- Climate Change
- Sustainability

Legislative Compliance

The Local Government Act 1995 Section 3.1, states:

(1A) Without limiting subsection (1), the general function of a local government must be performed having regard to the following —

(a) the need —

- (i) to promote the economic, social and environmental sustainability of the district; and
- (ii) to plan for, and to plan for mitigating, risks associated with climate change;
- (iii) and in making decisions, to consider potential long-term consequences and impacts on future generations;

Officer Comments

The action plan helps the City to make a start on a complex journey towards improving sustainability and climate action through its operations and services, including achieving net zero corporate emissions.

The action plan is a public document which includes actions that have been categorised as high priority by City officers through workshopping and consultation. Low and medium priority actions are included within an internal operational version of the action plan, which will also

be reviewed annually to assess if the priority levels of the actions have changed. Any new high priority actions will be included within the updated action plan.

Internal Operational Action Plan

The internal operational action plan includes further details supporting each action, in the action plan to assist the City in its operations, including; priority level, service alignment, implementation level, resourcing, action owner and budget number.

Reporting on the Action Plan to Council

The action plan is classified as a major project and is subject to governance under the Project Management Office (PMO). Monthly status updates on the project will be provided to the Project Board (Executive) and to Council in the form of the Major Projects Report, which will include updates on actions that are scheduled within the current financial year.

The action plan is to be reviewed annually to ensure it is updated to reflect changing community priorities, operational needs, the broader region, emerging technologies, opportunities and the latest climate science. Council will be provided with an annual Agenda Report outlining any updates and changes made to the action plan for noting.

Engagement Plan

An engagement plan will be developed to identify relevant stakeholders to the action plan implementation, such as the Climate Action and Sustainability Working Group (CASWG) and establish processes for (but not limited to):

- Sharing updates and progress,
- Understanding changes to community priorities and key issues,
- Seeking feedback and satisfaction on action plan implementation, and
- Providing opportunity for direct input on the action plan to inform annual reviews.

The City's media and communications team will be engaged to assist in the development of engaging content for sharing of action plan progress.

Analysis of Financial and Budget Implications

PR-5129 Sustainability and Environmental Action Plan Implementation includes the following allocations in the Corporate Business Plan:

- FY 24/25 & FY 25/26 - \$250,000
- FY 26/27 & FY 27/28 - \$450,000

Service and Facility Plans will be prepared on an annual basis to deliver the various high priority actions, with the City looking to leverage additional external funding where possible, including the preparation of an application for Round 2 of the [Community Energy Upgrades Fund Program - DCCEEW](#).

Unspent expenditure from any financial year will be transferred to a dedicated reserve fund.

Community Consultation

Significant community engagement was undertaken during the development of the strategy. This feedback has been considered in the development of the action plan to ensure it aligns with community priorities.

The City of Bunbury's recently formed CASWG were engaged to provide a desktop review of the draft action plan during a 4-week review period in August 2024. Refer Appendix 10.5.2-B for

the submissions and comments received by the CASWG members, the City's responses and any amendments made to the action plan as a result of feedback.

Councillor/Officer Consultation

The action plan was developed through undertaking extensive internal workshopping from across the organisation to identify actions for addressing the strategy's commitments. The following is a summary of engagement activities:

- February 2024 - Action planning kick off presentations with managers and coordinators.
- March 2024 - Desktop review of draft actions that arose from initial internal workshops on the strategy and best practice recommendations provided by a consultant in 2022.
- March to May 2024 - Internal action plan workshopping with 13 different internal teams.
- June to July 2024 – Refinement and finalisation of actions with internal teams.

Applicant Consultation

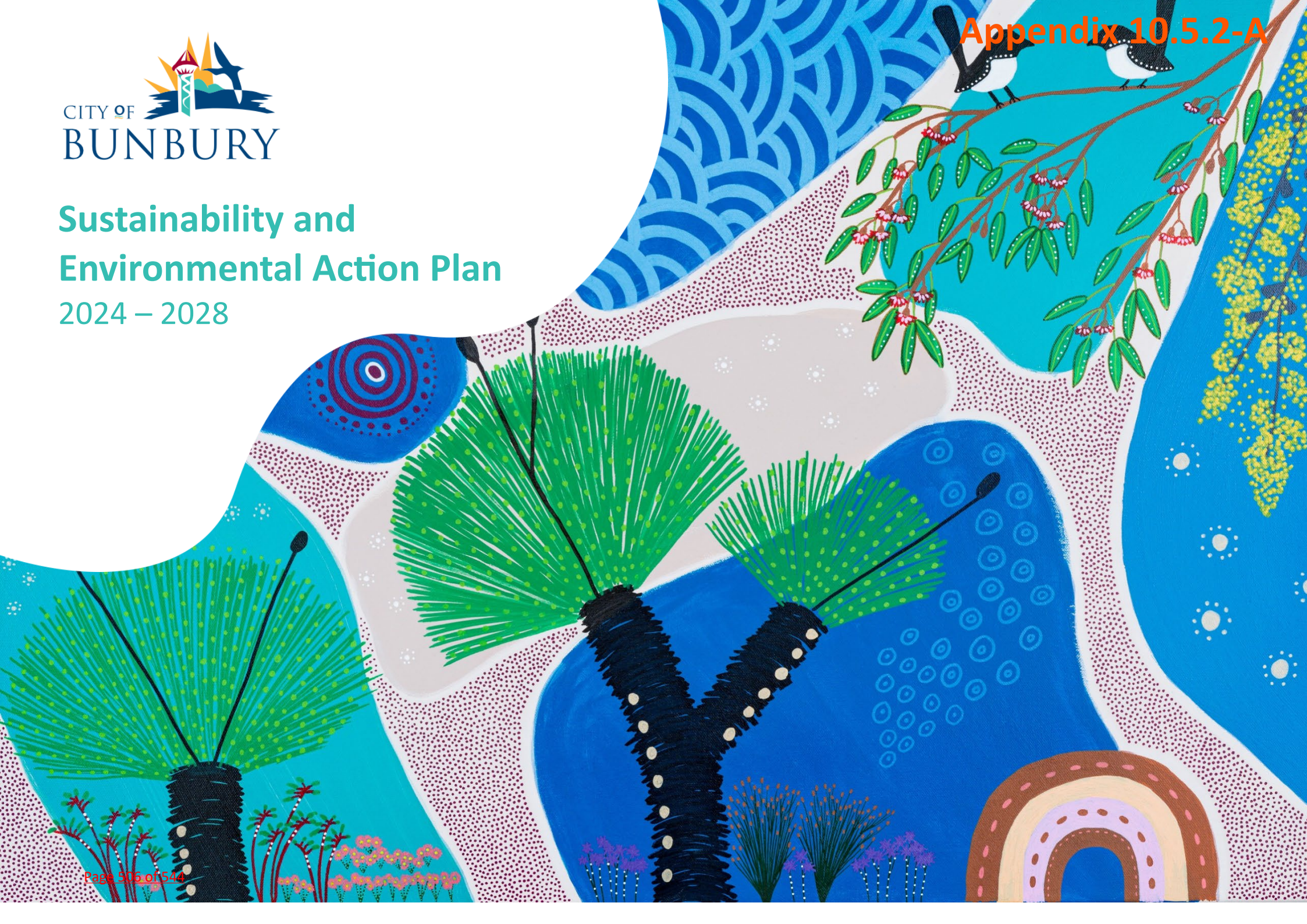
N/A.

Timeline: Council Decision Implementation

The implementation and reporting of the action plan will commence once adopted by Council.

Annual reports will be developed and published at the end of each financial year. The annual review will be undertaken in alignment with the engagement plan.

Sustainability and Environmental Action Plan 2024 – 2028



Acknowledgement of Country

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



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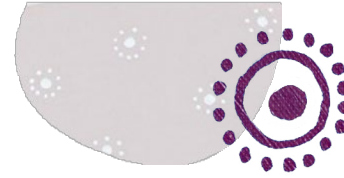
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Accessibility

If you require the information within this document in an accessible format, such as large print or audio, please contact the City of Bunbury on 9792 7000 or email info@bunbury.wa.gov.au.





Introduction

Welcome to the City of Bunbury’s Sustainability and Environmental Action Plan 2024-2028. The purpose of the action plan is to address the Sustainability and Environmental Strategy 2023-2028 commitments.

The action plan provides the City with operational actions to support the achievement of the desired outcomes, targets and objectives outlined in the City’s [Sustainability and Environmental Strategy 2023-2028](#).

It provides actions for eight key focus areas:

- Governance
- Energy and emissions
- Sustainable water
- Circular economy and waste
- Sustainable transport and urban infrastructure
- Greening and biodiversity
- Climate resilience
- Community, culture and wellbeing

The action plan will be used to inform the City’s Corporate Business Plan, Long Term Financial Plan and Annual Budgets for the period 2024-2028.

It is intended that the action plan is flexible and is reviewed and updated annually to ensure it reflects the changing environment of the City, community priorities, the broader region, emerging technologies and the latest climate science.

How this plan was developed

The development of the action plan has involved collaborative engagement and participation from staff across the organisation and engagement with members of the City’s Climate Action and Sustainability Working Group (CASWG). The City undertook a series of internal workshops in 2024 to identify and define actions best suited to address the strategy’s commitments, along with establishing responsibilities, estimated cost of implementation and timeframes. The draft action plan was reviewed by the CASWG and updated to reflect the feedback received.

Reporting on progress

The progress and performance of the strategy and action plan will be monitored annually and reported to Council at the end of each financial year. The community will be updated on the delivery of actions and progress toward targets through an annual report and community engagement initiatives.

How to read the action plan

The action plan includes new and existing high-priority actions for addressing the [Sustainability and Environmental Strategy 2023-2028](#). For further information regarding all other expenditure including reoccurring actions please see the Annual Budget and Long-Term Financial Plan at www.bunbury.wa.gov.au.

The action plan uses the same format as the City’s Corporate Business Plan to communicate actions. It lists the strategy’s desired outcomes and objectives within the focus area. Actions are listed in no particular order. Each action is supported by accompanying information, including responsible department for completing the action, funding and the indicative financial year for action. Please see the table legend below for an explanation of symbols used.

Table Legend

- ✓ Planned for financial year indicated but does not require funding.
- * Additional funding is required or some of project funding is dependent on sources external to the City of Bunbury.
- ** Refer to the City’s Annual Budgets for operational funds.

Desired Outcome:

The City of Bunbury is a leader in sustainability and considers the environment, community, culture and economy in all decision-making processes.

Objectives	Action	Responsible	23-24	24-25	25-26	26-27	Future
1.1 Ensure the City's governance practices support improved sustainability outcomes.	Research and develop criteria for prioritising high social and economic impact projects in the development of City land.	Economic Growth		✓			
1.2 Improve the sustainability outcomes of the City's procurement process and supply chain.	Provide support to the Mayor and CEO to advocate for sustainability and climate action, including developing an advocacy flyer with key priorities to provide to State and Federal representatives.	Economic Growth	✓	✓	✓	✓	
1.3 Ensure sustainability is considered for all new City projects and policies.	Continue to operate the Climate Action and Sustainability Working Group (CASWG) to improve collaboration between the City and community on sustainability within Bunbury.	Infrastructure Maintenance Services		✓	✓	✓	
1.4 Communicate, monitor and evaluate the City's progress in sustainability performance.	Continue to participate in the SWALGA Partnership: Towards Net Zero facilitated by Regional Development Australia South West to foster collaboration and alliances on a regional level.	Infrastructure Maintenance Services	✓	✓	✓	✓	
1.5 Seek opportunities to knowledge build and collaborate on sustainability outcomes with key stakeholders, local government networks and working groups.	Continue to liaise with LEMA, DBCA and Southern Ports on areas outside of the City's land on bushfire mitigation activities and land management.	Community Wellbeing	✓	✓	✓	✓	
	Add a line item to the City's Procurement Plan that recommends requesting Officers consider sustainability principles when planning a procurement.	Procurement	✓	✓			
1.6 Advocate on behalf of the community on areas that are outside of the City's control.	Collaborate with the Natural Environment and Sustainability Team to develop a Sustainability Compliance Item and qualitative criteria to be incorporated into the City's procurement offer form.	Procurement		✓			
	Collaborate with the Natural Environment and Sustainability Team to research and develop a tool to assess sustainability considerations for City of Bunbury concepts and projects.	Integrated Planning		✓			

Energy and Emissions

Desired Outcome:

- Reduced fossil fuel derived energy used by the City and the community through increased energy efficiency and renewable energy use.
- Significant reductions in greenhouse gas emissions from energy used by the City's operations.
- The community is supported to implement energy efficiency measures and adopt renewable energy technologies.

Objectives	Action	Responsible	23-24	24-25	25-26	26-27	Future
2.1 Maximise energy efficiency of City-owned lighting, buildings and operations.	Undertake an energy audit of large City owned buildings and develop a Renewables and Energy Reduction Framework.	Infrastructure Maintenance Services	\$107,780				
2.2 Transition City-owned buildings to renewable energy and electrification.	Upgrade appliances, lights and equipment in City owned buildings as recommended in the Renewables and Energy Reduction Framework annually.	Infrastructure Maintenance Services	\$100,000	**	**	**	
2.3 Support and promote energy efficiency within the community and local businesses.	Apply for the Federal Government's Community Energy Upgrade Fund Program Round 2 to co-fund energy upgrades prioritised in the Renewables and Energy Reduction Framework.	Infrastructure Maintenance Services		\$200,000	\$200,000	\$400,000	\$400,000
2.4 Support and promote the transition to renewable energy and electrification within the community and local businesses.	Continue to increase the efficiency of City-owned public lighting and streetlighting annually, ensuring that National Light Pollution Guidelines for Wildlife are followed.	Infrastructure Maintenance Services	**	**	**	**	
2.5 Measure the City's corporate emissions profile and monitor progress in reducing emissions.	Participate in Phase 2 of the WALGA Sustainable Energy Project to continue purchasing natural power for the City's contestable sites.	Infrastructure		✓			
2.6 Seek opportunities to collaborate on emissions reduction and capture with key stakeholders and adjoining local governments.	Support energy providers to implement community batteries and renewable energy projects within the City of Bunbury by providing planning advice on proposals and letters of support for funding applications.	Economic Growth /City Planning	✓	✓	✓	✓	
	Develop an annual report that details the City's annual corporate emissions, its progress towards emission reduction targets and provides a net zero trajectory and planned actions.	Projects and Asset Management		\$18,173	\$18,173	\$18,173	

Note: Actions that support and promote sustainable practices within the community can be found in the 'Community, Culture and Wellbeing' focus area.

Sustainable Water

Desired Outcomes:

- Improved efficient use of scheme water and groundwater used by the City's operations and the community.
- Increased use of alternative (fit-for-purpose) water sources.
- Increased water sensitive urban designs.

Objectives	Action	Responsible	23-24	24-25	25-26	26-27	Future
3.1 Maximise water efficiency in City owned buildings and operations.	Work towards achieving the Water Corporation's Waterwise Council Program endorsement.	Infrastructure Maintenance Services		✓	✓	✓	
3.2 Utilise alternative (fit-for-purpose) water sources for City operations and irrigation where possible.	Upgrade water fittings, fixtures and appliances in City-owned buildings to best practice standards annually.	Infrastructure Maintenance Services	**	**	**	**	
3.3 Support and promote sustainable water management and efficiency within the community, local businesses and educational and health institutions.	Support Aqwest in the implementation of the Bunbury Water Resource Recovery Scheme through optimising the use of recycled water on Public Open Space.	Infrastructure Maintenance Services		✓	✓	✓	
3.4 Support and promote the use of alternative (fit-for-purpose) water sources within the community and local businesses.	Undertake Water Sensitive Cities benchmarking assessment to identify the City's current water sensitive performance and diagnose strengths and weaknesses relating to water-sensitive systems and practices.	Projects and Asset Management			✓		
3.5 Expand the City's knowledge and monitoring of water consumption, management and quality.							
3.6 Continue to increase the amount of Water Sensitive Urban Design (WSUD) initiatives within the City.							
3.7 Increase community education and awareness of sustainable water management.							

Note: Actions that support and promote sustainable practices within the community can be found in the 'Community, Culture and Wellbeing' focus area.

Circular Economy and Waste

Desired Outcomes:

- A sustainable low waste, circular economy.
- Reduced waste generated and increased resource recovery.
- Reduced landfill and greenhouse gas emissions from landfill.
- Reduced litter and dumping.

Objectives	Action	Responsible	23-24	24-25	25-26	26-27	Future
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		Funding				
4.1 Avoid and reduce waste generation from the City's projects, operations, events and owned buildings.	Require that a Materials Recycling Plan (requiring receipts) is included within the scope of all City projects where materials are to be dismantled, removed, demolished, etc. to ensure materials are recycled and landfill is the last resort.	Infrastructure Maintenance Services		✓	✓	✓
4.2 Apply a sustainability and circular economy lens to the renewal, upgrade and construction of City assets and buildings.	Continue to measure and report on the Waste Plan actions and outcomes annually.	Waste Operations	✓	✓	✓	✓
	Develop a guiding technical document that lists the pre-approved sustainable materials/ practices to inform project modelling and planning.	Projects and Asset Management		\$8,450		
4.3 Avoid and reduce community and local business waste generation.	Monitor and increase partnerships within the community to deliver effective waste education programs annually, in line with the Waste Education Plan.	Waste Operations	✓	✓	✓	✓
4.4 Increase resource recovery and reduce contamination within waste streams.	Develop a robust and thoroughly researched Bunbury Harvey Regional Council masterplan and business case for the Stanley Road site initiative that takes into consideration sustainable practices.	Infrastructure		✓	✓	
4.5 Promote and encourage sustainable low-waste private developments.	Increase annual participation in anti-littering initiatives in line with the Waste Education Plan.	Waste Operations	✓	✓	✓	✓
4.6 Investigate and support the development of new alternative waste technologies.	Report to Council biannually on Elected Members' paper use and cost to encourage Council to reduce paper usage.	Governance		✓	✓	✓
4.7 Encourage and support litter prevention and clean-up initiatives.						

Sustainable Transport and Urban Infrastructure

Desired Outcomes:

- Increased use of active and public transport systems.
- Increased use of renewable energy powered vehicles.
- Increased access to electric vehicle charging stations.

Objectives	Action	Responsible	23-24	24-25	25-26	26-27	Future
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5.1	Transition to a low and zero-emission vehicle fleet.	Continue to attract electric vehicle charging stations and ride-sharing businesses to Bunbury to support a sustainable visitor economy.	Economic Growth	✓	✓	✓	✓	
5.2	Drive and support the development of electric vehicle fast charging infrastructure in Bunbury.	Develop a Corporate Zero Emissions Fleet Transition Plan.	Infrastructure Business Services	\$33,000				
		Install charging infrastructure for City of Bunbury Corporate Fleet.	Infrastructure Maintenance Services		\$40,000	\$30,000	\$15,000	\$15,000
5.3	Promote and facilitate active lifestyles and public transport use within Bunbury	Continue to expand Principal Shared Paths, footpaths and cycling path networks across the City, linking with City Greening initiatives.	Projects and Asset Management	**	**	**	**	
		Consider sustainability objectives when reviewing Schedule 4 Car Parking Requirements under the Local Planning Scheme No. 8.	Planning and Building		✓	✓	✓	

Greening and Biodiversity

Desired Outcomes:

- A natural environment that is cared for, preserved and enhanced.
- Increased tree canopy on public and private land.
- Improved biodiversity rehabilitation and protection.
- Improved public open space and park amenity.
- Biosecurity threats are minimised, identified, and managed.

Objectives	Action	Responsible	23-24	24-25	25-26	26-27	Future
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6.1 Improve our understanding, management and monitoring of natural areas, public open space and urban canopy.	Continue to manage and undertake remediation of the City's contaminated sites and develop a Contaminated Sites Strategy to prioritise contaminated sites investigations and management actions.	Projects and Asset Management	**	**	**	**	
	Collaborate with the City Planning team to research the viability of implementing tree retention mechanisms as part of the Local Planning Framework.	Projects and Asset Management			*		
6.2 Protect, promote and facilitate the enhancement of Bunbury's urban forest and biodiversity.	Investigate the benefits of developing a Local Biodiversity Strategy and liaise with the City's Planning team to determine the project delivery.	Projects and Asset Management		✓			
	Develop a Pest Fauna Management Plan to improve pest control outcomes in Bunbury and review annually.	Projects and Asset Management		✓	✓		
6.3 Identify and prioritise locally significant natural areas to achieve the greening and biodiversity desired outcomes and targets.	Apply a sustainability lens to the Verge Treatment Policy and review, update and promote the policy and guideline annually.	Projects and Asset Management	✓	✓	✓	✓	
	Monitor and report native vegetation and tree loss, retention and offset planting during City infrastructure upgrades and new City developments.	Projects and Asset Management		✓	✓	✓	
6.4 Apply a framework that promotes sustainability outcomes for the City's landscaping projects and natural area management.	Continue to provide free verge trees to residents through the annual Winter Street Tree Program.	Infrastructure Maintenance Services	✓	✓	✓	✓	
	Continue to implement the high priority Greening Plan actions annually.	Infrastructure Maintenance Services	\$240,000	\$240,000	\$240,000	\$240,000	
6.5 Increase community education and awareness on the protection and enhancement of natural areas and systems.							
6.6 Support and partner with key stakeholders, including Traditional Owners, Knowledge Holders and Elders, to improve the protection and rehabilitation of natural areas, marine ecosystems and local wildlife	Action	Responsible	23-24	24-25	25-26	26-27	Future
	Continue to implement and regularly update the Weed Management Plan which provides a targeted approach to effective and efficient control of weeds on City-managed land.	Projects and Asset Management	✓	✓	✓	✓	
	Develop and apply an Open Space Design Guideline that promotes relevant sustainable objectives and embeds them as best practices into the City's operations and projects.	Projects and Asset Management		✓	✓		
	Continue to support local biodiversity knowledge, environmental awareness and action by supporting local community groups, not-for-profit organisations and	Projects and Asset Management	\$15,000	\$15,000	\$15,000	\$15,000	

	educational institutes, including through the 'Habitat Bunbury' grant funding.						
	Continue to operate the Community Environmental Reference Group (CERG) to improve collaboration between the City and the community on bushland management and fauna protection.	Projects and Asset Management	✓	✓	✓	✓	
	Undertake a Public Open Space audit and research to inform the development of a Public Open Space Strategy.	Building and Planning		✓	✓	✓	
	Increase compliance and responsible pet ownership in natural and urban areas through education and monitoring in line with State legislation.	Community Wellbeing	✓	✓	✓	✓	
	Continue to update the City's Bushfire Preparedness brochure annually, to ensure the protection of vegetation and canopy cover on private land.	Community Wellbeing	✓	✓	✓	✓	

Climate Resilience

Desired Outcomes:

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

Objectives	Action	Responsible	23-24	24-25	25-26	26-27	Future
7.1 Improve our understanding of climate change risks and impacts on the City's services, operations, owned buildings, the community, and local businesses.	Collaborate with the Integrated Planning team to undertake a first-pass corporate Climate Change Risk Assessment to better understand climate risks, reduce risk exposure and inform corporate adaptation planning.	Projects and Asset Management			\$8,000		
	Develop an Environmental Sustainable Design (ESD) guideline for new City-owned commercial developments, and refurbishment and maintenance upgrades to existing City-owned buildings.	Projects and Asset Management		\$12,890			
7.2 Increase the resilience of							

the City's services, operations and owned buildings to climate change impacts.	Program manage the implementation of the CHRMAP's Short Term Coastal Action Plan and related actions in collaboration with relevant stakeholders.	Projects and Asset Management	\$15,280	\$282,950	\$339,500	\$111,000	
7.3 Increase the resilience of our natural areas and coastline to the impacts of climate change.	Continue bushfire mitigation activities within City-managed bushland reserves annually in consultation with the Natural Environment and Sustainability Team and DBCA.	Community Wellbeing	✓	✓	✓	✓	
7.4 Increase awareness and communication of climate change risks and impacts to the community and local businesses.	Support the Bunbury Volunteer Bushfire Brigade, the Local Emergency Management Committee, and distribute educational materials on climate-related risks and preparedness, such as Department of Fire and Emergency Service bushfire information.	Community Wellbeing	✓	✓	✓	✓	
	Research and develop safe practices to ensure accessibility to safe spaces at Bunbury Public Library during extreme weather events, such as heatwaves and low-temperature weather.	Community Connection	✓	✓	✓	✓	
	Collaborate with existing climate justice projects in Bunbury by participating in engagement and providing City of Bunbury venues for workshops and events.	Projects and Asset Management	✓	✓	✓	✓	

Community, Culture and Wellbeing

Desired Outcomes:

- Improved employee and community satisfaction and engagement in sustainability initiatives.
- Higher quality of life.
- More inclusive and equitable communities.

Objectives	Action	Responsible	23-24	24-25	25-26	26-27	Future
8.1 Increase community satisfaction with the City's efforts to transition to a	Collaborate with the Natural Environment and Sustainability Team to research and implement initiatives and innovation to improve the sustainability of City-hosted events.	Place Activation; Community Connection	✓	✓	✓	✓	

sustainable city. 8.2 Improve community resilience and liveability through increasing sustainable designs and greenery. 8.3 Increase equitable education and showcasing of sustainability initiatives and innovation within the City. 8.4 Empower the community to take a shared leadership approach to sustainability challenges and opportunities.	Collaborate with the Community Connection Teams to establish and maintain a Sustainability Hub at the Bunbury Public Library and Koolambidi Woola to share sustainability related information, initiatives and local events.	Projects and Asset Management		✓	✓	✓		
	Update the City's Local Planning Policy for Landscaping to incorporate sustainability and water sensitive urban design principles as minimum development requirements.	Planning and Building		*	*			
	Update the City's Local Planning Policy for Access and Parking to increase provisions for minimum landscaping requirements of endemic species within car parking areas for all commercial developments.	Planning and Building		*	*			
	Collaborate with the Natural Environment and Sustainability team to develop and publish a Guidance Statement that outlines acceptable criteria to achieve the Environmental Sustainable Principles of SPP7 for new developments.	Planning and Building		\$7,130				
	Investigate incentives for low-income households for rooftop solar installation and batteries and report findings to the Executive Leadership team.	Projects and Asset Management				✓	✓	
	Continue to share sustainability-related information, grants and opportunities to community groups through targeted communications.	Community Connection	✓	✓	✓	✓		
	Action	Responsible	23-24	24-25	25-26	26-27	Future	
	Continue to support community groups and services to increase community cohesion, participation and connection through facilitating programs, collaboration opportunities and partnerships.	Community Connection	✓	✓	✓	✓		
	Research and develop educational materials and guidelines to promote sustainability initiatives within households.	Projects and Asset Management		\$3,000	\$5,000	\$5,000		
	Inspire and increase sustainability initiatives and opportunities within the community by hosting, collaborating on and facilitating workshops and educational events annually.	Community Connection/ Projects and Asset Management	✓	✓	✓	✓		

How to get involved

Want to help build a better, brighter and more sustainable Bunbury?

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

In person: 4 Stephen Street, Bunbury, WA, 6230

Phone: 9792 7000

Email: mayor@bunbury.wa.gov.au

info@bunbury.wa.gov.au

Web: www.bunbury.wa.gov.au

[City of Bunbury | Sustainability and Environmental Strategy](#)

Socials:



Schedule of Comments from Climate Action and Sustainability Working Group Members

Draft Sustainability and Environmental Action Plan 2024-28

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
1	Bronte Alston	<ul style="list-style-type: none"> Climate Justice - what is it? What does it mean for the council? 	The City has not workshopped or adopted a definition of climate justice. The City has contributed and supports the development of the ECU Climate Justice Toolkit.	Include action of: <i>Collaborate with existing climate justice projects in Bunbury by participating in engagement and providing City of Bunbury venues for workshops and events.</i>
2	Bronte Alston	<ul style="list-style-type: none"> I understand "Economic Growth" is a department but be careful using the term "growth" in the context of sustainability. Limitless growth within finite resources is inherently unsustainable. Planetary boundaries in the strategy, etc. 	Feedback will be provided directly to Economic Growth team so it can be considered during the next organisational structure update.	None.
3	Bronte Alston	<ul style="list-style-type: none"> Acknowledge limits of the city but still advocate. Climate change does not care about jurisdictions. 	The City commits to advocacy to State and Federal Government with action: <i>Provide support to the Mayor and CEO to advocate for sustainability and climate action and funding, including developing an advocacy flyer with key priorities to provide to State and Federal representatives.</i>	None.
4	Bronte Alston	<ul style="list-style-type: none"> Resilience - what is it? What does it mean to you? The Council? <ul style="list-style-type: none"> Reactive vs Proactive vs Just/Transformative 	The City has not adopted a definition of resilience and uses the below definitions by WALGA and the State Government. <ul style="list-style-type: none"> The capacity of individuals, institutions, businesses and systems to adapt to chronic stresses and acute shocks (WALGA). The capacity of social, economic and ecosystems to cope with a hazardous 	None.

Appendix 10.5.2-B

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			event, trend or disturbance (IPCC 2022).	
5	Bronte Alston	<ul style="list-style-type: none"> Please add an action about increasing community cohesion and connection. Could be measured in terms of # of programs. A strong community is a resilient one. 	The City supports a number of local social services and organisations to support the community.	<p>Include new action for Community Development: <i>Continue to support community groups and services to increase community cohesion, participation and connection through facilitating programs, collaboration opportunities and partnerships.</i></p> <p>With intention to report on number of new partnerships or initiatives launched each year.</p>
6	Bronte Alston	<ul style="list-style-type: none"> Support household level emergency plans. 	<p>As part of the City’s Coastal Hazard Risk Management Adaptation Plan (CHRMAP) implementation, the City will work with emergency services to develop an Emergency Evacuation Plan in response to coastal hazard projections. This plan ensures the safe evacuation of occupants within the City.</p> <p>The City doesn’t provide emergency planning as a service to individual households. The City can share preparedness information. Depending on what it is, we can recommend checking out the Department of Fire and Emergency Services webpage for storm season and fire season planning/ suggestions/ toolkits. We post this type of information on Facebook and on our website. The Red Cross, Department of Communities and DFES have preparedness guides and checklists for emergencies, which the City can share: https://mybushfireplan.wa.gov.au/</p>	<p>Amend the below action from medium priority to high priority so that it is included in the Action Plan for Council Endorsement: <i>Support the Bunbury Volunteer Bushfire Brigade, the Local Emergency Management Committee, and distribute educational materials on climate-related risks and preparedness, such as Department of Fire and Emergency Service (DFES) bushfire information annually.</i></p>

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			https://dfes.wa.gov.au/hazard-information (this is a great one that has information and links to emergency kits etc.)	
7	Bronte Alston	<ul style="list-style-type: none"> Cooling spaces are vital (e.g., library) 	<p>Noted. The City has included the below action to acknowledge and support cooling spaces: <i>Research and develop safe practices to ensure accessibility to safe spaces at the Library during extreme weather events, such as heatwaves and low-temperature weather.</i></p>	None.
8	Bronte Alston	<ul style="list-style-type: none"> Increasing awareness without an outlet/agency does not promote resilience. It fosters resentment and is particularly disempowering for young people. 	<p>The City has included the below action to for increasing community education and participation in sustainability: <i>Research and develop educational materials and guidelines to promote sustainability initiatives within households.</i></p>	<p>Amend the below action – shared between Community Connection and Natural Environment and Sustainability: <i>Inspire and increase sustainability initiatives and opportunities within the community by hosting, collaborating on and facilitating workshops and events annually.</i></p>
9	Bronte Alston	<ul style="list-style-type: none"> It is not just about "education" or "awareness raising" - do people have an avenue to act that actually helps? I am not talking about individual/household waste. I am talking about systems change. Deliberative justice - involve them in more than a consultative way. 	<p>The below action between Community Connection and Natural Environment and Sustainability, could include initiatives and events to involve community in systems change i.e. the Youth Climate Summit and Town Teams projects: <i>Inspire and increase sustainability initiatives and opportunities within the community by hosting, collaborating on and facilitating workshops and events annually.</i></p> <p>The below actions are also relevant to involving community in climate and sustainability action:</p> <ul style="list-style-type: none"> <i>Continue to support community groups and services to increase community cohesion, participation and connection through</i> 	None.

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			<p><i>facilitating programs, collaboration opportunities and partnerships.</i></p> <ul style="list-style-type: none"> • <i>Continue to operate the Climate Action and Sustainability Working Group (CASWG) to improve collaboration between the City and community on sustainability within Bunbury.</i> • <i>Continue to support local biodiversity knowledge, environmental awareness and action by supporting local community groups, not-for-profit organisations and educational institutes, including through the 'Habitat Bunbury' grant funding.</i> • <i>Continue to operate the Community Environmental Reference Group (CERG) to improve collaboration between the City and the community on bushland management and fauna protection.</i> • <i>Continue to share sustainability related information, grants and opportunities to community groups through targeted communications.</i> 	
10	Bronte Alston	<ul style="list-style-type: none"> • I would recommend having an action about trying to locate grants to find place-based, locally-led projects OR helps local organisations to get grants if you cannot allocate funds. This increases community agency, shared ownership of climate justice projects and increases resilience. 	The City's Community Connection Team shares grant information to local organisations.	Amend the below action from medium priority to high priority and include grants: <i>Continue to share sustainability related information, grants and opportunities to community groups through targeted communications.</i>
11	Andrew Ellis	<ul style="list-style-type: none"> • The objectives could be improved by making them SMARTER goals – ie very few have specific measurable targets so it will be hard to measure if the 	There are targets within the Sustainability and Environmental Strategy that will be reported on. The Strategy also provides 'Desired Outcomes' and 'Objectives' to provide strategic	None.

Appendix 10.5.2-B

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
		objectives are met or progressing towards being met over time	direction to the organisation. The Action Plan supports the implementation of the Strategy and its actions are SMART actions.	
12	Andrew Ellis	<ul style="list-style-type: none"> Note there is lots of comments on Electrification. Would it be worth adding an objective on advocating on behalf ratepayers for the WA / Fed Government to invest significantly in renewables and transmission infrastructure in the South West Interconnected System – particularly Bunbury region for local jobs. No good electrifying everything if the electricity is not going to be sourced from renewable sources – currently a lot of our electricity still comes from coal 	<p>The City commits to advocacy with action: <i>Provide support to the Mayor and CEO to advocate for sustainability and climate action and funding, including developing an advocacy flyer with key priorities to provide to State and Federal representatives.</i></p> <p>The intent is to keep the advocacy objective broad and report on particular advocacy pieces. The CASWG can suggest priorities for the City's advocacy works and advocacy staff have suggested attending a CASWG meeting to receive input.</p>	None.
13	Andrew Ellis	<ul style="list-style-type: none"> Is it possible for support for low income households - incentives, low cost subsidised loans,... to install solar panels on their rooftops as to increase the concentration of rooftop panels would be good to include these people who potentially can't afford to install currently? Again could this be advocated with WA / Fed government? 	Further internal and external consultation is required on developing incentives. An action could be added to 'investigate incentives'.	Include new action for Natural Environment and Sustainability Team: <i>Investigate incentives for low-income households for rooftop solar installation and batteries and report findings to the Executive Leadership Team.</i>
14	Andrew Ellis	<ul style="list-style-type: none"> Objective to support Bunbury becoming a green industrial hub to support vision of being a leader in sustainability – large scale solar, wind installations, transmission, batteries, EVs and storage including advocating 	The City was approached by Western Power in 2024 to support a community battery project funding application for Bunbury. The City provided a letter of support for Western Power's ARENA grant application and is	Include the below action for City Planning and Economic Growth teams to report on community battery and energy projects: <i>Support energy providers to implement community batteries and renewable energy projects within the City of Bunbury</i>

Appendix 10.5.2-B

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
		<p>to WA and Fed government on behalf of residents?</p>	<p>currently providing planning advice for placement.</p> <p>An action can be included to advocate for funding and facilitate energy projects within Bunbury.</p> <p>Additionally, the advocacy action supports this: <i>Provide support to the Mayor and CEO to advocate for sustainability and climate action and funding, including developing an advocacy flyer with key priorities to provide to State and Federal representatives.</i></p>	<p><i>by providing planning advice on proposals and letters of support for funding applications.</i></p>
15	Andrew Ellis	<ul style="list-style-type: none"> Notice there is no mention of energy storage support including home batteries – as the percentage of solar gets higher and higher this is likely to become more and more part of the solution to supplying power when the sun is not shining? 	<p>As above, the City can play a role in increasing community batteries in Bunbury through advocacy and supporting community battery projects through providing advice and letters of support.</p> <p>The City engaged a consultant to undertake a Renewables and Energy Reduction Framework: Energy Audit Report and develop a Net Zero Roadmap Tool for its scope 1 and 2 emissions for its largest (8) buildings (Completed in July 2024). The report notes: “For some buildings, battery storage may be integrated into the solar PV system. Batteries store excess electricity generated during peak sun hours, which can be utilized during periods of low or no sunlight. This can increase energy independence and provide backup power during grid outages. The cost of such a system can be quite high so they are not likely to have a good payback period in many applications.”</p>	<p>Include the below action for City Planning and Economic Growth teams to report on community battery and energy projects: <i>Support energy providers to implement community batteries and renewable energy projects within the City of Bunbury by providing planning advice on proposals and letters of support for funding applications.</i></p>

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			<p>The report did not recommend battery storage as an option for City buildings at this stage. However, new buildings will be battery ready for when the technology is more financially viable. The City will continue to monitor costs of batteries.</p>	
16	Andrew Ellis	<ul style="list-style-type: none"> Probably not included in this document but I would like to see glidepaths or reduction slopes towards 2050 with a list of initiative to get there. Probably next level of information and not included here but does this exist? 	<p>In 2022, the City engaged a consultant to develop a Net Zero Emissions Reduction Report with various emissions trajectories for the City to reach corporate net zero in 2030, 2040 and 2050. The report recommended the City set a net zero of 2040 and provided recommended actions with anticipated costs for emissions reductions.</p> <p>The City will produce a public report to be endorsed by Council annually, documenting the City’s corporate emissions and progress towards targets. This report can include a trajectory to net zero emissions to provide a clear overview of steps.</p> <p>It is proposed that the annual report contains:</p> <ul style="list-style-type: none"> Methodology of emissions account. Emissions boundary. Emissions data and sources. Comparison to baseline (emissions per source for each financial year compared). Progress towards emissions targets. Actions that have resulted in emissions abatement. Net Zero Emissions trajectory. 	<p>Amend Natural Environment and Sustainability Team action to: <i>Develop an annual report that details the City's annual corporate emissions, its progress towards emission reduction targets and provides a net zero trajectory and planned actions.</i></p>

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			<ul style="list-style-type: none"> List of actions within the Sustainability and Environmental Action Plan resulting in emissions reduction. <p>The CASWG will have opportunity to provide input on the annual report prior to submitting to Council for endorsement annually.</p>	
17	Andrew Ellis	<ul style="list-style-type: none"> Is there a breakdown of where our current emissions are generated so we can target the largest emitters first? 	<p>The City has engaged an external consultant to assist with monitoring it's corporate emissions through an external software system in alignment with Climate Active methodology. This information will be shared publicly as above.</p> <p>Snapshot provides the best overview available for community and industry emissions in Bunbury: <u>Bunbury, WA :: Snapshot (snapshotclimate.com.au)</u></p>	None.
18	Andrew Ellis	<ul style="list-style-type: none"> An obvious question is what level of funding is available from the council to support these initiatives? If not from the council where will the funding likely come from? I understand this might not be shown here but an obvious question from the community? 	<p>As a result of the Net Zero Emissions Reduction Report developed in 2022, budget has been allocated to reaching corporate net zero. There is an existing budget for Sustainability and Environmental Action Plan Implementation, outlined in the Corporate Business Plan 2024-2028 are allocations of \$250,000 in FY 24/25, \$250,000 in FY 25/26, increasing to \$450,000 in FY 26/27 and \$450,000 in FY 27/28. It is understood that unspent funds from each financial year will be transferred to a reserve fund. Service and Facility Plans will need to be prepared for any budget short fall on an annual basis.</p>	None.

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No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			The City engaged a consultant to undertake a Renewables and Energy Reduction Framework: Energy Audit Report and develop a Net Zero Roadmap Tool for its scope 1 and 2 emissions for its largest (8) buildings (Completed in July 2024). The reports details what funds are required each to achieve the City’s emission reduction targets. The City plans to apply for the Community Energy Upgrades Fund Round 2 in 2025 to help over the costs of the updates.	
19	Andrew Ellis	<ul style="list-style-type: none"> Another objective idea unless it is contained therein already – could the council run regular workshops for residents with information about how they can assist with the objectives? 	Noted. This idea could be worked into the Community Engagement and Communications Plan for the action plan. CASWG will also have an opportunity to provide input on these.	None.
20	Andrew Ellis	<ul style="list-style-type: none"> A specific objective idea - Is it worth leveraging council carparks for installation of electricity charging stations and roof top solar charging as per Dunsborough city carpark (solar panels on carpark roof) Also provides shade and protection for cars? 	<p>Note the Bridgeford Group Energy Audit Report in July 2024, which recommends car charging stations at City car parks where rooftop solar will be installed. Installation of a solar carport was considered during the recent energy audit completed for the Bunbury Library. The existing building roof space was not adequate to accommodate the PV panels required to meet the demand.</p> <p>The viability and feasibility of solar carports could be considered when scoping new solar installations on City buildings. This feedback will be passed on to Property Management and Maintenance team.</p>	None.
21	Jorge Ramos	I don't know how advanced the implementation of the City’s Greening-Bunbury-Plan.pdf (thanks for the link by the way) is, but wonder if there is a chance to	As part of the development of the Greening Plan in May 2020, the City engaged consultants to undertake an aerial measurement of vegetation cover and condition across the City	None.

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
		<p>consider the potential to measure “cooling efficiency” of different canopy proportions of trees; which I think is in line with the plan. Steps to that end could include:</p> <ol style="list-style-type: none"> 1. 1. An assessment of tree canopy proportions (TCP) via remote sensing to then map these areas 2. 2. Correlation of TCP with temperatures (at microclimatic level) and buffering capacity via affordable temperature sensors or free remote sensing data. Of course there is a chance of obtaining high resolution data with drones depending on resources availability, but that might not be necessary. 3. 3. Development of a cooling index for Bunbury based on TCP for future monitoring and improvement. This brings a few benefits in terms of areas that should be prioritised, overall veg. monitoring, targeting of heat island effect for key areas, and if the canopy cover is expanded with the right trees; mitigation of GHG emissions and potential to articulate some biodiversity gains and perhaps other benefits. I also think there is a chance for some form of citizen science opportunities there. 	<p>using airborne remote sensing. Accurate measurement of our vegetation cover was essential in developing the Greening Bunbury Plan, to monitor the health of existing vegetation, and to set canopy targets. Airborne remote sensing using an 11 - band airborne multispectral camera accurately detects vegetation and changes in vegetation condition. This camera was used to map vegetation cover and condition across the City and was used to determine the baseline statistics of existing vegetation and set canopy cover and condition targets, as set out in the Greening Bunbury Plan. A brief outline of the methodology is described below:</p> <ul style="list-style-type: none"> • High resolution airborne multispectral imagery was acquired at 8,000 ft above ground level in cloudless conditions. • Height stratified vegetation cover was calculated for each suburb, land tenure and the city as a whole. • Total vegetation cover was assessed according to land tenure. • Condition statistics were calculated using the vegetation condition index, a quantitative measure of vegetation condition. • High resolution thermal imagery illustrated the thermal hotspots across the city and the City has incorporated the heat mapping as part of the internal mapping platform. 	

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			<p>Since adopting the Greening Bunbury Plan, Council has dedicated budget for implementation of tree planting to increase canopy cover, and the development of Urban Forest Precinct Plans. As well, we take into consideration the following points when planning for operational and capital budget spend for planting, beautification and the Greening Bunbury budget line:</p> <ul style="list-style-type: none"> • Further airborne multispectral vegetation surveys periodically to track changes in vegetation cover and condition over time and use the data to review targets for canopy cover. • Implement perennial trees and shrubs to non irrigated turf areas. • Increase vegetation in industrial and light industrial areas (areas that are currently sparsely vegetated). • Focus the development of Urban Forest Precinct Plans in suburbs with low canopy cover (South and East Bunbury) • Analysis of the difference in canopy cover between developed and undeveloped freehold land to forecast potential future canopy loss due to infill development. <p>The Parks and Gardens Team are currently coordinating the development of the procurement documentation for the Urban Forest Precinct Plan. The Natural Environment and Sustainability Team have asked to have</p>	

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No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			input into these to see that these comments are considered.	
22	Hannah Sullivan	I've added a few comments in the attached version of the Action Plan (hope this format is OK). Overall I think it reads really well. A lot of my thoughts are around language - a lot of the actions use terms like recommend, investigate, prioritise, support, monitor etc and I wonder whether we can strengthen some of that and include more specifics.	NA	<p>Amend actions to 'investigate' with research and develop. Include specific action where 'support' is used: <i>Research and develop a criteria for prioritising high social and economic impact projects in the development of City land.</i></p> <p><i>Provide support to the Mayor and CEO to advocate for sustainability and climate action, including developing an advocacy flyer with key priorities to provide to State and Federal representatives.</i></p> <p><i>Collaborate with the Natural Environment and Sustainability Team to research and develop a tool to assess sustainability considerations for City of Bunbury concepts and projects.</i></p> <p><i>Support energy providers to implement community batteries and renewable energy projects within the City of Bunbury by providing planning advice on proposals and letters of support for funding applications.</i></p> <p><i>Upgrade water fittings, fixtures and appliances in City owned buildings to best practice standards annually.</i></p>

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No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
				<p><i>Support Aqwest in the implementation of the Bunbury Water Resource Recovery Scheme through optimising the use of recycled water on Public Open Space.</i></p> <p><i>Collaborate with the City Planning Team to research the viability of implementing tree retention mechanisms as part of the Local Planning Framework.</i></p> <p><i>Undertake a Public Open Space audit and research and develop a Public Open Space Strategy.</i></p> <p><i>Research and develop safe practices to ensure accessibility to safe spaces at the Library during extreme weather events, such as heatwaves and low-temperature weather.</i></p> <p><i>Collaborate with the Natural Environment and Sustainability Team to research and implement initiatives and innovation to improve the sustainability of City hosted events.</i></p> <p><i>Research and develop educational materials and guidelines to promote sustainability initiatives within households.</i></p>
23	Hannah Sullivan	<i>Add a line item to the City's Procurement Plan that recommends requesting Officers consider sustainability principles when planning a Procurement.</i>	The City's Procurement Plan provides a template for requesting officers to develop their scope of works. The line item would remind requesting officers to consider sustainability principles and can include examples for project-	None.

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No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
		Revise language? No real action here. Also likely to look different depending on the procurement - consider project-specific requirements	specific requirements when planning a procurement. This is a quick win action that can easily be implemented and improved as required. More specific details or projects that have included sustainability requirements can be reported on during annual reporting.	
24	Hannah Sullivan	<i>Collaborate with the Natural Environment and Sustainability Team to develop a Sustainability Compliance Item and qualitative criteria to be incorporated into the City's Procurement Offer Form.</i> Qualitative	NA	Amend spelling to: <i>Collaborate with the Natural Environment and Sustainability Team to develop a Sustainability Compliance Item and qualitative criteria to be incorporated into the City's Procurement Offer Form.</i>
25	Hannah Sullivan	<i>Collaborate with the Natural Environment and Sustainability Team to investigate a tool to assess sustainability considerations for City of Bunbury concepts and projects.</i> Can we be more specific here? Other LGAs have gone down this path already so suggest rather than develop something from scratch the action could be to trial an existing tool for a certain number of projects (based on project type, value, etc) and adapt as needed? Have seen a lot of actions like this fail to get off the ground/get put in too hard basket because of complexity so it would be good to harness the work of others!	The City has used the below wording during internal workshops to capture phases of actions: <ul style="list-style-type: none"> • Investigate • Continue • Develop • Deliver ‘Investigate’ was used when in the research phase of the action. Investigation would include an assessment of other local government tools and could involve using a trialling an existing tool. The City has its own project management processes, so any existing tool would need be adapted to meet the needs and requirement of the organisation.	Amend the below Integrated Planning Team’s action: <i>Collaborate with the Natural Environment and Sustainability Team to research and develop a tool to assess sustainability considerations for City of Bunbury concepts and projects.</i>
26	Hannah Sullivan	<i>Prioritise energy efficiency and electrification upgrades that provide the largest emissions reduction and return in investment annually.</i>	The City engaged a consultant to undertake a Renewables and Energy Reduction Framework: Energy Audit Report and develop a Net Zero	Amend Infrastructure Maintenance Services Team action to:

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
		<p><i>Apply for the Community Energy Upgrade Fund Round 2.</i></p> <p>Prioritising of actions is referred to a few times - is there a way to make this more of a commitment?</p>	<p>Roadmap Tool for its scope 1 and 2 emissions for its largest (8) buildings (Completed in July 2024).</p> <p>The reports details what funds are required each financial year to achieve the City's targets. The next steps are to meet with management to discuss an approach for accessing required funding.</p> <p>The reports will be provided to CASWG for viewing once approved by internal management.</p> <p>The City intends to apply for the federal Community Energy Upgrade Fund to assist fund some of the upgrades required.</p> <p>This action was a placeholder until a clear direction has been provided by ELT and Council based on the Report and Tool.</p>	<p><i>Apply for the Federal Government's Community Energy Upgrade Fund Program Round 2 to co-fund energy efficiency, electrification and renewable energy upgrades prioritised in the Renewable Energy and Electrification Plan.</i></p>
27	Hannah Sullivan	<p><i>Continue to increase the efficiency of City-owned public lighting and streetlighting annually, ensuring that National Light Pollution Guidelines for Wildlife are followed.</i></p> <p>assume this applies to LGA-owned assets - is there opportunity for action re. Western Power assets? Understand WALGA has done some engagement/lobbying in this space and is a considerable challenge for most LGA</p>	<p>This action only applies to streetlighting and public lighting owned by the City.</p> <p>The City can support the upgrade of Western Power streetlighting through supporting WALGA advocacy.</p> <p>Below is an update provided by WALGA: <i>Western Power have now prepared a Public Lighting Asset Management Strategy 2024. This is one of the outcomes that WALGA was advocating for as part of the access arrangement (AA5). We have not sought a formal WALGA position on the strategy, but I think the view would be that the direction is</i></p>	None.

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			<p><i>right, but the rate of progress is slow. There is no provision for “smart lighting” in the strategy, which is of concern to a few Local Governments. Essentially the strategy will initiate a proactive replacement program from mid-2025. We are currently talking with Western Power regarding a number of aspects of the strategy, including a “fair and equitable” methodology for the roll-out. Other areas of focus are repair times for cable faults and potential impacts of the luminaire replacement program on repair times for general faults.</i></p>	
28	Hannah Sullivan	<p><i>Monitor the City's emissions from its buildings and corporate operations and track progress towards emission reduction targets annually.</i></p> <p>We've got an action here to measure emissions annually and a number of actions in this doc are geared at reducing emissions, but I think there's a bit of a gap in the analysis behind those actions and how a 40% reduction will be achieved - might be worth further discussion.</p>	<p>In 2022, the City engaged a consultant to develop a Net Zero Emissions Reduction Report with various emissions trajectories for the City to reach corporate net zero in 2030, 2040 and 2050. The report recommended the City set a net zero of 2040 and provided recommended actions with anticipated costs for emissions reductions.</p> <p>This action involves the City engaging an external consultant to assist with monitoring it's corporate emissions through an external software system in alignment with Climate Active methodology. The City will produce a public report annually, documenting the City's corporate emissions and progress towards targets.</p> <p>It is proposed that the annual report contains:</p> <ul style="list-style-type: none"> • Methodology. • Emissions boundary. • Emissions data and sources. 	<p>Amend Natural Environment and Sustainability Team action to: <i>Develop an annual report that details the City's annual corporate emissions, its progress towards emission reduction targets and provides a net zero trajectory and planned actions.</i></p>

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No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
			<ul style="list-style-type: none"> • Comparison to baseline (emissions per source for each financial year compared). • Progress towards emissions targets. • Actions that have resulted in emissions abatement. • Net Zero Emissions trajectory. • List of actions within the Sustainability and Environmental Action Plan resulting in emissions reduction. <p>The CASWG will have opportunity to provide input on the annual report prior to submitting to Council for endorsement annually.</p>	
29	Hannah Sullivan	<p><i>Develop a Corporate Zero Emissions Fleet Transition Plan.</i> Does this include light and heavy fleet?</p>	<p>The City's <i>Corporate Zero Emissions Fleet Transition Plan</i> includes light and heavy fleet and plant. Once finalised, the Plan can be provided to CASWG for viewing.</p>	None.
30	Hannah Sullivan	<p>Not sure where it fits within this action plan - potentially within Open Space strategies / Greening Plan - need something that discusses species selection for climate resilience</p>	<p>This needs to be part of a larger discussion for species selection. The city currently uses endemic species for planting and uses techniques such as mulching for soil moisture retention.</p>	None.
31	Hannah Sullivan	<p><i>Monitor native vegetation and tree retention during City infrastructure upgrades and new City developments resulting from design changes.</i></p> <p>Opportunity to be a bit firmer here? Does the City currently have replacement ratios for any removal of sig trees/native veg? Also - has the City done any strategic investigation re. its own offsetting requirements for development/infrastructure</p>	<p>This action aims to encourage internal teams to design buildings, roads footpaths etc. for tree retention wherever possible.</p> <p>For any clearing applications the City submits, the City must undertake adequate offsetting as required by the regulator. Usually, for individual trees the ratio is 3-1 and higher for multiple or remnant bushland. The City only has a requirement for 1 tree per 6 car parking bays. The City Planning Team are looking at reviewing our landscaping local planning policy in 2025,</p>	<p>Amend action to capture more quantitative data: <i>Monitor and report native vegetation and tree loss, retention and offset planting during City infrastructure upgrades and new City developments.</i></p>

No.	CASWG Member	Comments	Response to Comments	Amendment to Action Plan
		<p>upgrades? Could be something to investigate alongside the Local Biodiversity Strategy</p>	<p>and this could be something that we could look at as part of this policy. See Planning and Building action: <i>Update the City's Local Planning Policy for Landscaping to incorporate sustainability and water sensitive urban design principles as minimum development requirements.</i></p> <p>Offsetting: The City has engaged a consultant to strategically assess City-owned natural areas and how these can be levered as advanced offsets sites for future City development/infrastructure upgrades.</p>	
32	Hannah Sullivan	<p><i>Collaborate with the Integrated Planning Team to undertake a first pass corporate Climate Change Risk Assessment to better understand climate risks, reduce risk exposure and inform corporate adaptation planning.</i></p> <p>Just noting the budget for this seems a bit light on</p>	<p>WALGA provide training to LG Officers on undertaking a corporate first pass climate change risk assessment, therefore an external consultant may not be required to undertake this action, however could be engaged to provide a peer review.</p>	Update from \$6,000 to \$8,000.

11. Applications for Leave of Absence

Nil

12. Motions on Notice

12.1 Councillor Kozisek – Public Artwork Sculpture

File Ref:	COB/2144
Applicant/Proponent:	Councillor Kozisek
Responsible Officer:	Karin Strachan, Director Corporate and Community
Responsible Manager:	Georgia-Mae O’Brien, 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:	Nil

Councillor Kozisek’s Motion

That Council:

1. Authorise the Public Art Acquisition panel to proceed with the process of identifying and commissioning a female artist to design and install a public art sculpture at Boulters Heights as a tribute to all women.
2. Fund the sculpture above utilising current funds within the public art reserve.

*Voting Requirement: **Absolute Majority***

Councillor Kozisek’s comments in support of the motion

At present Bunbury has no art pieces in the public art realm that pay homage to our women of the past, and the contribution that they have made to our region.

This piece of Art should be a sculpture, to be placed in a very public space overlooking Bunbury, with Boulters Heights as a suggested location. The Art would be meant as a tribute to all women, for our Great grandmothers, our Grandmothers, ourselves and our daughters, and to all future women.

Discussions have been held with the former Director of BRAG, Mike Bianco, who has provided some valuable insights into the approach to be taken.

Officer Comments

The proposed motion is consistent with a previous Council Decision 161/21 from August 2021, which determined that the *next major public art installation in Bunbury be designed as a tribute to the accomplishments of women who have assisted in the growth and development of the City, WA, and Australia*. The proposed motion is consistent with this decision.

Once this motion is approved by Council, the Public Art Acquisition Panel will proceed with the following steps to implement the decision:

- Approach female artists in the region and provide a scope of what is required
- Obtain a series of preliminary concept designs drawings and cost estimations from the participating artists

- Panel to review the submissions received and rate them against a set of agreed design and outcomes criteria
- The top 2-3 concept design drawings presented to the Panel as a 3-D model with final costings provided
- The panel to select their preferred design and proceed with commissioning the art work through the selected artist

Council Policy Compliance

The Public Art Council Policy is applicable.

Legislative Compliance

Nil

Analysis of Financial and Budget Implications

There is a total of \$300,000 available in the Art Reserve fund to be utilised for this purpose.

Timeline: Council Decision Implementation

Immediate following Council decision.

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

13.2 Questions from Members

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

15. Meeting Closed to Public

15.1 Matters for which the Meeting may be Closed

15.1.1 Lot 3001 Marrabank Loop – Bunbury Power Boat Club and City Leases

File Ref:	COB/3853
Applicant/Proponent:	Internal
Responsible Officer:	Andrew McRobert, Director Sustainable Development
Responsible Manager:	Alan Ferris, Chief Executive Officer
Executive:	Alan Ferris, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Confidential Report CRUSC- 1: RFQ2324/022 - Lot 3001 Marrabank Loop – Bunbury Power Boat Club and City Leases

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

- (b) the personal affairs of any person; and*
- (e)(ii) information that has a commercial value to a person; and*
- (f)(ii) endanger the security of the local government’s property*

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

15.1.2 Proposed Disposal of Freehold Land - Lot 301 on Deposited Plan 409118 Fielder Street, South Bunbury

File Ref:	COB/5558
Applicant/Proponent:	Confidential
Responsible Officer:	Aly Smith, Property and Lands Officer
Responsible Manager:	Felicity Anderson, Manager Economic Growth
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments	Confidential Report CRUSC-2 Proposed Disposal of Freehold Land - Lot 301 on Deposited Plan 409118 Fielder Street, South Bunbury

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

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

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

15.2 Public Reading of Resolutions that may be made Public

16. Closure